

# **NOTICE OF THE REVISED SPECIAL MEETING**

**Wednesday, February 1, 2023**  
**Special Meeting**  
**6:00 pm**

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

## **SPECIAL MEETING AGENDA**

- I. CALL TO ORDER
- II. ROLL CALL
- III. ADDITIONS TO THE AGENDA
- IV. PUBLIC HEARING FOR THE 2023 BUDGET
- V. PUBLIC COMMENT FOR ITEMS ON AGENDA
- VI. CONSENT AGENDA
  - A. Approval of the Minutes from December 7, 2022 Workshop Meeting
  - B. Approval of the Minutes from December 14, 2022 Regular Meeting
  - C. Approval of the Minutes from December 20, 2022 Special Meeting
  - D. Approval of the 2024 Sunset Valley Golf Club Golf Cart Lease Bid
  - E. Approval of the Microsoft Windows Server 2022 Licenses
  - F. Approval of the Centennial Ice Arena Water Heaters Bid
  - G. Approval of the Centennial Ice Arena Landscaping Bid
  - H. Approval of the 2023 Moroney Park Improvements Poured-in-Place Safety Surfacing Bid
  - I. Approval of the 2023 Moroney Park Improvements General Playground Construction Bid
  - J. Approval of the Gewalt Hamilton Associates Proposal for Compton Avenue Trail Connection Design
  - K. Approval of Resolution 2023-01: Authorizing a Contract for Procurement of Playground Equipment
  - L. Bills and Payroll in the amount of \$3,304,797.66
- VII. FINANCIAL FORECASTS TREASURER'S REPORT
- VIII. UNFINISHED BUSINESS
  - A. Approval of Ordinance 2023-01: Combined Budget and Appropriation Beginning January 1, 2023 through December 31, 2023
- IX. NEW BUSINESS
  - A. Parks Foundation Update
  - B. Board Committee Updates
  - C. Director's Report
  - D. Board Comments
- X. OTHER BUSINESS
- XI. OPEN TO PUBLIC TO ADDRESS THE BOARD

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

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

**PARK DISTRICT OF HIGHLAND PARK  
BOARD OF PARK COMMISSIONERS  
MINUTES OF WORKSHOP MEETING  
DECEMBER 7, 2022**

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

Commissioner Bernstein joined the meeting at 6:02 p.m.

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

**Roll Call:**

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

**Nay:** None

**Absent:** Commissioner Bernstein, Commissioner Kaplan

**Abstain:** None

**Motion Carried**

**ROLL CALL**

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

**Absent:** None

**Staff Present:** Executive Director Romes; Deputy Director Carr; Director Smith; Director Peters; Director Voss; Director Gogola; Director Kopka; Assistant Director Maliszewski; Assistant Director Murrin; Superintendent/Manager Ochs; Manager Schwartz; Manager Johnson; Manager Sassorossi; Manager Sangern; Coordinator Ourth; Coordinator Hejnowski

**Guest Speakers:** None

**ADDITIONS TO THE AGENDA**

None.

**PUBLIC COMMENT FOR ITEMS ON THE AGENDA**

None.

**APPROVAL OF CENTENNIAL ICE ARENA RENOVATION PROJECT CHANGE ORDER # 16**

Manager Schwartz reported that concurrent with the Centennial Ice Arena lobby renovation project, the flooring inside the rink area is scheduled to be replaced. The replacement of the flooring in the ice rink area was planned to be a different material than the lobby. After further review, in an effort to create a consistent flow from the lobby to the ice rink area, staff received a quote from Stuckey Construction to replace the flooring in the entry area of the ice rink with the same flooring material as the lobby. The remaining ice rink flooring replacement will use the originally specified material and be installed through a separate contract.

The project contingency budget started at \$175,023. At this point, \$97,465.44 has been committed from the contingency fund. The additional flooring would cost an additional \$49,868.50. If approved, \$27,689 would remain in the contingency fund.

Commissioner Bernstein would like to know if the flooring could be completed in stages to prevent opening delays.

Manager Schwartz and Director Smith reported that the flooring cannot be laid in stages.

President Grossberg would like to know if the opening will be completed before March.

Manager Schwartz reported that the entire project will not be completed until March.

Executive Director Romes reported that staff are in discussions with the user groups to see if they would like to use the ice prior to all renovations being completed, however, there are significant changes since the parking lot will not be accessible. The grand opening is anticipated in early April.

A motion was made by Vice President Freeman and seconded by Commissioner Ruttenberg to accept Centennial Ice Arena Renovation Project Change Order #16 from Stuckey Construction in the amount of \$49,868.50 for materials and installation of Mondo flooring at the ice rink entry area.

**Roll Call:**

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

**Nay:** None

**Absent:** None

**Abstain:** None

**Motion Carried**

**PRESENTATION OF 2022 GOLF OPERATIONS**

Manager Ochs thanked Manager Sangern, Manager Saunders, and Coordinator Ourth, noting that they are the heart and soul of Sunset Valley Golf Club and the Golf Learning Center.

Manager Ochs provided a utilization summary comparing the budgeted vs. actual uses and figures of the driving range and miniature golf course, golf programs and lessons, and summer camp participation at the Golf Learning Center. He is pleased to report that the facility had an operating surplus of \$39,250.

Manger Sangern provided a utilization summary comparing the budgeted vs. actual fees of the monthly green fees and rounds on the golf course at Sunset Valley Golf Club. He is pleased to report that staff exceeded the budgeted rounds every month, except for March and April, due to heavy rains. Overall, the facility had an operating surplus of \$733,000.

Manager Ochs shared highlights for 2023, reporting that a new water dispenser will be installed at the halfway house, Phase 2 of the Bridge Installation project at holes 6, 11, and 15 begins in the winter, the cart path resurfacing project, staff are incorporating new leagues on Thursday evening, and expanding the match play tournament.

Commissioner Bernstein commended the golf staff and the staff at 13 Ninety reporting that they do a tremendous job.

Commissioner Kaplan echoed Commissioner Bernstein's remarks and thanked Coordinator Ourth, reporting she does a tremendous job running the clubhouse.

**CONSTRUCTION PROJECT UPDATES**

***A. 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 has increased from \$1 million to \$1.7 million due to rising prices for materials.

He is pleased to report that he has been working with a Highland Park family who is interested in making a significant donation so long as the Field is renamed. As such, he has been in discussions with the Park District's Legal Counsel and the attorney representing the Fox family to reach an agreement on the naming of the Fink Park Baseball Field. Per the terms of the agreement, the Fox family has agreed to donate \$300,000 to the Park District of Highland Park to name the Fink Park Baseball Field, The Jeff Fox Baseball Field. Other conditions of the terms include, the term of the naming rights shall be fifteen (15) years, appropriate signage shall be displayed in accordance with PDHP standards including the expectation of a scoreboard including the Jeff Fox Field name, there will be a park

dedication on a weekend date to be agreed upon by both parties, and naming rights terminate after fifteen (15) years, right of first refusal, if no other bidders and the District continues to operate the field.

The initial donation is expected to be approximately 17.5% of the initial project cost, \$1,700,000. Staff has also worked through a plan to allow the Fox family an option to keep the field named Jeff Fox Field through 2060.

Staff will request approval of the Donation and Naming Rights Agreement at the December 14 Regular Meeting. If the agreement is approved, the District can accept the donation from the Fox family prior to the name being formally adopted, since the proposed name must sit for sixty (60) days and receive four (4) affirmative votes from the Park Board to pass. If the name is not approved, the Fox Family will receive a full refund of their donation.

The Park Board of Commissioners supports staff's recommendation.

***B. Hidden Creek AquaPark Concrete Pool Deck project***

Manager Schwartz reported that the concrete deck has reached its useful life and will be replaced in 2023. Currently, the District is working with Gewalt Hamilton Associates on engineering. During construction, the shade structures will also be replaced. Staff will issue a bid in January. Staff are looking at two construction options, Spring or Fall or 2023. Staff are fearful Spring construction would delay opening Memorial Day weekend, so staff are recommending construction in the Fall after Labor Day weekend. Staff confirmed that routine maintenance will commence to patch the pool deck and the shade structures will be stored until construction occurs.

The Park Board of Commissioners supports staff's recommendation to begin construction in the Fall.

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

Manager Schwartz shared images of the drainage renovations and site repairs for the parking lot, including the turnaround. She also shared images of the EFIS being removed along the exterior of the building.

***D. Centennial Ice Rink Floor Replacement project***

Director Smith shared images of the current progress. He is pleased to report that the concrete slab has been poured, the curing pad has been removed, LED lights have been installed, and Ice Builders is working on the mechanical room. He is pleased to report that the project is moving smoothly and on schedule.

***E. Moraine Beach Pathway project***

Director Smith reported that the boardwalk is mostly complete and shared images of the progress. The team is currently installing handrails. Staff anticipates the staff will reopen before Christmas.

Commissioner Bernstein would like to know what the boardwalk will look like three years from now and would like to know the life expectancy.

Director Smith reported the wood will weather, but it will look similar to the images shared this evening. The life expectancy is 20 years.

***F. Park Avenue Breakwater and Boat Ramp Replacement project***

Director Smith shared images of the breakwater reporting that the crane will be on-site next week to drive the piles. Afterward, the site will be winterized. Construction will commence in the Spring of 2023.

As for the grant, the Grant Committee has yet to meet to determine which projects are being awarded grant funds. Staff are working with IDNR to stay on schedule.

Commissioner Ruttenberg requested that staff look at signage. If any are outdated, inaccurate, or worn, he asked that they be replaced.

Commissioner Bernstein commended staff on the number of projects they are working on and keeping the Park Board informed as projects commence.

***G. West Ridge Park and Site Plan project***

Executive Director Romes reported that the Project Team members from Holabird and Root and Gilbane presented the analysis report to the Facility and Recreation Committee on Friday, November 4. Following feedback from the Committee, the team will take time to complete a proforma analysis by a highly recommended independent contract, BerryDunn. A kick-off meeting with staff is scheduled for December 13.

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

**REVIEW OF VOUCHERS**

Director Peters reported that of the \$1.7 million, \$1.5 million went to Stuckey Construction Company.

**OTHER BUSINESS**

None.

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

None.

**CLOSED SESSION**

A motion was made by Vice President Freeman, seconded by Commissioner Rутtenberg, 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; Section 2(c)8 – security procedures and the use of personnel and equipment to respond to an actual, a threatened, or a reasonably potential danger to the safety of employees, students, staff, the public, or public property.

**Roll Call:**

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

**Nay:** None

**Absent:** Commissioner Kaplan

**Abstain:** None

**Motion Carried**

The meeting adjourned into Closed Session at 7:06 p.m.

The meeting reconvened into Open Session at 7:49 p.m.

**Action From Closed Session If Any**

President Grossberg reported that the Park Board of Commissioners met in Closed Session under Section 2(c)5 – the purchase or lease of real estate including discussion on whether a certain parcel of property should be acquired; Section 2(c)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.

No action was taken.

**ADJOURNMENT**

A motion was made by Commissioner Bernstein and seconded by Commissioner Rутtenberg and approved by a unanimous vote. The Board Meeting adjourned at 7:50 p.m.

Respectfully submitted,

Roxanne Hejnowski, Assistant Secretary

**PARK DISTRICT OF HIGHLAND PARK  
BOARD OF PARK COMMISSIONERS  
MINUTES OF REGULAR MEETING  
DECEMBER 14, 2022**

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

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

**Roll Call:**

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

**Nay:** None

**Absent:** Commissioner Kaplan, Commissioner Ruttenberg

**Abstain:** None

**Motion Carried**

**ROLL CALL**

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

**Absent:** None

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

**Guest Speakers:** None

**ADDITIONS TO THE AGENDA**

Executive Director Romes requested to add an IAPD Announcement after the Public Hearing and Before Public Comment.

The Park Board of Commissioners approved Executive Director Romes' request.

**PUBLIC HEARING FOR THE SUPPLEMENTAL AND TAX LEVY ORDINANCES**

A motion was made by Commissioner Ruttenberg and seconded by Vice President Freeman to convene the public hearing for the Supplemental Tax Levy for the Debt Service for 2022, representing the District's additional request for property taxes to be received in 2023 for the Debt Service fund, and the Tax Levy Ordinance for 2022, representing the District's request for property taxes to be received in 2023. The

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amount of the Supplemental Levy is \$24,752.70. The amount of the Tax Levy exclusive of the debt service is \$13,173,000.

**Roll Call:**

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

**Nay:** None

**Absent:** None

**Abstain:** None

**Motion Carried**

President Grossberg reported that the public hearing for the Supplemental and Tax Levy Ordinances is now in session.

As required by law, notification of tonight’s hearing was posted in the Highland Park News.

Anyone wishing to speak on the Public Hearing will need to raise your hand or use the “Raise Hand Function” in Zoom to indicate you would like to speak. Those in person will have an opportunity to speak before virtual attendees.

***Zach Waickman, Board President Highland Park Nursery School  
640 Ridge Road, Highland Park***

He heard the Park District of Highland Park and North Shore School District 112 are possibly approving a land transfer agreement this evening, if approved, he is looking forward to the Park District owning the lease for their property.

President Grossberg reported that let the record show that there were no additional members of the community or members of the Park Board of Commissioners wishing to speak to this issue and Executive Director Romes did not receive any written communications relative to the Supplemental and original Tax Levy Ordinances.

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

**Roll Call:**

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

**Nay:** None

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**Absent:** None

**Abstain:** None

**Motion Carried**

**IAPD ANNOUNCEMENT**

Executive Director Romes reported that he would like to recognize and show appreciation to one of our Park Board Commissioners because, upon completion of this calendar year, Commissioner Bernstein will have served the Highland Park Community as a Park Board Commissioner for 15 years.

And I know you will continue serving through Spring 2025, on behalf of the staff, board commissioners, members of the Highland Park community, and the Illinois Association of Park Districts, I want to present this Certificate of Appreciation and pin with you, thanking you for your instrumental work to enrich community life in Highland Park over the past 15 years.

As it states “this Certificate of Appreciation is in recognition of outstanding contributions, community leadership, and service to advance parks and recreation.

Executive Director Romes gifted the certificate to Commissioner Bernstein.

**PUBLIC COMMENT FOR ITEMS ON THE AGENDA**

None.

**CONSENT AGENDA**

A motion was made by Commissioner Ruttenberg, seconded by Commissioner Kaplan to approve the Minutes from November 4, 2022 Facility & Recreation Committee Meeting, the Minutes from November 9, 2022 Special Meeting, the Revisions to the Minutes from November 9, 2022 Workshop Meeting, the Minutes from November 16, 2022 Regular Meeting, the Minutes from November 30, 2022 Finance Committee Meeting, the Minutes from December 6, 2022 Finance Committee Meeting, the Purchase of a 2023 Capital Replacement Backhoe, the 2023 Highland Park Pops Affiliate Organization Agreement, the 2023 Highland Park Strings Affiliate Organization Agreement, the 2023 Highland Park Players Affiliate Organization Agreement, the 2023 American Youth Soccer Organization Affiliate Agreement, the 2022 Centennial Ice Arena Sound & Video Equipment Replacement Bid, Resolution #2022-08 Authorizing a Contract for Procurement of Park Vehicles, the 2023 Uptown Music Theater of Highland Park Affiliate Organization Agreement, the 2023 License Agreement between the Park District of Highland Park and the North Shore Yacht Club, the 2023 Dehumidification System Replacement for the Recreation Center of Highland Park Indoor Pool Bid, and Bills and Payroll in the amount of \$6,682,022.36

**Roll Call:**

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

**Nay:** None

**Absent:** None

**Abstain:** None

**Motion Carried**

**FINANCIAL FORECASTS AND TREASURER'S REPORT**

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

Director Peters reported that as of November 30, 2022, actual revenues are exceeding budgeted revenue by about \$2 million and actual expenses are \$1.6 million less than budgeted for a year-to-date net difference of about \$3.7 million surplus. When compared to the pre-COVID years (2017-2019), the District has about a \$2.5 million surplus.

***General Fund Budget vs. Actual***

As of November 30, 2022, actual revenues are exceeding budgeted revenue by about \$1 million and actual expenses are \$700,000 less than budgeted for a year-to-date net difference of about \$1.7 million surplus. When compared to the pre-COVID years (2017-2019), the District has about a \$500,000 surplus.

***Recreation Fund Budget vs. Actual***

As of November 30, 2022, actual revenues are exceeding budgeted revenue by about \$1 million and actual expenses are \$937,000 less than budgeted for a year-to-date net difference of about \$2 million surplus. When compared to the pre-COVID years (2017-2019), the District has about a \$1.1 million surplus.

***Capital Fund***

Staff plans to transfer \$4 million to the Capital Fund for 2023, \$1 million from the General Fund, and \$3 million from the Recreation Fund.

***Conclusion***

Park District programs and facilities are performing better than budget. Tennis has a \$230,000 surplus and golf has a \$457,000 surplus. Additionally, replacement taxes are \$339,000 greater than anticipated. There is a \$182,000 surplus from property taxes and a \$149,000 surplus from interest income. Lastly, there is a savings of \$1 million from salaries and wages due to open positions. Overall, the Park District is in a favorable position at the end of November.

Commissioner Bernstein would like to review the actual end of year figures with the Finance Committee Meeting in January.

President Grossberg would like to know if the 2023 budget reflects higher revenues from golf and tennis programs.

Executive Director Romes and Director Peters reported that seasonal facilities budget conservatively since weather significantly impacts revenue.

**UNFINISHED BUSINESS**

**A. APPROVAL OF THE DONATION AND NAMING RIGHTS AGREEMENT**

Executive Director Romes reported that he wanted to share that Assistant Director Chris Maliszewski sends his regrets for not being able to be here tonight due to a personal matter, but he and Manager Mike Divincenzo have been collaborating and working very carefully and diligently with our Parks Foundation, the Giants Athletic Boosters, and a very passionate and generous resident, Cory Fox on a philanthropic naming rights agreement for to help fund a new baseball field at Larry Fink Park.

As the Park Board knows, Assistant Director Maliszewski has been working with Park Board Liaisons Commissioner Bernstein and Vice President Freeman and presented at both the December Finance Committee Meeting and Park Board Workshop Meeting regarding this naming rights agreement which is being considered for approval tonight.

In accordance with Park District policy, Park Property may be named after individuals or groups who have made substantial philanthropic donations toward the development of a Park Property Amenity.

Per the terms of the proposed agreement, the Fox family has agreed to donate \$300,000 to the Parks Foundation of Highland Park to name the Baseball Field at Larry Fink Park, "Jeff Fox Baseball Field". These funds will specifically be used for the construction of the renovated baseball field. A few highlights of the agreement include:

- Initial term of the naming rights is for 15 years which include a scoreboard with Jeff Fox Field displayed.
- Upon approval and execution of this agreement, the Fox family will make a donation of \$150,000.
- Per Park District Policy, upon approval of the naming rights agreement by the Park Board of Commissioners, the facility name "Jeff Fox Baseball Field" will sit for a period of 60 days for public review before being formally adopted based on a 4/5 vote of the Park Board of Commissioners.
- After the Park Board Formally approves the name and within 90 days of accepting a bid for construction, the Fox family will provide a second payment of \$150,000.
- The Fox Family also has the right to renew naming rights every 10 years in exchange for a 50% cost split of the turf replacement cost.

Commissioner Bernstein thanked Assistant Director Maliszewski and Manager Divincenzo for working diligently to finalize the terms. He also thanked the Fox Family for their generous donation.

Vice President Freeman echoed Commissioners Bernstein’s remarks. She is excited to play baseball in the new field.

Commissioner Kaplan and Ruttenberg thanked the Fox family for their generous donation.

President Grossberg thanked the members of the Parks Foundation.

A motion was made by Vice president Freeman, seconded by Commissioner Bernstein to approve the Donation and Naming Rights Agreement between the Park District of Highland Park and Corey Fox.

**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 RESOLUTION #2022-09: AUTHORIZING THE MUTUAL EXCHANGE OF REAL ESTATE PROPERTY AND INTERGOVERNMENTAL AGREEMENT BETWEEN THE BOARD OF EDUCATION AND NSSD112 AND THE PDHP TO MUTUALLY EXCHANGE REAL ESTATE**

Executive Director Romes reported that North Shore School District 112 owns parcels of land adjacent to the Park District of Highland Park’s West Ridge Center and Kennedy Park. The Park District of Highland Park owns land adjacent to Ravinia Elementary School.

Administrations of both districts believe it is beneficial and in the best long-term interest of both parties to mutually exchange public properties with one another. In exchange for the District 112 owned properties adjacent to West Ridge Park, the entrance to West Ridge Center (the “triangle”), and the parcel at Kennedy Park, the Park District will convey to District 112 the land adjacent to Ravinia School, which includes the historic nature preserve known as May T. Watts Park. As noted in the agreement, the Park District of Highland Park will assume ownership of the lease with Highland Park Community Nursery School & Daycare Center on the West Ridge property, and the School District will maintain a portion of the current park property at Ravinia as a nature preserve to the extent consistent with District 112’s use of the property for school purposes. A Resolution Authorizing The Mutual Exchange of Real Property and Intergovernmental Agreement With The Park District Of Highland Park was be presented to the Board of Education for North Shore School District 112 for approval at their Regular Meeting on December 13, 2022.

Tonight, staff recommends the Park Board of Commissioners approve Resolution #2022-09: Authorizing the Mutual Exchange of Real Estate Property and Intergovernmental Agreement Between the Board of Education of NSSD112 and the PDHP to Mutually Exchange Real Estate.

Vice President Freeman reported that she is pleased with the synergies between NSSD112 and the Park District of Highland Park.

Commissioner Kaplan would like all shared properties to have similar agreements.

A motion was made by Commissioner Ruttenberg, seconded by Vice President Freeman to approve Resolution #2022-09: Authorizing the Mutual Exchange of Real Estate Property and Intergovernmental Agreement Between the Board of Education of NSSD112 and the PDHP to Mutually Exchange Real Estate.

**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 ORDINANCE #2022-06: SUPPLEMENTAL TAX LEVY FOR DEBT SERVICE FOR 2022**

Director Peters reported that Ordinance #2022-06 is a supplemental tax levy to pay the principal of and interest on certain outstanding limited bonds of the District, namely, the General Obligation Limited Tax Park Bonds, Series 2020 (the “*Bonds*”).

The Bonds are issued pursuant to and in accordance with Park District Code, as amended (the “*Park Code*”). In connection with the issuance of park bonds, Section 6-6 of the Park Code provides, in part: “All park districts, at or before the time of issuance of bonds or notes, shall provide for the levy of taxes, in addition to all other taxes, sufficient to pay the principal of and interest upon said bonds or notes as the same becomes due, and shall file a certified copy of the ordinance or ordinances providing for the levy of said taxes with the county clerk of the county in which the district is located.” However, pursuant to the provisions of the Property Tax Extension Limitation Law, as amended (the “*Tax Extension Limitation Law*”), the District (as a tax-capped district) cannot levy taxes to pay the Bonds (together with all other outstanding limited tax bonds of the District) in excess of the amount of the District’s debt service extension base (the “*DSEB*”).

Pursuant to the provisions of the Local Government Debt Reform Act, as amended (the “*Debt Reform Act*”), the Bonds (together with all other outstanding limited tax bonds of the District) are payable from the DSEB, which is an amount equal to that portion of the extension of the District for the 1991 levy year constituting an extension for payment of principal of and interest on bonds issued by the District

without referendum (but not including alternate bonds issued under Section 15 of the Debt Reform Act or refunding obligations issued to refund or to continue to refund obligations of the District initially issued pursuant to referendum, if any). Although the obligation of the District to pay the Bonds is a general obligation under the Park Code, and all taxable property in the District is subject to the levy of taxes to pay the Bonds without limitation as to rate, the amount of taxes that may be extended to pay the Bonds is limited by the Tax Extension Limitation Law to the amount of the DSEB.

In 2009, the General Assembly amended the provisions of the Tax Extension Limitation Law to provide for an inflationary increase in the DSEB equal to the lesser of 5% or the percentage increase in the Consumer Price Index (as defined in the Tax Extension Limitation Law) during the 12-month calendar year preceding the levy year. In anticipation of such DSEB growth, the Bonds were sold at such prices that, in certain levy years, the principal of and interest due on the Bonds (together with all other outstanding limited tax bonds of the District) exceeded the amount of the DSEB at the time of the issuance of the Bonds. If and when the DSEB increases, the District has the authority, in accordance with the provisions of the Park Code, the Debt Reform Act and the Tax Extension Limitation Law discussed above, to adopt a supplemental levy increasing the amount of taxes levied to pay the Bonds up to the amount of the DSEB (net of the amount of taxes levied to pay principal of and interest on other limited bonds of the District) or the amount of the principal of and interest due on the Bonds payable from the taxes levied for such levy year, whichever is less.

Attached to this memorandum is the supplemental levy Ordinance #2022-06. This ordinance provides for a supplemental tax levy for the Bonds for levy years 2022 to 2023, inclusive, capturing the inflationary increase in the DSEB. The supplemental tax levy equals \$24,752.70 for levy year 2022. Upon passage of this ordinance, staff will deliver an executed copy to Lake County so that it may be recorded by the legal deadline of the last Tuesday of the year, which in 2022 falls on December 27.

A motion was made by Commissioner Bernstein, seconded by Commissioner Ruttenberg to approve Ordinance #2022-06: Supplemental Tax Levy for Debt Service for 2022, representing the District's additional request for property taxes to be received in 2023 for the debt service fund. The amount of the supplemental levy is \$24,752.70.

**Roll Call:**

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

**Nay:** None

**Absent:** None

**Abstain:** None

**Motion Carried**

**D. APPROVAL OF ORDINANCE #2022-07: TAX LEVY FOR 2022**

Director Peters reported that on November 16, 2022, the Park Board of Commissioners passed the Truth in Taxation Resolution for the 2022 tax levy (2023 collections). By law, the Park District must wait for 20 days to officially pass the 2022 tax levy ordinance to formalize the estimated levy described in the resolution.

Attached to this memorandum is the levy ordinance which exactly reflects the Resolution. Upon passage of the ordinance, staff will deliver an executed copy to Lake County so that it may be recorded by the legal deadline of the last Tuesday of the year, which in 2022 falls on December 27.

The 2022 tax levy ordinance represents the District's request for property taxes and reflects an increase of 6.99% from the 2021 property taxes collected during 2022, based on a tax cap increase of 5% for those funds which are under the property tax cap and .04% per \$100 Equalized Assessed Valuation for the Special Recreation Fund. This levy focuses on capturing new growth within the District. The levy request, exclusive of debt service, totals \$13,173,000 (thirteen million, one hundred seventy-three thousand dollars).

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

Commissioner Bernstein reported that this is the most difficult vote made annually since it financially impacts residents. The Park Board of Commissioners was extremely tough on staff when determining the requested tax levy amount. The original amount requested from staff was declined by the Park Board. Tonight's request does not align with inflation; however, it allows the Park District to continue offering existing and new programs vs. making program reductions or cuts. He supports the requested amount for the tax levy.

Vice President Freeman thanked staff budgeting appropriately so that the Park District can continue providing existing and new programs and services while being able to maintain current facilities, parks, and natural areas.

A motion was made by Commissioner Ruttenberg, seconded by Commissioner Kaplan to approve Ordinance #2022-07: Tax Levy Ordinance for 2022, representing the District's request for property taxes to be received in 2023. The amount of the levy is \$13,173,000 exclusive of debt service.

**Roll Call:**

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

**Nay:** None

**Absent:** None

**Abstain:** None

**Motion Carried**

**E. 2023 PROPOSED BUDGET AND THE BUDGET AND APPROPRIATION ORDINANCE**

Director Peters reported that Staff is pleased to present the proposed 2023 Park District of Highland Park Budget for consideration by the Board of Park Commissioners. This budget represents the calendar year January 1, 2023, through December 31, 2023. The Finance Committee reviewed the proposed budget in detail at the Finance Committee meetings held on November 30, 2022, and December 6, 2022.

Director Peters reported that while the COVID-19 Pandemic minimally continues to challenge the District, it remains financially healthy.

***2023 Budget Overview***

The General, Special Recreation and Recreation Funds anticipate a combined operating surplus, before transfers, of \$3,067,484. Of that surplus, \$4,050,000 will be transferred to the Capital Projects Fund and an additional \$1,676,300 to Debt Service. Overall, capital expenditures are approximately \$13.3 million, operating expenditures are approximately \$20.8 million, consolidated expenditures, including operations, debt, and capital, are approximately \$37.4 million, and tax support for the 2023 fiscal year represents approximately 54% of total revenues.

***New for 2023***

2023 plans for a return to normalcy after the impacts of the global pandemic. In an effort to remain both fiscally responsible and strategic in the delivery of services to the community, staff anticipates continued development and implementation of a new Strategic Plan, implementation of an updated Employee Compensation Plan, and increased collaboration with the Parks Foundation and a fundraising consultant to support Capital Campaign Fundraising.

***Acknowledgements***

The 2023 budget is a collaborative effort that involves supervisors, managers, and support staff, throughout the District. The Budget will be reviewed continuously during the year and could not have been accomplished without the efforts of Park District staff and the support of our Park Board Commissioners.

***Projects in Progress***

- Centennial Ice Arena Renovation
- Planning and Design for Construction of Multi-Purpose Facility (addressing West Ridge Center)

***Projects commencing in 2023***

- Sports Field Master Plan (Synthetic Turf Field Construction)
- The Land Management Plan covers 9 major topics: Park Maintenance, Stormwater Management, Lakefront Maintenance, Natural Areas, Park Inventory, Real Estate, Park Amenities, Connectivity, and Cultural Resources.
- Park Site Plans, this initiative is in response to goals and objectives established in GreenPrint 2024 and the Land Management Plan. The plan will evaluate the Park District's outdoor parks based on Park District standards to then offer recommendations for park improvements.
- Sunset Woods Site Master Plan strives to consider the timeless park holistically and in the context of the Highland Park community and surrounding area. The Park District has submitted an application for an Open Space Lands Acquisition and Development Grant (OSLAD) in the amount of \$600,000 to assist in funding this project.
- Golf Learning Center Optimization Report, which is to improve financial performance while meeting community and regional recreational needs at the Highland Park Golf Learning Center facility.
- Athletic Fields Master Plan, which is a comprehensive sports field master plan that addresses existing fields to meet current and projected program needs.
- Lakefront Master Plan, which The recommendations are intended to guide lakefront operations, beaches, capital planning, and support possible future grant opportunities.
- Park Avenue Site Master Plan, the purpose of the plan is to address key issues facing the site including improvements to the yacht club building, enhancements for non-motorized boaters, and enhancements to the pedestrian connections to and through the park. This plan does not directly address the breakwater or boat launch. The Park District was awarded Open Space Lands Acquisition and Development Grant (OSLAD) funding in the amount of \$400,000 to implement Site Master Plan Phase 1 Improvements. This project will make improvements to the north end of the property including improved pedestrian access, native landscaping, parking improvements, and the addition of a beach boardwalk. Planning will occur in 2023 with construction anticipated to occur in 2024.
- Beach Management Plan provides recommendations for protecting and managing the Park District of Highland Park's beaches, bluffs, ravines, and other lakefront properties at Moraine Beach, Park Avenue Boating Facility, Millard Beach, and Rosewood Beach. After two initial invitations for bids during the first half of 2022 that were unsuccessful due to weather conditions, contractor

feedback, and high costs, the District went under contract following a third invitation for bid for the Millard Bluff Grading & Tree Removal project during the fourth quarter of 2022 with RES Environmental Operating Company. The project will include the removal of woody material on approximately 3 acres of bluff slope, preservation/protection of specific high-quality trees on the bluff, retrieval/removal of cut woody trunks, limbs, and branches, protection of the bluff soils to the extent possible, grading of sheer top of bluff slopes to a 2:1 slope, placement of soil on bluff top, topsoil spread, seeding and vegetation installation, and installation of erosion control blanket on all disturbed slope soils. Upon project completion, in some areas, fencing will remain through 2024 to protect and allow for the growth of native plantings.

- Sustainability Plan which is an internal document guiding practices leading to quantifiable achievements in District operations.
- Capital Plan (Annual and 5-year) is approved annually, and reviewed throughout the year, to ensure critical repair and replacement projects, facility, and park improvements, and GreenPrint Projects are identified and funded.
- Strategic Plan, which due to the COVID-19 Pandemic the environment has significantly changed, necessitating an update to the District's Strategic Plan in 2023. For the upcoming year, the District's established Strategic Planning Themes will coincide with recovery from COVID-19 and the updated District values. Themes include building personal relationships, creating inclusivity, delivering the extraordinary, empowering our team, growing our team, valuing our Team, building and maintaining trust, creating a sustainable future, and stewarding our resources.

### ***Forthcoming Projects***

The Park District's Annual Work Plan is a compilation of annual goals derived from the above Park District planning documents and are financially reflected in the 2023 Budget.

### ***Operations Overview***

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

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

This budget book is also divided by functional area. The Administration Function includes activity in the General Fund (exclusive of Parks), Special Recreation, Debt Service, and Capital Projects. The Parks Department is split from the General Fund and presented as a separate function. The Recreation Fund is presented in its entirety as the Recreation Function. However, as of January 1, 2022, the Park Avenue Boating Facility Recreation Subfund was created for operations. The District wants transparency for the Center as substantial public donations were made to help fund the project.

***Budget Calendar***

Director Peters provided a more detailed review of the 2023 Budget Book at today's Finance Committee Meeting, the final proposed Budget Book for 2023 will be presented at the December 14 Regular Board Meeting, after 30 days a Public Hearing will be held on January 25, 2023, regarding the 2023 Combined Budget and Appropriation and staff will ask that the Park Board of Commissioners approve the 2023 Budget Ordinance.

***Salaries and Wages***

In 2023 a 5% full-time salary pool (merit/compensation study contingency) increase is budgeted for all full-time employees. According to Park District Policy, every five years, a qualified third-party consultant shall review the entire Classification and Compensation Plan. The results of the study will be presented in December 2022 and considered for approval by the Park Board in January 2023.

In 2017, a Part-Time Compensation and Classification Study was completed. Staff plans to complete a compensation and classification study, and update in 2023.

***Mid-Range Planning***

The Strategic Plan 2016-2020 outlines mid-range and short-term operations planning and identifies initiatives or tasks to be completed by staff assigned committees. Completion of these initiatives will ensure fulfillment of strategic goals. Staff will complete and begin implementing an updated strategic plan in 2023.

***Debt Position***

Currently, the District has one debt certificate outstanding: General Obligation Limited Tax Debt Certificates, Series 2021. The certificates were issued to refund the 2012 and 2013 issuances and address a multitude of projects listed in Appendixes A & B and to replace the breakwater and boat launch at Park Avenue (\$2M). In addition, the General Obligation Ltd Tax Park Bond Series 2017 was issued to begin funding for GreenPrint 2024 projects. The 2020 General Obligation Ltd Tax Park Bond Series was issued for several projects around the District. If the aforementioned projects do not come to fruition or come in under budget, the funds from the debt issuances will be used to fund other capital projects in the capital projects plan.

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

***Tax Funding***

Staff budgets conservatively for property tax revenue, but levies to include growth, which is not available until the following spring. Failure to levy for growth will deny the District that revenue forever. Invariably, budgeting property tax revenue at the levy amount will create a shortfall. For 2023, the budget was created using the 2022 extension multiplied by the 5% tax cap for the general and operating funds.

For 2023, the budgeted property tax revenue is \$14,320,156. Exclusive of the debt levy (Truth in Taxation), the total budgeted levy for 2023 is \$12,642,734.

***Capital Analysis***

The 2023 Budget includes the following GreenPrint 2024 initiatives in the Capital Fund:

- Centennial Ice Arena Renovation budgeted expenditures for 2023 total \$1,621,804.
- Multi-Purpose Building to Address the Aging West Ridge Center, the District has \$960,000 budgeted in 2023 for this project.

***Budget Analysis***

For 2023, the budget has been prepared while incorporating our new District values. Striving to always be extraordinary, welcoming, and caring, we have incorporated opportunities to ensure equity and inclusion, along with fiscal responsibility in delivering services through our programs and at our facilities. We have increased the Grant-in-Aid budget by 50% addressing financial barriers for residents while still incorporating cost recovery strategies and seeking alternative revenue sources such as grants and donations. The Champion's Banquet is scheduled to return in March 2023 and usually generates tens of thousands of dollars that the Parks Foundation of Highland Park donates toward even more aid for residents.

Preparation of the 2023 Budget was made possible by the dedicated Park District of Highland Park staff and coordinated by the Finance staff. Many thanks to the Board of Commissioners for their dedication, support, and service to the District.

***Projected Cash on Hand as of December 31, 2022***

At the beginning of the fiscal year, the cash on hand and short-term investments was \$34.7 million. As of December 31, 2022, the estimated cash and short-term investments are expected to be \$24.8 million.

***Ordinance #2023-01: An Ordinance for a Combined Budget and Appropriation for the Park District of Highland Park for the Fiscal Year Beginning January 1, 2023 and Ending December 31, 2023***

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

After that period has expired, there will be a hearing for the public on January 25. Later that evening, the Budget will be presented to the Board for approval of the Budget, and the Budget and Appropriations Ordinance. Upon approval, the budget will be certified by the county.

**NEW BUSINESS**

**A. Board Committee Updates**

Executive Director Romes reported that at the December 6 Finance Committee Meeting Staff presented the 2023 budget book and related Ordinance # 2023-1: An Ordinance for a combined budget and appropriation for the Park District of Highland Park for the fiscal year beginning January 1, 2023 and ending December 31, 2023. Staff have also been working with the Park District's legal counsel to draft a Donation and Naming Rights Agreement for the Fink Park Baseball Field. An update was provided to discuss the donation, agreement terms and schedule, and the proposed name. Staff also reviewed the bid opening for the 2022 Centennial Ice Arena Sound and Video Equipment Replacement project, the 2023 Dehumidification System Replacement Recreation Center of Highland Park Indoor Pool project, and a proposed parks vehicle capital purchase.

**B. Director's Report**

Executive Director Romes reported that the ParkShop is a great destination for holiday gift-giving. The shop features shirts, blankets, bags, hats, mugs, and now even puzzles of some of your favorite PDHP destinations (The Preserve, Sunset Valley, Park Avenue Boating Facility, Rosewood Beach, and the new rocket ship). All proceeds benefit the Parks Foundation of Highland Park. You can access the shop from the PDHP & Foundation websites.

As for upcoming events, the Polar Parade is this Friday, December 16 from 4:00 – 7:30 p.m. Santa, Mrs. Claus, and Elf will be riding in their one-horse-open-sleigh throughout Highland Park dropping off gifts for 16 families.

Lastly, there are several winter break camps over the holidays that children and families can take advantage of.

**C. Parks Foundation**

Vice President Freeman reported that the invitation for the Champions Banquet will be shared in 2023. She reported that it was an amazing year for the Parks Foundation and they are looking forward to doubling those efforts in 2023.

**D. Board Comments**

Commissioner Bernstein requested that open gym times and one-month fitness memberships are promoted on the website to attract the college students home for the holidays. He also wanted to take a moment to reflect on what the District has endured this year, between coming out of the COVID and the Fourth of July Tragedy, one thing that has always remained constant is the professionalism and generosity of Park District staff. On behalf of the Park Board of Commissioners, he thanked staff for what they have done over the past three years.

Executive Director Romes reported that he couldn't be more grateful to work for a Park District with such extraordinary staff and Board members. He wished everyone a happy holiday season and thanked them for their support and dedication to the Park District and the community.

**OTHER BUSINESS**

None.

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

None.

**CLOSED SESSION**

A motion was made by Commissioner Bernstein, seconded by Commissioner Ruttenberg, to adjourn into Closed Session for discussion of Section 2(c)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; and Section 2(c)2: Collective negotiating matters between the public body and its employees or their representatives, or deliberation concerning salary schedules for one or more classes of employees.

**Roll Call:**

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

**Nay:** None

**Absent:** None

**Abstain:** None

**Motion Carried**

The meeting adjourned into Closed Session at 7:14 p.m.

The meeting reconvened into Open Session at 8:44 p.m.

**Action From Closed Session If Any**

President Grossberg reported that the Park Board of Commissioners met in Closed Session under Section 2(c)1: The employment, compensation, discipline, performance, or dismissal of specific employees, specific individuals who serve as independent contractors in a park, recreational, or educational setting, or specific volunteers of the public body or legal counsel for the public body; and Section 2(c)2: Collective negotiating matters between the public body and its employees or their representatives, or deliberation concerning salary schedules for one or more classes of employees.

No action was taken.

Regular Meeting Minutes  
December 14, 2022

**ADJOURNMENT**

A motion was made by Commissioner Ruttenberg and seconded by Vice President Freeman and approved by a unanimous vote. The Board Meeting adjourned at 8:44 p.m.

Respectfully submitted,

Roxanne Hejnowski, Assistant Secretary

**PARK DISTRICT OF HIGHLAND PARK  
BOARD OF PARK COMMISSIONERS  
MINUTES OF SPECIAL MEETING  
DECEMBER 20, 2022**

The meeting was called to order at 8:02 a.m. President Grossberg.

**ROLL CALL**

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

**Absent:** Commissioner Kaplan

**Staff Present:** Executive Director Romes; Deputy Director Carr; Director Smith; Director Voss; Director Peters; Assistant Director Maliszewski; Coordinator Hejnowski

**Guest Speakers:** None

**ADDITIONS TO THE AGENDA**

None.

**PUBLIC COMMENT FOR ITEMS ON THE AGENDA**

None.

**CLOSED SESSION**

A motion was made by Vice President Freeman and seconded by Commissioner Ruttenberg to go into Closed Session pursuant to Section 2(c)5 – the purchase or lease of real estate including discussion on whether a certain parcel of property should be acquired;

**Roll Call:**

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

**Nay:** None

**Absent:** Commissioner Kaplan

**Abstain:** None

**Motion Carried**

Meeting was adjourned into closed session at 8:04 a.m.

Meeting was reconvened into open session at 9:08 a.m.

Special Meeting Minutes  
December 20, 2022

**ACTION FROM CLOSED SESSION IF ANY**

No action was taken from Closed Session.

**ADJOURNMENT**

A motion was made by Commissioner Bernstein and seconded by Commissioner Ruttenberg and approved by a unanimous vote. The Board Meeting adjourned at 9:09 a.m.

Respectfully submitted,

Roxanne Hejnowski, Assistant Secretary



# Memorandum

**To:** Park Board of Commissioners

**From:** Ryan Ochs, General Manager/Superintendent Golf Operations; Brian Romes, Executive Director

**Date:** February 1, 2023

**Subject:** **Approval of the 2024 Sunset Valley Golf Club Golf Cart Lease Bid**

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## **Summary**

This year is the final year of the current lease terms for the golf cart fleet operated at Sunset Valley Golf Club. In December 2022, the Park District solicited bids for a new 2024 golf cart lease agreement. Bids were received on December 20, 2022, and two companies submitted bids for 65 lithium-ion battery golf carts and 1 gas beverage cart. The bid also included an alternate for GPS navigation. The navigation system will be incorporated into the Sunset Valley Golf Club operating budget and staff will seek advertising opportunities to help offset the operational cost.

Staff reviewed the two golf carts that are under consideration. Below are the two carts key features:

### **Option 1: Harris Golf Carts – Yamaha Roypow Lithium-ion battery golf cart.**

- Rear wheel independent suspension
- USB ports
- GPS mounted on dash
- 758 lbs. curb weight
- Harris Golf Cars noted on the bid that they could not guarantee a March 1, 2024, delivery date. They would be able to supply loaner carts until the fleet arrives.
- The Yamaha Roypow lithium-ion is very new and there are currently no Chicagoland courses that have this battery to gather any feedback.
- User Guide states that the “Battery may experience storage temperatures from -4 degrees Fahrenheit to 32 degrees Fahrenheit for a total not exceeding 1 month.”

### **Option 2: E-Z-G-O: Division of Textron, Inc – EZGO Samsung Lithium-ion battery golf cart.**

- RXV model – Current fleet at Sunset Valley is the EZGO TXT model
- Impact resistant bumpers
- Modern dash and large cupholders
- GPS mounted on top
- All-new automotive style hanging pedals
- Intellibrake system
- USB ports
- 646 lbs. curb weight. Around 100 lbs. less than the Yamaha lithium-ion battery cart.
- Currently, EZGO partners with over 30 (Municipal, Public and Private) Chicagoland courses with the Elite Samsung lithium-ion battery golf carts.

- User Guide states that the batter can be stored below -4 degrees Fahrenheit for a period not to exceed 30 days and can be stored above -4 degrees Fahrenheit for up to 6 months.

**Bid Results and Financial Impact**

**Harris Golf Cars:** Yamaha Lithium-ion battery operated carts for a 5-year lease term and 5-year battery warranty.

The annual lease payments are as follows:

Base Bid 1	65 lithium-ion carts	\$80,698.80
Base Bid 2	1 gas beverage cart (white color)	\$3,890.82
Alternate A	GPS Navigation (Yamatrack)	\$28,275

**E-Z-G-O: Division of Textron, Inc:** 65 – Lithium-ion battery operated carts and 1 gas beverage cart for a 5-year lease term and 5-year battery warranty.

The annual lease payments are as follows:

Base Bid 1	65 lithium-ion carts	\$104,941.20
Base Bid 2	1 gas beverage cart (white color)	\$2,839.80
Alternate A	GPS Navigation (Pace)	\$33,157.80

After careful review of the 2 Golf Cart Specifications, the Yamaha Roypow Lithium-ion battery golf cart User Guide states that the “Battery may experience storage temperatures from -4 degrees Fahrenheit to 32 degrees Fahrenheit for a total not exceeding 1 month.” Since golf carts at Sunset Valley Golf Club are stored in an enclosed wooden shelter without heat and insulation, staff determined that the golf carts may experience storage temperatures below 32 degrees Fahrenheit for longer than 1 month. Additionally, the Yamaha Golf Carts would be subject to irreversible damage for the battery if stored below -4 degrees Fahrenheit. After discussion with Park District legal counsel, staff requested a written enforceable agreement from Harris Golf Carts that if the Yamaha Roypow Lithium-ion battery golf carts will be stored in an enclosed wooden shelter without heat and insulation, the warranty will not be voided during the entire 5-year period of the lease agreement. Harris Golf Carts were unable to provide written confirmation. After discussion with legal counsel, staff recommends a determination that the Harris Golf Carts would not be the lowest responsible bid. The EZGO lithium-ion battery golf carts User Guide states that the battery can be stored below -4 degrees Fahrenheit for a period not to exceed 30 days and can be stored above -4 degrees Fahrenheit for up to 6 months. Additionally, the EZGO lithium-ion battery golf cart is a proven, reliable golf cart in the Chicagoland Market and can accommodate colder storage temperatures than the Yamaha Roypow lithium-ion battery. For the past 4 years, Sunset Valley Golf Club has been leasing the EZGO lithium-ion battery golf carts and has had remarkable success. Therefore, staff recommend accepting the bid from EZGO: Division of Textron, Inc for the EZGO Samsung Lithium-ion battery golf cart.

The current 5-year Capital Plan for the new golf cart lease is budgeted for \$78,000 per year beginning in 2024. If the Park Board approves this recommendation, the 5-year Capital Plan will be adjusted to \$107,780.34 per year from 2024-2028.

**Recommendation**

Staff and the Finance Committee recommends approval from the Park Board of Commissioners to enter into a 5-year lease term with EZ-GO for 65 lithium-ion battery-operated golf carts and 1 gas-operated beverage cart for a 5-year total not to exceed \$538,901.70. Terms and Payments will not begin until 2024.

Staff and the Park District Finance Committee recommend approval from the Park Board of Commissioners to enter a 5-year lease term with EZ-GO for Alternate A (GPS System) in the amount of \$165,789. This will be an operational expense not to exceed \$33,157.80 budgeted per year. Staff will continue to seek advertising opportunities to help offset the operational cost. Terms and payments will not begin until 2024.



# Memorandum

**To:** Park Board of Commissioners  
**From:** Jeff Smith, Director of Planning and Projects; Brian Romes, Executive Director  
**Date:** February 1, 2023  
**Subject:** **Approval of the Microsoft Windows Server 2022 Licenses**

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## **Summary**

In 2022, the Park Board of Commissions approved the Technology Infrastructure Replacement Project. This project is currently underway and is replacing equipment that has reached the end of its useful life, including some physical and virtual servers. As part of this project, the Park District's Microsoft Windows Server Licenses need to be renewed.

Quotes were received for these licenses 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.

## **Financial Impact**

Budgeted Capital Funds	\$210,000.00
Equipment Purchase and Installation	\$106,235.74
Microsoft Windows Server 2022 Licenses	\$33,944.00
<b>Anticipated Amount Under Budget</b>	<b>\$69,820.26</b>

## **Recommendation**

Staff recommends approval from the Park Board of Commissioners to authorize the Executive Director to enter into an agreement with ACP CreativIT, LLC d/b/a Camera Corner Connecting Point for the purchase, installation and configuration of the Microsoft Windows Server 2022 Licenses in the amount of \$33,944.



We have prepared a quote for you

**Microsoft Licensing**

Quote # CCCP012452  
Version 1

Prepared for:

**Park District of Highland Park**

Dan Johnson  
djohnson@pdhp.org

## Microsoft Licenses

Product Details	Qty	Price	Ext. Price
<b>Microsoft Windows Server 2022 Datacenter - 16 Core</b>	4	\$6,156.00	\$24,624.00
<b>Microsoft Windows Server 2022 - 1 Device CAL</b>	20	\$36.00	\$720.00
<b>Microsoft Windows Server 2022 - 1 User CAL</b>	100	\$46.00	\$4,600.00
<b>Installation/Configuration</b>	20	\$200.00	\$4,000.00

**Subtotal: \$33,944.00**

## Microsoft Licensing

### EXHIBIT A

#### Bill To:

**Park District of Highland Park**

Dan Johnson  
636 Ridge Rd  
Highland Park, Illinois 60035

djohnson@pdhp.org

#### Ship To:

**Park District of Highland Park**

Dan Johnson  
636 Ridge Rd  
Highland Park, Illinois 60035

djohnson@pdhp.org

#### Quote Information:

**Quote #: CCCP012452**

Version: 1  
Delivery Date: 12/19/2022  
Expiration Date: 01/16/2023

Sales Rep:  
Jeff Cronk  
jeff.cronk@acpcreativit.com

## Quote Summary

Description	Amount
Microsoft Licenses	\$33,944.00
<b>Total:</b>	<b>\$33,944.00</b>

IMPORTANT: Any legal document should refer to us as ACP CreativIT, LLC d/b/a Camera Corner Connecting Point or CCCP.

Additionally, all deliveries, especially LFD (Large Format Displays)/TV's, need to be opened, turned on and inspected thoroughly for concealed damage within 5 days of receipt to ensure full value replacement.

Orders converted from this quote, as authorized by the customer, acknowledges the customer has read our Return Policies and Conditions located on the Company Info page of the Camera Corner/Connecting Point website [www.cccp.com](http://www.cccp.com)

Please note: Quotes do not reflect tax. Shipping, handling, and other fees may apply. Contact your Account Executive with any questions. We reserve the right to cancel orders arising from pricing or other errors.



# Memorandum

**To:** Park Board of Commissioners

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

**Date:** January 25, 2023

**Subject:** **Approval of Centennial Ice Arena Water Heaters Bid**

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## **Summary**

The water heaters at Centennial Ice Arena, that support the production of hot water needed to fill the Zamboni and maintain the Ice, are nearing the end of their useful life. These were installed in 2006 and a typical maximum useful life on this equipment is 15-20 years. These tanks are specialized high pressure and large capacity, 125 gallons, systems that must meet American Society of Mechanical Engineers (ASME) code.

On January 16, 2023 we have three (3) fully qualified and responsive bidders for this project. The lowest bidder was Absolute Home Improvement in the amount of \$96,433. The Park District has worked with Absolute Home Improvement on past projects and staff have reviewed their qualifications for this type of work and determined that it meets the requirements.

## **Financial Impact**

<b>Total Available 2023 capital replacement budgeted funds</b>	<b>\$110,000</b>
<b>Absolute Home Improvement, Inc Bid</b>	<b>\$96,433</b>
<b>Total Anticipated <u>UNDER</u> Budget</b>	<b>\$13,567</b>

## **Recommendation**

Staff and the Park District Finance Committee recommend approval from the Park Board of Commissioners to accept the bid and authorize the Executive Director to enter into a contract with Absolute Home Improvement in the amount of \$96,433 for the purchase and installation of Two (2) PVI Hot Water Tanks.



# Memorandum

**To:** Park Board of Commissioners

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

**Date:** February 1, 2023

**Subject:** **Approval of the 2023 Centennial Ice Arena Landscaping Bid**

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**Summary**

The Park District of Highland Park received six sealed bids on January 11, 2023, for materials and labor to complete the 2023 Centennial Ice Arena Landscaping Bid.

**Bid Results**

Company	Base Bid	Alt. 1 Installation of Mulch	Alt. 2 Installation of Plugs in entry turn around island
Absolute Home Improvements and Cleaning Services, Inc.	\$19,200.00	\$65/CY	\$4,250.00
Hacienda Landscaping, Inc.	\$28,000.00	\$80/CY	\$14,500.00
D&J Landscape, Inc.	\$31,212.00	\$65/CY	\$6,106.50
Balanced Environments, Inc.	\$39,323.00	\$69.50/CY	\$8,999.00
Cornerstone Partners Horticultural Services	\$71,450.95	\$834.92/CY	\$9,935.26
Continental Construction Co., Inc	\$95,700.00	\$60/CY	\$43,000.00

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

**Financial Impact**

Total 2023 Budgeted Funds (part of the larger CIA Renovation Project)	\$37,300.00
<b>Landscaping Bid (Recommended Contract Amount)</b>	<b>\$19,200.00</b>
Anticipated Amount Under Budget	(\$18,100.00)

**Recommendation**

Staff and the Park District Finance Committee recommend approval from the Park Board of Commissioners to accept the base bid from Absolute Home Improvements for the 2023 Centennial Ice Arena Landscape Bid and authorize the Executive Director to enter into an agreement in the amount of \$19,200.



# Memorandum

**To:** Park Board of Commissioners

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

**Date:** February 1, 2023

**Subject:** **Approval of 2023 Moroney Park Improvements Poured-in-Place Safety Surfacing Bid**

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## **Summary**

The Park District of Highland Park received three sealed bids on January 11, 2023, for materials and labor to complete the 2023 Moroney Park Improvement Project Poured-in-Place Safety Surfacing Bid. Moroney Playground is reaching it's useful life and is part of the Park Districts capital repair and replacement plan. The design for the playground was developed with input from the community.

## **Bid Results**

<b>Company</b>	<b>Base Bid</b>
Gametime c/o Cunningham Recreation	\$76,672.00
Perfect Turf, LLC	\$101,480.00
Innovista LLC (Softline Solutions)	\$128,931.25

The low bidder is GameTime c/o Cunningham Recreation. This contractor has favorable references and experience working with the Park District of Highland Park.

## **Financial Impact**

The budget below is for the entire project. The recommended Poured-in-Place Safety Surfacing contract amount is \$76,672.00.

Total 2023 Budgeted Funds	\$290,000.00
General Construction	\$73,250.00
<b>Poured-in-Place Safety Surfacing Recommended Contract Amount</b>	<b>\$76,672.00</b>
Fencing	\$5,595.00
Play Equipment	\$67,646.79
Site Furniture	\$10,000.00
Contingency	\$29,000.00
<b>Total</b>	<b>\$262,163.79</b>
Anticipated Amount Under Budget	(\$27,836.21)

**Recommendation**

Staff and the Park District Finance Committee recommend approval from the Park Board of Commissioners to accept the base bid from Gametime c/o Cunningham Recreation for the 2023 Moroney Park Improvement Project Poured-in-Place Safety Surfacing Bid and authorize the Executive Director to enter into an agreement in the amount of \$76,672.



# Memorandum

**To:** Park Board of Commissioners

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

**Date:** February 1, 2023

**Subject:** **Approval of 2023 Moroney Park Improvements General Playground Construction Bid**

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## Summary

The Park District of Highland Park received two sealed bids on January 11, 2023, for materials and labor to complete the 2023 Moroney Park Improvements General Playground Construction Bid. Moroney Playground is reaching its useful life and is part of the Park Districts capital repair and replacement plan. The design for the playground was developed with input from the community.

## Bid Results

Company	Base Bid
Absolute Home Improvements and Cleaning Services, Inc.	\$73,250.00
D & J Landscape, Inc.	\$107,346.98

The low bidder is Absolute Home Improvement and Cleaning Services, Inc. This contractor has favorable references and experience working with the Park District of Highland Park.

## Financial Impact

The budget below is for the entire project. The recommended General Construction contract amount is \$73,250.00.

Total 2023 Budgeted Funds	\$290,000.00
<b>General Construction Recommended Contract Amount</b>	<b>\$73,250.00</b>
Poured-in-Place Safety Surfacing	\$76,672.00
Fencing	\$5,595.00
Play Equipment	\$67,646.79
Site Furniture	\$10,000.00
Contingency	\$29,000.00
<b>Total</b>	<b>\$262,163.79</b>
Anticipated Amount Under Budget	(\$27,836.21)

**Recommendation**

Staff and the Park District Finance Committee recommend approval from the Park Board of Commissioners to accept the base bid from Absolute Home Improvements for the 2023 Moroney Park Improvement Project General Playground Construction Bid and authorize the Executive Director to enter into an agreement in the amount of \$73,250.



# Memorandum

**To:** Park Board of Commissioners

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

**Date:** February 1, 2023

**Subject:** **Approval of the Gewalt Hamilton Associates Proposal for Compton Avenue Trail Connection Design**

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## **Summary**

Per the First Amendment of the Intergovernmental Agreement between the Park District, City of Highland Park, and Lake County Forest Preserve District entered into during the development of the Preserve, the Park District has an obligation to design and construct a trail connection from the Preserve to Half Day Road along Compton Avenue. Staff have obtained a proposal from Gewalt Hamilton Associates to assist with design and construction oversight.

## **Financial Impact**

2023/2024 Capital Funds	\$150,000
<b>Gewalt Hamilton Associates Proposal</b>	<b>\$41,900</b>
Anticipated Construction Cost	\$100,000
<b>Anticipated Amount Under Budget</b>	<b>\$8,100</b>

## **Recommendation**

Staff and the Park District Finance Committee recommend approval from the Park Board of Commissioners to accept the proposal from Gewalt Hamilton Associates for the Compton Avenue Trail Connection Design and authorize the Executive Director to enter into an agreement in the amount of \$41,900.

Community Park – Half Day Trail Path Improvements  
Highland Park, Illinois  
GHA Proposal No. 2022.SD137

625 Forest Edge Drive, Vernon Hills, IL 60061

TEL 847.478.9700 ■ FAX 847.478.9701

www.gha-engineers.com

Park District of Highland Park (Client), 636 Ridge Road, Highland Park, IL 60035, and Gewalt Hamilton Associates, Inc. (GHA), 625 Forest Edge Drive, Vernon Hills, IL 60061, agree and contract as follows:

## I. Project Understanding

The Park District wishes to construct the Half Day Road Access Trail as depicted on the Community Park Master Plan dated December 21, 2019. At its north terminus, the trail will connect to the carriage walk on the east side of Compton Avenue as proposed as part of the Hidden Oak residential development plans (last revised October 24, 2022). The trail will extend south roughly 1,200 feet, generally following the former cart path, and connect to the Connector Trail at the southeasterly portion of the Turtle Meadow. The trail will be 10 feet wide and adhere to applicable accessibility standards.

The majority of the project work zone is within regulatory floodplain. Should flood storage be lost, as a result of grading the trail to meet accessibility standards, a relatively high area (former putting green) at the northerly portion of the work zone will be utilized to create compensatory storage.

The work zone is outside of regulatory floodway and therefore a permit from the Illinois Department of Natural Resources – Office of Water Resources will not be required. Permits are anticipated to be limited to the City of Highland Park, and Lake County Stormwater Management Commission. Detention is not anticipated to be required.

Should the area of disturbance exceed 1 acre, an IEPA – NPDES permit will also be required. We understand the property is encumbered by development restrictions by Lake County. It is assumed that coordination with the County will be undertaken by the Park District.

It is assumed the District will provide wetland mapping previously approved by the U.S. Army Corps of Engineers and/or the Lake County Stormwater Management Commission. It is further assumed the trail will not infringe into wetland areas or dedicated wetland buffer zones.

We understand the Hidden Oak development will likely start construction in the spring of 2023 so the north connection point will not exist at the time our topographic survey is prepared. Improvements at the northerly limit of the trail will be prepared referring to the engineering plans for that development. It is assumed the plans for that development will be provided to our office in electronic dwg format.

