

NOTICE OF REGULAR MEETING

Wednesday, February 22, 2023

Regular Meeting

6:00 pm

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

REGULAR MEETING AGENDA

- I. CALL TO ORDER
- II. ROLL CALL
- III. ADDITIONS TO THE AGENDA
- IV. PUBLIC COMMENT FOR ITEMS ON AGENDA
- V. CONSENT AGENDA
 - A. Approval of the Minutes from January 11, 2023 Workshop Meeting
 - B. Approval of the Minutes from January 18 Policy Committee Meeting
 - C. Approval of the Minutes from the January 18 Facility and Recreation Committee Meeting
 - D. Approval of Resolution #2023-02: Authorizing an Increase in the Budgeted Year-End Fund Transfer Amounts
 - E. Approval of Ordinance #2023-02: Authorizing and Providing for the Conveyance or Sale of Surplus Personal Property
 - F. Approval of the 2023 Deer Creek Racquet Club Concrete and Masonry Repairs bid
 - G. Approval of the 2023 Routine Grounds Maintenance - North Route bid
 - H. Approval of the 2023 Routine Grounds Maintenance - South Route bid
 - I. Approval of the Rejection of the 2023 Routine Grounds Maintenance - Electric Route bid
 - J. Approval of the Changes to Personnel Policy #2.8 Definitions "Introductory Employees"
 - K. Approval of the Changes to Personnel Policy #3.2 Equal Employment Opportunity
 - L. Approval of the Changes to Personnel Policy #4.10 Performance Evaluations
 - M. Approval of the Changes to Personnel Policy #6.2 Fleet Safety
 - N. Approval of the Changes to Personnel Policy #6.14.2 / #6.15.2 Reimbursement During Business Travel
 - O. Approval of Personnel Policy #6.17 and #6.17 Nursing Mothers
 - P. Approval of the Changes to Personnel Policy #8.3 Sick Time
 - Q. Approval of the Changes to Personnel Policy #8.3 / #8.5 Bereavement
 - R. Approval of the Changes to Personnel Policy #10.3 Illinois Victims' Economic and Safety Act (VESSA)
 - S. Bills and Payroll in the amount of \$2,257,422.75
- VI. FINANCIAL FORECASTS TREASURER'S REPORT
- VII. UNFINISHED BUSINESS
- VIII. NEW BUSINESS
 - A. Parks Foundation Update
 - B. Board Committee Updates
 - C. Director's Report
 - D. Board Comments
- IX. OTHER BUSINESS

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

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
JANUARY 11, 2023**

The meeting was called to order at 6:02 p.m. Vice President Freeman.

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

ROLL CALL

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

Absent: President Grossberg

Staff Present: Executive Director Romes; Deputy Director Carr; Director Smith; Director Peters; Director Voss; Director Gogola; Director Kopka; Assistant Director Maliszewski; Assistant Director Murrin; Manager Schwartz; Coordinator Jackson; Coordinator Hejnowski

Guest Speakers: None

ADDITIONS TO THE AGENDA

None.

PUBLIC COMMENT FOR ITEMS ON THE AGENDA

None.

CONSTRUCTION PROJECT UPDATES

A. Millard Bluff Grading and Tree Removal project

Director Voss shared images of the current progress reporting that all the identified trees have been removed.

B. Moraine Beach Pathway project

Director Smith reported that the site should be open for use in 3 weeks after a handrail is installed along the boardwalk.

C. Park Avenue Breakwater and Boat Ramp Replacement project

Director Smith reported that the breakwater has been filled and shared images of the progress. The site is currently winterized. Construction will commence in the Spring of 2023.

D. Centennial Ice Arena Rink Floor Replacement project

Director Smith reported that the dasher boards are in and shared images of the current progress. He is pleased to report that the project is moving smoothly and on schedule.

E. Moroney Park Playground Replacement project

Manager Schwartz shared renderings of the newly replacement playground. Staff held a bid opening this afternoon for the park improvements, which will be reviewed at the January 17 Finance Committee Meeting. If a bid is approved construction will begin this Spring.

F. Centennial Ice Arena Facility and Site Renovations project

Manager Schwartz shared images of the lobby and entry renovations along with the exterior sidewalk and pathways.

APPROVAL OF CENTENNIAL ICE ARENA RENOVATION PROJECT CHANGE ORDER # 25

Manager Schwartz reported that Change Order #25 is primarily for the cost of custom built-in lobby benches. The Centennial Ice Arena overall budget includes \$275,000 for furniture, fixtures and equipment (FFE) not included in the contractors' scope, landscaping, and the sound system. The Park District worked with Woodhouse Tinucci Architects to design a furniture aesthetic for the lobby. The option the PDHP team recommends is a built-in bench option that will provide storage space and will be covered in the same rubber material as the floor. This option is durable, serves as much needed storage in the lobby, and will not be impacted by the wear and tear of skates. There is efficiency gained by working with the millwork contractor already on site. A small percentage of this change order addresses a minor change discovered in the field. She shared representative images of selected benches.

Commissioner Bernstein would like to know if TV's will be in the lobby.

Manager Schwartz reported that several TV's will be installed, some for informational and advertising purposes others to watch sports and shows.

Commissioner Ruttenberg would like to know if new lockers are being installed.

Manager Schwartz reported that new lockers are included with the facility renovations.

Overall, \$37,501 of this change order will be expensed to the FFE budget. The contingency fund will cover the remaining \$1,450. If approved, \$43,267.99 will remain in the project contingency fund.

A motion was made by Commissioner Bernstein and seconded by Commissioner Kaplan to accept Centennial Ice Arena Renovation Project Change Order #25 from Stuckey Construction in the amount of \$38,951 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

Nay: None

Absent: President Grossberg

Abstain: None

Motion Carried

REVIEW OF VOUCHERS

Director Peters reported that the only significant invoice was to cover the purchase of new trucks.

OTHER BUSINESS

Commissioner Bernstein requested that Executive Director Romes email the Park Board of Commissioners details about Martin Luther King Day.

OPEN TO THE PUBLIC TO ADDRESS THE BOARD

None.

CLOSED SESSION

A motion was made by Commissioner Ruttenberg, seconded by Commissioner Kaplan, to adjourn into Closed Session for discussion of Section 2(c)5 – the purchase or lease of real estate including discussion on whether a certain parcel of property should be acquired; Section 2(c)6 – the setting of a price for sale or lease of property owned by the District.

Roll Call:

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

Nay: None

Absent: President Grossberg

Abstain: None

Motion Carried

The meeting adjourned into Closed Session at 6:31 p.m.

The meeting reconvened into Open Session at 7:50 p.m.

Action From Closed Session If Any

Vice President Freeman reported that the Park Board of Commissioners met in Closed Session under Section 2(c)5 – the purchase or lease of real estate including discussion on whether a certain parcel of property should be acquired; Section 2(c)6 – the setting of a price for sale or lease of property owned by the District.

No action was taken.

Workshop Meeting Minutes
January 11, 2023

ADJOURNMENT

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

Respectfully submitted,

Roxanne Hejnowski, Assistant Secretary

**MINUTES OF A THE POLICY COMMITTEE MEETING
OF THE PARK DISTRICT OF HIGHLAND PARK
HELD ON JANUARY 18, 2023 5:09 P.M.**

Present: Vice President Freeman, President Grossberg

Commissioner Bernstein joined the meeting at 5:15 p.m.

Commissioner Kaplan joined the meeting at 5:28 p.m.

Commissioner Ruttenberg joined the meeting at 5:29 p.m.

Absent: None

Also, Present: Brian Romes, Executive Director, Mitch Carr, Deputy Director of Facilities and Operations, Dan Voss, Director of Parks, Liz Gogola, Director of Communications and Marketing, Jeff Smith, Director of Planning and Projects, Mari-Lynn Peters, Director of Finance, Chris Kopka, Director of Human Resources and Workforce strategy; Chris Maliszewski, Assistant Director of Recreation and Facilities; Amy Murrin, Assistant Director of Recreation and Facilities; Ryan Ochs, General Manager and Superintendent of Golf Operations; Roxanne Hejnowski, Executive Coordinator

Guest Speaker: None

Additions to the Agenda

None.

Pasquesi Park Naming

Director Gogola reported that Larry Pasquesi, a Highland Park Resident, contacted the Park District this past November, asking to make a \$250,000 donation to rename Cloverdale Park to Pasquesi Park in honor of his family and other Italian families that have settled in Highland Park beginning in the early 1900s. Cloverdale Park is located at 1780 Eastwood Avenue and is 3.44 acres. The park has a playground for 2-5 and 5-12year old's, tennis courts, a basketball court, a baseball field, and walking paths. Staff feel Devonshire Park would be more appropriate, based on the amount of the donation, the size of the park, and its amenities vs. Cloverdale. Staff suggested this to Mr. Pasquesi, who in return would reduce the donation amount since he is very interested in Cloverdale Park. Staff have not discussed terms with Mr. Pasquesi, however, he is aware of the Park District's Naming Rights Policy. Staff are looking for feedback from the Facility and Recreation Committee regarding the opportunity.

Commissioner Bernstein would like to know how much the Cunniff Family donated to rename the park for comparison.

Director Voss reported that Cunniff Park was renamed over 20years ago, so it's not a good comparison.

Commissioner Bernstein would like to know how much the Fox family donated to rename a baseball field.

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Executive Director Romes reported that the Fox family donated \$300,000 to rename a baseball field, an amenity within a park.

Vice President Freeman recommends putting a timeline or a term on every property being named after a family.

Commissioner Bernstein would like staff to explore what was done for Brian Schwartz to determine next steps and set parameters.

Employee Classification and Compensation Study Update

Executive Director Romes reported that the Employee Classification and Compensation study was conducted by GovHRUSA to ensure internal compensation equity, how the Park District classifies and compensates positions based on responsibilities and skills required to perform job and address external competitiveness to ensure positions within the classifications are comparable and competitive with similar organizations. The classification plan (grouping of employee positions with similar knowledge and skills to perform a job) looks at employee positions not employees in those positions.

Other business

None.

Open to the Public to Address the Board

None.

Adjournment

The meeting adjourned at 5:32 p.m.

Respectfully submitted,

Roxanne Hejnowski, Assistant Secretary

**MINUTES OF A THE FACILITY AND RECREATION COMMITTEE MEETING
OF THE PARK DISTRICT OF HIGHLAND PARK
HELD ON JANUARY 18, 2023 5:34 P.M.**

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

Absent: None

Also, Present: Brian Romes, Executive Director, Mitch Carr, Deputy Director of Facilities and Operations, Dan Voss, Director of Parks, Liz Gogola, Director of Communications and Marketing, Jeff Smith, Director of Planning and Projects, Mari-Lynn Peters, Director of Finance, Chris Kopka, Director of Human Resources and Workforce strategy; Chris Maliszewski, Assistant Director of Recreation and Facilities; Amy Murrin, Assistant Director of Recreation and Facilities; Ryan Ochs, General Manager and Superintendent of Golf Operations; Debbie Pierce, Districtwide Rental Manager, Kari Acevedo, Aquatics Manager; Roxanne Hejnowski, Executive Coordinator

Guest Speaker: None

Additions to the Agenda

None.

Lakefront User Fees

Manager Acevedo reviewed the proposed fees for lakefront parking decals and beach passes, noting that resident beach passes for Rosewood Beach will continue to be free, however, staff are proposing to increase the Resident lakefront parking decal fees by \$5.00 in 2023. Non-Resident parking decal fees and beach passes will not increase to align with rates at neighboring communities and low usage in 2022. Lakefront decals go on sale March 1, 2023.

Commissioner Ruttenberg would like to know the Non-Resident parking decal and beach pass rates.

Manager Acevedo reported Non-Resident parking decals are \$285 and beach passes are \$100 for individuals and \$25 for each additional family member in the same household.

President Grossberg does not support the \$500 increase for Resident lakefront parking decals.

Manager Acevedo shared the rates of neighboring communities, noting that the Park District of Highland Park is much lower aside from Glencoe whose rates align with ours.

Executive Director Romes reported that the Park District of Highland Park does not charge a swimming fee, whereas the neighboring communities charge daily parking and swimming fees.

Assistant Director Murrin provided a brief overview of the daily launch and parking fees at Park Avenue Beach and Boating Facility, noting that weekday rates for parking are \$20 per vehicle, weekends are \$30 per vehicle. To park and launch your boat or is \$35 weekdays, \$65 weekends. Daily launch and parking

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not available on holiday weekends. New this year, boaters can scan a QR code for gate access (7.5% transaction fee).

Manager Pierce reviewed the proposed Park Avenue Boating Facility Launch and Storage Fees, noting that staff are recommending fees increase by 5% for residents and 10% for non-residents. Current loyalty members will not see a fee increase due to being locked in the 5–10-year rate agreement. Registration for returning boaters begins March 15, registration for new resident boaters begins March 30, and registration for new non-resident boaters begins April 6.

The Park Board of Commissioners supports the 2023 Lakefront operations and user fees.

Closed Session

A motion was made by Commissioner Kaplan, seconded by Commissioner Bernstein to adjourn into Closed Session for discussion of Section 2(c)5 – the purchase or lease of real estate including discussion on whether a certain parcel of property should be acquired; Section 2(c)6 – the setting of a price for sale or lease of property owned by the District.

Roll Call:

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

Nay: None

Absent: None

Abstain: None

Motion Carried

The meeting adjourned into Closed Session at 5:44 p.m.

The meeting reconvened into Open Session at 6:48 p.m.

Action From Closed Session If Any

Vice President Freeman reported that the Facility and Recreation Committee met in Closed Session under Section 2(c)5 – the purchase or lease of real estate including discussion on whether a certain parcel of property should be acquired; Section 2(c)6 – the setting of a price for sale or lease of property owned by the District.

No action was taken.

Danny Cunniff Park Pickleball Project

Director Smith reported that in the fall of 2022 the Park Board of Commissioners supported staff's recommendation to convert some of the existing tennis courts at Danny Cunniff Park into pickleball courts, so staff are here this evening to provide a project update. Currently there are six (6) pickleball courts and 10 (10) tennis courts at Danny Cunniff Park. Staff would like to convert four (4) of the existing tennis courts. This project is recognized in the Capital Plan, however it is unfunded, so the conversion would

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January 18, 2023

need to be fully funded by donations, so staff are developing a fundraising committee. Since the project is unfunded, staff requested feedback from the Committee to determine a start date for construction, Spring of 2023, Fall of 2023, or Spring of 2024.

Commissioner Kaplan would like to know how much the project would cost.

Director Smith reported that the project is unfunded and estimated at \$200,000.

Commissioner Bernstein would like staff to find the funds to cover the project. He would also like the area relandscaped and the restrooms repaired. He's hoping that could be done in house to save costs.

Commissioner Kaplan, Commissioner Ruttenberg, and Vice President Freeman would like staff to move budgets around to fund this project.

The Committee supports moving forward with this project in the Spring of 2023.

Commissioner Ruttenberg would also like staff to develop a plan for future amenities at the site to truly enhance it.

West Ridge Center Facility Planning Improvements Update

The Park Board of Commissioners received the feasibility study initiative from BerryDunn. There were no questions or feedback from the Committee.

Other business

None.

Open to the Public to Address the Board

None.

Adjournment

The meeting adjourned at 7:04 p.m.

Respectfully submitted,

Roxanne Hejnowski, Assistant Secretary



Memorandum

To: Park Board of Commissioners

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

Date: February 22, 2023

Subject: **Approval of Resolution 2023-03 Authorizing an Increase in the Budgeted Year-End Fund Transfer Amounts**

Summary

The projected 2022 budget versus actual results shows a greater surplus than expected in both the Recreation and Special Recreation Funds. Additionally, more ADA projects were conducted in 2022 than anticipated, thus allowing for a greater reimbursement to the capital fund than originally expected. After careful review and in concert with discussions at previous Finance Committee Meetings, staff is recommending formal approval from the Park Board to increase fund transfers to the Capital Fund for the fiscal year ending 2022. The adjustment in transfers from the 2022 Budget to 2022 Proposed is below:

	2022 Budget	2022 Adjusted Budget	Change
Special Recreation Fund transfer to Capital Fund	\$500,000	\$507,164	\$7,164
Recreation Fund transfer to Capital Fund	\$2,000,000	\$3,000,000	\$1,000,000

The increase in transfers totals: \$1,007,164 to the capital fund.

Recommendation

Staff and the Park District Finance Committee recommend approval from the Park Board of Commissioners at the February 22, 2023, Regular Board Meeting of Resolution 2023-03 to increase fund transfers from the 2022 budgeted amounts.

PARK DISTRICT OF HIGHLAND PARK

RESOLUTION No. 2023-03

**A RESOLUTION AUTHORIZING THE TRANSFER OF FUNDS
OF THE PARK DISTRICT OF HIGHLAND PARK**

WHEREAS, the Park District of Highland Park (“Park District”) is a park district duly organized under Illinois Park District Code, 70 ILCS 1205/1 et seq.; and

WHEREAS, the Board of Commissioners (“Board”) of the Park District has full power to pass all necessary ordinances and resolutions to conduct the business of the Board (70 ILCS 1205/8.1(d); and

WHEREAS, the Park District’s Special Recreation Fund revenues may be used for the purpose of funding the District’s share of the expenses of providing recreational programs for persons with disabilities, including the provision of capital improvements to make the Park District’s facilities more accessible to such patrons; and

WHEREAS, the Park District’s Recreation Fund revenues may be used for establishing and maintaining recreational programs, including the provision of capital improvements to facilitate and host such programs; and

WHEREAS, the Park District is empowered to set aside any funds on hand at the end of the fiscal year that are not pledged for or allocated to a particular purpose to be transferred to a capital improvement fund and accumulated therein, but the total amount accumulated in the fund may not exceed 1.5% of the aggregate assessed valuation of all taxable property in the Park District; and

WHEREAS, the Board finds it to be in the best interest of the Park District and its residents to execute certain fund transfers to set aside money for capital expenditures.

NOW, THEREFORE, be it resolved by the Board of Commissioners of the Park District of Highland Park as follows:

Section One:

The recitals above are hereby incorporated into and made part of this Resolution.

Section Two:

The Park District’s Director of Finance is hereby authorized and directed to carry out the following transfers to set aside money for capital expenditures:

<u>From</u>	<u>To</u>	<u>Amount</u>
Special Recreation Fund	Capital Fund	\$507,164
General Fund	Capital Fund	\$1,000,000
Recreation Fund	Capital Fund	\$2,000,000

These transfers are permanent transfers of funds and the amounts are not intended to be, and will not be, repaid to the funds from which the amounts are being transferred.

Section Three:

If any section, paragraph or provision of this Resolution shall be held to be invalid or unenforceable for any reason, such invalidity or unenforceability shall not affect any of the remaining provisions of this Resolution.

Section Five: This Resolution shall supersede any resolution or motion, or parts of resolutions or motions, in conflict with any part herein, and any such resolution or motion, or parts thereof, are hereby repealed.

Section Six: This Resolution shall be in full force and effect upon its adoption.

ADOPTED this 22nd day of February, 2023 by a roll call vote as follows:

AYES: _____

NAYS: _____

ABSENT: _____

President, Board of Commissioners
Park District of Highland Park

ATTEST:

Secretary, Board of Trustees
Park District of Highland Park



Memorandum

To: Park Board of Commissioners

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

Date: February 22, 2023

Subject: **Approval of Ordinance 2023-02: Authorizing and Providing for the Conveyance or Sale of Surplus Personal Property**

Summary

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

Recommendation

Staff and the Park District Finance Committee recommend approval from the Park Board of Commissioners at the February 22, 2023, Regular Board Meeting of Ordinance 2023-02: Authorizing and Providing for the Conveyance or Sale of Surplus Personal Property, so that the Park District of Highland Park can dispose of surplus property as indicated in Addendum 1 of the Ordinance.

**PARK DISTRICT OF HIGHLAND PARK
ORDINANCE #2023-02**

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

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

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

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

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

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

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

Sell the Property to the highest bidder

or

Trade-In the Property

or

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

or

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

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

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

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

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

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

Adopted this 22nd day of February 2023.

Ayes: _____

Nays: _____

Absent: _____

President, Board of Park Commissioners
Park District of Highland Park

ATTEST:

Secretary, Board of Park Commissioners
Park District of Highland Park

STATE OF ILLINOIS)
)
COUNTY OF LAKE) SS.

SECRETARY’S CERTIFICATE

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

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

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

adopted at a duly called Workshop Meeting of the Board of Park Commissioners of the Park District, held by said District at 6:00 p.m. on the 22nd day of February.

I FURTHER CERTIFY that the deliberations of the Board on the adoption of said Ordinance were conducted openly via an Internet-based video conference platform, that the vote on the adoption of said Ordinance was taken openly, that said meeting was called and held at a specified time and place convenient to the public, that notice of said meeting was duly given to all of the news media requesting such notice, that said meeting was called and held in strict compliance with the provisions of the Open Meetings Act of the State of Illinois, as amended by Public Act 101-640, and the order of the President of the Board of Park Commissioners, and with the provisions of the Park District Code of the State of Illinois, as amended, and that the Board has complied with all of the provisions of said Act and said Code and with all of the procedural rules of the Board.

IN WITNESS WHEREOF, I hereunto affix my official signature and the seal of the Park District of Highland Park, Illinois this 22nd day of February 2023.

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

(SEAL)

Park District of Highland Park
Ordinance 2023-02
Surplus Property Ordinance
Addendum 1
List of Surplus Property

ID	Brand	Description	Model	Serial No.	Condition	Location	Est. Value	Notes
1	Ford	2007 cargo van	E250	1FTNE24L37DB39002	serviceable	Centennial Ice	\$500.00	
2	Big John	towable grill			poor	POGO	\$200.00	
3	Ford	2008 2wd pick up truck ext. cab	Ranger	1FTYR14U98PB01469	poor	POGO	\$500.00	rusted hole in bed
4	Ford	2008 2wd pick up truck ext cab w/lif	F150XL	1FTPX12V38FB31263	poor	POGO	\$500.00	rusted hole in bed
5	Kifco	1996 water reel	B-140	310152	bad	Cunniff garage	\$100.00	parts only
6	Toro	1994 ballfield groomer	Sand Pro		bad	Cunniff garage	\$50.00	parts only
7	Ford	2009 2wd utility box truck	F250	1FTNF20559EA62943	serviceable	POGO	\$500.00	rusted hole in bed
8	Toro	zero turn riding mower	Z Professional 7000	74267-313000136	bad	POGO	\$50.00	engine shot, striped of parts
9	Toro	zero turn riding mower	Z Professional 7000	7427-313000215	bad	POGO	\$50.00	motor sound like it's about to go
10	Toro	zero turn riding mower	Z Professional 7000	74267-313000135	serviceable	POGO	\$250.00	leaks hydraulic oil
11	Toro	zero turn riding mower	Z Professional 7000	74267-313000259	serviceable	POGO	\$250.00	leaks hydraulic oil
13	John Deere	2014 ballfield groomer	1200 Hydro		bad	Preserve pole barn	\$50.00	parts only
14	Columbia Cascade	blue bike rack	Super CycLoops 2175	n/a	good	Cunniff compound	\$50.00	no longer District standards
15	Columbia Cascade	blue bike rack	Super CycLoops 2175	n/a	good	Cunniff compound	\$50.00	no longer District standards
16	Columbia Cascade	blue bike rack	Super CycLoops 2175	n/a	good	Cunniff compound	\$50.00	no longer District standards
17	Columbia Cascade	blue bike rack	Super CycLoops 2175	n/a	good	Cunniff compound	\$50.00	no longer District standards
18	Columbia Cascade	blue bike rack	Super CycLoops 2175	n/a	good	Cunniff compound	\$50.00	no longer District standards
19	Columbia Cascade	blue bike rack	Super CycLoops 2175	n/a	good	Cunniff compound	\$50.00	no longer District standards
20	Dell	Server	Dell PowerEdge R610 Server	3D59TH1	fair	West Ridge Center	Unsure	
21	Dell	Server	Dell PowerEdge R610 Server	3Y2NNM1	fair	West Ridge Center	Unsure	
22	Dell	Server	Dell PowerEdge R610 Server	8BNXBX1	fair	West Ridge Center	Unsure	
23	HP	Switch	HP 2650 Switch	TW347PD03U	fair	West Ridge Center	Unsure	
24	Dell	computer	Dell OptiPlex 7010 PC	52CXNW1	fair	West Ridge Center	Unsure	
25	Dell	computer	Dell OptiPlex 7010 PC	4QW77V1	fair	West Ridge Center	Unsure	
26	Dell	computer	Dell OptiPlex 7010 PC	4QWD7V1	fair	West Ridge Center	Unsure	
27	Dell	computer	Dell OptiPlex 7010 PC	4QWG7V1	fair	West Ridge Center	Unsure	
28	Dell	computer	Dell OptiPlex 7010 PC	4LVZTV1	fair	West Ridge Center	Unsure	
29	Dell	computer	Dell OptiPlex 7010 PC	GR7FWV1	fair	West Ridge Center	Unsure	
30	Dell	computer	Dell OptiPlex 7010 PC	H8NNL02	fair	West Ridge Center	Unsure	
31	Dell	computer	Dell OptiPlex 7010 PC	H7WPL02	fair	West Ridge Center	Unsure	
32	Palo Alto	VM firewall	Palo Alto PA 300	9401028165	fair	West Ridge Center	Unsure	
33	Palo Alto	VM firewall	Palo Alto PA 200	1606039431	fair	West Ridge Center	Unsure	
36	Microsoft	Surface Pro Tablet	Microsoft Surface Pro Tablet	100000229	fair	West Ridge Center	Unsure	
37	Microsoft	Surface Pro Tablet	Microsoft Surface Pro Tablet	100000224	fair	West Ridge Center	Unsure	
38	Microsoft	Surface Pro Tablet	Microsoft Surface Pro Tablet	67095150453	fair	West Ridge Center	Unsure	
39	Microsoft	Surface Pro Tablet	Microsoft Surface Pro Tablet	46396744853	fair	West Ridge Center	Unsure	
40	Microsoft	Surface Pro Tablet	Microsoft Surface Pro Tablet	69193750353	fair	West Ridge Center	Unsure	
41	Microsoft	Surface Pro Tablet	Microsoft Surface Pro Tablet	57847444853	fair	West Ridge Center	Unsure	
42	Microsoft	Surface Pro Tablet	Microsoft Surface Pro Tablet	11437542553	fair	West Ridge Center	Unsure	
43	Microsoft	Surface Pro Tablet	Microsoft Surface Pro Tablet	57378544853	fair	West Ridge Center	Unsure	
44	Microsoft	Surface Pro Tablet	Microsoft Surface Pro Tablet	14976142553	fair	West Ridge Center	Unsure	
45	Lenovo	Laptop	Lenovo ThinkPad x370	MP 1DMBSN	fair	West Ridge Center	Unsure	
46	Dell	Laptop	Dell Latitude E5510	8HWRP1	fair	West Ridge Center	Unsure	
47	Gerber	printer and foil cartridges	Edge FX	n/a	good	West Ridge Center	\$1,000.00	no longer in use



Memorandum

To: Park Board of Commissioners

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

Date: February 22, 2023

Subject: **Approval of Deer Creek Racquet Club Concrete and Masonry Repairs Bid**

Summary

Staff has been addressing several facility issues at the Deer Creek Racquet Club. This includes water seepage through foundation walls, heaving of the floor around the drains in the locker room, deterioration of the steel lintel at the north emergency exit as well as brick façade cracks on the north elevation. The Park District hired engineering firm Wiss, Janey and Elstner to provide a scope for the repairs and associated drawings, both of which were issued for bid on January 10, 2023.

On January 31, 2023 the Park District received five (5) fully qualified and responsive bidders for this project. The lowest bidder was MAG Construction in the amount of \$81,180. The Park District has worked with MAG Construction on past projects. Staff have reviewed their qualifications for this type of work and have determined that it meets the requirements.

Financial Impact

Total Available 2023 capital replacement budgeted funds	\$200,000
MAG Construction Bid	\$ 81,180
Total Anticipated <u>UNDER</u> Budget	\$118,820

Recommendation

Staff and the Park District Finance Committee recommend approval from the Park Board of Commissioners acceptance of the bid from MAG Construction and authorization for the Executive Director to enter into a contract in the amount of \$81,180 for the Labor and Materials to conduct concrete and masonry repairs needed at Deer Creek Racquet Club.



