

# **NOTICE OF THE REVISED REGULAR MEETING**

**Wednesday, January 31, 2024**  
**6:00 pm**

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

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## **REGULAR MEETING AGENDA**

- I. CALL TO ORDER**
- II. ROLL CALL**
- III. ADDITIONS TO THE AGENDA**
- IV. OPEN TO PUBLIC TO ADDRESS THE BOARD**
- V. PUBLIC HEARING FOR THE 2024 BUDGET**
- VI. PUBLIC COMMENT FOR ITEMS ON AGENDA**
- VII. CONSENT AGENDA**
  - A. Approval of the Minutes from the December 6, 2023 Workshop Meeting**
  - B. Approval of the Minutes from the December 7, 2023 Finance Committee Meeting**
  - C. Approval of the Minutes from the December 13, 2023 Decennial Committee Meeting**
  - D. Approval of the Minutes from the December 13, 2023 Regular Meeting**
  - E. Approval of 2024 The Preserve of Highland Park Compton Avenue Trail Connection**
  - F. Approval of the Second Amendment to the Intergovernmental Agreement with NSSD112**
  - G. Approval of Ordinance 2024-02 Authorizing and Providing for the Conveyance or Sale of Surplus Personal Property**
  - H. Bills and Payroll in the amount of \$2,607,717.21**
- VIII. FINANCIAL FORECASTS TREASURER'S REPORT**
- IX. 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**
  - B. Approval of Ordinance 2024-01: Combined Budget and Appropriation Beginning January 1, 2024 through December 31, 2024**
- X. NEW BUSINESS**
  - A. Parks Foundation Update**
  - B. Board Committee Updates**
  - C. Highland Park Golf Learning Center End of Season Report**
  - A. Director's Report**
  - D. Board Comments**
- XI. OTHER BUSINESS**

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**XII. CLOSED SESSION PURSUANT TO THE FOLLOWING SECTIONS OF THE OPEN MEETINGS**

**ACT:** Section 2(c)1: The employment, compensation, discipline, performance, or dismissal of specific employees, specific individuals who serve as independent contractors in a park, recreational, or educational setting, or specific volunteers of the public body or legal counsel for the public body; Section 2(c)2: Collective negotiating matters between the public body and its employees or their representatives, or deliberation concerning salary schedules for one or more classes of employees; Section 2(c)5: the purchase or lease of real estate including discussion on whether a certain parcel of property should be acquired; Section 2(c)6: the setting of a price for sale or lease of property owned by the District; Section 2(c)8: security procedures and the use of personnel and equipment to respond to an actual, a threatened, or a reasonably potential danger to the safety of employees, students, staff, the public, or public property; Section 2(c) 11: litigation against or on behalf of the District or where the District finds that an action is probable or imminent; Section 2(c)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.

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

**XIV. ADJOURNMENT**

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

**PARK DISTRICT OF HIGHLAND PARK  
BOARD OF PARK COMMISSIONERS  
MINUTES OF WORKSHOP MEETING  
DECEMBER 6, 2023**

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, Vice President Freeman, President Grossberg

**Nay:** None

**Absent:** None

**Abstain:** None

**Motion Carried**

**ROLL CALL**

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

**Absent:** Commissioner Kaplan

**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

**ADDITIONS TO THE AGENDA**

None.

**PUBLIC COMMENT FOR ITEMS ON THE AGENDA**

None.

**CONSIDERATION TO APPROVE A RESTRICTED DONOR AGREEMENT WITH RON SASLOW FOR THE ENTERPRISE PROPERTY IMPROVEMENT PLAN AT 2205 SKOKIE VALLEY ROAD (LOT 3)**

Executive Director Romes reported staff are not requesting approval of the Restricted Donor Agreement since the terms, conditions, and costs are still being negotiated. Staff anticipates the final draft of the donor agreement will be submitted to the Park Board of Commissioners for review before staff requests approval of the donor agreement at the December 13, 2023 Regular Meeting.

**2024 LICENSE AGREEMENT WITH THE NORTH SHORE YACHT CLUB**

Manager Pierce reported that the annual License Agreement between the Park District of Highland Park and the North Shore Yacht Club (NSYC) expires on December 31, 2023. Park District staff met with the NSYC Commadore to review renewal terms. No notable changes were made to the 2024 License Agreement terms, fees, maintenance schedule, and the general rules and regulation for licensed facilities. Additionally, she reminded the Park Board of Commissioners that a Memorandum of Understanding (MOU) was developed in 2021 and approved by the Park Board of Commissioners to provide a framework and expectations regarding the NSYC commitment of contributing \$200,000 over the term of 20 years to support the breakwater and boat ramp replacement project at Park Avenue Boating Facility. The North Shore Yacht Club is up to date with their \$10,000 annual contributions over the twenty-year term.

Staff recommends the 2024 License Agreement be approved by the Park Board of Commissioners at the December 13, 2023 Regular Meeting.

The Park Board of Commissioners recommends placing this item on the consent agenda at the December 13, 2023 Regular Meeting.

**CONSTRUCTION PROJECT UPDATES**

***A. Park Avenue North Project***

Manager Kutscheid reported that the design layout plans of the site, furniture, pergola and fencing options, and boardwalk materials were shared with the community and the Park Avenue Working. He shared feedback from the community and the Park Avenue Working Group with the Park Board of Commissioners.

Staff hope to bid the project out in February 2024, construction is expected to commence in the Summer and anticipated to be completed in the Fall.

Commissioner Ruttenberg would like staff to reevaluate parking operations suggesting the permit restrictions should be lifted so more people can access the site and utilize the proposed amenities.

Commissioner Bernstein would like staff to follow up with engineers to determine if a revetment is needed to protect the proposed amenities, structures, and parking lot during high lake levels. He requested that the engineers present their findings and recommendations at a future meeting.



Commissioner Bernstein requested that staff share renderings with the Park Board of Commissioners when readily available.

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

Manager Schwartz reviewed the adjacency diagram which covers program uses for the new building and site goals. She reviewed the preferred master plan for the site. She is pleased to report the project is still on track. Staff and Holabird and Root are working towards developing refinements which can be shared with the community.

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

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

Teska developed two site layouts for each park which were shared with the Park Board of Commissioners and the community. She shared community feedback.

Staff are meeting with the Design Team tomorrow to discuss next steps.

***D. The Preserve of Highland Park Compton Avenue Trail Connection Update***

Director Voss reported that part of the Intergovernmental Agreement between the Park District of Highland Park, City of Highland Park, and Lake County Forest Preserves includes, the Park District constructing a trail connection from the Preserve to Half Day Road along Compton Avenue.

The Hidden Oak Development, consisting of ten new homes, is currently being constructed at the corner of Livingston Street and Compton Avenue, adjacent to the Preserve of Highland Park. As part of this project, a sidewalk is being constructed to provide pedestrian access from the development to Half Day Road. As a result, the Park District's only obligation is to reconstruct a section of trail at the Preserve of Highland Park and connect it to this new sidewalk.

The Park District has a bid opening on December 19, 2023. Staff will review the bid openings at the January Finance Committee, staff will request bid approval at the January Regular Meeting. Construction is anticipated to begin in May of 2024 with a project completion in July of 2024.

**2024 INDEPENDENCE DAY PLANNING UPDATE**

Executive Director Romes reported that the City of Highland Park and the Park District of Highland Park have been meeting to discuss events planned for July 4, 2024. Traditionally the City of Highland Park orchestrates the parade and the evening events at Wolters Field, and the Park District orchestrates the mid-day events at Sunset Woods Park. The City of Highland Park and the Park District are discussing working together to host an evening event, which kicks off with a parade, followed by a festival in Sunset Woods Park, and concludes with a drone show (in lieu of fireworks).

Commissioner Bernstein, Commissioner Ruttenberg, and Vice President Freeman are opposed to a combined evening event. They recommend the Park District stick to offering a midday event (Fourth Fest) and let the City of Highland Park orchestrate the parade and evening event.

Executive Director Romes will share the Park Board of Commissioners feedback with City Officials.

**REVIEW OF VOUCHERS**

Director Peters reported the only remarkable items was a check for Absolute Home Improvements for districtwide signage installation, \$13,000 check covering annual maintenance for the clay courts, and a member contribution check from the Park District to Northern Suburban Special Recreation Association (NSSRA).

Commissioner Bernstein requested that staff revisit the annual maintenance fee for clay courts when discussing the master plan for racquet sports.

**OTHER BUSINESS**

None.

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

None.

**CLOSED SESSION**

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

**Roll Call:**

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

**Nay:** None

**Absent:** Commissioner Kaplan

**Abstain:** None

**Motion Carried**

The meeting adjourned into Closed Session at 7:30 p.m.

The meeting reconvened into Open Session at 8:07 p.m.

**Action From Closed Session If Any**

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

No action was taken.

**ADJOURNMENT**

A motion was made by Commissioner Ruttenberg and seconded by Commissioner Kaplan and approved by a unanimous vote. The Board Meeting adjourned at 8:08 p.m.

Respectfully submitted,

Roxanne Hejnowski, Assistant Secretary

**MINUTES OF A THE FINANCE COMMITTEE MEETING  
OF THE PARK DISTRICT OF HIGHLAND PARK  
HELD ON DECEMBER 7, 2023, 8:04 AM.**

**Present:** Commissioner Bernstein, Commissioner Ruttenberg

**Absent:** None

**Also, Present:** Executive Director Romes; Director Peters, Director Smith, Director Voss, Director Gogola, Director Baird; Assistant Director Reyes, Assistant Director Acevedo, Manager Baczek; Accountant Moraru; Coordinator Hejnowski

**Guest Speaker:** None

**Additions to the Agenda**

Executive Director Romes reported that if there is any time before the meeting adjourns, he would like to provide an update on lot 3. Lot 3 will be added to other business.

**Budget Presentation**

Director Peters reviewed the 2024 budget overview. Highlights include the General, Special Recreation and Recreation Funds anticipate a combined operating surplus, before transfers, of \$3,310,705. Of that surplus, \$3,600,000 will be transferred to the Capital Projects Fund and an additional \$1,674,800 to Debt Service. Capital expenditures are approximately \$11.8 million, operating expenditures are approximately \$22.7 million, consolidated expenditures, including operations, debt, and capital, are approximately \$37.9 million, and tax support for the 2024 fiscal year represents approximately 53% of total revenues

New for 2024, in an effort to remain both fiscally responsible and strategic in the delivery of services to the community, staff anticipates continued development and implementation of a Values Driven Strategic Plan, working toward submission for the Distinguished Accreditation award in 2025, developing an HR performance management system, implementing an HR intranet system, and conducting a comprehensive employee engagement survey. The District will continue to collaborate with the Parks Foundation and a fundraising consultant to support Capital Campaign Fundraising.

Projects in Progress include:

- ***Planning and Design for Construction of Multi-Purpose Facility*** (addressing West Ridge Center Sports Field Master Plan (Synthetic Turf Field Construction).
- ***Land Management Plan – the*** plan covers 9 major topics: Park Maintenance, Stormwater Management, Lakefront Maintenance, Natural Areas, Park Inventory, Real Estate, Park Amenities, Connectivity, and Cultural Resources.
- ***Park Site Plans*** - The Park Site Plan initiative is in response to goals and objectives established in GreenPrint 2024 and the Land Management Plan. The plan will evaluate the Park District’s outdoor parks based on Park District standards to then offer recommendations for park improvements.

- ***Sunset Woods Site Master Plan*** - The plan strives to consider the timeless park holistically and in the context of the Highland Park community and surrounding area. The Park District applied for an Open Space Lands Acquisition and Development Grant (OSLAD) in the amount of \$600,000 to assist in funding components for the master plan. In 2023 the Park District was awarded \$600,000 for phase 1 of the Sunset Woods Master Plan project. Phase 1 includes a new relocated skate park, wheel friendly plaza, multi-use basketball court, and game area. The project is expected to break ground summer 2024.
- ***Golf Learning Center Optimization Report*** - The intent of the Golf Learning Center Optimization Report is to improve financial performance while meeting community and regional recreational needs at the Highland Park Golf Learning Center facility. The plan includes a comprehensive assessment and future recommendations that will be used to guide programs and investments. The recommendations address: the driving range, mini golf, building and general site connectivity, programming, operations, agreements and marketing strategy, relationship to the Dome and The Preserve, new amenities, capital improvements, and services.

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

- ***Athletic Fields Master Plan*** - The Park District provides both informal and programmed competition level sports fields at locations throughout the community. The District's Planning and Athletics Departments developed a comprehensive sports field master plan that addresses existing fields to meet current and projected program needs as well as explores potential new field configurations that would gain efficiencies in scheduling, program management, and tournament opportunities; ancillary amenities and infrastructure; maintenance; stormwater management, lighting, and utilities; as well as improved parking management strategies.
- ***Lakefront Master Plan*** - The recommendations are intended to guide lakefront operations, beaches, capital planning, and support possible future grant opportunities.
- ***Park Avenue Site Master Plan*** - The purpose of the plan is to address key issues facing the site including: improvements to the yacht club building, enhancements for non-motorized boaters, and enhancements to the pedestrian connections to and through the park. This plan does not directly address the breakwater nor boat launch.

The plan builds upon other current and previous studies such as: 2007 Highland Park Lakefront Plan, 2018 PDHP Community Input Surveys, Beach Management Strategy Plan, Smith Group Barge Replacement Study, and Capital Improvement Plan.

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

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

Following the completion of the contracted work, Parks & Natural Areas staff have maintained the temporary path to protect and allow for the growth of native plantings. Fencing is expected to remain, at a minimum, through the first half of 2024. Work will continue through the final months of 2023 with the planting of 18 replacement trees throughout the park to fulfill the City's original tree removal permit and the removal of the wooden, upper portions of the garden potting shed.

- **Sustainability Plan** - The Park District of Highland Park embraces concepts of sustainable practices in its mission statement and in its Environmental Policy. From 1992 to 2015 the District's Environmental Policy served as the primary document guiding sustainable efforts. In 2015, Park District staff developed the District's first sustainability plan to identify strategies to achieve sustainability goals and better coordinate with City-wide priorities. The 2015 plan has since been used as an internal document guiding practices leading to quantifiable achievements in District operations. It was updated in 2018 and will be updated again in 2024.
- **Capital Plan (Annual and 5-year)** - The Park District's 5-year Capital Plan is approved annually, and reviewed throughout the year, to ensure critical repair and replacement projects, facility and park improvements, and GreenPrint Projects are identified and funded. The Plan is prioritized into 6 tiers: Tier 1: Safety/Legal Compliance, Tier 2: Critical Repair/Replace, Tier 3: Scheduled Replacement, Tier 4: Improvement of existing Items, Tier 5: New improvements, and Tier 6: Unfunded
- **Values Driven Strategic Plan** - At the end of 2016, the District completed its 2012-16 Strategic Plan. As one of the top park districts in the state and an "Illinois Distinguished Agency" with a wide variety of outstanding programs, events, parks and facilities, it is important for the District to continue to be proactive meeting the community's ever-changing demands for programs and facilities. In 2016, staff developed the 2016-2020 Strategic Plan incorporating new initiatives identified through a series of focus groups with staff and community representatives.

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

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

**Operational Perspectives:**

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

**Values Driven Strategic Themes:**

- Build personal relationships
  - Create inclusivity
  - Deliver the extraordinary
  - Empower our team
  - Grow our team
  - Value our Team
  - Build and maintain trust
  - Create a sustainable future
  - Steward our resources
- **Annual Work Plan** - The Park District's Annual Work Plan is a compilation of annual goals derived from the above Park District planning documents and are financially reflected in the 2024 Budget.

Regarding Salaries and Wages, Director Peters reported that a Classification and Compensation Plan was developed and approved on January 1, 2023, which forms the foundation of the compensation, recruitment, management and retaining of employees. Positions were evaluated based on the nature of work, essential duties, responsibilities, qualifications required and relative level of difficulty. Similar positions were grouped creating a classification structure.

Based on industry standards, salary ranges were determined for each classification. The administration of a classification and compensation plan is a continuous process, adapting to changing conditions. As part of the budget process, staff evaluate annually a set of market indicators and a survey of comparable entities to determine if pay ranges are still relevant and to create the recommended pay range adjustments. After pay range adjustments are made, then a recommendation is made for the annual merit budget.

For 2024, a 4% plus a 1% contingency full-time salary pool (merit/compensation contingency) increase is budgeted for all full-time employees.

In 2023, a Part Time and Seasonal Compensation and Classification Study was completed. Part-time and Seasonal positions were classified by skill and pay ranges were defined. Both studies support the Employee Values Driven strategic theme and initiatives. Salaries are budgeted accordingly in the 2024 budget to adhere to minimum wage laws.

Looking at the capital analysis, she reported that expenditures for 2024 are detailed in Appendix A and are accounted for in the Capital Fund. The Capital Plan (CP) summarizes districtwide replacement needs for 2024 and the next four years prioritized by Tier. As the first step of the budget process, planning and facility staff review the requirements of all facilities and parks, creating and updating repair and replacement schedules. For informational purposes Appendix B provides a summarized schedule of replacement items for 2024 and the next four years.

For 2024, the budget has been prepared while incorporating District values. Striving to always be extraordinary, welcoming, and caring, we have incorporated opportunities to ensure equity and inclusion, along with fiscal responsibility, in delivering services through our programs and at our facilities. We have increased the Grant-in-Aid budget by 3%, addressing financial barriers for residents, while still incorporating cost recovery strategies and seeking alternative revenue sources such as grants and donations. The Champion's Gala is scheduled again for 2024 and usually generates tens of thousands of dollars that the Parks Foundation of Highland Park donates toward aid for residents. Investment income far exceeded the budget in 2023, as operations rebounded from Covid-19, and staff felt more comfortable to invest again. Additionally, with inflation being so high, rates on investments were over 5%.

Director Peters reviewed the 2024 proposed fees and charges for each facility.

Commissioner Bernstein and Commissioner Ruttenberg are opposed to charging residents to access Rosewood Beach.

Commissioner Ruttenberg is opposed to charging residents to use the indoor track at the Recreation Center of Highland Park. He would also like staff to revisit personal training fees, suggesting that trainer salaries may need to increase.

Commissioner Ruttenberg reported this is a remarkable document.

#### **December 2024 Bid Results**

##### ***A. Park Avenue Boating Facility South Parking Lot Restoration***

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

The low bidder was Lakes and Rivers Contracting at \$441,065 (includes base bid plus additional armor stone alternate). There is \$476,000 in the 2024 Capital budget for this project. This contractor has favorable references and experience working with the Park District of Highland Park.

The Finance Committee requested staff present the engineering proposal and renderings to the Park Board of Commissioners at a future Committee Meeting.

The Finance Committee recommends placing the agreement with Lakes and Rivers Contracting for the Base Bid and the additional Armor Stone Alternate on the consent agenda at the December 13, 2023 Regular Meeting of the Park Board.

##### ***B. Larry Fink Memorial Park Baseball Field Improvements***

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

The low bidder was Stuckey Construction at \$953,428 (includes base bid, electric to sump pump alternate, bleacher shade cover alternate, and new dugout benches alternate). The project is over



budget by \$19,190, however, the Fox Family may be willing to donate more to the project and the Parks Foundation are confident they will meet their fundraising goal of \$500,000.

The Finance Committee recommends placing the agreement with Stuckey Construction for the Base Bid and three Alternates on the consent agenda at the December 13, 2023 Regular Meeting of the Park Board.

***C. Hidden Creek AquaPark Pool Shell Maintenance Project***

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

The low bidder was Absolute Home Improvements at \$39,950 (includes prep work, repair of damaged areas, painting the entire pool shell, and painting of transition lines, stair treads, and PDHP logo). There is \$50,000 in the 2024 Capital Budget for this project. This contractor has favorable references and experience working with the Park District of Highland Park.

The Finance Committee recommends placing the agreement with Absolute Home Improvements on the consent agenda at the December 13, 2023 Regular Meeting of the Park Board.

**Hidden Creek AquaPark Concrete Deck Replacement Change Order**

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

The replacement of the electrical and communication conduit Change Order in the amount of \$38,940. There was \$671,000 in the 2023 Capital Budget for this project. With the change order total project expenses are \$690,360.

The Finance Committee recommends placing the 2023 Hidden Creek Aqua Park Deck Replacement Change Order on the consent agenda at the December 13, 2023 Regular Meeting of the Park Board.

**Deer Creek Racquet Club Parking Lot Engineering Proposal**

Director Smith reported that the renovation of the Deer Creek Raquet Club Parking Lot is budgeted for completion in 2024. The Park District of Highland Park has received a proposal from Gewalt, Hamilton Associates, Inc. for engineering design services, including survey, wetland delineation, construction documents, permitting, bidding assistance, construction administration and subsurface exploration. There is \$500,000 in the 2024 Capital Budget. The project is \$3,450 over budget.

The Finance Committee recommends placing the agreement with Gewalt Hamilton Associates, Inc. on the consent agenda at the December 13, 2023 Regular Meeting of the Park Board.

**Other Business**

***A. Ordinance #2023-10 An Ordinance Amending the Appropriation Ordinance for the Fiscal Year 2023***

Director Peters reported that as the year progressed, Recreation Fund Item types 680, Cost of Goods Sold, and 720, Capital Outlay began to run over budget. As of 11/30/23, Cost of Goods sold was over budget by 156% (\$32,439.85) and Capital Outlay was over budget by 119% (\$13,348.88). As both are

Finance Committee Meeting Minutes  
December 7, 2023

over budget by more than 110%, they also are exceeding the appropriation filed with Lake County. After consultation with both our attorney and auditors, staff have been advised that a formal budget amendment does not need to be filed with the County. However, a budget transfer, approved by ordinance, must take place. Recreation Item Type 130, Special Events, has over \$50,000 of unused expense budget in the line-item Independence Day Independent Contractors. As the event concluded in July, staff recommend transferring from this Recreation Fund Item Type. Additionally, as allowed by the auditors, Incode will not have a new budget created; the transfer will be in the Annual Consolidated Financial Report only.

The Finance Committee recommends placing Ordinance 2023-10, An Ordinance Amending the Appropriation Ordinance for Fiscal Year 2023 that will transfer \$54,207.50 from Recreation Fund Item Type 130, Special Events to Recreation Fund Item Type 680, Cost of Goods Sold, for \$38,404.28 and to Recreation Fund Item Type 720, Capital Outlay, for \$15,803.22, on the consent agenda at the December 13, 2023 Regular Meeting.

***B. Lot 3 Update***

Executive Director Romes reported that he is meeting with the City of Highland Park regarding the termination rights to be extended in the Second Amendment to Lot 3 Lease Agreement by and Between the City of Highland Park and the Park District of Highland Park.

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

None.

**Adjournment**

The meeting adjourned at 9:47 a.m.

Respectfully submitted,

Roxanne Hejnowski, Assistant Secretary

**PARK DISTRICT OF HIGHLAND PARK  
BOARD OF PARK COMMISSIONERS  
MINUTES OF THE DECENNIAL COMMITTEE MEETING  
DECEMBER 13, 2023**

The meeting was called to order at 5:34 p.m. President Grossberg.

**ROLL CALL**

**Present:** President Grossberg, Vice President Freeman, Commissioner Bernstein, Commissioner Ruttenberg, Resident Committee Member Jean Sogin, Resident Committee Member Hania Fuschetto, Resident Committee Member Rafael Labrador

**Absent:** Commissioner Kaplan

**Staff Present:** Executive Director Romes; Deputy Director Carr; Director Gogola; Director Voss; Director Smith; Director Peters; Director Hall; Director Baird; Superintendent/Manager Ochs, Assistant Director Acevedo; Coordinator Hejnowski

**Guest Speakers:** None

**ADDITIONS TO THE AGENDA**

None.

**APPROVAL OF THE DECENNIAL COMMITTEE MEETING MINUTES FROM NOVEMBER 8, 2023**

A motion was made by Resident Committee Member Hania Fuschetto, seconded by Resident Committee Member Jean Sogin to approve the Decennial Committee Meeting Minutes from November 8, 2023.

**Roll Call:**

**Aye:** Resident Committee Member Jean Sogin, Resident Committee Member Hania Fuschetto, Commissioner Bernstein, Commissioner Ruttenberg, President Grossberg, Vice President Freeman, Resident Committee Member Rafael Labrador

**Nay:** None

**Absent:** Commissioner Kaplan

**Abstain:** None

**Motion Carried**

**APPROVAL OF THE PARK DISTRICT OF HIGHLAND PARK'S EFFICIENCY REPORT AND AUTHORIZATION TO SUBMIT THE REPORT TO THE LAKE COUNTY BOARD**

A motion was made by Resident Committee Member Hania Fuschetto, seconded by Resident Committee Member Jean Sogin to approve the Park District of Highland Park's Efficiency Report and Authorize Executive Director Romes to Submit the Report to the Lake County Board.

**Roll Call:**

**Aye:** Resident Committee Member Jean Sogin, Resident Committee Member Hania Fuschetto, Commissioner Bernstein, Commissioner Ruttenberg, President Grossberg, Vice President Freeman, Resident Committee Member Rafael Labrador

**Nay:** None

**Absent:** Commissioner Kaplan

**Abstain:** None

**Motion Carried**

Resident Committee Members thanked the Park Board of Commissioners and staff for the opportunity to serve on the Committee. They are proud of the report and would love to serve alike committees.

**SURVEY OF RESIDENTS IN ATTENDANCE FOR INPUT ON MATTERS DISCUSSED IN THE MEETING OF THE PARK DISTRICT OF HIGHLAND PARK'S DECENNIAL COMMITTEE ON GOVERNMENT EFFICIENCY**

No residents attended December 13, 2023, Meeting of the Decennial Committee.

**ADJOURNMENT**

A motion was made by Resident Committee Member Hania Fuschetto, seconded by Resident Committee Member Rafael Labrador, and approved by a unanimous vote. The Decennial Committee Meeting adjourned at 5:39 p.m.

Respectfully submitted,

Roxanne Hejnowski, Assistant Secretary

**PARK DISTRICT OF HIGHLAND PARK  
BOARD OF PARK COMMISSIONERS  
MINUTES OF REGULAR MEETING  
DECEMBER 13, 2023**

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

**ROLL CALL**

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

**Absent:** Commissioner Kaplan

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

**Guest Speakers:** None

Commissioner Kaplan joined the meeting at 6:05 p.m.

**ADDITIONS TO THE AGENDA**

None.

**PUBLIC HEARING FOR THE TAX LEVY ORDINANCE**

A motion was made by Commissioner Ruttenberg and seconded by Vice President Freeman to convene the public hearing for the Tax Levy Ordinance for 2023, representing the District's request for property taxes to be received in 2024 is now in session. The amount of the levy is \$13,915,000 (thirteen million, nine hundred fifteen thousand dollars), exclusive of debt service.

**Roll Call:**

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

**Nay:** None

**Absent:** Commissioner Kaplan,

**Abstain:** None

**Motion Carried**

President Grossberg reported that the public hearing for the Tax Levy Ordinance is now in session.

Regular Meeting Minutes  
December 13, 2023

As required by 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 Tax Levy Ordinance.

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

**Roll Call:**

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

**Nay:** None

**Absent:** Commissioner Kaplan,

**Abstain:** None

**Motion Carried**

**PUBLIC COMMENT FOR ITEMS ON THE AGENDA**

None.

**CONSENT AGENDA**

A motion was made by Commissioner Ruttenberg, seconded by Vice President Freeman to approve the Minutes November 8, 2023 Workshop Meeting; Minutes November 14, 2023, Finance Committee Meeting; Minutes November 14, 2023 Regular Meeting; Ordinance 2023-03 Naming the Baseball Field at Larry Fink Park the Jeff Fox Baseball Field; Ordinance #2023-09 - Tax Levy for 2023; Ordinance #2023-10 An Ordinance Amending the Appropriation Ordinance for the Fiscal Year Beginning January 1, 2023 and Ending on December 31, 2023; the Deer Creek Racquet Club Parking Lot Engineering Proposal; the Hidden Creek AquaPark Concrete Deck Replacement Change Order; the 2024 Larry Fink Memorial Park Baseball Field Improvements Bid; the 2024 Hidden Creek Aqua Park Pool Shell Maintenance Project Bid; the 2024 Park Avenue Boating Facility South Parking Lot Restoration Bid; the 2024 Highland Park Pops Affiliate Organization Agreement; the 2024 Highland Park Players Affiliate Organization Agreement; the 2024 American Youth Soccer Organization Affiliate Agreement; the 2024 Uptown Music Theater of Highland Park Affiliate Organization Agreement; 2024 License Agreement between the Park District of Highland Park and the North Shore Yacht Club; and Bills and Payroll in the amount of \$5,597,647.15

**Roll Call:**

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

**Nay:** None

**Absent:** None

**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 November 30, 2023. Projected Revenues are greater than budgeted by \$2.6 million and projected expenses are less than budgeted. Overall, staff are projecting a \$3.7 million surplus in operating funds as of December 31, 2023.

### ***Conclusion***

The following Park District programs and facilities are performing better than budget: interest income has a \$700,000 surplus, youth dance has a \$56,000 surplus, tennis has a \$150,000 surplus, Recreation Center memberships has a \$218,000 surplus and personal training has a \$36,000 surplus, golf has a \$480,000 surplus. Also, there is a \$400,000 savings from payroll expenses.

## **UNFINISHED BUSINESS**

### **A. 2024 PROPOSED BUDGET AND THE BUDGET AND APPROPRIATION ORDINANCE**

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

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

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

### ***Budget Overview***

Highlights include the General, Special Recreation and Recreation Funds anticipate a combined operating surplus, before transfers, of \$3,310,705. Of that surplus, \$3,600,000 will be transferred to the Capital Projects Fund and an additional \$1,674,800 to Debt Service. Capital expenditures are approximately \$11.8 million, operating expenditures are approximately \$22.7 million, consolidated expenditures, including operations, debt, and capital, are approximately \$37.9 million, and tax support for the 2024 fiscal year represents approximately 53% of total revenues.

***New for 2024***

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

***Projects in Progress***

- ***Planning and Design for Construction of Multi-Purpose Facility*** (addressing West Ridge Center Sports Field Master Plan (Synthetic Turf Field Construction).
- ***Land Management Plan*** – *the* plan covers 9 major topics: Park Maintenance, Stormwater Management, Lakefront Maintenance, Natural Areas, Park Inventory, Real Estate, Park Amenities, Connectivity, and Cultural Resources.
- ***Park Site Plans*** - The Park Site Plan initiative is in response to goals and objectives established in GreenPrint 2024 and the Land Management Plan. The plan will evaluate the Park District's outdoor parks based on Park District standards to then offer recommendations for park improvements.
- ***Sunset Woods Site Master Plan*** - The plan strives to consider the timeless park holistically and in the context of the Highland Park community and surrounding area. The Park District applied for an Open Space Lands Acquisition and Development Grant (OSLAD) in the amount of \$600,000 to assist in funding components for the master plan. In 2023 the Park District was awarded \$600,000 for phase 1 of the Sunset Woods Master Plan project. Phase 1 includes a new relocated skate park, wheel friendly plaza, multi-use basketball court, and game area. The project is expected to break ground summer 2024.
- ***Golf Learning Center Optimization Report*** - The intent of the Golf Learning Center Optimization Report is to improve financial performance while meeting community and regional recreational needs at the Highland Park Golf Learning Center facility. The plan includes a comprehensive assessment and future recommendations that will be used to guide programs and investments. The recommendations address: the driving range, mini golf, building and general site connectivity, programming, operations, agreements and marketing strategy, relationship to the Dome and The Preserve, new amenities, capital improvements, and services.

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



- ***Athletic Fields Master Plan*** - The Park District provides both informal and programmed competition level sports fields at locations throughout the community. The District's Planning and Athletics Departments developed a comprehensive sports field master plan that addresses existing fields to meet current and projected program needs as well as explores potential new field configurations that would gain efficiencies in scheduling, program management, and tournament opportunities; ancillary amenities and infrastructure; maintenance; stormwater management, lighting, and utilities; as well as improved parking management strategies.
- ***Lakefront Master Plan*** - The recommendations are intended to guide lakefront operations, beaches, capital planning, and support possible future grant opportunities.
- ***Park Avenue Site Master Plan*** - The purpose of the plan is to address key issues facing the site including: improvements to the yacht club building, enhancements for non-motorized boaters, and enhancements to the pedestrian connections to and through the park. This plan does not directly address the breakwater nor boat launch.

The plan builds upon other current and previous studies such as: 2007 Highland Park Lakefront Plan, 2018 PDHP Community Input Surveys, Beach Management Strategy Plan, Smith Group Barge Replacement Study, and Capital Improvement Plan.

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

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

Following the completion of the contracted work, Parks & Natural Areas staff have maintained the temporary path to protect and allow for the growth of native plantings. Fencing is expected to remain, at a minimum, through the first half of 2024. Work will continue through the final months of 2023 with the planting of 18 replacement trees throughout the park to fulfill the City's original tree removal permit and the removal of the wooden, upper portions of the garden potting shed.

- ***Sustainability Plan*** - The Park District of Highland Park embraces concepts of sustainable practices in its mission statement and in its Environmental Policy. From 1992 to 2015 the District's Environmental Policy served as the primary document guiding sustainable efforts. In 2015, Park District staff developed the District's first sustainability plan to identify strategies to achieve sustainability goals and better coordinate with City-wide priorities. The 2015 plan has since been used as an internal document guiding practices leading to quantifiable achievements in District operations. It was updated in 2018 and will be updated again in 2024.
- ***Capital Plan (Annual and 5-year)*** - The Park District's 5-year Capital Plan is approved annually, and reviewed throughout the year, to ensure critical repair and replacement projects, facility and park improvements, and GreenPrint Projects are identified and funded. The Plan is prioritized into 6 tiers: Tier 1: Safety/Legal Compliance, Tier 2: Critical Repair/Replace, Tier 3: Scheduled Replacement, Tier 4: Improvement of existing Items, Tier 5: New improvements, and Tier 6: Unfunded
- ***Values Driven Strategic Plan*** - At the end of 2016, the District completed its 2012-16 Strategic Plan. As one of the top park districts in the state and an "Illinois Distinguished Agency" with a wide variety of outstanding programs, events, parks and facilities, it is important for the District to continue to be proactive meeting the community's ever-changing demands for programs and facilities. In 2016, staff developed the 2016-2020 Strategic Plan incorporating new initiatives identified through a series of focus groups with staff and community representatives.

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

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

*Operational Perspectives:*

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

*Values Driven Strategic Themes:*

- Build personal relationships
- Create inclusivity
- Deliver the extraordinary
- Empower our team
- Grow our team
- Value our Team

- Build and maintain trust
  - Create a sustainable future
  - Steward our resources
- ***Annual Work Plan*** - The Park District's Annual Work Plan is a compilation of annual goals derived from the above Park District planning documents and are financially reflected in the 2024 Budget.

### ***Salaries and Wages***

Director Peters reported that a Classification and Compensation Plan was developed and approved on January 1, 2023, which forms the foundation of the compensation, recruitment, management and retaining of employees. Positions were evaluated based on the nature of work, essential duties, responsibilities, qualifications required and relative level of difficulty. Similar positions were grouped creating a classification structure.

Based on industry standards, salary ranges were determined for each classification. The administration of a classification and compensation plan is a continuous process, adapting to changing conditions. As part of the budget process, staff evaluate annually a set of market indicators and a survey of comparable entities to determine if pay ranges are still relevant and to create the recommended pay range adjustments. After pay range adjustments are made, then a recommendation is made for the annual merit budget.

For 2024, a 4% plus a 1% contingency full-time salary pool (merit/compensation contingency) increase is budgeted for all full-time employees.

In 2023, a Part Time and Seasonal Compensation and Classification Study was completed. Part-time and Seasonal positions were classified by skill and pay ranges were defined. Both studies support the Employee Values Driven strategic theme and initiatives. Salaries are budgeted accordingly in the 2024 budget to adhere to minimum wage laws.

### ***Capital Analysis***

Expenditures for 2024 are detailed in Appendix A and are accounted for in the Capital Fund. The Capital Plan (CP) summarizes districtwide replacement needs for 2024 and the next four years prioritized by Tier. As the first step of the budget process, planning and facility staff review the requirements of all facilities and parks, creating and updating repair and replacement schedules. For informational purposes Appendix B provides a summarized schedule of replacement items for 2024 and the next four years.

For 2024, the budget has been prepared while incorporating District values. Striving to always be extraordinary, welcoming, and caring, we have incorporated opportunities to ensure equity and inclusion, along with fiscal responsibility, in delivering services through our programs and at our facilities. We have increased the Grant-in-Aid budget by 3%, addressing financial barriers for residents, while still incorporating cost recovery strategies and seeking alternative revenue sources such as grants and donations. The Champion's Gala is scheduled again for 2024 and usually generates tens of

thousands of dollars that the Parks Foundation of Highland Park donates toward aid for residents. Investment income far exceeded the budget in 2023, as operations rebounded from Covid-19, and staff felt more comfortable to invest again. Additionally, with inflation being so high, rates on investments were over 5%.

***Summary***

Preparation of the 2024 Budget was made possible by the dedicated Park District of Highland Park staff and coordinated by the Finance staff. Many thanks to the Board of Commissioners for their dedication, support, and service to the District.

It was the consensus of the Park Board of Commissioners to lay the budget down for a period of thirty days so that the public may review it.

**B. Consideration to Approve a Restricted Donor Agreement with Ron Saslow at 2205 Skokie Valley Road (Lot 3)**

Executive Director Romes reported that a Request for Proposals was released on September 30, 2023, for an Agreement for Recreational Services of an Enterprise Facility at 2205 Skokie Valley Road, Highland Park, in consideration for payment to the Park District of Highland Park. The Park District received three RFP submittals: Ron Saslow Pickleball Dome. Ron Saslow proposed donating a new Four-Season Air Supported Dome structure with Pickleball and Padel courts with certain restrictions and the Park District operating the facility upon completion. Executive Director Romes reviewed the proposed Restricted Donor Agreement terms noting that Ron Saslow is willing to donate \$2 million to the Park District, the proposed agreement is a 20-year term, the usage must be strictly for pickleball and padel, and there are two (2) contingencies that are still being negotiated this includes the termination rights to be extended in the Second Amendment to Lot 3 Lease Agreement by and Between the City of Highland Park and the Park District of Highland Park, second, both parties must agree on the schematic design before the project commences.

Commissioner Bernstein, Commissioner Ruttenberg, and Vice President Freeman are thankful for the Saslow family and their generous donation, however, there is a large gap in the estimated cost vs. the donation funds. They are willing to explore other opportunities to find money to fill the expense gaps, however, it's premature to have this conversation. Staff and the City of Highland Park Officials need to have further discussions to get a better idea of the actual cost vs estimated.

A motion was made by Commissioner Kaplan and seconded by Vice President Freeman to approve the Restricted Donor Agreement with Ron Saslow for the Enterprise Property Improvement Plan at 2205 Skokie Valley Road.

Commissioner Ruttenberg requested that language in section 5B of the agreement needs to change for his approval. Commissioner Kaplan and Vice President Freeman withdrew their motion.

Section 5B of the Donor Agreement were reviewed and amended language was provided and approved by the Park Board of Commissioner's.

A motion was made by Commissioner Kaplan and seconded by Vice President Freeman to approve the agreement, with amendments to Section 5B to include the word materially before improve and to replace the word certified with approved for the Restricted Donor Agreement with Ron Saslow for the Enterprise Property Improvement Plan at 2205 Skokie Valley Road.

**Roll Call:**

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

**Nay:** None

**Absent:** None

**Abstain:** None

**Motion Carried**

**NEW BUSINESS**

**A. Parks Foundation**

Vice President Freeman reported that the Park Foundation had their final meeting of the year. During the meeting the Foundation reflected on fundraising efforts, discussing shortfalls and successes, and discussed 2024 fundraising initiatives.

**B. Board Committee Updates**

Executive Director Romes reported that at the December 7 Finance Committee Meeting Staff reviewed the 2024 Budget and Ordinance 2023-10, An Ordinance Amending the Appropriation Ordinance for Fiscal Year 2023.

The Finance Committee recommended the Park Board of Commissioners approve the agreement with Lakes and Rivers Contracting to the Park Avenue Boating Facility South Parking Lot Restoration project, the agreement with Stuckey Construction for the Larry Fink Memorial Park Baseball Field Improvements project, the agreement with Absolute Home Improvements for the Hidden Creek AquaPark Pool Shell Maintenance project, the Change Order for the Hidden Creek AquaPark Concrete Desk Replacement, and the agreement with Gewalt Hamilton Associates, Inc. for the Deer Creek Racquet Club Parking Lot Engineering proposal.

Staff are meeting with the City of Highland Park to discuss extending the termination rights for the Second Amendment to the Lot 3 Lease Agreement.

### C. Sunset Valley Golf Club End of Season Report

Manager Ochs thanked his dedicated staff, team members outside of golf operations, Executive Director Romes for his leadership, and the Park Board of Commissioner's for their support.

Manager Ochs reported that he is pleased to report that Sunset Valley Golf Club won the Annual Ryder Cup vs. Wilmette.

Manager Sangern reviewed the completed 2023 improvements, notable items include the cartpath resurfacing project, bridge removal and replacement project, hole 15 fairway expansion, and adding a new outdoor television, new outdoor furniture with firepits and flowers to improve the customer experience for golfers and non-golfers.

Manager Sangern reviewed the monthly paid green fees, the total paid rounds, and the operational revenues and expenses.

### D. Directors Report

Executive Director Romes shared upcoming evenings including the Winter Solstice on December 16 from 6:30 – 8:00 p.m. at Heller Nature Center, and array of Holiday Break Camps on December 26 – 29 and January 2 – 5 at Deer Creek Racquet Club and West Ridge Center, Ice Castles on January 20 from 1:00 – 2:15 p.m. at Rosewood Beach, Indoor Pool Olympics on January 20 from 1:00 – 3:00 p.m. at the Recreation Center of Highland Park.

He recognized recent award recipients, including Sunset Woods Park being recognized at the 2024 IAPD/IPRA Conference, and four (4) employees who were nominated **by staff members (PT & FT)** who consistently go above and beyond in their pursuit of our values to become a Welcoming, Caring and Extraordinary Park District. He reported that a ***Values Champion*** is someone who actively models, supports, and advocates Park District Values. Different from a sports Champion who is has “won” a competition, a Values Champion has “embodied” a value so well that they inspire others to be a ***Values Champion*** as well. A ***Values Champion Award*** is designed to recognize a staff member who consistently goes above and beyond in their pursuit of our values to become a Welcoming, Caring and Extraordinary Park District.

### E. Board Comments

None.

### **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; 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 Kaplan; Commissioner Ruttenberg, Vice President Freeman, President Grossberg

**Nay:** None

**Absent:** None

**Abstain:** None

**Motion Carried**

The meeting adjourned into Closed Session at 7:29 p.m.

The meeting reconvened into Open Session at 8:39 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)5 – the purchase or lease of real estate including discussion on whether a certain parcel of property should be acquired; 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 8:40 p.m.

Respectfully submitted,

Roxanne Hejnowski, Assistant Secretary



# Memorandum

**To:** Finance Committee

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

**Date:** January 31, 2024

**Subject:** **Approval of Ordinance 2024-02: Authorizing and Providing for the Conveyance or Sale of Surplus Personal Property**

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## **Summary**

Pursuant to 70 ILCS 1205/8-22 the Park District of Highland Park disposes of property it deems to be of no use to the Agency. With each item disposed of, the District will determine which method of disposal is in its best interests. As indicated in the ordinance, this could be through sale to the highest bidder, trade-in, or donation. Most of the property has some value, although in most cases it is minimal. If the property cannot be sold or donated, the District will dispose of it in the most economical method possible. Also, pursuant to 70 ILCS 1205/8-22 the District must pass the attached ordinance by approval of at least three-fifths of the Park Board.

## **Recommendation**

Staff and the Park District Finance Committee recommend approval from the Park Board of Commissioners of Ordinance 2024-02: Authorizing and Providing for the Conveyance or Sale of Surplus Personal Property, so that the Park District of Highland Park can dispose of surplus property as indicated in Addendum 1 of the Ordinance.



**PARK DISTRICT OF HIGHLAND PARK  
ORDINANCE #2024-02**

**AN ORDINANCE AUTHORIZING AND PROVIDING FOR THE CONVEYANCE OR  
SALE OF SURPLUS PERSONAL PROPERTY OF THE PARK DISTRICT OF  
HIGHLAND PARK  
LAKE COUNTY, ILLINOIS**

**WHEREAS**, the Park District of Highland Park, Lake County, Illinois (“Park District”) owns personal property as described in Addendum A. hereinafter known as the “Property,” and

**WHEREAS**, pursuant to Section 8-22 of the Park District Code (70 ILCS 1205/8-22)(“Code”), the Park District is authorized to sell, convey or donate any personal property that in the opinion of three-fifths of the members of the Board of Park Commissioners then holding office is no longer necessary, useful to, or for the best interests of the Park District; and

**WHEREAS**, the Board of Park Commissioners (“Board”) has reviewed a staff report finding that the Property is no longer useful to the Park District and recommending its sale, donation or disposal and the Board concurs with that recommendation.

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

**Section 1.** The Board finds that all of the recitals contained in the preamble to this Ordinance are true and correct and does hereby incorporate them into this Ordinance by this reference.

**Section 2.** The Board finds that the Property is no longer necessary and useful to the Park District and declares it to be for the best interests of the Park District and its residents to dispose of the Property in the following manner:

Sell the Property to the highest bidder

or

Trade-In the Property

or

Donate the Property to such person or entity that will make use of the equipment.

or

Dispose of the Property if the District is unable to sell or donate identified equipment.

**Section 3.** The seller, Park District of Highland Park, hereby expressly disclaims all warranties, either expressed or implied, including any implied warranty of merchantability or fitness for a particular purpose. The Park District of Highland Park neither assumes nor authorizes any other person to assume for it any liability in connection with the sale of said items.

The buyer agrees to purchase said items in an “**as is**” condition with all faults. The buyer understands that the seller does not expressly or implicitly warrant that the said items meet or comply with any applicable safety standards (examples: ASTM, OSHA, CPSC). The buyer is solely responsible for determining that the said items are appropriate for any and all particular uses.

The buyer further agrees to indemnify, hold harmless and defend the Park District of Highland Park and its officers, agents and employees from any and all claims resulting from injuries, damages and losses arising out of, connected with, or in any other way associated with the use of said items.

**Section 4.** The Board authorizes and directs the Executive Director take such action necessary to sell, donate or dispose of the Property as herein authorized.

**Section 5.** This ordinance shall be in full force and effect from and after its adoption as provided by law.

Adopted this 31<sup>st</sup> day of January 2024.

Ayes: \_\_\_\_\_

Nays: \_\_\_\_\_

Absent: \_\_\_\_\_

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

ATTEST:

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

STATE OF ILLINOIS       )  
                                      )  
COUNTY OF LAKE       )       SS.

SECRETARY'S CERTIFICATE

I, Brian Romes, do hereby certify that I am Secretary of the Board of Park Commissioners of the Park District of Highland Park, Lake County, Illinois, and as such official I am keeper of the records, ordinances, files and seal of said Park District; and,

**I HEREBY CERTIFY** that the foregoing instrument is a true and correct copy of:

AN ORDINANCE authorizing and providing for the conveyance or sale of surplus personal property of the Park District of Highland Park, Lake County, Illinois

adopted at a duly called Regular Meeting of the Board of Park Commissioners of the Park District, held by said District at 6:00 p.m. on the 31<sup>st</sup> day of January.

**I FURTHER CERTIFY** that the deliberations of the Board on the adoption of said Ordinance were conducted openly, that the vote on the adoption of said Ordinance was taken openly, that said meeting was called and held at a specified time and place convenient to the public, that notice of said meeting was duly given to all of the news media requesting such notice, that said meeting was called and held in strict compliance with the provisions of the Open Meetings Act of the State of Illinois, and with the provisions of the Park District Code of the State of Illinois, and that the Board has complied with all of the provisions of said Act and said Code and with all of the procedural rules of the Board.

**IN WITNESS WHEREOF**, I hereunto affix my official signature and the seal of the Park District of Highland Park, Illinois this 31<sup>st</sup> day of January 2024.

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

(SEAL)

Park District of Highland Park  
Ordinance 2024-02  
Surplus Property Ordinance  
Addendum 1  
List of Surplus Property

ID	Brand	Description	Model	Serial No.	Condition	Location	Est. Value	Notes
16	Schlage	door lock	mt2-gry	000000437497	broken	IT Office		
17	HGST	hard drive		140712TF650AWJ20S96V	destroyed	IT Office		
18	HGST	hard drive		140712tf655bwj2anwaz	destroyed	IT Office		
19	vtech	cordless phone	dect 6.0		broken	IT Office		
20	logitech	cordless mouse	M185	2229Lzxdcq18	broken	IT Office		
21	CyberPower	uninterrupted battery backup/surge protector	CP500HGa	CTYHU2005186	broken	IT Office		
22	logitech	keyboard and mouse	k850	214LZM3A6N8	broken	IT Office		
23	logitech	keyboard and mouse	m185	2208lzx4e0w8	broken	IT Office		
24	dell	tower	DCNE1F	4KK6PL1	wiped	IT Office		
25		air conditioner	ARC-14S	0080616049240	broken	IT Office		
26	apc	3x battery backup cases	SURT192RMLBP3U		broken	IT Office		
27	vision	12x batteries for backup in mighty max battery boxes	CP1290	6FC30AHYNGKG	flat	IT Office		
28	apc	8x (?) battery backup cells	APCRBC140		flat	IT Office		



# Memorandum

**To:** Park Board of Commissioners

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

**Date:** January 31, 2024

**Subject:** **Approval of the 2024 The Preserve of Highland Park Compton Avenue Trail Connection**

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## **Summary/Background**

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.

## **Bid Results**

	<b>BASE BID Zone A</b>	<b>ALTERNATE #1 Zone B – Reconstruction</b>	<b>ALTERNATE #2 Zone C – Resurfacing</b>	<b>Alternate #3 Zone D – Resurfacing</b>	<b>ALTERNATE #4 Zone B – Resurfacing</b>
A Lamp Concrete Contractors, Inc.	\$324,900	\$49,900	\$24,000	\$18,000	\$28,900
Advantage Paving Solutions, Inc.	\$306,065	\$33,850	\$24,225	\$22,200	\$23,100
Chicagoland Paving Contractors, Inc.	\$130,000	\$15,000	\$15,000	\$10,000	\$12,500
Everlast Blacktop, Inc.	\$146,055	\$32,220	\$40,520	\$30,600	\$22,220
Maneval Construction, Inc.	\$211,450	\$32,370	\$17,580	\$15,210	\$20,910
Shcroeder Asphalt Services, Inc.	\$214,000	\$24,920	\$18,000	\$14,000	\$15,000
Troch McNeil Paving Company, Inc.	\$249,050	\$26,700	\$18,510	\$15,325	\$17,130

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

**Financial Impact**

2024 Capital Budget	\$165,000
Bid Recommendation	\$155,000
GHA Construction Administration	\$19,100
<b>Amount Over Budget</b>	<b>(\$9,100)</b>

**Recommendation**

Staff recommend approval from the Park Board of Commissioners and authorization for the Executive Director to enter into an agreement with Chicagoland Paving Contractors, Inc. for the Base Bid and Alternates 2, and 3 for the 2024 The Preserve of Highland Park Compton Avenue Trail Connection in the amount of \$155,000.



# Memorandum

**To:** Park Board of Commissioners

**From:** Mitch Carr, Deputy Director of Facilities and Operations; Brian Romes, Executive Director

**Date:** January 31, 2024

**Subject:** **Approval of the Second Amendment to Intergovernmental Agreement with North Shore School District 112**

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## **Background**

The Park District of Highland Park and the North Shore School District 112 (NSSD112) have a current Intergovernmental Agreement that was entered into between both parties on November 17, 2015. The purpose of this agreement is for mutual use and maintenance of School District and Park District Facilities and Properties. The current agreement is set to expire on December 31, 2026. At the January 17, 2024 Board of Commissioners workshop meeting, staff presented a draft Second Amendment to the current agreement.

The highlights of the amendment include:

- Term – Extension expiration date from December 31, 2026, to December 31, 2031
- Covid 19 Self Certification - Deleted in its entirety
- Ravinia School – Changed Park District grounds maintenance obligations from grounds at Ravinia School to annual ecological restoration of May T. Watts Park
- Lincoln School – Added language addressing the pending sale of Lincoln School and removal of Park District obligation to grounds maintenance at time of title transfer
- Policy – Adds language to Paragraph D.8 to make it reciprocal
- Exhibit D – Updates 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
- Gym Floor Maintenance – Adds an agreement for Park District to reimburse School District \$10,000 annually in support of gym floor maintenance

## **Recommendation**

Staff recommends the Park Board of Commissioners consider the approval of the Second Amendment to the Intergovernmental Agreement with North Shore School District 112.

**SECOND AMENDMENT TO THE INTERGOVERNMENTAL AGREEMENT  
DATED NOVEMBER 17, 2015, BY AND BETWEEN  
NORTH SHORE SCHOOL DISTRICT NO. 112  
AND  
THE PARK DISTRICT OF HIGHLAND PARK  
FOR THE USE AND MAINTENANCE OF PROPERTY**

This **SECOND AMENDMENT** is entered as of the date(s) last executed below, by and between the BOARD OF EDUCATION OF NORTH SHORE SCHOOL DISTRICT 112, a body politic and corporate (“**School**”) and the BOARD OF COMMISSIONERS OF THE PARK DISTRICT OF HIGHLAND PARK, a body politic and corporate (“**Park**”) (together, the “**Parties**”).

**WHEREAS**, the Parties entered into an intergovernmental agreement, dated November 17, 2015, for the mutual use and maintenance of their respective buildings and grounds (“**Intergovernmental Agreement**”); and

**WHEREAS**, the Parties agreed to amend the Intergovernmental Agreement on or about January 12, 2021 (“**First Amendment**”); and

**WHEREAS**, a portion of the First Amendment is no longer relevant to the Parties; and

**WHEREAS**, as of April 6, 2023, the Park transferred title to the property known as May T. Watts Park (located at 355 Roger Williams Avenue, Highland Park, IL 60035), to the School because it was adjacent to the School’s property at Ravinia Elementary School; and

**WHEREAS**, the Park frequently uses the gymnasiums in the School’s buildings, which increases the cost of ongoing maintenance of the floors, including waxing; and

**WHEREAS**, to make various updates to the arrangement, the Parties desire to amend the terms of the Intergovernmental Agreement pursuant to Paragraph F(1) of the Intergovernmental Agreement; and

**NOW, THEREFORE**, in consideration of the terms and conditions contained in this Second Amendment and other good and valuable consideration, the Parties agree as follows:

1. **Term**. Paragraph B.1 of the Intergovernmental Agreement is amended by replacing “December 31, 2026,” with “December 31, 2031.”
2. **Self-Certification Related to COVID-19**. Paragraph 4 of the First Amendment is hereby deleted in its entirety.
3. **Ravinia School**. The page in Exhibit C (that was attached to the Agreement) that depicts Ravinia School is deleted and replaced with the page that is included in Exhibit C hereto. The portion of the property labeled “Park District responsibility” shall be maintained by the Park, by conducting an annual ecological restoration and ongoing maintenance of the trail. Tree removal on the property labeled “Park District responsibility” shall be conducted by the School District.



The Park shall no longer have any obligation to maintain the portion of the property that is labeled “School District responsibility.”

4. **Lincoln School.** The School is in the process of selling its property located at 711 Lincoln Ave W, Highland Park, IL 60035, which is referred to as “Lincoln School” in Exhibit C to the Agreement. Promptly upon transferring title, the School shall notify the Park, and the Park shall no longer have any obligation to maintain such property.

5. **Policy.** Paragraph D.8 shall amended by adding the second sentence described below:

8. Board Policy. All use of School buildings, grounds and property under this Agreement shall be in accordance with School Board policies and applicable laws. All use of Park buildings, grounds and property under this Agreement shall be in accordance with Park Board policies and applicable laws.

6. **Exhibit D.** The Exhibit D that was attached to the Agreement is deleted and replaced with Exhibit D hereto. Moreover, it is the intent of the Parties that the School Superintendent and Park Executive Director shall have authority at any annual meeting to revise and replace Exhibit D.

7. **Gym Floors.** To account for the cost of maintaining the School’s gymnasium floors, the Park agrees to reimburse the School in the amount of \$10,000 per year. The School shall send an invoice for such amount as of January 1 each year, which shall be paid in accordance with the *Local Government Prompt Payment Act*, 50 ILCS 505/1 *et seq.*

8. **Remaining Terms.** All of the terms of the Intergovernmental Agreement, as amended by the First Amendment, that have not been revised herein shall remain in full force and effect as originally drafted.

9. **Representation of Authority.** Each of the persons executing this Second Amendment represents and warrants to the other that he/she has the proper authority and power to execute this Second Amendment on behalf of his/her respective entity and to bind such entity to the terms and conditions hereof.

10. **Entire Agreement.** The Intergovernmental Agreement, as amended by the First Amendment and this Second Amendment, constitutes the entire agreement between the Parties pertaining to the subject, and supersedes all prior or contemporaneous agreements and understandings between the Parties whether written or oral.

11. **Counterparts and Facsimile Signatures.** This Second Amendment may be executed in counterparts each of which shall be an original and all of which shall constitute but one and the same instrument. Facsimile signatures shall be considered as original signatures.

**IN WITNESS WHEREOF**, the parties have entered into this Second Amendment on the date(s) set forth below.

**BOARD OF COMMISSIONERS OF  
THE PARK DISTRICT OF  
HIGHLAND PARK**

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

Its: \_\_\_\_\_

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

**ATTEST:**

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

Its: \_\_\_\_\_

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

**BOARD OF EDUCATION OF  
NORTH SHORE SCHOOL  
DISTRICT 112**

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

Its: \_\_\_\_\_

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

**ATTEST:**

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

Its: \_\_\_\_\_

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

**EXHIBIT C**  
**REPLACEMENT PAGE FOR RAVINIA SCHOOL**



## **EXHIBIT D**

### **PARK AND SCHOOL PERMITTEES**

An affiliate of the School or Park may need a facility for its programs or activities, which the sponsoring party is unable to provide. The School and Park agree it is in the best interest of the community to provide public space to house these programs or activities and the School and Park agree to accommodate such use under the terms of this Agreement.

