

# **NOTICE OF THE REVISED REGULAR MEETING**

**Wednesday, December 18, 2024**

**Regular Meeting**

**6:00 p.m.**

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

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## **REGULAR MEETING AGENDA**

- I. CALL TO ORDER
- II. ROLL CALL
- III. ADDITIONS TO THE AGENDA
- IV. PUBLIC HEARING FOR THE TAX LEVY ORDINANCE
- V. PUBLIC COMMENT FOR ITEMS ON AGENDA
- VI. RESOLUTION 2024-03 - HONORING AND RECOGNIZING LISA HODGES
- VII. CONSENT AGENDA
  - A. Approval Minutes November 06, 2024 Policy Committee Meeting
  - B. Approval Minutes November 13, 2024 Workshop Meeting
  - C. Approval Minutes November 14, 2024 Finance Committee Meeting
  - D. Approval Minutes November 20, 2024 Facility/Recreation Committee Meeting
  - E. Approval Minutes November 20, 2024 Regular Meeting
  - F. Approval Ordinance #2024-09 - Tax Levy for 2024
  - G. Approval Sikich 2024-2026 Audit Contract Extension
  - H. Approval 2025 Highland Park Pops Affiliate Organization Agreement
    - I. Approval 2025 Highland Park Players Affiliate Organization Agreement
    - J. Approval 2025 American Youth Soccer Organization Affiliate Agreement
  - K. Approval 2025 IAPD/IPRA Soaring to New Heights Conference Attendance
  - L. Approval 2025 Uptown Music Theater of Highland Park Affiliate Organization Agreement
  - M. Approval Renewal Letter of the Independent Contractor's Agreement The Golf Practice
  - N. Approval SourceWell Cooperative Purchasing Agreement for Golf Maintenance Equipment
  - O. Approval Sourcewell Cooperative Purchasing Contract for Playground Equipment at Lincoln Park
  - P. Approval of the Sourcewell Cooperative Purchasing Contract for Playground Equipment at Rosewood Park
  - Q. Approval Ordinance 2024-12 Authorizing and Providing for the Conveyance or Sale of Surplus Personal Property
  - R. Approval 2025 License Agreement between the Park District of Highland Park and the North Shore Yacht Club
  - S. Bills and Payroll in the amount of \$6,218,213.20
- VIII. FINANCIAL FORECASTS TREASURER'S REPORT

# **NOTICE OF THE REVISED REGULAR MEETING**

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**IX. UNFINISHED BUSINESS**

- A. 2025 Proposed Budget and the Budget and Appropriation Ordinance
- B. Approval of the Updated Policies in the Employee Handbook
- C. 2025 Master Plan Review and Revision RFP Progress Update

**VIII. NEW BUSINESS**

- A. Consideration for Approval of Fitness Center Flooring Replacement
- B. Approval of Annual Renewal of Microsoft Email Licenses from MNJ Technologies Direct, Inc.
- C. Parks Foundation Update
- D. Board Committee Updates
- E. Director's Report
- F. Board Comments

**IX. OTHER BUSINESS**

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

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

Section 2(c)1: The employment, compensation, discipline, performance, or dismissal of specific employees, specific individuals who serve as independent contractors in a park, recreational, or educational setting, or specific volunteers of the public body or legal counsel for the public body; Section 2(c)2: Collective negotiating matters between the public body and its employees or their representatives, or deliberation concerning salary schedules for one or more classes of employees; Section 2(c)5: the purchase or lease of real estate including discussion on whether a certain parcel of property should be acquired; Section 2(c)6: the setting of a price for sale or lease of property owned by the District; Section 2(c)8: security procedures and the use of personnel and equipment to respond to an actual, a threatened, or a reasonably potential danger to the safety of employees, students, staff, the public, or public property; Section 2(c) 11: litigation against or on behalf of the District or where the District finds that an action is probable or imminent; Section 2(c)12: the establishment of reserves or settlement of claims as provided in the Local Governmental and Governmental Employees Tort Immunity Act, if otherwise the disposition of a claim or potential claim might be prejudiced, or the review or discussion of claims, loss or risk management information, records, data, advice or communications from or with respect to any insurer of the public body or any intergovernmental risk management association or self insurance pool of which the public body is a member; Section 2(c) 21: the discussion of minutes lawfully closed under the Act, whether for the purposes of approval of said minutes or for conducting the semi-annual review of the minutes as set forth in section 2.06 of the Act.; Section 2(c) 29: for discussions between internal or external auditors and the Board. Possible action by the Board on items discussed in closed session.

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

**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.



# Memorandum

**To:** Park Board of Commissioners

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

**Date:** December 18, 2024

**Subject:** **Resolution 2024-03 – Honoring and Recognizing Lisa Hodges**

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## **Summary**

On December November 20, 2024, an incident occurred at the Recreation Center of Highland Park that resulted in actions taken by our fitness instructor, Lisa Hodges, that resulted in a life being saved. At the December 18, 2024 Regular Meeting of the Park Board of Commissioners, Lisa Hodges, will be present for the Board to recognize her swift action, composure in an emergency situation, strength of character, courage, and compassion; the combination of which resulted in saving a life. Attached is the resolution that will be presented honoring and recognizing Lisa.

## **Recommendation**

Staff recommend the Park Board of Commissioners approve resolution 2024-03 honoring and recognizing Lisa Hodges.



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## Park District of Highland Park

# RESOLUTION #2024-03

**A Declaration Honoring Lisa Hodges, Group Exercise Instructor, For Performing Lifesaving CPR To A Patron At The Recreation Center Of Highland Park.**

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**WHEREAS** The Park District of Highland Park holds as its mission enriching community life through healthy leisure pursuits and an appreciation of the natural world; and

**WHEREAS** The Park District lives that mission by offering fitness activities at the Recreation Center of Highland Park; and

**WHEREAS** On the morning of Wednesday, November 20, 2024, Lisa Hodges, a fitness instructor at the Recreation Center, demonstrated the Park District's core values during fitness class she was leading when a class participant collapsed ; and

**WHEREAS** Lisa Hodges demonstrated quick response by immediately going to the participant's aid and upon discovering the participant was not breathing enacted the Park District's emergency action plan and initiated CPR; and

**WHEREAS** While Lisa Hodges was administering CPR other class participants contacted EMS and retrieved the AED.

**WHEREAS** Lisa Hodges was able to revive the participant's heart without the use of the AED and the participant started breathing again while remaining unconscious. Lisa Hodges continued to receive guidance from the 911 dispatch until the EMS team arrived and was able to take over the participant's care and transport them to the hospital.

**WHEREAS** Upon arrival at the hospital and with follow up care, the participant is expected to make a full recovery.

**NOW THEREFORE, BE IT DECLARED BY** that the Park District of Highland Park recognizes and honors Lisa Hodges for her swift action and composure in an emergency situation, that along with her 20 years of CPR training at the Park District, required strength of character, courage, and compassion; the combination of which resulted in saving a life.

**Passed unanimously this 18th day of December, 2024.**

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Cal Bernstein, President

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Jennifer Freeman, Vice President

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Terry Grossberg, Commissioner

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Rafael Labrador, Commissioner

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Barnett Ruttenberg, Commissioner

**MINUTES OF A THE POLICY COMMITTEE MEETING OF THE PARK  
DISTRICT OF HIGHLAND PARK  
HELD ON NOVEMBER 13, 2024, 5:01 PM.**

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

**Absent:** None

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

**Guest Speaker:** None

**Additions to the Agenda**

None.

**Review of the Employee Handbook**

Director Hall reported that the Human Resources Department is revising the current Employee Handbook. To begin a review of employee policies, the Human Resources Department is providing those that are most impactful to 2025 budget planning and 2025 annual employee benefits programs. Staff reviewed proposed revisions to policies impacting work conditions (safety and security), employee benefits programs, and time off benefits.

Director Hall revisited additional changes made to drafts from previous Policy Committee Meetings based on recommendations from the Board Liaisons for Holidays and Mandatory Reporting of Child Abuse and Neglect.

Chapter 5, Work Conditions - Safety and Security, "Emergency Closings", "Security Inspections", "Technology Acceptable Use Policy", "Use of Equipment, Property, or Vehicles", "Fleet Safety Policy", "Communicable Diseases".

Appendices were a review of "Appendix A - Drug and Alcohol Policy", "Appendix B - Whistleblower Reporting and Anti-Retaliation Policy and Procedures", "Appendix C - Identity Protection", "Appendix D – Ethics Ordinance & Code of Ethics – Declaration of Policy and Purpose".

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

None.

**Adjournment**

A motion was made by Commissioner Ruttenberg and seconded by Vice President Freeman and approved by a unanimous vote. The Board Meeting adjourned at 5:44 p.m.

Respectfully submitted,

Roxanne Hejnowski, Assistant Secretary

**PARK DISTRICT OF HIGHLAND PARK  
BOARD OF PARK COMMISSIONERS  
MINUTES OF WORKSHOP MEETING  
NOVEMBER 13, 2024**

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

**ROLL CALL**

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

**Absent:** None

**Staff Present:** Executive Director Romes; Deputy Director Carr; Director Smith; Director Peters; Director Voss; Director Gogola; Director Hall; Director Baird; Assistant Director Soto; Manager Kutscheid; Manager Schwartz; Manager Ochs, Manager Lapin, Manager Nichols, Coordinator Hejnowski

**Guest:** None

**ADDITIONS TO THE AGENDA**

None.

**PUBLIC COMMENT FOR ITEMS ON THE AGENDA**

None.

**SPONSORSHIP PROGRAM REPORT**

Manager Lapin reported there is value for both the Park District of Highland Park and Businesses regarding sponsorship and advertising. However, it's all about sponsors and their needs, so the District needs to understand a business's budgeting process, sell manageable assets, and set pricing that reflects the market, neighboring facilities, communities, and competition.

He compared sponsorship revenue from 2020 through today. Since 2020, the District has worked with over 80 partners. All 30 partners from 2023 continued to work with the District in 2024 and allocate sponsor dollars. He is pleased to report that the average spend per partner rose 91% from \$1,889 in 2020 to \$3,618 in 2024. Furthermore, as of today, the District has generated \$181,915 in sponsorship revenue. He shared images of where you can find sponsorship advertising throughout the District's parks and facilities.

Lastly, he shared sponsorship and advertising plans for 2025, focusing on Club Pickle and Padel.

Commissioner Labrador reported that Manager Lapin is a significant contributor to sponsorship for the Parks Foundation.

**CONSTRUCTION PROJECT UPDATES**

***A. New Facility and Site Improvements at West Ridge Park***

Construction bids were released and are due November 19, 2024. Staff will review the bid results and provide a recommendation at the December Finance Committee Meeting, and request contract approval

from the Park Board of Commissioners at the December Workshop or Regular Meeting. Construction is anticipated to commence in March 2025.

***B. Club Pickle and Padel Facility Project***

Director Smith shared photos of construction occurring over the last couple of weeks. Highlights: electrical conduit is being installed, concrete footings are being laid for padel courts, retaining walls are being constructed, and asphaltting will occur next week.

***C. Recreation Center of Highland Park Construction updates***

Deputy Director Carr shared images of the Parking Lot Improvements project. He is pleased to report phase 1 improvements (east side of the lot) and phase 2 improvements (central part of the lot, facility vehicular turnaround, and vehicular access points from Park Avenue West) are complete. Currently, they are laying sod and installing electrical conduit for light poles. Light poles will be installed in December. In 2025, landscaping will occur, and the lighting controller and monument sign will be installed.

***D. Sunset Valley Golf Club Cart Path project***

Manager Ochs is pleased to report that all the cart paths have been replaced. The project began in 2022.

***E. Old Elm Playground Improvements project***

Manager Kutscheid reported that demolition, grading, and field restoration are complete. The playground installation has begun.

***F. Port Clinton Playground Improvements project***

Demolition is complete and playground equipment has been replaced.

***G. Sunset Woods Park Improvements project***

Asphalt paving for the site and framing for the bocce ball courts are complete. Concrete for the skate park will occur next week.

***H. Park Avenue Boating Facility North Beach Improvements project***

Concrete curbs and sidewalks, retaining walls, and overlook are complete. Piers for the boardwalk will be installed in December. Construction is anticipated to be completed in February of 2025.

**REVIEW OF VOUCHERS**

Commissioner Ruttenberg reported that he reviewed the vouchers and found no discrepancies.

**OTHER BUSINESS**

Executive Director Romes reported staff would like to provide a preview of the proposed process to update the GreenPrint Master Plan.

In 2025 the Park District has funds earmarked to update the GreenPrint Master Plan. Staff are recommending a comprehensive update through the next five years, so that a 10-year Master Plan can be developed in 2029. The District is issuing an RFP in November. Staff would like to hire a consultant in January. Project would start in February and staff would like to approve the updated five-year plan in July.

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

None.

**CLOSED SESSION**

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

**Roll Call:**

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

**Nay:** None

**Absent:** None

**Abstain:**

**Motion Carried**

The meeting adjourned into Closed Session at 7:21 p.m.

The meeting was reconvened into Open Session at 7:37 p.m.

**ACTION FROM CLOSED SESSION IF ANY**

President Bernstein 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.

No action was taken.

**ADJOURNMENT**

A motion was made by Commissioner Ruttenberg and seconded by Commissioner Grossberg and approved by a unanimous vote. The Board Meeting adjourned at 7:38 p.m.

Respectfully submitted,

Roxanne Hejnowski, Assistant Secretary



**MINUTES OF A THE FINANCE COMMITTEE MEETING  
OF THE PARK DISTRICT OF HIGHLAND PARK  
HELD ON NOVEMBER 14, 2024, 8:02 AM.**

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

**Absent:** None

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

**Guest Speaker:** None

A motion was made by Commissioner Grossberg and seconded by Commissioner Labrador to allow Commissioner Ruttenberg and Vice President Freeman to participate by electronic means.

Vice President Freeman joined the meeting at 8:20 a.m.

Commissioner Grossberg left the meeting at 9:30 a.m.

**Additions to the Agenda**

None.

**Ceramics Updates**

The Park District surveyed ceramics participants. Director Baird provided a brief overview of the survey results, noting that the majority of participants are hoping the Park District can continue to offer the program instead of the proposed opportunity with the Art Center of Highland Park. The new community at West Ridge Park will not have a dedicated space for ceramics, so staff have been working diligently to find alternative spaces for ceramics.

**November Bid Results**

**A. 2024 Track Aerial Lift Bid**

The current truck with an aerial lift is 20 years old and recommended for replacement. Exploring replacement options, Director Voss found trucks were significantly more costly than anticipated, would take several years to have built, and the working height of the lift would be reduced for a non-CDL truck. Instead of a truck, staff are proposing a track aerial lift. The Park District received two bids on November 12, 2024, for a track aerial lift. There is \$125,000 in the capital replacement budget. The lowest bidder from Alexander Equipment Co, Inc. was \$121,972.

It was the consensus of the Finance Committee to place the bid from Alexander Equipment Co, Inc. on the consent agenda on the November 20, 2024 Regular Meeting of the Park Board of Commissioners.

**Club Pickle and Padel Facility Project Update**

Finance Committee Meeting Minutes  
November 14, 2024

Director Smith reported that there is \$5,061,612 budgeted for this project. To date, the Park District has accumulated \$4,954,891 in expenses.

**Budget Presentation**

Director Peters reviewed the 2025 budget calendar (upcoming meetings until the public hearing for the 2025 Combined Budget Ordinance in January 2025) and considerations and assumptions for developing the proposed 2025 budget.

Director Peters provided a Districtwide Budget Comparison, highlights included staff are projecting the District to have a 1.5 million surplus as of December 31, 2024 (capital and transfers are excluded from this amount). The Surplus is attributed to programming, membership, fees, investment income, property taxes and merchandising.

Director Peters compared the 2024 Budgeted, 2024 Projected, and 2025 Proposed Budget revenues and expenses budget by function.

- Administration Function anticipates a planned deficit after transfers.
- Parks Function anticipates a deficit. This is typical since revenue is only generated from park permit fees, dog permits, besides property taxes; whereas expenses are high to maintain properties.
- Recreation Function has an increase in programming, membership, fees and merchandising and expenses from programming, materials and supplies, memberships, contractual services, maintenance contracts, cost of goods sold, and insurance. The 2024 budget includes a \$ 3 million transfer to the capital fund. The 2025 Proposed Budget includes a \$ 2 million transfer to the capital fund.

Director Peters compared the 2024 Budget transfer to the 2025 Proposed Budget transfers. The 2025 Proposed Budget includes a \$622,920 transfer from the General Fund to the Debt Service Fund, a \$1,053,130 transfer from the Recreation Fund to the Debt Service Fund, a \$2,000,000 transfer from the Recreation Fund to the Capital Fund, and a \$600,000 transfer from the Special Recreation Fund to the Capital Fund.

Director Peters reviewed the fund balance history and projections dating back to 2016 through the 2025 Proposed Budget.

Director Peters reviewed the projected cash on hand, anticipating \$34 million as of January 1, 2025, and \$20 million as of December 31, 2025.

**Other Business**

None.

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

None.

**Adjournment**

The meeting adjourned at 9:52 a.m.

Respectfully submitted,

Finance Committee Meeting Minutes  
November 14, 2024

Roxanne Hejnowski, Assistant Secretary

**MINUTES OF A THE FACILITY AND RECREATION COMMITTEE MEETING  
OF THE PARK DISTRICT OF HIGHLAND PARK  
HELD ON NOVEMBER 20, 2024, 5:02 PM.**

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

**Absent:** None

**Also, Present:** Executive Director Romes; Deputy Director Carr; Director Smith, Director Gogola; Director Peters; Director Voss; Assistant Director Acevedo, Coordinator Hejnowski

**Guest Speaker:** None

**Additions to the Agenda**

None.

