

# **NOTICE OF REGULAR MEETING**

**Wednesday, October 26, 2022**

**Regular Meeting**

**6:00 pm**

Park District of Highland Park  
Board of Park Commissioners  
636 Ridge Road, Highland Park, IL 60035  
[Live Stream Video Link](#)

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## **REGULAR MEETING AGENDA**

### **I. CALL TO ORDER**

### **II. ROLL CALL**

### **III. ADDITIONS TO THE AGENDA**

### **IV. PUBLIC COMMENT FOR ITEMS ON AGENDA**

For public comment, members of the public can attend the virtual meeting so they may have the opportunity to speak during the public comment period.

If you wish to speak during the virtual meeting, [click here to register](#).

Registrants will receive an email with meeting access information from [it@pdhp.org](mailto:it@pdhp.org).

Anyone wishing to speak during the public comment period of the virtual meeting will need to use the "Raise Hand" function in Zoom to indicate that they would like to speak. The Board President or Board Secretary will call on registrants who have activated the "Raise Hand" feature in alphabetical order.

### **V. CONSENT AGENDA**

**A. Approval of Approval of the Minutes from the September 14, 2022 Workshop Meeting**

**B. Approval of the Minutes from the September 28, 2022 Regular Board Meeting**

**C. Approval of the Minutes from the September 29, 2022 Policy Committee Meeting**

**D. Approval to Purchase Replacement Shade Structures at Hidden Creek AquaPark**

**E. Approval of the Changes to Policy # 3.02.4 Fund Balance**

**F. Approval of the Changes to Policy # 3.15 Purchasing**

**G. Approval to Purchase Golf Maintenance Equipment**

**H. Approval to Purchase Capital Replacement Zero-Turn Mowers**

**I. Approval to Purchase Life Fitness Upright and Recumbent Exercise Bikes**

**J. Approval of the 2022-2023 Sunset Valley Golf Club Cart Path Bridge Replacement and Removal Agreement**

**K. Approval of Section 7.6 of Part-Time Employee Personnel Policy Manual: Flexible Spending Account**

**L. Approval of Section 7.6 of Full-Time Employee Personnel Policy Manual: Flexible Spending Account**

**M. Bills and Payroll in the amount of \$2,744,888.33**

### **VI. FINANCIAL FORECASTS TREASURER'S REPORT**

### **VII. UNFINISHED BUSINESS**

**A. Approval of the Changes to Policy # 4.02 Naming or Renaming Parks, Buildings and Facilities**

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**VIII. NEW BUSINESS**

- A. Approval of the 2023 Infrastructure Upgrade Project Phase 2 – Equipment Purchase**
- B. Parks Foundation Update**
- C. Board Committee Updates**
- D. Director’s Report**
- E. Board Comments**

**IX. OTHER BUSINESS**

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

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

Section 2(c)1: The employment, compensation, discipline, performance, or dismissal of specific employees, specific individuals who serve as independent contractors in a park, recreational, or educational setting, or specific volunteers of the public body or legal counsel for the public body; Section 2(c)5 – the purchase or lease of real estate including discussion on whether a certain parcel of property should be acquired; Section 2(c)6 – the setting of a price for sale or lease of property owned by the District; Section 2(c)8 – security procedures and the use of personnel and equipment to respond to an actual, a threatened, or a reasonably potential danger to the safety of employees, students, staff, the public, or public property; Section 2(c) 11 – litigation against or on behalf of the District or where the District finds that an action is probable or imminent; Section 2(c) 21 – the discussion of minutes lawfully closed under the Act, whether for the purposes of approval of said minutes or for conducting the semi-annual review of the minutes as set forth in section 2.06 of the Act.; Section 2(c) 29 - for discussions between internal or external auditors and the Board. Possible action by the Board on items discussed in closed session.

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

**XIII. ADJOURNMENT**

**PARK DISTRICT OF HIGHLAND PARK  
BOARD OF PARK COMMISSIONERS  
MINUTES OF WORKSHOP MEETING  
SEPTEMBER 14, 2022**

The meeting was called to order at 6:05 p.m. by President Grossberg.

**ROLL CALL**

**Present:** Commissioner Bernstein, Commissioner Kaplan, President Grossberg

**Absent:** Commissioner Ruttenberg, Vice President Freeman

**Staff Present:** Executive Director Romes; Director Smith; Director Peters; Director Gogola; Director Kopka; Director Voss; Director Carr; Assistant Director Maliszewski; Assistant Director Murrin; Manager Schwartz; Manager Johnson; Supervisor Lawler; Coordinator Hejnowski

**Guest Speakers:** None

**ADDITIONS TO THE AGENDA**

None.

**PUBLIC COMMENT FOR ITEMS NOT ON AGENDA**

None.

**APPROVAL OF ORDINANCE 2022-05: AUTHORIZING AND PROVIDING FOR THE CONVEYANCE OR SALE OF SURPLUS PERSONAL PROPERTY**

Director Peters reported that staff has determined that our 552 Electric Zamboni is inoperable as the batteries are corroded. Furthermore, this machine would no longer be needed once the new Zamboni arrives in 2023. Staff received consensus from the Park Board of Commissioners at the August 24 Regular Meeting to pursue offers to sell the machine to recover some costs and free up storage space for the renovations occurring at Centennial Ice Arena. The 552 Electric Zamboni was sold for \$20,000.

A motion was made by Commissioner Bernstein and seconded by Commissioner Kaplan to approve Ordinance 2022-05: Authorizing and Providing for the Conveyance or Sale of Surplus Personal Property.

**Roll Call:**

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

**Nay:** None

**Absent:** Commissioner Ruttenberg, Vice President Freeman

**Abstain:** None

**Motion Carried**

**APPROVAL OF THE FIRST AMENDMENT TO THE CENTENNIAL ICE ARENA LOCKER ROOM LICENSE AGREEMENT**

Assistant Director Maliszewski reported that the Park Board of Commissioners approved the Highland Park Giants License Agreement for dedicated space as a locker room at Centennial Ice Arena on March 24, 2022. After execution of the contract on April 27, 2021 the Park District received sealed project bids to renovate the facility and construct the locker room. The costs to renovate the locker rooms was determined to be higher than the good faith estimate as indicated in the approved Agreement. As a result, new terms have been negotiated between the Highland Park Giants and Park District in an effort to move this project forward. An amendment to the Agreement has been prepared for consideration of approval by the Park Board of Commissioners. As outlined in the Amendment, the Term is extended by 5 years to end on May 31, 2038 (15 years). Additionally, the approved cost obligations for the locker room have increased to \$180,054.44 which will be split equally by both parties. Per the Amendment, The Giants obligations have been updated to pay the Park District \$17,500 upon groundbreaking and \$32,527.22 upon Substantial Completion of the facility renovation. On September 1 for the following 10 years The Giants will pay \$4,000 to the Park District until the balance of the license fee is paid.

A motion was made by Commissioner Bernstein and seconded by Commissioner Kaplan to approve the First Amendment to the Centennial Ice Arena Locker Room License Agreement.

**Roll Call:**

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

**Nay:** None

**Absent:** Commissioner Ruttenberg, Vice President Freeman

**Abstain:** None

**Motion Carried**

**CONSTRUCTION PROJECT UPDATES**

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

Director Smith shared images of construction and mobilization which began on September 6.

***B. Moraine Path Improvement project***

Director Smith shared images of current progress which includes flagstone that has been removed from the path and stones being placed at the toe for stabilization.

***C. Centennial Ice Arena Renovation and Site Improvements project***

Director Smith reported that Ice Builders has been moving very quickly, staff are meeting with the City of Highland Park tomorrow to discuss permits for demolition. He shared images of the current progress.

***D. Old Elm Trail Connection Feasibility Study***

Director Smith reported that Hey and Associates has been hired to conduct the study. The study will determine the number of feasible connection routes, include public engagement, preliminary engineering and probable cost, and determine whether the necessary property rights are willing to be released. The study should be completed in the spring of 2023.

***E. Millard Bluff Grading and Tree Removal project***

Director Voss shared images of the bluff erosion and fallen trees at Millard. Based on a recommendation from the Beach Management Plan completed by SmithGroup, staff contracted V3 Companies to conduct a Slope Stability Analysis and provide recommended strategies for ensuring safety and long-term preservation of the bluff in keeping with its natural character and use as a passive park and beach. Staff worked with V3 Companies to develop grading plans for the areas at the top of the bluff and plans for the planting of seeds and live plugs in exposed bare soil locations identified in their report. These plans were packaged in a single bid along with tree removal plans previously discussed at the January 11, 2022 Lakefront, Parks, and Natural Areas Committee Meeting.

Staff released a bid in June, included a mandatory, on-site pre-bid meeting, and received one bid on July 14, 2022. The lone bid was \$155,500 over budget and recommended by Staff to be rejected during the July 20, 2022 Lakefront, Parks, and Natural Areas Committee Meeting.

Staff rereleased another bid on August 29 with an extended schedule to provide a larger timeframe for completion. Three bids were received on September 13, 2022. The total available budgeted funds for the Millard Bluff Grading and Tree Removal is \$220,000. The lowest bid was \$319,300 which exceeds the budget by \$99,300. Although the lowest bid exceeds the budget, staff are still recommending the Park Board of Commissioners approve the project.

President Grossberg would like to know if benches and memorials along the top of the bluff have been lost due to erosion.

Director Voss reported that most benches and memorials were not lost, however, some will need to be removed. Those families will be contacted to discuss relocation.

President Grossberg would like to know if the toe of the bluff needs to be repaired to stabilize the bluff.

Director Voss reported that there will always be a risk of erosion if the toe is not stabilized and protected by large boulders/stone revetment. Currently, the costs for stabilization are not budgeted.

Executive Director Romes reported that the bluff and the top of the bluff will be addressed in the repairs outlined in the bid, however, boulders/stone revetment is needed to protect the toe, which is not included, nor budgeted.

Commissioner Bernstein would like to know how much of the land along the top of the bluff will be lost from slope grading.

Director Voss reported that 10-15ft of land will be lost along the top of the bluff after the slope is graded. The slope grading is recommended to reduce further erosion from water flow.

Commissioner Bernstein would like to know if any of the seeding can be done in-house.

Director Voss reported that seeding is included in the bid and needs to be completed by the contractor.

Staff received consensus from the Park Board of Commissioners to place this item under Unfinished Business on the September 28 Regular Meeting agenda.

***F. Fink Park Athletic Field Development project***

Assistant Director Maliszewski shared images of the existing baseball field compared to the rendering of the renovation project, which would convert the infield to turf, keep the natural grass outfield with updated underdrains and irrigation, a portable outfield fence, enhanced warning track, and bleachers, include an event space, spectator area, and covered dugout.

The estimated cost for this renovation is \$1 million. At the March 30 Regular Board Meeting the Park Board of Commissioners authorized the Executive Director to enter into a professional services agreement with Gewalt Hamilton Associates for engineering and professional services in the amount of \$84,900. The Athletic Boosters have raised \$32,000 towards the project. The Boosters are meeting with a possible three-figure donor over the next few weeks. An update will be provided at a future Finance Committee Meeting to discuss possibly subsidizing the project if the Boosters are unable to raise \$1 million.

Assistant Director Maliszewski reported that geotechnical investigation and topography are complete, design engineering will commence in November, permitting in December, the project will go out to bid in April of 2023, the bid will be awarded in May of 2023, construction will begin in July of 2023, substantial completion is estimated for October of 2023, with a grand opening in the spring of 2024.

**OSLAD GRANT UPDATE**

Manager Schwartz reported that the Open Space Lands Acquisition and Development (OSLAD) grant program is administered by the Illinois Department of Natural Resources and is typically offered annually. The competitive grant program provides up to 50% funding support to develop public outdoor recreation areas. This year \$56M is available through the grant program and the maximum individual award is \$600,000. The application is due on September 30, 2022, and awards are typically announced 6-8 months

after the application period closes. If awarded, the Park District would have two years to complete the awarded project.

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

Staff is considering elements from the approved Sunset Woods Master Plan for the proposed project OSLAD application this includes replacing, relocating, and improving the existing basketball court, adding new elements including a regulation-size basketball court and multi-sport functions such as soccer, volleyball, and more; improving the skate park; the addition of outdoor fitness/exercise equipment; and other active elements such as ping pong and bags.

Commissioner Bernstein would like to know if the District is bound to the elements submitted in the OSLAD Grant Application.

Manager Schwartz reported that the District is bound by the elements submitted in the OSLAD Grant Application.

Commissioner Bernstein is concerned about the multi-sport courts suggesting the amount of courts will pose a noise issue for neighbors. While he would like to increase the District's number of pickleball courts, he is not in favor of courts at this site due to noise pollution.

Commissioner Kaplan is opposed to the wheel-friendly plaza, he does not feel the current utilization at the skate park is worth it.

President Grossberg is opposed to the outdoor fitness/exercise equipment. Furthermore, he would like to know why pickleball was not considered for this site.

Executive Director Romes reported that at the September 28 Regular Meeting Manager Zullo and Head Tennis Coach Visconti will provide an update on tennis and pickleball operations and plans to align with the current trends.

Manager Schwartz reported that a final recommendation for consideration of approval from the Park Board of Commissioners will be presented at the September 28 Regular Meeting.

### **EMPLOYEE COMPENSATION AND CLASSIFICATION STUDY**

Director Kopka reported that the greatest asset of The Park District is its employees. In an effort to attract and retain a productive workforce, it is important that employee compensation is both internally equitable and externally competitive.

The Park District maintains an Employee Compensation Plan which includes a Classification Plan and associated Compensation Pay Grades. The Park District's current Compensation Plan was designed by a third-party consultant in 2015. It is reviewed by staff and approved by the Park Board of Commissioners annually. The Classification Plan is developed based on the nature and scope of each job/position at the Park District, as opposed to each individual/person at the Park District. Each job/position is carefully evaluated to ensure an accurate job description reflects the necessary responsibilities of that job/position, as well as the minimum and desired qualifications such as knowledge, experience, and other essential

competencies. Compensation Pay Grades are developed within the Classification Plan to ensure internal equity and then compared to other Park District's and/or Municipalities to ensure they are externally competitive.

According to Park District Policy, every five years, the Park District's Compensation Plan shall be reviewed by a qualified third-party consultant. The Park District's current Compensation Plan was last reviewed by a qualified third-party consultant in 2015. At that time, the District worked with GovHRUSA to update the Park District's Classification Plan and conducted a comprehensive salary and benefits market survey analysis with a selection of comparable Park Districts and municipalities.

In early 2022, Pay Grades within the Compensation Plan were reviewed by a third-party consultant (GovHRUSA), using a 5-year benchmark study compared to other Park Districts. As a result of this study, and based on a recommendation from GovHRUSA, the Park Board approved a 10% increase to Pay Grade minimums and maximums. However, the entire Compensation Plan, including the Classification Plan, were not reviewed during that study. Therefore, On May 27, 2022, The Park District of Highland Park sent out a Request for Proposals for the *2022 Park District of Highland Park Compensation Study*. Four proposals were received. Staff evaluated the proposals and interviewed Pontifex, GovHRUSA, and JER HR Group.

Staff also requested a proposal from GovHRUSA to study and evaluate our current employee Classification Plan. After careful review, staff selected GovHRUSA to conduct both a Classification and Compensation study. A report will be presented to the Park Board in October.

Commissioner Bernstein would like to know if progress is shared with a Committee before being presented to the Park Board.

Executive Director Romes reported that information is shared with Policy Committee before being presented to the Park Board.

President Grossberg would like to know if there is a precedent to compare our salary structure to sister agencies, such as local school districts and the City of Highland Park.

Director Kopka reported that GovHRUSA recommends comparing to organizations with the most closely aligned jobs, which includes the forest preserve and neighboring park districts instead of municipalities.

President Grossberg would like Highland Park municipalities to be included when comparing.

### **2023 PROPOSED BUDGET TIMELINE**

Director Peters reported that staff is currently working on the budget. There are two Finance Committee Meetings scheduled for October, October 6, 2022 to review the Capital Budget, and October 18, 2022 to discuss the Truth in Taxation Resolution, a Levy presentation, and review the revisions to the Capital Budget. At the November 8, 2022 Finance Committee Meeting there will be a Budget presentation, followed by a presentation to the Park Board at the November 9, 2022 Workshop Meeting. At the November 16, 2022 Regular Meeting staff will recommend that the Park Board pass the Truth in Taxation Resolution, at the December 6 Finance Committee Meeting staff will present the revisions to the Budget Presentation and review the Tax Levy Ordinance. A legal notice will be posted on December 8, 2022 regarding the Tax Levy. At the December 14, 2022 Regular Meeting there will be a Public Hearing to approve the Tax Levy and a presentation of the 2023 Budget. The Tax Levy will be filed with Lake County on December 27,



2022. A legal notice will be posted on January 19 regarding the 2023 Budget. At the January 25, 2023 Regular Meeting there will be a Public Hearing to approve the 2023 Budget. The 2023 Budget will be filed with Lake County on January 26, 2023.

The Park Board approved the proposed Budget Timeline and requested calendar invites for the upcoming meetings.

### **PARK DISTRICT VALUES AND STRATEGIC PLANNING UPDATE**

Executive Director Romes reported that to remain an Accredited Illinois Distinguished Agency, the Park District must have an active Strategic Plan. A Strategic Plan is essential for establishing and achieving District success through the development of strategic goals and objectives for the short, mid, and long term. The District's last Strategic Plan included goals and objectives from 2016 – 2020.

Throughout the last two years, the Park District has persevered through pandemic-related challenges, all while delivering essential programs and services to the community, remaining fiscally responsible, and maintaining staff and community health and safety. As we look back at what we've accomplished, gain perspective about where we are and dream about what we want to be as an organization, it is time for us to create clarity around who we are as an organization, and what we do best by defining the Organizational Values that invigorate staff, board, and community as we continue to deliver essential programs, services, and facilities.

In doing so, The Park District is redefining our Values in an effort to create a clear focus on what drives day-to-day decision-making, inspires leadership, and holds our organization, teams, and individuals accountable. The desired outcome of redefining Park District Values is a relentless focus on values-driven leadership, values-driven culture, and values-driven strategic initiatives that are simple, compelling, and aligned with our Mission (why we exist) and our Vision (what we aspire to do). There are three phases to our process; 1. Identify Values 2. Embed Values 3. Shape Strategy.

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 impacts 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.

President Grossberg congratulated Executive Director Romes for implementing this effort and spending time on this strategic work, knowing how intrusive the process is. He also commended staff for supporting and buying to the effort. Furthermore, he feels this is a great tool for current and future Park Board members to utilize when discussing the District's strategic plans and policies.

### **REVIEW OF VOUCHERS**

Director Peters reported that the District cut two checks to PDRMA for health insurance.

**OTHER BUSINESS**

President Grossberg would like to know if the toe stabilization for the Moraine Bluff is included in the Capital Budget.

Director Smith reported it is currently an unfunded item in Tier 6.

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

None.

**ADJOURNMENT**

A motion was made by Commissioner Bernstein and seconded by Commissioner Kaplan and approved by a unanimous vote. The Board Meeting adjourned at 7:55 p.m.

Respectfully submitted,

Roxanne Hejnowski, Assistant Secretary

**PARK DISTRICT OF HIGHLAND PARK  
BOARD OF PARK COMMISSIONERS  
MINUTES OF REGULAR MEETING  
SEPTEMBER 28, 2022**

The meeting was called to order at 6:05 p.m. President Grossberg.

Commissioner Kaplan joined the meeting at 6:06 p.m.

Commissioner Ruttenberg left the meeting at 7:00 p.m.

**ROLL CALL**

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

**Absent:** Commissioner Kaplan

**Staff Present:** Executive Director Romes; Director Smith; Director Voss; Director Peters; Director Gogola; Director Kopka; Assistant Director Maliszewski; Assistant Director Murrin; Manager Schwartz; Manager Zullo; Manager Johnson; Tennis Professional Visconti; Coordinator Hejnowski

**Guest Speakers:** None

**ADDITIONS TO THE AGENDA**

None.

**PUBLIC COMMENT FOR ITEMS ON THE AGENDA**

None.

**CONSENT AGENDA**

A motion was made by Commissioner Bernstein, seconded by Commissioner Ruttenberg to approve the Minutes from the August 10, 2022 Finance Committee Meeting, the Minutes from the August 10, 2022 Workshop Meeting, the Minutes from the August 17, 2022 Facility/Recreation Committee Meeting, the Minutes from the August 18, 2022 Finance Committee Meeting, the Minutes from the August 24, 2022 Regular Board Meeting, the Minutes from the August 31, 2022 Special Meeting; and Bills and Payroll in the amount of \$2,160,269.96

**Roll Call:**

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

**Nay:** None

**Absent:** Commissioner Kaplan

**Abstain:** None

**Motion Carried**

**FINANCIAL FORECASTS AND TREASURER’S REPORT**

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

Director Peters reported that as of August 31, 2022, actual revenues are exceeding budgeted revenue by about \$916,000 and actual expenses are \$1.8 million less than budgeted for a year-to-date net difference of about \$2.7 million surplus. When compared to the pre-COVID years (2017-2019), the District has about a \$2 million surplus.

***Conclusion***

*As of August 31*, Park District programs and facilities are performing better than budget, \$980,000 of the operating surplus is due to timing differences, \$90,000 surplus from West Ridge Center which is primarily due to early childhood programming revenues, \$300,000 surplus from tennis which is due to hundreds of additional participants, \$20,000 surplus from aquatics, \$60,000 surplus from athletics, and \$150,000, surplus from Sunset Valley Golf Club. Additionally, replacement takes are \$350,000 greater than anticipated. Conversely, there is a \$177,000 surplus from property taxes and a \$50,000 surplus from interest revenue. Lastly, there is a savings of \$806,000 from salaries and wages due to open positions. Overall, the Park District is in a very favorable position at the end of August.

Commissioner Rutenberg would like to know the performance of the Recreation Center of Highland Park.

Director Peters reported that the Recreation Center is not performing as anticipated. The Fitness component is \$150,000 less than budgeted as of August 31, however, aquatics has a \$20,000 surplus.

Commissioner Kaplan would like to know what the District is doing to increase membership sales.

Commissioner Bernstein would like the Recreation Center staff to provide an update on their efforts and recommendations at a November Facility and Recreation Committee. Furthermore, he would like to allocate time at a Finance Committee to review the financials of each facility, examining current revenue/expenses vs. projections.

**UNFINISHED BUSINESS**

**A. Approval of the Athletic Fields Capital Campaign Project Change Order Agreement**

Assistant Director Maliszewski reported that the Non-Profit Coach has been a significant contributor to helping staff raise funds for the Fink Park Athletic Field Development project, which includes converting the infield to turf, keeping the natural grass outfield with updated underdrains and irrigation, a portable outfield fence, enhanced warning track, and bleachers, an event space, spectator area, and covered dugout.

Commissioner Bernstein would like to know if there are funds in the budget to cover the costs.

Executive Director Romes reported that there are funds available.

President Grossberg would like to know the need for future projects.

Assistant Director Maliszewski reported that a committee is always needed, the Non-Profit Coach cannot tackle initiatives on their own. They provide strategy and resources; however, they need footwork from a Committee like the Athletic Booster Club.

President Grossberg would like to know if there are any campaigns being considered in the future.

Executive Director Romes reported possibly a pickleball fundraising campaign.

Vice President Freeman reported that the Parks Foundation is expanding and forming sub-committees for fundraising campaigns. Bob Bernstein is leading these efforts.

A motion was made by Commissioner Ruttenberg and seconded by Commissioner Ruttenberg to approve the Athletic Fields Capital Campaign Project Change Order Agreement making Elizabeth Finlayson the sole proprietor of consulting services.

**Roll Call:**

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

**Nay:** None

**Absent:** None

**Abstain:** None

**Motion Carried**

**B. Approval of the 2022-2023 Millard Bluff Grading and Tree Removal Bid**

Director Voss reported that Millard Park and Beach is one of four lakefront properties maintained by the Park District. In recent years, storm and wave damage exacerbated by high lake levels have led to failures of the slope at the toe of the bluff. Based on a recommendation from the Beach Management Plan completed by SmithGroup, staff contracted V3 Companies to conduct a Slope Stability Analysis and provide recommended strategies for ensuring safety and long-term preservation of the bluff in keeping with its natural character and use as a passive park and beach.

At the August 24, 2021 Regular Board Meeting, a representative from V3 Companies provided an overview of their analysis including several site recommendations with probable costs (summary below). According to the V3 report, given the existing bluff conditions and cyclical fluctuations of Lake Michigan water levels, there are several solutions appropriate for the Park District to consider as a means to address existing bluff failures and minimize the potential for future failures or loss of land at the top of the bluff.

Staff worked with V3 Companies to develop grading plans for the areas at the top of the bluff (item #2) and plans for the planting of seeds and live plugs in exposed bare soil locations (item #4) identified in their report. These plans were packaged in a single bid along with tree removal plans (item #1) previously discussed at the January 11, 2022 Lakefront, Parks and Natural Areas Committee Meeting.

Regular Board Meeting Minutes  
September 28, 2022

Staff released a bid in June, included a mandatory, on-site pre-bid meeting, and received one bid on July 14, 2022. The lone bid was \$155,500 over budget and recommended by Staff to be rejected during the July 20, 2022 Lakefront, Parks and Natural Areas Committee Meeting.

Staff rereleased another bid on August 29 with an extended schedule to provide a larger timeframe for completion. Three bids were received on September 13, 2022. The total available budgeted funds for the Millard Bluff Grading and Tree Removal is \$220,000. The lowest bid was \$319,300 which exceeds the budget by \$99,300.

Director Voss shared a Slope Stability Analysis and drone images collected from V3 Companies which was presented to the Lakefront, Parks, and Natural Areas Committee on February 16, 2022. V3 Companies identified the top of the bluff as the primary concern since there is a steep 10ft drop before reaching the center of the bluff. As a result, they identified five sections for selective grading to address these steep slopes, preserve mature oak trees, and restore a 2:1 grade. The work involved would be the removal of material at the top of the bluff, eliminating the almost vertical zones, and reducing the weight of material that could slump down, which could create pockets for the collection of water and increase opportunities for future bluff erosion and failure.

The final result will push the top of the bluff back approximately 20 feet, requiring benches and the north path to be relocated.

Commissioner Bernstein would like to know how the deficit will be paid and if it will negatively impact other capital projects.

Executive Director Romes reported that the costs will come from the Capital Fund. Tier 1-3 capital projects will not be impacted if this project is approved, so it is staff's recommendation to approve this project.

A motion was made by Commissioner Bernstein and seconded by Commissioner Kaplan to approve the acceptance of the base bid proposal and alternates 1 and 2 from RES Environmental Operating Company, LLC in the amount of \$319,300 for the 2022-2023 Millard Bluff Grading and Tree Removal project.

**Roll Call:**

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

**Nay:** None

**Absent:** None

**Abstain:** None

**Motion Carried**

**C. Approval of the OSLAD Grant Resolution of Authorization**

Manager Schwartz reported that the Open Space Lands Acquisition and Development (OSLAD) grant program is administered by the Illinois Department of Natural Resources and is typically offered annually. The competitive grant program provides up to 50% funding support to develop public outdoor recreation areas. This year \$56 million is available through the grant program and the maximum individual award is \$600,000. The application is due on September 30, 2022, and awards are typically announced 6-8 months after the application period closes. If awarded, the Park District would have two years to complete the awarded project.

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

Staff is considering elements from the approved Sunset Woods Master Plan for the proposed project OSLAD application. Manager Schwartz reported that staff is recommending replacing, relocating, and improving the existing basketball court, adding new elements including a regulation-size basketball court and multi-sport functions such as soccer, volleyball, and more, and improving the skate park with the addition of a wheel-friendly plaza containing features for scooters, bikes, roller blades, and other wheeled activities in the OSLAD Grant Application.

These amenities are aging, some cannot be repaired and would need to be replaced. She shared images of the skate park and basketball courts and compared them with conceptual renderings for the proposed elements and enhancements, showcasing how the new elements permit versatile use. i.e., concrete raised features in the skate park could also be used as a stage for concerts.

Vice President Freeman feels the skate park and wheel-friendly plaza should cater to pre-teens and teenagers since the rest of the park has elements that cater to young children and adults.

Executive Director Romes reported that the Grant Application includes a narrative. If awarded staff will gather more community feedback to enhance the area, so long as the elements do not change.

Vice President Freeman is excited and supports improving the skate park and the addition of a wheel-friendly plaza containing features for scooters, bikes, rollerblades, and other wheeled activities.

President Grossberg would like to know when staff selected Sunset Woods Park for the OSLAD Grant.

Manager Schwartz reported that staff began developing a master plan for Sunset Woods Park in 2020. Since then, the OSLAD Grant was always a consideration to fund elements in the master plan.

President Grossberg would like to know if the Park Board feels the skate park is an important element since the District has little money earmarked in the capital fund to repair and replace the items currently in the skate park.

Commissioner Ruttenberg is neutral, he doesn't know if there is a community need. He would like to review the survey data from the community that supports the skate plaza.

Commission Kaplan would like the pavilion included in the Grant Application.

Manager Schwartz reported that the District needs to be strategic in what was applying for. If approved these items need to be enhanced. If the District spends less, then IDNR matches less.

Director Smith reported that the District is required to include a line item budget in the application. If the difference is more than 10% of the line item, we need to have a conversation with IDNR and get their approval.

President Grossberg would like to know if other things can be added to the application.

Manager Schwartz reported that staff does not have enough time to make changes to the proposed list due to the application deadline.

Commissioner Kaplan would like to know how many people from the community voted in favor of a skate plaza from the community survey.

Manager Schwartz reported that around 300 community members participated in the survey and 150 were in favor of a skate plaza.

Commissioner Bernstein would like to know if the emphasis could be on plaza elements and feature gathering spaces vs. emphasizing elements for extreme sports.

A motion was made by Commissioner Bernstein and seconded by Vice President Freeman to approve the OSLAD Grant Resolution Authorization, allowing the Park District of Highland Park to apply for funding assistance to implement the Sunset Woods Master Plan.

**Roll Call:**

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

**Nay:** Commissioner Kaplan

**Absent:** Commissioner Ruttenberg

**Abstain:** None

**Motion Carried**

**NEW BUSINESS**

**A. Parks Foundation**

Vice President Freeman reported that the Parks Foundation is looking forward to helping raise funds for Park Avenue projects and the Fink Park Athletic Field Development Project. Bob Bernstein the former Parks Foundation president has been a wonderful contribution to marketing team and is working with the Parks Foundation on all fundraising campaigns.

**B. Director's Report**

Manager Zullo and Head Tennis Professional Visconti are here this evening to provide an update on pickleball operations. She is pleased to report the District is offering 17 pickleball



leagues and drills. Conversely, the District hosted three large pickleball rentals/tours this past summer. Staff has been exploring outdoor opportunities for pickleball, this includes:

1. Convert the four clay courts and Sunset Woods Park into hard courts and add eight pickleball courts. The revenue stream from clay courts is minimal and several customers have voiced they prefer hard courts. Furthermore, the clay courts are sloped, allowing moss and algae to grow, so it's a challenge for staff to maintain. There is a significant reduction in material, maintenance, and staffing expenses by removing the converting the clay courts.
2. Add twelve pickleball courts at Danny Cunniff Park.
3. Combination, of the two opportunities.

Executive Director Romes reported that there is no ask from the Park Board.

Commissioner Bernstein encourages staff and the Park Board to pursue the recommendations from Manager Zullo and Head Tennis Professional Visconti, however, sound is a concern at Sunset Woods Park. He would like to know if there is a way to add courts at Sunset Woods while addressing noise. He fully supports the recommendation for Danny Cunniff. He would also like staff to explore options at District 12 schools. He is encouraging staff to think outside of the box to address the need sooner rather than later. He would like a proposal brought to the Park Board for the recommendations at Danny Cunniff Park.

President Grossberg would like to know the levels for pickleball.

Head Tennis Professional Visconti reported that the District has entry through 5.0.

President Grossberg would like to know if viewing stands are being considered.

Assistant Director Murrin reported that staff will explore seating/stands.

Executive Director Romes shared a list of upcoming events including an event the Park District has been assisting in the coordination and promotion of a fundraising event for the Highland Park Community Foundation's July 4th Response Fund. Michael Peysakhovich is running the fundraiser and is a good friend of Parks Foundation Board Member Rob Stepen, and a native of Highland Park. The event is being held this ***Friday, September 30 from 6:00 - 9:00 p.m. at the 28 Mile Distillery in Highwood***. Guests will enjoy cocktails, live music by Soul Chasers, appetizers, and a silent auction (some of which were provided by PDHP). Assistant Director Chris Maliszewski will be the MC for portions of the event. All proceeds go to the HP Community Foundation fund. The Grand Opening Sunset Woods Playgrounds / Touch-A-Truck is this Saturday, October 1, from 9:30 – 12:00 p.m. On Friday, October 14 Heller Nature Center is hosting an Axe, Brew, and Bonfire event from 6:00 – 8:00 p.m. Lastly, on November 5 the District is hosting a Dia De Los Muertos Celebration on Saturday, November 5, from 1:00 – 4:00 p.m. at the Preserve of Highland Park. The event includes live music from Mariachi

Monumental De Mexico and dance performances from Ballet Folklórico Tayahua. The Highwood Library, Highland Park Library, The Highland Park Art Center, and Oak Terrance have all agreed to be a part of the event, either having an activity or craft. Together for Childhood Network will help with running the Loteria (bingo) game in between the performances. There will also be a community ofrenda/altar. Food will be available for purchase.

**C. Board Comments**

None.

**OTHER BUSINESS**

None.

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

*Lauren Cherny*

*1858 Holly Rd, Highland Park*

Pickleball players would like access to outdoor restrooms at Danny Cunniff Park.

**CLOSED SESSION**

A motion was made by Commissioner Kaplan, seconded by Vice President Freeman, to adjourn into Closed Session for discussion of Section 2(c)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.

**Roll Call:**

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

**Nay:** None

**Absent:** Commissioner Ruttenberg

**Abstain:** None

**Motion Carried**

The meeting adjourned into Closed Session at 7:52 p.m.

The meeting reconvened into Open Session at 8:28 p.m.

Regular Board Meeting Minutes  
September 28, 2022

**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)6 – the setting of a price for sale or lease of property owned by the District.

No action was taken.

**ADJOURNMENT**

A motion was made by Commissioner Kaplan and seconded by Commissioner Bernstein and approved by a unanimous vote. The Board Meeting adjourned at 8:29 p.m.

Respectfully submitted,

Roxanne Hejnowski, Assistant Secretary

**MINUTES OF A THE POLICY COMMITTEE MEETING  
OF THE PARK DISTRICT OF HIGHLAND PARK  
HELD ON SEPTEMBER 29, 2022 5:37 P.M.**

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

**Absent:** None

**Also, Present:** Executive Director Romes; Coordinator Hejnowski

**Guest Speaker:** None

**Additions to the Agenda**

None.

**Park District of Highland Park Values, Vision, and Strategy**

Executive Director Romes reported that to remain an Accredited Illinois Distinguished Agency, the Park District must have an active Strategic Plan. A Strategic Plan is essential for establishing and achieving District success through the development of strategic goals and objectives for the short, mid, and long term. The District's last Strategic Plan included goals and objectives from 2016 – 2020.

Throughout the last two years, the Park District has persevered through pandemic-related challenges, all while delivering essential programs and services to the community, remaining fiscally responsible, and maintaining staff and community health and safety. As we look back at what we've accomplished, gain perspective about where we are and dream about what we want to be as an organization, it is time for us to create clarity around who we are as an organization, and what we do best by defining the Organizational Values that invigorate staff, board, and community as we continue to deliver essential programs, services, and facilities.

In doing so, The Park District is redefining our Values in an effort to create a clear focus on what drives day-to-day decision-making, inspires leadership, and holds our organization, teams, and individuals accountable. The desired outcome of redefining Park District Values is a relentless focus on values-driven leadership, values-driven culture, and values-driven strategic initiatives that are simple, compelling, and aligned with our Mission (why we exist) and our Vision (what we aspire to do). There are three phases to our process; 1. Identify Values 2. Embed Values 3. Shape Strategy.

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

The Committee conducted an exercise to root the values into the Districts operational framework.

**Other business**

None.

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

None.

**Adjournment**

The meeting adjourned at 7:02 p.m.

Respectfully submitted,

Roxanne Hejnowski, Assistant Secretary



# Memorandum

**To:** Park Board of Commissioners

**From:** Kari Acevedo, Aquatics Manager, Amy Murrin, Assistant Director of Recreation and Facilities; Brian Romes, Executive Director

**Date:** October 26, 2022

**Subject:** **Approval to Purchas Replacement Shade Structures at Hidden Creek AquaPark**

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## **Summary**

The shade structures at Hidden Creek AquaPark have exceeded their useful life. The original Funbrella shade structures were purchased in 1997. The hardware has been replaced as needed, and the shades were replaced 10 years ago. In the summer of 2022, staff had to borrow four Funbrella shades from the Elmhurst Park District as we did not have functional shades for six Funbrella structures. Two Funbrella structures were also not able to be used, limiting the amount of shade available to swim participants.

Staff secured pricing with HGAC Cooperative Purchasing Program to replace the shades for \$100,403.36. Illinois Statute 525/2 from Ch. 85, par. 1602. (Governmental Joint Purchasing Act), authorizes that any governmental unit may purchase personal property, supplies, and services jointly with one or more other governmental units, not requiring the agency to individually competitively bid on the item or service. This price is good through October 31, 2022, and subject to current market pricing after October 31, 2022. The installation of the shades will commence in 2023 and is anticipated to be completed prior to opening day.

## **Financial Impact**

Per the HGAC joint purchase agreement, the cost of the new shades is \$100,403.36. The 2022 Capital Budget for Shade Structures is \$200,000 which includes removal of current shades and installation of new shades.

## **Recommendation**

Staff and the Finance Committee recommend approval from the Park Board of Commissioners to purchase Hidden Creek AquaPark Shade Structures from HGAC Cooperative Purchasing Program in the amount of \$100,403.36.



# Memorandum

**To:** Park Board of Commissioners

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

**Date:** October 26, 2022

**Subject:** **Approval of the Changes to Policy # 3.02.4 Fund Balance**

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## **Summary**

At the request of the Finance Committee, staff have reviewed the Park District's Fund Balance Policy and presented their findings at the October 11 Finance Committee meeting. Attached to this memo is the October 11 presentation, as well as a red-lined and proposed final version of the policy. Overall, Staff propose that the General Fund and Recreation Fund maintain a minimum balance of 25%, with a target balance of 30 – 40%. Special Recreation is recommended to have a minimum balance of 15% and a target range of 20 – 30%. Finally, Staff, in consultation with legal, recommend removing the Debt Service Fund policy, altogether.

## **Recommendation**

Staff and the Finance Committee recommend approval from the Park Board of Commissioners the revisions to Policy # 3.02.4 Fund Balance in the Park District of Highland Park Policy Manual.