Entities permitted to use the School's or Park's buildings and grounds, by mutual agreement of the School and the Park, shall be referred to as "permittees."

#### **A. List of School Permittees**

- The School has no listed permittees at this time.

#### **B List of Park Permittees**

- North Suburban Special Recreation Association (NSSRA)
- North Shore Yacht Club
- Highland Park Players
- Highland Park Pops
- Uptown Music Theater

The School and the Park shall review and revise this list of permittees on an annual basis.

1227035.1



## Memorandum

To: Board of Park Commissioners

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

Date: January 31, 2024

Subject: Bills and Payroll Disbursements authorized by Finance Committee Member(s). Checks written December 14, 2023 through January 25, 2024 to be presented to the Board for approval on January 31, 2024.

### **BILLS**

<b><u>DATE</u></b>	<b><u>AMOUNT</u></b>
December 14, 2023 Emergency Check	\$ 18,508.80
December 28, 2023 Emergency Check	\$ 178.28
January 04, 2024 Emergency Check	\$ 3,073.70
January 05, 2024 Emergency Check	\$ 4,165.51
January 12, 2024	\$ 604,335.22
January 19, 2024 Emergency Checks	\$ 37,168.00
January 25, 2024	\$ 525,742.35
Void Payments	\$ (29,482.80)
Bank Drafts	\$ 93,996.76
P-Card	\$ 198,094.97
<b>TOTAL</b>	<b>\$ 1,455,780.79</b>

### **PAYROLL DISBURSEMENTS**

December 15, 2023	\$ 402,895.38
December 29, 2023	\$ 395,407.71
January 12, 2024	\$ 353,633.33
<b>TOTAL</b>	<b>\$ 1,151,936.42</b>
<b>GRAND TOTAL</b>	<b>\$ 2,607,717.21</b>

#### To the Treasurer:

The payment of the above listed accounts is hereby approved by the below named Finance Committee member as of 01-31-24 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							
17515	WINDSTREAM	01/04/2024		Regular	0.00	3,073.70	190114
<a href="#">76133445</a>	Invoice	12/22/2023	December 2023		0.00	3,073.70	

Bank Code AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	1	1	0.00	3,073.70
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	3,073.70

Fund Summary

Fund	Name	Period	Amount
99	POOLED CASH FUND	1/2024	3,073.70
			<u>3,073.70</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	01/05/2024	Regular	0.00	4,165.51	190115
<a href="#">010424</a>	Invoice	01/04/2024	IMRF Retiree Insurance January 2024 Premi...	0.00	4,165.51	

Bank Code AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	1	1	0.00	4,165.51
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	4,165.51



Fund Summary

Fund	Name	Period	Amount
99	POOLED CASH FUND	1/2024	4,165.51
			<hr/> 4,165.51



Park District of Highland Park, IL

# Check Register

Packet: APPKT03933 - 1/12/24 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						
11650	MAD SCIENCE OF NORTHERN ILLINOIS	01/12/2024	Regular	0.00	2,280.00	190116
<a href="#">1789</a>	Invoice	11/15/2023	Workshop 12/26/23-12/29/23 & 1/2/24-1/5...	0.00	2,280.00	
16895	312 COMMUNICATIONS INC	01/12/2024	Regular	0.00	17,220.00	190117
<a href="#">97808</a>	Invoice	09/30/2023	312 Professional Services-Sept. 2023 Contract	0.00	5,600.00	
<a href="#">97809</a>	Invoice	10/31/2023	312 Professional Services-Oct. 2023 Contract	0.00	6,020.00	
<a href="#">97810</a>	Invoice	11/30/2023	312 Professional Services-Nov. 2023 Contract	0.00	5,600.00	
10034	ABSOLUTE HOME IMPROVEMENTS	01/12/2024	Regular	0.00	28,528.00	190118
<a href="#">Inv# 2</a>	Invoice	12/10/2023	Cunniff Park Maintenance Building Restroom..	0.00	17,278.00	
<a href="#">Invoice 1</a>	Invoice	12/10/2023	Danny Cunniff Pond-Remove concrete and r...	0.00	7,500.00	
<a href="#">Invoice #2</a>	Invoice	12/10/2023	Danny Cunniff Pond-Provide rip-rap stones/...	0.00	3,750.00	
17039	AIR COMFORT, LLC	01/12/2024	Regular	0.00	6,967.00	190119
<a href="#">191012</a>	Invoice	12/06/2023	11/20/23 Boiler Repair	0.00	6,967.00	
10111	AMALGAMATED BANK OF CHICAGO	01/12/2024	Regular	0.00	475.00	190120
<a href="#">Trust# 1857737002</a>	Invoice	12/01/2023	Trust#1857737002 Debt Certificates, Series ...	0.00	475.00	
20589	AMALIE DRURY	01/12/2024	Regular	0.00	100.00	190121
<a href="#">2204383</a>	Invoice	01/08/2024	Refund	0.00	100.00	
19751	AMANDA MCCORMACK	01/12/2024	Regular	0.00	197.00	190122
<a href="#">2196252</a>	Invoice	01/02/2024	Refund	0.00	197.00	
17301	WILSON SPORTING GOODS CO.	01/12/2024	Regular	0.00	208.51	190123
<a href="#">4542411660</a>	Invoice	07/12/2023	Shift 99 V1 Demo 3/Pro Overgrip Pk	0.00	150.34	
<a href="#">4542493383</a>	Invoice	07/20/2023	Pro Overgrip 60 Box Assorted 6 Colors	0.00	58.17	
10149	ANCEL, GLINK, DIAMOND, BUSH	01/12/2024	Regular	0.00	5,914.75	190124
<a href="#">100586</a>	Invoice	12/07/2023	Legal Services November 2023	0.00	5,914.75	
20071	AVALON PETROLEUM COMPANY	01/12/2024	Regular	0.00	10,102.68	190125
<a href="#">009122</a>	Invoice	11/28/2023	Unleaded fuel 11/28/23	0.00	1,249.57	
<a href="#">009140</a>	Invoice	12/04/2023	Unleaded fuel 12/4/23	0.00	960.93	
<a href="#">009295</a>	Invoice	12/13/2023	Unleaded Fuel 12/13/23	0.00	1,350.93	
<a href="#">009296</a>	Invoice	11/20/2023	Unleaded fuel 11/20/23	0.00	1,177.69	
<a href="#">009325</a>	Invoice	12/06/2023	Unleaded gas 12/6/23	0.00	1,341.71	
<a href="#">009343</a>	Invoice	12/20/2023	Unleaded Fuel 12/20/23	0.00	659.34	
<a href="#">009345</a>	Invoice	12/21/2023	Unleaded Fuel 12/21/23	0.00	613.02	
<a href="#">040184</a>	Invoice	12/21/2023	Diesel Fuel 12/21/23	0.00	1,081.73	
<a href="#">040269</a>	Invoice	12/04/2023	Diesel fuel 12/4/23	0.00	569.37	
<a href="#">675875</a>	Invoice	12/01/2023	Unleaded gas 6/12/23	0.00	760.41	
<a href="#">775341</a>	Invoice	12/01/2023	Unleaded gas 3/20/23	0.00	337.98	
20588	BERRYBUNN	01/12/2024	Regular	0.00	5,800.00	190126
<a href="#">439399</a>	Invoice	12/20/2023	Gym Business Plan/Pickleball Feasibility Work	0.00	5,800.00	
10363	BUREAU VERITAS TECHNICAL ASSESSM	01/12/2024	Regular	0.00	4,750.00	190127
<a href="#">VIS65517-006</a>	Invoice	11/29/2023	RCHP:Utility Allowance-274 50% Draft report..	0.00	2,375.00	
<a href="#">VIS65517-007</a>	Invoice	11/29/2023	Senior Center:Utility Allowance 11/29/23	0.00	2,375.00	
17574	CELESTE GORE	01/12/2024	Regular	0.00	157.61	190128
<a href="#">2197415</a>	Invoice	01/03/2024	Refund	0.00	157.61	
20592	CHERYL LEVI	01/12/2024	Regular	0.00	156.00	190129

## Check Register

Packet: APPKT03933-1/12/24 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	
<a href="#">2205909</a>	Invoice	01/09/2024	Refund	0.00	156.00	
10463	CHICAGO TRIBUNE COMPANY	01/12/2024	Regular	0.00	83.14	190130
<a href="#">083560617000</a>	Invoice	11/30/2023	11/22/23 & 11/30/23 Online Classified Listin...	0.00	83.14	
10489	CHRISTOPHER PLUMMER	01/12/2024	Regular	0.00	187.44	190131
<a href="#">010824</a>	Invoice	01/08/2024	2023 Ceramics Program Supplies	0.00	187.44	
10502	CITY OF HIGHLAND PARK	01/12/2024	Regular	0.00	23,976.72	190132
<a href="#">010324 000573</a>	Invoice	01/03/2024	1801 Sunset Rd 10/1/23-12/31/23	0.00	260.99	
<a href="#">010324 000592</a>	Invoice	01/03/2024	1801 Sunset Rd 10/1/23-12/31/23	0.00	196.79	
<a href="#">010324 000795</a>	Invoice	01/03/2024	1801 Sunset Rd 10/1/23-12/31/23	0.00	183.03	
<a href="#">010324 000810</a>	Invoice	01/03/2024	2627 St Johns Ave 10/1/23-12/31/23	0.00	33.18	
<a href="#">010324 001725</a>	Invoice	01/03/2024	0 Ravine Dr 10/1/23-12/31/23	0.00	64.90	
<a href="#">010324 002480</a>	Invoice	01/03/2024	45 Roger Williams Ave 10/1/23-12/31/23	0.00	94.27	
<a href="#">010324 005210</a>	Invoice	01/03/2024	125 Central Ave 10/1/23-12/31/23	0.00	195.88	
<a href="#">010324 005211</a>	Invoice	01/03/2024	125 Central Ave 10/1/23-12/31/23	0.00	145.13	
<a href="#">010324 005221</a>	Invoice	01/03/2024	1377 Deer Creek Pkwy 10/1/23-12/31/23	0.00	377.38	
<a href="#">010324 005222</a>	Invoice	01/03/2024	1377 Deer Creek Pkwy 10/1/23-12/31/23	0.00	326.93	
<a href="#">010324 005246</a>	Invoice	01/03/2024	1390 Sunset Rd 10/1/23-12/31/23	0.00	488.33	
<a href="#">010324 007491</a>	Invoice	01/03/2024	3100 Trail Way 10/1/23-12/31/23	0.00	1,681.17	
<a href="#">010324 009806</a>	Invoice	01/03/2024	1390 Sunset Rd 10/1/23-12/31/23	0.00	685.53	
<a href="#">010324 015005</a>	Invoice	01/03/2024	486 Roger Williams Ave 10/1/23-12/31/23	0.00	307.93	
<a href="#">010324 015813</a>	Invoice	01/03/2024	405 Prospect Ave 10/1/23-12/31/23	0.00	35.75	
<a href="#">010324 016770</a>	Invoice	01/03/2024	1220 Fredrickson Pl 10/1/23-12/31/23 Acct#...	0.00	1,286.12	
<a href="#">010324 016770 Cr...</a>	Credit Memo	12/31/2023	1220 Fredrickson Pl 12/22/23 Credit on Acct#...	0.00	-1,286.12	
<a href="#">010324 016772</a>	Invoice	01/03/2024	2205 Skokie Valley Rd 10/1/23-12/31/23	0.00	1,094.04	
<a href="#">010324 016883</a>	Invoice	01/03/2024	19 St Johns Ave 10/1/23-12/31/23	0.00	36.11	
<a href="#">010324 018000</a>	Invoice	01/03/2024	1055 St Johns Ave 10/1/23-12/31/23	0.00	35.75	
<a href="#">010324 018647</a>	Invoice	01/03/2024	3100 Trail Way 10/1/23-12/31/23	0.00	718.11	
<a href="#">010324 018829</a>	Invoice	01/03/2024	2501 Sheridan Rd 10/1/23-12/31/23	0.00	326.59	
<a href="#">010324 019308</a>	Invoice	01/03/2024	1377 Deer Creek Pkwy 10/1/23-12/31/23	0.00	331.52	
<a href="#">010324 021030</a>	Invoice	01/03/2024	2900 Trail Way 10/1/23-12/31/23	0.00	649.32	
<a href="#">010324 022091</a>	Invoice	01/03/2024	1301 Hilary Ln 10/1/23-12/31/23	0.00	40.98	
<a href="#">010324 024593</a>	Invoice	01/03/2024	1755 St Johns Ave 10/1/23-12/31/23	0.00	36.13	
<a href="#">010324 025539</a>	Invoice	01/03/2024	1377 Deer Creek Pkwy 10/1/23-12/31/23	0.00	528.71	
<a href="#">010324 026141</a>	Invoice	01/03/2024	1390 Sunset Rd 10/1/23-12/31/23	0.00	9.71	
<a href="#">010324 026407</a>	Invoice	01/03/2024	1207 Park Ave W 10/1/23-12/31/23	0.00	303.64	
<a href="#">010324 026425</a>	Invoice	01/03/2024	31 Park Ave 10/1/23-12/31/23	0.00	286.47	
<a href="#">010324 029312</a>	Invoice	01/03/2024	885 Sheridan Rd 10/1/23-12/31/23	0.00	270.36	
<a href="#">010324 032271</a>	Invoice	01/03/2024	1201 Park Ave W 10/1/23-12/31/23	0.00	935.15	
<a href="#">010324 032272</a>	Invoice	01/03/2024	1201 Park Ave W 10/1/23-12/31/23	0.00	2,156.94	
<a href="#">120623 035454</a>	Invoice	12/06/2023	888 Clavey Rd 9/1/23-11/30/23	0.00	45.77	
<a href="#">121823 026488</a>	Invoice	12/18/2023	655 Burton Ave Acct#026488-Balance Due ...	0.00	2,259.55	
<a href="#">18318</a>	Invoice	12/19/2023	2023 Elevator Inspections	0.00	95.00	
<a href="#">18377</a>	Invoice	01/11/2024	2024 Highlander	0.00	8,739.68	
	**Void**	01/12/2024	Regular	0.00	0.00	190133
	**Void**	01/12/2024	Regular	0.00	0.00	190134
19725	CLIFTON TURNER	01/12/2024	Regular	0.00	320.00	190135
<a href="#">122723</a>	Invoice	12/27/2023	Dec Football Ref-8 games	0.00	320.00	
20584	COACHCORNER TEAM LLC	01/12/2024	Regular	0.00	1,200.00	190136
<a href="#">A02A8A18-0001</a>	Invoice	12/18/2023	Coach finders fees (J. Jones, M. Lopez, A. Lo...	0.00	1,200.00	
17360	COLE SANGERN - PETTY CASH	01/12/2024	Regular	0.00	218.48	190137
<a href="#">121923</a>	Invoice	12/19/2023	Petty Cash Reimbursement-Lunch Customer...	0.00	218.48	
10537	COMMONWEALTH EDISON COMPANY	01/12/2024	Regular	0.00	7,079.68	190138
<a href="#">112223 17303300...</a>	Invoice	11/22/2023	NS Clavey 1E Rt 41 10/20/23-11/20/23	0.00	2,144.51	
<a href="#">112223 Credit 173...</a>	Credit Memo	11/22/2023	Credit on Acct#1730330007 NS Clavey 1E Rt ...	0.00	-3,437.36	
<a href="#">121323 02032300...</a>	Invoice	12/13/2023	1390 Sunset Rd 11/10/23-12/13/23	0.00	1,720.99	

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Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
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<a href="#">122023 18122640...</a>	Invoice	12/20/2023	636 Ridge Rd 11/17/23-12/20/23	0.00	3,326.99	
<a href="#">122023 18147670...</a>	Invoice	12/20/2023	ES Egandale 1N Park 11/17/23-12/20/23	0.00	55.93	
<a href="#">122123 72610440...</a>	Invoice	12/21/2023	1240 Fredrickson PI (POGO) 11/20/23-12/21...	0.00	996.52	
<a href="#">122723 17303300...</a>	Invoice	12/27/2023	NS Clavey 1E Rt 41 11/20/23-12/21/23	0.00	2,272.10	
10624	DANIEL CREANEY COMPANY	01/12/2024	Regular	0.00	3,967.50	190139
<a href="#">46067</a>	Invoice	09/07/2023	August 2023-Lincoln Park-Tree Survey List	0.00	270.00	
<a href="#">46068</a>	Invoice	09/07/2023	Aug. 2023-Port Clinton Park-Tree Survey List	0.00	202.50	
<a href="#">46069</a>	Invoice	09/07/2023	August 2023-Old Elm Park-Tree Survey List	0.00	135.00	
<a href="#">46230</a>	Invoice	12/13/2023	May 2023-Lump Sump Fee-Topo Lincoln Park	0.00	3,360.00	
10637	DAVID DILLION	01/12/2024	Regular	0.00	37.00	190140
<a href="#">122723</a>	Invoice	12/27/2023	Dec Basketball Referee-1 game	0.00	37.00	
10687	DEMUTH INC	01/12/2024	Regular	0.00	3,187.50	190141
<a href="#">V-3358</a>	Invoice	12/05/2023	11/29/23 Drain maintenance work	0.00	3,187.50	
17122	DYNEGY ENERGY SERVICES	01/12/2024	Regular	0.00	60,534.38	190142
<a href="#">331665723111</a>	Invoice	12/15/2023	October 2023-November 2023	0.00	29,635.19	
<a href="#">331665723121</a>	Invoice	12/28/2023	November 2023-December 2023	0.00	30,899.19	
10828	ERIC GOLMON	01/12/2024	Regular	0.00	447.00	190143
<a href="#">010524</a>	Invoice	01/05/2024	Reimbursement-Travel Basketball-3 Registrat..	0.00	447.00	
17719	CONSTELLATION NEWENERGY - GAS D	01/12/2024	Regular	0.00	2,708.38	190144
<a href="#">3924251</a>	Invoice	12/22/2023	1201 Park Ave W - November 2023	0.00	2,708.38	
10914	FOX VALLEY FIRE & SAFETY CO	01/12/2024	Regular	0.00	2,406.98	190145
<a href="#">IN00648853</a>	Invoice	12/08/2023	12/6/23 Fire Sprinkler System Service	0.00	1,140.00	
<a href="#">IN00650052</a>	Invoice	12/15/2023	Fire Sprinkler System Service 12/13/23	0.00	1,266.98	
10954	MAGIC OF GARY KANTOR	01/12/2024	Regular	0.00	500.50	190146
<a href="#">121223</a>	Invoice	12/12/2023	12/12/23 Magic Class	0.00	500.50	
10974	GEWALT HAMILTON ASSOCIATES INC	01/12/2024	Regular	0.00	10,665.98	190147
<a href="#">5121.002-5</a>	Invoice	12/11/2023	Deck Replacement CA Services 10/30/23-11...	0.00	4,090.78	
<a href="#">5121.051-6</a>	Invoice	12/06/2023	Fink Park Baseball Field II Services thru 11/2...	0.00	2,575.20	
<a href="#">5974.000-6</a>	Invoice	12/06/2023	Preserve Trail-Services 10/30/23-11/26/23	0.00	4,000.00	
17541	GOVTEMPSUSA LLC	01/12/2024	Regular	0.00	1,449.00	190148
<a href="#">4282311</a>	Invoice	11/02/2023	Barb Cremin HR Help Period Ending 10/22/23	0.00	483.00	
<a href="#">4302416</a>	Invoice	12/07/2023	Barb Cremin HR Help Period Ending 12/3 & ...	0.00	966.00	
19596	GUEST AUTOMATION INC	01/12/2024	Regular	0.00	520.00	190149
<a href="#">IN20233179</a>	Invoice	12/15/2023	Remote Support RE Chiller Operation	0.00	520.00	
11120	HIGHLAND PARK SPORTS DOME LLC	01/12/2024	Regular	0.00	8,100.00	190150
<a href="#">1045</a>	Invoice	10/26/2023	11/5/23-12/17/23 Rentals	0.00	8,100.00	
11125	HITCHCOCK DESIGN GROUP	01/12/2024	Regular	0.00	3,441.75	190151
<a href="#">31862</a>	Invoice	12/31/2023	Park Ave Beach Phase One Final Design 12/3...	0.00	3,441.75	
19761	THE ULTIMATE SCHOOL OF GUITAR	01/12/2024	Regular	0.00	5,719.00	190152
<a href="#">Invoice Number 7...</a>	Invoice	12/14/2023	4 Session Dates 10/23/23-12/21/23	0.00	5,719.00	
15996	IBJI HEALTH PERFORMANCE INSTITUTI	01/12/2024	Regular	0.00	2,750.00	190153
<a href="#">010924</a>	Invoice	01/09/2024	IBJI Rental-Indoor 2024 Travel Baseball	0.00	2,750.00	
15430	IMPERIAL SURVELLIANCE, INC	01/12/2024	Regular	0.00	621.72	190154
<a href="#">210307</a>	Invoice	10/12/2023	Logic Module,3-Relay, Lexan	0.00	621.72	
17169	IRELAND HEATING & AIR CONDITIONIN	01/12/2024	Regular	0.00	2,232.82	190155
<a href="#">98376</a>	Invoice	09/05/2023	Boiler Maintenance 7/12/23	0.00	2,232.82	
20426	IT1 SOURCE, LLC	01/12/2024	Regular	0.00	4,878.00	190156

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<a href="#">00920827</a>	Invoice	11/09/2023	APC Smart-UPS SRT 5000VA RM	0.00	4,878.00	
20561	CERAMIC SUPPLY CHICAGO INC.	01/12/2024	Regular	0.00	1,453.00	190157
<a href="#">18570</a>	Invoice	12/14/2023	English Porcelain-Cone 8-10	0.00	1,285.00	
<a href="#">5538</a>	Invoice	12/14/2023	Stoneware Clay	0.00	168.00	
15081	JASON HEER	01/12/2024	Regular	0.00	200.00	190158
<a href="#">122723</a>	Invoice	12/27/2023	Dec Football Ref 4 games/Flag Football Ref 1...	0.00	200.00	
11274	JAY BACH	01/12/2024	Regular	0.00	80.00	190159
<a href="#">121623</a>	Invoice	12/16/2023	Payment for baseball game umpired on 6/3...	0.00	80.00	
11276	JAY ZIMMERMAN	01/12/2024	Regular	0.00	486.00	190160
<a href="#">122723</a>	Invoice	12/27/2023	Basketball Ref 6 games/Nov-Dec Assign Fees	0.00	486.00	
11283	JEFFREY SMITH	01/12/2024	Regular	0.00	105.16	190161
<a href="#">010824</a>	Invoice	01/08/2024	NRPA Conference Expenses-Reimbursement	0.00	105.16	
11301	JESSICA REYES	01/12/2024	Regular	0.00	246.75	190162
<a href="#">101723</a>	Invoice	10/17/2023	Reimbursement-Travel, Meal & Lodging Exp...	0.00	246.75	
13391	JIM STATZA	01/12/2024	Regular	0.00	234.00	190163
<a href="#">122723</a>	Invoice	12/27/2023	Dec Basketball Ref 2 games/Football Ref 4 g...	0.00	234.00	
15821	JOHN ANDERSON	01/12/2024	Regular	0.00	259.00	190164
<a href="#">122723</a>	Invoice	12/27/2023	Dec Basketball Referee-7 games	0.00	259.00	
20558	KELLY GILLETTE	01/12/2024	Regular	0.00	711.82	190165
<a href="#">12042023</a>	Invoice	12/04/2023	Reimbursement-Competition & Travel Expen...	0.00	711.82	
20068	KENNETH E. BUSSE	01/12/2024	Regular	0.00	320.00	190166
<a href="#">010424</a>	Invoice	01/04/2024	Payment for 4 games umpired on 5/15/23 &...	0.00	320.00	
16981	KONE	01/12/2024	Regular	0.00	1,753.00	190167
<a href="#">921568603</a>	Invoice	09/29/2023	Install. wireless gateway/elevator phone	0.00	1,753.00	
11525	LAKE SHORE FEEDER BASEBALL LEAGU	01/12/2024	Regular	0.00	5,650.00	190168
<a href="#">010924</a>	Invoice	01/09/2024	2024 LSFBL Season-League Fees	0.00	5,650.00	
19677	LASALLE NETWORK	01/12/2024	Regular	0.00	6,588.00	190169
<a href="#">649975</a>	Invoice	10/16/2023	10/15/23 Regular-Suzan Pero: IT Specialist	0.00	752.50	
<a href="#">651531</a>	Invoice	11/10/2023	Permanent Placement: Suzan Pero	0.00	5,048.00	
<a href="#">651948</a>	Invoice	11/06/2023	11/5/23 Regular-Suzan Pero: IT Specialist	0.00	787.50	
20209	LORI SILVERMAN	01/12/2024	Regular	0.00	580.00	190170
<a href="#">2173764</a>	Invoice	12/12/2023	Refund	0.00	580.00	
18474	LRS , LLC	01/12/2024	Regular	0.00	3,416.18	190171
<a href="#">LR5528425</a>	Invoice	11/25/2023	1207 Park Ave W - Dumpster for Pumpkin S...	0.00	485.26	
<a href="#">LR5528426</a>	Invoice	11/25/2023	1801 Sunset Rd 12/1/23-12/31/23	0.00	92.92	
<a href="#">LR5551714</a>	Invoice	12/25/2023	2205 Skokie Valley Rd 1/1/24-1/31/24	0.00	84.24	
<a href="#">LR5551818</a>	Invoice	12/25/2023	883 Sheridan Rd 1/1/24-1/31/24	0.00	84.24	
<a href="#">LR5551819</a>	Invoice	12/25/2023	31 Park Ave 1/1/24-1/31/24	0.00	46.46	
<a href="#">LR5551820</a>	Invoice	12/25/2023	2821 Ridge Rd 1/1/24-1/31/24	0.00	84.24	
<a href="#">LR5551821</a>	Invoice	12/25/2023	701 Deer Creek Pkwy 1/1/24-1/31/24	0.00	145.91	
<a href="#">LR5551822</a>	Invoice	12/25/2023	636 Ridge Rd 1/21/24-1/31/24	0.00	216.14	
<a href="#">LR5551823</a>	Invoice	12/25/2023	3100 Trail Way 1/1/24-1/31/24 & CIA Load	0.00	1,293.28	
<a href="#">LR5551825</a>	Invoice	12/25/2023	1240 Fredrickson Pl 1/1/24-1/31/24	0.00	396.73	
<a href="#">LR5555113</a>	Invoice	12/25/2023	1201 Park Ave W 1/1/24-1/31/24	0.00	381.76	
<a href="#">PS80472</a>	Invoice	12/14/2023	1080 Park Ave W, 12/15/23-1/11/24	0.00	105.00	
11633	LUCKY LOCATORS INC.	01/12/2024	Regular	0.00	3,460.00	190172
<a href="#">31568</a>	Invoice	12/26/2023	Located ComEd, AT&T, gas & main building e...	0.00	365.00	
<a href="#">31598</a>	Invoice	12/27/2023	Located electric outlets-mobilization	0.00	3,095.00	

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20378	T3B ENTERPRISES INC.	01/12/2024	Regular	0.00	240.00	190173
<a href="#">121623</a>	Invoice	12/16/2023	Payment for 4 baseball games in Sept 2023	0.00	240.00	
19703	MARI-LYNN PETERS	01/12/2024	Regular	0.00	65.25	190174
<a href="#">120723</a>	Invoice	12/07/2023	12/7/23 Lasalle Network Training & Dinner ...	0.00	65.25	
20136	MARISSA ROSENBERG	01/12/2024	Regular	0.00	250.00	190175
<a href="#">2183593</a>	Invoice	12/20/2023	Refund	0.00	250.00	
20587	HELM SERVICE/HELM MECHANICAL	01/12/2024	Regular	0.00	2,419.50	190176
<a href="#">CHI146659C</a>	Invoice	08/24/2023	Aug. 2023 Pool Mechanical Room Preventati...	0.00	1,209.75	
<a href="#">CHI146843C</a>	Invoice	11/26/2023	Nov. 2023 Pool Mechanical Room Preventati...	0.00	1,209.75	
13633	MELANIE PETRASEK	01/12/2024	Regular	0.00	100.00	190177
<a href="#">2206375</a>	Invoice	01/09/2024	Refund	0.00	100.00	
20077	MELISSA PARKER	01/12/2024	Regular	0.00	1,980.00	190178
<a href="#">20236</a>	Invoice	12/11/2023	Puppy Train & Social/Basic Obedience	0.00	1,980.00	
17635	NICHOLAS SUHADOLNIK	01/12/2024	Regular	0.00	160.00	190179
<a href="#">122723</a>	Invoice	12/27/2023	Dec Football Ref-4 games	0.00	160.00	
13604	NORTH SHORE GAS	01/12/2024	Regular	0.00	13,081.70	190180
<a href="#">010524 06011450...</a>	Invoice	01/05/2024	636 Ridge Rd 12/1/23-12/31/23	0.00	1,113.84	
<a href="#">010524 06011450...</a>	Invoice	01/05/2024	3100 Trail Way(Centennial Ice) 12/1/23-12/...	0.00	1,562.75	
<a href="#">010524 06024054...</a>	Invoice	01/05/2024	1240 Fredrickson Pl(Hidden Creek) 12/1/23-...	0.00	267.14	
<a href="#">120823 06011450...</a>	Invoice	12/08/2023	636 Ridge Rd 11/1/23-11/30/23	0.00	898.89	
<a href="#">120823 06011450...</a>	Invoice	12/08/2023	3100 Trail Way (Centennial Ice) 11/1/23-11/...	0.00	1,488.57	
<a href="#">120823 06024054...</a>	Invoice	12/08/2023	1240 Fredrickson Pl(Hidden Creek) 11/1/23-...	0.00	247.34	
<a href="#">121523 06011450...</a>	Invoice	12/15/2023	Deer Creek 11/14/23-12/13/23	0.00	2,267.04	
<a href="#">121523 06011450...</a>	Invoice	12/15/2023	RCHP 11/13/23-12/13/23	0.00	1,983.41	
<a href="#">121523 06024054...</a>	Invoice	12/15/2023	1377 Clavey Rd 11/11/23-12/13/23	0.00	192.11	
<a href="#">121923 06011450...</a>	Invoice	12/19/2023	1240 Fredrickson Pl 11/11/23-12/13/23	0.00	1,642.21	
<a href="#">121923 06022257...</a>	Invoice	12/19/2023	1390 Sunset Rd 11/11/23-12/13/23	0.00	385.23	
<a href="#">121923 06024054...</a>	Invoice	12/19/2023	2900 Trailway Cunniff Park Shelter 11/11-12...	0.00	214.49	
<a href="#">121923 06024054...</a>	Invoice	12/19/2023	3100 Trail Way 11/11/23-12/13/23	0.00	177.05	
<a href="#">121923 06024054...</a>	Invoice	12/19/2023	Aquatic Park 11/11/23-12/13/23	0.00	217.45	
<a href="#">121923 06051976...</a>	Invoice	12/19/2023	1801 Sunset Rd 11/1/23-12/1/23	0.00	424.18	
14914	NORTH SHORE WATER RECLAMATION	01/12/2024	Regular	0.00	535.21	190181
<a href="#">5217120</a>	Invoice	12/23/2023	636 Ridge Rd 5/11/23-8/16/23	0.00	535.21	
20075	NRG BUSINESS MARKETING	01/12/2024	Regular	0.00	6,234.78	190182
<a href="#">HS33978120</a>	Invoice	12/11/2023	636 Ridge Rd 11/1/23-11/30/23	0.00	2,191.70	
<a href="#">HS33978121</a>	Invoice	12/11/2023	1240 Fredrickson (Hidden Creek) 11/1/23-11...	0.00	125.99	
<a href="#">HS33978122</a>	Invoice	12/11/2023	3100 Trail Way(Centennial Ice) 11/1/23-11/...	0.00	3,917.09	
11959	NSSRA	01/12/2024	Regular	0.00	4,228.64	190183
<a href="#">900</a>	Invoice	01/09/2024	2023 Inclusion Balance	0.00	4,228.64	
11962	NUTOYS LEISURE PRODUCTS, INC.	01/12/2024	Regular	0.00	2,938.00	190184
<a href="#">55080</a>	Invoice	11/13/2023	New rungs for cable climber at Devonshire	0.00	2,938.00	
16344	PARKS FOUNDATION OF HIGHLAND P/	01/12/2024	Regular	0.00	173.32	190185
<a href="#">123123</a>	Invoice	12/31/2023	Foundation funds collected at PDHP-Decem...	0.00	173.32	
12057	PHIL FOLINO	01/12/2024	Regular	0.00	1,207.00	190186
<a href="#">122723</a>	Invoice	12/27/2023	Dec Basketball Referee 11 games/10 basebal...	0.00	1,207.00	
20229	R&R SPECIALTIES OF WISCONSIN INC.	01/12/2024	Regular	0.00	3,976.00	190187
<a href="#">0080760-IN</a>	Invoice	12/14/2023	Out-Ecocharger-Battery Charger	0.00	3,976.00	
12211	RICOH USA, INC	01/12/2024	Regular	0.00	1,107.60	190188
<a href="#">5068630290</a>	Invoice	12/18/2023	Copies 11/17/23-12/16/23	0.00	1,107.60	

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20585	ROBERT HANSEN	01/12/2024	Regular	0.00	200.00	190189
<a href="#">2185460</a>	Invoice	12/22/2023	Refund	0.00	200.00	
20591	YOUTHAGE CULINARY PROGRAM, INC	01/12/2024	Regular	0.00	4,575.00	190190
<a href="#">PDHP12262023</a>	Invoice	11/21/2023	Culinary Classes-12/26/23-1/4/24	0.00	4,575.00	
20590	ROBOTHINK, LLC	01/12/2024	Regular	0.00	4,851.00	190191
<a href="#">INV/2024/0002</a>	Invoice	01/08/2024	STREAM Winter Break Camp 12/26/23-1/5/...	0.00	4,851.00	
18951	RONALD MACE	01/12/2024	Regular	0.00	240.00	190192
<a href="#">010424</a>	Invoice	01/05/2024	Payment for 3 games on 5/11/23 & 5/13/23	0.00	240.00	
20237	SANDRA MERRILL	01/12/2024	Regular	0.00	32.00	190193
<a href="#">2190476</a>	Invoice	12/28/2023	Refund	0.00	32.00	
16459	SANTO SPORT STORE	01/12/2024	Regular	0.00	10,517.25	190194
<a href="#">710016</a>	Invoice	11/27/2023	2 Alleson Basketball Jerseys & 2 Gildan Hood...	0.00	140.90	
<a href="#">710038</a>	Invoice	12/11/2023	11 Gildan Youth Hoodies & 1 Gildan Adult H...	0.00	302.00	
<a href="#">710039</a>	Invoice	12/04/2023	1 Alleson Youth Reversible Basketball Jersey	0.00	82.85	
<a href="#">710040</a>	Invoice	12/12/2023	28 Outdoor Caps - Knit Winter Hats	0.00	308.00	
<a href="#">710041</a>	Invoice	12/18/2023	Adult & Youth Heavy Blend Hoodies	0.00	4,565.00	
<a href="#">710044</a>	Invoice	12/18/2023	89 Badger Youth Shirts/57 Badger Adult Shir...	0.00	2,628.00	
<a href="#">710048</a>	Invoice	12/18/2023	Russell Youth & Adult Short Sleeve Pullovers	0.00	942.00	
<a href="#">710049</a>	Invoice	12/18/2023	Badger Youth & Adult B-Core Pocketed 10 in...	0.00	750.00	
<a href="#">710054</a>	Invoice	12/18/2023	3 Gildan Adult Heavy Blend Hoodies	0.00	81.00	
<a href="#">710055</a>	Invoice	12/18/2023	4 Russell Adult Short Sleeve Pullovers	0.00	144.00	
<a href="#">710056</a>	Invoice	12/18/2023	2 Badger Adult B-Core Short Sleeve Shirts	0.00	36.00	
<a href="#">710061</a>	Invoice	12/11/2023	3 Gildan Youth Hoodies & 2 Gildan Adult Ho...	0.00	117.50	
<a href="#">710074</a>	Invoice	12/18/2023	45 Badger Youth Performance Tees	0.00	420.00	
12335	SCOTT ZACHAR	01/12/2024	Regular	0.00	111.00	190195
<a href="#">122723</a>	Invoice	12/27/2023	Dec Basketball Referee-3 games	0.00	111.00	
10590	CROWN TROPHY #54 SKOKIE	01/12/2024	Regular	0.00	209.50	190196
<a href="#">642</a>	Invoice	12/13/2023	All Star Basketball Medals-Quantity 50	0.00	209.50	
18900	STUCKEY CONSTRUCTION COMPANY,	01/12/2024	Regular	0.00	234,668.70	190197
<a href="#">Pay Request #2</a>	Invoice	11/30/2023	Pay Request #2 Hidden Creek AquaPark-Pool...	0.00	234,668.70	
18365	TA'AM TEVA	01/12/2024	Regular	0.00	100.00	190198
<a href="#">2172649</a>	Invoice	12/11/2023	Refund	0.00	100.00	
12543	TGF FORESTRY & FIRE INC	01/12/2024	Regular	0.00	2,310.00	190199
<a href="#">23-1135</a>	Invoice	12/27/2023	12/19/23 Wildland Fire Crew for burn piles-H..	0.00	2,310.00	
17189	W-T STRUCTURAL ENGINEERING LLC	01/12/2024	Regular	0.00	500.00	190200
<a href="#">000000046017</a>	Invoice	01/04/2024	Project-Recreation Center of Highland Park	0.00	500.00	
14723	THERMFLO INC	01/12/2024	Regular	0.00	5,687.00	190201
<a href="#">T27968INV</a>	Invoice	11/21/2023	Generator Repair	0.00	5,687.00	
12606	TIM GALASSINI	01/12/2024	Regular	0.00	74.00	190202
<a href="#">122723</a>	Invoice	12/27/2023	Dec Basketball Ref-2 games	0.00	74.00	
12607	TIM GIBSON	01/12/2024	Regular	0.00	493.00	190203
<a href="#">122723</a>	Invoice	12/27/2023	Dec Basketball Referee-9 games/Football Ref..	0.00	493.00	
19785	THE SWEET GROUP	01/12/2024	Regular	0.00	160.00	190204
<a href="#">122723</a>	Invoice	12/27/2023	Dec Football Ref-4 games	0.00	160.00	
20586	US PIGMENT CORPORATION	01/12/2024	Regular	0.00	1,915.00	190205
<a href="#">20232931</a>	Invoice	08/16/2023	B-Mix Clay & Mahavair Feldspar	0.00	885.00	
<a href="#">20234100</a>	Invoice	11/14/2023	B-Mix Clay & Cornwallstone	0.00	1,030.00	
16094	VERMONT SYSTEMS, INC	01/12/2024	Regular	0.00	10,795.74	190206

## Check Register

Packet: APPKT03933-1/12/24 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	
<a href="#">VS010935</a>	Invoice	12/01/2023	RecTrac Renewal	0.00	10,795.74	
18398	WE GOT GAME, LLC	01/12/2024	Regular	0.00	1,989.00	190207
<a href="#">2279</a>	Invoice	12/19/2023	2023 Fall 2 Clinic - Basketball Classes	0.00	1,989.00	
20063	WILLIE ROUNSAVILLE	01/12/2024	Regular	0.00	271.00	190208
<a href="#">122723</a>	Invoice	12/27/2023	Basketball Ref Dec 3 games/Football Ref Dec...	0.00	271.00	
10650	WOODHOUSE TINUCCI ARCHITECTS LL	01/12/2024	Regular	0.00	29,826.60	190209
<a href="#">5667</a>	Invoice	01/05/2024	Pickleball Dome:Basic Services SD	0.00	23,952.50	
<a href="#">5684</a>	Invoice	01/05/2024	Pickleball Dome: Con Serv Civil (sdF)	0.00	5,874.10	
19650	ZEV CHERPAK	01/12/2024	Regular	0.00	480.00	190210
<a href="#">010424</a>	Invoice	01/04/2024	Payment for 6 baseball games-2023 Baseball...	0.00	480.00	

## Bank Code AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	205	93	0.00	604,335.22
Manual Checks	0	0	0.00	0.00
Voided Checks	0	2	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	<b>205</b>	<b>95</b>	<b>0.00</b>	<b>604,335.22</b>



Fund Summary

Fund	Name	Period	Amount
99	POOLED CASH FUND	1/2024	604,335.22
			<u>604,335.22</u>



# Check Register

By Check Number

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Bank Code: AP-AP BANK						
10034	ABSOLUTE HOME IMPROVEMENTS	01/19/2024	Regular	0.00	17,278.00	190211
<a href="#">Inv# 2</a>	Invoice	12/10/2023	Cunniff Park Maintenance Building Restroom..	0.00	17,278.00	

Bank Code AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	1	1	0.00	17,278.00
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	1	1	0.00	17,278.00

Fund Summary

Fund	Name	Period	Amount
99	POOLED CASH FUND	1/2024	17,278.00
			<u>17,278.00</u>



By Check Number

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Bank Code: AP-AP BANK						
11469	KEYTH TECHNOLOGIES	01/19/2024	Regular	0.00	8,640.00	190213
<a href="#">121823 EXHIBIT A</a>	Invoice	01/19/2024	60% Down Payment on each accepted system	0.00	8,640.00	

Bank Code AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	1	1	0.00	8,640.00
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	1	1	0.00	8,640.00

Fund Summary

Fund	Name	Period	Amount
99	POOLED CASH FUND	1/2024	8,640.00
			<hr/>
			8,640.00



# Park District of Highland Park, IL

## Check Register

Packet: APPKT03952 - 1/25/24 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	
<b>Bank Code: AP-AP BANK</b>						
20601	20/10 ENGINEERING GROUP, LLC	01/25/2024	Regular	0.00	1,875.00	190214
<a href="#">2202A1-1</a>	Invoice	01/10/2024	Dehumidification Unit Replacement 8/1/23-...	0.00	1,875.00	
16895	312 COMMUNICATIONS INC	01/25/2024	Regular	0.00	5,684.60	190215
<a href="#">97807</a>	Invoice	12/20/2023	Cisco Monthly NU On-Premises Calling Acces...	0.00	84.60	
<a href="#">97815</a>	Invoice	01/12/2024	IT Voice and Network Support	0.00	5,600.00	
19993	ACP CREATIVIT, LLC	01/25/2024	Regular	0.00	14,707.50	190216
<a href="#">INV172125</a>	Invoice	10/25/2023	Installation/Configuration	0.00	4,500.00	
<a href="#">INV172441</a>	Invoice	10/26/2023	Inovonics EchoStream Zone Expansion Modu...	0.00	950.00	
<a href="#">INV178429</a>	Invoice	11/21/2023	Installation/Configuration/Migration	0.00	9,257.50	
17039	AIR COMFORT, LLC	01/25/2024	Regular	0.00	144,130.00	190217
<a href="#">Application No. 22...</a>	Invoice	12/31/2023	Project#22255 - Application NO. 22255-03	0.00	144,130.00	
20602	AMERICAN OUTFITTERS LTD	01/25/2024	Regular	0.00	1,350.00	190218
<a href="#">385061</a>	Invoice	11/17/2023	2023 Staff Attire	0.00	1,350.00	
10149	ANCEL, GLINK, DIAMOND, BUSH	01/25/2024	Regular	0.00	4,458.70	190219
<a href="#">101222</a>	Invoice	12/29/2023	Legal Services December 2023	0.00	4,458.70	
16949	ANDERSON LOCK	01/25/2024	Regular	0.00	23,152.42	190220
<a href="#">7108192</a>	Invoice	09/22/2023	South Hall/Interior Vestibule Access Control	0.00	13,142.16	
<a href="#">7109987</a>	Invoice	01/03/2024	South Restroom Door/Exterior & Maintenanc...	0.00	10,010.26	
19172	AQUAMOON LLC	01/25/2024	Regular	0.00	640.00	190221
<a href="#">23-2146</a>	Invoice	12/31/2023	Aquarium Service	0.00	640.00	
20071	AVALON PETROLEUM COMPANY	01/25/2024	Regular	0.00	2,415.23	190222
<a href="#">009346</a>	Invoice	01/03/2024	Unleaded Fuel 1/3/24	0.00	1,098.38	
<a href="#">009347</a>	Invoice	01/08/2024	Unleaded Fuel 1/8/24	0.00	536.58	
<a href="#">030858</a>	Invoice	12/01/2023	Diesel Fuel 3/23/23 Ticket# 030858	0.00	263.52	
<a href="#">209262</a>	Invoice	12/01/2023	Unleaded Fuel 11/2/23	0.00	516.75	
10463	CHICAGO TRIBUNE COMPANY	01/25/2024	Regular	0.00	189.00	190223
<a href="#">085476619000</a>	Invoice	12/31/2023	12/1/23 PDHP Tax Levy 2023 Publication	0.00	189.00	
10502	CITY OF HIGHLAND PARK	01/25/2024	Regular	0.00	4.77	190224
<a href="#">011824</a>	Invoice	01/18/2024	October, November & Dec. 2023 Food & Be...	0.00	4.77	
10502	CITY OF HIGHLAND PARK	01/25/2024	Regular	0.00	251.29	190225
<a href="#">010324 035453</a>	Invoice	01/03/2024	640 Ridge Rd 10/1/23-12/31/23	0.00	251.29	
10537	COMMONWEALTH EDISON COMPANY	01/25/2024	Regular	0.00	1,868.13	190226
<a href="#">011724 02032300...</a>	Invoice	01/17/2024	1390 Sunset Rd 12/13/23-1/17/24	0.00	1,868.13	
16844	DEBRA RUBIN	01/25/2024	Regular	0.00	12.00	190227
<a href="#">2207598</a>	Invoice	01/10/2024	Refund	0.00	12.00	
19876	DUALTEMP CLAUGER	01/25/2024	Regular	0.00	2,742.50	190228
<a href="#">PJ2203269</a>	Invoice	01/01/2023	Underfloor Tubing Disconnect and Connect	0.00	2,742.50	
10764	DURABILT FENCE CO INC	01/25/2024	Regular	0.00	6,785.00	190229
<a href="#">14293</a>	Invoice	08/11/2023	Furnished/Installed Tall Spaced Picket Fence	0.00	6,785.00	
18403	ELIZABETH GOGOLA	01/25/2024	Regular	0.00	82.73	190230
<a href="#">OCT 2023</a>	Invoice	10/12/2023	NRPA Conference-10/12/23 Dinner Reimbur...	0.00	82.73	

## Check Register

Packet: APPKT03952-1/25/24 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	
18170	ERIC SCHREIBER	01/25/2024	Regular	0.00	298.90	190231
<a href="#">011324</a>	Invoice	01/13/2024	ReimbursementTravel Coaches Hoodies and...	0.00	298.90	
10914	FOX VALLEY FIRE & SAFETY CO	01/25/2024	Regular	0.00	479.75	190232
<a href="#">IN00655521</a>	Invoice	01/11/2024	1/10/24 Hood Inspection for West Ridge	0.00	99.50	
<a href="#">IN00655522</a>	Invoice	01/11/2024	1/10/24 Hood Inspection for Heller	0.00	99.50	
<a href="#">IN00655523</a>	Invoice	01/11/2024	1/10/24 Hood Inspection for SVGC	0.00	134.25	
<a href="#">IN00655525</a>	Invoice	01/11/2024	1/10/24 Hood Inspection for Hidden Creek	0.00	146.50	
10974	GEWALT HAMILTON ASSOCIATES INC	01/25/2024	Regular	0.00	868.83	190233
<a href="#">5818.200-25</a>	Invoice	01/18/2024	Centennial Ice Arena Site Improvements 11/...	0.00	868.83	
19596	GUEST AUTOMATION INC	01/25/2024	Regular	0.00	2,025.00	190234
<a href="#">IN20243203</a>	Invoice	01/15/2024	EMCS Automation Engineer Remote	0.00	2,025.00	
17302	HEAD/PENN RACQUET SPORTS	01/25/2024	Regular	0.00	946.66	190235
<a href="#">5193644401</a>	Invoice	01/10/2024	Pro Penn Marathon Extra Duty-Quantity 288	0.00	946.66	
11179	ILLINOIS ASSOC OF PARK DIST.	01/25/2024	Regular	0.00	7,291.38	190236
<a href="#">Dues2024</a>	Invoice	01/24/2024	Annual Membership Dues for 2024	0.00	7,291.38	
11196	ILLINOIS STATE POLICE	01/25/2024	Regular	0.00	190.00	190237
<a href="#">20231100686</a>	Invoice	11/30/2023	11/1/23-11/30/23 Background Checks	0.00	130.00	
<a href="#">20231200686</a>	Invoice	12/31/2023	12/1/23-12/31/23 Background Checks	0.00	60.00	
20605	ILYSE STEINER	01/25/2024	Regular	0.00	25.00	190238
<a href="#">2213661</a>	Invoice	01/16/2024	Refund	0.00	25.00	
20603	AMERICAN GYMNAST	01/25/2024	Regular	0.00	300.00	190239
<a href="#">1707</a>	Invoice	01/22/2024	Custom Design Services	0.00	300.00	
20426	IT1 SOURCE, LLC	01/25/2024	Regular	0.00	22,439.85	190240
<a href="#">Sales Order USSO...</a>	Invoice	01/24/2024	2024 Computer Refresh	0.00	22,439.85	
18561	J MILLER MARKETING INC	01/25/2024	Regular	0.00	1,240.00	190241
<a href="#">25650</a>	Invoice	12/04/2023	December 2023 Online Management	0.00	1,240.00	
18721	JEAN PULTE	01/25/2024	Regular	0.00	181.00	190242
<a href="#">2212935</a>	Invoice	01/15/2024	Refund	0.00	181.00	
16866	JEFF COHEN CREATIVE LTD	01/25/2024	Regular	0.00	455.00	190243
<a href="#">121923</a>	Invoice	12/19/2023	Photography on 11/9/23 & 11/30/23	0.00	455.00	
20594	JENNIFER LAX	01/25/2024	Regular	0.00	23.00	190244
<a href="#">2207255</a>	Invoice	01/10/2024	Refund	0.00	23.00	
20606	KEN SAFFIR	01/25/2024	Regular	0.00	12.00	190245
<a href="#">2215430</a>	Invoice	01/17/2024	Refund	0.00	12.00	
16981	KONE	01/25/2024	Regular	0.00	4,059.76	190246
<a href="#">1158657344</a>	Invoice	01/10/2024	Passenger Elevator-Performed Annual Code ...	0.00	1,223.44	
<a href="#">871253269</a>	Invoice	01/01/2024	Maintenance Period 1/1/24-12/31/24	0.00	2,836.32	
20168	LAKE COUNTY GOVERNMENT	01/25/2024	Regular	0.00	3,520.00	190247
<a href="#">INV-00081087</a>	Invoice	01/11/2024	SMC-WDP-23-645 Standard Review Fee	0.00	3,520.00	
11511	LAKE COUNTY HEALTH DEPARTMENT	01/25/2024	Regular	0.00	310.00	190248
<a href="#">INV-00077729</a>	Invoice	12/04/2023	2024 Permanent FoodService Permit	0.00	310.00	
18474	LRS , LLC	01/25/2024	Regular	0.00	197.92	190249
<a href="#">LR5551826</a>	Invoice	12/25/2023	1801 Sunset Rd 1/1/24-1/31/24	0.00	92.92	
<a href="#">P5584362</a>	Invoice	01/11/2024	1080 Park Ave W 1/12/24-2/8/24 Port. Potty	0.00	105.00	
11633	LUCKY LOCATORS INC.	01/25/2024	Regular	0.00	310.00	190250
<a href="#">30941</a>	Invoice	09/18/2023	Located water line at 3420 Krenn Ave	0.00	310.00	

## Check Register

Packet: APPKT03952-1/25/24 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	
10006	NCPERS GROUP LIFE INSURANCE	01/25/2024	Regular	0.00	48.00	190251
<a href="#">3301012024</a>	Invoice	12/01/2023	NCPERS Group Life Insurance-January 2024 P..	0.00	48.00	
13604	NORTH SHORE GAS	01/25/2024	Regular	0.00	406.45	190252
<a href="#">010824 06081976...</a>	Invoice	01/08/2024	1801 Sunset Rd 12/2/23-1/1/24	0.00	406.45	
20075	NRG BUSINESS MARKETING	01/25/2024	Regular	0.00	7,198.26	190253
<a href="#">HS44022597</a>	Invoice	01/08/2024	636 Ridge Rd 12/1/23-12/31/23	0.00	2,939.42	
<a href="#">HS44022598</a>	Invoice	01/08/2024	1240 Fredrickson Pl(Hidden Creek) 12/1/23-...	0.00	168.22	
<a href="#">HS44022599</a>	Invoice	01/08/2024	3100 Trail Way(Centennial Ice) 12/1/23-12/...	0.00	4,090.62	
11998	PARK DISTRICT RISK MGMT AGCY	01/25/2024	Regular	0.00	220,714.65	190254
<a href="#">1223133</a>	Invoice	12/31/2023	December 2023-Liability Insurance	0.00	25,743.70	
<a href="#">1223133H</a>	Invoice	12/31/2023	December 2023-Employee Health Insurance	0.00	194,970.95	
20593	PAUL FLEISCHMAN	01/25/2024	Regular	0.00	60.00	190255
<a href="#">2209173</a>	Invoice	01/11/2024	Refund	0.00	60.00	
15177	POMP'S TIRE SERVICE INC.	01/25/2024	Regular	0.00	2,594.22	190256
<a href="#">290255833</a>	Invoice	12/08/2023	#835 Tire Repair	0.00	2,594.22	
19977	PROGRESSIVE TREE SERVICE, INC.	01/25/2024	Regular	0.00	7,890.00	190257
<a href="#">11118</a>	Invoice	01/16/2024	1/4/24 & 1/5/24 Sunset oak tree pruning	0.00	7,890.00	
19911	R W HENDRICKSEN TREE CARE	01/25/2024	Regular	0.00	3,580.00	190258
<a href="#">13535</a>	Invoice	12/28/2023	Woodridge South Woodlands Cleanup	0.00	3,580.00	
12264	ROTARY CLUB OF HIGHLAND PARK	01/25/2024	Regular	0.00	226.00	190259
<a href="#">402</a>	Invoice	01/10/2024	Membership Dues-Brian Romes	0.00	226.00	
16459	SANTO SPORT STORE	01/25/2024	Regular	0.00	9,880.35	190260
<a href="#">710050</a>	Invoice	01/09/2024	32 Demarini WB57117 Voodoo OG Rebirth-...	0.00	2,304.00	
<a href="#">710091</a>	Invoice	01/02/2024	1 Gildan Youth Hoodie/5 Gildan Adult Hoodi...	0.00	156.00	
<a href="#">710092</a>	Invoice	01/02/2024	1 Gildan Youth Dryblen Hoodie	0.00	23.50	
<a href="#">710094</a>	Invoice	01/02/2024	21 Founders Youth Tanks/20 Founders Adult...	0.00	266.25	
<a href="#">710095</a>	Invoice	01/02/2024	41 Basketball Jerseys/41 Basketball Shorts	0.00	2,697.90	
<a href="#">710096</a>	Invoice	01/02/2024	14 Gildan Youth Hoodies & 27 Gildan Adult ...	0.00	963.50	
<a href="#">710104</a>	Invoice	01/09/2024	1 Rusell Adult Short Sleeve Pullover	0.00	36.00	
<a href="#">710105</a>	Invoice	01/09/2024	1 Badger Youth B-Core Pocketed 7 inch Short	0.00	15.00	
<a href="#">710106</a>	Invoice	01/09/2024	2 Gildan Adult Hoddies & 1 Russell Adult Pul...	0.00	90.00	
<a href="#">710111</a>	Invoice	01/11/2024	25 Outdoor Premium Mesh Trucker Caps	0.00	377.50	
<a href="#">710112</a>	Invoice	01/09/2024	18 Badger Youth B-Core Short Sleeve Shirts	0.00	324.00	
<a href="#">710114</a>	Invoice	01/10/2024	146 Champro Prime Basketball Jerseys	0.00	2,626.70	
18900	STUCKEY CONSTRUCTION COMPANY,	01/25/2024	Regular	0.00	1,555.00	190261
<a href="#">24200-001</a>	Invoice	01/19/2024	Replace winterization valve at pool deck	0.00	1,555.00	
12490	SUNDEK OF ILLINOIS, INC.	01/25/2024	Regular	0.00	1,820.00	190262
<a href="#">19075</a>	Invoice	12/15/2023	Final Payment-Public & Staff Restroom Repai...	0.00	1,820.00	
12539	TESKA ASSOCIATES, INC.	01/25/2024	Regular	0.00	11,482.50	190263
<a href="#">13891</a>	Invoice	01/18/2024	Port Clinton Old Elm-Concept Design Decem...	0.00	11,482.50	
20600	UNIVERSITY OF ILLINOIS	01/25/2024	Regular	0.00	140.00	190264
<a href="#">UFIW9907</a>	Invoice	12/01/2023	Max Duve-Basic Wildland Firefighter Training	0.00	140.00	
20604	TRACEY SAMETZ	01/25/2024	Regular	0.00	24.00	190265
<a href="#">2213722</a>	Invoice	01/16/2024	Refund	0.00	24.00	
17590	V3 CONSTRUCTION GROUP LTD	01/25/2024	Regular	0.00	2,600.00	190266



## Check Register

Packet: APPKT03952-1/25/24 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	
<a href="#">1223528</a>	Invoice	01/10/2024	Millard Bluff Survey Points	0.00	2,600.00	

## Bank Code AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	80	53	0.00	525,742.35
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	<b>80</b>	<b>53</b>	<b>0.00</b>	<b>525,742.35</b>

Fund Summary

Fund	Name	Period	Amount
99	POOLED CASH FUND	1/2024	525,742.35
			<u>525,742.35</u>



Park District of Highland Park, IL

# Check Register

Packet: APPKT03899 - 12/14/23 Howard Industries -Emergency  
Check

By Check Number

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Bank Code: AP-AP BANK						
19666	HOWARD INDUSTRIES	12/14/2023	Regular	0.00	18,508.80	190112
<a href="#">Quote# 344005</a>	Invoice	12/14/2023	Square Post with Hardware	0.00	18,508.80	

Bank Code AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	1	1	0.00	18,508.80
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	18,508.80

