

# **NOTICE OF REVISED** **REGULAR MEETING**

**Wednesday, July 26, 2023**

**Regular Meeting**

**6:00 pm**

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

## **REGULAR MEETING AGENDA**

- I. CALL TO ORDER
- II. ROLL CALL
- III. ADDITIONS TO THE AGENDA
- IV. PUBLIC COMMENT FOR ITEMS ON AGENDA
- V. CONSENT AGENDA
  - A. Approval of Minutes June 7, 2023 Lakefront, Parks, & Natural Areas Committee Meeting
  - B. Approval of Minutes June 7, 2023 Facility and Recreation Committee Meeting
  - C. Approval of Minutes June 14, 2023 Workshop Meeting
  - D. Approval of Minutes June 20, 2023 Finance Committee Meeting
  - E. Approval of Minutes June 28, 2023 Regular Meeting
  - F. Approval of the Plat of Dedication for Public Right of Way
  - G. Bills and Payroll in the amount of \$2,852,510.99
- VI. FINANCIAL FORECASTS TREASURER'S REPORT
- VII. UNFINISHED BUSINESS
  - A. Consideration to Approve the New Community Center at West Ridge Park Design Contract
  - B. Sunset Woods Park North Parking Lot Update
  - C. Committee on Local Government Efficiency Update
- VIII. NEW BUSINESS
  - A. Approval to Purchase a 2023 Capital Replacement Backhoe
  - B. Parks Foundation Update
    - A. Board Committee Updates
    - B. Director's Report
    - C. Board Comments
- IX. OTHER BUSINESS
- X. OPEN TO PUBLIC TO ADDRESS THE BOARD

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**6:00 pm**

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

- XI. CLOSED SESSION PURSUANT TO THE FOLLOWING SECTIONS OF THE OPEN MEETINGS ACT:** Section 2(c)1: The employment, compensation, discipline, performance, or dismissal of specific employees, specific individuals who serve as independent contractors in a park, recreational, or educational setting, or specific volunteers of the public body or legal counsel for the public body; Section 2(c)2: Collective negotiating matters between the public body and its employees or their representatives, or deliberation concerning salary schedules for one or more classes of employees; Section 2(c)5 – the purchase or lease of real estate including discussion on whether a certain parcel of property should be acquired; Section 2(c)6 – the setting of a price for sale or lease of property owned by the District; Section 2(c)8 – security procedures and the use of personnel and equipment to respond to an actual, a threatened, or a reasonably potential danger to the safety of employees, students, staff, the public, or public property; Section 2(c) 11 – litigation against or on behalf of the District or where the District finds that an action is probable or imminent; Section 2(c) 21 – the discussion of minutes lawfully closed under the Act, whether for the purposes of approval of said minutes or for conducting the semi-annual review of the minutes as set forth in section 2.06 of the Act.; Section 2(c) 29 - for discussions between internal or external auditors and the Board. Possible action by the Board on items discussed in closed session.
- XII. ACTION FROM CLOSED SESSION IF ANY**
- XIII. ADJOURNMENT**

**MINUTES OF A THE LAKEFRONT, PARKS, AND NATURAL AREAS  
COMMITTEE MEETING  
OF THE PARK DISTRICT OF HIGHLAND PARK  
HELD ON JUNE 7, 2023, 6:00 P.M.**

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

**Absent:** None

**Also, Present:** Executive Director Romes; Deputy Director Carr; Director Gogola, Director Peters, Director Murrin, Director Smith, Director Voss, Interim Director of Recreation Reyes, Manager Schwartz, Manager, Manager Kutscheid

**Guest Speaker:** None

**Additions to the Agenda**

Commissioner Ruttenberg would like to add Openlands Lakeshore Preserve to the end of the Agenda.

**Lincoln Park Playground Renovation Update**

Manager Schwartz shared an aerial image of Lincoln Park reminding the Committee that the school district will be selling the school located on the property, which impacts the tot playground. The Park District shared postcards within a quarter mile of Lincoln Park inviting community members to complete a survey and attend open houses so that the Park District could gather community feedback regarding the playground renovation.

Manager Kutscheid reported that the planning team developed four playground renovation concepts.

- **Concept 1:** new 2-5age playground in the same footprint, new 5-12age playground, a minor path adjustment, retain the athletic fields, and adding space for community to gather. This allows an opportunity for a phased approach.
- **Concept 2:** 2-5age and 5-12age playgrounds will have a combination of existing and new features. This concept also includes adding a full basketball court.
- **Concept 3:** complete park renovation, new 2-5age and 5-12age playgrounds, and adding a full basketball court. This concept pushes the playgrounds to the southeast corner of the site.
- **Concept 4:** complete park renovation, new 2-5age and 5-12age playgrounds, and adding a full basketball court. This concept pushes the playgrounds to the northwest corner of the site by Green Bay Rd and Lincoln Rd.

Director Smith reminded the Committee that funds have been budgeted to replace the 2-5age playground. The 5-12 age playground is unfunded.

Commissioner Bernstein reminded the Committee that this project was discussed at the May Finance Committee, and it was the recommendation of the Finance Committee to put this project on hold until it is determined what NSSD112 is doing with the property.

Commissioner Ruttenberg recommends that staff reaches out to NSSD112 to see if the Park District can lease the playground so that the playground can be utilized after it is sold and until construction begins. Regarding the renovation concepts, he supports concept 1.

Executive Director Romes reported that staff needs consensus from the Committee to either close the park and renovate this year or put the renovation on hold, keep the current park open, and work on planning documents so that the project can be bid in 2024.

It was the consensus of the Committee to put the renovation on hold, keep the current park open, work on planning documents which includes retaining the athletic fields so a bid can be released in 2024 and contact community development to try and acquire funding for the playground renovations.

#### **Moraine Beach Stair Renovation Update**

Director Smith reported that the existing staircase at Moraine Beach was installed in 1977, the timbers are creosote and tar covered, and the wood touching the earth is very degraded. He reviewed replacement options:

- **Option 1: Partial Replacement** removes and replaces 40 of 110 ties. The project is estimated to last 5 years and cost \$25,000.
- **Option 2: Complete Replacement with Existing Detail** removes and replaces all 110 ties. The project is estimated to last 15 years and cost \$110,000.
- **Option 3: Replace Stair on Helical Piers** removes all existing stairs (replacements will match the newly constructed path) and includes the installation of 22 helical piers. The project is estimated to last 25 years and cost \$280,000.

It was the consensus of the Committee to complete Option 1 this year. Staff will need to examine the five-year capital plan to see if Option 3 can be allocated in future years.

#### **Larry Fink Memorial Baseball Field Improvements Project Update**

Director Smith reported that staff are exploring options to increase the number of parking spots to support Deer Creek Racquet Club and the Larry Fink Memorial Baseball Field Improvements project. He shared three initial concepts developed by Gewalt Hamilton.

- **Option 1:** adds 42 new parking spaces along the road new the baseball field.
- **Option 2:** adds 27 new parking spaces to the Deer Creek Racquet Club parking lot by expanding the footprint/hardscape.
- **Option 3:** adds 14 new parking spaces within the existing Deer Creek Racquet Club parking lot footprint by angling the parking spaces.

The committee supports option 3.

#### **Other Business**

Commissioner Ruttenberg reported that the Openlands Lakeshore Preserve property is being transferred to the Lake County Forest Preserves. He requested that staff reach out to the Executive Director of the Lake County Forest Preserves to see if the Park District could help without offering financial assistance.

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



Lakefront, Parks, and Natural Areas Committee Meeting Minutes  
June 7, 2023

None.

**Adjournment**

The meeting adjourned at 6:58 p.m.

Respectfully submitted,

Roxanne Hejnowski, Assistant Secretary

**MINUTES OF A THE FACILITY AND RECREATION COMMITTEE MEETING  
OF THE PARK DISTRICT OF HIGHLAND PARK  
HELD ON JUNE 7, 2023, 7:04 P.M.**

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

**Absent:** Commissioner Kaplan

**Also, Present:** Executive Director Romes; Deputy Director Carr; Director Gogola, Director Peters, Director Murrin, Director Smith, Director Voss, Interim Director of Recreation Reyes, Manager Schwartz

**Guest Speaker:** None

**Additions to the Agenda**

None.

**West Ridge Park and Site Project Update**

Manager Schwartz reported that the Park District is applying for the 2023 Park and Recreation Construction (PARC) grant application for \$2.8M in funds to build a new community center at West Ridge Park. The existing West Ridge Center does not currently meet the needs of the community or region. The building has ADA and security deficiencies, life/safety concerns, limits recreational services, and the poor building infrastructure is apparent upon entering.

With increasing needs and costs of construction, the Park District’s budgeted funds are not expected to cover the full cost of West Ridge Park’s new community center. Without grant support, recreational programs will be cut from the project. The recreational core programs planned for the new West Ridge Center include gymnastics, youth enrichment, and visual and performing arts. The rooms proposed as part of this grant support mission-critical programs such as after-school programs, summer camps, and a variety of other recreational activities that serve approximately 5,504 enrollments on an annual basis. She shared a concept floor plan that highlights the square footage that the PARC grants would fund.

**Centennial Ice Arena Project Update**

Executive Director Romes reported that the entire project has been very well received, however, the one challenge the District has faced is the size of the locker rooms. Executive Director Romes reported that the locker rooms were 224 square feet before the renovation. One of the goals of the renovation was to address the restrooms in the locker rooms so that they would be ADA-compliant, and the stalls would be gender-neutral. In doing so, the additional space needed to make the restrooms in the locker room ADA-compliant and gender-neutral reduced the open space of the locker room, which user groups feel the space is too tight.

He shared a long-term solution concept developed by Woodhouse Tinucci and a short-term solution, which utilizes the multipurpose room as a temporary changing space during hockey games until the long-term locker room adjustments are completed. Staff does not have costs for the proposed locker room adjustments developed by Woodhouse Tinucci.

Facility & Recreation Committee Meeting Minutes  
June 7, 2023

The committee does not support the proposed concept developed suggesting the locations of the doors are problematic and asked staff to follow up with the architect to develop other concepts.

**Other Business**

Commissioner Bernstein commended staff as the seasonal facilities look great, they are being heavily utilized, and he has received numerous compliments from the community.

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

None.

**Adjournment**

The meeting adjourned at 7:54 p.m.

Respectfully submitted,

Roxanne Hejnowski, Assistant Secretary

**PARK DISTRICT OF HIGHLAND PARK  
BOARD OF PARK COMMISSIONERS  
MINUTES OF WORKSHOP MEETING  
June 14, 2023**

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

**ROLL CALL**

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

**Absent:** Commissioner Kaplan, President Grossberg

**Staff Present:** Executive Director Romes; Deputy Director Carr; Director Smith; Director Peters; Director Voss; Director Gogola; Director Hall; Manager Schwartz; Coordinator Hejnowski

**Guest Speakers:** None

Commissioner Kaplan joined the meeting at 6:03 p.m.

**ADDITIONS TO THE AGENDA**

None.

**PUBLIC COMMENT FOR ITEMS ON THE AGENDA**

None.

**APPROVAL OF THE PARC GRANT APPLICATION FOR A NEW COMMUNITY CENTER**

Manager Schwartz reported that the Illinois Department of Natural Resources is inviting eligible government agencies to apply for grant funding through the Park and Recreation Construction (PARC) grant program. The main intent of the PARC grant program is to support the renovation or construction of indoor recreation facilities. The grant can fund up to 75% of total project costs with a maximum grant amount of \$2.8 million dollars. The application is due on June 15, 2023.

The grant application requires that the Park Board of Commissioners approve the proposed project and commit funds for the project if awarded by approving the attached Resolution of Authorization.

Staff, in collaboration with Park Board Liaisons and with the assistance of Holabird and Root, have prepared a grant application requesting \$2.8M to support the new community center at West Ridge Park project.

The New Community Center at West Ridge Park project replaces the aging West Ridge Center with a new sustainable facility that increases both operational and energy efficiencies, expands recreational capacity, addresses accessibility including compliance with ADA regulations, and enhances safety and security. The new facility is a recommendation of the Park District of Highland Park's Master Plan to address the poor

infrastructure of the existing West Ridge Center. With increasing needs and costs of construction, the Park District's budgeted funds are not expected to cover the full cost of West Ridge Park's new community center. Without grant support, recreational programs will be cut from the project. The recreational core programs planned for the new West Ridge Center include gymnastics, youth enrichment, and visual and performing arts. The rooms proposed as part of this grant support mission-critical programs such as after-school programs, summer camps, and a variety of other recreational activities that serve approximately 5,504 enrollments on an annual basis.

The preliminary project budget estimates \$400/square foot of construction costs. A grant award of \$2.8M would allow for an additional 6,000 square feet of program space that could not be achieved with the existing funds available. With the additional grant funds, the project can support expanded recreation and enrichment space to accommodate a variety of uses, ages, and skill levels, in addition to a larger gymnastics room that can meet the growing demand for older age levels and skill abilities, specifically, a dedicated gymnastics gym, flexible spaces for recreation and enrichment programs, classes, events, camps, and activities for youth and adults, including, cultural, visual, and performing arts.

A motion was made by Commissioner Ruttenberg and seconded by Commissioner Kaplan to approve the PARC Grant Resolution Authorization, allowing the Park District of Highland Park to apply for funding assistance to support the new community center at West Ridge Park project.

**Roll Call:**

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

**Nay:** None

**Absent:** President Grossberg

**Abstain:** None

**Motion Carried**

**APPROVAL OF THE WEST RIDGE CENTER DOOR HARDWARE IMPROVEMENTS BID**

Director Smith reported that the Park District of Highland Park received two (2) sealed bids on Wednesday, June 7, 2023, for materials and labor to complete the 2023 West Ridge Center Door Hardware Improvements. This bid is part of the West Ridge Center Access Control Improvements Project. The project includes furnishing and installing/replacing doors, furnishing and installing door hardware, and furnishing, installing, and programming access control hardware. The total project cost is \$77,182.38

The low bidder is Anderson Lock Company, Ltd at \$39,120.00. This contractor has favorable references and experience working with the Park District. Work is scheduled to occur in August 2023.

A motion was made by Commissioner Ruttenberg and seconded by Commissioner Kaplan to accept the Base Bid from Anderson Lock Company, Ltd. for the 2023 West Ridge Center Door Hardware Improvements and authorize the Executive Director to enter into an agreement in the amount of \$39,120.00.

**Roll Call:**

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

**Nay:** None

**Absent:** President Grossberg

**Abstain:** None

**Motion Carried**

**CONSTRUCTION PROJECT UPDATES**

***A. Centennial Ice Arena Facility and Site Renovations project***

Manager Schwartz reported that the punch list for the interior is complete, the exterior punch list is near completion, and the landscaping and plantings are flourishing with the recent rains.

Commissioner Ruttenberg commended staff, noting that the interior and exterior renovations look great.

***B. Millard Park Grading and Tree Removal project***

Director Voss reported that the tree removals were completed in February, and he is pleased to report that most of the grading is complete. He shared images of the topsoil being scrapped and removed, the clay being worked and graded to construct the 2-to-1 slope, and subsequent replacement of the topsoil to create a seed bed. A change order was necessary to address seepage areas on the slope discovered through the grading work and rains in the spring, however, once the drainage was installed the project has been progressing nicely.

***C. Moroney Park Playground Improvements project***

Director Smith shared a playground rendering, reminding the Park Board of Commissioners what the new playground will look like after construction. He shared construction images, reporting that the project is on schedule and the new playground should be available for use in July.

***D. Park Avenue Breakwater and Boat Ramp project***

Director Smith reported that the concrete work is completed for the breakwater and coffer dam. So long as the weather and waves hold, the concrete abutments and parapet wall will be completed this week.

**REVIEW OF VOUCHERS**

Workshop Meeting Minutes  
June 14, 2023

Director Peters reported that the only remarkable items were a \$75,000 check for Lands and Rivers for the Park Avenue Breakwater and Boat Ramp project and a \$68,000 check for GameTime for the Moroney Park Playground Improvements project.

**OTHER BUSINESS**

None

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

None.

**CLOSED SESSION**

A motion was made by Commissioner Ruttenberg, seconded by Commissioner Kaplan, to adjourn into Closed Session for discussion of Section 2(c)6 – the setting of a price for sale or lease of property owned by the District;

**Roll Call:**

**Aye:** Commissioner Bernstein; Commissioner Kaplan, Commissioner Ruttenberg, Vice President Freeman

**Nay:** None

**Absent:** President Grossberg

**Abstain:** None

**Motion Carried**

The meeting adjourned into Closed Session at 6:38 p.m.

The meeting reconvened into Open Session at 7:09 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)6 – the setting of a price for sale or lease of property owned by the District.

No action was taken.

**ADJOURNMENT**

A motion was made by Commissioner Kaplan and seconded by Commissioner Bernstein and approved by a unanimous vote. The Board Meeting adjourned at 7:09 p.m.

Respectfully submitted,

Workshop Meeting Minutes  
June 14, 2023

Roxanne Hejnowski, Assistant Secretary



**MINUTES OF A THE FINANCE COMMITTEE MEETING  
OF THE PARK DISTRICT OF HIGHLAND PARK  
HELD ON JUNE 20, 2023, 8:02 AM.**

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

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

**Absent:** None

**Also, Present:** Executive Director Romes; Deputy Director Carr, Director Peters, Director Smith, Director Voss, Director Gogola, Manager Ochs, Manager Schwartz, , Manager Kutscheid, Manager Baczek, Manager Reyes

**Guest Speaker:** None

**Additions to the Agenda**

None.

**Holabird and Root Design Contract for West Ridge Center**

Manager Schwartz reported that the Park Board of Commissioners approved the PARC Grant Resolution Authorization, allowing the Park District of Highland Park to apply for funding assistance to support the new community center at West Ridge Park project at the June 14, 2023 Workshop Meeting. A grant application was submitted to the Illinois Department of Natural Resources. Architects Holabird and Root developed a design contract for a new community center at West Ridge Park. She reviewed the design contract, noting that the design contract includes a concept master plan, which will be constructed in phases as funding becomes available. She reminded the Committee that the project is estimated at \$16.2 million and a PARC Grant award of \$2.8M would allow for an additional 6,000 square feet of program space that could not be achieved with the existing funds available. With the additional grant funds, the project can support expanded recreation and enrichment space to accommodate a variety of uses, ages, and skill levels, in addition to a larger gymnastics room that can meet the growing demand for older age levels and skill abilities, specifically, a dedicated gymnastics gym, flexible spaces for recreation and enrichment programs, classes, events, camps, and activities for youth and adults, including, cultural, visual, and performing arts.

Commissioner Ruttenberg would like to know what is included in the \$21 million estimate for the master plan concept.

A cost breakdown of the \$21 million estimate for the master plan concept will be shared with the Finance Committee.

Commissioner Bernstein would like staff to revisit the Athletic Fields Master Plan, and see what funds are set aside, suggesting those funds may want to be used for the fields at West Ridge Park. Staff will investigate and provide an update.

Commissioner Bernstein requested that staff track and include a breakdown of contingency costs when providing project updates.

Lastly, she reviewed the project timeline, noting that construction would begin in the Fall of 2024 and is estimated to take 18 months.

Commissioner Bernstein requested that staff follow up with the City of Highland Park regarding zoning for this project, to allow them time to prepare their council.

#### **Park Avenue Breakwater and Boat Ramp Project Financial Update**

Director Smith reported that the project was estimated at \$2.64 million. Since the project is nearing completion, staff are estimating the total project costs at \$2.63 million, for \$8,322 savings. The savings are contributed to community donations and the \$200,000 Boat Access Area Development grant funds from the Illinois Department of Natural Resources.

#### **Park Avenue Beach and Boating Facility Financial Presentation**

Manager Pierce compared the budgeted figures for storage and launch sales vs actual, along with the targeted figures for 5 and 10-year loyalty figures vs the actual. The actual loyalty figures are slightly less than targeted.

Assistant Director Acevedo compared the budgeted parking figures vs actual for Park Avenue Beach, Rosewood Beach, and Moraine Beach. Actual sales for Park Avenue are less than budgeted, this is due to the site not being fully operational. Revenues are anticipated to include once the Park Avenue Breakwater and Boat Ramp Project is completed.

Director Peters reviewed the Park Avenue sub-fund, to see if the facility is still trending to pay off the \$2 million debt issuance. Staff anticipates in 5 years the deficit spending will decrease and flip to a positive fund balance.

Commissioner Ruttenberg would like to review the Annual License Agreement with the North Shore Yacht Club in the Fall before the agreement is renewed.

#### **Purchase of the ABI Force Z-23 From Sole Source**

Director Voss reported that staff would like to replace the Turfco T300 with the ABI Force Z-23. In addition to fulfilling the work of the current Turfco, the ABI Force has the versatility with attachments to increase functionality such as slit aerating and ballfield grooming. There is \$35,000 budgeted in this year's capital plan and \$20,000 budgeted in the 2024 capital plan to cover the purchase and remove a future ballfield groomer replacement from the five-year capital plan.

Staff received consensus from the Finance Committee to place the sole source purchase on the consent agenda for the June 28, 2023 Regular Meeting.

#### **June 2023 Bid Results**

##### ***A. Recreation Center of Highland Park Gym Floor Refinish***

Director Smith reported that the Park District did not receive any bids. Staff will reissue the bid. Staff does not anticipate any impact on the Recreation Center of Highland Park.

##### ***B. Hidden Creek AquaPark Pool Shell Replacement***

Finance Committee Meeting Minutes

June 20, 2023

Director Smith reported that the Park District did not receive any bids last year for this project, so facilities staff have spent \$15,000 in maintenance to ensure the pool would be operational this summer. Staff issued another bid to replace the pool shell and the Park District received one bid, which is \$54,050 over budget. While the project is over budget, staff are recommending the Park Board of Commissioners approved this bid from Aqua Blue Pools, Inc at the June 28, 2023 Regular Meeting.

The Finance Committee supports staffs recommendation, however, they asked that this item be placed under Unfinished Business so the project could be presented to the entire Park Board of Commissioners.

**Other Business**

None.

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

None.

**Adjournment**

The meeting adjourned at 9:13 a.m.

Respectfully submitted,

Roxanne Hejnowski, Assistant Secretary

**PARK DISTRICT OF HIGHLAND PARK  
BOARD OF PARK COMMISSIONERS  
MINUTES OF REGULAR MEETING  
JUNE 28, 2023**

The meeting was called to order at 6:03 p.m. President Grossberg.

**ROLL CALL**

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

**Absent:** Commissioner Bernstein, Commissioner Ruttenberg

**Staff Present:** Executive Director Romes; Deputy Director Carr; Director Smith; Director Peters; Director Gogola; Director Voss; Director Hall; Director Murrin; Manager Nichols; Manager Ochs; Coordinator Hejnowski

**Guest Speakers:** None

**ADDITIONS TO THE AGENDA**

None.

**PUBLIC COMMENT FOR ITEMS ON THE AGENDA**

None.

**ADOPTING A PROCLAMATION FOR THE DESIGNATION OF JULY AS PARKS AND RECREATION MONTH**

President Grossberg reported that since 1985, America has celebrated July as the nation’s official Park and Recreation Month. Created by the National Recreation and Park Association (NRPA), Park and Recreation Month specifically highlights the essential and powerful role that local park and recreation agencies and their professionals – play in building stronger, more vibrant, and resilient communities across the country. It is my privilege to read our Park Board’s proclamation designating July as Parks and Recreation Month.

Vice President Freeman read the proclamation.

Executive Director Romes thanked the Park Board of Commissioners. This year’s national theme for Parks and Recreation month is “Where Community Grows.” The Park District of Highland Park has been integral to bringing Highland Park and Highwood residents together for over 114 years, providing essential services and fostering growth in our community. We provide connections to open space, recreational programs, promoting health and wellness, and improving our residents’ physical, emotional, and mental health. This July, we will be highlighting how our parks and programs support our community’s growth and well-being and celebrating with a series of events and activities. To kick it off, here is a video produced by our Marketing Team that illustrates how our Park District contributes to the growth of our community.

A motion was made by Commissioner Kaplan and seconded by Vice President Freeman to adopt the Proclamation for the designation of July as Parks and Recreation Month.

**Roll Call:**

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

**Nay:** None

**Absent:** Commissioner Bernstein, Commissioner Ruttenberg

**Abstain:** None

**Motion Carried**

**CONSENT AGENDA**

A motion was made by Commissioner Kaplan, seconded by Vice President Freeman to approve Minutes May 10, 2023 Workshop Meeting, Minutes May 16, 2023 Finance Committee Meeting, Minutes May 24, 2023 Annual Meeting, Minutes May 24, 2023 Regular Meeting, Resolution 2023-07 Authorizing a Sole Source Contract for Procurement of the ABI Force Z-23 with Attachments, Rejection of 2023 Larry Fink Memorial Park Baseball Field Improvements Bids, and Bills and Payroll in the amount of \$3,326,373.23

**Roll Call:**

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

**Nay:** None

**Absent:** Commissioner Bernstein, Commissioner Ruttenberg,

**Abstain:** None

**Motion Carried**

**FINANCIAL FORECASTS AND TREASURER'S REPORT**

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

Director Peters reported that as of May 31, actual revenues are exceeding budgeted revenue by about \$700,000 and actual expenses are \$1.2 million less than budgeted, for a year-to-date surplus of \$1.9 million.

***Conclusion***

The following Park District programs and facilities are performing better than budget: interest income has a \$226,000 surplus, youth dance has a \$27,000 surplus, tennis has a \$40,000 surplus, sponsorship revenue has a \$30,000 surplus, Recreation Center memberships has a \$103,000 surplus, and golf has a \$152,000 surplus. Also, there is a \$359,000 savings from payroll expenses.

Commissioner Bernstein would like to review all the individual facility charts at the August Finance Committee Meeting.

**UNFINISHED BUSINESS**

**A. Consideration to Approve the 2023 Hidden Creek AquaPark Pool Shell Replacement Bid**

A motion was made by Vice President Freeman and seconded by Commissioner Kaplan to approve the Base Bid from Aqua Blue Pools, Inc. for the 2023 Hidden Creek Aqua Park Pool Shell Replacement and authorize the Executive Director to enter into an agreement in the amount of \$444,050.

**Roll Call:**

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

**Nay:** None

**Absent:** Commissioner Bernstein, Commissioner Ruttenberg,

**Abstain:** None

**Motion Carried**

**NEW BUSINESS**

**A. Consideration to Approve Resolution 2023-06 Ratifying the Waiving of Competitive Bidding for Procurement of an Emergency Repair**

A motion was made by Commissioner Kaplan and seconded by Vice President Freeman to approve Resolution 2023-06 Ratifying the Waiving of Competitive Bidding for Procurement of an Emergency Repair and award the contract for repair of the Arena to Air Comfort in the amount of \$39,862.

**Roll Call:**

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

**Nay:** None

**Absent:** Commissioner Bernstein, Commissioner Ruttenberg,

**Abstain:** None

**Motion Carried**

**B. Consideration to Approve the First Student Transportation Services Contract Extension for Summer**

A motion was made by Commissioner Kaplan and seconded by Vice President Freeman to approve the First Student Transportation Services Contract Extension for Summer Camp.

**Roll Call:**

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

**Nay:** None

**Absent:** Commissioner Bernstein, Commissioner Ruttenberg,

**Abstain:** None

**Motion Carried**

**C. Parks Foundation Update**

Vice President Freeman and Assistant Director Reyes reported that the Home Run Derby is this weekend. Donations support the Larry Fink Memorial Baseball Field Improvements project.

**D. Board Committee Updates**

Executive Director Romes reported that at the June 7 Lakefront, Parks, and Natural Areas Committee Meetings staff presented possible renovation concepts for Lincoln Park Playground and the Moraine Beach Stairway. Staff also presented possible concepts to increase the number of parking spots to support Deer Creek Racquet Club and the Larry Fink Memorial Baseball Field.

At the June 7 Facility and Recreation Committee Meeting staff reviewed the design concepts to build a new community center at West Ridge Park being submitted in the Illinois Department of Natural resource (IDNR) Park and Recreation Construction (PARC) grant application. Staff also reviewed the long-term design concepts to improve the locker rooms at Centennial Ice Arenas developed by Woodhouse Tinucci.

At the June 20 Finance Committee Meeting staff reviewed the concept master plan for the new community center at West Ridge Park. Staff provided a financial update for the Park Avenue Breakwater and Boat Ramp Project, noting that the project is estimated to come in under budget due community donations and the Boat Access grant funds from IDNR. Staff also reviewed the budgeted vs actual financial figures for storage, launch, and parking decal sales for the Park Avenue Beach and Boating Facility. Lastly, staff received consensus from the Finance Committee to place a sole source purchase of a new ballfield groomer on the consent agenda for the June 28, 2023 Regular Meeting.

**E. Directors Report**

Executive Director Romes reported that the Community Picnic is Tuesday, July 4, 2023 from 11:30 – 1:30 p.m. The picnic includes live entertainment by Rod Tuffcurls and the Bench Press, the Highland Park Pops, and the Ava Maria Dance Ministry, food and drink purchases from seven restaurants, and family-friendly games, activities, arts and crafts provided by nine community organizations.

**F. Board Comments**

None.

**OTHER BUSINESS**

None.

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

None.

**CLOSED SESSION**

A motion was made by Commissioner Kaplan, seconded by Vice President Freeman, to adjourn into Closed Session for discussion of 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.

**Roll Call:**

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

**Nay:** None

**Absent:** Commissioner Bernstein, Commissioner Ruttenberg

**Abstain:** None

**Motion Carried**

The meeting adjourned into Closed Session at 6:23 p.m.

The meeting reconvened into Open Session at 6:36 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)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.

No action was taken.



Regular Meeting Minutes  
May 24, 2023

**ADJOURNMENT**

A motion was made by Commissioner Kaplan and seconded by Vice President Freeman and approved by a unanimous vote. The Board Meeting adjourned at 6:37p.m.

Respectfully submitted,

Roxanne Hejnowski, Assistant Secretary



# Memorandum

**To:** Park Board of Commissioners

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

**Date:** July 26, 2023

**Subject:** **Approval of the Plat of Dedication for Public Right of Way**

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## **Summary**

The Hidden Oak Development, consisting of ten new homes, is currently being constructed at the corner of Livingston Street and Compton Avenue, adjacent to the Preserve of Highland Park. As part of this project, a sidewalk is being constructed to provide pedestrian access from the development to Half Day Road.

A portion of the sidewalk will be on Park District property. Park District staff have worked with City of Highland Park staff to develop the attached Plat of Dedication to dedicate this portion of Park District property for the Public Right of Way.

Per the First Amendment of the Intergovernmental Agreement between the Park District of Highland Park, the City of Highland Park, and Lake County Forest Preserves, the Park District will reconstruct a section of trail at the Preserve of Highland Park and connect it to this new sidewalk.

Staff provided an overview of the Plat of Dedication purpose and outcomes with the Finance Committee on Tuesday, July 18.

## **Recommendation**

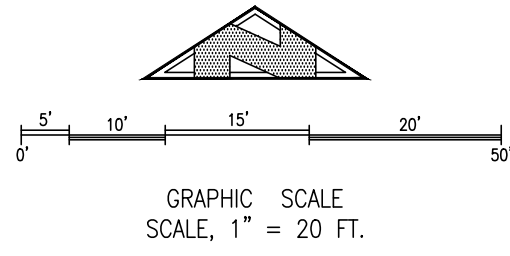
Staff recommend approval from the Park Board of Commissioners of the Plat of Dedication for Public Right of Way for a portion of Lot 6 of the Plat of Resubdivision Highland Park Golf Course.

# PLAT of DEDICATION

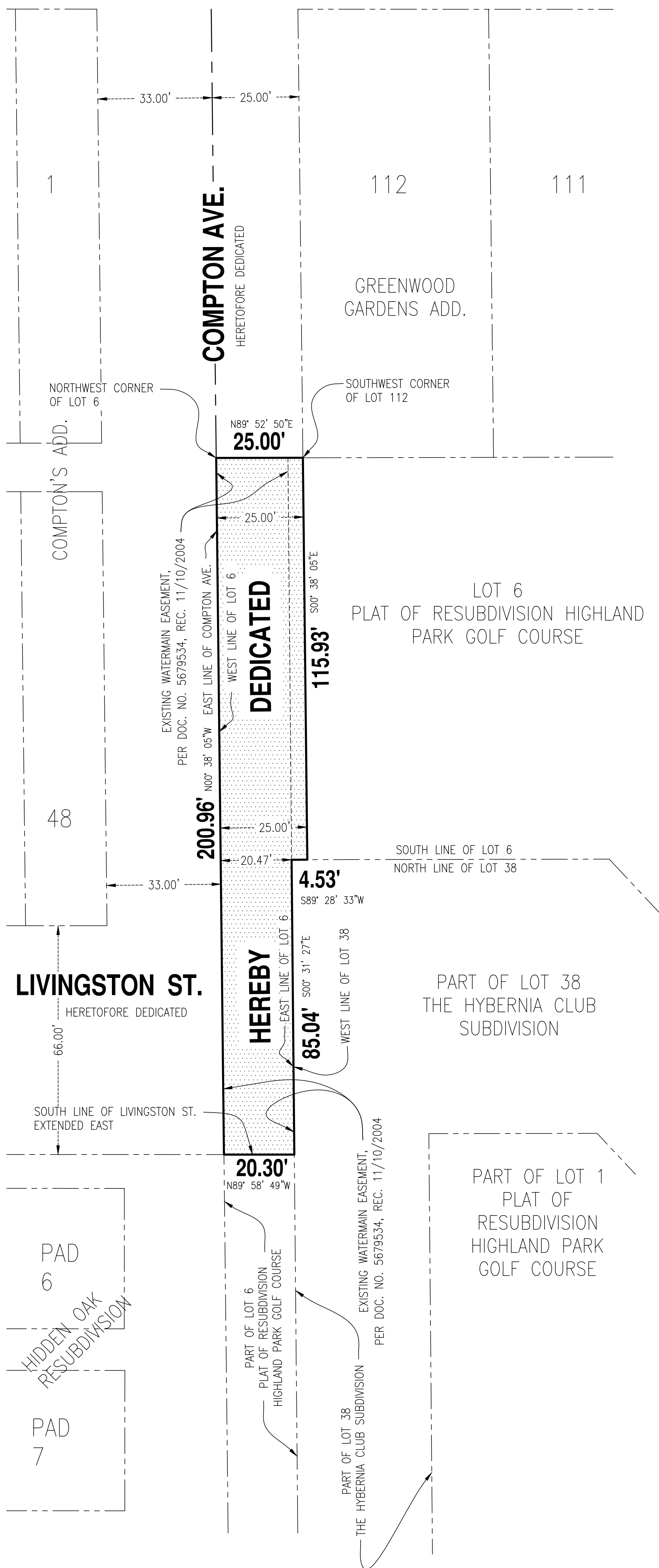
## for Public Right of Way

FOR REVIEW ONLY

05/03/2023



HALF DAY RD.



### LEGAL DESCRIPTION:

ALL THAT PART OF LOT 6 IN THE RESUBDIVISION OF HIGHLAND PARK GOLF COURSE, RECORDED NOVEMBER 10, 2004, AS DOCUMENT NO. 5679534, BOUNDED AND DESCRIBED AS FOLLOWS: BEGINNING AT THE NORTHWEST CORNER OF SAID LOT 6; THENCE NORTH 89 DEGREES 52 MINUTES 50 SECONDS EAST (WITH THE BASIS OF BEARING ESTABLISHED BY ASSIGNING THE PRECEDING BEARING TO THE NORTH LINE OF SAID LOT 6) ALONG THE NORTH LINE OF SAID LOT 6, A DISTANCE OF 25.00 FEET, TO THE SOUTHWEST CORNER OF LOT 112 IN A. C. GREEN'S GREENWOOD GARDENS ADDITION TO HIGHLAND PARK SUBDIVISION; THENCE SOUTH 00 DEGREES 38 MINUTES 05 SECONDS EAST, ALONG A LINE 25.00 FEET EAST OF AND PARALLEL WITH THE WEST LINE OF SAID LOT 6, SAID WEST LINE OF LOT 6 BEING ALSO THE EAST LINE OF COMPTON AVE. HERETOFORE DEDICATED, A DISTANCE OF 115.93 FEET, TO THE NORTH LINE OF LOT 38 IN THE HYBERNIA CLUB SUBDIVISION, SAID NORTH LINE OF LOT 38 BEING ALSO A SOUTH LINE OF SAID LOT 6; THENCE SOUTH 89 DEGREES 28 MINUTES 33 SECONDS WEST, ALONG SAID NORTH LINE OF LOT 38, A DISTANCE OF 4.53 FEET, TO THE NORTHWEST CORNER OF SAID LOT 38; THENCE SOUTH 00 DEGREES 31 MINUTES 27 SECONDS EAST, ALONG THE WEST LINE OF SAID LOT 38 IN THE HYBERNIA CLUB SUBDIVISION, SAID WEST LINE BEING ALSO AN EAST LINE OF LOT 6, AFORESAID, A DISTANCE OF 85.04 FEET, TO THE POINT OF INTERSECTION OF SAID WEST LINE OF LOT 38 WITH THE SOUTHERLY LINE OF LIVINGSTON STREET EXTENDED EAST; THENCE NORTH 89 DEGREES 58 MINUTES 49 SECONDS WEST, ALONG SAID EASTERLY EXTENSION OF THE SOUTHERLY LINE OF LIVINGSTON STREET, A DISTANCE OF 20.30 FEET, TO THE WEST LINE OF LOT 6 IN THE RESUBDIVISION OF HIGHLAND PARK GOLF COURSE, AFORESAID, SAID WEST LINE BEING ALSO THE EAST LINE OF COMPTON AVE. HERETOFORE DEDICATED; THENCE NORTH 00 DEGREES 38 MINUTES 05 SECONDS WEST, ALONG SAID WEST LINE OF LOT 6 IN THE RESUBDIVISION OF HIGHLAND PARK GOLF COURSE, SAID WEST LINE BEING ALSO THE EAST LINE OF COMPTON AVE. HERETOFORE DEDICATED, A DISTANCE OF 200.96 FEET, TO THE POINT OF BEGINNING, ALL IN THE SOUTHWEST QUARTER OF SECTION 15, TOWNSHIP 43 NORTH, RANGE 12 EAST OF THE THIRD PRINCIPAL MERIDIAN, IN LAKE COUNTY, ILLINOIS.

CONTAINING 4,632 SQUARE FEET OF LAND, MORE OR LESS.

### OWNER'S CERTIFICATE

STATE OF ILLINOIS )  
                          ) SS  
COUNTY OF LAKE )

The Park District of Highland Park does hereby certify that it is the Owner of the property described hereon and that it have caused the said property to be dedicated to the City of Highland Park as shown hereon.

Dated \_\_\_\_\_ A.D. 2023.

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

(Print Name)

(Print Name)

(Title)

(Title)

### NOTARY PUBLIC'S CERTIFICATE

STATE OF ILLINOIS )  
                          ) SS  
COUNTY OF LAKE )

I, \_\_\_\_\_ a notary public in and for said county in the state aforesaid do hereby certify that

\_\_\_\_\_ and \_\_\_\_\_ are personally known to me to be the same persons whose names are subscribed to the foregoing instrument as such

\_\_\_\_\_ and \_\_\_\_\_ appeared before me this day in person and acknowledged they signed the said instrument as their own free and voluntary act for the use and purposes therein set forth.

Given under my hand and notarial seal.

This \_\_\_\_\_ day of \_\_\_\_\_ A.D. 2023

Notary Public

### COUNTY CLERK'S CERTIFICATE

STATE OF ILLINOIS )  
                          ) SS  
COUNTY OF LAKE )

I, \_\_\_\_\_ County Clerk of Lake County, Illinois, do hereby certify that there are no delinquent general taxes, unpaid current general taxes, delinquent special assessments or unpaid current special assessments against any of the land included in the described property. I further certify that I have received all statutory fees in connection with the plat. Given under my hand and seal of the County Clerk of Lake County, Illinois.

This \_\_\_\_\_ day of \_\_\_\_\_ A.D., 2023.

Lake County Clerk

### CITY ENGINEER CERTIFICATE

STATE OF ILLINOIS )  
                          ) SS  
COUNTY OF LAKE )

I, \_\_\_\_\_, engineer of the City of Highland Park, do hereby approve this plat which meets the minimum requirements of said city.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ A.D., 2023.

By: \_\_\_\_\_  
City Engineer

### PLAN AND DESIGN COMMISSION CERTIFICATE

STATE OF ILLINOIS )  
                          ) SS  
COUNTY OF LAKE )

Approved by the Plan Commission of the City of Highland Park.

On \_\_\_\_\_ A.D., 2023.

By: \_\_\_\_\_ (Chair) Attest: \_\_\_\_\_ (Secretary)

(Print)

(Print)

### CITY COLLECTOR CERTIFICATE

STATE OF ILLINOIS )  
                          ) SS  
COUNTY OF LAKE )

I, \_\_\_\_\_ Collector for the City of Highland Park, Illinois, do hereby certify that I find no deferred instalments of outstanding unpaid Special Assessments against any of the real estate included in the plat hereon drawn.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ A.D., 2023.

By: \_\_\_\_\_  
City Collector, Highland Park, IL.

### CITY CERTIFICATE

STATE OF ILLINOIS )  
                          ) SS  
COUNTY OF LAKE )

I, \_\_\_\_\_ Mayor of the City of Highland Park, Illinois, do hereby certify that the plat was presented to, and by resolution, duly approved, by the City Council at its meeting held on

the \_\_\_\_\_ day of \_\_\_\_\_ A.D., 2023.

In witness whereof, I have hereto set my hand and the seal of the City of Highland Park, Illinois,

this \_\_\_\_\_ day of \_\_\_\_\_ A.D., 2023.

By: \_\_\_\_\_  
(Mayor)

Attest: \_\_\_\_\_  
(City Clerk)

### SURVEYOR PERMISSION TO RECORD CERTIFICATE:

STATE OF ILLINOIS )  
                          ) SS  
COUNTY OF COOK )

I, Michael E. Farrell, an Illinois Professional Land Surveyor No. 035-002639, do hereby grant permission to the City of Highland Park to record this plat.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ A.D. 2023.

FOR REVIEW ONLY

Illinois Professional Land Surveyor No. 2639  
License Expiration Date 11/30/24

### LAND SURVEYOR'S CERTIFICATE:

STATE OF ILLINOIS )  
                          ) SS  
COUNTY OF COOK )

B. H. SUHR & COMPANY, INC., does hereby certify that it has prepared this Plat of Dedication from existing records, plats and plans.

Dated at Northbrook, Illinois, this \_\_\_\_\_ day of \_\_\_\_\_ A.D., 2023.

FOR REVIEW ONLY

Signed: \_\_\_\_\_  
Michael E. Farrell  
Illinois Professional Land Surveyor No. 035-002639  
License Expiration Date 11/30/24

Revised 05/03/2023- Typo corrected in legal

<b>B.H. SUHR &amp; COMPANY, INC.</b>	
SURVEYORS ESTABLISHED 1911 450 SKOKIE BLVD. SUITE 105, NORTHBROOK, ILLINOIS, 60062 TEL. (847) 864-6315 / FAX (847) 864-9341 E-MAIL: SURVEYOR@BHSUHR.COM	
Professional Design Firm License No. 184.008027-0008	
LOCATION: LIVINGSTON ST. & COMPTON AVE.	SURVEY DATE: April 19 20 23
ORDER No. 23-022	ORDERED BY: Park District of Highland Park
Jeff Smith	



# Memorandum

To: Board of Park Commissioners

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

Date: July 26, 2023

Subject: Bills and Payroll Disbursements authorized by Finance Committee Member(s). Checks written June 28, 2023 through July 20, 2023 to be presented to the Board for approval on July 26, 2023.

**BILLS**

<u>DATE</u>	<u>AMOUNT</u>
June 28, 2023 Emergency Checks	\$ 9,752.65
June 29, 2023 Emergency Check	\$ 3,050.00
July 05, 2023 Emergency Check	\$ 5,111.07
July 06, 2023	\$ 263,838.08
July 07, 2023 Emergency Check	\$ 2,801.93
July 18, 2023 Emergency Check	\$ 625.00
July 20, 2023	\$ 1,090,192.50
Void Payments	\$ -
Bank Drafts	\$ 88,239.68
P-Card	\$ 308,225.65
<b>TOTAL</b>	<b>\$ 1,771,836.56</b>

**PAYROLL DISBURSEMENTS**

June 30, 2023	\$ 540,676.86
July 14, 2023	\$ 539,997.57
<b>TOTAL</b>	<b>\$ 1,080,674.43</b>

**GRAND TOTAL** \$ **2,852,510.99**

To the Treasurer:

The payment of the above listed accounts is hereby approved by the below named Finance Committee member as of 07-26-23 and you are hereby authorized to release the checks from the appropriate funds.