## II. Scope of Services

GHA will provide the following services:

### A. Existing Conditions Survey

GHA will collect an existing conditions survey of the proposed project work zone totaling approximately 2.2 acres along the 1,200 linear feet of path improvements and potential

compensatory storage zone. The survey will extend roughly 25 feet on either side of the trail route. (Refer to attached exhibit)

The survey will meet or exceed the Minimum Standards of Practice as set forth by Illinois Administrative Code for a Topographic Survey. Accordingly, we will provide the following services:

1. Obtain benchmark information (NAVD88) from USGS, County, the City or Trimble VRS Now Network.
2. Horizontal coordinates shall be referenced to the State Plane Coordinate System, Illinois East Zone, NAD83 adjustment. Vertical elevations shall be referenced to the North American Vertical Datum of 1988 (NAVD88). All units shall be U.S. Survey feet and decimal parts thereof.
3. Establish permanent site benchmark (s) (i.e. crosses or boxes cut on concrete, flange bolts on fire hydrants, etc.) on site.
4. Contours will be provided at 1'-0" maximum vertical intervals; error shall not exceed one-half the contour interval.
5. Spot elevations will be provided on maximum 25-foot grid covering the limits of the survey. Paved areas will have a grid density of approximately 25'. High points and low points will be shown.
6. The survey will show the location of the visible, physical improvements on the site (e.g. structures, fencing, site furniture, walks, curbing, etc.)
7. The location of observed underground utilities will be provided. The location of all manholes, catch basins and all pipe inverts that are accessible will be depicted. The cost for marking of private utilities is not included in this proposal, but GHA will include this information if the Client arranges to have private utilities marked in the field.
8. Location of dry utilities such as telephone, electric, gas and cable T.V. lines, etc. will be depicted based on visual surface evidence and available utility atlas information from the respective utility companies if provided by the Client. The cost for marking of private utilities is not included in this proposal, but GHA will include this information if the Client arranges to have private utilities marked in the field prior to our field visit.
9. Individual free-standing trees 6" caliper or greater will be shown as deciduous or coniferous. Tagging and species/condition report is not included. Groupings of trees or landscaped areas will be shown in mass. Preparation of a tree inventory is not included.

B. Construction Documents

Preparation of engineering plans for the project site. The plans will include the following:

1. Title Sheet, including vicinity map.
2. Site Plan indicating pathway routing location and elevation.
3. Existing Conditions Plan and Demolition Plan.
4. Grading and Drainage Plan showing proposed grades, site contours in turf areas, storm sewers with inlet elevations (if required). The plans will also identify regulatory flood elevations and approximate location of the regulatory floodway.
5. Utility Plan (if necessary) illustrating storm sewer/culverts.
6. Construction Detail Drawings of site work items such as pavement, curbs, walks, manholes/inlets, etc.

7. Erosion Control Plan.
  8. Pathway and compensatory storage zone cross sections sheet(s)
  9. Upon request, progress plans will be provided to the Client for review and submission to City. Specifications are provided on GHA's plan drawings. Exchange of drawings will be in electronic format unless otherwise requested.
- C. Permit Coordination
- We will submit permit applications, engineering plans and permit applications to the following agencies for engineering approval. Our work includes plan and permit revisions in response to agency review comments. One round of review comments are included.
1. City of Highland Park
  2. Lake County SMC
  3. IEPA-NPDES (if area of disturbance exceeds one acre)
- D. Meetings
- GHA has included a total of up to three video meetings for the proposed project.
- E. Bidding/Negotiation Phase
- We anticipate the PDHP will incorporate the bid form and any additional specifications prepared by GHA into their current front end bid documents. We also understand the Park District will coordinate and host formal public bid process. GHA will provide the following services as needed:
1. Assist the Park District in encouraging qualified contractors to bid the project.
  2. Provide addenda and clarification related to civil site improvements, as needed.
  3. Evaluate bidder-proposed civil-related substitutions for basic quality and applicability, when requested.
- F. Construction Phase Services
- GHA anticipates Park District will provide day-to-day coordination and communication with the contractor. Therefore, GHA observation services will be limited to the following:
1. One (1) pre-construction meeting.
  2. Assist with creation of a "for construction" set of drawings incorporating and identifying addendum items prior to start of construction.
  3. Review shop drawings pertaining to civil site improvements (4 hours).
  4. Provide consulting services to the Client throughout the construction process. This work will include clarifying questions and resolving problems encountered during the work (20 hours estimated).
  5. GHA will provide seven site visits during construction. We anticipate site visits during each of the following activities: grading (2 visits), subgrade inspection (2 visits), pavement work (2 visits), and restoration (1 visit). GHA will be present on site for 2-3 hours, excluding travel time. The quantity of site visits may be increased or reduced based on the thoroughness of the lowest responsible bidder. If required, additional site visits will be provided on a time-and-materials (T&M) basis in accordance with Section VI: Compensation for Services.

6. Upon completion of construction, we will coordinate a final inspection of the work with the Park District, prepare a punchlist of civil related items, and issue a final opinion for the work. We anticipate two (2) total punchlist site visits. (8 hours total estimated).

G. Project Close-out & As Built Survey Services

1. GHA will transfer contractor supplied as-built information to prepare "Record" drawings of the site to document the grades associated with the hardscape improvements.
2. Prepare an as built survey of the pathway and the compensatory storage zone. Accompanying the survey will be volumetric computations identifying the amount of lost flood storage and confirming sufficient compensatory storage was created. The survey and computations will be suitable for submission to the City of Highland Park. Should the survey determine regrading is necessary to satisfy flood storage requirements, additional assistance provided to the District to comply with stormwater regulations will be considered an additional service.
3. Based on the as built survey, we will review finished grade documents for ADA slope compliance.

**III. Services not Included**

Any service not enumerated in *Section II. Scope of Services*, including, but not limited to the following, is not included in this proposal/agreement. These services may be provided at the request of the Client as an additional service. GHA will provide the Client with an estimate of the additional work scope and request authorization to proceed prior to commencing additional services:

1. Revisions required by the City comments beyond those noted;
2. Stormwater Detention calculations and associated permitting (not anticipated to be required);
3. Tree inventory or tree removal permitting;
4. Construction staking (to be provided by the Contractor);
5. Permit fees and review fees (responsibility of the Client);
6. Meetings with public officials, the District, or agencies beyond those included in the scope;
7. Gas, electric, telephone, or other public utility service design (not anticipated to be required);
8. Landscape design (not anticipated to be required).
9. Wetland determination, delineation, environmental testing, geotechnical investigation, or environmental engineering services;
10. Wetland permitting.

**IV. Engineering Staff**

Donald E. Matthews, P.E., CFM, will serve as the Project Manager. Cameron Tonkery, PEI, will serve as Design Engineer. Additional professional and technical staff will provide support as needed.

**V. Project Timeline**

We understand the Hidden Oak development will break ground in the spring of 2023. The Park District wishes to construct the trail after the Compton Avenue sidewalk is installed which would likely be by August of 2023.

Assuming authorization to proceed was provided by January 1, 2023, GHA would conduct the topographic survey in the spring of 2023. Once the survey was complete, we estimate 75% construction documents would be available with eight weeks.

**VI. Compensation for Service**

Our lump sum fee for the above defined work is as follows:

<b>Service</b>	<b>Cost</b>
Existing Condition Survey	\$4,500
Construction Document / Permit Plans & Meetings	\$9,700
Permit Coordination	\$4,500
Bidding/Negotiation	\$3,500
Construction Phase Services	\$11,500
Project Close Out and As Built Services	\$7,600
Estimated Reimbursable Expenses	\$600
<b>Lump Sum Fee</b>	<b>\$41,900</b>

Reimbursable expenses, including items such as photos, postage, mileage, messenger services, printing, etc., will be billed to the Client without markup.

For any additional services beyond those outlined in *Section II: Scope of Services*, the Client shall pay GHA in accordance with the attached *GHA Hourly Rates*.

Invoices will be submitted on a monthly basis, and will detail services performed. This permits the Client to review the status of the work in progress and the charges incurred.

**IV. General Conditions of this Agreement**

The delineated services provided by Gewalt Hamilton Associates, Inc., (GHA) under this Agreement will be performed as reasonably required in accordance with the generally accepted standards for civil engineering and surveying services as reflected in the contract for this project at the time when and the place where the services are performed.

Nothing contained in this Agreement shall create a contractual relationship with or a cause of action in favor of a third party against either the Client or GHA. GHA’s services under this Agreement are being performed solely for the Client’s benefit, and no other party or entity shall have any claim against GHA because of this Agreement or the performance or nonperformance of services hereunder. In no event shall GHA be liable for any loss of profit or any consequential damages.

GHA shall not have control of and shall not be responsible for construction means, methods, techniques, sequences or procedures, or for job site safety measures. Such control is the sole responsibility of the Client’s contractor.

The Client, and not GHA, is responsible for ensuring that the contractor implements the Storm Water Pollution Prevention Plan (SWPPP), including maintenance and/or repair of soil erosion and sediment control measures for compliance with the General NPDES Permit for Storm Water Discharges from Construction Site Activities. GHA assumes no liability for any actions by the Illinois Environmental Protection Agency (IEPA) resulting from the contractor’s failure to comply with SWPPP or the requirements of the General Permit.

The Client and GHA agree that all disputes between them arising out of or relating to this Agreement or the Project shall be submitted to nonbinding mediation in Chicago, Illinois unless the parties mutually agree otherwise.

This Agreement, including all subparts and Attachment A, which is attached hereto and incorporated herein as the General Provisions of this Agreement, constitute the entire integrated agreement between the parties which may not be modified without all parties consenting thereto in writing.

By signing below, you indicate your acceptance of this Agreement in its entirety.

Gewalt Hamilton Associates, Inc.

Park District of Highland Park



\_\_\_\_\_  
Donald E. Matthews, P.E., CFM  
Vice President

\_\_\_\_\_  
Jeff Smith  
Director of Planning and Projects

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

Encl.: Attachment A  
GHA Hourly Rates  
Survey Limits  
PDHP Trail Exhibit

**PARK DISTRICT OF HIGHLAND PARK  
RESOLUTION 2023-01**

**RESOLUTION AUTHORIZING A CONTRACT  
FOR PROCUREMENT OF PLAYGROUND EQUIPMENT**

**WHEREAS**, the Park District of Highland Park (“Park District”) is an Illinois Park District governed by the Illinois Park District Code, 70 ILCS 1205/1 et seq. and other applicable laws; and

**WHEREAS**, Section 8-1(c) of the Park District Code governs contracts involving expenditures in excess of \$30,000.00 and generally requires that such contracts be let to the lowest responsible bidder after due advertisement of a competitive bid; and

**WHEREAS**, under the provisions of Section 8-1(c), contracts which by their nature are not adapted to award by competitive bidding are not subject to competitive bidding; and

**WHEREAS**, the Park District is in need of certain materials and work to renovate Sunset Woods Park Playground; (“Project”) and

**WHEREAS**, the original equipment manufacturers of the supplies or equipment needed for the Project operate geographic-based, exclusive distributorship networks that result in procurement of such property not being well-adapted for competitive bidding; and

**WHEREAS**, the Park District’s Board of Park Commissioners (“Board”) finds it to be necessary and in the best interest of the Park District and its residents to award a contract for the Project without competitive bidding;

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

**SECTION 1.** The recitals set forth above are incorporated into this Resolution as the material legislative findings of the Board as though fully restated herein.

**SECTION 2.** The Board finds and determines that Cunningham Recreation is the exclusive distributor within the state of the Illinois for the GameTime playground equipment needed for the Project as describe in Exhibit A. The Board finds and determines that for the foregoing reasons the procurement of GameTime playground equipment for the Project is not subject to competitive bidding.

**SECTION 3.** The Executive Director or his designee is hereby authorized and directed to enter into contracts with Cunningham Recreation in the amount of \$67,646.79 to acquire the playground equipment necessary for the completion of the Project.

**SECTION 4.** All resolutions and ordinances that conflict with this Resolution are hereby waived to the extent of such conflict.

**PRESENTED** to and **PASSED** by the Park District of Highland Park Board of Park Commissioners, this \_\_\_ day of \_\_\_\_, 2023.

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

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

ABSTENTIONS: \_\_\_\_\_

APPROVED:

\_\_\_\_\_  
President

ATTEST:

\_\_\_\_\_  
Secretary



GameTime c/o Cunningham Recreation  
 PO Box 240981  
 Charlotte, NC 28224  
 800.438.2780  
 704.525.7356 FAX

**EXHIBIT A**/18/2022  
 Quote #  
 161646-01-04

## Moroney Park Weil Tot Lot Playground- Option 1- Revised 11.18.22

Park District of Highland Park  
 Attn: Mike Evans  
 1055 St. Johns Ave  
 Highland Park, IL 60035  
 Phone: 847-681-2189 Ext. 4085  
 Fax:847-681-2266  
 mevans@pdhp.org

Ship to Zip 60035

Quantity	Part #	Description	Unit Price	Amount
1	RDU	GameTime - Powerscape Modular 2-5 Unit [Deck:Pvc:_____] [Accent:_____] [Basic:_____] [Roto Plastic:_____] [Accent 2:_____] [Arch:_____] [HDPE:_____] [Roto Plastic:_____] [Uni Plastic:_____] [Deck:Pvc:_____] [Metal Roof:_____] [2 Color HDPE:_____]	\$66,474.00	\$66,474.00
		(1) 80000 -- 49" Sq Punched Steel Deck		
		(1) 80001 -- 49"Tri Punched Steel Deck		
		(3) 80078 -- 6"Stepped Platform		
		(1) 81680 -- Single Seat		
		(1) 81696 -- Crunch Bar (Ps 2-5)		
		(1) 81699 -- Bongos		
		(1) 91741 -- Tic-Tac-Toe Panel		
		(1) 90211 -- Rung Encl Telescope & Barrier,Above Dk		
		(1) 90267 -- 9' Upright, Alum		
		(4) 90269 -- 11' Upright, Alum		
		(1) 90270 -- 12' Upright, Alum		
		(4) 90271 -- 13' Upright, Alum		
		(1) 90273 -- 15' Upright, Alum		
		(1) 90306 -- Climber Archway W/Socket & Barrier		
		(1) 90317 -- Toad Stool Climber		
		(1) 90354 -- Counter Panel		
		(1) 90369 -- River Rock Climber		
		(1) 90400 -- Std Funnel Bridge,1 Dk Span Guardrail		
		(4) 90538 -- 60" Roof Extension W/Cap		
		(1) 90545 -- 4' Wave Climber		
		(1) 90546 -- Climber Archway W/D-Ring & Barrier		
		(3) 90551 -- Square Modern Roof		



GameTime c/o Cunningham Recreation  
 PO Box 240981  
 Charlotte, NC 28224  
 800.438.2780  
 704.525.7356 FAX

**EXHIBIT A**/18/2022  
 Quote #  
 161646-01-04

## Moroney Park Weil Tot Lot Playground- Option 1- Revised 11.18.22

Quantity	Part #	Description	Unit Price	Amount
		(1) 90653 -- 3'-6"/4'-0" Zip Swerve Slide Left		
		(1) 90668 -- Spiral Step Climber (4'-0" & 4'-6")		
		(1) 90701 -- Double Entrance Wilderslide li		
		(2) 90704 -- Left Curve Section Wilderslide li		
		(2) 90706 -- Exit Section Wilderslide li		
		(1) 91146 -- Entryway - Guardrail		
		(1) 91539 -- 3' Roller Slide		
		(1) 91561 -- Flower Spinner Panel		
		(1) 91684 -- Modern Transfer Attachment -PS		
		(1) G90270 -- 12' Upright, Galv		
		(1) G90273 -- 15' Upright, Galv		
1	178749	GameTime - Owner's Kit	\$84.00	\$84.00
1	RDU	GameTime - Swings (1 Bay) [Basic:_____]	\$4,114.00	\$4,114.00
		(1) 12583 -- Ada Primetime Swing Frame, 3 1/2" Od		
		(1) 5128 -- Expression Swing 3 1/2" X 8'		
		(1) 8696 -- Encl Seat 3 1/2"(8696)		
1	5053	GameTime - Discover Cave W/Rock Grips [Roto Plastic:_____][Uni Plastic:_____]	\$5,832.00	\$5,832.00
1	6259	GameTime - Sitting See Saw [Accent:_____][Basic:_____]	\$3,621.00	\$3,621.00
1	38233	GameTime - Forked Balance Beam	\$4,860.00	\$4,860.00
2	38110	GameTime - Small Mushroom Red	\$765.00	\$1,530.00
1	38218	GameTime - Small Brown Mushroom	\$765.00	\$765.00
Contract: OMNIA #2017001134			<b>Sub Total</b>	\$87,280.00
			<b>Discount</b>	(\$23,604.46)
			<b>Freight</b>	\$3,971.25
			<b>Total</b>	<b>\$67,646.79</b>

### Comments

\*MATERIALS ONLY: Quotation does not include any site work, off-loading, storage, safety surfacing, or installation.

\*Taxes, if applicable, will be applied at the time of invoice. Please provide a copy of your tax exempt certificate to avoid the addition of taxes.



# Memorandum

To: Board of Park Commissioners

From: Jennifer Voss - Finance and Administrative Assistant  
Samantha Santizo - Accounts Payable Administrator  
Mari-Lynn Peters - Finance Director  
Brian Romes - Executive Director

Date: February 1, 2023

Subject: Bills and Payroll Disbursements authorized by Finance Committee Member(s). Checks written December 09, 2022 through January 25, 2023 to be presented to the Board for approval on February 01, 2023.

## BILLS

<u>DATE</u>	<u>AMOUNT</u>
December 09, 2022 Emergency Check	\$ 5,112.20
December 21, 2022 Emergency Checks	\$ 2,888.36
January 06, 2023	\$ 331,492.04
January 18, 2023 Emergency Check	\$ 7,511.95
January 20, 2023 Emergency Checks	\$ 3,150.00
January 24, 2023	\$ 3,965.00
January 25, 2023	\$ 1,587,849.92
Void Payments	\$ (3,965.00)
Bank Drafts	\$ 143,278.59
P-Card	\$ 188,891.95
<b>TOTAL</b>	<b>\$ 2,270,175.01</b>

## PAYROLL DISBURSEMENTS

December 16, 2022	\$ 357,556.82
December 30, 2022	\$ 358,069.51
January 13, 2023	\$ 318,996.32
<b>TOTAL</b>	<b>\$ 1,034,622.65</b>

<b>GRAND TOTAL</b>	<b>\$ 3,304,797.66</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 02-01-23 and you are hereby authorized to release the checks from the appropriate funds.

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

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



By Check Number

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
<b>Bank Code: AP-AP BANK</b>						
16895	312 COMMUNICATIONS INC	01/06/2023	Regular	0.00	23,422.00	188748
<a href="#">97749</a>	Invoice	12/01/2022	Cisco Support	0.00	12,000.00	
<a href="#">97752</a>	Invoice	11/28/2022	Cisco CUCM/Unity Upgrade 12.5	0.00	5,000.00	
<a href="#">97760</a>	Invoice	12/08/2022	1Yr Umb-Insights-K9 100-249 CLDS	0.00	6,422.00	
15147	ABC PRINTING COMPANY	01/06/2023	Regular	0.00	2,902.39	188749
<a href="#">270634</a>	Invoice	11/28/2022	Fitness Your Way Postcards & Postage	0.00	2,168.01	
<a href="#">270953</a>	Invoice	12/06/2022	A-7 Envelopes for Holiday Cards	0.00	124.05	
<a href="#">270954</a>	Invoice	12/06/2022	A-7 Envelope Cards for Holiday-Sunset Valley..	0.00	124.05	
<a href="#">270957</a>	Invoice	12/06/2022	PDHP Holiday Cards 10x7	0.00	213.15	
<a href="#">270958</a>	Invoice	12/06/2022	SVGC Holiday Cards 10x7	0.00	213.15	
<a href="#">270959</a>	Invoice	12/06/2022	Rachel Jacoby-Business Cards	0.00	59.98	
20135	ALLISON TICK	01/06/2023	Regular	0.00	305.00	188750
<a href="#">1750611</a>	Invoice	12/12/2022	Refund	0.00	305.00	
17301	WILSON SPORTING GOODS CO.	01/06/2023	Regular	0.00	7,812.00	188751
<a href="#">4539953568</a>	Invoice	11/30/2022	Quantity 504- W/S Prem Range White 24-Ball	0.00	3,906.00	
<a href="#">4539953569</a>	Invoice	11/30/2022	Quantity 504-W/S Prem Range White 24-Ball	0.00	3,906.00	
20071	AVALON PETROLEUM COMPANY	01/06/2023	Regular	0.00	5,326.01	188752
<a href="#">033432</a>	Invoice	12/02/2022	12/2/22 Diesel fuel	0.00	355.93	
<a href="#">033556</a>	Invoice	11/23/2022	11/23/22 Diesel fuel	0.00	426.50	
<a href="#">033589</a>	Invoice	11/14/2022	11/14/22 Diesel fuel	0.00	1,564.71	
<a href="#">561585</a>	Invoice	11/18/2022	11/18/22 Unleaded fuel	0.00	1,176.42	
<a href="#">584332</a>	Invoice	11/23/2022	11/23/22 Unleaded fuel	0.00	758.73	
<a href="#">584335</a>	Invoice	11/28/2022	11/28/22 Unleaded Gas	0.00	201.09	
<a href="#">584337</a>	Invoice	12/02/2022	12/2/22 Unleaded Gas	0.00	842.63	
13966	BRIGITTE ROQUET	01/06/2023	Regular	0.00	93.99	188753
<a href="#">102422</a>	Invoice	10/24/2022	2022 Illinois Compete USA Series Top 3 Med...	0.00	93.99	
14576	CHICAGO MAGIC INC.	01/06/2023	Regular	0.00	170.00	188754
<a href="#">1763620</a>	Invoice	12/29/2022	Refund	0.00	170.00	
10502	CITY OF HIGHLAND PARK	01/06/2023	Regular	0.00	10,953.30	188755
<a href="#">010423 000573</a>	Invoice	12/31/2022	1801 Sunset Rd 10/1/22-12/31/22	0.00	393.82	
<a href="#">010423 000580</a>	Invoice	12/31/2022	1801 Sunset Rd 10/1/22-12/31/22	0.00	14.78	
<a href="#">010423 000592</a>	Invoice	12/31/2022	1801 Sunset Rd 10/1/22-12/31/22	0.00	215.06	
<a href="#">010423 000795</a>	Invoice	12/31/2022	1801 Sunset Rd 10/1/22-12/31/22	0.00	176.76	
<a href="#">010423 000810</a>	Invoice	12/31/2022	2627 St Johns Ave 10/1/22-12/31/22	0.00	32.04	
<a href="#">010423 001725</a>	Invoice	12/31/2022	0 Ravine Dr 10/1/22-12/31/22	0.00	62.69	
<a href="#">010423 002480</a>	Invoice	12/31/2022	45 Roger Williams Ave 10/1/22-12/31/22	0.00	318.19	
<a href="#">010423 005210</a>	Invoice	12/31/2022	125 Central Ave 10/1/22-12/31/22	0.00	366.96	
<a href="#">010423 005211</a>	Invoice	12/31/2022	125 Central Ave 10/1/22-12/31/22	0.00	139.07	
<a href="#">010423 005221</a>	Invoice	12/31/2022	1377 Deer Creek Pkwy 10/1/22-12/31/22	0.00	342.22	
<a href="#">010423 005222</a>	Invoice	12/31/2022	1377 Deer Creek Pkwy 10/1/22-12/31/22	0.00	291.15	
<a href="#">010423 005246</a>	Invoice	12/31/2022	1390 Sunset Rd 10/1/22-12/31/22	0.00	471.65	
<a href="#">010423 007491</a>	Invoice	12/31/2022	3100 Trail Way 10/1/22-12/31/22	0.00	629.68	
<a href="#">010423 009806</a>	Invoice	12/31/2022	1390 Sunset Rd 10/1/22-12/31/22	0.00	812.13	
<a href="#">010423 015005</a>	Invoice	12/31/2022	486 Roger Williams Ave 10/1/22-12/31/22	0.00	25.50	
<a href="#">010423 015813</a>	Invoice	12/31/2022	405 Prospect Ave 10/1/22-12/31/22	0.00	34.50	
<a href="#">010423 016770</a>	Invoice	12/31/2022	1220 Fredrickson Pl 10/1/22-12/31/22	0.00	1,014.75	
<a href="#">010423 016772</a>	Invoice	12/31/2022	2205 Skokie Valley Rd 10/1/22-12/31/22	0.00	605.45	
<a href="#">010423 016883</a>	Invoice	12/31/2022	19 St Johns Ave 10/1/22-12/31/22	0.00	33.16	

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Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
<a href="#">010423 018000</a>	Invoice	12/31/2022	1055 St Johns Ave 10/1/22-12/31/22	0.00	34.50	
<a href="#">010423 018647</a>	Invoice	12/31/2022	3100 Trail Way 10/1/22-12/31/22	0.00	872.27	
<a href="#">010423 018829</a>	Invoice	12/31/2022	2501 Sheridan Rd 10/1/22-12/31/22	0.00	305.73	
<a href="#">010423 019308</a>	Invoice	12/31/2022	1377 Deer Creek Pkwy 10/1/22-12/31/22	0.00	291.15	
<a href="#">010423 022091</a>	Invoice	12/31/2022	1301 Hilary Ln 10/1/22-12/31/22	0.00	39.11	
<a href="#">010423 025539</a>	Invoice	12/31/2022	1377 Deer Creek Pkwy 10/1/22-12/31/22	0.00	423.09	
<a href="#">010423 026141</a>	Invoice	12/31/2022	1390 Sunset Rd 10/1/22-12/31/22	0.00	5.91	
<a href="#">010423 026407</a>	Invoice	12/31/2022	1207 Park Ave W 10/1/22-12/31/22	0.00	293.29	
<a href="#">010423 026425</a>	Invoice	12/31/2022	31 Park Ave 10/1/22-12/31/22	0.00	276.70	
<a href="#">010423 026451</a>	Invoice	12/31/2022	335 Roger Williams Ave	0.00	25.50	
<a href="#">010423 029312</a>	Invoice	12/31/2022	885 Sheridan Rd 10/1/22-12/31/22	0.00	262.62	
<a href="#">010423 032271</a>	Invoice	12/31/2022	1201 Park Ave W 10/1/22-12/31/22	0.00	889.25	
<a href="#">010423 032272</a>	Invoice	12/31/2022	1201 Park Ave W 10/1/22-12/31/22	0.00	1,695.39	
<a href="#">010423 032272 C...</a>	Credit Memo	12/31/2022	1201 Park Ave W 10/1/22-12/31/22 Credit/...	0.00	-440.77	
	**Void**	01/06/2023	Regular	0.00	0.00	188756
	**Void**	01/06/2023	Regular	0.00	0.00	188757
10537	COMMONWEALTH EDISON COMPANY	01/06/2023	Regular	0.00	10,708.66	188758
<a href="#">121522 02032300...</a>	Invoice	12/15/2022	1390 Sunset Rd 11/11/22-12/14/22	0.00	2,747.08	
<a href="#">12222 1814767015</a>	Invoice	12/22/2022	ES Egandale 1N Park 11/18/22-12/21/22	0.00	88.84	
<a href="#">122222 18122640...</a>	Invoice	12/22/2022	636 Ridge Rd 11/18/22-12/21/22	0.00	5,874.77	
<a href="#">122722 72610440...</a>	Invoice	12/27/2022	1240 Fredrickson POGO 11/21/22-12/22/22	0.00	1,997.97	
20076	COUNSILMAN-HUNSAKER	01/06/2023	Regular	0.00	1,060.00	188759
<a href="#">22686</a>	Invoice	12/27/2022	Rec Center-Professional Services 11/16/22-1...	0.00	1,060.00	
10624	DANIEL CREANEY COMPANY	01/06/2023	Regular	0.00	340.00	188760
<a href="#">45416</a>	Invoice	12/09/2022	Nov 2022-Moraine Park Path	0.00	340.00	
18562	DAVIS BANCORP INC	01/06/2023	Regular	0.00	1,518.00	188761
<a href="#">109790</a>	Invoice	12/31/2022	Armored Transportation-December 2022	0.00	1,518.00	
20075	DIRECT ENERGY BUSINESS	01/06/2023	Regular	0.00	4,702.78	188762
<a href="#">HS23372995</a>	Invoice	12/08/2022	636 Ridge Rd 11/1/22-11/30/22 Commodity	0.00	2,370.36	
<a href="#">HS23372996</a>	Invoice	12/08/2022	1240 Fredrickson (Hidden Creek) 11/1/22-11...	0.00	255.16	
<a href="#">HS23372996CR</a>	Credit Memo	12/08/2022	1240 Fredrickson (Hidden Creek) 11/1/22-11...	0.00	-60.43	
<a href="#">HS23379278</a>	Invoice	12/12/2022	3100 Trail Way (Centennial Ice) 11/1/22-11/...	0.00	2,141.57	
<a href="#">HS23379278CR</a>	Credit Memo	12/08/2022	3100 Trail Way (Centennial Ice) 11/1/22-11/...	0.00	-3.88	
17122	DYNEGY ENERGY SERVICES	01/06/2023	Regular	0.00	7,955.57	188763
<a href="#">331665722121</a>	Invoice	12/27/2022	November-December 2022	0.00	7,955.57	
20138	EFACTORY, INC.	01/06/2023	Regular	0.00	135.00	188764
<a href="#">20221212-1</a>	Invoice	12/12/2022	12/10/22 Basketball Photography	0.00	135.00	
17719	CONSTELLATION NEWENERGY - GAS D	01/06/2023	Regular	0.00	2,887.22	188765
<a href="#">3639063</a>	Invoice	12/15/2022	1201 Park Ave W - November 2022	0.00	2,887.22	
10974	GEWALT HAMILTON ASSOCIATES INC	01/06/2023	Regular	0.00	14,523.97	188766
<a href="#">5121.000-6</a>	Invoice	11/18/2022	Hidden Creek Aquatic Center Pool Deck 10/...	0.00	4,836.60	
<a href="#">5121.000-7</a>	Invoice	12/07/2022	Hidden Creek Aquatic Center Pool Deck 10/...	0.00	4,185.00	
<a href="#">5818.200-14</a>	Invoice	12/11/2022	10/31/22-11/27/22 Centennial Ice Arena Im...	0.00	5,502.37	
16029	GRAYSLAKE CENTRAL HS BOOSTER CLI	01/06/2023	Regular	0.00	225.00	188767
<a href="#">010323</a>	Invoice	01/03/2023	8th Grade Girls Feeder Tournament Entry Fee	0.00	225.00	
11120	HIGHLAND PARK SPORTS DOME LLC	01/06/2023	Regular	0.00	9,375.00	188768
<a href="#">1016</a>	Invoice	05/15/2022	5/4/22 & 5/7/22 Rentals	0.00	1,275.00	
<a href="#">1026</a>	Invoice	12/19/2022	11/6, 11/13, 11/20 & 12/4, 12/11, 12/18 Re...	0.00	8,100.00	
11196	ILLINOIS STATE POLICE	01/06/2023	Regular	0.00	210.00	188769
<a href="#">103122</a>	Invoice	10/31/2022	10/1/22-10/31/22 Background Checks	0.00	80.00	
<a href="#">113022</a>	Invoice	11/30/2022	11/1/22-11/30/22 Background Checks	0.00	130.00	

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Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
14419	INVEX DESIGN	01/06/2023	Regular	0.00	900.00	188770
<a href="#">2115</a>	Invoice	12/15/2022	9 hours of Web Development	0.00	900.00	
11276	JAY ZIMMERMAN	01/06/2023	Regular	0.00	908.50	188771
<a href="#">122022</a>	Invoice	12/20/2022	Arena Football/House Basketball Ref & Assig...	0.00	908.50	
20085	JENNIFER KELLER	01/06/2023	Regular	0.00	263.60	188772
<a href="#">1751771</a>	Invoice	12/13/2022	Refund	0.00	35.00	
<a href="#">1758391</a>	Invoice	12/21/2022	Refund	0.00	228.60	
20143	JIM M'LADY NISSAN, INC	01/06/2023	Regular	0.00	169,756.20	188773
<a href="#">Stock No. 47283</a>	Invoice	12/20/2022	Stock No. 47283/Last 4-VIN 608623	0.00	34,479.24	
<a href="#">Stock No. 47284</a>	Invoice	12/20/2022	Stock No. 47284/Last 4-VIN 621035	0.00	33,819.24	
<a href="#">Stock No. 47285</a>	Invoice	12/20/2022	Stock No. 47285/Last 4-VIN 626388	0.00	33,819.24	
<a href="#">Stock No. 47490</a>	Invoice	12/20/2022	Stock No. 47490/Last 4-VIN 608550	0.00	33,819.24	
<a href="#">Stock No. 47492</a>	Invoice	12/20/2022	Balance Due for Stock No. 47492/Last 4-VIN ...	0.00	33,819.24	
13391	JIM STATZA	01/06/2023	Regular	0.00	495.00	188774
<a href="#">122022</a>	Invoice	12/20/2022	Football & Basketball Referee	0.00	495.00	
15821	JOHN ANDERSON	01/06/2023	Regular	0.00	280.00	188775
<a href="#">122022</a>	Invoice	12/20/2022	Basketball Referee-7 games	0.00	280.00	
19580	JOSHUA AGREST	01/06/2023	Regular	0.00	130.00	188776
<a href="#">121622</a>	Invoice	12/16/2022	Payment for 2 umpire baseball games	0.00	130.00	
20139	KTR MEDIA GROUP. LTD	01/06/2023	Regular	0.00	400.00	188777
<a href="#">22131</a>	Invoice	12/15/2022	12/18/22 Videotaping for Holiday Dance Sh...	0.00	400.00	
16038	KURT ANSTETT	01/06/2023	Regular	0.00	412.50	188778
<a href="#">122022</a>	Invoice	12/20/2022	Football Referee-11 games	0.00	412.50	
11525	LAKE SHORE FEEDER BASEBALL LEAGU	01/06/2023	Regular	0.00	3,750.00	188779
<a href="#">LSFBL 2023</a>	Invoice	01/05/2023	2023 Lakeshore Feeder Baseball League Fee	0.00	3,750.00	
18474	LAKESHORE RECYCLING SYSTEMS, LLC	01/06/2023	Regular	0.00	1,266.44	188780
<a href="#">0005194279</a>	Invoice	12/31/2022	1240 Fredrickson Pl 1/1/23-1/31/23 & Roll O...	0.00	1,266.44	
20136	MARISSA ROSENBERG	01/06/2023	Regular	0.00	250.00	188781
<a href="#">1759960</a>	Invoice	12/23/2022	Refund	0.00	250.00	
20077	COACHABLE CANINES	01/06/2023	Regular	0.00	540.00	188782
<a href="#">110122</a>	Invoice	11/01/2022	Fall 2 Session	0.00	540.00	
20134	MELISSA TOBIAS	01/06/2023	Regular	0.00	3.14	188783
<a href="#">1747423</a>	Invoice	12/07/2022	Refund	0.00	3.14	
19981	MIDWEST BONSAI SOCIETY	01/06/2023	Regular	0.00	100.00	188784
<a href="#">1757708</a>	Invoice	12/20/2022	Refund	0.00	100.00	
11841	MORRIS SCHWARTZ	01/06/2023	Regular	0.00	320.00	188785
<a href="#">122022</a>	Invoice	12/20/2022	Basketball Referee-8 games	0.00	320.00	
17656	NANCY CRANN	01/06/2023	Regular	0.00	360.00	188786
<a href="#">122022</a>	Invoice	12/20/2022	Basketball Referee-9 games	0.00	360.00	
10006	NCPERS GROUP LIFE INSURANCE	01/06/2023	Regular	0.00	64.00	188787
<a href="#">3301012023</a>	Invoice	12/01/2022	NCPERS Group Life Insurance-Jan 2023 Prem...	0.00	64.00	
13604	NORTH SHORE GAS	01/06/2023	Regular	0.00	7,746.56	188788
<a href="#">120222 06081976...</a>	Invoice	12/02/2022	1801 Sunset Rd 11/1/22-11/30/22	0.00	320.05	
<a href="#">121622 06011450...</a>	Invoice	12/16/2022	Deer Creek 11/12/22-12/13/22	0.00	2,498.87	
<a href="#">121622 06011450...</a>	Invoice	12/16/2022	RCHP 11/11/22-12/14/22	0.00	1,950.68	
<a href="#">121622 06011450...</a>	Invoice	12/16/2022	1240 Fredrickson Pl 11/11/22-12/13/22	0.00	1,987.58	
<a href="#">121622 06022257...</a>	Invoice	12/16/2022	1390 Sunset Rd 11/11/22-12/13/22	0.00	180.15	
<a href="#">121622 06024054...</a>	Invoice	12/16/2022	2900 Trail Way 11/11/22-12/15/22	0.00	227.52	

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Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
<a href="#">121622 06024054...</a>	Invoice	12/16/2022	1377 Clavey Rd 11/12/22-12/13/22	0.00	221.12	
<a href="#">121622 06024054...</a>	Invoice	12/16/2022	3100 Trail Way 11/11/22-12/13/22	0.00	206.68	
<a href="#">121622 06024054...</a>	Invoice	12/16/2022	Aquatic Park 11/11/22-12/13/22	0.00	153.91	
14914	NORTH SHORE WATER RECLAMATION	01/06/2023	Regular	0.00	256.41	188789
<a href="#">4964288</a>	Invoice	12/10/2022	3420 Krenn Ave 3/15/22-8/26/22	0.00	16.28	
<a href="#">4965929</a>	Invoice	12/10/2022	636 Ridge Rd 5/15/22-8/15/22	0.00	240.13	
16344	PARKS FOUNDATION OF HIGHLAND P/	01/06/2023	Regular	0.00	8,112.82	188790
<a href="#">123122</a>	Invoice	12/31/2022	Foundation funds collected at PDHP-Decem...	0.00	8,112.82	
16344	PARKS FOUNDATION OF HIGHLAND P/	01/06/2023	Regular	0.00	996.91	188791
<a href="#">122822</a>	Invoice	12/28/2022	Sunset Woods Bricks Reimbursement & Hop...	0.00	996.91	
12057	PHIL FOLINO	01/06/2023	Regular	0.00	200.00	188792
<a href="#">122022</a>	Invoice	12/20/2022	Basketball Referee-5 games	0.00	200.00	
19484	PLANSOURCE	01/06/2023	Regular	0.00	5,112.20	188793
<a href="#">010423</a>	Invoice	12/31/2022	IMRF Retiree Insurance-January 2023 Premi...	0.00	5,112.20	
19977	PROGRESSIVE TREE SERVICE, INC.	01/06/2023	Regular	0.00	5,430.00	188794
<a href="#">8688</a>	Invoice	11/09/2022	Tree Removals	0.00	5,430.00	
12211	RICOH USA, INC	01/06/2023	Regular	0.00	750.98	188795
<a href="#">5066389534</a>	Invoice	12/18/2022	Copies 11/17/22-12/16/22	0.00	750.98	
16459	SANTO SPORT STORE	01/06/2023	Regular	0.00	2,033.90	188796
<a href="#">708402</a>	Invoice	07/18/2022	Badger Mens & Womens Tri-Blend Tees	0.00	425.00	
<a href="#">708574</a>	Invoice	09/12/2022	Badger Youth/Adult Basketball Jerseys & Sho...	0.00	125.90	
<a href="#">708805</a>	Invoice	12/05/2022	4 Holloway Mens Avenger Polos	0.00	138.80	
<a href="#">708806</a>	Invoice	12/05/2022	3 Alleson Youth Reversible Basketball Jerseys	0.00	155.85	
<a href="#">708809</a>	Invoice	12/05/2022	3 Alleson Youth Basketball Jerseys & 1 Youth...	0.00	158.80	
<a href="#">708831</a>	Invoice	12/12/2022	Alleson Youth/Adult Basketball Jerseys	0.00	172.80	
<a href="#">708834</a>	Invoice	12/19/2022	Alleson Youth/Adult Basketball Jerseys & Sh...	0.00	797.80	
<a href="#">708842</a>	Invoice	12/12/2022	1 Alleson Youth Basketball Jersey	0.00	58.95	
20081	SARINA ASHER	01/06/2023	Regular	0.00	21.90	188797
<a href="#">1746999</a>	Invoice	12/07/2022	Refund	0.00	21.90	
12396	SOIL AND MATERIAL CONSULTANTS	01/06/2023	Regular	0.00	16.00	188798
<a href="#">47924</a>	Invoice	07/31/2022	Sunset Woods Park Playground-Cement Con...	0.00	16.00	
18365	TA'AM TEVA	01/06/2023	Regular	0.00	100.00	188799
<a href="#">1757737</a>	Invoice	12/20/2022	Refund	0.00	100.00	
20140	TESTING SERVICE CORPORATION	01/06/2023	Regular	0.00	2,099.00	188800
<a href="#">IN125664</a>	Invoice	11/30/2022	Centennial Ice Arena Construction Testing	0.00	2,099.00	
12607	TIM GIBSON	01/06/2023	Regular	0.00	150.00	188801
<a href="#">122022</a>	Invoice	12/20/2022	Football Referee-4 games	0.00	150.00	
19785	THE SWEET GROUP	01/06/2023	Regular	0.00	337.50	188802
<a href="#">122022</a>	Invoice	12/20/2022	Football referee-9 games	0.00	337.50	
12631	TONY ROSS	01/06/2023	Regular	0.00	460.00	188803
<a href="#">122022</a>	Invoice	12/20/2022	Flag Football & Basketball Referee	0.00	460.00	
14060	TOTAL PROMOTIONS, INC	01/06/2023	Regular	0.00	968.00	188804
<a href="#">I-338960</a>	Invoice	10/31/2022	20 Port Authority Challenger Jackets	0.00	968.00	
10650	WOODHOUSE TINUCCI ARCHITECTS LL	01/06/2023	Regular	0.00	11,874.59	188805
<a href="#">07-5428</a>	Invoice	12/16/2022	Centennial Ice Arena Renovation-Basic Servi...	0.00	11,559.50	

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
<a href="#">07-5429</a>	Invoice	12/16/2022	Centennial Ice Arena Renovation-Expenses	0.00	315.09	

**Bank Code AP Summary**

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	135	56	0.00	331,492.04
Manual Checks	0	0	0.00	0.00
Voided Checks	0	2	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	<b>135</b>	<b>58</b>	<b>0.00</b>	<b>331,492.04</b>

### Fund Summary

Fund	Name	Period	Amount
99	POOLED CASH FUND	1/2023	331,492.04
			<u>331,492.04</u>



Park District of Highland Park, IL

# Check Register

Packet: APPKT03441 - 1/18/23 Plansource-Emergency Check

By Vendor DBA Name

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
<b>Bank Code: AP-AP BANK</b>						
19484	PLANSOURCE	01/18/2023	Regular	0.00	7,511.95	188806
<a href="#">01172023</a>	Invoice	01/17/2023	Member ID 2569734 Jan-March 2023 Cobra ...	0.00	6,343.59	
<a href="#">011723</a>	Invoice	12/31/2022	Member ID 2569734 Dec 2022 Cobra Premi...	0.00	1,168.36	

**Bank Code AP Summary**

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	2	1	0.00	7,511.95
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	<b>2</b>	<b>1</b>	<b>0.00</b>	<b>7,511.95</b>

### Fund Summary

Fund	Name	Period	Amount
99	POOLED CASH FUND	1/2023	7,511.95
			<hr/>
			<b>7,511.95</b>



Park District of Highland Park, IL

# Check Register

Packet: APPKT03447 - 1/20/23 Print-Xpress - Emergency Check

By Vendor DBA Name

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
20166	PRINT-XPRESS	01/20/2023	Regular	0.00	1,300.00	188808
<a href="#">2022-121901</a>	Invoice	01/17/2023	75 Emergency Response Flip Cards, 10 secti...	0.00	1,300.00	

**Bank Code AP Summary**

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	1	1	0.00	1,300.00
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	<b>1</b>	<b>1</b>	<b>0.00</b>	<b>1,300.00</b>

### Fund Summary

Fund	Name	Period	Amount
99	POOLED CASH FUND	1/2023	1,300.00
			<hr/>
			<b>1,300.00</b>



Park District of Highland Park, IL

# Check Register

Packet: APPKT03446 - 1/20/23 Studio E 16-Emergency Check

By Vendor DBA Name

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
18411	STUDIO E 16, LLC	01/20/2023	Regular	0.00	1,850.00	188807
<a href="#">PDHP_WIN_23</a>	Invoice	01/18/2023	1/21/23 & 1/30/23 Filming-New Winter Web..	0.00	1,850.00	

**Bank Code AP Summary**

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	1	1	0.00	1,850.00
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	<b>1</b>	<b>1</b>	<b>0.00</b>	<b>1,850.00</b>

### Fund Summary

Fund	Name	Period	Amount
99	POOLED CASH FUND	1/2023	1,850.00
			<hr/>
			<b>1,850.00</b>



Park District of Highland Park, IL

# Check Register

Packet: APPKT03451 - 1/24/23 Reissuing New Check for Scott Lidskin

By Vendor DBA Name

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
18695	REAL DEAL SPORTS LLC	01/24/2023	Regular	0.00	140.00	188809
<a href="#">112022</a>	Invoice	11/20/2022	Payment-Assigning evaluatorsTravel Basketb...	0.00	140.00	

**Bank Code AP Summary**

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	1	1	0.00	140.00
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	<b>1</b>	<b>1</b>	<b>0.00</b>	<b>140.00</b>

### Fund Summary

Fund	Name	Period	Amount
99	POOLED CASH FUND	1/2023	140.00
			<hr/>
			<b>140.00</b>



Park District of Highland Park, IL

# Check Register

Packet: APPKT03452 - 1/24/23 Replacement Check for Voided Check#188430

By Vendor DBA Name

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Bank Code: AP-AP BANK						
10149	ANCEL, GLINK, DIAMOND, BUSH,	01/24/2023	Regular	0.00	3,825.00	188810
<a href="#">91518</a>	Invoice	09/14/2022	Legal Services August 2022	0.00	3,825.00	

**Bank Code AP Summary**

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	1	1	0.00	3,825.00
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	<b>1</b>	<b>1</b>	<b>0.00</b>	<b>3,825.00</b>

### Fund Summary

Fund	Name	Period	Amount
99	POOLED CASH FUND	1/2023	3,825.00
			<u>3,825.00</u>



By Vendor DBA Name

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
<b>Bank Code: AP-AP BANK</b>						
15147	ABC PRINTING COMPANY	01/25/2023	Regular	0.00	3,099.00	188811
<a href="#">270345</a>	Invoice	11/09/2022	Fields for Future Brochures	0.00	1,610.40	
<a href="#">270951</a>	Invoice	12/06/2022	Athletic Field flyers	0.00	77.02	
<a href="#">271095</a>	Invoice	12/09/2022	36x72 Camp Easels	0.00	544.00	
<a href="#">271132</a>	Invoice	12/12/2022	20'x5' Vinyl banners/Rabin Dayan Sponsor	0.00	562.00	
<a href="#">271496</a>	Invoice	12/29/2022	10 Attention-Area Closed signs	0.00	162.83	
<a href="#">271916</a>	Invoice	01/16/2023	Heller Nature Center Labels	0.00	142.75	
19993	ACP CREATIVIT, LLC	01/25/2023	Regular	0.00	98,635.74	188812
<a href="#">INV107675</a>	Invoice	01/10/2023	HPE Alletra 5010	0.00	98,635.74	
10149	ANCEL, GLINK, DIAMOND, BUSH,	01/25/2023	Regular	0.00	7,672.50	188813
<a href="#">94140</a>	Invoice	12/31/2022	Legal Services December 2022	0.00	7,672.50	
19172	AQUAMOON LLC	01/25/2023	Regular	0.00	605.00	188814
<a href="#">22-2153</a>	Invoice	12/31/2022	Aquarium Service	0.00	605.00	
10207	ASSOCIATED ELECTRICAL CONTRACTO	01/25/2023	Regular	0.00	5,650.00	188815
<a href="#">350075437</a>	Invoice	12/14/2022	Bath House work completed on 12/7/22	0.00	5,650.00	
20071	AVALON PETROLEUM COMPANY	01/25/2023	Regular	0.00	4,973.55	188816
<a href="#">030840</a>	Invoice	12/12/2022	Diesel Gas 12/12/22	0.00	237.03	
<a href="#">030851</a>	Invoice	12/29/2022	Diesel gas 12/29/22	0.00	254.70	
<a href="#">561993</a>	Invoice	12/22/2022	Unleaded Gas 12/22/22	0.00	1,050.19	
<a href="#">561996</a>	Invoice	12/16/2022	Unleaded Gas 12/16/22	0.00	945.34	
<a href="#">575208</a>	Invoice	12/29/2022	Unleaded gas 12/29/22	0.00	1,082.85	
<a href="#">584331</a>	Invoice	12/07/2022	Unleaded Gas 12/7/22	0.00	865.68	
<a href="#">584399</a>	Invoice	12/12/2022	Unleaded fuel 12/12/22	0.00	537.76	
14987	BURRIS EQUIPMENT	01/25/2023	Regular	0.00	31,355.98	188817
<a href="#">ES1003940</a>	Invoice	01/12/2023	Replacement of Diesel Z Turn Mowers	0.00	31,355.98	
20147	CHICAGO COMMUNICATIONS LLC	01/25/2023	Regular	0.00	18,604.00	188819
<a href="#">340702</a>	Invoice	12/31/2022	Security Enhancements-Cameras	0.00	18,604.00	
10389	CHICAGO KILN SERVICE INC	01/25/2023	Regular	0.00	195.00	188818
<a href="#">7999</a>	Invoice	01/09/2023	Ceramics pugmill repair	0.00	195.00	
10502	CITY OF HIGHLAND PARK	01/25/2023	Regular	0.00	5,948.82	188820
<a href="#">010423</a> <a href="#">021030</a>	Invoice	12/31/2022	2900 Trail Way 10/1/22-12/31/22	0.00	612.65	
<a href="#">12610</a>	Invoice	01/18/2023	2023 Highlander	0.00	5,286.17	
<a href="#">1784681</a>	Invoice	01/18/2023	Refund	0.00	50.00	
10502	CITY OF HIGHLAND PARK	01/25/2023	Regular	0.00	4.72	188821
<a href="#">123122</a>	Invoice	12/31/2022	October, November & Dec 2022-Food and B...	0.00	4.72	
10537	COMMONWEALTH EDISON COMPANY	01/25/2023	Regular	0.00	2,900.49	188822
<a href="#">011823</a> <a href="#">02032300...</a>	Invoice	01/18/2023	1390 Sunset Rd 12/14/22-1/17/23	0.00	2,900.49	
10598	CURRIE MOTORS	01/25/2023	Regular	0.00	86,408.00	188823
<a href="#">H14997</a>	Invoice	01/03/2023	Replacement of Plow Trucks	0.00	86,408.00	

Check Register

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
10624	DANIEL CREANEY COMPANY	01/25/2023	Regular	0.00	5,015.00	188824
<a href="#">45472</a>	Invoice	12/13/2022	Nov 2022-Moroney Park Accessible Path Des...	0.00	1,600.00	
<a href="#">45502</a>	Invoice	12/31/2022	Dec 2022-Moraine Path Stairs Setup sheets	0.00	390.00	
<a href="#">45503</a>	Invoice	12/31/2022	Dec 2022 Moraine Park Path Const. Coord. R...	0.00	300.00	
<a href="#">45529</a>	Invoice	12/31/2022	Dec 2022 Moraine Stairs-Project Coord. & D...	0.00	1,425.00	
<a href="#">45531</a>	Invoice	12/31/2022	Dec 2022 Moraine Park Path-Schmidt Engin...	0.00	1,300.00	
20035	DENNIS BARNETT	01/25/2023	Regular	0.00	402.50	188825
<a href="#">HPAD003</a>	Invoice	12/15/2022	12/10/22 Swim Photo Shoot	0.00	242.50	
<a href="#">HPAD004</a>	Invoice	12/15/2022	12/13/22 Adult Tennis Lessons Photography	0.00	160.00	
10764	DURABILT FENCE CO INC	01/25/2023	Regular	0.00	2,750.00	188826
<a href="#">13706</a>	Invoice	10/07/2022	Fink Dog Park Fence Improvement	0.00	2,750.00	
10889	FITNESS EQUIPMENT SERVICES, INC	01/25/2023	Regular	0.00	542.00	188827
<a href="#">5312</a>	Invoice	01/09/2023	Equipment Repairs/Maintenance	0.00	222.00	
<a href="#">5319</a>	Invoice	01/12/2023	Stepmill Repairs	0.00	160.00	
<a href="#">5323</a>	Invoice	01/17/2023	Equipment Repairs/Maintenance	0.00	160.00	
10974	GEWALT HAMILTON ASSOCIATES INC	01/25/2023	Regular	0.00	2,481.50	188828
<a href="#">5121.050-9</a>	Invoice	12/08/2022	Fink Park Baseball 10/31/22-11/27/22	0.00	1,760.00	
<a href="#">5121.250-21</a>	Invoice	12/21/2022	SVGC Bridge Replacement 10/31/22-11/27/...	0.00	721.50	
17444	H.M. WITT & CO. SIGNS	01/25/2023	Regular	0.00	17,565.00	188829
<a href="#">84351</a>	Invoice	12/27/2022	Monument Signage	0.00	12,820.00	
<a href="#">84352</a>	Invoice	12/27/2022	Monument Signage	0.00	4,745.00	
19980	ICE BUILDERS, INC.	01/25/2023	Regular	0.00	199,250.00	188830
<a href="#">5</a>	Invoice	12/30/2022	Centennial Ice Arena Rink Replacement	0.00	199,250.00	
11179	ILLINOIS ASSOC OF PARK DIST.	01/25/2023	Regular	0.00	6,944.17	188831
<a href="#">Dues2023</a>	Invoice	01/18/2023	Annual Membership Dues for 2023	0.00	6,944.17	
19675	JASON KOLLUM	01/25/2023	Regular	0.00	300.00	188832
<a href="#">011723</a>	Invoice	01/17/2023	1st Deposit-Comedy Juggling Show on 5/20/...	0.00	300.00	
16866	JEFF COHEN CREATIVE LTD	01/25/2023	Regular	0.00	655.00	188833
<a href="#">011923</a>	Invoice	01/19/2023	1/6/23 Rec Center & 1/16/23 MLK Day Phot...	0.00	475.00	
<a href="#">121822</a>	Invoice	12/18/2022	12/18/22 Winter Dance Photography	0.00	180.00	
17017	JG's Reptile Road Show	01/25/2023	Regular	0.00	425.00	188834
<a href="#">1603</a>	Invoice	01/11/2023	1/16/23 Educational Reptile Show	0.00	425.00	
20149	JOSEPHINE VITALE	01/25/2023	Regular	0.00	16.25	188835
<a href="#">1776475</a>	Invoice	01/10/2023	Refund	0.00	16.25	
20168	LAKE COUNTY GOVERNMENT	01/25/2023	Regular	0.00	960.00	188836
<a href="#">INV-00068715</a>	Invoice	12/31/2022	SMC WDP-573 Inspection Deposit	0.00	960.00	
20168	LAKE COUNTY GOVERNMENT	01/25/2023	Regular	0.00	3,280.00	188837
<a href="#">INV-00068714</a>	Invoice	12/31/2022	SMC WDP-22-573 Standard Review Fee	0.00	3,280.00	
20144	LINDSEY LURIE	01/25/2023	Regular	0.00	108.00	188838
<a href="#">1770112</a>	Invoice	01/05/2023	Refund	0.00	108.00	
19542	MARI-LYNN PETERS - PETTY CASH	01/25/2023	Regular	0.00	383.93	188839
<a href="#">123122</a>	Invoice	12/31/2022	Reimbursement for Petty Cash - West Ridge	0.00	383.93	
17710	MNJ TECHNOLOGIES DIRECT, INC	01/25/2023	Regular	0.00	28,873.81	188840
<a href="#">0006878320</a>	Invoice	01/06/2023	2023 Replacement Order	0.00	28,873.81	
20148	MORTON GROVE SUPPLY CO.	01/25/2023	Regular	0.00	4,293.31	188841
<a href="#">322094</a>	Invoice	01/02/2023	Outdoor Fountain and Bottle Filler	0.00	4,293.31	

Check Register

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
13604	NORTH SHORE GAS	01/25/2023	Regular	0.00	6,494.60	188842
<a href="#">010623 06011450...</a>	Invoice	12/31/2022	636 Ridge Rd 12/1/22-12/31/22	0.00	1,560.21	
<a href="#">010623 06024054...</a>	Invoice	12/31/2022	1240 Fredrickson(Hidden Creek) 12/1/22-12...	0.00	319.49	
<a href="#">011023 06011450...</a>	Invoice	12/31/2022	3100 Trail Way(Centennial Ice) 12/1/22-12/...	0.00	3,272.20	
<a href="#">011023 06011450...</a>	Credit Memo	12/31/2022	3100 TrailWay(Centennial Ice) 12/1-12/31 C...	0.00	-1,379.91	
<a href="#">120622 06011450...</a>	Invoice	12/06/2022	636 Ridge Rd 11/1/22-11/30/22	0.00	1,077.79	
<a href="#">120622 06024054...</a>	Invoice	12/06/2022	1240 Fredrickson(Hidden Creek) 11/1/22-11...	0.00	305.38	
<a href="#">120822 06011450...</a>	Invoice	12/08/2022	3100 Trail Way(Centennial Ice) 11/1/22-11/...	0.00	1,339.44	
14914	NORTH SHORE WATER RECLAMATION	01/25/2023	Regular	0.00	7,350.46	188843
<a href="#">4972096</a>	Invoice	12/24/2022	1240 Fredrickson 5/16/22-8/15/22	0.00	205.54	
<a href="#">4972604</a>	Invoice	12/24/2022	1377 Deer Creek Pkwy(Maint) 6/15/22-9/15...	0.00	44.77	
<a href="#">4972915</a>	Invoice	12/24/2022	1220 Fredrickson Pl 6/14/22-9/15/22	0.00	4,924.70	
<a href="#">4974771</a>	Invoice	12/24/2022	Golf Learning Center 2205 Skokie 6/15/22-9...	0.00	185.19	
<a href="#">4974775</a>	Invoice	12/24/2022	1390 Sunset Rd 6/15/22-9/15/22	0.00	156.70	
<a href="#">4974784</a>	Invoice	12/24/2022	1801 Sunset Rd 6/15/22-9/15/22	0.00	30.53	
<a href="#">4975128</a>	Invoice	12/24/2022	125 Central Av NorthShore Yacht Club 6/15/...	0.00	56.98	
<a href="#">4975148</a>	Invoice	12/24/2022	1201 Park Ave W 6/15/22-9/15/22	0.00	681.73	
<a href="#">4975161</a>	Invoice	12/24/2022	1801 Sunset Rd(Sunset Woods) 6/27/22-9/1...	0.00	453.81	
<a href="#">4975317</a>	Invoice	12/24/2022	3100 Trailway 6/15/22-9/14/22	0.00	527.07	
<a href="#">4975338</a>	Invoice	12/24/2022	2700 Trail Way 6/15/22-9/15/22	0.00	44.77	
<a href="#">4975388</a>	Invoice	12/24/2022	1377 Deer Creek Pkwy 6/15/22-9/14/22	0.00	26.46	
<a href="#">4975390</a>	Invoice	12/24/2022	1390 Sunset Rd 6/15/22-9/14/22	0.00	12.21	
11998	PARK DISTRICT RISK MGMT AGCY	01/25/2023	Regular	0.00	192,760.58	188844
<a href="#">120122</a>	Invoice	12/01/2022	Larry Amidei & Rob Saunders 11/18/22 Con...	0.00	130.00	
<a href="#">1222133</a>	Invoice	12/31/2022	December 2022-Liability Insurance	0.00	24,117.57	
<a href="#">1222133H</a>	Invoice	12/31/2022	December 2022-Employee Health Insurance	0.00	168,513.01	
20146	PAUL KREITER	01/25/2023	Regular	0.00	144.00	188845
<a href="#">1771994</a>	Invoice	01/06/2023	Refund	0.00	144.00	
15146	PETER E HERNANDEZ	01/25/2023	Regular	0.00	212.50	188846
<a href="#">12-06-22-PDHP-In...</a>	Invoice	12/06/2022	12/6/22 Photography, Editing/Retouching	0.00	212.50	
19971	PLAY-WELL TEKNOLOGIES	01/25/2023	Regular	0.00	3,287.00	188859
<a href="#">DB22596</a>	Invoice	10/27/2022	8/30/22-10/25/22 Adventures in STEM w/L...	0.00	2,223.00	
<a href="#">DB22637</a>	Invoice	11/09/2022	9/8/22-11/3/22 STEM Explorations w/LEGO	0.00	1,064.00	
19977	PROGRESSIVE TREE SERVICE, INC.	01/25/2023	Regular	0.00	4,120.00	188847
<a href="#">8883</a>	Invoice	01/12/2023	1/12/23 Tree Removal-Laurel hazard trees	0.00	1,370.00	
<a href="#">8885</a>	Invoice	01/12/2023	Tree Pruning-Sleepy Hollow hanging branches	0.00	1,420.00	
<a href="#">8886</a>	Invoice	01/12/2023	1/12/23 Tree Removal-Sleepy Hollow elm r...	0.00	1,330.00	
12157	RAY AMIDEI	01/25/2023	Regular	0.00	3,450.00	188848
<a href="#">121922</a>	Invoice	12/19/2022	Dec 2022 CPR/AED Classes-69 participants	0.00	3,450.00	
20145	ROBERT MONDAY	01/25/2023	Regular	0.00	116.25	188849
<a href="#">1768983</a>	Invoice	01/04/2023	Refund	0.00	116.25	
16459	SANTO SPORT STORE	01/25/2023	Regular	0.00	2,093.30	188850
<a href="#">708821</a>	Invoice	12/27/2022	1 Holloway Mens Polo & 1 Augusta Fleece Pu...	0.00	78.90	
<a href="#">708841</a>	Invoice	12/29/2022	108 Alleson Youth basketball jerseys/4 Adult	0.00	2,014.40	
20150	SARAH RABIN	01/25/2023	Regular	0.00	50.00	188851
<a href="#">1782471</a>	Invoice	01/16/2023	Refund	0.00	50.00	
17762	SCHWAAB INC	01/25/2023	Regular	0.00	34.50	188852
<a href="#">7700879</a>	Invoice	11/16/2022	2 Engraved Signs	0.00	34.50	
12362	SHEILA LONERGAN	01/25/2023	Regular	0.00	43.44	188853
<a href="#">052622</a>	Invoice	05/26/2022	Reimbursement for music purchased for ice ...	0.00	43.44	