PDHP Policy  
3.02.4  
Minimum  
Unrestricted  
Fund  
Balance  
Levels



# 10 Year Historic Fund Balance Levels

GENERAL FUND										
	2021	2020	2019	2018	2017	2016	2015	2014*	2014	2013
FUND BALANCE (12/31)	5,337,002	4,062,334	3,304,258	2,380,283	2,886,931	2,850,163	1,818,426	970,956	916,691	1,142,711
ACTUAL EXPENDITURES (2021 has 2022 budget)	6,099,882	4,701,014	4,336,040	5,233,387	5,315,861	4,874,922	4,823,064	5,075,652	4,102,318	5,727,170
FUND BALANCE % ON HAND (current policy 25%)	87%	86%	76%	45%	54%	58%	38%	19%	22%	20%
RECREATION FUND										
	2021	2020	2019	2018	2017	2016	2015	2014*	2014	2013
FUND BALANCE (12/31)	6,513,822	4,976,709	4,715,040	4,659,347	4,106,307	3,770,020	3,689,085	7,402,768	5,691,788	4,617,290
ACTUAL EXPENDITURES (2021 has 2022 budget)	12,876,035	10,503,563	9,054,444	11,396,187	11,579,364	13,090,374	13,247,341	13,423,534	8,716,150	10,445,185
FUND BALANCE % ON HAND (current policy 25%)	51%	47%	52%	41%	35%	29%	28%	55%	65%	44%
SPECIAL RECREATION FUND										
	2021	2020	2019	2018	2017	2016	2015	2014*	2014	2013
FUND BALANCE (12/31)	273,143	807,524	322,940	226,222	294,333	485,272	120,389	147,331	35,916	748,862
ACTUAL EXPENDITURES (2021 has 2022 budget)	414,755	681,523	349,134	564,335	404,255	369,932	432,266	475,550	338,602	511,347
FUND BALANCE % ON HAND (current policy 15%)	66%	118%	92%	40%	73%	131%	28%	31%	11%	146%
DEBT SERVICE FUND										
	2021	2020	2019	2018	2017	2016	2015	2014*	2014	2013
FUND BALANCE (12/31)	43,220	6,142	164,892	160,723	156,530	157,039	151,487	152,436	362,061	340,537
ACTUAL EXPENDITURES (2021 has 2022 budget)	3,315,035	3,173,388	3,261,160	3,076,962	3,075,463	3,041,829	2,304,574	1,555,812	1,552,775	1,558,404
FUND BALANCE % ON HAND (current policy 5%)	1%	0%	5%	5%	5%	5%	7%	10%	23%	22%
*in 2014 PDHP changed year end from March to December										

## **3.02.4 Minimum Unrestricted Fund Balance Levels**

**“A target spendable and Unassigned Fund Balance is established to provide financial stability, cash flow for operations, and the assurance that the District will be able to respond to emergencies with fiscal strength. It is anticipated that unexpected situations may cause the District to fall below these targets, at which point certain steps will be followed to correct the deficiency, as outlined in this Policy below, under "Minimum Targets.”**

Would like to add: “The fund balance can fluctuate above the minimum level depending upon inflation, recession, pandemic, anticipated capital spend, etc. Reserves are also needed for cash flow and potential property tax freeze.”

## 3.02.4 Minimum Unrestricted Fund Balance Levels

“General Fund - The General Fund target limits the General Fund Balance to a specific range based on Operating Expenditures. The target range is 25% of annual Operating Expenditures. Balances above the **maximum** may be transferred to other funds for capital projects.”

“Maximum” should say “minimum”  
Auditors 40%

Change to: General Fund - The General Fund’s unassigned fund balance is a minimum based upon Operating Expenditures. It will be no less than 25% of Operating Expenditures. The target range is 30 – 40% of annual Operating Expenditures. Balances above the minimum may be transferred to other funds for capital projects.

## **3.02.4 Minimum Unrestricted Fund Balance Levels**

**“Recreation Fund - The Recreation Fund's Spendable Fund Balance target is a minimum based upon Operating Expenditures. It will be no less than 25% of Operating Expenditures. No maximum is established for this fund, as any amounts in excess of the minimum may be transferred to any other fund at the discretion of the Board of Commissioners.**

Auditors 40%

Change to: Recreation Fund - The Recreation Fund's unassigned fund balance is a minimum based upon Operating Expenditures. It will be no less than 25% of Operating Expenditures. The target range is 30 – 40% of annual Operating Expenditures. No maximum is established for this fund, as any amounts in excess of the minimum may be transferred to any other fund at the discretion of the Board of Commissioners.

## 3.02.4 Minimum Unrestricted Fund Balance Levels

“Special Recreation Fund - A target of 15% of Operating Expenditures is established for this fund. The vast majority of amounts levied are transferred to the North Suburban Special Recreation Association (NSSRA) to provide for the recreational needs of the special needs’ population. Additional taxes may be levied in this fund for related purposes that are consistent with the purpose of the fund.”

A significant portion is transferred to NSSRA.

Don't know what this means! - delete

Special Recreation Fund- The unassigned fund balance should be a minimum of 15% of Operating Expenditures for this fund. The target range is 20 – 30% of annual Operating Expenditures. A significant portion of amounts levied are transferred to the North Suburban Special Recreation Association (NSSRA) to provide for the recreational needs of the special needs’ population. Balances above the minimum may be transferred to the capital projects fund for use in projects with ADA components proportionately with the cost of the accessibility component of the project.

## 3.02.4 Minimum Unrestricted Fund Balance Levels

“Debt Service Fund(s) - The only activities in this fund are recording the taxes received to pay debt, transfers, and the expenses related to paying the debt. One hundred percent of a Debt Service Fund's Fund Balance is restricted for Debt Service.

**Delete policy:** The fund generally must be depleted at least once each bond year to qualify as a bona fide debt service fund

# Staff Recommendation

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Staff ask for consensus to include policy changes in the consent agenda at the October 26 Board Meeting.

# Questions?

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**PARK DISTRICT OF HIGHLAND PARK**

**DEPT:** Finance

**Policy #: 3.02**

**APPROVED:** 7/23/2019

**Fund Balance/Net Asset Policy**

**REVISED:**

**3.02.1 Purpose**

A Fund Balance/Net Assets Policy establishes a minimum level at which the projected end-of- year fund balance/net assets must observe; as a result of the constraints imposed upon the resources reported by the governmental and proprietary funds. This policy is established to provide financial stability, cash flow for operations, and the assurance that the District will be able to respond to emergencies with fiscal strength. More detailed fund balance financial reporting and the increased disclosures will aid the user of the financial statements in understanding the availability of resources.

It is the Districts' philosophy to support long-term financial strategies, where fiscal sustainability is its first priority, while also building funds for future growth. It is essential to maintain adequate levels of funds balance/net assets to mitigate current and future risks and to ensure tax rates. Fund balance/net asset levels are also crucial consideration in long-term financial planning. Credit rating agencies carefully monitor levels of fund balance/net assets and unassigned fund balance in the General Fund to evaluate the District's continued creditworthiness.

**3.02.2 Definitions**

**Governmental Funds**

The fund balance will be composed of three primary categories:

- 1) Nonspendable Fund Balance – portion of a Governmental Fund's fund balance that are not available to be spent, either in the short-term or long-term, or through legal restrictions (e.g., inventories, prepaid items, land held for resale and endowments).
- 2) Restricted Fund Balance – portion of a Governmental Fund's fund balance that are subject to external enforceable legal restrictions (e.g., grantor, contributor and property tax levies).
- 3) Unrestricted Fund Balance – is made up of three components:
  - A) Committed Fund Balance – the portion of a Governmental Fund's fund balance with self-imposed constraints or limitations that have been placed at the highest level of decision making through formal Board action. The same action is required to remove the commitment of fund balance.
  - B) Assigned Fund Balance – the portion of a Governmental Fund's fund balance to denote an intended use of resources but with no formal Board action.
  - C) Unassigned Fund Balance – available expendable financial resources in a governmental fund that is not the object of tentative management plan.

Some funds are funded by a variety of resources, including both restricted and unrestricted (committed, assigned and unassigned). The District assumes that the order of spending fund balance is as follows: restricted, committed, assigned, unassigned.

3.02.3 **Authority**

**Governmental Funds**

1. Committed Fund Balance – A self-imposed constraint on spending the fund balance must be approved by ordinance or resolution of the Board. Any modifications or removal of the self-imposed constraint must use the same action used to commit the fund balance. Formal action to commit fund balance must occur before the end of the fiscal year. The dollar amount of the commitment can be determined after year end.
2. Assigned Fund Balance – A self-imposed constraint on spending the fund balance based on the District's intent to use fund balance for a specific purpose. The authority may be delegated to members of the management team by the Board.

3.02.4 **Minimum Unrestricted Fund Balance Levels**

A target Spendable and Unassigned Fund Balance is established to provide financial stability, cash flow for operations, and the assurance that the District will be able to respond to emergencies with fiscal strength. It is anticipated that unexpected situations may cause the District to fall below these targets, at which point certain steps will be followed to correct the deficiency, as outlined in this Policy below, under "Minimum Targets." The fund balance can fluctuate above the minimum level depending upon inflation, recession, pandemic, anticipated capital spend, etc. Reserves are also needed for cash flow and potential property tax freeze.

The following parameters will be used as part of the budget process to establish targets for the following funds:

1. General Fund - The General Fund's unassigned fund balance is a minimum based upon Operating Expenditures. It will be no less than 25% of -target limits the- General Fund Balance to a specific range based on- Operating Expenditures. The target range is 30 - 40% of annual Operating Expenditures. Balances above the target range -maximum may be transferred to other funds for capital projects.

1.

2.

2. Recreation Fund - The Recreation Fund's unassigned fund balance is a Spendable Fund Balance target is a minimum based upon Operating Expenditures. It will be no less than 25% of Operating Expenditures. The target range is 30 – 40% of annual Operating Expenditures. No maximum is established for this fund, as any amounts in excess of the minimum may be transferred to any other fund at the discretion of the Board of Commissioners.

3.

3. Special Recreation Fund – The unassigned fund balance should be a minimum of 15% of A target of 15% of Operating Expenditures for is established for this fund. The target range is 20 – 30% of annual Operating Expenditures. A significant portion of amounts levied are transferred to the vast majority of amounts levied are transferred to the North Suburban Special Recreation Association (NSSRA) to provide for the recreational needs of the special needs' population. Balances above the minimum may be transferred to the capital projects fund for use in projects with ADA components proportionately with the cost of the accessibility component of the project. Additional taxes may be levied in this fund for related purposes that are consistent with the purpose of the fund.

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~~4. Debt Service Fund(s) – The only activities in this fund are recording the taxes received to pay debt, transfers, and the expenses related to paying the debt. One hundred percent of a Debt Service Fund's Fund Balance is restricted for Debt Service. The target fund balance in the debt service fund is 5%.~~

~~5. Capital Projects Fund - The Capital Projects Fund balance is reviewed in developing the Capital Improvements Program. Debt financing, grants, or interfund transfers can be used to finance projects when balances are not adequate. The Fund Balance of a capital project-type fund is 100% restricted, committed, or assigned for acquisition, construction, and development. Also, all of the expenditures in these funds are for Capital Assets. Increases and decreases in fund~~

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DRAFT

balances are associated with the specific projects planned. Therefore, no specific target is established for this fund.

### 3.02.5 Other Considerations

In establishing the above policies for unrestricted fund balance/net asset levels, the District considered the following factors:

- The predictability of the District's revenues and the volatility of its expenditures (i.e., higher levels of unrestricted fund balance may be needed if significant revenue sources are subject to unpredictable fluctuations or if operating expenditures are highly volatile)
- The District's perceived exposure to significant one-time outlays (e.g., disasters, immediate capital needs, state budget cuts)
- The potential drain upon General Fund resources from other funds as well as the availability of resources in other funds (i.e., deficits in other funds may require a higher level of unrestricted fund balance be maintained in the General Fund, just as, the availability of resources in other funds may reduce the amount of unrestricted fund balance needed in the General Fund)
- Liquidity (i.e., a disparity between when financial resources actually become available to make payments and the average maturity of related liabilities may require that a higher level of resources be maintained)
- Commitments and assignments (i.e., Districts may wish to maintain higher levels of unrestricted fund balance to compensate for any portion of unrestricted fund balance already committed or assigned by the District for a specific purpose)
- Spending Policy (Flow of Funds) - The District will spend the most restricted dollars before less restricted in the following order:
  1. Nonspendable (if funds become spendable)
  2. Restricted
  3. Committed
  4. Assigned
  5. Unassigned

If any of the above factors change, the District should readdress current unrestricted fund balance/net asset levels to ensure amounts are appropriate.



# PARK DISTRICT OF HIGHLAND PARK

DEPT: Finance

Policy #: 3.02

APPROVED: 7/23/2019

## Fund Balance/Net Asset Policy

REVISED:

### 3.02.1 Purpose

A Fund Balance/Net Assets Policy establishes a minimum level at which the projected end-of- year fund balance/net assets must observe; as a result of the constraints imposed upon the resources reported by the governmental and proprietary funds. This policy is established to provide financial stability, cash flow for operations, and the assurance that the District will be able to respond to emergencies with fiscal strength. More detailed fund balance financial reporting and the increased disclosures will aid the user of the financial statements in understanding the availability of resources.

It is the Districts' philosophy to support long-term financial strategies, where fiscal sustainability is its first priority, while also building funds for future growth. It is essential to maintain adequate levels of funds balance/net assets to mitigate current and future risks and to ensure tax rates. Fund balance/net asset levels are also crucial consideration in long-term financial planning. Credit rating agencies carefully monitor levels of fund balance/net assets and unassigned fund balance in the General Fund to evaluate the District's continued creditworthiness.

### 3.02.2 Definitions

#### **Governmental Funds**

The fund balance will be composed of three primary categories:

- 1) Nonspendable Fund Balance – portion of a Governmental Fund's fund balance that are not available to be spent, either in the short-term or long-term, or through legal restrictions (e.g., inventories, prepaid items, land held for resale and endowments).
- 2) Restricted Fund Balance – portion of a Governmental Fund's fund balance that are subject to external enforceable legal restrictions (e.g., grantor, contributor and property tax levies).
- 3) Unrestricted Fund Balance – is made up of three components:
  - A) Committed Fund Balance – the portion of a Governmental Fund's fund balance with self-imposed constraints or limitations that have been placed at the highest level of decision making through formal Board action. The same action is required to remove the commitment of fund balance.
  - B) Assigned Fund Balance – the portion of a Governmental Fund's fund balance to denote an intended use of resources but with no formal Board action.
  - C) Unassigned Fund Balance – available expendable financial resources in a governmental fund that is not the object of tentative management plan.

Some funds are funded by a variety of resources, including both restricted and unrestricted (committed, assigned and unassigned). The District assumes that the order of spending fund balance is as follows: restricted, committed, assigned, unassigned.

### 3.02.3 **Authority**

#### ***Governmental Funds***

1. **Committed Fund Balance** – A self-imposed constraint on spending the fund balance must be approved by ordinance or resolution of the Board. Any modifications or removal of the self-imposed constraint must use the same action used to commit the fund balance. Formal action to commit fund balance must occur before the end of the fiscal year. The dollar amount of the commitment can be determined after year end.
2. **Assigned Fund Balance** – A self-imposed constraint on spending the fund balance based on the District's intent to use fund balance for a specific purpose. The authority may be delegated to members of the management team by the Board.

### 3.02.4 **Minimum Unrestricted Fund Balance Levels**

A target Spendable and Unassigned Fund Balance is established to provide financial stability, cash flow for operations, and the assurance that the District will be able to respond to emergencies with fiscal strength. It is anticipated that unexpected situations may cause the District to fall below these targets, at which point certain steps will be followed to correct the deficiency, as outlined in this Policy below, under "Minimum Targets." The fund balance can fluctuate above the minimum level depending upon inflation, recession, pandemic, anticipated capital spend, etc. Reserves are also needed for cash flow and potential property tax freeze.

The following parameters will be used as part of the budget process to establish targets for the following funds:

1. **General Fund** - The General Fund's unassigned fund balance is a minimum based upon Operating Expenditures. It will be no less than 25% of Operating Expenditures. The target range is 30 - 40% of annual Operating Expenditures. Balances above the target range may be transferred to other funds for capital projects.
2. **Recreation Fund** - The Recreation Fund's unassigned fund balance is a minimum based upon Operating Expenditures. It will be no less than 25% of Operating Expenditures. The target range is 30 – 40% of annual Operating Expenditures. No maximum is established for this fund, as any amounts in excess of the minimum may be transferred to any other fund at the discretion of the Board of Commissioners.
3. **Special Recreation Fund** – The unassigned fund balance should be a minimum of 15% of Operating Expenditures for this fund. The target range is 20 – 30% of annual Operating Expenditures. A significant portion of amounts levied are transferred to the North Suburban Special Recreation Association (NSSRA) to provide for the recreational needs of the special needs population. Balances above the minimum may be transferred to the capital projects fund for use in projects with ADA components proportionately with the cost of the accessibility component of the project.
4. **Capital Projects Fund** - The Capital Projects Fund balance is reviewed in developing the Capital Improvements Program. Debt financing, grants, or interfund transfers can be used to finance projects when balances are not adequate. The Fund Balance of a capital project-type fund is 100% restricted, committed, or assigned for acquisition, construction, and development. Also, all of the expenditures in these funds are for Capital Assets. Increases and decreases in fund

balances are associated with the specific projects planned. Therefore, no specific target is established for this fund.

### 3.02.5 Other Considerations

In establishing the above policies for unrestricted fund balance/net asset levels, the District considered the following factors:

- The predictability of the District's revenues and the volatility of its expenditures (i.e., higher levels of unrestricted fund balance may be needed if significant revenue sources are subject to unpredictable fluctuations or if operating expenditures are highly volatile)
- The District's perceived exposure to significant one-time outlays (e.g., disasters, immediate capital needs, state budget cuts)
- The potential drain upon General Fund resources from other funds as well as the availability of resources in other funds (i.e., deficits in other funds may require a higher level of unrestricted fund balance be maintained in the General Fund, just as, the availability of resources in other funds may reduce the amount of unrestricted fund balance needed in the General Fund)
- Liquidity (i.e., a disparity between when financial resources actually become available to make payments and the average maturity of related liabilities may require that a higher level of resources be maintained)
- Commitments and assignments (i.e., Districts may wish to maintain higher levels of unrestricted fund balance to compensate for any portion of unrestricted fund balance already committed or assigned by the District for a specific purpose)
- Spending Policy (Flow of Funds) - The District will spend the most restricted dollars before less restricted in the following order:
  1. Nonspendable (if funds become spendable)
  2. Restricted
  3. Committed
  4. Assigned
  5. Unassigned

If any of the above factors change, the District should readdress current unrestricted fund balance/net asset levels to ensure amounts are appropriate.



# Memorandum

**To:** Park Board of Commissioners

**From:** Jeff Smith, Director of Planning and Projects; Mari-Lynn Peters, Director of Finance; Brian Romes, Executive Director

**Date:** October 26, 2022

**Subject:** **Approval of Changes to Policy # 3.15 Purchasing**

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## **Summary**

Senate Bill 3050 / Public Act 102-0999, signed into law earlier this year, increased the bid limit under the Park District Code from \$25,000 to \$30,000. The Park District's Purchasing Policy must be updated to allow for this increase to take effect. Staff have worked with Park District Legal Counsel on changes to reflect this increase as well as general updates to the policy.

## **Recommendation**

Staff and the Finance Committee recommend approval from the Park Board of Commissioners of the changes to Policy # 3.15 Purchasing in the Park District of Highland Park Policy Manual.





## PARK DISTRICT OF HIGHLAND PARK

DEPT: Finance

Policy #: 3.15

APPROVED: 7/23/2019

Purchasing

REVISED:

### 3.15.1 Introduction and Statement of Policy

The Purchasing Policy provides the Park District of Highland Park staff with guidelines and directions for the acquisitions of goods and services. When used with good judgment and common sense, these policies will allow the District to obtain needed supplies and services efficiently and economically. Although it may not answer every question related to purchasing practices, it does provide general guidelines for purchasing activities. Employees with questions or who need assistance with specific situations not covered in these policies should contact the Executive Director or Director of Finance.

The Executive Director, or their designee, will be the final authority regarding interpretation and enforcement of any of the provisions contained herein. Failure to follow the procedures outlined in this document, can have ramifications which are detrimental to the District. ~~As a result, s~~Staff found to be non-compliant with ~~these policies~~this Policy ~~are potentially~~may be subject to disciplinary action in accordance with the Park District of Highland Park Personnel Manual.

### 3.15.2 Code of Ethics

All personnel engaged in purchasing and related activities must conduct business dealings in a manner above reproach in every respect. Transactions relating to expenditure of public funds require the highest degree of public trust to protect the interests of the District and the residents of Highland Park. Park District employees must strive to:

1. Ensure that public money is spent efficiently and effectively and in accordance with applicable statutes, regulations, ordinances and District policies.
2. Not accept gifts or favors from current or potential supplier ~~which might compromise the integrity of the purchasing process (See Ethics Act, 5 ILCS 430/10-10 et seq.).~~
3. Specify generic descriptions of goods, use performance specifications, and use "or equal" language whenever possible in lieu of brand names (however, if an employee believes that purchasing a particular brand is in the best interests of the District, the employee should first consult with the Executive Director and/or legal counsel regarding the authority of the Park District to do so and the follow the procedures required under in the Illinois Park District Code).
4. Never allow foreseeable purchases for identical goods or services to be split or prepared in a manner that would avoid approvals or otherwise circumvent policy.
5. Purchase without favor or prejudice.
6. ~~—~~Ensure that all potential suppliers are provided with adequate and identical information upon which to base their offer or quotation and that any information provided to one interested and registered vendor is given to all interested and registered vendors.
7. Establish and maintain procedures to ensure that fair and equal consideration is given to each offer received and that selection is based upon the objective and published criteria such as the lowest responsive and responsible bid or the qualifications of the vendor.
8. Offer a prompt and courteous response to all inquiries from potential or existing suppliers.

9. Avoid impropriety or the appearance of impropriety.

10. Disclose to the Executive Director any direct or indirect financial interest in any contract to be awarded by the Park District and abstain from participating in any part of the procurement process for such contract.

~~It will be the responsibility of the~~ Executive Director is responsible for determining to determine if a violation of this Code of Ethics has occurred and if disciplinary action is necessary in accordance with the District's personnel manual.

### 3.15.3 Conflict of Interest Policy

Except as may be disclosed to and permitted by the Park Board, it will be a breach of ethical standards for any employee to participate directly or indirectly in the purchasing process when the employee knows that:

1. The employee is employed by, or otherwise has a financial interest in, a bidder, vendor, or contractor involved in the procurement transaction; or
2. The employee, the employee's partner, or any member of the employee's immediate family has a financial interest in, or holds a position with a bidder, or contractor, such as an officer, director, trustee, partner or the like, or is employed in a capacity involving personal and substantial participation in the procurement transaction; or
3. The employee, the employee's partner, or any member of the employee's immediate family has a financial interest arising from the procurement transaction; or
4. The employee, the employee's partner, or any member of the employee's immediate family is negotiating, or has an arrangement concerning prospective employment with a bidder, vendor, or contractor.
5. The employee has accepted gifts from a vendor in violation of the State Officials And Employees Ethics Act, 5 ILCS 430/10-10 et seq.

An employee's immediate family is defined as a spouse, children, parents, in-laws, brothers and sisters, and any other person living in the same household as the employee.

A financial interest includes any contingent compensation or ownership or investment interest including stock, partnership shares and limited liability company memberships, as well as loans, bonds, or other financial instruments that are secured by an entity's property of revenue.

~~It is the responsibility of the~~ Executive Director to determine is responsible for determining if a violation of this Conflict of Interest policy has occurred and if disciplinary action is necessary in accordance with the District's Personnel Manual. If the potential violation involves the Executive Director, the Park Board President will be responsible for determining if a violation of this Conflict of Interest policy has occurred and if disciplinary action is necessary in accordance with the District's Personnel Manual.

### 3.15.4 Multi-Year Contracts

With some specific exceptions set forth in the Illinois Park Code, the Park District is not authorized to enter into ~~multi-year~~ contracts exceeding 3 years. Consult with legal counsel ~~concerning before agreeing to~~ automatic renewal provisions and other terms seeking to extending a contract beyond 1 year.

### 3.15.5 Prompt Payment

The Park District of Highland Park shall promptly pay its obligations in compliance with the Illinois Local Government Prompt Payment Act.

### 3.15.6 Policy Encouraging Economizing Purchases

The Park District of Highland Park shall endeavor to maximize its financial resources whenever possible. To this end, the District will seek to economize purchases in appropriate areas.

Participation in programs such as the State of Illinois joint purchasing program or the utilities purchasing co-op to mutually share and lower cost is encouraged (there are several joint purchasing groups serving units of government in northern Illinois). Likewise, the District

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will work towards consolidating purchases of similar items such as office supplies in order to realize better pricing. Whenever possible, the District will use Purchasing Cards to take advantage of their inherent efficiencies and to increase the rebate that comes to the District annually. The District shall strive to be fiscally responsible in its purchases to the extent possible under prevailing market conditions and without jeopardizing any recreation program's performance or customer's satisfaction.

### 3.15.7 Sole Source Purchasing

Contracts for parts, supplies or equipment that are available only from a single source (such as equipment for which there is no comparable product, utilities, a replacement part for which only the manufacturer can deliver, or compatibility issues such as software) are referred to as sole source purchases. These items are not subject to quotes and bids, but purchases must be approved by the Board of Commissioners.

### 3.15.8 Emergency Purchases Policy

The Executive Director, or ~~their designee in Executive Director's absence the Deputy Director~~ may override ~~all policy this Policy in-if they determine the event of an emergency purchase is requiring necessary the immediate purchase~~ in order to safeguard the public's health and safety. ~~The Executive Director, or their designee must promptly notify the Board via email communication is required immediately concerning the need for an emergency purchase.~~ Emergency purchases over \$~~2530,000~~ should be ratified by a vote of ~~3/45~~ of the members of the Board.

### 3.15.9 Approval of District Purchases

An employee shall not purchase goods or services on behalf of the District without obtaining approval as required by this ~~policy~~ Policy. All purchases must follow the appropriate procedures. Any person responsible for approving purchases at any level may delegate their approval authority to a designee in the event they are unavailable to approve purchases. However, responsibility still lies with the person responsible for approving purchases, not the designee.

Department Heads bear the responsibility for operating within their annual budgets approved by the Board of Commissioners. Thus, items whose order would exceed the total budgeted amount within each Department's budget may not be ordered, except with prior approval by the District Board. The Board may increase a Department's budget by approving an appropriate budget amendment subject to compliance with the annual appropriation ordinance.

**Contracts:** The Board is responsible for signing all contracts. However, ~~it also has the authority the Board may also to~~ designate a member of the District to sign contracts or amendments to contracts on behalf of the District. The Board has designated the Executive Director to sign all contracts. However, in the interest of efficiency, the Executive Director is given the authority to designate ~~that all specific~~ contracts less than \$~~+015,000~~ may be signed by a designee or appropriate Department Head. Contracts in excess of \$~~10,00014,999~~ must be executed by the Executive Director; ~~or in the Executive Director's absence, by their the designee can sign with the~~ Board President's oversight.

### 3.15.10 Prepayments

The District will not pay for goods and services until the goods are completely received and stored or the service is rendered. The District recognizes the following exceptions:

1. Deposits on certain jobs or activities.
2. Memberships, training, books, and periodicals
3. Payments to local, state, and federal agencies
4. Service, Postage and Maintenance Contracts
5. Small orders where the department head approves prepayment
6. Approval by the Executive Director, ~~Deputy Director~~ or ~~Director of Finance.~~

[designee](#)

7. Approval by the Board of Commissioners

8. [Online ordering](#)

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### 3.15.11 Manual Checks

Manual checks are interim checks issued to vendors as payments for goods delivered or services performed. The checks are issued between normal accounts payable cycles (after Commissioners have approved the voucher list) when an emergency or other extenuating circumstances as determined by the Director of Finance makes it impractical or unreasonable to process the payment following normal payment methods. As the name implies, manual checks are labor intensive and time consuming to issue, therefore, their use as a method of payment must be restricted to unique and special services.

### 3.15.12 Independent Contractor Agreement

Regardless of dollar amount, an Independent Contractor Agreement (ICA) and Certificate of Insurance are required for all services occurring on Park District property or for the Park District's benefit.

### 3.15.13 Prevailing Wage

The Park District of Highland Park requires all Contractors (and their subcontractors) performing work on Park District property, or performing maintenance work on the equipment that maintains District property; or performing other work paid for with Park District funds (e.g., intergovernmental agreements or public-private partnerships) to comply, to the extent applicable, with all provisions of the Prevailing Wage Act (810 ILCS 130/1 et seq.). The Prevailing Wage Act further requires that the Park District expressly set forth this compliance requirement in writing in the Request for Proposals/Invitation to Bid and in the contract itself. The Prevailing Wage Act specifies that no less than the General Prevailing Rate of Wages as determined by the Illinois Department of Labor shall be paid each craft or type of worker or mechanic needed to execute the contract or perform the work. ~~A schedule of the current prevailing rate of wages is maintained in the Planning Department and should be included in each contract.~~

### 3.15.14 Budgeted vs. Non-Budgeted Purchases

All Capital items must be individually budgeted. If an item is to be purchased from a Capital account, the item must be specifically identified in the budget or else it is considered a non-budgeted item and subject to the approval of the Executive Director and Board.

### PURCHASING/APPROVAL LIMITS- 3.15.15-3.15.20

The type of purchase (Labor & Materials, Equipment & Supplies, or Professional Services) and the amount of anticipated expenditure will determine if a Request for Proposal (RFP), Request for Qualifications (RFQ) or formal Bid is needed. The Purchasing Type Matrix and Project Purchasing Procedure Manual, both of which are incorporated herein by reference, provide procedures to follow, and should be reviewed in conjunction with the Purchasing Policy.

#### 3.15.15 Purchases of less than \$500

1. Authorized purchasers have the authority to purchase budgeted items under \$500.
2. Telephone or written quotes are not required but staff is advised to make every effort to solicit the lowest price for items purchased.
3. After the purchase is made, the purchaser will submit an invoice or check request to their appropriate supervisor for approval and submission to the Finance Department.

### 3.15.16 Purchases of \$500 to \$2,499.99

1. Supervisors and ~~other approved specialty~~ staff have the authority to ~~purchase~~ budgeted items under ~~—~~\$2,500. As is the case with purchases less than \$500, telephone or written quotes are not required, but staff is advised to make every effort to solicit the lowest price for items purchased.
2. After the purchase is made, the purchaser will submit an invoice or check request to their appropriate supervisor or designee for approval and submission to the Finance Department

### 3.15.17 Purchases of \$2,500 to \$4,999.99

1. Managers have authority to purchase budgeted items under \$5,000.
2. ~~A minimum of T~~three written quotes should be obtained and documented ~~on the Price Quote Summary Form~~
3. After the purchase is made, the purchaser will submit an invoice or a check request ~~and Price Quote Summary Form~~ to their appropriate supervisor or designee for approval and submission to the Finance Department.

### 3.15.18 Purchases of \$5,000 to \$14,999

1. Assistant Directors and Directors have the authority to approve the purchase of budgeted items under \$15,000.
2. ~~A minimum of T~~three written quotes should be obtained and documented ~~on the Price Quote Summary Form~~.
3. After the purchase is made, the purchaser will submit an invoice or check request ~~and Quote Summary Form~~ to their appropriate supervisor or designee for approval and submission to the Finance Department .

### 3.15.19 Purchases of \$15,000 to ~~\$2429,999~~

1. The Executive Director ~~has and the Deputy Director have the~~ authority to approve the purchase of budgeted items under ~~\$2429,999~~.
2. Based on the purchase type, Labor & Materials, Equipment & Supplies or Professional Services RFP will be utilized. The Purchasing Type Matrix and Project Purchasing Procedure Manual provide direction and should be followed. If authorized by the Executive Director ~~or Deputy Director~~, written quotes may be solicited in person or over the phone. Normally, such permission will only be given if the item can be identified by a specific brand and model number. It is the goal of this Park District that these types of quotes be rarely used (see code of ethics) but when used, they ~~should~~~~must~~ contain the following information:
  - a. Quantity
  - b. Brand and Model Number
  - c. Detailed Description of item or service to be purchased
  - d. Unit Price
  - e. Number of Days Quote shall be Considered Firm
3. After the purchase is made, the purchaser will submit an invoice or check request along with supporting documentation to the Executive Director for approval and submission to the Finance Department.

### 3.15.20 Purchases of Labor & Materials, Equipment & Supplies in Excess of ~~\$2429,999~~

Purchases in excess of ~~\$2429,999~~ may be subject to the bid process or RFQ process. The Purchasing Type Matrix and Project Purchasing Procedure Manual provide direction and should be followed.

### 3.15.21 Competitive Bidding Exemption

When in the ordinary course of business, no single purchase of, or individual contract for, specific types of supplies and materials exceeds \$2429,999, but the total dollar value of all purchases and/or contracts for said specific types of supplies and materials during the fiscal year does exceed \$2429,999, the separate purchases may not be subject to the competitive bidding requirement and may not require the Board approval of waiver of bids. Where a bid waiver is determined to not be necessary, said purchases will still be required to obtain best pricing through the quote process. Purchases which are foreseeable should not be separated for the purpose of exploiting the competitive bidding exemption (See the Code of Ethics).

### 3.15.22 Waiver of Competitive Bidding

The Board of Commissioners, upon a finding that a particular purchase is by its nature not adapted to competitive bidding, may waive the competitive bidding procedures and enter into a contract or agreement. Such purchases include contracts for the services of individuals possessing a high degree of professional skill where the ability or fitness of the individual plays an important part; contracts for the printing of finance committee reports and departmental reports; contracts for the printing or engraving of bonds, tax warrants and other evidences of indebtedness; contracts for utility services such as water, light, heat, telephone or telegraph; contracts for the use, purchase, delivery, movement, or installation of data processing equipment, software, or services and telecommunications and interconnect equipment, software, or services; contracts for duplicating machines and supplies; contracts for goods or services procured from another governmental agency; purchases of equipment previously owned by some entity other than the district itself; and contracts for the purchase of magazines, books, periodicals, pamphlets and reports. Requests for bid waivers will be made only when in emergencies or when items have been competitively billed through joint purchasing agreements. A recitation of the facts supporting the finding must be included in the information forwarded to the Board.

### 3.15.23 Sending out the appropriate package

Depending on the purchase type, with an amount of anticipated expenditure over \$15,000, staff must ~~make a determination as to determine~~ the appropriate document template to use: Refer to the Purchasing Type Matrix and Purchasing Procedure Manual for more information.

#### RFP – Equipment and Supplies/Labor and Materials

The appropriate Request for Proposal template should be used for the procurement of equipment and supplies or labor and materials where the anticipated cost is \$15,000 or more, but does not exceed \$2429,999.99.

#### RFP – Professional Services

The RFP-Professional Services -Template should be used for the procurement of ~~the services of individuals requiring a high degree of professional skill highly skilled nature~~ (e.g., auditors, consultants, construction managers) where the anticipated cost is \$3045,000 or more. These are services that are not adapted to award by competitive bidding and include contracts for the services of individuals possessing a high degree of professional skill where the education, experience, or character of the individual is a significant factor in determining their ability to meet the District's needs.

With respect to Architects, Engineers or Surveyors the RFP-Professional Services Template should be used when the anticipated fee is between \$15,000 and \$39,999.99. An RFQ may be required when the anticipated fee is over \$40,000.00. (This threshold will increase by the CPI each year beginning January 1, 2020 per SB 2328 / Public Act 100-0968).

With respect to firms whom the Park District already has a satisfactory relationship (including Architects, Engineers or Surveyors), the RFP-Professional Services Template is not required, and proposals may be solicited directly from the firm regardless of the anticipated fee for services.



### **RFQ**

A Request for Qualifications MUST be used anytime the District seeks submissions from an Architect, Engineer, or Surveyor where the anticipated fee is in excess of \$39,999.99 and the Park District desires to evaluate the qualifications of firms other than, or in addition to, those professionals with whom it has a satisfactory relationship. This \$39,999.99 threshold will increase by the CPI each year beginning January 1, 2020 per SB 2328 / Public Act 100-0968. This process is governed by the Local Government Professional Services Selection Act and staff must consult the Director of Planning and Projects concerning the RFQ the Park District will issue and the statutory process that must be followed.

With an RFQ, staff will review the top three candidates based on qualifications alone as fee is not considered. After the top candidate is selected, negotiations will ensue with the firm staff determines to be most qualified. If an agreement can't be reached, the second firm and then the third firm (assuming agreement can't be reached with the second firm) will have the opportunity to negotiate with the District. Once negotiations are cut off with a particular firm, it cannot be reconsidered.

Requirements of the Local Government Professional Services Selection Act may be waived and an RFQ does not have to be completed if an emergency situation exists and a firm must be selected in an expeditious manner. Requirements of the Local Government Professional Services Selection Act may be waived and an RFQ does not have to be completed if the District wishes to engage a professional with which the District has a satisfactory relationship.

### **BID**

All purchase orders or contracts for supplies, materials, equipment or contractual services, and all public improvement contracts involving the expenditure of more than \$2429,999 will be awarded to the lowest responsible and responsive bidder. The District shall not be required to accept a bid that does not meet the District's established specifications, terms of delivery, quality, and serviceability requirements. —The formal bidding process requires publication of a Notice of the Invitation to Bid, at least 10 days before the bid opening date in a newspaper of general circulation in the area of the District.

### **3.15.25 Preparing the Bid Document**

- ~~1. With the assistance of the Parks, Planning and Properties Department, it is the responsibility of the respective department to prepare the bid document. Refer to the project Purchasing Procedure Manual for direction.~~
- ~~2. All bid documents must contain the following information:
  - ~~a. Invitation to Bid stating the project name, contract period, bid deposit, bond requirements, drawings requirement, and date, time and location of the bid opening.~~
  - ~~b. Bid legal notice.~~
  - ~~c. General Terms, Conditions, Instructions and specifications/drawings (as necessary)~~
  - ~~d. Contractor's Certification of Eligibility Form~~
  - ~~e. Bid Proposal Form~~
  - ~~f. Sample Contract and Sample Policy requirements (including FOIA/Prevailing Wage requirements).~~~~
- ~~3. After these documents have been prepared, they will be reviewed and approved by the applicable department head. The department head shall consider the need for review by the Executive Director and/or legal counsel.~~
- ~~4. After approval of the bidding documents, the Department responsible for the bid is also responsible for forwarding the legal notice to a newspaper of local circulation for publication. Such advertisement must be published once. The publication cannot be less than ten calendar days prior to the day fixed for opening the bids. Where the advertisement is for a public improvement, the published notice need give only a general description of the work to be done or the materials to be furnished, but detailed drawings, plans, profiles and specifications must be made available and placed on file in the Planning Office prior to the first publication of such advertisement, and must be available during business hours for~~

inspection. In such advertisement, the right to accept all or any part of any bid and the right to reject any or all bids will be expressly reserved.

5. The approved bid document will then be returned to the originator to be mailed to prospective bidders and made available from the District website.