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

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



Park District of Highland Park, IL

# Check Register

Packet: APPKT03688 - 6/28/23 Chicago Sound & Backline-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	
20365	CHICAGO SOUND & BACKLINE	06/28/2023	Regular	0.00	2,175.00	189430
<a href="#">062723</a>	Invoice	06/27/2023	Remaining Balance-Sound & Audio Engineer ...	0.00	2,175.00	

**Bank Code AP Summary**

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	1	1	0.00	2,175.00
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>2,175.00</b>

### Fund Summary

Fund	Name	Period	Amount
99	POOLED CASH FUND	6/2023	2,175.00
			<hr/>
			<b>2,175.00</b>



Park District of Highland Park, IL

# Check Register

Packet: APPKT03689 - 06/28/23 Double D Booking-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	
15283	DOUBLE D BOOKING	06/28/2023	Regular	0.00	6,800.00	189431
<a href="#">062723</a>	Invoice	06/27/2023	Remaining Balance for band performing on 7...	0.00	6,800.00	

**Bank Code AP Summary**

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	1	1	0.00	6,800.00
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>6,800.00</b>

### Fund Summary

Fund	Name	Period	Amount
99	POOLED CASH FUND	6/2023	6,800.00
			<hr/>
			<b>6,800.00</b>





Park District of Highland Park, IL

# Check Register

Packet: APPKT03691 - 6/28/23 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/	06/28/2023	Regular	0.00	777.65	189432
<a href="#">063023</a>	Invoice	06/28/2023	Foundation funds collected at PDHP-June 20...	0.00	777.65	

**Bank Code AP Summary**

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	1	1	0.00	777.65
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>777.65</b>

### Fund Summary

Fund	Name	Period	Amount
99	POOLED CASH FUND	6/2023	777.65
			<hr/>
			<b>777.65</b>



Park District of Highland Park, IL

# Check Register

Packet: APPKT03698 - 6/29/23 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/	06/29/2023	Regular	0.00	3,050.00	189433
<a href="#">062923</a>	Invoice	06/29/2023	Pickleball Tournament Revenue	0.00	3,050.00	

**Bank Code AP Summary**

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	1	1	0.00	3,050.00
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>3,050.00</b>

### Fund Summary

Fund	Name	Period	Amount
99	POOLED CASH FUND	6/2023	<u>3,050.00</u>
			<b>3,050.00</b>



Park District of Highland Park, IL

# Check Register

Packet: APPKT03706 - 7/5/23 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	07/05/2023	Regular	0.00	5,111.07	189434
<a href="#">070523</a>	Invoice	07/05/2023	IMRF Retiree Insurance July 2023 Premiums	0.00	5,111.07	

**Bank Code AP Summary**

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	1	1	0.00	5,111.07
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>5,111.07</b>

### Fund Summary

Fund	Name	Period	Amount
99	POOLED CASH FUND	7/2023	5,111.07
			<hr/> 5,111.07



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>						
11650	MAD SCIENCE OF NORTHERN ILLINOIS	07/06/2023	Regular	0.00	855.00	189436
<a href="#">1681</a>	Invoice	06/27/2023	6/27/23 Workshops	0.00	855.00	
14293	AMAZING MINDS 2 LLC	07/06/2023	Regular	0.00	405.00	189437
<a href="#">062723</a>	Invoice	06/27/2023	After Camp Visit 6/27/23	0.00	405.00	
20372	RIOBAMBA	07/06/2023	Regular	0.00	100.00	189438
<a href="#">070523</a>	Invoice	07/05/2023	Return of Security Deposit for food truck 7/4...	0.00	100.00	
10185	AQUATIC ECOSYSTEMS MANAGEMEN	07/06/2023	Regular	0.00	305.00	189439
<a href="#">20231104</a>	Invoice	06/21/2023	June 2023 Algaecide & Vegetation Herbicide...	0.00	305.00	
20071	AVALON PETROLEUM COMPANY	07/06/2023	Regular	0.00	4,809.68	189440
<a href="#">031098</a>	Invoice	06/09/2023	Diesel Fuel 6/9/23	0.00	936.45	
<a href="#">474555</a>	Invoice	06/02/2023	Unleaded Fuel 6/2/23	0.00	1,431.47	
<a href="#">475784</a>	Invoice	06/07/2023	Unleaded Fuel 6/7/23	0.00	1,226.80	
<a href="#">475785</a>	Invoice	06/09/2023	Unleaded Fuel 6/9/23	0.00	1,214.96	
20320	CHAVA MITZEN	07/06/2023	Regular	0.00	195.00	189441
<a href="#">062223</a>	Invoice	06/22/2023	Payment for 5 games 6/7/23 & 6/10/23	0.00	195.00	
10502	CITY OF HIGHLAND PARK	07/06/2023	Regular	0.00	20,428.42	189442
<a href="#">060723 035454</a>	Invoice	06/07/2023	888 Clavey Rd 4/4/23-5/31/23	0.00	28.86	
<a href="#">070523 000573</a>	Invoice	07/05/2023	1801 Sunset Rd 4/1/23-6/30/23	0.00	640.66	
<a href="#">070523 000580</a>	Invoice	07/05/2023	1801 Sunset Rd 4/1/23-6/30/23	0.00	2.96	
<a href="#">070523 000592</a>	Invoice	07/05/2023	1801 Sunset Rd 4/1/23-6/30/23	0.00	189.53	
<a href="#">070523 000795</a>	Invoice	07/05/2023	1801 Sunset Rd 4/1/23-6/30/23	0.00	176.76	
<a href="#">070523 000810</a>	Invoice	07/05/2023	2627 St Johns Ave 4/1/23-6/30/23	0.00	32.04	
<a href="#">070523 001725</a>	Invoice	07/05/2023	0 Ravine Dr 4/1/23-6/30/23	0.00	62.69	
<a href="#">070523 002480</a>	Invoice	07/05/2023	45 Roger Williams Ave 4/1/23-6/30/23	0.00	318.19	
<a href="#">070523 005210</a>	Invoice	07/05/2023	125 Central Ave 4/1/23-6/30/23	0.00	193.07	
<a href="#">070523 005211</a>	Invoice	07/05/2023	125 Central Ave 4/1/23-6/30/23	0.00	161.10	
<a href="#">070523 005221</a>	Invoice	07/05/2023	1377 Deer Creek Pkwy 4/1/23-6/30/23	0.00	388.70	
<a href="#">070523 005222</a>	Invoice	07/05/2023	1377 Deer Creek Pkwy 4/1/23-6/30/23	0.00	324.86	
<a href="#">070523 005246</a>	Invoice	07/05/2023	1390 Sunset Rd 4/1/23-6/30/23	0.00	471.65	
<a href="#">070523 007491</a>	Invoice	07/05/2023	3100 Trail Way 4/1/23-6/30/23	0.00	1,229.77	
<a href="#">070523 009806</a>	Invoice	07/05/2023	1390 Sunset Rd 4/1/23-6/30/23	0.00	880.23	
<a href="#">070523 015005</a>	Invoice	07/05/2023	486 Roger Williams Ave 4/1/23-6/30/23	0.00	102.36	
<a href="#">070523 015813</a>	Invoice	07/05/2023	405 Prospect Ave 4/1/23-6/30/23	0.00	34.50	
<a href="#">070523 016770</a>	Invoice	07/05/2023	1220 Fredrickson Pl 4/1/23-6/30/23	0.00	7,430.22	
<a href="#">070523 016772</a>	Invoice	07/05/2023	2205 Skokie Valley Rd 4/1/23-6/30/23	0.00	1,002.61	
<a href="#">070523 016883</a>	Invoice	07/05/2023	19 St Johns Ave 4/1/23-6/30/23	0.00	25.50	
<a href="#">070523 018000</a>	Invoice	07/05/2023	1055 St Johns Ave 4/1/23-6/30/23	0.00	34.50	
<a href="#">070523 018647</a>	Invoice	07/05/2023	3100 Trail Way 4/1/23-6/30/23	0.00	1,161.68	
<a href="#">070523 019308</a>	Invoice	07/05/2023	1377 Deer Creek Pkwy 4/1/23-6/30/23	0.00	329.12	
<a href="#">070523 021030</a>	Invoice	07/05/2023	2900 Trail Way 4/1/23-6/30/23	0.00	804.17	
<a href="#">070523 022091</a>	Invoice	07/05/2023	1301 Hilary Ln 4/1/23-6/30/23	0.00	39.55	
<a href="#">070523 024593</a>	Invoice	07/05/2023	1755 St Johns Ave 4/1/23-6/30/23	0.00	64.45	
<a href="#">070523 025539</a>	Invoice	07/05/2023	1377 Deer Creek Pkwy 4/1/23-6/30/23	0.00	444.03	
<a href="#">070523 026141</a>	Invoice	07/05/2023	1390 Sunset Rd 4/1/23-6/30/23	0.00	14.78	
<a href="#">070523 026407</a>	Invoice	07/05/2023	1207 Park Ave W 4/1/23-6/30/23	0.00	293.29	
<a href="#">070523 026425</a>	Invoice	07/05/2023	31 Park Ave 4/1/23-6/30/23	0.00	276.70	
<a href="#">070523 029312</a>	Invoice	07/05/2023	885 Sheridan Rd 4/1/23-6/30/23	0.00	222.18	
<a href="#">070523 032271</a>	Invoice	07/05/2023	1201 Park Ave W 4/1/23-6/30/23	0.00	906.28	
<a href="#">070523 032272</a>	Invoice	07/05/2023	1201 Park Ave W 4/1/23-6/30/23	0.00	1,817.96	

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="#">070523018829</a>	Invoice	07/05/2023	2501 Sheridan Rd 4/1/23-6/30/23	0.00	323.47	
	**Void**	07/06/2023	Regular	0.00	0.00	189443
	**Void**	07/06/2023	Regular	0.00	0.00	189444
10537	COMMONWEALTH EDISON COMPANY	07/06/2023	Regular	0.00	9,863.49	189445
<a href="#">062223 18122640...</a>	Invoice	06/22/2023	636 Ridge Rd 5/22/23-6/21/23	0.00	3,531.95	
<a href="#">062223 18147670...</a>	Invoice	06/30/2023	ES Egandale IN Park 5/22/23-6/21/23	0.00	76.33	
<a href="#">062323 17303300...</a>	Invoice	06/23/2023	NS Clavey 1E Rt 41 5/23/23-6/22/23	0.00	4,412.84	
<a href="#">062323 72610440...</a>	Invoice	06/23/2023	1240 Fredrickson Pl (POGO) 5/23/23-6/22/23	0.00	1,842.37	
19325	COREY HUFFINE	07/06/2023	Regular	0.00	62.05	189446
<a href="#">1964286</a>	Invoice	06/19/2023	Refund	0.00	62.05	
20373	COSIMO CORTESI AND MARIA R. CORTI	07/06/2023	Regular	0.00	100.00	189447
<a href="#">070523</a>	Invoice	07/05/2023	Return of Security Deposit-Ice Cream truck 7...	0.00	100.00	
20374	DA LOCAL BOY LLC	07/06/2023	Regular	0.00	100.00	189448
<a href="#">070523</a>	Invoice	07/05/2023	Return of Security Deposit for food truck 7/4...	0.00	100.00	
15004	TRAVELING WORLD OF REPTILES	07/06/2023	Regular	0.00	375.00	189449
<a href="#">070323</a>	Invoice	07/03/2023	Payment for performance on 7/7/23	0.00	375.00	
18562	DAVIS BANCORP INC	07/06/2023	Regular	0.00	1,639.00	189450
<a href="#">114502</a>	Invoice	06/30/2023	Armored Transportation June 2023	0.00	1,639.00	
20035	DENNIS BARNETT	07/06/2023	Regular	0.00	160.00	189451
<a href="#">HPAD008</a>	Invoice	06/20/2023	6/14/23 Large Group Shoot/Photo Editing	0.00	160.00	
20369	DENNIS BURKE	07/06/2023	Regular	0.00	55.10	189452
<a href="#">062023</a>	Invoice	06/20/2023	Reimbursement for art supplies-Family Art N...	0.00	55.10	
17719	CONSTELLATION NEWENERGY - GAS D	07/06/2023	Regular	0.00	1,485.49	189453
<a href="#">3780230</a>	Invoice	06/21/2023	1201 Park Ave W - May 2023	0.00	1,485.49	
20363	FABIOLA ROBLES	07/06/2023	Regular	0.00	208.00	189454
<a href="#">1964526</a>	Invoice	06/19/2023	Refund	0.00	208.00	
20318	FACILITY ENGINEERING ASSOCIATES, P	07/06/2023	Regular	0.00	3,500.00	189455
<a href="#">26941</a>	Invoice	05/31/2023	Physical Security Services/Emergency Plan D...	0.00	3,500.00	
17759	FORWARD SPACE, LLC	07/06/2023	Regular	0.00	23,617.06	189456
<a href="#">824068</a>	Invoice	05/11/2023	Centennial Ice Arena Lobby Furniture	0.00	23,617.06	
20361	GABRIELA GURAK	07/06/2023	Regular	0.00	375.00	189457
<a href="#">1966781</a>	Invoice	06/20/2023	Refund	0.00	375.00	
17541	GOVTEMPS USA, LLC	07/06/2023	Regular	0.00	9,177.00	189458
<a href="#">4111416</a>	Invoice	01/12/2023	Barb Cremin HR Help Period Ending 1/8/23	0.00	210.00	
<a href="#">4158134</a>	Invoice	04/06/2023	Barb Cremin HR Help Period Ending 3/26/23...	0.00	2,562.00	
<a href="#">4166215</a>	Invoice	04/20/2023	Barb Cremin HR Help Period Ending 4/9/23 &...	0.00	2,814.00	
<a href="#">4174377</a>	Invoice	05/04/2023	Barb Cremin HR Help Period Ending 4/23 & 4...	0.00	3,318.00	
<a href="#">4198995</a>	Invoice	06/15/2023	Barb Cremin Period Ending 6/4/23	0.00	273.00	
20327	HENRY BESANT	07/06/2023	Regular	0.00	325.00	189459
<a href="#">062223</a>	Invoice	06/22/2023	Payment for 5 games on 6/10/23 & 6/12/23	0.00	325.00	
11105	HIGHLAND PARK ELECTRIC	07/06/2023	Regular	0.00	7,400.00	189460
<a href="#">94906050923</a>	Invoice	05/09/2023	Park Ave Boat Ramp	0.00	7,400.00	
17017	JG's Reptile Road Show	07/06/2023	Regular	0.00	425.00	189461
<a href="#">1724</a>	Invoice	05/08/2023	6/23/23 Educational Reptile Shows	0.00	425.00	
11363	JOHN KENO AND CO., INC.	07/06/2023	Regular	0.00	46,653.78	189462
<a href="#">2300.03-01</a>	Invoice	05/17/2023	Dredging	0.00	46,653.78	
20139	KTR MEDIA GROUP. LTD	07/06/2023	Regular	0.00	550.00	189463



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="#">23015</a>	Invoice	06/22/2023	5/21/23 Videotaping 2023 Annual Dance Rec...	0.00	550.00	
11506	LAKE COUNTY COLLECTOR	07/06/2023	Regular	0.00	96.44	189464
<a href="#">Tax Year 2022</a>	Invoice	06/30/2023	888 Clavey Rd-Drainage/County Tax-Tax Year..	0.00	96.44	
20272	LANGTON GROUP	07/06/2023	Regular	0.00	19,071.00	189465
<a href="#">56233</a>	Invoice	06/05/2023	South Route Service Week 6/5/23 Mowing	0.00	3,188.00	
<a href="#">56234</a>	Invoice	06/05/2023	North Route Service Week 6/5/23 Mowing	0.00	3,169.00	
<a href="#">56292</a>	Invoice	06/12/2023	North Route Service Week 6/12/23 Mowing	0.00	3,169.00	
<a href="#">56293</a>	Invoice	06/12/2023	South Route Service Week 6/12/23 Mowing	0.00	3,188.00	
<a href="#">56359</a>	Invoice	06/19/2023	North Route Service Week 6/19/23 Mowing	0.00	3,169.00	
<a href="#">56360</a>	Invoice	05/19/2023	South Route Service Week 6/19/23 Mowing	0.00	3,188.00	
19677	LASALLE NETWORK	07/06/2023	Regular	0.00	823.84	189466
<a href="#">637849</a>	Invoice	05/31/2023	Suzan Pero-Reimbursement Expenses	0.00	53.84	
<a href="#">638971</a>	Invoice	06/19/2023	Regular-Suzan Pero: IT Specialist	0.00	770.00	
18474	LAKESHORE RECYCLING SYSTEMS, LLC	07/06/2023	Regular	0.00	92.92	189467
<a href="#">0005353722</a>	Invoice	05/31/2023	1801 Sunset Rd 6/1/23-6/30/23	0.00	92.92	
11653	MAG CONSTRUCTION CO.	07/06/2023	Regular	0.00	7,000.00	189468
<a href="#">17-882</a>	Invoice	06/21/2023	Cunniff/WR roadway sewer drain repairs	0.00	7,000.00	
20367	MICHELLE KALLICK	07/06/2023	Regular	0.00	24.00	189469
<a href="#">1977338</a>	Invoice	06/27/2023	Refund	0.00	24.00	
11805	MIKE CORRIGAN	07/06/2023	Regular	0.00	287.00	189470
<a href="#">062123</a>	Invoice	06/21/2023	Payment for baseball games	0.00	287.00	
17106	MISS CATHY MUSIC INC	07/06/2023	Regular	0.00	1,025.70	189471
<a href="#">070323</a>	Invoice	07/03/2023	Kindermusik Summer Session June 2, 9, 11 &...	0.00	1,025.70	
13604	NORTH SHORE GAS	07/06/2023	Regular	0.00	2,542.79	189472
<a href="#">061623 06011450...</a>	Invoice	06/16/2023	RCHP 5/15/23-6/14/23	0.00	842.56	
<a href="#">062023 06011450...</a>	Invoice	06/20/2023	Deer Creek 5/13/23-6/15/23	0.00	427.56	
<a href="#">062023 06011450...</a>	Invoice	06/20/2023	1240 Fredrickson Pl 5/13/23-6/15/23	0.00	620.00	
<a href="#">062023 06022257...</a>	Invoice	06/20/2023	1390 Sunset Rd 5/13/23-6/15/23	0.00	332.42	
<a href="#">062023 06024054...</a>	Invoice	06/20/2023	2900 TrailWay Cunniff Park Shelter 5/13/23-...	0.00	51.52	
<a href="#">062023 06024054...</a>	Invoice	06/20/2023	1377 Clavey Rd 5/13/23-6/15/23	0.00	61.89	
<a href="#">062023 06024054...</a>	Invoice	06/20/2023	3100 Trail Way 5/13/23-6/15/23	0.00	62.17	
<a href="#">062023 06024054...</a>	Invoice	06/20/2023	Aquatic Park 5/13/23-6/15/23	0.00	144.67	
20370	PARAGON MECHANICAL, INC.	07/06/2023	Regular	0.00	1,370.00	189473
<a href="#">PDHP-2023</a>	Invoice	05/09/2023	Commercial DHW Copper Fin Boiler Annual ...	0.00	1,370.00	
19434	GATE SYSTEMS	07/06/2023	Regular	0.00	82.86	189474
<a href="#">2304191-IN</a>	Invoice	05/25/2023	HYS Oval Arm End Caps/Order#2307040	0.00	82.86	
20368	STICKY FINGERS COOKING	07/06/2023	Regular	0.00	3,240.00	189475
<a href="#">579</a>	Invoice	06/16/2023	6/12/23-6/16/23 Cooking Classes-Summer C...	0.00	3,240.00	
12211	RICOH USA, INC	07/06/2023	Regular	0.00	1,744.70	189476
<a href="#">5067538905</a>	Invoice	06/18/2023	Copies 5/17/23-6/16/23	0.00	1,744.70	
16459	SANTO SPORT STORE	07/06/2023	Regular	0.00	406.50	189477
<a href="#">709460</a>	Invoice	06/19/2023	15 Outdoor Caps	0.00	124.50	
<a href="#">709463</a>	Invoice	06/19/2023	15 Badger Mens Tri-Blend Tees	0.00	282.00	
18900	STUCKEY CONSTRUCTION CO., INC.	07/06/2023	Regular	0.00	87,440.80	189478
<a href="#">Application No.9</a>	Invoice	06/29/2023	Centennial Arena Project#22-039	0.00	87,440.80	
20140	TESTING SERVICE CORPORATION	07/06/2023	Regular	0.00	661.00	189479
<a href="#">IN127232</a>	Invoice	05/31/2023	Engineering Services,Materials Tester,Trip C...	0.00	661.00	
19971	PLAY-WELL TEKNOLOGIES	07/06/2023	Regular	0.00	4,320.00	189480

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="#">DB23359</a>	Invoice	06/16/2023	6/12/23-6/16/23 STEM w/LEGO class	0.00	4,320.00	

**Bank Code AP Summary**

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	100	43	0.00	263,398.62
Manual Checks	0	0	0.00	0.00
Voided Checks	0	2	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	<b>100</b>	<b>45</b>	<b>0.00</b>	<b>263,398.62</b>

### Fund Summary

Fund	Name	Period	Amount
99	POOLED CASH FUND	7/2023	263,398.62
			<u>263,398.62</u>



Park District of Highland Park, IL

# Check Register

Packet: APPKT03708 - 7/6/23 Reimbursement Petty Cash for West Ridge

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	
19542	MARI-LYNN PETERS - PETTY CASH	07/06/2023	Regular	0.00	439.46	189435
<a href="#">070523</a>	Invoice	07/05/2023	Reimbursement for Petty Cash-West Ridge	0.00	439.46	

**Bank Code AP Summary**

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	1	1	0.00	439.46
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>439.46</b>

### Fund Summary

Fund	Name	Period	Amount
99	POOLED CASH FUND	7/2023	439.46
			<hr/>
			<b>439.46</b>



Park District of Highland Park, IL

# Check Register

Packet: APPKT03715 - 7/7/23 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	
17515	WINDSTREAM	07/07/2023	Regular	0.00	2,801.93	189481
<a href="#">75756034</a>	Invoice	06/22/2023	June 2023	0.00	2,801.93	

**Bank Code AP Summary**

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	1	1	0.00	2,801.93
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>2,801.93</b>

### Fund Summary

Fund	Name	Period	Amount
99	POOLED CASH FUND	7/2023	2,801.93
			<hr/>
			<b>2,801.93</b>



Park District of Highland Park, IL

# Check Register

Packet: APPKT03723 - 7/18/23 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	07/18/2023	Regular	0.00	625.00	189483
<a href="#">PDHP_ROSE_GO</a>	Invoice	07/17/2023	7/19/23 Filming Park Ave Grand Opening	0.00	625.00	

**Bank Code AP Summary**

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	1	1	0.00	625.00
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>625.00</b>



### Fund Summary

Fund	Name	Period	Amount
99	POOLED CASH FUND	7/2023	625.00
			<hr/>
			<b>625.00</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>						
11650	MAD SCIENCE OF NORTHERN ILLINOIS	07/20/2023	Regular	0.00	605.00	189484
<a href="#">1682</a>	Invoice	07/11/2023	7/11/23 Workshop-Movie Effects	0.00	605.00	
16895	312 COMMUNICATIONS INC	07/20/2023	Regular	0.00	23,231.31	189485
<a href="#">97761</a>	Invoice	07/01/2023	Cisco Threat Defense, AnyConnect, Firepower	0.00	23,231.31	
15147	ABC PRINTING COMPANY	07/20/2023	Regular	0.00	2,864.51	189486
<a href="#">275722</a>	Invoice	06/08/2023	Take a Break Beat the Heat Up Your Game B...	0.00	147.89	
<a href="#">275742</a>	Invoice	06/12/2023	Post Cards-Playground Renovations	0.00	568.08	
<a href="#">275940</a>	Invoice	06/22/2023	Regular & Window envelopes -PDHP	0.00	610.90	
<a href="#">275941</a>	Invoice	06/22/2023	Regular & Window envelopes for Rec Center	0.00	609.40	
<a href="#">276060</a>	Invoice	06/26/2023	Moraine Dog Beach-Parking Decals	0.00	391.06	
<a href="#">276172</a>	Invoice	06/29/2023	Golf Academy Vinyl Banner	0.00	141.09	
<a href="#">276362</a>	Invoice	07/06/2023	July-100 Days of Summer Vinyl Banners	0.00	103.89	
<a href="#">276533</a>	Invoice	07/12/2023	Fall Registration Vinyl Banners	0.00	292.20	
10034	ABSOLUTE HOME IMPROVEMENTS	07/20/2023	Regular	0.00	9,775.00	189487
<a href="#">Quote #2</a>	Invoice	07/07/2023	Furnish and install carpet in Gimnasium roo...	0.00	9,775.00	
19993	ACP CREATIVIT, LLC	07/20/2023	Regular	0.00	29,944.00	189488
<a href="#">INV141245</a>	Invoice	06/07/2023	Microsoft Windows Server 2022 Data Center...	0.00	29,944.00	
19734	AECOM TECHNICAL SERVICES INC.	07/20/2023	Regular	0.00	1,703.40	189489
<a href="#">2000769603</a>	Invoice	06/20/2023	Park Ave Boat Launch Parking Lot Restoration	0.00	1,703.40	
17039	AIR COMFORT, LLC	07/20/2023	Regular	0.00	165,000.00	189490
<a href="#">864096</a>	Invoice	05/22/2023	Removal of existing dehumidification unit	0.00	165,000.00	
17301	WILSON SPORTING GOODS CO.	07/20/2023	Regular	0.00	739.57	189491
<a href="#">4542274374</a>	Invoice	06/28/2023	US Open Green Tournament 3TBall	0.00	681.10	
<a href="#">4542397849</a>	Invoice	07/11/2023	Pro Overgrip Perforated Gr	0.00	58.47	
10149	ANCEL, GLINK, DIAMOND, BUSH	07/20/2023	Regular	0.00	3,160.00	189492
<a href="#">97775</a>	Invoice	07/11/2023	Legal Services June 2023	0.00	3,160.00	
13696	ANIMAL QUEST ENTERTAINMENT INC	07/20/2023	Regular	0.00	197.00	189493
<a href="#">23065</a>	Invoice	07/05/2023	7/6/23 Animal Show/Travel	0.00	197.00	
19172	AQUAMOON LLC	07/20/2023	Regular	0.00	640.00	189494
<a href="#">23-0995</a>	Invoice	06/30/2023	Aquarium Service	0.00	640.00	
20242	GLT OUTDOORS	07/20/2023	Regular	0.00	2,278.00	189495
<a href="#">0006981-IN</a>	Invoice	04/03/2023	Defense, Maxiplex, QuadCal, Pervade & TriCu...	0.00	2,278.00	
20379	ASSETWORKS RISK MANAGEMENT INC	07/20/2023	Regular	0.00	1,500.00	189496
<a href="#">664-13501</a>	Invoice	05/22/2023	Annual Valuation Update Services-Final Repo...	0.00	1,500.00	
20230	SPANISH ADULT LITERACY CONSULTAN	07/20/2023	Regular	0.00	400.00	189497
<a href="#">062623</a>	Invoice	06/26/2023	Spanish Literacy 10-week Series Final Amoun...	0.00	400.00	
20071	AVALON PETROLEUM COMPANY	07/20/2023	Regular	0.00	5,812.84	189498
<a href="#">031097</a>	Invoice	06/21/2023	Diesel Fuel 6/21/23	0.00	498.97	
<a href="#">474745</a>	Invoice	06/26/2023	Unleaded Fuel 6/26/23	0.00	1,359.64	
<a href="#">474748</a>	Invoice	06/30/2023	Unleaded fuel 6/30/23	0.00	1,189.20	
<a href="#">475867</a>	Invoice	06/21/2023	Unleaded Fuel 6/21/23	0.00	1,277.03	
<a href="#">475883</a>	Invoice	06/16/2023	Unleaded Gas 6/16/23	0.00	1,488.00	
18042	BARBARA FALCON	07/20/2023	Regular	0.00	1,159.00	189499

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="#">2007287</a>	Invoice	07/18/2023	Refund	0.00	1,159.00	
18051	BREE STERN	07/20/2023	Regular	0.00	375.00	189500
<a href="#">2007313</a>	Invoice	07/18/2023	Refund	0.00	375.00	
17217	BREEZY HILL NURSERY	07/20/2023	Regular	0.00	10,582.00	189501
<a href="#">INV/2023/1464</a>	Invoice	05/16/2023	Work delivered on 5/18/23	0.00	10,582.00	
17574	CELESTE GORE	07/20/2023	Regular	0.00	41.87	189502
<a href="#">1999991</a>	Invoice	07/13/2023	Refund	0.00	41.87	
10446	CHICAGO DIST GOLF ASSOC	07/20/2023	Regular	0.00	4,000.00	189503
<a href="#">1256</a>	Invoice	06/05/2023	2nd Installment-2023 CDGA Member Club ...	0.00	2,000.00	
<a href="#">1280</a>	Invoice	07/05/2023	3rd Installment-2023 CDGA Member Club M...	0.00	2,000.00	
10463	CHICAGO TRIBUNE COMPANY	07/20/2023	Regular	0.00	43.48	189504
<a href="#">075209607000</a>	Invoice	06/30/2023	6/22/23 & 6/29/23 Online Classified Listings	0.00	43.48	
20375	CHRISTINE CHABOT	07/20/2023	Regular	0.00	250.00	189505
<a href="#">1985588</a>	Invoice	07/04/2023	Refund	0.00	250.00	
10502	CITY OF HIGHLAND PARK	07/20/2023	Regular	0.00	24.16	189506
<a href="#">071723</a>	Invoice	07/17/2023	April, May & June 2023 Food & Beverage Tax	0.00	24.16	
19618	EUGENE O'MALLEY	07/20/2023	Regular	0.00	1,010.00	189507
<a href="#">071223</a>	Invoice	07/12/2023	Payment for 13 baseball games officiated 6/...	0.00	1,010.00	
10889	FITNESS EQUIPMENT SERVICES, INC	07/20/2023	Regular	0.00	1,557.00	189508
<a href="#">5468</a>	Invoice	06/19/2023	Equipment Repairs/Maintenance 6/19/23	0.00	520.00	
<a href="#">5479</a>	Invoice	06/27/2023	Equipment Repairs/Maintenance 6/27/23	0.00	1,037.00	
20377	FLASHPARKING INC.	07/20/2023	Regular	0.00	99.00	189509
<a href="#">INV955485</a>	Invoice	07/03/2023	Tower HaaS	0.00	99.00	
10974	GEWALT HAMILTON ASSOCIATES INC	07/20/2023	Regular	0.00	5,750.00	189510
<a href="#">5818.200--21</a>	Invoice	07/14/2023	Centennial Ice Arena Site Improvements 5/2...	0.00	5,750.00	
17541	GOVTEMPS USA, LLC	07/20/2023	Regular	0.00	336.00	189511
<a href="#">4216100</a>	Invoice	07/13/2023	Barb Cremin HR help Period Ending 7/2/23	0.00	336.00	
11125	HITCHCOCK DESIGN GROUP	07/20/2023	Regular	0.00	9,026.37	189512
<a href="#">30532</a>	Invoice	05/31/2023	Park Ave Beach Phase One Final Design	0.00	3,000.00	
<a href="#">30662</a>	Invoice	06/30/2023	Park Ave Beach Phase One Final Design	0.00	6,026.37	
12440	ILLINOIS OFFICE OF THE STATE FIRE M.	07/20/2023	Regular	0.00	300.00	189513
<a href="#">9681332</a>	Invoice	07/11/2023	Hidden Creek Aquatic Park Boiler Inspection...	0.00	300.00	
19937	CLIFFORD WALD & CO	07/20/2023	Regular	0.00	209.70	189514
<a href="#">SINV104484</a>	Invoice	07/05/2023	Canon-306 Photo Cyan Ink-330ml	0.00	209.70	
14419	INVEX DESIGN	07/20/2023	Regular	0.00	3,264.00	189515
<a href="#">2215</a>	Invoice	06/28/2023	Annual Maintenance for PDHP Website	0.00	3,264.00	
17017	JG's Reptile Road Show	07/20/2023	Regular	0.00	850.00	189516
<a href="#">1725</a>	Invoice	05/08/2023	Educational Reptile Shows on 7/5/23 & 7/25...	0.00	850.00	
19928	LAKES AND RIVERS CONTRACTING, INC	07/20/2023	Regular	0.00	517,992.17	189517
<a href="#">Application No. 7</a>	Invoice	07/10/2023	Park Ave Launch Project	0.00	517,992.17	
20283	STRATUS BUILDING SOLUTIONS OF CH	07/20/2023	Regular	0.00	1,185.00	189518
<a href="#">6139989</a>	Invoice	07/01/2023	Janitorial Service for July 2023	0.00	1,185.00	
11612	LITTLE TOMMY'S PLUMBING SHOP INC	07/20/2023	Regular	0.00	13,450.00	189519
<a href="#">i16747</a>	Invoice	07/05/2023	7/3/23 & 7/5/23 Water Heater Repair & Inst...	0.00	13,450.00	
18474	LAKESHORE RECYCLING SYSTEMS, LLC	07/20/2023	Regular	0.00	4,946.36	189520
<a href="#">LR5378829</a>	Invoice	06/30/2023	883 Sheridan Rd 7/1/23-7/31/23	0.00	159.24	

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="#">LR5378830</a>	Invoice	06/30/2023	2821 Ridge Rd 7/1/23-7/31/23	0.00	84.24	
<a href="#">LR5378831</a>	Invoice	06/30/2023	701 Deer Creek Pkwy 7/1/23-7/31/23	0.00	145.91	
<a href="#">LR5378832</a>	Invoice	06/30/2023	636 Ridge Rd 7/1/23-7/31/23	0.00	216.14	
<a href="#">LR5378833</a>	Invoice	06/30/2023	3100 Trial Way 7/1/23-7/31/23 & Roll Off	0.00	1,293.28	
<a href="#">LR5378835</a>	Invoice	06/30/2023	1220 Fredrickson Pl 7/1/23-7/31/23	0.00	460.41	
<a href="#">LR5378836</a>	Invoice	06/30/2023	1240 Fredrickson Pl 7/1/23-7/31/23 & Final P..	0.00	811.73	
<a href="#">LR5378837</a>	Invoice	06/30/2023	1801 Sunset Rd 7/1/23-7/31/23 & Loose Yar...	0.00	117.92	
<a href="#">LR5378838</a>	Invoice	06/30/2023	1207 Park Ave West - Roll Off	0.00	481.76	
<a href="#">LR5379060</a>	Invoice	06/30/2023	1201 Park Ave W 7/1/23-7/31/23	0.00	381.76	
<a href="#">P5544229</a>	Invoice	06/29/2023	POP Units-Lincoln, Woodridge, Wolters & W...	0.00	793.97	
20378	T3B ENTERPRISES INC.	07/20/2023	Regular	0.00	545.00	189521
<a href="#">071223</a>	Invoice	07/12/2023	Payment for 7 games officiated	0.00	545.00	
10006	NCPERS GROUP LIFE INSURANCE	07/20/2023	Regular	0.00	48.00	189522
<a href="#">3301072023</a>	Invoice	06/01/2023	NCPERS Group Life Insurance-July 2023 Prem..	0.00	48.00	
13604	NORTH SHORE GAS	07/20/2023	Regular	0.00	1,261.30	189523
<a href="#">070723 06024054...</a>	Invoice	07/07/2023	1240 Fredrickson Pl (Hidden Creek) 6/1/23-6...	0.00	994.78	
<a href="#">071123 06011450...</a>	Invoice	07/11/2023	636 Ridge Rd 6/1/23-6/30/23	0.00	266.52	
11998	PARK DISTRICT RISK MGMT AGCY	07/20/2023	Regular	0.00	196,555.24	189524
<a href="#">0623133H</a>	Invoice	06/30/2023	June 2023-Employee Health Insurance	0.00	196,555.24	
11998	PARK DISTRICT RISK MGMT AGCY	07/20/2023	Regular	0.00	25,743.70	189525
<a href="#">0623133</a>	Invoice	06/30/2023	June 2023-Liability Insurance	0.00	25,743.70	
12057	PHIL FOLINO	07/20/2023	Regular	0.00	850.00	189526
<a href="#">071723</a>	Invoice	07/17/2023	Payment for 11 baseball games umpired	0.00	850.00	
14901	GAME TIME	07/20/2023	Regular	0.00	3,453.92	189527
<a href="#">PJI-0212266</a>	Invoice	06/30/2023	Crane Spinner Infill/Aerosol Paint	0.00	3,453.92	
17425	PNC EQUIPMENT FINANCE	07/20/2023	Regular	0.00	10,561.00	189528
<a href="#">1732716</a>	Invoice	06/30/2023	SVGC Golf Cart Lease 7/30/23-8/29/23	0.00	10,561.00	
20229	R&R SPECIALTIES OF WISCONSIN INC.	07/20/2023	Regular	0.00	5,833.45	189529
<a href="#">0079216-IN</a>	Invoice	07/07/2023	7/6/23 Service Call-Pump motor stalling	0.00	5,833.45	
16459	SANTO SPORT STORE	07/20/2023	Regular	0.00	2,536.80	189530
<a href="#">709464</a>	Invoice	07/10/2023	1 Holloway Adult Clubhouse Pullover	0.00	52.95	
<a href="#">709508</a>	Invoice	07/11/2023	123 Badger 5200 Youth Dri Fit Tees	0.00	2,483.85	
18410	SIKICH LLP	07/20/2023	Regular	0.00	7,000.00	189531
<a href="#">21668</a>	Invoice	06/30/2023	Professional services through 5/30/2023	0.00	5,000.00	
<a href="#">22261</a>	Invoice	07/10/2023	Lessee Ledger applic license fee/Master Sof...	0.00	2,000.00	
19985	SOUND OF MUSIC SYSTEMS	07/20/2023	Regular	0.00	7,580.35	189532
<a href="#">14492</a>	Invoice	06/20/2023	Install new 55" full outdoor sun brite screen	0.00	7,580.35	
20376	SYLWIA NOWICKI	07/20/2023	Regular	0.00	99.00	189533
<a href="#">1990853</a>	Invoice	07/06/2023	Refund	0.00	99.00	
18499	TARYN STEIN	07/20/2023	Regular	0.00	95.00	189534
<a href="#">2007349</a>	Invoice	07/18/2023	Refund	0.00	95.00	
17189	W-T STRUCTURAL ENGINEERING LLC	07/20/2023	Regular	0.00	500.00	189535
<a href="#">M2200082-03</a>	Invoice	06/30/2023	Project-Recreation Center of Highland Park	0.00	500.00	
12591	THELEN MATERIALS, LLC	07/20/2023	Regular	0.00	853.00	189536
<a href="#">423872</a>	Invoice	06/10/2023	Turf Materials	0.00	853.00	
10650	WOODHOUSE TINUCCI ARCHITECTS LL	07/20/2023	Regular	0.00	2,375.00	189537

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="#">5556</a>	Invoice	07/07/2023	Pickleball Concept Design-Pickleball Court	0.00	2,375.00	

**Bank Code AP Summary**

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	82	54	0.00	1,090,192.50
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>82</b>	<b>54</b>	<b>0.00</b>	<b>1,090,192.50</b>

### Fund Summary

Fund	Name	Period	Amount
99	POOLED CASH FUND	7/2023	1,090,192.50
			<u>1,090,192.50</u>



Park District of Highland Park, IL

# Check Register

Packet: APPKT03685 - Bank Draft 6/22/23 Mobile Axe Throwing

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	
20364	MOBILE AXE THROWING LLC	06/22/2023	Bank Draft	0.00	347.50	DFT0004280
<a href="#">32699933</a>	Invoice	06/22/2023	Deposit due for Event on 10/20/2023	0.00	347.50	

**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	347.50
EFT's	0	0	0.00	0.00
	<b>1</b>	<b>1</b>	<b>0.00</b>	<b>347.50</b>

### Fund Summary

Fund	Name	Period	Amount
99	POOLED CASH FUND	6/2023	347.50
			<hr/>
			<b>347.50</b>





Park District of Highland Park, IL

# Check Register

Packet: APPKT03693 - Bank Draft 6/27/23 Health Equity INV5325953

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	06/27/2023	Bank Draft	0.00	103.95	DFT0004281
<a href="#">INV5325953</a>	Invoice	06/27/2023	HCFA/DC FSA/HCDC FSA June 2023 Admin ...	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	6/2023	103.95
			<hr/>
			<b>103.95</b>



Park District of Highland Park, IL

# Check Register

Packet: APPKT03695 - Bank Draft 6/27/23 Health Equity INV5335371

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	06/27/2023	Bank Draft	0.00	1,016.16	DFT0004283
<a href="#">INV5335371</a>	Invoice	06/27/2023	PMB Payments-DCFSA 2023/Visa Card Paym...	0.00	1,016.16	

**Bank Code PAYROLL Summary**

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	0	0	0.00	0.00
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	1	1	0.00	1,016.16
EFT's	0	0	0.00	0.00
	<b>1</b>	<b>1</b>	<b>0.00</b>	<b>1,016.16</b>

### Fund Summary

Fund	Name	Period	Amount
99	POOLED CASH FUND	6/2023	<u>1,016.16</u>
			<b>1,016.16</b>



Park District of Highland Park, IL

# Check Register

Packet: APPKT03694 - Bank Draft 6/27/23 Take Action CPR

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	
19825	TAKE ACTION CPR TRAINING	06/27/2023	Bank Draft	0.00	1,100.00	DFT0004282
<a href="#">23162</a>	Invoice	06/09/2023	CPR Certifications 6/13/23	0.00	1,100.00	

**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	1,100.00
EFT's	0	0	0.00	0.00
	<b>1</b>	<b>1</b>	<b>0.00</b>	<b>1,100.00</b>

### Fund Summary

Fund	Name	Period	Amount
99	POOLED CASH FUND	6/2023	1,100.00
			<hr/>
			<b>1,100.00</b>



Park District of Highland Park, IL

# Check Register

Packet: APPKT03701 - Bank Draft 6/30/23 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	06/30/2023	Bank Draft	0.00	4,143.06	DFT0004304
<a href="#">063023 ICMA 457</a>	Invoice	06/30/2023	6/30/23 ICMA 457 Deductions Plan#302037	0.00	4,143.06	

**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	4,143.06
EFT's	0	0	0.00	0.00
	<b>1</b>	<b>1</b>	<b>0.00</b>	<b>4,143.06</b>

### Fund Summary

Fund	Name	Period	Amount
99	POOLED CASH FUND	6/2023	4,143.06
			<hr/>
			<b>4,143.06</b>





Park District of Highland Park, IL

# Check Register

Packet: APPKT03700 - Bank Draft 6/30/23 ICMA Roth IRA

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	06/30/2023	Bank Draft	0.00	285.00	DFT0004303
<a href="#">063023 ICMA Roth</a>	Invoice	06/30/2023	Pay Period 6/30/23 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	6/2023	285.00
			<hr/>
			<b>285.00</b>



Park District of Highland Park, IL

# Check Register

Packet: APPKT03703 - Bank Draft 7/3/23 Health Equity INV5359631

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	07/03/2023	Bank Draft	0.00	233.53	DFT0004305
<a href="#">INV5359631</a>	Invoice	07/03/2023	Visa Card Payments-HCFSA 2023	0.00	233.53	

**Bank Code PAYROLL Summary**

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	0	0	0.00	0.00
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	1	1	0.00	233.53
EFT's	0	0	0.00	0.00
	<b>1</b>	<b>1</b>	<b>0.00</b>	<b>233.53</b>

### Fund Summary

Fund	Name	Period	Amount
99	POOLED CASH FUND	7/2023	233.53
			<hr/>
			<b>233.53</b>



Park District of Highland Park, IL

# Check Register

Packet: APPKT03711 - Bank Draft 7/5/23 Quadient

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	
18904	QUADIENT FINANCE USA, INC	07/05/2023	Bank Draft	0.00	646.37	DFT0004306
<a href="#">07052023</a>	Invoice	07/05/2023	Postage 6/19/23 & Equipment Rental	0.00	646.37	

**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	646.37
EFT's	0	0	0.00	0.00
	<b>1</b>	<b>1</b>	<b>0.00</b>	<b>646.37</b>

### Fund Summary

Fund	Name	Period	Amount
99	POOLED CASH FUND	7/2023	646.37
			<hr/>
			<b>646.37</b>



Park District of Highland Park, IL

# Check Register

Packet: APPKT03717 - Bank Draft 7/10/23 Health Equity INV5390744

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	07/10/2023	Bank Draft	0.00	1,653.84	DFT0004315
<a href="#">INV5390744</a>	Invoice	07/10/2023	PMB Payments-DCFSA/HCFA 2023, Visa Ca...	0.00	1,653.84	

**Bank Code PAYROLL Summary**

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	0	0	0.00	0.00
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	1	1	0.00	1,653.84
EFT's	0	0	0.00	0.00
	<b>1</b>	<b>1</b>	<b>0.00</b>	<b>1,653.84</b>

### Fund Summary

Fund	Name	Period	Amount
99	POOLED CASH FUND	7/2023	1,653.84
			<hr/>
			<b>1,653.84</b>





Park District of Highland Park, IL

# Check Register

Packet: APPKT03718 - Bank Draft 7/10/23 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	07/10/2023	Bank Draft	0.00	71,303.28	DFT0004316
<a href="#">063023</a>	Invoice	07/10/2023	June 2023 IMRF Contributions	0.00	71,303.28	

**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	71,303.28
EFT's	0	0	0.00	0.00
	<b>1</b>	<b>1</b>	<b>0.00</b>	<b>71,303.28</b>

### Fund Summary

Fund	Name	Period	Amount
99	POOLED CASH FUND	7/2023	71,303.28
			<u>71,303.28</u>



Park District of Highland Park, IL

# Check Register

Packet: APPKT03720 - Bank Draft 7/11/23 AFLAC June 2023

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	07/11/2023	Bank Draft	0.00	657.84	DFT0004317
<a href="#">063023 AFLAC</a>	Invoice	07/11/2023	AFLAC Deduction Period Ending 6/30/2023	0.00	657.84	

**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	657.84
EFT's	0	0	0.00	0.00
	<b>1</b>	<b>1</b>	<b>0.00</b>	<b>657.84</b>

### Fund Summary

Fund	Name	Period	Amount
99	POOLED CASH FUND	7/2023	657.84
			<hr/>
			<b>657.84</b>



Park District of Highland Park, IL

# Check Register

Packet: APPKT03719 - Bank Draft 7/11/23 AFLAC May 2023

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>						
10058	AFLAC	07/11/2023	Bank Draft	0.00	438.56	DFT0004318
<a href="#">053123 AFLAC</a>	Invoice	07/11/2023	AFLAC Deduction Period Ending 5/31/2023	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	7/2023	438.56
			<hr/>
			<b>438.56</b>



Park District of Highland Park, IL

# Check Register

Packet: APPKT03726 - Bank Draft 7/17/23 Bicker Bros, Inc. -  
Check#189482

By Vendor DBA Name

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Bank Code: AP-AP BANK						
19834	BICKER BROS INC	07/17/2023	Bank Draft	0.00	276.00	DFT0004321M1
<a href="#">071723</a>	Invoice	07/17/2023	7/17/23 Bunny Hutch Field Trip	0.00	276.00	

**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	276.00
EFT's	0	0	0.00	0.00
	<b>1</b>	<b>1</b>	<b>0.00</b>	<b>276.00</b>

### Fund Summary

Fund	Name	Period	Amount
99	POOLED CASH FUND	7/2023	276.00
			<u>276.00</u>





Park District of Highland Park, IL

# Check Register

Packet: APPKT03725 - Bank Draft 7/17/23 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	07/17/2023	Bank Draft	0.00	4,139.70	DFT0004320
<a href="#">071423 ICMA 457</a>	Invoice	07/17/2023	7/14/23 ICMA 457 Deductions Plan#302037	0.00	4,139.70	

**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	4,139.70
EFT's	0	0	0.00	0.00
	<b>1</b>	<b>1</b>	<b>0.00</b>	<b>4,139.70</b>

### Fund Summary

Fund	Name	Period	Amount
99	POOLED CASH FUND	7/2023	4,139.70
			<hr/>
			<b>4,139.70</b>



Park District of Highland Park, IL

# Check Register

Packet: APPKT03724 - Bank Draft 7/17/23 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	07/17/2023	Bank Draft	0.00	285.00	DFT0004319
<a href="#">071423 ICMA Roth</a>	Invoice	07/17/2023	Pay Period 7/14/23 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	7/2023	285.00
			<hr/>
			<b>285.00</b>



Park District of Highland Park, IL

# Check Register

Packet: APPKT03728 - Bank Draft 7/19/23 Health Equity INV5409332

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	07/19/2023	Bank Draft	0.00	20.89	DFT0004323
<a href="#">INV5409332</a>	Invoice	07/19/2023	Visa Card Payments-HCFSA 2023	0.00	20.89	

**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	20.89
EFT's	0	0	0.00	0.00
	<b>1</b>	<b>1</b>	<b>0.00</b>	<b>20.89</b>

### Fund Summary

Fund	Name	Period	Amount
99	POOLED CASH FUND	7/2023	20.89
			<hr/>
			<b>20.89</b>



Park District of Highland Park, IL

# Check Register

Packet: APPKT03727 - Bank Draft 7/19/23 Illinois Dept. 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	07/19/2023	Bank Draft	0.00	1,589.00	DFT0004322
<a href="#">063023</a>	Invoice	07/19/2023	June 2023 ST-1 Sales/Use Tax - ST-1 Payment	0.00	1,589.00	

**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	1,589.00
EFT's	0	0	0.00	0.00
	<b>1</b>	<b>1</b>	<b>0.00</b>	<b>1,589.00</b>

### Fund Summary

Fund	Name	Period	Amount
99	POOLED CASH FUND	7/2023	1,589.00
			<hr/>
			<b>1,589.00</b>





Park District of Highland Park, IL

# Check Register

Packet: APPKT03696 - P-Card Statement 5/8/23-6/7/23 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	
10313	BOA P-CARD STATEMENTS	06/07/2023	Bank Draft	0.00	308,225.65	DFT0004284
<a href="#">60723</a>	Invoice	06/07/2023	P-Card with PA	0.00	308,225.65	

**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	308,225.65
EFT's	0	0	0.00	0.00
	<b>1</b>	<b>1</b>	<b>0.00</b>	<b>308,225.65</b>

### Fund Summary

Fund	Name	Period	Amount
99	POOLED CASH FUND	6/2023	308,225.65
			<hr/>
			<b>308,225.65</b>



Park District of Highland Park, IL

# Income Statement

Current Period Ending 06/30/2023

## DISTRICT WIDE

Type	Month		Year To Date			Annual Budget	Prior Year	
	Actual	Budget	Actual	Budget	Variance Favorable (Unfavorable)		Month	YTD
<b>Revenue</b>								
100 - PROGRAMS	252,128.01	164,761.09	2,053,591.48	1,785,982.45	267,609.03	3,191,011.99	186,942.07	1,989,316.93
110 - CAMPS	1,024,872.31	1,088,804.43	1,052,128.71	1,123,402.71	-71,274.00	1,892,552.79	1,350,697.10	1,357,016.10
120 - LESSONS	47,677.00	38,266.69	292,270.05	267,812.48	24,457.57	492,376.50	45,390.90	278,396.81
130 - SPECIAL EVENTS	10,325.00	8,700.82	54,254.59	68,050.16	-13,795.57	131,853.00	1,286.50	54,197.35
410 - TAX	6,468,982.50	5,718,550.47	7,298,680.76	6,826,045.28	472,635.48	14,720,156.20	5,537,757.21	6,644,196.37
420 - FEES & CHARGES	534,404.97	483,430.20	1,361,972.91	1,114,144.20	247,828.71	2,582,599.57	486,960.26	1,224,844.27
440 - MEMBERSHIPS	151,258.95	105,823.57	580,066.97	416,456.29	163,610.68	893,518.36	108,137.00	330,572.46
450 - RENTALS	140,880.08	114,628.55	668,505.65	508,361.11	160,144.54	1,268,593.98	139,362.60	772,132.66
460 - MERCHANDISING	38,055.01	12,400.38	86,957.95	49,641.72	37,316.23	119,463.50	19,906.08	64,781.85
470 - INTEREST INCOME	68,486.35	3,581.90	337,953.96	21,491.40	316,462.56	43,000.00	6,798.32	17,689.43
480 - MISCELLANEOUS INCOME	36,745.90	510,394.41	138,961.80	847,515.81	-708,554.01	1,809,883.22	435,278.66	532,172.70
510 - OTHER INCOME	23,183.50	23,439.00	28,183.50	24,639.00	3,544.50	368,078.00	48,651.39	148,866.08
520 - BOND/DEBT PROCEEDS	25,356.40	0.00	187,338.02	0.00	187,338.02	0.00	11,552.14	22,837.74
<b>Total Revenue:</b>	<b>8,822,355.98</b>	<b>8,272,781.51</b>	<b>14,140,866.35</b>	<b>13,053,542.61</b>	<b>1,087,323.74</b>	<b>27,513,087.11</b>	<b>8,378,720.23</b>	<b>13,437,020.75</b>
<b>Expense</b>								
100 - PROGRAMS	212,244.66	150,920.64	899,766.92	946,815.58	47,048.66	1,717,096.49	135,738.07	815,608.75
110 - CAMPS	132,420.88	241,442.25	169,005.75	335,615.22	166,609.47	1,015,437.03	43,987.30	92,777.71
120 - LESSONS	33,887.43	21,348.84	139,255.22	141,490.68	2,235.46	270,640.47	23,553.52	118,699.48
130 - SPECIAL EVENTS	24,618.32	46,635.56	74,166.84	90,692.97	16,526.13	185,843.88	40,812.07	86,561.07
440 - MEMBERSHIPS	848.52	1,751.74	6,965.55	10,510.44	3,544.89	21,029.47	535.90	3,964.68
610 - SALARIES & WAGES	1,152,456.93	1,062,981.98	4,095,142.66	4,291,012.56	195,869.90	9,281,374.46	680,669.80	3,226,064.18
620 - CONTRACTUAL SERVICES	481,582.64	570,876.88	1,257,357.51	2,048,850.32	791,492.81	4,200,987.52	399,295.02	1,250,762.07
630 - INSURANCE	168,822.26	183,560.32	904,147.20	1,020,496.57	116,349.37	2,308,794.17	155,030.37	770,373.07
640 - MATERIALS & SUPPLIES	74,436.34	62,882.96	266,258.67	327,942.94	61,684.27	637,723.01	37,379.46	201,828.07
650 - MAINTENANCE & LANDSCAPING CONTRACTS	68,283.55	48,459.64	233,357.57	287,882.98	54,525.41	514,617.04	33,940.26	233,647.04
660 - UTILITIES	104,585.55	77,189.58	386,910.27	466,515.78	79,605.51	1,028,048.56	71,986.30	396,322.56
670 - PENSION CONTRIBUTIONS	92,333.06	90,822.10	333,912.50	375,420.48	41,507.98	791,637.20	54,675.14	263,038.12
680 - COST OF GOODS SOLD	11,944.02	12,182.61	44,721.12	34,402.66	-10,318.46	57,835.00	14,253.86	51,737.24
710 - DEBT RETIREMENT	540,350.00	540,350.00	541,300.00	541,350.00	50.00	3,342,200.00	618,360.27	619,310.27
720 - CAPITAL OUTLAY	448,447.55	1,102,224.68	3,830,483.89	6,512,535.08	2,682,051.19	12,044,232.00	95,954.07	1,160,308.18
<b>Total Expense:</b>	<b>3,547,261.71</b>	<b>4,213,629.78</b>	<b>13,182,751.67</b>	<b>17,431,534.26</b>	<b>4,248,782.59</b>	<b>37,417,496.30</b>	<b>2,406,171.41</b>	<b>9,291,002.49</b>
<b>Report Total:</b>	<b>5,275,094.27</b>	<b>4,059,151.73</b>	<b>958,114.68</b>	<b>-4,377,991.65</b>	<b>5,336,106.33</b>	<b>-9,904,409.19</b>	<b>5,972,548.82</b>	<b>4,146,018.26</b>

Fund Summary

Fund	Month		Year To Date			Annual Budget	Prior Year	
	Actual	Budget	Actual	Budget	Variance Favorable (Unfavorable)		Month	YTD
01 - GENERAL CORPORATE	2,161,616.81	1,738,482.76	833,515.48	-41,190.61	874,706.09	-298,061.52	1,899,436.07	788,751.07
25 - SPECIAL RECREATION	228,006.54	148,361.94	264,531.04	239,872.04	24,659.00	502,044.64	165,578.75	258,326.55
29 - RECREATION	3,134,117.89	2,756,452.18	3,369,771.81	1,515,994.74	1,853,777.07	2,863,500.69	3,549,716.50	3,804,921.98
60 - DEBT SERVICE	193,153.30	129,772.85	254,443.60	181,209.96	73,233.64	-1,664,778.22	36,969.20	88,445.39
70 - CAPITAL PROJECTS	-441,800.27	-713,918.00	-3,764,147.25	-6,273,877.78	2,509,730.53	-11,307,114.78	320,848.30	-794,426.73
<b>Report Total:</b>	<b>5,275,094.27</b>	<b>4,059,151.73</b>	<b>958,114.68</b>	<b>-4,377,991.65</b>	<b>5,336,106.33</b>	<b>-9,904,409.19</b>	<b>5,972,548.82</b>	<b>4,146,018.26</b>

For the General Fund: Interest income is above budget with continued increasing rates and spending bond money on current construction only, while waiting for WRC to commence. This is a permanent difference. Salary and wages, insurance and pension costs are trending low due to open positions. Furthermore, insurance distribution is incorrect. This is both a permanent and timing difference. Contractual services were largely under-budget due to professional fees being allocated across the year and not using such services much, thus far. Safety services are also under budget. In Parks, maintenance contracts and ecological restoration are \$34,300 under budget due timing differences. Contingencies, marketing, special projects and computer expense are also under budget and are timing differences. Maintenance and landscaping contracts are under budget largely due to miscellaneous equipment not yet being purchased. Several utility bills are trending late. This favorable variance is largely a timing difference.