Check Register

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
12393	SMITHGROUP, INC.	01/25/2023	Regular	0.00	7,455.00	188854
<a href="#">0168104</a>	Invoice	12/30/2022	Park Ave Boat Launch Construction Adm 10/...	0.00	6,180.00	
<a href="#">0168105</a>	Invoice	12/30/2022	Rosewood Beach Protection Contruction 3/2...	0.00	1,275.00	
20153	SOPHIE MEYER	01/25/2023	Regular	0.00	135.00	188855
<a href="#">Invoice#1</a>	Invoice	12/12/2022	12/5/22 & 12/12/22 Taekwondo Photo Sessi...	0.00	135.00	
18900	STUCKEY CONSTRUCTION CO., INC.	01/25/2023	Regular	0.00	367,287.30	188856
<a href="#">Application No. 4</a>	Invoice	12/30/2022	Centennial Arena Project#22-039	0.00	367,287.30	
12490	SUNDEK OF ILLINOIS, INC.	01/25/2023	Regular	0.00	2,980.00	188857
<a href="#">18710</a>	Invoice	12/12/2022	Bathroom floor repair and resurfacing	0.00	2,980.00	
12521	TEAM REIL INC.	01/25/2023	Regular	0.00	100,980.00	188858
<a href="#">Invoice No. 5</a>	Invoice	12/21/2022	Moraine Park Boardwalk	0.00	100,980.00	
18306	TROCH-MCNEIL PAVING COMPANY, IN	01/25/2023	Regular	0.00	297,837.68	188860
<a href="#">13780</a>	Invoice	12/31/2022	2022 Facility and Parks Asphalt Improvemen...	0.00	297,837.68	
17590	V3 CONSTRUCTION GROUP LTD	01/25/2023	Regular	0.00	1,624.00	188861
<a href="#">1222191</a>	Invoice	01/10/2023	Millard Bluff Construction Observation	0.00	1,624.00	
20151	WILDERNESS GRAPHICS, INC.	01/25/2023	Regular	0.00	45,971.93	188862
<a href="#">1683</a>	Invoice	11/17/2022	Project#22.0089 Custom Exhibits based on C...	0.00	45,971.93	
17515	WINDSTREAM	01/25/2023	Regular	0.00	2,824.11	188863
<a href="#">75355233</a>	Invoice	12/22/2022	December 2022	0.00	2,824.11	
16126	WINGS AND TALONS	01/25/2023	Regular	0.00	300.00	188864
<a href="#">011523</a>	Invoice	01/15/2023	2/5/23 Birds of Prey Presentation at Heller ...	0.00	300.00	

Bank Code AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	102	54	0.00	1,587,849.92
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	<b>102</b>	<b>54</b>	<b>0.00</b>	<b>1,587,849.92</b>

### Fund Summary

Fund	Name	Period	Amount
99	POOLED CASH FUND	1/2023	1,587,849.92
			<u>1,587,849.92</u>



Park District of Highland Park, IL

# Check Register

Packet: APPKT03393 - 12/21/22 Campfire Concepts-Emergency Check

By Vendor DBA Name

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Bank Code: AP-AP BANK						
20113	CAMPFIRE CONCEPTS	12/21/2022	Regular	0.00	1,000.00	
<a href="#">20203</a>	Invoice	12/15/2022	Goal Setting/SWOC Analysis Workshops	0.00	1,000.00	

**Bank Code AP Summary**

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	1	1	0.00	1,000.00
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	<b>1</b>	<b>1</b>	<b>0.00</b>	<b>1,000.00</b>

### Fund Summary

Fund	Name	Period	Amount
99	POOLED CASH FUND	12/2022	1,000.00
			<hr/>
			<b>1,000.00</b>



Park District of Highland Park, IL

# Check Register

Packet: APPKT03392 - 12/21/22 IMRF-Emergency Check

By Vendor DBA Name

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
11177	ILL MUNICIPAL RETIREMENT FUND	12/21/2022	Regular	0.00	263.36	
<a href="#">121422</a>	Invoice	12/14/2022	Charge Advice#202223110	0.00	263.36	

**Bank Code AP Summary**

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	1	1	0.00	263.36
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	<b>1</b>	<b>1</b>	<b>0.00</b>	<b>263.36</b>

### Fund Summary

Fund	Name	Period	Amount
99	POOLED CASH FUND	12/2022	263.36
			<hr/>
			<b>263.36</b>



By Vendor DBA Name

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
<b>Bank Code: AP-AP BANK</b>						
18411	STUDIO E 16, LLC	12/21/2022	Regular	0.00	1,625.00	
<a href="#">PDHP_RECRUIT VI...</a>	Invoice	12/14/2022	Edit of Recruitment Videos	0.00	375.00	
<a href="#">PDHP_WIN_B</a>	Invoice	12/06/2022	12/14/22 B-Roll Filming	0.00	1,250.00	

**Bank Code AP Summary**

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	2	1	0.00	1,625.00
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	<b>2</b>	<b>1</b>	<b>0.00</b>	<b>1,625.00</b>

### Fund Summary

Fund	Name	Period	Amount
99	POOLED CASH FUND	12/2022	1,625.00
			<hr/>
			1,625.00



Park District of Highland Park, IL

# Check Register

Packet: APPKT03431 - Bank Draft 01/04/23 ICMA 457

By Vendor DBA Name

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
<b>Bank Code: PAYROLL-PAYROLL BANK</b>						
11161	ICMA RETIREMENT TRUST #302037	01/04/2023	Bank Draft	0.00	4,142.40	DFT0003976
<a href="#">123022 ICMA 457</a>	Invoice	01/04/2023	12/30/22 ICMA 457 Deductions Plan#302037	0.00	4,142.40	

**Bank Code PAYROLL Summary**

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	0	0	0.00	0.00
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	1	1	0.00	4,142.40
EFT's	0	0	0.00	0.00
	<b>1</b>	<b>1</b>	<b>0.00</b>	<b>4,142.40</b>

### Fund Summary

Fund	Name	Period	Amount
99	POOLED CASH FUND	1/2023	4,142.40
			<hr/>
			<b>4,142.40</b>



Park District of Highland Park, IL

# Check Register

Packet: APPKT03429 - Bank Draft 1/4/23 ICM-Roth

By Vendor DBA Name

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
<b>Bank Code: PAYROLL-PAYROLL BANK</b>						
12825	ICMA RETIREMENT TRUST #705568	01/04/2023	Bank Draft	0.00	250.00	DFT0003974
<a href="#">123022 ICMA Roth</a>	Invoice	12/30/2022	Pay Period 12/30/22 ICMA Roth IRA Plan#70...	0.00	250.00	

**Bank Code PAYROLL Summary**

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	0	0	0.00	0.00
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	1	1	0.00	250.00
EFT's	0	0	0.00	0.00
	<b>1</b>	<b>1</b>	<b>0.00</b>	<b>250.00</b>

### Fund Summary

Fund	Name	Period	Amount
99	POOLED CASH FUND	1/2023	250.00
			<hr/>
			<b>250.00</b>



Park District of Highland Park, IL

# Check Register

Packet: APPKT03432 - Bank Draft 1/5/23 AFLAC

By Vendor DBA Name

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
10058	AFLAC	01/05/2023	Bank Draft	0.00	677.52	DFT0003977
<a href="#">123122 AFLAC</a>	Invoice	01/05/2023	AFLAC Deduction Period Ending 12/31/22	0.00	677.52	

**Bank Code PAYROLL Summary**

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	0	0	0.00	0.00
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	1	1	0.00	677.52
EFT's	0	0	0.00	0.00
	<b>1</b>	<b>1</b>	<b>0.00</b>	<b>677.52</b>

### Fund Summary

Fund	Name	Period	Amount
99	POOLED CASH FUND	1/2023	677.52
			<hr/>
			<b>677.52</b>



Park District of Highland Park, IL

# Check Register

Packet: APPKT03433 - Bank Draft 1/5/23 Health Equity INV4587676

By Vendor DBA Name

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
<b>Bank Code: PAYROLL-PAYROLL BANK</b>						
19658	HEALTHEQUITY INC	01/05/2023	Bank Draft	0.00	2,751.69	DFT0003978
<a href="#">INV4587676</a>	Invoice	01/03/2023	PMB Payments-HCFSA 2022	0.00	2,751.69	

**Bank Code PAYROLL Summary**

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	0	0	0.00	0.00
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	1	1	0.00	2,751.69
EFT's	0	0	0.00	0.00
	<b>1</b>	<b>1</b>	<b>0.00</b>	<b>2,751.69</b>

### Fund Summary

Fund	Name	Period	Amount
99	POOLED CASH FUND	1/2023	2,751.69
			<hr/>
			<b>2,751.69</b>



Park District of Highland Park, IL

# Check Register

Packet: APPKT03430 - Bank Draft 1/5/23 IMRF

By Vendor DBA Name

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
<b>Bank Code: PAYROLL-PAYROLL BANK</b>						
11177	ILL MUNICIPAL RETIREMENT FUND	01/05/2023	Bank Draft	0.00	61,323.24	DFT0003975
<a href="#">123122</a>	Invoice	12/31/2022	December 2022 IMRF Contributions	0.00	61,323.24	

**Bank Code PAYROLL Summary**

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	0	0	0.00	0.00
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	1	1	0.00	61,323.24
EFT's	0	0	0.00	0.00
	<b>1</b>	<b>1</b>	<b>0.00</b>	<b>61,323.24</b>

### Fund Summary

Fund	Name	Period	Amount
99	POOLED CASH FUND	1/2023	61,323.24
			<hr/>
			<b>61,323.24</b>



Park District of Highland Park, IL

# Check Register

Packet: APPKT03424 - Bank Draft 1/09/23 Health Equity INV4598106

By Vendor DBA Name

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
19658	HEALTHEQUITY INC	01/09/2023	Bank Draft	0.00	2,035.60	DFT0003973
<a href="#">INV4598106</a>	Invoice	01/04/2023	2023 DCFSA Initial Funding & HCFSA Initial F...	0.00	2,035.60	

**Bank Code PAYROLL Summary**

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	0	0	0.00	0.00
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	1	1	0.00	2,035.60
EFT's	0	0	0.00	0.00
	<b>1</b>	<b>1</b>	<b>0.00</b>	<b>2,035.60</b>

### Fund Summary

Fund	Name	Period	Amount
99	POOLED CASH FUND	1/2023	2,035.60
			<hr/>
			<b>2,035.60</b>



Park District of Highland Park, IL

# Check Register

Packet: APPKT03434 - Bank Draft 1/11/23 Quadient

By Vendor DBA Name

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
18904	QUADIENT FINANCE USA, INC	01/11/2023	Bank Draft	0.00	638.83	DFT0003979
<a href="#">011123</a>	Invoice	01/11/2023	Postage & Equipment Rental	0.00	638.83	

**Bank Code AP Summary**

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	0	0	0.00	0.00
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	1	1	0.00	638.83
EFT's	0	0	0.00	0.00
	<b>1</b>	<b>1</b>	<b>0.00</b>	<b>638.83</b>

### Fund Summary

Fund	Name	Period	Amount
99	POOLED CASH FUND	1/2023	638.83
			<hr/>
			<b>638.83</b>



Park District of Highland Park, IL

# Check Register

Packet: APPKT03435 - Bank Draft 1/13/23 Health Equity INV4612420

By Vendor DBA Name

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
19658	HEALTHEQUITY INC	01/13/2023	Bank Draft	0.00	1,596.63	DFT0003992
<a href="#">INV4612420</a>	Invoice	01/09/2023	DCFSA/HCFA PMB Payments, HCFA 2022 ...	0.00	1,596.63	

**Bank Code PAYROLL Summary**

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	0	0	0.00	0.00
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	1	1	0.00	1,596.63
EFT's	0	0	0.00	0.00
	<b>1</b>	<b>1</b>	<b>0.00</b>	<b>1,596.63</b>

### Fund Summary

Fund	Name	Period	Amount
99	POOLED CASH FUND	1/2023	1,596.63
			<hr/>
			<b>1,596.63</b>



Park District of Highland Park, IL

# Check Register

Packet: APPKT03437 - Bank Draft 1/17/23 ICMA 457

By Vendor DBA Name

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
<b>Bank Code: PAYROLL-PAYROLL BANK</b>						
11161	ICMA RETIREMENT TRUST #302037	01/17/2023	Bank Draft	0.00	4,397.66	DFT0003994
<a href="#">011323 ICMA 457</a>	Invoice	01/13/2023	01/13/23 ICMA 457 Deductions Plan#302037	0.00	4,397.66	

**Bank Code PAYROLL Summary**

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	0	0	0.00	0.00
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	1	1	0.00	4,397.66
EFT's	0	0	0.00	0.00
	<b>1</b>	<b>1</b>	<b>0.00</b>	<b>4,397.66</b>

### Fund Summary

Fund	Name	Period	Amount
99	POOLED CASH FUND	1/2023	4,397.66
			<hr/>
			<b>4,397.66</b>



Park District of Highland Park, IL

# Check Register

Packet: APPKT03436 - Bank Draft 1/17/23 ICMA-Roth

By Vendor DBA Name

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
<b>Bank Code: PAYROLL-PAYROLL BANK</b>						
12825	ICMA RETIREMENT TRUST #705568	01/17/2023	Bank Draft	0.00	325.00	DFT0003993
<a href="#">011323 ICMA Roth</a>	Invoice	01/17/2023	Pay Period 01/13/23 ICMA Roth IRA Plan#70...	0.00	325.00	

**Bank Code PAYROLL Summary**

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	0	0	0.00	0.00
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	1	1	0.00	325.00
EFT's	0	0	0.00	0.00
	<b>1</b>	<b>1</b>	<b>0.00</b>	<b>325.00</b>

### Fund Summary

Fund	Name	Period	Amount
99	POOLED CASH FUND	1/2023	325.00
			<hr/>
			<b>325.00</b>



Park District of Highland Park, IL

# Check Register

Packet: APPKT03438 - Bank Draft 1/17/23 Illinois Department of Revenue Sales Tax

By Vendor DBA Name

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
11188	ILLINOIS DEPT OF REVENUE	01/17/2023	Bank Draft	0.00	118.00	DFT0003995
<a href="#">123122</a>	Invoice	01/17/2023	December 2022 ST-1 Sales/Use Tax -ST-1 Pa...	0.00	118.00	

**Bank Code AP Summary**

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	0	0	0.00	0.00
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	1	1	0.00	118.00
EFT's	0	0	0.00	0.00
	<b>1</b>	<b>1</b>	<b>0.00</b>	<b>118.00</b>

### Fund Summary

Fund	Name	Period	Amount
99	POOLED CASH FUND	1/2023	118.00
			<u>118.00</u>



Park District of Highland Park, IL

# Check Register

Packet: APPKT03448 - Bank Draft 1/19/23 Health Equity INV4643406

By Vendor DBA Name

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
19658	HEALTHEQUITY INC	01/19/2023	Bank Draft	0.00	83.58	DFT0004005
<a href="#">INV4643406</a>	Invoice	01/17/2023	HCFSA 2023 Visa Card Payments	0.00	83.58	

**Bank Code PAYROLL Summary**

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	0	0	0.00	0.00
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	1	1	0.00	83.58
EFT's	0	0	0.00	0.00
	<b>1</b>	<b>1</b>	<b>0.00</b>	<b>83.58</b>

### Fund Summary

Fund	Name	Period	Amount
99	POOLED CASH FUND	1/2023	83.58
			<hr/>
			<b>83.58</b>



Park District of Highland Park, IL

# Check Register

Packet: APPKT03449 - Bank Draft 1/23/23 Health Equity INV4662166

By Vendor DBA Name

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
19658	HEALTHEQUITY INC	01/23/2023	Bank Draft	0.00	2,922.42	DFT0004006
<a href="#">INV4662166</a>	Invoice	01/23/2023	2023 HCFSa PMB / Visa & 2022 DCFSa PMB ...	0.00	2,922.42	

**Bank Code PAYROLL Summary**

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	0	0	0.00	0.00
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	1	1	0.00	2,922.42
EFT's	0	0	0.00	0.00
	<b>1</b>	<b>1</b>	<b>0.00</b>	<b>2,922.42</b>

### Fund Summary

Fund	Name	Period	Amount
99	POOLED CASH FUND	1/2023	2,922.42
			<hr/>
			<b>2,922.42</b>



Park District of Highland Park, IL

# Check Register

Packet: APPKT03419 - Bank Draft 120822 IMRF

By Vendor DBA Name

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
<b>Bank Code: PAYROLL-PAYROLL BANK</b>						
11177	ILL MUNICIPAL RETIREMENT FUND	12/08/2022	Bank Draft	0.00	40,970.44	DFT0003972
<a href="#">113022</a>	Invoice	12/08/2022	November 2022 IMRF Contributions	0.00	40,970.44	

**Bank Code PAYROLL Summary**

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	0	0	0.00	0.00
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	1	1	0.00	40,970.44
EFT's	0	0	0.00	0.00
	<b>1</b>	<b>1</b>	<b>0.00</b>	<b>40,970.44</b>

### Fund Summary

Fund	Name	Period	Amount
99	POOLED CASH FUND	12/2022	40,970.44
			<hr/>
			<b>40,970.44</b>



Park District of Highland Park, IL

# Check Register

Packet: APPKT03402 - Bank Draft 12/15/22 Health Equity  
INV4392102

By Vendor DBA Name

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
<b>Bank Code: PAYROLL-PAYROLL BANK</b>						
19658	HEALTHEQUITY INC	12/15/2022	Bank Draft	0.00	50.00	DFT0003942
<a href="#">INV4392102</a>	Invoice	11/10/2022	HCFA 2022 PMB Payments	0.00	50.00	

**Bank Code PAYROLL Summary**

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

### Fund Summary

<b>Fund</b>	<b>Name</b>	<b>Period</b>	<b>Amount</b>
99	POOLED CASH FUND	12/2022	50.00
			<hr/>
			<b>50.00</b>



Park District of Highland Park, IL

# Check Register

Packet: APPKT03401 - Bank Draft 12/15/22 Health Equity  
INV4415731

By Vendor DBA Name

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
19658	HEALTHEQUITY INC	12/15/2022	Bank Draft	0.00	514.62	DFT0003941
<a href="#">INV4415731</a>	Invoice	11/14/2022	DCFSA 2022 PMB Payments/HCFS... 2022 Vis...	0.00	514.62	

**Bank Code PAYROLL Summary**

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	0	0	0.00	0.00
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	1	1	0.00	514.62
EFT's	0	0	0.00	0.00
	<b>1</b>	<b>1</b>	<b>0.00</b>	<b>514.62</b>

### Fund Summary

Fund	Name	Period	Amount
99	POOLED CASH FUND	12/2022	514.62
			<hr/>
			<b>514.62</b>



Park District of Highland Park, IL

# Check Register

Packet: APPKT03400 - Bank Draft 12/15/22 Health Equity  
INV4437075

By Vendor DBA Name

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
19658	HEALTHEQUITY INC	12/15/2022	Bank Draft	0.00	575.16	DFT0003940
<a href="#">INV4437075</a>	Invoice	11/21/2022	HCFSA 2022 PMB Payments/HCFSA 2022 Vis...	0.00	575.16	

**Bank Code PAYROLL Summary**

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	0	0	0.00	0.00
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	1	1	0.00	575.16
EFT's	0	0	0.00	0.00
	<b>1</b>	<b>1</b>	<b>0.00</b>	<b>575.16</b>

### Fund Summary

<b>Fund</b>	<b>Name</b>	<b>Period</b>	<b>Amount</b>
99	POOLED CASH FUND	12/2022	575.16
			<hr/>
			575.16



Park District of Highland Park, IL

# Check Register

Packet: APPKT03399 - Bank Draft 12/15/22 Health Equity  
INV4455748

By Vendor DBA Name

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
<b>Bank Code: PAYROLL-PAYROLL BANK</b>						
19658	HEALTHEQUITY INC	12/15/2022	Bank Draft	0.00	84.70	DFT0003939
<a href="#">INV4455748</a>	Invoice	11/23/2022	HCFA/DCFSA Admin Fees & HCDC FSA Adm...	0.00	84.70	

**Bank Code PAYROLL Summary**

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	0	0	0.00	0.00
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	1	1	0.00	84.70
EFT's	0	0	0.00	0.00
	<b>1</b>	<b>1</b>	<b>0.00</b>	<b>84.70</b>

### Fund Summary

Fund	Name	Period	Amount
99	POOLED CASH FUND	12/2022	84.70
			<hr/>
			<b>84.70</b>



Park District of Highland Park, IL

# Check Register

Packet: APPKT03398 - Bank Draft 12/15/22 Health Equity  
INV4470601

By Vendor DBA Name

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
19658	HEALTHEQUITY INC	12/15/2022	Bank Draft	0.00	1,055.01	DFT0003938
<a href="#">INV4470601</a>	Invoice	11/28/2022	DCFSA/HCFSA PMB Payments & HCFSA Visa ...	0.00	1,055.01	

**Bank Code PAYROLL Summary**

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	0	0	0.00	0.00
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	1	1	0.00	1,055.01
EFT's	0	0	0.00	0.00
	<b>1</b>	<b>1</b>	<b>0.00</b>	<b>1,055.01</b>

### Fund Summary

Fund	Name	Period	Amount
99	POOLED CASH FUND	12/2022	1,055.01
			<hr/>
			<b>1,055.01</b>



Park District of Highland Park, IL

# Check Register

Packet: APPKT03397 - Bank Draft 12/15/22 Health Equity  
INV4491183

By Vendor DBA Name

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
19658	HEALTHEQUITY INC	12/15/2022	Bank Draft	0.00	410.63	DFT0003937
<a href="#">INV4491183</a>	Invoice	12/05/2022	HCFA 2022 Visa Card Payments	0.00	410.63	

**Bank Code PAYROLL Summary**

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	0	0	0.00	0.00
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	1	1	0.00	410.63
EFT's	0	0	0.00	0.00
	<b>1</b>	<b>1</b>	<b>0.00</b>	<b>410.63</b>

### Fund Summary

Fund	Name	Period	Amount
99	POOLED CASH FUND	12/2022	410.63
			<hr/>
			<b>410.63</b>



Park District of Highland Park, IL

# Check Register

Packet: APPKT03396 - Bank Draft 12/15/22 Health Equity  
INV4511768

By Vendor DBA Name

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
19658	HEALTHEQUITY INC	12/15/2022	Bank Draft	0.00	495.82	DFT0003936
<a href="#">INV4511768</a>	Invoice	12/12/2022	DCFSA 2022 PMB Payments/HCFSA 2022 Vis...	0.00	495.82	

**Bank Code PAYROLL Summary**

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	0	0	0.00	0.00
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	1	1	0.00	495.82
EFT's	0	0	0.00	0.00
	<b>1</b>	<b>1</b>	<b>0.00</b>	<b>495.82</b>

### Fund Summary

Fund	Name	Period	Amount
99	POOLED CASH FUND	12/2022	495.82
			<hr/> 495.82



Park District of Highland Park, IL

# Check Register

Packet: APPKT03403 - Bank Draft 12/15/22 Illinois Department of Revenue Sales Tax

By Vendor DBA Name

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Bank Code: AP-AP BANK						
11188	ILLINOIS DEPT OF REVENUE	12/15/2022	Bank Draft	0.00	794.00	DFT0003943
<a href="#">113022</a>	Invoice	11/30/2022	November 2022 ST-1 Sales/Use Tax-ST-1 Pa...	0.00	794.00	

**Bank Code AP Summary**

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	0	0	0.00	0.00
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	1	1	0.00	794.00
EFT's	0	0	0.00	0.00
	<b>1</b>	<b>1</b>	<b>0.00</b>	<b>794.00</b>

### Fund Summary

Fund	Name	Period	Amount
99	POOLED CASH FUND	12/2022	794.00
			<u>794.00</u>



Park District of Highland Park, IL

# Check Register

Packet: APPKT03411 - Bank Draft 12/21/22 Forward Space  
Invoice# 7675

By Vendor DBA Name

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
17759	FORWARD SPACE, LLC	12/21/2022	Bank Draft	0.00	7,412.40	DFT0003949
<a href="#">7675</a>	Invoice	12/16/2022	Centennial Ice Arena Lobby Furniture Deposit	0.00	7,412.40	

**Bank Code AP Summary**

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	0	0	0.00	0.00
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	1	1	0.00	7,412.40
EFT's	0	0	0.00	0.00
	<b>1</b>	<b>1</b>	<b>0.00</b>	<b>7,412.40</b>

### Fund Summary

Fund	Name	Period	Amount
99	POOLED CASH FUND	12/2022	7,412.40
			<hr/>
			<b>7,412.40</b>



Park District of Highland Park, IL

# Check Register

Packet: APPKT03407 - Bank Draft 12/21/22 ICMA Roth IRA Rewire

By Vendor DBA Name

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
<b>Bank Code: PAYROLL-PAYROLL BANK</b>						
12825	ICMA RETIREMENT TRUST #705568	12/21/2022	Bank Draft	0.00	250.00	DFT0003946
<a href="#">120222 ICMA Roth..</a>	Invoice	12/02/2022	Pay Period 12/2/22 ICMA Roth Plan#705568...	0.00	250.00	

**Bank Code PAYROLL Summary**

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	0	0	0.00	0.00
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	1	1	0.00	250.00
EFT's	0	0	0.00	0.00
	<b>1</b>	<b>1</b>	<b>0.00</b>	<b>250.00</b>

### Fund Summary

Fund	Name	Period	Amount
99	POOLED CASH FUND	12/2022	250.00
			<hr/>
			<b>250.00</b>



Park District of Highland Park, IL

# Check Register

Packet: APPKT03408 - Bank Draft 12/21/22 ICMA Roth IRA

By Vendor DBA Name

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
<b>Bank Code: PAYROLL-PAYROLL BANK</b>						
12825	ICMA RETIREMENT TRUST #705568	12/21/2022	Bank Draft	0.00	250.00	DFT0003947
<a href="#">121622 ICMA Roth</a>	Invoice	12/16/2022	Pay Period 12/16/22 ICMA Roth IRA Plan#70...	0.00	250.00	

**Bank Code PAYROLL Summary**

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	0	0	0.00	0.00
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	1	1	0.00	250.00
EFT's	0	0	0.00	0.00
	<b>1</b>	<b>1</b>	<b>0.00</b>	<b>250.00</b>

### Fund Summary

Fund	Name	Period	Amount
99	POOLED CASH FUND	12/2022	250.00
			<hr/>
			<b>250.00</b>



Park District of Highland Park, IL

# Check Register

Packet: APPKT03406 - Bank Draft 12/21/22 ICMA Roth IRA-Rewire

By Vendor DBA Name

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
<b>Bank Code: PAYROLL-PAYROLL BANK</b>						
12825	ICMA RETIREMENT TRUST #705568	12/21/2022	Bank Draft	0.00	250.00	DFT0003945
<a href="#">111822 ICMA Roth..</a>	Invoice	11/18/2022	Pay Period 11/18/22 ICMA Roth Plan#70556...	0.00	250.00	

**Bank Code PAYROLL Summary**

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	0	0	0.00	0.00
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	1	1	0.00	250.00
EFT's	0	0	0.00	0.00
	<b>1</b>	<b>1</b>	<b>0.00</b>	<b>250.00</b>

### Fund Summary

Fund	Name	Period	Amount
99	POOLED CASH FUND	12/2022	250.00
			<hr/>
			<b>250.00</b>



Park District of Highland Park, IL

# Check Register

Packet: APPKT03409 - Bank Draft 12/21/22 ICMA-457

By Vendor DBA Name

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
<b>Bank Code: PAYROLL-PAYROLL BANK</b>						
11161	ICMA RETIREMENT TRUST #302037	12/21/2022	Bank Draft	0.00	4,118.60	DFT0003948
<a href="#">121622 ICMA 457</a>	Invoice	12/16/2022	12/16/22 ICMA 457 Deductions Plan#302037	0.00	4,118.60	

**Bank Code PAYROLL Summary**

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	0	0	0.00	0.00
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	1	1	0.00	4,118.60
EFT's	0	0	0.00	0.00
	<b>1</b>	<b>1</b>	<b>0.00</b>	<b>4,118.60</b>

### Fund Summary

Fund	Name	Period	Amount
99	POOLED CASH FUND	12/2022	4,118.60
			<hr/>
			<b>4,118.60</b>



Park District of Highland Park, IL

# Check Register

Packet: APPKT03414 - Bank Draft 12/28/22 AFLAC

By Vendor DBA Name

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
10058	AFLAC	12/28/2022	Bank Draft	0.00	451.68	DFT0003957
<a href="#">113022 AFLAC</a>	Invoice	12/28/2022	AFLAC Deduction Period Ending 11/30/2022	0.00	451.68	

**Bank Code PAYROLL Summary**

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	0	0	0.00	0.00
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	1	1	0.00	451.68
EFT's	0	0	0.00	0.00
	<b>1</b>	<b>1</b>	<b>0.00</b>	<b>451.68</b>

### Fund Summary

Fund	Name	Period	Amount
99	POOLED CASH FUND	12/2022	451.68
			<hr/>
			<b>451.68</b>



Park District of Highland Park, IL

# Check Register

Packet: APPKT03416 - Bank Draft 12/28/22 Health Equity  
INV4560149

By Vendor DBA Name

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
<b>Bank Code: PAYROLL-PAYROLL BANK</b>						
19658	HEALTHEQUITY INC	12/28/2022	Bank Draft	0.00	84.70	DFT0003959
<a href="#">INV4560149</a>	Invoice	12/23/2022	HCFA/DCFA/HDCFA December 2022 A...	0.00	84.70	

**Bank Code PAYROLL Summary**

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	0	0	0.00	0.00
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	1	1	0.00	84.70
EFT's	0	0	0.00	0.00
	<b>1</b>	<b>1</b>	<b>0.00</b>	<b>84.70</b>

### Fund Summary

Fund	Name	Period	Amount
99	POOLED CASH FUND	12/2022	84.70
			<hr/>
			<b>84.70</b>



Park District of Highland Park, IL

# Check Register

Packet: APPKT03415 - Bank Draft 12/28/22 Health Equity  
INV4573038

By Vendor DBA Name

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
19658	HEALTHEQUITY INC	12/28/2022	Bank Draft	0.00	4,248.26	DFT0003958
<a href="#">INV4573038</a>	Invoice	12/27/2022	2022 DCFSA/HCFSA PMB Payments & HCFSA...	0.00	4,248.26	

**Bank Code PAYROLL Summary**

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	0	0	0.00	0.00
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	1	1	0.00	4,248.26
EFT's	0	0	0.00	0.00
	<b>1</b>	<b>1</b>	<b>0.00</b>	<b>4,248.26</b>

### Fund Summary

Fund	Name	Period	Amount
99	POOLED CASH FUND	12/2022	4,248.26
			<hr/>
			<b>4,248.26</b>



Park District of Highland Park, IL

# Check Register

Packet: APPKT03413 - P-Card Statement 11/8/22-12/7/22 Payment

By Vendor DBA Name

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
<b>Bank Code: AP-AP BANK</b>						
10313	BOA P-CARD STATEMENTS	12/07/2022	Bank Draft	0.00	188,891.95	DFT0003950
<a href="#">120722</a>	Invoice	12/07/2022	P-Card with PA	0.00	188,891.95	

**Bank Code AP Summary**

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	0	0	0.00	0.00
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	1	1	0.00	188,891.95
EFT's	0	0	0.00	0.00
	<b>1</b>	<b>1</b>	<b>0.00</b>	<b>188,891.95</b>

### Fund Summary

Fund	Name	Period	Amount
99	POOLED CASH FUND	12/2022	188,891.95
			<u>188,891.95</u>



Park District of Highland Park, IL

# Income Statement

Current Period Ending 12/31/2022

## 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	-162,188.18	141,023.98	3,281,875.63	2,795,872.75	486,002.88	2,795,872.75	-189,890.72	2,440,484.21
110 - CAMPS	20,243.25	4,500.00	1,761,332.39	1,960,724.10	-199,391.71	1,960,724.10	18,797.50	1,281,846.53
120 - LESSONS	28,947.22	33,480.01	528,203.82	471,319.00	56,884.82	471,319.00	25,591.30	551,434.32
130 - SPECIAL EVENTS	5,272.55	17,580.53	79,293.26	118,640.00	-39,346.74	118,640.00	2,594.75	40,560.25
410 - TAX	101,136.54	1,051,935.85	14,421,061.44	13,826,335.90	594,725.54	13,826,335.90	393,401.47	13,803,837.14
420 - FEES & CHARGES	22,246.06	21,862.30	2,661,395.84	2,426,544.00	234,851.84	2,426,544.00	24,613.42	2,904,105.89
440 - MEMBERSHIPS	74,547.89	121,627.31	844,759.46	1,230,080.00	-385,320.54	1,230,080.00	44,119.12	564,310.59
450 - RENTALS	27,528.67	53,947.07	1,284,646.08	1,442,465.20	-157,819.12	1,442,465.20	45,460.61	1,401,729.96
460 - MERCHANDISING	2,210.64	5,612.27	160,172.22	114,913.50	45,258.72	114,913.50	3,003.77	135,459.40
470 - INTEREST INCOME	47,811.56	502.20	198,084.55	6,000.00	192,084.55	6,000.00	588.97	9,117.86
480 - MISCELLANEOUS INCOME	32,056.68	5,907.82	624,570.86	793,776.00	-169,205.14	793,776.00	688,225.92	1,005,826.24
510 - OTHER INCOME	-496.91	40,718.41	300,393.28	106,724.58	193,668.70	106,724.58	2,923,710.34	3,095,778.48
520 - BOND/DEBT PROCEEDS	41,983.84	0.00	210,966.32	0.00	210,966.32	0.00	19,419,127.34	19,816,665.06
<b>Total Revenue:</b>	<b>241,299.81</b>	<b>1,498,697.75</b>	<b>26,356,755.15</b>	<b>25,293,395.03</b>	<b>1,063,360.12</b>	<b>25,293,395.03</b>	<b>23,399,343.79</b>	<b>47,051,155.93</b>
<b>Expense</b>								
100 - PROGRAMS	219,316.79	146,822.59	1,592,324.30	1,559,749.95	-32,574.35	1,559,749.95	199,555.77	1,280,726.76
110 - CAMPS	2,016.93	5,565.57	839,404.13	1,126,808.01	287,403.88	1,126,808.01	10,620.27	729,599.92
120 - LESSONS	26,741.91	22,989.43	246,667.11	267,389.33	20,722.22	267,389.33	30,304.88	278,836.88
130 - SPECIAL EVENTS	7,211.66	13,702.12	150,482.94	146,101.52	-4,381.42	146,101.52	9,516.64	52,023.55
440 - MEMBERSHIPS	4,045.48	1,642.05	11,271.26	19,616.60	8,345.34	19,616.60	0.00	0.00
610 - SALARIES & WAGES	889,869.31	1,095,252.42	7,755,278.92	8,500,686.60	745,407.68	8,500,686.60	946,219.67	6,881,754.09
620 - CONTRACTUAL SERVICES	436,305.41	507,247.97	3,429,896.86	4,471,645.39	1,041,748.53	4,471,645.39	626,482.09	2,995,620.98
630 - INSURANCE	165,717.02	407,440.88	1,691,342.56	2,376,181.41	684,838.85	2,376,181.41	328,501.93	1,816,673.91
640 - MATERIALS & SUPPLIES	60,741.87	35,033.40	547,042.09	518,906.30	-28,135.79	518,906.30	80,875.94	506,776.66
650 - MAINTENANCE & LANDSCAPING CONTRACTS	49,171.81	18,411.48	505,841.03	447,428.72	-58,412.31	447,428.72	81,281.99	486,328.11
660 - UTILITIES	116,537.39	107,364.38	832,350.19	926,073.41	93,723.22	926,073.41	172,581.55	850,699.41
670 - PENSION CONTRIBUTIONS	71,092.50	94,171.67	626,039.91	719,322.10	93,282.19	719,322.10	99,248.27	712,365.49
680 - COST OF GOODS SOLD	223.50	775.64	89,816.77	54,765.00	-35,051.77	54,765.00	2,700.60	68,205.06
710 - DEBT RETIREMENT	2,693,150.00	2,710,017.50	3,312,460.27	3,315,035.00	2,574.73	3,315,035.00	1,402,600.00	3,173,387.50
720 - CAPITAL OUTLAY	2,046,062.65	1,120,784.00	5,985,529.62	10,760,955.00	4,775,425.38	10,760,955.00	1,132,567.63	3,194,230.16
<b>Total Expense:</b>	<b>6,788,204.23</b>	<b>6,287,221.10</b>	<b>27,615,747.96</b>	<b>35,210,664.34</b>	<b>7,594,916.38</b>	<b>35,210,664.34</b>	<b>5,123,057.23</b>	<b>23,027,228.48</b>
<b>Report Total:</b>	<b>-6,546,904.42</b>	<b>-4,788,523.35</b>	<b>-1,258,992.81</b>	<b>-9,917,269.31</b>	<b>8,658,276.50</b>	<b>-9,917,269.31</b>	<b>18,276,286.56</b>	<b>24,023,927.45</b>

Fund Summary

Fund	Month		Year To Date			Annual Budget	Prior Year	
	Actual	Budget	Actual	Budget	Variance Favorable (Unfavorable)		Month	YTD
01 - GENERAL CORPORATE	-664,836.35	-350,112.43	1,311,032.41	-126,867.61	1,437,900.02	-126,867.61	-166,056.01	1,897,183.02
25 - SPECIAL RECREATION	-191,095.44	-84,873.21	541,551.27	517,482.58	24,068.69	517,482.58	51,973.40	-77,372.97
29 - RECREATION	-994,950.66	-451,170.22	4,543,465.23	3,121,446.02	1,422,019.21	3,121,446.02	-1,240,707.18	4,470,887.46
60 - DEBT SERVICE	-2,667,897.56	-2,583,741.99	-1,695,552.42	-1,664,375.30	-31,177.12	-1,664,375.30	-1,356,233.62	-1,519,209.56
70 - CAPITAL PROJECTS	-2,028,124.41	-1,318,625.50	-5,959,489.30	-11,764,955.00	5,805,465.70	-11,764,955.00	20,987,309.97	19,252,439.50
<b>Report Total:</b>	<b>-6,546,904.42</b>	<b>-4,788,523.35</b>	<b>-1,258,992.81</b>	<b>-9,917,269.31</b>	<b>8,658,276.50</b>	<b>-9,917,269.31</b>	<b>18,276,286.56</b>	<b>24,023,927.45</b>

Special recreation and debt service funds are tracking as anticipated.

Capital is under budget with projects being delayed until 2023.

In the General Fund, fees and charges are doing better than budgeted due to more picnic permits and dog park passes being sold than budgeted. 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 and \$11,000 in fuel reimbursement from NSSRA. Other income is over budget due to the sale of the \$20,000 Zamboni. Contractual services is under budget largely due to Parks at \$58,000 under budget due to timing of invoices for ecological restoration at \$15,000, and \$17,000 for not adding a planned weeding contract. Additionally, education and training are under budget with fewer attending training earlier in the year, and professional fees, including legal, not for profit coach and the compensation study. These are largely timing differences. With under budget salaries and wages come under budget insurance costs.

In the Recreation Fund, programs are doing well in December versus budget. Adult art has a \$14,000 surplus, as 3/4 of the 8 classes are full and open studio has returned. Youth dance has a \$14,000 surplus. Youth enrichment is sitting with a \$18,000 surplus due to increased enrollment in Kindermusik, Amazing Minds and Awesome Amazing Art. New programs at WRC with a positive variance of \$41,000 are due to the addition of private piano lessons. Basketball boys travel has a surplus of \$37,000. Baseball boys travel is \$23,000 over budget due. House Basketball boys/girls is doing well with more participants than budgeted for with a \$21,000 surplus. Football - youth flag is over budget by \$15,000 due to added clinic; spring and fall numbers have outperformed budget. Martial Arts has a surplus of \$36,000 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 \$25,000. Youth and adult indoor and outdoor tennis show significant positive differences of \$311,000 due to over 400 additional participants in the programs. Lessons are \$56,000 over budget due to a surplus in swim lessons. Merchandising is doing well at \$46,000 over budget, mostly due to more items being sold at Sunset Valley with its increased greens fees. Interest income was not budgeted for in this fund. The auditors ask that it be allocated from the general fund based upon cash balances in each fund. The favorable variance in miscellaneous income is mostly due to the advertising/sponsorship for 4th fest for \$14,000, a \$22,000 grant from FEMA for COVID-19 expenses, and \$20,000 worth of sponsorships and advertising for rec. including \$7,000 from First Bank. The other income variance is Heller reimbursement for a glass panel and the log cabin door. Camp expense is under budget by \$287,000. Camp participation came in under budget and drove Trekkers, Sunshine camp, Crew camp, Heller variety camp, and Spot-lighter camp expenses under budget. As salaries and wages are significantly under budget from being short staffed, so is insurance and pension expense. 1/2 of a payroll and sick payout still need to hit. Utilities are under budget due to natural gas timing differences, except at CIA. There is a true \$12,000 surplus there due to being shut down.



# Income Statement

Current Period Ending 12/31/2022

## 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	73,708.44	445,155.57	6,373,912.68	5,894,569.01	479,343.67	5,894,569.01	177,238.10	6,067,919.15
420 - FEES & CHARGES	2,067.29	1,441.50	38,722.45	27,600.00	11,122.45	27,600.00	2,061.23	36,120.34
460 - MERCHANDISING	0.00	28.33	0.00	396.00	-396.00	396.00	0.00	289.47
470 - INTEREST INCOME	-80,264.29	502.20	70,008.70	6,000.00	64,008.70	6,000.00	588.97	9,117.86
480 - MISCELLANEOUS INCOME	1,500.00	1,489.50	62,387.27	36,601.00	25,786.27	36,601.00	380,500.00	466,425.33
510 - OTHER INCOME	0.00	1,281.12	20,000.00	7,850.00	12,150.00	7,850.00	3,058.19	18,325.68
<b>Total Revenue:</b>	<b>-2,988.56</b>	<b>449,898.22</b>	<b>6,565,031.10</b>	<b>5,973,016.01</b>	<b>592,015.09</b>	<b>5,973,016.01</b>	<b>563,446.49</b>	<b>6,598,197.83</b>
<b>Expense</b>								
610 - SALARIES & WAGES	356,488.98	421,035.69	2,775,111.09	2,941,016.42	165,905.33	2,941,016.42	328,910.85	2,374,945.48
620 - CONTRACTUAL SERVICES	125,353.08	84,364.51	921,606.10	1,223,602.24	301,996.14	1,223,602.24	122,597.58	666,210.59
630 - INSURANCE	84,272.30	204,856.61	858,349.18	1,224,731.28	366,382.10	1,224,731.28	169,451.67	961,159.33
640 - MATERIALS & SUPPLIES	33,571.68	24,935.74	244,945.40	230,937.30	-14,008.10	230,937.30	26,586.65	194,308.77
650 - MAINTENANCE & LANDSCAPING CONTRACTS	8,522.30	8,440.19	83,648.36	92,920.04	9,271.68	92,920.04	14,697.35	104,971.21
660 - UTILITIES	24,887.71	21,810.30	142,412.90	143,726.03	1,313.13	143,726.03	32,095.47	145,976.45
670 - PENSION CONTRIBUTIONS	28,751.74	34,567.61	227,925.66	242,950.31	15,024.65	242,950.31	35,162.93	253,442.98
<b>Total Expense:</b>	<b>661,847.79</b>	<b>800,010.65</b>	<b>5,253,998.69</b>	<b>6,099,883.62</b>	<b>845,884.93</b>	<b>6,099,883.62</b>	<b>729,502.50</b>	<b>4,701,014.81</b>
<b>Report Total:</b>	<b>-664,836.35</b>	<b>-350,112.43</b>	<b>1,311,032.41</b>	<b>-126,867.61</b>	<b>1,437,900.02</b>	<b>-126,867.61</b>	<b>-166,056.01</b>	<b>1,897,183.02</b>

Fees and charges are doing better than budgeted due to more picnic permits and dog park passes being sold than budgeted.

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 and \$11,000 in fuel reimbursement from NSSRA.

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

Contractual services is under budget largely due to Parks at \$58,000 under budget due to timing of invoices for ecological restoration at \$15,000, \$17,000 for not adding a planned weeding contract and more maintenance contracts with a timing difference of \$12,000. Additionally, education and training are under budget with fewer attending training earlier in the year, and professional fees, including legal, not for profit coach and the compensation study. These are largely timing differences.

With under budget salaries and wages come under budget insurance costs.



Park District of Highland Park, IL

# Income Statement

Current Period Ending 12/31/2022

## 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	-33,863.53	71,316.20	928,510.88	932,237.46	-3,726.58	932,237.46	16,209.07	604,150.71
<b>Total Revenue:</b>	<b>-33,863.53</b>	<b>71,316.20</b>	<b>928,510.88</b>	<b>932,237.46</b>	<b>-3,726.58</b>	<b>932,237.46</b>	<b>16,209.07</b>	<b>604,150.71</b>
<b>Expense</b>								
620 - CONTRACTUAL SERVICES	157,231.91	156,189.41	386,959.61	414,754.88	27,795.27	414,754.88	-35,764.33	681,523.68
<b>Total Expense:</b>	<b>157,231.91</b>	<b>156,189.41</b>	<b>386,959.61</b>	<b>414,754.88</b>	<b>27,795.27</b>	<b>414,754.88</b>	<b>-35,764.33</b>	<b>681,523.68</b>
<b>Report Total:</b>	<b>-191,095.44</b>	<b>-84,873.21</b>	<b>541,551.27</b>	<b>517,482.58</b>	<b>24,068.69</b>	<b>517,482.58</b>	<b>51,973.40</b>	<b>-77,372.97</b>

Fund is tracking as expected.



Park District of Highland Park, IL

# Income Statement

Current Period Ending 12/31/2022

## 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	-162,188.18	141,023.98	3,281,875.63	2,795,872.75	486,002.88	2,795,872.75	-189,890.72	2,440,484.21
110 - CAMPS	20,243.25	4,500.00	1,761,332.39	1,960,724.10	-199,391.71	1,960,724.10	18,797.50	1,281,846.53
120 - LESSONS	28,947.22	33,480.01	528,203.82	471,319.00	56,884.82	471,319.00	25,591.30	551,434.32
130 - SPECIAL EVENTS	5,272.55	17,580.53	79,293.26	118,640.00	-39,346.74	118,640.00	2,594.75	40,560.25
410 - TAX	36,039.19	409,188.57	5,501,730.03	5,348,869.73	152,860.30	5,348,869.73	153,587.92	5,477,589.34
420 - FEES & CHARGES	20,178.77	20,420.80	2,622,673.39	2,398,944.00	223,729.39	2,398,944.00	22,552.19	2,867,985.55
440 - MEMBERSHIPS	74,547.89	121,627.31	844,759.46	1,230,080.00	-385,320.54	1,230,080.00	44,119.12	564,310.59
450 - RENTALS	27,528.67	53,947.07	1,284,646.08	1,442,465.20	-157,819.12	1,442,465.20	45,460.61	1,401,729.96
460 - MERCHANDISING	2,210.64	5,583.94	160,172.22	114,517.50	45,654.72	114,517.50	3,003.77	135,169.93
470 - INTEREST INCOME	128,075.85	0.00	128,075.85	0.00	128,075.85	0.00	0.00	0.00
480 - MISCELLANEOUS INCOME	4,556.68	4,418.32	118,683.59	57,175.00	61,508.59	57,175.00	58,583.08	115,245.79
510 - OTHER INCOME	0.00	39,437.29	48,533.94	58,874.58	-10,340.64	58,874.58	28,626.85	98,093.02
<b>Total Revenue:</b>	<b>185,412.53</b>	<b>851,207.82</b>	<b>16,359,979.66</b>	<b>15,997,481.86</b>	<b>362,497.80</b>	<b>15,997,481.86</b>	<b>213,026.37</b>	<b>14,974,449.49</b>
<b>Expense</b>								
100 - PROGRAMS	219,316.79	146,822.59	1,592,324.30	1,559,749.95	-32,574.35	1,559,749.95	199,555.77	1,280,726.76
110 - CAMPS	2,016.93	5,565.57	839,404.13	1,126,808.01	287,403.88	1,126,808.01	10,620.27	729,599.92
120 - LESSONS	26,741.91	22,989.43	246,667.11	267,389.33	20,722.22	267,389.33	30,304.88	278,836.88
130 - SPECIAL EVENTS	7,211.66	13,702.12	150,482.94	146,101.52	-4,381.42	146,101.52	9,516.64	52,023.55
440 - MEMBERSHIPS	4,045.48	1,642.05	11,271.26	19,616.60	8,345.34	19,616.60	0.00	0.00
610 - SALARIES & WAGES	533,380.33	674,216.73	4,980,167.83	5,559,670.18	579,502.35	5,559,670.18	617,308.82	4,506,808.61
620 - CONTRACTUAL SERVICES	104,171.73	68,527.55	1,205,430.21	1,026,288.27	-179,141.94	1,026,288.27	99,230.96	819,546.17
630 - INSURANCE	81,444.72	202,584.27	832,993.38	1,151,450.13	318,456.75	1,151,450.13	159,050.26	855,514.58
640 - MATERIALS & SUPPLIES	27,170.19	10,097.66	302,096.69	287,969.00	-14,127.69	287,969.00	54,289.29	312,467.89
650 - MAINTENANCE & LANDSCAPING CONTRACTS	40,649.51	9,971.29	422,192.67	354,508.68	-67,683.99	354,508.68	66,584.64	381,356.90
660 - UTILITIES	91,649.68	85,554.08	689,937.29	782,347.38	92,410.09	782,347.38	140,486.08	704,722.96
670 - PENSION CONTRIBUTIONS	42,340.76	59,604.06	398,114.25	476,371.79	78,257.54	476,371.79	64,085.34	458,922.51
680 - COST OF GOODS SOLD	223.50	775.64	89,816.77	54,765.00	-35,051.77	54,765.00	2,700.60	68,205.06
720 - CAPITAL OUTLAY	0.00	325.00	55,615.60	63,000.00	7,384.40	63,000.00	0.00	54,830.24
<b>Total Expense:</b>	<b>1,180,363.19</b>	<b>1,302,378.04</b>	<b>11,816,514.43</b>	<b>12,876,035.84</b>	<b>1,059,521.41</b>	<b>12,876,035.84</b>	<b>1,453,733.55</b>	<b>10,503,562.03</b>
<b>Report Total:</b>	<b>-994,950.66</b>	<b>-451,170.22</b>	<b>4,543,465.23</b>	<b>3,121,446.02</b>	<b>1,422,019.21</b>	<b>3,121,446.02</b>	<b>-1,240,707.18</b>	<b>4,470,887.46</b>

Fund Summary

Fund	Month		Year To Date			Annual Budget	Prior Year	
	Actual	Budget	Actual	Budget	Variance Favorable (Unfavorable)		Month	YTD
29 - RECREATION	-994,950.66	-451,170.22	4,543,465.23	3,121,446.02	1,422,019.21	3,121,446.02	-1,240,707.18	4,470,887.46
<b>Report Total:</b>	<b>-994,950.66</b>	<b>-451,170.22</b>	<b>4,543,465.23</b>	<b>3,121,446.02</b>	<b>1,422,019.21</b>	<b>3,121,446.02</b>	<b>-1,240,707.18</b>	<b>4,470,887.46</b>

Programs are doing well in December versus budget. Adult art has a \$14,000 surplus, as 3/4 of the 8 classes are full and open studio has returned. Youth dance has a \$14,000 surplus. Youth enrichment is sitting with a \$18,000 surplus due to increased enrollment in Kindermusik, Amazing Minds and Awesome Amazing Art. New programs at WRC with a positive variance of \$41,000 are due to the addition of private piano lessons. Basketball boys travel has a surplus of \$37,000. Baseball boys travel is \$23,000 over budget due. House Basketball boys/girls is doing well with more participants than budgeted for with a \$21,000 surplus. Football - youth flag is over budget by \$15,000 due to added clinic; spring and fall numbers have outperformed budget. Martial Arts has a surplus of \$36,000 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 \$25,000. At CIA, recreation program fees are \$86,000 above budget due to spring gymnastics having 315 participants vs. a budget of 192 participants and fall gymnastics over performing. This surplus should stand through year end for this program, however final deficit number due to the temporary closing of CIA with no more revenue for the year will be \$94,000. Youth and adult indoor and outdoor tennis show significant positive differences of \$311,000 due to over 400 additional participants in the programs.

Overall, camps came in at roughly \$199,000 under budget due to the refunds for the July 4 tragedy and lower enrollment for Sunshine, Kids Crew, Spot-lighters, CIT, and Before/after camps. Additionally, most Heller camps were behind budget with lower revenue due to lower enrollment and July 4 refunds.

Lessons are \$56,000 over budget due to a surplus in 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 \$385,000.

Rentals have not come to fruition, largely due to CIA ice being closed since the summer.

Merchandising is doing well at \$46,000 over budget, mostly due to more items being sold at Sunset Valley with its increased greens fees.

Interest income was not budgeted for in this fund. The auditors ask that it be allocated from the general fund based upon cash balances in each fund.

The favorable variance in miscellaneous income is mostly due to the advertising/sponsorship for 4th fest for \$14,000, a \$22,000 grant from FEMA for COVID-19 expenses, and \$20,000 worth of sponsorships and advertising for rec. including \$7,000 from First Bank.

The other income variance is Heller reimbursement for a glass panel and the log cabin door.

Camp expense is under budget by \$287,000. Camp participation came in under budget and drove Trekkers, Sunshine camp, Crew camp, Heller variety camp, and Spot-lighter camp expenses under budget.

As salaries and wages are significantly under budget from being short staffed, so is insurance and pension expense. 1/2 of a payroll and sick payout still need to hit.

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 \$17,000 at Heller.

Maintenance and landscaping contracts were over budget largely due to \$26,000 of building repairs at HNC, and the temporary ramp repair at Park Ave.

Utilities are under budget due to natural gas timing differences, except at CIA. There is a true \$12,000 surplus there due to being shut down.

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 drove greater sale of items.



Park District of Highland Park, IL

# Income Statement

Current Period Ending 12/31/2022

## 60 - DEBT SERVICE

Type	Month		Year To Date			Annual Budget	Prior Year	
	Actual	Budget	Actual	Budget	Variance Favorable (Unfavorable)		Month	YTD
<b>Revenue</b>								
410 - TAX	25,252.44	126,275.51	1,616,907.85	1,650,659.70	-33,751.85	1,650,659.70	46,366.38	1,654,177.94
<b>Total Revenue:</b>	<b>25,252.44</b>	<b>126,275.51</b>	<b>1,616,907.85</b>	<b>1,650,659.70</b>	<b>-33,751.85</b>	<b>1,650,659.70</b>	<b>46,366.38</b>	<b>1,654,177.94</b>
<b>Expense</b>								
710 - DEBT RETIREMENT	2,693,150.00	2,710,017.50	3,312,460.27	3,315,035.00	2,574.73	3,315,035.00	1,402,600.00	3,173,387.50
<b>Total Expense:</b>	<b>2,693,150.00</b>	<b>2,710,017.50</b>	<b>3,312,460.27</b>	<b>3,315,035.00</b>	<b>2,574.73</b>	<b>3,315,035.00</b>	<b>1,402,600.00</b>	<b>3,173,387.50</b>
<b>Report Total:</b>	<b>-2,667,897.56</b>	<b>-2,583,741.99</b>	<b>-1,695,552.42</b>	<b>-1,664,375.30</b>	<b>-31,177.12</b>	<b>-1,664,375.30</b>	<b>-1,356,233.62</b>	<b>-1,519,209.56</b>

Fund is tracking as expected.