## Fund Summary

Fund	Name	Period	Amount
99	POOLED CASH FUND	12/2023	18,508.80
			<hr/>
			18,508.80



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/	12/28/2023	Regular	0.00	178.28	190113
<a href="#">122623</a>	Invoice	12/26/2023	Foundation funds collected at PDHP-Decem...	0.00	178.28	

Bank Code AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	1	1	0.00	178.28
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	178.28

## Fund Summary

Fund	Name	Period	Amount
99	POOLED CASH FUND	12/2023	178.28
			<hr/>
			178.28



By Check Number

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Bank Code: AP-AP BANK						
10034	ABSOLUTE HOME IMPROVEMENTS	01/19/2024	Regular	0.00	11,250.00	190212
<a href="#">Invoice 1</a>	Invoice	12/10/2023	Danny Cuniff Pond-Remove concrete and r...	0.00	7,500.00	
<a href="#">Invoice #2</a>	Invoice	12/10/2023	Danny Cuniff Pond-Provide rip-rap stones/...	0.00	3,750.00	

Bank Code AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	2	1	0.00	11,250.00
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	2	1	0.00	11,250.00

Fund Summary

Fund	Name	Period	Amount
99	POOLED CASH FUND	1/2024	11,250.00
			<u>11,250.00</u>





Park District of Highland Park, IL

# Check Register

Packet: APPKT03929 - Bank Draft 1/3/24 Health Equity INV6018895

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	01/03/2024	Bank Draft	0.00	299.28	DFT0004576
<a href="#">INV6018895</a>	Invoice	01/03/2024	PMB Payments-HCFSA 2023/Visa Card Paym...	0.00	299.28	

Bank Code PAYROLL Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	0	0	0.00	0.00
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	1	1	0.00	299.28
EFT's	0	0	0.00	0.00
	1	1	0.00	299.28

Fund Summary

Fund	Name	Period	Amount
99	POOLED CASH FUND	1/2024	299.28
			<hr/>
			299.28



Park District of Highland Park, IL

# Check Register

Packet: APPKT03930 - Bank Draft 1/3/24 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	01/03/2024	Bank Draft	0.00	604.37	DFT0004577
<a href="#">010324</a>	Invoice	01/03/2024	Postage 12/15/23 & Equipment Rental	0.00	604.37	

Bank Code AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	0	0	0.00	0.00
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	1	1	0.00	604.37
EFT's	0	0	0.00	0.00
	1	1	0.00	604.37

Fund Summary

Fund	Name	Period	Amount
99	POOLED CASH FUND	1/2024	604.37
			<hr/>
			604.37



Park District of Highland Park, IL

# Check Register

Packet: APPKT03931 - Bank Draft 1/5/24 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	01/05/2024	Bank Draft	0.00	69,635.22	DFT0004578
<a href="#">123123</a>	Invoice	01/05/2024	December 2023 IMRF Contributions	0.00	69,635.22	

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	69,635.22
EFT's	0	0	0.00	0.00
	1	1	0.00	69,635.22

Fund Summary

Fund	Name	Period	Amount
99	POOLED CASH FUND	1/2024	69,635.22
			<u>69,635.22</u>



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	01/08/2024	Bank Draft	0.00	608.71	DFT0004579
<a href="#">INV6047587</a>	Invoice	01/08/2024	Visa Card Payments/PMB Payments	0.00	608.71	

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	608.71
EFT's	0	0	0.00	0.00
	1	1	0.00	608.71

Fund Summary

Fund	Name	Period	Amount
99	POOLED CASH FUND	1/2024	608.71
			<hr/>
			608.71





Park District of Highland Park, IL

# Check Register

Packet: APPKT03935 - Bank Draft 1/12/24 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	01/12/2024	Bank Draft	0.00	4,304.54	DFT0004586
<a href="#">011224 ICMA 457</a>	Invoice	01/12/2024	1/12/24 ICMA 457 Deductions Plan#302037	0.00	4,304.54	

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	4,304.54
EFT's	0	0	0.00	0.00
	1	1	0.00	4,304.54

Fund Summary

Fund	Name	Period	Amount
99	POOLED CASH FUND	1/2024	4,304.54
			<hr/>
			4,304.54



Park District of Highland Park, IL

# Check Register

Packet: APPKT03936 - Bank Draft 1/12/24 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	01/12/2024	Bank Draft	0.00	285.00	DFT0004587
<a href="#">011224 ICMA Roth</a>	Invoice	01/12/2024	Pay Period 1/12/24 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: APPKT03938 - Bank Draft 1/16/24 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	01/16/2024	Bank Draft	0.00	657.84	DFT0004589
<a href="#">123123 AFLAC</a>	Invoice	01/16/2024	AFLAC Deduction Period Ending 12/31/2023	0.00	657.84	

Bank Code PAYROLL Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	0	0	0.00	0.00
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	1	1	0.00	657.84
EFT's	0	0	0.00	0.00
	1	1	0.00	657.84

Fund Summary

Fund	Name	Period	Amount
99	POOLED CASH FUND	1/2024	657.84
			<hr/> 657.84



Park District of Highland Park, IL

# Check Register

Packet: APPKT03937 - Bank Draft 1/16/24 Health Equity INV6073585

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	01/16/2024	Bank Draft	0.00	1,483.98	DFT0004588
<a href="#">INV6073585</a>	Invoice	01/16/2024	HCFSA 2024 & 2023 Visa Card Paym/PMB Pa...	0.00	1,483.98	

Bank Code PAYROLL Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	0	0	0.00	0.00
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	1	1	0.00	1,483.98
EFT's	0	0	0.00	0.00
	1	1	0.00	1,483.98

Fund Summary

Fund	Name	Period	Amount
99	POOLED CASH FUND	1/2024	1,483.98
			<hr/>
			1,483.98





Park District of Highland Park, IL

# Check Register

Packet: APPKT03939 - Bank Draft 1/16/24 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	01/16/2024	Bank Draft	0.00	395.00	DFT0004590
<a href="#">123123</a>	Invoice	01/16/2024	December 2023 ST-1 Sales/Use Tax - ST-1 Pa...	0.00	395.00	

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	395.00
EFT's	0	0	0.00	0.00
	1	1	0.00	395.00

## Fund Summary

Fund	Name	Period	Amount
99	POOLED CASH FUND	1/2024	395.00
			<hr/>
			395.00



Park District of Highland Park, IL

# Check Register

Packet: APPKT03947 - Bank Draft 1/22/24 Health Equity INV6088202

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	01/22/2024	Bank Draft	0.00	50.00	DFT0004591
<a href="#">INV6088202</a>	Invoice	01/22/2024	Visa Card Payments HCFSA 2024/Visa Card P...	0.00	50.00	

Bank Code PAYROLL Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	0	0	0.00	0.00
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	1	1	0.00	50.00
EFT's	0	0	0.00	0.00
	1	1	0.00	50.00

Fund Summary

Fund	Name	Period	Amount
99	POOLED CASH FUND	1/2024	50.00
			<hr/> 50.00



Park District of Highland Park, IL

# Check Register

Packet: APPKT03900 - Bank Draft 12/11/23 Illinois Dept. of Revenue-  
Unemployment Insurance

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	12/11/2023	Bank Draft	0.00	414.00	DFT0004531
<a href="#">121123 0802147</a>	Invoice	12/11/2023	Unemployment Insurance Tax Payment Acct...	0.00	414.00	

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	414.00
EFT's	0	0	0.00	0.00
	1	1	0.00	414.00

## Fund Summary

Fund	Name	Period	Amount
99	POOLED CASH FUND	12/2023	414.00
			<hr/>
			<b>414.00</b>



Park District of Highland Park, IL

# Check Register

Packet: APPKT03901 - Bank Draft 12/14/23 Illinois Department of Revenue Sales Tax

By Vendor DBA Name

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Bank Code: AP-AP BANK						
11188	ILLINOIS DEPT OF REVENUE	12/14/2023	Bank Draft	0.00	823.00	DFT0004532
<a href="#">113023</a>	Invoice	12/14/2023	November 2023 ST-1 Sales/Use Tax - ST-1 Pa...	0.00	823.00	

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	823.00
EFT's	0	0	0.00	0.00
	1	1	0.00	823.00

## Fund Summary

Fund	Name	Period	Amount
99	POOLED CASH FUND	12/2023	823.00
			<hr/>
			823.00





Park District of Highland Park, IL

# Check Register

Packet: APPKT03902 - Bank Draft 12/15/23 ICMA 457

By Vendor DBA Name

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Bank Code: PAYROLL-PAYROLL BANK						
11161	ICMA RETIREMENT TRUST #302037	12/15/2023	Bank Draft	0.00	4,270.83	DFT0004533
<a href="#">121523 ICMA 457</a>	Invoice	12/15/2023	12/15/23 ICMA 457 Deductions Plan#302037	0.00	4,270.83	

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	4,270.83
EFT's	0	0	0.00	0.00
	1	1	0.00	4,270.83

## Fund Summary

Fund	Name	Period	Amount
99	POOLED CASH FUND	12/2023	4,270.83
			<hr/>
			<b>4,270.83</b>



Park District of Highland Park, IL

# Check Register

Packet: APPKT03903 - Bank Draft 12/15/23 ICMA Roth

By Vendor DBA Name

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Bank Code: PAYROLL-PAYROLL BANK						
12825	ICMA RETIREMENT TRUST #705568	12/15/2023	Bank Draft	0.00	285.00	DFT0004534
<a href="#">121523 ICMA Roth</a>	Invoice	12/15/2023	Pay Period 12/15/23 ICMA Roth IRA Plan#70...	0.00	285.00	

Bank Code PAYROLL Summary

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

## Fund Summary

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



Park District of Highland Park, IL

# Check Register

Packet: APPKT03908 - Bank Draft 12/18/23 Health Equity  
INV5966082

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	12/18/2023	Bank Draft	0.00	106.93	DFT0004546
<a href="#">INV5966082</a>	Invoice	12/18/2023	Visa Card Payments-HCFSA 2023	0.00	106.93	

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	106.93
EFT's	0	0	0.00	0.00
	1	1	0.00	106.93

## Fund Summary

Fund	Name	Period	Amount
99	POOLED CASH FUND	12/2023	106.93
			<hr/>
			<b>106.93</b>



Park District of Highland Park, IL

Check Register

Packet: APPKT03912 - Bank Draft 12/21/23 Health Equity  
INV5971895

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	12/21/2023	Bank Draft	0.00	2,487.79	DFT0004548
<a href="#">INV5971895</a>	Invoice	12/21/2023	DCFSA 2024 Initial Funding/HCFSA 2024 Initi...	0.00	2,487.79	

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	2,487.79
EFT's	0	0	0.00	0.00
	1	1	0.00	2,487.79

## Fund Summary

Fund	Name	Period	Amount
99	POOLED CASH FUND	12/2023	2,487.79
			<hr/>
			<b>2,487.79</b>





Park District of Highland Park, IL

# Check Register

Packet: APPKT03917 - Bank Draft 12/28/23 AFLAC

By Vendor DBA Name

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Bank Code: PAYROLL-PAYROLL BANK						
10058	AFLAC	12/28/2023	Bank Draft	0.00	438.56	DFT0004551
<a href="#">113023 AFLAC</a>	Invoice	12/28/2023	AFLAC Deduction Period Ending 11/30/2023	0.00	438.56	

Bank Code PAYROLL Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	0	0	0.00	0.00
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	1	1	0.00	438.56
EFT's	0	0	0.00	0.00
	1	1	0.00	438.56

## Fund Summary

Fund	Name	Period	Amount
99	POOLED CASH FUND	12/2023	438.56
			<hr/>
			<b>438.56</b>



Park District of Highland Park, IL

Check Register

Packet: APPKT03916 - Bank Draft 12/28/23 Health Equity  
INV5987631

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	12/28/2023	Bank Draft	0.00	2,154.21	DFT0004550
<a href="#">INV5987631</a>	Invoice	12/28/2023	PMB Payments DCFSA/HCFSa, Visa Card Pa...	0.00	2,154.21	

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	2,154.21
EFT's	0	0	0.00	0.00
	1	1	0.00	2,154.21

## Fund Summary

Fund	Name	Period	Amount
99	POOLED CASH FUND	12/2023	2,154.21
			<hr/>
			<b>2,154.21</b>



Park District of Highland Park, IL

Check Register

Packet: APPKT03915 - Bank Draft 12/28/23 Health Equity  
INV6001439

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	12/28/2023	Bank Draft	0.00	103.95	DFT0004549
<a href="#">INV6001439</a>	Invoice	12/28/2023	Dec 2023 HCFS/DCFS/HCDC FSA Admin F...	0.00	103.95	

Bank Code PAYROLL Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	0	0	0.00	0.00
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	1	1	0.00	103.95
EFT's	0	0	0.00	0.00
	1	1	0.00	103.95

## Fund Summary

Fund	Name	Period	Amount
99	POOLED CASH FUND	12/2023	103.95
			<hr/>
			103.95



Park District of Highland Park, IL

# Check Register

Packet: APPKT03919 - Bank Draft 12/28/23 ICMA 457

By Vendor DBA Name

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Bank Code: PAYROLL-PAYROLL BANK						
11161	ICMA RETIREMENT TRUST #302037	12/28/2023	Bank Draft	0.00	4,303.55	DFT0004553
<a href="#">122923 ICMA 457</a>	Invoice	12/28/2023	12/29/23 ICMA 457 Deductions Plan#302037	0.00	4,303.55	

Bank Code PAYROLL Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	0	0	0.00	0.00
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	1	1	0.00	4,303.55
EFT's	0	0	0.00	0.00
	1	1	0.00	4,303.55

Fund Summary

Fund	Name	Period	Amount
99	POOLED CASH FUND	12/2023	4,303.55
			<hr/>
			4,303.55





Park District of Highland Park, IL

# Check Register

Packet: APPKT03918 - Bank Draft 12/28/23 ICMA Roth

By Vendor DBA Name

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Bank Code: PAYROLL-PAYROLL BANK						
12825	ICMA RETIREMENT TRUST #705568	12/28/2023	Bank Draft	0.00	285.00	DFT0004552
<a href="#">122923 ICMA Roth</a>	Invoice	12/28/2023	Pay Period 12/29/23 ICMA Roth IRA Plan#70...	0.00	285.00	

Bank Code PAYROLL Summary

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

## Fund Summary

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



Park District of Highland Park, IL

# Check Register

Packet: APPKT03911 - P-Card Statement 11/8/23-12/7/23 Payment

By Vendor DBA Name

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Bank Code: AP-AP BANK						
10313	BOA P-CARD STATEMENTS	12/07/2023	Bank Draft	0.00	198,094.97	DFT0004547
<a href="#">120723</a>	Invoice	12/07/2023	P-Card with PA	0.00	198,094.97	

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	198,094.97
EFT's	0	0	0.00	0.00
	1	1	0.00	198,094.97

## Fund Summary

Fund	Name	Period	Amount
99	POOLED CASH FUND	12/2023	198,094.97
			<u>198,094.97</u>



Park District of Highland Park, IL

# Payment Reversal Register

APPKT03940 - 1/12/24 Void Check#190118 Absolute Home

Payables Left To Pay Again

Vendor Set: 01 - Vendor Set 01

Bank: AP - AP BANK

Vendor Number	Vendor Name				Total Vendor Amount
<a href="#">10034</a>	ABSOLUTE HOME IMPROVEMENTS				-28,528.00
Payment Type	Payment Number	Original Payment Date	Reversal Date	Payment Amount	
Check	<a href="#">190118</a>	01/12/2024	01/12/2024	-28,528.00	
Payable Number:		Description	Payable Date	Due Date	Payable Amount
<a href="#">Inv# 2</a>		Cunniff Park Maintenance Building Restroom Improv.	12/10/2023	12/31/2023	17,278.00
<a href="#">Invoice 1</a>		Danny Cunniff Pond-Remove concrete and rebars	12/10/2023	12/31/2023	7,500.00
<a href="#">Invoice #2</a>		Danny Cunniff Pond-Provide rip-rap stones/boulders	12/10/2023	12/31/2023	3,750.00

Bank Code Summary

Bank Code	Canceled Payables	Payables Left To Pay Again	Total
AP	0.00	-28,528.00	-28,528.00
Report Total:	0.00	-28,528.00	-28,528.00



Park District of Highland Park, IL

# Payment Reversal Register

APPKT03904 - 12/19/23 Void Check# 190070

## Canceled Payables

Vendor Set: 01 - Vendor Set 01

Bank: AP - AP BANK

Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">20558</a>	KELLY GILLETTE					-786.82
Payment Type	Payment Number	Original Payment Date	Reversal Date	Cancel Date	Payment Amount	
Check	<a href="#">190070</a>	12/08/2023	12/19/2023	12/19/2023	-786.82	
Payable Number:		Description	Payable Date	Due Date	Payable Amount	
<a href="#">120423</a>		Reimbursement-competition & travel expenses	12/04/2023	12/08/2023	786.82	

**Bank Code Summary**

Bank Code	Canceled Payables	Payables Left To Pay Again	Total
AP	-786.82	0.00	-786.82
<b>Report Total:</b>	<b>-786.82</b>	<b>0.00</b>	<b>-786.82</b>





Canceled Payables

Vendor Set: 01 - Vendor Set 01

Bank: AP - AP BANK

Vendor Number	Vendor Name				Total Vendor Amount
<a href="#">15147</a>	ABC BUSINESS FORMS INC				-167.98
Payment Type	Payment Number	Original Payment Date	Reversal Date	Cancel Date	Payment Amount
Check	<a href="#">189983</a>	11/30/2023	12/19/2023	12/19/2023	-167.98
Payable Number:	Description	Payable Date	Due Date	Payable Amount	
<a href="#">279395</a>	Winter Registration Mesh Banners w/Wind Slits	10/23/2023	11/30/2023	167.98	

**Bank Code Summary**

Bank Code	Canceled Payables	Payables Left To Pay Again	Total
AP	-167.98	0.00	-167.98
<b>Report Total:</b>	<b>-167.98</b>	<b>0.00</b>	<b>-167.98</b>



Park District of Highland Park, IL

## DISTRICT WIDE

# Income Statement

Current Period Ending 12/31/2023

Type	Month		Year To Date			Annual Budget	Prior Year	
	Actual	Budget	Actual	Budget	Variance Favorable (Unfavorable)		Month	YTD
Revenue								
100 - PROGRAMS	24,701.71	126,779.36	3,594,021.40	3,191,011.99	403,009.41	3,191,011.99	-162,188.29	3,281,875.52
110 - CAMPS	13,677.20	13,661.92	1,716,298.72	1,892,552.79	-176,254.07	1,892,552.79	20,243.25	1,761,332.39
120 - LESSONS	26,753.22	32,715.30	546,140.53	492,376.50	53,764.03	492,376.50	28,947.22	528,203.82
130 - SPECIAL EVENTS	4,287.00	11,153.20	74,121.29	131,853.00	-57,731.71	131,853.00	5,272.55	79,293.26
410 - TAX	168,839.86	93,702.10	15,173,734.06	14,720,156.20	453,577.86	14,720,156.20	261,787.06	14,581,711.96
420 - FEES & CHARGES	64,436.08	34,164.76	3,101,607.33	2,582,599.57	519,007.76	2,582,599.57	29,739.14	2,668,888.92
440 - MEMBERSHIPS	113,165.60	62,207.45	1,310,409.67	893,518.36	416,891.31	893,518.36	74,547.89	844,759.46
450 - RENTALS	90,694.02	75,587.83	1,521,988.90	1,268,593.98	253,394.92	1,268,593.98	39,203.15	1,296,320.56
460 - MERCHANDISING	6,480.49	1,462.02	181,375.73	119,463.50	61,912.23	119,463.50	2,206.03	160,167.61
470 - INTEREST INCOME	97,628.36	3,599.10	1,105,839.20	43,000.00	1,062,839.20	43,000.00	89,712.88	408,968.35
480 - MISCELLANEOUS INCOME	2,986.99	556,248.85	245,221.54	1,809,883.22	-1,564,661.68	1,809,883.22	46,526.44	639,040.62
500 - LEASE	0.00	0.00	0.00	0.00	0.00	0.00	43,876.00	43,876.00
510 - OTHER INCOME	49,058.50	343,439.00	87,742.00	368,078.00	-280,336.00	368,078.00	89,100.72	389,990.91
Total Revenue:	662,709.03	1,354,720.89	28,658,500.37	27,513,087.11	1,145,413.26	27,513,087.11	568,974.04	26,684,429.38
Expense								
100 - PROGRAMS	255,674.40	162,225.05	1,770,648.66	1,717,096.49	-53,552.17	1,717,096.49	237,451.03	1,610,458.54
110 - CAMPS	4,007.68	10,523.39	926,106.69	1,015,437.03	89,330.34	1,015,437.03	7,125.68	844,512.88
120 - LESSONS	31,094.93	20,634.76	274,783.79	270,640.47	-4,143.32	270,640.47	31,862.99	251,788.19
130 - SPECIAL EVENTS	15,037.27	14,519.06	111,252.42	185,843.88	74,591.46	185,843.88	9,689.43	152,960.71
440 - MEMBERSHIPS	18,996.85	12,678.37	123,357.26	152,040.12	28,682.86	152,040.12	17,511.38	106,335.29
610 - SALARIES & WAGES	1,150,466.49	1,178,892.21	8,797,166.11	9,150,363.81	353,197.70	9,150,363.81	1,076,794.38	7,860,605.86
620 - CONTRACTUAL SERVICES	493,684.61	479,981.51	3,098,379.85	4,200,987.52	1,102,607.67	4,200,987.52	596,133.38	3,589,724.83
630 - INSURANCE	179,987.20	317,526.35	2,056,373.90	2,308,794.17	252,420.27	2,308,794.17	353,404.87	1,879,030.41
640 - MATERIALS & SUPPLIES	36,519.55	57,674.00	635,459.84	637,723.01	2,263.17	637,723.01	141,627.49	627,927.71
650 - MAINTENANCE & LANDSCAPING CONTRACTS	55,123.15	22,180.86	566,888.61	514,617.04	-52,271.57	514,617.04	75,065.87	531,735.09
660 - UTILITIES	143,295.35	123,709.11	1,000,874.82	1,028,048.56	27,173.74	1,028,048.56	177,287.56	893,100.36
670 - PENSION CONTRIBUTIONS	92,189.33	103,524.66	718,830.77	791,637.20	72,806.43	791,637.20	83,144.04	638,091.45
680 - COST OF GOODS SOLD	7,525.84	731.29	97,800.69	57,835.00	-39,965.69	57,835.00	-6,374.98	83,218.29
710 - DEBT RETIREMENT	2,800,825.00	2,800,350.00	3,342,125.00	3,342,200.00	75.00	3,342,200.00	2,693,150.00	3,312,460.27
720 - CAPITAL OUTLAY	1,121,593.88	628,378.52	7,868,480.20	12,044,232.00	4,175,751.80	12,044,232.00	4,079,701.91	8,019,168.88
Total Expense:	6,406,021.53	5,933,529.14	31,388,528.61	37,417,496.30	6,028,967.69	37,417,496.30	9,573,575.03	30,401,118.76
Report Total:	-5,743,312.50	-4,578,808.25	-2,730,028.24	-9,904,409.19	7,174,380.95	-9,904,409.19	-9,004,600.99	-3,716,689.38

## Fund Summary

Fund	Month		Year To Date		Variance Favorable (Unfavorable)	Annual Budget	Prior Year	
	Actual	Budget	Actual	Budget			Month	YTD
01 - GENERAL CORPORATE	-609,404.98	-792,079.81	1,253,502.75	-298,061.52	1,551,564.27	-298,061.52	-863,411.67	1,112,457.09
25 - SPECIAL RECREATION	5,597.62	-163,998.88	570,163.15	502,044.64	68,118.51	502,044.64	-164,175.52	568,471.19
29 - RECREATION	-1,036,931.15	-941,367.70	5,111,992.83	2,863,500.69	2,248,492.14	2,863,500.69	-1,272,850.16	4,265,565.73
60 - DEBT SERVICE	-2,784,071.42	-2,766,843.86	-1,674,185.74	-1,664,778.22	-9,407.52	-1,664,778.22	-2,649,176.88	-1,676,831.74
70 - CAPITAL PROJECTS	-1,318,502.57	85,482.00	-7,991,501.23	-11,307,114.78	3,315,613.55	-11,307,114.78	-4,054,986.76	-7,986,351.65
<b>Report Total:</b>	<b>-5,743,312.50</b>	<b>-4,578,808.25</b>	<b>-2,730,028.24</b>	<b>-9,904,409.19</b>	<b>7,174,380.95</b>	<b>-9,904,409.19</b>	<b>-9,004,600.99</b>	<b>-3,716,689.38</b>

Debt Service Fund and Special Recreation Funds: Tracking as expected.

General Fund: Interest income is above budget with continued increased rates. Salary and wages, insurance and pension costs are trending low due to open positions earlier in the year. Contractual services were largely under-budget due to professional fees, safety services, contingencies, marketing/special projects, education and training, computer expense, and staff development. Materials and supplies are largely under budget due to Parks, and general materials and supplies. Maintenance and landscaping contracts are under budget largely due to miscellaneous equipment not yet being purchased (\$12,000). Utilities are largely under budget due to natural gas use as a warm fall and mild winter attributed to savings. Another \$10,000 is due to a city water adjustment.

Recreation Fund: Program revenue is showing a favorable variance due to childhood enrichment programming (\$50,000), youth art (\$22,000), youth dance (\$56,000) and \$23,000 for new programs like dog training and stream. Additionally, tennis is showing a \$205,000 favorable difference. Athletics is showing a \$29,000 surplus in boys travel, \$17,000 variance in hitting league, and martial arts is also at a \$12,000 surplus. Finally, personal training is a \$35,000 permanent surplus. Lessons is showing a surplus due to swim lessons being over budget by \$48,000. Fees and charges are showing a surplus due to permanent tee times at SVGC for \$17,000, greens fees of \$470,000, and loyalty club at \$14,000. Also, daily fees at the Rec center exceeded the budget by \$20,000. Range bucket sales exceeded budgeted by \$36,000. Finally, open pickle-ball exceeded budget by \$10,000. Membership favorable variance is largely due to the rec center and new memberships at \$249,000 and group exercise at \$102,000. Additionally, memberships at tennis are \$40,000 more than budget, with over 1,000 memberships sold. Season memberships at HCAP are at a \$13,000 surplus. Aquatics memberships are at \$13,000 over budget. Rentals are showing a favorable variance. This is largely due to prime tennis at \$41,000, CIA with using more ice than budgeted (\$29,000), golf carts at \$129,000, and building rental at Rosewood (\$17,000) and WRC at \$12,000. Merchandising is showing a surplus due to the high level of golf ball sales \$29,000 and \$29,000 in golf accessory sales with surplus visitors. Interest income was not budgeted for in this fund, but must be allocated between the rec and general funds. This is a \$550,000 variance. Miscellaneous income is \$83,000 over budget due to unbudgeted sponsorships at several facilities. SMILE donations of \$41,000 were collected from the Foundation that were not budgeted. Special events expenses are largely under budget due to the minimal expenses for the independence day event (\$54,000). Membership expense is largely due to group exercise wages being under budget.

Capital Fund: Interest on the bond money was not budgeted for in the 470 account. Other income is impact fees. Those are not budgeted for. Significantly under budget is contractual services as capital projects budgeted for in 2023 did not all come to fruition. Finally, capital projects budgeted did not all come to fruition in 2023.



Park District of Highland Park, IL

## Income Statement

Current Period Ending 12/31/2023

### 01 - GENERAL FUND

Type	Month		Year To Date			Annual Budget	Prior Year	
	Actual	Budget	Actual	Budget	Variance Favorable (Unfavorable)		Month	YTD
Revenue								
410 - TAX	83,130.72	60,195.96	6,654,399.39	6,419,591.85	234,807.54	6,419,591.85	141,144.30	6,441,348.54
420 - FEES & CHARGES	2,377.85	2,304.90	43,324.77	35,400.00	7,924.77	35,400.00	2,067.29	38,722.45
450 - RENTALS	0.00	0.00	9,170.60	0.00	9,170.60	0.00	0.00	0.00
460 - MERCHANDISING	0.00	21.78	301.28	396.00	-94.72	396.00	0.00	0.00
470 - INTEREST INCOME	30,294.24	3,599.10	280,164.63	43,000.00	237,164.63	43,000.00	-80,346.81	69,926.18
480 - MISCELLANEOUS INCOME	2,403.00	1,004.40	59,731.53	54,551.00	5,180.53	54,551.00	15,876.39	76,763.66
500 - LEASE	0.00	0.00	0.00	0.00	0.00	0.00	43,876.00	43,876.00
510 - OTHER INCOME	0.00	0.00	0.00	0.00	0.00	0.00	0.00	20,000.00
Total Revenue:	118,205.81	67,126.14	7,047,092.20	6,552,938.85	494,153.35	6,552,938.85	122,617.17	6,690,636.83
Expense								
610 - SALARIES & WAGES	425,483.98	484,045.89	3,039,389.11	3,471,802.45	432,413.34	3,471,802.45	437,613.23	2,856,235.34
620 - CONTRACTUAL SERVICES	124,454.86	84,988.81	991,069.38	1,229,881.08	238,811.70	1,229,881.08	205,554.00	1,001,807.02
630 - INSURANCE	91,170.28	180,393.53	1,028,844.79	1,292,998.04	264,153.25	1,292,998.04	176,760.99	950,837.87
640 - MATERIALS & SUPPLIES	6,786.88	36,369.37	253,344.97	283,165.50	29,820.53	283,165.50	85,709.74	297,083.46
650 - MAINTENANCE & LANDSCAPING CONTRACTS	16,494.88	9,599.29	95,558.82	122,788.04	27,229.22	122,788.04	11,035.44	86,161.50
660 - UTILITIES	28,859.00	24,521.67	132,881.40	165,099.16	32,217.76	165,099.16	35,686.20	153,211.39
670 - PENSION CONTRIBUTIONS	34,360.91	39,287.39	252,500.98	285,266.10	32,765.12	285,266.10	33,669.24	232,843.16
Total Expense:	727,610.79	859,205.95	5,793,589.45	6,851,000.37	1,057,410.92	6,851,000.37	986,028.84	5,578,179.74
Report Total:	-609,404.98	-792,079.81	1,253,502.75	-298,061.52	1,551,564.27	-298,061.52	-863,411.67	1,112,457.09

Interest income is above budget with continued increased rates.

Salary and wages, insurance and pension costs are trending low due to open positions earlier in the year.

Contractual services were largely under-budget due to professional fees, safety services, contingencies, marketing/special projects, education and training, computer expense, and staff development.

Materials and supplies are largely under budget due to Parks, and general materials and supplies.

Maintenance and landscaping contracts are under budget largely due to miscellaneous equipment not yet being purchased (\$12,000).

Utilities are largely under budget due to natural gas use as a warm fall and mild winter attributed to savings. Another \$10,000 is due to a city water adjustment.



Park District of Highland Park, IL

# Income Statement

Current Period Ending 12/31/2023

## 25 - SPECIAL RECREATION

Type	Month		Year To Date		Variance Favorable (Unfavorable)	Annual Budget	Prior Year	
	Actual	Budget	Actual	Budget			Month	YTD
Revenue								
410 - TAX	9,826.26	0.00	972,566.89	931,842.40	40,724.49	931,842.40	-23,106.55	939,267.86
Total Revenue:	9,826.26	0.00	972,566.89	931,842.40	40,724.49	931,842.40	-23,106.55	939,267.86
Expense								
620 - CONTRACTUAL SERVICES	4,228.64	163,998.88	402,403.74	429,797.76	27,394.02	429,797.76	141,068.97	370,796.67
Total Expense:	4,228.64	163,998.88	402,403.74	429,797.76	27,394.02	429,797.76	141,068.97	370,796.67
Report Total:	5,597.62	-163,998.88	570,163.15	502,044.64	68,118.51	502,044.64	-164,175.52	568,471.19

Fund is tracking as expected.



Park District of Highland Park, IL

## 29 - RECREATION FUND

# Income Statement

Current Period Ending 12/31/2023

Type	Month		Year To Date			Annual Budget	Prior Year	
	Actual	Budget	Actual	Budget	Variance Favorable (Unfavorable)		Month	YTD
Revenue								
100 - PROGRAMS	24,701.71	126,779.36	3,594,021.40	3,191,011.99	403,009.41	3,191,011.99	-162,188.29	3,281,875.52
110 - CAMPS	13,677.20	13,661.92	1,716,298.72	1,892,552.79	-176,254.07	1,892,552.79	20,243.25	1,761,332.39
120 - LESSONS	26,753.22	32,715.30	546,140.53	492,376.50	53,764.03	492,376.50	28,947.22	528,203.82
130 - SPECIAL EVENTS	4,287.00	11,153.20	74,121.29	131,853.00	-57,731.71	131,853.00	5,272.55	79,293.26
410 - TAX	59,129.30	0.00	5,878,828.52	5,691,300.17	187,528.35	5,691,300.17	99,776.19	5,565,467.03
420 - FEES & CHARGES	62,058.23	31,859.86	3,058,282.56	2,547,199.57	511,082.99	2,547,199.57	27,671.85	2,630,166.47
440 - MEMBERSHIPS	113,165.60	62,207.45	1,310,409.67	893,518.36	416,891.31	893,518.36	74,547.89	844,759.46
450 - RENTALS	90,694.02	75,587.83	1,512,818.30	1,268,593.98	244,224.32	1,268,593.98	39,203.15	1,296,320.56
460 - MERCHANDISING	6,480.49	1,440.24	181,074.45	119,067.50	62,006.95	119,067.50	2,206.03	160,167.61
470 - INTEREST INCOME	57,475.77	0.00	550,374.14	0.00	550,374.14	0.00	128,075.85	128,075.85
480 - MISCELLANEOUS INCOME	583.99	5,244.45	125,722.20	42,805.00	82,917.20	42,805.00	3,506.68	117,633.59
510 - OTHER INCOME	23,183.50	43,439.00	46,367.00	68,078.00	-21,711.00	68,078.00	4,097.63	52,631.57
Total Revenue:	482,190.03	404,088.61	18,594,458.78	16,338,356.86	2,256,101.92	16,338,356.86	271,360.00	16,445,927.13
Expense								
100 - PROGRAMS	255,674.40	162,225.05	1,770,648.66	1,717,096.49	-53,552.17	1,717,096.49	237,451.03	1,610,458.54
110 - CAMPS	4,007.68	10,523.39	926,106.69	1,015,437.03	89,330.34	1,015,437.03	7,125.68	844,512.88
120 - LESSONS	31,094.93	20,634.76	274,783.79	270,640.47	-4,143.32	270,640.47	31,862.99	251,788.19
130 - SPECIAL EVENTS	15,037.27	14,519.06	111,252.42	185,843.88	74,591.46	185,843.88	9,689.43	152,960.71
440 - MEMBERSHIPS	18,996.85	12,678.37	123,357.26	152,040.12	28,682.86	152,040.12	17,511.38	106,335.29
610 - SALARIES & WAGES	724,982.51	694,846.32	5,757,777.00	5,678,561.36	-79,215.64	5,678,561.36	639,181.15	5,004,370.52
620 - CONTRACTUAL SERVICES	128,022.08	93,975.82	1,116,166.59	1,194,308.68	78,142.09	1,194,308.68	120,095.26	1,221,353.74
630 - INSURANCE	88,816.92	137,132.82	1,027,529.11	1,015,796.13	-11,732.98	1,015,796.13	176,643.88	928,192.54
640 - MATERIALS & SUPPLIES	29,732.67	21,304.63	382,114.87	354,557.51	-27,557.36	354,557.51	55,917.75	330,844.25
650 - MAINTENANCE & LANDSCAPING CONTRACTS	38,628.27	12,581.57	471,329.79	391,829.00	-79,500.79	391,829.00	64,030.43	445,573.59
660 - UTILITIES	114,436.35	99,187.44	867,993.42	862,949.40	-5,044.02	862,949.40	141,601.36	739,888.97
670 - PENSION CONTRIBUTIONS	57,828.42	64,237.27	466,329.79	506,371.10	40,041.31	506,371.10	49,474.80	405,248.29
680 - COST OF GOODS SOLD	7,525.84	731.29	97,800.69	57,835.00	-39,965.69	57,835.00	-6,374.98	83,218.29
720 - CAPITAL OUTLAY	4,336.99	878.52	89,275.87	71,590.00	-17,685.87	71,590.00	0.00	55,615.60
Total Expense:	1,519,121.18	1,345,456.31	13,482,465.95	13,474,856.17	-7,609.78	13,474,856.17	1,544,210.16	12,180,361.40
Report Total:	-1,036,931.15	-941,367.70	5,111,992.83	2,863,500.69	2,248,492.14	2,863,500.69	-1,272,850.16	4,265,565.73

Fund Summary

Fund	Month		Year To Date		Variance Favorable (Unfavorable)	Annual Budget	Prior Year	
	Actual	Budget	Actual	Budget			Month	YTD
29 - RECREATION	-1,036,931.15	-941,367.70	5,111,992.83	2,863,500.69	2,248,492.14	2,863,500.69	-1,272,850.16	4,265,565.73
Report Total:	-1,036,931.15	-941,367.70	5,111,992.83	2,863,500.69	2,248,492.14	2,863,500.69	-1,272,850.16	4,265,565.73

Program revenue is showing a favorable variance due to childhood enrichment programming (\$50,000), youth art (\$22,000), youth dance (\$56,000) and \$23,000 for new programs like dog training and stream. Additionally, tennis is showing a \$205,000 favorable difference. Athletics is showing a \$29,000 surplus in boys travel, \$17,000 variance in hitting league, and martial arts is also at a \$12,000 surplus. Finally, personal training is a \$35,000 permanent surplus.

Lessons is showing a surplus due to swim lessons being over budget by \$48,000.

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

Fees and charges are showing a surplus due to permanent tee times at SVGC for \$17,000, greens fees of \$470,000, and loyalty club at \$14,000. Also, daily fees at the Rec center exceeded the budget by \$20,000. Range bucket sales exceeded budgeted by \$36,000. Finally, open pickleball exceeded budget by \$10,000.

Membership favorable variance is largely due to the rec center and new memberships at \$249,000 and group exercise at \$102,000. Additionally, memberships at tennis are \$40,000 more than budget, with over 1,000 memberships sold. Season memberships at HCAP are at a \$13,000 surplus. Aquatics memberships are at \$13,000 over budget.

Rentals are showing a favorable variance. This is largely due to prime tennis at \$41,000, CIA with using more ice than budgeted (\$29,000), golf carts at \$129,000, and building rental at Rosewood (\$17,000) and WRC at \$12,000.

Merchandising is showing a surplus due to the high level of golf ball sales \$29,000 and \$29,000 in golf accessory sales with surplus visitors.

Interest income was not budgeted for in this fund, but must be allocated between the rec and general funds. This is a \$550,000 variance.

Miscellaneous income is \$83,000 over budget due to unbudgeted sponsorships at several facilities. SMILE donations of \$41,000 were collected from the Foundation that were not budgeted.

Other income came in less than budgeted due to a timing difference of \$20,000 in management fees from the city for GLC.

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

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

Maintenance and landscaping contracts are over budget and an ordinance to transfer budget money is forthcoming. At CIA, building repairs are \$24,000 over budget and equipment repairs are \$37,000 over budget. Unbudgeted repairs include the dehumidifier, Zamboni issues, cooling system and generator. Equipment repairs are \$18,000 over budget at SVGC due to the rising costs of supplies.

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

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





Park District of Highland Park, IL

60 - DEBT SERVICE

Income Statement

Current Period Ending 12/31/2023

Type	Month		Year To Date		Variance Favorable (Unfavorable)	Annual Budget	Prior Year	
	Actual	Budget	Actual	Budget			Month	YTD
Revenue								
410 - TAX	16,753.58	33,506.14	1,667,939.26	1,677,421.78	-9,482.52	1,677,421.78	43,973.12	1,635,628.53
Total Revenue:	16,753.58	33,506.14	1,667,939.26	1,677,421.78	-9,482.52	1,677,421.78	43,973.12	1,635,628.53
Expense								
710 - DEBT RETIREMENT	2,800,825.00	2,800,350.00	3,342,125.00	3,342,200.00	75.00	3,342,200.00	2,693,150.00	3,312,460.27
Total Expense:	2,800,825.00	2,800,350.00	3,342,125.00	3,342,200.00	75.00	3,342,200.00	2,693,150.00	3,312,460.27
Report Total:	-2,784,071.42	-2,766,843.86	-1,674,185.74	-1,664,778.22	-9,407.52	-1,664,778.22	-2,649,176.88	-1,676,831.74

Fund is tracking as expected.



Park District of Highland Park, IL

## 70 - CAPITAL FUND

# Income Statement

Current Period Ending 12/31/2023

Type	Month		Year To Date			Annual Budget	Prior Year	
	Actual	Budget	Actual	Budget	Variance Favorable (Unfavorable)		Month	YTD
Revenue								
470 - INTEREST INCOME	9,858.35	0.00	275,300.43	0.00	275,300.43	0.00	41,983.84	210,966.32
480 - MISCELLANEOUS INCOME	0.00	550,000.00	59,767.81	1,712,527.22	-1,652,759.41	1,712,527.22	27,143.37	444,643.37
510 - OTHER INCOME	25,875.00	300,000.00	41,375.00	300,000.00	-258,625.00	300,000.00	85,003.09	317,359.34
Total Revenue:	35,733.35	850,000.00	376,443.24	2,012,527.22	-1,636,083.98	2,012,527.22	154,130.30	972,969.03
Expense								
620 - CONTRACTUAL SERVICES	236,979.03	137,018.00	588,740.14	1,347,000.00	758,259.86	1,347,000.00	129,415.15	995,767.40
720 - CAPITAL OUTLAY	1,117,256.89	627,500.00	7,779,204.33	11,972,642.00	4,193,437.67	11,972,642.00	4,079,701.91	7,963,553.28
Total Expense:	1,354,235.92	764,518.00	8,367,944.47	13,319,642.00	4,951,697.53	13,319,642.00	4,209,117.06	8,959,320.68
Report Total:	-1,318,502.57	85,482.00	-7,991,501.23	-11,307,114.78	3,315,613.55	-11,307,114.78	-4,054,986.76	-7,986,351.65

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

Budgeted revenue in miscellaneous income is \$200,000 for Park Ave grants, \$280,000 for Park Ave donations, \$150,000 for Cunniff pickleball donations, and \$1,000,000 of the budget is for Fink Memorial. The grant dollars will come in 2024, as may more Park Ave donations. The pickle-ball donations should also come in 2024.

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

Significantly under budget is contractual services as capital projects budgeted for in 2023 did not all come to fruition.

Finally, capital projects budgeted did not all come to fruition in 2023.



# RECREATION BY CENTER

Park District of Highland Park, IL

Account Type	Fiscal 2022 Total Budget	Fiscal 2022 YTD Activity	2023 Total Budget	2023 YTD Activity
<b>Fund: 29 - RECREATION</b>				
<b>Center: 11 - ADMINISTRATIVE</b>				
Revenue	\$ 5,390,269.73	\$ 5,751,230.98	\$5,732,520.17	6,512,143.53
Expense	\$ 5,420,948.66	\$ 6,142,216.31	\$5,547,576.13	2,784,784.10
Center: 11 - ADMINISTRATIVE Surplus (Deficit):	\$ (30,678.93)	\$ (390,985.33)	\$ 184,944.04	3,727,359.43
Net Revenue:	-0.57%	-6.80%	3.23%	57.24%
<b>Center: 24 - WEST RIDGE CENTER</b>				
Revenue	\$ 512,901.00	\$ 588,485.45	\$ 625,799.00	767,775.01
Expense	\$ 712,673.10	\$ 744,538.12	\$ 837,846.96	946,379.80
Center: 24 - WEST RIDGE CENTER Surplus (Deficit):	\$ (199,772.10)	\$ (156,052.67)	\$ (212,047.96)	\$ (178,604.79)
Net Revenue:	-38.95%	-26.52%	-33.88%	-23.26%
<b>Center: 26 - ATHLETICS</b>				
Revenue	\$ 1,011,527.00	\$ 1,182,200.81	\$1,048,253.99	1,126,438.31
Expense	\$ 963,107.28	\$ 1,049,262.94	\$1,019,270.68	1,037,582.34
Center: 26 - ATHLETICS Surplus (Deficit):	\$ 48,419.72	\$ 132,937.87	\$ 28,983.31	88,855.97
Net Revenue:	4.79%	11.24%	2.76%	7.89%
<b>Center: 28 - CAMPS</b>				
Revenue	\$ 1,057,804.00	\$ 867,338.78	\$ 945,309.00	962,161.15
Expense	\$ 759,992.47	\$ 610,064.81	\$ 622,557.33	577,503.19
Center: 28 - CAMPS Surplus (Deficit):	\$ 297,811.53	\$ 257,273.97	\$ 322,751.67	384,657.96
Net Revenue:	28.15%	29.66%	34.14%	39.98%
<b>Center: 29 - SPECIAL EVENTS</b>				
Revenue	\$ 67,170.00	\$ 49,495.70	\$ 67,028.00	34,248.75
Expense	\$ 161,006.41	\$ 144,602.12	\$ 177,961.55	121,503.54
Center: 29 - SPECIAL EVENTS Surplus (Deficit):	\$ (93,836.41)	\$ (95,106.42)	\$ (110,933.55)	\$ (87,254.79)
Net Revenue:	-139.70%	-192.15%	-165.50%	-254.77%
<b>Center: 31 - HIDDEN CREEK AQUAPARK</b>				
Revenue	\$ 398,865.00	\$ 384,752.45	\$ 435,327.00	458,276.18
Expense	\$ 543,764.76	\$ 590,195.51	\$ 605,397.89	593,096.74
Center: 31 - HIDDEN CREEK AQUAPARK Surplus (Deficit):	\$ (144,899.76)	\$ (205,443.06)	\$ (170,070.89)	\$ (134,820.56)
Net Revenue:	-36.33%	-53.40%	-39.07%	-29.42%
<b>Center: 32 - ROSEWOOD INTERPRETIVE CENTER</b>				
Revenue	\$ 167,507.00	\$ 188,947.24	\$ 169,347.00	141,219.30
Expense	\$ 126,823.89	\$ 128,020.53	\$ 119,888.92	95,239.14
Center: 32 - ROSEWOOD INTERPRETIVE CENTER Surplus (Deficit):	\$ 40,683.11	\$ 60,926.71	\$ 49,458.08	45,980.16
Net Revenue:	24.29%	32.25%	29.21%	32.56%

Account Type	Fiscal 2022 Total Budget	Fiscal 2022 YTD Activity	2023 Total Budget	2023 YTD Activity
<b>Center: 33 - ROSEWOOD BEACH</b>				
Revenue	\$ 193,825.00	\$ 164,376.90	\$ 178,540.00	180,531.10
Expense	\$ 280,643.81	\$ 217,564.95	\$ 268,908.94	238,143.54
<b>Center: 33 - ROSEWOOD BEACH Surplus (Deficit):</b>	<b>\$ (86,818.81)</b>	<b>\$ (53,188.05)</b>	<b>\$ (90,368.94)</b>	<b>\$ (57,612.44)</b>
<b>Net Revenue:</b>	<b>-44.79%</b>	<b>-32.36%</b>	<b>-50.62%</b>	<b>-31.91%</b>
<b>Center: 34 - PARK AVENUE</b>				
Revenue	\$ 268,507.00	\$ 243,278.62	\$ 261,290.00	239,469.28
Expense	\$ 260,750.62	\$ 293,415.79	\$ 265,847.68	128,664.07
<b>Center: 34 - PARK AVENUE Surplus (Deficit):</b>	<b>\$ 7,756.38</b>	<b>\$ (50,137.17)</b>	<b>\$ (4,557.68)</b>	<b>110,805.21</b>
<b>Net Revenue:</b>	<b>2.89%</b>	<b>-20.61%</b>	<b>-1.74%</b>	<b>46.27%</b>
<b>Center: 38 - ICE ARENA</b>				
Revenue	\$ 1,068,717.20	\$ 841,695.15	\$ 996,120.48	929,170.17
Expense	\$ 883,225.72	\$ 774,402.00	\$ 1,032,446.03	1,022,696.13
<b>Center: 38 - ICE ARENA Surplus (Deficit):</b>	<b>\$ 185,491.48</b>	<b>\$ 67,293.15</b>	<b>\$ (36,325.55)</b>	<b>\$ (93,525.96)</b>
<b>Net Revenue:</b>	<b>17.36%</b>	<b>7.99%</b>	<b>-3.65%</b>	<b>-10.07%</b>
<b>Center: 41 - MAINTENANCE</b>				
Expense	\$ 834,343.54	\$ 841,633.35	\$ 897,675.43	951,255.97
<b>Center: 41 - MAINTENANCE Total:</b>	<b>\$ 834,343.54</b>	<b>\$ 841,633.35</b>	<b>\$ 897,675.43</b>	<b>951,255.97</b>
<b>Net Revenue:</b>				
<b>Center: 42 - PRO SHOP</b>				
Revenue	\$ 1,689,725.00	\$ 2,222,841.28	\$ 1,929,231.00	2,629,522.48
Expense	\$ 613,503.82	\$ 707,460.78	\$ 694,153.85	783,651.60
<b>Center: 42 - PRO SHOP Surplus (Deficit):</b>	<b>\$ 1,076,221.18</b>	<b>\$ 1,515,380.50</b>	<b>\$ 1,235,077.15</b>	<b>1,845,870.88</b>
<b>Net Revenue:</b>	<b>63.69%</b>	<b>68.17%</b>	<b>64.02%</b>	<b>70.20%</b>
<b>Center: 49 - RECREATION CENTER ADMIN</b>				
Revenue	\$ 100,827.50	\$ 129,325.74	\$ 107,270.00	121,208.95
Expense	\$ 728,034.67	\$ 661,019.04	\$ 704,720.08	687,140.82
<b>Center: 49 - RECREATION CENTER ADMIN Surplus (Deficit):</b>	<b>\$ (627,207.17)</b>	<b>\$ (531,693.30)</b>	<b>\$ (597,450.08)</b>	<b>\$ (565,931.87)</b>
<b>Net Revenue:</b>	<b>-622.06%</b>	<b>-411.13%</b>	<b>-556.96%</b>	<b>-466.91%</b>
<b>Center: 51 - RECREATION CENTER FITNESS</b>				
Revenue	\$ 1,360,180.00	\$ 851,883.77	\$ 954,714.68	1,361,715.25
Expense	\$ 859,674.59	\$ 627,656.61	\$ 767,995.46	726,746.03
<b>Center: 51 - RECREATION CENTER FITNESS Surplus (Deficit):</b>	<b>\$ 500,505.41</b>	<b>\$ 224,227.16</b>	<b>\$ 186,719.22</b>	<b>634,969.22</b>
<b>Net Revenue:</b>	<b>36.80%</b>	<b>26.32%</b>	<b>19.56%</b>	<b>46.63%</b>
<b>Center: 53 - RECREATION CENTER AQUATICS</b>				
Revenue	\$ 184,612.50	\$ 259,366.20	\$ 235,643.75	284,309.36
Expense	\$ 308,079.11	\$ 337,121.74	\$ 335,706.89	326,722.60
<b>Center: 53 - RECREATION CENTER AQUATICS Surplus (Deficit):</b>	<b>\$ (123,466.61)</b>	<b>\$ (77,755.54)</b>	<b>\$ (100,063.14)</b>	<b>\$ (42,413.24)</b>
<b>Net Revenue:</b>	<b>-66.88%</b>	<b>-29.98%</b>	<b>-42.46%</b>	<b>-14.92%</b>

Account Type	Fiscal 2022 Total Budget	Fiscal 2022 YTD Activity	2023 Total Budget	2023 YTD Activity
<b>Center: 55 - INDOOR TENNIS</b>				
Revenue	\$ 1,278,727.00	\$ 1,594,703.94	\$1,754,621.79	2,087,005.21
Expense	\$ 1,063,959.35	\$ 1,068,473.37	\$1,379,971.25	1,388,917.45
<b>Center: 55 - INDOOR TENNIS Surplus (Deficit):</b>	<b>\$ 214,767.65</b>	<b>\$ 526,230.57</b>	<b>\$ 374,650.54</b>	<b>698,087.76</b>
<b>Net Revenue:</b>	<b>16.80%</b>	<b>33.00%</b>	<b>21.35%</b>	<b>33.45%</b>
<b>Center: 56 - OUTDOOR TENNIS</b>				
Revenue	\$ 263,561.10	\$ 312,218.93	\$ (5.00)	\$ -
Expense	\$ 204,743.97	\$ 215,476.23	\$ 33.00	\$ -
<b>Center: 56 - OUTDOOR TENNIS Surplus (Deficit):</b>	<b>\$ 58,817.13</b>	<b>\$ 96,742.70</b>	<b>\$ (38.00)</b>	<b>\$ -</b>
<b>Net Revenue:</b>	<b>22.32%</b>	<b>30.99%</b>	<b>760.00%</b>	<b>0.00%</b>
<b>Center: 61 - HELLER NATURE CENTER</b>				
Revenue	\$ 357,928.25	\$ 256,772.07	\$ 303,718.00	189,310.92
Expense	\$ 625,442.22	\$ 574,869.99	\$ 671,514.54	530,547.80
<b>Center: 61 - HELLER NATURE CENTER Surplus (Deficit):</b>	<b>\$ (267,513.97)</b>	<b>\$ (318,097.92)</b>	<b>\$ (367,796.54)</b>	<b>\$ (341,236.88)</b>
<b>Net Revenue:</b>	<b>-74.74%</b>	<b>-123.88%</b>	<b>-121.10%</b>	<b>-180.25%</b>
<b>Center: 74 - HPCC LEARNING CENTER</b>				
Revenue	\$ 585,953.00	\$ 528,852.97	\$ 546,750.00	523,586.83
Expense	\$ 538,786.24	\$ 476,548.22	\$ 532,296.56	492,098.33
<b>Center: 74 - HPCC LEARNING CENTER Surplus (Deficit):</b>	<b>\$ 47,166.76</b>	<b>\$ 52,304.75</b>	<b>\$ 14,453.44</b>	<b>31,488.50</b>
<b>Net Revenue:</b>	<b>8.05%</b>	<b>9.89%</b>	<b>2.64%</b>	<b>6.01%</b>
<b>Center: 76 - HPCC BUILDING</b>				
Revenue	\$ 38,874.58	\$ 28,160.15	\$ 46,878.00	46,367.00
Expense	\$ 38,872.78	\$ 28,160.15	\$ 46,367.00	49,792.76
<b>Center: 76 - HPCC BUILDING Surplus (Deficit):</b>	<b>\$ 1.80</b>	<b>\$ -</b>	<b>\$ 511.00</b>	<b>\$ (3,425.76)</b>
<b>Net Revenue:</b>	<b>0.00%</b>	<b>0.00%</b>	<b>1.09%</b>	<b>-7.39%</b>
<b>Fund: 29 - RECREATION Surplus (Deficit):</b>	<b>\$ 69,104.85</b>	<b>\$ 213,224.57</b>	<b>\$ (189,779.31)</b>	<b>5,111,992.83</b>
<b>Net Revenue:</b>	<b>0.43%</b>	<b>1.30%</b>	<b>-1.16%</b>	<b>27.49%</b>
<b>Report Surplus (Deficit):</b>	<b>\$ 69,104.85</b>	<b>\$ 213,224.57</b>	<b>\$ (189,779.31)</b>	<b>5,111,992.83</b>
<b>Net Revenue:</b>	<b>0.43%</b>	<b>1.30%</b>	<b>-1.16%</b>	<b>27.49%</b>



Sunset Valley Golf Course

	2022 Budget	2022 YTD Activity	2023 Budget	2023 YTD Activity
Revenue	1,689,725.00	2,222,841.28	1,929,231.00	2,629,522.48
Expense	1,447,847.36	1,549,094.13	1,591,829.28	1,734,907.57
<b>Report Surplus (Deficit):</b>	<b>241,877.64</b>	<b>673,747.15</b>	<b>337,401.72</b>	<b>894,614.91</b>

Recreation Center of HP

	2022 Budget	2022 YTD Activity	2023 Budget	2023 YTD Activity
Revenue	1,645,620.00	1,240,575.71	1,297,628.43	1,767,233.56
Expense	1,895,788.37	1,625,797.39	1,808,422.43	1,740,609.45
<b>Report Surplus (Deficit):</b>	<b>(250,168.37)</b>	<b>(385,221.68)</b>	<b>(510,794.00)</b>	<b>26,624.11</b>

Deer Creek Raquet Club

	2022 Budget	2022 YTD Activity	2023 Budget	2023 YTD Activity
Revenue	1,542,288.10	1,906,922.87	1,754,621.79	2,087,005.21
Expense	1,268,703.32	1,283,949.60	1,379,971.25	1,388,917.45
<b>Report Surplus (Deficit):</b>	<b>273,584.78</b>	<b>622,973.27</b>	<b>374,650.54</b>	<b>698,087.76</b>

Park District of Highland Park  
Investment Schedule  
December 31, 2023

12.31.23

Security	Type		Purchase Date	Maturity Date	Interest Rate	Purchase Price	Monthly Interest	Expected Interest
First Bank of Highland Park	CD	2,000,000.00	5/26/23	5/26/24	4.79%	2,000,000.00	7,983.33	94,800.00
First Bank of Highland Park	CD	1,000,000.00	12/1/23	12/1/24	5.20%	1,000,000.00	4,333.33	52,000.00
PMA	CD	974,085.22	7/13/23	1/11/24	5.35%	974,085.22	4,342.80	24,600.00
PMA	CD	948,200.00	9/13/23	9/12/24	5.38%	948,200.00	4,256.30	50,875.59
		4,922,285.22				4,922,285.22	20,915.76	222,275.59