Memorandum

To: Park Board of Commissioners

From: Dan Voss, Director of Parks; Brian Romes, Executive Director

Date: February 22, 2023

Subject: **2023 Routine Grounds Maintenance – North Route Bid**

Summary

The Park District of Highland Park received two bids on February 10, 2023 for the Routine Grounds Maintenance – North Route Bid. The bid proposal specifies weekly mowing and string trimming at 21 park sites and three alternate sites. The work specified in the bid would take place primarily over 26 weeks, beginning approximately the third week of April and continuing through the second week of October.

Bid Results

2023 Routine Grounds Maintenance – North Route Bid Tabulation

Contractor Name	Total Per Visit Cost	Total Base Contract @ 26 visits	Alternate 1 Total - Central Park	Alternate 2 Total - Heller Nature Center	Alternate 3 Total - The Preserve
Langton Group	\$3,000.50	\$78,013.00	\$3,510.00	\$871.00	\$40,500.00
Balanced Environments Inc	\$3,726.00	\$96,876.00	\$4,485.00	\$747.50	\$29,900.00

References from the lowest bidder, Langton Group were favorable.

Financial Impact

Total Budgeted Funds for Landscape Maintenance	\$209,937.00
North Route Base Bid	\$ 78,013.00
North Route Alternates 1-2	\$ 4,381.00
Total North Route Proposal Price	\$ 82,394.00
Total Proposal of Routine Grounds Maintenance – North Route (recommended for approval separately)	\$ 81,952.00
Anticipated Amount Under Budget	\$45,591.00

Recommendation

Staff and the Park District Finance Committee recommend approval from the Park Board of Commissioners acceptance of the 2023 Routine Grounds Maintenance – North Route base bid proposal and alternates 1-2 from Langton Group in the amount of \$ 82,394.00.



Memorandum

To: Park Board of Commissioners

From: Dan Voss, Director of Parks; Brian Romes, Executive Director

Date: February 22, 2023

Subject: **2023 Routine Grounds Maintenance – South Route Bid**

Summary

The Park District of Highland Park received two bids on February 10, 2023 for the Routine Grounds Maintenance – South Route Bid. The bid proposal specifies weekly mowing and string trimming at 16 park sites and seven alternate sites. The work specified in the bid would take place primarily over 26 weeks, beginning approximately the third week of April and continuing through the second week of October.

Bid Results

2023 Routine Grounds Maintenance – South Route Bid Tabulation

Contractor Name	Total Per Visit Cost	Total Base Contract @ 26 Visits	Alternate 1 Total – Fink. A Park	Alternate 2 Total – Fink. B Park	Alternate 3 Total – Jens Jensen Park	Alternate 4 Total – Laurel Park	Alternate 5 Total – Memorial Park	Alternate 6 Total – Rosewood Park	Alternate 7 Total – Yerkes Fountain
Langton Group	\$2,621.00	\$68,146.00	\$8,775.00	\$10,647.00	\$1,170.00	\$1,170.00	\$1,521.00	\$2,340.00	\$871.00
Balanced Environmental Inc.	\$2,689.87	\$69,936.62	\$12,408.50	\$13,604.50	\$1,495.00	\$1,495.00	\$1,943.50	\$2,990.00	\$149.50

References from the lowest bidder, Langton Group were favorable.

Financial Impact

Total Budgeted Funds for Landscape Maintenance	\$209,937.00
South Route Base Bid	\$ 68,146.00
South Route Alternates 1, 4-6	<u>\$ 13,806.00</u>
Total South Route Proposal Price	\$ 81,952.00
Total Proposal of Routine Grounds Maintenance – South Route (recommended for approval separately)	\$ 82,394.00
Anticipated Amount Under Budget	\$45,591.00

Recommendation

Staff and the Park District Finance Committee recommends approval from the Park Board of Commissioners acceptance of the 2023 Routine Grounds Maintenance – South Route base bid proposal and alternates 1, 4, 5, and 6 from Langton Group in the amount of \$ 81,952.00.



Memorandum

To: Park Board of Commissioners

From: Dan Voss, Director of Parks; Brian Romes, Executive Director

Date: February 22, 2023

Subject: **Rejection of the 2023 Routine Grounds Maintenance – Electric Route Bid**

Summary

The Park District of Highland Park received two bids on February 10, 2023 for the Routine Grounds Maintenance – Electric Route Bid. The bid proposal specifies weekly mowing and string trimming at 10 park sites using only electric/battery powered equipment. The sites were also included as alternates in the 2023 Routine Grounds Maintenance – North Route and South Route bids. The work specified in the bid would take place primarily over 26 weeks, beginning approximately the third week of April and continuing through the second week of October.

Bid Results

2023 Routine Grounds Maintenance – Electric Route Bid Tabulation

Contractor Name	Total Per Visit Cost	Total Base Contract Price @ 26 Visits
Langton Group	\$1,256.00	\$32,656.00
Balanced Environments Inc.	\$1,750.50	\$44,213.00

Due to the significantly higher per site, per visit cost, and the ability to maintain identified sites with Park staff and District owned electric mowers, staff and the Park District Finance Committee recommend rejection of the 2023 Routine Grounds Maintenance – Electric Route bid proposals.

Recommendation

Staff and the Park District Finance Committee recommend the Park Board of Commissioners reject all 2023 Routine Grounds Maintenance – Electric Route bid proposals.



Memorandum

To: Park Board of Commissioners

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

Date: February 22, 2023

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

Summary

In November 2022, the District worked with Park District counsel, Ancel Glink, to review the District's Part-Time Employee Personnel Policy Manual to ensure up to date compliance with Federal and Illinois law. The recommendations are listed below:

- **2.8 Definitions "Introductory Employees"**
Updated to include: "Completion of the introductory period does not change the employee's status as an at-will employee."
- **3.2 Equal Employment Opportunity**
Updated to comply with the CROWN act (**Public Act 102-1102** Illinois Human Rights Act).
- **6.2 Fleet Safety**
Updated to add language about expected compliance with all laws about cell phone usage and the expectation that all cell phone usage while operating a vehicle should be hands-free. Lastly, it clarifies responsibility for traffic violations incurred by employees while working.
- **6.14.2 Reimbursement Expenses During Business Travel**
Updated to include: "Failure to obtain authorization from the Park District prior to incurring the expense(s) shall relieve the Park District of any reimbursement obligations."
- **6.17 Nursing Mothers**
This policy did not exist in our prior manual and was added to follow the **Right to Breastfeed Act 740 ILCS 137/**.
- **8.3 Bereavement**
Updated to follow the **Illinois Family Bereavement Leave Act 820 ILCS 154/1** which replaced the Illinois Child Bereavement Leave Act.
- **10.3 Illinois Victims' Economic and Safety Act (VESSA)**
Updated to add:
 - Verbiage regarding "gender violence or any other crime."
 - update the definitions of Family or household member; Domestic Violence; Gender Violence; and Crime of Violence.
 - Update how often the District will ask for documentation regarding a VESSA leave.

Recommendation

Staff recommends that the Park Board of Commissioners approve the attached changes to sections 2.8, 3.2, 4.10, 6.2, 6.14.2, 6.17, 8.3, and 10.3 of the District's Part-Time Personnel Policy Manual.



Memorandum

To: Park Board of Commissioners

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

Date: February 22, 2023

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

Summary

In November 2022, the District worked with Park District counsel, Ancel Glink, to review the District's Full-Time Employee Personnel Policy Manual to ensure up to date compliance with Federal and Illinois law. The recommendations are listed below:

- **2.8 Definitions "Introductory Employees"**
Updated to include: "Completion of the introductory period does not change the employee's status as an at-will employee."
- **3.2 Equal Employment Opportunity**
Updated to comply with the CROWN act (**Public Act 102-1102** Illinois Human Rights Act).
- **4.10 Performance Evaluation**
Updated annual performance evaluations are completed by the first day of the calendar year instead of an employee's anniversary.
- **6.2 Fleet Safety**
Updated to add language about expected compliance with all laws about cell phone usage and the expectation that all cell phone usage while operating a vehicle should be hands-free. Lastly, it clarifies responsibility for traffic violations incurred by employees while working.
- **6.15.2 Reimbursement Expenses During Business Travel**
Updated to include: "Failure to obtain authorization from the Park District prior to incurring the expense(s) shall relieve the Park District of any reimbursement obligations."
- **6.18 Nursing Mothers**
Policy did not exist in our prior manual and was added to follow the **Right to Breastfeed Act 740 ILCS 137/**.
- **8.3 Sick Time**
Updated to further define personal care coverage.
- **8.5 Bereavement**
This section was updated to follow the **Illinois Family Bereavement Leave Act 820 ILCS 154/1** which replaced the Illinois Child Bereavement Leave Act.
- **10.3 Illinois Victims' Economic and Safety Act (VESSA)**
This section was updated to add:
 - "gender violence or any other crime."
 - The definitions of Family or household member; Domestic Violence; Gender Violence; and Crime of Violence.
 - How often the District will ask for documentation regarding a VESSA leave.

Recommendation

Staff recommends that the Park Board of Commissioners approve the attached changes to sections 2.8, 3.2, 4.10, 6.2, 6.15.2, 6.18, 8.3, 8.5 and 10.3 the Full Time Employee Policy Manual.

2. DEFINITIONS

2.1 Park District: Hereinafter also known as the Park District of Highland Park, the District, and we.

2.2 Board: Board of Park Commissioners.

2.3 Executive Director: Executive Director of Parks and Recreation.

2.4 Department Heads: Department Heads supervise one or more Supervisory and/or Managerial Employees.

2.5 Managerial Employees: Employees who are engaged predominately in executive and management functions, and who are responsible for carrying out management practices and policies.

2.6 Supervisory Employees: Employees who have supervisory authority over one or more employees.

2.7 Regular Employees: Employees, other than Department Heads, Managerial, or Supervisory employees, who have successfully completed the introductory period.

2.8 Introductory Employees: During the first four (4) months of employment with the Park District (the "introductory period"), all employees are classified as Introductory Employees for purposes of orientation, evaluation, and training, if any. Introductory Employees may also include employees who have previously served with the Park District and are beginning a new position. Completion of the introductory period does not change the employee's status as an at-will employee.

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3.2 Equal Employment Opportunity: Equal opportunity has been, and will continue to be, a fundamental principle at the Park District of Highland Park. In accordance with federal, state, and local law, it is the policy of the Park District to provide equal employment opportunities to all qualified persons. In order to provide equal employment and advancement opportunities to all individuals, employment decisions at the District will be based on merit, qualifications, and abilities. The District does not discriminate in employment opportunities or practices on the basis of actual or perceived race (including traits associated with race, including, but not limited to, hair texture and protective hairstyles such as braids, locks, and twists), color, religion, sex (including pregnancy and sexual harassment), sexual orientation (including gender identity), marital status, veteran status, citizenship status, national origin, ancestry, age, order of protection status, disability, genetic information, handicap, military status, record of arrest, or any other characteristic or classification protected by applicable federal, state, or local laws.

The District is committed to complying with the Americans with Disabilities Act (ADA) and ensuring equal opportunity in employment for all qualified persons with disabilities. In addition, to provide equal employment and advancement opportunities to all individuals, employment decisions at the District are based on knowledge, skill, and abilities.

The District respects the religious beliefs and practices of all employees and will make, upon request, an accommodation for such observances when a reasonable accommodation is available that does not create an undue hardship on District operations. An employee who seeks religious accommodation must submit a written request to the Executive Director or his/her designee.

Any employee with questions or concerns about any type of discrimination in the workplace is encouraged to immediately bring these issues to the attention of his or her immediate Supervisor or the Human Resources Department. Employees can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including discharge of employment.

4.10 Performance Evaluation: Supervisors and employees are strongly encouraged to discuss job performance and goals on an informal, day-to-day basis. Under ordinary circumstances, formal performance evaluations are conducted at the end of an employee's Introductory Period, at which time the immediate Supervisor and the employee should discuss the job responsibilities, standards, and performance requirements of the position.

After the Introductory Period, employees are generally evaluated on an ongoing 12-month cycle, on or by the first day of the calendar year. ~~according to the employee's anniversary date of employment.~~

6.2 Fleet Safety: The Park District promulgated a Fleet Safety Policy in order to make employees aware that, whether they drive a Park District vehicle or their own personal vehicle on Park District business, they have a responsibility to drive safely. Safety should be a matter of continuing and mutual concern, equal in importance with all other operational considerations.

It is every employee's responsibility to know and comply with all traffic and safety policies, rules, and regulations, and to act in a safe manner. Carelessness, inattention, neglect, and disregard for traffic and safety rules can cause accidents. Therefore, all employees must at all times be careful, attentive, alert, and follow proper traffic and safety procedures. Park District employees are expected to follow all applicable local, state, and federal laws related to cell phone usage while driving. Use of a cell phone, except in "hands free" mode, while operating any motor vehicle on behalf of the Park District is strictly prohibited. An employee who is charged with traffic violations resulting from the use of his or her cell phone while driving may be solely responsible for all liabilities that result from such actions.

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Any Park District employee who is going to drive either a District-owned vehicle or their own vehicle for District business must allow the District to review their driving record, which will be used to determine if the employee will be allowed driving privileges. After the initial review, motor vehicle record reports will be run annually for the duration of employment for those individuals that drive, or may be expected to drive, on District business.

The District's Fleet Safety Policy is attached as Appendix D.

6.14.2 PT Manual / 6.15.2 FT Manual

Reimbursable Expenses: When approved, the actual costs of travel, meals, lodging, and other expenses directly related to accomplishing business travel objectives will be reimbursed by the District in accordance with Ordinance #16-06 and the Local Government Travel Expense Control Act (Public Act 099-0604). If maximum rates are exceeded due to emergencies or extraordinary circumstances, reimbursable expenditures are to be reviewed on a case-by-case basis.

If unsure if an expense is reimbursable, contact the immediate Supervisor, the Director of Finance, or the Human Resources Department. Reimbursable expenses include, but are not limited to:

- **Airfare** – Employees are expected to obtain the least expensive airfare that meets business travel needs. Only the price of coach or economy airfare will be reimbursed. Cancellation charges will not be reimbursed by the Park District unless approved by the Park Board.
- **Lodging** – Employees will be reimbursed for a standard single room at locations convenient to business activity. Cancellation charges will not be reimbursed by the Park District unless approved by the Park Board. **Meals** – Reimbursement is limited to the current U.S. General Services Administration (GSA) regulations in place at the time the expense is incurred. Please see the ‘Travel, Meal and Lodging Expense Reimbursement Form’ for current guidelines on appropriate meal expenses. (NOTE: Meals provided by the conference or seminar should be deducted from the daily allowance.)
- **Mileage** – Per mile reimbursement rates will be based on the Standard Mileage Rates determined annually by the IRS.
- **Parking** – Parking fees will be reimbursed for reasonable business purposes only with a receipt.

Travel, meal, or lodging expenses in excess of the established per diem rate of \$400 per day must be pre-approved in an open meeting by the Park Board.

Employees must complete and submit the ‘Travel, Meal, and Lodging Expense Reimbursement Form’ to their immediate Supervisor and Department Head for approval prior to registering for the conference, seminar, or event or booking any related travel. Failure to obtain authorization from the Park District prior to incurring the expense(s) shall relieve the Park District of any reimbursement obligations

6.17 PT Manual / 6.18 FT Manual

Nursing Mothers: Employees who are nursing are provided with reasonable unpaid break time to express breast milk for up to one (1) year after the birth of a child. This break time may run concurrently with any break time already provided to the employee, if possible. The District will make reasonable efforts to provide a private location. Employees will not be retaliated against for exercising their rights under this policy.

8.3 Sick Time: Full-Time Employees that have completed the introductory period, may earn up to 12 paid sick days each calendar year. Eligible employees will earn one (1) sick day for each full month employed with the Park District. Employees may use sick time for absences due to one's own illness, injury or medical treatment, or because they are needed to care for eligible family members pursuant to the Employee Sick Leave Act, which includes an employee's spouse, domestic partner, child, parent, sibling, mother-in-law, father-in-law, grandchild, grandparent, or stepparent who is ill, injured, ~~or~~ needs medical treatment or personal care. - Personal care of a family member means activities to ensure that a covered family member's basic medical, hygiene, nutritional, or safety needs are met, or to provide transportation to medical appointments, for a covered family member who is unable to meet those needs himself or herself. Personal care also means being physically present to provide emotional support to a covered family member with a serious health condition who is receiving inpatient or home care. - Employees may use up to half of their annual sick leave allotment (6 days) for the care of eligible family members (820 ILCS 191/1 et seq).

Non-exempt employees may take sick time in half (4-hour) or full day (8-hour) increments. Exempt employees may take sick time in full day (8-hour) increments only.

Employees must notify their immediate Supervisor of absences as soon as it is known that they will be unable to report for work. However, if the absence could not be foreseen and more advance notice cannot be given, employees must notify their immediate Supervisor at least one (1) hour before the employee's scheduled start time. If that is not possible, employees must report their absence as soon as reasonably practicable following an emergency medical event.

If an employee is away from work for three (3) or more consecutive days because of illness or injury, or if an employee is suspected of having abused sick leave, the Supervisor may request that the employee submit a statement from a medical provider certifying the illness, injury, or treatment or certifying the illness, injury, or treatment of the employee's eligible family member and the need for the employee to care for the eligible family member.

If sick leave was due to an employee's own medical condition, the Supervisor may also require that the employee provide a medical or "fitness for duty" certification from the treating medical provider in order to return to work; in such event, the Park District may deny the employee's return to work until they provide the required certification.

If an employee is or will be absent for more than three (3) consecutive workdays because of one's own serious health condition or to care for an eligible family member with a serious health condition, the employee may apply for FMLA Leave under Section 10.1 of the Personnel Policy Manual. Any employee who fails to return to work upon the expiration of his or her sick leave may be deemed to have abandoned his or her employment and may be dismissed by the District on that basis.

Employees may bank and carryover up to 30 unused sick days from calendar year to calendar year. Unused sick days will be automatically banked at the end of each calendar year until the employee has reached the maximum of 30 days. Once the sick bank has 30

days, unused sick days earned in the current calendar year will be paid out at 50% of the available balance at the end of the calendar year.

Upon retirement, unused, unpaid sick time (both “regular” and banked) will be converted to IMRF service credit. (Please note that converted sick leave service credit cannot be used to meet the vesting requirements of a minimum of eight years (Tier 1) or ten years (Tier 2) for an IMRF pension or the minimum of 20 years of service credit under the early retirement incentive program. These days have no monetary value and would be solely granted toward IMRF service credit.)

Abuse of sick leave, which is defined as any use of sick leave for a purpose other than the purposes for which sick leave is allowed in the first paragraph of this Subsection 8.3, will subject an employee to discipline, up to and including discharge.

Changes for Part-Time Personnel Policy Manual

8.3. Bereavement:

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

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

1. Attending the funeral or alternative to a funeral of a covered family member;
2. Making arrangements necessitated by the death of a covered family member;
3. Grieving the death of a covered family member;
4. Be absent from work due to one of the following:
 - a. A miscarriage;
 - b. An unsuccessful round of intrauterine insemination or of an assisted reproductive technology procedure (e.g., artificial insemination or embryo transfer);
 - c. A failed adoption match or an adoption that is not finalized because it is contested by another party;
 - d. A diagnosis that negatively impacts pregnancy or fertility; or
 - e. A stillbirth.

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

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

The employee must complete leave within 60 days after the date the employee receives notice of the death or the occurrence of a covered event.

If an employee experiences the death of more than one covered family member in a 12-month period, the employee is entitled to take up to six weeks of bereavement leave during the 12-month period.

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

home, burial society, crematorium, religious institution, or government agency.

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

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

Changes for Full-Time Personnel Policy Manual

8.5 Bereavement:

Full-Time Employees that have completed the introductory period are eligible for leave with pay for up to three working days in the event of a death in the employee's immediate family. ~~The Executive Director may approve a longer leave depending on the circumstances.~~

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

In accordance with the Illinois ~~Child-Family~~ Bereavement Leave Act ~~820 ILCS 154/1, et al.),(P-A-099-0703)~~, an employee who is an eligible employee under the Family and Medical Leave Act of 1993, 29 U.S.C. § 2601, et seq., (that is, an employee who has been employed by the Park District for at least 12 months and who has worked at least 1,250 hours in the 12-month period preceding a leave taken in accordance with this subsection) shall be entitled to a maximum of ten (10) working days of unpaid bereavement leave ~~to attend the funeral (or alternative to a funeral) of the employee's child (defined as the employee's son or daughter who is the biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis), make arrangements necessitated by the death of the child, or grieve the death of the child. Such leave must be completed within 60 days after the date on which the employee receives notice of the death of the child.~~ for absences due to:

1. Attending the funeral or alternative to a funeral of a covered family member;
2. Making arrangements necessitated by the death of a covered family member;
3. Grieving the death of a covered family member;
4. Be absent from work due to one of the following:
 - a. A miscarriage;
 - b. An unsuccessful round of intrauterine insemination or of an assisted reproductive technology procedure (e.g., artificial insemination or embryo transfer);
 - c. A failed adoption match or an adoption that is not finalized because it is contested by another party;
 - d. A diagnosis that negatively impacts pregnancy or fertility; or
 - e. A stillbirth.

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

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

The employee must complete leave within 60 days after the date the employee receives notice of the death or the occurrence of a covered event.

If an employee experiences the death of more than one covered family member in a 12-month

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~~period, the employee is entitled to take up to six weeks of bereavement leave during the 12-month period. In the event of the death of more than one child in a rolling 12-month period, an eligible employee is entitled to up to six (6) weeks of child bereavement leave during that 12-month period.~~

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

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

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

10.3. Illinois Victims' Economic Security and Safety Act:

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

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

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

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

- a. seeking medical attention for, or recovering from, physical or psychological injuries caused by actual or threatened domestic [violence](#), sexual [violence](#), ~~or~~ gender violence [or any other crime of violence](#) to the employee or the employee's family or household member;
- b. obtaining services from a victim services organization for the employee or the employee's family or household member;
- c. obtaining psychological or other counseling for the employee or the employee's family or household member;
- d. participating in safety planning, temporarily or permanently relocating, or taking other actions to increase the safety of the employee or the employee's family or household member from future domestic [violence](#), sexual [violence](#), ~~or~~ gender violence, [or any other crime of violence](#) or ensure economic security; or
- e. seeking legal assistance or remedies to ensure the health and safety of the employee or the employee's family or household member, including preparing for or participating in any civil or criminal legal proceeding related to or derived from actual or threatened domestic [violence](#), sexual [violence](#), ~~or~~ gender violence [or any other crime of violence](#).

10.3.3. Definitions:

["Family or household member" means spouse or party to a civil union, parent,](#)

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

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

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

“Gender violence” means one or more acts of violence or aggression satisfying the elements of any criminal offense under the laws of this State that are committed, at least in part, on the basis of the person’s actual or perceived sex or gender, regardless of whether the acts resulted in criminal charges, prosecution, or conviction; a physical intrusion or physical invasion of a sexual nature under coercive conditions satisfying the elements of any criminal offense under the laws of this State, regardless of whether the intrusion or invasion resulted in criminal charges, prosecution, or conviction; or a threat of an act described above causing a realistic apprehension that the originator of the threat will commit the act.

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

- 10.3.4. *Period of Leave:*** Employee will be entitled to a total of twelve (12) workweeks of unpaid leave during any twelve (12)-month period. (This policy does not create a right for an employee to take unpaid leave that exceeds the unpaid leave time allowed under, or is in addition to the unpaid leave time permitted by, the federal Family and Medical Leave Act.)
- 10.3.5. *Existing Leave:*** The employee may use any available paid or unpaid leave (including family, medical, sick, annual, personal, etc.) from employment, in substitution for any period of such leave for an equivalent period of leave.
- 10.3.6. *Notice:*** The employee will provide the District with at least forty-eight (48) hours'

advance notice of the employee's intention to take the leave unless providing such notice is not practicable.

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

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

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

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

1. **documentation** from an employee, agent, or volunteer of a victim services organization, an attorney, a member of the clergy, or a medical or other professional from whom the employee or the employee's family or household member has sought assistance in addressing actual or threatened domestic, sexual or gender violence and the effects of the violence;
2. a **police or court record**; or
3. other corroborating evidence.

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

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

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

1. to be restored by the District to the position of employment held by the employee when the leave commenced; or

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2. to be restored to an equivalent position with equivalent employment benefits, pay, and other terms and conditions of employment.

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

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

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

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

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

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

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

An employee may satisfy the certification requirement of clause by providing to the District:

1. a sworn statement of the employee;
2. documentation from an employee, agent, or volunteer of a victim services organization, an attorney, a member of the clergy, or a medical or other

professionals from whom the employee has sought assistance in addressing actual or threatened domestic, sexual or gender violence and the effects of that violence;

3. a police or court record; or
4. other corroborating evidence.

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

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



Memorandum

To: Board of Park Commissioners

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

Date: February 22, 2023

Subject: Bills and Payroll Disbursements authorized by Finance Committee Member(s). Checks written January 31, 2023 through February 16, 2023 to be presented to the Board for approval on February 22, 2023.

BILLS

<u>DATE</u>	<u>AMOUNT</u>
January 31, 2023 Emergency Checks	\$ 16,699.86
February 02, 2023	\$ 508,364.46
February 02, 2023 Emergency Check	\$ 192.11
February 08, 2023 Emergency Checks	\$ 815.00
February 16, 2023	\$ 836,051.64
Void Payments	\$ (70,300.00)
Bank Drafts	\$ 52,938.88
P-Card	\$ 118,965.14
TOTAL	\$ 1,463,727.09

PAYROLL DISBURSEMENTS

January 27, 2023	\$ 386,248.31
February 10, 2023	\$ 407,447.35
TOTAL	\$ 793,695.66

GRAND TOTAL	\$ 2,257,422.75
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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 02-22-23 and you are hereby authorized to release the checks from the appropriate funds.