For Special Recreation Fund: Companion expense is trending more slowly than budgeted. This is a timing difference.

For Debt Service Fund: Tax revenue is coming in more quickly than budgeted for.

For the Capital Fund: Interest on the bond money is not budgeted for in the 520 account. Significantly under budget is contractual services as estimated cost of such services is spread across the year and often does not align with work and when invoices are received. Finally, capital projects and invoicing thereof are moving more slowly than anticipated. These are timing differences that should shrink over the next few months.

For the Recreation Fund: Capital Outlay is largely under budget due to dredging at Park Ave not hitting the budget until July and is a timing difference. Program revenue is showing a favorable variance due to childhood enrichment programming (\$67,000 timing), new programs at WRC (\$12,000 permanent), and youth dance (\$26,000 permanent). Additionally, tennis is showing a \$162,000 favorable timing variance at 6/30 with \$83,000 being a permanent difference. Athletics is showing a \$31,000 surplus in boys travel baseball and an \$11,000 surplus in house baseball. House baseball variance is permanent. Finally, personal training is \$16,000 permanent surplus. Fees and charges are showing a surplus due to permanent tee times at SVGC for \$17,000, greens fees of \$206,000, and loyalty club at \$14,000. With no rain days they had a record month of revenue. Congruently, range buckets are at an \$18,000 surplus. Finally, daily fees at the rec center for the gym have a surplus of \$12,000. Membership favorable variance is largely due to the rec center and new memberships at \$98,000 and group exercise at \$39,000. Additionally, memberships at tennis are \$14,000 more than budget. Rentals are showing a favorable variance. This is largely due to prime tennis at \$22,000 (timing), Park Ave at \$30,000 (timing), CIA with Falcons and Giants using more ice than budgeted (\$20,000 permanent), golf carts at \$47,000 (permanent), and Rosewood Interpretive Center at \$12,000 more than budget. Merchandising is showing a surplus due to Open Kitchens paying it's concession fee early (timing difference) and the high level of golf ball sales (\$11,000). Interest income was not budgeted for in this fund, but must be allocated between the rec and general funds. This \$221,000 variance is permanent. Miscellaneous income has a permanent difference of \$33,000 over budget due to unbudgeted sponsorships at several facilities. Additionally, there is a permanent difference of \$14,000 due to the ice mat at CIA being sold. Finally, SMILE donations of \$27,000 were collected from the Foundation that were not budgeted. Camp expense is under budget due to camp revenue and programming falling short. Savings are in wages for beach camps by \$19,000, \$20,000 at CIA, \$69,000 in general camps, and a \$51,000 difference at Heller. Special events expenses are largely under budget due to the minimal expenses for the independence day event. More expenses should hit in July. Contractual Services are under budget due to computer expense, bank charges and fees, and advertising and promotion being under budget due to timing differences. Insurance and pension costs are trending low due to open positions at the beginning of the year. Furthermore, insurance distribution is incorrect. This is both a permanent and timing difference. Materials and supplies are showing a favorable variance largely due to \$13,000 of chemical invoices not yet being paid, and a water bottle station at \$5,000 not yet being ordered for the water park. Additionally, \$15,000 at SVGC has not been spent including hand tools (\$10,000). Maintenance and landscaping contracts are under budget as many facilities budget for emergencies each month, but the expenses do not always come to fruition. Maintenance and landscaping is under budget due mostly to a timing difference for golf turf materials and landscaping for \$27,000 and another \$10,000 at the golf learning center. 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 06/30/2023

## 01 - GENERAL FUND

Type	Month		Year To Date			Annual Budget	Prior Year	
	Actual	Budget	Actual	Budget	Variance Favorable (Unfavorable)		Month	YTD
<b>Revenue</b>								
410 - TAX	2,723,033.91	2,407,836.74	3,234,068.27	3,029,816.33	204,251.94	6,419,591.85	2,319,716.18	2,969,531.88
420 - FEES & CHARGES	5,940.85	4,873.44	18,734.65	14,783.04	3,951.61	35,400.00	4,137.82	17,243.67
450 - RENTALS	0.00	0.00	7,370.60	0.00	7,370.60	0.00	0.00	0.00
460 - MERCHANDISING	0.00	19.72	0.00	160.44	-160.44	396.00	0.00	0.00
470 - INTEREST INCOME	23,853.76	3,581.90	116,558.18	21,491.40	95,066.78	43,000.00	6,798.32	17,689.43
480 - MISCELLANEOUS INCOME	1,437.60	3,912.77	46,621.35	41,086.24	5,535.11	54,551.00	301.00	43,000.81
510 - OTHER INCOME	0.00	0.00	0.00	0.00	0.00	0.00	0.00	53.53
<b>Total Revenue:</b>	<b>2,754,266.12</b>	<b>2,420,224.57</b>	<b>3,423,353.05</b>	<b>3,107,337.45</b>	<b>316,015.60</b>	<b>6,552,938.85</b>	<b>2,330,953.32</b>	<b>3,047,519.32</b>
<b>Expense</b>								
610 - SALARIES & WAGES	319,090.28	369,000.68	1,406,996.89	1,627,066.07	220,069.18	3,471,802.45	217,964.31	1,179,245.85
620 - CONTRACTUAL SERVICES	135,713.82	131,045.92	397,904.64	572,260.97	174,356.33	1,229,881.08	86,499.65	401,907.87
630 - INSURANCE	83,615.67	102,170.93	463,842.46	568,341.77	104,499.31	1,292,998.04	77,434.41	392,589.96
640 - MATERIALS & SUPPLIES	26,223.96	28,225.24	110,813.28	108,979.18	-1,834.10	283,165.50	16,979.82	86,068.74
650 - MAINTENANCE & LANDSCAPING CONTRACTS	7,339.24	6,727.21	46,267.59	58,983.76	12,716.17	122,788.04	3,308.24	34,443.90
660 - UTILITIES	-5,651.44	11,537.08	45,399.34	77,585.12	32,185.78	165,099.16	11,381.11	66,241.94
670 - PENSION CONTRIBUTIONS	26,317.78	33,034.75	118,613.37	135,311.19	16,697.82	285,266.10	17,949.71	98,269.99
<b>Total Expense:</b>	<b>592,649.31</b>	<b>681,741.81</b>	<b>2,589,837.57</b>	<b>3,148,528.06</b>	<b>558,690.49</b>	<b>6,851,000.37</b>	<b>431,517.25</b>	<b>2,258,768.25</b>
<b>Report Total:</b>	<b>2,161,616.81</b>	<b>1,738,482.76</b>	<b>833,515.48</b>	<b>-41,190.61</b>	<b>874,706.09</b>	<b>-298,061.52</b>	<b>1,899,436.07</b>	<b>788,751.07</b>

Interest income is above budget with continued increasing rates and spending bond money on current construction only, while waiting for WRC to commence. This is a permanent difference.

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

Contractual services were largely under-budget due to professional fees being allocated across the year and not using such services much, thus far. Safety services are also under budget. In Parks, maintenance contracts and ecological restoration are \$34,300 under budget due timing differences. Contingencies, marketing, special projects and computer expense are also under budget and are timing differences.

Maintenance and landscaping contracts are under budget largely due to miscellaneous equipment not yet being purchased.

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 06/30/2023

## 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	427,507.84	364,070.82	464,032.34	455,670.92	8,361.42	931,842.40	369,508.69	462,496.49	
<b>Total Revenue:</b>	<b>427,507.84</b>	<b>364,070.82</b>	<b>464,032.34</b>	<b>455,670.92</b>	<b>8,361.42</b>	<b>931,842.40</b>	<b>369,508.69</b>	<b>462,496.49</b>	
<b>Expense</b>									
620 - CONTRACTUAL SERVICES	199,501.30	215,708.88	199,501.30	215,798.88	16,297.58	429,797.76	203,929.94	204,169.94	
<b>Total Expense:</b>	<b>199,501.30</b>	<b>215,708.88</b>	<b>199,501.30</b>	<b>215,798.88</b>	<b>16,297.58</b>	<b>429,797.76</b>	<b>203,929.94</b>	<b>204,169.94</b>	
<b>Report Total:</b>	<b>228,006.54</b>	<b>148,361.94</b>	<b>264,531.04</b>	<b>239,872.04</b>	<b>24,659.00</b>	<b>502,044.64</b>	<b>165,578.75</b>	<b>258,326.55</b>	

Companion expense is trending more slowly than budgeted. This is a timing difference.



Park District of Highland Park, IL

# Income Statement

Current Period Ending 06/30/2023

## 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	252,128.01	164,761.09	2,053,591.48	1,785,982.45	267,609.03	3,191,011.99	186,942.07	1,989,316.93
110 - CAMPS	1,024,872.31	1,088,804.43	1,052,128.71	1,123,402.71	-71,274.00	1,892,552.79	1,350,697.10	1,357,016.10
120 - LESSONS	47,677.00	38,266.69	292,270.05	267,812.48	24,457.57	492,376.50	45,390.90	278,396.81
130 - SPECIAL EVENTS	10,325.00	8,700.82	54,254.59	68,050.16	-13,795.57	131,853.00	1,286.50	54,197.35
410 - TAX	2,584,937.45	2,276,520.06	2,804,836.55	2,617,998.07	186,838.48	5,691,300.17	2,193,202.87	2,504,412.34
420 - FEES & CHARGES	528,464.12	478,556.76	1,343,238.26	1,099,361.16	243,877.10	2,547,199.57	482,822.44	1,207,600.60
440 - MEMBERSHIPS	151,258.95	105,823.57	580,066.97	416,456.29	163,610.68	893,518.36	108,137.00	330,572.46
450 - RENTALS	140,880.08	114,628.55	661,135.05	508,361.11	152,773.94	1,268,593.98	139,362.60	772,132.66
460 - MERCHANDISING	38,055.01	12,380.66	86,957.95	49,481.28	37,476.67	119,067.50	19,906.08	64,781.85
470 - INTEREST INCOME	44,632.59	0.00	221,395.78	0.00	221,395.78	0.00	0.00	0.00
480 - MISCELLANEOUS INCOME	35,308.30	6,481.64	92,340.45	23,902.35	68,438.10	42,805.00	34,977.66	89,171.89
510 - OTHER INCOME	23,183.50	23,439.00	23,183.50	24,639.00	-1,455.50	68,078.00	19,436.39	29,097.55
<b>Total Revenue:</b>	<b>4,881,722.32</b>	<b>4,318,363.27</b>	<b>9,265,399.34</b>	<b>7,985,447.06</b>	<b>1,279,952.28</b>	<b>16,338,356.86</b>	<b>4,582,161.61</b>	<b>8,676,696.54</b>
<b>Expense</b>								
100 - PROGRAMS	212,244.66	150,920.64	899,766.92	946,815.58	47,048.66	1,717,096.49	135,738.07	815,608.75
110 - CAMPS	132,420.88	241,442.25	169,005.75	335,615.22	166,609.47	1,015,437.03	43,987.30	92,777.71
120 - LESSONS	33,887.43	21,348.84	139,255.22	141,490.68	2,235.46	270,640.47	23,553.52	118,699.48
130 - SPECIAL EVENTS	24,618.32	46,635.56	74,166.84	90,692.97	16,526.13	185,843.88	40,812.07	86,561.07
440 - MEMBERSHIPS	848.52	1,751.74	6,965.55	10,510.44	3,544.89	21,029.47	535.90	3,964.68
610 - SALARIES & WAGES	833,366.65	693,981.30	2,688,145.77	2,663,946.49	-24,199.28	5,809,572.01	462,705.49	2,046,818.33
620 - CONTRACTUAL SERVICES	115,329.46	111,554.08	517,989.98	650,582.47	132,592.49	1,194,308.68	78,730.93	440,612.44
630 - INSURANCE	85,206.59	81,389.39	440,304.74	452,154.80	11,850.06	1,015,796.13	77,595.96	377,783.11
640 - MATERIALS & SUPPLIES	48,212.38	34,657.72	155,445.39	218,963.76	63,518.37	354,557.51	20,399.64	115,759.33
650 - MAINTENANCE & LANDSCAPING CONTRACTS	60,944.31	41,732.43	187,089.98	228,899.22	41,809.24	391,829.00	30,632.02	199,203.14
660 - UTILITIES	110,236.99	65,652.50	341,510.93	388,930.66	47,419.73	862,949.40	60,605.19	330,080.62
670 - PENSION CONTRIBUTIONS	66,015.28	57,787.35	215,299.13	240,109.29	24,810.16	506,371.10	36,725.43	164,768.13
680 - COST OF GOODS SOLD	11,944.02	12,182.61	44,721.12	34,402.66	-10,318.46	57,835.00	14,253.86	51,737.24
720 - CAPITAL OUTLAY	12,328.94	874.68	15,960.21	66,338.08	50,377.87	71,590.00	6,169.73	27,400.53
<b>Total Expense:</b>	<b>1,747,604.43</b>	<b>1,561,911.09</b>	<b>5,895,627.53</b>	<b>6,469,452.32</b>	<b>573,824.79</b>	<b>13,474,856.17</b>	<b>1,032,445.11</b>	<b>4,871,774.56</b>
<b>Report Total:</b>	<b>3,134,117.89</b>	<b>2,756,452.18</b>	<b>3,369,771.81</b>	<b>1,515,994.74</b>	<b>1,853,777.07</b>	<b>2,863,500.69</b>	<b>3,549,716.50</b>	<b>3,804,921.98</b>

Fund Summary

Fund	Month		Year To Date		Variance Favorable (Unfavorable)	Annual Budget	Prior Year	
	Actual	Budget	Actual	Budget			Month	YTD
29 - RECREATION	3,134,117.89	2,756,452.18	3,369,771.81	1,515,994.74	1,853,777.07	2,863,500.69	3,549,716.50	3,804,921.98
<b>Report Total:</b>	<b>3,134,117.89</b>	<b>2,756,452.18</b>	<b>3,369,771.81</b>	<b>1,515,994.74</b>	<b>1,853,777.07</b>	<b>2,863,500.69</b>	<b>3,549,716.50</b>	<b>3,804,921.98</b>

Program revenue is showing a favorable variance due to childhood enrichment programming (\$67,000 timing), new programs at WRC (\$12,000 permanent), and youth dance (\$26,000 permanent). Additionally, tennis is showing a \$162,000 favorable timing variance at 6/30 with \$83,000 being a permanent difference. Athletics is showing a \$31,000 surplus in boys travel baseball and an \$11,000 surplus in house baseball. House baseball variance is permanent. Finally, personal training is \$16,000 permanent surplus.

Special events revenue is low due to no revenue being generated by independence day. This is a permanent difference.

Fees and charges are showing a surplus due to permanent tee times at SVGC for \$17,000, greens fees of \$206,000, and loyalty club at \$14,000. With no rain days they had a record month of revenue. Congruently, range buckets are at an \$18,000 surplus. Finally, daily fees at the rec center for the gym have a surplus of \$12,000.

Membership favorable variance is largely due to the rec center and new memberships at \$98,000 and group exercise at \$39,000. Additionally, memberships at tennis are \$14,000 more than budget.

Rentals are showing a favorable variance. This is largely due to prime tennis at \$22,000 (timing), Park Ave at \$30,000 (timing), CIA with Falcons and Giants using more ice than budgeted (\$20,000 permanent), golf carts at \$47,000 (permanent), and Rosewood Interpretive Center at \$12,000 more than budget.

Merchandising is showing a surplus due to Open Kitchens paying it's concession fee early (timing difference) and the high level of golf ball sales (\$11,000).

Interest income was not budgeted for in this fund, but must be allocated between the rec and general funds. This \$221,0000 variance is permanent.

Miscellaneous income has a permanent difference of \$33,000 over budget due to unbudgeted sponsorships at several facilities. Additionally, there is a permanent difference of \$14,000 due to the ice mat at CIA being sold. Finally, SMILE donations of \$27,000 were collected from the Foundation that were not budgeted.

Camp expense is under budget due to camp revenue and programming falling short. Savings are in wages for beach camps by \$19,000, \$20,000 at CIA, \$69,000 in general camps, and a \$51,000 difference at Heller.

Special events expenses are largely under budget due to the minimal expenses for the independence day event. More expenses should hit in July.

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

Insurance and pension costs are trending low due to open positions at the beginning of the year. Furthermore, insurance distribution is incorrect. This is both a permanent and timing difference.

Materials and supplies are showing a favorable variance largely due to \$13,000 of chemical invoices not yet being paid, and a water bottle station at \$5,000 not yet being ordered for the water park. Additionally, \$15,000 at SVGC has not been spent including hand tools (\$10,000).

Maintenance and landscaping contracts are under budget as many facilities budget for emergencies each month, but the expenses do not always come to fruition. Maintenance and landscaping is under budget due mostly to a timing difference for golf turf materials and landscaping for \$27,000 and another \$10,000 at the golf learning center.

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

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

Capital Outlay is largely under budget due to dredging at Park Ave not hitting the budget until July and is a timing difference.





Park District of Highland Park, IL

# Income Statement

Current Period Ending 06/30/2023

## 60 - DEBT SERVICE

Type	Month		Year To Date		Variance Favorable (Unfavorable)	Annual Budget	Prior Year	
	Actual	Budget	Actual	Budget			Month	YTD
<b>Revenue</b>								
410 - TAX	733,503.30	670,122.85	795,743.60	722,559.96	73,183.64	1,677,421.78	655,329.47	707,755.66
<b>Total Revenue:</b>	<b>733,503.30</b>	<b>670,122.85</b>	<b>795,743.60</b>	<b>722,559.96</b>	<b>73,183.64</b>	<b>1,677,421.78</b>	<b>655,329.47</b>	<b>707,755.66</b>
<b>Expense</b>								
710 - DEBT RETIREMENT	540,350.00	540,350.00	541,300.00	541,350.00	50.00	3,342,200.00	618,360.27	619,310.27
<b>Total Expense:</b>	<b>540,350.00</b>	<b>540,350.00</b>	<b>541,300.00</b>	<b>541,350.00</b>	<b>50.00</b>	<b>3,342,200.00</b>	<b>618,360.27</b>	<b>619,310.27</b>
<b>Report Total:</b>	<b>193,153.30</b>	<b>129,772.85</b>	<b>254,443.60</b>	<b>181,209.96</b>	<b>73,233.64</b>	<b>-1,664,778.22</b>	<b>36,969.20</b>	<b>88,445.39</b>

Tax revenue is coming in more quickly than budgeted for.



Park District of Highland Park, IL

## 70 - CAPITAL FUND

# Income Statement

Current Period Ending 06/30/2023

Type	Month		Year To Date			Annual Budget	Prior Year	
	Actual	Budget	Actual	Budget	Variance Favorable (Unfavorable)		Month	YTD
<b>Revenue</b>								
480 - MISCELLANEOUS INCOME	0.00	500,000.00	0.00	782,527.22	-782,527.22	1,712,527.22	400,000.00	400,000.00
510 - OTHER INCOME	0.00	0.00	5,000.00	0.00	5,000.00	300,000.00	29,215.00	119,715.00
520 - BOND/DEBT PROCEEDS	25,356.40	0.00	187,338.02	0.00	187,338.02	0.00	11,552.14	22,837.74
<b>Total Revenue:</b>	<b>25,356.40</b>	<b>500,000.00</b>	<b>192,338.02</b>	<b>782,527.22</b>	<b>-590,189.20</b>	<b>2,012,527.22</b>	<b>440,767.14</b>	<b>542,552.74</b>
<b>Expense</b>								
620 - CONTRACTUAL SERVICES	31,038.06	112,568.00	141,961.59	610,208.00	468,246.41	1,347,000.00	30,134.50	204,071.82
720 - CAPITAL OUTLAY	436,118.61	1,101,350.00	3,814,523.68	6,446,197.00	2,631,673.32	11,972,642.00	89,784.34	1,132,907.65
<b>Total Expense:</b>	<b>467,156.67</b>	<b>1,213,918.00</b>	<b>3,956,485.27</b>	<b>7,056,405.00</b>	<b>3,099,919.73</b>	<b>13,319,642.00</b>	<b>119,918.84</b>	<b>1,336,979.47</b>
<b>Report Total:</b>	<b>-441,800.27</b>	<b>-713,918.00</b>	<b>-3,764,147.25</b>	<b>-6,273,877.78</b>	<b>2,509,730.53</b>	<b>-11,307,114.78</b>	<b>320,848.30</b>	<b>-794,426.73</b>

Budgeted revenue in miscellaneous income is \$200,000 for Park Ave grants and \$50,000 for Cunniff pickle-ball donations. \$500,000 of the budget is for Fink Memorial. The grant dollars will come in later in 2023 and the pickle-ball donations have yet to come to fruition. The Fink Memorial project and related cost have not yet been approved.

Interest on the bond money is not budgeted for in the 520 account.

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

Finally, capital projects and invoicing thereof are moving more slowly than anticipated. These are timing differences that should shrink over the next few months.



# 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	\$ 2,552,177.06	\$ 5,732,520.17	3,083,984.54
Expense	\$ 5,420,948.66	\$ 932,358.30	\$ 5,547,576.13	1,286,351.95
<b>Center: 11 - ADMINISTRATIVE Surplus (Deficit):</b>	<b>\$ (30,678.93)</b>	<b>\$ 1,619,818.76</b>	<b>\$ 184,944.04</b>	<b>1,797,632.59</b>
<b>Net Revenue:</b>	<b>-0.57%</b>	<b>63.47%</b>	<b>3.23%</b>	<b>58.29%</b>
<b>Center: 24 - WEST RIDGE CENTER</b>				
Revenue	\$ 512,901.00	\$ 336,021.79	\$ 625,799.00	435,065.39
Expense	\$ 712,673.10	\$ 325,407.20	\$ 837,846.96	444,478.15
<b>Center: 24 - WEST RIDGE CENTER Surplus (Deficit):</b>	<b>\$ (199,772.10)</b>	<b>\$ 10,614.59</b>	<b>\$ (212,047.96)</b>	<b>\$ (9,412.76)</b>
<b>Net Revenue:</b>	<b>-38.95%</b>	<b>3.16%</b>	<b>-33.88%</b>	<b>-2.16%</b>
<b>Center: 26 - ATHLETICS</b>				
Revenue	\$ 1,011,527.00	\$ 804,578.34	\$ 1,048,253.99	802,165.42
Expense	\$ 963,107.28	\$ 444,831.29	\$ 1,019,270.68	519,183.21
<b>Center: 26 - ATHLETICS Surplus (Deficit):</b>	<b>\$ 48,419.72</b>	<b>\$ 359,747.05</b>	<b>\$ 28,983.31</b>	<b>282,982.21</b>
<b>Net Revenue:</b>	<b>4.79%</b>	<b>44.71%</b>	<b>2.76%</b>	<b>35.28%</b>
<b>Center: 28 - CAMPS</b>				
Revenue	\$ 1,042,924.00	\$ 754,341.09	\$ 945,310.00	556,216.65
Expense	\$ 753,080.70	\$ 94,807.04	\$ 622,554.33	135,966.32
<b>Center: 28 - CAMPS Surplus (Deficit):</b>	<b>\$ 289,843.30</b>	<b>\$ 659,534.05</b>	<b>\$ 322,755.67</b>	<b>420,250.33</b>
<b>Net Revenue:</b>	<b>27.79%</b>	<b>87.43%</b>	<b>34.14%</b>	<b>75.56%</b>
<b>Center: 29 - SPECIAL EVENTS</b>				
Revenue	\$ 58,540.00	\$ 26,780.00	\$ 67,029.00	23,043.75
Expense	\$ 135,324.95	\$ 69,988.95	\$ 177,955.55	68,354.95
<b>Center: 29 - SPECIAL EVENTS Surplus (Deficit):</b>	<b>\$ (76,784.95)</b>	<b>\$ (43,208.95)</b>	<b>\$ (110,926.55)</b>	<b>\$ (45,311.20)</b>
<b>Net Revenue:</b>	<b>-131.17%</b>	<b>-161.35%</b>	<b>-165.49%</b>	<b>-196.63%</b>
<b>Center: 31 - HIDDEN CREEK AQUAPARK</b>				
Revenue	\$ 398,865.00	\$ 131,756.67	\$ 435,327.00	122,503.62
Expense	\$ 543,764.76	\$ 163,894.74	\$ 605,397.89	212,609.46
<b>Center: 31 - HIDDEN CREEK AQUAPARK Surplus (Deficit):</b>	<b>\$ (144,899.76)</b>	<b>\$ (32,138.07)</b>	<b>\$ (170,070.89)</b>	<b>\$ (90,105.84)</b>
<b>Net Revenue:</b>	<b>-36.33%</b>	<b>-24.39%</b>	<b>-39.07%</b>	<b>-73.55%</b>
<b>Center: 32 - ROSEWOOD INTERPRETIVE CENTER</b>				
Revenue	\$ 144,107.00	\$ 105,184.38	\$ 169,347.00	80,474.50
Expense	\$ 112,137.77	\$ 36,474.11	\$ 119,888.92	35,944.85
<b>Center: 32 - ROSEWOOD INTERPRETIVE CENTER Surplus (Deficit):</b>	<b>\$ 31,969.23</b>	<b>\$ 68,710.27</b>	<b>\$ 49,458.08</b>	<b>44,529.65</b>
<b>Net Revenue:</b>	<b>22.18%</b>	<b>65.32%</b>	<b>29.21%</b>	<b>55.33%</b>

Account Type	Fiscal 2022	Fiscal 2022	2023	2023
	Total Budget	YTD Activity	Total Budget	YTD Activity
<b>Center: 33 - ROSEWOOD BEACH</b>				
Revenue	\$ 193,825.00	\$ 96,020.60	\$ 178,540.00	89,569.20
Expense	\$ 280,643.81	\$ 68,375.46	\$ 268,908.94	90,143.54
<b>Center: 33 - ROSEWOOD BEACH Surplus (Deficit):</b>	<b>\$ (86,818.81)</b>	<b>\$ 27,645.14</b>	<b>\$ (90,368.94)</b>	<b>\$ (574.34)</b>
<b>Net Revenue:</b>	<b>-44.79%</b>	<b>28.79%</b>	<b>-50.62%</b>	<b>-0.64%</b>
<b>Center: 34 - PARK AVENUE</b>				
Revenue	\$ 268,507.00	\$ 238,894.85	\$ 261,290.00	232,703.76
Expense	\$ 260,750.62	\$ 80,333.03	\$ 265,847.68	31,683.58
<b>Center: 34 - PARK AVENUE Surplus (Deficit):</b>	<b>\$ 7,756.38</b>	<b>\$ 158,561.82</b>	<b>\$ (4,557.68)</b>	<b>201,020.18</b>
<b>Net Revenue:</b>	<b>2.89%</b>	<b>66.37%</b>	<b>-1.74%</b>	<b>86.38%</b>
<b>Center: 38 - ICE ARENA</b>				
Revenue	\$ 1,068,717.20	\$ 705,091.58	\$ 996,120.48	393,248.31
Expense	\$ 883,225.72	\$ 419,033.19	\$ 1,032,446.03	391,100.01
<b>Center: 38 - ICE ARENA Surplus (Deficit):</b>	<b>\$ 185,491.48</b>	<b>\$ 286,058.39</b>	<b>\$ (36,325.55)</b>	<b>2,148.30</b>
<b>Net Revenue:</b>	<b>17.36%</b>	<b>40.57%</b>	<b>-3.65%</b>	<b>0.55%</b>
<b>Center: 41 - MAINTENANCE</b>				
Expense	\$ 834,343.54	\$ 325,046.97	\$ 897,675.43	426,249.90
<b>Center: 41 - MAINTENANCE Total:</b>	<b>\$ 834,343.54</b>	<b>\$ 325,046.97</b>	<b>\$ 897,675.43</b>	<b>426,249.90</b>
<b>Center: 42 - PRO SHOP</b>				
Revenue	\$ 1,689,725.00	\$ 864,018.05	\$ 1,929,231.00	1,125,143.96
Expense	\$ 613,503.82	\$ 255,221.95	\$ 694,153.85	321,510.51
<b>Center: 42 - PRO SHOP Surplus (Deficit):</b>	<b>\$ 1,076,221.18</b>	<b>\$ 608,796.10</b>	<b>\$ 1,235,077.15</b>	<b>803,633.45</b>
<b>Net Revenue:</b>	<b>63.69%</b>	<b>70.46%</b>	<b>64.02%</b>	<b>71.42%</b>
<b>Center: 49 - RECREATION CENTER ADMIN</b>				
Revenue	\$ 100,827.50	\$ 76,435.73	\$ 107,270.00	67,588.87
Expense	\$ 728,034.67	\$ 292,082.21	\$ 704,720.08	313,320.80
<b>Center: 49 - RECREATION CENTER ADMIN Surplus (Deficit):</b>	<b>\$ (627,207.17)</b>	<b>\$ (215,646.48)</b>	<b>\$ (597,450.08)</b>	<b>\$ (245,731.93)</b>
<b>Net Revenue:</b>	<b>-622.06%</b>	<b>-282.13%</b>	<b>-556.96%</b>	<b>-363.57%</b>
<b>Center: 51 - RECREATION CENTER FITNESS</b>				
Revenue	\$ 1,360,180.00	\$ 367,052.55	\$ 954,714.68	640,557.38
Expense	\$ 859,672.59	\$ 271,324.06	\$ 767,995.46	349,695.19
<b>Center: 51 - RECREATION CENTER FITNESS Surplus (Deficit):</b>	<b>\$ 500,507.41</b>	<b>\$ 95,728.49</b>	<b>\$ 186,719.22</b>	<b>290,862.19</b>
<b>Net Revenue:</b>	<b>36.80%</b>	<b>26.08%</b>	<b>19.56%</b>	<b>45.41%</b>
<b>Center: 53 - RECREATION CENTER AQUATICS</b>				
Revenue	\$ 184,612.50	\$ 134,802.48	\$ 235,643.75	162,061.80
Expense	\$ 308,079.11	\$ 141,242.05	\$ 335,706.89	180,667.78
<b>Center: 53 - RECREATION CENTER AQUATICS Surplus (Deficit):</b>	<b>\$ (123,466.61)</b>	<b>\$ (6,439.57)</b>	<b>\$ (100,063.14)</b>	<b>\$ (18,605.98)</b>
<b>Net Revenue:</b>	<b>-66.88%</b>	<b>-4.78%</b>	<b>-42.46%</b>	<b>-11.48%</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	\$ 900,604.29	\$ 1,754,621.79	1,118,343.74
Expense	\$ 1,063,959.35	\$ 515,778.16	\$ 1,379,971.25	622,146.56
<b>Center: 55 - INDOOR TENNIS Surplus (Deficit):</b>	<b>\$ 214,767.65</b>	<b>\$ 384,826.13</b>	<b>\$ 374,650.54</b>	<b>496,197.18</b>
<b>Net Revenue:</b>	<b>16.80%</b>	<b>42.73%</b>	<b>21.35%</b>	<b>44.37%</b>
<b>Center: 61 - HELLER NATURE CENTER</b>				
Revenue	\$ 357,928.25	\$ 144,341.03	\$ 303,718.00	70,859.43
Expense	\$ 625,442.22	\$ 227,664.08	\$ 671,514.54	240,581.10
<b>Center: 61 - HELLER NATURE CENTER Surplus (Deficit):</b>	<b>\$ (267,513.97)</b>	<b>\$ (83,323.05)</b>	<b>\$ (367,796.54)</b>	<b>\$ (169,721.67)</b>
<b>Net Revenue:</b>	<b>-74.74%</b>	<b>-57.73%</b>	<b>-121.10%</b>	<b>-239.52%</b>
<b>Center: 74 - HPCC LEARNING CENTER</b>				
Revenue	\$ 585,953.00	\$ 224,273.91	\$ 546,750.00	238,685.52
Expense	\$ 538,786.24	\$ 162,118.25	\$ 532,296.56	210,935.68
<b>Center: 74 - HPCC LEARNING CENTER Surplus (Deficit):</b>	<b>\$ 47,166.76</b>	<b>\$ 62,155.66</b>	<b>\$ 14,453.44</b>	<b>27,749.84</b>
<b>Net Revenue:</b>	<b>8.05%</b>	<b>27.71%</b>	<b>2.64%</b>	<b>11.63%</b>
<b>Center: 76 - HPCC BUILDING</b>				
Revenue	\$ 38,874.58	\$ 19,436.39	\$ 46,878.00	23,183.50
Expense	\$ 38,872.78	\$ 12,665.60	\$ 46,367.00	14,703.99
<b>Center: 76 - HPCC BUILDING Surplus (Deficit):</b>	<b>\$ 1.80</b>	<b>\$ 6,770.79</b>	<b>\$ 511.00</b>	<b>8,479.51</b>
<b>Net Revenue:</b>	<b>0.00%</b>	<b>34.84%</b>	<b>1.09%</b>	<b>36.58%</b>
<b>Fund: 29 - RECREATION Surplus (Deficit):</b>	<b>\$ 10,659.07</b>	<b>\$ 3,643,164.15</b>	<b>\$ (189,730.31)</b>	<b>3,369,771.81</b>
<b>Net Revenue:</b>	<b>0.07%</b>	<b>42.95%</b>	<b>-1.16%</b>	<b>36.37%</b>
<b>Report Surplus (Deficit):</b>	<b>\$ 10,659.07</b>	<b>\$ 3,643,164.15</b>	<b>\$ (189,730.31)</b>	<b>3,369,771.81</b>
<b>Net Revenue:</b>	<b>0.07%</b>	<b>42.95%</b>	<b>-1.16%</b>	<b>36.37%</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	864,018.05	1,929,231.00	1,125,143.96
Expense	1,447,847.36	581,034.24	1,591,829.28	747,760.41
<b>Report Surplus (Deficit):</b>	<b>241,877.64</b>	<b>282,983.81</b>	<b>337,401.72</b>	<b>377,383.55</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	578,290.76	1,297,628.43	870,208.05
Expense	1,895,786.37	710,991.38	1,808,422.43	843,683.77
<b>Report Surplus (Deficit):</b>	<b>(250,166.37)</b>	<b>(132,700.62)</b>	<b>(510,794.00)</b>	<b>26,524.28</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	1,081,292.64	1,754,621.79	1,118,343.74
Expense	1,268,703.32	533,079.24	1,379,971.25	622,146.56
<b>Report Surplus (Deficit):</b>	<b>273,584.78</b>	<b>548,213.40</b>	<b>374,650.54</b>	<b>496,197.18</b>

Park District of Highland Park  
Investment Schedule  
June 30, 2023

6.30.2023

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	95,800.00
		2,000,000.00				2,000,000.00	7,983.33	95,800.00



# Revenue and Expense Charts by Center – June 2023

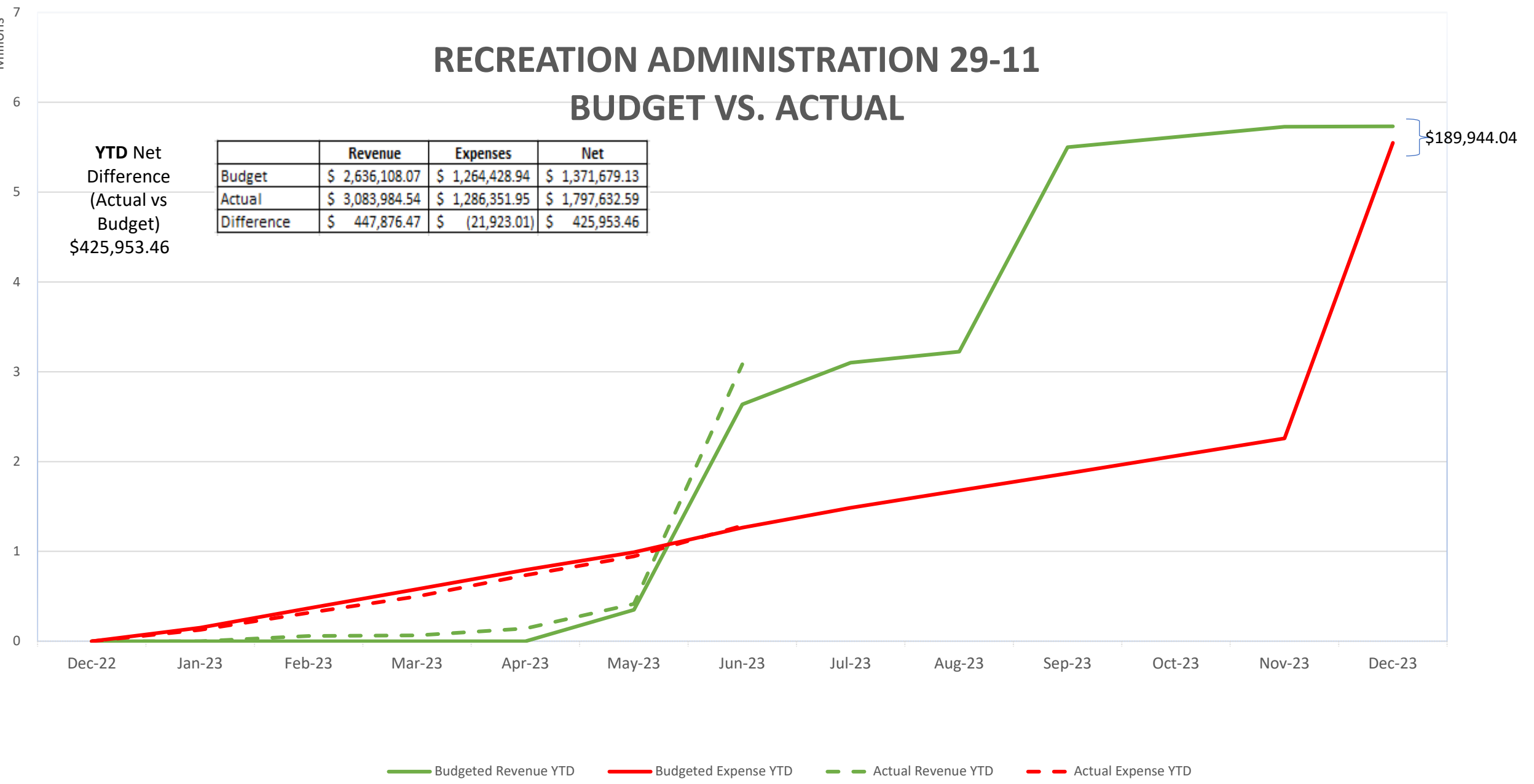


# RECREATION ADMINISTRATION 29-11

## BUDGET VS. ACTUAL

**YTD Net Difference**  
(Actual vs Budget)  
\$425,953.46

	Revenue	Expenses	Net
Budget	\$ 2,636,108.07	\$ 1,264,428.94	\$ 1,371,679.13
Actual	\$ 3,083,984.54	\$ 1,286,351.95	\$ 1,797,632.59
Difference	\$ 447,876.47	\$ (21,923.01)	\$ 425,953.46



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

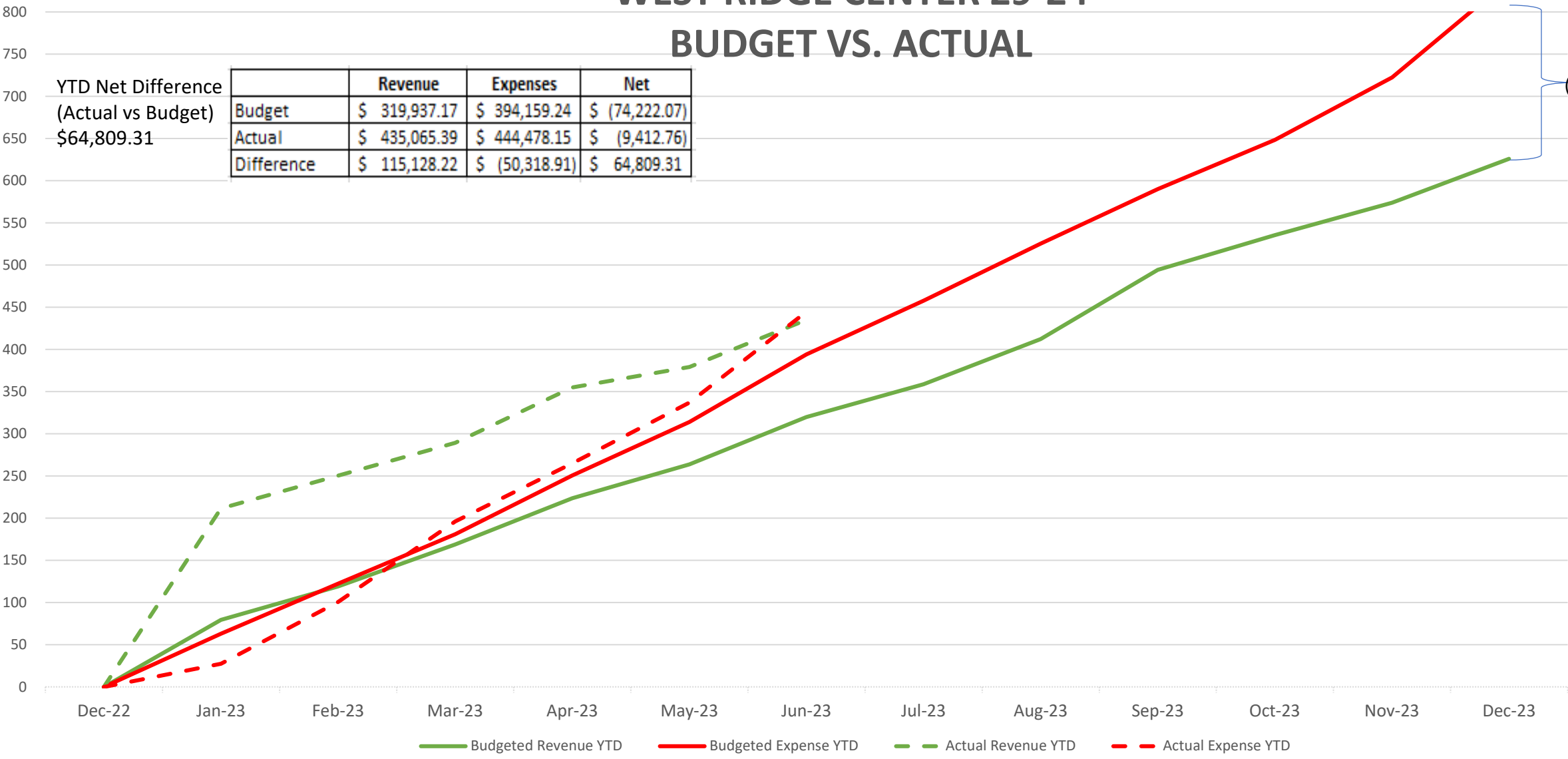
# WEST RIDGE CENTER 29-24

## BUDGET VS. ACTUAL

YTD Net Difference  
(Actual vs Budget)  
\$64,809.31

	Revenue	Expenses	Net
Budget	\$ 319,937.17	\$ 394,159.24	\$ (74,222.07)
Actual	\$ 435,065.39	\$ 444,478.15	\$ (9,412.76)
Difference	\$ 115,128.22	\$ (50,318.91)	\$ 64,809.31

(\$212,047.96)



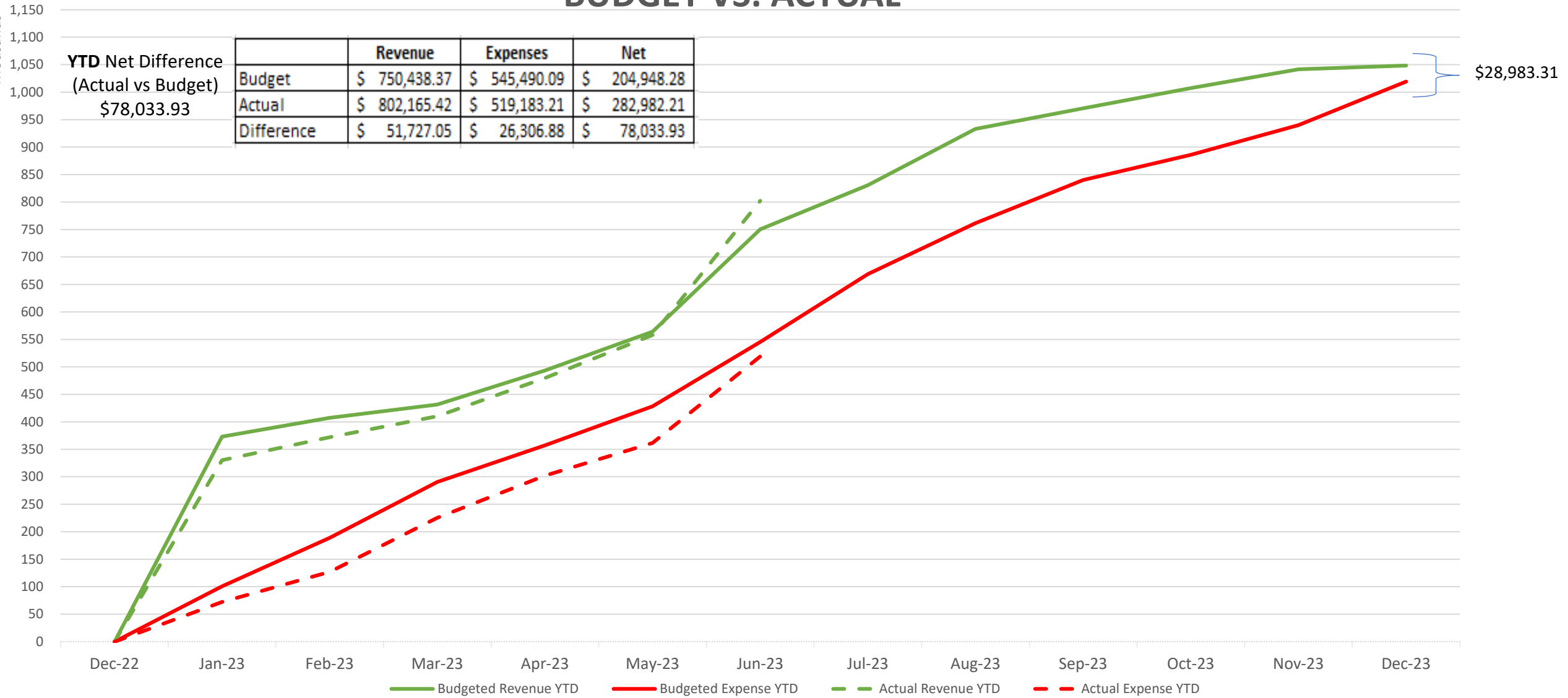
— Budgeted Revenue YTD    
 — Budgeted Expense YTD    
 - - - Actual Revenue YTD    
 - - - Actual Expense YTD

# ATHLETICS 29-26

## BUDGET VS. ACTUAL

**YTD Net Difference  
(Actual vs Budget)**  
\$78,033.93

	Revenue	Expenses	Net
Budget	\$ 750,438.37	\$ 545,490.09	\$ 204,948.28
Actual	\$ 802,165.42	\$ 519,183.21	\$ 282,982.21
Difference	\$ 51,727.05	\$ 26,306.88	\$ 78,033.93



