

NOTICE OF REGULAR MEETING

Wednesday, February 28, 2024

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 the Minutes January 10, 2024 Workshop Meeting
 - B. Approval of the Minutes January 17, 2024 Facility and Recreation Committee Meeting
 - C. Approval of the Minutes January 31, 2024 Regular Meeting
 - D. Approval of Policy 7.14 Social Media Policy to the Policy Manual
 - E. Approval of Adding the Mission, Vision, Values Statements to the Full-Time/Part-Time Personnel Policy Manuals
 - F. Approval of Changes to Policy 4.3 Access to Personnel Files to the Full-Time/Part-Time Personnel Policy Manuals
 - G. Approval of Changes to Policy 8.5 Bereavement Leave Full-Time Personnel Policy Manual
 - H. Approval of Policy 8.11 Wellness Policy to the Part-Time Personnel Policy Manual
 - I. Approval of Policy 8.15 Wellness Policy to the Full-Time Personnel Policy Manual
 - J. Approval of Changes to Policy 10.3 Illinois Victims' Economic Security and Safety Act (VESSA) to the Full-Time/Part-Time Personnel Policy Manuals
 - K. Approval of Changes to Policy 10.7 Blood Donation Leave to the Full-Time Personnel Policy Manual
 - L. Approval of the Emergency Evacuation Agreement North Shore School District 112
 - M. Approval of the 2024 Park Avenue Dredging Project Bid
 - N. Approval of the 2024 ADA Accessibility Audit and Transition Plan
 - O. Bills and Payroll in the amount of \$1,994,154.33
- VI. FINANCIAL FORECASTS TREASURER'S REPORT
- VII. UNFINISHED BUSINESS
 - A. Lot 3 Paddle Facility Update
- VIII. NEW BUSINESS
 - A. Parks Foundation Update
 - B. Board Committee Updates
 - C. Heller Nature Center and Rosewood Interpretive Center Annual Report
 - D. Director's Report
 - E. Board Comments
- IX. OTHER BUSINESS
- X. OPEN TO PUBLIC TO ADDRESS THE BOARD

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

ACT: Section 2(c)1: The employment, compensation, discipline, performance, or dismissal of specific employees, specific individuals who serve as independent contractors in a park, recreational, or educational setting, or specific volunteers of the public body or legal counsel for the public body; Section 2(c)2: Collective negotiating matters between the public body and its employees or their representatives, or deliberation concerning salary schedules for one or more classes of employees; Section 2(c)5: the purchase or lease of real estate including discussion on whether a certain parcel of property should be acquired; Section 2(c)6: the setting of a price for sale or lease of property owned by the District; Section 2(c)8: security procedures and the use of personnel and equipment to respond to an actual, a threatened, or a reasonably potential danger to the safety of employees, students, staff, the public, or public property; Section 2(c) 11: litigation against or on behalf of the District or where the District finds that an action is probable or imminent; Section 2(c)12: the establishment of reserves or settlement of claims as provided in the Local Governmental and Governmental Employees Tort Immunity Act, if otherwise the disposition of a claim or potential claim might be prejudiced, or the review or discussion of claims, loss or risk management information, records, data, advice or communications from or with respect to any insurer of the public body or any intergovernmental risk management association or self insurance pool of which the public body is a member; 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

A. Approval of the Executive Director's Compensation

XIII. ADJOURNMENT

**MINUTES OF A THE FACILITY AND RECREATION COMMITTEE MEETING
OF THE PARK DISTRICT OF HIGHLAND PARK
HELD ON JANUARY 10, 2024, 6:01 PM.**

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

Absent: None

Also, Present: Executive Director Romes; Deputy Director Carr; Director Peters, Director Smith, Director Voss, Director Gogola, Director Baird; Manager Ochs; Coordinator Hejnowski

Guest Speaker: None

Additions to the Agenda

None.

Sunset Valley Golf Club Concessionaire License Agreement Update

Manager Ochs reported that the Park District no longer has a concessionaire license agreement with Open Kitchens and staff are working on a concessionaire license agreement with Madden Restaurant Concepts, LLC. Madden Restaurant Concepts, LLC owns multiple locations of Left Coast Restaurants in Chicago and they operate the Lawn, which is the new restaurant at the Wilmette Golf Club. Madden Restaurant Concepts, LLC's vision for the restaurant experience at Sunset Valley Golf Club is to capture the feel of Isabella's Kitchen at Grayhawk Golf Club in Scottsdale, Arizona. Manger Ochs reported that the theme of the proposed new restaurant is a Texas Cantina Style Tacos and Tequila Bar and Grill, and they will make every effort to keep the restaurant operation open year-round.

Manager Ochs reviewed the five-year proposed financial terms and payment schedule.

Manager Ochs reported that Madden Restaurant Concepts, LLC would like to add an outdoor grill and walk-in fridge, expand the club house bar, install new flooring and lighting, and update the dining room décor. Madden Restaurant Concepts, LLC, would like the Park District to support the upfront cost of the capital improvements to enhance the new restaurant at Sunset Valley Golf Club. Staff developed a funding model for the clubhouse improvement plan, noting that the annual lease payments in 2024, 2025, and 2026 will reimburse the capital fund.

Staff will share a draft of the Sunset Valley Golf Club Concessionaire License Agreement with the Park Board of Commissioners for review before requesting approval at the January 17, 2024 Workshop Meeting.

Saslow Restricted Donation Agreement Update

Executive Director Romes reported at the December 13, 2023 Regular Meeting of the Park Board, the Park Board of Commissioners approved the Restricted Donation Agreement with Ronald Saslow at 2205 Skokie Valley Road (Lot 3) which includes the donation of a new Four-Season Air Supported Dome structure with Pickleball and Padel courts with certain restrictions and the Park District operating the facility upon completion. The new Dome may also feature a reception area, café, locker rooms and a pro shop.

Facility and Recreation Committee Meeting Minutes
January 10, 2024

UPP Paddles, LLC, wishes to enter into an agreement to sell paddles, related products, and branded attire manufactured and sold by UPP (the “Products”) to the Park District of Highland Park for sale in the Paddle Facility located at 2205 Skokie Valley Road, Highland Park, IL 60035.

Staff reviewed the terms and funding model for the proposed Paddle Facility Reservation Agreement.

Lastly, in 2018 the Park District and the City of Highland Park approved a Lease Agreement for Lot 3 of the Highland Park Country Club, the parcel property known as the Highland Park Golf Learning Center and referred to as the “Enterprise Property” (Lease Agreement). Effective January 1, 2019, the Lease Agreement was amended in 2021 to address payment shares for proposed improvement at Lot 3 and Lot 4 pursuant to the Shared Use Agreement between the Park District of Highland Park and the City of Highland Park for Lot 4.

In compliance with the Lease Agreement, on September 30, 2023, the Park District released a Request for Proposals for an Agreement for Recreational Services of an Enterprise Facility at 2205 Skokie Valley Road, Highland Park, (Lot 3) in consideration for payment to the Park District of Highland Park. The Park District received three RFP submittals. At the October 25, 2023, Regular Meeting of the Park Board, the Park Board provided consensus to negotiate a Donor Agreement with Ronald Saslow, which includes the donation of a new Four-Season Air Supported Dome structure with Pickleball and Padel courts with certain restrictions and the Park District operating the facility upon completion. At the December 13, 2023 Regular Meeting of the Park Board, the Park Board of Commissioners approved the Restricted Donation Agreement with Ronald Saslow at 2205 Skokie Valley Road (Lot 3).

The Donor Agreement includes a contingency that the Lease Agreement be amended so that the term cannot be terminated without cause during the Term of the Donor Agreement.

Staff reviewed the changes to the terms and the funding model for the Dome.

Other Business

None.

Open to the Public to Address the Board

None.

CLOSED SESSION

A motion was made by Commissioner Bernstein, seconded by Commissioner Ruttenberg, to adjourn into Closed Session for discussion of Section 2(c)5 – the purchase or lease of real estate including discussion on whether a certain parcel of property should be acquired;

Roll Call:

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

Nay: None

Absent: None

Facility and Recreation Committee Meeting Minutes
January 10, 2024

Abstain: None

Motion Carried

The meeting adjourned into Closed Session at 6:50 p.m.

The meeting reconvened into Open Session at 7:05 p.m.

Action From Closed Session If Any

Vice President Freeman reported that the Facility and Recreation Committee met in Closed Session under Section 2(c)5 – the purchase or lease of real estate including discussion on whether a certain parcel of property should be acquired.

No action was taken.

ADJOURNMENT

A motion was made by President Grossberg and seconded by Commissioner Kaplan and approved by a unanimous vote. The Board Meeting adjourned at 7:05 p.m.

Respectfully submitted,

Roxanne Hejnowski, Assistant Secretary

**PARK DISTRICT OF HIGHLAND PARK
BOARD OF PARK COMMISSIONERS
MINUTES OF WORKSHOP MEETING
JANUARY 17, 2024**

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

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

Roll Call:

Aye: Commissioner Bernstein, Commissioner Ruttenberg, President Grossberg

Nay: None

Absent: Vice President Freeman

Abstain: None

Motion Carried

ROLL CALL

Present: Commissioner Bernstein, Commissioner Ruttenberg, President Grossberg

Absent: Commissioner Kaplan, Vice President Freeman

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

Guest Speakers: None

Vice President Freeman joined the meeting at 6:06 p.m.

ADDITIONS TO THE AGENDA

Executive Director Romes reported there are no additions to the agenda, however since there are members from Hitchcock Design Group and Hey Associates to present on the Park Avenue North project, we are changing the order of the agenda so that the Construction Project, Item A. Park Avenue North be presented after public comment.

PUBLIC COMMENT FOR ITEMS ON THE AGENDA

None.

CONSTRUCTION PROJECT UPDATES

A. Park Avenue North Project

Director Smith introduced Andy Howard, Design Principal with Hitchcock Design Group, and Dave Kraft Civil Engineer with Hey Associates. Mr. Howard shared the 50% design layout that represents the proposed geometry at the site. The intent is to share this level of drawings with the Park Board of Commissioners to refamiliarize them with the project and have the opportunity to comment on the plan. Staff, Hitchcock Design Group, and Hey Associates are looking for feedback from the Park Board of Commissioners to confirm the layout and direct aesthetic design choice options so that the layout can be shared with the community.

Mr. Howard reviewed and shared renderings of the phase 1 and phase 2 site enhancements at Park Avenue Beach and Boating Facility. Phase 1 includes enhancements to the parking layout, existing security gate w/ card reader, beach access, and the installation of a low modular retaining wall, a concrete path, a new guardrail, chain link fencing in the existing boat storage area, boardwalk and seating along the boardwalk, bike racks, fishing pier with guardrail, and native plantings. Phase 2 includes developing a plaza with pergola, tables, and chairs, a new fence and gate on the south end of the boat parking lot, a drinking fountain, and future site lighting.

Mr. Kraft reviewed the results from the Flood Insurance Study conducted by the Federal Emergency Management Agency (FEMA). The study predicts the potential for site damage based on wave elevation. He shared images of the wave elevations from 2021 when the site was experiencing record high water levels and wave activity. Overall, Mr. Kraft does not recommend the Park District install a revetment after reviewing 30years worth of aerial topography, water elevations, and wave activity conducted by FEMA. Lastly, water run off from the bluffs is being addressed with the introduction of the culvert.

Director Smith reviewed the construction cost estimates and the project timeline. Phase 1 and the Phase 2 bid alternates will be released in late March. The bid opening will be held in early April. Staff will provide a bid recommendation and request approval from the Park Board of Commissioners in late April. Construction is anticipated to begin in July.

CONSIDERATION TO APPROVE THE SUNSET VALLEY GOLF CLUB RESTAURANT CONCESSIONAIRE LICENSE AGREEMENT

Manager Ochs reported that The Park District of Highland Park terminated the restaurant license agreement with Open Kitchens Inc. at Sunset Valley Golf Club in December 2023. The Park District desires to partner with a new restaurant group that aligns with the Park District's values of welcoming, caring and extraordinary.

Madden Restaurant Concepts, LLC has experience in golf course food and beverage operations including currently managing operations for The Lawn at The Wilmette Golf Club as well as Left Coast Foods in Chicago.

Park District staff has negotiated terms with Madden Restaurant Concepts, LLC for a five-year concessionaire license agreement to operate the Restaurant/Bar at Sunset Valley Golf Club. Annual License Fees will be paid monthly, beginning in July 2024 and over the course of the 5-year term will be \$230,000 and are outlined in the agreement. In effort to reinvest in the restaurant user experience at Sunset Valley Golf Club, as part of the License Agreement, the Park District agrees to commit the first 3 years license fee towards capital improvement projects to both the indoor and outdoor areas at the Sunset Valley Clubhouse.

A motion was made by Commissioner Bernstein and seconded by Commissioner Ruttenberg to allow the Executive Director to enter into an agreement with Madden Restaurant Concepts, LLC. beginning on January 18, 2024, and concluding on December 31, 2028.

Roll Call:

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

Nay: None

Absent: Commissioner Kaplan

Abstain: None

Motion Carried

CONSIDERATION TO APPROVE A PADDLE FACILITY RESERVATION AGREEMENT

Executive Director Romes reported at the December 13, 2023 Regular Meeting of the Park Board, the Park Board of Commissioners approved the Restricted Donation Agreement with Ronald Saslow at 2205 Skokie Valley Road (Lot 3) which includes the donation of a new Four-Season Air Supported Dome structure with Pickleball and Padel courts with certain restrictions and the Park District operating the facility upon completion. The new Dome may also feature a reception area, café, locker rooms and a pro shop. UPP Paddles, LLC, wishes to enter into an agreement to sell paddles, related products, and branded attire manufactured and sold by UPP (the “Products”) to the Park District of Highland Park for sale in the Paddle Facility located at 2205 Skokie Valley Road, Highland Park, IL 60035.

The Park District of Highland Park will reserve at least eighty-five percent (85%) of the total shelf space for UPP Products sold in the Paddle Facility. In consideration for the Reserved Shelf Space, UPP shall pay the PDHP \$100 per month, and will provide assistance with programming and tournaments at the Paddle Facility.

A motion was made by Commissioner Bernstein and seconded by Vice President Freeman to approve a Paddle Facility Reservation Agreement.

Roll Call:

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

Nay: None

Absent: Commissioner Kaplan

Abstain: None

Motion Carried

CONSIDERATION TO APPROVE THE SECOND AMENDMENT TO LOT 3 LEASE AGREEMENT BY AND BETWEEN THE CITY OF HIGHLAND PARK AND THE PARK DISTRICT OF HIGHLAND PARK

Executive Director Romes reported that in 2018 the Park District and the City of Highland Park approved a Lease Agreement for Lot 3 of the Highland Park Country Club, the parcel property known as the Highland Park Golf Learning Center and referred to as the “Enterprise Property” (Lease Agreement). Effective January 1, 2019, the Lease Agreement was amended in 2021 to address payment shares for proposed improvement at Lot 3 and Lot 4 pursuant to the Shared Use Agreement between the Park District of Highland Park and the City of Highland Park for Lot 4.

In compliance with the Lease Agreement, on September 30, 2023, the Park District released a Request for Proposals for an Agreement for Recreational Services of an Enterprise Facility at 2205 Skokie Valley Road, Highland Park, (Lot 3) in consideration for payment to the Park District of Highland Park. The Park District received three RFP submittals. At the October 25, 2023, Regular Meeting of the Park Board, the Park Board provided consensus to negotiate a Donor Agreement with Ronald Saslow, which includes the donation of a new Four-Season Air Supported Dome structure with Pickleball and Padel courts with certain restrictions and the Park District operating the facility upon completion. At the December 13, 2023 Regular Meeting of the Park Board, the Park Board of Commissioners approved the Restricted Donation Agreement with Ronald Saslow at 2205 Skokie Valley Road (Lot 3).

The Donor Agreement includes a contingency that the Lease Agreement be amended so that the term cannot be terminated without cause during the Term of the Donor Agreement. Therefore, the Park District desires to approve a second amendment to the Lot 3 Lease Agreement.

A motion was made by Commissioner Bernstein and seconded by Vice President Freeman to approve Second Amendment to the Lot 3 Lease Agreement by and Between the City of Highland Park and the Park District of Highland Park.

Roll Call:

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

Nay: None

Absent: Commissioner Kaplan

Abstain: None

Motion Carried

DRAFT SECOND AMENDMENT TO THE INTERGOVERNMENTAL AGREEMENT WITH NORTH SHORE SCHOOL DISTRICT 112

Deputy Director Carr reported that the purpose of the intergovernmental agreement is to outline mutual use and maintenance of School District and Park District Facilities. Both parties entered into on November 17, 2015. The First amendment was approved on January 12, 2021 to address Covid 19 restrictions and protocols.

Deputy Director Carr reviewed the updates to agreement which would amend the Term Extension from December 31, 2026, to December 31, 2031, removal of the Covid 19 Self Certification, Ravinia School and the Changes to the Park District maintenance responsibilities to annual ecological restoration of May T. Watts, Lincoln School and the changes addressing the pending sale of Lincoln School and removal of Park District grounds maintenance at time of title transfer, reciprocal policy changes, updates to the Park District and School District Permittees, and adds language to provide authority to School Superintendent and Executive Director to revise and replace Exhibit D on an annual basis, changes to the Gym Floor Maintenance reimburse.

It was the consensus of the Park Board of Commissioners to place this item on the consent agenda at the January 31, 2024 Regular Meeting of the Park Board.

2024 THE PRESERVE OF HIGHLAND PARK COMPTON AVENUE TRAIL CONNECTION BID RESULTS

Director Smtih reported on December 19, 2023, The Park District of Highland Park received four bids for materials and labor to complete the 2024 The Preserve of Highland Park Compton Avenue Trail Connection. These improvements include repaving areas of the existing path, areas of realignment and new connection to Compton Avenue. A new sidewalk has been installed on Compton Avenue by the adjacent Hidden Oak development to provide the connection to Half Day Road.

The Park District received seven bids. The low bidder was Chicagoland Paving Contractors, Inc. This contractor has favorable references and experience working with the Park District of Highland Park.

There is \$165,000 in the 2024 Capital Budget for the project. Staff recommends the Park Board of Commissioners approve the bid from Chicagoland Paving Contractors, Inc. for the Base Bid and Alternates 2, and 3 even though it's \$9,100 over budget.

It was the consensus of the Park Board of Commissioners to place the bid from Chicagoland Paving Contractors on the consent agenda at the January 31, 2024 Regular Meeting of the Park Board.

CONSTRUCTION PROJECT UPDATES (RESUMED)

B. Deer Creek Racquet Club Parking Lot

Director Smith reported that staff are not looking to change the parking lot footprint, just the number of vehicular parking spots. He shared an image of the proposed changes.

Additionally, staff investigated retrofitting the new parking lot with permeable pavers. He reported the cost would be significant since it's a retro fit vs a new build and there are limited environmental benefits from the introduction of permeable pavers. Staff are recommending using asphalt for the proposed improvements.

Lastly, staff reviewed the proposed ADA Access Pathways from the parking lot to the current path around the baseball field.

Director Smith reported that staff will release a bid in March.

C. New Community Center at West Ridge Park

Manager Schwartz reviewed the project schedule, noting that the project team is refining the schematic designs for the new building and plans to present the refinements to the Park Board liaisons on January 30, 2024.

D. Saslow Restricted Donation Agreement/Pickleball Dome

Executive Director Romes reported that staff are working with architects and engineers to finalize the cost estimates for the dome replacement to see what additional amenities, if any, would be covered by the \$2 million donation from Ronald Saslow.

REVIEW OF VOUCHERS

Director Peters reported the only remarkable item was the payment to Stuckey Construction for the repairs needed at Hidden Creek AquaPark.

OTHER BUSINESS

None.

OPEN TO THE PUBLIC TO ADDRESS THE BOARD

None.

CLOSED SESSION

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

Nay: None

Absent: Commissioner Kaplan

Abstain: None

Motion Carried

The meeting adjourned into Closed Session at 7:48 p.m.

The meeting reconvened into Open Session at 8:11 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.

ADJOURNMENT

A motion was made by Commissioner Ruttenberg and seconded by Commissioner Bernstein and approved by a unanimous vote. The Board Meeting adjourned at 8:12 p.m.

Respectfully submitted,

Roxanne Hejnowski, Assistant Secretary

**PARK DISTRICT OF HIGHLAND PARK
BOARD OF PARK COMMISSIONERS
MINUTES OF REGULAR MEETING
JANUARY 31, 2024**

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

ROLL CALL

Present: Commissioner Ruttenberg, Commissioner Bernstein, President Grossberg

Absent: Commissioner Kaplan, Vice President Freeman,

Staff Present: Executive Director Romes; Deputy Director Carr; Director Smith; Director Peters; Director Voss; Director Gogola; Director Hall; Assistant Director Reyes; Assistant Director Acevedo; Superintendent/Manager Ochs; Manager Sangern; Manager Saunders; Coordinator Hejnowski

Guest Speakers: None

ADDITIONS TO THE AGENDA

None.

OPEN TO PUBLIC TO ADDRESS THE BOARD

None.

PUBLIC HEARING FOR THE 2024 BUDGET

A motion was made by Commissioner Ruttenberg and seconded by Commissioner Bernstein to convene the public hearing for the proposed Budget and Appropriation Ordinance for the Fiscal Year beginning January 1, 2024, and ending December 31, 2024.

Roll Call:

Aye: Commissioner Ruttenberg, Commissioner Bernstein, President Grossberg

Nay: None

Absent: Commissioner Kaplan, Vice President Freeman

Abstain: None

Motion Carried

President Grossberg reported that the public hearing for the proposed Budget and Appropriation Ordinance for the Fiscal Year beginning January 1, 2024, and ending December 31, 2024 is now in session.

Regular Meeting Minutes
January 31, 2024

As required by law, the budget was, with the Park Board's consensus, laid down for a period of 30 days. The document was available to be reviewed at Recreation Center of Highland Park and the Park District's web site. Also, in accordance with the law, notification of tonight's hearing was posted in the Highland Park News.

No members from the public or members from the Park Board of Commissioner's wished to speak on the public hearing and Executive Director Romes did not receive any written communications relative to the proposed Budget and Appropriation Ordinance for the Fiscal Year beginning January 1, 2024, and ending December 31, 2024

Commissioner Bernstein reported that the 2024 Budget was reviewed in detail at Finance Committee Meetings, before being presented and laid down. He commended his fellow board members and staff on the development of the 2024 Budget.

A motion was made by Commissioner Ruttenberg and seconded by Commissioner Bernstein to close the public hearing.

Roll Call:

Aye: Commissioner Ruttenberg, Commissioner Bernstein, President Grossberg

Nay: None

Absent: Commissioner Kaplan, Vice President Freeman

Abstain: None

Motion Carried

PUBLIC COMMENT FOR ITEMS ON THE AGENDA

None.

CONSENT AGENDA

A motion was made by Commissioner Ruttenberg, seconded by Commissioner Bernstein to approve the Minutes from the December 6, 2023 Workshop Meeting, the Minutes from the December 7, 2023 Finance Committee Meeting, the Minutes from the December 13, 2023 Decennial Committee Meeting, the Minutes from the December 13, 2023 Regular Meeting, 2024 The Preserve of Highland Park Compton Avenue Trail Connection, the Second Amendment to the Intergovernmental Agreement with NSSD112, Ordinance 2024-02 Authorizing and Providing for the Conveyance or Sale of Surplus Personal Property, and Bills and Payroll in the amount of \$2,607,717.21

Roll Call:

Aye: Commissioner Ruttenberg, Commissioner Bernstein, President Grossberg

Nay: None

Absent: Commissioner Kaplan, Vice President Freeman

Abstain: None

Motion Carried

FINANCIAL FORECASTS AND TREASURER’S REPORT

Operations (General and Recreation Funds) Budget vs. Actual

Director Peters shared the end-of-year projections and actual figures as of December 31, 2023. She is pleased to report that Actual Revenues exceeded budgeted revenues by \$2.7 million. Actual Expenses were less than budgeted by \$1 million.

Conclusion

The following Park District programs and facilities are performing better than budget: interest income has a \$788,000 surplus, athletics exceeded the budget by \$60,000, tennis exceeded the budgeted by \$300,000, Recreation Center memberships, personal training, group ex, and aquatics exceeded budget by \$435,000, and golf exceeded budget by \$557,000 surplus. Also, there was a \$650,000 savings from payroll expenses.

UNFINISHED BUSINESS

A. CONSIDERATION TO APPROVE THE SECOND AMENDMENT TO LOT 3 LEASE AGREEMENT BY AND BETWEEN THE CITY OF HIGHLAND PARK AND THE PARK DISTRICT OF HIGHLAND PARK

Executive Director Romes reminded the Park Board of Commissioners that the Park Board approved a Restricted Donor Agreement with Ron Saslow for a new Paddle Facility at Lot 3 of the Highland Park Country Club at the December 13, 2023 Regular Meeting.

A Contingency of that agreements states that “Neither the PDHP nor Donor shall have any obligations hereunder unless and until the following contingencies are satisfied: the Prime Lease is amended so that the term of the Prime Lease cannot be terminated without cause during the Term of this Agreement.

At the Park Board Workshop Meeting on January 17, the Park Board approved the Second Amendment to the Lot 3 Lease Agreement with the City of Highland Park. This past Monday, January 29, 2024, the City Council approved an updated version of that agreement. Therefore, tonight we are seeking Park Board approval of the new Agreement that was approved by City Council.

Commissioner Bernstein thanked the Saslow family for their generous donation and City Council for their support and partnership.

A motion was made by Commissioner Bernstein, seconded by Commissioner Ruttenberg to approve the updated version of the Second Amendment to Lot 3 Lease Agreement by and Between the City of Highland Park and the Park District of Highland Park.

Roll Call:

Aye: Commissioner Ruttenberg, Commissioner Bernstein, President Grossberg

Nay: None

Absent: Commissioner Kaplan, Vice President Freeman

Abstain: None

Motion Carried

B. Saslow Restricted Donor Agreement Exhibit Update

Executive Director Romes reviewed Exhibit B of the Saslow Restricted Donor Agreement and the estimated costs of the dome and the proposed funding model.

C. Approval of Ordinance 2024-01: Combined Budget and Appropriation Beginning January 1, 2024 through December 31, 2024

Director Peters reported that the 2024 proposed budget was presented to the Finance Committee on November 14, 2023, and December 7, 2023. After review and revisions, a final draft was presented to the Park Board at the December 13 Workshop Meeting. At that time, the Park Board provided consensus to make the draft budget document available for public inspection for thirty days. The budget was made available for public review at the Recreation Center of Highland Park and on the District's website during this timeframe. No comments from the Public have been received by the District. In accordance with the Park District Code, tonight's public hearing regarding the budget was posted in the Highland Park News on Thursday, January 18, 2024.

The proposed budget for fiscal year 2023 includes operating revenues of \$25,968,634, additional revenues of \$2,618,927, a debt issuance of \$5,500,000 and total estimated expenditures (district-wide) of \$37,863,017 resulting in an anticipated deficit, of \$3,775,457. This is a planned use of reserves for capital projects related to master planning netted with the debt issuance.

A motion was made by Commissioner Bernstein and seconded by Commissioner Ruttenberg to approve for the 2024 Budget and 2024 Budget and Appropriation Ordinance (2024-01) for the fiscal year ending December 31, 2024.

Roll Call:

Aye: Commissioner Ruttenberg, Commissioner Bernstein, President Grossberg

Nay: None

Absent: Commissioner Kaplan, Vice President Freeman

Abstain: None

Motion Carried

NEW BUSINESS

A. Parks Foundation

Director Gogola reported that tickets for the 2024 Parks Foundation Champions Gala and Charity Auction went on sale today. The event will be held at Sunset Ridge Country Club in Northfield on Saturday, April 13, 2024 from 6:30 – 9:00 p.m. She is pleased to report the guest speaker is 12-year Chicago Bears Linebacker and Seve-Time Pro Bowler, Lance Briggs.

B. Board Committee Updates

Executive Director Romes reported that at the January 10, 2024 Facility and Recreation Committee Meeting staff reviewed the proposed concept and financial terms for the Concessionaire License Agreement with Madden Concepts, LLC for Sunset Valley Golf Club.

Staff reviewed the terms and funding model for Paddle Facility Reservation Agreement, which permits UPP Paddles, LLC, to sell paddles, related products, and branded attire manufactured in the Paddle Facility located at 2205 Skokie Valley Road, Highland Park, IL 60035.

Staff reviewed the proposed changes to the Second Amendment to the Lot Three (3) Lease Agreements by and between the City of Highland park and the Park District since the Donor Agreement includes a contingency that the Lease Agreement be amended so that the term cannot be terminated without cause during the Term of the Donor Agreement. Staff reviewed the changes to the terms and the funding model for the dome.

C. Highland Park Golf Learning Center End of Season Report

Manager Saunders reported that two (2) new target greens were installed last year, the brick pavers around the miniature golf course were repaired, and targets were resodded.

He reviewed the 2023 participation figures for instruction at the Learning Center, this included PGA Camps, the Highland Park Golf Academy, and private lessons.

Manager Saunders reviewed the monthly miniature golf, range buckets, and the operational revenues and expenses.

D. Directors Report

Executive Director Romes reported that the Park District and the City of Highland Park are working collaboratively to plan events and activities for July 4, 2024. Logistics and planning are ongoing with the City of Highland Park.

Executive Director Romes reminded the Park Board of Commissioner's approved a Design Agreement with Lamar Johnson Collaborative for improvements to Sunset Woods Park, consistent with and Illinois Department of Natural Resource (IDNR) OSLAD Grant Aware. The Project is based on a concept plan in the Sunset Woods Master Plan. Before beginning schematic design, Architects at LJC will be confirming the plan vision by holding meetings with key stakeholders.

A Neighborhood Stakeholder Meeting will be held on Thursday, February 15, 2024 at 5:00pm at the Sunset Woods Field House with neighbors that live directly adjacent to the park. At this meeting, LJC will explain the project scope and will facilitate a conversation about cares and concerns as we kick off design.

E. Board Comments

Commissioner Bernstein requested a short summary regarding acknowledgements for the Park District of Highland Park at the Annual IAPD/IPRA Soaring to Heights Conference.

Executive Director Romes reported that the Park District of Highland Park was awarded “Outstanding Playground” for Sunset Woods Rocketship.

OTHER BUSINESS

None.

CLOSED SESSION

A motion was made by Commissioner Bernstein, seconded by Commissioner Ruttenberg, to adjourn into Closed Session for discussion of 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.

Roll Call:

Aye: Commissioner Ruttenberg, Commissioner Bernstein, President Grossberg

Nay: None

Absent: Commissioner Kaplan, Vice President Freeman

Abstain: None

Motion Carried

The meeting adjourned into Closed Session at 7:04 p.m.

The meeting reconvened into Open Session at 7:14 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) 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.

In accordance with the Illinois Open Meetings Act, the public body must meet to review minutes of all closed meetings at least every 6 months, or as soon thereafter as is practicable. At such meeting, a determination is made and reported in an open session that (1) the need for confidentiality still exists as to all or part of those minutes or (2) that the minutes or portions thereof no longer require confidentiality

Regular Meeting Minutes
January 31, 2024

treatment and are available for inspection by the public. Contemporaneous with the semi-annual review of closed session minutes, the Park Board should authorize the destruction of the verbatim recordings of closed session meetings more than 18 months old for which the minutes have been approved.

A motion was made by Commissioner Ruttenberg and seconded by Commissioner Bernstein and approved by a unanimous vote that the Closed Session minutes from July 26, 2023 Regular Meeting no longer require confidential treatment and be released for public inspection and that the Closed Session minutes from September 13, 2023 Workshop Meeting, September 27, 2023 Regular Meeting, October 25, 2023 Regular Meeting, November 8, 2023 Workshop Meeting, December 6, 2023 Workshop Meeting, December 13, 2023 Regular Meeting; shall not be released for public inspection since the need for confidentiality still exists as to all or part of those minutes.

ADJOURNMENT

A motion was made by Commissioner Ruttenberg and seconded by Commissioner Bernstein and approved by a unanimous vote. The Board Meeting adjourned at 7:16 p.m.

Respectfully submitted,

Roxanne Hejnowski, Assistant Secretary



Memorandum

To: Park Board of Commissioners

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

Date: February 28, 2024


Subject: **Approval of Policy 7.14 Social Media Policy to the Policy Manual**

Summary

This policy is to set forth guidelines for the utilization of social media and social network sites that enhance the Park District of Highland Park's communication and provides information to the public, without violating an individuals' right to free speech. Social media encourages followers to share thoughts, opinions, and other comments on our social media platforms. However, all "posts/comments" should be done in a respectful manner. The Park District designates its social media platforms as limited public forums subject to the terms and conditions of this Policy. The attached policy has been reviewed by Park District Legal Counsel.

Recommendation

Staff recommends approval from the Park Board of Commissioners Policy 7.14 – Social Media Policy.

	PARK DISTRICT OF HIGHLAND PARK
DEPT: IT	Policy #: 7.14
APPROVED: 2/28/2024	Social Media Policy
REVISED:	

7.14.01 Purpose:

This policy is to set forth guidelines for the utilization of social media and social network sites that enhance the Park District of Highland Park's communication and provides information to the public, without violating an individuals' right to free speech. Social media encourages followers to share thoughts, opinions, and other comments on our social media platforms. However, all "posts/comments" should be done in a respectful manner. The Park District designates its social media platforms as limited public forums subject to the terms and conditions of this Policy.

7.12.03 Policy:

A comment posted by a member of the public on any Park District social media site is the opinion of the poster only, and publication of a comment does not imply endorsement of, or agreement by, the Park District, nor do the comments necessarily reflect the opinions or policies of the Park District. The Park District also does not endorse the opinions expressed in posts and/or comments left by users on its social media sites, or endorse the comments left on any sites that the Park District might link to.

The Park District retains the right to edit or remove any content that violates this or any other policy of the Park District or any applicable law, including but not limited to:

- Spam, malware or viruses
- Links to non-applicable sites
- Solicitation of goods or services
- Endorsement or opposition to political campaigns or ballot measures (applies to Federal, State, and Local campaigns)
- Content that promotes, fosters or perpetuates discrimination on the basis of race, creed, color, sex, national origin, religion, age, sexual orientation, gender identity, marital status or mental or physical disability or any other protected class
- Obscene/pornographic/sexual content or links
- Content that infringes upon any copyrights, trademarks, or legal ownership
- Content that violates any local, state, or federal laws
- Content that encourages illegal activity
- Clear and obvious threats to any person or organization
- Personally identifiable medical information

- Information that may compromise the safety, security or proceedings of public systems or a criminal or civil investigations will be removed, and the user will be blocked.
1. The Park District also reserves the right to deny access to Park District of Highland Park social media sites for any individual who repeatedly violates these policies, at any time and without prior notice.
 2. The following phrase should be used to warn individuals about their content:
“Your recent post is in violation of the Park District of Highland Park’s Social Media Policy. Please refrain from posting content in violation of the Policy in the future. If you do not refrain, we will be forced to block you from this forum. Thank you for your understanding.”