Park District of Highland Park, IL

# Income Statement

Current Period Ending 12/31/2022

## 70 - CAPITAL FUND

Type	Month		Year To Date		Variance Favorable (Unfavorable)	Annual Budget	Prior Year	
	Actual	Budget	Actual	Budget			Month	YTD
<b>Revenue</b>								
480 - MISCELLANEOUS INCOME	26,000.00	0.00	443,500.00	700,000.00	-256,500.00	700,000.00	249,142.84	424,155.12
510 - OTHER INCOME	-496.91	0.00	231,859.34	40,000.00	191,859.34	40,000.00	2,892,025.30	2,979,359.78
520 - BOND/DEBT PROCEEDS	41,983.84	0.00	210,966.32	0.00	210,966.32	0.00	19,419,127.34	19,816,665.06
<b>Total Revenue:</b>	<b>67,486.93</b>	<b>0.00</b>	<b>886,325.66</b>	<b>740,000.00</b>	<b>146,325.66</b>	<b>740,000.00</b>	<b>22,560,295.48</b>	<b>23,220,179.96</b>
<b>Expense</b>								
620 - CONTRACTUAL SERVICES	49,548.69	198,166.50	915,900.94	1,807,000.00	891,099.06	1,807,000.00	440,417.88	828,340.54
720 - CAPITAL OUTLAY	2,046,062.65	1,120,459.00	5,929,914.02	10,697,955.00	4,768,040.98	10,697,955.00	1,132,567.63	3,139,399.92
<b>Total Expense:</b>	<b>2,095,611.34</b>	<b>1,318,625.50</b>	<b>6,845,814.96</b>	<b>12,504,955.00</b>	<b>5,659,140.04</b>	<b>12,504,955.00</b>	<b>1,572,985.51</b>	<b>3,967,740.46</b>
<b>Report Total:</b>	<b>-2,028,124.41</b>	<b>-1,318,625.50</b>	<b>-5,959,489.30</b>	<b>-11,764,955.00</b>	<b>5,805,465.70</b>	<b>-11,764,955.00</b>	<b>20,987,309.97</b>	<b>19,252,439.50</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 and 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 DECEMBER 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	\$ 5,612,326.35	\$ 5,390,269.73	5,687,493.98
Expense	\$ 4,665,661.35	\$ 4,983,872.31	\$ 5,420,948.66	3,059,913.10
<b>Center: 11 - ADMINISTRATIVE Surplus (Deficit):</b>	<b>\$ 723,770.63</b>	<b>\$ 628,454.04</b>	<b>\$ (30,678.93)</b>	<b>2,627,580.88</b>
<b>Net Revenue:</b>	<b>13.43%</b>	<b>11.20%</b>	<b>-0.57%</b>	<b>46.20%</b>
<b>Center: 24 - WEST RIDGE CENTER</b>				
Revenue	\$ 405,688.00	\$ 436,535.31	\$ 512,901.00	588,485.45
Expense	\$ 692,627.89	\$ 584,974.60	\$ 712,673.10	717,669.12
<b>Center: 24 - WEST RIDGE CENTER Surplus (Deficit):</b>	<b>\$ (286,939.89)</b>	<b>\$ (148,439.29)</b>	<b>\$ (199,772.10)</b>	<b>\$ (129,183.67)</b>
<b>Net Revenue:</b>	<b>-70.73%</b>	<b>-34.00%</b>	<b>-38.95%</b>	<b>-21.95%</b>
<b>Center: 26 - ATHLETICS</b>				
Revenue	\$ 466,340.00	\$ 570,449.31	\$ 1,011,527.00	1,182,200.81
Expense	\$ 626,251.12	\$ 710,444.07	\$ 963,107.28	1,032,477.75
<b>Center: 26 - ATHLETICS Surplus (Deficit):</b>	<b>\$ (159,911.12)</b>	<b>\$ (139,994.76)</b>	<b>\$ 48,419.72</b>	<b>149,723.06</b>
<b>Net Revenue:</b>	<b>-34.29%</b>	<b>-24.54%</b>	<b>4.79%</b>	<b>12.66%</b>
<b>Center: 28 - CAMPS</b>				
Revenue	\$ 359,345.00	\$ 599,890.19	\$ 1,057,804.00	867,338.78
Expense	\$ 343,787.62	\$ 473,563.22	\$ 758,292.47	605,036.06
<b>Center: 28 - CAMPS Surplus (Deficit):</b>	<b>\$ 15,557.38</b>	<b>\$ 126,326.97</b>	<b>\$ 299,511.53</b>	<b>262,302.72</b>
<b>Net Revenue:</b>	<b>4.33%</b>	<b>21.06%</b>	<b>28.31%</b>	<b>30.24%</b>
<b>Center: 29 - SPECIAL EVENTS</b>				
Revenue	\$ 29,200.00	\$ 17,771.25	\$ 56,390.00	49,495.70
Expense	\$ 113,562.03	\$ 52,151.87	\$ 152,934.37	141,332.81
<b>Center: 29 - SPECIAL EVENTS Surplus (Deficit):</b>	<b>\$ (84,362.03)</b>	<b>\$ (34,380.62)</b>	<b>\$ (96,544.37)</b>	<b>\$ (91,837.11)</b>
<b>Net Revenue:</b>	<b>-288.91%</b>	<b>-193.46%</b>	<b>-171.21%</b>	<b>-185.55%</b>
<b>Center: 31 - HIDDEN CREEK AQUAPARK</b>				
Revenue	\$ 269,500.99	\$ 327,676.18	\$ 398,865.00	384,752.45
Expense	\$ 413,114.97	\$ 486,817.70	\$ 543,764.76	575,722.08
<b>Center: 31 - HIDDEN CREEK AQUAPARK Surplus (Deficit):</b>	<b>\$ (143,613.98)</b>	<b>\$ (159,141.52)</b>	<b>\$ (144,899.76)</b>	<b>\$ (190,969.63)</b>
<b>Net Revenue:</b>	<b>-53.29%</b>	<b>-48.57%</b>	<b>-36.33%</b>	<b>-49.63%</b>
<b>Center: 32 - ROSEWOOD INTERPRETIVE CENTER</b>				
Revenue	\$ 84,460.00	\$ 103,771.90	\$ 167,507.00	188,947.24
Expense	\$ 103,900.95	\$ 77,046.50	\$ 126,823.89	126,627.57
<b>Center: 32 - ROSEWOOD INTERPRETIVE CENTER Surplus (Deficit):</b>	<b>\$ (19,440.95)</b>	<b>\$ 26,725.40</b>	<b>\$ 40,683.11</b>	<b>62,319.67</b>
<b>Net Revenue:</b>	<b>-23.02%</b>	<b>25.75%</b>	<b>24.29%</b>	<b>32.98%</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	\$ 223,905.20	\$ 193,825.00	164,376.90
Expense	\$ 198,218.76	\$ 247,011.40	\$ 280,643.81	214,335.88
<b>Center: 33 - ROSEWOOD BEACH Surplus (Deficit):</b>	<b>\$ (93,618.76)</b>	<b>\$ (23,106.20)</b>	<b>\$ (86,818.81)</b>	<b>\$ (49,958.98)</b>
<b>Net Revenue:</b>	<b>-89.50%</b>	<b>-10.32%</b>	<b>-44.79%</b>	<b>-30.39%</b>
<b>Center: 34 - PARK AVENUE</b>				
Revenue	\$ 116,586.00	\$ 195,168.24	\$ 268,507.00	243,278.62
Expense	\$ 124,209.44	\$ 202,155.71	\$ 260,750.62	291,012.17
<b>Center: 34 - PARK AVENUE Surplus (Deficit):</b>	<b>\$ (7,623.44)</b>	<b>\$ (6,987.47)</b>	<b>\$ 7,756.38</b>	<b>\$ (47,733.55)</b>
<b>Net Revenue:</b>	<b>-6.54%</b>	<b>-3.58%</b>	<b>2.89%</b>	<b>-19.62%</b>
<b>Center: 38 - ICE ARENA</b>				
Revenue	\$ 1,033,532.85	\$ 1,058,395.58	\$ 1,068,717.20	841,695.15
Expense	\$ 880,069.25	\$ 782,432.93	\$ 883,225.72	749,789.18
<b>Center: 38 - ICE ARENA Surplus (Deficit):</b>	<b>\$ 153,463.60</b>	<b>\$ 275,962.65</b>	<b>\$ 185,491.48</b>	<b>\$ 91,905.97</b>
<b>Net Revenue:</b>	<b>14.85%</b>	<b>26.07%</b>	<b>17.36%</b>	<b>10.92%</b>
<b>Center: 41 - MAINTENANCE</b>				
Expense	\$ 755,106.50	\$ 755,569.76	\$ 834,343.54	809,988.20
<b>Center: 41 - MAINTENANCE Total:</b>	<b>\$ 755,106.50</b>	<b>\$ 755,569.76</b>	<b>\$ 834,343.54</b>	<b>\$ 809,988.20</b>
<b>Net Revenue:</b>				
<b>Center: 42 - PRO SHOP</b>				
Revenue	\$ 1,523,335.00	\$ 2,338,348.03	\$ 1,689,725.00	2,215,348.20
Expense	\$ 536,701.89	\$ 629,918.18	\$ 613,503.82	687,787.53
<b>Center: 42 - PRO SHOP Surplus (Deficit):</b>	<b>\$ 986,633.11</b>	<b>\$ 1,708,429.85</b>	<b>\$ 1,076,221.18</b>	<b>\$ 1,527,560.67</b>
<b>Net Revenue:</b>	<b>64.77%</b>	<b>73.06%</b>	<b>63.69%</b>	<b>68.95%</b>
<b>Center: 49 - RECREATION CENTER ADMIN</b>				
Revenue	\$ 53,972.00	\$ 35,620.25	\$ 100,827.50	130,375.74
Expense	\$ 571,214.56	\$ 508,929.74	\$ 732,834.67	631,108.85
<b>Center: 49 - RECREATION CENTER ADMIN Surplus (Deficit):</b>	<b>\$ (517,242.56)</b>	<b>\$ (473,309.49)</b>	<b>\$ (632,007.17)</b>	<b>\$ (500,733.11)</b>
<b>Net Revenue:</b>	<b>-958.35%</b>	<b>-1,328.77%</b>	<b>-626.82%</b>	<b>-384.07%</b>
<b>Center: 51 - RECREATION CENTER FITNESS</b>				
Revenue	\$ 760,761.00	\$ 639,318.23	\$ 1,360,180.00	851,883.77
Expense	\$ 698,385.79	\$ 523,125.76	\$ 854,874.59	612,012.80
<b>Center: 51 - RECREATION CENTER FITNESS Surplus (Deficit):</b>	<b>\$ 62,375.21</b>	<b>\$ 116,192.47</b>	<b>\$ 505,305.41</b>	<b>\$ 239,870.97</b>
<b>Net Revenue:</b>	<b>8.20%</b>	<b>18.17%</b>	<b>37.15%</b>	<b>28.16%</b>
<b>Center: 53 - RECREATION CENTER AQUATICS</b>				
Revenue	\$ 101,951.00	\$ 178,136.08	\$ 184,612.50	259,366.20
Expense	\$ 239,462.32	\$ 237,014.79	\$ 308,079.11	325,322.35
<b>Center: 53 - RECREATION CENTER AQUATICS Surplus (Deficit):</b>	<b>\$ (137,511.32)</b>	<b>\$ (58,878.71)</b>	<b>\$ (123,466.61)</b>	<b>\$ (65,956.15)</b>
<b>Net Revenue:</b>	<b>-134.88%</b>	<b>-33.05%</b>	<b>-66.88%</b>	<b>-25.43%</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	\$ 1,245,250.88	\$ 1,278,727.00	1,594,703.94
Expense	\$ 941,006.58	\$ 983,467.55	\$ 1,063,959.35	1,024,471.84
<b>Center: 55 - INDOOR TENNIS Surplus (Deficit):</b>	<b>\$ 25,743.92</b>	<b>\$ 261,783.33</b>	<b>\$ 214,767.65</b>	<b>570,232.10</b>
<b>Net Revenue:</b>	<b>2.66%</b>	<b>21.02%</b>	<b>16.80%</b>	<b>35.76%</b>
<b>Center: 56 - OUTDOOR TENNIS</b>				
Revenue	\$ 261,680.25	\$ 216,656.54	\$ 263,561.10	312,218.93
Expense	\$ 192,786.66	\$ 148,507.73	\$ 204,743.97	214,491.59
<b>Center: 56 - OUTDOOR TENNIS Surplus (Deficit):</b>	<b>\$ 68,893.59</b>	<b>\$ 68,148.81</b>	<b>\$ 58,817.13</b>	<b>97,727.34</b>
<b>Net Revenue:</b>	<b>26.33%</b>	<b>31.45%</b>	<b>22.32%</b>	<b>31.30%</b>
<b>Center: 61 - HELLER NATURE CENTER</b>				
Revenue	\$ 186,872.00	\$ 226,165.01	\$ 357,928.25	256,772.18
Expense	\$ 494,471.27	\$ 470,870.83	\$ 625,442.22	559,033.84
<b>Center: 61 - HELLER NATURE CENTER Surplus (Deficit):</b>	<b>\$ (307,599.27)</b>	<b>\$ (244,705.82)</b>	<b>\$ (267,513.97)</b>	<b>\$ (302,261.66)</b>
<b>Net Revenue:</b>	<b>-164.60%</b>	<b>-108.20%</b>	<b>-74.74%</b>	<b>-117.72%</b>
<b>Center: 74 - HPCC LEARNING CENTER</b>				
Revenue	\$ 443,830.00	\$ 532,918.65	\$ 585,953.00	502,372.84
Expense	\$ 440,395.37	\$ 430,582.69	\$ 538,786.24	463,407.50
<b>Center: 74 - HPCC LEARNING CENTER Surplus (Deficit):</b>	<b>\$ 3,434.63</b>	<b>\$ 102,335.96</b>	<b>\$ 47,166.76</b>	<b>38,965.34</b>
<b>Net Revenue:</b>	<b>0.77%</b>	<b>19.20%</b>	<b>8.05%</b>	<b>7.76%</b>
<b>Center: 76 - HPCC BUILDING</b>				
Revenue	\$ 36,703.68	\$ 30,950.08	\$ 38,874.58	38,872.78
Expense	\$ 36,703.68	\$ 30,950.08	\$ 38,872.78	27,315.37
<b>Center: 76 - HPCC BUILDING Surplus (Deficit):</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1.80</b>	<b>11,557.41</b>
<b>Net Revenue:</b>	<b>0.00%</b>	<b>0.00%</b>	<b>0.00%</b>	<b>29.73%</b>
<b>Fund: 29 - RECREATION Surplus (Deficit):</b>	<b>\$ (473,097.75)</b>	<b>\$ 1,269,845.84</b>	<b>\$ 68,096.89</b>	<b>3,491,124.07</b>
<b>Net Revenue:</b>	<b>-3.76%</b>	<b>8.70%</b>	<b>0.43%</b>	<b>21.34%</b>
<b>Report Surplus (Deficit):</b>	<b>\$ (473,097.75)</b>	<b>\$ 1,269,845.84</b>	<b>\$ 68,096.89</b>	<b>3,491,124.07</b>
<b>Net Revenue:</b>	<b>-3.76%</b>	<b>8.70%</b>	<b>0.43%</b>	<b>21.34%</b>



Sunset Valley Golf Course

	<b>2021 Budget</b>	<b>2021 YTD Activity</b>	<b>2022 Budget</b>	<b>2022 YTD Activity</b>
Revenue	1,523,335.00	2,311,073.13	1,689,725.00	2,215,348.20
Expense	1,291,808.39	1,218,197.68	1,447,847.36	1,497,775.73
<b>Report Surplus (Deficit):</b>	<b>231,526.61</b>	<b>1,092,875.45</b>	<b>241,877.64</b>	<b>717,572.47</b>

Recreation Center of HP

	<b>2021 Budget</b>	<b>2021 YTD Activity</b>	<b>2022 Budget</b>	<b>2022 YTD Activity</b>
Revenue	916,684.00	780,389.73	1,645,620.00	1,241,625.71
Expense	1,509,062.67	1,054,834.09	1,895,788.37	1,568,444.00
<b>Report Surplus (Deficit):</b>	<b>(592,378.67)</b>	<b>(274,444.36)</b>	<b>(250,168.37)</b>	<b>(326,818.29)</b>

Deer Creek Raquet Club

	<b>2021 Budget</b>	<b>2021 YTD Activity</b>	<b>2022 Budget</b>	<b>2022 YTD Activity</b>
Revenue	1,228,430.75	1,555,408.80	1,542,288.10	1,906,922.87
Expense	1,133,793.24	960,590.27	1,268,703.32	1,238,963.43
<b>Report Surplus (Deficit):</b>	<b>94,637.51</b>	<b>594,818.53</b>	<b>273,584.78</b>	<b>667,959.44</b>

Park District of Highland Park  
Investment Schedule  
December 31, 2022

12/31/2022

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	(5,000.00)
		2,000,000.00				2,000,000.00	1,500.00	10,000.00



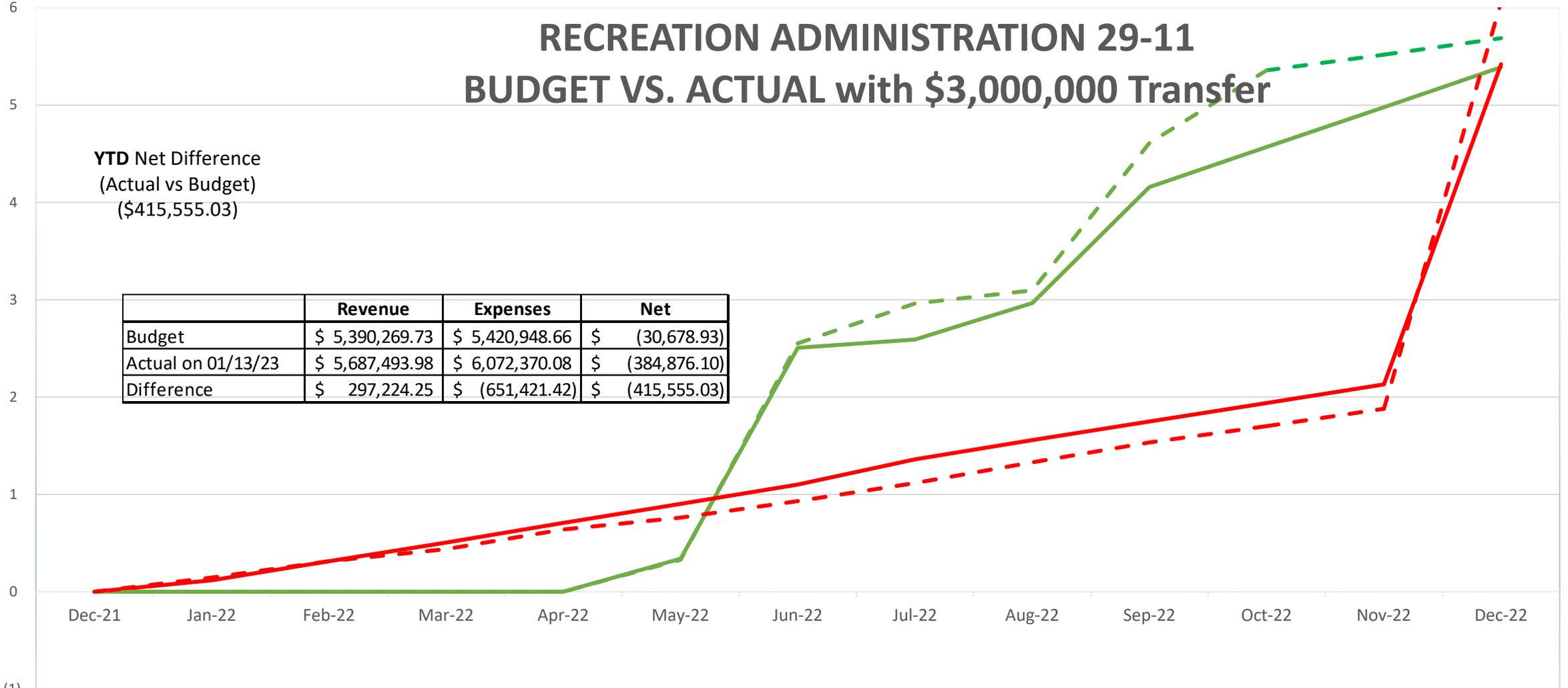
# Revenue and Expense Charts by Center – December 2022

# RECREATION ADMINISTRATION 29-11

## BUDGET VS. ACTUAL with \$3,000,000 Transfer

**YTD Net Difference**  
(Actual vs Budget)  
(\$415,555.03)

	Revenue	Expenses	Net
Budget	\$ 5,390,269.73	\$ 5,420,948.66	\$ (30,678.93)
Actual on 01/13/23	\$ 5,687,493.98	\$ 6,072,370.08	\$ (384,876.10)
Difference	\$ 297,224.25	\$ (651,421.42)	\$ (415,555.03)



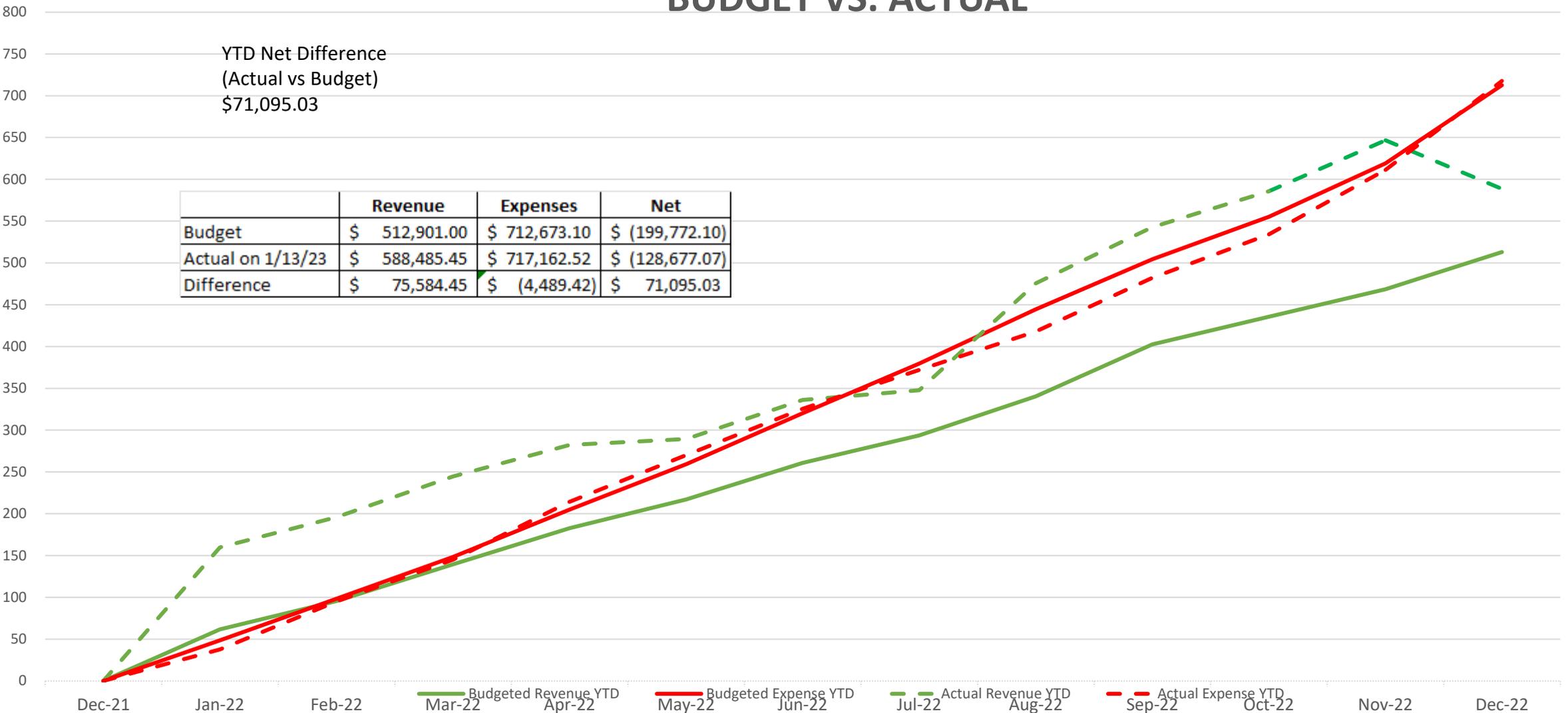
— Budgeted Revenue YTD    
 — Budgeted Expense YTD    
 - - - Actual Revenue YTD    
 - - - Actual Expense YTD

# WEST RIDGE CENTER 29-24

## BUDGET VS. ACTUAL

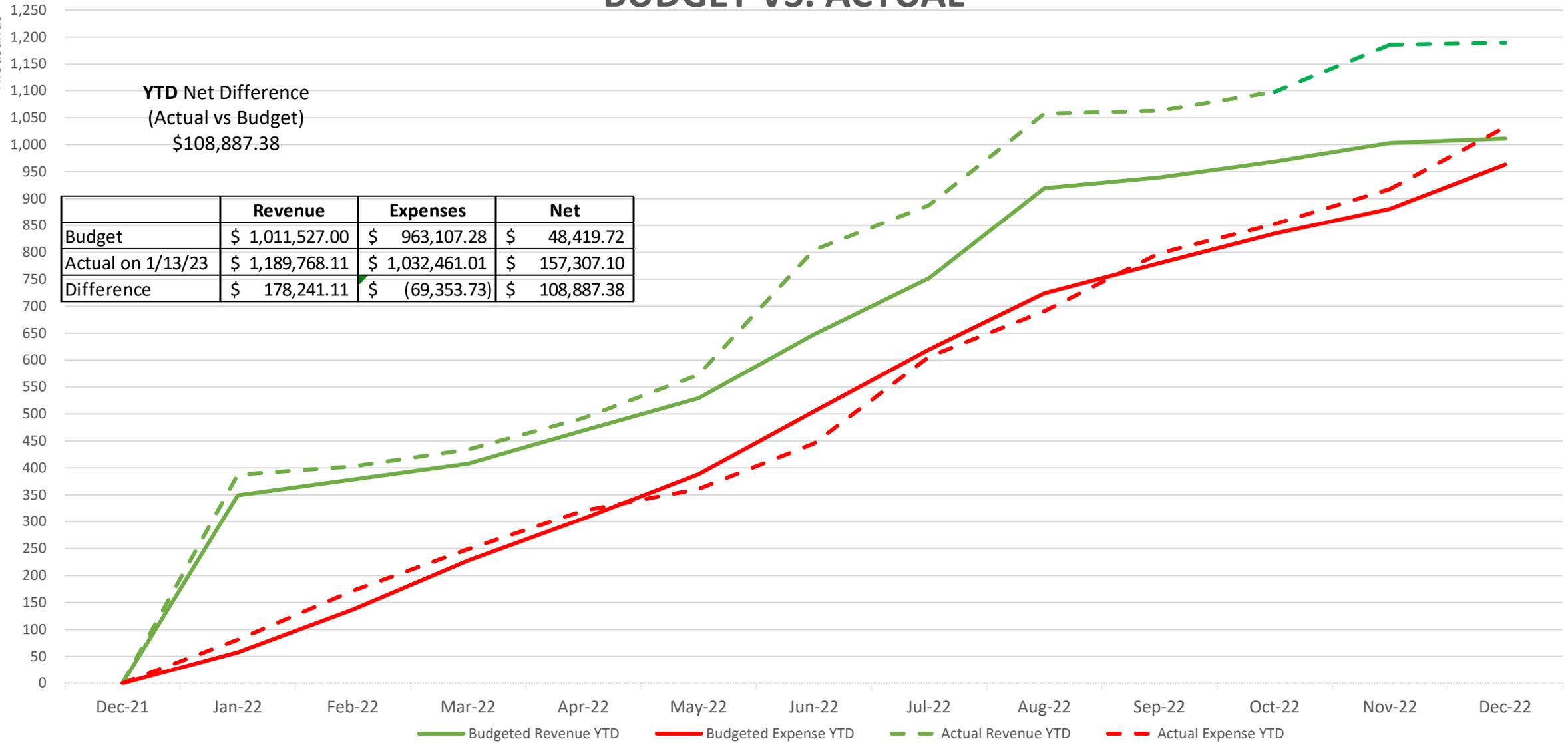
YTD Net Difference  
(Actual vs Budget)  
\$71,095.03

	Revenue	Expenses	Net
Budget	\$ 512,901.00	\$ 712,673.10	\$ (199,772.10)
Actual on 1/13/23	\$ 588,485.45	\$ 717,162.52	\$ (128,677.07)
Difference	\$ 75,584.45	\$ (4,489.42)	\$ 71,095.03



# ATHLETICS 29-26

## BUDGET VS. ACTUAL

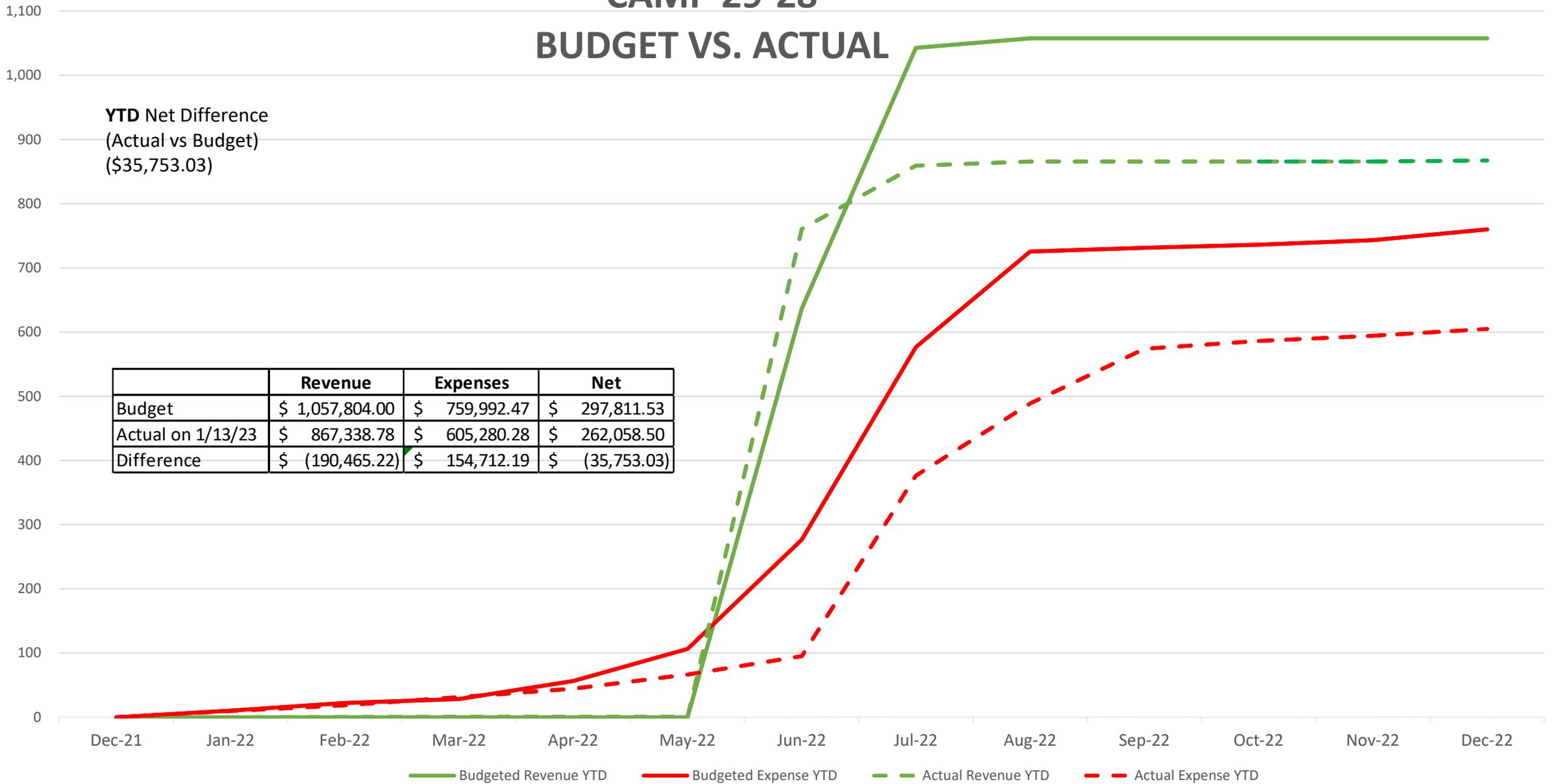


# CAMP 29-28

## BUDGET VS. ACTUAL

**YTD Net Difference**  
 (Actual vs Budget)  
 (\$35,753.03)

	Revenue	Expenses	Net
Budget	\$ 1,057,804.00	\$ 759,992.47	\$ 297,811.53
Actual on 1/13/23	\$ 867,338.78	\$ 605,280.28	\$ 262,058.50
Difference	\$ (190,465.22)	\$ 154,712.19	\$ (35,753.03)



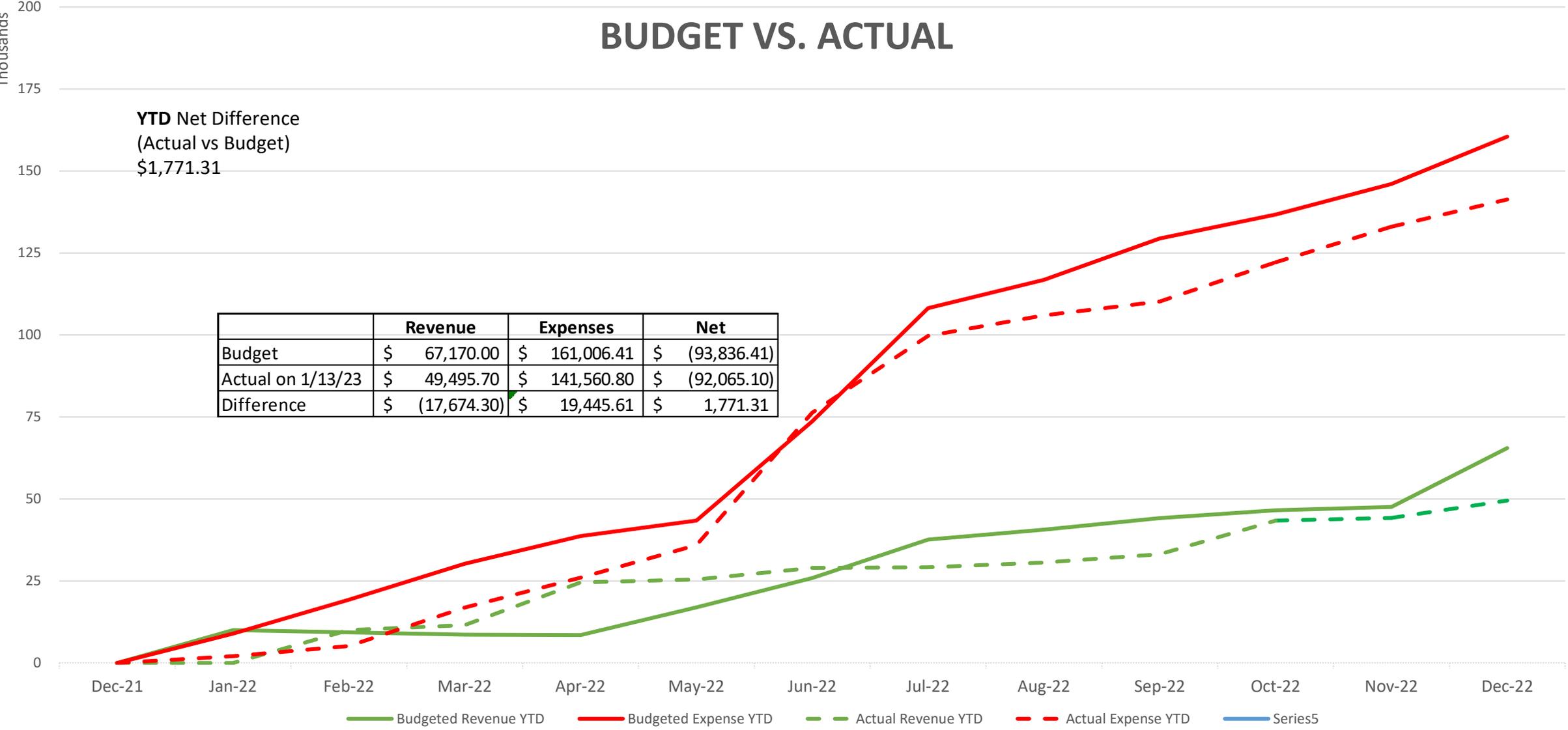
# SPECIAL EVENTS 29-29

## BUDGET VS. ACTUAL

Thousands

**YTD Net Difference**  
(Actual vs Budget)  
\$1,771.31

	Revenue	Expenses	Net
Budget	\$ 67,170.00	\$ 161,006.41	\$ (93,836.41)
Actual on 1/13/23	\$ 49,495.70	\$ 141,560.80	\$ (92,065.10)
Difference	\$ (17,674.30)	\$ 19,445.61	\$ 1,771.31

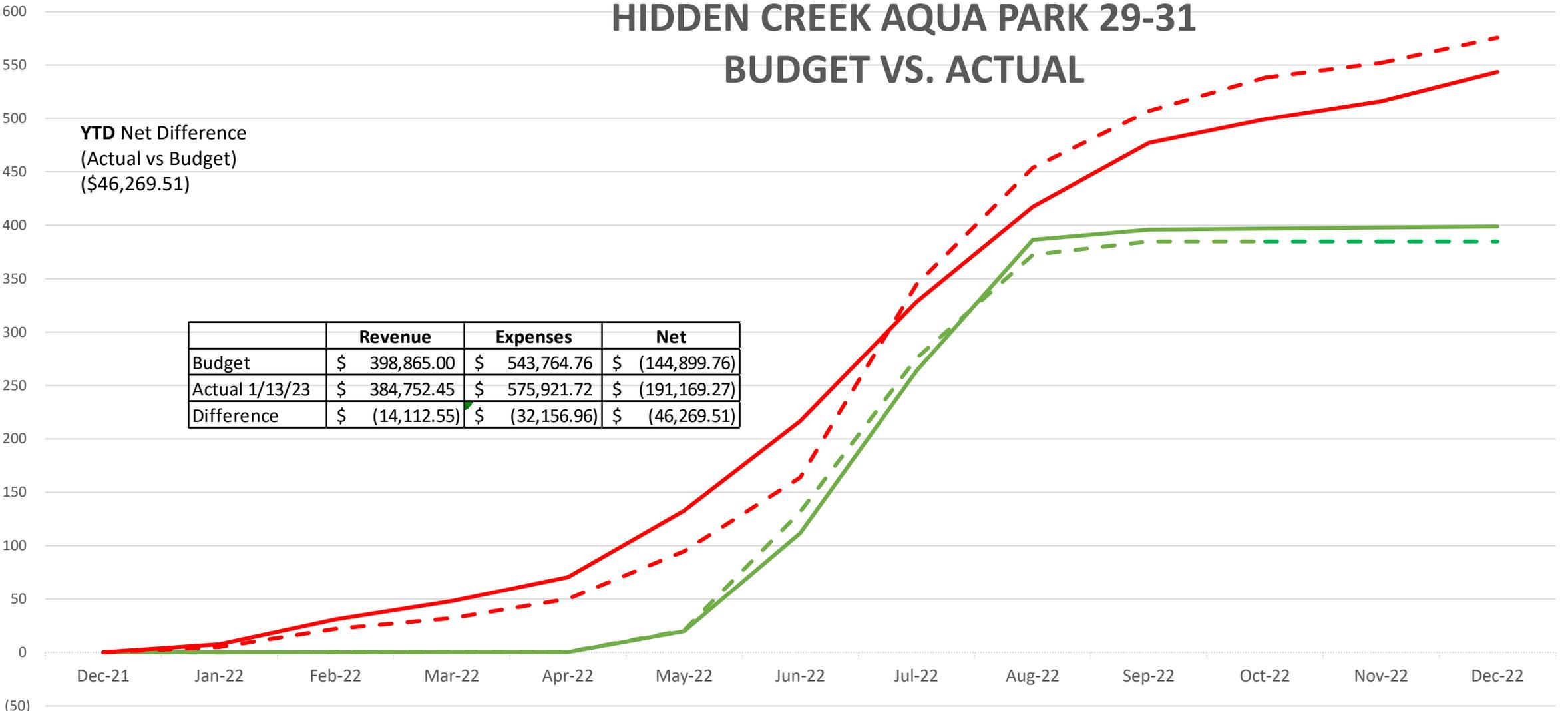


# HIDDEN CREEK AQUA PARK 29-31

## BUDGET VS. ACTUAL

**YTD Net Difference**  
 (Actual vs Budget)  
 (\$46,269.51)

	Revenue	Expenses	Net
Budget	\$ 398,865.00	\$ 543,764.76	\$ (144,899.76)
Actual 1/13/23	\$ 384,752.45	\$ 575,921.72	\$ (191,169.27)
Difference	\$ (14,112.55)	\$ (32,156.96)	\$ (46,269.51)



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

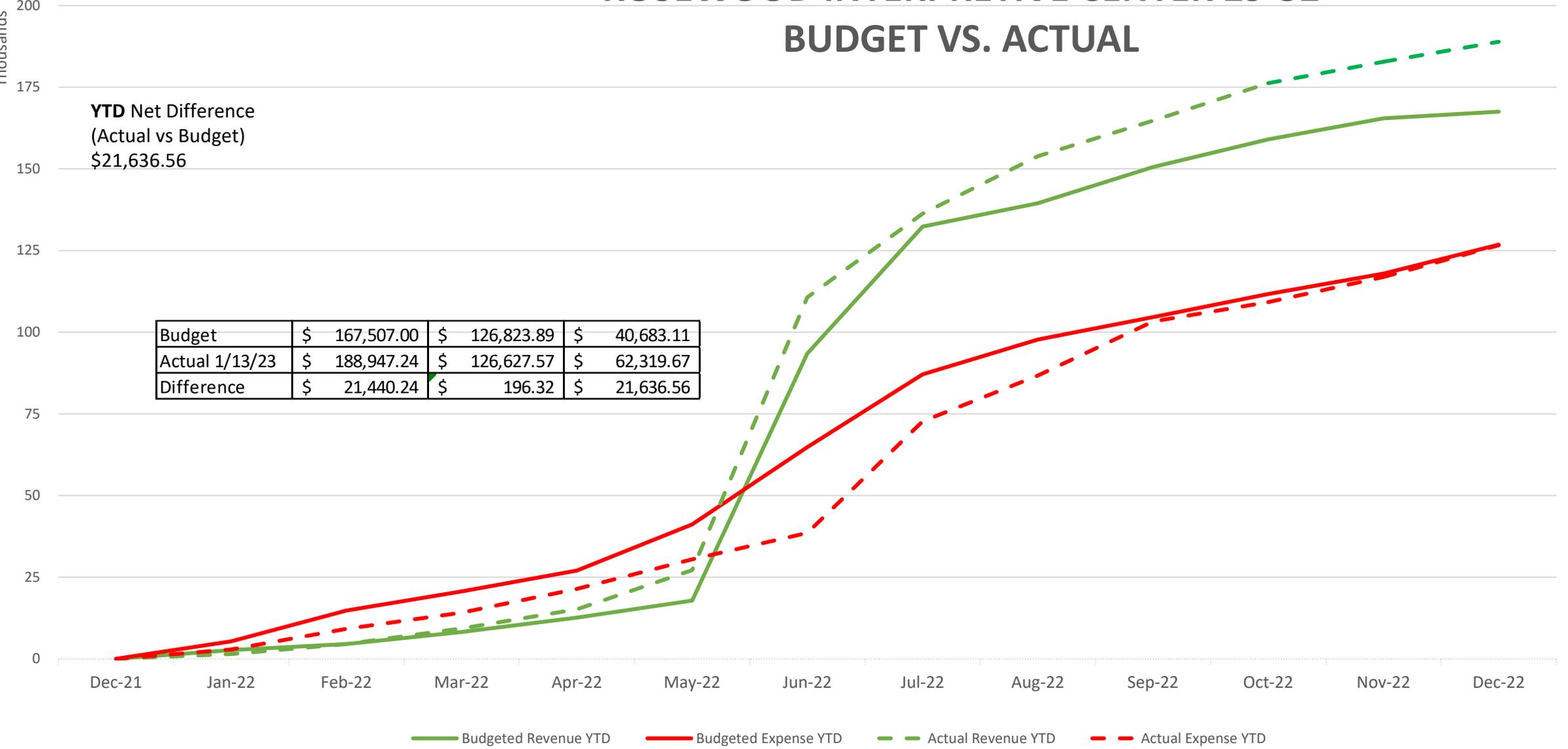
# ROSEWOOD INTERPRETIVE CENTER 29-32

## BUDGET VS. ACTUAL

Thousands

**YTD Net Difference**  
(Actual vs Budget)  
\$21,636.56

Budget	\$ 167,507.00	\$ 126,823.89	\$ 40,683.11
Actual 1/13/23	\$ 188,947.24	\$ 126,627.57	\$ 62,319.67
Difference	\$ 21,440.24	\$ 196.32	\$ 21,636.56

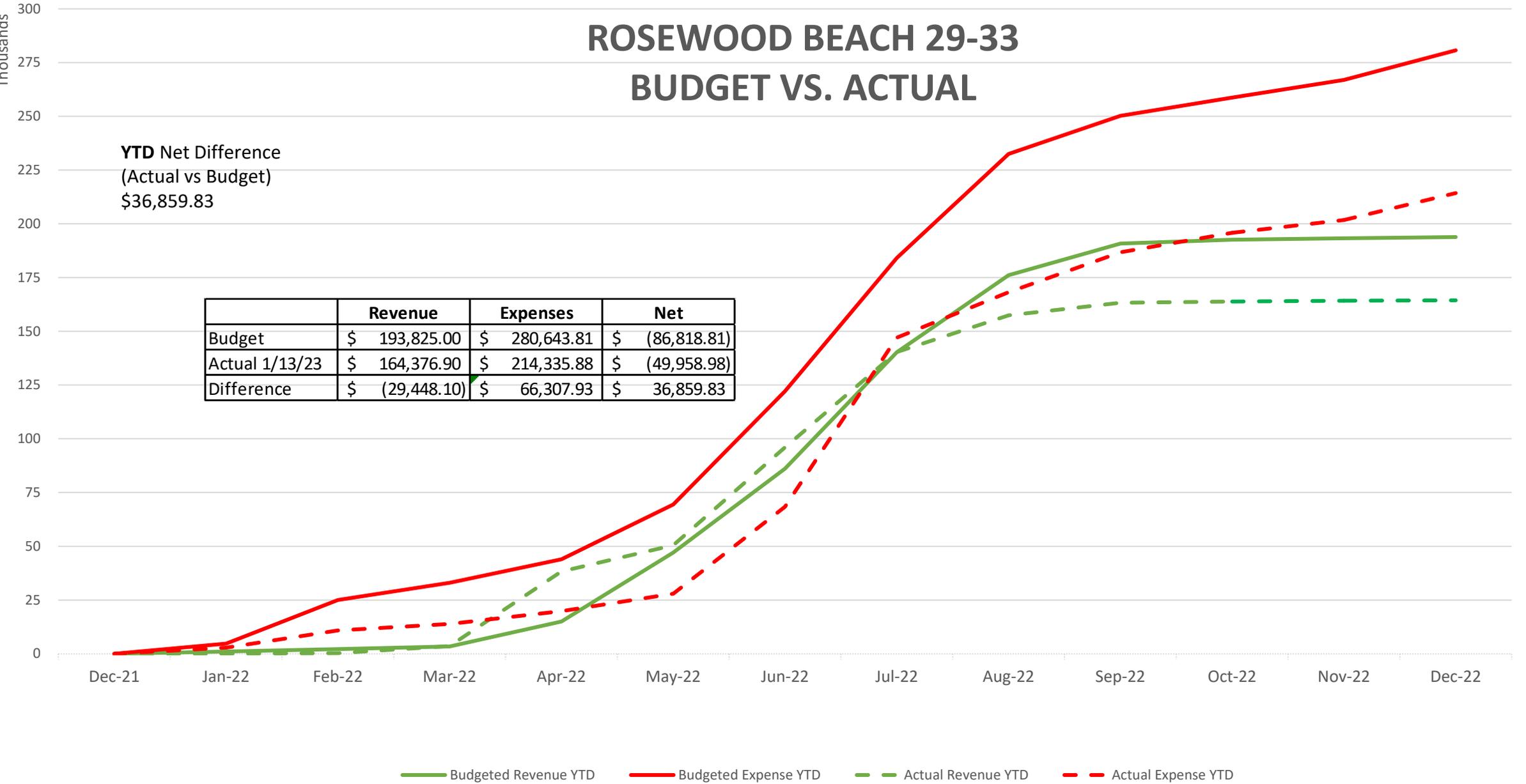


# ROSEWOOD BEACH 29-33

## BUDGET VS. ACTUAL

**YTD Net Difference**  
(Actual vs Budget)  
\$36,859.83

	Revenue	Expenses	Net
Budget	\$ 193,825.00	\$ 280,643.81	\$ (86,818.81)
Actual 1/13/23	\$ 164,376.90	\$ 214,335.88	\$ (49,958.98)
Difference	\$ (29,448.10)	\$ 66,307.93	\$ 36,859.83

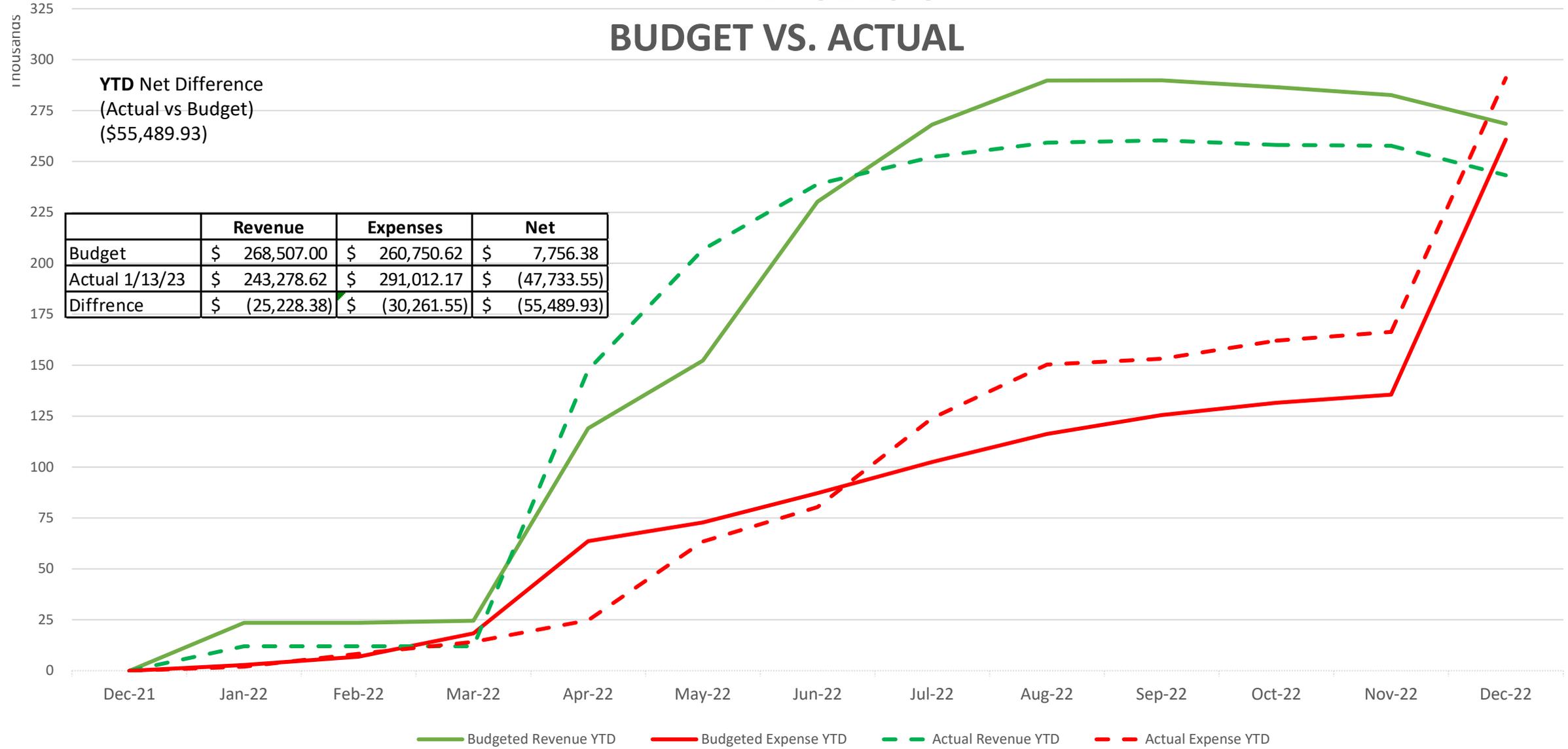


# PARK AVENUE 29-34

## BUDGET VS. ACTUAL

**YTD Net Difference**  
 (Actual vs Budget)  
 (\$55,489.93)

	Revenue	Expenses	Net
Budget	\$ 268,507.00	\$ 260,750.62	\$ 7,756.38
Actual 1/13/23	\$ 243,278.62	\$ 291,012.17	\$ (47,733.55)
Difference	\$ (25,228.38)	\$ (30,261.55)	\$ (55,489.93)

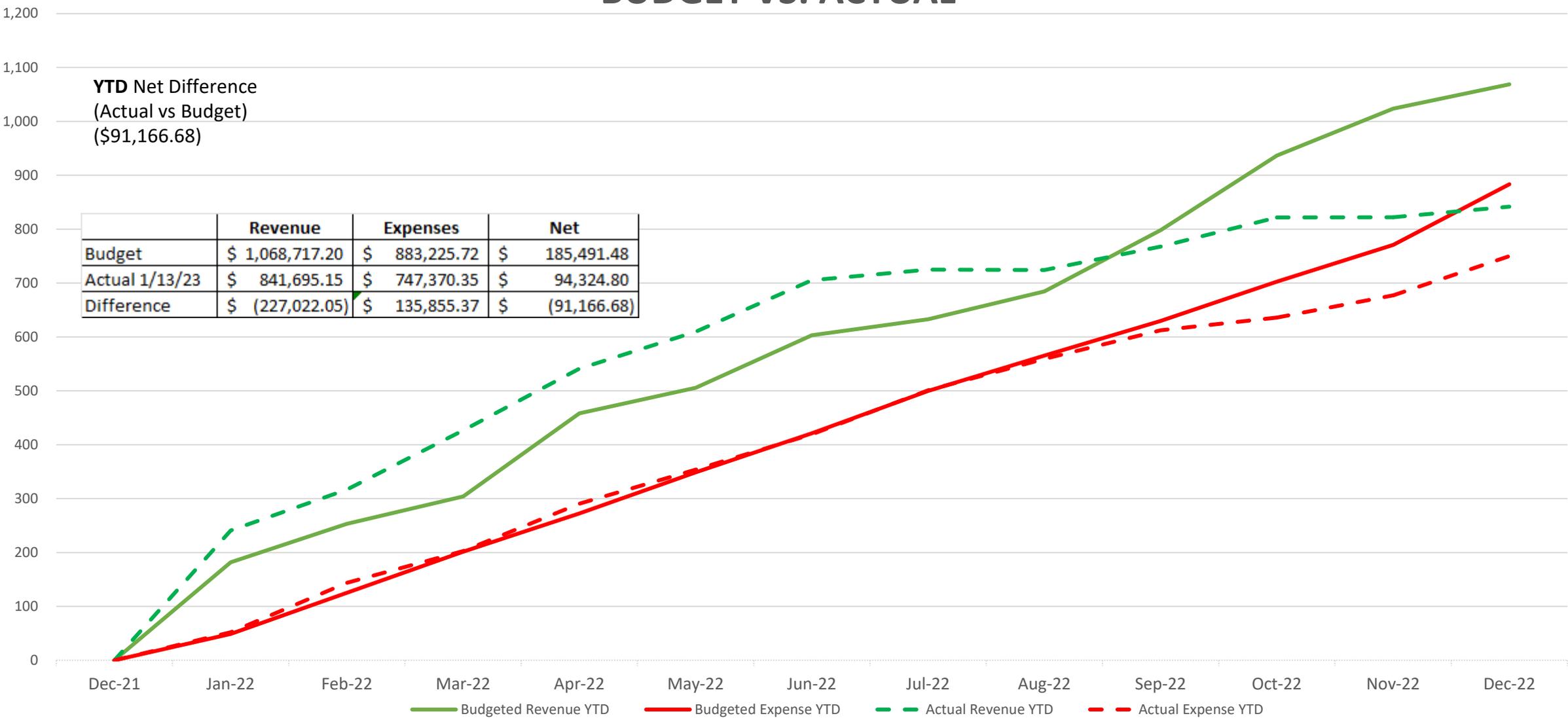


# CENTENNIAL 29-38

## BUDGET VS. ACTUAL

**YTD Net Difference**  
 (Actual vs Budget)  
 (\$91,166.68)

	Revenue	Expenses	Net
Budget	\$ 1,068,717.20	\$ 883,225.72	\$ 185,491.48
Actual 1/13/23	\$ 841,695.15	\$ 747,370.35	\$ 94,324.80
Difference	\$ (227,022.05)	\$ 135,855.37	\$ (91,166.68)

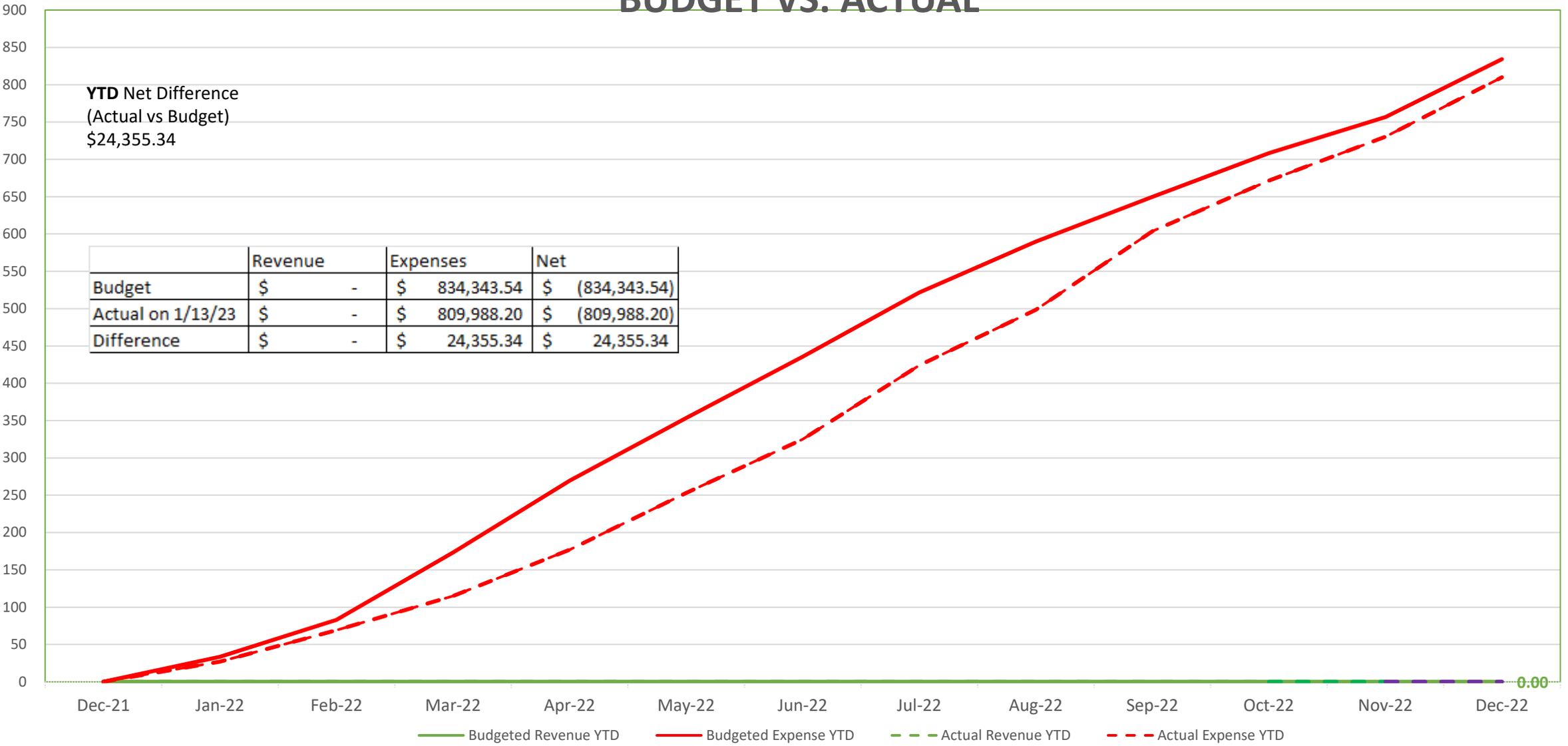


# MAINTENANCE 29-41

## BUDGET VS. ACTUAL

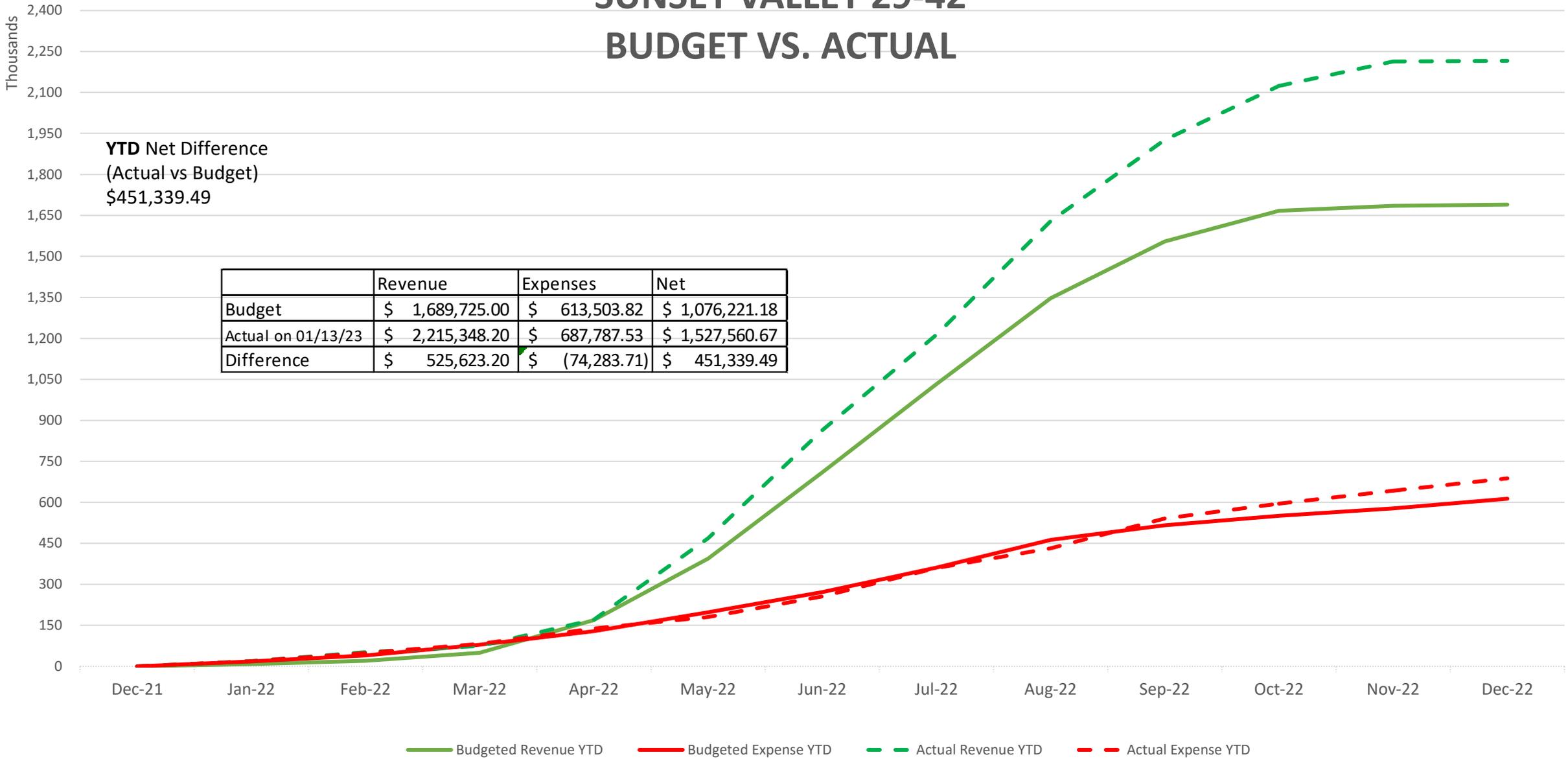
**YTD Net Difference**  
 (Actual vs Budget)  
 \$24,355.34

