

# **NOTICE OF THE REVISED REGULAR MEETING**

**Wednesday, December 13, 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

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## **REGULAR MEETING AGENDA**

- I. CALL TO ORDER
- II. ROLL CALL
- III. ADDITIONS TO THE AGENDA
- IV. PUBLIC HEARING FOR THE TAX LEVY ORDINANCE
- V. PUBLIC COMMENT FOR ITEMS ON AGENDA
- VI. CONSENT AGENDA
  - A. Approval of Minutes November 8, 2023 Workshop Meeting
  - B. Approval of Minutes November 14, 2023, Finance Committee Meeting
  - C. Approval of Minutes November 14, 2023 Regular Meeting
  - D. Approval of Ordinance 2023-03 Naming the Baseball Field at Larry Fink Park the Jeff Fox Baseball Field
  - E. Approval of Ordinance #2023-09 - Tax Levy for 2023
  - F. Approval of Ordinance #2023-10 An Ordinance Amending the Appropriation Ordinance for the Fiscal Year Beginning January 1, 2023 and Ending on December 31, 2023
  - G. Approval of the Deer Creek Racquet Club Parking Lot Engineering Proposal
  - H. Approval of the Hidden Creek AquaPark Concrete Deck Replacement Change Order
  - I. Approval of the 2024 Larry Fink Memorial Park Baseball Field Improvements Bid
  - J. Approval of the 2024 Hidden Creek Aqua Park Pool Shell Maintenance Project Bid
  - K. Approval of the 2024 Park Avenue Boating Facility South Parking Lot Restoration Bid
  - L. Approval of the 2024 Highland Park Pops Affiliate Organization Agreement
  - M. Approval of the 2024 Highland Park Players Affiliate Organization Agreement
  - N. Approval of the 2024 American Youth Soccer Organization Affiliate Agreement
  - O. Approval of the 2024 Uptown Music Theater of Highland Park Affiliate Organization Agreement
  - P. Approval of the 2024 License Agreement between the Park District of Highland Park and the North Shore Yacht Club
  - Q. Bills and Payroll in the amount of \$5,597,647.15
- VII. FINANCIAL FORECASTS TREASURER'S REPORT
- VIII. UNFINISHED BUSINESS
  - A. 2024 Proposed Budget and the Budget and Appropriation Ordinance
  - B. Consideration to approve of a Restricted Donor Agreement with Ron Saslow at 2205 Skokie Valley Road (Lot 3)

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**IX. NEW BUSINESS**

- A. Parks Foundation Update**
- B. Board Committee Updates**
- A. Director's Report**
  - a. Sunset Valley Golf Club End of Season Report**
- C. Board Comments**

**X. OTHER BUSINESS**

**XI. OPEN TO PUBLIC TO ADDRESS THE BOARD**

**XII. 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.

**XIII. ACTION FROM CLOSED SESSION IF ANY**

**XIV. ADJOURNMENT**

**PARK DISTRICT OF HIGHLAND PARK  
BOARD OF PARK COMMISSIONERS  
MINUTES OF WORKSHOP MEETING  
NOVEMBER 8, 2023**

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

A motion was made by Commissioner Ruttenberg and seconded by Commissioner Ruttenberg to allow Vice President Freeman to participate in tonight's meeting by electronic means.

**Roll Call:**

**Aye:** Commissioner Bernstein, Commissioner Kaplan, Commissioner Ruttenberg, President Grossberg

**Nay:** None

**Absent:** None

**Abstain:** None

**Motion Carried**

**ROLL CALL**

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

**Absent:** None

**Staff Present:** Executive Director Romes; Deputy Director Carr; Director Smith; Director Peters; Director Voss; Director Gogola; Director Hall; Director Baird; Assistant Director Acevedo; Assistant Director Reyes; Manager Baczek; Manager Schwartz; Manager Nichols; Coordinator Hejnowski

**Guest Speakers:** None

**ADDITIONS TO THE AGENDA**

None.

**PUBLIC COMMENT FOR ITEMS ON THE AGENDA**

None.

**DRAFT OF THE 2024 FIVE-YEAR CAPITAL PLAN**

Commissioner Bernstein commended staff as this plan has been presented to the Finance Committee and very few changes were made to tonight's presentation.

Director Smith reviewed the capital plan prioritization tiers, noting that tiers 1-3 are safety and legal compliance, critical repairs, and scheduled replacements (highest priority), tiers 4-5 are improving existing items and new items, and tier 6 are unbudgeted items.

He reviewed the 2024 budget summary which includes: \$198,000 for districtwide and annual items, \$446,000 for technology, \$348,000 for parks equipment, \$3.4 million for park improvements, \$35,473 for Centennial Ice Arena, \$720,000 for Deer Creek Racquet Club, \$30,000 for the Highland Park Golf Learning Center, \$45,000 for Heller Nature Center, \$122,000 for Hidden Creek AquaPark, \$1.1 million for Park Avenue Beach and Boating Facility, \$1.1 million for the Recreation Center of Highland Park, \$40,000 for the Rosewood Beach Interpretive Center, \$1.1 million for Sunset Valley Golf Club, and \$1.8 million for West Ridge Center.

Commissioner Kaplan would like to know if the 2024 budget for the Recreation Center of Highland Park includes locker room renovations.

Director Smith reported the 2024 budget includes locker room renovations.

Commissioner Kaplan would like an update on Rory David Duetsch Park at a future meeting.

Director Peters reviewed the Capital Plan Ten-Year Funding Model for tiers 1-5, highlighting annual transfers to the capital fund and bond issuance years. The plan shows the Park District plans for three bond issuances, the first in 2024, second in 2028, and third in 2031. Overall, all the fund balances will be in the black over the next ten years.

Commissioner Bernstein would like to know if the ending fund balances in 2026 and 2027 will negatively affect the Park District's triple A Bond Rating from Moody's.

Director Peters reported that this plan shows the worst-case scenario and was reviewed by the District's financial counsel. The counsel did not have any concerns that the Park District's Triple A Bond rating would decrease in 2026 or 2027 due to having less than \$1 million in the capital fund.

**CONSIDERATION TO APPROVE THE SUNSET WOODS PARK IMPROVEMENTS SITE DESIGN AND ENGINEERING SERVICES AGREEMENT**

Director Smith reported that 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 and presented the collaborative proposal. He reported that the total design fee is \$186,000. There is \$178,000 in the 2024 budget. The Park District's legal counsel is reviewing the proposal. Staff will have an update at the November 14, 2023 Finance Committee Meeting and request approval at the November 15, 2023 Regular Meeting.

### **CONSTRUCTION PROJECT UPDATES**

#### ***A. Lot 3 Enterprise Facility at 2205 Skokie Valley Road***

Executive Director Romes reported that at the October 25 Regular Meeting Staff reviewed the Request for Proposals (RFP) for the Recreational Services of an Enterprise Facility at 2205 Skokie Valley Road. Staff received consensus from the Park Board of Commissioners to work with Park District Legal Counsel to 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 15 Regular Board Meeting. Staff also received consensus to continue negotiations directly with Golf Development Strategies on an agreement for future consideration.

#### ***B. Hidden Creek AquaPark Deck Replacement and Shade Structures project***

Director Smith reported that the project scope includes removal/replacement of the existing concrete deck, special consideration for the interface with the concrete deck and pool gutter, and the removal/installation of new shade structures. Construction will begin next week. The project should be completed before the end of the year.

#### ***C. Port Clinton and Old Elm Park Playground projects***

Manager Schwartz reported that In April, the District hired Teska and Associates to design Old Elm and Port Clinton's playground replacements. Over the summer, the District sent out preliminary engagement surveys to residents within half a mile of each playground to collect feedback about preferred playground equipment and other park specific design elements. Feedback collected was given to Teska to begin design work. PDHP worked with Teska to further refine the designs. Next week, staff would like to hold two community meetings to share the new playground layouts and to collect community feedback on the proposed playground equipment options. Feedback will then be incorporated into final designs, and the projects will be bid out in January 2024. Construction is anticipated for Summer 2024.

Teska developed two site layouts for each park, layouts were shared with the Park Board of Commissioners for feedback.

Commissioner Bernstein requested an update regarding community feedback at a Lakefront, Parks, and Natural Areas Committee Meeting.

***D. New Community Center at West Ridge Park***

Manager Schwartz reported that the project has entered building schematic design. Staff are discussing site adjacencies of the park with Architects Holabird and Root to better understand where the new building should be placed on the site. The deliverable at the end of this phase is to have a refined schematic design which will be submitted to W.B. Olsen, Construction Management firm, to gather costs.

**REVIEW OF VOUCHERS**

Director Peters reported the only remarkable item is camp bussing costs.

**OTHER BUSINESS**

None.

**OPEN TO THE PUBLIC TO ADDRESS THE BOARD**

None.

**CLOSED SESSION**

A motion was made by Commissioner Kaplan, seconded by Commissioner Ruttenberg 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) 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 Bernstein; Commissioner Kaplan, Commissioner Ruttenberg, Vice President Freeman, President Grossberg

**Nay:** None

**Absent:** None

**Abstain:** None

**Motion Carried**

The meeting adjourned into Closed Session at 7:09 p.m.

The meeting reconvened into Open Session at 7:31 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

Workshop Meeting Minutes  
November 8, 2023

specific volunteers of the public body or legal counsel for the public body; 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 Commissioner Kaplan and approved by a unanimous vote. The Board Meeting adjourned at 7:32 p.m.

Respectfully submitted,

Roxanne Hejnowski, Assistant Secretary

**MINUTES OF A THE FINANCE COMMITTEE MEETING  
OF THE PARK DISTRICT OF HIGHLAND PARK  
HELD ON NOVEMBER 14, 2023, 8:02 AM.**

**Present:** Commissioner Bernstein, Commissioner Ruttenberg

**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 Sassorossi, Manager Deptula; Coordinator Hejnowski

**Guest Speaker:** None

**Additions to the Agenda**

None.

**Budget Presentation**

Director Peters reviewed the 2024 budget calendar (upcoming meetings until the public hearing for the 2024 Combined Budget Ordinance in January 2024) and considerations and assumptions for developing the proposed 2024 budget.

Director Peters provided a Districtwide Budget Comparison, highlights included staff are projecting the District to have a \$3.9 million surplus as of December 31, 2023 (capital and transfers are excluded from this amount). The Surplus is attributed to programming, property taxes, memberships, rentals, and income tax revenue.

Director Peters reviewed revenues and expenses in the proposed 2024 budget by function.

- Administration Function anticipates a \$709,543 surplus after transfers.
- Parks Function anticipates a deficit. This is typical, since revenue is only generated from park permit fees; whereas expenses are high to maintain properties.
- Recreation Function has an increase in programming, membership, and rental revenue and expenses from salaries and wages. The 2024 Budget includes a \$3 million transfer to the capital fund.

Director Peters reviewed the districtwide budget comparison with transfers, highlighting an intentional net deficit spend of just under \$4 million.

Director Peters reviewed the projected cash on hand, anticipating \$30,812,091 as of January 1, 2024 and \$27,036,635 as of December 31, 2024.

**Updated Tax 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** – Tiers 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** - 44 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. Overall, the CPI (6.5%) is greater than Tax Levy Cap (5%) and Operational Expenses are projected to increase, includes part-time and seasonal wages including minimum wage increase to \$15/hr. (19%), Materials and Supplies (7.3%), Utilities (9.9%), Health Insurance Premiums (PPO 7.9%, HMO 7.7%, Dental 3.0%, Vision 22.2%), and Building Safety and Security, IT and Cyber Security. Additionally, Capital Project Construction, Architecture and Management Costs continue to increase consistent with CPI and over the next 5 years are projected to be more than \$28 million. The proposed levy allows Grant in Aid Scholarships funds to increase from \$100,000 - \$150,000 and the Park District of Highland Park to sustain operations, capital repair, replacement, and improvements.

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

- CPI for 2023 is 6.5%, tax levy cap is 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 tax bill, and the impacts for an individual taxpayer, specifically, the impacts if a taxpayers equalized assessed valuation of their house went up 10%. She provided different examples, below average, average, and above average property values, and the impacts based on the Park District's proposed 6.9% increase to the tax levy.

She reviewed the surrounding truth in taxation rates of other Highland Park government bodies.

She reviewed tax levy calculations. Noting 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.

Commissioner Bernstein and Commissioner Ruttenberg support staff's recommendation for tax levy.

**Sunset Woods Park Improvements Site Design and Engineering Services Agreement**

Director Smith reminded the Committee that 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. The agreement was shared with the Park Board and the Public in the November 15, 2023 Regular Meeting Packet.

The Committee recommends keeping this item on the consent agenda at the November 15, 2023 Regular Meeting of the Park Board.

**Lot 3 Enterprise Facility at 2205 Skokie Valley Road Project**

Manager Ochs reported that 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.

- **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

Finance Committee Meeting Minutes  
November 14, 2023

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 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.

The independent contract with The Golf Practice was shared with the Park Board and the Public in the November 15, 2023 Regular Meeting Packet. The Committee supports staff's recommendations and will recommend the Park Board of Commissioners approve the independent contract with The Golf Practice.

**Changes to Policy 5.03 Refund of District Fees**

Manager Deptula reported that staff and the Park District's Legal Counsel recommends changing policy 5.03 Refund of District Fees to include the addition of policy 5.03.07: Household Credits Left on Account. Credits left on household accounts over 365 days will be returned to the account holder via the original payment method if over \$10, if less than \$10, the credit will be donated to the Parks Foundation of Highland Park.

**Centennial Ice Arena Monthly Financial Update**

Manager Sassorossi provided a 2023 budget overview as of October 31 comparing actual revenues and expenses and projected for programs and rentals.

**Other Business**

None.

**Open to the Public to Address the Board**

None.

**Adjournment**

The meeting adjourned at 9:52 a.m.

Respectfully submitted,

Roxanne Hejnowski, Assistant Secretary

**PARK DISTRICT OF HIGHLAND PARK  
BOARD OF PARK COMMISSIONERS  
MINUTES OF THE REGULAR MEETING  
NOVEMBER 15, 2023**

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

**ROLL CALL**

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

**Absent:** Commissioner Bernstein, Commissioner Kaplan

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

**Guest Speakers:** None

Commissioner Bernstein joined the meeting at 6:16 p.m.

**ADDITIONS TO THE AGENDA**

None.

**PUBLIC COMMENT FOR ITEMS ON THE AGENDA**

None.

**CONSENT AGENDA**

Commissioner Ruttenberg requested that Item A. Minutes from the October 17, 2023 Finance Committee Meeting and Item B. Minutes October 18, 2023 Facility and Recreation Committee Meeting be removed from the consent agenda, since he did not attend either of those meetings.

A motion was made by Commissioner Ruttenberg, seconded by Vice President Freeman to remove Item A. October 17, 2023 Finance Committee Meeting and Item B. Minutes October 18, 2023 Facility and Recreation Committee Meeting be removed from the consent agenda.

**Roll Call:**

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

**Nay:** None

**Absent:** Commissioner Bernstein, Commissioner Kaplan,

**Abstain:** None

**Motion Carried**



A motion was made by Commissioner Ruttenberg, seconded by Vice President Freeman to approve the Minutes October 25, 2023 Regular Meeting; the 2024 Board Meeting Calendar; 2024 IAPD/IPRA Credentials Certificate; Policy # 5.03.07 Household Credits Left on Account; the Site Design and Engineering Services Proposal from Lamar Johnson for the Sunset Woods Improvements project; the Independent Contractor Agreement with The Golf Practice for Golf Programs and Services; and the Bills and Payroll in the amount of \$1,693,772.76

**Roll Call:**

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

**Nay:** None

**Absent:** Commissioner Bernstein, Commissioner Kaplan

**Abstain:** None

**Motion Carried**

**FINANCIAL FORECASTS AND TREASURER’S REPORT**

***Operations (General and Recreation Funds) Budget vs. Actual***

Director Peters shared the end-of-year projections and actual figures as of October 31, 2023. Projected Revenues are greater than budgeted by \$1.8 million and projected expenses are \$700,000 less than budgeted. Overall, staff are projecting a \$2.5 million surplus in operating funds as of December 31, 2023.

***Conclusion***

The following Park District programs and facilities are performing better than budget: interest income has a \$622,000 surplus, youth dance has a \$47,000 surplus, tennis has a \$140,000 surplus, Recreation Center memberships has a \$193,000 surplus and personal training has a \$34,000 surplus, and golf has a \$450,000 surplus. Also, there is a \$400,000 savings from payroll expenses.

**NEW BUSINESS**

**A. Parks Foundation Update**

Director Gogola reported the Parks Foundation met last night to review the 2024 plans including grants, fundraising campaigns, community outreach, and events. The most recent event, Dad Bod 3x3 Basketball Tournament, was a huge success. They would like it to become an annual event and include a youth tournament next year.

**B. Board Committee Updates**

Executive Director Romes reported at the November 14 Finance Committee Meeting staff reviewed the proposed 2024 Budget and the 2023 tax levy considerations.

The Finance Committee recommended the Park Board of Commissioners approve the Site Design and Engineering Services Agreement from Lamar Johnson Collaborative for the Sunset Woods

Improvements project, the independent contractor agreement with the Golf Practice for golf programs and services at the Highland Park Golf Learning Center, and the addition of policy 5.03.07: Household Credits Left on Account.

Staff provided a 2023 financial analysis report of Centennial Ice Arena, comparing year-to-date budgeted vs. actual revenues and expenses for programs and rentals.

**C. End of Season Lakefront Report**

Assistant Director Acevedo provided a 2023 summary of operations at Rosewood Beach. She provided a comparison of budgeted vs actual revenues and expenses at Rosewood Beach, this included daily pass, camp open swim, and parking revenue along with expenses from salaries and wages and pension contribution, contractual services, insurance, materials and supplies, utilizes. She reviewed the lakefront decal and parking meter utilization comparing 2022 to 2023. She provided a comparison of neighboring beach fronts and the rates they charge for use compared to Highland Park rates.

Manager Pierce reviewed rental revenues from 2022 to 2023. She is pleased to report revenues have increased in 2023 since the facility can be rented year-round.

Assistant Director Acevedo shared a list of staff recommendations for Rosewood Beach, highlights include possibly installing an access gate in the upper parking lot and introducing a \$5 to \$10 Resident Beach Access season pass.

President Grossberg and Commissioner Ruttenberg would like to know if it's possible to expand the Rosewood Interpretive Center since it's such a sought-after facility for rentals. Commissioner Bernstein reported this is a tier 6, unfunded capital project item, and would be extremely costly, if at all possible. He recommends discussing this at a Committee Meeting.

President Grossberg and Commissioner Ruttenberg are opposed to charging residents to access the beach.

Executive Director Romes recommends having a deeper discussion regarding charging residents to access the beach at a future Finance Committee Meeting.

Assistant Director Acevedo provided a 2023 summary of operations at Park Avenue Beach and Boating Facility. Manager Pierce compared the 2023 actual utilizations and revenues vs. budgeted for storage, launch, and parking pass sales. Assistant Director Acevedo reported that PABF is projected to generate \$258,247 in revenue by December 31, 2023.

**D. Directors Report**

Executive Director Romes shared upcoming events, including 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; 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. 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; 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; 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; 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). 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.

**E. Board Comments**

None.

**UNFINISHED BUSINESS**

**A. Approval of Item A. Minutes from the October 17, 2023 Finance Committee Meeting and Item B. Minutes October 18, 2023 Facility and Recreation Committee Meeting.**

A motion was made by Commissioner Bernstein, seconded by Vice President Freeman to approve Item A. October 17, 2023 Finance Committee Meeting and Item B. Minutes October 18, 2023 Facility and Recreation Committee Meeting be removed from the consent agenda.

**Roll Call:**

**Aye:** Commissioner Bernstein, President Freeman, President Grossberg

**Nay:** None

**Absent:** Commissioner Kaplan

**Abstain:** Commissioner Ruttenberg

**Motion Carried**

**B. Approval of the Truth in Taxation Resolution #2023-08**

Director Peters reported that 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.

Director Peters reviewed the tax levy timeline.

She reminded the Park Board of Commissioners 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** – Tiers 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** - 44 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. Overall, the CPI (6.5%) is greater than Tax Levy Cap (5%) and Operational Expenses are projected to increase, includes part-time and seasonal wages including minimum wage increase to \$15/hr. (19%), Materials and Supplies (7.3%), Utilities (9.9%), Health Insurance Premiums (PPO 7.9%, HMO 7.7%, Dental 3.0%, Vision 22.2%), and Building Safety and Security, IT and Cyber Security. Additionally, Capital Project Construction, Architecture and Management Costs continue to increase consistent with CPI and over the next 5 years are projected to be more than \$28 million. The proposed levy allows Grant in Aid Scholarships funds to increase from \$100,000 - \$150,000 and the Park District of Highland Park to sustain operations, capital repair, replacement, and improvements.

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

- CPI for 2023 is 6.5%, tax levy cap is 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.

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 lesser 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.

She reviewed the surrounding truth in taxation rates of other Highland Park government bodies.

She reviewed tax levy calculations. Noting 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.

Commissioner Bernstein would like to know why the growth percentages differentiate amongst the Park District of Highland Park, North Shore School District 112, and Township High School District 113.

Director Peters reported that the growth percentages and determined by Lake County.

A motion was made by Commissioner Bernstein, seconded by Vice President Freeman to 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%.

Commissioner Bernstein reported that a lot of discussion went into that number and justification to support programs and services. He thanked staff for their hard work in developing the proposed levy.

**Roll Call:**

**Aye:** Commissioner Bernstein, Commissioner Ruttenberg, Vice President Freeman, President Grossberg

**Nay:** None

**Absent:** Commissioner Kaplan

**Abstain:** None

**Motion Carried**

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

Executive Director Romes reported staff are not requesting approval of the Restricted Donor Agreement since it is still being reviewed by the Park District's legal counsel. Instead, he is here this evening to provide an update on the agreement.

As a reminder, 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.

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 a Donor Agreement with Ron Saslow, which includes the donation of 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.

Executive Director Romes requested a Park Board representative to help with the negotiations before the final agreement is presented in December for approval.

Commissioner Ruttenberg was appointed the Park Board representative.

**OTHER BUSINESS**

None.

**OPEN TO THE PUBLIC TO ADDRESS THE BOARD**

None.

**ADJOURNMENT**

A motion was made by Commissioner Ruttenberg and seconded by Commissioner Bernstein and approved by a unanimous vote. The Board Meeting adjourned at 7:11 p.m.

Respectfully submitted,

Regular Meeting Minutes  
November 15, 2023

Roxanne Hejnowski, Assistant Secretary



# Memorandum

**To:** Park Board of Commissioners

**From:** Liz Gogola, Director of Marketing; Brian Romes, Executive Director

**Date:** December 13, 2023

**Subject:** **Approval of Ordinance #2023-03 Naming the Baseball Field at Larry Fink Park the Jeff Fox Baseball Field**

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## **Summary**

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 include contribution of an agreed upon dollar amount to fund all or a portion of the capital construction cost associated with developing a park component. Provisions of a naming rights agreement include an agreed upon term to fund an endowment for the continued maintenance of the facility. To this end, Staff has been in discussions Corey Fox regarding a naming rights agreement in exchange for a generous donation for the Baseball Field Renovation at Larry Fink Park.

Per the terms of the agreement, the Fox family donated \$300,000 to the Parks Foundation of Highland Park to name the Baseball Field at Larry Fink Park, "Jeff Fox Baseball Field". The donation funds will be used for the construction of the renovated baseball field. The naming rights agreement was presented and approved by the Park Board of Commissioners at the December 14, 2022 Regular Board Meeting. The name has sat for a period of 60 days for public review.

## **Recommendation**

The Park Board of Commissioners will consider a motion to approve Ordinance 2023-03 Naming the Baseball Field at Larry Fink Park the Jeff Fox Baseball Field.



**PARK DISTRICT OF HIGHLAND PARK**

**ORDINANCE NO. 2023-03**

**AN ORDINANCE NAMING A PARK OF THE  
PARK DISTRICT OF HIGHLAND PARK**

**WHEREAS**, Park District of Highland Park (Park District) owns and operates a park currently referred to as Larry Find Park (the “Park”); and

**WHEREAS**, the naming and/or renaming of Park District Parks is governed by Park District Policy 4.02 “Policy for Naming or Renaming Parks, Buildings, and Facilities” (“Policy”); and

**WHEREAS**, the Policy authorizes the naming of a Park District Park by the affirmative vote of a four-fifths majority of the Board of Commissioners after discussion and a wait of at least sixty days before voting; and

**WHEREAS**, the Board of Commissioners entered into that certain Donation and Naming Rights Agreement, dated December 14, 2022, with the Alvin H. Baum Family Fund, Ryan Fox and Lisa Moschin (collectively, the “Donor”) (the “Donation Agreement”), a copy of which is attached hereto as Exhibit A;

**WHEREAS**, pursuant to the Policy and the Agreement, the District and Donor have agreed the District shall use the designation “Jeff Fox Field” as the name of the baseball field located at Larry Fink Memorial Park, subject to the terms and conditions of the Agreement;

**WHEREAS**, the Board of Commissioners first declared its intent to designate “Jeff Fox Field” as the name of the Baseball Field located at Larry Fink Memorial Park on December 14, 2022, more than sixty (60) days prior to the date of this Ordinance. and has received no public comment adverse to such designation;

**WHEREAS**, the Park District Board of Commissioners finds that it is in the best interest of the Park District and its residents to name the baseball field located at Larry Fink Memorial Park as the Jeff Fox Field;

**NOW, THEREFORE BE IT ORDAINED** by the Board of Commissioners of the Park District of Highland Park that:

1. The foregoing recitals represent the Board of Commissioners’ legislative findings and are hereby incorporated as through fully restated herein,
2. The baseball field located at Larry Fink Memorial Park is hereby designated “Jeff Fox Field,” subject to the terms and conditions of the Agreement.
3. The Park District Executive Director or his designee is hereby authorized to take all action required to name the baseball field, including but not limited to, changing signs and logos, and notifying Park users and the general public of the name.

PASSED by roll call vote this 13<sup>th</sup> day of December 2023.

**ROLL CALL VOTE:**

AYE: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

NAY: \_\_\_\_\_

ABSENT: \_\_\_\_\_

\_\_\_\_\_  
President, Board of Park Commissioners of the  
Park District of Highland Park

ATTESTED and RECORDED this  
13<sup>th</sup> of December 2023  
and published in pamphlet form.

\_\_\_\_\_  
Secretary, Park District of Highland Park

## Exhibit A

### DONATION AND NAMING RIGHTS AGREEMENT

THIS DONATION AND NAMING RIGHTS AGREEMENT (“Agreement”) is made as of the 14<sup>th</sup> day of December, 2022, by and between the PARK DISTRICT OF HIGHLAND PARK (“District”), Corey Fox (the “Donor's Representative”), Alvin H. Baum Family Fund , Ryan Fox and Lisa Moschin (collectively with Donor's Representative, the “Donor”). The following recitals form the basis for this Agreement and are made a material part of it.

- A. District owns and operates a public recreational park, located at 1377 Deer Creek Parkway and commonly known as Larry Fink Memorial Park, which consists of seventy and 59/100 (70.59) acres, more or less, in the City of Highland Park, Illinois (the “Park”).
- B. Pursuant to discussions between District and Donor, Donor wishes to assist the District to finance the construction and improvement of a turf baseball field, including the Sign (as defined below) (“Baseball Field”) and appurtenant improvements located at Larry Fink Memorial Park, as more specifically depicted and described in Exhibit A (which shall, for avoidance of doubt include the Sign) (the “Project”).<sup>1</sup>
- C. Pursuant to the District’s naming rights policy, District and Donor desire to enter into an agreement, whereby, in exchange for good and valuable consideration, District shall use the designation “**Jeff Fox Field**” exclusively as the name of the Baseball Field located at Larry Fink Memorial Park in accordance with the terms and conditions set forth herein.

NOW, THEREFORE, in consideration of the foregoing recitals, the mutual promises and considerations in the Agreement and below, and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, District and Donor agree as follows:

1. Name

The name of the Baseball Field at Larry Fink Memorial Park, as more specifically depicted in Exhibit A, shall be known as “**Jeff Fox Field**,” (the “Name”) so designated at a time when, but no later than 60 days after, the Project work is completed. Donor’s Representative shall, upon execution of this Agreement, submit to the District a letter signed by a duly authorized representative, and notarized by a notary public, authorizing the use of the name “**Jeff Fox Field**.”

Nothing herein shall limit the District’s ability to dedicate other parts of the Baseball Field (e.g. dugouts, etc.) in recognition of other donors and/or sponsors. Notwithstanding the immediately preceding sentence, in no event during the Initial Term or any Renewal Term shall any such other dedication or recognition of other donors or sponsors limit or infringe upon the Name being the sole and exclusive name of the Baseball Field located at Larry Fink Memorial Park.

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<sup>1</sup> Note to District: As discussed, Exhibit A shall include the rendering of the field as well as the minimum quality scoreboard acceptable to Donor.

## 2. Term

A. The District and the Donor recognize that the Baseball Field has a useful life span after which time the Baseball Field will need renovation and/or replacement. Hence, the initial term of this Agreement shall be for 15 years (the "Initial Term").

B. This Agreement may be renewed in the sole discretion of the Donor's Representative for additional ten (10) year renewal terms (each, a "Renewal Term") as further set forth herein. For avoidance of doubt, regardless of whether or not Donor exercises its right of first refusal described in Section 2C. of this Agreement below, the Initial Term shall be 15 years. Each subsequent Renewal Term shall add an additional 10 years to the Initial Term regardless of when such renewal is exercised (e.g. if in year 9 of the Initial Term the Donor exercises its right of first refusal in accordance with Section 2C. of this Agreement, Donor's rights hereunder shall last for 25 years (the full Initial Term plus the full first Renewal Term)).

C. Not earlier than one year year prior to the date on which, in the good faith discretion of the District, the infield turf at the Baseball Field in the Park needs to be repaired and/or replaced, the District shall grant the Donor a right of first refusal to extend this Agreement for a Renewal Term. The Donor may exercise the right of first refusal by donating to the Parks Foundation of Highland Park an additional sum equal to fifty percent (50%) of the amount necessary to repair and/or replace the infield turf at the Baseball Field based on the actual costs therefor (the "ROFR Payment"). The ROFR Payment will be paid as follows: (a) Sixty percent (60%) of the ROFR Payment shall be paid within 60 days after Donor's Representative exercises the right of first refusal, and (b) to the extent the repair or replacement of the infield turf at the Baseball Field has been completed in a manner and of a quality and use no less than those in the original Project, an aggregate amount equal to Forty percent (40%) shall be paid in five (5) equal annual installments (i.e. 8% of the ROFR Payment shall be paid annually over 5 years) commencing on the first anniversary of the Donor's first payment in clause (a) of this Section 2(c). The Donor's Representative must exercise the right of first refusal not later than ninety (90) days after the District delivers to Donor's Representaive a written estimate of the cost to repair and/or replace the infield turf at the Baseball Field . The parties shall true up the actual costs once the work is complete but in no event shall the final amounts owed by Donor pursuant to this paragraph C. exceed the estimated ROFR Payment included in the written notice from the District to Donor's Representative estimating such amounts (in other words, the true up of actual costs shall not increase the amount of the ROFR Payment). The district acknowledges and agrees that the ROFR Payment, if any, shall be used solely to fund the repair and/or replacement of the infield turf at the Baseball Field as described in the notice delivered by the District to Donor's Representative and that the infield turf replacements (if any) at the Baseball Field shall be of a quality and use no less than those in the original Project. For avoidance of doubt, the rights of Donor to extend the naming rights hereunder by electing for a Renewal Term (or multiple subsequent Renewal Terms) shall be contingent only on Donor's agreement to fund (and actually funding) the ROFR Payment as described in this Section 2C., which ROFR Payment shall be limited in the aggregate to an amount equal to 50% of the cost to repair or replace the infield turf at the Baseball Field in the Park. The District acknowledges and agrees that if the repair or replacement of the infield turf at the Baseball Field has not been completed in a manner and of a quality and use no less than those in the original Project prior to the date that is the first anniversary of Donor's first payment in clause (a) of this Section 2(c), then such payment made pursuant to clause (a) of this Section 2(c) shall promptly be reimbursed to Donor.

## 3. Placement and Use of Name

District hereby agrees to display the Name of the Baseball Field on a scoreboard on or around the Baseball Field, which shall designate the Baseball Field as **Jeff Fox Field** (the "Sign") for the entirety of the Initial Term and any Renewal Term. District will provide Donor's Representative with the illustration and specifications for the Sign permitted under the Park District's sign policy prior to finalizing the Sign.

The design and text of the above described signage (including the Name on the Sign) shall be submitted to Donor's Representative for review and shall be subject to Donor's Representative's consent, which shall not be unreasonably withheld, conditioned or delayed (it being agreed and understood that the intent of this provision is to ensure that the Name shall be displayed on the Sign in an easily legible manner and a manner customary for naming rights (eg size and scope of the name shall be appropriately and prominently displayed)).

District further agrees to cause the Name to be mentioned and displayed in any place where or on any occasion when District identifies the Baseball Field, as appropriate, including, but not limited, to all printed materials issued by District and the listing of Baseball Fields that appears on District's website, [www.pdhp.org](http://www.pdhp.org).

The costs and expenses for installation of the Sign applicable to the Baseball Field shall be included as Project costs. District shall be responsible to maintain the Sign in good repair.

4. Park Dedication

District agrees that a dedication of the Project (the "Dedication") will be held after the date of substantial completion of construction, on a weekend day to be determined by the mutual agreement of the parties.

One or more of the members of the Board of Park Commissioners and/or the senior administrators of District shall attend the Dedication. The Name shall be used and prominently displayed at the Dedication, and Donor shall be recognized for Donor's contribution and Donor's Representative shall be given an opportunity to address the attendees.

5. Contribution

A. In consideration for the rights granted to Donor under this Agreement and other good and valuable consideration, subject to the conditions set forth herein, Donor hereby agrees to contribute to Parks Foundation of Highland Park the sum of Three Hundred Thousand Dollars (\$300,000.00), to be paid as follows: (a) \$150,000 on or before thirty days from the date of this Agreement, and (b) \$150,000 on or before ninety days after the District approves a contract for the Baseball Field improvements which, in the reasonable discretion of the Donor are of quality and useful purposes not less than, and at least substantially similar to, the Project set forth on Exhibit A (collectively, the "Contribution"). All plans and drawings for the Project shall be shared with Donor's Representative on a timely basis. The Parties agree that final plan approval and project construction is the responsibility of the District. Donor acknowledges that all of the District's obligations hereunder are expressly subject to the receipt of the Contribution, and further acknowledges that if the Contribution is not timely paid in its entirety to the Parks Foundation of Highland Park the District shall have the right to either delay or diminish the scale

of the Project or terminate this Agreement. The District acknowledges that all of the Donors' obligations hereunder are expressly subject to the Project being completed, in the reasonable discretion of the Donor's Representative, in quality and useful purposes not less than, and at least substantially similar to, the Project set forth on Exhibit A. To the extent the district (X) approves a contract for the Project or other Baseball Field improvements and/or (Y) completes the Project or other Baseball Field improvements, in each case that are not, in the reasonable discretion of the Donor's Representative, in quality and useful purposes equal to, and at least substantially similar to, the Project set forth on Exhibit A, then the District shall promptly refund to the Donor all amounts paid by Donor under this Agreement. That parties acknowledge and agree that the funds contributed by Donor under this Agreement are to be used exclusively for the Project and for no other purposes.

B. All and each of the parties characterized as the Donor shall be jointly and severally liable for all payments, contributions, claims and liabilities arising under this Agreement. It being the parties mutual intent that the Park District needs to enforce the Donors' obligations against only one member of the donor group.

6. Maintenance

Donor shall have no responsibility or obligation to maintain the improvements which constitute the Project. All such continuing work shall be the responsibility of the District. Said maintenance shall be kept to appropriate standards for the first class quality of the Project.

7. Donation

The parties to this Agreement intend that Donor's contributions to the Parks Foundation of Highland Park shall be deductible from federal, state and local income taxes to the fullest extent allowed by law. However, District makes no promise or other representation as to the tax or other legal implications to Donor of the Contribution. Any findings or rulings regarding the deductibility of the contributions hereunder shall not affect the validity of this Agreement. District represents that the Parks Foundation of Highland Park is a tax-exempt entity under Internal Revenue Code Section 501(c)(3).

8. Assignment

Neither party shall transfer or assign its rights or obligations under this Agreement without the other party's prior written consent. Notwithstanding the foregoing, in the event of the death, or disability of the Donor Representative, the other Donors shall give notice to the District of the successor to the Donor Representative.

9. Termination

If after termination of the naming rights hereunder, District and Donor have not entered into a new naming rights agreement, District will acknowledge Donor's contribution with a sign at the Baseball Field for as long as the Baseball Field amenities shall exist; provided that if Donor's Representative does not exercise the right of first refusal to renew and extend this Agreement, or the Agreement expires without possibility of renewal, and the District reaches an

agreement with a new donor after the expiration of this Agreement, the Name may be changed and the Sign may be replaced.

11. Notices.

All notices, offers, consents or other communications required or permitted to be given pursuant to this Agreement shall be in writing and shall be considered as properly given or made if delivered personally or by messenger or delivered by mail, and addressed to the address of the intended recipients at the following addresses:

To Donor's Representative:

Corey Fox  
480 Clavey Ln  
Highland Park, IL 60035  
Email: corey.fox@kirkland.com

To District:

Executive Director  
Park District of Highland Park  
636 Ridge Road  
Highland Park, IL 60035

With a copy to:

Lisa Moschin  
90 Ridge Road  
Highland Park, IL 60035  
Phone: 312 909 9156

With a copy to:

Adam B. Simon  
Ancel Glink, P.C.  
175 E. Hawthorn Parkway, Ste. 145  
Vernon Hills, IL 60061  
Email: asimon@ancelglink.com

Either party may change its address by giving notice, in writing, stating its new address to the other party.

12. Relationship

The relationship of the Donor to the District is that of independent charitable contributor. Neither party to this Agreement shall be or become the agent of the other party for any purpose. This is not a franchise agreement and does not create a partnership or joint venture. Nothing herein contained shall be construed to give Donor any property interest in or, except as otherwise expressly provided for herein, control over the Baseball Field or any portion of Larry Fink Memorial Park.

13. Non-Waiver

No delay or omission of any party to exercise rights or powers under this Agreement shall impair any such right or power or shall be construed to be a waiver of any default or acquiescence therein. No waiver of any default shall be construed, taken, or held to be a waiver of any other default, or waiver, acquiescence in, or consent to any further or succeeding default of the same nature.

14. Authority

District and Donor represent and warrant that the individuals executing this Agreement have the authority to so execute this Agreement acknowledge that by executing this Agreement, District and Donor are bound by all terms of this Agreement.

15. Entire Agreement

This Agreement contains the entire understanding between the parties and supersedes any prior understandings and written or oral agreements between them respecting this subject matter. There are no representations, agreements, arrangements, or understandings, oral or written, between the parties relating to the subject matter of this Agreement that are not fully expressed in the Agreement.

16. Reasonableness

Wherever either party to this Agreement is required to approve or consent to or be satisfied as to any matter, such party agrees that such approval, consent or satisfaction shall not unreasonably be withheld or delayed.

17. Remedies

The parties hereto agree that a violation of the provisions of this Agreement by the District and/or their affiliates would subject the Donor to significant irreparable harm. Further, each party hereto recognizes that money damages would not be a sufficient remedy for any breach of this Agreement and that the Donor shall be entitled to equitable relief, including injunction and specific performance, in the event of any breach or threatened breach of the provisions of this Agreement. Such remedies shall not be deemed to be the exclusive remedies for a breach of this Agreement but shall be in addition to all other remedies available hereunder or at law or equity. The District acknowledges and agrees that in no event shall the damages of Donor hereunder exceed \$300,000, plus all costs of collection regardless of whether litigation is necessary.

18. Representatives and Successors Bound

This Agreement shall be binding upon and inure to the benefit of the parties hereto, their heirs, executors, administrators, legal representatives, successors, and assigns. In the event (X) the Park District has not spent the funds to be donated under this agreement for the benefit of Project as of a date that is twenty four months after the date hereof, (Y) any of the circumstances described in the penultimate sentence of Section 5(A) of this Agreement occur, or (Z) the District uses any funds contributed by Donor under this Agreement other than for the Project, all funds contributed by or in the name of Donor pursuant to the Agreement shall be returned to Donor.

19. Choice of Laws

This Agreement shall be interpreted under the laws of the State of Illinois. Any actions concerning interpretation or enforcement of this Agreement shall be brought in the Circuit Court of Lake County, Illinois.



IN WITNESS WHEREOF, the parties have executed this Agreement as of the day and year first written above.

Corey Fox

DocuSigned by:  
*Corey Fox*  
509F97E471D04D3

PARK DISTRICT OF HIGHLAND PARK:

DocuSigned by:  
*Terry Grossberg*  
By: 94C75C4DB5984C1

Alvin H. Baum Family Fund

DocuSigned by:  
*Joel M. Friedman*  
62A851CE6CEC4ED

Name: Terry Grossberg

Its: President, Park Board of Commissioners

By:

Its:

Ryan Fox

DocuSigned by:  
*Ryan Fox*  
AB0ABE4DF7494D4

ATTEST:

DocuSigned by:  
*[Signature]*  
04FA776FE28C44B

Board Secretary

Lisa Moschin

DocuSigned by:  
*[Signature]*  
93311703ERD347E

**EXHIBIT A**

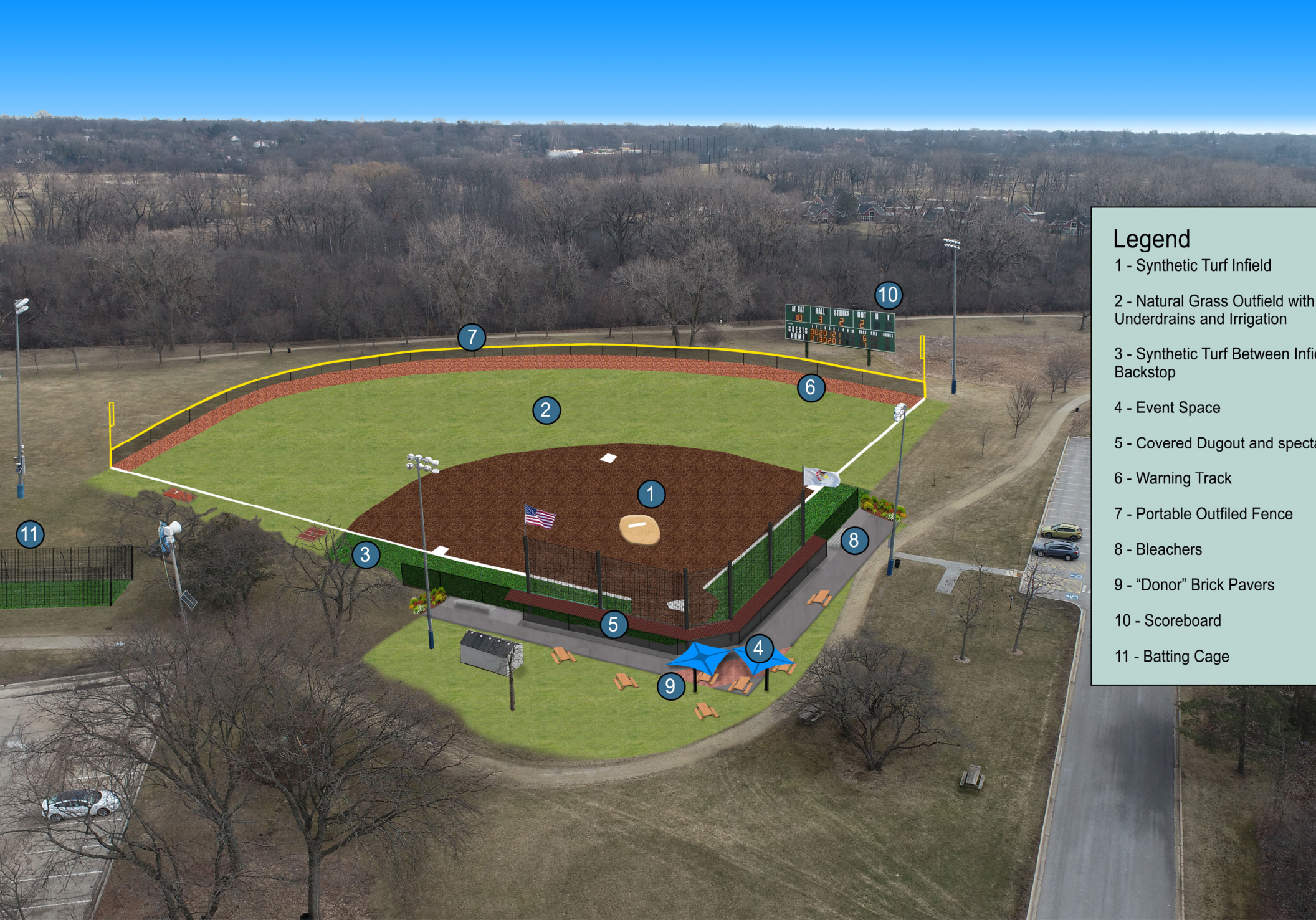
**DESCRIPTION AND DEPICTION OF PROJECT AND ESTIMATED USEFUL LIFE<sup>2</sup>**

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<sup>2</sup> Note to Donor: To include rendering of the project and description of quality, including the Sign.







### Legend

- 1 - Synthetic Turf Infield
- 2 - Natural Grass Outfield with Underdrains and Irrigation
- 3 - Synthetic Turf Between Infield and Backstop
- 4 - Event Space
- 5 - Covered Dugout and Spectator Seating
- 6 - Warning Track
- 7 - Portable Outfield Fence
- 8 - Bleachers
- 9 - "Donor" Brick Pavers
- 10 - Scoreboard
- 11 - Batting Cage





# DON SHEPARD PARK

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00	0	0	0	0	0									
←nevco														
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BEAVERS	0	0	0	0	0	0	0	0	0	0	0	4	5	3
JACKETS	0	0	0	0	4	2	0	0	0	0	0	0	11	0
←nevco														
NIKE		NEVCO						NIKE						
Login to MyCloudDisplay to add content to this display <a href="https://myclouddisplay.com">https://myclouddisplay.com</a>														



# Memorandum

**To:** Board of Commissioners

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

**Date:** December 13, 2023

**Subject:** **Approval of Ordinance #2023-09 - Tax Levy for 2023**

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## **Background**

On November 15, 2023, the Park Board of Commissioners passed the Truth in Taxation Resolution for the 2023 tax levy (2024 collections). By law, the Park District must wait for 20 days to officially pass the 2023 tax levy ordinance to formalize the estimated levy described in the resolution.

Attached to this memorandum is the levy ordinance which exactly reflects the Resolution. Upon passage of the ordinance, staff will deliver an executed copy to Lake County so that it may be recorded by the legal deadline of the last Tuesday of the year, which in 2023 falls on December 26.

The 2023 tax levy ordinance represents the District's request for property taxes and reflects an increase of 6.96% from the 2022 property taxes collected during 2023, based on a tax cap increase of 5% for those funds which are under the property tax cap and .04% per \$100 Equalized Assessed Valuation for the Special Recreation Fund. This levy focuses on capturing new growth within the District. The levy request, exclusive of debt service, totals \$13,915,000 (thirteen million, nine hundred fifteen thousand dollars).

As the Truth in Taxation percentage is greater than 5%, a public hearing notice was published in the local paper announcing a public hearing regarding the tax levy this evening, where members of the public can express their opinions of the levy.

## **Recommendation**

Staff recommends approval from the Park Board of Commissioners of Ordinance #2023-09, Tax Levy Ordinance for 2023, representing the District's request for property taxes to be received in 2024. The amount of the levy is \$13,915,000 (thirteen million, nine hundred fifteen thousand dollars), exclusive of debt service.

**PARK DISTRICT OF HIGHLAND PARK**

**ORDINANCE NO. 2023-09**

**AN ORDINANCE FOR THE LEVY OF TAXES  
FOR THE PARK DISTRICT OF HIGHLAND PARK FOR  
2023**

**BE IT ORDAINED BY THE BOARD OF COMMISSIONERS OF THE PARK DISTRICT  
OF HIGHLAND PARK, COUNTY OF LAKE AND STATE OF ILLINOIS, AS FOLLOWS:**

**SECTION 1:** That the sum of Thirteen Million, Nine Hundred Fifteen Thousand Dollars (\$13,915,000) being the total amount required to be raised by taxation for the year 2023 by the Park District of Highland Park, Illinois for all corporate purposes of said Park District and for purposes of providing for the Corporate Fund, a Recreation Fund, and a Special Needs Recreation Fund be and the same is hereby levied upon all taxable property within said Park District of Highland Park subject to taxation for said year in the amounts and for the uses and purposes itemized below:

- I. The amount to be raised by Tax Levy for Corporate Purposes: (Authority Sec. 5-1 Park District Code)

Salaries	\$3,359,050
Contractual Services	1,309,050
Utilities	153,150
Materials and Supplies	274,800
Insurance	1,062,400
Maintenance and Landscaping	132,150
Pension	<u>284,400</u>

**Total Levy for Corporate Fund \$6,575,000**

- II. The amount to be raised by Tax Levy for Recreation Purposes:

- A) Recreation Fund: (Authority Sec. 5-2a Park District Code)

Salaries and Wages	\$3,630,000
Contractual Services	670,000
Utilities	500,000
Materials and Supplies	210,000
Maintenance and Landscape	250,000
Insurance	710,000
Pension	<u>300,000</u>

**Total Levy for Recreation Fund \$6,270,000**

III. The amount to be raised by Tax Levy for Handicapped Recreation Purposes:  
(Authority Sec. 5-8 Park District Code)

District's share of expenses  
providing recreational programs  
for individuals with special needs  
under a joint agreement with the  
members of the North Suburban  
Special Recreation Association \$ 442,980  
Capital Outlay 627,020

**Total Levy for Handicapped  
Recreation Fund \$ 1,070,000**

**TOTAL AMOUNT LEVIED \$ 13,915,000**

**SUMMARY**

Total Tax Levy for General Corporate Purposes:	\$ 6,575,000
Total Tax Levy for Recreation Purposes:	\$ 6,270,000
Total Tax Levy for Handicapped Recreation Purposes:	\$ 1,070,000
<b>Total Amount Levied</b>	<b>\$ <u>13,915,000</u></b>

**SECTION 2.** That the total amount of Thirteen Million, Nine Hundred Fifteen Thousand Dollars (\$13,915,000) itemized as aforesaid, be, and the same is hereby levied on all property subject to taxation within the Park District of Highland Park according to the value of said property as the same is assessed and equalized for State and County purposes for the year 2023.

**SECTION 3.** That there is hereby certified to the County Clerk of Lake County, Illinois, the several sums aforesaid constituting Thirteen Million, Nine Hundred Fifteen Thousand Dollars (\$13,915,000) which said total amount the said Park District of Highland Park requires to be raised by taxation for the year 2023 of said Park District, and the Secretary of said District is hereby ordered and directed to file with the County Clerk of said County on or before the time required by law, a certified copy of this Ordinance,



along with the certificate of the Park District's presiding officer pertaining to compliance with the Truth in Taxation Law.

**SECTION 4.** Pursuant to Section 4-4 of the Park District Code, 70 ILCS 1205/4-4, neither the Park District's Budget and Appropriation Ordinance for the fiscal year beginning on January 1, 2024 and ending on December 31, 2024, nor any other Budget and Appropriation Ordinance is intended to or required to be in support of or in relation to the Levy made by this Ordinance.

**SECTION 5.** This Ordinance shall take effect and be in full force and effect immediately on and after its passage and approval.

**ADOPTED** this 13th day of December 2023, pursuant to a roll call vote as follows:

AYES: Commissioner Bernstein, Commissioner Rутtenberg, Commissioner Kaplan, Vice President Freeman, President Grossberg

NAYS: None

ABSENT AND NOT VOTING: None

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Terry Grossberg, President  
Board of Park Commissioners  
Park District of Highland Park

**ATTEST:**

---

Brian Romes, Secretary  
Board of Park Commissioners  
Park District of Highland Park

STATE OF ILLINOIS)  
  ) SS  
COUNTY OF LAKE )

### **CERTIFICATION**

I, Brian Romes, the duly qualified and acting Secretary of the Park District of Highland Park and the keeper of the Official records thereof,

DO HEREBY CERTIFY, that the attached Ordinance is a true, correct and compared copy of an Ordinance entitled “An Ordinance for the Levy of Taxes for the Park District of Highland Park for the Year 2023,” which was duly passed by the Board of Park Commissioners of the Park District of Highland Park at a regularly convened meeting held on the 13<sup>th</sup> day of December, A.D., 2023.

IN WITNESS WHEREOF, I have hereunto affixed my official signature this 13<sup>th</sup> day of December, A.D., 2023.

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Brian Romes, Secretary  
Board of Park Commissioners  
Park District of Highland Park

## **CERTIFICATE OF PRESIDING OFFICER**

I, TERRY GROSSBERG, hereby certify that I am the duly elected President of the Board of Park Commissioners of the Park District of Highland Park, Highland Park, Lake County, Illinois, and that as such President, I am the current presiding officer of the corporate authority of said Park District.

I further certify that the attached copy of an ordinance levying and assessing taxes of the Park District of Highland Park for the year 2023 was adopted pursuant to, and in all respects in compliance with, the provisions of Sections 18-60 through 18-85 of The Truth in Taxation Law ("LAW").

The notice and hearing requirements of Sections 18-70 through 18-85 of the Law are applicable.

IN WITNESS WHEREOF, I have signed my name in my official capacity as the President and current presiding officer of the Board of Park Commissioners of the Park District of Highland Park of Highland Park, Illinois this 13th day of December 2023.

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Terry Grossberg, President  
Board of Park Commissioners  
Park District of Highland Park



# Memorandum

**To:** Board of Commissioners

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

**Date:** December 13, 2023

**Subject:** **Approval of Ordinance #2023-10 – An Ordinance Amending the Appropriation Ordinance for Fiscal Year 2023**

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## **Background**

At the Finance Committee meeting on December 7, 2023, the Committee agreed to place the above mentioned ordinance on the December 13, 2023, meeting of the Park Board of Commissioners consent agenda. As the year progressed, Recreation Fund Item types 680, Cost of Goods Sold, and 720, Capital Outlay began to run over budget. As of 11/30/23, Cost of Goods sold was over budget by 156% (\$32,439.85) and Capital Outlay was over budget by 119% (\$13,348.88). As both are over budget by more than 110%, they also are exceeding the appropriation filed with Lake County. After consultation with both our attorney and auditors, staff have been advised that a formal budget amendment does not need to be filed with the County. However, a budget transfer, approved by ordinance, must take place. Recreation Item Type 130, Special Events, has over \$50,000 of unused expense budget in the line-item Independence Day Independent Contractors. As the event concluded in July, staff recommend transferring from this Recreation Fund Item Type. Additionally, as allowed by the auditors, Incode will not have a new budget created; the transfer will be in the Annual Consolidated Financial Report only.

## **Recommendation**

Staff recommends approval from the Park Board of Commissioners of Ordinance #2023-10, An Ordinance Amending the Appropriation Ordinance for Fiscal Year 2023 that will transfer \$54,207,50 from Recreation Fund Item Type 130, Special Events to Recreation Fund Item Type 680, Cost of Goods Sold, for \$38,404.28 and to Recreation Fund Item Type 720, Capital Outlay, for \$15,803.22.

**PARK DISTRICT OF HIGHLAND PARK**

**AN ORDINANCE AMENDING THE  
APPROPRIATION ORDINANCE  
FOR THE FISCAL YEAR BEGINNING  
JANUARY 1, 2023 AND ENDING ON DECEMBER 31, 2023**

**ORDINANCE NO. 2023-10**

PASSED AND APPROVED AT A MEETING OF THE  
BOARD OF PARK COMMISSIONERS, DECEMBER 13, 2023

**ORDINANCE NO. 2023-10**

**AN ORDINANCE AMENDING THE  
APPROPRIATION ORDINANCE  
FOR THE FISCAL YEAR BEGINNING  
JANUARY 1, 2023 AND ENDING ON DECEMBER 31, 2023**

WHEREAS, the Park District of Highland Park is an Illinois park district organized and operating pursuant to the Illinois Park District Code, 70 ILCS 1205/1-1, et seq. (the “Code”);

WHEREAS, the District adopted Ordinance 2023-01, its Annual Budget and Appropriation Ordinance for the fiscal year beginning January 1, 2023 and ending on December 31, 2023, on January 25, 2023 (the “Appropriation”);

WHEREAS, Section 4-4 of the Code states that the Board of Park Commissioners may, from time to time, make transfers between the various items in any fund in such Appropriation not exceeding in the aggregate 10% of the total amount appropriated in such fund, provided that such transfer does not result in any deficit of appropriations in the fund from which the transfer was made;

WHEREAS, Section 4-4 of the Code also states after the first 6 months of any fiscal year have elapsed the board may by two-thirds vote transfer from any appropriation item its anticipated unexpended funds to any other item of appropriation, theretofore made, and the item to which said transfer is made may be increased to the extent of the amount so transferred;

WHEREAS, the Board finds that a transfer of the excess appropriations as described in Exhibit A, attached hereto and incorporated by reference, shall (a) provide sufficient appropriation for each enumerated purpose for the current fiscal year, and (b) not result in any deficit of appropriations in any of the aforementioned line items or Fund during the current fiscal year;

NOW, THEREFORE, BE IT ORDAINED by the Board of Park Commissioners of the Park District of Highland Park, Lake County, Illinois as follows:

SECTION ONE: The Board finds the foregoing recitals to be true and correct and hereby incorporate them as its legislative findings as though fully set forth herein.

SECTION TWO: The Appropriation for the current fiscal year shall be amended in the manner described in Exhibit A, attached hereto and incorporated as though fully set forth herein.

SECTION THREE: Subject to this Ordinance being approved by a majority of the Board of Park Commissioners, the Board delegates authority to the Executive Director, Treasurer and the Park District's auditors to take all necessary and appropriate actions to implement the transfers herein described, record such changes in the Park District's books and records in the manner provided by law and ratifies all actions and expenditures heretofore taken which are consistent with the purpose of this Ordinance.

SECTION FOUR: Severability. The various provisions for this Ordinance are to be considered severable and if any part or portion of this Ordinance be held invalid by any Court of competent jurisdiction, such decision shall not affect the validity of the remaining provisions of this Ordinance.

SECTION FIVE: Effective Date. This Ordinance shall be in full force and effect upon its passage and approval.

ROLL CALL VOTE:

AYES: \_\_\_\_\_

NAYS: \_\_\_\_\_

ABSENT: \_\_\_\_\_

PASSED this 13th day of December 2023.

APPROVED this 13th day of  
December 2023.

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President  
Park District of Highland Park

ATTEST:

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Secretary  
Park District of Highland Park



EXHIBIT A

TRANSFER OF LINE ITEM APPROPRIATIONS

**RECREATION FUND**

<b>Amount</b>	<b>Transfer From</b>	<b>New Authority</b>	<b>Transfer To</b>	<b>Current Approp.</b>	<b>New Authority</b>
\$38,404.28	130 – Special Events	\$147,429.60	680 – Cost of Goods Sold	\$63,619	102,023.28
\$15,803.22	130 – Special Events	\$131,636.38	720 – Capital Outlay	\$78,749	94,552.22



# Memorandum

**To:** Park Board of Commissioners

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

**Date:** December 13, 2023

**Subject:** Approval of the Deer Creek Raquet Club Parking Lot Engineering Design Services Proposal

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## Summary/Background

The renovation of the Deer Creek Raquet Club Parking Lot is budgeted for completion in 2024. The Park District of Highland Park has received a proposal from Gewalt, Hamilton Associates, Inc. for engineering design services, including survey, wetland delineation, construction documents, permitting, bidding assistance, construction administration and subsurface exploration.

## Financial Impact

2024 Capital Budget	\$500,000
GHA Engineering Proposal	\$53,450
Estimated Construction Cost	\$450,000
<b>Amount Over Budget</b>	<b>(\$3,450)</b>

## Recommendation

Staff and the Finance Committee recommend approval from the Park Board of Commissioners and authorization for the Executive Director to enter into an agreement with Gewalt Hamilton Associates, Inc. for the Deer Creek Raquet Club Parking Lot Engineering Design Services Proposal in the amount not to exceed \$53,140.



# Memorandum

**To:** Park Board of Commissioners

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

**Date:** December 13, 2023

**Subject:** Approval of the 2023 Hidden Creek Aqua Park Deck Replacement Change Order

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## Summary/Background

The 2023 Hidden Creek Aqua Park Deck Replacement required the removal of the existing pool deck. The existing pool deck had the electrical and communication conduit unexpectedly embedded in the deck concrete. This Change Order is to replace the electrical and communication conduit and install it below the new pool deck.

The replacement of the electrical and communication conduit Change Order in the amount of \$38,940.

## Financial Impact

	<b>Budget</b>	<b>Actual</b>
<i>Professional Fees and Testing</i>	\$34,900	\$34,900
<i>Construction Contract</i>	\$617,000	\$617,000
<i>Contingency</i>	\$19,100	\$38,460
	\$671,000	\$690,360

## Recommendation

Staff and the Finance Committee recommend approval from the Park Board of Commissioners for the 2023 Hidden Creek Aqua Park Deck Replacement Change Order and authorize the Executive Director to increase the construction contract by \$38,940.



# Memorandum

**To:** Park Board of Commissioners

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

**Date:** December 13, 2023

**Subject:** **Approval of the 2024 Larry Fink Memorial Park Baseball Field Improvements Bid**

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## **Summary/Background**

On November 16, 2023, The Park District of Highland Park received four bids for materials and labor to complete the 2024 Larry Fink Memorial Park Baseball Field Improvements Project. These improvements include an artificial turf infield, fencing and warning track, dugout and spectator area shade and associated grading, drainage and pathway work.

## **Bid Results**

	<b>BASE BID</b>	<b>ALTERNATE #1 Electric to Sump Pump</b>	<b>ALTERNATE #2 Bleacher Shade Cover</b>	<b>ALTERNATE #3 New Dugout Benches</b>	<b>ALTERNATE #4 Sidewalk Connection to Parking Lot</b>	<b>ALTERNATE #5 Siltation Filtration</b>
Stuckey Construction	\$905,590.00	\$6,656.00	\$35,880.00	\$5,302.00	\$16,008.00	\$50,000.00
Schwartz Construction Group	\$1,048,271.17	\$11,800.00	\$42,329.90	\$8,633.71	\$4,866.32	\$18,290.00
Team REIL. Inc	\$1,152,819.00	\$29,900.00	\$48,800.00	\$24,300.00	\$3,150.00	\$21,700.00
KR Miller Contractors	\$1,177,000.00	\$29,000.00	\$66,000.00	\$21,000.00	\$11,000.00	\$25,000.00

The low bidder is Stuckey Construction. This contractor has favorable references and experience working with the Park District of Highland Park.

**Financial Impact**

2024 Capital Budget	\$500,000
Current Donations	\$453,000
Anticipated Donations	\$47,000
Bid Recommendation	\$953,428
GHA Construction Administration	\$17,000
Owners Cost	\$10,865
FFE	\$37,897
<b>Amount Over Budget</b>	<b>(\$19,190)</b>

**Recommendation**

Staff and the Finance Committee recommend approval from the Park Board of Commissioners and authorization for the Executive Director to enter into an agreement with Stuckey Construction for the Base Bid and Alternates 1, 2, and 3 for the 2024 Larry Fink Memorial Park Baseball Field Improvements in the amount of \$953,428.



# Memorandum

To: Park Board of Commissioners

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

Date: December 13, 2023

Subject: **Approval of the 2024 Hidden Creek Aqua Park Pool Shell Maintenance Project Bid**

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## **Summary**

The Park District of Highland Park received two sealed bids on Thursday, November 16, 2023 for materials and labor to complete the 2024 Hidden Creek Aqua Park Pool Shell Maintenance Project. Work is scheduled to occur March through early May 2024.

## **Bid Results**

<b>Base Bid</b>	<b>Absolute Home Improvements</b>	<b>Alpha Maintenance Services Inc.</b>
Base Bid 1: Prep Work	\$2,000	\$6,000
Base Bid 2: Repair of Damaged Areas	\$5,000	\$15,000
Base Bid 3: Painting of Entire Pool Shell	\$30,950	\$40,000
Base Bid 4: Painting of Transition Lines, Stair Treads, & PDHP Logo	\$2,000	\$4,000
<b>Total Base Bid</b>	<b>\$39,950</b>	<b>\$65,000</b>

The low bidder is Absolute Home Improvements. This contractor has favorable references and experience working with the Park District of Highland Park.

## **Budget Impact**

2024 Capital Budget	\$50,000
<u>Bid Recommendation</u>	<u>\$39,950</u>
Amount Under Budget	\$10,050

## **Recommendation**

Staff and the Finance Committee recommend approval from the Park Board of Commissioners and authorization for the Executive Director to enter into an agreement with Absolute Home Improvements for Base Bid Items 1, 2, 3, and 4 for the 2024 Hidden Creek Aqua Park Pool Shell Maintenance Project in the amount of \$39,950.



# Memorandum

**To:** Park Board of Commissioners

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

**Date:** December 13, 2023

**Subject:** Approval of the 2024 Park Avenue Boating Facility South Parking Lot Restoration

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## Summary/Background

On November 16, 2023, the Park District of Highland Park received four bids for materials and labor to complete the 2024 Park Avenue Boating Facility South Parking Lot Restoration Project. The scope of this project is removal of the damaged parking lot and timber walls, installation of sheet pile with steel channel cap and pedestrian guardrail, and installation of armor stone at the Park Avenue Boating Facility south parking lot.

## Bid Results

	<b>BASE BID</b>	<b>ALTERNATE #1 Additional Armor Stone</b>	<b>ALTERNATE #2 Steel Sheet Pile Coating</b>
Lakes and Rivers Contracting	\$396,565.00	\$44,500.00	\$65,880.00
John Keno and Company	\$408,541.20	\$48,205.00	\$36,500.00
Rausch Infrastructure	\$473,853.00	\$52,150.00	\$70,000.00
Copenhaver Construction	\$573,019.00	\$49,000.00	\$80,000.00

The low bidder is Lakes and Rivers Contracting. This contractor has favorable references and experience working with the Park District of Highland Park.

## Financial Impact

2024 Capital Budget	\$476,000
Bid Recommendation	\$441,065
Construction Oversight	\$10,000
<b>Amount Under Budget</b>	<b>\$24,935</b>

**Recommendation**

Staff and the Finance Committee recommend approval from the Park Board of Commissioners and authorization for the Executive Director to enter into an agreement with Lakes and Rivers Contracting for the Base Bid and Alternate 1 for the 2024 Park Avenue Boating Facility South Parking Lot Restoration in the amount of \$441,065.





# Memorandum

**To:** Park Board of Commissioners

**From:** Debbie Pierce, Districtwide Rentals Manager; Mitch Carr, Deputy Director of Facilities and Operations; Brian Romes, Executive Director

**Date:** December 13, 2023

**Subject:** **Approval of 2024 Affiliated Organization Agreements**

---

## **Summary**

The annual Affiliated Organization Agreements between the Park District of Highland Park and American Youth Soccer Organization (AYSO) of Highland Park, the Highland Park Pops, the Highland Park Players, and Uptown Music Theater of Highland Park expires on December 31, 2023. No changes were made to the 2023 Affiliated Agreement terms and the general rules.

## **Recommendation**

Staff recommends the Park Board of Commissioners approve the 2024 Affiliated Organization Agreements with American Youth Soccer Organization (AYSO) of Highland Park, the Highland Park Pops, the Highland Park Players, and Uptown Music Theater of Highland Park.



## **Affiliated Organization Agreement with the Highland Park Pops**

### **Memorandum of Understanding**

#### **PURPOSE**

The Park District of Highland Park (hereafter “Park District”) recognizes that certain Affiliated Organizations exist within the community whose purposes are to serve and enhance recreational opportunities for a specific purpose and group. These Affiliated Organizations are separate and independent from the Park District and provide for their own leadership, Affiliated Organizational and operational structure. Although the stated missions of the Affiliated Organizations may differ, public investment in public recreational facilities and programs creates a mutually beneficial environment in which to provide quality recreation for all the individuals served by the parties, as well as the general public.

The Park District recognizes that at times it is in the best interest of the community that the Park District work with outside Affiliated Organizations in coordinating, integrating and consolidating the planning and provision of recreational facilities and programs when basic functions are compatible and a public benefit may be derived. Through working relationships with outside Affiliated Organizations and joint efforts, each party can contribute to greater public service without relinquishing their separate identities or any of their individual responsibilities.

To this end, the Park District is willing to establish a working relationship and cooperative agreement with the Highland Park Pops (hereafter “Pops” or “Affiliated Organization”). With this agreement, the parties will define the working relationship, mutual expectations, and individual responsibilities. However, this agreement cannot be considered absolute; but shall serve as a frame of reference. Standards outlined herein insure that the parties’ concept of joint planning, use, and maintenance is followed to the maximum extent possible, while retaining the essential freedom of discretion, decision and action in planning, developing and maintaining recreational programs.

#### **I. Criteria and Conditions**

- 1.** Affiliated Organization must have a constitution and/or bylaws which shall be submitted for review and approval by the District.
- 2.** The Affiliated Organization shall formulate a roster of staff, volunteer officers and/or board members, and designate a liaison and alternate liaison with the Park District. Telephone numbers and other contact information must be provided to the Park District on an annual basis.

3. At least 51% of the members/participants and/or activities of the Affiliated Organization must reside and/or serve residents of the Park District. A roster of members, participants, and/or list of program, events or activities must be provided to the Park District on an annual basis. Names and addresses must be included.
4. Activities, programs, and events conducted by the Affiliated Community Group must:
  - a. Be in accordance with the District's philosophy of recreation and be open for participation by any resident of the District.
  - b. Not, other than to adhere to specific membership guidelines, program requirements, or minimum residency standards, discriminate against or exclude any individual, for participation for reasons of race, color, creed, national origin, sex, sexual orientation, disability, or any other characteristic protected by local, state, or federal law.
5. Affiliated Organization must provide an annual detailed budget to the Park District showing all anticipated revenue and expenditures by November 1 for the following fiscal year. Program planning and budgeting shall be done by the club in conjunction with the administrative staff of the District, and completed by November 1.
  - a. The Affiliated Organization acknowledges and agrees that the group is responsible for any and all expenses, including, but not limited to, the provision of equipment and materials related to the Affiliated Organization activities and use of Park District property and facilities, unless otherwise specified and agreed to in writing.
  - b. Any work done by the Parks Department of the District on behalf of any Affiliated Organization will be restricted to District limits unless authorized. If the Affiliated Organization's need for maintenance standards are higher than District standards, that Affiliated Organization shall provide the additional maintenance to meet its own standard provided that approval is granted by the Executive Director for this voluntary maintenance work.
  - c. Costs for maintenance of equipment and/or facilities will be charged to the Affiliated Organization
6. If a fee for participation or membership is required to join the Affiliated Organization or attend an event, program or recreational function conducted by the Affiliated Organization, those fees may be deposited in a separate account under that Affiliated Organization's name. All revenues must be reported to the District. All fees shall be deposited in the Affiliated Organization's account in accordance with accepted District standards.
7. The District shall provide the following staff or administrative services to accommodate the activities of the Affiliated Organizations commensurate with existing programs offered by the District.
  - a. None
8. All public mailings and publicity by the Affiliated Organizations must meet with District standards and must state their affiliation with or sponsorship by the Park District of Highland Park.
9. The Affiliated Organization or members of the Affiliated Organization will not advertise or solicit participants using the name or logo of the Park District without prior written permission of the Park District.

- 10.** The Organization shall not to represent itself or members of the Affiliated Organization as employees, volunteers, or agents of the Park District.
- 11.** Fund-raising for the purpose of supporting an activity must be authorized by the Board. The manner in which fund-raising is to be conducted, the purposes for which the funds are collected and a budget for these funds must be submitted to the District for approval in advance of any fund-raising project. Proceeds from fund-raising may be placed in the Affiliated Organization's separate account.
- 12.** The Affiliated Organization agrees and understands that neither the Affiliated Organization nor its officials, officers, members, employees or volunteers (collectively "Affiliated Organization") are entitled to any benefits or protections afforded employees or volunteers of the Park District and are not bound by any obligations as employees of the Park District. The Affiliated Organization will not be covered under provisions of the unemployment compensation insurance of the Park District or the workers' compensation insurance of the Park District and that any injury or property damage arising out of any Affiliated Organization activity will be the Affiliated Organization's sole responsibility and not the Park District's. Also, it is understood that the Affiliated Organization is not protected as an employee or as a person acting as an agent or employee under the provisions of the general liability insurance of the Park District and therefore, the Affiliated Organization will be solely responsible for its own actions. The Park District will in no way defend the Affiliated Organization in matters of liability.
- 13.** Affiliated Organization shall fully cooperate with any investigation conducted by or on behalf of the Park District and/or the Park District Risk Management Agency "PDRMA". Failure to fully cooperate with any such investigation shall constitute a breach of agreement and in the sole discretion of the Park District, may result in revocation or suspension of any Group privileges under this Agreement
- 14.** Affiliated Organization agrees to conduct criminal background checks for all employees and volunteers eighteen years of age or older and who directly supervise individuals under the age of eighteen (18) years or age. The Affiliated Organization is solely responsible for determining whether any conviction disqualifies any employee/volunteer.
- 15.** Affiliated Organization agrees to cross-reference all staff, employees and volunteers with the federal and state of Illinois Child Offender Databases.
- 16.** Affiliated Organization understands and agrees that it solely responsible for determining whether any staff, employee, or volunteer is qualified and suitable for any Affiliated Organization position and/or activity and that the Park District is not responsible for any hiring or retention decision.
- 17.** Affiliated Organization shall comply with all applicable local, state, and federal laws, including, but not limited to the Illinois Human Rights Act, the American with Disabilities Act, and the Civil Rights Act of 1964. The Affiliated Organization shall base employment, volunteer, and participation criteria upon personal capabilities and qualifications without discrimination because of race, color, religion, sexual orientation, sex (except as an appropriate division for athletics programming), national origin, age (except as an appropriate division of programming levels for youth athletics programming), marital status, or any other protected characteristic as established by law.

## **II. Facility Use**

- 1.** The District will provide the following facility and/or storage space:
  - a. Use of a variety of rooms at West Ridge Center (or other mutually agreeable facility) during weekday evenings for rehearsals. Room will be provided at no cost unless after hours and/or additional staff or other expenses are needed, which will be provided at the expense of the Affiliated Organization.
    - i. Requests shall be made at least 3 months in advance.
    - ii. Park District Programs take precedence.
    - iii. Facility hours of operations shall be enforced.
  - b. Storage closet is provided at West Ridge Center for Musical Equipment.
  - c. If the Affiliated Organization requests another facility of the Park District, the request will be considered under the following terms:
    - i. Requests shall be made at least 3 months in advance.
    - ii. Park District Programs take precedence.
    - iii. Facility hours of operations shall be enforced.
    - iv. If approved, the Affiliated Organization will receive a discount rate of 50% of the regular resident rental rate.
- 2.** It is the sole responsibility of the Affiliated Organization to determine whether any facility, field, or location is safe, suitable, and/or appropriate for any intended use.
- 3.** The Affiliated Organization shall inspect each facility, field, or other location prior to and subsequent to each use and shall promptly report any unsafe condition (holes in sports fields, broken equipment, etc.) to the Park District.
- 4.** The Affiliated Organization is solely responsible for providing supervision and security services, as needed, for any and all Affiliated Organization activities.
- 5.** The Affiliated Organization is solely responsible for the cost of repairs to facility or equipment damaged as a result of its usage.
- 6.** The Park District does not assume any responsibility, care, custody, or control of any Affiliated Organization property or equipment brought upon or stored upon Park District property. The Affiliated Organization is solely responsible for the safety and/or security of any property or equipment brought upon or stored on Park District property.
- 7.** The Affiliated Organization shall adhere to all applicable facility and Park District ordinances, rules, regulations, policies, and procedures.

8. The use of Park District meeting rooms is based on availability and Park District scheduling concerns. The Park District retains the right to move, cancel or reschedule meetings based upon Park District needs.