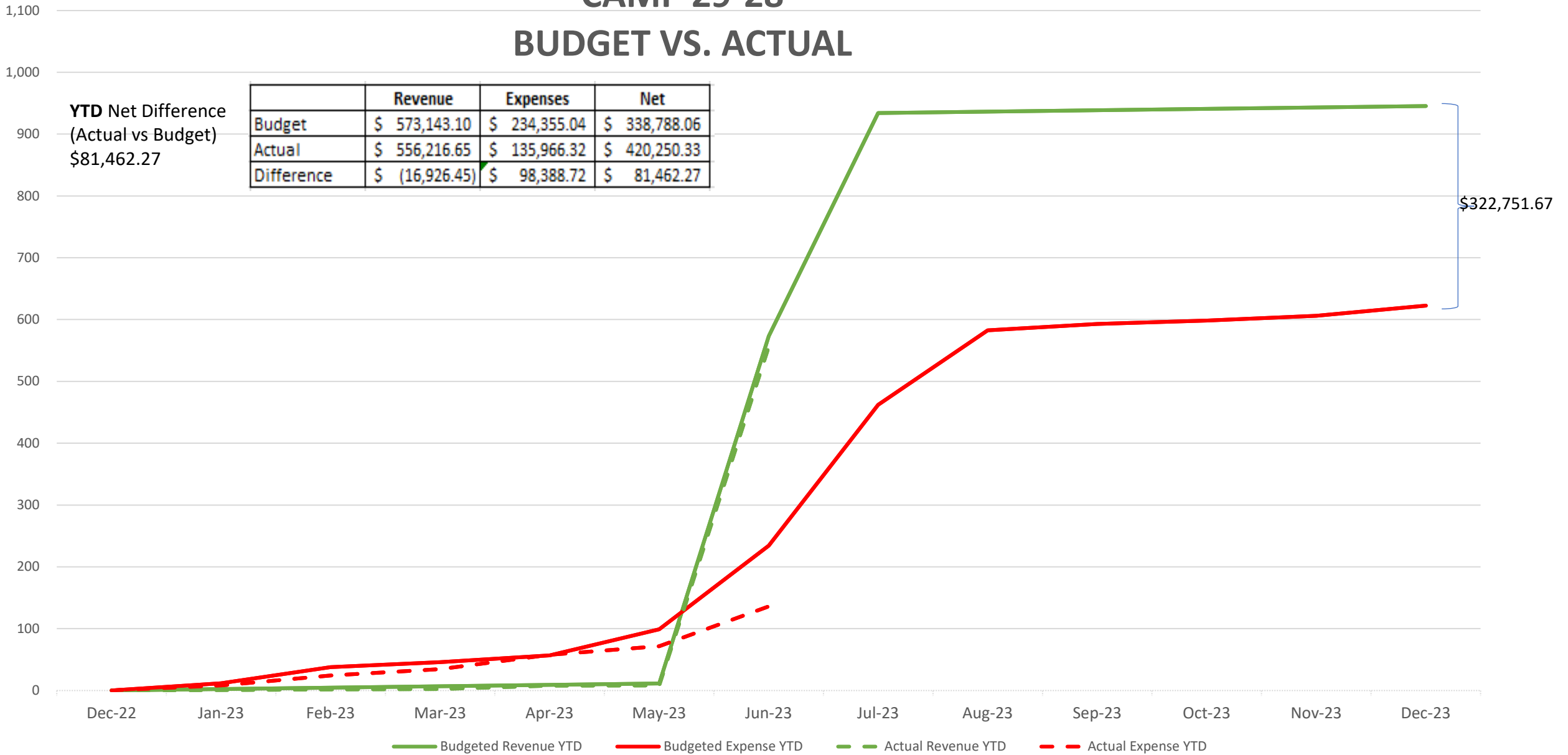
\$28,983.31

# CAMP 29-28

## BUDGET VS. ACTUAL

**YTD Net Difference**  
(Actual vs Budget)  
\$81,462.27

	Revenue	Expenses	Net
Budget	\$ 573,143.10	\$ 234,355.04	\$ 338,788.06
Actual	\$ 556,216.65	\$ 135,966.32	\$ 420,250.33
Difference	\$ (16,926.45)	\$ 98,388.72	\$ 81,462.27

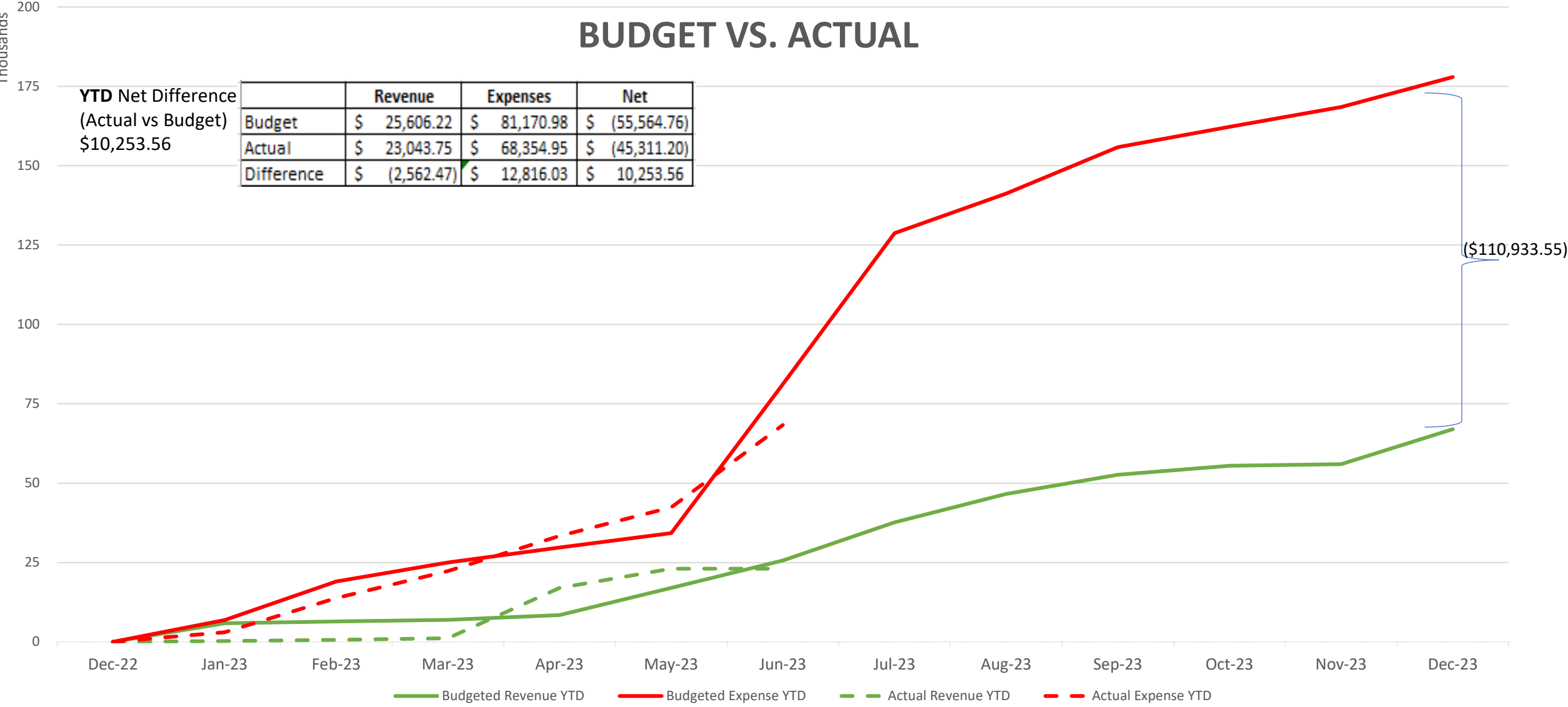


# SPECIAL EVENTS 29-29

## BUDGET VS. ACTUAL

**YTD Net Difference**  
 (Actual vs Budget)  
 \$10,253.56

	Revenue	Expenses	Net
Budget	\$ 25,606.22	\$ 81,170.98	\$ (55,564.76)
Actual	\$ 23,043.75	\$ 68,354.95	\$ (45,311.20)
Difference	\$ (2,562.47)	\$ 12,816.03	\$ 10,253.56



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

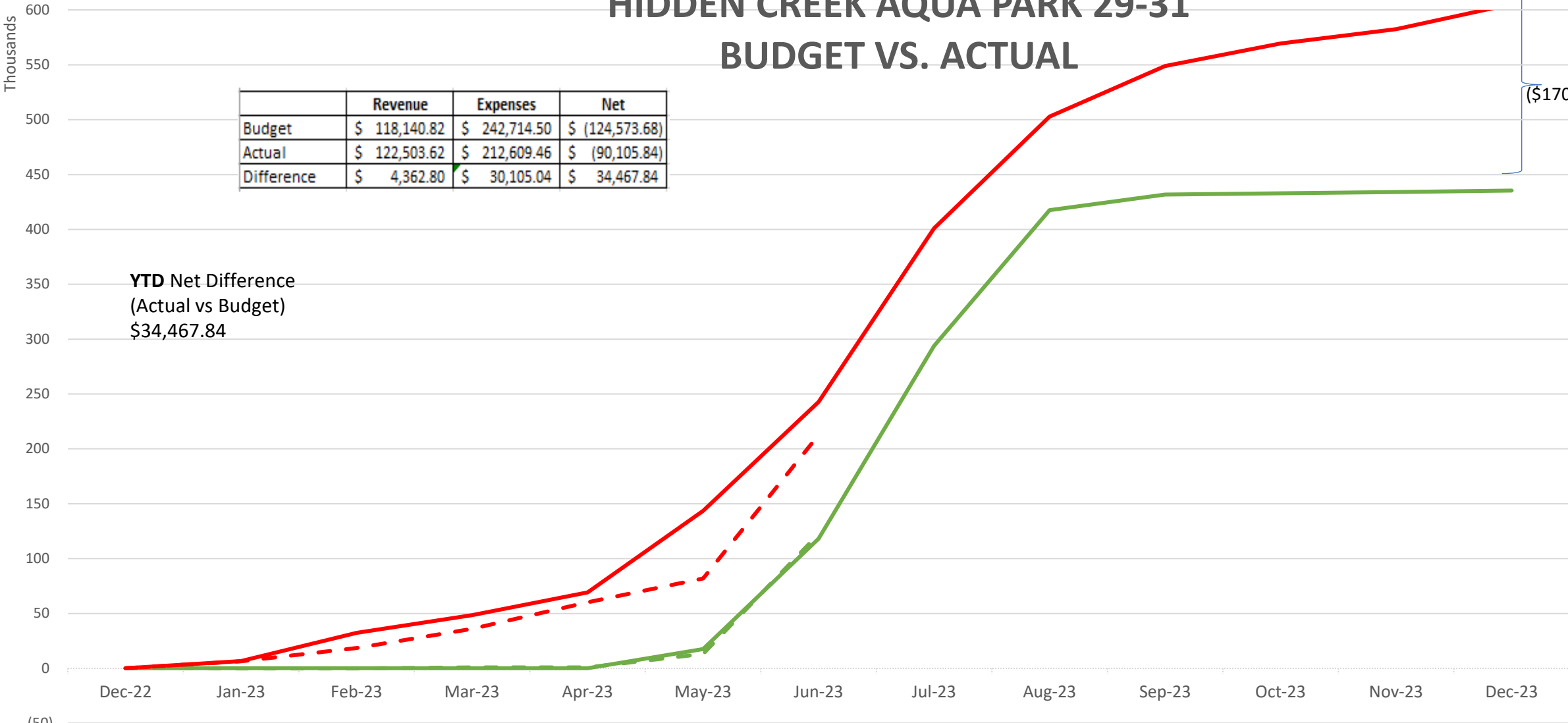
# HIDDEN CREEK AQUA PARK 29-31

## BUDGET VS. ACTUAL

	Revenue	Expenses	Net
Budget	\$ 118,140.82	\$ 242,714.50	\$ (124,573.68)
Actual	\$ 122,503.62	\$ 212,609.46	\$ (90,105.84)
Difference	\$ 4,362.80	\$ 30,105.04	\$ 34,467.84

**YTD Net Difference**  
 (Actual vs Budget)  
 \$34,467.84

(\$170,070.89)



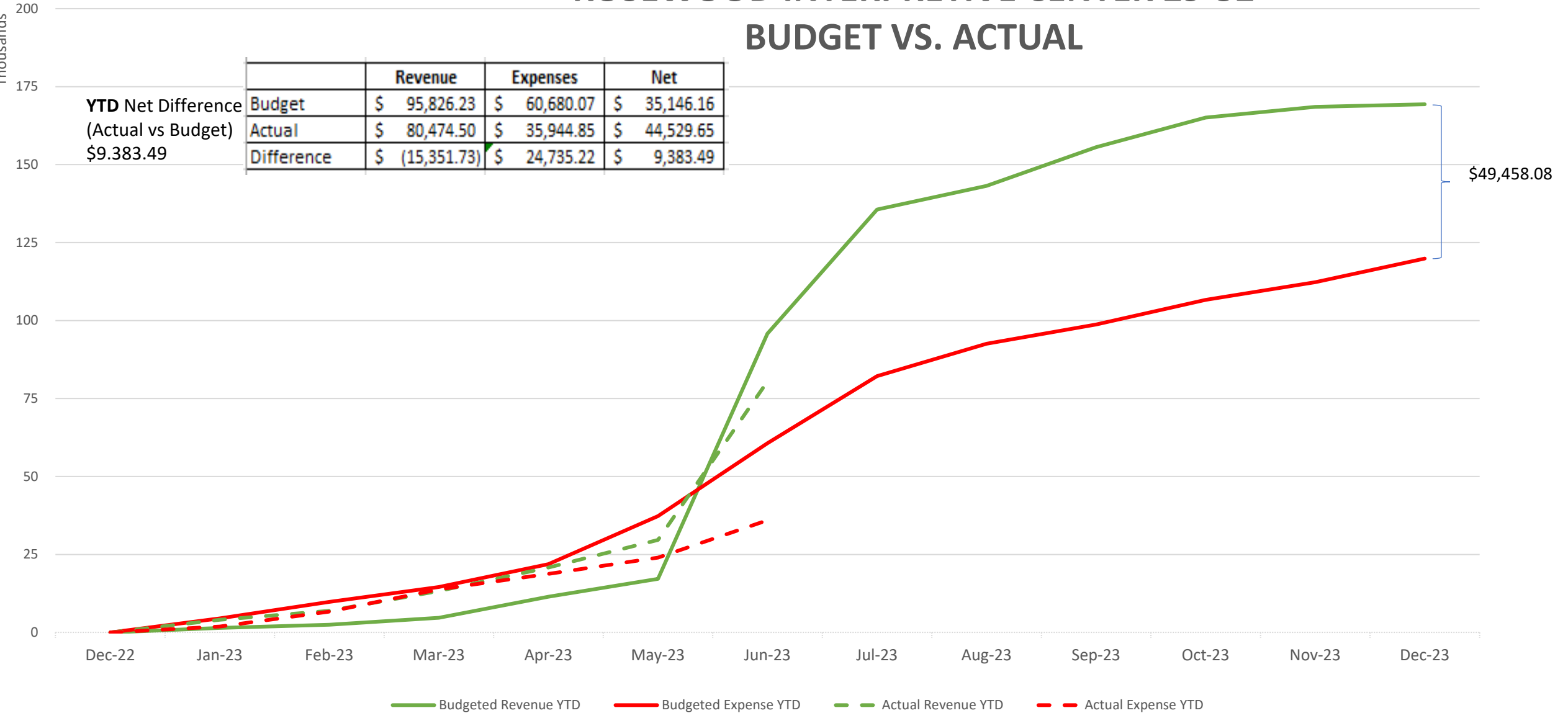
— Budgeted Revenue YTD   
 — Budgeted Expense YTD   
 - - - Actual Revenue YTD   
 - - - Actual Expense YTD

# ROSEWOOD INTERPRETIVE CENTER 29-32

## BUDGET VS. ACTUAL

**YTD Net Difference  
(Actual vs Budget)  
\$9,383.49**

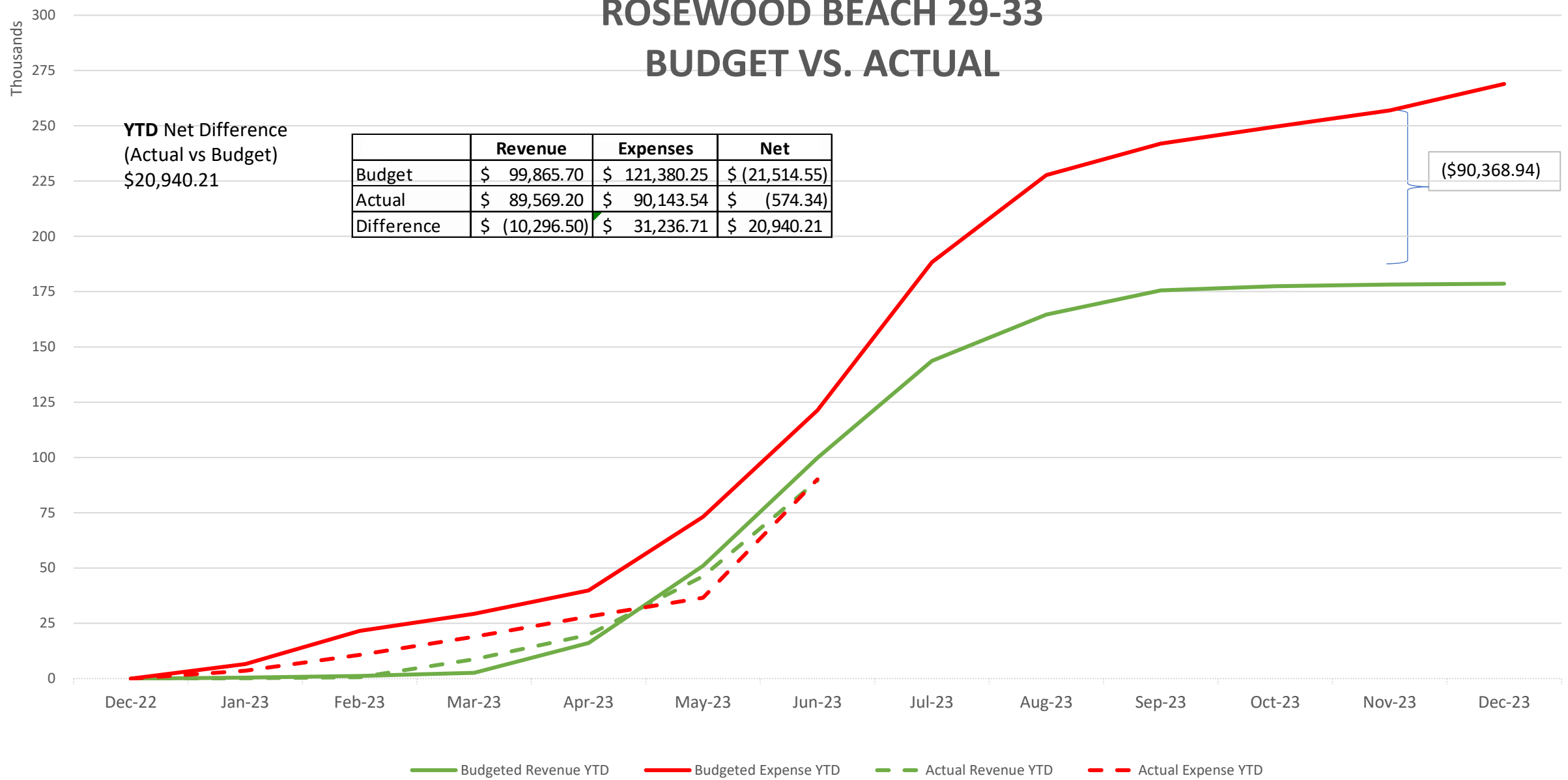
	Revenue	Expenses	Net
Budget	\$ 95,826.23	\$ 60,680.07	\$ 35,146.16
Actual	\$ 80,474.50	\$ 35,944.85	\$ 44,529.65
Difference	\$ (15,351.73)	\$ 24,735.22	\$ 9,383.49



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

# ROSEWOOD BEACH 29-33

## BUDGET VS. ACTUAL



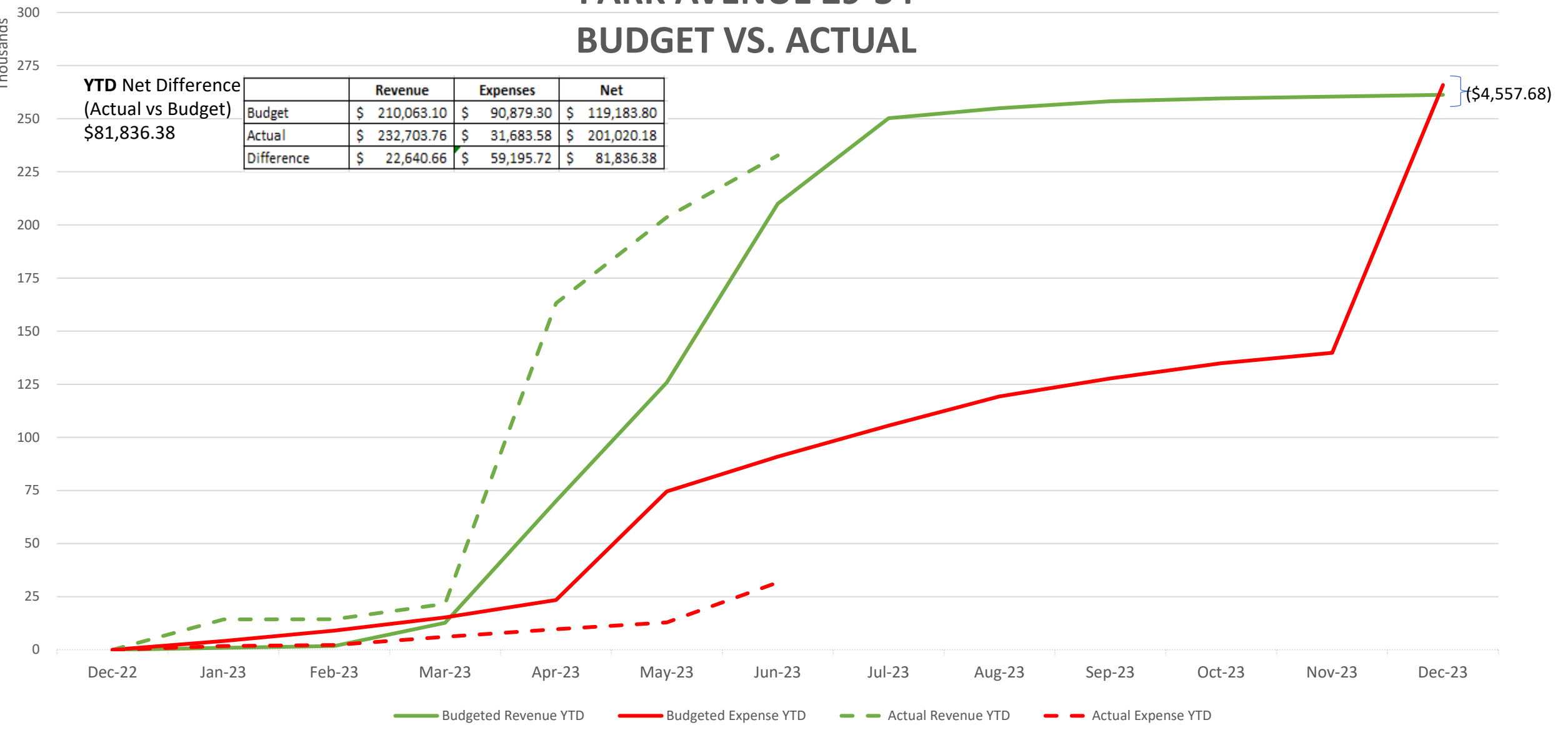


# PARK AVENUE 29-34

## BUDGET VS. ACTUAL

**YTD Net Difference  
(Actual vs Budget)  
\$81,836.38**

	Revenue	Expenses	Net
Budget	\$ 210,063.10	\$ 90,879.30	\$ 119,183.80
Actual	\$ 232,703.76	\$ 31,683.58	\$ 201,020.18
Difference	\$ 22,640.66	\$ 59,195.72	\$ 81,836.38



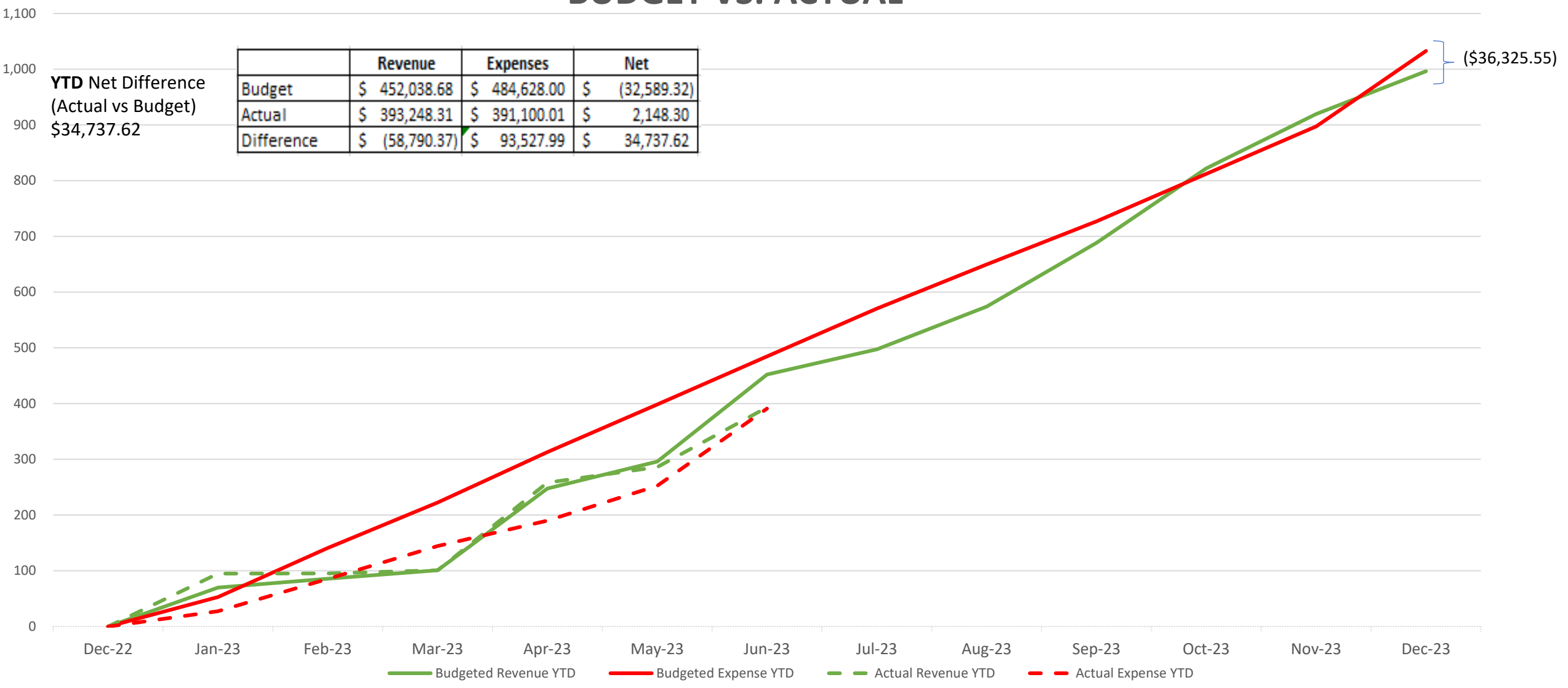
— Budgeted Revenue YTD   
 — Budgeted Expense YTD   
 - - - Actual Revenue YTD   
 - - - Actual Expense YTD

# CENTENNIAL 29-38

## BUDGET VS. ACTUAL

**YTD Net Difference  
(Actual vs Budget)  
\$34,737.62**

	Revenue	Expenses	Net
Budget	\$ 452,038.68	\$ 484,628.00	\$ (32,589.32)
Actual	\$ 393,248.31	\$ 391,100.01	\$ 2,148.30
Difference	\$ (58,790.37)	\$ 93,527.99	\$ 34,737.62

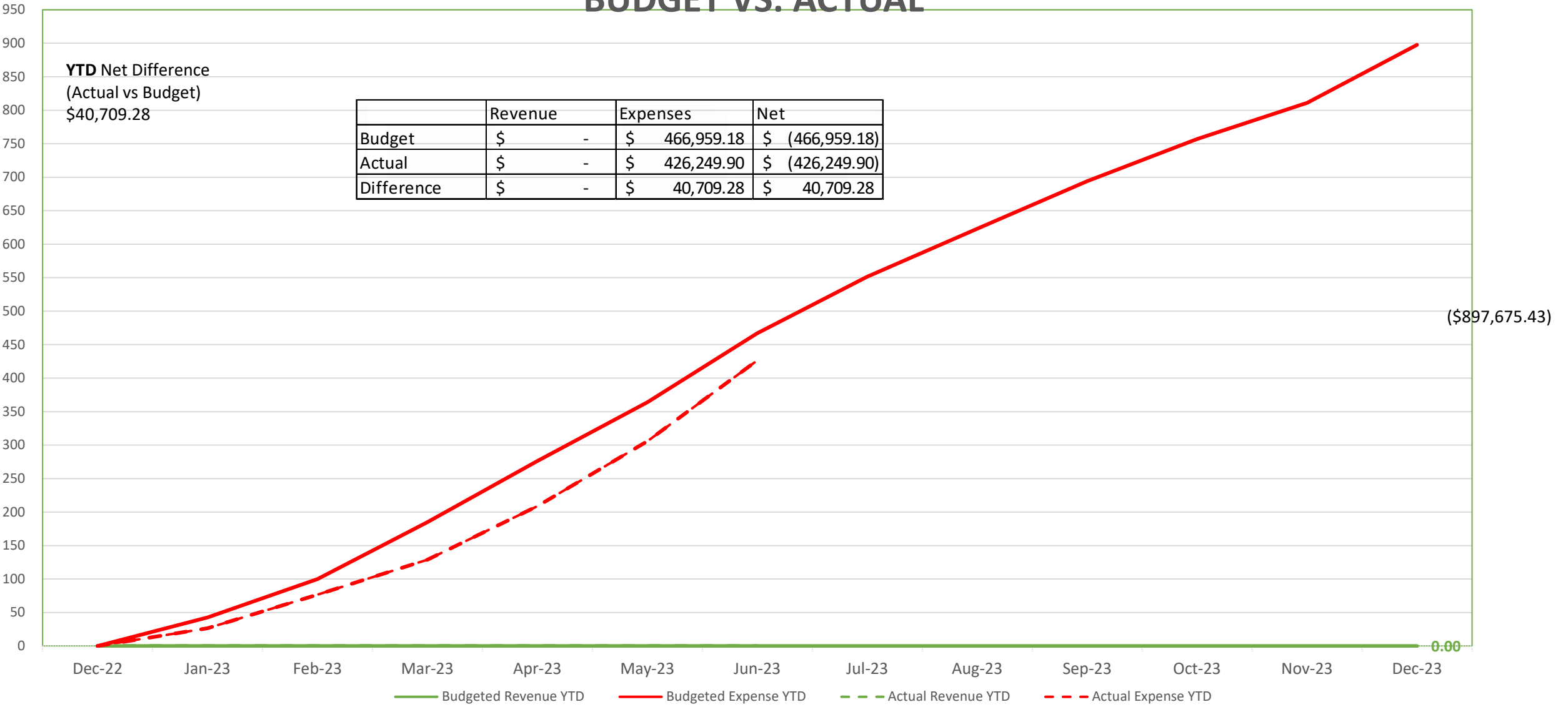


# MAINTENANCE 29-41

## BUDGET VS. ACTUAL

**YTD Net Difference**  
 (Actual vs Budget)  
 \$40,709.28

	Revenue	Expenses	Net
Budget	\$ -	\$ 466,959.18	\$ (466,959.18)
Actual	\$ -	\$ 426,249.90	\$ (426,249.90)
Difference	\$ -	\$ 40,709.28	\$ 40,709.28



# SUNSET VALLEY 29-42

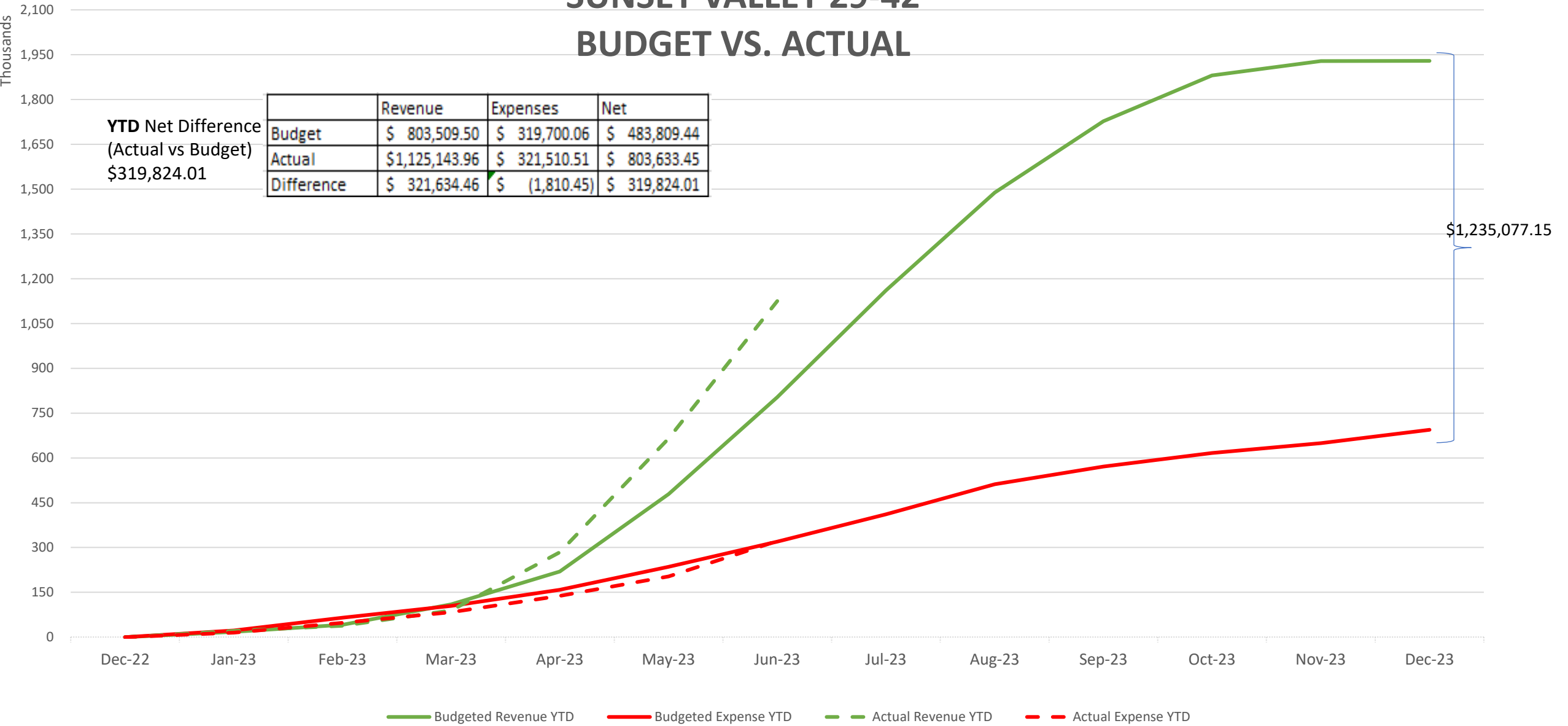
## BUDGET VS. ACTUAL

Thousands

**YTD Net Difference**  
(Actual vs Budget)  
\$319,824.01

	Revenue	Expenses	Net
Budget	\$ 803,509.50	\$ 319,700.06	\$ 483,809.44
Actual	\$1,125,143.96	\$ 321,510.51	\$ 803,633.45
Difference	\$ 321,634.46	\$ (1,810.45)	\$ 319,824.01

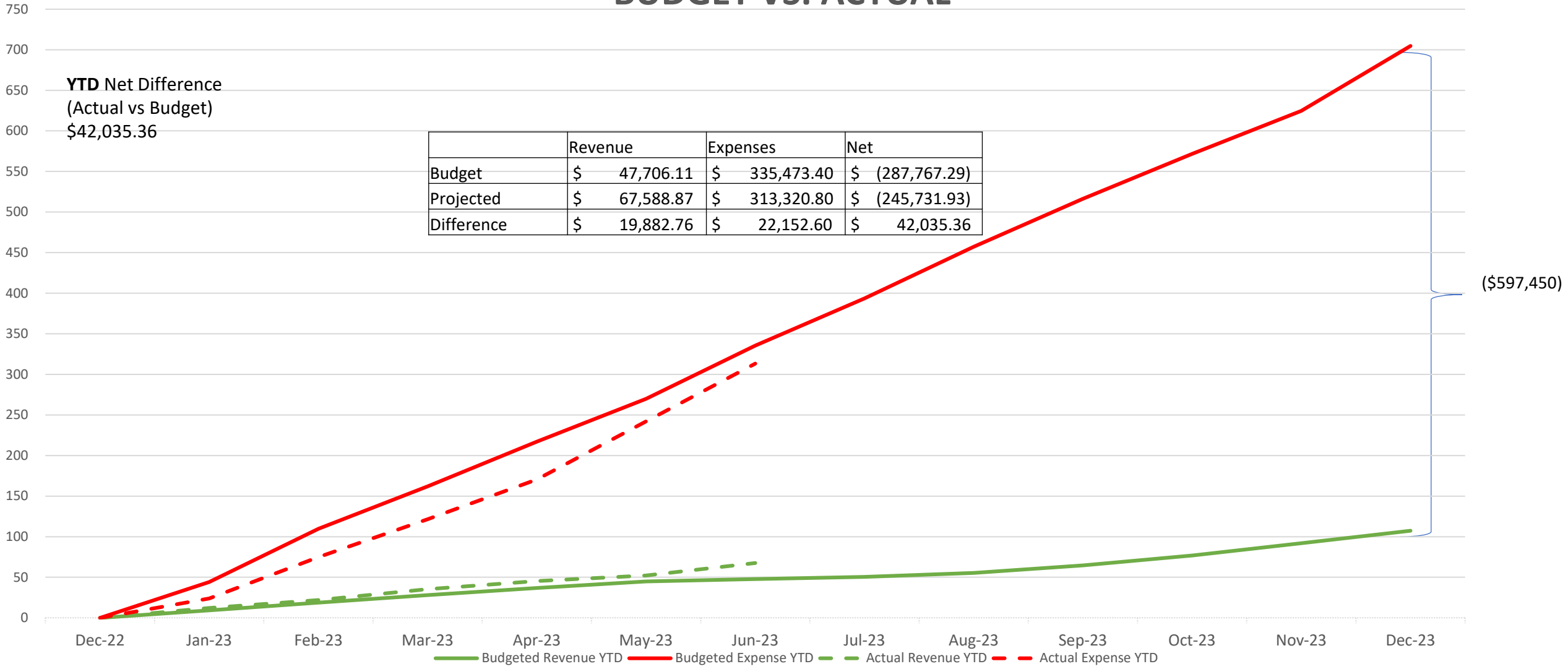
\$1,235,077.15



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

# REC CENTER ADMIN 29-49

## BUDGET VS. ACTUAL



**YTD Net Difference**  
**(Actual vs Budget)**  
**\$42,035.36**

	Revenue	Expenses	Net
Budget	\$ 47,706.11	\$ 335,473.40	\$ (287,767.29)
Projected	\$ 67,588.87	\$ 313,320.80	\$ (245,731.93)
Difference	\$ 19,882.76	\$ 22,152.60	\$ 42,035.36

(\$597,450)

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

# RECREATION CENTER FITNESS 29-51

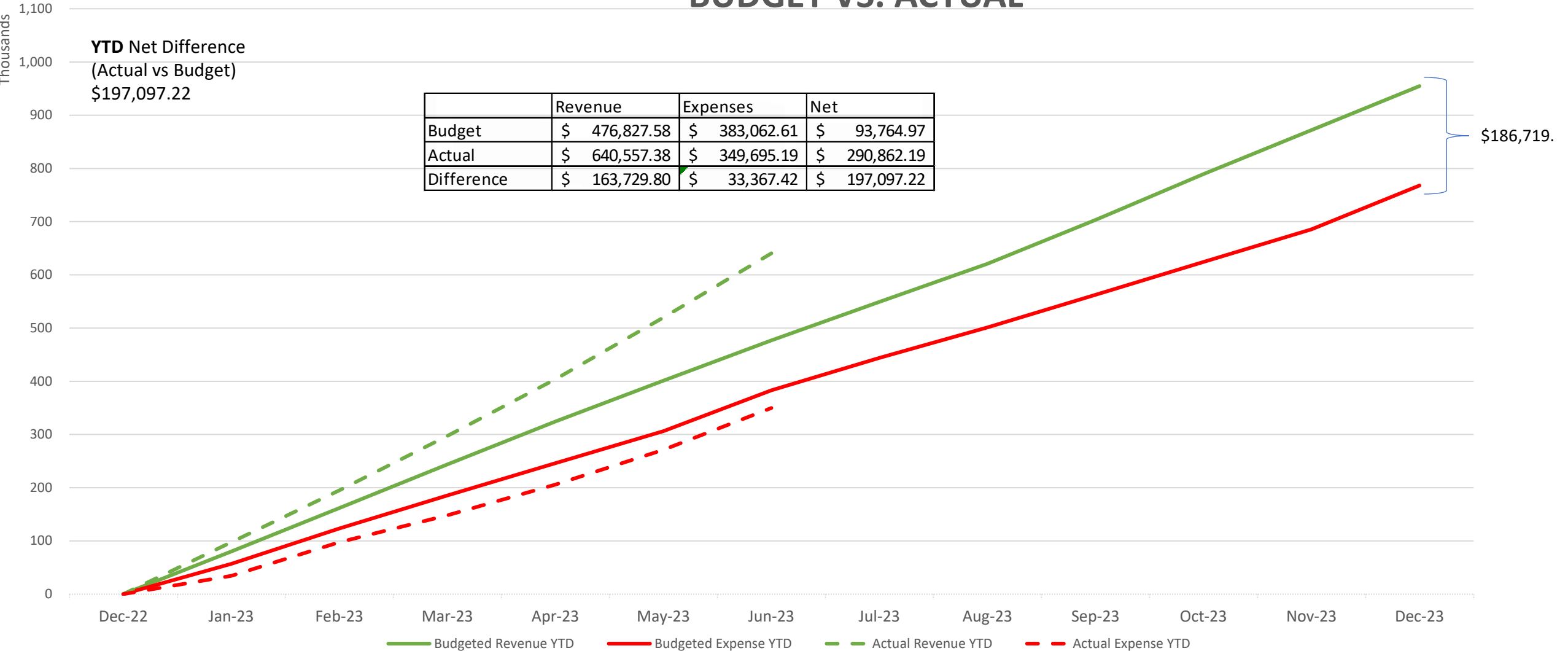
## BUDGET VS. ACTUAL

Thousands

**YTD Net Difference**  
(Actual vs Budget)  
\$197,097.22

	Revenue	Expenses	Net
Budget	\$ 476,827.58	\$ 383,062.61	\$ 93,764.97
Actual	\$ 640,557.38	\$ 349,695.19	\$ 290,862.19
Difference	\$ 163,729.80	\$ 33,367.42	\$ 197,097.22

\$186,719.

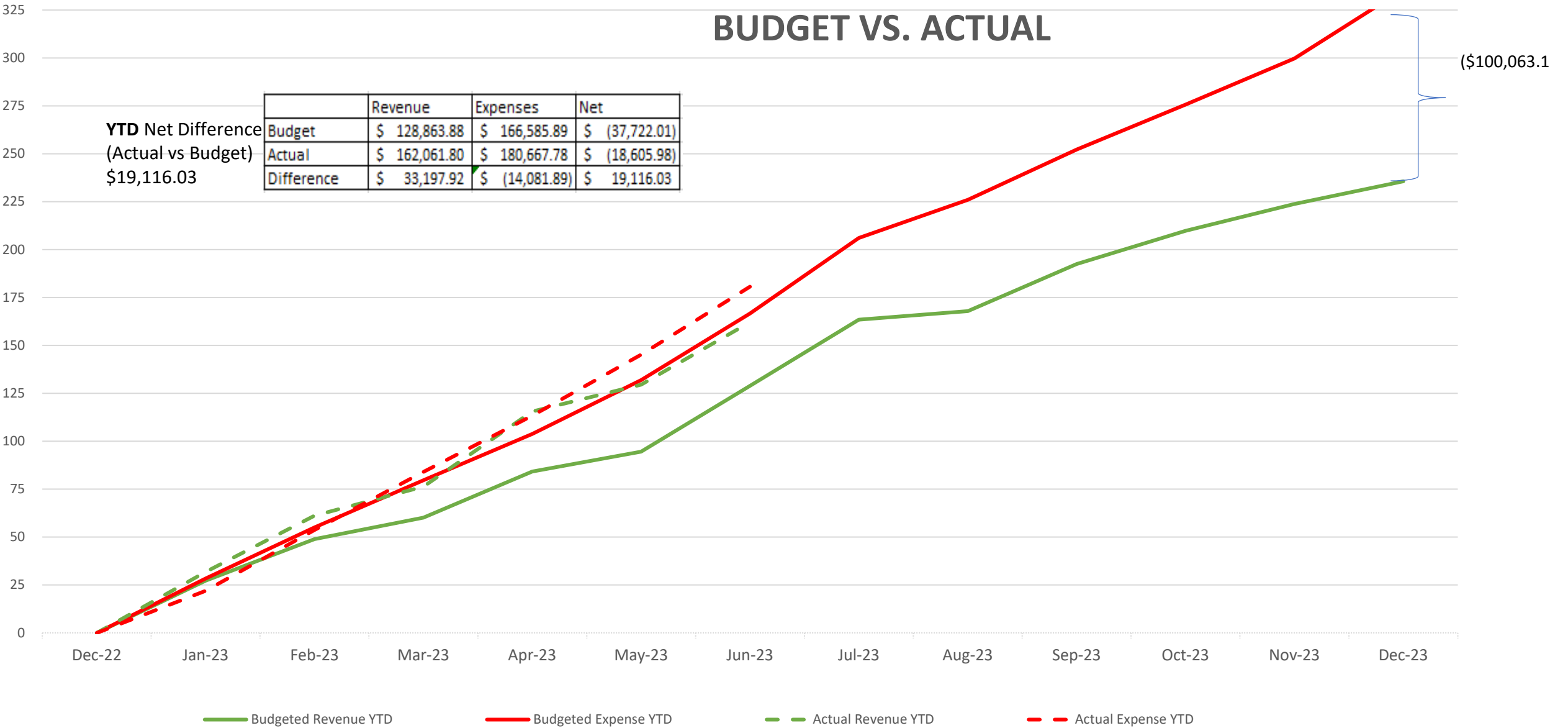


# RECREATION CENTER AQUATICS 29-53

## BUDGET VS. ACTUAL

**YTD Net Difference  
(Actual vs Budget)  
\$19,116.03**

	Revenue	Expenses	Net
Budget	\$ 128,863.88	\$ 166,585.89	\$ (37,722.01)
Actual	\$ 162,061.80	\$ 180,667.78	\$ (18,605.98)
Difference	\$ 33,197.92	\$ (14,081.89)	\$ 19,116.03



# INDOOR TENNIS 29-55

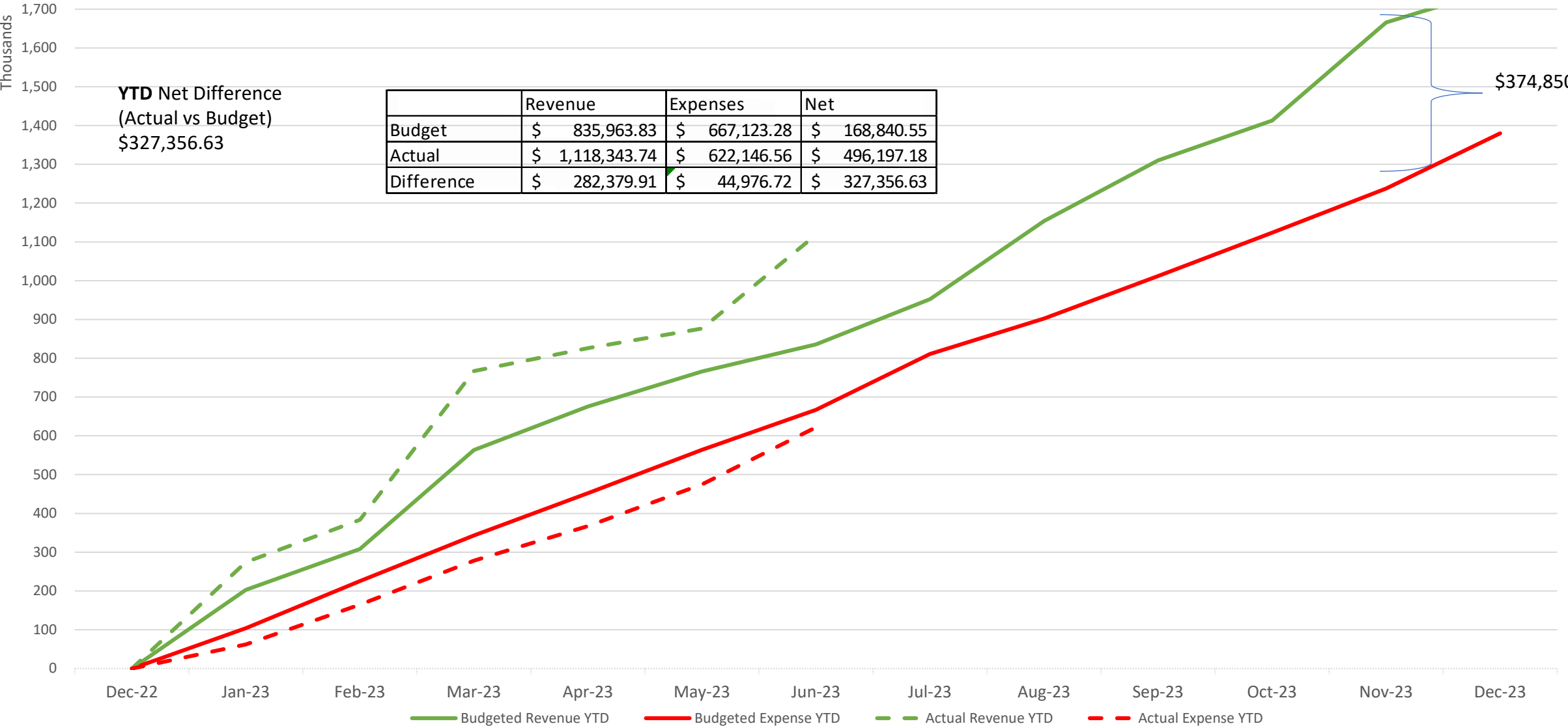
## BUDGET VS. ACTUAL

Thousands

**YTD Net Difference**  
(Actual vs Budget)  
\$327,356.63

	Revenue	Expenses	Net
Budget	\$ 835,963.83	\$ 667,123.28	\$ 168,840.55
Actual	\$ 1,118,343.74	\$ 622,146.56	\$ 496,197.18
Difference	\$ 282,379.91	\$ 44,976.72	\$ 327,356.63