Memorandum

To: Park Board of Commissioners

From: Laurel Hall, Director of Human Resources and Workforce Development; Mitch Carr, Deputy Director of Facilities and Operations; Brian Romes, Executive Director

Date: February 28, 2024

Subject: **Approval of the Changes and Additions to the Full-Time Personnel Policy Manual**

Summary

The Parks District has a Full-Time Personnel Policy Manual to help establish and communicate our agency's mission, values, rules, conduct expectations, and benefits that the Park District makes available to its employees. The manual is a reference tool for employees and managerial staff. Every year, staff works with legal counsel to review the employee policy manual to ensure up-to-date compliance with Federal and Illinois employment law. The following policies are recommended for revision to the district's Full-time Personnel Policy Manual.

- **4.3 Access to Personnel Files**

This policy revision is updated to include language for the amended Illinois Personnel Record Review Act to allow employees to request review of their personnel records electronically by mail or email in addition to in-person.

- **8.5 Bereavement Leave**

This policy is updated to include language for the Illinois Child Extended Bereavement Leave Act. This new law extends the amount of unpaid leave that full-time employees are eligible to receive who have worked for the district for at least two weeks and are faced with a child's death due to homicide or suicide. This policy is also updated for clarity for "covered family member." The current policy includes conflicting definitions of "covered immediate family" and "covered family member." The clarification to define "covered family member" and remove language for "covered immediate family" in the policy extends the current paid leave available to full-time employees for bereavement to include the availability for up to three (3) paid bereavement leave days to domestic partners in addition to the current covered family members. This clarification removes conflicting language in the policy and upholds the original intent of the policy.

- **10.3 Illinois Victims' Economic Security and Safety Act (VESSA)**

This policy is updated to include language for amendments to the Illinois Victims' Economic Security and Safety Act (VESSA). This new law expands the basis of leave reasons under VESSA to include more unpaid leave options for employees who are victims or have family and household members who are victims of domestic violence, sexual violence, gender violence, or any crime of violence.

- **10.7 Blood and Organ Donation Leave**

This policy is updated to include language for amendments to the Illinois Employee Blood Donation Leave Act. This new law expands the availability for eligible full-time employees for paid leave up to 10 days in any 12-month period to serve as an organ donor.

Staff is also recommending an update to the Park District's Mission and Values to be placed in the Full Time Personnel Manual, as well as a Wellness Policy. Both were discussed at the Park Board Workshop on Wednesday, February 14 at which the Board provided consensus for approval.

- **Mission, Vision, and Values Statements**

This is a new addition to the Personnel Policy Manual to be added to page two (2) immediately following the cover page. The one-page document defines the district's mission, vision, and values statements of Welcoming, Caring, and Extraordinary.

- **8.15 Wellness Policy**

This policy is an addition to Section 8 – Employee Benefit Programs. Employee wellness is a current commitment of the district to provide opportunities, activities, and resources to employees to enrich their lives and support physical, social, emotional, and mental well-being. The addition of this policy recognizes these efforts in this singular defined policy.

Recommendation

Staff recommends the Park Board of Commissioners approve adding the Mission, Vision, Values Statements, and policy 8.15 Wellness Policy, as well as revisions to Policies 4.3, 10.3, 8.5 and 10.7 Blo to the Full-Time Personnel Policy Manual.



Memorandum

To: Park Board of Commissioners

From: Laurel Hall, Director of Human Resources and Workforce Development; Mitch Carr, Deputy Director of Facilities and Operations; Brian Romes, Executive Director

Date: February 28, 2024

Subject: **Approval of the Changes and Additions to the Part-Time Personnel Policy Manual**

Summary

The Parks District has a Part-Time Personnel Policy Manual to help establish and communicate our agency's mission, values, rules, conduct expectations, and benefits that the Park District makes available to its employees. The manual is a reference tool for employees and managerial staff. Every year, staff works with legal counsel to review the employee policy manual to ensure up-to-date compliance with Federal and Illinois employment law. The following policies are recommended for revision to the district's Part-time Personnel Policy Manual.

- **4.3 Access to Personnel Files**

This policy is updated to include language for the amended Illinois Personnel Record Review Act to allow employees to request review of their personnel records electronically by mail or email in addition to in-person.

- **10.3 Illinois Victims' Economic Security and Safety Act (VESSA)**

This policy is updated to include language for amendments to the Illinois Victims' Economic Security and Safety Act (VESSA). This new law expands the basis of leave reasons under VESSA to include more unpaid leave options for employees who are victims or have family and household members who are victims of domestic violence, sexual violence, gender violence, or any crime of violence.

Staff is also recommending an update to the Park District's Mission and Values to be placed in the Full Time Personnel Manual, as well as a Wellness Policy. Both were discussed at the Park Board Workshop on Wednesday, February 14 at which the Board provided consensus for approval.

- **Mission, Vision, and Values Statements**

This is a new addition to the Personnel Policy Manual to be added to page two (2) immediately following the cover page. The one-page document defines the district's mission, vision, and values statements of Welcoming, Caring, and Extraordinary.

- **8.11 Wellness Policy**

This policy is an addition to Section 8 – Employee Benefit Programs. Employee wellness is a current commitment of the district to provide opportunities, activities, and resources to employees to enrich their lives and support physical, social, emotional, and mental well-being. The addition of this policy recognizes these efforts in this singular defined policy.

Recommendation

Staff recommends the Park Board of Commissioners approve adding the Mission, Vision, Values Statements, and policy 8.15 Wellness Policy, as well as revisions to Policies 4.3 and 10.3 to the Part-Time Personnel Policy Manual.



MISSION STATEMENT

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

VISION STATEMENT

To be known as the most Welcoming, Caring and Extraordinary Park District.

VALUE STATEMENTS

WELCOMING


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

CARING

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


EXTRAORDINARY

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

	PARK DISTRICT OF HIGHLAND PARK
DEPT: Administration	Policy #: 4.3
APPROVED: 7/23/2019	Access to Personnel Files
REVISED: February 2023	

4.3. Access to Personnel Files: The District maintains a personnel file on each employee. The personnel files include such information as the employee's job application, resume, records of training, documentation of performance ~~appraisals~~, and salary increases and other employment records. ~~Personnel files are the property of the District and access to the information they contain is restricted to supervisory and management personnel of the District who have a legitimate reason to review information in a file.~~

In accordance with the Illinois Personnel Record Review Act, Employees who wish to review their own file should contact the Human Resources Department. Employees may review their own personnel files in the district's offices and in the presence of the Director of Human Resources or an individual appointed by the district to maintain the files or the district shall, upon the employee's written request, email or mail a copy of the requested record. The employee may make a request for review up to 2 times in a calendar year when requests are made at reasonable intervals. The Human Resources Department shall provide the employee with the inspection opportunity within 7 working days after the employee makes the request, except that the District may take an additional 7 days if the initial 7-day deadline cannot reasonably be met.~~With reasonable advance notice, employees may review their own personnel files in the District's offices and in the presence of the Director of Human Resources or an individual appointed by the District to maintain the files.~~

	PARK DISTRICT OF HIGHLAND PARK
DEPT: Administration	Policy #: 8.5
	Bereavement
APPROVED: 7/23/2019	
REVISED: February 2024	

8.5. Bereavement:

Full-Time Employees that have completed the introductory period are eligible for leave with pay for up to three (3) working days in the event of a death of an employee's covered family member, with the approval of the employee's immediate supervisor or department head. Pay is based on the number of hours that the employee was regularly scheduled to work on those days. These days are to be taken consecutively within a reasonable time after the death of the covered family member and will not generally be postponed.
~~in the employee's immediate family.~~

A "covered family member" for purposes of this policy includes an employee's biological child, adopted child, foster child, stepchild, legal ward, child of a person standing in loco parentis, spouse, domestic partner, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent or stepparent. "Domestic partners" includes adults who are in a committed relationship and is not limited to legally recognized partnerships. Employees can also use bereavement leave to support a spouse or partner who experiences the death of a covered family member.

~~We ask that employees inform their immediate Supervisor when they intend to be absent because of a death. For purposes of this policy, "immediate family" means the spouse, civil union partner, child, parent, brother, sister, grandparent, grandchild, parents-in-law, brothers-in-law, sisters-in-law, and legal guardians.~~

In accordance with the Illinois Family Bereavement Leave ~~Act 820 ILCS 154/1, et al.~~, an employee who is an eligible employee for leave under the Family and Medical Leave Act ~~of 1993, 29 U.S.C. § 2601, et seq.~~ (that is, an employee who has been employed by the Park District for at least 12 months and who has worked at least 1,250 hours in the 12-month period preceding a leave taken in accordance with this subsection) shall be entitled to a maximum of ten (10) working days of ~~unpaid~~ bereavement leave with three (3) of those days being paid ~~for absences due~~ to:

1. ~~Attending~~ attend the funeral or alternative to a funeral of a covered family member;
2. ~~Making~~ make arrangements necessitated by the death of a covered family member;
3. ~~Grieving~~ grieve the death of a covered family member;
3.

4. ~~bBe~~ absent from work due to one of the following: (i) miscarriage; (ii) unsuccessful round of intrauterine insemination or of an assisted reproductive technology procedure (e.g., artificial insemination or embryo transfer); (iii) failed adoption match or an adoption that is not finalized because it is contested by another party; (iv) a failed surrogacy agreement; (v) a diagnosis that negatively impacts pregnancy or fertility; or (vi) a stillbirth.

4.—

A.— ~~A miscarriage;~~

B.— ~~An unsuccessful round of intrauterine insemination or of an assisted reproductive technology procedure (e.g., artificial insemination or embryo transfer);~~

C.— ~~A failed adoption match or an adoption that is not finalized because it is contested by another party;~~

D.— ~~A diagnosis that negatively impacts pregnancy or fertility; or~~

E.— ~~A stillbirth.~~

~~Employees can also use this time off to support a spouse or partner experiencing one of these losses.~~

~~A "covered family member" includes an employee's "child, stepchild, spouse, domestic partner, sibling, parent, mother in law, father in law, grandchild, grandparent or stepparent." The law defines "domestic partners" broadly to include adults who are in a committed relationship, and they are not limited to legally recognized partnerships.~~


The employee must complete leave within 60 days after the date the employee receives notice of the death or the occurrence of a covered event. If an employee experiences the death of more than one covered family member in a 12-month period, the employee is entitled to take up to six weeks of bereavement leave during the 12-month period.

An eligible employee must give the Park District at least 48 hours of advance notice of the employee's intention to take family bereavement leave, unless providing such notice is not reasonable or practicable. The Park District may require reasonable documentation to support the leave, which may include a death certificate, a published obituary notice or written verification of death, burial or memorial services, from a mortuary, funeral home, burial society, crematorium, religious institution, or government agency.

For leave resulting from an event listed under 4 above, reasonable documentation shall include a form, to be provided, to be completed by the health care practitioner who has treated the employee or the employee's spouse, domestic partner, or surrogate, or documentation from the adoption agency or surrogacy organization that the employee worked with related to the event resulting in the request for leave listed under 4 above resulting in the request for leave of this policy, and certifying that the employee or their spouse or domestic partner has experienced an event listed under reason 4 above. The employee is not required to identify which category or event the leave pertains to as a condition of obtaining leave under this policy.

In accordance with the Illinois Child Extended Bereavement Leave Act, full-time employees who have worked for the Park District for at least two weeks and are faced with a child's death due to homicide or suicide are provided six weeks of unpaid leave. Employees are required to provide reasonable advance notice of their need to take child extended bereavement leave, unless providing such notice is not reasonable and practicable. Child extended bereavement leave may be taken in a single continuous period or intermittently in increments of no less than 4 hours, but leave must be completed within one year after the employee notifies the employer of the loss. An employee may be required to provide reasonable documentation of the need for leave and the cause of death, which may include a death certificate, a published obituary, or written verification of death, burial, or memorial services from a mortuary, funeral home, burial society, crematorium, religious institution, or government agency.


An employee may (but is not required to) substitute ~~paid time off~~earned and unused paid time off (including vacation and personal time), ~~to the extent available,~~ for unpaid time off, in addition to paid time off allowed under the District's policy, set forth above. However, this leave does not increase the total amount of time off available to an employee in any rolling 12-month period under the Family and Medical Leave Act, nor does this provision increase the amount of paid time off otherwise available to an employee under any Park District leave or paid time off policy.

	PARK DISTRICT OF HIGHLAND PARK
DEPT: Administration	Policy #: 8.11
APPROVED:	Wellness Policy
REVISED: February 2024	

Consistent with the Park District’s Mission and Values, the District is committed to providing opportunities, activities, and resources to employees to enrich their lives and support physical, social, emotional, and mental well-being by promoting, and encouraging participation in health and wellness activities. We recognize that a healthy workforce is essential for maintaining productivity, reducing absenteeism, and fostering a positive work environment. The district’s wellness initiatives aim:

1. To create a caring and supportive work environment that prioritizes wellness, health, and safety.
2. To provide equitable access to health and wellness resources and services.
3. To promote awareness and education about healthy lifestyle choices such as self-care, personal and professional development, and work-life balance.
4. To provide and encourage inclusive participation in activities that support social, emotional, mental and physical well-being.


For information about wellness benefits and opportunities available to staff, contact the Human Resources Department.

	PARK DISTRICT OF HIGHLAND PARK
DEPT: Administration	Policy #: 8.15
APPROVED:	Wellness Policy
REVISED: February 2024	

Consistent with the Park District’s Mission and Values, the District is committed to providing opportunities, activities, and resources to employees to enrich their lives and support physical, social, emotional, and mental well-being by promoting, and encouraging participation in health and wellness activities. We recognize that a healthy workforce is essential for maintaining productivity, reducing absenteeism, and fostering a positive work environment. The district’s wellness initiatives aim:

1. To create a caring and supportive work environment that prioritizes wellness, health, and safety.
2. To provide equitable access to health and wellness resources and services.
3. To promote awareness and education about healthy lifestyle choices such as self-care, personal and professional development, and work-life balance.
4. To provide and encourage inclusive participation in activities that support social, emotional, mental and physical well-being.

For information about wellness benefits and opportunities available to staff, contact the Human Resources Department.

	PARK DISTRICT OF HIGHLAND PARK
DEPT: Administration	Policy #: 10.3
	Illinois Victims' Economic Security and Safety Act <u>(VESSA)</u>
APPROVED: 7/23/2019	
REVISED: February 2024	

10.3. Illinois Victims' Economic Security and Safety Act (VESSA):

This section briefly summarizes rights and regulations under the Victims' Economic Security and Safety Act ("VESSA").

VESSA provides employees with up to twelve (12) workweeks of unpaid leave during a twelve (12)-month period to address the consequences of actual or threatened domestic, sexual, or gender violence or any other crime of violence to themselves or their family or household member who is a victim of actual or threatened domestic, sexual, or gender violence or any other crime of violence.

10.3.1. Eligibility: VESSA provides employees with up to 12 workweeks of unpaid leave during a 12-month period to address the consequences of domestic violence, sexual violence, gender violence or any other crime of violence to themselves or their family or household member who is a victim of domestic violence, sexual violence, gender violence, or any other crime of violence.

10.3.2. Basis of Leave: The District will provide up to twelve (12) weeks of unpaid leave from work on a continuous, intermittent or reduced work schedule basis to an employee who is a victim of actual or threatened domestic violence, sexual, or gender violence or any other crime of violence (or who has a family or household member who is a victim of actual or threatened domestic, sexual, or gender violence or any other crime of violence) to address the violence if the employee is:

- a. seeking medical attention for, or recovering from, physical or psychological injuries caused by actual or threatened domestic violence, sexual violence, gender violence or any other crime of violence to the employee or the employee's family or household member;
- b. obtaining services from a victim services organization for the employee or the employee's family or household member;
- c. obtaining psychological or other counseling for the employee or the employee's family or household member;
- d. participating in safety planning, temporarily or permanently relocating, or taking other actions to increase the safety of the employee or the employee's family or household member from future domestic violence, sexual violence, gender violence,

- or any other crime of violence or ensure economic security;~~or~~
- e. seeking legal assistance or remedies to ensure the health and safety of the employee or the employee's family or household member, including preparing for or participating in any civil or criminal legal proceeding related to or derived from actual or threatened domestic violence, sexual violence, gender violence or any other crime of violence;
 - f. attending the funeral or alternative to a funeral or wake of a family or household member who is killed in a crime of violence;
 - g. making arrangements necessitated by the death of a family or household member who is killed in a crime of violence; or
 - h. grieving the death of a family or household member who is killed in a crime of violence.

Leave taken for reasons (f), (g) and (h) is limited to a cumulative total of up to two workweeks of leave within 60 days of the death of the employee's family or household member and runs concurrently with all other forms of bereavement leave available under District policies and applicable laws (e.g., Family Bereavement Leave and Extended Child Bereavement Leave). However, if an employee who takes leave for reasons (f), (g), and (h) is also entitled to take unpaid bereavement leave under the Family Bereavement Leave Act, then such leave shall be in addition to the 12 weeks of leave time an employee is entitled to under this policy.

10.3.3. Definitions:

"Family or household member" means spouse or party to a civil union, parent, grandparent, child, grandchild, sibling, or any other person related by blood or by present or prior marriage or civil union, other person who shares a relationship through a child, or any other individual whose close association with the employee is the equivalent of a family relationship as determined by the employee, and persons jointly residing in the same household whose interests are not adverse to the employee as it relates to the domestic, sexual, or gender violence, or any other crime of violence.

~~"Parent" means the biological parent of an employee or an individual who stood in loco parentis to an employee when the employee was a son or daughter. "Son or daughter" means a biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis, who is under 18 years of age, or is 18 years of age or older and incapable of self-care because of a mental or physical disability.~~

"Domestic Violence" means abuse, as defined in Section 103 of the Illinois Domestic Violence Act of 1986, by a family or household member, as defined in Section 103 of the Illinois Domestic Violence Act of 1986.

"Gender ~~v~~violence" means one or more acts of violence or aggression satisfying the elements of any criminal offense under the laws of this State that are committed, at least

in part, on the basis of the person's actual or perceived sex or gender, regardless of whether the acts resulted in criminal charges, prosecution, or conviction; a physical intrusion or physical invasion of a sexual nature under coercive conditions satisfying the elements of any criminal offense under the laws of this State, regardless of whether the intrusion or invasion resulted in criminal charges, prosecution, or conviction; or a threat of an act described above causing a realistic apprehension that the originator of the threat will commit the act.

"Crime of violence" means any conduct proscribed by Articles 9, 11, 12, 26.5, 29D, and 33A of the Criminal Code of 2012 or a similar provision of the Criminal Code of 1961, in addition to conduct proscribed by Articles of the Criminal Code of 2012.

10.3.4. *Period of Leave:* Employee will be entitled to a total of twelve (12) workweeks of unpaid leave during any twelve (12)-month period. (This policy does not create a right for an employee to take unpaid leave that exceeds the unpaid leave time allowed under, or is in addition to the unpaid leave time permitted by, the federal Family and Medical Leave Act.)

10.3.5. *Existing Leave:* The employee may use any available paid or unpaid leave (including family, medical, sick, annual, personal, ~~etc.~~) from employment, in substitution for any period of such leave for an equivalent period of leave.

10.3.6. *Notice:* The employee will provide the District with at least forty-eight (48) hours' advance notice of the employee's intention to take the leave unless providing such notice is not practicable.

When an unscheduled absence occurs, the District will not take any action against the employee if the employee, within a reasonable period after the absence (generally defined herein as fifteen (15) days) provides certification as shown under the next section.

10.3.7. *Certification:* The District may require the employee to provide certification to the District that:

1. the employee or the employee's family or household member is a victim of actual or threatened domestic, sexual, gender violence, or any other crime of violence; and
2. the leave is for one of the purposes enumerated in the above "Basis of Leave" paragraph.
3. The employee will provide such certification to the District within a reasonable period after the District requests certification.
- ~~1. the employee or the employee's family or household member is a victim of actual or threatened domestic, sexual, or gender violence; and~~
- ~~2. the leave is for one of the purposes enumerated in the above "Basis"~~

~~paragraph.~~

- ~~3. The employee will provide such certification to the District within a reasonable period after the District requests certification.~~

An employee may satisfy the above certification requirement by providing to the District a **signed and dated** statement of the employee, and upon obtaining such documents the employee will provide:

1. **documentation** from an employee, agent, or volunteer of a victim services organization, an attorney, a member of the clergy, or a medical or other professional from whom the employee or the employee's family or household member has sought assistance in addressing actual or threatened domestic, sexual or gender violence and the effects of the violence;
- ~~2.~~ **a police or court record;**
- ~~2.3.~~ a death certificate, published obituary, or written verification of death, burial, or memorial services from a mortuary, funeral home, burial society, crematorium, religious institution, or government agency, documenting that a victim was killed in a crime of violence; or
- ~~3.4.~~ other corroborating evidence.

The District will not request more than one document be submitted during the same 12-month period leave is requested or taken if the reason for leave is related to the same incident or incidents of violence or the same perpetrator or perpetrators of the violence.

10.3.8. Accommodations: In response to actual or perceived threat of domestic violence, sexual violence, gender violence, or any other crime of violence, an employee may qualify for a reasonable accommodation, which includes adjustment to a job structure, workplace facility, modified schedule, leave, a changed telephone number or seating assignment, installation of a lock, implementation of a safety procedure, or assistance in documenting domestic, sexual, or gender violence, or any other crime of violence that occurs at the workplace or in a work-related setting, unless the accommodation imposes an undue hardship for the District.

10.3.9. Confidentiality: All information provided to the District, including a statement of the employee or any other documentation, record, or corroborating evidence, and the fact that the employee has requested or obtained leave pursuant to this policy, will be retained in the strictest confidence by the District, except to the extent that disclosure is: (1) requested or consented to in writing by the employee; or (2) otherwise required by applicable Federal or State law.

10.3.109. Restoration to Position: In general, an employee who takes leave under this policy will be entitled, on return from such leave:

1. to be restored by the District to the position of employment held by the employee

when the leave commenced; or
~~2.~~ to be restored to an equivalent position with equivalent employment benefits, pay, and other terms and conditions of employment.

~~3.2.~~

10.3.1011. *Loss of Benefits:* The taking of leave under this policy will not result in the loss of any employment benefit accrued prior to the date on which the leave commenced. However, the employee is not entitled to:

1. the accrual of any seniority or employment benefits during any period of unpaid leave; or
2. any right, benefit, or position of employment other than any right, benefit, or position to which the employee would have been entitled had the employee not taken the leave.

10.3.121. *Periodic Reporting to the District:* The District may require an employee on leave under this policy to report periodically to the District on the status and intention of the employee to return to work.

10.3.1213. *Maintenance of Health Benefits:* Except as provided under "Loss of Benefits," during any period that an employee takes leave under this policy, the District will maintain coverage for the employee and any family or household member under any group health plan for the duration of such leave at the level and under the conditions coverage would have been provided if the employee had continued in employment continuously for the duration of such leave.

10.3.1314. *Failure to Return from Leave:* The District may recover the premium that the agency paid for maintaining coverage for the employee and the employee's family or household member under such group health plan during any period of leave under this policy if:

1. the employee fails to return from leave under this policy after the period of leave to which the employee is entitled has expired; and
2. the employee fails to return to work for a reason other than: (a) the continuation, recurrence, or onset of actual or threatened domestic, sexual, ~~or~~ gender, or any other crime of violence that entitles the employee to leave; (b) the need for other job-protected leave under an applicable law; or (c) other circumstances beyond the control of the employee.


The District may require an employee who claims that the employee is unable to return to work because of a reason described above to provide, within a reasonable period after making the claim, certification to the District that the employee is unable to return to work because of that reason.

An employee may satisfy the certification requirement of clause by providing to the District certification as outlined above in Section 10.3.7.:

- ~~1. a sworn statement of the employee;~~
- ~~2. documentation from an employee, agent, or volunteer of a victim services organization, an attorney, a member of the clergy, or a medical or other professionals from whom the employee has sought assistance in addressing actual or threatened domestic, sexual or gender violence and the effects of that violence;~~
- ~~3. a police or court record; or~~
- ~~4. other corroborating evidence.~~

The District will not: (a) fail or refuse to hire, discharge, or harass any individual for exercising their rights under this policy; (b) otherwise discriminate against any individual exercising their rights under this policy with respect to the compensation, terms, conditions, or privileges of employment of the individual; or (c) retaliate against an individual in any form or manner for exercising their rights under this policy.

~~**10.3.14. Reporting to the District:** In response to an actual or perceived threat of domestic violence, sexual violence, gender violence or any other crime of violence, an employee may qualify for a reasonable accommodation, which may include adjustment to a job structure, workplace facility, modified schedule, leave, a changed telephone number or seating assignment, installation of a lock, implementation of a safety procedure and/or assistance in documenting actual or threatened domestic violence, sexual violence, gender violence or any other crime of violence that occurs at the workplace or in a work-related setting, unless the accommodation would create an undue hardship for the District.~~

	PARK DISTRICT OF HIGHLAND PARK
DEPT: Administration	Policy #: 10.7
APPROVED: 7/23/2019	Blood Donation <u>and Organ Donation</u> Leave
REVISED: February 2024	

10.7. Blood Donation and Organ Donation Leave

Any Full-Time Employee who has worked for the Park District for ~~at least~~ six (6) months or more may, with the written permission of his or her immediate Supervisor, take paid leave for up to one (1) hour to donate blood every 56 days. A Full-Time Employee who has worked for the Park District for six (6) months or more may also, with the advance written approval of their immediate Supervisor, use up to 10 days of paid leave in any 12-month period to serve as an organ donor. —Employees wishing to take blood or organ donation leave must submit a written request to their immediate Supervisor. This written request must be accompanied by medical documentation verifying the date(s) of the proposed donation. Blood or organ donation leave may be taken only when it will not, in the Supervisor's sole discretion, interfere with the Park District's operations.



Memorandum

To: Park Board of Commissioners

From: Patrick Noonan, Compliance and Risk Manager; Laurel Hall, Director of Human Resources and Workforce Development; Mitch Carr, Deputy Director; Brian Romes, Executive Director

Date: February 28, 2024

Subject: Approval of the Emergency Evacuation Agreement North Shore School District 112

Summary

The Park District of Highland Park and North Shore School District 112 (NSSD112) have an updated evacuation agreement between West Ridge Center and Red Oak School. This new agreement was put together and agreed upon by both parties on February 13, 2024. The purpose of this agreement is to have a designated off-property evacuation site for both West Ridge Center and Red Oak School. West Ridge Center would use Red Oak school in the event of a large-scale emergency evacuation at West Ridge Center, and Red Oak School would use West Ridge Center in the event of a large-scale emergency evacuation at Red Oak School. This agreement has been reviewed by both parties and has been updated with regards to occupancy and staff at both districts. This would replace the current agreement between the two parties.

Recommendation

Staff recommends the Park Board of Commissioners consider the approval of the Emergency Evacuation Agreement between North Shore School District 112 and the Park District of Highland Park.

EMERGENCY EVACUATION AGREEMENT

THIS AGREEMENT is entered into on this 13th day of February, 2024 by and between North Shore School District 112 (“School District”) and the Park District of Highland Park (“Park District”).

WITNESSETH:

WHEREAS, the School District maintains and operates a school campus, which includes Red Oak School located at 530 Red Oak Ln, Highland Park, IL 60035, and Sherwood Elementary School located at 1900 Stratford Rd. Highland Park, IL 60035 (hereinafter the campus is referred to as “Red Oak Property”) and desires to ensure the safety of the students and staff in its buildings; and

WHEREAS, at any given time, an emergency situation can occur that requires the need to evacuate the School District’s buildings to an off-site location; and

WHEREAS, the Park District maintains the Park District West Ridge Center located at 636 Ridge Road, Highland Park, IL 60035 (“West Ridge Property”), which can serve as a temporary safe haven for the students, invitees, and employees of the School District during an Emergency Evacuation (as defined below). This agreement will be reciprocal so that the Park District may use Red Oak Property as a temporary safe haven for the students, invitees, and employees of the Park District during an Emergency Evacuation (as defined below); and

WHEREAS, for the purposes of this Agreement, an Emergency Evacuation shall be a situation in which the administration of the School District or the Park District decides to evacuate a portion or all of its respective buildings due to an unforeseen event that threatens the safety of persons and/or its property; and

WHEREAS, the Parties desire to engage the assistance of each other to provide a temporary safe haven during an Emergency Evacuation.

NOW, THEREFORE, in consideration of the promises and conditions as herein set forth, and for other good and valuable consideration, receipt of which is acknowledged, it is hereby understood and agreed by and between the School District and the Park District as set forth below.

1. **Incorporation of Recitals.** The representations, covenants, and recitations set forth in the recitals above are material to this Agreement and are herein incorporated into and made a part of this Agreement as though they were fully set forth herein.
2. **Use of the Respective District’s Property.** The Park District shall permit students, invitees, and employees of the School District to seek refuge and have access to specific areas of the West Ridge Property for the purpose of and use as temporary shelter during an Emergency Evacuation of the School District and for as long as the School District deems reasonably necessary. The School District shall endeavor to give the Park District advance notice of its

need to use the West Ridge Property. The School District shall permit invitees and employees of the Park District to seek refuge and have access to specific areas of the Red Oak Property for the purpose of and use as temporary shelter during an Emergency Evacuation of the Park District and for as long as the Park District deems reasonably necessary. The Park District shall endeavor to give the School District advance notice of its need to use the Red Oak Property.

- A. The Park District will make the following areas of the West Ridge Property available for the purpose of and use as temporary shelter during an Emergency Evacuation of the School District:
 - i. Multi-Purpose Room (maximum capacity 510)
 - ii. Gymnasium (maximum capacity 680)
 - iii. Board Room (maximum capacity 44)
 - iv. Class Room 1 (maximum capacity 129)
 - v. Dance Room (maximum capacity 310)
 - vi. Other areas may be made available at the discretion of the facility supervisor and/or appropriate Park District representative.
- B. The School District will make the following areas of the Red Oak Property available for the purpose of and use as temporary shelter during an Emergency Evacuation of the Park District:
 - i. Gymnasium (Maximum capacity 768)
 - ii. Cafeteria (Maximum capacity 434)
 - iii. Other areas may be made available at the discretion of the facility supervisor and/or appropriate School District representative.
- 3. **Supervision and Control.** Each party shall provide for the direct supervision of its students, invitees, and employees while utilizing the other party's property during an Emergency Evacuation. Each party shall endeavor to follow the communication and entry procedures described in Addendum A.
- 4. **Term.** The term of this Agreement shall commence upon the date of the last party to sign this Agreement. Either party may terminate the agreement with 30 days' written notice to the other party.
- 5. **Indemnity.** Each party shall indemnify, defend, and hold harmless the other party, and its individual Board members, officers, and employees from and against any and all claims, actions, damages, liabilities, expenses, and losses that arise from acts and omissions of the indemnifying party related to its use and occupancy of the other party's property during an Emergency Evacuation.
- 6. **Insurance.** Each party to this Agreement shall maintain the following types of insurance during the term hereof and any extension thereof: (i) commercial general liability insurance on an occurrence basis with limits of at least \$1,000,000 per occurrence and \$2,000,000 in the aggregate; and (ii) umbrella or excess insurance on an occurrence basis with an aggregate limit of at least \$5,000,000. The umbrella or excess insurance shall follow the form of the

underlying policies. Each party shall provide the other party with a certificate of insurance and policy endorsement naming the other party and its individual Board members, officers, and employees as additional insured.

7. **Binding Effect and Survival.** This Agreement shall be binding upon and shall inure to the benefit of the parties hereto and their respective heirs, executors, administrators, legal representatives, successors and assigns.
8. **Amendment and Entire Agreement.** This Agreement may only be amended by written agreement of both parties. This Agreement represents the entire agreement between the parties to the subject matter hereof and supersedes any prior negotiations between the parties.
9. **Governing Law and Interpretation.** This Agreement shall be governed by the laws of the State of Illinois. Any action to enforce the terms of this Agreement shall be brought in the Lake County Circuit Court or the U.S. District Court for the Northern District of Illinois, Eastern Division.
10. **Execution.** This Agreement may be executed in counterparts, including facsimile and email counterparts, and all such executed counterparts, including counterparts with email or facsimile signatures, together shall constitute one original Agreement which shall be binding upon all the parties. Further, each signatory hereto represents and warrants that she/he has the necessary corporate authority to execute this Agreement and bind his/her respective entity.

SIGNATURE PAGE FOLLOWS

IN WITNESS WHEREOF, the parties have entered into this Agreement as of the dates set forth below.

North Shore School District 112

Park District of Highland Park

By: _____

By: _____

Its: _____

Its: _____

Date: _____

Date: _____

Addendum A

1. **Communication Standards for the School District.** In the event of an Emergency Evacuation, the School District shall endeavor to give the Park District advance notice of its need to use the West Ridge Property, by following the procedures described below:

- A. A Representative of the School District shall inform the Park District immediately of the evacuation by calling the Park District's representative:

Mitch Carr Cell Phone: 312-771-0806

Secondary Point of Contact:
Patrick Noonan Cell Phone: 224-482-8429

Additional Point of Contact:
Park District of Highland Park Main line: 847-831-3810

- B. All students, invitees, and employees of the School District must enter the West Ridge Property through the main entrance doors in an organized fashion;
 - C. When directed to the appropriate shelter locations, all students, invitees, and employees of the School District shall take steps to minimize disruption to Park District programs and operations;
 - D. In the event of an emergency at or near the West Ridge Property, all students, invitees, and employees of the School District must follow Park District staff directions regarding Emergency Action Plan shelter-in-place or evacuation procedures.
2. **Communication Standards for the Park District.** In the event of an Emergency Evacuation, the Park District shall endeavor to give the School District advance notice of its need to use the Red Oak Property, by following the procedures described below:

- A. A Representative of the Park District shall inform the School District immediately of the evacuation by calling the School District's representative:

Chelsey Maxwell, School Principal Cell Phone: 847-505-6678

Secondary Point of Contact:
Michael Lubelfeld, Superintendent Cell Phone: 224-813-0927

Additional Point of Contact:
Red Oak School Office Main Line: 224-765-3750

- B. All students, invitees, and employees of the Park District must enter the Red Oak Property through the main entrance doors in an organized fashion;
- C. When directed to the appropriate shelter locations, all invitees and employees of the Park District shall take steps to minimize disruption to School District programs and operations;
- D. In the event of an emergency at or near the Red Oak Property, all invitees and employees of the Park District must follow School District staff directions regarding Emergency Action Plan shelter-in-place or evacuation procedures.



Memorandum

To: Park Board of Commissioners

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

Date: February 28, 2024

Subject: **Approval of the 2024 Park Avenue Dredging Project Bid**

Summary

The Park District of Highland Park received one (1) sealed bid on Tuesday, February 13, 2024, for materials and labor to complete the 2024 Park Avenue Dredging Project. Work is scheduled to occur early May 2024.