**GreenPrint 2024 Master Plan Update**

Executive Director Romes reviewed the proposed process to update the GreenPrint Master Plan.

The current master plan was approved in 2015. The purpose of the master plan was to develop a ten-year vision and considerations for capital construction, planning, programming operations, and maintenance. He reviewed the process staff underwent with consultants to develop the master plan which included a community engagement survey, program and facility analysis, and envision for planning and capital initiatives.

GreenPrint 2024 was amended in 2019. The amendment was approved by the Park Board of Commissioners in January 2020. A 2019 Community Survey was conducted to determine changes and recommendations for planning and capital initiatives.

In 2025 the Park District has funds earmarked to update the GreenPrint Master Plan. Staff are recommending a comprehensive update through the next five years so that a 10-year Master Plan can be developed in 2029. The purpose is to evaluate changes in the community and recommend an amendment to the planning and capital initiatives.

Staff would like to issue an RFP in November, hire a consultant in January, begin the work in February, and approve the updated five-year plan in July.

The Facility and Recreation Committee supports staff's recommendation for the proposed master planning process.

**Other Business**

None.

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

None.

Facility and Recreation Committee Meeting Minutes  
November 20, 2024

**Adjournment**

A motion was made by President Bernstein and seconded by Commissioner Grossberg and approved by a unanimous vote. The Board Meeting adjourned at 5:42p.m.

Respectfully submitted,

Roxanne Hejnowski, Assistant Secretary

**PARK DISTRICT OF HIGHLAND PARK  
BOARD OF PARK COMMISSIONERS  
MINUTES OF REGULAR MEETING  
NOVEMBER 20, 2024**

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

**ROLL CALL**

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

**Absent:** None

**Staff Present:** Executive Director Romes; Deputy Director Carr; Director Peters; Director Smith, Director Peters, Director Gogola, Director Voss, Manager Pierce, Manager Hartnett, Supervisor Yakimisky, Coordinator Hejnowski

**Guest Speakers:** None

**ADDITIONS TO THE AGENDA**

None.

**PUBLIC COMMENT FOR ITEMS ON AGENDA**

None.

**CONSENT AGENDA**

A motion was made by Vice President Freeman, seconded by Commissioner Ruttenberg to approve the Minutes October 16, 2024 Workshop Meeting, Minutes October 22, 2024 Finance Committee Meeting, Minutes October 23, 2024 Policy Committee Meeting, Minutes October 23, 2024 Facility and Recreation Committee Meeting, Minutes October 30, 2024 Regular Meeting, 2025 Board Meeting Calendar, 2025 IAPD/IPRA Credentials Certificate, the 2024 Track Aerial Lift Purchase Bid, Ordinance 2024-11 Authorizing and Providing for the Conveyance or Sale of Surplus Personal Property, and Bills and Payroll in the amount of \$2,169,798.11

**Roll Call:**

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

**Nay:** None

**Absent:** None

**Abstain:** None

**Motion Carried**

**FINANCIAL FORECASTS AND TREASURER'S REPORT**

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

Director Peters shared the end-of-year projections and actual figures as of October 31, 2024. Staff budgeted to have a \$1.9 million deficit; however, staff are projecting a \$2 million surplus.

***Conclusion***

The following Park District programs and facilities are performing better than budget: property taxes have a \$150,000 surplus, recreation center exceeded the budget by \$200,000, golf exceeded budget by \$600,000, tennis exceeded the budget by \$200,000, and interest income exceeded budget by \$700,000. Payroll expenses are \$400,000 less than budgeted.

**UNFINISHED BUSINESS**

**A. Approval of the Truth in Taxation Resolution #2024-02**

Director Peters reported that under Illinois law, if a District is considering extending an aggregate property tax levy of more than 5% greater than the preceding year's levy, it must publicly disclose its intention and hold a public hearing. Aggregate levy is defined as real estate taxes, exclusive of the election costs and debt service. Also, the District must determine the amount to be levied at least 20 days prior to adopting the levy ordinance.

The Resolution was presented at the October 22 Finance Committee meeting of the Park District Board of Commissioners. The resolution estimates a 5.15% increase over the prior year's extension. This represents an increase of \$708,104. This is essentially a cost-of-living increase based upon the lesser of CPI or 5% while trying to capture new growth. Additionally, it includes a full levy in the Special Recreation Fund of .04% for programs, services, and projects that support people with disabilities. As such, a public hearing will be required at the December 18 Regular Meeting.

Adoption of the levy ordinance is scheduled for the December 18 Regular Meeting. The Levy Request does not guarantee that these funds will be received. In the Spring, when property values and tax cap limits are finalized, the Park District tax extension number is calculated. This is the total property tax amount that is billed to residents.

She reviewed the tax levy consideration which includes increasing the levy by the CPI and New Growth to avoid a negative impact on future levies and long-term funding for capital repair, replacement, improvements, and operational maintenance.

Additionally, the Tax Levy will match the 3.4% CPI, plus new growth which will provide the Park District with the revenue to sustain its operations and address increases in:

- Part-time & Seasonal Wages (minimum wage increase)
- Construction and Repair/Replacement
- Health Insurance
- ADA Transition Plan costs over the next 5 years
- Programs and Facilities and associated Materials and Supplies
- Employer of Choice/Competitive Salaries and Benefits

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She reviewed tax levy calculations. Noting the general fund and the recreation fund, which are tax-capped, both would see a 4.57% change and the special recreation fund would see a 12.29% change, for an overall increase of 5.15%.

She reviewed the historical rates that the district levied.

For comparison, she reviewed Truth in Taxation rates for other Highland Park government bodies.

A Motion was made by Commissioner Ruttenberg, seconded by Vice President Freeman to approve the Truth in Taxation Resolution #2024-02, where the estimated percentage increase in the proposed 2025 aggregate levy over the amount of real estate taxes extended upon the final 2024 aggregate levy based on CPI of 3.4% tax cap and anticipated growth is 5.15%. Additionally, a public hearing shall be scheduled at the December 18 Regular Meeting, with an anticipated passing of the Tax Levy Ordinance.

**Roll Call:**

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

**Nay:** Commissioner Grossberg

**Absent:** None

**Abstain:** None

**Motion Carried**

**NEW BUSINESS**

**B. Parks Foundation**

Vice President Freeman reported that the Parks Foundation is busy planning for the 2025 Champions Gala, which is being renamed Champions Celebration. The Gala will be held on March 14, 2025.

**C. Board Committee Updates**

At the November 13 Policy Committee Meeting, staff reviewed proposed revisions to policies impacting work conditions (safety and security), employee benefits programs, and time off benefits.

At the November 14 Finance Committee Meeting, staff provided a brief overview of the participant survey results for the ceramics program, the bid results for the 2024 Track Aerial Lift and provided a contract recommendation. Staff provided construction cost updates for the Club Pickle and Padel project. Staff also reviewed the proposed 2025 Budget.

**D. End of Season Lakefront Report**

Manager Harnett reviewed the 2024 Hours of Operation for Rosewood Beach (May 25, 2024 – Labor Day) and 2024 attendance (total of 11,280 visitors).

He provided a comparison of 2022 – 2024 parking decal and parking meter sales and year-to-date actual revenues from daily admissions and open camp swim vs. budgeted.



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Manager Pierce provided a comparison of 2022 – 2024 rental revenues from the Rosewood Interpretive Center. She is pleased to report that actual revenues surpassed budgeted by a little over \$7,000.

Manager Pierce provided a season summary for Park Avenue Beach and Boating Facility, highlights include that 2024 was the first full season with the new launch, the north lot construction project is currently in progress and the south lot construction project will commence in 2025.

She reviewed actual vs. budgeted revenues for loyalty members, boat, cable and tier, and stand-up paddle storage, daily launches, and parking decals. She also reviewed actual vs. budgeted expenses.

**E. Directors Report**

Executive Director Romes reported that the Highland Park Golf Learning Center closed for the 2024 season on November 11, Sunset Valley Golf Club will be closed as of Monday, November 25.

He also highlighted recent and upcoming events.

The Great Ornament Hunt Sunday, December 1 from 1:00 – 2:30 p.m. at Heller Nature Center. Hunt for ornaments hidden in the trees, some have clues leading prize dazzling on the trails! Finish with hot cocoa and make some of your own ornaments.

Winter Wonderland Friday, December 6 from 5:30 – 7:30 p.m. at West Ridge Center. Ice cookies with Mrs. Claus, take photos with Santa, participate in Elf Training, make reindeer food, ride the mini Polar Express, and enjoy several other activities with the Grinch, and Anna and Elsa of Frozen! Come create unforgettable memories at Winter Wonderland!

Shine Bright: A Hanukkah Event Wednesday, December 11 from 6:00 – 7:00 p.m. at West Ridge Center. Enjoy a Hanukkah themed story, read by the published author herself, along with some fun crafting, music, and tasty treats!

Holiday Break Camps December 23 – 27 and December 30 – January 3:

- *Winter Break Mini Camp (k – 5<sup>th</sup>)* 9:00 – 3:00 p.m. at CIA.
- *Junior Tennis (ages 7 – 14)* 9:00 – 12:00 p.m. at DCRC.
- *STREAM Explorers Winter Break Camp (Ages 5-10)* 9:00 – 3:00 p.m. at WRC.

**F. Board Comments**

None.

**OTHER BUSINESS**

None.

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

None.

**ADJOURNMENT**

A motion was made by Commissioner Grossberg and seconded by Commissioner Ruttenberg and approved by a unanimous vote. The Board Meeting adjourned at 7:11 p.m.

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Respectfully submitted,

Roxanne Hejnowski, Assistant Secretary



# Memorandum

**To:** Board of Commissioners

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

**Date:** December 18, 2024

**Subject:** **Approval of Ordinance #2024-09 - Tax Levy for 2024**

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## **Background**

On November 20, 2024, the Park Board of Commissioners passed the Truth in Taxation Resolution for the 2024 tax levy (2025 collections). By law, the Park District must wait for 20 days to officially pass the 2024 tax levy ordinance to formalize the estimated levy described in the resolution.

Attached to this memorandum is the levy ordinance which exactly reflects the Resolution. Upon passage of the ordinance, staff will deliver an executed copy to Lake County so that it may be recorded by the legal deadline of the last Tuesday of the year, which in 2024 falls on December 31.

The 2024 tax levy ordinance represents the District's request for property taxes and reflects an increase of 5.15% from the 2023 property taxes collected during 2024, based upon a CPI increase of 3.4% for those funds which are under the property tax cap and .04% of the total Equalized Assessed Valuation for the Special Recreation Fund. This levy focuses on capturing new growth within the District. The levy request, exclusive of debt service, totals \$14,444,642 (fourteen million, four hundred forty-four thousand, six hundred forty-two dollars).

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

## **Recommendation**

Staff recommend approval from the Park Board of Commissioners of Ordinance #2024-09, Tax Levy Ordinance for 2024, representing the District's request for property taxes to be received in 2025. The amount of the levy is \$14,444,642 (fourteen million, four hundred forty-four thousand, six hundred forty-two dollars, exclusive of debt service).

**PARK DISTRICT OF HIGHLAND PARK**

**ORDINANCE NO. 2024-09**

**AN ORDINANCE FOR THE LEVY OF TAXES  
FOR THE PARK DISTRICT OF HIGHLAND PARK FOR  
2024**

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

**SECTION 1:** That the sum of fourteen million four hundred forty four thousand, six hundred forty two dollars (\$14,444,642) being the total amount required to be raised by taxation for the year 2024 by the Park District of Highland Park, Illinois for all corporate purposes of said Park District and for purposes of providing for the Corporate Fund, a Recreation Fund, and a Special Needs Recreation Fund be and the same is hereby levied upon all taxable property within said Park District of Highland Park subject to taxation for said year in the amounts and for the uses and purposes itemized below:

- I. The amount to be raised by Tax Levy for Corporate Purposes: (Authority Sec. 5-1 Park District Code)

Salaries	\$3,430,366
Contractual Services	1,288,672
Utilities	120,163
Materials and Supplies	279,124
Insurance	1,263,020
Maintenance and Landscaping	111,675
Pension	<u>300,363</u>

**Total Levy for Corporate Fund \$6,793,383**

- II. The amount to be raised by Tax Levy for Recreation Purposes:

- A) Recreation Fund: (Authority Sec. 5-2a Park District Code)

Salaries and Wages	\$3,773,603
Contractual Services	677,630
Utilities	445,029
Materials and Supplies	272,294
Maintenance and Landscape	284,607
Insurance	724,457
Pension	<u>300,639</u>

**Total Levy for Recreation Fund \$6,478,259**

III. The amount to be raised by Tax Levy for Handicapped Recreation Purposes:  
(Authority Sec. 5-8 Park District Code)

District's share of expenses providing recreational programs for individuals with special needs under a joint agreement with the members of the North Suburban Special Recreation Association	\$ 447,221
Capital Outlay	<u>725,779</u>
<b>Total Levy for Handicapped Recreation Fund</b>	<b>\$ 1,173,000</b>

**TOTAL AMOUNT LEVIED \$ 14,444,642**

**SUMMARY**

Total Tax Levy for General Corporate Purposes:	\$ 6,793,383
Total Tax Levy for Recreation Purposes:	\$ 6,478,259
Total Tax Levy for Handicapped Recreation Purposes:	\$ 1,173,000
<b>Total Amount Levied</b>	<b>\$ <u>14,444,642</u></b>

**SECTION 2.** That the total amount of Fourteen Million, Four Hundred Forty Four Thousand, Six Hundred Forty Two Dollars (\$14,444,642) itemized as aforesaid, be, and the same is hereby levied on all property subject to taxation within the Park District of Highland Park according to the value of said property as the same is assessed and equalized for State and County purposes for the year 2024.

**SECTION 3.** That there is hereby certified to the County Clerk of Lake County, Illinois, the several sums aforesaid constituting Fourteen Million, Four Hundred Forty Four Thousand, Six Hundred Forty Two Dollars (\$14,444,642) which said total amount the said Park District of Highland Park requires to be raised by taxation for the year 2024 of said Park District, and the Secretary of said District is hereby ordered and directed to file with the County Clerk of said County on or before the time required by law, a certified

copy of this Ordinance, along with the certificate of the Park District's presiding officer pertaining to compliance with the Truth in Taxation Law.

**SECTION 4.** Pursuant to Section 4-4 of the Park District Code, 70 ILCS 1205/4-4, neither the Park District's Budget and Appropriation Ordinance for the fiscal year beginning on January 1, 2025 and ending on December 31, 2025, nor any other Budget and Appropriation Ordinance is intended to or required to be in support of or in relation to the Levy made by this Ordinance.

**SECTION 5.** This Ordinance shall take effect and be in full force and effect immediately on and after its passage and approval.

**ADOPTED** this 18th day of December 2024, pursuant to a roll call vote as follows:

AYES: Commissioner Grossberg, Commissioner Ruttenberg, Commissioner Labrador, Vice President Freeman, President Bernstein

NAYS: None

ABSENT AND NOT VOTING: None

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Calvin Bernstein, President  
Board of Park Commissioners  
Park District of Highland Park

**ATTEST:**

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

STATE OF ILLINOIS)  
  ) SS  
COUNTY OF LAKE )

### **CERTIFICATION**

I, Brian Romes, the duly qualified and acting Secretary of the Park District of Highland Park and the keeper of the Official records thereof,

DO HEREBY CERTIFY, that the attached Ordinance is a true, correct and compared copy of an Ordinance entitled “An Ordinance for the Levy of Taxes for the Park District of Highland Park for the Year 2024,” which was duly passed by the Board of Park Commissioners of the Park District of Highland Park at a regularly convened meeting held on the 18<sup>th</sup> day of December, A.D., 2024.

IN WITNESS WHEREOF, I have hereunto affixed my official signature this 18th day of December, A.D., 2024.

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

## **CERTIFICATE OF PRESIDING OFFICER**

I, CALVIN BERNSTEIN, hereby certify that I am the duly elected President of the Board of Park Commissioners of the Park District of Highland Park, Highland Park, Lake County, Illinois, and that as such President, I am the current presiding officer of the corporate authority of said Park District.

I further certify that the attached copy of an ordinance levying and assessing taxes of the Park District of Highland Park for the year 2024 was adopted pursuant to, and in all respects in compliance with, the provisions of Sections 18-60 through 18-85 of The Truth in Taxation Law ("LAW").

The notice and hearing requirements of Sections 18-70 through 18-85 of the Law are applicable.

IN WITNESS WHEREOF, I have signed my name in my official capacity as the President and current presiding officer of the Board of Park Commissioners of the Park District of Highland Park of Highland Park, Illinois this 18th day of December 2024.

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Calvin Bernstein, President  
Board of Park Commissioners  
Park District of Highland Park





# Memorandum

**To:** Board of Commissioners

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

**Date:** December 18, 2024

**Subject:** **Approval of Sikich 2024-2026 Audit Contract Extension**

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## **Background**

On December 3, 2024, staff presented to the Park Board of Commissioners at the finance committee the three-year audit extension contract for the years ending 12/31/24, 2025 and 2026. Data and statistics about Sikich/PDHP were presented including:

- Success in obtaining the coveted Certificate of Achievement for Excellence in Financial Reporting
- They audit six of the twelve AAA rated park and recreation districts in the State of Illinois (360 such districts in state – only 3% are AAA rated including PDHP)
- Provide complimentary presentations at conferences, seminars and training courses for PDHP staff
- They have leadership roles in the state CPA Society and the Illinois Government Finance Officers Association and assist with implementing complex new pronouncements

The District has had a positive experience with Sikich over the past five years.