### **III. Insurance and Indemnification**

The Affiliated Organization shall procure and maintain for the duration of this agreement, the following insurance against claims for injuries to persons or damages to property which may arise from or in connection with any of Affiliated Organization activities:

#### **1. Commercial General and Umbrella Liability Insurance**

Affiliated Organization shall maintain commercial general liability (CGL) and, if necessary, commercial umbrella insurance with a limit of not less than \$1,000,000 each occurrence. If such CGL insurance contains a general aggregate limit, it shall apply separately to this Agreement.

CGL insurance shall be written on Insurance Services Office (ISO) occurrence form CG 00 01 10 93, or a substitute form providing equivalent coverage, and shall cover liability arising from premises, operations, independent contractors, products-completed operations, personal injury and advertising injury, liability assumed under an insured contract (including the tort liability of another assumed in a business contract), and shall not be endorsed to exclude claims arising from athletic participation.

If the Affiliated Organization intends on distributing, selling, serving or furnishing alcoholic beverages, liquor liability coverage (including Dram Shop coverage) shall also be provided with a limit of not less than \$1,000,000 per occurrence.

The Park District shall be included as an insured under the CGL, using ISO additional insured endorsement CG 20 26 or a substitute providing equivalent coverage, and under the commercial umbrella, if any. This insurance shall apply as primary insurance with respect to any other insurance or self-insurance afforded to the Park District. Any insurance or self-insurance maintained by the Park District shall be excess of the Affiliated Organization insurance and shall not contribute with it.

The CGL policy must include individuals for athletic participation.

#### **2. Business Auto and Umbrella Liability Insurance**

If applicable, the Affiliated Organization shall maintain business auto liability and, if necessary, commercial umbrella liability insurance with a limit of not less than \$1,000,000 each accident. Such insurance shall cover liability arising out of any auto including owned, hired and non-owned autos.

Business auto insurance shall be written on Insurance Services Office (ISO) form CA 00 01, CA 00 05, CA 00 12, CA 00 20, or a substitute form providing equivalent liability coverage. If necessary, the policy shall be endorsed to provide contractual liability coverage equivalent to that provided in the 1990 and later editions of CA 00 01.

### **3. Workers Compensation Insurance**

If applicable, the Affiliated Organization shall maintain workers compensation and employers liability insurance. The commercial umbrella and/or employers liability limits shall not be less than \$1,000,000 each accident for bodily injury by accident or \$1,000,000 each employee for bodily injury by disease.

### **4. Other**

If the Park District has not been included as an insured under the CGL using ISO additional insured endorsement CG 20 26 under the Commercial General and Umbrella Liability Insurance required in this agreement, the Affiliated Organization waives all rights against the Park District and its officers, officials, employees, volunteers and agents for recovery of damages arising out of or incident to the Affiliated Organization use of any Park District property or facility.

### **5. General Insurance Provisions**

#### **a. Evidence of Insurance**

Prior to exercising any rights under this Agreement, the Affiliated Organization shall furnish the Park District with a certificate(s) of insurance and applicable policy endorsement(s), executed by a duly authorized representative of each insurer, showing compliance with the insurance requirements set forth above.

All certificates shall provide for 30 days' written notice to Agency prior to the cancellation or material change of any insurance referred to therein. Written notice to Agency shall be by certified mail, return receipt requested.

Failure of the Park District to demand such 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 Affiliated Organization obligation to maintain such insurance.

The Park District shall have the right, but not the obligation, of prohibiting the Affiliated Organization from using the premises until such certificates or other evidence that insurance has been placed in complete compliance with these requirements is received and approved by Park District.

Failure to maintain the required insurance may result in termination of this agreement at Park District's option.

The Affiliated Organization shall provide certified copies of all insurance policies required above within 10 days of the Park District's written request for said copies.

#### **b. Acceptability of Insurers**

For insurance companies which obtain a rating from A.M. Best, that rating should be no less than A VII using the most recent edition of the A.M. Best's Key Rating Guide. If the Best's rating

is less than A VII or a Best's rating is not obtained, the Park District has the right to reject insurance written by an insurer it deems unacceptable.

**c. Cross-Liability Coverage**

If the Affiliated Organization liability policies do not contain the standard ISO separation of insured's provision, or a substantially similar clause, they shall be endorsed to provide cross-liability coverage.

**d. Deductibles and Self-Insured Retentions**

Any deductibles or self-insured retentions must be declared to the Park District. At the option of the Park District, the Affiliated Organization may be asked to eliminate such deductibles or self-insured retentions as respects the Park District, its officers, officials, employees, volunteers and agents or required to procure a bond guaranteeing payment of losses and other related costs including but not limited to investigations, claim administration and defense expenses.

**6. Indemnification**

The Affiliated Organization shall indemnify and hold harmless the Park District and its officers, officials, employees, volunteers and agents from and against all claims, damages, losses and expenses, including but not limited to legal fees (reasonable attorney's and paralegals' fees and court costs), arising from or in any way connected with (i) the conduct or management of the premises or of any business or activity therein, or any work or thing whatsoever done, or condition created in or about the premises during the term of this agreement; (ii) any act, omission wrongful act or negligence of the Affiliated Organization or any of the Affiliated Organization partners, directors, officials, officers, agents, employees, members, volunteers, participants, invitees, licensees, contractors, or subcontractors; (iii) any accident, injury or damage whatsoever occurring in or upon any Park District property or facility, regardless of whether or not it is caused in part by a party indemnified hereunder. Such obligation shall not be construed to negate, abridge, or otherwise reduce any other right or obligation of indemnity which would otherwise exist as to any party or person described in this Paragraph. The Affiliated Organization shall similarly protect, indemnify and hold and save harmless the Park District, its officers, officials, employees, volunteers and agents against and from any and all claims, costs, causes, actions and expenses including but not limited to legal fees, incurred by reason of the Affiliated Organization breach of any of its obligations under, or the Affiliated Organization default of, any provision of this agreement.

**IV. No Third Party Beneficiary**

This Agreement is entered into solely for the benefit of the contracting parties, and nothing in this Agreement is intended, either expressly or impliedly, to provide any right or benefit of any kind whatsoever to any person or entity who is not a party to this Agreement, or to acknowledge, establish or impose any legal duty to any third party.



**V. Termination and Duration**

1. The initial term of this Agreement shall commence on the date hereof and end on December 31, 2024. Thereafter, this Agreement shall be deemed automatically renewed for successive one-year periods unless either party shall advise the other party in writing of its intention not to renew the Agreement at least 30 days prior to the annual renewal date, or unless the Parties otherwise mutually agree to terminate the Agreement.
2. The Park District retains the right to alter the terms and conditions of this agreement or to terminate this agreement at any time and for any reason, including, but not limited to misconduct of the Affiliated Organization or for misuse of property, for purposes deemed necessary for public safety or preservation of property, if termination serves the interests of Park District residents, or because the Affiliated Organization has breached any of its obligations under this Agreement.
3. The Affiliated Organization may terminate this agreement by providing a minimum of 30 days written notice.
  - a. The Affiliated Organization will have financial responsibility to the Park District for any outstanding fees and/or money owed to the Park District and shall promptly reimburse the Park District. Any money owed to the Affiliated Organization by the Park District shall be promptly reimbursed.
  - b. The Agreement may be amended by the written approval of both Parties.

IN WITNESS WHEREOF, each of the Parties has caused this Agreement to be executed by a duly authorized officer thereof as of the date first above written.

\_\_\_\_\_  
Authorized Officer - Highland Park Pops

\_\_\_\_\_  
Director of Recreation and Facilities

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

Highland Park Pops

Park District of Highland Park  
636 Ridge Road  
Highland Park, IL 60035



## **Affiliated Organization Agreement with the Highland Park Players Memorandum of Understanding**

### **PURPOSE**

The Park District of Highland Park (hereafter “Park District”) recognizes that certain Affiliated Organizations exist within the community whose purposes are to serve and enhance recreational opportunities for a specific purpose and group. These Affiliated Organizations are separate and independent from the Park District and provide for their own leadership, Affiliated Organizational and operational structure. Although the stated missions of the Affiliated Organizations may differ, public investment in public recreational facilities and programs creates a mutually beneficial environment in which to provide quality recreation for all the individuals served by the parties, as well as the general public.

The Park District recognizes that at times it is in the best interest of the community that the Park District work with outside Affiliated Organizations in coordinating, integrating and consolidating the planning and provision of recreational facilities and programs when basic functions are compatible and a public benefit may be derived. Through working relationships with outside Affiliated Organizations and joint efforts, each party can contribute to greater public service without relinquishing their separate identities or any of their individual responsibilities.

To this end, the Park District is willing to establish a working relationship and cooperative agreement with the Highland Park Pops (hereafter “Pops” or “Affiliated Organization”). With this agreement, the parties will define the working relationship, mutual expectations, and individual responsibilities. However, this agreement cannot be considered absolute; but shall serve as a frame of reference. Standards outlined herein insure that the parties’ concept of joint planning, use, and maintenance is followed to the maximum extent possible, while retaining the essential freedom of discretion, decision and action in planning, developing and maintaining recreational programs.

### **I. Criteria and Conditions**

1. Affiliated Organization must have a constitution and/or bylaws which shall be submitted for review and approval by the District.
2. The Affiliated Organization shall formulate a roster of staff, volunteer officers and/or board members, and designate a liaison and alternate liaison with the Park District. Telephone numbers and other contact information must be provided to the Park District on an annual basis.

3. At least 51% of the members/participants and/or activities of the Affiliated Organization must reside and/or serve residents of the Park District. A roster of members, participants, and/or list of program, events or activities must be provided to the Park District on an annual basis. Names and addresses must be included.
4. Activities, programs, and events conducted by the Affiliated Community Group must:
  - a. Be in accordance with the District's philosophy of recreation and be open for participation by any resident of the District.
  - b. Not, other than to adhere to specific membership guidelines, program requirements, or minimum residency standards, discriminate against or exclude any individual, for participation for reasons of race, color, creed, national origin, sex, sexual orientation, disability, or any other characteristic protected by local, state, or federal law.
5. Affiliated Organization must provide an annual detailed budget to the Park District showing all anticipated revenue and expenditures by November 1 for the following fiscal year. Program planning and budgeting shall be done by the club in conjunction with the administrative staff of the District, and completed by November 1.
  - a. The Affiliated Organization acknowledges and agrees that the group is responsible for any and all expenses, including, but not limited to, the provision of equipment and materials related to the Affiliated Organization activities and use of Park District property and facilities, unless otherwise specified and agreed to in writing.
  - b. Any work done by the Parks Department of the District on behalf of any Affiliated Organization will be restricted to District limits unless authorized. If the Affiliated Organization's need for maintenance standards are higher than District standards, that Affiliated Organization shall provide the additional maintenance to meet its own standard provided that approval is granted by the Executive Director for this voluntary maintenance work.
  - c. Costs for maintenance of equipment and/or facilities will be charged to the Affiliated Organization
6. If a fee for participation or membership is required to join the Affiliated Organization or attend an event, program or recreational function conducted by the Affiliated Organization, those fees may be deposited in a separate account under that Affiliated Organization's name. All revenues must be reported to the District. All fees shall be deposited in the Affiliated Organization's account in accordance with accepted District standards.
7. The District shall provide the following staff or administrative services to accommodate the activities of the Affiliated Organizations commensurate with existing programs offered by the District.
  - a. None
8. All public mailings and publicity by the Affiliated Organizations must meet with District standards and must state their affiliation with or sponsorship by the Park District of Highland Park.
9. The Affiliated Organization or members of the Affiliated Organization will not advertise or solicit participants using the name or logo of the Park District without prior written permission of the Park District.

- 10.** The Organization shall not to represent itself or members of the Affiliated Organization as employees, volunteers, or agents of the Park District.
- 11.** Fund-raising for the purpose of supporting an activity must be authorized by the Board. The manner in which fund-raising is to be conducted, the purposes for which the funds are collected and a budget for these funds must be submitted to the District for approval in advance of any fund-raising project. Proceeds from fund-raising may be placed in the Affiliated Organization's separate account.
- 12.** The Affiliated Organization agrees and understands that neither the Affiliated Organization nor its officials, officers, members, employees or volunteers (collectively "Affiliated Organization") are entitled to any benefits or protections afforded employees or volunteers of the Park District and are not bound by any obligations as employees of the Park District. The Affiliated Organization will not be covered under provisions of the unemployment compensation insurance of the Park District or the workers' compensation insurance of the Park District and that any injury or property damage arising out of any Affiliated Organization activity will be the Affiliated Organization's sole responsibility and not the Park District's. Also, it is understood that the Affiliated Organization is not protected as an employee or as a person acting as an agent or employee under the provisions of the general liability insurance of the Park District and therefore, the Affiliated Organization will be solely responsible for its own actions. The Park District will in no way defend the Affiliated Organization in matters of liability.
- 13.** Affiliated Organization shall fully cooperate with any investigation conducted by or on behalf of the Park District and/or the Park District Risk Management Agency "PDRMA". Failure to fully cooperate with any such investigation shall constitute a breach of agreement and in the sole discretion of the Park District, may result in revocation or suspension of any Group privileges under this Agreement
- 14.** Affiliated Organization agrees to conduct criminal background checks for all employees and volunteers eighteen years of age or older and who directly supervise individuals under the age of eighteen (18) years or age. The Affiliated Organization is solely responsible for determining whether any conviction disqualifies any employee/volunteer.
- 15.** Affiliated Organization agrees to cross-reference all staff, employees and volunteers with the federal and state of Illinois Child Offender Databases.
- 16.** Affiliated Organization understands and agrees that it solely responsible for determining whether any staff, employee, or volunteer is qualified and suitable for any Affiliated Organization position and/or activity and that the Park District is not responsible for any hiring or retention decision.
- 17.** Affiliated Organization shall comply with all applicable local, state, and federal laws, including, but not limited to the Illinois Human Rights Act, the American with Disabilities Act, and the Civil Rights Act of 1964. The Affiliated Organization shall base employment, volunteer, and participation criteria upon personal capabilities and qualifications without discrimination because of race, color, religion, sexual orientation, sex (except as an appropriate division for athletics programming), national origin, age (except as an appropriate division of programming levels for youth athletics programming), marital status, or any other protected characteristic as established by law.

## II. Facility Use

1. The District will provide the following facility and/or storage space:
  - a. Use of a variety of rooms at West Ridge Center (or other mutually agreeable facility) during weekday evenings for rehearsals. Room will be provided at no cost unless after hours and/or additional staff or other expenses are needed, which will be provided at the expense of the Affiliated Organization.
    - i. Requests shall be made at least 3 months in advance.
    - ii. Park District Programs take precedence.
    - iii. Facility hours of operations shall be enforced.
  - b. Storage closet is provided at West Ridge Center for Musical Equipment.
  - c. If the Affiliated Organization requests another facility of the Park District, the request will be considered under the following terms:
    - i. Requests shall be made at least 3 months in advance.
    - ii. Park District Programs take precedence.
    - iii. Facility hours of operations shall be enforced.
    - iv. If approved, the Affiliated Organization will receive a discount rate of 50% of the regular resident rental rate.
2. It is the sole responsibility of the Affiliated Organization to determine whether any facility, field, or location is safe, suitable, and/or appropriate for any intended use.
3. The Affiliated Organization shall inspect each facility, field, or other location prior to and subsequent to each use and shall promptly report any unsafe condition (holes in sports fields, broken equipment, etc.) to the Park District.
4. The Affiliated Organization is solely responsible for providing supervision and security services, as needed, for any and all Affiliated Organization activities.
5. The Affiliated Organization is solely responsible for the cost of repairs to facility or equipment damaged as a result of its usage.
6. The Park District does not assume any responsibility, care, custody, or control of any Affiliated Organization property or equipment brought upon or stored upon Park District property. The Affiliated Organization is solely responsible for the safety and/or security of any property or equipment brought upon or stored on Park District property.
7. The Affiliated Organization shall adhere to all applicable facility and Park District ordinances, rules, regulations, policies, and procedures.

8. The use of Park District meeting rooms is based on availability and Park District scheduling concerns. The Park District retains the right to move, cancel or reschedule meetings based upon Park District needs.

### **III. Insurance and Indemnification**

The Affiliated Organization shall procure and maintain for the duration of this agreement, the following insurance against claims for injuries to persons or damages to property which may arise from or in connection with any of Affiliated Organization activities:

#### **1. Commercial General and Umbrella Liability Insurance**

Affiliated Organization shall maintain commercial general liability (CGL) and, if necessary, commercial umbrella insurance with a limit of not less than \$1,000,000 each occurrence. If such CGL insurance contains a general aggregate limit, it shall apply separately to this Agreement.

CGL insurance shall be written on Insurance Services Office (ISO) occurrence form CG 00 01 10 93, or a substitute form providing equivalent coverage, and shall cover liability arising from premises, operations, independent contractors, products-completed operations, personal injury and advertising injury, liability assumed under an insured contract (including the tort liability of another assumed in a business contract), and shall not be endorsed to exclude claims arising from athletic participation.

If the Affiliated Organization intends on distributing, selling, serving or furnishing alcoholic beverages, liquor liability coverage (including Dram Shop coverage) shall also be provided with a limit of not less than \$1,000,000 per occurrence.

The Park District shall be included as an insured under the CGL, using ISO additional insured endorsement CG 20 26 or a substitute providing equivalent coverage, and under the commercial umbrella, if any. This insurance shall apply as primary insurance with respect to any other insurance or self-insurance afforded to the Park District. Any insurance or self-insurance maintained by the Park District shall be excess of the Affiliated Organization insurance and shall not contribute with it.

The CGL policy must include individuals for athletic participation.

#### **2. Business Auto and Umbrella Liability Insurance**

If applicable, the Affiliated Organization shall maintain business auto liability and, if necessary, commercial umbrella liability insurance with a limit of not less than \$1,000,000 each accident. Such insurance shall cover liability arising out of any auto including owned, hired and non-owned autos.

Business auto insurance shall be written on Insurance Services Office (ISO) form CA 00 01, CA 00 05, CA 00 12, CA 00 20, or a substitute form providing equivalent liability coverage. If necessary, the policy shall be endorsed to provide contractual liability coverage equivalent to that provided in the 1990 and later editions of CA 00 01.

### **3. Workers Compensation Insurance**

If applicable, the Affiliated Organization shall maintain workers compensation and employers liability insurance. The commercial umbrella and/or employers liability limits shall not be less than \$1,000,000 each accident for bodily injury by accident or \$1,000,000 each employee for bodily injury by disease.

### **4. Other**

If the Park District has not been included as an insured under the CGL using ISO additional insured endorsement CG 20 26 under the Commercial General and Umbrella Liability Insurance required in this agreement, the Affiliated Organization waives all rights against the Park District and its officers, officials, employees, volunteers and agents for recovery of damages arising out of or incident to the Affiliated Organization use of any Park District property or facility.

### **5. General Insurance Provisions**

#### **a. Evidence of Insurance**

Prior to exercising any rights under this Agreement, the Affiliated Organization shall furnish the Park District with a certificate(s) of insurance and applicable policy endorsement(s), executed by a duly authorized representative of each insurer, showing compliance with the insurance requirements set forth above.

All certificates shall provide for 30 days' written notice to Agency prior to the cancellation or material change of any insurance referred to therein. Written notice to Agency shall be by certified mail, return receipt requested.

Failure of the Park District to demand such 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 Affiliated Organization obligation to maintain such insurance.

The Park District shall have the right, but not the obligation, of prohibiting the Affiliated Organization from using the premises until such certificates or other evidence that insurance has been placed in complete compliance with these requirements is received and approved by Park District.

Failure to maintain the required insurance may result in termination of this agreement at Park District's option.

The Affiliated Organization shall provide certified copies of all insurance policies required above within 10 days of the Park District's written request for said copies.

#### **b. Acceptability of Insurers**

For insurance companies which obtain a rating from A.M. Best, that rating should be no less than A VII using the most recent edition of the A.M. Best's Key Rating Guide. If the Best's rating

is less than A VII or a Best's rating is not obtained, the Park District has the right to reject insurance written by an insurer it deems unacceptable.

**c. Cross-Liability Coverage**

If the Affiliated Organization liability policies do not contain the standard ISO separation of insured's provision, or a substantially similar clause, they shall be endorsed to provide cross-liability coverage.

**d. Deductibles and Self-Insured Retentions**

Any deductibles or self-insured retentions must be declared to the Park District. At the option of the Park District, the Affiliated Organization may be asked to eliminate such deductibles or self-insured retentions as respects the Park District, its officers, officials, employees, volunteers and agents or required to procure a bond guaranteeing payment of losses and other related costs including but not limited to investigations, claim administration and defense expenses.

**6. Indemnification**

The Affiliated Organization shall indemnify and hold harmless the Park District and its officers, officials, employees, volunteers and agents from and against all claims, damages, losses and expenses, including but not limited to legal fees (reasonable attorney's and paralegals' fees and court costs), arising from or in any way connected with (i) the conduct or management of the premises or of any business or activity therein, or any work or thing whatsoever done, or condition created in or about the premises during the term of this agreement; (ii) any act, omission wrongful act or negligence of the Affiliated Organization or any of the Affiliated Organization partners, directors, officials, officers, agents, employees, members, volunteers, participants, invitees, licensees, contractors, or subcontractors; (iii) any accident, injury or damage whatsoever occurring in or upon any Park District property or facility, regardless of whether or not it is caused in part by a party indemnified hereunder. Such obligation shall not be construed to negate, abridge, or otherwise reduce any other right or obligation of indemnity which would otherwise exist as to any party or person described in this Paragraph. The Affiliated Organization shall similarly protect, indemnify and hold and save harmless the Park District, its officers, officials, employees, volunteers and agents against and from any and all claims, costs, causes, actions and expenses including but not limited to legal fees, incurred by reason of the Affiliated Organization breach of any of its obligations under, or the Affiliated Organization default of, any provision of this agreement.

**IV. No Third Party Beneficiary**

This Agreement is entered into solely for the benefit of the contracting parties, and nothing in this Agreement is intended, either expressly or impliedly, to provide any right or benefit of any kind whatsoever to any person or entity who is not a party to this Agreement, or to acknowledge, establish or impose any legal duty to any third party.



**V. Termination and Duration**

1. The initial term of this Agreement shall commence on the date hereof and end on December 31, 2024. Thereafter, this Agreement shall be deemed automatically renewed for successive one-year periods unless either party shall advise the other party in writing of its intention not to renew the Agreement at least 30 days prior to the annual renewal date, or unless the Parties otherwise mutually agree to terminate the Agreement.
2. The Park District retains the right to alter the terms and conditions of this agreement or to terminate this agreement at any time and for any reason, including, but not limited to misconduct of the Affiliated Organization or for misuse of property, for purposes deemed necessary for public safety or preservation of property, if termination serves the interests of Park District residents, or because the Affiliated Organization has breached any of its obligations under this Agreement.
3. The Affiliated Organization may terminate this agreement by providing a minimum of 30 days written notice.
  - a. The Affiliated Organization will have financial responsibility to the Park District for any outstanding fees and/or money owed to the Park District and shall promptly reimburse the Park District. Any money owed to the Affiliated Organization by the Park District shall be promptly reimbursed.
  - b. The Agreement may be amended by the written approval of both Parties.

IN WITNESS WHEREOF, each of the Parties has caused this Agreement to be executed by a duly authorized officer thereof as of the date first above written.

\_\_\_\_\_  
Authorized Officer - Highland Park Players

\_\_\_\_\_  
Director of Recreation and Facilities

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

Highland Park Players

Park District of Highland Park  
636 Ridge Road  
Highland Park, IL 60035



## **Affiliated Organization Agreement with Highland Park AYSO Region 891**

### **Memorandum of Understanding**

#### **PURPOSE**

The Park District of Highland Park (hereafter “Park District”) recognizes that certain Affiliated Organizations exist within the community whose purposes are to serve and enhance recreational opportunities for a specific purpose and group. These Affiliated Organizations are separate and independent from the Park District and provide for their own leadership, Affiliated Organizational and operational structure. Although the stated missions of the Affiliated Organizations may differ, public investment in public recreational facilities and programs creates a mutually beneficial environment in which to provide quality recreation for all the individuals served by the parties, as well as the general public.

The Park District recognizes that at times it is in the best interest of the community that the Park District work with outside Affiliated Organizations in coordinating, integrating and consolidating the planning and provision of recreational facilities and programs when basic functions are compatible and a public benefit may be derived. Through working relationships with outside Affiliated Organizations and joint efforts, each party can contribute to greater public service without relinquishing their separate identities or any of their individual responsibilities.

To this end, the Park District is willing to establish a working relationship and cooperative agreement with the Highland Park AYSO Region 891 (hereafter “Affiliated Organization”). With this agreement, the parties will define the working relationship, mutual expectations, and individual responsibilities. However, this agreement cannot be considered absolute; but shall serve as a frame of reference. Standards outlined herein ensure that the parties’ concept of joint planning, use, and maintenance is followed to the maximum extent possible, while retaining the essential freedom of discretion, decision and action in planning, developing and maintaining recreational programs.

#### **I. Criteria and Conditions**

- 1.** Affiliated Organization must have a constitution and/or bylaws which shall be submitted for review and approval by the District.
- 2.** The Affiliated Organization shall formulate a roster of staff, volunteer officers and/or board members, and designate a liaison and alternate liaison with the Park District. Telephone numbers and other contact information must be provided to the Park District on an annual basis.

3. At least 51% of the members/participants and/or activities of the Affiliated Organization must reside and/or serve residents of the Park District. A roster of members, participants, and/or list of program, events or activities must be provided to the Park District on an annual basis. Names and addresses must be included.
4. Activities, programs, and events conducted by the Affiliated Community Group must:
  - a. Be in accordance with the District's philosophy of recreation and be open for participation by any resident of the District.
  - b. Not, other than to adhere to specific membership guidelines, program requirements, or minimum residency standards, discriminate against or exclude any individual, for participation for reasons of race, color, creed, national origin, sex, sexual orientation, disability, or any other characteristic protected by local, state, or federal law.
5. Affiliated Organization must provide an annual detailed budget to the Park District showing all anticipated revenue and expenditures by November 1 for the following fiscal year. Program planning and budgeting shall be done by the club in conjunction with the administrative staff of the District and completed by November 1.
  - a. Year-end balances of funds should not exceed the amount of finances needed for start-up services for the next program year. When excess funds are available in the Affiliated Organization's treasury, the District will identify special projects in which such funds may be donated to the District for program and/or facility improvements.
  - b. The Affiliated Organization acknowledges and agrees that the group is responsible for any and all expenses, including, but not limited to, the provision of equipment and materials related to the Affiliated Organization activities and use of Park District property and facilities, unless otherwise specified and agreed to in writing.
  - c. Any work done by the Parks Department of the District on behalf of any Affiliated Organization will be restricted to District limits unless authorized. If the Affiliated Organization's need for maintenance standards are higher than District standards, that Affiliated Organization shall provide the additional maintenance to meet its own standard provided that approval is granted by the Executive Director for this voluntary maintenance work.
  - d. Costs for maintenance of equipment and/or facilities will be charged to the Affiliated Organization
6. If a fee for participation or membership is required to join the Affiliated Organization or attend an event, program or recreational function conducted by the Affiliated Organization, those fees may be deposited in a separate account under that Affiliated Organization's name. All revenues must be reported to the District. All fees shall be deposited in the Affiliated Organization's account in accordance with accepted District standards.
7. The District shall provide the following staff or administrative services to accommodate the activities of the Affiliated Organizations commensurate with existing programs offered by the District.
  - a. None

- 8.** All public mailings and publicity by the Affiliated Organizations must meet with District standards and must state their affiliation with or sponsorship by the Park District of Highland Park.
- 9.** The Affiliated Organization or members of the Affiliated Organization will not advertise or solicit participants using the name or logo of the Park District without prior written permission of the Park District.
- 10.** The Organization shall not to represent itself or members of the Affiliated Organization as employees, volunteers, or agents of the Park District.
- 11.** Fund-raising for the purpose of supporting an activity must be authorized by the Board. The manner in which fund-raising is to be conducted, the purposes for which the funds are collected and a budget for these funds must be submitted to the District for approval in advance of any fund-raising project. Proceeds from fund-raising may be placed in the Affiliated Organization's separate account.
- 12.** The Affiliated Organization agrees and understands that neither the Affiliated Organization nor its officials, officers, members, employees or volunteers (collectively "Affiliated Organization") are entitled to any benefits or protections afforded employees or volunteers of the Park District and are not bound by any obligations as employees of the Park District. The Affiliated Organization will not be covered under provisions of the unemployment compensation insurance of the Park District or the workers' compensation insurance of the Park District and that any injury or property damage arising out of any Affiliated Organization activity will be the Affiliated Organization's sole responsibility and not the Park District's. Also, it is understood that the Affiliated Organization is not protected as an employee or as a person acting as an agent or employee under the provisions of the general liability insurance of the Park District and therefore, the Affiliated Organization will be solely responsible for its own actions. The Park District will in no way defend the Affiliated Organization in matters of liability.
- 13.** Affiliated Organization shall fully cooperate with any investigation conducted by or on behalf of the Park District and/or the Park District Risk Management Agency "PDRMA". Failure to fully cooperate with any such investigation shall constitute a breach of agreement and in the sole discretion of the Park District, may result in revocation or suspension of any Group privileges under this Agreement
- 14.** Affiliated Organization agrees to conduct criminal background checks for all employees and volunteers eighteen years of age or older and who directly supervise individuals under the age of eighteen (18) years or age. The Affiliated Organization is solely responsible for determining whether any conviction disqualifies any employee/volunteer.
- 15.** Affiliated Organization agrees to cross-reference all staff, employees and volunteers with the federal and state of Illinois Child Offender Databases.
- 16.** Affiliated Organization understands and agrees that it solely responsible for determining whether any staff, employee, or volunteer is qualified and suitable for any Affiliated Organization position and/or activity and that the Park District is not responsible for any hiring or retention decision.
- 17.** Affiliated Organization shall comply with all applicable local, state, and federal laws, including, but not limited to the Illinois Human Rights Act, the American with Disabilities Act, and the Civil Rights Act of 1964. The Affiliated Organization shall base employment, volunteer, and

participation criteria upon personal capabilities and qualifications without discrimination because of race, color, religion, sexual orientation, sex (except as an appropriate division for athletics programming), national origin, age (except as an appropriate division of programming levels for youth athletics programming), marital status, or any other protected characteristic as established by law.

## **II. Facility Use**

- 1.** The District will provide the following facility and/or storage space:
  - a.** Use of Woodridge Park, Olson Park, and Kennedy Park soccer fields throughout the District during weekday evenings and all day on weekends. Fields will be provided at no cost unless after hours and/or additional staff or other expenses are needed, which will be provided at the expense of the Affiliated Organization.
    - i.** Requests shall be made at least 3 months in advance.
    - ii.** Park District Programs take precedence.
    - iii.** Park hours of operations shall be enforced.
  - b.** If the Affiliated Organization requests another facility of the Park District, the request will be considered under the following terms:
    - i.** Requests shall be made at least 3 months in advance.
    - ii.** Park District Programs take precedence.
    - iii.** Facility hours of operations shall be enforced.
    - iv.** If approved, the Affiliated Organization will receive a discount rate of 50% of the regular resident rental rate.
- 2.** It is the sole responsibility of the Affiliated Organization to determine whether any facility, field, or location is safe, suitable, and/or appropriate for any intended use.
- 3.** The Affiliated Organization shall inspect each facility, field, or other location prior to and subsequent to each use and shall promptly report any unsafe condition (holes in sports fields, broken equipment, etc.) to the Park District.
- 4.** The Affiliated Organization is solely responsible for providing supervision and security services, as needed, for any and all Affiliated Organization activities.
- 5.** The Affiliated Organization is solely responsible for the cost of repairs to facility or equipment damaged as a result of its usage.
- 6.** The Park District does not assume any responsibility, care, custody, or control of any Affiliated Organization property or equipment brought upon or stored upon Park District property. The Affiliated Organization is solely responsible for the safety and/or security of any property or equipment brought upon or stored on Park District property.

7. The Affiliated Organization shall adhere to all applicable facility and Park District ordinances, rules, regulations, policies, and procedures.
8. The use of Park District meeting rooms is based on availability and Park District scheduling concerns. The Park District retains the right to move, cancel or reschedule meetings based upon Park District needs.

### **III. Insurance and Indemnification**

The Affiliated Organization shall procure and maintain for the duration of this agreement, the following insurance against claims for injuries to persons or damages to property which may arise from or in connection with any of Affiliated Organization activities:

#### **1. Commercial General and Umbrella Liability Insurance**

Affiliated Organization shall maintain commercial general liability (CGL) and, if necessary, commercial umbrella insurance with a limit of not less than \$1,000,000 each occurrence. If such CGL insurance contains a general aggregate limit, it shall apply separately to this Agreement.

CGL insurance shall be written on Insurance Services Office (ISO) occurrence form CG 00 01 10 93, or a substitute form providing equivalent coverage, and shall cover liability arising from premises, operations, independent contractors, products-completed operations, personal injury and advertising injury, liability assumed under an insured contract (including the tort liability of another assumed in a business contract), and shall not be endorsed to exclude claims arising from athletic participation.

If the Affiliated Organization intends on distributing, selling, serving or furnishing alcoholic beverages, liquor liability coverage (including Dram Shop coverage) shall also be provided with a limit of not less than \$1,000,000 per occurrence.

The Park District shall be included as an insured under the CGL, using ISO additional insured endorsement CG 20 26 or a substitute providing equivalent coverage, and under the commercial umbrella, if any. This insurance shall apply as primary insurance with respect to any other insurance or self-insurance afforded to the Park District. Any insurance or self-insurance maintained by the Park District shall be excess of the Affiliated Organization insurance and shall not contribute with it.

The CGL policy must include individuals for athletic participation.

#### **2. Business Auto and Umbrella Liability Insurance**

If applicable, the Affiliated Organization shall maintain business auto liability and, if necessary, commercial umbrella liability insurance with a limit of not less than \$1,000,000 each accident. Such insurance shall cover liability arising out of any auto including owned, hired and non-owned autos.

Business auto insurance shall be written on Insurance Services Office (ISO) form CA 00 01, CA 00 05, CA 00 12, CA 00 20, or a substitute form providing equivalent liability coverage. If

necessary, the policy shall be endorsed to provide contractual liability coverage equivalent to that provided in the 1990 and later editions of CA 00 01.

### **3. Workers Compensation Insurance**

If applicable, the Affiliated Organization shall maintain workers compensation and employer's liability insurance. The commercial umbrella and/or employers liability limits shall not be less than \$1,000,000 each accident for bodily injury by accident or \$1,000,000 each employee for bodily injury by disease.

### **4. Other**

If the Park District has not been included as an insured under the CGL using ISO additional insured endorsement CG 20 26 under the Commercial General and Umbrella Liability Insurance required in this agreement, the Affiliated Organization waives all rights against the Park District and its officers, officials, employees, volunteers and agents for recovery of damages arising out of or incident to the Affiliated Organization use of any Park District property or facility.

### **5. General Insurance Provisions**

#### **a. Evidence of Insurance**

Prior to exercising any rights under this Agreement, the Affiliated Organization shall furnish the Park District with a certificate(s) of insurance and applicable policy endorsement(s), executed by a duly authorized representative of each insurer, showing compliance with the insurance requirements set forth above.

All certificates shall provide for 30 days' written notice to Agency prior to the cancellation or material change of any insurance referred to therein. Written notice to Agency shall be by certified mail, return receipt requested.

Failure of the Park District to demand such 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 Affiliated Organization obligation to maintain such insurance.

The Park District shall have the right, but not the obligation, of prohibiting the Affiliated Organization from using the premises until such certificates or other evidence that insurance has been placed in complete compliance with these requirements is received and approved by Park District.

Failure to maintain the required insurance may result in termination of this agreement at Park District's option.

The Affiliated Organization shall provide certified copies of all insurance policies required above within 10 days of the Park District's written request for said copies.

**b. Acceptability of Insurers**

For insurance companies which obtain a rating from A.M. Best, that rating should be no less than A VII using the most recent edition of the A.M. Best's Key Rating Guide. If the Best's rating is less than A VII or a Best's rating is not obtained, the Park District has the right to reject insurance written by an insurer it deems unacceptable.

**c. Cross-Liability Coverage**

If the Affiliated Organization liability policies do not contain the standard ISO separation of insured's provision, or a substantially similar clause, they shall be endorsed to provide cross-liability coverage.

**d. Deductibles and Self-Insured Retentions**

Any deductibles or self-insured retentions must be declared to the Park District. At the option of the Park District, the Affiliated Organization may be asked to eliminate such deductibles or self-insured retentions as respects the Park District, its officers, officials, employees, volunteers and agents or required to procure a bond guaranteeing payment of losses and other related costs including but not limited to investigations, claim administration and defense expenses.

**6. Indemnification**

The Affiliated Organization shall indemnify and hold harmless the Park District and its officers, officials, employees, volunteers and agents from and against all claims, damages, losses and expenses, including but not limited to legal fees (reasonable attorney's and paralegals' fees and court costs), arising from or in any way connected with (i) the conduct or management of the premises or of any business or activity therein, or any work or thing whatsoever done, or condition created in or about the premises during the term of this agreement; (ii) any act, omission wrongful act or negligence of the Affiliated Organization or any of the Affiliated Organization partners, directors, officials, officers, agents, employees, members, volunteers, participants, invitees, licensees, contractors, or subcontractors; (iii) any accident, injury or damage whatsoever occurring in or upon any Park District property or facility, regardless of whether or not it is caused in part by a party indemnified hereunder. Such obligation shall not be construed to negate, abridge, or otherwise reduce any other right or obligation of indemnity which would otherwise exist as to any party or person described in this Paragraph. The Affiliated Organization shall similarly protect, indemnify and hold and save harmless the Park District, its officers, officials, employees, volunteers and agents against and from any and all claims, costs, causes, actions and expenses including but not limited to legal fees, incurred by reason of the Affiliated Organization breach of any of its obligations under, or the Affiliated Organization default of, any provision of this agreement.



**IV. No Third Party Beneficiary**

This Agreement is entered into solely for the benefit of the contracting parties, and nothing in this Agreement is intended, either expressly or impliedly, to provide any right or benefit of any kind whatsoever to any person or entity who is not a party to this Agreement, or to acknowledge, establish or impose any legal duty to any third party.

**V. Termination and Duration**

1. The initial term of this Agreement shall commence on the date hereof and end on December 31, 2024. Thereafter, this Agreement shall be deemed automatically renewed for successive one-year periods unless either party shall advise the other party in writing of its intention not to renew the Agreement at least 30 days prior to the annual renewal date, or unless the Parties otherwise mutually agree to terminate the Agreement.
2. The Park District retains the right to alter the terms and conditions of this agreement or to terminate this agreement at any time and for any reason, including, but not limited to misconduct of the Affiliated Organization or for misuse of property, for purposes deemed necessary for public safety or preservation of property, if termination serves the interests of Park District residents, or because the Affiliated Organization has breached any of its obligations under this Agreement.
3. The Affiliated Organization may terminate this agreement by providing a minimum of 30 days written notice.
  - a. The Affiliated Organization will have financial responsibility to the Park District for any outstanding fees and/or money owed to the Park District and shall promptly reimburse the Park District. Any money owed to the Affiliated Organization by the Park District shall be promptly reimbursed.
  - b. The Agreement may be amended by the written approval of both Parties.

IN WITNESS WHEREOF, each of the Parties has caused this Agreement to be executed by a duly authorized officer thereof as of the date first above written.

\_\_\_\_\_  
Authorized Officer – Highland Park AYSO  
Region 891

\_\_\_\_\_  
Director of Recreation and Facilities

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

Highland Park AYSO Region 891

Park District of Highland Park  
636 Ridge Road  
Highland Park, IL 60035



## **Affiliated Organization Agreement with the Uptown Music Theater of Highland Park**

### **Memorandum of Understanding**

#### **PURPOSE**

The Park District of Highland Park (hereafter "Park District") recognizes that certain Affiliated Organizations exist within the community whose purposes are to serve and enhance recreational opportunities for a specific purpose and group. These Affiliated Organizations are separate and independent from the Park District and provide for their own leadership, Affiliated Organizational and operational structure. Although the stated missions of the Affiliated Organizations may differ, public investment in public recreational facilities and programs creates a mutually beneficial environment in which to provide quality recreation for all the individuals served by the parties, as well as the general public.

The Park District recognizes that at times it is in the best interest of the community that the Park District work with outside Affiliated Organizations in coordinating, integrating and consolidating the planning and provision of recreational facilities and programs when basic functions are compatible and a public benefit may be derived. Through working relationships with outside Affiliated Organizations and joint efforts, each party can contribute to greater public service without relinquishing their separate identities or any of their individual responsibilities.

To this end, the Park District is willing to establish a working relationship and cooperative agreement with the Uptown Music Theater of Highland Park (hereafter "Affiliated Organization"). With this agreement, the parties will define the working relationship, mutual expectations, and individual responsibilities. However, this agreement cannot be considered absolute; but shall serve as a frame of reference. Standards outlined herein insure that the parties' concept of joint planning, use, and maintenance is followed to the maximum extent possible, while retaining the essential freedom of discretion, decision and action in planning, developing and maintaining recreational programs.

#### **I. Criteria and Conditions**

- 1.** Affiliated Organization must have a constitution and/or bylaws which shall be submitted for review and approval by the District.
- 2.** The Affiliated Organization shall formulate a roster of staff, volunteer officers and/or board members, and designate a liaison and alternate liaison with the Park District. Telephone numbers and other contact information must be provided to the Park District on an annual basis.

3. At least 51% of the members/participants and/or activities of the Affiliated Organization must reside and/or serve residents of the Park District. A roster of members, participants, and/or list of program, events or activities must be provided to the Park District on an annual basis. Names and addresses must be included.
4. Activities, programs, and events conducted by the Affiliated Community Group must:
  - a. Be in accordance with the District's philosophy of recreation and be open for participation by any resident of the District.
  - b. Not, other than to adhere to specific membership guidelines, program requirements, or minimum residency standards, discriminate against or exclude any individual, for participation for reasons of race, color, creed, national origin, sex, sexual orientation, disability, or any other characteristic protected by local, state, or federal law.
5. Affiliated Organization must provide an annual detailed budget to the Park District showing all anticipated revenue and expenditures by November 1 for the following fiscal year. Program planning and budgeting shall be done by the club in conjunction with the administrative staff of the District and completed by November 1.
  - a. Year-end balances of funds should not exceed the amount of finances needed for start-up services for the next program year. When excess funds are available in the Affiliated Organization's treasury, the District will identify special projects in which such funds may be donated to the District for program and/or facility improvements.
  - b. The Affiliated Organization acknowledges and agrees that the group is responsible for any and all expenses, including, but not limited to, the provision of equipment and materials related to the Affiliated Organization activities and use of Park District property and facilities, unless otherwise specified and agreed to in writing.
  - c. Any work done by the Parks Department of the District on behalf of any Affiliated Organization will be restricted to District limits unless authorized. If the Affiliated Organization's need for maintenance standards are higher than District standards, that Affiliated Organization shall provide the additional maintenance to meet its own standard provided that approval is granted by the Executive Director for this voluntary maintenance work.
  - d. Costs for maintenance of equipment and/or facilities will be charged to the Affiliated Organization
6. If a fee for participation or membership is required to join the Affiliated Organization or attend an event, program or recreational function conducted by the Affiliated Organization, those fees may be deposited in a separate account under that Affiliated Organization's name. All revenues must be reported to the District. All fees shall be deposited in the Affiliated Organization's account in accordance with accepted District standards.
7. The District shall provide the following staff or administrative services to accommodate the activities of the Affiliated Organizations commensurate with existing programs offered by the District.
  - a. None

- 8.** All public mailings and publicity by the Affiliated Organizations must meet with District standards and must state their affiliation with or sponsorship by the Park District of Highland Park.
- 9.** The Affiliated Organization or members of the Affiliated Organization will not advertise or solicit participants using the name or logo of the Park District without prior written permission of the Park District.
- 10.** The Organization shall not to represent itself or members of the Affiliated Organization as employees, volunteers, or agents of the Park District.
- 11.** Fund-raising for the purpose of supporting an activity must be authorized by the Board. The manner in which fund-raising is to be conducted, the purposes for which the funds are collected and a budget for these funds must be submitted to the District for approval in advance of any fund-raising project. Proceeds from fund-raising may be placed in the Affiliated Organization's separate account.
- 12.** The Affiliated Organization agrees and understands that neither the Affiliated Organization nor its officials, officers, members, employees or volunteers (collectively "Affiliated Organization") are entitled to any benefits or protections afforded employees or volunteers of the Park District and are not bound by any obligations as employees of the Park District. The Affiliated Organization will not be covered under provisions of the unemployment compensation insurance of the Park District or the workers' compensation insurance of the Park District and that any injury or property damage arising out of any Affiliated Organization activity will be the Affiliated Organization's sole responsibility and not the Park District's. Also, it is understood that the Affiliated Organization is not protected as an employee or as a person acting as an agent or employee under the provisions of the general liability insurance of the Park District and therefore, the Affiliated Organization will be solely responsible for its own actions. The Park District will in no way defend the Affiliated Organization in matters of liability.
- 13.** Affiliated Organization shall fully cooperate with any investigation conducted by or on behalf of the Park District and/or the Park District Risk Management Agency "PDRMA". Failure to fully cooperate with any such investigation shall constitute a breach of agreement and in the sole discretion of the Park District, may result in revocation or suspension of any Group privileges under this Agreement
- 14.** Affiliated Organization agrees to conduct criminal background checks for all employees and volunteers eighteen years of age or older and who directly supervise individuals under the age of eighteen (18) years or age. The Affiliated Organization is solely responsible for determining whether any conviction disqualifies any employee/volunteer.
- 15.** Affiliated Organization agrees to cross-reference all staff, employees and volunteers with the federal and state of Illinois Child Offender Databases.
- 16.** Affiliated Organization understands and agrees that it solely responsible for determining whether any staff, employee, or volunteer is qualified and suitable for any Affiliated Organization position and/or activity and that the Park District is not responsible for any hiring or retention decision.
- 17.** Affiliated Organization shall comply with all applicable local, state, and federal laws, including, but not limited to the Illinois Human Rights Act, the American with Disabilities Act, and the Civil Rights Act of 1964. The Affiliated Organization shall base employment, volunteer, and

participation criteria upon personal capabilities and qualifications without discrimination because of race, color, religion, sexual orientation, sex (except as an appropriate division for athletics programming), national origin, age (except as an appropriate division of programming levels for youth athletics programming), marital status, or any other protected characteristic as established by law.

## **II. Facility Use**

- 1.** The District will provide the following facility and/or storage space:
  - a.** Use of a variety of rooms at West Ridge Center during weekday evenings for rehearsals. Room will be provided at no cost unless after hours and/or additional staff or other expenses are needed, which will be provided at the expense of the Affiliated Organization.
    - i.** Requests shall be made at least 3 months in advance.
    - ii.** Park District Programs take precedence.
    - iii.** Facility hours of operations shall be enforced.
  - b.** If the Affiliated Organization requests another facility of the Park District, the request will be considered under the following terms:
    - i.** Requests shall be made at least 3 months in advance.
    - ii.** Park District Programs take precedence.
    - iii.** Facility hours of operations shall be enforced.
    - iv.** If approved, the Affiliated Organization will receive a discount rate of 50% of the regular resident rental rate.
- 2.** It is the sole responsibility of the Affiliated Organization to determine whether any facility, field, or location is safe, suitable, and/or appropriate for any intended use.
- 3.** The Affiliated Organization shall inspect each facility, field, or other location prior to and subsequent to each use and shall promptly report any unsafe condition (holes in sports fields, broken equipment, etc.) to the Park District.
- 4.** The Affiliated Organization is solely responsible for providing supervision and security services, as needed, for any and all Affiliated Organization activities.
- 5.** The Affiliated Organization is solely responsible for the cost of repairs to facility or equipment damaged as a result of its usage.
- 6.** The Park District does not assume any responsibility, care, custody, or control of any Affiliated Organization property or equipment brought upon or stored upon Park District property. The Affiliated Organization is solely responsible for the safety and/or security of any property or equipment brought upon or stored on Park District property.

7. The Affiliated Organization shall adhere to all applicable facility and Park District ordinances, rules, regulations, policies, and procedures.
8. The use of Park District meeting rooms is based on availability and Park District scheduling concerns. The Park District retains the right to move, cancel or reschedule meetings based upon Park District needs.

### **III. Insurance and Indemnification**

The Affiliated Organization shall procure and maintain for the duration of this agreement, the following insurance against claims for injuries to persons or damages to property which may arise from or in connection with any of Affiliated Organization activities:

#### **1. Commercial General and Umbrella Liability Insurance**

Affiliated Organization shall maintain commercial general liability (CGL) and, if necessary, commercial umbrella insurance with a limit of not less than \$1,000,000 each occurrence. If such CGL insurance contains a general aggregate limit, it shall apply separately to this Agreement.

CGL insurance shall be written on Insurance Services Office (ISO) occurrence form CG 00 01 10 93, or a substitute form providing equivalent coverage, and shall cover liability arising from premises, operations, independent contractors, products-completed operations, personal injury and advertising injury, liability assumed under an insured contract (including the tort liability of another assumed in a business contract), and shall not be endorsed to exclude claims arising from athletic participation.

If the Affiliated Organization intends on distributing, selling, serving or furnishing alcoholic beverages, liquor liability coverage (including Dram Shop coverage) shall also be provided with a limit of not less than \$1,000,000 per occurrence.

The Park District shall be included as an insured under the CGL, using ISO additional insured endorsement CG 20 26 or a substitute providing equivalent coverage, and under the commercial umbrella, if any. This insurance shall apply as primary insurance with respect to any other insurance or self-insurance afforded to the Park District. Any insurance or self-insurance maintained by the Park District shall be excess of the Affiliated Organization insurance and shall not contribute with it.

The CGL policy must include individuals for athletic participation.

#### **2. Business Auto and Umbrella Liability Insurance**

If applicable, the Affiliated Organization shall maintain business auto liability and, if necessary, commercial umbrella liability insurance with a limit of not less than \$1,000,000 each accident. Such insurance shall cover liability arising out of any auto including owned, hired and non-owned autos.

Business auto insurance shall be written on Insurance Services Office (ISO) form CA 00 01, CA 00 05, CA 00 12, CA 00 20, or a substitute form providing equivalent liability coverage. If

necessary, the policy shall be endorsed to provide contractual liability coverage equivalent to that provided in the 1990 and later editions of CA 00 01.

### **3. Workers Compensation Insurance**

If applicable, the Affiliated Organization shall maintain workers compensation and employers liability insurance. The commercial umbrella and/or employers liability limits shall not be less than \$1,000,000 each accident for bodily injury by accident or \$1,000,000 each employee for bodily injury by disease.

### **4. Other**

If the Park District has not been included as an insured under the CGL using ISO additional insured endorsement CG 20 26 under the Commercial General and Umbrella Liability Insurance required in this agreement, the Affiliated Organization waives all rights against the Park District and its officers, officials, employees, volunteers and agents for recovery of damages arising out of or incident to the Affiliated Organization use of any Park District property or facility.

### **5. General Insurance Provisions**

#### **a. Evidence of Insurance**

Prior to exercising any rights under this Agreement, the Affiliated Organization shall furnish the Park District with a certificate(s) of insurance and applicable policy endorsement(s), executed by a duly authorized representative of each insurer, showing compliance with the insurance requirements set forth above.

All certificates shall provide for 30 days' written notice to Agency prior to the cancellation or material change of any insurance referred to therein. Written notice to Agency shall be by certified mail, return receipt requested.

Failure of the Park District to demand such 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 Affiliated Organization obligation to maintain such insurance.

The Park District shall have the right, but not the obligation, of prohibiting the Affiliated Organization from using the premises until such certificates or other evidence that insurance has been placed in complete compliance with these requirements is received and approved by Park District.

Failure to maintain the required insurance may result in termination of this agreement at Park District's option.

The Affiliated Organization shall provide certified copies of all insurance policies required above within 10 days of the Park District's written request for said copies.

**b. Acceptability of Insurers**

For insurance companies which obtain a rating from A.M. Best, that rating should be no less than A VII using the most recent edition of the A.M. Best's Key Rating Guide. If the Best's rating is less than A VII or a Best's rating is not obtained, the Park District has the right to reject insurance written by an insurer it deems unacceptable.

**c. Cross-Liability Coverage**

If the Affiliated Organization liability policies do not contain the standard ISO separation of insured's provision, or a substantially similar clause, they shall be endorsed to provide cross-liability coverage.

**d. Deductibles and Self-Insured Retentions**

Any deductibles or self-insured retentions must be declared to the Park District. At the option of the Park District, the Affiliated Organization may be asked to eliminate such deductibles or self-insured retentions as respects the Park District, its officers, officials, employees, volunteers and agents or required to procure a bond guaranteeing payment of losses and other related costs including but not limited to investigations, claim administration and defense expenses.

**6. Indemnification**

The Affiliated Organization shall indemnify and hold harmless the Park District and its officers, officials, employees, volunteers and agents from and against all claims, damages, losses and expenses, including but not limited to legal fees (reasonable attorney's and paralegals' fees and court costs), arising from or in any way connected with (i) the conduct or management of the premises or of any business or activity therein, or any work or thing whatsoever done, or condition created in or about the premises during the term of this agreement; (ii) any act, omission wrongful act or negligence of the Affiliated Organization or any of the Affiliated Organization partners, directors, officials, officers, agents, employees, members, volunteers, participants, invitees, licensees, contractors, or subcontractors; (iii) any accident, injury or damage whatsoever occurring in or upon any Park District property or facility, regardless of whether or not it is caused in part by a party indemnified hereunder. Such obligation shall not be construed to negate, abridge, or otherwise reduce any other right or obligation of indemnity which would otherwise exist as to any party or person described in this Paragraph. The Affiliated Organization shall similarly protect, indemnify and hold and save harmless the Park District, its officers, officials, employees, volunteers and agents against and from any and all claims, costs, causes, actions and expenses including but not limited to legal fees, incurred by reason of the Affiliated Organization breach of any of its obligations under, or the Affiliated Organization default of, any provision of this agreement.



**IV. No Third Party Beneficiary**

This Agreement is entered into solely for the benefit of the contracting parties, and nothing in this Agreement is intended, either expressly or impliedly, to provide any right or benefit of any kind whatsoever to any person or entity who is not a party to this Agreement, or to acknowledge, establish or impose any legal duty to any third party.

**V. Termination and Duration**

1. The initial term of this Agreement shall commence on the date hereof and end on December 31, 2024. Thereafter, this Agreement shall be deemed automatically renewed for successive one-year periods unless either party shall advise the other party in writing of its intention not to renew the Agreement at least 30 days prior to the annual renewal date, or unless the Parties otherwise mutually agree to terminate the Agreement.
2. The Park District retains the right to alter the terms and conditions of this agreement or to terminate this agreement at any time and for any reason, including, but not limited to misconduct of the Affiliated Organization or for misuse of property, for purposes deemed necessary for public safety or preservation of property, if termination serves the interests of Park District residents, or because the Affiliated Organization has breached any of its obligations under this Agreement.
3. The Affiliated Organization may terminate this agreement by providing a minimum of 30 days written notice.
  - a. The Affiliated Organization will have financial responsibility to the Park District for any outstanding fees and/or money owed to the Park District and shall promptly reimburse the Park District. Any money owed to the Affiliated Organization by the Park District shall be promptly reimbursed.
  - b. The Agreement may be amended by the written approval of both Parties.

IN WITNESS WHEREOF, each of the Parties has caused this Agreement to be executed by a duly authorized officer thereof as of the date first above written.

\_\_\_\_\_  
Authorized Officer - Uptown Music Theater  
of Highland Park

\_\_\_\_\_  
Director of Recreation and Facilities

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

Uptown Music Theater of Highland Park

Park District of Highland Park  
636 Ridge Road  
Highland Park, IL 60035



# Memorandum

**To:** Park Board of Commissioners

**From:** Debbie Pierce, Districtwide Rentals Manager; Mitch Carr, Deputy Director of Facilities and Operations; Brian Romes, Executive Director

**Date:** December 13, 2023

**Subject:** **Approval of the 2024 License Agreement with the North Shore Yacht Club**

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## **Summary**

The annual License Agreement between the Park District of Highland Park and the North Shore Yacht Club (NSYC) expires on December 31, 2023. Park District staff met with the NSYC Commadore to review renewal terms. No notable changes were made to the 2024 License Agreement terms, fees, maintenance schedule, and the general rules and regulation for licensed facilities. Staff reviewed the 2024 proposed terms at the December 7, 2023 Finance Committee Meeting.

## **Recommendation**

Staff and the Finance Committee recommend approval from the Park Board of Commissioners approve the 2024 License Agreement with the North Shore Yacht Club.

## **2024 LICENSE AGREEMENT**

This License Agreement (“Agreement”) is made as of this 13th day of December 2023, by and between the PARK DISTRICT OF HIGHLAND PARK, an Illinois park district and unit of local government (“District”) and NORTH SHORE YACHT CLUB an Illinois not-for-profit corporation (“NSYC”). District and NSYC are hereinafter sometimes referred to individually as a “Party” and together as the “Parties.”

### **Recitals**

**WHEREAS** District is the lessee of certain property owned by the City of Highland Park located at 8 Park Avenue, Highland Park, IL (the “Property”) and the owner of certain personal property and buildings located on the Property which is maintained and operated by District as a public boating and fishing facility; and

**WHEREAS** NSYC is a not-for-profit corporation that promotes and encourages boating and safe boating techniques and has a history of providing boating education and activities related to boating for its members and the general public; and

**WHEREAS**, NSYC has for many years been an affiliate organization of the District and as such provides recreational program opportunities to the general public which the District is permitted to but might not otherwise provide; and

**WHEREAS**, NSYC has warranted to the district that its membership and activities are open and available to all persons on an equal basis; and

**WHEREAS**, District has for many years permitted NSYC to use various portions of the Property to conduct activities consistent with NSYC’s charter and the District’s recreational mission, including the provision of boating lessons for NSYC program participants, NSYC business related to its boating activities, and social events related to its boating activities (collectively, the “Licensed Activities”) during days and times as agreed to by the District; and

**WHEREAS** NSYC desires to be able to continue to conduct the Licensed Activities including the provision of boating lessons for NSYC program participants, at and from the Property, and District has determined that permitting such continued use on and subject to the terms and conditions hereinafter set forth in this Agreement is in the District’s and the public’s interest.

**NOW, THEREFORE**, in consideration of the mutual promises hereinafter contained, and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties agree as follows:

1. Incorporation of Recitals. The foregoing recitals are hereby incorporated into this Agreement, and made part hereof, and all covenants, terms, conditions and provisions hereinafter contained shall be interpreted and construed in accordance therewith.

2. Term. This Agreement shall commence effective the date signed and authorized by the Park Board President and, unless sooner terminated as provided in this Agreement, shall expire at midnight on December 31, 2024. Subject to (a) NSYC and the Park District agreeing to a Memorandum of Understanding related to an improvement fee for the repair and construction of the breakwater and boat launch ramp at the Property (the “MOU”), and (b) NSYC being in compliance with the MOU, the Park District and NSYC may renew this Agreement for successive one year renewal terms. If the Park District elects not to renew, the Park District shall permit NSYC to holdover for not more than 120 days, but only for the purpose of storing personal property and not for operating any programs. If NSYC is not in compliance with the MOU, the Park District reserves the right to terminate this agreement unless NSYC can cure within 30 days of notice.
  
3. Licenses and Permission. District hereby grants NSYC and NSYC accepts from the District, subject to the terms, covenants and agreements herein contained 1) a non-exclusive, non-assignable license to use the building and deck collectively known as the “Clubhouse” and 2) an exclusive, non-assignable license to use following portions of the Property: A) designated space in the “garage” building located immediately south of the Clubhouse (“Garage”); B) the room adjacent to the Clubhouse containing storage lockers (“Locker Room”); C) 18 spaces in the District’s boat storage racks located on the tarmac proximate to the Clubhouse (“Boat Rack”); D) designated spaces on the cable lock-up fixture located on the beach proximate to the Clubhouse (“Cable Lock-Up”); E) space number 102, 103 and 104 on the south parking pad (“Space 102, 103, 104”); F) the use of the 50/50 lot behind the reclamation building, if available after completion of 2024 north construction project, and alternative storage space for the NSYC boats on the south pad (the “Alternative Storage Spaces”), all as more specifically depicted on Schedule F. The licenses granted herein are collectively referred to as the “License” and the portions of the Property for which the License is granted is sometimes collectively referred to as the “Licensed Facilities” or individually as a “Licensed Facility”. NSYC may not use any other areas of the Property for storage purposes without prior written approval of the Park District. In addition, the NSYC agrees and covenants to comply with the maximum Yacht Club building occupancy. The District reserves the right, but shall be under no obligation, to enter upon the Licensed Facilities at any time(s) to inspect them for compliance by NSYC with the provisions of this Agreement, to make such repairs as the District shall deem necessary or advisable, and for all other lawful reasons.
  
4. Fees. In consideration of the License granted NSYC under this Agreement, NSYC shall pay a License fee to the District (“License Fee”). The License fee shall be in the amount of Seven Thousand Eight Hundred Seventy One Dollars and Eighty Five Cents (\$7,871.85) per year. The Fees shall be paid as follows

**2024 Payment Schedule:**

First Payment of License Fee \$3935.93 Due on or before: April 1, 2024

Second Payment of License Fee \$3935.92 Due on or before: August 1, 2024

If NSYC is delinquent in any payment more than ten (10) days past the date for payment specified above, a notice will be sent to NSYC at the mailing address and email address set forth in this Agreement (“Notice of Non-Payment”). If the NSYC does not satisfy any delinquent payment within five (5) business days after receipt of the Notice of Non-Payment, the District shall have the option to suspend the License or terminate this Agreement immediately upon notice to NSYC. Without limiting the exercise of any other remedy herein described, all delinquent payments shall accrue interest at the rate of 1.5% per month and a late payment fee equal to \$50.

5. **Construction of Improvements.** The District agrees to deliver notice to the NSYC not less than 30 days prior to commencing planned construction on the Property that will cause the temporary suspension of the use of the Licensed Facilities. In the event construction results in the temporary suspension of the use of the Licensed Facilities, NSYC will have no recourse against the District for any loss of use, including but not limited to any refunds, but the Term of this Agreement will be extended a period of time equal to the length of the suspension.
6. **No Assignments/Agreements without District Consent.** NSYC shall not license or grant to third parties, in whole or in part, its rights under this agreement other than to rent lockers in the Locker Room to NSYC members. Further, NSYC shall permit only members, their guests, and NSYC or park district program participants to use the Licensed Facilities. In particular, neither NSYC nor its members shall use any portion of the Licensed Facilities to store any equipment or personal property (including but not limited to sails, Stand Up Paddleboards, masts, oars, rudders or life jackets) that is not owned by NSYC, its members, or the District. Further, NSYC shall not enter into any agreements concerning the Licensed Facilities or teaching programs which compete with similar Park District programs with any person, entity, contractor or subcontractor (other than the locker rentals) without the express prior written consent of the District. NSYC warrants to the District that its membership and activities are and will remain open and available to all persons on an equal basis.
7. **Use of Licensed Facilities/Specified Times.** NSYC shall have use of the Clubhouse at the times specified in Schedule “A” attached to and incorporated in this Agreement. NSYC shall have the use of Garage, Locker Room, Boat Rack, Cable Lock- Up, Spaces 102, 103, and 104, as depicted in Schedule “F” and, if available, the Alternative Storage Spaces, at all times during the term of this Agreement. District reserves the right to use or permit third parties to use the Clubhouse at any time or times when not in use by NSYC pursuant to the schedule set forth in Schedule “A”. Any requests for alterations of the set schedule for the NSYC must be in writing to the District at least ten (10) business days prior to the NSYC’s proposed amendment. NSYC must receive prior approval from District prior to scheduling any activity on dates/times not identified on Schedule “A”. Schedule “A” may be modified only in writing by agreement of NSYC and District. The Parties acknowledge that NSYC may decide to cancel a scheduled use of the Clubhouse. In that event, it is essential that the Clubhouse be available for use by the District or other persons. Accordingly, NSYC shall inform District immediately if it will not be using the Clubhouse for a Social Event Date on any of the dates/times scheduled for NSYC’s use, but not later

than ten (10) business days before the scheduled event. District acknowledges that other reserved dates/times for the use of the Clubhouse are weather dependent and that advance notice of non-use may not be feasible. .

8. Condition of Licensed Facilities. As of the date hereof, NSYC hereby warrants that it has inspected the Licensed Facilities, that the District has not made any representations regarding the condition of the Licensed Facilities or their utility for a particular purpose, that NSYC is relying solely on its own investigation, and is aware of the conditions identified in Schedule E and, subject to the terms of this section, accepts the Licensed Facilities in an as-is, where-is condition, with all faults. The District shall perform the repairs as listed in Schedule E. Within five (5) days from discovery, NSYC shall advise District of any additional safety or repair issues in written format to District.

NSYC shall not use extension cords in the Licensed Facilities except in compliance with manufacturer recommendations and for Temporary Use (“Temporary Use” being defined as an extension cord being plugged in for no more than 12 consecutive hours and no more than 40 total hours out of any 72-consecutive hour time period) unless such use is approved by the District.

9. Insurance. NSYC shall obtain and maintain the insurance as set forth on Schedule “B”. All liability insurance maintained by NSYC shall name the District, its officers, agents, and employees and volunteers as an additional insured. It shall be a condition of the License that Licensee shall provide District with certificates of insurance demonstrating compliance with the minimum insurance requirements set forth in Schedule “B”. A copy of the certificate of insurance must be provided to the District upon renewal of each term of the Agreement. Upon NSYC’s failure to obtain or maintain the required insurance, the District shall have the option to suspend the License or terminate the agreement immediately upon notice to the NSYC. Alternatively, the District has the option, but not the obligation, to obtain such insurance for NSYC and charge NSYC 110% of the cost thereof, which amount shall be paid on demand.

10. Maintenance. Maintenance responsibilities shall be shared by the Parties as follows:

- a. Except for damage or misuse caused by NSYC or its members or as otherwise provided in this License Agreement, District shall be responsible for maintaining the Licensed Facilities and its systems in good repair and for cleaning the Licensed Facilities (except as noted in the attached Schedule C and Section 10 herein”).

Maintenance required because of breakage, vandalism or other unanticipated circumstances must be directed by NSYC to District’s Lakefront Supervisor. Action on such requests will be at the reasonable discretion of the District, subject to budgetary and appropriation constraints. In the event District determines not to perform any repair/replacement for which it receives notice from NSYC in a reasonable time, NSYC shall have the option to terminate the License

by giving no less than 14 days prior written notice thereof to District and, except for accrued obligations of the Parties under this License, the Agreement shall thereupon cease.

- b. Except as otherwise provided in subparagraph 10.a above, NSYC shall at all times be responsible for maintaining in a clean, neat and sanitary condition the Licensed Facilities, including the storage areas reserved for use by NSYC and/or its members in the Clubhouse. NSYC shall, after any licensed use, remove all food waste and other garbage from the Clubhouse by placing same in the trash and recycling containers located on the south parking pad. The NSYC may hire, for purposes of maintaining a cleaning standard for the Licensed Facilities, a third-party cleaning service at their cost. A copy of the third-party Certificate of Insurance in compliance with paragraph 8 hereof shall be provided to the Park District. The District shall ensure that both Clubhouse restrooms are maintained with toilet paper and soap in the dispensers at all times.
  - c. A maintenance checklist form as provided by District shall be used for establishing standards for clean-up and evaluating the Licensed Facilities' condition following licensed usage. If it is determined by the Park District staff, that the Yacht Club building was not cleaned properly, as described above, the NSYC will be subject to an additional \$50 cleaning fee for each occurrence. The Park District will be responsible for the cleaning of Licensed Facilities after the utilization by a contracted private party. The NSYC shall provide documentation of Park District not meeting cleaning standards upon their usage of the facility after a contracted private party, as described above, and the District will clean the facility within 24 hours or pay a \$50 cleaning fee to the NSYC.
  - d. Nothing herein shall be construed to create or modify any duty the Park District has to any third parties, if any, or to waive any defenses and immunities available to the District is statute or common law. The Parties agree that the allocation of responsibility for maintenance and repair is solely for their own convenience and any breach of the contract duties shall not represent evidence of negligence or a waiver of the Park District's exercise of discretion regarding whether, when and how to repair or maintain its property.
11. Items of Personal Property. The District shall have no liability to NSYC, its members, guests or other NSYC patrons regarding any stolen, missing, lost or broken items of personal property. NSYC, its members, guests or other NSYC patrons shall have no claim for loss of value, loss of use, consequential damages, or any other claim against the District for any item of personal property. NSYC shall indemnify and hold the District harmless against any claim by its members, patrons or guests arising or resulting from any stolen,

missing, lost or broken items of personal property. Nothing herein shall be construed to characterize the District as a bailee or NSYC, and its members, patrons and guests, as bailors.

12. Rules and Regulations. Except as otherwise expressly provided in this License Agreement, both NSYC and any member(s) of NSYC reserving a Licensed Facility for their own use, shall comply with and adhere to the general procedures, rules and regulations of the District governing application for use of Licensed Facility. NSYC shall comply with all other applicable laws, ordinances, rules and regulations in the conduct of its activities at and its use of the Property. District reserves the right to revise its current rules and regulations pertaining to the Licensed Facilities and to promulgate such other and additional rules and regulations as in its reasonable judgment may from time to time be needed for safety, care, cleanliness and reputation of the Property, including without limitation the Licensed Facilities, and for the preservation of good order therein and to ensure that its use is in conformity with all applicable laws. All rules and regulations shall be binding upon the Parties with the same force and effect as if they had been inserted herein at the time of the execution of this License Agreement.
13. Hold Harmless. To the fullest extent permitted by law, NSYC shall defend, indemnify and hold harmless District, its officers, employees and agents and their successors and assigns, from and against any and all claims or demands of whatsoever nature, including without limitation claims or demands for loss of, or damage to property or for injury or death to any person from any cause whatsoever directly or indirectly arising from, related to or connected with NSYC's use of the Licensed Facilities, or the conduct by NSYC of its organized activities or events on the Property and/or Licensed Facilities, or the grant of the License hereunder. NSYC shall pay all costs and expenses, including without limitation court costs and attorney's fees, which shall be incurred by or imposed on District either in enforcing the terms of this License or in any litigation or other proceeding to which District may be made a party relating to the License or NSYC's use of the Property (other than proceedings brought by District or NSYC to enforce the provisions of this License Agreement where judgment is entered on all counts in favor of NSYC). Provided, however, that NSYC shall have no liability hereunder for bodily injuries sustained or property damage suffered by, or the death of, any person where such injury, death or damage resulted from an intentional wrongful act or willful and wanton conduct of the District or its employees or agents. Nothing herein provided is intended to waive nor shall it waive any of the immunities afforded District under the "Local Government and Governmental Employees Tort Immunity Act" and District shall continue to have all of the protections and immunities provided by said Act as now or hereafter amended. The scope of the indemnity herein described shall not be limited by the insurance coverage required herein, the parties agreeing and acknowledging that such coverage being only a minimum amount reasonably necessary to cover the risks for the activities permitted under this License.
14. Alcohol. NSYC shall not make available for consumption on the Property any alcoholic beverages unless NSYC shall have first acquired host liquor/liquor liability insurance and complied with any and all other ordinances, rules or regulations, as modified from time to time by District as otherwise modified by the terms of this License Agreement, as the same



relate to sale, delivery, or consumption of alcoholic beverages (See attached Schedule “D”). If the District permits NSYC to deliver alcohol on the Property, NSYC will be solely responsible for compliance with all applicable State and local licensing requirements. All alcohol must be consumed on the deck or in the building. Any violations of the above outlined agreements regarding Alcoholic Consumption may result in revocation of this portion of the agreement or the agreement in its entirety.

15. Alterations to Licensed Facility. NSYC shall make no alterations in or additions to the Licensed Facilities or any other part of the Property without District’s prior written consent. Any alterations permitted by the District shall become the property of the District and NSYC shall have no claim for payment or reimbursement for any costs related thereto. Any work allowed to be performed by NSYC shall be constructed pursuant to permit and in compliance with all applicable laws. NSYC will be solely responsible for all costs for its improvements and for obtaining all necessary permits and approvals therefor. NSYC will not cause or allow any lien or claim for lien to be filed against the District or the Property and will indemnify and hold harmless the District for all expenses arising from such lien or claim for lien.
  
16. Property Loss. If the Clubhouse is made unusable or untenable by fire or other casualty, District may elect to terminate the License as of the date of the fire or casualty by giving notice to NSYC within forty-five (45) days after that date. If District elects to repair, restore or rehabilitate the Clubhouse at District’s expense within one hundred twenty (120) days after District is enabled to take possession of the Clubhouse and undertake reconstruction or repairs, this License shall not terminate, but the License Fee shall be abated on a per diem basis while the Clubhouse is unusable or untenable. District shall advise NSYC promptly in writing of the date District was enabled to take possession of the Clubhouse and undertake reconstruction or repairs. If District elects to repair, restore or rehabilitate the Premises and does not substantially complete the work within the one hundred twenty (120) day period, NSYC may terminate the License as of the date of the fire or casualty provided NSYC gives written notice to District no later than one hundred thirty (130) days after District is enabled to take possession of the Clubhouse and undertake reconstruction or repairs. In the event of termination of the License pursuant to this paragraph, the License Fee shall be apportioned on a per diem basis and be paid to the date of such fire or casualty. If District elects not to repair NSYC may terminate the License by giving written notice to District within thirty(30) days after NSYC is advised by District of its election no to repair. Notwithstanding the foregoing, in order to continue to use portions of the Licensed Facilities to perform its Licensed Activities, NSYC may elect to terminate this License as to that part of the Licensed Facilities that are so damaged, and the Licensed Fee shall be adjusted in a reasonable manner.

With respect to any loss generally covered under the classification “Fire and Extended Coverage Insurance,” the one suffering said loss releases the other of and from any and all claims and they further mutually agree that their respective insurance companies shall have no right of subrogation against the other on account thereof.

17. State of Imminent Danger of Loss of Life or Property. In the event of a bona fide emergency

(which for purposes of this paragraph shall mean reasonably perceived state of imminent danger of loss of life or property), District may, but shall not be obligated to, cure without notice any uncured default by NSYC under this License and whenever District so elects, all costs and expenses incurred, including attorneys' fees, shall be paid by NSYC to District on demand. Alternatively, in the event of a bona fide emergency, as herein defined, District shall have the option to suspend the License or terminate this Agreement immediately upon notice to NSYC.

18. Damage to Property. NSYC shall be responsible for all damage caused by NSYC, its members or its or their invitees done to any of the District's furniture, fixtures and equipment located in or about the Licensed Facilities, ordinary wear and tear and loss by fire or other casualty not the fault of NSYC excepted. NSYC shall also be responsible for any and all damage done to all or any part of the Licensed Facilities or Property by NSYC, its employees, agents, members and invitees, and NSYC shall promptly reimburse District for the full cost for repair of all such damages or replacement. NSYC shall return the Licensed Facilities fixtures and equipment to District at the termination of the License in as good a condition as it received same, reasonable wear and tear and damage by fire or other casualty not the fault of NSYC and poor condition cause by failure of the District to carry out its repair and maintenance obligations under this Agreement excepted
19. Advertising and Marketing. The DISTRICT shall provide at no cost to NSYC digital advertising space for their Programs and Service on the Park District of Highland Park website.. All content must be provided by NSYC to the DISTRICT by established deadlines.
20. Written Notices. All notices, requests, demands, payments, donations, or other communications with respect to this Agreement shall be in writing and shall be deemed to have been duly given upon delivery or refusal of addressee to accept delivery, addressed as follows (or to such other persons or addressees as may be designated by notice given to the other Party in accordance with this Paragraph 13): Notice may be sent by personal delivery, fax or email notice is deemed received with proof of receipt by the intended recipient.