### **3.15.26 Additional Requirements for the Bid Document**

1. **Bid deposit**—For Labor and Materials bids, a cashier's check, certified check, or other approved security in an amount equal to 10% of the bid is customary to guarantee the successful bidder will sign a contract. All cashier check or cash bid deposits will be returned and are the responsibility of the Contractor to collect.
2. **Prevailing Wage**—For Labor bids, a Notice to Contractors regarding the obligation to comply with the Prevailing Wage Act to the extent applicable, shall be included in the bid specifications. See §3.15.13.
3. **Surety Bond**—For Labor and Materials bids, it is recommended that Department making the purchase consider whether the contractor awarded the contract be required to provide a Performance Bond and a Labor and Materials Bond. In instances where the bid is for work over \$50,000, the contractor must provide these bonds. These bonds, issued by a surety company, stipulate a legal, written obligation to guarantee 100% payment for any financial loss caused by default of the contractor.
4. **Sealed Bids**—All companies or individuals who wish to bid on a good or service must submit their bids in a sealed opaque envelope with the project title on the face. It is the responsibility of the Finance Department to maintain bid lists for those goods or services for which they are responsible.
5. **Pre-Bid Meeting**—If a pre-bid meeting is conducted, attendance is not a mandatory condition of bidding unless otherwise stated. At the pre-bid meeting, the responsible department should ensure that all attendees sign a "sign-in" sheet to ensure compliance with this requirement of bidding. Failure to attend a mandatory pre-bid meeting will disqualify a bidder from being awarded the contract. Specification clarifications and questions material to the project answered during the pre-bid meeting will be published on the District's website and sent to all registered plan holders.
6. **References**—The bid document must instruct the bidder to provide references.

### **3.15.27 Bid Opening Procedures**

1. All bids and proposals will be kept in the Finance Department until the date of the opening. All sealed bids will be publicly opened by the Executive Director or a designee at the time stated in the legal notice. At least one other employee must serve as a witness and tabulate the bid results. A summary bid form must be completed. All bids will be open to public inspection to the extent required by the Freedom of Information Act.
2. All bids must be received by the deadline on the day of the bid. Front desk personnel should be notified of the time and place of the bid opening for that day and reminded that no bids are to be accepted after the deadline for accepting bids. All bid deposits are forwarded to the Finance Department immediately following the bid opening.

### **3.15.28 Post-Bid Opening Requirements**

1. After the bid opening has taken place, the responsible employee must prepare summary of the bids and a recommendation as to who should receive the award. If the District has engaged an architect, engineer or other professional consultant to assist with the evaluation of the bids, the professional shall provide a recommendation regarding the lowest responsive and responsible bidder in consideration of all applicable selection criteria.
2. All bid files should be maintained for the length of time required by Illinois State Statute following the completion of the project. Following the award, the originator of the bid results will contact the successful bidder to have contracts signed and notify all other bidders.

~~3. All contracts must be executed in writing and must be signed by the Executive Director or designee. One copy will be maintained by the District with a second copy delivered to the contractor. All signed contracts, certificates of insurance, and surety bonds must be obtained prior to work beginning.~~

**Commented [JS1]:** This is all procedure rather than policy and is covered in a separate procedure manual.

### 3.15.29 Summary

As stewards of public monies and for legal reasons, it is critical that all staff follow these policies as well as procedures outlined in the Purchasing Type Matrix and the Project Purchasing Procedure Manual.

### 3.15.30 Purchasing Card

The Purchasing Card or P-card is intended to streamline and simplify the purchasing and payment processes. It is not intended to avoid or bypass appropriate purchasing or payment procedures. See PP 3.15A.

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# PARK DISTRICT OF HIGHLAND PARK

DEPT: Finance

Policy #: 3.15

APPROVED: 7/23/2019

Purchasing

REVISED:

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### 3.15.2 Code of Ethics

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4. Never allow foreseeable purchases for identical goods or services to be split or prepared in a manner that would avoid approvals or otherwise circumvent policy.
5. Purchase without favor or prejudice.
6. Ensure that all potential suppliers are provided with adequate and identical information upon which to base their offer or quotation and that any information provided to one interested and registered vendor is given to all interested and registered vendors.
7. Establish and maintain procedures to ensure that fair and equal consideration is given to each offer received and that selection is based upon the objective and published criteria such as the lowest responsive and responsible bid or the qualifications of the vendor.
8. Offer a prompt and courteous response to all inquiries from potential or existing suppliers.
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10. Disclose to the Executive Director any direct or indirect financial interest in any contract to be awarded by the Park District and abstain from participating in any part of the procurement process for such contract.

The Executive Director is responsible for determining if a violation of this Code of Ethics has occurred and if disciplinary action is necessary in accordance with the District's personnel manual.

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2. The employee, the employee's partner, or any member of the employee's immediate family has a financial interest in, or holds a position with a bidder, or contractor, such as an officer, director, trustee, partner or the like, or is employed in a capacity involving personal and substantial participation in the procurement transaction; or
3. The employee, the employee's partner, or any member of the employee's immediate family has a financial interest arising from the procurement transaction; or
4. The employee, the employee's partner, or any member of the employee's immediate family is negotiating, or has an arrangement concerning prospective employment with a bidder, vendor, or contractor.
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An employee's immediate family is defined as a spouse, children, parents, in-laws, brothers and sisters, and any other person living in the same household as the employee.

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The Executive Director is responsible for determining if a violation of this Conflict of Interest policy has occurred and if disciplinary action is necessary in accordance with the District's Personnel Manual. If the potential violation involves the Executive Director, the Park Board President will be responsible for determining if a violation of this Conflict of Interest policy has occurred and if disciplinary action is necessary in accordance with the District's Personnel Manual.

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The Park District of Highland Park shall promptly pay its obligations in compliance with the Illinois Local Government Prompt Payment Act.

### **3.15.6 Policy Encouraging Economizing Purchases**

The Park District of Highland Park shall endeavor to maximize its financial resources whenever possible. To this end, the District will seek to economize purchases in appropriate areas. Participation in programs such as the State of Illinois joint purchasing program or the

utilities purchasing co-op to mutually share and lower cost is encouraged (there are several joint purchasing groups serving units of government in northern Illinois). Likewise, the District

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will work towards consolidating purchases of similar items such as office supplies in order to realize better pricing. Whenever possible, the District will use Purchasing Cards to take advantage of their inherent efficiencies and to increase the rebate that comes to the District annually. The District shall strive to be fiscally responsible in its purchases to the extent possible under prevailing market conditions and without jeopardizing any recreation program's performance or customer's satisfaction.

### **3.15.7 Sole Source Purchasing**

Contracts for parts, supplies or equipment that are available only from a single source (such as equipment for which there is no comparable product, utilities, a replacement part for which only the manufacturer can deliver, or compatibility issues such as software) are referred to as sole source purchases. These items are not subject to quotes and bids, but purchases must be approved by the Board of Commissioners.

### **3.15.8 Emergency Purchases Policy**

The Executive Director, or their designee may override this Policy if they determine an emergency purchase is necessary in order to safeguard the public's health and safety. The Executive Director, or their designee must promptly notify the Board via email communication concerning the need for an emergency purchase. Emergency purchases over \$30,000 should be ratified by a vote of 3/4 of the members of the Board.

### **3.15.9 Approval of District Purchases**

An employee shall not purchase goods or services on behalf of the District without obtaining approval as required by this Policy. All purchases must follow the appropriate procedures. Any person responsible for approving purchases at any level may delegate their approval authority to a designee in the event they are unavailable to approve purchases. However, responsibility still lies with the person responsible for approving purchases, not the designee.

Department Heads bear the responsibility for operating within their annual budgets approved by the Board of Commissioners. Thus, items whose order would exceed the total budgeted amount within each Department's budget may not be ordered, except with prior approval by the District Board. The Board may increase a Department's budget by approving an appropriate budget amendment subject to compliance with the annual appropriation ordinance.

**Contracts:** The Board is responsible for signing all contracts. However, the Board may also designate a member of the District to sign contracts or amendments to contracts on behalf of the District. The Board has designated the Executive Director to sign all contracts. However, in the interest of efficiency, the Executive Director is given the authority to designate specific contracts less than \$15,000 may be signed by a designee or appropriate Department Head. Contracts in excess of \$14,999 must be executed by the Executive Director; or in the Executive Director's absence, by their designee with the Board President's oversight.

### **3.15.10 Prepayments**

The District will not pay for goods and services until the goods are completely received and stored or the service is rendered. The District recognizes the following exceptions:

1. Deposits on certain jobs or activities.
2. Memberships, training, books, and periodicals
3. Payments to local, state, and federal agencies
4. Service, Postage and Maintenance Contracts
5. Small orders where the department head approves prepayment
6. Approval by the Executive Director or designee
7. Approval by the Board of Commissioners
8. Online ordering

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### **3.15.11 Manual Checks**

Manual checks are interim checks issued to vendors as payments for goods delivered or services performed. The checks are issued between normal accounts payable cycles (after Commissioners have approved the voucher list) when an emergency or other extenuating circumstances as determined by the Director of Finance makes it impractical or unreasonable to process the payment following normal payment methods. As the name implies, manual checks are labor intensive and time consuming to issue, therefore, their use as a method of payment must be restricted to unique and special services.

### **3.15.12 Independent Contractor Agreement**

Regardless of dollar amount, an Independent Contractor Agreement (ICA) and Certificate of Insurance are required for all services occurring on Park District property or for the Park District's benefit.

### **3.15.13 Prevailing Wage**

The Park District of Highland Park requires all Contractors (and their subcontractors) performing work on Park District property, or performing maintenance work on the equipment that maintains District property; or performing other work paid for with Park District funds (e.g., intergovernmental agreements or public-private partnerships) to comply, to the extent applicable, with all provisions of the Prevailing Wage Act (810 ILCS 130/1 et seq.). The Prevailing Wage Act requires that the Park District expressly set forth this compliance requirement in writing in the Request for Proposals/Invitation to Bid and in the contract itself. The Prevailing Wage Act specifies that no less than the General Prevailing Rate of Wages as determined by the Illinois Department of Labor shall be paid each craft or type of worker or mechanic needed to execute the contract or perform the work.

### **3.15.14 Budgeted vs. Non-Budgeted Purchases**

All Capital items must be individually budgeted. If an item is to be purchased from a Capital account, the item must be specifically identified in the budget or else it is considered a non-budgeted item and subject to the approval of the Executive Director and Board.

## **PURCHASING/APPROVAL LIMITS- 3.15.15-3.15.20**

The type of purchase (Labor & Materials, Equipment & Supplies, or Professional Services) and the amount of anticipated expenditure will determine if a Request for Proposal (RFP), Request for Qualifications (RFQ) or formal Bid is needed. The Purchasing Type Matrix and Project Purchasing Procedure Manual, both of which are incorporated herein by reference, provide procedures to follow, and should be reviewed in conjunction with the Purchasing Policy.

### **3.15.15 Purchases of less than \$500**

1. Authorized purchasers have the authority to purchase budgeted items under \$500.
2. Telephone or written quotes are not required but staff is advised to make every effort to solicit the lowest price for items purchased.
3. After the purchase is made, the purchaser will submit an invoice or check request to their appropriate supervisor for approval and submission to the Finance Department.

### **3.15.16 Purchases of \$500 to \$2,499.99**

1. Supervisors and other approved staff have the authority to purchase budgeted items under \$2,500. As is the case with purchases less than \$500, telephone or written quotes are not required, but staff is advised to make every effort to solicit the lowest price for items purchased.
2. After the purchase is made, the purchaser will submit an invoice or check request to their appropriate supervisor or designee for approval and submission to the Finance Department

### **3.15.17 Purchases of \$2,500 to \$4,999.99**

1. Managers have authority to purchase budgeted items under \$5,000.
2. Three written quotes should be obtained and documented.<sup>3</sup> After the purchase is made, the purchaser will submit an invoice or a check request to their appropriate supervisor or designee for approval and submission to the Finance Department.

### **3.15.18 Purchases of \$5,000 to \$14,999**

1. Assistant Directors and Directors have the authority to approve the purchase of budgeted items under \$15,000.
2. Three written quotes should be obtained and documented.
3. After the purchase is made, the purchaser will submit an invoice or check request to their appropriate supervisor or designee for approval and submission to the Finance Department

### **3.15.19 Purchases of \$15,000 to \$29,999**

1. The Executive Director has the authority to approve the purchase of budgeted items under \$29,999.
2. Based on the purchase type, Labor & Materials, Equipment & Supplies or Professional Services RFP will be utilized. The Purchasing Type Matrix and Project Purchasing Procedure Manual provide direction and should be followed. If authorized by the Executive Director, written quotes may be solicited in person or over the phone. Normally, such permission will only be given if the item can be identified by a specific brand and model number. It is the goal of this Park District that these types of quotes be rarely used (see code of ethics) but when used, they should contain the following information:
  - a. Quantity
  - b. Brand and Model Number
  - c. Detailed Description of item or service to be purchased
  - d. Unit Price
  - e. Number of Days Quote shall be Considered Firm
3. After the purchase is made, the purchaser will submit an invoice or check request along with supporting documentation to the Executive Director for approval and submission to the Finance Department.

### **3.15.20 Purchases of Labor & Materials, Equipment & Supplies in Excess of \$29,999**

Purchases in excess of \$29,999 may be subject to the bid process or RFQ process. The Purchasing Type Matrix and Project Purchasing Procedure Manual provide direction and should be followed.

### **3.15.21 Competitive Bidding Exemption**

When in the ordinary course of business, no single purchase of, or individual contract for, specific types of supplies and materials exceeds \$29,999, but the total dollar value of all purchases and/or contracts for said specific types of supplies and materials during the fiscal year does exceed \$29,999, the separate purchases may not be subject to the competitive bidding requirement and may not require the Board approval of waiver of bids. Where a bid waiver is determined to not be necessary, said purchases will still be required to obtain best pricing through the quote process. Purchases which are foreseeable should not be separated for the purpose of exploiting the competitive bidding exemption (See the Code of Ethics).

### **3.15.22 Waiver of Competitive Bidding**

The Board of Commissioners, upon a finding that a particular purchase is by its nature not adapted to competitive bidding, may waive the competitive bidding procedures and enter into a contract or agreement. Such purchases include contracts for the services of individuals possessing a high degree of professional skill where the ability or fitness of the individual plays an important part; contracts for the printing of finance committee reports and departmental reports; contracts for the printing or engraving of bonds, tax warrants and other evidences of indebtedness; contracts for utility services such as water, light, heat, telephone or telegraph; contracts for the use, purchase, delivery, movement, or installation of data processing equipment, software, or services and telecommunications and interconnect equipment, software, or services; contracts for duplicating machines and supplies; contracts for goods or services procured from another governmental agency; purchases of equipment previously owned by some entity other than the district itself; and contracts for the purchase of magazines, books, periodicals, pamphlets and reports. Requests for bid waivers will be made only when in emergencies or when items have been competitively billed through joint purchasing agreements. A recitation of the facts supporting the finding must be included in the information forwarded to the Board.

### **3.15.23 Sending out the appropriate package**

Depending on the purchase type, with an amount of anticipated expenditure over \$15,000, staff must determine the appropriate document template to use: Refer to the Purchasing Type Matrix and Purchasing Procedure Manual for more information.

#### **RFP – Equipment and Supplies/Labor and Materials**

The appropriate Request for Proposal template should be used for the procurement of equipment and supplies or labor and materials where the anticipated cost is \$15,000 or more, but does not exceed \$29,999.99.

#### **RFP – Professional Services**

The RFP-Professional Services Template should be used for the procurement of the services of individuals requiring a high degree of professional skill (e.g., auditors, consultants, construction managers) where the anticipated cost is \$30,000 or more. These are services that are not adapted to award by competitive bidding and include contracts for the services of individuals possessing a high degree of professional skill where the education, experience, or character of the individual is a significant factor in determining their ability to meet the District's needs.

With respect to Architects, Engineers or Surveyors the RFP-Professional Services Template should be used when the anticipated fee is between \$15,000 and \$39,999.99. An RFQ may be required when the anticipated fee is over \$40,000.00. (This threshold will increase by the CPI each year beginning January 1, 2020 per SB 2328 / Public Act 100-0968).

With respect to firms whom the Park District already has a satisfactory relationship (including Architects, Engineers or Surveyors), the RFP-Professional Services Template is not required, and proposals may be solicited directly from the firm regardless of the anticipated fee for services.

**RFQ**

A Request for Qualifications MUST be used anytime the District seeks submissions from an Architect, Engineer, or Surveyor where the anticipated fee is in excess of \$39,999.99 and the Park District desires to evaluate the qualifications of firms other than, or in addition to, those professionals with whom it has a satisfactory relationship. This \$39,999.99 threshold will increase by the CPI each year beginning January 1, 2020 per SB 2328 / Public Act 100-0968. This process is governed by the Local Government Professional Services Selection Act and staff must consult the Director of Planning and Projects concerning the RFQ the Park District will issue and the statutory process that must be followed.

With an RFQ, staff will review the top three candidates based on qualifications alone as fee is not considered. After the top candidate is selected, negotiations will ensue with the firm staff determines to be most qualified. If an agreement can't be reached, the second firm and then the third firm (assuming agreement can't be reached with the second firm) will have the opportunity to negotiate with the District. Once negotiations are cut off with a particular firm, it cannot be reconsidered.

Requirements of the Local Government Professional Services Selection Act may be waived and an RFQ does not have to be completed if an emergency situation exists and a firm must be selected in an expeditious manner. Requirements of the Local Government Professional Services Selection Act may be waived and an RFQ does not have to be completed if the District wishes to engage a professional with which the District has a satisfactory relationship.

**BID**

All purchase orders or contracts for supplies, materials, equipment or contractual services, and all public improvement contracts involving the expenditure of more than \$29,999 will be awarded to the lowest responsible and responsive bidder. The District shall not be required to accept a bid that does not meet the District's established specifications, terms of delivery, quality, and serviceability requirements. The formal bidding process requires publication of a Notice of the Invitation to Bid, at least 10 days before the bid opening date in a newspaper of general circulation in the area of the District.

**3.15.29 Summary**

As stewards of public monies and for legal reasons, it is critical that all staff follow these policies as well as procedures outlined in the Purchasing Type Matrix and the Project Purchasing Procedure Manual.

**3.15.30 Purchasing Card**

The Purchasing Card or P-card is intended to streamline and simplify the purchasing and payment processes. It is not intended to avoid or bypass appropriate purchasing or payment procedures. See PP 3.15A.





# Memorandum

**To:** Park Board of Commissioners  
**From:** Dan Voss, Director of Parks; Brian Romes, Executive Director  
**Date:** October 26, 2022  
**Subject:** **Approval to Purchase Capital Replacement Zero-Turn Mowers**

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## **Summary**

Staff presented to the Finance Committee on October 18 a recommendation purchase four riding mowers. Currently, the 2022 capital plan includes the replacement of 6 mowers. After considerable evaluation of current mowers, district-wide maintenance needs and the consideration of battery-powered mowers Staff is recommending the purchase of two diesel Kubota ZD1211-3-60 60" commercial zero turn mowers and two electric Gravely EV Pro Turn 60 mowers to meet the current needs of the District. The Kubota ZD1211 mowers and Gravely EV mowers are available through Sourcewell, a joint purchasing cooperative program for state, local, and city governments.

Once the new mowers are received, Staff plan to place the current 2014 Toro Z Professional 7000 mowers on surplus, followed by an auction through the District's GovDeals website account.

## **Financial Impact**

Total Available 2022 capital replacement budgeted funds	\$ 90,000.00
2 - Kubota ZD1211-3-60 60" commercial zero turn mowers	\$ 31,030.98
2 – Gravely EV Pro Turn 60 including charger kit, extra battery	\$ 69,945.64
<b>Total Expenditures</b>	<b>\$100,976.62</b>
<b>Total Anticipated <u>Over</u> Budget</b>	<b>\$ 10,976.62</b>

## **Recommendation**

Staff and the Finance Committee recommend approval from the Park Board of Commissioners for the purchase of 2 Kubota ZD 1211-3-60 commercial zero turn mowers from Burriss Equipment in the amount of \$31,030.98 and for the purchase of 2 Gravely EV Pro-Turn 60 electric commercial zero turn mowers from Ariens Factory in the amount of \$69,945.64.



# Memorandum

**To:** Park Board of Commissioners

**From:** Jodi DiTomasso, Manager of Fitness, Amy Murrin, Assistant Director of Recreation and Facilities; Brian Romes, Executive Director

**Date:** October 26, 2022

**Subject:** **Approval to Purchase Life Fitness Upright and Recumbent Exercise Bikes**

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## **Background**

The Recreation Center of Highland Park current owns 4 Upright Life Fitness Recumbent Bikes and 4 Life Fitness Upright Bikes. These bikes have met their useful life and need significant repairs. Staff presented to the Finance Committee on October 18 a recommendation to replace the current equipment with new bikes of the same brand and including the same features. The cost to replace the bikes is \$4,100 for each upright bike and \$4,325 for each recumbent bike. Life Fitness is a member of Sourcwell, a national joint purchasing provider. Illinois Statute 525/2 from Ch. 85, par. 1602. (Governmental Joint Purchasing Act), authorizes that any governmental unit may purchase personal property, supplies, and services jointly with one or more other governmental units, not requiring the agency to individually competitively bid on the item or service. Delivery and installation is anticipated for December 2022, pending product availability at the time of purchase.

## **Financial Impact**

<b>2022 Budgeted Capital Funds:</b>	<b>\$86,000</b>
<b>Upright/Recumbent Bike Expense Total</b>	<b>\$35,197.20</b>

## **Recommendation**

Staff and the Finance Committee recommend approval from the Park Board of Commissioners to purchase 4 Life Fitness upright and 4 Life Fitness recumbent exercise bikes from Life Fitness through Sourcwell in the amount of \$35,197.20.



# Memorandum

**To:** Park Board of Commissioners

**From:** Ryan Ochs, Superintendent of Golf; Jeff Smith, Director of Planning and Projects; Brian Romes, Executive Director

**Date:** October 26, 2022

**Subject:** **Approval of the 2022 - 2023 Sunset Valley Golf Club Cart Path Bridge Replacement and Removal Agreement**

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## Summary

Staff received six bids on Tuesday, October 4, 2022 for the 2022 - 2023 Sunset Valley Golf Club Cart Path Bridge Replacement and Removal Project. The awarded contractor will be responsible for the removal and replacement of bridges 2, 3, and 5 and the removal of bridge 6. This project is year two of a two-year project. Construction is anticipated to begin on December 5, 2022 with substantial completion by March 17, 2023. Fabrication of the bridges was bid separately last fall.

## Bid Results

Company	ITEM 1 Bridge #2 Removal & Replacement	ITEM 2 Bridge #3 Removal & Replacement	ITEM 3 Bridge #5 Removal & Replacement	ITEM 4 Bridge #6 Removal	TOTAL
<b>Integral Construction, Inc</b>	\$158,366.00	\$136,265.00	153,547.00	\$55,022.00	<b>\$503,200.00</b>
<b>Schaeffges Brothers, Inc.</b>	\$182,873.20	\$165,358.50	147,959.60	\$45,115.70	<b>\$541,307.00</b>
<b>Copenhaver Construction, Inc.</b>	\$181,882.52	\$167,272.00	173,559.83	\$47,545.49	<b>\$570,259.84</b>
<b>Herlihy Mid-Continent Company</b>	\$188,504.44	\$166,223.37	180,029.28	\$47,051.91	<b>\$581,809.00</b>
<b>Alliance Contractors, Inc</b>	\$211,022.20	\$184,630.50	190,526.83	\$46,496.58	<b>\$632,676.11</b>
<b>Lorig Construction Company</b>	\$250,716.65	\$227,534.55	239,587.10	\$50,507.70	<b>\$768,346.00</b>

Integral Construction Inc. provided the lowest bid. However, the company failed to disclose all past violations and other information as required as part of the bid submittal. Staff conferred with Park District Legal Counsel and have determined that Integral Construction Inc. is not the lowest responsible bidder.

The lowest responsible and responsive bidder, Shaefges Brother, Inc., has favorable references and experience working with our engineering firm, Gewalt Hamilton Associates.



**Financial Impact**

2022 Budgeted Capital Funds:	\$25,000
2023 Proposed Capital Funds:	\$775,000
<b>Replacement &amp; Removal Bid Results</b>	<b>\$541,307</b>
Bridge Fabrication	\$164,700
Construction Soft Cost Estimate	\$30,000
<u>10% Contingency</u>	<u>\$54,131</u>
<b>Anticipated Amount Under Budget</b>	<b>\$9,862</b>

**Recommendation**

Staff and the Finance Committee recommend approval from the Park Board of Commissioners to accept Items 1, 2, 3, and 4 from Shaefges Brothers, Inc and authorize the Executive Director to enter into an agreement in the amount of \$541,307.00.



# Memorandum

**To:** Park Board of Commissioners

**From:** Chris Kopka, Director of Human Resources and Workforce Management; Brian Romes, Executive Director

**Date:** October 26, 2022

**Subject:** **Approval of Section 7.6. of Part-Time Employee Personnel Policy Manual: Flexible Spending Account**

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## **Summary**

The Park District offers all benefit eligible employees the ability to participate in a FSA. An FSA is a Flexible Savings account that allows employees to place money with pre-tax dollars to pay for medical and/or childcare expenses. There is no contribution from the Park District made for employee FSAs. The maximum amount an employee can save for a Health Care account, or a Dependent Care account is determined by the IRS on an annual basis.

In 2021, the District changed from self-managing Employee's FSA accounts to using a vendor to manage these accounts. As a result of this change, the District has updated the FSA policy to ensure we are in compliance with IRS regulations, Federal law and the plan documents.

## **Recommendation**

Staff recommend that the Park Board of Commissioners approve revisions to Section 7.6 Flexible Spending Accounts in the Part-Time Employee Personnel Policy Manual.



# Memorandum

**To:** Park Board of Commissioners

**From:** Chris Kopka, Director of Human Resources and Workforce Management; Brian Romes, Executive Director

**Date:** October 26, 2022

**Subject:** **Approval of Section 7.6. of Full-Time Employee Personnel Policy Manual: Flexible Spending Account**

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## **Summary**

The Park District offers all benefit eligible employees the ability to participate in an FSA. An FSA is a Flexible Savings account that allows employees to place money with pre-tax dollars to pay for medical and/or childcare expenses. There is no contribution from the Park District made for employee FSAs. The maximum amount an employee can save for a Health Care account, or a Dependent Care account is determined by the IRS on an annual basis.

In 2021, the District changed from self-managing Employee's FSA accounts to using a vendor to manage these accounts. As a result of this change, the District has updated the FSA policy to ensure we are in compliance with IRS regulations, Federal law and the plan documents.

## **Recommendation**

Staff recommend that the Park Board of Commissioners approve revisions to Section 7.6 Flexible Spending Accounts in the Full-Time Employee Personnel Policy Manual.

## Consideration to Revise Personnel Manuals for FSA (September 14,2022)

### From Part Time Employee Manual

**7.6. Flexible Spending Account:** Flexible Spending Accounts (FSA) for health care expenses and Dependent Care Accounts are available to part time employees eligible for the District's group health insurance plan. (-to Part-Time Class 1 employees-). and Class 2 Employees. The annual amount elected by the employee through prior written authorization will be divided by 26 paychecks and withheld through a pre-tax payroll deduction. - For eligible employees enrolling in the FSA after the start of the plan year, the annual amount elected by the employee will be prorated prorating over the remaining pay periods in the plan year. Annual maximum contributions and rollover amounts will be limited to comply with meet IRS guidelines for FSA and Dependent Care accounts. Per IRS regulations, an employee may rollover up to \$500 left in their FSA account at the end of one plan year to the next. An employee may roll over unused amounts in the Health Flexible Spending Account remaining at the end of one Plan Year to the immediately following Plan Year up to the limit designated by the FSA plan document IRS. There is no carryover allowed for Dependent Care accounts. Employees must submit a Flexible Spending Account Reimbursement Request Form and attach supporting documentation (i.e. receipts or billing statements) to Human Resources in order to qualify for reimbursement. Reimbursements will be made through payroll and included on the employee's paycheck. Employees have 90 days2½ following the end of the plan year months after the start of the new plan year to submit reimbursement requests for expenses incurred the previous plan year. In the event that there is any question regarding the FSA plan's application, the plan document always takes precedence. As of March 15 of every year, claims for the prior year will no longer be accepted.

### From FT Employee Personnel Manual

**7.6. Flexible Spending Account:** Flexible Spending Accounts (FSA) for health care expenses and Dependent Care Accounts are available to Full-Time and Part-Time Employees who participate in IMRF Part time Class 1 Employees. The annual amount elected by the employee through prior written authorization will be divided by 26 paychecks and withheld through a pre-tax payroll deduction. For eligible employees enrolling in the FSA after the start of the plan year, the annual amount elected by the employee will be prorated over the remaining pay periods in the plan year. Annual maximum contributions will be limited to comply with meet IRS guidelines for FSA and

Dependent Care ~~accounts.~~ Per IRS regulations, an employee may rollover up to \$500 left in their FSA account at the end of one plan year to the next. “An employee may roll over unused amounts in the Health Flexible Spending Account remaining at the end of one Plan Year to the immediately following Plan Year up to the limit designated by the FSA plan document.” There is no carryover allowed for Dependent Care accounts. ~~Employees must submit a Flexible Spending Account Reimbursement Request Form and attach supporting documentation (i.e. receipts or billing statements) to Human Resources in order to qualify for reimbursement. Reimbursements will be made through payroll and included on the employee’s paycheck.~~ Employees have 90 days ~~2½ following the end of the plan year~~ ~~months after the start of the new plan year~~ to submit reimbursement requests for expenses incurred the previous plan year. In the event that there is any question regarding the FSA plan’s application, the plan document always takes precedence. ~~As of March 15 of every year, claims for the prior year will no longer be accepted.~~

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## Consideration to Revise Personnel Manuals for FSA (September 14,2022)

### From Part-Time Employee Manual

**7.6. Flexible Spending Account:** Flexible Spending Accounts (FSA) for health care expenses and Dependent Care Accounts are available to Part-Time employees eligible for the District's group health insurance plan. (Part-Time Class 1 employees). The annual amount elected by the employee through prior written authorization will be divided by 26 paychecks and withheld through a pre-tax payroll deduction. For eligible employees enrolling in the FSA after the start of the plan year, the annual amount elected by the employee will be prorated over the remaining pay periods in the plan year. Annual maximum contributions and rollover amounts will be limited to comply with IRS guidelines for FSA and Dependent Care accounts. An employee may roll over unused amounts in the Health Flexible Spending Account remaining at the end of one Plan Year to the immediately following Plan Year up to the limit designated by the FSA plan document. There is no carryover allowed for Dependent Care accounts. Employees have 90 days following the end of the plan year to submit reimbursement requests for expenses incurred the previous plan year. In the event that there is any question regarding the FSA plan's application, the plan document always takes precedence.

### From Full-Time Employee Personnel Manual

**7.6. Flexible Spending Account:** Flexible Spending Accounts (Part-Time health care expenses and Dependent Care Accounts are available to Full-Time and Part-Time Class 1 Employees. The annual amount elected by the employee through prior written authorization will be divided by 26 paychecks and withheld through a pre-tax payroll deduction. For eligible employees enrolling in the FSA after the start of the plan year, the annual amount elected by the employee will be prorated over the remaining pay periods in the plan year. Annual maximum contributions will be limited to comply with IRS guidelines for FSA and Dependent Care accounts. An employee may roll over unused amounts in the Health Flexible Spending Account remaining at the end of one Plan Year to the immediately following Plan Year up to the limit designated by the FSA plan document. There is no carryover allowed for Dependent Care accounts. Employees have 90 days following the end of the plan year to submit reimbursement requests for expenses incurred the previous plan year. In the event that there is any question regarding the FSA plan's application, the plan document always takes precedence.



## Memorandum

To: Board of Park Commissioners

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

Date: October 26, 2022

Subject: Bills and Payroll Disbursements authorized by Finance Committee Member(s). Checks written September 29, 2022 through October 20, 2022 to be presented to the Board for approval on October 26, 2022.

### **BILLS**

<b><u>DATE</u></b>	<b><u>AMOUNT</u></b>
September 29, 2022 Emergency Checks	\$ 1,469.90
October 03, 2022 Emergency Check	\$ 80.00
October 06, 2022	\$ 637,294.97
October 12, 2022	\$ 159.00
October 14, 2022 Emergency Check	\$ 10,561.00
October 20, 2022	\$ 1,157,614.76
Void Payments	\$ (235.94)
Bank Drafts	\$ 18,997.97
P-Card	\$ 214,677.80
<b>TOTAL</b>	<b>\$ 2,040,619.46</b>

### **PAYROLL DISBURSEMENTS**

September 23, 2022	\$ 351,454.11
October 07, 2022	\$ 352,814.76
<b>TOTAL</b>	<b>\$ 704,268.87</b>

<b>GRAND TOTAL</b>	<b>\$ 2,744,888.33</b>
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To the Treasurer:

The payment of the above listed accounts is hereby approved by the below named Finance Committee member as of 10-26-22 and you are hereby authorized to release the checks from the appropriate funds.

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

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



Park District of Highland Park, IL

# Income Statement

Current Period Ending 09/30/2022

## DISTRICT WIDE

Type	Month		Year To Date			Annual Budget	Prior Year	
	Actual	Budget	Actual	Budget	Variance Favorable (Unfavorable)		Month	YTD
<b>Revenue</b>								
100 - PROGRAMS	301,759.41	238,309.45	2,858,636.63	2,207,832.19	650,804.44	2,795,872.75	246,855.31	2,143,178.33
110 - CAMPS	265.01	0.00	1,738,055.14	1,956,224.10	-218,168.96	1,960,724.10	0.00	1,263,859.03
120 - LESSONS	53,289.90	37,356.25	411,470.15	368,122.27	43,347.88	471,319.00	52,124.27	441,478.02
130 - SPECIAL EVENTS	7,205.50	11,035.80	62,961.96	85,911.69	-22,949.73	118,640.00	2,255.00	22,812.25
410 - TAX	3,823,244.98	3,045,862.16	11,920,241.22	10,640,683.43	1,279,557.79	13,826,335.90	2,955,403.91	11,107,192.02
420 - FEES & CHARGES	275,467.96	235,543.75	2,379,396.21	2,254,246.92	125,149.29	2,426,544.00	324,706.89	2,638,175.73
440 - MEMBERSHIPS	72,192.62	98,376.39	630,882.28	889,872.05	-258,989.77	1,230,080.00	45,301.23	434,520.23
450 - RENTALS	94,819.39	136,560.92	1,083,426.55	1,133,622.28	-50,195.73	1,442,465.20	160,541.52	1,078,425.49
460 - MERCHANDISING	16,393.20	12,760.66	135,829.75	92,420.22	43,409.53	114,913.50	13,698.16	117,727.33
470 - INTEREST INCOME	22,113.59	499.80	79,291.01	4,498.20	74,792.81	6,000.00	80.29	7,498.06
480 - MISCELLANEOUS INCOME	3,625.17	503,324.50	554,077.62	766,548.33	-212,470.71	793,776.00	13,921.71	256,853.98
510 - OTHER INCOME	-53.53	0.00	213,062.55	66,006.17	147,056.38	106,724.58	4,610.10	159,292.89
520 - BOND/DEBT PROCEEDS	27,939.80	0.00	92,510.83	0.00	92,510.83	0.00	40.85	1,164.24
<b>Total Revenue:</b>	<b>4,698,263.00</b>	<b>4,319,629.68</b>	<b>22,159,841.90</b>	<b>20,465,987.85</b>	<b>1,693,854.05</b>	<b>25,293,395.03</b>	<b>3,819,539.24</b>	<b>19,672,177.60</b>
<b>Expense</b>								
100 - PROGRAMS	132,217.15	130,689.32	1,126,717.78	1,174,616.59	47,898.81	1,559,749.95	101,476.74	857,308.20
110 - CAMPS	155,500.36	12,988.46	830,884.88	1,119,664.52	288,779.64	1,126,808.01	9,687.28	527,943.79
120 - LESSONS	13,562.76	23,279.85	183,853.87	201,416.48	17,562.61	267,389.33	15,216.29	208,402.78
130 - SPECIAL EVENTS	2,322.86	11,306.08	119,830.30	122,920.68	3,090.38	146,101.52	6,852.25	31,942.79
440 - MEMBERSHIPS	7,620.27	13,093.25	73,366.26	111,188.72	37,822.46	157,219.17	0.00	0.00
610 - SALARIES & WAGES	623,523.16	653,721.84	5,593,662.80	6,083,826.50	490,163.70	8,363,084.03	544,482.75	4,897,386.20
620 - CONTRACTUAL SERVICES	278,101.81	379,770.98	2,222,889.28	3,200,795.09	977,905.81	4,471,645.39	149,052.11	1,795,761.89
630 - INSURANCE	345,372.22	200,295.45	1,246,685.79	1,568,149.68	321,463.89	2,376,181.41	163,270.99	1,166,182.84
640 - MATERIALS & SUPPLIES	86,285.03	41,120.01	399,340.04	412,910.09	13,570.05	518,906.30	56,227.08	336,615.32
650 - MAINTENANCE & LANDSCAPING CONTRACTS	38,386.85	34,041.84	372,543.49	388,092.22	15,548.73	447,428.72	36,201.26	311,759.75
660 - UTILITIES	52,055.44	81,442.76	575,743.41	649,409.61	73,666.20	926,073.41	54,972.91	547,298.55
670 - PENSION CONTRIBUTIONS	50,825.46	57,944.67	458,534.36	522,015.96	63,481.60	719,322.10	56,056.16	505,598.32
680 - COST OF GOODS SOLD	9,481.44	3,671.76	81,287.68	52,445.84	-28,841.84	54,765.00	6,580.52	55,941.36
710 - DEBT RETIREMENT	0.00	0.00	619,310.27	605,017.50	-14,292.77	3,315,035.00	0.00	310,143.75
720 - CAPITAL OUTLAY	278,646.54	1,251,889.00	1,708,273.67	5,816,465.00	4,108,191.33	10,760,955.00	285,410.31	1,437,333.16
<b>Total Expense:</b>	<b>2,073,901.35</b>	<b>2,895,255.27</b>	<b>15,612,923.88</b>	<b>22,028,934.48</b>	<b>6,416,010.60</b>	<b>35,210,664.34</b>	<b>1,485,486.65</b>	<b>12,989,618.70</b>
<b>Report Total:</b>	<b>2,624,361.65</b>	<b>1,424,374.41</b>	<b>6,546,918.02</b>	<b>-1,562,946.63</b>	<b>8,109,864.65</b>	<b>-9,917,269.31</b>	<b>2,334,052.59</b>	<b>6,682,558.90</b>



Fund Summary

Fund	Month		Year To Date			Annual Budget	Prior Year	
	Actual	Budget	Actual	Budget	Variance Favorable (Unfavorable)		Month	YTD
01 - GENERAL CORPORATE	1,045,583.86	758,880.01	1,711,852.62	270,344.13	1,441,508.49	-126,867.61	928,594.32	1,814,162.02
25 - SPECIAL RECREATION	252,154.88	198,075.40	599,298.92	505,725.06	93,573.86	517,482.58	124,738.28	-71,001.20
29 - RECREATION	1,152,805.86	1,010,804.26	4,954,609.53	3,230,775.05	1,723,834.48	3,121,446.02	1,256,573.88	5,328,364.12
60 - DEBT SERVICE	452,460.12	368,427.24	702,005.30	666,485.63	35,519.67	-1,664,375.30	361,468.43	1,024,530.43
70 - CAPITAL PROJECTS	-278,643.07	-911,812.50	-1,420,848.35	-6,236,276.50	4,815,428.15	-11,764,955.00	-337,322.32	-1,413,496.47
<b>Report Total:</b>	<b>2,624,361.65</b>	<b>1,424,374.41</b>	<b>6,546,918.02</b>	<b>-1,562,946.63</b>	<b>8,109,864.65</b>	<b>-9,917,269.31</b>	<b>2,334,052.59</b>	<b>6,682,558.90</b>

Special Recreation and Debt Service are showing timing differences due to property tax collection.