## **Financial Impact**

Per the chart below, the financial impact will be between 3.57% and 4.02% over each of the next three years equating to a little over a \$1,000 increase each year.

<b>AUDIT YEAR</b>	<b>AUDIT COST</b>	<b>INCREASE</b>	<b>INCREASE</b>
		<b>\$</b>	<b>%</b>
2019	27,500		
2020	28,583	1,083	3.94%
2021	29,440	857	3.00%
2022	30,324	884	3.00%
2023	31,234	910	3.00%
2024	32,350	1,116	3.57%
2025	33,550	1,200	3.71%
2026	34,900	1,350	4.02%

**Recommendation**

Staff recommend approval from the Park Board of Commissioners of the Sikich 2024-2026 Audit Contract Extension.

1415 West Diehl Road, Suite 400  
Naperville, IL 60563  
630.566.8400

**SIKICH.COM**

November 7, 2024

The Honorable President  
Members of the Board  
of Park Commissioners  
Park District of Highland Park  
636 Ridge Rd  
Highland Park, Illinois 60035

Ladies and Gentlemen:

Sikich CPA LLC is pleased to be considered for the re-appointment as independent auditors for the Park District of Highland Park (the District). We believe that our qualifications, experience and expertise are clearly distinguishable as we have demonstrated to the District and are evident by:

- The quality of our professional staff, as noted by their advanced degrees and their active participation in numerous civic and professional organizations.
- The expertise that we possess in the state and local government industry, as demonstrated by:
  - Our clients' success in obtaining the coveted Certificate of Achievement for Excellence in Financial Reporting;
  - Our staff's presentations at conferences, seminars and training courses for various state and local government organizations;
  - Our leadership roles in the state CPA Society and the Illinois Government Finance Officers Association on implementing complex new pronouncements, and
  - The fact that we audit six of the eight AAA rated municipalities in the State of Illinois, six of the twelve AAA rated park and recreation districts, and one of only three AAA rated community colleges.
- The benefits our clients receive from the audit planning and significant preliminary work we perform so that audit issues may be identified early and resolved on a timely basis.
- The depth of our audit procedures, as depicted in our specific audit approach and as noted by our government clients.
- The quality and timeliness of the information that we have provided to the District.
- The experience we have providing professional services to more than 600 units of local government in Illinois annually; which assists us in identifying best practices in the industry that we share with our clients (more than thirty percent of our practice is devoted to serving governmental entities).

Our Company’s expertise will enable the District to correctly and cost effectively implement new statements and interpretations issued by the Governmental Accounting Standards Board (GASB). We believe this proposal demonstrates our capabilities to serve not only as independent auditors, but also as valued advisors and consultants to the District, the Board of Trustees, and management.

Our audit team is tailored to each client’s specific needs drawing staff from our state and local government team. We emphasize:

- Consistency and quality of staffing in multi-year engagements, including assigning staff from our state and local government team who focus on providing services to the local government industry year-round and assigning staff who are familiar with the accounting software used by the District;
- A high degree of efficiency using the latest paperless audit technology available (including the use of IDEA data extraction and analysis software);
- The identification of opportunities for improved financial or procedural performance; and
- A focus on areas that present the greatest audit risk.

We are prepared to commit the resources necessary to provide services of the highest quality to the Park District of Highland Park. We will not only perform the audit, but we will also provide governmental accounting and financial reporting expertise and technical assistance throughout the year. We will provide information and training as applicable to ensure the District accounting staff understand the impact of new GASB statements as applicable. We understand the scope of work to be performed and the timing requirements and are committed to performing the specified services within the stipulated timeframe.

The following are the fees under a three-year engagement. The District and the auditor have the right to terminate the relationship after any individual year with three months notice given before the subsequent year end.

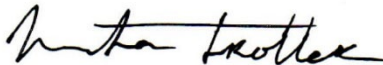
	December 31, 2024	December 31, 2025	December 31, 2026
District Audit	\$ 32,350	\$ 33,550	\$ 34,900

During the timeframe of this proposal, the implementation of several GASB pronouncements will be required. We cannot estimate the additional cost required for each pronouncement until the specific impacts and assistance required to be provided to the Park District are determined. We will work with the Park District to minimize these costs; however, some additional fees are anticipated.

These fees assume that the District will provide the auditors with electronic copies of adjusted trial balances, a year-to-date general ledger with details of postings to all accounts, subsidiary ledgers that agree or are reconciled to the general ledger, and will prepare certain schedules of account analysis and confirmations of account balances.

We appreciate the opportunity to present this proposal, which is a firm and irrevocable offer for sixty (60) days, and look forward to the possibility of continuing to serve the District.

Sincerely,  
Sikich CPA LLC

A handwritten signature in black ink, appearing to read "Martha Trotter". The signature is fluid and cursive, written over a horizontal line.

Martha Trotter, CPA  
Principal



# Memorandum

**To:** Park Board of Commissioners

**From:** Debbie Pierce, Districtwide Rentals Manager; Mitch Carr, Deputy Director of Facilities and Operations; Brian Romes, Executive Director

**Date:** December 18, 2024

**Subject:** **Approval of 2025 Affiliated Organization Agreements**

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## **Summary**

The annual Affiliated Organization Agreements between the Park District of Highland Park and American Youth Soccer Organization (AYSO) of Highland Park, the Highland Park Pops, the Highland Park Players, and Uptown Music Theater of Highland Park expires on December 31, 2024. No changes were made to the 2024 Affiliated Agreement terms and the general rules.

## **Recommendation**

Staff recommends the Park Board of Commissioners approve the 2025 Affiliated Organization Agreements with American Youth Soccer Organization (AYSO) of Highland Park, the Highland Park Pops, the Highland Park Players, and Uptown Music Theater of Highland Park.









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

Organization Name:

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Corporation's type:

For Profit

Not for Profit

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Organization's Liaison and contact information:

Mark Zar  
340 Flora Place  
Highland Park, IL 60035  
312-286-7119  
MarkSZar@gmail.com

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Organization's Purpose:

The Purpose of the Highland Park Pops Big Band shall be to provide a structured framework for big band musicians to play jazz music on a regular basis and perform for civic functions, outdoor programs, convalescent homes, retirement homes, charitable functions, and dances. The band is not a for-profit organization.

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Benefit provided to the Highland Park community:

Our purpose as stated above aligns well with the mission of the Park District "To enrich community life through healthy leisure pursuits...."

The group provides a home for Highland Park jazz musicians to play and provides the community with wonderful music.

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Detailed request for facility usage: (Detail location, dates, times, and set up)

For many years the Park District has provided the band with use of the multipurpose room at the West Ridge Center for weekly rehearsals and a closet in the Jammin' Jungle room at the West Ridge Center for storage of our equipment and music. We are requesting that this arrangement continue.

For the last 4 summers the Park District has provided access to a storage closet at Sunset Woods Park in which to store some equipment from week to week. In addition, the Park District has provided 17 folding chairs in this Sunset Woods Park building for the band's use to rehearse weekly in the South Pavilion. We are requesting that these arrangements continue.

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Detailed request for Administrative support:

No administrative support is requested.

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

## Affiliate/Sponsored Organization Application

The Park District of Highland Park recognizes that certain organizations exist within the community whose purposes are to serve and enhance recreational opportunities for a specific function and group. These organizations are separate and independent from the Park District and provide for their own leadership and operational structure.

To this end, the Park District is willing to establish working relationships and cooperative agreements with designated affiliate or sponsored organizations. Within the terms of a written agreement, the parties will define the working relationship, mutual expectations, and individual responsibilities.

Organizations seeking to achieve affiliate or sponsored status must adhere by all requirements described in **Park District of Highland Park Policy # 6.05** (attached).

Organizations must submit a completed application and supporting documents in order to be considered.

- Application Collection Period: January 2<sup>nd</sup> to October 30<sup>th</sup> of the current year
- Application Evaluation Period: November 1<sup>st</sup> to November 16<sup>th</sup> of the current year
  - All organizations may be required to conduct a presentation to the Board of Park Commissioners at a Board meeting.
- Approved Applications Announcements: November 30<sup>th</sup> of the current year
  - Approved organizations will be presented with a 1-year agreement for signature.
- Affiliation/Sponsored Status Period: January 2<sup>nd</sup> to December 31<sup>st</sup> of next year

Completed application and supporting documents must be submitted to:

**Park District of Highland Park**  
Affiliate/Sponsorship Request  
636 Ridge Road  
Highland Park, IL 60035  
**Attention to: Debbie Pierce, District Wide Rental Manager**  
**Office: 847-579-4047**



## Affiliated Organization Agreement with the Highland Park Pops

### Memorandum of Understanding

#### **PURPOSE**

The Park District of Highland Park (hereafter "Park District") recognizes that certain Affiliated Organizations exist within the community whose purposes are to serve and enhance recreational opportunities for a specific purpose and group. These Affiliated Organizations are separate and independent from the Park District and provide for their own leadership, Affiliated Organizational and operational structure. Although the stated missions of the Affiliated Organizations may differ, public investment in public recreational facilities and programs creates a mutually beneficial environment in which to provide quality recreation for all the individuals served by the parties, as well as the general public.

The Park District recognizes that at times it is in the best interest of the community that the Park District work with outside Affiliated Organizations in coordinating, integrating and consolidating the planning and provision of recreational facilities and programs when basic functions are compatible and a public benefit may be derived. Through working relationships with outside Affiliated Organizations and joint efforts, each party can contribute to greater public service without relinquishing their separate identities or any of their individual responsibilities.

To this end, the Park District is willing to establish a working relationship and cooperative agreement with the Highland Park Pops (hereafter "Pops" or "Affiliated Organization"). With this agreement, the parties will define the working relationship, mutual expectations, and individual responsibilities. However, this agreement cannot be considered absolute; but shall serve as a frame of reference. Standards outlined herein insure that the parties' concept of joint planning, use, and maintenance is followed to the maximum extent possible, while retaining the essential freedom of discretion, decision and action in planning, developing and maintaining recreational programs.

#### **I. Criteria and Conditions**

1. Affiliated Organization must have a constitution and/or bylaws which shall be submitted for review and approval by the District.
2. The Affiliated Organization shall formulate a roster of staff, volunteer officers and/or board members, and designate a liaison and alternate liaison with the Park District. Telephone numbers and other contact information must be provided to the Park District on an annual basis.

3. At least 51% of the members/participants and/or activities of the Affiliated Organization must reside and/or serve residents of the Park District. A roster of members, participants, and/or list of program, events or activities must be provided to the Park District on an annual basis. Names and addresses must be included.
  4. Activities, programs, and events conducted by the Affiliated Community Group must:
    - a. Be in accordance with the District's philosophy of recreation and be open for participation by any resident of the District.
    - b. Not, other than to adhere to specific membership guidelines, program requirements, or minimum residency standards, discriminate against or exclude any individual, for participation for reasons of race, color, creed, national origin, sex, sexual orientation, disability, or any other characteristic protected by local, state, or federal law.
  5. Affiliated Organization must provide an annual detailed budget to the Park District showing all anticipated revenue and expenditures by November 1 for the following fiscal year. Program planning and budgeting shall be done by the club in conjunction with the administrative staff of the District, and completed by November 1.
    - a. The Affiliated Organization acknowledges and agrees that the group is responsible for any and all expenses, including, but not limited to, the provision of equipment and materials related to the Affiliated Organization activities and use of Park District property and facilities, unless otherwise specified and agreed to in writing.
    - b. Any work done by the Parks Department of the District on behalf of any Affiliated Organization will be restricted to District limits unless authorized. If the Affiliated Organization's need for maintenance standards are higher than District standards, that Affiliated Organization shall provide the additional maintenance to meet its own standard provided that approval is granted by the Executive Director for this voluntary maintenance work.
    - c. Costs for maintenance of equipment and/or facilities will be charged to the Affiliated Organization
  6. If a fee for participation or membership is required to join the Affiliated Organization or attend an event, program or recreational function conducted by the Affiliated Organization, those fees may be deposited in a separate account under that Affiliated Organization's name. All revenues must be reported to the District. All fees shall be deposited in the Affiliated Organization's account in accordance with accepted District standards.
  7. The District shall provide the following staff or administrative services to accommodate the activities of the Affiliated Organizations commensurate with existing programs offered by the District.
    - a. None
  8. All public mailings and publicity by the Affiliated Organizations must meet with District standards and must state their affiliation with or sponsorship by the Park District of Highland Park.
  9. The Affiliated Organization or members of the Affiliated Organization will not advertise or solicit participants using the name or logo of the Park District without prior written permission of the Park District.
-

10. The Organization shall not to represent itself or members of the Affiliated Organization as employees, volunteers, or agents of the Park District.
  11. Fund-raising for the purpose of supporting an activity must be authorized by the Board. The manner in which fund-raising is to be conducted, the purposes for which the funds are collected and a budget for these funds must be submitted to the District for approval in advance of any fund-raising project. Proceeds from fund-raising may be placed in the Affiliated Organization's separate account.
  12. The Affiliated Organization agrees and understands that neither the Affiliated Organization nor its officials, officers, members, employees or volunteers (collectively "Affiliated Organization") are entitled to any benefits or protections afforded employees or volunteers of the Park District and are not bound by any obligations as employees of the Park District. The Affiliated Organization will not be covered under provisions of the unemployment compensation insurance of the Park District or the workers' compensation insurance of the Park District and that any injury or property damage arising out of any Affiliated Organization activity will be the Affiliated Organization's sole responsibility and not the Park District's. Also, it is understood that the Affiliated Organization is not protected as an employee or as a person acting as an agent or employee under the provisions of the general liability insurance of the Park District and therefore, the Affiliated Organization will be solely responsible for its own actions. The Park District will in no way defend the Affiliated Organization in matters of liability.
  13. Affiliated Organization shall fully cooperate with any investigation conducted by or on behalf of the Park District and/or the Park District Risk Management Agency "PDRMA". Failure to fully cooperate with any such investigation shall constitute a breach of agreement and in the sole discretion of the Park District, may result in revocation or suspension of any Group privileges under this Agreement
  14. Affiliated Organization agrees to conduct criminal background checks for all employees and volunteers eighteen years of age or older and who directly supervise individuals under the age of eighteen (18) years or age. The Affiliated Organization is solely responsible for determining whether any conviction disqualifies any employee/volunteer.
  15. Affiliated Organization agrees to cross-reference all staff, employees and volunteers with the federal and state of Illinois Child Offender Databases.
  16. Affiliated Organization understands and agrees that it solely responsible for determining whether any staff, employee, or volunteer is qualified and suitable for any Affiliated Organization position and/or activity and that the Park District is not responsible for any hiring or retention decision.
  17. Affiliated Organization shall comply with all applicable local, state, and federal laws, including, but not limited to the Illinois Human Rights Act, the American with Disabilities Act, and the Civil Rights Act of 1964. The Affiliated Organization shall base employment, volunteer, and participation criteria upon personal capabilities and qualifications without discrimination because of race, color, religion, sexual orientation, sex (except as an appropriate division for athletics programming), national origin, age (except as an appropriate division of programming levels for youth athletics programming), marital status, or any other protected characteristic as established by law.
-

## II. Facility Use

1. The District will provide the following facility and/or storage space:
  - a. Use of a variety of rooms at West Ridge Center (or other mutually agreeable facility) during weekday evenings for rehearsals. Room will be provided at no cost unless after hours and/or additional staff or other expenses are needed, which will be provided at the expense of the Affiliated Organization.
    - i. Requests shall be made at least 3 months in advance.
    - ii. Park District Programs take precedence.
    - iii. Facility hours of operations shall be enforced.
  - b. Storage closet is provided at West Ridge Center for Musical Equipment.
  - c. If the Affiliated Organization requests another facility of the Park District, the request will be considered under the following terms:
    - i. Requests shall be made at least 3 months in advance.
    - ii. Park District Programs take precedence.
    - iii. Facility hours of operations shall be enforced.
    - iv. If approved, the Affiliated Organization will receive a discount rate of 50% of the regular resident rental rate.
2. It is the sole responsibility of the Affiliated Organization to determine whether any facility, field, or location is safe, suitable, and/or appropriate for any intended use.
3. The Affiliated Organization shall inspect each facility, field, or other location prior to and subsequent to each use and shall promptly report any unsafe condition (holes in sports fields, broken equipment, etc.) to the Park District.
4. The Affiliated Organization is solely responsible for providing supervision and security services, as needed, for any and all Affiliated Organization activities.
5. The Affiliated Organization is solely responsible for the cost of repairs to facility or equipment damaged as a result of its usage.
6. The Park District does not assume any responsibility, care, custody, or control of any Affiliated Organization property or equipment brought upon or stored upon Park District property. The Affiliated Organization is solely responsible for the safety and/or security of any property or equipment brought upon or stored on Park District property.
7. The Affiliated Organization shall adhere to all applicable facility and Park District ordinances, rules, regulations, policies, and procedures.

8. The use of Park District meeting rooms is based on availability and Park District scheduling concerns. The Park District retains the right to move, cancel or reschedule meetings based upon Park District needs.