A. NORTH SHORE YACHT  
CLUB PO BOX 12  
Highland Park, IL 60035

And to:

Attention: Wesley Madara, NSYC  
Commodore 349 Vine  
Highland Park, IL 60035  
[wmadara@gmail.com](mailto:wmadara@gmail.com)  
847-757-0480

B. PARK DISTRICT OF HIGHLAND  
PARK 636 Ridge Road  
Highland Park, IL 60035  
Attention: Brian Romes, Executive Director  
[bromes@pdhp.org](mailto:bromes@pdhp.org)

With Copy to:  
Adam Simon  
Ancel, Glink  
140 S. Dearborn 6<sup>th</sup> Floor  
Chicago, Illinois 60603  
[asimon@ancelglink.com](mailto:asimon@ancelglink.com)

Mari Lynn Peters, Finance Director  
Park District of Highland Park  
[mpeters@pdhp.org](mailto:mpeters@pdhp.org)

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## 21. Miscellaneous Provisions

- A. This Agreement sets forth the entire understanding of the Parties with respect to the subject matter hereof, and supersedes any and all previous communications and understandings, oral or written, between the Parties. This Agreement cannot be modified or amended unless in writing signed by both Parties and dated a date subsequent to the date of this Agreement.
- B. The headings of the paragraphs of this Agreement are for convenience and reference only, do not form any part of the Agreement, and in no way modify, interpret or construe the meaning of any provision of this Agreement, or the intent of the Parties.
- C. Nothing contained in this Agreement is intended, or shall be interpreted or construed, as creating any partnership or joint venture between the Parties, or as either expressly or implicitly providing any right, privilege or benefit of any kind whatsoever to any person or entity that is not a Party to this Agreement, or as acknowledging, establishing or imposing any legal duty or obligation on the part of either Party to any third party.
- D. This Agreement shall inure to the benefit of, and be binding upon the Parties and their respective permitted successors and assigns, provided however that neither this Agreement nor any right, interest or obligation of NSYC under this Agreement may be assigned in whole or in part by NSYC to any third party without the prior written consent of the District which the District may grant or withhold in its sole discretion, other than as provided in Section 5. The Parties intend for there to be no third-party beneficiaries of this Agreement.
- E. This Agreement shall be governed by and construed in accordance with the laws of the State of Illinois. Venue for any dispute arising under this Agreement shall be exclusively in the Circuit Court of Lake County, Illinois.
- F. Survival. All repair and restoration, insurance and indemnification obligations, and all releases and waivers, described herein shall survive the expiration or earlier termination of this Agreement.
- G. CONTRACT CONSTRUCTION.  
The rule of contract law that any ambiguity in an agreement shall be construed against the party drafting the Agreement shall not be applicable to construction of this Agreement, as the Parties acknowledge they have been represented by counsel in regard to the negotiation and finalizing of this Agreement.

IN WITNESS WHEREOF, each of the Parties has caused this Agreement to be executed by a duly authorized officer thereof, as of the year and date first above written.

NORTH SHORE YACHT CLUB      PARK DISTRICT OF HIGHLAND PARK

By: \_\_\_\_\_

By: \_\_\_\_\_

Its: Commodore of NSYC

Its: Park Board President

\_\_\_\_\_

Attest: \_\_\_\_\_  
Secretary, Board of Park Commissioners

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## SCHEDULE "A"

Definition of Boating Season: For purposes of this agreement and as it pertains to scheduling, the following will be definitions for the Boating Season.

Pre-Season: April 1 – Friday before Memorial Day

Regular Season: Saturday before Memorial Day -Labor Day

Post – Season: Day after Labor Day – second Friday in November

Clubhouse: Following written notice from the Park District, and subject to Section 6 below, The North Shore Yacht Club shall have use of the clubhouse during the boating season at the following times:

1. NSYC Reserved Time: These are the times reserved at the beginning of the Regular boating season for regular club activities.

Tuesday: 5:00 p.m. - 10:00p.m.

Thursday: 5:00 p.m. - 10:00p.m.

Saturday: 8:00 a.m. - 2:00 p.m.

Sunday: 8:00a.m. - 10:00 p.m.

Friday and Saturday Evenings: The PARK DISTRICT shall reserve the Clubhouse for NSYC Events one Friday Evening and one Saturday evening per month for the months of June, July, September, October, and November, and for two Saturday evenings in August. These Dates may be reserved in advance of the public reservations which begin on February 1 of each year. Saturday evening must be used for NSYC activities. Reserved time not used by NSYC will be made available to the PARK DISTRICT. The Clubhouse must be cleaned up (beginning 30 minutes prior to departure) and vacated Friday and Saturday nights by 11:00 p.m. unless previously approved by the PARK DISTRICT. Failure to vacate at designated time during NSYC Events on Friday and Saturday Evenings may result in a fine of \$100 if not vacated within an hour of the designated time, plus an additional \$400 per hour after the first hour.

Pre-Season and Post-Season: The NSYC may request in writing, times to utilize the facility for club activities. Utilization is subject to approval by the PARK DISTRICT and hours for Pre-Season or Post-season activities must align with gate closures associated with Park Hours as established in Section 4.01 of the District Conduct Ordinance.

2. Open Time: All times not listed above are available and must be scheduled individually through the PARK DISTRICT. The PARK DISTRICT may reserve time for other activities in the Clubhouse. Open times not reserved will be made available to the North Shore Yacht Club at the discretion of the PARK DISTRICT. The availability of Open Time not reserved by the public may be reserved three weeks or less prior to the date desired and must be done through the PARK DISTRICT by a designated

NSYC representative. If attendance for this request will exceed 15 individuals, normal rental procedures and fees may be required as determined by the PARK DISTRICT. The PARK DISTRICT will set its policies for making reservations.

3. Material Distribution: The NSYC will provide, upon request, the PARK DISTRICT with all membership and promotional material available for distribution. The PARK DISTRICT must be informed of proposed promotions, events and advertisements.
4. Season Parking Decals: PARK DISTRICT season parking decals are available through the PARK DISTRICT and are required for access to parking at the south property for both residents and non-residents. Season parking decals will be made available to non-resident NSYC members at the resident rate. Non-NSYC members attending Club events may request a complimentary one-day parking pass *on-site* through the NSYC Commodore or NSYC event manager.
5. General: The PARK DISTRICT representative and NSYC Commodore will meet to arrange for day-to-day facility usage items including, but not limited to: closets in the clubhouse, kitchen, locks, facility closing time, gate closing time and common areas usage
6. NSYC must provide a list of active members by May 1, 2024 and/or by request, indicating the number of residents and nonresidents as well as an annual detailed budget showing all anticipated revenue and expenditures for the upcoming fiscal year, as well as a year-end financial report by December 31, 2024 from the previous year.

## SCHEDULE B

### NOT-FOR-PROFIT ORGANIZATIONS/COMMUNITY GROUPS

- I. **Commercial General Liability Including: *Limits:***
- Bodily injury \$1,000,000 per occurrence
  - Property damage \$2,000,000 annual aggregate
  - Personal injury Occurrence Form
  - Advertising injury
  - Medical payments
  - Marine
  - ATHLETIC PARTICIPATION EXCLUSION DELETED (for athletic groups, programs, leagues)
1. **Coverage to be considered if these exposures exist as a result of the group's operations:**
- Ownership, use or maintenance of property
  - Incidental medical malpractice
  - Sexual abuse and molestation (for the group, not the individual)
  - Consumption or use of food products
  - Liquor liability
  - Workers Compensation
2. **Accident Medical Insurance:**  
Sports groups should also consider purchasing Accident Medical Insurance that pays the medical bills of an injured participant or staff member as excess coverage after benefits are paid under any other collectible insurance. This coverage is often required in many sports liability insurance programs.
- II. **Directors and Officers Liability** *Limits:*
- Wrongful acts \$1,000,000 per occurrence
  - Errors and omissions \$2,000,000 annual aggregate Claims-made Form
- III. **Liquor Liability** *Limits:*
- Host liquor liability (serve liquor) \$1,000,000 or statutory
  - Dram shop liability (sell liquor)
  - Workers Compensation



## SCHEDULE C

The PARK DISTRICT shall assign fixed rates regarding utility expenses incurred at the Clubhouse. The NSYC portion will be determined by using the expenses from the Boating Season, April 1, 2023 through the Second Friday in November, 2023 and per the percentage of use hours the Clubhouse is used by the NSYC.

The PARK DISTRICT will provide season opening and closing services for the beach areas including parking lot and landscaping areas. These services include the installation of the beach cables, sand ramp for small craft vessel launching and the boat racks. The PARK DISTRICT will also provide weekly grooming and debris removal services, so long as there is sufficient beach area and access for the beach grooming equipment. These services should be considered customary for all small craft vessel patrons and not specific to NSYC. In the event that a severe weather event or large lake waves cause damage to any of the beach area, the PARK DISTRICT will conduct repairs, debris removal and grooming services as soon as administratively possible for boating patrons. If the NSYC is in need of emergency repair services for their programs the PARK DISTRICT can provide these services. Direct costs for these services will be billed to the NSYC.

### Electrical

NSYC usage: 30% utility expense from April 2023-November 2023  
(Waiting for November 2023 invoice. Will have actual amount at that time.)

**NSYC Total Portion** (this fixed amount will be added to annual payments).

**This fee must be paid in full by August 1, 2024.**

## **SCHEDULE D**

### **Park District of Highland Park Application to Serve Alcoholic Beverages and Acquire Host Liquor/Liquor Liability Insurance**

#### **Serving**

Anyone serving alcoholic beverages at a Park District facility must fill out the attached forms and obtain Host Liquor/Liquor Liability Insurance. This insurance is available through the Park District Risk Management Agency (PDRMA) Policy #ESE010658 for a fee of \$195 per event (maximum of 100 attendees) (\$215 per event for over 100 attendees). Fill out the attached form with payment and check made out to the Park District of Highland Park or credit card information. Application must be made a minimum of 10 business days before the event.

#### **Selling**

Anyone selling alcoholic beverages, even if by tickets, or as part of a paid meal, must obtain a license from the City of Highland Park. Authorization for a 48-hour "Class D" liquor license may be obtained from the City by sending a copy of the approved Park District of Highland Park's Special Permit for Serving Alcoholic Beverages at Functions to:

Mayor  
City of Highland Park 1707 St.  
Johns Avenue Highland Park, IL  
60035

Include a check in the amount of \$25 per day made payable to the City of Highland Park.

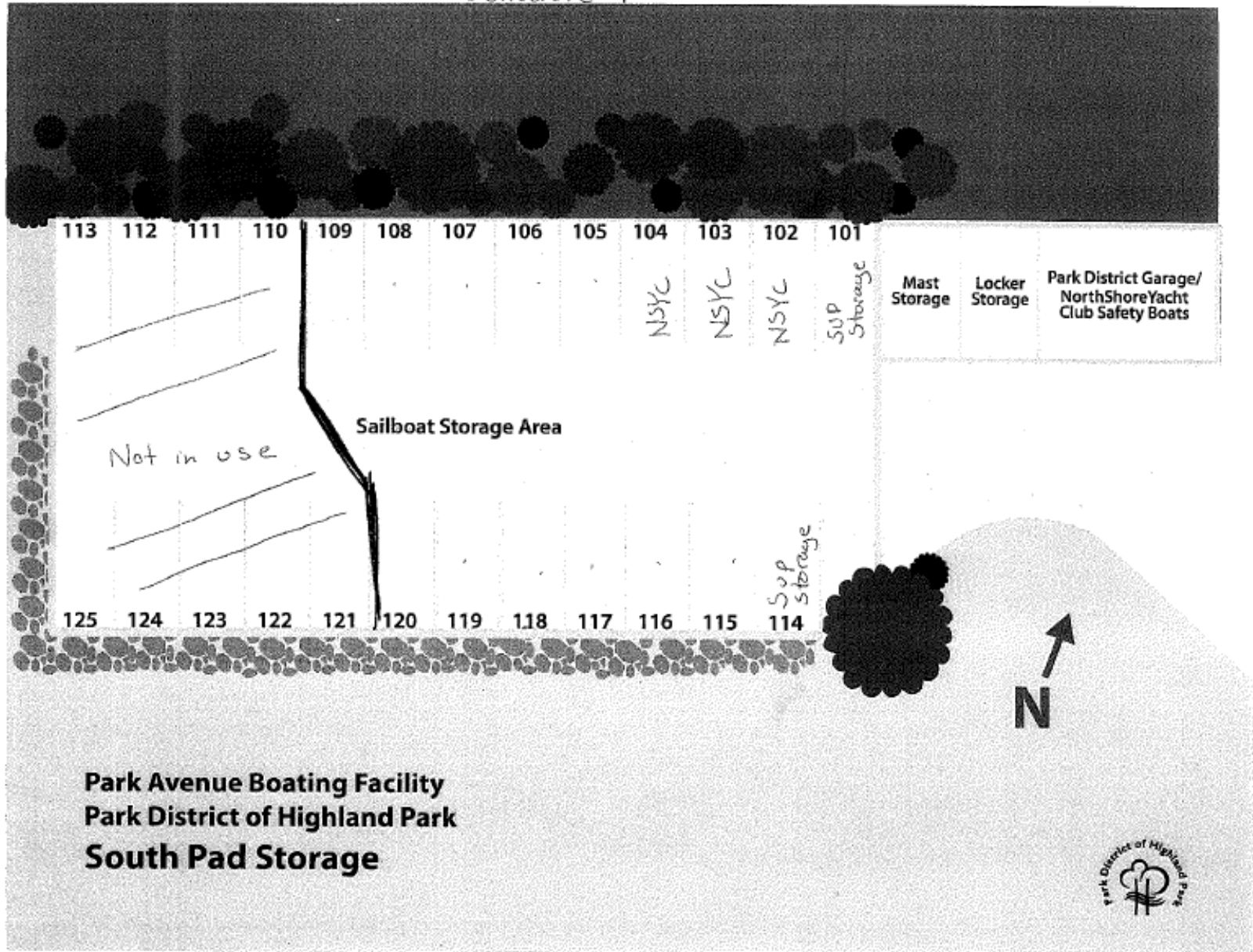
Dram Insurance in addition to the Host Liquor/Liquor Liability Insurance is required for any event where alcoholic beverages are sold. Total insurance cost for events of up to 100 people is \$365

## SCHEDULE E

Items for repair and timing of those repairs as discussed in meetings between Park District of Highland Park and North Shore Yacht Club

1. Deck Condition. District will maintain the deck for safety purposes. As time allows, aesthetic updates may occur that do not impact safety or performance, including refinishing and repainting, or striping the existing paint and re-staining may occur.
2. Gutters. District will ensure all gutters are cleaned and repaired, if required, prior to the start of season and will regularly check and clear debris throughout the season.
3. Lighting. District will ensure the navigation light by the hut is operational and repair and optimize light fixtures on and around the NSYC grounds prior to the start of the season, and during the season, if needed.
4. Dampness. District will regularly inspect the clubhouse for dampness and dehumidify as needed. District will maintain as much clearance above the foundation on the rear of the clubhouse as possible.
5. Bathrooms. District will ensure clubhouse toilets are operational showers and shower heads are operational, and stall locks are working prior to start of season.  
Women's Shower Door should be operational
6. Doors. District will maintain exit doors and door hardware for proper operation.
7. Window Screens. District will repair any torn or missing screens and install on all windows, prior to start of season.
8. Firepit. District will maintain firepit enclosure and metal cover, as needed.
9. Trees. District will evaluate and address any hazardous trees, as needed.
10. Beach Storage. District will tighten storage cables and replace space markers prior to start of season. District will replace broken rollers on tiered racks prior to start of season.
11. Sand Ramp. District will provide a complete installation of the entire ramp, including all tiles, and/or steel grates, winch, and will maintain at start of season, throughout season, and subject to provisions outlined in schedule C. The winch will be secured in a position so that it can be accessible and operated by users.
12. Locker Room. District will repair locker latch hardware and door hinges to make sure doors open, close, and can be locked securely..

Schedule F



**Park Avenue Boating Facility  
Park District of Highland Park  
South Pad Storage**



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## Memorandum

To: Board of Park Commissioners

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

Date: December 13, 2023

Subject: Bills and Payroll Disbursements authorized by Finance Committee Member(s). Checks written November 30, 2023 through December 08, 2023 to be presented to the Board for approval on December 13, 2023.

### **BILLS**

<b><u>DATE</u></b>	<b><u>AMOUNT</u></b>
November 30, 2023 Emergency Checks	\$ 801.50
November 30, 2023	\$ 381,475.49
December 04, 2023 Emergency Check	\$ 4,087.12
December 05, 2023 Emergency Check	\$ 2,887.18
December 08, 2023	\$ 1,324,407.95
Void Payments	\$ (16,408.00)
Bank Drafts	\$ 2,869,147.57
P-Card	\$ 221,041.16
<b>TOTAL</b>	<b>\$ 4,787,439.97</b>

### **PAYROLL DISBURSEMENTS**

November 17, 2023	\$ 413,163.18
December 01, 2023	\$ 397,044.00
<b>TOTAL</b>	<b>\$ 810,207.18</b>

<b>GRAND TOTAL</b>	<b>\$ 5,597,647.15</b>
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To the Treasurer:

The payment of the above listed accounts is hereby approved by the below named Finance Committee member as of 12-13-23 and you are hereby authorized to release the checks from the appropriate funds.

\_\_\_\_\_  
Finance Committee Member

ATTEST: \_\_\_\_\_  
Secretary



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	
<b>Bank Code: AP-AP BANK</b>						
15147	ABC PRINTING COMPANY	11/30/2023	Regular	0.00	167.98	189983
<a href="#">279395</a>	Invoice	10/23/2023	Winter Registration Mesh Banners w/Wind Sl..	0.00	167.98	
10034	ABSOLUTE HOME IMPROVEMENTS	11/30/2023	Regular	0.00	44,500.00	189984
<a href="#">2023 Signs Invoice..</a>	Invoice	11/20/2023	2023 Districtwide Signage Installation	0.00	38,600.00	
<a href="#">Millard Park-Quote..</a>	Invoice	11/10/2023	2023 Millard Park Shed Demoliton-Upper po...	0.00	2,750.00	
<a href="#">Quote-1</a>	Invoice	11/10/2023	Fink Park-Remove/Replace drinking fountain	0.00	3,150.00	
14293	AMAZING MINDS 2 LLC	11/30/2023	Regular	0.00	864.00	189985
<a href="#">111423</a>	Invoice	11/14/2023	Fall II Session 10/25/23-12/20/23	0.00	864.00	
19172	AQUAMOON LLC	11/30/2023	Regular	0.00	640.00	189986
<a href="#">23-1734</a>	Invoice	10/31/2023	Aquarium Service	0.00	640.00	
19161	ASHLEY MENESEE	11/30/2023	Regular	0.00	29.00	189987
<a href="#">2149247</a>	Invoice	11/20/2023	Refund	0.00	29.00	
20071	AVALON PETROLEUM COMPANY	11/30/2023	Regular	0.00	12,689.53	189988
<a href="#">009060</a>	Invoice	10/12/2023	Unleaded fuel 10/12/23	0.00	1,170.83	
<a href="#">009069</a>	Invoice	10/13/2023	Unleaded fuel 10/13/23	0.00	766.11	
<a href="#">009076</a>	Invoice	10/17/2023	Unleaded fuel 10/17/23	0.00	934.56	
<a href="#">009089</a>	Invoice	10/20/2023	Unleaded fuel 10/20/23	0.00	1,339.12	
<a href="#">009222</a>	Invoice	10/26/2023	Unleaded fuel 10/26/23	0.00	1,430.00	
<a href="#">009255</a>	Invoice	10/30/2023	Unleaded fuel 10/30/23	0.00	1,007.12	
<a href="#">009271</a>	Invoice	11/04/2023	Unleaded fuel 11/4/23	0.00	1,072.62	
<a href="#">009285</a>	Invoice	11/09/2023	Unleaded fuel 11/9/23	0.00	1,123.44	
<a href="#">040144</a>	Invoice	10/13/2023	Diesel fuel 10/13/23	0.00	1,048.97	
<a href="#">040182</a>	Invoice	10/26/2023	Diesel fuel 10/26/23	0.00	1,142.96	
<a href="#">040381</a>	Invoice	11/04/2023	Diesel fuel 11/4/23	0.00	913.70	
<a href="#">040402</a>	Invoice	11/09/2023	Diesel fuel 11/9/23	0.00	740.10	
20553	BENJAMIN KUTSCHEID	11/30/2023	Regular	0.00	249.98	189989
<a href="#">110223</a>	Invoice	11/02/2023	Reimbursement-Staples purchase for new c...	0.00	249.98	
10363	BUREAU VERITAS TECHNICAL ASSESSN	11/30/2023	Regular	0.00	2,375.00	189990
<a href="#">VIS65400-001</a>	Invoice	10/23/2023	Senior Center:Utility Allowance 10/19/23	0.00	2,375.00	
20521	CHRIST OUR HOPE PARISH	11/30/2023	Regular	0.00	200.00	189991
<a href="#">231114</a>	Invoice	11/14/2023	Nov 2023-Dia De Los Muertos Performance	0.00	200.00	
20147	CHICAGO COMMUNICATIONS LLC	11/30/2023	Regular	0.00	614.00	189992
<a href="#">346228</a>	Invoice	08/22/2023	Replacement Camera-Infra Red 5mp-Outdoo...	0.00	614.00	
10463	CHICAGO TRIBUNE COMPANY	11/30/2023	Regular	0.00	51.43	189993
<a href="#">080130614000</a>	Invoice	09/30/2023	9/1/23 Online Classified Listing	0.00	51.43	
19612	REBELS BASKETBALL	11/30/2023	Regular	0.00	1,300.00	189994
<a href="#">11022023</a>	Invoice	11/02/2023	Ridgewood Shootout 1/26/24-1/28/24	0.00	1,300.00	
10537	COMMONWEALTH EDISON COMPANY	11/30/2023	Regular	0.00	5,300.22	189995
<a href="#">111023 02032300..</a>	Invoice	10/10/2023	1390 Sunset Rd 10/12/23-11/10/23	0.00	1,450.59	
<a href="#">111723 18122640..</a>	Invoice	11/17/2023	636 Ridge Rd 10/19/23-11/17/23	0.00	2,861.85	
<a href="#">111723 18147670..</a>	Invoice	11/17/2023	ES Egandale 1N Park 10/19/23-11/17/23	0.00	50.97	
<a href="#">112023 72610440..</a>	Invoice	11/20/2023	1240 Fredrickson Pl (POGO) 10/20/23-11/20...	0.00	936.81	
20076	COUNSILMAN-HUNSAKER	11/30/2023	Regular	0.00	1,113.00	189996

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	
<a href="#">24101</a>	Invoice	11/15/2023	PDRMA Site Audit/Visit 10/12/23 Rec Center	0.00	1,113.00	
20551	DIGI MAC SOLUTIONS, INC.	11/30/2023	Regular	0.00	595.25	189997
<a href="#">8151</a>	Invoice	07/02/2019	Past Due Invoice#8151-Ricoh Toner	0.00	595.25	
20554	DIVINE SIGNS AND GRAPHICS	11/30/2023	Regular	0.00	4,255.00	189998
<a href="#">41546</a>	Invoice	11/09/2023	Park Ave Memorial Plaques	0.00	4,255.00	
10762	DUNLOP SPORTS GROUP AMERICAS	11/30/2023	Regular	0.00	1,777.44	189999
<a href="#">7695755 SO</a>	Invoice	11/13/2023	TB Grand Prix Regular Duty 3B-Quantity 432	0.00	1,391.04	
<a href="#">7696921 SO</a>	Invoice	11/14/2023	TB Grand Prix Regular Duty 3B-Quantity 120	0.00	386.40	
10828	ERIC GOLMON	11/30/2023	Regular	0.00	816.00	190000
<a href="#">110723</a>	Invoice	11/07/2023	Reimbursement-One Day Shootouts, travel ...	0.00	816.00	
10842	EUGENE DUNN	11/30/2023	Regular	0.00	40.08	190001
<a href="#">2156938</a>	Invoice	11/28/2023	Refund	0.00	40.08	
17719	CONSTELLATION NEWENERGY - GAS D	11/30/2023	Regular	0.00	1,468.08	190002
<a href="#">3890758</a>	Invoice	11/14/2023	1201 Park Ave W - October 2023	0.00	1,468.08	
10914	FOX VALLEY FIRE & SAFETY CO	11/30/2023	Regular	0.00	1,130.35	190003
<a href="#">IN00637518</a>	Invoice	10/23/2023	CIA-Fire Extinguisher Service	0.00	94.55	
<a href="#">IN00637519</a>	Invoice	10/23/2023	Deer Creek-Fire Extinguisher Service	0.00	33.75	
<a href="#">IN00637520</a>	Invoice	10/23/2023	HCAP-Fire Extinguisher Service	0.00	22.50	
<a href="#">IN00637521</a>	Invoice	10/23/2023	Cunniff Athletic Shelter-Fire Extinguisher Ser...	0.00	13.50	
<a href="#">IN00637522</a>	Invoice	10/23/2023	SVGC-Fire Extinguisher Service	0.00	29.25	
<a href="#">IN00637523</a>	Invoice	10/23/2023	West Ridge-Fire Extinguisher Service	0.00	56.25	
<a href="#">IN00637524</a>	Invoice	10/23/2023	Rosewood-Fire Extinguisher Service	0.00	11.25	
<a href="#">IN00637525</a>	Invoice	10/23/2023	Yacht Club/Park Ave-Fire Extinguisher Service	0.00	6.75	
<a href="#">IN00637526</a>	Invoice	10/23/2023	POGO-Fire Extinguisher Service & Repair	0.00	151.00	
<a href="#">IN00637527</a>	Invoice	10/23/2023	Rec Center-Fire Extinguisher Service	0.00	463.00	
<a href="#">IN00637528</a>	Invoice	10/23/2023	Golf Learning Center-Fire Extinguisher Service	0.00	6.75	
<a href="#">IN00645006</a>	Invoice	11/28/2023	Heller-Fire Extinguisher Service	0.00	241.80	
10974	GEWALT HAMILTON ASSOCIATES INC	11/30/2023	Regular	0.00	13,291.24	190004
<a href="#">5121.002-4</a>	Invoice	11/07/2023	PDHP Deck Replacement CA Services 10/1/2...	0.00	3,641.24	
<a href="#">5121.051-5</a>	Invoice	11/07/2023	Fink Park Baseball Field II Services thru 10/2...	0.00	9,650.00	
17541	GOVTEMPSUSA LLC	11/30/2023	Regular	0.00	735.00	190005
<a href="#">315641</a>	Invoice	11/16/2023	Barb Cremin HR help Period Ending 11/05/23	0.00	735.00	
19596	GUEST AUTOMATION INC	11/30/2023	Regular	0.00	520.00	190006
<a href="#">IN20233140</a>	Invoice	11/08/2023	Remote support-power bump & onsite IT iss...	0.00	520.00	
11125	HITCHCOCK DESIGN GROUP	11/30/2023	Regular	0.00	6,664.00	190007
<a href="#">31483</a>	Invoice	10/31/2023	Park Ave Beach Phase One Final Design 10/3...	0.00	6,664.00	
19761	THE ULTIMATE SCHOOL OF GUITAR	11/30/2023	Regular	0.00	4,575.20	190008
<a href="#">751</a>	Invoice	11/13/2023	4 Session Dates 8/28/23-10/21/23	0.00	4,575.20	
14419	INVEX DESIGN	11/30/2023	Regular	0.00	360.00	190009
<a href="#">2311</a>	Invoice	11/17/2023	Annual Cloudflare optimization/caching serv...	0.00	360.00	
18561	J MILLER MARKETING INC	11/30/2023	Regular	0.00	1,800.00	190010
<a href="#">25333</a>	Invoice	11/06/2023	November 2023 Online Management	0.00	1,800.00	
19677	LASALLE NETWORK	11/30/2023	Regular	0.00	525.00	190011
<a href="#">652618</a>	Invoice	11/13/2023	11/12/23 Regular-Suzan Pero: IT Specialist	0.00	525.00	
20283	STRATUS BUILDING SOLUTIONS OF CH	11/30/2023	Regular	0.00	1,185.00	190012
<a href="#">6403206</a>	Invoice	11/01/2023	Janitorial Service for November 2023	0.00	1,185.00	
20526	LESLIE GOLDSTEIN	11/30/2023	Regular	0.00	252.00	190013
<a href="#">2143328</a>	Invoice	11/14/2023	Refund	0.00	252.00	



Check Register

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
18474	LRS, LLC	11/30/2023	Regular	0.00	1,777.89	190014
<a href="#">LR5513086</a>	Invoice	10/25/2023	3100 Trail Way 11/1/23-11/30/23	0.00	329.76	
<a href="#">LR5513089</a>	Invoice	10/25/2023	1801 Sunset Rd 11/1/23-11/30/23	0.00	92.92	
<a href="#">LR5528310</a>	Invoice	11/25/2023	2205 Skokie Valley Rd 12/1/23-12/31/23	0.00	84.24	
<a href="#">LR5528423</a>	Invoice	11/25/2023	1390 Sunset Rd 12/1/23-12/31/23	0.00	84.24	
<a href="#">LR5528424</a>	Invoice	11/25/2023	1240 Fredrickson POGO 12/1-12/31 & Extra ...	0.00	736.73	
<a href="#">PS573794</a>	Invoice	11/16/2023	POP for Walters, Cunniff Pickleball 11/17-12...	0.00	450.00	
11653	MAG CONSTRUCTION CO.	11/30/2023	Regular	0.00	33,995.00	190015
<a href="#">17-922</a>	Invoice	11/14/2023	Moraine bridge-concrete repairs	0.00	10,480.00	
<a href="#">17-923</a>	Invoice	11/14/2023	Moraine Beach-Stair Repair	0.00	23,515.00	
19542	MARI-LYNN PETERS - PETTY CASH	11/30/2023	Regular	0.00	347.68	190016
<a href="#">112823</a>	Invoice	11/29/2023	Reimbursement for Petty Cash-West Ridge	0.00	347.68	
20555	METROPOLITAN INDUSTRIES, INC.	11/30/2023	Regular	0.00	11,384.00	190017
<a href="#">INV054865</a>	Invoice	09/27/2023	Furnished one new replacement pump	0.00	11,384.00	
19915	MIDWEST SPORT SURFACES, LLC	11/30/2023	Regular	0.00	13,900.00	190018
<a href="#">111623</a>	Invoice	11/16/2023	2023 Spring Reconditioning-4 Har-Tru tennis...	0.00	13,900.00	
10006	NCPERS GROUP LIFE INSURANCE	11/30/2023	Regular	0.00	32.00	190019
<a href="#">3301102023</a>	Invoice	09/01/2023	NCPERS Group Life Insurance-October 2023 ...	0.00	32.00	
10006	NCPERS GROUP LIFE INSURANCE	11/30/2023	Regular	0.00	48.00	190020
<a href="#">3301112023</a>	Invoice	10/01/2023	NCPERS Group Life Insurance-November 20...	0.00	48.00	
13604	NORTH SHORE GAS	11/30/2023	Regular	0.00	6,522.96	190021
<a href="#">110623 06011450...</a>	Invoice	11/06/2023	3100 Trail Way (Centennial Ice) 10/1/23-10/...	0.00	1,335.64	
<a href="#">110623 06024054...</a>	Invoice	11/06/2023	1240 Fredrickson Pl(Hidden Creek) 10/1/23-...	0.00	224.09	
<a href="#">111423 06011450...</a>	Invoice	11/14/2023	636 Ridge Rd 10/1/23-10/31/23	0.00	620.79	
<a href="#">111423 06011450...</a>	Invoice	11/14/2023	RCHP 10/12/23-11/12/23	0.00	1,536.80	
<a href="#">111623 06011450...</a>	Invoice	11/16/2023	Deer Creek 10/17/23-11/13/23	0.00	1,178.81	
<a href="#">111623 06011450...</a>	Invoice	11/16/2023	1240 Fredrickson Pl 10/17/23-11/10/23	0.00	939.69	
<a href="#">111623 06022257...</a>	Invoice	11/16/2023	1390 Sunset Rd 10/17/23-11/10/23	0.00	269.76	
<a href="#">111623 06024054...</a>	Invoice	11/16/2023	1377 Clavey Rd 10/17/23-11/10/23	0.00	93.07	
<a href="#">111623 06024054...</a>	Invoice	11/16/2023	3100 Trail Way 10/17/23-11/10/23	0.00	95.52	
<a href="#">111623 06024054...</a>	Invoice	11/16/2023	Aquatic Park 10/17/23-11/10/23	0.00	108.59	
<a href="#">111723 06024054...</a>	Invoice	11/17/2023	2900 Trailway Cunniff Park Shelter 10/14-11...	0.00	120.20	
20075	NRG BUSINESS MARKETING	11/30/2023	Regular	0.00	4,699.31	190022
<a href="#">HS33924208</a>	Invoice	11/07/2023	1240 Fredrickson Pl(Hidden Creek) 10/1/23-...	0.00	40.15	
<a href="#">HS33924209</a>	Invoice	11/07/2023	3100 Trail Way (Centennial Ice) 10/1/23-10/...	0.00	3,433.25	
<a href="#">HS33938496</a>	Invoice	11/15/2023	636 Ridge Rd 10/1/23-10/31/23	0.00	1,225.91	
11959	NSSRA	11/30/2023	Regular	0.00	168,103.98	190023
<a href="#">887</a>	Invoice	11/16/2023	2nd Installment 2023 Member Agency Contr...	0.00	168,103.98	
20105	PACE ANALYTICAL SERVICES, LLC	11/30/2023	Regular	0.00	2,618.80	190024
<a href="#">I9574453</a>	Invoice	11/02/2023	Exterior water fountain testing (half)	0.00	1,309.40	
<a href="#">I9574455</a>	Invoice	11/02/2023	Exterior water fountain testing (half)	0.00	1,309.40	
11998	PARK DISTRICT RISK MGMT AGCY	11/30/2023	Regular	0.00	800.00	190025
<a href="#">111423 ICM053699</a>	Invoice	11/14/2023	Carol Craig theft case# ICM053699	0.00	800.00	
16344	PARKS FOUNDATION OF HIGHLAND P/	11/30/2023	Regular	0.00	660.00	190026
<a href="#">112823</a>	Invoice	11/28/2023	Reimbursement-Specialities Direct Inv#2339...	0.00	660.00	
18412	PATRICK GOSS	11/30/2023	Regular	0.00	130.00	190027
<a href="#">110723</a>	Invoice	11/07/2023	Payment for 2 games umpired on 9/19/23	0.00	130.00	
15146	PETER E HERNANDEZ	11/30/2023	Regular	0.00	543.75	190028
<a href="#">11042023045</a>	Invoice	11/04/2023	11/4/23 Photography & Editing/Retouching	0.00	265.00	
<a href="#">11062023046</a>	Invoice	11/06/2023	11/6/23 Photography & Editing/Retouching	0.00	278.75	

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	
16459	SANTO SPORT STORE	11/30/2023	Regular	0.00	15,338.55	190029
<a href="#">709876</a>	Invoice	10/23/2023	172 Champro basketball jerseys & 22 adult j...	0.00	3,417.00	
<a href="#">709893</a>	Invoice	10/23/2023	92 Badger Adult Performance shirts	0.00	1,156.00	
<a href="#">709924</a>	Invoice	10/31/2023	78 youth dri-fit shirts & 20 adult dri-fit shirts	0.00	1,200.50	
<a href="#">709927</a>	Invoice	11/13/2023	97 basketball jerseys & 103 basketball shorts	0.00	6,413.00	
<a href="#">709930</a>	Invoice	11/02/2023	2 Russell Adult Dri-Power Fleece Hoodie	0.00	104.00	
<a href="#">709939</a>	Invoice	11/13/2023	90 youth reversible tanks/7 adult reversible ...	0.00	609.75	
<a href="#">709950</a>	Invoice	11/13/2023	90 youth dryblend hoodies/7 adult dryblend...	0.00	2,279.50	
<a href="#">709951</a>	Invoice	11/13/2023	3 youth basketball jerseys & 1 basketball sho...	0.00	158.80	
20552	SHERINE ANN ADELI	11/30/2023	Regular	0.00	400.00	190030
<a href="#">110923</a>	Invoice	11/09/2023	Videotapping/Editing "Winterizing Bees"	0.00	400.00	
20529	SMARTSHEET INC.	11/30/2023	Regular	0.00	1,200.00	190031
<a href="#">INV1576181</a>	Invoice	11/05/2023	Business Plan-Licensed Users 11/6/23-11/5/...	0.00	1,200.00	
19976	TGF ENTERPRISES INC	11/30/2023	Regular	0.00	1,030.00	190032
<a href="#">4069</a>	Invoice	10/04/2023	9/25/23 Cattail treatment-SVGC	0.00	1,030.00	
12591	THELEN MATERIALS, LLC	11/30/2023	Regular	0.00	972.79	190033
<a href="#">430872</a>	Invoice	11/25/2023	Diamond Bunker Sand 11/22/23	0.00	972.79	
14723	THERMFLO INC	11/30/2023	Regular	0.00	6,887.00	190034
<a href="#">T26565INV</a>	Invoice	09/05/2023	Completed cooling system maintenance	0.00	6,887.00	

Bank Code AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	108	52	0.00	381,475.49
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
	<b>108</b>	<b>52</b>	<b>0.00</b>	<b>381,475.49</b>

### Fund Summary

Fund	Name	Period	Amount
99	POOLED CASH FUND	11/2023	381,475.49
			<u>381,475.49</u>



Park District of Highland Park, IL

# Check Register

Packet: APPKT03879 - 11/30/23 Parks Foundation-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	
16344	PARKS FOUNDATION OF HIGHLAND P/	11/30/2023	Regular	0.00	51.50	189982
<a href="#">11282023</a>	Invoice	11/28/2023	Foundation funds collected at PDHP-Novem...	0.00	51.50	

**Bank Code AP Summary**

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	1	1	0.00	51.50
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
	<b>1</b>	<b>1</b>	<b>0.00</b>	<b>51.50</b>

### Fund Summary

Fund	Name	Period	Amount
99	POOLED CASH FUND	11/2023	51.50
			<hr/>
			51.50



Park District of Highland Park, IL

# Check Register

Packet: APPKT03878 - 11/30/23 Studio E 16-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	11/30/2023	Regular	0.00	750.00	189981
<a href="#">112823</a>	Invoice	11/28/2023	2 minute looping video for CIA	0.00	750.00	

**Bank Code AP Summary**

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	1	1	0.00	750.00
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
	<b>1</b>	<b>1</b>	<b>0.00</b>	<b>750.00</b>

### Fund Summary

Fund	Name	Period	Amount
99	POOLED CASH FUND	11/2023	750.00
			<hr/> 750.00



Park District of Highland Park, IL

# Check Register

Packet: APPKT03884 - 12/4/23 Plansource-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						
19484	PLANSOURCE	12/04/2023	Regular	0.00	4,087.12	190035
<a href="#">120123</a>	Invoice	12/01/2023	IMRF Retiree Insurance December 2023 Pre...	0.00	4,087.12	

**Bank Code AP Summary**

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	1	1	0.00	4,087.12
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
	<b>1</b>	<b>1</b>	<b>0.00</b>	<b>4,087.12</b>



### Fund Summary

Fund	Name	Period	Amount
99	POOLED CASH FUND	12/2023	4,087.12
			<hr/>
			<b>4,087.12</b>



Park District of Highland Park, IL

# Check Register

Packet: APPKT03887 - 12/4/23 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	12/05/2023	Regular	0.00	2,887.18	190036
<a href="#">76073820</a>	Invoice	11/22/2023	November 2023	0.00	2,887.18	

**Bank Code AP Summary**

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	1	1	0.00	2,887.18
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
	<b>1</b>	<b>1</b>	<b>0.00</b>	<b>2,887.18</b>

### Fund Summary

Fund	Name	Period	Amount
99	POOLED CASH FUND	12/2023	2,887.18
			<hr/>
			<b>2,887.18</b>



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	
<b>Bank Code: AP-AP BANK</b>						
16895	312 COMMUNICATIONS INC	12/08/2023	Regular	0.00	26,880.00	190037
<a href="#">97791</a>	Invoice	06/01/2023	Prof Services Jun 2023 Contract,Support, Min..	0.00	10,080.00	
<a href="#">97799</a>	Invoice	07/01/2023	312 Professional Services July 2023 Contract	0.00	5,600.00	
<a href="#">97800</a>	Invoice	07/01/2023	July 2023-Warner-Onsite visits/Panic button	0.00	3,780.00	
<a href="#">97801</a>	Invoice	08/01/2023	312 Professional Services-Aug 2023 Contract	0.00	5,600.00	
<a href="#">97802</a>	Invoice	08/01/2023	Aug 2023- IT helpdesk design/testing & call ...	0.00	1,820.00	
15147	ABC PRINTING COMPANY	12/08/2023	Regular	0.00	1,225.67	190038
<a href="#">279933</a>	Invoice	11/08/2023	Envelopes-Holiday Cards/Thank you Cards fo...	0.00	237.50	
<a href="#">279934</a>	Invoice	11/08/2023	Sunset Valley Golf Club-Thank You Cards	0.00	208.96	
<a href="#">279935</a>	Invoice	11/08/2023	SVGC Holiday Cards	0.00	208.96	
<a href="#">279939</a>	Invoice	11/08/2023	First Bank Of HP Mesh Banner	0.00	129.80	
<a href="#">280297</a>	Invoice	11/27/2023	Heller School Program Cards	0.00	112.56	
<a href="#">280391</a>	Invoice	11/29/2023	2024 Camp Banners for Registration	0.00	327.89	
19993	ACP CREATIVIT, LLC	12/08/2023	Regular	0.00	329.00	190039
<a href="#">INV178529</a>	Invoice	11/21/2023	VM License 1 Year FortiCare Premium Suppo...	0.00	329.00	
17039	AIR COMFORT, LLC	12/08/2023	Regular	0.00	9,620.00	190040
<a href="#">188838</a>	Invoice	09/15/2023	Furnish new burner, motor, spacer & pulley	0.00	8,995.00	
<a href="#">189812</a>	Invoice	10/20/2023	Compressor Repair	0.00	625.00	
18335	ALTORFER INDUSTRIES INC	12/08/2023	Regular	0.00	1,317.00	190041
<a href="#">C27435-01</a>	Invoice	11/15/2023	Air compressor rental	0.00	1,317.00	
17301	WILSON SPORTING GOODS CO.	12/08/2023	Regular	0.00	1,802.90	190042
<a href="#">4543408838</a>	Invoice	10/12/2023	Accessories, Stringing & Equipment	0.00	461.50	
<a href="#">4543734774</a>	Invoice	11/10/2023	US Open XD TBall 3 Ball Can	0.00	1,258.32	
<a href="#">4543904319</a>	Invoice	11/22/2023	Sensation 16	0.00	83.08	
10149	ANCEL,GLINK,DIAMOND,BUSH	12/08/2023	Regular	0.00	5,688.75	190043
<a href="#">100138</a>	Invoice	11/08/2023	Legal Services October 2023	0.00	5,688.75	
16949	ANDERSON LOCK	12/08/2023	Regular	0.00	11,727.89	190044
<a href="#">7108166</a>	Invoice	09/21/2023	Vestibule bathroom	0.00	3,245.04	
<a href="#">7108364</a>	Invoice	09/29/2023	Furnish 4 NDE locks w/interior pursh button	0.00	3,644.60	
<a href="#">7108434</a>	Invoice	10/03/2023	Furnish NDE Schlage card reader locks & LFI...	0.00	4,838.25	
19172	AQUAMOON LLC	12/08/2023	Regular	0.00	640.00	190045
<a href="#">23-1924</a>	Invoice	11/30/2023	Aquarium Service	0.00	640.00	
20071	AVALON PETROLEUM COMPANY	12/08/2023	Regular	0.00	1,567.72	190046
<a href="#">009297</a>	Invoice	11/15/2023	Unleaded fuel 11/15/23	0.00	1,567.72	
10463	CHICAGO TRIBUNE COMPANY	12/08/2023	Regular	0.00	169.71	190047
<a href="#">082019616000</a>	Invoice	10/31/2023	10/31/23 Online Classified Listings	0.00	169.71	
10502	CITY OF HIGHLAND PARK	12/08/2023	Regular	0.00	12,635.03	190048
<a href="#">120423 006468</a>	Invoice	12/04/2023	0 Cloverdale Ave 9/1/23-11/30/23	0.00	63.10	
<a href="#">120423 007039</a>	Invoice	12/04/2023	3420 Krenn Ave 9/1/23-11/30/23	0.00	6,404.21	
<a href="#">120423 007271</a>	Invoice	12/04/2023	0 Kent Ave 9/1/23-11/30/23	0.00	25.50	
<a href="#">120423 008032</a>	Invoice	12/04/2023	636 Ridge Rd 9/1/23-11/30/23	0.00	2,594.71	
<a href="#">120423 008037</a>	Invoice	12/04/2023	636 Ridge Rd 9/1/23-11/30/23	0.00	657.74	
<a href="#">120423 008912</a>	Invoice	12/04/2023	150 Barberry Rd 9/1/23-11/30/23	0.00	238.85	
<a href="#">120423 009261</a>	Invoice	12/04/2023	2821 Ridge Rd 9/1/23-11/30/23	0.00	672.71	
<a href="#">120423 026564</a>	Invoice	12/04/2023	2755 Trail Way 9/1/23-11/30/23	0.00	25.50	

Check Register

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<a href="#">120423 026583</a>	Invoice	12/04/2023	1556 Grove Ave 9/1/23-11/30/23	0.00	25.50	
<a href="#">120423 026603</a>	Invoice	12/04/2023	850 Clavey Rd 9/1/23-11/30/23	0.00	25.50	
<a href="#">120423 26585</a>	Invoice	12/04/2023	1240 Fredrickson Pl 9/1/23-11/30/23	0.00	1,901.71	
19725	CLIFTON TURNER	12/08/2023	Regular	0.00	320.00	190049
<a href="#">120623</a>	Invoice	12/06/2023	Flag football Ref-8 games 11/12 & 12/3	0.00	320.00	
18562	DAVIS BANCORP INC	12/08/2023	Regular	0.00	1,639.00	190050
<a href="#">118431</a>	Invoice	11/30/2023	Armored Transportation November 2023	0.00	1,639.00	
10704	DG GARRITY	12/08/2023	Regular	0.00	28.82	190051
<a href="#">120423</a>	Invoice	12/04/2023	Reimbursement-competition & travel expen...	0.00	28.82	
10764	DURABILT FENCE CO INC	12/08/2023	Regular	0.00	1,575.00	190052
<a href="#">14641</a>	Invoice	11/22/2023	Pickleball gate replacement 11/20/23	0.00	1,575.00	
16915	FALCONS HOCKEY ASSOCIATION	12/08/2023	Regular	0.00	903.50	190053
<a href="#">120423</a>	Invoice	12/04/2023	Fall 2 Session 2023-Hockey Classes	0.00	903.50	
10868	FAULKS BROS. CONSTRUCTION, INC	12/08/2023	Regular	0.00	1,659.46	190054
<a href="#">397400</a>	Invoice	11/27/2023	North face bunker sand	0.00	1,659.46	
19916	FIRST RESPONDERS WELLNESS CENTE	12/08/2023	Regular	0.00	1,200.00	190055
<a href="#">14788</a>	Invoice	03/31/2023	03/30/23 4th of July mass shooting support ...	0.00	300.00	
<a href="#">14860</a>	Invoice	04/05/2023	4/5/23 4th of July mass shooting support Lo...	0.00	300.00	
<a href="#">15044</a>	Invoice	04/30/2023	4/18/23 4th of July mass shooting support/L...	0.00	300.00	
<a href="#">16107</a>	Invoice	06/11/2023	6/8/23 Mass shooting support group w/Lour...	0.00	300.00	
10914	FOX VALLEY FIRE & SAFETY CO	12/08/2023	Regular	0.00	5,767.50	190056
<a href="#">IN00642342</a>	Invoice	11/10/2023	Fire Alarm System Service 10/31/23	0.00	454.50	
<a href="#">IN00648256</a>	Invoice	12/06/2023	Fire Sprinkler System Repair 12/4/23	0.00	2,455.00	
<a href="#">IN00648447</a>	Invoice	12/07/2023	Fire Sprinkler System Repair 12/5/23	0.00	1,395.00	
<a href="#">IN00648448</a>	Invoice	12/07/2023	Fire Sprinkler System Repair 12/5/23	0.00	1,190.00	
<a href="#">IN00648546</a>	Invoice	12/07/2023	11/29/23 Fire Alarm System Service	0.00	273.00	
10974	GEWALT HAMILTON ASSOCIATES INC	12/08/2023	Regular	0.00	3,705.00	190057
<a href="#">5974.000-5</a>	Invoice	11/07/2023	Preserve Trail-Services 10/1/23-10/29/23	0.00	3,705.00	
17444	H.M. WITT & CO. SIGNS	12/08/2023	Regular	0.00	11,220.00	190058
<a href="#">85466</a>	Invoice	11/27/2023	Monument signage, 2 new signs	0.00	11,220.00	
17302	HEAD/PENN RACQUET SPORTS	12/08/2023	Regular	0.00	946.66	190059
<a href="#">5193628625</a>	Invoice	11/29/2023	Pro Penn Marathon Extra-Duty-Quantity 288...	0.00	946.66	
11102	HIGHLAND PARK CHAMBER OF COMM	12/08/2023	Regular	0.00	1,250.00	190060
<a href="#">83852</a>	Invoice	12/01/2023	Lead Level Membership Investment	0.00	1,250.00	
11125	HITCHCOCK DESIGN GROUP	12/08/2023	Regular	0.00	11,163.00	190061
<a href="#">31678</a>	Invoice	11/30/2023	Park Ave Beach Phase One Final Design 11/3...	0.00	11,163.00	
19645	HOLABIRD & ROOT, LLC	12/08/2023	Regular	0.00	169,692.70	190062
<a href="#">0134259</a>	Invoice	11/28/2023	Professional Services 8/1/23-8/31/23	0.00	14,061.36	
<a href="#">0134260</a>	Invoice	11/30/2023	Professional Services 9/1/23-9/30/23	0.00	28,122.72	
<a href="#">0134261</a>	Invoice	12/01/2023	Professional Services 10/1/23-10/31/23	0.00	28,122.72	
<a href="#">0134262</a>	Invoice	12/04/2023	Professional Services 11/1/23-11/30/23	0.00	99,385.90	
11194	ILLINOIS SHOTOKAN KARATE	12/08/2023	Regular	0.00	4,241.25	190063
<a href="#">MD#1</a>	Invoice	12/01/2023	Fall 2023 Karate	0.00	4,241.25	
11196	ILLINOIS STATE POLICE	12/08/2023	Regular	0.00	120.00	190064
<a href="#">20231000686</a>	Invoice	10/31/2023	10/1/23-10/31/23 Background Checks	0.00	120.00	
20561	CERAMIC SUPPLY CHICAGO INC.	12/08/2023	Regular	0.00	799.00	190065
<a href="#">5462</a>	Invoice	11/30/2023	Adult Ceramics Program Supplies	0.00	799.00	
15081	JASON HEER	12/08/2023	Regular	0.00	320.00	190066

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Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
<a href="#">120623</a>	Invoice	12/06/2023	Flag football Ref-8 games 11/12 & 11/19	0.00	320.00	
11276	JAY ZIMMERMAN	12/08/2023	Regular	0.00	185.00	190067
<a href="#">120623</a>	Invoice	12/06/2023	Basketball Ref 5 games	0.00	185.00	
13391	JIM STATZA	12/08/2023	Regular	0.00	320.00	190068
<a href="#">120623</a>	Invoice	12/06/2023	Flag football Ref- 8 games 11/19 & 12/3	0.00	320.00	
20022	JMS ENVIRONMENTAL ASSOCIATES, L1	12/08/2023	Regular	0.00	4,850.00	190069
<a href="#">25293-02</a>	Invoice	11/17/2023	Silica Operations & Maintenance Cleanup Se...	0.00	4,850.00	
20558	KELLY GILLETTE	12/08/2023	Regular	0.00	786.82	190070
<a href="#">120423</a>	Invoice	12/04/2023	Reimbursement-competition & travel expen...	0.00	786.82	
19673	KH KIM TAEKWONDO	12/08/2023	Regular	0.00	8,913.45	190071
<a href="#">060623</a>	Invoice	06/06/2023	Spring 2023 Taekwondo Classes	0.00	2,808.00	
<a href="#">Inv #20006</a>	Invoice	11/29/2023	Fall 2023 Taekwondo Session	0.00	6,105.45	
17106	KMNS KIDS MUSIC NORTSHORE LLC	12/08/2023	Regular	0.00	3,474.90	190072
<a href="#">01</a>	Invoice	11/13/2023	Fall I Season	0.00	3,474.90	
19928	LAKES AND RIVERS CONTRACTING, INC	12/08/2023	Regular	0.00	249,898.10	190073
<a href="#">22011-09</a>	Invoice	12/06/2023	Retention Release 12/6/2023	0.00	249,898.10	
20272	LANGTON GROUP	12/08/2023	Regular	0.00	19,071.00	190074
<a href="#">57939</a>	Invoice	11/06/2023	North Route Service Week 11/6/23 Mowing	0.00	3,169.00	
<a href="#">57940</a>	Invoice	11/06/2023	South Route Service Week 11/6/23 Mowing	0.00	3,188.00	
<a href="#">58131</a>	Invoice	11/13/2023	North Route Service Week 11/13/23 Mowing	0.00	3,169.00	
<a href="#">58132</a>	Invoice	11/13/2023	South Route Service Week 11/13/23 Mowing	0.00	3,188.00	
<a href="#">58133</a>	Invoice	11/20/2023	North Route Service Week 11/20/23 Mowing	0.00	3,169.00	
<a href="#">58134</a>	Invoice	11/20/2023	South Route Service Week 11/20/23 Mowing	0.00	3,188.00	
19677	LASALLE NETWORK	12/08/2023	Regular	0.00	44.63	190075
<a href="#">652214</a>	Invoice	10/31/2023	Suzan Pero-Reimbursable Expenses 9/6/23-...	0.00	36.86	
<a href="#">652215</a>	Invoice	11/02/2023	Suzan Pero-Reimbursable Expenses 11/1/23...	0.00	7.77	
20557	LAUREL HALL	12/08/2023	Regular	0.00	200.00	190076
<a href="#">112723</a>	Invoice	11/27/2023	4 gift cards for holiday party raffle prizes	0.00	100.00	
<a href="#">120123</a>	Invoice	12/01/2023	Reimbursement-gift card for holiday party ra...	0.00	100.00	
20283	STRATUS BUILDING SOLUTIONS OF CH	12/08/2023	Regular	0.00	1,185.00	190077
<a href="#">6471377</a>	Invoice	12/01/2023	Janitorial Service for December 2023	0.00	1,185.00	
18474	LRS, LLC	12/08/2023	Regular	0.00	2,209.34	190078
<a href="#">LR5528417</a>	Invoice	11/25/2023	883 Sheridan Rd 12/1/23-12/31/23	0.00	84.24	
<a href="#">LR5528418</a>	Invoice	11/25/2023	31 Park Ave 12/1/23-12/31/23	0.00	46.46	
<a href="#">LR5528419</a>	Invoice	11/25/2023	2821 Ridge Rd 12/1/23-12/31/23	0.00	84.24	
<a href="#">LR5528420</a>	Invoice	11/25/2023	701 Deer Creek Pkwy 12/1/23-12/31/23	0.00	145.91	
<a href="#">LR5528421</a>	Invoice	11/25/2023	636 Ridge Rd 12/1/23-12/31/23	0.00	216.14	
<a href="#">LR5528422</a>	Invoice	11/25/2023	3100 Trail Way 12/1/23-12/31/23 & CIA Load	0.00	811.52	
<a href="#">LR5528427</a>	Invoice	11/25/2023	1207 Park Ave West 11/14/23 Final pickup/r...	0.00	439.07	
<a href="#">LR5528881</a>	Invoice	11/25/2023	1201 Park Ave W 12/1/23-12/31/23	0.00	381.76	
19450	HR SOURCE	12/08/2023	Regular	0.00	2,000.00	190079
<a href="#">19007</a>	Invoice	10/20/2023	10/23/23 CliftonStrengths Managers Works...	0.00	2,000.00	
20560	MCHEMRY JR. WARRIORS BASKETBALL	12/08/2023	Regular	0.00	600.00	190080
<a href="#">110723</a>	Invoice	11/07/2023	3/2/24-3/3/24 McHenry Shootout-2 teams	0.00	600.00	
19981	MIDWEST BONSAI SOCIETY	12/08/2023	Regular	0.00	100.00	190081
<a href="#">2168912</a>	Invoice	12/07/2023	Refund	0.00	100.00	
14647	MIDWEST FENCING CLUB	12/08/2023	Regular	0.00	3,627.00	190082
<a href="#">54</a>	Invoice	11/29/2023	Fencing Class 9/8/23-10/6/23	0.00	1,872.00	

Check Register

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Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
<a href="#">55</a>	Invoice	11/29/2023	Fencing Class 10/13/23-11/17/23	0.00	1,755.00	
17710	MNJ TECHNOLOGIES DIRECT, INC	12/08/2023	Regular	0.00	1,478.26	190083
<a href="#">CINV004006066</a>	Invoice	06/22/2023	Exchange Online(Plan 2) & Office 365 E3	0.00	5,384.71	
<a href="#">CINV004012077</a>	Invoice	07/31/2023	Exchange Online (Plan 2)	0.00	5,273.79	
<a href="#">CINV004015586</a>	Invoice	08/24/2023	Exchange Online (Plan 2)	0.00	45.77	
<a href="#">FTCN001128</a>	Credit Memo	06/30/2023	Exchange Online (Plan 2) - Quantity 79	0.00	-4,487.99	
<a href="#">FTCN001210</a>	Credit Memo	07/31/2023	Exchange Online (Plan 2)-Quantity 87	0.00	-4,738.02	
10006	NCPERS GROUP LIFE INSURANCE	12/08/2023	Regular	0.00	48.00	190084
<a href="#">3301122023</a>	Invoice	11/01/2023	NCPERS Group Life Insurance-December 202...	0.00	48.00	
20562	NEIL ESTRICK GALLERY, LLC	12/08/2023	Regular	0.00	931.16	190085
<a href="#">1750</a>	Invoice	12/07/2023	Skutt parts, Skutt KM1027 3 Phase Conversi...	0.00	931.16	
17635	NICHOLAS SUHADOLNIK	12/08/2023	Regular	0.00	2,615.00	190086
<a href="#">0000002</a>	Invoice	11/03/2023	Payment-Baseball Umpire & Flag Football Re...	0.00	2,615.00	
17760	NIR ROOF CARE, INC	12/08/2023	Regular	0.00	10,018.00	190087
<a href="#">164155</a>	Invoice	11/15/2023	11/2/23 Remove the old broken hatch	0.00	7,150.00	
<a href="#">164573</a>	Invoice	11/30/2023	Nov 2023, March 2024 & July 2024 Service V...	0.00	2,400.00	
<a href="#">164654</a>	Invoice	11/30/2023	Nov 2023 Tri-Annual Original Plan NIR Roof ...	0.00	468.00	
13604	NORTH SHORE GAS	12/08/2023	Regular	0.00	85.86	190088
<a href="#">120423 06081976...</a>	Invoice	12/04/2023	1801 Sunset Rd 11/1/23-11/30/23	0.00	85.86	
14914	NORTH SHORE WATER RECLAMATION	12/08/2023	Regular	0.00	16.28	190089
<a href="#">5133957</a>	Invoice	07/29/2023	750 Lincoln Ave W 1/18/23-4/17/23	0.00	4.07	
<a href="#">5188286</a>	Invoice	11/25/2023	0 Cavell Ave 4/26/23-7/17/23	0.00	8.14	
<a href="#">5189485</a>	Invoice	11/25/2023	750 Lincoln Ave W 4/17/23-7/17/23	0.00	4.07	
18362	OANA PAVELEA	12/08/2023	Regular	0.00	32.75	190090
<a href="#">120423</a>	Invoice	12/04/2023	Reimbursement-competition& travel expens...	0.00	32.75	
11998	PARK DISTRICT RISK MGMT AGCY	12/08/2023	Regular	0.00	198,115.25	190091
<a href="#">1123133H</a>	Invoice	11/30/2023	November 2023-Employee Health Insurance	0.00	198,115.25	
11998	PARK DISTRICT RISK MGMT AGCY	12/08/2023	Regular	0.00	25,743.70	190092
<a href="#">1123133</a>	Invoice	11/30/2023	November 2023-Liability Insurance	0.00	25,743.70	
18836	PAYNE SOD FARM INC	12/08/2023	Regular	0.00	3,112.00	190093
<a href="#">23-899</a>	Invoice	10/31/2023	HGT Bluegrass Sod Rolls-Quantity 420	0.00	1,970.00	
<a href="#">23-923</a>	Invoice	11/03/2023	HGT Bluegrass Sod Rolls-Quantity 256	0.00	1,142.00	
12057	PHIL FOLINO	12/08/2023	Regular	0.00	333.00	190094
<a href="#">120623</a>	Invoice	12/06/2023	Basketball Ref-9 games 11/11, 11/18 & 12/2	0.00	333.00	
20069	RES ENVIRONMENTAL OPERATING CO	12/08/2023	Regular	0.00	35,326.00	190095
<a href="#">IN34387</a>	Invoice	01/31/2023	Millard Bluff Grading and Tree Clearing	0.00	8,052.50	
<a href="#">IN34411</a>	Invoice	01/31/2023	Millard Bluff Grading and Tree Clearing	0.00	7,030.00	
<a href="#">IN35329</a>	Invoice	03/31/2023	Millard Bluff Grading and Tree Clearing	0.00	4,419.50	
<a href="#">IN36510</a>	Invoice	04/30/2023	Millard Bluff Grading and Tree Clearing	0.00	2,533.00	
<a href="#">IN37498</a>	Invoice	05/31/2023	Millard Bluff Grading and Tree Clearing	0.00	10,843.00	
<a href="#">IN39681</a>	Invoice	07/31/2023	Millard Bluff Grading and Tree Clearing	0.00	1,107.00	
<a href="#">IN39682</a>	Invoice	07/31/2023	Millard Bluff Grading and Tree Clearing	0.00	123.00	
<a href="#">IN42159</a>	Invoice	10/31/2023	Millard Bluff Grading and Tree Clearing	0.00	1,096.20	
<a href="#">IN42160</a>	Invoice	10/31/2023	Millard Bluff Grading and Tree Clearing	0.00	121.80	
20229	R&R SPECIALTIES OF WISCONSIN INC.	12/08/2023	Regular	0.00	6,385.45	190096
<a href="#">0080521-IN</a>	Invoice	11/22/2023	Actuator, Medium	0.00	4,235.60	
<a href="#">0080619-IN</a>	Invoice	12/04/2023	12/1/23 Service Call-Install ice actuator	0.00	2,149.85	
20559	RICK KERN	12/08/2023	Regular	0.00	22.27	190097
<a href="#">120423</a>	Invoice	12/04/2023	Reimbursement-Competition & Travel Expen...	0.00	22.27	

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	
12211 <a href="#">5068473915</a>	RICOH USA, INC Invoice	12/08/2023 11/17/2023	Regular Copies 10/17/23-11/16/23	0.00 0.00	1,544.83 1,544.83	190098
20556 <a href="#">2159686</a>	ROBERT TANDETER Invoice	12/08/2023 11/30/2023	Regular Refund	0.00 0.00	264.00 264.00	190099
20463 <a href="#">875</a>	STICKY FINGERS COOKING Invoice	12/08/2023 12/06/2023	Regular 7 Cooking Classes October-December 2023	0.00 0.00	1,848.00 1,848.00	190100
12396 <a href="#">49636</a>	SOIL AND MATERIAL CONSULTANTS Invoice	12/08/2023 10/31/2023	Regular AquaPark-Portland Cement Concrete Octobe...	0.00 0.00	3,164.00 3,164.00	190101
18900 <a href="#">Application No. 13</a> <a href="#">Application No. D...</a>	STUCKEY CONSTRUCTION CO., INC. Invoice Invoice	12/08/2023 11/27/2023 10/31/2023	Regular Centennial Arena Project#22-039 Pay Request #1 Hidden Creek AquaPark-Pool...	0.00 0.00 0.00	430,390.33 151,207.63 279,182.70	190102
12539 <a href="#">13734</a>	TESKA ASSOCIATES, INC. Invoice	12/08/2023 11/20/2023	Regular Port Clinton Old Elm-Concept Design Octobe...	0.00 0.00	1,387.50 1,387.50	190103
12543 <a href="#">23-1130</a> <a href="#">23-1131</a> <a href="#">23-1132</a>	TGF FORESTRY & FIRE INC Invoice Invoice Invoice	12/08/2023 11/30/2023 11/30/2023 11/30/2023	Regular 11/15/23 Himoor Prairie burn entire site 11/16/23 Wildland Fire Engine & Staff-Prese... 11/17/23 Heller Nature center woodland bu...	0.00 0.00 0.00 0.00	8,085.00 2,640.00 2,805.00 2,640.00	190104
12607 <a href="#">120623</a>	TIM GIBSON Invoice	12/08/2023 12/06/2023	Regular Flag Football 4 games & Basketball 9 games ...	0.00 0.00	493.00 493.00	190105
19971 <a href="#">DB24362</a>	PLAY-WELL TEKNOLOGIES Invoice	12/08/2023 12/06/2023	Regular 11/28/23-12/26/23 Pokemon Engineering C...	0.00 0.00	900.00 900.00	190106
19785 <a href="#">120623</a>	THE SWEET GROUP Invoice	12/08/2023 12/06/2023	Regular Flag Football Ref-8 games 11/19 & 12/3	0.00 0.00	320.00 320.00	190107
14060 <a href="#">21114</a>	TOTAL PROMOTIONS, INC Invoice	12/08/2023 11/29/2023	Regular Winter hats for crew-Quantity 50	0.00 0.00	539.21 539.21	190108
18739 <a href="#">77</a>	THE CODER SCHOOL-NORTH SHORE Invoice	12/08/2023 12/06/2023	Regular After School Friday Class-6 weeks/8 students	0.00 0.00	1,334.00 1,334.00	190109
17713 <a href="#">39904</a> <a href="#">40085</a>	WILD GOOSE CHASE INC Invoice Invoice	12/08/2023 10/11/2023 11/01/2023	Regular Inspection for Geese Control 10/14/23-11/1... Inspection for Geese Control 11/14/23-11/2...	0.00 0.00 0.00	1,775.30 1,299.00 476.30	190110
20063 <a href="#">120623</a>	WILLIE ROUNSAVILLE Invoice	12/08/2023 12/06/2023	Regular Flag football Ref-12 games 11/12, 11/19 & 1...	0.00 0.00	480.00 480.00	190111

Bank Code AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	147	75	0.00	1,324,407.95
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
	<b>147</b>	<b>75</b>	<b>0.00</b>	<b>1,324,407.95</b>



### Fund Summary

Fund	Name	Period	Amount
99	POOLED CASH FUND	12/2023	1,324,407.95
			<u>1,324,407.95</u>



Park District of Highland Park, IL

# Check Register

Packet: APPKT03864 - Bank Draft 11/13/23 Health Equity  
INV5844562

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	11/13/2023	Bank Draft	0.00	793.85	DFT0004508
<a href="#">INV5844562</a>	Invoice	11/13/2023	PMB Payments-DCFSA/Visa Card Payments-...	0.00	793.85	

**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	793.85
EFT's	0	0	0.00	0.00
	<b>1</b>	<b>1</b>	<b>0.00</b>	<b>793.85</b>

### Fund Summary

Fund	Name	Period	Amount
99	POOLED CASH FUND	11/2023	793.85
			<hr/>
			<b>793.85</b>



Park District of Highland Park, IL

# Check Register

Packet: APPKT03865 - Bank Draft 11/16/23 Illinois Department of Revenue Sales Tax

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	
11188	ILLINOIS DEPT OF REVENUE	11/16/2023	Bank Draft	0.00	900.00	DFT0004509
<a href="#">103123</a>	Invoice	11/16/2023	October 2023 ST-1 Sales/Use Tax - ST-1 Pay...	0.00	900.00	

**Bank Code AP Summary**

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	0	0	0.00	0.00
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	1	1	0.00	900.00
EFT's	0	0	0.00	0.00
	<b>1</b>	<b>1</b>	<b>0.00</b>	<b>900.00</b>

### Fund Summary

Fund	Name	Period	Amount
99	POOLED CASH FUND	11/2023	900.00
			<hr/>
			<b>900.00</b>



Park District of Highland Park, IL

# Check Register

Packet: APPKT03867 - Bank Draft 11/17/23 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	
<b>Bank Code: PAYROLL-PAYROLL BANK</b>						
11161	ICMA RETIREMENT TRUST #302037	11/17/2023	Bank Draft	0.00	4,295.89	DFT0004511
<a href="#">111723 ICMA 457</a>	Invoice	11/17/2023	11/17/23 ICMA 457 Deductions Plan#302037	0.00	4,295.89	

**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	4,295.89
EFT's	0	0	0.00	0.00
	<b>1</b>	<b>1</b>	<b>0.00</b>	<b>4,295.89</b>

### Fund Summary

Fund	Name	Period	Amount
99	POOLED CASH FUND	11/2023	4,295.89
			<hr/>
			<b>4,295.89</b>



Park District of Highland Park, IL

# Check Register

Packet: APPKT03866 - Bank Draft 11/17/23 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	
<b>Bank Code: PAYROLL-PAYROLL BANK</b>						
12825	ICMA RETIREMENT TRUST #705568	11/17/2023	Bank Draft	0.00	285.00	DFT0004510
<a href="#">111723 ICMA Roth</a>	Invoice	11/17/2023	Pay Period 11/17/23 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
	<b>1</b>	<b>1</b>	<b>0.00</b>	<b>285.00</b>



### Fund Summary

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



Park District of Highland Park, IL

# Check Register

Packet: APPKT03868 - Bank Draft 11/20/23 Health Equity  
INV5865540

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	
<b>Bank Code: PAYROLL-PAYROLL BANK</b>						
19658	HEALTHEQUITY INC	11/20/2023	Bank Draft	0.00	4,627.36	DFT0004512
<a href="#">INV5865540</a>	Invoice	11/20/2023	PMB Payments DCFSA/HCFSA, Visa Card Pa...	0.00	4,627.36	

**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	4,627.36
EFT's	0	0	0.00	0.00
	<b>1</b>	<b>1</b>	<b>0.00</b>	<b>4,627.36</b>

### Fund Summary

Fund	Name	Period	Amount
99	POOLED CASH FUND	11/2023	4,627.36
			<hr/>
			<b>4,627.36</b>



Park District of Highland Park, IL

# Check Register

Packet: APPKT03875 - Bank Draft 11/21/23 AFLAC

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	
10058	AFLAC	11/21/2023	Bank Draft	0.00	438.56	DFT0004514
<a href="#">103123 AFLAC</a>	Invoice	11/21/2023	AFLAC Deduction Period Ending 10/31/2023	0.00	438.56	

**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	438.56
EFT's	0	0	0.00	0.00
	<b>1</b>	<b>1</b>	<b>0.00</b>	<b>438.56</b>

### Fund Summary

Fund	Name	Period	Amount
99	POOLED CASH FUND	11/2023	438.56
			<hr/>
			<b>438.56</b>



Park District of Highland Park, IL

# Check Register

Packet: APPKT03876 - Bank Draft 11/27/23 Health Equity  
INV5882869

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	
<b>Bank Code: PAYROLL-PAYROLL BANK</b>						
19658	HEALTHEQUITY INC	11/27/2023	Bank Draft	0.00	3,466.76	DFT0004515
<a href="#">INV5882869</a>	Invoice	11/27/2023	PMB Payments-DCFSA/Visa Card Payments ...	0.00	3,466.76	

**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	3,466.76
EFT's	0	0	0.00	0.00
	<b>1</b>	<b>1</b>	<b>0.00</b>	<b>3,466.76</b>

### Fund Summary

Fund	Name	Period	Amount
99	POOLED CASH FUND	11/2023	3,466.76
			<hr/>
			<b>3,466.76</b>



Park District of Highland Park, IL

# Check Register

Packet: APPKT03877 - Bank Draft 11/29/23 Health Equity  
INV5894164

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	11/29/2023	Bank Draft	0.00	103.95	DFT0004516
<a href="#">INV5894164</a>	Invoice	11/29/2023	Nov 2023 HCFS/DCFS/HCDC FSA Admin F...	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
	<b>1</b>	<b>1</b>	<b>0.00</b>	<b>103.95</b>



### Fund Summary

Fund	Name	Period	Amount
99	POOLED CASH FUND	11/2023	103.95
			<hr/>
			<b>103.95</b>



Park District of Highland Park, IL

# Check Register

Packet: APPKT03888 - Bank Draft 12/1/23 ICMA 457

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	
<b>Bank Code: PAYROLL-PAYROLL BANK</b>						
11161	ICMA RETIREMENT TRUST #302037	12/01/2023	Bank Draft	0.00	4,333.37	DFT0004517
<a href="#">120123 ICMA 457</a>	Invoice	12/01/2023	12/1/23 ICMA 457 Deductions Plan#302037	0.00	4,333.37	

**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	4,333.37
EFT's	0	0	0.00	0.00
	<b>1</b>	<b>1</b>	<b>0.00</b>	<b>4,333.37</b>

### Fund Summary

Fund	Name	Period	Amount
99	POOLED CASH FUND	12/2023	4,333.37
			<hr/>
			<b>4,333.37</b>



Park District of Highland Park, IL

# Check Register

Packet: APPKT03889 - Bank Draft 12/1/23 ICMA Roth

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	
<b>Bank Code: PAYROLL-PAYROLL BANK</b>						
12825	ICMA RETIREMENT TRUST #705568	12/01/2023	Bank Draft	0.00	285.00	DFT0004518
<a href="#">120123 ICMA Roth</a>	Invoice	12/01/2023	Pay Period 12/1/23 ICMA Roth IRA Plan#705...	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
	<b>1</b>	<b>1</b>	<b>0.00</b>	<b>285.00</b>

### Fund Summary

Fund	Name	Period	Amount
99	POOLED CASH FUND	12/2023	285.00
			<hr/>
			<b>285.00</b>



Park District of Highland Park, IL

# Check Register

Packet: APPKT03890 - Bank Draft 12/5/23 Quadient Postage

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	
18904	QUADIENT FINANCE USA, INC	12/05/2023	Bank Draft	0.00	500.00	DFT0004519
<a href="#">120523 Quadient</a>	Invoice	12/05/2023	Postage 11/9/23	0.00	500.00	

**Bank Code AP Summary**

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	0	0	0.00	0.00
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	1	1	0.00	500.00
EFT's	0	0	0.00	0.00
	<b>1</b>	<b>1</b>	<b>0.00</b>	<b>500.00</b>

### Fund Summary

Fund	Name	Period	Amount
99	POOLED CASH FUND	12/2023	500.00
			<hr/>
			<b>500.00</b>



Park District of Highland Park, IL

# Check Register

Packet: APPKT03894 - Bank Draft 12/6/23 Amalgamated Bank of Chicago-Debt Certificate Series 2021

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	
<b>Bank Code: AP-AP BANK</b>						
10111	AMALGAMATED BANK OF CHICAGO	12/06/2023	Bank Draft	0.00	1,303,150.00	DFT0004522
<a href="#">121523 Debt Certif.</a>	Invoice	12/06/2023	Debt Service 12/15/23 Debt Certificate Serie...	0.00	1,303,150.00	

**Bank Code AP Summary**

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	0	0	0.00	0.00
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	1	1	0.00	1,303,150.00
EFT's	0	0	0.00	0.00
	<b>1</b>	<b>1</b>	<b>0.00</b>	<b>1,303,150.00</b>



### Fund Summary

Fund	Name	Period	Amount
99	POOLED CASH FUND	12/2023	1,303,150.00
			<u>1,303,150.00</u>



Park District of Highland Park, IL

# Check Register

Packet: APPKT03892 - Bank Draft 12/6/23 Amalgamated Bank of Chicago-Tax Park Bonds Series 2017

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	
<b>Bank Code: AP-AP BANK</b>						
10111	AMALGAMATED BANK OF CHICAGO	12/06/2023	Bank Draft	0.00	981,800.00	DFT0004520
<a href="#">121523 Tax Park B...</a>	Invoice	12/06/2023	Debt Service 12/15/23 Tax Park Bonds Series...	0.00	981,800.00	

**Bank Code AP Summary**

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	0	0	0.00	0.00
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	1	1	0.00	981,800.00
EFT's	0	0	0.00	0.00
	<b>1</b>	<b>1</b>	<b>0.00</b>	<b>981,800.00</b>

### Fund Summary

Fund	Name	Period	Amount
99	POOLED CASH FUND	12/2023	981,800.00
			<u>981,800.00</u>



Park District of Highland Park, IL

# Check Register

Packet: APPKT03893 - Bank Draft 12/6/23 Amalgamated Bank of Chicago-Tax Park Bonds Series 2020

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	
<b>Bank Code: AP-AP BANK</b>						
10111	AMALGAMATED BANK OF CHICAGO	12/06/2023	Bank Draft	0.00	515,400.00	DFT0004521
<a href="#">121523 Tax Park B...</a>	Invoice	12/06/2023	Debt Service 12/15/23 Tax Parks Bonds Serie...	0.00	515,400.00	