Finance Committee Member

ATTEST: _____
Secretary



Park District of Highland Park, IL

Check Register

Packet: APPKT03465 - 1/31/23 Dunlop Sports Group Americas-
Emergency Check

By Check Number

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
10762	DUNLOP SPORTS GROUP AMERICAS	01/31/2023	Regular	0.00	8,317.92	188865
Account 440426 P...	Invoice	11/29/2022	Acct 440426-Payment Past Due Invoices	0.00	8,317.92	

Bank Code AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	1	1	0.00	8,317.92
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
	1	1	0.00	8,317.92

Fund Summary

Fund	Name	Period	Amount
99	POOLED CASH FUND	1/2023	8,317.92
			<hr/>
			8,317.92



Park District of Highland Park, IL

Check Register

Packet: APPKT03467 - 1/31/23 Gym Sales Architect LLC-Emergency Check

By Check Number

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
20171	GYM SALES ARCHITECT LLC	01/31/2023	Regular	0.00	1,500.00	188867
01-0123	Invoice	01/24/2023	Fitness Consulting Services-Pro-Rated Fee 1/...	0.00	1,500.00	

Bank Code AP Summary

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

Fund Summary

Fund	Name	Period	Amount
99	POOLED CASH FUND	1/2023	1,500.00
			<hr/>
			1,500.00



Park District of Highland Park, IL

Check Register

Packet: APPKT03468 - 1/31/23 Parks Foundation-Emergency Check

By Check Number

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
16344	PARKS FOUNDATION OF HIGHLAND P/	01/31/2023	Regular	0.00	6,873.53	188868
013123	Invoice	01/31/2023	Foundation funds collected at PDHP-January...	0.00	6,873.53	

Bank Code AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	1	1	0.00	6,873.53
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	1	1	0.00	6,873.53

Fund Summary

Fund	Name	Period	Amount
99	POOLED CASH FUND	1/2023	6,873.53
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			6,873.53



Park District of Highland Park, IL

Check Register

Packet: APPKT03466 - 1/31/23 Plansource-Emergency Check

By Check Number

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Bank Code: AP-AP BANK						
19484	PLANSOURCE	01/31/2023	Regular	0.00	8.41	188866
123122	Invoice	12/31/2022	IMRF Jan 2023 Retiree Insurance-Billed incor...	0.00	8.41	

Bank Code AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	1	1	0.00	8.41
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	1	1	0.00	8.41

Fund Summary

Fund	Name	Period	Amount
99	POOLED CASH FUND	1/2023	8.41
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			8.41



By Check Number

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Bank Code: AP-AP BANK						
10034	ABSOLUTE HOME IMPROVEMENTS	02/02/2023	Regular	0.00	5,702.00	188869
Quote 1	Invoice	12/11/2022	2022 Preserve Restroom Improvements Proj...	0.00	5,702.00	
17301	WILSON SPORTING GOODS CO.	02/02/2023	Regular	0.00	3,906.00	188870
4540474214	Invoice	01/10/2023	Quantity 504-WS Prem Range White 24-Ball	0.00	3,906.00	
19755	ANDERSON BRIDGES LLC	02/02/2023	Regular	0.00	164,700.00	188871
865	Invoice	01/25/2023	Sunset Golf Course Bridges-55'x8'	0.00	164,700.00	
20071	AVALON PETROLEUM COMPANY	02/02/2023	Regular	0.00	4,152.02	188872
030856	Invoice	01/18/2023	1/18/23 Diesel fuel	0.00	445.55	
575201	Invoice	01/18/2023	1/18/23 Unleaded gas	0.00	1,627.74	
575215	Invoice	01/05/2023	1/5/23 Unleaded Fuel	0.00	764.51	
575219	Invoice	01/12/2022	1/12/23 Unleaded fuel	0.00	1,314.22	
20173	BONNIE SIMMONS	02/02/2023	Regular	0.00	709.00	188873
1799197	Invoice	01/31/2023	Refund	0.00	709.00	
10537	COMMONWEALTH EDISON COMPANY	02/02/2023	Regular	0.00	12,248.84	188874
012523 18122640...	Invoice	01/25/2023	636 Ridge Rd 12/21/22-1/24/23	0.00	6,175.88	
012523 18147670...	Invoice	01/25/2023	ES Egandale 1N Park 12/21/22-1/24/23	0.00	84.99	
012623 17303300...	Invoice	01/26/2023	NS Clavey 1 E Rt 41 12/22/22-1/25/23	0.00	1,080.57	
012623 72610440...	Invoice	01/26/2023	1240 Fredrickson(POGO) 12/22/22-1/25/23	0.00	1,960.84	
122722 17303300...	Invoice	12/27/2022	NS Clavey 1 E Rt 41 11/23/22-12/22/22	0.00	2,946.56	
20075	DIRECT ENERGY BUSINESS	02/02/2023	Regular	0.00	6,018.90	188875
HS33425327	Invoice	12/31/2022	636 Ridge Rd 12/1/22-12/31/22 Commodity	0.00	3,796.09	
HS33425328	Invoice	12/31/2022	1240 Fredrickson (Hidden Creek) 12/1/22-12...	0.00	279.01	
HS33427509	Invoice	12/31/2022	3100 Trail Way (Centennial Ice) 12/1/22-12/...	0.00	1,943.80	
17719	CONSTELLATION NEWENERGY - GAS D	02/02/2023	Regular	0.00	4,128.76	188876
3659094	Invoice	12/31/2022	1201 Park Ave W - December 2022	0.00	4,177.54	
3659094-CR	Credit Memo	12/31/2022	Credit for November 2022 adjustments	0.00	-48.78	
19916	FIRST RESPONDERS WELLNESS CENTE	02/02/2023	Regular	0.00	300.00	188877
14107	Invoice	01/25/2023	1/24/23 Park District Support Group	0.00	300.00	
10974	GEWALT HAMILTON ASSOCIATES INC	02/02/2023	Regular	0.00	16,431.83	188878
5121.250-22	Invoice	12/31/2022	SVGC Bridge Replacement 11/28/22-12/31/...	0.00	13,693.78	
5818.200-15	Invoice	12/31/2022	11/28/22-12/31/22 Centennial Ice Arena Im...	0.00	2,738.05	
19645	HOLABIRD & ROOT, LLC	02/02/2023	Regular	0.00	9,103.82	188879
0133847A	Invoice	09/26/2022	Professional Services 8/1/22-12/31/22	0.00	9,103.82	
11196	ILLINOIS STATE POLICE	02/02/2023	Regular	0.00	200.00	188880
123122	Invoice	12/31/2022	12/1/22-12/31/22 Background Checks	0.00	200.00	
18561	J MILLER MARKETING INC	02/02/2023	Regular	0.00	200.00	188881
21971	Invoice	01/06/2023	January 2023 Online Management	0.00	200.00	
16981	KONE	02/02/2023	Regular	0.00	2,677.08	188882
962421296	Invoice	01/01/2023	HPCC Maintenance 1/1/23-12/31/23	0.00	2,677.08	
20174	KRISTEN JORGENSEN	02/02/2023	Regular	0.00	188.00	188883
1797354	Invoice	01/30/2023	Refund	0.00	188.00	
11653	MAG CONSTRUCTION CO.	02/02/2023	Regular	0.00	4,675.00	188884

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	
17-790	Invoice	12/29/2022	2022 The Preserve Restroom Improvements...	0.00	4,675.00	
10006	NCPERS GROUP LIFE INSURANCE	02/02/2023	Regular	0.00	64.00	188885
3301022023	Invoice	01/01/2023	NCPERS Group Life Insurance-February 2023...	0.00	64.00	
13604	NORTH SHORE GAS	02/02/2023	Regular	0.00	10,418.69	188886
010523 06081976...	Invoice	12/31/2022	1801 Sunset Rd 12/1/22-1/1/23	0.00	832.27	
011923 06011407...	Invoice	12/31/2022	1240 Fredrickson Pl 12/14/22-1/13/23	0.00	2,377.08	
011923 06011450...	Invoice	12/31/2022	Deer Creek 12/14/22-1/16/23	0.00	4,018.03	
011923 06011450...	Invoice	12/31/2022	RCHP 12/15/22-1/16/23	0.00	2,110.09	
011923 06022257...	Invoice	12/31/2022	1390 Sunset Rd 12/14/22-1/13/23	0.00	128.03	
011923 06024054...	Invoice	12/31/2022	2900 Trail Way 12/16/22-1/16/23	0.00	275.95	
011923 06024054...	Invoice	12/31/2022	1377 Clavey Rd 12/14/22-1/16/23	0.00	294.49	
011923 06024054...	Invoice	12/31/2022	3100 Trail Way 12/14/22-1/13/23	0.00	235.41	
011923 06024054...	Invoice	12/31/2022	Aquatic Park 12/14/22-1/13/23	0.00	147.34	
14914	NORTH SHORE WATER RECLAMATION	02/02/2023	Regular	0.00	44.77	188887
4989020	Invoice	10/08/2022	0 Cavell Ave 7/18/22-10/8/22	0.00	8.14	
4990224	Invoice	10/13/2022	750 Lincoln Ave West 7/18/22-10/13/22	0.00	36.63	
20069	RES ENVIRONMENTAL OPERATING CO	02/02/2023	Regular	0.00	70,300.00	188888
IN33786	Invoice	12/31/2022	Millard Bluff Grading and Tree Clearing	0.00	70,300.00	
16459	SANTO SPORT STORE	02/02/2023	Regular	0.00	742.20	188889
708868	Invoice	12/16/2022	1 Alleson Youth Basketball Jersey & Short	0.00	76.90	
708874	Invoice	01/12/2023	7 Alleson youth basketball short/2 adult short	0.00	178.55	
708884	Invoice	01/16/2023	1 Alleson Youth Reversible Basketball Short	0.00	27.95	
708900	Invoice	01/16/2023	1 Alleson Youth Reversible Basketball Short	0.00	29.95	
708902	Invoice	01/23/2023	5 Total Control 7.4 Weighted Balls	0.00	375.00	
708903	Invoice	01/16/2023	3 Alleson Youth Reversible Basketball Shorts	0.00	53.85	
12321	SCHAEFGES BROTHERS, INC	02/02/2023	Regular	0.00	149,535.32	188890
Invoice No. 3349	Invoice	12/30/2022	Sunset Valley GC Cart Path Bridge	0.00	149,535.32	
12393	SMITHGROUP, INC.	02/02/2023	Regular	0.00	7,210.00	188891
0168772	Invoice	12/31/2022	Park Ave Boat Launch Construction Adm 11/...	0.00	7,210.00	
20140	TESTING SERVICE CORPORATION	02/02/2023	Regular	0.00	835.00	188892
IN125956	Invoice	12/31/2022	Centennial Ice Arena Construction Testing	0.00	835.00	
20151	WILDERNESS GRAPHICS, INC.	02/02/2023	Regular	0.00	22,985.97	188893
1694	Invoice	01/19/2023	Project# 22.0089 Custom Exhibits Based on ...	0.00	22,985.97	
17515	WINDSTREAM	02/02/2023	Regular	0.00	2,887.26	188894
75420510	Invoice	01/22/2023	January 2023	0.00	2,887.26	
16912	WISS,JANNEY,ELSTNER ASSOC, INC	02/02/2023	Regular	0.00	8,000.00	188895
0534349	Invoice	12/21/2022	Deer Creek Raquet Club-Leak Repairs	0.00	8,000.00	

Bank Code AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	52	27	0.00	508,364.46
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	52	27	0.00	508,364.46

Fund Summary

Fund	Name	Period	Amount
99	POOLED CASH FUND	2/2023	508,364.46
			<u>508,364.46</u>



Park District of Highland Park, IL

Check Register

Packet: APPKT03477 - 2/2/23 Terry Grossberg-Emergency Check

By Check Number

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
19795	TERRY GROSSBERG	02/02/2023	Regular	0.00	192.11	188896

Bank Code AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	1	1	0.00	192.11
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	1	1	0.00	192.11

Fund Summary

Fund	Name	Period	Amount
99	POOLED CASH FUND	2/2023	192.11
			<hr/>
			192.11



Park District of Highland Park, IL

Check Register

Packet: APPKT03487 - 2/8/23 Illinois Secretary of State-Emergency Checks

By Check Number

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Bank Code: AP-AP BANK						
12340	ILLINOIS SECRETARY OF STATE	02/08/2023	Regular	0.00	163.00	188897
1N6ED1CM1PN62...	Invoice	02/07/2023	1N6ED1CM1PN626388 License Plate & Regis...	0.00	163.00	
12340	ILLINOIS SECRETARY OF STATE	02/08/2023	Regular	0.00	163.00	188898
1N6ED1CM9PN62...	Invoice	02/07/2023	IN6ED1CM9PN621035 License Plate & Regist...	0.00	163.00	
12340	ILLINOIS SECRETARY OF STATE	02/08/2023	Regular	0.00	163.00	188899
1N6ED1CM5PN60...	Invoice	02/07/2023	IN6ED1CM5PN602532 License Plate & Regist...	0.00	163.00	
12340	ILLINOIS SECRETARY OF STATE	02/08/2023	Regular	0.00	163.00	188900
1N6ED1CM5PN60...	Invoice	02/07/2023	1N6ED1CM5PN608623 License Plate & Regis...	0.00	163.00	
12340	ILLINOIS SECRETARY OF STATE	02/08/2023	Regular	0.00	163.00	188901
1N6ED1CM4PN60...	Invoice	02/07/2023	1N6ED1CM4PN608550 License Plate & Regis...	0.00	163.00	

Bank Code AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	5	5	0.00	815.00
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
	5	5	0.00	815.00

Fund Summary

Fund	Name	Period	Amount
99	POOLED CASH FUND	2/2023	815.00
			<hr/>
			815.00



Park District of Highland Park, IL

Check Register

Packet: APPKT03488 - 2/8/23 Void Check#188888-RES
Environmental Operating Co.

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 20069	RES ENVIRONMENTAL OPERATING CO	02/02/2023	Regular	0.00	-70,300.00	188888

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	1	0.00	-70,300.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	0	1	0.00	-70,300.00

Fund Summary

Fund	Name	Period	Amount
99	POOLED CASH FUND	2/2023	-70,300.00
			<u>-70,300.00</u>



By Check Number

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Bank Code: AP-AP BANK						
15147	ABC PRINTING COMPANY	02/16/2023	Regular	0.00	112.44	188903
272055	Invoice	01/23/2023	150 Park School Flyers	0.00	112.44	
10034	ABSOLUTE HOME IMPROVEMENTS	02/16/2023	Regular	0.00	65,198.29	188904
Invoice 1 CIA WH ...	Invoice	02/07/2023	2023 Water Heater Replacement-Centennial ...	0.00	65,198.29	
10111	AMALGAMATED BANK OF CHICAGO	02/16/2023	Regular	0.00	475.00	188905
Trust# 1857151003	Invoice	02/01/2023	Administrative Fee 02/01/23-01/31/24	0.00	475.00	
10133	Amerigas	02/16/2023	Regular	0.00	70.00	188906
805503004	Invoice	10/03/2022	Cylinder Rental	0.00	70.00	
19172	AQUAMOON LLC	02/16/2023	Regular	0.00	640.00	188907
23-0079	Invoice	01/31/2023	Aquarium Service	0.00	640.00	
20071	AVALON PETROLEUM COMPANY	02/16/2023	Regular	0.00	5,491.33	188908
033453	Invoice	01/31/2023	1/31/23 Diesel Fuel	0.00	622.72	
561877	Invoice	01/26/2023	1/26/23 Unleaded gas	0.00	1,510.81	
562000	Invoice	01/23/2023	1/23/23 Unleaded fuel	0.00	1,283.45	
575206	Invoice	01/31/2023	1/31/23 Unleaded Gas	0.00	1,145.32	
575227	Invoice	02/03/2023	2/3/23 Unleaded Fuel	0.00	929.03	
20176	CARROLL SEATING COMPANY, INC.	02/16/2023	Regular	0.00	4,867.02	188909
INV-1017897	Invoice	08/30/2022	Equipment Repairs	0.00	3,721.57	
INV-1018229	Invoice	11/10/2022	Bleacher Service Call	0.00	1,145.45	
10463	CHICAGO TRIBUNE COMPANY	02/16/2023	Regular	0.00	122.57	188910
064135809000	Invoice	11/30/2022	Online Classified Listings	0.00	122.57	
10502	CITY OF HIGHLAND PARK	02/16/2023	Regular	0.00	449.01	188911
020123 003875	Invoice	02/01/2023	0 Burton Ave 11/1/22-1/31/23	0.00	55.59	
020123 004546	Invoice	02/01/2023	750 Lincoln Ave W 11/1/22-1/31/23	0.00	157.24	
020123 005735	Invoice	02/01/2023	0 Cavell Ave 11/1/22-1/31/23	0.00	9.00	
020123 006536	Invoice	02/01/2023	1800 Spruce Ave 11/1/22-1/31/23	0.00	26.34	
020123 026489	Invoice	02/01/2023	2255 Ridge Rd 11/1/22-1/31/23	0.00	25.50	
020123 026496	Invoice	02/01/2023	1160 Cavell Ave 11/1/22-1/31/23	0.00	149.84	
020123 026500	Invoice	02/01/2023	1435 Arbor Ave 11/1/22-1/31/23	0.00	25.50	
10675	DEERFIELD YOUNG WARRIORS	02/16/2023	Regular	0.00	670.00	188912
020623	Invoice	02/06/2023	Payment-Deerfield Warriors Tournament 2 t...	0.00	670.00	
10762	DUNLOP SPORTS GROUP AMERICAS	02/16/2023	Regular	0.00	1,391.04	188913
7293367 SO	Invoice	01/27/2023	TB Grand Prix Regular Duty 3B - Quantity 432	0.00	1,391.04	
19585	ELIZABETH J FINLAYSON	02/16/2023	Regular	0.00	6,150.00	188914
265	Invoice	12/05/2022	Athletic Field-November 2022 Team Support	0.00	3,375.00	
270	Invoice	12/22/2022	Athletic Field-December 2022 Team Support	0.00	2,775.00	
10889	FITNESS EQUIPMENT SERVICES, INC	02/16/2023	Regular	0.00	2,820.00	188915
23115	Invoice	01/31/2023	Service Contract-1st Quarter	0.00	1,100.00	
5333	Invoice	01/25/2023	1/25/23 Equipment Repairs	0.00	760.00	
5335	Invoice	01/27/2023	1/27/23 Stepmill Repair	0.00	160.00	
5345	Invoice	02/07/2023	Equipment Repairs	0.00	800.00	
10954	MAGIC OF GARY KANTOR	02/16/2023	Regular	0.00	185.90	188916
013123	Invoice	01/31/2023	February 2023 Magic Class-13 Students	0.00	185.90	

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	
10974	GEWALT HAMILTON ASSOCIATES INC	02/16/2023	Regular	0.00	6,909.17	188917
5121.000-8	Invoice	12/31/2022	Hidden Creek Aquatic Center Pool Deck 11/...	0.00	5,700.00	
5818.200-16	Invoice	02/08/2023	1/1/23-1/29/23 Centennial Ice Arena Impro...	0.00	1,209.17	
17302	HEAD/PENN RACQUET SPORTS	02/16/2023	Regular	0.00	1,992.96	188918
5193488501	Invoice	11/30/2022	Pro Penn Marathon Extra-Duty - Quantity 288	0.00	996.48	
5193505074	Invoice	01/12/2023	Pro Penn Marathon Extra Duty-Quantity 288	0.00	996.48	
18474	LAKESHORE RECYCLING SYSTEMS, LLC	02/16/2023	Regular	0.00	1,526.89	188919
0005166897	Invoice	11/30/2022	1801 Sunset Rd 12/1/22-12/31/22	0.00	92.92	
0005194164	Invoice	01/01/2023	2205 Skokie Valley Rd 1/1/23-1/31/23	0.00	80.22	
0005194280	Invoice	01/01/2023	1801 Sunset Rd 1/1/23-1/31/23	0.00	92.92	
0005194280CR	Credit Memo	01/01/2023	1801 Sunset Rd 1/1/23-1/31/23 Credit on Ac...	0.00	-47.96	
0005226313	Invoice	02/01/2023	2205 Skokie Valley Rd 2/1/23-2/28/23	0.00	80.22	
0005226429	Invoice	02/01/2023	1240 Fredrickson Pl 2/1/23-2/28/23	0.00	872.84	
PS509564	Invoice	01/12/2023	Portable Potties at the Preserve 1/12/23	0.00	249.00	
PS514233	Invoice	02/09/2023	Portable Potties at Preserve 2/9/23	0.00	106.73	
11802	MIDWEST INSTITUTE OF PARK EXECUT	02/16/2023	Regular	0.00	95.00	188920
020623.1	Invoice	02/06/2023	2/9/23 MIPE Meeting & 2023 Memberships	0.00	95.00	
16368	NIKKI LOBUE	02/16/2023	Regular	0.00	169.50	188921
1817741	Invoice	02/15/2023	Refund	0.00	169.50	
13604	NORTH SHORE GAS	02/16/2023	Regular	0.00	3,676.31	188922
020623 06011450...	Invoice	02/06/2023	636 Ridge Rd 1/1/23-1/31/23	0.00	1,411.10	
020623 06011450...	Invoice	02/06/2023	3100 Trail Way(Centennial Ice) 1/1/23-1/31/...	0.00	1,356.04	
020623 06024054...	Invoice	02/06/2023	1240 Fredrickson(Hidden Creek) 1/1/23-1/3...	0.00	298.48	
020723 06081976...	Invoice	02/07/2023	1801 Sunset Rd 1/2/23-2/1/23	0.00	610.69	
11998	PARK DISTRICT RISK MGMT AGCY	02/16/2023	Regular	0.00	25,743.70	188923
0123133	Invoice	01/31/2023	January 2023-Liability Insurance	0.00	25,743.70	
11998	PARK DISTRICT RISK MGMT AGCY	02/16/2023	Regular	0.00	35.00	188924
1661547824	Invoice	11/16/2022	11/16/22 Aerial Lift Safety Training	0.00	35.00	
11998	PARK DISTRICT RISK MGMT AGCY	02/16/2023	Regular	0.00	185,994.59	188925
0123133H	Invoice	01/31/2023	January 2023-Employee Health Insurance	0.00	185,994.59	
16344	PARKS FOUNDATION OF HIGHLAND P/	02/16/2023	Regular	0.00	49.20	188926
020123	Invoice	02/01/2023	Facebook Ad Charge	0.00	49.20	
19484	PLANSOURCE	02/16/2023	Regular	0.00	5,111.07	188927
020623	Invoice	02/06/2023	IMRF Retiree Insurance-February 2023 Prem...	0.00	5,111.07	
20069	RES ENVIRONMENTAL OPERATING CO	02/16/2023	Regular	0.00	135,742.50	188928
IN34388	Invoice	01/31/2023	Millard Bluff Grading and Tree Clearing	0.00	72,472.50	
IN34410	Invoice	12/31/2022	Millard Bluff Grading and Tree Clearing	0.00	63,270.00	
19697	RAINES HONEY FARM	02/16/2023	Regular	0.00	1,700.00	188929
2821	Invoice	02/06/2023	Nuc Hive Order-10 five frame nucs	0.00	1,700.00	
16459	SANTO SPORT STORE	02/16/2023	Regular	0.00	981.40	188930
708580	Invoice	09/02/2022	Badger Mens/Womens Tri-Blend Tees	0.00	197.00	
708892	Invoice	01/26/2023	12 Alleson Youth Basketball Jerseys	0.00	215.40	
708898	Invoice	01/26/2023	Badger Youth/Adult Shirts & Shorts	0.00	569.00	
20177	STACEY KAUFMAN	02/16/2023	Regular	0.00	60.00	188931
1817763	Invoice	02/15/2023	Refund	0.00	60.00	
20175	STEPHANIE BROWN	02/16/2023	Regular	0.00	80.00	188932
1801467	Invoice	02/02/2023	Refund	0.00	80.00	
18900	STUCKEY CONSTRUCTION CO., INC.	02/16/2023	Regular	0.00	369,592.20	188933

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	
Application No. 5	Invoice	02/02/2023	Centennial Arena Project#22-039	0.00	369,592.20	
17189	W-T STRUCTURAL ENGINEERING LLC	02/16/2023	Regular	0.00	3,515.80	188934
M2200082-02	Invoice	12/31/2022	Project-Recreation Center of Highland Park	0.00	3,515.80	
17590	V3 CONSTRUCTION GROUP LTD	02/16/2023	Regular	0.00	1,150.00	188935
123189	Invoice	02/03/2023	Millard Bluff Construction Observation 1/1-1...	0.00	1,150.00	
10650	WOODHOUSE TINUCCI ARCHITECTS LL	02/16/2023	Regular	0.00	3,283.75	188936
08-5463	Invoice	12/19/2022	Centennial Ice Arena Renovation-Giants Loc...	0.00	3,250.00	
08-5464	Invoice	12/30/2022	Centennial Ice Arena Renovation-Expenses	0.00	33.75	

Bank Code AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	65	34	0.00	836,051.64
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
	65	34	0.00	836,051.64

Fund Summary

Fund	Name	Period	Amount
99	POOLED CASH FUND	2/2023	836,051.64
			<hr/>
			836,051.64



Park District of Highland Park, IL

Check Register

Packet: APPKT03471 - Bank Draft 1/31/23 Health Equity INV4701484

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	01/31/2023	Bank Draft	0.00	167.13	DFT0004015
INV4701484	Invoice	01/31/2023	Visa Card Payments-HCFSA 2023	0.00	167.13	

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	167.13
EFT's	0	0	0.00	0.00
	1	1	0.00	167.13

Fund Summary

Fund	Name	Period	Amount
99	POOLED CASH FUND	1/2023	167.13
			<hr/>
			167.13



Park District of Highland Park, IL

Check Register

Packet: APPKT03473 - Bank Draft 1/31/23 ICMA 457

By Vendor DBA Name

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Bank Code: PAYROLL-PAYROLL BANK						
11161	ICMA RETIREMENT TRUST #302037	01/31/2023	Bank Draft	0.00	4,441.11	DFT0004017
012723 ICMA 457	Invoice	01/31/2023	01/27/23 ICMA 457 Deductions Plan#302037	0.00	4,441.11	

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	4,441.11
EFT's	0	0	0.00	0.00
	1	1	0.00	4,441.11

Fund Summary

Fund	Name	Period	Amount
99	POOLED CASH FUND	1/2023	4,441.11
			<hr/>
			4,441.11



Park District of Highland Park, IL

Check Register

Packet: APPKT03472 - Bank Draft 1/31/23 ICMA-Roth

By Vendor DBA Name

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Bank Code: PAYROLL-PAYROLL BANK						
12825	ICMA RETIREMENT TRUST #705568	01/31/2023	Bank Draft	0.00	325.00	DFT0004016
012723 ICMA Roth	Invoice	01/31/2023	Pay Period 01/27/23 ICMA Roth IRA Plan# 7...	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
	1	1	0.00	325.00

Fund Summary

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



Park District of Highland Park, IL

Check Register

Packet: APPKT03482 - Bank Draft 2/1/23 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	02/01/2023	Bank Draft	0.00	451.68	DFT0004046
013123 AFLAC	Invoice	02/01/2023	AFLAC Deduction Period Ending 1/31/2023	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
	1	1	0.00	451.68

Fund Summary

Fund	Name	Period	Amount
99	POOLED CASH FUND	2/2023	451.68
			<hr/>
			451.68



Park District of Highland Park, IL

Check Register

Packet: APPKT03478 - Bank Draft 2/2/23 Health Equity INV4681918

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	02/02/2023	Bank Draft	0.00	92.40	DFT0004042
INV4681918	Invoice	02/02/2023	January 2023 Admin Fees	0.00	92.40	

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	92.40
EFT's	0	0	0.00	0.00
	1	1	0.00	92.40

Fund Summary

Fund	Name	Period	Amount
99	POOLED CASH FUND	2/2023	92.40
			<hr/>
			92.40



Park District of Highland Park, IL

Check Register

Packet: APPKT03486 - Bank Draft 2/7/23 Health Equity INV4726571

By Vendor DBA Name

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Bank Code: PAYROLL-PAYROLL BANK						
19658	HEALTHEQUITY INC	02/07/2023	Bank Draft	0.00	572.37	DFT0004047
INV4726571	Invoice	02/07/2023	Visa Card Payments-HCFSA 2023	0.00	572.37	

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	572.37
EFT's	0	0	0.00	0.00
	1	1	0.00	572.37

Fund Summary

Fund	Name	Period	Amount
99	POOLED CASH FUND	2/2023	572.37
			<hr/>
			572.37



Park District of Highland Park, IL

Check Register

Packet: APPKT03489 - Bank Draft 2/8/23 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	
Bank Code: PAYROLL-PAYROLL BANK						
11177	ILL MUNICIPAL RETIREMENT FUND	02/08/2023	Bank Draft	0.00	42,171.43	DFT0004048
013123	Invoice	02/08/2023	January 2023 IMRF Contributions	0.00	42,171.43	

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	42,171.43
EFT's	0	0	0.00	0.00
	1	1	0.00	42,171.43

Fund Summary

Fund	Name	Period	Amount
99	POOLED CASH FUND	2/2023	42,171.43
			<hr/>
			42,171.43



Park District of Highland Park, IL

Check Register

Packet: APPKT03494 - Bank Draft 02/10/23 ICMA 457 #302037

By Vendor DBA Name

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Bank Code: PAYROLL-PAYROLL BANK						
11161	ICMA RETIREMENT TRUST #302037	02/13/2023	Bank Draft	0.00	4,392.76	DFT0004056
021023 ICMA 457	Invoice	02/13/2023	02/10/23 ICMA 457 Deductions Plan#302037	0.00	4,392.76	

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	4,392.76
EFT's	0	0	0.00	0.00
	1	1	0.00	4,392.76

Fund Summary

Fund	Name	Period	Amount
99	POOLED CASH FUND	2/2023	4,392.76
			<hr/>
			4,392.76



Park District of Highland Park, IL

Check Register

Packet: APPKT03493 - Bank Draft 02/15/23 ICMA-Roth #7055568

By Vendor DBA Name

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Bank Code: PAYROLL-PAYROLL BANK						
12825	ICMA RETIREMENT TRUST #705568	02/13/2023	Bank Draft	0.00	325.00	DFT0004055
021023 ICMA Roth	Invoice	02/13/2023	Pay Period 02/10/23 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
	1	1	0.00	325.00

Fund Summary

Fund	Name	Period	Amount
99	POOLED CASH FUND	2/2023	325.00
			<hr/> 325.00



Park District of Highland Park, IL

Check Register

Packet: APPKT03457 - P-Card Statement 12/8/22-1/7/23 Payment

By Vendor DBA Name

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Bank Code: AP-AP BANK						
10313	BOA P-CARD STATEMENTS	01/26/2023	Bank Draft	0.00	102,715.50	DFT0004007
123122	Invoice	12/31/2022	P-Card with PA	0.00	102,715.50	
10313	BOA P-CARD STATEMENTS	01/26/2023	Bank Draft	0.00	16,249.64	DFT0004008
10623	Invoice	01/06/2023	P-Card with PA	0.00	16,249.64	

Bank Code AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	0	0	0.00	0.00
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	2	2	0.00	118,965.14
EFT's	0	0	0.00	0.00
	2	2	0.00	118,965.14