### **III. Insurance and Indemnification**

The Affiliated Organization shall procure and maintain for the duration of this agreement, the following insurance against claims for injuries to persons or damages to property which may arise from or in connection with any of Affiliated Organization activities:

#### **1. Commercial General and Umbrella Liability Insurance**

Affiliated Organization shall maintain commercial general liability (CGL) and, if necessary, commercial umbrella insurance with a limit of not less than \$1,000,000 each occurrence. If such CGL insurance contains a general aggregate limit, it shall apply separately to this Agreement.

CGL insurance shall be written on Insurance Services Office (ISO) occurrence form CG 00 01 10 93, or a substitute form providing equivalent coverage, and shall cover liability arising from premises, operations, independent contractors, products-completed operations, personal injury and advertising injury, liability assumed under an insured contract (including the tort liability of another assumed in a business contract), and shall not be endorsed to exclude claims arising from athletic participation.

If the Affiliated Organization intends on distributing, selling, serving or furnishing alcoholic beverages, liquor liability coverage (including Dram Shop coverage) shall also be provided with a limit of not less than \$1,000,000 per occurrence.

The Park District shall be included as an insured under the CGL, using ISO additional insured endorsement CG 20 26 or a substitute providing equivalent coverage, and under the commercial umbrella, if any. This insurance shall apply as primary insurance with respect to any other insurance or self-insurance afforded to the Park District. Any insurance or self-insurance maintained by the Park District shall be excess of the Affiliated Organization insurance and shall not contribute with it.

The CGL policy must include individuals for athletic participation.

#### **2. Business Auto and Umbrella Liability Insurance**

If applicable, the Affiliated Organization shall maintain business auto liability and, if necessary, commercial umbrella liability insurance with a limit of not less than \$1,000,000 each accident. Such insurance shall cover liability arising out of any auto including owned, hired and non-owned autos.

Business auto insurance shall be written on Insurance Services Office (ISO) form CA 00 01, CA 00 05, CA 00 12, CA 00 20, or a substitute form providing equivalent liability coverage. If necessary, the policy shall be endorsed to provide contractual liability coverage equivalent to that provided in the 1990 and later editions of CA 00 01.

### **3. Workers Compensation Insurance**

If applicable, the Affiliated Organization shall maintain workers compensation and employers liability insurance. The commercial umbrella and/or employers liability limits shall not be less than \$1,000,000 each accident for bodily injury by accident or \$1,000,000 each employee for bodily injury by disease.

### **4. Other**

If the Park District has not been included as an insured under the CGL using ISO additional insured endorsement CG 20 26 under the Commercial General and Umbrella Liability Insurance required in this agreement, the Affiliated Organization waives all rights against the Park District and its officers, officials, employees, volunteers and agents for recovery of damages arising out of or incident to the Affiliated Organization use of any Park District property or facility.

### **5. General Insurance Provisions**

#### **a. Evidence of Insurance**

Prior to exercising any rights under this Agreement, the Affiliated Organization shall furnish the Park District with a certificate(s) of insurance and applicable policy endorsement(s), executed by a duly authorized representative of each insurer, showing compliance with the insurance requirements set forth above.

All certificates shall provide for 30 days' written notice to Agency prior to the cancellation or material change of any insurance referred to therein. Written notice to Agency shall be by certified mail, return receipt requested.

Failure of the Park District to demand such certificate, endorsement or other evidence of full compliance with these insurance requirements or failure of the Park District to identify a deficiency from evidence that is provided shall not be construed as a waiver of the Affiliated Organization obligation to maintain such insurance.

The Park District shall have the right, but not the obligation, of prohibiting the Affiliated Organization from using the premises until such certificates or other evidence that insurance has been placed in complete compliance with these requirements is received and approved by Park District.

Failure to maintain the required insurance may result in termination of this agreement at Park District's option.

The Affiliated Organization shall provide certified copies of all insurance policies required above within 10 days of the Park District's written request for said copies.

#### **b. Acceptability of Insurers**

For insurance companies which obtain a rating from A.M. Best, that rating should be no less than A VII using the most recent edition of the A.M. Best's Key Rating Guide. If the Best's rating



is less than A VII or a Best's rating is not obtained, the Park District has the right to reject insurance written by an insurer it deems unacceptable.

**c. Cross-Liability Coverage**

If the Affiliated Organization liability policies do not contain the standard ISO separation of insured's provision, or a substantially similar clause, they shall be endorsed to provide cross-liability coverage.

**d. Deductibles and Self-Insured Retentions**

Any deductibles or self-insured retentions must be declared to the Park District. At the option of the Park District, the Affiliated Organization may be asked to eliminate such deductibles or self-insured retentions as respects the Park District, its officers, officials, employees, volunteers and agents or required to procure a bond guaranteeing payment of losses and other related costs including but not limited to investigations, claim administration and defense expenses.

**6. Indemnification**

The Affiliated Organization shall indemnify and hold harmless the Park District and its officers, officials, employees, volunteers and agents from and against all claims, damages, losses and expenses, including but not limited to legal fees (reasonable attorney's and paralegals' fees and court costs), arising from or in any way connected with (i) the conduct or management of the premises or of any business or activity therein, or any work or thing whatsoever done, or condition created in or about the premises during the term of this agreement; (ii) any act, omission wrongful act or negligence of the Affiliated Organization or any of the Affiliated Organization partners, directors, officials, officers, agents, employees, members, volunteers, participants, invitees, licensees, contractors, or subcontractors; (iii) any accident, injury or damage whatsoever occurring in or upon any Park District property or facility, regardless of whether or not it is caused in part by a party indemnified hereunder. Such obligation shall not be construed to negate, abridge, or otherwise reduce any other right or obligation of indemnity which would otherwise exist as to any party or person described in this Paragraph. The Affiliated Organization shall similarly protect, indemnify and hold and save harmless the Park District, its officers, officials, employees, volunteers and agents against and from any and all claims, costs, causes, actions and expenses including but not limited to legal fees, incurred by reason of the Affiliated Organization breach of any of its obligations under, or the Affiliated Organization default of, any provision of this agreement.

**IV. No Third Party Beneficiary**

This Agreement is entered into solely for the benefit of the contracting parties, and nothing in this Agreement is intended, either expressly or impliedly, to provide any right or benefit of any kind whatsoever to any person or entity who is not a party to this Agreement, or to acknowledge, establish or impose any legal duty to any third party.

V. Termination and Duration

1. The initial term of this Agreement shall commence on the date hereof and end on December 31, 2025. Thereafter, this Agreement shall be deemed automatically renewed for successive one year periods unless either party shall advise the other party in writing of its intention not to renew the Agreement at least 30 days prior to the annual renewal date, or unless the Parties otherwise mutually agree to terminate the Agreement.
2. The Park District retains the right to alter the terms and conditions of this agreement or to terminate this agreement at any time and for any reason, including, but not limited to misconduct of the Affiliated Organization or for misuse of property, for purposes deemed necessary for public safety or preservation of property, if termination serves the interests of Park District residents, or because the Affiliated Organization has breached any of its obligations under this Agreement.
3. The Affiliated Organization may terminate this agreement by providing a minimum of 30 days written notice.
  - a. The Affiliated Organization will have financial responsibility to the Park District for any outstanding fees and/or money owed to the Park District and shall promptly reimburse the Park District. Any money owed to the Affiliated Organization by the Park District shall be promptly reimbursed.
  - b. The Agreement may be amended by the written approval of both Parties.

IN WITNESS WHEREOF, each of the Parties has caused this Agreement to be executed by a duly authorized officer thereof as of the date first above written.

Highland Park Pops

by Mark V. Zan  
Authorized Officer - Highland Park Pops

11/16/2024  
Date

Highland Park Pops

\_\_\_\_\_  
Director of Recreation and Facilities

\_\_\_\_\_  
Date

Park District of Highland Park  
636 Ridge Road  
Highland Park, IL 60035

## HIGHLAND PARK POPS BIG BAND CONSTITUTION

### ARTICLE I. Name of Organization

The name of this organization shall be The Highland Park Pops Big Band.

### ARTICLE II. Purpose

The purpose of this organization shall be to provide a structured framework for big band musicians to play jazz music on a regular basis and perform for civic functions, outdoor programs, convalescent homes, retirement homes, charitable functions, and dances. The band is not a for-profit organization.

### ARTICLE III. Membership

Membership shall be open to the public with the understanding that participation in rehearsals and performances shall be limited to 17 musicians, based on the following instrumentation:

- 2 Alto Saxophones
- 2 Tenor Saxophones
- 1 Baritone Saxophone
- 4 Trumpets
- 4 Trombones
- 1 Piano
- 1 Drums
- 1 Guitar
- 1 Bass

Potential new members may contact the band via the band website, [www.highlandparkpops.com](http://www.highlandparkpops.com), and may be invited to a rehearsal to replace a member who is unavailable for that rehearsal.

In addition, vocalists may be added for certain performances.

### ARTICLE IV. Officers

Officers' positions for this organization shall include:

- A. President (Band Leader)
- B. Treasurer
- C. Secretary

Officers' duties shall include:

- A. President (Band Leader)  
The duties of the President (Band Leader) are to lead the band during rehearsals and concerts and be the focal point for any issues raised by band members.
- B. Treasurer  
The duties of the Treasurer are to maintain a checking account of any band funds, deposit funds received as donations, and pay for any purchases.
- C. Secretary  
The duty of the Secretary is to be responsible for maintaining the performance schedule of the band.

### ARTICLE V. Meetings

The band shall hold regularly scheduled rehearsals.

### ARTICLE VI. Finances

Members of the band shall not be remunerated for playing events. Donations to the group may be made and shall be used to purchase music and equipment, or to provide donations to music organizations.



**Highland Park Pops Big Band - Current Roster of Staff**  
**November 16, 2024**

**President (Band Leader)**

Mark Zar  
340 Flora Place  
Highland Park, IL 60035

**Treasurer**

Steven (Skip) Frost  
6 The Court of Bayview  
Northbrook, IL 60062

**Secretary**

Mark Zar  
340 Flora Place  
Highland Park, IL 60035



**Highland Park Pops Big Band - Roster of Current Members**  
**November 16, 2024**

<b>Last Name</b>	<b>First Name</b>	<b>Instrument</b>	<b>Current HP Resident?</b>	<b>Current or Former HP Resident?</b>
Knowles	Randy	Bass		
Weinstein	David	Guitar		
Frost	Skip	Percussion		Yes
Orlofsky	Jonah	Piano		
Wren	Chris	Sax	Yes 1776 Elmwood	Yes
Lawrence	Jeff	Sax		Yes
Lipsky	Jim	Sax		Yes
Moyer	Fred	Sax		
Willens	Mike	Sax		
Dubin	David	Trombone		
Herzog	Dan	Trombone		
Carran	Spencer	Trombone		
Turner	Jim	Trombone		
Jacobs	Jim	Trumpet		Yes
Kretchmer	Gary	Trumpet		
Steinberg	Sandy	Trumpet		
Zar	Mark	Trumpet	Yes 340 Flora	Yes





## **2025 Events**

### **2025 Planned Events**

Our 2025 activities include the following:

During 2021, 2022, 2023, and 2024, the band conducted weekly public rehearsals on Wednesday evenings during late spring and summer at Sunset Woods Park in Highland Park, with the assistance of the Park District of Highland Park. There was community support for this activity and people brought chairs, blankets, food, etc. and listened to the band. With the Park District's permission, the band plans to continue this "tradition" in 2025.

At the present time, the band has no scheduled events for 2025. This situation will be evolving as we enter 2025.



November 16, 2024

Highland Park Pops  
2025 Budget Information

Since we currently do not have any scheduled performances yet for 2025, we currently have no anticipated revenue for 2025.

Currently, we do not have any expected expenditures for 2025.





# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
11/15/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER AssuredPartners of Illinois, LLC 4350 Weaver Pkwy Warrenville IL 60555	CONTACT NAME: Certificate Team	
	PHONE (A/C, No, Ext): 630-355-2077	FAX (A/C, No): 630-355-7996
E-MAIL ADDRESS: certs.apil@assuredpartners.com		
INSURER(S) AFFORDING COVERAGE		NAIC #
INSURER A : Philadelphia Indemnity Company		18058
INSURED Highland Park Pops Band c/o Mark Zar 340 Flora Pl Highland Park IL 60035	HIGHPAR-04	INSURER B :
		INSURER C :
		INSURER D :
		INSURER E :
		INSURER F :

**COVERAGES** CERTIFICATE NUMBER: 1078467028 REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			PHPK2653736	3/27/2024	3/27/2025	EACH OCCURRENCE	\$ 1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 100,000
							MED EXP (Any one person)	\$ 5,000
							PERSONAL & ADV INJURY	\$ 1,000,000
							GENERAL AGGREGATE	\$ 2,000,000
							PRODUCTS - COMP/OP AGG	\$ 2,000,000
								\$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident)	\$
							BODILY INJURY (Per person)	\$
							BODILY INJURY (Per accident)	\$
							PROPERTY DAMAGE (Per accident)	\$
								\$
	UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB DED RETENTION \$						EACH OCCURRENCE	\$
							AGGREGATE	\$
								\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below						PER STATUTE	OTH-ER
							E.L. EACH ACCIDENT	\$
							E.L. DISEASE - EA EMPLOYEE	\$
							E.L. DISEASE - POLICY LIMIT	\$
A	EQFL			PHPK2653736	3/27/2024	3/27/2025	Limit: \$52,000	Ded: \$1,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

### CERTIFICATE HOLDER

### CANCELLATION

Highland Park Park District  
636 Ridge Road  
Highland Park IL 60035

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE



## Debbie Pierce

---

**From:** Mark Zar <markszar@gmail.com>  
**Sent:** Monday, November 18, 2024 3:11 PM  
**To:** Debbie Pierce  
**Subject:** Re: 2025 Affiliate Agreement  
**Attachments:** Highland Park Pops Affiliate or Sponsored Organization Application for 2025.pdf; Affiliate Agreement Highland Park Pops 2025 - Signed.pdf; Highland Park Pops Big Band Constitution.pdf; Highland Park Pops Big Band Roster of Staff.pdf; Highland Park Pops Big Band Roster.pdf; Highland Park Pops 2025 Planned Events.pdf; Highland Park Pops 2025 Budget Information.pdf; HPP COI for HP Pk Dist - November 15, 2024.pdf

Caution! This message was sent from outside your organization.

[Allow sender](#) | [Block sender](#) | [Report](#)

Debbie,

As I have done in the past, I want to thank you for your help in making this another successful year for the Highland Park Pops Big Band. As we have in previous years, we had smooth transitions between rehearsing at West Ridge and Sunset Woods Park.

The documents requested in your email are attached.

In addition, I want to point out (as I have in previous years) one item regarding the issue of any of our activities being open to participation by any resident of the Park District. We had been informed previously by the Park District that wording in our agreement could not be changed so as to be inconsistent with the Sponsored Group and Affiliate Policy. I am reiterating our position regarding Section I.4.a on page 2 of our agreement which states that activities "...must...be open for participation by any resident of the District." Some of our performances, especially those at senior convalescent facilities, are not open to the public. They are for the residents. In addition, we also perform for charitable groups or fundraisers that are not open to the public, e.g., churches, synagogues, schools, etc. I signed the attached agreement with the understanding that these performances are acceptable to the Park District even though they are not "...open for participation by any resident of the District."

Thank you again and have a good week.

Mark

On Wed, Oct 16, 2024 at 3:18 PM Debbie Pierce <[dpierce@pdhp.org](mailto:dpierce@pdhp.org)> wrote:



Good afternoon, Mark

We are in the process of affiliate agreement renewals for 2025.

We recognize the value that Highland Park Pops brings to our community, and we look forward to reviewing your application.

To comply with our policies and procedures, we need Highland Park AYSO Region 891 to present us with the required affiliate documents as well as to complete the attached application form.

- Organization Constitution or Bylaws.
- Proof Organization non-profit status.
- Roster of staff, volunteer officers and/or Board members.
- Roster of members of participants, including addresses.
- List of planned program, events, or activities for 2024.
- Annual details budget showing all anticipated revenue and expenditures for the following fiscal year.

We will notify you as soon as possible if a presentation will be required this year to the Board of Commissioners.

If you have any questions, please feel free to contact me by email at [dpierce@pdhp.org](mailto:dpierce@pdhp.org) or by telephone at 847-579-4047.

**Debbie Pierce** | *District-Wide Rental Manager*

Park District of Highland Park

West Ridge Center 636 Ridge Road, Highland Park 60035





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

## Affiliate/Sponsored Organization Application

The Park District of Highland Park recognizes that certain organizations exist within the community whose purposes are to serve and enhance recreational opportunities for a specific function and group. These organizations are separate and independent from the Park District and provide for their own leadership and operational structure.

To this end, the Park District is willing to establish working relationships and cooperative agreements with designated affiliate or sponsored organizations. Within the terms of a written agreement, the parties will define the working relationship, mutual expectations, and individual responsibilities.

Organizations seeking to achieve affiliate or sponsored status must adhere by all requirements described in **Park District of Highland Park Policy # 6.05** (attached).

Organizations must submit a completed application and supporting documents in order to be considered.