Capital is under budget and this is a timing difference coupled with projects being delayed until 2023.

General fund is fairing well as replacement taxes came in much larger than budgeted (\$410,000). Interest income is more than budgeted due to rising interest rates and more money invested in short term cd's. Miscellaneous income came in greater than budgeted largely due to \$12,000 in advertising revenue from Highland Park Bank & Trust. Other income is over budget due to the sale of the \$20,000 Zamboni. \$80,000 of the insurance piece is a timing difference and will be resolved in October. Parks is \$120,000 under budget due to timing of invoices for landscape, turf and maintenance contracts. Another large area under budget is professional fees, including legal, not for profit coach and the compensation study. Maintenance & Landscaping contracts are under budget largely due to playground surfacing and large area mowers. These activities are timing differences.

In the Recreation fund, programs are doing well in September versus budget. Baseball boys travel is actually \$22,000 over budget due to timing difference. House Basketball boys/girls is doing well with more participants than budgeted for. The program made a \$16,000 surplus. Martial Arts has a surplus of \$35,000 as the program has rebounded with lessened COVID restrictions and a 2nd pre-karate class and fencing have been added to meet demand. New programs hitting league had an additional 50 participants with a program surplus of \$18,000. Football - youth flag is over budget by \$14,000 due to added clinic; spring and fall numbers have outperformed budget. Youth and adult indoor and outdoor tennis show significant positive differences of \$429,000 due to over 400 additional participants in the programs. Childhood enrichment program has exploded with consistent enrollment of participants causing a \$74,000 positive variance from budget. Adult art has a \$14,000 surplus, as 3/4 of the 8 classes are full and open studio has returned. New programs at WRC with a positive variance of \$33,000 are due to the addition of private piano lessons. Youth enrichment is sitting with a \$21,000 surplus due to increased enrollment in Kindermusik, Amazing Minds and Awesome Amazing Art. Youth dance has a \$14,000 surplus. Lessons are \$43,000 over budget due to a \$16,000 surplus in private tennis lessons and the rest is due to swim lessons. Merchandising is doing well at \$44,000 over budget, mostly due to more items being sold at Sunset Valley with its increased greens fees. The favorable variance in miscellaneous income is due to the advertising/sponsorship for 4th fest for \$14,000, a \$22,000 grant from FEMA for COVID-19 expenses, and \$12,000 worth of sponsorships and advertising for rec. including \$7,000 from First Bank. Camp expense is under budget by \$288,780. Heller camp participation came in under budget and drove Sunshine camp, Crew camp, Heller variety camp, and Spotlighter camp expenses under budget by \$62,000. Remaining camp expenses are under budget due to timing differences. Camp expenses are \$327,000 under budget due to timing differences. Membership expense is significantly under budget as memberships are significantly under performing. As salaries and wages are significantly under budget from being short staffed, so is insurance and pension expense. Insurance has a timing difference of \$80,000; \$57,000 is true savings. Utilities are under budget due to timing difference. With increased merchandising sales, cost of goods sold is over budget as purchases were increased to stock up on inventory in expectation of good weather, which will drive greater sale of items.



Park District of Highland Park, IL

# Income Statement

Current Period Ending 09/30/2022

## 01 - GENERAL FUND

Type	Month		Year To Date			Annual Budget	Prior Year	
	Actual	Budget	Actual	Budget	Variance Favorable (Unfavorable)		Month	YTD
<b>Revenue</b>								
410 - TAX	1,601,573.56	1,275,491.80	5,231,621.52	4,530,843.48	700,778.04	5,894,569.01	1,266,209.94	4,862,753.73
420 - FEES & CHARGES	4,313.06	2,351.88	31,082.55	22,777.02	8,305.53	27,600.00	4,657.59	28,638.06
460 - MERCHANDISING	0.00	32.70	0.00	302.58	-302.58	396.00	0.00	289.47
470 - INTEREST INCOME	22,113.59	499.80	79,291.01	4,498.20	74,792.81	6,000.00	80.29	7,498.06
480 - MISCELLANEOUS INCOME	250.00	1,332.80	51,750.56	31,828.86	19,921.70	36,601.00	9,835.73	69,641.69
510 - OTHER INCOME	-53.53	0.00	20,000.00	6,568.88	13,431.12	7,850.00	3,397.10	9,981.51
<b>Total Revenue:</b>	<b>1,628,196.68</b>	<b>1,279,708.98</b>	<b>5,413,745.64</b>	<b>4,596,819.02</b>	<b>816,926.62</b>	<b>5,973,016.01</b>	<b>1,284,180.65</b>	<b>4,978,802.52</b>
<b>Expense</b>								
610 - SALARIES & WAGES	218,192.11	220,459.64	1,956,990.34	2,079,061.45	122,071.11	2,941,016.42	186,909.93	1,686,289.09
620 - CONTRACTUAL SERVICES	140,111.12	131,852.00	638,433.63	939,096.29	300,662.66	1,223,602.24	30,628.57	399,122.57
630 - INSURANCE	169,814.09	103,032.40	629,835.85	813,809.89	183,974.04	1,224,731.28	85,678.18	625,822.18
640 - MATERIALS & SUPPLIES	25,161.81	25,383.44	167,806.75	156,703.61	-11,103.14	230,937.30	21,401.96	132,924.65
650 - MAINTENANCE & LANDSCAPING CONTRACTS	3,750.19	10,493.93	53,965.35	68,579.08	14,613.73	92,920.04	3,892.09	50,891.81
660 - UTILITIES	7,724.01	11,294.86	92,980.17	97,467.27	4,487.10	143,726.03	7,029.66	89,850.85
670 - PENSION CONTRIBUTIONS	17,859.49	18,312.70	161,880.93	171,757.30	9,876.37	242,950.31	20,045.94	179,739.35
<b>Total Expense:</b>	<b>582,612.82</b>	<b>520,828.97</b>	<b>3,701,893.02</b>	<b>4,326,474.89</b>	<b>624,581.87</b>	<b>6,099,883.62</b>	<b>355,586.33</b>	<b>3,164,640.50</b>
<b>Report Total:</b>	<b>1,045,583.86</b>	<b>758,880.01</b>	<b>1,711,852.62</b>	<b>270,344.13</b>	<b>1,441,508.49</b>	<b>-126,867.61</b>	<b>928,594.32</b>	<b>1,814,162.02</b>

Replacement taxes came in much larger than budgeted (\$410,000).

Interest income is more than budgeted due to rising interest rates and more money invested in short term cd's.

Miscellaneous income came in greater than budgeted largely due to \$12,000 in advertising revenue from Highland Park Bank & Trust.

Other income is over budget due to the sale of the \$20,000 Zamboni.

Parks is \$120,000 under budget due to timing of invoices for landscape, turf and maintenance contracts. Another large area under budget is professional fees, including legal, not for profit coach and the compensation study.

\$80,000 of the insurance piece is a timing difference and will be resolved in October.

Materials and supplies is largely over budget do to gasoline prices for machinery and vehicles and our pump breaking at POGO for several weeks and needing to fill up elsewhere.

Maintenance & Landscaping contracts are under budget largely due to playground surfacing and large area mowers. These activities are timing differences.



Park District of Highland Park, IL

# Income Statement

Current Period Ending 09/30/2022

## 25 - SPECIAL RECREATION

Type	Month		Year To Date			Annual Budget	Prior Year	
	Actual	Budget	Actual	Budget	Variance Favorable (Unfavorable)		Month	YTD
<b>Revenue</b>								
410 - TAX	254,982.88	208,075.40	809,165.86	718,102.50	91,063.36	932,237.46	130,574.25	490,429.60
<b>Total Revenue:</b>	<b>254,982.88</b>	<b>208,075.40</b>	<b>809,165.86</b>	<b>718,102.50</b>	<b>91,063.36</b>	<b>932,237.46</b>	<b>130,574.25</b>	<b>490,429.60</b>
<b>Expense</b>								
620 - CONTRACTUAL SERVICES	2,828.00	10,000.00	209,866.94	212,377.44	2,510.50	414,754.88	5,835.97	561,430.80
<b>Total Expense:</b>	<b>2,828.00</b>	<b>10,000.00</b>	<b>209,866.94</b>	<b>212,377.44</b>	<b>2,510.50</b>	<b>414,754.88</b>	<b>5,835.97</b>	<b>561,430.80</b>
<b>Report Total:</b>	<b>252,154.88</b>	<b>198,075.40</b>	<b>599,298.92</b>	<b>505,725.06</b>	<b>93,573.86</b>	<b>517,482.58</b>	<b>124,738.28</b>	<b>-71,001.20</b>

Taxes collected are coming in more quickly than budgeted. This is a timing difference.



Park District of Highland Park, IL

# Income Statement

Current Period Ending 09/30/2022

## 29 - RECREATION FUND

Type	Month		Year To Date			Annual Budget	Prior Year	
	Actual	Budget	Actual	Budget	Variance Favorable (Unfavorable)		Month	YTD
<b>Revenue</b>								
100 - PROGRAMS	301,759.41	238,309.45	2,858,636.63	2,207,832.19	650,804.44	2,795,872.75	246,855.31	2,143,178.33
110 - CAMPS	265.01	0.00	1,738,055.14	1,956,224.10	-218,168.96	1,960,724.10	0.00	1,263,859.03
120 - LESSONS	53,289.90	37,356.25	411,470.15	368,122.27	43,347.88	471,319.00	52,124.27	441,478.02
130 - SPECIAL EVENTS	7,205.50	11,035.80	62,961.96	85,911.69	-22,949.73	118,640.00	2,255.00	22,812.25
410 - TAX	1,514,228.42	1,193,867.72	4,558,138.27	4,120,234.32	437,903.95	5,348,869.73	1,197,151.29	4,419,334.51
420 - FEES & CHARGES	271,154.90	233,191.87	2,348,313.66	2,231,469.90	116,843.76	2,398,944.00	320,049.30	2,609,537.67
440 - MEMBERSHIPS	72,192.62	98,376.39	630,882.28	889,872.05	-258,989.77	1,230,080.00	45,301.23	434,520.23
450 - RENTALS	94,819.39	136,560.92	1,083,426.55	1,133,622.28	-50,195.73	1,442,465.20	160,541.52	1,078,425.49
460 - MERCHANDISING	16,393.20	12,727.96	135,829.75	92,117.64	43,712.11	114,517.50	13,698.16	117,437.86
480 - MISCELLANEOUS INCOME	3,375.17	1,991.70	102,327.06	34,719.47	67,607.59	57,175.00	-1,241.46	54,349.91
510 - OTHER INCOME	0.00	0.00	29,097.55	19,437.29	9,660.26	58,874.58	1,213.00	61,976.90
<b>Total Revenue:</b>	<b>2,334,683.52</b>	<b>1,963,418.06</b>	<b>13,959,139.00</b>	<b>13,139,563.20</b>	<b>819,575.80</b>	<b>15,997,481.86</b>	<b>2,037,947.62</b>	<b>12,646,910.20</b>
<b>Expense</b>								
100 - PROGRAMS	132,217.15	130,689.32	1,126,717.78	1,174,616.59	47,898.81	1,559,749.95	101,476.74	857,308.20
110 - CAMPS	155,500.36	12,988.46	830,884.88	1,119,664.52	288,779.64	1,126,808.01	9,687.28	527,943.79
120 - LESSONS	13,562.76	23,279.85	183,853.87	201,416.48	17,562.61	267,389.33	15,216.29	208,402.78
130 - SPECIAL EVENTS	2,322.86	11,306.08	119,830.30	122,920.68	3,090.38	146,101.52	6,852.25	31,942.79
440 - MEMBERSHIPS	7,620.27	13,093.25	73,366.26	111,188.72	37,822.46	157,219.17	0.00	0.00
610 - SALARIES & WAGES	405,331.05	433,262.20	3,636,672.46	4,004,765.05	368,092.59	5,422,067.61	357,572.82	3,211,097.11
620 - CONTRACTUAL SERVICES	107,226.36	77,870.48	949,922.60	827,084.86	-122,837.74	1,026,288.27	55,307.27	584,013.72
630 - INSURANCE	175,558.13	97,263.05	616,849.94	754,339.79	137,489.85	1,151,450.13	77,592.81	540,360.66
640 - MATERIALS & SUPPLIES	61,123.22	15,736.57	231,533.29	256,206.48	24,673.19	287,969.00	34,825.12	203,690.67
650 - MAINTENANCE & LANDSCAPING CONTRACTS	34,636.66	23,547.91	318,578.14	319,513.14	935.00	354,508.68	32,309.17	260,867.94
660 - UTILITIES	44,331.43	70,147.90	482,763.24	551,942.34	69,179.10	782,347.38	47,943.25	457,447.70
670 - PENSION CONTRIBUTIONS	32,965.97	39,631.97	296,653.43	350,258.66	53,605.23	476,371.79	36,010.22	325,858.97
680 - COST OF GOODS SOLD	9,481.44	3,671.76	81,287.68	52,445.84	-28,841.84	54,765.00	6,580.52	55,941.36
720 - CAPITAL OUTLAY	0.00	125.00	55,615.60	62,425.00	6,809.40	63,000.00	0.00	53,670.39
<b>Total Expense:</b>	<b>1,181,877.66</b>	<b>952,613.80</b>	<b>9,004,529.47</b>	<b>9,908,788.15</b>	<b>904,258.68</b>	<b>12,876,035.84</b>	<b>781,373.74</b>	<b>7,318,546.08</b>
<b>Report Total:</b>	<b>1,152,805.86</b>	<b>1,010,804.26</b>	<b>4,954,609.53</b>	<b>3,230,775.05</b>	<b>1,723,834.48</b>	<b>3,121,446.02</b>	<b>1,256,573.88</b>	<b>5,328,364.12</b>

Fund Summary

Fund	Month		Year To Date		Variance Favorable (Unfavorable)	Annual Budget	Prior Year	
	Actual	Budget	Actual	Budget			Month	YTD
29 - RECREATION	1,152,805.86	1,010,804.26	4,954,609.53	3,230,775.05	1,723,834.48	3,121,446.02	1,256,573.88	5,328,364.12
<b>Report Total:</b>	<b>1,152,805.86</b>	<b>1,010,804.26</b>	<b>4,954,609.53</b>	<b>3,230,775.05</b>	<b>1,723,834.48</b>	<b>3,121,446.02</b>	<b>1,256,573.88</b>	<b>5,328,364.12</b>

Programs are doing well in September versus budget. Baseball boys travel is actually \$22,000 over budget due to timing difference. House Basketball boys/girls is doing well with more participants than budgeted for. The program made a \$16,000 surplus. Martial Arts has a surplus of \$35,000 as the program has rebounded with lessened COVID restrictions and a 2nd pre-karate class and fencing have been added to meet demand. New programs hitting league had an additional 50 participants with a program surplus of \$18,000. Football - youth flag is over budget by \$14,000 due to added clinic; spring and fall numbers have outperformed budget. At CIA, recreation program fees are \$44,000 above budget due to spring gymnastics having 315 participants vs. a budget of 192 participants and fall gymnastics over performing. Unfortunately, this surplus will be eliminated due to the temporary closing of CIA with no more revenue for the year and continued expenses. Youth and adult indoor and outdoor tennis show significant positive differences of \$429,000 due to over 400 additional participants in the programs. Childhood enrichment program has exploded with consistent enrollment of participants causing a \$74,000 positive variance from budget. Adult art has a \$14,000 surplus, as 3/4 of the 8 classes are full and open studio has returned. New programs at WRC with a positive variance of \$33,000 are due to the addition of private piano lessons. Youth enrichment is sitting with a \$21,000 surplus due to increased enrollment in Kindermusik, Amazing Minds and Awesome Amazing Art. Youth dance has a \$14,000 surplus.

Overall, camps came in at roughly \$218,000 under budget due to the refunds for the July 4 tragedy and lower enrollment for Sunshine and Before/after camps. Additionally, all Heller camps were behind budget with lower revenue due to lower enrollment and July 4 refunds.

Lessons are \$43,000 over budget due to a \$16,000 surplus in private tennis lessons and the rest is due to swim lessons.

Special events is under budget, largely due to minimal revenue collected with the cancellation of 4th fest.

For memberships, January was budgeted for fitness's largest growth month in membership. Unfortunately, the Omicron variant caused delays and significant impact on new resident and group exercise memberships. Revenue budgeted has not come to fruition and has negatively impacted the budget by \$259,000.

Merchandising is doing well at \$44,000 over budget, mostly due to more items being sold at Sunset Valley with its increased greens fees.

The favorable variance in miscellaneous income is due to the advertising/sponsorship for 4th fest for \$14,000, a \$22,000 grant from FEMA for COVID-19 expenses, and \$12,000 worth of sponsorships and advertising for rec. including \$7,000 from First Bank.

Camp expense is under budget by \$288,780. Heller camp participation came in under budget and drove Sunshine camp, Crew camp, Heller variety camp, and Spotlighter camp expenses under budget by \$62,000. Remaining camp expenses are under budget due to timing differences.

Membership expense is significantly under budget as memberships are significantly under performing.

Contractual services are largely over budget due to 4th fest tragedy expenses, including \$12,000 at Deer Creek, \$11,000 at RIC, \$30,000 at athletics, \$53,000 at camps, \$14,000 at CIA, and \$15,000 at Heller.

As salaries and wages are significantly under budget from being short staffed, so is insurance and pension expense. Insurance has a timing difference of \$80,000; \$57,000 is true savings.

Utilities are under budget due to timing difference.

With increased merchandising sales, cost of goods sold is over budget as purchases were increased to stock up on inventory in expectation of good weather, which will drive greater sale of items.



Park District of Highland Park, IL

# Income Statement

Current Period Ending 09/30/2022

## 60 - DEBT SERVICE

Type	Month		Year To Date		Variance Favorable (Unfavorable)	Annual Budget	Prior Year	
	Actual	Budget	Actual	Budget			Month	YTD
<b>Revenue</b>								
410 - TAX	452,460.12	368,427.24	1,321,315.57	1,271,503.13	49,812.44	1,650,659.70	361,468.43	1,334,674.18
<b>Total Revenue:</b>	<b>452,460.12</b>	<b>368,427.24</b>	<b>1,321,315.57</b>	<b>1,271,503.13</b>	<b>49,812.44</b>	<b>1,650,659.70</b>	<b>361,468.43</b>	<b>1,334,674.18</b>
<b>Expense</b>								
710 - DEBT RETIREMENT	0.00	0.00	619,310.27	605,017.50	-14,292.77	3,315,035.00	0.00	310,143.75
<b>Total Expense:</b>	<b>0.00</b>	<b>0.00</b>	<b>619,310.27</b>	<b>605,017.50</b>	<b>-14,292.77</b>	<b>3,315,035.00</b>	<b>0.00</b>	<b>310,143.75</b>
<b>Report Total:</b>	<b>452,460.12</b>	<b>368,427.24</b>	<b>702,005.30</b>	<b>666,485.63</b>	<b>35,519.67</b>	<b>-1,664,375.30</b>	<b>361,468.43</b>	<b>1,024,530.43</b>

Taxes collected are coming in more quickly than budgeted. This is a timing difference.



Park District of Highland Park, IL

# Income Statement

Current Period Ending 09/30/2022

## 70 - CAPITAL FUND

Type	Month		Year To Date			Annual Budget	Prior Year	
	Actual	Budget	Actual	Budget	Variance Favorable (Unfavorable)		Month	YTD
<b>Revenue</b>								
480 - MISCELLANEOUS INCOME	0.00	500,000.00	400,000.00	700,000.00	-300,000.00	700,000.00	5,327.44	132,862.38
510 - OTHER INCOME	0.00	0.00	163,965.00	40,000.00	123,965.00	40,000.00	0.00	87,334.48
520 - BOND/DEBT PROCEEDS	27,939.80	0.00	92,510.83	0.00	92,510.83	0.00	40.85	1,164.24
<b>Total Revenue:</b>	<b>27,939.80</b>	<b>500,000.00</b>	<b>656,475.83</b>	<b>740,000.00</b>	<b>-83,524.17</b>	<b>740,000.00</b>	<b>5,368.29</b>	<b>221,361.10</b>
<b>Expense</b>								
620 - CONTRACTUAL SERVICES	27,936.33	160,048.50	424,666.11	1,222,236.50	797,570.39	1,807,000.00	57,280.30	251,194.80
720 - CAPITAL OUTLAY	278,646.54	1,251,764.00	1,652,658.07	5,754,040.00	4,101,381.93	10,697,955.00	285,410.31	1,383,662.77
<b>Total Expense:</b>	<b>306,582.87</b>	<b>1,411,812.50</b>	<b>2,077,324.18</b>	<b>6,976,276.50</b>	<b>4,898,952.32</b>	<b>12,504,955.00</b>	<b>342,690.61</b>	<b>1,634,857.57</b>
<b>Report Total:</b>	<b>-278,643.07</b>	<b>-911,812.50</b>	<b>-1,420,848.35</b>	<b>-6,236,276.50</b>	<b>4,815,428.15</b>	<b>-11,764,955.00</b>	<b>-337,322.32</b>	<b>-1,413,496.47</b>

The miscellaneous income is below budget as the Parks Foundation donated more quickly than originally budgeted for Park Avenue. Other income is over budget due to the receipt of impact fees that are not budgeted for. Interest on the bond money is also significant in the 520 account and was not budgeted for. Significantly under budget are contractual services total costs as the budget was allocated equally across the year. This is a timing difference that may correct itself by year-end. Capital outlay is also trending under budget due to some projects being delayed until next year.



# RECREATION BY CENTER

Park District of Highland Park, IL

## Y-T-D SEPTEMBER 2022

Account Type	2021 Total Budget	2021 YTD Activity	Fiscal 2022 Total Budget	Fiscal 2022 YTD Activity
<b>Fund: 29 - RECREATION</b>				
<b>Center: 11 - ADMINISTRATIVE</b>				
Revenue	\$ 5,389,431.98	\$ 4,489,740.19	\$ 5,390,269.73	4,611,674.39
Expense	\$ 4,665,661.35	\$ 1,398,453.92	\$ 5,420,948.66	1,533,592.27
<b>Center: 11 - ADMINISTRATIVE Surplus (Deficit):</b>	<b>\$ 723,770.63</b>	<b>\$ 3,091,286.27</b>	<b>\$ (30,678.93)</b>	<b>3,078,082.12</b>
<b>Net Revenue:</b>	<b>13.43%</b>	<b>68.85%</b>	<b>-0.57%</b>	<b>66.75%</b>
<b>Center: 24 - WEST RIDGE CENTER</b>				
Revenue	\$ 405,688.00	\$ 388,685.45	\$ 512,901.00	542,964.61
Expense	\$ 692,627.89	\$ 387,677.02	\$ 712,673.10	482,295.51
<b>Center: 24 - WEST RIDGE CENTER Surplus (Deficit):</b>	<b>\$ (286,939.89)</b>	<b>\$ 1,008.43</b>	<b>\$ (199,772.10)</b>	<b>60,669.10</b>
<b>Net Revenue:</b>	<b>-70.73%</b>	<b>0.26%</b>	<b>-38.95%</b>	<b>11.17%</b>
<b>Center: 26 - ATHLETICS</b>				
Revenue	\$ 466,340.00	\$ 556,487.61	\$ 1,011,527.00	1,063,039.45
Expense	\$ 626,251.12	\$ 521,632.49	\$ 963,107.28	798,501.16
<b>Center: 26 - ATHLETICS Surplus (Deficit):</b>	<b>\$ (159,911.12)</b>	<b>\$ 34,855.12</b>	<b>\$ 48,419.72</b>	<b>264,538.29</b>
<b>Net Revenue:</b>	<b>-34.29%</b>	<b>6.26%</b>	<b>4.79%</b>	<b>24.89%</b>
<b>Center: 28 - CAMPS</b>				
Revenue	\$ 359,345.00	\$ 600,688.19	\$ 1,057,804.00	865,774.53
Expense	\$ 343,787.62	\$ 338,646.34	\$ 758,292.47	574,029.37
<b>Center: 28 - CAMPS Surplus (Deficit):</b>	<b>\$ 15,557.38</b>	<b>\$ 262,041.85</b>	<b>\$ 299,511.53</b>	<b>291,745.16</b>
<b>Net Revenue:</b>	<b>4.33%</b>	<b>43.62%</b>	<b>28.31%</b>	<b>33.70%</b>
<b>Center: 29 - SPECIAL EVENTS</b>				
Revenue	\$ 29,200.00	\$ 8,528.25	\$ 56,390.00	33,169.00
Expense	\$ 113,562.03	\$ 26,689.16	\$ 152,934.37	110,208.15
<b>Center: 29 - SPECIAL EVENTS Surplus (Deficit):</b>	<b>\$ (84,362.03)</b>	<b>\$ (18,160.91)</b>	<b>\$ (96,544.37)</b>	<b>\$ (77,039.15)</b>
<b>Net Revenue:</b>	<b>-288.91%</b>	<b>-212.95%</b>	<b>-171.21%</b>	<b>-232.26%</b>
<b>Center: 31 - HIDDEN CREEK AQUAPARK</b>				
Revenue	\$ 269,500.99	\$ 358,229.20	\$ 398,865.00	384,924.15
Expense	\$ 413,114.97	\$ 431,663.04	\$ 543,764.76	507,022.66
<b>Center: 31 - HIDDEN CREEK AQUAPARK Surplus (Deficit):</b>	<b>\$ (143,613.98)</b>	<b>\$ (73,433.84)</b>	<b>\$ (144,899.76)</b>	<b>\$ (122,098.51)</b>
<b>Net Revenue:</b>	<b>-53.29%</b>	<b>-20.50%</b>	<b>-36.33%</b>	<b>-31.72%</b>
<b>Center: 32 - ROSEWOOD INTERPRETIVE CENTER</b>				
Revenue	\$ 84,460.00	\$ 90,464.06	\$ 167,507.00	164,784.24
Expense	\$ 103,900.95	\$ 53,586.44	\$ 126,823.89	103,272.95
<b>Center: 32 - ROSEWOOD INTERPRETIVE CENTER Surplus (Deficit):</b>	<b>\$ (19,440.95)</b>	<b>\$ 36,877.62</b>	<b>\$ 40,683.11</b>	<b>61,511.29</b>
<b>Net Revenue:</b>	<b>-23.02%</b>	<b>40.76%</b>	<b>24.29%</b>	<b>37.33%</b>



Account Type	2021 Total Budget	2021 YTD Activity	Fiscal 2022 Total Budget	Fiscal 2022 YTD Activity
<b>Center: 33 - ROSEWOOD BEACH</b>				
Revenue	\$ 104,600.00	\$ 220,575.20	\$ 193,825.00	163,254.90
Expense	\$ 198,218.76	\$ 226,616.26	\$ 280,643.81	185,789.52
<b>Center: 33 - ROSEWOOD BEACH Surplus (Deficit):</b>	<b>\$ (93,618.76)</b>	<b>\$ (6,041.06)</b>	<b>\$ (86,818.81)</b>	<b>\$ (22,534.62)</b>
<b>Net Revenue:</b>	<b>-89.50%</b>	<b>-2.74%</b>	<b>-44.79%</b>	<b>-13.80%</b>
<b>Center: 34 - PARK AVENUE</b>				
Revenue	\$ 116,586.00	\$ 207,962.49	\$ 268,507.00	260,333.68
Expense	\$ 124,209.44	\$ 137,039.77	\$ 260,750.62	153,188.13
<b>Center: 34 - PARK AVENUE Surplus (Deficit):</b>	<b>\$ (7,623.44)</b>	<b>\$ 70,922.72</b>	<b>\$ 7,756.38</b>	<b>107,145.55</b>
<b>Net Revenue:</b>	<b>-6.54%</b>	<b>34.10%</b>	<b>2.89%</b>	<b>41.16%</b>
<b>Center: 38 - ICE ARENA</b>				
Revenue	\$ 1,033,532.85	\$ 738,228.98	\$ 1,068,717.20	767,778.69
Expense	\$ 880,069.25	\$ 487,231.27	\$ 883,225.72	612,319.89
<b>Center: 38 - ICE ARENA Surplus (Deficit):</b>	<b>\$ 153,463.60</b>	<b>\$ 250,997.71</b>	<b>\$ 185,491.48</b>	<b>155,458.80</b>
<b>Net Revenue:</b>	<b>14.85%</b>	<b>34.00%</b>	<b>17.36%</b>	<b>20.25%</b>
<b>Center: 41 - MAINTENANCE</b>				
Expense	\$ 755,106.50	\$ 522,827.24	\$ 834,343.54	603,649.28
<b>Center: 41 - MAINTENANCE Total:</b>	<b>\$ 755,106.50</b>	<b>\$ 522,827.24</b>	<b>\$ 834,343.54</b>	<b>603,649.28</b>
<b>Net Revenue:</b>				
<b>Center: 42 - PRO SHOP</b>				
Revenue	\$ 1,523,335.00	\$ 2,075,448.36	\$ 1,689,725.00	1,926,556.36
Expense	\$ 536,701.89	\$ 462,581.39	\$ 613,503.82	540,854.99
<b>Center: 42 - PRO SHOP Surplus (Deficit):</b>	<b>\$ 986,633.11</b>	<b>\$ 1,612,866.97</b>	<b>\$ 1,076,221.18</b>	<b>1,385,701.37</b>
<b>Net Revenue:</b>	<b>64.77%</b>	<b>77.71%</b>	<b>63.69%</b>	<b>71.93%</b>
<b>Center: 49 - RECREATION CENTER ADMIN</b>				
Revenue	\$ 53,972.00	\$ 18,846.87	\$ 100,827.50	92,220.84
Expense	\$ 571,214.56	\$ 327,474.50	\$ 732,834.67	460,117.71
<b>Center: 49 - RECREATION CENTER ADMIN Surplus (Deficit):</b>	<b>\$ (517,242.56)</b>	<b>\$ (308,627.63)</b>	<b>\$ (632,007.17)</b>	<b>\$ (367,896.87)</b>
<b>Net Revenue:</b>	<b>-958.35%</b>	<b>-1,637.55%</b>	<b>-626.82%</b>	<b>-398.93%</b>
<b>Center: 51 - RECREATION CENTER FITNESS</b>				
Revenue	\$ 760,761.00	\$ 467,374.54	\$ 1,360,180.00	596,059.99
Expense	\$ 698,385.79	\$ 346,730.86	\$ 854,874.59	423,623.69
<b>Center: 51 - RECREATION CENTER FITNESS Surplus (Deficit):</b>	<b>\$ 62,375.21</b>	<b>\$ 120,643.68</b>	<b>\$ 505,305.41</b>	<b>172,436.30</b>
<b>Net Revenue:</b>	<b>8.20%</b>	<b>25.81%</b>	<b>37.15%</b>	<b>28.93%</b>
<b>Center: 53 - RECREATION CENTER AQUATICS</b>				
Revenue	\$ 101,951.00	\$ 142,019.48	\$ 184,612.50	199,363.86
Expense	\$ 239,462.32	\$ 156,186.46	\$ 308,079.11	232,221.14
<b>Center: 53 - RECREATION CENTER AQUATICS Surplus (Deficit):</b>	<b>\$ (137,511.32)</b>	<b>\$ (14,166.98)</b>	<b>\$ (123,466.61)</b>	<b>\$ (32,857.28)</b>
<b>Net Revenue:</b>	<b>-134.88%</b>	<b>-9.98%</b>	<b>-66.88%</b>	<b>-16.48%</b>

Account Type	2021 Total Budget	2021 YTD Activity	Fiscal 2022 Total Budget	Fiscal 2022 YTD Activity
<b>Center: 55 - INDOOR TENNIS</b>				
Revenue	\$ 966,750.50	\$ 1,027,546.77	\$ 1,278,727.00	1,279,743.69
Expense	\$ 941,006.58	\$ 635,212.34	\$ 1,063,959.35	681,521.16
<b>Center: 55 - INDOOR TENNIS Surplus (Deficit):</b>	<b>\$ 25,743.92</b>	<b>\$ 392,334.43</b>	<b>\$ 214,767.65</b>	<b>598,222.53</b>
<b>Net Revenue:</b>	<b>2.66%</b>	<b>38.18%</b>	<b>16.80%</b>	<b>46.75%</b>
<b>Center: 56 - OUTDOOR TENNIS</b>				
Revenue	\$ 261,680.25	\$ 216,589.04	\$ 263,561.10	312,218.93
Expense	\$ 192,786.66	\$ 140,169.64	\$ 204,743.97	203,979.17
<b>Center: 56 - OUTDOOR TENNIS Surplus (Deficit):</b>	<b>\$ 68,893.59</b>	<b>\$ 76,419.40</b>	<b>\$ 58,817.13</b>	<b>108,239.76</b>
<b>Net Revenue:</b>	<b>26.33%</b>	<b>35.28%</b>	<b>22.32%</b>	<b>34.67%</b>
<b>Center: 61 - HELLER NATURE CENTER</b>				
Revenue	\$ 186,872.00	\$ 193,251.88	\$ 357,928.25	238,908.13
Expense	\$ 494,471.27	\$ 312,959.32	\$ 625,442.22	430,501.30
<b>Center: 61 - HELLER NATURE CENTER Surplus (Deficit):</b>	<b>\$ (307,599.27)</b>	<b>\$ (119,707.44)</b>	<b>\$ (267,513.97)</b>	<b>\$ (191,593.17)</b>
<b>Net Revenue:</b>	<b>-164.60%</b>	<b>-61.94%</b>	<b>-74.74%</b>	<b>-80.20%</b>
<b>Center: 74 - HPCC LEARNING CENTER</b>				
Revenue	\$ 443,830.00	\$ 458,996.52	\$ 585,953.00	436,933.17
Expense	\$ 440,395.37	\$ 308,638.00	\$ 538,786.24	347,246.16
<b>Center: 74 - HPCC LEARNING CENTER Surplus (Deficit):</b>	<b>\$ 3,434.63</b>	<b>\$ 150,358.52</b>	<b>\$ 47,166.76</b>	<b>89,687.01</b>
<b>Net Revenue:</b>	<b>0.77%</b>	<b>32.76%</b>	<b>8.05%</b>	<b>20.53%</b>
<b>Center: 76 - HPCC BUILDING</b>				
Revenue	\$ 36,703.68	\$ 18,351.84	\$ 38,874.58	19,436.39
Expense	\$ 36,703.68	\$ 17,025.21	\$ 38,872.78	20,595.26
<b>Center: 76 - HPCC BUILDING Surplus (Deficit):</b>	<b>\$ -</b>	<b>\$ 1,326.63</b>	<b>\$ 1.80</b>	<b>\$ (1,158.87)</b>
<b>Net Revenue:</b>	<b>0.00%</b>	<b>7.23%</b>	<b>0.00%</b>	<b>-5.96%</b>
<b>Fund: 29 - RECREATION Surplus (Deficit):</b>	<b>\$ (473,097.75)</b>	<b>\$ 5,038,974.25</b>	<b>\$ 68,096.89</b>	<b>4,954,609.53</b>
<b>Net Revenue:</b>	<b>-3.76%</b>	<b>41.04%</b>	<b>0.43%</b>	<b>35.49%</b>
<b>Report Surplus (Deficit):</b>	<b>\$ (473,097.75)</b>	<b>\$ 5,038,974.25</b>	<b>\$ 68,096.89</b>	<b>4,954,609.53</b>
<b>Net Revenue:</b>	<b>-3.76%</b>	<b>41.04%</b>	<b>0.43%</b>	<b>35.49%</b>



Sunset Valley Golf Course

	<b>2021</b>	<b>2021</b>	<b>2022</b>	<b>2022</b>
	<b>Budget</b>	<b>YTD Activity</b>	<b>Budget</b>	<b>YTD Activity</b>
Revenue	1,523,335.00	2,075,448.36	1,689,725.00	1,926,556.36
Expense	1,291,808.39	985,408.63	1,447,847.36	1,144,504.27
<b>Report Surplus (Deficit):</b>	<b>231,526.61</b>	<b>1,090,039.73</b>	<b>241,877.64</b>	<b>782,052.09</b>

Recreation Center of HP

	<b>2021</b>	<b>2021</b>	<b>2022</b>	<b>2022</b>
	<b>Budget</b>	<b>YTD Activity</b>	<b>Budget</b>	<b>YTD Activity</b>
Revenue	916,684.00	628,240.89	1,645,620.00	887,644.69
Expense	1,509,062.67	830,391.82	1,895,788.37	1,115,962.54
<b>Report Surplus (Deficit):</b>	<b>(592,378.67)</b>	<b>(202,150.93)</b>	<b>(250,168.37)</b>	<b>(228,317.85)</b>

Deer Creek Raquet Club

	<b>2021</b>	<b>2021</b>	<b>2022</b>	<b>2022</b>
	<b>Budget</b>	<b>YTD Activity</b>	<b>Budget</b>	<b>YTD Activity</b>
Revenue	1,228,430.75	1,244,135.81	1,542,288.10	1,591,962.62
Expense	1,133,793.24	775,381.98	1,268,703.32	885,500.33
<b>Report Surplus (Deficit):</b>	<b>94,637.51</b>	<b>468,753.83</b>	<b>273,584.78</b>	<b>706,462.29</b>