\$374,850.54

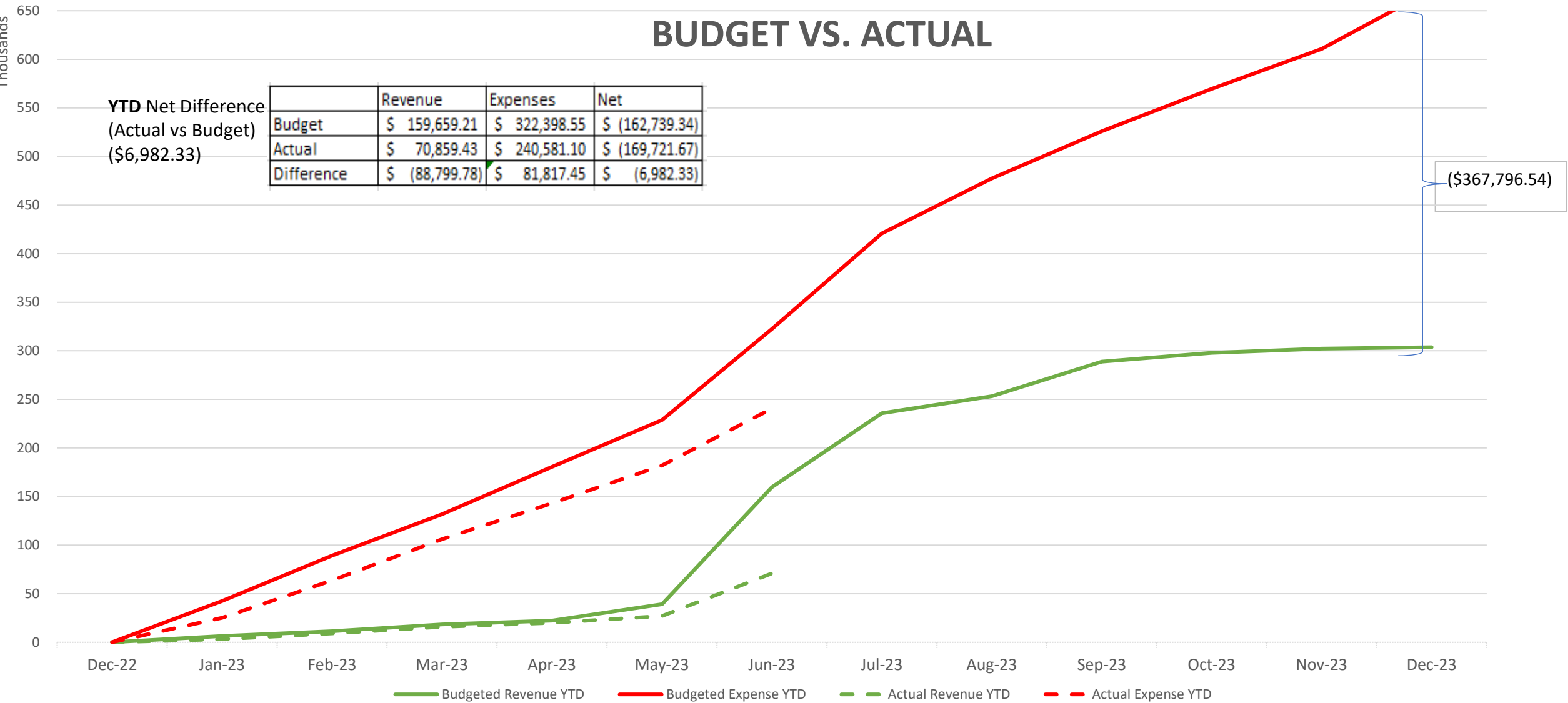


— Budgeted Revenue YTD   
 — Budgeted Expense YTD   
 - - - Actual Revenue YTD   
 - - - Actual Expense YTD



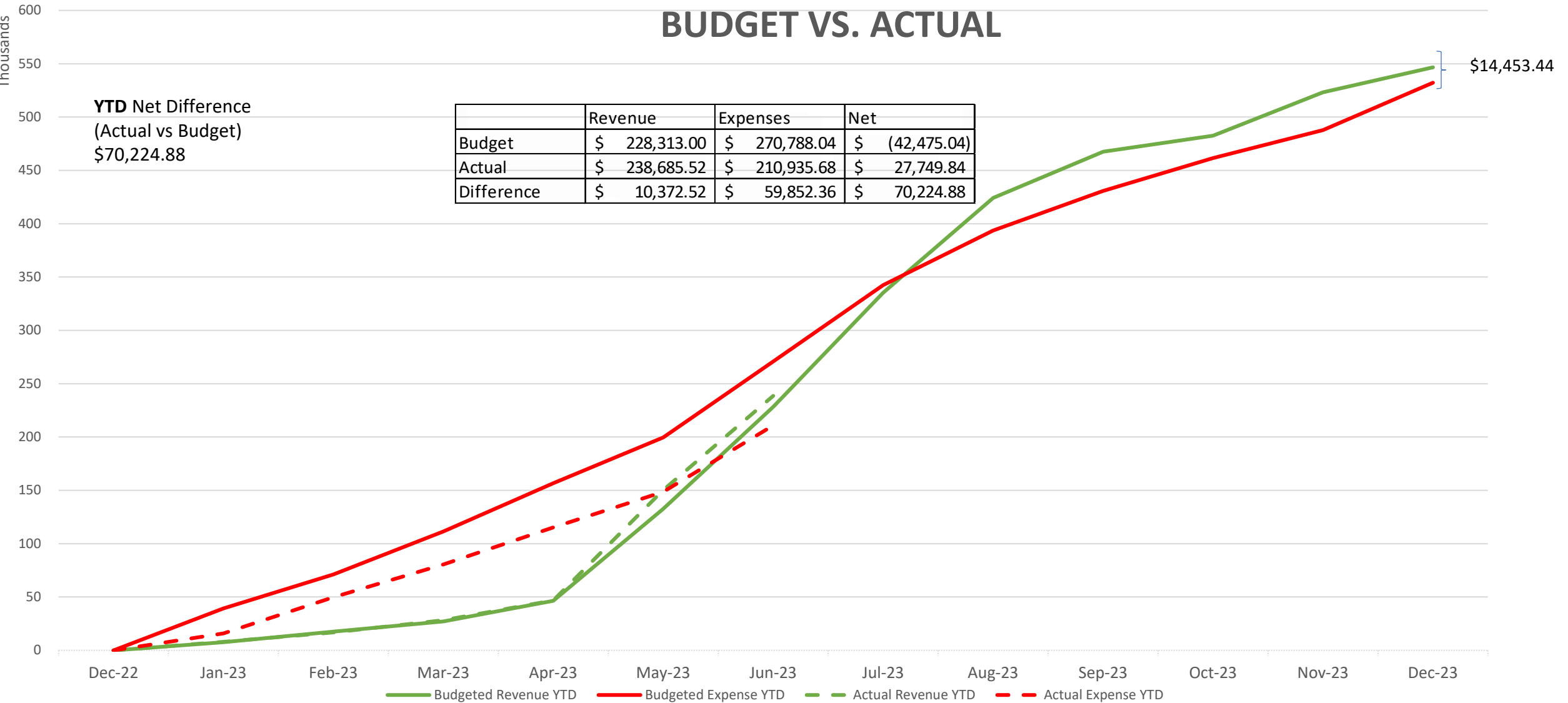
# HELLER NATURE CENTER 29-61

## BUDGET VS. ACTUAL



# HPCC LEARNING CENTER 29-74

## BUDGET VS. ACTUAL



**YTD Net Difference**  
(Actual vs Budget)  
**\$70,224.88**

	Revenue	Expenses	Net
Budget	\$ 228,313.00	\$ 270,788.04	\$ (42,475.04)
Actual	\$ 238,685.52	\$ 210,935.68	\$ 27,749.84
Difference	\$ 10,372.52	\$ 59,852.36	\$ 70,224.88

\$14,453.44

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

# HPCC BUILDING 29-76

## BUDGET VS. ACTUAL

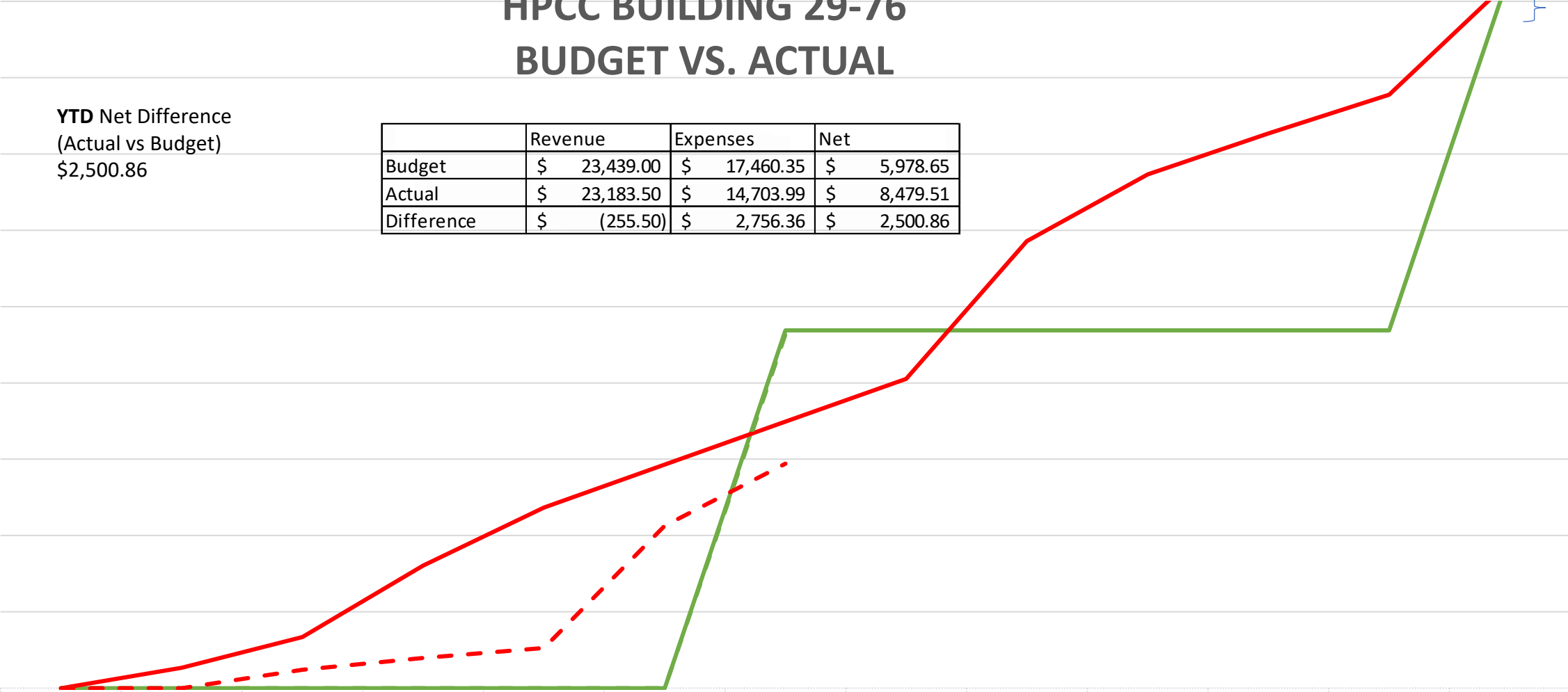
**YTD Net Difference**  
(Actual vs Budget)  
\$2,500.86

	Revenue	Expenses	Net
Budget	\$ 23,439.00	\$ 17,460.35	\$ 5,978.65
Actual	\$ 23,183.50	\$ 14,703.99	\$ 8,479.51
Difference	\$ (255.50)	\$ 2,756.36	\$ 2,500.86

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

} \$511

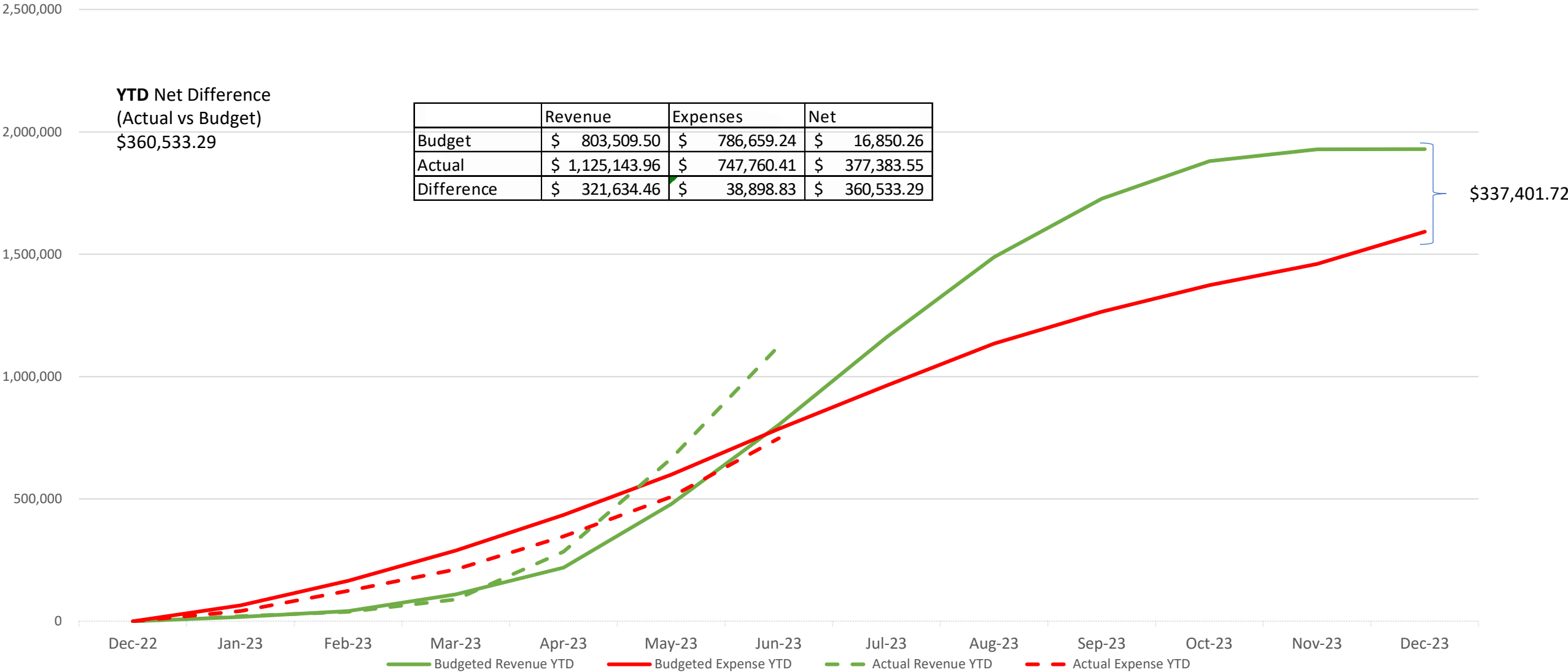


# SUNSET VALLEY 29-41 and 42

## BUDGET VS. ACTUAL

**YTD Net Difference**  
 (Actual vs Budget)  
 \$360,533.29

	Revenue	Expenses	Net
Budget	\$ 803,509.50	\$ 786,659.24	\$ 16,850.26
Actual	\$ 1,125,143.96	\$ 747,760.41	\$ 377,383.55
Difference	\$ 321,634.46	\$ 38,898.83	\$ 360,533.29



\$337,401.72

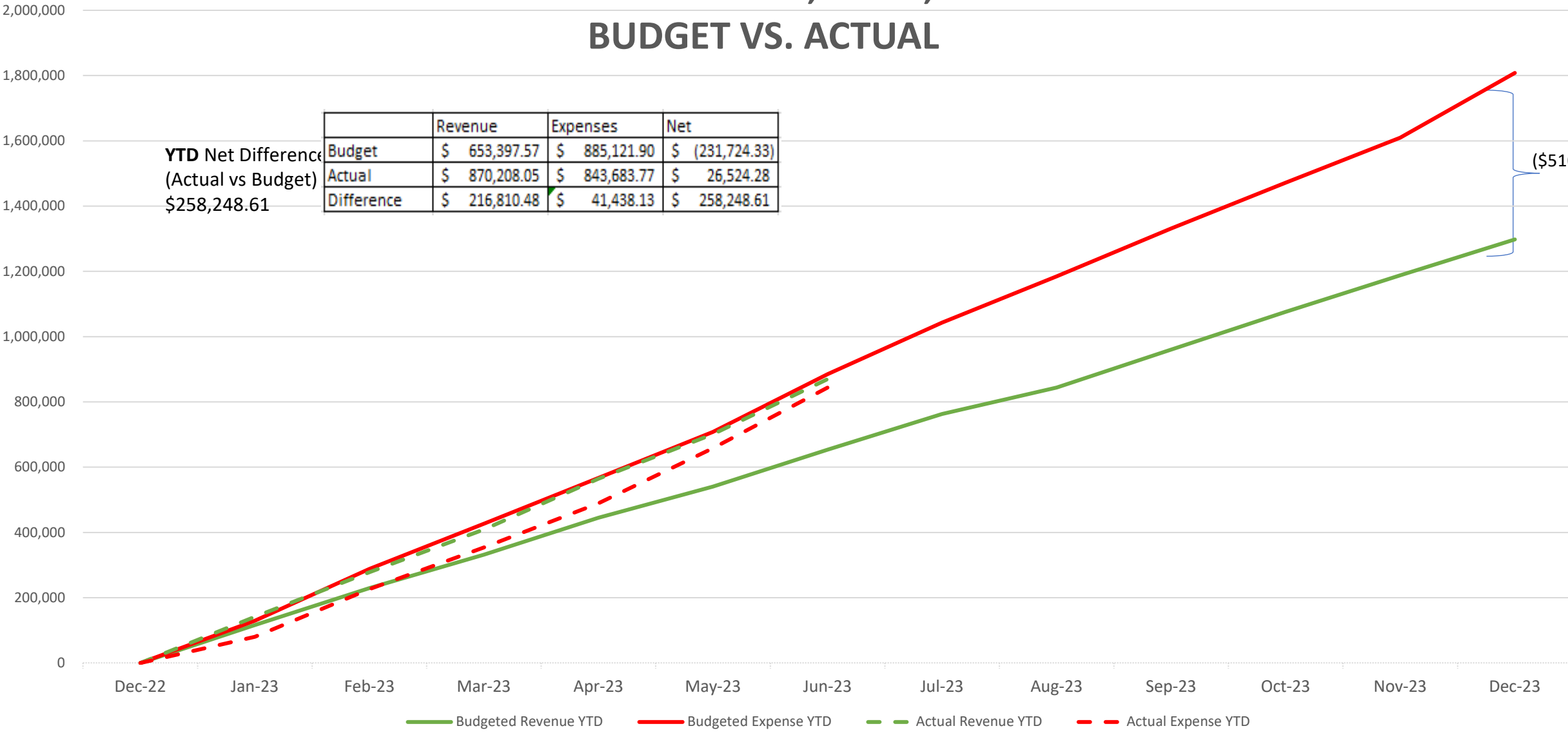
# RECREATION 29-49, 29-51, 29-53

## BUDGET VS. ACTUAL

**YTD Net Difference  
(Actual vs Budget)  
\$258,248.61**

	Revenue	Expenses	Net
Budget	\$ 653,397.57	\$ 885,121.90	\$ (231,724.33)
Actual	\$ 870,208.05	\$ 843,683.77	\$ 26,524.28
Difference	\$ 216,810.48	\$ 41,438.13	\$ 258,248.61

(\$510,794)



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



**2023**

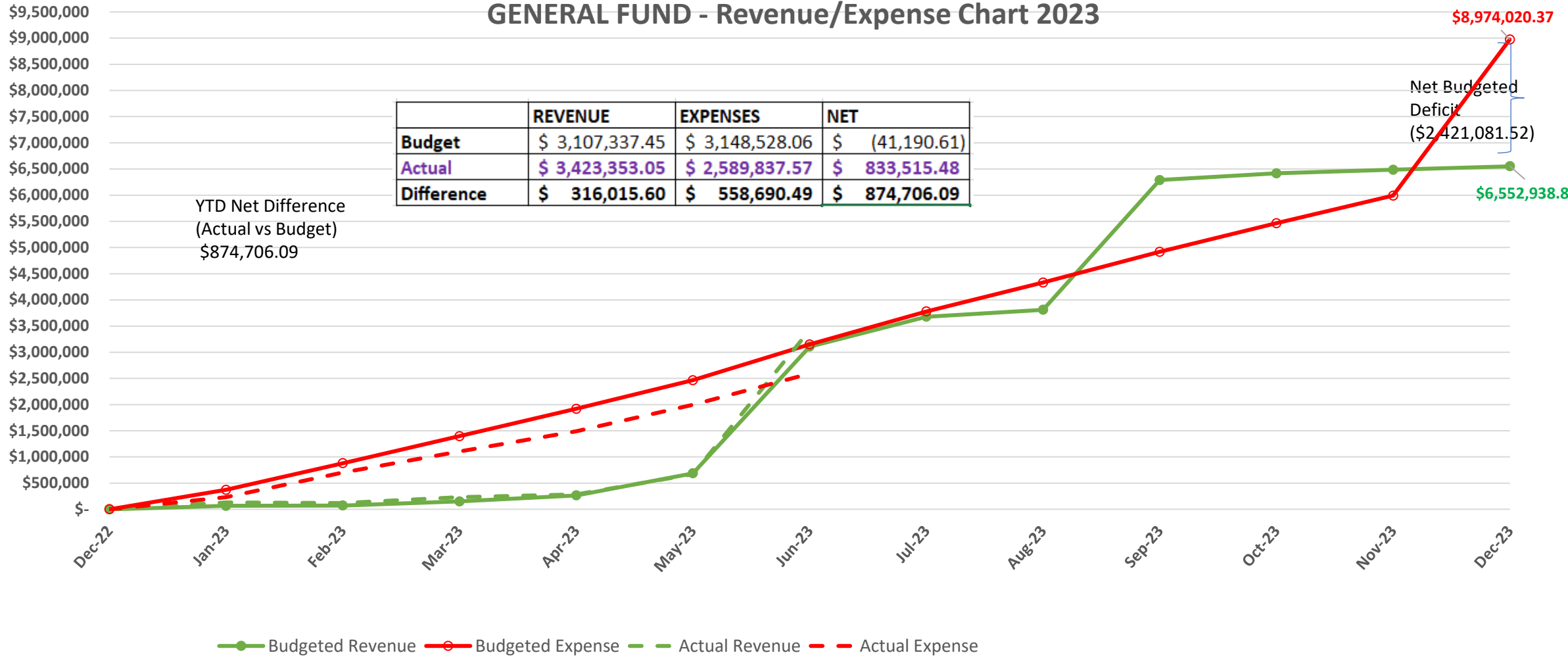
**FINANCIAL  
FORECASTS  
AND  
TREASURER'S  
REPORT**

**6/30/23**



# Actuals 6/30/23

## GENERAL FUND - Revenue/Expense Chart 2023



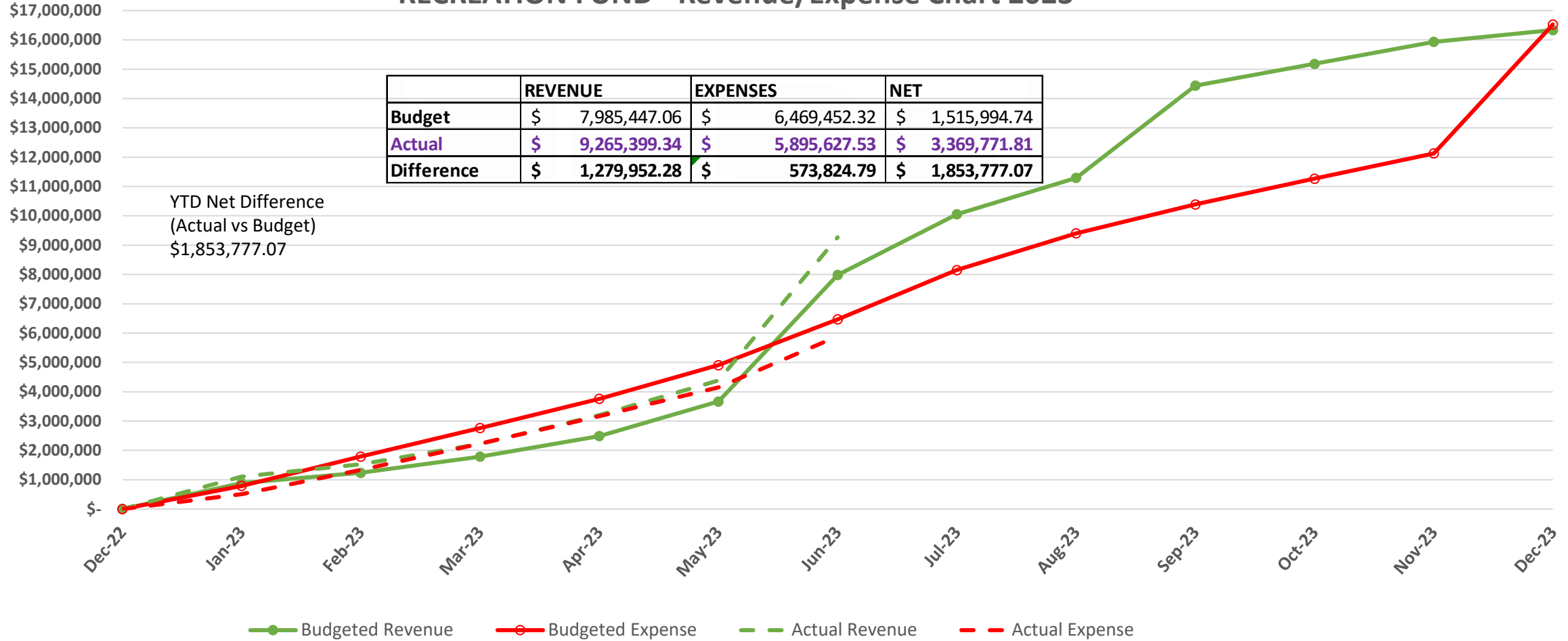
	Dec-22	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23
<b>Budgeted Revenue</b>	-	66,967.14	72,991.27	150,107.81	266,037.34	687,112.88	3,107,337.45	3,677,092.73	3,811,286.34	6,288,239.43	6,418,222.83	6,485,812.71	6,552,938.85
<b>Budgeted Expense</b>	-	371,395.07	880,506.29	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	669,086.93	3,423,353.05	-	-	-	-	6,568,150.90	6,568,150.90
<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	-	-	-	-	-	-



# Actuals 6/30/23

## RECREATION FUND - Revenue/Expense Chart 2023

(\$189,779)

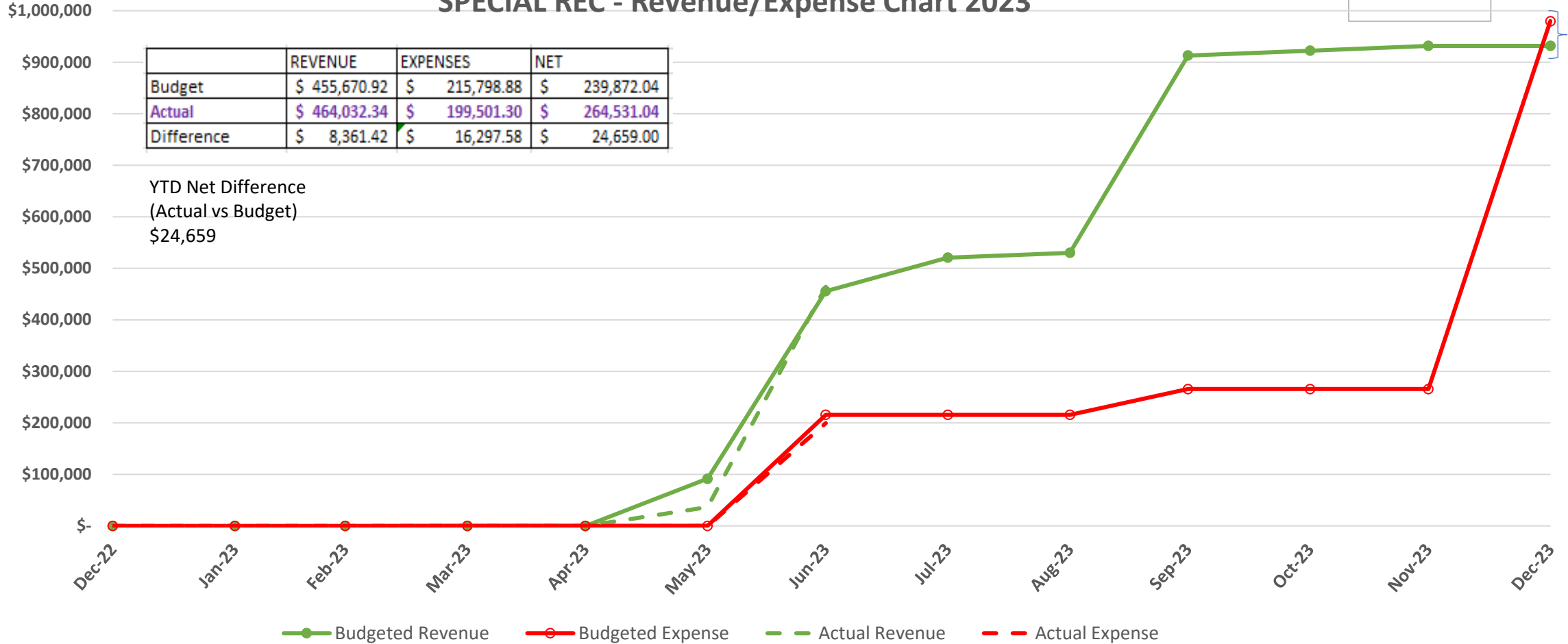


<b>Budgeted Revenue</b>	-	884,865.58	1,236,437.06	1,785,963.77	2,489,038.53	3,667,083.79	7,985,447.06	10,053,114.73	11,293,386.07	14,442,951.68	15,183,123.59	15,934,270.74	16,338,356.86
<b>Budgeted Expense</b>	-	788,557.47	1,791,693.02	2,762,988.97	3,757,869.64	4,907,541.23	6,469,452.32	8,152,048.75	9,404,862.22	10,391,043.62	11,267,773.11	12,129,383.07	16,528,117.72
<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	-	-	-	-	-	-
<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	-	-	-	-	-	-

# Actuals 6/30/23

## SPECIAL REC - Revenue/Expense Chart 2023

(\$47,955.36)

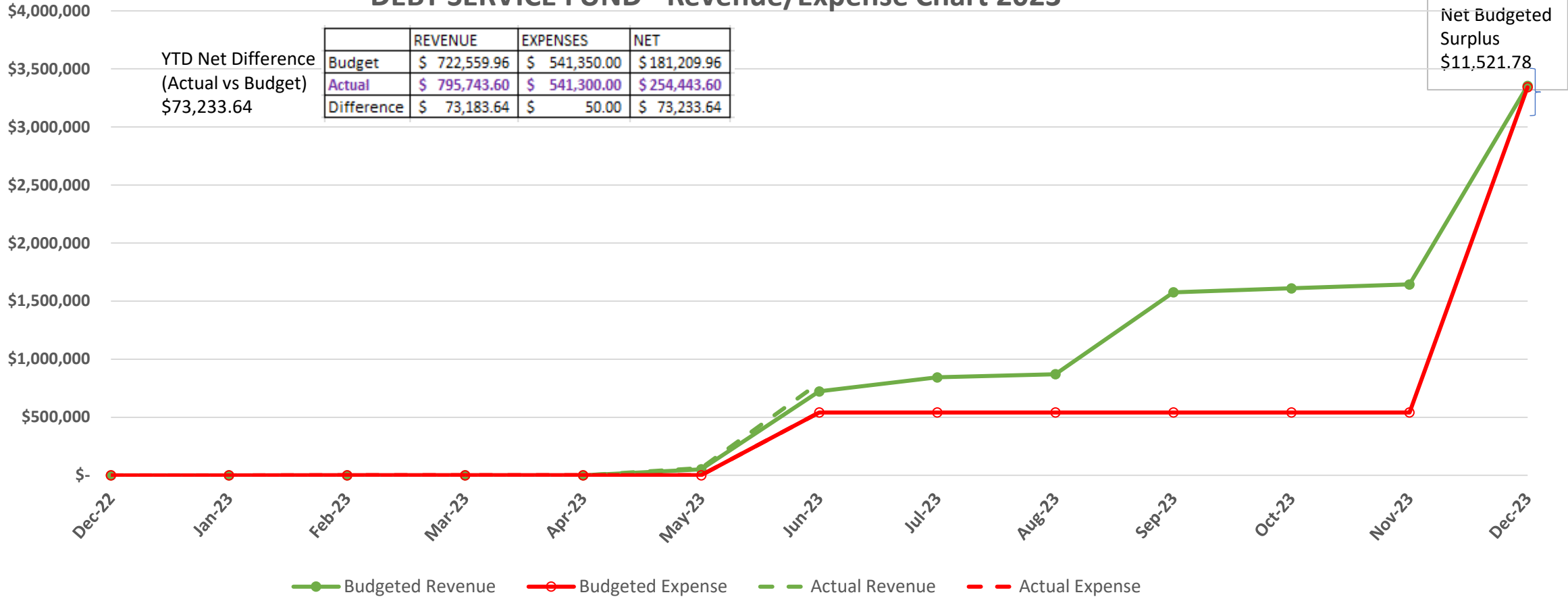


	REVENUE	EXPENSES	NET
Budget	\$ 455,670.92	\$ 215,798.88	\$ 239,872.04
Actual	\$ 464,032.34	\$ 199,501.30	\$ 264,531.04
Difference	\$ 8,361.42	\$ 16,297.58	\$ 24,659.00

<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	-	-	-	-	-	-
<b>Actual Expense</b>	-	-	-	-	-	199,501.30	-	-	-	-	-	-

# Actuals 6/30/23

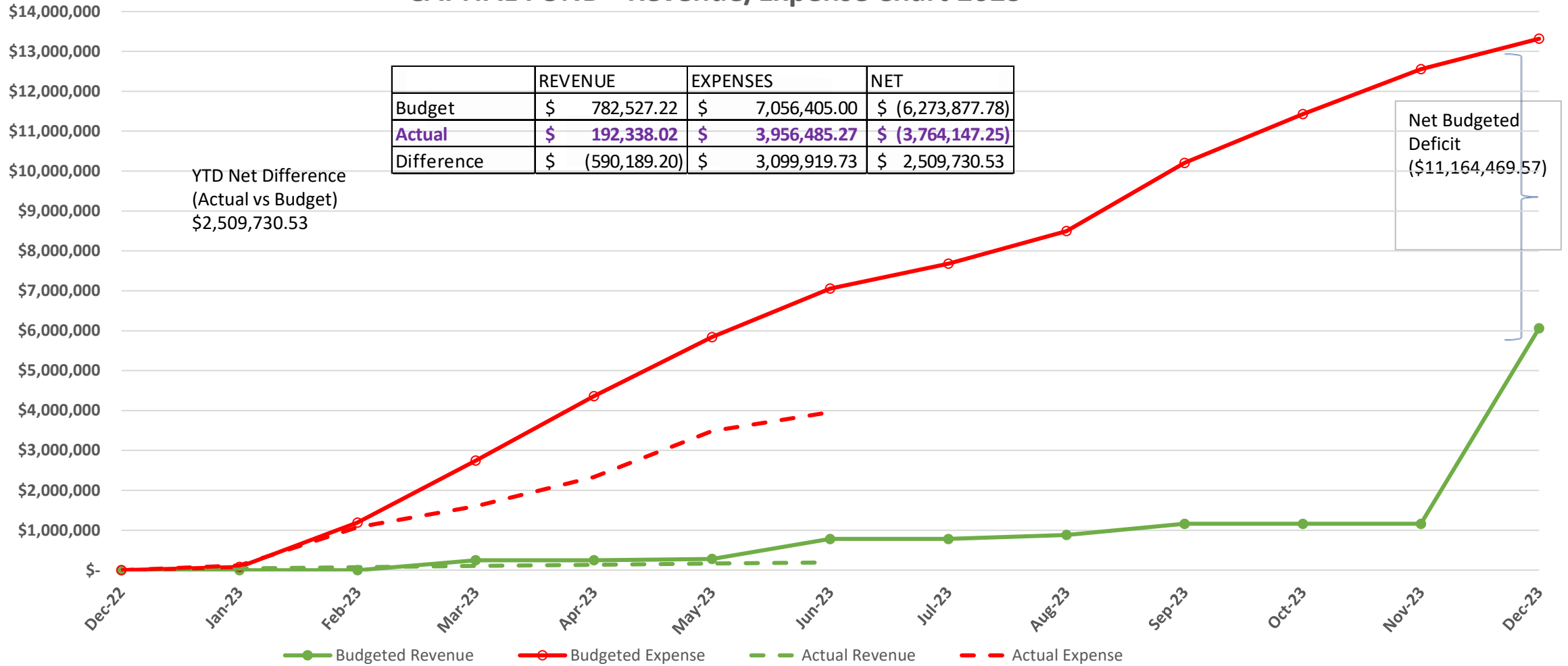
## DEBT SERVICE FUND - Revenue/Expense Chart 2023



<b>Budgeted Revenue</b>	-	-	-	-	-	52,437.11	722,559.96	844,019.72	870,322.04	1,576,065.67	1,610,409.50	1,643,915.64	3,353,721.78
<b>Budgeted Expense</b>	-	-	500.00	1,000.00	1,000.00	1,000.00	541,350.00	541,350.00	541,350.00	541,350.00	541,350.00	541,850.00	3,342,200.00
<b>Actual Revenue</b>	-	-	-	-	-	62,240.30	795,743.60	-	-	-	-	-	-
<b>Actual Expense</b>	-	-	475.00	475.00	950.00	950.00	541,300.00	-	-	-	-	-	-

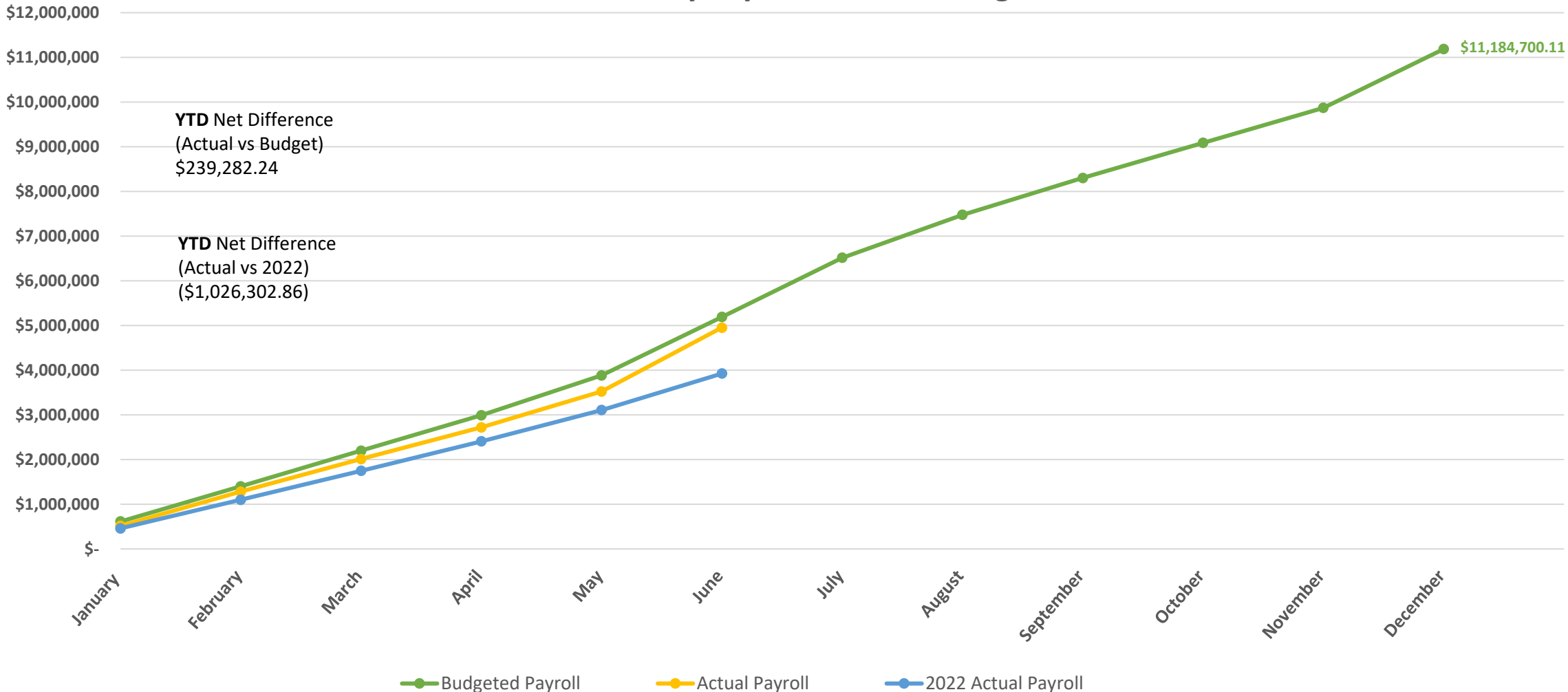
# Actuals 6/30/23

## CAPITAL FUND - Revenue/Expense Chart 2023



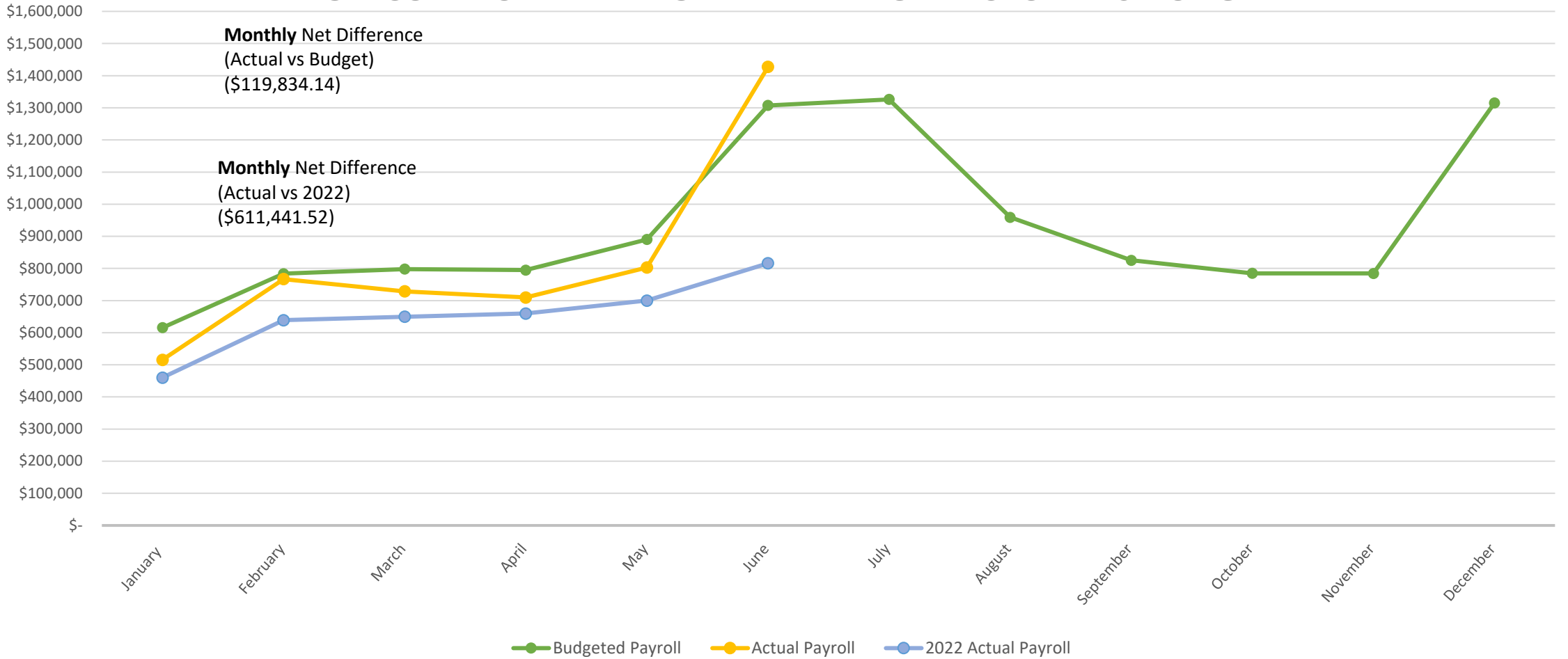
	Dec-22	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23
<b>Budgeted Revenue</b>	-	0.00	0.00	250,000.00	250,000.00	282,527.22	782,527.22	782,527.22	882,527.22	1,162,527.22	1,162,527.22	1,162,527.22	2,155,172.43
<b>Budgeted Expense</b>	-	79,968.00	1,194,615.74	2,745,264.00	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	-	-	-	-	-	-
<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	-	-	-	-	-	-

# Cummulative Monthly Payroll Actual vs Budget



Total Payroll (Budget)	615,482.86	1,399,262.73	2,197,111.43	2,991,811.64	3,881,972.09	5,189,433.56	6,515,588.40	7,474,814.57	8,300,081.96	9,084,738.76	9,869,263.47	11,184,700.11
Payroll 1	163,818.81	391,308.33	370,116.68	345,570.86	388,483.03	433,645.71						
Payroll 2	351,605.25	375,153.61	358,454.80	364,044.33	414,300.01	452,973.04						
Payroll 3						540,676.86						
Total Payroll (Actual)	515,424.06	1,281,886.00	2,010,457.48	2,720,072.67	3,522,855.71	4,950,151.32						
2022 Payroll 1	143,939.11	324,477.42	328,846.24	323,384.40	339,629.14	386,977.93						
2022 Payroll 2	316,121.07	314,320.30	320,653.55	336,339.16	360,283.98	428,876.16						
2022 Payroll 3												
2022 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						

# 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
Payroll 2	351,605.25	375,153.61	358,454.80	364,044.33	414,300.01	452,973.04
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>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>2022 Payroll 1</b>	<b>143,939.11</b>	<b>324,477.42</b>	<b>328,846.24</b>	<b>323,384.40</b>	<b>339,629.14</b>	<b>386,977.93</b>
<b>2022 Payroll 2</b>	<b>316,121.07</b>	<b>314,320.30</b>	<b>320,653.55</b>	<b>336,339.16</b>	<b>360,283.98</b>	<b>428,876.16</b>
<b>2022 Payroll 3</b>						
<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>



# Memorandum

**To:** Park Board of Commissioners

**From:** Amalia Schwartz, Planning Manager; Jeff Smith, Director of Planning, Projects, and IT; Brian Romes, Executive Director

**Date:** July 26, 2023

**Subject:** **Consideration to Approve the New Community Center at West Ridge Park Design Contract**

---

## **Background**

At the Park Board Workshop Meeting on May 10, 2023, Holabird and Root presented the results of the preliminary planning phase reconciled with the market study conducted by BerryDunn for the West Ridge Center Building and Park Project. At that meeting, the Park Board of Commissioners directed staff to begin negotiating terms with Holabird and Root for a design agreement, based on the report presented to construct a new building at West Ridge Park. Staff are concurrently evaluating construction management contracts and expect to present a contract in August.

## **Proposal Summary**

The proposal from Holabird and Root covers design services for program development & schematic design, design development, construction documents, permit and bidding coordination, and construction administration and project close out. The proposal is for design of the master plan including the additional building square footage if the Park District were to receive the \$2.8 Million PARC grant and proposed park site improvements such as the athletic fields. The intention is to design the full project and provide the Park District with options to proceed with part of all of the master plan at the time of bid.

## **Financial Impact**

Staff used project cost estimates to evaluate the financial impact of the design proposal fees, compared to the Park District's available funds. Additionally, staff completed an analysis to compare the average percentage of design costs from other similar projects completed by the Park District and neighboring Park Districts. Through this analysis, staff believe the design proposal fees are fair and consistent with previous projects and market comparisons. The \$1,234,356 design proposal fee is included in the chart below within the soft costs category. Also in this category are furniture, fixtures, and equipment fees, owners' costs, permitting fees, and pre-construction services costs.

The numbers in the chart below are estimates from the preliminary planning assessment and Construction Management proposals currently under evaluation. Estimated costs will be further refined through the design process.

	5/10/23 Budget Model	w/out PARC grant Estimates	w/PARC Grant Estimates	+Ballfields Estimates
<b>Park District Funding</b>	<b>\$16,275,000</b>	<b>\$16,275,000</b>	<b>\$19,075,000</b>	<b>\$20,575,000</b>
Owners Contingency	\$500,000	\$500,000.00	\$500,000	\$500,000
Soft Costs (incl. the AE Fees)	\$2,714,000	\$2,867,356	\$2,867,356	\$2,867,356
Contractor Fees	\$1,150,925	\$1,048,072	\$1,110,571	\$1,197,466
Existing Building Demo	\$519,384	\$519,384	\$519,384	\$519,384
Construction Budget	\$11,390,691	\$11,390,691	\$13,890,691	\$15,490,675
<b>Total Project Estimated Cost</b>	<b>\$16,275,000</b>	<b>\$16,325,503</b>	<b>\$18,888,002</b>	<b>\$20,574,881</b>
<b>Gap in Available Funds</b>	<b>\$0.00</b>	<b>\$50,503</b>	<b>-\$186,997</b>	<b>-\$119</b>

The Draft AIA Document B133 – 2019 standard form of Agreement Between Owner and Architect has been reviewed by Park District Legal Counsel and is attached.

**Recommendation**

Staff recommends that the Park Board of Commissioners authorize the Executive Director to enter into an AIA Document B133 – 2019 standard form of Agreement for design services with Holabird and Root for the lump sum amount of \$1,234,356.



# DRAFT AIA® Document B133® – 2019

## Standard Form of Agreement Between Owner and Architect, Construction Manager as Constructor Edition

**AGREEMENT** made as of the « » day of « » in the year « 2023 »

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

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

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

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

«Holabird & Root »« »  
«140 S. Dearborn »  
«Chicago, IL 60603 »  
« »

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

«New Community Center at West Ridge Park »  
« »  
« »

The Construction Manager (if known):  
*(Name, legal status, address, and other information)*

The Owner and Architect agree as follows.

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

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

This document is intended to be used in conjunction with AIA Documents A201-2017™, General Conditions of the Contract for Construction; A133-2019™ Standard Form of Agreement Between Owner and Construction Manager as Constructor where the basis of payment is the Cost of the Work Plus a Fee with a Guaranteed Maximum Price; and A134-2019™ Standard Form of Agreement Between Owner and Construction Manager as Constructor where the basis of payment is the Cost of the Work Plus a Fee without a Guaranteed Maximum Price. AIA Document A201™-2017 is adopted in this document by reference. Do not use with other general conditions unless this document is modified.