- Application Collection Period: January 2<sup>nd</sup> to October 30<sup>th</sup> of the current year
- Application Evaluation Period: November 1<sup>st</sup> to November 16<sup>th</sup> of the current year
  - All organizations may be required to conduct a presentation to the Board of Park Commissioners at a Board meeting.
- Approved Applications Announcements: November 30<sup>th</sup> of the current year
  - Approved organizations will be presented with a 1-year agreement for signature.
- Affiliation/Sponsored Status Period: January 2<sup>nd</sup> to December 31<sup>st</sup> of next year

Completed application and supporting documents must be submitted to:

**Park District of Highland Park**  
Affiliate/Sponsorship Request  
636 Ridge Road  
Highland Park, IL 60035  
**Attention to: Debbie Pierce, District Wide Rental Manager**  
**Office: 847-579-4047**



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

**Organization Name:**  
**Highland Park Players**

**Corporation's type:**

- For Profit  
 X - Not for Profit

**Organization's Liaison and contact information:**  
**Bradley Rose – [bradleyarose@gmail.com](mailto:bradleyarose@gmail.com), 773-844-1980**

**Organization's Purpose:**

Since 1988, our purpose at Highland Park Players is to enrich, educate, and entertain our community by providing exceptional live theatre experiences. We strive to create a welcoming, hands-on environment where residents can attend, participate, and celebrate the magic of theatre. Through our productions, workshops, and community programs, we bring people together to share stories, spark creativity, and build lasting connections. At HPP, we're more than a theatre—we're a family, and we invite you to join us in creating unforgettable moments!

**Benefit provided to the Highland Park community:**

Highland Park Players is entering our 38<sup>th</sup> season of bringing immense value to the Highland Park community by fostering creativity, connection, and cultural enrichment. Through high-quality productions and accessible programs, we provide a space where residents of all ages can express their talents, engage with the arts, and create lasting memories. Our focus on community involvement—both on and off the stage—strengthens local bonds, supports education, and cultivates a shared appreciation for live theatre. By bringing people together for inspiring performances and meaningful experiences, we enrich the cultural fabric of Highland Park and ensure the arts remain a vibrant part of our community life.

**Detailed request for facility usage: (Detail location, dates, times, and set up)**

**2025 Season**

- **Finding Nemo** – 16 total room reservations from November thru February for auditions/rehearsals plus the rental of Heller Nature Center for the performances in February
- **Hunchback of Notre Dame In Concert** - 20 total room reservations from January thru March for auditions/rehearsals
- **Rent** - 30 total room reservations from May thru July for auditions/rehearsals

**Board Meetings** – 6 room reservations in calendar year 2025 for board meetings

**Detailed request for Administrative support:**

Only request needed is the help in booking space



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

**Required Supporting Documents:**

- X Organization's constitution or by-laws;
- X Roster of staff, volunteer officers and/or board members, including addresses;
- X Roster of members or participants, including addresses;
- X List of Organization's activities, programs, and events;
- X Annual detailed budget showing all anticipated revenue and expenditures for the following fiscal year;
- X Certificate of Insurance (If approved, Organization will be required to update COI with PDHP as additionally insured and Certificate holder);
- X Proof of Not for Profit status;

**STAFF USE ONLY**

Request received \_\_\_/\_\_\_/24 Request for Fiscal Year 2025

Board Presentation Schedule \_\_\_/\_\_\_/\_\_\_

Percentage of members who meet residency requirement: \_\_\_\_\_.

Percentage of activities provided to Highland Park Community: \_\_\_\_\_.

Notes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Request:  Approved  Denied

Updated COI \_\_\_/\_\_\_/\_\_\_ Agreement Signature \_\_\_/\_\_\_/\_\_\_



File Number

5506-585-3



**To all to whom these Presents Shall Come, Greeting:**

*I, Jesse White, Secretary of State of the State of Illinois, do hereby certify that I am the keeper of the records of the Department of Business Services. I certify that*

HIGHLAND PARK PLAYERS, A DOMESTIC CORPORATION, INCORPORATED UNDER THE LAWS OF THIS STATE ON MAY 02, 1988, APPEARS TO HAVE COMPLIED WITH ALL THE PROVISIONS OF THE GENERAL NOT FOR PROFIT CORPORATION ACT OF THIS STATE, AND AS OF THIS DATE, IS IN GOOD STANDING AS A DOMESTIC CORPORATION IN THE STATE OF ILLINOIS.



**In Testimony Whereof,** I hereto set  
my hand and cause to be affixed the Great Seal of  
the State of Illinois, this 12TH  
day of MARCH A.D. 2019 .

*Jesse White*

SECRETARY OF STATE





# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

10/22/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Selective Insurance Company of America P.O. Box 13325  Richmond VA 23225-0325	CONTACT NAME:	PHONE (A/C, No., Ext): (877) 744-3125		FAX (A/C, No.): (877) 378-3033
	E-MAIL ADDRESS: clientservicecenter@selective.com			
INSURER(S) AFFORDING COVERAGE			NAIC #	
INSURER A: Selective Insurance Co of SC			19259	
INSURER B:				
INSURER C:				
INSURER D:				
INSURER E:				
INSURER F:				

**COVERAGES** **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input checked="" type="checkbox"/> LOC OTHER:			S 1905994	10/22/2024	10/22/2025	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS ONLY			S 1905994	10/22/2024	10/22/2025	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB EXCESS LIAB DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ PER STATUTE OTH-ER
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

**CERTIFICATE HOLDER**

Park District of Highland Park  
636 Ridge Road  
  
Highland Park IL 60035

**CANCELLATION**

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE  
*[Signature]*

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## **Sponsored Organization Agreement with the Highland Park Players**

### **Memorandum of Understanding**

#### **PURPOSE**

The Park District of Highland Park (hereafter "Park District") recognizes that certain Sponsored Organizations exist within the community whose purposes are to serve and enhance recreational opportunities for a specific purpose and group. These Sponsored Organizations are separate and independent from the Park District and provide for their own leadership, Sponsored Organizational and operational structure. Although the stated missions of the Sponsored Organizations may differ, public investment in public recreational facilities and programs creates a mutually beneficial environment in which to provide quality recreation for all the individuals served by the parties, as well as the general public.

The Park District recognizes that at times it is in the best interest of the community that the Park District work with outside Sponsored Organizations in coordinating, integrating and consolidating the planning and provision of recreational facilities and programs when basic functions are compatible, and a public benefit may be derived. Through working relationships with outside Sponsored Organizations and joint efforts, each party can contribute to greater public service without relinquishing their separate identities or any of their individual responsibilities.

To this end, the Park District is willing to establish a working relationship and cooperative agreement with the Highland Park Players (hereafter "Players" or "Sponsored Organization"). With this agreement, the parties will define the working relationship, mutual expectations, and individual responsibilities. However, this agreement cannot be considered absolute; but shall serve as a frame of reference. Standards outlined herein insure that the parties' concept of joint planning, use, and maintenance is followed to the maximum extent possible, while retaining the essential freedom of discretion, decision and action in planning, developing and maintaining recreational programs.

#### **I. Criteria and Conditions**

1. Sponsored Organization must have a constitution and/or bylaws which shall be submitted for review and approval by the District.
2. The Sponsored Organization shall formulate a roster of staff, volunteer officers and/or board members, and designate a liaison and alternate liaison with the Park District. Telephone numbers and other contact information must be provided to the Park District on an annual basis.

3. At least 51% of the members/participants and/or activities of the Sponsored Organization must reside and/or serve residents of the Park District. A roster of members, participants, and/or list of program, events or activities must be provided to the Park District on an annual basis. Names and addresses must be included.
4. Activities, programs, and events conducted by the sponsored Community Group must:
  - a. Be in accordance with the District's philosophy of recreation and be open for participation by any resident of the District.
  - b. Not, other than to adhere to specific membership guidelines, program requirements, or minimum residency standards, discriminate against or exclude any individual, for participation for reasons of race, color, creed, national origin, sex, sexual orientation, disability, or any other characteristic protected by local, state, or federal law.
5. Sponsored Organization must provide an annual detailed budget to the Park District showing all anticipated revenue and expenditures by November 1 for the following fiscal year. Program planning and budgeting shall be done by the club in conjunction with the administrative staff of the District and completed by November 1.
  - a. Year-end balances of funds should not exceed the amount of finances needed for start-up services for the next program year. When excess funds are available in the Sponsored Organization's treasury, the District will identify special projects in which such funds may be donated to the District for program and/or facility improvements.
  - b. The Sponsored Organization acknowledges and agrees that the group is responsible for any and all expenses, including, but not limited to, the provision of equipment and materials related to the Sponsored Organization activities and use of Park District property and facilities, unless otherwise specified and agreed to in writing.
  - c. Any work done by the Parks Department of the District on behalf of any sponsored Organization will be restricted to District limits unless authorized. If the Sponsored Organization's need for maintenance standards are higher than District standards, that Sponsored Organization shall provide the additional maintenance to meet its own standard provided that approval is granted by the Executive Director for this voluntary maintenance work.
  - d. Costs for maintenance of equipment and/or facilities will be charged to the Sponsored Organization
6. If a fee for participation or membership is required to join the Sponsored Organization or attend an event, program or recreational function conducted by the Sponsored Organization, those fees may be deposited in a separate account under that Sponsored Organization's name. All revenues must be reported to the District. All fees shall be deposited in the Sponsored Organization's account in accordance with accepted District standards.
7. The District shall provide the following staff or administrative services to accommodate the activities of the sponsored Organizations commensurate with existing programs offered by the District.
  - a. None

8. All public mailings and publicity by the Sponsored Organizations must meet with District standards and must state their affiliation with or sponsorship by the Park District of Highland Park.
9. The Sponsored Organization or members of the Sponsored Organization will not advertise or solicit participants using the name or logo of the Park District without prior written permission of the Park District.
10. The Sponsored Organization shall not to represent itself or members of the Sponsored Organization as employees, volunteers, or agents of the Park District.
11. Fund-raising for the purpose of supporting an activity must be authorized by the Board. The manner in which fund-raising is to be conducted, the purposes for which the funds are collected and a budget for these funds must be submitted to the District for approval in advance of any fund-raising project. Proceeds from fund-raising may be placed in the sponsored Organization's separate account.
12. The Sponsored Organization agrees and understands that neither the Sponsored Organization nor its officials, officers, members, employees or volunteers (collectively "Sponsored Organization") are entitled to any benefits or protections afforded employees or volunteers of the Park District and are not bound by any obligations as employees of the Park District. The Sponsored Organization will not be covered under provisions of the unemployment compensation insurance of the Park District or the workers' compensation insurance of the Park District and that any injury or property damage arising out of any Sponsored Organization activity will be the Sponsored Organization's sole responsibility and not the Park District's. Also, it is understood that the Sponsored Organization is not protected as an employee or as a person acting as an agent or employee under the provisions of the general liability insurance of the Park District and therefore, the Sponsored Organization will be solely responsible for its own actions. The Park District will in no way defend the Sponsored Organization in matters of liability.
13. Sponsored Organization shall fully cooperate with any investigation conducted by or on behalf of the Park District and/or the Park District Risk Management Agency "PDRMA". Failure to fully cooperate with any such investigation shall constitute a breach of agreement and in the sole discretion of the Park District, may result in revocation or suspension of any Group privileges under this Agreement
14. Sponsored Organization agrees to conduct criminal background checks for all employees and volunteers eighteen years of age or older and who directly supervise individuals under the age of eighteen (18) years or age. The Sponsored Organization is solely responsible for determining whether any conviction disqualifies any employee/volunteer.
15. Sponsored Organization agrees to cross-reference all staff, employees and volunteers with the federal and state of Illinois Child Offender Databases.
16. Sponsored Organization understands and agrees that it solely responsible for determining whether any staff, employee, or volunteer is qualified and suitable for any Sponsored Organization position and/or activity and that the Park District is not responsible for any hiring or retention decision.
17. Sponsored Organization shall comply with all applicable local, state, and federal laws, including, but not limited to the Illinois Human Rights Act, the American with Disabilities Act, and the Civil Rights Act of 1964. The Sponsored Organization shall base employment,

volunteer, and participation criteria upon personal capabilities and qualifications without discrimination because of race, color, religion, sexual orientation, sex (except as an appropriate division for athletics programming), national origin, age (except as an appropriate division of programming levels for youth athletics programming), marital status, or any other protected characteristic as established by law.

## **II. Facility Use**

1. The District will provide the following facility and/or storage space:
  - a. Use of a variety of rooms at West Ridge Center during weekday evenings and during the day on Saturdays for rehearsal and/or workshops. Room will be provided at no cost unless after hours and/or additional staff or other expenses are needed, which will be provided at the expense of the Sponsored Organization.
    - i. Requests shall be made at least 3 months in advance.
    - ii. Park District Programs take precedence.
    - iii. Facility hours of operations shall be enforced.
  - b. If the Sponsored Organization requests another facility of the Park District, the request will be considered under the following terms:
    - i. Requests shall be made at least 3 months in advance.
    - ii. Park District Programs take precedence.
    - iii. Facility hours of operations shall be enforced.
    - iv. If approved, the Sponsored Organization will receive a discount rate of 50% of the regular resident rental rate.
2. It is the sole responsibility of the Sponsored Organization to determine whether any facility, field, or location is safe, suitable, and/or appropriate for any intended use.
3. The Sponsored Organization shall inspect each facility, field, or other location prior to and subsequent to each use and shall promptly report any unsafe condition (holes in sports fields, broken equipment, etc.) to the Park District.
4. The Sponsored Organization is solely responsible for providing supervision and security services, as needed, for any and all Sponsored Organization activities.
5. The Sponsored Organization is solely responsible for the cost of repairs to facility or equipment damaged as a result of its usage.
6. The Park District does not assume any responsibility, care, custody, or control of any Sponsored Organization property or equipment brought upon or stored upon Park District property. The Sponsored Organization is solely responsible for the safety and/or security of any property or equipment brought upon or stored on Park District property.

7. The Sponsored Organization shall adhere to all applicable facility and Park District ordinances, rules, regulations, policies, and procedures.
8. The use of Park District meeting rooms is based on availability and Park District scheduling concerns. The Park District retains the right to move, cancel or reschedule meetings based upon Park District needs.

### **III. Insurance and Indemnification**

The Sponsored Organization shall procure and maintain for the duration of this agreement, the following insurance against claims for injuries to persons or damages to property which may arise from or in connection with any of Sponsored Organization activities:

#### **1. Commercial General and Umbrella Liability Insurance**

Sponsored Organization shall maintain commercial general liability (CGL) and, if necessary, commercial umbrella insurance with a limit of not less than \$1,000,000 each occurrence. If such CGL insurance contains a general aggregate limit, it shall apply separately to this Agreement.

CGL insurance shall be written on Insurance Services Office (ISO) occurrence form CG 00 01 10 93, or a substitute form providing equivalent coverage, and shall cover liability arising from premises, operations, independent contractors, products-completed operations, personal injury and advertising injury, liability assumed under an insured contract (including the tort liability of another assumed in a business contract), and shall not be endorsed to exclude claims arising from athletic participation.

If the Sponsored Organization intends on distributing, selling, serving or furnishing alcoholic beverages, liquor liability coverage (including Dram Shop coverage) shall also be provided with a limit of not less than \$1,000,000 per occurrence.

The Park District shall be included as an insured under the CGL, using ISO additional insured endorsement CG 20 26 or a substitute providing equivalent coverage, and under the commercial umbrella, if any. This insurance shall apply as primary insurance with respect to any other insurance or self-insurance afforded to the Park District. Any insurance or self-insurance maintained by the Park District shall be excess of the Sponsored Organization insurance and shall not contribute with it.

The CGL policy must include individuals for athletic participation.

#### **2. Business Auto and Umbrella Liability Insurance**

If applicable, the Sponsored Organization shall maintain business auto liability and, if necessary, commercial umbrella liability insurance with a limit of not less than \$1,000,000 each accident. Such insurance shall cover liability arising out of any auto including owned, hired and non-owned autos.

Business auto insurance shall be written on Insurance Services Office (ISO) form CA 00 01, CA 00 05, CA 00 12, CA 00 20, or a substitute form providing equivalent liability coverage. If

necessary, the policy shall be endorsed to provide contractual liability coverage equivalent to that provided in the 1990 and later editions of CA 00 01.

**3. Workers Compensation Insurance**

If applicable, the Sponsored Organization shall maintain workers compensation and employers liability insurance. The commercial umbrella and/or employers liability limits shall not be less than \$1,000,000 each accident for bodily injury by accident or \$1,000,000 each employee for bodily injury by disease.

**4. Other**

If the Park District has not been included as an insured under the CGL using ISO additional insured endorsement CG 20 26 under the Commercial General and Umbrella Liability Insurance required in this agreement, the Sponsored Organization waives all rights against the Park District and its officers, officials, employees, volunteers and agents for recovery of damages arising out of or incident to the Sponsored Organization use of any Park District property or facility.

**5. General Insurance Provisions**

**a. Evidence of Insurance**

Prior to exercising any rights under this Agreement, the Sponsored Organization shall furnish the Park District with a certificate(s) of insurance and applicable policy endorsement(s), executed by a duly authorized representative of each insurer, showing compliance with the insurance requirements set forth above.

All certificates shall provide for 30 days' written notice to Agency prior to the cancellation or material change of any insurance referred to therein. Written notice to Agency shall be by certified mail, return receipt requested.

Failure of the Park District to demand such certificate, endorsement or other evidence of full compliance with these insurance requirements or failure of the Park District to identify a deficiency from evidence that is provided shall not be construed as a waiver of the Sponsored Organization obligation to maintain such insurance.

The Park District shall have the right, but not the obligation, of prohibiting the Sponsored Organization from using the premises until such certificates or other evidence that insurance has been placed in complete compliance with these requirements is received and approved by Park District.

Failure to maintain the required insurance may result in termination of this agreement at Park District's option.

The Sponsored Organization shall provide certified copies of all insurance policies required above within 10 days of the Park District's written request for said copies.