Bid Results

Base Bid	US Commercial Diving
Base Bid 1: Mobilize/Demobilize	\$9,252.80
Base Bid 2: Dredge Material/Transport Material/Place Material (Not to exceed 1800 CY)	\$32,760.00
Total Base Bid	\$42,012.80

The low bidder is US Commercial Diving. This contractor has favorable references.

Budget Impact

Total Approved Budget	\$50,000.00
Bid Recommendation	\$42,012.80
<u>Environmental Testing</u>	<u>\$ 6,850.00</u>
Amount Under Budget	\$ 1,137.20

Recommendation

Staff and the Finance Committee recommend approval from the Park Board of Commissioners for Base Bid Items 1 and 2 from US Commercial Diving for the 2024 Park Avenue Dredging Project and authorize the Executive Director to enter into an agreement in the amount of \$42,012.80.



Memorandum

To: Park Board of Commissioners

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

Date: February 28, 2024

Subject: **Approval of the 2024 ADA Accessibility Audit and Transition Plan**

Summary

The Park District of Highland Park is committed to inclusion and providing equal public recreation opportunities in the most integrated setting to individuals with disabilities, as defined under applicable law. This includes complying with the Americans with Disabilities Act (ADA), the Illinois Human Rights Act (IHRA), and all other applicable local, state, and federal laws.

As a Distinguished Accredited Agency with the Illinois Association of Park Districts, The Park District of Highland Park regularly reviews and updates an ADA Transition Plan annually. This Plan identifies physical obstacles to accessibility, describes the methods to be used to make facilities accessible; provides a recommended schedule for making the access modifications; and a yearly schedule for making the modifications. At least every 5 years the Park Board will formally review the plan and every 10 years the Park Board will formally approve the Park District ADA Transition Plan. Consistent with this practice, the Park District will hire a consulting firm to conduct a comprehensive access audit to ADA compliance and overall inclusive access at all facilities and parks.

The Park District has budgeted funds in 2024 to complete an ADA Access Audit and update the Park District's ADA Access Transition Plan. The Park District's most recently reviewed this plan with the Park Board in 2019 and an ADA audit was last completed in 2010 by Recreation Accessibility Consultants. The Park District sought a proposal for the 2024 Audit from the same consulting group which is now referred to as the Accessibility Practice of the WT Group. The project team has extensive experience with Park Districts in the region and experience with accessibility, particularly as it relates to recreational facilities. Staff provided a project overview and reviewed the proposal which includes an audit, site reports, transition plan, community and staff engagement facilitation, and a final report with the Park Board of Commissioners at the February 14, 2024 Workshop meeting.

Financial Impact

Capital Budget	\$68,000
WT Proposal	\$54,790
Variance	\$13,210 Under Budget

Recommendation

Staff recommends the Park Board of Commissioners approve the 2024 ADA Accessibility Audit and Transition Plan Proposal from WT Group.



Memorandum

To: Board of Park Commissioners

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

Date: February 28, 2024

Subject: Bills and Payroll Disbursements authorized by Finance Committee Member(s). Checks written January 30, 2024 through February 22, 2024 to be presented to the Board for approval on February 28, 2024.

BILLS

<u>DATE</u>	<u>AMOUNT</u>
January 30, 2024 Emergency Check	\$ 3,219.99
January 31, 2024 Emergency Check	\$ 174.19
February 05, 2024 Emergency Check	\$ 4,619.29
February 08, 2024	\$ 639,009.88
February 22, 2024	\$ 295,649.08
Void Payments	\$ -
Bank Drafts	\$ 64,362.81
P-Card	\$ 74,964.75
TOTAL	\$ 1,081,999.99

PAYROLL DISBURSEMENTS

January 26, 2024	\$ 471,184.02
February 09, 2024	\$ 440,970.32
TOTAL	\$ 912,154.34

GRAND TOTAL	\$ 1,994,154.33
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To the Treasurer:

The payment of the above listed accounts is hereby approved by the below named Finance Committee member as of 02-28-24 and you are hereby authorized to release the checks from the appropriate funds.

Finance Committee Member

ATTEST: _____
Secretary



By Check Number

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Bank Code: AP-AP BANK						
16344	PARKS FOUNDATION OF HIGHLAND P/	01/31/2024	Regular	0.00	174.19	190268
013024	Invoice	01/30/2024	Foundation funds collected at PDHP-January...	0.00	174.19	

Bank Code AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	1	1	0.00	174.19
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	1	1	0.00	174.19

Fund Summary

Fund	Name	Period	Amount
99	POOLED CASH FUND	1/2024	174.19
			<hr/> 174.19



By Check Number

Vendor Number	Vendor DBA Name	Payment Date		Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description		Discount Amount	Payable Amount	
Bank Code: AP-AP BANK							
17515	WINDSTREAM	01/30/2024		Regular	0.00	3,219.99	190267
76186300	Invoice	01/22/2024	January 2024		0.00	3,219.99	

Bank Code AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	1	1	0.00	3,219.99
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	1	1	0.00	3,219.99

Fund Summary

Fund	Name	Period	Amount
99	POOLED CASH FUND	1/2024	3,219.99
			<u>3,219.99</u>



By Check Number

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Bank Code: AP-AP BANK						
19484	PLANSOURCE	02/05/2024	Regular	0.00	4,619.29	190269
020524	Invoice	02/05/2024	IMRF Retiree Insurance-February 2024 Prem...	0.00	4,619.29	

Bank Code AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	1	1	0.00	4,619.29
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	1	1	0.00	4,619.29

Fund Summary

Fund	Name	Period	Amount
99	POOLED CASH FUND	2/2024	4,619.29
			<hr/> 4,619.29



Park District of Highland Park, IL

Check Register

Packet: APPKT03973 - 2/8/24 Check Print

By Check Number

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Bank Code: AP-AP BANK						
16895	312 COMMUNICATIONS INC	02/08/2024	Regular	0.00	18,760.00	190270
97814	Invoice	01/12/2024	4/18/23-12/26/23 Informacast Project	0.00	18,760.00	
16895	312 COMMUNICATIONS INC	02/08/2024	Regular	0.00	1,135.94	190271
97784	Invoice	06/09/2023	Cisco Firepower Management Center/Applia...	0.00	1,135.94	
15147	ABC PRINTING COMPANY	02/08/2024	Regular	0.00	327.89	190272
281664	Invoice	01/25/2024	Spring Registration Banners	0.00	327.89	
10034	ABSOLUTE HOME IMPROVEMENTS	02/08/2024	Regular	0.00	2,050.00	190273
2023 Signs Invoice...	Invoice	02/06/2024	2023 Districtwide Signage Installation	0.00	2,050.00	
19993	ACP CREATIVIT, LLC	02/08/2024	Regular	0.00	852.00	190274
INV185847	Invoice	12/20/2023	Inovonics EchoStream Security Wireless Rece..	0.00	852.00	
10055	AEREX PEST CONTROL	02/08/2024	Regular	0.00	73.00	190275
2549013	Invoice	01/17/2024	January 2024-Pest Control	0.00	73.00	
16946	ALL AMERICAN EXTERIOR SOLUTIONS	02/08/2024	Regular	0.00	25,860.00	190276
67107	Invoice	11/09/2023	2023 Roof Improvement Project	0.00	25,860.00	
20615	ALYSSA SCHAPPACHER	02/08/2024	Regular	0.00	65.00	190277
2237363	Invoice	02/05/2024	Refund	0.00	65.00	
10111	AMALGAMATED BANK OF CHICAGO	02/08/2024	Regular	0.00	475.00	190278
Trust# 1857181003	Invoice	02/01/2024	Tax Park Bonds, Series 2020	0.00	475.00	
17301	WILSON SPORTING GOODS CO.	02/08/2024	Regular	0.00	412.51	190279
4544790685	Invoice	01/27/2024	NXT 16 / Synthetic Gut Power 16 WH	0.00	412.51	
20071	AVALON PETROLEUM COMPANY	02/08/2024	Regular	0.00	1,102.00	190280
009171	Invoice	01/10/2024	Unleaded fuel 1/10/24	0.00	1,102.00	
10327	BRIAN DUMAS	02/08/2024	Regular	0.00	116.81	190281
020524	Invoice	02/05/2024	Reimbursement-Costco Purchase 1/31/24	0.00	116.81	
20147	CHICAGO COMMUNICATIONS LLC	02/08/2024	Regular	0.00	2,202.00	190282
Quote No. 81152-...	Invoice	01/23/2024	HSA Multisensor 15MP Camera/Mount Adap...	0.00	2,202.00	
10502	CITY OF HIGHLAND PARK	02/08/2024	Regular	0.00	513.66	190283
020124 004546	Invoice	02/01/2024	750 Lincoln Ave W 11/1/23-1/31/24	0.00	149.96	
020124 005735	Invoice	02/01/2024	0 Cavell Ave 11/1/23-1/31/24	0.00	9.35	
020124 006536	Invoice	02/01/2024	1800 Spruce Ave 11/1/23-1/31/24	0.00	27.27	
020124 026489	Invoice	02/01/2024	2255 Ridge Rd 11/1/23-1/31/24	0.00	145.55	
020124 026496	Invoice	02/01/2024	1160 Cavell Ave 11/1/23-1/31/24	0.00	155.13	
020124 026500	Invoice	02/01/2024	1435 Arbor Ave 11/1/23-1/31/24	0.00	26.40	
10537	COMMONWEALTH EDISON COMPANY	02/08/2024	Regular	0.00	3,935.99	190284
012324 18122640...	Invoice	01/23/2024	636 Ridge Rd 12/20/23-1/23/24	0.00	3,935.99	
10537	COMMONWEALTH EDISON COMPANY	02/08/2024	Regular	0.00	1,320.42	190285
012424 72610440...	Invoice	01/24/2024	1240 Fredrickson Pl (POGO) 12/21/23-1/24/...	0.00	1,320.42	
10537	COMMONWEALTH EDISON COMPANY	02/08/2024	Regular	0.00	91.81	190286
012324 18147670...	Invoice	01/23/2024	ES Egandale 1N Park 12/20/23-1/23/24	0.00	91.81	
10537	COMMONWEALTH EDISON COMPANY	02/08/2024	Regular	0.00	3,437.36	190287
01.26.24 1730330...	Invoice	01/26/2024	Balance Owed	0.00	3,437.36	

Check Register

Packet: APPKT03973-2/8/24 Check Print

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	
10537	COMMONWEALTH EDISON COMPANY	02/08/2024	Regular	0.00	2,953.39	190288
012624 17303300...	Invoice	01/26/2024	NS Clavey 1E Rt 41 12/21/23-1/24/24	0.00	2,953.39	
10624	DANIEL CREANEY COMPANY	02/08/2024	Regular	0.00	5,100.00	190289
46325	Invoice	01/17/2024	Cunniff Park-Lump Sump Fee/Topograhic Su...	0.00	1,150.00	
46326	Invoice	01/18/2024	Dec 2023-Topographic Survey Rem Lump S...	0.00	3,950.00	
18562	DAVIS BANCORP INC	02/08/2024	Regular	0.00	3,278.00	190290
119242	Invoice	12/31/2023	Armored Transportation December 2023	0.00	1,639.00	
119920	Invoice	01/31/2024	Armored Transportation January 2024	0.00	1,639.00	
19073	DEBORAH WINTON	02/08/2024	Regular	0.00	46.00	190291
2237364	Invoice	02/05/2024	Refund	0.00	46.00	
10762	DUNLOP SPORTS GROUP AMERICAS	02/08/2024	Regular	0.00	1,251.72	190292
7783730 SO	Invoice	01/25/2024	TB Grand Prix Regular Duty 3B - Quantity 432	0.00	1,251.72	
17122	DYNEGY ENERGY SERVICES	02/08/2024	Regular	0.00	36,058.97	190293
331665724011	Invoice	01/30/2024	December 2023-January 2024	0.00	36,058.97	
17719	CONSTELLATION NEWENERGY - GAS D	02/08/2024	Regular	0.00	3,084.45	190294
3946116	Invoice	01/24/2024	1201 Park Ave W-December 2023	0.00	3,084.45	
10914	FOX VALLEY FIRE & SAFETY CO	02/08/2024	Regular	0.00	10,321.00	190295
IN00655605	Invoice	01/11/2024	1/5/24 Fire Sprinkler System Repair	0.00	10,321.00	
10954	MAGIC OF GARY KANTOR	02/08/2024	Regular	0.00	314.60	190296
020124	Invoice	02/01/2024	2/1/24 Magic Class-22 students	0.00	314.60	
10974	GEWALT HAMILTON ASSOCIATES INC	02/08/2024	Regular	0.00	5,833.62	190297
5121.002-6	Invoice	01/17/2024	Deck Replacement CA Services 11/27/23-12...	0.00	4,034.69	
5974.000-7	Invoice	01/12/2024	Preserve Trail-Services 11/27/23-12/31/23	0.00	1,798.93	
20611	GLENN YANCY	02/08/2024	Regular	0.00	180.00	190298
2229713	Invoice	01/30/2024	Refund	0.00	180.00	
11105	HIGHLAND PARK ELECTRIC	02/08/2024	Regular	0.00	15,475.00	190299
00156010824	Invoice	01/08/2024	Fink Park pond aeration electrical field 12/26...	0.00	11,800.00	
156010824	Invoice	01/08/2024	Fink Park pond aeration electrical feed 1/8 &...	0.00	3,675.00	
19645	HOLABIRD & ROOT, LLC	02/08/2024	Regular	0.00	81,000.00	190300
0134330	Invoice	01/29/2024	Professional Services 12/1/23-12/31/23	0.00	81,000.00	
20612	HOUSE OF DOORS, INC.	02/08/2024	Regular	0.00	511.25	190301
21551	Invoice	01/29/2024	10/19/23 Preserve Pole Barn-Garage Door R...	0.00	511.25	
12440	ILLINOIS OFFICE OF THE STATE FIRE M.	02/08/2024	Regular	0.00	280.00	190302
9686229	Invoice	10/24/2023	10/19/23 West Ridge & Centennial boiler in...	0.00	280.00	
18561	J MILLER MARKETING INC	02/08/2024	Regular	0.00	2,380.00	190303
26304	Invoice	01/05/2024	January 2024 Online Management	0.00	840.00	
26378	Invoice	02/05/2024	February 2024 Online Management	0.00	1,540.00	
15081	JASON HEER	02/08/2024	Regular	0.00	160.00	190304
012424	Invoice	01/24/2024	Arena flag football Ref.-4 games on 12/17/23	0.00	160.00	
20619	JESSICA ERNEST	02/08/2024	Regular	0.00	88.70	190305
2238726	Invoice	02/06/2024	Refund	0.00	88.70	
20609	JESSICA TARSCHIS	02/08/2024	Regular	0.00	319.00	190306
1914231	Invoice	05/11/2023	Refund	0.00	319.00	
18669	KELSEY PAYNE	02/08/2024	Regular	0.00	73.00	190307
2230281	Invoice	01/30/2024	Refund	0.00	73.00	
18474	LRS , LLC	02/08/2024	Regular	0.00	1,844.48	190308

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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	
LR5589391	Invoice	01/25/2024	2205 Skokie Valley Rd 2/1/24-2/29/24	0.00	84.24	
LR5589496	Invoice	01/25/2024	883 Sheridan Rd 2/1/24-2/29/24	0.00	84.24	
LR5589497	Invoice	01/25/2024	31 Park Ave 2/1/24-2/29/24	0.00	46.46	
LR5589498	Invoice	01/25/2024	2821 Ridge Rd 2/1/24-2/29/24	0.00	84.24	
LR5589499	Invoice	01/25/2024	701 Deer Creek Pkwy 2/1/24-2/29/24	0.00	145.91	
LR5589500	Invoice	01/25/2024	636 Ridge Rd 2/1/24-2/29/24 & Loose Yards...	0.00	291.14	
LR5589501	Invoice	01/25/2024	3100 Trail Way 2/1/24-2/29/24	0.00	329.76	
LR5589503	Invoice	01/25/2024	1240 Fredrickson PI (POGO) 2/1/24-2/29/24	0.00	396.73	
LR5589949	Invoice	01/25/2024	1201 Park Ave W 2/1/24-2/29/24	0.00	381.76	
20607	MAKOM SOLEL LAKESIDE	02/08/2024	Regular	0.00	50.00	190309
2228671	Invoice	01/29/2024	Refund	0.00	50.00	
19703	MARI-LYNN PETERS	02/08/2024	Regular	0.00	152.81	190310
102223	Invoice	10/22/2023	NPRA Conference-10/6/23-10/13/23 Reimbu..	0.00	152.81	
19542	MARI-LYNN PETERS - PETTY CASH	02/08/2024	Regular	0.00	392.76	190311
020824	Invoice	02/08/2024	Reimbursement for Petty Cash-West Ridge	0.00	392.76	
20413	MATTHEW ARBIT	02/08/2024	Regular	0.00	24.00	190312
2224302	Invoice	01/25/2024	Refund	0.00	24.00	
20618	MATTHEW MARTERSTECK	02/08/2024	Regular	0.00	30.00	190313
2237371	Invoice	02/05/2024	Refund	0.00	30.00	
20608	MATTHEW SHATZKAMER	02/08/2024	Regular	0.00	320.00	190314
1859759	Invoice	03/23/2023	Refund	0.00	160.00	
1914292	Invoice	05/11/2023	Refund	0.00	160.00	
18589	MEG WAXMAN	02/08/2024	Regular	0.00	160.00	190315
1859773	Invoice	03/23/2023	Refund	0.00	160.00	
20614	MICHELLE ANIXTER	02/08/2024	Regular	0.00	115.00	190316
2237358	Invoice	02/05/2024	Refund	0.00	115.00	
11802	MIDWEST INSTITUTE OF PARK EXECUT	02/08/2024	Regular	0.00	25.00	190317
2024 Dues Invoice	Invoice	01/24/2024	2024 MIPE Annual Membership-Casey Lawler	0.00	25.00	
20617	MINGA GONZALEZ	02/08/2024	Regular	0.00	148.00	190318
2237367	Invoice	02/05/2024	Refund	0.00	148.00	
13604	NORTH SHORE GAS	02/08/2024	Regular	0.00	8,522.52	190319
011724 06011450...	Invoice	01/17/2024	Deer Creek 12/14/23-1/14/24	0.00	2,815.41	
011724 06011450...	Invoice	01/17/2024	RCHP 12/14/23-1/14/24	0.00	2,248.99	
011724 06022257...	Invoice	01/17/2024	1390 Sunset Rd 12/14/23-1/14/24	0.00	131.55	
011724 06024054...	Invoice	01/17/2024	1377 Clavey Rd 12/14/23-1/14/24	0.00	230.15	
011924 06011450...	Invoice	01/19/2024	1240 Fredrickson PI 12/14/23-1/17/24	0.00	2,309.56	
011924 06024054...	Invoice	01/19/2024	2900 Trailway CuniffPark Shelter 12/15/23-...	0.00	273.92	
011924 06024054...	Invoice	01/19/2024	3100 Trail Way 12/14/23-1/17/24	0.00	247.76	
011924 06024054...	Invoice	01/19/2024	Aquatic Park 12/14/23-1/17/24	0.00	265.18	
20613	NORTH SHORE SPORTS AND WELLNES	02/08/2024	Regular	0.00	12,200.00	190320
CFL112823HP	Invoice	02/01/2024	Chicagoland Feeder Basketball League-Fees	0.00	12,200.00	
14914	NORTH SHORE WATER RECLAMATION	02/08/2024	Regular	0.00	8,243.81	190321
5215480	Invoice	12/23/2023	3420 Krenn Ave 5/22/23-9/1/23	0.00	4.07	
5240672	Invoice	01/27/2024	1240 Fredrickson PI 5/12/23-11/8/23	0.00	211.64	
5240681	Invoice	01/27/2024	640 Ridge Rd 6/14/23-9/15/23	0.00	111.93	
5240996	Invoice	01/27/2024	0 Central Ave 6/13/23-9/15/23	0.00	8.14	
5241183	Invoice	01/27/2024	1377 Deer Creek Pkwy (Maint) 6/14/23-9/15...	0.00	48.84	
5241494	Invoice	01/27/2024	1220 Fredrickson PI 6/14/23-9/14/23	0.00	5,291.00	
5243338	Invoice	01/27/2024	Golf Learning Center 2205 Skokie 6/14/23-9...	0.00	150.59	
5243342	Invoice	01/27/2024	1390 Sunset Rd 6/14/23-9/15/23	0.00	183.15	
5243351	Invoice	01/27/2024	1801 Sunset Rd 6/14/23-9/15/23	0.00	36.63	

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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	
5243694	Invoice	01/27/2024	125 Central Av NorthShore Yacht Club 6/14-...	0.00	59.02	
5243715	Invoice	01/27/2024	1201 Park Ave W 6/14/23-9/15/23	0.00	763.13	
5243728	Invoice	01/27/2024	1801 Sunset Rd 6/14/23-9/15/23	0.00	545.38	
5243884	Invoice	01/27/2024	3100 Trailway 6/13/23-9/15/23	0.00	687.83	
5243905	Invoice	01/27/2024	2700 Trail Way 6/14/23-9/15/23	0.00	93.61	
5243953	Invoice	01/27/2024	1377 Deer Creek Pkwy 6/14/13-9/15/23	0.00	30.53	
5243955	Invoice	01/27/2024	1390 Sunset Rd 6/14/23-9/15/23	0.00	18.32	
	Void	02/08/2024	Regular	0.00	0.00	190322
11998	PARK DISTRICT RISK MGMT AGCY	02/08/2024	Regular	0.00	199,247.79	190323
0124133H	Invoice	01/31/2024	January 2024-Employee Health Insurance	0.00	199,247.79	
11998	PARK DISTRICT RISK MGMT AGCY	02/08/2024	Regular	0.00	31,143.15	190324
0124133	Invoice	01/31/2024	January 2024-Liability Insurance	0.00	31,143.15	
20610	RANI NOLAN	02/08/2024	Regular	0.00	50.00	190325
1913928	Invoice	05/11/2023	Refund	0.00	50.00	
12211	RICOH USA, INC	02/08/2024	Regular	0.00	774.84	190326
5068797042	Invoice	01/17/2024	Copies 12/17/23-1/16/24	0.00	774.84	
19366	ROBERTA JACOBS	02/08/2024	Regular	0.00	39.50	190327
2237369	Invoice	02/05/2024	Refund	0.00	39.50	
16459	SANTO SPORT STORE	02/08/2024	Regular	0.00	11,864.00	190328
710116	Invoice	01/22/2024	1 Adult short sleeve pullover/1 Adult b-core ...	0.00	66.00	
710119	Invoice	01/22/2024	156 Youth Baseball Pants & 52 Adult Baseball..	0.00	11,752.00	
710130	Invoice	01/22/2024	2 Badger Adult B-Core Short Sleeve Shirts	0.00	46.00	
12393	SMITHGROUP, INC.	02/08/2024	Regular	0.00	9,900.00	190329
0176091	Invoice	01/17/2024	Park Ave Boat Launch Construction Admn 7/...	0.00	9,900.00	
18900	STUCKEY CONSTRUCTION COMPANY,	02/08/2024	Regular	0.00	116,882.10	190330
Pay Request #3	Invoice	12/31/2023	Pay Request #3 Hidden Creek AquaPark-Pool...	0.00	116,882.10	
19971	PLAY-WELL TEKNOLOGIES	02/08/2024	Regular	0.00	900.00	190331
DB24331	Invoice	11/30/2023	9/12/23-11/7/23 Adventures in STEM w/LE...	0.00	900.00	
12664	JOHNSON CONTROLS SECURITY SOLUT	02/08/2024	Regular	0.00	1,940.03	190332
10508497	Invoice	12/15/2023	1/1/2024-3/31/2024 Fire Monitoring Service	0.00	1,940.03	
20620	UNITEDLEX CORPORATION	02/08/2024	Regular	0.00	1,000.00	190333
092046	Invoice	11/09/2023	Services through 11/7/23-Deductible	0.00	1,000.00	
18398	WE GOT GAME, LLC	02/08/2024	Regular	0.00	1,600.00	190334
2308	Invoice	01/11/2024	2023-2024 Winter Camp Camps Coaching-C...	0.00	1,600.00	

Bank Code AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	107	64	0.00	639,009.88
Manual Checks	0	0	0.00	0.00
Voided Checks	0	1	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	107	65	0.00	639,009.88

Fund Summary

Fund	Name	Period	Amount
99	POOLED CASH FUND	2/2024	639,009.88
			<u>639,009.88</u>



Park District of Highland Park, IL

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By Check Number

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Bank Code: AP-AP BANK						
15147	ABC PRINTING COMPANY	02/22/2024	Regular	0.00	2,284.02	190335
281928	Invoice	02/02/2024	2024 Lakefront "Resident" Parking Decals	0.00	2,284.02	
10055	AEREX PEST CONTROL	02/22/2024	Regular	0.00	73.00	190336
2552626	Invoice	02/21/2024	February 2024-Pest Control	0.00	73.00	
10149	ANCEL, GLINK, DIAMOND, BUSH	02/22/2024	Regular	0.00	16,175.22	190337
101939	Invoice	02/09/2024	Legal Services January 2024	0.00	16,175.22	
13696	ANIMAL QUEST ENTERTAINMENT INC	02/22/2024	Regular	0.00	579.00	190338
122	Invoice	02/07/2024	2/20/24 Animal Petting Zoo Event	0.00	579.00	
20621	ANNA MARCOLIN PERSONAL DEVELOP	02/22/2024	Regular	0.00	400.00	190339
144	Invoice	01/19/2024	3/8/24 Speaking Engagement-Women in the...	0.00	400.00	
20627	ARROWMARINE. INC.	02/22/2024	Regular	0.00	1,000.00	190340
021624	Invoice	02/16/2024	2001 Neptune JC Mfg Suntoon w/2001 Merc...	0.00	1,000.00	
20071	AVALON PETROLEUM COMPANY	02/22/2024	Regular	0.00	6,851.36	190341
009054	Invoice	01/24/2024	Unleaded gas 1/24/24	0.00	957.72	
009185	Invoice	01/20/2024	Unleaded fuel 1/20/24	0.00	1,519.39	
009385	Invoice	01/15/2024	Unleaded fuel 1/15/24	0.00	1,549.15	
009392	Invoice	01/30/2024	Unleaded fuel 1/30/24	0.00	739.20	
009397	Invoice	02/02/2024	Unleaded fuel 2/2/24	0.00	1,116.21	
040410	Invoice	01/24/2024	Diesel fuel 1/24/24	0.00	969.69	
20623	BRETT SIEGEL	02/22/2024	Regular	0.00	50.00	190342
2247351	Invoice	02/12/2024	Refund	0.00	50.00	
10463	CHICAGO TRIBUNE COMPANY	02/22/2024	Regular	0.00	77.45	190343
087027109000	Invoice	01/31/2024	1/18/24 & 1/30/24 Online Classified Listings	0.00	77.45	
10502	CITY OF HIGHLAND PARK	02/22/2024	Regular	0.00	534.70	190344
020324 026488	Invoice	02/03/2024	655 Burton Ave-Brown Park 11/1/23-1/31/24	0.00	534.70	
10502	CITY OF HIGHLAND PARK	02/22/2024	Regular	0.00	39.91	190345
020324 035840	Invoice	02/03/2024	767 Pleasant Ave 12/4/23-1/31/24	0.00	39.91	
16752	COLUMBIA CASCADE COMPANY	02/22/2024	Regular	0.00	19,730.00	190346
36709-56	Invoice	01/05/2024	Deutsch Park Playground Equipment	0.00	19,730.00	
20625	CYNTHIA PAULSEN	02/22/2024	Regular	0.00	312.00	190347
2258216	Invoice	02/20/2024	Refund	0.00	312.00	
18260	DAVEY RESOURCE GROUP, INC	02/22/2024	Regular	0.00	1,532.25	190348
9000028457R	Invoice	12/30/2023	Sunset East Woodlands Contact	0.00	1,532.25	
10675	DEERFIELD YOUNG WARRIORS	02/22/2024	Regular	0.00	365.00	190349
021324	Invoice	02/13/2024	Payment for 1 team-Deerfield Tournament 2...	0.00	365.00	
10889	FITNESS EQUIPMENT SERVICES, INC	02/22/2024	Regular	0.00	1,100.00	190350
24108	Invoice	01/25/2024	Service Contract-1st Quarterly Payment	0.00	1,100.00	
20626	GALLUP, INC.	02/22/2024	Regular	0.00	3,000.00	190351
100123084	Invoice	02/12/2024	Gallup Access-Business CliftonStrengths Subs.	0.00	3,000.00	
10974	GEWALT HAMILTON ASSOCIATES INC	02/22/2024	Regular	0.00	1,365.90	190352
5121.051-7	Invoice	02/06/2024	Fink Park Baseball Field II Services 1/1-1/28/...	0.00	1,365.90	

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11196	ILLINOIS STATE POLICE	02/22/2024	Regular	0.00	170.00	190353
20240100686	Invoice	01/31/2024	1/1/24-1/31/24 Background Checks	0.00	170.00	
19937	CLIFFORD WALD & CO	02/22/2024	Regular	0.00	137.80	190354
SINV103522	Invoice	03/03/2023	Order#SORD103863- Inkjet 4 Rolls	0.00	137.80	
14419	INVEX DESIGN	02/22/2024	Regular	0.00	1,540.00	190355
2341	Invoice	02/07/2024	14hrs-Web Development	0.00	1,540.00	
20426	IT1 SOURCE, LLC	02/22/2024	Regular	0.00	2,744.90	190356
00929175	Invoice	01/16/2024	Lenovo ThinkPad Universal USB-C Smart Doc...	0.00	2,744.90	
11268	JASCULCA TERMAN STRATEGIC COMM	02/22/2024	Regular	0.00	5,700.00	190357
56330	Invoice	02/15/2024	Professional Public Affairs - January 2024	0.00	5,700.00	
20622	JOANA CRIS ABRIL	02/22/2024	Regular	0.00	50.00	190358
2247344	Invoice	02/12/2024	Refund	0.00	50.00	
19934	ZIPLINE CORPORATION	02/22/2024	Regular	0.00	475.00	190359
6-022HP	Invoice	12/01/2023	Photography/Editing of Photos	0.00	475.00	
17849	JULIE HELLER	02/22/2024	Regular	0.00	154.00	190360
2258214	Invoice	02/20/2024	Refund	0.00	154.00	
17106	KMNS KIDS MUSIC NORTSHORE LLC	02/22/2024	Regular	0.00	3,141.45	190361
02	Invoice	12/31/2023	Fall II Season	0.00	3,141.45	
13855	LAUREL KLEE	02/22/2024	Regular	0.00	482.00	190362
2248331	Invoice	02/13/2024	Refund	0.00	482.00	
20628	LENOVO (UNITED STATES) INC.	02/22/2024	Regular	0.00	253.00	190363
6466792177	Invoice	01/17/2024	PC Repair for Mike D.	0.00	253.00	
18474	LRS , LLC	02/22/2024	Regular	0.00	61.00	190364
021224 Credit	Credit Memo	02/12/2024	Credit on Account#12411 2/12/24	0.00	-44.00	
PS587774	Invoice	02/08/2024	1080 Park Ave W 2/9/24-3/7/24 Portable Po...	0.00	105.00	
19703	MARI-LYNN PETERS	02/22/2024	Regular	0.00	18.77	190365
021324	Invoice	02/13/2024	IPRA Conference Reimbursement	0.00	18.77	
19915	MIDWEST SPORT SURFACES, LLC	02/22/2024	Regular	0.00	5,000.00	190366
011224	Invoice	01/12/2024	2024 Spring Reconditioning-4 Har-Tru tennis...	0.00	5,000.00	
17710	MNJ TECHNOLOGIES DIRECT, INC	02/22/2024	Regular	0.00	2,292.03	190367
CINV004034209	Invoice	01/31/2024	Microsoft 365 Business-Premium/Basic/File ...	0.00	2,086.99	
CINV004034277	Invoice	01/31/2024	Microsoft 365 Business License 12/29/23-12...	0.00	205.04	
10006	NCPERS GROUP LIFE INSURANCE	02/22/2024	Regular	0.00	48.00	190368
3301022024	Invoice	01/01/2024	NCPERS Group Life Insurance-February 2024...	0.00	48.00	
13604	NORTH SHORE GAS	02/22/2024	Regular	0.00	12,430.90	190369
020224 06081976...	Invoice	02/02/2024	1801 Sunset Rd 12/2/23-1/31/24	0.00	600.61	
020624 06011450...	Invoice	02/06/2024	636 Ridge Rd 1/1/24-1/31/24	0.00	1,447.49	
020624 06024054...	Invoice	02/06/2024	1240 Fredrickson Pl(Hidden Creek) 1/1/24-1...	0.00	297.88	
020824 06011450...	Invoice	02/08/2024	3100 Trail Way(Centennial Ice) 1/1/24-1/31/...	0.00	1,960.92	
021424 06011450...	Invoice	02/14/2024	Deer Creek 1/15/24-2/12/24	0.00	3,400.30	
021424 06011450...	Invoice	02/14/2024	RCHP 1/15/24-2/12/24	0.00	2,242.33	
021424 06011450...	Invoice	02/14/2024	1240 Fredrickson Pl 1/18/24-2/12/24	0.00	1,739.49	
021424 06022257...	Invoice	02/14/2024	1390 Sunset Rd 1/15/24-2/12/24	0.00	106.57	
021424 06024054...	Invoice	02/14/2024	1377 Clavey Rd 1/15/24-2/12/24	0.00	252.82	
021424 06024054...	Invoice	02/14/2024	Aquatic Park 1/18/24-2/12/24	0.00	382.49	
20075	NRG BUSINESS MARKETING	02/22/2024	Regular	0.00	9,435.32	190370
HS44076639	Invoice	02/07/2024	636 Ridge Rd 1/1/24-1/31/24	0.00	3,884.38	
HS44076640	Invoice	02/07/2024	1240 Fredrickson Pl(Hidden Creek) 1/1/24-1...	0.00	249.11	