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## TABLE OF ARTICLES

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5	OWNER'S RESPONSIBILITIES
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7	COPYRIGHTS AND LICENSES
8	CLAIMS AND DISPUTES
9	TERMINATION OR SUSPENSION
10	MISCELLANEOUS PROVISIONS
11	COMPENSATION
12	SPECIAL TERMS AND CONDITIONS
13	SCOPE OF THE AGREEMENT

### ARTICLE 1 INITIAL INFORMATION

§ 1.1 This Agreement is based on the Initial Information set forth in this Section 1.1.

*(For each item in this section, insert the information or a statement such as "not applicable" or "unknown at time of execution.")*

§ 1.1.1 The Owner's program for the Project:

*(Insert the Owner's program, identify documentation that establishes the Owner's program, or state the manner in which the program will be developed.)*

« Design and Construction Administration for new West Ridge Center based on scope identified through Holabird & Root LLC's proposal dated June 06, 2023 (Exhibit A) scope described in sections I, II & III, documented in the final report, and May 10, 2023 presentations to the Park Board (Exhibit B1 & B2), commonly termed as the "Master Plan".

- New community center building (approximately 28,476 SF)
- Site and parking areas, grass baseball field and lights, grass event lawn, paths, landscaping, Safety Village, community gardens and playground
- Demolition of the existing West Ridge Center building and associated site work
- Building and site areas associated with the Park District's application for PARC grant funding (approximately 6,250 SF) »

§ 1.1.2 The Project's physical characteristics:

*(Identify or describe pertinent information about the Project's physical characteristics, such as size; location; dimensions; geotechnical reports; site boundaries; topographic surveys; traffic and utility studies; availability of public and private utilities and services; legal description of the site, etc.)*

»

§ 1.1.3 The Owner's budget for the Cost of the Work, as defined in Section 6.1:

*(Provide total and, if known, a line item breakdown.)*

«Owner's budget for Cost of Work is:  
New building hard cost \$400 PSF / \$11,390,691  
Existing building demolition hard cost \$519,384  
PARC Grant additional building area hard cost \$400 PSF / \$2,800,000  
Construction Manager's general conditions costs, overhead, and profit approximately \$1,150,925 to 1,350,000.  
Owner furnished AV, IT and FFE approximately \$670,000  
. »

§ 1.1.4 The Owner's anticipated design and construction milestone dates:

- .1 Design phase milestone dates, if any:

«Design and documentation Fall 2023 – Summer 2024  
Permitting & Bidding Summer – Fall 2024 »

- .2 Construction commencement date:

«Fall 2024 – Winter 2024/2025 »

- .3 Substantial Completion date or dates:

«Fall 2025 – Winter 2025/2026 »

- .4 Other milestone dates:

« »

§ 1.1.5 The Owner intends to retain a Construction Manager pursuant to the following agreement:  
(Indicate agreement type.)

- [  ] AIA Document A133–2019, Standard Form of Agreement Between Owner and Construction Manager as Constructor where the basis of payment is the Cost of the Work Plus a Fee with a Guaranteed Maximum Price.
- [  ] AIA Document A134–2019, Standard Form of Agreement Between Owner and Construction Manager as Constructor where the basis of payment is the Cost of the Work Plus a Fee without a Guaranteed Maximum Price.

§ 1.1.6 The Owner's requirements for accelerated or fast-track design and construction, or phased construction are set forth below:

(List number and type of bid/procurement packages.)

« N/A »

§ 1.1.7 The Owner's anticipated Sustainable Objective for the Project:  
(Identify and describe the Owner's Sustainable Objective for the Project, if any.)

« N/A »

§ 1.1.7.1 If the Owner identifies a Sustainable Objective, the Owner and Architect shall complete and incorporate AIA Document E234™–2019, Sustainable Projects Exhibit, Construction Manager as Constructor Edition, into this Agreement to define the terms, conditions and services related to the Owner's Sustainable Objective. If E234–2019 is incorporated into this Agreement, the Owner and Architect shall incorporate the completed E234–2019 into the agreements with the consultants and contractors performing services or Work in any way associated with the Sustainable Objective.

§ 1.1.8 The Owner identifies the following representative in accordance with Section 5.4:

(List name, address, and other contact information.)

«  
»

§ 1.1.9 The persons or entities, in addition to the Owner's representative, who are required to review the Architect's submittals to the Owner are as follows:

(List name, address, and other contact information.)

« N/A »

§ 1.1.10 The Owner shall retain the following contractors:

(List name, legal status, address, and other contact information.)

.1 Construction Manager:

(The Construction Manager is identified on the cover page. If a Construction Manager has not been retained as of the date of this Agreement, state the anticipated date of retention. If the Architect is to assist the Owner in selecting the Construction Manager, complete Section 4.1.1.1)

« »

§ 1.1.11 The Architect identifies the following representative in accordance with Section 2.4:

(List name, address, and other contact information.)

«  
»

§ 1.1.12 The Architect shall retain the consultants identified in Sections 1.1.12.1 and 1.1.12.2:

(List name, legal status, address, and other contact information.)

§ 1.1.12.1 Consultants retained under Basic Services:

.1 Structural, Mechanical/Electrical/Plumbing/Fire Protection Engineer, Lighting and Technology Design:

IMEG Corp  
[225 W Washington  
Street, Suite 2700  
Chicago, IL 60606.](#)»

,»

.2 Civil Engineer:

Manhard Consulting  
[One Overlook Point  
Suite 290  
Lincolnshire, IL 60069](#)»

.3 Landscape Architecture:

«Site Design Group  
888 S. Michigan Avenue  
Unit PH1  
Chicago, IL 60605»

§ 1.1.12.2 Consultants retained under Supplemental Services:

« »

§ 1.1.13 Other Initial Information on which the Agreement is based:

« N/A »

§ 1.2 The Owner and Architect may reasonably rely on the Initial Information. Both parties, however, recognize that the Initial Information may materially change and, in that event, the Owner and the Architect shall appropriately adjust the Architect's services, schedule for the Architect's services, and the Architect's compensation. The Owner shall adjust the Owner's budget for the Cost of the Work and the Owner's anticipated design and construction milestones, as necessary, to accommodate material changes in the Initial Information.

§ 1.3 The parties shall agree upon protocols governing the transmission and use of Instruments of Service or any other information or documentation in digital form. The parties may use AIA Document E203™-2013, Building Information Modeling and Digital Data Exhibit, to establish the protocols for the development, use, transmission, and exchange of digital data or a mutually agreed form.

## ARTICLE 2 ARCHITECT'S RESPONSIBILITIES

§ 2.1 The Architect shall provide professional services as set forth in this Agreement. The Architect represents that it is properly licensed in the jurisdiction where the Project is located to provide the services required by this Agreement, or shall cause such services to be performed by appropriately licensed design professionals.

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

§ 2.3 The Architect shall provide its services in conjunction with the services of a Construction Manager as described in the agreement identified in Section 1.1.5. The Architect shall not be responsible for actions taken by the Construction Manager.

§ 2.4 The Architect shall identify a representative authorized to act on behalf of the Architect with respect to the Project.

§ 2.5 Except with the Owner's knowledge and consent, the Architect shall not engage in any activity, or accept any employment, interest or contribution that would reasonably appear to compromise the Architect's professional judgment with respect to this Project.

§ 2.6 **Insurance.** The Architect shall maintain the following insurance until termination of this Agreement. If any of the requirements set forth below are in addition to the types and limits the Architect normally maintains, the Owner shall pay the Architect as set forth in Section 11.9.

§ 2.6.1 Commercial General Liability with policy limits of not less than « One Million Dollars » (\$ « 1,000,000.00 » ) for each occurrence and « One Million Dollars » (\$ « 1,000,000.00 » ) in the aggregate for bodily injury and property damage.

§ 2.6.2 Automobile Liability covering non-owned vehicles used, by the Architect with policy limits of not less than « One Million Dollars » (\$ « 1,000,000.00 » ) per accident for bodily injury, death of any person, and property damage arising out of the ownership, maintenance and use of those motor vehicles, along with any other statutorily required automobile coverage.

§ 2.6.3 The Architect may achieve the required limits and coverage for Commercial General Liability and Automobile Liability through a combination of primary and excess or umbrella liability insurance, provided such primary and excess or umbrella liability insurance policies result in the same or greater coverage as the coverages required under

Sections 2.6.1 and 2.6.2, and in no event shall any excess or umbrella liability insurance provide narrower coverage than the primary policy. The excess policy shall not require the exhaustion of the underlying limits only through the actual payment by the underlying insurers.

§ 2.6.4 Workers' Compensation at statutory limits.

§ 2.6.5 Employers' Liability with policy limits not less than « Five Hundred Thousand Dollars » (\$ « 500,000.00 » ) each accident, « Five Hundred Thousand Dollars » (\$ « 500,000.00 » ) each employee, and « Five Hundred Thousand Dollars » (\$ « 500,000.00 » ) policy limit.

§ 2.6.6 Professional Liability covering negligent acts, errors and omissions in the performance of professional services, with policy limits of not less than « One Million Dollars » (\$ « 1,000,000.00 » ) per claim and « One Million Dollars » (\$ « 1,000,000.00 » ) in the aggregate.

§ 2.6.7 **Additional Insured Obligations.** To the fullest extent permitted by law, the Architect shall cause the primary and excess or umbrella policies for Commercial General Liability and Automobile Liability to include the Owner as an additional insured for claims caused in whole or in part by the Architect's negligent acts or omissions. The additional insured coverage shall be primary and non-contributory to any of the Owner's insurance policies and shall apply to both ongoing and completed operations.

§ 2.6.8 The Architect shall provide certificates of insurance to the Owner that evidence compliance with the requirements in this Section 2.6.

§ 2.7 **Evidence of Insurance.** Prior to beginning services, the Architect shall furnish the Owner with a certificate(s) of insurance showing compliance with the insurance requirements set forth above. The policies on which the Owner is an additional insured shall provide for 30 days' written notice to Owner prior to insurer cancellation. Written notice to Owner shall be by U.S. Mail. Failure of Owner to demand such certificate or other evidence of full compliance with these insurance requirements or failure of the Owner to identify a deficiency from evidence that is provided shall not be construed as a waiver of the Architect's obligation to maintain such insurance. The Owner shall have the right, but not the obligation, of prohibiting the Architect from entering the project site until such certificates or other evidence that insurance has been placed in complete compliance with these requirements is received and approved by the Owner. Failure to maintain the required insurance may result in termination of this Agreement at Owner's option. The Architect shall provide certified copies of all insurance policies required above within twenty-one (21) days of the Owners' written request for said copies, which policies may be required to be subject to a protective order agreed to by the Owner before production.

### ARTICLE 3 SCOPE OF ARCHITECT'S BASIC SERVICES

§ 3.1 The Architect's Basic Services consist of those described in Architect's June 6, 2023 Professional Services Proposal, which is attached and incorporated by reference as Exhibit A, and this Article 3. The Services include landscape architectural services and shall also include usual and customary civil structural, mechanical, plumbing, and electrical engineering services. Services not set forth in Basic Services in this Article 3 and Exhibit A are Supplemental or Additional Services, including but not limited to geotechnical and surveying, and all related testing necessary after environmental review. In the event of any conflict between the services set forth in Exhibit A and this Article 3, Exhibit A shall govern but only as it relates to the scope of services.

§ 3.1.1 The Architect shall manage the Architect's services, research applicable design criteria, attend Project meetings, communicate with members of the Project team, and report progress to the Owner.

§ 3.1.2 The Architect shall coordinate its services with those services provided by the Owner, the Construction Manager, and the Owner's consultants. The Architect shall be entitled to rely on, and shall not be responsible for, the accuracy, completeness, and timeliness of, services and information furnished by the Owner, the Construction Manager, and the Owner's consultants. The Architect shall provide prompt written notice to the Owner if the Architect becomes aware of any error, omission, or inconsistency in such services or information.

§ 3.1.3 As soon as practicable after the date of this Agreement, the Architect shall submit, for the Construction Manager's review and the Owner's approval, a schedule for the performance of the Architect's services. The schedule

shall include design phase milestone dates, as well as the anticipated dates for the commencement of construction and for Substantial Completion of the Work as set forth in the Initial Information. The schedule shall include allowances for periods of time required for the Owner's review, for the Construction Manager's review, for the performance of the Construction Manager's Preconstruction Phase services, for the performance of the Owner's consultants, and for approval of submissions by authorities having jurisdiction over the Project. Once approved by the Owner, time limits established by the schedule shall not, except for reasonable cause, be exceeded by the Architect or Owner. With the Owner's approval, the Architect shall adjust the schedule, if necessary, as the Project proceeds until the commencement of construction.

§ 3.1.4 The Architect shall submit information to the Construction Manager and participate in developing and revising the Project schedule as it relates to the Architect's services. The Architect shall review and approve, or take other appropriate action upon, the portion of the Project schedule relating to the performance of the Architect's services.

§ 3.1.5 The Architect shall not be responsible for an Owner's directive or substitution, or for the Owner's acceptance of non-conforming work, made or given without the Architect's written approval.

§ 3.1.6 The Architect shall, in coordination with the Construction Manager, contact governmental authorities required to approve the Construction Documents and entities providing utility services to the Project. The Architect shall respond to applicable design requirements imposed by those authorities and entities.

§ 3.1.7 The Architect shall assist the Owner and Construction Manager in connection with the Owner's responsibility for filing documents required for the approval of governmental authorities having jurisdiction over the Project.

§ 3.1.8 Prior to the Owner's acceptance of the Construction Manager's Guaranteed Maximum Price proposal, or the Owner's approval of the Construction Manager's Control Estimate, as applicable, the Architect shall consider the Construction Manager's requests for substitutions and, upon written request of the Construction Manager, provide clarification or interpretations pertaining to the Drawings, Specifications, and other documents submitted by the Architect. The Architect and Construction Manager shall include the Owner in communications related to substitution requests, clarifications, and interpretations.

### § 3.2 Review of the Construction Manager's Guaranteed Maximum Price Proposal or Control Estimate

§ 3.2.1 At a time to be mutually agreed upon by the Owner and the Construction Manager, the Construction Manager shall prepare, for review by the Owner and Architect, and for the Owner's acceptance or approval, a Guaranteed Maximum Price proposal or Control Estimate. The Architect shall assist the Owner in reviewing the Construction Manager's proposal or estimate. The Architect's review is not for the purpose of discovering errors, omissions, or inconsistencies; for the assumption of any responsibility for the Construction Manager's proposed means, methods, sequences, techniques, or procedures; or for the verification of any estimates of cost or estimated cost proposals. In the event that the Architect discovers any inconsistencies or inaccuracies in the information presented, the Architect shall promptly notify the Owner and Construction Manager.

§ 3.2.2 Upon authorization by the Owner, and subject to Section 4.2.1.14, the Architect shall update the Drawings, Specifications, and other documents to incorporate the agreed upon assumptions and clarifications contained in the Guaranteed Maximum Price Amendment or Control Estimate.

### § 3.3 Schematic Design Phase Services

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

§ 3.3.2 The Architect shall prepare a preliminary evaluation of the Owner's program, schedule, budget for the Cost of the Work, Project site, and other Initial Information, each in terms of the other, to ascertain the requirements of the Project. The Architect shall notify the Owner of (1) any inconsistencies discovered in the information, and (2) other information or consulting services that may be reasonably needed for the Project.

§ 3.3.3 The Architect shall present its preliminary evaluation to the Owner and Construction Manager and shall discuss with the Owner and Construction Manager alternative approaches to design and construction of the Project. The Architect shall reach an understanding with the Owner regarding the requirements of the Project.

§ 3.3.4 Based on the Project requirements agreed upon with the Owner, the Architect shall prepare and present, to the Owner and Construction Manager, for the Owner's approval, a preliminary design illustrating the scale and relationship of the Project components.

§ 3.3.5 Based on the Owner's approval of the preliminary design, the Architect shall prepare Schematic Design Documents for Construction Manager's review and the Owner's approval. The Schematic Design Documents shall consist of drawings and other documents including a site plan, if appropriate, and preliminary building plans, sections and elevations; and may include some combination of study models, perspective sketches, or digital representations. Preliminary selections of major building systems and construction materials shall be noted on the drawings or described in writing.

§ 3.3.5.1 The Architect shall consider sustainable design alternatives, such as material choices and building orientation, together with other considerations based on program and aesthetics, in developing a design that is consistent with the Owner's program, schedule and budget for the Cost of the Work. The Owner may obtain more advanced sustainable design services as a Supplemental Service under Section 4.1.

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

§ 3.3.6 The Architect shall submit the Schematic Design Documents to the Owner and the Construction Manager. The Architect shall meet with the Construction Manager to review the Schematic Design Documents.

§ 3.3.7 Upon receipt of the Construction Manager's review comments and cost estimate at the conclusion of the Schematic Design Phase, the Architect shall take action as required under Section 6.4, and request the Owner's approval of the Schematic Design Documents. If revisions to the Schematic Design Documents are required to comply with the Owner's budget for the Cost of the Work at the conclusion of the Schematic Design Phase, the Architect shall incorporate the required revisions in the Design Development Phase.

§ 3.3.8 In the further development of the Drawings and Specifications during this and subsequent phases of design, the Architect shall be entitled to rely on the accuracy of the estimates of the Cost of the Work, which are to be provided by the Construction Manager under the Construction Manager's agreement with the Owner.

### § 3.4 Design Development Phase Services

§ 3.4.1 Based on the Owner's approval of the Schematic Design Documents, and on the Owner's authorization of any adjustments in the Project requirements and the budget for the Cost of the Work, the Architect shall prepare Design Development Documents for the Construction Manager's review and the Owner's approval. The Design Development Documents shall be based upon information provided, and estimates prepared by, the Construction Manager and shall illustrate and describe the development of the approved Schematic Design Documents and shall consist of drawings and other documents including plans, sections, elevations, typical construction details, and diagrammatic layouts of building systems to fix and describe the size and character of the Project as to architectural, structural, mechanical and electrical systems, and other appropriate elements. The Design Development Documents shall also include outline specifications that identify major materials and systems and establish in general their quality levels.

§ 3.4.2 Prior to the conclusion of the Design Development Phase, the Architect shall submit the Design Development Documents to the Owner and the Construction Manager. The Architect shall meet with the Construction Manager to review the Design Development Documents.

§ 3.4.3 Upon receipt of the Construction Manager's information and estimate at the conclusion of the Design Development Phase, the Architect shall take action as required under Sections 6.5 and 6.6 and request the Owner's approval of the Design Development Documents.

### § 3.5 Construction Documents Phase Services

§ 3.5.1 Based on the Owner's approval of the Design Development Documents, and on the Owner's authorization of any adjustments in the Project requirements and the budget for the Cost of the Work, the Architect shall prepare Construction Documents for the Construction Manager's review and the Owner's approval. The Construction Documents shall illustrate and describe the further development of the approved Design Development Documents and



shall consist of Drawings and Specifications setting forth in detail the quality levels and performance criteria of materials and systems and other requirements for the construction of the Work. The Owner and Architect acknowledge that, in order to perform the Work, the Construction Manager will provide additional information, including Shop Drawings, Product Data, Samples and other similar submittals, which the Architect shall review in accordance with Section 3.6.4. The Construction Documents shall reasonably comply with applicable building and zoning laws, statutes, ordinances, codes, rules and regulations of the governmental authority having jurisdiction over the design relating to the Architect's services and the Project.

**§ 3.5.2** The Architect shall incorporate the design requirements of governmental authorities having jurisdiction over the design of the Project into the Construction Documents.

**§ 3.5.3** During the development of the Construction Documents, if requested by the Owner, the Architect shall assist the Owner and Construction Manager in the development and preparation of (1) the General Conditions of the Contract for Construction and (2) a project manual that includes the General Conditions of the Contract for Construction and Specifications, and may include sample forms.

**§ 3.5.4** Prior to the conclusion of the Construction Documents Phase, the Architect shall submit the Construction Documents to the Owner and the Construction Manager. The Architect shall meet with the Construction Manager to review the Construction Documents.

**§ 3.5.5** Upon receipt of the Construction Manager's information and estimate at the conclusion of the Construction Documents Phase, the Architect shall take action as required under Section 6.7, and request the Owner's approval of the Construction Documents.

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

**3.5.7 Bidding.** The Architect shall, upon request, prepare responses for questions and provide clarifications and interpretations of the Construction Documents.

### **§ 3.6 Construction Phase Services**

#### **§ 3.6.1 General**

**§ 3.6.1.1** The Architect shall provide administration of the Contract between the Owner and the Construction Manager as set forth below and in AIA Document A201™-2017, General Conditions of the Contract for Construction to the extent consistent with this Agreement. If either the Owner and Construction Manager modify AIA Document A201-2017, those modifications shall not affect the Architect's services under this Agreement unless the Owner and the Architect amend this Agreement. The term "Contractor" as used in A201-2017 shall mean the Construction Manager.

**§ 3.6.1.2** Subject to Section 4.2, the Architect's responsibility to provide Construction Phase Services commences upon the Owner's approval of the Construction Manager's Control Estimate, or by a written agreement between the Owner and Construction Manager which sets forth a description of the Work to be performed by the Construction Manager prior to such acceptance or approval. Subject to Section 4.2, and except as provided in Section 3.6.6.5, the Architect's responsibility to provide Construction Phase Services terminates on the date the Architect issues the final Certificate for Payment.

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

### **§ 3.6.2 Evaluations of the Work**

**§ 3.6.2.1** The Architect shall visit the site as required in Section 4.2.3, to become generally familiar with the progress and quality of the portion of the Work completed, and to determine, in general, if the Work observed is being performed in a manner indicating that the Work, when fully completed, will be in accordance with the Contract Documents.

However, the Architect shall not be required to make exhaustive or continuous on-site inspections to check the quality or quantity of the Work. On the basis of the site visits, the Architect shall keep the Owner reasonably informed about the progress and quality of the portion of the Work completed, and promptly report to the Owner (1) known deviations from the Contract Documents, (2) known deviations from the most recent construction schedule submitted by the Construction Manager, and (3) defects and deficiencies observed in the Work.

**§ 3.6.2.2** The Architect has the authority to reject Work that does not conform to the Contract Documents. Whenever the Architect considers it necessary or advisable, the Architect shall have the authority to require inspection or testing of the Work in accordance with the provisions of the Contract Documents, whether or not the Work is fabricated, installed or completed. However, neither this authority of the Architect nor a decision made in good faith either to exercise or not to exercise such authority shall give rise to a duty or responsibility of the Architect to the Construction Manager, Subcontractors, suppliers, their agents or employees, or other persons or entities performing portions of the Work.

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

**§ 3.6.2.4** Interpretations and decisions of the Architect shall be consistent with the intent of, and reasonably inferable from, the Contract Documents and shall be in writing or in the form of drawings. When making such interpretations and decisions, the Architect shall endeavor to secure faithful performance by both Owner and Construction Manager, shall not show partiality to either, and shall not be liable for results of interpretations or decisions rendered in good faith. The Architect's decisions on matters relating to aesthetic effect shall be final if consistent with the intent expressed in the Contract Documents.

**§ 3.6.2.5** Unless the Owner and Construction Manager designate another person to serve as an Initial Decision Maker, as that term is defined in AIA Document A201–2017, the Architect shall render initial decisions on Claims between the Owner and Construction Manager as provided in the Contract Documents.

### **§ 3.6.3 Certificates for Payment to Construction Manager**

**§ 3.6.3.1** The Architect shall review and certify the amounts due the Construction Manager and shall issue certificates in such amounts. The Architect's certification for payment shall constitute a representation to the Owner, based on the Architect's evaluation of the Work as provided in Section 3.6.2 and on the data comprising the Construction Manager's Application for Payment, that, to the best of the Architect's knowledge, information and belief, the Work has progressed to the point indicated, the quality of the Work is in accordance with the Contract Documents, and that the Construction Manager is entitled to payment in the amount certified. The foregoing representations are subject to (1) an evaluation of the Work for conformance with the Contract Documents upon Substantial Completion, (2) results of subsequent tests and inspections, (3) correction of minor deviations from the Contract Documents prior to completion, and (4) specific qualifications expressed by the Architect.

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

**§ 3.6.3.3** The Architect shall maintain a record of the Applications and Certificates for Payment.

### **§ 3.6.4 Submittals**

**§ 3.6.4.1** The Architect shall review the Construction Manager's submittal schedule and shall not unreasonably delay or withhold approval of the schedule. The Architect's action in reviewing submittals shall be taken in accordance with the approved submittal schedule or, in the absence of an approved submittal schedule, with reasonable promptness while allowing sufficient time, in the Architect's professional judgment, to permit adequate review.

**§ 3.6.4.2** The Architect shall review and approve, or take other appropriate action upon, the Construction Manager's submittals such as Shop Drawings, Product Data and Samples, but only for the limited purpose of checking for conformance with information given and the design concept expressed in the Contract Documents. Review of such submittals is not for the purpose of determining the accuracy and completeness of other information such as dimensions, quantities, and installation or performance of equipment or systems, which are the Construction Manager's responsibility. The Architect's review shall not constitute approval of safety precautions or construction means, methods, techniques, sequences or procedures. The Architect's approval of a specific item shall not indicate approval of an assembly of which the item is a component.

**§ 3.6.4.3** If the Contract Documents specifically require the Construction Manager to provide professional design services or certifications by a design professional related to systems, materials, or equipment, the Architect shall specify the appropriate performance and design criteria that such services must satisfy. The Architect shall review and take appropriate action on Shop Drawings and other submittals related to the Work designed or certified by the Construction Manager's design professional, provided the submittals bear such professional's seal and signature when submitted to the Architect. The Architect's review shall be for the limited purpose of checking for conformance with information given and the design concept expressed in the Contract Documents. The Architect shall be entitled to rely upon, and shall not be responsible for, the adequacy and accuracy of the services, certifications, and approvals performed or provided by such design professionals.

**§ 3.6.4.4** Subject to Section 4.2, the Architect shall review and respond to requests for information about the Contract Documents. The Architect shall set forth, in the Contract Documents, the requirements for requests for information. Requests for information shall include, at a minimum, a detailed written statement that indicates the specific Drawings or Specifications in need of clarification and the nature of the clarification requested. The Architect's response to such requests shall be made in writing within any time limits agreed upon, or otherwise with reasonable promptness. If appropriate, the Architect shall prepare and issue supplemental Drawings and Specifications in response to the requests for information.

**§ 3.6.4.5** The Architect shall maintain a record of submittals and copies of submittals supplied by the Construction Manager in accordance with the requirements of the Contract Documents.

### **§ 3.6.5 Changes in the Work**

**§ 3.6.5.1** The Architect may order minor changes in the Work that are consistent with the intent of the Contract Documents and do not involve an adjustment in the Contract Sum or an extension of the Contract Time. Subject to Section 4.2, the Architect shall prepare Change Orders and Construction Change Directives for the Owner's approval and execution in accordance with the Contract Documents.

**§ 3.6.5.2** The Architect shall maintain records relative to changes in the Work.

### **§ 3.6.6 Project Completion**

**§ 3.6.6.1** The Architect shall:

- .1 conduct inspections to determine the date or dates of Substantial Completion and the date of final completion;
- .2 issue Certificates of Substantial Completion;
- .3 forward to the Owner, for the Owner's review and records, written warranties and related documents required by the Contract Documents and received from the Construction Manager; and
- .4 issue a final Certificate for Payment based upon a final inspection indicating that, to the best of the Architect's knowledge, information, and belief, the Work complies with the requirements of the Contract Documents.

**§ 3.6.6.2** The Architect's inspections shall be conducted with the Owner to (1) check conformance of the Work with the requirements of the Contract Documents and (2) verify the accuracy and completeness of the list submitted by the Construction Manager of Work to be completed or corrected.

**§ 3.6.6.3** When Substantial Completion has been achieved, the Architect shall inform the Owner about the balance of the Contract Sum remaining to be paid the Construction Manager, including the amount to be retained from the Contract Sum, if any, for final completion or correction of the Work.

§ 3.6.6.4 The Architect shall forward to the Owner the following information received from the Construction Manager: (1) consent of surety or sureties, if any, to reduction in or partial release of retainage or the making of final payment; (2) affidavits, receipts, releases and waivers of liens, or bonds indemnifying the Owner against liens; and (3) any other documentation required of the Construction Manager under the Contract Documents.

§ 3.6.6.5 Upon request of the Owner, and prior to the expiration of one year from the date of Substantial Completion, the Architect shall, without additional compensation, conduct a meeting with the Owner to review the facility operations and performance.

#### ARTICLE 4 SUPPLEMENTAL AND ADDITIONAL SERVICES

##### § 4.1 Supplemental Services

§ 4.1.1 The services listed below and identified in Exhibit A as Supplemental Services are not included in Basic Services but may be required for the Project. The Architect shall provide Supplemental Services only if specifically requested by Owner, and the Owner shall compensate the Architect as provided in Section 11.2.

§ 4.1.2 **Bidding.** The Architect shall assist the Owner in organizing and conducting the opening of bids as directed by the Owner and in reviewing any bids for the performance of Work. If permitted by the bidding requirements and Contract Documents, upon the Owner's authorization, the Architect shall, as an Additional Service, consider requests for substitutions and prepare and distribute addenda identifying approved substitutions to all prospective bidders.

##### § 4.1.2 Description of Supplemental Services Intentionally Omitted

##### § 4.2 Architect's Additional Services

The Architect may provide Additional Services after execution of this Agreement without invalidating the Agreement. Except for services required due to the fault of the Architect, any Additional Services provided in accordance with this Section 4.2 shall entitle the Architect to compensation pursuant to Section 11.3 and an appropriate adjustment in the Architect's schedule.

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

- .1 Services necessitated by a change in the Initial Information, previous instructions or recommendations given by the Construction Manager or the Owner, approvals given by the Owner, or a material change in the Project including size, quality, complexity, the Owner's schedule or budget for Cost of the Work, or bid packages in addition to those listed in Section 1.1.6;
- .2 Making revisions in Drawings, Specifications, or other documents (as required pursuant to Section 6.7), when such revisions are required because the Construction Manager's estimate of the Cost of the Work, Guaranteed Maximum Price proposal, or Control Estimate exceeds the Owner's budget, except where such excess is due to changes initiated by the Architect in scope, capacities of basic systems, or the kinds and quality of materials, finishes, or equipment;
- .3 Services necessitated by the enactment or revision of codes, laws, or regulations, including changing or editing previously prepared Instruments of Service;
- .4 Changing or editing previously prepared Instruments of Service necessitated by official interpretations of applicable codes, laws or regulations that are either (a) contrary to specific interpretations by the applicable authorities having jurisdiction made prior to the issuance of the building permit, or (b) contrary to requirements of the Instruments of Service when those Instruments of Service were prepared in accordance with the applicable standard of care;
- .5 Services necessitated by decisions of the Owner or Construction Manager not rendered in a timely manner or any other failure of performance on the part of the Owner or the Owner's consultants or contractors;
- .6 Preparing digital models or other design documentation for transmission to the Owner's consultants and contractors, or to other Owner- authorized recipients;
- .7

- .8
- .9 Preparation for, and attendance at, a dispute resolution proceeding or legal proceeding, except where the Architect is party thereto;
- .10 Consultation concerning replacement of Work resulting from fire or other cause during construction; or
- .11 Assistance to the Initial Decision Maker, if other than the Architect;
- .12 Services necessitated by replacement of the Construction Manager or conversion of the Construction Manager as constructor project delivery method to an alternative project delivery method;
- .13 Services necessitated by the Owner's delay in engaging the Construction Manager;
- .14 Making revisions to the Drawings, Specifications, and other documents resulting from agreed-upon assumptions and clarifications included in the Guaranteed Maximum Price Amendment or Control Estimate; and
- .15 Making revisions to the Drawings, Specifications, and other documents resulting from substitutions included in the Guaranteed Maximum Price Amendment or Control Estimate.

§ 4.2.2 To avoid delay in the Construction Phase, the Architect shall provide the following Additional Services, notify the Owner with reasonable promptness, and explain the facts and circumstances giving rise to the need. If, upon receipt of the Architect's notice, the Owner determines that all or parts of the services are not required, the Owner shall give prompt written notice to the Architect of the Owner's determination. The Owner shall compensate the Architect for the services provided prior to the Architect's receipt of the Owner's notice:

- .1 Reviewing a Construction Manager's submittal out of sequence from the submittal schedule approved by the Architect;
- .2 Responding to the Construction Manager's requests for information that are not prepared in accordance with the Contract Documents or where such information is available to the Construction Manager from a careful study and comparison of the Contract Documents, field conditions, other Owner-provided information, Construction Manager-prepared coordination drawings, or prior Project correspondence or documentation;
- .3 Preparing Change Orders, and Construction Change Directives that require evaluation of the Construction Manager's proposals and supporting data, or the preparation or revision of Instruments of Service;
- .4 Evaluating an extensive number of Claims as the Initial Decision Maker; or
- .5 Evaluating substitutions proposed by the Owner or Construction Manager and making subsequent revisions to Instruments of Service resulting therefrom.

§ 4.2.3 The Architect shall provide Construction Phase Services exceeding the limits set forth below as Additional Services. When the limits below are reached, the Architect shall notify the Owner:

- .1 «two» ( « 2 » ) reviews of each Shop Drawing, Product Data item, sample and similar submittals of the Construction Manager
- .2 ) weekly visits to the site by the Architect during construction (56 total)
- .3 « two » ( « 2 » ) inspections for any portion of the Work to determine whether such portion of the Work is substantially complete in accordance with the requirements of the Contract Documents
- .4 «two» ( «2 » ) inspections for any portion of the Work to determine final completion

§ 4.2.4 Except for services required under Section 3.6.6.5 and those services that do not exceed the limits set forth in Section 4.2.3, Construction Phase Services provided more than 60 days after (1) the date of Substantial Completion of the Work or (2) the initial date of Substantial Completion identified in the agreement between the Owner and Contractor, whichever is earlier, shall be compensated as Additional Services to the extent the Architect incurs additional cost in providing those Construction Phase Services.

§ 4.2.5 If the services covered by this Agreement have not been completed within « thirty-six » ( « 36 » ) months of the date of this Agreement, through no fault of the Architect, extension of the Architect's services beyond that time shall be compensated as Additional Services.

## ARTICLE 5 OWNER'S RESPONSIBILITIES

§ 5.1 Unless otherwise provided for under this Agreement, the Owner shall provide information in a timely manner regarding requirements for and limitations on the Project, including a written program which shall set forth the Owner's objectives; schedule; constraints and criteria, including space requirements and relationships; flexibility; expandability; special equipment; systems; and site requirements.

§ 5.2 The Owner shall retain a Construction Manager to provide services, duties, and responsibilities as described in the agreement selected in Section 1.1.5.

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

§ 5.3.1 The Owner acknowledges that accelerated, phased or fast-track scheduling provides a benefit, but also carries with it associated risks. Such risks include the Owner incurring costs for the Architect to coordinate and redesign portions of the Project affected by procuring or installing elements of the Project prior to the completion of all relevant Construction Documents, and costs for the Construction Manager to remove and replace previously installed Work. If the Owner selects accelerated, phased or fast-track scheduling, the Owner agrees to include in the budget for the Project sufficient contingencies to cover such costs.

§ 5.4 The Owner shall identify a representative authorized to act on the Owner's behalf with respect to the Project. The Owner shall render decisions and approve the Architect's submittals in a timely manner in order to avoid unreasonable delay in the orderly and sequential progress of the Architect's services.

§ 5.5 The Owner has authorized the Architect to furnish surveys to describe physical characteristics, legal limitations and utility locations for the site of the Project, and a written legal description of the site.

§ 5.6 The Owner has authorized the Architect to furnish services of geotechnical engineers, which may include test borings, test pits, determinations of soil bearing values, percolation tests, evaluations of hazardous materials, seismic evaluation, ground corrosion tests and resistivity tests, including necessary operations for anticipating subsoil conditions, with written reports and appropriate recommendations.

§ 5.7 The Owner shall provide the Supplemental Services designated as the Owner's responsibility in Section 4.1.1.

§ 5.8 If the Owner identified a Sustainable Objective in Article 1, the Owner shall fulfill its responsibilities as required in AIA Document E234™-2019, Sustainable Projects Exhibit, Construction Manager as Constructor Edition, attached to this Agreement.

§ 5.9 The Owner shall coordinate the services of its own consultants with those services provided by the Architect. Upon the Architect's request, the Owner shall furnish copies of the scope of services in the contracts between the Owner and the Owner's consultants. The Owner shall furnish the services of consultants other than those designated as the responsibility of the Architect in this Agreement, or authorize the Architect to furnish them as an Additional Service, when the Architect requests such services and demonstrates that they are reasonably required by the scope of the Project. The Owner shall require that its consultants and contractors maintain insurance, including professional liability insurance, as appropriate to the services or work provided.

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

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

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

§ 5.13 The Owner shall include the Architect in all communications with the Construction Manager that relate to or affect the Architect's services or professional responsibilities. The Owner shall promptly notify the Architect of the

substance of any direct communications between the Owner and the Construction Manager otherwise relating to the Project. Communications by and with the Architect's consultants shall be through the Architect.

§ 5.14 The Owner shall coordinate the Architect's duties and responsibilities set forth in the Agreement between the Owner and the Construction Manager with the Architect's services set forth in this Agreement. The Owner shall provide the Architect a copy of the executed agreement between the Owner and Construction Manager, including the General Conditions of the Contract for Construction.

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

§ 5.16 Within 15 days after receipt of a written request from the Architect, the Owner shall furnish the requested information as necessary and relevant for the Architect to evaluate, give notice of, or enforce lien rights.

## ARTICLE 6 COST OF THE WORK

§ 6.1 For purposes of this Agreement, the Cost of the Work shall be the total cost to the Owner to construct all elements of the Project designed or specified by the Architect and shall include the Construction Manager's general conditions costs, overhead, and profit. The Cost of the Work also includes the reasonable value of labor, materials, and equipment, donated to, or otherwise furnished by, the Owner. The Cost of the Work does not include the compensation of the Architect; the compensation of the Construction Manager for Preconstruction Phase services; the costs of the land, rights-of-way, financing, or contingencies for changes in the Work; or other costs that are the responsibility of the Owner. § 6.2 The Owner's budget for the Cost of the Work is provided in the Initial Information, and shall be adjusted throughout the Project as required under Sections 5.3 and 6.4. Evaluations of the Owner's budget for the Cost of the Work represent the Architect's judgment as a design professional.

§ 6.3 The Owner shall require the Construction Manager to include appropriate contingencies for design, bidding or negotiating, price escalation, and market conditions in estimates of the Cost of the Work. The Architect shall be entitled to rely on the accuracy and completeness of estimates of the Cost of the Work the Construction Manager prepares as the Architect progresses with its Basic Services. The Architect shall prepare, as an Additional Service, revisions to the Drawings, Specifications or other documents required due to the Construction Manager's inaccuracies or incompleteness in preparing cost estimates, or due to market conditions the Architect could not reasonably anticipate. The Architect may review the Construction Manager's estimates solely for the Architect's guidance in completion of its services, however, the Architect shall report to the Owner any material inaccuracies and inconsistencies noted during any such review.

§ 6.3.1 If the Architect is providing cost estimating services as a Supplemental Service, and a discrepancy exists between the Construction Manager's cost estimates and the Architect's cost estimates, the Architect and the Construction Manager shall work together to reconcile the cost estimates.

§ 6.4 If, prior to the conclusion of the Design Development Phase, the Construction Manager's estimate of the Cost of the Work exceeds the Owner's budget for the Cost of the Work, the Architect, in consultation with the Construction Manager, shall make appropriate recommendations to the Owner to adjust the Project's size, quality or budget for the Cost of the Work, and the Owner shall cooperate with the Architect in making such adjustments.

§ 6.5 If the Construction Manager's estimate of the Cost of the Work at the conclusion of the Design Development Phase exceeds the Owner's budget for the Cost of the Work, the Owner shall

- .1 give written approval of an increase in the budget for the Cost of the Work;
- .2 terminate in accordance with Section 9.5;
- .3 in consultation with the Architect and Construction Manager, revise the Project program, scope, or quality as required to reduce the Cost of the Work; or
- .4 implement any other mutually acceptable alternative.

§ 6.6 If the Owner chooses to proceed under Section 6.5.3, the Architect, without additional compensation, shall incorporate the revisions in the Construction Documents Phase as necessary to comply with the Owner's budget for the Cost of the Work at the conclusion of the Design Development Phase Services, or the budget as adjusted under Section 6.5.1. The Architect's revisions in the Construction Documents Phase shall be the limit of the Architect's responsibility under this Article 6.

§ 6.7 After incorporation of modifications under Section 6.6, the Architect shall, as an Additional Service, make any required revisions to the Drawings, Specifications or other documents necessitated by the Construction Manager's subsequent cost estimates, the Guaranteed Maximum Price proposal, or Control Estimate that exceed the Owner's budget for the Cost of the Work, except when the excess is due to changes initiated by the Architect in scope, basic systems, or the kinds and quality of materials, finishes or equipment.

## ARTICLE 7 COPYRIGHTS AND LICENSES

§ 7.1 The Architect and the Owner warrant that in transmitting Instruments of Service, or any other information, the transmitting party is the copyright owner of such information or has permission from the copyright owner to transmit such information for its use on the Project.

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

§ 7.3 The Architect grants to the Owner a nonexclusive license to use the Architect's Instruments of Service solely and exclusively for purposes of constructing, using, maintaining, and for information purposes, in connection with altering and adding to the Project. The Architect shall obtain similar nonexclusive licenses from the Architect's consultants consistent with this Agreement. The license granted under this section permits the Owner to authorize the Construction Manager, Subcontractors, Sub-subcontractors, and suppliers, as well as the Owner's consultants and separate contractors, to reproduce applicable portions of the Instruments of Service, subject to any protocols established pursuant to Section 1.3, solely and exclusively for use in performing services or construction for the Project. If the Architect rightfully terminates this Agreement for cause as provided in Section 9.4, the license granted in this Section 7.3 shall terminate. as to any Instruments of Service for which Architect has not received payment.

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

§ 7.4 Except for the licenses granted in this Article 7, no other license or right shall be deemed granted or implied under this Agreement. The Owner shall not assign, delegate, sublicense, pledge or otherwise transfer any license granted herein to another party without the prior written agreement of the Architect. Any unauthorized use of the Instruments of Service shall be at the Owner's sole risk and without liability to the Architect and the Architect's consultants.

§ 7.5 Except as otherwise stated in Section 7.3, the provisions of this Article 7 shall survive the termination of this Agreement.

## ARTICLE 8 CLAIMS AND DISPUTES

### § 8.1 General

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

### §

§ 8.1.3 To the fullest extent permitted by law, the Architect shall indemnify and hold harmless the Owner and its officers, officials, employees, and volunteers (the "Indemnitees") from and against liability damages, losses and expenses, including reasonable legal fees (attorney's and paralegals' fees and court costs) recoverable under applicable law, which an Indemnitee is liable for to a third party arising out of or resulting from the performance of the Architect's services,



provided that any such liability damage, loss or expense (i) is attributable to bodily injury, sickness, disease or death, or injury to or destruction of tangible property (other than the work itself) or the intellectual property rights of third parties, including the loss of use resulting therefrom, and (ii) only to the extent the liability, damage, loss or expense is caused by any wrongful or negligent act or omission of the Architect, its consultants, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable, except to the extent it is caused 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. Architect shall similarly protect, indemnify and hold and save harmless the Owner, 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 Architects' breach of any of its obligations under, or Architect's default of, any provision of the Contract."

§ 8.1.4 The Architect and Owner waive consequential damages for claims, disputes, or other matters in question arising out of or relating to this Agreement. This mutual waiver is applicable, without limitation, to all consequential damages due to either party's termination of this Agreement, except as specifically provided in Section 9.7.

the method of binding dispute resolution shall be the following:  
(Check the appropriate box.)

- Arbitration pursuant to Section 8.3 of this Agreement
- Litigation in a court of competent jurisdiction
- Other: (Specify)
- 

If the Owner and Architect do not select a method of binding dispute resolution, or do not subsequently agree in writing to a binding dispute resolution method other than litigation, the dispute will be resolved in a court of competent jurisdiction.

### § 8.3 Arbitration – Intentionally Deleted.

§ 8.4 The provisions of this Article 8 shall survive the termination of this Agreement.

## ARTICLE 9 TERMINATION OR SUSPENSION

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

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

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

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

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

§ 9.6 If the Owner terminates this Agreement for its convenience pursuant to Section 9.5, or the Architect terminates this Agreement pursuant to Section 9.3, the Owner shall compensate the Architect for services performed prior to termination, Reimbursable Expenses incurred, and costs attributable to termination, including the costs attributable to the Architect's termination of consultant agreements.

§ 9.7 In addition to any amounts paid under Section 9.6, if the Owner terminates this Agreement for its convenience pursuant to Section 9.5, or the Architect terminates this Agreement pursuant to Section 9.3, the Owner shall pay to the Architect the following fees:

*(Set forth below the amount of any termination or licensing fee, or the method for determining any termination or licensing fee.)*

.1 Termination Fee:

« See Article 9.6 »

.2 Licensing Fee if the Owner intends to continue using the Architect's Instruments of Service:

«As mutually agreed by Owner and Architect »

§ 9.8 Intentionally Deleted.

§ 9.9 The Owner's rights to use the Architect's Instruments of Service in the event of a termination of this Agreement are set forth in Article 7 and Section 9.7.

## ARTICLE 10 MISCELLANEOUS PROVISIONS

§ 10.1 This Agreement shall be governed by the State of Illinois.

§ 10.2 Terms in this Agreement shall have the same meaning as those in AIA Document A201-2017, General Conditions of the Contract for Construction, except as modified in this Agreement. The term "Contractor" as used in A201-2017 shall mean the Construction Manager.

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

§ 10.4 If the Owner requests the Architect to execute certificates, the proposed language of such certificates shall be submitted to the Architect for review at least 14 days prior to the requested dates of execution. If the Owner requests the Architect to execute consents reasonably required to facilitate assignment to a lender, the Architect shall execute all such consents that are consistent with this Agreement, provided the proposed consent is submitted to the Architect for review at least 14 days prior to execution. The Architect shall not be required to execute certificates or consents that would require knowledge, services, or responsibilities beyond the scope of this Agreement.

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

§ 10.6 Unless otherwise required in this Agreement, the Architect shall have no responsibility for the discovery, presence, handling, removal or disposal of, or exposure of persons to, hazardous materials or toxic substances in any form at the Project site.

§ 10.7 The Architect shall have the right to include photographic or artistic representations of the design of the Project among the Architect's promotional and professional materials. The Architect shall be given reasonable access to the

completed Project to make such representations. However, the Architect's materials shall not include the Owner's confidential or proprietary information if the Owner has previously advised the Architect in writing of the specific information considered by the Owner to be confidential or proprietary. The Owner shall provide professional credit for the Architect in the Owner's promotional materials for the Project. This Section 10.7 shall survive the termination of this Agreement unless the Owner terminates this Agreement for cause pursuant to Section 9.4.

§ 10.8 If the Architect or Owner receives information specifically designated on its face as "confidential" or "business proprietary," the receiving party shall keep such information strictly confidential and shall not disclose it to any other person except as set forth in Section 10.8.1. This Section 10.8 shall survive the termination of this Agreement.

§ 10.8.1 The receiving party may disclose "confidential" or "business proprietary" information after 7 days' notice to the other party, when required by law, arbitrator's order, or court order, including a subpoena or other form of compulsory legal process issued by a court or governmental entity, or to the extent such information is reasonably necessary for the receiving party to defend itself in any dispute. The receiving party may also disclose such information to its employees, consultants, or contractors in order to perform services or work solely and exclusively for the Project, provided those employees, consultants and contractors are subject to the restrictions on the disclosure and use of such information as set forth in this Section 10.8.

§ 10.9 The invalidity of any provision of the Agreement shall not invalidate the Agreement or its remaining provisions.

#### ARTICLE 11 COMPENSATION

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

- .1 Stipulated Sum  
(Insert amount)  
  
«1,234,356.00 »

§ 11.2 For the Architect's Supplemental Services designated in Section 4.1.1 and for any Sustainability Services required pursuant to Section 4.1.3, the Owner shall compensate the Architect as follows:  
(Insert amount of, or basis for, compensation. If necessary, list specific services to which particular methods of compensation apply.)

« For any Supplemental Services authorized after execution of this Agreement, compensation shall be lump sum or hourly as set forth in the Supplemental Services Authorization. »

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

«Additional Services shall be billed hourly at two and one half times the employee's hourly rate then in effect unless otherwise provided in the Additional Services Authorization. »

§ 11.4 Compensation for Supplemental and Additional Services of the Architect's consultants when not included in Sections 11.2 or 11.3, shall be the amount invoiced to the Architect plus « Ten » percent ( « 10 » %), or as follows:  
(Insert amount of, or basis for computing, Architect's consultants' compensation for Supplemental or Additional Services.)

« »

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

Program of Requirements / Schematic Design Phase	« Thirty »	percent (	« 30 »	%)
Design Development Phase	« Twenty-Five »	percent (	« 25 »	%)
Construction Documents Phase	« Twenty »	percent (	« 20 »	%)
Bidding / Permit Phase	« Three »	percent (	« 3 »	%)
Construction Phase	Twenty-Two	percent (	22	%)
Total Basic Compensation	one hundred	percent (	100	%)

The Owner acknowledges that with an accelerated Project delivery, multiple bid package process, or Construction Manager as constructor project delivery method, the Architect may be providing its services in multiple Phases simultaneously. Therefore, the Architect shall be permitted to invoice monthly in proportion to services performed in each Phase of Services, as appropriate.

§ 11.6 When compensation identified in Section 11.1 is on a percentage basis, progress payments for each phase of Basic Services shall be calculated by multiplying the percentages identified in this Article by the Construction Manager's most recent estimate for the Cost of the Work. Compensation paid in previous progress payments shall not be adjusted based on subsequent updates to the Owner's budget for the Cost of the Work.

§ 11.6.1 When compensation is on a percentage basis and any portions of the Project are deleted or otherwise not constructed, compensation for those portions of the Project shall be payable to the extent services are performed on those portions. The Architect shall be entitled to compensation in accordance with this Agreement for all services performed whether or not the Construction Phase is commenced.

§ 11.7 The hourly billing rates for services of the Architect and the Architect's consultants are set forth below. The rates shall be adjusted in accordance with the Architect's and Architect's consultants' normal review practices. (If applicable, attach an exhibit of hourly billing rates or insert them below.)