**Bank Code AP Summary**

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	0	0	0.00	0.00
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	1	1	0.00	515,400.00
EFT's	0	0	0.00	0.00
	<b>1</b>	<b>1</b>	<b>0.00</b>	<b>515,400.00</b>

### Fund Summary

Fund	Name	Period	Amount
99	POOLED CASH FUND	12/2023	515,400.00
			<u>515,400.00</u>



Park District of Highland Park, IL

# Check Register

Packet: APPKT03895 - Bank Draft 12/6/23 Health Equity INV5913751

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	12/06/2023	Bank Draft	0.00	125.33	DFT0004523
<a href="#">INV5913751</a>	Invoice	12/06/2023	Visa Card Payments-HCFSA 2023	0.00	125.33	

**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	125.33
EFT's	0	0	0.00	0.00
	<b>1</b>	<b>1</b>	<b>0.00</b>	<b>125.33</b>

### Fund Summary

Fund	Name	Period	Amount
99	POOLED CASH FUND	12/2023	125.33
			<hr/>
			<b>125.33</b>



Park District of Highland Park, IL

# Check Register

Packet: APPKT03896 - Bank Draft 12/7/23 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	
<b>Bank Code: PAYROLL-PAYROLL BANK</b>						
11177	ILL MUNICIPAL RETIREMENT FUND	12/07/2023	Bank Draft	0.00	48,642.50	DFT0004530
<a href="#">113023</a>	Invoice	12/07/2023	November 2023 IMRF Contributions	0.00	48,642.50	

**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	48,642.50
EFT's	0	0	0.00	0.00
	<b>1</b>	<b>1</b>	<b>0.00</b>	<b>48,642.50</b>



### Fund Summary

Fund	Name	Period	Amount
99	POOLED CASH FUND	12/2023	48,642.50
			<hr/>
			<b>48,642.50</b>



Park District of Highland Park, IL

# Check Register

Packet: APPKT03872 - P-Card Statement 10/8/23-11/7/23 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	
<b>Bank Code: AP-AP BANK</b>						
10313	BOA P-CARD STATEMENTS	11/07/2023	Bank Draft	0.00	221,041.16	DFT0004513
<a href="#">110723</a>	Invoice	11/07/2023	P-Card with PA	0.00	221,041.16	

**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	221,041.16
EFT's	0	0	0.00	0.00
	<b>1</b>	<b>1</b>	<b>0.00</b>	<b>221,041.16</b>

### Fund Summary

Fund	Name	Period	Amount
99	POOLED CASH FUND	11/2023	221,041.16
			<hr/>
			<b>221,041.16</b>



Park District of Highland Park, IL

# Payment Reversal Register

APPKT03882 - 12/4/23 Void Check# 189390 Kh Kim Taekwondo

## Payables Left To Pay Again

**Vendor Set:** 01 - Vendor Set 01

**Bank:** AP - AP BANK

<b>Vendor Number</b>	<b>Vendor Name</b>				<b>Total Vendor Amount</b>
<a href="#">19673</a>	KH KIM TAEKWONDO				-2,808.00
<b>Payment Type</b>	<b>Payment Number</b>		<b>Original Payment Date</b>	<b>Reversal Date</b>	<b>Payment Amount</b>
Check	<a href="#">189390</a>		06/22/2023	12/04/2023	-2,808.00
<b>Payable Number:</b>	<b>Description</b>		<b>Payable Date</b>	<b>Due Date</b>	<b>Payable Amount</b>
<a href="#">060623</a>	Spring 2023 Taekwondo Classes		06/06/2023	06/21/2023	2,808.00

### Bank Code Summary

Bank Code	Canceled Payables	Payables Left To Pay Again	Total
AP	0.00	-2,808.00	-2,808.00
<b>Report Total:</b>	<b>0.00</b>	<b>-2,808.00</b>	<b>-2,808.00</b>



Park District of Highland Park, IL

# Payment Reversal Register

APPKT03891 - 12/6/23 Void Check# 189794

## Canceled Payables

**Vendor Set:** 01 - Vendor Set 01

**Bank:** AP - AP BANK

Vendor Number	Vendor Name				Total Vendor Amount
<a href="#">20491</a>	3 STEP SPORTS LLC				-13,600.00
Payment Type	Payment Number	Original Payment Date	Reversal Date	Cancel Date	Payment Amount
Check	<a href="#">189794</a>	10/12/2023	12/06/2023	12/06/2023	-13,600.00
Payable Number:	Description	Payable Date	Due Date		Payable Amount
<a href="#">100623</a>	Chicagoland Feeder Basketball League-8 teams	10/06/2023	10/12/2023		13,600.00

### Bank Code Summary

Bank Code	Canceled Payables	Payables Left To Pay Again	Total
AP	-13,600.00	0.00	-13,600.00
<b>Report Total:</b>	<b>-13,600.00</b>	<b>0.00</b>	<b>-13,600.00</b>



Park District of Highland Park, IL

DISTRICT WIDE

# Income Statement

Current Period Ending 11/30/2023

Type	Month		Year To Date			Annual Budget	Prior Year	
	Actual	Budget	Actual	Budget	Variance Favorable (Unfavorable)		Month	YTD
<b>Revenue</b>								
100 - PROGRAMS	294,475.15	312,645.01	3,569,319.69	3,064,232.63	505,087.06	3,191,011.99	428,639.87	3,444,063.81
110 - CAMPS	-388.00	5,240.40	1,702,621.52	1,878,890.87	-176,269.35	1,892,552.79	-80.00	1,741,089.14
120 - LESSONS	35,546.00	39,165.57	519,387.31	459,661.20	59,726.11	492,376.50	32,006.50	499,256.60
130 - SPECIAL EVENTS	11,842.65	16,258.36	69,834.29	120,699.80	-50,865.51	131,853.00	813.50	74,020.71
410 - TAX	1,109,229.00	216,846.50	15,004,894.20	14,626,454.10	378,440.10	14,720,156.20	406,412.00	14,319,924.90
420 - FEES & CHARGES	101,502.01	68,623.73	3,037,171.25	2,548,434.81	488,736.44	2,582,599.57	83,828.33	2,639,149.78
440 - MEMBERSHIPS	104,898.96	61,833.05	1,197,244.07	831,310.91	365,933.16	893,518.36	71,726.35	770,211.57
450 - RENTALS	142,434.27	130,977.94	1,431,294.88	1,193,006.15	238,288.73	1,268,593.98	100,226.77	1,257,117.41
460 - MERCHANDISING	12,001.66	4,513.80	174,895.24	118,001.48	56,893.76	119,463.50	10,684.32	157,961.58
470 - INTEREST INCOME	87,875.25	3,581.90	1,008,210.84	39,400.90	968,809.94	43,000.00	79,435.68	319,255.47
480 - MISCELLANEOUS INCOME	2,025.38	1,875.33	242,234.55	1,253,634.37	-1,011,399.82	1,809,883.22	17,077.84	592,514.18
510 - OTHER INCOME	0.00	0.00	38,683.50	24,639.00	14,044.50	368,078.00	19,436.39	300,890.19
<b>Total Revenue:</b>	<b>1,901,442.33</b>	<b>861,561.59</b>	<b>27,995,791.34</b>	<b>26,158,366.22</b>	<b>1,837,425.12</b>	<b>27,513,087.11</b>	<b>1,250,207.55</b>	<b>26,115,455.34</b>
<b>Expense</b>								
100 - PROGRAMS	165,773.27	133,931.15	1,514,974.26	1,554,871.44	39,897.18	1,717,096.49	137,970.18	1,373,007.51
110 - CAMPS	171,509.75	4,895.07	922,099.01	1,004,913.64	82,814.63	1,015,437.03	5,024.00	837,387.20
120 - LESSONS	23,184.53	22,297.16	243,688.86	250,005.71	6,316.85	270,640.47	16,820.41	219,925.20
130 - SPECIAL EVENTS	5,074.39	7,721.28	96,215.15	171,324.82	75,109.67	185,843.88	11,246.47	143,271.28
440 - MEMBERSHIPS	13,415.64	12,669.25	104,360.41	139,361.75	35,001.34	152,040.12	8,059.55	88,823.91
610 - SALARIES & WAGES	669,379.22	650,787.48	7,646,699.62	7,971,471.60	324,771.98	9,150,363.81	597,264.10	6,783,811.48
620 - CONTRACTUAL SERVICES	373,399.97	327,092.56	2,604,695.24	3,721,006.01	1,116,310.77	4,200,987.52	536,201.08	2,993,591.45
630 - INSURANCE	195,593.13	180,387.20	1,876,386.70	1,991,267.82	114,881.12	2,308,794.17	168,377.65	1,525,625.54
640 - MATERIALS & SUPPLIES	48,573.29	33,468.94	598,940.29	580,049.01	-18,891.28	637,723.01	41,995.23	486,300.22
650 - MAINTENANCE & LANDSCAPING CONTRACTS	76,769.53	24,091.54	511,765.46	492,436.18	-19,329.28	514,617.04	34,147.12	456,669.22
660 - UTILITIES	91,580.44	85,524.14	857,579.47	904,339.45	46,759.98	1,028,048.56	62,834.18	715,812.80
670 - PENSION CONTRIBUTIONS	54,269.39	59,704.61	626,641.44	688,112.54	61,471.10	791,637.20	48,101.66	554,947.41
680 - COST OF GOODS SOLD	2,466.84	1,099.61	90,274.85	57,103.71	-33,171.14	57,835.00	981.07	89,593.27
710 - DEBT RETIREMENT	0.00	500.00	541,300.00	541,850.00	550.00	3,342,200.00	0.00	619,310.27
720 - CAPITAL OUTLAY	187,560.19	970,041.68	6,746,886.32	11,415,853.48	4,668,967.16	12,044,232.00	871,985.37	3,939,466.97
<b>Total Expense:</b>	<b>2,078,549.58</b>	<b>2,514,211.67</b>	<b>24,982,507.08</b>	<b>31,483,967.16</b>	<b>6,501,460.08</b>	<b>37,417,496.30</b>	<b>2,541,008.07</b>	<b>20,827,543.73</b>
<b>Report Total:</b>	<b>-177,107.25</b>	<b>-1,652,650.08</b>	<b>3,013,284.26</b>	<b>-5,325,600.94</b>	<b>8,338,885.20</b>	<b>-9,904,409.19</b>	<b>-1,290,800.52</b>	<b>5,287,911.61</b>



Fund Summary

Fund	Month		Year To Date			Annual Budget	Prior Year	
	Actual	Budget	Actual	Budget	Variance Favorable (Unfavorable)		Month	YTD
01 - GENERAL CORPORATE	-13,136.50	-458,709.53	1,862,907.73	494,018.29	1,368,889.44	-298,061.52	-249,315.37	1,975,868.76
25 - SPECIAL RECREATION	-94,814.81	9,318.42	564,565.53	666,043.52	-101,477.99	502,044.64	53,792.78	732,646.71
29 - RECREATION	4,421.18	-110,463.11	6,148,923.98	3,804,868.39	2,344,055.59	2,863,500.69	83,563.65	5,538,415.89
60 - DEBT SERVICE	125,809.02	33,006.14	1,109,885.68	1,102,065.64	7,820.04	-1,664,778.22	47,314.86	972,345.14
70 - CAPITAL PROJECTS	-199,386.14	-1,125,802.00	-6,672,998.66	-11,392,596.78	4,719,598.12	-11,307,114.78	-1,226,156.44	-3,931,364.89
<b>Report Total:</b>	<b>-177,107.25</b>	<b>-1,652,650.08</b>	<b>3,013,284.26</b>	<b>-5,325,600.94</b>	<b>8,338,885.20</b>	<b>-9,904,409.19</b>	<b>-1,290,800.52</b>	<b>5,287,911.61</b>

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, mowing and landscape services contracts are \$15,000 under budget due to timing differences. Ecological restoration is under budget by \$15,000 and is a timing difference. 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). Dump trucks 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: The MAC (member agency contributions) was paid sooner than budgeted. This is a timing difference.

Recreation Fund: Program revenue is showing a favorable variance due to childhood enrichment programming (\$95,000 permanent), youth art (\$22,000 permanent), youth dance (\$56,000 permanent) and \$17,000 for new programs like dog training and stream. Additionally, tennis is showing a \$214,000 favorable timing variance at 11/30 with \$196,000 being a permanent difference. Athletics is showing an \$11,000 surplus in boys travel baseball and is permanent and a \$17,000 variance in hitting league, which is also a permanent surplus. Martial arts is also at a \$12,000 permanent surplus. Finally, personal training is a \$36,000 permanent surplus. Lessons is showing a permanent surplus due to swim lessons being over budget by \$47,000. The surplus at tennis of \$10,000 is permanent. Fees and charges are showing a surplus due to permanent tee times at SVGC for \$17,000, greens fees of \$438,000, and loyalty club at \$14,000. Membership favorable variance is largely due to the rec center and new memberships at \$218,000 and group exercise at \$87,000. Additionally, memberships at tennis are \$35,000 more than budget, with over 1,000 memberships sold. Season memberships at HCAP are at a \$14,000 surplus. Aquatics memberships are at \$11,000 over budget. Rentals are showing a favorable variance. This is largely due to prime tennis at \$30,000 (permanent), CIA with Falcons and Giants using more ice than budgeted (\$39,000 permanent), golf carts at \$128,000 (permanent), and building rental at Rosewood (\$16,000) and WRC at \$10,000, both permanent. Merchandising is showing a surplus due to the high level of golf ball sales (\$27,000) and \$27,000 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 \$493,000 variance is permanent. Miscellaneous income has a permanent difference of \$87,000 over budget due to unbudgeted sponsorships at several facilities. SMILE donations of \$46,000 were collected from the Foundation that were not budgeted. 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: Fund is tracking as expected.

Capital Projects Fund: Interest on the bond money was not budgeted for in the 470 account. Other income is impact fees. Those are not budgeted for. 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 11/30/2023

Type	Month		Year To Date			Annual Budget	Prior Year	
	Actual	Budget	Actual	Budget	Variance Favorable (Unfavorable)		Month	YTD
<b>Revenue</b>								
410 - TAX	466,910.19	60,195.91	6,571,268.67	6,359,395.89	211,872.78	6,419,591.85	170,464.14	6,300,204.24
420 - FEES & CHARGES	3,128.42	2,134.08	40,946.92	33,095.10	7,851.82	35,400.00	2,051.62	36,655.16
450 - RENTALS	352.02	0.00	9,170.60	0.00	9,170.60	0.00	0.00	0.00
460 - MERCHANDISING	55.42	46.80	301.28	374.22	-72.94	396.00	0.00	0.00
470 - INTEREST INCOME	27,400.04	3,581.90	249,870.39	39,400.90	210,469.49	43,000.00	39,729.05	150,272.99
480 - MISCELLANEOUS INCOME	0.00	1,631.19	57,328.53	53,546.60	3,781.93	54,551.00	8,382.84	60,887.27
510 - OTHER INCOME	0.00	0.00	0.00	0.00	0.00	0.00	0.00	20,000.00
<b>Total Revenue:</b>	<b>497,846.09</b>	<b>67,589.88</b>	<b>6,928,886.39</b>	<b>6,485,812.71</b>	<b>443,073.68</b>	<b>6,552,938.85</b>	<b>220,627.65</b>	<b>6,568,019.66</b>
<b>Expense</b>								
610 - SALARIES & WAGES	245,456.36	263,068.85	2,613,905.13	2,987,756.56	373,851.43	3,471,802.45	233,737.39	2,418,622.11
620 - CONTRACTUAL SERVICES	97,253.40	100,495.23	866,614.52	1,144,892.27	278,277.75	1,229,881.08	89,806.67	796,253.02
630 - INSURANCE	93,932.53	102,170.93	937,674.51	1,112,604.51	174,930.00	1,292,998.04	83,481.98	774,076.88
640 - MATERIALS & SUPPLIES	33,726.89	22,901.49	246,558.09	246,796.13	238.04	283,165.50	25,313.93	211,373.72
650 - MAINTENANCE & LANDSCAPING CONTRACTS	7,361.96	7,117.39	79,063.94	113,188.75	34,124.81	122,788.04	9,717.61	75,126.06
660 - UTILITIES	13,296.04	8,369.30	104,022.40	140,577.49	36,555.09	165,099.16	9,190.23	117,525.19
670 - PENSION CONTRIBUTIONS	19,955.41	22,176.22	218,140.07	245,978.71	27,838.64	285,266.10	18,695.21	199,173.92
<b>Total Expense:</b>	<b>510,982.59</b>	<b>526,299.41</b>	<b>5,065,978.66</b>	<b>5,991,794.42</b>	<b>925,815.76</b>	<b>6,851,000.37</b>	<b>469,943.02</b>	<b>4,592,150.90</b>
<b>Report Total:</b>	<b>-13,136.50</b>	<b>-458,709.53</b>	<b>1,862,907.73</b>	<b>494,018.29</b>	<b>1,368,889.44</b>	<b>-298,061.52</b>	<b>-249,315.37</b>	<b>1,975,868.76</b>

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, mowing and landscape services contracts are \$15,000 under budget due to timing differences. Ecological restoration is under budget by \$15,000 and is a timing difference. 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). Dumptrucks 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 11/30/2023

## 25 - SPECIAL RECREATION

Type	Month		Year To Date		Variance Favorable (Unfavorable)	Annual Budget	Prior Year	
	Actual	Budget	Actual	Budget			Month	YTD
<b>Revenue</b>								
410 - TAX	73,289.17	9,318.42	962,740.63	931,842.40	30,898.23	931,842.40	27,465.51	962,374.41
<b>Total Revenue:</b>	<b>73,289.17</b>	<b>9,318.42</b>	<b>962,740.63</b>	<b>931,842.40</b>	<b>30,898.23</b>	<b>931,842.40</b>	<b>27,465.51</b>	<b>962,374.41</b>
<b>Expense</b>								
620 - CONTRACTUAL SERVICES	168,103.98	0.00	398,175.10	265,798.88	-132,376.22	429,797.76	-26,327.27	229,727.70
<b>Total Expense:</b>	<b>168,103.98</b>	<b>0.00</b>	<b>398,175.10</b>	<b>265,798.88</b>	<b>-132,376.22</b>	<b>429,797.76</b>	<b>-26,327.27</b>	<b>229,727.70</b>
<b>Report Total:</b>	<b>-94,814.81</b>	<b>9,318.42</b>	<b>564,565.53</b>	<b>666,043.52</b>	<b>-101,477.99</b>	<b>502,044.64</b>	<b>53,792.78</b>	<b>732,646.71</b>

Tax receipts for this fund are greater than the annual budget as final eav came in greater than budgeted. This is a permanent difference.

For contractual services, the MAC (member agency contributions) was paid sooner than budgeted. This is a timing difference.



Park District of Highland Park, IL

# Income Statement

Current Period Ending 11/30/2023

## 29 - RECREATION FUND

Type	Month		Year To Date			Annual Budget	Prior Year	
	Actual	Budget	Actual	Budget	Variance Favorable (Unfavorable)		Month	YTD
<b>Revenue</b>								
100 - PROGRAMS	294,475.15	312,645.01	3,569,319.69	3,064,232.63	505,087.06	3,191,011.99	428,639.87	3,444,063.81
110 - CAMPS	-388.00	5,240.40	1,702,621.52	1,878,890.87	-176,269.35	1,892,552.79	-80.00	1,741,089.14
120 - LESSONS	35,546.00	39,165.57	519,387.31	459,661.20	59,726.11	492,376.50	32,006.50	499,256.60
130 - SPECIAL EVENTS	11,842.65	16,258.36	69,834.29	120,699.80	-50,865.51	131,853.00	813.50	74,020.71
410 - TAX	443,220.62	113,826.03	5,819,699.22	5,691,300.17	128,399.05	5,691,300.17	161,167.49	5,465,690.84
420 - FEES & CHARGES	98,373.59	66,489.65	2,996,224.33	2,515,339.71	480,884.62	2,547,199.57	81,776.71	2,602,494.62
440 - MEMBERSHIPS	104,898.96	61,833.05	1,197,244.07	831,310.91	365,933.16	893,518.36	71,726.35	770,211.57
450 - RENTALS	142,082.25	130,977.94	1,422,124.28	1,193,006.15	229,118.13	1,268,593.98	100,226.77	1,257,117.41
460 - MERCHANDISING	11,946.24	4,467.00	174,593.96	117,627.26	56,966.70	119,067.50	10,684.32	157,961.58
470 - INTEREST INCOME	50,228.76	0.00	492,898.37	0.00	492,898.37	0.00	0.00	0.00
480 - MISCELLANEOUS INCOME	2,025.38	244.14	125,138.21	37,560.55	87,577.66	42,805.00	8,695.00	114,126.91
510 - OTHER INCOME	0.00	0.00	23,183.50	24,639.00	-1,455.50	68,078.00	19,436.39	48,533.94
<b>Total Revenue:</b>	<b>1,194,251.60</b>	<b>751,147.15</b>	<b>18,112,268.75</b>	<b>15,934,268.25</b>	<b>2,178,000.50</b>	<b>16,338,356.86</b>	<b>915,092.90</b>	<b>16,174,567.13</b>
<b>Expense</b>								
100 - PROGRAMS	165,773.27	133,931.15	1,514,974.26	1,554,871.44	39,897.18	1,717,096.49	137,970.18	1,373,007.51
110 - CAMPS	171,509.75	4,895.07	922,099.01	1,004,913.64	82,814.63	1,015,437.03	5,024.00	837,387.20
120 - LESSONS	23,184.53	22,297.16	243,688.86	250,005.71	6,316.85	270,640.47	16,820.41	219,925.20
130 - SPECIAL EVENTS	5,074.39	7,721.28	96,215.15	171,324.82	75,109.67	185,843.88	11,246.47	143,271.28
440 - MEMBERSHIPS	13,415.64	12,669.25	104,360.41	139,361.75	35,001.34	152,040.12	8,059.55	88,823.91
610 - SALARIES & WAGES	423,922.86	387,718.63	5,032,794.49	4,983,715.04	-49,079.45	5,678,561.36	363,526.71	4,365,189.37
620 - CONTRACTUAL SERVICES	83,302.35	69,962.33	988,144.51	1,100,332.86	112,188.35	1,194,308.68	78,843.98	1,101,258.48
630 - INSURANCE	101,660.60	78,216.27	938,712.19	878,663.31	-60,048.88	1,015,796.13	84,895.67	751,548.66
640 - MATERIALS & SUPPLIES	14,846.40	10,567.45	352,382.20	333,252.88	-19,129.32	354,557.51	16,681.30	274,926.50
650 - MAINTENANCE & LANDSCAPING CONTRACTS	69,407.57	16,974.15	432,701.52	379,247.43	-53,454.09	391,829.00	24,429.51	381,543.16
660 - UTILITIES	78,284.40	77,154.84	753,557.07	763,761.96	10,204.89	862,949.40	53,643.95	598,287.61
670 - PENSION CONTRIBUTIONS	34,313.98	37,528.39	408,501.37	442,133.83	33,632.46	506,371.10	29,406.45	355,773.49
680 - COST OF GOODS SOLD	2,466.84	1,099.61	90,274.85	57,103.71	-33,171.14	57,835.00	981.07	89,593.27
720 - CAPITAL OUTLAY	2,667.84	874.68	84,938.88	70,711.48	-14,227.40	71,590.00	0.00	55,615.60
<b>Total Expense:</b>	<b>1,189,830.42</b>	<b>861,610.26</b>	<b>11,963,344.77</b>	<b>12,129,399.86</b>	<b>166,055.09</b>	<b>13,474,856.17</b>	<b>831,529.25</b>	<b>10,636,151.24</b>
<b>Report Total:</b>	<b>4,421.18</b>	<b>-110,463.11</b>	<b>6,148,923.98</b>	<b>3,804,868.39</b>	<b>2,344,055.59</b>	<b>2,863,500.69</b>	<b>83,563.65</b>	<b>5,538,415.89</b>

Fund Summary

Fund	Month		Year To Date			Annual Budget	Prior Year	
	Actual	Budget	Actual	Budget	Variance Favorable (Unfavorable)		Month	YTD
29 - RECREATION	4,421.18	-110,463.11	6,148,923.98	3,804,868.39	2,344,055.59	2,863,500.69	83,563.65	5,538,415.89
<b>Report Total:</b>	<b>4,421.18</b>	<b>-110,463.11</b>	<b>6,148,923.98</b>	<b>3,804,868.39</b>	<b>2,344,055.59</b>	<b>2,863,500.69</b>	<b>83,563.65</b>	<b>5,538,415.89</b>

Program revenue is showing a favorable variance due to childhood enrichment programming (\$95,000 permanent), youth art (\$22,000 permanent), youth dance (\$56,000 permanent) and \$17,000 for new programs like dog training and stream. Additionally, tennis is showing a \$214,000 favorable timing variance at 11/30 with \$196,000 being a permanent difference. Athletics is showing an \$11,000 surplus in boys travel baseball and is permanent and a \$17,000 variance in hitting league, which is also a permanent surplus. Martial arts is also at a \$12,000 permanent surplus. Finally, personal training is a \$36,000 permanent surplus.

Lessons is showing a permanent surplus due to swim lessons being over budget by \$47,000. The surplus at tennis of \$10,000 is permanent.

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

Fees and charges are showing a surplus due to permanent tee times at SVGC for \$17,000, greens fees of \$438,000, and loyalty club at \$14,000.

Membership favorable variance is largely due to the rec center and new memberships at \$218,000 and group exercise at \$87,000. Additionally, memberships at tennis are \$35,000 more than budget, with over 1,000 memberships sold. Season memberships at HCAP are at a \$14,000 surplus. Aquatics memberships are at \$11,000 over budget.

Rentals are showing a favorable variance. This is largely due to prime tennis at \$30,000 (permanent), CIA with Falcons and Giants using more ice than budgeted (\$39,000 permanent), golf carts at \$128,000 (permanent), and building rental at Rosewood (\$16,000) and WRC at \$10,000, both permanent.

Merchandising is showing a surplus due to the high level of golf ball sales (\$27,000) and \$27,000 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 \$493,0000 variance is permanent.

Miscellaneous income has a permanent difference of \$87,000 over budget due to unbudgeted sponsorships at several facilities. SMILE donations of \$46,000 were collected from the Foundation that were not budgeted.

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.

Maintenance and landscaping contracts are over budget and will be corrected in December. \$4,500 EMCS Automation will be moved to 29-38-000-620540, \$6,887 Thermflo will be moved to 29-38-000-520540, and \$11,384 Metropolitan pump will be moved to 70-11-941-720806.

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

## 60 - DEBT SERVICE

# Income Statement

Current Period Ending 11/30/2023

Type	Month		Year To Date		Variance Favorable (Unfavorable)	Annual Budget	Prior Year	
	Actual	Budget	Actual	Budget			Month	YTD
<b>Revenue</b>								
410 - TAX	125,809.02	33,506.14	1,651,185.68	1,643,915.64	7,270.04	1,677,421.78	47,314.86	1,591,655.41
<b>Total Revenue:</b>	<b>125,809.02</b>	<b>33,506.14</b>	<b>1,651,185.68</b>	<b>1,643,915.64</b>	<b>7,270.04</b>	<b>1,677,421.78</b>	<b>47,314.86</b>	<b>1,591,655.41</b>
<b>Expense</b>								
710 - DEBT RETIREMENT	0.00	500.00	541,300.00	541,850.00	550.00	3,342,200.00	0.00	619,310.27
<b>Total Expense:</b>	<b>0.00</b>	<b>500.00</b>	<b>541,300.00</b>	<b>541,850.00</b>	<b>550.00</b>	<b>3,342,200.00</b>	<b>0.00</b>	<b>619,310.27</b>
<b>Report Total:</b>	<b>125,809.02</b>	<b>33,006.14</b>	<b>1,109,885.68</b>	<b>1,102,065.64</b>	<b>7,820.04</b>	<b>-1,664,778.22</b>	<b>47,314.86</b>	<b>972,345.14</b>

Fund is tracking as expected.



Park District of Highland Park, IL

## 70 - CAPITAL FUND

# Income Statement

Current Period Ending 11/30/2023

Type	Month		Year To Date			Annual Budget	Prior Year	
	Actual	Budget	Actual	Budget	Variance Favorable (Unfavorable)		Month	YTD
<b>Revenue</b>								
470 - INTEREST INCOME	10,246.45	0.00	265,442.08	0.00	265,442.08	0.00	39,706.63	168,982.48
480 - MISCELLANEOUS INCOME	0.00	0.00	59,767.81	1,162,527.22	-1,102,759.41	1,712,527.22	0.00	417,500.00
510 - OTHER INCOME	0.00	0.00	15,500.00	0.00	15,500.00	300,000.00	0.00	232,356.25
<b>Total Revenue:</b>	<b>10,246.45</b>	<b>0.00</b>	<b>340,709.89</b>	<b>1,162,527.22</b>	<b>-821,817.33</b>	<b>2,012,527.22</b>	<b>39,706.63</b>	<b>818,838.73</b>
<b>Expense</b>								
620 - CONTRACTUAL SERVICES	24,740.24	156,635.00	351,761.11	1,209,982.00	858,220.89	1,347,000.00	393,877.70	866,352.25
720 - CAPITAL OUTLAY	184,892.35	969,167.00	6,661,947.44	11,345,142.00	4,683,194.56	11,972,642.00	871,985.37	3,883,851.37
<b>Total Expense:</b>	<b>209,632.59</b>	<b>1,125,802.00</b>	<b>7,013,708.55</b>	<b>12,555,124.00</b>	<b>5,541,415.45</b>	<b>13,319,642.00</b>	<b>1,265,863.07</b>	<b>4,750,203.62</b>
<b>Report Total:</b>	<b>-199,386.14</b>	<b>-1,125,802.00</b>	<b>-6,672,998.66</b>	<b>-11,392,596.78</b>	<b>4,719,598.12</b>	<b>-11,307,114.78</b>	<b>-1,226,156.44</b>	<b>-3,931,364.89</b>

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

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.

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
<b>Fund: 29 - RECREATION</b>				
<b>Center: 11 - ADMINISTRATIVE</b>				
Revenue	\$ 5,390,269.73	\$ 5,519,262.96	\$ 5,732,520.17	6,395,538.46
Expense	\$ 5,420,948.66	\$ 1,880,929.54	\$ 5,547,576.13	2,409,971.86
<b>Center: 11 - ADMINISTRATIVE Surplus (Deficit):</b>	<b>\$ (30,678.93)</b>	<b>\$ 3,638,333.42</b>	<b>\$ 184,944.04</b>	<b>3,985,566.60</b>
<b>Net Revenue:</b>	<b>-0.57%</b>	<b>65.92%</b>	<b>3.23%</b>	<b>62.32%</b>
<b>Center: 24 - WEST RIDGE CENTER</b>				
Revenue	\$ 512,901.00	\$ 646,814.22	\$ 625,799.00	771,199.04
Expense	\$ 712,673.10	\$ 611,234.85	\$ 837,846.96	785,553.32
<b>Center: 24 - WEST RIDGE CENTER Surplus (Deficit):</b>	<b>\$ (199,772.10)</b>	<b>\$ 35,579.37</b>	<b>\$ (212,047.96)</b>	<b>\$ (14,354.28)</b>
<b>Net Revenue:</b>	<b>-38.95%</b>	<b>5.50%</b>	<b>-33.88%</b>	<b>-1.86%</b>
<b>Center: 26 - ATHLETICS</b>				
Revenue	\$ 1,011,527.00	\$ 1,185,742.20	\$ 1,048,253.99	1,125,009.55
Expense	\$ 963,107.28	\$ 917,767.76	\$ 1,019,270.68	932,466.72
<b>Center: 26 - ATHLETICS Surplus (Deficit):</b>	<b>\$ 48,419.72</b>	<b>\$ 267,974.44</b>	<b>\$ 28,983.31</b>	<b>192,542.83</b>
<b>Net Revenue:</b>	<b>4.79%</b>	<b>22.60%</b>	<b>2.76%</b>	<b>17.11%</b>
<b>Center: 28 - CAMPS</b>				
Revenue	\$ 1,057,804.00	\$ 865,774.53	\$ 945,309.00	959,799.15
Expense	\$ 759,992.47	\$ 594,253.98	\$ 622,557.33	568,922.85
<b>Center: 28 - CAMPS Surplus (Deficit):</b>	<b>\$ 297,811.53</b>	<b>\$ 271,520.55</b>	<b>\$ 322,751.67</b>	<b>390,876.30</b>
<b>Net Revenue:</b>	<b>28.15%</b>	<b>31.36%</b>	<b>34.14%</b>	<b>40.72%</b>
<b>Center: 29 - SPECIAL EVENTS</b>				
Revenue	\$ 67,170.00	\$ 44,224.70	\$ 67,028.00	30,160.75
Expense	\$ 161,006.41	\$ 132,997.87	\$ 177,961.55	108,648.65
<b>Center: 29 - SPECIAL EVENTS Surplus (Deficit):</b>	<b>\$ (93,836.41)</b>	<b>\$ (88,773.17)</b>	<b>\$ (110,933.55)</b>	<b>\$ (78,487.90)</b>
<b>Net Revenue:</b>	<b>-139.70%</b>	<b>-200.73%</b>	<b>-165.50%</b>	<b>-260.23%</b>
<b>Center: 31 - HIDDEN CREEK AQUAPARK</b>				
Revenue	\$ 398,865.00	\$ 384,752.45	\$ 435,327.00	458,621.94
Expense	\$ 543,764.76	\$ 552,090.85	\$ 605,397.89	571,057.49
<b>Center: 31 - HIDDEN CREEK AQUAPARK Surplus (Deficit):</b>	<b>\$ (144,899.76)</b>	<b>\$ (167,338.40)</b>	<b>\$ (170,070.89)</b>	<b>\$ (112,435.55)</b>
<b>Net Revenue:</b>	<b>-36.33%</b>	<b>-43.49%</b>	<b>-39.07%</b>	<b>-24.52%</b>
<b>Center: 32 - ROSEWOOD INTERPRETIVE CENTER</b>				
Revenue	\$ 167,507.00	\$ 182,806.49	\$ 169,347.00	138,717.30
Expense	\$ 126,823.89	\$ 116,928.97	\$ 119,888.92	89,374.77
<b>Center: 32 - ROSEWOOD INTERPRETIVE CENTER Surplus (Deficit):</b>	<b>\$ 40,683.11</b>	<b>\$ 65,877.52</b>	<b>\$ 49,458.08</b>	<b>49,342.53</b>
<b>Net Revenue:</b>	<b>24.29%</b>	<b>36.04%</b>	<b>29.21%</b>	<b>35.57%</b>



Account Type	Fiscal 2022 Total Budget	Fiscal 2022 YTD Activity	2023 Total Budget	2023 YTD Activity
<b>Center: 33 - ROSEWOOD BEACH</b>				
Revenue	\$ 193,825.00	\$ 164,226.90	\$ 178,540.00	180,161.10
Expense	\$ 280,643.81	\$ 201,762.67	\$ 268,908.94	230,396.86
<b>Center: 33 - ROSEWOOD BEACH Surplus (Deficit):</b>	<b>\$ (86,818.81)</b>	<b>\$ (37,535.77)</b>	<b>\$ (90,368.94)</b>	<b>\$ (50,235.76)</b>
<b>Net Revenue:</b>	<b>-44.79%</b>	<b>-22.86%</b>	<b>-50.62%</b>	<b>-27.88%</b>
<b>Center: 34 - PARK AVENUE</b>				
Revenue	\$ 268,507.00	\$ 257,760.68	\$ 261,290.00	239,469.28
Expense	\$ 260,750.62	\$ 166,353.56	\$ 265,847.68	121,232.53
<b>Center: 34 - PARK AVENUE Surplus (Deficit):</b>	<b>\$ 7,756.38</b>	<b>\$ 91,407.12</b>	<b>\$ (4,557.68)</b>	<b>118,236.75</b>
<b>Net Revenue:</b>	<b>2.89%</b>	<b>35.46%</b>	<b>-1.74%</b>	<b>49.37%</b>
<b>Center: 38 - ICE ARENA</b>				
Revenue	\$ 1,068,717.20	\$ 821,975.99	\$ 996,120.48	870,559.67
Expense	\$ 883,225.72	\$ 677,077.66	\$ 1,032,446.03	846,789.62
<b>Center: 38 - ICE ARENA Surplus (Deficit):</b>	<b>\$ 185,491.48</b>	<b>\$ 144,898.33</b>	<b>\$ (36,325.55)</b>	<b>23,770.05</b>
<b>Net Revenue:</b>	<b>17.36%</b>	<b>17.63%</b>	<b>-3.65%</b>	<b>2.73%</b>
<b>Center: 41 - MAINTENANCE</b>				
Expense	\$ 834,343.54	\$ 730,311.25	\$ 897,675.43	863,111.78
<b>Center: 41 - MAINTENANCE Total:</b>	<b>\$ 834,343.54</b>	<b>\$ 730,311.25</b>	<b>\$ 897,675.43</b>	<b>863,111.78</b>
<b>Net Revenue:</b>				
<b>Center: 42 - PRO SHOP</b>				
Revenue	\$ 1,689,725.00	\$ 2,213,685.27	\$ 1,929,231.00	2,592,696.46
Expense	\$ 613,503.82	\$ 642,602.62	\$ 694,153.85	727,804.68
<b>Center: 42 - PRO SHOP Surplus (Deficit):</b>	<b>\$ 1,076,221.18</b>	<b>\$ 1,571,082.65</b>	<b>\$ 1,235,077.15</b>	<b>1,864,891.78</b>
<b>Net Revenue:</b>	<b>63.69%</b>	<b>70.97%</b>	<b>64.02%</b>	<b>71.93%</b>
<b>Center: 49 - RECREATION CENTER ADMIN</b>				
Revenue	\$ 100,827.50	\$ 117,787.05	\$ 107,270.00	105,169.84
Expense	\$ 728,034.67	\$ 557,790.91	\$ 704,720.08	603,862.25
<b>Center: 49 - RECREATION CENTER ADMIN Surplus (Deficit):</b>	<b>\$ (627,207.17)</b>	<b>\$ (440,003.86)</b>	<b>\$ (597,450.08)</b>	<b>\$ (498,692.41)</b>
<b>Net Revenue:</b>	<b>-622.06%</b>	<b>-373.56%</b>	<b>-556.96%</b>	<b>-474.18%</b>
<b>Center: 51 - RECREATION CENTER FITNESS</b>				
Revenue	\$ 1,360,180.00	\$ 763,449.55	\$ 954,714.68	1,231,081.42
Expense	\$ 859,674.59	\$ 529,577.64	\$ 767,995.46	626,716.65
<b>Center: 51 - RECREATION CENTER FITNESS Surplus (Deficit):</b>	<b>\$ 500,505.41</b>	<b>\$ 233,871.91</b>	<b>\$ 186,719.22</b>	<b>604,364.77</b>
<b>Net Revenue:</b>	<b>36.80%</b>	<b>30.63%</b>	<b>19.56%</b>	<b>49.09%</b>
<b>Center: 53 - RECREATION CENTER AQUATICS</b>				
Revenue	\$ 184,612.50	\$ 242,608.39	\$ 235,643.75	266,530.09
Expense	\$ 308,079.11	\$ 287,161.20	\$ 335,706.89	290,224.22
<b>Center: 53 - RECREATION CENTER AQUATICS Surplus (Deficit):</b>	<b>\$ (123,466.61)</b>	<b>\$ (44,552.81)</b>	<b>\$ (100,063.14)</b>	<b>\$ (23,694.13)</b>
<b>Net Revenue:</b>	<b>-66.88%</b>	<b>-18.36%</b>	<b>-42.46%</b>	<b>-8.89%</b>

Account Type	Fiscal 2022 Total Budget	Fiscal 2022 YTD Activity	2023 Total Budget	2023 YTD Activity
<b>Center: 55 - INDOOR TENNIS</b>				
Revenue	\$ 1,278,727.00	\$ 1,660,532.93	\$ 1,754,621.79	2,020,326.20
Expense	\$ 1,063,959.35	\$ 876,974.84	\$ 1,379,971.25	1,218,029.52
<b>Center: 55 - INDOOR TENNIS Surplus (Deficit):</b>	<b>\$ 214,767.65</b>	<b>\$ 783,558.09</b>	<b>\$ 374,650.54</b>	<b>802,296.68</b>
<b>Net Revenue:</b>	<b>16.80%</b>	<b>47.19%</b>	<b>21.35%</b>	<b>39.71%</b>
<b>Center: 56 - OUTDOOR TENNIS</b>				
Revenue	\$ 263,561.10	\$ 312,218.93	\$ (5.00)	\$ -
Expense	\$ 204,743.97	\$ 211,193.16	\$ 33.00	\$ -
<b>Center: 56 - OUTDOOR TENNIS Surplus (Deficit):</b>	<b>\$ 58,817.13</b>	<b>\$ 101,025.77</b>	<b>\$ (38.00)</b>	<b>\$ -</b>
<b>Net Revenue:</b>	<b>22.32%</b>	<b>32.36%</b>	<b>760.00%</b>	<b>0.00%</b>
<b>Center: 61 - HELLER NATURE CENTER</b>				
Revenue	\$ 357,928.25	\$ 254,614.18	\$ 303,718.00	186,151.17
Expense	\$ 625,442.22	\$ 508,056.64	\$ 671,514.54	481,270.97
<b>Center: 61 - HELLER NATURE CENTER Surplus (Deficit):</b>	<b>\$ (267,513.97)</b>	<b>\$ (253,442.46)</b>	<b>\$ (367,796.54)</b>	<b>\$ (295,119.80)</b>
<b>Net Revenue:</b>	<b>-74.74%</b>	<b>-99.54%</b>	<b>-121.10%</b>	<b>-158.54%</b>
<b>Center: 74 - HPCC LEARNING CENTER</b>				
Revenue	\$ 585,953.00	\$ 497,456.93	\$ 546,750.00	517,893.83
Expense	\$ 538,786.24	\$ 417,885.84	\$ 532,296.56	446,099.47
<b>Center: 74 - HPCC LEARNING CENTER Surplus (Deficit):</b>	<b>\$ 47,166.76</b>	<b>\$ 79,571.09</b>	<b>\$ 14,453.44</b>	<b>71,794.36</b>
<b>Net Revenue:</b>	<b>8.05%</b>	<b>16.00%</b>	<b>2.64%</b>	<b>13.86%</b>
<b>Center: 76 - HPCC BUILDING</b>				
Revenue	\$ 38,874.58	\$ 38,872.78	\$ 46,878.00	23,183.50
Expense	\$ 38,872.78	\$ 23,199.43	\$ 46,367.00	41,810.56
<b>Center: 76 - HPCC BUILDING Surplus (Deficit):</b>	<b>\$ 1.80</b>	<b>\$ 15,673.35</b>	<b>\$ 511.00</b>	<b>\$ (18,627.06)</b>
<b>Net Revenue:</b>	<b>0.00%</b>	<b>40.32%</b>	<b>1.09%</b>	<b>-80.35%</b>
<b>Fund: 29 - RECREATION Surplus (Deficit):</b>	<b>\$ 69,104.85</b>	<b>\$ 5,538,415.89</b>	<b>\$ (189,779.31)</b>	<b>6,148,923.98</b>
<b>Net Revenue:</b>	<b>0.43%</b>	<b>34.24%</b>	<b>-1.16%</b>	<b>33.95%</b>
<b>Report Surplus (Deficit):</b>	<b>\$ 69,104.85</b>	<b>\$ 5,538,415.89</b>	<b>\$ (189,779.31)</b>	<b>6,148,923.98</b>
<b>Net Revenue:</b>	<b>0.43%</b>	<b>34.24%</b>	<b>-1.16%</b>	<b>33.95%</b>



Sunset Valley Golf Course

	<b>2022</b>	<b>2022</b>	<b>2023</b>	<b>2023</b>
	<b>Budget</b>	<b>YTD Activity</b>	<b>Budget</b>	<b>YTD Activity</b>
Revenue	1,689,725.00	2,213,685.27	1,929,231.00	2,592,696.46
Expense	1,447,847.36	1,372,913.87	1,591,829.28	1,590,916.46
<b>Report Surplus (Deficit):</b>	<b>241,877.64</b>	<b>840,771.40</b>	<b>337,401.72</b>	<b>1,001,780.00</b>

Recreation Center of HP

	<b>2022</b>	<b>2022</b>	<b>2023</b>	<b>2023</b>
	<b>Budget</b>	<b>YTD Activity</b>	<b>Budget</b>	<b>YTD Activity</b>
Revenue	1,645,620.00	1,123,844.99	1,297,628.43	1,602,781.35
Expense	1,895,788.37	1,374,529.75	1,808,422.43	1,520,803.12
<b>Report Surplus (Deficit):</b>	<b>(250,168.37)</b>	<b>(250,684.76)</b>	<b>(510,794.00)</b>	<b>81,978.23</b>

Deer Creek Raquet Club

	<b>2022</b>	<b>2022</b>	<b>2023</b>	<b>2023</b>
	<b>Budget</b>	<b>YTD Activity</b>	<b>Budget</b>	<b>YTD Activity</b>
Revenue	1,542,288.10	1,972,751.86	1,754,621.79	2,020,326.20
Expense	1,268,703.32	1,088,168.00	1,379,971.25	1,218,029.52
<b>Report Surplus (Deficit):</b>	<b>273,584.78</b>	<b>884,583.86</b>	<b>374,650.54</b>	<b>802,296.68</b>

Park District of Highland Park  
Investment Schedule  
November 30, 2023

11.30.23

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



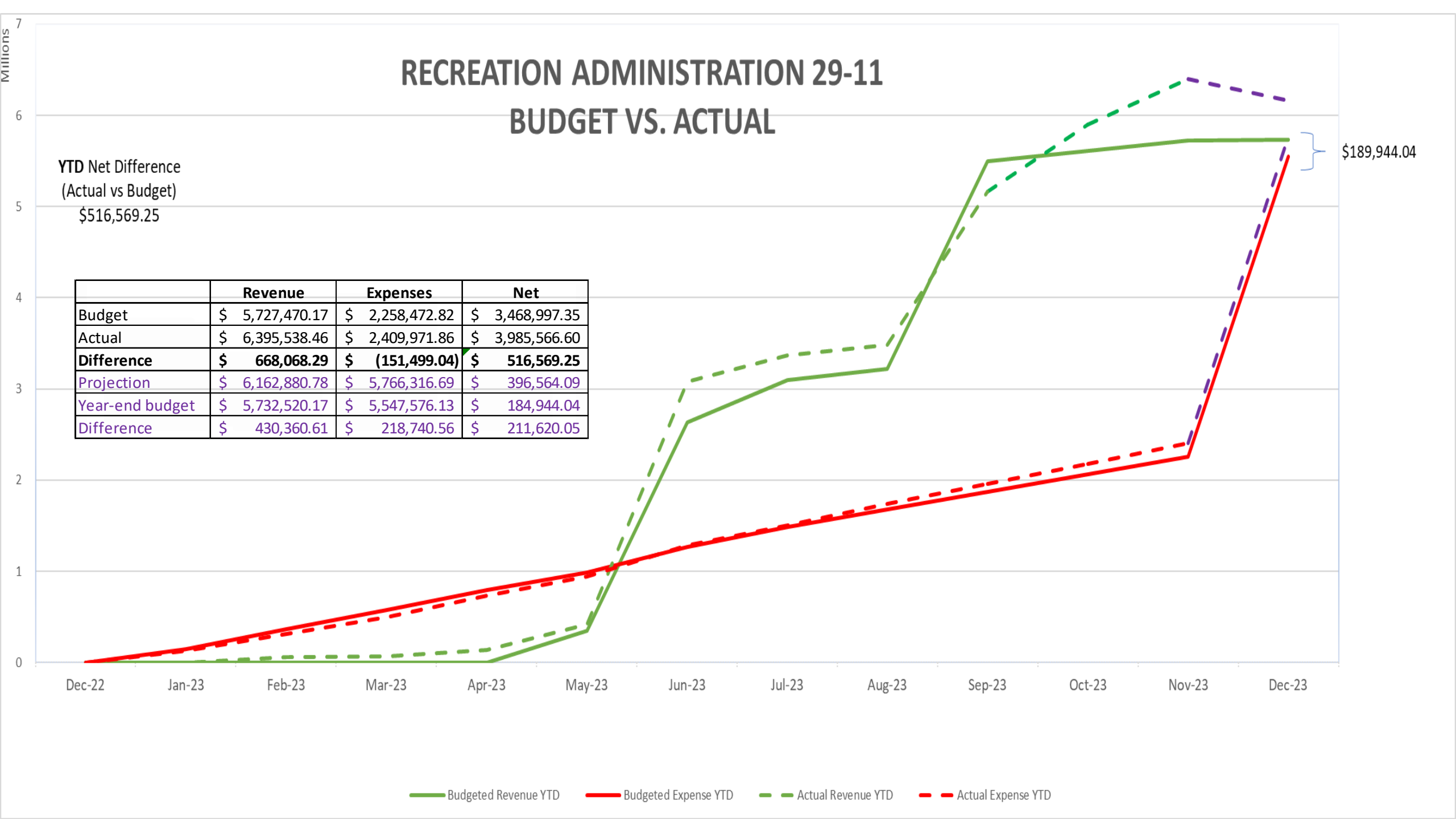
# Revenue and Expense Charts by Center – November 2023

# RECREATION ADMINISTRATION 29-11

## BUDGET VS. ACTUAL

YTD Net Difference  
(Actual vs Budget)  
\$516,569.25

	Revenue	Expenses	Net
Budget	\$ 5,727,470.17	\$ 2,258,472.82	\$ 3,468,997.35
Actual	\$ 6,395,538.46	\$ 2,409,971.86	\$ 3,985,566.60
<b>Difference</b>	<b>\$ 668,068.29</b>	<b>\$ (151,499.04)</b>	<b>\$ 516,569.25</b>
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



\$189,944.04

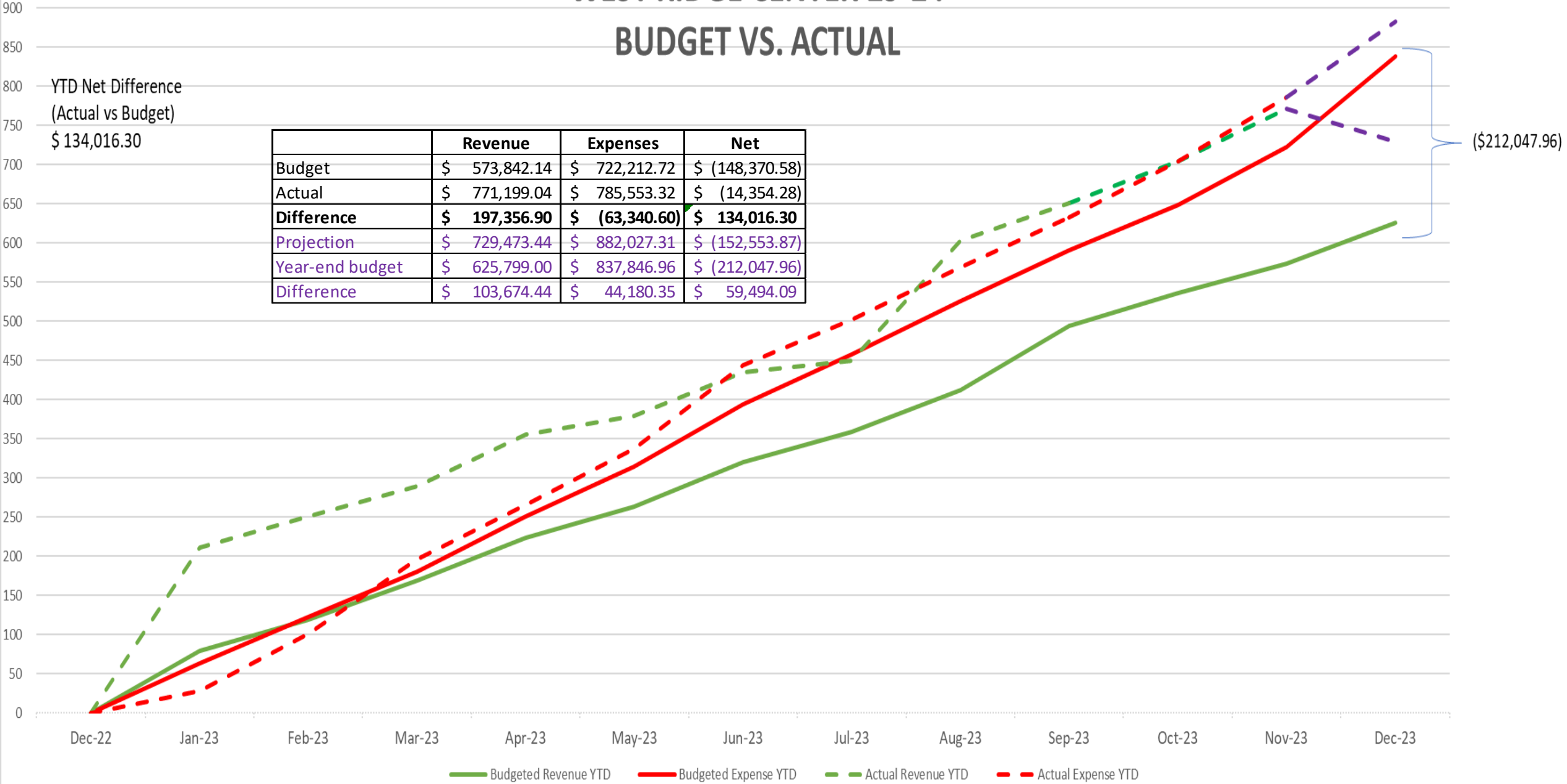
— Budgeted Revenue YTD    — Budgeted Expense YTD    - - Actual Revenue YTD    - - Actual Expense YTD

# WEST RIDGE CENTER 29-24

## BUDGET VS. ACTUAL

YTD Net Difference  
(Actual vs Budget)  
\$ 134,016.30

	Revenue	Expenses	Net
Budget	\$ 573,842.14	\$ 722,212.72	\$ (148,370.58)
Actual	\$ 771,199.04	\$ 785,553.32	\$ (14,354.28)
<b>Difference</b>	<b>\$ 197,356.90</b>	<b>\$ (63,340.60)</b>	<b>\$ 134,016.30</b>
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



(\$212,047.96)

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

# ATHLETICS 29-26

## BUDGET VS. ACTUAL

Thousands

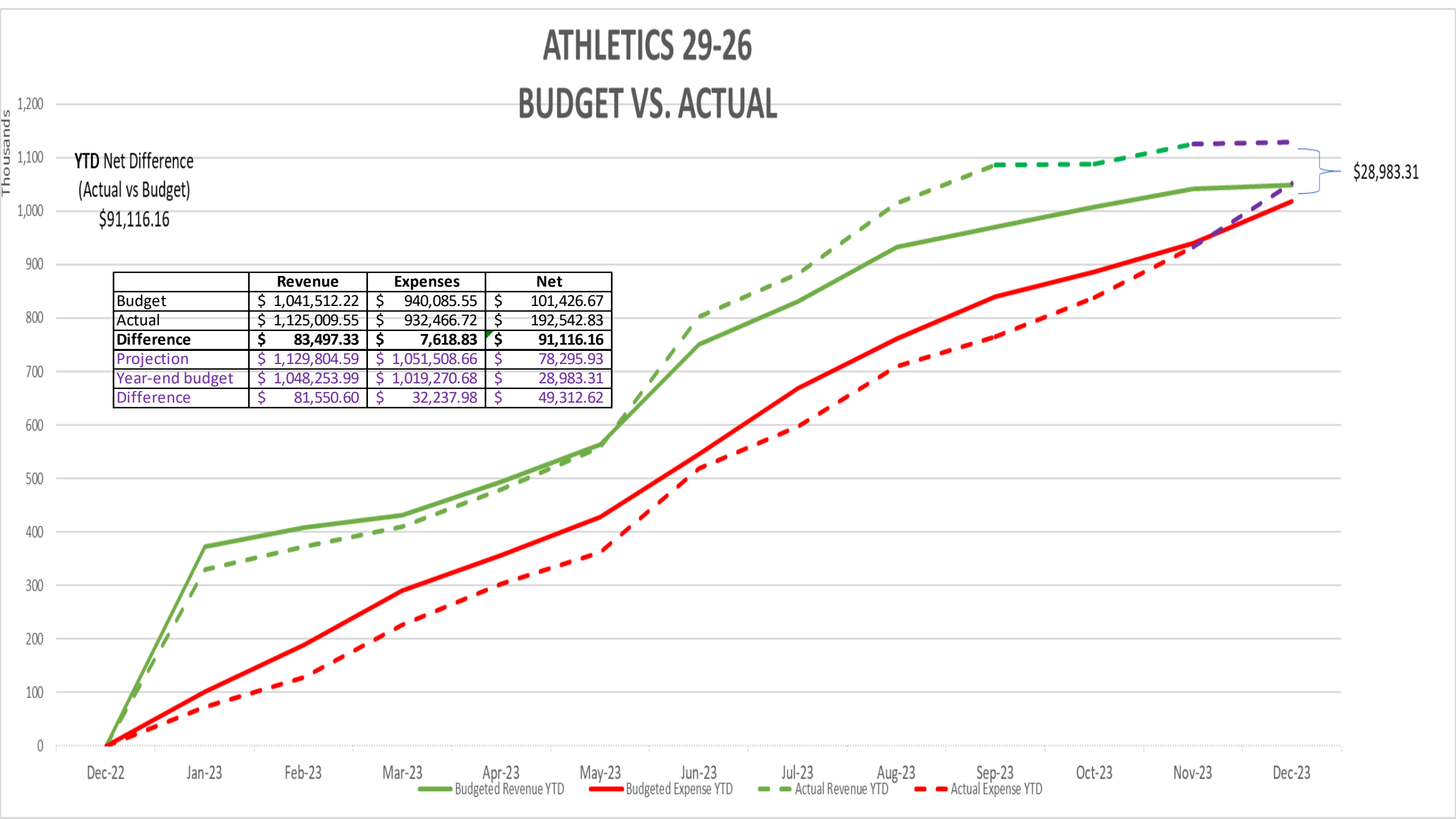
YTD Net Difference  
(Actual vs Budget)  
\$91,116.16

	Revenue	Expenses	Net
Budget	\$ 1,041,512.22	\$ 940,085.55	\$ 101,426.67
Actual	\$ 1,125,009.55	\$ 932,466.72	\$ 192,542.83
<b>Difference</b>	<b>\$ 83,497.33</b>	<b>\$ 7,618.83</b>	<b>\$ 91,116.16</b>
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





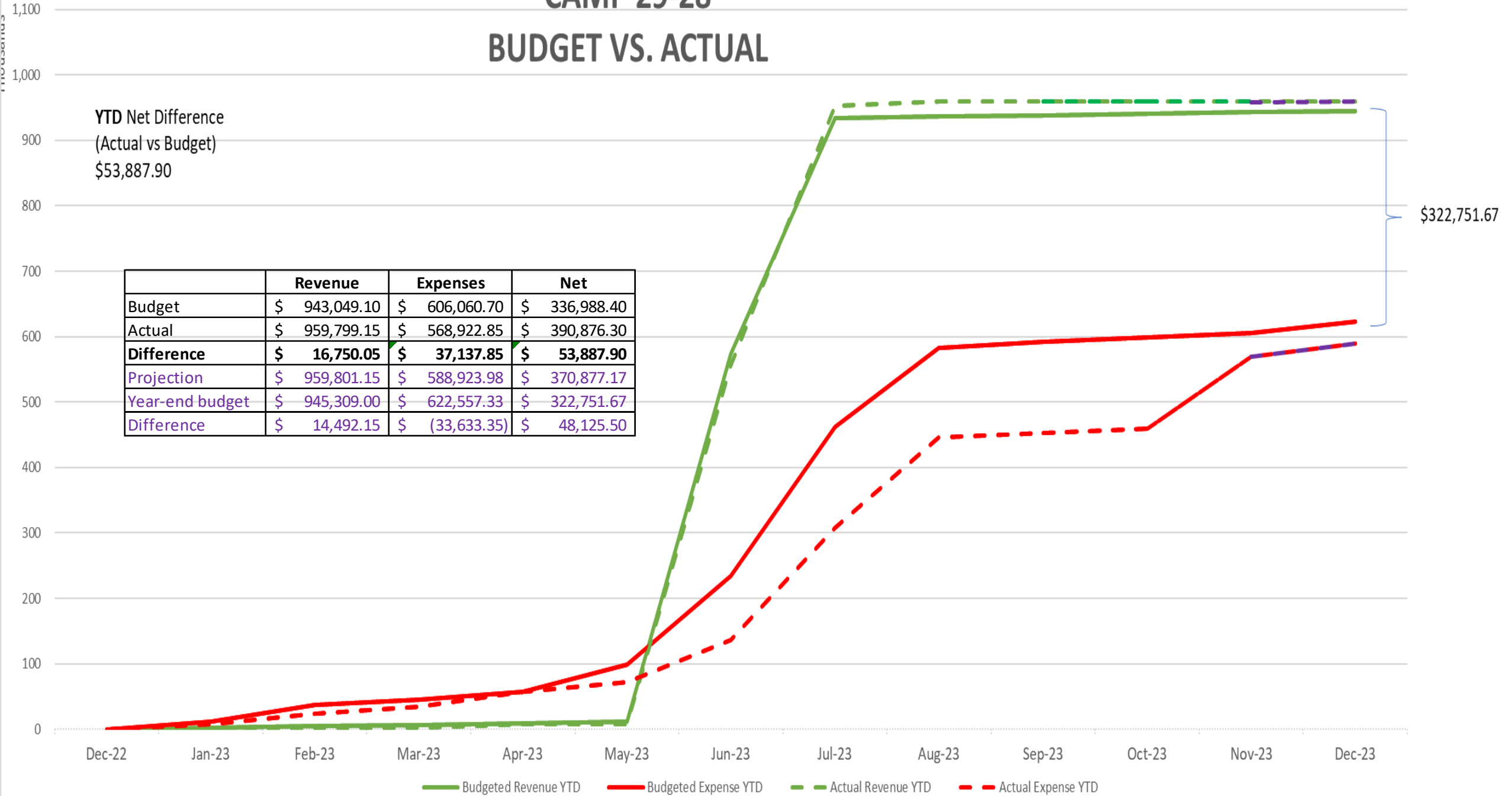
# CAMP 29-28

## BUDGET VS. ACTUAL

YTD Net Difference  
(Actual vs Budget)  
\$53,887.90

	Revenue	Expenses	Net
Budget	\$ 943,049.10	\$ 606,060.70	\$ 336,988.40
Actual	\$ 959,799.15	\$ 568,922.85	\$ 390,876.30
<b>Difference</b>	<b>\$ 16,750.05</b>	<b>\$ 37,137.85</b>	<b>\$ 53,887.90</b>
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



# SPECIAL EVENTS 29-29

## BUDGET VS. ACTUAL

Thousands

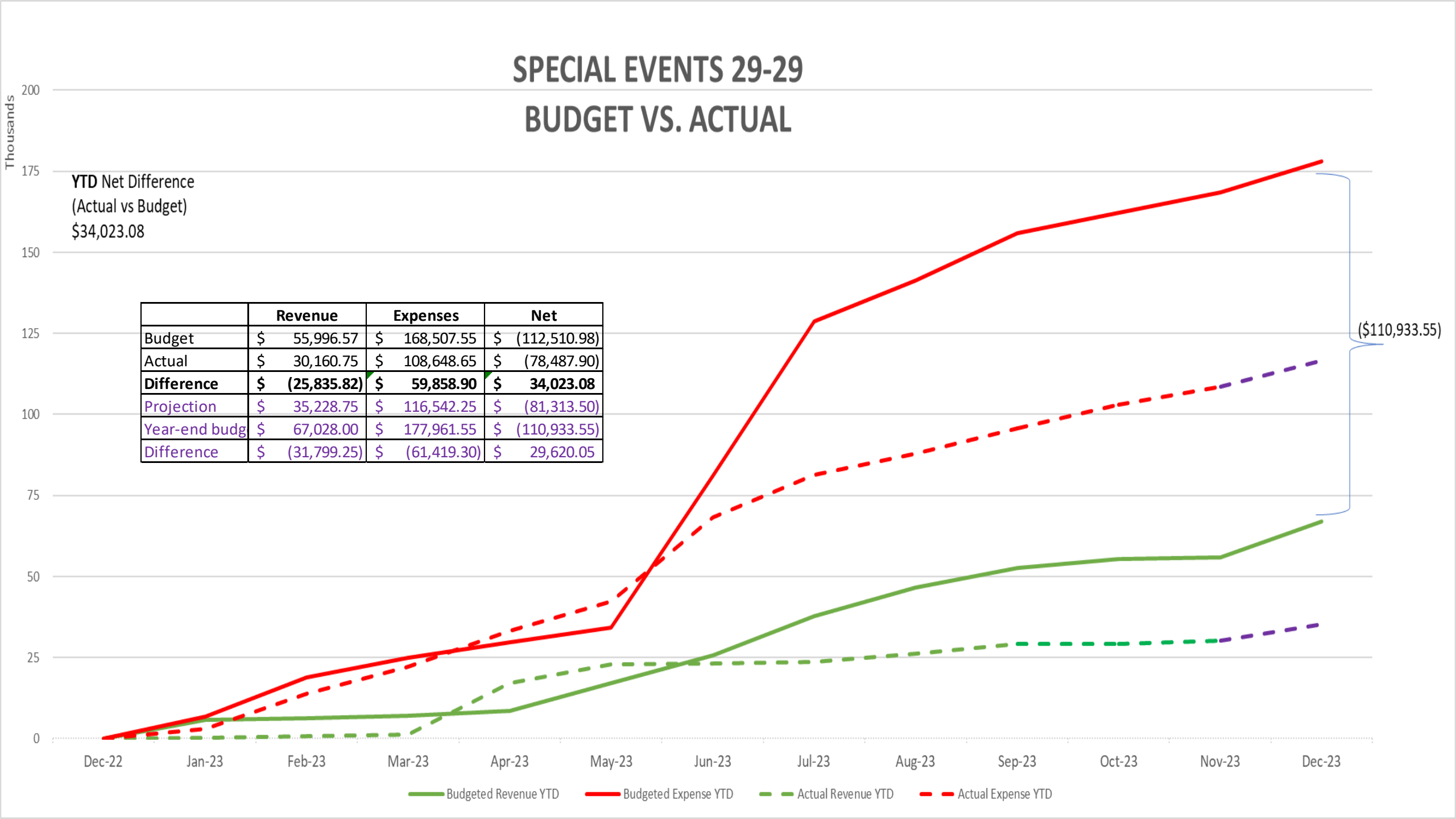
**YTD Net Difference**  
(Actual vs Budget)  
**\$34,023.08**

	Revenue	Expenses	Net
Budget	\$ 55,996.57	\$ 168,507.55	\$ (112,510.98)
Actual	\$ 30,160.75	\$ 108,648.65	\$ (78,487.90)
<b>Difference</b>	<b>\$ (25,835.82)</b>	<b>\$ 59,858.90</b>	<b>\$ 34,023.08</b>
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

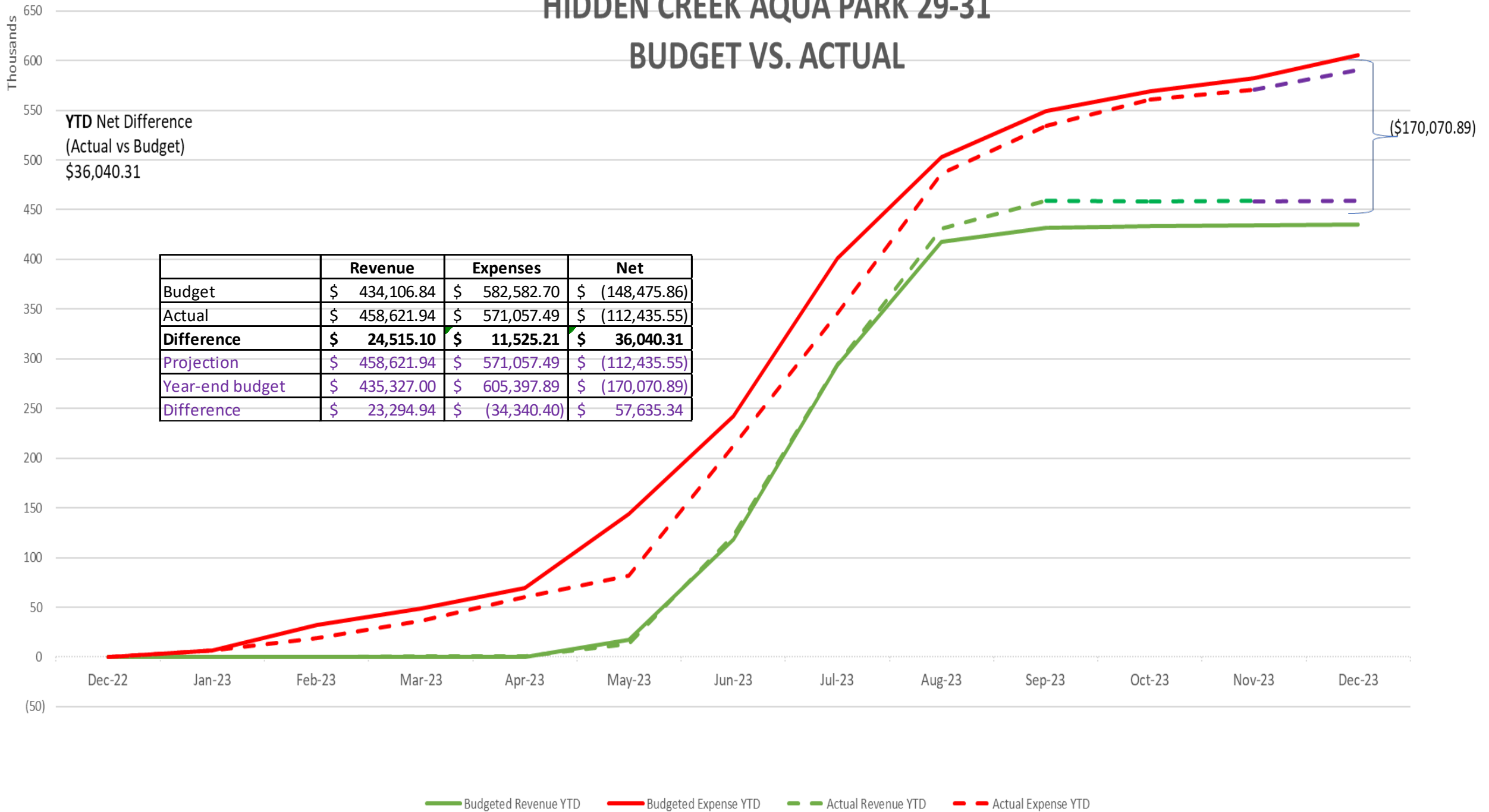
— Budgeted Revenue YTD   
 — Budgeted Expense YTD   
 - - - Actual Revenue YTD   
 - - - Actual Expense YTD

(\$110,933.55)



# HIDDEN CREEK AQUA PARK 29-31

## BUDGET VS. ACTUAL



# ROSEWOOD INTERPRETIVE CENTER 29-32

## BUDGET VS. ACTUAL

Thousands

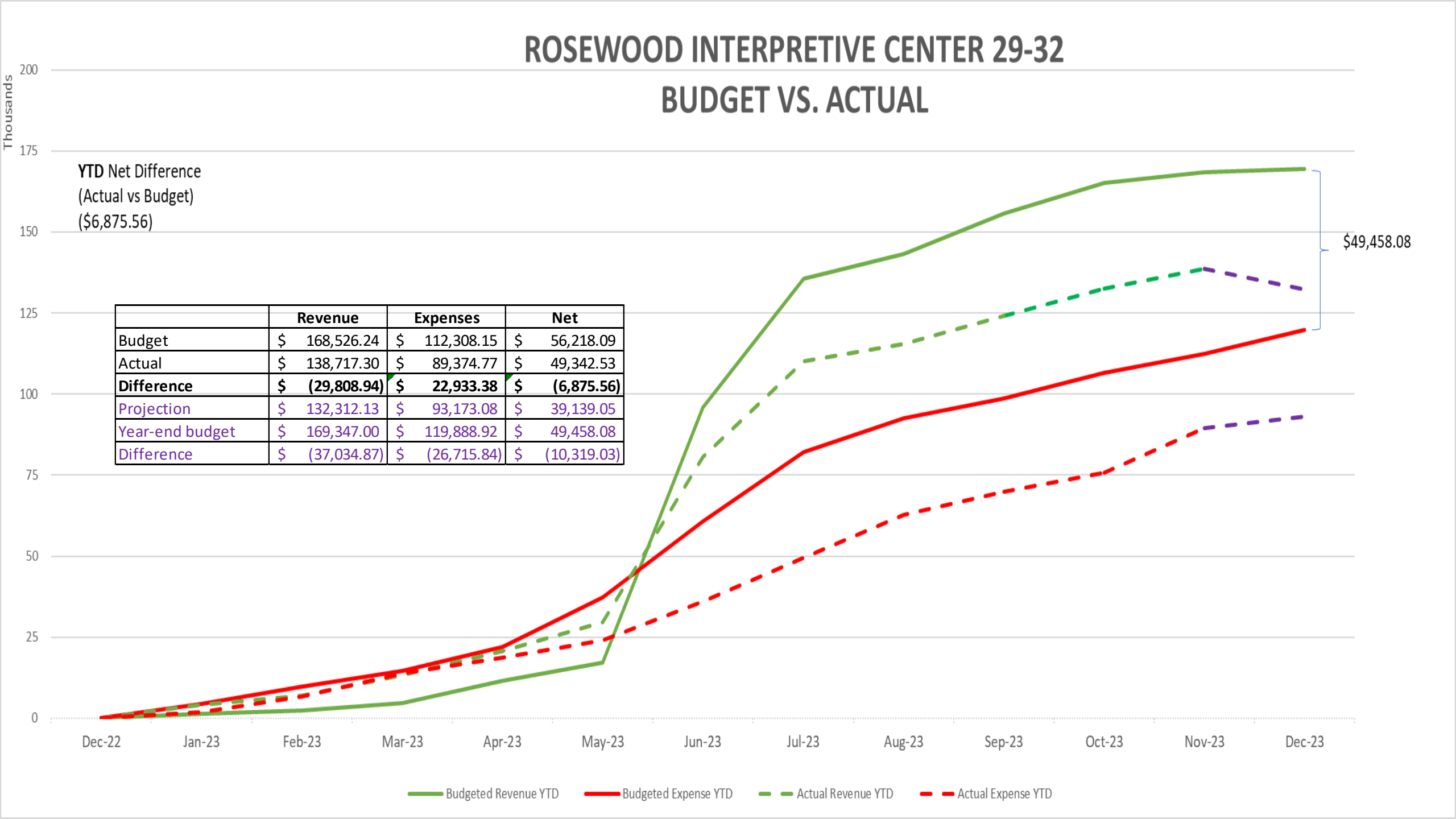
YTD Net Difference  
(Actual vs Budget)  
(\$6,875.56)

	Revenue	Expenses	Net
Budget	\$ 168,526.24	\$ 112,308.15	\$ 56,218.09
Actual	\$ 138,717.30	\$ 89,374.77	\$ 49,342.53
<b>Difference</b>	<b>\$ (29,808.94)</b>	<b>\$ 22,933.38</b>	<b>\$ (6,875.56)</b>
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