# Revenue and Expense Charts by Center – December 2023

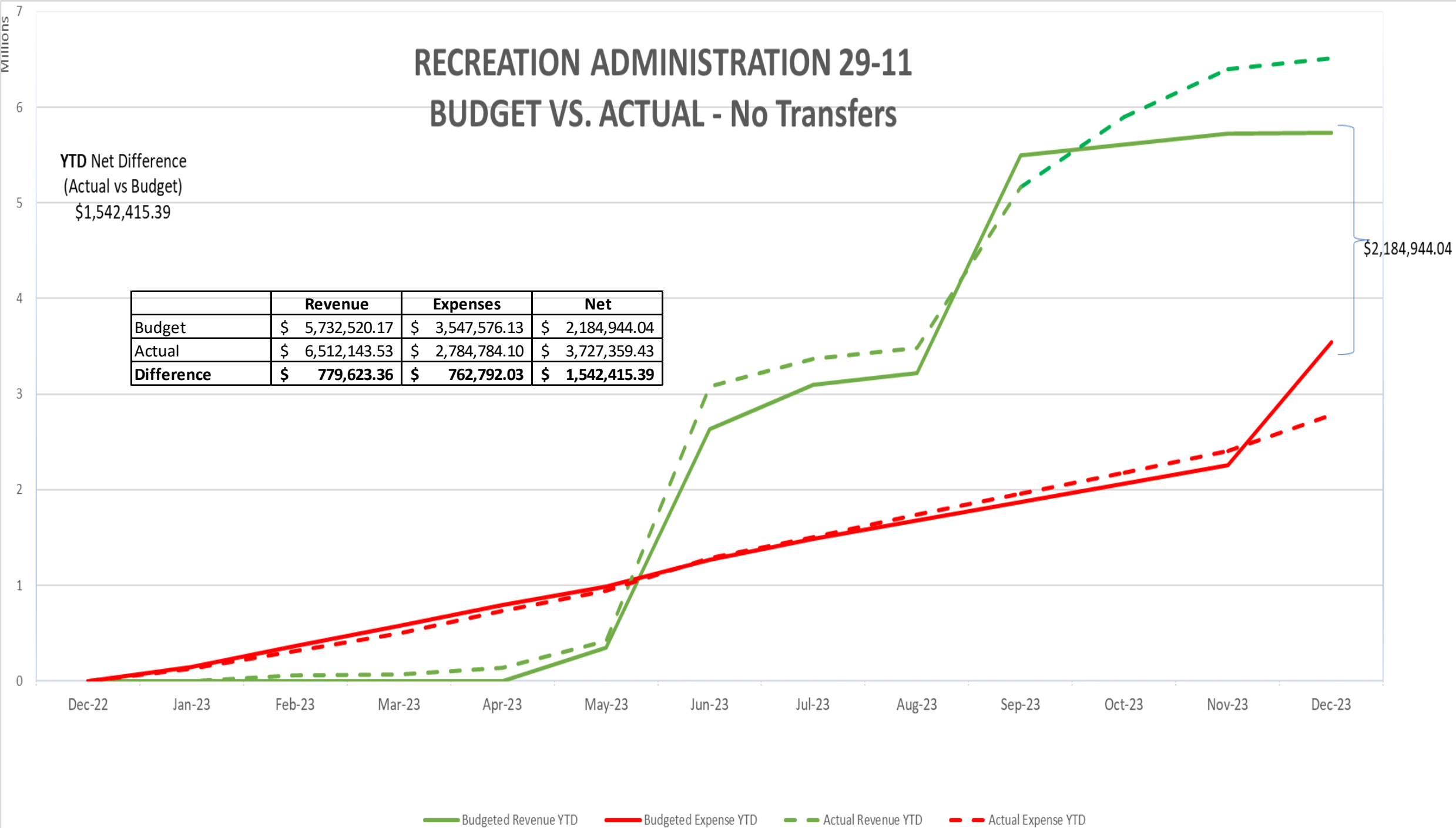


# RECREATION ADMINISTRATION 29-11

## BUDGET VS. ACTUAL - No Transfers

YTD Net Difference  
(Actual vs Budget)  
\$1,542,415.39

	Revenue	Expenses	Net
Budget	\$ 5,732,520.17	\$ 3,547,576.13	\$ 2,184,944.04
Actual	\$ 6,512,143.53	\$ 2,784,784.10	\$ 3,727,359.43
Difference	\$ 779,623.36	\$ 762,792.03	\$ 1,542,415.39



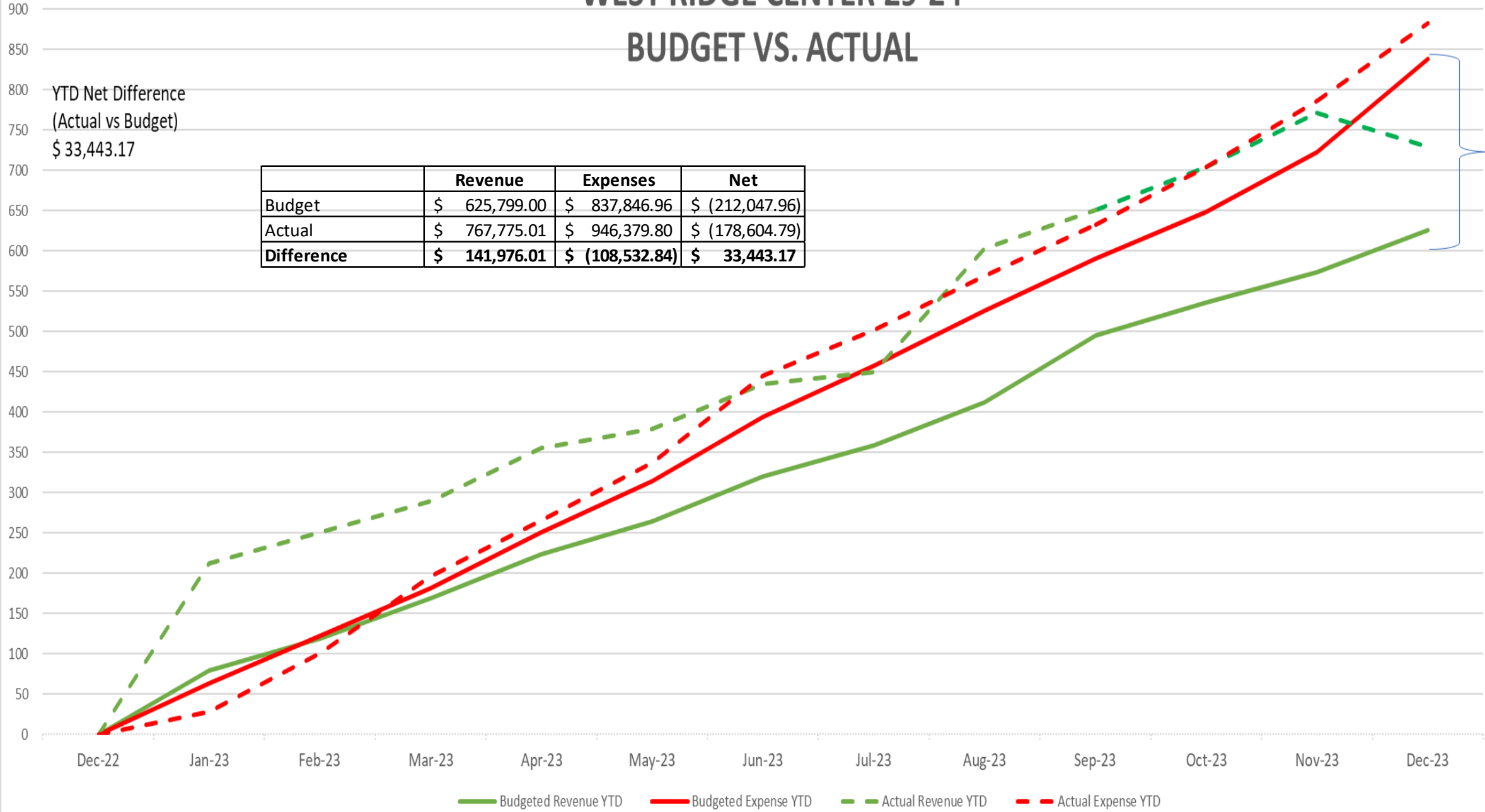
# WEST RIDGE CENTER 29-24

## BUDGET VS. ACTUAL

YTD Net Difference  
(Actual vs Budget)  
\$ 33,443.17

	Revenue	Expenses	Net
Budget	\$ 625,799.00	\$ 837,846.96	\$ (212,047.96)
Actual	\$ 767,775.01	\$ 946,379.80	\$ (178,604.79)
Difference	\$ 141,976.01	\$ (108,532.84)	\$ 33,443.17

(\$212,047.96)



# ATHLETICS 29-26

## BUDGET VS. ACTUAL

Thousands

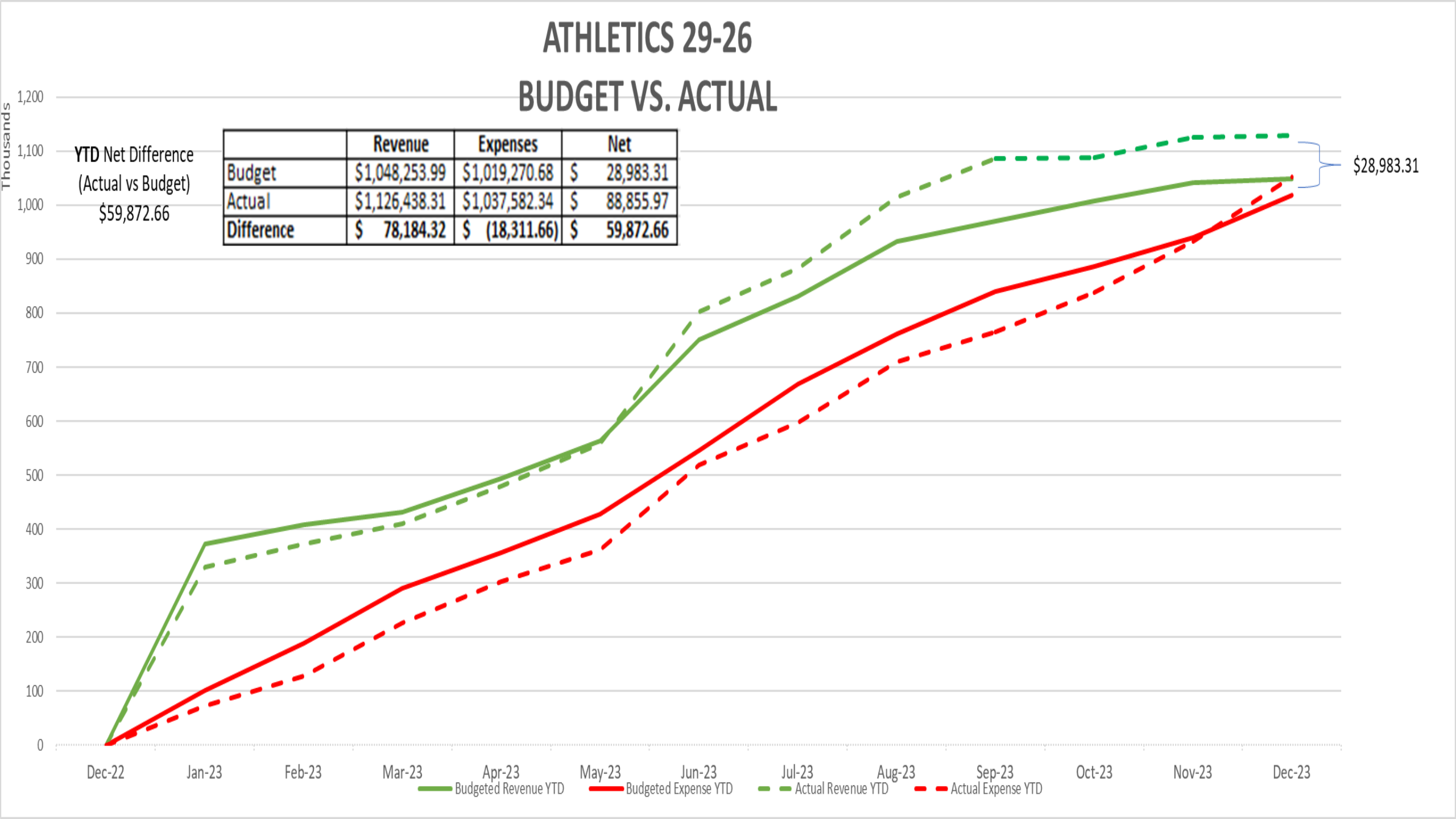
YTD Net Difference  
(Actual vs Budget)  
\$59,872.66

	Revenue	Expenses	Net
Budget	\$1,048,253.99	\$1,019,270.68	\$ 28,983.31
Actual	\$1,126,438.31	\$1,037,582.34	\$ 88,855.97
Difference	\$ 78,184.32	\$ (18,311.66)	\$ 59,872.66

\$28,983.31

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

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

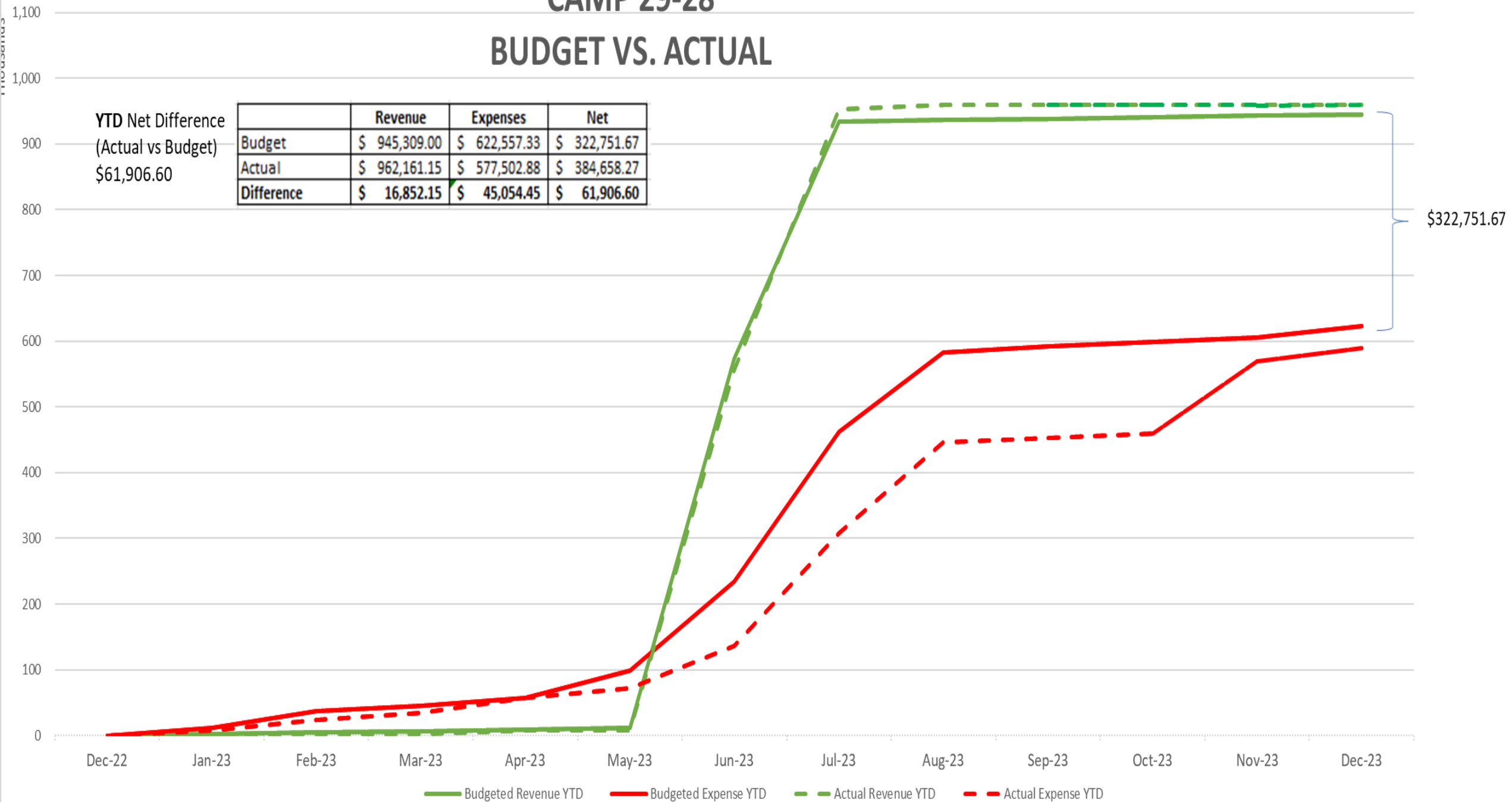


# CAMP 29-28

## BUDGET VS. ACTUAL

YTD Net Difference  
(Actual vs Budget)  
\$61,906.60

	Revenue	Expenses	Net
Budget	\$ 945,309.00	\$ 622,557.33	\$ 322,751.67
Actual	\$ 962,161.15	\$ 577,502.88	\$ 384,658.27
Difference	\$ 16,852.15	\$ 45,054.45	\$ 61,906.60

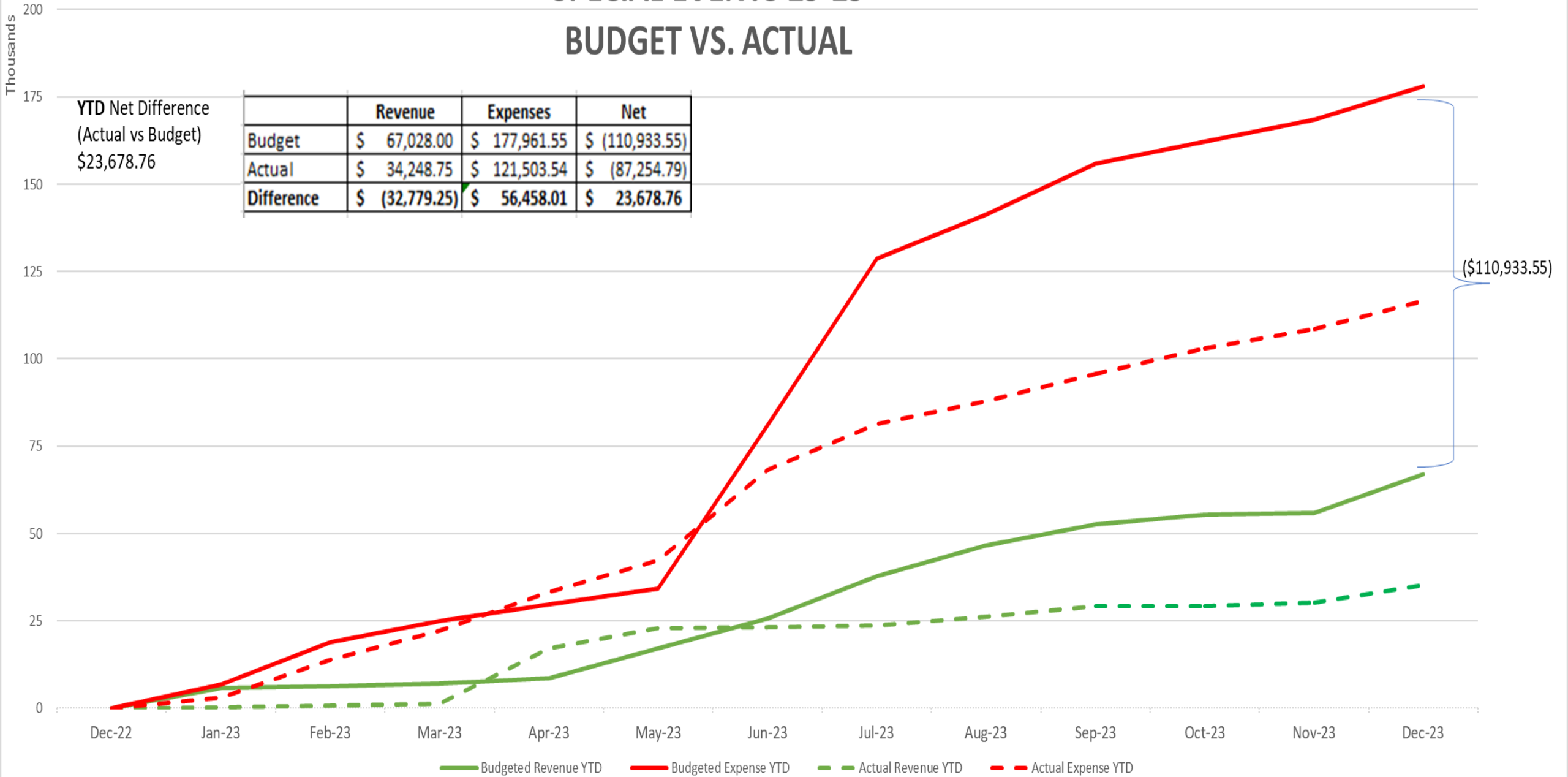


# SPECIAL EVENTS 29-29

## BUDGET VS. ACTUAL

YTD Net Difference  
(Actual vs Budget)  
\$23,678.76

	Revenue	Expenses	Net
Budget	\$ 67,028.00	\$ 177,961.55	\$ (110,933.55)
Actual	\$ 34,248.75	\$ 121,503.54	\$ (87,254.79)
Difference	\$ (32,779.25)	\$ 56,458.01	\$ 23,678.76



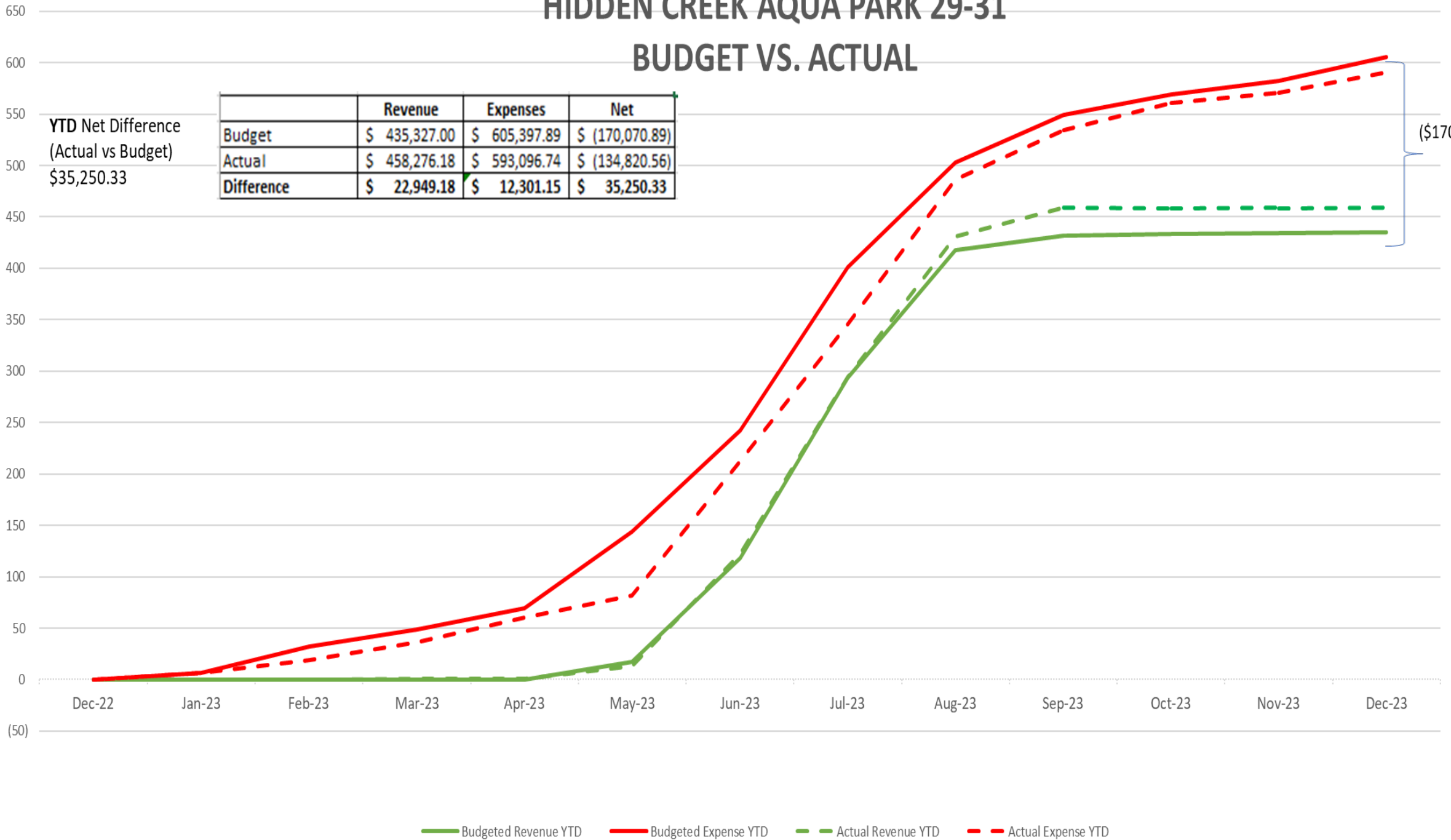
# HIDDEN CREEK AQUA PARK 29-31

## BUDGET VS. ACTUAL

YTD Net Difference  
(Actual vs Budget)  
\$35,250.33

	Revenue	Expenses	Net
Budget	\$ 435,327.00	\$ 605,397.89	\$ (170,070.89)
Actual	\$ 458,276.18	\$ 593,096.74	\$ (134,820.56)
Difference	\$ 22,949.18	\$ 12,301.15	\$ 35,250.33

(\$170,070.89)

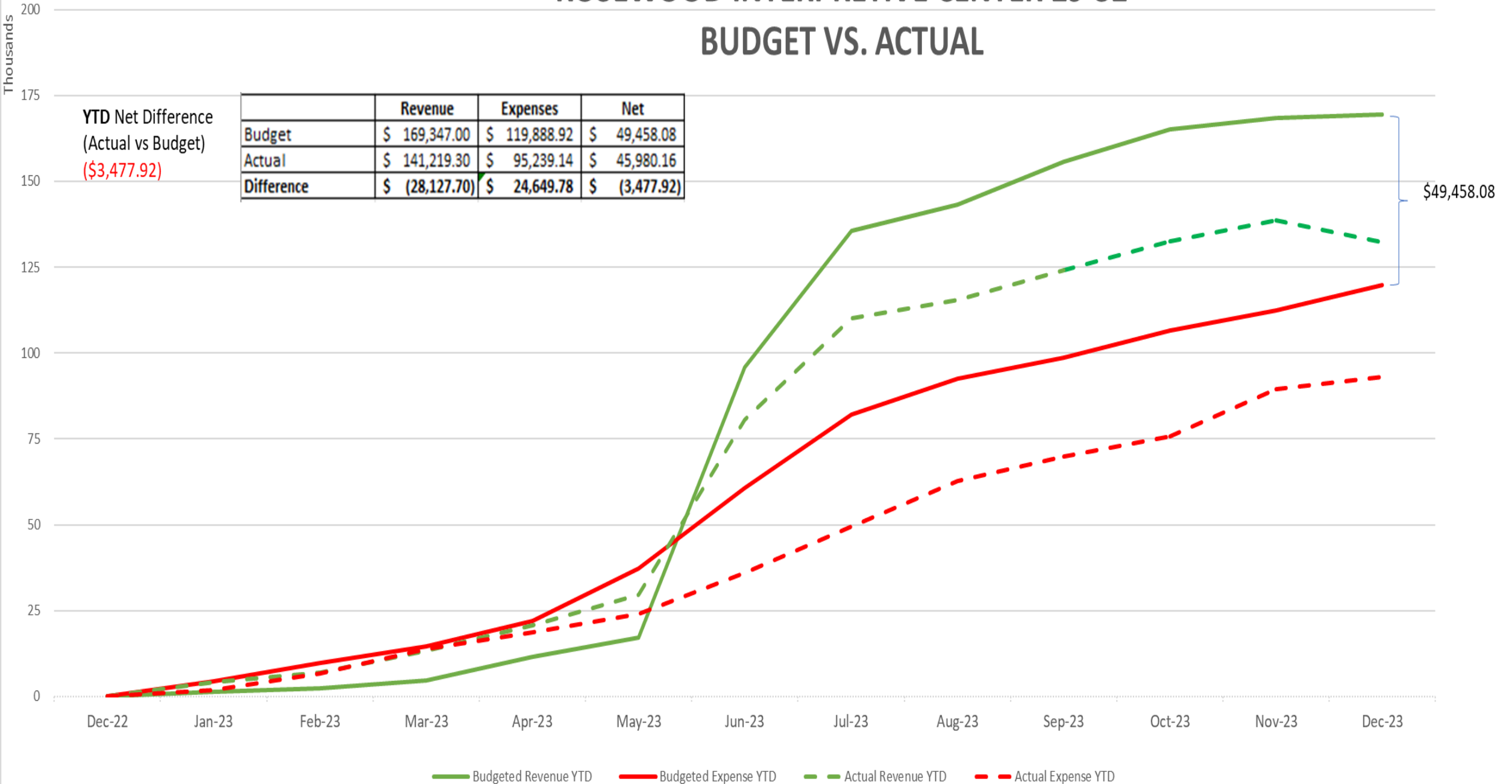


# ROSEWOOD INTERPRETIVE CENTER 29-32

## BUDGET VS. ACTUAL

YTD Net Difference  
(Actual vs Budget)  
(\$3,477.92)

	Revenue	Expenses	Net
Budget	\$ 169,347.00	\$ 119,888.92	\$ 49,458.08
Actual	\$ 141,219.30	\$ 95,239.14	\$ 45,980.16
Difference	\$ (28,127.70)	\$ 24,649.78	\$ (3,477.92)



# ROSEWOOD BEACH 29-33

## BUDGET VS. ACTUAL

YTD Net Difference  
(Actual vs Budget)  
\$ 32,756.50

	Revenue	Expenses	Net
Budget	\$ 178,540.00	\$ 268,908.94	\$ (90,368.94)
Actual	\$ 180,531.10	\$ 238,143.54	\$ (57,612.44)
Difference	\$ 1,991.10	\$ 30,765.40	\$ 32,756.50

(\$90,368.94)

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

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

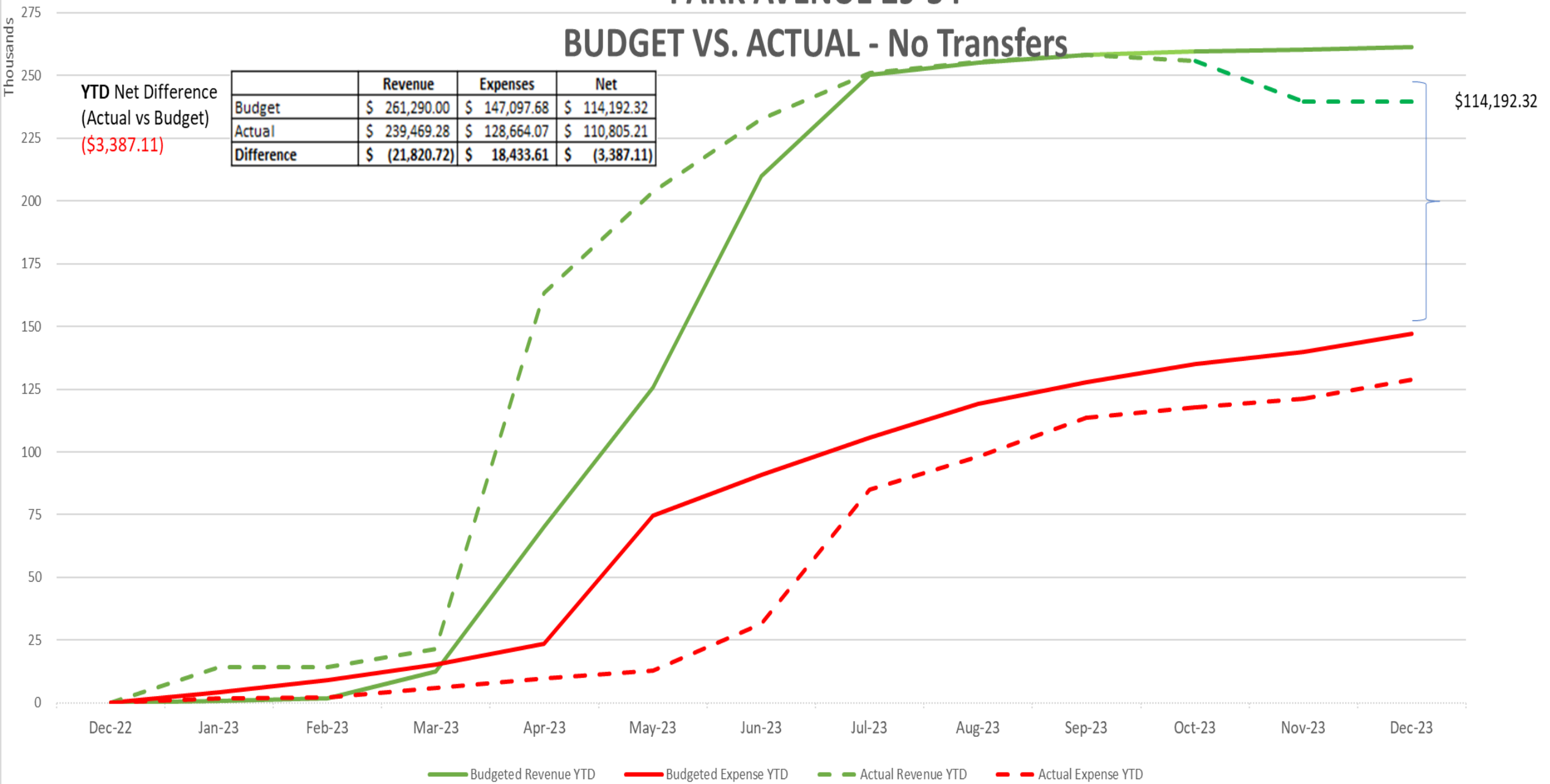


# PARK AVENUE 29-34

## BUDGET VS. ACTUAL - No Transfers

YTD Net Difference  
(Actual vs Budget)  
(\$3,387.11)

	Revenue	Expenses	Net
Budget	\$ 261,290.00	\$ 147,097.68	\$ 114,192.32
Actual	\$ 239,469.28	\$ 128,664.07	\$ 110,805.21
Difference	\$ (21,820.72)	\$ 18,433.61	\$ (3,387.11)

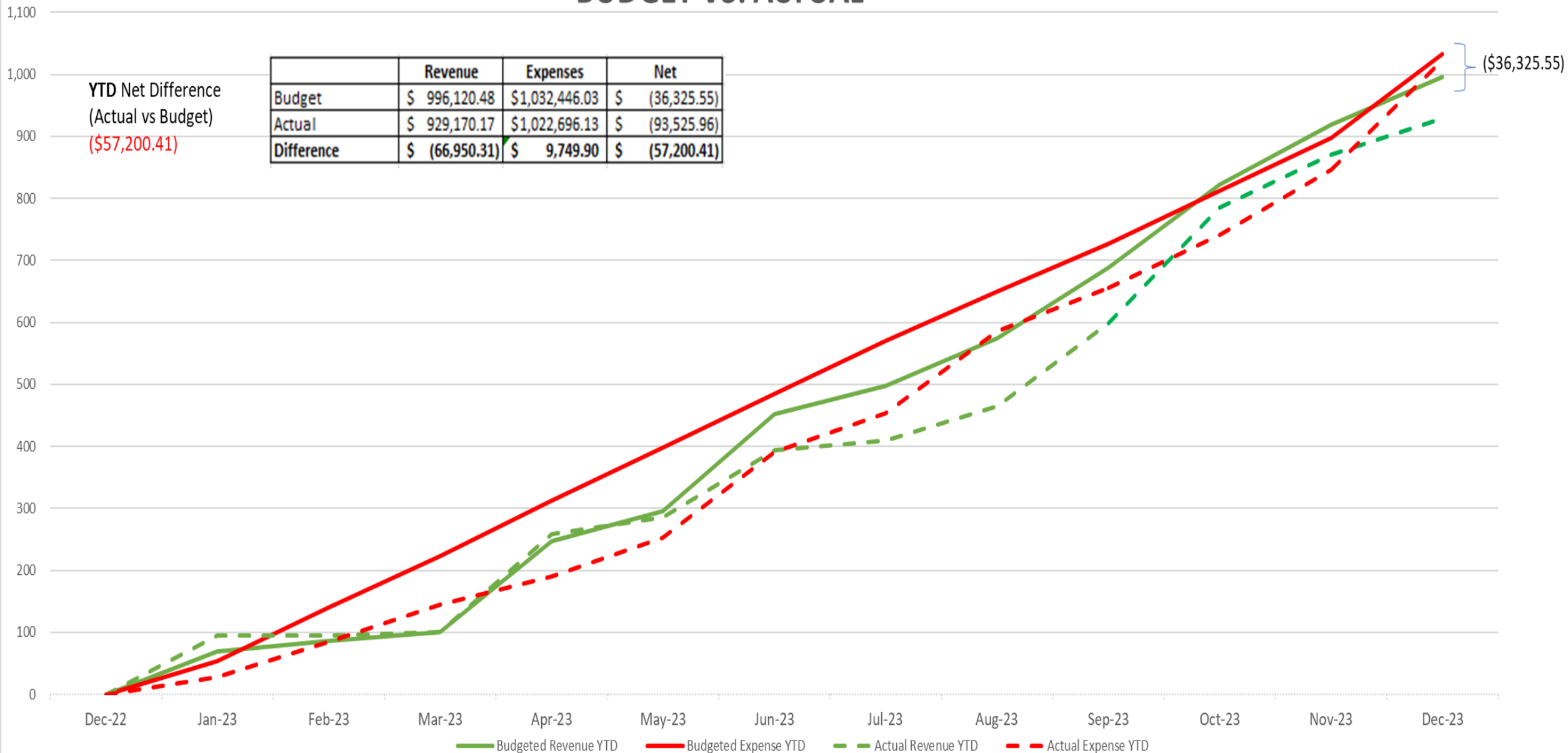


# CENTENNIAL 29-38

## BUDGET VS. ACTUAL

YTD Net Difference  
(Actual vs Budget)  
(\$57,200.41)

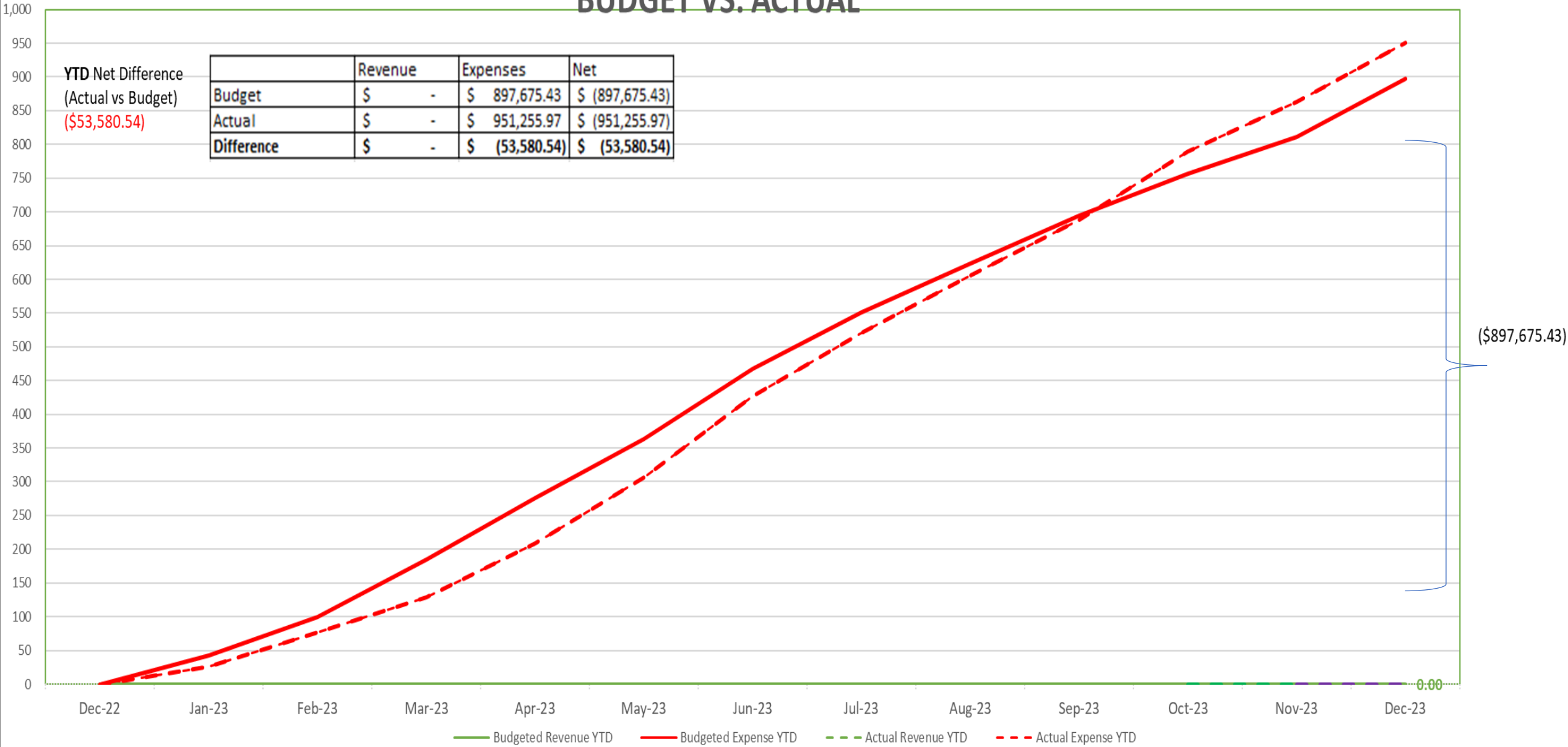
	Revenue	Expenses	Net
Budget	\$ 996,120.48	\$1,032,446.03	\$ (36,325.55)
Actual	\$ 929,170.17	\$1,022,696.13	\$ (93,525.96)
Difference	\$ (66,950.31)	\$ 9,749.90	\$ (57,200.41)



MAINTENANCE 29-41  
BUDGET VS. ACTUAL

YTD Net Difference  
(Actual vs Budget)  
(\$53,580.54)

	Revenue	Expenses	Net
Budget	\$ -	\$ 897,675.43	\$ (897,675.43)
Actual	\$ -	\$ 951,255.97	\$ (951,255.97)
Difference	\$ -	\$ (53,580.54)	\$ (53,580.54)

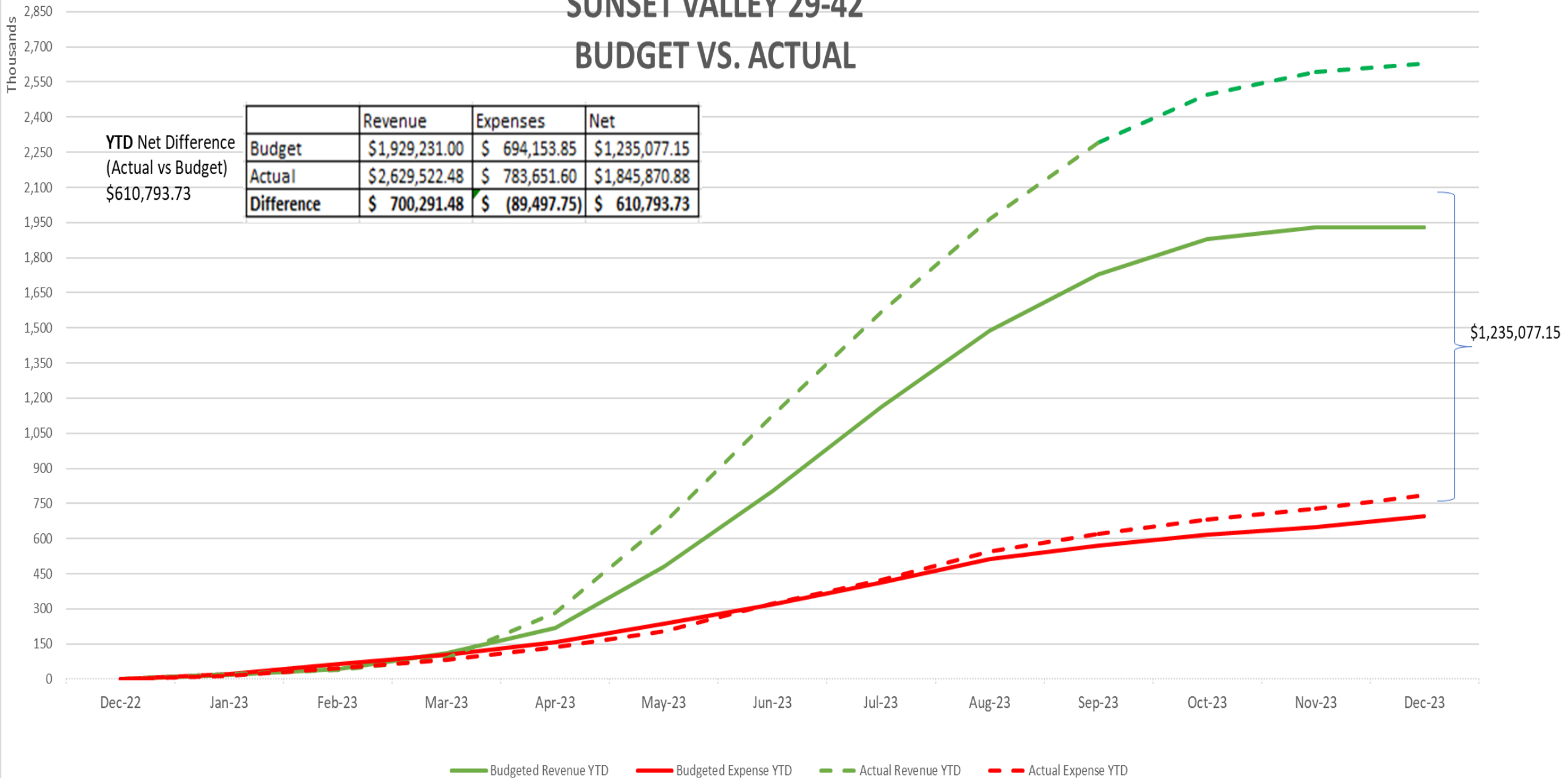


# SUNSET VALLEY 29-42

## BUDGET VS. ACTUAL

YTD Net Difference  
(Actual vs Budget)  
\$610,793.73

	Revenue	Expenses	Net
Budget	\$1,929,231.00	\$ 694,153.85	\$1,235,077.15
Actual	\$2,629,522.48	\$ 783,651.60	\$1,845,870.88
Difference	\$ 700,291.48	\$ (89,497.75)	\$ 610,793.73

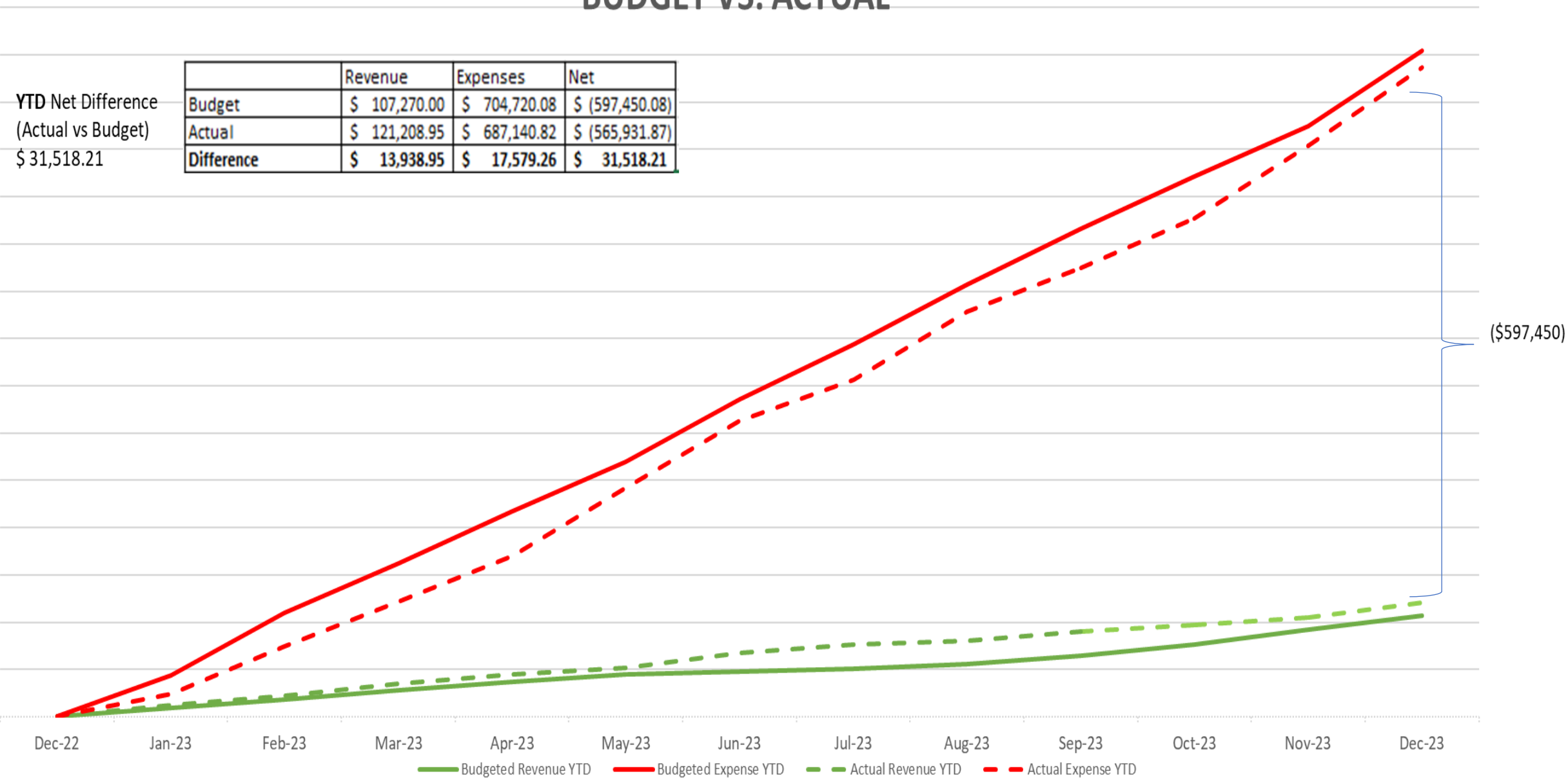


# REC CENTER ADMIN 29-49

## BUDGET VS. ACTUAL

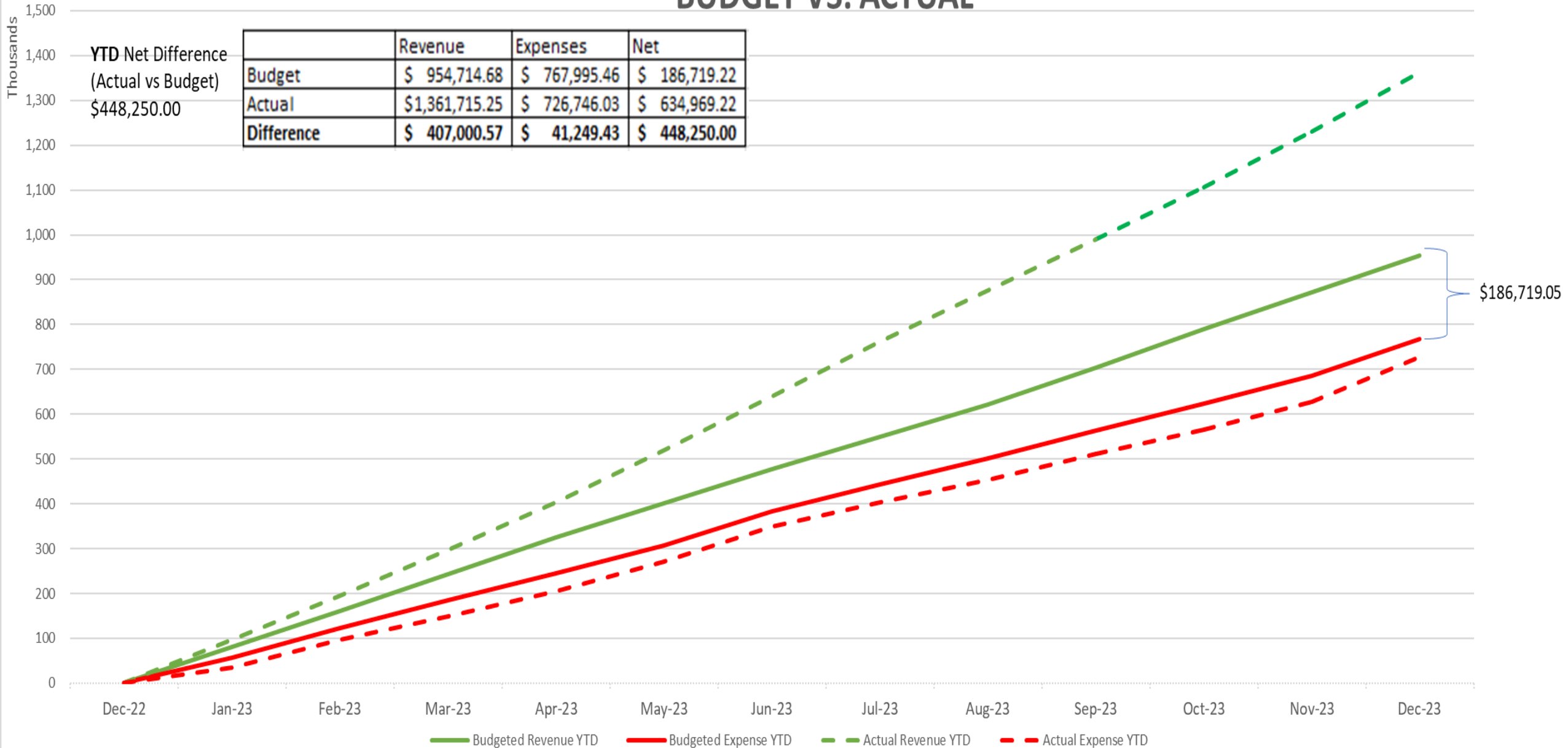
YTD Net Difference  
(Actual vs Budget)  
\$ 31,518.21

	Revenue	Expenses	Net
Budget	\$ 107,270.00	\$ 704,720.08	\$ (597,450.08)
Actual	\$ 121,208.95	\$ 687,140.82	\$ (565,931.87)
Difference	\$ 13,938.95	\$ 17,579.26	\$ 31,518.21



# RECREATION CENTER FITNESS 29-51

## BUDGET VS. ACTUAL

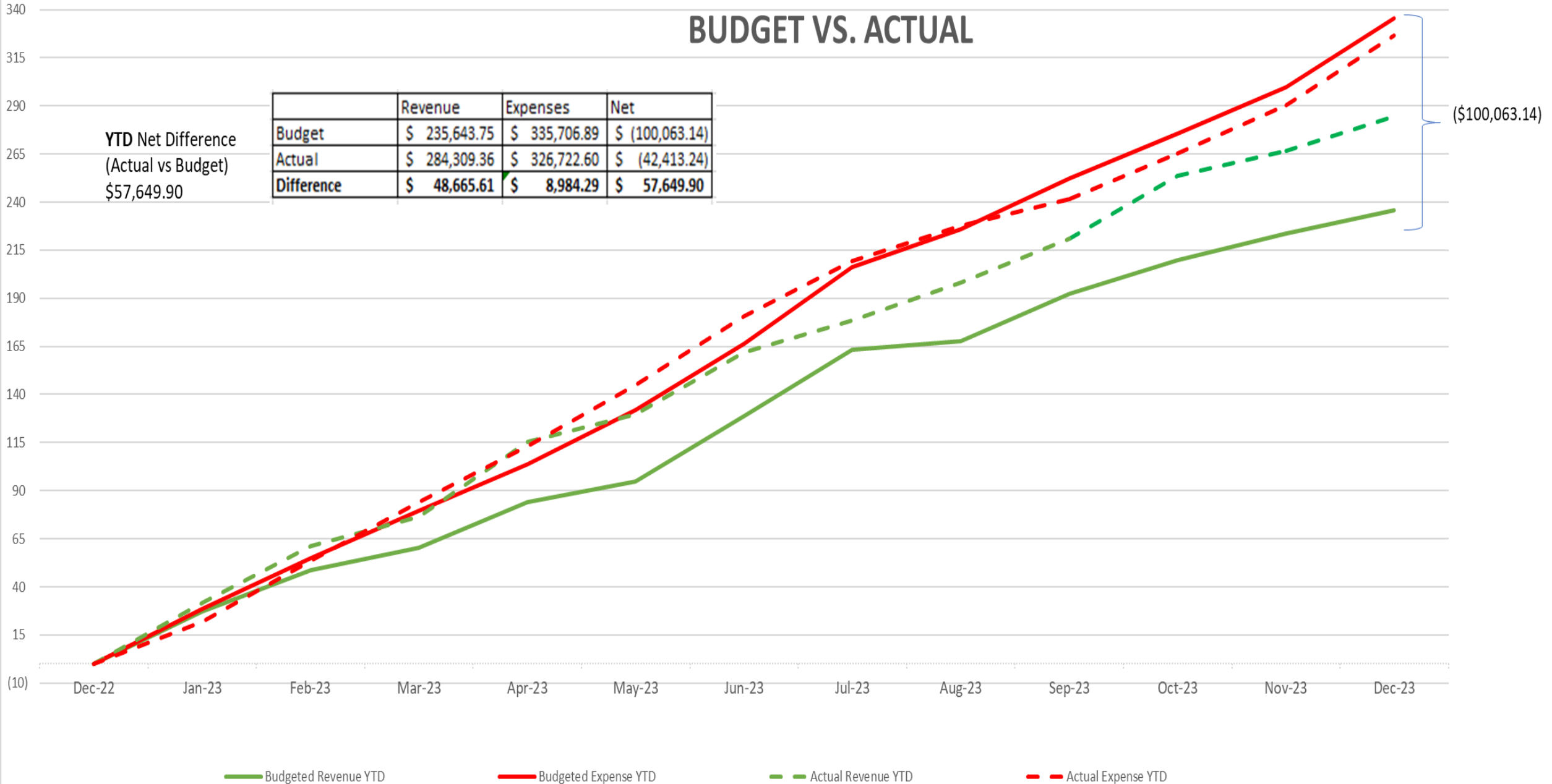


# RECREATION CENTER AQUATICS 29-53

## BUDGET VS. ACTUAL

YTD Net Difference  
(Actual vs Budget)  
\$57,649.90

	Revenue	Expenses	Net
Budget	\$ 235,643.75	\$ 335,706.89	\$ (100,063.14)
Actual	\$ 284,309.36	\$ 326,722.60	\$ (42,413.24)
Difference	\$ 48,665.61	\$ 8,984.29	\$ 57,649.90