	Revenue	Expenses	Net
<b>Budget</b>	\$ -	\$ 834,343.54	\$ (834,343.54)
<b>Actual on 1/13/23</b>	\$ -	\$ 809,988.20	\$ (809,988.20)
<b>Difference</b>	\$ -	\$ 24,355.34	\$ 24,355.34



# SUNSET VALLEY 29-42

## BUDGET VS. ACTUAL

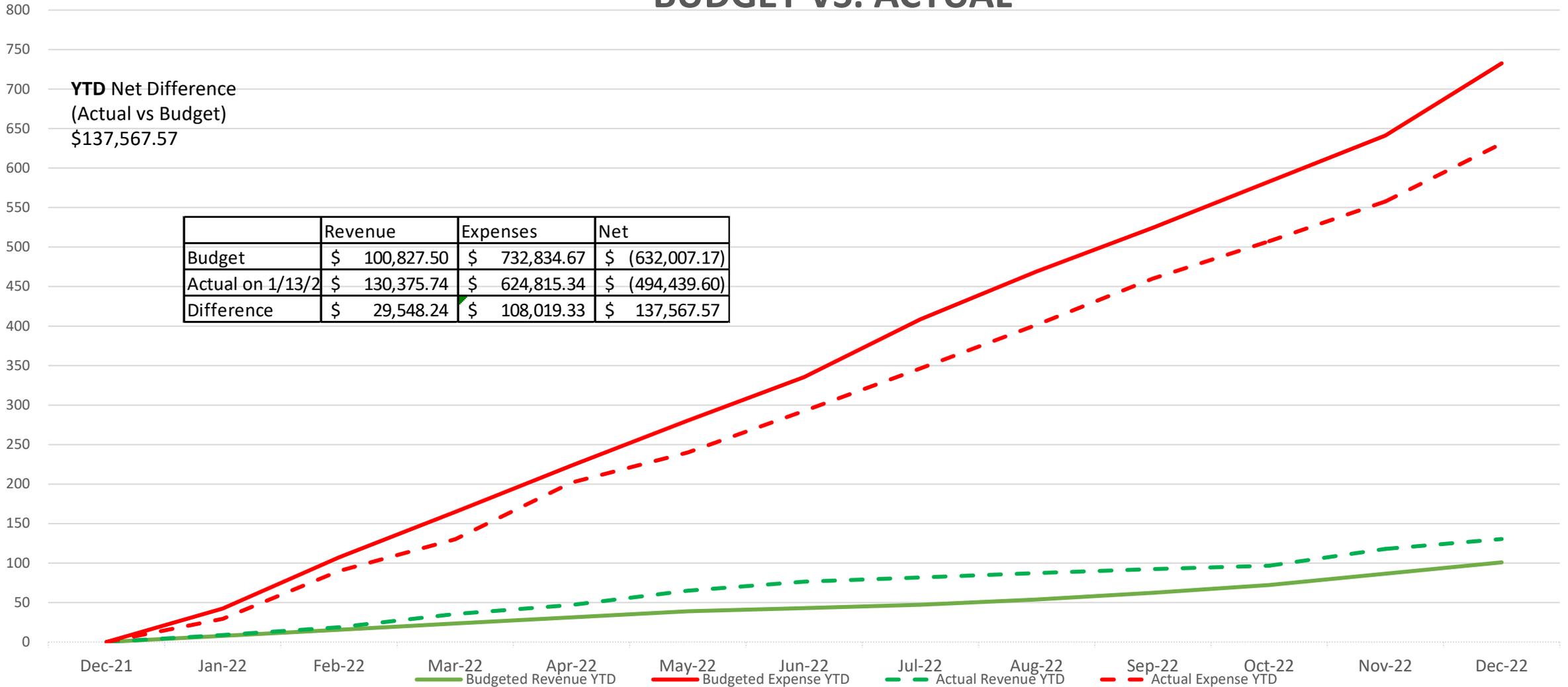


# REC CENTER ADMIN 29-49

## BUDGET VS. ACTUAL

**YTD Net Difference**  
 (Actual vs Budget)  
**\$137,567.57**

	Revenue	Expenses	Net
Budget	\$ 100,827.50	\$ 732,834.67	\$ (632,007.17)
Actual on 1/13/2	\$ 130,375.74	\$ 624,815.34	\$ (494,439.60)
Difference	\$ 29,548.24	\$ 108,019.33	\$ 137,567.57



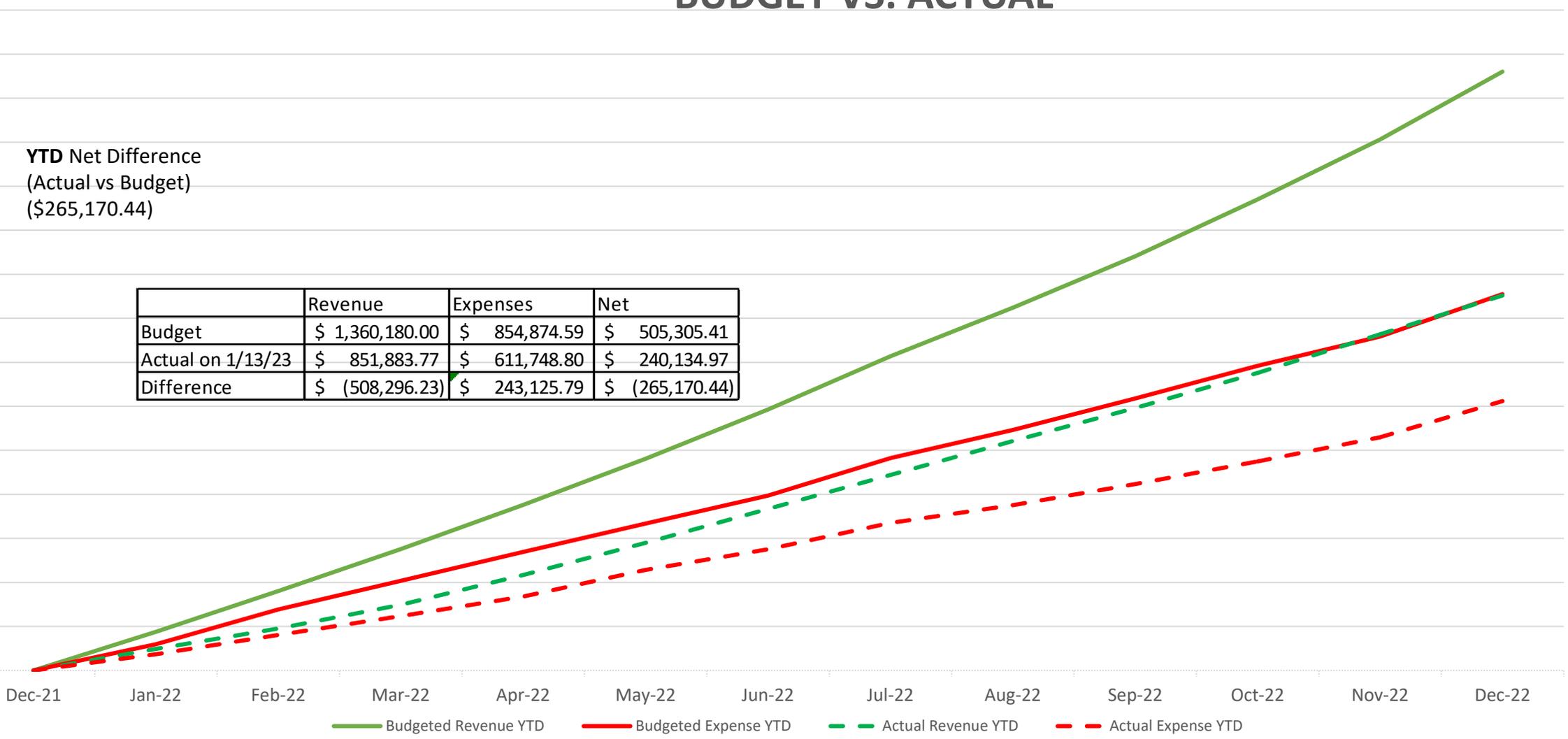
# RECREATION CENTER FITNESS 29-51

## BUDGET VS. ACTUAL

Thousands

**YTD Net Difference**  
(Actual vs Budget)  
(\$265,170.44)

	Revenue	Expenses	Net
Budget	\$ 1,360,180.00	\$ 854,874.59	\$ 505,305.41
Actual on 1/13/23	\$ 851,883.77	\$ 611,748.80	\$ 240,134.97
Difference	\$ (508,296.23)	\$ 243,125.79	\$ (265,170.44)



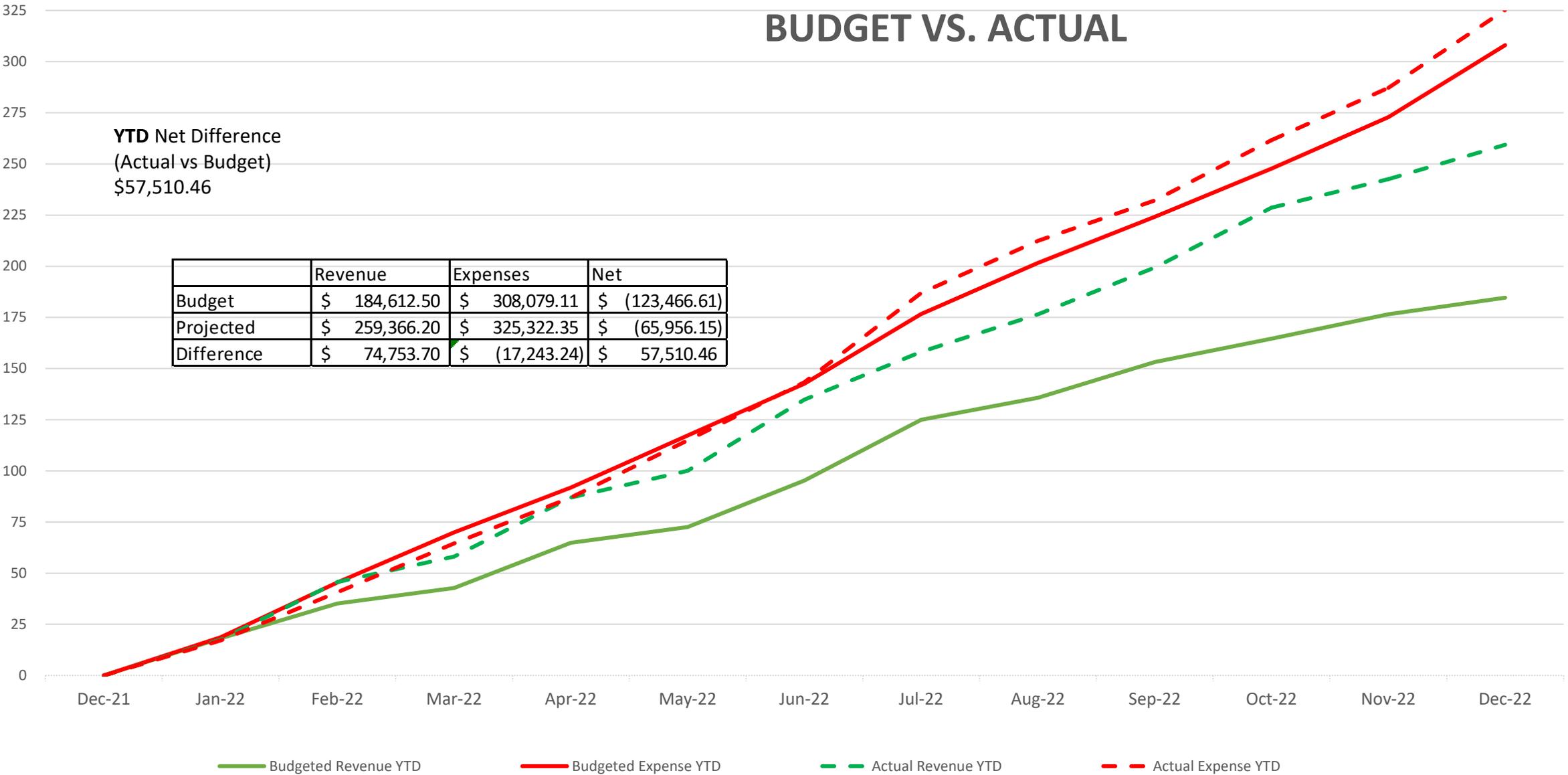
— Budgeted Revenue YTD    
 — Budgeted Expense YTD    
 - - - Actual Revenue YTD    
 - - - Actual Expense YTD

# RECREATION CENTER AQUATICS 29-53

## BUDGET VS. ACTUAL

**YTD Net Difference**  
(Actual vs Budget)  
\$57,510.46

	Revenue	Expenses	Net
Budget	\$ 184,612.50	\$ 308,079.11	\$ (123,466.61)
Projected	\$ 259,366.20	\$ 325,322.35	\$ (65,956.15)
Difference	\$ 74,753.70	\$ (17,243.24)	\$ 57,510.46



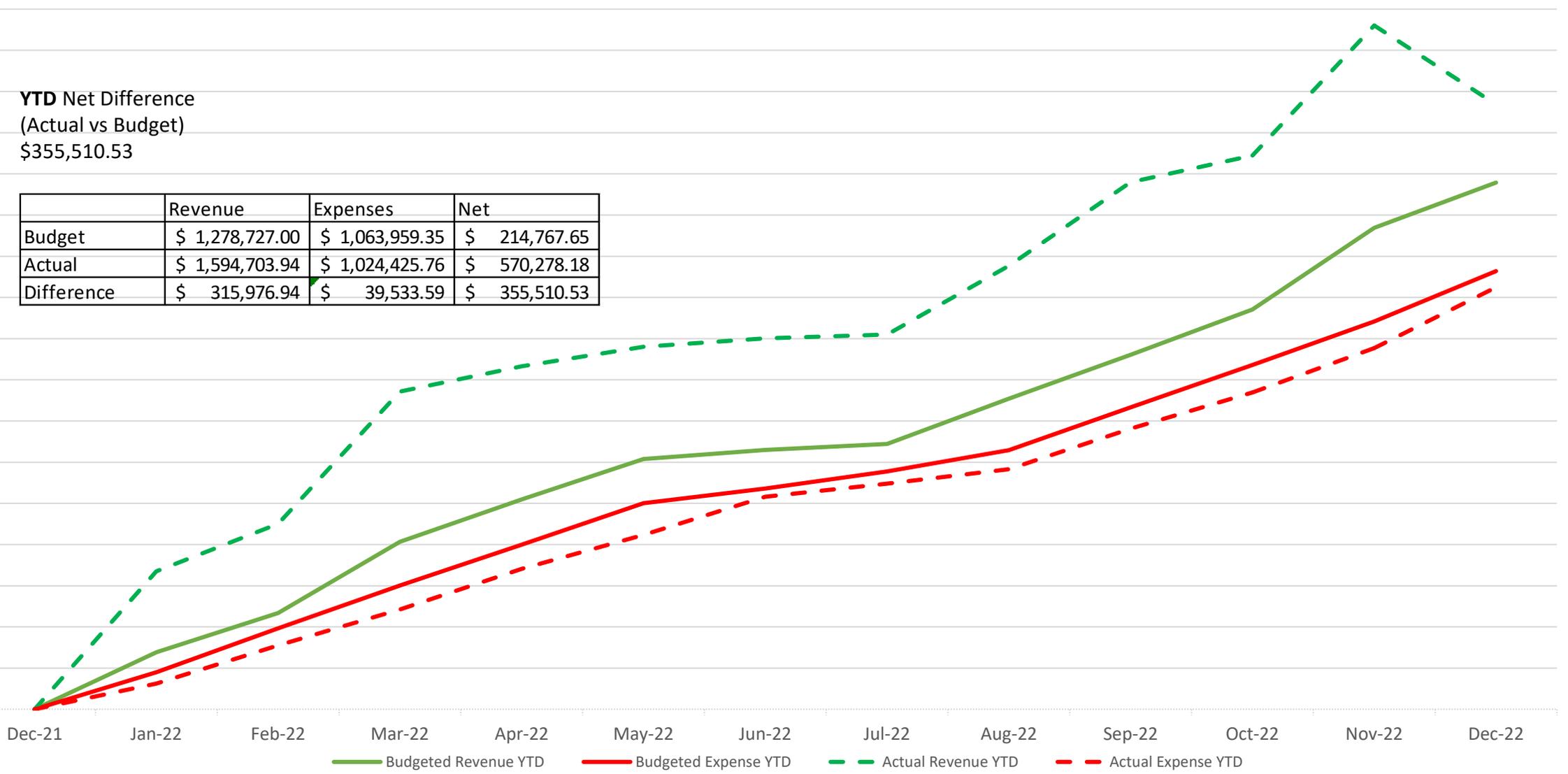
# INDOOR TENNIS 29-55

## BUDGET VS. ACTUAL

Thousands

**YTD Net Difference**  
(Actual vs Budget)  
\$355,510.53

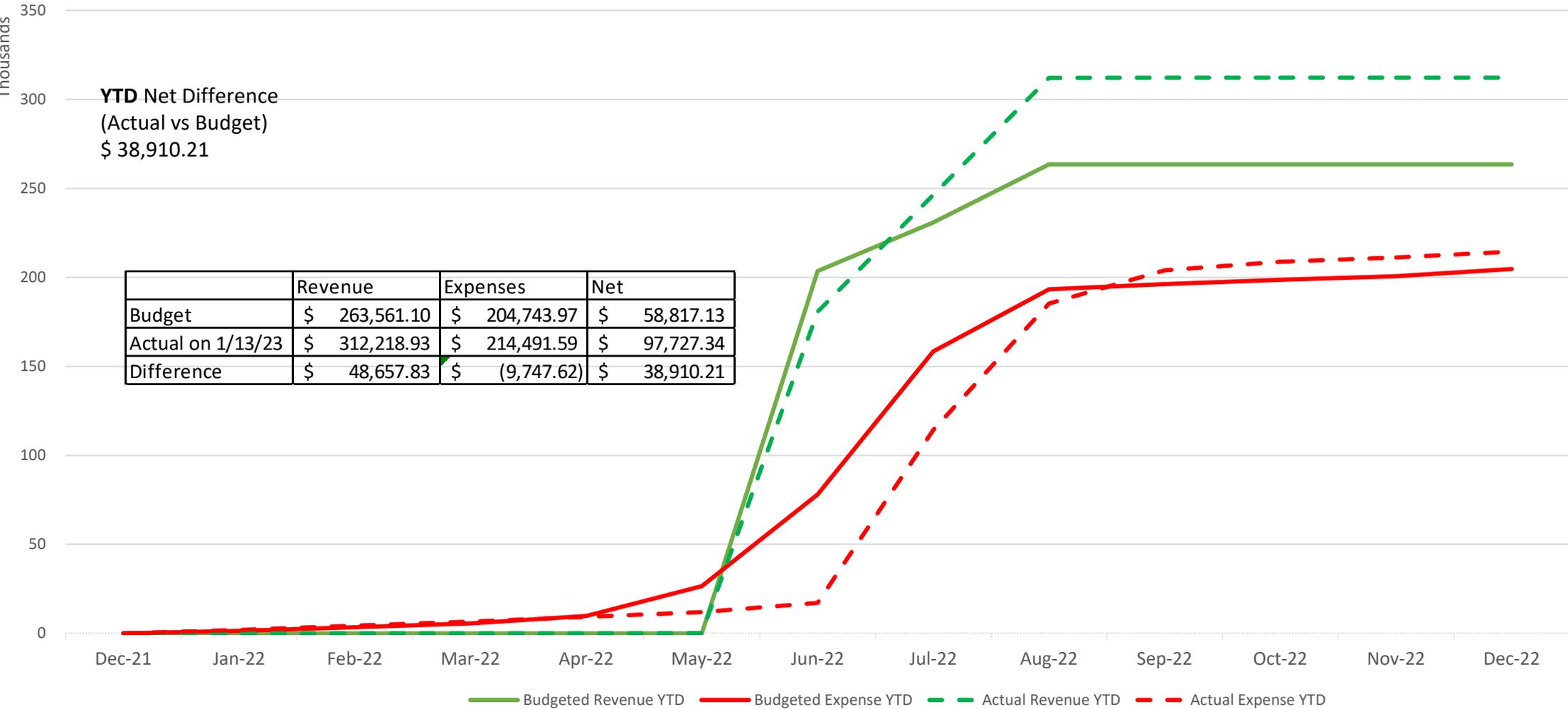
	Revenue	Expenses	Net
Budget	\$ 1,278,727.00	\$ 1,063,959.35	\$ 214,767.65
Actual	\$ 1,594,703.94	\$ 1,024,425.76	\$ 570,278.18
Difference	\$ 315,976.94	\$ 39,533.59	\$ 355,510.53



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

# OUTDOOR TENNIS 29-56

## BUDGET VS. ACTUAL



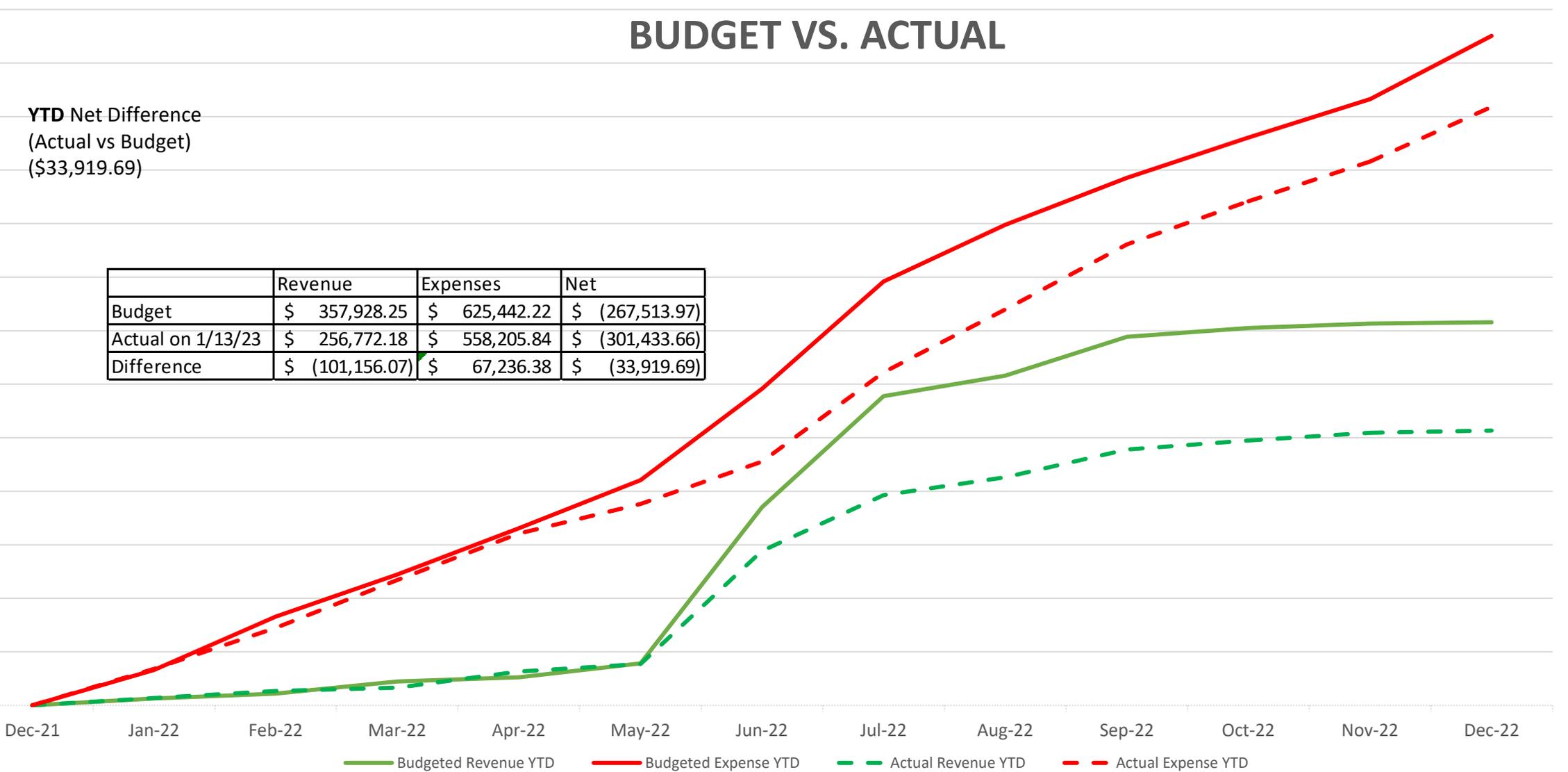
# HELLER NATURE CENTER 29-61

## BUDGET VS. ACTUAL

Thousands

**YTD Net Difference**  
 (Actual vs Budget)  
 (\$33,919.69)

	Revenue	Expenses	Net
Budget	\$ 357,928.25	\$ 625,442.22	\$ (267,513.97)
Actual on 1/13/23	\$ 256,772.18	\$ 558,205.84	\$ (301,433.66)
Difference	\$ (101,156.07)	\$ 67,236.38	\$ (33,919.69)



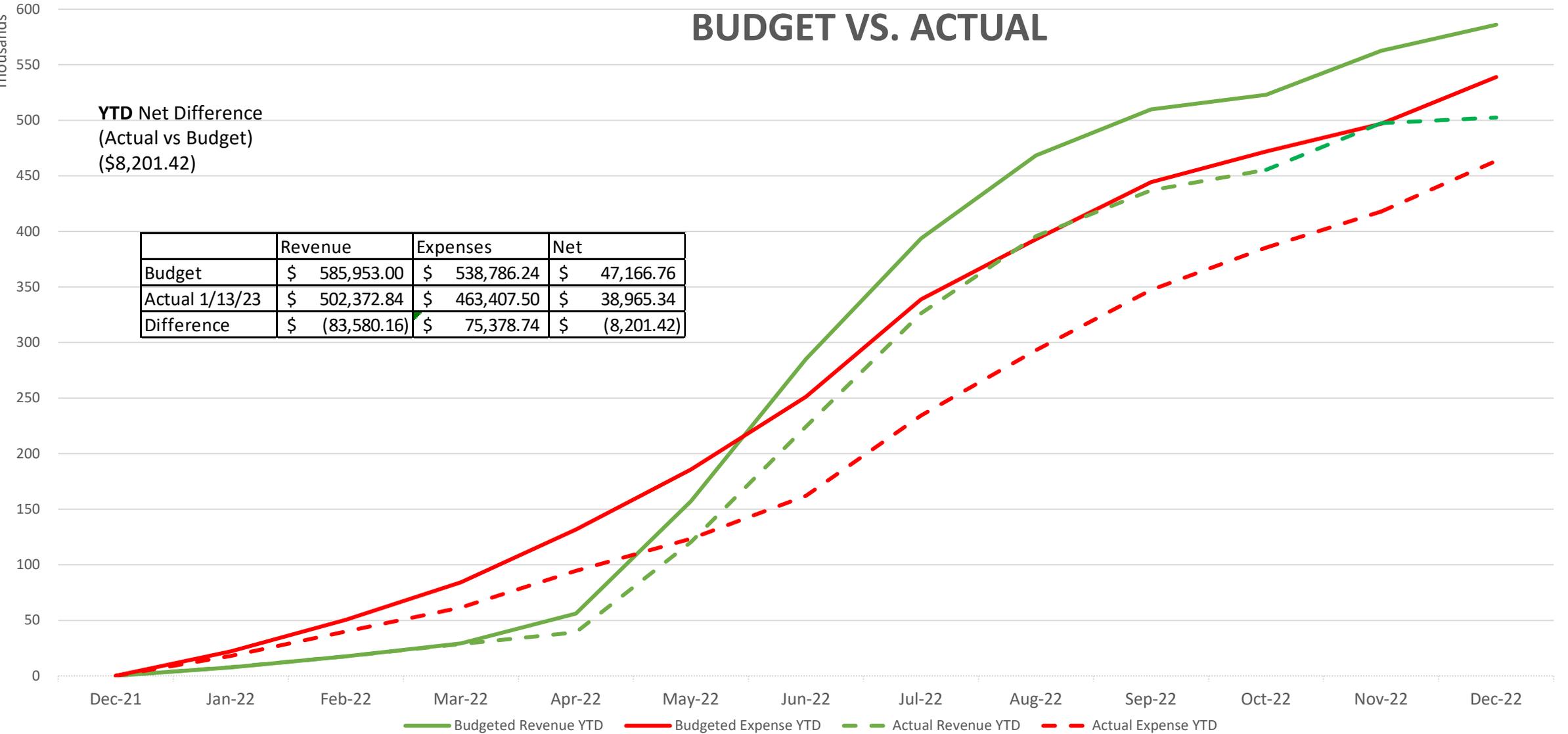
— Budgeted Revenue YTD    
 — Budgeted Expense YTD    
 - - - Actual Revenue YTD    
 - - - Actual Expense YTD

# HPCC LEARNING CENTER 29-74

## BUDGET VS. ACTUAL

**YTD Net Difference**  
 (Actual vs Budget)  
 (\$8,201.42)

	Revenue	Expenses	Net
Budget	\$ 585,953.00	\$ 538,786.24	\$ 47,166.76
Actual 1/13/23	\$ 502,372.84	\$ 463,407.50	\$ 38,965.34
Difference	\$ (83,580.16)	\$ 75,378.74	\$ (8,201.42)

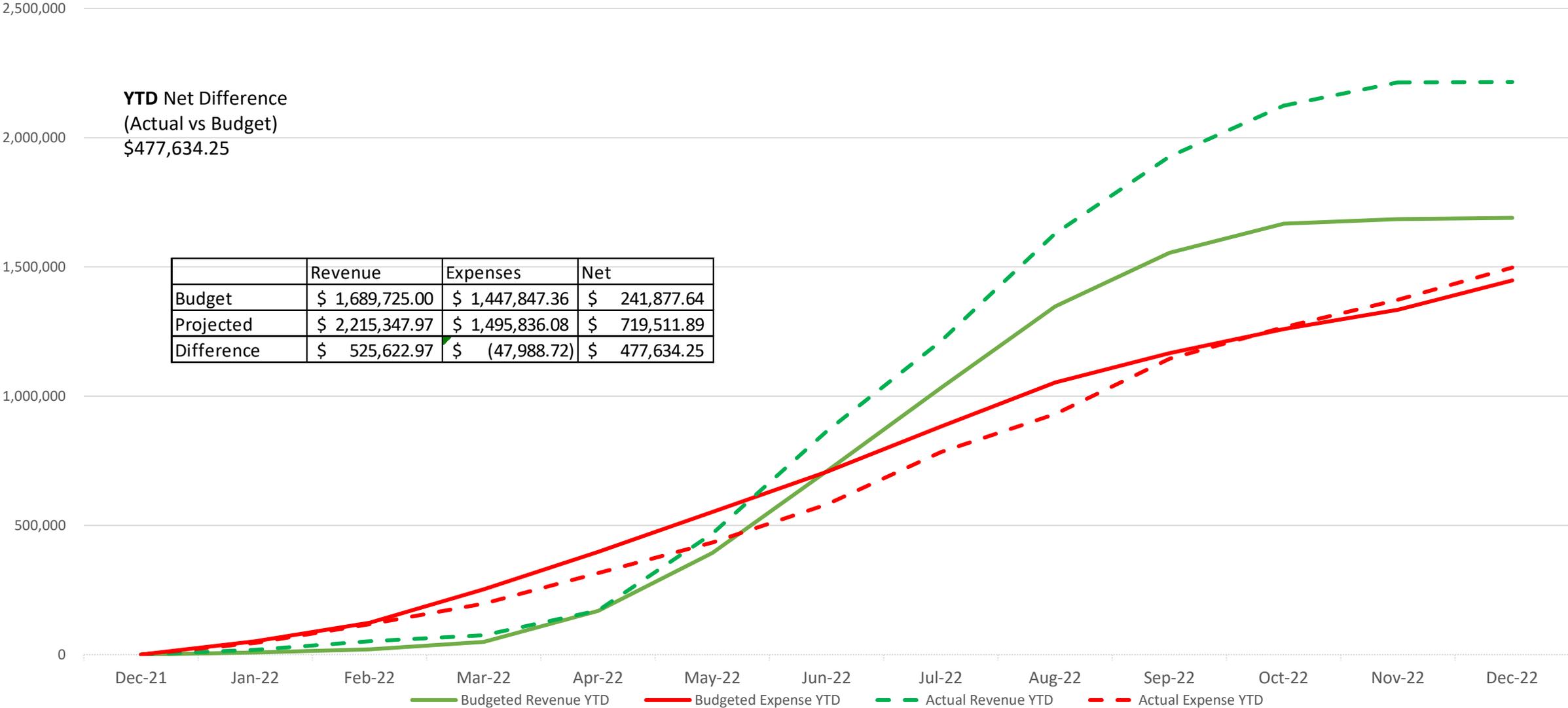


# SUNSET VALLEY 29-41 and 42

## BUDGET VS. ACTUAL

**YTD Net Difference**  
 (Actual vs Budget)  
 \$477,634.25

	Revenue	Expenses	Net
Budget	\$ 1,689,725.00	\$ 1,447,847.36	\$ 241,877.64
Projected	\$ 2,215,347.97	\$ 1,495,836.08	\$ 719,511.89
Difference	\$ 525,622.97	\$ (47,988.72)	\$ 477,634.25

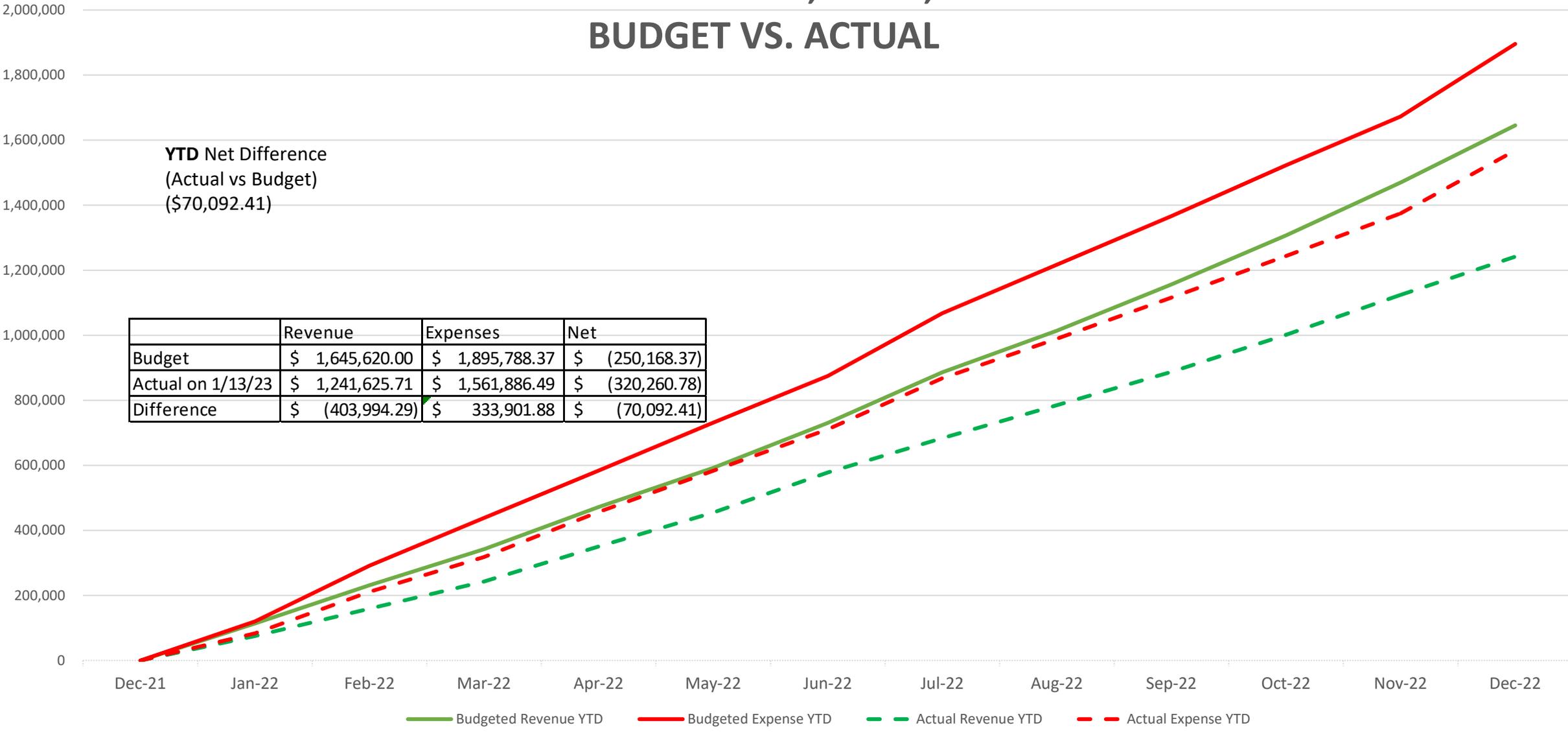


# RECREATION 29-49, 29-51, 29-53

## BUDGET VS. ACTUAL

**YTD Net Difference**  
 (Actual vs Budget)  
 (\$70,092.41)

	Revenue	Expenses	Net
Budget	\$ 1,645,620.00	\$ 1,895,788.37	\$ (250,168.37)
Actual on 1/13/23	\$ 1,241,625.71	\$ 1,561,886.49	\$ (320,260.78)
Difference	\$ (403,994.29)	\$ 333,901.88	\$ (70,092.41)

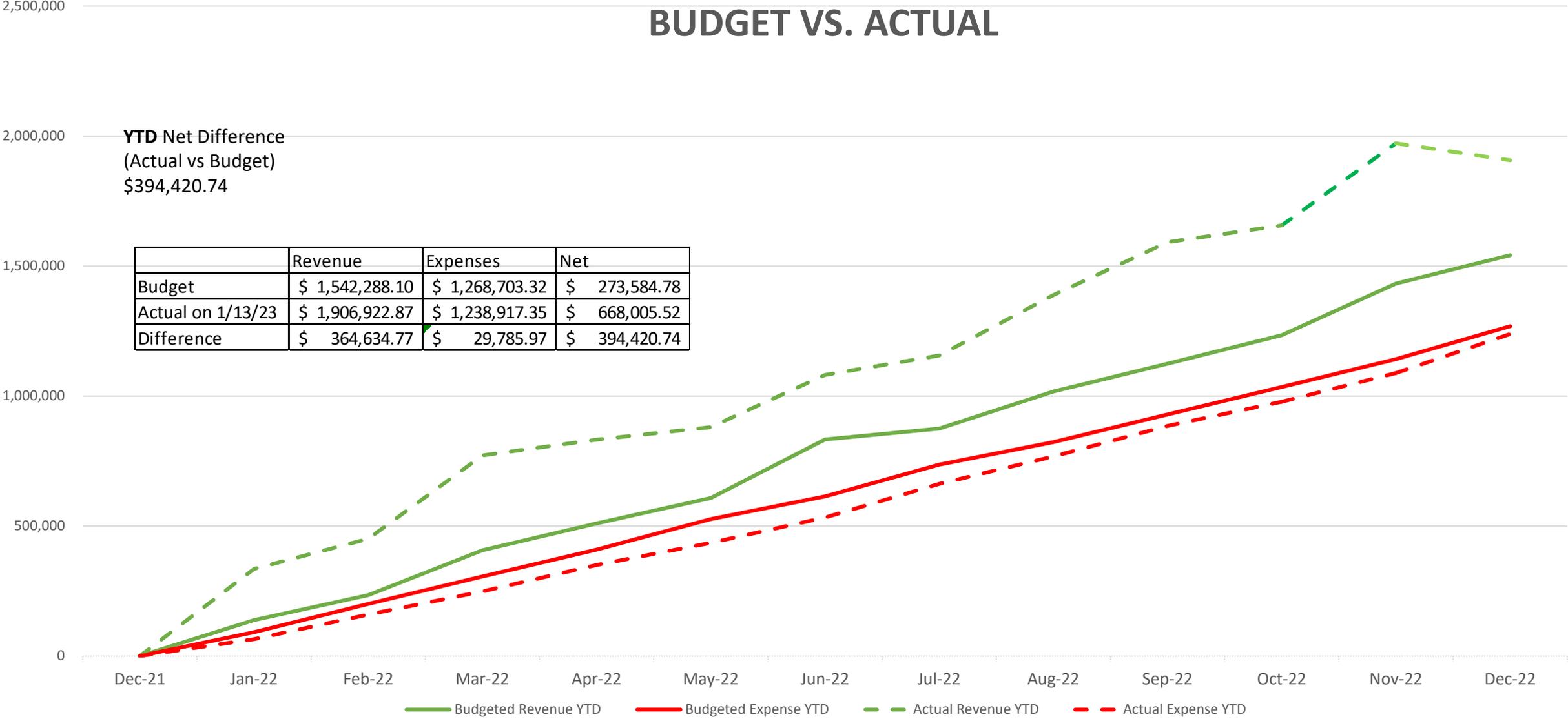


# DEER CREEK RAQUET CLUB 29-55 and 56

## BUDGET VS. ACTUAL

**YTD Net Difference**  
 (Actual vs Budget)  
 \$394,420.74

	Revenue	Expenses	Net
Budget	\$ 1,542,288.10	\$ 1,268,703.32	\$ 273,584.78
Actual on 1/13/23	\$ 1,906,922.87	\$ 1,238,917.35	\$ 668,005.52
Difference	\$ 364,634.77	\$ 29,785.97	\$ 394,420.74





**2022**

**FINANCIAL  
FORECASTS  
AND  
TREASURER'S  
REPORT**

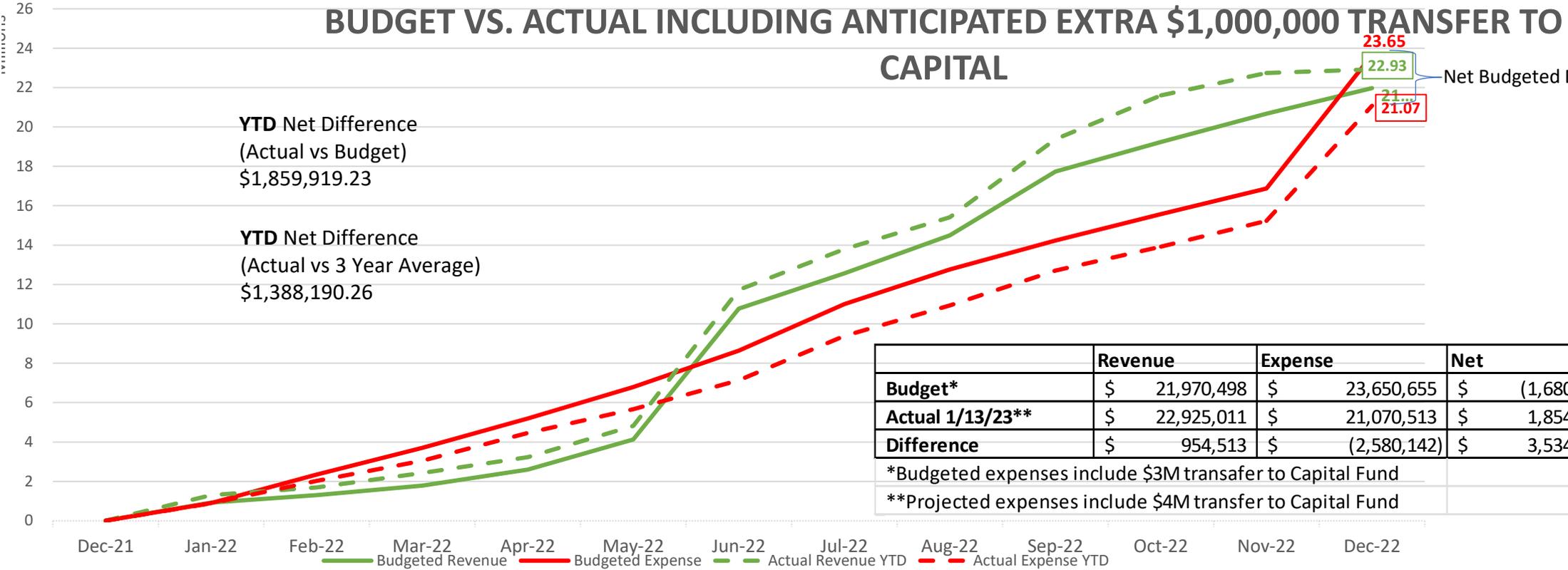
**12/31/22**

# Actuals 12/31/22

## OPERATIONS (GENERAL AND RECREATION FUNDS)

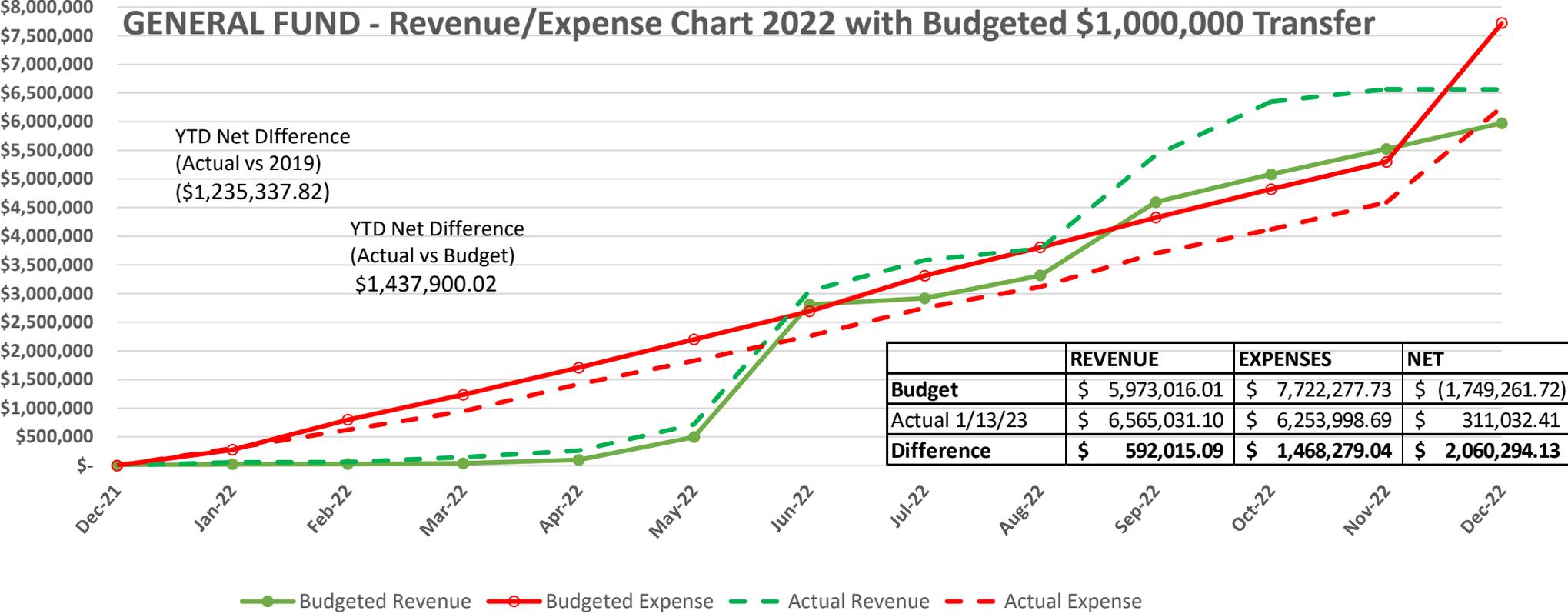
### BUDGET VS. ACTUAL INCLUDING ANTICIPATED EXTRA \$1,000,000 TRANSFER TO

### CAPITAL



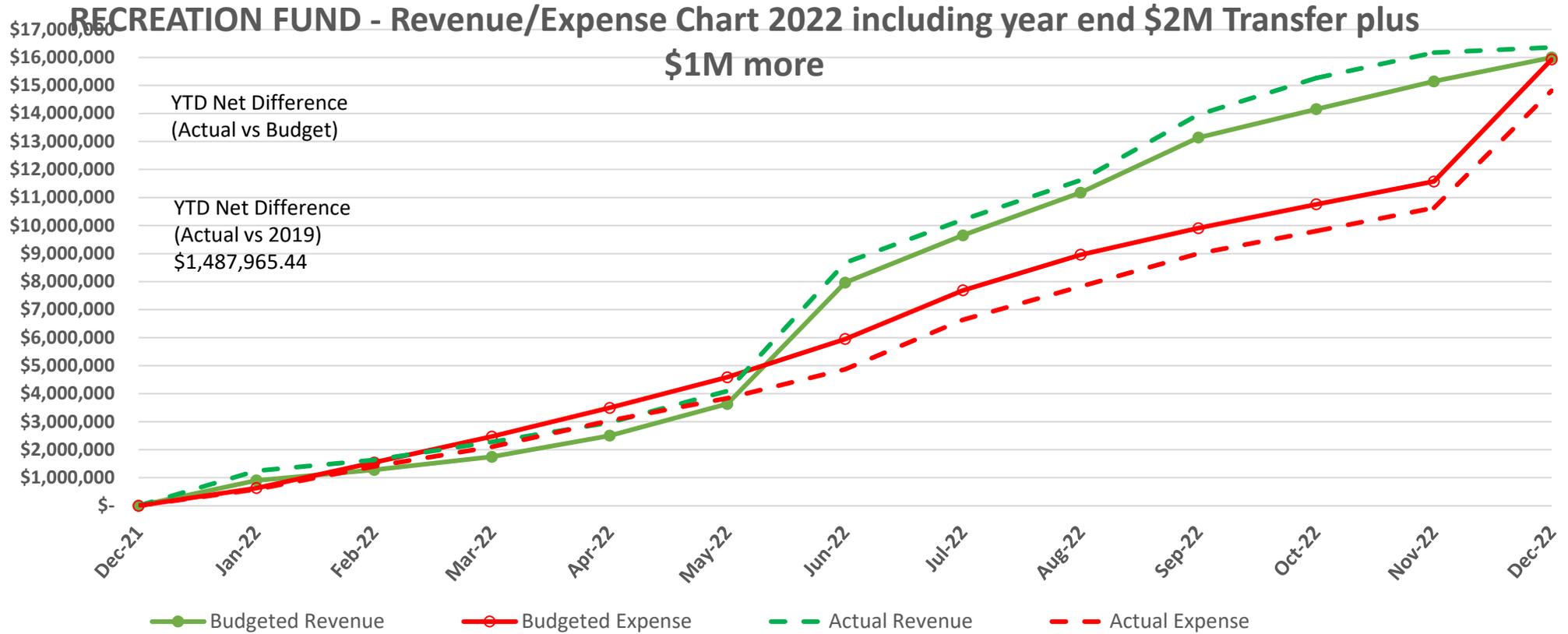
<b>Budgeted Revenue</b>	0.00	926,937.56	1,307,687.64	1,783,973.15	2,598,120.70	4,132,368.39	10,775,670.25	12,569,491.39	14,493,255.18	17,736,382.22	19,235,419.01	20,669,391.83	21,970,497.87
<b>Budgeted Expense</b>	0.00	905,910.94	2,342,543.28	3,708,238.26	5,200,385.79	6,786,169.01	8,638,415.76	11,002,609.51	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	21,606,866.24	22,742,586.79	22,925,010.76
<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	13,926,829.87	15,228,302.14	21,070,513.12
<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	19,200,358.31	20,024,739.29	20,653,432.16
<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	13,808,020.01	15,040,225.87	20,187,124.78

# Actuals 12/31/22



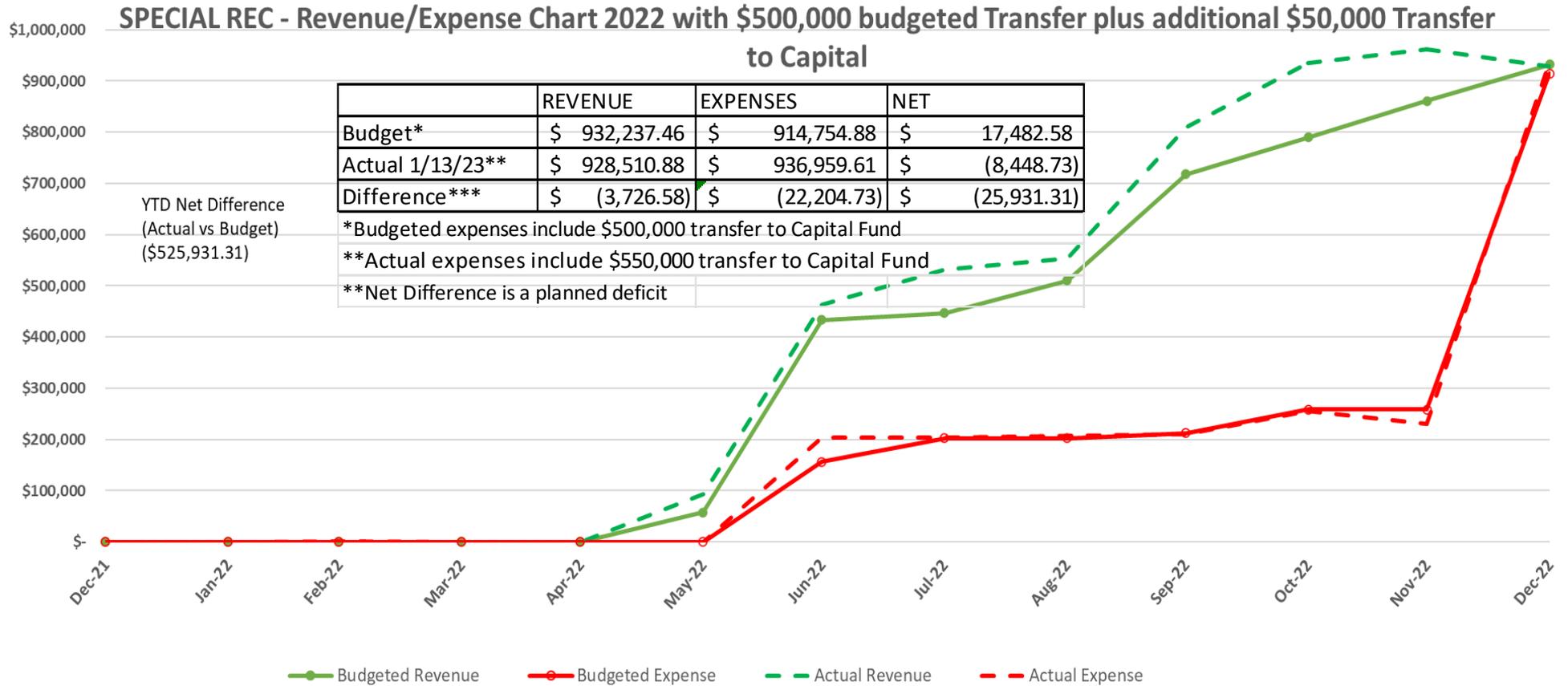
<b>Budgeted Revenue</b>	-	22,966.67	26,847.38	37,788.99	98,114.44	496,621.28	2,808,701.68	2,919,106.96	3,317,110.04	4,596,819.02	5,081,545.88	5,523,117.79	5,973,016.01
<b>Budgeted Expense</b>	-	275,347.16	798,791.52	1,236,422.04	1,708,504.66	2,199,381.25	2,689,487.43	3,314,156.79	3,805,645.92	4,326,474.89	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	6,347,392.01	6,568,150.90	6,565,031.10
<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	4,122,207.88	4,592,150.90	6,253,998.69
<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 12/31/22



<b>Budgeted Revenue</b>	-	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
<b>Budgeted Expense</b>	-	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
<b>Actual Revenue</b>	-	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	15,259,474.23	16,174,567.13	16,359,979.66
<b>Actual Expense</b>	-	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	9,804,621.99	10,636,151.24	14,816,514.43
<b>2019 Actual Revenue</b>		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
<b>2019 Actual Expense</b>		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 12/31/22

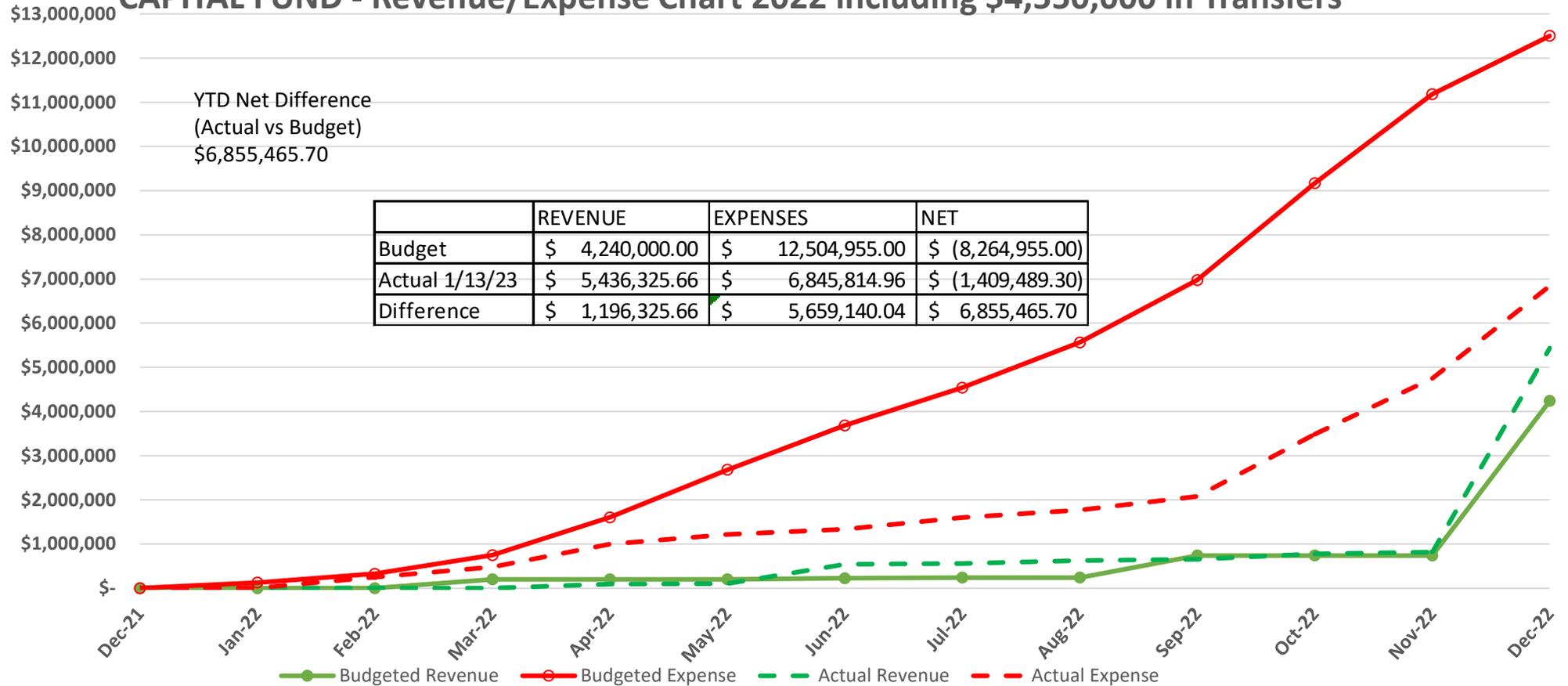


<b>Budgeted Revenue</b>	-	-	-	-	57,425.82	433,583.63	446,541.73	510,027.10	718,102.50	789,511.88	860,921.26	932,237.46	
<b>Budgeted Expense</b>	-	-	-	-	-	156,189.41	202,377.44	202,377.44	212,377.44	258,565.47	258,565.47	914,754.88	
<b>Actual Revenue</b>	-	-	-	-	92,987.80	462,496.49	531,853.30	554,182.98	809,165.86	934,908.90	962,374.41	928,510.88	
<b>Actual Expense</b>	-	-	-	240.00	240.00	240.00	204,169.94	204,169.94	207,038.94	209,866.94	256,054.97	229,727.70	936,959.61



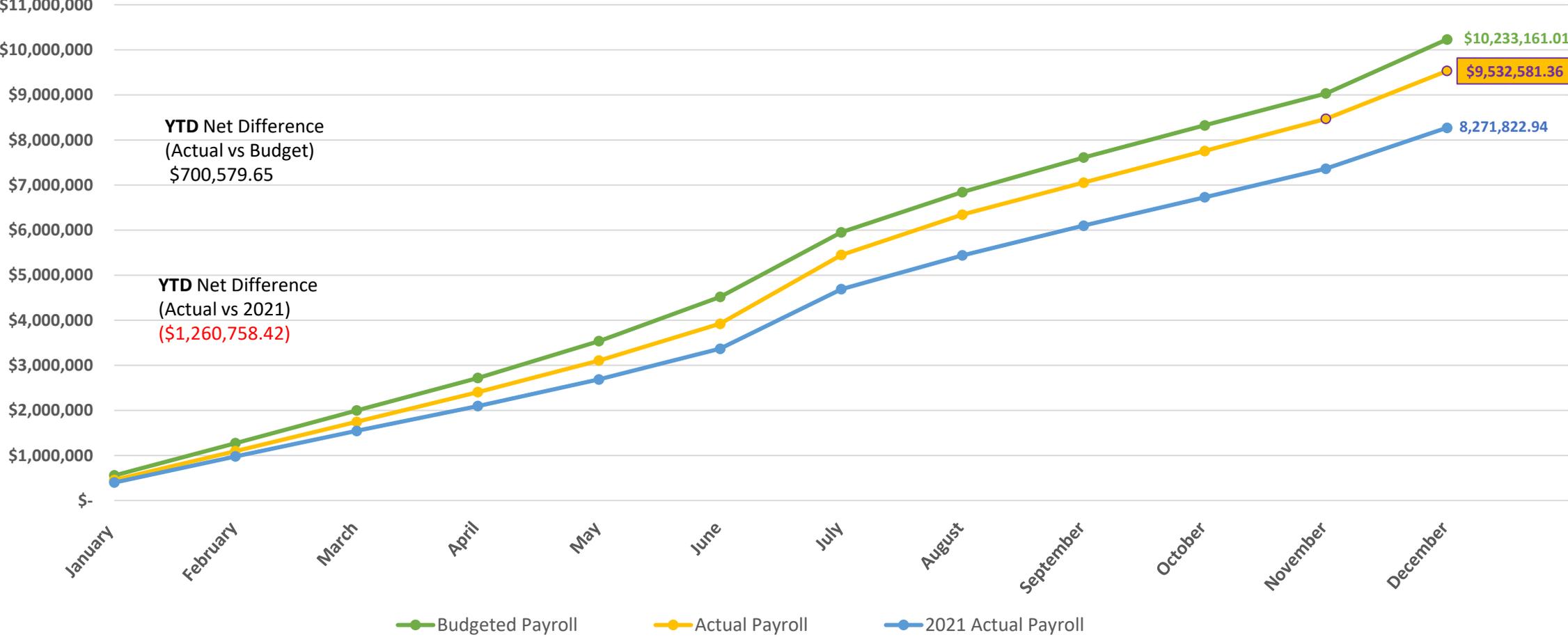
# Actuals 12/31/22

**CAPITAL FUND - Revenue/Expense Chart 2022 including \$4,550,000 in Transfers**



<b>Budgeted</b>													
<b>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</b>													
<b>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</b>													
<b>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	779,132.10	818,838.73	5,436,325.66
<b>Actual</b>													
<b>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	3,484,340.55	4,750,203.62	6,845,814.96

# 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	8,326,497.46	9,035,468.60	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	352,814.76	353,521.83	348,101.92
Payroll 2	316,121.07	314,320.30	320,653.55	336,339.16	360,283.98	428,876.16	512,517.88	373,960.48	351,454.11	348,978.28	356,912.57	357,556.82
Payroll 3							524,469.48					358,069.51
<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	7,758,418.71	8,468,853.11	9,532,581.36
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	316,157.75	311,953.21	306,915.44
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	314,654.13	320,555.64	309,823.39
2021 Payroll 3							436,355.86					290,695.98
<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	6,731,879.28	7,364,388.13	8,271,822.94

# 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	352,814.76	353,521.83	348,101.92
Payroll 2	316,121.07	314,320.30	320,653.55	336,339.16	360,283.98	428,876.16	512,517.88	373,960.48	351,454.11	348,978.28	356,912.57	357,556.82
Payroll 3							524,469.48					358,069.51
<b>Total Payroll (Actual)</b>	<b>460,060.18</b>	<b>638,797.72</b>	<b>649,499.79</b>	<b>659,723.56</b>	<b>699,913.12</b>	<b>815,854.09</b>	<b>1,527,975.83</b>	<b>893,555.61</b>	<b>711,245.77</b>	<b>701,793.04</b>	<b>710,434.40</b>	<b>1,063,728.25</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>	<b>714,034.59</b>	<b>708,971.14</b>	<b>1,197,692.41</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	316,157.75	311,953.21	306,915.44
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	314,654.13	320,555.64	309,823.39
2021 Payroll 3							436,355.86					290,695.98
<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>	<b>630,811.88</b>	<b>632,508.85</b>	<b>907,434.81</b>



# Memorandum

**To:** Park Board of Commissioners

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

**Date:** February 1, 2023

**Subject:** **Approval of Ordinance 2023-01: Combined Budget and Appropriation Beginning January 1, 2023 through December 31, 2023**

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## **Background**

The 2023 proposed budget was presented to the Finance Committee on November 30, 2022, and December 6, 2022. After review and revisions, a final draft was presented to the Park Board at the December 14 Workshop Meeting. At that time, the Park Board provided consensus to make the draft budget document available for public inspection for thirty days. The budget was made available for public review at the Recreation Center of Highland Park, the Highland Park Public Library, West Ridge Center, and on the District's website during this timeframe. No comments from the Public have been received by the District. In accordance with the Park District Code, tonight's public hearing regarding the budget was posted in the Lake County News-Sun on Monday, January 23, 2023.