« »

Employee or Category	Rate (\$0.00)
----------------------	---------------

§ 11.8 Compensation for Reimbursable Expenses

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

- .1 Transportation and authorized out-of-town travel and subsistence;
- .2 Long distance services, dedicated data and communication services, teleconferences, Project web sites, and extranets;
- .3 Permitting and other fees required by authorities having jurisdiction over the Project;
- .4 Printing, reproductions, plots, and standard form documents;
- .5 Postage, handling, and delivery;
- .6 Expense of overtime work requiring higher than regular rates, if authorized in advance by the Owner;
- .7 Renderings, physical models, mock-ups, professional photography, and presentation materials requested by the Owner or required for the Project;
- .8 If required by the Owner, and with the Owner's prior written approval, the Architect's consultants' expenses of professional liability insurance dedicated exclusively to this Project, or the expense of additional insurance coverage or limits in excess of that normally maintained by the Architect's consultants;
- .9 All taxes levied on professional services and on reimbursable expenses;
- .10 Site office expenses;
- .11 Registration fees and any other fees charged by the Certifying Authority or by other entities as necessary to achieve the Sustainable Objective; and
- .12 Other similar Project-related expenditures.

§ 11.8.2 For Reimbursable Expenses the compensation shall be the expenses incurred by the Architect and the Architect's consultants plus « One » percent ( « 1 » %) of the expenses incurred.

11.8.3. Reimbursable Expenses for travel shall be capped at \$8,000.00.

**§ 11.9 Architect's Insurance.** If the types and limits of coverage are in addition to the types and limits set forth in Article 2.6, the Owner shall pay the Architect for the additional costs incurred by the Architect for the additional coverages as set forth below:

*(Insert the additional coverages the Architect is required to obtain in order to satisfy the requirements set forth in Section 2.6, and for which the Owner shall reimburse the Architect.)*

« »

## **§ 11.10 Payments to the Architect**

### **§ 11.10.1 Initial Payments**

**§ 11.10.1.1** An initial payment of « Zero » (\$ « 0.00 » ) shall be made upon execution of this Agreement and is the minimum payment under this Agreement. It shall be credited to the Owner's account in the final invoice.

### **§ 11.10.2 Progress Payments**

**§ 11.10.2.1** Unless otherwise agreed, payments for services shall be made monthly in proportion to services performed. Payments are due and payable upon presentation of the Architect's invoice. Amounts unpaid « 60 » ( « Sixty » ) days after the invoice date shall bear interest at the rate entered below, or in the absence thereof at the legal rate prevailing from time to time at the principal place of business of the Architect.

*(Insert rate of monthly or annual interest agreed upon.)*

One (1%) percent per month

**§ 11.10.2.2** The Owner shall not withhold amounts from the Architect's compensation to impose a penalty or liquidated damages on the Architect, or to offset sums requested by or paid to contractors for the cost of changes in the Work, unless the Architect agrees or has been found liable for the amounts in a binding dispute resolution proceeding.

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

## **ARTICLE 12 SPECIAL TERMS AND CONDITIONS**

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

*(Include other terms and conditions applicable to this Agreement.)*

**«§ 12.1** The Architect acknowledges that the Owner is a local government unit and agrees that any claim made by the Architect arising out of any act or omission of any elected or appointed official, director, officer or employee of the Owner, in the execution or performance of this Agreement shall be made against the Owner and not against such elected or appointed official, director, officer or employee. The Owner acknowledges that the Architect is a corporation and agrees that any claim made by the Owner arising out of any act or omission of the Architect, in the execution or performance of this Agreement, shall be made against the Architect and not against such officers, directors or employees.

**§ 12.2 Americans With Disabilities Act.** The Architect shall conform the Construction Documents to the requirements known to similarly situated architects with the Americans With Disabilities Act Accessibility Guidelines ("ADAAG"). The Owner and Architect further recognize that interpretations of the ADAAG by governmental officials and/or courts of law may evolve, vary or change. Should such evolution, variance or change require Architect to make modifications to the Construction Documents, such modifications shall be considered an Additional Service at a mutually agreed upon fee between the Owner and Architect. The Owner shall be solely responsible for compliance with the provisions of the Americans With Disabilities Act for any areas outside the scope of the Project.

»

## **ARTICLE 13 SCOPE OF THE AGREEMENT**

**§ 13.1** This Agreement represents the entire and integrated agreement between the Owner and the Architect and supersedes all prior negotiations, representations or agreements, either written or oral. This Agreement may be amended only by written instrument signed by both the Owner and Architect.

§ 13.2 This Agreement is comprised of the following documents identified below:

.1 AIA Document B133™–2019, Standard Form Agreement Between Owner and Architect, Construction Manager as Constructor Edition

.3 Exhibits:

*(Check the appropriate box for any exhibits incorporated into this Agreement.)*

Other Exhibits incorporated into this Agreement:

*(Clearly identify any other exhibits incorporated into this Agreement, including any exhibits and scopes of services identified as exhibits in Section 4.1.2.)*

«Exhibit A – Architect’s June 6, 2023 Professional Services Proposal

Exhibit B1 – May 10, 2023 Presentation to Park Board

Exhibit B2 – May 10, 2023 Presentation to Park Board for PARC Grant »

.4 Other documents:

*(List other documents, if any, forming part of the Agreement.)*

« »

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

\_\_\_\_\_  
**OWNER** *(Signature)*

« »« »

\_\_\_\_\_  
*(Printed name and title)*

\_\_\_\_\_  
**ARCHITECT** *(Signature)*

« »« »

\_\_\_\_\_  
*(Printed name, title, and license number, if required)*

**EXHIBIT A – HOLABIRD & ROOT LLC PROPOSAL**

Jun 06, 2023

Mr. Brian Romes  
Executive Director  
Park District of Highland Park  
636 Ridge Road  
Highland Park, Illinois 60035

Re: Park District of Highland Park  
Professional Services Proposal  
West Ridge Center Planning & Design

Dear Mr. Romes,

On behalf of Holabird & Root (H&R), thank you for the opportunity to present this proposal for services in support of the Park District of Highland Park (Park District, PDHP). Holabird & Root LLC has years of experience and success in all aspects of property, program, and community facility development, including public/private partnerships and community collaborations.

We recognize PDHP's need to meet the growing demand for updated facilities, services, and programs for the community. Holabird & Root LLC (H&R) proposes to provide professional services for the Park District of Highland Park as detailed below. H&R proposes to perform the scope outlined in sections I-IV below over a period of 10-12 weeks starting from PDHP approval to proceed.

**I. VISIONING & STRATEGIC PLANNING SERVICES****Re-Establish West Ridge Center Vision & Alignment With GreenPrint Master Plan & Sports Fields Master Plan**

1. Conduct work sessions with PDHP Team and key stakeholders to re-establish the community needs, administration needs and impact on West Ridge Site and Building.
2. Review the current and future role of West Ridge Site and Building within the framework of the PDHP Vision and GreenPrint 10-Year Master Plan and the Sports Field Master Plan.
3. Develop preliminary strategy and metrics for success for the future purpose of West Ridge Site and Building.
4. Understand list of potential uses and community impact partnerships.
5. Generate report and findings and issue to PDHP for review and approval.

**II. SITE SELECTION SERVICES****Analysis & Alignment Of Potential Locations On Existing Site**

1. Perform preliminary development analysis and property due diligence for the West Ridge Location.
  - a. Available existing property documents, surveys, and reports.
  - b. Preliminary zoning analysis.
  - c. Site access and potential impact on traffic and pedestrian access.
  - d. Traffic engineer preliminary study.
  - e. Storm water impact.
  - f. Site utilities.
  - g. Existing facility expansion analysis as necessary.
2. Generate test fit site plan analysis and order of magnitude budget impacts for a 38,000 sf – 45,000 sf community facility and site amenities.
3. Generate report and findings and issue to PDHP for review and approval.

**III. PROGRAMMING, PLANNING & PRELIMINARY DESIGN SERVICES****Develop Project Programs, Preliminary Designs Through Community Engagement**

1. Develop preliminary program for the West Ridge Center.
2. Conduct meetings with Project Team and broader PDHP team to understand needs and design impact.
3. Conduct key stakeholder meetings to ensure each constituency is being represented in the new building design.
4. Conduct community meetings (up to three) to understand community concerns, demonstrate design team is listening and build consensus of the proposed design solutions.
5. Develop program summary of functions and generate spatial programming sheets showing adjacency and program size.
6. Develop preliminary building plans and elevations.
7. Develop renderings and develop 3D animation for project for distribution via YouTube and PDHP website.
8. Develop order of magnitude budgets with the selected CMR.
9. Provide final book of program and preliminary design to PDHP.

**IV. NEW West Ridge Center  
Design, Documentation & Administration****A. Program of Requirements & Schematic Design – 30%**

1. Confirm PDHP program of requirements and goals to align with final program area requirements.
2. Establish drawing milestone schedule and preliminary construction schedule milestones.
3. Perform final zoning and building code compliance review for the selected location including ADA review and site accessibility review.
4. Generate architectural and landscape site plan indicating new entry sequence and integrated design solution for proposed surface parking and access.
5. Generate architectural design studies for the new design of the building, expressed in both plan and elevation.
6. Coordinate with the civil engineering consultant regarding site layout design, grading and utilities.
7. Create landscape design to align with preferred site design.
8. Conduct LEED Integrative Process charette and create preliminary LEED checklist identifying credit targets.
9. Present schematic design plans reflecting final design program refinements to the PDHP team.
10. Generate engineering schematic documents for MEPFP engineering, structural engineering, security/technology integration, and supplemental service consultants as needed or requested.
11. Further refine per design meeting comments and prepare final schematic design documents for issuance.
12. Utilize schematic design information for initial CHP Design Review process discussion with City of Highland Park.
13. Issue schematic design drawings and outline specifications to PDHP construction manager or consulting estimator for scope conceptual budgeting.
14. Record and document meeting minutes, design decisions and modifications agreed upon.

**B. Design Development – 25%**

1. Incorporate any necessary design changes to the drawings resulting from the presentation to the PDHP team and/or modifications due to budget.
2. Expand scale and detail of critical design elements for final approval.
3. Coordinate the selected MEPFP and structural engineering solution for HVAC units and controls
4. Coordinate the mechanical, electrical, plumbing and fire protection systems with engineering consultant
5. Coordinate security & technology with the consultant and engineering consultants
6. Coordinate and manage the civil engineer with PDHP for site design, storm water, sanitary, site easements, utility relocation, etc.
7. Generate and present of preliminary interior design concepts.
8. Select of finish colors and material schemes (paint, carpet, tile, etc).
9. Develop design to meet LEED credit targets and coordinate LEED design integration with engineering team.
10. Present final design concepts to PDHP team.
11. Assist PDHP as requested to attend and present at any PDHP community informational/engagement discussions ahead of CHP Design Review submittal process.
12. Assist PDHP as requested to create initial CHP Design Review submittal package and update as requested by City of Highland Park and approved by PDHP.
13. Assist PDHP as requested to support PDHP's CHP Design Review efforts and attend/present at meetings as requested.
14. Issue design development package to PDHP construction manager or consulting estimator for pricing.
15. Create one animation in either Design Development phase or Construction Documents phase.
16. Record and document meeting minutes, design decisions and modifications agreed upon.

**C. Construction Documents – 20%**

1. Prepare permit-ready construction documents of the approved design development plan including architectural and landscape, as well as structural, mechanical, electrical, plumbing, fire protection, civil engineering, food service, and security & technology.
2. Coordinate with consultants to finalize details and document interior and exterior design, schedules, specifications, and systems.
3. Finalize interior finish plan, schedules, and specifications.
4. Detail design to meet LEED credit targets and coordinate design detail integration with engineering team.
5. Update LEED checklist to reflect construction documents integration.
6. Record and document meeting minutes, design decisions and modifications agreed upon.

**D. Permit & Bid Coordination – 3%**

1. Coordinate with the local permitting agencies to issue for building permit including (1) one preliminary meeting and one (1) permit intake meeting.



CREATE PRESERVE TRANSFORM

2. Assist PDHP in completing the permit application and submitting for permit.
3. Coordinate and respond to permit review comments and questions from the reviewing agencies.
4. Issue construction documents to preselected contractor(s) for bid.
5. Assist and coordinate the RFI process.
6. Attend bid opening.
7. Assist in the final bid qualification and selection of the contractor.

**E. Construction Administration & Project Closeout – 22%**

1. Coordinate with PDHP and contractor to address RFI's and proposed changes.
2. Attend owner-architect-contractor meetings.
3. Perform shop drawing and submittal review.
4. Review project pay requests by contractor.
5. Tracking and coordination of all shop drawings, submittals, and change order logs with consultant team.
6. Provide one final punch list review, certify substantial completion, and distribute.
7. Provide record as-designed drawings for final project close out.

**V. ADDITIONAL EXPENSES AND SERVICES (BEYOND BASE SERVICES, AS NEEDED)**

As required and authorized by the Park District, the following services are available upon an as needed basis. They are considered in addition to the basic services herewith described in this proposal and will be billed separately.

**A. Renderings & Animations**

Beyond standard work product, renderings illustrating design intent, intended for presentation use and message conveyance beyond those identified in aforementioned sections. One animation will be included in the base services. Revisions to the animation or additional animations will be additional.

**B. Field Measurements**

Measurement of existing field conditions to create as-built drawings. Field measurement drawings will locate and identify buildings, components, partitions, doors, built-ins, ceiling layout, light fixtures, fire protection and alarm devices and other fixed improvements. H&R is expecting to receive as-built drawings from the client if they are available.

**C. Engineering Studies, System Audits and Operational Costs Analysis**

Professional evaluation of specific systems for a more detailed understanding of current performance, program of future needs, life cycle and operational costs associated with the system.

**D. Zoning and/or Public Meetings**

Not identified above, attend/present at zoning meetings or other public meetings not identified, create and document design for submittal and/or presentation.

**E. Revisions**

If H&R, or our consultants, shall be required to perform services by reason of changes ordered by the Client or for any reason beyond our control, including, but not limited to, work involved in changes or proposed changes in program, scope of work, complexity, size or because of delinquency or insolvency or defects or deficiencies in the work or products of the contractor or any sub-contractor, supplier, fabricator, manufacturer, vendors, or other parties, or because of changes to building laws and ordinances or regulation including any previous governmental interpretations thereof, or because of damage to the project by fire or other casualty, we and our consultants are to be compensated for such additional services in the manner agreed upon. All such compensation shall be in addition to that stipulated elsewhere herein.

**VI. COMPENSATION**

**Professional Services**

1. SERVICES SECTION 1-3 - <b>COMPLETED</b> (includes \$1,500 allowance for preliminary traffic engineering study)	\$ 57,870
2. SERVICE SECTION 4	
Hard Construction Budget \$14,710,075 (Incl. Bldg Demo + PARC GRANT)	\$1,234,356.00 (Fixed Fee)
Program of Requirements +SD Phase	30% of Fee =\$370,306.80
Design Development Phase	25% of Fee =\$308,589.00
Construction Documents Phase	20% of Fee =\$246,871.20
Bid   Permit Phase	03% of Fee =\$37,030.68
Construction Administration   Closeout	22% of Fee =\$271,558.32

Base Services  
Architecture  
Interior Design | FFE Selection  
MEPFP Engineering  
Structural Engineering  
Civil Engineering  
Food Service  
Technology & Security  
Landscape Architecture

Supplemental Services

Surveys and Testing	TBD
Permits and Fees	TBD
Geotechnical	TBD
Environmental	TBD
Commissioning	TBD
Educational Planning	TBD
Traffic Engineering	TBD
Acoustical Engineering + AV Integration	TBD
Constructability and Cost Analysis	TBD
LEED, SITES, WELL or GreenGlobes Administration & Documentation	TBD
Construction Testing & Air Balancing	TBD
Special Studies (As Needed)	TBD

In Addition to Base Services Fee

Direct Reimbursables

Holabird & Root LLC shall be reimbursed monthly for out-of-pocket expenses. These expenses will include but are not limited to printing and other reproduction costs, presentation materials, messenger services, travel, long distance telephone costs, and postage. Travel reimbursement will be capped at \$8,000.

Thank you for the opportunity to submit this services proposal for the West Ridge Center. We look forward to having the opportunity to work with you and the Park District of Highland Park.

Submitted by,  
**Holabird & Root LLC**



Eric S. Risinger, AIA | NCARB  
Principal

Accepted by: Park District of Highland Park

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

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

Attachments: Terms & Conditions  
esr/esr

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## **TERMS + CONDITIONS**

### A. Acceptance of Proposal / Standard Terms and Conditions

Acceptance of this proposal, as reflected by your signature on the proposal, will establish the contract between the parties for this project, which contract also includes and incorporates Holabird & Root, Standard Terms and Conditions which are attached hereto and made part hereof.

1. Holabird & Root, shall not have control over or charge of, and shall not be responsible for any aspect of construction means, methods, techniques, details, sequences or procedures utilized by the contractor or any subcontractors. Holabird & Root shall also not be responsible for the construction schedule or failure of the contractor or any subcontractors to carry out the work in accordance with either the construction documents or the construction schedule.
2. Holabird & Root, shall not be responsible for job safety, including the safety of the of the contractor, subcontractors or any persons at or around the job site, including but not limited to the contractor's and / or subcontractor's compliance with the Occupational Safety and Health Act ("OSHA"), or any other laws, regulations, standards or guidelines relating to job site safety.
3. Holabird & Root shall not be responsible for any aspect of the design, procurement, erection, construction, monitoring, observation or use of scaffolds, hoists, cranes, ladders, bracing or supports of any type for the project, whether temporary, permanent or otherwise.
4. Holabird & Root, does not have authority to stop or reject the work performed by the contractor or any subcontractors on the project.
5. Holabird & Root, shall not be responsible for any aspect of the discovery, presence, handling, removal or disposal of any type of hazardous materials at the project site, including but not limited to asbestos, PCB's, mold, lead, oil, gasoline or any other toxic or hazardous substances.
6. Holabird & Root, shall not be responsible for the design, installation, procurement, erection, construction, monitoring, maintenance or use of any type of construction barricades, barriers, safety cones, tape, warnings, signage or other similar devices of any kind, whether required for vehicular or pedestrian traffic or otherwise on or around the project site.
7. If Holabird & Root, is hired to perform construction observation services as part of its scope of services set forth in section 1 and Holabird & Root notices any defects or deficiencies in the work by the contractor or any subcontractor during construction which indicate to Holabird & Root that the work is not being carried out in accordance with the construction documents, Holabird & Root shall promptly notify the owner and contractor. However, since the failure to carry out the work in accordance with the construction documents is the sole responsibility of the contractor, and Holabird & Root is only making limited site visits, Holabird & Root shall not be responsible for such defects or deficiencies unless Holabird & Root notices such defects or deficiencies and fails to promptly notify the owner and contractor.
8. If Holabird & Root is hired to prepare any type of construction cost estimate as part of its scope of services set forth in Section 1, it is understood that such estimate is only intended to provide the owner with an estimated range or approximation of construction costs based upon Holabird & Root prior experience and the scope of work set forth in the construction documents prepared by Holabird & Root. However, since Holabird & Root is not a contractor and has no control over the cost of materials, labor, contractor overhead, subcontractor pricing or other construction cost factors, Holabird & Root, shall not be responsible for the final construction cost or any deviation between the final cost and any cost estimates or budgets.
9. Holabird & Root, shall not be responsible for the design or construction of existing conditions or systems previously designed or constructed by others which are not part of Holabird & Root, scope of work including, but not limited to, existing structural, mechanical, electrical, plumbing, and fire protection systems or existing architectural details. The owner agrees to indemnify, defend and hold harmless Holabird & Root, from any claims against Holabird & Root, relating to such existing conditions or systems.
10. Holabird & Root, shall not be responsible for any existing aspect of the structural, mechanical, electrical, plumbing, or fire protection work for the project.

11. Holabird & Root shall review and approve or take other appropriate action only on those shop drawings involving architectural items of work designed by Holabird & Root. For those shop drawings involving items of work designed by Holabird & Root, consultants, Holabird & Root, shall forward those shop drawings to the appropriate consultant for their review. Holabird & Root, review of any shop drawings or other submittals from the contractor of any subcontractors for architectural items of work designed by Holabird & Root, shall be for the sole purpose of evaluating whether the overall design reflected in the shop drawings or submittals is generally consistent with Holabird & Root, design intent. All other aspects of the shop drawings or submittals constitute means, methods, techniques, details, dimensions, sequence or procedures to be utilized by the contractor or subcontractors, for which Holabird & Root, has no responsibility.
12. Owner agrees that it will include Holabird & Root, as an additional insured under any Builders Risk or other similar insurance policy maintained by the owner for the project. Owner also agrees that in any contract or agreement with the general contractor or any subcontractors, owner will require that the general contractor and any subcontractors include Holabird & Root, as an additional insured under their general liability insurance policies and that any exclusion in those policies for architectural or professional services be deleted as to Holabird & Root
13. Owner agrees that it will require the general contractor to maintain a site pollution policy, naming the Owner and Holabird & Root as an additional insured under such policy.
14. Either party to this Agreement may terminate the Agreement without cause by providing at least Thirty (30) days written notice to the other party.
15. In the event of any conflict or discrepancy between this Agreement and any other agreement or document, the terms and conditions of this Agreement shall control and govern.

# PARK DISTRICT OF HIGHLAND PARK WEST RIDGE CENTER

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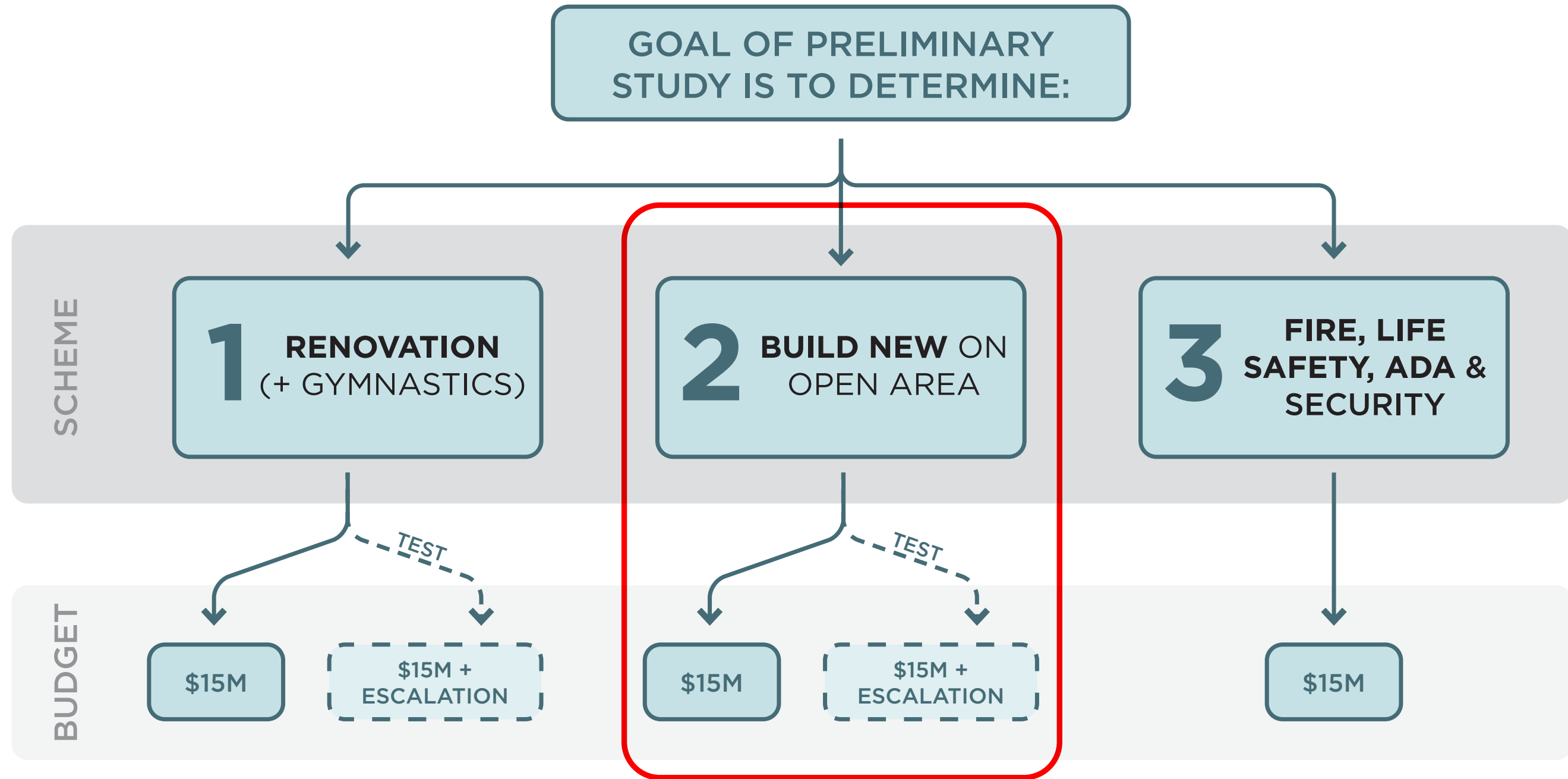
PDHP PRELIMINARY STUDY - MARKET STUDY RECONCILIATION

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05.10.2022



# PROJECT PATHS FORWARD



**MARKET STUDY RECONCILIATION**

# SCHEME + BUDGET MODELS | MARKET STUDY RECONCILIATION

## 2 BUILD NEW ON OPEN AREA

- + ACHIEVE STRATEGICALLY DESIGNED PROGRAM TO ALIGN WITH MARKET STUDY 2023
- + NEW BUILDING CREATES ABILITY TO PURSUE SUSTAINABILITY GOALS
- + CAN ACHIEVE AND BUILD SPECIFIC PROGRAM AREAS ALIGNED WITH THE HIGHEST VALUED SPACES PER THE MARKET STUDY 2023 (BERRYDUNN REPORT) ON DAY 1 WITH PROJECTED BUDGET AND PHASED APPROACH FOR FUTURE FUNDING PROGRAM AREAS
- + CAN BUILD SUBSTANTIAL NEW AREA, BUT CANNOT REALIZE ENTIRE RFQ PROGRAM ON "DAY 1" WITH CURRENT BUDGET (PHASED APPROACH)
- + OPERATIONS & PROGRAMMING CAN CONTINUE IN CURRENT WEST RIDGE CENTER WHILE NEW CONSTRUCTION PROCEEDS (NO TEMPORARY FACILITY RENTAL COST NOR SUSPENSION OF PROGRAMMING)
- + NEW MASTER PLAN SITE STRATEGY WILL SOLVE FOR CURRENT PARKING, ACCESS, AND SITE SAFETY CONCERNS
- + **KEY QUESTION:** IS THE STRATEGIC USE OF FUNDS ON A SUBSTANTIAL PORTION OF NEW PROGRAM AREA (WORKING TOWARDS REALIZATION OF A FULL MASTER PLAN) MORE BENEFICIAL TO PDHP'S LONG TERM PLAN THAN REMAINING WITHIN THE CONSTRAINTS OF THE EXISTING FACILITY?

### 2 BUILD NEW ON OPEN AREA

#### \$15M

	NEW AREA	RENO AREA
	25,289 SF	N/A
BUDGET		\$15,000,000
ESCALATION (0%)		+ \$0
<b>PROJECT SUBTOTAL</b>		<b>\$15,000,000</b>
CONTINGENCY (CONSTRUCTION)		- \$500,000
SOFT COSTS (A/E FEE, FFE, PERMIT, ETC)		- \$2,714,000
CONTRACTOR FEES (10.82%)		- \$1,150,925
<b>SUBTOTAL CONSTRUCTION BUDGET</b>		<b>\$10,635,075</b>
EXIST BUILDING DEMO (\$12/SF @ 43,282 SF)		- \$519,384
<b>NEW CONSTRUCTION BUDGET</b>		<b>\$10,115,691</b>
TARGET \$\$/SF		\$400/SF
<b>NEW BUILDING AREA POSSIBLE</b>		<b>25,289 SF</b>
RFQ PROGRAM AREA		- 37,962 SF
DIFFERENCE		-12,673 SF

DEDUCT SOFT COSTS

### 2 BUILD NEW ON OPEN AREA

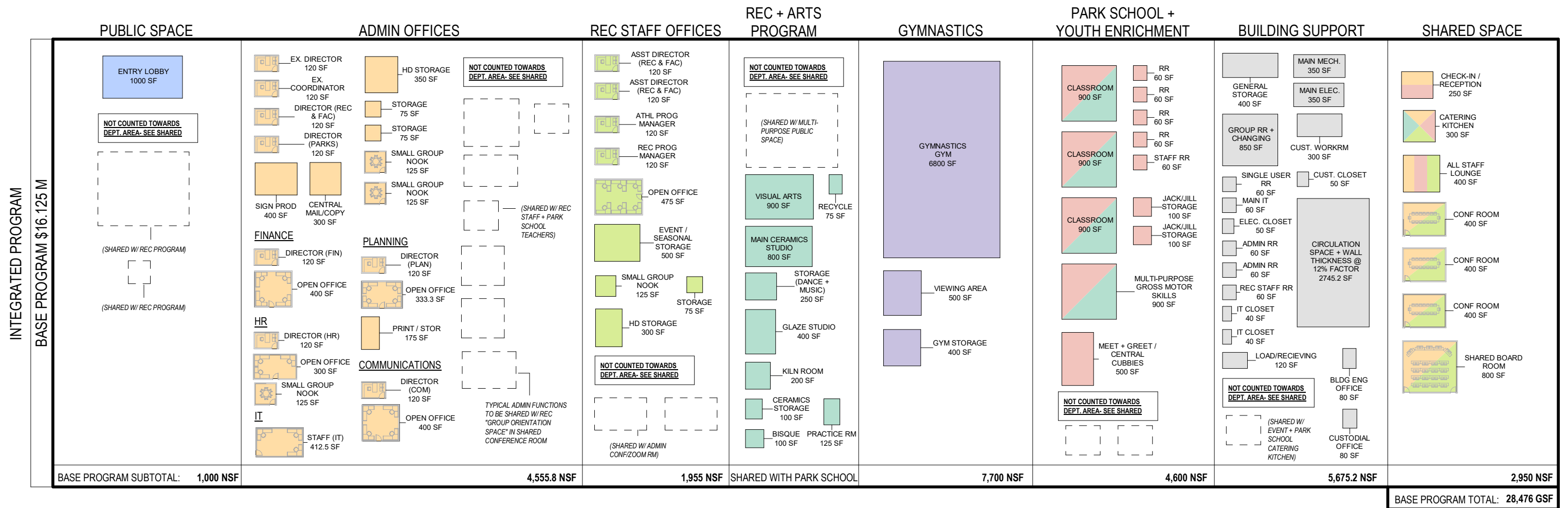
#### \$15M + ESCALATION

	NEW AREA	RENO AREA
	28,476 SF	N/A
BUDGET		\$15,000,000
ESCALATION (8.5%)		+ \$1,275,000
<b>PROJECT SUBTOTAL</b>		<b>\$16,275,000</b>
CONTINGENCY (CONSTRUCTION)		- \$500,000
SOFT COSTS (A/E FEE, FFE, PERMIT, ETC)		- \$2,714,000
CONTRACTOR FEES (9.66%)		- \$1,150,925
<b>SUBTOTAL CONSTRUCTION BUDGET</b>		<b>\$11,910,075</b>
EXIST BUILDING DEMO (\$12/SF @ 43,282 SF)		- \$519,384
<b>NEW CONSTRUCTION BUDGET</b>		<b>\$11,390,691</b>
TARGET \$\$/SF		\$400/SF
<b>NEW BUILDING AREA POSSIBLE</b>		<b>28,476 SF</b>
RFQ PROGRAM AREA		- 37,962 SF
DIFFERENCE		-9,486 SF

DEDUCT SOFT COSTS

# SCHEME + BUDGET MODELS | MARKET STUDY RECONCILIATION

**2 BUILD NEW**  
ON OPEN AREA **\$15M + ESCALATION**





# WEST RIDGE PARK

## DEVELOPMENT ZONES

### OUTDOOR REC + FIELDS ZONE

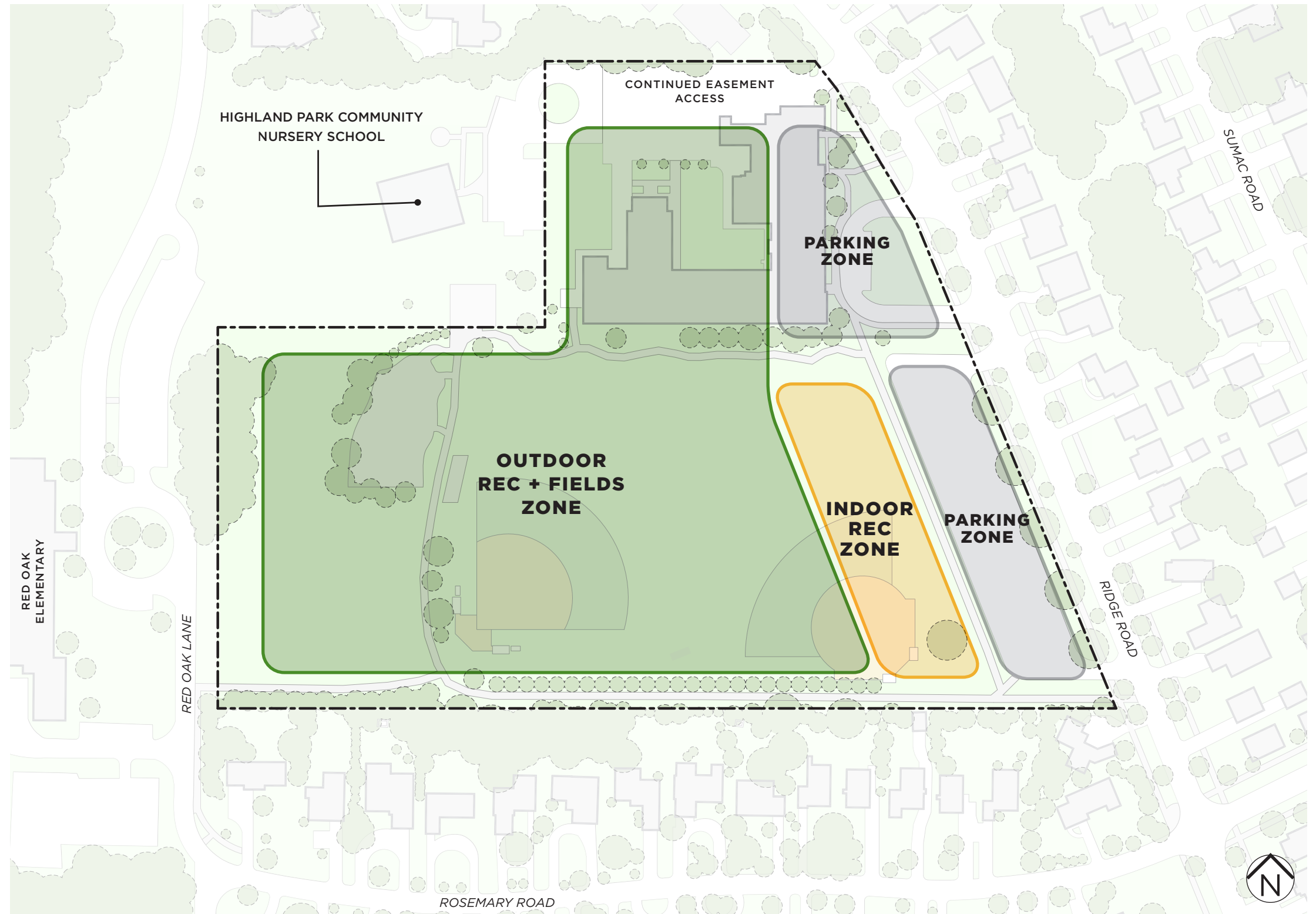
- Reshape + reorient ball fields
- Screen activities + noise from Ridge Road
- Increase opportunities for spectator viewing
- Create ideal adjacency between outdoor and indoor Rec spaces
- Integrate outdoor event space
- Integrate community gardens
- Expand pedestrian pathway network
- Integrate relocated Safety Village

### INDOOR REC ZONE

- Strategically position to utilize existing site resources (green space, parking, utilities)
- Design and locate to purposefully receive a multitude of different users coming to the facility for different purposes
- Create a new facility designed to specifically operate as a multi-functional and flexible community center
- Separate Rec programming from Park School

### PARKING ZONE

- Utilize existing parking to greatest extent possible
- Separate users coming to facility for different purposes (outdoor rec, indoor rec, staff, park school)
- Allow for vehicle stacking on-site (relieve Ridge Road)



# RECOMMENDATION - BUILD NEW ON OPEN AREA (PHASED)

## 1 AREA OF STUDY FOR NEW BUILDING FOOTPRINT

Construct largest portion of new building that funds will allow (phased approach)

Strategic new building location working towards full West Ridge Park Master Plan

Location utilizes existing bulk parking

Positions building to solve for current site access and safety concerns

Operations and programming can continue in current West Ridge Center while construction proceeds

## 2 DIAMOND FIELDS

Relocate larger/illuminated diamond field to West side of site

Smaller/non-illuminated field temporarily goes off-line

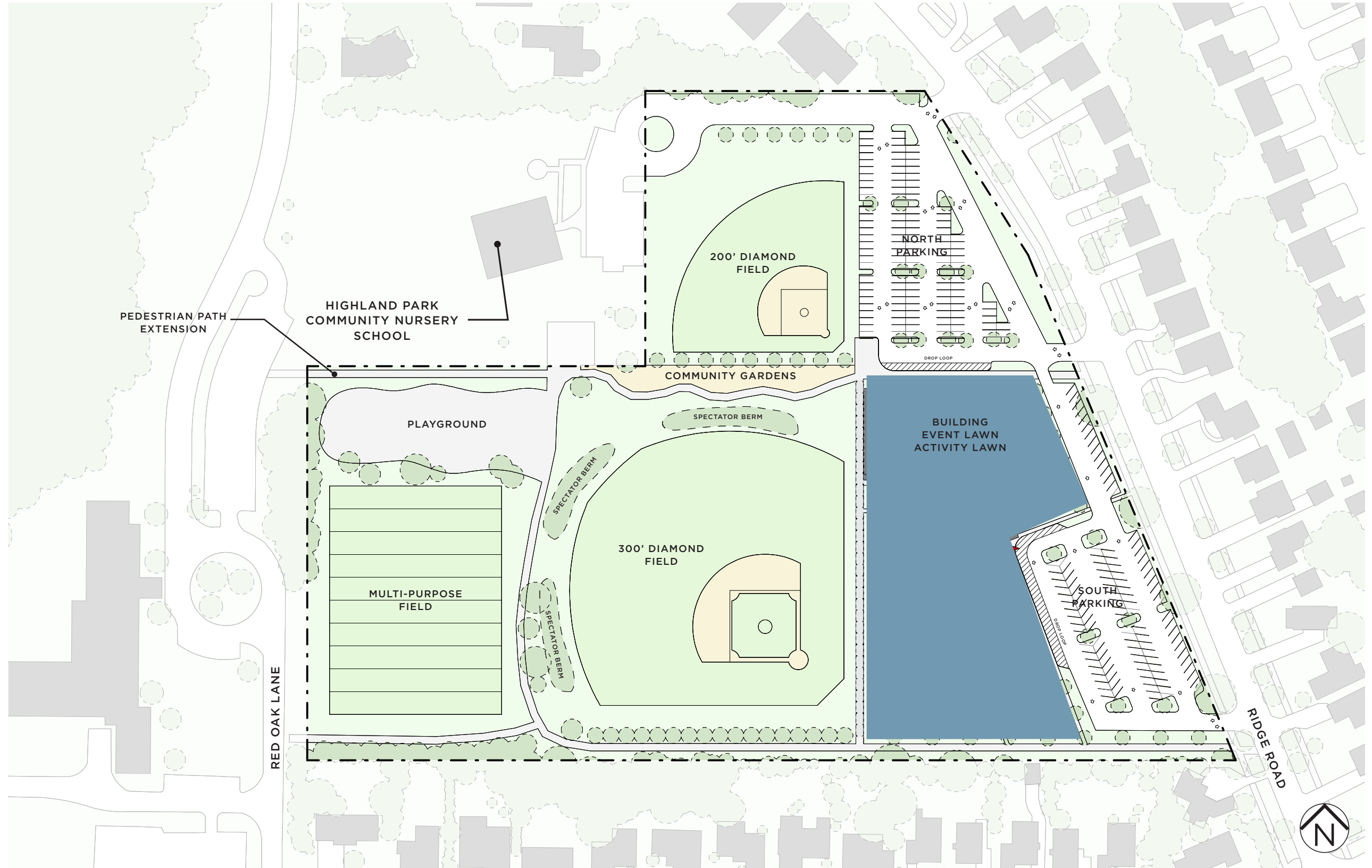
## 3 EXISTING WEST RIDGE CENTER

Option to demolish or temporarily leave online until funds available

When demolished, construct smaller diamond field on top, along with new secondary/athletics dedicated parking



# WEST RIDGE PARK - CONCEPT MASTER PLAN



# PARK DISTRICT OF HIGHLAND PARK WEST RIDGE CENTER

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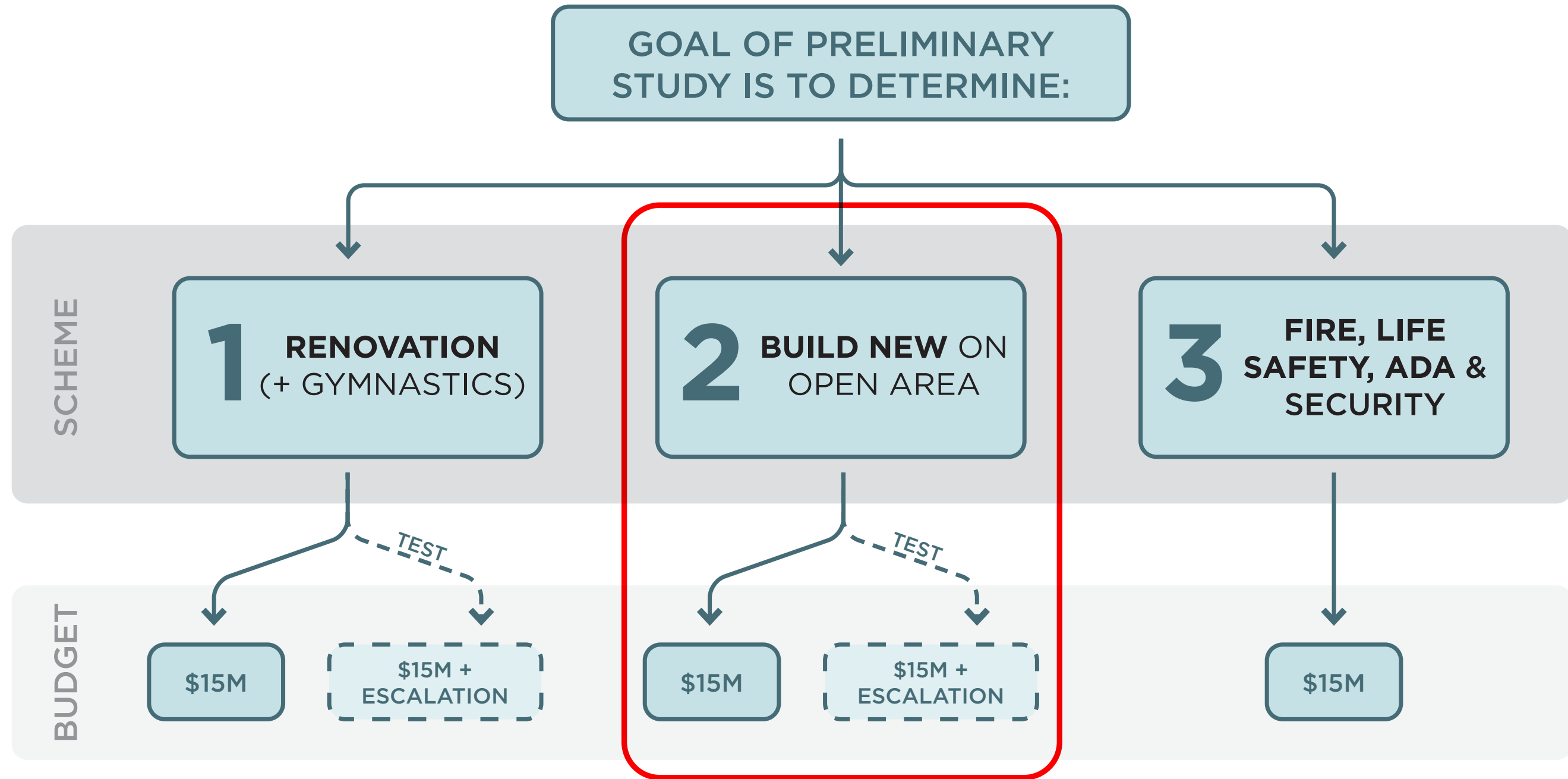
PDHP PRELIMINARY STUDY -  
MARKET STUDY AND PARC GRANT RECONCILIATION

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05.10.2022



# PROJECT PATHS FORWARD



**MARKET STUDY RECONCILIATION**



# SCHEME + BUDGET MODELS | PARC GRANT RECONCILIATION

2 BUILD NEW ON OPEN AREA	
\$15M	
NEW AREA	RENO AREA
25,289 SF	N/A
BUDGET	\$15,000,000
ESCALATION (0%)	+ \$0
<b>PROJECT SUBTOTAL</b>	<b>\$15,000,000</b>
<b>DEDUCT SOFT COSTS</b>	
CONTINGENCY (CONSTRUCTION)	- \$500,000
SOFT COSTS (A/E FEE, FFE, PERMIT, ETC)	- \$2,714,000
CONTRACTOR FEES (10.82%)	- \$1,150,925
<b>SUBTOTAL CONSTRUCTION BUDGET</b>	<b>\$10,635,075</b>
EXIST BUILDING DEMO (\$12/SF @ 43,282 SF)	- \$519,384
<b>NEW CONSTRUCTION BUDGET</b>	<b>\$10,115,691</b>
TARGET \$\$/SF	\$400/SF
<b>NEW BUILDING AREA POSSIBLE</b>	<b>25,289 SF</b>
RFQ PROGRAM AREA	- 37,962 SF
DIFFERENCE	-12,673 SF

2 BUILD NEW ON OPEN AREA	
\$15M + ESCALATION	
NEW AREA	RENO AREA
28,476 SF	N/A
BUDGET	\$15,000,000
ESCALATION (8.5%)	+ \$1,275,000
<b>PROJECT SUBTOTAL</b>	<b>\$16,275,000</b>
<b>DEDUCT SOFT COSTS</b>	
CONTINGENCY (CONSTRUCTION)	- \$500,000
SOFT COSTS (A/E FEE, FFE, PERMIT, ETC)	- \$2,714,000
CONTRACTOR FEES (9.66%)	- \$1,150,925
<b>SUBTOTAL CONSTRUCTION BUDGET</b>	<b>\$11,910,075</b>
EXIST BUILDING DEMO (\$12/SF @ 43,282 SF)	- \$519,384
<b>NEW CONSTRUCTION BUDGET</b>	<b>\$11,390,691</b>
TARGET \$\$/SF	\$400/SF
<b>NEW BUILDING AREA POSSIBLE</b>	<b>28,476 SF</b>
RFQ PROGRAM AREA	- 37,962 SF
DIFFERENCE	-9,486 SF

2 BUILD NEW ON OPEN AREA	
\$15M + ESCALATION + PARC GRANT	
NEW AREA	RENO AREA
28,476 SF	N/A
BUDGET	\$15,000,000
ESCALATION (8.5%)	+ \$1,275,000
<b>PROJECT SUBTOTAL</b>	<b>\$16,275,000</b>
<b>DEDUCT SOFT COSTS</b>	
CONTINGENCY (CONSTRUCTION)	- \$500,000
SOFT COSTS (A/E FEE, FFE, PERMIT, ETC)	- \$2,714,000
CONTRACTOR FEES (9.66%)	- \$1,150,925
<b>SUBTOTAL CONSTRUCTION BUDGET</b>	<b>\$11,910,075</b>
EXIST BUILDING DEMO (\$12/SF @ 43,282 SF)	- \$519,384
<b>NEW CONSTRUCTION BUDGET</b>	<b>\$11,390,691</b>
PARC GRANT FUNDING	+ \$2,500,000
<b>PARC GRANT CONST. BUDGET</b>	<b>\$13,890,691</b>
TARGET \$\$/SF	\$400/SF
<b>NEW BUILDING AREA POSSIBLE</b>	<b>28,476 SF</b>
PARC GRANT ADDITIONAL AREA	+ 6,250 SF
<b>NEW BUILDING + PARC GRANT AREA</b>	<b>34,726 SF</b>
RFQ PROGRAM AREA	- 37,962 SF
DIFFERENCE	-3,236 SF