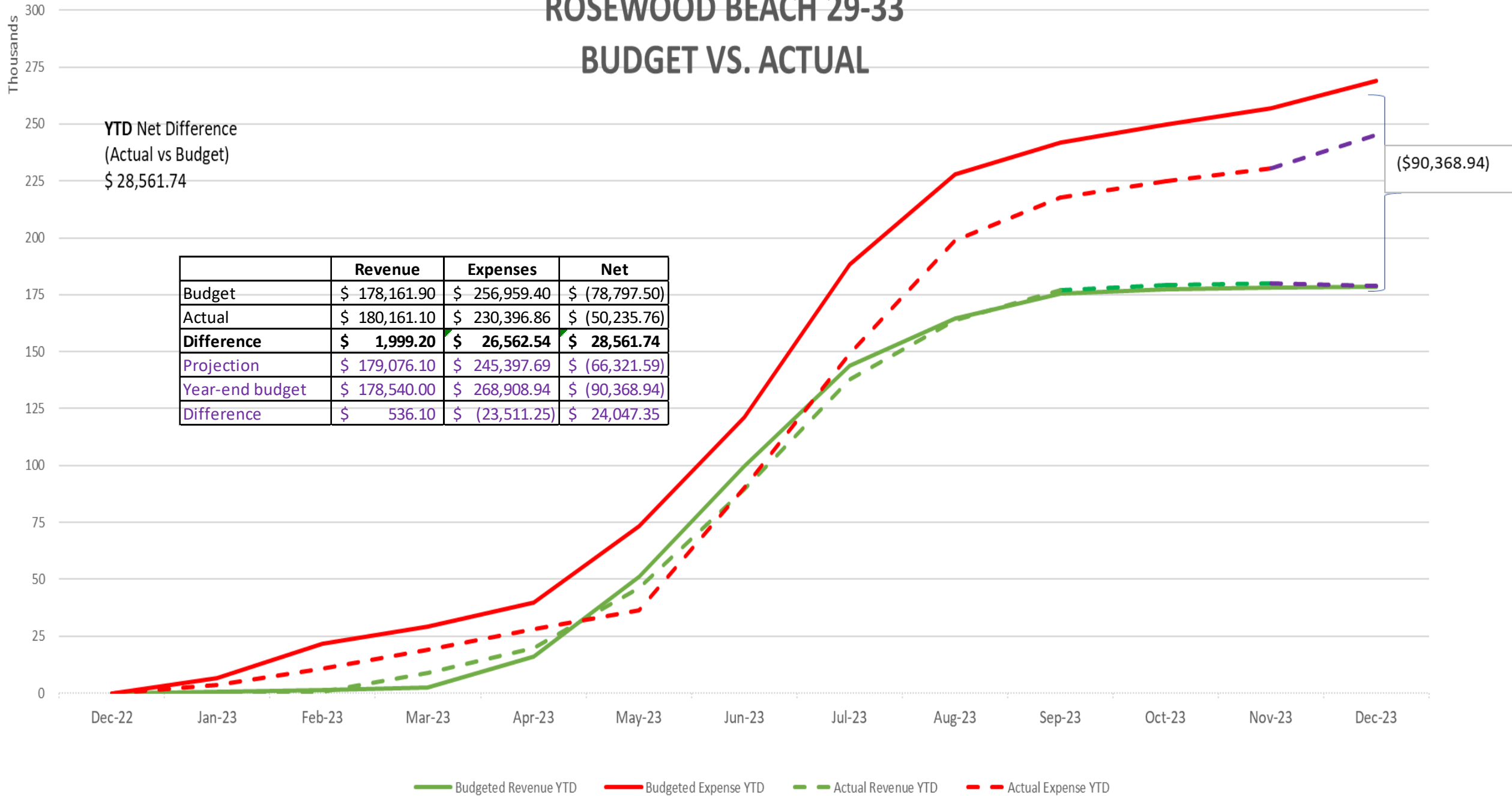


# ROSEWOOD BEACH 29-33

## BUDGET VS. ACTUAL

YTD Net Difference  
(Actual vs Budget)  
\$ 28,561.74

	Revenue	Expenses	Net
Budget	\$ 178,161.90	\$ 256,959.40	\$ (78,797.50)
Actual	\$ 180,161.10	\$ 230,396.86	\$ (50,235.76)
<b>Difference</b>	<b>\$ 1,999.20</b>	<b>\$ 26,562.54</b>	<b>\$ 28,561.74</b>
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



# PARK AVENUE 29-34

## BUDGET VS. ACTUAL

Thousands

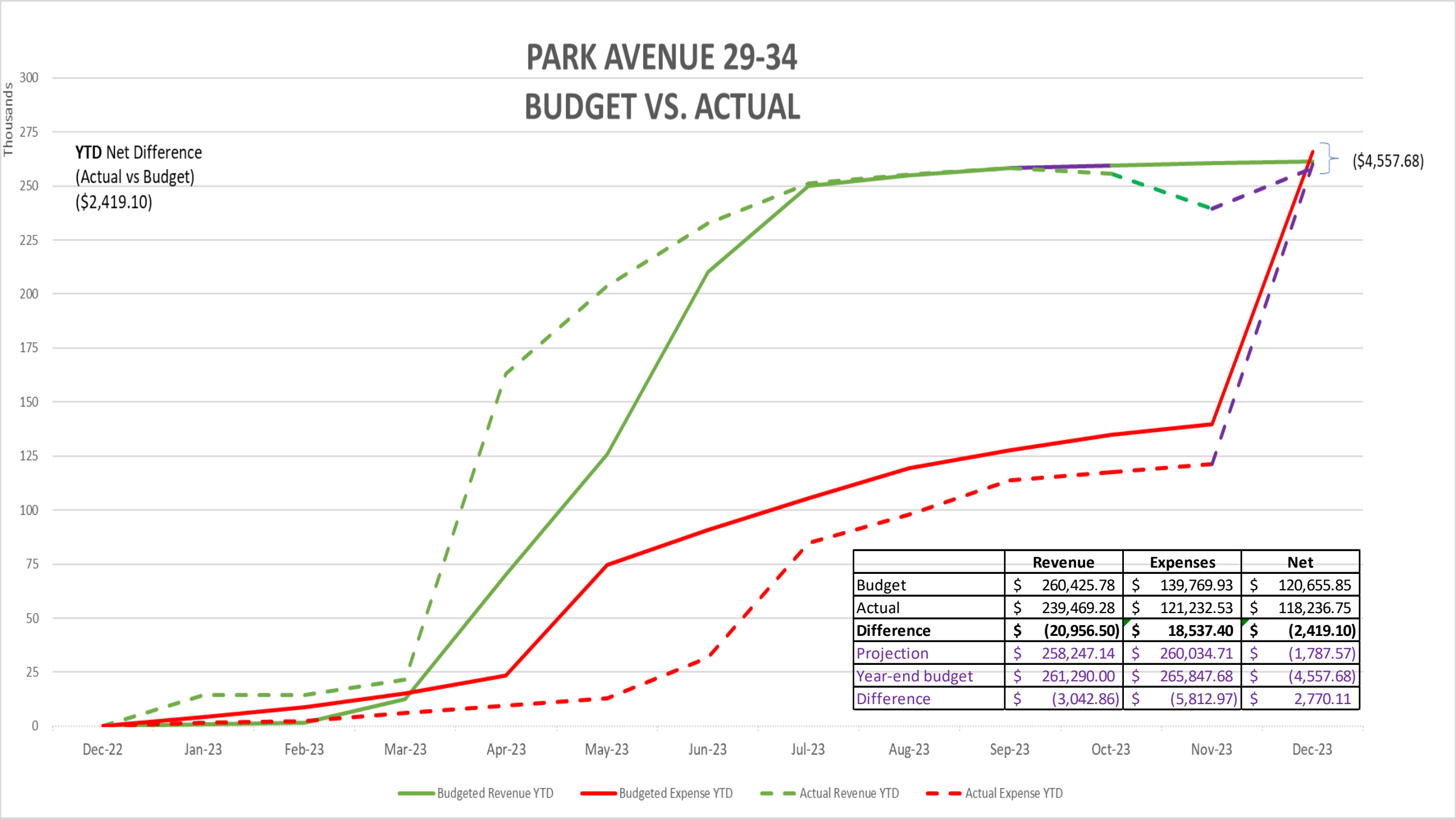
**YTD Net Difference**  
(Actual vs Budget)  
(\$2,419.10)

} (\$4,557.68)

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

	Revenue	Expenses	Net
Budget	\$ 260,425.78	\$ 139,769.93	\$ 120,655.85
Actual	\$ 239,469.28	\$ 121,232.53	\$ 118,236.75
<b>Difference</b>	<b>\$ (20,956.50)</b>	<b>\$ 18,537.40</b>	<b>\$ (2,419.10)</b>
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

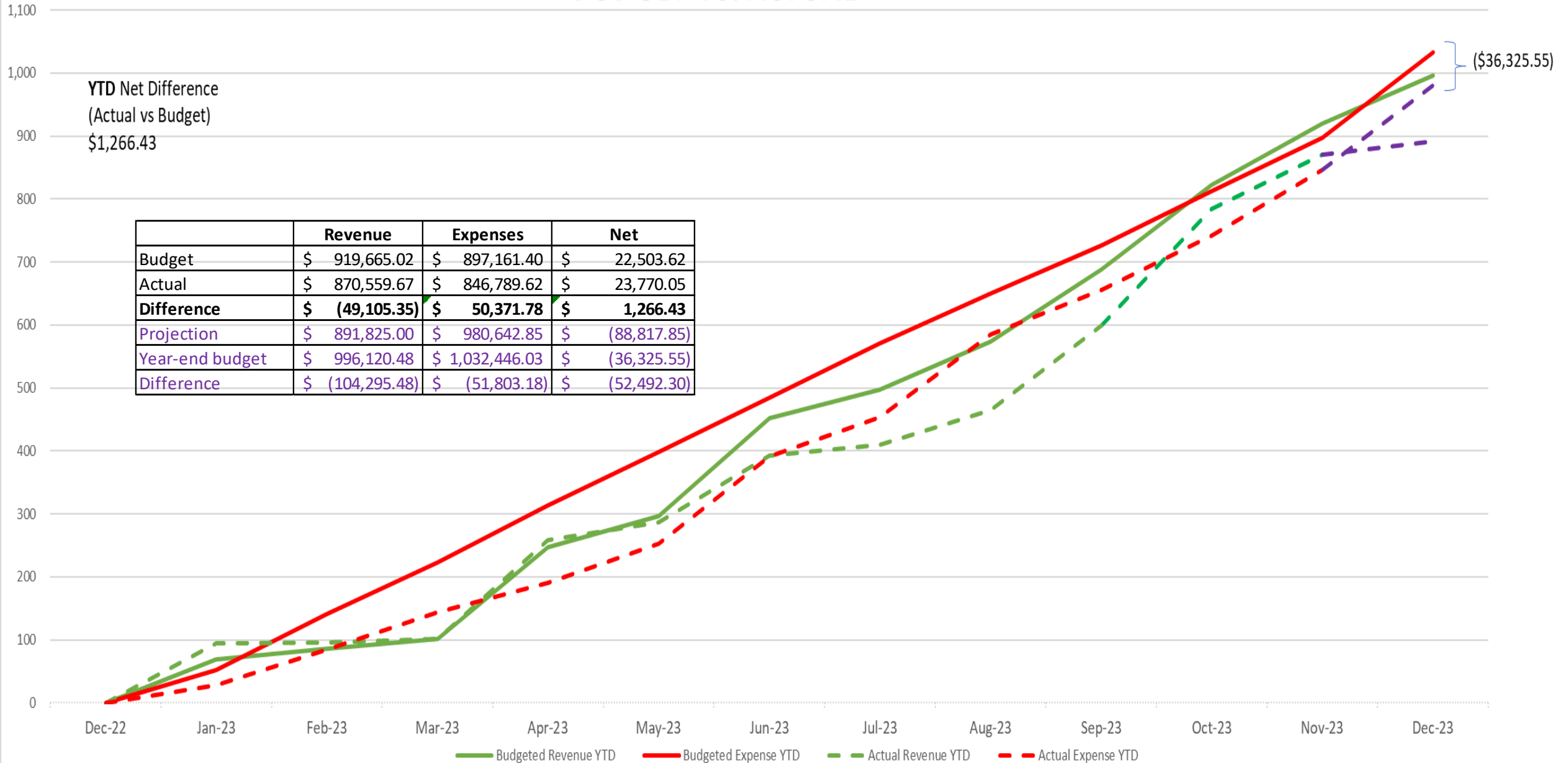


# CENTENNIAL 29-38

## BUDGET VS. ACTUAL

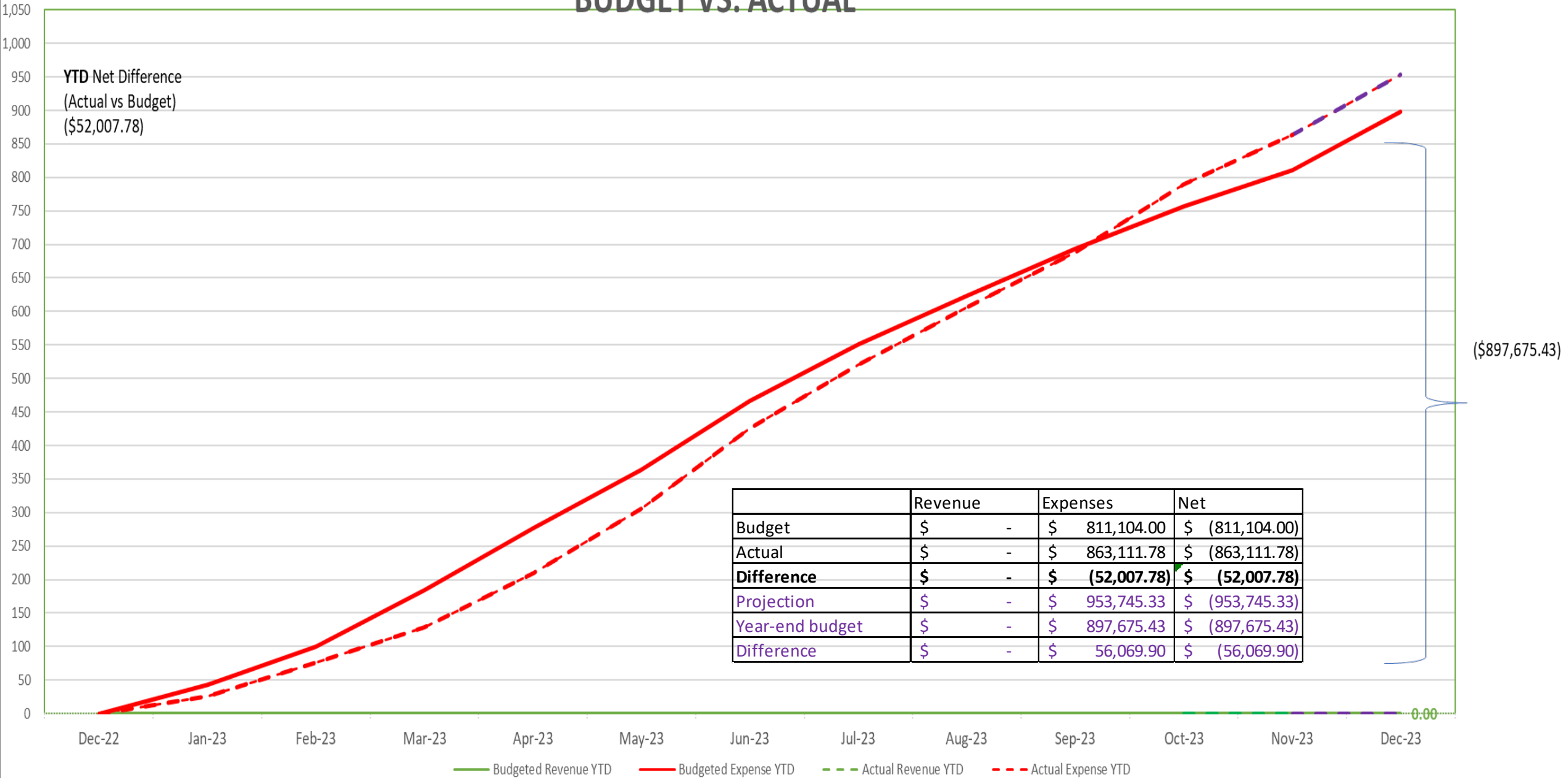
**YTD Net Difference**  
(Actual vs Budget)  
\$1,266.43

	Revenue	Expenses	Net
Budget	\$ 919,665.02	\$ 897,161.40	\$ 22,503.62
Actual	\$ 870,559.67	\$ 846,789.62	\$ 23,770.05
<b>Difference</b>	<b>\$ (49,105.35)</b>	<b>\$ 50,371.78</b>	<b>\$ 1,266.43</b>
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





# SUNSET VALLEY 29-42

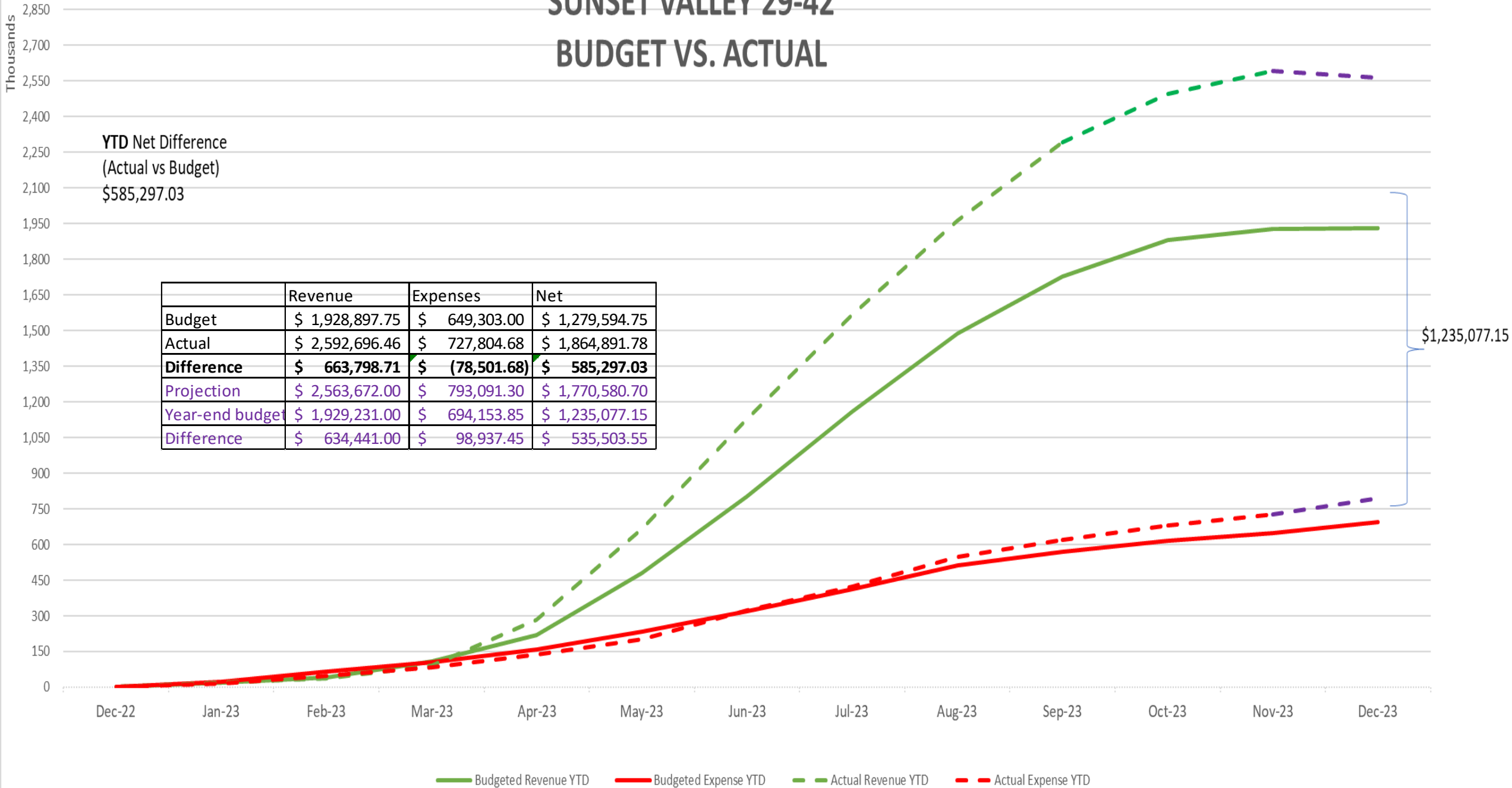
## BUDGET VS. ACTUAL

Thousands

**YTD Net Difference**  
(Actual vs Budget)  
\$585,297.03

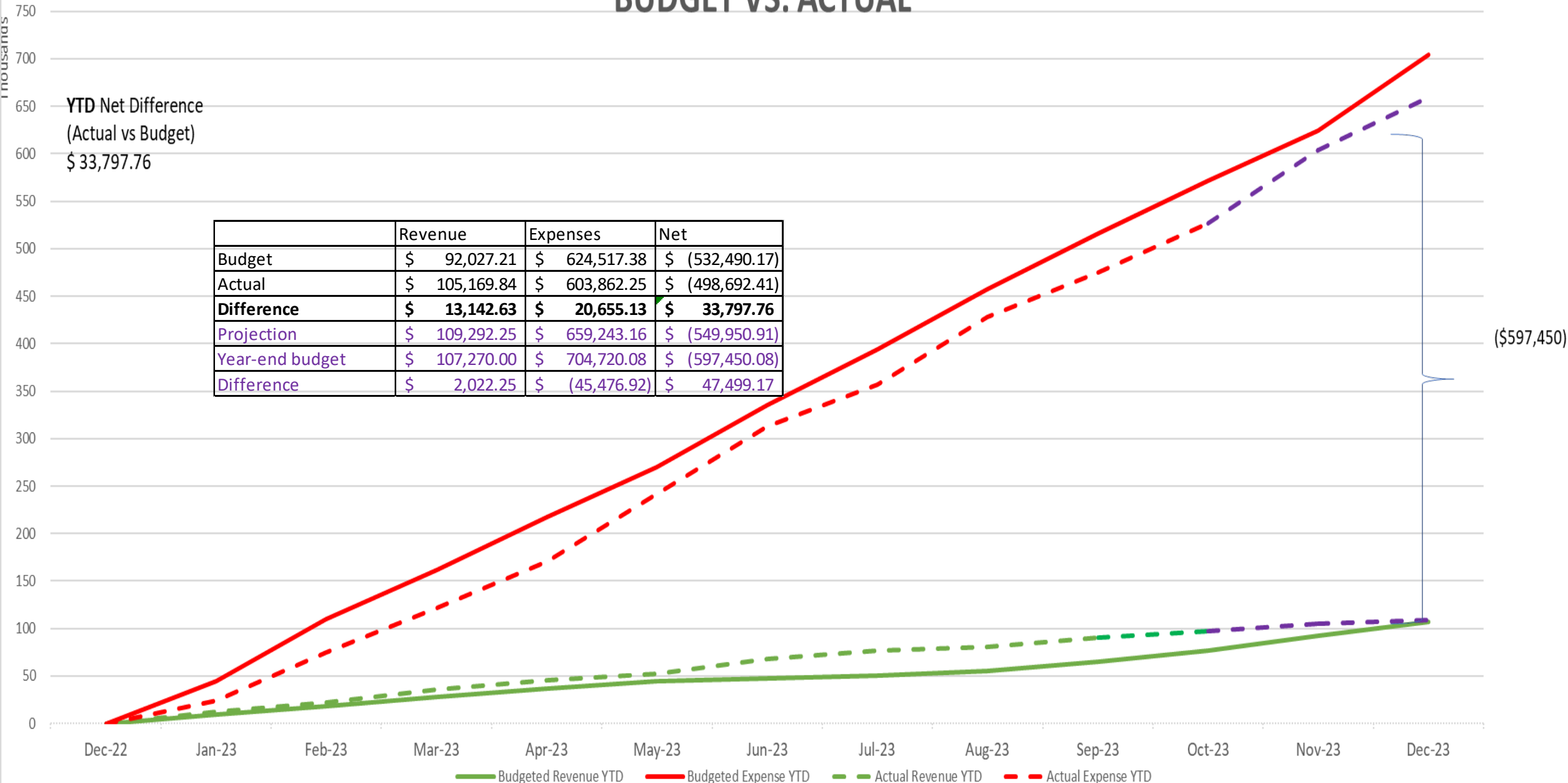
	Revenue	Expenses	Net
Budget	\$ 1,928,897.75	\$ 649,303.00	\$ 1,279,594.75
Actual	\$ 2,592,696.46	\$ 727,804.68	\$ 1,864,891.78
<b>Difference</b>	<b>\$ 663,798.71</b>	<b>\$ (78,501.68)</b>	<b>\$ 585,297.03</b>
Projection	\$ 2,563,672.00	\$ 793,091.30	\$ 1,770,580.70
Year-end budget	\$ 1,929,231.00	\$ 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)  
\$ 33,797.76

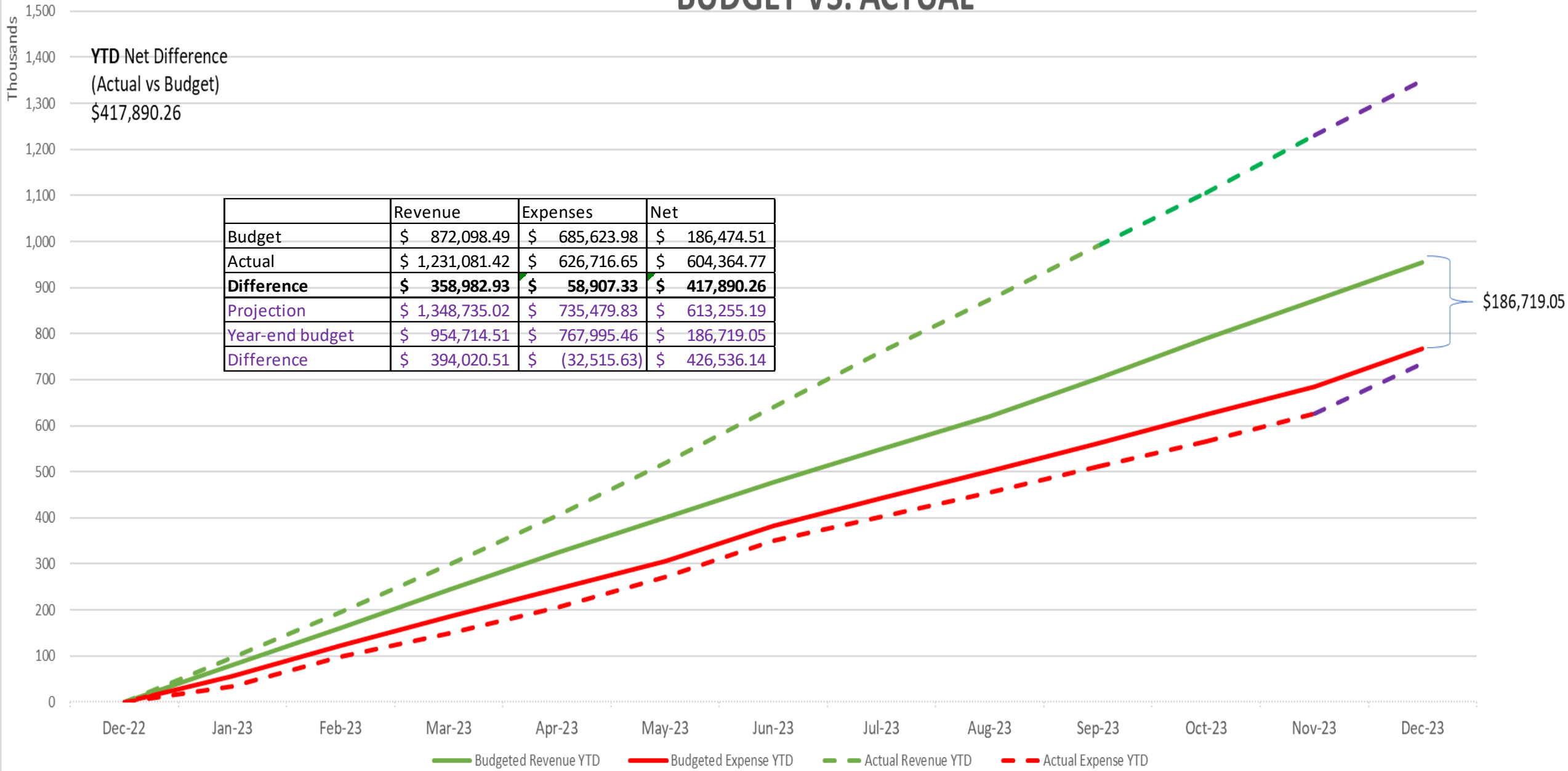
	Revenue	Expenses	Net
Budget	\$ 92,027.21	\$ 624,517.38	\$ (532,490.17)
Actual	\$ 105,169.84	\$ 603,862.25	\$ (498,692.41)
<b>Difference</b>	<b>\$ 13,142.63</b>	<b>\$ 20,655.13</b>	<b>\$ 33,797.76</b>
Projection	\$ 109,292.25	\$ 659,243.16	\$ (549,950.91)
Year-end budget	\$ 107,270.00	\$ 704,720.08	\$ (597,450.08)
Difference	\$ 2,022.25	\$ (45,476.92)	\$ 47,499.17

(\$597,450)

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

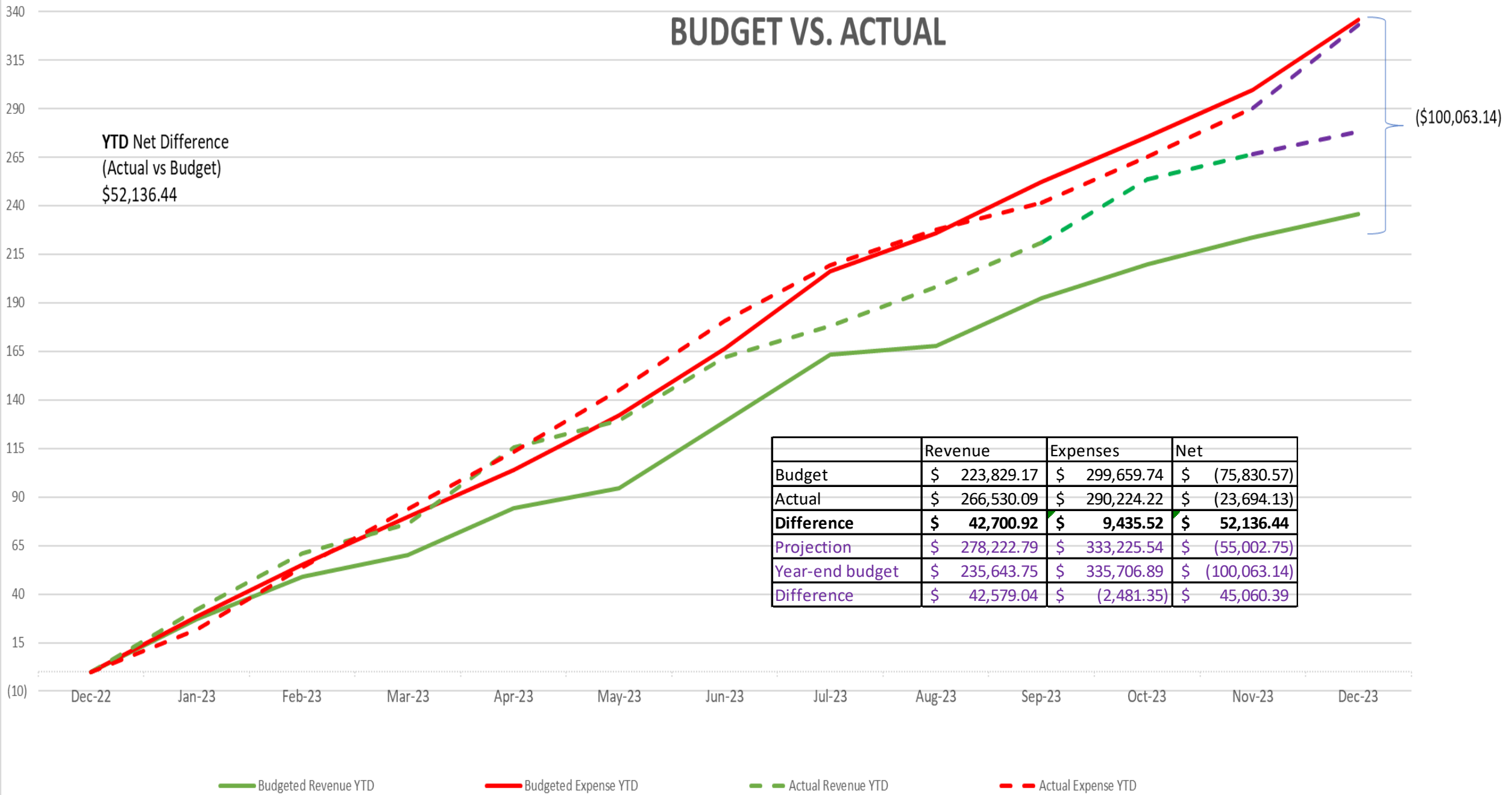
# RECREATION CENTER FITNESS 29-51

## BUDGET VS. ACTUAL



# RECREATION CENTER AQUATICS 29-53

## BUDGET VS. ACTUAL

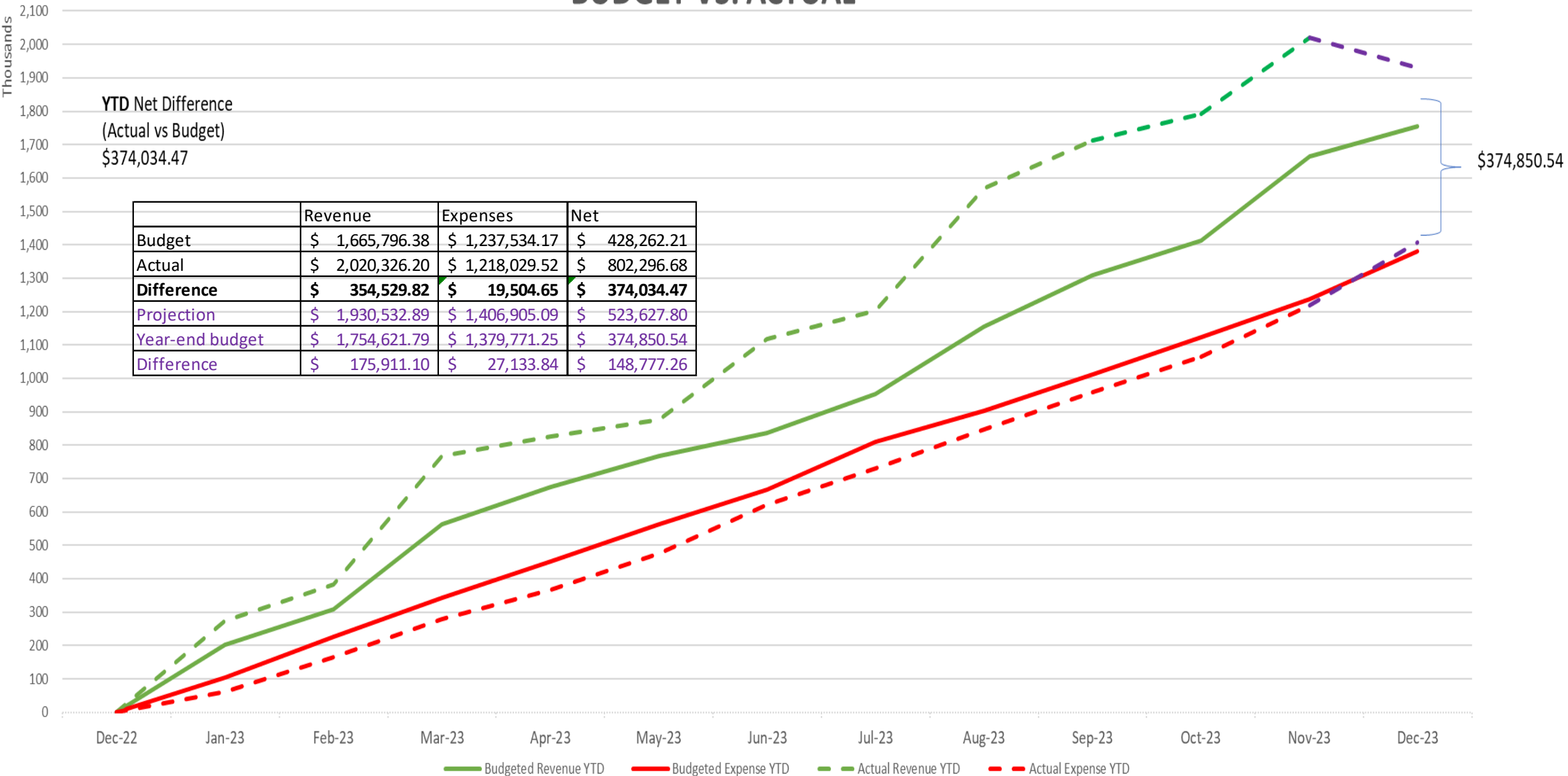


# INDOOR TENNIS 29-55

## BUDGET VS. ACTUAL

YTD Net Difference  
(Actual vs Budget)  
\$374,034.47

	Revenue	Expenses	Net
Budget	\$ 1,665,796.38	\$ 1,237,534.17	\$ 428,262.21
Actual	\$ 2,020,326.20	\$ 1,218,029.52	\$ 802,296.68
<b>Difference</b>	<b>\$ 354,529.82</b>	<b>\$ 19,504.65</b>	<b>\$ 374,034.47</b>
Projection	\$ 1,930,532.89	\$ 1,406,905.09	\$ 523,627.80
Year-end budget	\$ 1,754,621.79	\$ 1,379,771.25	\$ 374,850.54
Difference	\$ 175,911.10	\$ 27,133.84	\$ 148,777.26



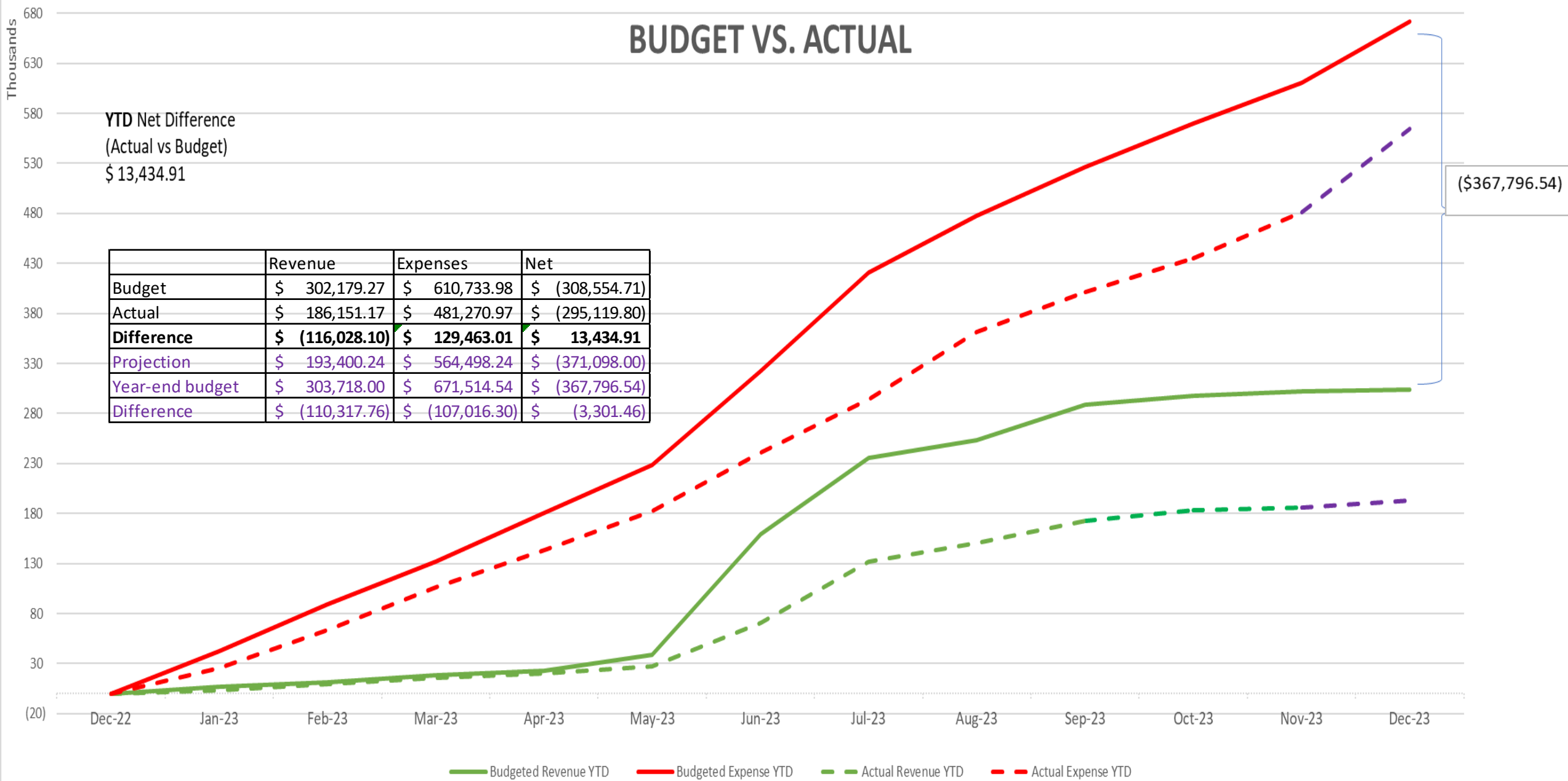
# HELLER NATURE CENTER 29-61

## BUDGET VS. ACTUAL

Thousands

**YTD Net Difference**  
(Actual vs Budget)  
\$ 13,434.91

	Revenue	Expenses	Net
Budget	\$ 302,179.27	\$ 610,733.98	\$ (308,554.71)
Actual	\$ 186,151.17	\$ 481,270.97	\$ (295,119.80)
<b>Difference</b>	<b>\$ (116,028.10)</b>	<b>\$ 129,463.01</b>	<b>\$ 13,434.91</b>
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)



(\$367,796.54)

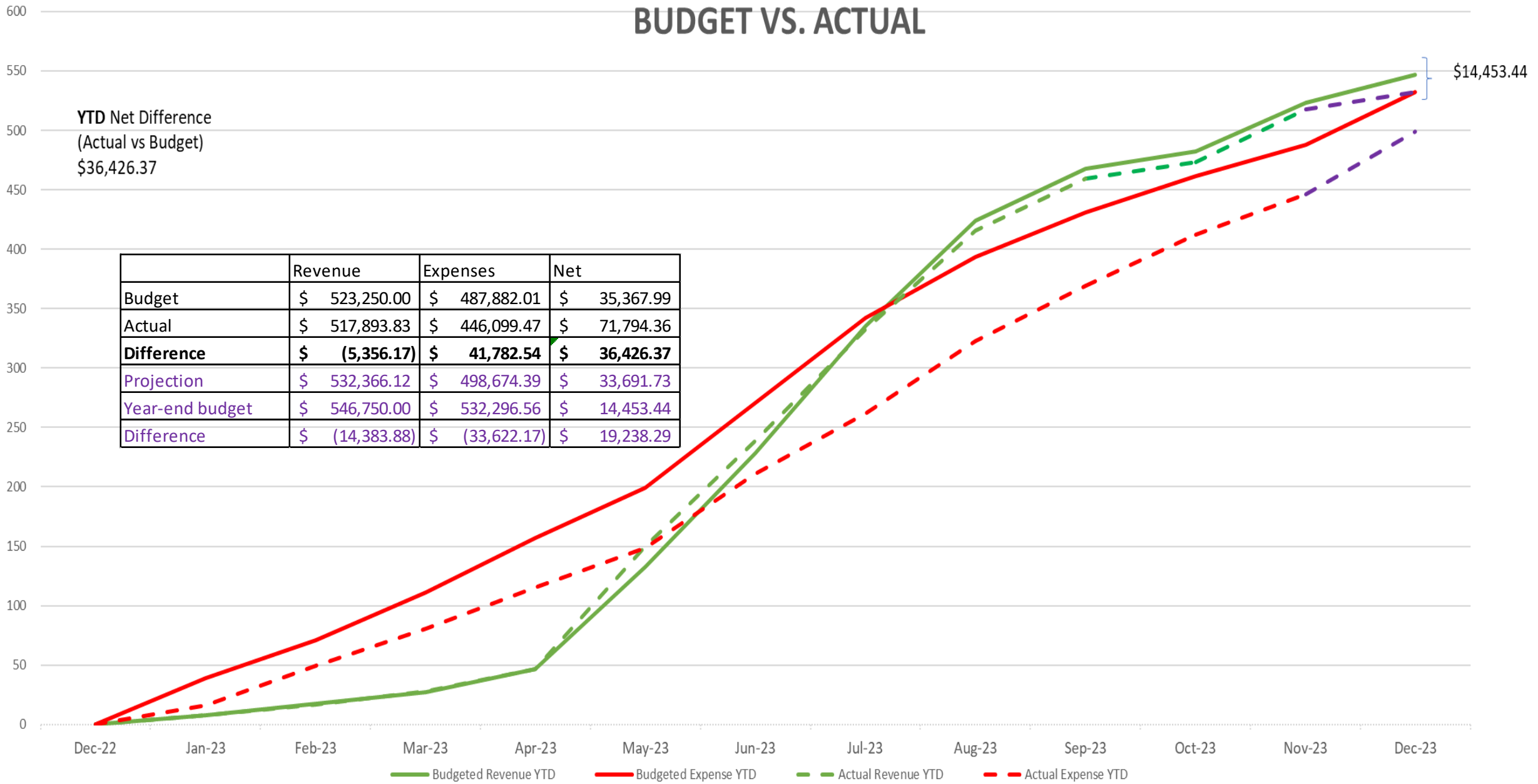
# HPCC LEARNING CENTER 29-74

## BUDGET VS. ACTUAL

Thousands

YTD Net Difference  
(Actual vs Budget)  
\$36,426.37

	Revenue	Expenses	Net
Budget	\$ 523,250.00	\$ 487,882.01	\$ 35,367.99
Actual	\$ 517,893.83	\$ 446,099.47	\$ 71,794.36
<b>Difference</b>	<b>\$ (5,356.17)</b>	<b>\$ 41,782.54</b>	<b>\$ 36,426.37</b>
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



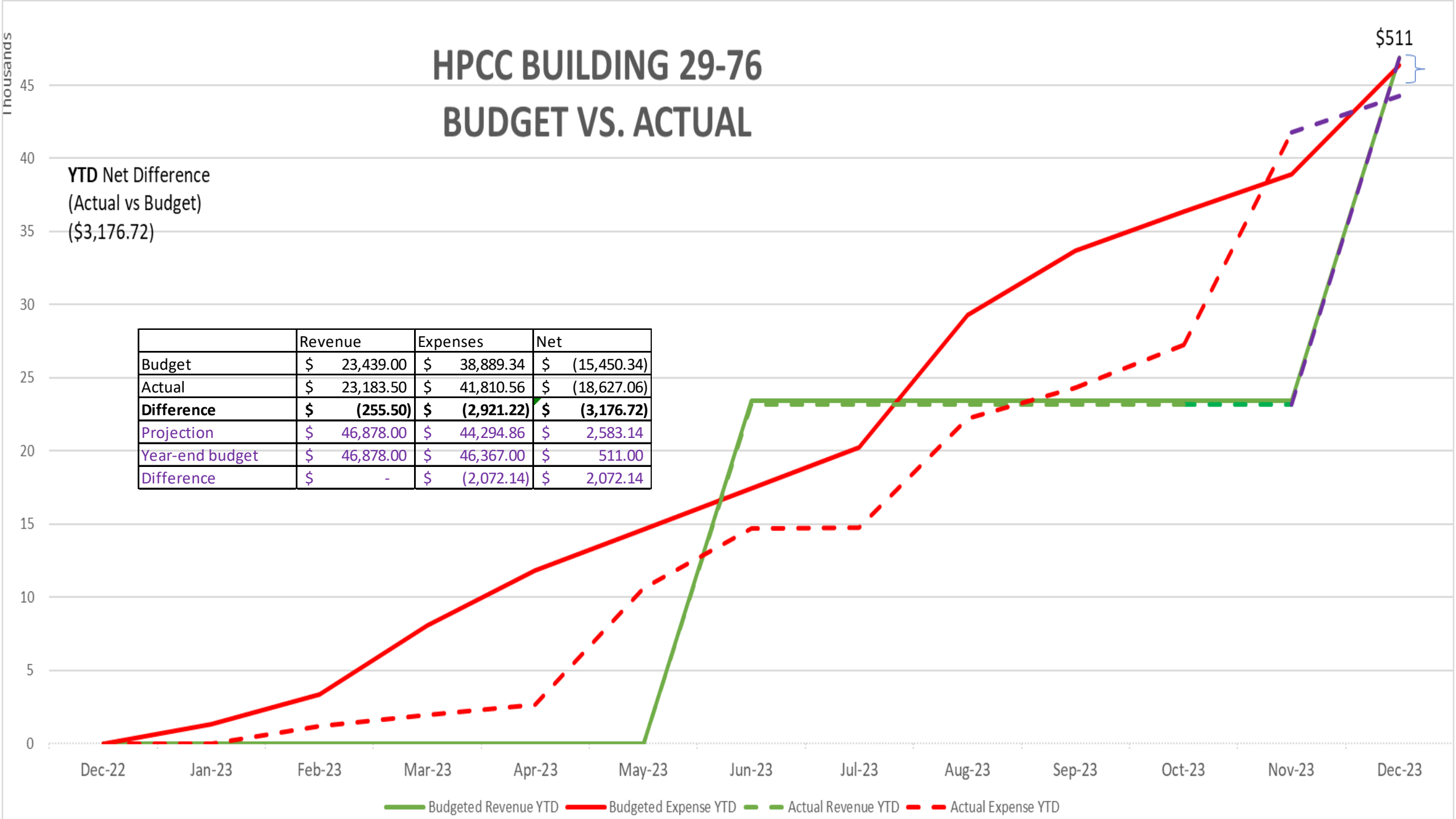
— Budgeted Revenue YTD    — Budgeted Expense YTD    - - - Actual Revenue YTD    - - - Actual Expense YTD

# HPCC BUILDING 29-76

## BUDGET VS. ACTUAL

YTD Net Difference  
(Actual vs Budget)  
(\$3,176.72)

	Revenue	Expenses	Net
Budget	\$ 23,439.00	\$ 38,889.34	\$ (15,450.34)
Actual	\$ 23,183.50	\$ 41,810.56	\$ (18,627.06)
<b>Difference</b>	<b>\$ (255.50)</b>	<b>\$ (2,921.22)</b>	<b>\$ (3,176.72)</b>
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





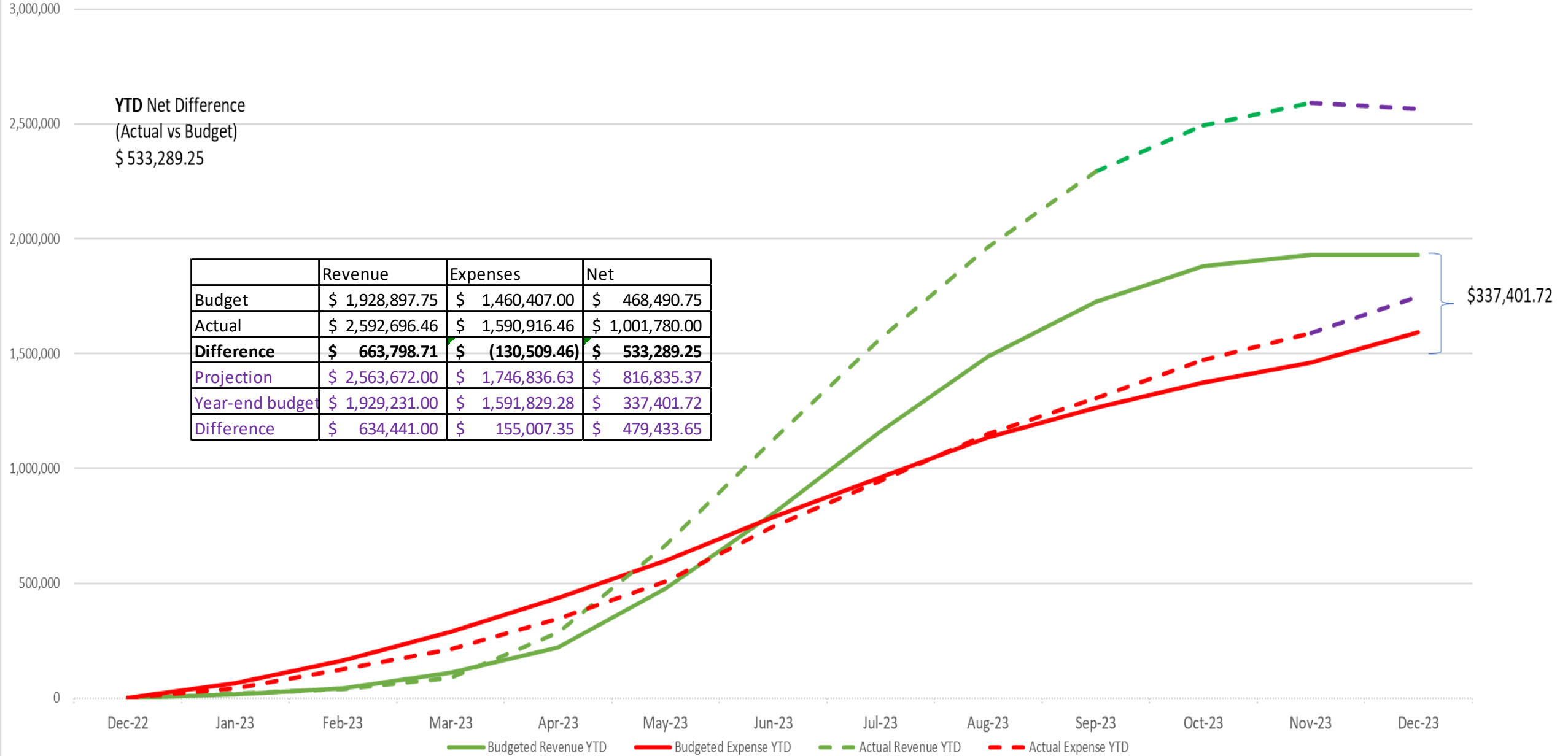
# SUNSET VALLEY 29-41 and 42

## BUDGET VS. ACTUAL

**YTD Net Difference**  
 (Actual vs Budget)  
 \$ 533,289.25

	Revenue	Expenses	Net
Budget	\$ 1,928,897.75	\$ 1,460,407.00	\$ 468,490.75
Actual	\$ 2,592,696.46	\$ 1,590,916.46	\$ 1,001,780.00
<b>Difference</b>	<b>\$ 663,798.71</b>	<b>\$ (130,509.46)</b>	<b>\$ 533,289.25</b>
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

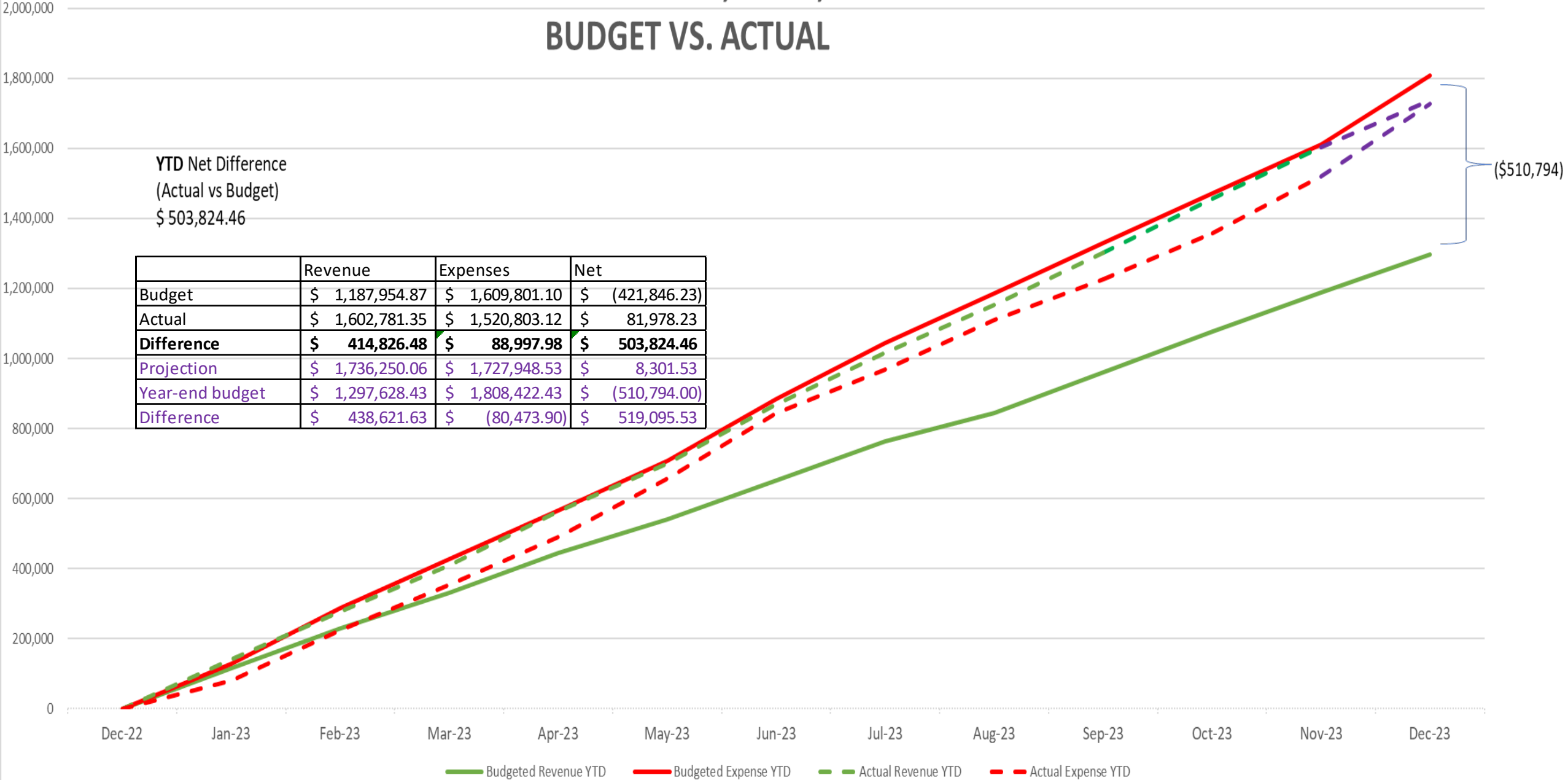


# RECREATION 29-49, 29-51, 29-53

## BUDGET VS. ACTUAL

YTD Net Difference  
(Actual vs Budget)  
\$ 503,824.46

	Revenue	Expenses	Net
Budget	\$ 1,187,954.87	\$ 1,609,801.10	\$ (421,846.23)
Actual	\$ 1,602,781.35	\$ 1,520,803.12	\$ 81,978.23
<b>Difference</b>	<b>\$ 414,826.48</b>	<b>\$ 88,997.98</b>	<b>\$ 503,824.46</b>
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**

**11/30/23**

# Actuals 11/30/23

## OPERATIONS (GENERAL AND RECREATION FUNDS) BUDGET VS. ACTUAL

Millions

**YTD Net Difference  
(Actual vs Budget)  
\$ 3,712,946.69**

**Net Budgeted -  
Deficit  
(\$2,610,860)**

	REVENUE	EXPENSES	NET
<b>Budget</b>	\$ 22,420,080.96	\$ 18,121,195.94	\$ 4,298,885.02
<b>Actual</b>	\$ 25,041,155.14	\$ 17,029,323.43	\$ 8,011,831.71
<b>Difference</b>	\$ 2,621,074.18	\$ 1,091,872.51	\$ 3,712,946.69
<b>Projection</b>	\$ 25,041,155.14	\$ 24,786,744.10	\$ 254,411.04
<b>Y-e budget</b>	\$ 22,891,296.00	\$ 25,502,156.00	\$ (2,610,860.00)
<b>Difference</b>	\$ 2,149,859.14	\$ (715,411.90)	\$ 2,865,271.04

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 — Budgeted Expense — Actual Revenue YTD — Actual Expense YTD

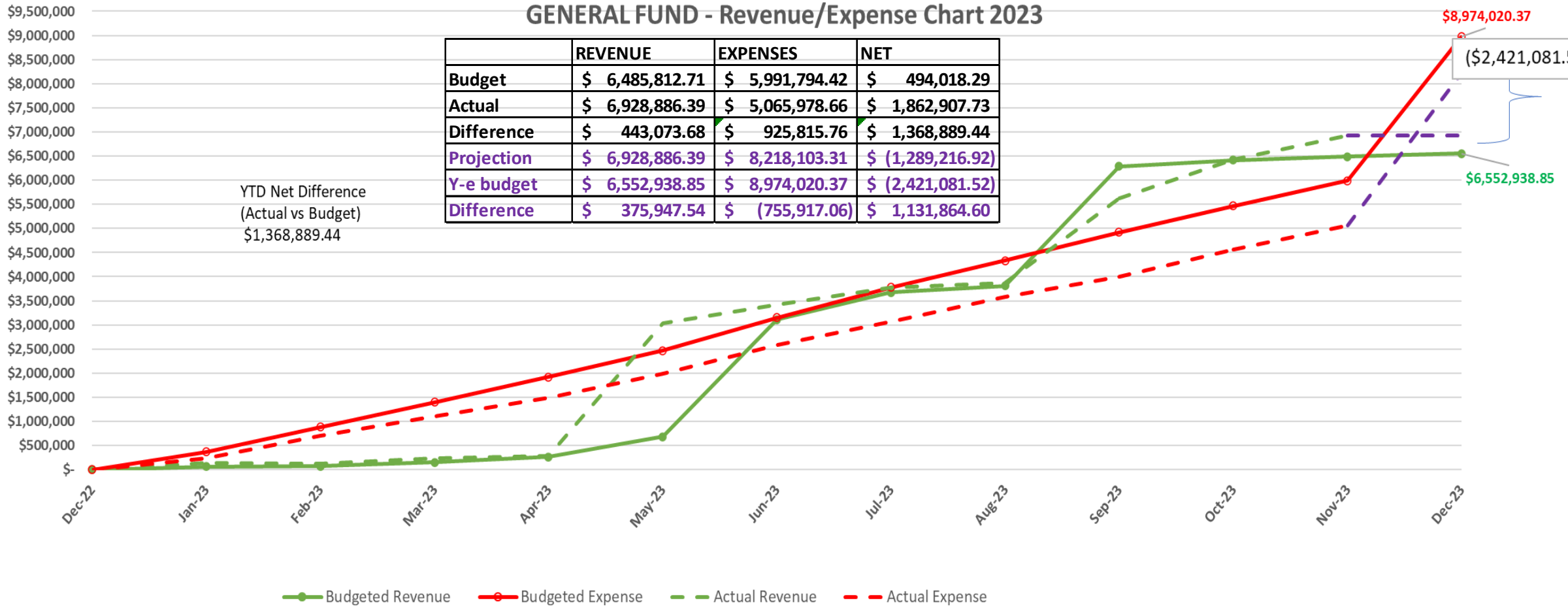
<b>Budgeted Revenue</b>	0.00	951,832.72	1,309,428.33	1,936,071.58	2,755,075.87	4,354,196.67	11,092,787.02	13,730,209.97	15,104,674.92	20,731,193.62	21,601,348.93	22,420,085.96	22,891,296.00
<b>Budgeted Expense</b>	0.00	1,159,952.54	2,672,199.31	4,159,926.92	5,676,794.21	7,374,322.05	9,617,965.83	11,930,550.05	13,736,239.47	15,308,756.29	16,733,253.57	18,121,162.94	25,502,156.00
<b>Actual Revenue YTD</b>	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	25,041,155.14	25,041,155.14
<b>Actual Expense YTD</b>	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	17,029,323.43	24,786,744.10

# Actuals 11/30/23

GENERAL FUND - Revenue/Expense Chart 2023

	REVENUE	EXPENSES	NET
<b>Budget</b>	\$ 6,485,812.71	\$ 5,991,794.42	\$ 494,018.29
<b>Actual</b>	\$ 6,928,886.39	\$ 5,065,978.66	\$ 1,862,907.73
<b>Difference</b>	\$ 443,073.68	\$ 925,815.76	\$ 1,368,889.44
<b>Projection</b>	\$ 6,928,886.39	\$ 8,218,103.31	\$ (1,289,216.92)
<b>Y-e budget</b>	\$ 6,552,938.85	\$ 8,974,020.37	\$ (2,421,081.52)
<b>Difference</b>	\$ 375,947.54	\$ (755,917.06)	\$ 1,131,864.60

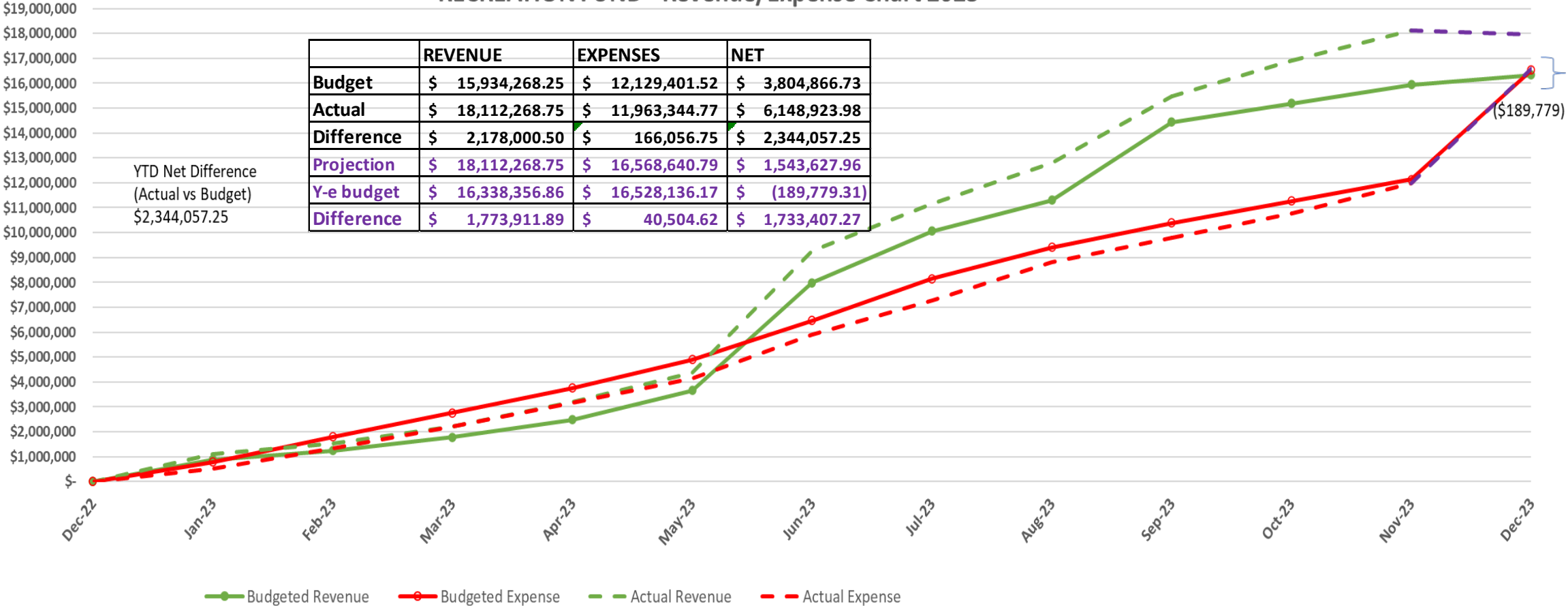
YTD Net Difference  
(Actual vs Budget)  
\$1,368,889.44



<b>Budgeted Revenue</b>	-	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
<b>Budgeted Expense</b>	-	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
<b>Actual Revenue</b>	-	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	6,928,886.39	<b>6,765,948.17</b>
<b>Actual Expense</b>	-	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	5,065,978.66	<b>8,218,103.31</b>

# Actuals 11/30/23

RECREATION FUND - Revenue/Expense Chart 2023

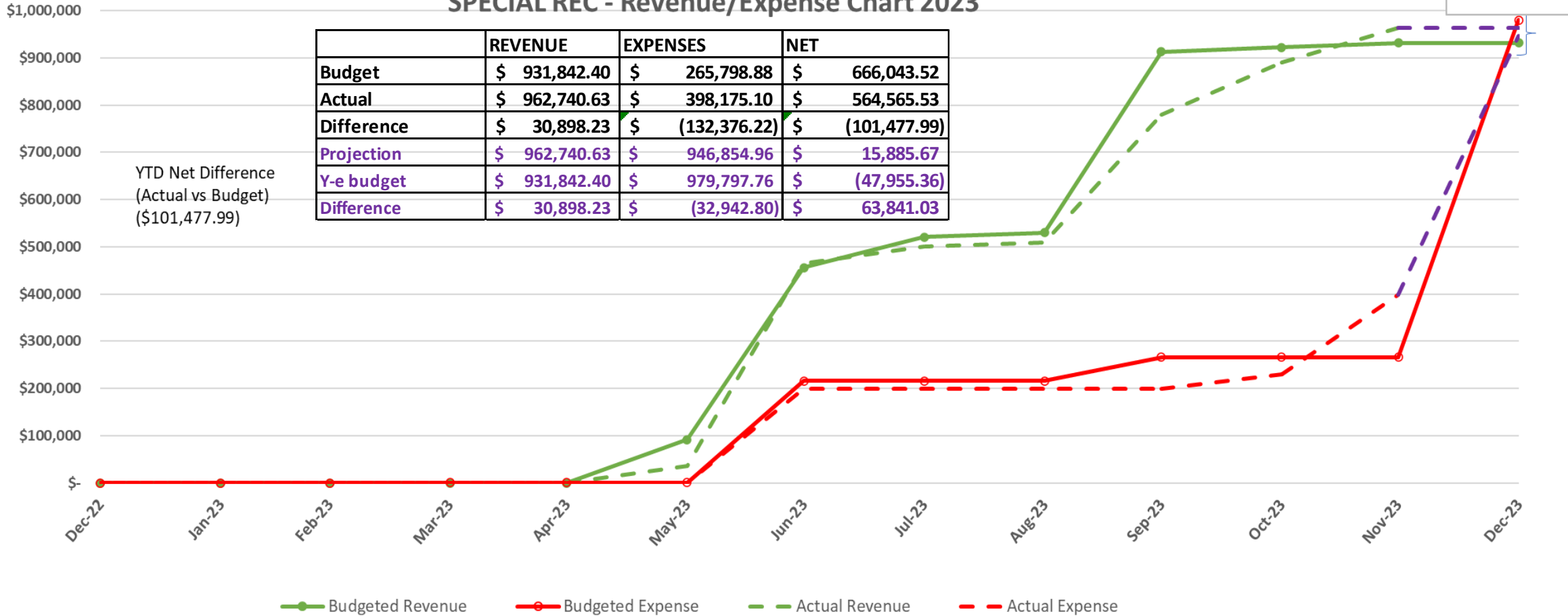


<b>Budgeted Revenue</b>	-	884,865.58	1,236,437.06	1,785,963.77	2,489,038.53	3,667,083.79	7,985,450.57	10,053,119.31	11,293,383.58	14,442,949.19	15,183,121.10	15,934,268.25	16,338,356.86
<b>Budgeted Expense</b>	-	788,557.47	1,791,693.02	2,762,988.97	3,757,869.64	4,907,541.23	6,469,432.81	8,145,125.88	9,404,877.90	10,391,059.30	11,267,788.79	12,129,401.52	16,528,136.17
<b>Actual Revenue</b>	-	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	18,112,268.75	18,112,268.75
<b>Actual Expense</b>	-	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	11,963,344.77	16,568,640.79



# Actuals 11/30/23

## SPECIAL REC - Revenue/Expense Chart 2023



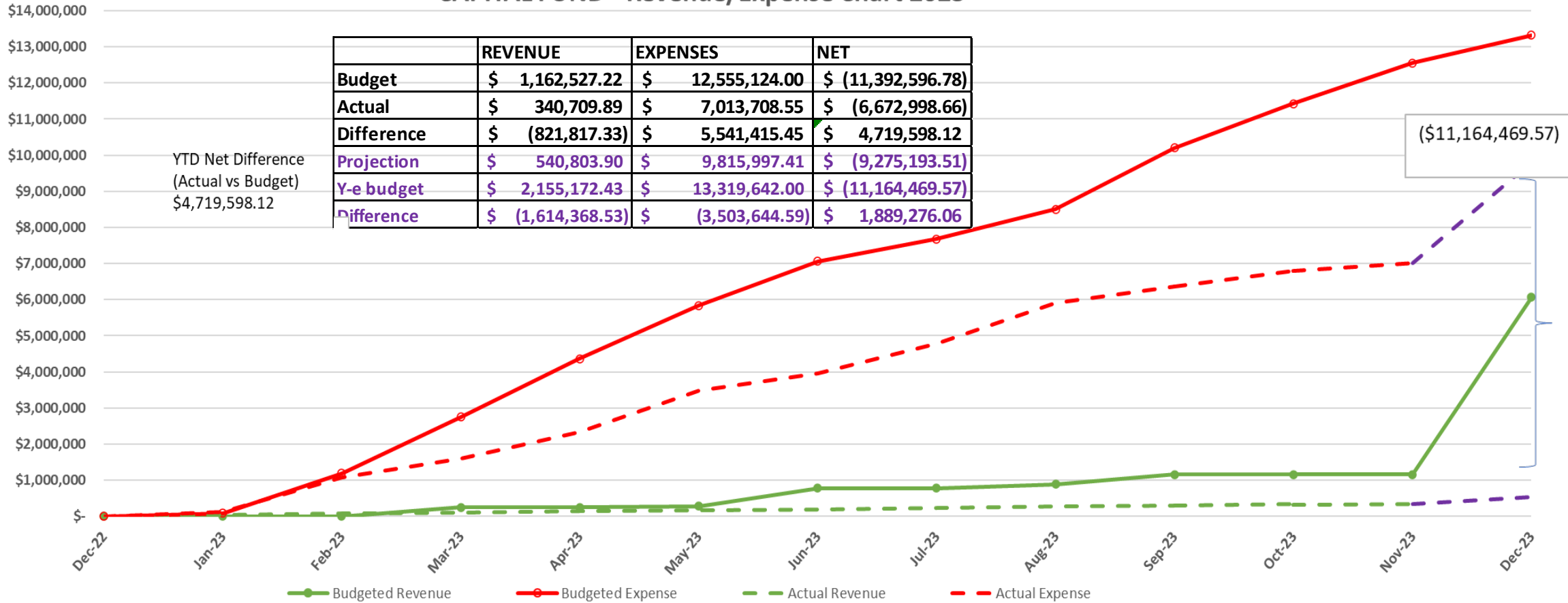
<b>Budgeted Revenue</b>	-	-	-	-	91,600.10	455,670.92	520,899.88	530,218.30	913,205.56	922,523.98	931,842.40	931,842.40
<b>Budgeted Expense</b>	-	-	90.00	90.00	90.00	215,798.88	215,798.88	215,798.88	265,798.88	265,798.88	265,798.88	979,797.76
<b>Actual Revenue</b>	-	-	-	-	36,524.50	464,032.34	501,150.15	509,079.66	778,975.61	889,451.46	962,740.63	<b>962,740.63</b>
<b>Actual Expense</b>	-	-	-	-	-	199,501.30	199,501.30	199,861.30	199,861.30	230,071.12	398,175.10	<b>946,854.96</b>





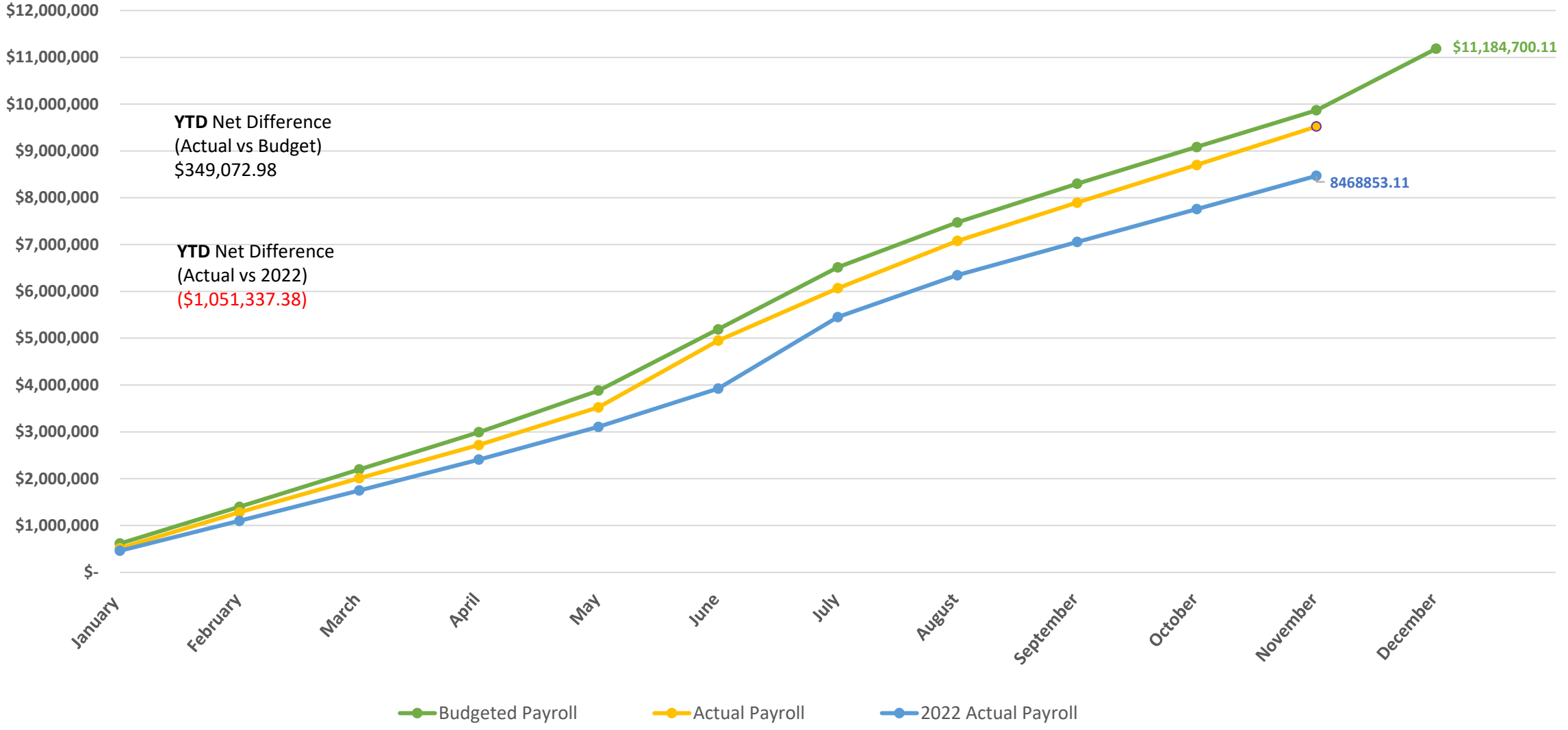
# Actuals 11/30/23

## CAPITAL FUND - Revenue/Expense Chart 2023



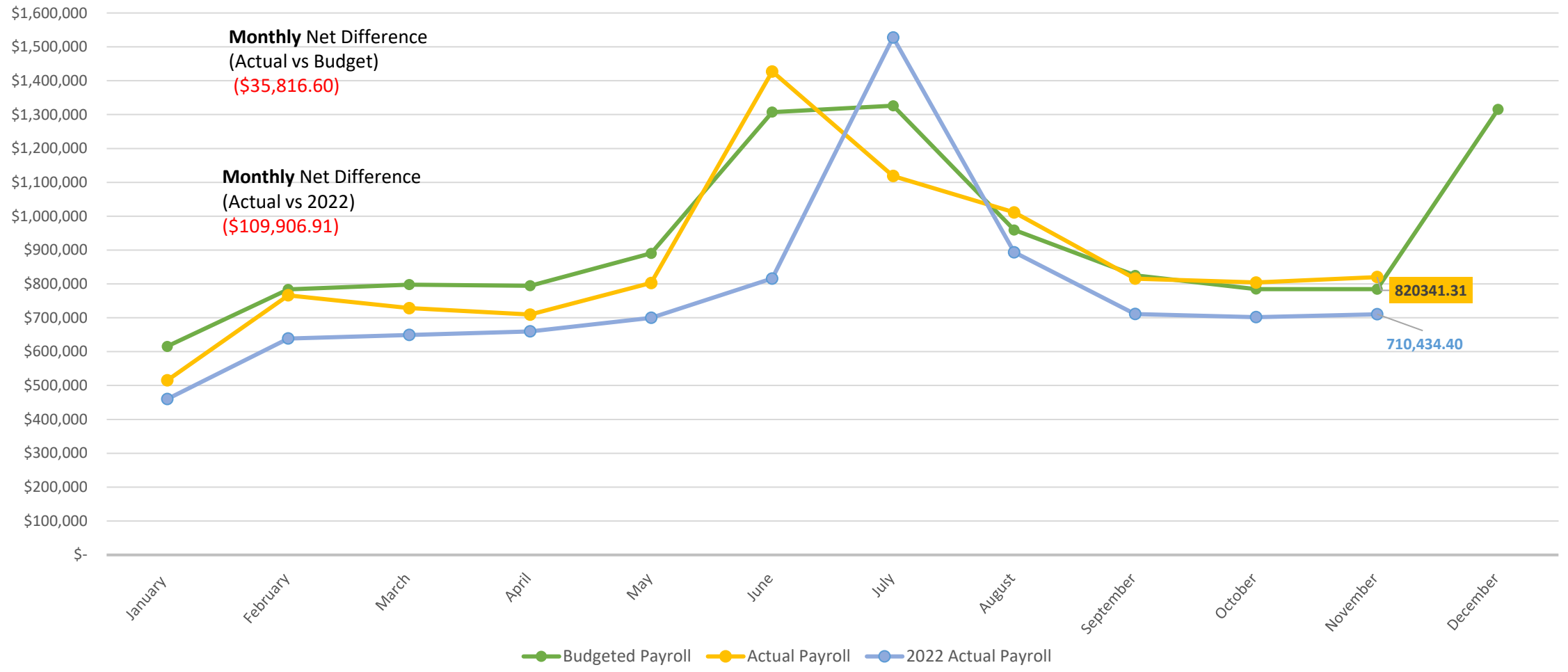
<b>Budgeted Revenue</b>	-	0.00	0.00	250,000.00	250,000.00	282,527.22	782,527.22	782,527.22	882,527.22	1,162,527.22	1,162,527.22	1,162,527.22	2,155,172.43
<b>Budgeted Expense</b>	-	79,968.00	1,194,615.74	2,745,264.00	4,359,597.00	5,842,487.00	7,056,405.00	7,680,812.00	8,498,452.00	10,208,279.00	11,429,322.00	12,555,124.00	13,319,642.00
<b>Actual Revenue</b>	-	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	340,709.89	540,803.90
<b>Actual Expense</b>	-	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	7,013,708.55	9,815,997.41

# Cumulative 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	407,178.13	
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	413,163.18	
Payroll 3						540,676.86						
Total Payroll (Actual) <span style="color: green;">▲</span>	515,424.06	1,281,886.00	2,010,457.48	2,720,072.67	3,522,855.71 <span style="color: green;">▲</span>	4,950,151.32	6,068,692.87	7,080,052.09	7,895,592.17	8,699,849.18	9,520,190.49	
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	353,521.83	
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	356,912.57	
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 <span style="color: green;">▲</span>	5,451,824.29	6,345,379.90	7,056,625.67	7,758,418.71	8,468,853.11	

# 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	407,178.13	
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	413,163.18	
Payroll 3						540,676.86						
<b>Total Payroll (Actual)</b>	<b>515,424.06</b>	<b>766,461.94</b>	<b>728,571.48</b>	<b>709,615.19</b>	<b>802,783.04</b>	<b>1,427,295.61</b>	<b>1,118,541.55</b>	<b>1,011,359.22</b>	<b>815,540.08</b>	<b>804,257.01</b>	<b>820,341.31</b>	<b>-</b>
<b>Budgeted Payroll</b>	<b>615,482.86</b>	<b>783,779.87</b>	<b>797,848.70</b>	<b>794,700.21</b>	<b>890,160.45</b>	<b>1,307,461.47</b>	<b>1,326,154.84</b>	<b>959,226.17</b>	<b>825,267.39</b>	<b>784,656.80</b>	<b>784,524.71</b>	<b>1,315,436.64</b>
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	353,521.83	
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	356,912.57	
2022 Payroll 3							524,469.48					
<b>Total Payroll (Actual)</b>	<b>460,060.18</b>	<b>638,797.72</b>	<b>649,499.79</b>	<b>659,723.56</b>	<b>699,913.12</b>	<b>815,854.09</b>	<b>1,527,975.83</b>	<b>893,555.61</b>	<b>711,245.77</b>	<b>701,793.04</b>	<b>710,434.40</b>	<b>-</b>



# Memorandum

To: Park Board of Commissioners

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

Date: December 13, 2023

Subject: **2024 Proposed Budget and the Budget and Appropriation Ordinance**

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## Summary

Staff is pleased to present the proposed 2024 Park District of Highland Park Budget for consideration by the Board of Park Commissioners. This budget represents the calendar year January 1, 2024, through December 31, 2024. The Finance Committee reviewed the proposed budget in detail at the Finance Committee meetings held on November 14, 2023, and December 7, 2023.