## **Financial Impact**

The proposed budget for fiscal year 2023 includes operating revenues of \$23,823,138, additional revenues of \$3,689,949 and total estimated expenditures (district-wide) of \$37,417,496 resulting in an anticipated deficit, of \$9,904,409. This is a planned use of reserves for capital projects related to master planning.

## **Recommendation**

Staff recommends approval from the Park Board of Commissioners for the 2023 Budget and 2023 Budget and Appropriation Ordinance (2023-01) for the fiscal year ending December 31, 2023.

**ORDINANCE NO. 2023-01**

**AN ORDINANCE FOR A COMBINED BUDGET AND APPROPRIATION FOR THE PARK DISTRICT OF HIGHLAND PARK FOR THE FISCAL YEAR BEGINNING JANUARY 1, 2023 AND ENDING DECEMBER 31, 2023**

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

WHEREAS, a public hearing was held as to such Budget and Appropriation Ordinance on the **First Day of February 2023** and notice of said hearing was given at least one week prior thereto as required

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

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

SECTION 1: That the amounts herein set forth, or so much thereof as may be authorized by law and as may be needed, are hereby budgeted and appropriated for the corporate purposes of the Park District of Highland Park, Lake County, Illinois to defray all necessary expenses and liabilities of said Park District, as specified in Section 2 for the fiscal year, beginning January 1, 2023 and ending December 31, 2023

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

I. The amount Budgeted and Appropriated For General Purposes:

	<u>Budget</u>	<u>Appropriation</u>
Salaries	\$3,471,802	\$3,818,982
Contractual Services	1,229,881	1,352,869
Insurance	1,292,998	1,422,298
Materials & Supplies	283,166	311,483
Maintenance & Landscaping	122,788	135,067
Utilities	165,099	181,609
Pension	285,266	313,792
Transfers Out	<u>2,123,020</u>	<u>2,335,322</u>
 Total Budgeted and Appropriated for General Fund:	 <b><u>\$8,974,020</u></b>	 <b><u>\$9,871,422</u></b>

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

Contractual Services	\$429,798	\$472,778
Transfer Out	<u>550,000</u>	<u>605,000</u>
 Total Budgeted and Appropriated for Special Recreation Fund:	 <b><u>\$979,798</u></b>	 <b><u>\$1,077,778</u></b>

III. The amount Budgeted and Appropriated For Recreation Purposes:

	<u>Budget</u>	<u>Appropriation</u>
Salaries	\$5,678,561	\$6,246,417
Contractual Services	1,194,309	1,313,740
Insurance	1,015,796	1,117,376
Materials & Supplies	354,558	390,014
Maintenance & Landscaping	391,829	431,012
Utilities	862,949	949,244
Pension Contributions	506,371	557,008
Cost of Goods Sold	57,835	63,619
Instructional Program	3,341,057	3,675,163
Capital Outlay	71,590	78,749
Transfers Out	<u>3,053,280</u>	<u>3,358,608</u>
 Total Budgeted and Appropriated for The Recreation Fund:	 <b><u>\$16,528,136</u></b>	 <b><u>\$18,180,950</u></b>

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

Principal	\$2,260,000	\$2,486,000
Interest	1,080,700	1,188,770
Fees & Charges	<u>1,500</u>	<u>1,650</u>
 Total Budgeted and Appropriated For the Debt Service Fund:	 <b><u>\$3,342,200</u></b>	 <b><u>\$3,676,420</u></b>

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

Contractual Services	\$1,347,000	\$1,481,700
Capital Outlay	<u>11,972,642</u>	<u>13,169,905</u>
 Total Budgeted and Appropriated For the Capital Projects Fund:	 <b><u>\$13,319,642</u></b>	 <b><u>\$14,651,605</u></b>
 <b>Total Estimated Expenditures Budgeted (All Funds)</b>	 <b><u>\$43,143,796</u></b>	
 <b>Total Estimated Expenditures Appropriated (All Funds)</b>		 <b><u>\$47,458,175</u></b>

Summary of Funds Budgeted and Appropriated

	<u>Budget</u>	<u>Appropriation</u>
General Fund	8,974,020	9,871,422
Special Recreation Fund	979,798	1,077,778
Recreation Fund	16,528,136	18,180,950
Debt Service Fund	3,342,200	3,676,420
Capital Projects Fund	13,319,642	14,651,605
Total Budgeted	43,143,796	
Total Appropriated		47,458,175

Each of said sums of money and aggregate thereof are deemed necessary by the Board of Park commissioners of the Park District of Highland Park to defray the necessary expenses and liabilities of the foresaid Park District during the fiscal year beginning the 1st day of January 2023 and ending the 31st day of December, 2023 for the respective purpose set forth.

SECTION 3: All unexpended balances of appropriations for the fiscal year ending the 31st day of December 2023, and prior years, to the extent not otherwise re-appropriated for other purposes herein, are hereby specifically re-appropriated for the same general purposes for which they were originally made and may be expended in making up any insufficiency of any other items provided in this appropriation ordinance, pursuant to law.

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

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

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

\$34,768,725

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

\$27,513,087

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

\$37,417,496

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

\$24,864,316

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

SECTION 6: This Ordinance is not intended or required to be in support of or in relation to any tax levy made by the Park District during the fiscal year beginning January 1, 2023, and ending December 31, 2023, or any other fiscal year.

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

Adopted this First Day of February 2023, pursuant to a roll call vote.

**Roll Call Vote:**

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

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

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

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

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

ATTEST:

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

SEAL







# 2023 Budget

December 31, 2023

Park District of Highland Park  
Highland Park, IL





## **Park District of Highland Park**

### **2023 Annual Budget**

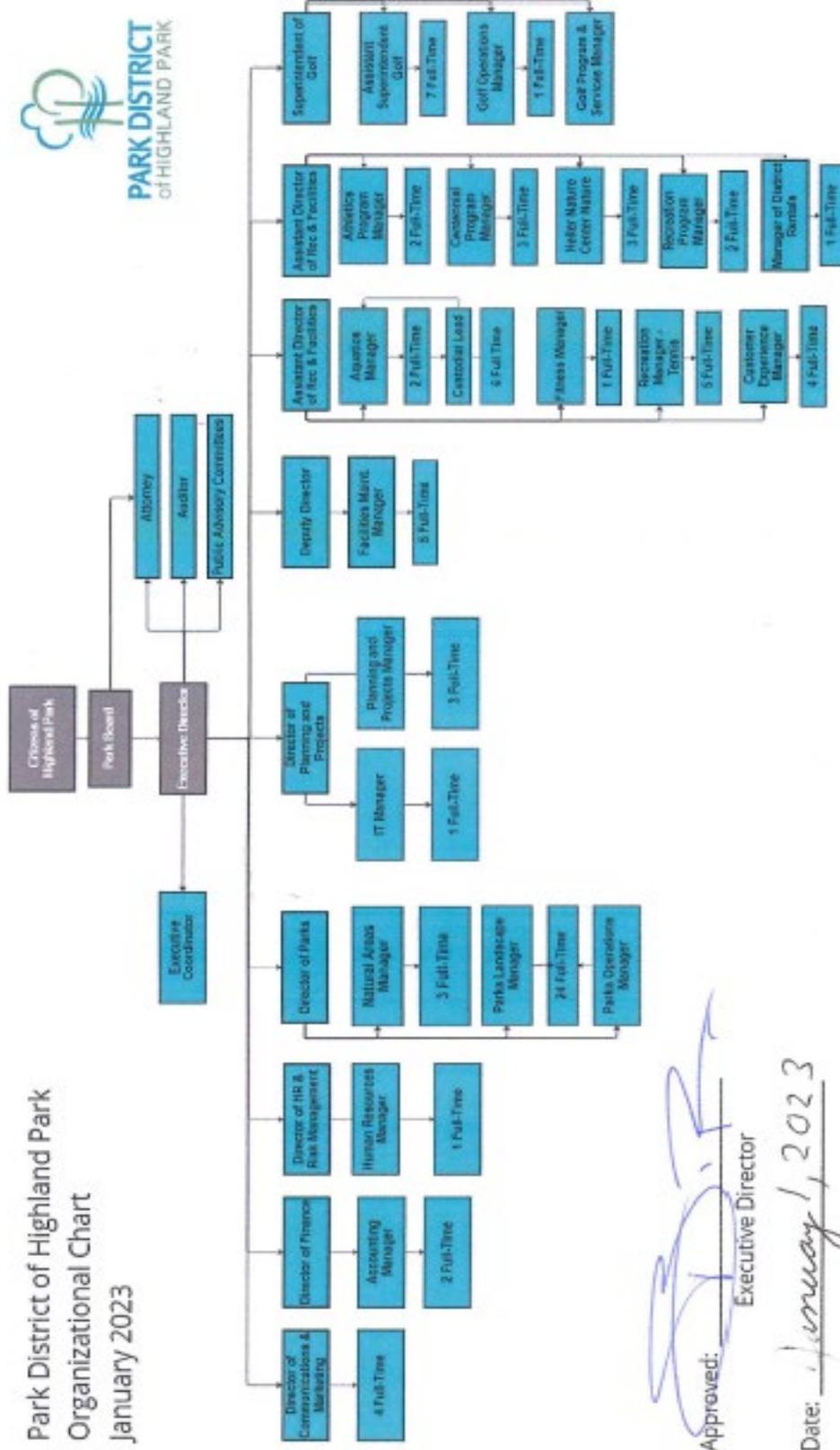
Fiscal Year January 1, 2023 - December 31, 2023

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

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

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

Park District of Highland Park  
Organizational Chart  
January 2023



Approved:  Executive Director  
Date: January 1, 2023

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

### **Mission:**

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

### **Values:**

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

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

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

## **Park District of Highland Park**

### **Established:**

The Park District of Highland Park, established in 1909 and located in the City of Highland Park, Illinois along the north shore of Lake Michigan, was shaped by progressive people such as Everett Millard, Julius Rosenwald, Jens Jensen, May T. Watts, Jesse Lowe Smith, and others.

Their belief in protecting open space and providing recreation for all the people of Highland Park is as relevant today as it was over a century ago.

The Park District, originally named the Highland Park East Park District, took its current name in 1935. In 1973, the District began recreational programming. Today, the Park District manages over 800 acres of land, operates eleven facilities, and normally offers approximately 3,500 recreation programs. Neighborhoods throughout Highland Park enjoy proximity to parks and open space, offering both recreation and solitude only nature can provide. According to the Trust for Public Land, 94% of Highland Park residents enjoy living within a 10-minute walk to a local park - well above the national average of 55%.

Additionally, 7% of Highland Park's city land is used for parks and recreation.

### **Governance:**

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

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

### **Boundaries:**

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

### **Population:**

According to the most recent available information, the Park District serves a population of 30,258.

### **Demographics:**

The Park District serves a highly educated (79% of residents have post-

secondary degrees) community with a median household income of \$231,170 and a median age of 47 years. The Park District of Highland Park has approximately 12,292 housing units.

**Real Estate:** The 2022 (tax year 2021) Equalized Assessed Valuation (EAV) of real estate is \$2,446,655,551.

**Tax Rate:** The 2022 tax rate is .61 per \$1,000 of assessed value

**Fiscal Year Budget:** The fiscal year begins on January 1 and concludes on December 31. The total operating budget for 2023 is \$21 million. Additionally, capital improvement and repair budget is \$13.3 million, the debt retirement budget is \$3.3 million and the budget for inter-fund transfers is \$5.7 million.

**Debt Rating:** The Park District currently holds a Aaa rating from Moody's.

**Park Resources:** The Park District owns and operates approximately 800 acres of land in 45 park areas comprised of community parks, neighborhood parks, play lots, dog parks, lakefront beaches and passive parks. The Park District assists other units of local government in maintaining their property. In 2017, the District acquired the Highland Park Country Club from the City of Highland Park and finished converting it to passive parkland and trails, with a grand opening in 2022.

**Programs/Facilities:** The Park District provides a full range of indoor and outdoor activities. Major recreation programs include summer camps, ice skating, athletics, tennis, golf, and aquatics. All told, the Park District offers approximately 3,500 distinct programs during a fully operating year. Park District annual events usually include Touch a Truck, annual egg hunt, Fourth of July Festival, Family Dance, and Autumn Fest, as well as many others. Many special events have been postponed or re-invented during the COVID-19 outbreak.

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

Unique facilities include the Sunset Valley Golf Club, Deer Creek Racquet Club, Centennial Ice Arena (includes gymnastics), Hidden Creek AquaPark, the Recreation Center of Highland Park, Heller Nature Center, Park Avenue Boating Facility, Rosewood Beach Interpretive Center, West Ridge Center, and the Highland Park Golf Learning Center. The parks offer a variety of amenities including playgrounds (39), walking and biking paths (20 miles), indoor/outdoor tennis courts (38), pickleball courts (20), basketball courts (16), disc golf courses (2), off-leash dog parks (3), and sports fields (35). More than 250 areas of

the Park District's property are considered natural areas of prairie, woodlands, and ravines.

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

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

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

**Staff:**

The Park District has an appointed Executive Director responsible to the Board of Commissioners for the administration of the District along with 112 full-time staff members at full employment. The District employs several hundred part-time, seasonal, and temporary employees. Staffing is organized into three areas: **Administration** (which includes the Executive Director's support staff, Planning and Information Technology, Finance, Human Resources and Risk Management, and Communications & Marketing); **Parks and Natural Areas** and **Recreational Services**.

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

**Affiliations:**

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

**Contact:**

Park District of Highland Park, 636 Ridge Road, Highland Park, IL 60035. Phone 847-831-3810. Fax 847-831-0818. Email: [info@pdhp.org](mailto:info@pdhp.org)



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

February 1, 2023

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

Dear Commissioners:

Park District staff proudly present the Park District of Highland Park's 2023 Budget. The Park District philosophy is to offer diversified leisure programs, activities, and quality facilities ensuring that all citizens have an equal opportunity to take advantage of these services. Staff is mindful that it must do so while at the same time responsibly balancing costs.

While the COVID-19 Pandemic minimally continues to challenge the District, it remains financially healthy and it will continue working through its long-range master plan (GreenPrint 2024).

The District continues to plan for a future multi-purpose recreation and administration building addressing the aging West Ridge Center. Completion of the project is expected sometime in the next several years.

The District closed the boat launch at Park Avenue the day after Labor Day and began the removal of the launch and barge. The new launch and barge will open in 2023. The project is to be funded by the District, debt (to be repaid by operations), donations and grants. In late summer, the Centennial Ice Arena suffered a concrete heave and the facility had to ultimately be closed for the rest of the year for repair, with gymnastics being moved to Lincoln School. During rink repairs, the District moved forward with renovations to the lobby and parking lot as planned. The Ice rink is expected to resume operations in the first quarter of 2023, with a grand opening in April.

The District's operational focus in 2022 was adaptation to and recovery from the COVID-19 pandemic. This included ensuring the health and safety of employees and patrons, providing innovative programs and services, and fiscal responsibility. To this end, the District provided services that followed the latest guidance from The Illinois Department of Public Health (IDPH) and the Center for Disease Control (CDC).

In 2022, the Pandemic still exists; however, death and serious illness have been radically reduced from vaccines, boosters, and variants that seem to be less devastating. In fact, it is being suggested that the Pandemic may soon be declared an endemic.

During 2022, golf, athletics, and tennis offerings continued to flourish. New offerings and pop-up events gained in popularity. The Recreation Center is still working hard to gain back the members that retreated during the height of the Pandemic. Summer camp attendance also improved to pre-pandemic numbers.

Then the unthinkable happened on July 4, 2022. The community of Highland Park was devastated by the mass shooting at the Park District of Highland Park and City of Highland Park's Independence Day parade.

During the parade, 7 people were killed, and dozens of people were injured; all with thousands of people in attendance, including hundreds of Park District employees. All facilities were immediately closed, and programming was cancelled for the remainder of the week, with careful thought and compassion for the community's need for essential recreational outlets. Time was needed to heal and to assure that staff members were prepared emotionally and physically to return to their positions. All staff were fairly compensated during the cancellations and closures, and participants were refunded for cancelled programs. The District completely reopened the Monday following the tragedy.

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

### **2023 Budget Overview**

The General, Special Recreation and Recreation Funds anticipate a combined operating surplus, before transfers, of \$3,067,484. Of that surplus, \$4,050,000 will be transferred to the Capital Projects Fund and an additional \$1,676,300 to Debt Service. Debt payments total \$3,342,200, while capital expenditures total \$13,319,642, resulting in a planned Districtwide deficit after debt and transfers of \$9,904,409. The transfer of \$2,000,000 from the Recreation Fund to the Capital Projects Fund follows the guidelines of the Fund Balance Policy, as does the \$1,500,000 transfer from the General Fund to the Capital Projects Fund.

Projects scheduled for 2023 in the Capital Plan include replacement and repair of mission critical equipment and infrastructure throughout the Park District as well as GreenPrint 2024 initiatives. These projects and initiatives take into consideration replacement schedules, ADA compliance, and community needs. Some of the larger projects planned for 2023 include completing improvements at Park Avenue Boating Facility, renovation of the Fink Park baseball field, cart path and bridge replacements at Sunset Valley Golf Club, concrete deck and pool shell replacement at Hidden Creek Aqua Park, and a new playground at Moroney Park. The planning for address the renovation or rebuild of the West Ridge Center facility will continue, and completion of the Centennial Ice Arena rink replacement and lobby renovation will be completed.

### **A summary of the 2023 budget:**

- Capital expenditures are approximately \$13.3 million
- Operating expenditures are approximately \$20.8 million
- Consolidated expenditures, including operations, debt, and capital, are approximately \$37.4 million
- Tax support for the 2023 fiscal year represents approximately 54% of total revenues

### **New for 2023**

2023 plans for a return to normalcy after the impacts from the global pandemic. In effort to remain both fiscally responsible and strategic in the delivery of services to the community, staff anticipates continued development and implementation of a new Strategic Plan, implementation of an updated Employee Compensation Plan and increased collaboration with the Parks Foundation and a fundraising consultant to support Capital Campaign Fundraising.

### **Acknowledgements**

The 2023 budget is a collaborative effort that involves supervisors, managers, and support staff, throughout the District. Administration, specifically the Finance Office, is responsible for its final preparation as well as the preparation, filing and distribution of the Budget and Appropriations

Ordinance. The Budget will be reviewed continuously during the year and could not have been accomplished without the efforts of Park District staff and the support of our Park Board Commissioners.

Respectfully submitted,

Brian Romes  
Executive Director  
Park District of Highland Park

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

## **FUTURE PLANNING**

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

### **GreenPrint 2024**

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

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

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

### **Projects Completed**

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

### **Projects in Progress**

Centennial Ice Arena Renovation  
Planning and Design for Construction of Multi-Purpose Facility (addressing West Ridge Center)

### **Projects commencing in 2023**

Sports Field Master Plan (Synthetic Turf Field Construction)

## Land Management Plan

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

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

- Park Site Plans

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

- Sunset Woods Site Master Plan

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

The Sunset Woods Park Master Plan is conceptual and will be used as a resource to guide future development and identify funding. The Park District has submitted an application for an Open Space Lands Acquisition and Development Grant (OSLAD) in the amount of \$600,000 to assist in funding this project. If funding were to be received, design and engineering would occur in 2023 with construction anticipated to occur in 2024.

- Golf Learning Center Optimization Report

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

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

### **Athletic Fields Master Plan**

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

### **Lakefront Master Plan**

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

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

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

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

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

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

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

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

The Park District was awarded Open Space Lands Acquisition and Development Grant (OSLAD) funding in the amount of \$400,000 to implement Site Master Plan Phase 1 Improvements. This project will make improvements to the north end of the property including improved pedestrian access, native landscaping, parking improvements and the addition of a beach boardwalk. Planning will occur in 2023 with construction anticipated to occur in 2024.

**Beach Management Plan**

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

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

The purposes of this plan are to:

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

After two initial invitation for bids during the first half of 2022 that were unsuccessful due to weather conditions, contractor feedback, and high costs, the District went under contract following a third invitation for bid for the Millard Bluff Grading & Tree Removal project during the fourth quarter of 2022 with RES Environmental Operating Company. The project will include the removal of woody material on approximately 3 acres of bluff slope, preservation/protection of specific high-quality trees on the bluff, retrieval/removal of cut woody trunks, limbs and branches, protection of the bluff soils to the extent possible, grading of sheer top of bluff slopes to a 2:1 slope, placement of soil on bluff top, topsoil spread, seeding and vegetation installation, and installation of erosion control blanket on all disturbed slope soils. The contractor is expected to begin tree removals and the protection of disturbed soils following this work

during December of 2022. Work over the winter of 2022-2023 will be dependent on weather conditions. The second half of the work, bluff regrading, spreading of topsoil, and seeding and vegetation installation is expected to occur during the spring of 2023, but will also be dependent on weather conditions. Following the completion of the contracted work, Parks & Natural Areas staff will confirm/establish a path through the upper portion of the park, remove the path on the outer, eastern side of the garden, and remove the wooden, upper portions of the garden potting shed. Upon project completion, in some areas, fencing will remain through 2024 to protect and allow for the growth of native plantings.

**Sustainability Plan**

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

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

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

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

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

**Strategic Plan**

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

While the District completed nearly all initiatives outlined in the Strategic Plan, due to the COVID-19 Pandemic the environment has significantly changed, necessitating an update to the District’s Strategic Plan in 2023. For the upcoming year, the District’s established Strategic Planning Themes will coincide with recovery from COVID-19 and the updated District values.

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

**Operational Perspectives:**

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

**Strategic Plan Themes:**

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

## Annual Work Plan

The Park District’s Annual Work Plan is a compilation of annual goals derived from the above Park District planning documents and are financially reflected in the 2023 Budget.

Related Park or Facility	Goal	Agency Plan Initiative
Centennial Ice Arena	Complete facility renovation	Capital Plan
Centennial Ice Arena	Replace sound system	Capital Plan
Centennial Ice Arena	Replace water heater	Capital Plan
Centennial Ice Arena	Replace ice rink area flooring	Capital Plan
Centennial Ice Arena	Install door fobs	Capital Plan
Centennial Ice Arena	Replace Zamboni	Capital Plan
Centennial Ice Arena	Repair dehumidification system	Capital Plan
Centennial Ice Arena	Plan for conversion of gymnastics space	Capital Plan
Centennial Ice Arena	Replace water heaters for zamboni	Capital Plan
Danny Cunniff Park	Fundraise for pickleball court conversion	Capital Plan
Danny Cunniff Park	Convert tennis courts to pickleball courts	Capital Plan
Danny Cunniff Park	Replace Maintenance Building roof	Capital Plan
Danny Cunniff Park	Conduct ADA restroom renovation	Capital Plan
Deer Creek Racquet Club	Plan for racquetball court conversion and locker room renovation	Capital Plan
Deer Creek Racquet Club	Conduct structural repairs	Capital Plan
Deer Creek Racquet Club	Replace backdrop curtains	Capital Plan
Deer Creek Racquet Club	Repair locker area and foundation walls	Capital Plan
Districtwide	Research electronic invoice pcard paperless/po systems	Strategic Plan
Districtwide	Develop and release an RFP for a beverage/snack agreement	Strategic Plan
Districtwide	Achieve a sponsorship/advertising goal of \$136,000	Strategic Plan
Districtwide	Develop a long-term fundraising strategy with the Parks Foundation of Highland Park	Strategic Plan
Districtwide	Continue to expand local, state, and federal stakeholder and legislative advocacy	Strategic Plan
Districtwide	Write and produce a districtwide video for recruitment and marketing purposes	Strategic Plan
Districtwide	Work with the Climate Task Force to offer educational resurces and trainings to further develop self-awareness and allyships supporting diversity, equity, and inclusion	Strategic Plan
Districtwide	Work with the Climate Task Force to continue developing a work place culture where policies, procedures, and organizational practices support diversity, equity, and inclusion	Strategic Plan
Districtwide	Work with the Climate Task Force to develop community-based philanthropic initiatives (programs, services, events, parks/facilities) that create equitable and inclusive expeirnces for people	Strategic Plan
Districtwide	Work with Climate Task Force to develop intitatives for 2024 IAPD/IPRA Conference Awards surrounding diversity, equity, and inclusion	Strategic Plan
Districtwide	Develop 5-year tracking system for Distinguished Accreditation	Strategic Plan
Districtwide	Implement quarterly Manager Meetings to improve districtwide collaboration	Strategic Plan
Districtwide	Conduct fire suppression system improvements	Strategic Repair and Replacement
Districtwide	Evaluate Cost Recovery Model for programs and services	Strategic Plan
Districtwide	Assessment of lighting enhancements at all facilities	Strategic Plan
Districtwide	Development and implementation of Facility Management Software	Strategic Plan
Districtwide	Develop online facility booking system	Strategic Plan
Districtwide	Bring Spanish immersion opportunities to programs and camps	Strategic Plan
Districtwide	Continue to grow the after-school program	Strategic Plan
Districtwide	Update and evaluate initiatives associated with the Sports Field Master Plan	Sports Field Master Plan
Districtwide	Continue working with the Athletic Booster Group for the Sports Field Master Plan	Sports Field Master Plan
Districtwide	Assess improvements for 4th of July Events	Strategic Plan

Districtwide	Conduct playground safety surfacing replenishment	Land Management Plan
Districtwide	Dead tree removal	Capital Plan
Districtwide	Conduct tree planting at Sunset Woods, Fink, Millard, Moroney, and Olson Parks	Land Management Plan
Districtwide	Conduct park site bridge inspections	Strategic Repair and Replacement
Districtwide	Convert landscaping power equipment to battery powered electrical equipment	Strategic Repair and Replacement
Districtwide	Review existing lease agreements and improve inventory management system	Land Management Plan
Districtwide	Complete Park Site Plan Initiative	Land Management Plan
Districtwide	Update the District's Sustainability Plan	Sustainability Plan
Districtwide	Apply for 2024 OSLAD Grant	Strategic Plan
Districtwide	Continue to implement park sign standards and monument sign replacements	Capital Plan
Districtwide	Implement parking lot and roadway striping allowance	Capital Plan
Districtwide	Compliant with SB 3789: "Committee on Local Government Efficiency"	Strategic Plan
Districtwide	Conduct and implement Feasibility Study from Berry Dunn	Strategic Plan
Districtwide	Negotiate IGA with CHP adopting District Ordinances and citation/adjudication	Strategic Plan
Districtwide	Develop and embed goals to support and value all employees	Strategic Plan
Districtwide	Collaborate with City of Highwood on inclusivity of services to students	Strategic Plan
Districtwide	Develop new Strategic Plan for 2022-2025	Strategic Plan
Districtwide	Improve Performance Management and Annual Review Process	Strategic Plan
Districtwide	Create a ongoing system for equitable pay	Strategic Plan
Districtwide	Create a system to evaluate work loads and staffing structure	Strategic Plan
Districtwide	Review and Identify Policies to integrate park district values	Strategic Plan
Districtwide	Establish Value Competency Framework for be used for Annual Appraisals	Strategic Plan
Golf Learning Center	Replace irrigation pump system	Capital Plan
Heller Nature Center	Replace HVAC units	Capital Plan
Heller Nature Center	Replace roof	Capital Plan
Heller Nature Center	Continue to establish Heller Nature Center as an area destination opposed to a community resource	Strategic Plan
Heller Nature Center	Conduct lobby exhibit repairs and improvements	Capital Plan
Heller Nature Center	Conduct ecological restorations	Land Management Plan
Heller Nature Center	Construct covered parking area	Capital Plan
Heller Nature Center	Conduct Blue Trail renovation	Capital Plan
Hidden Creek AquaPark	Replace shade structure	Capital Plan
Hidden Creek AquaPark	Replace pool shell	Capital Plan
Hidden Creek AquaPark	Replace splash pad pump	Capital Plan
Hidden Creek AquaPark	Bathhouse water heater replacements	Capital Plan
Hidden Creek AquaPark	Conduct concrete resurfacing	Capital Plan
Hidden Creek AquaPark	Replace bathhouse water heater	Capital Plan
Hidden Creek AquaPark	Replace deck chairs	Capital Plan
Highmoor Park	Conduct ecological restorations	Land Management Plan
Larry Fink Park	Continue to fundraise for baseball field renovation	Capital Plan
Larry Fink Park	Conduct baseball field renovation	Capital Plan

Larry Fink Park	Replace pond aeration electrical feed	Capital Plan
Lincoln Park	Patch, color and stripe basketball court	Capital Plan
Lincoln Park	Replace Playground	Capital Plan
Lincoln Park	Conduct ADA access path renovation	Capital Plan
Millard Park	Complete tree removal & bluff regrading project	Capital Plan Beach Management Plan
Millard Park	Relocate bluff path	Beach Management Plan
Millard Park	Conduct bluff restoration	Capital Plan
Millard Park	Repair concrete seawall	Capital Plan Beach Management Plan
Moraine Park	Repair bridge railings	Strategic Repair and Replacement
Moraine Park	Replace wooden stairs	Capital Plan
Moroney Park	Replace Playground	Capital Plan
Old Elm Park	Plan for playground replacement	Capital Plan
Park Avenue Boating Facility	Complete breakwater and boat ramp replacement	Capital Plan
Park Avenue Boating Facility	Install breakwater and boat ramp ancillary items	Capital Plan
Park Avenue Boating Facility	Conduct south storage pad repair	Capital Plan
Park Avenue Boating Facility	Rebuild boat ramp deck	Capital Plan
Park Avenue Boating Facility	Install gate pay station	Capital Plan
Park Avenue Boating Facility	Plan for Site Master Plan Phase 1 improvements	Capital Plan
Parks Department	Replace 2.5 Ton Dump Truck 835	Capital Plan
Parks Department	Replace 4x4 ext. Cab w/ lift & plow 124	Capital Plan
Parks Department	Replace Ball Field Groomer 390	Capital Plan
Parks Department	Replace Ford F-150 2WD w/lift 864	Capital Plan
Parks Department	Replace John Deer Backhoe-857	Capital Plan
Parks Department	Replace Medium Duty Truck-Refuse-855	Capital Plan
Parks Department	Replace Kubota Zero Turn Mower 393	Capital Plan
Parks Department	Replace Gravely Zero Turn Electric Mower 395	Capital Plan
Parks Department	Replace Gravely Zero Turn Electric Mower 396	Capital Plan
Parks Department	Replace Ford E250 Cargo Van	Capital Plan
Parks Department	Replace Ford Ranger	Capital Plan
Parks Department	Replace 4x4 ext. Cab w/ lift & plow 123	Capital Plan
Parks Department	Replace Service Body Truck 820	Capital Plan
Parks Department	Replace Turfco T300 Spreader - Z Track	Capital Plan
Port Clinton Park	Plan for playground replacement	Capital Plan
Recreation Center of Highland Park	Ressurface gymnasium floor	Capital Plan
Recreation Center of Highland Park	Replace pool deck	Capital Plan
Recreation Center of Highland Park	Replace pool dehumidification system	Capital Plan
Recreation Center of Highland Park	Plan for locker room repair and replacement	Capital Plan
Recreation Center of Highland Park	Replace lower level lobby floor	Capital Plan
Recreation Center of Highland Park	Upgrade and and replace fitness equipment	Capital Plan
Recreation Center of Highland Park	Gymnasium resurfacing	Capital Plan

Recreation Center of Highland Park	Replace gymnasium fan	Capital Plan
Rory David Deutsch Tot Lot	Conduct playground improvements	Capital Plan
Rosewood Beach	Replace Interpretive Center sound system	Capital Plan
Rosewood Park	Conduct ecological restorations	Land Management Plan
Skokie River Woods Park	Conduct ecological restorations	Land Management Plan
Sunset Valley Golf Club	Repair Triflex Greens Mower 1	Capital Plan
Sunset Valley Golf Club	Repair Triflex Greens Mower 2	Capital Plan
Sunset Valley Golf Club	Complete bridge removal and replacement project	Capital Plan
Sunset Valley Golf Club	Complete Phase 2 of resurfacing cart paths	Capital Plan
Sunset Valley Golf Club	Purchase utility cart	Capital Plan
Sunset Valley Golf Club	Conduct tree pruning	Capital Plan
Sunset Valley Golf Club	Replace ProCore 648 Aerifier	Capital Plan
Sunset Valley Golf Club	Replace Triflex Tee Mower 1	Capital Plan
Sunset Valley Golf Club	Conduct fairway expansion	Capital Plan
Sunset Woods Park	Conduct site survey	Capital Plan
Sunset Woods Park	Create and install Sheahen Woods interpretive sign	Capital Plan
Sunset Woods Park	Monitor oak tree health	Land Management Plan
Sunset Woods Park	Conduct ecological restorations	Land Management Plan
Technology	Conduct penetration and audit testing	Capital Plan
Technology	Conduct infrastructure replacement	Capital Plan
Technology	Install emergency speakers at Deer Creek Racquet Club, Recreation Center of Highland Park, and West Ridge Center	Capital Plan
Technology	Replace assetmax (works) with a new module	Strategic Plan
The Preserve of Highland Park	Conduct ecological restorations	Green Print Master Plan Land Management Plan Capital Plan
The Preserve of Highland Park	Plan for Compton Avenue trail connection	Capital Plan
West Ridge Center	Complete building design and begin construction	Capital Plan
West Ridge Center	Replace Dodge Caravan 105	Capital Plan

## OPERATIONS OVERVIEW

### Fund Structure

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

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

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

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

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

This budget book is also divided by functional area. The Administration Function includes activity in the General Fund (exclusive of Parks), Special Recreation, Debt Service, and Capital Projects. The Parks Department is split from the General Fund and presented as a separate function. The Recreation Fund is presented in its entirety as the Recreation Function. However, as of January 1, 2022, the Park Avenue Boating Facility Recreation Subfund was created. While the subfund will still be tracked as a cost Center, as it previously was, the subfund will be displayed separately in the Annual Comprehensive Financial Report

(ACFR) in the Major Governmental Funds section. The subfund was created to track the profitability of the facility as \$2M of the \$17M debt issuance in 2021 was set aside for this property for the rebuild of the boat launch area. \$118,750 will be transferred from the subfund to the debt service fund each year, until the debt is repaid in 2041. Creating the subfund will establish a fund balance for the Center. It is anticipated that during the first few years of operations that the fund balance will be negative but will gradually increase with a positive balance after the first few years of operations. The District wants transparency for the Center as substantial public donations were made to help fund the project.

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

### **Budget and Appropriation Ordinance**

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

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

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

### **Budget Planning Process**

Preparation of the 2023 Capital Plan (CP) and Operating Budget run parallel to one another during the budget process. Planning for Park District’s CP began in the summer and resulted in a thoroughly researched list of project recommendations that are presented to the Board of Commissioners prior to the budget presentation. The 2023 CP summarizes operational projects that maintain facilities & parks along with projects that add new amenities desired by the community. The final 2023 CP for the fiscal year is presented in the Capital section of this document. The CP for 2023 and the succeeding five years was presented to the Finance Committee of the Board on October 11 and November 8, and to the entire Board at the November 9 Workshop Meeting.

Detailed budgeting for program and operational budgets begins during the summer months. Departments meet individually, develop their budgets, and enter the information into the Park District financial software. In September, staff meets with their department heads, business office staff, and the

Executive Director to finalize the draft document that was presented to the Finance Committee on November 30, and December 6, 2022, and then to the Board of Commissioners at the Park Board Meeting on December 14, 2022. The budget document will be laid down for public viewing for a period of 30 days after receiving consensus at this meeting.

**Public Meetings Schedule**

10/11	Finance Comm.	Capital Budget Presented to Finance Committee
10/18	Finance Comm.	Levy Presentation/Revisions to the Capital Budget
11/9	Workshop	Levy Revisions/Capital Budget Presented to the Board
11/16	Board Meeting	Truth in Taxation Resolution Approved
11/30	Finance Comm.	Budget Tables Presentation Review
12/6	Finance Comm.	Budget Book Presentation Review
12/8	Publication	Tax Public Hearing Publication
12/14	Board Meeting	Tax Public Hearing, Pass Tax Levy Ordinance, Present Budget to Board
12/27	Taken to County	Tax Levy Filed with County (due last Tuesday of December)
1/24	Publication	Budget 2023 Hearing Publication
2/1	Board Meeting	Budget 2023 Public Hearing/Budget 2023 Approved
2/2	Taken to County	File 2023 Budget & Appropriation

**Budgetary Control**

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

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

**Expenditure Accountability**

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

**Operations**

A series of financial policies and procedures which adhere to accounting standards outline processes

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

### **Salaries and Wages**

A Classification and Compensation Plan was developed and approved on January 1, 2016, which forms the foundation of the compensation, recruitment, management and retaining of employees. Positions were evaluated based on the nature of work, principal duties, responsibilities, and relative level of difficulty. Similar positions were grouped creating a classification structure.

Based on industry standards salary ranges were determined for each classification. Administration of a classification plan is an ongoing process, adapting to changing conditions. As part of the budget process, a survey of comparable entities is completed to determine if the Classification and Compensation Study's classifications and salary ranges are still relevant.

In 2023 a 5% full-time salary pool (merit/compensation study contingency) increase is budgeted for all full-time employees. According to Park District Policy, every five years, the entire Classification and Compensation Plan shall be reviewed by a qualified third-party consultant. The results of the study will be presented in December 2022 and considered for approval by the Park Board in January 2023.

In 2017, a Part Time Compensation and Classification Study was completed. Part time positions were classified by skill and pay ranges were defined. Both studies support the Employer of Choice strategic initiative. Due to a change in minimum wage law, a study was done in 2019 and adjustments were made in the budget to those staff members impacted. Salaries are budgeted accordingly in the 2023 budget to adhere to minimum wage laws. Staff plan to complete a compensation and classification study, and update in 2023.

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

### **Fund Balance Policy**

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

### **Investment Policy**

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

### **Long-Range Planning**

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

### **Mid-Range Planning**

The Strategic Plan 2016-2020 outlines mid-range and short-term operations planning and identifies initiatives or tasks to be completed by staff assigned committees. Completion of these initiatives will ensure fulfillment of strategic goals. Staff will complete and begin implementing an updated strategic plan in 2023.

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

### **Asset Inventory**

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

### **Diversity of Revenue**

A combination of user fees, sale of merchandise, interest income and taxes provide funds for services. Property tax is one of the major sources of revenue for general operations. Each year the Park District can increase its levy for taxes in its operating funds by the CPI or 5%, whichever is lower. The CPI for 2023 (2022 tax year) is 7%. The proposed levy increase is based upon the 5% tax cap and new growth. Staff levies for a total above the tax cap to ensure all growth is captured, but only budgets for tax cap increase.

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

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

### **Infrequent Revenue**

The Park District occasionally receives revenue that cannot be relied upon for ongoing funding. Examples are grants, contributions to capital projects and development impact fees. The District

continually explores grant opportunities to help defray costs of eligible projects. If grants or contributions are designated for a specific project, they are held for that project in the fund balance. It is important to note that one of the primary sources of grant revenue is the Open Space Land Acquisition and Development (OSLAD) program.

### **Other Revenue Opportunities**

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

The Parks Foundation of Highland Park was the first GreenPrint 2024 initiative to be completed in 2016. The Foundation is a not-for-profit corporation, guided by an executive board. The primary purpose of the Foundation is to secure and manage donations, gifts, and bequests in support of the District's programs, services, and facilities. For 2023, anticipated support from the Foundation will focus on funding for Park Avenue, athletic fields, and general fund donations. SMILE Grant-in-Aid supports participants who are experiencing economic difficulty, with participation scholarships. General fund donations can be used toward any appropriate program. Additionally, the Foundation utilized a non-profit coach to assist with fundraising education and efficiency. The District is also looking to develop a working relationship with a fundraising coach.

### **Debt Issuance**

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

### **Forecasting**

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

## DEBT POSITION

### Overview

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

With the challenges inherent in funding Greenprint 2024, the District began to use additional approaches available to a Park District. In 2016 and 2017 the District issued debt to assist in funding Greenprint 2024. That was followed up with an issuance in 2020 of \$7.3 million in bonds. To pay these bond issues back, the District now uses its annual DSEB levy plus transfers from the general and recreation funds. During 2020, the District implemented a tiering method for prioritizing all capital projects. Capital Project Tiers 1 – 3 are considered maintenance projects and Tiers 4 – 5 are considered improvements. Furthermore, Tier 1 is most critical because the project is for safety/legal compliance. Tier 2 is for critical repair. Tier 3 is for scheduled replacement. Tier 4 is to improve an existing item. Tier 5 is for new items. It is recommended that items are tiered for each year of the capital plan in order to stay focused on the most urgent needs. In 2021, a Tier 6 was created for unfunded projects. These capital improvement projects either require additional planning, have not yet been approved by the Park Board, or require additional funding. Finally, in October of 2021, the 2012 and 2013 debt certificates were retired, with new debt certificates being issued for over \$17M. The funds from the debt issuance are currently planned to fund a multitude of projects listed in Appendixes A & B and to replace the breakwater and boat launch at Park Avenue (\$2M). If the aforementioned projects come in under budget, the funds from the debt issuance will be used to fund other capital projects in the capital projects plan.

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

Currently, the District has one debt certificate outstanding: General Obligation Limited Tax Debt Certificates, Series 2021. The certificates were issued to refund the 2012 and 2013 issuances and address a multitude of projects listed in Appendixes A & B and to replace the breakwater and boat launch at Park Avenue (\$2M). In addition, the General Obligation Ltd Tax Park Bond Series 2017 were issued to begin funding for GreenPrint 2024 projects. The 2020 General Obligation Ltd Tax Park Bond Series were issued for several projects around the District. If the aforementioned projects do not come to fruition or come in under budget, the funds from the debt issuances will be used to fund other capital projects in the capital projects plan.

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

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

**Debt Limit**

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

**General obligation indebtedness:**

<b>General Obligation Ltd Tax</b>			
<b>Park Bonds Series 2017</b>		<b>Maturity Date: December 15, 2028</b>	
<b>Estimated Principle Outstanding at 12/31/2021 \$5,180,000</b>			
FISCAL YEAR	PRINCIPAL	INTEREST	TOTAL
2023	920,000	123,600	1,043,600
2024	915,000	96,000	1,011,000
2025	855,000	68,550	923,550
2026	835,000	42,900	877,900
2027	510,000	17,850	527,850
2028	85,000	2,550	87,550

<b>General Obligation Ltd Tax</b>			
<b>Park Bonds Series 2020</b>		<b>Maturity Date: December 15, 2033</b>	
<b>Estimated Principle Outstanding at 12/31/2021 \$5,970,000</b>			
FISCAL YEAR	PRINCIPAL	INTEREST	TOTAL
2023	410,000	210,800	620,800
2024	485,000	190,300	675,300
2025	--	166,050	166,050
2026	--	166,050	166,050
2027	275,000	166,050	441,050
2028	700,000	152,300	852,300
2029	735,000	117,300	852,300
2030	760,000	95,250	855,250
2031	780,000	72,450	852,450
2032	805,000	49,050	854,050
2033	830,000	24,900	854,900

**General Obligation Ltd Tax****Debt Certificate 2021****Maturity Date: June 15, 2041****Principle Outstanding at 12/31/2021 \$19,815,000**

FISCAL YEAR	PRINCIPAL	INTEREST	TOTAL
2023	930,000	746,300	1,676,300
2024	975,000	699,800	1,674,800
2025	1,025,000	651,050	1,676,050
2026	1,075,000	599,800	1,674,800
2027	1,130,000	546,050	1,676,050
2028	1,185,000	489,550	1,674,550
2029	1,245,000	430,300	1,675,300
2030	1,310,000	368,050	1,678,050
2031	790,000	302,550	1,092,550
2032	810,000	278,850	1,088,850
2033	835,000	254,550	1,089,550
2034	860,000	229,500	1,089,500
2035	885,000	203,700	1,088,700
2036	910,000	177,150	1,087,150
2037	940,000	149,850	1,089,850
2038	970,000	121,650	1,091,650
2039	995,000	92,550	1,087,550
2040	1,020,000	62,700	1,082,700
2041	1,070,000	16,050	1,086,050

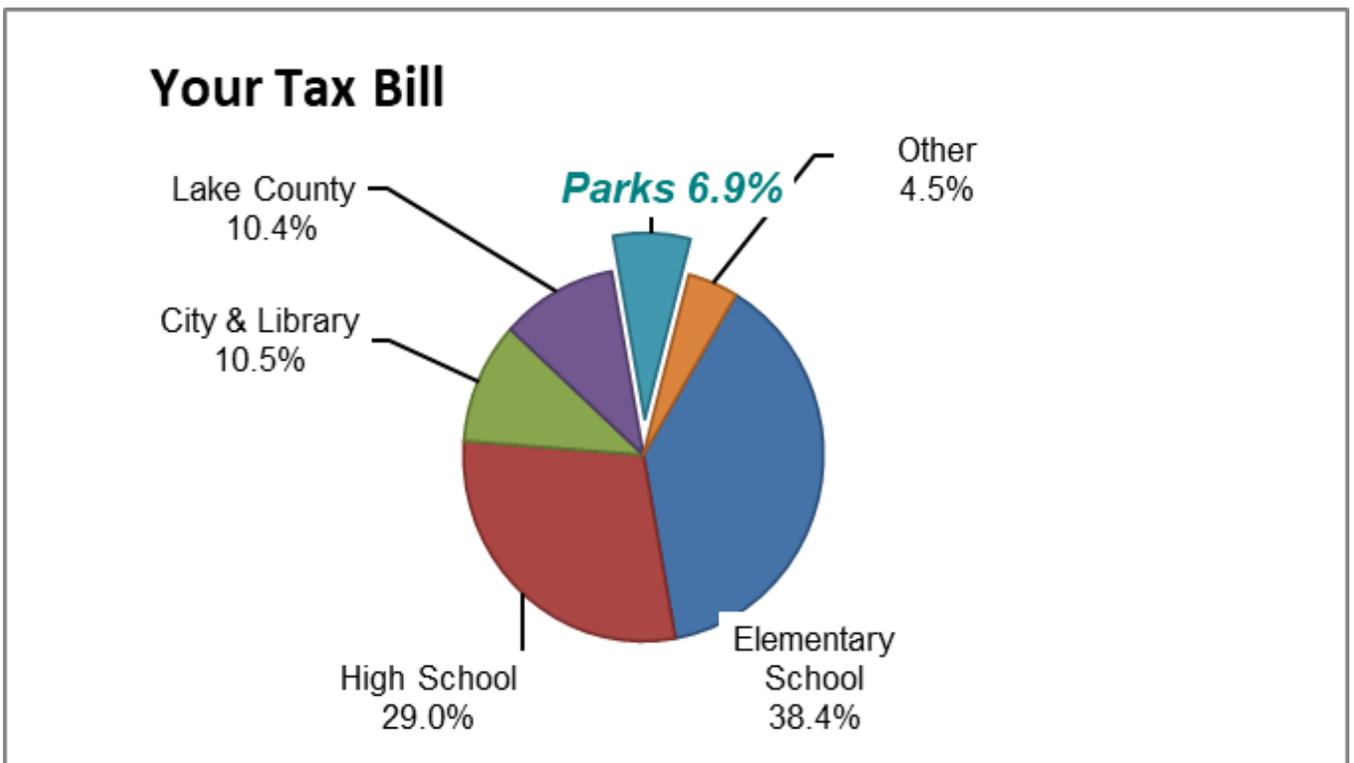
## TAX FUNDING

The Levy Ordinance, which details the property tax request by fund, was presented and approved by the Park Board of Commissioners on December 14, 2022. The District is subject to two sets of tax limits: **rate limits** on the maximum rates that can be levied for a particular purpose or fund and **tax caps**, which limit the aggregate increase in the levy to the lesser of 5% or the Consumer Price Index (CPI), excluding new construction.

Staff budgets conservatively for property tax revenue, but levies to include growth, which is not available until the following spring. Failure to levy for growth will deny the District that revenue forever. Invariably, budgeting property tax revenue at the levy amount will create a shortfall. For 2023, the budget was created using the 2022 extension multiplied by the 5% tax cap for the general and operating funds.

On the following page is a 10-year history of the Park District's (EAV), levy extension, and tax rates. Rate information for budget year 2023, tax year 2022 is not included. The District will receive final levy information during the spring of 2023. The District's property tax collection rate has averaged more than 99% over the past 10 years (see 2021 Annual Consolidated Financial Report for more detail).

For 2023, the budgeted property tax revenue is \$14,320,156. Exclusive of the debt levy (Truth in Taxation), the total budgeted levy for 2023 is \$12,642,734.



## PROPERTY TAX RATE, EAV AND EXTENSION

LEVY YEAR	2013	2014	2015	2016	2017
EAV	2,089,605,407	2,079,639,753	2,206,882,564	2,344,268,130	2,440,264,291
LEVY EXTENSION	10,385,339	10,566,317	11,482,476	12,395,646	12,715,144
CORPORATE	0.1970	0.2924	0.2628	0.2114	0.2001
SPECIAL RECREATION	0.0400	0.0400	0.0400	0.0400	0.0386
RECREATION	0.2600	0.1758	0.1835	0.2134	0.2197
BONDS AND INTEREST	-	-	0.0340	0.0640	0.0627
<b>Total Rate</b>	<b>0.4970</b>	<b>0.5082</b>	<b>0.5203</b>	<b>0.5288</b>	<b>0.5211</b>

LEVY YEAR	2018	2019	2020	2021	2022
EAV	2,436,195,918	2,383,453,383	2,330,593,645	2,329,605,987	2,446,655,551
LEVY EXTENSION	13,059,569	13,338,973	13,338,850	14,169,409	
CORPORATE	0.2225	0.2327	0.2452	0.2511	
IMRF	-	-	-	-	
POLICE PROCETION	-	-	-	-	
AUDIT	-	-	-	-	
LIABILITY INSURANCE	-	-	-	-	
SPECIAL RECREATION	0.0395	0.0400	0.0253	0.0400	
RECREATION	0.2103	0.2200	0.2318	0.2374	
RECREATION AND COMMUNITY	-	-	-	-	
BONDS AND INTEREST	0.0630	0.0670	0.0700	0.0709	
MUSEUM	-	-	-	-	
<b>Total Rate</b>	<b>0.5352</b>	<b>0.5596</b>	<b>0.5723</b>	<b>0.5995</b>	

## CAPITAL ANALYSIS

Expenditures for 2023 are detailed in Appendix A and are accounted for in the Capital Fund. The Capital Plan (CP) summarizes districtwide replacement needs for 2023 and the next four years prioritized by Tier. As the first step of the budget process, planning and facility staff review the requirements of all facilities and parks, creating and updating repair and replacement schedules. For informational purposes Appendix B provides a summarized schedule of replacement items for 2023 and the next four years.

The 2023 Budget includes the following GreenPrint 2024 initiatives in the Capital Fund:

### **Centennial Ice Arena Renovation**

Centennial Ice Arena serves a dual role, as the ice skating and gymnastics programming center for the Park District. There are several challenges at the facility due to limitations with the building and site, including potential traffic pattern inefficiencies, condition and size of the lobby, size of staff offices, condition and size of locker rooms, and lack of activity rooms for functions such as birthday parties. Planning, with a focus on the lobby and parking lot, began in 2021 with renovation starting in 2022. Budget expenditures for 2023 total \$1,621,804.

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

In 2021, staff began the planning process to evaluate needs for a future Multi-Purpose Recreation and Administrative Building due to the aging West Ridge Center which has considerable needed infrastructure improvements. The District has \$960,000 budgeted in 2023 for this project.

## 2023 BUDGET ANALYSIS

### Budget Overview

The 2023 Budget is presented in three different formats:

- Consolidated by Fund
- District Wide Comparison to 2022 budget
- Detailed review by Function

Overall, the 2023 Budget represents a deficit after capital improvements of \$9,904,409.

- Net Operations \$3.1 million
- Operating Revenue \$23.8 million
- Operating Expenditures \$20.8 million
- Debt Extension \$1.7 million
- Debt Retirement \$3.3 million
- Capital Improvements \$13.3 million
- Inter Fund Transfers \$5.7 million

### Budget Opportunities

For 2023, the budget has been prepared while incorporating our new District values. Striving to always be extraordinary, welcoming, and caring we have incorporated opportunities to ensure equity and inclusion, along with fiscal responsibility in delivering services through our programs and at our facilities. We have increased the Grant-in-Aid budget by 50% addressing financial barriers for residents while still incorporating cost recovery strategies and seeking alternative revenue sources such as grants and donations. The Champion's Banquet is scheduled to return in March 2023 and usually generates tens of thousands of dollars that the Parks Foundation of Highland Park donates toward even more aid for residents. This event has not been held since 2019, due to the Pandemic.

The Parks Foundation had an excellent 2022 and donated over \$400,000 to the Park Avenue Boating Facility and over \$22,000 to the Sunset Woods Playground Seating Area construction. They are also now focusing on athletic field improvements.

The Recreation Center hopes to rebound with former patrons feeling more comfortable coming back to work out in person after the Pandemic. KidsClub resumed operations in October of 2022. The revenue budget was slightly increased over 2022 projections. Sunset Valley and Deer Creek had exceptional patronage during 2022. While the District hopes the trend will continue into 2023, the budget is not at projected figures.

Staffing levels at the District were significantly reduced during the pandemic with furloughs and hiring freezes. This resulted in decreases in salaries, health, and benefits expense. As the District expanded operations in 2021 and 2022, it tried to get back to more normal levels of staffing. However, it has proved to be quite difficult to return to prior staffing levels due to labor shortages, and the outlook continues to look challenging. Parks staff are the most difficult to come by. We were one of the few districts to be fully staffed with

lifeguards which enabled the District to open all pools and beaches. The District has budgeted for appropriate staffing levels in tangent with budgeted operations.