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HS44081878	Invoice	02/09/2024	3100 Trail Way(Centennial Ice) 1/1/24-1/31/...	0.00	5,301.83	
11961	NUSTEP, LLC	02/22/2024	Regular	0.00	13,742.00	190371
INV32523	Invoice	11/21/2023	Special Rec-ADA recumbent bike	0.00	6,971.00	
INV34090	Invoice	01/19/2024	Special Rec-T6 Pro Recumbent Cross Trainer	0.00	6,771.00	
20624	POWERDMS, INC.	02/22/2024	Regular	0.00	5,850.00	190372
INV-48113	Invoice	02/14/2024	PowerPolicy Professional Setup/Subscription	0.00	5,850.00	
12211	RICOH USA, INC	02/22/2024	Regular	0.00	1,319.34	190373
5068972371	Invoice	02/18/2024	Copies 1/17/24-2/16/24	0.00	1,319.34	
18397	RYAN OCHS	02/22/2024	Regular	0.00	151.28	190374
022024	Invoice	02/20/2024	GCSAA Conference 1/27/24-1/31/24 Reimbu...	0.00	151.28	
16459	SANTO SPORT STORE	02/22/2024	Regular	0.00	13,836.50	190375
710052	Invoice	02/05/2024	215 Outdoor Caps AIR25C Custom Proflex Hat	0.00	4,085.00	
710118	Invoice	01/22/2024	164 Youth Baseball Jerseys/78 Adult Jerseys	0.00	9,594.00	
710123	Invoice	01/25/2024	1 Gildan Adult Heavy Blend Hoodie	0.00	27.00	
710131	Invoice	01/25/2024	2 Gildan Blend Hoodies & 1 Russell Adult Pul...	0.00	102.00	
710155	Invoice	01/25/2024	1 Champro Adult Basketball Jersey	0.00	28.50	
10767	TEXTRON E-Z-GO LLC	02/22/2024	Regular	0.00	152,845.77	190376
93742249	Invoice	01/30/2024	Golf Cart GPS Purchase	0.00	139,512.75	
93747777	Invoice	02/03/2024	Golf Cart Beverage Cart Purchase-New	0.00	13,333.02	
12569	THE LAKOTA GROUP, INC.	02/22/2024	Regular	0.00	3,030.32	190377
24004-01	Invoice	02/14/2024	1/1/24-1/31/24 Professional Fees	0.00	3,030.32	
20473	TRAQNOLOGY NORTH AMERICA	02/22/2024	Regular	0.00	3,822.00	190378
Estimate 1564	Invoice	02/06/2024	ABI Implements	0.00	3,822.00	
12781	WILSON SPORTING GOODS	02/22/2024	Regular	0.00	1,447.89	190379
4544932279	Invoice	02/07/2024	US Open XD Tball 3 Ball Can	0.00	1,447.89	

Bank Code AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	69	45	0.00	295,649.08
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
	69	45	0.00	295,649.08

Fund Summary

Fund	Name	Period	Amount
99	POOLED CASH FUND	2/2024	295,649.08
			<u>295,649.08</u>



Park District of Highland Park, IL

Check Register

Packet: APPKT03956 - Bank Draft 1/25/24 ICMA 457

By Vendor DBA Name

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Bank Code: PAYROLL-PAYROLL BANK						
11161	ICMA RETIREMENT TRUST #302037	01/25/2024	Bank Draft	0.00	4,352.15	DFT0004594
012624 ICMA 457	Invoice	01/25/2024	1/26/24 ICMA 457 Deductions Plan#302037	0.00	4,352.15	

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	4,352.15
EFT's	0	0	0.00	0.00
	1	1	0.00	4,352.15

Fund Summary

Fund	Name	Period	Amount
99	POOLED CASH FUND	1/2024	4,352.15
			<hr/> 4,352.15



Park District of Highland Park, IL

Check Register

Packet: APPKT03953 - Bank Draft 1/25/24 ICMA Roth

By Vendor DBA Name

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Bank Code: PAYROLL-PAYROLL BANK						
12825	ICMA RETIREMENT TRUST #705568	01/25/2024	Bank Draft	0.00	285.00	DFT0004593
012524 ICMA Roth	Invoice	01/25/2024	Pay Period 1/26/24 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
	1	1	0.00	285.00

Fund Summary

Fund	Name	Period	Amount
99	POOLED CASH FUND	1/2024	285.00
			<hr/> 285.00



Park District of Highland Park, IL

Check Register

Packet: APPKT03958 - Bank Draft 1/29/24 Health Equity INV6108685

By Vendor DBA Name

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Bank Code: PAYROLL-PAYROLL BANK						
19658	HEALTHEQUITY INC	01/29/2024	Bank Draft	0.00	115.50	DFT0004596
INV6108685	Invoice	01/29/2024	Jan 2024 HC FSA/DC FSA/HCDC FSA Admin F...	0.00	115.50	

Bank Code PAYROLL Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	0	0	0.00	0.00
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	1	1	0.00	115.50
EFT's	0	0	0.00	0.00
	1	1	0.00	115.50

Fund Summary

Fund	Name	Period	Amount
99	POOLED CASH FUND	1/2024	115.50
			<hr/>
			115.50



Park District of Highland Park, IL

Check Register

Packet: APPKT03957 - Bank Draft 1/29/24 Health Equity INV6125437

By Vendor DBA Name

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Bank Code: PAYROLL-PAYROLL BANK						
19658	HEALTHEQUITY INC	01/29/2024	Bank Draft	0.00	660.52	DFT0004595
INV6125437	Invoice	01/29/2024	2024 HCFA Visa Card Paym/2023 PMB Pay...	0.00	660.52	

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	660.52
EFT's	0	0	0.00	0.00
	1	1	0.00	660.52

Fund Summary

Fund	Name	Period	Amount
99	POOLED CASH FUND	1/2024	660.52
			<hr/>
			660.52



Park District of Highland Park, IL

Check Register

Packet: APPKT03972 - Bank Draft 2/6/24 Health Equity INV6148148

By Vendor DBA Name

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Bank Code: PAYROLL-PAYROLL BANK						
19658	HEALTHEQUITY INC	02/06/2024	Bank Draft	0.00	527.65	DFT0004619
INV6148148	Invoice	02/06/2024	Visa Card Payments/PMB Payments HCFS	0.00	527.65	

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	527.65
EFT's	0	0	0.00	0.00
	1	1	0.00	527.65

Fund Summary

Fund	Name	Period	Amount
99	POOLED CASH FUND	2/2024	527.65
			<hr/> 527.65



Park District of Highland Park, IL

Check Register

Packet: APPKT03974 - Bank Draft 2/8/24 IMRF

By Vendor DBA Name

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Bank Code: PAYROLL-PAYROLL BANK						
11177	ILL MUNICIPAL RETIREMENT FUND	02/08/2024	Bank Draft	0.00	51,584.79	DFT0004620
013124	Invoice	02/08/2024	January 2024 IMRF Contributions	0.00	51,584.79	

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	51,584.79
EFT's	0	0	0.00	0.00
	1	1	0.00	51,584.79

Fund Summary

Fund	Name	Period	Amount
99	POOLED CASH FUND	2/2024	51,584.79
			<hr/> 51,584.79



Park District of Highland Park, IL

Check Register

Packet: APPKT03976 - Bank Draft 2/9/24 ICMA 457

By Vendor DBA Name

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Bank Code: PAYROLL-PAYROLL BANK						
11161	ICMA RETIREMENT TRUST #302037	02/09/2024	Bank Draft	0.00	4,272.03	DFT0004622
020924 ICMA 457	Invoice	02/09/2024	2/9/24 ICMA 457 Deductions Plan#302037	0.00	4,272.03	

Bank Code PAYROLL Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	0	0	0.00	0.00
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	1	1	0.00	4,272.03
EFT's	0	0	0.00	0.00
	1	1	0.00	4,272.03

Fund Summary

Fund	Name	Period	Amount
99	POOLED CASH FUND	2/2024	4,272.03
			<hr/> 4,272.03



Park District of Highland Park, IL

Check Register

Packet: APPKT03977 - Bank Draft 2/9/24 ICMA Roth

By Vendor DBA Name

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Bank Code: PAYROLL-PAYROLL BANK						
12825	ICMA RETIREMENT TRUST #705568	02/09/2024	Bank Draft	0.00	285.00	DFT0004623
020924 ICMA Roth	Invoice	02/09/2024	Pay Period 2/9/24 ICMA Roth IRA Plan#7055...	0.00	285.00	

Bank Code PAYROLL Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	0	0	0.00	0.00
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	1	1	0.00	285.00
EFT's	0	0	0.00	0.00
	1	1	0.00	285.00

Fund Summary

Fund	Name	Period	Amount
99	POOLED CASH FUND	2/2024	285.00
			<hr/> 285.00



Park District of Highland Park, IL

Check Register

Packet: APPKT03975 - Bank Draft 2/9/24 Quadient-Postage

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						
18904	QUADIENT FINANCE USA, INC	02/09/2024	Bank Draft	0.00	1,500.00	DFT0004621
020924 Postage	Invoice	02/09/2024	Postage 1/29/24, 2/5/24 & 2/7/24	0.00	1,500.00	

Bank Code AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	0	0	0.00	0.00
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	1	1	0.00	1,500.00
EFT's	0	0	0.00	0.00
	1	1	0.00	1,500.00

Fund Summary

Fund	Name	Period	Amount
99	POOLED CASH FUND	2/2024	1,500.00
			<hr/> 1,500.00



Park District of Highland Park, IL

Check Register

Packet: APPKT03980 - Bank Draft 2/12/24 AFLAC

By Vendor DBA Name

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Bank Code: PAYROLL-PAYROLL BANK						
10058	AFLAC	02/12/2024	Bank Draft	0.00	429.12	DFT0004630
013124 AFLAC	Invoice	02/12/2024	AFLAC Deduction Period Ending 1/31/2024	0.00	429.12	

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	429.12
EFT's	0	0	0.00	0.00
	1	1	0.00	429.12

Fund Summary

Fund	Name	Period	Amount
99	POOLED CASH FUND	2/2024	429.12
			<hr/> 429.12



Park District of Highland Park, IL

Check Register

Packet: APPKT03982 - Bank Draft 2/16/24 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	
Bank Code: AP-AP BANK						
11188	ILLINOIS DEPT OF REVENUE	02/16/2024	Bank Draft	0.00	44.00	DFT0004631
013124	Invoice	02/16/2024	January 2024 ST-1 Sales/Use Tax - ST-1 Pay...	0.00	44.00	

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	44.00
EFT's	0	0	0.00	0.00
	1	1	0.00	44.00

Fund Summary

Fund	Name	Period	Amount
99	POOLED CASH FUND	2/2024	44.00
			<hr/>
			44.00



Park District of Highland Park, IL

Check Register

Packet: APPKT03984 - Bank Draft 2/20/24 Health Equity INV6180204

By Vendor DBA Name

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Bank Code: PAYROLL-PAYROLL BANK						
19658	HEALTHEQUITY INC	02/20/2024	Bank Draft	0.00	196.38	DFT0004633
INV6180204	Invoice	02/20/2024	Visa Card Payments HCFSa 2023/2024	0.00	196.38	

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	196.38
EFT's	0	0	0.00	0.00
	1	1	0.00	196.38

Fund Summary

Fund	Name	Period	Amount
99	POOLED CASH FUND	2/2024	196.38
			<hr/>
			196.38



Park District of Highland Park, IL

Check Register

Packet: APPKT03983 - Bank Draft 2/20/24 Health Equity INV6202701

By Vendor DBA Name

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Bank Code: PAYROLL-PAYROLL BANK						
19658	HEALTHEQUITY INC	02/20/2024	Bank Draft	0.00	110.67	DFT0004632
INV6202701	Invoice	02/20/2024	Visa Card Payments HCFSa 2023/2024	0.00	110.67	

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	110.67
EFT's	0	0	0.00	0.00
	1	1	0.00	110.67

Fund Summary

Fund	Name	Period	Amount
99	POOLED CASH FUND	2/2024	110.67
			<hr/>
			110.67



By Vendor DBA Name

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Bank Code: AP-AP BANK						
10313	BOA P-CARD STATEMENTS	01/07/2024	Bank Draft	0.00	74,964.75	DFT0004592
10524	Invoice	01/05/2024	P-Card with PA	0.00	7,308.93	
123123	Invoice	12/31/2023	P-Card with PA	0.00	67,655.82	

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	2	1	0.00	74,964.75
EFT's	0	0	0.00	0.00
	2	1	0.00	74,964.75

Fund Summary

Fund	Name	Period	Amount
99	POOLED CASH FUND	1/2024	74,964.75
			<hr/>
			74,964.75



Park District of Highland Park, IL

DISTRICT WIDE

Income Statement

Current Period Ending 01/31/2024

Type	Month		Year To Date			Annual Budget	Prior Year	
	Actual	Budget	Actual	Budget	Variance Favorable (Unfavorable)		Month	YTD
Revenue								
100 - PROGRAMS	1,143,470.21	796,474.38	1,143,470.21	796,474.38	346,995.83	3,634,651.56	856,706.67	856,706.67
110 - CAMPS	14,729.05	1,877.74	14,729.05	1,877.74	12,851.31	1,929,008.00	17,517.90	17,517.90
120 - LESSONS	55,665.20	55,786.78	55,665.20	55,786.78	-121.58	551,806.50	52,453.00	52,453.00
130 - SPECIAL EVENTS	0.00	7,080.00	0.00	7,080.00	-7,080.00	125,558.00	299.84	299.84
410 - TAX	46,102.03	38,430.00	46,102.03	38,430.00	7,672.03	15,186,446.53	78,509.21	78,509.21
420 - FEES & CHARGES	68,876.50	48,562.59	68,876.50	48,562.59	20,313.91	2,739,057.00	28,247.28	28,247.28
440 - MEMBERSHIPS	109,423.74	96,570.94	109,423.74	96,570.94	12,852.80	1,363,871.13	76,893.09	76,893.09
450 - RENTALS	133,750.08	102,852.93	133,750.08	102,852.93	30,897.15	1,559,664.41	53,758.99	53,758.99
460 - MERCHANDISING	1,931.24	16,712.33	1,931.24	16,712.33	-14,781.09	134,648.00	17,232.44	17,232.44
470 - INTEREST INCOME	114,651.54	22,079.50	114,651.54	22,079.50	92,572.04	265,000.00	90,891.79	90,891.79
480 - MISCELLANEOUS INCOME	4,901.00	8,971.84	4,901.00	8,971.84	-4,070.84	1,041,933.00	4,351.64	4,351.64
510 - OTHER INCOME	0.00	0.00	0.00	0.00	0.00	55,916.55	0.00	0.00
520 - BOND/DEBT PROCEEDS	0.00	0.00	0.00	0.00	0.00	5,500,000.00	0.00	0.00
Total Revenue:	1,693,500.59	1,195,399.03	1,693,500.59	1,195,399.03	498,101.56	34,087,560.68	1,276,861.85	1,276,861.85
Expense								
100 - PROGRAMS	138,092.91	180,970.85	138,092.91	180,970.85	42,877.94	1,883,735.25	101,942.88	101,942.88
110 - CAMPS	4,567.02	7,197.98	4,567.02	7,197.98	2,630.96	992,596.09	3,815.13	3,815.13
120 - LESSONS	12,786.41	21,362.84	12,786.41	21,362.84	8,576.43	265,147.64	13,111.52	13,111.52
130 - SPECIAL EVENTS	59.51	14,004.31	59.51	14,004.31	13,944.80	169,710.57	4,183.37	4,183.37
440 - MEMBERSHIPS	7,131.62	14,367.15	7,131.62	14,367.15	7,235.53	162,871.38	6,065.21	6,065.21
610 - SALARIES & WAGES	491,674.72	629,243.37	491,674.72	629,243.37	137,568.65	10,322,857.75	431,425.01	431,425.01
620 - CONTRACTUAL SERVICES	154,750.33	191,156.06	154,750.33	191,156.06	36,405.73	4,845,828.35	130,644.61	130,644.61
630 - INSURANCE	-20,128.90	-20,347.69	-20,128.90	-20,347.69	-218.79	2,456,942.96	-12,638.26	-12,638.26
640 - MATERIALS & SUPPLIES	3,528.65	27,191.13	3,528.65	27,191.13	23,662.48	684,435.02	11,752.03	11,752.03
650 - MAINTENANCE & LANDSCAPING CONTRACTS	765.02	25,322.76	765.02	25,322.76	24,557.74	559,943.10	5,263.79	5,263.79
660 - UTILITIES	7,090.47	77,816.73	7,090.47	77,816.73	70,726.26	1,108,258.92	5,928.71	5,928.71
670 - PENSION CONTRIBUTIONS	45,169.53	48,735.27	45,169.53	48,735.27	3,565.74	862,449.27	37,961.30	37,961.30
680 - COST OF GOODS SOLD	946.66	680.55	946.66	680.55	-266.11	65,620.00	0.00	0.00
710 - DEBT RETIREMENT	0.00	0.00	0.00	0.00	0.00	3,362,600.00	0.00	0.00
720 - CAPITAL OUTLAY	8,640.00	1,991.26	8,640.00	1,991.26	-6,648.74	10,120,021.00	113,756.19	113,756.19
Total Expense:	855,073.95	1,219,692.57	855,073.95	1,219,692.57	364,618.62	37,863,017.30	853,211.49	853,211.49
Report Total:	838,426.64	-24,293.54	838,426.64	-24,293.54	862,720.18	-3,775,456.62	423,650.36	423,650.36

Fund Summary

Fund	Month		Year To Date		Variance Favorable (Unfavorable)	Annual Budget	Prior Year	
	Actual	Budget	Actual	Budget			Month	YTD
01 - GENERAL CORPORATE	-166,232.95	-287,923.46	-166,232.95	-287,923.46	121,690.51	-180,258.67	-100,175.04	-100,175.04
25 - SPECIAL RECREATION	0.00	0.00	0.00	0.00	0.00	524,625.45	0.00	0.00
29 - RECREATION	1,010,732.36	260,464.52	1,010,732.36	260,464.52	750,267.84	2,966,338.60	599,210.03	599,210.03
60 - DEBT SERVICE	0.00	0.00	0.00	0.00	0.00	-1,698,200.00	0.00	0.00
70 - CAPITAL PROJECTS	-6,072.77	3,165.40	-6,072.77	3,165.40	-9,238.17	-5,387,962.00	-75,384.63	-75,384.63
Report Total:	838,426.64	-24,293.54	838,426.64	-24,293.54	862,720.18	-3,775,456.62	423,650.36	423,650.36

At the end of January, Special Recreation, Debt Service and Capital Projects funds are trending as anticipated.

For the General Fund, interest income continues to be high and exceeded budget by \$23,000. This is a permanent difference. Salary and wages is under budget due to a timing difference with sick payout. Contractual services is under budget largely due to timing differences within professional fees.

For the Recreation Fund, program revenue exceeded budget, due to tennis, by \$92,000 which is a permanent difference due to greater than expected winter programming. Also exceeding budget is house basketball, by \$19,000, and this will be corrected in February as 100% of the program revenue went to 2024 and roughly 30% belongs in 2023. Early childhood exceeded budget by \$133,000 and is a timing difference. Dance exceeded budget by \$39,000 and is due to more enrollments than budgeted for. Finally, new programs include garden plots and dog training and is a timing difference of \$11,000. Camps came in above budget due to CIA mini camp and youth tennis camp. Both are permanent differences. Greens fees and loyalty club fees exceeded budget by \$16,000 due to the expiration of unused rain checks and gift cards. This is a permanent difference. Memberships exceeded budget largely due to Rec Center resident memberships and group exercise (\$8,375) which is a permanent difference. Rentals came in over budget for prime tennis by \$7,000. This is a permanent difference. Permanent rentals at CIA came in over budget by \$4,000. Finally, rentals at Park Ave are over budget by \$15,000 and this is a timing difference. Interest income continues to be high and exceeded budget by \$67,000. This is a permanent difference. Program expenses are under budget in tennis by \$23,000 and is a timing difference. Recreation program expenses are permanent and under budget by \$7,000. WRC program expenses are under budget by \$11,000 and are a timing difference. Special events expenses are under budget at CIA by \$9,000 and is a timing difference. Special events expenses for the winter event is also under budget by \$5,000. Salaries and wages are under budget, largely due to administrative wages (especially open asst. director of facilities permanent) and sick pay timing difference. Materials and supplies is under budget, and it is largely a timing difference. Maintenance and landscaping contracts are under budget, and it is largely due to equipment repairs and landscape at SVGC and is a timing difference. Utility bills are under budget due to bills coming in more slowly that anticipated. This is a timing difference.



Park District of Highland Park, IL

Income Statement

Current Period Ending 01/31/2024

01 - GENERAL FUND

Type	Month		Year To Date			Annual Budget	Prior Year	
	Actual	Budget	Actual	Budget	Variance Favorable (Unfavorable)		Month	YTD
Revenue								
410 - TAX	46,102.03	38,430.00	46,102.03	38,430.00	7,672.03	6,538,573.05	78,509.21	78,509.21
420 - FEES & CHARGES	2,193.39	1,827.00	2,193.39	1,827.00	366.39	41,200.00	1,976.59	1,976.59
450 - RENTALS	11,800.00	11,800.00	11,800.00	11,800.00	0.00	11,800.00	0.00	0.00
460 - MERCHANDISING	0.00	22.28	0.00	22.28	-22.28	264.00	0.00	0.00
470 - INTEREST INCOME	28,718.47	5,414.50	28,718.47	5,414.50	23,303.97	65,000.00	50,896.23	50,896.23
480 - MISCELLANEOUS INCOME	400.00	8,727.70	400.00	8,727.70	-8,327.70	69,001.00	1,800.00	1,800.00
Total Revenue:	89,213.89	66,221.48	89,213.89	66,221.48	22,992.41	6,725,838.05	133,182.03	133,182.03
Expense								
610 - SALARIES & WAGES	186,458.72	233,542.25	186,458.72	233,542.25	47,083.53	3,528,817.49	172,867.01	172,867.01
620 - CONTRACTUAL SERVICES	53,909.92	88,418.14	53,909.92	88,418.14	34,508.22	1,375,396.09	39,630.55	39,630.55
630 - INSURANCE	-6,986.67	-5,688.10	-6,986.67	-5,688.10	1,298.57	1,116,338.62	-1,633.77	-1,633.77
640 - MATERIALS & SUPPLIES	2,310.25	6,412.72	2,310.25	6,412.72	4,102.47	288,986.82	5,597.63	5,597.63
650 - MAINTENANCE & LANDSCAPING CONTRACTS	641.24	3,351.62	641.24	3,351.62	2,710.38	138,893.10	590.08	590.08
660 - UTILITIES	1,864.52	11,226.24	1,864.52	11,226.24	9,361.72	161,487.34	1,096.13	1,096.13
670 - PENSION CONTRIBUTIONS	17,248.86	16,882.07	17,248.86	16,882.07	-366.79	296,177.26	15,209.44	15,209.44
Total Expense:	255,446.84	354,144.94	255,446.84	354,144.94	98,698.10	6,906,096.72	233,357.07	233,357.07
Report Total:	-166,232.95	-287,923.46	-166,232.95	-287,923.46	121,690.51	-180,258.67	-100,175.04	-100,175.04

Interest income continues to be high and exceeded budget by \$23,000. This is a permanent difference. Salary and wages is under budget due to a timing difference with sick payout. Contractual services is under budget largely due to timing differences within professional fees.



Park District of Highland Park, IL

Income Statement

Current Period Ending 01/31/2024

25 - SPECIAL RECREATION

Type	Month		Year To Date		Variance Favorable (Unfavorable)	Annual Budget	Prior Year	
	Actual	Budget	Actual	Budget			Month	YTD
Revenue								
410 - TAX	0.00	0.00	0.00	0.00	0.00	950,253.81	0.00	0.00
Total Revenue:	0.00	0.00	0.00	0.00	0.00	950,253.81	0.00	0.00
Expense								
620 - CONTRACTUAL SERVICES	0.00	0.00	0.00	0.00	0.00	425,628.36	0.00	0.00
Total Expense:	0.00	0.00	0.00	0.00	0.00	425,628.36	0.00	0.00
Report Total:	0.00	0.00	0.00	0.00	0.00	524,625.45	0.00	0.00

The Special Recreation Fund is trending as expected.



Park District of Highland Park, IL

Income Statement

Current Period Ending 01/31/2024

29 - RECREATION FUND

Type	Month		Year To Date			Prior Year		
	Actual	Budget	Actual	Budget	Variance Favorable (Unfavorable)	Annual Budget	Month	YTD
Revenue								
100 - PROGRAMS	1,143,470.21	796,474.38	1,143,470.21	796,474.38	346,995.83	3,634,651.56	856,706.67	856,706.67
110 - CAMPS	14,729.05	1,877.74	14,729.05	1,877.74	12,851.31	1,929,008.00	17,517.90	17,517.90
120 - LESSONS	55,665.20	55,786.78	55,665.20	55,786.78	-121.58	551,806.50	52,453.00	52,453.00
130 - SPECIAL EVENTS	0.00	7,080.00	0.00	7,080.00	-7,080.00	125,558.00	299.84	299.84
410 - TAX	0.00	0.00	0.00	0.00	0.00	6,033,219.67	0.00	0.00
420 - FEES & CHARGES	66,683.11	46,735.59	66,683.11	46,735.59	19,947.52	2,697,857.00	26,270.69	26,270.69
440 - MEMBERSHIPS	109,423.74	96,570.94	109,423.74	96,570.94	12,852.80	1,363,871.13	76,893.09	76,893.09
450 - RENTALS	121,950.08	91,052.93	121,950.08	91,052.93	30,897.15	1,547,864.41	53,758.99	53,758.99
460 - MERCHANDISING	1,931.24	16,690.05	1,931.24	16,690.05	-14,758.81	134,384.00	17,232.44	17,232.44
470 - INTEREST INCOME	79,845.84	12,500.00	79,845.84	12,500.00	67,345.84	150,000.00	0.00	0.00
480 - MISCELLANEOUS INCOME	4,501.00	244.14	4,501.00	244.14	4,256.86	68,405.00	2,551.64	2,551.64
510 - OTHER INCOME	0.00	0.00	0.00	0.00	0.00	55,916.55	0.00	0.00
Total Revenue:	1,598,199.47	1,125,012.55	1,598,199.47	1,125,012.55	473,186.92	18,292,541.82	1,103,684.26	1,103,684.26
Expense								
100 - PROGRAMS	138,092.91	180,970.85	138,092.91	180,970.85	42,877.94	1,883,735.25	101,942.88	101,942.88
110 - CAMPS	4,567.02	7,197.98	4,567.02	7,197.98	2,630.96	992,596.09	3,815.13	3,815.13
120 - LESSONS	12,786.41	21,362.84	12,786.41	21,362.84	8,576.43	265,147.64	13,111.52	13,111.52
130 - SPECIAL EVENTS	59.51	14,004.31	59.51	14,004.31	13,944.80	169,710.57	4,183.37	4,183.37
440 - MEMBERSHIPS	7,131.62	14,367.15	7,131.62	14,367.15	7,235.53	162,871.38	6,065.21	6,065.21
610 - SALARIES & WAGES	305,216.00	395,701.12	305,216.00	395,701.12	90,485.12	6,794,040.26	258,558.00	258,558.00
620 - CONTRACTUAL SERVICES	97,320.41	102,737.92	97,320.41	102,737.92	5,417.51	1,258,535.90	89,390.06	89,390.06
630 - INSURANCE	-13,142.23	-14,659.59	-13,142.23	-14,659.59	-1,517.36	1,340,604.34	-11,004.49	-11,004.49
640 - MATERIALS & SUPPLIES	1,218.40	20,778.41	1,218.40	20,778.41	19,560.01	395,448.20	6,154.40	6,154.40
650 - MAINTENANCE & LANDSCAPING CONTRACTS	123.78	21,971.14	123.78	21,971.14	21,847.36	421,050.00	4,673.71	4,673.71
660 - UTILITIES	5,225.95	66,590.49	5,225.95	66,590.49	61,364.54	946,771.58	4,832.58	4,832.58
670 - PENSION CONTRIBUTIONS	27,920.67	31,853.20	27,920.67	31,853.20	3,932.53	566,272.01	22,751.86	22,751.86
680 - COST OF GOODS SOLD	946.66	680.55	946.66	680.55	-266.11	65,620.00	0.00	0.00
720 - CAPITAL OUTLAY	0.00	991.66	0.00	991.66	991.66	63,800.00	0.00	0.00
Total Expense:	587,467.11	864,548.03	587,467.11	864,548.03	277,080.92	15,326,203.22	504,474.23	504,474.23
Report Total:	1,010,732.36	260,464.52	1,010,732.36	260,464.52	750,267.84	2,966,338.60	599,210.03	599,210.03

Fund Summary

Fund	Month		Year To Date		Variance Favorable (Unfavorable)	Annual Budget	Prior Year	
	Actual	Budget	Actual	Budget			Month	YTD
29 - RECREATION	1,010,732.36	260,464.52	1,010,732.36	260,464.52	750,267.84	2,966,338.60	599,210.03	599,210.03
Report Total:	1,010,732.36	260,464.52	1,010,732.36	260,464.52	750,267.84	2,966,338.60	599,210.03	599,210.03

Program revenue exceeded budget, due to tennis, by \$92,000 which is a permanent difference due to greater than expected winter programming. Also exceeding budget is house basketball, by \$19,000, and this will be corrected in February as 100% of the program revenue went to 2024 and roughly 30% belongs in 2023. Early childhood exceeded budget by \$133,000 and is a timing difference. Dance exceeded budget by \$39,000 and is due to more enrollments than budgeted for. Finally, new programs include garden plots and dog training and is a timing difference of \$11,000.

Camps came in above budget due to CIA mini camp and youth tennis camp. Both are permanent differences.

Greens fees and loyalty club fees exceeded budget by \$16,000 due to the expiration of unused rain checks and gift cards. This is a permanent difference.

Memberships exceeded budget largely due to Rec Center resident memberships and group exercise (\$8,375) which is a permanent difference.

Rentals came in over budget for prime tennis by \$7,000. This is a permanent difference. Permanent rentals at CIA came in over budget by \$4,000. Finally, rentals at Park Ave are over budget by \$15,000 and this is a timing difference.

Merchandising is largely under budget due to the new restaurant not opening until April. This is a timing difference.

Interest income continues to be high and exceeded budget by \$67,000. This is a permanent difference.

Program expenses are under budget in tennis by \$23,000 and is a timing difference. Recreation program expenses are permanent and under budget by \$7,000. WRC program expenses are under budget by \$11,000 and are a timing difference.

Special events expenses are under budget at CIA by \$9,000 and is a timing difference. Special events expenses for the winter event is also under budget by \$5,000.

Salaries and wages are under budget, largely due to administrative wages (especially open asst. director of facilities permanent) and sick pay timing difference.

Materials and supplies is under budget, and it is largely a timing difference.

Maintenance and landscaping contracts are under budget, and it is largely due to equipment repairs and landscape at SVGC and is a timing difference.

Utility bills are under budget due to bills coming in more slowly that anticipated. This is a timing difference.



Park District of Highland Park, IL

Income Statement

Current Period Ending 01/31/2024

60 - DEBT SERVICE

Type	Month		Year To Date		Variance Favorable (Unfavorable)	Annual Budget	Prior Year	
	Actual	Budget	Actual	Budget			Month	YTD
Revenue								
410 - TAX	0.00	0.00	0.00	0.00	0.00	1,664,400.00	0.00	0.00
Total Revenue:	0.00	0.00	0.00	0.00	0.00	1,664,400.00	0.00	0.00
Expense								
710 - DEBT RETIREMENT	0.00	0.00	0.00	0.00	0.00	3,362,600.00	0.00	0.00
Total Expense:	0.00	0.00	0.00	0.00	0.00	3,362,600.00	0.00	0.00
Report Total:	0.00	0.00	0.00	0.00	0.00	-1,698,200.00	0.00	0.00

The Debt Service Fund is trending as expected.



Park District of Highland Park, IL

Income Statement

Current Period Ending 01/31/2024

70 - CAPITAL FUND

Type	Month		Year To Date		Variance Favorable (Unfavorable)	Annual Budget	Prior Year	
	Actual	Budget	Actual	Budget			Month	YTD
Revenue								
470 - INTEREST INCOME	6,087.23	4,165.00	6,087.23	4,165.00	1,922.23	50,000.00	39,995.56	39,995.56
480 - MISCELLANEOUS INCOME	0.00	0.00	0.00	0.00	0.00	904,527.00	0.00	0.00
520 - BOND/DEBT PROCEEDS	0.00	0.00	0.00	0.00	0.00	5,500,000.00	0.00	0.00
Total Revenue:	6,087.23	4,165.00	6,087.23	4,165.00	1,922.23	6,454,527.00	39,995.56	39,995.56
Expense								
620 - CONTRACTUAL SERVICES	3,520.00	0.00	3,520.00	0.00	-3,520.00	1,786,268.00	1,624.00	1,624.00
720 - CAPITAL OUTLAY	8,640.00	999.60	8,640.00	999.60	-7,640.40	10,056,221.00	113,756.19	113,756.19
Total Expense:	12,160.00	999.60	12,160.00	999.60	-11,160.40	11,842,489.00	115,380.19	115,380.19
Report Total:	-6,072.77	3,165.40	-6,072.77	3,165.40	-9,238.17	-5,387,962.00	-75,384.63	-75,384.63

The Capital Fund is trending as expected.