Park District of Highland Park  
Investment Schedule  
September 30, 2022

30-Sep-22

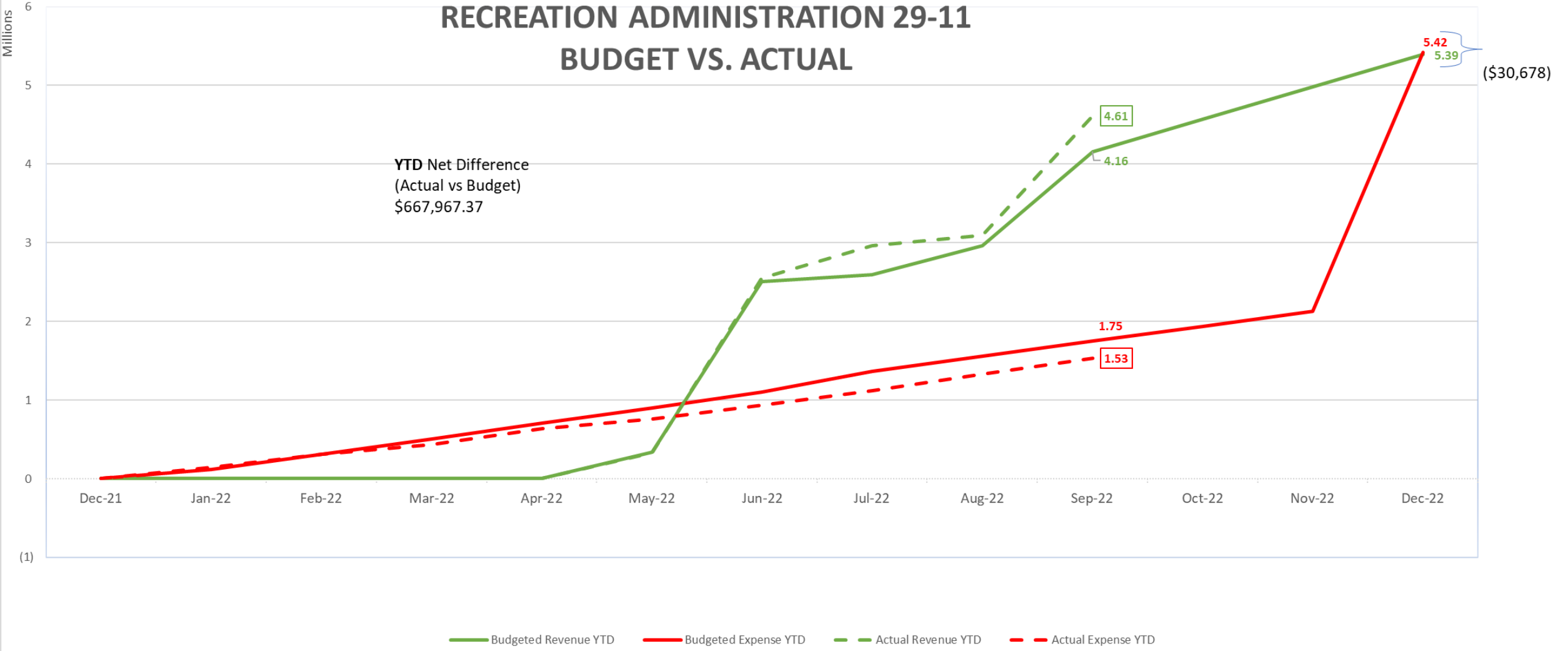
Security	Type		Purchase Date	Maturity Date	Interest Rate	Purchase Price	Monthly Interest	Expected Interest
First Bank of Highland Park	CD	1,000,000.00	6/27/22	5/26/23	1.50%	1,000,000.00	1,250.00	15,000.00
PMA Financial Securities	Limited Series	1,000,000.00	7/29/21		0.30%	1,000,000.00	250.00	(11,402.28)
		2,000,000.00				2,000,000.00	1,500.00	3,597.72



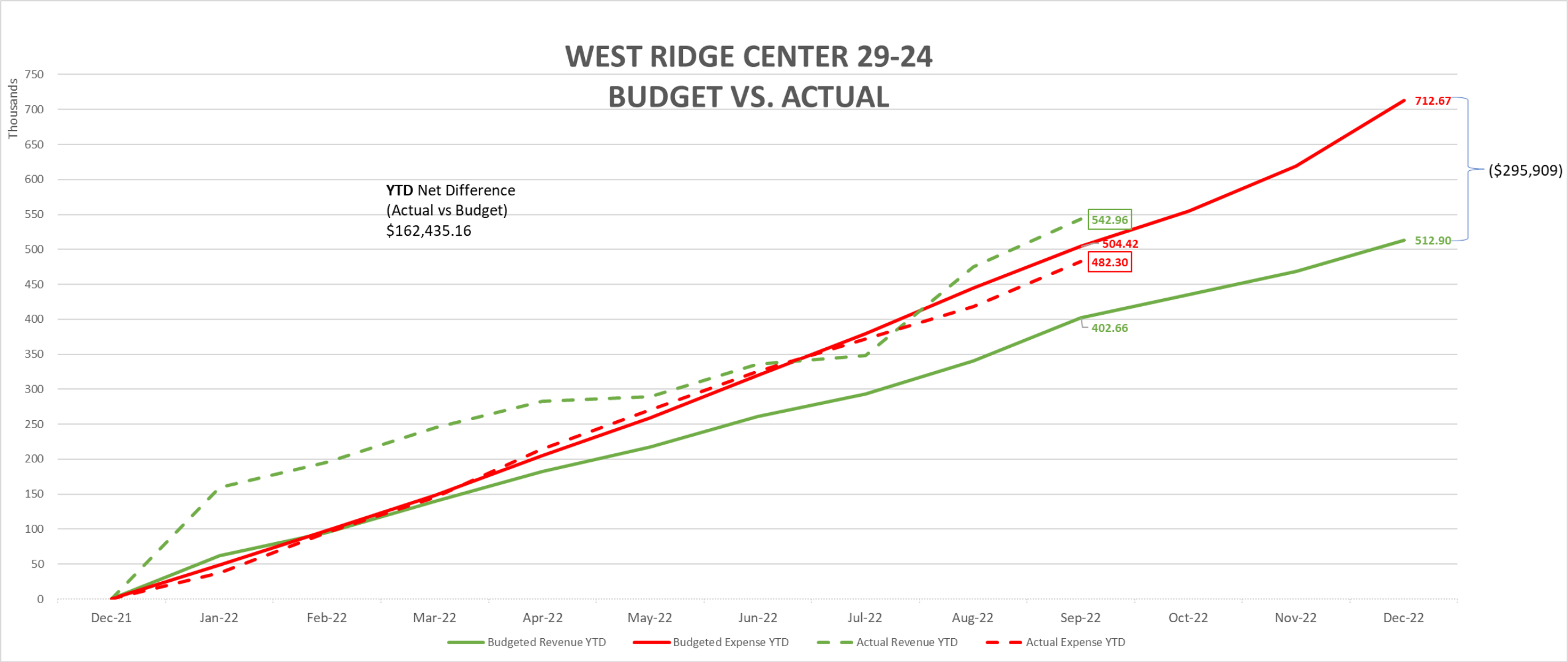
# Revenue and Expense Charts by Center – September 2022

# RECREATION ADMINISTRATION 29-11

## BUDGET VS. ACTUAL



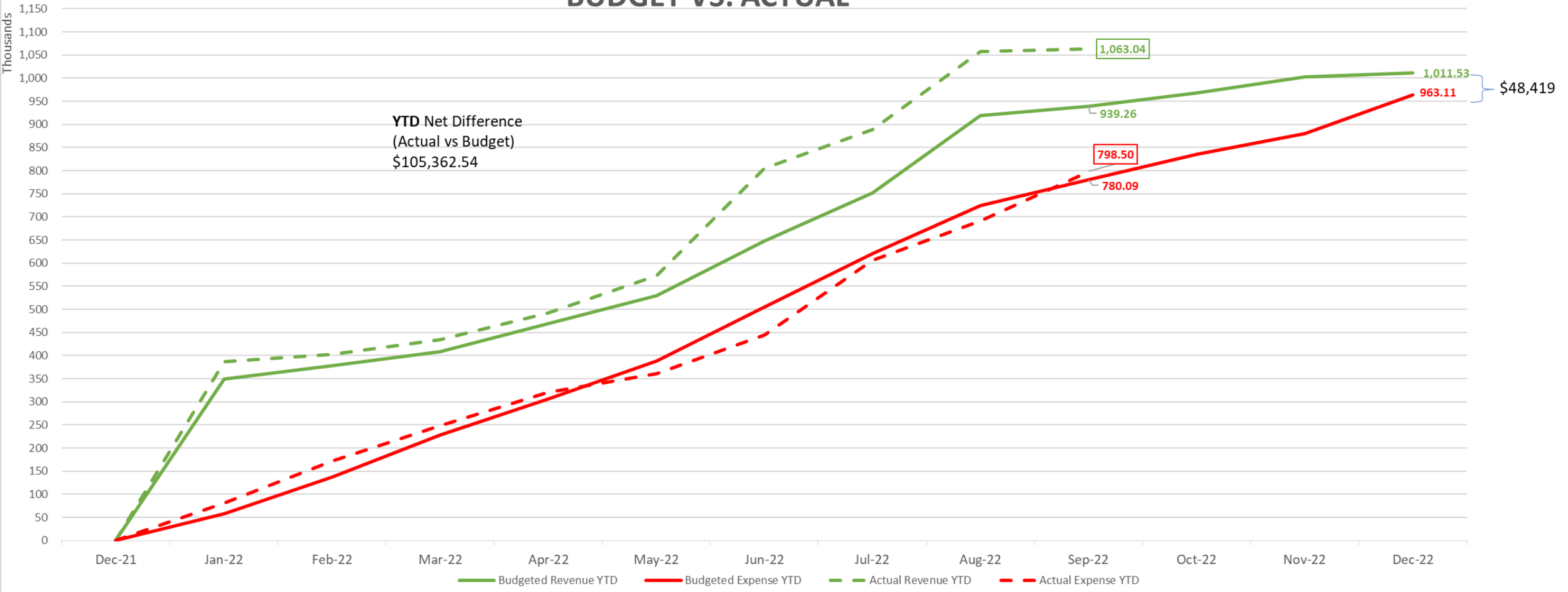
# WEST RIDGE CENTER 29-24 BUDGET VS. ACTUAL



(\$295,909)

# ATHLETICS 29-26

## BUDGET VS. ACTUAL



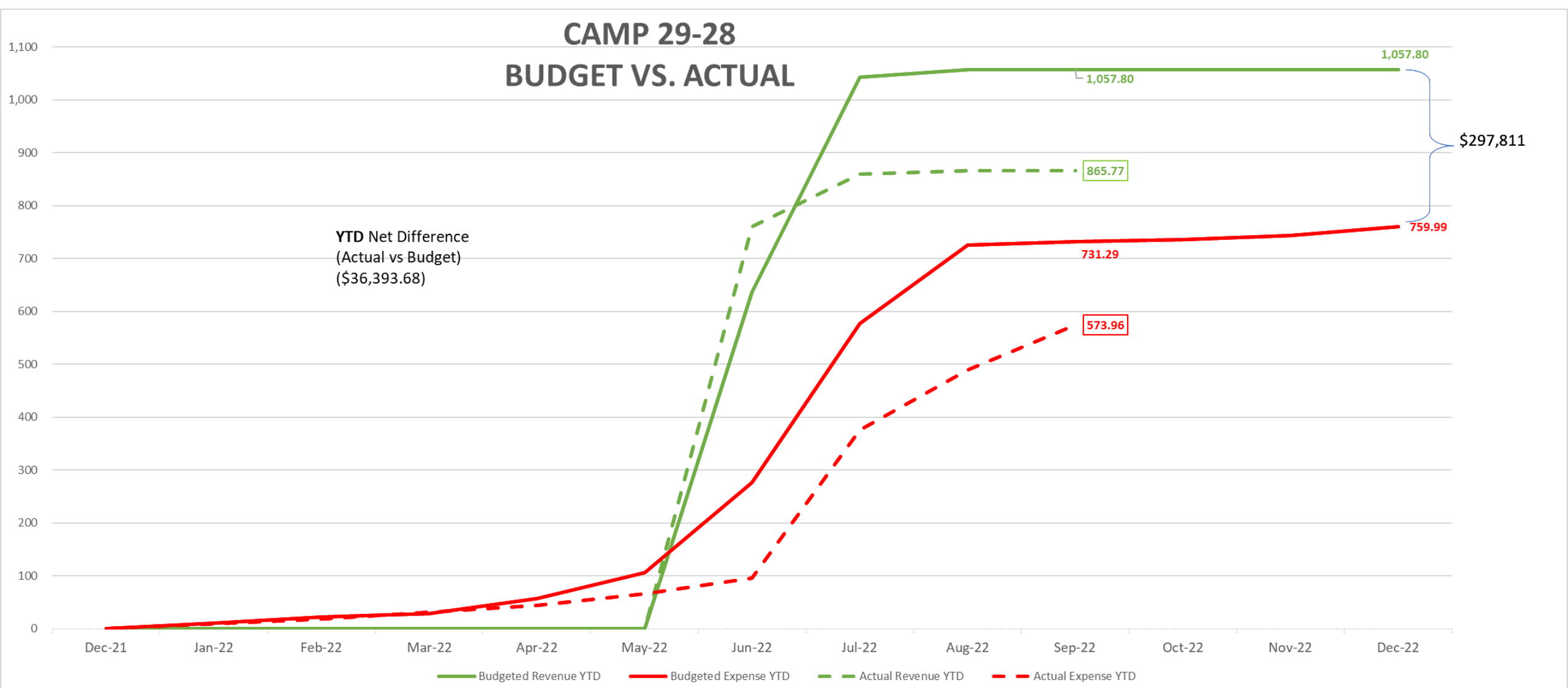


# CAMP 29-28

## BUDGET VS. ACTUAL

YTD Net Difference  
(Actual vs Budget)  
(\$36,393.68)

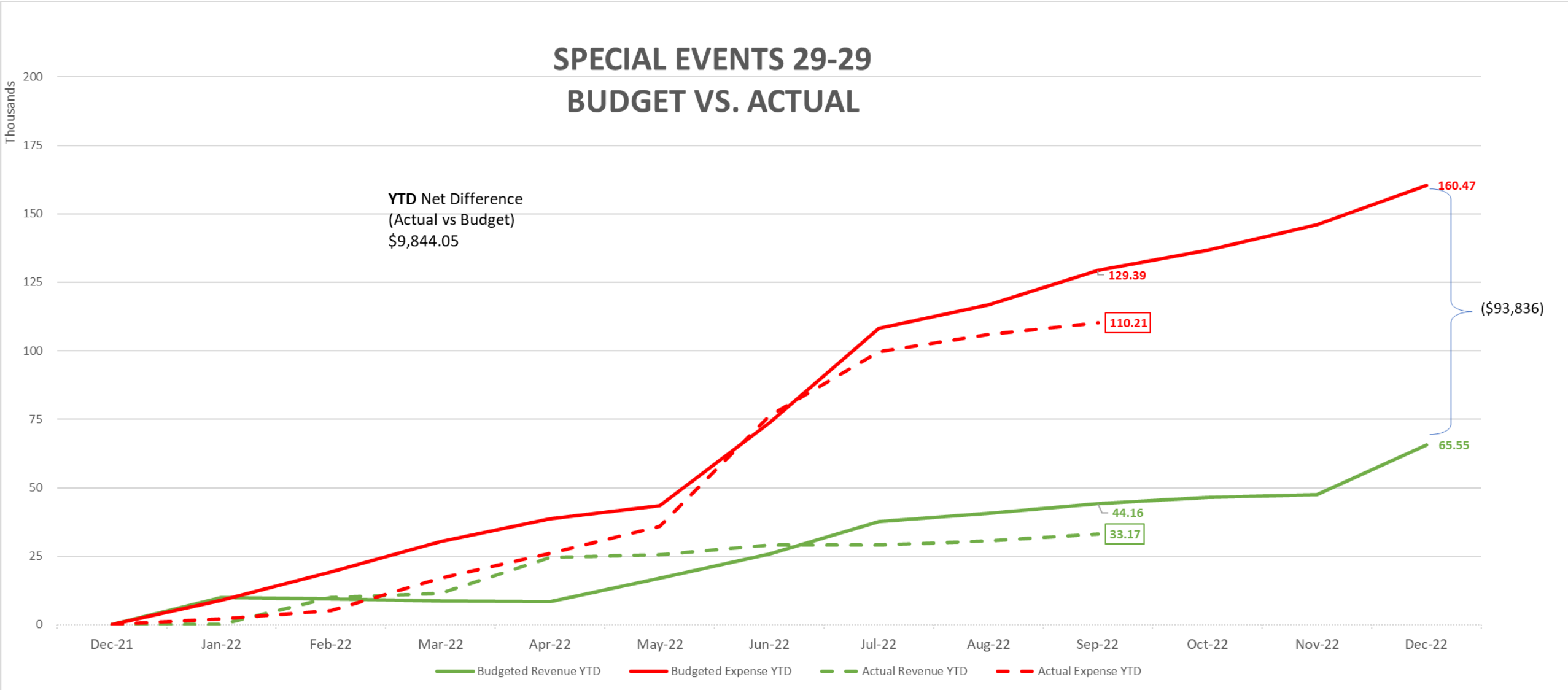
\$297,811



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

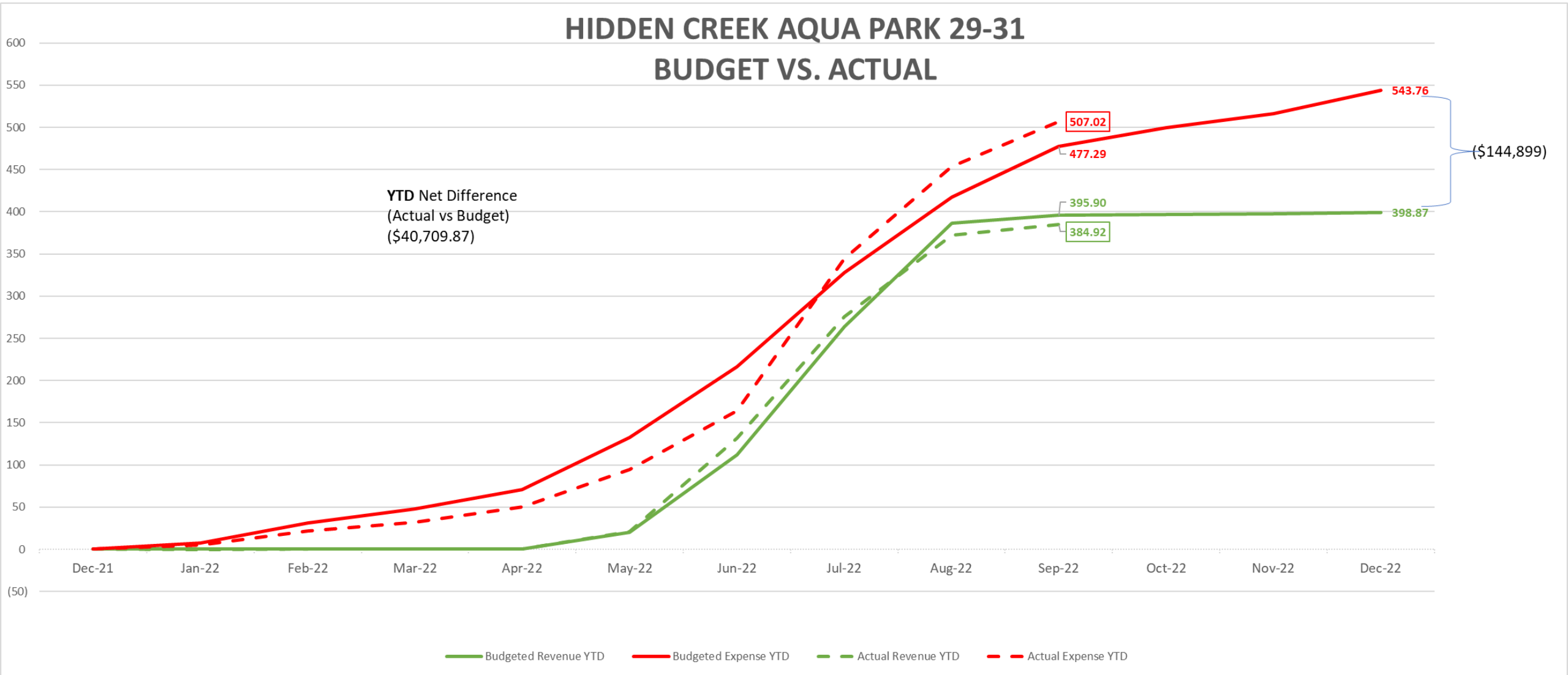
# SPECIAL EVENTS 29-29

## BUDGET VS. ACTUAL



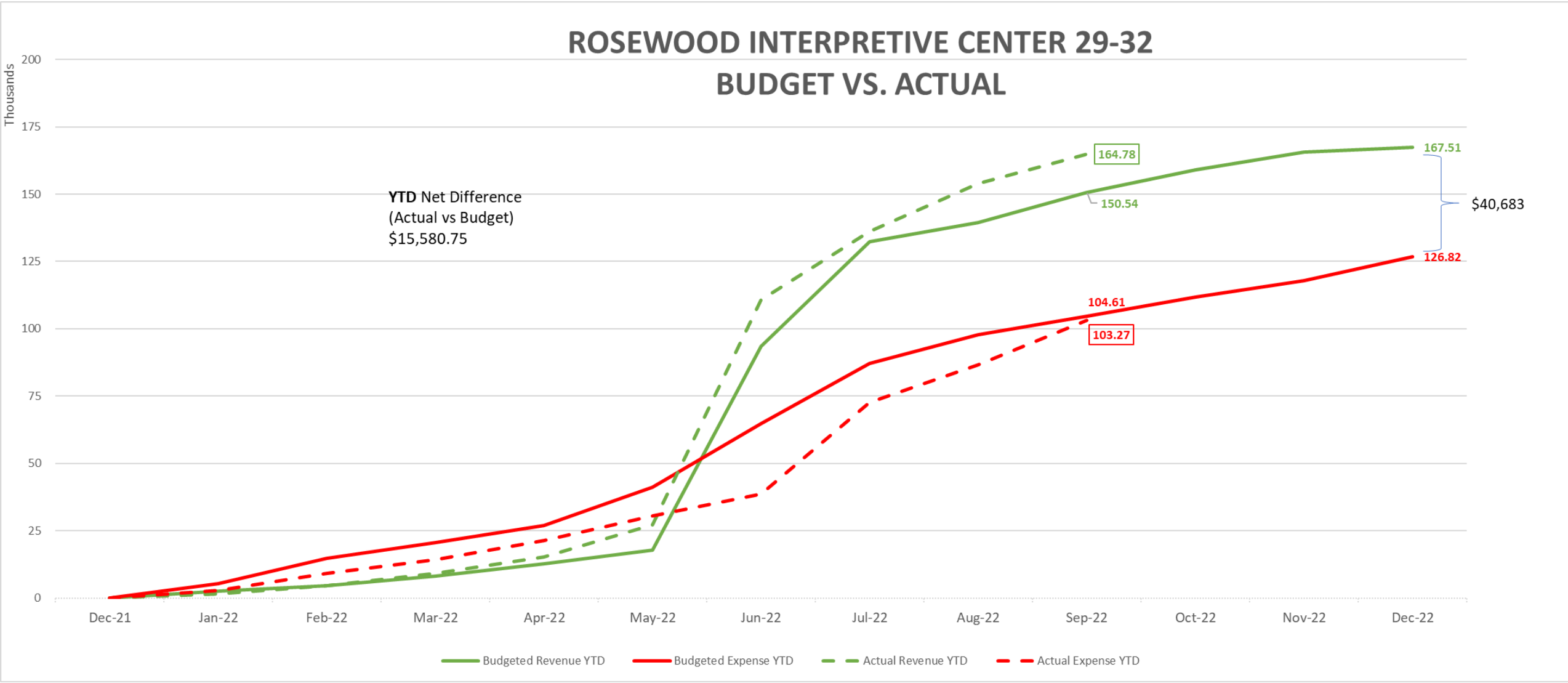
# HIDDEN CREEK AQUA PARK 29-31

## BUDGET VS. ACTUAL



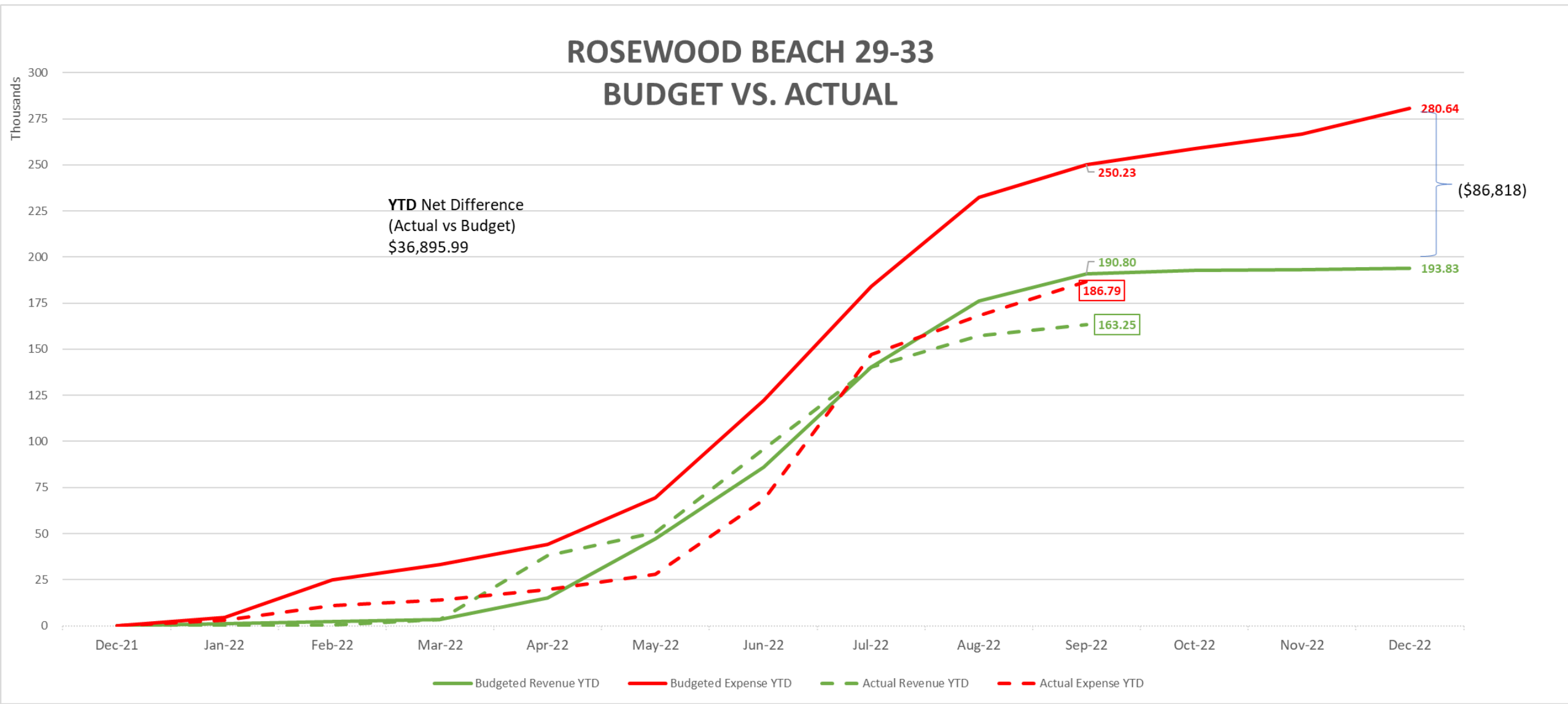
# ROSEWOOD INTERPRETIVE CENTER 29-32

## BUDGET VS. ACTUAL



# ROSEWOOD BEACH 29-33

## BUDGET VS. ACTUAL



# PARK AVENUE 29-34 BUDGET VS. ACTUAL

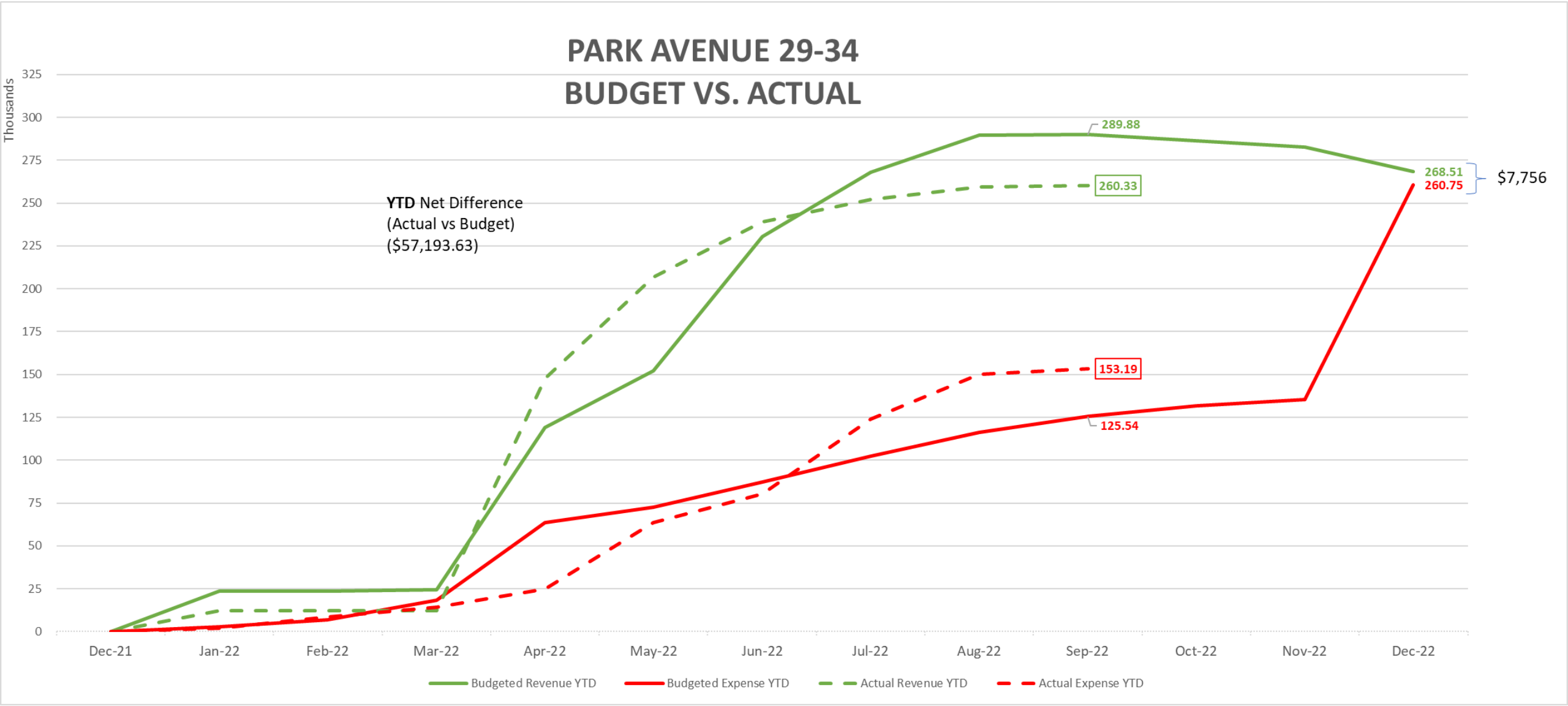
Thousands

YTD Net Difference  
(Actual vs Budget)  
(\$57,193.63)

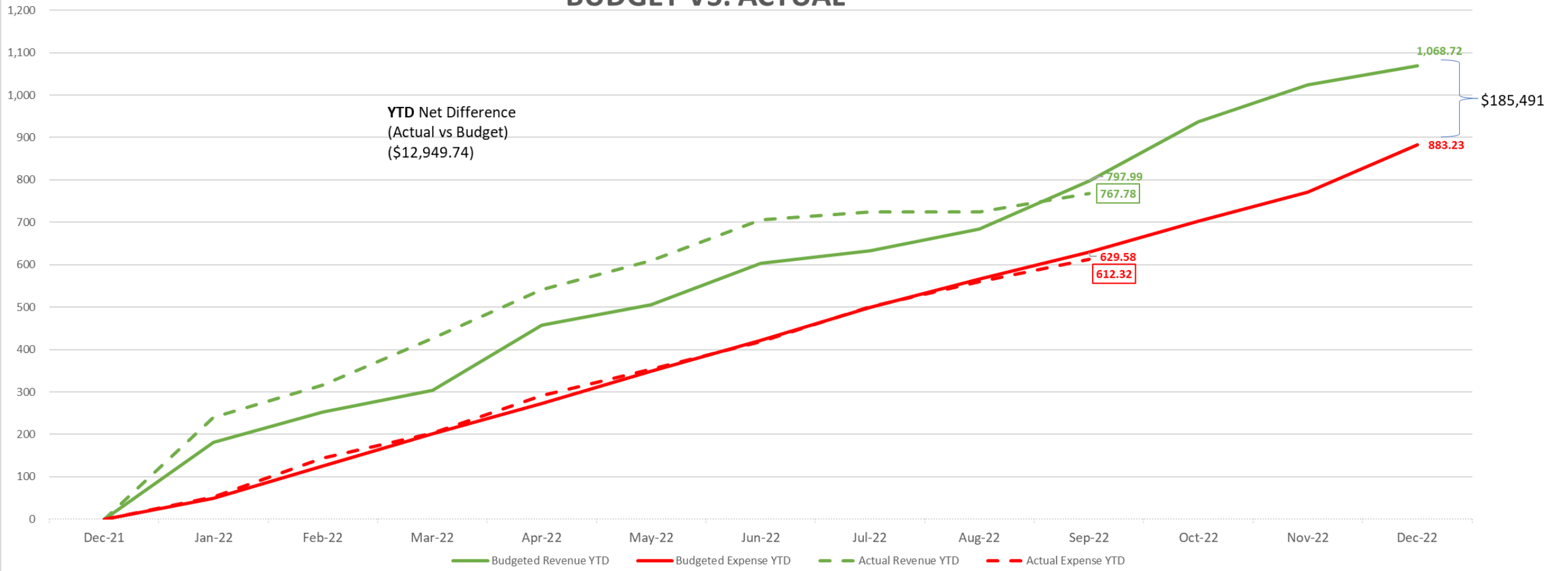
\$7,756

Dec-21 Jan-22 Feb-22 Mar-22 Apr-22 May-22 Jun-22 Jul-22 Aug-22 Sep-22 Oct-22 Nov-22 Dec-22

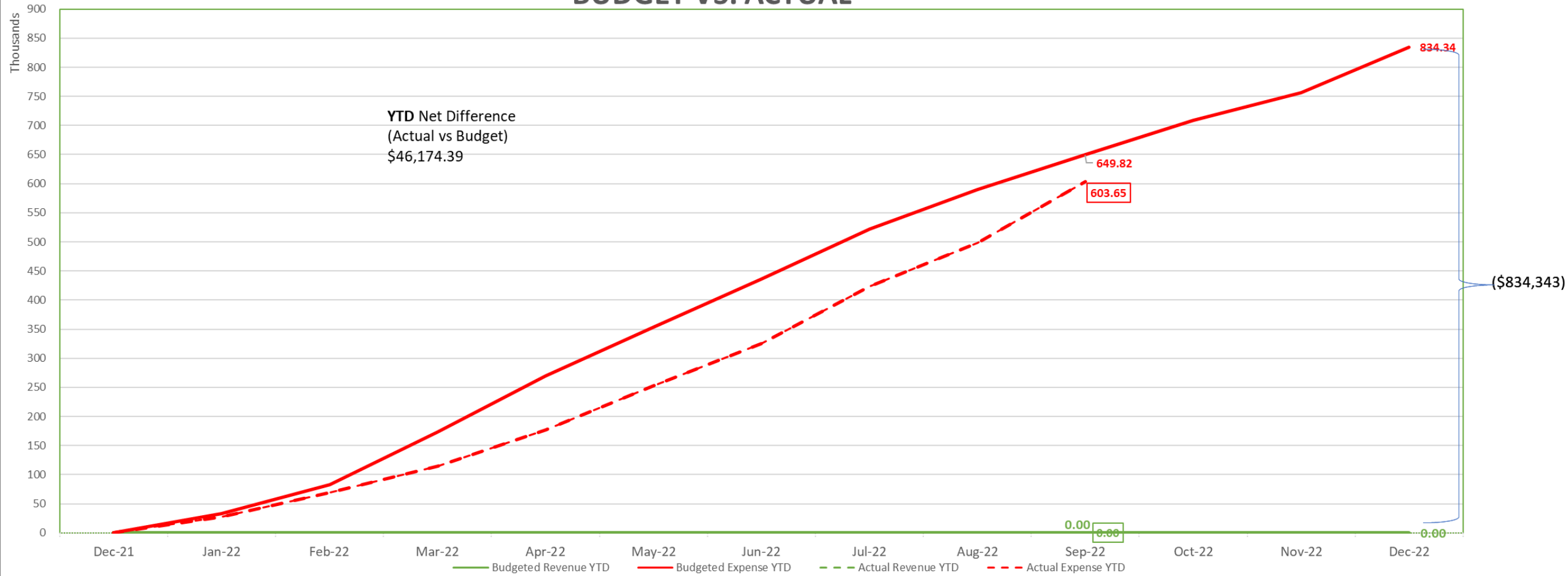
— Budgeted Revenue YTD — Budgeted Expense YTD — Actual Revenue YTD — Actual Expense YTD