Finally, like the rest of the country, the District continues to see significant supply chain delays in acquiring vehicles, golf carts and other needed items. Not only are there delays, but inflation also hit 9% in 2022. For the first time CPI was higher than the tax cap and levies could only increase by 5% vs. the 7% CPI. Minimum wages will increase again in 2023 and higher salaries are being demanded by the U.S. workforce due to labor shortages. Construction costs have skyrocketed, and materials and supplies have significantly increased, as well. Utilities and gasoline prices have also increased substantially. These increases have been included in the budget and will be offset with increases in fees and levying the full 5% allowed.

**Table #1****PROPOSED 2023 BUDGET BY FUND**

	General	Recreation	Special	Debt	Capital	Total
<b>Revenue</b>						
TAX	6,419,592	5,691,300	931,842	1,677,422	-	14,720,156
PROGRAMS	-	3,191,012	-	-	-	3,191,012
CAMPS	-	1,892,553	-	-	-	1,892,553
LESSONS	-	492,377	-	-	-	492,377
SPECIAL EVENTS	-	131,853	-	-	-	131,853
FEES & CHARGES	35,400	2,547,200	-	-	-	2,582,600
MEMBERSHIPS	-	893,518	-	-	-	893,518
RENTALS	-	1,268,594	-	-	-	1,268,594
MERCHANDISING	396	119,068	-	-	-	119,464
INTEREST INCOME	43,000	-	-	-	-	43,000
MISCELLANEOUS INCOME	54,551	42,805	-	-	1,712,527	1,809,883
OTHER INCOME	-	68,078	-	-	300,000	368,078
<b>Revenue Total</b>	<b>6,552,939</b>	<b>16,338,357</b>	<b>931,842</b>	<b>1,677,422</b>	<b>2,012,527</b>	<b>27,513,087</b>
<b>Expenditures</b>						
PROGRAMS	-	1,717,096	-	-	-	1,717,096
CAMPS	-	1,015,437	-	-	-	1,015,437
LESSONS	-	270,640	-	-	-	270,640
SPECIAL EVENTS	-	185,844	-	-	-	185,844
MEMBERSHIPS	-	152,040	-	-	-	152,040
SALARIES & WAGES	3,471,802	5,678,561	-	-	-	9,150,364
CONTRACTUAL SERVICES	1,229,881	1,194,309	429,798	-	1,347,000	4,200,988
INSURANCE	1,292,998	1,015,796	-	-	-	2,308,794
MATERIALS & SUPPLIES	283,166	354,558	-	-	-	637,723
MAIN. & LANDSCAPE	122,788	391,829	-	-	-	514,617
UTILITIES	165,099	862,949	-	-	-	1,028,049
PENSION CONTRIBUTIONS	285,266	506,371	-	-	-	791,637
COST OF GOODS SOLD	-	57,835	-	-	-	57,835
DEBT RETIREMENT	-	-	-	3,342,200	-	3,342,200
CAPITAL OUTLAY	-	71,590	-	-	11,972,642	12,044,232
<b>Expenditure Total</b>	<b>6,851,000</b>	<b>13,474,856</b>	<b>429,798</b>	<b>3,342,200</b>	<b>13,319,642</b>	<b>37,417,496</b>
	<b>-298,062</b>	<b>2,863,501</b>	<b>502,045</b>	<b>-1,664,778</b>	<b>-11,307,115</b>	<b>-9,904,409</b>
<b>Other Financing</b>						
TRANSFER IN FOR BOND PAYMENT				1,676,300		1,676,300
TRANSFER IN FOR CAPITAL FUND					4,050,000	4,050,000
TRANSFER OUT FOR BOND PAYMENT	-623,020	-1,053,280				-1,676,300
TRANSFER OUT FOR CAPITAL FUND	-1,500,000	-2,000,000	-550,000			-4,050,000
<b>NET SURPLUS (DEFICIT)</b>	<b>-2,421,082</b>	<b>-189,779</b>	<b>-47,955</b>	<b>11,522</b>	<b>-7,257,115</b>	<b>-9,904,409</b>

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

## Table #2 Fund Balance Projection as of December 31, 2023

	General	Recreation	Special Recreation	Debt Service	Capital Projects	Total
<b>Estimated Fund</b>						
<b>Balance 1/1/2023</b>	4,662,937	6,329,753	266,172	58,589	23,451,273	34,768,725
REVENUES	6,552,939	16,338,357	931,842	1,677,422	2,012,527	27,513,087
EXPENDITURES	6,851,000	13,474,856	429,798	3,342,200	13,319,642	37,417,496
TRANSFER FOR DEBT	-623,020	-1,053,280	0	1,676,300	0	0
TRANSFER FOR CAPITAL	-1,500,000	-2,000,000	-550,000	0	4,050,000	0
<b>Estimated Fund</b>						
<b>Balance 12/31/2023</b>	<b>2,241,855</b>	<b>6,139,974</b>	<b>218,217</b>	<b>70,111</b>	<b>16,194,159</b>	<b>24,864,316</b>
Fund Balance Policy						
% of Expenditures	1,712,750 33%	3,368,714 46%	64,470 51%			

**Table #2:**

Figures presented above include the District’s estimated beginning fund balance as of January 1, 2023, the start of the budget period. This balance is combined with proposed revenues, expenditures, and transfers, estimating the ending fund balance as of December 31, 2023. Projected Fund Balance on December 31, 2023 is calculated by taking the projection for the general ledger balance on December 31, 2022 and adjusting it by that fund’s projected activity, which is shown in tables 4 and 5, respectively. This adjustment provides the projected December 31, 2023 fund balance. The 2022 fund balance is then adjusted by the 2023 budget activity and added or subtracted from the December 31, 2022 fund balance.

The Park District’s philosophy is to maintain a principal operating fund balance equal to approximately 3 months (25%) of annual expenditures for the General and Recreation Funds, as a minimum. For the Special Recreation Fund, the principal operating fund balance is 15%, as a minimum. Any excess fund balance can be transferred, by Board Resolution, to the Capital Projects Fund. The figures presented at the bottom of the table represent the estimated fund balances for each fund based on the projections and budgets for 2022 and 2023, respectively.

**Fund balance history**

	<b>ACTUAL 2019</b>	<b>ACTUAL 2020</b>	<b>ACTUAL 2021</b>	<b>PROJ. 2022</b>	<b>BUDGET 2023</b>
<b>GENERAL FUND</b>					
FUND BALANCE POLICY (25%)	1,308,345	1,084,010	1,175,254	1,398,110	1,712,750
FUND BALANCE	3,304,258	4,062,334	5,337,002	4,662,937	2,241,855
<b>FUND BALANCE % ON HAND</b>	<b>63%</b>	<b>94%</b>	<b>114%</b>	<b>82%</b>	<b>33%</b>
<b>RECREATION FUND</b>					
FUND BALANCE POLICY (25%)	2,849,046	2,263,611	2,625,891	3,019,335	3,368,714
FUND BALANCE	4,715,040	4,976,709	6,513,822	6,329,753	6,139,974
<b>FUND BALANCE % ON HAND</b>	<b>41%</b>	<b>55%</b>	<b>62%</b>	<b>53%</b>	<b>46%</b>
<b>SPECIAL RECREATION FUND</b>					
FUND BALANCE POLICY (15%)	84,650	52,370	102,228	58,782	64,470
FUND BALANCE	322,940	807,524	273,143	266,172	218,217
<b>FUND BALANCE % ON HAND</b>	<b>57%</b>	<b>231%</b>	<b>40%</b>	<b>68%</b>	<b>51%</b>

**Table #3**

**DISTRICT WIDE BUDGET COMPARISON (No Capital)**

	2022 Budget	2022 Projected	2023 Budget	Increase/ (Decrease)	% Change
<b>Revenue</b>					
100 - PROGRAMS	2,795,873	3,061,757	3,191,012	395,139	14.13%
110 - CAMPS	1,960,724	1,754,166	1,892,553	-68,171	-3.48%
120 - LESSONS	471,319	530,516	492,377	21,058	4.47%
130 - SPECIAL EVENTS	118,640	73,237	131,853	13,213	11.14%
410 - TAX	13,826,336	14,373,836	14,720,156	893,820	6.46%
420 - FEES & CHARGES	2,426,544	2,652,045	2,582,600	156,056	6.43%
440 - MEMBERSHIPS	1,230,080	843,036	893,518	-336,562	-27.36%
450 - RENTALS	1,442,465	1,249,763	1,268,594	-173,871	-12.05%
460 - MERCHANDISING	114,913	153,181	119,464	4,551	3.96%
470 - INTEREST INCOME	6,000	110,144	43,000	37,000	616.67%
480 - MISCELLANEOUS INCOME	93,776	183,739	97,356	3,580	3.82%
510 - OTHER INCOME	66,724	88,536	68,078	1,354	2.03%
<b>Total Revenue:</b>	<b>24,553,394</b>	<b>25,073,956</b>	<b>25,500,560</b>	<b>947,166</b>	<b>3.86%</b>
<b>Expense</b>					
100 - PROGRAMS	1,559,750	1,581,624	1,717,096	157,347	10.09%
110 - CAMPS	1,126,808	841,066	1,015,437	-111,371	-9.88%
120 - LESSONS	267,389	257,754	270,640	3,251	1.22%
130 - SPECIAL EVENTS	146,102	145,818	185,844	39,742	27.20%
440 - MEMBERSHIPS	157,219	110,148	152,040	-5,179	-3.29%
610 - SALARIES & WAGES	8,363,083	7,644,073	9,150,364	787,281	9.41%
620 - CONTRACTUAL SERVICES	2,664,645	2,741,926	2,853,988	189,343	7.11%
630 - INSURANCE	2,376,181	1,954,286	2,308,794	-67,387	-2.84%
640 - MATERIALS & SUPPLIES	518,906	563,019	637,723	118,817	22.90%
650 - MAINTENANCE & LANDSCAPING CONTRACTS	447,429	545,378	514,617	67,188	15.02%
660 - UTILITIES	926,073	897,636	1,028,049	101,975	11.01%
670 - PENSION CONTRIBUTIONS	719,322	632,125	791,637	72,315	10.05%
680 - COST OF GOODS SOLD	54,765	89,007	57,835	3,070	5.61%
710 - DEBT RETIREMENT	3,315,035	3,312,035	3,342,200	27,165	0.82%
720 - CAPITAL OUTLAY	63,000	57,798	71,590	8,590	13.63%
<b>Total Expense:</b>	<b>22,705,708</b>	<b>21,373,691</b>	<b>24,097,854</b>	<b>1,392,146</b>	<b>6.13%</b>
	<b>1,847,686</b>	<b>3,700,265</b>	<b>1,402,706</b>	<b>-444,981</b>	<b>-24.08%</b>
<b>Transfers</b>					
TRANSFER IN	1,674,735	1,674,735	1,676,300	1,565	0.09%
TRANSFER OUT	-5,174,735	-6,224,735	-5,726,300	551,565	10.66%
<b>Net Surplus (Deficit)</b>	<b>-1,652,314</b>	<b>-849,735</b>	<b>-2,647,294</b>	<b>-994,981</b>	<b>-60.22%</b>

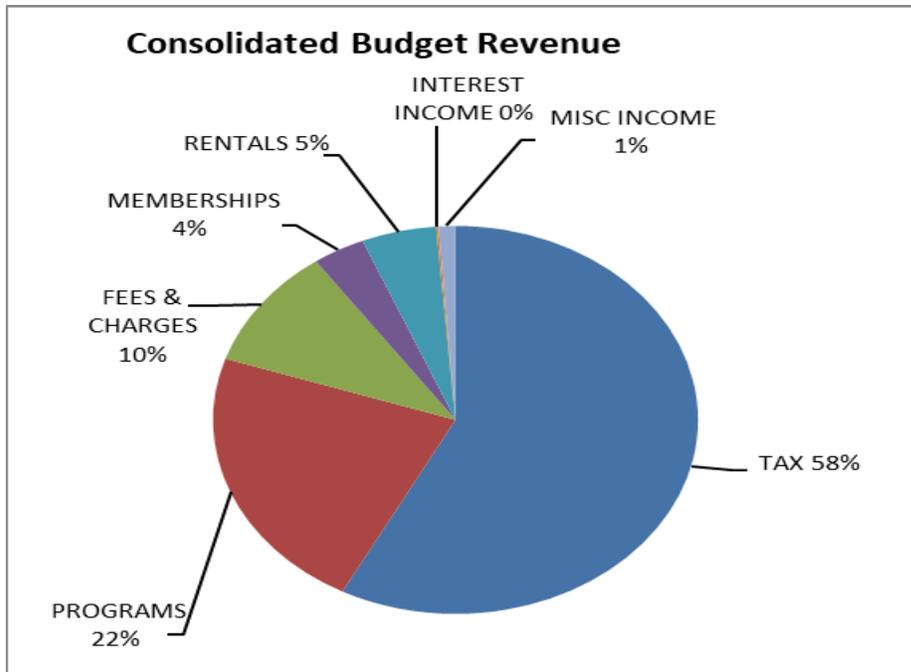
**Table #3:** The 2023 budget information will be reviewed on a district-wide basis by revenues and expenditures, then in more detail based on Functional Activity, as defined above.

**Table #4**

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

	2022		2022		2023		2023 Budget		% Change
	Total Budget		Projected		Total Budget		vs 2022 Budget		
<b>Revenue</b>									
TAX	13,826,336	56.31%	14,373,836	57.33%	14,720,156	57.72%	893,820	6.46%	
PROGRAMS	2,795,873	11.39%	3,061,757	12.21%	3,191,012	12.51%	395,139	14.13%	
CAMPS	1,960,724	7.99%	1,754,166	7.00%	1,892,553	7.42%	-68,171	-3.48%	
LESSONS	471,319	1.92%	530,516	2.12%	492,377	1.93%	21,058	4.47%	
SPECIAL EVENTS	118,640	0.48%	73,237	0.29%	131,853	0.52%	13,213	11.14%	
FEES & CHARGES	2,426,544	9.88%	2,652,045	10.58%	2,582,600	10.13%	156,056	6.43%	
MEMBERSHIPS	1,230,080	5.01%	843,036	3.36%	893,518	3.50%	-336,562	-27.36%	
RENTALS	1,442,465	5.87%	1,249,763	4.98%	1,268,594	4.97%	-173,871	-12.05%	
MERCHANDISING	114,913	0.47%	153,181	0.61%	119,464	0.47%	4,551	3.96%	
INTEREST INCOME	6,000	0.02%	110,144	0.44%	43,000	0.17%	37,000	616.67%	
MISCELLANEOUS INCOME	93,776	0.38%	183,739	0.73%	97,356	0.38%	3,580	3.82%	
OTHER INCOME	66,724	0.27%	88,536	0.35%	68,078	0.27%	1,354	2.03%	
<b>Revenue Total:</b>	<b>24,553,394</b>	<b>100.00%</b>	<b>25,073,956</b>	<b>100.00%</b>	<b>25,500,560</b>	<b>100.00%</b>	<b>947,166</b>	<b>3.86%</b>	

- Taxes are expected to increase by 5% due to the tax cap plus 1.99% new growth.
- Camps and Programs – While programming did better in 2022 than budgeted, some camps struggled to meet budget and camps took a further hit the week of Independence Day. Both programs and camps are expected to do better than 2022 and will have increased fees for participation.
- Fees and Charges and Merchandising – As 2022 was an exceptionally good year, Golf Learning Center and Sunset Valley anticipate slight increases in revenues mostly due to an increase in fees versus increased patrons.
- Lessons – As 2022 was an exceptionally good year, Deer Creek anticipates decreases in revenues versus projected 2022.
- Special Events – Events for 2023 have been re-evaluated. Projected revenues are much lower due to Independence Day events and Polar Express being cancelled by Metra.
- Memberships – The Recreation Center is slow to rebound from the Pandemic. Memberships are being slightly increased from 2022 projections. The Recreation Center plans to do better with a new approach to membership structure.
- Interest Income – With interest rates rising and having improved cash flow with programming rebounding, interest income is growing.
- Miscellaneous Income – Amount has been left consistent with 2022 budget, as minimal FEMA funds will be collected in 2023.
- Rental Income was reduced to be more in line with projections versus the 2022 budget.

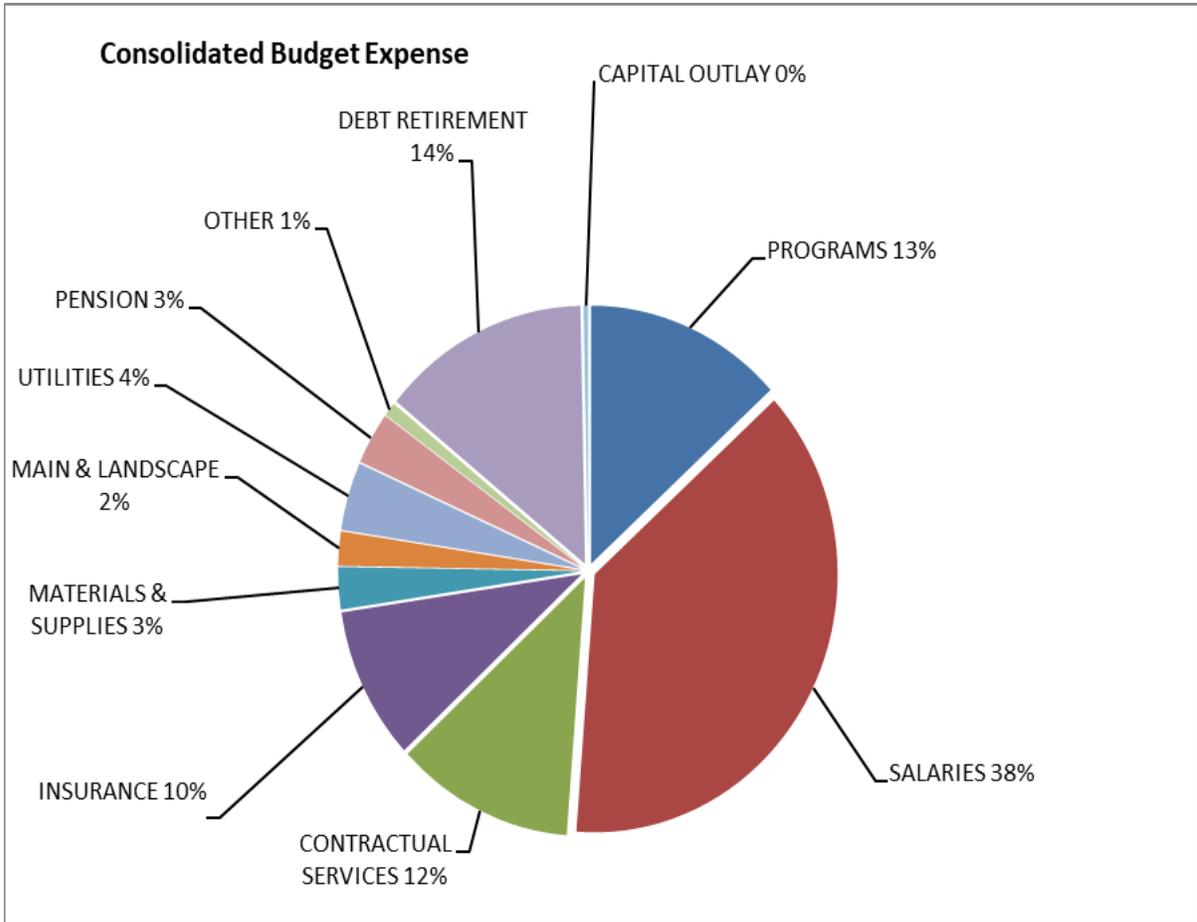


**Table #5 CONSOLIDATED EXPENDITURE ANALYSIS (No Capital)**

Expense	2022		2022		2023		2023 Budget vs 2022 Budget	%
	Total Budget		Projected		Total Budget			
PROGRAMS	1,559,750	6.87%	1,581,624	7.40%	1,717,096	7.13%	157,347	10.09%
CAMPS	1,126,808	4.96%	841,066	3.94%	1,015,437	4.21%	-111,371	-9.88%
LESSONS	267,389	1.18%	257,754	1.21%	270,640	1.12%	3,251	1.22%
SPECIAL EVENTS	146,102	0.64%	145,818	0.68%	185,844	0.77%	39,742	27.20%
MEMBERSHIPS	157,219	0.69%	110,148	0.52%	152,040	0.63%	-5,179	-3.29%
SALARIES & WAGES	8,363,083	36.83%	7,644,073	35.76%	9,150,364	37.97%	787,281	9.41%
CONTRACTUAL SERVICES	2,664,645	11.74%	2,741,926	12.83%	2,853,988	11.84%	189,343	7.11%
INSURANCE	2,376,181	10.47%	1,954,286	9.14%	2,308,794	9.58%	-67,387	-2.84%
MATERIALS & SUPPLIES	518,906	2.29%	563,019	2.63%	637,723	2.65%	118,817	22.90%
MAINTENANCE & LANDSCAPING CONTRACTS	447,429	1.97%	545,378	2.55%	514,617	2.14%	67,188	15.02%
UTILITIES	926,073	4.08%	897,636	4.20%	1,028,049	4.27%	101,975	11.01%
PENSION CONTRIBUTIONS	719,322	3.17%	632,125	2.96%	791,637	3.29%	72,315	10.05%
COST OF GOODS SOLD	54,765	0.24%	89,007	0.42%	57,835	0.24%	3,070	5.61%
DEBT RETIREMENT	3,315,035	14.60%	3,312,035	15.50%	3,342,200	13.87%	27,165	0.82%
CAPITAL OUTLAY	63,000	0.28%	57,798	0.27%	71,590	0.30%	8,590	13.63%
<b>Expense Total:</b>	<b>22,705,708</b>	<b>100.00%</b>	<b>21,373,691</b>	<b>100.00%</b>	<b>24,097,854</b>	<b>100.00%</b>	<b>1,392,146</b>	<b>6.13%</b>

- Salaries and wages and debt retirement represent the largest expenditure line items for the District (excluding capital, which is not shown here). Debt retirement change is flat and budgeted salaries have increased with adding one full-time position and moving another staff up to full-time. Additionally, unbudgeted, larger raises were given in 2022 to retain staff and keep up with market conditions, thus causing the salaries, wages and pensions increase to look inflated.
- Special events expense is expected to increase as in 2022 this line item did not include giveaways nor entertainment for Fourth Fest and the parade.

- As program revenue is expected to increase it would follow that program expenses would also increase for 2023.
- Capital outlay was increased as equipment and dredging costs are anticipated to increase in 2023 due to inflation.
- Contractual services, materials and supplies, utilities, and maintenance and landscaping contracts budgets have been increased based upon 2022 projections and inflation.
- As camps revenue and participation have been reduced, it follows that the related expense would be reduced.



**FUND TRANSFERS**

2023 Budget includes the following transfers between funds:

- \$623,020 from the General Fund to Debt Service - for payment of Debt Certificate 2021
- \$1,053,280 from the Recreation Fund to Debt Service - for payment of Debt Certificate 2021 (including \$118,750 from the Park Avenue Boating Facility Recreation Subfund)
- \$2,000,000 from the Recreation Fund to Capital - as directed by the Fund Balance Policy
- \$1,500,000 from the General Fund to Capital – as directed by the Fund Balance Policy
- \$550,000 from the Special Recreation Fund to Capital - for the ADA portion of capital project

**ANALYSIS BY FUNCTION**

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

**Table # 6 BUDGET BY FUNCTION**

	<b>Administration Function</b>	<b>Parks Function</b>	<b>Recreation Function</b>	<b>Total Function</b>
Revenues	11,123,184	51,546	16,338,357	27,513,087
Expenditures	20,525,033	3,417,607	13,474,856	37,417,496
Surplus/Deficit	-9,401,849	-3,366,061	2,863,501	-9,904,409

**ADMINISTRATION FUNCTION**

**GENERAL RESPONSIBILITIES**

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

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

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

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

**PLANNING, PROJECTS, AND INFORMATION TECHNOLOGY**

Planning involves strategic planning, and feasibility studies (land management and park usage),

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

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

## **FINANCE**

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

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

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

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

Risk Management reports to the HR department and coordinates the District-wide loss reduction programs in cooperation with the Park District Risk Management Agency (PDRMA). These programs include employee on-the-job safety through education, training, physical assessment, and accident prevention.

## **MARKETING AND COMMUNICATIONS DEPARTMENT**

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

District brand standards. The department is also the key liaison with non-profit coaching and works to secure large donations for special capital projects.

## SPECIAL RECREATION

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

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

The Budget for the Special Recreation Fund includes the Member Agency Contribution (MAC) which provides a significant portion of the operating revenue for NSSRA, funding for specially trained companions to assist those with special needs who participate in Park District of Highland Park programs (inclusion services) as well as funding for facility improvements to make them accessible under the terms of the American with Disabilities Act. In 2019 and 2020, staff committed resources to account for its share of NSSRA's recently acquired property and building renovation. However, the building payment was deferred until 2021. As NSSRA applied for a \$200,000 grant to help defer these costs, a \$26,327.27 refund was received by the District in late 2022.

**Table #7**

## ADMINISTRATION FUNCTION

	2022 Budget	2022 Projected	2023 Budget		Increase / (Decrease)	% Change
<b>Revenue</b>						
TAX	8,477,466	8,898,241	9,028,856	81.17%	551,390	6.50%
INTEREST INCOME	6,000	110,144	43,000	0.39%	37,000	616.67%
MISCELLANEOUS INCOME	734,801	490,824	1,751,328	15.74%	1,016,527	138.34%
OTHER INCOME	40,000	252,639	300,000	2.70%	260,000	650.00%
BOND/DEBT PROCEEDS	-	129,276	-	0.00%	-	0.00%
<b>Total Revenue:</b>	<b>9,258,267</b>	<b>9,881,124</b>	<b>11,123,184</b>	<b>100.00%</b>	<b>1,864,917</b>	<b>20.14%</b>
<b>Expense</b>						
SALARIES & WAGES	1,260,566	1,313,508	1,678,292	8.18%	417,726	33.14%
CONTRACTUAL SERVICES	3,071,273	1,673,812	2,533,643	12.34%	-537,630	-17.51%
INSURANCE	683,898	654,142	743,188	3.62%	59,290	8.67%
MATERIALS & SUPPLIES	34,151	41,843	61,700	0.30%	27,549	80.67%
MAINTENANCE CONTRACTS	7,093	7,093	7,093	0.03%	0	0.00%
UTILITIES	46,159	45,273	52,198	0.25%	6,038	13.08%
PENSION CONTRIBUTIONS	104,329	101,111	134,078	0.65%	29,749	28.51%
DEBT RETIREMENT	3,315,035	3,312,035	3,342,200	16.28%	27,165	0.82%
CAPITAL OUTLAY	10,697,955	8,938,614	11,972,642	58.33%	1,274,687	11.92%
<b>Total Expense:</b>	<b>19,220,458</b>	<b>16,087,432</b>	<b>20,525,033</b>	<b>100.00%</b>	<b>1,304,574</b>	<b>6.79%</b>
<b>Transfers</b>						
TRANSFER IN	5,174,735	6,224,735	5,726,300		551,565	10.66%
TRANSFER OUT	-2,122,394	-2,172,394	-2,172,394		-50,000	-2.36%
<b>Net Surplus (Deficit)</b>	<b>-6,909,850</b>	<b>-2,153,967</b>	<b>-5,847,943</b>		<b>501,565</b>	<b>7.26%</b>

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

- Taxes are expected to increase by 5% due to the tax cap plus 1.99% new growth.
- Interest Income – With interest rates rising and having improved cash flow with programming rebounding, interest income is growing.
- The large increase in miscellaneous income is due to the budget for grants and donations from the Parks Foundation of Highland Park for Park Avenue, and \$1,000,000 for Fink Memorial Park.
- The large increase in other income is for a grant application for Sunset Woods Park for \$300,000.
- The increase in salaries and wages and pensions is due to unbudgeted wage increases in 2022 to retain and recruit staff. Some of this increase is seen in the salary projection, however there were many open staff positions during 2022, as well. Additionally, one new full-time position was added in 2023 and one other part time position became full time. The 2023 figures budget for up to 5% full-time salary pool.
- Contractual services budget was decreased to be more in line with projections plus inflation, especially turf maintenance and safety services. Additionally, professional fees for West Ridge Center were decreased by \$500,000 versus the 2022 budget.
- Materials & supplies was increased to reflect projection overrun and inflation.
- Utilities are budgeted to increase based upon current utility contracts.
- The increase in capital outlay is largely due to the planning and development of Fink Memorial and several other projects listed in Appendix A.
- The transfer into capital is increased due to an extra \$500,000 from the general fund and \$50,000 from the special recreation fund over the prior year budget.

## PARKS FUNCTION

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

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

**Table #8**

### **PARKS FUNCTION**

	<b>2022 Budget</b>	<b>2022 Projected</b>	<b>2023 Budget</b>		<b>Increase / (Decrease)</b>	<b>% Change</b>
<b>Revenue</b>						
FEES & CHARGES	27,600	36,637	35,400	68.68%	7,800	28.26%
MERCHANDISING	396	0	396	0.77%	0	0.00%
MISCELLANEOUS INCOME	1,800	15,000	15,750	30.56%	13,950	775.00%
OTHER INCOME	7,850	0	0.00	0.00%	-7,850	-100.00%
<b>Total Revenue:</b>	<b>37,646</b>	<b>51,637</b>	<b>51,546</b>	<b>100.00%</b>	<b>13,900</b>	<b>36.92%</b>
<b>Expense</b>						
SALARIES & WAGES	1,680,451	1,402,797	1,793,510	52.48%	113,060	6.73%
CONTRACTUAL SERVICES	374,084	363,171	473,036	13.84%	98,952	26.45%
INSURANCE	540,834	356,100	549,811	16.09%	8,977	1.66%
MATERIALS & SUPPLIES	196,786	204,381	221,466	6.48%	24,679	12.54%
MAINTENANCE CONTRACTS	85,827	104,851	115,695	3.39%	29,868	34.80%
UTILITIES	97,567	107,830	112,901	3.30%	15,335	15.72%
PENSION CONTRIBUTIONS	138,622	128,950	151,189	4.42%	12,567	9.07%
<b>Total Expense:</b>	<b>3,114,170</b>	<b>2,668,079</b>	<b>3,417,607</b>	<b>100.00%</b>	<b>303,438</b>	<b>9.74%</b>
<b>Net Surplus (Deficit)</b>	<b>-3,076,524</b>	<b>-2,616,443</b>	<b>-3,366,061</b>	<b>100.00%</b>	<b>-289,538</b>	<b>9.41%</b>

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

- Revenue primarily reflects the sale of permits for the use of picnic shelters and dog licenses, which is included in Fees and Charges. Budget for 2023 is increased from 2022 based upon projections for 2022, which was an exceptional year. Expected return of non-resident dog licenses being sold for the re-opened Moraine Beach is also factored in.
- Miscellaneous income is expected to increase due to NSSRA fuel reimbursement and Millard parking violations.
- Contractual services, maintenance contracts and materials and supplies are all expected to increase in 2023 based on inflation. Most increases are in areas of landscape services, turf maintenance, gasoline, and miscellaneous equipment.
- Increase in utility expense is based upon 2022 projections and new natural gas contracts.

## RECREATION FUNCTION

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

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

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

Highlights for Recreation in 2023 include:

- Operating in a lessened pandemic environment
- Tangible membership and rental levels
- Increased pricing of 3 – 5% in most areas to keep up with inflation affecting the costs to provide services and programming
- Increased and revised programming and special events
- Stabilization of use and lessons at Sunset Valley and Deer Creek with reduced overall participation
- Incorporating new District values: striving to always be extraordinary, welcoming, and caring we have incorporated more for those with less; we have increased the Grant-in-Aid budget by 50%. More basic camp, that will still have the quality and excitement of other camps, will be offered to those with a tighter budget. Reduced or free wristbands for Fourth Fest are being incorporated into the planning. Offerings that are free for all are being increased.

The Recreation Function budgeted information is presented in three formats:

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

Table #9

## RECREATION FUNCTION

	2022 Budget	2022 Projected	2023 Budget		Increase / (Decrease)	% Change
<b>Revenue</b>						
PROGRAMS	2,795,873	3,061,757	3,191,012	19.53%	395,139	14.13%
CAMPS	1,960,724	1,754,166	1,892,553	11.58%	-68,171	-3.48%
LESSONS	471,319	530,516	492,377	3.01%	21,058	4.47%
SPECIAL EVENTS	118,640	73,237	131,853	0.81%	13,213	11.14%
TAX	5,348,870	5,475,595	5,691,300	34.83%	342,430	6.40%
FEES & CHARGES	2,398,944	2,615,409	2,547,200	15.59%	148,256	6.18%
MEMBERSHIPS	1,230,080	843,036	893,518	5.47%	-336,562	-27.36%
RENTALS	1,442,465	1,249,763	1,268,594	7.76%	-173,871	-12.05%
MERCHANDISING	114,517	153,181	119,068	0.73%	4,551	3.97%
MISCELLANEOUS INCOME	57,175	120,415	42,805	0.26%	-14,370	-25.13%
OTHER INCOME	58,874	68,536	68,078	0.42%	9,204	15.63%
<b>Total Revenue:</b>	<b>15,997,481</b>	<b>15,945,611</b>	<b>16,338,357</b>	<b>100.00%</b>	<b>340,876</b>	<b>2.13%</b>
<b>Expense</b>						
PROGRAMS	1,559,750	1,581,624	1,717,096	12.74%	157,346	10.09%
CAMPS	1,126,808	841,066	1,015,437	7.54%	-111,371	-9.88%
LESSONS	267,389	257,754	270,640	2.01%	3,251	1.22%
SPECIAL EVENTS	146,102	145,818	185,844	1.38%	39,742	27.20%
MEMBERSHIPS	157,219	110,148	152,040	1.13%	-5,179	-3.29%
SALARIES & WAGES	5,422,067	4,927,769	5,678,561	42.14%	256,494	4.73%
CONTRACTUAL SERVICES	1,026,288	1,225,487	1,194,309	8.86%	168,021	16.37%
INSURANCE	1,151,450	944,044	1,015,796	7.54%	-135,654	-11.78%
MATERIALS & SUPPLIES	287,969	316,796	354,558	2.63%	66,589	23.12%
MAINTENANCE CONTRACTS	354,509	433,434	391,829	2.91%	37,320	10.53%
UTILITIES	782,347	744,533	862,949	6.40%	80,602	10.30%
PENSION CONTRIBUTIONS	476,372	402,063	506,371	3.76%	29,999	6.30%
COST OF GOODS SOLD	54,765	89,007	57,835	0.43%	3,070	5.61%
CAPITAL OUTLAY	63,000	57,798	71,590	0.53%	8,590	13.63%
<b>Total Expense:</b>	<b>12,876,035</b>	<b>12,077,338</b>	<b>13,474,856</b>	<b>100.00%</b>	<b>598,821</b>	<b>4.65%</b>
	<b>3,121,446</b>	<b>3,868,272</b>	<b>2,863,501</b>	<b>-</b>	<b>(257,945)</b>	<b>-8.26%</b>
<b>Transfers</b>						
TRANSFER OUT - DEBT	-1,052,341	-1,052,341	-1,053,280		-939	0.09%
TRANSFER OUT - CAPITAL	-2,000,000	-3,000,000	-2,000,000		0	0.00%
<b>Net Surplus (Deficit)</b>	<b>69,105</b>	<b>-184,069</b>	<b>-189,779</b>		<b>-258,884</b>	<b>-374.63%</b>

**Table #9: RECREATION FUNCTION BUDGET HIGHLIGHTS:**

- Special events revenue is increased as the District will capitalize on the financial successes of smaller one-day workshops and the attendance successes of special events to develop mid-range events. Projected revenues are much lower due to Independence Day events and Polar Express being cancelled by Metra. While related expenses look to increase at a steeper incline, the budget for 2022 excluded needed giveaways for events such as Fourth Fest and live entertainment for Fourth Fest.
- Memberships at the Recreation Center did not meet expectations in 2022. Therefore, the budget for 2023 is slightly increased over projections for 2022. There continues to be a general hesitation of the public to return to indoor gyms. The Recreation Center plans to do better with a new approach to membership structure for 2023.
- Programming is expected to increase slightly over projections for 2022 due to new and improved programming that was initiated in 2022 with great results. As such, programming expenses are also expected to increase.
- Rentals fell short of budget in 2022. As such, the 2023 budget is slightly more than the 2022 projection.
- Miscellaneous income is being budgeted more conservatively by only budgeting for probable advertising and sponsorships. With a potential recession looming, budget was reduced from 2022.
- Other income is largely tied to intergovernmental agreements concerning Lots 3 and 4 with the City of Highland Park. As costs go up with inflation, so do reimbursement amounts from them.
- Contractual services and maintenance contracts exceeded budget in 2022. As such, the budget was increased for 2023, due to inflation.
- Insurance costs were overbudgeted for in 2022 and were reduced for 2023.
- Materials and supplies expense reflects projections being overbudget for 2022 due to inflation, and inflation is expected to continue into 2023.
- Increase in utility expense is based upon new natural gas contracts.
- Capital outlay is expected to increase as equipment prices continue to increase with inflation.

Table #10

## RECREATION FUNCTION BY CENTER

		2022	2023	2023 Budget	%
		Total Budget	Total Budget	vs 2022 Budget	Change
11 ADMINISTRATIVE	Revenue	5,390,269	5,732,520	342,251	6.35%
	Expense	5,420,949	5,547,576	126,627	2.34%
	<b>Surplus (deficit):</b>	<b>-30,680</b>	<b>184,944</b>	<b>215,624</b>	<b>703%</b>
	Net Revenue	-1%	3%		
14 WESTRIDGE CENTER	Revenue	512,901	625,799	112,898	22.01%
	Expense	712,673	837,847	125,174	17.56%
	<b>Surplus (deficit):</b>	<b>-199,772</b>	<b>-212,048</b>	<b>-12,276</b>	<b>-6.14%</b>
	Net Revenue	-39%	-34%		
26 ATHLETICS	Revenue	1,011,527	1,048,254	36,727	3.63%
	Expense	963,107	1,019,271	56,163	5.83%
	<b>Surplus (deficit):</b>	<b>48,420</b>	<b>28,983</b>	<b>-19,436</b>	<b>-40.14%</b>
	Net Revenue	5%	3%		
28 CAMPS	Revenue	1,057,804	945,309	-112,495	-10.63%
	Expense	759,992	622,557	-137,435	-18.08%
	<b>Surplus (deficit):</b>	<b>297,812</b>	<b>322,752</b>	<b>24,940</b>	<b>8.37%</b>
	Net Revenue	28%	34%		
29 SPECIAL EVENTS	Revenue	67,171	67,028	-143	-0.21%
	Expense	161,006	177,962	16,955	10.53%
	<b>Surplus (deficit):</b>	<b>-93,835</b>	<b>-110,934</b>	<b>-17,098</b>	<b>-18.22%</b>
	Net Revenue	-140%	-166%		
31 HIDDEN CREEK AQUAPARK	Revenue	398,866	435,327	36,461	9.14%
	Expense	543,765	605,398	61,633	11.33%
	<b>Surplus (deficit):</b>	<b>-144,899</b>	<b>-170,071</b>	<b>-25,172</b>	<b>-17.37%</b>
	Net Revenue	-36%	-39%		
32 ROSEWOOD INTERPRETIVE CENTER	Revenue	167,507	169,347	1,840	1.10%
	Expense	126,824	119,889	-6,935	-5.47%
	<b>Surplus (deficit):</b>	<b>40,683</b>	<b>49,458</b>	<b>8,775</b>	<b>21.57%</b>
	Net Revenue	24%	29%		
33 ROSEWOOD BEACH	Revenue	193,825	178,540	-15,285	-7.89%
	Expense	280,644	268,909	-11,735	-4.18%
	<b>Surplus (deficit):</b>	<b>-86,819</b>	<b>-90,369</b>	<b>-3,550</b>	<b>-4.09%</b>
	Net Revenue	-45%	-51%		

**Table #10**

		2022 Total Budget	2023 Total Budget	2023 Budget vs 2022 Budget	% Change
34 PARK AVENUE	Revenue	268,507	261,290	-7,217	-2.69%
	Expense	260,751	265,848	5,097	1.95%
	<b>Surplus (deficit):</b>	<b>7,756</b>	<b>-4,558</b>	<b>-12,314</b>	<b>-158.76%</b>
	Net Revenue	3%	-2%		
38 ICE ARENA	Revenue	1,068,717	996,120	-72,597	-6.79%
	Expense	883,226	1,032,446	149,220	16.89%
	<b>Surplus (deficit):</b>	<b>185,491</b>	<b>-36,326</b>	<b>-221,817</b>	<b>-119.58%</b>
	Net Revenue	17%	-4%		
41 GOLF MAINTENANCE	Revenue	-	-	-	
	Expense	834,344	897,675	63,332	7.59%
	<b>Surplus (deficit):</b>	<b>-834,344</b>	<b>-897,675</b>	<b>-63,332</b>	<b>7.59%</b>
	Net Revenue	0%	0%		
42 SUNSET VALLEY GOLF CLUB	Revenue	1,689,725	1,929,231	239,506	14.17%
	Expense	613,504	694,154	80,650	13.15%
	<b>Surplus (deficit):</b>	<b>1,076,221</b>	<b>1,235,077</b>	<b>158,856</b>	<b>14.76%</b>
	Net Revenue	64%	64%		
49 RECREATION CENTER ADMIN	Revenue	100,828	107,270	6,443	6.39%
	Expense	732,835	704,720	-28,115	-3.84%
	<b>Surplus (deficit):</b>	<b>-632,007</b>	<b>-597,450</b>	<b>34,557</b>	<b>5.47%</b>
	Net Revenue	-627%	-557%		
51 RECREATION CENTER FITNESS	Revenue	1,360,180	954,715	-405,465	-29.81%
	Expense	854,875	767,995	-86,879	-10.16%
	<b>Surplus (deficit):</b>	<b>505,305</b>	<b>186,719</b>	<b>-318,586</b>	<b>-63.05%</b>
	Net Revenue	37%	20%		
53 RECREATION CENTER AQUATICS	Revenue	184,613	235,644	51,031	27.64%
	Expense	308,079	335,707	27,628	8.97%
	<b>Surplus (deficit):</b>	<b>-123,467</b>	<b>-100,063</b>	<b>23,403</b>	<b>18.96%</b>
	Net Revenue	-67%	-42%		
55 INDOOR TENNIS	Revenue	1,542,288	1,754,617	212,329	13.77%
	Expense	1,268,703	1,380,004	111,301	8.77%
	<b>Surplus (deficit):</b>	<b>273,585</b>	<b>374,613</b>	<b>101,028</b>	<b>36.93%</b>
	Net Revenue	18%	21%		

**Table #10**

		<b>2022</b>	<b>2023</b>	<b>2023 Budget</b>	<b>%</b>
		<b>Total Budget</b>	<b>Total Budget</b>	<b>vs 2022 Budget</b>	<b>Change</b>
61 HELLER NATURE CENTER	Revenue	357,928	303,718	-54,210	-15.15%
	Expense	625,442	671,515	46,072	7.37%
	<b>Surplus (deficit):</b>	<b>-267,514</b>	<b>-367,797</b>	<b>-100,283</b>	<b>-37.49%</b>
	Net Revenue	-75%	-121%		
74 HP GOLF LEARNING CENTER	Revenue	585,953	546,750	-39,203	-6.69%
	Expense	538,786	532,297	-6,490	-1.20%
	<b>Surplus (deficit):</b>	<b>47,167</b>	<b>14,453</b>	<b>-32,713</b>	<b>-69.36%</b>
	Net Revenue	8%	3%		
76 HPCC BUILDING	Revenue	38,875	46,878	8,003	20.59%
	Expense	38,873	46,367	7,494	19.28%
	<b>Surplus (deficit):</b>	<b>2</b>	<b>511</b>	<b>509</b>	<b>28,288.89%</b>
	Net Revenue	0%	1%		
<b>Revenue Total</b>		15,997,481	16,338,355	340,872	2.13%
<b>Expenditure Total</b>		15,928,375	16,528,134	599,757	3.77%
<b>Surplus (Deficit)</b>		<b>69,106</b>	<b>-189,779</b>	<b>-258,884</b>	<b>-374.62%</b>

Table #11

## RECREATION FUNCTION BY TYPE

		2022 Total Budget	2022 Projection	2023 Total Budget	2023 Budget vs 2022 Budget	% Change
<b>PROGRAMS</b>						
	Revenue	2,795,873	3,061,757	3,191,012	395,139	14.13%
	Expense	1,559,750	1,581,624	1,717,096	157,347	10.09%
	Surplus (Deficit):	<b>1,236,123</b>	<b>1,480,133</b>	<b>1,473,916</b>	237,793	119.24%
	Net Revenue:	<b>44%</b>	<b>48%</b>	<b>46%</b>		
<b>CAMPS</b>						
	Revenue	1,960,724	1,754,166	1,892,553	-68,171	-3.48%
	Expense	1,126,808	841,066	1,015,437	-111,371	-9.88%
	Surplus (Deficit):	<b>833,916</b>	<b>913,100</b>	<b>877,116</b>	43,200	105.18%
	Net Revenue:	<b>43%</b>	<b>52%</b>	<b>46%</b>		
<b>LESSONS</b>						
	Revenue	471,319	530,516	492,377	21,058	4.47%
	Expense	267,389	257,754	270,640	3,251	1.22%
	Surplus (Deficit):	<b>203,930</b>	<b>272,763</b>	<b>221,736</b>	17,806	108.73%
	Net Revenue:	<b>43%</b>	<b>51%</b>	<b>45%</b>		
<b>SPECIAL EVENTS</b>						
	Revenue	118,640	73,237	131,853	13,213	11.14%
	Expense	146,102	145,818	185,844	39,742	27.20%
	Surplus (Deficit):	<b>-27,462</b>	<b>-72,581</b>	<b>-53,991</b>	-26,529	-196.61%
	Net Revenue:	<b>-23%</b>	<b>-99%</b>	<b>-41%</b>		
<b>MEMBERSHIPS</b>						
	Revenue	1,230,080	843,036	893,518	-336,562	-27.36%
	Expense	157,219	110,148	152,040	-5,179	0.00%
	Surplus (Deficit):	<b>1,072,861</b>	<b>732,888</b>	<b>741,478</b>	-331,383	-69.11%
	Net Revenue:	<b>87%</b>	<b>87%</b>	<b>83%</b>		
TAX		5,348,870	5,475,595	5,691,300	342,430	6.40%
FEES & CHARGES		2,398,944	2,615,409	2,547,200	148,256	6.18%
RENTALS		1,442,465	1,249,763	1,268,594	-173,871	-12.05%
MERCHANDISING		114,518	153,181	119,068	4,550	3.97%
MISCELLANEOUS INCOME		57,175	120,415	42,805	-14,370	-25.13%
OTHER INCOME		58,875	68,536	68,078	9,203	15.63%
Other Revenue Total:		<b>9,420,846</b>	<b>9,682,898</b>	<b>9,737,044</b>	316,198	3.36%
<b>OTHER EXPENSES</b>						
SALARIES & WAGES		5,422,068	4,927,769	5,678,561	256,494	4.73%
CONTRACTUAL SERVICES		1,026,288	1,225,487	1,194,309	168,021	16.37%
INSURANCE		1,151,450	944,044	1,015,796	-135,654	-11.78%
MATERIALS & SUPPLIES		287,969	316,796	354,558	66,589	23.12%
MAINTENANCE & LANDSCAPING CONTR		354,509	433,434	391,829	37,320	10.53%
UTILITIES		782,347	744,533	862,949	80,602	10.30%
PENSION CONTRIBUTIONS		476,372	402,063	506,371	29,999	6.30%
COST OF GOODS SOLD		54,765	89,007	57,835	3,070	5.61%
CAPITAL OUTLAY		63,000	57,798	71,590	8,590	13.63%
Other Expense Total:		<b>9,618,768</b>	<b>9,140,929</b>	<b>10,133,798</b>	515,031	5.35%
Surplus (Deficit):		<b>-197,922</b>	<b>541,969</b>	<b>-396,754</b>	-198,832	
Net Revenue:		<b>-2%</b>	<b>6%</b>	<b>-4%</b>		
<b>Revenue Total</b>		<b>15,997,481</b>	<b>15,945,611</b>	<b>16,338,357</b>	340,876	2.13%
<b>Expenditure Total</b>		<b>12,876,035</b>	<b>12,077,338</b>	<b>13,474,856</b>	598,821	4.65%
<b>Surplus (Deficit)</b>		<b>3,121,446</b>	<b>3,868,272</b>	<b>2,863,501</b>	-257,946	-8.26%

## **Table #10 and Table #11 - 2022 budget compared to 2023 budget**

### **West Ridge Center**

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

In 2023 goals include:

- Expansion of the Early Childhood Enrichment division by way of offering programs that parallel to ParkSchool such as Imagination Station, Beat Builders, and one day programs focused on STREAM (science, technology, recreation, engineering, art, and mathematics).
- Launch the fully developed Community Within Your Community series. These programs are no to low cost with the intent of bringing community members together with a similar demographic element (for example, Stroller Strides for parents and care takers who have an infant while their preschooler or elementary schooler is in class).
- Continued focus on the redevelopment of the Cultural and Performing Arts division. The newly developed dance department launched in July 2022 and currently holds over 100 enrollees. Next target areas include theater and visual arts.
- Evaluation of the newly developed Youth Enrichment division. In fall 2022, the team added culinary, STEM with LEGOs, coding, and chess to the portfolio. The goal for 2023 will be to evaluate the viability and potential growth for each area as well as to add programs to round out the offerings.
- Continue the 2022 trajectory of offering intimate one-day workshops with a wide variety of interests. For example, successes of 2022 include the Leprechaun Hunt, Itty Bitty Beach Party, Amazing Minds Day of STEM, Pigs, Pancakes and Pajamas, West Ridge Trunk or Treat, and Kid Kafe.
- Begin analysis of comprehensive Adult Enrichment division.

### **Athletics**

Athletics manages a variety of sports programs and camps. Revenue is generated from program fees, as well as field rentals. In 2022, the District saw both growth and stability in the athletic budget. Most financial growth was in K-Grade 2 Baseball, Flag Football and Basketball. Volunteer coaches played a key role in diversifying and expanding key offerings. The 2023 budget has built in continued growth and consistency from original 2022 expectations as well as diversifying programming by adding Wrestling and expanding our Travel Basketball offerings.

### **Camps and Recreation**

The Recreation Department theme for the 2023 camp season is *retention*. As shown in the West Ridge

Recreation Programming summary, the team has made strides to cultivate a well-rounded and welcoming program portfolio. To foster the growth, the team will be weaving elements of those programs through camp curriculum by inviting programming staff to be special guests at camp. With seasonal exposure to the year-round programs, immediate and personalized end-of-summer invitations to register for fall, and continued communication with campers and parents, the team looks toward creating avenues of 12-month subject-specific enrichments.

Staple, yet unique, Park District of Highland Park camp amenities such as before and after care and interdepartmental field trips to Heller Nature Center, Hidden Creek Aqua Park, the Golf Learning Center and Centennial Ice Arena create an inviting camp environment. With the implementation of e-PACT (a product designed to expedite the collection of information for campers), parents will experience an increase in registration efficiency and staff will experience a streamlined portal for camper information.

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

### **Special Events**

The events of 2022 have been well received, well attended, and rewarding. Some quick enrollment data points:

- Q2: Mad Hatter Tea Party (75), Wonderland Egg Hunt (500), Daddy-Daughter Dance (286)
- Q3: Family Hoe Down: (82), West Ridge Open House (170), Family Luau (62)
- Q4: Touch a Truck (est. 1,000), HP Hauntings (450)

Though popular during the COVID-19 pandemic, the team has seen a sharp decline in outdoor drive-in movies (only one of 6 was successfully held in a 12-month period). Considerations for alternative, yet similar programs, include concerts and movies in varying Highland Park Parks for the warmer weather months.

The 2023 goal includes:

- Capitalize on the financial successes of smaller one-day workshops and the attendance successes of special events to develop mid-range events (extraordinary experiences that serve a large population). This will be accomplished while abiding by a pre-determined maximum enrollment to maintain organization and safety. Events are planned consciously to achieve full inclusivity, and are not subsidized by other programs or events.
- Mindfully consider the position of the Park District of Highland Park as a partner in the Independence Day events.

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

### **Hidden Creek AquaPark**

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

The 2023 budget estimates a deficit of \$169,233.21. Staffing for both management and safety is the most significant expenditure. The increase in the minimum wage and competition in the area for reliable summer staffing has resulted in a higher base wage. The Center's 2023 goals include being open for lap swim, swim lessons, camps, rentals, and open swim. Additionally, staff will be adding new lawn games/activities on the back hill for added extraordinary value to their visit. Hidden Creek will go through a few enhancements including updating shade structures, concrete replacement and resurfacing of the pool shell. The Aquatics Team is excited to provide an extraordinary and safe experience to our community in 2023.

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

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

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

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

The beach generates its revenue primarily from parking fees, annual parking passes, daily admission, and camp visits. Similar to Hidden Creek AquaPark, salaries and wages represent the most significant part of overall expenditures with the increase in minimum wage and the need to provide the community with well-trained lifeguards and access control to ensure a safe lakefront. To align with the district wide values, in 2023 Rosewood Beach will offer free admission days each month to welcome Highland Park's neighboring communities.

### **Park Avenue Boating Facility**

Park Avenue Boating Facility in 2023 will feature a new breakwater wall and concrete ramp, along with new launching docks. The area provides two parking lots and three boat storage areas plus indoor storage for stand-up paddle boards and masts and sails. It is home to the North Shore Yacht Club and the clubhouse is available to the public for private rentals.

The 2023 budget reflects Park Avenue open for sailing and boating with a deficit budget of \$4,558, while 2022 budgeted a net surplus of \$7,756. It is anticipated that after the first few years of operations the boating facility will always show a net surplus. Starting in 2022, and annually for the next 20 years, the Park Avenue Recreation Subfund has a \$118,750 per year transfer to support the costs associated with the new breakwater and ramp. In 2022 a boater loyalty program was offered which helped to ensure long term boater user commitment to the site. In addition, the district plans to continue to evaluate the

market annually and make adjustments accordingly to help increase revenue to provide better long-term fiscal stability.

### **Centennial Ice Arena**

Centennial Ice Arena was built in 1973 and houses indoor ice for hockey, figure skating, and public skate. Programs include a United States Figure Skating Association Basic Skills skating school, skating exhibitions for our Learn to Skate skaters, hosting a local skating competition, and an annual ice show event. Centennial is also home to the Highland Park Giants Hockey Club and Falcons Hockey Association. The District's gymnastics program has temporarily moved to Lincoln School, 711 Lincoln Ave West, and continues to have a strong local following, due to the temporary emergency closure of the building mid-year.

Centennial Ice Arena projection reflects a reduced surplus of \$47,000 for 2022 versus the original budget of surplus of \$185,000, due to unforeseen rink repairs, which has caused the rink to be closed from May through the remainder of 2022. Prior to the rink closure, staff had seen a consistent growth and return to almost normal programming levels in 2022, even with a slow start to the year due to Covid variations.

The Capital Plan has GreenPrint 2024 focusing heavily on the Centennial Ice Arena in 2022-2023. The District kicked off the renovation project at Centennial which will enhance the patron experience with an update to the lobby, locker rooms, restrooms, activity room and offices. The District is excited about this project and looks forward to an updated and refreshed facility in Spring 2023. A new Zamboni will be purchased in 2023, which will help continue to provide quality ice conditions for user groups and patrons.

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

### **Sunset Valley Golf Club**

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

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

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

2023 goals include maintaining the Sapphire Club at 200 members or more, continuing the partnership agreement with The Golf Practice for the Youth Golf Short Game Area, increasing the average cost per round to \$44, expanding match play golf events and creating a Thursday night couples league, finishing Phase 2 of the Sunset Valley Bridge Replacement Project and continuing to resurface cart paths

throughout the course.

### **Recreation Center of Highland Park**

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

Using the combined efforts of the fitness, aquatics, and registration staff, the goal for 2023 is to strengthen position in the community to be the number one provider for fitness and recreation. To achieve this goal the Recreation Center of Highland Park team has implemented a new post pandemic Business Plan with the following key initiatives.

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

### **Deer Creek Racquet Club**

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

The facility is a full year operation and has high Community utilization. During 2022, indoor tennis and outdoor tennis were extremely popular. So much so, that in 2022 program participation continued to set record numbers for both adults and juniors and the District hopes the trend will continue throughout 2023. Indoor Pickleball programming and participation has rapidly increased in response to Community interest and participation.

Revenue is comprised of lessons, programs, and camps. Outdoor pickleball court rentals

continue to increase, and staff expect the same participation in 2023.

### **Heller Nature Center**

Heller Nature Center was built in 1980 and is surrounded by a 97-acre nature preserve. Built as an environmental learning facility, Heller hosts an indoor nature exhibit, environmental programs, events, campfires, a nature play space, and a working bee apiary. Heller Nature Center is a facility that generates revenue primarily from family and after school programs, teams' course, and specialty camps, with additional revenue earned from rentals and the sale of merchandise (Heller Honey). Despite this budget reflecting a deficit, Heller has goals to help lessen it by increasing room rentals, camp participation and teams' course use.

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

Since the Park District of Highland Park started operating the Learning Center, per the lease agreement, we have seen a surplus the past 3 years. We are projecting a surplus for the 2023 season of \$13,459. The following projects were completed in 2022: repaving the parking lots, new sign on Hwy 41 and had a full season on the new miniature golf carpet. 2023 goals include possibly replacing the irrigation pumps which are over 25 years old.

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

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

Overall, within the 2023 budget, the program net is 46%, camp is 46%, lessons is 45%, and memberships is 83%. Since staff has been following the Revenue Policy, the percentage of net revenue has been steadily increasing (except for memberships at the Recreation Center, due to low enrollment since the pandemic), providing increased support for overhead not accounted for at the Cost Center level.

### **Facilities operating at a deficit**

The Park District has several facilities budgeted to operate at a deficit. In each instance, the primary reason for the deficit is that the facility is also responsible for the costs to maintain the facility. It is due to maintaining the facilities that deficits exist for the West Ridge Center, Heller Nature Center, and the Recreation Center of Highland Park. Programs held at each of these facilities comply with the revenue policy.

Hidden Creek Aqua Park and Rosewood Beach, in addition to maintenance, also must deal with a short season, environmental factors, and increasing employee wages with continued increase in the minimum wage and competition in the area for reliable summer staffing. The cost of chemicals at the pool has also increased sharply with inflation.

Centennial Ice Arena is showing a deficit due to anticipated closure during the first quarter of the year while the rink is replaced, and lobby renovations are completed.

Park Avenue is expected to run at a loss for the first few seasons as a Recreation Subfund. Eventually, the deficit will flip to a surplus and will continue to be able to fund its own operations.

## **SUMMARY**

Per Park District Code, each district shall within or before the first quarter of each fiscal year, adopt a combined annual budget and appropriation ordinance. Following the timeline for the 2023 Budget, adoption of the Consolidated Budget and Appropriation will occur at the special February 2023 Park Board Meeting, well within the established deadline.

With new opportunities in an ever-changing community landscape, the Park District of Highland Park strives to provide relevant programs, facilities, and parks. The 2023 Budget plans for inflation and staffing shortages. We have incorporated more for those with less and incorporated new values. In effort to remain both fiscally responsible and strategic in the delivery of services to the community, staff anticipates development of its new strategic plan, implementation of the updated compensation plan, and increased collaboration with the Parks Foundation and a fundraising coach to support Campaign Fundraising. Changes to Policy 4.02, Naming or Renaming Parks, Buildings and Facilities, took place late in 2022 in order to stimulate donations for many of the unfunded or underfunded capital projects.

Preparation of the 2023 Budget was made possible by the dedicated Park District of Highland Park staff and coordinated by the Finance staff. Many thanks to the Board of Commissioners for their dedication, support, and service to the District.