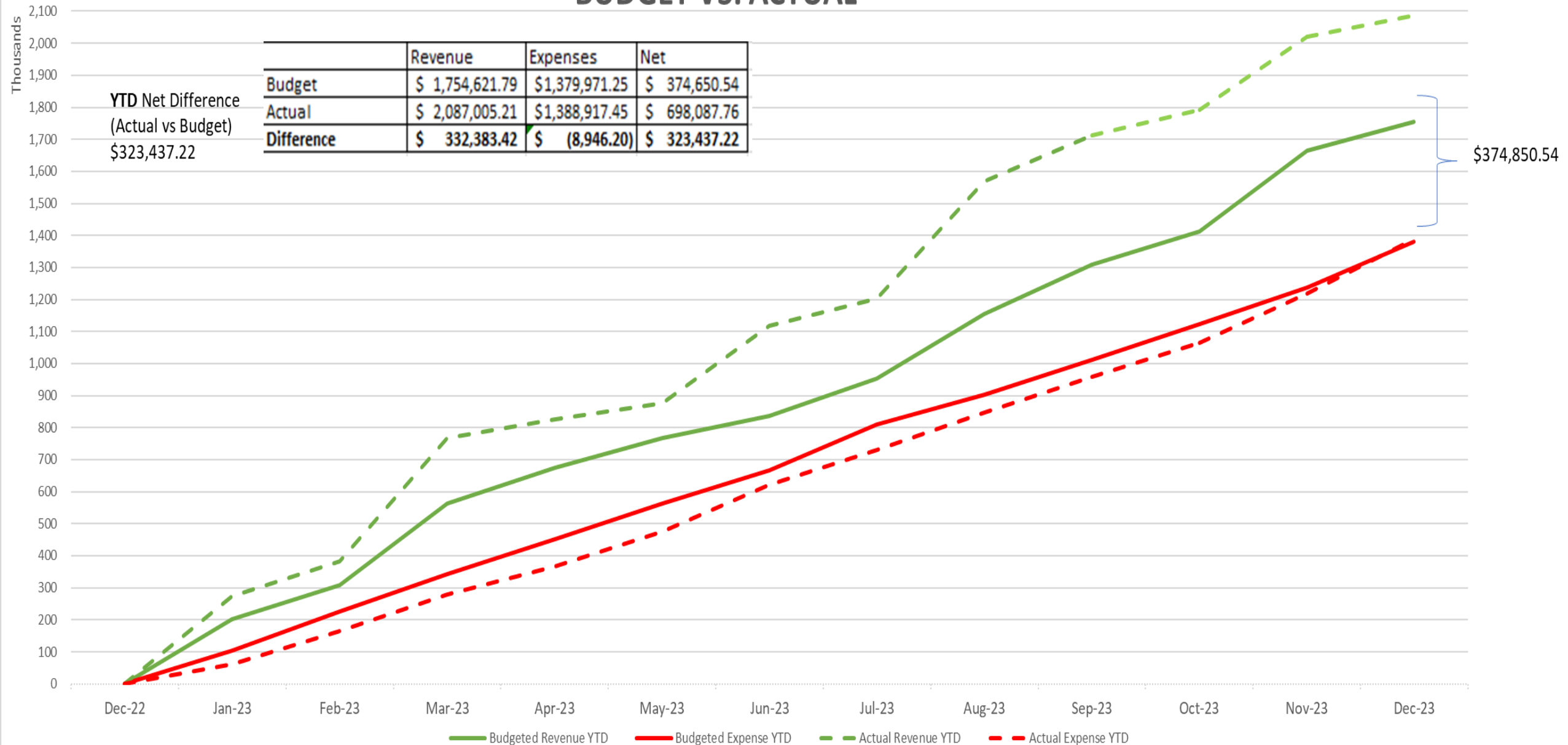


# INDOOR TENNIS 29-55

## BUDGET VS. ACTUAL

YTD Net Difference  
(Actual vs Budget)  
\$323,437.22

	Revenue	Expenses	Net
Budget	\$ 1,754,621.79	\$1,379,971.25	\$ 374,650.54
Actual	\$ 2,087,005.21	\$1,388,917.45	\$ 698,087.76
Difference	\$ 332,383.42	\$ (8,946.20)	\$ 323,437.22



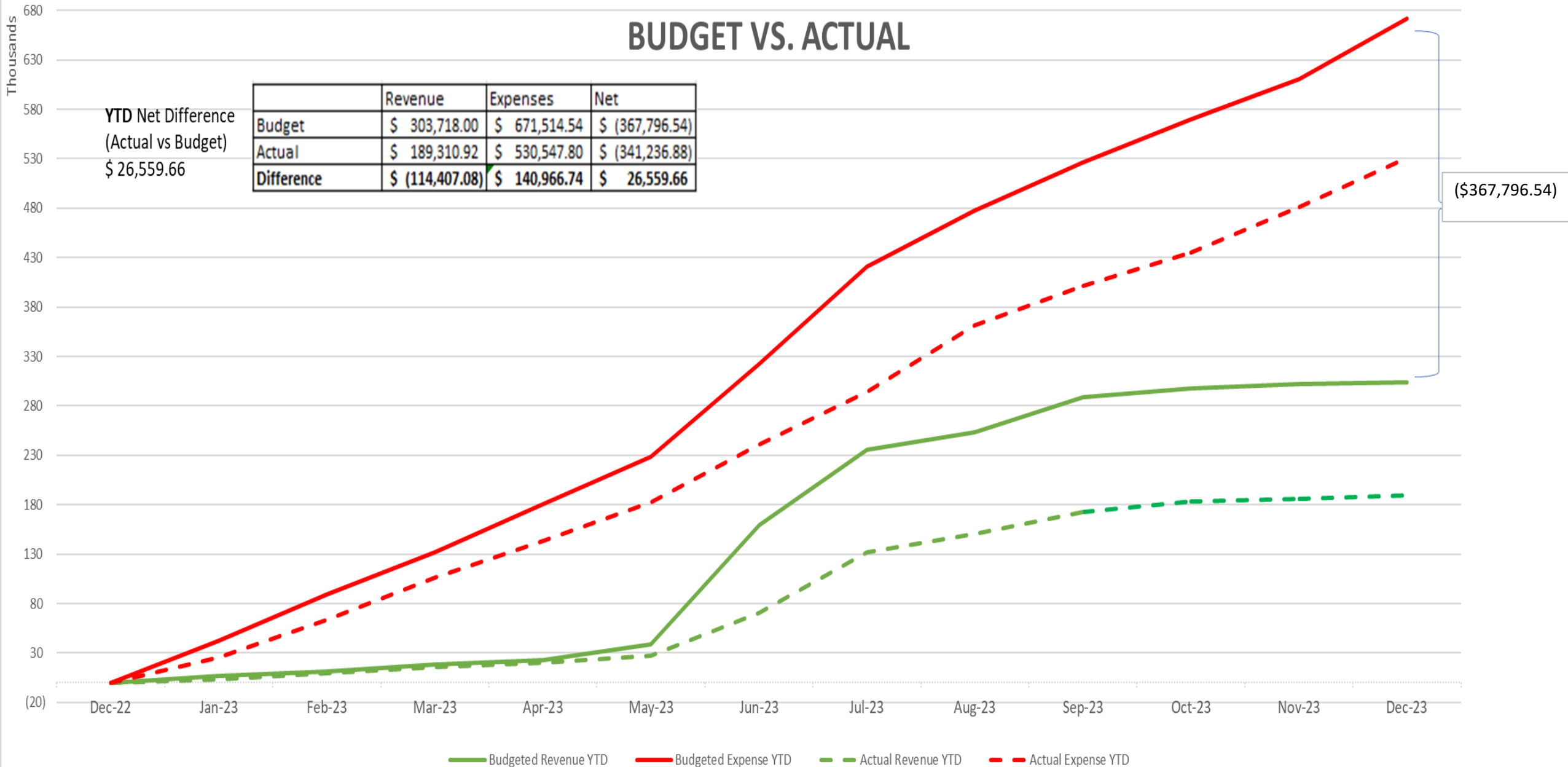


# HELLER NATURE CENTER 29-61

## BUDGET VS. ACTUAL

YTD Net Difference  
(Actual vs Budget)  
\$ 26,559.66

	Revenue	Expenses	Net
Budget	\$ 303,718.00	\$ 671,514.54	\$ (367,796.54)
Actual	\$ 189,310.92	\$ 530,547.80	\$ (341,236.88)
Difference	\$ (114,407.08)	\$ 140,966.74	\$ 26,559.66



# HPCC LEARNING CENTER 29-74

## BUDGET VS. ACTUAL

Thousands

YTD Net Difference  
(Actual vs Budget)  
\$17,035.06

	Revenue	Expenses	Net
Budget	\$ 546,750.00	\$ 532,296.56	\$ 14,453.44
Actual	\$ 523,586.83	\$ 492,098.33	\$ 31,488.50
Difference	\$ (23,163.17)	\$ 40,198.23	\$ 17,035.06

\$14,453.44

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

Budgeted Revenue YTD

Budgeted Expense YTD

Actual Revenue YTD

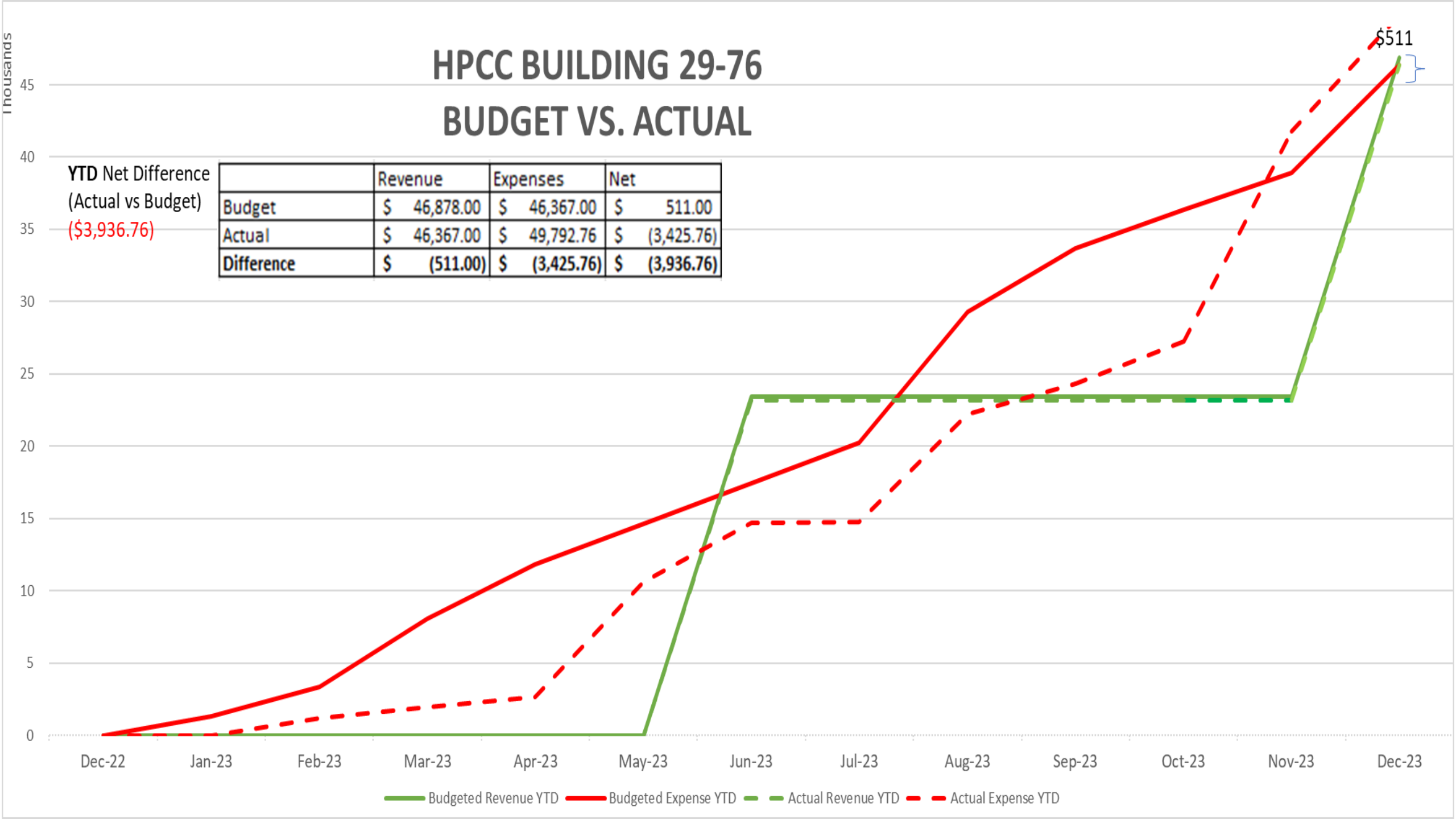
Actual Expense YTD

# HPCC BUILDING 29-76

## BUDGET VS. ACTUAL

YTD Net Difference  
(Actual vs Budget)  
(\$3,936.76)

	Revenue	Expenses	Net
Budget	\$ 46,878.00	\$ 46,367.00	\$ 511.00
Actual	\$ 46,367.00	\$ 49,792.76	\$ (3,425.76)
Difference	\$ (511.00)	\$ (3,425.76)	\$ (3,936.76)

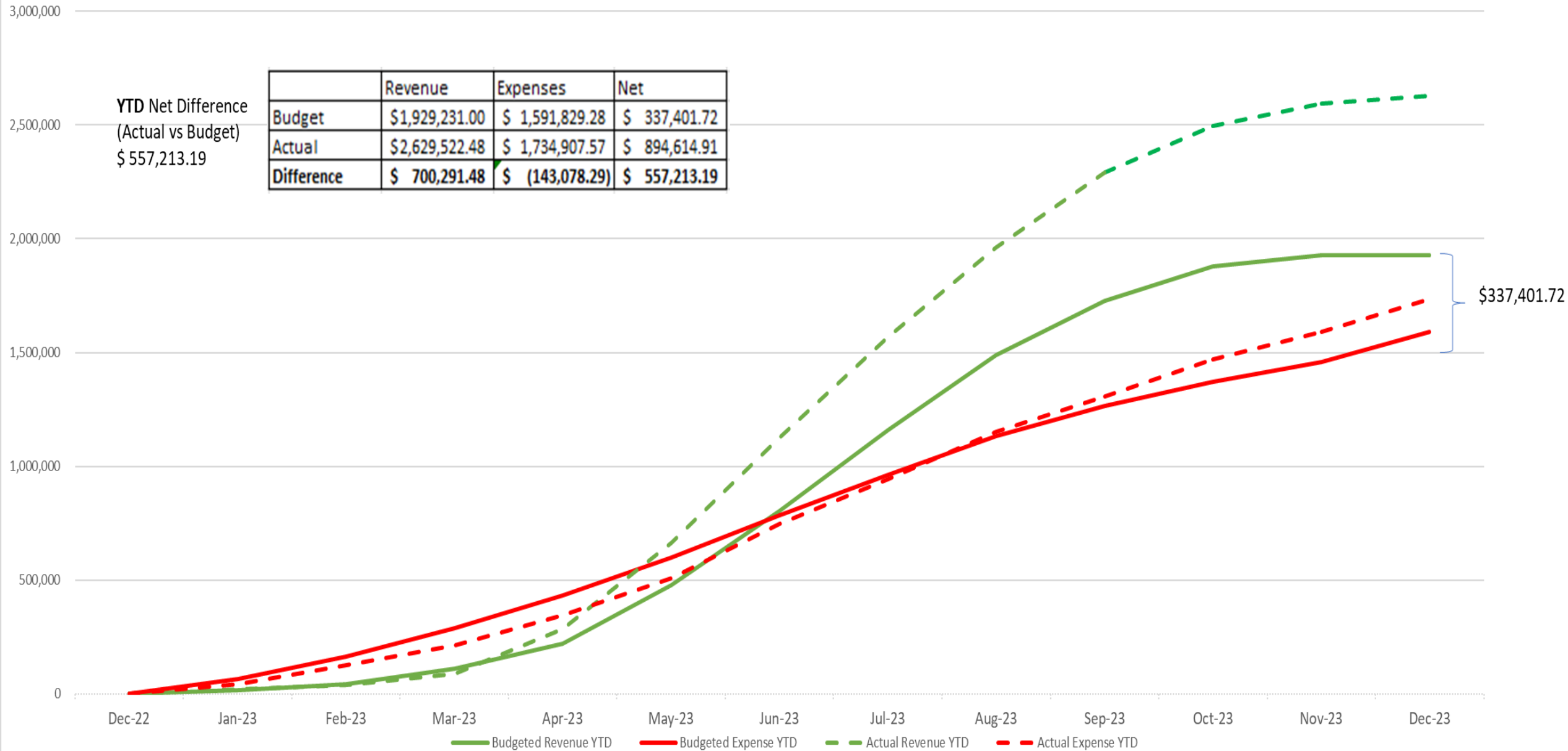


# SUNSET VALLEY 29-41 and 42

## BUDGET VS. ACTUAL

YTD Net Difference  
(Actual vs Budget)  
\$ 557,213.19

	Revenue	Expenses	Net
Budget	\$1,929,231.00	\$ 1,591,829.28	\$ 337,401.72
Actual	\$2,629,522.48	\$ 1,734,907.57	\$ 894,614.91
Difference	\$ 700,291.48	\$ (143,078.29)	\$ 557,213.19

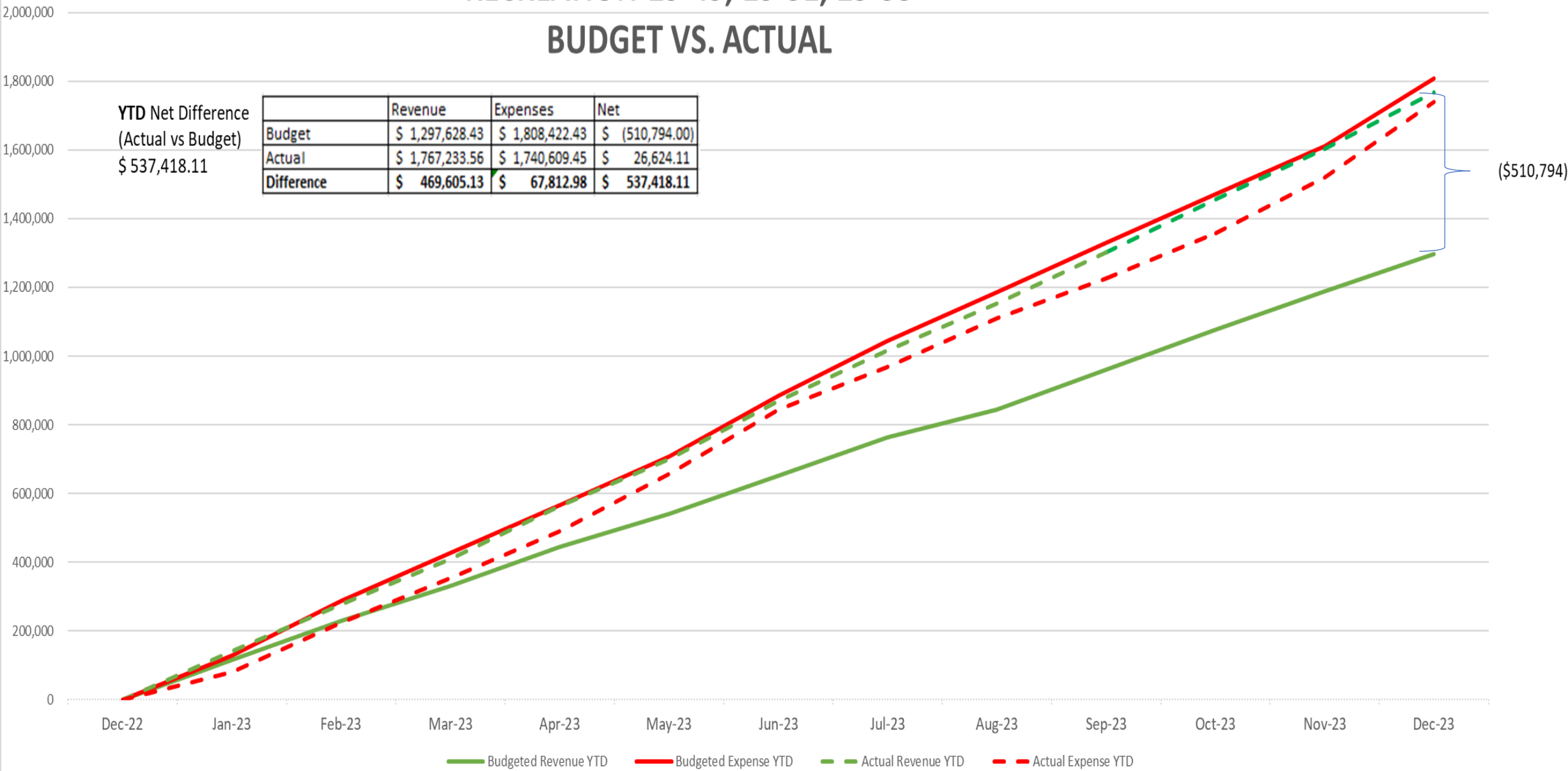


# RECREATION 29-49, 29-51, 29-53

## BUDGET VS. ACTUAL

YTD Net Difference  
(Actual vs Budget)  
\$ 537,418.11

	Revenue	Expenses	Net
Budget	\$ 1,297,628.43	\$ 1,808,422.43	\$ (510,794.00)
Actual	\$ 1,767,233.56	\$ 1,740,609.45	\$ 26,624.11
Difference	\$ 469,605.13	\$ 67,812.98	\$ 537,418.11





**2023**

# **FINANCIAL FORECASTS AND TREASURER'S REPORT**

**12/31/23**



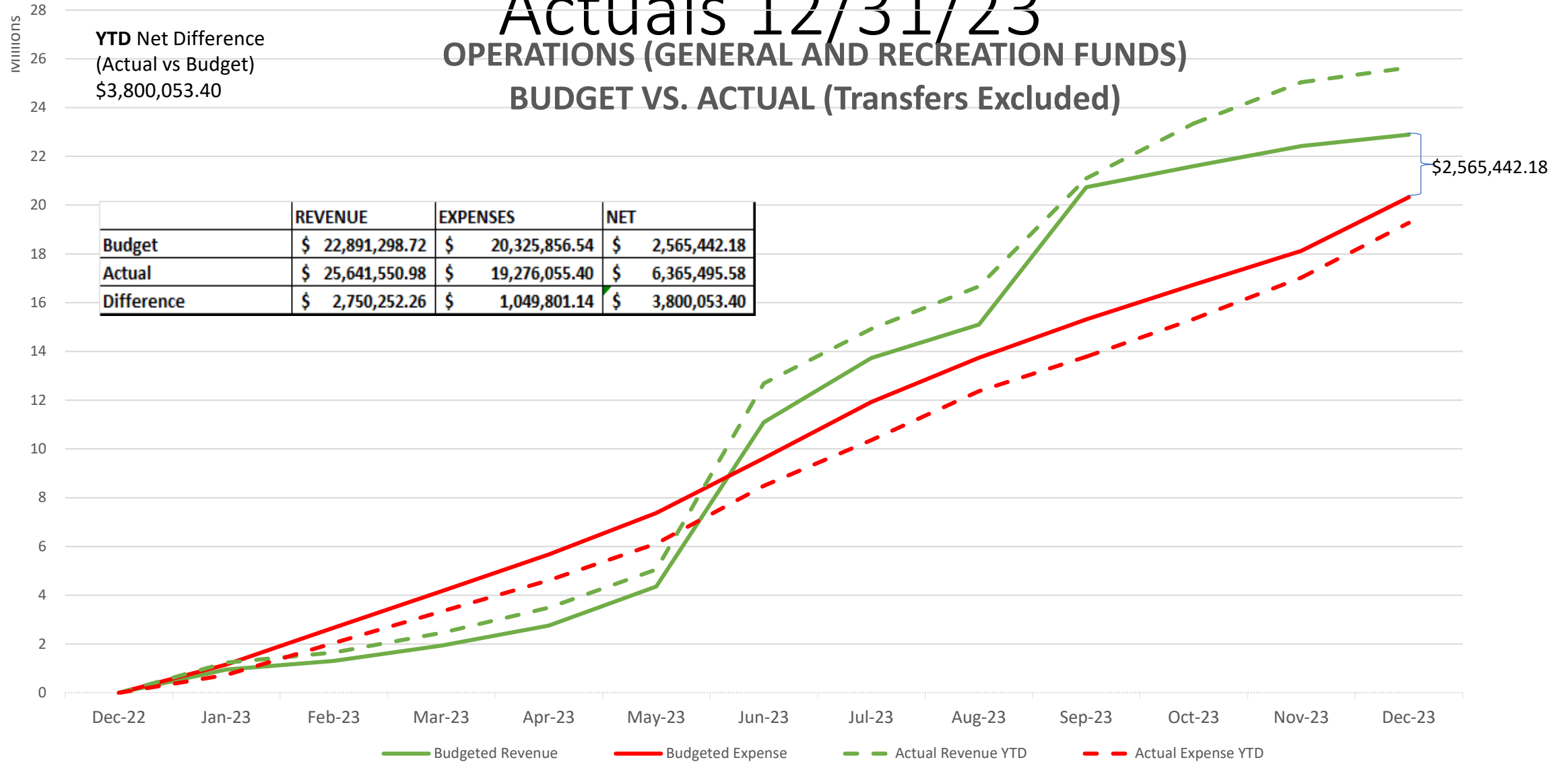
# Actuals 12/31/23

## OPERATIONS (GENERAL AND RECREATION FUNDS)

### BUDGET VS. ACTUAL (Transfers Excluded)

**YTD Net Difference**  
(Actual vs Budget)  
\$3,800,053.40

	REVENUE	EXPENSES	NET
<b>Budget</b>	\$ 22,891,298.72	\$ 20,325,856.54	\$ 2,565,442.18
<b>Actual</b>	\$ 25,641,550.98	\$ 19,276,055.40	\$ 6,365,495.58
<b>Difference</b>	\$ 2,750,252.26	\$ 1,049,801.14	\$ 3,800,053.40



	Dec-22	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23
<b>Budgeted Revenue</b>	0.00	951,832.72	1,309,428.33	1,936,071.58	2,755,075.87	4,354,196.67	11,092,787.02	13,730,209.97	15,104,674.92	20,731,193.62	21,601,348.93	22,420,085.96	22,891,298.72
<b>Budgeted Expense</b>	0.00	1,159,952.54	2,672,199.31	4,159,926.92	5,676,794.21	7,374,322.05	9,617,965.83	11,930,550.05	13,736,239.47	15,308,756.29	16,733,253.57	18,121,162.94	20,325,856.54
<b>Actual Revenue YTD</b>	0.00	1,235,567.77	1,646,915.92	2,454,307.72	3,492,161.43	5,055,770.95	12,688,752.40	14,923,533.42	16,662,272.45	21,092,476.30	23,349,057.45	25,041,155.14	25,641,550.98
<b>Actual Expense YTD</b>	0.00	733,247.75	2,037,885.38	3,333,330.77	4,612,249.50	6,117,944.52	8,485,465.10	10,362,049.80	12,372,171.31	13,781,021.38	15,328,510.42	17,029,323.43	19,276,055.40

# Actuals 12/31/23

GENERAL FUND - Revenue/Expense Chart 2023 (Transfers Excluded)

	REVENUE	EXPENSES	NET
Budget	\$ 6,552,938.85	\$ 6,851,000.37	\$ (298,061.52)
Actual	\$ 7,047,092.20	\$ 5,793,589.45	\$ 1,253,502.75
Difference	\$ 494,153.35	\$ 1,057,410.92	\$ 1,551,564.27

YTD Net Difference  
(Actual vs Budget)  
\$1,551,564.27

(\$298,061.52)

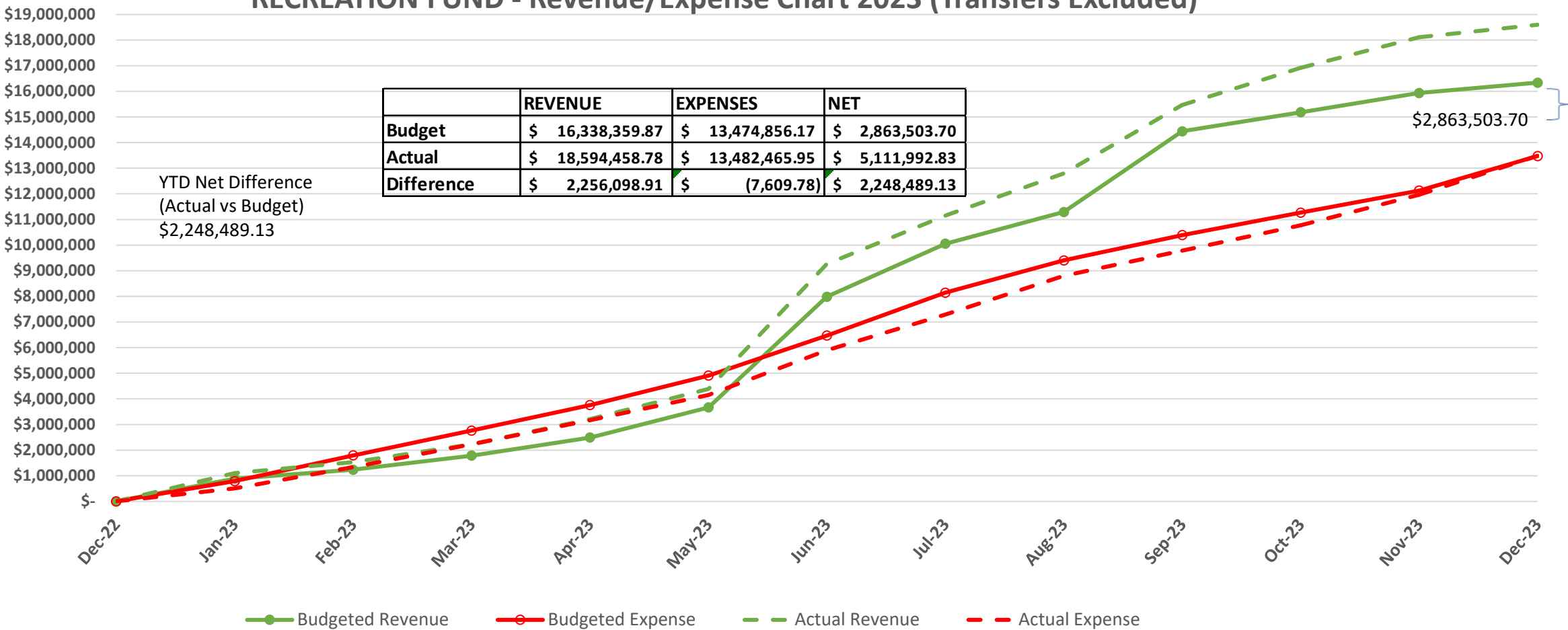
—●— Budgeted Revenue —○— Budgeted Expense — Actual Revenue - - Actual Expense

Budgeted Revenue	-	66,967.14	72,991.27	150,107.81	266,037.34	687,112.88	3,107,337.45	3,677,092.73	3,811,286.34	6,288,239.43	6,418,222.83	6,485,812.71	6,552,938.85
Budgeted Expense	-	371,395.07	880,506.29	1,396,937.95	1,918,924.57	2,466,786.25	3,148,528.06	3,778,515.85	4,331,391.80	4,917,727.22	5,465,495.01	5,991,794.42	6,851,000.37
Actual Revenue	-	133,182.03	119,407.26	230,558.25	285,659.28	3,039,925.40	3,423,353.05	3,773,294.90	3,867,349.08	5,625,322.98	6,431,040.30	6,928,886.39	7,047,092.20
Actual Expense	-	233,357.07	702,099.64	1,103,741.76	1,489,652.59	1,997,188.26	2,589,837.57	3,071,818.90	3,574,800.13	3,999,029.61	4,554,996.07	5,065,978.66	5,793,589.45



# Actuals 12/31/23

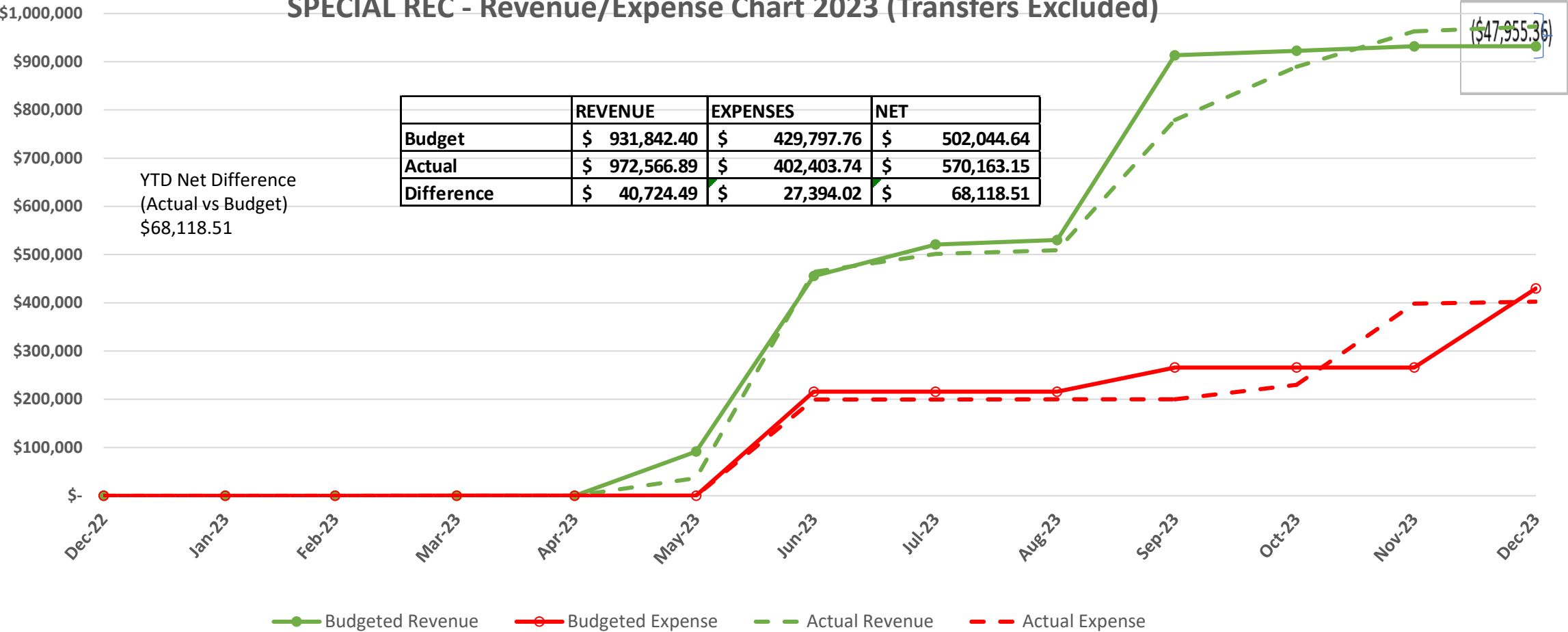
RECREATION FUND - Revenue/Expense Chart 2023 (Transfers Excluded)



Budgeted Revenue	-	884,865.58	1,236,437.06	1,785,963.77	2,489,038.53	3,667,083.79	7,985,450.57	10,053,119.31	11,293,383.58	14,442,949.19	15,183,121.10	15,934,268.25	16,338,359.87
Budgeted Expense	-	788,557.47	1,791,693.02	2,762,988.97	3,757,869.64	4,907,541.23	6,469,432.81	8,145,125.88	9,404,877.90	10,391,059.30	11,267,788.79	12,129,401.52	13,474,856.17
Actual Revenue	-	1,103,684.26	1,527,508.66	2,223,749.47	3,206,502.15	4,383,677.02	9,265,399.34	11,150,238.51	12,794,923.36	15,467,153.32	16,918,017.15	18,112,268.75	18,594,458.78
Actual Expense	-	788,557.47	1,335,785.74	2,229,589.01	3,164,993.82	4,148,023.10	5,895,627.53	7,290,230.85	8,797,371.13	9,781,991.77	10,773,514.35	11,963,344.77	13,482,465.95

# Actuals 12/31/23

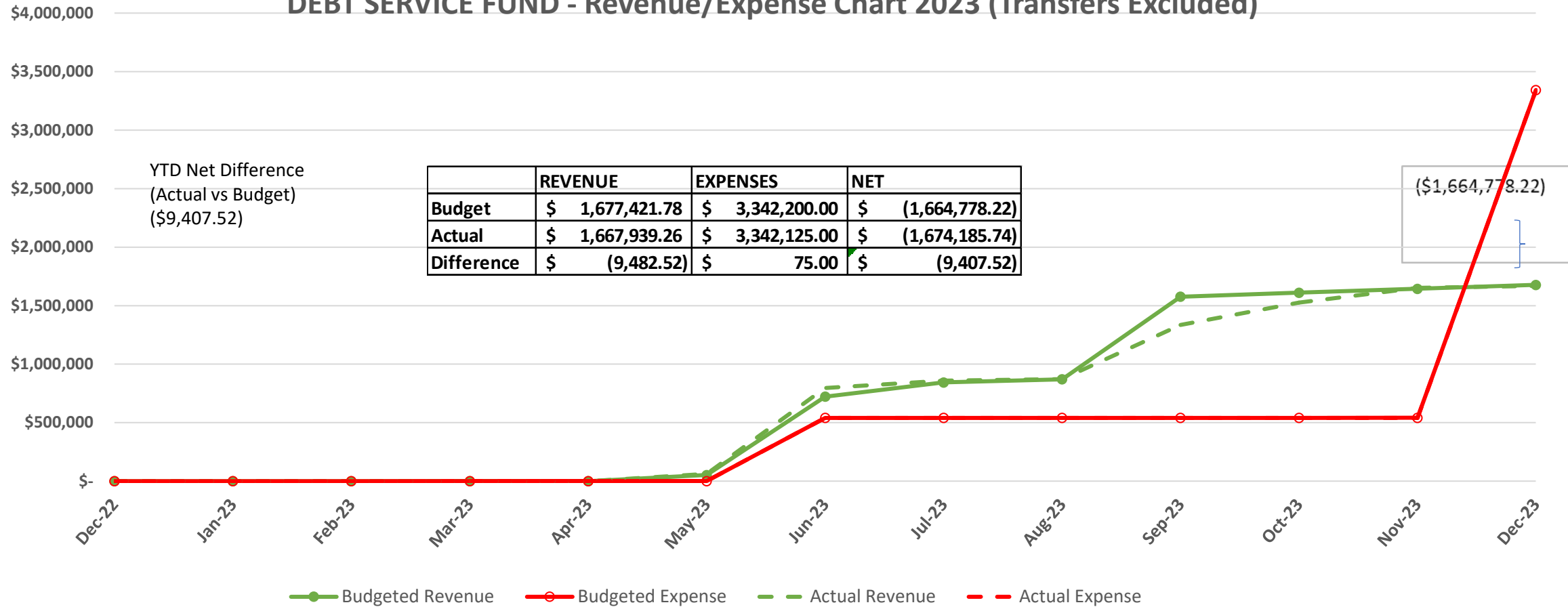
SPECIAL REC - Revenue/Expense Chart 2023 (Transfers Excluded)



Budgeted Revenue	-	-	-	-	-	91,600.10	455,670.92	520,899.88	530,218.30	913,205.56	922,523.98	931,842.40	931,842.40
Budgeted Expense	-	-	-	90.00	90.00	90.00	215,798.88	215,798.88	215,798.88	265,798.88	265,798.88	265,798.88	429,797.76
Actual Revenue	-	-	-	-	-	36,524.50	464,032.34	501,150.15	509,079.66	778,975.61	889,451.46	962,740.63	972,566.89
Actual Expense	-	-	-	-	-	-	199,501.30	199,501.30	199,861.30	199,861.30	230,071.12	398,175.10	402,403.74

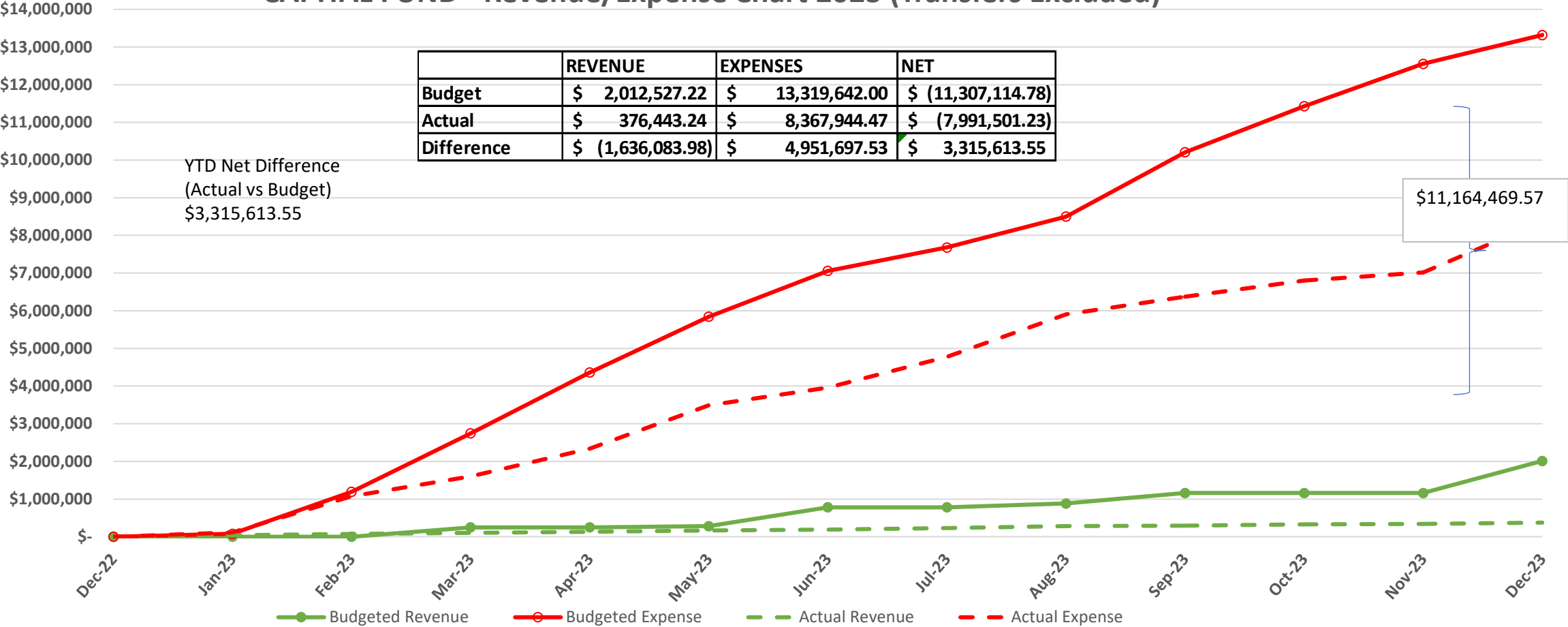
Actuals 12/31/23

## DEBT SERVICE FUND - Revenue/Expense Chart 2023 (Transfers Excluded)

[illegible]

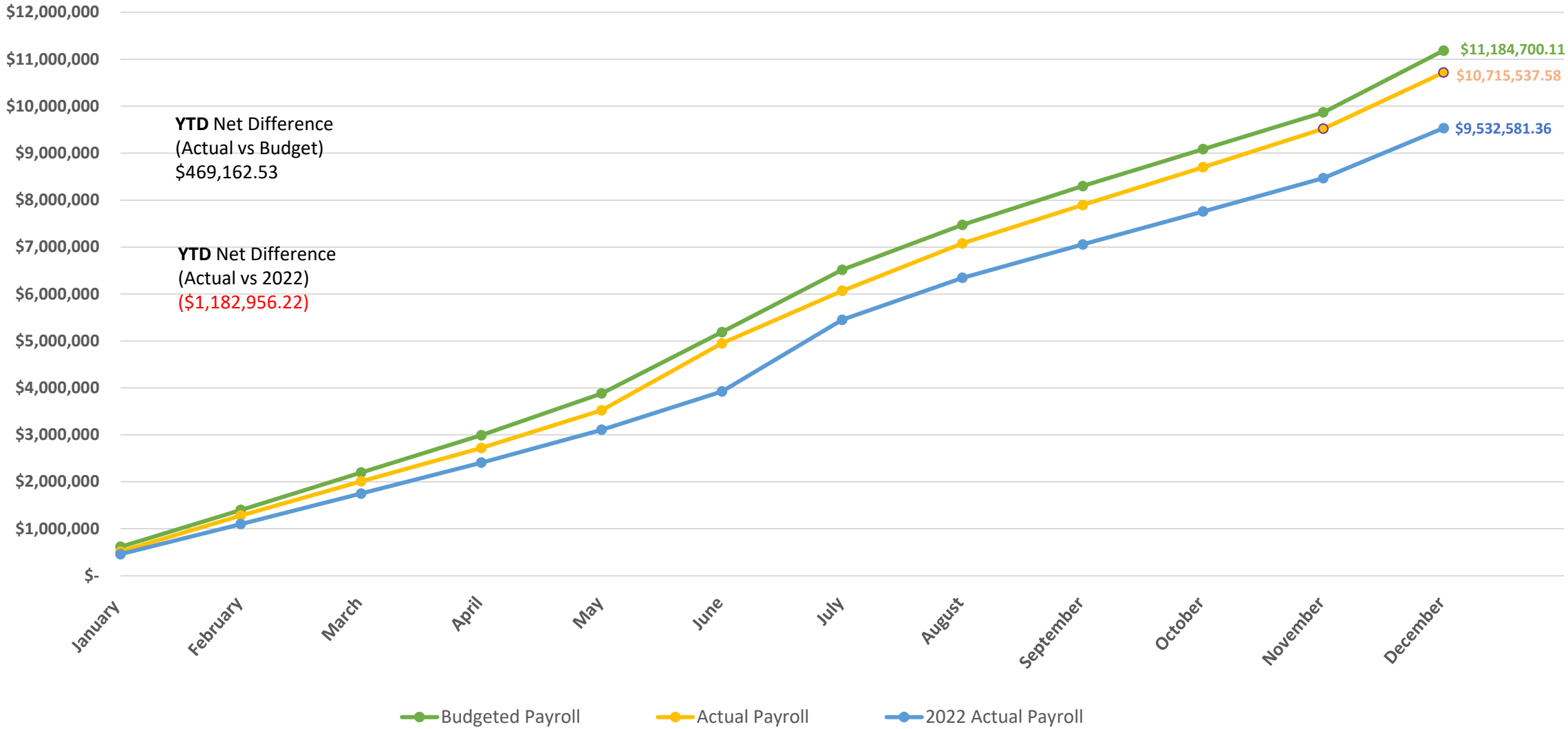
# Actuals 12/31/23

CAPITAL FUND - Revenue/Expense Chart 2023 (Transfers Excluded)



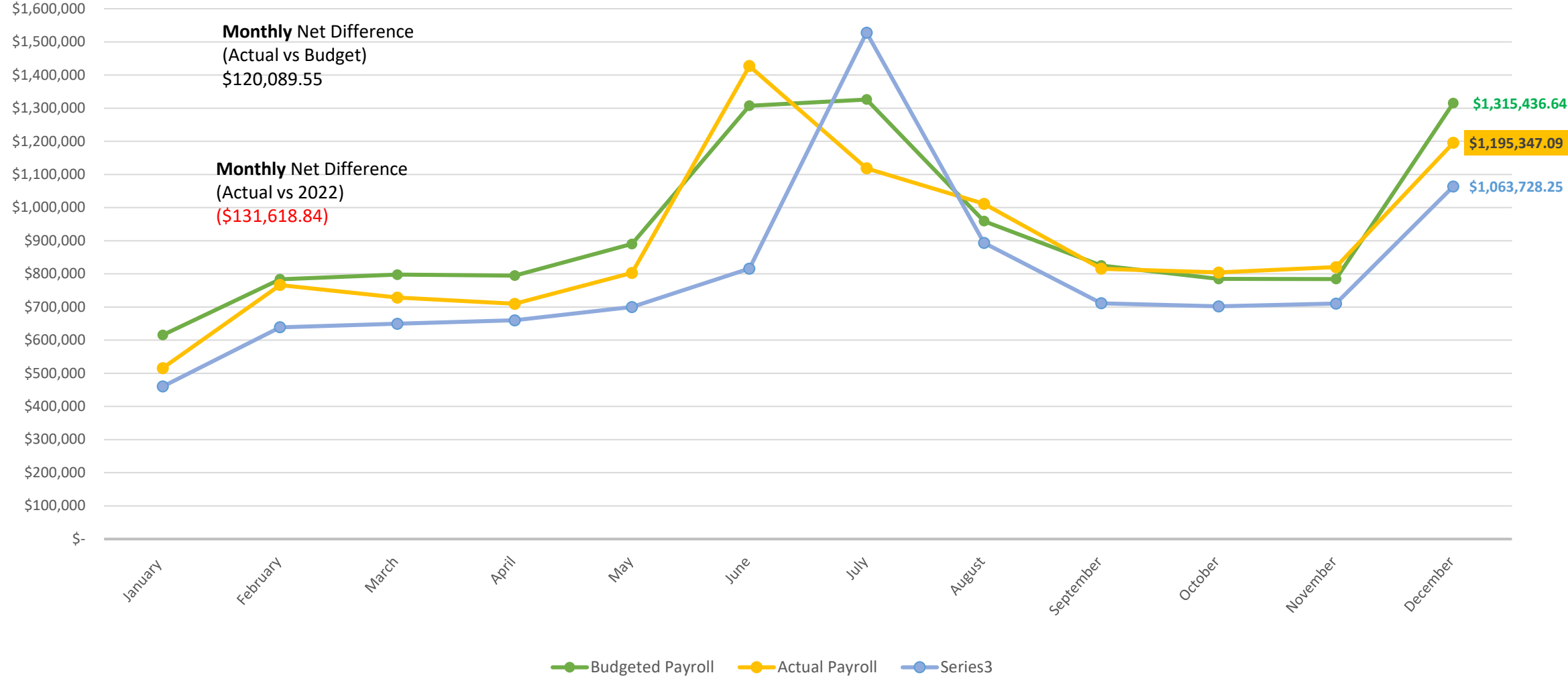
Budgeted Revenue	-	0.00	0.00	250,000.00	250,000.00	282,527.22	782,527.22	782,527.22	882,527.22	1,162,527.22	1,162,527.22	1,162,527.22	2,155,172.43
Budgeted Expense	-	79,968.00	1,194,615.74	2,745,264.00	4,359,597.00	5,842,487.00	7,056,405.00	7,680,812.00	8,498,452.00	10,208,279.00	11,429,322.00	12,555,124.00	13,319,642.00
Actual Revenue	-	39,995.56	72,469.45	104,659.67	134,267.95	166,981.62	192,338.02	230,306.84	282,185.75	296,910.20	330,463.44	340,709.89	540,803.90
Actual Expense	-	115,380.19	1,076,405.06	1,604,124.04	2,335,247.77	3,489,328.60	3,956,485.27	4,776,532.53	5,902,253.31	6,373,589.06	6,804,075.96	7,013,708.55	9,815,997.41

# Cummulative Monthly Payroll Actual vs Budget



Total Payroll (Budget)	615,482.86	1,399,262.73	2,197,111.43	2,991,811.64	3,881,972.09	5,189,433.56	6,515,588.40	7,474,814.57	8,300,081.96	9,084,738.76	9,869,263.47	11,184,700.11
Payroll 1	163,818.81	391,308.33	370,116.68	345,570.86	388,483.03	433,645.71	539,997.57	580,324.48	408,486.96	398,778.68	407,178.13	397,044.00
Payroll 2	351,605.25	375,153.61	358,454.80	364,044.33	414,300.01	452,973.04	578,543.98	431,034.74	407,053.12	405,478.33	413,163.18	402,895.38
Payroll 3						540,676.86						395,407.71
Total Payroll (Actual) <span>▲</span>	515,424.06	1,281,886.00	2,010,457.48	2,720,072.67	3,522,855.71 <span>▲</span>	4,950,151.32	6,068,692.87	7,080,052.09	7,895,592.17	8,699,849.18	9,520,190.49	10,715,537.58
2022 Payroll 1	143,939.11	324,477.42	328,846.24	323,384.40	339,629.14	386,977.93	490,988.47	519,595.13	359,791.66	352,814.76	353,521.83	348,101.92
2022 Payroll 2	316,121.07	314,320.30	320,653.55	336,339.16	360,283.98	428,876.16	512,517.88	373,960.48	351,454.11	348,978.28	356,912.57	357,556.82
2022 Payroll 3						524,469.48						358,069.51
Total Payroll (Actual)	460,060.18	1,098,857.90	1,748,357.69	2,408,081.25	3,107,994.37	3,923,848.46 <span>▲</span>	5,451,824.29	6,345,379.90	7,056,625.67	7,758,418.71	8,468,853.11	9,532,581.36

NON CUMMULATIVE MONTHLY PAYROLL ACTUAL VS BUDGET



Payroll 1	163,818.81	391,308.33	370,116.68	345,570.86	388,483.03	433,645.71	539,997.57	580,324.48	408,486.96	398,778.68	407,178.13	397,044.00
Payroll 2	351,605.25	375,153.61	358,454.80	364,044.33	414,300.01	452,973.04	578,543.98	431,034.74	407,053.12	405,478.33	413,163.18	402,895.38
Payroll 3						540,676.86						395,407.71
Total Payroll (Actual)	515,424.06	766,461.94	728,571.48	709,615.19	802,783.04	1,427,295.61	1,118,541.55	1,011,359.22	815,540.08	804,257.01	820,341.31	1,195,347.09
Budgeted Payroll	615,482.86	783,779.87	797,848.70	794,700.21	890,160.45	1,307,461.47	1,326,154.84	959,226.17	825,267.39	784,656.80	784,524.71	1,315,436.64
2022 Payroll 1	143,939.11	324,477.42	328,846.24	323,384.40	339,629.14	386,977.93	490,988.47	519,595.13	359,791.66	352,814.76	353,521.83	348,101.92
2022 Payroll 2	316,121.07	314,320.30	320,653.55	336,339.16	360,283.98	428,876.16	512,517.88	373,960.48	351,454.11	348,978.28	356,912.57	357,556.82
2022 Payroll 3							524,469.48					358,069.51
Total Payroll (Actual)	460,060.18	638,797.72	649,499.79	659,723.56	699,913.12	815,854.09	1,527,975.83	893,555.61	711,245.77	701,793.04	710,434.40	1,063,728.25



# Memorandum

**To:** Park Board of Commissioners

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

**Date:** January 31, 2024

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

---

## **Background**

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.

## **Financial Impact**

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.

## **Recommendation**

Staff recommends approval from the Park Board of Commissioners for the 2024 Budget and 2024 Budget and Appropriation Ordinance (2024-01) for the fiscal year ending December 31, 2024.



PARK DISTRICT OF HIGHLAND PARK  
COMBINED BUDGET  
AND APPROPRIATION ORDINANCE  
JANUARY 1, 2024 TO DECEMBER 31, 2024

BOARD OF PARK COMMISSIONERS

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

Mari-Lynn Peters,  
Treasurer

Brian Romes,  
Executive Director



**ORDINANCE NO. 2024-01**

**AN ORDINANCE FOR A COMBINED BUDGET AND APPROPRIATION FOR THE PARK DISTRICT OF HIGHLAND PARK FOR THE FISCAL YEAR BEGINNING JANUARY 1, 2024 AND ENDING DECEMBER 31, 2024**

WHEREAS, the Board of Park Commissioners of the Park District of Highland Park, Lake County, Illinois, caused to be prepared in tentative form an annual combined Budget and Appropriation Ordinance and the Secretary of this Board has made the same conveniently available to public inspection for at least thirty days prior to final action thereon, and

WHEREAS, a public hearing was held as to such Budget and Appropriation Ordinance on the **31st Day of January 2024** and notice of said hearing was given at least one week prior thereto as required

by law and all other legal requirements have been complied with,

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

SECTION 1: That the amounts herein set forth, or so much thereof as may be authorized by law and as may be needed, are hereby budgeted and appropriated for the corporate purposes of the Park District of Highland Park, Lake County, Illinois to defray all necessary expenses and liabilities of said Park District, as specified in Section 2 for the fiscal year, beginning January 1, 2024 and ending December 31, 2024

SECTION 2: The amount budgeted and appropriated for each object or purpose is as follows:

I. The amount Budgeted and Appropriated  
For General Purposes:

	<u>Budget</u>	<u>Appropriation</u>
Salaries	\$3,528,817	\$3,881,699
Contractual Services	1,375,396	1,512,936
Insurance	1,116,339	1,227,973
Materials & Supplies	288,987	317,886
Maintenance & Landscaping	138,893	152,782
Utilities	161,487	177,636
Pension	296,177	325,795
Transfers Out	<u>622,420</u>	<u>684,662</u>
Total Budgeted and Appropriated for General Fund:	<b><u>\$7,528,517</u></b>	<b><u>\$8,281,369</u></b>

II. The amount Budgeted and Appropriated  
For District's Share of Expenses of Joint  
Recreational Programs for the Handicapped:

Contractual Services	\$425,628	\$468,191
Transfer Out	<u>600,000</u>	<u>660,000</u>
Total Budgeted and Appropriated for Special Recreation Fund:	<b><u>\$1,025,628</u></b>	<b><u>\$1,128,191</u></b>

III. The amount Budgeted and Appropriated For Recreation Purposes:

	<u>Budget</u>	<u>Appropriation</u>
Salaries	\$6,794,040	\$7,473,444
Contractual Services	1,258,536	1,384,390
Insurance	1,340,604	1,474,664
Materials & Supplies	395,448	434,993
Maintenance & Landscaping	421,050	463,155
Utilities	946,772	1,041,449
Pension Contributions	566,272	622,899
Cost of Goods Sold	65,620	72,182
Instructional Program	3,474,061	3,821,467
Capital Outlay	63,800	70,180
Transfers Out	<u>4,052,380</u>	<u>4,457,618</u>
Total Budgeted and Appropriated for The Recreation Fund:	<b><u>\$19,378,583</u></b>	<b><u>\$21,316,441</u></b>

IV. The amount Budgeted and Appropriated For the Debt Service Fund:

Principal	\$2,375,000	\$2,612,500
Interest	986,100	1,084,710
Fees & Charges	<u>1,500</u>	<u>1,650</u>
Total Budgeted and Appropriated For the Debt Service Fund:	<b><u>\$3,362,600</u></b>	<b><u>\$3,698,860</u></b>

V. The amount Budgeted and Appropriated For the Capital Projects Fund:

Contractual Services	\$1,786,268	\$1,964,895
Capital Outlay	<u>10,056,221</u>	<u>11,061,843</u>
Total Budgeted and Appropriated For the Capital Projects Fund:	<b><u>\$11,842,489</u></b>	<b><u>\$13,026,738</u></b>

**Total Estimated Expenditures Budgeted (All Funds)** **\$43,137,817**

**Total Estimated Expenditures Appropriated (All Funds)** **\$47,451,599**

Summary of Funds Budgeted and Appropriated

	<u>Budget</u>	<u>Appropriation</u>
General Fund	7,528,517	8,281,369
Special Recreation Fund	1,025,628	1,128,191
Recreation Fund	19,378,583	21,316,441
Debt Service Fund	3,362,600	3,698,860
Capital Projects Fund	11,842,489	13,026,738
Total Budgeted	43,137,817	
Total Appropriated		47,451,599

Each of said sums of money and aggregate thereof are deemed necessary by the Board of Park commissioners of the Park District of Highland Park to defray the necessary expenses and liabilities of the foresaid Park District during the fiscal year beginning the 1st day of January 2024 and ending the 31st day of December, 2024 for the respective purpose set forth.