RECREATION BY CENTER

Park District of Highland Park, IL

Account Type	2023 Total Budget	2023 YTD Activity	2024 Total Budget	2024 YTD Activity
Fund: 29 - RECREATION				
Center: 11 - ADMINISTRATIVE				
Revenue	\$ 5,732,520.17	\$ 94.00	\$ 6,249,619.67	79,845.84
Expense	\$ 5,547,576.13	\$ 127,157.10	\$ 7,501,952.75	165,024.60
Center: 11 - ADMINISTRATIVE Surplus (Deficit):	\$ 184,944.04	\$ (127,063.10)	\$ (1,252,333.08)	\$ (85,178.76)
Net Revenue:	3.23%	-135,173.51%	-20.04%	-106.68%
Center: 24 - WEST RIDGE CENTER				
Revenue	\$ 625,799.00	\$ 211,493.30	\$ 801,668.00	288,495.49
Expense	\$ 837,846.96	\$ 27,583.12	\$ 1,022,929.28	44,160.34
Center: 24 - WEST RIDGE CENTER Surplus (Deficit):	\$ (212,047.96)	\$ 183,910.18	\$ (221,261.28)	244,335.15
Net Revenue:	-33.88%	86.96%	-27.60%	84.69%
Center: 26 - ATHLETICS				
Revenue	\$ 1,048,253.99	\$ 330,078.29	\$ 1,130,926.00	387,376.42
Expense	\$ 1,019,270.68	\$ 72,279.30	\$ 1,101,606.60	95,925.82
Center: 26 - ATHLETICS Surplus (Deficit):	\$ 28,983.31	\$ 257,798.99	\$ 29,319.40	291,450.60
Net Revenue:	2.76%	78.10%	2.59%	75.24%
Center: 28 - CAMPS				
Revenue	\$ 945,309.00	\$ 623.40	\$ 1,136,585.00	1,185.00
Expense	\$ 622,557.33	\$ 7,980.64	\$ 619,430.69	2,871.64
Center: 28 - CAMPS Surplus (Deficit):	\$ 322,751.67	\$ (7,357.24)	\$ 517,154.31	\$ (1,686.64)
Net Revenue:	34.14%	-1,180.18%	45.50%	-142.33%
Center: 29 - SPECIAL EVENTS				
Revenue	\$ 67,028.00	\$ 250.00	\$ 62,475.00	\$ -
Expense	\$ 177,961.55	\$ 3,037.17	\$ 185,652.12	1,949.33
Center: 29 - SPECIAL EVENTS Surplus (Deficit):	\$ (110,933.55)	\$ (2,787.17)	\$ (123,177.12)	\$ (1,949.33)
Net Revenue:	-165.50%	-1,114.87%	-197.16%	0.00%
Center: 31 - HIDDEN CREEK AQUAPARK				
Revenue	\$ 435,327.00	\$ (132.66)	\$ 460,883.50	\$ 16.74
Expense	\$ 605,397.89	\$ 6,381.62	\$ 647,338.54	3,365.28
Center: 31 - HIDDEN CREEK AQUAPARK Surplus (Deficit):	\$ (170,070.89)	\$ (6,514.28)	\$ (186,455.04)	\$ (3,348.54)
Net Revenue:	-39.07%	4,910.51%	-40.46%	-20,003.23%
Center: 32 - ROSEWOOD INTERPRETIVE CENTER				
Revenue	\$ 169,347.00	\$ 4,086.00	\$ 129,676.00	1,579.25
Expense	\$ 119,888.92	\$ 1,888.57	\$ 119,521.49	2,077.81
Center: 32 - ROSEWOOD INTERPRETIVE CENTER Surplus (Deficit):	\$ 49,458.08	\$ 2,197.43	\$ 10,154.51	\$ (498.56)
Net Revenue:	29.21%	53.78%	7.83%	-31.57%

Account Type	2023 Total Budget	2023 YTD Activity	2024 Total Budget	2024 YTD Activity
Center: 33 - ROSEWOOD BEACH				
Revenue	\$ 178,540.00	\$ 168.00	\$ 177,975.00	\$ 205.00
Expense	\$ 268,908.94	\$ 3,541.39	\$ 287,704.11	\$ 3,485.71
Center: 33 - ROSEWOOD BEACH Surplus (Deficit):	\$ (90,368.94)	\$ (3,373.39)	\$ (109,729.11)	\$ (3,280.71)
Net Revenue:	-50.62%	-2,007.97%	-61.65%	-1,600.35%
Center: 34 - PARK AVENUE				
Revenue	\$ 261,290.00	\$ 14,270.06	\$ 278,077.91	15,838.74
Expense	\$ 265,847.68	\$ 1,723.97	\$ 293,032.13	2,418.44
Center: 34 - PARK AVENUE Surplus (Deficit):	\$ (4,557.68)	\$ 12,546.09	\$ (14,954.22)	13,420.30
Net Revenue:	-1.74%	87.92%	-5.38%	84.73%
Center: 38 - ICE ARENA				
Revenue	\$ 996,120.48	\$ 94,975.66	\$ 1,210,865.50	280,616.95
Expense	\$ 1,032,446.03	\$ 27,556.38	\$ 1,146,698.89	48,768.70
Center: 38 - ICE ARENA Surplus (Deficit):	\$ (36,325.55)	\$ 67,419.28	\$ 64,166.61	231,848.25
Net Revenue:	-3.65%	70.99%	5.30%	82.62%
Center: 41 - MAINTENANCE				
Expense	\$ 897,675.43	\$ 26,480.76	\$ 1,009,351.08	25,213.72
Center: 41 - MAINTENANCE Total:	\$ 897,675.43	\$ 26,480.76	\$ 1,009,351.08	25,213.72
Net Revenue:				
Center: 42 - PRO SHOP				
Revenue	\$ 1,929,231.00	\$ 20,650.07	\$ 2,141,345.00	23,453.35
Expense	\$ 694,153.85	\$ 15,222.94	\$ 774,879.40	14,501.63
Center: 42 - PRO SHOP Surplus (Deficit):	\$ 1,235,077.15	\$ 5,427.13	\$ 1,366,465.60	8,951.72
Net Revenue:	64.02%	26.28%	63.81%	38.17%
Center: 49 - RECREATION CENTER ADMIN				
Revenue	\$ 107,270.00	\$ 12,240.54	\$ 95,901.00	12,092.06
Expense	\$ 704,720.08	\$ 23,936.97	\$ 722,300.97	29,056.31
Center: 49 - RECREATION CENTER ADMIN Surplus (Deficit):	\$ (597,450.08)	\$ (11,696.43)	\$ (626,399.97)	\$ (16,964.25)
Net Revenue:	-556.96%	-95.55%	-653.17%	-140.29%
Center: 51 - RECREATION CENTER FITNESS				
Revenue	\$ 954,714.68	\$ 97,447.01	\$ 1,415,092.39	131,943.73
Expense	\$ 767,995.46	\$ 34,417.84	\$ 871,759.71	37,976.59
Center: 51 - RECREATION CENTER FITNESS Surplus (Deficit):	\$ 186,719.22	\$ 63,029.17	\$ 543,332.68	93,967.14
Net Revenue:	19.56%	64.68%	38.40%	71.22%
Center: 53 - RECREATION CENTER AQUATICS				
Revenue	\$ 235,643.75	\$ 31,788.23	\$ 286,927.80	31,861.58
Expense	\$ 335,706.89	\$ 21,918.85	\$ 386,128.26	18,445.27
Center: 53 - RECREATION CENTER AQUATICS Surplus (Deficit):	\$ (100,063.14)	\$ 9,869.38	\$ (99,200.46)	13,416.31
Net Revenue:	-42.46%	31.05%	-34.57%	42.11%

Account Type	2023 Total Budget	2023 YTD Activity	2024 Total Budget	2024 YTD Activity
Center: 55 - INDOOR TENNIS				
Revenue	\$ 1,754,621.79	\$ 274,504.98	\$ 1,955,046.00	335,018.32
Expense	\$ 1,379,971.25	\$ 62,165.24	\$ 1,522,057.88	60,663.25
Center: 55 - INDOOR TENNIS Surplus (Deficit):	\$ 374,650.54	\$ 212,339.74	\$ 432,988.12	274,355.07
Net Revenue:	21.35%	77.35%	22.15%	81.89%
Center: 61 - HELLER NATURE CENTER				
Revenue	\$ 303,718.00	\$ 3,113.05	\$ 241,897.50	2,268.00
Expense	\$ 671,514.54	\$ 25,257.50	\$ 665,650.99	15,954.50
Center: 61 - HELLER NATURE CENTER Surplus (Deficit):	\$ (367,796.54)	\$ (22,144.45)	\$ (423,753.49)	\$ (13,686.50)
Net Revenue:	-121.10%	-711.34%	-175.18%	-603.46%
Center: 74 - HPCC LEARNING CENTER				
Revenue	\$ 546,750.00	\$ 8,034.33	\$ 481,664.00	6,403.00
Expense	\$ 532,296.56	\$ 15,944.87	\$ 464,539.78	15,040.91
Center: 74 - HPCC LEARNING CENTER Surplus (Deficit):	\$ 14,453.44	\$ (7,910.54)	\$ 17,124.22	\$ (8,637.91)
Net Revenue:	2.64%	-98.46%	3.56%	-134.90%
Center: 76 - HPCC BUILDING				
Revenue	\$ 46,878.00	\$ -	\$ 35,916.55	\$ -
Expense	\$ 46,367.00	\$ -	\$ 36,048.55	\$ 567.26
Center: 76 - HPCC BUILDING Surplus (Deficit):	\$ 511.00	\$ -	\$ (132.00)	\$ (567.26)
Net Revenue:	1.09%	0.00%	-0.37%	0.00%
Fund: 29 - RECREATION Surplus (Deficit):	\$ (189,779.31)	\$ 599,210.03	\$ (1,086,041.40)	1,010,732.36
Net Revenue:	-1.16%	54.29%	-5.94%	63.24%
Report Surplus (Deficit):	\$ (189,779.31)	\$ 599,210.03	\$ (1,086,041.40)	1,010,732.36
Net Revenue:	-1.16%	54.29%	-5.94%	63.24%



Sunset Valley Golf Course

	2023 Budget	2023 YTD Activity	2024 Budget	2024 YTD Activity
Revenue	1,929,231.00	20,650.07	2,141,345.00	23,453.35
Expense	1,591,829.28	41,703.70	1,784,230.48	39,715.35
Report Surplus (Deficit):	337,401.72	(21,053.63)	357,114.52	(16,262.00)

Recreation Center of HP

	2023 Budget	2023 YTD Activity	2024 Budget	2024 YTD Activity
Revenue	1,297,628.43	141,475.78	1,797,921.19	175,897.37
Expense	1,808,422.43	80,273.66	1,980,188.94	85,478.17
Report Surplus (Deficit):	(510,794.00)	61,202.12	(182,267.75)	90,419.20

Deer Creek Raquet Club

	2023 Budget	2023 YTD Activity	2024 Budget	2024 YTD Activity
Revenue	1,754,621.79	274,504.98	1,955,046.00	335,018.32
Expense	1,379,971.25	62,165.24	1,522,057.88	60,663.25
Report Surplus (Deficit):	374,650.54	212,339.74	432,988.12	274,355.07

Park District of Highland Park
Investment Schedule
January 31, 2024

01.31.24

Security		Type		Purchase Date	Maturity Date	Interest Rate	Purchase Price	Monthly Interest	Expected Interest
First Bank of Highland Park	99-11-112100	CD	2,000,000.00	5/26/23	5/26/24	4.79%	2,000,000.00	7,983.33	94,800.00
First Bank of Highland Park	99-11-112160	CD	1,000,000.00	12/1/23	12/1/24	5.20%	1,000,000.00	4,333.33	51,000.00
PMA	99-11-112485	CD	948,200.00	9/13/23	9/12/24	5.38%	948,200.00	4,251.10	51,075.59
PMA	99-11-112490	CD	949,000.00	1/12/24	1/10/25	5.20%	949,000.00	4,113.92	49,231.38
			4,897,200.00				4,897,200.00	20,681.68	246,106.97



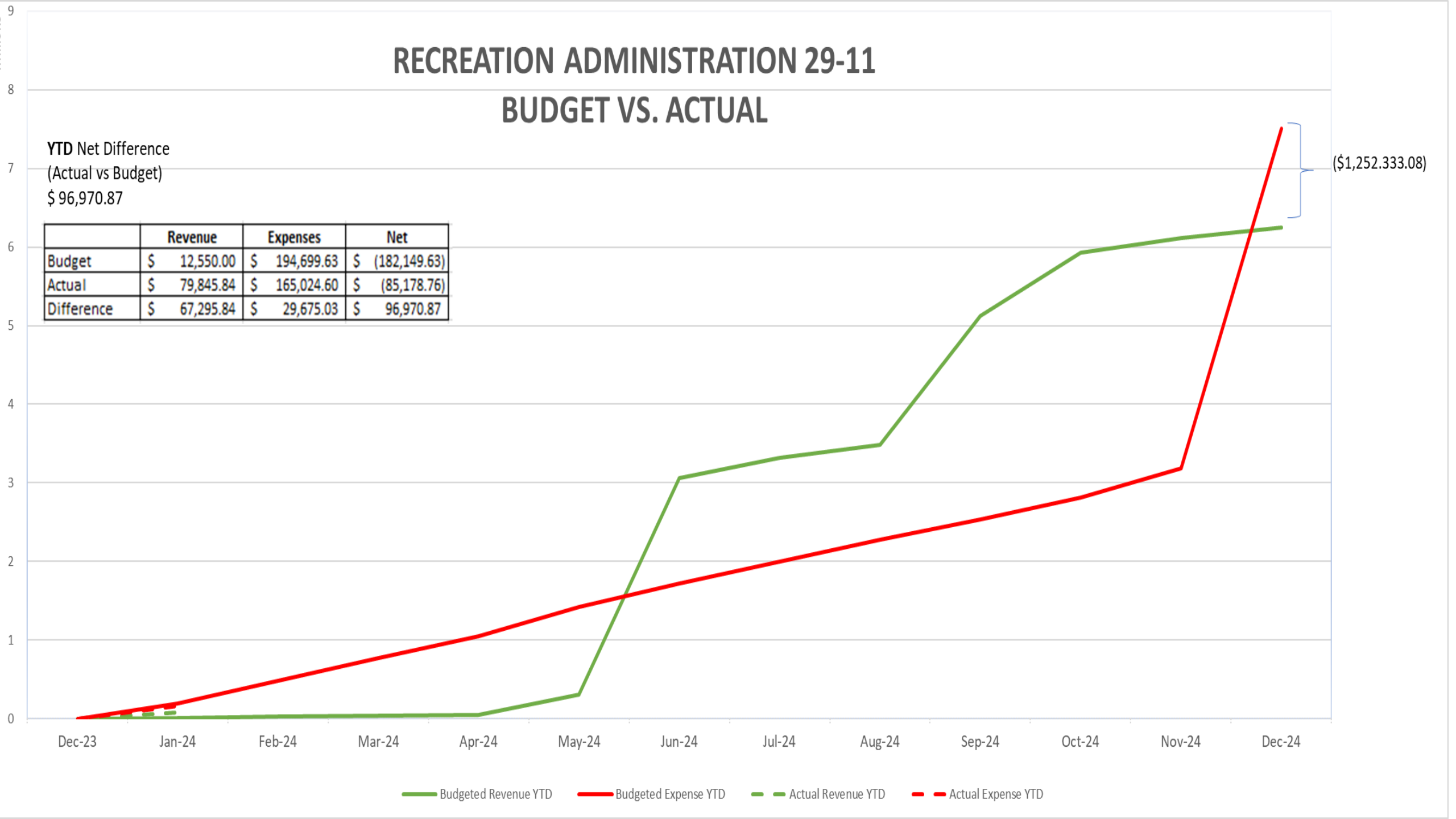
Revenue and Expense Charts by Center – January 2024

RECREATION ADMINISTRATION 29-11

BUDGET VS. ACTUAL

YTD Net Difference
(Actual vs Budget)
\$ 96,970.87

	Revenue	Expenses	Net
Budget	\$ 12,550.00	\$ 194,699.63	\$ (182,149.63)
Actual	\$ 79,845.84	\$ 165,024.60	\$ (85,178.76)
Difference	\$ 67,295.84	\$ 29,675.03	\$ 96,970.87

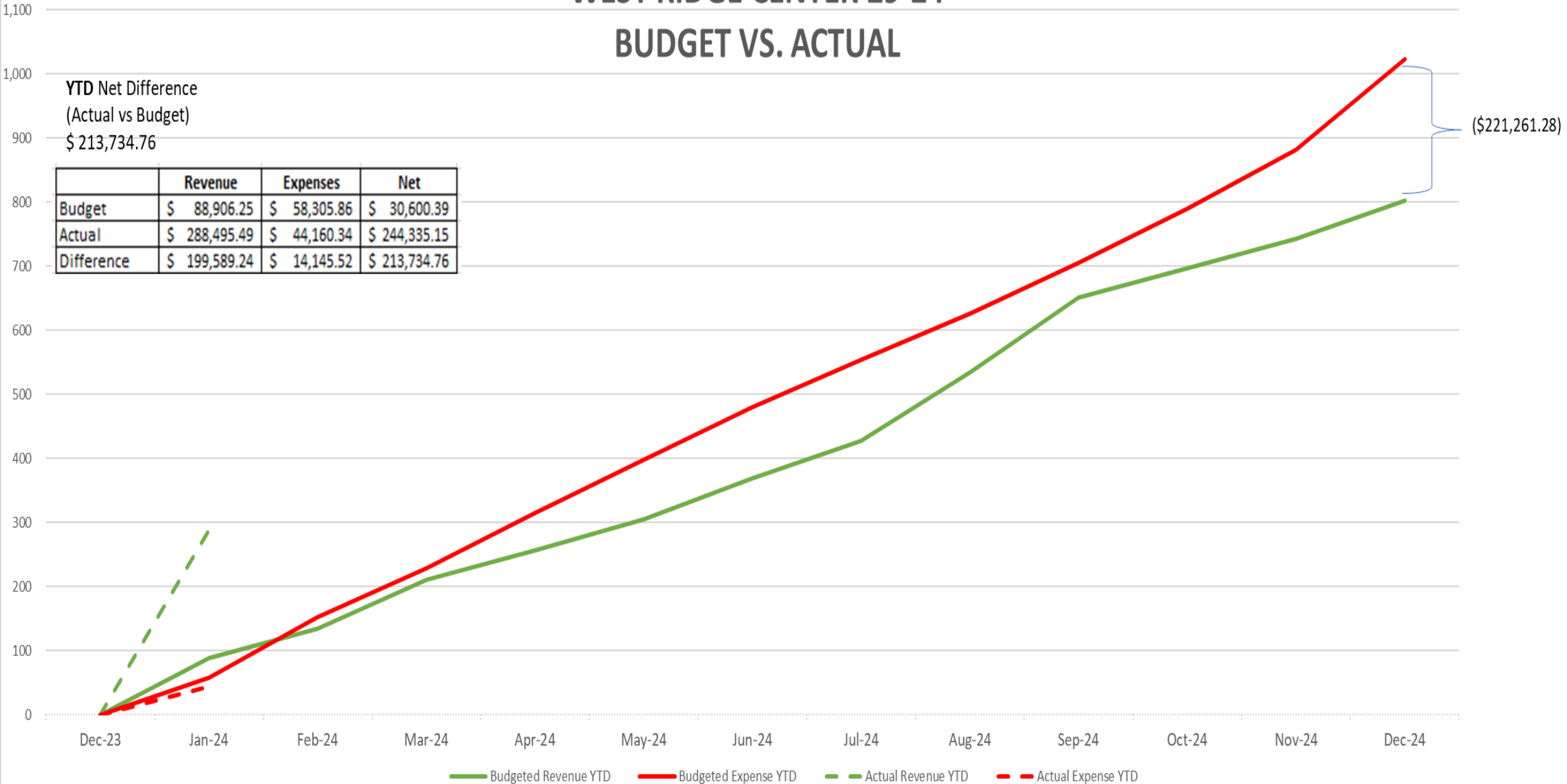


WEST RIDGE CENTER 29-24

BUDGET VS. ACTUAL

YTD Net Difference
(Actual vs Budget)
\$ 213,734.76

	Revenue	Expenses	Net
Budget	\$ 88,906.25	\$ 58,305.86	\$ 30,600.39
Actual	\$ 288,495.49	\$ 44,160.34	\$ 244,335.15
Difference	\$ 199,589.24	\$ 14,145.52	\$ 213,734.76



(\$221,261.28)

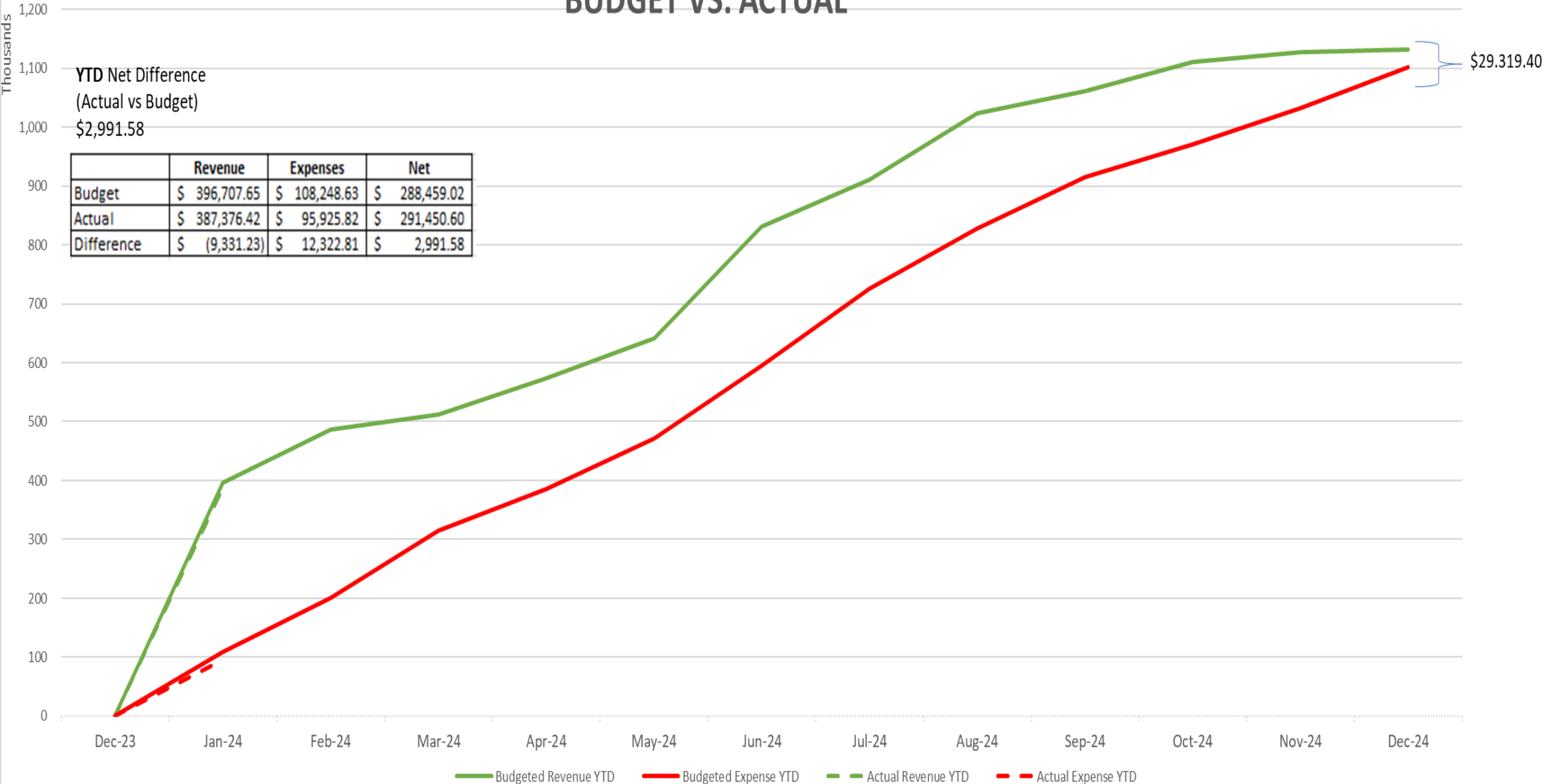
ATHLETICS 29-26

BUDGET VS. ACTUAL

Thousands

YTD Net Difference
(Actual vs Budget)
\$2,991.58

	Revenue	Expenses	Net
Budget	\$ 396,707.65	\$ 108,248.63	\$ 288,459.02
Actual	\$ 387,376.42	\$ 95,925.82	\$ 291,450.60
Difference	\$ (9,331.23)	\$ 12,322.81	\$ 2,991.58

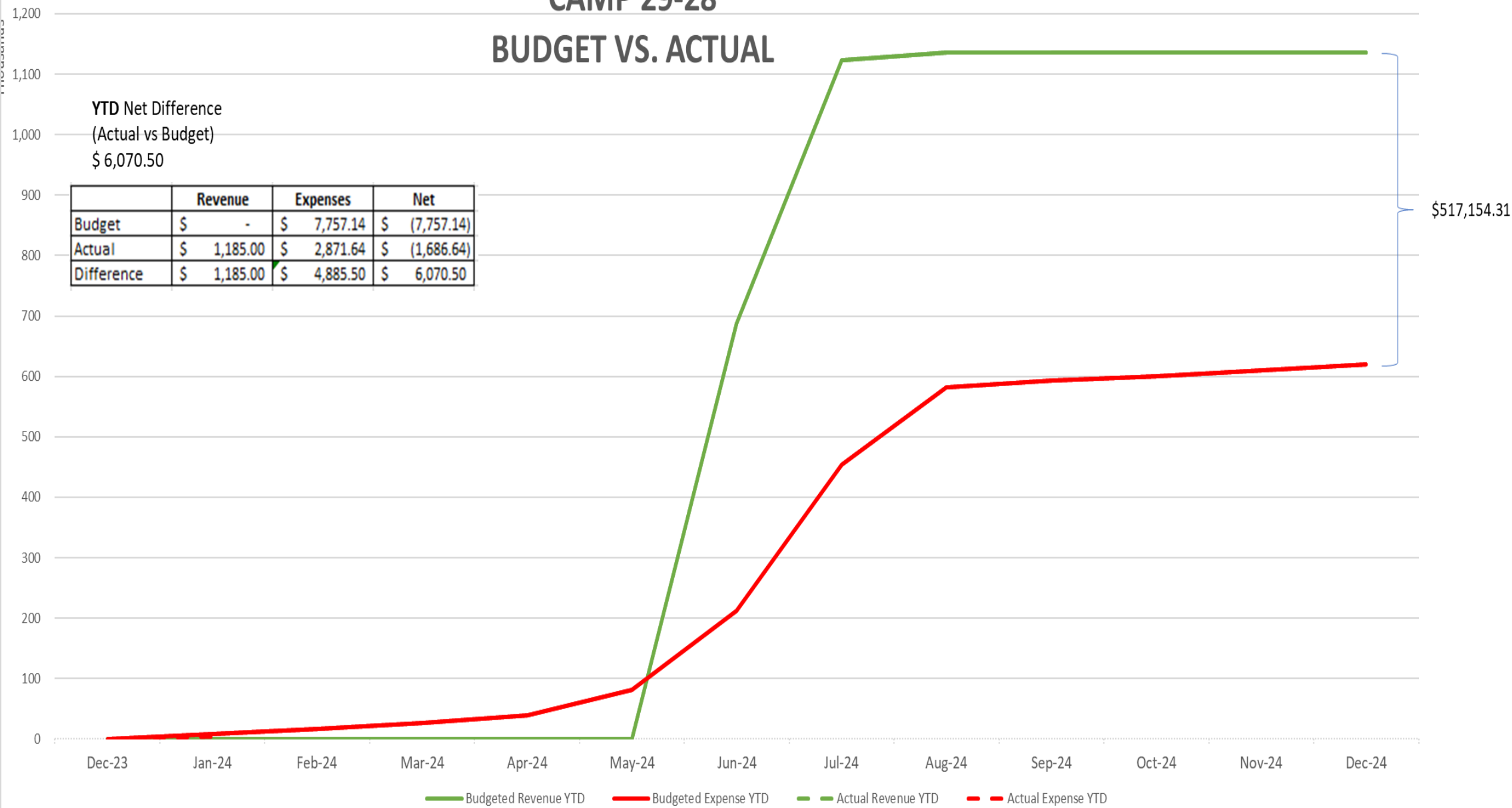


CAMP 29-28

BUDGET VS. ACTUAL

YTD Net Difference
(Actual vs Budget)
\$ 6,070.50

	Revenue	Expenses	Net
Budget	\$ -	\$ 7,757.14	\$ (7,757.14)
Actual	\$ 1,185.00	\$ 2,871.64	\$ (1,686.64)
Difference	\$ 1,185.00	\$ 4,885.50	\$ 6,070.50

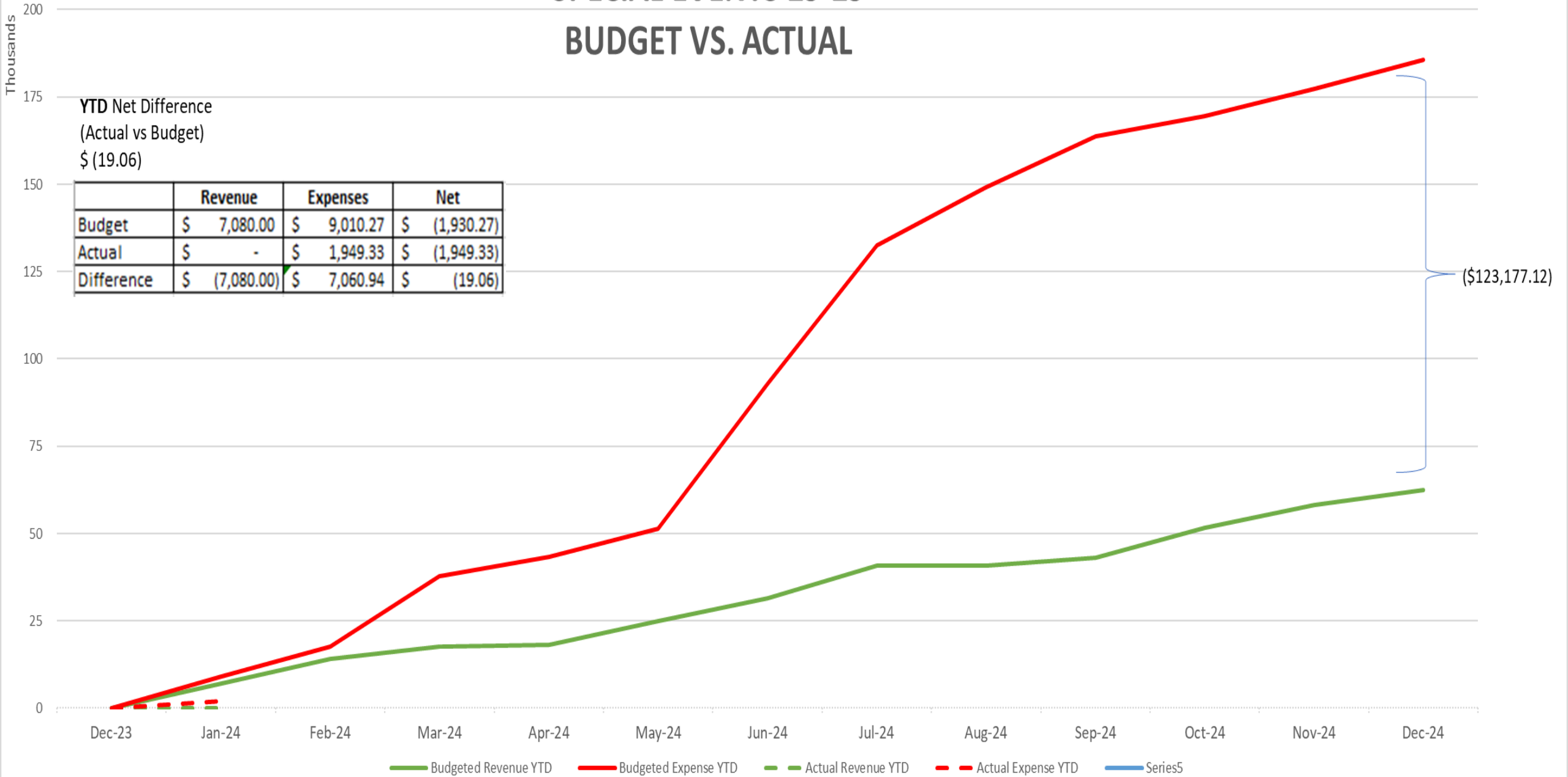


SPECIAL EVENTS 29-29

BUDGET VS. ACTUAL

YTD Net Difference
(Actual vs Budget)
\$ (19.06)

	Revenue	Expenses	Net
Budget	\$ 7,080.00	\$ 9,010.27	\$ (1,930.27)
Actual	\$ -	\$ 1,949.33	\$ (1,949.33)
Difference	\$ (7,080.00)	\$ 7,060.94	\$ (19.06)



HIDDEN CREEK AQUA PARK 29-31

BUDGET VS. ACTUAL

YTD Net Difference
(Actual vs Budget)
\$ 1,849.05

	Revenue	Expenses	Net
Budget	\$ -	\$ 5,197.59	\$ (5,197.59)
Actual	\$ 16.74	\$ 3,365.28	\$ (3,348.54)
Difference	\$ 16.74	\$ 1,832.31	\$ 1,849.05

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

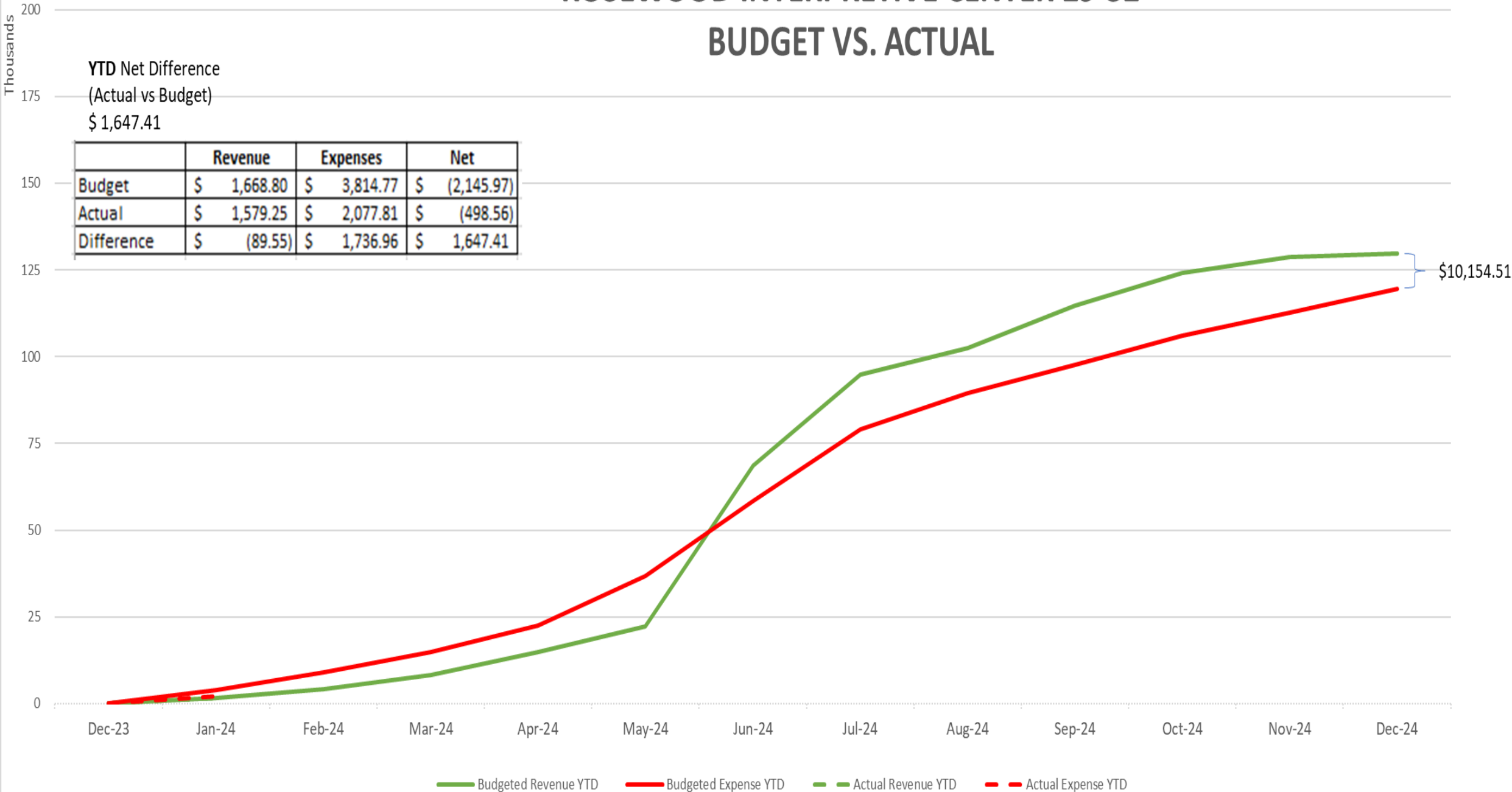
(\$186,455.04)