**b. Acceptability of Insurers**

For insurance companies which obtain a rating from A.M. Best, that rating should be no less than A VII using the most recent edition of the A.M. Best's Key Rating Guide. If the Best's rating is less than A VII or a Best's rating is not obtained, the Park District has the right to reject insurance written by an insurer it deems unacceptable.

**c. Cross-Liability Coverage**

If the Sponsored Organization liability policies do not contain the standard ISO separation of insured's provision, or a substantially similar clause, they shall be endorsed to provide cross-liability coverage.

**d. Deductibles and Self-Insured Retentions**

Any deductibles or self-insured retentions must be declared to the Park District. At the option of the Park District, the Sponsored Organization may be asked to eliminate such deductibles or self-insured retentions as respects the Park District, its officers, officials, employees, volunteers and agents or required to procure a bond guaranteeing payment of losses and other related costs including but not limited to investigations, claim administration and defense expenses.

**6. Indemnification**

The Sponsored Organization shall indemnify and hold harmless the Park District and its officers, officials, employees, volunteers and agents from and against all claims, damages, losses and expenses, including but not limited to legal fees (reasonable attorney's and paralegals' fees and court costs), arising from or in any way connected with (i) the conduct or management of the premises or of any business or activity therein, or any work or thing whatsoever done, or condition created in or about the premises during the term of this agreement; (ii) any act, omission wrongful act or negligence of the Sponsored Organization or any of the Sponsored Organization partners, directors, officials, officers, agents, employees, members, volunteers, participants, invitees, licensees, contractors, or subcontractors; (iii) any accident, injury or damage whatsoever occurring in or upon any Park District property or facility, regardless of whether or not it is caused in part by a party indemnified hereunder. Such obligation shall not be construed to negate, abridge, or otherwise reduce any other right or obligation of indemnity which would otherwise exist as to any party or person described in this Paragraph. The Sponsored Organization shall similarly protect, indemnify and hold and save harmless the Park District, its officers, officials, employees, volunteers and agents against and from any and all claims, costs, causes, actions and expenses including but not limited to legal fees, incurred by reason of the Sponsored Organization breach of any of its obligations under, or the Sponsored Organization default of, any provision of this agreement.

**IV. No Third Party Beneficiary**


This Agreement is entered into solely for the benefit of the contracting parties, and nothing in this Agreement is intended, either expressly or impliedly, to provide any right or benefit of any

kind whatsoever to any person or entity who is not a party to this Agreement, or to acknowledge, establish or impose any legal duty to any third party.

**V. Termination and Duration**

1. The initial term of this Agreement shall commence on the date hereof and end on December 31, 2025. Thereafter, this Agreement shall be deemed automatically renewed for successive one year periods unless either party shall advise the other party in writing of its intention not to renew the Agreement at least 30 days prior to the annual renewal date, or unless the Parties otherwise mutually agree to terminate the Agreement.
2. The Park District retains the right to alter the terms and conditions of this agreement or to terminate this agreement at any time and for any reason, including, but not limited to misconduct of the Sponsored Organization or for misuse of property, for purposes deemed necessary for public safety or preservation of property, if termination serves the interests of Park District residents, or because the Sponsored Organization has breached any of its obligations under this Agreement.
3. The Sponsored Organization may terminate this agreement by providing a minimum of 30 days written notice.
  - a. The Sponsored Organization will have financial responsibility to the Park District for any outstanding fees and/or money owed to the Park District and shall promptly reimburse the Park District. Any money owed to the Sponsored Organization by the Park District shall be promptly reimbursed.
  - b. The Agreement may be amended by the written approval of both Parties.

IN WITNESS WHEREOF, each of the Parties has caused this Agreement to be executed by a duly authorized officer thereof as of the date first above written.



\_\_\_\_\_  
Authorized Officer - Highland Park Players

10/22/24

\_\_\_\_\_  
Date

Highland Park Players

\_\_\_\_\_  
Director of Recreation and Facilities

\_\_\_\_\_  
Date

Park District of Highland Park  
636 Ridge Road  
Highland Park, IL 60035



Bylaws of  
HIGHLAND PARK PLAYERS  
(Adopted as of January 1, 2013)  
An Illinois Not-for Profit Corporation

Article I - Name

The name of this organization shall be Highland Park Players ("Players");

Article II - Purpose

The purpose of the Players is to enhance the cultural environment of Highland Park and the North Shore of the greater Chicago area by providing quality theater experiences for the residents and providing for the training and education of actors, directors and others involved in theater productions and by providing an opportunity to demonstrate and improve their skills by participating in theatrical productions.

Article III - Membership

Section 1. The Players is a non-membership Organization and shall not have any members.

Article IV - Officers

Section 1. Officers. The officers of the Corporation shall be the President, the Vice President (or Vice Presidents), the Secretary and the Treasurer. The officers shall be elected by the Board of Directors from among the current Board Members. The Offices of Secretary and Treasurer may be held by the same person.

Section 2. The President shall be the chief executive officer of the Corporation and shall exercise the powers normally associated with such position. The President shall serve as the Chair of the Board of Directors and preside at all meetings of the Board.

Section 3. The Vice President(s) shall act as President in the absence or disability of the President.

Section 4. The Secretary shall keep records of the proceedings of the Board. The Secretary shall also keep the archival records of the Corporation.

Section 5. The Treasurer shall have care and custody of all funds of the Corporation and shall cause financial reports to be prepared as required by the Board of Directors.

Section 6. Vacancies in the Board of Directors shall be filled by a majority vote of the remaining Directors from individuals nominated by the President. Individuals so elected shall serve the unexpired portion of the term.

#### Article V - Meetings of the Board

Section 1. The Annual Meeting of the Board of Directors shall be held during the month of September at such time and place established by the Board of Directors. Election of Directors to the Board of Directors shall occur at the Annual Meeting. Those elected to the Board of Directors shall take their place on the Board at the completion of the Annual Meeting.

#### Article VI - Board of Directors

Section 1. The affairs of the corporation shall be directed by a Board of Directors consisting of not fewer than nine (9) members. The Directors shall be selected from those actively involved in the activities of the Players as evidenced by having their name listed in the program of any theatrical production in any position within the past two years.

Section 2. Not less than 40% members of the Board of Directors must be residents of Highland Park, Illinois at the time of their nomination and election and for the duration of

their terms of office. In addition, each Board Member must participate in a theater production at least one time during their term to be eligible for reelection.

Section 3. All Directors shall be elected for two-year terms except for the initial Board of Directors who shall serve staggered terms. The nine initial directors shall determine the length of their term by lottery with two directors serving a one-year term, two directors serving a two-year term and one director serving a three-year term.

#### Article VII - Meetings of the Board of Directors

Section 1. The Board of Directors shall meet at least annually for the purposes of electing Officers and for the transaction of such other business as may come before the meeting. Any Director who misses more than two meetings in a row, without good cause shown, shall be removed from the Board of Directors. Meetings by telephone conference call are permitted.

Section 2. The meetings of the Board of Directors shall be held in Highland Park, Illinois or at such other place as the Board of Directors, upon a majority vote, shall find to be convenient.

Section 3. Notice of meetings shall be given in person, by phone, or by mail as the need dictates. A message left on a Director's telephone answering machine is deemed sufficient notice.

Section 4. A quorum consisting of a majority of the Directors is necessary for the transaction of any business which comes before the Board of Directors at any meeting.

#### Article VIII - Nominations, Elections and Voting

Section 1. Not later than 15 days prior to the annual meeting, the Officers shall submit to the Board a list of nominees to be voted upon at the meeting.

Section 2. AT the annual meeting, The Board shall elect Directors from the list submitted by the Officers. Each existing Director shall cast as many votes as there are terms that are expiring. Directors shall run at large and be elected by plurality.

Section 3. All voting by the Directors shall be in person. Proxies are not permitted.

#### Article IX - Indemnification

Section 1. Each person who, as an Officer or director of the Corporation, is made a party or is threatened to be made a party to or is otherwise involved in any action, suit or proceeding, whether civil, criminal or administrative, by reason of the fact that he or she is or was a director or officer of the Corporation, shall be indemnified and held harmless by the Corporation to the fullest extent authorized by Washington law as the same exists or may hereafter be amended, against all expense, liability and loss, including but not limited to attorneys fees, judgments, fines, taxes or penalties, or amounts paid in settlement reasonably incurred or suffered by such indemnities in connection therewith, and such indemnification shall continue as to indemnitee who has ceased to be a director or officer and shall inure to the benefit of the indemnitee's estate, heirs and personal representatives.

Section 2. No person serving as a director or officer shall be indemnified by the Corporation in any instance in which he or she shall have been adjudged by final judicial decision to have engaged in intentional misconduct or a knowing violation of law or from or on account of any transaction with respect to which it was

determined that such director or officer personally received a benefit in money, property or services to which the director or officer was not legally entitled.

#### Article X - Administrative and Financial Provisions

Section 1. The Corporation shall operate on a fiscal year beginning January 1st and ending December 31<sup>st</sup>, or such other fiscal year as may be elected by the Board

Section 2. The Corporation shall keep complete records of accounts and minutes of all meetings of the Board of Directors. The minutes of all meetings shall be available for inspection by anyone at any reasonable time.

Section 3. No loans shall be made by the Corporation to any Director or Officer of the Corporation. No part of the net earnings of the organization shall inure to the benefit of its directors, officers, or other persons except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the express purposes of the organization.

#### Article XI - Amendment of these bylaws

Section 1. These Bylaws may be amended by a vote of two-thirds of the Board of Directors at any meeting of the Board of Directors where the proposed amendment was included in the notice of the meeting.

#### Article XII - Dissolution

Section 1. In the event that the Board of Directors determines for any reason to dissolve the Corporation, any residual assets, after provision for paying all obligations, shall be transferred to a 501 (C) (3) organization with a similar mission.



<b>Name</b>	<b>Title</b>	<b>Phone Number</b>	<b>Location</b>
Bradley Rose	President / Artistic Director	773-844-1980	Highland Park
David Shaw	Vice President / Co-Founder	847-910-9619	Highland Park
Ira Rosenthal	Vice President	847-331-6112	Highland Park
Carol Lee Wax	Secretary	847-682-4640	Highland Park
Rick Doppelt	Treasurer	847-903-1001	Deerfield
Myrna Shaw	Member / Co-Founder	847-432-6733	Highland Park
Jacob Cohen	Member	847-338-4813	Highland Park
Scott Schwartz	Member	312-375-9244	Highland Park
Sarah Tilford	Member / Social Media Chair	224-716-2149	Chicago
Henry Gessner	Member	847-757-8581	Highwood
Naomi Hershman	Member	847-533-1004	Highland Park
Sydney Cowie	Member	312-852-3501	Park Ridge
Rob Fenton	Member	847-644-0696	Deerfield





<b>INCOME</b>	<b>2025 BUDGET</b>
TICKET SALES	\$36,000.00
ADS and Donations	\$ 9,000.00
CONC SALES	\$ 2,000.00
50/50 raffle	\$ 500.00
PARK DISTRICT GRANT	\$ 0.00
Royaty Refund	\$ 400.00
Additional Grants (*not guaranteed*)	\$ 5,000
<b>TOTAL INCOME</b>	<b>\$52,900.00</b>
<b>PRODUCTION</b>	
COSTUMES	\$ 3,500.00
PHOTOGRAPHER	\$ 500.00
LIGHTS	\$ 1,000.00
MISC ADMIN	\$ 1,500.00
CONCESSIONS	\$ 500.00
ADVERTISING / PR	\$ 1,500.00
MAKE-UP / HAIR	\$ 500.00
PROPS/Set Dec	\$ 1,500.00
POSTAGE	\$ 500.00
SOUND and LIGHT Rental	\$ 6,000.00
Additional Rental	\$ 2,000.00
PRINTING (flyers, programs, tickets)	\$ 3,500.00
	\$
SHIRTS	\$ 500.00
THEATRE RENTAL	\$ 16,000.00
PUPPET RENTAL / FLYING RENTAL	\$ -
ROYALTY	\$ 4,000.00
<b>PRODUCTION TOTAL</b>	<b>\$ 39,000.00</b>
<b>SALARIES</b>	
Director	\$ 1,500.00
Music Director and Conductor	\$ 1,500.00
Choreographer	\$ 1,500.00
Piano Accompanist	\$ 500.00
Light Designer	\$ 1,500.00
Sound Designer	\$ 1,500.00
Costume Designer	\$ 1,500.00
Stage Manager	\$ 1,500.00
Technical Director	
Set Designer	\$ 1,500.00
Scenic Painter	\$ -
Sound board operator	\$ 1,000.00
Light board operator	\$ 500.00
Master Carpenter / Northbrook Theatre Fees	
Make-up artist	-

Assistant Director	
Props Master/Mistress	\$ 1000.00
Orchestra	\$ 6,000.00
Stage Crew	\$ 600.00
<b>SALARY TOTAL</b>	<b>\$21,600.00</b>
<b>SET</b>	
Material, Lumber, Set dec	\$ 6,000.00
Paint	\$ 500.00
<b>Set Total</b>	<b>\$ 6,500.00</b>
<b>Rental Center/Business Opex</b>	<b>\$</b>
<b>TOTAL EXPENSES</b>	<b>\$67,100.00</b>
<b>NET INCOME</b>	<b>\$ (14,200.00)</b>

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

Organization Name:

---

Corporation's type:

- For Profit  
 Not for Profit

---

Organization's Liaison and contact information:

Jamie Davidson, Artistic Director, 847-651-9470

---

Organization's Purpose:

Uptown Music Theater of Highland Park is a not-for-profit organization that produces music theater, plays, and artistic performances. Our core mission is to provide educational instruction and training to help individuals improve and develop their capabilities in theater in a high-quality, professional, and non-discriminatory environment. We work cooperatively with Highland Park, Illinois, schools, and the park district, to create theatrical experiences that are meaningful, accessible, and inclusive.

---

Benefit provided to the Highland Park community:

- Affordable theater education programming for adults
- Intergenerational programming for families to participate together
- Hands on learning experiences in acting, singing, dancing, and technical theater
- Growing our community of performing artists in Highland Park
- Accessible theater performances in Highland Park

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Detailed request for facility usage: (Detail location, dates, times, and set up)

- Auditions – January and February 2025
  - Rehearsals - late May through mid-July 2025
- and for future productions upon request, if available.

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Detailed request for Administrative support:

N/A



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

Required Supporting Documents:



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

## Affiliate/Sponsored Organization Application

The Park District of Highland Park recognizes that certain organizations exist within the community whose purposes are to serve and enhance recreational opportunities for a specific function and group. These organizations are separate and independent from the Park District and provide for their own leadership and operational structure.

To this end, the Park District is willing to establish working relationships and cooperative agreements with designated affiliate or sponsored organizations. Within the terms of a written agreement, the parties will define the working relationship, mutual expectations, and individual responsibilities.

Organizations seeking to achieve affiliate or sponsored status must adhere by all requirements described in **Park District of Highland Park Policy # 6.05** (attached).

Organizations must submit a completed application and supporting documents in order to be considered.

- Application Collection Period: January 2<sup>nd</sup> to October 30<sup>th</sup> of the current year
- Application Evaluation Period: November 1<sup>st</sup> to November 16<sup>th</sup> of the current year
  - All organizations may be required to conduct a presentation to the Board of Park Commissioners at a Board meeting.
- Approved Applications Announcements: November 30<sup>th</sup> of the current year
  - Approved organizations will be presented with a 1-year agreement for signature.
- Affiliation/Sponsored Status Period: January 2<sup>nd</sup> to December 31<sup>st</sup> of next year

Completed application and supporting documents must be submitted to:

**Park District of Highland Park**  
**Affiliate/Sponsorship Request**  
636 Ridge Road  
Highland Park, IL 60035  
**Attention to: Debbie Pierce, District Wide Rental Manager**  
**Office: 847-579-4047**

- Organization's constitution or by-laws;
- Roster of staff, volunteer officers and/or board members, including addresses;
- Roster of members or participants, including addresses;
- List of Organization's activities, programs, and events;
- Annual detailed budget showing all anticipated revenue and expenditures for the following fiscal year;
- Certificate of Insurance (If approved, Organization will be required to update COI with PDHP as additionally insured and Certificate holder);
- Proof of Not for Profit status;

**STAFF USE ONLY**

Request received 10/17/24 Request for Fiscal Year 2025

Board Presentation Schedule      /      /     

Percentage of members who meet residency requirement: NA

Percentage of activities provided to Highland Park Community:     

Notes:     

Request:  Approved  Denied

Updated COI      /      /      Agreement Signature      /      /





INTERNAL REVENUE SERVICE  
P. O. BOX 2508  
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date:

**APR 24 2019**

UPTOWN MUSIC THEATER OF HIGHLAND  
PARK  
184 LEONARD WOOD SOUTH 208  
HIGHLAND PARK, IL 60035-0000

Employer Identification Number:  
83-4001388  
DLN:  
26053495001589  
Contact Person:  
CUSTOMER SERVICE ID# 31954  
Contact Telephone Number:  
(877) 829-5500  
Accounting Period Ending:  
December 31  
Public Charity Status:  
509(a)(2)  
Form 990/990-EZ/990-N Required:  
Yes  
Effective Date of Exemption:  
January 17, 2019  
Contribution Deductibility:  
Yes  
Addendum Applies:  
No

Dear Applicant:

We're pleased to tell you we determined you're exempt from federal income tax under Internal Revenue Code (IRC) Section 501(c)(3). Donors can deduct contributions they make to you under IRC Section 170. You're also qualified to receive tax deductible bequests, devises, transfers or gifts under Section 2055, 2106, or 2522. This letter could help resolve questions on your exempt status. Please keep it for your records.