SECTION 3: All unexpended balances of appropriations for the fiscal year ending the 31st day of December 2024, and prior years, to the extent not otherwise re-appropriated for other purposes herein, are hereby specifically re-appropriated for the same general purposes for which they were originally made and may be expended in making up any insufficiency of any other items provided in this appropriation ordinance, pursuant to law.

All receipts and revenue not specifically appropriated, and all unexpended balances from the preceding fiscal years not required for the purpose for which they were appropriated and levied shall constitute the corporate fund and shall be placed to the credit of such fund.

SECTION 4: Pursuant to law the following determinations have been and are hereby made a part hereof:

- a) Cash on hand and short-term investments at the beginning of the fiscal year:

\$30,812,091

- b) Estimate of cash expected to be received during the fiscal year from all sources:

\$34,087,561

- c) Estimate of expenditures contemplated for the fiscal year:

\$37,863,017

- d) Estimate of cash and short-term investments expected to be on hand at the end of the fiscal year:

\$27,036,635

SECTION 5: All ordinance or parts of ordinances conflicting with any of the provisions of this Ordinance be and the same are hereby modified or repealed. If any item or portion of this Ordinance is for any reason held invalid, such decision shall not affect the validity of the remaining portion of such item or the remainder of this Ordinance.

SECTION 6: This Ordinance is not intended or required to be in support of or in relation to any tax levy made by the Park District during the fiscal year beginning January 1, 2024, and ending December 31, 2024, or any other fiscal year.

SECTION 7: This Ordinance shall be in full force and effect immediately upon its passage and approval according to law. A Certified copy of the Ordinance shall be filed with the County Clerk of Lake County, Illinois, together with the certificate of the Chief Fiscal Officer of the Park District certifying revenues by source anticipated to be received by the Park District, within thirty (30) days after its passage and approval, as provided by law.



Adopted this 31st Day of January 2024, pursuant to a roll call vote.

**Roll Call Vote:**

Ayes: \_\_\_\_\_  
\_\_\_\_\_

Nays: \_\_\_\_\_

Absent and Not Voting: \_\_\_\_\_

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

ATTEST:

\_\_\_\_\_  
Terry Grossberg  
Board of Commissioners of the  
Park District of Highland Park

\_\_\_\_\_  
Brian Romes, Executive Director, and Secretary  
Board of Commissioners of the  
Park District of Highland Park

SEAL

) SS

COUNTY OF LAKE )

## CERTIFICATION

I, Mari-Lynn Peters, the duly qualified and Treasurer of the Park District of Highland Park, and the keeper of the financial records thereof,

DO HEREBY CERTIFY, that the attached ANTICIPATED REVENUES BY SOURCE to be received by the Park District of Highland Park, Lake County, Illinois for the fiscal year beginning on the 1<sup>st</sup> day of January 2024 and ending on the 31<sup>st</sup> day of December 2024 to be as follows:

General real estate tax revenues	\$15,003,446
Personal property replacement tax revenue	183,000
Investment earnings revenue	265,000
Daily fees	2,739,057
Rental revenue	1,559,664
Program user fees	6,241,025
Merchandising retail sales revenue	134,648
Memberships revenue	1,363,871
Miscellaneous revenue	1,097,850
Debt Issuance	5,500,000
Transfers	5,224,800
	<hr/>
	\$39,312,361

The above is certified this 31st day of January 2024.

Mari-Lynn Peters, Treasurer  
Park District of Highland Park

ATTEST:

SEAL

Brian Romes, Executive Director, and Secretary  
Board of Park Commissioners  
Park District of Highland Park

STATE OF ILLINOIS)  
 ) ss  
COUNTY OF LAKE)

### CERTIFICATION

I, Brian Romes, do hereby certify that I am Secretary of the Board of Park Commissioners of the Park District of Highland Park, Lake County, Illinois, and as such official, I am keeper of the records, ordinances, files, and seal of said Park District, and

I HEREBY CERTIFY that the foregoing instrument is a true and correct copy of Ordinance No. #2024-1

AN ORDINANCE FOR A COMBINED BUDGET AND APPROPRIATION FOR THE PARK DISTRICT OF HIGHLAND PARK FOR THE FISCAL YEAR BEGINNING JANUARY 1, 2024, ENDING DECEMBER 31, 2024, of the Park District of Highland Park, Lake County, Illinois adopted at a duly called Regular Meeting of the Board of Park Commissioners of the Park District of Highland Park, held at Highland Park, Illinois in said District at 6:00p.m. on the 31<sup>st</sup> Day of January, 2024.

I do further certify that the deliberations of the Board on the adoption of said ordinance were conducted openly, that the vote on the adoption of said resolution was taken openly, that said meeting was called and held at a specified time and place convenient to the public, that notice of said meeting was duly given to all of the news media requesting such notice, that said meeting was called and held in strict compliance with the provisions of the Park District Code of the State of Illinois, as amended, and that the Board complied with all of the provisions of said Act and said Code and with all of the procedural rules of the Board.

IN WITNESS WHEREOF, I hereunto affix my official signature and seal of said Park District of Highland Park, Illinois, this 31<sup>st</sup> Day of January 2024.

Brian Romes, Secretary  
Board of Park Commissioner

(SEAL)





# 2024 Budget

December 31, 2024

Park District of Highland Park  
Highland Park, IL





## **Park District of Highland Park**

### **2024 Annual Budget**

Fiscal Year January 1, 2024 - December 31, 2024

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

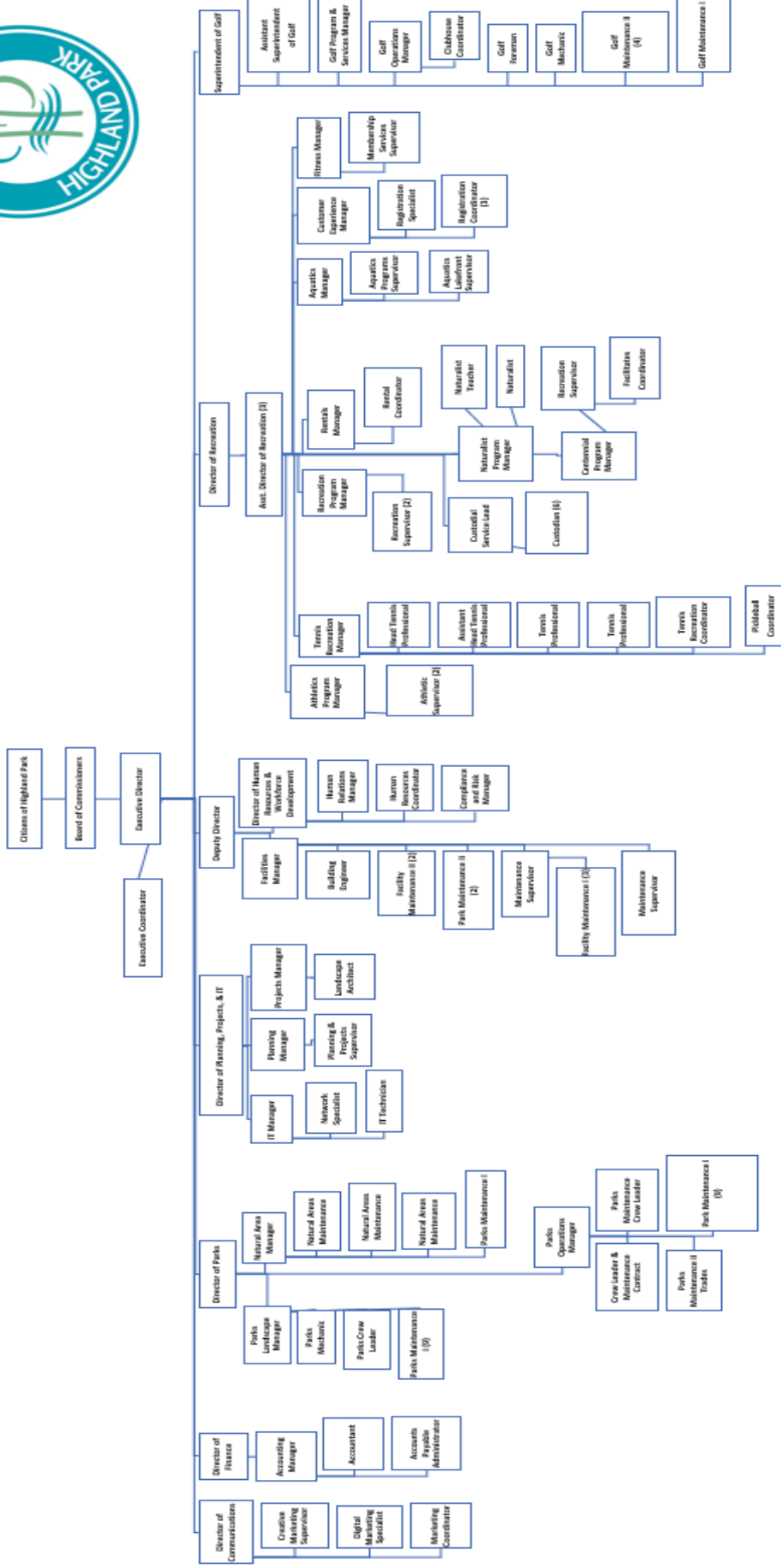
Terry Grossberg, President  
Jennifer Freeman, Vice-President  
Calvin Bernstein, Commissioner  
Brian Kaplan, Commissioner  
Barnett Ruttenberg, Commissioner

**Park District of Highland Park**  
**West Ridge Center**  
**636 Ridge Road**  
**Highland Park, IL 60035**  
**847 831-3810**  
***pdhp.org***

# Organizational Chart

Full Time Employees

January 2024



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

Executive Director

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

**Park District of Highland Park**  
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## **Park District of Highland Park**

### **Mission:**

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

### **Values:**

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

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

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

## Park District of Highland Park

<b>Established:</b>	<p>The Park District of Highland Park, established in 1909 and located in the City of Highland Park, Illinois along the north shore of Lake Michigan, was shaped by progressive people such as Everett Millard, Julius Rosenwald, Jens Jensen, May T. Watts, Jesse Lowe Smith, and others. Their belief in protecting open space and providing recreation for all the people of Highland Park is as relevant today as it was over a century ago.</p> <p>The Park District, originally named the Highland Park East Park District, took its current name in 1935. In 1973, the District began recreational programming. Today, the Park District manages over 800 acres of land, operates eleven facilities, and offers approximately 2,690 recreation programs. Neighborhoods throughout Highland Park enjoy proximity to parks and open space, offering both recreation and solitude only nature can provide. According to the Trust for Public Land, 95% of Highland Park residents enjoy living within a 10-minute walk to a local park - well above the national average of 55%. Additionally, 7% of Highland Park's city land is used for parks and recreation.</p>
<b>Governance:</b>	<p>A five-member volunteer Board of Commissioners establishes policy, strategic direction, and creates ordinances that govern the District. Commissioners serve staggered terms of six years with elections every two years. The Board is responsible for creating the vision and long-term direction of the Park District, electing Board officers, appointing the Executive Director, Park Board attorney and auditor. Each Commissioner serves as a liaison to the District's internal and advisory committees. The Park Board generally meets on the fourth Wednesday of each month and usually holds a workshop (meeting of the whole) on the second Wednesday of the month.</p> <p>President Terry Grossberg leads the present Park Board. Vice-President Jennifer Freeman, and Commissioners Calvin Bernstein, Brian Kaplan, and Barnett Ruttenberg are the other current Board Commissioners.</p>
<b>Boundaries:</b>	<p>The Park District is located approximately 25 miles north of Chicago and serves the City of Highland Park, and small portions of the Town of Fort Sheridan and the Village of Deerfield.</p>
<b>Population:</b>	<p>According to the most recent available information, the Park District serves a population of 30,163.</p>
<b>Demographics:</b>	<p>The Park District serves a highly educated (76% of residents have post-secondary degrees) community with a median household income of \$153,226 and a median age of 47 years. The Park District of Highland Park has approximately 12,079 housing units.</p>
<b>Real Estate:</b>	<p>The 2023 (tax year 2022) Equalized Assessed Valuation (EAV) of real estate is \$2,648,118,776.</p>
<b>Tax Rate:</b>	<p>The 2023 tax rate is .61 per \$1,000 of assessed value.</p>
<b>Fiscal Year Budget:</b>	<p>The fiscal year begins on January 1 and concludes on December 31. The total operating budget for 2024 is \$22.7 million. Additionally, capital improvement and repair budget is \$11.8 million, the debt retirement budget is \$3.4 million and the budget for inter-fund transfers is \$5.3 million.</p>

<b>Debt Rating:</b>	The Park District currently holds a Aaa rating from Moody's.
<b>Park Resources:</b>	The Park District owns and operates approximately 800 acres of land in 44 park areas comprised of community parks, neighborhood parks, play lots, dog parks, lakefront beaches and passive parks. The Park District assists other units of local government in maintaining their property.
<b>Programs/Facilities:</b>	<p>The Park District provides a full range of indoor and outdoor activities. Major recreation programs include summer camps, ice skating, athletics, tennis, golf, and aquatics. All told, the Park District offers approximately 2,690 distinct programs during a fully operating year. Park District events include larger annual events each season and hundreds of smaller events throughout the year.</p> <p>The Park District partners with other local governments such as the City and local school districts that provide facilities for Park District use or to effectuate savings and efficiencies.</p> <p>Unique facilities include the Sunset Valley Golf Club, Deer Creek Racquet Club, Centennial Ice Arena (includes gymnastics), Hidden Creek AquaPark, the Recreation Center of Highland Park, Heller Nature Center, Park Avenue Boating Facility, Rosewood Beach Interpretive Center, West Ridge Center, and the Highland Park Golf Learning Center. The parks offer a variety of amenities including playgrounds (39), walking and biking paths (20 miles), indoor/outdoor tennis courts (32), pickleball courts (25), basketball courts (16), disc golf courses (2), off-leash dog parks (3), and sports fields (23). More than 250 acres of the Park District's property are considered natural areas of prairie, woodlands, and ravines.</p> <p>Further clarifying tennis and pickleball courts: The District has 21 designated tennis courts, 18 designated pickleball courts and 7 dual-use tennis/pickleball courts. Additional details on basketball courts: Total quantity of outdoor courts factoring in half courts vs. full courts, there is a total of 10.5 courts. Mixed-Use Fields include 4 at Cunniff, 1 at Kennedy, 4 at Fink, 1 at Lincoln, 8 at Olson, 2 at Sunset, 2 at West Ridge, and 1 at Woodridge.</p> <p>Integral to Highland Park are the beaches. Ten percent of all of Illinois' Lake Michigan shoreline is within Highland Park. The District maintains four public park beaches that offer public access to this magnificent shoreline.</p> <p>The Park District is a vital part of the community and pays close attention to meeting the needs of all its residents. As the population changes, the Park District adjusts its program offerings and customer service to meet the changing needs, resulting in increased goodwill within the community. For example, in 2019 the District conducted a thorough, statistically valid, Community-wide Attitude and Interest Survey.</p> <p>The Park District is a member of the Northern Suburban Special Recreation Association (NSSRA) - providing recreational activities for residents with special needs.</p>

**Staff:**

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

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

**Affiliations:**

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

**Contact:**

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





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

January 24, 2024

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

Dear Commissioners:

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

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

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

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

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

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

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

#### **2024 Budget Overview**

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

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

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

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

#### **New for 2024**

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

**Acknowledgements**

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

Respectfully submitted,

Brian Romes  
Executive Director  
Park District of Highland Park

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

## **FUTURE PLANNING**

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

### **GreenPrint 2024**

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

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

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

### **Projects Completed**

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

### **Projects in Progress**

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

## **Land Management Plan**

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

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

- **Park Site Plans**

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

- **Sunset Woods Site Master Plan**

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

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

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

- **Golf Learning Center Optimization Report**

The intent of the Golf Learning Center Optimization Report is to improve financial performance while meeting community and regional recreational needs at the Highland Park Golf Learning Center facility. The plan includes a comprehensive assessment and future recommendations that will be used to guide programs and investments. The recommendations address: the driving range, mini golf, building and general site

connectivity, programming, operations, agreements and marketing strategy, relationship to the Dome and The Preserve, new amenities, capital improvements, and services.

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

### **Athletic Fields Master Plan**

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

### **Lakefront Master Plan**

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

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

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

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

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

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

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

In addition to previous studies and input, the Park Ave Site Master Plan initiative engaged the voice of additional stakeholders such as the North Shore Yacht Club, neighbors, and City of Highland Park leadership. This summary

report presents a preliminary site plan direction that highlights numerous active and passive components of the plan to serve all members of the Highland Park community. In addition to needed infrastructure improvements that address visual and physical access to the lakefront, the plan seeks to balance parking and boat storage facilities along with improved open space and pedestrian amenities. This report also outlines a strategy for phase implementation, funding and management/ programming of the plan components that will be folded into the district's long-range capital plan.

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

### **Beach Management Plan**

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

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

The purposes of this plan are to:

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

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

Following the completion of the contracted work, Parks & Natural Areas staff have maintained the temporary path to protect and allow for the growth of native plantings. Fencing is expected to remain, at a minimum, through the first half of 2024. Work will continue through the final months of 2023 with the planting of 18 replacement trees throughout the park to fulfill the City's original tree removal permit and the removal of the wooden, upper portions of the garden potting shed.

### **Sustainability Plan**

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

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

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

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

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

### **Values Driven Strategic Plan**

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

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

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

### **Operational Perspectives:**

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

### **Values Driven Strategic Themes:**


- Build personal relationships
- Create inclusivity
- Deliver the extraordinary
- Empower our team
- Grow our team
- Value our Team



- Build and maintain trust
- Create a sustainable future
- Steward our resources

## Annual Work Plan

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

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

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

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

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

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

## OPERATIONS OVERVIEW

### Fund Structure

The District uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. A fund is a grouping of related accounts that is utilized to maintain control over resources that are segregated for specific activities or objectives. All Park District funds are reported as governmental funds.

- **General Fund** is the general operating fund of the District and accounts for all revenues and expenditures of the District not accounted for in other funds.
- **Recreation and Special Recreation Fund** are special revenue funds used to account for the proceeds of specific revenue sources (generally property taxes) legally restricted to expenditures for specified purposes.
- **Debt Service Fund** is used to account for the accumulation of funds for the periodic payment of principal and interest on general long-term debt.
- **Capital Projects Fund** is used to account for financial resources to be used for the acquisition, renovation or construction of major capital facilities and replacement of capital equipment. Financial resources may be acquired through bond issuance, grants, and budgeted transfers from operations which are used for improvements to existing facilities, maintenance and upkeep of all parks, properties, natural areas, and new capital endeavors.

Within the General and Recreation Funds, operations are further broken down into Centers. Each Center accounts for a specific operation of the District.

General Fund Includes:	Recreation Fund Includes:	
<ul style="list-style-type: none"> <li>- Administrative</li> <li>- Communications</li> <li>- Park Maintenance</li> <li>- Planning</li> </ul>	<ul style="list-style-type: none"> <li>- Aquatics</li> <li>- Athletics</li> <li>- Camps</li> <li>- Centennial Ice Arena</li> <li>- Deer Creek Racquet Club</li> <li>- Heller Nature Center</li> <li>- Hidden Creek AquaPark</li> <li>- Highland Park Golf Learning Center</li> </ul>	<ul style="list-style-type: none"> <li>- Park Avenue Recreation Subfund</li> <li>- Recreation Center of HP</li> <li>- Rosewood Beach</li> <li>- Rosewood Interpretive Center</li> <li>- Special Events</li> <li>- Sunset Valley Golf Club</li> <li>- West Ridge Center</li> </ul>

Revenues and expenditures are categorized by *types* such as, program, camp, contractual, and salaries. General ledger numbers are linked to specific *types*, which are a compilation of several general ledger accounts. Throughout the budget, reports are presented by *type* categories.

This budget book is also divided by functional area. The Administration Function includes activity in the General Fund (exclusive of Parks), Special Recreation, Debt Service, and Capital Projects. The Parks Department is split from the General Fund and presented as a separate function. The Recreation Fund is presented in its entirety as the Recreation Function. However, as of January 1, 2022, the Park Avenue Boating Facility Recreation Subfund was created. While the subfund will still be tracked as a Cost Center, as it previously was, the subfund will be displayed separately in the Annual Comprehensive Financial Report (ACFR) in the Major Governmental Funds section. The subfund was created to track the profitability of the facility as \$2M of the \$17M debt issuance in 2021 was set aside for this property for the rebuild of the boat launch area. \$118,750 will be transferred from the subfund to the debt service fund each year, until the debt is repaid in 2041. Creating the subfund will establish a fund balance for the Center. It is anticipated that during the first few years of operations the fund balance will be negative but will gradually increase to a positive balance after the first few years of operations. The District wants transparency for the Center as substantial public donations were made to help fund the project.

## **Budget Guidelines, Process, Policies**

### **Budget and Appropriation Ordinance**

The Budget and Appropriation Ordinance appropriates the monies necessary to cover the projected expenditures and liabilities the Park District expects to incur in its next budget year. The ordinance must be passed and approved before the end of the first quarter of each fiscal year and filed with the Lake County Clerk within 30 days of adoption. The ordinance is first prepared in tentative form and made available for public inspection for at least 30 days before the final action. Copies of the budget and ordinance will be available for public inspection at the Park District's administrative offices: West Ridge Center, 636 Ridge Road, Highland Park, IL 60035, and the District's website, [www.pdhp.org](http://www.pdhp.org). The District Board of Commissioners must hold at least one public hearing regarding the ordinance before it can take any final action on it. Notice of the public hearing must be given in a newspaper published in the district at least one week prior. The public hearing can take place as a separate meeting (hearing) before the Regular Meeting of the Park Board of Commissioners.

Along with a certified copy of the Budget and Appropriation Ordinance, the District includes anticipated revenue during the fiscal year covered by the ordinance. The District's Treasurer is responsible for certifying the revenue estimate. The ordinance outlines any probable expenditure of grant or development impact fees.

State law prohibits spending beyond the appropriations outlined in the ordinance at any time within the same fiscal year. After the first six months of the fiscal year, the Board of Commissioners has the authority to transfer items in any fund in the appropriation ordinance, with a two-thirds majority vote. Transfers cannot exceed 10% of the total amount appropriated for the fund or item that is having funds reallocated. The Board of Commissioners can amend the Budget and Appropriation Ordinance, using the same procedures followed when the ordinance was adopted.

### **Budget Planning Process**

Preparation of the 2024 Capital Plan (CP) and Operating Budget run parallel to one another during the budget process. Planning for Park District's CP began in the summer and resulted in a thoroughly researched list of project recommendations that are presented to the Board of Commissioners prior to the budget presentation. The 2024 CP summarizes operational projects that maintain facilities & parks along with projects that add new amenities desired by the community. The final 2024 CP for the fiscal year is presented in the Capital section of this document. The CP for 2024 and the succeeding four years was presented to the Finance Committee of the Board on October 17, 2023, and to the entire Board at the November 8, 2023, Workshop Meeting.

Detailed budgeting for program and operational budgets begins during the summer months. Departments meet individually, develop their budgets, and enter the information into the Park District financial software. In September, staff meets with their department heads, business office staff, and the Executive Director to finalize the draft document that was presented to the Finance Committee on November 14, and December 12, 2023, and then to the Board of Commissioners at the Park Board Meeting on December 13, 2023. The budget document will be laid down for public viewing for a period of 30 days after receiving consensus at this meeting.



## Public Meetings Schedule

9/19	Finance Comm.	Capital Budget Presented to Finance Committee
10/17	Finance Comm.	Levy Presentation
11/8	Workshop	Capital Budget Presented to the Board
11/14	Finance Comm.	Revisions to the Levy Presentation/Budget Presentation Review
11/15	Board Meeting	Truth in Taxation Resolution Approved
12/1	Publication	Tax Public Hearing Publication (Lake County News-Sun)
12/7	Finance Comm.	Revisions to Budget Presentation
12/13	Board Meeting	Tax Public Hearing, Pass Tax Levy Ordinance, Present Budget to Board
12/27	Taken to County	Tax Levy Filed with County (due last Tuesday of December)
1/11	Publication	Budget 2024 Hearing Publication
1/31	Board Meeting	Budget 2024 Public Hearing/Budget 2024 Approved
2/1	Taken to County	File 2024 Budget & Appropriation (due March 31)

## Budgetary Control

Park District policy requires the District to adopt a balanced operating budget. Under normal conditions, operating expenditures are less than the non-debt related real estate taxes and fees for services. Accumulated surpluses from operations are used to fund capital improvements after meeting its fund balance requirement. A budget reflecting a deficit, in which expenditures exceed revenues result only from discretionary spending approved by the Board of Commissioners for capital improvements or reserve reduction. Any other budget deficit would require Board resolution.

The Park District uses a detailed line-item budget for accounting expenditure control. Verification and approval of appropriation amounts occur prior to the expenditure. Each month, all individual account expenditures are compared to budget appropriations. To monitor budget performance and to make changes promptly, management receives monthly, year-to-date, and prior year reports detailing actual expenditures versus the budget. Ongoing expenditures are reviewed monthly by the Board and approved at the Regular Board Meeting. Any amendments to or creation of financial policies are presented to the Finance Committee for consensus and then presented to the entire Board of Commissioners for final approval.

## Expenditure Accountability

Staff presents a monthly budget variance report and statement of operations to the Board. Throughout the year, Park District staff gives special presentations to the Board highlighting the activity of a specific program or facility. The Board is provided updates on capital repair and replacement projects at Board meetings and workshops throughout the year.

## Operations

A series of financial policies and procedures which adhere to accounting standards outline processes for financial planning, treatment of revenue streams and control of expenditures. Program fees and taxes are proposed each year to exceed general operating expenses. The resulting operating surplus along with excess unrestricted reserves and debt management comprise funding for the Park District's Capital Plan (CP). Capital improvements are discretionary spending, while programs that benefit the community drive operating expenses.

## **Salaries and Wages**

A Classification and Compensation Plan was developed and approved on January 1, 2023, which forms the foundation of the compensation, recruitment, management and retaining of employees. Positions were evaluated based on the nature of work, essential duties, responsibilities, qualifications required and relative level of difficulty. Similar positions were grouped creating a classification structure.

Based on industry standards, salary ranges were determined for each classification. The administration of a classification and compensation plan is a continuous process, adapting to changing conditions. As part of the budget process, staff evaluate annually a set of market indicators and a survey of comparable entities to determine if pay ranges are still relevant and to create the recommended pay range adjustments. After pay range adjustments are made, then a recommendation is made for the annual merit budget.

For 2024, a 4% plus a 1% contingency full-time salary pool (merit/compensation contingency) increase is budgeted for all full-time employees. According to Park District Policy, every five years, a qualified third-party consultant shall review the entire Compensation Plan through a comprehensive study. Following the 2022 study, several initiatives were identified as recommendations from the third-party consultant. In 2023, from those study recommendations, the District developed a comprehensive compensation and classification plan. This plan included compression adjustments after an internal equity analysis was completed, procedures to evaluate market adjustments to pay scales as needed on an annual basis and the development of a new merit matrix to guide annual compensation, which is based on an open range merit system.

In 2023, a Part Time and Seasonal Compensation and Classification Study was completed. Part-time and Seasonal positions were classified by skill and pay ranges were defined. Both studies support the Employee Values Driven strategic theme and initiatives. Salaries are budgeted accordingly in the 2024 budget to adhere to minimum wage laws.

Salary ranges for both plans can be found in Appendix C.

## **Fund Balance Policy**

The Park District intends to maintain a prudent level of financial resources, when possible, to protect against revenue shortfalls or unpredicted expenses. These levels are defined in the District's Fund Balance Policy and fund balances are expected to be maintained at a level of three to roughly five months of budgeted expenditures for the General and Recreation funds, with a minimum target of 25%. The Special Recreation Fund has a minimum target of 15% of budgeted expenditures, with a target range of 20% - 30%.

## **Investment Policy**

During the year, excess funds are held in insured or collateralized Certificates of Deposits, U.S. Government Securities, and Money Market accounts. The securities held by the Park District are consistent with its Investment Policy and have been short-term in nature to provide operating cash as needed. The Park District's Investment Policy emphasizes safety of principal, authorized investments, and collateralization of deposits over return on investment.

## **Long-Range Planning**

The Park District values long-range planning. GreenPrint 2024, a 10-year comprehensive master plan, guides future significant capital improvements, program improvements, and operational improvements. As projects are completed, GreenPrint 2024 is reviewed and updated to reflect the District's changing needs. Staff and Board work collaboratively to review the plan annually and adjust, as necessary.

## **Mid-Range Planning**

The Values Driven Strategic Plan outlines mid-range and short-term operations planning and identifies initiatives or tasks to be completed by staff assigned committees. Completion of these initiatives will ensure fulfillment of strategic goals. Staff will continue implementing a Values Driven Strategic Plan and Annual Work Plan in 2024.

Each year the District reviews and revises its five-year Capital Plan (CP) that supplements the yearly budget to assist in determining future funding needs. The Board discusses the CP based on program and facility needs, community assessments, and an in-depth review of asset replacement schedules. Significant expenditure projects are anticipated, planned for, and tracked against project budgets.

## **Asset Inventory**

The Park District regularly updates and maintains its records of personal and real property owned. In 2013, the District undertook a massive inventory of all capital assets so that it may better evaluate its future needs in anticipation of GreenPrint 2024. Major capital assets, including recreation facilities, open recreation venues, and vehicle fleet are reviewed annually for repair proposals. Older facilities are reviewed to develop long-term plans for renovation or expansion.

## **Diversity of Revenue**

A combination of user fees, sale of merchandise, interest income and taxes provide funds for services. Property tax is one of the major sources of revenue for general operations. Each year the Park District can increase its levy for taxes in its operating funds by the CPI or 5%, whichever is lower. The CPI for 2024 (2023 tax year) is 6.5%. The proposed levy increase is based upon the 5% tax cap and new growth. Staff levies for a total above the tax cap to ensure all growth is captured, but only budgets for tax cap increase.

The District has little or no control over the diversity of the tax base except to participate in tax incentives from the City or County to attract or retain business. Taxes are assessed twice per year, late spring, and midsummer.

The Park District charges fees for recreation activities and subscribes to a policy of varied fees for those services. Nonresidents may be charged a higher rate for participation. Program and activity fees are reviewed and adjusted as necessary to meet changing operating costs and/or market conditions. Staff may set fees higher than operating costs if there are additional indirect costs, such as operating maintenance, administrative overhead, and use of capital assets. For most programs and facilities, management has adopted a policy of the excess of revenues over direct costs being equal to 30%; this is reflected in the Park District's Revenue Policy.

## **Infrequent Revenue**

The Park District occasionally receives revenue that cannot be relied upon for ongoing funding. Examples are grants, contributions to capital projects and development impact fees. The District continually explores grant opportunities to help defray costs of eligible projects. If grants or contributions are designated for a specific project, they are held for that project in the fund balance. It is important to note that one of the primary sources of grant revenue is the Open Space Land Acquisition and Development (OSLAD) program.

## **Other Revenue Opportunities**

The Sponsorship Program for special events, golf, athletics, and facilities continues to expand. The Sponsorship Program provides an opportunity for the District to build stronger relations with community businesses, while providing the sponsor with public facing opportunities.

The Parks Foundation of Highland Park was the first GreenPrint 2024 initiative to be completed in 2016. The Foundation is a not-for-profit corporation, guided by an executive board. The primary purpose of the Foundation is

to secure and manage donations, gifts, and bequests in support of the District's programs, services, and facilities. For 2024, anticipated support from the Foundation will focus on funding for scholarships, athletic fields, and general fund donations. SMILE and FYI Grant-in-Aid supports participants who are experiencing economic difficulty, with participation scholarships. General fund donations can be used toward any appropriate program. Additionally, the Foundation utilized a non-profit coach to assist with fundraising education and efficiency. The District has also budgeted to work with a fundraising coach.

### **Debt Issuance**

The real estate tax base supports facility improvements, while program fees support recreation activities. Therefore, the costs associated with acquiring and improving long-term fixed assets are typically funded with the issuance of debt and/or accumulated surpluses from operations. The Park District reviews its existing obligation structure and future liability levels before making decisions to issue new debt. If the debt is to be issued, a BINA (Bond Issue Notification Act) hearing will be held, notification will be published in the local paper and posted on the Park District website. An adopted ordinance authorizing the bond issuance will be approved at a Board meeting and filed with Lake County.

The District plans to issue roughly \$5.5 million in general obligation limited tax park bonds in July of 2024. The prior bonds were structured to permit the issuance of these bonds in 2024 so that they would fit into the District's debt limitations, while causing minimal impact to taxpayers in the District. They are part of the overall GreenPrint 2024. The bonds will be used to fund the extensive capital projects slated for 2024 and beyond, as shown in Appendices A and B.

### **Forecasting**

Forecasting starts with certain assumptions based on management's experience, knowledge, and judgement, and then is combined with current financial information to provide a projection of future operations. Throughout the year, as information such as the Annual Comprehensive Financial Report, new legislation, or operational concerns become available, forecasting models are updated for management. At the fund level, focusing on the interrelationship of operations and capital, models are updated to support staff in planning to ensure both short and long-term goals are met.

## DEBT POSITION

### Overview

Each year the District invests its capital resources in projects to maintain and/or improve existing infrastructure or fund new infrastructure. The Board of Commissioners adheres to a philosophy that facility improvements will be provided from the real estate tax base and program fees will support the costs of operating the recreation activities. If there is an operational surplus after expenses, the appropriate amount is transferred to capital. Therefore, costs associated with acquiring and improving long-term fixed assets are met with the issuance of debt. Before deciding to issue new debt, the Park District reviews the existing obligation structure, current and projected surplus from operations, and future liability levels.

With the challenges inherent in funding GreenPrint 2024, the District began to use additional approaches available to the Park District. In 2016 and 2017 the District issued debt to assist in funding GreenPrint 2024. That was followed up with an issuance in 2020 of \$7.3 million in bonds. To pay these bond issues back, the District now uses its annual DSEB levy. In 2024, the District plans to issue roughly \$5.5 million in general obligation limited tax park bonds. Prior bonds were structured to permit the issuance of these bonds in 2024 so that they would fit into the District's debt limitations, while causing minimal impact to taxpayers in the District. They are part of the overall GreenPrint 2024. The bonds will be used to fund the extensive capital projects slated for 2024 and beyond, as shown in Appendices A and B.

The District utilizes a tiering method for prioritizing all capital projects. Capital Project Tiers 1 – 3 are considered maintenance projects and Tiers 4 – 5 are considered improvements. Furthermore, Tier 1 is most critical because the project is for safety/legal compliance. Tier 2 is for critical repair. Tier 3 is for scheduled replacement. Tier 4 is to improve an existing item. Tier 5 is for new items. It is recommended that items are tiered for each year of the capital plan in order to stay focused on the most urgent needs. Tier 6 is for unfunded projects. These capital improvement projects either require additional planning, have not yet been approved by the Park Board, or require additional funding.

In the past, Park District leadership took a “just in time” approach to debt issuance. However, the current interest rate climate combined with the District's long-term capital plan informs the decision to do more long-term debt analysis.

Currently, the District has one debt certificate outstanding: General Obligation Limited Tax Debt Certificates, Series 2021. The certificates were issued in 2021 to refund the 2012 and 2013 issuances and address a multitude of projects listed in Appendices A & B and to replace the breakwater and boat launch at Park Avenue (\$2M). If the aforementioned projects do not come to fruition or come in under budget, the funds from the debt issuances will be used to fund other capital projects in the capital projects plan. To pay for debt certificates, the District transfers from the General and Recreation funds appropriate surplus amounts to the Debt Service fund.

Real estate taxes received for debt retirement pass through the Debt Service Fund, supporting the General Obligation Bond issuances. Interest payments will be made during June and December. Principal payments will be made in December.

The Park District has maintained its Aaa bond rating from Moody's Investors Service. Moody's cites a tax base characterized by above average wealth issues, sound financial operations bolstered by ample reserves, and a manageable debt position as reasons for the rating.

### Debt Limit

The Park District's permanent statutory debt limit is 2.875% of the Equalized Assessed Valuation of all taxable property located within the boundaries of the District. Bonds are not included in the computation of statutory indebtedness unless taxes levied to pay for such obligations are extended.

**General obligation indebtedness:**

General Obligation Ltd Tax			
Park Bonds Series 2017		Maturity Date: December 15, 2028	
Estimated Principle Outstanding at 12/31/2023 \$3,200,000			
FISCAL YEAR	PRINCIPAL	INTEREST	TOTAL
2024	915,000	96,000	1,011,000
2025	855,000	68,550	923,550
2026	835,000	42,900	877,900
2027	510,000	17,850	527,850
2028	85,000	2,550	87,550

General Obligation Ltd Tax			
Park Bonds Series 2020		Maturity Date: December 15, 2033	
Estimated Principle Outstanding at 12/31/2023 \$5,370,000			
FISCAL YEAR	PRINCIPAL	INTEREST	TOTAL
2024	485,000	190,300	675,300
2025	--	166,050	166,050
2026	--	166,050	166,050
2027	275,000	166,050	441,050
2028	700,000	152,300	852,300
2029	735,000	117,300	852,300
2030	760,000	95,250	855,250
2031	780,000	72,450	852,450
2032	805,000	49,050	854,050
2033	830,000	24,900	854,900

General Obligation Ltd Tax			
Debt Certificate 2021			Maturity Date: June 15, 2041
Principle Outstanding at 12/31/2023 \$18,030,000			
FISCAL YEAR	PRINCIPAL	INTEREST	TOTAL
2024	975,000	699,800	1,674,800
2025	1,025,000	651,050	1,676,050
2026	1,075,000	599,800	1,674,800
2027	1,130,000	546,050	1,676,050
2028	1,185,000	489,550	1,674,550
2029	1,245,000	430,300	1,675,300
2030	1,310,000	368,050	1,678,050
2031	790,000	302,550	1,092,550
2032	810,000	278,850	1,088,850
2033	835,000	254,550	1,089,550
2034	860,000	229,500	1,089,500
2035	885,000	203,700	1,088,700
2036	910,000	177,150	1,087,150
2037	940,000	149,850	1,089,850
2038	970,000	121,650	1,091,650
2039	995,000	92,550	1,087,550
2040	1,020,000	62,700	1,082,700
2041	1,070,000	16,050	1,086,050

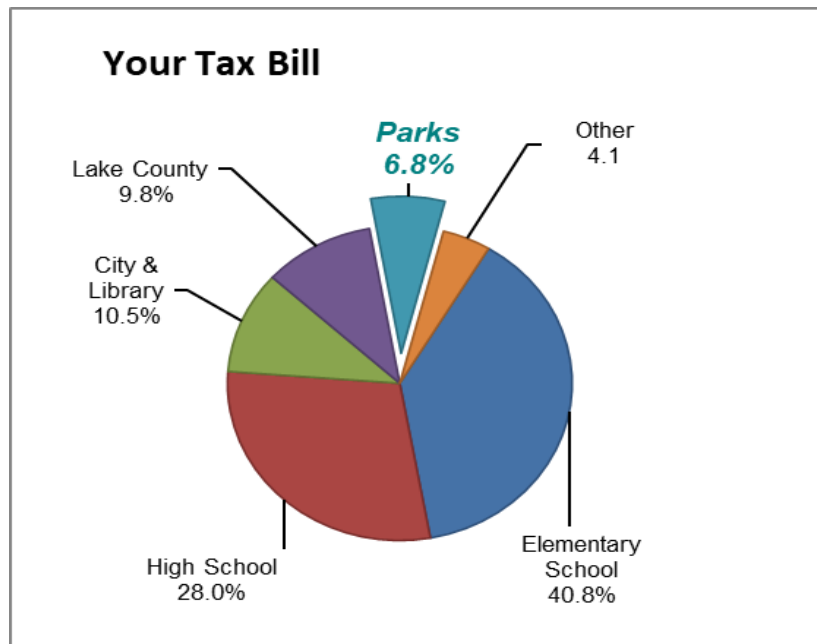
## TAX FUNDING

The Levy Ordinance, which details the property tax request by fund, was presented and approved by the Park Board of Commissioners on December 13, 2023. The District is subject to two sets of tax limits: **rate limits** on the maximum rates that can be levied for a particular purpose or fund and **tax caps**, which limit the aggregate increase in the levy to the lesser of 5% or the Consumer Price Index (CPI), excluding new construction.

Staff budgets conservatively for property tax revenue, but levies to include growth, which is not available until the following spring. Failure to levy for growth may deny the District that revenue forever. Invariably, budgeting property tax revenue at the levy amount will create a shortfall. For 2024, the budget was created using the 2023 extension multiplied by the 105% tax cap for the general and operating funds. 98% of that amount was then used to budget, thus allowing for appeals during the year.

On the following page is a 10-year history of the Park District's (EAV), levy extension, and tax rates. Rate information for budget year 2024, tax year 2023 is not included. The District will receive final levy information during the spring of 2024. The District's property tax collection rate has averaged more than 98% over the past 10 years (see 2022 Annual Consolidated Financial Report for more detail).

For 2024, the budgeted property tax revenue is \$15,186,446. Exclusive of the debt levy (Truth in Taxation), the total budgeted levy for 2024 is \$13,522,046.



## PROPERTY TAX RATE, EAV AND EXTENSION

LEVY YEAR	2014	2015	2016	2017	2018
EAV	2,079,639,753	2,206,882,564	2,344,268,130	2,440,264,291	2,436,195,918
LEVY					
EXTENSION	10,566,317	11,482,476	12,395,646	12,715,144	13,059,569
CORPORATE	0.2924	0.2628	0.2114	0.2001	0.2225
SPECIAL RECREATION	0.0400	0.0400	0.0400	0.0386	0.0395
RECREATION	0.1758	0.1835	0.2134	0.2197	0.2103
BONDS AND INTEREST	-	0.0340	0.0640	0.0627	0.0630
Total Rate	0.5082	0.5203	0.5288	0.5211	0.5352

LEVY YEAR	2019	2020	2021	2022	2023
EAV	2,383,453,383	2,330,593,645	2,329,605,987	2,446,655,551	2,648,118,776
LEVY					
EXTENSION	13,338,973	13,338,850	14,169,409	14,824,808	
CORPORATE	0.2327	0.2452	0.2511	0.2548	
SPECIAL RECREATION	0.0400	0.0253	0.0400	0.0400	
RECREATION	0.2200	0.2318	0.2374	0.2419	
BONDS AND INTEREST	0.0670	0.0700	0.0709	0.0693	
Total Rate	0.5596	0.5723	0.5995	0.6060	



## CAPITAL ANALYSIS

Expenditures for 2024 are detailed in Appendix A and are accounted for in the Capital Fund. The Capital Plan (CP) summarizes districtwide replacement needs for 2024 and the next four years prioritized by Tier. As the first step of the budget process, planning and facility staff review the requirements of all facilities and parks, creating and updating repair and replacement schedules. For informational purposes Appendix B provides a summarized schedule of replacement items for 2024 and the next four years.

The 2024 Budget includes the following GreenPrint 2024 initiatives in the Capital Fund:

### **Multi-Purpose Building to Address the Aging West Ridge Center**

In 2021, staff began the planning process to evaluate needs for a future Multi-Purpose Recreation and Administrative Building due to the aging West Ridge Center which has considerable needed infrastructure improvements. The District has \$1,825,000 budgeted in 2024 for this project.

### **Sports Field Master Plan (Synthetic Turf Field Construction)**

The Sports Field Master Plan highlighted the opportunity to expand the capacity of the Larry Fink Memorial Park baseball field to accommodate a wider range of ages and support the growing baseball program. The Giants Athletic Boosters, a committee of the Parks Foundation of Highland Park, rallied around the project and raised funds to push the project forward. The scope of the project includes a synthetic turf infield, new outfield fence and warning track, dugout shade covers, new bleacher area, improved paths and access, and a new scoreboard. The Park District has \$500,000 budgeted in 2024 for this project. The remaining project balance of \$500,000 will come from the Parks Foundation of Highland Park.

## 2024 BUDGET ANALYSIS

### Budget Overview

The 2024 Budget is presented in three different formats:

- Consolidated by Fund
- District Wide Comparison to 2023 budget
- Detailed review by Function

Overall, the 2024 Budget represents a deficit after capital improvements of \$3,775,457.

- Net Operations \$3.3 million
- Operating Revenue \$26 million
- Operating Expenditures \$22.7 million
- Debt Extension \$1.7 million
- Debt Retirement \$3.4 million
- Capital Improvements \$11.8 million
- Inter Fund Transfers \$5.3 million

### Budget Opportunities

For 2024, the budget has been prepared while incorporating District values. Striving to always be extraordinary, welcoming, and caring, we have incorporated opportunities to ensure equity and inclusion, along with fiscal responsibility, in delivering services through our programs and at our facilities. We have increased the Grant-in-Aid budget by 3%, addressing financial barriers for residents, while still incorporating cost recovery strategies and seeking alternative revenue sources such as grants and donations. The Champion's Gala is scheduled again for 2024 and usually generates tens of thousands of dollars that the Parks Foundation of Highland Park donates toward grant-in-aid. Investment income far exceeded the budget in 2023, as operations rebounded from Covid-19, and staff felt more comfortable to invest again. Additionally, with inflation being so high, rates on investments were over 5%.

The Parks Foundation had an excellent 2023 and received a \$250,000 park renaming donation, donated almost \$25,000 to the District's Grant-in-Aid, donated roughly \$430,000 to the Park Avenue Boating Facility over the past two years and has collected over \$250,000 in donations in anticipation of athletic field improvements. Another \$150,000 donation is expected on or before ninety days after the District approves a contract for the field improvements.

The Recreation Center hopes to continue to rebound with former patrons feeling more comfortable coming back to work out in person after the Pandemic. The 2024 revenue budget was increased by almost 50% over the 2023 budget. Sunset Valley and Deer Creek had exceptional patronage during 2023. While the District hopes the trend will continue into 2024, the budget is not at projected figures. Changes at the Golf Learning Center are anticipated after a Request For Proposal was issued for the site in 2023. The Golf Practice submitted a proposal to teach golf camp, programs, and private lessons at the site. Budgeted revenue from the agreement is included in the 2024 budget. Additionally, the current licensee did not submit a proposal. Therefore, effective May 1, 2024, it is anticipated that there will be a new agreement for the dome. Centennial Ice Arena is budgeted for a 36% increase in revenue over 2023 projections for 2024, as the ice rink was closed for longer than anticipated in 2023 and skating lessons did not return to the level anticipated in 2023.

Full-time staffing levels at the District were significantly reduced during the pandemic with furloughs and hiring freezes. This resulted in decreases in salaries, health, and benefits expense. As the District expanded operations in 2021 and 2022, it tried to get back to more normal levels of full-time staffing. Continuing into early 2023, the District was still

somewhat low with full-time staffing levels. Additionally, camps did not achieve enrollment at budgeted levels and less camp staff were needed over the summer. Altogether, this caused a projected \$400,000 savings in salary and benefits at year-end. Parks and natural areas positions are the most challenging to fill, but head count increased by mid-year. We were one of the few districts to be fully staffed with lifeguards, which enabled the District to open all pools and beaches for the entire season. The hiring goal of lifeguards was exceeded. The District has budgeted for appropriate staffing levels in tangent with budgeted operations.

Finally, like the rest of the country, the District continues to see significant supply chain delays in acquiring vehicles, chemicals and other needed items. Not only are there delays, but inflation continued to be high in 2023, but lower than in 2022. For the second time ever and for two years in a row, CPI was higher than the tax cap and levies could only increase by 5% vs. the 6.5% CPI. Minimum wages will increase again in 2024 and higher salaries are being demanded by the U.S. workforce due to labor shortages. Construction costs continue to increase, as do materials and supplies (they are budgeted to increase by 7.3%). Utilities (up 9.9%) and gasoline prices have also increased substantially. Health insurance rates are increasing by 7.8%. These increases have been included in the budget and will be offset with increases in fees and levying the full 5% allowed.

**Table #1****PROPOSED 2024 BUDGET BY FUND**

	General	Recreation	Special	Debt	Capital	Total
<b>Revenue</b>						
TAX	6,538,573	6,033,220	950,254	1,664,400	-	15,186,446
PROGRAMS	-	3,634,652	-	-	-	3,634,652
CAMPS	-	1,929,008	-	-	-	1,929,008
LESSONS	-	551,807	-	-	-	551,807
SPECIAL EVENTS	-	125,558	-	-	-	125,558
FEES & CHARGES	41,200	2,697,857	-	-	-	2,739,057
MEMBERSHIPS	-	1,363,871	-	-	-	1,363,871
RENTALS	11,800	1,547,864	-	-	-	1,559,664
MERCHANDISING	264	134,384	-	-	-	134,648
INTEREST INCOME	65,000	150,000	-	-	50,000	265,000
MISCELLANEOUS INCOME	69,001	68,405	-	-	904,527	1,041,933
OTHER INCOME	-	55,917	-	-	-	55,917
<b>Revenue Total</b>	<b>6,725,838</b>	<b>18,292,542</b>	<b>950,254</b>	<b>1,664,400</b>	<b>954,527</b>	<b>28,587,561</b>
<b>Expenditures</b>						
PROGRAMS	-	1,883,735	-	-	-	1,883,735
CAMPS	-	992,596	-	-	-	992,596
LESSONS	-	265,148	-	-	-	265,148
SPECIAL EVENTS	-	169,711	-	-	-	169,711
MEMBERSHIPS	-	162,871	-	-	-	162,871
SALARIES & WAGES	3,528,817	6,794,040	-	-	-	10,322,858
CONTRACTUAL SERVICES	1,375,396	1,258,536	425,628	-	1,786,268	4,845,828
INSURANCE	1,116,339	1,340,604	-	-	-	2,456,943
MATERIALS & SUPPLIES	288,987	395,448	-	-	-	684,435
MAIN. & LANDSCAPE	138,893	421,050	-	-	-	559,943
UTILITIES	161,487	946,772	-	-	-	1,108,259
PENSION CONTRIBUTIONS	296,177	566,272	-	-	-	862,449
COST OF GOODS SOLD	-	65,620	-	-	-	65,620
DEBT RETIREMENT	-	-	-	3,362,600	-	3,362,600
CAPITAL OUTLAY	-	63,800	-	-	10,056,221	10,120,021
<b>Expenditure Total</b>	<b>6,906,097</b>	<b>15,326,203</b>	<b>425,628</b>	<b>3,362,600</b>	<b>11,842,489</b>	<b>37,863,017</b>
	<b>-180,259</b>	<b>2,966,339</b>	<b>524,625</b>	<b>-1,698,200</b>	<b>-10,887,962</b>	<b>-9,275,457</b>
<b>Other Financing</b>						
DEBT ISSUANCE					5,500,000	5,500,000
TRANSFER IN FOR BOND PAYMENT				1,674,800		1,674,800
TRANSFER IN FOR CAPITAL FUND					3,600,000	3,600,000
TRANSFER OUT FOR BOND PAYMENT	-622,420	-1,052,380				-1,674,800
TRANSFER OUT FOR CAPITAL FUND		-3,000,000	-600,000			-3,600,000
<b>NET SURPLUS (DEFICIT)</b>	<b>-802,679</b>	<b>-1,086,041</b>	<b>-75,375</b>	<b>-23,400</b>	<b>-1,787,962</b>	<b>-3,775,457</b>

**Table #1:** Funds are identified as Major and Non-Major, in accordance with the classification presented in the District's audited financial statements or Annual Comprehensive Financial Report. Major Funds include General, Recreation, Capital Projects, and Debt Service. The only Non-Major fund is the Special Recreation Fund.

## Table #2 Fund Balance Projection as of December 31, 2024

	General	Recreation	Special Recreation	Debt Service	Capital Projects	Total
<b>Estimated Fund Balance 1/1/2024</b>	3,377,321	8,103,340	319,437	52,645	18,959,347	30,812,091
REVENUES	6,725,838	18,292,542	950,254	1,664,400	954,527	28,587,561
EXPENDITURES	6,906,097	15,326,203	425,628	3,362,600	11,842,489	37,863,017
DEBT ISSUANCE					5,500,000	5,500,000
TRANSFER FOR DEBT	-622,420	-1,052,380	0	1,674,800	0	0
TRANSFER FOR CAPITAL	0	-3,000,000	-600,000	0	3,600,000	0
<b>Estimated Fund Balance 12/31/2024</b>	<b>2,574,642</b>	<b>7,017,299</b>	<b>244,063</b>	<b>29,245</b>	<b>17,171,385</b>	<b>27,036,635</b>
Fund Balance Policy						
% of Expenditures	1,726,524 37%	3,831,551 46%	63,844 57%			

**Table #2:**

Figures presented above include the District's estimated beginning fund balance as of January 1, 2024, the start of the budget period. This balance is combined with proposed revenues, expenditures, debt issuance, and transfers, estimating the ending fund balance for the period ending December 31, 2024. Projected Fund Balance on December 31, 2024 is calculated by taking the projection for the general ledger balance on December 31, 2023 and adjusting it by that fund's projected activity, which is shown in tables 4 and 5, respectively. This adjustment provides the projected December 31, 2024 fund balance. The 2023 fund balance is then adjusted by the 2024 budget activity and added or subtracted from the December 31, 2023 fund balance.

The Park District's philosophy is to maintain a principal operating fund balance equal to approximately 3 months (25%) of annual expenditures for the General and Recreation Funds, as a minimum. For the Special Recreation Fund, the principal operating fund balance is 15%, as a minimum. Any excess fund balance can be transferred, by Board Resolution, to the Capital Projects Fund. The figures presented at the bottom of the table represent the estimated fund balances for each fund based upon the projections and budgets for 2023 and 2024, respectively.

<b>FUND BALANCE HISTORY</b>			
	<b>GENERAL FUND</b>	<b>RECREATION FUND</b>	<b>SPECIAL RECREATION FUND</b>
	<b>FUND BALANCE % ON HAND</b>	<b>FUND BALANCE % ON HAND</b>	<b>FUND BALANCE % ON HAND</b>
<b>ACTUAL 2015</b>	36%	27%	25%
<b>ACTUAL 2016</b>	59%	28%	112%
<b>ACTUAL 2017</b>	59%	31%	80%
<b>ACTUAL 2018</b>	45%	40%	56%
<b>ACTUAL 2019</b>	63%	41%	57%
<b>ACTUAL 2020</b>	94%	55%	231%
<b>ACTUAL 2021</b>	114%	62%	40%
<b>ACTUAL 2022</b>	87%	55%	90%
<b>PROJECTED 2023</b>	41%	49%	80%
<b>BUDGET 2024</b>	37%	46%	57%

**Table #3****DISTRICT WIDE BUDGET COMPARISON (No Capital)**

	2023 Budget	2023 Projected	2024 Budget	Increase/ (Decrease)	% Change
<b>Revenue</b>					
100 - PROGRAMS	3,191,012	3,435,676	3,634,652	443,640	13.90%
110 - CAMPS	1,892,553	1,713,643	1,929,008	36,455	1.93%
120 - LESSONS	492,377	526,927	551,807	59,430	12.07%
130 - SPECIAL EVENTS	131,853	73,663	125,558	-6,295	-4.77%
410 - TAX	14,720,156	14,760,884	15,186,446	466,290	3.17%
420 - FEES & CHARGES	2,582,600	3,031,925	2,739,057	156,457	6.06%
440 - MEMBERSHIPS	893,518	1,307,866	1,363,871	470,353	52.64%
450 - RENTALS	1,268,594	1,457,904	1,559,664	291,070	22.94%
460 - MERCHANDISING	119,464	170,638	134,648	15,185	12.71%
470 - INTEREST INCOME	43,000	584,251	215,000	172,000	400.00%
480 - MISCELLANEOUS INCOME	97,356	185,407	137,406	40,050	41.14%
510 - OTHER INCOME	68,078	66,878	55,917	-12,161	-17.86%
<b>Total Revenue:</b>	<b>25,500,560</b>	<b>27,315,662</b>	<b>27,633,034</b>	<b>2,132,474</b>	<b>8.36%</b>
<b>Expense</b>					
100 - PROGRAMS	1,717,096	1,713,260	1,883,735	166,639	9.70%
110 - CAMPS	1,015,437	924,170	992,596	-22,841	-2.25%
120 - LESSONS	270,640	263,960	265,148	-5,493	-2.03%
130 - SPECIAL EVENTS	185,844	104,644	169,711	-16,133	-8.68%
440 - MEMBERSHIPS	152,040	131,848	162,871	10,831	7.12%
610 - SALARIES & WAGES	9,150,364	8,726,069	10,322,858	1,172,494	12.81%
620 - CONTRACTUAL SERVICES	2,853,988	2,727,486	3,059,560	205,573	7.20%
630 - INSURANCE	2,308,794	2,271,752	2,456,943	148,149	6.42%
640 - MATERIALS & SUPPLIES	637,723	678,349	684,435	46,712	7.32%
650 - MAINTENANCE & LANDSCAPING CONTRACTS	514,617	549,682	559,943	45,326	8.81%
660 - UTILITIES	1,028,049	1,008,489	1,108,259	80,210	7.80%
670 - PENSION CONTRIBUTIONS	791,637	729,095	862,449	70,812	8.95%
680 - COST OF GOODS SOLD	57,835	90,681	65,620	7,785	13.46%
710 - DEBT RETIREMENT	3,342,200	3,342,200	3,362,600	20,400	0.61%
720 - CAPITAL OUTLAY	71,590	89,966	63,800	-7,790	-10.88%
<b>Total Expense:</b>	<b>24,097,854</b>	<b>23,351,652</b>	<b>26,020,528</b>	<b>1,922,674</b>	<b>7.98%</b>
<b>Net Surplus (Deficit)</b>	<b>1,402,706</b>	<b>3,964,009</b>	<b>1,612,505</b>	<b>209,800</b>	<b>14.96%</b>
<b>Transfers</b>					
TRANSFER IN	1,676,300	1,676,300	1,674,800	-1,500	-0.09%
TRANSFER OUT	-5,726,300	-5,724,147	-5,274,800	-451,500	-7.88%
<b>Net Surplus (Deficit)</b>	<b>-2,647,294</b>	<b>-83,838</b>	<b>-1,987,495</b>	<b>659,800</b>	<b>24.92%</b>

**Table #3:** The 2024 budget information will be reviewed on a district-wide basis by revenues and expenditures, then in more detail based on Functional Activity, as defined above.