<b>Old Elm Park</b>		
Playground Replacement	10,000	Tier 3: Scheduled Replacement
<b>Total Old Elm Park</b>	<b>10,000</b>	
<b>Port Clinton Park</b>		
Playground Replacement	10,000	Tier 3: Scheduled Replacement
<b>Total Port Clinton Park</b>	<b>10,000</b>	
<b>R. D. Deutsch Park</b>		
Playground Improvements	40,000	Tier 3: Scheduled Replacement
<b>Total R. Deutsch Park</b>	<b>40,000</b>	
<b>Rosewood Beach</b>		
Replace Interpretive Center Sound System	15,000	Tier 4: Improve Existing Items
<b>Total Rosewood Beach</b>	<b>15,000</b>	
<b>Sunset Woods Park</b>		
SW Master Plan - Site Survey	20,000	Tier 4: Improve Existing Items
OSLAD Funding Reimbursement	-300,000	Tier 3: Scheduled Replacement
<b>Total Sunset Woods Park</b>	<b>-280,000</b>	
<b>The Preserve</b>		
GreenPrint - HPCC Conversion	40,000	Tier 1: Safety/Legal Compliance
Compton Avenue Trail	25,000	Tier 1: Safety/Legal Compliance
<b>Total Community Park</b>	<b>65,000</b>	
<b>Totals-District Wide, Technology and Parks</b>	<b>2,974,721</b>	
<b>FACILITIES</b>		
<b>Centennial</b>		
GreenPrint - Centennial Facility Renovation	1,654,331	Tier 3: Scheduled Replacement
Giants Locker Room License Fee	-32,527	Tier 3: Scheduled Replacement
Sound System Replacement	75,000	Tier 4: Improve Existing Items
Water Heater Replacement	110,000	Tier 3: Scheduled Replacement
Flooring	30,000	Tier 3: Scheduled Replacement
Security Enhancements - Door Fobs	89,362	Tier 4: Improve Existing Items
Zamboni Replacement	178,855	Tier 3: Scheduled Replacement
Dehumidification System Repairs	20,000	Tier 3: Scheduled Replacement
GreenPrint - Gymnastics Conversion	20,000	Tier 4: Improve Existing Items
<b>Total Centennial</b>	<b>2,145,021</b>	
<b>Deer Creek Racquet Club</b>		
Racquetball Court Conversion Planning /Locker Room Renovation	200,000	Tier 4: Improve Existing Items
Structural Repairs	200,000	Tier 2 : Critical Repair/Replacement
Backdrop Curtains	45,000	Tier 3: Scheduled Replacement
<b>Total Deer Creek Racquet Club</b>	<b>445,000</b>	
<b>Golf Learning Center</b>		
Irrigation Pump System Replacement	100,000	Tier 2 : Critical Repair/Replacement
<b>Total Golf Learning Center</b>	<b>100,000</b>	
<b>Heller Nature Center</b>		
HVAC Replacement	55,000	Tier 3: Scheduled Replacement
Covered Parking Area	15,000	Tier 5: New
Blue Trail Renovation	42,000	Tier 2 : Critical Repair/Replacement
<b>Total Heller Nature Center</b>	<b>112,000</b>	
<b>Hidden Creek Aqua Park</b>		
Pool Shell Replacement	400,000	Tier 2 : Critical Repair/Replacement
Shade Structure Replacements	200,000	Tier 4: Improve Existing Items
Concrete Resurfacing	400,000	Tier 2 : Critical Repair/Replacement
Splash Pad Pump	12,500	Tier 3: Scheduled Replacement
Bathhouse Water Heater Replacements	30,000	Tier 3: Scheduled Replacement
Deck Chair Replacement	50,000	Tier 3: Scheduled Replacement
<b>Total Hidden Creek</b>	<b>1,092,500</b>	

<b>Park Avenue Beach and Boating Facility</b>		
Breakwater and Boat Ramp Replacement	959,956	Tier 2 : Critical Repair/Replacement
Breakwater and Boat Ramp Ancillary Items	280,000	Tier 2 : Critical Repair/Replacement
Breakwater and Boat Ramp Ancillary Items Grant/Donations	-280,000	Tier 2 : Critical Repair/Replacement
South Storage Pad Repair - Phase 1	500,000	Tier 2 : Critical Repair/Replacement
Rebuild Boat Ramp Deck	10,000	Tier 3: Scheduled Replacement
Gate Pay Station	25,000	Tier 4: Improve Existing Items
Site Master Plan Phase 1 Improvements	88,000	Tier 4: Improve Existing Items
OSLAD Grant	-200,000	Tier 4: Improve Existing Items
<b>Total Park Avenue Beach</b>	<b>1,382,956</b>	
<b>Recreation Center of Highland Park</b>		
Gymnasium Fan Replacement	25,000	Tier 3: Scheduled Replacement
Equipment Upgrade/Replacement	74,655	Tier 3: Scheduled Replacement
Gymnasium Floor Resurfacing	65,000	Tier 3: Scheduled Replacement
Pool Deck Replacement	45,000	Tier 3: Scheduled Replacement
Pool Dehumidification System Replacement	550,000	Tier 3: Scheduled Replacement
Locker Room Repair/Replacement & Planning	100,000	Tier 3: Scheduled Replacement
<b>Total RCHP</b>	<b>859,655</b>	
<b>SVGC</b>		
Triflex Greens Mower 1	37,701	Tier 2 : Critical Repair/Replacement
Triflex Greens Mower 2	37,701	Tier 2 : Critical Repair/Replacement
Bridge Removal and Replacement	775,000	Tier 1: Safety/Legal Compliance
Golf Cart-lease	63,360	Tier 1: Safety/Legal Compliance
Cart Path Replacement	130,000	Tier 3: Scheduled Replacement
Utility Cart Purchase	31,500	Tier 3: Scheduled Replacement
Tree Pruning	15,000	Tier 3: Scheduled Replacement
ProCore 648 Aerifier	48,000	Tier 3: Scheduled Replacement
Triflex Tee Mower 1	52,000	Tier 3: Scheduled Replacement
Fairway Expansion	15,000	Tier 4: Improve Existing Items
<b>Total SVGC</b>	<b>1,205,262</b>	
<b>West Ridge Center</b>		
Building Repairs <i>(Not needed if WRC Building Replacement occurs)</i>	825,000	
Window Replacement	250,000	
Plumbing Improvements	250,000	
Electrical Improvements	275,000	
Tuckpointing	50,000	
GreenPrint - Building Replacement	960,000	Tier 2 : Critical Repair/Replacement
Dodge Caravan 105	30,000	Tier 3: Scheduled Replacement
<b>Total West Ridge Center</b>	<b>990,000</b>	
<b>Total Facilities</b>	<b>8,332,394</b>	
<b>Total</b>	<b>11,307,115</b>	

<b>APPENDIX B</b>						
<b>Park District of Highland Park</b>						
<b>FIVE YEAR CAPITAL REPLACEMENT</b>						
<b>Fiscal Years Ending December 31, 2023 - 2027</b>						
<b>Description</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>	<b>TOTAL</b>
<b>Total Tier 1-3</b>	9,744,753	17,225,450	6,501,500	1,895,500	2,660,000	38,027,203
<b>Total Tier 4-5</b>	1,562,362	1,984,000	800,000	300,000	0	4,646,362
<b>5 YEAR CAPITAL TIER 1-5 TOTAL</b>	<b>11,307,115</b>	<b>19,209,450</b>	<b>7,301,500</b>	<b>2,195,500</b>	<b>2,660,000</b>	<b>42,673,565</b>
<b>Total Tier 6</b>	0	3,972,000	7,720,297	10,942,968	2,385,000	25,020,265
<b>5 YEAR CAPITAL TIER 1-6 TOTAL</b>	<b>11,307,115</b>	<b>23,181,450</b>	<b>15,021,797</b>	<b>13,138,468</b>	<b>5,045,000</b>	<b>67,693,830</b>
<b>Description</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>	<b>TOTAL</b>
<b>District Wide/Annual</b>	205,000	710,000	870,000	870,000	570,000	3,225,000
<b>Technology</b>	279,000	510,000	145,000	216,000	236,000	1,386,000
<b>Parks-Equipment</b>	676,721	352,000	245,000	306,000	267,000	1,846,721
<b>Brown Park</b>	0	2,570	50,000	0	545,000	597,570
<b>Central Park</b>	0	0	0	0	10,000	10,000
<b>Cloverdale Park</b>	0	16,570	20,000	440,000	0	476,570
<b>D. Cunniff Park</b>	95,000	994,070	2,510,000	0	95,000	3,694,070
<b>Kennedy Park</b>	0	25,000	0	0	0	25,000
<b>L. Fink Park</b>	1,014,000	30,000	1,115,000	0	35,000	2,194,000
<b>Laurel Park</b>	0	0	0	28,000	0	28,000
<b>Lincoln Park</b>	245,000	0	0	90,000	35,000	370,000
<b>Memorial Park</b>	0	0	0	20,000	0	20,000
<b>Millard Park</b>	210,000	20,000	95,000	0	1,500,000	1,825,000
<b>Moraine Park</b>	100,000	425,000	20,000	0	12,000	557,000
<b>Mooney Park</b>	0	1,200	0	0	7,000	8,200
<b>Moroney Park</b>	290,000	0	0	0	0	290,000
<b>Old Elm Park</b>	10,000	480,770	0	0	24,000	514,770
<b>Port Clinton Park</b>	10,000	395,000	0	0	0	405,000
<b>Port Clinton Square</b>	0	50,000	0	0	0	50,000
<b>R. D. Deutsch Park</b>	40,000	0	0	0	0	40,000
<b>Rosewood Beach</b>	15,000	400,000	450,000	20,000	0	885,000
<b>Rosewood Park</b>	0	0	855,000	0	0	855,000
<b>Sunset Woods Park</b>	-280,000	1,417,500	864,797	3,067,968	640,000	5,710,265
<b>The Preserve</b>	65,000	125,000	0	20,000	0	210,000
<b>West Ridge Park</b>	0	560,000	0	0	0	560,000
<b>Woodridge Park</b>	0	3,770	0	0	140,000	143,770
<b>Totals-District Wide, Technology and Parks</b>	<b>2,974,721</b>	<b>6,518,450</b>	<b>7,239,797</b>	<b>5,077,968</b>	<b>4,116,000</b>	<b>25,926,936</b>
<b>FACILITIES</b>						
<b>Centennial</b>	2,145,021	696,000	251,000	56,000	546,000	3,694,021
<b>Deer Creek Racquet Club</b>	445,000	861,000	0	72,000	25,000	1,403,000
<b>Golf Learning Center</b>	100,000	60,000	1,588,000	35,000	35,000	1,818,000
<b>Heller Nature Center</b>	112,000	50,000	75,000	62,000	100,000	399,000
<b>Hidden Creek Aqua Park</b>	1,092,500	115,000	78,000	5,385,000	15,000	6,685,500
<b>Park Avenue Beach and Boating Facility</b>	1,382,956	1,007,000	1,850,000	2,000,000	0	6,239,956
<b>Recreation Center of Highland Park</b>	859,655	1,621,000	122,000	255,000	130,000	2,987,655
<b>SVGC</b>	1,205,262	723,000	338,000	195,500	78,000	2,539,762
<b>West Ridge Center</b>	990,000	11,530,000	3,480,000	0	0	16,000,000
<b>Total Facilities</b>	<b>8,332,394</b>	<b>16,663,000</b>	<b>7,782,000</b>	<b>8,060,500</b>	<b>929,000</b>	<b>41,766,894</b>
<b>5 Year Capital Grand Totals</b>	<b>11,307,115</b>	<b>23,181,450</b>	<b>15,021,797</b>	<b>13,138,468</b>	<b>5,045,000</b>	<b>67,693,830</b>

**APPENDIX C**

FULL-TIME RANGES BY BAND		
<b>Band A - Specialists, Coordinators and Maintenance</b>		
	<b>Minimum</b>	<b>Maximum</b>
1	43,500	60,900
2	46,980	65,772
3	50,738	71,034
4	54,797	76,716
<b>Band B - Supervisors, Managers and Technical</b>		
	<b>Minimum</b>	<b>Maximum</b>
1	59,500	83,300
2	63,368	88,715
3	67,486	94,481
4	71,873	100,622
<b>Band C - District Administrators</b>		
	<b>Minimum</b>	<b>Maximum</b>
1	80,500	112,700
2	98,613	138,058
3	120,800	169,120
<b>2023 PART TIME SALARY SCHEDULE</b>		
<b>Grade</b>	<b>Minimum</b>	<b>Maximum</b>
6	19.00	31.60
5	17.00	27.20
4	16.00	20.81
3	15.00	18.95
2	13.00	17.51
1	13.00	16.07
Labor and Maintenance	14.00	20.81
Specialized Instruction	28.50	54.00
Private Instructions	20.00	70.00

**APPENDIX D**

**EMPLOYEE  
STATISTICS**

The Park District of Highland Park has several employee classifications. Distinctions relate to the number of hours an employee is scheduled to work and whether an employee is full-time, part-time, or seasonal.

1. Full-Time Employees 40 or more hours per week: receive vacation, holiday, health insurance benefits and other paid time off. These employees also, contribute to, and if vested, would be eligible for retirement benefits from IMRF (Illinois Municipal Retirement Fund).
2. Full-Time Employees 30 to 39 hours: eligible to participate in health insurance and IMRF.
3. Part-Time Employees working up 20 hours a week, or 1,000 hours per year: may be eligible for IMRF.
4. Short-term or Seasonal Employees are hired for a specific period of time, generally less than six months, regardless of expected hours per week. Included in this group are camp counselors and park staff.

The table below illustrates the allocation of full-time and part-time IMRF positions by Function for the two previous, current, and upcoming budget years. Information is presented based on the employee home department.

<b>IMRF STAFF ALLOCATION</b>				
	<b>Administration</b>	<b>Parks</b>	<b>Recreation</b>	<b>Total</b>
2020 Budget				
FT - IMRF	21	31	59	<b>111</b>
PT - IMRF	1	0	21	<b>22</b>
<b>Total 2020</b>	<b>22</b>	<b>31</b>	<b>80</b>	<b>133</b>
2021 Budget				
FT - IMRF	18	30	50	<b>98</b>
PT - IMRF	2	0	24	<b>26</b>
<b>Total 2021</b>	<b>20</b>	<b>30</b>	<b>74</b>	<b>124</b>
2022 Budget				
FT - IMRF	19	32	59	<b>110</b>
PT - IMRF	2	0	30	<b>32</b>
<b>Total 2022</b>	<b>21</b>	<b>32</b>	<b>89</b>	<b>142</b>
2023 Budget				
FT - IMRF	22	31	59	<b>112</b>
PT - IMRF	3	0	20	<b>23</b>
<b>Total 2023</b>	<b>25</b>	<b>31</b>	<b>79</b>	<b>135</b>

**APPENDIX E**

<b>CENTENNIAL ICE ARENA</b>	
<b>DAILY FEES</b>	<b>FEES</b>
ADULT PRACTICE	\$3.00
FREESTYLE – 30 MINUTES Drop-in	\$7.00
OPEN HOCKEY	\$10.00
ADULT PUBLIC SKATE	\$7.00
YOUTH PUBLIC SKATE	\$6.00
<b>RENTAL</b>	
CLASS SKATE RENTAL	\$3.00
PUBLIC SKATE RENTAL	\$4.00
MAIN RINK RENTAL	\$372.00
LATE NIGHT RINK RENTAL & SUMMER NON-PRIME	\$233.00
HP GIANTS	\$367.00
FALCONS	\$372.00
ACTIVITY ROOM RENTAL	\$80.00
<b>LESSONS</b>	
PRIVATE GYM - 30 MINUTES	\$45.00
PRIVATE GYM - 45 MINUTES	\$60.00
PRIVATE GYM – 60 MINUTES	\$75.00
SEMIPRIVATE - 30 MINUTES	\$65.00
SEMIPRIVATE GYM – 45 MINUTES	\$80.00
SEMIPRIVATE GYM – 60 MINUTES	\$95.00

**APPENDIX E**

<b>DEER CREEK RACQUET CLUB</b>	
<b>DAILY FEES</b>	<b>FEES</b>
RESIDENT	\$34.00
JUNIOR	\$31.00
SENIOR	\$34.00
<b>MEMBERSHIPS</b>	
INDIVIDUAL RESIDENT	\$192.00
INDIVIDUAL NON-RESIDENT	\$257.00
FAMILY RESIDENT	\$335.00
FAMILY NON-RESIDENT	\$457.00
JR RESIDENT	\$82.00
NON-RESIDENT JR	\$114.00
RESIDENT SR	\$142.00
SR NON-RESIDENT	\$192.00
<b>PRIVATE LESSONS</b>	
PRIVATE - 60 MINUTES	\$82.00
PRIVATE (HEAD PRO) - 60 MINUTES	\$92.00

**APPENDIX E**

<b>HIDDEN CREEK AQUAPARK</b>	
<b>DAILY FEES</b>	<b>FEES</b>
RESIDENT	\$11.00
NON-RESIDENT	\$16.00
10-PUNCH PASS - RESIDENT	\$99.00
10-PUNCH PASS - NON-RESIDENT	\$144.00

**APPENDIX E**

<b>ROSEWOOD BEACH</b>	
<b>SEASONAL SWIMMING PASSES</b>	<b>FEES</b>
RESIDENT (PER PERSON)	FREE
ADDITIONAL RESIDENT	FREE
NON-RESIDENT	\$100.00
ADDITIONAL NON-RESIDENT	\$25.00
DAILY BEACH PASS	\$10.00
DAILY PARKING PASS -1 HR	\$15.00
DAILY PARKING PASS - 4 HRS	\$40.00
<b>ANNUAL LAKEFRONT PARKING PASS</b>	
-	
RESIDENT (PER VEHICLE)	\$35.00
NON-RESIDENT (PER VEHICLE)	\$280.00

**APPENDIX E**

<b>PARK AVENUE BOATING</b>	
<b>DAILY FEES</b>	<b>FEES</b>
DAILY LAUNCH FEE	\$65.00
POWER BOAT LAUNCH ONLY	\$685.00
POWER BOAT LAUNCH ONLY (NON-RESIDENT)	\$880.00
POWER BOAT SEASON STORAGE NORTH PAD	\$1,733.00
POWER BOAT SEASON STORAGE NORTH PAD (NON-RESIDENT)	\$2,200.00
POWER BOAT YEARLY STORAGE NORTH PAD	\$1,943.00
POWER BOAT YEARLY STORAGE NORTH PAD (NON-RESIDENT)	\$2,420.00
SOUTH PAD YEAR-ROUND	\$1,155.00
SOUTH PAD YEAR-ROUND (NON-RESIDENT)	\$1,375.00
SEASONAL PARKING PASS	\$150.00
SEASONAL PARKING PASS (NON-RESIDENT)	\$240.00
STAND UP PADDLE	\$357.00
STAND UP PADDLE (NON-RESIDENT)	\$583.00
STAND UP PADDLE OUTDOOR	\$305.00
STAND UP PADDLE OUTDOOR (NON-RESIDENT)	\$528.00
SEASONAL BOAT STORAGE - BEACH	\$347.00
SEASONAL BOAT STORAGE - BEACH (NON-RESIDENT)	\$572.00
PERSONAL WATERCRAFT STORAGE	\$1,523.00
PERSONAL WATERCRAFT STORAGE (NON-RESIDENT)	\$1,980.00
PERSONAL WATERCRAFT STORAGE YEAR-ROUND	\$1,733.00
PERSONAL WATERCRAFT STORAGE YEAR-ROUND (NR)	\$2,200.00
YACHT CLUB BUILDING RENTAL	\$400.00
NSYC LICENSE AGREEMENT	\$7,497.00
WINTER STORAGE NORTH PAD	\$262.00
WINTER STORAGE NORTH PAD (NON-RESIDENT)	\$307.00
WINTER STORAGE SOUTH TIER	\$226.00
WINTER STORAGE SOUTH TIER (NON-RESIDENT)	\$270.00
WINTER STORAGE INDOOR SUP	\$75.00
WINTER STORAGE INDOOR SUP (NON-RESIDENT)	\$100.00
RAMP IMPROVEMENT FEE FOR PWC/MOTORBOATS	\$72.00
RAMP IMPROVEMENT FEE FOR PWC/MOTORBOATS (NON-RESIDENT)	\$88.00
MAST & SAIL STORAGE	\$72.00
MAST & SAIL STORAGE (NON-RESIDENT)	\$88.00
LOYALTY POWER BOAT LAUNCH ONLY	\$650.00
LOYALTY POWER BOAT LAUNCH ONLY (NON-RESIDENT)	\$800.00
LOYALTY POWER BOAT SEASON STORAGE NORTH PAD	\$1,650.00
LOYALTY POWER BOAT SEASON STORAGE NORTH PAD (NON-RESIDENT)	\$1,920.00
LOYALTY POWER BOAT YEARLY STORAGE NORTH PAD	\$1,850.00
LOYALTY POWER BOAT YEARLY STORAGE NORTH PAD (NON-RESIDENT)	\$2,020.00
LOYALTY PERSONAL WATERCRAFT STORAGE	\$1,450.00
LOYALTY PERSONAL WATERCRAFT STORAGE (NON-RESIDENT)	\$1,800.00
LOYALTY PERSONAL WATERCRAFT STORAGE YEAR-ROUND	\$1,650.00
LOYALTY PERSONAL WATERCRAFT STORAGE YEAR-ROUND (NR)	\$2,000.00

**APPENDIX E**

<b>RECREATION CENTER OF HIGHLAND PARK</b>		
<b>FULL FACILITY</b>	<b>RESIDENT FEES</b>	<b>N/R FEES</b>
DAILY FEE	\$12.00	\$15.00
7-DAY	\$35.00	\$40.00
10-PUNCH PASS	\$108.00	\$135.00
30 -DAY	\$79.00	\$89.00
CORE ANNUAL MEMBERSHIP - INDIVIDUAL	\$46.00	
CORE ANNUAL MEMBERSHIP - STUDENT/SENIOR/ADD-ON	\$39.00	
GROUP EX ONLY ANNUAL MEMBERSHIP - INDIVIDUAL	\$46.00	
GROUP EX ONLY ANNUAL MEMBERSHIP - STUDENT/SENIOR/ADD-ON	\$39.00	
CORE PLUS ANNUAL MEMBERSHIP - INDIVIDUAL	\$69.00	
CORE PLUS ANNUAL MEMBERSHIP - STUDENT/SENIOR/ADD-ON	\$59.00	
<b>AQUATICS</b>		
DAILY FEE	\$7.00	\$9.00
10-PASS	\$63.00	\$81.00
ADULT INDIVIDUAL	Part of RCHP pass	Part of RCHP pass
SENIOR INDIVIDUAL	Part of RCHP pass	Part of RCHP pass
<b>OPEN GYM</b>		
DAILY FEE	\$7.00	\$9.00
10-PASS	\$63.00	\$81.00
<b>TRAINING</b>		
<b>30 MIN SESSIONS</b>		
1 SESSION	\$47.00	\$57.00
3 SESSIONS	\$123.00	\$153.00
10 SESSIONS	\$356.00	\$456.00
<b>45 MIN SESSIONS</b>		
1 SESSION	\$63.00	\$73.00
3 SESSIONS	\$172.00	\$202.00
10 SESSIONS	\$518.00	\$618.00
<b>60 MIN SESSIONS</b>		
1 SESSION	\$75.00	\$85.00
3 SESSIONS	\$205.00	\$235.00
10 SESSIONS	\$637.00	\$737.00
<b>2 ON 1 SESSION (1 HR/PERSON)</b>		
1 SESSION	\$47.00	\$57.00
5 SESSIONS	\$205.00	\$255.00
<b>SMALL GROUP TRAINING (PER PERSON/4-6 CLIENTS)</b>		
4X4	\$108.00	\$128.00
4X8	\$205.00	\$245.00
<b>KIDSCLUB</b>		
DAILY FEE	\$7.00	\$10.00
JR ANNUAL MEMBERSHIP	\$25.00	
JR ADD-ON ANNUAL MEMBERSHIP	\$10.00	

**APPENDIX E**

<b>SUNSET VALLEY GOLF CLUB</b>		
	<b>RESIDENT FEES</b>	<b>N/R FEES</b>
<b>WEEKDAY (MON-THU)</b>		
PRIME TIME (OPEN-12:59PM)	\$44.00	\$49.00
MIDDAY (1-3:59PM)	\$39.00	\$43.00
TWILIGHT (4PM TO CLOSE)	\$29.00	\$33.00
SENIOR 18 HOLES	\$34.00	\$38.00
9 HOLES	\$29.00	\$33.00
SENIOR 9 HOLES	\$29.00	\$33.00
JUNIOR	\$25.00	\$25.00
<b>WEEKEND (FRI-SUN, HOLIDAY)</b>		
PRIME TIME (OPEN-12:59PM)	\$52.00	\$61.00
MIDDAY (1-3:59PM)	\$46.00	\$53.00
TWILIGHT (4PM TO CLOSE)	\$34.00	\$37.00
9 HOLES (1-3:59PM ONLY)	\$34.00	\$37.00
		<b>PRICE</b>
<b>CART RENTAL</b>		
18 HOLES		\$20.00
9 HOLES		\$15.00
18 HOLES SINGLE RIDER		\$25.00
9 HOLES SINGLE RIDER		\$20.00

## APPENDIX F

### GLOSSARY

**Annual Budget:** A plan proposed by the Park District Board of Commissioners for raising and expending monies for the recreation interests of residents.

**Appropriations:** Amounts expended for the administration, maintenance and management of properties and programs for the Park District of Highland Park.

**B & A:** Budget and Appropriations Ordinance considered by the Board of Commissioners.

**Board of Commissioners:** Independent board of five, elected at-large by residents, of the Park District of Highland Park.

**CP:** CP is the acronym for the Park District of Highland Park's district-wide Capital Improvement Plan.

**CPRP:** Certified Park and Recreation Professional, a designation for professionals with a bachelor's or higher degree that meets certain years of experience and successfully pass an NRPA examination.

**Deferred Projects:** Capital projects that were appropriated and considered important enough for continued work in the next fiscal year.

**EAV:** Equalized Assessed Valuation, property value on which real estate taxes are levied.

**Fund:** Fiscal and accounting tool with a self-balancing set of accounts to record revenue and expenditures.

**GFOA:** Government Finance Officers Association, a group that promotes the professional management of governments for the public benefit.

**IAPD:** Illinois Association of Park Districts, a statewide organization of park districts that promotes quality of life through education, research, and advocacy.

**IMRF:** Illinois Municipal Retirement Fund, a state-established retirement fund for municipal workers. (Employees and the District pay into this defined benefit plan.)

**IPRA:** Illinois Parks and Recreation Association, a statewide organization of parks and recreation professionals advocating the benefits of parks, recreation, and conservation.

**Major/Non-Major Funds:** A fund is considered major if it is the primary operating fund of the District or its assets, liabilities, revenues, or expenses are at least 10% of the corresponding total for all funds.

**Modified Accrual Accounting:** An accounting method commonly used by government agencies. Revenues are recognized when they become available and measurable; expenditures generally are recognized when liabilities are incurred.

**NRPA:** National Parks and Recreation Association, an organization of citizen boards and professionals interested in parks and recreation operations in the United States.

**NSSRA:** Northern Suburban Special Recreation Association, is an extension of ten park districts, two cities and one village in the northern suburbs of Chicago that pool resources to serve adults and children with disabilities.

**PDRMA:** Park District Risk Management Association, an association of more than 150 parks and conservation districts that pool resources to maximize safe park conditions while managing the risk of recreation activities.

**Tax Levy:** The amount the Park District requests from property owners, commercial and residential, to fund recreation activities of the communities.

**Tax Rates:** The rate derived from dividing the tax levy by the EAV (The tax rate, combined for all funds, is multiplied by the equalized assessed valuation of each real estate parcel to arrive at the taxes owed by each parcel owner. Amounts are billed semiannually, usually in May and August.)



PARK DISTRICT OF HIGHLAND PARK  
COMBINED BUDGET  
AND APPROPRIATION ORDINANCE  
JANUARY 1, 2023 TO DECEMBER 31, 2023

BOARD OF PARK COMMISSIONERS

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

Mari-Lynn Peters,  
Treasurer

Brian Romes,  
Executive Director

**ORDINANCE NO. 2023-01**

**AN ORDINANCE FOR A COMBINED BUDGET AND APPROPRIATION FOR THE PARK DISTRICT OF HIGHLAND PARK FOR THE FISCAL YEAR BEGINNING JANUARY 1, 2023 AND ENDING DECEMBER 31, 2023**

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

WHEREAS, a public hearing was held as to such Budget and Appropriation Ordinance on the **First Day of February 2023** and notice of said hearing was given at least one week prior thereto

as required

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

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

SECTION 1: That the amounts herein set forth, or so much thereof as may be authorized by law and as may be needed, are hereby budgeted and appropriated for the corporate purposes of the Park District of Highland Park, Lake County, Illinois to defray all necessary expenses and liabilities of said Park District, as specified in Section 2 for the fiscal year, beginning January 1, 2023 and ending December 31, 2023



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

I. The amount Budgeted and Appropriated For General Purposes:

	<u>Budget</u>	<u>Appropriation</u>
Salaries	\$3,471,802	\$3,818,982
Contractual Services	1,229,881	1,352,869
Insurance	1,292,998	1,422,298
Materials & Supplies	283,166	311,483
Maintenance & Landscaping	122,788	135,067
Utilities	165,099	181,609
Pension	285,266	313,792
Transfers Out	<u>2,123,020</u>	<u>2,335,322</u>
 Total Budgeted and Appropriated for General Fund:	 <b><u>\$8,974,020</u></b>	 <b><u>\$9,871,422</u></b>

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

Contractual Services	\$429,798	\$472,778
Transfer Out	<u>550,000</u>	<u>605,000</u>
 Total Budgeted and Appropriated for Special Recreation Fund:	 <b><u>\$979,798</u></b>	 <b><u>\$1,077,778</u></b>

III. The amount Budgeted and Appropriated For Recreation Purposes:

	<u>Budget</u>	<u>Appropriation</u>
Salaries	\$5,678,561	\$6,246,417
Contractual Services	1,194,309	1,313,740
Insurance	1,015,796	1,117,376
Materials & Supplies	354,558	390,014
Maintenance & Landscaping	391,829	431,012
Utilities	862,949	949,244
Pension Contributions	506,371	557,008
Cost of Goods Sold	57,835	63,619
Instructional Program	3,341,057	3,675,163
Capital Outlay	71,590	78,749
Transfers Out	<u>3,053,280</u>	<u>3,358,608</u>
Total Budgeted and Appropriated for The Recreation Fund:	<b><u>\$16,528,136</u></b>	<b><u>\$18,180,950</u></b>

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

Principal	\$2,260,000	\$2,486,000
Interest	1,080,700	1,188,770
Fees & Charges	<u>1,500</u>	<u>1,650</u>
Total Budgeted and Appropriated For the Debt Service Fund:	<b><u>\$3,342,200</u></b>	<b><u>\$3,676,420</u></b>

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

Contractual Services	\$1,347,000	\$1,481,700
Capital Outlay	<u>11,972,642</u>	<u>13,169,905</u>
Total Budgeted and Appropriated For the Capital Projects Fund:	<b><u>\$13,319,642</u></b>	<b><u>\$14,651,605</u></b>
<b>Total Estimated Expenditures Budgeted (All Funds)</b>	<b><u>\$43,143,796</u></b>	
<b>Total Estimated Expenditures Appropriated (All Funds)</b>		<b><u>\$47,458,175</u></b>

## Summary of Funds Budgeted and Appropriated

	<u>Budget</u>	<u>Appropriation</u>
General Fund	8,974,020	9,871,422
Special Recreation Fund	979,798	1,077,778
Recreation Fund	16,528,136	18,180,950
Debt Service Fund	3,342,200	3,676,420
Capital Projects Fund	13,319,642	14,651,605
Total Budgeted	43,143,796	
Total Appropriated		47,458,175

Each of said sums of money and aggregate thereof are deemed necessary by the Board of Park commissioners of the Park District of Highland Park to defray the necessary expenses and liabilities of the foresaid Park District during the fiscal year beginning the 1st day of January 2023 and ending the 31st day of December, 2023 for the respective purpose set forth.

SECTION 3: All unexpended balances of appropriations for the fiscal year ending the 31st day of December 2023, and prior years, to the extent not otherwise re-appropriated for other purposes herein, are hereby specifically re-appropriated for the same general purposes for which they were originally made and may be expended in making up any insufficiency of any other items provided in this appropriation ordinance, pursuant to law.

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

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

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

\$34,768,725
- b) Estimate of cash expected to be received during the fiscal year from all sources:
 

\$27,513,087
- c) Estimate of expenditures contemplated for the fiscal year:
 

\$37,417,496
- d) Estimate of cash and short-term investments expected to be on hand at the end of the fiscal year:
 

\$24,864,316

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

SECTION 6: This Ordinance is not intended or required to be in support of or in relation to any tax levy made by the Park District during the fiscal year beginning January 1, 2023, and ending December 31, 2023, or any other fiscal year.

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

Adopted this First Day of February 2023, pursuant to a roll call vote.

**Roll Call Vote:**

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

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

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

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

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

ATTEST:

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

SEAL

STATE OF ILLINOIS )  
 ) SS  
COUNTY OF LAKE )

CERTIFICATION

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

DO HEREBY CERTIFY, that the attached ANTICIPATED REVENUES BY SOURCE to be received by the Park District of Highland Park, Lake County, Illinois for the fiscal year beginning on the 1<sup>st</sup> day of January 2023 and ending on the 31<sup>st</sup> day of December 2023 to be as follows:

General real estate tax revenues	\$14,320,156
Personal property replacement tax revenue	400,000
Investment earnings revenue	43,000
Daily fees	2,582,600
Rental revenue	1,268,594
Program user fees	5,707,795
Merchandising retail sales revenue	119,464
Memberships revenue	893,518
Miscellaneous revenue	2,177,961
Transfers	5,726,300
	<hr/>
	\$33,239,388

The above is certified this First day of February 2023.

ATTEST:

\_\_\_\_\_  
Mari-Lynn Peters, Treasurer  
Park District of Highland Park

SEAL

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





# Memorandum

**To:** Park Board of Commissioners  
**From:** Brian Romes, Executive Director  
**Date:** January 25, 2023  
**Subject:** **Board Committee Updates**

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## **Summary**

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

# EXECUTIVE DIRECTOR'S MONTHLY REPORT

## FEBRUARY 1, 2023

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### UPCOMING MEETINGS

- Wednesday, February 1, 2023 / 6:00 p.m. / Special Meeting
- Wednesday, February 8, 2023 / 6:00 p.m. / Workshop Meeting
- Wednesday, February 22, 2023 / 6:00 p.m. / Regular Board Meeting

### UPCOMING EVENTS

- **Valentine's Candlelight Yoga, Friday, February 3, from 6:30 – 7:45 p.m. at RCHP**  
Join us for a candlelit night of a peaceful all-levels flow designed to deeply relax and connect to loved ones. Beautiful music, good vibes, chocolates, and wine included. (\$25/person)
- **Break Cabin Fever, Sunday, February 5, from 10 – 12:00 p.m. at HNC**  
Don't get stuck inside all winter, break your cabin fever. Enjoy games in the snow, live animals, science demos, crafts and more. Cross country skiing is available if snow is 4" deep. (Free event)
- **Sweetheart Surprise, Friday, February 10, from 4 – 5:00 p.m. at WRC**  
Get cozy with some heart-shaped fun while we create some unique sweet-inspired art to take home. Bring your imagination and creativity! (\$15 R/\$20 NR)
- **Family Art Night, Friday, February 17, from 5:30 – 7:00 p.m. at WRC**  
Join us for this family fun event that allows your creativity to run wild! Flex your artistic skills and be explorative of many art forms and techniques. (\$15 R/\$20 NR)
- **HP Strings: Annual Benefit Gala Concert, Sunday, February 19, from 3 – 5:00 p.m. at Ravinia Festival**  
The Strings' Annual Benefit concert in the intimate and acoustically perfect Bennett-Gordon Hall at Ravinia is the highlight of the season. For tickets call 847.831.3622. (\$40/person)
- **Family Tennis Night, Saturday, February 25, from 6 – 8:00 p.m. at DCRC**  
Bring your family and enjoy a night of tennis, pickleball and wallyball. Pizza provided. (\$38/family)
- **Page to Stage, Sunday, February 26, from 10 – 11:00 a.m. at WRC**  
This unique way of storytelling essentially brings stories to LIFE! Be prepared to be swept away into the magical worlds of beloved children's books as actors transform into funny, animated and adored characters, live, right before your eyes! This program includes a live performance, themed craft, and an enjoyable sweet treat! (\$22 R/ \$27 NR)

## DEER CREEK RACQUET CLUB – DECEMBER 2022

	2021 ACTUAL	2022 BUDGET	2022 ACTUAL
<b>Daily Court Rentals (Hours)</b>			
Tennis	288	160	309.5
Pickleball	NA	NA	125
Racquetball	25	25	50.25
<b>Private Lessons (Hours)</b>	200.25	270	202.5
<b>Drop-Ins</b>	173	209	130
<b>Memberships</b>	<b>563</b>	<b>384</b>	<b>818</b>

### News & Events

- There were 106 participants in our Winter Break Tennis Camp that ran from 9:00 a.m. - Noon.
- No classes were offered December 22 - January 8 (winter break) which allowed more court bookings.

## CENTENNIAL ICE ARENA – DECEMBER 2022

	2021 ACTUAL	2022 BUDGET	2022 ACTUAL
<b>Daily Drop-in Fees</b>			
Public Skate	1,312		0
Freestyle and Adult	426		0
Open Hockey	118		0
Open Gymnastics	<i>Not available at this time</i>		8
Skate Rental	927		0
<b>Punches Passes Sold</b>			
Public and Adult Skate	22		0
Freestyle	0		0
Skate Rental	0		0
<b>Facility Rentals Total Hours</b>	<b>111.49</b>	<b>105.47</b>	<b>0</b>

### News & 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 December. Ice will be out until 2023.
- Gymnastics programs are at Lincoln School. Fall 2 runs Oct 24-Dec 22. Fall 2 session has 351 gymnasts enrolled.
- Staff ran a Winter Mini Camp located at West Ridge Center that had 49 participants for the last week of December. Campers enjoyed swimming at RCHP, Gymnastics at Lincoln and crafts, sports and group activities at West Ridge Center.

	2021 ACTUAL	2022 BUDGET	2022 ACTUAL
Group Exercise Classes Conducted	157	200	173
Group Exercise Participation/Visits	1,317	1,700	2,040
Fitness Floor Visits	5,289	9,300	8,736
Track Visits	1,010	1,700	1,510
Personal Training Participation	458	530	540
Personal Training Sales (Units)	262.25	520	464.75
<b>Personal Training Revenue</b>	<b>\$16,788.38</b>	<b>\$34,500.00</b>	<b>\$27,839.25</b>
Private Swim Lesson Participation	48	45	45
Private Swim Lesson Sales (Units)	35	95	106
<b>Private Swim Lesson Revenue</b>	<b>\$2,179.00</b>	<b>\$4,179.90</b>	<b>\$7,823.0</b>

## RECREATION CENTER OF HIGHLAND PARK – DECEMBER 2022

MEMBERS	2021 ACTUAL	2022 BUDGET	2022 ACTUAL
Core	N/A	1,400	1,069
Core Plus	N/A	360	227
Group Exercise only	N/A	475	159
Promotional	154	150	76
Month to Month	(Non-Annual)	N/A	N/A
30 Day	(Non-Annual)	10	18
Annual 2021	667	N/A	N/A
Non-Annual 2021	169	N/A	N/A
<b>Total Members</b>	<b>990</b>	<b>2,395</b>	<b>1,473</b>

## **Fitness and Membership**

- In December fitness gained 69 new annual memberships. 21 of those new members participated in the 2-week free trial. There were 76 student/teacher 40-day Winter promotional memberships sold. Our membership net goal for December was 1450 and we finished the month with net 1473 total annual members, +23.
- Personal Training revenue and participation growth are a result of our increasing personal training rates in 2023. Members were allowed 2 additional packages to be purchased between December 1 and 31 at the 2022 rates.
- Group Exercise had a modified 2-week holiday schedule lowering the number of classes but exceeded participation goals with flexible work schedules.
- Overall usage in the facility is exceeding our goals. Pickleball and Wiggle Time continue to fill our open gym time. The community is using our facility in many healthy ways! The Rec Center Team is extremely excited for the New Year with new membership goals, innovative facility programming, the implementation of a CRM, and a heavy focus on retention.

## **Aquatics**

- Private lessons finished the year with a positive variance of \$43,236.13 due to adding additional prime instructors to the staffing roster and both Supervisor Gonzalez and Supervisor Mephram teaching private lessons during the fall.

# HELLER NATURE CENTER & ROSEWOOD INTERPRETIVE – DECEMBER 2022

## Community Programs

	2021 ACTUAL	2022 BUDGET	2022 ACTUAL
<b>Heller Nature Center</b>			
Participants / Programs	14/2		35/2
<b>Rosewood Interpretive Center</b>			
Participants / Programs	0/0		11/1

### News & Events

- Heller is ready to rent cross country skis.

## 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	711
November	78	167	193
December	315	292	303
<b>Totals</b>	<b>16,992</b>	<b>20,922</b>	<b>13,559</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	725
November	0		131
<b>Totals</b>	<b>9,169</b>	<b>10,714</b>	<b>9,113</b>

#### News & Event

- December had more participation than budgeted. The last week, between Christmas and New Years was very busy.

## DISTRICT WIDE RENTALS – DECEMBER 2022

	2021 ACTUAL	2022 BUDGET	2022 ACTUAL
<b>Heller Nature Center</b>			
Rentals	0	2.5	17
Party Package	0	0	0
<b>Rosewood Interpretive Center</b>			
Rentals	0	2	26.5
Party Package	0	0	1
<b>Recreation Center of Highland Park</b>			
Rentals	0	74	29 <i>(minus athletics)</i>
Party Packages	0	0	1
Athletics Rentals	-	-	51.5
<b>West Ridge Center</b>			
Rentals	0	10	11.5
Party Packages	0	0	3
<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>88.5</b>	<b>135.5</b>
<b>Total Party Packages</b>	<b>0</b>	<b>0</b>	<b>5</b>

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

## GRANT-IN-AID – DECEMBER 2022

	2021 ACTUAL	2022 BUDGET	2022 ACTUAL
<b>Total YTD Subsidy</b>	<b>\$51,627.77</b>	<b>\$100,000.00</b>	<b>\$71,833.88</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:**

- N/A

# Marketing Board Report (Dec 2 – Jan 2)

## SOCIAL MEDIA



**5,890**  
FOLLOWERS



**2,229**  
FOLLOWERS

## EMAIL



**31,860**  
TOTAL AUDIENCE

## PDHP.ORG



**24,201**  
VISITORS

**32,765**  
VISITS

**60,147**  
PAGEVIEWS

## DIGITAL GUIDE



**599**  
VIEWS

## APP



**1,135**  
INSTALLATIONS

### Updates

- In 2022, the website received the 334,285 visitors, 484,340 visits and 886,721 pageviews:
  - When compared to 2021, there was an increase of 66.7% visitors, 47.14% visits and 32.87% pageviews
  - The website's traffic nearly tripled since 2019
- In 2022, our Facebook received 1,213 new followers

### New Technology

- Customer Relationship Management System (CRM) for Recreation Center of Highland Park: Researching and vetting several vendors, we made the decision to move forward with Plan2Play, a fitness business platform, and are scheduled to kick off implementation on Thursday, Jan. 18. The objective with the new CRM is to efficiently convert more leads into members through automated email & text messaging flows.
- District-Wide Intranet: Staff are in the beginning stages of looking into an intranet system that would be used for internal employee communication (e.g., announcements, district-wide memos, etc.) and new employee onboarding (not only streamlining the onboarding process but supporting the effort to go paperless). We have seen a demo from one vendor and are honing-in on our desired features to continue the search for other viable platforms.

# Graphics

## KEEP YOUR LITTLE ONES BUSY THIS WINTER!

The fun doesn't stop when the temperatures drop! We have exciting wintertime activities to do with the kiddos.

### Listen to Stories in the Snow

Join us for a special story time in the snow. We'll read books about winter and have a snow machine. Space is limited. Sign up at [pdhp.org](#).

### Run around at Wrigley Time

Join us for a special run around at Wrigley Time. We'll have a snow machine and a special gift. Sign up at [pdhp.org](#).

### Best jammer! Jungle

Join us for a special jammer! Jungle. We'll have a snow machine and a special gift. Sign up at [pdhp.org](#).

### Sign up for a parent-tot swim lesson

Join us for a special parent-tot swim lesson. We'll have a snow machine and a special gift. Sign up at [pdhp.org](#).

### Plan for next fall & sign up for ParkSchool

Join us for a special plan for next fall & sign up for ParkSchool. We'll have a snow machine and a special gift. Sign up at [pdhp.org](#).

### Stake outdoors

Join us for a special stake outdoors. We'll have a snow machine and a special gift. Sign up at [pdhp.org](#).

### Go reading

Join us for a special go reading. We'll have a snow machine and a special gift. Sign up at [pdhp.org](#).

### Search outdoors

Join us for a special search outdoors. We'll have a snow machine and a special gift. Sign up at [pdhp.org](#).

---

**Time is running out!**

## REGISTER FOR SUMMER CAMP BY MON, FEB 28 AND SAVE UP TO \$100!

**REGISTER TODAY AT PDHP.ORG**

## SWING BATTER... SWING BETTER!

HITTING CLINIC WITH DAN PUENTE

### SUN JAN 22 WEST RIDGE CENTER GYM

**Ages 8-10: 10-11:45am | Ages 11-14: 12:30-2:15pm**

Improve your swing, boost your slugging percentage, and increase your overall knowledge of the game!

**DAN PUENTE**  
1st Base, Cleveland Indians

Sign up today at [pdhp.org](#)

## 2023 SUMMER CAMP

FIND YOUR ADVENTURE

**REGISTER TODAY!**

## Join us at our STEP INTO FITNESS OPEN HOUSE

**Sun, Jan 22 7am - 8pm**  
Recreation Center  
1207 Park Avenue W.

**FREE!** No registration required. Just drop in & enjoy!

## WINTER PLUNGE

Gather toys and treats in a Winter Wonderland!

**Sat Jan 14 • 1-2:30pm**  
Recreation Center of Highland Park  
All ages • Register today!

## Your donation makes a difference.

We need 1,000 people to donate **\$50**

Our goal is to raise \$50,000 for our Scholarship programs to ensure all Highland Park and Highland residents have equal access to summer camps, swim lessons, sports, nature, fitness, and arts programs in 2023.

**HOW YOU CAN HELP:**

- Donate now
- Share with your network

## GIFT YOUR HOMETOWN GEAR

**SHOP NOW**

Please join the PARKS FOUNDATION OF HIGHLAND PARK

## Champions GALA & CHARITY AUCTION

**WED • MARCH 15 | 6:30PM**  
STUDIO ONE | 1799 GREEN BAY RD.

TICKETS \$125 (PURCHASED BY FEB 15)  
\$175 (PURCHASED AFTER FEB 15)  
COCKTAIL ATTIRE

Enjoy a glamorous evening of signature cocktails from the open bar, phenomenal live entertainment, and exciting games of chance offered to sell up to \$100,000. The night's live auction features fabulous trips, dining experiences, and one of a kind items not available to a regular night on the town!

**FEATURED GUEST**  
**CHRIS CHELIOS**  
CHICAGO BLACKHAWKS  
HALL OF FAME

**PURCHASE TICKETS NOW!**

PROCEEDS WILL FUND CAMP & RECREATION SCHOLARSHIPS FOR HIGHLAND PARK & HIGHLAND RESIDENTS IN NEED.

Page ?	Pageviews ? ↓
	886,721 % of Total: 100.00% (886,721)
1. /	131,974 (14.88%)
2. /recreation-center-of-highland-park/	24,814 (2.80%)
3. /deer-creek-racquet-club/	19,670 (2.22%)
4. /hidden-creek-aquapark/	16,170 (1.82%)
5. /hidden-creek-aquapark	15,793 (1.78%)
6. /rosewood-beach/	15,009 (1.69%)
7. /rosewood-beach	14,968 (1.69%)
8. /recreation-center-of-highland-park/group-exercise-2/	14,077 (1.59%)
9. /rosewood-beach-passes/	13,958 (1.57%)
10. /highland-park-golf-learning-center/	13,495 (1.52%)
11. /heller-nature-center/	12,927 (1.46%)
12. /centennial-ice-arena/	12,518 (1.41%)
13. /events	11,112 (1.25%)
14. /lakefront-parking-decals/	10,998 (1.24%)
15. /recreation-center-of-highland-park/membership-passes/	10,736 (1.21%)
16. /get-involved/jobs/	9,470 (1.07%)
17. /highland-park-golf-learning-center	8,807 (0.99%)
18. /recreation-center-of-highland-park/open-gym-2/	8,735 (0.99%)
19. /2022-camps/	7,082 (0.80%)
20. /centennial-ice-arena/gymnastics-programs/	6,802 (0.77%)
21. /rentals	6,786 (0.77%)
22. /rivers-edge-mini-golf/	6,575 (0.74%)
23. /contact/	6,442 (0.73%)
24. /deer-creek-racquet-club/pickleball-programs/	6,403 (0.72%)

25. /bids-rfps/	6,394 (0.72%)
26. /deer-creek-racquet-club/junior-tennis-programs/	6,104 (0.69%)
27. /our-story/staff-directory/	5,872 (0.66%)
28. /deer-creek-racquet-club/adult-tennis-programs/	5,518 (0.62%)
29. /rosewood-beach/interpretive-center-rentals/	5,213 (0.59%)
30. /event/4th-of-july-celebration/	5,100 (0.58%)
31. /recreation-center-of-highland-park/learn-to-swim-programs/	4,996 (0.56%)
32. /centennial-ice-arena/figure-skating-hockey-programs/	4,945 (0.56%)
33. /baseball-programs/	4,912 (0.55%)
34. /recreation-center-of-highland-park/lap-open-swim/	4,791 (0.54%)
35. /interactive-map/	4,340 (0.49%)
36. /recreation-center-highland-park-fitness-center-health-club-aquatics/	4,204 (0.47%)
37. /project/sunset-woods-park-playground-renovation/	3,956 (0.45%)
38. /spring-2022/	3,812 (0.43%)
39. /hidden-creek-aquapark/aquapark-features/	3,774 (0.43%)
40. /projects	3,480 (0.39%)
41. /fall-2022/	3,457 (0.39%)
42. /west-ridge-center/	3,431 (0.39%)
43. /centennial-ice-arena	3,428 (0.39%)
44. /heller-nature-center/nature-programs/	3,361 (0.38%)
45. /recreation-center-of-highland-park	3,333 (0.38%)

## DEER CREEK RACQUET CLUB – FALL 2022

	2021 ACTUAL	2022 BUDGET	2022 ACTUAL
<b>Adult Tennis</b>			
1.0 Drill & Play/Start ReStart	20	8	16
2.0 Drill & Play	4	10	8
2.5 Drill & Play	31	17	31
3.0 Drill & Play	61	68	66
3.5 Drill & Play	72	47	77
4.0 Drill & Play	42	30	36
4.5 Drill & Play	12	18	8
Pickleball	NA	NA	197
Leagues	91	80	41
<b>Total Adult Tennis</b>	<b>333</b>	<b>278</b>	<b>480</b>
<b>Junior &amp; Youth Tennis</b>			
Red Ball 1	43	46	45
Red Ball 2	64	55	39
Orange Ball 1	22	25	25
Green Dot 1	31	31	26
JDP 1	41	38	50
JDP 2	71	55	51
JDP 3	45	33	44
Tournament Prep 1	39	16	40
Tournament Prep 2	45	45	49
High School	26	24	24
Junior Excellence	31	40	34
High School Excellence	59	50	47
Matchplay	43	45	63
<b>Total Junior &amp; Youth Tennis</b>	<b>560</b>	<b>503</b>	<b>537</b>
<b>Tennis Events</b>			
<b>Total Tennis Events</b>	<b>0</b>	<b>36</b>	<b>19</b>
<b>Total Tennis</b>	<b>893</b>	<b>817</b>	<b>1,036</b>

### Key Performance Highlights and Drivers

- N/A.

### News and Events

- N/A.

## CENTENNIAL ICE ARENA GYMNASTICS/SKATING FALL 2022

	2021 ACTUAL	2022 BUDGET	2022 ACTUAL
<b>Gymnastics</b>			
Adult / Child Gymnastics	122	84	212
Early Childhood Gymnastics	240	155	258
Youth Gymnastics	238	114	230
<b>Total Gymnastics</b>	<b>600</b>	<b>353</b>	<b>700</b>
<b>Hockey &amp; Figure Skating</b>			
Beginner Hockey	27	40	0
Adult Skating	10	15	0
Basic Skills Skating	292	172	0
Early Childhood Skating	98	96	0
Freestyle Skating	67	66	0
Specialty Skating	174	52	0
<b>Total Hockey &amp; Figure Skating</b>	<b>668</b>	<b>441</b>	<b>0</b>
<b>TOTAL PROGRAMS</b>	<b>1,268</b>	<b>794</b>	<b>700</b>

### Key Performance Highlights and Drivers

- Adult/Child Gymnastics is very popular, and parents are more comfortable having their kids in classes again.
- Moved Gymnastics to Lincoln School and families in that area of town really like the location.

### News and Events

- Hired a new Gymnastics Coordinator. Gymnastics is strong and has waitlists. Ice Rink was closed due to an ice repair project and renovation.

## RCHP FITNESS STATUS REPORT – FALL 2022

	2021 ACTUAL	2022 BUDGET	2022 ACTUAL
<b>Teen Fitness</b>			
Youth Full Circuits	0	16	13
Youth Kickboxing	0	16	10
Youth Warrior Yoga	0	12	0
<b>Total Fitness</b>	<b>0</b>	<b>44</b>	<b>23</b>

### Key Performance Highlights and Drivers

- Youth fitness classes continue to be at lower participation than expected. Fitness plans to run the 2 formats that have interest and work with marketing to better position us in the market.
- Intro to Fitness and Student memberships continue to be our largest growth participation. Teens are looking to technology in apps for fitness coaching.

## RCHP AQUATICS STATUS REPORT – FALL 2022

	2021 ACTUAL	2022 BUDGET	2022 ACTUAL
<b>Early Childhood Aquatics</b>			
Paddlers 1	47	30	37
Paddlers 2	44	30	36
Paddlers 3	23	30	33
<b>Total Early Childhood Aquatics</b>	<b>114</b>	<b>90</b>	<b>106</b>
<b>Parent Tot Aquatics</b>			
<b>Total Parent and Tot Aquatics</b>	<b>37</b>	<b>40</b>	<b>54</b>
<b>Youth Aquatics</b>			
Little Swimmers 1	34	20	37
Little Swimmers 2	50	20	38
Little Swimmers 3	27	20	31
Junior Swim 1	15	8	23
Junior Swim 2	9	8	7
Stroke Development	25	15	27
<b>Total Youth Aquatics</b>	<b>160</b>	<b>91</b>	<b>163</b>
<b>Total Aquatics</b>	<b>311</b>	<b>221</b>	<b>323</b>

### Key Performance Highlights and Drivers

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

## HELLER NATURE CENTER – FALL 2022

	2021 ACTUAL	2022 BUDGET	2022 ACTUAL
Early Childhood	0	8	7
Public Programs	242	332	358
After School	40	21	31
<b>Total Heller Programs</b>	<b>282</b>	<b>361</b>	<b>396</b>

## ROSEWOOD INTERPRETIVE CENTER – FALL 2022

	2021 ACTUAL	2022 BUDGET	2022 ACTUAL
Early Childhood	6	6	10
Public Programs	188	140	140
After School	53	18	97
<b>Total Rosewood Programs</b>	<b>247</b>	<b>164</b>	<b>247</b>

### Key Performance Highlights and Drivers

- N/A.
  
- N/A.

## HIGHLAND PARK LEARNING CENTER – FALL 2022

	2021 ACTUAL	2022 BUDGET	2022 ACTUAL
<b>Pre-Junior</b>			
Short Game	12	8	16
Full Swing	12	8	16
<b>Total Pre-Junior</b>	<b>24</b>	<b>16</b>	<b>32</b>
<b>Junior</b>			
Junior I	12	4	8
Girls Only	0	4	5
<b>Total Junior</b>	<b>12</b>	<b>8</b>	<b>13</b>
<b>Adult</b>			
Ladies	5	4	8
Adult	0	4	5
<b>Total Adult</b>	<b>5</b>	<b>8</b>	<b>13</b>
<b>Total HPGLC Programs</b>	<b>41</b>	<b>32</b>	<b>58</b>

**Key Performance Highlights and Drivers**

- N/A.

**News and Events**

- N/A.

## RECREATION – FALL 2022

	2021 ACTUAL	2022 BUDGET	2022 ACTUAL
Adult Ceramics	33	28	37
<b>Adult Enrichment</b>			
Coachable Canines	0	0	24
<b>Early Childhood Enrichment</b>			
Beat Builders Workshop	0	0	21
Imagination Station	0	0	7
Kindermusik	27	24	74
ParkSchool*	104	198	58
<b>Total Childhood Enrichment Programs</b>	<b>131</b>	<b>222</b>	<b>160</b>
<b>Dance Classes</b>			
Dance Classes	6	18	97
Dance Workshops	0	0	34
<b>Total Dance</b>	<b>6</b>	<b>18</b>	<b>131</b>
<b>Performing Arts</b>			
Piano Lessons	0	0	39
Theater Classes	12	24	28
<b>Total Performing Arts</b>	<b>12</b>	<b>24</b>	<b>67</b>
<b>Special Events</b>			
Dreidels and Donuts	34	0	26
Drive In Movie-Hocus Pocus	0	55	32
Elf Training Academy	0	0	18
Family Luau	65	115	62
Gingerbread House Workshop	0	0	31
Grinchmas	0	65	79
Highland Park Hauntings	446	225	452
Kid Kafe	0	0	12
Pigs, Pancakes and Pajamas	0	0	10
Polar Parade	26	0	26
West Ridge Trunk or Treat	0	0	42
<b>Total Special Events</b>	<b>571</b>	<b>460</b>	<b>790</b>

	2021 ACTUAL	2022 BUDGET	2022 ACTUAL
<b>Youth Art</b>			
Awesome Amazing Art	6	10	0
Clay Play	0	0	14
Clay Shop	12	12	23
<b>Total Youth Art</b>	<b>18</b>	<b>22</b>	<b>37</b>
<b>Youth Enrichment</b>			
Amazing Minds	10	6	7
Chess Ed	0	0	9
Coder School	0	6	14
Junior Chefs	0	0	36
Magic Class	10		24
STEM with LEGOs	0	0	32
<b>Total Youth Enrichment</b>	<b>20</b>	<b>12</b>	<b>122</b>
<b>Total Recreation Programs</b>	<b>791</b>	<b>786</b>	<b>1,368</b>

#### Key Performance Highlights and Drivers

- Coachable Canines, a dog training program, launched in the fall 2022.
- ParkSchool numbers for 2021 and 2022 are number of patrons. The budget for 2022 reflects the number of enrollments.
- Three notable areas of growth are Dance, Youth Enrichment and Single Day programs.
- The Recreation Department spent much of 2022 focusing on single day workshops and events while planning the larger program portfolio. This was intentional to allow the team to learn about the community and the comfortability level of families upon a return from the pandemic. Single day events proved successful and have given the Recreation Department a benchmark for how to program the full portfolio moving forward.

#### News and Events

- Into 2023, stakeholders can expect to see a newly launched Theater division, expanded Visual Arts and Music Divisions, expanded Early Childhood programs beyond and adjacent to ParkSchool, continued single day event offerings, and extraordinary special events.

## ATHLETICS STATUS REPORT – FALL 2022

	2021 Actual	2022 Budget	2022 Actual
<b>Baseball</b>			
Fall Baseball	230	236	280
Hitting League	107	56	108
<b>Total Baseball</b>	<b>337</b>	<b>292</b>	<b>388</b>
<b>Basketball</b>			
Parent Tot	16	15	19
Little Dribblers	25	15	25
All Star Boys 1st-2nd/Girls 1st-3rd	40	42	56
NCAA Boys 3rd-4th	32	32	32
HP House Girls 4th-6th	21	10	22
HP House Boys 5th-6th	27	28	39
Boys Travel Basketball	51	40	71
Boys Feeder Basketball	44	48	41
Girls Feeder Basketball	16	10	9
<b>Total Basketball</b>	<b>272</b>	<b>240</b>	<b>314</b>
<b>Camps</b>			
No School Football Camp	58	20	98
<b>Total Camps</b>	<b>58</b>	<b>20</b>	<b>98</b>
<b>Football</b>			
Flag Football 1st-2nd	28	32	34
Flag Football 3rd-5th	51	48	63
Flag Football 6th-8th	50	48	59
Arena Football 1st-8th	65	72	131
<b>Total Football</b>	<b>194</b>	<b>200</b>	<b>287</b>
<b>Volleyball</b>			
Clinic	13	8	32
<b>Total Volleyball</b>	<b>13</b>	<b>8</b>	<b>32</b>
<b>Athletics Total</b>	<b>874</b>	<b>760</b>	<b>1,119</b>

### Key Performance Highlights and Drivers

- N/A.

### News and Events

- N/A.