# CENTENNIAL 29-38 BUDGET VS. ACTUAL



# MAINTENANCE 29-41 BUDGET VS. ACTUAL





# SUNSET VALLEY 29-42

## BUDGET VS. ACTUAL

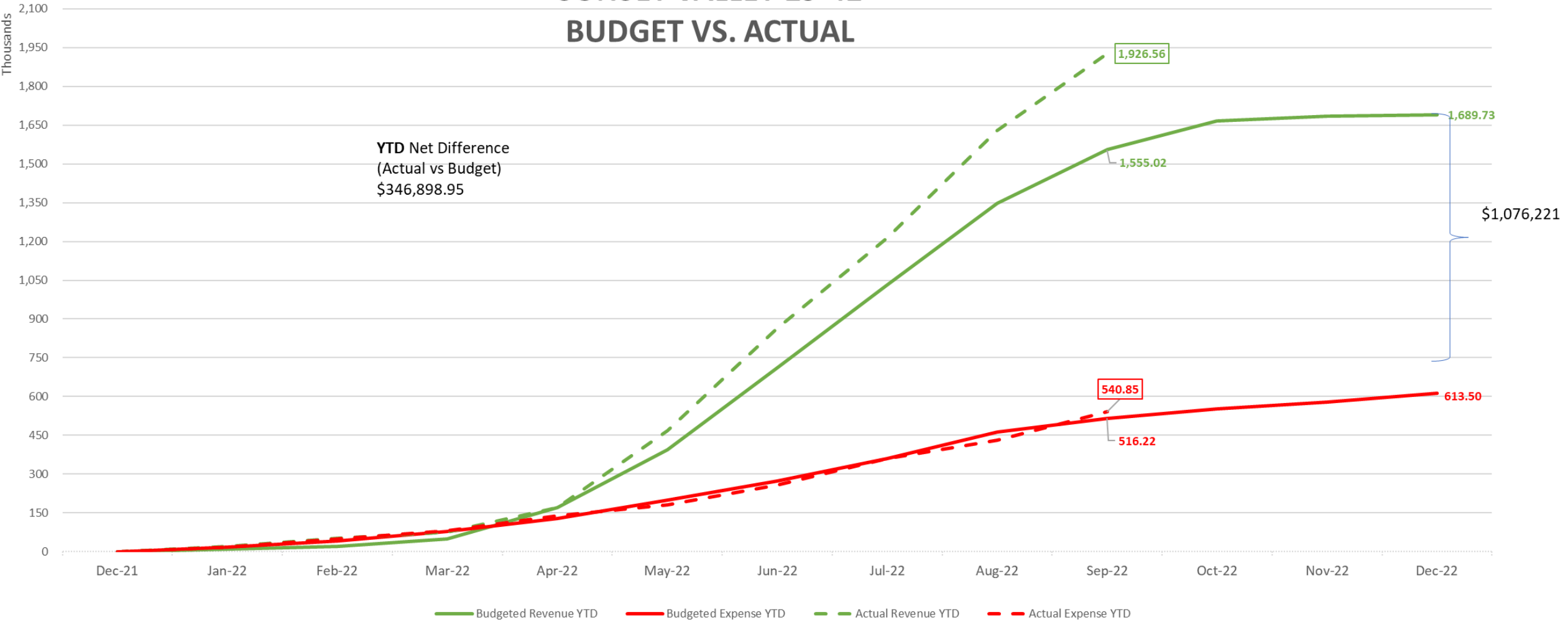
Thousands

**YTD Net Difference  
(Actual vs Budget)  
\$346,898.95**

**\$1,076,221**

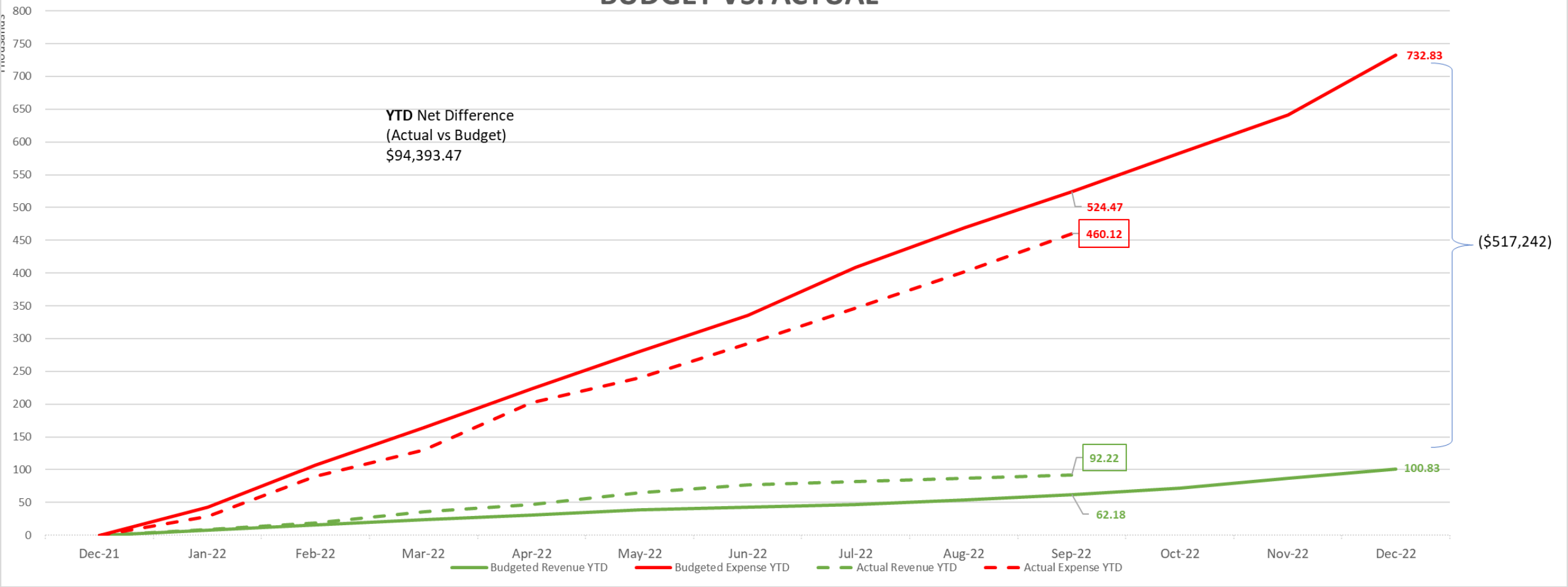
Dec-21    Jan-22    Feb-22    Mar-22    Apr-22    May-22    Jun-22    Jul-22    Aug-22    Sep-22    Oct-22    Nov-22    Dec-22

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



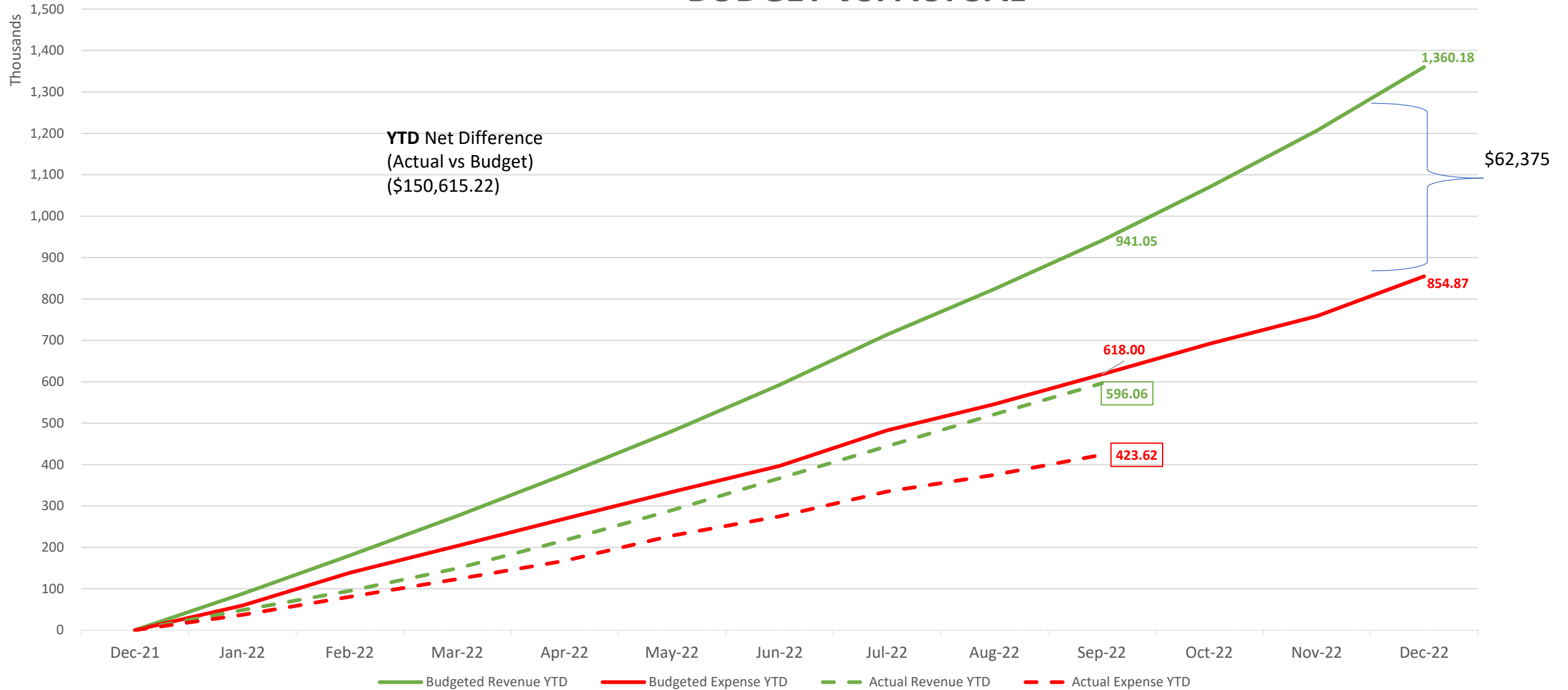
# REC CENTER ADMIN 29-49

## BUDGET VS. ACTUAL



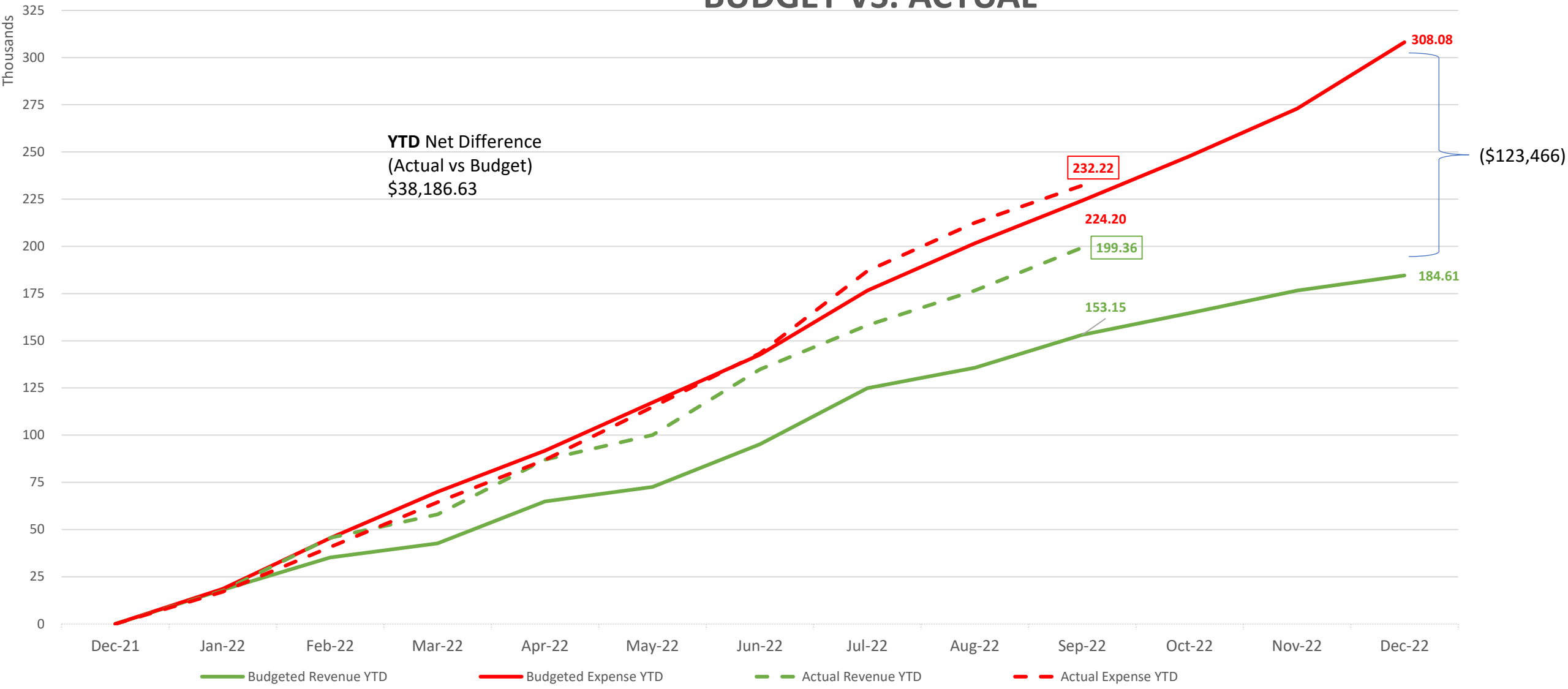
# RECREATION CENTER FITNESS 29-51

## BUDGET VS. ACTUAL



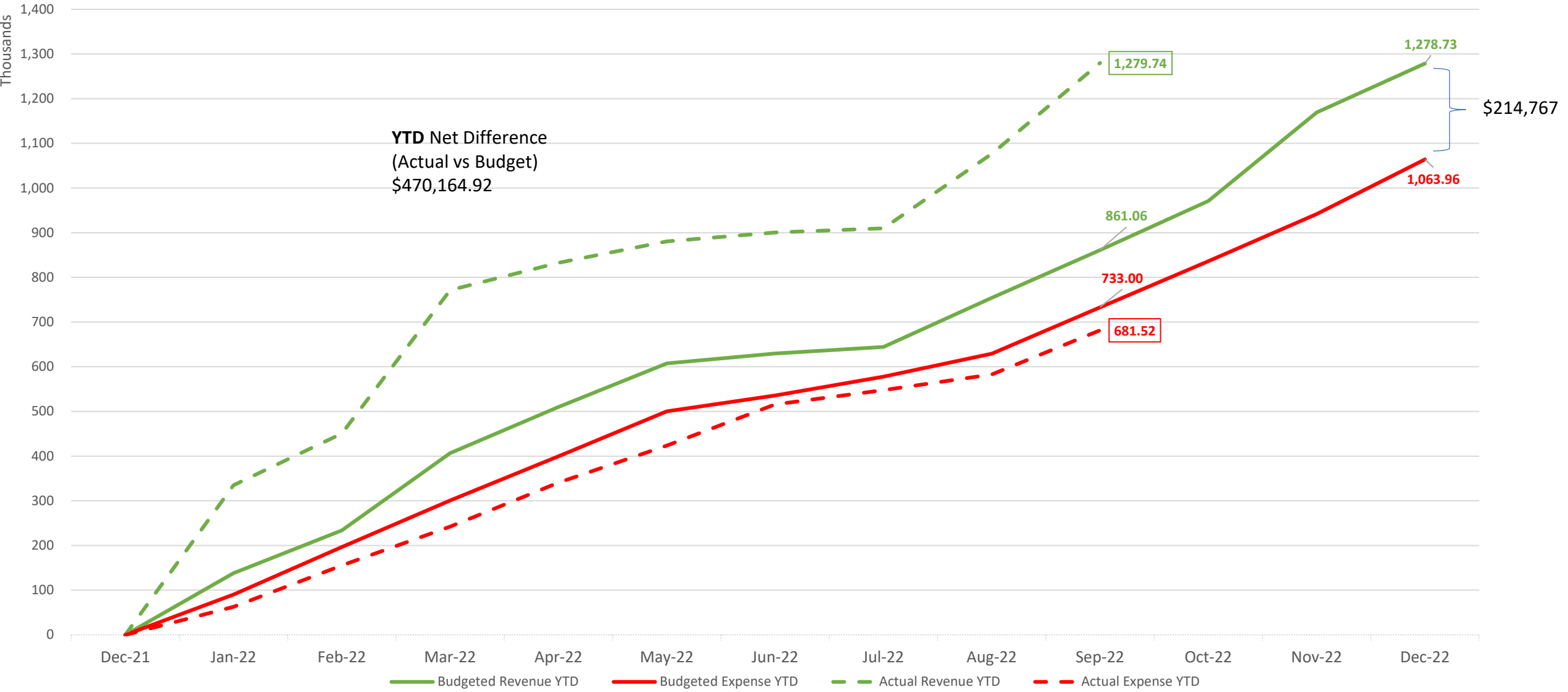
# RECREATION CENTER AQUATICS 29-53

## BUDGET VS. ACTUAL



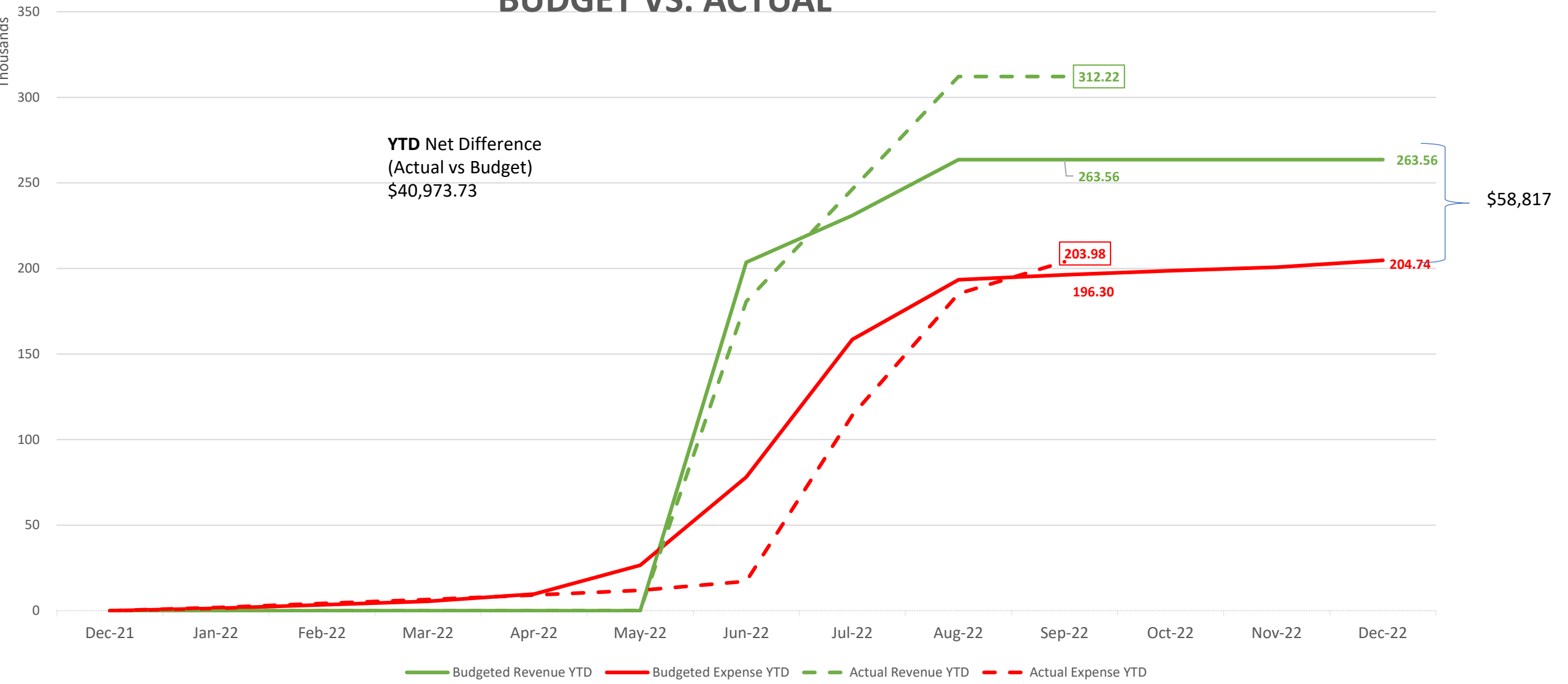
# INDOOR TENNIS 29-55

## BUDGET VS. ACTUAL



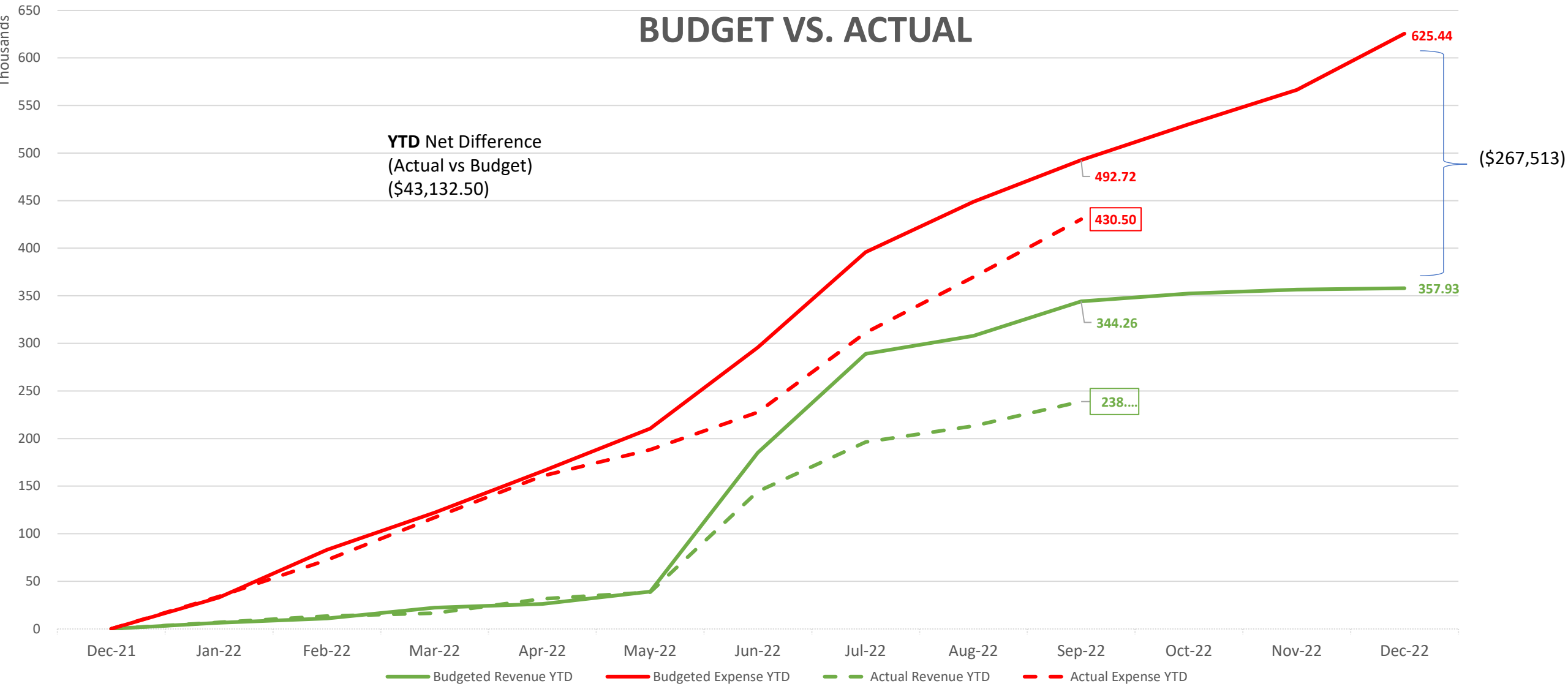
# OUTDOOR TENNIS 29-56

## BUDGET VS. ACTUAL



# HELLER NATURE CENTER 29-61

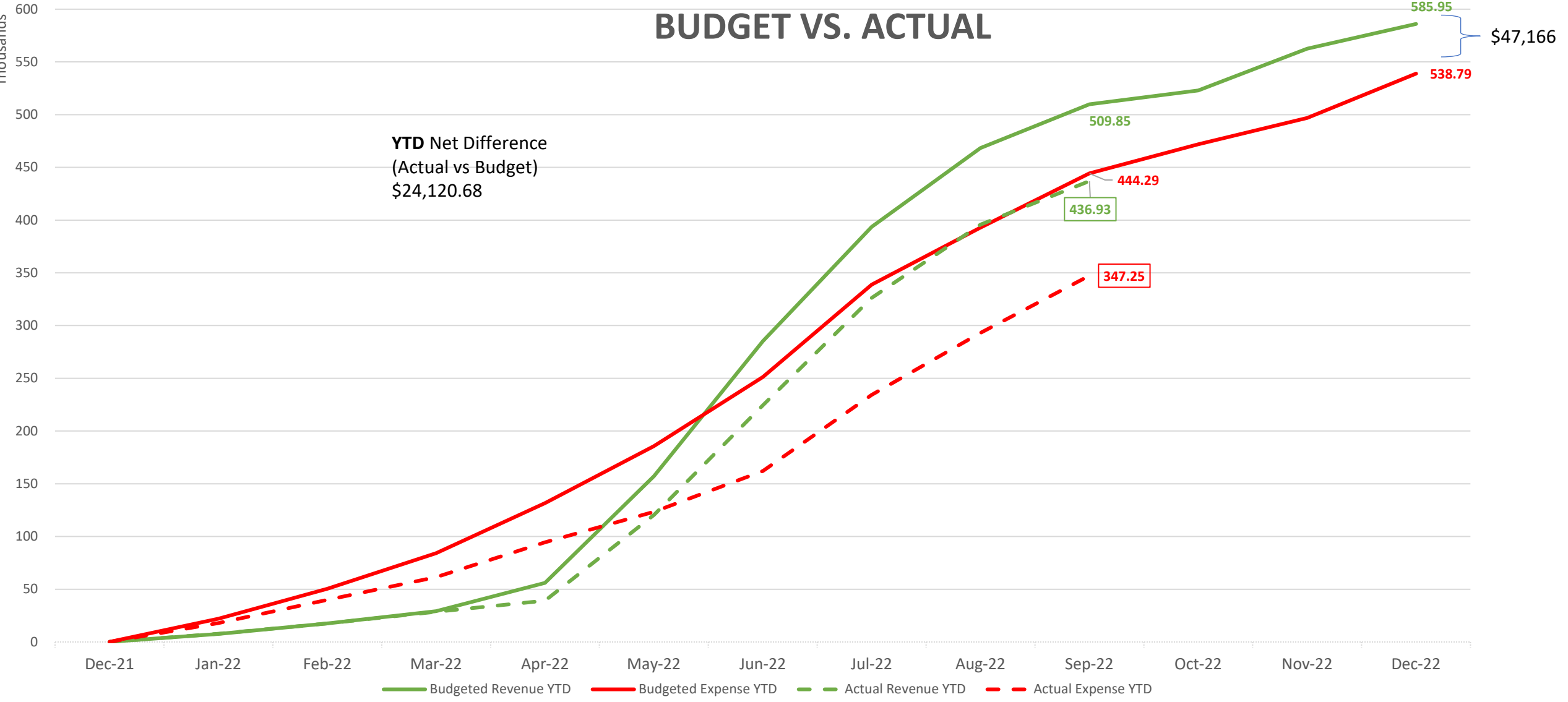
## BUDGET VS. ACTUAL



# HPCC LEARNING CENTER 29-74

## BUDGET VS. ACTUAL

Thousands



**YTD Net Difference  
(Actual vs Budget)  
\$24,120.68**

**\$47,166**

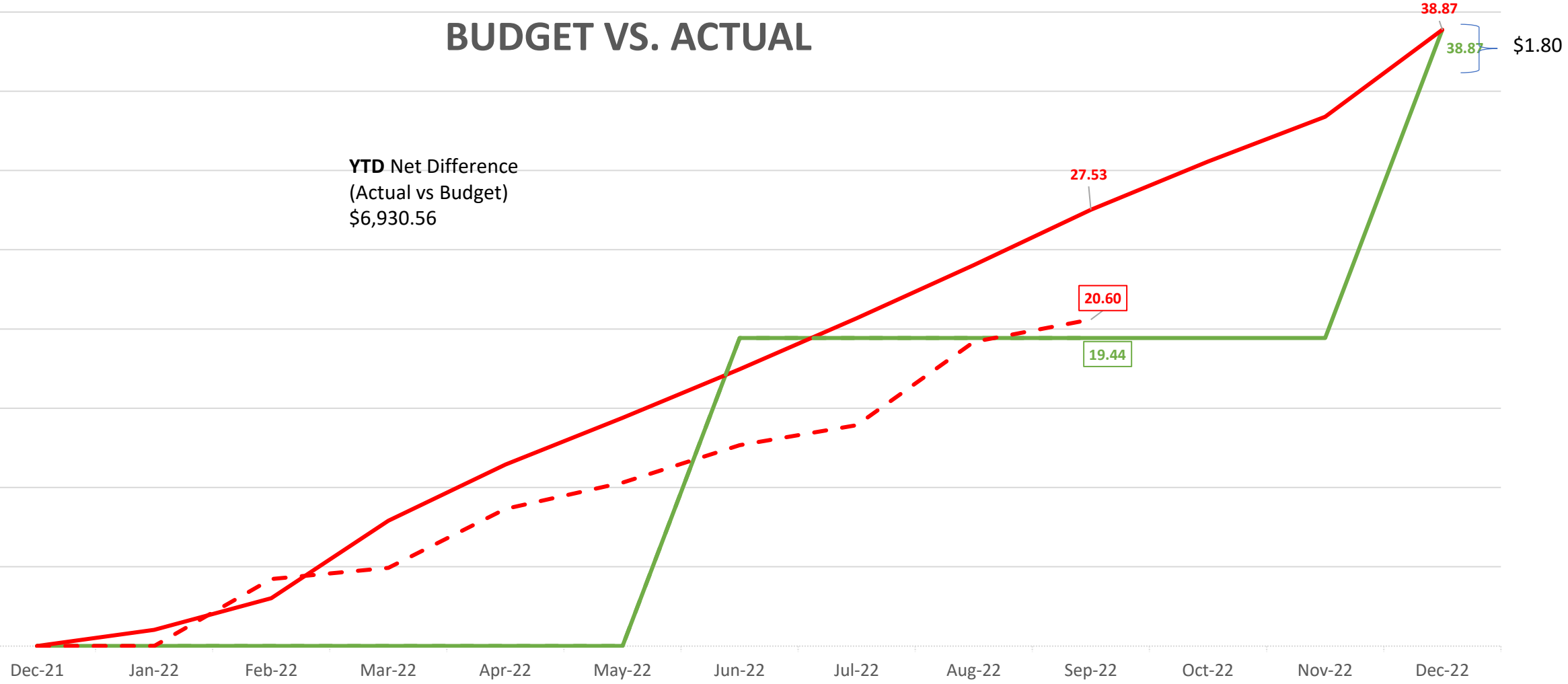
— Budgeted Revenue YTD    — Budgeted Expense YTD    - - - Actual Revenue YTD    - - - Actual Expense YTD



# HPCC BUILDING 29-76

## BUDGET VS. ACTUAL

**YTD Net Difference**  
(Actual vs Budget)  
\$6,930.56

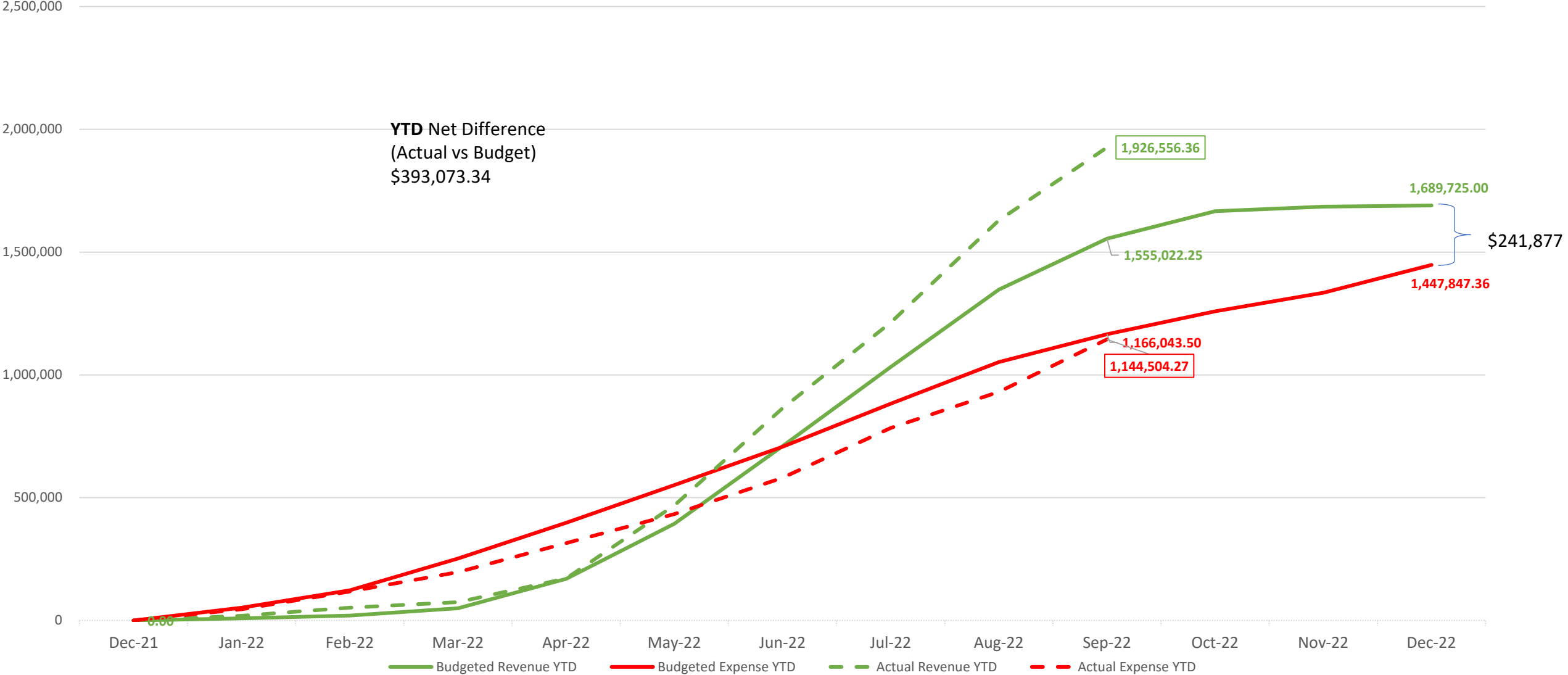


— Budgeted Revenue YTD   
 — Budgeted Expense YTD   
 - - - Actual Revenue YTD   
 - - - Actual Expense YTD

\$1.80

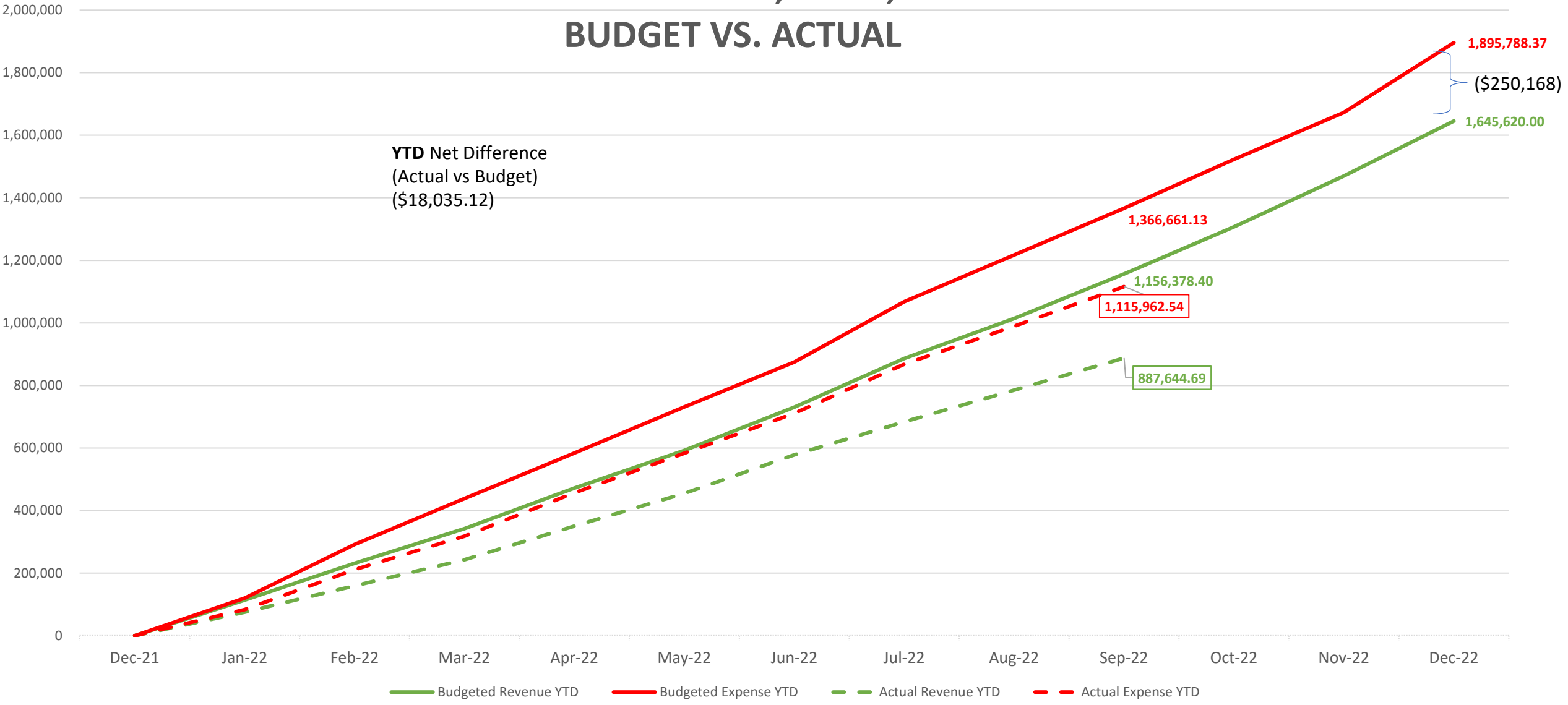
# SUNSET VALLEY 29-41 and 42

## BUDGET VS. ACTUAL



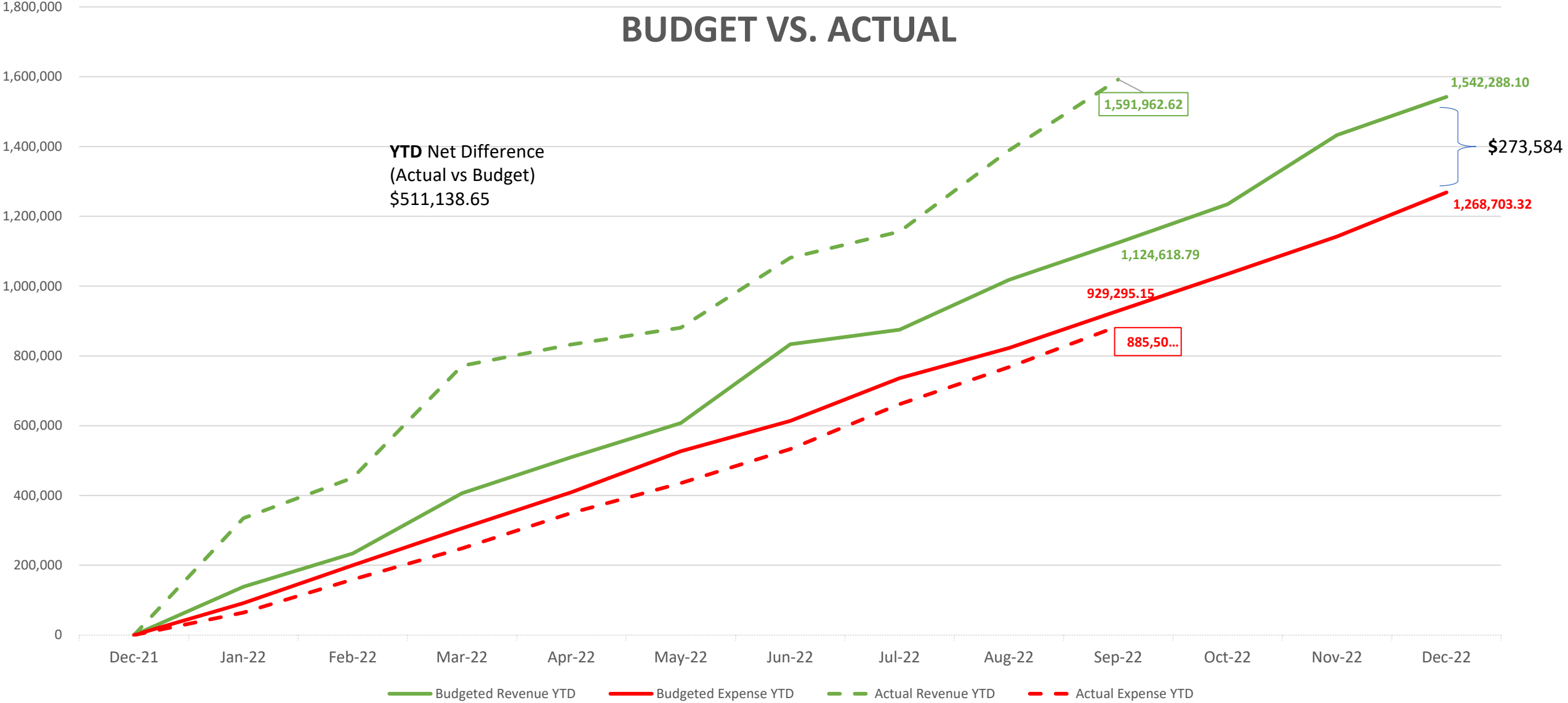
# RECREATION 29-49, 29-51, 29-53

## BUDGET VS. ACTUAL



# DEER CREEK RAQUET CLUB 29-55 and 56

## BUDGET VS. ACTUAL





2022

FINANCIAL  
FORECASTS  
AND  
TREASURER'S  
REPORT

9/30/22

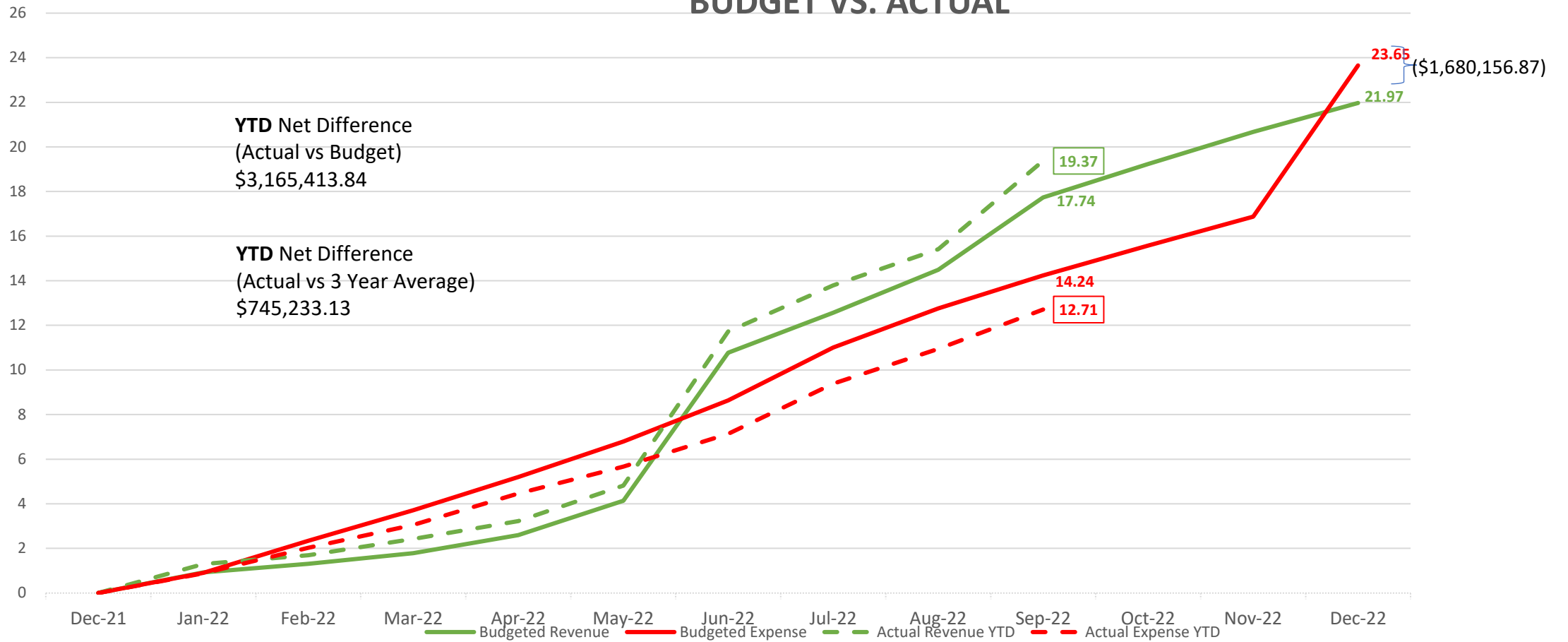
# OPERATIONS (GENERAL AND RECREATION FUNDS)