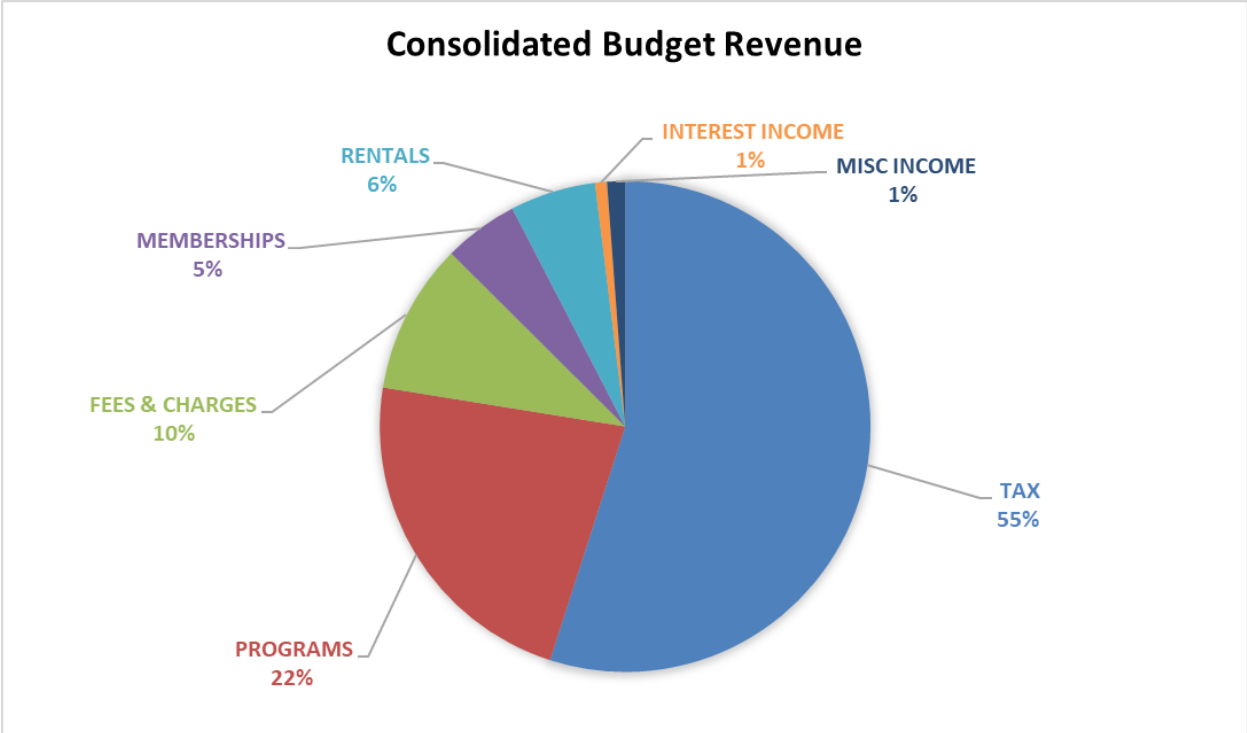
Table #4

## CONSOLIDATED REVENUE ANALYSIS (No Bonds/No Capital)

	2023 Total Budget		2023 Projected		2024 Total Budget		2024 Budget vs 2023 Budget	% Change
<b>Revenue</b>								
TAX	14,720,156	57.72%	14,760,884	54.04%	15,186,446	54.96%	466,290	3.17%
PROGRAMS	3,191,012	12.51%	3,435,676	12.58%	3,634,652	13.15%	443,640	13.90%
CAMPS	1,892,553	7.42%	1,713,643	6.27%	1,929,008	6.98%	36,455	1.93%
LESSONS	492,377	1.93%	526,927	1.93%	551,807	2.00%	59,430	12.07%
SPECIAL EVENTS	131,853	0.52%	73,663	0.27%	125,558	0.45%	-6,295	-4.77%
FEES & CHARGES	2,582,600	10.13%	3,031,925	11.10%	2,739,057	9.91%	156,457	6.06%
MEMBERSHIPS	893,518	3.50%	1,307,866	4.79%	1,363,871	4.94%	470,353	52.64%
RENTALS	1,268,594	4.97%	1,457,904	5.34%	1,559,664	5.64%	291,070	22.94%
MERCHANDISING	119,464	0.47%	170,638	0.62%	134,648	0.49%	15,185	12.71%
INTEREST INCOME	43,000	0.17%	584,251	2.14%	215,000	0.78%	172,000	400.00%
MISCELLANEOUS INCOME	97,356	0.38%	185,407	0.68%	137,406	0.50%	40,050	41.14%
OTHER INCOME	68,078	0.27%	66,878	0.24%	55,917	0.20%	-12,161	-17.86%
<b>Revenue Total:</b>	<b>25,500,560</b>	<b>100.00%</b>	<b>27,315,662</b>	<b>100.00%</b>	<b>27,633,034</b>	<b>100.00%</b>	<b>2,132,474</b>	<b>8.36%</b>

- Programs – Income is expected to increase by almost 14%. Programming did much better than budget in 2023 and it is expected that programs will exceed 2023 results in 2024. The largest budget increases are in adult tennis at \$135,000, childhood enrichment at \$76,000 and dance at \$70,000. Programs will also have increased fees for participation.
- Lessons – Increases in lessons are budgeted mostly for private swimming lessons at \$32,000 and private golf lessons at \$21,000.
- Merchandising – With the increased foot traffic at Sunset Valley over the past two years, merchandising income has increased and is budgeted to increase for 2024 over the 2023 budget.
- Memberships – The Recreation Center is rebounding from the Pandemic. Memberships are being increased from the 2023 budget to align more with 2023 projections. There will also be a mid-year fee increase.
- Interest Income – With interest rates exceeding 5% and with operations returning to near normal, more investments were made, thus resulting in greater interest income. The budget was increased with hopes of continued accelerated interest rates.
- Miscellaneous Income – Amount has been increased largely due to expected SMILE donations increasing, now that the Foundation Gala is being held annually (\$20,000), and due to the advertising budget increasing by \$10,000 over 2023.
- Rental Income – Increased largely due to anticipated ice rink rentals for a full year at \$200,000. Cart rentals at the golf course were increased by \$65,000 due to the past two years of increased rentals. Finally, prime tennis was also increased based upon the past two years of activity, by \$26,000. Rental fees are also increasing.
- Other Income – The budget for next year in this account will be back to normal. In 2023 a cost allocation audit for \$10,000 had to be conducted between the Recreation Center and the Senior Center.

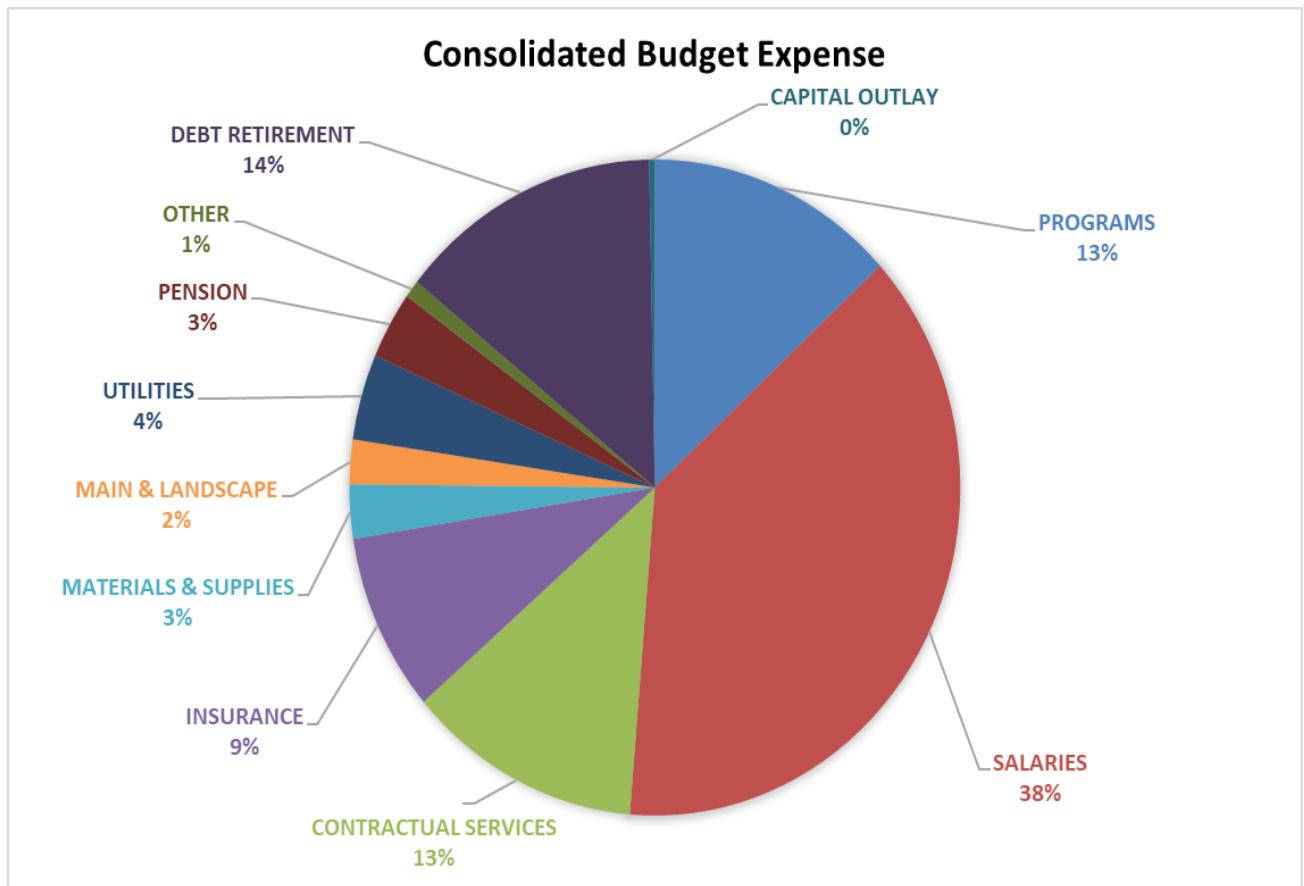




**Table #5** **CONSOLIDATED EXPENDITURE ANALYSIS (No Capital)**

	2023		2023		2024		2024 Budget	%
	Total Budget		Projected		Total Budget		vs 2023 Budget	Change
Expense								
PROGRAMS	1,717,096	7.13%	1,713,260	7.34%	1,883,735	7.24%	166,639	9.70%
CAMPS	1,015,437	4.21%	924,170	3.96%	992,596	3.81%	-22,841	-2.25%
LESSONS	270,640	1.12%	263,960	1.13%	265,148	1.02%	-5,493	-2.03%
SPECIAL EVENTS	185,844	0.77%	104,644	0.45%	169,711	0.65%	-16,133	-8.68%
MEMBERSHIPS	152,040	0.63%	131,848	0.56%	162,871	0.63%	10,831	7.12%
SALARIES & WAGES	9,150,364	37.97%	8,726,069	37.37%	10,322,858	39.67%	1,172,494	12.81%
CONTRACTUAL SERVICES	2,853,988	11.84%	2,727,486	11.68%	3,059,560	11.76%	205,573	7.20%
INSURANCE	2,308,794	9.58%	2,271,752	9.73%	2,456,943	9.44%	148,149	6.42%
MATERIALS & SUPPLIES	637,723	2.65%	678,349	2.90%	684,435	2.63%	46,712	7.32%
MAINTENANCE & LANDSCAPING CONTRACTS	514,617	2.14%	549,682	2.35%	559,943	2.15%	45,326	8.81%
UTILITIES	1,028,049	4.27%	1,008,489	4.32%	1,108,259	4.26%	80,210	7.80%
PENSION CONTRIBUTIONS	791,637	3.29%	729,095	3.12%	862,449	3.31%	70,812	8.95%
COST OF GOODS SOLD	57,835	0.24%	90,681	0.39%	65,620	0.25%	7,785	13.46%
DEBT RETIREMENT	3,342,200	13.87%	3,342,200	14.31%	3,362,600	12.92%	20,400	0.61%
CAPITAL OUTLAY	71,590	0.30%	89,966	0.39%	63,800	0.25%	-7,790	-10.88%
Expense Total:	24,097,854	100.00%	23,351,652	100.00%	26,020,528	100.00%	1,922,674	7.98%

- Salaries and wages and debt retirement represent the largest expenditure line items for the District (excluding capital, which is not shown here). Debt retirement change is flat and budgeted salaries have increased with the addition of 6 positions: 1 parks maintenance, 1 IT, 1 facilities, 2 recreation and 1 risk manager. Further budgeted increase is due to minimum wage increases as dictated by law. Finally, a 5% merit pool and contingency is included.
- Cost of Goods Sold budget has increased due to the increase in the Merchandising budget with the increased foot traffic at Sunset Valley.
- Capital outlay was decreased as budgeted equipment expenses at the water park are decreased for 2024.



#### FUND TRANSFERS

2024 Budget includes the following transfers between funds:

- \$622,420 from the General Fund to Debt Service - for payment of Debt Certificate 2021
- \$1,052,380 from the Recreation Fund to Debt Service - for payment of Debt Certificate 2021 (including \$118,750 from the Park Avenue Boating Facility Recreation Subfund)
- \$3,000,000 from the Recreation Fund to Capital - as directed by the Fund Balance Policy
- \$600,000 from the Special Recreation Fund to Capital - for the ADA portion of capital project

## **ANALYSIS BY FUNCTION**

For purposes of this document, the Administration Function includes activity in the General Fund, (less Parks), Special Recreation, Debt Service, and the Capital Projects Fund. The Parks Department is split from the General Fund and presented as its own function. The Recreation Fund is presented in its entirety as the Recreation Function.

**Table # 6**

### **BUDGET BY FUNCTION**

	<b>Administration Function</b>	<b>Parks Function</b>	<b>Recreation Function</b>	<b>Total Function</b>
Revenues	10,231,055	63,964	18,292,542	28,587,561
Expenditures	19,073,892	3,462,922	15,326,203	37,863,017
Surplus/Deficit	-8,842,838	-3,398,958	2,966,339	-9,275,457

## **ADMINISTRATION FUNCTION**

### **GENERAL RESPONSIBILITIES**

The Administration Function is responsible for the management of the District's short and long-term planning, executive administration of District-wide operations, financial management, human resource administration, risk management, information technology systems and marketing and communications activity. The Administration budget includes property tax receipts, grants, development impact fees (via capital projects), and investment income. Expenditures include administrative, operating, and support expenses. Administration is also responsible for membership in the Northern Suburban Special Recreation Association (Special Recreation Fund), debt management (Debt Service Fund), and costing/managing significant capital projects (Capital Projects Fund).

The administration develops, recommends, and implements policies and procedures. During 2019, a Department Head committee reviewed and updated both Park District of Highland Park's Policy Manual and Personnel Manuals. The Board of Commissioners approved both documents which created an operational framework for 2019 and beyond.

The Administration department is also responsible for preparing the District for all facets of the Distinguished Accreditation process. The District was reaccredited by the Illinois Association of Park Districts in 2020.

Administration acts as the primary liaison with the elected Board of Commissioners in setting financial priorities and is responsible for adhering to the Open Meetings Act and Freedom of Information Act requirements. Administration prepares, maintains, and files official Park District records, ordinances, and resolutions in accordance with applicable statutes.

### **PLANNING, PROJECTS, AND INFORMATION TECHNOLOGY**

Planning involves strategic planning, and feasibility studies (land management and park usage), incorporating new trends into development to encourage intergeneration recreation and physical activity; interagency coordination with local, and county governmental agencies; developing and managing implementation of the portions of the CP, such as asphalt repair, or park equipment replacement; researching grant opportunities that support capital improvements and overseeing the ADA transition plan and incorporating ADA requirements in all new buildings.

The IT Department maintains the District's centralized voice, security, and network infrastructure and end-user technologies. IT coordinates all software and hardware purchases and implementation, as well as maintenance of a secure computer environment with reliable usable data. IT provides strategic support in developing data analytics and serves as principal design and support for multimedia throughout the District. IT staff is responsible for management of District's telephone communications and voice mail systems, photocopier purchases (leases) and maintenance contracts and security systems of the District including the door locks, keyless entry, and camera systems. IT staff report to the Director of Planning, Projects, and IT.

## **FINANCE**

Finance is responsible for all aspects of accounting, finance, and record keeping for the Park District. Staff implements effective control of receipts and disbursements; reviews and monitors debt management procedures; protects cash and assets through sound internal controls and invests surplus funds to earn a market rate of return and ensure preservation of capital. The department controls the District's financial records in compliance with the Local Government Records Act.

## **HUMAN RESOURCES (HR) AND RISK MANAGEMENT**

HR develops, implements, and communicates benefit programs and policies including health and life insurance, workers' compensation, retirement plans, employee assistance, employee recognition, unemployment insurance, supplemental retirement compensation, vacation, sick time, and all other benefits. The Human Resources Department also processes payroll.

HR develops and administers the compensation management programs for full-time exempt and non-exempt personnel. HR also monitors documented time for compliance with the Fair Labor Standards Act and other satisfactory internal controls. The department also develops, implements, and communicates personnel policies and procedures to the Park District staff.

The Risk Management function is housed within the Human Resources department and ensures safety and risk standards are maintained for risk-related compliance requirements. Safety and security efforts are implemented including emergency operations procedures, safety and security protocols, inspections, equipment assessments, and employee on-the-job safety assessments and training. Risk Management also coordinates the District-wide loss reduction program in cooperation with the Park District Risk Management Agency (PDRMA). This program includes employee on-the-job safety training, provides educational opportunities, and provides guidance for accident prevention.

## **MARKETING AND COMMUNICATIONS DEPARTMENT**

The Marketing and Communications Department is responsible for promoting all participation & revenue generating opportunities to meet/exceed the Park District budget goal as well as protecting and building the Park District brand to strengthen its value to the community and with key stakeholders. These activities include strategy development and execution of all District marketing, messaging, media relations, community relations, social media, video, print, market research/analytics, advertising, sponsorships, signage, and promotional strategies. Staff conducts market analysis, develops marketing opportunities, and serves as liaison to several community partners. The department oversees the District website, app, Park Shop, social media sites and marketing plans in addition to maintaining District brand standards. The department is also the key liaison with non-profit coaching and works to secure large donations for special capital projects.

## SPECIAL RECREATION

The Special Recreation Fund was established to account for the funds used to provide recreational inclusion opportunities to those with disabilities.

The Northern Suburban Special Recreation Association (NSSRA) is an intergovernmental partnership of ten park districts, two cities and one village in the northern suburban area of Chicago. NSSRA provides and facilitates year-round recreation programs and services for children and adults with disabilities who live in the partner communities. Each of the agencies served by NSSRA levy funds to support its operation. The thirteen agencies served by NSSRA are: the Park Districts of Deerfield, Glencoe, Glenview, Highland Park, Kenilworth, Lake Bluff, Northbrook, Northfield, Wilmette, and Winnetka; the Cities of Highwood and Lake Forest; and the Village of Riverwoods.

The Budget for the Special Recreation Fund includes the Member Agency Contribution (MAC) which provides a significant portion of the operating revenue for NSSRA, funding for specially trained companions to assist those with special needs who participate in Park District of Highland Park programs (inclusion services) as well as funding for facility improvements to make them accessible under the terms of the Americans with Disabilities Act.

**Table #7**

## ADMINISTRATION FUNCTION

	2023 Budget	2023 Projected	2024 Budget		Increase / (Decrease)	% Change
<b>Revenue</b>						
TAX	9,028,856	9,069,584	9,153,227	58.19%	124,371	1.38%
INTEREST INCOME	43,000	445,612	115,000	0.73%	72,000	167.44%
MISCELLANEOUS INCOME	1,751,328	303,264	962,828	6.12%	-788,500	-45.02%
OTHER INCOME	300,000	5,500	-	0.00%	-300,000	-100.00%
BOND/DEBT PROCEEDS	-	25,536	5,500,000	34.96%	5,500,000	0.00%
<b>Total Revenue:</b>	<b>11,123,184</b>	<b>9,849,496</b>	<b>15,731,055</b>	<b>100.00%</b>	<b>4,607,871</b>	<b>41.43%</b>
<b>Expense</b>						
SALARIES & WAGES	1,678,292	1,511,725	1,703,913	8.93%	25,621	1.53%
CONTRACTUAL SERVICES	2,533,643	1,912,872	2,958,614	15.51%	424,971	16.77%
INSURANCE	743,188	728,831	730,336	3.83%	-12,852	-1.73%
MATERIALS & SUPPLIES	61,700	67,176	49,430	0.26%	-12,270	-19.89%
MAINTENANCE CONTRACTS	7,093	10,000	8,903	0.05%	1,810	25.52%
UTILITIES	52,198	46,937	59,001	0.31%	6,803	13.03%
PENSION CONTRIBUTIONS	134,078	122,616	144,874	0.76%	10,796	8.05%
DEBT RETIREMENT	3,342,200	3,342,200	3,362,600	17.63%	20,400	0.61%
CAPITAL OUTLAY	11,972,642	8,843,746	10,056,221	52.72%	-1,916,421	-16.01%
<b>Total Expense:</b>	<b>20,525,033</b>	<b>16,586,104</b>	<b>19,073,892</b>	<b>100.00%</b>	<b>-1,451,141</b>	<b>-7.07%</b>
<b>Transfers</b>						
TRANSFER IN	5,726,300	5,724,147	5,274,800		-451,500	-7.88%
TRANSFER OUT	-2,673,020	-2,670,867	-1,222,420		1,450,600	54.27%
<b>Net Surplus (Deficit)</b>	<b>-6,348,568</b>	<b>-3,683,329</b>	<b>709,543</b>		<b>7,058,112</b>	<b>111.18%</b>

**Table #7: ADMINISTRATIVE FUNCTION BUDGET HIGHLIGHTS:**

- Interest Income – With interest rates exceeding 5% and better post Covid cash flow assurances, more investments will continue to be made, thus resulting in greater interest income. However, the budget is much less than current projections, as the feds have suggested frozen or lesser rates going forward.
- Miscellaneous Income – The large decrease is due to the budget for grants and donations from the Parks Foundation of Highland Park for \$1,000,000 for Fink Memorial Park that was anticipated in 2023. The project has been greatly reduced and deferred to 2024, as are donations expected (\$500,000). Also,

budgeted Cunniff donations for turning tennis courts into pickleball courts went from \$200,000 in 2023 to zero in 2024.

- Other Income – The large decrease is for a grant application for Sunset Woods Park for \$300,000 in the 2023 budget that is not in the 2024 budget.
- Bond Proceeds – The increase is due to the \$5,500,000 bond issuance expected in July 2024.
- Contractual Services – The budget was increased, largely due to the budgeted professional fees for the new West Ridge Center.
- Materials & Supplies – This budget decreased as prices have somewhat stabilized and staff can better estimate costs for 2024.
- Capital Outlay – The capital spend will be less in 2024 than budgeted and projected in 2023. Large projects in 2023 that will not be required in 2024 include the ice rink project and reduced plans for Fink Memorial Park. The complete capital plan is found in Appendix A.
- Transfers – Capital transfer is decreased due to no transfer being made from the general fund to capital (~\$1.5 M in 2023), an increased transfer from the recreation fund (\$1M) and an increased transfer from the special recreation fund (\$50,000) in 2024.

## PARKS FUNCTION

The mission of the Parks Department is to provide safe, well-maintained parks, beaches, and natural areas to meet the Park District of Highland Park's resident needs and give support to other District departments.

The Parks Department is responsible for general maintenance and upkeep of all District park areas (including lake front parks) and facilities, except for the Sunset Valley Golf Club and the Highland Park Golf Learning Center. These areas include, but are not limited to turf, trees, shrubs, and landscape areas, including some areas belonging to other local government agencies. Maintenance also includes athletic field preparation. The Parks Department responds to service requests for work at facilities for electrical work and other minor repairs. The Parks Department is also responsible for maintaining the District's fleet and equipment and for specialty maintenance such as pest/vegetation control, snow removal, the outdoor ice rink, and special event support.

**Table #8**

### **PARKS FUNCTION**

	2023 Budget	2023 Projected	2024 Budget		Increase / (Decrease)	% Change
<b>Revenue</b>						
FEES & CHARGES	35,400	41,373	41,200	64.41%	5,800	16.38%
MERCHANDISING	396	246	264	0.41%	-132	-33.33%
MISCELLANEOUS INCOME	15,750	15,731	22,500	35.18%	6,750	42.86%
OTHER INCOME	-	-	-	0.00%	-	0.00%
<b>Total Revenue:</b>	<b>51,546</b>	<b>57,350</b>	<b>63,964</b>	100.00%	<b>12,418</b>	<b>24.09%</b>
<b>Expense</b>						
SALARIES & WAGES	1,793,510	1,474,637	1,824,904	52.70%	31,394	1.75%
CONTRACTUAL SERVICES	473,036	486,791	628,678	18.15%	155,643	32.90%
INSURANCE	549,811	416,115	386,003	11.15%	-163,808	-29.79%
MATERIALS & SUPPLIES	221,466	219,155	239,557	6.92%	18,091	8.17%
MAINTENANCE CONTRACTS	115,695	106,895	129,990	3.75%	14,295	12.36%
UTILITIES	112,901	95,164	102,487	2.96%	-10,415	-9.22%
PENSION CONTRIBUTIONS	151,189	125,540	151,303	4.37%	115	0.08%
<b>Total Expense:</b>	<b>3,417,607</b>	<b>2,924,297</b>	<b>3,462,922</b>	100.00%	<b>45,315</b>	<b>1.33%</b>
<b>Net Surplus (Deficit)</b>	<b>-3,366,061</b>	<b>-2,866,947</b>	<b>-3,398,958</b>	100.00%	<b>-32,897</b>	<b>-0.98%</b>

**Table #8: PARKS FUNCTION BUDGET HIGHLIGHTS:**

- Revenue primarily reflects the sale of permits for the use of picnic shelters and dog licenses, which is included in Fees and Charges. Budget for 2024 is increased from 2023 based upon projections for 2023.
- Miscellaneous income is expected to increase due to NSSRA fuel reimbursement.
- Contractual services have increased due to tennis court cleanings (\$20,000). Another \$50,000 is for ecological restoration for Millard Bluff and The Preserve. There is also an increase in tree care services to address tree pruning throughout community parks (\$20,000). Finally, there is a \$47,500 increase in turf maintenance to expand District contractual mowing in order to allow more staff time to address specific park needs.

## **RECREATION FUNCTION**

The Recreation Function provides the Park District of Highland Park residents with the opportunity to learn new skills, socialize, exercise, learn about and appreciate nature, and participate in recreation and leisure activities safely through quality programs, services, and special events at various Park District facilities and parks.

The Recreation Function is responsible for registration, customer relations, facility operations, and programs and services at West Ridge Center, Heller Nature Center, Recreation Center of Highland Park, Centennial Ice Arena, Deer Creek Racquet Club, Sunset Valley Golf Club, Park Avenue Boating Facility, Rosewood Interpretive Center and Beach, Hidden Creek Aquapark, & Highland Park Golf Learning Center.

The District has cooperative relationships with a variety of organizations, including affiliations, sponsored groups, and other local government agencies. The Recreation Function works closely with these groups, fostering good communication to ensure quality programs and services for our residents.

Highlights for Recreation in 2024 include:

- Re-envisioned Independence Day celebration.
- Hidden Creek AquaPark will create Membership Appreciation Days to add additional value to our loyal patrons.
- RCHP and HP Senior Center are working together to create synergies between operations and create additional revenue streams for the Recreation Center.
- Fitness will move all members into Plan2Play software to enhance member engagement and increase retention and personal training revenue through promos.
- The addition of Pilates reformers will add a unique and innovative experience for members and generate an additional revenue stream.
- Aquatics is revamping their external camp welcome packets and marketing towards new camps to gain interest at both Hidden Creek AquaPark and Rosewood Beach.
- Provide cost sensitive camp offering (SPOT Camp) and a variety of one week specialty camps.
- New camp offering at North Shore Yacht Club.
- Increased offering of Dance and Visual Art programs.
- Recreation fee structures increased by 3 – 5% in most areas to keep up with inflation affecting the costs to provide services and programming.
- Deer Creek Racquet Club introducing a variety of new pickleball programming, leagues, and tournament rental opportunities.
- Athletics continues to seek philanthropic opportunities for enhanced facility improvements.
- A new gymnastic summer camp offering is being introduced in 2024.
- Themed family skating nights will be offered in 2024. An emphasis on innovative special event programming at CIA will occur in 2024.

The Recreation Function budgeted information is presented in three formats:

- By revenue and expenditure, to present the Recreation Fund in the same format as the District wide comparison.
- By center to present the net surplus or deficit of each center.
- By revenue and expenditure type.



Table #9

## RECREATION FUNCTION

	2023 Budget	2023 Projected	2024 Budget		Increase / (Decrease)	% Change
<b>Revenue</b>						
PROGRAMS	3,191,012	3,435,676	3,634,652	19.87%	443,640	13.90%
CAMPS	1,892,553	1,713,643	1,929,008	10.55%	36,455	1.93%
LESSONS	492,377	526,927	551,807	3.02%	59,430	12.07%
SPECIAL EVENTS	131,853	73,663	125,558	0.69%	-6,295	-4.77%
TAX	5,691,300	5,691,300	6,033,220	32.98%	341,920	6.01%
FEES & CHARGES	2,547,200	2,990,552	2,697,857	14.75%	150,657	5.91%
MEMBERSHIPS	893,518	1,307,866	1,363,871	7.46%	470,353	52.64%
RENTALS	1,268,594	1,448,734	1,547,864	8.46%	279,270	22.01%
MERCHANDISING	119,068	170,392	134,384	0.73%	15,317	12.86%
INTEREST INCOME	-	388,640	150,000	0.82%	150,000	100.00%
MISCELLANEOUS INCOME	42,805	126,180	68,405	0.37%	25,600	59.81%
OTHER INCOME	68,078	66,878	55,917	0.31%	-12,161	-17.86%
<b>Total Revenue:</b>	<b>16,338,357</b>	<b>17,940,450</b>	<b>18,292,542</b>	<b>100.00%</b>	<b>1,954,185</b>	<b>11.96%</b>
<b>Expense</b>						
PROGRAMS	1,717,096	1,713,260	1,883,735	12.29%	166,639	9.70%
CAMPS	1,015,437	924,170	992,596	6.48%	-22,841	-2.25%
LESSONS	270,640	263,960	265,148	1.73%	-5,493	-2.03%
SPECIAL EVENTS	185,844	104,644	169,711	1.11%	-16,133	-8.68%
MEMBERSHIPS	152,040	131,848	162,871	1.06%	10,831	7.12%
SALARIES & WAGES	5,678,561	5,739,707	6,794,040	44.33%	1,115,479	19.64%
CONTRACTUAL SERVICES	1,194,309	1,158,187	1,258,536	8.21%	64,227	5.38%
INSURANCE	1,015,796	1,126,806	1,340,604	8.75%	324,808	31.98%
MATERIALS & SUPPLIES	354,558	392,019	395,448	2.58%	40,891	11.53%
MAINTENANCE CONTRACTS	391,829	432,787	421,050	2.75%	29,221	7.46%
UTILITIES	862,949	866,387	946,772	6.18%	83,822	9.71%
PENSION CONTRIBUTIONS	506,371	480,939	566,272	3.69%	59,901	11.83%
COST OF GOODS SOLD	57,835	90,681	65,620	0.43%	7,785	13.46%
CAPITAL OUTLAY	71,590	89,966	63,800	0.42%	-7,790	-10.88%
<b>Total Expense:</b>	<b>13,474,856</b>	<b>13,515,361</b>	<b>15,326,203</b>	<b>100.00%</b>	<b>1,851,347</b>	<b>13.74%</b>
	<b>2,863,501</b>	<b>4,425,089</b>	<b>2,966,339</b>		<b>102,838</b>	<b>3.59%</b>
<b>Transfers</b>						
TRANSFER OUT - DEBT	-1,053,280	-1,053,280	-1,052,380		900	0.09%
TRANSFER OUT - CAPITAL	-2,000,000	-2,000,000	-3,000,000		-1,000,000	-50.00%
<b>Net Surplus (Deficit)</b>	<b>-189,779</b>	<b>1,371,809</b>	<b>-1,086,041</b>		<b>-896,262</b>	<b>-472.27%</b>

Table #9: RECREATION FUNCTION BUDGET HIGHLIGHTS:

- Programming is expected to increase over 2023 budget and projections due to increased programming at West Ridge Center in visual arts, childhood enrichment, dance, and youth enrichment by \$172,000, boys' basketball and baseball by \$85,000, skating school and gymnastics by \$54,000, and tennis programs by \$109,000. As such, programming expenses are also expected to increase.
- Lessons budget has been increased from both the 2023 budget and projections. \$43,000 of the increase is due to expected increases in swimming lessons. Golf lessons make up the rest of the increase.
- Memberships at the Recreation Center in 2023 exceeded expectations. As such, the 2024 budget has been increased to continue to reflect the return of patrons to the gym who are purchasing memberships.

- Rentals exceeded budget in 2023. As such, the 2024 budget has been increased. Rentals at Park Avenue are expected to increase by \$29,000, and ice rink rentals are expected to return to normal with a full year of operations, thus increasing rentals by \$204,000. Finally, the golf cart rental budget has increased to \$65,000 due to increasing traffic at the golf course, new carts, and an increase in fees for rental.
- Interest income has historically not been budgeted for in this fund. However, new accounting guidance directs that interest income be budgeted for in both the general fund and recreation fund. However, the budget is much less than current projections, as the feds have suggested frozen or lessor rates going forward.
- Salaries and wages represent the largest expenditure line item for the Recreation Function. Budgeted salaries have increased with the addition of 6 positions: 2 positions transferred from parks to facilities, a 3<sup>rd</sup> facilities staff, 2 recreation staff and 1 risk manager. Further budgeted increase is due to minimum wage increases as dictated by law. Finally, a 5% merit pool and contingency is included.
- Insurance costs within the Recreation Fund is due to the 7.9% and 7.7% increase to the PPO and HMO plan respectively. In addition, the staffing/salaries increases as outlined above contribute to the increase in insurance.
- Materials and supplies expense has increased based upon projections. The overall increase in 2023 budget versus projections was largely due to inflation.
- Pension costs are directly tied to an increase in salaries as outlined above.
- The increase in the transfer to capital is a result of better than budgeted operations in this fund in 2023. Rather than increasing the transfer in 2023, the District has decided to wait until the end of 2024, especially because bonds are being issued in July of 2024 and the capital fund will have enough funds to cover 2024 budgeted projects.

Table #10

## RECREATION FUNCTION BY CENTER

		2023 Total Budget	2024 Total Budget	2024 Budget vs 2023 Budget	% Change
11 ADMINISTRATIVE	Revenue	5,732,520	6,249,620	517,100	9.02%
	Expense	5,547,576	7,501,953	1,954,377	35.23%
	<b>Surplus (deficit):</b>	<b>184,944</b>	<b>-1,252,333</b>	<b>-1,437,277</b>	<b>-777%</b>
	Net Revenue	3%	-20%		
14 WEST RIDGE CENTER	Revenue	625,799	801,668	175,869	28.10%
	Expense	837,847	1,022,929	185,082	22.09%
	<b>Surplus (deficit):</b>	<b>-212,048</b>	<b>-221,261</b>	<b>-9,213</b>	<b>-4.34%</b>
	Net Revenue	-34%	-28%		
26 ATHLETICS	Revenue	1,048,254	1,130,926	82,672	7.89%
	Expense	1,019,271	1,101,607	82,336	8.08%
	<b>Surplus (deficit):</b>	<b>28,983</b>	<b>29,319</b>	<b>336</b>	<b>1.16%</b>
	Net Revenue	3%	3%		
28 CAMPS	Revenue	945,309	1,136,585	191,276	20.23%
	Expense	622,557	619,431	-3,127	-0.50%
	<b>Surplus (deficit):</b>	<b>322,752</b>	<b>517,154</b>	<b>194,403</b>	<b>60.23%</b>
	Net Revenue	34%	46%		
29 SPECIAL EVENTS	Revenue	67,028	62,475	-4,553	-6.79%
	Expense	177,962	185,652	7,691	4.32%
	<b>Surplus (deficit):</b>	<b>-110,934</b>	<b>-123,177</b>	<b>-12,244</b>	<b>-11.04%</b>
	Net Revenue	-166%	-197%		
31 HIDDEN CREEK AQUAPARK	Revenue	435,327	460,884	25,557	5.87%
	Expense	605,398	647,339	41,941	6.93%
	<b>Surplus (deficit):</b>	<b>-170,071</b>	<b>-186,455</b>	<b>-16,384</b>	<b>-9.63%</b>
	Net Revenue	-39%	-40%		
32 ROSEWOOD INTERPRETIVE CENTER	Revenue	169,347	129,676	-39,671	-23.43%
	Expense	119,889	119,521	-367	-0.31%
	<b>Surplus (deficit):</b>	<b>49,458</b>	<b>10,155</b>	<b>-39,304</b>	<b>-79.47%</b>
	Net Revenue	29%	8%		
33 ROSEWOOD BEACH	Revenue	178,540	177,975	-565	-0.32%
	Expense	268,909	287,704	18,795	6.99%
	<b>Surplus (deficit):</b>	<b>-90,369</b>	<b>-109,729</b>	<b>-19,360</b>	<b>-21.42%</b>
	Net Revenue	-51%	-62%		

## Table #10

		2023 Total Budget	2024 Total Budget	2024 Budget vs 2023 Budget	% Change
34 PARK AVENUE	Revenue	261,290	278,078	16,788	6.43%
	Expense	265,848	293,032	27,184	10.23%
	<b>Surplus (deficit):</b>	<b>-4,558</b>	<b>-14,954</b>	<b>-10,397</b>	<b>-228.11%</b>
	Net Revenue	-2%	-5%		
38 ICE ARENA	Revenue	996,120	1,210,866	214,745	21.56%
	Expense	1,032,446	1,146,699	114,253	11.07%
	<b>Surplus (deficit):</b>	<b>-36,326</b>	<b>64,167</b>	<b>100,492</b>	<b>276.64%</b>
	Net Revenue	-4%	5%		
41 GOLF MAINTENANCE	Revenue	-	-	-	
	Expense	897,675	1,009,351	111,676	12.44%
	<b>Surplus (deficit):</b>	<b>-897,675</b>	<b>-1,009,351</b>	<b>-111,676</b>	<b>-12.44%</b>
	Net Revenue	0%	0%		
42 SUNSET VALLEY GOLF CLUB	Revenue	1,929,231	2,141,345	212,114	10.99%
	Expense	694,154	774,879	80,726	11.63%
	<b>Surplus (deficit):</b>	<b>1,235,077</b>	<b>1,366,466</b>	<b>131,388</b>	<b>10.64%</b>
	Net Revenue	64%	64%		
49 RECREATION CENTER ADMIN	Revenue	107,270	95,901	-11,369	-10.60%
	Expense	704,720	722,301	17,581	2.49%
	<b>Surplus (deficit):</b>	<b>-597,450</b>	<b>-626,400</b>	<b>-28,950</b>	<b>-4.85%</b>
	Net Revenue	-557%	-653%		
51 RECREATION CENTER FITNESS	Revenue	954,715	1,415,092	460,378	48.22%
	Expense	767,995	871,760	103,764	13.51%
	<b>Surplus (deficit):</b>	<b>186,719</b>	<b>543,333</b>	<b>356,613</b>	<b>190.99%</b>
	Net Revenue	20%	38%		
53 RECREATION CENTER AQUATICS	Revenue	235,644	286,928	51,284	21.76%
	Expense	335,707	386,128	50,421	15.02%
	<b>Surplus (deficit):</b>	<b>-100,063</b>	<b>-99,200</b>	<b>863</b>	<b>0.86%</b>
	Net Revenue	-42%	-35%		
55 TENNIS	Revenue	1,754,617	1,955,046	200,429	11.42%
	Expense	1,380,004	1,522,058	142,054	10.29%
	<b>Surplus (deficit):</b>	<b>374,613</b>	<b>432,988</b>	<b>58,376</b>	<b>15.58%</b>
	Net Revenue	21%	22%		

## Table #10

		2023 Total Budget	2024 Total Budget	2024 Budget vs 2023 Budget	% Change
61 HELLER NATURE CENTER	Revenue	303,718	241,898	-61,821	-20.35%
	Expense	671,515	665,651	-5,864	-0.87%
	<b>Surplus (deficit):</b>	<b>-367,797</b>	<b>-423,753</b>	<b>-55,957</b>	<b>-15.21%</b>
	Net Revenue	-121%	-175%		
74 HP GOLF LEARNING CENTER	Revenue	546,750	481,664	-65,086	-11.90%
	Expense	532,297	464,540	-67,757	-12.73%
	<b>Surplus (deficit):</b>	<b>14,453</b>	<b>17,124</b>	<b>2,671</b>	<b>18.48%</b>
	Net Revenue	3%	4%		
76 HPCC BUILDING	Revenue	46,878	35,917	-10,961	-23.38%
	Expense	46,367	36,049	-10,318	-22.25%
	<b>Surplus (deficit):</b>	<b>511</b>	<b>-132</b>	<b>-643</b>	<b>-125.83%</b>
	Net Revenue	1%	0%		
<b>Revenue Total</b>		16,338,357	18,292,542	1,954,185	11.96%
<b>Expenditure Total</b>		16,528,136	19,378,583	2,850,447	17.25%
<b>Surplus (Deficit)</b>		<b>-189,779</b>	<b>-1,086,041</b>	<b>-896,262</b>	<b>-472.27%</b>

Table #11

## RECREATION FUNCTION BY TYPE

		2023 Total Budget	2023 Projection	2024 Total Budget	2024 Budget vs 2023 Budget	% Change
<b>PROGRAMS</b>						
	Revenue	3,191,012	3,435,676	3,634,652	443,640	13.90%
	Expense	1,717,096	1,713,260	1,883,735	166,639	9.70%
	Surplus (Deficit):	<b>1,473,916</b>	<b>1,722,416</b>	<b>1,750,916</b>	<b>277,001</b>	<b>18.79%</b>
	Net Revenue:	<b>46%</b>	<b>50%</b>	<b>48%</b>		
<b>CAMPS</b>						
	Revenue	1,892,553	1,713,643	1,929,008	36,455	1.93%
	Expense	1,015,437	924,170	992,596	-22,841	-2.25%
	Surplus (Deficit):	<b>877,116</b>	<b>789,473</b>	<b>936,412</b>	<b>59,296</b>	<b>6.76%</b>
	Net Revenue:	<b>46%</b>	<b>46%</b>	<b>49%</b>		
<b>LESSONS</b>						
	Revenue	492,377	526,927	551,807	59,430	12.07%
	Expense	270,640	263,960	265,148	-5,493	-2.03%
	Surplus (Deficit):	<b>221,736</b>	<b>262,967</b>	<b>286,659</b>	<b>64,923</b>	<b>29.28%</b>
	Net Revenue:	<b>45%</b>	<b>50%</b>	<b>52%</b>		
<b>SPECIAL EVENTS</b>						
	Revenue	131,853	73,663	125,558	-6,295	-4.77%
	Expense	185,844	104,644	169,711	-16,133	-8.68%
	Surplus (Deficit):	<b>-53,991</b>	<b>-30,981</b>	<b>-44,153</b>	<b>9,838</b>	<b>18.22%</b>
	Net Revenue:	<b>-41%</b>	<b>-42%</b>	<b>-35%</b>		
<b>MEMBERSHIPS</b>						
	Revenue	893,518	1,307,866	1,363,871	470,353	52.64%
	Expense	152,040	131,848	162,871	10,831	7.12%
	Surplus (Deficit):	<b>741,478</b>	<b>1,176,017</b>	<b>1,201,000</b>	<b>459,522</b>	<b>61.97%</b>
	Net Revenue:	<b>83%</b>	<b>90%</b>	<b>88%</b>		
<b>TAX</b>						
		5,691,300	5,691,300	6,033,220	341,920	6.01%
<b>FEES &amp; CHARGES</b>						
		2,547,200	2,990,552	2,697,857	150,657	5.91%
<b>RENTALS</b>						
		1,268,594	1,448,734	1,547,864	279,270	22.01%
<b>MERCHANDISING</b>						
		119,068	170,392	134,384	15,317	12.86%
<b>INTEREST INCOME</b>						
		0	388,640	150,000	150,000	100.00%
<b>MISCELLANEOUS INCOME</b>						
		42,805	126,180	68,405	25,600	59.81%
<b>OTHER INCOME</b>						
		68,078	66,878	55,917	-12,161	-17.86%
	Other Revenue Total:	<b>9,737,044</b>	<b>10,882,675</b>	<b>10,687,647</b>	<b>950,602</b>	<b>9.76%</b>
<b>OTHER EXPENSES</b>						
		5,678,561	5,739,707	6,794,040	1,115,479	19.64%
<b>SALARIES &amp; WAGES</b>						
		1,194,309	1,158,187	1,258,536	64,227	5.38%
<b>CONTRACTUAL SERVICES</b>						
		1,015,796	1,126,806	1,340,604	324,808	31.98%
<b>INSURANCE</b>						
		354,558	392,019	395,448	40,891	11.53%
<b>MATERIALS &amp; SUPPLIES</b>						
		391,829	432,787	421,050	29,221	7.46%
<b>MAINTENANCE &amp; LANDSCAPING CONTRACTS</b>						
		862,949	866,387	946,772	83,822	9.71%
<b>UTILITIES</b>						
		506,371	480,939	566,272	59,901	11.83%
<b>PENSION CONTRIBUTIONS</b>						
		57,835	90,681	65,620	7,785	13.46%
<b>COST OF GOODS SOLD</b>						
		71,590	89,966	63,800	-7,790	-10.88%
	CAPITAL OUTLAY					
	Other Expense Total:	<b>10,133,798</b>	<b>10,377,479</b>	<b>11,852,142</b>	<b>1,718,344</b>	<b>16.96%</b>
	Surplus (Deficit):	<b>-396,754</b>	<b>505,197</b>	<b>-1,164,496</b>	<b>-767,742</b>	
	Net Revenue:	<b>-4%</b>	<b>5%</b>	<b>-11%</b>		
<b>Revenue Total</b>						
		<b>16,338,357</b>	<b>17,940,450</b>	<b>18,292,542</b>	<b>1,954,185</b>	<b>11.96%</b>
<b>Expenditure Total</b>						
		<b>13,474,856</b>	<b>13,515,361</b>	<b>15,326,203</b>	<b>1,851,346</b>	<b>13.74%</b>
<b>Surplus (Deficit)</b>						
		<b>2,863,501</b>	<b>4,425,089</b>	<b>2,966,339</b>	<b>102,838</b>	<b>3.59%</b>

## Table #10 and Table #11 - 2023 budget compared to 2024 budget

### West Ridge Center

West Ridge Center was built in the early 1930s and was acquired from the school district in 1979. In addition to programming, the facility houses the District administration. Due to the large administrative presence, the budget for WR is generally a deficit. West Ridge Center generates revenues from early child enrichment programs, youth enrichment programs, cultural and performing arts programs, one day workshops, and room rentals. West Ridge Center is a nostalgic focal point in the southwest corner of Highland Park, home to Park School, recreation, cultural and performing arts, athletics, and special events.

2024 goals include:

- Continued expansion of the Early Childhood Enrichment division by nurturing programs launched in 2023, increasing summer 2024 offerings, and develop a series of Early Childhood workshops for 2024.
- Continue to cultivate growth in the Cultural and Performing Arts program area. The 2024 target areas include theater and visual arts.
- Foster Youth Enrichment programs established in 2023 (culinary, coding, STEM with LEGOs, and STREAM Explorers) and increase enrollment.

### Athletics

Athletics manages a variety of sports programs and camps. Revenue is generated from program fees, as well as field rentals. In 2023, the District saw both growth and stability in the athletic budget. Most financial growth was in K-Grade 2 Baseball, Flag Football and our Travel Baseball and Basketball programs. Volunteer coaches played a key role in diversifying and expanding key offerings. The 2024 budget is based upon continued stability of our youth offerings in Baseball, Flag Football and Athletic Camps, while we continue to grow our Travel sport offerings.

### Camps and Recreation

The 2024 camp season theme is sustainability. In 2023, the Recreation Department successfully increased enrollment from 506 (2022) to 924 (2023) throughout all camp offerings. This was made possible by increasing the number of camps offered (in 2023, new camps included SPOT Camp, Visual Arts Camp, Dance Camp, Creative Dramatics Camp, Sewing and Fashion Design Camp, and Baking Boot Camp). For 2024, the department aims to continue with these offerings, in addition to our staple offerings, and to increase enrollment.

2024 goals include:

- Expand Dance Camp and Visual Arts Camp from one-week offerings to 4-week offerings.
- Continue DEI work through SPOT Camp.

Note this budget does not include facility specific camps such as athletics, golf, tennis, or nature camps, which are accounted for within the specific operational Center.

### Special Events

The events of 2023 have been well received, well attended, and rewarding. Some quick enrollment data points:

- Q1: Winter Pop Up Programs\* (49),
- Q2: Spring Pop Ups\*\* (105), Mad Hatter Tea Party (130), Wonderland Egg Hunt (807), Doggieland Egg Hunt (74), and Under the Big Top Dance (258)
- Q3: Back to School Splash (250), Family Luau (65)

\*Winter includes Take It, Make It, Display It; Sweetheart Surprise; Dr. Seuss Birthday

\*\*Spring includes Screen Break

In the absence of the traditional Fourth Festival, the Recreation Department hosted the *In the Parks Series*, a collection of free events distributed throughout Highland Park beginning in June and culminating in September. Events included a Children's Concert (the Preserve), Lemonade in the Parks (Old Elm and Woodridge), Bingo in the Park (West Ridge), Doggie Beach Party (Moraine), Art in the Park (Mooney), Play in the Park (Sleepy Hollow), a Family Concert (Memorial) and two Movies in the Parks (Cunniff and West Ridge). Total attendance was estimated to be over 700 throughout the summer.

2024 goals include:

- Focus on community partnerships to offer diverse cultural events.
- Continue to offer the *In the Parks Series*, but correlate it to Fourth Fest and the theme from NRPA.

Special events are primarily managed by West Ridge Recreation staff and are accounted for in the Special Events Cost Center.

### **Hidden Creek AquaPark**

Hidden Creek AquaPark is the District's only outdoor water park. The facility boasts two water slides, zero depth entry, water playground, six lap lanes, a splash pad, and concessions. As is the case with most outdoor pools, the success or failure of the facility is weather dependent. To create efficiencies, Hidden Creek's management and operational teams also operate the Recreation Center of Highland Park's indoor pool and Rosewood Beach's swimming coves.

The 2024 budget estimates a deficit of \$186,455.04. Staffing for both management and safety is the most significant expenditure. The increase in the minimum wage and competition in the area for reliable summer staffing has resulted in a higher base wage. The Center's 2024 goals include being open for lap swim, swim lessons, camps, rentals, and open swim. Additionally, staff will be adding Member Appreciation Days, 3 larger pool events and will add Splash Pad only time during pre and post season. Hidden Creek will go through a few enhancements including updating shade structures, concrete replacement and resurfacing of the pool shell. The Aquatics Team is excited to provide an extraordinary and safe experience to our community in 2024.

### **Rosewood Interpretive Center and Beach**

The Rosewood Interpretive Center (RIC) and beach provides unique experiences on the lakefront through programs, events, summer camp and rentals.

Revenue for the interpretive center comes from camps, outdoor family programs and rentals. Rentals have exceeded budget and make up most of the budget. Goals for RIC include expansion of beach summer camp and creation of a new school program guide to encourage school districts to come visit.

A portion of the beach focuses on the natural beauty of the lakefront with passive and non-intrusive activities. Another part of the beach serves as the only guarded swimming beach for the District.

The beach generates its revenue primarily from parking fees, annual parking passes, daily admission, and camp visits. Similar to Hidden Creek AquaPark, salaries and wages represent the most significant part of overall expenditures with the increase in minimum wage and the need to provide the community with well-trained lifeguards and access control to ensure a safe lakefront. The Aquatics Team is looking forward to collaborating with the Recreation Department to add a large summer event at Rosewood Beach.



## **Park Avenue Boating Facility**

Park Avenue Boating Facility opened its new concrete ramp launch and breakwater wall in June 2023 with two new floating docks and additions to the breakwater, including donated benches. The beautiful view of the lake can now be enjoyed by the entire community. The area provides two parking lots and three boat storage areas, plus indoor storage for stand-up paddle boards, masts and sails. It is home to the North Shore Yacht Club and the clubhouse is available to the public for private rentals.

The 2024 budget reflects Park Avenue open for sailing and boating with a deficit budget of \$14,954, while 2023 budgeted a net deficit of \$4,558. It is anticipated that after the first few years of operations the boating facility will show a net surplus. Starting in 2022, and annually for the next 20 years, the Park Avenue Recreation Subfund has a \$118,750 per year transfer to support the costs associated with the new breakwater and ramp. In 2022 a boater loyalty program was offered which helped to ensure long term boater user commitment to the site. In addition, the District plans to continue to evaluate the market annually and make adjustments accordingly to help increase revenue to provide better long-term fiscal stability.

With the delay in opening of the launch in 2023, staff did observe a decrease in daily parking/launch sales and rentals compared to budget. In 2024, staff are working to bring back Into the Wild, housed out of Park Avenue Boating Facility and the potential collaboration with a paddle board vendor. Additionally, there will be two simultaneous construction projects taking place in 2024. Staff will work with contractors to synchronize the timing to cause the least disruption to the boaters.

## **Centennial Ice Arena**

Centennial Ice Arena was built in 1973 and houses indoor ice for hockey, figure skating, and public skating. Programs include a United States Figure Skating Association Basic Skills skating school, skating exhibitions for our Learn to Skate skaters, hosting a local skating competition and an annual ice show event. Centennial is also home to the Highland Park Giants Hockey Club and Falcons Hockey Association. The District's gymnastics program is also housed at Centennial Ice Arena and continues to have a strong and successful program.

Centennial Ice Arena budget reflects a surplus of \$64,166 for 2024 versus the projected deficit of \$88,817 for 2023. 2023 brought many hurdles before re-opening the facility. The Arena opened for programs on April 10 to a slower than expected return to the ice for our skaters. The facility continued to face unexpected building and equipment repairs to the dehumidification system, water heater, and Zamboni.

During 2022, the District entered into a licensing agreement with the Highland Park Giants Hockey Club and they shared the cost of construction for a locker room for the team with the District. While most of the agreement was paid for in 2022 and 2023, payments will continue over the next several years to cover the costs for half of the locker room renovations.

Centennial staff is excited for 2024 to be a fully operational year. The new laser Zamboni is a great asset for maintaining the quality ice that Centennial is known for. Loyal hockey groups are reserving more ice than in 2023. Patrons are pleased with the renovations made during 2022 and 2023, which enhance the patron experience with an update to the lobby, locker rooms, restrooms, activity room and offices. The gymnastics room also received a refreshing update with a new layout, which allows for more stations and participants in the program.

The renovation and update to the 4 locker rooms will allow for more hockey clinics and camps to be hosted at Centennial. We look forward to figure skaters returning to participate in package ice and classes, as well as a full Ice Show, Exhibitions and Competition. The gymnastics program continues to grow, as there has been an increase in the competitive team and early childhood classes.

## **Sunset Valley Golf Club**

Sunset Valley Golf Club has been a premier North Shore golf course since 1920. After an extensive \$7 million renovation to the 18-hole course, youth golf short game area, and clubhouse, the new Sunset Valley Golf Club has been the epicenter for golf since it reopened in August 2018.

This 18-hole, par 72 course, has hosted a Korn Ferry Tour, Illinois Open, CDGA Mid-Amateur Qualifying along with the annual North Shore Amateur and IJGA tournaments. Sunset Valley Golf Club is proudly the home course to our local Highland Park High School boys and girls golf team.

Sunset Valley Golf Club receives revenue from green fees, permanent tee times and rentals. Golf course maintenance is included in the course's budget.

2024 goals include expanding the Sapphire Club to offer a family membership and to include benefits at the HPGLC, continuing the partnership agreement with The Golf Practice for golf course access through greens fees, increasing the average cost per round to \$46, continuing with the popular year-long match play golf events, and expanding our Ryder Cup matches between neighbor courses, and complete the last phase of resurfacing the cart paths throughout the course. SVGC will also unveil a new golf cart fleet (65).