ROSEWOOD INTERPRETIVE CENTER 29-32

BUDGET VS. ACTUAL

YTD Net Difference
(Actual vs Budget)
\$ 1,647.41

	Revenue	Expenses	Net
Budget	\$ 1,668.80	\$ 3,814.77	\$ (2,145.97)
Actual	\$ 1,579.25	\$ 2,077.81	\$ (498.56)
Difference	\$ (89.55)	\$ 1,736.96	\$ 1,647.41

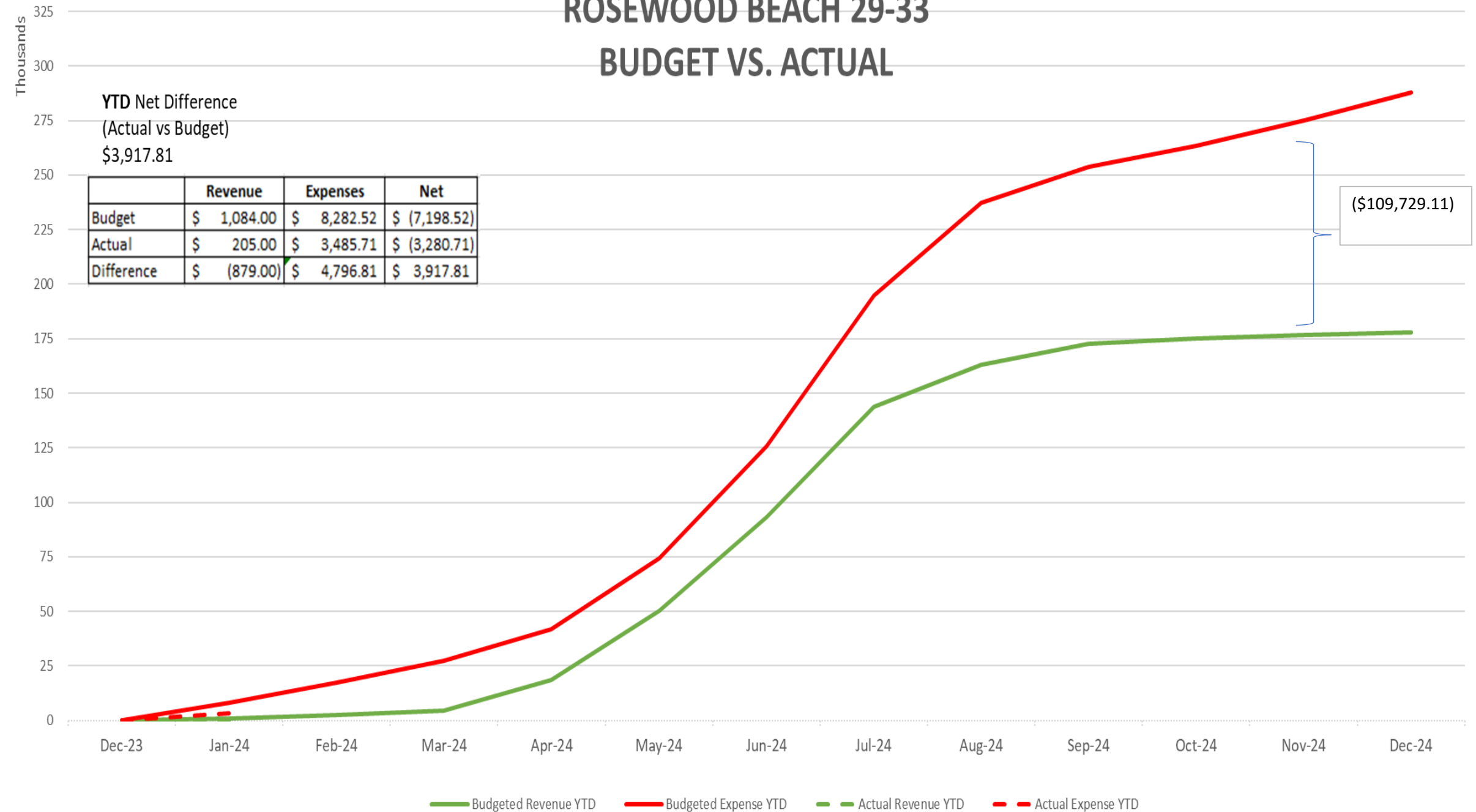


ROSEWOOD BEACH 29-33

BUDGET VS. ACTUAL

YTD Net Difference
(Actual vs Budget)
\$3,917.81

	Revenue	Expenses	Net
Budget	\$ 1,084.00	\$ 8,282.52	\$ (7,198.52)
Actual	\$ 205.00	\$ 3,485.71	\$ (3,280.71)
Difference	\$ (879.00)	\$ 4,796.81	\$ 3,917.81

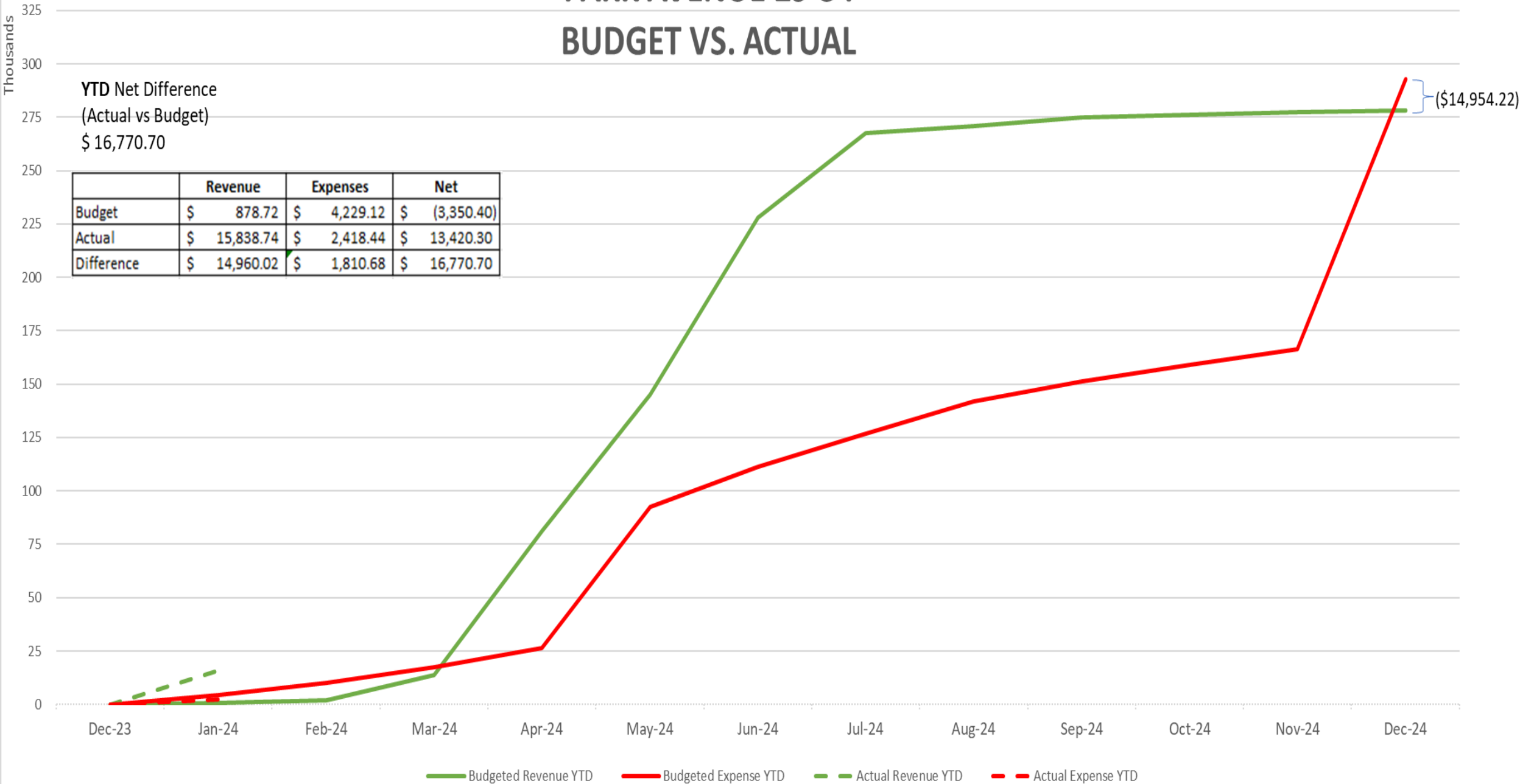


PARK AVENUE 29-34

BUDGET VS. ACTUAL

YTD Net Difference
(Actual vs Budget)
\$ 16,770.70

	Revenue	Expenses	Net
Budget	\$ 878.72	\$ 4,229.12	\$ (3,350.40)
Actual	\$ 15,838.74	\$ 2,418.44	\$ 13,420.30
Difference	\$ 14,960.02	\$ 1,810.68	\$ 16,770.70

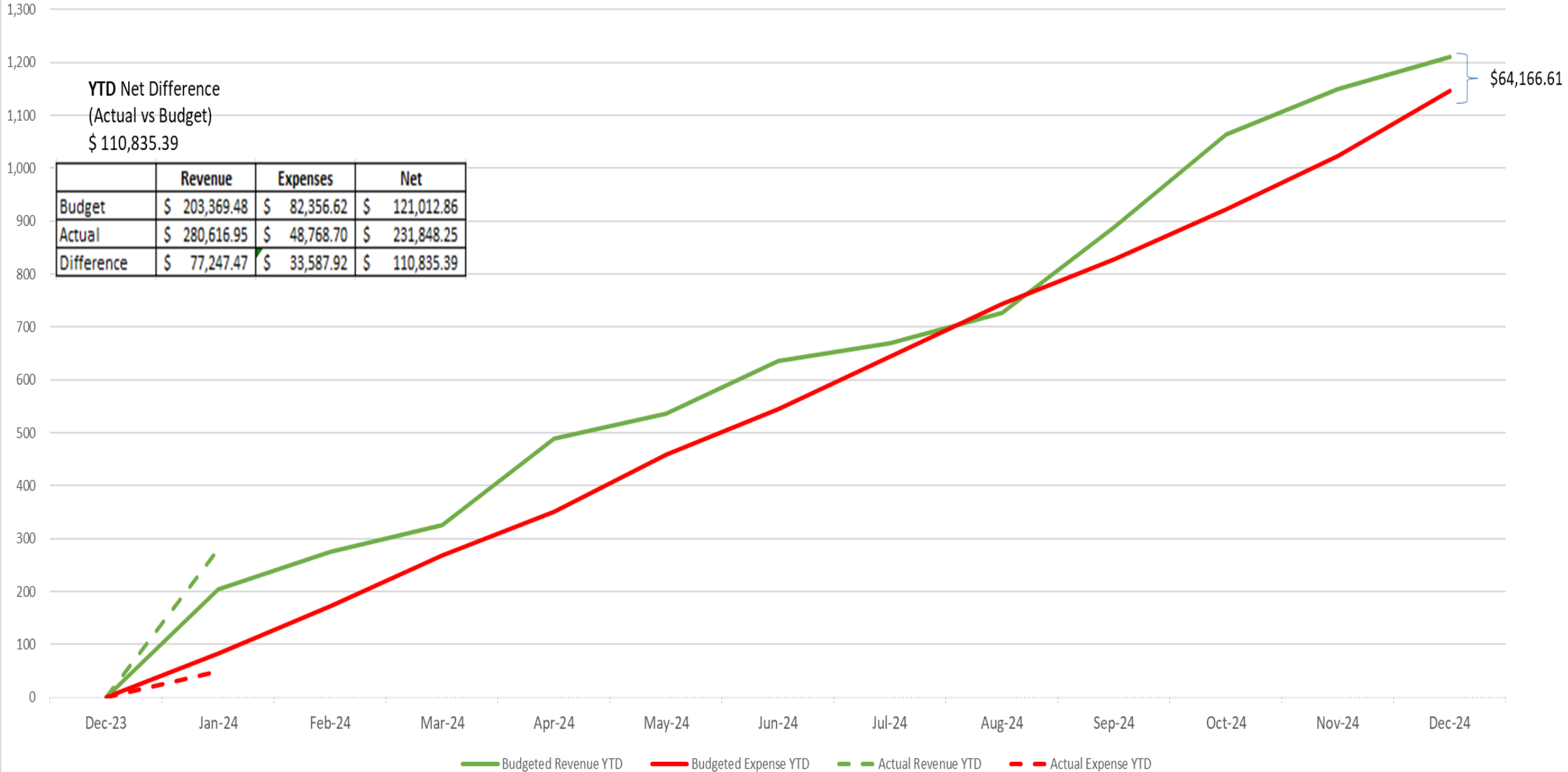


CENTENNIAL 29-38

BUDGET VS. ACTUAL

YTD Net Difference
(Actual vs Budget)
\$ 110,835.39

	Revenue	Expenses	Net
Budget	\$ 203,369.48	\$ 82,356.62	\$ 121,012.86
Actual	\$ 280,616.95	\$ 48,768.70	\$ 231,848.25
Difference	\$ 77,247.47	\$ 33,587.92	\$ 110,835.39

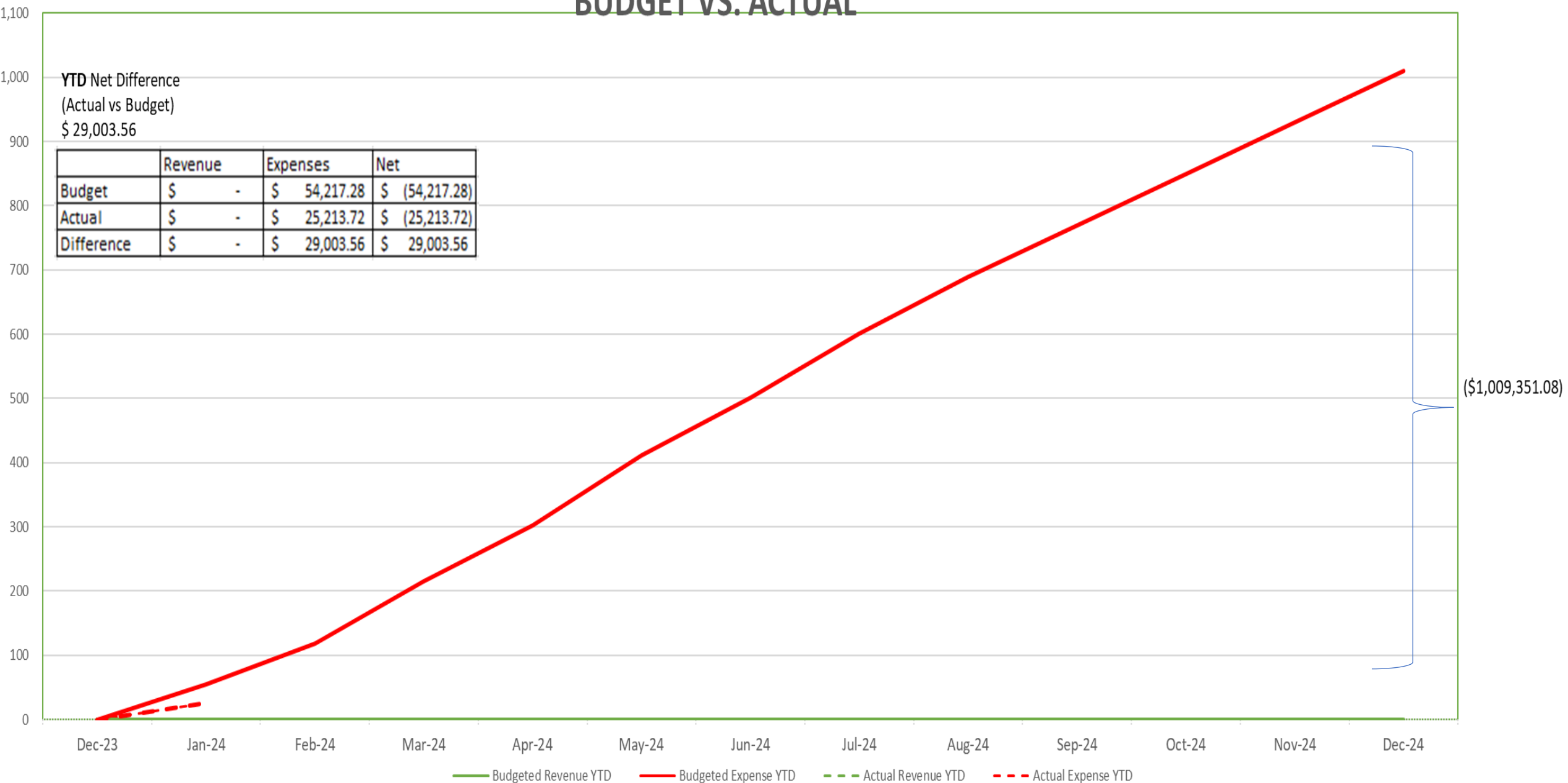


MAINTENANCE 29-41

BUDGET VS. ACTUAL

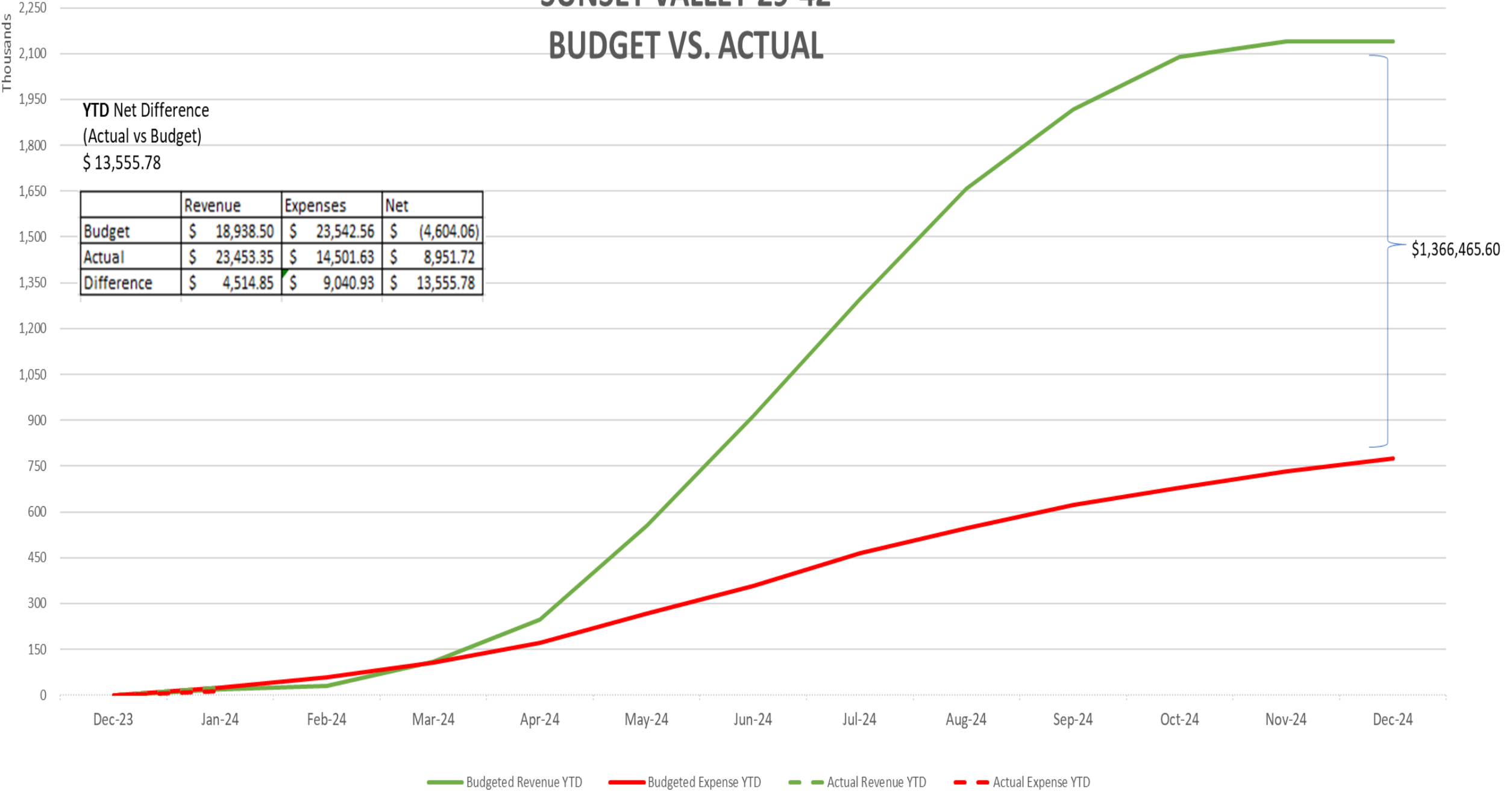
YTD Net Difference
(Actual vs Budget)
\$ 29,003.56

	Revenue	Expenses	Net
Budget	\$ -	\$ 54,217.28	\$ (54,217.28)
Actual	\$ -	\$ 25,213.72	\$ (25,213.72)
Difference	\$ -	\$ 29,003.56	\$ 29,003.56



SUNSET VALLEY 29-42

BUDGET VS. ACTUAL

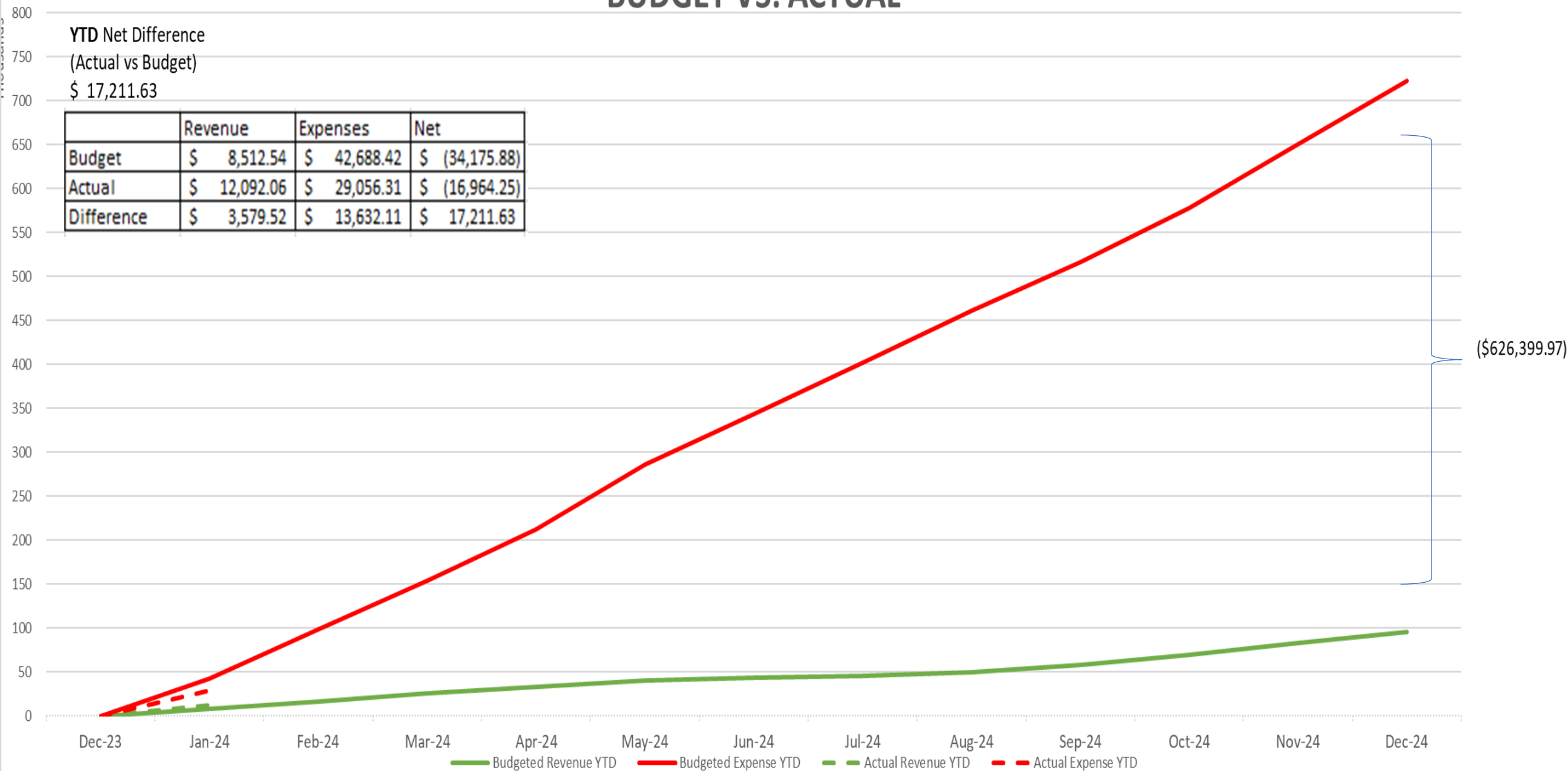


REC CENTER ADMIN 29-49

BUDGET VS. ACTUAL

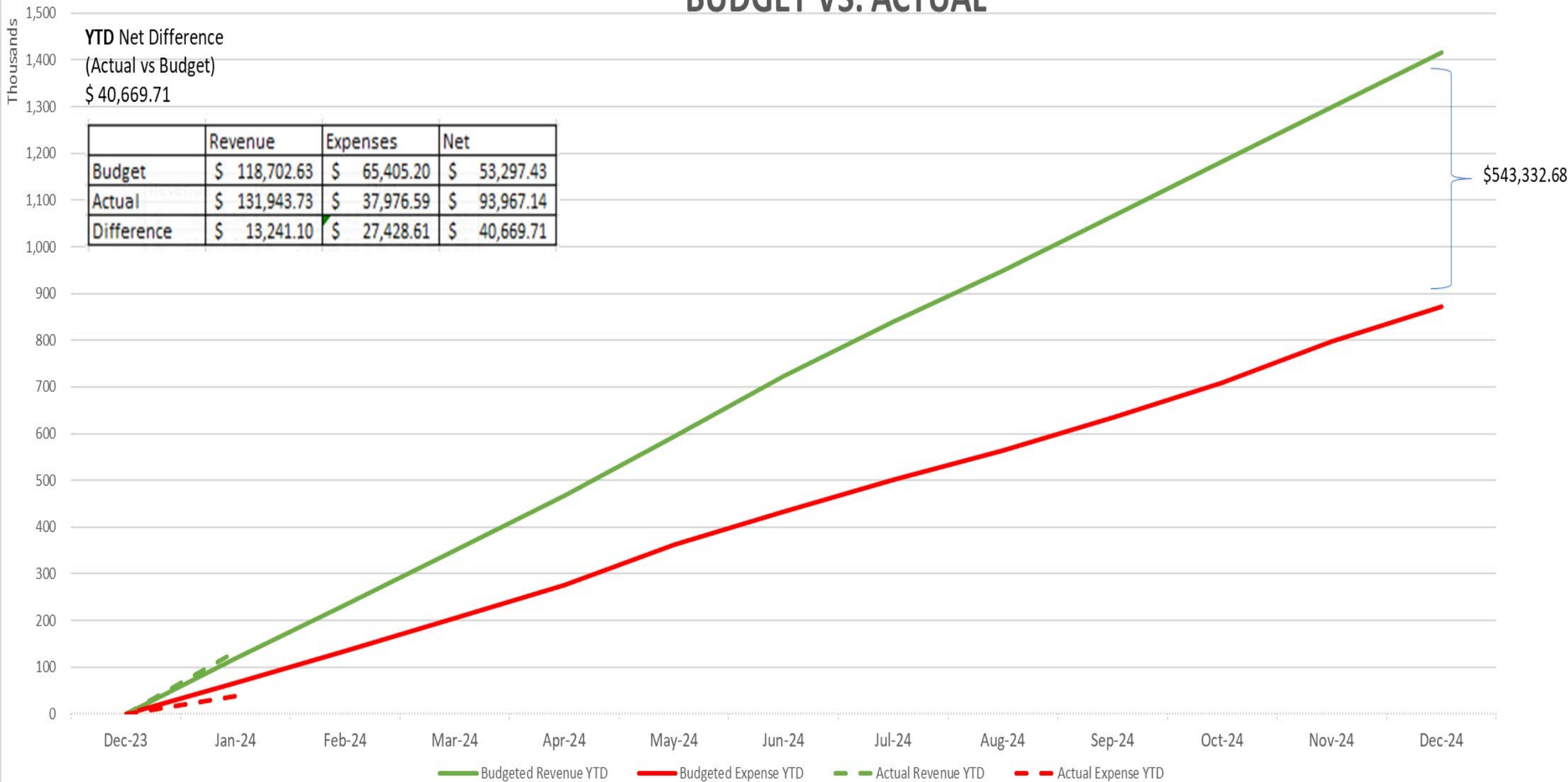
YTD Net Difference
(Actual vs Budget)
\$ 17,211.63

	Revenue	Expenses	Net
Budget	\$ 8,512.54	\$ 42,688.42	\$ (34,175.88)
Actual	\$ 12,092.06	\$ 29,056.31	\$ (16,964.25)
Difference	\$ 3,579.52	\$ 13,632.11	\$ 17,211.63



RECREATION CENTER FITNESS 29-51

BUDGET VS. ACTUAL

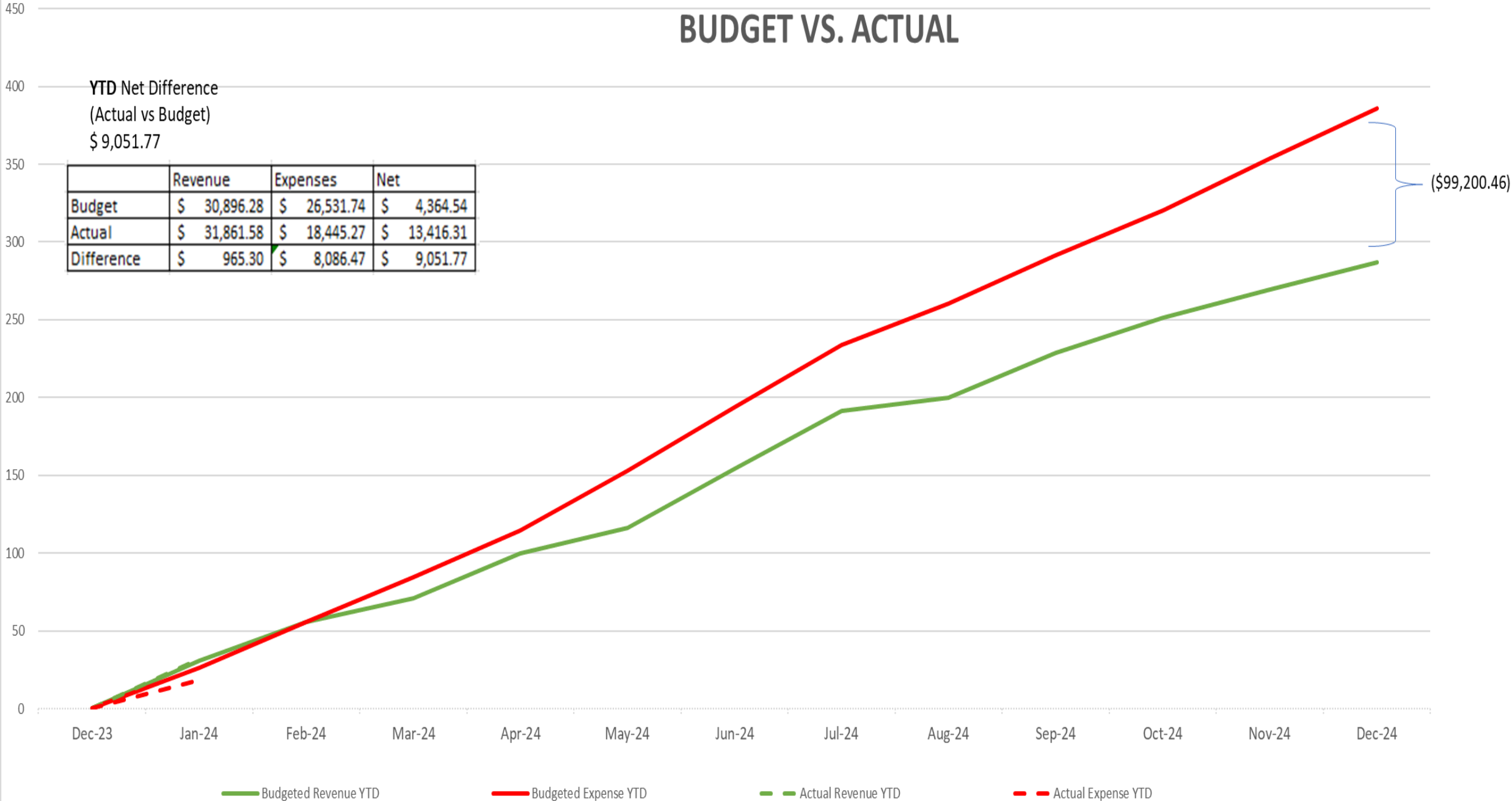


RECREATION CENTER AQUATICS 29-53

BUDGET VS. ACTUAL

YTD Net Difference
(Actual vs Budget)
\$ 9,051.77

	Revenue	Expenses	Net
Budget	\$ 30,896.28	\$ 26,531.74	\$ 4,364.54
Actual	\$ 31,861.58	\$ 18,445.27	\$ 13,416.31
Difference	\$ 965.30	\$ 8,086.47	\$ 9,051.77