Fund Summary

Fund	Name	Period	Amount
99	POOLED CASH FUND	1/2023	118,965.14
			<hr/>
			118,965.14



Park District of Highland Park, IL

Income Statement

Current Period Ending 01/31/2023

DISTRICT WIDE

Type	Month		Year To Date			Annual Budget	Prior Year	
	Actual	Budget	Actual	Budget	Variance Favorable (Unfavorable)		Month	YTD
Revenue								
100 - PROGRAMS	856,706.67	691,242.66	856,706.67	691,242.66	165,464.01	3,191,011.99	984,289.42	984,289.42
110 - CAMPS	17,517.90	5,240.40	17,517.90	5,240.40	12,277.50	1,892,552.79	-33.00	-33.00
120 - LESSONS	52,453.00	51,830.99	52,453.00	51,830.99	622.01	492,376.50	45,491.44	45,491.44
130 - SPECIAL EVENTS	299.84	6,478.42	299.84	6,478.42	-6,178.58	131,853.00	1.45	1.45
410 - TAX	78,509.21	54,000.00	78,509.21	54,000.00	24,509.21	14,720,156.20	54,063.75	54,063.75
420 - FEES & CHARGES	28,247.28	22,736.38	28,247.28	22,736.38	5,510.90	2,582,599.57	47,970.18	47,970.18
440 - MEMBERSHIPS	76,893.09	60,695.37	76,893.09	60,695.37	16,197.72	893,518.36	33,832.13	33,832.13
450 - RENTALS	53,758.99	31,574.67	53,758.99	31,574.67	22,184.32	1,268,593.98	114,065.70	114,065.70
460 - MERCHANDISING	17,232.44	16,552.47	17,232.44	16,552.47	679.97	119,463.50	17,213.74	17,213.74
470 - INTEREST INCOME	50,813.71	3,581.90	50,813.71	3,581.90	47,231.81	43,000.00	-807.16	-807.16
480 - MISCELLANEOUS INCOME	4,351.64	7,899.46	4,351.64	7,899.46	-3,547.82	1,809,883.22	6,719.30	6,719.30
510 - OTHER INCOME	0.00	0.00	0.00	0.00	0.00	368,078.00	0.00	0.00
520 - BOND/DEBT PROCEEDS	39,995.56	0.00	39,995.56	0.00	39,995.56	0.00	458.16	458.16
Total Revenue:	1,276,779.33	951,832.72	1,276,779.33	951,832.72	324,946.61	27,513,087.11	1,303,265.11	1,303,265.11
Expense								
100 - PROGRAMS	101,942.88	173,079.46	101,942.88	173,079.46	71,136.58	1,717,096.49	119,200.57	119,200.57
110 - CAMPS	3,815.13	9,912.82	3,815.13	9,912.82	6,097.69	1,015,437.03	7,148.14	7,148.14
120 - LESSONS	13,111.52	22,726.06	13,111.52	22,726.06	9,614.54	270,640.47	10,130.16	10,130.16
130 - SPECIAL EVENTS	4,183.37	4,671.49	4,183.37	4,671.49	488.12	185,843.88	5,190.04	5,190.04
440 - MEMBERSHIPS	487.40	1,751.74	487.40	1,751.74	1,264.34	21,029.47	301.62	301.62
610 - SALARIES & WAGES	438,727.03	500,000.69	438,727.03	500,000.69	61,273.66	9,281,374.46	375,959.69	375,959.69
620 - CONTRACTUAL SERVICES	130,644.61	244,987.56	130,644.61	244,987.56	114,342.95	4,200,987.52	132,390.63	132,390.63
630 - INSURANCE	-12,638.26	115,387.45	-12,638.26	115,387.45	128,025.71	2,308,794.17	170,144.55	170,144.55
640 - MATERIALS & SUPPLIES	11,752.03	39,306.44	11,752.03	39,306.44	27,554.41	637,723.01	3,309.25	3,309.25
650 - MAINTENANCE & LANDSCAPING CONTRACTS	5,263.79	21,841.45	5,263.79	21,841.45	16,577.66	514,617.04	7,809.40	7,809.40
660 - UTILITIES	5,928.71	60,121.95	5,928.71	60,121.95	54,193.24	1,028,048.56	11,653.24	11,653.24
670 - PENSION CONTRIBUTIONS	38,151.14	44,531.40	38,151.14	44,531.40	6,380.26	791,637.20	38,728.76	38,728.76
680 - COST OF GOODS SOLD	0.00	727.61	0.00	727.61	727.61	57,835.00	948.08	948.08
710 - DEBT RETIREMENT	0.00	0.00	0.00	0.00	0.00	3,342,200.00	0.00	0.00
720 - CAPITAL OUTLAY	387,485.92	874.68	387,485.92	874.68	-386,611.24	12,044,232.00	224,718.92	224,718.92
Total Expense:	1,128,855.27	1,239,920.80	1,128,855.27	1,239,920.80	111,065.53	37,417,496.30	1,107,633.05	1,107,633.05
Report Total:	147,924.06	-288,088.08	147,924.06	-288,088.08	436,012.14	-9,904,409.19	195,632.06	195,632.06

Fund Summary

Fund	Month		Year To Date			Annual Budget	Prior Year	
	Actual	Budget	Actual	Budget	Variance Favorable (Unfavorable)		Month	YTD
01 - GENERAL CORPORATE	-102,055.39	-304,427.93	-102,055.39	-304,427.93	202,372.54	-298,061.52	-239,031.26	-239,031.26
25 - SPECIAL RECREATION	0.00	0.00	0.00	0.00	0.00	502,044.64	0.00	0.00
29 - RECREATION	599,093.81	96,307.85	599,093.81	96,307.85	502,785.96	2,863,500.69	658,924.08	658,924.08
60 - DEBT SERVICE	0.00	0.00	0.00	0.00	0.00	-1,664,778.22	0.00	0.00
70 - CAPITAL PROJECTS	-349,114.36	-79,968.00	-349,114.36	-79,968.00	-269,146.36	-11,307,114.78	-224,260.76	-224,260.76
Report Total:	147,924.06	-288,088.08	147,924.06	-288,088.08	436,012.14	-9,904,409.19	195,632.06	195,632.06

For the General Fund: Taxes are showing a favorable variance as more replacement taxes were collected than budgeted. Interest income this month already exceeded the entire annual budget due to continued increasing rates and spending bond money on current construction waiting for WRC to commence. Salary and wages are trending low due to open positions and not all wage increases hitting in January. The gap should close in February. Contractual services were largely under-budget due to professional fees being allocated across the year and not using such services much in January. Employee health and life insurance was budgeted for January, however the January bill will not hit until February. This is a timing difference.

For the Special Recreation and Debt Service Funds: Tracking as expected.

For the Recreation Fund: Program expenses are showing a favorable variance due to childhood enrichment programming (\$90,000 timing), Music (\$13,000), and youth dance (\$19,000). Additionally, tennis is showing a permanent \$61,000 favorable variance at 1/31. Finally, gymnastics is showing a \$28,000 favorable variance at month end with 87 extra participants. Camps are also showing a favorable variance due to gymnastics mini camp at a \$9,000 variance; permanent favorable difference is \$3,155. Youth tennis camp is \$5,000 favorable at 1/31. Membership favorable variance is largely due to the rec center and new memberships and marketing. Rentals are showing a favorable variance. \$10,000 is due to Park Ave carry over from 2022 and another \$9,000 is from prime tennis and permanent due to court bookings. Program expense is showing a favorable variance due to \$22,000 in athletics. Another \$20,000 is from WRC. Finally, wages for youth and adult tennis are trending favorably due to a timing difference. Salary and wages are trending low due to open positions and not all wage increases hitting in January. The gap should close in February. Employee health and life insurance was budgeted for January, however the January bill will not hit until February. This is a timing difference. Materials and supplies are showing a favorable variance due to \$12,000 of range balls budgeted to be purchased that were not. Maintenance and landscaping contracts are under budget as many facilities budget for emergencies each month, but the expenses do not always come to fruition. Several utility bills were slow to arrive in January. This favorable variance is largely a timing difference.

For the Capital Fund: Interest on the bond money is not budgeted for in the 520 account. Significantly under budget is contractual services as estimated cost of such services is spread across the year and often does not align with work and when invoices are received. Historically, capital invoices received in January relate to the prior year. However, in January 2023, several trucks were received and paid for, as well as district-wide computers for the year and IT infrastructure items. These are timing differences that should shrink over the next few months.



Park District of Highland Park, IL

Income Statement

Current Period Ending 01/31/2023

01 - GENERAL FUND

Type	Month		Year To Date			Annual Budget	Prior Year	
	Actual	Budget	Actual	Budget	Variance Favorable (Unfavorable)		Month	YTD
Revenue								
410 - TAX	78,509.21	54,000.00	78,509.21	54,000.00	24,509.21	6,419,591.85	54,063.75	54,063.75
420 - FEES & CHARGES	1,976.59	1,696.50	1,976.59	1,696.50	280.09	35,400.00	2,019.07	2,019.07
460 - MERCHANDISING	0.00	33.42	0.00	33.42	-33.42	396.00	0.00	0.00
470 - INTEREST INCOME	50,813.71	3,581.90	50,813.71	3,581.90	47,231.81	43,000.00	-807.16	-807.16
480 - MISCELLANEOUS INCOME	1,800.00	7,655.32	1,800.00	7,655.32	-5,855.32	54,551.00	2,039.25	2,039.25
Total Revenue:	133,099.51	66,967.14	133,099.51	66,967.14	66,132.37	6,552,938.85	57,314.91	57,314.91
Expense								
610 - SALARIES & WAGES	174,486.53	199,169.19	174,486.53	199,169.19	24,682.66	3,471,802.45	140,415.34	140,415.34
620 - CONTRACTUAL SERVICES	39,630.55	79,188.34	39,630.55	79,188.34	39,557.79	1,229,881.08	47,284.38	47,284.38
630 - INSURANCE	-1,633.77	57,487.12	-1,633.77	57,487.12	59,120.89	1,292,998.04	86,515.72	86,515.72
640 - MATERIALS & SUPPLIES	5,597.63	7,921.74	5,597.63	7,921.74	2,324.11	283,165.50	1,730.27	1,730.27
650 - MAINTENANCE & LANDSCAPING CONTRACTS	590.08	4,851.46	590.08	4,851.46	4,261.38	122,788.04	1,406.64	1,406.64
660 - UTILITIES	1,096.13	6,710.33	1,096.13	6,710.33	5,614.20	165,099.16	4,080.01	4,080.01
670 - PENSION CONTRIBUTIONS	15,387.75	16,066.89	15,387.75	16,066.89	679.14	285,266.10	14,913.81	14,913.81
Total Expense:	235,154.90	371,395.07	235,154.90	371,395.07	136,240.17	6,851,000.37	296,346.17	296,346.17
Report Total:	-102,055.39	-304,427.93	-102,055.39	-304,427.93	202,372.54	-298,061.52	-239,031.26	-239,031.26

Taxes are showing a favorable variance as more replacement taxes were collected than budgeted.

Interest income this month already exceeded the entire annual budget due to continued increasing rates and spending bond money on current construction waiting for WRC to commence.

Salary and wages are trending low due to open positions and not all wage increases hitting in January. The gap should close in February.

Contractual services were largely under-budget due to professional fees being allocated across the year and not using such services much in January.

Employee health and life insurance was budgeted for January, however the January bill will not hit until February. This is a timing difference.



Park District of Highland Park, IL

Income Statement

Current Period Ending 01/31/2023

25 - SPECIAL RECREATION

Type	Month		Year To Date		Variance Favorable (Unfavorable)	Annual Budget	Prior Year	
	Actual	Budget	Actual	Budget			Month	YTD
Revenue								
410 - TAX	0.00	0.00	0.00	0.00	0.00	931,842.40	0.00	0.00
Total Revenue:	0.00	0.00	0.00	0.00	0.00	931,842.40	0.00	0.00
Expense								
620 - CONTRACTUAL SERVICES	0.00	0.00	0.00	0.00	0.00	429,797.76	0.00	0.00
Total Expense:	0.00	0.00	0.00	0.00	0.00	429,797.76	0.00	0.00
Report Total:	0.00	0.00	0.00	0.00	0.00	502,044.64	0.00	0.00

Fund is tracking as expected.



Park District of Highland Park, IL

Income Statement

Current Period Ending 01/31/2023

29 - RECREATION FUND

Type	Month		Year To Date			Annual Budget	Prior Year	
	Actual	Budget	Actual	Budget	Variance Favorable (Unfavorable)		Month	YTD
Revenue								
100 - PROGRAMS	856,706.67	691,242.66	856,706.67	691,242.66	165,464.01	3,191,011.99	984,289.42	984,289.42
110 - CAMPS	17,517.90	5,240.40	17,517.90	5,240.40	12,277.50	1,892,552.79	-33.00	-33.00
120 - LESSONS	52,453.00	51,830.99	52,453.00	51,830.99	622.01	492,376.50	45,491.44	45,491.44
130 - SPECIAL EVENTS	299.84	6,478.42	299.84	6,478.42	-6,178.58	131,853.00	1.45	1.45
410 - TAX	0.00	0.00	0.00	0.00	0.00	5,691,300.17	0.00	0.00
420 - FEES & CHARGES	26,270.69	21,039.88	26,270.69	21,039.88	5,230.81	2,547,199.57	45,951.11	45,951.11
440 - MEMBERSHIPS	76,893.09	60,695.37	76,893.09	60,695.37	16,197.72	893,518.36	33,832.13	33,832.13
450 - RENTALS	53,758.99	31,574.67	53,758.99	31,574.67	22,184.32	1,268,593.98	114,065.70	114,065.70
460 - MERCHANDISING	17,232.44	16,519.05	17,232.44	16,519.05	713.39	119,067.50	17,213.74	17,213.74
480 - MISCELLANEOUS INCOME	2,551.64	244.14	2,551.64	244.14	2,307.50	42,805.00	4,680.05	4,680.05
510 - OTHER INCOME	0.00	0.00	0.00	0.00	0.00	68,078.00	0.00	0.00
Total Revenue:	1,103,684.26	884,865.58	1,103,684.26	884,865.58	218,818.68	16,338,356.86	1,245,492.04	1,245,492.04
Expense								
100 - PROGRAMS	101,942.88	173,079.46	101,942.88	173,079.46	71,136.58	1,717,096.49	119,200.57	119,200.57
110 - CAMPS	3,815.13	9,912.82	3,815.13	9,912.82	6,097.69	1,015,437.03	7,148.14	7,148.14
120 - LESSONS	13,111.52	22,726.06	13,111.52	22,726.06	9,614.54	270,640.47	10,130.16	10,130.16
130 - SPECIAL EVENTS	4,183.37	4,671.49	4,183.37	4,671.49	488.12	185,843.88	5,190.04	5,190.04
440 - MEMBERSHIPS	487.40	1,751.74	487.40	1,751.74	1,264.34	21,029.47	301.62	301.62
610 - SALARIES & WAGES	264,240.50	300,831.50	264,240.50	300,831.50	36,591.00	5,809,572.01	235,544.35	235,544.35
620 - CONTRACTUAL SERVICES	89,390.06	85,831.22	89,390.06	85,831.22	-3,558.84	1,194,308.68	85,106.25	85,106.25
630 - INSURANCE	-11,004.49	57,900.33	-11,004.49	57,900.33	68,904.82	1,015,796.13	83,628.83	83,628.83
640 - MATERIALS & SUPPLIES	6,154.40	31,384.70	6,154.40	31,384.70	25,230.30	354,557.51	1,578.98	1,578.98
650 - MAINTENANCE & LANDSCAPING CONTRACTS	4,673.71	16,989.99	4,673.71	16,989.99	12,316.28	391,829.00	6,402.76	6,402.76
660 - UTILITIES	4,832.58	53,411.62	4,832.58	53,411.62	48,579.04	862,949.40	7,573.23	7,573.23
670 - PENSION CONTRIBUTIONS	22,763.39	28,464.51	22,763.39	28,464.51	5,701.12	506,371.10	23,814.95	23,814.95
680 - COST OF GOODS SOLD	0.00	727.61	0.00	727.61	727.61	57,835.00	948.08	948.08
720 - CAPITAL OUTLAY	0.00	874.68	0.00	874.68	874.68	71,590.00	0.00	0.00
Total Expense:	504,590.45	788,557.73	504,590.45	788,557.73	283,967.28	13,474,856.17	586,567.96	586,567.96
Report Total:	599,093.81	96,307.85	599,093.81	96,307.85	502,785.96	2,863,500.69	658,924.08	658,924.08

Fund Summary

Fund	Month		Year To Date		Variance Favorable (Unfavorable)	Annual Budget	Prior Year	
	Actual	Budget	Actual	Budget			Month	YTD
29 - RECREATION	599,093.81	96,307.85	599,093.81	96,307.85	502,785.96	2,863,500.69	658,924.08	658,924.08
Report Total:	599,093.81	96,307.85	599,093.81	96,307.85	502,785.96	2,863,500.69	658,924.08	658,924.08

Program expenses are showing a favorable variance due to childhood enrichment programming (\$90,000 timing), Music (\$13,0000), and youth dance (\$19,000). Additionally, tennis is showing a permanent \$61,000 favorable variance at 1/31. Finally, gymnastics is showing a \$28,000 favorable variance at month end with 87 extra participants.

Camps are also showing a favorable variance due to gymnastics mini camp at a \$9,000 variance; permanent favorable difference is \$3,155. Youth tennis camp is \$5,000 favorable at 1/31.

Membership favorable variance is largely due to the rec center and new memberships and marketing.

Rentals are showing a favorable variance. \$10,000 is due to Park Ave carry over from 2022 and another \$9,000 is from prime tennis and permanent due to court bookings.

Program expense is showing a favorable variance due to \$22,000 in athletics. Another \$20,000 is from WRC. Finally, wages for youth and adult tennis are trending favorably due to a timing difference.

Salary and wages are trending low due to open positions and not all wage increases hitting in January. The gap should close in February.

Employee health and life insurance was budgeted for January, however the January bill will not hit until February. This is a timing difference.

Materials and supplies are showing a favorable variance due to \$12,000 of range balls budgeted to be purchased that were not.

Maintenance and landscaping contracts are under budget as many facilities budget for emergencies each month, but the expenses do not always come to fruition.

Several utility bills were slow to arrive in January. This favorable variance is largely a timing difference.



Park District of Highland Park, IL

Income Statement

Current Period Ending 01/31/2023

60 - DEBT SERVICE

Type	Month		Year To Date		Variance Favorable (Unfavorable)	Annual Budget	Prior Year	
	Actual	Budget	Actual	Budget			Month	YTD
Revenue								
410 - TAX	0.00	0.00	0.00	0.00	0.00	1,677,421.78	0.00	0.00
Total Revenue:	0.00	0.00	0.00	0.00	0.00	1,677,421.78	0.00	0.00
Expense								
710 - DEBT RETIREMENT	0.00	0.00	0.00	0.00	0.00	3,342,200.00	0.00	0.00
Total Expense:	0.00	0.00	0.00	0.00	0.00	3,342,200.00	0.00	0.00
Report Total:	0.00	0.00	0.00	0.00	0.00	-1,664,778.22	0.00	0.00

Fund is tracking as expected.



Park District of Highland Park, IL

70 - CAPITAL FUND

Income Statement

Current Period Ending 01/31/2023

Type	Month		Year To Date		Variance Favorable (Unfavorable)	Annual Budget	Prior Year	
	Actual	Budget	Actual	Budget			Month	YTD
Revenue								
480 - MISCELLANEOUS INCOME	0.00	0.00	0.00	0.00	0.00	1,712,527.22	0.00	0.00
510 - OTHER INCOME	0.00	0.00	0.00	0.00	0.00	300,000.00	0.00	0.00
520 - BOND/DEBT PROCEEDS	39,995.56	0.00	39,995.56	0.00	39,995.56	0.00	458.16	458.16
Total Revenue:	39,995.56	0.00	39,995.56	0.00	39,995.56	2,012,527.22	458.16	458.16
Expense								
620 - CONTRACTUAL SERVICES	1,624.00	79,968.00	1,624.00	79,968.00	78,344.00	1,347,000.00	0.00	0.00
720 - CAPITAL OUTLAY	387,485.92	0.00	387,485.92	0.00	-387,485.92	11,972,642.00	224,718.92	224,718.92
Total Expense:	389,109.92	79,968.00	389,109.92	79,968.00	-309,141.92	13,319,642.00	224,718.92	224,718.92
Report Total:	-349,114.36	-79,968.00	-349,114.36	-79,968.00	-269,146.36	-11,307,114.78	-224,260.76	-224,260.76

Interest on the bond money is not budgeted for in the 520 account. Significantly under budget is contractual services as estimated cost of such services is spread across the year and often does not align with work and when invoices are received. Historically, capital invoices received in January relate to the prior year. However, in January 2023, several trucks were received and paid for, as well as district-wide computers for the year and IT infrastructure items. These are timing differences that should shrink over the next few months.



RECREATION BY CENTER

Park District of Highland Park, IL

Y - T - D JANUARY 2023

Account Type	Fiscal 2022 Total Budget	Fiscal 2022 YTD Activity	2023 Total Budget	2023 YTD Activity
Fund: 29 - RECREATION				
Center: 11 - ADMINISTRATIVE				
Revenue	\$ 5,390,269.73	\$ (7.00)	\$ 5,732,520.17	94.00
Expense	\$ 5,420,948.66	\$ 133,974.47	\$ 5,547,576.13	127,273.32
Center: 11 - ADMINISTRATIVE Surplus (Deficit):	\$ (30,678.93)	\$ (133,981.47)	\$ 184,944.04	(127,179.32)
Net Revenue:	-0.57%	1,914,021.00%	3.23%	-135,297.15%
Center: 24 - WEST RIDGE CENTER				
Revenue	\$ 512,901.00	\$ 159,772.00	\$ 625,799.00	211,493.30
Expense	\$ 712,673.10	\$ 38,307.38	\$ 837,846.96	27,583.12
Center: 24 - WEST RIDGE CENTER Surplus (Deficit):	\$ (199,772.10)	\$ 121,464.62	\$ (212,047.96)	183,910.18
Net Revenue:	-38.95%	76.02%	-33.88%	86.96%
Center: 26 - ATHLETICS				
Revenue	\$ 1,011,527.00	\$ 387,288.85	\$ 1,048,253.99	330,078.29
Expense	\$ 963,107.28	\$ 81,116.98	\$ 1,019,270.68	72,279.30
Center: 26 - ATHLETICS Surplus (Deficit):	\$ 48,419.72	\$ 306,171.87	\$ 28,983.31	257,798.99
Net Revenue:	4.79%	79.06%	2.76%	78.10%
Center: 28 - CAMPS				
Revenue	\$ 1,057,804.00	\$ 50.00	\$ 945,309.00	623.40
Expense	\$ 759,992.47	\$ 9,264.50	\$ 622,557.33	7,980.64
Center: 28 - CAMPS Surplus (Deficit):	\$ 297,811.53	\$ (9,214.50)	\$ 322,751.67	(7,357.24)
Net Revenue:	28.15%	-18,429.00%	34.14%	-1,180.18%
Center: 29 - SPECIAL EVENTS				
Revenue	\$ 67,170.00	\$ -	\$ 67,028.00	250.00
Expense	\$ 161,006.41	\$ 1,853.04	\$ 177,961.55	3,037.17
Center: 29 - SPECIAL EVENTS Surplus (Deficit):	\$ (93,836.41)	\$ (1,853.04)	\$ (110,933.55)	(2,787.17)
Net Revenue:	-139.70%	0.00%	-165.50%	-1,114.87%
Center: 31 - HIDDEN CREEK AQUAPARK				
Revenue	\$ 398,865.00	\$ (20.61)	\$ 435,327.00	(132.66)
Expense	\$ 543,764.76	\$ 4,884.18	\$ 605,397.89	6,381.62
Center: 31 - HIDDEN CREEK AQUAPARK Surplus (Deficit):	\$ (144,899.76)	\$ (4,904.79)	\$ (170,070.89)	(6,514.28)
Net Revenue:	-36.33%	23,798.11%	-39.07%	4,910.51%
Center: 32 - ROSEWOOD INTERPRETIVE CENTER				
Revenue	\$ 167,507.00	\$ 1,463.00	\$ 169,347.00	4,086.00
Expense	\$ 126,823.89	\$ 2,870.57	\$ 119,888.92	1,888.57
Center: 32 - ROSEWOOD INTERPRETIVE CENTER Surplus (Deficit):	\$ 40,683.11	\$ (1,407.57)	\$ 49,458.08	2,197.43
Net Revenue:	24.29%	-96.21%	29.21%	53.78%

Account Type	Fiscal 2022 Total Budget	Fiscal 2022 YTD Activity	2023 Total Budget	2023 YTD Activity
Center: 33 - ROSEWOOD BEACH				
Revenue	\$ 193,825.00	\$ 135.00	\$ 178,540.00	168.00
Expense	\$ 280,643.81	\$ 2,854.62	\$ 268,908.94	3,541.39
Center: 33 - ROSEWOOD BEACH Surplus (Deficit):	\$ (86,818.81)	\$ (2,719.62)	\$ (90,368.94)	(3,373.39)
Net Revenue:	-44.79%	-2,014.53%	-50.62%	-2,007.97%
Center: 34 - PARK AVENUE				
Revenue	\$ 268,507.00	\$ 12,039.25	\$ 261,290.00	14,270.06
Expense	\$ 260,750.62	\$ 2,049.11	\$ 265,847.68	1,723.97
Center: 34 - PARK AVENUE Surplus (Deficit):	\$ 7,756.38	\$ 9,990.14	\$ (4,557.68)	12,546.09
Net Revenue:	2.89%	82.98%	-1.74%	87.92%
Center: 38 - ICE ARENA				
Revenue	\$ 1,068,717.20	\$ 240,930.70	\$ 996,120.48	94,975.66
Expense	\$ 883,225.72	\$ 54,350.52	\$ 1,032,446.03	27,556.38
Center: 38 - ICE ARENA Surplus (Deficit):	\$ 185,491.48	\$ 186,580.18	\$ (36,325.55)	67,419.28
Net Revenue:	17.36%	77.44%	-3.65%	70.99%
Center: 41 - MAINTENANCE				
Expense	\$ 834,343.54	\$ 28,942.32	\$ 897,675.43	26,480.76
Center: 41 - MAINTENANCE Total:	\$ 834,343.54	\$ 28,942.32	\$ 897,675.43	26,480.76
Net Revenue:				
Center: 42 - PRO SHOP				
Revenue	\$ 1,689,725.00	\$ 19,049.40	\$ 1,929,231.00	20,650.07
Expense	\$ 613,503.82	\$ 18,456.81	\$ 694,153.85	15,222.94
Center: 42 - PRO SHOP Surplus (Deficit):	\$ 1,076,221.18	\$ 592.59	\$ 1,235,077.15	5,427.13
Net Revenue:	63.69%	3.11%	64.02%	26.28%
Center: 49 - RECREATION CENTER ADMIN				
Revenue	\$ 100,827.50	\$ 8,823.05	\$ 107,270.00	12,240.54
Expense	\$ 728,034.67	\$ 35,495.27	\$ 704,720.08	23,936.97
Center: 49 - RECREATION CENTER ADMIN Surplus (Deficit):	\$ (627,207.17)	\$ (26,672.22)	\$ (597,450.08)	(11,696.43)
Net Revenue:	-622.06%	-302.30%	-556.96%	-95.55%
Center: 51 - RECREATION CENTER FITNESS				
Revenue	\$ 1,360,180.00	\$ 48,802.45	\$ 954,714.68	97,447.01
Expense	\$ 859,674.59	\$ 37,281.79	\$ 767,995.46	34,417.84
Center: 51 - RECREATION CENTER FITNESS Surplus (Deficit):	\$ 500,505.41	\$ 11,520.66	\$ 186,719.22	63,029.17
Net Revenue:	36.80%	23.61%	19.56%	64.68%
Center: 53 - RECREATION CENTER AQUATICS				
Revenue	\$ 184,612.50	\$ 17,539.90	\$ 235,643.75	31,788.23
Expense	\$ 308,079.11	\$ 17,049.41	\$ 335,706.89	21,918.85
Center: 53 - RECREATION CENTER AQUATICS Surplus (Deficit):	\$ (123,466.61)	\$ 490.49	\$ (100,063.14)	9,869.38
Net Revenue:	-66.88%	2.80%	-42.46%	31.05%