Per park district code “The governing body of each park district shall, within or before, the first quarter of each fiscal year, adopt a combined annual budget an appropriation ordinance.” The purpose of today’s presentation is to gain consensus from board members to move forward and lay the budget down for a period of thirty days so that the public may review it.

After that period has expired, there will be a hearing for the public on January 31. Later that evening, the Budget will be presented to the Board for approval of the Budget, and the Budget and Appropriations Ordinance. Upon approval, the budget will be certified by the county.



# 2024 Budget

December 31, 2024

Park District of Highland Park  
Highland Park, IL





## **Park District of Highland Park**

### **2024 Annual Budget**

Fiscal Year January 1, 2024 - December 31, 2024

#### **Park Board of Commissioners**

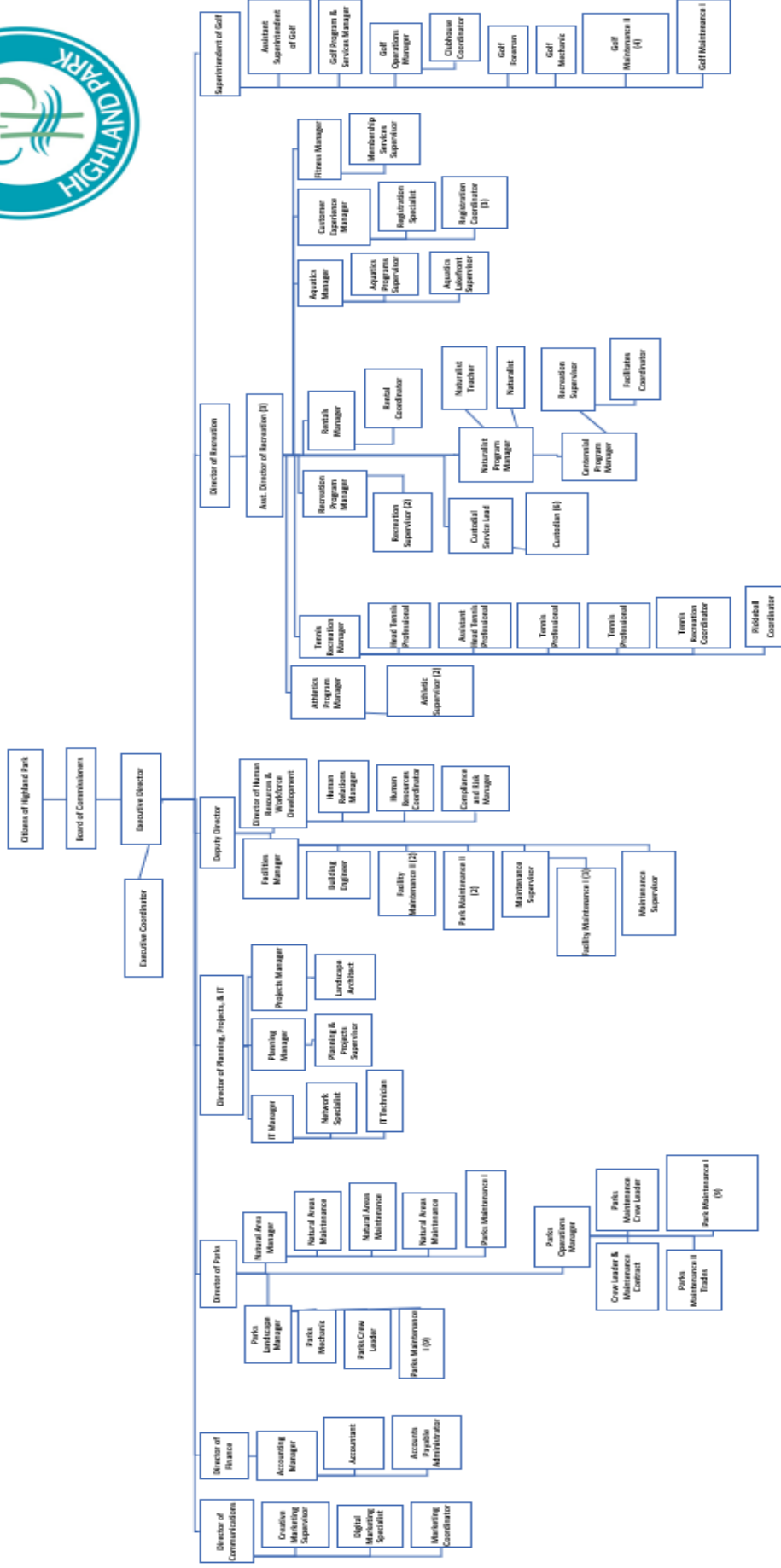
Terry Grossberg, President  
Jennifer Freeman, Vice-President  
Calvin Bernstein, Commissioner  
Brian Kaplan, Commissioner  
Barnett Ruttenberg, Commissioner

**Park District of Highland Park**  
**West Ridge Center**  
**636 Ridge Road**  
**Highland Park, IL 60035**  
**847 831-3810**  
*[pdhp.org](http://pdhp.org)*



# Organizational Chart

Full Time Employees  
January 2024



Approved: \_\_\_\_\_

Executive Director

Date: \_\_\_\_\_

**Park District of Highland Park**  
**Table of Contents**

<b>SUBJECT</b>	<b>PAGE</b>
Organizational Chart	3
Mission, Values	5
District Profile	6
Budget Message	9
Future Planning	
GreenPrint 2024	12
Values Driven Strategic Plan	16
Annual Work Plan	18
Operations Overview	
Fund Structure	23
Budget Guidelines, Process, Policies	24
Debt Position	29
Tax Funding	32
Capital Analysis	34
2024 Budget Analysis	35
Administration Function	44
Parks Function	48
Recreation Function	49
Appendix A - 2024 Capital Projects	62
Appendix B - Five Year Capital Replacement	65
Appendix C - Compensation Plan	66
Appendix D - Employee Statistics	67
Appendix E - 2024 Potential Fees per Center	68
Appendix F - Glossary	75
Budget & Appropriation Ordinance 2024 - 1	77



## Park District of Highland Park

### **Mission:**

To enrich community life through healthy leisure pursuits and an appreciation of the natural world.

### **Values:**

**Welcoming:** We welcome everyone, fostering supportive relationships through positive interactions that appreciate the best in others and create a sense of belonging.

**Extraordinary:** We aspire to provide extraordinary experiences by thinking creatively, creating personal interactions, and delivering unique services that positively impact lives.

**Caring:** We care about our relationships with others, as well as sustaining and improving our material, financial and natural resources, through best practices that foster trust and ensure long term health, safety, and wellbeing.

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## Park District of Highland Park

**Established:**

The Park District of Highland Park, established in 1909 and located in the City of Highland Park, Illinois along the north shore of Lake Michigan, was shaped by progressive people such as Everett Millard, Julius Rosenwald, Jens Jensen, May T. Watts, Jesse Lowe Smith, and others. Their belief in protecting open space and providing recreation for all the people of Highland Park is as relevant today as it was over a century ago.

The Park District, originally named the Highland Park East Park District, took its current name in 1935. In 1973, the District began recreational programming. Today, the Park District manages over 800 acres of land, operates eleven facilities, and offers approximately 2,690 recreation programs. Neighborhoods throughout Highland Park enjoy proximity to parks and open space, offering both recreation and solitude only nature can provide. According to the Trust for Public Land, 95% of Highland Park residents enjoy living within a 10-minute walk to a local park - well above the national average of 55%. Additionally, 7% of Highland Park's city land is used for parks and recreation.

**Governance:**

A five-member volunteer Board of Commissioners establishes policy, strategic direction, and creates ordinances that govern the District. Commissioners serve staggered terms of six years with elections every two years. The Board is responsible for creating the vision and long-term direction of the Park District, electing Board officers, appointing the Executive Director, Park Board attorney and auditor. Each Commissioner serves as a liaison to the District's internal and advisory committees. The Park Board generally meets on the fourth Wednesday of each month and usually holds a workshop (meeting of the whole) on the second Wednesday of the month.

President Terry Grossberg leads the present Park Board. Vice-President Jennifer Freeman, and Commissioners Calvin Bernstein, Brian Kaplan, and Barnett Ruttenberg are the other current Board Commissioners.

**Boundaries:**

The Park District is located approximately 25 miles north of Chicago and serves the City of Highland Park, and small portions of the Town of Fort Sheridan and the Village of Deerfield.

**Population:**

According to the most recent available information, the Park District serves a population of 30,163.

**Demographics:**

The Park District serves a highly educated (76% of residents have post-secondary degrees) community with a median household income of \$153,226 and a median age of 47 years. The Park District of Highland Park has approximately 12,079 housing units.

**Real Estate:**

The 2023 (tax year 2022) Equalized Assessed Valuation (EAV) of real estate is \$2,648,118,776.

**Tax Rate:**

The 2023 tax rate is .61 per \$1,000 of assessed value.

**Fiscal Year Budget:**

The fiscal year begins on January 1 and concludes on December 31. The total operating budget for 2024 is \$22.7 million. Additionally, capital improvement and repair budget is \$11.8 million, the debt retirement budget is \$3.4 million and the budget for inter-fund transfers is \$5.3 million.

**Debt Rating:**

The Park District currently holds a Aaa rating from Moody's.

**Park Resources:**

The Park District owns and operates approximately 800 acres of land in 44 park areas comprised of community parks, neighborhood parks, play lots, dog parks, lakefront beaches and passive parks. The Park District assists other units of local government in maintaining their property.

**Programs/Facilities:**

The Park District provides a full range of indoor and outdoor activities. Major recreation programs include summer camps, ice skating, athletics, tennis, golf, and aquatics. All told, the Park District offers approximately 2,690 distinct programs during a fully operating year. Park District events include larger annual events each season and hundreds of smaller events throughout the year.

The Park District partners with other local governments such as the City and local school districts that provide facilities for Park District use or to effectuate savings and efficiencies.

Unique facilities include the Sunset Valley Golf Club, Deer Creek Racquet Club, Centennial Ice Arena (includes gymnastics), Hidden Creek AquaPark, the Recreation Center of Highland Park, Heller Nature Center, Park Avenue Boating Facility, Rosewood Beach Interpretive Center, West Ridge Center, and the Highland Park Golf Learning Center. The parks offer a variety of amenities including playgrounds (39), walking and biking paths (20 miles), indoor/outdoor tennis courts (32), pickleball courts (25), basketball courts (16), disc golf courses (2), off-leash dog parks (3), and sports fields (23). More than 250 acres of the Park District's property are considered natural areas of prairie, woodlands, and ravines.

Further clarifying tennis and pickleball courts: The District has 21 designated tennis courts, 18 designated pickleball courts and 7 dual-use tennis/pickleball courts. Additional details on basketball courts: Total quantity of outdoor courts factoring in half courts vs. full courts, there is a total of 10.5 courts. Mixed-Use Fields include 4 at Cunniff, 1 at Kennedy, 4 at Fink, 1 at Lincoln, 8 at Olson, 2 at Sunset, 2 at West Ridge, and 1 at Woodridge.

Integral to Highland Park are the beaches. Ten percent of all of Illinois' Lake Michigan shoreline is within Highland Park. The District maintains four public park beaches that offer public access to this magnificent shoreline.

The Park District is a vital part of the community and pays close attention to meeting the needs of all its residents. As the population changes, the Park District adjusts its program offerings and customer service to meet the changing needs, resulting in increased goodwill within the community. For example, in 2019 the District conducted a thorough, statistically valid, Community-wide Attitude and Interest Survey.

The Park District is a member of the Northern Suburban Special Recreation Association (NSSRA) - providing recreational activities for residents with special needs.

**Staff:**

The Park District has an appointed Executive Director responsible to the Board of Commissioners for the administration of the District along with 118 full-time staff members at full employment. The District employs several hundred part-time, seasonal, and temporary employees. Staffing is organized into three areas: **Administration** (which includes the Executive Director’s support staff, Planning and Information Technology, Finance, Human Resources and Risk Management, and Communications and Marketing); **Parks and Natural Areas** and **Recreational Services**.

The Park District benefits from hundreds of hours of volunteer time from residents, school and community groups, as well as contributions from the Parks Foundation of Highland Park.

**Affiliations:**

The Park District of Highland Park is a member of the National Recreation and Parks Association (NRPA), Illinois Park and Recreation Association (IPRA), and the Illinois Association of Park Districts (IAPD).

**Contact:**

Park District of Highland Park, 636 Ridge Road, Highland Park, IL 60035.  
Phone 847-831-3810. Email: [info@pdhp.org](mailto:info@pdhp.org).

DRAFT



636 Ridge Road  
Highland Park, IL 60035  
847.831.3810 | pdhp.org

January 24, 2024

Board of Commissioners  
Park District of Highland Park  
Highland Park, Illinois 60035

Dear Commissioners:

Park District staff proudly present the Park District of Highland Park's 2024 Budget. The Park District philosophy is to offer diversified leisure programs, activities, and quality facilities ensuring that all citizens have an equal opportunity to take advantage of these services. Staff is mindful that it must do so while at the same time responsibly balancing costs.

The District remains financially healthy and it will continue working through its long-range master plan (GreenPrint 2024).

The District continues to plan for a future multi-purpose recreation and administration building addressing the aging West Ridge Center. Completion of the project is expected sometime in 2026. Additionally, the District plans to issue roughly \$5.5 million in general obligation limited tax park bonds in July of 2024. The prior bonds were structured to permit the issuance of these bonds in 2024 so that they would fit into District debt limitations while causing minimal impact to taxpayers in the District. They are part of the overall GreenPrint 2024. The bonds will be used to fund the extensive capital projects slated for 2024 and beyond, as shown in Appendices A and B.

The District closed the boat launch at Park Avenue September 6, 2022 and began the removal of the launch and barge. The new launch and barge opened May 26, 2023. The project was funded by the District, debt (to be repaid by operations), donations and grants. In early 2022, it was discovered that the Centennial Ice Arena ice rink suffered a concrete heave and the facility had to be closed on May 27, 2022, for the rest of the year for repair; gymnastics was moved to Lincoln School. During rink repairs, the District moved forward with renovations to the lobby and parking lot as planned. The ice rink resumed operations on March 21, 2023.

The District's operational focus in 2023 was continued recovery from the COVID-19 pandemic. The Recreation Center saw tremendous growth in memberships and personal training. Sunset Valley Golf Club and Deer Creek Racquet Club continued to exceed expectations regarding patron usage. Pickleball is the latest recreation trend and the District responded with the conversion of tennis courts at Danny Cunniff Park to pickleball courts. Finally, on August 30, 2023, a Request for Proposal for Recreational Services of an Enterprise Facility at 2205 Skokie Valley Road (commonly known as Lot 3) was issued by the District. Three responses were received; none from the current licensee. As such, the District expects significant changes to occur at the site in late 2024 or early 2025.

This year's July 4 was a different day from the traditional celebration. The District worked collaboratively with City, State, and Federal officials to develop events and activities focused on our community while allowing community members the opportunity to participate in what was most comfortable and meaningful for them. Instead of a parade, the day began with a remembrance ceremony at City Hall, followed by a community walk following the 2022 parade route. An Independence Day Community Picnic was hosted by the Park District at Sunset Woods Parks, which included live music. Family friendly activities were provided by nine local organizations, and food and refreshments were provided from food trucks. No employee was required to work at the community walk that replaced the traditional parade and the festival at Sunset Woods Park was run primarily by community member volunteers. 2024 Independence Day activities are still being determined.

All Park District departments use the Budget as a planning tool in effort to provide mission critical services and accomplish goals outlined in the Annual Work Plan. The Budget is also a management tool. Financial activity is reviewed regularly throughout the year, allowing for necessary adjustments to operations as needed to ensure the enrichment of community life for all residents.

### **2024 Budget Overview**

The General, Special Recreation and Recreation Funds anticipate a combined operating surplus, before transfers, of \$3,310,705. Of that surplus, \$3,600,000 will be transferred to the Capital Projects Fund and an additional \$1,674,800 to Debt Service. A bond issuance of \$5,500,000 is anticipated in July. Debt payments total \$3,362,600, while capital expenditures total \$11,842,489, resulting in a planned Districtwide deficit after debt and transfers of \$3,775,457. The transfer of \$3,000,000 from the Recreation Fund to the Capital Projects Fund follows the guidelines of the Fund Balance Policy.

Projects scheduled for 2024 in the Capital Plan include replacement and repair of mission critical equipment and infrastructure throughout the Park District as well as GreenPrint 2024 initiatives. These projects and initiatives take into consideration replacement schedules, ADA compliance, and community needs. Some of the larger projects planned for 2024 include Sunset Woods Master Plan Phase 1 project: revitalized skate park and new wheel friendly plaza, multi-use basketball court, and game area; implementation of the Site Master Plan phase 1 at Park Avenue, Baseball Field Renovations at Larry Fink Park, golf cart fleet purchase, repair/replacement of three major parking areas throughout the District, including the Recreation Center of Highland Park, Deer Creek Racquet Club, and the south storage pad adjacent to the North Shore Yacht Club. The District will also refresh two neighborhood playgrounds, Port Clinton Park and Old Elm Park.

### **A summary of the 2024 budget:**

- Capital expenditures are approximately \$11.8 million
- Operating expenditures are approximately \$22.7 million
- Consolidated expenditures, including operations, debt, and capital, are approximately \$37.9 million
- Tax support for the 2024 fiscal year represents approximately 53% of total revenues

### **New for 2024**

In effort to remain both fiscally responsible and strategic in the delivery of services to the community, staff anticipates continued development and implementation of a Values Driven Strategic Plan, working toward submission for the Distinguished Accreditation award in 2025, developing an HR performance management system, implementing an HR intranet system, and conducting a comprehensive employee engagement survey. The District will continue to collaborate with the Parks Foundation and a fundraising consultant to support Capital Campaign Fundraising.

**Acknowledgements**

The 2024 budget is a collaborative effort that involves supervisors, managers, and support staff, throughout the District. Administration, specifically the Finance Office, is responsible for its final preparation as well as the preparation, filing and distribution of the Budget and Appropriations Ordinance. The Budget will be reviewed continuously during the year and could not have been accomplished without the efforts of Park District staff and the support of our Park Board Commissioners.

Respectfully submitted,

Brian Romes  
Executive Director  
Park District of Highland Park

Mari-Lynn Peters, CPA  
Director of Finance  
Park District of Highland Park

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## FUTURE PLANNING

The District utilizes various mechanisms to stay on course, including the GreenPrint 2024 Comprehensive Master Plan, five-year capital plan and Values Driven strategic plan. The plans work together to ensure the District has a road map designed to exceed resident and customers' expectations by delivering extraordinary experiences within its parks and facilities, as well as through its programs and services.

### **GreenPrint 2024**

Adopted by the Park Board of Commissioners in December 2015, GreenPrint 2024 is the District's comprehensive master plan representing a vision for the District. It guides future facility and program development through 2024. Two tracks of capital projects were identified in the plan, to be completed over a 10-year period.

GreenPrint 2024 recommends ongoing Park Board evaluation of the identified priority projects, including capital development initiatives, recognizing that fiscal and economic conditions may require adjustment to the suggested priorities and associated timelines. It further clarifies that the GreenPrint 2024 master plan is a living document, and as civic, economic, and demographic conditions change, the plan should be flexible to allow the Board the ability to adjust the course of its plan to accommodate what is best for the community. In Spring 2019, the District conducted a community-wide attitude and interest survey. This statically valid survey, nearing the half-way point in the master plan, presented an optimal opportunity to review GreenPrint 2024 priority projects.

The GreenPrint Review Report provides an overview of the review process and amendments to GreenPrint 2024. The amendments were presented and approved by the Park District Board of Commissioners in January 2020.

### **Projects Completed**

Parks Foundation Established (established 2016)  
Recreation Center of Highland Park Fitness Renovations (Completed 2017)  
Parks and Golf Maintenance Facility (Completed 2018)  
Sunset Valley Golf Club – Course Renovations (Completed 2018)  
Sunset Valley Golf Club - Clubhouse Renovations (Completed 2018)  
Conversion of The Preserve of Highland Park (Completed in 2022)  
Sunset Woods Playground Renovation and Site Master Plan (Completed in 2022)  
Centennial Ice Arena Renovation (Completed in 2023)

### **Projects in Progress**

Planning and Design for Construction of Multi-Purpose Facility (addressing West Ridge Center)  
Sports Field Master Plan (Synthetic Turf Field Construction)



## Land Management Plan

The Land Management Plan is a demonstration of thoughtful collaboration between the various land managers at the Park District of Highland Park and is intended to serve as a foundation for future efforts to improve land management at the District. The recommendations aim to improve operational efficiency and the quality of Park District parks. This plan seeks to benefit the entire community and ensure that our parks will be enjoyed by future generations.

The land management planning effort was initiated as a result of The GreenPrint 2024 Plan which recommended the creation of a Land Management Plan. The resulting plan covers 9 major topics: Park Maintenance, Stormwater Management, Lakefront Maintenance, Natural Areas, Park Inventory, Real Estate, Park Amenities, Connectivity, and Cultural Resources.

- Park Site Plans

In keeping with the Park District's strong foundation in planning and track record of plan implementation, the Park District is embarking on the Park Site Plan initiative. The Park Site Plan initiative is in response to goals and objectives established in GreenPrint 2024 and the Land Management Plan. The plan will evaluate the Park District's outdoor parks based on Park District standards to then offer recommendations for park improvements. The intent of the initiative is to support the ongoing goal of meeting community expectations as well as inform short- and long-range budgeting and capital planning. Each park will be evaluated for capacity on a neighborhood scale, access, quality, and experience to compare existing conditions with District standards to identify gaps and possible opportunities for improvement unique to each site. The park evaluations and recommendations will be revisited on a recurring basis to stay up to date.

- Sunset Woods Site Master Plan

The Sunset Woods Park Master Plan recognizes Sunset Woods as Highland Park's destination community park nestled in the center of town. The plan strives to consider the timeless park holistically and in the context of the Highland Park community and surrounding area. In partnership with the community, the Park District of Highland Park and the design consultant team developed a Master Plan to honor Sunset Woods Park and guide improvements over the next ten years. This planning effort is supported by the Park District's GreenPrint 2024 Plan.

The Sunset Woods Park Master Plan, approved in 2021, is conceptual and is used as a resource to guide future development and identify funding. The Park District applied for an Open Space Lands Acquisition and Development Grant (OSLAD) in the amount of \$600,000 to assist in funding components for the master plan. In 2023 the Park District was awarded \$600,000 for phase 1 of the Sunset Woods Master Plan project. Phase 1 includes a new relocated skate park, wheel friendly plaza, multi-use basketball court, and game area. The project is expected to break ground summer 2024.

This year through community conversations at Lincoln Park, the Park District heard the neighbors concern for losing a 5-12 playground at the adjacent school and requested that the Park District consider including an elementary aged playground when the Lincoln Park Playground is redeveloped. In response, the Park District delayed the replacement of the tot lot and developed a community supported design to include a 5-12 playground. To fund the additional playground, the Park District applied for an Open Space Land Acquisition and Development Grant from the Illinois Department of Natural Resources. If awarded the requested \$600,000, the Park District will redevelop Lincoln Park to include an elementary playground, a pre-school playground, expanded basketball court, renovated paths, and improve the drainage for the athletic fields. The announcement of the award is expected in 2024. The project would be completed in 2025.

- Golf Learning Center Optimization Report

The intent of the Golf Learning Center Optimization Report is to improve financial performance while meeting community and regional recreational needs at the Highland Park Golf Learning Center facility. The

plan includes a comprehensive assessment and future recommendations that will be used to guide programs and investments. The recommendations address: the driving range, mini golf, building and general site connectivity, programming, operations, agreements and marketing strategy, relationship to the Dome and The Preserve, new amenities, capital improvements, and services.

On August 30, 2023, a Request for Proposal for Recreational Services of an Enterprise Facility at 2205 Skokie Valley Road (commonly known as Lot 3/Golf Learning Center) was issued by the District. Three responses were received; none from the current licensee. As such, the District expects large changes to occur at the site in late 2024 or early 2025.

### **Athletic Fields Master Plan**

The Park District provides both informal and programmed competition level sports fields at locations throughout the community. The District's Planning and Athletics Departments developed a comprehensive sports field master plan that addresses existing fields to meet current and projected program needs as well as explores potential new field configurations that would gain efficiencies in scheduling, program management, and tournament opportunities; ancillary amenities and infrastructure; maintenance; stormwater management, lighting, and utilities; as well as improved parking management strategies.

### **Lakefront Master Plan**

Our lakeshore, bluffs, ravines, and public parks physically define Highland Park. The Park District maintains four lakefront properties that offer public access to the magnificent shoreline: Millard, Moraine, Park Avenue Boating Facility, and Rosewood. Each lakefront property provides a unique mix of ecological, recreational, aesthetic, and educational value that is an integral part of the historical, cultural, and natural resources of Highland Park.

In 2007, the Park District, in collaboration with stakeholders, completed and began implementation of the 2007 Lakefront Master Plan – a roadmap for improvements at all lakefront parks, beaches, and ravine ecosystems. Since 2007, much has been accomplished along our lakefront. The updated plan builds upon recent accomplishments and ensures that the Lakefront Master Plan reflects current community priorities, as well as the changing landscape of the lakefront.

In 2018, Park District staff collected community feedback to determine priorities at Park District Lakefront properties. Since that time, staff have evaluated the comments and considered operational and physical improvements to reflect the community's current attitudes and interests, all while navigating and understanding the immediate complexities of our dynamic lakefront. The Lakefront Master Plan Update details the planning process, summarizes survey findings, and outlines recommended objectives and strategies to guide improvements, maintenance, and management of the Park District's lakefront properties. The recommendations are intended to guide lakefront operations, beaches, capital planning, and support possible future grant opportunities.

### **Park Avenue Site Master Plan**

The Park Avenue Site Master Plan was a recommendation of the Lakefront Master Plan Update. The purpose of the plan is to address key issues facing the site including: improvements to the yacht club building, enhancements for non-motorized boaters, and enhancements to the pedestrian connections to and through the park. This plan does not directly address the breakwater nor boat launch.

The plan builds upon other current and previous studies such as:

- 2007 Highland Park Lakefront Plan
- 2018 PDHP Community Input Surveys
- Beach Management Strategy Plan
- Smith Group Barge Replacement Study

- Capital Improvement Plan

In addition to previous studies and input, the Park Ave Site Master Plan initiative engaged the voice of additional stakeholders such as the North Shore Yacht Club, neighbors, and City of Highland Park leadership. This summary report presents a preliminary site plan direction that highlights numerous active and passive components of the plan to serve all members of the Highland Park community. In addition to needed infrastructure improvements that address visual and physical access to the lakefront, the plan seeks to balance parking and boat storage facilities along with improved open space and pedestrian amenities. This report also outlines a strategy for phase implementation, funding and management/ programming of the plan components that will be folded into the district's long-range capital plan.

The Park District was awarded Open Space Lands Acquisition and Development Grant (OSLAD) funding in the amount of \$400,000 to implement Site Master Plan Phase 1 Improvements. This project will make improvements to the north end of the property including improved pedestrian access, native landscaping, parking improvements and the addition of a beach boardwalk. Construction is expected to begin Spring 2024 and completed Fall of 2024.

### **Beach Management Plan**

In 2020 the Park District was awarded a grant from the Illinois Coastal Management Program to conduct a Beach Management Plan to recommend achievable operations and maintenance strategies to respond to climate change effects at Park District lakefront properties. The Park District worked with coastal engineers and regional experts to develop strategies tailored to each unique property. The Park Board of Commissioners adopted the plan in April 2021.

This beach management plan provides recommendations for protecting and managing the Park District of Highland Park's beaches, bluffs, ravines, and other lakefront properties at Moraine Beach, Park Avenue Boating Facility, Millard Beach, and Rosewood Beach. The recommendations provided in this plan are based upon an evaluation of the existing conditions found at the beaches, uses associated with the beach, and a review of lake and habitat conditions. This plan was developed with input from the Park District of Highland Park, regional experts, and regulatory agency coordination.

The purposes of this plan are to:

1. Preserve and protect long-term access and use of the beaches, bluffs, ravines, and other lakefront properties
2. Establish guidance for responses to significant storm events
3. Identify routine management strategies for sand, shorelines, beaches, bluffs, ravines, and ecological habitats at these lakefront properties
4. Outline expected agency approvals and permitting for beach, bluff, and ravine management

After two initial invitations for bids during the first half of 2022, that were unsuccessful due to weather conditions, contractor feedback, and high costs, the District went under contract following a third invitation for bid for the Millard Bluff Grading & Tree Removal project during the fourth quarter of 2022 with RES Environmental Operating Company. The project began in December of 2022 with the removal of more than 200 trees, many non-native or hazardous, to relieve the bluff face of heavy material and reduce the shade canopy. The second half of the work began in late March which included removing the topsoil from the top of the bluff, followed by bluff regrading to a 2:1 slope in three distinct sections, and the respreading of topsoil. Finally, in late May, seeding and plant plugs were installed with an erosion control blanket on all disturbed slope soils.

Following the completion of the contracted work, Parks & Natural Areas staff have maintained the temporary path to protect and allow for the growth of native plantings. Fencing is expected to remain, at a minimum, through the first half of 2024. Work will continue through the final months of 2023 with the planting of 18 replacement trees

throughout the park to fulfill the City’s original tree removal permit and the removal of the wooden, upper portions of the garden potting shed.

**Sustainability Plan**

The Park District of Highland Park embraces concepts of sustainable practices in its mission statement and in its Environmental Policy. From 1992 to 2015 the District’s Environmental Policy served as the primary document guiding sustainable efforts. In 2015, Park District staff developed the District’s first sustainability plan to identify strategies to achieve sustainability goals and better coordinate with City-wide priorities. The 2015 plan has since been used as an internal document guiding practices leading to quantifiable achievements in District operations. It was updated in 2018 and will be updated again in 2024.

**Capital Plan (Annual and 5-year)**

The Park District’s 5-year Capital Plan is approved annually, and reviewed throughout the year, to ensure critical repair and replacement projects, facility and park improvements, and GreenPrint Projects are identified and funded. The Plan is prioritized into 6 tiers summarized below:

- Tier 1: Safety/Legal Compliance
- Tier 2: Critical Repair/Replace
- Tier 3: Scheduled Replacement
- Tier 4: Improvement of existing Items
- Tier 5: New improvements
- Tier 6: Unfunded

Staff and Board work to maintain funding models that ensure resources exist to maintain current facilities through an annual replacement plan, continuing its progress with GreenPrint 2024 while identifying essential resources that provide life enriching facilities and programs to the community. This process, along with the Community-wide Attitude and Interest Survey completed in 2019, further directs items in the District’s Capital Plan.

**Values Driven Strategic Plan**

At the end of 2016, the District completed its 2012-16 Strategic Plan. As one of the top park districts in the state and an “Illinois Distinguished Agency” with a wide variety of outstanding programs, events, parks and facilities, it is important for the District to continue to be proactive meeting the community’s ever-changing demands for programs and facilities. In 2016, staff developed the 2016-2020 Strategic Plan incorporating new initiatives identified through a series of focus groups with staff and community representatives.

As the District completed nearly all initiatives outlined in the Strategic Plan, an update to the District’s Strategic Plan was completed in 2023. After redefining Park District Values in 2022, the District established a Values Driven Strategic Plan coinciding with updated District Values of Welcoming, Caring and Extraordinary.

The Park District’s Values Driven Strategic Plan provides direction on what operational Goals and Objectives we want to achieve to align our *operational perspectives* with our **Mission, Values** and **Vision**.

**Operational Perspectives:**

- **Customer** – Individuals and Groups that our Park District provides Mission Critical Services to
- **Team Member** – Individuals and Teams who deliver Mission Critical Services to Customers
- **Resources** – Assets that enable Team Members to deliver our Mission to Customers

**Values Driven Strategic Themes:**

- Build personal relationships
- Create inclusivity
- Deliver the extraordinary
- Empower our team
- Grow our team
- Value our Team
- Build and maintain trust
- Create a sustainable future
- Steward our resources

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## Annual Work Plan

The Park District’s Annual Work Plan is a compilation of annual goals derived from the above Park District planning documents and are financially reflected in the 2024 Budget.

<b>Related Park or Facility</b>	<b>Goal</b>	<b>Agency Plan Initiative</b>
Centennial	Replace dehumidification system	Capital Plan
Centennial	Conduct electrical upgrade	Capital Plan
D. Cunniff Park	Replace playground resurfacing and fence	Capital Plan
D. Cunniff Park	Conduct tennis court cleaning	Values Strategy Initiative
D. Cunniff Park	Continue to work with the Parks Foundation to implement a Fundraising Camptaing for Danny Cunniff Park Pickleball enhancements	Values Strategy Initiative
D. Cunniff Park	Develop a Site Master Plan at Danny Cunniff Pickleball Courts to include additional access control, new gates, and other site improvements to the pavilion and future considerations for a canopy and/or lights etc.	Values Strategy Initiative
Deer Creek Racquet Club	Replace peak fans	Capital Plan
Deer Creek Racquet Club	Conduct parking lot reconstruction and drainage improvements	Capital Plan
Deer Creek Racquet Club	Conduct locker room wet area renovation	Capital Plan
Deer Creek Racquet Club	Electrical Panel replacements	Capital Plan
Deer Creek Racquet Club	Develop business plan and SOP's for potential Pickleball facility at lot 3	Values Strategy Initiative
Districtwide	Conduct tree planting at The Preserve, Danny Cunniff, Larry Fink, Sunset Woods, Kennedy, and Olson Parks	Land Management Plan
Districtwide	Develop a Park District Cultural Arts Acquisition Policy and Procedure	Land Management Plan
Districtwide	Review and update the Park District Property Acquisition Policy	Land Management Plan
Districtwide	Develop and adopt inclusion standards including Universal Design	Land Management Plan
Districtwide	Update and evaluate initiatives associated with the Sports Field Master Plan	Sportsfield Master Plan
Districtwide	Continued conversion of landscaping power equipment to battery powered electrical equipment	Values Strategy Initiative
Districtwide	Update and renew the District's Sustainability Plan	Values Strategy Initiative
Districtwide	Develop and implement Planning Department performance tracking measures for Capital project costs	Values Strategy Initiative
Districtwide	Revise the IT onboarding/offboarding process	Values Strategy Initiative
Districtwide	Develop online facility booking system	Values Strategy Initiative
Districtwide	Reintroduce in district after school programs	Values Strategy Initiative
Districtwide	Relaunch customer experience training / committee and continue to embed PDHP Values	Values Strategy Initiative
Districtwide	Create a more welcoming user experience by implementing RecTrac Mobile capability	Values Strategy Initiative
Districtwide	Create a system for customer relationships management, loyalty, appreciation and retention by developing a Customeer Relationship Managemetn Program (CRM) and evaluating associated software.	Values Strategy Initiative
Districtwide	Continue to develop and improve a Performance Management and Annual Review Proeces for all full time and part time employees.	Values Strategy Initiative
Districtwide	Create standards, training and procedures for implementing employee goal management in Paycom	Values Strategy Initiative
Districtwide	Review and Identify Policies to integrate park district values	Values Strategy Initiative

Districtwide	Update SDS Sheets and establish a District-wide chemical management program	Values Strategy Initiative
Districtwide	Create a Welcoming, Caring and Extraordinary New Employee Onboarding process for all employee positions	Values Strategy Initiative
Districtwide	Administer Employee Engagement Survey; create action items from results with a goal of increasing employee engagement based on areas of improvement	Values Strategy Initiative
Districtwide	Achieve sponsorship goal of \$130,000	Values Strategy Initiative
Districtwide	Plan and organize groundbreaking and Grand Opening Events for Capital Improvement Projects including Sunset Woods Park, Fink Athletic field, Park Ave North, and West Ridge Center	Values Strategy Initiative
Districtwide	Continue to build relationships with local, state, and federal legislators	Values Strategy Initiative
Districtwide	Create processes and implement initiatives to eliminate paper documents and move to digital documentation	Values Strategy Initiative
Districtwide	Clean up and get ready for move/digitization of documents	Values Strategy Initiative
Districtwide	Digitization of basement documents	Values Strategy Initiative
Districtwide	Electronic vouchers and elimination of paper clutter	Values Strategy Initiative
Districtwide	Development and implementation of Facility Management Software	Values Strategy Initiative
Districtwide	Evaluate Cost Recovery Model for programs and services	Values Strategy Initiative
Districtwide	Create a system to evaluate work loads and staffing structure, examine strength assessment tools	Values Strategy Initiative
Districtwide	Develop 5-year tracking system for Distinguished Accreditation and begin tracking and use of Power DMS	Values Strategy Initiative
Districtwide	conduct a comprehensive review of our employee and Park District Policy Manual and be sure to integrate Park District Values. Consider using Power DMS to organize and share policies.	Values Strategy Initiative
Districtwide	Review and Update Employee Job Descriptions for all Full Time Staff Members	Values Strategy Initiative
Districtwide	Begin organization of Procedures that are associated with Park District Policy, ensuring they are consistent with Park District Values. Consider using Power DMS to organize and share procedures.	Values Strategy Initiative
District Wide/Annual	Conduct ADA audit	Capital Plan
District Wide/Annual	Conduct general tree removal	Capital Plan
District Wide/Annual	Complete District wide park sign replacement	Capital Plan
District Wide/Annual	Conduct parking lot and roadway striping improvements	Capital Plan
District Wide/Annual	Continue our DEI work - Create and implement four Spanish immersion programs by Winter 2024, with anticipation on increasing unique users by 30%	Values Strategy Initiative
District Wide/Annual	Create a tracking system for DEI initiatives specific to Recreation programs and events	Values Strategy Initiative
District Wide/Annual	Create a Fourth of July committee which includes all departments district wide	Values Strategy Initiative
District Wide/Annual	Create an annual training calendar to address employee growth and development and compliance training for Human Relations, Performance Management, Strength-Based Leadership, and Risk Management.	Values Strategy Initiative
District Wide/Annual	Develop employee team building initiatives focused on diversity, equity, inclusion, health, and wellness	Values Strategy Initiative
District Wide/Annual	Develop community based philanthropic campaigns that create equitable and inclusive experiences for people	Values Strategy Initiative
District Wide/Annual	Develop employee values and strengths training and recognition program built around CliftonStrengths	Values Strategy Initiative
District Wide/Annual	Submit DEI applications for state (IPRA/IAPD) and national (NRPA) awards and recognition	Values Strategy Initiative
District Wide/Annual	Develop 2025 Budget/Workplan for the Climate Task Force	Values Strategy Initiative

District Wide/Annual	Develop 2025 Budget/Workplan for employee values trainings and recognition through CliftonStrengths	Values Strategy Initiative
Founders Park	Upgrade landscaping	Land Management Plan
Heller Nature Center	Replace pond deck	Capital Plan
Heller Nature Center	Conduct ecological restorations	Land Management Plan
Heller Nature Center	Reintroduce Into the Wild Summer camp at the Yacht Club	Values Strategy Initiative
Hidden Creek Aqua Park	Conduct pool shell maintenance	Capital Plan
Hidden Creek Aqua Park	Conduct RPZ, valve and domestic feed replacement	Capital Plan
Hidden Creek Aqua Park	Resurface children's slide	Capital Plan
Hidden Creek Aqua Park	Resurface speed slide	Capital Plan
Hidden Creek Aqua Park	Replace body slide pump	Capital Plan
Highland Park Golf Learning Center	Replace utility vehicle	Capital Plan
Highland Park Golf Learning Center	Conduct roof replacement	Capital Plan
Highland Park Golf Learning Center	Implement and promote new golf programming with The Golf Practice	Values Strategy Initiative
Highland Park Golf Learning Center	Create a Business Plan for the development of a new Pickleball Facility at Lot 3	Values Strategy Initiative
Highmoor Park	Conduct ecological restorations	Land Management Plan
Kennedy Park	Conduct backstop removal and replacement	Capital Plan
L. Fink Park	Conduct baseball field renovation	Capital Plan
L. Fink Park	Design playground replacement (2-5 playground only)	Capital Plan
L. Fink Park	Continue to work with the Parks Foundation to close the fundraising gap for the Fink Baseball Field	Values Strategy Initiative
Millard Park	Relocate bluff path	Beach Management Plan
Millard Park	Conduct ecological restorations	Land Management Plan
Moraine Park	Conduct drainage improvements	Capital Plan
Moraine Park	Replace restroom building roof	Capital Plan
Old Elm Park	Conduct ballfield conversion	Capital Plan
Old Elm Park	Replace shelter roof	Capital Plan
Old Elm Park	Conduct playground replacement	Capital Plan
Park Avenue Beach and Boating Facility	Replace electric service for winch	Capital Plan
Park Avenue Beach and Boating Facility	Replace Fire Place	Capital Plan
Park Avenue Beach and Boating Facility	Implement Site Master Plan Phase 1 improvements	Capital Plan
Park Avenue Beach and Boating Facility	Conduct Phase 1 south storage pad repair	Capital Plan



Park Avenue Beach and Boating Facility	Optimize boat and water craft storage at Park Avenue Beach	Values Strategy Initiative
Parks-Equipment	Replace Ford F250 4x4 w/plow 126	Capital Plan
Parks-Equipment	Replace Ford F250 4x4 w/plow 127	Capital Plan
Parks-Equipment	Replace Ford F250 4x4 w/plow 128	Capital Plan
Parks-Equipment	Replace Hi Ranger Aerial Truck 870	Capital Plan
Parks-Equipment	Replace Ford Transit Connect Van 107	Capital Plan
Parks-Equipment	Replace Gold Star Trailer	Capital Plan
Port Clinton Park	Conduct playground replacement	Capital Plan
Port Clinton Park	Replace backstop	Capital Plan
Port Clinton Park	Conduct basketball court patch/color/stripe	Capital Plan
Recreation Center of Highland Park	Conduct roof repair	Capital Plan
Recreation Center of Highland Park	Conduct pool deck replacement	Capital Plan
Recreation Center of Highland Park	Replace sewage ejector pumps and controller	Capital Plan
Recreation Center of Highland Park	Replace parking lot lights and asphalt (50% of Cost)	Capital Plan
Recreation Center of Highland Park	Replace parking lot screening (50% of Cost)	Capital Plan
Recreation Center of Highland Park	Replace sand filter	Capital Plan
Recreation Center of Highland Park	Replace Sign (50% of Cost)	Capital Plan
Recreation Center of Highland Park	Conduct locker room improvements and wet area renovation	Capital Plan
Recreation Center of Highland Park	Conduct gymnasium fan addition	Capital Plan
Recreation Center of Highland Park	Upgrade/replace equipment	Capital Plan
Recreation Center of Highland Park	Collaborate with the City Senior Center to improve Senior Program Opportunities	Values Strategy Initiative
Recreation Center of Highland Park	Collaborate with Senior Center to develop program opportunities and share resources at RCHP	Values Strategy Initiative
Recreation Department	Review and update procedure manuals for all recreation program areas and ensure integration of PDHP Values	Values Strategy Initiative
Recreation Department	Consider extraordinary facility enhancements at Hidden Creek AquaPark and Rosewood Beach such as Cabana rentals, chair rentals, Stand Up Paddle/Kayak rentals, and improved food and beverage service.	Values Strategy Initiative
Recreation Department	Develop a programmatic training or template that adheres to district values	Values Strategy Initiative
Recreation Department	Develop a Business Plan for Gymnastics at the new West Ridge Center	Values Strategy Initiative
Rosewood Interpretive Center	Conduct fire suppression remaining sprinkler replacement	Capital Plan
Rosewood Interpretive Center	Replace Interpretive Center sound system	Capital Plan
Rosewood Park	Design playground replacement	Capital Plan
Rosewood Park	Conduct ecological restorations	Land Management Plan

Skokie River Woods Park	Conduct ecological restorations	Land Management Plan
Sunset Valley Golf Club	Replace Greens Bank Mower 1	Capital Plan
Sunset Valley Golf Club	Replace Triple V Verticutter (Fairways and Tees)	Capital Plan
Sunset Valley Golf Club	Replace Triflex Tee Mower 2	Capital Plan
Sunset Valley Golf Club	Purchase Widenmann Super 600 Utility Machine (aka Fescue Mower)	Capital Plan
Sunset Valley Golf Club	Conduct cart path replacement	Capital Plan
Sunset Woods Park	Investigate tennis court rebuild and clay court conversion to ssphalt	Capital Plan
Sunset Woods Park	Implement SW Master Plan Phase 1 improvements	Capital Plan
Sunset Woods Park	Plan for athletic and tennis lights	Capital Plan
Sunset Woods Park	Replace dugout roof	Capital Plan
Sunset Woods Park	Replace Field House roof	Capital Plan
Sunset Woods Park	Monitor oak tree health	Land Management Plan
Sunset Woods Park	Conduct ecological restorations	Land Management Plan
Sunset Woods Park	replace maintenance garage door	Capital Plan
Sunset Woods Park	Fundraise for Sunset Woods north-end garden	Values Strategy Initiative
Technology	Install two-way radio system	Capital Plan
Technology	Conduct facility camera replacement	Capital Plan
Technology	Replace network switches	Capital Plan
Technology	Install emergency speakers	Capital Plan
Technology	Conduct penetration testing	Capital Plan
The Preserve of Highland Park	Conduct Compton Avenue Trail Connection	Capital Plan
The Preserve	Conduct ecological restorations	Land Management Plan
West Ridge Center	Implement GreenPrint building replacement project	Capital Plan
Woodridge Park	Conduct patch/color/strip tennis court repair	Capital Plan
West Ridge Center	Continue to work with Security Consultant on Facility Assessment and implementation of suggested best practices for safety and security.	Values Strategy Initiative

## OPERATIONS OVERVIEW

### Fund Structure

The District uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. A fund is a grouping of related accounts that is utilized to maintain control over resources that are segregated for specific activities or objectives. All Park District funds are reported as governmental funds.

- **General Fund** is the general operating fund of the District and accounts for all revenues and expenditures of the District not accounted for in other funds.
- **Recreation and Special Recreation Fund** are special revenue funds used to account for the proceeds of specific revenue sources (generally property taxes) legally restricted to expenditures for specified purposes.
- **Debt Service Fund** is used to account for the accumulation of funds for the periodic payment of principal and interest on general long-term debt.
- **Capital Projects Fund** is used to account for financial resources to be used for the acquisition, renovation or construction of major capital facilities and replacement of capital equipment. Financial resources may be acquired through bond issuance, grants, and budgeted transfers from operations which are used for improvements to existing facilities, maintenance and upkeep of all parks, properties, natural areas, and new capital endeavors.

Within the General and Recreation Funds, operations are further broken down into Centers. Each Center accounts for a specific operation of the District.

General Fund Includes:	Recreation Fund Includes:	
<ul style="list-style-type: none"> <li>- Administrative</li> <li>- Communications</li> <li>- Park Maintenance</li> <li>- Planning</li> </ul>	<ul style="list-style-type: none"> <li>- Aquatics</li> <li>- Athletics</li> <li>- Camps</li> <li>- Centennial Ice Arena</li> <li>- Deer Creek Racquet Club</li> <li>- Heller Nature Center</li> <li>- Hidden Creek AquaPark</li> <li>- Highland Park Golf Learning Center</li> </ul>	<ul style="list-style-type: none"> <li>- Park Avenue Recreation Subfund</li> <li>- Recreation Center of HP</li> <li>- Rosewood Beach</li> <li>- Rosewood Interpretive Center</li> <li>- Special Events</li> <li>- Sunset Valley Golf Club</li> <li>- West Ridge Center</li> </ul>

Revenues and expenditures are categorized by *types* such as, program, camp, contractual, and salaries. General ledger numbers are linked to specific *types*, which are a compilation of several general ledger accounts. Throughout the budget, reports are presented by *type* categories.

This budget book is also divided by functional area. The Administration Function includes activity in the General Fund (exclusive of Parks), Special Recreation, Debt Service, and Capital Projects. The Parks Department is split from the General Fund and presented as a separate function. The Recreation Fund is presented in its entirety as the Recreation Function. However, as of January 1, 2022, the Park Avenue Boating Facility Recreation Subfund was created. While the subfund will still be tracked as a Cost Center, as it previously was, the subfund will be displayed separately in the Annual Comprehensive Financial Report (ACFR) in the Major Governmental Funds section. The subfund was created to track the profitability of the facility as \$2M of the \$17M debt issuance in 2021 was set aside for this property for the rebuild of the boat launch area. \$118,750 will be transferred from the subfund to the debt service fund each year, until the debt is repaid in 2041. Creating the subfund will establish a fund balance for the Center. It is anticipated that during the first few years of operations the fund balance will be negative but will gradually increase to a positive

balance after the first few years of operations. The District wants transparency for the Center as substantial public donations were made to help fund the project.

## **Budget Guidelines, Process, Policies**

### **Budget and Appropriation Ordinance**

The Budget and Appropriation Ordinance appropriates the monies necessary to cover the projected expenditures and liabilities the Park District expects to incur in its next budget year. The ordinance must be passed and approved before the end of the first quarter of each fiscal year and filed with the Lake County Clerk within 30 days of adoption. The ordinance is first prepared in tentative form and made available for public inspection for at least 30 days before the final action. Copies of the budget and ordinance will be available for public inspection at the Park District's administrative offices: West Ridge Center, 636 Ridge Road, Highland Park, IL 60035, and the District's website, [www.pdhp.org](http://www.pdhp.org). The District Board of Commissioners must hold at least one public hearing regarding the ordinance before it can take any final action on it. Notice of the public hearing must be given in a newspaper published in the district at least one week prior. The public hearing can take place as a separate meeting (hearing) before the Regular Meeting of the Park Board of Commissioners.

Along with a certified copy of the Budget and Appropriation Ordinance, the District includes anticipated revenue during the fiscal year covered by the ordinance. The District's Treasurer is responsible for certifying the revenue estimate. The ordinance outlines any probable expenditure of grant or development impact fees.

State law prohibits spending beyond the appropriations outlined in the ordinance at any time within the same fiscal year. After the first six months of the fiscal year, the Board of Commissioners has the authority to transfer items in any fund in the appropriation ordinance, with a two-thirds majority vote. Transfers cannot exceed 10% of the total amount appropriated for the fund or item that is having funds reallocated. The Board of Commissioners can amend the Budget and Appropriation Ordinance, using the same procedures followed when the ordinance was adopted.

### **Budget Planning Process**

Preparation of the 2024 Capital Plan (CP) and Operating Budget run parallel to one another during the budget process. Planning for Park District's CP began in the summer and resulted in a thoroughly researched list of project recommendations that are presented to the Board of Commissioners prior to the budget presentation. The 2024 CP summarizes operational projects that maintain facilities & parks along with projects that add new amenities desired by the community. The final 2024 CP for the fiscal year is presented in the Capital section of this document. The CP for 2024 and the succeeding four years was presented to the Finance Committee of the Board on October 17, 2023, and to the entire Board at the November 8, 2023, Workshop Meeting.

Detailed budgeting for program and operational budgets begins during the summer months. Departments meet individually, develop their budgets, and enter the information into the Park District financial software. In September, staff meets with their department heads, business office staff, and the Executive Director to finalize the draft document that was presented to the Finance Committee on November 14, and December 12, 2023, and then to the Board of Commissioners at the Park Board Meeting on December 13, 2023. The budget document will be laid down for public viewing for a period of 30 days after receiving consensus at this meeting.

## Public Meetings Schedule

9/19	Finance Comm.	Capital Budget Presented to Finance Committee
10/17	Finance Comm.	Levy Presentation
11/8	Workshop	Capital Budget Presented to the Board
11/14	Finance Comm.	Revisions to the Levy Presentation/Budget Presentation Review
11/15	Board Meeting	Truth in Taxation Resolution Approved
12/1	Publication	Tax Public Hearing Publication (Lake County News-Sun)
12/7	Finance Comm.	Revisions to Budget Presentation
12/13	Board Meeting	Tax Public Hearing, Pass Tax Levy Ordinance, Present Budget to Board
12/27	Taken to County	Tax Levy Filed with County (due last Tuesday of December)
1/11	Publication	Budget 2024 Hearing Publication
1/31	Board Meeting	Budget 2024 Public Hearing/Budget 2024 Approved
2/1	Taken to County	File 2024 Budget & Appropriation (due March 31)

## Budgetary Control

Park District policy requires the District to adopt a balanced operating budget. Under normal conditions, operating expenditures are less than the non-debt related real estate taxes and fees for services. Accumulated surpluses from operations are used to fund capital improvements after meeting its fund balance requirement. A budget reflecting a deficit, in which expenditures exceed revenues result only from discretionary spending approved by the Board of Commissioners for capital improvements or reserve reduction. Any other budget deficit would require Board resolution.

The Park District uses a detailed line-item budget for accounting expenditure control. Verification and approval of appropriation amounts occur prior to the expenditure. Each month, all individual account expenditures are compared to budget appropriations. To monitor budget performance and to make changes promptly, management receives monthly, year-to-date, and prior year reports detailing actual expenditures versus the budget. Ongoing expenditures are reviewed monthly by the Board and approved at the Regular Board Meeting. Any amendments to or creation of financial policies are presented to the Finance Committee for consensus and then presented to the entire Board of Commissioners for final approval.

## Expenditure Accountability

Staff presents a monthly budget variance report and statement of operations to the Board. Throughout the year, Park District staff gives special presentations to the Board highlighting the activity of a specific program or facility. The Board is provided updates on capital repair and replacement projects at Board meetings and workshops throughout the year.

## Operations

A series of financial policies and procedures which adhere to accounting standards outline processes for financial planning, treatment of revenue streams and control of expenditures. Program fees and taxes are proposed each year to exceed general operating expenses. The resulting operating surplus along with excess unrestricted reserves and debt management comprise funding for the Park District's Capital Plan (CP). Capital improvements are discretionary spending, while programs that benefit the community drive operating expenses.

## **Salaries and Wages**

A Classification and Compensation Plan was developed and approved on January 1, 2023, which forms the foundation of the compensation, recruitment, management and retaining of employees. Positions were evaluated based on the nature of work, essential duties, responsibilities, qualifications required and relative level of difficulty. Similar positions were grouped creating a classification structure.

Based on industry standards, salary ranges were determined for each classification. The administration of a classification and compensation plan is a continuous process, adapting to changing conditions. As part of the budget process, staff evaluate annually a set of market indicators and a survey of comparable entities to determine if pay ranges are still relevant and to create the recommended pay range adjustments. After pay range adjustments are made, then a recommendation is made for the annual merit budget.

For 2024, a 4% plus a 1% contingency full-time salary pool (merit/compensation contingency) increase is budgeted for all full-time employees. According to Park District Policy, every five years, a qualified third-party consultant shall review the entire Compensation Plan through a comprehensive study. Following the 2022 study, several initiatives were identified as recommendations from the third-party consultant. In 2023, from those study recommendations, the District developed a comprehensive compensation and classification plan. This plan included compression adjustments after an internal equity analysis was completed, procedures to evaluate market adjustments to pay scales as needed on an annual basis and the development of a new merit matrix to guide annual compensation, which is based on an open range merit system.

In 2023, a Part Time and Seasonal Compensation and Classification Study was completed. Part-time and Seasonal positions were classified by skill and pay ranges were defined. Both studies support the Employee Values Driven strategic theme and initiatives. Salaries are budgeted accordingly in the 2024 budget to adhere to minimum wage laws.

Salary ranges for both plans can be found in Appendix C.

## **Fund Balance Policy**

The Park District intends to maintain a prudent level of financial resources, when possible, to protect against revenue shortfalls or unpredicted expenses. These levels are defined in the District's Fund Balance Policy and fund balances are expected to be maintained at a level of three to roughly five months of budgeted expenditures for the General and Recreation funds, with a minimum target of 25%. The Special Recreation Fund has a minimum target of 15% of budgeted expenditures, with a target range of 20% - 30%.

## **Investment Policy**

During the year, excess funds are held in insured or collateralized Certificates of Deposits, U.S. Government Securities, and Money Market accounts. The securities held by the Park District are consistent with its Investment Policy and have been short-term in nature to provide operating cash as needed. The Park District's Investment Policy emphasizes safety of principal, authorized investments, and collateralization of deposits over return on investment.

## **Long-Range Planning**

The Park District values long-range planning. GreenPrint 2024, a 10-year comprehensive master plan, guides future significant capital improvements, program improvements, and operational improvements. As projects are completed, GreenPrint 2024 is reviewed and updated to reflect the District's changing needs. Staff and Board work collaboratively to review the plan annually and adjust, as necessary.

## **Mid-Range Planning**

The Values Driven Strategic Plan outlines mid-range and short-term operations planning and identifies initiatives or tasks to be completed by staff assigned committees. Completion of these initiatives will ensure fulfillment of strategic goals. Staff will continue implementing a Values Driven Strategic Plan and Annual Work Plan in 2024.

Each year the District reviews and revises its five-year Capital Plan (CP) that supplements the yearly budget to assist in determining future funding needs. The Board discusses the CP based on program and facility needs, community assessments, and an in-depth review of asset replacement schedules. Significant expenditure projects are anticipated, planned for, and tracked against project budgets.

## **Asset Inventory**

The Park District regularly updates and maintains its records of personal and real property owned. In 2013, the District undertook a massive inventory of all capital assets so that it may better evaluate its future needs in anticipation of GreenPrint 2024. Major capital assets, including recreation facilities, open recreation venues, and vehicle fleet are reviewed annually for repair proposals. Older facilities are reviewed to develop long-term plans for renovation or expansion.

## **Diversity of Revenue**

A combination of user fees, sale of merchandise, interest income and taxes provide funds for services. Property tax is one of the major sources of revenue for general operations. Each year the Park District can increase its levy for taxes in its operating funds by the CPI or 5%, whichever is lower. The CPI for 2024 (2023 tax year) is 6.5%. The proposed levy increase is based upon the 5% tax cap and new growth. Staff levies for a total above the tax cap to ensure all growth is captured, but only budgets for tax cap increase.

The District has little or no control over the diversity of the tax base except to participate in tax incentives from the City or County to attract or retain business. Taxes are assessed twice per year, late spring, and midsummer.

The Park District charges fees for recreation activities and subscribes to a policy of varied fees for those services. Nonresidents may be charged a higher rate for participation. Program and activity fees are reviewed and adjusted as necessary to meet changing operating costs and/or market conditions. Staff may set fees higher than operating costs if there are additional indirect costs, such as operating maintenance, administrative overhead, and use of capital assets. For most programs and facilities, management has adopted a policy of the excess of revenues over direct costs being equal to 30%; this is reflected in the Park District's Revenue Policy.

## **Infrequent Revenue**

The Park District occasionally receives revenue that cannot be relied upon for ongoing funding. Examples are grants, contributions to capital projects and development impact fees. The District continually explores grant opportunities to help defray costs of eligible projects. If grants or contributions are designated for a specific project, they are held for that project in the fund balance. It is important to note that one of the primary sources of grant revenue is the Open Space Land Acquisition and Development (OSLAD) program.

## **Other Revenue Opportunities**

The Sponsorship Program for special events, golf, athletics, and facilities continues to expand. The Sponsorship Program provides an opportunity for the District to build stronger relations with community businesses, while providing the sponsor with public facing opportunities.

The Parks Foundation of Highland Park was the first GreenPrint 2024 initiative to be completed in 2016. The Foundation is a not-for-profit corporation, guided by an executive board. The primary purpose of the Foundation is to secure and manage donations, gifts, and bequests in support of the District's programs, services, and facilities. For 2024, anticipated support from the Foundation will focus on funding for scholarships, athletic fields, and general fund donations. SMILE and FYI Grant-in-Aid supports participants who are experiencing economic difficulty, with participation scholarships. General fund donations can be used toward any appropriate program. Additionally, the Foundation utilized a non-profit coach to assist with fundraising education and efficiency. The District has also budgeted to work with a fundraising coach.

### **Debt Issuance**

The real estate tax base supports facility improvements, while program fees support recreation activities. Therefore, the costs associated with acquiring and improving long-term fixed assets are typically funded with the issuance of debt and/or accumulated surpluses from operations. The Park District reviews its existing obligation structure and future liability levels before making decisions to issue new debt. If the debt is to be issued, a BINA (Bond Issue Notification Act) hearing will be held, notification will be published in the local paper and posted on the Park District website. An adopted ordinance authorizing the bond issuance will be approved at a Board meeting and filed with Lake County.

The District plans to issue roughly \$5.5 million in general obligation limited tax park bonds in July of 2024. The prior bonds were structured to permit the issuance of these bonds in 2024 so that they would fit into the District's debt limitations, while causing minimal impact to taxpayers in the District. They are part of the overall GreenPrint 2024. The bonds will be used to fund the extensive capital projects slated for 2024 and beyond, as shown in Appendices A and B.

### **Forecasting**

Forecasting starts with certain assumptions based on management's experience, knowledge, and judgement, and then is combined with current financial information to provide a projection of future operations. Throughout the year, as information such as the Annual Comprehensive Financial Report, new legislation, or operational concerns become available, forecasting models are updated for management. At the fund level, focusing on the interrelationship of operations and capital, models are updated to support staff in planning to ensure both short and long-term goals are met.



## DEBT POSITION

### Overview

Each year the District invests its capital resources in projects to maintain and/or improve existing infrastructure or fund new infrastructure. The Board of Commissioners adheres to a philosophy that facility improvements will be provided from the real estate tax base and program fees will support the costs of operating the recreation activities. If there is an operational surplus after expenses, the appropriate amount is transferred to capital. Therefore, costs associated with acquiring and improving long-term fixed assets are met with the issuance of debt. Before deciding to issue new debt, the Park District reviews the existing obligation structure, current and projected surplus from operations, and future liability levels.

With the challenges inherent in funding GreenPrint 2024, the District began to use additional approaches available to the Park District. In 2016 and 2017 the District issued debt to assist in funding GreenPrint 2024. That was followed up with an issuance in 2020 of \$7.3 million in bonds. To pay these bond issues back, the District now uses its annual DSEB levy. In 2024, the District plans to issue roughly \$5.5 million in general obligation limited tax park bonds. Prior bonds were structured to permit the issuance of these bonds in 2024 so that they would fit into the District's debt limitations, while causing minimal impact to taxpayers in the District. They are part of the overall GreenPrint 2024. The bonds will be used to fund the extensive capital projects slated for 2024 and beyond, as shown in Appendices A and B.

The District utilizes a tiering method for prioritizing all capital projects. Capital Project Tiers 1 – 3 are considered maintenance projects and Tiers 4 – 5 are considered improvements. Furthermore, Tier 1 is most critical because the project is for safety/legal compliance. Tier 2 is for critical repair. Tier 3 is for scheduled replacement. Tier 4 is to improve an existing item. Tier 5 is for new items. It is recommended that items are tiered for each year of the capital plan in order to stay focused on the most urgent needs. Tier 6 is for unfunded projects. These capital improvement projects either require additional planning, have not yet been approved by the Park Board, or require additional funding.

In the past, Park District leadership took a "just in time" approach to debt issuance. However, the current interest rate climate combined with the District's long-term capital plan informs the decision to do more long-term debt analysis.

Currently, the District has one debt certificate outstanding: General Obligation Limited Tax Debt Certificates, Series 2021. The certificates were issued in 2021 to refund the 2012 and 2013 issuances and address a multitude of projects listed in Appendices A & B and to replace the breakwater and boat launch at Park Avenue (\$2M). If the aforementioned projects do not come to fruition or come in under budget, the funds from the debt issuances will be used to fund other capital projects in the capital projects plan. To pay for debt certificates, the District transfers from the General and Recreation funds appropriate surplus amounts to the Debt Service fund.

Real estate taxes received for debt retirement pass through the Debt Service Fund, supporting the General Obligation Bond issuances. Interest payments will be made during June and December. Principal payments will be made in December.

The Park District has maintained its Aaa bond rating from Moody's Investors Service. Moody's cites a tax base characterized by above average wealth issues, sound financial operations bolstered by ample reserves, and a manageable debt position as reasons for the rating.

### Debt Limit

The Park District’s permanent statutory debt limit is 2.875% of the Equalized Assessed Valuation of all taxable property located within the boundaries of the District. Bonds are not included in the computation of statutory indebtedness unless taxes levied to pay for such obligations are extended.

**General obligation indebtedness:**

<b>General Obligation Ltd Tax</b>			
<b>Park Bonds Series 2017</b>		<b>Maturity Date: December 15, 2028</b>	
<b>Estimated Principle Outstanding at 12/31/2023 \$3,200,000</b>			
FISCAL YEAR	PRINCIPAL	INTEREST	TOTAL
2024	915,000	96,000	1,011,000
2025	855,000	68,550	923,550
2026	835,000	42,900	877,900
2027	510,000	17,850	527,850
2028	85,000	2,550	87,550

<b>General Obligation Ltd Tax</b>			
<b>Park Bonds Series 2020</b>		<b>Maturity Date: December 15, 2033</b>	
<b>Estimated Principle Outstanding at 12/31/2023 \$5,370,000</b>			
FISCAL YEAR	PRINCIPAL	INTEREST	TOTAL
2024	485,000	190,300	675,300
2025	--	166,050	166,050
2026	--	166,050	166,050
2027	275,000	166,050	441,050
2028	700,000	152,300	852,300
2029	735,000	117,300	852,300
2030	760,000	95,250	855,250
2031	780,000	72,450	852,450
2032	805,000	49,050	854,050
2033	830,000	24,900	854,900

**General Obligation Ltd Tax****Debt Certificate 2021****Maturity Date: June 15, 2041****Principle Outstanding at 12/31/2023 \$18,030,000**

FISCAL YEAR	PRINCIPAL	INTEREST	TOTAL
2024	975,000	699,800	1,674,800
2025	1,025,000	651,050	1,676,050
2026	1,075,000	599,800	1,674,800
2027	1,130,000	546,050	1,676,050
2028	1,185,000	489,550	1,674,550
2029	1,245,000	430,300	1,675,300
2030	1,310,000	368,050	1,678,050
2031	790,000	302,550	1,092,550
2032	810,000	278,850	1,088,850
2033	835,000	254,550	1,089,550
2034	860,000	229,500	1,089,500
2035	885,000	203,700	1,088,700
2036	910,000	177,150	1,087,150
2037	940,000	149,850	1,089,850
2038	970,000	121,650	1,091,650
2039	995,000	92,550	1,087,550
2040	1,020,000	62,700	1,082,700
2041	1,070,000	16,050	1,086,050

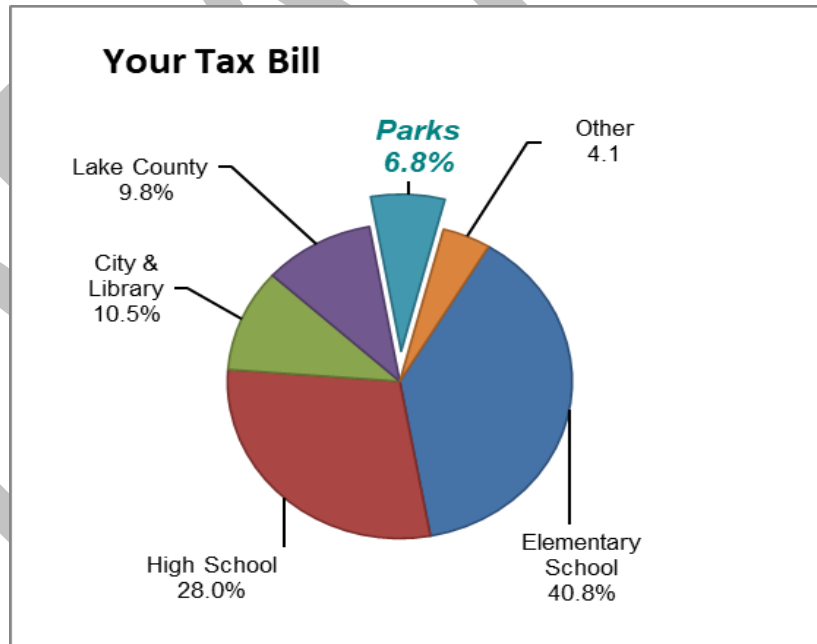
## TAX FUNDING

The Levy Ordinance, which details the property tax request by fund, was presented and approved by the Park Board of Commissioners on December 13, 2023. The District is subject to two sets of tax limits: **rate limits** on the maximum rates that can be levied for a particular purpose or fund and **tax caps**, which limit the aggregate increase in the levy to the lesser of 5% or the Consumer Price Index (CPI), excluding new construction.