Organizations exempt under IRC Section 501(c)(3) are further classified as either public charities or private foundations. We determined you're a public charity under the IRC Section listed at the top of this letter.

If we indicated at the top of this letter that you're required to file Form 990/990-EZ/990-N, our records show you're required to file an annual information return (Form 990 or Form 990-EZ) or electronic notice (Form 990-N, the e-Postcard). If you don't file a required return or notice for three consecutive years, your exempt status will be automatically revoked.

If we indicated at the top of this letter that an addendum applies, the enclosed addendum is an integral part of this letter.

For important information about your responsibilities as a tax-exempt organization, go to [www.irs.gov/charities](http://www.irs.gov/charities). Enter "4221-PC" in the search bar to view Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, which describes your recordkeeping, reporting, and disclosure requirements.

Letter 947

UPTOWN MUSIC THEATER OF HIGHLAND

Sincerely,

*Stephen A. Martin*

Director, Exempt Organizations  
Rulings and Agreements

Bylaws of  
Uptown Music Theater of Highland Park  
(Adopted, as of May 13, 2019)  
An Illinois Not-for-Profit Corporation

Article 1 – Name

The name of the organization shall be Uptown Music Theater of Highland Park (“Uptown Music Theater” or “the Corporation”).

Article 2 – Purpose

The purpose of Uptown Music Theater is to produce music theater, plays, and other performance events, and to provide instruction and training of individuals for the purpose of improving or developing their capabilities in theater in a high-quality, professional, and non-discriminatory environment, in cooperation with Highland Park, Illinois and surrounding communities, park districts, schools, and community organizations.

Article 3 – Members

Section 1. Uptown Music Theater is a non-member organization and shall not have any members.

Article 4 – Officers

Section 1. Officers. The officers of the corporation shall be the President, Vice-President (or Vice-Presidents), Secretary, and Treasurer. The officers shall be elected by the Board of Directors from among the current board members. The positions of Secretary and Treasurer may be held by the same person.

Section 2. The President shall be the Chief Executive Officer of the corporation and shall exercise the powers normally associated with that position. The President shall serve as the Chair of the Board of Directors and preside at all meetings of the Board.

Section 3. The Vice-President (or Vice-Presidents) shall act as President in the absence or disability of the President.

Section 4. The Secretary shall keep the records of the proceedings of the Board. The Secretary shall also keep the archived records of the Corporation.

Section 5. The Treasurer shall have care and custody of all funds of the Corporation and shall cause financial reports to be prepared as required by the Board of Directors.

Section 6. Vacancies in the Board shall be filled by a majority vote of the remaining Directors from individuals nominated by the President. Individuals so elected shall serve the unexpired portion of the term.

#### Article 5 – Board of Directors

Section 1. The affairs of Uptown Music Theater shall be governed by a Board of Directors consisting of at least five Directors.

Section 2. At least 50% of the Board shall consist of residents of Highland Park as of the date of the Annual Meeting each year. Residents include persons residing in Highland Park at the time of their election and also persons who have lived in Highland Park for five years or more.

Section 3. Each Director shall substantially contribute to the production of at least one Uptown Music Theater production each year to be eligible for re-election. Each Director must actively contribute in one or more of the following non-performance related respects: producing, fundraising, marketing, ticket sales, front of house, back of house, auditions & call-backs planning and/or on-site support.

Section 4. All Directors shall be elected for two-year terms, except that the initial Board of Directors shall serve the following terms, President - eight-year term, Vice-Presidents – seven-year terms, Secretary and Treasurer – six-year terms. Election to the Board of Directors shall take place at the annual meeting, with the Directors who are elected to take their places at the end of the annual meeting.

#### Article 6 – Meetings of the Board of Directors

Section 1. The annual meeting of the Board of Directors shall take place in the month of January at a place and time to be determined by the Board. The Board shall meet at least once annually for the purpose of electing Officers and for the transaction of other business that may come before the meeting. The Board may meet periodically or at any other time, as needed. Any Director who misses more than two meetings in a row without good cause shown shall be removed from the Board. Meetings by telephone conference call and other virtual attendance are permitted.

Section 2. The meetings of the Board of Directors shall be in Highland Park, Illinois, or at another place that the Board, upon a majority vote, determines to be convenient.

Section 3. Notice of meetings shall be given by email, in person, by phone, or by mail, as the need dictates.

Section 4. A quorum consisting of a majority of the Directors is necessary for the transaction of any business that comes before the Board at any meeting.

#### Article 7 – Nominations, Elections, and Voting

Section 1. At least fourteen days before the Annual Meeting, the Officers shall submit to the Board a list of nominees to be voted upon at the meeting.

Section 2. At the Annual Meeting, the board shall elect Directors from the list submitted by the Officers. Each existing Director shall submit as many votes as there are terms that are expiring. Directors shall run at large and shall be elected by plurality.

Section 3. All voting by Directors shall be in person. Proxies are not permitted.

#### Article 8 – Indemnification

Section 1. Each person who, as an officer or director of the Corporation, is made a party or is threatened to be made a party to, or is otherwise involved in an action, suit, or proceeding, whether civil, criminal, or administrative, by the fact that he, she or they is or was a director or officer of the Corporation, shall be indemnified and held harmless by the Corporation to the full extent authorized by Illinois law as exists or is amended, against all expense, liability, and loss, including, but not limited to, attorneys fees, judgments, fines, taxes, or penalties, or amounts paid in settlement reasonably incurred or suffered by such indemnities incurred therewith, and such indemnities shall continue as to indemnitee who has ceased to be an officer or director and shall inure to the benefit of the indemnitee's estate, heirs, and personal representatives.

Section 2. No person serving as an Officer or Director of the Corporation shall be indemnified by the Corporation in any instance in which he, she, or they have been adjudged by final judicial decision to have engaged in intentional misconduct or a knowing violation of law or from or on account of any transaction with respect to which it was determined that such officer or director personally received a benefit in money, property, or services to which the officer or director was not legally entitled.

### Article 9 – Administrative and Financial Provisions

Section 1. The Corporation shall operate on a fiscal year beginning on January 1<sup>st</sup> and ending on December 31<sup>st</sup>, or another fiscal year period, as authorized by the Board.

Section 2. The Corporation shall keep complete records of accounts and minutes of all meetings of the Board of Directors. The minutes of all meetings shall be available for inspection by anyone at any reasonable time.

Section 3. No loans shall be made by the Corporation to any Officer or Director. No part of the net earnings of the organization shall inure to the benefit of its Officers, Directors, or any other person, except that the organization shall be empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the express purposes of the organization.

### Article 10 – Amendment of these Bylaws

Section 1. These bylaws may be amended by vote of two-thirds of the Board of Directors at any meeting of the Board of Directors where notice of the proposed amendment is included in the notice of the meeting.

### Article 11 – Dissolution

Section 1. If the Board of Directors decides for any reason to dissolve the Corporation, any assets, after paying for all obligations, shall be transferred to a 501(c)(3) organization with a similar mission.

Promotion/Publicity (Print)	10,000
Postage	
Utilities	
Supplies/Materials	12,000
Capital	
Other (please specify) Insurance, Licensing	18,000
<b>TOTAL EXPENSE</b>	<b>155,000</b>
<b>NET</b>	<b>0</b>
<b>FISCAL YEAR FINANCIALS</b>	
Fund Balance / Reserves	
Total Assets	
Total Liabilities	

**Organizational Budget Details – Uptown Music Theater of Highland Park**

<b>Revenues</b>	
Membership Fees	
Program Fees	
Sales	<b>100,000</b>
Individual Contributions	<b>10,000</b>
Corporate Contributions	<b>18,000</b>
Foundation Contributions	<b>15,000</b>
Anonymous Gifts	
Government Support/Grants	<b>3,000</b>
Other Grants (please specify)	
Other Revenue (please specify) Board Member Contributions	<b>9,000</b>
<b>TOTAL REVENUE</b>	<b>155,000</b>
<b>Expenses</b>	
Personnel	
Employees	
Contractors/Professional Services	<b>75,000</b>
Other (please specify)	
Operations	
Space/Equipment Rental	<b>40,000</b>
Travel/Transportation	



## Debbie Pierce

---

**From:** Jamie Davidson <jamiedavidson22@gmail.com>  
**Sent:** Thursday, October 17, 2024 2:27 PM  
**To:** Debbie Pierce  
**Subject:** Re: 2025 Affiliate Agreement  
**Attachments:** Affiliate Agreement Uptown Music Theater of Highland Park 2025.docx; Affiliate or Sponsored Organization Application 2025 - Uptown Music Theater of HP.docx; IRS 501(c)(3) letter Uptown Music Theater 1-24-19.pdf; Bylaws revised and approved 2019-05-13.pdf; Uptown Music Theater of Highland Park 2024\_organisation-budget-details.pdf

Caution! This message was sent from outside your organization.

[Allow sender](#) | [Block sender](#) | [Report](#)

Attached are all of the required documents. I have requested a copy of the certificate of insurance that will be produced in the next couple of weeks.

**Staff:**

Jamie Davidson, President 847-651-9470 184 Leonard Wood Ave S, Highland Park, IL 60035  
Larry Mason, Vice-President (312) 519-5442 900 Summit Avenue, Deerfield, IL  
Matt Canon, Secretary, 847-848-3092, 3645 Greenview Ave, Chicago, IL

Our program planned for next year is our Summer 2025 musical production of "Hairspray", from July 25 - August 10, 2025. Auditions will be in January and February, 2025. Rehearsals will be from May 19, 2025 through July 18, 2025.

Best wishes,

Jamie

On Wed, Oct 16, 2024 at 3:28 PM Debbie Pierce <dpierce@pdhp.org> wrote:

Hi Jamie,

I most certainly did but hit send too fast!!!! The deadline is October 30<sup>th</sup>.

Thanks,

Debbie

**Debbie Pierce** | *District-Wide Rental Manager*

Park District of Highland Park

West Ridge Center 636 Ridge Road, Highland Park 60035

847.579.4047



**From:** Jamie Davidson <[jamiedavidson22@gmail.com](mailto:jamiedavidson22@gmail.com)>

**Sent:** Wednesday, October 16, 2024 3:25 PM

**To:** Debbie Pierce <[dpierce@pdhp.org](mailto:dpierce@pdhp.org)>

**Subject:** Re: 2025 Affiliate Agreement

Hi Debbie,

I think you meant to change the name in your email to Uptown Music Theater of Highland Park. 😊 We would be happy to submit the materials. When is the deadline?

Thanks,

Jamie

On Wed, Oct 16, 2024, 3:13 PM Debbie Pierce <[dpierce@pdhp.org](mailto:dpierce@pdhp.org)> wrote:



Good afternoon, Jamie,

We are in the process of affiliate agreement renewals for 2025.

We recognize the value that Highland Park AYSO Region 891 brings to our community and we look forward to reviewing your application.

To comply with our policies and procedures, we need Highland Park AYSO Region 891 to present us with the required affiliate documents as well as to complete the attached application form.

- Organization Constitution or Bylaws.
- Proof Organization non-profit status.
- Roster of staff, volunteer officers and/or Board members.
- Roster of members of participants, including addresses.
- List of planned program, events, or activities for 2024.
- Annual details budget showing all anticipated revenue and expenditures for the following fiscal year.

We will notify you as soon as possible if a presentation will be required this year to the Board of Commissioners.

If you have any questions, please feel free to contact me by email at [dpierce@pdhp.org](mailto:dpierce@pdhp.org) or by telephone at 847-579-4047.

**Debbie Pierce** | *District-Wide Rental Manager*

Park District of Highland Park

West Ridge Center 636 Ridge Road, Highland Park 60035

847.579.4047



**PARK DISTRICT**  
of HIGHLAND PARK

Name	Address	Phone Number
Joanne Bernstein	1620 Spruce Ave, Highland Park, IL 60035	847-921-5644
Janet Borden	2854 Twin Oaks Dr, Highland Park IL 60035	847-833-3171
Matt Canon, Secretary	3645 N Greenview Ave, Apt 3D, Chicago IL 60613	847-848-3092
Jamie Davidson, Presiden	184 Leonard Wood South #208, Highland Park, IL 600	847-651-9470
Ryan Elliott	745 Chestnut St, Apt 4, Deerfield, IL 60015	847.833.4965
Beth Grosky	2740 N Spaulding Ave, APT 312 Chicago, IL 60647	847-529-2839
Janae Harris	199 Ivy Lane, Highland Park, IL 60035	404.788.0312
Aaron Kaplan	2550 Waterview Dr, #471, Northbrook, IL 60062	847-363-9028
Rosa Machabanski	990 Marvell Lane, Highland Park, IL 60035	847-293-8585
Larry Mason, Vice-Preside	900 Summit Drive, Deerfield, IL 60015	312-519-5442
Lisa Sobelman	1631 Arbor Avenue, Highland Park IL 60035	847-494-0448
Marty Weinberger, Treasu	3721 Provenance Way, Northbrook, IL 60062	847-971-0466

email address

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janet@janetborden.com

matt\_canon@yahoo.com

jamiedavidson22@gmail.com

rbelliott23@gmail.com

bgrosky@gmail.com

janeadh8@gmail.com

aaronkaplan123@gmail.com

rmachabanski@gmail.com

lmason1@gmail.com

lissobelman@me.com

martyweinberger@gmail.com



## **Affiliated Organization Agreement with Highland Park AYSO Region 891**

### **Memorandum of Understanding**

#### **PURPOSE**

The Park District of Highland Park (hereafter “Park District”) recognizes that certain Affiliated Organizations exist within the community whose purposes are to serve and enhance recreational opportunities for a specific purpose and group. These Affiliated Organizations are separate and independent from the Park District and provide for their own leadership, Affiliated Organizational and operational structure. Although the stated missions of the Affiliated Organizations may differ, public investment in public recreational facilities and programs creates a mutually beneficial environment in which to provide quality recreation for all the individuals served by the parties, as well as the general public.

The Park District recognizes that at times it is in the best interest of the community that the Park District work with outside Affiliated Organizations in coordinating, integrating and consolidating the planning and provision of recreational facilities and programs when basic functions are compatible and a public benefit may be derived. Through working relationships with outside Affiliated Organizations and joint efforts, each party can contribute to greater public service without relinquishing their separate identities or any of their individual responsibilities.

To this end, the Park District is willing to establish a working relationship and cooperative agreement with the Highland Park AYSO Region 891 (hereafter “Affiliated Organization”). With this agreement, the parties will define the working relationship, mutual expectations, and individual responsibilities. However, this agreement cannot be considered absolute; but shall serve as a frame of reference. Standards outlined herein ensure that the parties’ concept of joint planning, use, and maintenance is followed to the maximum extent possible, while retaining the essential freedom of discretion, decision and action in planning, developing and maintaining recreational programs.

#### **I. Criteria and Conditions**

- 1.** Affiliated Organization must have a constitution and/or bylaws which shall be submitted for review and approval by the District.
- 2.** The Affiliated Organization shall formulate a roster of staff, volunteer officers and/or board members, and designate a liaison and alternate liaison with the Park District. Telephone numbers and other contact information must be provided to the Park District on an annual basis.