Account Type	Fiscal 2022 Total Budget	Fiscal 2022 YTD Activity	2023 Total Budget	2023 YTD Activity
Center: 55 - INDOOR TENNIS				
Revenue	\$ 1,278,727.00	\$ 335,044.65	\$ 1,754,621.79	274,504.98
Expense	\$ 1,063,959.35	\$ 62,773.55	\$ 1,379,971.25	62,165.24
Center: 55 - INDOOR TENNIS Surplus (Deficit):	\$ 214,767.65	\$ 272,271.10	\$ 374,650.54	212,339.74
Net Revenue:	16.80%	81.26%	21.35%	77.35%
Center: 56 - OUTDOOR TENNIS				
Revenue	\$ 263,561.10	\$ -	\$ (5.00)	-
Expense	\$ 204,743.97	\$ 1,862.82	\$ 33.00	-
Center: 56 - OUTDOOR TENNIS Surplus (Deficit):	\$ 58,817.13	\$ (1,862.82)	\$ (38.00)	-
Net Revenue:	22.32%	0.00%	760.00%	0.00%
Center: 61 - HELLER NATURE CENTER				
Revenue	\$ 357,928.25	\$ 6,885.68	\$ 303,718.00	3,113.05
Expense	\$ 625,442.22	\$ 34,813.26	\$ 671,514.54	25,257.50
Center: 61 - HELLER NATURE CENTER Surplus (Deficit):	\$ (267,513.97)	\$ (27,927.58)	\$ (367,796.54)	(22,144.45)
Net Revenue:	-74.74%	-405.59%	-121.10%	-711.34%
Center: 74 - HPCC LEARNING CENTER				
Revenue	\$ 585,953.00	\$ 7,695.72	\$ 546,750.00	8,034.33
Expense	\$ 538,786.24	\$ 17,857.19	\$ 532,296.56	15,944.87
Center: 74 - HPCC LEARNING CENTER Surplus (Deficit):	\$ 47,166.76	\$ (10,161.47)	\$ 14,453.44	(7,910.54)
Net Revenue:	8.05%	-132.04%	2.64%	-98.46%
Center: 76 - HPCC BUILDING				
Revenue	\$ 38,874.58	\$ -	\$ 46,878.00	-
Expense	\$ 38,872.78	\$ 510.17	\$ 46,367.00	-
Center: 76 - HPCC BUILDING Surplus (Deficit):	\$ 1.80	\$ (510.17)	\$ 511.00	-
Net Revenue:	0.00%	0.00%	1.09%	0.00%
Fund: 29 - RECREATION Surplus (Deficit):	\$ 69,104.85	\$ 658,924.08	\$ (189,779.31)	599,093.81
Net Revenue:	0.43%	52.90%	-1.16%	54.28%
Report Surplus (Deficit):	\$ 69,104.85	\$ 658,924.08	\$ (189,779.31)	599,093.81
Net Revenue:	0.43%	52.90%	-1.16%	54.28%



Sunset Valley Golf Course

	2022	2022	2023	2023
	Budget	YTD Activity	Budget	YTD Activity
Revenue	1,689,725.00	19,049.40	1,929,231.00	20,650.07
Expense	1,447,847.36	47,399.13	1,591,829.28	41,703.70
Report Surplus (Deficit):	241,877.64	(28,349.73)	337,401.72	(21,053.63)

Recreation Center of HP

	2022	2022	2023	2023
	Budget	YTD Activity	Budget	YTD Activity
Revenue	1,645,620.00	75,165.40	1,297,628.43	141,475.78
Expense	1,895,788.37	89,826.47	1,808,422.43	80,273.66
Report Surplus (Deficit):	(250,168.37)	(14,661.07)	(510,794.00)	61,202.12

Deer Creek Raquet Club

	2022	2022	2023	2023
	Budget	YTD Activity	Budget	YTD Activity
Revenue	1,542,288.10	335,044.65	1,754,616.79	274,504.98
Expense	1,268,703.32	64,636.37	1,380,004.25	62,165.24
Report Surplus (Deficit):	273,584.78	270,408.28	374,612.54	212,339.74

Park District of Highland Park
Investment Schedule
January 31, 2023

01.31.2023

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	20,000.00



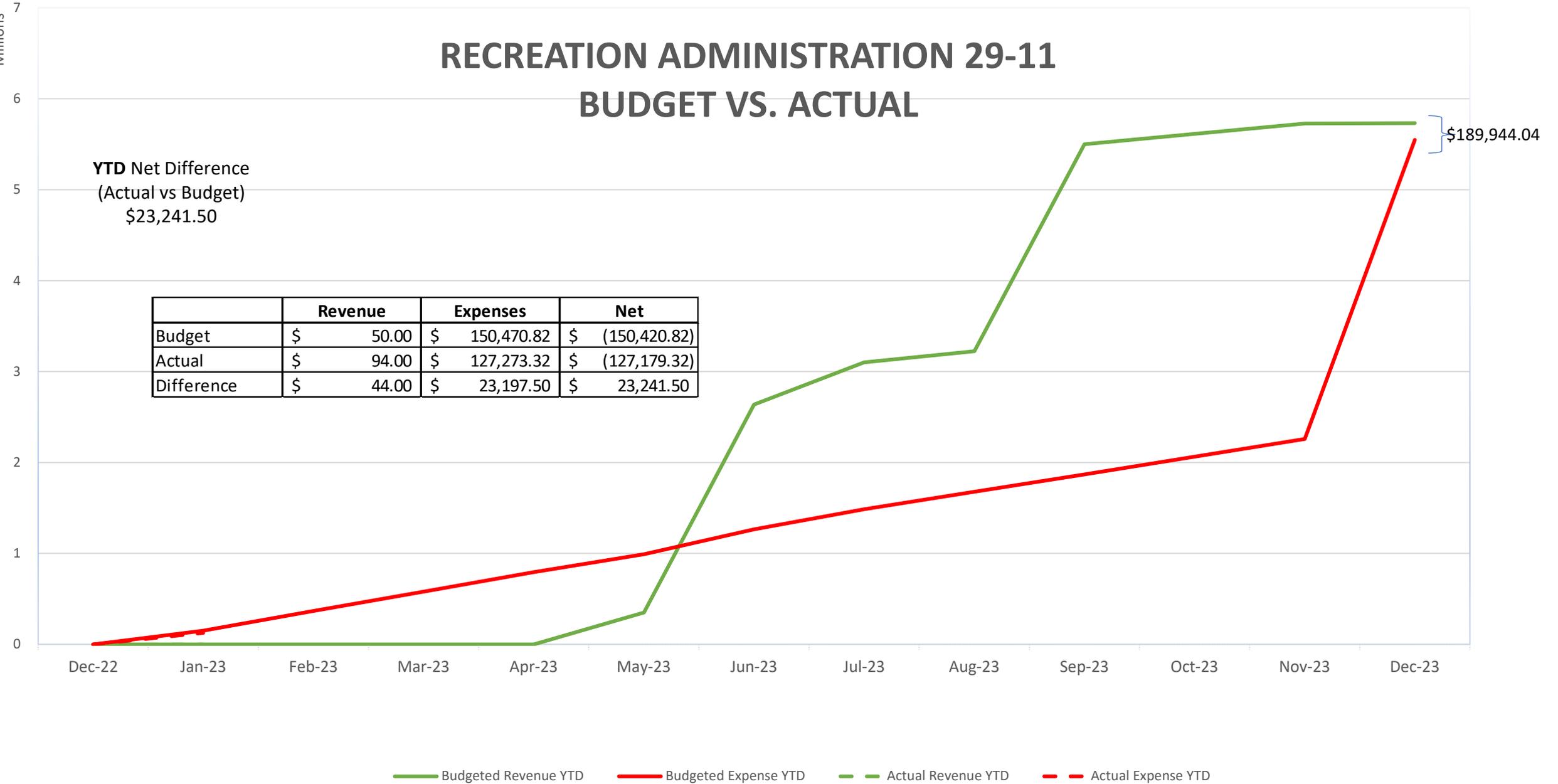
Revenue and Expense Charts by Center – January 2023

RECREATION ADMINISTRATION 29-11

BUDGET VS. ACTUAL

YTD Net Difference
 (Actual vs Budget)
 \$23,241.50

	Revenue	Expenses	Net
Budget	\$ 50.00	\$ 150,470.82	\$ (150,420.82)
Actual	\$ 94.00	\$ 127,273.32	\$ (127,179.32)
Difference	\$ 44.00	\$ 23,197.50	\$ 23,241.50

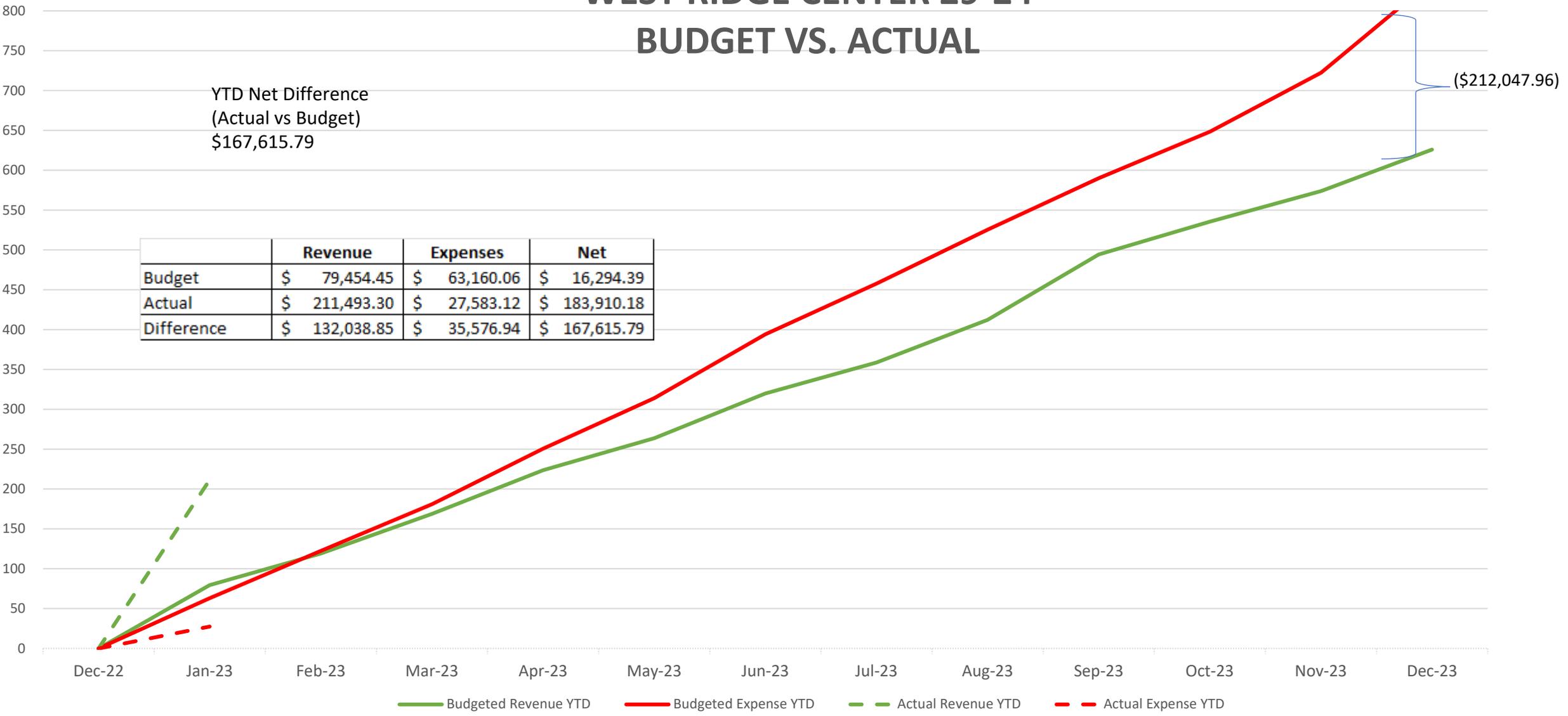


WEST RIDGE CENTER 29-24

BUDGET VS. ACTUAL

YTD Net Difference
(Actual vs Budget)
\$167,615.79

	Revenue	Expenses	Net
Budget	\$ 79,454.45	\$ 63,160.06	\$ 16,294.39
Actual	\$ 211,493.30	\$ 27,583.12	\$ 183,910.18
Difference	\$ 132,038.85	\$ 35,576.94	\$ 167,615.79



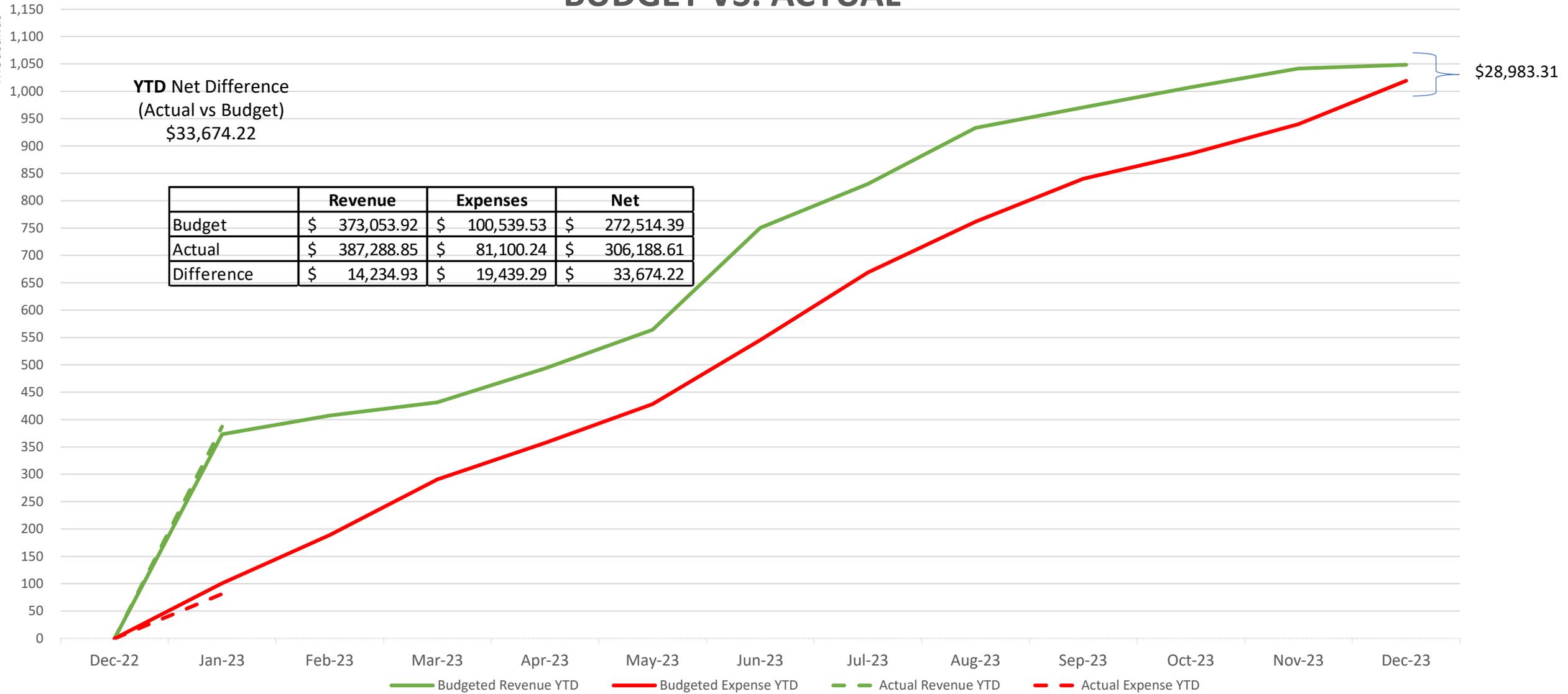
(\$212,047.96)

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

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

ATHLETICS 29-26

BUDGET VS. ACTUAL

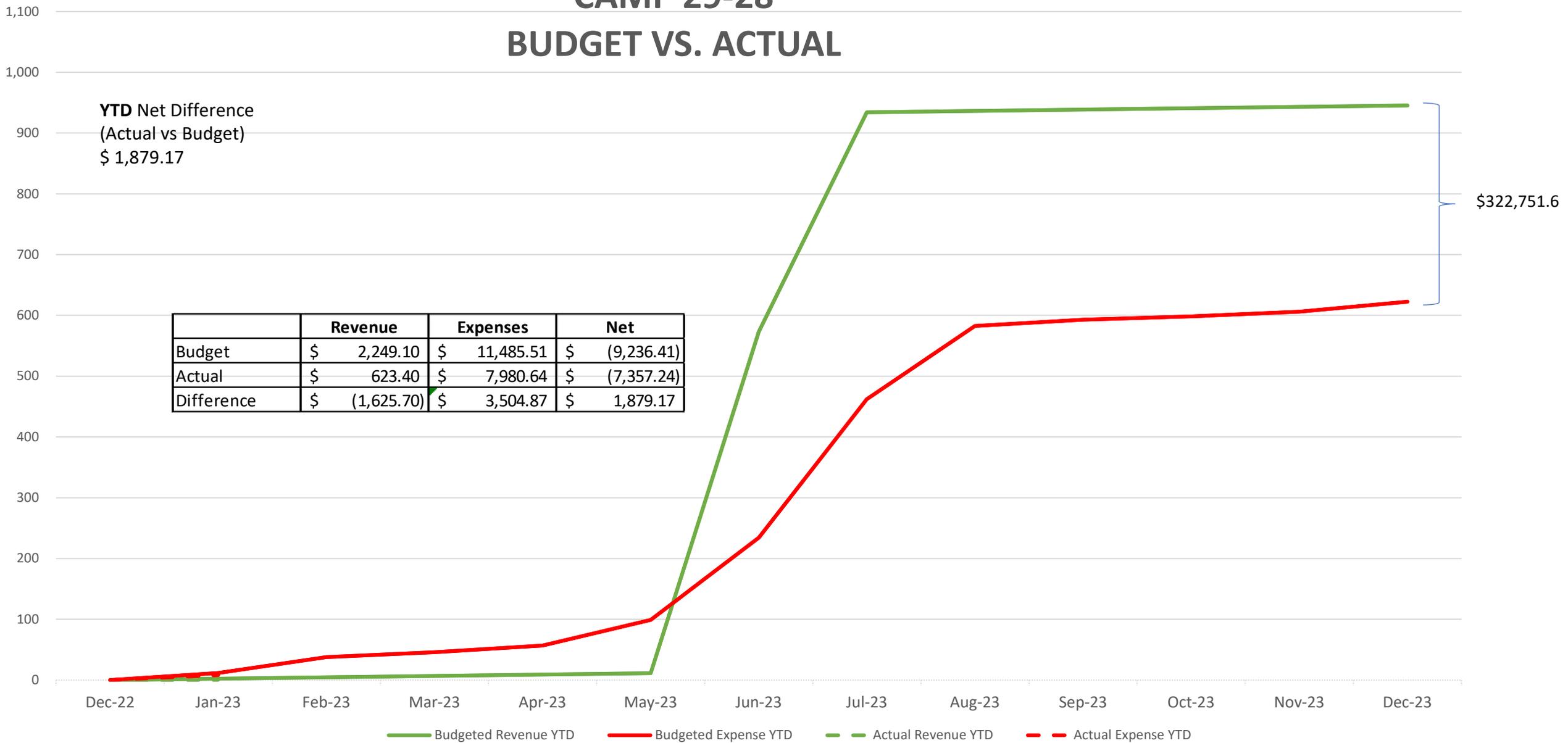


CAMP 29-28

BUDGET VS. ACTUAL

YTD Net Difference
 (Actual vs Budget)
 \$ 1,879.17

	Revenue	Expenses	Net
Budget	\$ 2,249.10	\$ 11,485.51	\$ (9,236.41)
Actual	\$ 623.40	\$ 7,980.64	\$ (7,357.24)
Difference	\$ (1,625.70)	\$ 3,504.87	\$ 1,879.17



SPECIAL EVENTS 29-29

BUDGET VS. ACTUAL

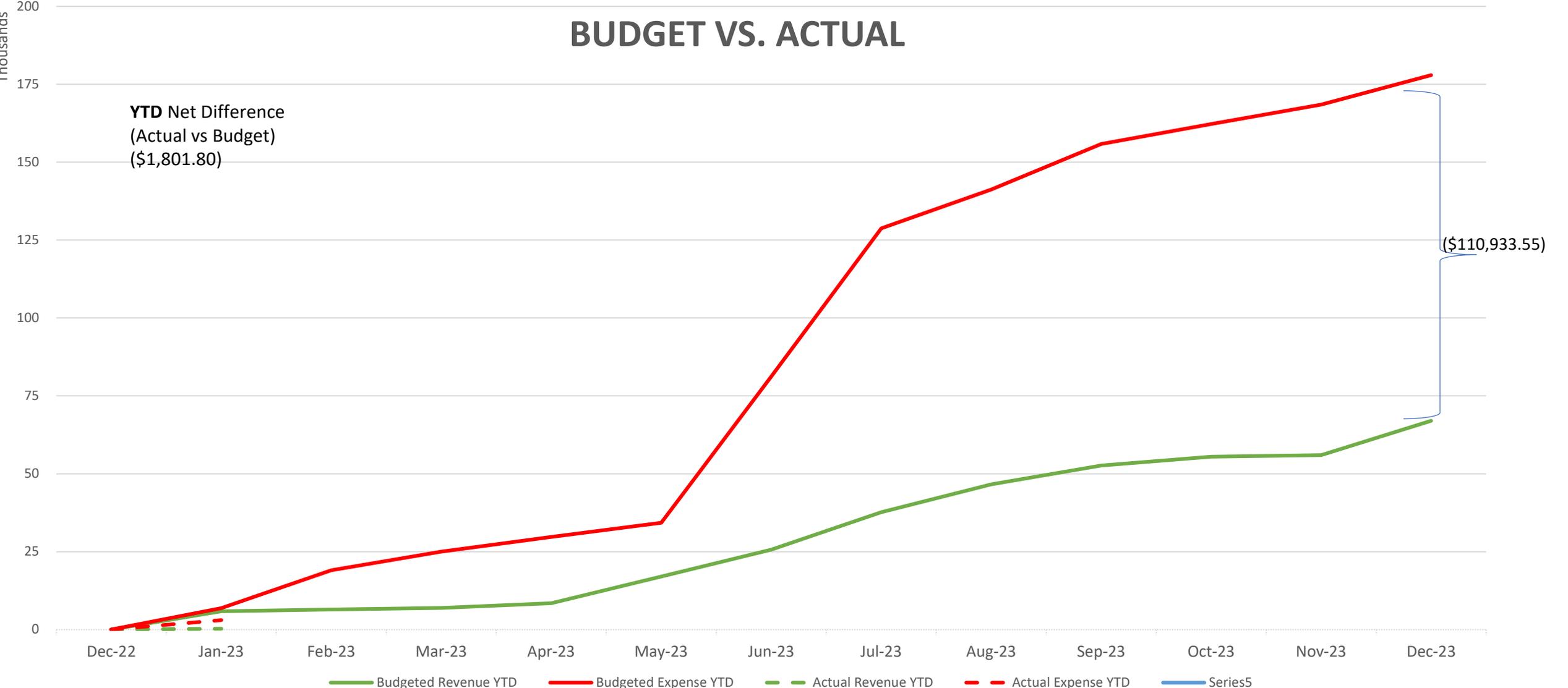
Thousands

YTD Net Difference
 (Actual vs Budget)
 (\$1,801.80)

(\$110,933.55)

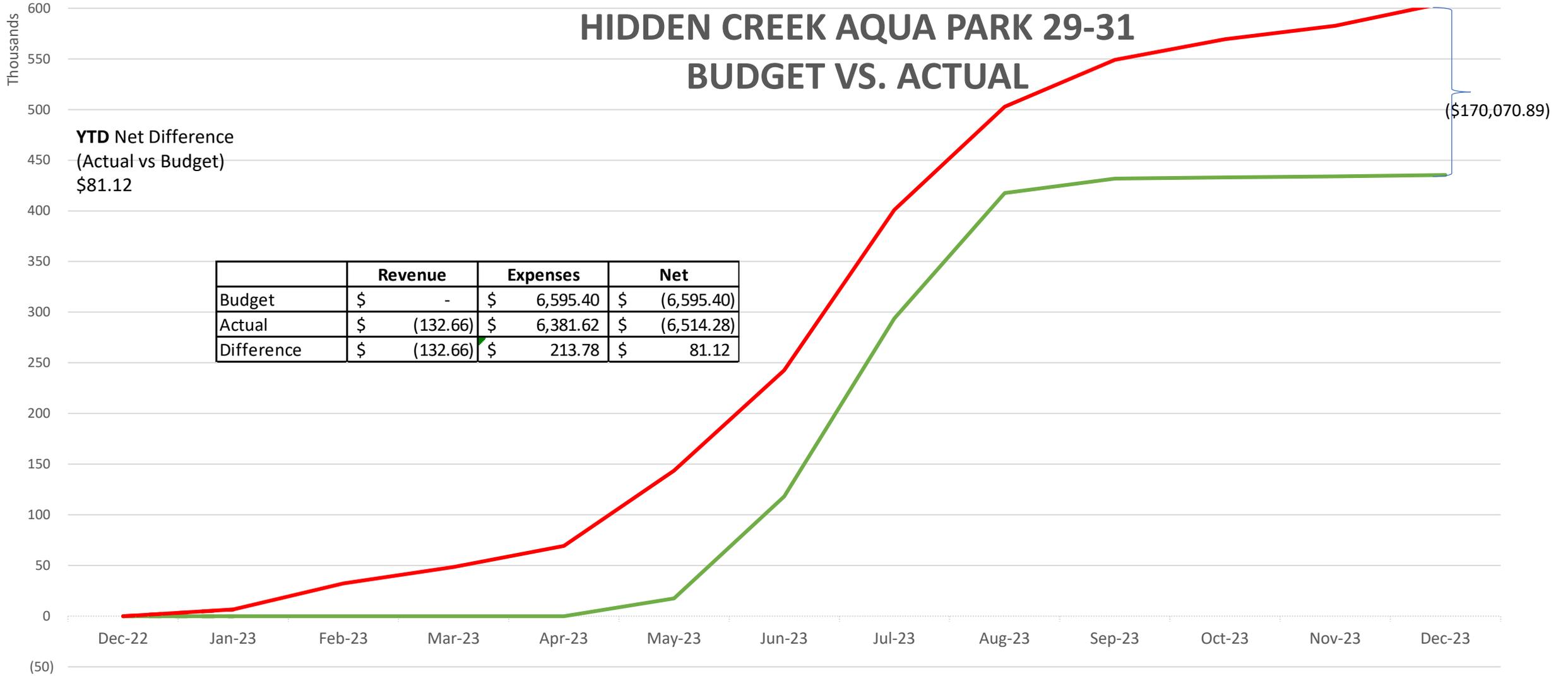
Dec-22 Jan-23 Feb-23 Mar-23 Apr-23 May-23 Jun-23 Jul-23 Aug-23 Sep-23 Oct-23 Nov-23 Dec-23

— Budgeted Revenue YTD
 — Budgeted Expense YTD
 - - - Actual Revenue YTD
 - - - Actual Expense YTD
 — Series5