## PROJECTED CASH FLOW/OPERATIONS

	BUDGETED	BUDGETED	BUDGETED	BUDGETED
	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER
Month End Projected Cash on Hand (Actual for September)	19,369,684	22,838,261	26,634,122	29,628,703
2022 Budgeted Cash on Hand	15,552,115	19,207,692	23,003,553	25,998,134
25% Fund Balance Reserve per Budget	4,743,979	4,743,979	4,743,979	4,743,979

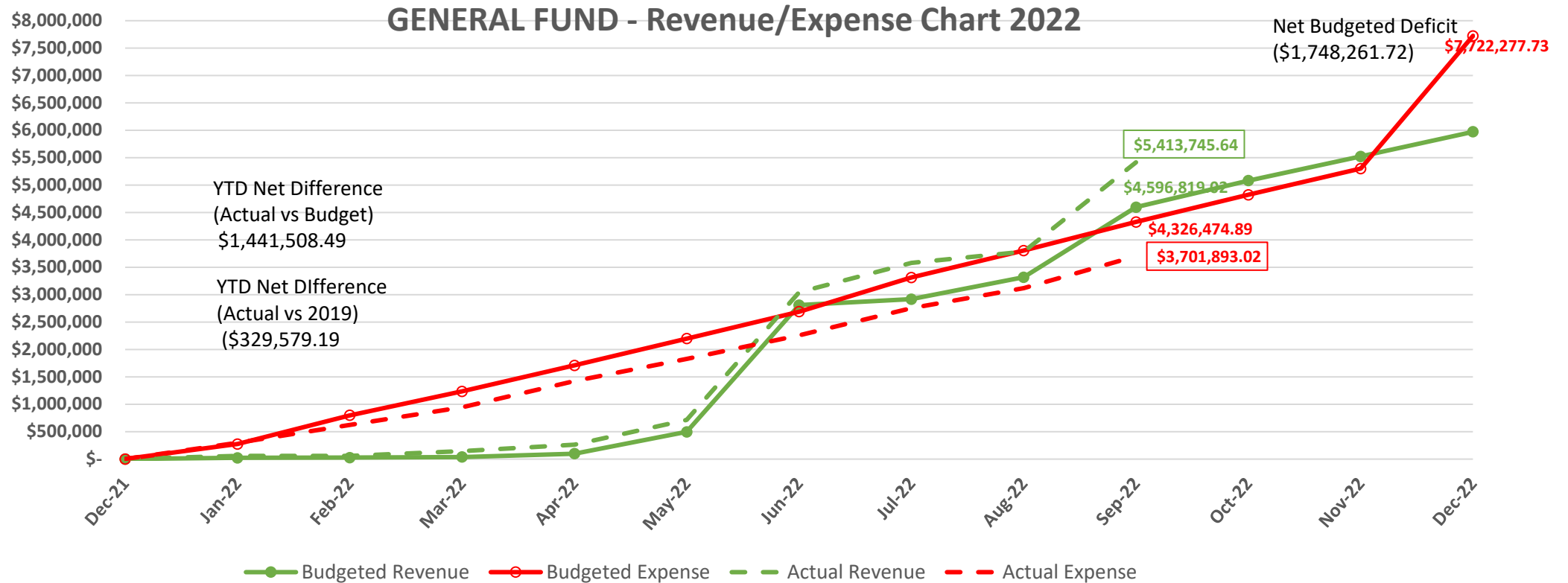
# Actuals 9/30/22

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



<b>Budgeted Revenue</b>	0.00	926,937.56	1,307,687.64	1,783,973.15	2,598,120.70	4,132,368.39	10,775,670.25	12,569,491.39	14,493,255.18	17,736,382.22	19,235,419.01	20,669,391.83	21,970,497.87
<b>Budgeted Expense</b>	0.00	905,910.94	2,342,543.28	3,708,238.26	5,200,385.79	6,786,169.01	8,638,415.76	11,002,609.51	12,761,820.27	14,235,263.04	15,579,842.23	16,873,530.77	23,650,654.74
<b>Actual Revenue YTD</b>	0.00	1,302,806.95	1,695,257.10	2,423,036.61	3,228,450.30	4,811,100.93	11,724,215.86	13,793,234.99	15,410,004.44	19,372,884.64	0.00	0.00	0.00
<b>Actual Expense YTD</b>	0.00	885,327.45	2,026,501.83	3,049,724.76	4,457,716.23	5,666,580.45	7,130,542.81	9,386,709.78	10,941,932.01	12,706,351.62	0.00	0.00	0.00
<b>Actual 2017-2019 Revenue</b>	0.00	1,377,396.71	1,778,206.76	2,313,788.27	3,140,807.68	3,742,909.82	11,082,358.30	12,195,678.26	13,377,813.31	18,300,843.04	0.00	0.00	0.00
<b>Actual 2017-2019 Expense</b>	0.00	503,136.29	1,693,414.13	3,071,473.76	4,438,462.32	4,860,985.28	7,295,128.68	8,889,506.56	10,876,027.10	12,379,543.15	0.00	0.00	0.00

# Actuals 9/30/22

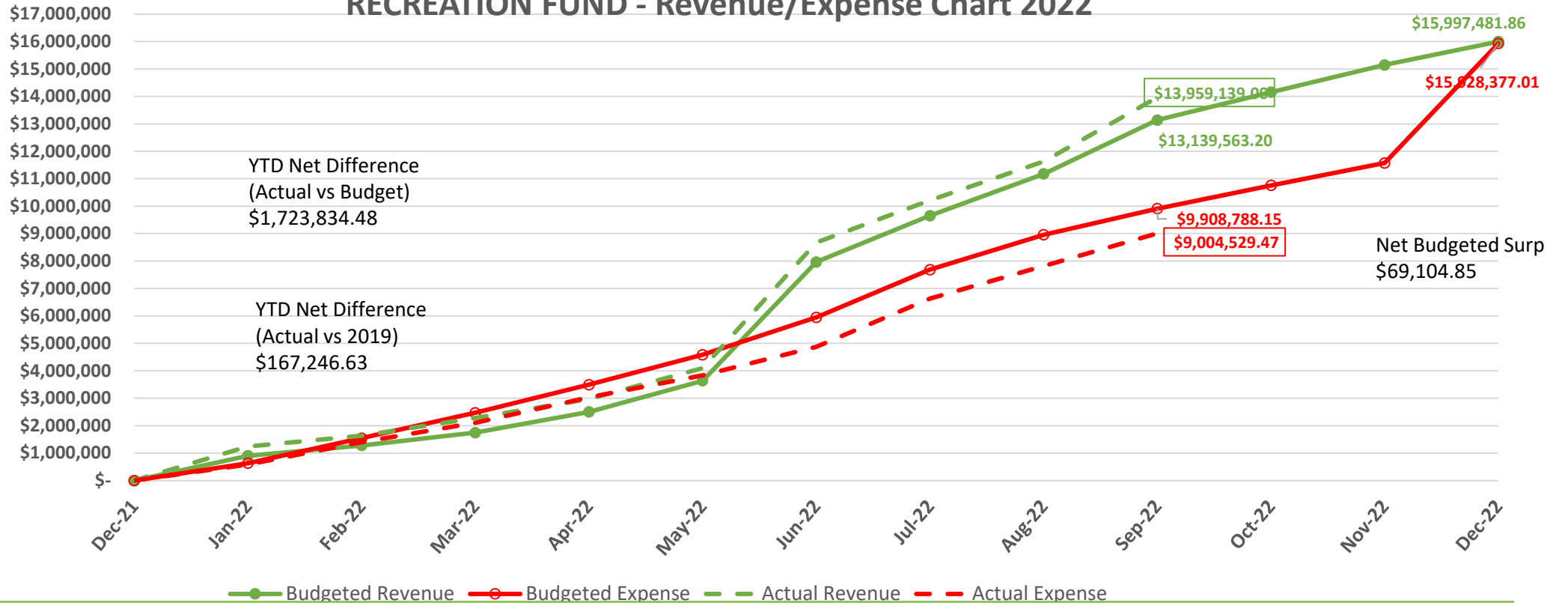


<b>Budgeted Revenue</b>	-	22,966.67	26,847.38	37,788.99	98,114.44	496,621.28	2,808,701.68	2,919,106.96	3,317,110.04	4,596,819.02	5,081,545.88	5,523,117.79	5,973,016.01
<b>Budgeted Expense</b>	-	275,347.16	798,791.52	1,236,422.04	1,708,504.66	2,199,381.25	2,689,487.43	3,314,156.79	3,805,645.92	4,326,474.89	4,823,232.36	5,299,872.97	7,722,277.73
<b>Actual Revenue</b>	-	57,314.91	59,603.00	145,941.47	260,611.79	716,566.00	3,047,519.32	3,582,187.88	3,785,548.96	5,413,745.64	-	-	-
<b>Actual Expense</b>	-	298,383.06	624,681.90	944,879.73	1,421,726.36	1,827,251.00	2,258,768.25	2,752,855.32	3,119,280.20	3,701,893.02	-	-	-
<b>2019 Actual Revenue</b>		48,658.45	95,247.28	138,216.90	212,264.18	408,938.82	3,057,700.66	3,224,233.65	3,207,481.41	5,477,557.73	5,641,831.58	5,769,016.09	6,779,987.11
<b>2019 Actual Expense</b>		118,936.38	504,715.14	972,784.18	1,337,124.37	1,749,436.73	2,152,071.28	2,527,758.40	3,065,852.26	3,436,125.92	3,918,961.61	4,329,423.72	5,856,010.99



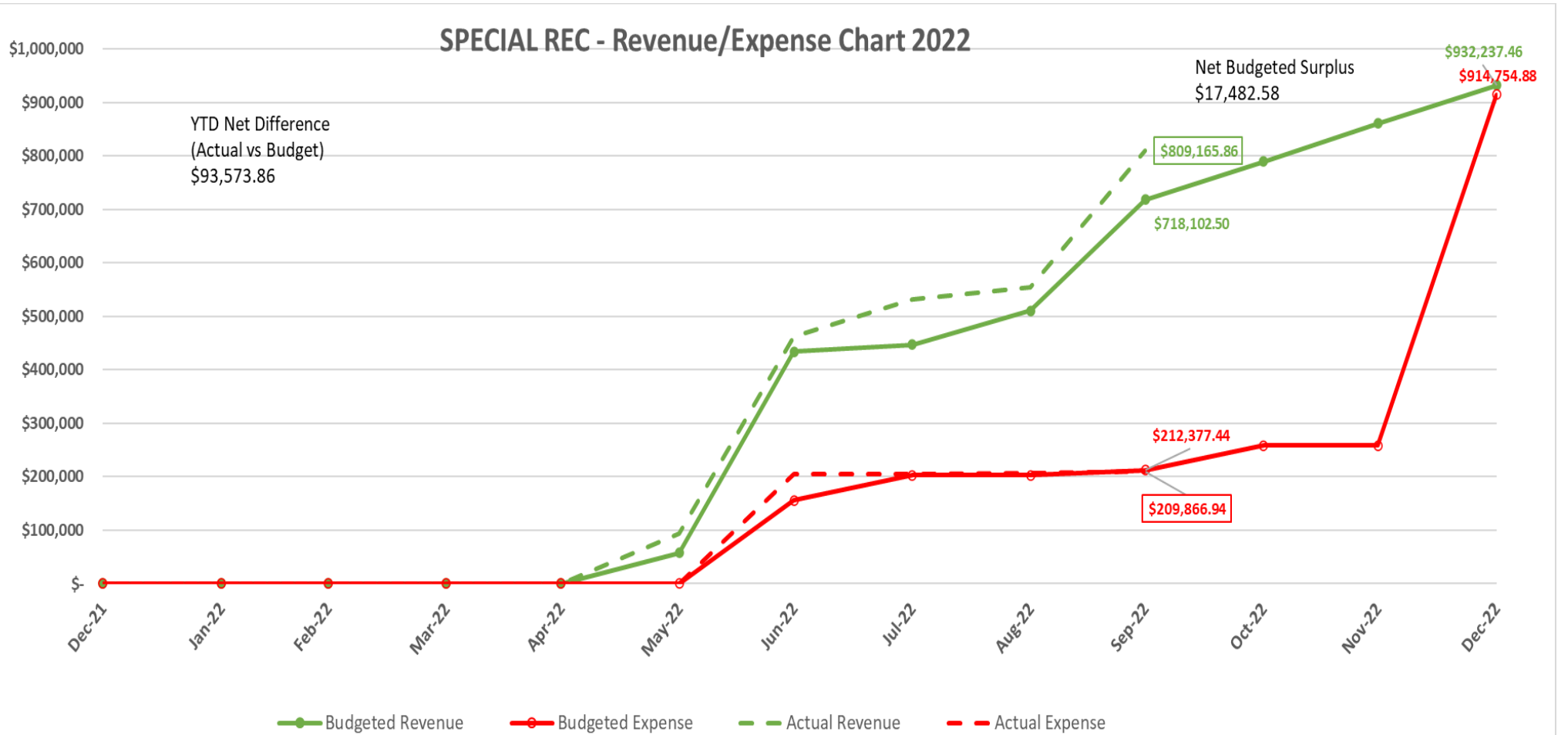
# Actuals 9/30/22

## RECREATION FUND - Revenue/Expense Chart 2022



Budgeted Revenue	-	903,970.89	1,280,840.26	1,746,184.16	2,500,006.26	3,635,747.11	7,966,968.57	9,650,384.43	11,176,145.14	13,139,563.20	14,153,873.13	15,146,274.04	15,997,481.86
Budgeted Expense	-	630,563.78	1,543,751.76	2,471,816.22	3,491,881.13	4,586,787.76	5,948,928.33	7,688,452.72	8,956,174.35	9,908,788.15	10,756,609.87	11,573,657.80	15,928,377.01
Actual Revenue	-	1,245,492.04	1,635,654.10	2,277,095.14	2,967,838.51	4,094,534.93	8,676,696.54	10,211,047.11	11,624,455.48	13,959,139.00	-	-	-
Actual Expense	-	586,944.39	1,401,819.93	2,104,845.03	3,035,989.87	3,839,329.45	4,871,774.56	6,633,854.46	7,822,651.81	9,004,529.47	-	-	-
2019 Actual Revenue		1,027,183.23	1,390,300.09	1,893,184.96	2,592,563.52	3,188,145.22	7,850,592.44	9,011,638.62	10,127,852.11	13,134,469.11	13,825,214.20	14,393,105.77	14,885,818.56
2019 Actual Expense		259,055.89	979,216.09	1,960,141.11	2,746,195.98	3,652,206.23	4,691,070.11	5,883,548.70	7,416,436.29	8,347,106.21	9,223,077.02	10,020,795.25	14,830,318.77

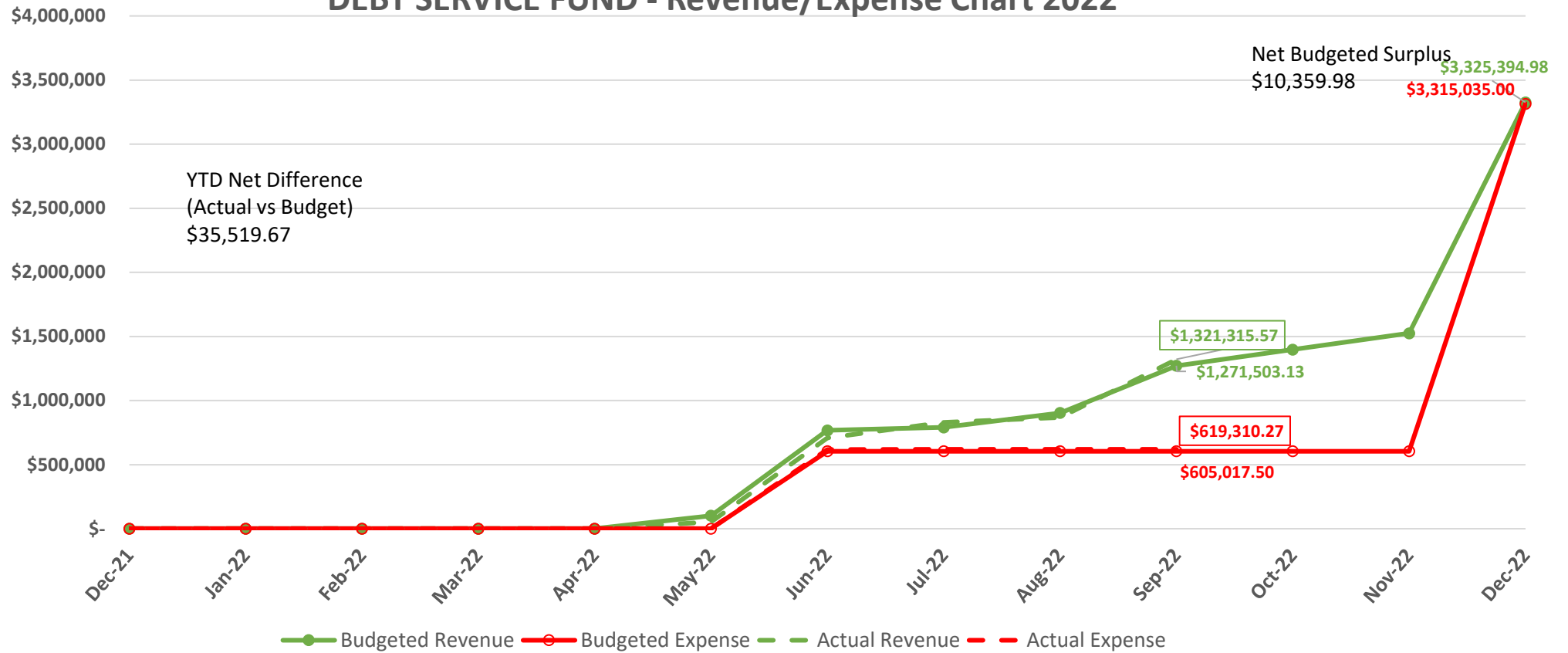
# Actuals 9/30/22



	Dec-21	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22	Jul-22	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22
<b>Budgeted Revenue</b>	-	-	-	-	-	57,425.82	433,583.63	446,541.73	510,027.10	718,102.50	789,511.88	860,921.26	932,237.46
<b>Budgeted Expense</b>	-	-	-	-	-	-	156,189.41	202,377.44	202,377.44	212,377.44	258,565.47	258,565.47	914,754.88
<b>Actual Revenue</b>	-	-	-	-	-	92,987.80	462,496.49	531,853.30	554,182.98	809,165.86	-	-	-
<b>Actual Expense</b>	-	-	-	240.00	240.00	240.00	204,169.94	204,169.94	207,038.94	209,866.94	-	-	-

# Actuals 9/30/22

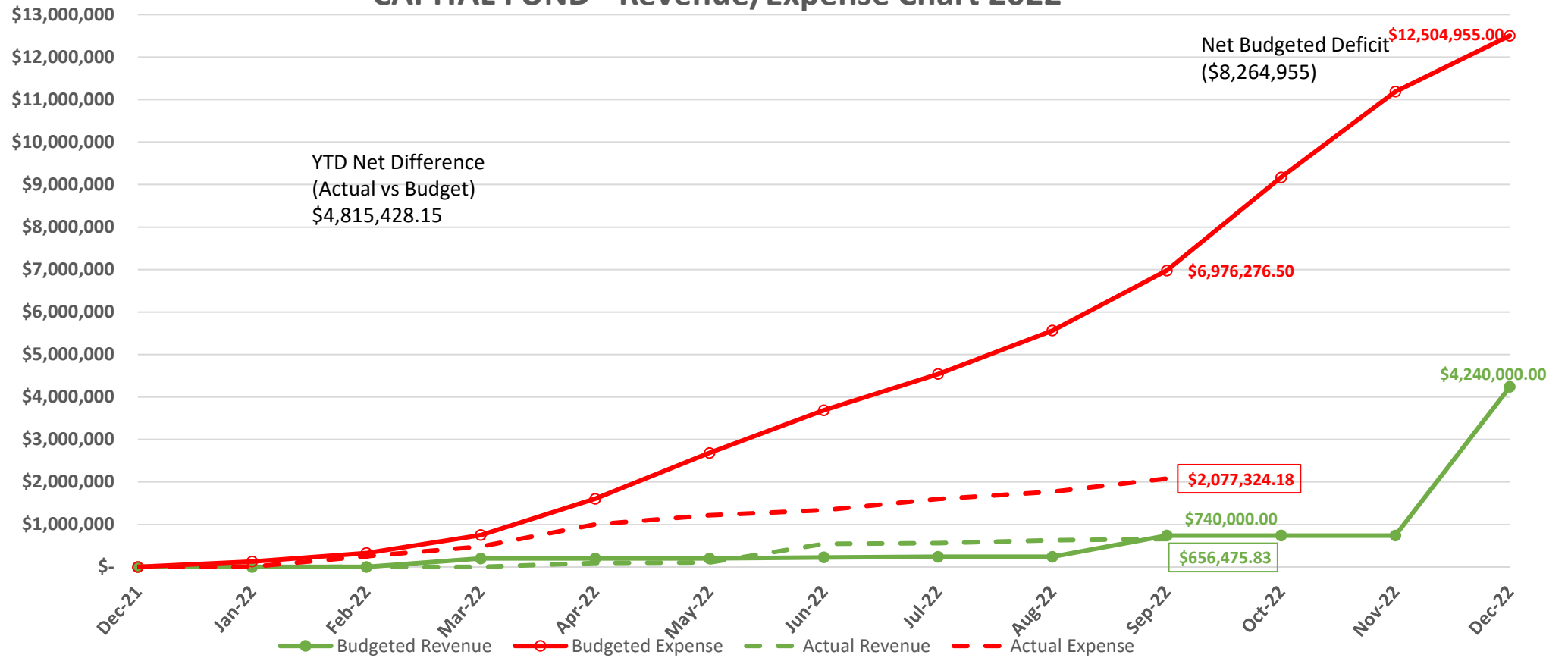
## DEBT SERVICE FUND - Revenue/Expense Chart 2022



Budgeted Revenue	-	-	-	-	-	101,680.63	767,721.81	790,665.97	903,075.89	1,271,503.13	1,397,943.66	1,524,384.19	3,325,394.98
Budgeted Expense	-	-	-	-	-	-	605,017.50	605,017.50	605,017.50	605,017.50	605,017.50	605,017.50	3,315,035.00
Actual Revenue	-	-	-	-	-	52,426.19	707,755.66	829,263.28	868,855.45	1,321,315.57	-	-	-
Actual Expense	-	-	-	950.00	950.00	950.00	618,310.27	619,310.27	619,310.27	619,310.27	-	-	-

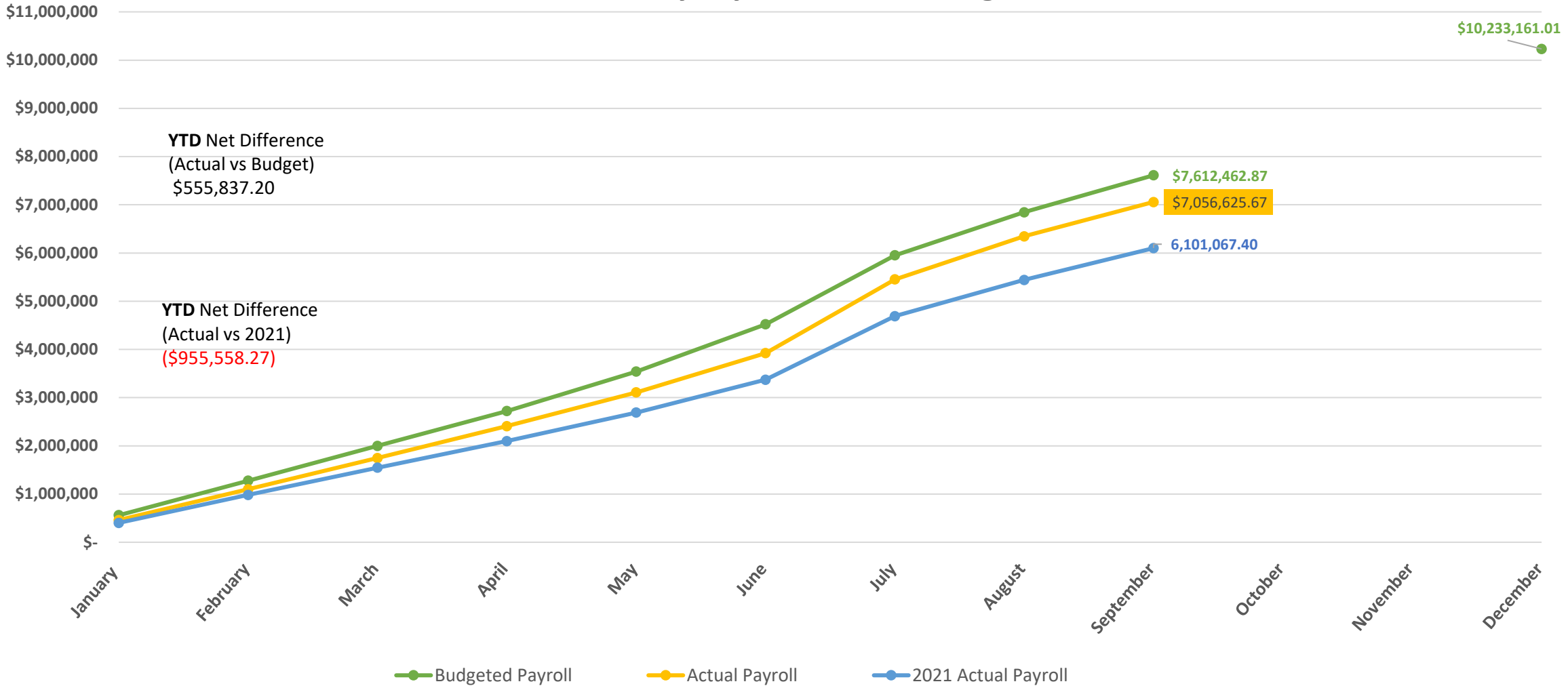
# Actuals 9/30/22

## CAPITAL FUND - Revenue/Expense Chart 2022



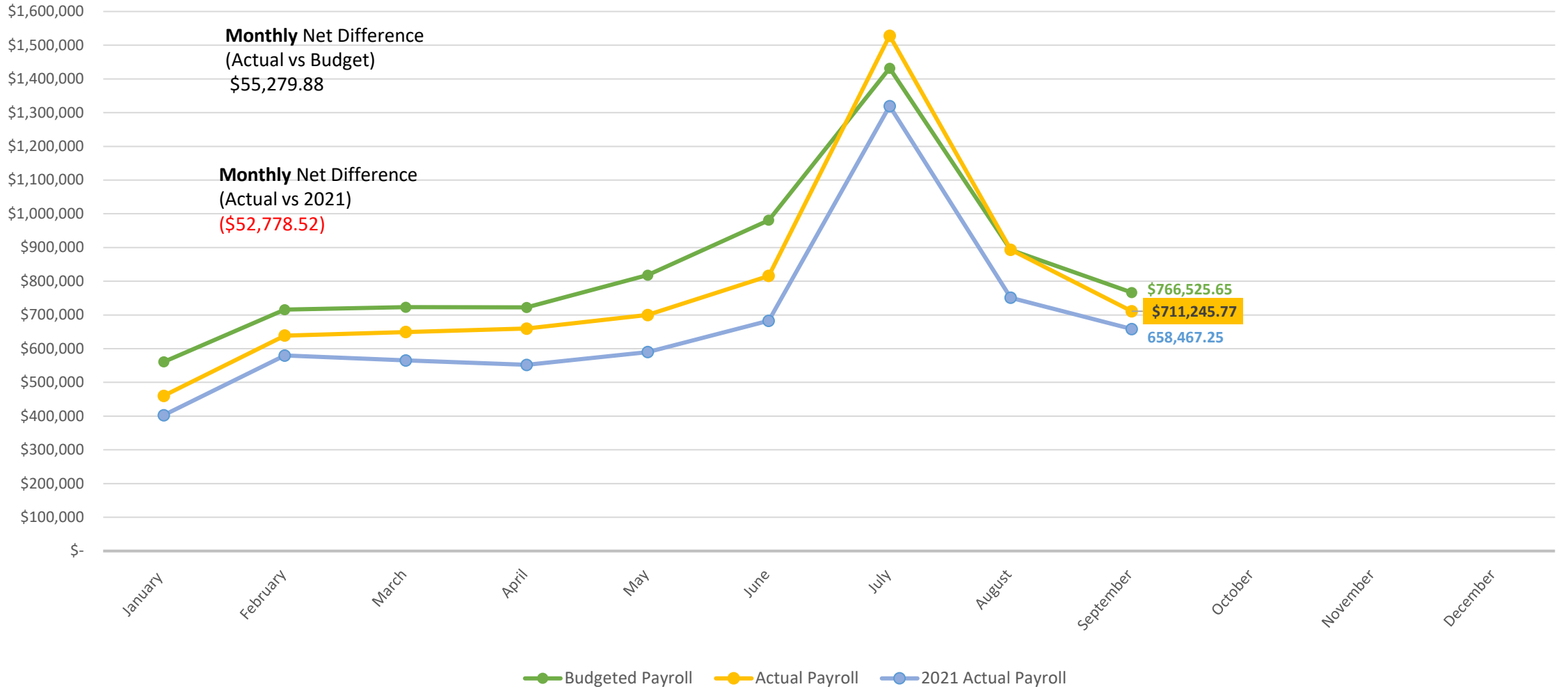
<b>Budgeted Revenue</b>	-	0.00	0.00	200,000.00	200,000.00	200,000.00	225,000.00	240,000.00	240,000.00	740,000.00	740,000.00	740,000.00	2,155,172.43
<b>Budgeted Expense</b>	-	128,698.50	328,241.65	749,284.80	1,604,433.95	2,681,822.10	3,686,939.00	4,542,401.50	5,564,464.00	6,976,276.50	9,168,573.00	11,186,329.50	12,504,955.00
<b>Actual Revenue</b>	-	458.16	866.80	1,678.84	94,712.75	101,785.60	542,552.74	560,080.42	628,536.03	656,475.83	-	-	-
<b>Actual Expense</b>	-	5,790.00	252,586.75	480,091.15	999,469.46	1,217,060.63	1,336,979.47	1,600,679.93	1,770,741.31	2,077,324.18	-	-	-

# Cummulative Monthly Payroll Actual vs Budget



<b>Total Payroll (Budget)</b>	560,918.94	1,276,670.82	1,999,791.99	2,722,080.31	3,540,157.47	4,521,044.02	5,952,786.81	6,845,937.22	7,612,462.87	10,233,161.01
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	
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	
Payroll 3							524,469.48			
<b>Total Payroll (Actual)</b>	460,060.18	1,098,857.90	1,748,357.69	2,408,081.25	3,107,994.37	3,923,848.46	5,451,824.29	6,345,379.90	7,056,625.67	
2021 Payroll 1	148,568.50	293,469.53	281,263.43	268,515.40	286,898.43	325,140.52	427,000.53	428,756.35	326,029.73	
2021 Payroll 2	254,024.61	286,395.65	283,792.90	283,408.85	303,069.63	357,536.83	455,933.64	322,469.49	332,437.52	
2021 Payroll 3							436,355.86			
<b>2021 Total Payroll (Actual)</b>	402,593.11	982,458.29	1,547,514.62	2,099,438.87	2,689,406.93	3,372,084.28	4,691,374.31	5,442,600.15	6,101,067.40	

# NON CUMMULATIVE MONTHLY PAYROLL ACTUAL VS BUDGET



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			
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			
Payroll 3							524,469.48					
<b>Total Payroll (Actual)</b>	<b>460,060.18</b>	<b>638,797.72</b>	<b>649,499.79</b>	<b>659,723.56</b>	<b>699,913.12</b>	<b>815,854.09</b>	<b>1,527,975.83</b>	<b>893,555.61</b>	<b>711,245.77</b>	-	-	-
<b>Budgeted Payroll</b>	<b>560,918.94</b>	<b>715,751.88</b>	<b>723,121.17</b>	<b>722,288.32</b>	<b>818,077.16</b>	<b>980,886.55</b>	<b>1,431,742.79</b>	<b>893,150.41</b>	<b>766,525.65</b>	-	-	-
2021 Payroll 1	148,568.50	293,469.53	281,263.43	268,515.40	286,898.40	325,140.52	427,000.53	428,756.35	326,029.73			
2021 Payroll 2	254,024.61	286,395.65	283,792.90	283,408.85	303,069.63	357,536.83	455,933.64	322,469.49	332,437.52			
2021 Payroll 3							436,355.86					
<b>Total Payroll (Actual)</b>	<b>402,593.11</b>	<b>579,865.18</b>	<b>565,056.33</b>	<b>551,924.25</b>	<b>589,968.03</b>	<b>682,677.35</b>	<b>1,319,290.03</b>	<b>751,225.84</b>	<b>658,467.25</b>	-	-	-



# Memorandum

**To:** Park Board of Commissioners

**From:** Chris Maliszewski; Assistant Director of Recreation and Facilities; Brian Romes;  
Executive Director

**Date:** October 26, 2022

**Subject:** **Approval of the Changes to Policy # 4.02 Naming or Renaming Parks, Buildings and Facilities**

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## **Summary**

At the October 18 Finance Committee Meeting, staff reviewed the Policy for Naming and Renaming Parks, Buildings, and Facilities. Naming rights are divided into three categories: civic naming rights, philanthropic naming rights, and corporate naming rights. Currently, the philanthropic naming rights category allows park property to be named after individuals or groups who have made substantial philanthropic donations or substantial contributions toward the development of a park property. One of the thresholds for considering the naming of a park, building, or facility includes a contribution of a minimum of 60% of the capital construction cost associated with development. Staff and the Park District's legal counsel are recommending that the current percentage be removed so that the Park Board of Commissioners can agree upon a dollar amount based on each project's capital construction costs.

## **Recommendation**

Staff recommends approval from the Park Board of Commissioners changes to Policy # 4.02 for Naming or Renaming Parks, Buildings, and Facilities in the Park District of Highland Park Policy Manual.



**PARK DISTRICT OF HIGHLAND PARK**

**DEPT: Parks**

**Policy #: 4.02**

**APPROVED: 7/23/2019**

**REVISED:**

**Policy for Naming or Renaming Parks,  
Buildings and Facilities**

4.02.1 Purpose

To establish a systematic and consistent approach for the official naming or renaming of parks, buildings and facilities.

It is the responsibility of the Board of Commissioners to select names for new parks, buildings, or facilities ("Park Property"), or when appropriate, to change the existing name(s) of Park Property of the District. It is the objective of the Park District of Highland Park:

- A. To ensure that parks, buildings and facilities are easily identified and located.
- B. To ensure that names will engender a strong public image and have public support.
- C. To encourage gifts of lands and facilities or donations by individuals, groups and corporations without undue commercialization of the park or facility.