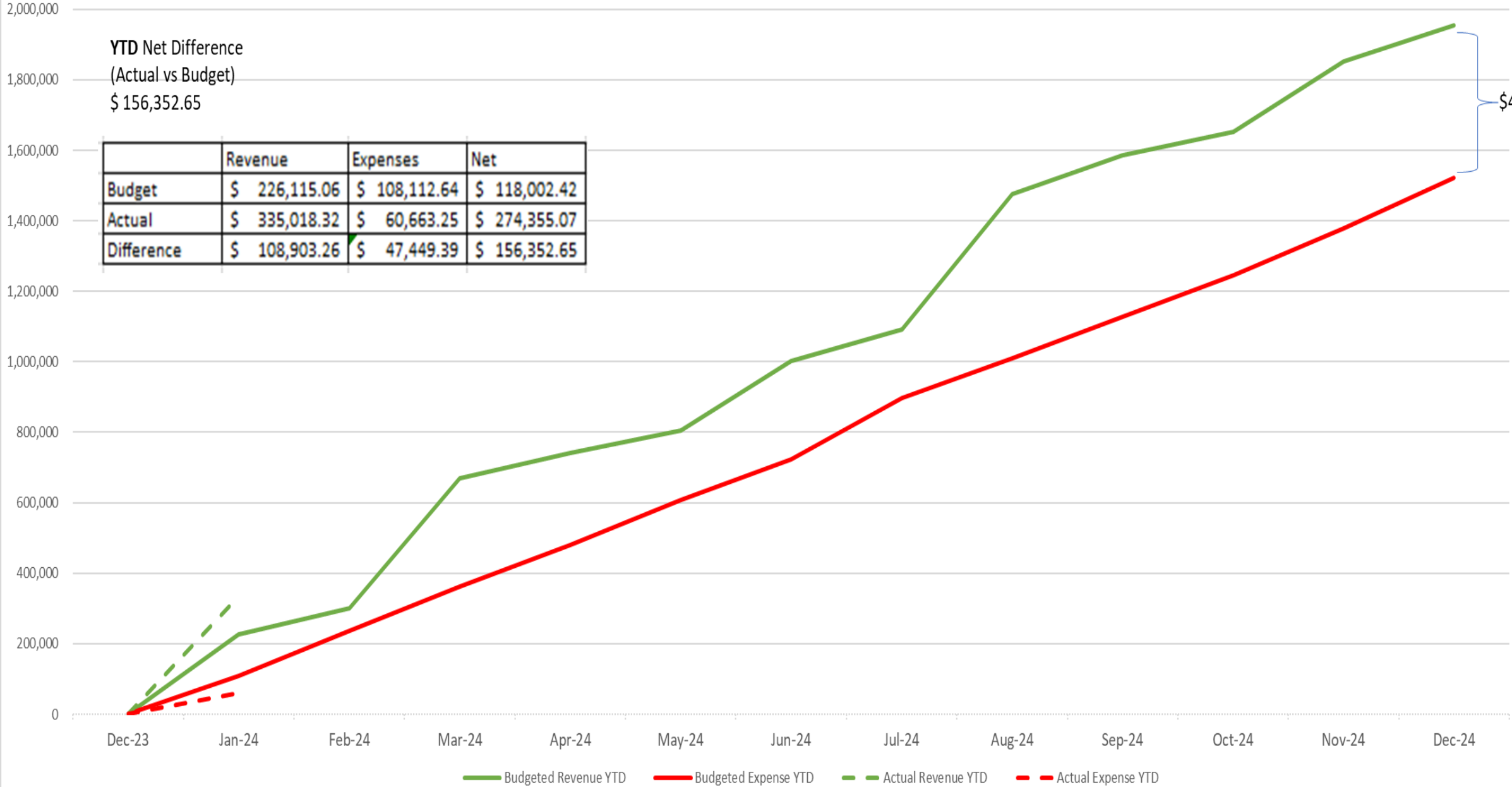
TENNIS 29-55

BUDGET VS. ACTUAL

YTD Net Difference
(Actual vs Budget)
\$ 156,352.65

	Revenue	Expenses	Net
Budget	\$ 226,115.06	\$ 108,112.64	\$ 118,002.42
Actual	\$ 335,018.32	\$ 60,663.25	\$ 274,355.07
Difference	\$ 108,903.26	\$ 47,449.39	\$ 156,352.65

\$432,988.12



HELLER NATURE CENTER 29-61

BUDGET VS. ACTUAL

Thousands

YTD Net Difference
(Actual vs Budget)
\$ 17,289.27

	Revenue	Expenses	Net
Budget	\$ 2,084.64	\$ 33,060.41	\$ (30,975.77)
Actual	\$ 2,268.00	\$ 15,954.50	\$ (13,686.50)
Difference	\$ 183.36	\$ 17,105.91	\$ 17,289.27

(\$423,753.49)

Dec-23 Jan-24 Feb-24 Mar-24 Apr-24 May-24 Jun-24 Jul-24 Aug-24 Sep-24 Oct-24 Nov-24 Dec-24

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

HPCC LEARNING CENTER 29-74

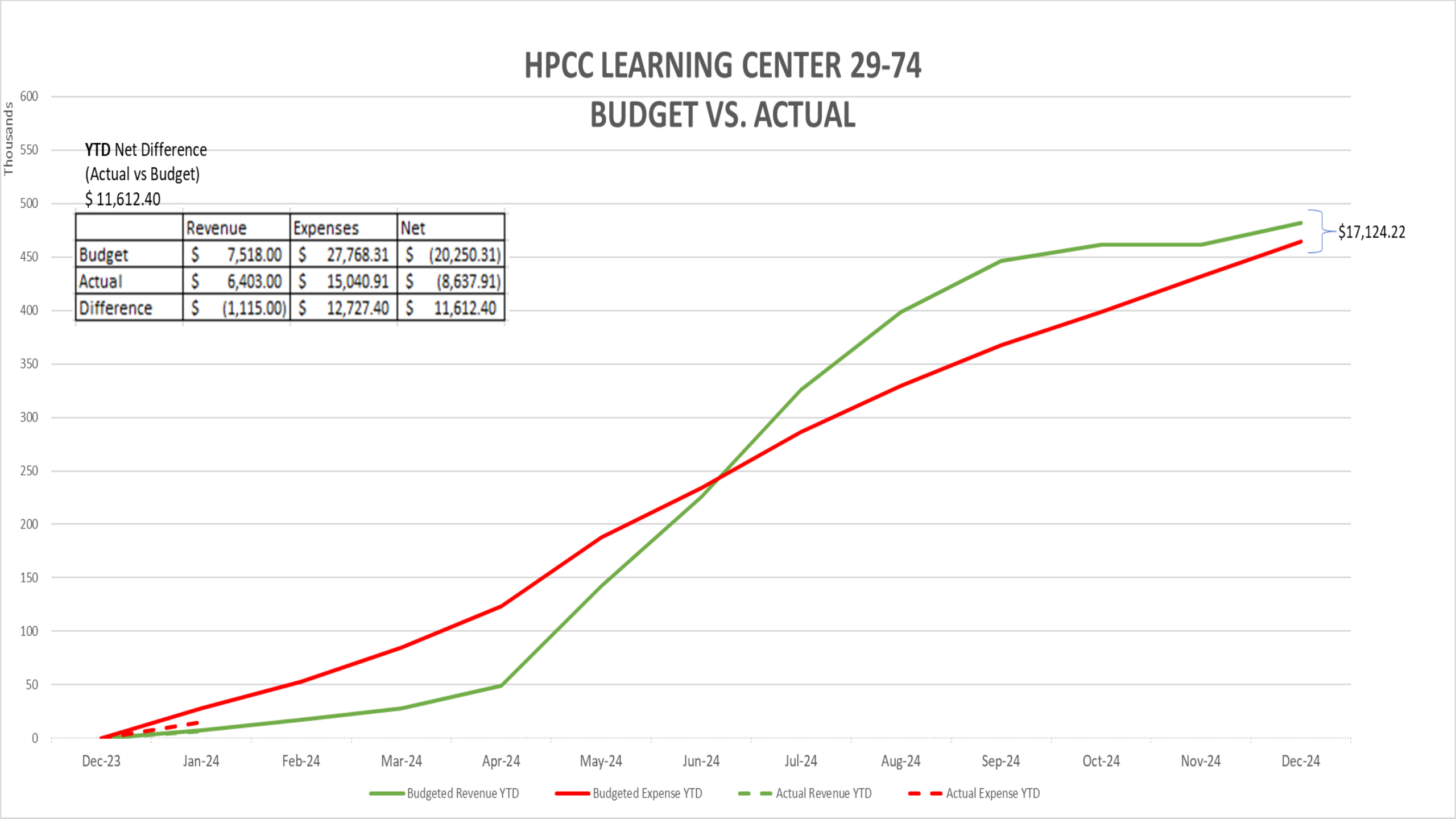
BUDGET VS. ACTUAL

Thousands

YTD Net Difference
(Actual vs Budget)
\$ 11,612.40

	Revenue	Expenses	Net
Budget	\$ 7,518.00	\$ 27,768.31	\$ (20,250.31)
Actual	\$ 6,403.00	\$ 15,040.91	\$ (8,637.91)
Difference	\$ (1,115.00)	\$ 12,727.40	\$ 11,612.40

\$17,124.22



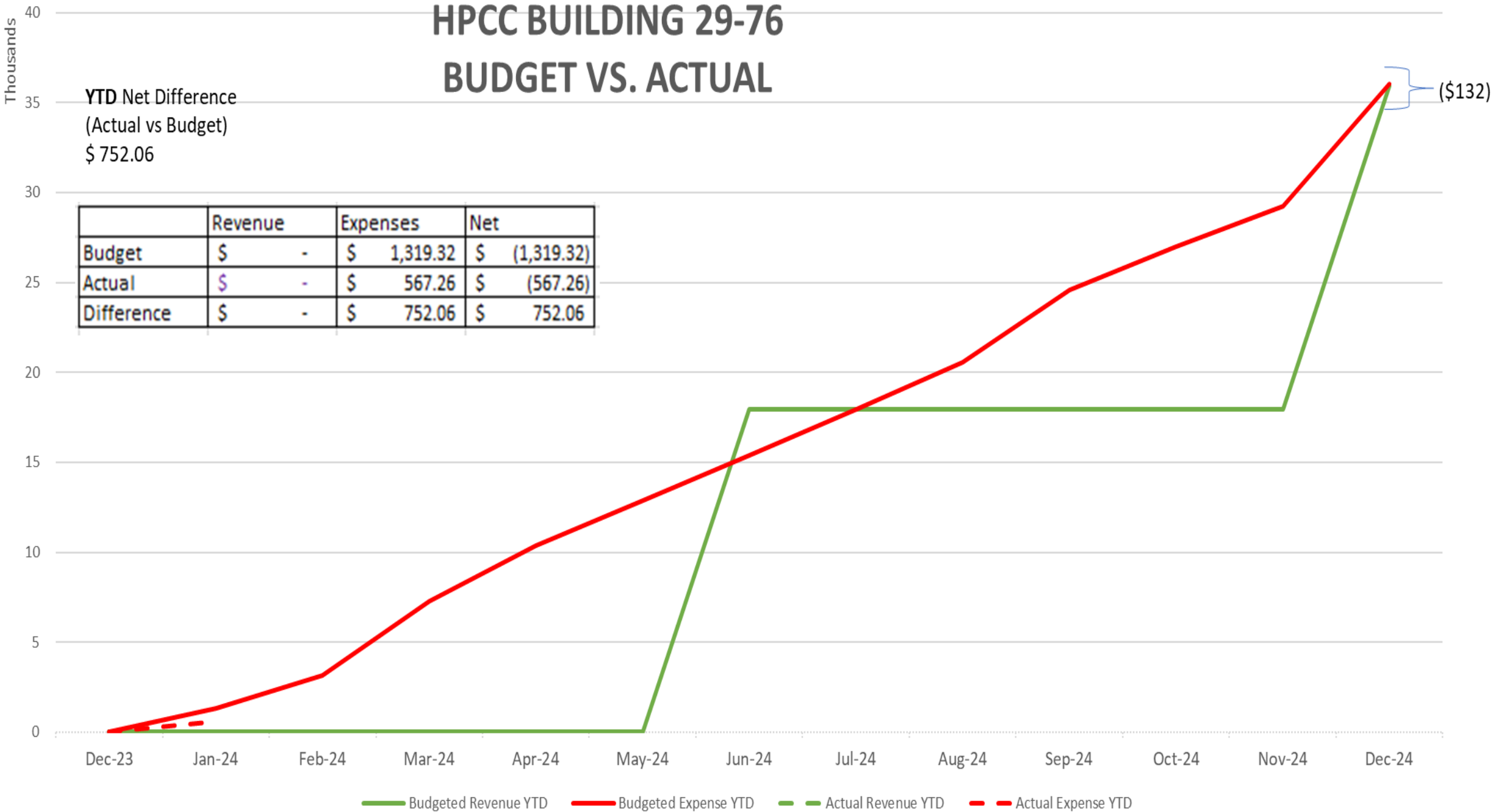
Budgeted Revenue YTD Budgeted Expense YTD Actual Revenue YTD Actual Expense YTD

HPCC BUILDING 29-76

BUDGET VS. ACTUAL

YTD Net Difference
(Actual vs Budget)
\$ 752.06

	Revenue	Expenses	Net
Budget	\$ -	\$ 1,319.32	\$ (1,319.32)
Actual	\$ -	\$ 567.26	\$ (567.26)
Difference	\$ -	\$ 752.06	\$ 752.06

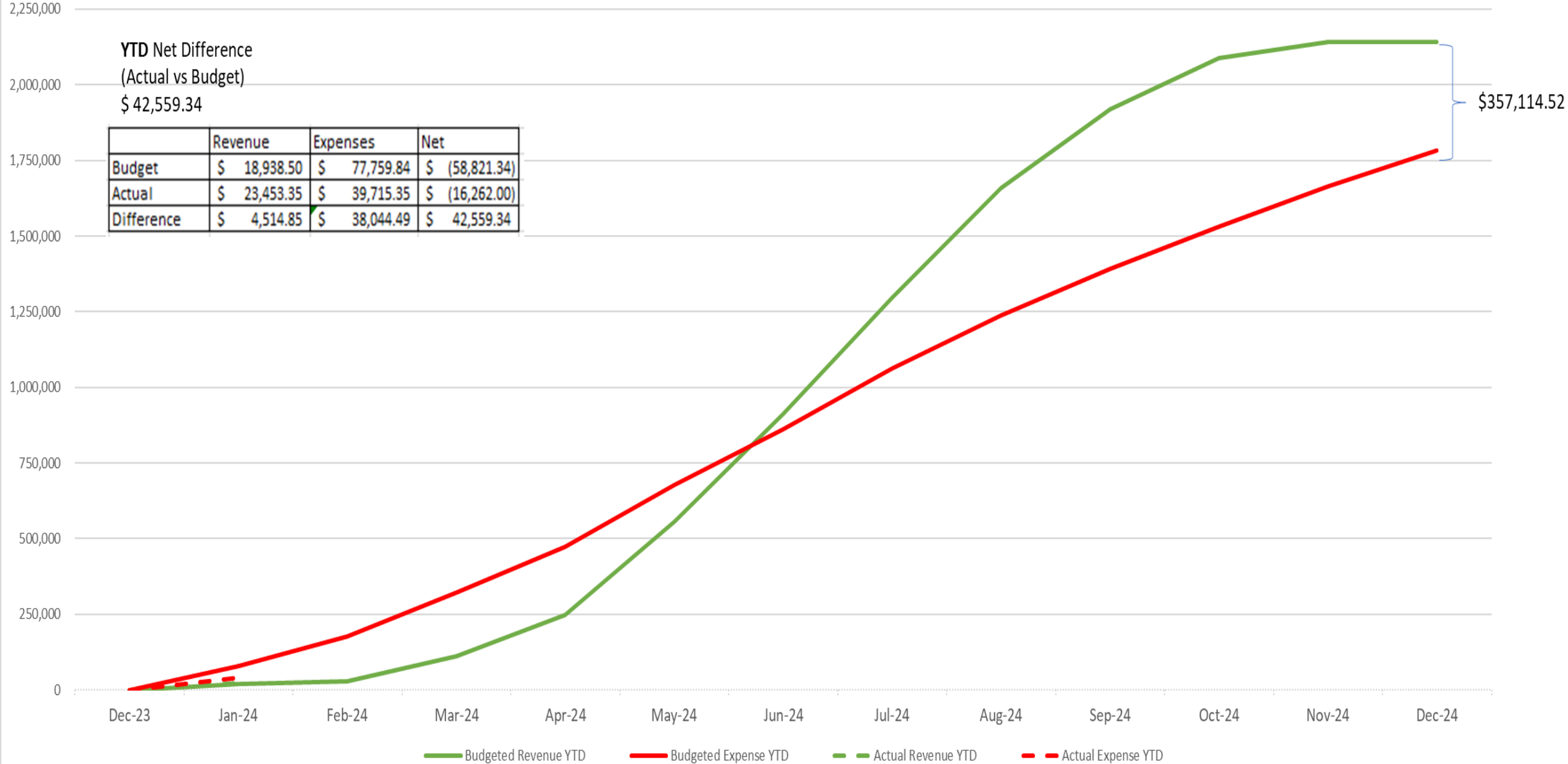


SUNSET VALLEY 29-41 and 42

BUDGET VS. ACTUAL

YTD Net Difference
(Actual vs Budget)
\$ 42,559.34

	Revenue	Expenses	Net
Budget	\$ 18,938.50	\$ 77,759.84	\$ (58,821.34)
Actual	\$ 23,453.35	\$ 39,715.35	\$ (16,262.00)
Difference	\$ 4,514.85	\$ 38,044.49	\$ 42,559.34

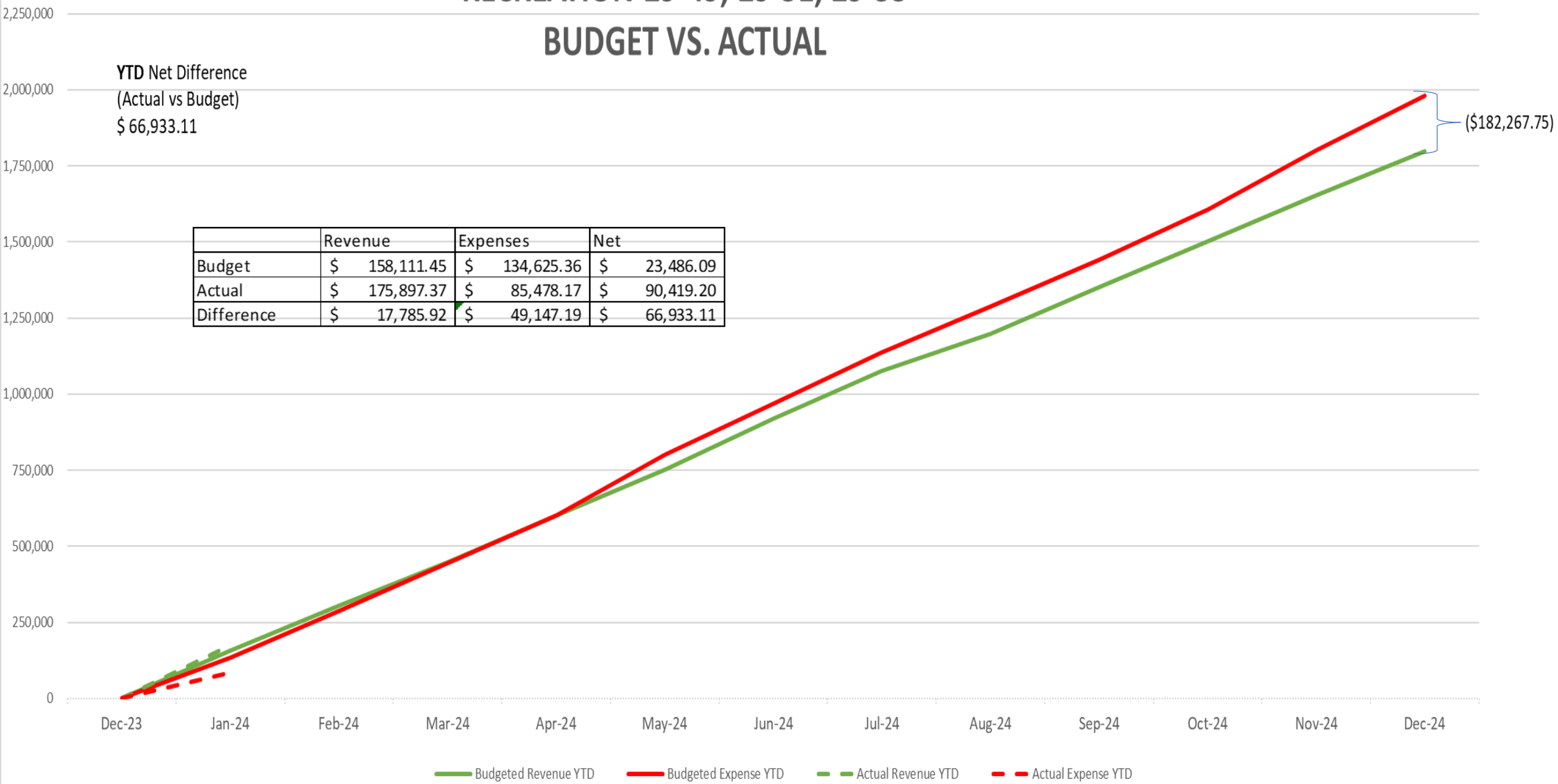


RECREATION 29-49, 29-51, 29-53

BUDGET VS. ACTUAL

YTD Net Difference
(Actual vs Budget)
\$ 66,933.11

	Revenue	Expenses	Net
Budget	\$ 158,111.45	\$ 134,625.36	\$ 23,486.09
Actual	\$ 175,897.37	\$ 85,478.17	\$ 90,419.20
Difference	\$ 17,785.92	\$ 49,147.19	\$ 66,933.11





2023

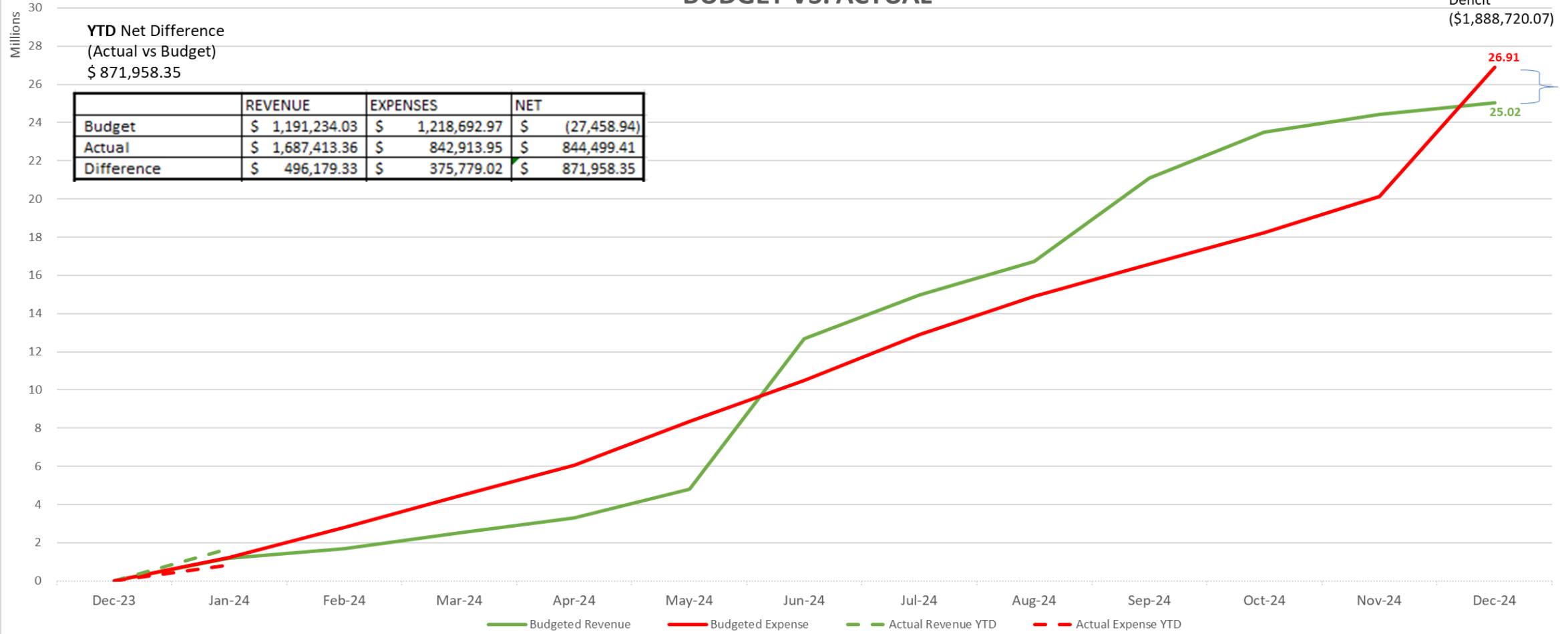
FINANCIAL FORECASTS AND TREASURER'S REPORT

1 / 31 / 24

OPERATIONS (GENERAL AND RECREATION FUNDS)

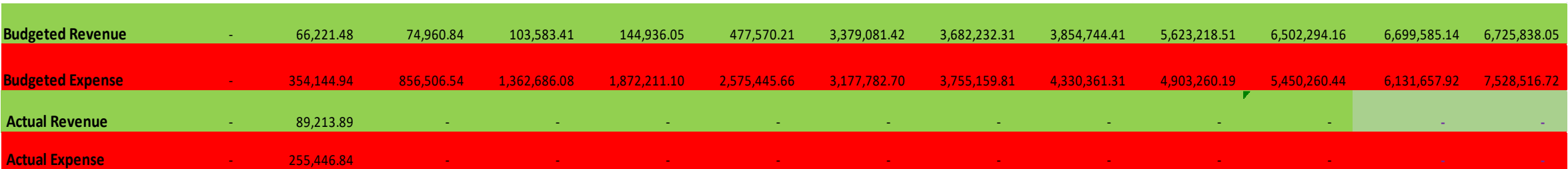
BUDGET VS. ACTUAL

YTD Net Difference
(Actual vs Budget)
\$ 871,958.35

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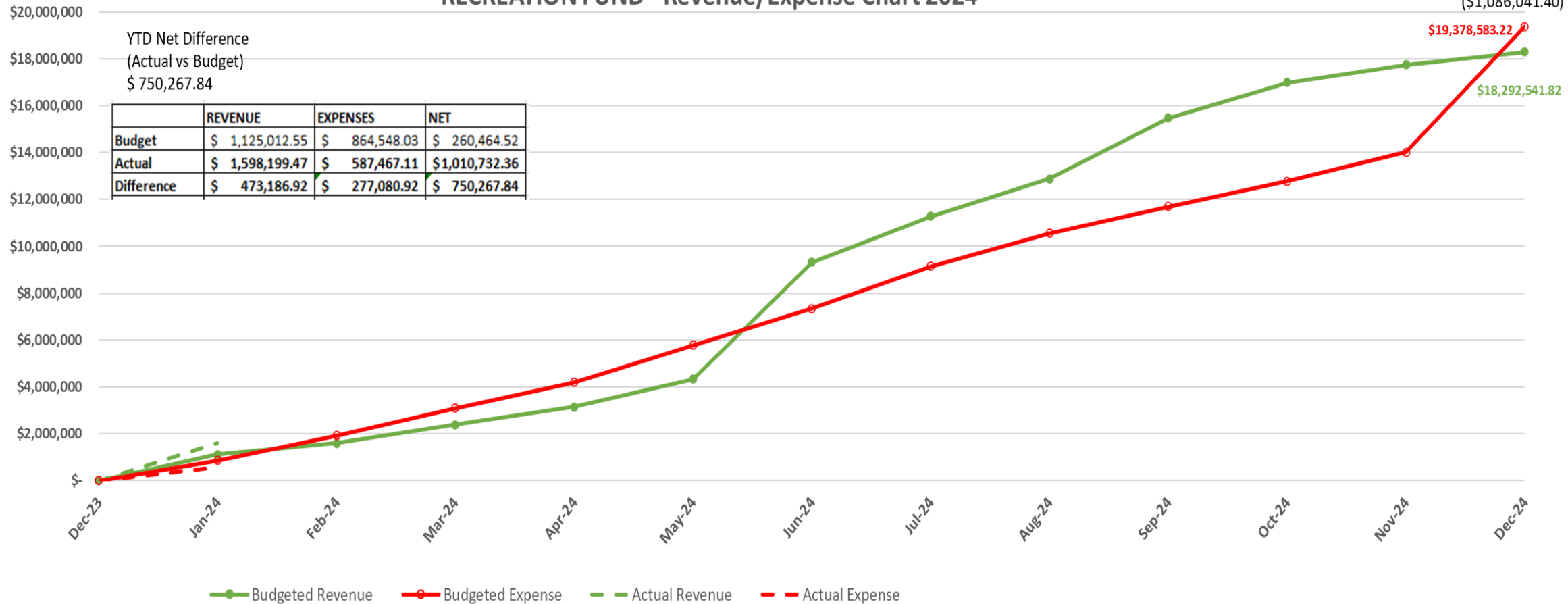
GENERAL FUND - Revenue/Expense Chart 2024

	REVENUE	EXPENSES	NET
Budget	\$ 66,221.48	\$ 354,144.94	\$ (287,923.46)
Actual	\$ 89,213.89	\$ 255,446.84	\$ (166,232.95)
Difference	\$ 22,992.41	\$ 98,698.10	\$ 121,690.51

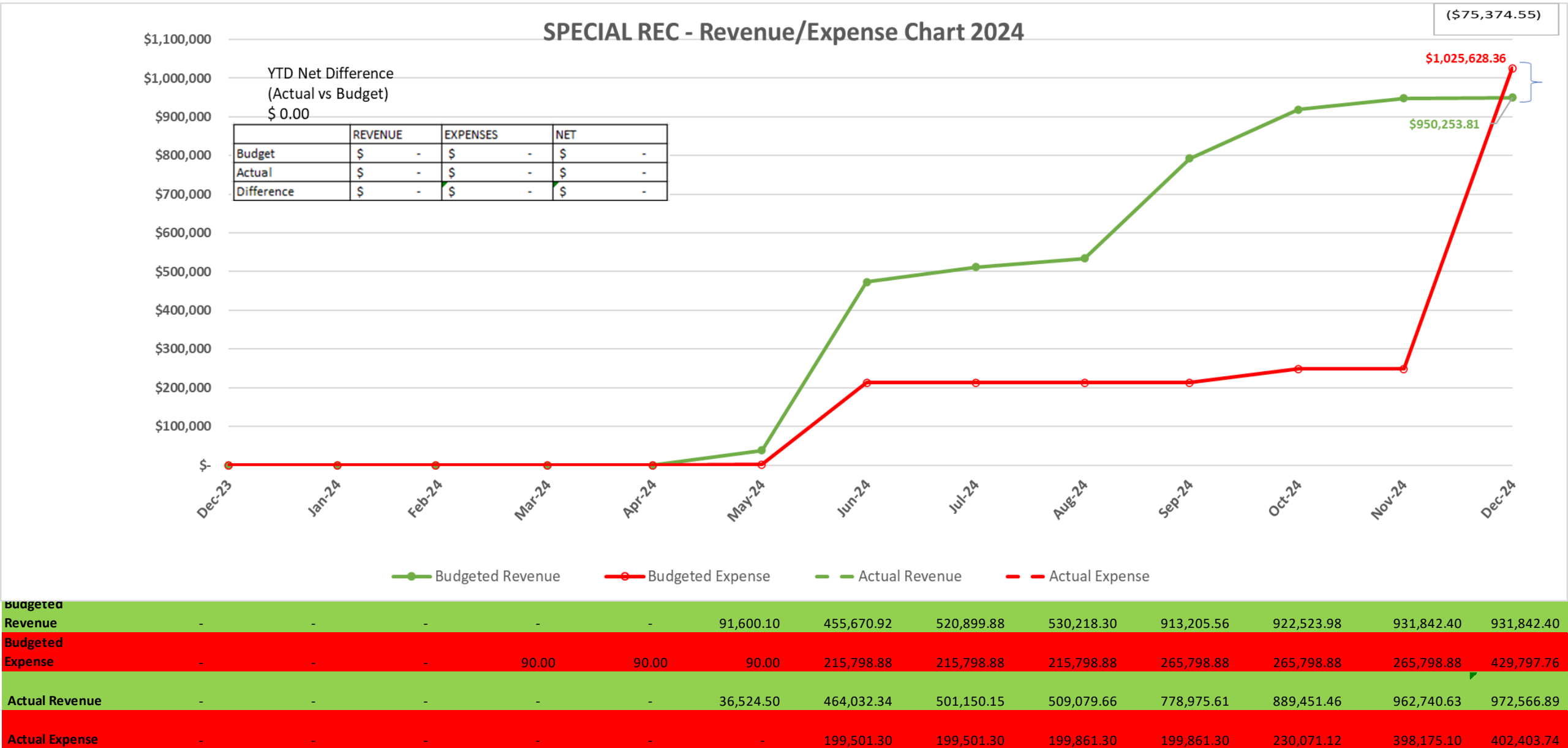


Actuals 1/31/24

RECREATION FUND - Revenue/Expense Chart 2024

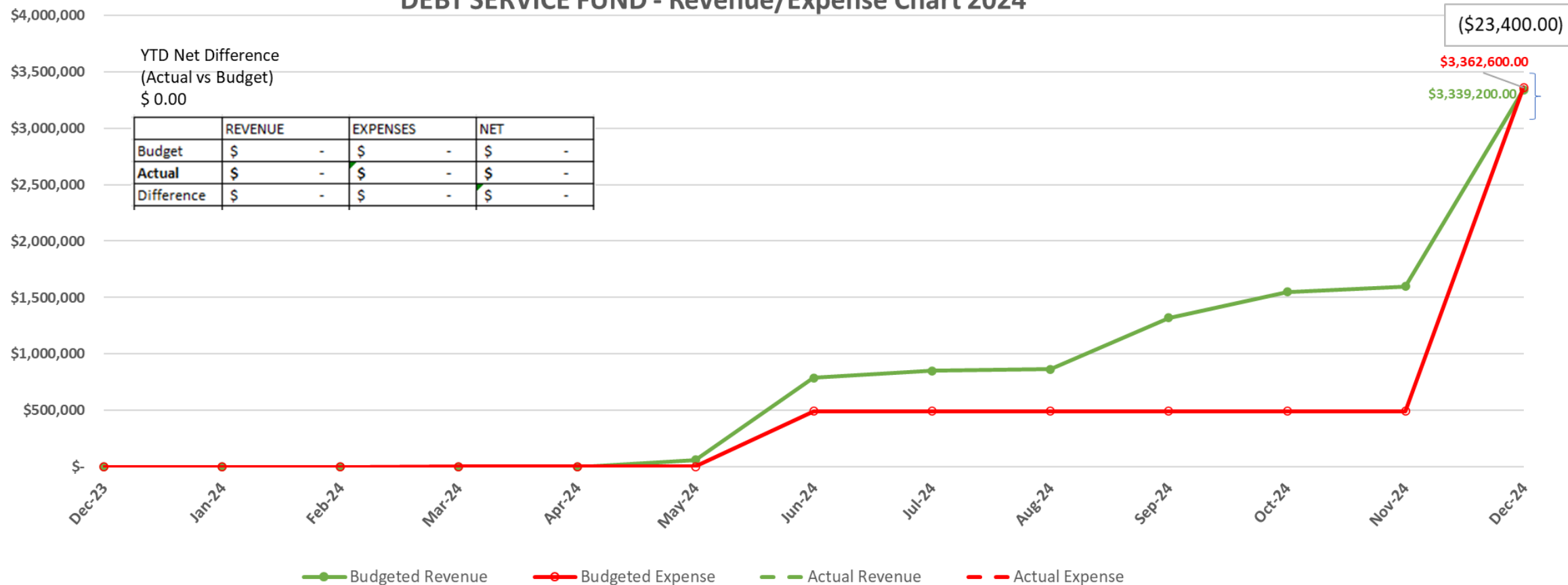
[illegible]