HIDDEN CREEK AQUA PARK 29-31

BUDGET VS. ACTUAL



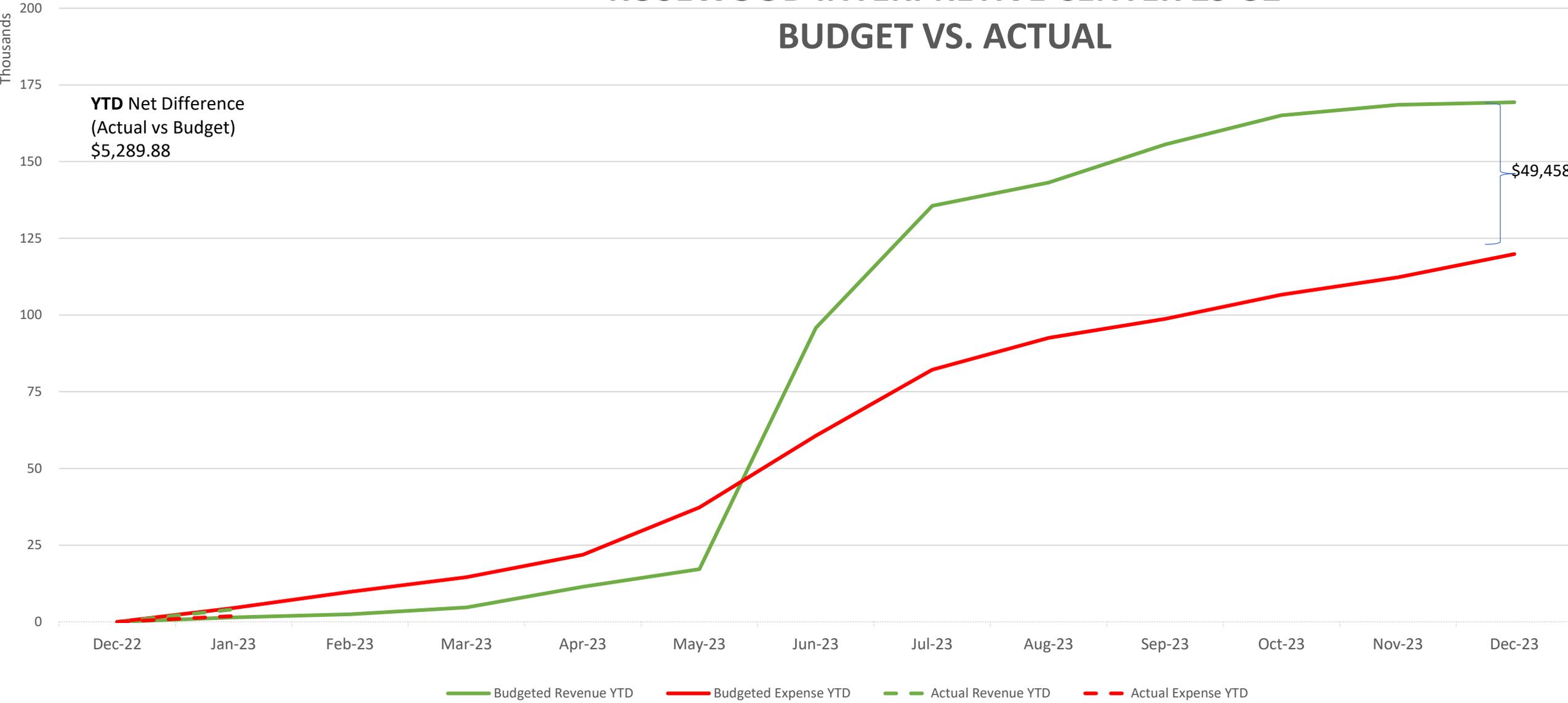
YTD Net Difference
 (Actual vs Budget)
\$81.12

	Revenue	Expenses	Net
Budget	\$ -	\$ 6,595.40	\$ (6,595.40)
Actual	\$ (132.66)	\$ 6,381.62	\$ (6,514.28)
Difference	\$ (132.66)	\$ 213.78	\$ 81.12

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

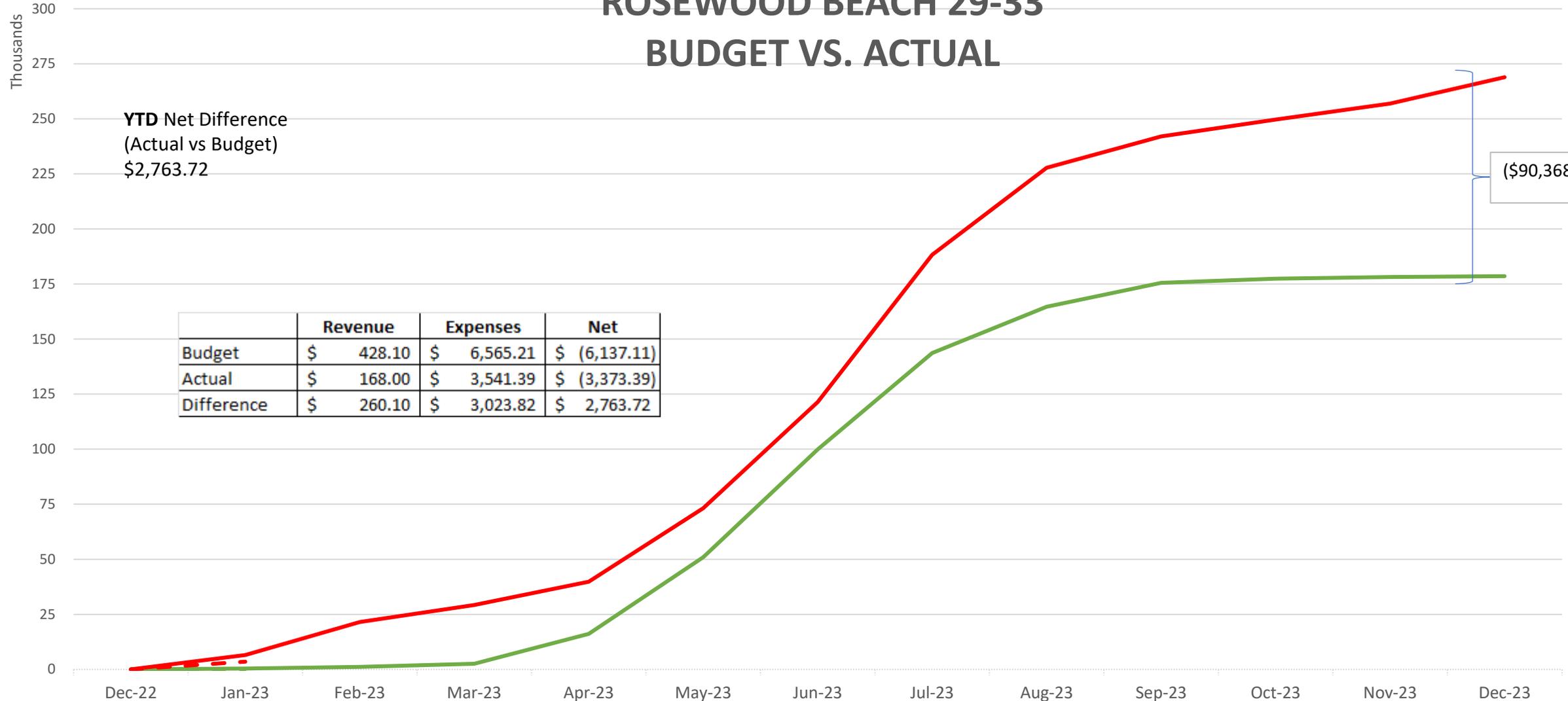
ROSEWOOD INTERPRETIVE CENTER 29-32

BUDGET VS. ACTUAL



ROSEWOOD BEACH 29-33

BUDGET VS. ACTUAL



YTD Net Difference
(Actual vs Budget)
\$2,763.72

	Revenue	Expenses	Net
Budget	\$ 428.10	\$ 6,565.21	\$ (6,137.11)
Actual	\$ 168.00	\$ 3,541.39	\$ (3,373.39)
Difference	\$ 260.10	\$ 3,023.82	\$ 2,763.72

(\$90,368.94)

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

PARK AVENUE 29-34

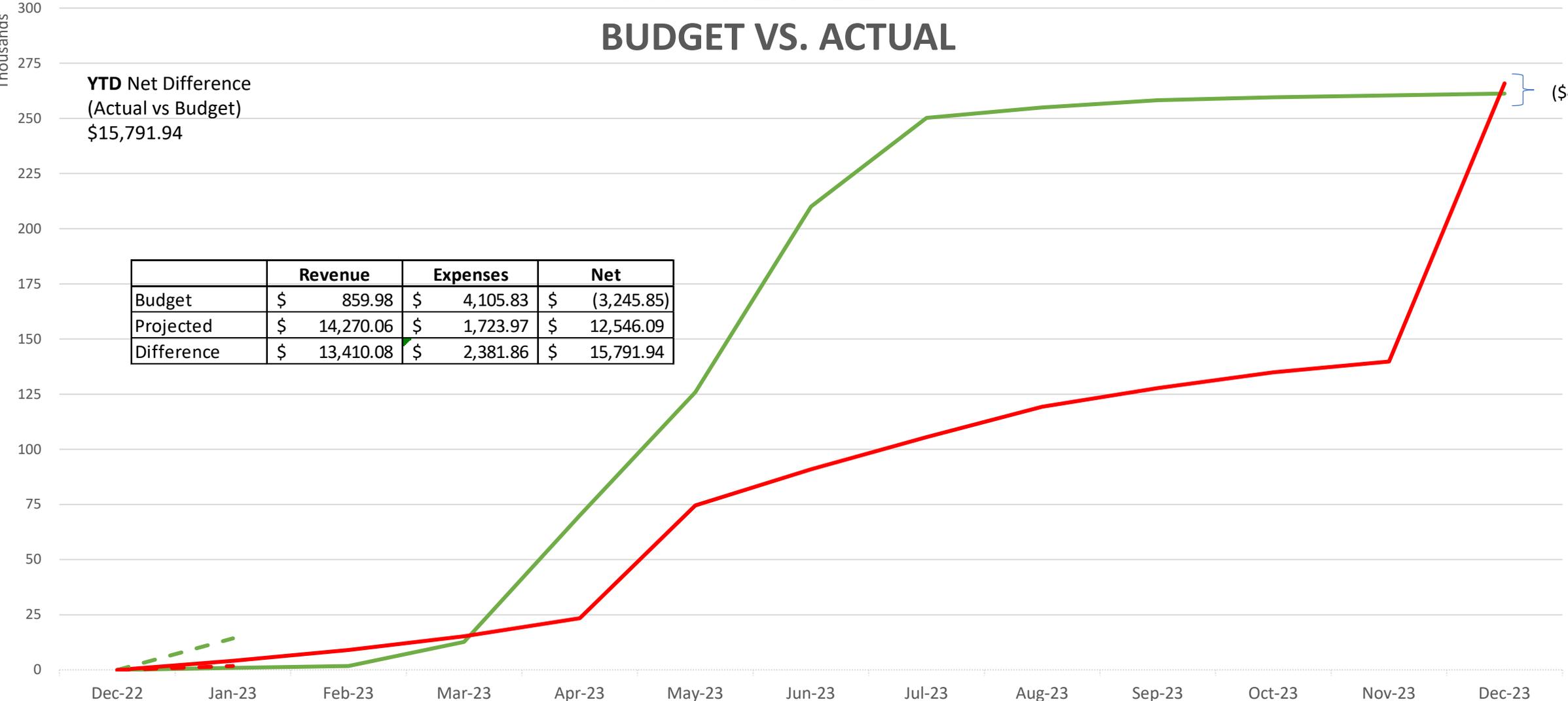
BUDGET VS. ACTUAL

Thousands

YTD Net Difference
(Actual vs Budget)
\$15,791.94

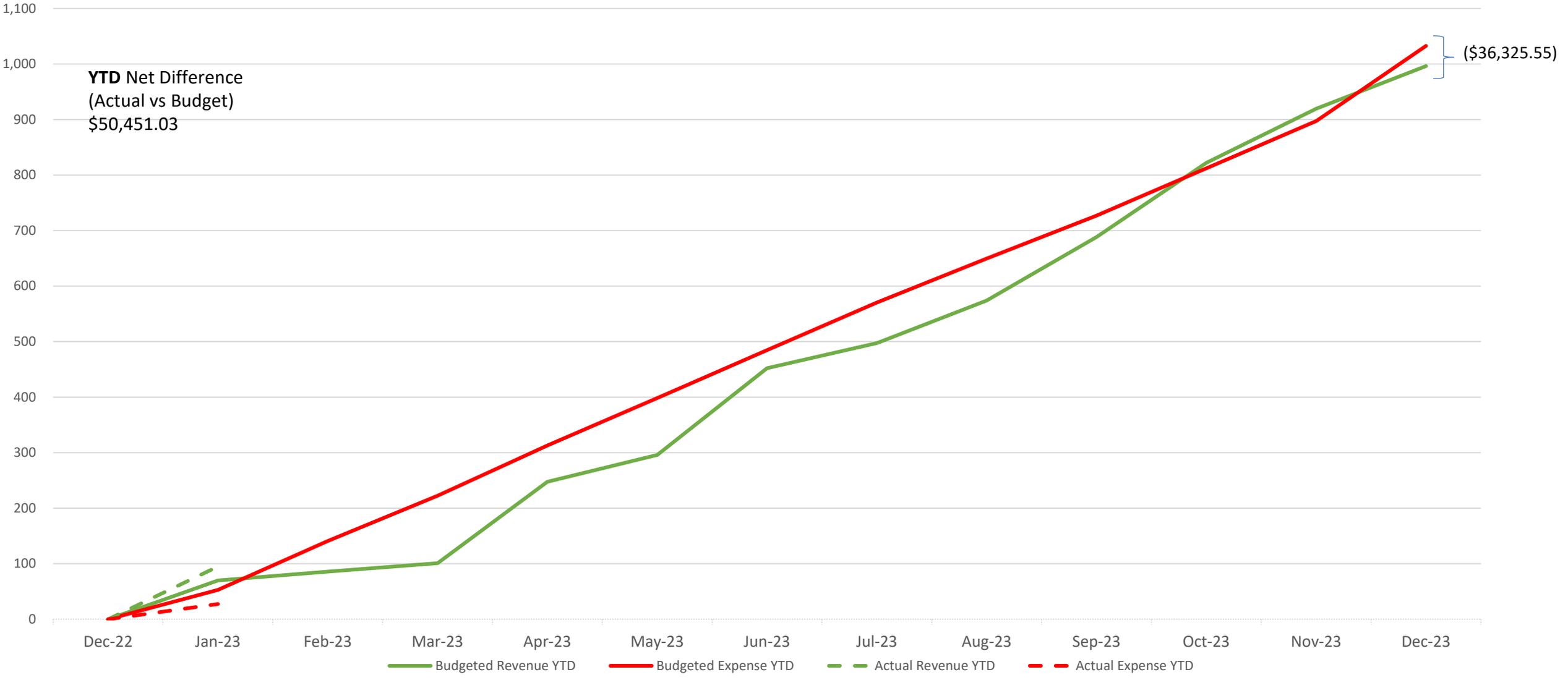
	Revenue	Expenses	Net
Budget	\$ 859.98	\$ 4,105.83	\$ (3,245.85)
Projected	\$ 14,270.06	\$ 1,723.97	\$ 12,546.09
Difference	\$ 13,410.08	\$ 2,381.86	\$ 15,791.94

} (\$4,557.6



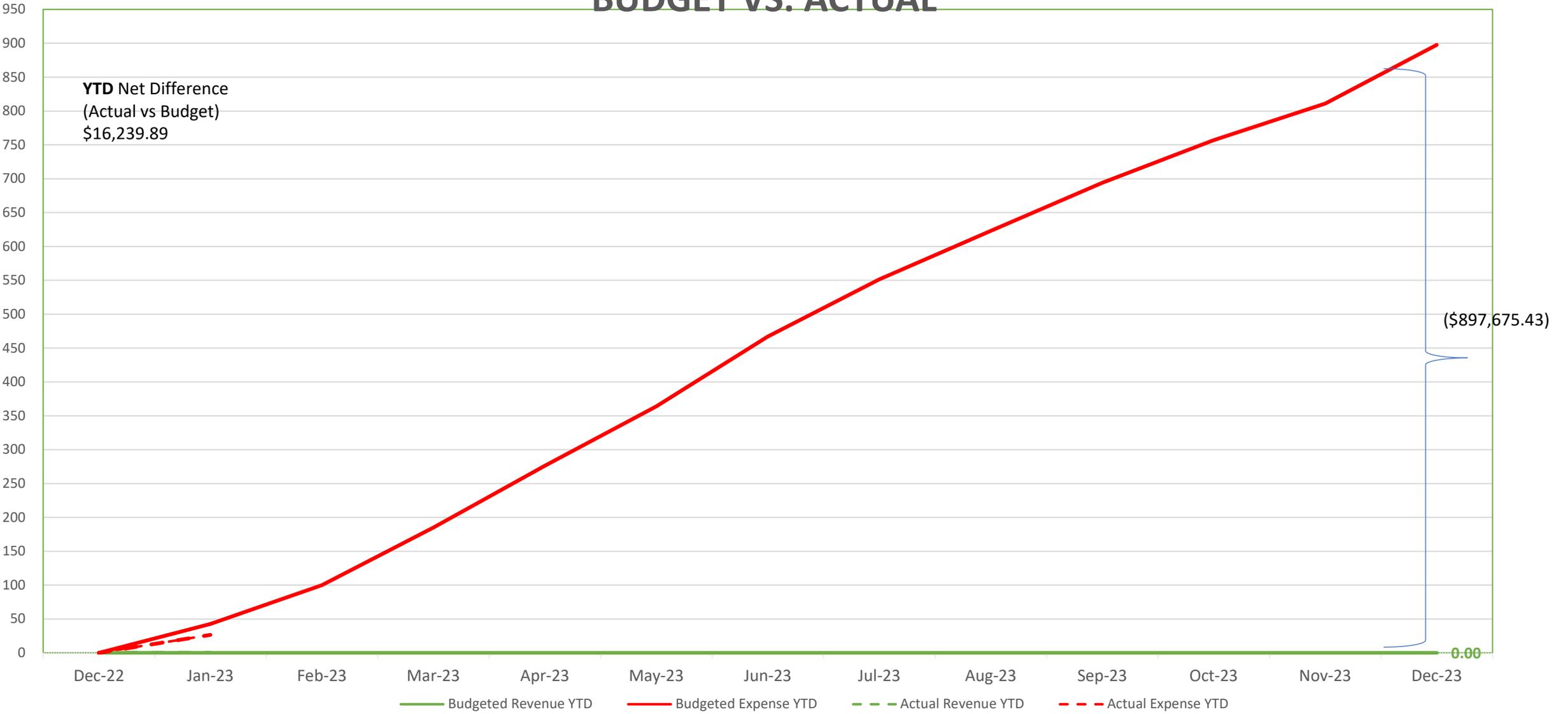
— Budgeted Revenue YTD
 — Budgeted Expense YTD
 - - - Actual Revenue YTD
 - - - Actual Expense YTD