Staff budgets conservatively for property tax revenue, but levies to include growth, which is not available until the following spring. Failure to levy for growth may deny the District that revenue forever. Invariably, budgeting property tax revenue at the levy amount will create a shortfall. For 2024, the budget was created using the 2023 extension multiplied by the 105% tax cap for the general and operating funds. 98% of that amount was then used to budget, thus allowing for appeals during the year.

On the following page is a 10-year history of the Park District's (EAV), levy extension, and tax rates. Rate information for budget year 2024, tax year 2023 is not included. The District will receive final levy information during the spring of 2024. The District's property tax collection rate has averaged more than 98% over the past 10 years (see 2022 Annual Consolidated Financial Report for more detail).

For 2024, the budgeted property tax revenue is \$15,186,446. Exclusive of the debt levy (Truth in Taxation), the total budgeted levy for 2024 is \$13,522,046.



## PROPERTY TAX RATE, EAV AND EXTENSION

LEVY YEAR	2014	2015	2016	2017	2018
EAV	2,079,639,753	2,206,882,564	2,344,268,130	2,440,264,291	2,436,195,918
LEVY EXTENSION	10,566,317	11,482,476	12,395,646	12,715,144	13,059,569
CORPORATE	0.2924	0.2628	0.2114	0.2001	0.2225
SPECIAL RECREATION	0.0400	0.0400	0.0400	0.0386	0.0395
RECREATION	0.1758	0.1835	0.2134	0.2197	0.2103
BONDS AND INTEREST	-	0.0340	0.0640	0.0627	0.0630
<b>Total Rate</b>	<b>0.5082</b>	<b>0.5203</b>	<b>0.5288</b>	<b>0.5211</b>	<b>0.5352</b>

LEVY YEAR	2019	2020	2021	2022	2023
EAV	2,383,453,383	2,330,593,645	2,329,605,987	2,446,655,551	2,648,118,776
LEVY EXTENSION	13,338,973	13,338,850	14,169,409	14,824,808	
CORPORATE	0.2327	0.2452	0.2511	0.2548	
SPECIAL RECREATION	0.0400	0.0253	0.0400	0.0400	
RECREATION	0.2200	0.2318	0.2374	0.2419	
BONDS AND INTEREST	0.0670	0.0700	0.0709	0.0693	
<b>Total Rate</b>	<b>0.5596</b>	<b>0.5723</b>	<b>0.5995</b>	<b>0.6060</b>	

## CAPITAL ANALYSIS

Expenditures for 2024 are detailed in Appendix A and are accounted for in the Capital Fund. The Capital Plan (CP) summarizes districtwide replacement needs for 2024 and the next four years prioritized by Tier. As the first step of the budget process, planning and facility staff review the requirements of all facilities and parks, creating and updating repair and replacement schedules. For informational purposes Appendix B provides a summarized schedule of replacement items for 2024 and the next four years.

The 2024 Budget includes the following GreenPrint 2024 initiative in the Capital Fund:

### **Multi-Purpose Building to Address the Aging West Ridge Center**

In 2021, staff began the planning process to evaluate needs for a future Multi-Purpose Recreation and Administrative Building due to the aging West Ridge Center which has considerable needed infrastructure improvements. The District has \$1,825,000 budgeted in 2024 for this project.

### **Sports Field Master Plan (Synthetic Turf Field Construction)**

The Sports Field Master Plan highlighted the opportunity to expand the capacity of the Larry Fink Memorial Park baseball field to accommodate a wider range of ages and support the growing baseball program. The Giants Athletic Boosters, a committee of the Parks Foundation of Highland Park, rallied around the project and raised funds to push the project forward. The scope of the project includes a synthetic turf infield, new outfield fence and warning track, dugout shade covers, new bleacher area, improved paths and access, and a new scoreboard. The Park District has \$500,000 budgeted in 2024 for this project. The remaining project balance of \$500,000 will come from the Parks Foundation of Highland Park.

## 2024 BUDGET ANALYSIS

### Budget Overview

The 2024 Budget is presented in three different formats:

- Consolidated by Fund
- District Wide Comparison to 2023 budget
- Detailed review by Function

Overall, the 2024 Budget represents a deficit after capital improvements of \$3,775,457.

- Net Operations \$3.3 million
- Operating Revenue \$26 million
- Operating Expenditures \$22.7 million
- Debt Extension \$1.7 million
- Debt Retirement \$3.4 million
- Capital Improvements \$11.8 million
- Inter Fund Transfers \$5.3 million

### Budget Opportunities

For 2024, the budget has been prepared while incorporating District values. Striving to always be extraordinary, welcoming, and caring, we have incorporated opportunities to ensure equity and inclusion, along with fiscal responsibility, in delivering services through our programs and at our facilities. We have increased the Grant-in-Aid budget by 3%, addressing financial barriers for residents, while still incorporating cost recovery strategies and seeking alternative revenue sources such as grants and donations. The Champion's Gala is scheduled again for 2024 and usually generates tens of thousands of dollars that the Parks Foundation of Highland Park donates toward aid for residents. Investment income far exceeded the budget in 2023, as operations rebounded from Covid-19, and staff felt more comfortable to invest again. Additionally, with inflation being so high, rates on investments were over 5%.

The Parks Foundation had an excellent 2023 and received a \$250,000 park renaming donation, donated almost \$25,000 to the District's Grant-in-Aid, donated roughly \$430,000 to the Park Avenue Boating Facility over the past two years and has collected over \$250,000 in donations in anticipation of athletic field improvements. Another \$150,000 donation is expected on or before ninety days after the District approves a contract for the field improvements.

The Recreation Center hopes to continue to rebound with former patrons feeling more comfortable coming back to work out in person after the Pandemic. The 2024 revenue budget was increased by almost 50% over the 2023 budget. Sunset Valley and Deer Creek had exceptional patronage during 2023. While the District hopes the trend will continue into 2024, the budget is not at projected figures. Changes at the Golf Learning Center are anticipated after a Request For Proposal was issued for the site in 2023. The Golf Practice submitted a proposal to teach golf camp, programs, and private lessons at the site. Budgeted revenue from the agreement is included in the 2024 budget. Additionally, the current licensee did not submit a proposal. Therefore, effective May 1, 2024, it is anticipated that there will be a new agreement for the dome. Centennial Ice Arena is budgeted for a 36% increase in revenue over 2023 projections for 2024, as the ice rink was closed for longer than anticipated in 2023 and skating lessons did not return to the level anticipated in 2023.

Full-time staffing levels at the District were significantly reduced during the pandemic with furloughs and hiring freezes. This resulted in decreases in salaries, health, and benefits expense. As the District expanded operations in 2021 and 2022, it tried to get back to more normal levels of full-time staffing. Continuing into early 2023, the District was still somewhat low with full-time staffing levels. Additionally, camps did not achieve enrollment at budgeted levels and less camp staff were needed over the summer. Altogether, this caused a projected \$400,000 savings in salary and benefits at year-end. Parks and natural areas positions are the most challenging to fill, but head count increased by mid-year. We were one of the few districts to be fully staffed with lifeguards, which enabled the District to open all pools and beaches for the entire season. The hiring goal of lifeguards was exceeded. The District has budgeted for appropriate staffing levels in tangent with budgeted operations.

Finally, like the rest of the country, the District continues to see significant supply chain delays in acquiring vehicles, chemicals and other needed items. Not only are there delays, but inflation continued to be high in 2023, but lower than in 2022. For the second time ever and for two years in a row, CPI was higher than the tax cap and levies could only increase by 5% vs. the 6.5% CPI. Minimum wages will increase again in 2024 and higher salaries are being demanded by the U.S. workforce due to labor shortages. Construction costs continue to increase, as do materials and supplies (they are budgeted to increase by 7.3%). Utilities (up 9.9%) and gasoline prices have also increased substantially. Health insurance rates are increasing by 7.8%. These increases have been included in the budget and will be offset with increases in fees and levying the full 5% allowed.

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**Table #1**

**PROPOSED 2024 BUDGET BY FUND**

	General	Recreation	Special	Debt	Capital	Total
<b>Revenue</b>						
TAX	6,538,573	6,033,220	950,254	1,664,400	-	15,186,446
PROGRAMS	-	3,634,652	-	-	-	3,634,652
CAMPS	-	1,929,008	-	-	-	1,929,008
LESSONS	-	551,807	-	-	-	551,807
SPECIAL EVENTS	-	125,558	-	-	-	125,558
FEES & CHARGES	41,200	2,697,857	-	-	-	2,739,057
MEMBERSHIPS	-	1,363,871	-	-	-	1,363,871
RENTALS	11,800	1,547,864	-	-	-	1,559,664
MERCHANDISING	264	134,384	-	-	-	134,648
INTEREST INCOME	65,000	150,000	-	-	50,000	265,000
MISCELLANEOUS INCOME	69,001	68,405	-	-	904,527	1,041,933
OTHER INCOME	-	55,917	-	-	-	55,917
<b>Revenue Total</b>	<b>6,725,838</b>	<b>18,292,542</b>	<b>950,254</b>	<b>1,664,400</b>	<b>954,527</b>	<b>28,587,561</b>
<b>Expenditures</b>						
PROGRAMS	-	1,883,735	-	-	-	1,883,735
CAMPS	-	992,596	-	-	-	992,596
LESSONS	-	265,148	-	-	-	265,148
SPECIAL EVENTS	-	169,711	-	-	-	169,711
MEMBERSHIPS	-	162,871	-	-	-	162,871
SALARIES & WAGES	3,528,817	6,794,040	-	-	-	10,322,858
CONTRACTUAL SERVICES	1,375,396	1,258,536	425,628	-	1,786,268	4,845,828
INSURANCE	1,116,339	1,340,604	-	-	-	2,456,943
MATERIALS & SUPPLIES	288,987	395,448	-	-	-	684,435
MAIN. & LANDSCAPE	138,893	421,050	-	-	-	559,943
UTILITIES	161,487	946,772	-	-	-	1,108,259
PENSION CONTRIBUTIONS	296,177	566,272	-	-	-	862,449
COST OF GOODS SOLD	-	65,620	-	-	-	65,620
DEBT RETIREMENT	-	-	-	3,362,600	-	3,362,600
CAPITAL OUTLAY	-	63,800	-	-	10,056,221	10,120,021
<b>Expenditure Total</b>	<b>6,906,097</b>	<b>15,326,203</b>	<b>425,628</b>	<b>3,362,600</b>	<b>11,842,489</b>	<b>37,863,017</b>
	<b>-180,259</b>	<b>2,966,339</b>	<b>524,625</b>	<b>-1,698,200</b>	<b>-10,887,962</b>	<b>-9,275,457</b>
<b>Other Financing</b>						
DEBT ISSUANCE					5,500,000	5,500,000
TRANSFER IN FOR BOND PAYMENT				1,674,800		1,674,800
TRANSFER IN FOR CAPITAL FUND					3,600,000	3,600,000
TRANSFER OUT FOR BOND PAYMENT	-622,420	-1,052,380				-1,674,800
TRANSFER OUT FOR CAPITAL FUND		-3,000,000	-600,000			-3,600,000
<b>NET SURPLUS (DEFICIT)</b>	<b>-802,679</b>	<b>-1,086,041</b>	<b>-75,375</b>	<b>-23,400</b>	<b>-1,787,962</b>	<b>-3,775,457</b>

**Table #1:** Funds are identified as Major and Non-Major, in accordance with the classification presented in the District’s audited financial statements or Annual Comprehensive Financial Report. Major Funds include General, Recreation, Capital Projects, and Debt Service. The only Non-Major fund is the Special Recreation Fund.

## Table #2 Fund Balance Projection as of December 31, 2024

	General	Recreation	Special Recreation	Debt Service	Capital Projects	Total
<b>Estimated Fund Balance 1/1/2024</b>	3,377,321	8,103,340	319,437	52,645	18,959,347	30,812,091
REVENUES	6,725,838	18,292,542	950,254	1,664,400	954,527	28,587,561
EXPENDITURES	6,906,097	15,326,203	425,628	3,362,600	11,842,489	37,863,017
DEBT ISSUANCE					5,500,000	5,500,000
TRANSFER FOR DEBT	-622,420	-1,052,380	0	1,674,800	0	0
TRANSFER FOR CAPITAL	0	-3,000,000	-600,000	0	3,600,000	0
<b>Estimated Fund Balance 12/31/2024</b>	<u>2,574,642</u>	<u>7,017,299</u>	<u>244,063</u>	<u>29,245</u>	<u>17,171,385</u>	<u>27,036,635</u>
Fund Balance Policy % of Expenditures	1,726,524 37%	3,831,551 46%	63,844 57%			

**Table #2:**

Figures presented above include the District's estimated beginning fund balance as of January 1, 2024, the start of the budget period. This balance is combined with proposed revenues, expenditures, debt issuance, and transfers, estimating the ending fund balance for the period ending December 31, 2024. Projected Fund Balance on December 31, 2024 is calculated by taking the projection for the general ledger balance on December 31, 2023 and adjusting it by that fund's projected activity, which is shown in tables 4 and 5, respectively. This adjustment provides the projected December 31, 2024 fund balance. The 2023 fund balance is then adjusted by the 2024 budget activity and added or subtracted from the December 31, 2023 fund balance.

The Park District's philosophy is to maintain a principal operating fund balance equal to approximately 3 months (25%) of annual expenditures for the General and Recreation Funds, as a minimum. For the Special Recreation Fund, the principal operating fund balance is 15%, as a minimum. Any excess fund balance can be transferred, by Board Resolution, to the Capital Projects Fund. The figures presented at the bottom of the table represent the estimated fund balances for each fund based upon the projections and budgets for 2023 and 2024, respectively.

<b>FUND BALANCE HISTORY</b>			
	<b>GENERAL FUND</b>	<b>RECREATION FUND</b>	<b>SPECIAL RECREATION FUND</b>
	<b>FUND BALANCE % ON HAND</b>	<b>FUND BALANCE % ON HAND</b>	<b>FUND BALANCE % ON HAND</b>
<b>ACTUAL 2015</b>	36%	27%	25%
<b>ACTUAL 2016</b>	59%	28%	112%
<b>ACTUAL 2017</b>	59%	31%	80%
<b>ACTUAL 2018</b>	45%	40%	56%
<b>ACTUAL 2019</b>	63%	41%	57%
<b>ACTUAL 2020</b>	94%	55%	231%
<b>ACTUAL 2021</b>	114%	62%	40%
<b>ACTUAL 2022</b>	87%	55%	90%
<b>PROJECTED 2023</b>	41%	49%	80%
<b>BUDGET 2024</b>	37%	46%	57%

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**Table #3**

**DISTRICT WIDE BUDGET COMPARISON (No Capital)**

	<b>2023 Budget</b>	<b>2023 Projected</b>	<b>2024 Budget</b>	<b>Increase/ (Decrease)</b>	<b>% Change</b>
<b>Revenue</b>					
100 - PROGRAMS	3,191,012	3,435,676	3,634,652	443,640	13.90%
110 - CAMPS	1,892,553	1,713,643	1,929,008	36,455	1.93%
120 - LESSONS	492,377	526,927	551,807	59,430	12.07%
130 - SPECIAL EVENTS	131,853	73,663	125,558	-6,295	-4.77%
410 - TAX	14,720,156	14,760,884	15,186,446	466,290	3.17%
420 - FEES & CHARGES	2,582,600	3,031,925	2,739,057	156,457	6.06%
440 - MEMBERSHIPS	893,518	1,307,866	1,363,871	470,353	52.64%
450 - RENTALS	1,268,594	1,457,904	1,559,664	291,070	22.94%
460 - MERCHANDISING	119,464	170,638	134,648	15,185	12.71%
470 - INTEREST INCOME	43,000	584,251	215,000	172,000	400.00%
480 - MISCELLANEOUS INCOME	97,356	185,407	137,406	40,050	41.14%
510 - OTHER INCOME	68,078	66,878	55,917	-12,161	-17.86%
<b>Total Revenue:</b>	<b>25,500,560</b>	<b>27,315,662</b>	<b>27,633,034</b>	<b>2,132,474</b>	<b>8.36%</b>
<b>Expense</b>					
100 - PROGRAMS	1,717,096	1,713,260	1,883,735	166,639	9.70%
110 - CAMPS	1,015,437	924,170	992,596	-22,841	-2.25%
120 - LESSONS	270,640	263,960	265,148	-5,493	-2.03%
130 - SPECIAL EVENTS	185,844	104,644	169,711	-16,133	-8.68%
440 - MEMBERSHIPS	152,040	131,848	162,871	10,831	7.12%
610 - SALARIES & WAGES	9,150,364	8,726,069	10,322,858	1,172,494	12.81%
620 - CONTRACTUAL SERVICES	2,853,988	2,727,486	3,059,560	205,573	7.20%
630 - INSURANCE	2,308,794	2,271,752	2,456,943	148,149	6.42%
640 - MATERIALS & SUPPLIES	637,723	678,349	684,435	46,712	7.32%
650 - MAINTENANCE & LANDSCAPING CONTRACTS	514,617	549,682	559,943	45,326	8.81%
660 - UTILITIES	1,028,049	1,008,489	1,108,259	80,210	7.80%
670 - PENSION CONTRIBUTIONS	791,637	729,095	862,449	70,812	8.95%
680 - COST OF GOODS SOLD	57,835	90,681	65,620	7,785	13.46%
710 - DEBT RETIREMENT	3,342,200	3,342,200	3,362,600	20,400	0.61%
720 - CAPITAL OUTLAY	71,590	89,966	63,800	-7,790	-10.88%
<b>Total Expense:</b>	<b>24,097,854</b>	<b>23,351,652</b>	<b>26,020,528</b>	<b>1,922,674</b>	<b>7.98%</b>
<b>Net Surplus (Deficit)</b>	<b>1,402,706</b>	<b>3,964,009</b>	<b>1,612,505</b>	<b>209,800</b>	<b>14.96%</b>
<b>Transfers</b>					
TRANSFER IN	1,676,300	1,676,300	1,674,800	-1,500	-0.09%
TRANSFER OUT	-5,726,300	-5,724,147	-5,274,800	-451,500	-7.88%
<b>Net Surplus (Deficit)</b>	<b>-2,647,294</b>	<b>-83,838</b>	<b>-1,987,495</b>	<b>659,800</b>	<b>24.92%</b>

**Table #3:** The 2024 budget information will be reviewed on a district-wide basis by revenues and expenditures, then in more detail based on Functional Activity, as defined above.

**Table #4**

**CONSOLIDATED REVENUE ANALYSIS (No Bonds/No Capital)**

	2023		2023		2024		2024 Budget		%
	Total Budget		Projected		Total Budget		vs 2023 Budget	Change	
<b>Revenue</b>									
TAX	14,720,156	57.72%	14,760,884	54.04%	15,186,446	54.96%	466,290	3.17%	
PROGRAMS	3,191,012	12.51%	3,435,676	12.58%	3,634,652	13.15%	443,640	13.90%	
CAMPS	1,892,553	7.42%	1,713,643	6.27%	1,929,008	6.98%	36,455	1.93%	
LESSONS	492,377	1.93%	526,927	1.93%	551,807	2.00%	59,430	12.07%	
SPECIAL EVENTS	131,853	0.52%	73,663	0.27%	125,558	0.45%	-6,295	-4.77%	
FEES & CHARGES	2,582,600	10.13%	3,031,925	11.10%	2,739,057	9.91%	156,457	6.06%	
MEMBERSHIPS	893,518	3.50%	1,307,866	4.79%	1,363,871	4.94%	470,353	52.64%	
RENTALS	1,268,594	4.97%	1,457,904	5.34%	1,559,664	5.64%	291,070	22.94%	
MERCHANDISING	119,464	0.47%	170,638	0.62%	134,648	0.49%	15,185	12.71%	
INTEREST INCOME	43,000	0.17%	584,251	2.14%	215,000	0.78%	172,000	400.00%	
MISCELLANEOUS INCOME	97,356	0.38%	185,407	0.68%	137,406	0.50%	40,050	41.14%	
OTHER INCOME	68,078	0.27%	66,878	0.24%	55,917	0.20%	-12,161	-17.86%	
<b>Revenue Total:</b>	<b>25,500,560</b>	<b>100.00%</b>	<b>27,315,662</b>	<b>100.00%</b>	<b>27,633,034</b>	<b>100.00%</b>	<b>2,132,474</b>	<b>8.36%</b>	

- Programs – Income is expected to increase by almost 14%. Programming did much better than budget in 2023 and it is expected that programs will exceed 2023 results in 2024. The largest budget increases are in adult tennis at \$135,000, childhood enrichment at \$76,000 and dance at \$70,000. Programs will also have increased fees for participation.
- Lessons – Increases in lessons are budgeted mostly for private swimming lessons at \$32,000 and private golf lessons at \$21,000.
- Merchandising – With the increased foot traffic at Sunset Valley over the past two years, merchandising income has increased and is budgeted to increase for 2024 over the 2023 budget.
- Memberships – The Recreation Center is rebounding from the Pandemic. Memberships are being increased from the 2023 budget to align more with 2023 projections. There will also be a mid-year fee increase.
- Interest Income – With interest rates exceeding 5% and with operations returning to near normal, more investments were made, thus resulting in greater interest income. The budget was increased with hopes of continued accelerated interest rates.
- Miscellaneous Income – Amount has been increased largely due to expected SMILE donations increasing, now that the Foundation Gala is being held annually (\$20,000), and due to the advertising budget increasing by \$10,000 over 2023.
- Rental Income – Increased largely due to anticipated ice rink rentals for a full year at \$200,000. Cart rentals at the golf course were increased by \$65,000 due to the past two years of increased rentals. Finally, prime tennis was also increased based upon the past two years of activity, by \$26,000. Rental fees are also increasing.
- Other Income – The budget for next year in this account will be back to normal. In 2023 a cost allocation audit for \$10,000 had to be conducted between the Recreation Center and the Senior Center.

### Consolidated Budget Revenue

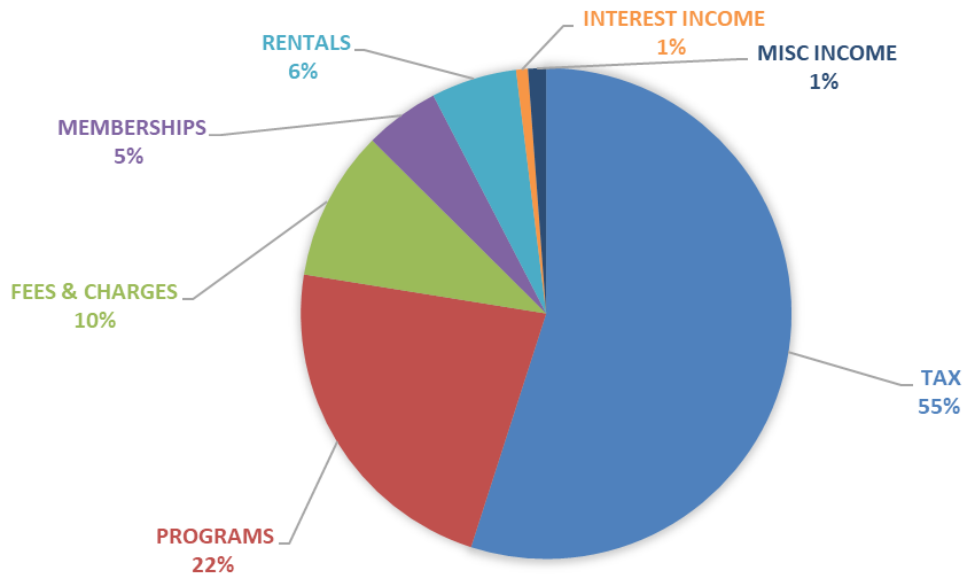
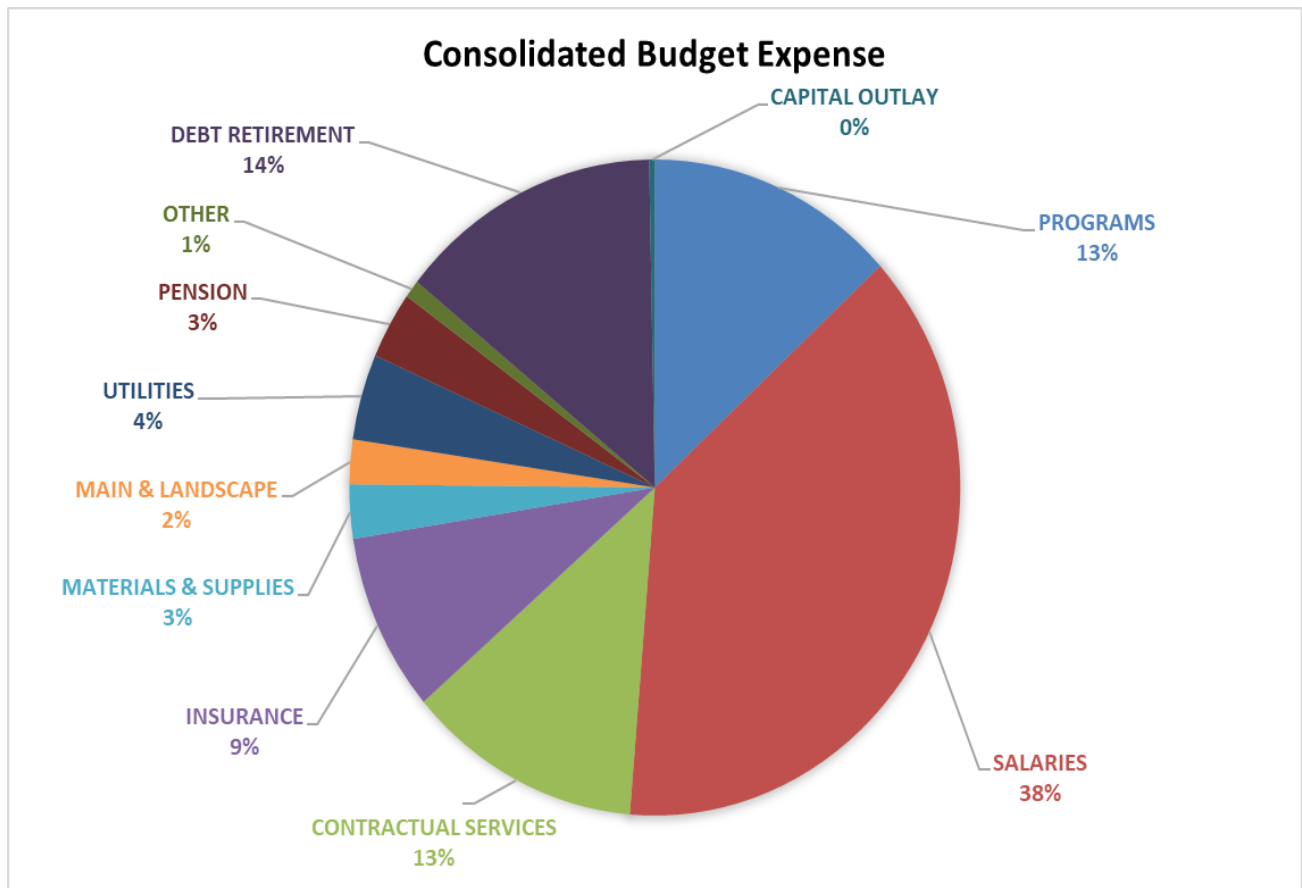


Table #5

### CONSOLIDATED EXPENDITURE ANALYSIS (No Capital)

Expense	2023 Total Budget		2023 Projected		2024 Total Budget		2024 Budget vs 2023 Budget	% Change
PROGRAMS	1,717,096	7.13%	1,713,260	7.34%	1,883,735	7.24%	166,639	9.70%
CAMPS	1,015,437	4.21%	924,170	3.96%	992,596	3.81%	-22,841	-2.25%
LESSONS	270,640	1.12%	263,960	1.13%	265,148	1.02%	-5,493	-2.03%
SPECIAL EVENTS	185,844	0.77%	104,644	0.45%	169,711	0.65%	-16,133	-8.68%
MEMBERSHIPS	152,040	0.63%	131,848	0.56%	162,871	0.63%	10,831	7.12%
SALARIES & WAGES	9,150,364	37.97%	8,726,069	37.37%	10,322,858	39.67%	1,172,494	12.81%
CONTRACTUAL SERVICES	2,853,988	11.84%	2,727,486	11.68%	3,059,560	11.76%	205,573	7.20%
INSURANCE	2,308,794	9.58%	2,271,752	9.73%	2,456,943	9.44%	148,149	6.42%
MATERIALS & SUPPLIES	637,723	2.65%	678,349	2.90%	684,435	2.63%	46,712	7.32%
MAINTENANCE & LANDSCAPING CONTRACTS	514,617	2.14%	549,682	2.35%	559,943	2.15%	45,326	8.81%
UTILITIES	1,028,049	4.27%	1,008,489	4.32%	1,108,259	4.26%	80,210	7.80%
PENSION CONTRIBUTIONS	791,637	3.29%	729,095	3.12%	862,449	3.31%	70,812	8.95%
COST OF GOODS SOLD	57,835	0.24%	90,681	0.39%	65,620	0.25%	7,785	13.46%
DEBT RETIREMENT	3,342,200	13.87%	3,342,200	14.31%	3,362,600	12.92%	20,400	0.61%
CAPITAL OUTLAY	71,590	0.30%	89,966	0.39%	63,800	0.25%	-7,790	-10.88%
<b>Expense Total:</b>	<b>24,097,854</b>	<b>100.00%</b>	<b>23,351,652</b>	<b>100.00%</b>	<b>26,020,528</b>	<b>100.00%</b>	<b>1,922,674</b>	<b>7.98%</b>

- Salaries and wages and debt retirement represent the largest expenditure line items for the District (excluding capital, which is not shown here). Debt retirement change is flat and budgeted salaries have increased with the addition of 6 positions: 1 parks maintenance, 1 IT, 1 facilities, 2 recreation and 1 risk manager. Further budgeted increase is due to minimum wage increases as dictated by law. Finally, a 5% merit pool and contingency is included.
- Cost of Goods Sold budget has increased due to the increase in the Merchandising budget with the increased foot traffic at Sunset Valley.
- Capital outlay was decreased as budgeted equipment expenses at the water park are decreased for 2024.



#### FUND TRANSFERS

2024 Budget includes the following transfers between funds:

- \$622,420 from the General Fund to Debt Service - for payment of Debt Certificate 2021
- \$1,052,380 from the Recreation Fund to Debt Service - for payment of Debt Certificate 2021 (including \$118,750 from the Park Avenue Boating Facility Recreation Subfund)
- \$3,000,000 from the Recreation Fund to Capital - as directed by the Fund Balance Policy
- \$600,000 from the Special Recreation Fund to Capital - for the ADA portion of capital project

## ANALYSIS BY FUNCTION

For purposes of this document, the Administration Function includes activity in the General Fund, (less Parks), Special Recreation, Debt Service, and the Capital Projects Fund. The Parks Department is split from the General Fund and presented as its own function. The Recreation Fund is presented in its entirety as the Recreation Function.

**Table # 6 BUDGET BY FUNCTION**

	<b>Administration Function</b>	<b>Parks Function</b>	<b>Recreation Function</b>	<b>Total Function</b>
Revenues	10,231,055	63,964	18,292,542	28,587,561
Expenditures	19,073,892	3,462,922	15,326,203	37,863,017
Surplus/Deficit	-8,842,838	-3,398,958	2,966,339	-9,275,457

## ADMINISTRATION FUNCTION

### **GENERAL RESPONSIBILITIES**

The Administration Function is responsible for the management of the District’s short and long-term planning, executive administration of District-wide operations, financial management, human resource administration, risk management, information technology systems and marketing and communications activity. The Administration budget includes property tax receipts, grants, development impact fees (via capital projects), and investment income. Expenditures include administrative, operating, and support expenses. Administration is also responsible for membership in the Northern Suburban Special Recreation Association (Special Recreation Fund), debt management (Debt Service Fund), and costing/managing significant capital projects (Capital Projects Fund).

The administration develops, recommends, and implements policies and procedures. During 2019, a Department Head committee reviewed and updated both Park District of Highland Park’s Policy Manual and Personnel Manuals. The Board of Commissioners approved both documents which created an operational framework for 2019 and beyond.

The Administration department is also responsible for preparing the District for all facets of the Distinguished Accreditation process. The District was reaccredited by the Illinois Association of Park Districts in 2020.

Administration acts as the primary liaison with the elected Board of Commissioners in setting financial priorities and is responsible for adhering to the Open Meetings Act and Freedom of Information Act requirements. Administration prepares, maintains, and files official Park District records, ordinances, and resolutions in accordance with applicable statutes.

### **PLANNING, PROJECTS, AND INFORMATION TECHNOLOGY**

Planning involves strategic planning, and feasibility studies (land management and park usage), incorporating new trends into development to encourage intergeneration recreation and physical activity; interagency coordination with local, and county governmental agencies; developing and managing implementation of the portions of the CP, such as asphalt repair, or park equipment replacement; researching grant opportunities that support capital improvements and overseeing the ADA transition plan and incorporating ADA requirements in all new buildings.



The IT Department maintains the District's centralized voice, security, and network infrastructure and end-user technologies. IT coordinates all software and hardware purchases and implementation, as well as maintenance of a secure computer environment with reliable usable data. IT provides strategic support in developing data analytics and serves as principal design and support for multimedia throughout the District. IT staff is responsible for management of District's telephone communications and voice mail systems, photocopier purchases (leases) and maintenance contracts and security systems of the District including the door locks, keyless entry, and camera systems. IT staff report to the Director of Planning, Projects, and IT.

## **FINANCE**

Finance is responsible for all aspects of accounting, finance, and record keeping for the Park District. Staff implements effective control of receipts and disbursements; reviews and monitors debt management procedures; protects cash and assets through sound internal controls and invests surplus funds to earn a market rate of return and ensure preservation of capital. The department controls the District's financial records in compliance with the Local Government Records Act.

## **HUMAN RESOURCES (HR) AND RISK MANAGEMENT**

HR develops, implements, and communicates benefit programs and policies including health and life insurance, workers' compensation, retirement plans, employee assistance, employee recognition, unemployment insurance, supplemental retirement compensation, vacation, sick time, and all other benefits. The Human Resources Department also processes payroll.

HR develops and administers the compensation management programs for full-time exempt and non-exempt personnel. HR also monitors documented time for compliance with the Fair Labor Standards Act and other satisfactory internal controls. The department also develops, implements, and communicates personnel policies and procedures to the Park District staff.

The Risk Management function is housed within the Human Resources department and ensures safety and risk standards are maintained for risk-related compliance requirements. Safety and security efforts are implemented including emergency operations procedures, safety and security protocols, inspections, equipment assessments, and employee on-the-job safety assessments and training. Risk Management also coordinates the District-wide loss reduction program in cooperation with the Park District Risk Management Agency (PDRMA). This program includes employee on-the-job safety training, provides educational opportunities, and provides guidance for accident prevention.

## **MARKETING AND COMMUNICATIONS DEPARTMENT**

The Marketing and Communications Department is responsible for promoting all participation & revenue generating opportunities to meet/exceed the Park District budget goal as well as protecting and building the Park District brand to strengthen its value to the community and with key stakeholders. These activities include strategy development and execution of all District marketing, messaging, media relations, community relations, social media, video, print, market research/analytics, advertising, sponsorships, signage, and promotional strategies. Staff conducts market analysis, develops marketing opportunities, and serves as liaison to several community partners. The department oversees the District website, app, Park Shop, social media sites and marketing plans in addition to maintaining District brand standards. The department is also the key liaison with non-profit coaching and works to secure large donations for special capital projects.

## SPECIAL RECREATION

The Special Recreation Fund was established to account for the funds used to provide recreational inclusion opportunities to those with disabilities.

The Northern Suburban Special Recreation Association (NSSRA) is an intergovernmental partnership of ten park districts, two cities and one village in the northern suburban area of Chicago. NSSRA provides and facilitates year-round recreation programs and services for children and adults with disabilities who live in the partner communities. Each of the agencies served by NSSRA levy funds to support its operation. The thirteen agencies served by NSSRA are: the Park Districts of Deerfield, Glencoe, Glenview, Highland Park, Kenilworth, Lake Bluff, Northbrook, Northfield, Wilmette, and Winnetka; the Cities of Highwood and Lake Forest; and the Village of Riverwoods.

The Budget for the Special Recreation Fund includes the Member Agency Contribution (MAC) which provides a significant portion of the operating revenue for NSSRA, funding for specially trained companions to assist those with special needs who participate in Park District of Highland Park programs (inclusion services) as well as funding for facility improvements to make them accessible under the terms of the Americans with Disabilities Act.

**Table #7**

### ADMINISTRATION FUNCTION

	2023 Budget	2023 Projected	2024 Budget		Increase / (Decrease)	% Change
<b>Revenue</b>						
TAX	9,028,856	9,069,584	9,153,227	58.19%	124,371	1.38%
INTEREST INCOME	43,000	445,612	115,000	0.73%	72,000	167.44%
MISCELLANEOUS INCOME	1,751,328	303,264	962,828	6.12%	-788,500	-45.02%
OTHER INCOME	300,000	5,500	-	0.00%	-300,000	-100.00%
BOND/DEBT PROCEEDS	-	25,536	5,500,000	34.96%	5,500,000	0.00%
<b>Total Revenue:</b>	<b>11,123,184</b>	<b>9,849,496</b>	<b>15,731,055</b>	<b>100.00%</b>	<b>4,607,871</b>	<b>41.43%</b>
<b>Expense</b>						
SALARIES & WAGES	1,678,292	1,511,725	1,703,913	8.93%	25,621	1.53%
CONTRACTUAL SERVICES	2,533,643	1,912,872	2,958,614	15.51%	424,971	16.77%
INSURANCE	743,188	728,831	730,336	3.83%	-12,852	-1.73%
MATERIALS & SUPPLIES	61,700	67,176	49,430	0.26%	-12,270	-19.89%
MAINTENANCE CONTRACTS	7,093	10,000	8,903	0.05%	1,810	25.52%
UTILITIES	52,198	46,937	59,001	0.31%	6,803	13.03%
PENSION CONTRIBUTIONS	134,078	122,616	144,874	0.76%	10,796	8.05%
DEBT RETIREMENT	3,342,200	3,342,200	3,362,600	17.63%	20,400	0.61%
CAPITAL OUTLAY	11,972,642	8,843,746	10,056,221	52.72%	-1,916,421	-16.01%
<b>Total Expense:</b>	<b>20,525,033</b>	<b>16,586,104</b>	<b>19,073,892</b>	<b>100.00%</b>	<b>-1,451,141</b>	<b>-7.07%</b>
<b>Transfers</b>						
TRANSFER IN	5,726,300	5,724,147	5,274,800		-451,500	-7.88%
TRANSFER OUT	-2,673,020	-2,670,867	-1,222,420		1,450,600	54.27%
<b>Net Surplus (Deficit)</b>	<b>-6,348,568</b>	<b>-3,683,329</b>	<b>709,543</b>		<b>7,058,112</b>	<b>111.18%</b>

**Table #7: ADMINISTRATIVE FUNCTION BUDGET HIGHLIGHTS:**

- Interest Income – With interest rates exceeding 5% and better post Covid cash flow assurances, more investments will continue to be made, thus resulting in greater interest income. However, the budget is much less than current projections, as the feds have suggested frozen or lesser rates going forward.
- Miscellaneous Income – The large decrease is due to the budget for grants and donations from the Parks Foundation of Highland Park for \$1,000,000 for Fink Memorial Park that was anticipated in 2023. The project has been greatly reduced and deferred to 2024, as are donations expected (\$500,000). Also,

budgeted Cunniff donations for turning tennis courts into pickleball courts went from \$200,000 in 2023 to zero in 2024.

- Other Income – The large decrease is for a grant application for Sunset Woods Park for \$300,000 in the 2023 budget that is not in the 2024 budget.
- Bond Proceeds – The increase is due to the \$5,500,000 bond issuance expected in July 2024.
- Contractual Services – The budget was increased, largely due to the budgeted professional fees for the new West Ridge Center.
- Materials & Supplies – This budget decreased as prices have somewhat stabilized and staff can better estimate costs for 2024.
- Capital Outlay – The capital spend will be less in 2024 than budgeted and projected in 2023. Large projects in 2023 that will not be required in 2024 include the ice rink project and reduced plans for Fink Memorial Park. The complete capital plan is found in Appendix A.
- Transfers – Capital transfer is decreased due to no transfer being made from the general fund to capital (~\$1.5 M in 2023), an increased transfer from the recreation fund (\$1M) and an increased transfer from the special recreation fund (\$50,000) in 2024.

DRAFT

## PARKS FUNCTION

The mission of the Parks Department is to provide safe, well-maintained parks, beaches, and natural areas to meet the Park District of Highland Park's resident needs and give support to other District departments.

The Parks Department is responsible for general maintenance and upkeep of all District park areas (including lake front parks) and facilities, except for the Sunset Valley Golf Club and the Highland Park Golf Learning Center. These areas include, but are not limited to turf, trees, shrubs, and landscape areas, including some areas belonging to other local government agencies. Maintenance also includes athletic field preparation. The Parks Department responds to service requests for work at facilities for electrical work and other minor repairs. The Parks Department is also responsible for maintaining the District's fleet and equipment and for specialty maintenance such as pest/vegetation control, snow removal, the outdoor ice rink, and special event support.

**Table #8**

### **PARKS FUNCTION**

	<b>2023 Budget</b>	<b>2023 Projected</b>	<b>2024 Budget</b>		<b>Increase / (Decrease)</b>	<b>% Change</b>
<b>Revenue</b>						
FEES & CHARGES	35,400	41,373	41,200	64.41%	5,800	16.38%
MERCHANDISING	396	246	264	0.41%	-132	-33.33%
MISCELLANEOUS INCOME	15,750	15,731	22,500	35.18%	6,750	42.86%
OTHER INCOME	-	-	-	0.00%	-	0.00%
<b>Total Revenue:</b>	<b>51,546</b>	<b>57,350</b>	<b>63,964</b>	100.00%	<b>12,418</b>	<b>24.09%</b>
<b>Expense</b>						
SALARIES & WAGES	1,793,510	1,474,637	1,824,904	52.70%	31,394	1.75%
CONTRACTUAL SERVICES	473,036	486,791	628,678	18.15%	155,643	32.90%
INSURANCE	549,811	416,115	386,003	11.15%	-163,808	-29.79%
MATERIALS & SUPPLIES	221,466	219,155	239,557	6.92%	18,091	8.17%
MAINTENANCE CONTRACTS	115,695	106,895	129,990	3.75%	14,295	12.36%
UTILITIES	112,901	95,164	102,487	2.96%	-10,415	-9.22%
PENSION CONTRIBUTIONS	151,189	125,540	151,303	4.37%	115	0.08%
<b>Total Expense:</b>	<b>3,417,607</b>	<b>2,924,297</b>	<b>3,462,922</b>	100.00%	<b>45,315</b>	<b>1.33%</b>
<b>Net Surplus (Deficit)</b>	<b>-3,366,061</b>	<b>-2,866,947</b>	<b>-3,398,958</b>	100.00%	<b>-32,897</b>	<b>-0.98%</b>

**Table #8: PARKS FUNCTION BUDGET HIGHLIGHTS:**

- Revenue primarily reflects the sale of permits for the use of picnic shelters and dog licenses, which is included in Fees and Charges. Budget for 2024 is increased from 2023 based upon projections for 2023.
- Miscellaneous income is expected to increase due to NSSRA fuel reimbursement.
- Contractual services have increased due to tennis court cleanings (\$20,000). Another \$50,000 is for ecological restoration for Millard Bluff and The Preserve. There is also an increase in tree care services to address tree pruning throughout community parks (\$20,000). Finally, there is a \$47,500 increase in turf maintenance to expand District contractual mowing in order to allow more staff time to address specific park needs.

## RECREATION FUNCTION

The Recreation Function provides the Park District of Highland Park residents with the opportunity to learn new skills, socialize, exercise, learn about and appreciate nature, and participate in recreation and leisure activities safely through quality programs, services, and special events at various Park District facilities and parks.

The Recreation Function is responsible for registration, customer relations, facility operations, and programs and services at West Ridge Center, Heller Nature Center, Recreation Center of Highland Park, Centennial Ice Arena, Deer Creek Racquet Club, Sunset Valley Golf Club, Park Avenue Boating Facility, Rosewood Interpretive Center and Beach, Hidden Creek Aquapark, & Highland Park Golf Learning Center.

The District has cooperative relationships with a variety of organizations, including affiliations, sponsored groups, and other local government agencies. The Recreation Function works closely with these groups, fostering good communication to ensure quality programs and services for our residents.

Highlights for Recreation in 2024 include:

- Re-envisioned Independence Day celebration.
- Hidden Creek AquaPark will create Membership Appreciation Days to add additional value to our loyal patrons.
- RCHP and HP Senior Center are working together to create synergies between operations and create additional revenue streams for the Recreation Center.
- Fitness will move all members into Plan2Play software to enhance member engagement and increase retention and personal training revenue through promos.
- The addition of Pilates reformers will add a unique and innovative experience for members and generate an additional revenue stream.
- Aquatics is revamping their external camp welcome packets and marketing towards new camps to gain interest at both Hidden Creek AquaPark and Rosewood Beach.
- Provide cost sensitive camp offering (SPOT Camp) and a variety of one week specialty camps.
- New camp offering at North Shore Yacht Club.
- Increased offering of Dance and Visual Art programs.
- Recreation fee structures increased by 3 – 5% in most areas to keep up with inflation affecting the costs to provide services and programming.
- Deer Creek Racquet Club introducing a variety of new pickleball programming, leagues, and tournament rental opportunities.
- Athletics continues to seek philanthropic opportunities for enhanced facility improvements.
- A new gymnastic summer camp offering is being introduced in 2024.
- Themed family skating nights will be offered in 2024. An emphasis on innovative special event programming at CIA will occur in 2024.

The Recreation Function budgeted information is presented in three formats:

- By revenue and expenditure, to present the Recreation Fund in the same format as the District wide comparison.
- By center to present the net surplus or deficit of each center.
- By revenue and expenditure type.

**Table #9**

**RECREATION FUNCTION**

	<b>2023 Budget</b>	<b>2023 Projected</b>	<b>2024 Budget</b>		<b>Increase / (Decrease)</b>	<b>% Change</b>
<b>Revenue</b>						
PROGRAMS	3,191,012	3,435,676	3,634,652	19.87%	443,640	13.90%
CAMPS	1,892,553	1,713,643	1,929,008	10.55%	36,455	1.93%
LESSONS	492,377	526,927	551,807	3.02%	59,430	12.07%
SPECIAL EVENTS	131,853	73,663	125,558	0.69%	-6,295	-4.77%
TAX	5,691,300	5,691,300	6,033,220	32.98%	341,920	6.01%
FEES & CHARGES	2,547,200	2,990,552	2,697,857	14.75%	150,657	5.91%
MEMBERSHIPS	893,518	1,307,866	1,363,871	7.46%	470,353	52.64%
RENTALS	1,268,594	1,448,734	1,547,864	8.46%	279,270	22.01%
MERCHANDISING	119,068	170,392	134,384	0.73%	15,317	12.86%
INTEREST INCOME	-	388,640	150,000	0.82%	150,000	100.00%
MISCELLANEOUS INCOME	42,805	126,180	68,405	0.37%	25,600	59.81%
OTHER INCOME	68,078	66,878	55,917	0.31%	-12,161	-17.86%
<b>Total Revenue:</b>	<b>16,338,357</b>	<b>17,940,450</b>	<b>18,292,542</b>	<b>100.00%</b>	<b>1,954,185</b>	<b>11.96%</b>
<b>Expense</b>						
PROGRAMS	1,717,096	1,713,260	1,883,735	12.29%	166,639	9.70%
CAMPS	1,015,437	924,170	992,596	6.48%	-22,841	-2.25%
LESSONS	270,640	263,960	265,148	1.73%	-5,493	-2.03%
SPECIAL EVENTS	185,844	104,644	169,711	1.11%	-16,133	-8.68%
MEMBERSHIPS	152,040	131,848	162,871	1.06%	10,831	7.12%
SALARIES & WAGES	5,678,561	5,739,707	6,794,040	44.33%	1,115,479	19.64%
CONTRACTUAL SERVICES	1,194,309	1,158,187	1,258,536	8.21%	64,227	5.38%
INSURANCE	1,015,796	1,126,806	1,340,604	8.75%	324,808	31.98%
MATERIALS & SUPPLIES	354,558	392,019	395,448	2.58%	40,891	11.53%
MAINTENANCE CONTRACTS	391,829	432,787	421,050	2.75%	29,221	7.46%
UTILITIES	862,949	866,387	946,772	6.18%	83,822	9.71%
PENSION CONTRIBUTIONS	506,371	480,939	566,272	3.69%	59,901	11.83%
COST OF GOODS SOLD	57,835	90,681	65,620	0.43%	7,785	13.46%
CAPITAL OUTLAY	71,590	89,966	63,800	0.42%	-7,790	-10.88%
<b>Total Expense:</b>	<b>13,474,856</b>	<b>13,515,361</b>	<b>15,326,203</b>	<b>100.00%</b>	<b>1,851,347</b>	<b>13.74%</b>
	<b>2,863,501</b>	<b>4,425,089</b>	<b>2,966,339</b>		<b>102,838</b>	<b>3.59%</b>
<b>Transfers</b>						
TRANSFER OUT - DEBT	-1,053,280	-1,053,280	-1,052,380		900	0.09%
TRANSFER OUT - CAPITAL	-2,000,000	-2,000,000	-3,000,000		-1,000,000	-50.00%
<b>Net Surplus (Deficit)</b>	<b>-189,779</b>	<b>1,371,809</b>	<b>-1,086,041</b>		<b>-896,262</b>	<b>-472.27%</b>

**Table #9: RECREATION FUNCTION BUDGET HIGHLIGHTS:**

- Programming is expected to increase over 2023 budget and projections due to increased programming at West Ridge Center in visual arts, childhood enrichment, dance, and youth enrichment by \$172,000, boys' basketball and baseball by \$85,000, skating school and gymnastics by \$54,000, and tennis programs by \$109,000. As such, programming expenses are also expected to increase.
- Lessons budget has been increased from both the 2023 budget and projections. \$43,000 of the increase is due to expected increases in swimming lessons. Golf lessons make up the rest of the increase.
- Memberships at the Recreation Center in 2023 exceeded expectations. As such, the 2024 budget has been increased to continue to reflect the return of patrons to the gym who are purchasing memberships.

- Rentals exceeded budget in 2023. As such, the 2024 budget has been increased. Rentals at Park Avenue are expected to increase by \$29,000, and ice rink rentals are expected to return to normal with a full year of operations, thus increasing rentals by \$204,000. Finally, the golf cart rental budget has increased to \$65,000 due to increasing traffic at the golf course, new carts, and an increase in fees for rental.
- Interest income has historically not been budgeted for in this fund. However, new accounting guidance directs that interest income be budgeted for in both the general fund and recreation fund. However, the budget is much less than current projections, as the feds have suggested frozen or lessor rates going forward.
- Salaries and wages represent the largest expenditure line item for the Recreation Function. Budgeted salaries have increased with the addition of 6 positions: 2 positions transferred from parks to facilities, a 3<sup>rd</sup> facilities staff, 2 recreation staff and 1 risk manager. Further budgeted increase is due to minimum wage increases as dictated by law. Finally, a 5% merit pool and contingency is included.
- Insurance costs within the Recreation Fund is due to the 7.9% and 7.7% increase to the PPO and HMO plan respectively. In addition, the staffing/salaries increases as outlined above contribute to the increase in insurance.
- Materials and supplies expense has increased based upon projections. The overall increase in 2023 budget versus projections was largely due to inflation.
- Pension costs are directly tied to an increase in salaries as outlined above.
- The increase in the transfer to capital is a result of better than budgeted operations in this fund in 2023. Rather than increasing the transfer in 2023, the District has decided to wait until the end of 2024, especially because bonds are being issued in July of 2024 and the capital fund will have enough funds to cover 2024 budgeted projects.

**Table #10**

**RECREATION FUNCTION BY CENTER**

		2023	2024	2024 Budget	%
		Total Budget	Total Budget	vs 2023 Budget	Change
11 ADMINISTRATIVE	Revenue	5,732,520	6,249,620	517,100	9.02%
	Expense	5,547,576	7,501,953	1,954,377	35.23%
	<b>Surplus (deficit):</b>	<b>184,944</b>	<b>-1,252,333</b>	<b>-1,437,277</b>	<b>-777%</b>
	Net Revenue	3%	-20%		
14 WEST RIDGE CENTER	Revenue	625,799	801,668	175,869	28.10%
	Expense	837,847	1,022,929	185,082	22.09%
	<b>Surplus (deficit):</b>	<b>-212,048</b>	<b>-221,261</b>	<b>-9,213</b>	<b>-4.34%</b>
	Net Revenue	-34%	-28%		
26 ATHLETICS	Revenue	1,048,254	1,130,926	82,672	7.89%
	Expense	1,019,271	1,101,607	82,336	8.08%
	<b>Surplus (deficit):</b>	<b>28,983</b>	<b>29,319</b>	<b>336</b>	<b>1.16%</b>
	Net Revenue	3%	3%		
28 CAMPS	Revenue	945,309	1,136,585	191,276	20.23%
	Expense	622,557	619,431	-3,127	-0.50%
	<b>Surplus (deficit):</b>	<b>322,752</b>	<b>517,154</b>	<b>194,403</b>	<b>60.23%</b>
	Net Revenue	34%	46%		
29 SPECIAL EVENTS	Revenue	67,028	62,475	-4,553	-6.79%
	Expense	177,962	185,652	7,691	4.32%
	<b>Surplus (deficit):</b>	<b>-110,934</b>	<b>-123,177</b>	<b>-12,244</b>	<b>-11.04%</b>
	Net Revenue	-166%	-197%		
31 HIDDEN CREEK AQUAPARK	Revenue	435,327	460,884	25,557	5.87%
	Expense	605,398	647,339	41,941	6.93%
	<b>Surplus (deficit):</b>	<b>-170,071</b>	<b>-186,455</b>	<b>-16,384</b>	<b>-9.63%</b>
	Net Revenue	-39%	-40%		
32 ROSEWOOD INTERPRETIVE CENTER	Revenue	169,347	129,676	-39,671	-23.43%
	Expense	119,889	119,521	-367	-0.31%
	<b>Surplus (deficit):</b>	<b>49,458</b>	<b>10,155</b>	<b>-39,304</b>	<b>-79.47%</b>
	Net Revenue	29%	8%		
33 ROSEWOOD BEACH	Revenue	178,540	177,975	-565	-0.32%
	Expense	268,909	287,704	18,795	6.99%
	<b>Surplus (deficit):</b>	<b>-90,369</b>	<b>-109,729</b>	<b>-19,360</b>	<b>-21.42%</b>
	Net Revenue	-51%	-62%		



## Table #10

		2023 Total Budget	2024 Total Budget	2024 Budget vs 2023 Budget	% Change
34 PARK AVENUE	Revenue	261,290	278,078	16,788	6.43%
	Expense	265,848	293,032	27,184	10.23%
	<b>Surplus (deficit):</b>	<b>-4,558</b>	<b>-14,954</b>	<b>-10,397</b>	<b>-228.11%</b>
	Net Revenue	-2%	-5%		
38 ICE ARENA	Revenue	996,120	1,210,866	214,745	21.56%
	Expense	1,032,446	1,146,699	114,253	11.07%
	<b>Surplus (deficit):</b>	<b>-36,326</b>	<b>64,167</b>	<b>100,492</b>	<b>276.64%</b>
	Net Revenue	-4%	5%		
41 GOLF MAINTENANCE	Revenue	-	-	-	
	Expense	897,675	1,009,351	111,676	12.44%
	<b>Surplus (deficit):</b>	<b>-897,675</b>	<b>-1,009,351</b>	<b>-111,676</b>	<b>-12.44%</b>
	Net Revenue	0%	0%		
42 SUNSET VALLEY GOLF CLUB	Revenue	1,929,231	2,141,345	212,114	10.99%
	Expense	694,154	774,879	80,726	11.63%
	<b>Surplus (deficit):</b>	<b>1,235,077</b>	<b>1,366,466</b>	<b>131,388</b>	<b>10.64%</b>
	Net Revenue	64%	64%		
49 RECREATION CENTER ADMIN	Revenue	107,270	95,901	-11,369	-10.60%
	Expense	704,720	722,301	17,581	2.49%
	<b>Surplus (deficit):</b>	<b>-597,450</b>	<b>-626,400</b>	<b>-28,950</b>	<b>-4.85%</b>
	Net Revenue	-557%	-653%		
51 RECREATION CENTER FITNESS	Revenue	954,715	1,415,092	460,378	48.22%
	Expense	767,995	871,760	103,764	13.51%
	<b>Surplus (deficit):</b>	<b>186,719</b>	<b>543,333</b>	<b>356,613</b>	<b>190.99%</b>
	Net Revenue	20%	38%		
53 RECREATION CENTER AQUATICS	Revenue	235,644	286,928	51,284	21.76%
	Expense	335,707	386,128	50,421	15.02%
	<b>Surplus (deficit):</b>	<b>-100,063</b>	<b>-99,200</b>	<b>863</b>	<b>0.86%</b>
	Net Revenue	-42%	-35%		
55 TENNIS	Revenue	1,754,617	1,955,046	200,429	11.42%
	Expense	1,380,004	1,522,058	142,054	10.29%
	<b>Surplus (deficit):</b>	<b>374,613</b>	<b>432,988</b>	<b>58,376</b>	<b>15.58%</b>
	Net Revenue	21%	22%		

**Table #10**

		<b>2023</b>	<b>2024</b>	<b>2024 Budget</b>	<b>%</b>
		<b>Total Budget</b>	<b>Total Budget</b>	<b>vs 2023 Budget</b>	<b>Change</b>
<b>61 HELLER NATURE CENTER</b>	Revenue	303,718	241,898	-61,821	-20.35%
	Expense	671,515	665,651	-5,864	-0.87%
	<b>Surplus (deficit):</b>	<b>-367,797</b>	<b>-423,753</b>	<b>-55,957</b>	<b>-15.21%</b>
	Net Revenue	-121%	-175%		
<b>74 HP GOLF LEARNING CENTER</b>	Revenue	546,750	481,664	-65,086	-11.90%
	Expense	532,297	464,540	-67,757	-12.73%
	<b>Surplus (deficit):</b>	<b>14,453</b>	<b>17,124</b>	<b>2,671</b>	<b>18.48%</b>
	Net Revenue	3%	4%		
<b>76 HPCC BUILDING</b>	Revenue	46,878	35,917	-10,961	-23.38%
	Expense	46,367	36,049	-10,318	-22.25%
	<b>Surplus (deficit):</b>	<b>511</b>	<b>-132</b>	<b>-643</b>	<b>-125.83%</b>
	Net Revenue	1%	0%		
	<b>Revenue Total</b>	<b>16,338,357</b>	<b>18,292,542</b>	<b>1,954,185</b>	<b>11.96%</b>
	<b>Expenditure Total</b>	<b>16,528,136</b>	<b>19,378,583</b>	<b>2,850,447</b>	<b>17.25%</b>
	<b>Surplus (Deficit)</b>	<b>-189,779</b>	<b>-1,086,041</b>	<b>-896,262</b>	<b>-472.27%</b>

**Table #11**

**RECREATION FUNCTION BY TYPE**

		2023 Total Budget	2023 Projection	2024 Total Budget	2024 Budget vs 2023 Budget	% Change
<b>PROGRAMS</b>						
	Revenue	3,191,012	3,435,676	3,634,652	443,640	13.90%
	Expense	1,717,096	1,713,260	1,883,735	166,639	9.70%
	Surplus (Deficit):	<b>1,473,916</b>	<b>1,722,416</b>	<b>1,750,916</b>	277,001	18.79%
	Net Revenue:	<b>46%</b>	<b>50%</b>	<b>48%</b>		
<b>CAMPS</b>						
	Revenue	1,892,553	1,713,643	1,929,008	36,455	1.93%
	Expense	1,015,437	924,170	992,596	-22,841	-2.25%
	Surplus (Deficit):	<b>877,116</b>	<b>789,473</b>	<b>936,412</b>	59,296	6.76%
	Net Revenue:	<b>46%</b>	<b>46%</b>	<b>49%</b>		
<b>LESSONS</b>						
	Revenue	492,377	526,927	551,807	59,430	12.07%
	Expense	270,640	263,960	265,148	-5,493	-2.03%
	Surplus (Deficit):	<b>221,736</b>	<b>262,967</b>	<b>286,659</b>	64,923	29.28%
	Net Revenue:	<b>45%</b>	<b>50%</b>	<b>52%</b>		
<b>SPECIAL EVENTS</b>						
	Revenue	131,853	73,663	125,558	-6,295	-4.77%
	Expense	185,844	104,644	169,711	-16,133	-8.68%
	Surplus (Deficit):	<b>-53,991</b>	<b>-30,981</b>	<b>-44,153</b>	9,838	18.22%
	Net Revenue:	<b>-41%</b>	<b>-42%</b>	<b>-35%</b>		
<b>MEMBERSHIPS</b>						
	Revenue	893,518	1,307,866	1,363,871	470,353	52.64%
	Expense	152,040	131,848	162,871	10,831	7.12%
	Surplus (Deficit):	<b>741,478</b>	<b>1,176,017</b>	<b>1,201,000</b>	459,522	61.97%
	Net Revenue:	<b>83%</b>	<b>90%</b>	<b>88%</b>		
<b>TAX</b>						
		5,691,300	5,691,300	6,033,220	341,920	6.01%
<b>FEES &amp; CHARGES</b>						
		2,547,200	2,990,552	2,697,857	150,657	5.91%
<b>RENTALS</b>						
		1,268,594	1,448,734	1,547,864	279,270	22.01%
<b>MERCHANDISING</b>						
		119,068	170,392	134,384	15,317	12.86%
<b>INTEREST INCOME</b>						
		0	388,640	150,000	150,000	100.00%
<b>MISCELLANEOUS INCOME</b>						
		42,805	126,180	68,405	25,600	59.81%
<b>OTHER INCOME</b>						
		68,078	66,878	55,917	-12,161	-17.86%
	Other Revenue Total:	<b>9,737,044</b>	<b>10,882,675</b>	<b>10,687,647</b>	950,602	9.76%
<b>OTHER EXPENSES</b>						
	SALARIES & WAGES	5,678,561	5,739,707	6,794,040	1,115,479	19.64%
	CONTRACTUAL SERVICES	1,194,309	1,158,187	1,258,536	64,227	5.38%
	INSURANCE	1,015,796	1,126,806	1,340,604	324,808	31.98%
	MATERIALS & SUPPLIES	354,558	392,019	395,448	40,891	11.53%
	MAINTENANCE & LANDSCAPING CONTRACTS	391,829	432,787	421,050	29,221	7.46%
	UTILITIES	862,949	866,387	946,772	83,822	9.71%
	PENSION CONTRIBUTIONS	506,371	480,939	566,272	59,901	11.83%
	COST OF GOODS SOLD	57,835	90,681	65,620	7,785	13.46%
	CAPITAL OUTLAY	71,590	89,966	63,800	-7,790	-10.88%
	Other Expense Total:	<b>10,133,798</b>	<b>10,377,479</b>	<b>11,852,142</b>	1,718,344	16.96%
	Surplus (Deficit):	<b>-396,754</b>	<b>505,197</b>	<b>-1,164,496</b>	-767,742	
	Net Revenue:	<b>-4%</b>	<b>5%</b>	<b>-11%</b>		
	<b>Revenue Total</b>	<b>16,338,357</b>	<b>17,940,450</b>	<b>18,292,542</b>	1,954,185	11.96%
	<b>Expenditure Total</b>	<b>13,474,856</b>	<b>13,515,361</b>	<b>15,326,203</b>	1,851,346	13.74%
	<b>Surplus (Deficit)</b>	<b>2,863,501</b>	<b>4,425,089</b>	<b>2,966,339</b>	102,838	3.59%

## Table #10 and Table #11 - 2023 budget compared to 2024 budget

### West Ridge Center

West Ridge Center was built in the early 1930s and was acquired from the school district in 1979. In addition to programming, the facility houses the District administration. Due to the large administrative presence, the budget for WR is generally a deficit. West Ridge Center generates revenues from early child enrichment programs, youth enrichment programs, cultural and performing arts programs, one day workshops, and room rentals. West Ridge Center is a nostalgic focal point in the southwest corner of Highland Park, home to Park School, recreation, cultural and performing arts, athletics, and special events.

2024 goals include:

- Continued expansion of the Early Childhood Enrichment division by nurturing programs launched in 2023, increasing summer 2024 offerings, and develop a series of Early Childhood workshops for 2024.
- Continue to cultivate growth in the Cultural and Performing Arts program area. The 2024 target areas include theater and visual arts.
- Foster Youth Enrichment programs established in 2023 (culinary, coding, STEM with LEGOs, and STREAM Explorers) and increase enrollment.

### Athletics

Athletics manages a variety of sports programs and camps. Revenue is generated from program fees, as well as field rentals. In 2023, the District saw both growth and stability in the athletic budget. Most financial growth was in K-Grade 2 Baseball, Flag Football and our Travel Baseball and Basketball programs. Volunteer coaches played a key role in diversifying and expanding key offerings. The 2024 budget is based upon continued stability of our youth offerings in Baseball, Flag Football and Athletic Camps, while we continue to grow our Travel sport offerings.

### Camps and Recreation

The 2024 camp season theme is sustainability. In 2023, the Recreation Department successfully increased enrollment from 506 (2022) to 924 (2023) throughout all camp offerings. This was made possible by increasing the number of camps offered (in 2023, new camps included SPOT Camp, Visual Arts Camp, Dance Camp, Creative Dramatics Camp, Sewing and Fashion Design Camp, and Baking Boot Camp). For 2024, the department aims to continue with these offerings, in addition to our staple offerings, and to increase enrollment.

2024 goals include:

- Expand Dance Camp and Visual Arts Camp from one-week offerings to 4-week offerings.
- Continue DEI work through SPOT Camp.

Note this budget does not include facility specific camps such as athletics, golf, tennis, or nature camps, which are accounted for within the specific operational Center.

### Special Events

The events of 2023 have been well received, well attended, and rewarding. Some quick enrollment data points:

- Q1: Winter Pop Up Programs\* (49),
- Q2: Spring Pop Ups\*\* (105), Mad Hatter Tea Party (130), Wonderland Egg Hunt (807), Doggieland Egg Hunt (74), and Under the Big Top Dance (258)
- Q3: Back to School Splash (250), Family Luau (65)

\*Winter includes Take It, Make It, Display It; Sweetheart Surprise; Dr. Suess Birthday

\*\*Spring includes Screen Break

In the absence of the traditional Fourth Festival, the Recreation Department hosted the *In the Parks Series*, a collection of free events distributed throughout Highland Park beginning in June and culminating in September. Events included a Children's Concert (the Preserve), Lemonade in the Parks (Old Elm and Woodridge), Bingo in the Park (West Ridge), Doggie Beach Party (Moraine), Art in the Park (Mooney), Play in the Park (Sleepy Hollow), a Family Concert (Memorial) and two Movies in the Parks (Cunniff and West Ridge). Total attendance was estimated to be over 700 throughout the summer.

2024 goals include:

- Focus on community partnerships to offer diverse cultural events.
- Continue to offer the *In the Parks Series*, but correlate it to Fourth Fest and the theme from NRPA.

Special events are primarily managed by West Ridge Recreation staff and are accounted for in the Special Events Cost Center.

### **Hidden Creek AquaPark**

Hidden Creek AquaPark is the District's only outdoor water park. The facility boasts two water slides, zero depth entry, water playground, six lap lanes, a splash pad, and concessions. As is the case with most outdoor pools, the success or failure of the facility is weather dependent. To create efficiencies, Hidden Creek's management and operational teams also operate the Recreation Center of Highland Park's indoor pool and Rosewood Beach's swimming coves.

The 2024 budget estimates a deficit of \$186,455.04. Staffing for both management and safety is the most significant expenditure. The increase in the minimum wage and competition in the area for reliable summer staffing has resulted in a higher base wage. The Center's 2024 goals include being open for lap swim, swim lessons, camps, rentals, and open swim. Additionally, staff will be adding Member Appreciation Days, 3 larger pool events and will add Splash Pad only time during pre and post season. Hidden Creek will go through a few enhancements including updating shade structures, concrete replacement and resurfacing of the pool shell. The Aquatics Team is excited to provide an extraordinary and safe experience to our community in 2024.

### **Rosewood Interpretive Center and Beach**

The Rosewood Interpretive Center (RIC) and beach provides unique experiences on the lakefront through programs, events, summer camp and rentals.

Revenue for the interpretive center comes from camps, outdoor family programs and rentals. Rentals have exceeded budget and make up most of the budget. Goals for RIC include expansion of beach summer camp and creation of a new school program guide to encourage school districts to come visit.

A portion of the beach focuses on the natural beauty of the lakefront with passive and non-intrusive activities. Another part of the beach serves as the only guarded swimming beach for the District.

The beach generates its revenue primarily from parking fees, annual parking passes, daily admission, and camp visits. Similar to Hidden Creek AquaPark, salaries and wages represent the most significant part of overall expenditures with the increase in minimum wage and the need to provide the community with well-trained lifeguards and access control to ensure a safe lakefront. The Aquatics Team is looking forward to collaborating with the Recreation Department to add a large summer event at Rosewood Beach.

## **Park Avenue Boating Facility**

Park Avenue Boating Facility opened its new concrete ramp launch and breakwater wall in June 2023 with two new floating docks and additions to the breakwater, including donated benches. The beautiful view of the lake can now be enjoyed by the entire community. The area provides two parking lots and three boat storage areas, plus indoor storage for stand-up paddle boards, masts and sails. It is home to the North Shore Yacht Club and the clubhouse is available to the public for private rentals.

The 2024 budget reflects Park Avenue open for sailing and boating with a deficit budget of \$14,954, while 2023 budgeted a net deficit of \$4,558. It is anticipated that after the first few years of operations the boating facility will show a net surplus. Starting in 2022, and annually for the next 20 years, the Park Avenue Recreation Subfund has a \$118,750 per year transfer to support the costs associated with the new breakwater and ramp. In 2022 a boater loyalty program was offered which helped to ensure long term boater user commitment to the site. In addition, the District plans to continue to evaluate the market annually and make adjustments accordingly to help increase revenue to provide better long-term fiscal stability.

With the delay in opening of the launch in 2023, staff did observe a decrease in daily parking/launch sales and rentals compared to budget. In 2024, staff are working to bring back Into the Wild, housed out of Park Avenue Boating Facility and the potential collaboration with a paddle board vendor. Additionally, there will be two simultaneous construction projects taking place in 2024. Staff will work with contractors to synchronize the timing to cause the least disruption to the boaters.

## **Centennial Ice Arena**

Centennial Ice Arena was built in 1973 and houses indoor ice for hockey, figure skating, and public skating. Programs include a United States Figure Skating Association Basic Skills skating school, skating exhibitions for our Learn to Skate skaters, hosting a local skating competition and an annual ice show event. Centennial is also home to the Highland Park Giants Hockey Club and Falcons Hockey Association. The District's gymnastics program is also housed at Centennial Ice Arena and continues to have a strong and successful program.

Centennial Ice Arena budget reflects a surplus of \$64,166 for 2024 versus the projected deficit of \$88,817 for 2023. 2023 brought many hurdles before re-opening the facility. The Arena opened for programs on April 10 to a slower than expected return to the ice for our skaters. The facility continued to face unexpected building and equipment repairs to the dehumidification system, water heater, and Zamboni.

During 2022, the District entered into a licensing agreement with the Highland Park Giants Hockey Club and they shared the cost of construction for a locker room for the team with the District. While most of the agreement was paid for in 2022 and 2023, payments will continue over the next several years to cover the costs for half of the locker room renovations.

Centennial staff is excited for 2024 to be a fully operational year. The new laser Zamboni is a great asset for maintaining the quality ice that Centennial is known for. Loyal hockey groups are reserving more ice than in 2023. Patrons are pleased with the renovations made during 2022 and 2023, which enhance the patron experience with an update to the lobby, locker rooms, restrooms, activity room and offices. The gymnastics room also received a refreshing update with a new layout, which allows for more stations and participants in the program.

The renovation and update to the 4 locker rooms will allow for more hockey clinics and camps to be hosted at Centennial. We look forward to figure skaters returning to participate in package ice and classes, as well as a full Ice Show, Exhibitions and Competition. The gymnastics program continues to grow, as there has been an increase in the competitive team and early childhood classes.

## **Sunset Valley Golf Club**

Sunset Valley Golf Club has been a premier North Shore golf course since 1920. After an extensive \$7 million renovation to the 18-hole course, youth golf short game area, and clubhouse, the new Sunset Valley Golf Club has been the epicenter for golf since it reopened in August 2018.

This 18-hole, par 72 course, has hosted a Korn Ferry Tour, Illinois Open, CDGA Mid-Amateur Qualifying along with the annual North Shore Amateur and IJGA tournaments. Sunset Valley Golf Club is proudly the home course to our local Highland Park High School boys and girls golf team.

Sunset Valley Golf Club receives revenue from green fees, permanent tee times and rentals. Golf course maintenance is included in the course's budget.

2024 goals include expanding the Sapphire Club to offer a family membership and to include benefits at the HPGLC, continuing the partnership agreement with The Golf Practice for golf course access through greens fees, increasing the average cost per round to \$46, continuing with the popular year-long match play golf events, and expanding our Ryder Cup matches between neighbor courses, and complete the last phase of resurfacing the cart paths throughout the course. SVGC will also unveil a new golf cart fleet (65).

## **Recreation Center of Highland Park**

The Recreation Center of Highland Park (RCHP) was built in 2005 and operations include administration, registration, fitness, aquatics, recreation, athletic programming, and facility rentals. Members and guests benefit from a full range of fitness equipment, personal training, group exercise classes, six-lane swimming pool, walking track, basketball courts, and recreational activities such as open gym, open pickleball, and open youth and family play. In 2021 the District's Registration team relocated to the Recreation Center making it the community hub for all registration.

Using the combined efforts of the fitness, aquatics, and registration staff, the goal for 2024 is to strengthen position in the community to be the number one provider for fitness and recreation. To achieve this goal the Recreation Center of Highland Park team has implemented a new post pandemic Business Plan with the following key initiatives.

- Create a culture that encompasses core values, unique attributes and services, and shared aspirations for serving the community.
- Maximize revenue and manage expenses by establishing goals per service, consistent with the District's revenue policy.
- Uniquely deliver essential services focused on membership options for today's flexible and hybrid user.
- Acquire, integrate, and retain users through the customer experience, onboarding, special events, and incentives.
- Maximize utilization in all areas of fitness and recreation spaces by defining the community's format needs. Measure usage, performance, and capacity for continued growth.
- Enhance fitness spaces, formats, and amenities to remain competitive in the fitness market.
- Maximize technology for customer experience and innovation.
- Cross promote membership in Park District facilities and event marketing to strengthen community awareness.
- Create partnerships and community collaboration with the City of Highland Park, North Shore Hospital, and City of Highwood.

### **Deer Creek Racquet Club**

Deer Creek Racquet Club was built in 1976 and boasts six indoor tennis courts (2 courts lined for pickleball), three racquetball courts and an indoor batting cage. Leagues, lessons, camps, and events are offered for all ages and skill levels.

The facility is a full year operation and has high Community utilization. During 2023, indoor tennis and outdoor tennis were extremely popular. So much so, that in 2023 program participation continued to set record numbers for both adults and juniors and the District hopes the trend will continue throughout 2024. Indoor Pickleball programming and participation has rapidly increased in response to Community interest and participation.

Revenue is comprised of lessons, programs, and camps. Outdoor pickleball court rentals continue to increase, and staff expect the same participation in 2024.

### **Heller Nature Center**

Heller Nature Center was built in 1980 and is surrounded by a 97-acre nature preserve. Built as an environmental learning facility, Heller hosts an indoor nature exhibit, environmental programs, events, teams' course, a story walk, a nature play space, and a working bee apiary. Heller Nature Center is a facility that generates revenue primarily from family and youth programs, teams' course, rentals, and additional revenue earned from Heller Honey. Despite this budget reflecting a deficit, in 2024 Heller plans to revamp their once popular overnight specialty camps, increase teams' course participation and include more inclusive and diverse one day special family programs.