## **Recreation Center of Highland Park**

The Recreation Center of Highland Park (RCHP) was built in 2005 and operations include administration, registration, fitness, aquatics, recreation, athletic programming, and facility rentals. Members and guests benefit from a full range of fitness equipment, personal training, group exercise classes, six-lane swimming pool, walking track, basketball courts, and recreational activities such as open gym, open pickleball, and open youth and family play. In 2021 the District's Registration team relocated to the Recreation Center making it the community hub for all registration.

Using the combined efforts of the fitness, aquatics, and registration staff, the goal for 2024 is to strengthen position in the community to be the number one provider for fitness and recreation. To achieve this goal the Recreation Center of Highland Park team has implemented a new post pandemic Business Plan with the following key initiatives.

- Create a culture that encompasses core values, unique attributes and services, and shared aspirations for serving the community.
- Maximize revenue and manage expenses by establishing goals per service, consistent with the District's revenue policy.
- Uniquely deliver essential services focused on membership options for today's flexible and hybrid user.
- Acquire, integrate, and retain users through the customer experience, onboarding, special events, and incentives.
- Maximize utilization in all areas of fitness and recreation spaces by defining the community's format needs. Measure usage, performance, and capacity for continued growth.
- Enhance fitness spaces, formats, and amenities to remain competitive in the fitness market.
- Maximize technology for customer experience and innovation.
- Cross promote membership in Park District facilities and event marketing to strengthen community awareness.
- Create partnerships and community collaboration with the City of Highland Park, North Shore Hospital, and City of Highwood.

### **Deer Creek Racquet Club**

Deer Creek Racquet Club was built in 1976 and boasts six indoor tennis courts (2 courts lined for pickleball), three racquetball courts and an indoor batting cage. Leagues, lessons, camps, and events are offered for all ages and skill levels.

The facility is a full year operation and has high Community utilization. During 2023, indoor tennis and outdoor tennis were extremely popular. So much so, that in 2023 program participation continued to set record numbers for both adults and juniors and the District hopes the trend will continue throughout 2024. Indoor Pickleball programming and participation has rapidly increased in response to Community interest and participation.

Revenue is comprised of lessons, programs, and camps. Outdoor pickleball court rentals continue to increase, and staff expect the same participation in 2024.

### **Heller Nature Center**

Heller Nature Center was built in 1980 and is surrounded by a 97-acre nature preserve. Built as an environmental learning facility, Heller hosts an indoor nature exhibit, environmental programs, events, teams' course, a story walk, a nature play space, and a working bee apiary. Heller Nature Center is a facility that generates revenue primarily from family and youth programs, teams' course, rentals, and additional revenue earned from Heller Honey. Despite this budget reflecting a deficit, in 2024 Heller plans to revamp their once popular overnight specialty camps, increase teams' course participation and include more inclusive and diverse one day special family programs.

### **Highland Park Golf Learning Center**

Since the Park District of Highland Park started operating the Learning Center, per the lease agreement, there has been a surplus (4 years). A surplus is projected for the 2024 season of \$16,904. New for the 2024 season will be the partnership with The Golf Practice for the junior golf camp and programs. Also, the lease with HP Fieldhouse expires in April, so there will be a loss of revenue in rentals. However, as a Request for Proposal was issued in 2023 for the site, changes to the dome area are anticipated, with new revenue streams occurring in 2025.

### **Programs and Facilities -Table #11**

The Revenue Policy states that recreational programming is to achieve 30% net revenue (revenue less direct program expenditures). Direct wages, operational expenditures, IMRF, FICA and health insurance are charged to the program. Not all programs or special events meet the 30% goal; however, these programs support the mission of the District and are important for that reason.

Overall, within the 2024 budget, the program net is 48%, camp is 49%, lessons is 52%, and memberships is 88%. Since staff has been following the Revenue Policy, the percentage of net revenue has been steadily increasing, providing increased support for overhead not accounted for at the Cost Center level.

### **Facilities operating at a deficit**

The Park District has several facilities budgeted to operate at a deficit. In each instance, the primary reason for the deficit is that the facility is also responsible for the costs to maintain the facility. It is due to maintaining the facilities that deficits exist for the West Ridge Center, and the Heller Nature Center. Programs held at each of these facilities comply with the revenue policy.

Hidden Creek AquaPark and Rosewood Beach, in addition to maintenance, also must deal with a short season, environmental factors, and increasing employee wages with continued increase in the minimum wage and competition in the area for reliable summer staffing. The cost of chemicals at the pool has also increased sharply with inflation.

Park Avenue is expected to run at a loss for the first few seasons as a Recreation Subfund. Eventually, the deficit will flip to a surplus and will continue to be able to fund its own operations.

### **SUMMARY**

Per Park District Code, each district shall within or before the first quarter of each fiscal year, adopt a combined annual budget and appropriation ordinance. Following the timeline for the 2024 Budget, adoption of the Consolidated Budget and Appropriation will occur at the special January 2024 Park Board Meeting, well within the established deadline.

With new opportunities in an ever-changing community landscape, the Park District of Highland Park strives to provide relevant programs, facilities, and parks. The 2024 Budget plans for slowing inflation, and increased participation at the Recreation Center, Sunset Valley, and Deer Creek. Swimming lessons are also looking to increase. Changes at the Golf Learning Center, as a result of a Request for Proposal, are somewhat reflected in the budget. The current tenant of the dome will vacate on April 30, cutting that revenue in half. Therefore, effective May 1, 2024, it is anticipated that there will be a new agreement for the dome with a new party, which has not been budgeted for. Additionally, The Golf Practice submitted a proposal to teach golf camp, programs, and private lessons at the site. Revenue from the agreement is included in the 2024 budget. In effort to remain both fiscally responsible and strategic in the delivery of services to the community, staff anticipates development of its new strategic plan and increased collaboration with the Parks Foundation and a fundraising coach to support Campaign Fundraising.

Preparation of the 2024 Budget was made possible by the dedicated Park District of Highland Park staff and coordinated by the Finance staff. Many thanks to the Board of Commissioners for their dedication, support, and service to the District.

<b>APPENDIX A</b>			
<b>Park District of Highland Park</b>			
<b>CAPITAL PROJECTS</b>			
<b>Fiscal Year Ending December 31, 2024</b>			
<b>Description</b>	<b>Tier</b>		<b>2024</b>
Total Tier 1-3			10,184,962
Total Tier 4-5			533,000
TIER 1-5 TOTAL			10,717,962
<b>Centennial</b>			
Dehumidification System Replacement	Tier 2: Critical Repair/Replacement		5,000
Giants Locker Room License Fee	Tier 3: Scheduled Replacement		(4,527)
Electrical Upgrade	Tier 2: Critical Repair/Replacement		35,000
<b>Centennial Total</b>			<b>35,473</b>
<b>D. Cunniff Park</b>			
Sewerline Replacement	Tier 2: Critical Repair/Replacement		53,567
Playground Resurfacing and fence replacment	Tier 3: Scheduled Replacement		225,000
<b>D. Cunniff Park Total</b>			<b>278,567</b>
<b>Deer Creek Racquet Club</b>			
Deer Creek parking lot reconstruction and drainage improvements	Tier 3: Scheduled Replacement		500,000
Peak Fans Replacement	Tier 3: Scheduled Replacement		20,000
Locker Room Wet Area Renovation	Tier 4: Improve Existing Items		200,000
<b>Deer Creek Racquet Club Total</b>			<b>720,000</b>
<b>District Wide/Annual</b>			
General Tree Removal	Tier 1: Safety/Legal Compliance		40,000
Parking Lot and Roadway Striping Allowance	Tier 3: Scheduled Replacement		20,000
District Wide Park Sign Replacement	Tier 3: Scheduled Replacement		70,000
ADA Audit	Tier 1: Safety/Legal Compliance		68,000
<b>District Wide/Annual Total</b>			<b>198,000</b>
<b>Golf Learning Center Total</b>			
Utility Vehicle	Tier 3: Scheduled Replacement		14,000
Roof Replacement	Tier 3: Scheduled Replacement		16,000
<b>Golf Learning Center Total</b>			<b>30,000</b>
<b>Heller Nature Center</b>			
Pond Deck Replacement	Tier 3: Scheduled Replacement		45,000
<b>Heller Nature Center Total</b>			<b>45,000</b>
<b>Hidden Creek Aqua Park</b>			
Pool Shell Maintenace	Tier 2: Critical Repair/Replacement		50,000
RPZ, Valve and Domestic Feed Replacement	Tier 2: Critical Repair/Replacement		30,000
Children's Slide Resurfacing	Tier 2: Critical Repair/Replacement		9,000
Speed Slide Resurfacing	Tier 2: Critical Repair/Replacement		11,000
Body Slide Pump	Tier 3: Scheduled Replacement		22,000
<b>Hidden Creek Aqua Park Total</b>			<b>122,000</b>
<b>Kennedy Park</b>			
Backstop Removal and Replacement	Tier 3: Scheduled Replacement		19,000
<b>Kennedy Park Total</b>			<b>19,000</b>
<b>L. Fink Park</b>			
Baseball Field Renovation	Tier 4: Improve Existing Items		1,000,000
Baseball Field Renovation Donations	Tier 4: Improve Existing Items		(500,000)
Playground Replacement (2-5 Playground Only)	Tier 3: Scheduled Replacement		17,270
<b>L. Fink Park Total</b>			<b>517,270</b>

<b>Moraine Park</b>			
Drainage Improvements	Tier 2: Critical Repair/Replacement		50,000
Restroom Building Roof Replacement	Tier 3: Scheduled Replacement		20,000
<b>Moraine Park Total</b>			<b>70,000</b>
<b>Old Elm Park</b>			
Playground Replacement	Tier 3: Scheduled Replacement		430,000
Shelter Roof Replacement	Tier 3: Scheduled Replacement		15,000
Ballfield Conversion	Tier 4: Improve Existing Items		38,000
<b>Old Elm Park Total</b>			<b>483,000</b>
<b>Park Avenue Beach and Boating Facility</b>			
Site Master Plan Phase 1 Improvements	Tier 1: Safety/Legal Compliance		1,012,000
South Storage Pad Repair - Phase 1	Tier 2: Critical Repair/Replacement		476,000
Replace electric service for winch	Tier 1: Safety/Legal Compliance		35,000
OSLAD Grant	Tier 4: Improve Existing Items		(400,000)
Replace Fire Place	Tier 4: Improve Existing Items		12,000
<b>Park Avenue Beach and Boating Facility Total</b>			<b>1,135,000</b>
<b>Parks-Equipment</b>			
Ford F250 4x4 w/plow 126	Tier 3: Scheduled Replacement		56,000
Ford F250 4x4 w/plow 127	Tier 3: Scheduled Replacement		56,000
Ford F250 4x4 w/plow 128	Tier 3: Scheduled Replacement		56,000
Hi Ranger Aerial Truck 870	Tier 3: Scheduled Replacement		125,000
Ford Transit Connect Van 107	Tier 3: Scheduled Replacement		40,000
Gold Star Trailer	Tier 3: Scheduled Replacement		15,000
<b>Parks-Equipment Total</b>			<b>348,000</b>
<b>Port Clinton Park</b>			
Playground Replacement	Tier 3: Scheduled Replacement		380,000
Backstop Removal	Tier 3: Scheduled Replacement		5,000
Basketball Court Patch/Color/Stripe	Tier 3: Scheduled Replacement		10,000
<b>Port Clinton Park Total</b>			<b>395,000</b>
<b>Recreation Center of Highland Park</b>			
Equipment Upgrade/Replacement	Tier 3: Scheduled Replacement		97,620
Pool Deck Replacement	Tier 3: Scheduled Replacement		100,000
Parking Lot Light and Asphalt Replacement (50% of Cost)	Tier 1: Safety/Legal Compliance		585,000
Reimbursement from LOT 3	Tier 1: Safety/Legal Compliance		(200,000)
Sign Replacement (50% of Cost)	Tier 1: Safety/Legal Compliance		25,000
Roof Repair	Tier 2: Critical Repair/Replacement		15,000
Parking Lot Screening Replacement (50% of Cost)	Tier 3: Scheduled Replacement		40,000
Sewage Ejector Pumps and Controller	Tier 3: Scheduled Replacement		15,000
Sand Filter Replacement	Tier 3: Scheduled Replacement		230,000
Locker Room Improvements Wet Area Renovation	Tier 3: Scheduled Replacement		250,000
Gymnasium Fan Addition	Tier 5: New		25,000
<b>Recreation Center of Highland Park Total</b>			<b>1,182,620</b>
<b>Rosewood Interpretive Center</b>			
Replace Interpretive Center Sound System	Tier 4: Improve Existing Items		15,000
Fire Suppression Remaining Sprinkler Replacement	Tier 1: Safety/Legal Compliance		25,000
<b>Rosewood Interpretive Center Total</b>			<b>40,000</b>
<b>Rosewood Park</b>			
Playground Replacement	Tier 3: Scheduled Replacement		21,998
<b>Rosewood Park Total</b>			<b>21,998</b>

<b>Sunset Woods Park</b>			
Dug out Roof Replacement	Tier 2: Critical Repair/Replacement		15,000
Tennis Court Rebuild and Clay Court Conversion to Asphalt - Engineer	Tier 2: Critical Repair/Replacement		35,000
SW Master Plan Phase 1	Tier 3: Scheduled Replacement		1,355,000
Field House Roof Replacement	Tier 3: Scheduled Replacement		40,000
Athletic and Tennis Light Replacement	Tier 2: Critical Repair/Replacement		20,000
<b>Sunset Woods Park Total</b>			<b>1,465,000</b>
<b>SVGC</b>			
Golf Cart-lease	Tier 1: Safety/Legal Compliance		746,534
Cart Path Replacement	Tier 3: Scheduled Replacement		200,000
Greens Bank Mower 1	Tier 3: Scheduled Replacement		50,500
Triple V Verticutter (Fairways and Tees)	Tier 5: New		25,000
Triflex Tee Mower 2	Tier 5: New		58,000
Widenmann Super 600 Utility Machine (aka Fescue Mower)	Tier 5: New		60,000
<b>SVGC Total</b>			<b>1,140,034</b>
<b>Technology</b>			
Penetration Testing	Tier 1: Safety/Legal Compliance		14,000
Two-Way Radios	Tier 1: Safety/Legal Compliance		300,000
Emergency Speakers	Tier 1: Safety/Legal Compliance		75,000
Facility Camera Replacement	Tier 2: Critical Repair/Replacement		10,000
Network Switch Replacement	Tier 2: Critical Repair/Replacement		47,000
<b>Technology Total</b>			<b>446,000</b>
<b>The Preserve</b>			
Compton Avenue Trail	Tier 1: Safety/Legal Compliance		165,000
<b>The Preserve Total</b>			<b>165,000</b>
<b>West Ridge Center</b>			
GreenPrint - Building Replacement	Tier 2: Critical Repair/Replacement		1,825,000
<b>West Ridge Center Total</b>			<b>1,825,000</b>
<b>Woodridge Park</b>			
Court Repair - Patch Color Stripe	Tier 2: Critical Repair/Replacement		36,000
<b>Woodridge Park Total</b>			<b>36,000</b>
<b>Total</b>			<b>10,717,962</b>

APPENDIX B						
Park District of Highland Park						
FIVE YEAR CAPITAL REPLACEMENT						
Fiscal Years Ending December 31, 2024 - 2028						
Description	2024	2025	2026	2027	2028	TOTAL
Total Tier 1-3	10,184,962	15,056,455	6,122,580	2,286,342	3,004,850	36,655,189
Total Tier 4-5	533,000	353,000	920,395		120,000	1,926,395
5 YEAR CAPITAL TIER 1-5 TOTAL	10,717,962	15,409,455	7,042,975	2,286,342	3,124,850	38,581,584
Total Tier 6		7,155,947	9,111,968	5,650,250	5,916,000	27,834,165
5 YEAR CAPITAL TIER 1-6 TOTAL	10,717,962	22,565,402	16,154,943	7,936,592	9,040,850	66,415,749
Brown Park		50,000	30,008	664,462	30,000	774,470
Carol Snyder				25,725	425,125	450,850
Centennial	35,473	429,000	1,421,000	(4,000)	(4,000)	1,877,473
Central Park				10,000		10,000
Cloverdale Park		2,500	305,441			307,941
D. Cunniff Park	278,567	798,500	1,710,000	195,000		2,982,067
Deer Creek Racquet Club	720,000	627,000	70,000	65,000	160,000	1,642,000
Devonshire Park				18,705	348,025	366,730
District Wide/Annual	198,000	860,000	975,000	560,000	290,000	2,883,000
Golf Learning Center	30,000	1,310,000	365,000	60,000	135,000	1,900,000
Heller Nature Center	45,000	115,000	285,000	100,000	100,000	645,000
Hidden Creek Aqua Park	122,000	576,000	771,395	535,000	5,055,000	7,059,395
Jens Jensen Park					50,000	50,000
Kennedy Park	19,000					19,000
L. Fink Park	517,270	699,650		130,000		1,346,920
Laurel Park		10,000				10,000
Lincoln Park		528,500	90,000			618,500
Memorial Park			30,000			30,000
Millard Park		50,000	95,000	2,000,000		2,145,000
Moraine Park	70,000	375,000			300,000	745,000
Old Elm Park	483,000					483,000
Park Avenue Beach and Boating Facility	1,135,000	588,000	1,500,000	2,000,000	205,700	5,428,700
Parks-Equipment	348,000	336,000	345,000	320,000	230,000	1,579,000
Port Clinton Park	395,000	25,000				420,000
Port Clinton Square		50,000				50,000
Recreation Center of Highland Park	1,182,620	208,890	635,631	469,850	304,500	2,801,491
Rosewood Beach		400,000	500,000			900,000
Rosewood Interpretive Center	40,000	45,000	65,000		19,000	169,000
Rosewood Park Total	21,998	844,915				866,913
Sunset Woods Park	1,465,000	1,396,447	2,609,468	685,850	458,500	6,615,265
SVGC	1,140,034	505,000	205,000	75,000	75,000	2,000,034
Technology	446,000	205,000	27,000	16,000	429,000	1,123,000
The Preserve	165,000	30,000	20,000		20,000	235,000
West Ridge Center	1,825,000	11,500,000	3,540,000			16,865,000
West Ridge Park			560,000			560,000
Woodridge Park	36,000			10,000	410,000	456,000
Total	10,717,962	22,565,402	16,154,943	7,936,592	9,040,850	66,415,749



**APPENDIX C  
COMPENSATION PLAN**

FULL-TIME RANGES BY BAND		
Band A - Specialists, Coordinators and Maintenance		
	Minimum	Maximum
1	44,588	62,423
2	48,155	67,365
3	52,006	72,810
4	56,167	78,634
Band B - Supervisors, Managers and Technical		
	Minimum	Maximum
1	60,988	85,383
2	64,952	90,933
3	69,173	96,843
4	73,670	103,138
Band C - District Administrators		
	Minimum	Maximum
1	82,513	115,518
2	101,078	141,509
3	123,820	173,348
2024 PART TIME SALARY SCHEDULE		
Grade	Minimum	Maximum
6	20.50	32.00
5	18.50	27.75
4	16.75	23.00
3	15.50	21.00
2	15.00	20.30
1	14.50	18.90
Specialized Instruction	28.50	54.00
Private Instructions	20.00	70.00

## APPENDIX D

### EMPLOYEE STATISTICS

The Park District of Highland Park has several employee classifications. Distinctions relate to the number of hours an employee is scheduled to work and whether an employee is full-time, part-time, or seasonal.

1. Full-Time Employees 40 or more hours per week: receive vacation, holiday, health insurance benefits and other paid time off. These employees also contribute to, and if vested, would be eligible for retirement benefits from IMRF (Illinois Municipal Retirement Fund).
2. Full-Time Employees 30 to 39 hours: eligible to participate in health insurance and IMRF.
3. Part-Time Employees working at least 20 hours per week, or over 1,000 hours per year: may be eligible for IMRF.
4. Short-term or Seasonal Employees are hired for a specific period of time, generally less than six months, regardless of expected hours per week. Included in this group are camp counselors and park staff.

The table below illustrates the allocation of full-time and part-time IMRF positions by Function for the two previous, current, and upcoming budget years. Information is presented based upon the employee home department.

#### IMRF STAFF ALLOCATION

	Administration	Parks	Recreation	Total
2021 Budget				
FT - IMRF	18	30	50	98
PT - IMRF	2	0	24	26
<b>Total 2021</b>	<b>20</b>	<b>30</b>	<b>74</b>	<b>124</b>
2022 Budget				
FT - IMRF	19	32	59	110
PT - IMRF	2	0	30	32
<b>Total 2022</b>	<b>21</b>	<b>32</b>	<b>89</b>	<b>142</b>
2023 Budget				
FT - IMRF	22	31	59	112
PT - IMRF	3	0	20	23
<b>Total 2023</b>	<b>25</b>	<b>31</b>	<b>79</b>	<b>135</b>
2024 Budget				
FT - IMRF	22	30	66	118
PT - IMRF	4	0	20	24
<b>Total 2024</b>	<b>26</b>	<b>30</b>	<b>86</b>	<b>142</b>

**APPENDIX E**

<b>CENTENNIAL ICE ARENA</b>	
<b>DAILY FEES</b>	<b>FEES</b>
ADULT PRACTICE	\$3.00
FREESTYLE – 30 MINUTES Drop-in	\$7.00
OPEN HOCKEY	\$10.00
ADULT PUBLIC SKATE	\$8.00
YOUTH PUBLIC SKATE	\$7.00
<b>RENTAL</b>	
CLASS SKATE RENTAL	\$3.00
PUBLIC SKATE RENTAL	\$4.00
MAIN RINK RENTAL	\$372.00
LATE NIGHT RINK RENTAL & SUMMER NON-PRIME	\$233.00
HP GIANTS	\$367.00
FALCONS	\$372.00
ACTIVITY ROOM RENTAL	\$80.00
<b>LESSONS</b>	
PRIVATE GYM - 30 MINUTES	\$45.00
PRIVATE GYM - 45 MINUTES	\$60.00
PRIVATE GYM – 60 MINUTES	\$75.00
SEMIPRIVATE - 30 MINUTES	\$65.00
SEMIPRIVATE GYM – 45 MINUTES	\$80.00
SEMIPRIVATE GYM – 60 MINUTES	\$95.00

# APPENDIX E

DEER CREEK RACQUET CLUB	
DAILY FEES	FEES
RESIDENT	\$43.00
JUNIOR	\$32.00
SENIOR	\$35.00
MEMBERSHIPS	
INDIVIDUAL RESIDENT	\$192.00
INDIVIDUAL NON-RESIDENT	\$257.00
FAMILY RESIDENT	\$335.00
FAMILY NON-RESIDENT	\$457.00
JR RESIDENT JR	\$82.00
NON-RESIDENT JR	\$112.00
RESIDENT SR	\$142.00
SR NON-RESIDENT	\$192.00
PRIVATE LESSONS	
PRIVATE - 60 MINUTES	\$87.00
PRIVATE (HEAD PRO) - 60 MINUTES	\$97.00

**APPENDIX E**

<b>HIDDEN CREEK AQUAPARK</b>	
<b>DAILY FEES</b>	<b>FEES</b>
RESIDENT	\$12.00
NON-RESIDENT	\$17.00
10-PUNCH PASS - RESIDENT	\$108.00
10-PUNCH PASS - NON-RESIDENT	\$153.00

**APPENDIX E**

<b>ROSEWOOD BEACH</b>	
<b>SEASONAL SWIMMING PASSES</b>	<b>FEES</b>
RESIDENT (PER PERSON)	FREE
ADDITIONAL RESIDENT	FREE
NON-RESIDENT	\$100.00
ADDITIONAL NON-RESIDENT	\$25.00
DAILY BEACH PASS	\$10.00
DAILY PARKING PASS -1 HR	\$15.00
DAILY PARKING PASS - 4 HRS	\$40.00
<b>ANNUAL LAKEFRONT PARKING PASS</b>	
RESIDENT (PER VEHICLE)	\$35.00
NON-RESIDENT (PER VEHICLE)	\$280.00

**APPENDIX E**

<b>PARK AVENUE BOATING</b>	
<b>DAILY FEES</b>	<b>FEES</b>
DAILY LAUNCH FEE	\$65.00
POWER BOAT LAUNCH ONLY	\$793.00
POWER BOAT LAUNCH ONLY (NON-RESIDENT)	\$1,065.00
POWER BOAT SEASON STORAGE NORTH PAD	\$1,996.00
POWER BOAT SEASON STORAGE NORTH PAD (NON-RESIDENT)	\$2,530.00
POWER BOAT YEARLY STORAGE NORTH PAD	\$2,116.00
POWER BOAT YEARLY STORAGE NORTH PAD (NON-RESIDENT)	\$2,662.00
SOUTH PAD YEAR-ROUND	\$1,213.00
SOUTH PAD YEAR-ROUND (NON-RESIDENT)	\$1,755.00
SEASONAL PARKING PASS	\$158.00
SEASONAL PARKING PASS (NON-RESIDENT)	\$264.00
STAND UP PADDLE	\$475.00
STAND UP PADDLE (NON-RESIDENT)	\$741.00
STAND UP PADDLE OUTDOOR	\$420.00
STAND UP PADDLE OUTDOOR (NON-RESIDENT)	\$681.00
SEASONAL BOAT STORAGE - BEACH	\$464.00
SEASONAL BOAT STORAGE - BEACH (NON-RESIDENT)	\$729.00
PERSONAL WATERCRAFT STORAGE	\$1,775.00
PERSONAL WATERCRAFT STORAGE (NON-RESIDENT)	\$2,375.00
PERSONAL WATERCRAFT STORAGE YEAR-ROUND	\$1,896.00
PERSONAL WATERCRAFT STORAGE YEAR-ROUND (NON-RESIDENT)	\$2,517.00
YACHT CLUB BUILDING RENTAL	\$400.00
NSYC LICENSE AGREEMENT	\$7,872.00
WINTER STORAGE NORTH PAD	\$345.00
WINTER STORAGE NORTH PAD (NON-RESIDENT)	\$397.00
WINTER STORAGE SOUTH TIER	\$331.00
WINTER STORAGE SOUTH TIER (NON-RESIDENT)	\$370.00
WINTER STORAGE INDOOR STAND UP PADDLE	\$75.00
WINTER STORAGE INDOOR STAND UP PADDLE (NON-RESIDENT)	\$100.00
RAMP IMPROVEMENT FEE FOR PERSONAL WATER CRAFT/MOTOR BOATS	\$72.00
RAMP IMPROVEMENT FEE FOR PERSONAL WATER CRAFT/MOTOR BOATS (NON-RESIDENT)	\$97.00
MAST & SAIL STORAGE	\$61.00
MAST & SAIL STORAGE (NON-RESIDENT)	\$116.00
LOYALTY POWER BOAT LAUNCH ONLY	\$650.00
LOYALTY POWER BOAT LAUNCH ONLY (NON-RESIDENT)	\$800.00
LOYALTY POWER BOAT SEASON STORAGE NORTH PAD	\$1,650.00
LOYALTY POWER BOAT SEASON STORAGE NORTH PAD (NON-RESIDENT)	\$1,920.00
LOYALTY POWER BOAT YEARLY STORAGE NORTH PAD	\$1,850.00
LOYALTY POWER BOAT YEARLY STORAGE NORTH PAD (NON-RESIDENT)	\$2,020.00
LOYALTY PERSONAL WATERCRAFT STORAGE	\$1,450.00
LOYALTY PERSONAL WATERCRAFT STORAGE (NON-RESIDENT)	\$1,800.00
LOYALTY PERSONAL WATERCRAFT STORAGE YEAR-ROUND	\$1,650.00
LOYALTY PERSONAL WATERCRAFT STORAGE YEAR-ROUND (NON-RESIDENT)	\$2,000.00

**APPENDIX E**

<b>RECREATION CENTER OF HIGHLAND PARK</b>			
<b>FULL FACILITY</b>	<b>RESIDENT FEES</b>	<b>N/R FEES</b>	<b>PRICE INCREASE AS OF</b>
			<b>May 5, 2024</b>
DAILY FEE	\$12.00	\$15.00	N/A
7-DAY	\$35.00	\$40.00	N/A
10-PUNCH PASS	\$108.00	\$135.00	N/A
30-DAY	\$79.00	\$89.00	N/A
CORE ANNUAL MEMBERSHIP - INDIVIDUAL	\$46.00		\$48.00
CORE ANNUAL MEMBERSHIP - STUDENT/SENIOR/ADD-ON	\$39.00		\$41.00
GROUP EX ONLY ANNUAL MEMBERSHIP - INDIVIDUAL	\$46.00		\$48.00
GROUP EX ONLY ANNUAL MEMBERSHIP - STUDENT/SENIOR/ADD-ON	\$39.00		\$41.00
CORE PLUS ANNUAL MEMBERSHIP - INDIVIDUAL	\$69.00		\$71.00
CORE PLUS ANNUAL MEMBERSHIP - STUDENT/SENIOR/ADD-ON	\$59.00		\$61.00
TRACK PASS		\$5.00	\$10/\$50
<b>AQUATICS</b>			
DAILY FEE	\$10.00	\$12.00	N/A
10-PASS	\$90.00	\$108.00	N/A
ADULT INDIVIDUAL	Part of RCHP pass	Part of RCHP pass	N/A
SENIOR INDIVIDUAL	Part of RCHP pass	Part of RCHP pass	N/A
<b>OPEN GYM</b>			
DAILY FEE	\$7.00	\$9.00	N/A
10-PASS	\$63.00	\$81.00	N/A
<b>TRAINING</b>			
<b>30 MIN SESSIONS</b>			
1 SESSION	\$47.00	\$57.00	N/A
3 SESSIONS	\$123.00	\$153.00	N/A
10 SESSIONS	\$356.00	\$456.00	N/A
<b>45 MIN SESSIONS</b>			
1 SESSION	\$63.00	\$73.00	N/A
3 SESSIONS	\$172.00	\$202.00	N/A
10 SESSIONS	\$518.00	\$618.00	N/A
<b>60 MIN SESSIONS</b>			
1 SESSION	\$75.00	\$85.00	N/A
3 SESSIONS	\$205.00	\$235.00	N/A
10 SESSIONS	\$637.00	\$737.00	N/A
<b>2 ON 1 SESSION (1 HR/PERSON)</b>			
1 SESSION	\$47.00	\$57.00	N/A
5 SESSIONS	\$205.00	\$255.00	N/A
<b>SMALL GROUP TRAINING (PER PERSON/4-6 CLIENTS)</b>			
4X4	\$108.00	\$128.00	N/A
4X8	\$205.00	\$245.00	N/A
<b>KIDSClub</b>			
DAILY FEE	\$7.00	\$10.00	N/A
JR ANNUAL MEMBERSHIP	\$25.00		\$27.00
JR ADD-ON ANNUAL MEMBERSHIP	\$10.00		\$12.00



APPENDIX E

<b>SUNSET VALLEY GOLF CLUB</b>		
	<b>RESIDENT FEES</b>	<b>N/R FEES</b>
<b>WEEKDAY (MON-THU)</b>		
PRIME TIME (OPEN-12:59PM)	\$45.00	\$50.00
MIDDAY (1-3:59PM)	\$40.00	\$44.00
TWILIGHT (4PM TO CLOSE)	\$31.00	\$35.00
SENIOR 18 HOLES	\$35.00	\$39.00
9 HOLES	\$31.00	\$35.00
SENIOR 9 HOLES	\$31.00	\$35.00
JUNIOR	\$27.00	\$27.00
<b>WEEKEND (FRI-SUN, HOLIDAY)</b>		
PRIME TIME (OPEN-12:59PM)	\$55.00	\$64.00
MIDDAY (1-3:59PM)	\$49.00	\$56.00
TWILIGHT (4PM TO CLOSE)	\$35.00	\$39.00
9 HOLES (1-3:59PM ONLY)	\$35.00	\$39.00
		<b>PRICE</b>
<b>CART RENTAL</b>		
18 HOLES		\$21.00
9 HOLES		\$16.00
18 HOLES SINGLE RIDER		\$31.00
9 HOLES SINGLE RIDER		\$21.00

## APPENDIX F

### GLOSSARY

**Annual Budget:** A plan proposed by the Park District Board of Commissioners for raising and expending monies for the recreation interests of residents.

**Appropriations:** Amounts expended for the administration, maintenance and management of properties and programs for the Park District of Highland Park.

**B & A:** Budget and Appropriations Ordinance considered by the Board of Commissioners.

**Board of Commissioners:** Independent board of five, elected at-large by residents, of the Park District of Highland Park.

**CP:** CP is the acronym for the Park District of Highland Park's district-wide Capital Improvement Plan.

**CPRP:** Certified Park and Recreation Professional, a designation for professionals with a bachelor's or higher degree that meets certain years of experience and successfully pass an NRPA examination.

**Deferred Projects:** Capital projects that were appropriated and considered important enough for continued work in the next fiscal year.

**EAV:** Equalized Assessed Valuation, property value on which real estate taxes are levied.

**Fund:** Fiscal and accounting tool with a self-balancing set of accounts to record revenue and expenditures.

**GFOA:** Government Finance Officers Association, a group that promotes the professional management of governments for the public benefit.

**IAPD:** Illinois Association of Park Districts, a statewide organization of park districts that promotes quality of life through education, research, and advocacy.

**IMRF:** Illinois Municipal Retirement Fund, a state-established retirement fund for municipal workers. (Employees and the District pay into this defined benefit plan.)

**IPRA:** Illinois Parks and Recreation Association, a statewide organization of parks and recreation professionals advocating the benefits of parks, recreation, and conservation.

**Major/Non-Major Funds:** A fund is considered major if it is the primary operating fund of the District, or its assets, liabilities, revenues, or expenses are at least 10% of the corresponding total for all funds.

**Modified Accrual Accounting:** An accounting method commonly used by government agencies. Revenues are recognized when they become available and measurable; expenditures generally are recognized when liabilities are incurred.

**NRPA:** National Parks and Recreation Association, an organization of citizen boards and professionals interested in parks and recreation operations in the United States.

**NSSRA:** Northern Suburban Special Recreation Association is an extension of ten park districts, two cities and one village in the northern suburbs of Chicago that pool resources to serve adults and children with disabilities.

**PDRMA:** Park District Risk Management Association, an association of more than 150 parks and conservation districts that pool resources to maximize safe park conditions while managing the risk of recreation activities.

**Tax Levy:** The amount the Park District requests from property owners, commercial and residential, to fund recreation activities of the communities.

**Tax Rates:** The rate derived from dividing the tax levy by the EAV (The tax rate, combined for all funds, is multiplied by the equalized assessed valuation of each real estate parcel to arrive at the taxes owed by each parcel owner. Amounts are billed semiannually, usually in May and August.)



PARK DISTRICT OF HIGHLAND PARK  
COMBINED BUDGET  
AND APPROPRIATION ORDINANCE  
JANUARY 1, 2024 TO DECEMBER 31, 2024

BOARD OF PARK COMMISSIONERS

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

Mari-Lynn Peters,  
Treasurer

Brian Romes,  
Executive Director

**ORDINANCE NO. 2024-01**

**AN ORDINANCE FOR A COMBINED BUDGET AND APPROPRIATION FOR THE PARK DISTRICT OF HIGHLAND PARK FOR THE FISCAL YEAR BEGINNING JANUARY 1, 2024 AND ENDING DECEMBER 31, 2024**

WHEREAS, the Board of Park Commissioners of the Park District of Highland Park, Lake County, Illinois, caused to be prepared in tentative form an annual combined Budget and Appropriation Ordinance and the Secretary of this Board has made the same conveniently available to public inspection for at least thirty days prior to final action thereon, and

WHEREAS, a public hearing was held as to such Budget and Appropriation Ordinance on the **31st Day of January 2024** and notice of said hearing was given at least one week prior thereto as required

by law and all other legal requirements have been complied with,

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

SECTION 1: That the amounts herein set forth, or so much thereof as may be authorized by law and as may be needed, are hereby budgeted and appropriated for the corporate purposes of the Park District of Highland Park, Lake County, Illinois to defray all necessary expenses and liabilities of said Park District, as specified in Section 2 for the fiscal year, beginning January 1, 2024 and ending December 31, 2024

SECTION 2: The amount budgeted and appropriated for each object or purpose is as follows:

I. The amount Budgeted and Appropriated  
For General Purposes:

	<u>Budget</u>	<u>Appropriation</u>
Salaries	\$3,528,817	\$3,881,699
Contractual Services	1,375,396	1,512,936
Insurance	1,116,339	1,227,973
Materials & Supplies	288,987	317,886
Maintenance & Landscaping	138,893	152,782
Utilities	161,487	177,636
Pension	296,177	325,795
Transfers Out	<u>622,420</u>	<u>684,662</u>
Total Budgeted and Appropriated for General Fund:	<b><u>\$7,528,517</u></b>	<b><u>\$8,281,369</u></b>

II. The amount Budgeted and Appropriated  
For District's Share of Expenses of Joint  
Recreational Programs for the Handicapped:

Contractual Services	\$425,628	\$468,191
Transfer Out	<u>600,000</u>	<u>660,000</u>
Total Budgeted and Appropriated for Special Recreation Fund:	<b><u>\$1,025,628</u></b>	<b><u>\$1,128,191</u></b>

III. The amount Budgeted and  
Appropriated For Recreation  
Purposes:

	<u>Budget</u>	<u>Appropriation</u>
Salaries	\$6,794,040	\$7,473,444
Contractual Services	1,258,536	1,384,390
Insurance	1,340,604	1,474,664
Materials & Supplies	395,448	434,993
Maintenance & Landscaping	421,050	463,155
Utilities	946,772	1,041,449
Pension Contributions	566,272	622,899
Cost of Goods Sold	65,620	72,182
Instructional Program	3,474,061	3,821,467
Capital Outlay	63,800	70,180
Transfers Out	<u>4,052,380</u>	<u>4,457,618</u>
Total Budgeted and Appropriated for The Recreation Fund:	<b><u>\$19,378,583</u></b>	<b><u>\$21,316,441</u></b>

IV. The amount Budgeted and  
Appropriated For the Debt Service  
Fund:

Principal	\$2,375,000	\$2,612,500
Interest	986,100	1,084,710
Fees & Charges	<u>1,500</u>	<u>1,650</u>
Total Budgeted and Appropriated For the Debt Service Fund:	<b><u>\$3,362,600</u></b>	<b><u>\$3,698,860</u></b>

V. The amount Budgeted and  
Appropriated For the Capital Projects  
Fund:

Contractual Services	\$1,786,268	\$1,964,895
Capital Outlay	<u>10,056,221</u>	<u>11,061,843</u>
Total Budgeted and Appropriated For the Capital Projects Fund:	<b><u>\$11,842,489</u></b>	<b><u>\$13,026,738</u></b>

<b>Total Estimated Expenditures Budgeted (All Funds)</b>	<b><u>\$43,137,817</u></b>	
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<b>Total Estimated Expenditures Appropriated (All Funds)</b>		<b><u>\$47,451,599</u></b>
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Summary of Funds Budgeted and Appropriated

	<u>Budget</u>	<u>Appropriation</u>
General Fund	7,528,517	8,281,369
Special Recreation Fund	1,025,628	1,128,191
Recreation Fund	19,378,583	21,316,441
Debt Service Fund	3,362,600	3,698,860
Capital Projects Fund	11,842,489	13,026,738
Total Budgeted	43,137,817	
Total Appropriated		47,451,599

Each of said sums of money and aggregate thereof are deemed necessary by the Board of Park commissioners of the Park District of Highland Park to defray the necessary expenses and liabilities of the foresaid Park District during the fiscal year beginning the 1st day of January 2024 and ending the 31st day of December, 2024 for the respective purpose set forth.

SECTION 3: All unexpended balances of appropriations for the fiscal year ending the 31st day of December 2024, and prior years, to the extent not otherwise re-appropriated for other purposes herein, are hereby specifically re-appropriated for the same general purposes for which they were originally made and may be expended in making up any insufficiency of any other items provided in this appropriation ordinance, pursuant to law.

All receipts and revenue not specifically appropriated, and all unexpended balances from the preceding fiscal years not required for the purpose for which they were appropriated and levied shall constitute the corporate fund and shall be placed to the credit of such fund.

SECTION 4: Pursuant to law the following determinations have been and are hereby made a part hereof:

- a) Cash on hand and short-term investments at the beginning of the fiscal year:

\$30,812,091

- b) Estimate of cash expected to be received during the fiscal year from all sources:

\$34,087,561

- c) Estimate of expenditures contemplated for the fiscal year:

\$37,863,017

- d) Estimate of cash and short-term investments expected to be on hand at the end of the fiscal year:

\$27,036,635



SECTION 5: All ordinance or parts of ordinances conflicting with any of the provisions of this Ordinance be and the same are hereby modified or repealed. If any item or portion of this Ordinance is for any reason held invalid, such decision shall not affect the validity of the remaining portion of such item or the remainder of this Ordinance.

SECTION 6: This Ordinance is not intended or required to be in support of or in relation to any tax levy made by the Park District during the fiscal year beginning January 1, 2024, and ending December 31, 2024, or any other fiscal year.

SECTION 7: This Ordinance shall be in full force and effect immediately upon its passage and approval according to law. A Certified copy of the Ordinance shall be filed with the County Clerk of Lake County, Illinois, together with the certificate of the Chief Fiscal Officer of the Park District certifying revenues by source anticipated to be received by the Park District, within thirty (30) days after its passage and approval, as provided by law.

Adopted this 31st Day of January 2024, pursuant to a roll call vote.

**Roll Call Vote:**

Ayes: \_\_\_\_\_  
\_\_\_\_\_

Nays: \_\_\_\_\_

Absent and Not Voting: \_\_\_\_\_

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

ATTEST:

\_\_\_\_\_  
Terry Grossberg  
Board of Commissioners of the  
Park District of Highland Park

\_\_\_\_\_  
Brian Romes, Executive Director, and Secretary  
Board of Commissioners of the  
Park District of Highland Park

SEAL

STATE OF ILLINOIS     )

) SS

COUNTY OF LAKE     )

CERTIFICATION

I, Mari-Lynn Peters, the duly qualified and Treasurer of the Park District of Highland Park, and the keeper of the financial records thereof,

DO HEREBY CERTIFY, that the attached ANTICIPATED REVENUES BY SOURCE to be received by the Park District of Highland Park, Lake County, Illinois for the fiscal year beginning on the 1<sup>st</sup> day of January 2024 and ending on the 31st day of December 2024 to be as follows:

General real estate tax revenues	\$15,003,446
Personal property replacement tax revenue	183,000
Investment earnings revenue	265,000
Daily fees	2,739,057
Rental revenue	1,559,664
Program user fees	6,241,025
Merchandising retail sales revenue	134,648
Memberships revenue	1,363,871
Miscellaneous revenue	1,097,850
Debt Issuance	5,500,000
Transfers	<u>5,224,800</u>
	\$39,312,361

The above is certified this 31st day of January 2024.

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Mari-Lynn Peters, Treasurer  
Park District of Highland Park

ATTEST:

SEAL

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Brian Romes, Executive Director, and Secretary  
Board of Park Commissioners  
Park District of Highland Park





# Memorandum

**To:** Park Board of Commissioners

**From:** Brian Romes, Executive Director

**Date:** January 31, 2024

**Subject:** **Consideration to Approve the Second Amendment to the Lot 3 Lease Agreement**

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## **Summary**

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.

## **Recommendation**

Staff recommends the Park Board of Commissioners approve the Second Amendment to the Lot 3 Lease Agreement by and Between the City of Highland Park and the Park District of Highland Park.



# Memorandum

To: Park Board of Commissioners

From: Brian Romes, Executive Director

Date: January 31, 2024

Subject: **Board Committee Updates**

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## Summary

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



# Memorandum

**To:** Park Board of Commissioners

**From:** Rob Saunders, Program and Services Manager; Ryan Ochs, Superintendent/General Manager of Golf Operations; Brian Romes, Executive Director

**Date:** January 31, 2024

**Subject:** **Highland Park Golf Learning Center End of Season Report**

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**Summary**

Staff will provide a 2023 end-of-season report for the Highland Park Golf Learning Center.

# EXECUTIVE DIRECTOR'S MONTHLY REPORT

## JANUARY 31, 2024

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### UPCOMING MEETINGS

- Wednesday, February 14, 2023 / 6:00 p.m. / Workshop Meeting
- Tuesday, February 20, 2023 / 8:00 a.m. / Finance Committee Meeting
- Wednesday, February 28, 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)
- **Lunar New Year Celebration, Sun. Feb. 4, from 2:00 – 3:15 p.m. at WRC**  
This immersive experience features a traditional Chinese dance lesson led by an instructor from Hao Dance. (\$20R/\$25NR)
- **Let's Play! Winter Nature Exploration, Sat. Feb. 10, from 10:00 – 12:00 p.m. at HNC**  
Paint the snow, go ice fishing with our magnetic fish, fort build with sticks and make some icy art pieces. (FREE)
- **Family Art Night, Fri. Feb. 16, 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)
- **Schools Off Programs (Mon. Feb. 19, 2024, Presidents Day)**
  - **STREAM Explorers 9:00 – 3:00 p.m. at WRC (\$60R/\$113NR)**  
Where Science, Technology, Recreation, Engineering, Arts, and Magic engage young minds.
  - **Wild Wonders: Winter Warmth 10:00 – 12:00 p.m. at HNC (\$34/person)**  
Help us build shelters for animals that need to stay warm, learn where migratory animals go during the winter months, and learn how they know what to do when winter is over.
  - **Garrett's Skate 11:00 – 12:00 p.m. at CIA (FREE)**  
Skate with members of the Highland Park Giants Hockey Team. Attendees can enter a drawing to win public skating passes or a skating class. Sponsored by Garrett Collopy Foundation.
  - **Colors of Winter 12:30 – 2:30 p.m. at HNC (\$34/person)**  
Join us in searching the snow for birds, berries, and other colors that pop within the winter landscape.
- **Mardi Gras 2024 Thu. Feb 22. from 6:00 -7:15 p.m. at WRC**  
Groove to the rhythms of lively jazz, blues, and zydeco music, and join the festivities with a dance or two. Children can enjoy a mask-making workshop, and the whole family can try the traditional King Cake (\$20R/\$25NR)
- **Owl Moon Owl Prowl Sat. Feb. 24. from 6:00 – 7:30 p.m. at Rosewood Beach**  
Learn all about these silent fliers and master hunters (\$12/person)



## DEER CREEK RACQUET CLUB – DECEMBER 2023

	2022 ACTUAL	2023 BUDGET	2023 ACTUAL
<b>Daily Court Rentals (Hours)</b>			
Tennis	309.5	144	262
Pickleball	125	NA	115
Racquetball	50.25	41	40.5
<b>Private Lessons (Hours)</b>	202.5	297	202
<b>Drop-Ins</b>	130	204	119
<b>Memberships</b>	<b>818</b>	<b>449</b>	<b>1,024</b>

### News & Events

- We had 118 participants in our Winter Break Tennis Camp that ran from 9am-Noon on Dec 26-29 and Jan 2-5.
- No Classes – December 21-January 7 for winter break which allowed for more court bookings.

## CENTENNIAL ICE ARENA – DECEMBER 2023

	2022 ACTUAL	2023 BUDGET	2023 ACTUAL
<b>Daily Drop in Fees</b>			
Public Skate	0		667
Drop In Freestyle & Package Ice and Adult	0		186
Open Hockey	0		7
Open Gymnastics	8		40
Skate Rental	0		625
<b>Punches Passes Sold</b>			
Public and Adult Skate	0		5
Freestyle	0		0
Skate Rental	0		1
<b>Facility Rentals</b>			
<b>Total Hours</b>	<b>0</b>	<b>125</b>	<b>154</b>

### News & Events

- Centennial hosted the North Shore Winter Skating Competition on Dec 3 with 2 teams, 135 skaters and 68 groups with 198 starts. This competition draws skaters from our home rink, as well as the greater Chicagoland area.
- Staff ran a Winter Break Mini-Camp that had 24 participants for the last week in December. Campers enjoyed skating, gymnastics and outdoor activities at Centennial, as well as swimming at RCHP.
- Centennial hosted a Winter Break Kick off Skate with 65 skaters enjoying the first day of winter break on the ice.
- Due to an unforeseen ice issue, the ice was not available for public skate or freestyle/adult ice on Dec 26-28.

## RECREATION CENTER OF HIGHLAND PARK – DECEMBER 2023

	2022 ACTUAL	2023 BUDGET	2023 ACTUAL
Group Exercise Classes Conducted	173	235	195
Group Exercise Participation/Visits	2,040	2,115	2,559
Fitness Floor Visits	8,736	9,000	10,423
Track Visits	1,510	1,510	1,354
Personal Training Participation	540	550	587
Personal Training Sales (Units)	464.75	465	300
<b>Personal Training Revenue</b>	<b>\$27,839.25</b>	<b>\$24,428.56</b>	<b>\$23,808.68</b>
Private Swim Lesson Participation	106	110	115
Private Swim Lesson Sales (Units)	45	48	50
<b>Private Swim Lesson Revenue</b>	<b>\$7,823.0</b>	<b>\$5,521.50</b>	<b>\$7,337.50</b>

MEMBERS	2022 ACTUAL	2023 BUDGET	2023 ACTUAL
Basic - Annual	1,069	1,474	1520
All-Inclusive - Annual	227	344	370
Group Exercise only – Annual	159	222	216
Short-Term Promotional	76	110	88
30 Day	18	10	12

### Fitness and Membership

- December's budgeted net annual membership year-end goal was 2,050. The month with 2,118 annual memberships, 3% above the month's goal. Year to date annual membership has shown an extraordinary 44% growth.
- Personal Training December revenue reports negative 2% to budget. The year-to-date personal training revenue reports a positive 12% to budget. Personal Training year end revenue is \$297,969.
- Group Ex year end budget is positive 90% due to membership growth and conservative spending.
- Group Ex participation averages 13 per class.
- Student Winter Promo pass ended with a total of 96 sold, 26% higher from 2022.

### Aquatics

- Private Swim lessons are doing well. Due to the upcoming summer season the private swim lesson waitlist is steadily growing.

# HELLER NATURE CENTER & ROSEWOOD INTERPRETIVE – DECEMBER 2023

## Community Programs

	2022 ACTUAL	2023 BUDGET	2023 ACTUAL
<b>Heller Nature Center</b>			
Participants / Programs	35/2		43/4
<b>Rosewood Interpretive Center</b>			
Participants / Programs	11/1		0/0

### News & Events

- Hell Heller is ready for Cross Country Skiing.
- Rosewood was not used for programs this December.
- After School programs did not run in December due to low enrollment.

## HIGHLAND PARK LEARNING CENTER – DECEMBER 2023

### Driving Range Monthly Sales Report (buckets sold)

	2022 ACTUAL	2023 BUDGET	2023 ACTUAL
January	428	543	458
February	567	750	496
March	585	680	612
April	677	1,388	1,082
May	1,675	3,562	2,122
June	2,202	4,402	2,714
July	2,413	4,787	2,958
August	2,268	4,750	2,698
September	1,537	3,210	1,649
October	711	1,125	665
November	193	167	225
December	303	292	360
<b>Totals</b>	<b>13,559</b>	<b>25,656</b>	<b>16,029</b>

### Mini Golf Monthly Sales Report (rounds sold)

	2022 ACTUAL	2023 BUDGET	2023 ACTUAL
March	-	-	-
April	255	786	442
May	998	1,357	1,124
June	1,764	2,057	2,016
July	2,090	2,571	2,104
August	2,115	2,428	2,055
September	1,035	1,514	952
October	725	714	452
November	131		168
<b>Totals</b>	<b>9,113</b>	<b>10,714</b>	<b>9,313</b>

#### News & Event

- The golf dome opened on Monday, November 27, 2023.

## DISTRICT WIDE RENTALS – DECEMBER 2023

	2022 ACTUAL	2023 BUDGET	2023 ACTUAL
<b>Heller Nature Center</b>			
Rentals	26.0	5.0	11.0
Party Package-Not Offered	0	0	0
<b>Rosewood Interpretive Center</b>			
Rentals	23.0	3.0	11.0
Party Package-Not Offered	0	0	0
<b>Recreation Center of Highland Park</b>			
Rentals	32.5	35.0	28.0
Party Packages	2	3	3
Athletics	0	0	0
Total Rentals	34.5	38.0	31.0
<b>West Ridge Center</b>			
Rentals	38.0	5.0	18.45
Party Packages	0	1.0	3.0
<b>Centennial Ice Arena</b>			
Party Packages	-	-	-
<b>Hidden Creek Aqua Park</b>			
Party Packages	Season Over	Season Over	Season Over
<b>Park Avenue Yacht Club</b>			
Rentals	Season Over	Season Over	Season Over

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

## GRANT-IN-AID – DECEMBER 2023

	2022 ACTUAL	2023 BUDGET	2023 ACTUAL
SMILE			
Total YTD Subsidy	\$83,441.56	\$150,000.00	\$119,196.00
Households			
100% Subsidy YTD	54		84
50% Subsidy YTD	6		2
Total YTD	60		86
FYI			
Total YTD Subsidy	\$2,538.50		\$2,068.00
Households			
50% Subsidy YTD	3		5
FYI-Swim Lessons			
Total YTD Subsidy	\$6,136.00		\$4,360.00
Households			
100% Subsidy YTD	60		41

### News & Events:

- 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
<b>Adult Tennis</b>			
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
<b>Total Adult Tennis</b>	<b>480</b>	<b>393</b>	<b>541</b>
<b>Junior &amp; Youth Tennis</b>			
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
<b>Total Junior &amp; Youth Tennis</b>	<b>537</b>	<b>545</b>	<b>566</b>
<b>Tennis Events</b>			
<b>Total Tennis Events</b>	<b>0</b>	<b>21</b>	<b>6</b>
<b>Total Tennis</b>	<b>1,017</b>	<b>959</b>	<b>1,113</b>

### 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
<b>Gymnastics</b>			
Adult / Child Gymnastics	212	175	230
Early Childhood Gymnastics	258	230	295
Youth Gymnastics	230	210	238
<b>Total Gymnastics</b>	<b>700</b>	<b>615</b>	<b>763</b>
<b>Hockey &amp; Figure Skating</b>			
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
<b>Total Hockey &amp; Figure Skating</b>	<b>0</b>	<b>576</b>	<b>489</b>
<b>TOTAL PROGRAMS</b>	<b>700</b>	<b>1,191</b>	<b>1,252</b>

### 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
<b>Adult Fitness</b>			
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
<b>Total Adult Fitness</b>	<b>383</b>	<b>446</b>	<b>713</b>
<b>Youth Fitness</b>			
Get Gym Ready	N/A	12	4
Youth Kickboxing	6	8	0
Intro To Fitness	9	10	11
<b>Total Youth Fitness</b>	<b>15</b>	<b>30</b>	<b>15</b>
<b>Total Fitness</b>	<b>398</b>	<b>476</b>	<b>728</b>

### 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
<b>Early Childhood Aquatics</b>			
Paddlers 1	37	33	43
Paddlers 2	36	33	49
Paddlers 3	33	29	38
<b>Total Early Childhood Aquatics</b>	<b>106</b>	<b>95</b>	<b>130</b>
<b>Parent Tot Aquatics</b>			
<b>Total Parent and Tot Aquatics</b>	<b>54</b>	<b>40</b>	<b>44</b>
<b>Youth Aquatics</b>			
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
<b>Total Youth Aquatics</b>	<b>163</b>	<b>106</b>	<b>170</b>
<b>Total Aquatics</b>	<b>323</b>	<b>241</b>	<b>344</b>

### 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
<b>Total Heller Programs</b>	<b>396</b>	<b>325</b>	<b>364</b>

## 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
<b>Total Rosewood Programs</b>	<b>247</b>	<b>242</b>	<b>111</b>

### 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
<b>Pre-Junior</b>			
Short Game	16	8	13
Full Swing	16	8	13
<b>Total Pre-Junior</b>	<b>32</b>	<b>16</b>	<b>26</b>
<b>Junior</b>			
Junior I	8	4	7
<b>Adult</b>			
Ladies	8	4	6
Adult	5	4	7
<b>Total Adult</b>	<b>13</b>	<b>8</b>	<b>13</b>
<b>Total HPGLC Programs</b>	<b>53</b>	<b>28</b>	<b>46</b>

### 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
<b>Adult Enrichment</b>			
Coachable Canines	24	15	11
<b>Early Childhood Enrichment</b>			
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
<b>Total Childhood Enrichment Programs</b>	<b>160</b>	<b>169</b>	<b>294</b>
<b>Dance Classes</b>			
Dance Classes	97	75	155
Dance Workshops	34	N/A	Not Offered
<b>Total Dance</b>	<b>131</b>	<b>75</b>	<b>155</b>
<b>Performing Arts</b>			
Piano Lessons	39	33	56
Theater Classes	28	8	44
<b>Total Performing Arts</b>	<b>67</b>	<b>41</b>	<b>100</b>
<b>Special Events</b>			
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
<b>Special Events (cont)</b>			
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
<b>Total Events</b>	<b>1,790</b>	<b>730</b>	<b>1,303</b>
<b>Youth Art</b>			
Awesome Amazing Art	0	4	5
Clay Shop	23	4	24
Preschool Clay Play	14	4	19
<b>Total Youth Art</b>	<b>37</b>	<b>12</b>	<b>48</b>
<b>Youth Enrichment</b>			
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
<b>Total Youth Enrichment</b>	<b>122</b>	<b>100</b>	<b>233</b>
<b>Total Recreation Programs</b>	<b>2,368</b>	<b>1,182</b>	<b>2,229</b>

#### 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
<b>Baseball</b>			
Fall Baseball	280	256	287
Hitting League	108	66	97
<b>Total Baseball</b>	<b>388</b>	<b>322</b>	<b>384</b>
<b>Basketball</b>			
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
<b>Total Basketball</b>	<b>305</b>	<b>267</b>	<b>316</b>
<b>Camps</b>			
No School Football Camp	98	48	38
<b>Total Camps</b>	<b>98</b>	<b>48</b>	<b>38</b>
<b>Football</b>			
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
<b>Total Football</b>	<b>287</b>	<b>240</b>	<b>279</b>
<b>Volleyball</b>			
Volleyball Clinic	32	17	29
<b>Total Volleyball</b>	<b>32</b>	<b>17</b>	<b>29</b>
<b>Athletics Total</b>	<b>1,110</b>	<b>894</b>	<b>1,046</b>

### Key Performance Highlights and Drivers

- N/A.

### News and Events

- N/A.