CENTENNIAL 29-38 BUDGET VS. ACTUAL



MAINTENANCE 29-41

BUDGET VS. ACTUAL



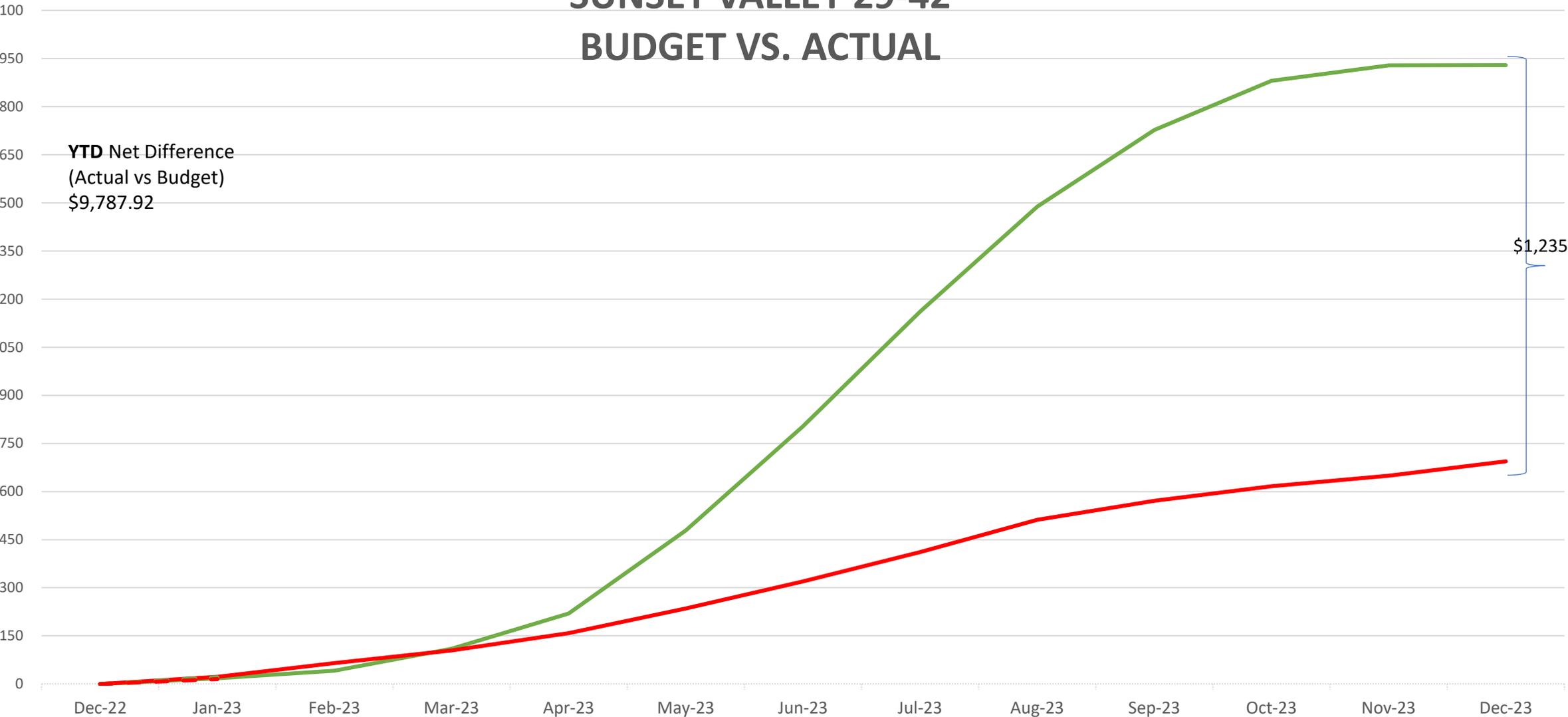
SUNSET VALLEY 29-42

BUDGET VS. ACTUAL

Thousands

YTD Net Difference
(Actual vs Budget)
\$9,787.92

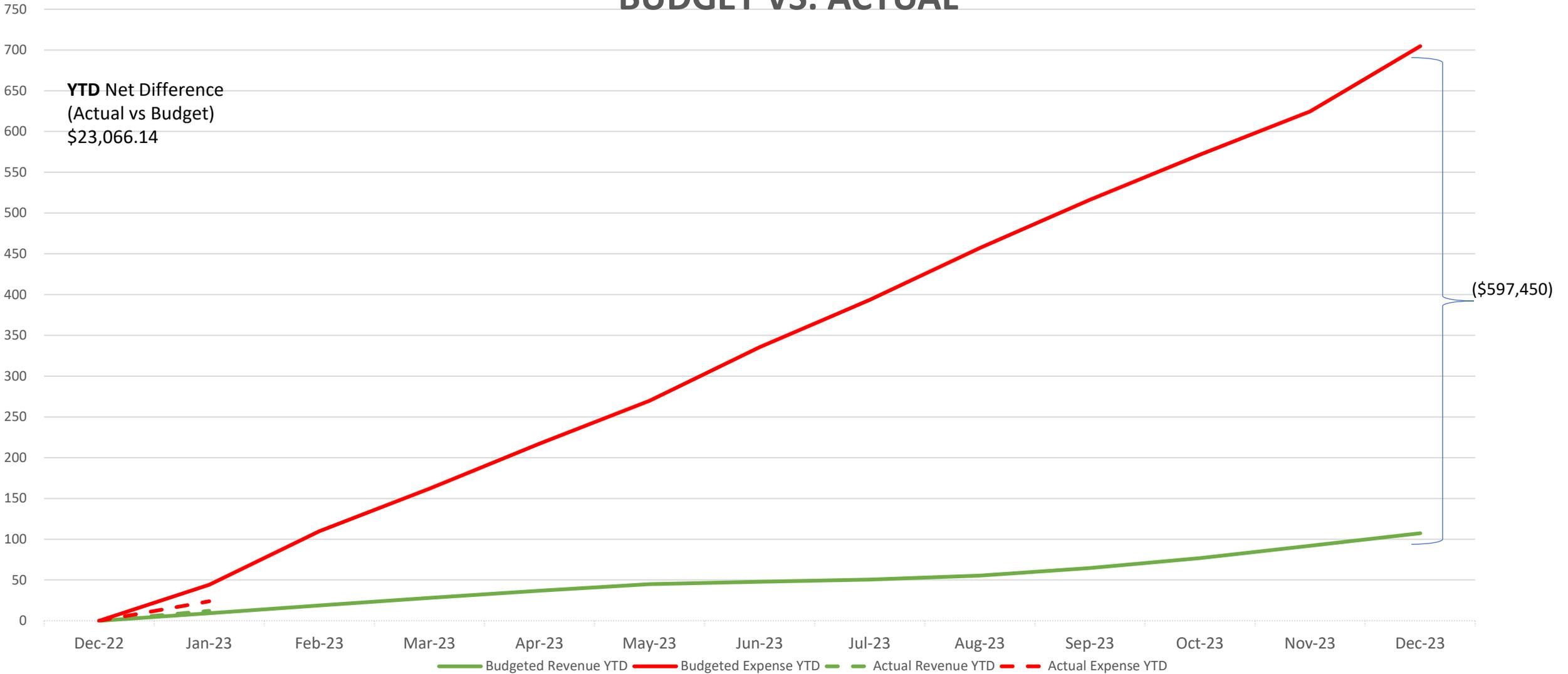
\$1,235,077.15



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

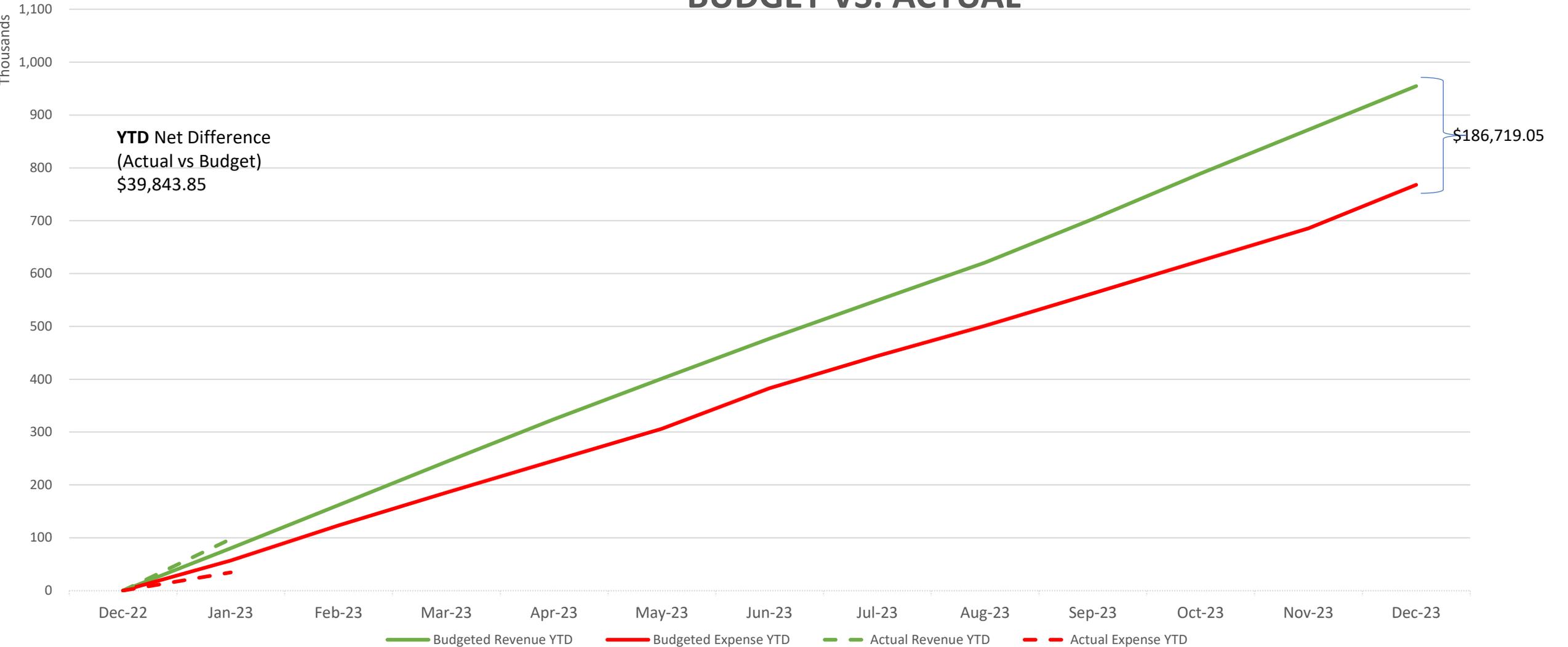
REC CENTER ADMIN 29-49

BUDGET VS. ACTUAL



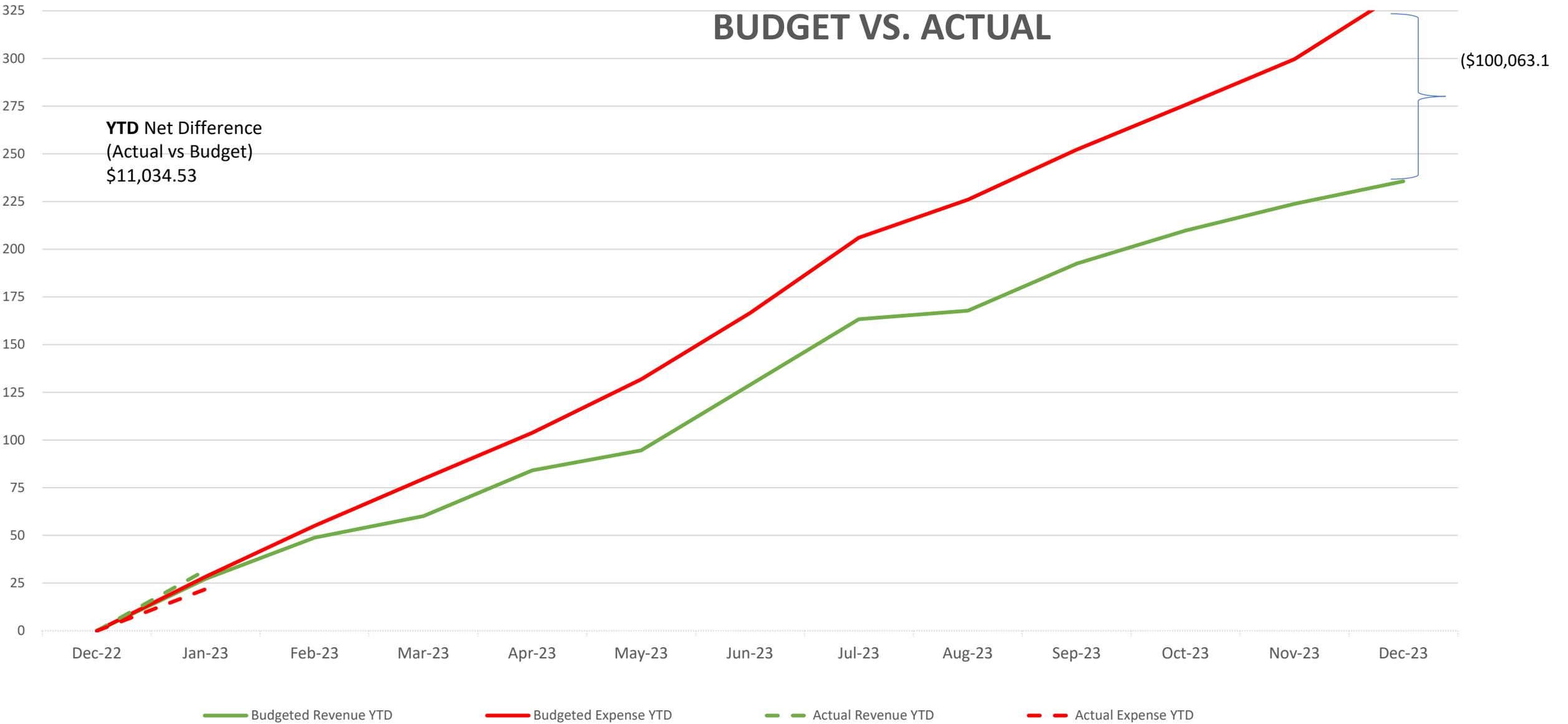
RECREATION CENTER FITNESS 29-51

BUDGET VS. ACTUAL



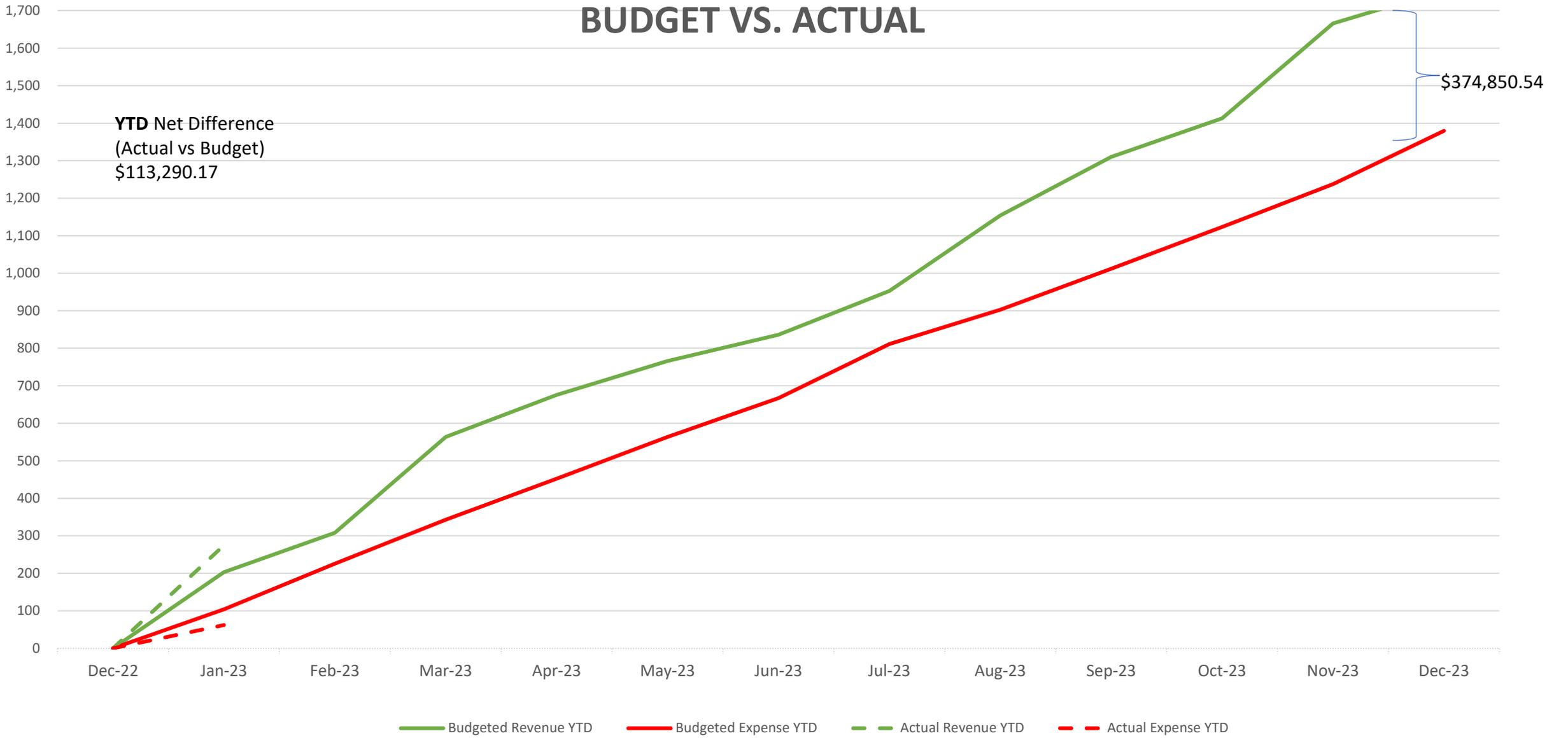
RECREATION CENTER AQUATICS 29-53

BUDGET VS. ACTUAL



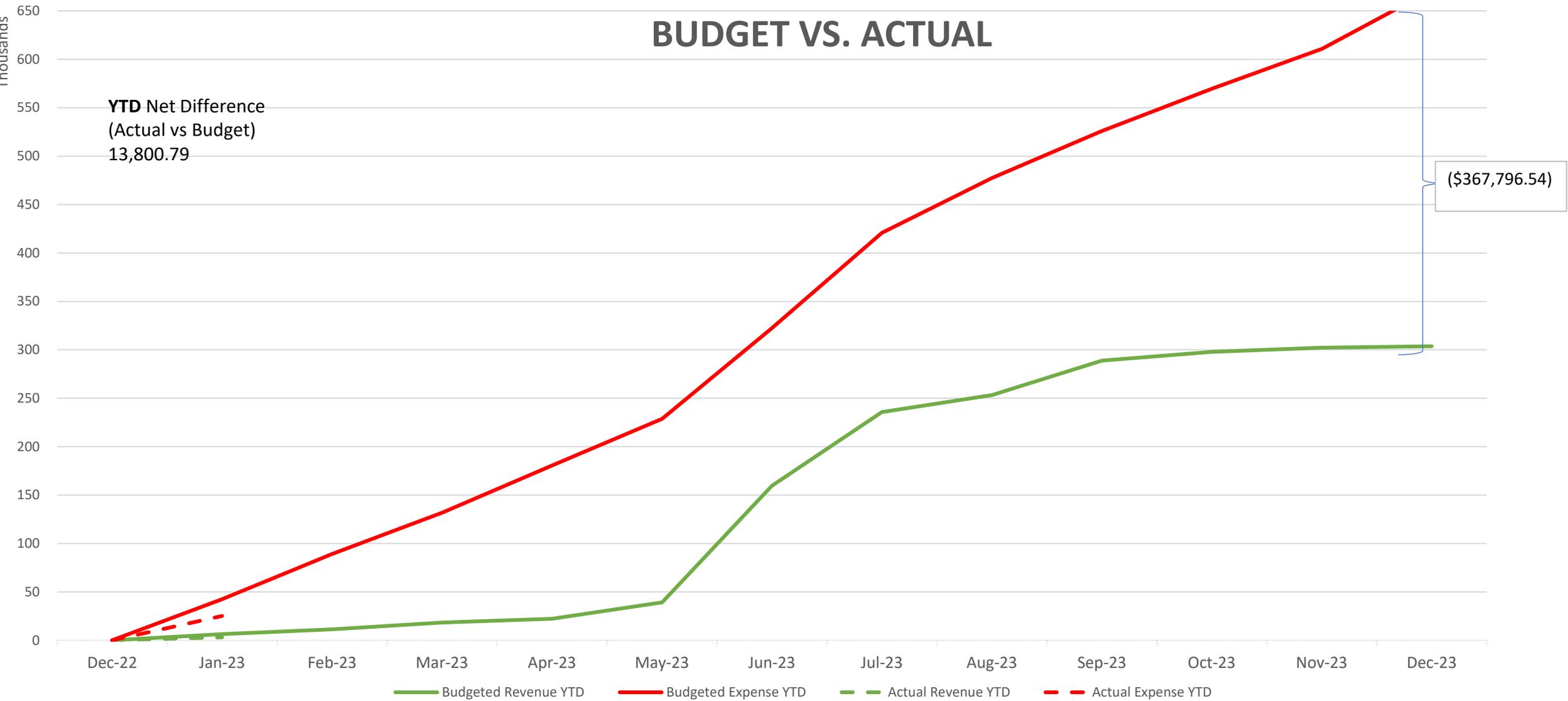
TENNIS 29-55

BUDGET VS. ACTUAL



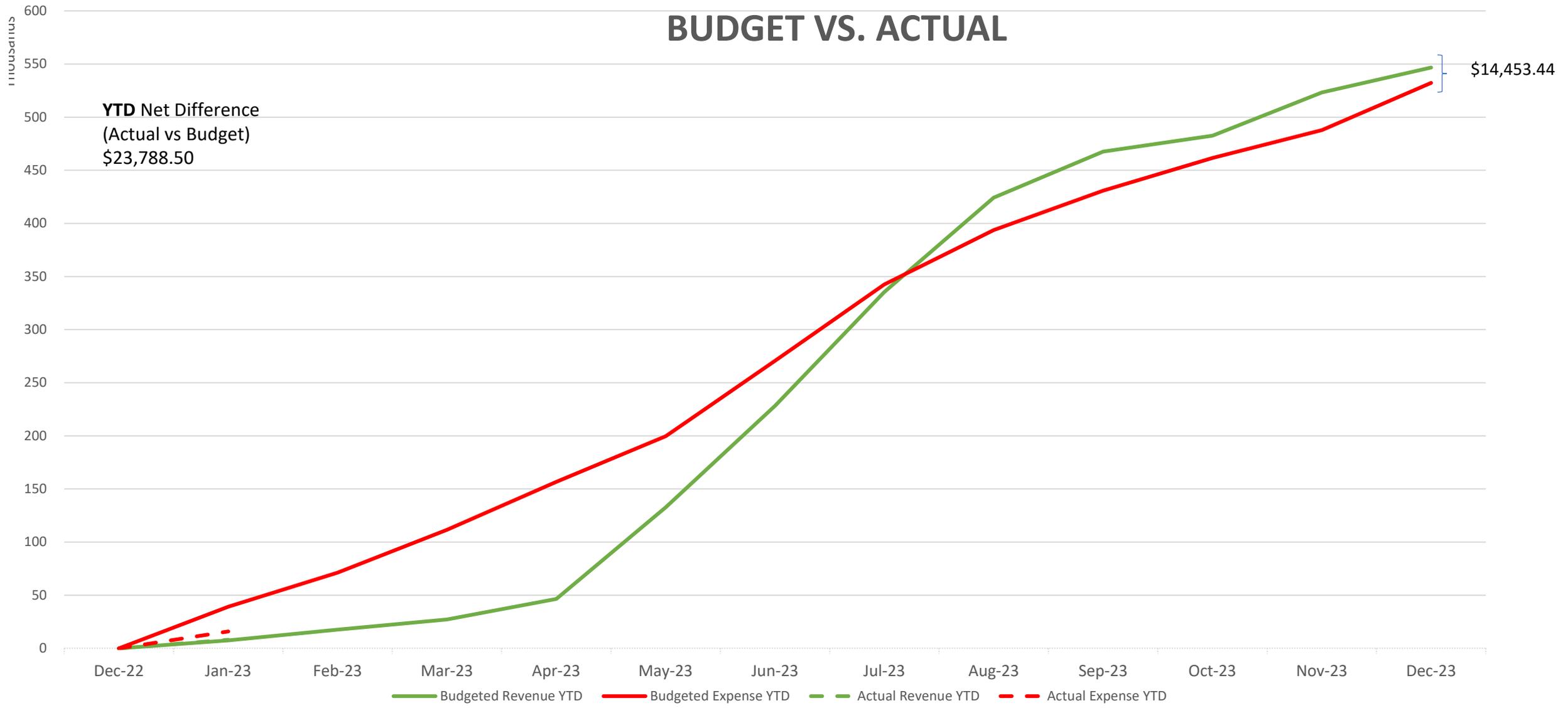
HELLER NATURE CENTER 29-61

BUDGET VS. ACTUAL



HPCC LEARNING CENTER 29-74

BUDGET VS. ACTUAL



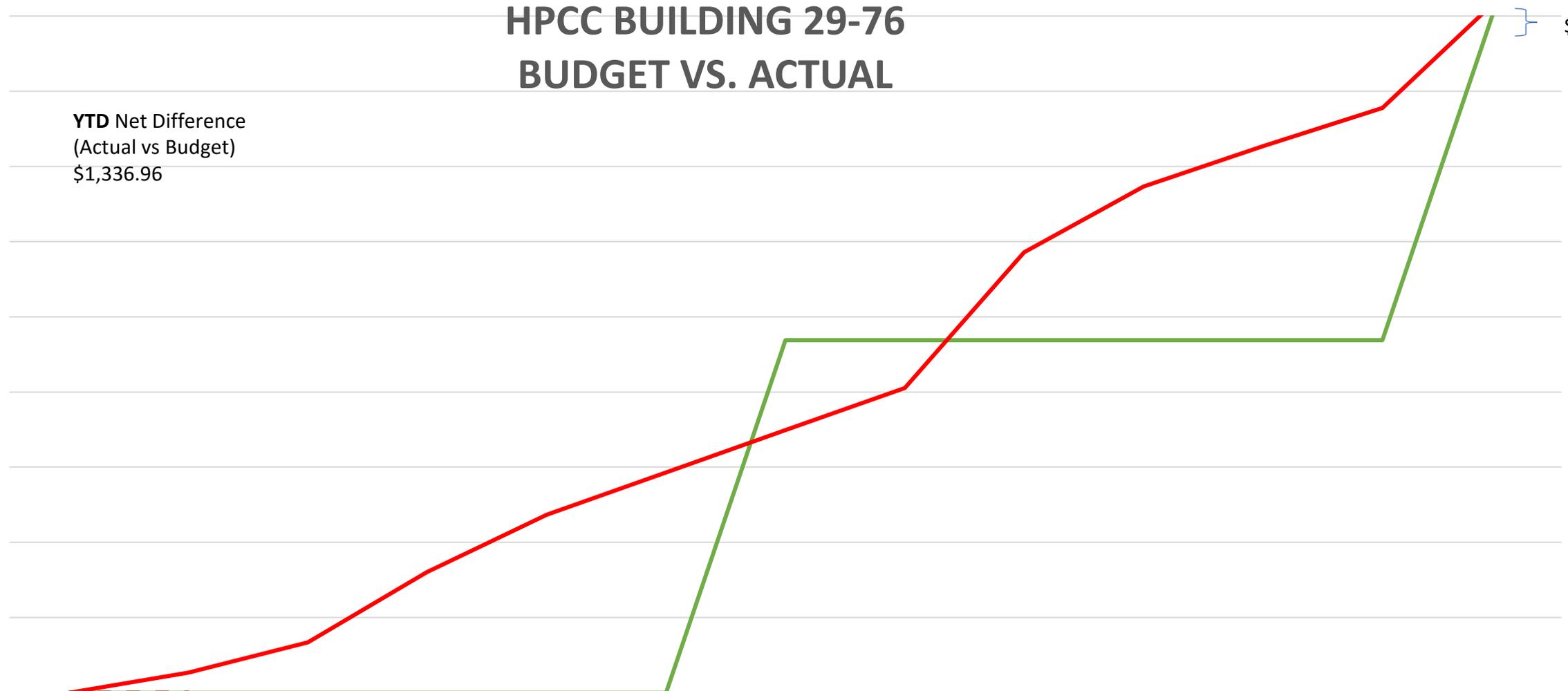
HPCC BUILDING 29-76 BUDGET VS. ACTUAL

YTD Net Difference
(Actual vs Budget)
\$1,336.96

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

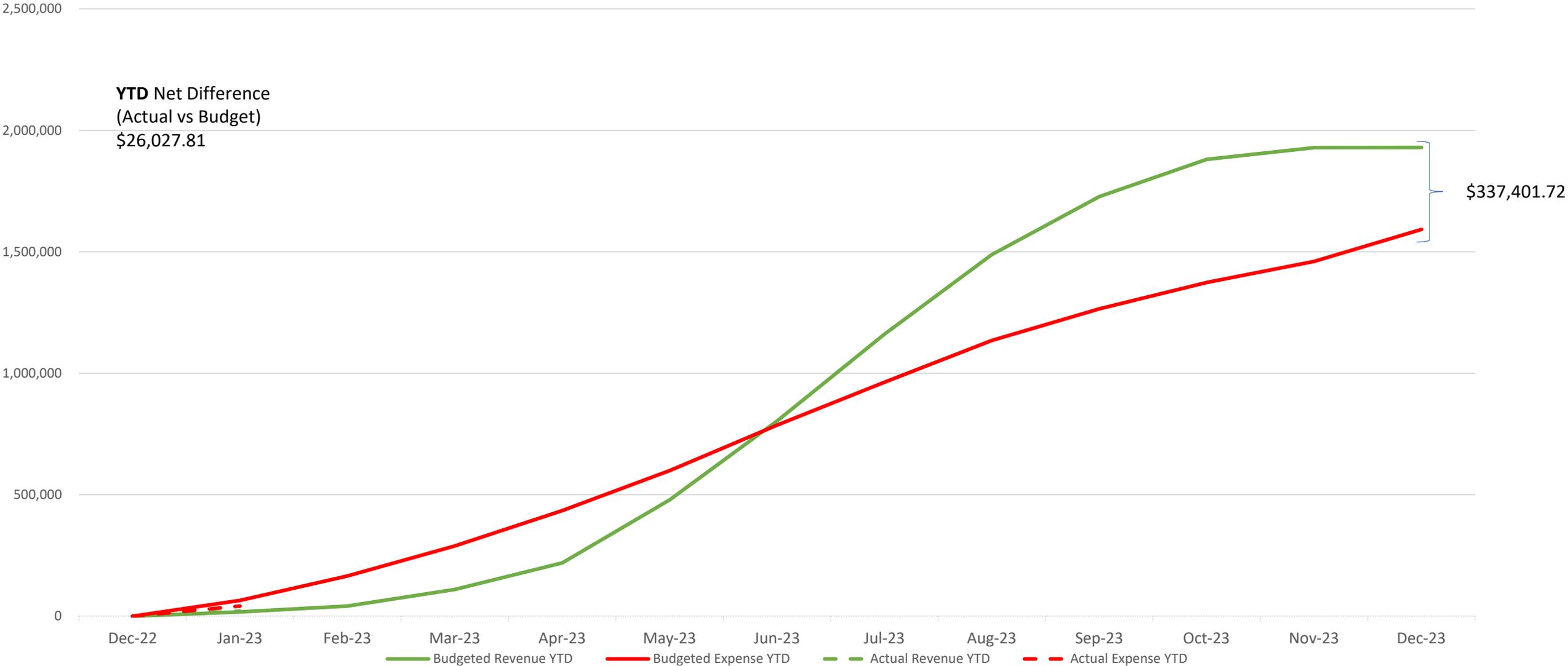
Budgeted Revenue YTD Budgeted Expense YTD Actual Revenue YTD Actual Expense YTD

\$511



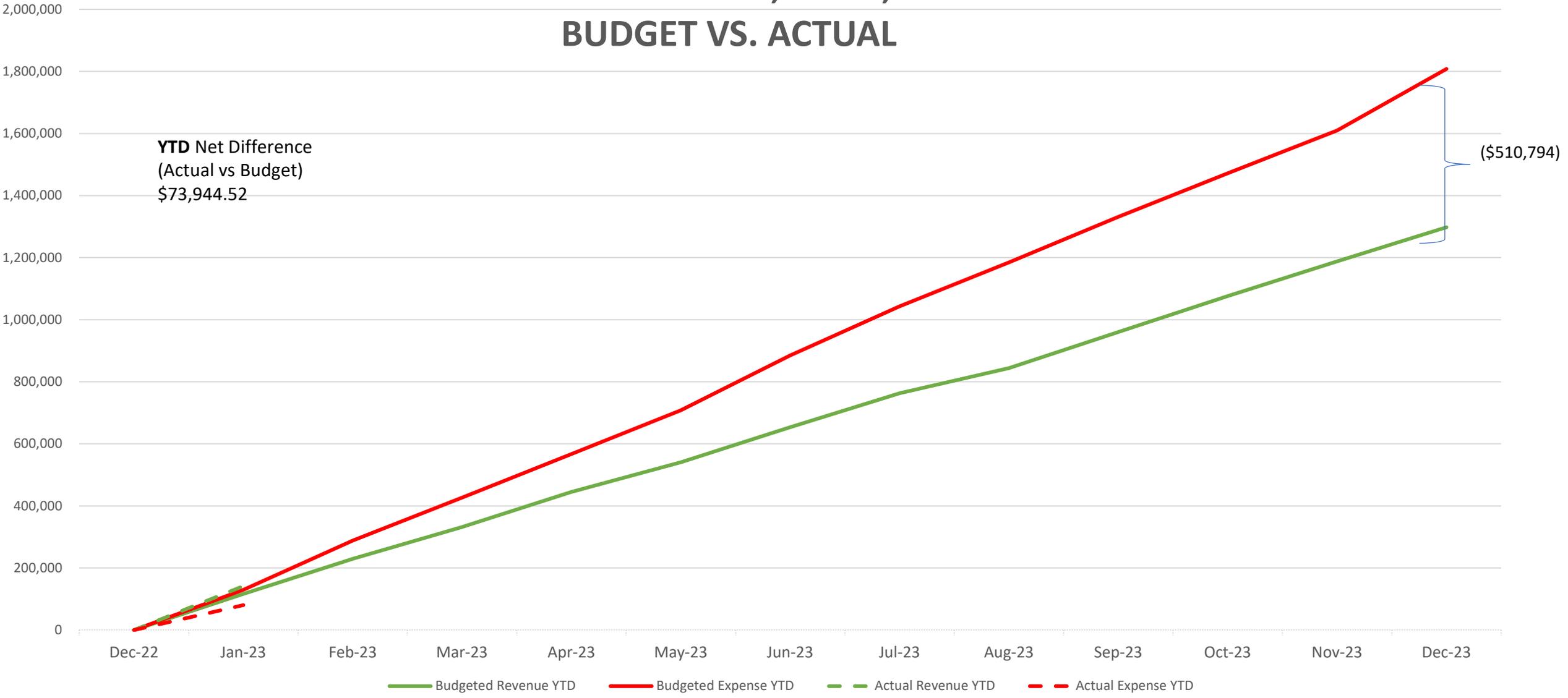
SUNSET VALLEY 29-41 and 42

BUDGET VS. ACTUAL



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

BUDGET VS. ACTUAL



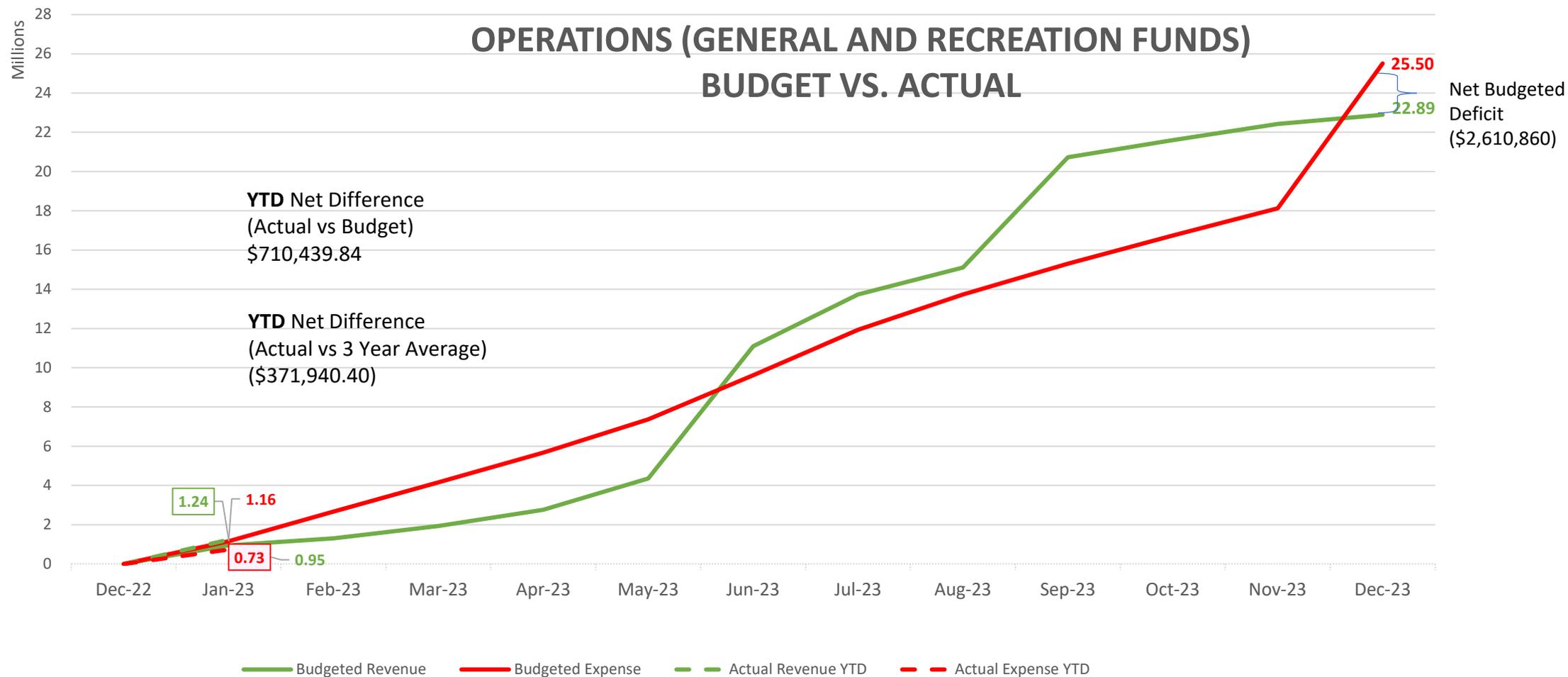


2023

**FINANCIAL
FORECASTS
AND
TREASURER'S
REPORT**

1 / 31 / 23

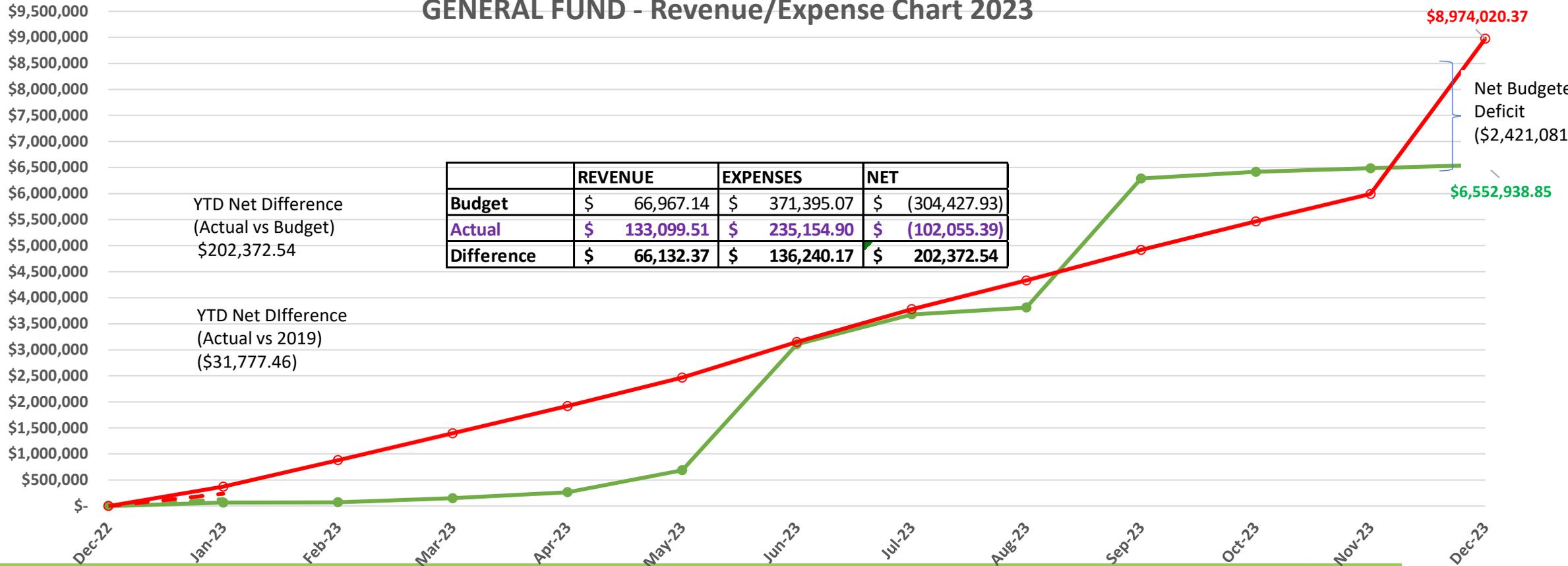
Actuals 1/31/23



Budgeted Revenue	0.00	951,832.72	1,309,428.33	1,936,071.58	2,755,075.87	4,354,196.67	11,092,787.02	13,730,209.97	15,104,674.92	20,731,193.62	21,601,348.93	22,420,085.96	22,891,296.00
Budgeted Expense	0.00	1,159,952.54	2,672,199.31	4,159,926.92	5,676,794.21	7,374,322.05	9,617,965.83	11,930,550.05	13,736,239.47	15,308,756.29	16,733,253.57	18,121,162.94	25,502,156.00
Actual Revenue YTD	0.00	1,235,567.77	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Actual Expense YTD	0.00	733,247.75	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Actual 2017-2019 Revenue	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
Actual 2017-2019 Expense	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 1/31/23