### **Highland Park Golf Learning Center**

Since the Park District of Highland Park started operating the Learning Center, per the lease agreement, there has been a surplus (4 years). A surplus is projected for the 2024 season of \$16,904. New for the 2024 season will be the partnership with The Golf Practice for the junior golf camp and programs. Also, the lease with HP Fieldhouse expires in April, so there will be a loss of revenue in rentals. However, as a Request for Proposal was issued in 2023 for the site, changes to the dome area are anticipated, with new revenue streams occurring in 2025.

### **Programs and Facilities -Table #11**

The Revenue Policy states that recreational programming is to achieve 30% net revenue (revenue less direct program expenditures). Direct wages, operational expenditures, IMRF, FICA and health insurance are charged to the program. Not all programs or special events meet the 30% goal; however, these programs support the mission of the District and are important for that reason.

Overall, within the 2024 budget, the program net is 48%, camp is 49%, lessons is 52%, and memberships is 88%. Since staff has been following the Revenue Policy, the percentage of net revenue has been steadily increasing, providing increased support for overhead not accounted for at the Cost Center level.



## **Facilities operating at a deficit**

The Park District has several facilities budgeted to operate at a deficit. In each instance, the primary reason for the deficit is that the facility is also responsible for the costs to maintain the facility. It is due to maintaining the facilities that deficits exist for the West Ridge Center, and the Heller Nature Center. Programs held at each of these facilities comply with the revenue policy.

Hidden Creek AquaPark and Rosewood Beach, in addition to maintenance, also must deal with a short season, environmental factors, and increasing employee wages with continued increase in the minimum wage and competition in the area for reliable summer staffing. The cost of chemicals at the pool has also increased sharply with inflation.

Park Avenue is expected to run at a loss for the first few seasons as a Recreation Subfund. Eventually, the deficit will flip to a surplus and will continue to be able to fund its own operations.

## **SUMMARY**

Per Park District Code, each district shall within or before the first quarter of each fiscal year, adopt a combined annual budget and appropriation ordinance. Following the timeline for the 2024 Budget, adoption of the Consolidated Budget and Appropriation will occur at the special January 2024 Park Board Meeting, well within the established deadline.

With new opportunities in an ever-changing community landscape, the Park District of Highland Park strives to provide relevant programs, facilities, and parks. The 2024 Budget plans for slowing inflation, and increased participation at the Recreation Center, Sunset Valley, and Deer Creek. Swimming lessons are also looking to increase. Changes at the Golf Learning Center, as a result of a Request for Proposal, are somewhat reflected in the budget. The current tenant of the dome will vacate on April 30, cutting that revenue in half. Therefore, effective May 1, 2024, it is anticipated that there will be a new agreement for the dome with a new party, which has not been budgeted for. Additionally, The Golf Practice submitted a proposal to teach golf camp, programs, and private lessons at the site. Revenue from the agreement is included in the 2024 budget. In effort to remain both fiscally responsible and strategic in the delivery of services to the community, staff anticipates development of its new strategic plan and increased collaboration with the Parks Foundation and a fundraising coach to support Campaign Fundraising.

Preparation of the 2024 Budget was made possible by the dedicated Park District of Highland Park staff and coordinated by the Finance staff. Many thanks to the Board of Commissioners for their dedication, support, and service to the District.

<b>APPENDIX A</b>			
<b>Park District of Highland Park</b>			
<b>CAPITAL PROJECTS</b>			
<b>Fiscal Year Ending December 31, 2024</b>			
<b>Description</b>	<b>Tier</b>		<b>2024</b>
Total Tier 1-3			10,184,962
Total Tier 4-5			533,000
TIER 1-5 TOTAL			10,717,962
<b>Centennial</b>			
Dehumidification System Replacement	Tier 2: Critical Repair/Replacement		5,000
Giants Locker Room License Fee	Tier 3: Scheduled Replacement		(4,527)
Electrical Upgrade	Tier 2: Critical Repair/Replacement		35,000
<b>Centennial Total</b>			<b>35,473</b>
<b>D. Cunniff Park</b>			
Sewerline Replacement	Tier 2: Critical Repair/Replacement		53,567
Playground Resurfacing and fence replacment	Tier 3: Scheduled Replacement		225,000
<b>D. Cunniff Park Total</b>			<b>278,567</b>
<b>Deer Creek Racquet Club</b>			
Deer Creek parking lot reconstruction and drainage improvements	Tier 3: Scheduled Replacement		500,000
Peak Fans Replacement	Tier 3: Scheduled Replacement		20,000
Locker Room Wet Area Renovation	Tier 4: Improve Existing Items		200,000
<b>Deer Creek Racquet Club Total</b>			<b>720,000</b>
<b>District Wide/Annual</b>			
General Tree Removal	Tier 1: Safety/Legal Compliance		40,000
Parking Lot and Roadway Striping Allowance	Tier 3: Scheduled Replacement		20,000
District Wide Park Sign Replacement	Tier 3: Scheduled Replacement		70,000
ADA Audit	Tier 1: Safety/Legal Compliance		68,000
<b>District Wide/Annual Total</b>			<b>198,000</b>
<b>Golf Learning Center Total</b>			
Utility Vehicle	Tier 3: Scheduled Replacement		14,000
Roof Replacement	Tier 3: Scheduled Replacement		16,000
<b>Golf Learning Center Total</b>			<b>30,000</b>
<b>Heller Nature Center</b>			
Pond Deck Replacement	Tier 3: Scheduled Replacement		45,000
<b>Heller Nature Center Total</b>			<b>45,000</b>
<b>Hidden Creek Aqua Park</b>			
Pool Shell Maintanace	Tier 2: Critical Repair/Replacement		50,000
RPZ, Valve and Domestic Feed Replacement	Tier 2: Critical Repair/Replacement		30,000
Children's Slide Resurfacing	Tier 2: Critical Repair/Replacement		9,000
Speed Slide Resurfacing	Tier 2: Critical Repair/Replacement		11,000
Body Slide Pump	Tier 3: Scheduled Replacement		22,000
<b>Hidden Creek Aqua Park Total</b>			<b>122,000</b>
<b>Kennedy Park</b>			
Backstop Removal and Replacement	Tier 3: Scheduled Replacement		19,000
<b>Kennedy Park Total</b>			<b>19,000</b>
<b>L. Fink Park</b>			
Baseball Field Renovation	Tier 4: Improve Existing Items		1,000,000
Baseball Field Renovation Donations	Tier 4: Improve Existing Items		(500,000)
Playground Replacement (2-5 Playground Only)	Tier 3: Scheduled Replacement		17,270
<b>L. Fink Park Total</b>			<b>517,270</b>

<b>Moraine Park</b>		
Drainage Improvements	Tier 2: Critical Repair/Replacement	50,000
Restroom Building Roof Replacement	Tier 3: Scheduled Replacement	20,000
<b>Moraine Park Total</b>		<b>70,000</b>
<b>Old Elm Park</b>		
Playground Replacement	Tier 3: Scheduled Replacement	430,000
Shelter Roof Replacement	Tier 3: Scheduled Replacement	15,000
Ballfield Conversion	Tier 4: Improve Existing Items	38,000
<b>Old Elm Park Total</b>		<b>483,000</b>
<b>Park Avenue Beach and Boating Facility</b>		
Site Master Plan Phase 1 Improvements	Tier 1: Safety/Legal Compliance	1,012,000
South Storage Pad Repair - Phase 1	Tier 2: Critical Repair/Replacement	476,000
Replace electric service for winch	Tier 1: Safety/Legal Compliance	35,000
OSLAD Grant	Tier 4: Improve Existing Items	(400,000)
Replace Fire Place	Tier 4: Improve Existing Items	12,000
<b>Park Avenue Beach and Boating Facility Total</b>		<b>1,135,000</b>
<b>Parks-Equipment</b>		
Ford F250 4x4 w/plow 126	Tier 3: Scheduled Replacement	56,000
Ford F250 4x4 w/plow 127	Tier 3: Scheduled Replacement	56,000
Ford F250 4x4 w/plow 128	Tier 3: Scheduled Replacement	56,000
Hi Ranger Aerial Truck 870	Tier 3: Scheduled Replacement	125,000
Ford Transit Connect Van 107	Tier 3: Scheduled Replacement	40,000
Gold Star Trailer	Tier 3: Scheduled Replacement	15,000
<b>Parks-Equipment Total</b>		<b>348,000</b>
<b>Port Clinton Park</b>		
Playground Replacement	Tier 3: Scheduled Replacement	380,000
Backstop Removal	Tier 3: Scheduled Replacement	5,000
Basketball Court Patch/Color/Stripe	Tier 3: Scheduled Replacement	10,000
<b>Port Clinton Park Total</b>		<b>395,000</b>
<b>Recreation Center of Highland Park</b>		
Equipment Upgrade/Replacement	Tier 3: Scheduled Replacement	97,620
Pool Deck Replacement	Tier 3: Scheduled Replacement	100,000
Parking Lot Light and Asphalt Replacement (50% of Cost)	Tier 1: Safety/Legal Compliance	585,000
Reimbursement from LOT 3	Tier 1: Safety/Legal Compliance	(200,000)
Sign Replacement (50% of Cost)	Tier 1: Safety/Legal Compliance	25,000
Roof Repair	Tier 2: Critical Repair/Replacement	15,000
Parking Lot Screening Replacement (50% of Cost)	Tier 3: Scheduled Replacement	40,000
Sewage Ejector Pumps and Controller	Tier 3: Scheduled Replacement	15,000
Sand Filter Replacement	Tier 3: Scheduled Replacement	230,000
Locker Room Improvements Wet Area Renovation	Tier 3: Scheduled Replacement	250,000
Gymnasium Fan Addition	Tier 5: New	25,000
<b>Recreation Center of Highland Park Total</b>		<b>1,182,620</b>
<b>Rosewood Interpretive Center</b>		
Replace Interpretive Center Sound System	Tier 4: Improve Existing Items	15,000
Fire Suppression Remaining Sprinkler Replacement	Tier 1: Safety/Legal Compliance	25,000
<b>Rosewood Interpretive Center Total</b>		<b>40,000</b>
<b>Rosewood Park</b>		
Playground Replacement	Tier 3: Scheduled Replacement	21,998
<b>Rosewood Park Total</b>		<b>21,998</b>

<b>Sunset Woods Park</b>			
Dug out Roof Replacement	Tier 2: Critical Repair/Replacement		15,000
Tennis Court Rebuild and Clay Court Conversion to Asphalt - Engineer	Tier 2: Critical Repair/Replacement		35,000
SW Master Plan Phase 1	Tier 3: Scheduled Replacement		1,355,000
Field House Roof Replacement	Tier 3: Scheduled Replacement		40,000
Athletic and Tennis Light Replacement	Tier 2: Critical Repair/Replacement		20,000
<b>Sunset Woods Park Total</b>			<b>1,465,000</b>
<b>SVGC</b>			
Golf Cart-lease	Tier 1: Safety/Legal Compliance		746,534
Cart Path Replacement	Tier 3: Scheduled Replacement		200,000
Greens Bank Mower 1	Tier 3: Scheduled Replacement		50,500
Triple V Verticutter (Fairways and Tees)	Tier 5: New		25,000
Triflex Tee Mower 2	Tier 5: New		58,000
Widenmann Super 600 Utility Machine (aka Fescue Mower)	Tier 5: New		60,000
<b>SVGC Total</b>			<b>1,140,034</b>
<b>Technology</b>			
Penetration Testing	Tier 1: Safety/Legal Compliance		14,000
Two-Way Radios	Tier 1: Safety/Legal Compliance		300,000
Emergency Speakers	Tier 1: Safety/Legal Compliance		75,000
Facility Camera Replacement	Tier 2: Critical Repair/Replacement		10,000
Network Switch Replacement	Tier 2: Critical Repair/Replacement		47,000
<b>Technology Total</b>			<b>446,000</b>
<b>The Preserve</b>			
Compton Avenue Trail	Tier 1: Safety/Legal Compliance		165,000
<b>The Preserve Total</b>			<b>165,000</b>
<b>West Ridge Center</b>			
GreenPrint - Building Replacement	Tier 2: Critical Repair/Replacement		1,825,000
<b>West Ridge Center Total</b>			<b>1,825,000</b>
<b>Woodridge Park</b>			
Court Repair - Patch Color Stripe	Tier 2: Critical Repair/Replacement		36,000
<b>Woodridge Park Total</b>			<b>36,000</b>
<b>Total</b>			<b>10,717,962</b>

<b>APPENDIX B</b>						
<b>Park District of Highland Park</b>						
<b>FIVE YEAR CAPITAL REPLACEMENT</b>						
<b>Fiscal Years Ending December 31, 2024 - 2028</b>						
<b>Description</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>	<b>2028</b>	<b>TOTAL</b>
Total Tier 1-3	10,184,962	15,056,455	6,122,580	2,286,342	3,004,850	36,655,189
Total Tier 4-5	533,000	353,000	920,395		120,000	1,926,395
<b>5 YEAR CAPITAL TIER 1-5 TOTAL</b>	<b>10,717,962</b>	<b>15,409,455</b>	<b>7,042,975</b>	<b>2,286,342</b>	<b>3,124,850</b>	<b>38,581,584</b>
Total Tier 6		7,155,947	9,111,968	5,650,250	5,916,000	27,834,165
<b>5 YEAR CAPITAL TIER 1-6 TOTAL</b>	<b>10,717,962</b>	<b>22,565,402</b>	<b>16,154,943</b>	<b>7,936,592</b>	<b>9,040,850</b>	<b>66,415,749</b>
Brown Park		50,000	30,008	664,462	30,000	774,470
Carol Snyder				25,725	425,125	450,850
Centennial	35,473	429,000	1,421,000	(4,000)	(4,000)	1,877,473
Central Park				10,000		10,000
Cloverdale Park		2,500	305,441			307,941
D. Cunniff Park	278,567	798,500	1,710,000	195,000		2,982,067
Deer Creek Racquet Club	720,000	627,000	70,000	65,000	160,000	1,642,000
Devonshire Park				18,705	348,025	366,730
District Wide/Annual	198,000	860,000	975,000	560,000	290,000	2,883,000
Golf Learning Center	30,000	1,310,000	365,000	60,000	135,000	1,900,000
Heller Nature Center	45,000	115,000	285,000	100,000	100,000	645,000
Hidden Creek Aqua Park	122,000	576,000	771,395	535,000	5,055,000	7,059,395
Jens Jensen Park					50,000	50,000
Kennedy Park	19,000					19,000
L. Fink Park	517,270	699,650		130,000		1,346,920
Laurel Park		10,000				10,000
Lincoln Park		528,500	90,000			618,500
Memorial Park			30,000			30,000
Millard Park		50,000	95,000	2,000,000		2,145,000
Moraine Park	70,000	375,000			300,000	745,000
Old Elm Park	483,000					483,000
Park Avenue Beach and Boating Facility	1,135,000	588,000	1,500,000	2,000,000	205,700	5,428,700
Parks-Equipment	348,000	336,000	345,000	320,000	230,000	1,579,000
Port Clinton Park	395,000	25,000				420,000
Port Clinton Square		50,000				50,000
Recreation Center of Highland Park	1,182,620	208,890	635,631	469,850	304,500	2,801,491
Rosewood Beach		400,000	500,000			900,000
Rosewood Interpretive Center	40,000	45,000	65,000		19,000	169,000
Rosewood Park Total	21,998	844,915				866,913
Sunset Woods Park	1,465,000	1,396,447	2,609,468	685,850	458,500	6,615,265
SVGC	1,140,034	505,000	205,000	75,000	75,000	2,000,034
Technology	446,000	205,000	27,000	16,000	429,000	1,123,000
The Preserve	165,000	30,000	20,000		20,000	235,000
West Ridge Center	1,825,000	11,500,000	3,540,000			16,865,000
West Ridge Park			560,000			560,000
Woodridge Park	36,000			10,000	410,000	456,000
<b>Total</b>	<b>10,717,962</b>	<b>22,565,402</b>	<b>16,154,943</b>	<b>7,936,592</b>	<b>9,040,850</b>	<b>66,415,749</b>

**APPENDIX C  
COMPENSATION PLAN**

FULL-TIME RANGES BY BAND		
Band A - Specialists, Coordinators and Maintenance		
	Minimum	Maximum
1	44,588	62,423
2	48,155	67,365
3	52,006	72,810
4	56,167	78,634
Band B - Supervisors, Managers and Technical		
	Minimum	Maximum
1	60,988	85,383
2	64,952	90,933
3	69,173	96,843
4	73,670	103,138
Band C - District Administrators		
	Minimum	Maximum
1	82,513	115,518
2	101,078	141,509
3	123,820	173,348
2024 PART TIME SALARY SCHEDULE		
Grade	Minimum	Maximum
6	20.50	32.00
5	18.50	27.75
4	16.75	23.00
3	15.50	21.00
2	15.00	20.30
1	14.50	18.90
Specialized Instruction	28.50	54.00
Private Instructions	20.00	70.00

**APPENDIX D**

**EMPLOYEE  
STATISTICS**

The Park District of Highland Park has several employee classifications. Distinctions relate to the number of hours an employee is scheduled to work and whether an employee is full-time, part-time, or seasonal.

1. Full-Time Employees 40 or more hours per week: receive vacation, holiday, health insurance benefits and other paid time off. These employees also contribute to, and if vested, would be eligible for retirement benefits from IMRF (Illinois Municipal Retirement Fund).
2. Full-Time Employees 30 to 39 hours: eligible to participate in health insurance and IMRF.
3. Part-Time Employees working at least 20 hours per week, or over 1,000 hours per year: may be eligible for IMRF.
4. Short-term or Seasonal Employees are hired for a specific period of time, generally less than six months, regardless of expected hours per week. Included in this group are camp counselors and park staff.

The table below illustrates the allocation of full-time and part-time IMRF positions by Function for the two previous, current, and upcoming budget years. Information is presented based upon the employee home department.

<b>IMRF STAFF ALLOCATION</b>				
	<b>Administration</b>	<b>Parks</b>	<b>Recreation</b>	<b>Total</b>
<b>2021 Budget</b>				
FT - IMRF	18	30	50	<b>98</b>
PT - IMRF	2	0	24	<b>26</b>
<b>Total 2021</b>	<b>20</b>	<b>30</b>	<b>74</b>	<b>124</b>
<b>2022 Budget</b>				
FT - IMRF	19	32	59	<b>110</b>
PT - IMRF	2	0	30	<b>32</b>
<b>Total 2022</b>	<b>21</b>	<b>32</b>	<b>89</b>	<b>142</b>
<b>2023 Budget</b>				
FT - IMRF	22	31	59	<b>112</b>
PT - IMRF	3	0	20	<b>23</b>
<b>Total 2023</b>	<b>25</b>	<b>31</b>	<b>79</b>	<b>135</b>
<b>2024 Budget</b>				
FT - IMRF	22	30	66	<b>118</b>
PT - IMRF	4	0	20	<b>24</b>
<b>Total 2024</b>	<b>26</b>	<b>30</b>	<b>86</b>	<b>142</b>

**APPENDIX E**

<b>CENTENNIAL ICE ARENA</b>	
<b>DAILY FEES</b>	<b>FEES</b>
ADULT PRACTICE	\$3.00
FREESTYLE – 30 MINUTES Drop-in	\$7.00
OPEN HOCKEY	\$10.00
ADULT PUBLIC SKATE	\$8.00
YOUTH PUBLIC SKATE	\$7.00
<b>RENTAL</b>	
CLASS SKATE RENTAL	\$3.00
PUBLIC SKATE RENTAL	\$4.00
MAIN RINK RENTAL	\$372.00
LATE NIGHT RINK RENTAL & SUMMER NON-PRIME	\$233.00
HP GIANTS	\$367.00
FALCONS	\$372.00
ACTIVITY ROOM RENTAL	\$80.00
<b>LESSONS</b>	
PRIVATE GYM - 30 MINUTES	\$45.00
PRIVATE GYM - 45 MINUTES	\$60.00
PRIVATE GYM – 60 MINUTES	\$75.00
SEMIPRIVATE - 30 MINUTES	\$65.00
SEMIPRIVATE GYM – 45 MINUTES	\$80.00
SEMIPRIVATE GYM – 60 MINUTES	\$95.00



APPENDIX E

<b>DEER CREEK RACQUET CLUB</b>	
<b>DAILY FEES</b>	<b>FEES</b>
RESIDENT	\$43.00
JUNIOR	\$32.00
SENIOR	\$35.00
<b>MEMBERSHIPS</b>	
INDIVIDUAL RESIDENT	\$192.00
INDIVIDUAL NON-RESIDENT	\$257.00
FAMILY RESIDENT	\$335.00
FAMILY NON-RESIDENT	\$457.00
JR RESIDENT JR	\$82.00
NON-RESIDENT JR	\$112.00
RESIDENT SR	\$142.00
SR NON-RESIDENT	\$192.00
<b>PRIVATE LESSONS</b>	
PRIVATE - 60 MINUTES	\$87.00
PRIVATE (HEAD PRO) - 60 MINUTES	\$97.00

**APPENDIX E**

<b>HIDDEN CREEK AQUAPARK</b>	
<b>DAILY FEES</b>	<b>FEES</b>
RESIDENT	\$12.00
NON-RESIDENT	\$17.00
10-PUNCH PASS - RESIDENT	\$108.00
10-PUNCH PASS - NON-RESIDENT	\$153.00

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**APPENDIX E**

<b>ROSEWOOD BEACH</b>	
<b>SEASONAL SWIMMING PASSES</b>	<b>FEES</b>
RESIDENT (PER PERSON)	FREE
ADDITIONAL RESIDENT	FREE
NON-RESIDENT	\$100.00
ADDITIONAL NON-RESIDENT	\$25.00
DAILY BEACH PASS	\$10.00
DAILY PARKING PASS -1 HR	\$15.00
DAILY PARKING PASS - 4 HRS	\$40.00
<b>ANNUAL LAKEFRONT PARKING PASS</b>	
RESIDENT (PER VEHICLE)	\$35.00
NON-RESIDENT (PER VEHICLE)	\$280.00

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**APPENDIX E**

<b>PARK AVENUE BOATING</b>	
<b>DAILY FEES</b>	<b>FEES</b>
DAILY LAUNCH FEE	\$65.00
POWER BOAT LAUNCH ONLY	\$793.00
POWER BOAT LAUNCH ONLY (NON-RESIDENT)	\$1,065.00
POWER BOAT SEASON STORAGE NORTH PAD	\$1,996.00
POWER BOAT SEASON STORAGE NORTH PAD (NON-RESIDENT)	\$2,530.00
POWER BOAT YEARLY STORAGE NORTH PAD	\$2,116.00
POWER BOAT YEARLY STORAGE NORTH PAD (NON-RESIDENT)	\$2,662.00
SOUTH PAD YEAR-ROUND	\$1,213.00
SOUTH PAD YEAR-ROUND (NON-RESIDENT)	\$1,755.00
SEASONAL PARKING PASS	\$158.00
SEASONAL PARKING PASS (NON-RESIDENT)	\$264.00
STAND UP PADDLE	\$475.00
STAND UP PADDLE (NON-RESIDENT)	\$741.00
STAND UP PADDLE OUTDOOR	\$420.00
STAND UP PADDLE OUTDOOR (NON-RESIDENT)	\$681.00
SEASONAL BOAT STORAGE - BEACH	\$464.00
SEASONAL BOAT STORAGE - BEACH (NON-RESIDENT)	\$729.00
PERSONAL WATERCRAFT STORAGE	\$1,775.00
PERSONAL WATERCRAFT STORAGE (NON-RESIDENT)	\$2,375.00
PERSONAL WATERCRAFT STORAGE YEAR-ROUND	\$1,896.00
PERSONAL WATERCRAFT STORAGE YEAR-ROUND (NON-RESIDENT)	\$2,517.00
YACHT CLUB BUILDING RENTAL	\$400.00
NSYC LICENSE AGREEMENT	\$7,872.00
WINTER STORAGE NORTH PAD	\$345.00
WINTER STORAGE NORTH PAD (NON-RESIDENT)	\$397.00
WINTER STORAGE SOUTH TIER	\$331.00
WINTER STORAGE SOUTH TIER (NON-RESIDENT)	\$370.00
WINTER STORAGE INDOOR STAND UP PADDLE	\$75.00
WINTER STORAGE INDOOR STAND UP PADDLE (NON-RESIDENT)	\$100.00
RAMP IMPROVEMENT FEE FOR PERSONAL WATER CRAFT/MOTOR BOATS	\$72.00
RAMP IMPROVEMENT FEE FOR PERSONAL WATER CRAFT/MOTOR BOATS (NON-RESIDENT)	\$97.00
MAST & SAIL STORAGE	\$61.00
MAST & SAIL STORAGE (NON-RESIDENT)	\$116.00
LOYALTY POWER BOAT LAUNCH ONLY	\$650.00
LOYALTY POWER BOAT LAUNCH ONLY (NON-RESIDENT)	\$800.00
LOYALTY POWER BOAT SEASON STORAGE NORTH PAD	\$1,650.00
LOYALTY POWER BOAT SEASON STORAGE NORTH PAD (NON-RESIDENT)	\$1,920.00
LOYALTY POWER BOAT YEARLY STORAGE NORTH PAD	\$1,850.00
LOYALTY POWER BOAT YEARLY STORAGE NORTH PAD (NON-RESIDENT)	\$2,020.00
LOYALTY PERSONAL WATERCRAFT STORAGE	\$1,450.00
LOYALTY PERSONAL WATERCRAFT STORAGE (NON-RESIDENT)	\$1,800.00
LOYALTY PERSONAL WATERCRAFT STORAGE YEAR-ROUND	\$1,650.00
LOYALTY PERSONAL WATERCRAFT STORAGE YEAR-ROUND (NON-RESIDENT)	\$2,000.00

**APPENDIX E**

<b>RECREATION CENTER OF HIGHLAND PARK</b>			
<b>FULL FACILITY</b>	<b>RESIDENT FEES</b>	<b>N/R FEES</b>	<b>PRICE INCREASE AS OF May 5, 2024</b>
DAILY FEE	\$12.00	\$15.00	N/A
7-DAY	\$35.00	\$40.00	N/A
10-PUNCH PASS	\$108.00	\$135.00	N/A
30-DAY	\$79.00	\$89.00	N/A
CORE ANNUAL MEMBERSHIP - INDIVIDUAL	\$46.00		\$48.00
CORE ANNUAL MEMBERSHIP - STUDENT/SENIOR/ADD-ON	\$39.00		\$41.00
GROUP EX ONLY ANNUAL MEMBERSHIP - INDIVIDUAL	\$46.00		\$48.00
GROUP EX ONLY ANNUAL MEMBERSHIP - STUDENT/SENIOR/ADD-ON	\$39.00		\$41.00
CORE PLUS ANNUAL MEMBERSHIP - INDIVIDUAL	\$69.00		\$71.00
CORE PLUS ANNUAL MEMBERSHIP - STUDENT/SENIOR/ADD-ON	\$59.00		\$61.00
TRACK PASS		\$5.00	\$10/\$50
<b>AQUATICS</b>			
DAILY FEE	\$10.00	\$12.00	N/A
10-PASS	\$90.00	\$108.00	N/A
ADULT INDIVIDUAL	Part of RCHP pass	Part of RCHP pass	N/A
SENIOR INDIVIDUAL	Part of RCHP pass	Part of RCHP pass	N/A
<b>OPEN GYM</b>			
DAILY FEE	\$7.00	\$9.00	N/A
10-PASS	\$63.00	\$81.00	N/A
<b>TRAINING</b>			
<b>30 MIN SESSIONS</b>			
1 SESSION	\$47.00	\$57.00	N/A
3 SESSIONS	\$123.00	\$153.00	N/A
10 SESSIONS	\$356.00	\$456.00	N/A
<b>45 MIN SESSIONS</b>			
1 SESSION	\$63.00	\$73.00	N/A
3 SESSIONS	\$172.00	\$202.00	N/A
10 SESSIONS	\$518.00	\$618.00	N/A
<b>60 MIN SESSIONS</b>			
1 SESSION	\$75.00	\$85.00	N/A
3 SESSIONS	\$205.00	\$235.00	N/A
10 SESSIONS	\$637.00	\$737.00	N/A
<b>2 ON 1 SESSION (1 HR/PERSON)</b>			
1 SESSION	\$47.00	\$57.00	N/A
5 SESSIONS	\$205.00	\$255.00	N/A
<b>SMALL GROUP TRAINING (PER PERSON/4-6 CLIENTS)</b>			
4X4	\$108.00	\$128.00	N/A
4X8	\$205.00	\$245.00	N/A
<b>KIDSClub</b>			
DAILY FEE	\$7.00	\$10.00	N/A
JR ANNUAL MEMBERSHIP	\$25.00		\$27.00
JR ADD-ON ANNUAL MEMBERSHIP	\$10.00		\$12.00

APPENDIX E

<b>SUNSET VALLEY GOLF CLUB</b>		
	<b>RESIDENT FEES</b>	<b>N/R FEES</b>
<b>WEEKDAY (MON-THU)</b>		
PRIME TIME (OPEN-12:59PM)	\$45.00	\$50.00
MIDDAY (1-3:59PM)	\$40.00	\$44.00
TWILIGHT (4PM TO CLOSE)	\$31.00	\$35.00
SENIOR 18 HOLES	\$35.00	\$39.00
9 HOLES	\$31.00	\$35.00
SENIOR 9 HOLES	\$31.00	\$35.00
JUNIOR	\$27.00	\$27.00
<b>WEEKEND (FRI-SUN, HOLIDAY)</b>		
PRIME TIME (OPEN-12:59PM)	\$55.00	\$64.00
MIDDAY (1-3:59PM)	\$49.00	\$56.00
TWILIGHT (4PM TO CLOSE)	\$35.00	\$39.00
9 HOLES (1-3:59OM ONLY)	\$35.00	\$39.00
		<b>PRICE</b>
<b>CART RENTAL</b>		
18 HOLES		\$21.00
9 HOLES		\$16.00
18 HOLES SINGLE RIDER		\$31.00
9 HOLES SINGLE RIDER		\$21.00

## APPENDIX F

### GLOSSARY

**Annual Budget:** A plan proposed by the Park District Board of Commissioners for raising and expending monies for the recreation interests of residents.

**Appropriations:** Amounts expended for the administration, maintenance and management of properties and programs for the Park District of Highland Park.

**B & A:** Budget and Appropriations Ordinance considered by the Board of Commissioners.

**Board of Commissioners:** Independent board of five, elected at-large by residents, of the Park District of Highland Park.

**CP:** CP is the acronym for the Park District of Highland Park's district-wide Capital Improvement Plan.

**CPRP:** Certified Park and Recreation Professional, a designation for professionals with a bachelor's or higher degree that meets certain years of experience and successfully pass an NRPA examination.

**Deferred Projects:** Capital projects that were appropriated and considered important enough for continued work in the next fiscal year.

**EAV:** Equalized Assessed Valuation, property value on which real estate taxes are levied.

**Fund:** Fiscal and accounting tool with a self-balancing set of accounts to record revenue and expenditures.

**GFOA:** Government Finance Officers Association, a group that promotes the professional management of governments for the public benefit.

**IAPD:** Illinois Association of Park Districts, a statewide organization of park districts that promotes quality of life through education, research, and advocacy.

**IMRF:** Illinois Municipal Retirement Fund, a state-established retirement fund for municipal workers. (Employees and the District pay into this defined benefit plan.)

**IPRA:** Illinois Parks and Recreation Association, a statewide organization of parks and recreation professionals advocating the benefits of parks, recreation, and conservation.

**Major/Non-Major Funds:** A fund is considered major if it is the primary operating fund of the District, or its assets, liabilities, revenues, or expenses are at least 10% of the corresponding total for all funds.

**Modified Accrual Accounting:** An accounting method commonly used by government agencies. Revenues are recognized when they become available and measurable; expenditures generally are recognized when liabilities are incurred.

**NRPA:** National Parks and Recreation Association, an organization of citizen boards and professionals interested in parks and recreation operations in the United States.

**NSSRA:** Northern Suburban Special Recreation Association is an extension of ten park districts, two cities and one village in the northern suburbs of Chicago that pool resources to serve adults and children with disabilities.

**PDRMA:** Park District Risk Management Association, an association of more than 150 parks and conservation districts that pool resources to maximize safe park conditions while managing the risk of recreation activities.

**Tax Levy:** The amount the Park District requests from property owners, commercial and residential, to fund recreation activities of the communities.

**Tax Rates:** The rate derived from dividing the tax levy by the EAV (The tax rate, combined for all funds, is multiplied by the equalized assessed valuation of each real estate parcel to arrive at the taxes owed by each parcel owner. Amounts are billed semiannually, usually in May and August.)

DRAFT





PARK DISTRICT OF HIGHLAND PARK  
COMBINED BUDGET  
AND APPROPRIATION ORDINANCE  
JANUARY 1, 2024 TO DECEMBER 31, 2024

BOARD OF PARK COMMISSIONERS

Terry Grossberg, President  
Jennifer Freeman, Vice-President  
Calvin Bernstein, Commissioner  
Brian Kaplan, Commissioner  
Barnett Ruttenberg, Commissioner

Mari-Lynn Peters,  
Treasurer

Brian Romes,  
Executive Director

**ORDINANCE NO. 2024-01**

**AN ORDINANCE FOR A COMBINED BUDGET AND APPROPRIATION FOR THE PARK DISTRICT OF HIGHLAND PARK FOR THE FISCAL YEAR BEGINNING JANUARY 1, 2024 AND ENDING DECEMBER 31, 2024**

WHEREAS, the Board of Park Commissioners of the Park District of Highland Park, Lake County, Illinois, caused to be prepared in tentative form an annual combined Budget and Appropriation Ordinance and the Secretary of this Board has made the same conveniently available to public inspection for at least thirty days prior to final action thereon, and

WHEREAS, a public hearing was held as to such Budget and Appropriation Ordinance on the **31st Day of January 2024** and notice of said hearing was given at least one week prior thereto as required

by law and all other legal requirements have been complied with,

**NOW THEREFORE, BE IT ORDAINED BY THE BOARD OF PARK COMMISSIONERS OF THE PARK DISTRICT OF HIGHLAND PARK, LAKE COUNTY, ILLINOIS AS FOLLOWS:**

SECTION 1: That the amounts herein set forth, or so much thereof as may be authorized by law and as may be needed, are hereby budgeted and appropriated for the corporate purposes of the Park District of Highland Park, Lake County, Illinois to defray all necessary expenses and liabilities of said Park District, as specified in Section 2 for the fiscal year, beginning January 1, 2024 and ending December 31, 2024

SECTION 2: The amount budgeted and appropriated for each object or purpose is as follows:

I. The amount Budgeted and Appropriated For General Purposes:

	<u>Budget</u>	<u>Appropriation</u>
Salaries	\$3,528,817	\$3,881,699
Contractual Services	1,375,396	1,512,936
Insurance	1,116,339	1,227,973
Materials & Supplies	288,987	317,886
Maintenance & Landscaping	138,893	152,782
Utilities	161,487	177,636
Pension	296,177	325,795
Transfers Out	<u>622,420</u>	<u>684,662</u>
 Total Budgeted and Appropriated for General Fund:	 <b><u>\$7,528,517</u></b>	 <b><u>\$8,281,369</u></b>

II. The amount Budgeted and Appropriated For District's Share of Expenses of Joint Recreational Programs for the Handicapped:

Contractual Services	\$425,628	\$468,191
Transfer Out	<u>600,000</u>	<u>660,000</u>
 Total Budgeted and Appropriated for Special Recreation Fund:	 <b><u>\$1,025,628</u></b>	 <b><u>\$1,128,191</u></b>

III. The amount Budgeted and Appropriated For Recreation Purposes:

	<u>Budget</u>	<u>Appropriation</u>
Salaries	\$6,794,040	\$7,473,444
Contractual Services	1,258,536	1,384,390
Insurance	1,340,604	1,474,664
Materials & Supplies	395,448	434,993
Maintenance & Landscaping	421,050	463,155
Utilities	946,772	1,041,449
Pension Contributions	566,272	622,899
Cost of Goods Sold	65,620	72,182
Instructional Program	3,474,061	3,821,467
Capital Outlay	63,800	70,180
Transfers Out	<u>4,052,380</u>	<u>4,457,618</u>
 Total Budgeted and Appropriated for The Recreation Fund:	 <b><u>\$19,378,583</u></b>	 <b><u>\$21,316,441</u></b>

IV. The amount Budgeted and Appropriated For the Debt Service Fund:

Principal	\$2,375,000	\$2,612,500
Interest	986,100	1,084,710
Fees & Charges	<u>1,500</u>	<u>1,650</u>
 Total Budgeted and Appropriated For the Debt Service Fund:	 <b><u>\$3,362,600</u></b>	 <b><u>\$3,698,860</u></b>

V. The amount Budgeted and Appropriated For the Capital Projects Fund:

Contractual Services	\$1,786,268	\$1,964,895
Capital Outlay	<u>10,056,221</u>	<u>11,061,843</u>
 Total Budgeted and Appropriated For the Capital Projects Fund:	 <b><u>\$11,842,489</u></b>	 <b><u>\$13,026,738</u></b>
 <b>Total Estimated Expenditures Budgeted (All Funds)</b>	 <b><u>\$43,137,817</u></b>	
 <b>Total Estimated Expenditures Appropriated (All Funds)</b>		 <b><u>\$47,451,599</u></b>

Summary of Funds Budgeted and Appropriated

	<u>Budget</u>	<u>Appropriation</u>
General Fund	7,528,517	8,281,369
Special Recreation Fund	1,025,628	1,128,191
Recreation Fund	19,378,583	21,316,441
Debt Service Fund	3,362,600	3,698,860
Capital Projects Fund	11,842,489	13,026,738
Total Budgeted	43,137,817	
Total Appropriated		47,451,599

Each of said sums of money and aggregate thereof are deemed necessary by the Board of Park commissioners of the Park District of Highland Park to defray the necessary expenses and liabilities of the foresaid Park District during the fiscal year beginning the 1st day of January 2024 and ending the 31st day of December, 2024 for the respective purpose set forth.

SECTION 3: All unexpended balances of appropriations for the fiscal year ending the 31st day of December 2024, and prior years, to the extent not otherwise re-appropriated for other purposes herein, are hereby specifically re-appropriated for the same general purposes for which they were originally made and may be expended in making up any insufficiency of any other items provided in this appropriation ordinance, pursuant to law.

All receipts and revenue not specifically appropriated, and all unexpended balances from the preceding fiscal years not required for the purpose for which they were appropriated and levied shall constitute the corporate fund and shall be placed to the credit of such fund.

SECTION 4: Pursuant to law the following determinations have been and are hereby made a part hereof:

- a) Cash on hand and short-term investments at the beginning of the fiscal year:  

\$30,812,091
- b) Estimate of cash expected to be received during the fiscal year from all sources:  

\$34,087,561
- c) Estimate of expenditures contemplated for the fiscal year:  

\$37,863,017
- d) Estimate of cash and short-term investments expected to be on hand at the end of the fiscal year:  

\$27,036,635

SECTION 5: All ordinance or parts of ordinances conflicting with any of the provisions of this Ordinance be and the same are hereby modified or repealed. If any item or portion of this Ordinance is for any reason held invalid, such decision shall not affect the validity of the remaining portion of such item or the remainder of this Ordinance.

SECTION 6: This Ordinance is not intended or required to be in support of or in relation to any tax levy made by the Park District during the fiscal year beginning January 1, 2024, and ending December 31, 2024, or any other fiscal year.

SECTION 7: This Ordinance shall be in full force and effect immediately upon its passage and approval according to law. A Certified copy of the Ordinance shall be filed with the County Clerk of Lake County, Illinois, together with the certificate of the Chief Fiscal Officer of the Park District certifying revenues by source anticipated to be received by the Park District, within thirty (30) days after its passage and approval, as provided by law.

DRAFT

Adopted this 31st Day of January 2024, pursuant to a roll call vote.

**Roll Call Vote:**

Ayes: \_\_\_\_\_  
\_\_\_\_\_

Nays: \_\_\_\_\_

Absent and Not Voting: \_\_\_\_\_

Ordinance Approved: \_\_\_\_\_

\_\_\_\_\_  
Terry Grossberg  
Board of Commissioners of the  
Park District of Highland Park

ATTEST:

\_\_\_\_\_  
Brian Romes, Executive Director, and Secretary  
Board of Commissioners of the  
Park District of Highland Park

SEAL

STATE OF ILLINOIS     )  
  ) SS  
COUNTY OF LAKE     )

CERTIFICATION

I, Mari-Lynn Peters, the duly qualified and Treasurer of the Park District of Highland Park, and the keeper of the financial records thereof,

DO HEREBY CERTIFY, that the attached ANTICIPATED REVENUES BY SOURCE to be received by the Park District of Highland Park, Lake County, Illinois for the fiscal year beginning on the 1<sup>st</sup> day of January 2024 and ending on the 31<sup>st</sup> day of December 2024 to be as follows:

General real estate tax revenues	\$15,003,446
Personal property replacement tax revenue	183,000
Investment earnings revenue	265,000
Daily fees	2,739,057
Rental revenue	1,559,664
Program user fees	6,241,025
Merchandising retail sales revenue	134,648
Memberships revenue	1,363,871
Miscellaneous revenue	1,097,850
Debt Issuance	5,500,000
Transfers	5,224,800
	<hr/>
	\$39,312,361

The above is certified this 31<sup>st</sup> day of January 2024.

\_\_\_\_\_  
Mari-Lynn Peters, Treasurer  
Park District of Highland Park

ATTEST:

SEAL

\_\_\_\_\_  
Brian Romes, Executive Director, and Secretary  
Board of Park Commissioners  
Park District of Highland Park







# 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:** December 13, 2023

**Subject:** **Consideration to approve of a Restricted Donor Agreement with Ron Saslow at 2205 Skokie Valley Road (Lot 3)**

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## **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. **Ron Saslow** 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. Staff will review the proposed Restricted Donor Agreement in consideration of approval.

## **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.

**RESTRICTED DONATION AGREEMENT BETWEEN THE PARK DISTRICT  
OF HIGHLAND PARK AND RONALD M. SASLOW FOR THE ENTERPRISE  
PROPERTY IMPROVEMENT PLAN**

THIS AGREEMENT (“**Agreement**”) is entered into as of the \_\_\_\_\_ day of December, 2023, by and between the Park District of Highland Park (“**PDHP**”), an Illinois municipal corporation, the Parks Foundation of Highland Park, an Illinois not-for-profit corporation recognized by the IRS as tax-exempt under Section 501(c)(3) of the Internal Revenue Code (“**PFHP**”), and Ronald M. Saslow (“**Donor**”) (each a “Party” and collectively the “Parties”).

RECITALS

WHEREAS, the purpose of this restricted donation is to create a new facility for the Highland Park community where patrons can participate in pickleball and padel sports and other complementary recreational activities (the “Permitted Uses”);

WHEREAS, specific among the properties the PDHP possesses and operates is Lot 3 of the Resubdivision of the Highland Park Golf Course, located at 2205 Skokie Valley Road, Highland Park, IL 60035 (“**Enterprise Property**”);

WHEREAS, the PDHP leases the Enterprise Property from the City of Highland Park pursuant to that certain “LOT 3 LEASE AGREEMENT BY AND BETWEEN THE CITY OF HIGHLAND PARK AND THE PARK DISTRICT OF HIGHLAND PARK,” (the “**Prime Lease**”);

WHEREAS, the PDHP is a municipal corporation and a unit of local government organized, established and existing under the laws of the State of Illinois, 70 ILCS 1205 *et seq.*;

WHEREAS, pursuant to, in keeping with and consistent with its core mission, the PDHP desires to renovate a portion of the Enterprise Property to provide high quality program opportunities;

WHEREAS, residents of the Highland Park community have repeatedly voiced their desire for the Park District to provide greater opportunities for participation in pickleball and padel;

WHEREAS, the PDHP’s current budgeting would not allow for the creation of a new paddle sport facility on the Enterprise Property;

WHEREAS, Donor wishes to make a Restricted Donation to the PDHP for the express and sole purpose of helping to fund a bubble-style indoor paddle facility to permit participation in the Permitted Uses (the “Paddle Facility”) and for the sale of goods and services supportive and incidental to participation in the Permitted Uses (along with the Paddle Facility, the “Project”);

WHEREAS, the Donor agrees to donate the restricted funds described herein for

the Project as described herein and the PDHP agrees to coordinate the completion of the Project subject to the terms and conditions of this Agreement.

NOW, THEREFORE, in consideration of the mutual covenants contained herein and of the above recitals which are made a contractual part of this Agreement, and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties, intending to be legally bound, hereto agree as follows:

1. Description of Contribution. Donor will donate Two Million Dollars (\$2,000,000.00) (the “**Restricted Donation**” or “**Donation**”) to PDHP, as set forth herein, solely for the purpose of paying for the hard and soft costs of the PDHP’s construction of the Project, as described herein. This Restricted Donation will be used solely for the hard and soft costs for the construction of the Project, and if used for any other purpose, Donor has the right to redirect the funds to be used by PDHP for a purpose of PDHP. For the purpose of this Agreement, the “soft costs” shall include all the costs for architectural and engineering services, legal services and all permit fees. Hard costs shall include, but not be limited to, any site and utility work necessary to prepare the Enterprise Property for the Project and the furniture, fixtures and equipment for the Project described in the schematic design plan to be attached hereto as Exhibit A. For clarification and not in limitation of the generality of the foregoing, the Parties agree that the Donation is meant to be sufficient to result in a complete, operational Project.

2. Contingencies. Neither the PDHP nor Donor shall have any obligations hereunder unless and until the following contingencies are satisfied:

a. the Prime Lease is amended so that the term of the Prime Lease cannot be terminated without cause during the Term of this Agreement; and

b. the parties agree on or before January 19, 2024, on the (i) schematic design for the Paddle Facility, and (ii) an opinion of cost for those parts of the Paddle Facility for which the Donation will be used to finance design and construction up to amount of the Donation (the “Agreed Costs”). Upon the parties’ agreement on schematic design plans, such plans shall be attached hereto as Exhibit A.

3. Representations and Warranties.

a. PDHP hereby makes the following representations and warranties as of the date hereof and as of each date that Donor endorses and deposits any check or PDHP accepts the wire transfer of any donation from Donor:

- 1) PDHP is a political subdivision of the State of Illinois, within the meaning ascribed thereto in Section 170(c)(1) of the Internal Revenue Code, 26 U.S.C. §170(c)(1).
- 2) The Donation shall be used exclusively in furtherance of PDHP’s public purposes and shall not be used for lobbying, political contributions or to support political campaigns.

- 3) This Agreement has been duly authorized, executed and delivered by PDHP, and the representatives executing this Agreement on behalf of PDHP are duly authorized to execute this Agreement.
- 4) There is no pending or threatened claim, action, suit, proceeding, investigation or criminal proceeding, the outcome of which could have a material adverse effect on the ability of PDHP to perform the Project.
- 5) PDHP does not and will not knowingly provide financial support or other resources to any individual or entity to further unlawful acts including acts of violence or terrorism, and PDHP is in compliance with all laws, statutes, and regulations restricting U.S. persons from dealing with any individuals, entities, groups, or countries subject to Office of Foreign Assets Control sanctions.
- 6) PDHP is in compliance with all applicable federal, state and local laws and regulations.
- 7) PDHP represents that the Donation is not being used to satisfy the payment of a pledge or any other personal or corporate financial obligation on behalf of Donor.

b. Donor hereby makes the following representations and warranties as of the date hereof and as of each date that Donor presents any check or wire transfers any Donation installments to PDHP:

- 1) This Agreement has been duly authorized, executed and delivered by Donor and the representatives executing this Agreement on behalf of Donor are duly authorized to execute this Agreement.
- 2) Donor does not and will not knowingly provide financial support or other resources to any individual or entity to further unlawful acts including acts of violence or terrorism, and Donor is in compliance with all laws, statutes, and regulations restricting U.S. persons from dealing with any individuals, entities, groups, or countries subject to Office of Foreign Assets Control sanctions.
- 3) Donor is not barred from contracting with any unit of local government by reason of Article 33E of the Illinois Criminal Code.
- 4) Donor is in compliance with all applicable federal, state and local laws and regulations.
- 5) Donor, for itself, its officers and beneficiaries and its and their successors and assigns, voluntarily and forever discharges, waives,

releases and disclaims any present, future or contingent interest in any real estate owned by PDHP on which the Project will be constructed.

4. Timing of Restricted Donation; Draw Down.

a. Donor will make the Restricted Donation to PDHP as follows: (a) the Donation will be wired to Escrow Officer (as defined below) according to the following schedule:

- 1) 10% of the Donation within thirty (30) days of the date of this Agreement; and
- 2) 90% of the Donation within 10 (ten) days of the receipt by Donor of: (i) a notice to proceed (“NTP”) for construction; and (ii) the PDHP’s receipt of all applicable permits required in order to start construction of the Project. PDHP will have no obligation to commence construction until the Escrow Officer confirms receipt of the Donation. The costs for the escrow shall be paid from the escrow deposit and any accrued earnings thereon.

b. The PDHP and Donor will mutually agree upon the style and design of the bubble comprising the exterior shell of the Paddle Facility (the “Bubble”). Upon the PDHP’s election, either PDHP or Donor will be responsible for ordering, purchasing and delivering to the Enterprise Property the Bubble, the cost for which is referred to herein as the "Bubble Expense". If Donor orders the Bubble, the Bubble Expense will be a credit against the Donation. The Parties agree that the lead time for delivery of the Bubble is approximately ten (10) months from the date of ordering and PDHP shall have no obligation to commence construction of the Project until the Bubble is delivered. For the purpose of this obligation, if PDHP elects to have Donor purchase the bubble, Donor must deliver the Bubble for incorporation into the Paddle Facility and the PDHP will share its Illinois sales tax exemption number with Donor solely for this purpose.

c. Contemporaneous with the deposit of the Donation, Donor and PDHP will approve and deliver mutually acceptable escrow instructions to a title company (the “Escrow Officer”) to provide directions for how the Escrow Officer shall invest the Donation and make disbursements from the Donation for construction of the Project. The escrow instructions shall be designed to implement this Agreement and not be inconsistent herewith.

d. PDHP, or its designee, shall file applications for payment to the Escrow Officer for hard and soft costs related to construction of the Project in accordance with the escrow instructions. Upon the Escrow Officer’s reasonable judgment that the application for payment satisfies the conditions for payment, the Escrow Officer shall disburse an installment payment as provided for in the application for payment. Within ten (10) days after Donor deposits the Donation, PDHP may file an application for payment for reimbursement of all Agreed Costs previously incurred.

e. Following final completion of the Project, including all punch list items the Escrow Officer shall disburse the remaining funds, if any, to PDHP for such use upon the written direction of the Donor.

5. Term.

a. Subject to the term of the Prime Lease, the duration of this Agreement shall begin upon the execution by both Parties and shall terminate in twenty (20) years, or the end of the useful life of the Bubble with the application by PDHP of all ordinary and custom maintenance and repairs, whichever is later (the "Initial Term"). The useful life of the Bubble will be measured by when the Bubble needs to be replaced, as determined in PDHP's reasonable discretion.

b. If, during the Initial Term, the Donor makes an additional donation to improve, renovate or renew the Bubble, in amounts certified PDHP, the term shall be renewed and extended for an additional ten (10) years.

c. After the Initial Term, in the event PDHP receives notice of the owner's intent to terminate the Prime Lease, PDHP shall deliver notice to Donor within ten (10) days, this Agreement shall terminate contemporaneously with the termination of the Prime Lease and PDHP shall have no liability to Donor.

6. Restricted Donation.

a. Donor agrees that the amount contributed to PDHP pursuant to Section 1 and 4 shall be a Restricted Donation that shall not be repayable to Donor except as otherwise provided herein. Except as described in Section 1, all Parties expressly agree and acknowledge that the donated funds shall be used exclusively toward funding the Project.

b. Donor shall determine the number of courts and types of courts in the Paddle Facility provided, however, that the number and allocation of courts shall be subject to available funding. Before any portion of the Restricted Donation is funded, the Parties will review the final Project construction drawings to ensure mutual approval of design and specifications for the Project, which approval will not be unreasonably denied, conditioned or delayed.

c. The PDHP confirms that any funds received by it from Donor under this agreement will be used exclusively for purposes permissible under Section 170(1) of the Internal Revenue Code. Each of the Donor and PDHP agree that it will comply with all applicable federal, state, and local laws. The PDHP further agrees that it is responsible for the proper expenditure of the Restricted Donation and for the maintenance of adequate supporting records consistent with generally accepted accounting principles. The PDHP also agrees to comply with any reasonable additional reporting obligations relating to the Donation.

7. Donor Privileges. In consideration for Donor's Donation, for the Initial Term

PDHP shall grant Donor, or its designee, the following privileges and benefits: Membership/Access. Donor may designate up to five (5) people who will receive free access to the Paddle Facility, provided Donor's designees will pay for any fees or expenses payable to or for third party program providers, tournaments, coaches, schedulers, referees or line judges.

8. Restrictive Covenant. The Parties agree that the Project will continue to be operated by PDHP, or its designee, for the Term of this Agreement for the Permitted Uses (the "Restrictive Covenant"). The PDHP has an obligation to maintain the facility in good repair in a first-class manner and to use best efforts to run the Project as a profitable business. No earlier than five (5) years from the date of final completion of the Project, and no more frequently than once every four (4) years, PDHP may be released from the Restrictive Covenant in the event the Project is not financially self-sustaining for a period of at least four (4) consecutive years. For the purpose of this Agreement, "financially self-sustaining" shall mean that, despite the PDHP's best efforts to run the Project as a profitable business, the gross revenues from the operation of the Project (without considering any property tax revenue) meet or exceed the gross expenses from the operation, maintenance and repair of the Project. If the Restrictive Covenant is released before the end of the Initial Term, the PDHP shall be obligated to consult with the Donor regarding other activities to be offered in the Paddle Facility, provided the PDHP shall have final authority to program the Paddle Facility. In the event the Paddle Facility discontinues offering padel, the PDHP shall offer Donor the option to purchase the padel courts from the PDHP at fair market value.

9. Donor Recognition. In consideration for Donor's Donation, for the term of this Agreement Donor will be recognized for its contribution on signage on the Project including on the building and at least 50% of the courts. The content, size, specifications, installation and location of all signage shall be subject to the reasonable approval of both the Donor and the PDHP, consistent with PDHP and City of Highland Park rules and regulations governing such, and which approval shall not be unreasonably denied, conditioned or delayed. Nothing herein shall be construed to limit or restrict PDHP's ability to sell advertising signs within the Paddle Facility consistent with its ordinary advertising program provided, however, that such advertising shall not include products that compete with UPP Paddles, LLC or its affiliates or successors. Advertising sold, controlled and presented by third party tournament operators shall not be limited by this Agreement.

10. Coordination of Events. The PDHP and Donor shall coordinate mutually agreeable schedules and activities in connection with groundbreaking and ribbon cutting ceremonies for the Project as well as the announcement and any publicity concerning the Project.

11. Coordination of Publicity. Neither Party shall use the name or marks of the counterparty or any related party in any publicity or news release without the prior approval of the party whose name will be used.

12. Responsibility. At all times, the PDHP will assume all responsibility for the operation, maintenance and repair of the Project under the same standards of care



applicable to other PDHP facilities to ensure that the Project will serve its intended purpose. In no event shall Donor be responsible for any payments of any type other than its contributions described in Section 1 and 4.

PDHP shall not act as or be an agent of Donor nor shall Donor act as or be an agent of PDHP. All of PDHP's activities will be at PDHP's own risk and liability, and PDHP shall not be entitled to insurance protection from Donor. PDHP will have no authority, and will not represent to any person that it has any authority, to bind Donor to any agreement with any third party, or to otherwise commit Donor to any proposal. Nor shall Donor have any authority or represent to any person that it has any authority to bind the PDHP to any agreement. In no event shall Donor at any time be construed as an expert in, knowledgeable about, or engaged in the business of constructing Projects. PDHP shall be responsible for the payment of all taxes, if and as applicable, associated with the Project and shall indemnify and hold Donor and its affiliates harmless therefrom.

PDHP shall also be responsible for ensuring all work is in full compliance with all legal standards.

This Section 12 shall survive the expiration or termination of this agreement and the expiration or termination of any obligation owing to any Party under this agreement.

13. Termination of Obligations. Once the Project is completed, and once all donations due under this Agreement have been funded by Donor, Donor shall not be able to require any refund of donated funds except as otherwise set forth herein. The PDHP may choose to terminate the Project at any time at its sole discretion and refund Donor or its designee, as the case may be, the monies paid to PDHP in their entirety before the completion of the Project. In the event that the Project is terminated, Donor's continued obligation to make any contributions shall automatically terminate. If all or a portion of the Project is destroyed beyond repair due to a *force majeure* event, or any other circumstance beyond the Parties' reasonable control, then the PDHP will, as soon as possible, restore the Project to its condition and locations immediately prior to the event.

14. Fiscal Agent of Donation. PFHP shall act as the PDHP's agent in receiving the Donation from Donor. PFHP and PDHP shall complete and sign a charitable contribution receipt acknowledgement as required under the tax law in form and substance satisfactory to Donor.

15. Miscellaneous.

a. Notices. Unless otherwise specified, any notice, demand or request required under this Agreement must be given in writing at the addresses set forth below by any of the following means: personal service, overnight courier or first-class mail, registered with return receipt requested.

If to Park District  
of Highland Park:

Park District of Highland Park

636 Ridge Road  
Highland Park, Illinois 60035  
Attn: Executive Director

With Copies to: Adam B. Simon  
Ancel Glink  
175 East Hawthorn Parkway, Suite 145  
Vernon Hills, IL 60061  
Attn: PDHP General Counsel

If to Parks Foundation  
of Highland Park: Parks Foundation of Highland Park  
636 Ridge Road  
Highland Park, Illinois 60035  
Attn: Board President

If to Donor: Ronald Saslow  
Thirty-Five Capital, LLC  
911 W. Randolph St., 2<sup>nd</sup> Floor  
Chicago, IL 60607

With Copies to: Paul Gilman  
Aronberg Goldgehn  
330 North Wabash Avenue, Suite 1700  
Chicago, Illinois 60611  
Email: [pgilman@agdglaw.com](mailto:pgilman@agdglaw.com)

16. Governing Law. This Agreement will be governed by and construed in accordance with the internal laws of the State of Illinois, without regard to the principles of conflicts of law thereof. If there is a lawsuit under this Agreement, each Party hereto agrees to submit to the jurisdiction of the courts of Lake County in the State of Illinois.

17. Severability. In the event that any provision of this Agreement is deemed to be invalid by reason of the operation of any law or by reason of the interpretation placed thereon by any court or any other governmental body, this Agreement shall be construed as not containing such provision and any and all other provisions hereof which otherwise are lawful and valid shall remain in full force and effect.

18. Integration. All exhibits to this Agreement are expressly incorporated herein by this reference thereto. This Agreement constitutes the entire agreement between the Parties, merges all discussions between them and supersedes and replaces any and every other prior or contemporaneous agreement, negotiation, understanding, commitments and writing with respect to the subject matter hereof.

19. Assignment. Except for Donor's rights under 6(b), this Agreement, or any portion thereof, shall not be assigned by any Party without the prior written consent of the others.

20. Counterparts. This Agreement may be executed in one or more counterparts, each of which shall be deemed to be an original, but all of which when taken together shall be deemed to be one and the same instrument.

21. Parties' Interest/No Third Party Beneficiaries. This Agreement shall be binding upon the Parties and their respective successors and permitted assigns and shall inure to the benefit of the Parties, and their respective successors and permitted assigns. This Agreement shall not run to the benefit of, or be enforceable by, any person or entity other than a Party and its successors and permitted assigns. This Agreement should not be deemed to confer upon third parties any remedy, claim, right of reimbursement or other right. Nothing contained in this Agreement, nor any act of the Parties, shall be deemed or construed by any of the Parties hereto or by third parties, to create any relationship of third party beneficiary, principal, agent, limited or general partnership, joint venture, or any association or relationship involving any of the Parties. Violation of any covenant or obligation in this Agreement shall not be construed as evidence of negligence or any misconduct.

22. Modification or Amendment. This Agreement may not be altered, modified or amended except by a written instrument signed by all four Parties.

23. No Implied Waivers. No waiver by any Party of any breach of any provision of this Agreement will be a waiver of any continuing or succeeding breach of the breached provision, a waiver of the breached provision itself, or a waiver of any right, power or remedy under this Agreement. No notice to, or demand on, any Party in any case will, of itself, entitle that Party to any further notice or demand in similar or other circumstances.

24. Titles and Headings. Titles and headings to paragraphs contained in this Agreement are for convenience only and are not intended to limit, vary, define or expand the content of this Agreement.

25. No Personal Liability. Donor expressly agrees that no member, Commissioner, official, employee or agent of the PDHP, and the PDHP expressly agrees that no officer, director, employee or contractor of Donor, will be individually or personally liable to it, its successors or assigns under any term or provision of this Agreement or because of his or her execution of this Agreement or in the event of any default or breach by any party under this Agreement. The limitations on liability in this Section 25 shall survive the expiration or termination of this Agreement and the expiration or termination of any obligation owing to any Party under this Agreement.

26. Indemnification by PDHP.

a. The PDHP shall defend, indemnify and hold harmless to the fullest extent permitted by law Donor and its affiliates, directors, officers, employees, volunteers and agents from and against all claims, damages losses and expenses, including, but not limited to, legal fees (attorney's and paralegal's fees, expert fees and court costs), incurred in connection with any action, suit, proceeding, claim demand, investigation or inquiry (formal or informal), or any settlement thereof, by a third party ("Claim"), whether or not

a formal proceeding or action has been instituted which arises out of or is based upon (a) the Project and the Enterprise Property; (b) PDHP's breach of its representations, covenants, and warranties, or other breach of this Agreement; (c) PDHP's violation of applicable law; or (d) the bodily injury, sickness, disease, or death of any person, or injury to or destruction of property, however occurring, at the Enterprise Property, in each case resulting from the intentional or negligent acts or omissions of PDHP, its officials, officers or employees. Any such lawsuit or claim shall be tendered by Donor and accepted for defense and indemnification by the PDHP in a timely manner at no cost to Donor. Such obligation shall not be construed to negate, abridge or otherwise reduce any other right to indemnity which Donor would otherwise have. The indemnification in this Section 26 shall survive the expiration or termination of this Agreement and the expiration or termination of any obligation owing to any Party under this Agreement. PDHP shall not indemnify Donor for any claims or proceedings initiated by the IRS related to the treatment of the Donation for tax purposes.

b. The Parties agree that the allocation of liability herein described is solely for their administrative convenience and is not intended to nor does create any duty which is not otherwise applicable by law. Nothing herein shall result in or be interpreted as a waiver of any defenses and immunities granted to PDHP in statute or common law.

27. Ethics. Donor hereby represents and affirms that its decision to contribute to the PDHP pursuant to this Agreement is entirely voluntary and is completely unrelated to any past or future government decision relating to the award of contracts or any other action. Donor further represents and affirms that, except as expressly described herein, no representative of Donor has had any conversation with any representative of the PDHP, or with any government official or employee that in any way links this contribution to any past or future government decision relating to the award of contracts or any other matter.

28. In the event any dispute arising under this Agreement results in a judgment against either Party, the prevailing party shall be awarded its reasonable costs of prosecuting or defending such claim, including attorneys' fees, court costs and witness fees.

*Signature page to follow*

**IN WITNESS WHEREOF**, the PDHP, the PFHP, and Donor have caused this Agreement to be executed as of the date first written above.

PARK DISTRICT OF HIGHLAND PARK

By: \_\_\_\_\_  
Terry Grossberg  
President, Board of Park Commissioners

Attest: \_\_\_\_\_  
Brian Romes  
Secretary to the Board

PARKS FOUNDATION OF HIGHLAND PARK

By: \_\_\_\_\_  
Executive Director

RONALD M. SASLOW

\_\_\_\_\_



# Memorandum

**To:** Park Board of Commissioners  
**From:** Brian Romes, Executive Director  
**Date:** December 13, 2023  
**Subject:** **Board Committee Updates**

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**Summary**

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



# Memorandum

**To:** Park Board of Commissioners

**From:** Ryan Ochs, Superintendent/General Manager of Golf Operations; Brian Romes, Executive Director

**Date:** December 13, 2023

**Subject:** **Sunset Valley Golf Club End of Season Report**

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**Summary**

Staff will provide a 2023 Sunset Valley Golf Club end-of-season report.

# EXECUTIVE DIRECTOR'S MONTHLY REPORT

## DECEMBER 13, 2023

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### UPCOMING MEETINGS

- Wednesday, January 17, 2024 / 6:00 p.m. / Workshop Meeting
- Tuesday, January 23, 2024 / 8:00 a.m. / Finance Committee Meeting
- Wednesday, January 31, 2024 / 6:00 p.m. / Regular Board Meeting

### UPCOMING EVENTS

- **Gingerbread House Workshop on Thu. Dec. 14 from 5:00 – 8:00 p.m. at WRC**  
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 HNC**  
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.
- **Take It, Make It, Display It - Jan. 15 – 18 from 9:00 – 6:00 p.m. 6:30 – 8:00 p.m. at WRC**  
Begin your artistic adventure by picking up a carefully curated craft kit from our West Ridge Center, complete with materials and instructions. Your creation will become part of a vibrant and diverse showcase of talent, reflecting the unique spirit of our community. Special Artist Reception on January 23. \$10NR \$12/R.
- **Family Art Night on Fri. Jan. 19 from 5:30 – 7:00 p.m. at WRC**  
Join us for this family fun event that allows your creativity to run wild! \$20R/\$25NR.
- **Ice Castles on Sat. Jan. 20 from 1:00 – 2:15 p.m. at Rosewood Beach**  
Build snowy forts and icy castles. \$12/person.
- **Indoor Pool Olympics on Sat. Jan. 20 from 1:00 – 3:00 p.m. at RCHP**  
Designed for youth athletes ages 8 – 12, Kids will have a blast competing in a safe and heated indoor pool, where they can showcase their skills in different thrilling events. \$10R/\$12NR.
- **Wolf Moon Yoga on Thu. Jan. 25 from 5:30 – 6:15 p.m. at RIC**  
Candlelight yoga in celebration of the Wolf Moon, the first full moon of the year. \$12R/\$15NR.
- **Stories in the Night Sky on Fri. Jan. 26 from 6:00 – 7:30 p.m. at HNC**  
Join us in looking at these constellations, making our own star patterns, and listening to the stories old and new about the lights in the sky. \$12/person.



## DEER CREEK RACQUET CLUB – NOVEMBER 2023

	2022 ACTUAL	2023 BUDGET	2023 ACTUAL
<b>Daily Court Rentals (Hours)</b>			
Tennis	361.75	144	240.50
Pickleball	N/A	NA	97.50
Racquetball	51.5	41	38
<b>Private Lessons (Hours)</b>	251.25	297	231
<b>Drop-Ins</b>	182	204	134
<b>Memberships</b>	<b>806</b>	<b>449</b>	<b>1013</b>

### News & Events

- Surpassed 1000 members! Record breaking number of members and still have received a few more memberships since last month (9 more).
- Hosted a USTA Tournament for Boys 14 and Under.
- Fall Session ended November 22; Winter Session began November 25.

## CENTENNIAL ICE ARENA – NOVEMBER 2023

	2022 ACTUAL	2023 BUDGET	2023 ACTUAL
<b>Daily Drop-in Fees</b>			
Public Skate	0		592
Drop In Freestyle & Package Ice and Adult	0		185
Open Hockey	0		64
Open Gymnastics	0		38
Skate Rental	0		579
<b>Punches Passes Sold</b>			
Public and Adult Skate	0		3
Freestyle	0		0
Skate Rental	0		4
<b>Facility Rentals Total Hours</b>	<b>0</b>	<b>152.06</b>	<b>196.21</b>

### News & Events

- Fall 2 session runs Oct 23-Dec 20.
- CCM World Invite Hockey Tournament was held Nov 3-5 with Centennial as a host rink.
- Centennial Ice Rink was busy over Thanksgiving Break. We had 360 skaters during Public Skate, 41 skaters during Freestyle, and 61 skaters during Open Hockey.
- 14 skaters from our Learn to Skate program participated in 2 skating clinics on Nov 20 & 21.

## RECREATION CENTER OF HIGHLAND PARK – NOVEMBER 2023

	2022 ACTUAL	2023 BUDGET	2023 ACTUAL
Group Exercise Classes Conducted	172	253	234
Group Exercise Participation/Visits	1,967	2,410	2,852
Fitness Floor Visits	8,083	8,000	9,775
Track Visits	1,044	575	1,105
Personal Training Participation	577	650	658
Personal Training Sales (Units)	375.5	375	353.25
<b>Personal Training Revenue</b>	<b>\$21,860.10</b>	<b>\$25,018.24</b>	<b>\$26,433.41</b>
Private Swim Lesson Participation	102	100	102
Private Swim Lesson Sales (Units)	44	45	46
<b>Private Swim Lesson Revenue</b>	<b>\$7,432.50</b>	<b>\$4,908.00</b>	<b>\$7,337.50</b>

MEMBERS	2022 ACTUAL	2023 BUDGET	2023 ACTUAL
Basic - Annual	1,017	1,437	1,478
All-Inclusive - Annual	219	344	366
Group Exercise only – Annual	156	222	220
Short-Term Promotional	0	25	8
Month to Month	4	0	0
30 Day	12	10	5
<b>Total Members</b>	<b>1,414</b>	<b>2,000</b>	<b>2,068</b>

### Fitness and Membership

- November’s budgeted net annual membership goal was 2,000. We ended the month with 2,068 annual memberships, 3% above the month’s goal.
- Personal Training November revenue reports positive 6% to budget. The year-to-date personal training revenue reports positive 15% to budget.
- Group Ex classes average 12 participants per class.
- Student Winter Promo began November 13<sup>th</sup> and runs through the holidays. We expect to see a surge for the December/January break.

### Aquatics

- Private Swim lessons are doing well. 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 – NOVEMBER 2023

## Community Programs

	2022 ACTUAL	2023 BUDGET	2023 ACTUAL
<b>Heller Nature Center</b>			
Participants / Programs	361/22		180/4
<b>Rosewood Interpretive Center</b>			
Participants / Programs	130/7		32/3

### News & Events

- Not reflected in community programs were 3 school programs early in the month of November with 147students.
- Heller Staff hosted a free Event Dia de los Muertos at the Recreation Center of Highland Park.

## SUNSET VALLEY GOLF CLUB - NOVEMBER 2023

GOLF	2022 ACTUAL	2023 BUDGET	2023 ACTUAL
<b>Golf Shop Sales</b>			
Golf Balls	466	82	623
Accessories	128	90	166
<b>Total Sales</b>	<b>594</b>	<b>172</b>	<b>789</b>
<b>Golf Rentals</b>			
Carts	885	558	866
<b>Golf Greens Fees</b>			
Resident	409		513
Nonresident	1,213		1,082
Outing/Tournaments	0		0
Other	0		0
<b>Total Green Fees</b>	<b>1,622</b>	<b>931</b>	<b>1,595</b>
<b>Misc. Sales</b>			
Sapphire Club	0	0	1
Permanent Tee Time	0	0	0
<b>Total Misc. Sales</b>	<b>0</b>	<b>0</b>	<b>1</b>

### News & Events

- Course remains open weather depending.

## HIGHLAND PARK LEARNING CENTER – NOVEMBER 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	225
December	303	292	
<b>Totals</b>	<b>13,559</b>	<b>25,656</b>	<b>15,679</b>

### 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		168
<b>Totals</b>	<b>9,113</b>	<b>10,714</b>	<b>9,313</b>

#### News & Event

- The outdoor range and River Edge miniature golf closed on Sunday November 19. The golf dome opened Monday November 27.

## DISTRICT WIDE RENTALS – NOVEMBER 2023

	2022 ACTUAL	2023 BUDGET	2023 ACTUAL
<b>Heller Nature Center</b>			
Rentals	26.0	4.0	14.0
Party Package-Not Offered	0	0	0
<b>Rosewood Interpretive Center</b>			
Rentals	23.0	5.0	25.0
Party Package-Not Offered	0	0	0
<b>Recreation Center of Highland Park</b>			
Rentals	32.5	35.0	21.5
Party Packages	2	3	3
Athletics	0	0	0
<b>Total Rentals</b>	<b>34.5</b>	<b>38.0</b>	<b>24.5</b>
<b>West Ridge Center</b>			
Rentals	38.0	5.0	25.0
Party Packages	0	1.0	5.0
<b>Centennial Ice Arena</b>			
Party Packages	-	-	-
<b>Hidden Creek Aqua Park</b>			
Party Packages	Season Over	Season Over	Season Over
<b>Park Avenue Yacht Club</b>			
Rentals	Season Over	Season Over	Season Over

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

## GRANT-IN-AID – NOVEMBER 2023

	2022 ACTUAL	2023 BUDGET	2023 ACTUAL
<b>SMILE</b>			
<b>Total YTD Subsidy</b>	<b>\$83,441.56</b>	<b>\$150,000.00</b>	<b>\$119,196.00</b>
<b>Households</b>			
100% Subsidy YTD	54		84
50% Subsidy YTD	6		2
<b>Total YTD</b>	<b>60</b>		<b>86</b>
<b>FYI</b>			
<b>Total YTD Subsidy</b>	<b>\$2,538.50</b>		<b>\$2,068.00</b>
<b>Households</b>			
50% Subsidy YTD	3		5
<b>FYI-Swim Lessons</b>			
<b>Total YTD Subsidy</b>	<b>\$6,136.00</b>		<b>\$4,360.00</b>
<b>Households</b>			
100% Subsidy YTD	60		41

**News & Events:**

- N/A



# 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

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

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

**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, baggie making, composting class on the field located in the fall season in 9thA. Let's turn those pumpkins into a beautiful harvest of composting fun and environmental responsibility. All the pumpkin collection will be composted - ensuring that the water and nutrients they store are returned to the soil.

**BRING YOUR PUMPKINS TO SMASH!**

For more information visit [pdhp.org](http://pdhp.org)

**GET HOLIDAY FIT!**

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

**STARTING AT | \$39/MONTH**

SIGN UP TODAY AT [PDHP.ORG](http://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](mailto:nlapin@pdhp.org) for more info.

PARK DISTRICT of HIGHLAND PARK

Landing page +		↓ Sessions			
		25,122 100% of total	20	/recreation-center-of-highland-park/membership-passes	218
			21	/bids-rfps	207
			22	/dia-de-los-muertos-a-celebration-of-life	194
			23	/centennial-ice-arena/gymnastics-programs	181
1	/	5,039	24	/project/park-avenue-north-beach-access-improvements	166
2	/recreation-center-of-highland-park	1,766	25	/pickleball	157
3	(not set)	1,669	26	/recreation-center-of-highland-park/lap-open-swim	155
4	/recreation-center-of-highland-park/membership-passes/contact-us	1,487	27	/deer-creek-racquet-club/pickleball-programs	149
5	/deer-creek-racquet-club/memberships	1,390	28	/west-ridge-center	141
6	/recreation-center-of-highland-park/group-exercise-2	1,099	29	/basketball-programs	140
7	/centennial-ice-arena	971	30	/fontana-pasquesi-park-renaming-ceremony	136
8	/deer-creek-racquet-club	866	31	/rosewood-beach/interpretive-center-rentals	132
9	/highland-park-golf-learning-center	471	32	/event/dad-bod-3x3-basketball-tournament	129
10	/heller-nature-center	456	33	/deer-creek-racquet-club/junior-tennis-programs	128
11	/event/dia-de-los-muertos	451	34	/event/scary-halloween-miniature-golf	125
12	/event/the-great-pumpkin-smash	404	35	/rivers-edge-mini-golf	124
13	/recreation-center-of-highland-park/open-gym-2	399	36	/events	120
14	/share-the-warmth-winter-clothing-drive	374	37	/project/the-preserve-of-highland-park	120
15	/centennial-ice-arena/figure-skating-hockey-programs	342	38	/sunset-woods-rocket-ship-park-is-now-open	116
16	/get-involved/jobs	304	39	/our-story/staff-directory	114
17	/recreation-center-of-highland-park/indoor-pickleball	261	40	/baseball-programs	101
18	/rosewood-beach	236	41	/rentals	100
19	/fall-2023	235			

# Advertising

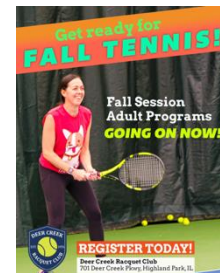
## Recreation Center of Highland Park

- 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