4.02.2 Policy

It is the policy of the Park District of Highland Park to reserve the naming or renaming of parks, buildings and/or facilities in a manner that best serves the interest of the community and ensures a worthy and enduring legacy for the District's park and recreation system.

- A. Park Property may be named after streets, geographical locations, historical figures, events, or concepts and as it is set forth herein.
- B. Naming rights refers to the granting by the Park District the right to name a piece of property or portions of based on the following considerations. The granting of naming rights is intended to support and promote investment in District facilities whereby:
  - contributions result in significant and direct benefits to the District.
  - the granting of naming rights does not compromise the Park Board's ability to carry out its functions fully and impartially.
  - the granting of naming rights will not entitle the naming entity to preferential treatment outside any specific naming rights agreement.

Naming rights are divided into three categories: civic naming rights, philanthropic naming rights and corporate naming rights.



1. Civic Naming Rights: Park Property may be named after individuals families or groups who have made exceptional contributions to the Park District of Highland Park or City of Highland Park subject to the following.

- The contributions and good reputation of the individual, families or group are well documented and broadly acknowledged within the community.
- Naming for an outstanding individual is encouraged only after that person has been deceased or retired from service for at least one year.
- The agreement of the individual or next of kin in the case of deceased individuals or the elected board or other legal authority in the case of groups. shall be obtained.

2. Philanthropic naming rights Park Property may be named after individuals or groups who have made substantial philanthropic donations of Park Property or who have made a substantial contribution toward the development of Park Property. The threshold for considering the naming of a park, building or facility will include one or more of the following:

- Land for the majority of the park was deeded to the District.
- Contribution of an agreed upon dollar amount to fund all or a portion of the capital construction cost associated with developing the park, building, facility, or component.
- ~~Contribution of a minimum of 60% of the capital construction cost associated with developing the park, building, facility, or component.~~
- Provision of an agreed upon term to fund an endowment for the continued maintenance and/or programming of the park, building, or facility.
- ~~Provision of a minimum 20-year endowment for the continued maintenance and/or programming of the park, building, or facility.~~
- The donation is not required by the Park District or by reason of other ordinance, law or regulation.
- The donation is consistent with policy 5.24 Gifts, Donations and Donor Recognition Policy.

The Park Board may establish philanthropic naming rights plans for components of facilities (e.g. rooms within a building, athletic fields, gardens, playgrounds, etc.) subject to the following.


- Assets for which naming opportunities will be offered shall be valued as a function of capital costs, annual operating and maintenance costs, and desirability or marketability of the opportunity.
- Naming rights shall be approved for a specific term, which shall not be longer than the useful life of the property, facility, or component.

3. Corporate naming rights. Naming rights may be granted where a mutually beneficial business arrangement between the Park District and an external entity (for-profit, not-for-profit, or other organization) whereby the external entity provides financial or other support in return for access to the commercial and/or marketing potential associated with the external entity's name on Park District property.

- Proposals for naming shall be evaluated against the District's mission, vision and values.
- The naming entity products, services and business practices shall not contradict, to the extent reasonably ascertainable, the mandate, policies

or objectives of the Park Board.

- The following industries and products are not eligible for naming rights: police-regulated businesses, faith-based and political organizations, companies whose business is primarily derived from the sale of alcohol, tobacco, firearms, adult-use or other businesses deemed inappropriate by the Park Board.
  - Corporate logos, wordmarks and similar graphic identifiers may be permitted, at the discretion of the Park Board, on any signage related to naming rights.
  - ~~Corporate logos, wordmarks and similar graphic identifiers may not be permitted on any signage related to naming rights.~~
  - Assets for which naming opportunities will be offered shall be valued as a function of capital costs, annual operating and maintenance costs, and desirability or marketability of the opportunity.
  - Naming rights shall be approved for a specific term, which shall not be longer than the useful life of the property or facility.
  - The agreement is consistent with policy 5.19 Sponsorship and Advertising Policy.
- C. The Park Board may solicit public input on proposed park, building or facility names through public meetings or other means.
- D. The Board of Park Commissioners may hold public contests for the naming of Park Property. Such contests shall also be subject to the policies outlined above and are advisory, not binding.
- E. Park Property should be named only after discussion and then a wait of at least sixty days before voting. A four-fifths affirmative vote is needed to name a Park Property or to change the name of Park Property of the District.

	<b>PARK DISTRICT OF HIGHLAND PARK</b>
<b>DEPT: Parks</b>	<b>Policy #: 4.02</b>
<b>APPROVED: 7/23/2019</b> <b>REVISED:</b>	<b>Policy for Naming or Renaming Parks, Buildings and Facilities</b>

4.02.1 Purpose

To establish a systematic and consistent approach for the official naming or renaming of parks, buildings and facilities.

It is the responsibility of the Board of Commissioners to select names for new parks, buildings, or facilities ("Park Property"), or when appropriate, to change the existing name(s) of Park Property of the District. It is the objective of the Park District of Highland Park:

- A. To ensure that parks, buildings and facilities are easily identified and located.
- B. To ensure that names will engender a strong public image and have public support.
- C. To encourage gifts of lands and facilities or donations by individuals, groups and corporations without undue commercialization of the park or facility.

4.02.2 Policy

It is the policy of the Park District of Highland Park to reserve the naming or renaming of parks, buildings and/or facilities in a manner that best serves the interest of the community and ensures a worthy and enduring legacy for the District's park and recreation system.

- A. Park Property may be named after streets, geographical locations, historical figures, events, or concepts and as it is set forth herein.
- B. Naming rights refers to the granting by the Park District the right to name a piece of property or portions of based on the following considerations. The granting of naming rights is intended to support and promote investment in District facilities whereby:
  - contributions result in significant and direct benefits to the District.
  - the granting of naming rights does not compromise the Park Board's ability to carry out its functions fully and impartially.
  - the granting of naming rights will not entitle the naming entity to preferential treatment outside any specific naming rights agreement.

Naming rights are divided into three categories: civic naming rights, philanthropic naming rights and corporate naming rights.

1. Civic Naming Rights: Park Property may be named after individuals families or groups who have made exceptional contributions to the Park District of Highland Park or City of Highland Park subject to the following.
  - The contributions and good reputation of the individual, families or group are well documented and broadly acknowledged within the community.
  - Naming for an outstanding individual is encouraged only after that person has been deceased or retired from service for at least one year.
  - The agreement of the individual or next of kin in the case of deceased individuals or the elected board or other legal authority in the case of groups. shall be obtained.
  
2. Philanthropic naming rights Park Property may be named after individuals or groups who have made substantial philanthropic donations of Park Property or who have made a substantial contribution toward the development of Park Property. The threshold for considering the naming of a park, building or facility will include one or more of the following:
  - Land for the majority of the park was deeded to the District.
  - Contribution of an agreed upon dollar amount to fund all or a portion of the capital construction cost associated with developing the park, building, facility, or component.
  - Provision of an agreed upon term to fund an endowment for the continued maintenance and/or programming of the park, building, or facility.
  - The donation is not required by the Park District or by reason of other ordinance, law or regulation.
  - The donation is consistent with policy 5.24 Gifts, Donations and Donor Recognition Policy.

The Park Board may establish philanthropic naming rights plans for components of facilities (e.g. rooms within a building, athletic fields, gardens, playgrounds, etc.) subject to the following.

- Assets for which naming opportunities will be offered shall be valued as a function of capital costs, annual operating and maintenance costs, and desirability or marketability of the opportunity.
  - Naming rights shall be approved for a specific term, which shall not be longer than the useful life of the property, facility, or component.
3. Corporate naming rights. Naming rights may be granted where a mutually beneficial business arrangement between the Park District and an external entity (for-profit, not-for-profit, or other organization) whereby the external entity provides financial or other support in return for access to the commercial and/or marketing potential associated with the external entity's name on Park District property.
    - Proposals for naming shall be evaluated against the District's mission, vision and values.
    - The naming entity products, services and business practices shall not contradict, to the extent reasonably ascertainable, the mandate, policies or objectives of the Park Board.
    - The following industries and products are not eligible for naming rights: police-regulated businesses, faith-based and political organizations,

companies whose business is primarily derived from the sale of alcohol, tobacco, firearms, adult-use or other businesses deemed inappropriate by the Park Board.

- Corporate logos, wordmarks and similar graphic identifiers may be permitted, at the discretion of the Park Board, on any signage related to naming rights.
  - Assets for which naming opportunities will be offered shall be valued as a function of capital costs, annual operating and maintenance costs, and desirability or marketability of the opportunity.
  - Naming rights shall be approved for a specific term, which shall not be longer than the useful life of the property or facility.
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- C. The Park Board may solicit public input on proposed park, building or facility names through public meetings or other means.
- D. The Board of Park Commissioners may hold public contests for the naming of Park Property. Such contests shall also be subject to the policies outlined above and are advisory, not binding.
- E. Park Property should be named only after discussion and then a wait of at least sixty days before voting. A four-fifths affirmative vote is needed to name a Park Property or to change the name of Park Property of the District.



# Memorandum

**To:** Park Board of Commissioners

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

**Date:** October 26, 2022

**Subject:** **Approval of the 2023 Infrastructure Upgrade Project Phase 2– Equipment Purchase**

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## **Summary**

In 2016 the Park District made an investment to improve the Technology Infrastructure at all facilities. Part of this work was to provide an all-flash array to improve performance, and redundancy and maintain our virtual servers and file storage. This equipment has reached the end of its useful life and needs replacement. This project will involve the purchase of a new array as well as the replacement of some physical servers. The project is identified in the District’s 2023 Capital Plan. Delivery and payment will be executed in 2023.

Quotes were received for this project as the purchase or installation of data processing equipment, software, or services is not adapted to award by competitive bidding. Therefore, competitive bidding is exempt by Park District Code. Purchasing the equipment in 2022 will result in a savings due to the equipment price increase that is expected to take place in November 2022 and January 2023 prior to the project beginning.

## **Financial Impact**

2023 Proposed Capital Funds	\$210,000.00
<b>Total Equipment Cost</b>	<b>\$106,235.74</b>
2023 Estimated License and Installation Cost	\$85,000.00
<b>Anticipated Amount Under Budget</b>	<b>\$18,764.26</b>

## **Recommendation**

Staff recommends approval from the Park Board of Commissioners to authorize the Executive Director to enter into an agreement with Camera Corner Connecting Point for purchase of the 2023 Infrastructure Upgrade Project Phase 2 Equipment in the amount of \$106,235.74.



# Memorandum

**To:** Park Board of Commissioners  
**From:** Brian Romes, Executive Director  
**Date:** October 26, 2022  
**Subject:** **Board Committee Updates**

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## **Summary**

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

# EXECUTIVE DIRECTOR'S MONTHLY REPORT

## OCTOBER 26, 2022

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### UPCOMING MEETINGS

- Tuesday, November 8, 2022 / 8:00 a.m. / Finance Committee Meeting
- Wednesday, November 9, 2022 / 6:00 p.m. / Workshop Meeting
- Tuesday, November 15, 2022 / 8:00 a.m. / Finance Committee Meeting
- Wednesday, November 16, 2022 / 6:00 p.m. / Regular Board Meeting

### UPCOMING EVENTS

- **Dia De Los Muertos Celebration, Saturday, November 5, from 1 – 4:00pm at the Preserve**  
The event includes live music from Mariachi Monumental De Mexico and dance performances from Ballet Folklorico Tayahua. The Highwood Library, The Highland Park Art Center, and Heller Nature Center will provide a craft. Together for Childhood Network will help with running the loteria (bingo) game in between the performances. There will also be a community ofrenda/altar that is being coordinated by Dist 113's School Community Liaison, Luisa Espinosa-Lara. Food will be available for purchase from La Plancha Loca.
- **Family Tennis Night, Saturday, November 5, from 6 – 8:00 p.m. at DCRC**  
Bring your family and enjoy a night of tennis, pickleball, wallyball and racquetball! Pizza Included. (\$38/family or \$12/individual).
- **Kid Kafe, Tuesday, November 8, from 3 – 5:00 p.m. at WRC**  
Our afternoon starts with a baking lesson. As our baked goods cool, you will meet with the District's Business Department to define pricing for your product. Then it's onto the Marketing Department, where you will develop your branding and signage. The last stop will be the Kids Kafe, where you will run your own pop-up shop, selling your baked goods to the members of the PDHP staff. (\$20 R/\$25 NR)
- **Twisted Turkey Triathlon, Sunday, November 13, from 7:30 – 9:00 a.m. at RCHP**  
Take on our "Calories Out Before Calories In" holiday challenge. This is a non-competitive 10-min Swim, 20-min Run/Walk, and 40-min Indoor Cycle event where everyone wins! T-shirts for all participants and raffle prizes. (\$35 R/\$40 NR)
- **Turkey Tumble, Wednesday, November 23, from 10:30 – 3:30 p.m. at Lincoln School**  
Drop your little gobbler off for a morning of strutting around the gym playing on the bars, floor, beam, powertrac. Bring a nut-free lunch and water bottle. Kindergobblers learn a handstand, swing, and bounce in the gym on the floor, beam, bars, and powertrac. (\$30 R/\$45 NR)
- **Elf Training Academy, Wednesday, November 30, from 4:00 – 6:00 p.m. at WRC**  
Santa has a lot of work ahead of him in the next few weeks and he needs some help! Enroll in this "exclusive school" for Christmas elves. Courses include everything your elf-in-training needs to know to be Santa's right-hand helper, such as New Elf Orientation, Elf History, Toy Building, Cookie Baking, The Nice List, Tree Decorating, and Reindeer Care. (\$30 R/\$38 NR)



## DEER CREEK RACQUET CLUB – SEPTEMBER 2022

	2021 ACTUAL	2022 BUDGET	2022 ACTUAL
<b>Daily Court Rentals (Hours)</b>			
Tennis	30.50	27	45.25
Racquetball	10	6	18
<b>Private Lessons (Hours)</b>	284	168	234.25
<b>Drop-Ins</b>	0	142	115
<b>Memberships</b>	<b>240</b>	<b>406</b>	<b>719</b>

### News & Events

- The Chicago Open Pickleball Tournament was hosted at Danny Cunniff Park for the second year in a row.
- Our Women’s travel team started for the 2022-2023 season!
- No Drop-Ins were offered in 2020 due to the pandemic. Drop Ins were low in September 2022; senior drop-in was cancelled numerous times.
- Memberships are booming!

## CENTENNIAL ICE ARENA – SEPTEMBER 2022

	2021 ACTUAL	2022 BUDGET	2022 ACTUAL
<b>Daily Drop-in Fees</b>			
Public Skate	94		0
Freestyle and Adult	343		0
Open Hockey	6		0
Open Gymnastics	<i>Not available at this time</i>		3
Skate Rental	135		0
<b>Punches Passes Sold</b>			
Public and Adult Skate	<i>Not available at this time</i>		0
Freestyle	<i>Not available at this time</i>		0
Skate Rental	<i>Not available at this time</i>		0
<b>Facility Rentals Total Hours</b>	<b>161.12</b>	<b>159.10</b>	<b>0</b>

### News & Events

- Ice was taken out at the end of May for regular ice maintenance when an issue was discovered and therefore, we did not have any ice throughout September. Ice will be out until 2023.
- Gymnastics programs are at Lincoln School. Fall 1 runs September 6 - October 22.
- School Day Off Program on September 26, had 43 K-5 graders attend a field trip to Museum of Science and Industry.

## RECREATION CENTER OF HIGHLAND PARK – SEPTEMBER 2022

	2021 ACTUAL	2022 BUDGET	2022 ACTUAL
Group Exercise Classes Conducted	135	216	149
Group Exercise Participation/Visits	1,680	1,760	1,636
Fitness Floor Visits	2,977	N/A	6,032
Track Visits	N/A	N/A	328
Personal Training Participation	470	520	491
Personal Training Sales (Units)	342.75	340	230
<b>Personal Training Revenue</b>	<b>\$20,476.00</b>	<b>\$20,000.00</b>	<b>\$18,128.05</b>
Private Swim Lesson Participation	126	110	89
Private Swim Lesson Sales (Units)	42	45	34
<b>Private Swim Lesson Revenue</b>	<b>\$3,687.50</b>	<b>\$3,236.98</b>	<b>\$4,737</b>

MEMBERS	2021 ACTUAL	2022 BUDGET	2022 ACTUAL
Core	N/A	1,250	892
Core Plus	N/A	332	202
Group Exercise only	N/A	460	137
Promotional	68	N/A	15
Month to Month	(Non-Annual)	N/A	10
30 Day	(Non-Annual)	10	7
Annual 2021	926	N/A	N/A
Non-Annual 2021	191	N/A	N/A
<b>Total Members</b>	<b>1,185</b>	<b>2,052</b>	<b>1,263</b>

## **Fitness and Membership**

- For the month of September, the Rec Center enrolled 110 new annual memberships. With promotional membership expiring and cancellations we ended the month +71 annual memberships.
- There were twenty-seven 2- Week Free trials this month. As of September 30, 7 are new members. There are 7 still on their trial period that have yet to expire. The promotional 2-week trial is averaging 35% membership success since its beginning in April.
- Group Ex class usage declined slightly this month with the holidays. The class average is 11 participants. Aqua fitness classed moved back inside with the closing of HCAP for the season.
- Personal Training dropped in usage and sales due to 4 personal trainers with 1+ weeks' vacation and/or illnesses.
- Youth Fitness class began September 19. Youth Kickboxing and Youth Circuit Training are both running and growing with focused marketing and word of mouth.
- Beach Yoga continues at Rosewood Beach with 3 classes for fall, Wednesday at 7:00am, Saturday and Sunday at 8:30am.
- The Fitness Team welcomed Jessy Swick to the membership desk. Jessy is a friendly wonderful addition to our early morning opening shifts and Kids Club.

## **Aquatics**

- Currently there is a waitlist of private lesson clients due to staffing levels. Prime instructors have taken on as many lessons as their schedule will allow and both Aquatic Supervisors have started to take on clients while additional instructors are secured.

# HELLER NATURE CENTER & ROSEWOOD INTERPRETIVE – SEPTEMBER 2022

## Community Programs

	2021 ACTUAL	2022 BUDGET	2022 ACTUAL
<b>Heller Nature Center</b>			
Participants / Programs	897/48		1,085/58
<b>Rosewood Interpretive Center</b>			
Participants / Programs	149/7		45/3

### News & Events

- Teams Course has been busy with 45 programs lead in the month of September.

## SUNSET VALLEY GOLF CLUB - SEPTEMBER 2022

	2021 ACTUAL	2022 BUDGET	2022 ACTUAL
<b>Golf Shop Sales</b>			
Golf Balls	680	445	970
Accessories	162	145	229
<b>Total Sales</b>	<b>842</b>	<b>590</b>	<b>1,199</b>
<b>Golf Rentals</b>			
Carts	3,761	2,479	3,677
<b>Golf Greens Fees</b>			
Resident	2,669		1,962
Nonresident	2,781		3,146
Outing/Tournaments	0		81
Other	0		0
<b>Total Green Fees</b>	<b>5,450</b>	<b>4,132</b>	<b>5,189</b>
<b>Misc. Sales</b>			
Sapphire Club	0	0	0
Permanent Tee Time	0	0	0
<b>Total Misc. Sales</b>	<b>0</b>	<b>0</b>	<b>0</b>

### Upcoming Events

- September 10 and 11 is the last weekend of permanent tee time and Appreciation Weekend.
- On September 25<sup>th</sup>, SVGC surpassed 30,000 rounds for 2022.
- On September 29, SVGC hosted the CDGA Super Senior (65+) Championship, 80 player field.

## HIGHLAND PARK LEARNING CENTER – SEPTEMBER 2022

### Driving Range Monthly Sales Report (buckets sold)

	2021 ACTUAL	2022 BUDGET	2022 ACTUAL
January	333	543	428
February	494	750	567
March	521	848	585
April	1,514	1,390	677
May	2,591	3,269	1,675
June	2,942	3,632	2,202
July	3,109	3,793	2,413
August	2,635	3,462	2,268
September	1,728	2,083	1,537
October	732	693	
November	78	167	
December	315	292	
<b>Totals</b>	<b>16,992</b>	<b>20,922</b>	<b>12,352</b>

### Mini Golf Monthly Sales Report (rounds sold)

	2021 ACTUAL	2021 BUDGET	2022 ACTUAL
March	-	-	-
April	680	786	255
May	1,152	1,357	998
June	1,663	1,914	1,764
July	2,054	2,143	2,090
August	1,958	2,286	2,115
September	1,316	1,514	1,035
October	346	714	
November	0		
<b>Totals</b>	<b>9,169</b>	<b>10,714</b>	<b>8,257</b>

#### News & Event

- September's weather was generally decent. A few days seemed cooler than normal.

## DISTRICT WIDE RENTALS – SEPTEMBER 2022

	2021 ACTUAL	2022 BUDGET	2022 ACTUAL
<b>Heller Nature Center</b>			
Rentals	0	8	14
Party Package	0	0	0
<b>Rosewood Interpretive Center</b>			
Rentals	0	22	31
Party Package	0	0	0
<b>Recreation Center of Highland Park</b>			
Rentals	0	70 including Athletics	24
Party Packages	0	2	0
Athletic Dept. Usage	0	0	27
<b>West Ridge Center</b>			
Rentals	0	20	18
Party Packages	0		0
<b>Centennial Ice Arena</b>			
Party Packages	-	-	-
<b>Hidden Creek Aqua Park</b>			
Party Packages	-	-	-
<b>Park Avenue Yacht Club</b>			
Rentals	-	-	-
<b>Total Rentals</b>	<b>0</b>	<b>120</b>	<b>87</b>
<b>Total Party Packages</b>	<b>0</b>	<b>2</b>	<b>0</b>

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



## GRANT-IN-AID – SEPTEMBER 2022

	2021 ACTUAL	2022 BUDGET	2022 ACTUAL
<b>Total YTD Subsidy</b>	<b>\$48,473.13</b>	<b>\$100,000.00</b>	<b>\$67,051.54</b>
<b>Households</b>			
100% Subsidy YTD	40		49
50% Subsidy YTD	4		5
<b>Total YTD</b>	<b>44</b>		<b>54</b>

**News & Events:**

- 2023 Grant in Aid applications were updated and are ready for distribution starting on October 2, 2022.
- We have applications in both English and Spanish.
- For 2023, for those that do not qualify to file taxes or are filing late, they will need to submit a free transcript from the IRS that states they did not file taxes for 2021 or 2022 instead a letter signed by the family. <https://www.irs.gov/individuals/get-transcript>

# Marketing Board Report (June 14 – July 13)

## SOCIAL MEDIA



**5,798**  
FOLLOWERS



**2,164**  
FOLLOWERS

## EMAIL



**8,870**  
TOTAL AUDIENCE

## PDHP.ORG



**27,953**  
VISITORS

**35,503**  
VISITS

**58,536**  
PAGEVIEWS

## DIGITAL GUIDE



**590**  
VIEWS

## APP



**1,030**  
INSTALLATIONS

### Updates

- Traffic to our website is up by 110% in visitors, 78% in visits to the site, and 51% in pageviews when compared to the same timeframe in 2021.
- We are continuing to see an increase in open rates for our PDHP emails. Open rates for Sept was 54%.

# Graphics

Begin the journey to a stronger you, **TODAY!**  
Fitness Memberships **STARTING AT \$39/MONTH**

## HIGHLAND PARK HAUNTINGS

Fri, Oct 21  
5:30-8pm  
Larry Fink Memorial Park  
1377 Clavey Rd

Tickets are available now!  
Purchase at [pdhp.org](http://pdhp.org)

## KidsClub

**NOW OPEN!**  
Mon-Fri 8-11am  
Mon & Wed 4:30-7pm  
Sat 8-11am

Get your workout in while your kids have fun in our KidsClub supervised playroom!

KidsClub Membership: \$25/month for first child, \$30/month additional child  
Drop-In: \$3/hour per child (Member), \$5/hour per child (Non-member)  
Membership includes KidsClub childcare, open gym, open swim and Wiggle Time

Sign up today at the fitness desk!

## Autumn Fest

Friday, September 23  
4-7pm  
\$30/child \$15/adult

## West Ridge TRUNK or TREAT

Mon, Oct 31  
10:30-11:35am  
Register today at [pdhp.org](http://pdhp.org)

## Monster Tennis Bash

Ages 5-14  
SAT OCT 22  
6-8PM

Sign up today at [pdhp.org](http://pdhp.org)

## TOUCH A TRUCK

SAT, OCT 1 • 10AM-NOON  
SUNSET WOODS PARK

**FREE**

Free! Gratis!

## DIA DE LOS MUERTOS

THE TRADITIONAL HISPANIC CELEBRATION OF THE DAY OF THE DEAD

Honoring Our Past, Celebrating Our Future, and Bridging Our Communities!

Sat., Nov 5  
1-4pm  
The Preserve of Highland Park  
1207 Park Ave. West

¡Únete a la Celebración! Join us for a day of traditional dance & music, art projects, and face painting.  
Food will be available for purchase.  
Free transportation to the event provided for Highland residents from the Highwood Library.

FEATURING:  
Live music by Mariachi Monumento De Mexico - Dance performances by Ballet Folklórico Tapatzo  
Activities and crafts - Sertosa (Bingo) with prizes - Food vendors

If you wish to have a picture placed on our community of friends list, please contact Jessica Reyes at [jreyes@pdhp.org](mailto:jreyes@pdhp.org), or bring your picture to the event.

Free! Gratis!

## DIA DE LOS MUERTOS

THE TRADITIONAL HISPANIC CELEBRATION OF THE DAY OF THE DEAD

Sat., Nov 5 • 1-4pm  
The Preserve of Highland Park • 1207 Park Ave. West

## INDOOR • OPEN PLAY PICKLEBALL

Mon, Wed, Friday • 11am-2pm  
Rec Center • 1207 Park Ave West

**Fitness Members play for free!**  
Non-members: \$7 Resident • \$9 Non-resident  
No reservations needed, just drop-in and play!

## INDOOR PICKLEBALL OPEN PLAY

Rec Center • 1207 Park Ave W  
M/W/F • 11AM-2PM  
Reservations are not needed

Open Pickleball is included in Core and Core+ Memberships of the Rec Center. Non-member Cost: \$7 Resident / \$9 Non-resident.

Page	Pageviews
	<b>58,536</b> % of Total: 100.00% (58,536)
1. /	<b>7,100</b> (12.13%)
2. /recreation-center-of-highland-park/	<b>2,689</b> (4.59%)
3. /deer-creek-racquet-club/	<b>2,318</b> (3.96%)
4. /events	<b>1,072</b> (1.83%)
5. /recreation-center-of-highland-park/group-exercise-2/	<b>1,054</b> (1.80%)
6. /heller-nature-center/	<b>1,046</b> (1.79%)
7. /event/touch-a-truck/	<b>972</b> (1.66%)
8. /recreation-center-of-highland-park/membership-passes/	<b>940</b> (1.61%)
9. /highland-park-golf-learning-center/	<b>870</b> (1.49%)
10. /event/autumn-fest/	<b>721</b> (1.23%)
11. /highland-park-golf-learning-center	<b>715</b> (1.22%)
12. /deer-creek-racquet-club/pickleball-programs/	<b>645</b> (1.10%)
13. /rentals	<b>594</b> (1.01%)
14. /fall-2022/	<b>590</b> (1.01%)
15. /rosewood-beach/interpretive-center-rentals/	<b>589</b> (1.01%)
16. /deer-creek-racquet-club/adult-tennis-programs/	<b>547</b> (0.93%)
17. /rivers-edge-mini-golf/	<b>543</b> (0.93%)
18. /centennial-ice-arena/gymnastics-programs/	<b>537</b> (0.92%)
19. /rosewood-beach/	<b>519</b> (0.89%)
20. /bids-rfps/	<b>503</b> (0.86%)
21. /contact/	<b>485</b> (0.83%)
22. /centennial-ice-arena/	<b>477</b> (0.81%)
23. /event/highland-park-hauntings/	<b>472</b> (0.81%)
24. /deer-creek-racquet-club/junior-tennis-programs/	<b>458</b> (0.78%)
25. /recreation-center-of-highland-park/lap-open-swim/	<b>453</b> (0.77%)
26. /our-story/staff-directory/	<b>450</b> (0.77%)
27. /rosewood-beach	<b>442</b> (0.76%)
28. /get-involved/jobs/	<b>432</b> (0.74%)
29. /recreation-center-of-highland-park/open-gym-2/	<b>400</b> (0.68%)
30. /recreation-center-of-highland-park	<b>337</b> (0.58%)
31. /deer-creek-racquet-club/outdoor-tennis-pickleball/	<b>311</b> (0.53%)
32. /basketball-programs/	<b>306</b> (0.52%)
33. /recreation-center-of-highland-park/learn-to-swim-programs/	<b>301</b> (0.51%)
34. /projects	<b>291</b> (0.50%)
35. /lakefront-parking-decals/	<b>281</b> (0.48%)

## DEER CREEK RACQUET CLUB – SUMMER 2022

	2021 ACTUAL	2022 BUDGET	2022 ACTUAL
<b>Adult Tennis</b>			
Start ReStart	4	4	0
1.0 Drill & Play	4	4	4
2.0 Drill & Play	4	4	14
2.5 Drill & Play	19	12	16
3.0 Drill & Play	48	32	39
3.5 Drill & Play	34	32	25
4.0 Drill & Play	16	4	32
4.5 Drill & Play	0	0	4
Leagues/Senior/Pickleball	34	32	90
<b>Total Adult Tennis</b>	<b>163</b>	<b>124</b>	<b>224</b>
<b>Junior Tennis</b>			
Red Ball 1 & 2	64	56	73
Orange Ball	19	13	19
Green Dot	6	8	13
JDP 1	9	12	17
JDP 2	12	12	13
JDP 3	4	5	2
Tournament Prep 1	4	5	10
Tournament Prep 2	0	3	4
<b>Total Junior Tennis</b>	<b>118</b>	<b>114</b>	<b>151</b>
<b>Youth Tennis Camp</b>			
Tennis Academy 3 Week	NA	28	23
Tennis Academy 4 Week	NA	48	19
Tennis Academy 7 Week	NA	16	10
Tennis Academy Mini Camp	45	30	120
Tennis Academy Weekly Option	378	0	51
<b>Total Youth Tennis Camp</b>	<b>423</b>	<b>122</b>	<b>223</b>
<b>Total Tennis</b>	<b>704</b>	<b>360</b>	<b>598</b>

## CENTENNIAL ICE ARENA GYMNASTICS/SKATING SUMMER 2022

	2021 ACTUAL	2022 BUDGET	2022 ACTUAL
<b>Gymnastics</b>			
Adult / Child Gymnastics	0	10	46
Early Childhood Gymnastics	77	36	37
Youth Gymnastics	68	88	33
<b>Total Gymnastics</b>	<b>145</b>	<b>134</b>	<b>116</b>
<b>Hockey &amp; Figure Skating</b>			
Little Falcons Hockey	0	0	0
Adult Skating	0	0	0
Basic Skills Skating	100	25	0
Early Childhood Skating	29	30	0
Freestyle Skating	60	5	0
Specialty Skating and Showcase Team	38	5	0
<b>Total Hockey &amp; Figure Skating</b>	<b>227</b>	<b>65</b>	<b>0</b>
<b>Camp</b>			
Girls Play Strong	37	42	53
<b>TOTAL PROGRAMS</b>	<b>409</b>	<b>241</b>	<b>169</b>

### Key Performance Highlights and Drivers

- Adult/Child Gymnastics is popular once again with parents more comfortable with their kids being in a class again.
- Gymnastics moved to Lincoln School in June. However, there is no A/C in the gymnastics gym so we could not offer afternoon classes for youth programming since it gets too hot.

### News and Events

- Ice was taken out the end of May for regular ice maintenance when an issue was discovered and therefore, we did not have any ice throughout September. Ice will be out until 2023.

## RCHP FITNESS STATUS REPORT – SUMMER 2022

	2021 ACTUAL	2022 BUDGET	2022 ACTUAL
<b>Teen Fitness</b>			
Jr Cardio Strength Conditioning	0	0	0
Youth Boot Camp	0	0	0
Yoga	0	0	0
<b>Total Teen Fitness</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Adult Fitness</b>			
Summer Solstice Yoga	37	40	10
<b>Total Adult Fitness</b>	<b>37</b>	<b>40</b>	<b>10</b>
<b>Total Fitness</b>	<b>37</b>	<b>40</b>	<b>10</b>

### Key Performance Highlights and Drivers

- Teen fitness is not offered in the summer season.
- The biting flies were in full force on the International Day of Yoga. We were heavily communicating this to our public, so the event was not well attended or pleasant. Better luck for next year!

### News and Events

- N/A

## RCHP AQUATICS STATUS REPORT – SUMMER 2022

	2021 ACTUAL	2022 BUDGET	2022 ACTUAL
<b>Early Childhood Aquatics</b>			
Paddlers 1	12	30	30
Paddlers 2	12	30	32
Paddlers 3	12	10	16
<b>Total Early Childhood Aquatics</b>	<b>36</b>	<b>70</b>	<b>78</b>
<b>Parent Tot Aquatics</b>			
Parent & Tot Water Readiness	12	20	27
<b>Total Parent and Tot Aquatics</b>	<b>12</b>	<b>20</b>	<b>27</b>
<b>Youth Aquatics</b>			
Little Swimmers 1	12	15	17
Little Swimmers 2	12	15	17
Little Swimmers 3	12	15	8
Junior Swim 1	6	5	7
Junior Swim 2	6	5	6
Stroke Development	8	10	3
<b>Total Youth Aquatics</b>	<b>56</b>	<b>11</b>	<b>58</b>
<b>Total Aquatics</b>	<b>104</b>	<b>101</b>	<b>163</b>

### Key Performance Highlights and Drivers

- Swim Lessons has seen an increase in participation and have been averaging 8-12 foundation students per session.



## HELLER NATURE CENTER – SUMMER 2022

	2021 ACTUAL	2022 BUDGET	2022 ACTUAL
Early Childhood Programs	654	732	1,396
<b>Total Heller Programs</b>	<b>654</b>	<b>732</b>	<b>1,396</b>

## ROSEWOOD INTERPRETIVE CENTER – WINTER 2021/2022

	2021 ACTUAL	2022 BUDGET	2022 ACTUAL
Early Childhood Programs	55	40	64
<b>Total Heller Programs</b>	<b>55</b>	<b>40</b>	<b>64</b>

### Key Performance Highlights and Drivers

- Community program participation increased at Heller by 113% and 16% at Rosewood compared to 2021.
- Program increase was due to summer groups ready to attend field trips again.

## HIGHLAND PARK LEARNING CENTER – SUMMER 2022

	2021 ACTUAL	2022 BUDGET	2022 ACTUAL
<b>Pre-Junior</b>			
Short Game	27	16	5
Full Swing	30	16	4
<b>Total Pre-Junior</b>	<b>57</b>	<b>32</b>	<b>9</b>
<b>Junior</b>			
Junior I	31	20	23
Junior II	8	8	0
Girls I	8	8	0
Girls II	0	8	0
<b>Total Junior</b>	<b>47</b>	<b>44</b>	<b>23</b>
<b>Adult</b>			
Adult I	11	20	14
Adult II	2	8	0
Ladies I	7	24	20
Ladies II	0	0	0
Short Game	6	8	0
Seniors	0	8	2
<b>Total Adult</b>	<b>26</b>	<b>60</b>	<b>34</b>
<b>New Programs</b>			
New Programs	26	68	36
<b>Total HPGLC Programs</b>	<b>156</b>	<b>204</b>	<b>102</b>

### Key Performance Highlights and Drivers

- Added 3 private clinics.

### News and Events

- Covid-19 gave a boost to enrollment.

## RECREATION – SUMMER 2022

	2021 ACTUAL	2022 BUDGET	2022 ACTUAL
Adult Ceramics	23	22	31
<b>Summer Camps</b>			
Adventure Camp	0	0	12
Before and After Camp	0	100	55
Camp Sunshine	47	105	76
Camp Tot Stop	22	26	36
CIT Camp	0	48	38
Junior Crew	60	95	91
Junior Spotlighters	30	42	48
Mini and Mighty Crew	16	46	40
Senior and Senior XL Crew	87	138	131
Senior Spotlighters	33	42	25
<b>Total Summer Camps</b>	<b>295</b>	<b>642</b>	<b>552</b>
<b>Early Childhood Enrichment</b>			
S'mores and More	13	0	0
Safety Village	114	120	104
<b>Total Childhood Enrichment Programs</b>	<b>127</b>	<b>120</b>	<b>104</b>
<b>Dance Classes</b>			
Dance Classes	11	18	46
Dance Workshops	0	0	39
<b>Total Dance</b>	<b>11</b>	<b>18</b>	<b>85</b>
<b>Performing Arts</b>			
Piano Lessons	0	0	15
Theater Classes	12	6	0
<b>Total Performing Arts</b>	<b>12</b>	<b>6</b>	<b>15</b>
<b>Youth Enrichment</b>			
Chess Ed	0	0	11
Magic Class	7	0	0
STEM with LEGOs	0	0	23
<b>Total Youth Enrichment</b>	<b>7</b>	<b>0</b>	<b>34</b>
<b>Special Events - Daddy Daughter (Family) Luau</b>	<b>65</b>	<b>55</b>	<b>62</b>
<b>TOTAL RECREATION PROGRAMS</b>	<b>540</b>	<b>863</b>	<b>883</b>

### **Key Performance Highlights and Drivers**

- Adult Ceramics is back on track, performing at 140% of budget.
- The new Dance Program Division launched in Summer 2022, driving enrollment up and performing at 372% over budget and 672% over 2021 enrollment.
- While theater classes in their current format are on the decline, Performing Arts overall performed well for the summer due to the new addition of private piano lessons.
- Lastly, new programs such as Chess Ed and STEM with LEGOs rounded out the summer with 27 more enrollments than 2021.
- The expansion of the Dance Program Division is due to the reconstruction of the program classes, hiring the Dance Coordinator, and adding the Dance Coordinator's presence to other Recreation Events (such as the Family Hoe Down and the West Ridge Open House).

### **News and Events**

- Modeling the success of the 2022 launch of the new Dance Program Division, the Recreation Department will soft launch a new Theater Program Division in Summer of 2023, with a full opening in Fall 2023.

## ATHLETICS STATUS REPORT – SUMMER 2022

	2021 Actual	2022 Budget	2022 Actual
<b>Baseball</b>			
Parent-Tot Tee Ball	80	50	80
Sluggers	105	80	99
Triple A	36	48	26
Majors	20	48	13
<b>Total Baseball</b>	<b>241</b>	<b>226</b>	<b>218</b>
<b>Basketball</b>			
College Prep League	N/A	0	5
<b>Total Basketball</b>	<b>0</b>	<b>0</b>	<b>5</b>
<b>Camps</b>			
JV Camp Session 1	39	30	32
JV Camp Session 2	30	25	27
Varsity Session 1	40	35	45
Varsity Session 2	19	20	40
<b>Total Camps</b>	<b>128</b>	<b>110</b>	<b>144</b>
<b>Athletics Total</b>	<b>369</b>	<b>336</b>	<b>367</b>

**Key Performance Highlights and Drivers**

- N/A

**News and Events**

- N/A