Actuals 1/31/24

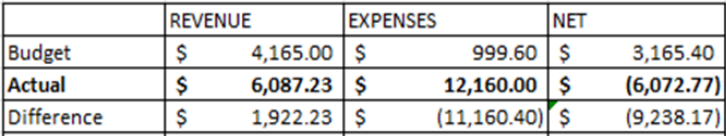


Actuals 1/31/24

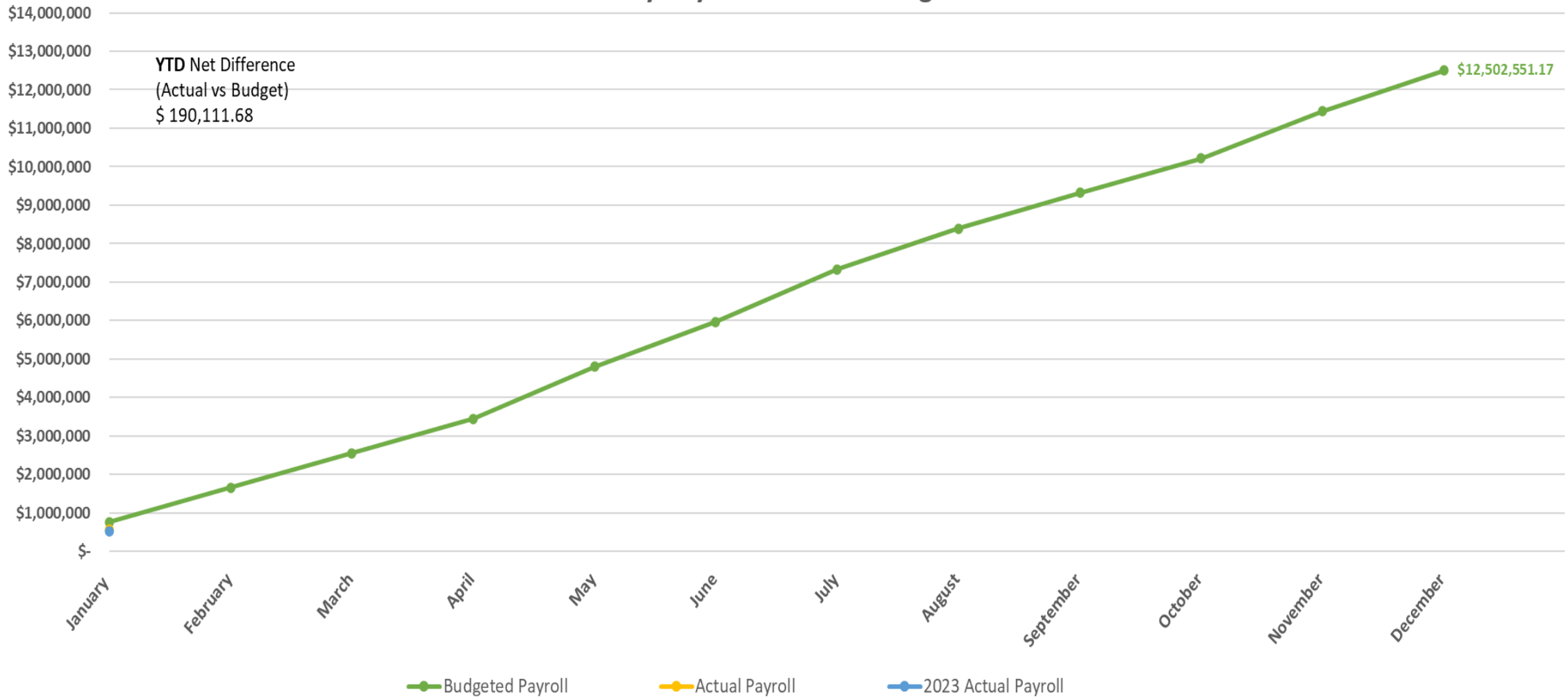
DEBT SERVICE FUND - Revenue/Expense Chart 2024

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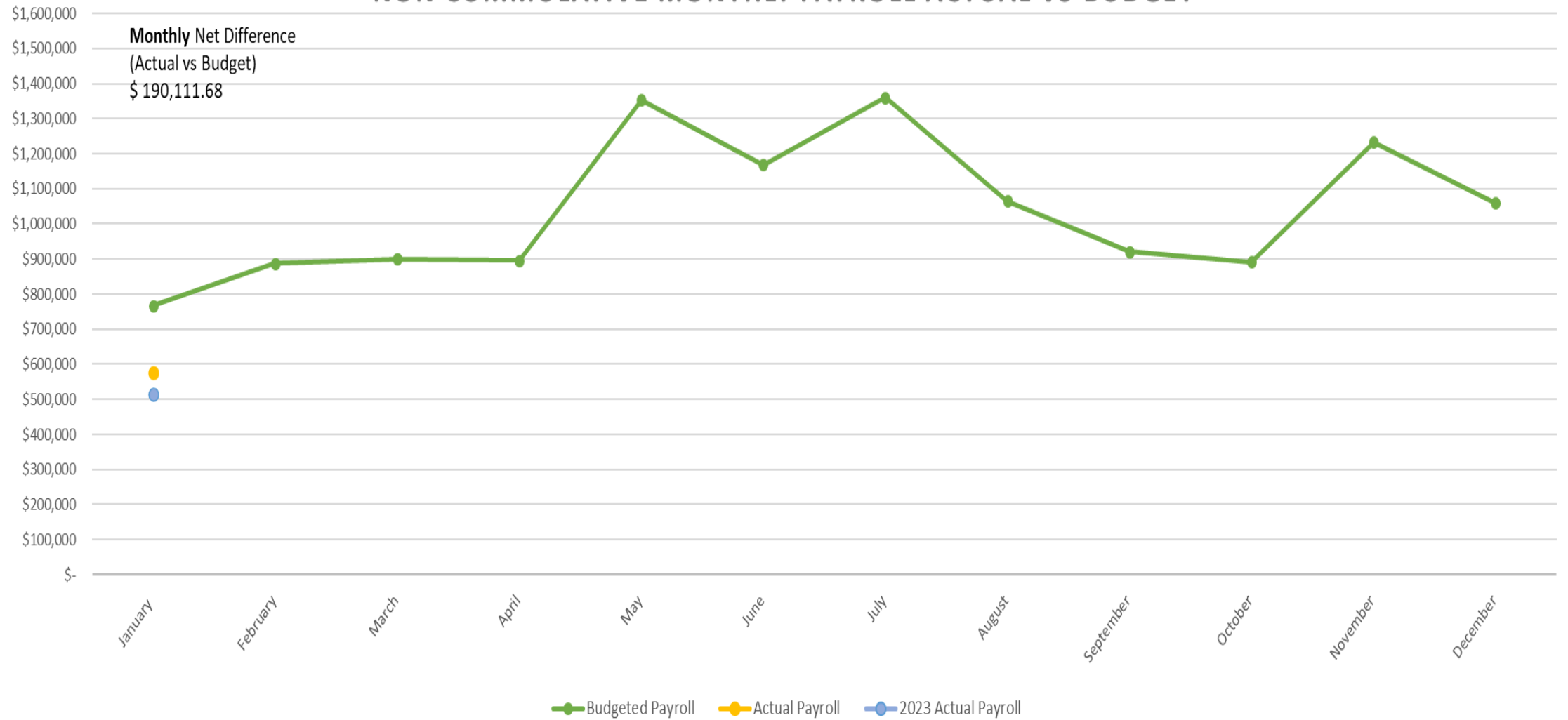
CAPITAL FUND - Revenue/Expense Chart 2024

[illegible]

Cummulative Monthly Payroll Actual vs Budget

[illegible]

NON CUMMULATIVE MONTHLY PAYROLL ACTUAL VS BUDGET



Payroll 1	105,943.65											
Payroll 2	471,184.02											
Payroll 3												
Total Payroll (Actual)	577,127.67											
Budgeted Payroll	767,239.35	886,864.98	899,861.72	896,190.86	1,352,681.18	1,168,691.98	1,359,550.42	1,065,249.30	921,574.94	892,189.08	1,232,392.10	1,060,065.26
2023 Payroll 1	163,818.81											
2023 Payroll 2	351,605.25											
2023 Payroll 3												
Total Payroll (Actual)	515,424.06											



Memorandum

To: Park Board of Commissioners

From: Brian Romes, Executive Director

Date: February 28, 2024

Subject: **Lot Three (3) Paddle Facility Update**

Summary

Staff are working with architects and engineers to develop design and engineering service agreements for the lot three (3) Paddle Facility. Staff will review the proposed services and review cost estimates.



Memorandum

To: Park Board of Commissioners

From: Brian Romes, Executive Director

Date: February 28, 2024

Subject: **Board Committee Updates**

Summary

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



Memorandum

To: Park Board of Commissioners

From: Meghan Meredith, Program Manager of Heller Nature Center and Rosewood Interpretive Center; Jessica Reyes, Assistant Director of Recreation; Nick Baird, Director of Recreation; Brian Romes, Executive Director

Date: February 28, 2024

Subject: **Heller Nature Center and Rosewood Interpretive Center Annual Report**

Summary

Staff will present the annual report for the Heller Nature Center and the Rosewood Interpretive Center.

EXECUTIVE DIRECTOR'S MONTHLY REPORT

FEBRUARY 28, 2024

UPCOMING MEETINGS

- Wednesday, March 13, 2023 / 6:00 p.m. / Workshop Meeting
- Tuesday, March 19, 2023 / 8:00 a.m. / Finance Committee Meeting
- Wednesday, March 20, 2023 / 6:00 p.m. / Regular Board Meeting

UPCOMING EVENTS

- **Natural Areas Volunteer Program, Every Fri. from 9:00 – 12:00 p.m. at the Preserve of HP**
Winter work activities currently include the eradication of woody invasive species by cutting and burning. (FREE)
- **Cosmic Skate, Neon Night Fri. Mar. 1, from 7:00 – 8:30 p.m. at CIA**
Skate to today's hits and wear your favorite neon. (\$10/person + \$4 skate rentals)
- **Women in the Woods with Wine Fri. Mar. 8, from 6:30 – 8:00 p.m. at HNC**
Celebrate International Women's Day with speaker Anna Marcolin: Psychotherapist and Life Coach as well as like-minded women, surrounded by nature. Delve into the transformative world of mindfulness, mental health, and the profound impact of nature on our well-being with Anna's presentation "Embracing Mindfulness and Nature: A Journey to Enhanced Mental Health for Women". Unwind with wine. (\$30/person)
- **Family Skate Night, Sat. Mar. 9, from 6:00 – 7:30 p.m. at CIA**
Skate and take photos with characters from your favorite movies. Nemo, Sully, Minions, and Princesses will be in attendance! (\$10/person + \$4 skate rentals)
- **Family Art Night, Fri. Mar. 15, from 5:30 – 7:00 p.m. at WRC**
Join us for this family fun event that allows your creativity to run wild! Flex your artistic skills and be explorative of many art forms and techniques. (\$20R/\$2 NR)
- **Swiftie Skate Night, Sat. Mar. 9, from 6:00 – 7:30 p.m. at CIA**
Calling all swifties! Dress in your favorite era, bring a friendship bracelet to trade, listen to Taylor Swift music all night long, make friendship bracelets, and take photos! (\$15/person with skates/ \$19/person without skates)
- **5 ways to Catch a Leprechaun, Sat. Mar. 16 from 10:00 – 11:30 a.m. at HNC**
These Irish fairies are tricksters! Help us track these leprechauns to the end of the rainbow while creating our own tricks and traps along the way. We'll perform rainbow science tricks, create a leprechaun trap, and follow the clues left behind to a pot of gold. (\$13/person)
- **Schools Off Programs (Fri. Mar. 22 – Fri. Mar. 29)**
 - STREAM Explorers Mar. 22 – 29 from 9-3p.m. at WRC (\$480R/\$600NR)
 - Junior Spring Break Tennis Camp Mar. 25 – 29 from 9-12p.m. at DCRC (\$45 per day/\$200 week)
 - Array of Nature Classes Mar. 22 – 29 from 10 – 12p.m. or 12:30 – 2:30 p.m. at HNC (\$34/person)

- **Egg Hunts Sat. Mar. 30 from 9:00 – 10:45 a.m. at the Preserve of Highland Park**

- ***Doggieland Egg Hunt from 9 – 9:15am***

- ***EGGcessible Egg Hunt from 9:30 – 10am***

Step into a world of inclusivity and wonder at our Sensory-Friendly Egg Hunt, a heartwarming event that embraces the joy of the season while accommodating the unique needs of individuals with sensory sensitivities. This one-of-a-kind egg hunt is thoughtfully designed to ensure that everyone can join in the fun, fostering an environment of understanding, compassion, and, above all, celebration. This hunt is specifically for children ages 3-14 with disabilities.

- ***Wonderland Egg Hunt from 10:15 – 10:30 a.m.***

Don't be late for this Very Important Date! Featuring scenes and characters from Alice's Adventures in Wonderland and thousands of plastic eggs filled with treats, the Wonderland Egg Hunt is family fun for children and their parents. This event for families is free however registration is recommended to receive the detailed information.

DEER CREEK RACQUET CLUB – JANUARY 2024

	2023 ACTUAL	2024 BUDGET	2024 ACTUAL
Daily Court Rentals (Hours)			
Tennis	307.25	123	248.50
Pickleball	137	86	115.5
Racquetball	58.75	49	49.5
Private Lessons (Hours)	263.5	282	193.5
Drop-Ins	161	158	144
Memberships	827	551 units	1,031

News & Events

- Hosted 1 - USTA Boys 14 & Under Tournament.
- Winter Break was Jan 1-Jan 7 – more open court time than when programs are running.
- Customers continue to call regarding private lesson and court availability with lack of opportunities for customers to play.

CENTENNIAL ICE ARENA – JANUARY 2024

	2023 ACTUAL	2024 BUDGET	2024 ACTUAL
Daily Drop in Fees			
Public Skate	0		878
Drop In Freestyle & Package Ice and Adult	0		257
Open Hockey	0		28
Open Gymnastics	8		48
Skate Rental	0		850
Punches Passes Sold			
Public and Adult Skate	0		2
Freestyle	0		0
Skate Rental	0		5
Facility Rentals			
Total Hours	0	174.37	218.19

News & Events

- Staff ran a Winter Break Mini-camp that had 24 participants for the first week in January. Campers enjoyed skating, gymnastics and outdoor activities at Centennial, as well as swimming at RCHP.
- Our Gymnastics Team participated in their first meet of the season on Jan14 at Leenda's Island Adventure Meet in Waukegan, IL. This season we have 8 Level 3 and 4 Level 4 gymnasts.
- Due to weather conditions, we canceled classes on Friday, Jan 12 in the morning. Men's hockey cancelled at night.
- Winter session started on Jan 8 with 461 participants enrolled in gymnastics and 367 in skating classes. Packaged Ice has 154 enrolled.

RECREATION CENTER OF HIGHLAND PARK – JANUARY 2024

	2023 ACTUAL	2024 BUDGET	2024 ACTUAL
Group Exercise Classes Conducted	210	226	218
Group Exercise Participation/Visits	2,416	2,486	2,711
Fitness Floor Visits	9,873	10,500	11,224
Track Visits	1,641	1,700	1,953
Personal Training Participation	772	750	644
Personal Training Sales (Units)	244	364	414.5
Personal Training Revenue	\$24,081.72	\$24,500.00	\$26,683.82
Private Swim Lesson Participation	152	143	110
Private Swim Lesson Sales (Units)	67	56	47
Private Swim Lesson Revenue	\$10,900.25	\$10,244.30	\$7,493.87

MEMBERS	2023 ACTUAL	2024 BUDGET	2024 ACTUAL
Basic - Annual	1169	1474	1566
All-Inclusive - Annual	262	321	364
Group Exercise only – Annual	159	221	223
Short-Term Promotional	0	0	0
30 Day	31	10	26

Fitness and Membership

- January's annual membership goal was 2,016. The month ended with 2,153 annual membership resulting in + 2,153 annual memberships, 7% above the month's goal.
- The January membership promotion acquired 135 new annual memberships by January 31. The promotion ends February 4.
- Personal Training January revenue reports positive 9% to budget.
- Group Ex participation averages 12 per class.
- The Pilates Reformer Training studio has been completed. 1-on-1 and Duet Pilates Reformer Training will launch the first week of February.

Aquatics

- Private lessons have seen a decrease this month due to staff adjustment to new schedules for the school semester. As well as, below-freezing temperatures and heavy snowfall during the month.

HELLER NATURE CENTER & ROSEWOOD INTERPRETIVE – JANUARY 2024

Community Programs

	2023 ACTUAL	2024 Budget	2024 ACTUAL
Heller Nature Center			
Participants / Programs	38/3		19/2
Rosewood Interpretive Center			
Participants / Programs	7/1		31/2

News & Events

- Heller had one weekend 1/20-21 where Ski rentals were open with 93 rentals.
- After School programs did not run in January due to low enrollment.

HIGHLAND PARK LEARNING CENTER – JANUARY 2024

Driving Range Monthly Sales Report (buckets sold)

	2023 ACTUAL	2024 BUDGET	2024 ACTUAL
January	458	543	370
February	496	750	
March	612	764	
April	1,082	1101	
May	2,122	2772	
June	2,714	3565	
July	2,958	3755	
August	2,698	3636	
September	1,649	2425	
October	665	818	
November	225		
December	360		
Totals	16,029	20,019	370

Mini Golf Monthly Sales Report (rounds sold)

	2023 ACTUAL	2024 BUDGET	2024 ACTUAL
March	-	-	-
April	442	786	
May	1,124	1,500	
June	2,016	2,057	
July	2,104	2,500	
August	2,055	2,428	
September	952	1,443	
October	452	714	
November	168	-	
Totals	9,313	11,428	

News & Event

- N/A

DISTRICT WIDE RENTALS – JANUARY 2024

	2023 ACTUAL	2024 BUDGET	2024 ACTUAL
Heller Nature Center			
Rentals	9.0	3.0	2.0
Party Package-Not Offered	0	0	0
Rosewood Interpretive Center			
Rentals	21.0	5.0	11.0
Party Package-Not Offered	0	0	0
Recreation Center of Highland Park			
Rentals	36.5	36.0	32.0
Party Packages	3.0	2.0	3.0
Athletics	123.25		144.0
Total Rentals	162.75	38.0	179.0
West Ridge Center			
Rentals	23.0	7.0	12.5
Party Packages	6.0	2.0	5.0
Centennial Ice Arena			
Party Packages	-	-	-
Hidden Creek Aqua Park			
Party Packages	Season Over	Season Over	Season Over
Park Avenue Yacht Club			
Rentals	Season Over	Season Over	Season Over

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

GRANT-IN-AID – JANUARY 2024

	2023 ACTUAL	2024 BUDGET	2024 ACTUAL
SMILE			
Total YTD Subsidy	\$27,821.66	\$150,000.00	\$47,213.92
Households			
100% Subsidy YTD	38		39
50% Subsidy YTD	1		2
Total YTD	39		41
FYI			
Total YTD Subsidy	0		\$1,015.50
Households			
50% Subsidy YTD	0		4
FYI-SWIM			
Total YTD Subsidy	\$820.00		\$84.00
Households			
100% Subsidy YTD	7		1

News & Events:

- N/A

Marketing Board Report (Dec 9 – Jan 9)

SOCIAL MEDIA



6,108
FOLLOWERS



2,603
FOLLOWERS

EMAIL



49%
OPEN RATE

1.2%
CLICK RATE

PDHP.ORG



18,485
VISITORS

31,619
PAGEVIEWS

34s
AVG. ENGAGEMENT
TIME

DIGITAL GUIDE



1,058
VIEWS



174
VIEWS

2023 PDHP.ORG



365,067
VISITORS

922,222
PAGEVIEWS

334,285 - IN THE YEAR 2022 - 886,721

APP



1,568
INSTALLATIONS

- The Recreation Center of Highland Park is maintaining the most visited page, followed by:
 - Centennial Ice Arena
 - Recreation Center of Highland Park > Group Exercise
 - Jobs
 - Recreation Center of Highland Park > Open Gym
 - Recreation Center of Highland Park > Membership & Passes
- Our Facebook engagement was over 3,000 and reached almost 80,000 accounts; Instagram reached over 32,000 accounts.
- In 2023, our website had over 365,000 visitors and over 920,000 pageviews – a 9.2% increase in visitors and a 4% increase in pageviews since 2022.

Graphics



Page path and screen class ▾ +		↓ Views -----
		55,381 100% of total
1	/	7,372
2	/recreation-center-of-highland-park/	4,783
3	/centennial-ice-arena/	2,913
4	/recreation-center-of-highland-park/group-exercise-2/	2,828
5	/get-involved/jobs/	2,562
6	/recreation-center-of-highland-park/open-gym-2/	2,471
7	/recreation-center-of-highland-park/membership-passes/	1,990
8	/camp/	1,857
9	/centennial-ice-arena	1,771
10	/recreation-center-of-highland-park/lap-open-swim/	1,008
11	/deer-creek-racquet-club/	976
12	/events	913
13	/centennial-ice-arena/figure-skating-hockey-programs/	820
14	/west-ridge-center/theatre-programs/	788
15	/heller-nature-center/	736
16	/event/ice-castles/	550
17	/winter/	515
18	/our-story/staff-directory/	485
19	/recreation-center-of-highland-park/indoor-pickleball/	477
20	/rentals	461
21	/deer-creek-racquet-club/pickleball-programs/	454
22	/highland-park-golf-learning-center	435
23	/bids-rfps/	429
24	/centennial-ice-arena/gymnastics-programs/	398
25	/highland-park-golf-learning-center/	394
26	/rosewood-beach/interpretive-center-rentals/	375
27	/camp/camps-by-the-week/	339
28	/recreation-center-of-highland-park/learn-to-swim-programs/	321
29	/contact/	315
30	/recreation-center-of-highland-park	310
31	/deer-creek-racquet-club/junior-tennis-programs/	300
32	/camp/specialty-camps/	278
33	/holiday-new-year-hours/	273
34	/west-ridge-center/	268
35	/basketball-programs/	253
36	/centennial-ice-arena/2024-ice-show/	253
37	/camp/nature-camps/	238
38	/rosewood-beach/	238
39	/recreation-center-of-highland-park/membership-passes/contact-us/	234
40	/pickleball/	230
41	/west-ridge-center/dance-programs/	225
42	/deer-creek-racquet-club/adult-tennis-programs/	220
43	/camp/sports-camps/	215
44	/outdoor-skating-sledding/	214

December Advertising

Recreation Center of Highland Park

- Social Media
 - 413 clicks
 - 49,405 impressions
 - 0.84% click through rate (industry avg: 1.01%)

Deer Creek Racquet Club

- Social Media
 - 623 clicks
 - 68,551 impressions
 - 0.91% click through rate (industry avg: 0.90%)

Summer Camp

- Social Media
 - 948 clicks
 - 114,104 impressions
 - 0.9% click through rate (industry avg: 0.90%)

Camp Recruitment

- Social Media
 - 463 clicks
 - 51,514 impressions
 - 0.9% click through rate (industry avg: 0.47%)
- Geofencing
 - 141 visits
 - 128,317 impressions
 - \$0.001 cost per view

Theatre

- Social Media
 - 531 clicks
 - 47,905 impressions
 - 1.1% click through rate
- Search Ads
 - 822 clicks
 - 2,165 impressions
 - 37.9% click through rate (industry avg: 11.78%)



2023 Year End Advertising

Recreation Center of Highland Park

- 11,657 Clicks
- 1,935,857 Impressions

Deer Creek Racquet Club

- 9,026 Clicks
- 1,254,545 Impressions

Hidden Creek AquaPark

- 4,591 Clicks
- 325,124 Impressions

Sunset Valley Golf Club

- 6,270 Clicks
- 514,128 Impressions

River's Edge Mini Golf

- 5,103 Clicks
- 615,578 Impressions

Centennial Ice Arena

- 1,043 Clicks
- 56,004 Impressions

ParkSchool

- 1,128 Clicks
- 24,878 Impressions

Camp

- 5,662 Clicks
- 610,130 Impressions

Camp Recruitment

- 5,314 Clicks
- 1,565,581 Impressions

Theatre

- 2,000 Clicks
- 81,208 Impressions

New Technology

The team's focus is to find the best technology solutions that are most efficient for customers and staff at the best cost. The team is currently investigating:

- Our existing registration system (RecTrac) capabilities that are available now or available in 2024.
- Complimentary products to RecTrac that provide capabilities the system cannot provide. Club Automation & Plan to Play are in review.
- New registration systems as a potential replacement to RecTrac. Xplore and Amilia are in review.

The team is in the initial stages of reviewing all the above and will make recommendations for next steps. The current team includes representatives from recreation, fitness, tennis/pickleball, athletics, ice, aquatics, registration, marketing)

DEER CREEK RACQUET CLUB – FALL 2023

	2022 ACTUAL	2023 BUDGET	2023 ACTUAL
Adult Tennis			
1.0 Drill & Play/Start ReStart	16	8	8
2.0 Drill & Play	8	4	13
2.5 Drill & Play	31	17	21
3.0 Drill & Play	66	65	31
3.5 Drill & Play	77	55	35
4.0 Drill & Play	36	30	16
4.5 Drill & Play	8	12	8
Pickleball	197	162	359
Leagues	41	40	50
Total Adult Tennis	480	393	541
Junior & Youth Tennis			
Red Ball 1	45	46	46
Red Ball 2	39	60	46
Orange Ball 1	25	25	27
Green Dot 1	26	30	13
JDP 1	50	50	42
JDP 2	51	60	51
JDP 3	44	40	49
Tournament Prep 1	40	30	44
Tournament Prep 2	49	45	51
High School	24	24	26
Junior Excellence	34	40	50
High School Excellence	47	50	57
Matchplay	63	45	64
Total Junior & Youth Tennis	537	545	566
Tennis Events			
Total Tennis Events	0	21	6
Total Tennis	1,017	959	1,113

Key Performance Highlights and Drivers

- N/A.

News and Events

- N/A.

CENTENNIAL ICE ARENA GYMNASTICS/SKATING FALL 2023

	2022 ACTUAL	2023 BUDGET	2023 ACTUAL
Gymnastics			
Adult / Child Gymnastics	212	175	230
Early Childhood Gymnastics	258	230	295
Youth Gymnastics	230	210	238
Total Gymnastics	700	615	763
Hockey & Figure Skating			
Beginner Hockey	0	35	17
Adult Skating	0	14	17
Basic Skills Skating	0	300	257
Early Childhood Skating	0	105	111
Freestyle Skating	0	60	62
Specialty Skating	0	66	30
Total Hockey & Figure Skating	0	576	489
TOTAL PROGRAMS	700	1,191	1,252

Key Performance Highlights

- Adult/Child Gymnastics and Early Childhood Gymnastics are very popular classes with long waitlists on the first day of registration.

Key Performance Drivers

- This is our first full session of skating since the renovation and repair projects. Gymnastics is back at Centennial. First session since moving back.

News and Events

- Hosted our Fall Skating Exhibition and Skating Competition again. Gave 2 free public skate passes to enrolled lower levels classes to encourage skaters to attend our public skates.

RCHP FITNESS STATUS REPORT – FALL 2023

	2022 ACTUAL	2023 BUDGET	2023 ACTUAL
Adult Fitness			
Beach Yoga - September	115	118	127
Beach Yoga - October	101	108	187
Beach Yoga - November	90	100	174
Beach Yoga December	77	90	180
Harvest Moon Yoga	N/A	30	45
Total Adult Fitness	383	446	713
Youth Fitness			
Get Gym Ready	N/A	12	4
Youth Kickboxing	6	8	0
Intro To Fitness	9	10	11
Total Youth Fitness	15	30	15
Total Fitness	398	476	728

Key Performance Highlights

- Beach Yoga is a strong program for the community. The participation is both members and nonmembers. The weather in the fall season increased participation.

Key Performance Drivers

- Weather, extraordinary instruction, and student membership are the key drivers in programming.

News and Events

- Full moon yoga events at Rosewood Beach are a new and exciting event for the community. The feedback was overwhelmingly positive. We will continue to host quarterly events for the community.

RCHP AQUATICS STATUS REPORT – FALL 2023

	2022 ACTUAL	2023 BUDGET	2023 ACTUAL
Early Childhood Aquatics			
Paddlers 1	37	33	43
Paddlers 2	36	33	49
Paddlers 3	33	29	38
Total Early Childhood Aquatics	106	95	130
Parent Tot Aquatics			
Total Parent and Tot Aquatics	54	40	44
Youth Aquatics			
Little Swimmers 1	37	24	39
Little Swimmers 2	38	23	36
Little Swimmers 3	31	23	35
Junior Swim 1	23	9	23
Junior Swim 2	7	9	10
Stroke Development	27	18	27
Total Youth Aquatics	163	106	170
Total Aquatics	323	241	344

Key Performance Highlights and Drivers

- Staff have started to observe an increase in participant retention, with swimmers progressing through our program and participating at the higher-level swim lessons. Additionally, Supervisor Mephram has been able to add more FYI participants to our program.

Key Performance Drivers

- N/A

News and Events

- N/A

HELLER NATURE CENTER – FALL 2023

	2022 ACTUAL	2023 BUDGET	2023 ACTUAL
Early Childhood	7	8	0
Public Programs	358	270	338
After School	31	47	26
Total Heller Programs	396	325	364

ROSEWOOD INTERPRETIVE CENTER – FALL 2023

	2022 ACTUAL	2023 BUDGET	2023 ACTUAL
Early Childhood	10	8	0
Public Programs	140	154	71
After School	97	80	40
Total Rosewood Programs	247	242	111

Key Performance Highlights

- We had a total of 6 schools with 221 students come to Heller for educational programming, less than we had budgeted with 290. We also had 1,086 people participate in teams' programs at Heller and at their personal locations, we had budgeted for 968 persons. Scout programming had 139 participants this Fall and an increase from last year, and our anticipated budget of 120.

Key Performance Drivers

- In both Rosewood and Heller After School Programs attendance was lower than what we have had in previous years as classes did not fill to the maximum. The Fall campout was offered at the Preserve of Highland Park rather than Rosewood Beach this season and had 35 people attended.

News and Events

- With Latino Heritage Month Heller offered 4 new programs celebrating Mexican Heritage, 2 ran with a total of 61 persons.

HIGHLAND PARK LEARNING CENTER – FALL 2023

	2022 ACTUAL	2023 BUDGET	2023 ACTUAL
Pre-Junior			
Short Game	16	8	13
Full Swing	16	8	13
Total Pre-Junior	32	16	26
Junior			
Junior I	8	4	7
Adult			
Ladies	8	4	6
Adult	5	4	7
Total Adult	13	8	13
Total HPGLC Programs	53	28	46

Key Performance Highlights and Drivers

- N/A.

News and Events

- N/A.

RECREATION – FALL 2023

	2022 ACTUAL	2023 BUDGET	2023 ACTUAL
Adult Ceramics	37	40	85
Adult Enrichment			
Coachable Canines	24	15	11
Early Childhood Enrichment			
Beat Builders Workshop	21	N/A	Not Offered
¡Explora y Aprende!	Not Offered	N/A	6
Imagination Station	7	N/A	Not Offered
Kindermusik	74	66	57
Little Bakers	Not Offered	N/A	13
Little Global Explorers	Not Offered	N/A	18
ParkSchool*	58	103	193
Stories and Savasana	Not Offered	NA	7
Total Childhood Enrichment Programs	160	169	294
Dance Classes			
Dance Classes	97	75	155
Dance Workshops	34	N/A	Not Offered
Total Dance	131	75	155
Performing Arts			
Piano Lessons	39	33	56
Theater Classes	28	8	44
Total Performing Arts	67	41	100
Special Events			
Dreidels and Donuts/Shine Bright	26	25	18
Drive In Movie-Hocus Pocus	32	N/A	Not Offered
Elf Training Academy	18	N/A	Not Offered
Family Art Night	Not Offered	N/A	66
Family Luau	62	100	65
Gingerbread House Workshop	31	25	39
Grinchmas	79	80	70
Highland Park Hauntings	452	N/A	Not Offered
Kid Kafe	12	N/A	Not Offered
Pigs, Pancakes and Pajamas	10	N/A	Not Offered

	2022 ACTUAL	2023 BUDGET	2023 ACTUAL
Special Events (cont)			
Polar Parade	26	N/A	Not Offered
Snacks With Santa	Not Offered	N/A	45
Truck or Treat	1000	500	1000
West Ridge Trunk or Treat	42	N/A	Not Offered
Total Events	1,790	730	1,303
Youth Art			
Awesome Amazing Art	0	4	5
Clay Shop	23	4	24
Preschool Clay Play	14	4	19
Total Youth Art	37	12	48
Youth Enrichment			
Amazing Minds	7	8	6
Chess Ed	9	NA	Not Offered
Coder School	14	16	12
Junior Chefs	36	36	21
Magic Class	24	24	47
STEM with LEGOs	32	16	17
STREAM Explorers	Not Offered	NA	130
Total Youth Enrichment	122	100	233
Total Recreation Programs	2,368	1,182	2,229

Key Performance Highlights

- Notable areas of growth include Early Childhood (additional new classes), theater (all new classes), and STREAM Explorers (care-based enrichment for spring and winter break and school days off).

Key Performance Drivers

- The Recreation Department spent much of 2023 focusing on planning the larger program portfolio. Using the traction gained in one-day programs in 2022, the team homed in on expanding the traditional program portfolios, adding new theater classes on the back of successful camps, adding new Early Childhood Enrichment classes on the back of successful one day programs.

News and Events

- Into 2024, stakeholders can expect to see a expansions in STREAM Explorers, theater programs, music programs, visual arts programs, early childhood programs, and an uptick in extraordinary events.

ATHLETICS STATUS REPORT – FALL 2023

	2022 Actual	2023 Budget	2023 Actual
Baseball			
Fall Baseball	280	256	287
Hitting League	108	66	97
Total Baseball	388	322	384
Basketball			
Parent Tot/Dribblers	44	35	26
All-Star 1st-2nd Boys/Girls 1st-3rd	56	50	45
NCAA Boys 3rd-4th	32	36	41
HP House Girls 4th-6th	22	16	28
HP House Boys 5th-6th	39	30	40
Boys Travel Basketball	71	52	95
Boys Feeder Basketball	41	48	41
Total Basketball	305	267	316
Camps			
No School Football Camp	98	48	38
Total Camps	98	48	38
Football			
Fall Flag Football 1st-2nd	34	36	18
Fall Flag Football 3rd-5th	63	50	96
Fall Flag Football 6th-8th	59	54	33
Arena Football 1st-8th	131	100	132
Total Football	287	240	279
Volleyball			
Volleyball Clinic	32	17	29
Total Volleyball	32	17	29
Athletics Total	1,110	894	1,046

Key Performance Highlights and Drivers

- N/A.

News and Events

- N/A.



Memorandum

To: Park Board of Commissioners

From: Brian Romes, Executive Director

Date: February 28, 2024

Subject: **Consideration to Approve the Executive Director's Compensation**

Summary

Consistent with the Executive Director's Employment Agreement, The Park Board of Commissioners will consider a motion to approve an increase to the Executive Director's annual compensation retroactive to January 1, 2023, not to exceed \$188,613.60.