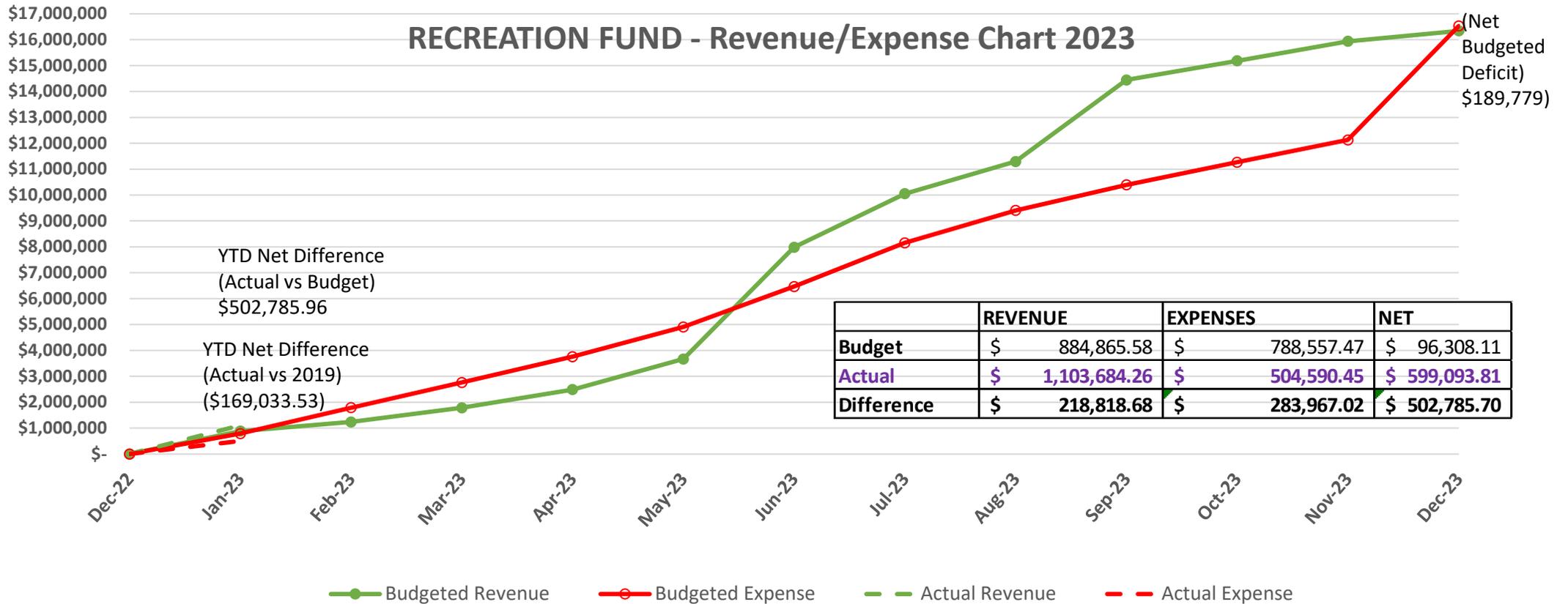
GENERAL FUND - Revenue/Expense Chart 2023



	REVENUE	EXPENSES	NET
Budget	\$ 66,967.14	\$ 371,395.07	\$ (304,427.93)
Actual	\$ 133,099.51	\$ 235,154.90	\$ (102,055.39)
Difference	\$ 66,132.37	\$ 136,240.17	\$ 202,372.54

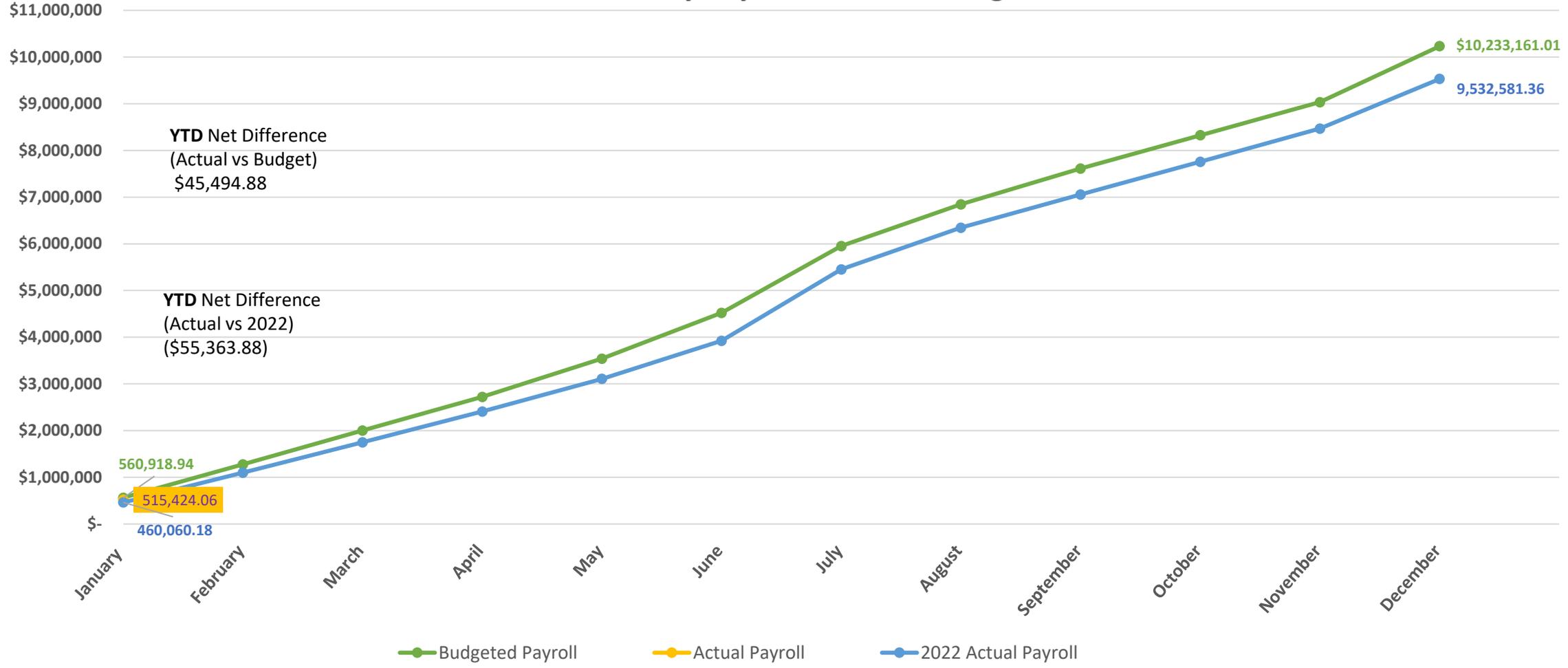
Budgeted Revenue	-	22,966.67	26,847.38	37,788.99	98,114.44	496,621.28	2,808,701.68	2,919,106.96	3,317,110.04	4,596,819.02	5,081,545.88	5,523,117.79	5,973,016.01
Budgeted Expense	-	275,347.16	798,791.52	1,236,422.04	1,708,504.66	2,199,381.25	2,689,487.43	3,314,156.79	3,805,645.92	4,326,474.89	4,823,232.36	5,299,872.97	7,722,277.73
Actual Revenue	-	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
Actual Expense	-	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
2019 Actual Revenue		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
2019 Actual Expense		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 1/31/23



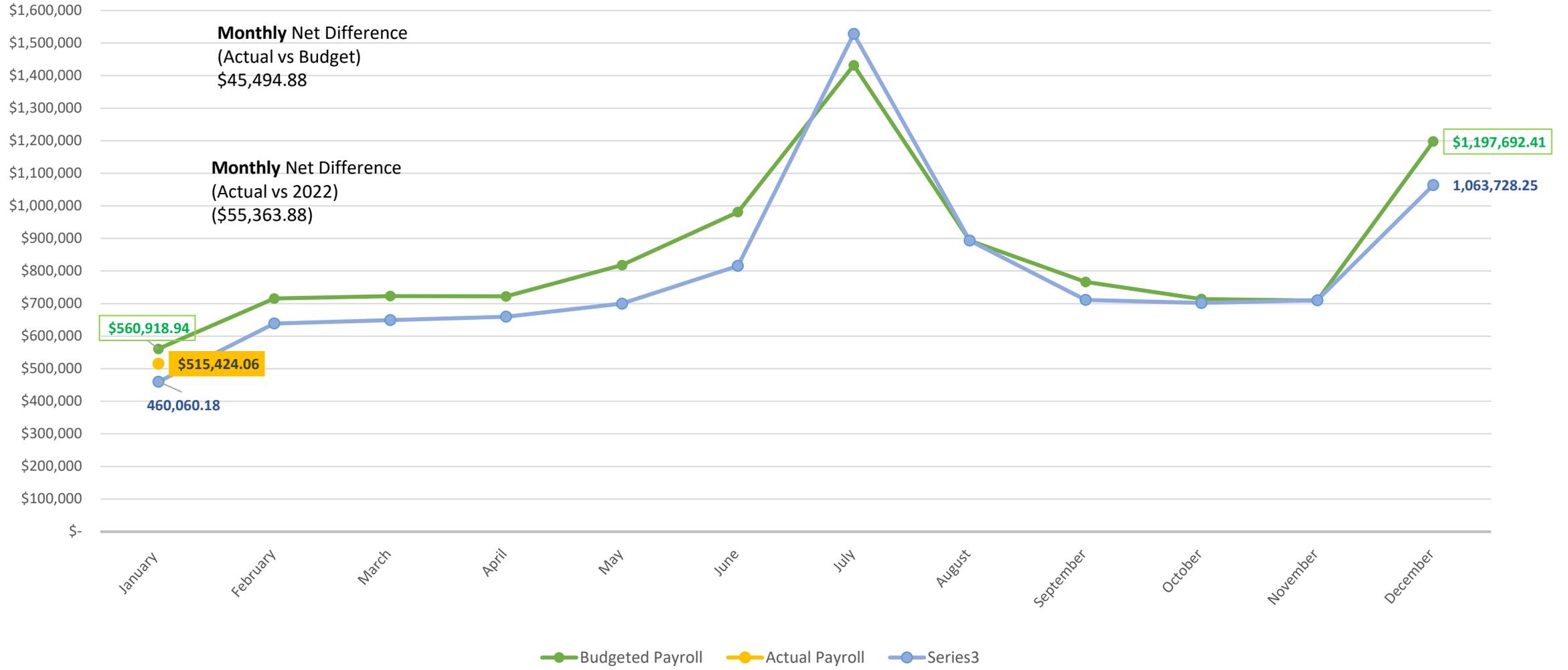
Budgeted Revenue	-	884,865.58	1,236,437.06	1,785,963.77	2,489,038.53	3,667,083.79	7,985,449.57	10,053,117.24	11,293,388.58	14,442,954.19	15,183,126.10	15,934,273.25	16,338,361.86
Budgeted Expense	-	788,557.47	1,791,693.02	2,762,988.97	3,757,869.64	4,907,535.80	6,469,437.77	8,152,034.20	9,404,847.67	10,391,029.07	11,267,758.56	12,129,368.52	16,528,103.17
Actual Revenue	-	1,103,684.26	-	-	-	-	-	-	-	-	-	-	-
Actual Expense	-	788,557.47	-	-	-	-	-	-	-	-	-	-	-
2019 Actual Revenue		1,027,183.23	1,390,300.09	1,893,184.96	2,592,563.52	3,188,145.22	7,850,592.44	9,011,638.62	10,127,852.11	13,134,469.11	13,825,214.20	14,393,105.77	14,885,818.56
2019 Actual Expense		259,055.89	979,216.09	1,960,141.11	2,746,195.98	3,652,206.23	4,691,070.11	5,883,548.70	7,416,436.29	8,347,106.21	9,223,077.02	10,020,795.25	14,830,318.77

Cummulative Monthly Payroll Actual vs Budget



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	2023 Budget
163,818.81												Payroll 1
351,605.25												Payroll 2
-												Payroll 3
515,424.06	515,424.06	515,424.06	515,424.06	515,424.06	515,424.06	515,424.06	515,424.06	515,424.06	515,424.06	515,424.06	515,424.06	2023 Actual
143,939.11	324,477.42	328,846.24	323,384.40	339,629.14	386,977.93	490,988.47	519,595.13	359,791.66	352,814.76	353,521.83	348,101.92	2022 Payroll 1
316,121.07	314,320.30	320,653.55	336,339.16	360,283.98	428,876.16	512,517.88	373,960.48	351,454.11	348,978.28	356,912.57	357,556.82	2022 Payroll 2
						524,469.48					358,069.51	2022 Payroll 3
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	2022 Actual

NON CUMMULATIVE MONTHLY PAYROLL ACTUAL VS BUDGET



Payroll 1	163,818.81											
Payroll 2	351,605.25											
Payroll 3												
Total Payroll (Actual)	515,424.06	-	-	-	-	-	-	-	-	-	-	-
Budgeted Payroll	560,918.94	715,751.88	723,121.17	722,288.32	818,077.16	980,886.55	1,431,742.79	893,150.41	766,525.65	714,034.59	708,971.14	1,197,692.41
2022 Payroll 1	143,939.11	324,477.42	328,846.24	323,384.40	339,629.14	386,977.93	490,988.47	519,595.13	359,791.66	352,814.76	353,521.83	348,101.92
2022 Payroll 2	316,121.07	314,320.30	320,653.55	336,339.16	360,283.98	428,876.16	512,517.88	373,960.48	351,454.11	348,978.28	356,912.57	357,556.82
2022 Payroll 3							524,469.48					358,069.51
Total Payroll (Actual)	460,060.18	638,797.72	649,499.79	659,723.56	699,913.12	815,854.09	1,527,975.83	893,555.61	711,245.77	701,793.04	710,434.40	1,063,728.25



Memorandum

To: Park Board of Commissioners
From: Brian Romes, Executive Director
Date: February 22, 2023
Subject: **Board Committee Updates**

Summary

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

EXECUTIVE DIRECTOR'S MONTHLY REPORT

FEBRUARY 22, 2023

UPCOMING MEETINGS

- Wednesday, March 8, 2023 / 6:00 p.m. / Workshop Meeting
- Wednesday, March 29, 2023 / 6:00 p.m. / Regular Board Meeting

UPCOMING EVENTS

- **Friday Fish Fry's, Every Friday starting Feb. 24, from 4 – 8:00 p.m. at SVGC**
No reservations are needed, first-come, first-served.
- **Family Tennis Night, Sat., Feb. 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)
- **Maple Syrup Harvest, Sat., March 4, from 10 – 12:00 p.m. at HNC**
Take a short hike to learn about how to identify the right tree, know when trees are ready, how to tap a tree, and the process of making sweet syrup. Two sessions: 10 a.m. or 11:30 a.m. (\$12/person)
- **The Lucky Pickle, Fri., March 10, from 4 – 8:00 p.m. at RCHP**
The Recreation Center of Highland Park is hosting its FIRST pickleball social tournament. The deadline to register is March 6, it's \$25/person & you must sign up with a partner. Guaranteed 2 games (20-minute timed matches or first to 11 points).

Prizes:

- 1st Place: Court time at Deer Creek Racquet Club
 - 2nd Place: 10-punch pass for pickleball at the Rec Center
 - 3rd Place: \$50 gift card to the Park District of Highland Park
-
- **Parks Foundation's 5th Annual Champions Gala, Wed., March 15, from 6:30 – 9:00 p.m. at Studio One**
Enjoy a glamorous evening of signature cocktails from our open bar, phenomenal hors d'oeuvres, an exciting game of chance to win up to \$100,000, and of course our featured guest; Blackhawk's legend Chris Chelios. The night's live auction will feature fabulous trips, dining experiences, one-of-a-kind items, and memorabilia.
 - **Family Art Night, Fri., March 17, from 5:30 – 7:00 p.m. at WRC**
Join us for this family fun event that allows your creativity to run wild! (\$15 R/\$20NR)
 - **Tons of Programs and Camps over Spring Break (Mon. March 27 – Fri. March 31)**
 - **Daily programs at the Rosewood Interpretive Center or the Heller Nature Center**
Register for a Sasquatch Hunt, Forest Game Show, Scales and Feathers, Dino Dig, Stories in the Woods, Nature Ninjas, Crate Climbing Challenge, Habitat Heroes, or Outdoors Makers Lab.
 - **Junior Spring Break Tennis Camp at DCRC.**
Register for one day or all five. (\$45 per day or \$200 for all five).

DEER CREEK RACQUET CLUB – JANUARY 2023

	2022 ACTUAL	2023 BUDGET	2023 ACTUAL
Daily Court Rentals (Hours)			
Tennis	281.25	144	307.25
Pickleball	N/A	N/A	137
Racquetball	37	41	58.75
Private Lessons (Hours)	261.25	297	263.5
Drop-Ins	189	204	161
Memberships	569	449	827

News & Events:

- DCRC hosted 1 - USTA Boys 14 & Under Tournament and 2 – USTA Matches Sunday nights.
- Winter Break was January 1 - January 8, which allowed for more open court time.
- Customers continue to call regarding private lessons and court availability. Due to the high volume of usage there is little if any opportunity to fill in additional play.

CENTENNIAL ICE ARENA – JANUARY 2023

	2022 ACTUAL	2023 BUDGET	2023 ACTUAL
Daily Drop-in Fees			
Public Skate	758	0	0
Freestyle and Adult	422	0	0
Open Hockey	10	0	0
Open Gymnastics	16	0	0
Skate Rental	852	0	0
Punches Passes Sold			
Public and Adult Skate	7	0	0
Freestyle	0	0	0
Skate Rental	1	0	0
Facility Rentals Total Hours	193.72	0	0

News & Events:

- Ice was taken out at the end of May for regular maintenance when an issue was discovered and therefore, we did not have any ice throughout January. Ice will be out until March 2023.
- Gymnastics programs are at Lincoln School. The winter session runs January 9 - March 25 and has 379 gymnasts enrolled.
- Staff ran a Winter Mini Camp located at West Ridge Center that had 40 participants for the first week of January. Campers enjoyed swimming at Recreation Center of Highland Park, Gymnastics at Lincoln and crafts, sports and group activities at West Ridge Center.
- Our Gymnastics Team participated in their first meet of the season on Jan 15 at Leenda's Island Adventure Meet in Waukegan, IL. We have 5 girls competing at Level 3.

Marketing Board Report (Jan 3 – Feb 2)

SOCIAL MEDIA



5,727
FOLLOWERS



2,237
FOLLOWERS

EMAIL



28,326
TOTAL AUDIENCE

PDHP.ORG



31,891
VISITORS

42,594
VISITS

76,161
PAGEVIEWS

DIGITAL GUIDE



702
VIEWS

APP



1,165
INSTALLATIONS

Updates

- The website had an increase of 38% visitors and 36% visits when compared to the previous month.
 - When compared to 2022, there was an increase of 77% visitors, 58% visits and 42% pageviews
- Our Facebook engagement was 4,300 and reached almost 50,000 accounts. Instagram reached over 12,000 accounts.

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

**Become a Park District Partner—
MAKE YOUR BUSINESS
A SMASH HIT!**

- Connect with Your Customers
- Support Your Community



Affordable advertising and sponsorship opportunities are available.
Contact Nik Lepin at 847-971-0718 or nlepin@pdhp.org for more info.



Join us at our
**STEP INTO FITNESS
OPEN HOUSE**

Sun, Jan 22
7am - 6pm

Recreation Center
1207 Park Avenue W.

FREE! No registration required. Just drop in & enjoy!



Give some love with a hug!
Stuffed Animal Drive

Wed, Feb 1 - Tue, Feb 28

The Park District of Highland Park is partnering with Zac's Zoo to collect new stuffed animals for children in crisis.



THIS IS YOUR YEAR

- 2000 Sq Ft Fitness Floor
- Personal Training, Pilates, and Spin Studios
- Group Fitness Classes
- Lap Swims
- Indoor Walking/Running Track, Basketball, Pickleball
- Childcare

Annual Membership Options
STARTING AT \$39/MONTH

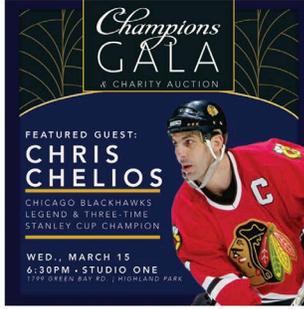
SIGN UP TODAY AT PDHP.ORG




Champions
GALA
A CHARITY AUCTION

FEATURED GUEST:
CHRIS CHELIOS
CHICAGO BLACKHAWKS
LEGEND & THREE-TIME
STANLEY CUP CHAMPION

WED, MARCH 15
6:30PM • STUDIO ONE
179 GREEN BAY RD. | HIGHLAND PARK



2023 SUMMER
CAMP
FIND YOUR ADVENTURE

REGISTER TODAY!




YOUR PERFECT SUMMER GIG

Join our Camp, Aquatics and Golf Teams

Parks include:

- \$13 - \$17 per hour
- Individual Core Membership to Recreation Center of Highland Park**
- Individual Seasonal Membership to Hidden Creek Aqua Park**
- Two (2) free rounds of Golf with cart included, Mon-Thu after 4pm at Sunset Valley Golf Course**
- Refer a friend and you both receive a \$50 bonus**
- Work outdoors all summer
- Build your resume

**Valid for one summer only weekend through Labor Day. Holidays not included.
**Valid for use during one year hours, not repeated hours, must not be used, and you both must remain in your job for at least 90 days.

What are you waiting for? **APPLY TODAY!**



NEW CLASS!

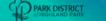
AROUND THE WORLD
with Arianna Brooks

Fridays • Feb 17- Mar 24
West Ridge Center
636 Ridge Rd
Ages 2-3: 11-Noon
Ages 4-5: 12:45-1:45pm

Go say a few and delicious global adventures!

Each week, children's book author Arianna Brooks explores a new culture through engaging stories, crafts, and food!

Register Today!
\$10/Session
\$20/2-Week Series
\$15/2-Week Series (for 12-18 Year Readers)

Page ?	Pageviews ? ↓
	76,161 % of Total: 100.00% (76,161)
1. /	9,225 (12.11%)
2. /recreation-center-of-highland-park/	4,636 (6.09%)
3. /recreation-center-of-highland-park/group-exercise-2/	2,214 (2.91%)
4. /recreation-center-of-highland-park/open-gym-2/	1,754 (2.30%)
5. /recreation-center-of-highland-park/membership-passes/	1,588 (2.09%)
6. /camp/	1,341 (1.76%)
7. /heller-nature-center/	1,234 (1.62%)
8. /deer-creek-racquet-club/	1,233 (1.62%)
9. /events	1,099 (1.44%)
10. /get-involved/jobs/	1,035 (1.36%)
11. /centennial-ice-arena/	958 (1.26%)
12. /recreation-center-of-highland-park/lap-open-swim/	933 (1.23%)
13. /heller-nature-center/cross-country-ski-rentals/	872 (1.14%)
14. /deer-creek-racquet-club/pickleball-programs/	868 (1.14%)
15. /highland-park-golf-learning-center/	843 (1.11%)
16. /rentals	760 (1.00%)
17. /centennial-ice-arena/gymnastics-programs/	669 (0.88%)
18. /rosewood-beach/interpretive-center-rentals/	564 (0.74%)
19. /winter-2022/	562 (0.74%)
20. /bids-rfps/	542 (0.71%)
21. /our-story/staff-directory/	537 (0.71%)
22. /recreation-center-of-highland-park/learn-to-swim-programs/	516 (0.68%)
23. /baseball-programs/	512 (0.67%)

24. /contact/	488 (0.64%)
25. /centennial-ice-arena/figure-skating-hockey-programs/	479 (0.63%)
26. /west-ridge-center/	427 (0.56%)
27. /deer-creek-racquet-club/junior-tennis-programs/	415 (0.54%)
28. /recreation-center-of-highland-park	401 (0.53%)
29. /deer-creek-racquet-club/adult-tennis-programs/	384 (0.50%)
30. /camp/specialty-camps/	380 (0.50%)
31. /heller-nature-center/nature-programs/	374 (0.49%)
32. /highland-park-golf-learning-center	358 (0.47%)
33. /camp/nature-camps/	356 (0.47%)
34. /parkschool/	345 (0.45%)
35. /recreation-center-of-highland-park/facility-amenities/	330 (0.43%)
36. /camp/one-week-camps/	328 (0.43%)
37. /recreation-center-of-highland-park/indoor-pickleball/	327 (0.43%)
38. /west-ridge-center/dance-programs/	322 (0.42%)
39. /basketball-programs/	320 (0.42%)
40. /rosewood-beach/	320 (0.42%)
41. /camp/sports-camps/	293 (0.38%)
42. /outdoor-skating-sledding/	293 (0.38%)
43. /west-ridge-center/art-programs/	284 (0.37%)
44. /west-ridge-center/music-programs/	278 (0.37%)
45. /lakefront-parking-decals/	273 (0.36%)
46. /project/centennial-ice-arena-renovation/	273 (0.36%)
47. /projects	266 (0.35%)