# SCHEME + BUDGET MODELS | PARC GRANT RECONCILIATION

**2 BUILD NEW**  
ON OPEN AREA **\$15M + ESCALATION + PARC GRANT**

	PUBLIC SPACE	ADMIN OFFICES	REC STAFF OFFICES	REC + ARTS PROGRAM	GYMNASTICS	PARK SCHOOL + YOUTH ENRICHMENT	BUILDING SUPPORT	SHARED SPACE
INTEGRATED PROGRAM BASE PROGRAM \$16.125 M	<p>ENTRY LOBBY 1000 SF</p> <p>NOT COUNTED TOWARDS DEPT. AREA- SEE SHARED</p> <p>(SHARED W/ REC PROGRAM)</p> <p>(SHARED W/ REC PROGRAM)</p>	<p>EX DIRECTOR 120 SF</p> <p>EX COORDINATOR 120 SF</p> <p>DIRECTOR (REC &amp; FAC) 120 SF</p> <p>DIRECTOR (PARKS) 120 SF</p> <p>SIGN PROD 400 SF</p> <p>CENTRAL MAIL/COPY 300 SF</p> <p>FINANCE</p> <p>DIRECTOR (FIN) 120 SF</p> <p>OPEN OFFICE 400 SF</p> <p>HR</p> <p>DIRECTOR (HR) 120 SF</p> <p>OPEN OFFICE 300 SF</p> <p>SMALL GROUP NOOK 125 SF</p> <p>IT</p> <p>STAFF (IT) 412.5 SF</p> <p>HD STORAGE 350 SF</p> <p>STORAGE 75 SF</p> <p>STORAGE 75 SF</p> <p>SMALL GROUP NOOK 125 SF</p> <p>SMALL GROUP NOOK 125 SF</p> <p>PLANNING</p> <p>DIRECTOR (PLAN) 120 SF</p> <p>OPEN OFFICE 333.3 SF</p> <p>PRINT / STOR 175 SF</p> <p>COMMUNICATIONS</p> <p>DIRECTOR (COM) 120 SF</p> <p>OPEN OFFICE 400 SF</p> <p>TYPICAL ADMIN FUNCTIONS TO BE SHARED W/ REC "GROUP ORIENTATION SPACE" IN SHARED CONFERENCE ROOM</p> <p>NOT COUNTED TOWARDS DEPT. AREA- SEE SHARED</p>	<p>ASST DIRECTOR (REC &amp; FAC) 120 SF</p> <p>ASST DIRECTOR (REC &amp; FAC) 120 SF</p> <p>ATHL PROG MANAGER 120 SF</p> <p>REC PROG MANAGER 120 SF</p> <p>OPEN OFFICE 475 SF</p> <p>EVENT / SEASONAL STORAGE 500 SF</p> <p>SMALL GROUP NOOK 125 SF</p> <p>STORAGE 75 SF</p> <p>HD STORAGE 300 SF</p> <p>NOT COUNTED TOWARDS DEPT. AREA- SEE SHARED</p> <p>(SHARED W/ ADMIN CONF/ZOOM RM)</p>	<p>NOT COUNTED TOWARDS DEPT. AREA- SEE SHARED</p> <p>(SHARED W/ MULTI-PURPOSE PUBLIC SPACE)</p> <p>VISUAL ARTS 900 SF</p> <p>RECYCLE 75 SF</p> <p>MAIN CERAMICS STUDIO 800 SF</p> <p>STORAGE (DANCE + MUSIC) 250 SF</p> <p>GLAZE STUDIO 400 SF</p> <p>KILN ROOM 200 SF</p> <p>CERAMICS STORAGE 100 SF</p> <p>BISQUE PRACTICE RM 100 SF</p> <p>125 SF</p>	<p>GYMNASTICS GYM 6800 SF</p> <p>VIEWING AREA 500 SF</p> <p>GYM STORAGE 400 SF</p>	<p>CLASSROOM 900 SF</p> <p>RR 60 SF</p> <p>RR 60 SF</p> <p>RR 60 SF</p> <p>RR 60 SF</p> <p>RR 60 SF</p> <p>STAFF RR 60 SF</p> <p>JACK/JILL STORAGE 100 SF</p> <p>JACK/JILL STORAGE 100 SF</p> <p>MULTI-PURPOSE GROSS MOTOR SKILLS 900 SF</p> <p>MEET + GREET / CENTRAL CUBBIES 500 SF</p> <p>NOT COUNTED TOWARDS DEPT. AREA- SEE SHARED</p>	<p>GENERAL STORAGE 400 SF</p> <p>GROUP RR + CHANGING 850 SF</p> <p>SINGLE USER RR 60 SF</p> <p>MAIN IT 60 SF</p> <p>ELEC. CLOSET 50 SF</p> <p>ADMIN RR 60 SF</p> <p>ADMIN RR 60 SF</p> <p>REC STAFF RR 60 SF</p> <p>IT CLOSET 40 SF</p> <p>IT CLOSET 40 SF</p> <p>LOAD/RECEIVING 120 SF</p> <p>NOT COUNTED TOWARDS DEPT. AREA- SEE SHARED</p> <p>(SHARED W/ EVENT + PARK SCHOOL CATERING KITCHEN)</p> <p>MAIN MECH. 350 SF</p> <p>MAIN ELEC. 350 SF</p> <p>CUST. WORKRM 300 SF</p> <p>CUST. CLOSET 50 SF</p> <p>CIRCULATION SPACE + WALL THICKNESS @ 12% FACTOR 2745.2 SF</p> <p>BLDG ENG OFFICE 80 SF</p> <p>CUSTODIAL OFFICE 80 SF</p>	<p>CHECK-IN / RECEPTION 250 SF</p> <p>CATERING KITCHEN 300 SF</p> <p>ALL STAFF LOUNGE 400 SF</p> <p>CONF ROOM 400 SF</p> <p>CONF ROOM 400 SF</p> <p>CONF ROOM 400 SF</p> <p>CONF ROOM 400 SF</p> <p>SHARED BOARD ROOM 800 SF</p>
	BASE PROGRAM SUBTOTAL:	1,000 NSF	4,555.8 NSF	1,955 NSF	SHARED WITH PARK SCHOOL	7,700 NSF	4,600 NSF	5,675.2 NSF
								BASE PROGRAM TOTAL: 28,476 NSF
PARC GRANT \$2.5M	<p>COURTYARD 1,900 SF</p>			<p>MULTI-PURPOSE DANCE ROOM 1600 SF</p>			<p>GENERAL STORAGE 400 SF</p> <p>MAIN MECH. 350 SF</p>	<p>PUBLIC MULTI-USE SPACE + REC MULTI-USE STUDIO BLACK BOX 2000 SF</p>
PARC GRANT SUBTOTAL:	1,900 NSF			1,600 NSF			750 NSF	2,000 NSF
								PARC GRANT TOTAL: 6,250 NSF
GRAND TOTAL:	1,000 NSF	4,556 NSF	1,955 NSF	1,600 NSF	7,700 NSF	6,500 NSF	6,505 NSF	4,950 NSF
								GRAND TOTAL: 34,726 NSF

# WEST RIDGE PARK

## DEVELOPMENT ZONES

### OUTDOOR REC + FIELDS ZONE

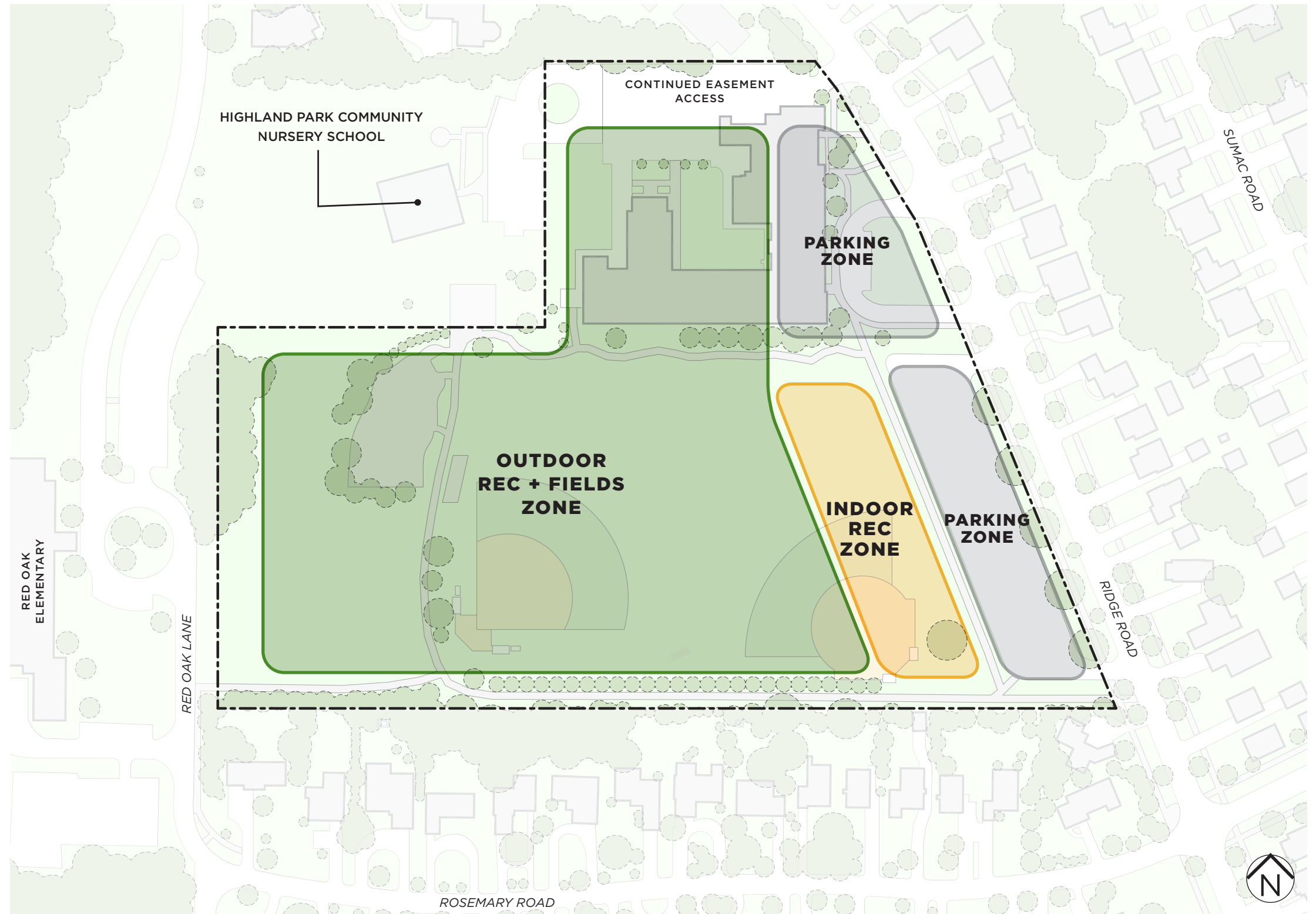
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- Increase opportunities for spectator viewing
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- Strategically position to utilize existing site resources (green space, parking, utilities)
- Design and locate to purposefully receive a multitude of different users coming to the facility for different purposes
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- Separate Rec programming from Park School

### PARKING ZONE

- Utilize existing parking to greatest extent possible
- Separate users coming to facility for different purposes (outdoor rec, indoor rec, staff, park school)
- Allow for vehicle stacking on-site (relieve Ridge Road)





# RECOMMENDATION - BUILD NEW ON OPEN AREA (PHASED)

## 1 AREA OF STUDY FOR NEW BUILDING FOOTPRINT

Construct largest portion of new building that funds will allow (phased approach)

Strategic new building location working towards full West Ridge Park Master Plan

Location utilizes existing bulk parking

Positions building to solve for current site access and safety concerns

Operations and programming can continue in current West Ridge Center while construction proceeds

## 2 DIAMOND FIELDS

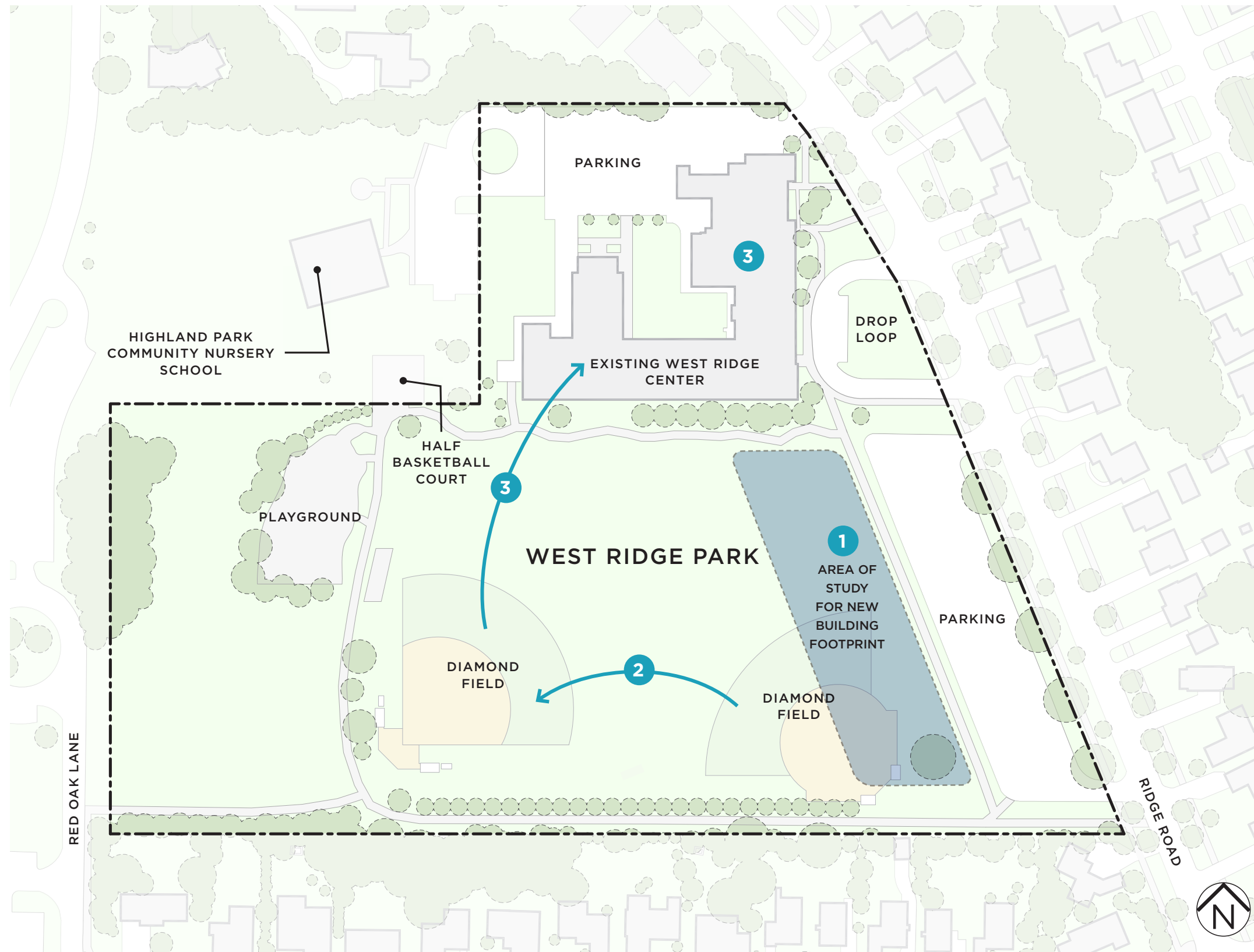
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Smaller/non-illuminated field temporarily goes off-line

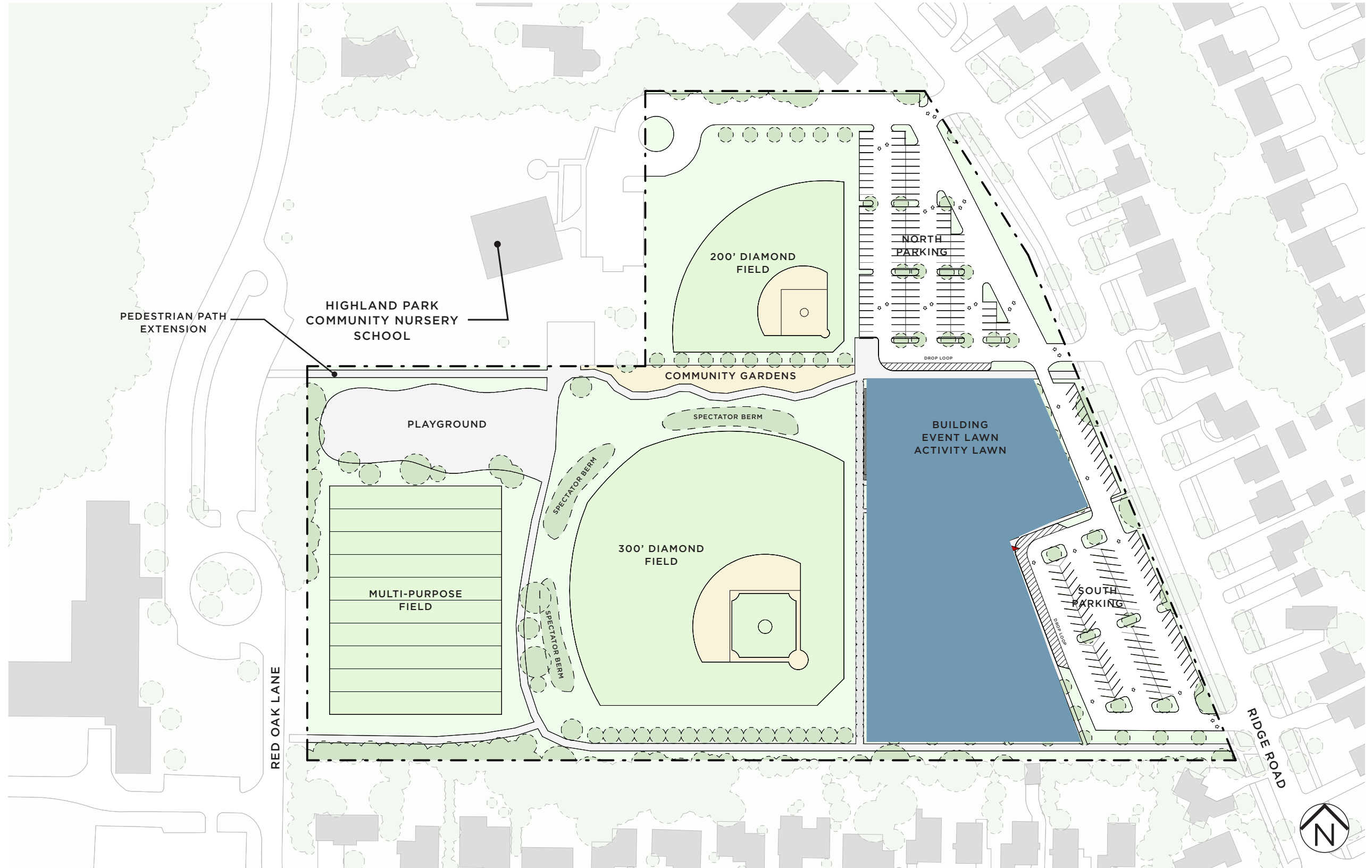
## 3 EXISTING WEST RIDGE CENTER

Option to demolish or temporarily leave online until funds available

When demolished, construct smaller diamond field on top, along with new secondary/athletics dedicated parking



# WEST RIDGE PARK - CONCEPT MASTER PLAN





# Memorandum

**To:** Park Board of Commissioners  
**From:** Brian Romes, Executive Director  
**Date:** July 26, 2023  
**Subject:** **Sunset Woods Park North Parking Lot Update**

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## **Summary**

Staff and Park Board Liaisons President Grossberg and Vice President Freeman have been working with Hilco Realty Management on a possible Agreement that would result in constructing a new shared parking lot along the northeast corner of Sunset Woods Park. The proposed parking lot includes roughly 18 spaces in addition to an ADA accessible space and would accommodate both park users and residents of the adjacent apartment complex. Staff reviewed with the Finance Committee on July 18 a letter of intent which includes Hilco funding the parking lot design, engineering and construction for the parking lot, ongoing maintenance, and a donation to be made to the Parks Foundation of Highland Park. Staff will provide a summary of the Letter of Intent, Project Engineering Concept and proposed Project Timeline.



# Memorandum

**To:** Park Board of Commissioners  
**From:** Brian Romes, Executive Director  
**Date:** July 26, 2023  
**Subject:** **Committee on Local Government Efficiency Update**

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## **Summary**

At the May 24, 2023 Regular Meeting, the Park Board of Commissioners approved a resolution forming a Committee on Local Government Efficiency. The resolution was signed and submitted to the Lake County Board on May 26.

Staff will present a summary of the legal requirements including committee member roles, and next steps to complete and submitted the Efficiency Report to the Lake County Board no later than November 24, 2024.



# Memorandum

**To:** Park Board of Commissioners  
**From:** Dan Voss, Director of Parks; Brian Romes, Executive Director  
**Date:** July 26, 2023  
**Subject:** **Approval to Purchase a 2023 Capital Replacement Backhoe**

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## **Summary**

The Park District’s 1998 John Deere backhoe, having reached its useful life, is listed on the 2023 capital plan for replacement. During 2022, Staff determined a CASE 580SN 4WD backhoe would meet the current and future needs of the District. CASE backhoes are available through Sourcewell, a joint purchasing cooperative program for state, local, and city governments.

At the December 14, 2022 Regular Meeting, the Park Board of Commissioners approved a purchase for a CASE 580SN 4WD backhoe for \$122,478.27, which included the trade-in of the District’s current backhoe from Burris Equipment Co. in Waukegan. Upon recent discussions with Burris Equipment Co., the manufacturer CASE is not able to provide a production date for the 580SN and appears very probable the District will still be waiting well into 2024.

At a different manufacturing location, CASE is producing a newer model 580SV. Several of these 580SV 4WD backhoes are being delivered to our area. Staff were able to see, test, and compare this newer model and is comfortable that the differences between the two pieces of equipment are minor and would not negatively effect on our typical District uses.

The CASE 580SV 4WD backhoe is also available through Sourcewell.

## **Financial Impact**

2023 Capital Funds	\$ 125,000.00
CASE 580SV 4WD backhoe	\$ 116,245.31
Trade-In 1998 John Deere backhoe	(\$ 4,000.00)
Additional bucket mounted forks	\$ 4,200.00
<b>Total Expenditures</b>	<b>\$ 116,445.31</b>
<b>Total Anticipated <u>Under Budget</u></b>	<b>\$ 8554.69</b>

**Recommendation**

Staff recommends the Park Board of Commissioners terminate approved purchase order 121922-01 for a CASE 580SN 4WD backhoe in the amount of \$122,478.27 and **approve** the purchase of a CASE 580SV 4WD backhoe from Burris Equipment Co. in the amount of \$116,445.31.



# Memorandum

**To:** Park Board of Commissioners  
**From:** Brian Romes, Executive Director  
**Date:** July 26, 2023  
**Subject:** **Board Committee Updates**

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## **Summary**

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

# EXECUTIVE DIRECTOR'S MONTHLY REPORT

## JULY 26, 2023

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### UPCOMING MEETINGS

- Wednesday, August 9, 2023 / 6:00 p.m. / Workshop Meeting
- Tuesday, August 15, 2023 / 8:00 a.m. / Finance Committee Meeting
- Wednesday, August 23, 2023 / 6:00 p.m. / Regular Board Meeting

### UPCOMING EVENTS

- **Duck Derby Fri. July 28 from 3 – 3:30 p.m. at HCAP**  
Purchase one duck for \$5 or a Quack Pack of six ducks for \$25 and watch them race down the slide! Winner receives the coveted Golden Duck Award, a 2024 Season Pass (up to a family of four) and River's Edge Mini Golf passes (four). *All proceeds benefit the Parks Foundation of Highland Park.*
- **Free Event in the Park – Movie in the Park - Fri. July 28 from 9 – 11:00 p.m. at Danny Cunniff Park**  
Have a picnic in the park and enjoy Jurassic Park.
- **Beach Fitness Summer Series – Beach Bootcamp - Sun. July 30 8:30 – 9:30 a.m. at Rosewood Beach**  
These are high calorie burning classes that includes interval aerobic, functional, strength and conditioning and core training. \$12R/\$17NR
- **Free Event in the Park – Play in the Park – Tue. Aug. 1 from 11 – 12:00 p.m. at Sleepy Hollow Park**  
Hula hoops, bubbles, music and more in your local park.
- **Life Size Games Sat. Aug. 5 from 10 – 12:00 p.m. at Heller Nature Center**  
When board games become too big, you must take them outside! Join us as we fend off enemy battleships, walk the trail to candy land, and play games that aren't going to fit on your kitchen table. \$12/person.
- **Dance Team Try Outs Sat. Aug. 12 from 10 – 11:30 a.m. at West Ridge Center**  
New opportunity for dance students ages 6-10 (1st-5th grade) with at least one year of dance class experience. The mission of the performance team is to provide a recreational opportunity for dance students who enjoy performing and want to be a part of a team. The performance team will have numerous opportunities throughout the year to perform at Park District events, as well as our annual winter and spring recital. This is a year-long commitment. Try Out is Free.
- **Back to School Splash Wed. Aug. 16 from 5 – 8:00 p.m. at Hidden Creek AquaPark**  
Say adios to summer and aloha to school! Let's kick off a great year together with music, fun, and of course SPLASHING! Join us at the Hidden Creek AquaPark to end a great summer and learn about all our fall programs. The event is free, however, registration is required and maximums will be adhered to.
- **Honey Harvest Demo Sun. Aug. 20 from 10 – 12:00 p.m. at Heller Nature Center**  
Our honeybees have been working all summer making our famous Heller Honey. Come and experience how to harvest our honey with one of our naturalists. \$15/person.
- **Free Event in the Park – Concert in the Park - Sun. Aug. 27 from 2 – 3:00 p.m. at Memorial Park**  
Since 1996, Chicago's Rhythm Rockets have been delivering their brand of vintage rhythm & blues, with songs influenced by the sax-driven bands of the late 1940's and early 1950's. Spend this bluesy Sunday afternoon relaxing in the park with the Rhythm Rockets.



## DEER CREEK RACQUET CLUB – JUNE 2023

	2022 ACTUAL	2023 BUDGET	2023 ACTUAL
<b>Daily Court Rentals (Hours)</b>			
Tennis	46	48	21.5
Pickleball	N/A	N/A	7
Racquetball	21.5	41	5.75
<b>Private Lessons (Hours)</b>	267.25	149	274
<b>Drop-Ins</b>	120	108	99
<b>Memberships</b>	<b>583</b>	<b>449</b>	<b>846</b>

### News & Events

- Spring Session was the first 2 weeks of June; Summer session began June 19. No programming June 12-18.
- The warm weather drove a lot of customers outside for tennis and pickleball court time.

## CENTENNIAL ICE ARENA – JUNE 2023

	2022 ACTUAL	2023 BUDGET	2023 ACTUAL
<b>Daily Drop-in Fees</b>			
Public Skate	0		0
Drop In Freestyle & Package Ice and Adult	0		128
Open Hockey	0		0
Open Gymnastics	0		0
Skate Rental	0		0
<b>Punches Passes Sold</b>			
Public and Adult Skate	0		0
Freestyle	0		0
Skate Rental	0		0
<b>Facility Rentals Total Hours</b>	<b>0</b>	<b>15.5</b>	<b>58.10</b>

### News & Events

- Ice Show was held June 2 and 3. We had 59 unique skaters perform in 13 numbers for a total of 149 skaters.
- Pond Hockey and Starlites Synchro skate team rented ice in June.
- Girls Play Strong Camp started on June 19 with 40 campers for summer 2023.
- Gymnastics summer session had 65 gymnasts for the June session.

## RECREATION CENTER OF HIGHLAND PARK – JUNE 2023

	2022 ACTUAL	2023 BUDGET	2023 ACTUAL
Group Exercise Classes Conducted	164	211	175
Group Exercise Participation/Visits	1,878	1,899	2,452
Fitness Floor Visits	6,485	7,200	8,461
Track Visits	395	400	786
Personal Training Participation	557	550	677
Personal Training Sales (Units)	106.25	110	325.75
<b>Personal Training Revenue</b>	<b>\$20,844.55</b>	<b>\$17,989.92</b>	<b>\$27,276.28</b>
Private Swim Lesson Participation	100	118	105
Private Swim Lesson Sales (Units)	43	50	41
<b>Private Swim Lesson Revenue</b>	<b>\$7,291.88</b>	<b>\$9,202.50</b>	<b>\$7,167.50</b>

MEMBERS	2022 ACTUAL	2023 BUDGET	2023 ACTUAL
Basic - Annual	777	1,266	1,360
All-Inclusive - Annual	186	294	304
Group Exercise only – Annual	115	190	194
Short-Term Promotional	149	138	178
Month to Month	19	N/A	N/A
30 Day	19	13	17
<b>Total Members</b>	<b>1,128</b>	<b>1,901</b>	<b>2,053</b>

## **Fitness and Membership**

- June's budgeted annual membership goal was 1,750. We ended the month with 1,858 annual memberships, 7% above the month's goal. Summer promotional memberships sales ended June 30 with 40 more than budgeted, +29%.
- Personal Training revenue was \$9,287, +52% above budget.
- Group Ex class participation has reached an all-time high with a class average of 14 participants. The minimum is 8.
- International Day of Yoga event was held on the summer solstice at Rosewood beach with 14 registered participants. We had expected a larger enrollment in planning. Our neighbors in parks and rec the same event for free causing a decline in enrollment. We will reevaluate it for next year.

## **Aquatics**

- Private lessons are slightly down in June due to one of the main prime instructors being out for a month. Additionally, due to the indoor pool closing between July 17-September 4, Supervisor Mephram has not been loading up private lessons for the remainder of season due to limited space at Hidden Creek for private lessons. Private lessons will continue during the closure but will be limited to current participants.

# HELLER NATURE CENTER & ROSEWOOD INTERPRETIVE – JUNE 2023

## Community Programs

	2022 ACTUAL	2023 BUDGET	2023 ACTUAL
<b>Heller Nature Center</b>			
Participants / Programs	494/29		535/27
<b>Rosewood Interpretive Center</b>			
Participants / Programs	0		61/2

### News & Events

- Heller held their first fishing derby and had 58 participants sign up.
- Summer Programs have been filling up with a waitlist.

## SUNSET VALLEY GOLF CLUB - JUNE 2023

GOLF	2022 ACTUAL	2023 BUDGET	2023 ACTUAL
<b>Golf Shop Sales</b>			
Golf Balls	976	503	1,122
Accessories	308	190	334
<b>Total Sales</b>	<b>1,284</b>	<b>693</b>	<b>1,456</b>
<b>Golf Rentals</b>			
Carts	4,573	3,301	4,998
<b>Golf Greens Fees</b>			
Resident	2,225		2,957
Nonresident	4,266		4,525
Outing/Tournaments	172		98
Other	0		0
<b>Total Green Fees</b>	<b>6,663</b>	<b>5,503</b>	<b>7,580</b>
<b>Misc. Sales</b>			
Sapphire Club	8	8	11
Permanent Tee Time	27	0	2
<b>Total Misc. Sales</b>	<b>35</b>	<b>8</b>	<b>13</b>

### News & Events

- 7,580 rounds in June.
- June 6 – Women’s Golf Day, over 70 women participated in golf, lessons, and/or social.
- June 8 – Couples Night, 9 and dine. 24 players participated.
- June 16 – Live music with Mike Jansen, over 80 people attended.
- June 17 – Ryder Cup against Wilmette, SVGC won 5-1.
- June 26 – IJGA junior tournament, 76 players.

## HIGHLAND PARK LEARNING CENTER – JUNE 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	
August	2,268	4,750	
September	1,537	3,210	
October	711	1,125	
November	193	167	
December	303	292	
<b>Totals</b>	<b>13,559</b>	<b>25,656</b>	<b>7,484</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	
August	2,115	2,428	
September	1,035	1,514	
October	725	714	
November	131		
<b>Totals</b>	<b>9,113</b>	<b>10,714</b>	<b>3,582</b>

#### News & Event

- Had three weeks of golf camp.

## DISTRICT WIDE RENTALS – JUNE 2023

	2022 ACTUAL	2023 BUDGET	2023 ACTUAL
<b>Heller Nature Center</b>			
Rentals	16	11	9
Party Package-Not Offered	0	0	0
<b>Rosewood Interpretive Center</b>			
Rentals	24.5	21	26
Party Package	0	0	0
<b>Recreation Center of Highland Park</b>			
Rentals	34.5	19	23
Party Packages	0	3	3
Athletics	0	0	Sports Camp
Total Rentals	34.5	22	26
<b>West Ridge Center</b>			
Rentals	8	14	16.5
Party Packages	0	1	2
<b>Centennial Ice Arena</b>			
Party Packages	-	-	-
<b>Hidden Creek Aqua Park</b>			
Party Packages	11	0	13
<b>Park Avenue Yacht Club</b>			
Rentals	4	0	Not Open

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



## GRANT-IN-AID – JUNE 2023

	2022 ACTUAL	2023 BUDGET	2023 ACTUAL
<b>Total YTD Subsidy</b>	<b>\$57,853.10</b>	<b>\$150,000.00</b>	<b>\$91,905.49</b>
<b>Households</b>			
100% Subsidy YTD	43		69
50% Subsidy YTD	5		4
<b>Total YTD</b>	<b>48</b>		<b>73</b>

**News & Events:**

- N/A

# Marketing Board Report (June 15-July 11)

## SOCIAL MEDIA



**5,884**  
FOLLOWERS



**2,412**  
FOLLOWERS

## EMAIL



**28,808**  
TOTAL AUDIENCE

## PDHP.ORG



**28,545**  
VISITORS

**42,154**  
VISITS

**76,794**  
PAGEVIEWS

## DIGITAL GUIDE



**417**  
VIEWS

## APP



**1,412**  
INSTALLATIONS

- Hidden Creek AquaPark and Rosewood Beach are the most visited pages this summer.
- Our Facebook engagement was over 7,900 and reached almost 70,000 accounts; Instagram reached almost 8,000 accounts.

# Graphics

**Your Parks  
Your Perspectives**

THE PARK DISTRICT OF HIGHLAND PARK WOULD LIKE TO HEAR FROM YOU!

The Park District is excited to launch the Your Parks – Your Perspectives initiative, asking residents to share their opinions about Highland Park's parks to measure our successes and opportunities to meet community needs.

Feedback will be collected via an online survey and conversations at the parks to guide the Park District's operations and annual capital planning efforts.

VIEW MORE INFORMATION AND TAKE THE QUICK SURVEY

PARK DISTRICT OF HIGHLAND PARK



**FREE!**

**IN THE PARK EVENTS**

**Doggie Beach Party**

Sunday, July 9 • 11am-noon

Moraine Park  
2501 Sheridan Rd

**NORTH SHORE PICKLEBALL TOURNAMENT**

SATURDAY, JUNE 24 • 8AM-1PM

Danny Cunniff Park

**WOMEN'S DIVISION ONLY**  
WE HAVE ROOM FOR 3 MORE TEAMS OF 2!

**\$50** per person

Thank you to our sponsors:  
FARMER'S FRIDGE | DELOSTHERAPY®

**KAVINA FARMERS MARKET**

WEDNESDAY, JUNE 21 • 7AM-1PM

JENS JENSEN PARK  
188 ROGER WILLIAMS AVE

A quality, sustainable, and earth-friendly market

**FREE**

**COMMUNITY YOGA**

Tue Jul 4 • 8-9am  
Rosewood Beach

Begin your day with a **FREE** class on the boardwalk of beautiful Rosewood Beach.  
Class will be canceled in the event of rain.

Please bring your mat, water bottle, and whatever you need to be comfortable. Registration is encouraged but not required.

**PARK DISTRICT of HIGHLAND PARK**

**Where Community Grows**

There's magic in being together.  
We come together,  
because we know – we're better, together.  
And where on earth does our community grow?

**Well, in a park, of course.**

**MAKE A SPLASH WITH YOUR CUSTOMERS...  
Become a Park District Partner!**

- Connect with Your Customers
- Support Your Community

Affordable advertising and sponsorship opportunities are available.

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

**Let's Swing for the Fences**

at the  
**Family Homerun Derby Fundraiser**

Friday, June 30  
5-8:30pm  
Danny Cunniff Park

Page path and screen class ▾		Views
		76,794 100% of total
1	/	10,526
2	/hidden-creek-aquapark/	3,681
3	/rosewood-beach	3,550
4	/hidden-creek-aquapark	3,479
5	/rosewood-beach-passes/	3,128
6	/rosewood-beach/	3,117
7	/recreation-center-of-highland-park/	2,894
8	/lakefront-parking-decals/	2,007
9	/facility-closures-and-program-updates/	1,925
10	/rivers-edge-mini-golf/	1,796
11	/recreation-center-of-highland-park/group-exercise-2/	1,756
12	/deer-creek-racquet-club/	1,473
13	/highland-park-golf-learning-center	1,360
14	/events	1,236
15	/moraine-beach/	1,133
16	/get-involved/jobs/	923
17	/highland-park-golf-learning-center/	797
18	/heller-nature-center/	776
19	/deer-creek-racquet-club/pickleball-programs/	750
20	/camp/	700
21	/hidden-creek-aquapark/aquapark-features/	687
22	/event/independence-day-events-4th-of-july/	667
23	/recreation-center-of-highland-park/open-gym-2/	662
24	/our-story/staff-directory/	655
25	/recreation-center-of-highland-park/membership-passes/	646
26	/centennial-ice-arena/	601
27	/recreation-center-of-highland-park/lap-open-swim/	595
28	/rentals	550
29	/contact/	532
30	/interactive-map/sunset-woods-park/	498
31	/baseball-programs/	492
32	/tue-jun-27-facility-closures-and-program-updates/	482
33	/millard-beach/	474
34	/centennial-ice-arena/figure-skating-hockey-programs/	422
35	/summer-2023/	417
36	/deer-creek-racquet-club/junior-tennis-programs/	405
37	/pickleball/	391
38	/centennial-ice-arena/gymnastics-programs/	386
39	/hidden-creek-aquapark/pool-information-and-policies/	381
40	/picnic-park-permits/	377
41	/rosewood-beach/interpretive-center-rentals/	372
42	/recreation-center-of-highland-park/learn-to-swim-programs/	361
43	/deer-creek-racquet-club/adult-tennis-programs/	351
44	/rosewood-beach/beach-fitness-2/	346
45	/heller-nature-center/nature-programs/	335
46	/highland-park-golf-learning-center/golf-programs/	302
47	/event/4th-of-july-celebration/	297
48	/interactive-map/	287
49	/dog-parks/	272
50	/project/sunset-woods-park-playground-renovation/	271

# Advertising

## Recreation Center of Highland Park

- Search Ads
  - 128 clicks
  - 2,829 impressions
  - 4.5% click through rate (industry avg: 6.15%)

## Deer Creek Racquet Club

- Social Media
  - 1,558 clicks
  - 176,900 impressions
  - 0.88% click through rate (industry avg: 0.90%)

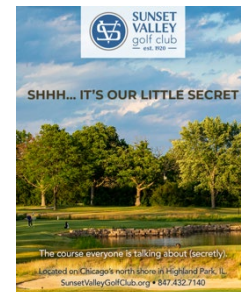
## River's Edge Mini Golf

- Social Media
  - 1,366 clicks
  - 115,601 impressions
  - 1.18% click through rate (industry avg. 0.90%)
- Search Ads
  - 282 clicks
  - 4,725 impressions
  - 6% click through rate (industry avg. 4.8%)
- Geofencing
  - 64 clicks
  - 95,367 impressions
  - \$0.004 cost per view



## Sunset Valley Golf Club

- Social Media
  - 953 clicks
  - 79,079 impressions
  - 1.21% click through rate (industry avg. 0.90%)



## **New Technology**

### District-wide Intranet

With budget in mind as well as flexibility and creative control, we are moving forward with creating an internal employee portal website. We are currently working on the overall structure/skeleton of the site with input from the HR department. We will also seek input from other departments as we move forward to meet the needs of staff.

### Other Departmental Needs

We have met with all departments to determine specific technology/software needs and are continuing the research phase in pursuit of solutions. Options will be presented in correlation with budgeting season so that decisions can be made with next year's budget in mind. New technology needs include planning/parental communication solutions for the athletics department, online private lesson booking, an online pickleball/tennis court reservation system, ticket-scanning software and hardware, and more.

## DEER CREEK RACQUET CLUB – SPRING 2023

	2022 ACTUAL	2023 BUDGET	2023 ACTUAL
<b>Adult Tennis</b>			
1.0 Drill & Play/Start ReStart	16	4	12
2.0 Drill & Play	4	4	11
2.5 Drill & Play	33	13	20
3.0 Drill & Play	67	60	31
3.5 Drill & Play	87	55	28
4.0 Drill & Play	32	32	16
4.5 Drill & Play	12	16	8
Pickleball	N/A	160	241
Leagues	119	40	45
<b>Total Adult Tennis</b>	<b>370</b>	<b>384</b>	<b>412</b>
<b>Junior &amp; Youth Tennis</b>			
Red Ball 1	54	45	47
Red Ball 2	65	62	47
Orange Ball 1	27	25	31
Green Dot 1	31	27	31
JDP 1	39	34	51
JDP 2	74	65	49
JDP 3	47	33	51
Tournament Prep 1	41	30	40
Tournament Prep 2	46	40	43
High School	29	18	25
Junior Excellence	50	60	57
High School Excellence	26	42	16
Matchplay	64	40	67
<b>Total Youth/Junior Tennis</b>	<b>593</b>	<b>521</b>	<b>555</b>
<b>Tennis Events</b>			
Spring Break Camp	81	85	75
<b>Total Tennis</b>	<b>1,044</b>	<b>990</b>	<b>1,042</b>

# DEER CREEK RACQUET CLUB – SPRING 2023

## **Key Performance Highlights**

- Record breaking participation numbers for our Junior program and Adult program. Pickleball programming demand continues to increase.

## **Key Performance Drivers**

- Pickleball has contributed to the increase in adult numbers along with additional tennis classes.

## **News and Events**

- Deer Creek hosted our first indoor pickleball tournament with 16 doubles teams! It was a great night of friendly competition!



## CENTENNIAL ICE ARENA GYMNASTICS/SKATING SPRING 2023

	2022 ACTUAL	2023 BUDGET	2023 ACTUAL
<b>Gymnastics</b>			
Adult / Child Gymnastics	155		143
Early Childhood Gymnastics	202		130
Youth Gymnastics	115		118
<b>Total Gymnastics</b>	<b>472</b>	<b>0</b>	<b>391</b>
<b>Hockey &amp; Figure Skating</b>			
Little Falcons Hockey	22	20	11
Adult Skating	12	7	6
Basic Skills Skating	289	140	85
Early Childhood Skating	87	50	38
Freestyle Skating	26	25	15
Specialty Skating	87	0	0
<b>Total Hockey &amp; Figure Skating</b>	<b>523</b>	<b>242</b>	<b>155</b>
<b>TOTAL PROGRAMS</b>	<b>995</b>	<b>242</b>	<b>546</b>

### **Key Performance Highlights**

- Due to the construction timeline in 2022 we shortened Spring 2022 but then added a mini-session for spring. So, enrollment numbers look deceiving due to offering the mini-session and having participants re-register for classes in 2022 and having only one registration in 2023.

### **Key Performance Drivers**

- Skating classes were postponed a week due to ongoing construction, however, we were able to get our skaters on the ice! Gymnastics classes were held at Lincoln School.

### **News and Events**

- Centennial Ice Arena hosted our annual ice show on June 2 and 3. The theme this year was Centennial Celebrates 50...a new era. This celebrated our past 50 years and welcoming into the new era with the completion of the renovation project. We sold 787 tickets for the 2 shows. Our Level 3 competitive gymnastics team participated in the AAU Central District State Meet in Bourbonnais on April 29-30 with each of our 5 gymnasts receiving podium awards.

## RCHP FITNESS STATUS REPORT – SPRING 2023

	2022 ACTUAL	2023 BUDGET	2023 ACTUAL
<b>Teen Fitness</b>			
Jr Cardio Strength Conditioning	0		0
Youth Boot Camp	0		0
Yoga	0		0
<b>Adult Fitness</b>			
Mothers Day Yoga + Mimosas	38		
<b>Total Fitness</b>	<b>38</b>	<b>0</b>	<b>0</b>

**Key Performance Highlights**

- N/A

**Key Performance Drivers**

- N/A

**News and Events**

- N/A

## RCHP AQUATICS STATUS REPORT – SPRING 2023

	2022 ACTUAL	2023 BUDGET	2023 ACTUAL
<b>Early Childhood Aquatics</b>			
Paddlers 1	29	20	25
Paddlers 2	23	15	20
Paddlers 3	15	10	17
<b>Total Early Childhood Aquatics</b>	<b>67</b>	<b>45</b>	<b>62</b>
<b>Parent Tot Aquatics</b>			
<b>Parent and Tot Water Readiness</b>	<b>18</b>	<b>20</b>	<b>20</b>
<b>Youth Aquatics</b>			
Little Swimmers 1	17	15	18
Little Swimmers 2	20	15	23
Little Swimmers 3	17	10	20
Junior Swim 1	9	5	9
Junior Swim 2	3	5	10
Stroke Development	11	10	6
<b>Total Youth Aquatics</b>	<b>77</b>	<b>60</b>	<b>86</b>
<b>Total Aquatics</b>	<b>162</b>	<b>125</b>	<b>168</b>

### Key Performance Highlights

- Swim Lessons has seen an increase in participation and have been averaging 8-12 foundation students per session. Additional paddlers classes were added to the weekend to accommodate students on the waitlist.

### Key Performance Drivers

- N/A

### News and Events

- N/A

## HELLER NATURE CENTER – SPRING 2023

	2022 ACTUAL	2023 BUDGET	2023 ACTUAL
Early Childhood	0	0	5
Public Programs	270	295	373
After School	0	27	0
<b>Total Heller Programs</b>	<b>270</b>	<b>322</b>	<b>378</b>

## ROSEWOOD INTERPRETIVE CENTER – SPRING 2023

	2022 ACTUAL	2023 BUDGET	2023 ACTUAL
Early Childhood	5	6	8
Public Programs	128	110	122
After School	66	60	36
<b>Total Rosewood Programs</b>	<b>199</b>	<b>176</b>	<b>166</b>

**Key Performance Highlights**

- N/A

**Key Performance Drivers**

- N/A

**News and Events**

- N/A

# HIGHLAND PARK LEARNING CENTER – SPRING 2023

	2022 ACTUAL	2023 BUDGET	2023 ACTUAL
<b>Pre-Junior</b>			
Pre-Junior Short Game	16	8	16
Pre-Junior Full Swing	12	8	15
<b>Pre-Junior Total</b>	<b>28</b>	<b>16</b>	<b>31</b>
<b>Junior</b>			
Junior I	8	4	10
<b>Adult</b>			
Ladies	16	16	12
Adult	19	12	14
<b>Adult Total</b>	<b>35</b>	<b>28</b>	<b>26</b>
<b>Total HPGLC Programs</b>	<b>71</b>	<b>32</b>	<b>67</b>

**Key Performance Highlights**

- N/A

**Key Performance Drivers**

- N/A

**News and Events**

- N/A

## RECREATION – SPRING 2023

	2022 Actual	2023 Budget	2023 Actual
<b>ADULT ART</b>			
Adult Ceramics	35	34	37
<b>Total Adult Art</b>	<b>35</b>	<b>34</b>	<b>37</b>
<b>ADULT ENRICHMENT</b>			
Coachable Canines Dog Training	Not offered	N/A	16
<b>Total Adult Enrichment</b>	<b>0</b>	<b>0</b>	<b>16</b>
<b>CHILDHOOD ENRICHMENT PROGRAMS</b>			
Around the World	Not offered	N/A	22
Imagination Station	Not offered	N/A	24
Kindermusik	54	33	39
Little Bakers	Not offered	N/A	10
ParkSchool	233	139	164
<b>Total Childhood Enrichment Programs</b>	<b>287</b>	<b>172</b>	<b>259</b>
<b>DANCE</b>			
Ballet	Not offered	19	69
Hip Hop	Not offered	18	51
Multi Genre Dance	Not offered	18	69
<b>Total Dance</b>	<b>0</b>	<b>55</b>	<b>189</b>
<b>PERFORMING ARTS</b>			
Youth Theater	0	12	0
Private Piano Lessons	13	33	18

<b>Total Performing Arts</b>	<b>13</b>	<b>45</b>	<b>18</b>
<b>SPECIAL EVENTS</b>			
BYOB Paint and Sip	Not offered	N/A	24
Mad Hatter Tea Party	75	80	130
Painting Party	Not offered	N/A	12
Parent-Child Dance	159	200	258
May the 4th Be With You	20	N/A	Part of Screen Break
Wonderland Egg Hunt	463	N/A	807
Doggieland Egg Hunt	Canceled	12	74
Screen Break Week	Not offered	N/A	105
<b>Total Special Events</b>	<b>717</b>	<b>292</b>	<b>1,410</b>
<b>YOUTH ART</b>			
Awesome Amazing Art	11	4	7
Clay Shop	9	4	12
Preschool Clay Play	8	4	8
<b>Total Youth Art</b>	<b>28</b>	<b>12</b>	<b>27</b>
<b>YOUTH ENRICHMENT</b>			
Amazing Minds	4	8	0
Coding	6	8	6
Junior Chefs	Not offered	8	0
STREAM Break Camp	Not offered	N/A	23
Stem with LEGOs	Not offered	16	0
Magic Class	9	24	13

Total Youth Enrichment	19	64	42
<b>TOTAL RECREATION PROGRAMS</b>	<b>1,099</b>	<b>674</b>	<b>1,998</b>

**Key Performance Highlights**

- Art Classes are performing at 139% of budget due to consistent enrollment in Adult Ceramics, as well as better than expected enrollment in Youth Ceramics.
- Early Childhood Enrichment programs are performing at 150% of their budgeted numbers due to continued growth in non-ParkSchool Early Childhood programs.
- By far, Dance classes are exceeding expectations, performing at 343% of budget and bringing in 189 dancers compared to no enrollment in 2022.
- All factors combined, winter recreation enrollment is trending at 296% of planned budget. Even with eliminating the Wonderland Egg Hunt (a free event), the enrollment is performing at 206% of budget.

**Key Performance Drivers**

- Success is still contingent upon personalization and building relationships. One example of this is the Doggieland Egg Hunt. Due to the launch of the Coachable Canines program, the event brought out 74 dogs. Another example of where personalization and relationship building drives interest and enrollment is in special events. The Recreation Department continues to send out personalized invitations inviting people to participate.

**News and Events**

- This spring, the Daddy-Daughter Dance was opened to all big-little couples. In attendance were dad-daughter couples, but also mother-son, mother-daughter, grandparent-grandchild, and whole family units. The event was a wonderful success and the feedback was overwhelmingly positive and in support of the subtle change.



## ATHLETICS STATUS REPORT – SPRING 2023

	2022 Actual	2023 Budget	2023 Actual
<b>BASEBALL</b>			
Parent Tot T-Ball	98	65	89
Sluggers	105	90	107
Pinto Softball	16	16	24
Double A	106	100	105
Triple A	50	60	46
Majors	25	24	24
Pony	14	12	16
<b>Total Baseball</b>	<b>414</b>	<b>367</b>	<b>411</b>
<b>BASKETBALL</b>			
Spring All-Star	21	20	31
Spring 3v3	36	30	37
Spring Girls Basketball	N/A	N/A	18
<b>Total Basketball</b>	<b>57</b>	<b>50</b>	<b>85</b>
<b>FOOTBALL</b>			
Spring Flag Football 1st-2nd	36	36	37
Spring Flag Football 3rd-5th	44	36	46
Spring DFHP Clinic	32	32	54
<b>Total Football</b>	<b>112</b>	<b>104</b>	<b>137</b>
<b>Martial Arts</b>			
Tae Kwon Do	41	25	30

Karate	57	25	52
Fencing	39	20	18
Total MA	137	70	100
<b>VOLLEYBALL</b>			
Spring Clinic	29	20	31
<b>ATHLETICS TOTAL</b>	<b>749</b>	<b>611</b>	<b>764</b>

**Key Performance Highlights**

- N/A

**Key Performance Drivers**

- N/A

**News and Events**

- N/A