3. At least 51% of the members/participants and/or activities of the Affiliated Organization must reside and/or serve residents of the Park District. A roster of members, participants, and/or list of program, events or activities must be provided to the Park District on an annual basis. Names and addresses must be included.
4. Activities, programs, and events conducted by the Affiliated Community Group must:
  - a. Be in accordance with the District's philosophy of recreation and be open for participation by any resident of the District.
  - b. Not, other than to adhere to specific membership guidelines, program requirements, or minimum residency standards, discriminate against or exclude any individual, for participation for reasons of race, color, creed, national origin, sex, sexual orientation, disability, or any other characteristic protected by local, state, or federal law.
5. Affiliated Organization must provide an annual detailed budget to the Park District showing all anticipated revenue and expenditures by November 1 for the following fiscal year. Program planning and budgeting shall be done by the club in conjunction with the administrative staff of the District and completed by November 1.
  - a. Year-end balances of funds should not exceed the amount of finances needed for start-up services for the next program year. When excess funds are available in the Affiliated Organization's treasury, the District will identify special projects in which such funds may be donated to the District for program and/or facility improvements.
  - b. The Affiliated Organization acknowledges and agrees that the group is responsible for any and all expenses, including, but not limited to, the provision of equipment and materials related to the Affiliated Organization activities and use of Park District property and facilities, unless otherwise specified and agreed to in writing.
  - c. Any work done by the Parks Department of the District on behalf of any Affiliated Organization will be restricted to District limits unless authorized. If the Affiliated Organization's need for maintenance standards are higher than District standards, that Affiliated Organization shall provide the additional maintenance to meet its own standard provided that approval is granted by the Executive Director for this voluntary maintenance work.
  - d. Costs for maintenance of equipment and/or facilities will be charged to the Affiliated Organization
6. If a fee for participation or membership is required to join the Affiliated Organization or attend an event, program or recreational function conducted by the Affiliated Organization, those fees may be deposited in a separate account under that Affiliated Organization's name. All revenues must be reported to the District. All fees shall be deposited in the Affiliated Organization's account in accordance with accepted District standards.
7. The District shall provide the following staff or administrative services to accommodate the activities of the Affiliated Organizations commensurate with existing programs offered by the District.
  - a. None



- 8.** All public mailings and publicity by the Affiliated Organizations must meet with District standards and must state their affiliation with or sponsorship by the Park District of Highland Park.
- 9.** The Affiliated Organization or members of the Affiliated Organization will not advertise or solicit participants using the name or logo of the Park District without prior written permission of the Park District.
- 10.** The Organization shall not to represent itself or members of the Affiliated Organization as employees, volunteers, or agents of the Park District.
- 11.** Fund-raising for the purpose of supporting an activity must be authorized by the Board. The manner in which fund-raising is to be conducted, the purposes for which the funds are collected and a budget for these funds must be submitted to the District for approval in advance of any fund-raising project. Proceeds from fund-raising may be placed in the Affiliated Organization's separate account.
- 12.** The Affiliated Organization agrees and understands that neither the Affiliated Organization nor its officials, officers, members, employees or volunteers (collectively "Affiliated Organization") are entitled to any benefits or protections afforded employees or volunteers of the Park District and are not bound by any obligations as employees of the Park District. The Affiliated Organization will not be covered under provisions of the unemployment compensation insurance of the Park District or the workers' compensation insurance of the Park District and that any injury or property damage arising out of any Affiliated Organization activity will be the Affiliated Organization's sole responsibility and not the Park District's. Also, it is understood that the Affiliated Organization is not protected as an employee or as a person acting as an agent or employee under the provisions of the general liability insurance of the Park District and therefore, the Affiliated Organization will be solely responsible for its own actions. The Park District will in no way defend the Affiliated Organization in matters of liability.
- 13.** Affiliated Organization shall fully cooperate with any investigation conducted by or on behalf of the Park District and/or the Park District Risk Management Agency "PDRMA". Failure to fully cooperate with any such investigation shall constitute a breach of agreement and in the sole discretion of the Park District, may result in revocation or suspension of any Group privileges under this Agreement
- 14.** Affiliated Organization agrees to conduct criminal background checks for all employees and volunteers eighteen years of age or older and who directly supervise individuals under the age of eighteen (18) years or age. The Affiliated Organization is solely responsible for determining whether any conviction disqualifies any employee/volunteer.
- 15.** Affiliated Organization agrees to cross-reference all staff, employees and volunteers with the federal and state of Illinois Child Offender Databases.
- 16.** Affiliated Organization understands and agrees that it solely responsible for determining whether any staff, employee, or volunteer is qualified and suitable for any Affiliated Organization position and/or activity and that the Park District is not responsible for any hiring or retention decision.
- 17.** Affiliated Organization shall comply with all applicable local, state, and federal laws, including, but not limited to the Illinois Human Rights Act, the American with Disabilities Act, and the Civil Rights Act of 1964. The Affiliated Organization shall base employment, volunteer, and

participation criteria upon personal capabilities and qualifications without discrimination because of race, color, religion, sexual orientation, sex (except as an appropriate division for athletics programming), national origin, age (except as an appropriate division of programming levels for youth athletics programming), marital status, or any other protected characteristic as established by law.

## **II. Facility Use**

- 1.** The District will provide the following facility and/or storage space:
  - a.** Use of Woodridge Park, Olson Park, and Kennedy Park soccer fields throughout the District during weekday evenings and all day on weekends. Fields will be provided at no cost unless after hours and/or additional staff or other expenses are needed, which will be provided at the expense of the Affiliated Organization.
    - i.** Requests shall be made at least 3 months in advance.
    - ii.** Park District Programs take precedence.
    - iii.** Park hours of operations shall be enforced.
  - b.** If the Affiliated Organization requests another facility of the Park District, the request will be considered under the following terms:
    - i.** Requests shall be made at least 3 months in advance.
    - ii.** Park District Programs take precedence.
    - iii.** Facility hours of operations shall be enforced.
    - iv.** If approved, the Affiliated Organization will receive a discount rate of 50% of the regular resident rental rate.
- 2.** It is the sole responsibility of the Affiliated Organization to determine whether any facility, field, or location is safe, suitable, and/or appropriate for any intended use.
- 3.** The Affiliated Organization shall inspect each facility, field, or other location prior to and subsequent to each use and shall promptly report any unsafe condition (holes in sports fields, broken equipment, etc.) to the Park District.
- 4.** The Affiliated Organization is solely responsible for providing supervision and security services, as needed, for any and all Affiliated Organization activities.
- 5.** The Affiliated Organization is solely responsible for the cost of repairs to facility or equipment damaged as a result of its usage.
- 6.** The Park District does not assume any responsibility, care, custody, or control of any Affiliated Organization property or equipment brought upon or stored upon Park District property. The Affiliated Organization is solely responsible for the safety and/or security of any property or equipment brought upon or stored on Park District property.

7. The Affiliated Organization shall adhere to all applicable facility and Park District ordinances, rules, regulations, policies, and procedures.
8. The use of Park District meeting rooms is based on availability and Park District scheduling concerns. The Park District retains the right to move, cancel or reschedule meetings based upon Park District needs.

### **III. Insurance and Indemnification**

The Affiliated Organization shall procure and maintain for the duration of this agreement, the following insurance against claims for injuries to persons or damages to property which may arise from or in connection with any of Affiliated Organization activities:

#### **1. Commercial General and Umbrella Liability Insurance**

Affiliated Organization shall maintain commercial general liability (CGL) and, if necessary, commercial umbrella insurance with a limit of not less than \$1,000,000 each occurrence. If such CGL insurance contains a general aggregate limit, it shall apply separately to this Agreement.

CGL insurance shall be written on Insurance Services Office (ISO) occurrence form CG 00 01 10 93, or a substitute form providing equivalent coverage, and shall cover liability arising from premises, operations, independent contractors, products-completed operations, personal injury and advertising injury, liability assumed under an insured contract (including the tort liability of another assumed in a business contract), and shall not be endorsed to exclude claims arising from athletic participation.

If the Affiliated Organization intends on distributing, selling, serving or furnishing alcoholic beverages, liquor liability coverage (including Dram Shop coverage) shall also be provided with a limit of not less than \$1,000,000 per occurrence.

The Park District shall be included as an insured under the CGL, using ISO additional insured endorsement CG 20 26 or a substitute providing equivalent coverage, and under the commercial umbrella, if any. This insurance shall apply as primary insurance with respect to any other insurance or self-insurance afforded to the Park District. Any insurance or self-insurance maintained by the Park District shall be excess of the Affiliated Organization insurance and shall not contribute with it.

The CGL policy must include individuals for athletic participation.

#### **2. Business Auto and Umbrella Liability Insurance**

If applicable, the Affiliated Organization shall maintain business auto liability and, if necessary, commercial umbrella liability insurance with a limit of not less than \$1,000,000 each accident. Such insurance shall cover liability arising out of any auto including owned, hired and non-owned autos.

Business auto insurance shall be written on Insurance Services Office (ISO) form CA 00 01, CA 00 05, CA 00 12, CA 00 20, or a substitute form providing equivalent liability coverage. If

necessary, the policy shall be endorsed to provide contractual liability coverage equivalent to that provided in the 1990 and later editions of CA 00 01.

### **3. Workers Compensation Insurance**

If applicable, the Affiliated Organization shall maintain workers compensation and employer's liability insurance. The commercial umbrella and/or employers liability limits shall not be less than \$1,000,000 each accident for bodily injury by accident or \$1,000,000 each employee for bodily injury by disease.

### **4. Other**

If the Park District has not been included as an insured under the CGL using ISO additional insured endorsement CG 20 26 under the Commercial General and Umbrella Liability Insurance required in this agreement, the Affiliated Organization waives all rights against the Park District and its officers, officials, employees, volunteers and agents for recovery of damages arising out of or incident to the Affiliated Organization use of any Park District property or facility.

### **5. General Insurance Provisions**

#### **a. Evidence of Insurance**

Prior to exercising any rights under this Agreement, the Affiliated Organization shall furnish the Park District with a certificate(s) of insurance and applicable policy endorsement(s), executed by a duly authorized representative of each insurer, showing compliance with the insurance requirements set forth above.

All certificates shall provide for 30 days' written notice to Agency prior to the cancellation or material change of any insurance referred to therein. Written notice to Agency shall be by certified mail, return receipt requested.

Failure of the Park District to demand such certificate, endorsement or other evidence of full compliance with these insurance requirements or failure of the Park District to identify a deficiency from evidence that is provided shall not be construed as a waiver of the Affiliated Organization obligation to maintain such insurance.

The Park District shall have the right, but not the obligation, of prohibiting the Affiliated Organization from using the premises until such certificates or other evidence that insurance has been placed in complete compliance with these requirements is received and approved by Park District.

Failure to maintain the required insurance may result in termination of this agreement at Park District's option.

The Affiliated Organization shall provide certified copies of all insurance policies required above within 10 days of the Park District's written request for said copies.

**b. Acceptability of Insurers**

For insurance companies which obtain a rating from A.M. Best, that rating should be no less than A VII using the most recent edition of the A.M. Best's Key Rating Guide. If the Best's rating is less than A VII or a Best's rating is not obtained, the Park District has the right to reject insurance written by an insurer it deems unacceptable.

**c. Cross-Liability Coverage**

If the Affiliated Organization liability policies do not contain the standard ISO separation of insured's provision, or a substantially similar clause, they shall be endorsed to provide cross-liability coverage.

**d. Deductibles and Self-Insured Retentions**

Any deductibles or self-insured retentions must be declared to the Park District. At the option of the Park District, the Affiliated Organization may be asked to eliminate such deductibles or self-insured retentions as respects the Park District, its officers, officials, employees, volunteers and agents or required to procure a bond guaranteeing payment of losses and other related costs including but not limited to investigations, claim administration and defense expenses.

**6. Indemnification**

The Affiliated Organization shall indemnify and hold harmless the Park District and its officers, officials, employees, volunteers and agents from and against all claims, damages, losses and expenses, including but not limited to legal fees (reasonable attorney's and paralegals' fees and court costs), arising from or in any way connected with (i) the conduct or management of the premises or of any business or activity therein, or any work or thing whatsoever done, or condition created in or about the premises during the term of this agreement; (ii) any act, omission wrongful act or negligence of the Affiliated Organization or any of the Affiliated Organization partners, directors, officials, officers, agents, employees, members, volunteers, participants, invitees, licensees, contractors, or subcontractors; (iii) any accident, injury or damage whatsoever occurring in or upon any Park District property or facility, regardless of whether or not it is caused in part by a party indemnified hereunder. Such obligation shall not be construed to negate, abridge, or otherwise reduce any other right or obligation of indemnity which would otherwise exist as to any party or person described in this Paragraph. The Affiliated Organization shall similarly protect, indemnify and hold and save harmless the Park District, its officers, officials, employees, volunteers and agents against and from any and all claims, costs, causes, actions and expenses including but not limited to legal fees, incurred by reason of the Affiliated Organization breach of any of its obligations under, or the Affiliated Organization default of, any provision of this agreement.

**IV. No Third Party Beneficiary**

This Agreement is entered into solely for the benefit of the contracting parties, and nothing in this Agreement is intended, either expressly or impliedly, to provide any right or benefit of any kind whatsoever to any person or entity who is not a party to this Agreement, or to acknowledge, establish or impose any legal duty to any third party.

**V. Termination and Duration**

1. The initial term of this Agreement shall commence on the date hereof and end on December 31, 2025. Thereafter, this Agreement shall be deemed automatically renewed for successive one year periods unless either party shall advise the other party in writing of its intention not to renew the Agreement at least 30 days prior to the annual renewal date, or unless the Parties otherwise mutually agree to terminate the Agreement.
2. The Park District retains the right to alter the terms and conditions of this agreement or to terminate this agreement at any time and for any reason, including, but not limited to misconduct of the Affiliated Organization or for misuse of property, for purposes deemed necessary for public safety or preservation of property, if termination serves the interests of Park District residents, or because the Affiliated Organization has breached any of its obligations under this Agreement.
3. The Affiliated Organization may terminate this agreement by providing a minimum of 30 days written notice.
  - a. The Affiliated Organization will have financial responsibility to the Park District for any outstanding fees and/or money owed to the Park District and shall promptly reimburse the Park District. Any money owed to the Affiliated Organization by the Park District shall be promptly reimbursed.
  - b. The Agreement may be amended by the written approval of both Parties.

IN WITNESS WHEREOF, each of the Parties has caused this Agreement to be executed by a duly authorized officer thereof as of the date first above written.

\_\_\_\_\_  
Authorized Officer – Highland Park AYSO  
Region 891

\_\_\_\_\_  
Director of Recreation and Facilities

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

Highland Park AYSO Region 891

Park District of Highland Park  
636 Ridge Road  
Highland Park, IL 60035



# Memorandum

**To:** Park Board of Park Commissioners  
**From:** Brian Romes, Executive Director  
**Date:** December 18, 2024  
**Subject:** **Approval of the 2025 IAPD/IPRA Soaring to New Heights Conference Attendance**

---

## **Background**

In accordance with Park District Policy 3.26 – A Policy Governing Reimbursement of Employee and Commissioner Travel, Meal and Lodging Expenses, the Board of Park Commissioners will reimburse commissioner travel, meal, and lodging expenses incurred in connection with pre-approved travel, meal, and lodging expenses incurred on behalf of the Park District by roll call vote at an open meeting of the governing board or corporate authorities of the local public agency.

## **Financial Impact**

The cost to attend the 2025 IAPD/IPRA Soaring to New Heights Conference January 24 through 26 ranges from \$577 - \$1,292 depending on the number of days in attendance. Per the policy, Travel and Meal expenses will be reimbursed with a receipt.

<b>Conference Registration</b>	<b>Lodging Rate</b>	<b>Parking/Ride Share</b>	<b>Meals &amp; Incidentals Rate</b>
\$365/person (1 day)	Not Applicable (1 day)	\$120/day per person	\$92/day per person
\$390/person (3 days)	\$133/night per person	\$120/day per person	\$92/day per person

Commissioner Labrador, Vice President Freeman, and President Bernstein President will be representing the Park Board of Commissioners at the conference on Friday, January 24, 2025.

## **Recommendation**

Staff recommend approval of the 2025 IAPD/IPRA Soaring to New Heights Conference Attendance for Park Board Commissioner travel, meal, and lodging expenses.



# Memorandum

**To:** Park Board of Commissioners

**From:** Ryan Ochs, General Manager/Superintendent of Golf Operations; Mari-Lynn Peters, Director of Finance; Brian Romes, Executive Director

**Date:** December 18, 2024

**Subject:** **Approval of the Renewal Letter of the Independent Contractor Agreement with The Golf Practice**

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## **Summary**

The annual Independent Contractor Agreement between the Park District of Highland Park and The Golf Practice for golf programs and services expires on December 26, 2024. Park District staff met with The Golf Practice to review renewal terms. Below are the changes to Exhibit "A" of the agreement.

- The mutually agreed upon proposal has been modified to increase the private lesson payment by 5%. The \$20,000 dollar payment in 2024 will increase to \$21,000 in 2025, with a continued 5% increase year over year on each anniversary of the effective date. The \$21,000 will be paid in five installments in the months of May, June, July, August and September.
- The \$1,000 PDHP marketing fee to introduce the Golf Practice at the Highland Golf Learning Center in 2024 will be removed for 2025.
- All other terms in the proposal shall remain the same.
- The remaining terms of the original agreement have been ratified and neither party is in default of the executed agreement signed on December 26, 2023.

The Park District's legal counsel has reviewed and drafted a renewal letter with the modified changes to the Independent Contractor's Agreement. Staff reviewed the terms at the December 11, 2024 Workshop Meeting of the Park Board of Commissioners.

## **Recommendation**

Staff recommend approval from the Park Board of Commissioners of the Renewal Letter of the updated terms of the Independent Contractor's Agreement with The Golf Practice.





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

December 11, 2024

The Golf Practice, LLC  
1546 Old Deerfield Rd  
Highland Park, IL 60035

RE: Independent Contractor Agreement signed on December 26, 2023 Notice of Intent to Renew

Dear Mr. Alex Prior:

The Park District of Highland Park hereby delivers its notice of intent to renew the referenced Agreement to The Golf Practice, LLC. By this letter the Park District requests your agreement to renew the terms of the Independent Contractor Agreement signed on December 26, 2023, subject to the changes described below.

- 1. Exhibit "A".** The mutually agreed upon proposal has been modified to increase the private lesson payment by 5%. The \$20,000 dollar payment in 2024 will increase to \$21,000 in 2025, with a continued 5% increase year over year on each anniversary of the effective date. The \$21,000 will be paid in five installments in the months of May, June, July, August and September.

The \$1,000 PDHP marketing fee to introduce the Golf Practice at the Highland Golf Learning Center will be removed for 2025.

All other terms in the proposal shall remain the same.

The remaining terms of the original agreement have been ratified and neither party is in default of the executed agreement signed on December 26, 2023.

If you agree to renew the Agreement for an additional one year on these terms and conditions, please indicate so by signing below and returning a copy to the undersigned by no later than December 31, 2024.

Very truly yours,

Park District of Highland Park

Ryan Ochs  
General Manager/Superintendent of Golf Operations

CONTRACTOR:

\_\_\_\_\_  
Signature

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





# Memorandum

**To:** Park Board of Commissioners

**From:** Ryan Ochs, Director of Golf, Sunset Valley Golf Club; Brian Romes, Executive Director

**Date:** December 18, 2024

**Subject:** **Approval of the Sourcewell Cooperative Purchasing Agreement for Golf Maintenance Equipment**

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## Summary

Staff presented to the Finance Committee on December 3 the recommendation to purchase one (1) Toro Toro Multipro 5800-G with GeoLink Precision Spray System through the Sourcewell Purchasing contract. This is a joint purchasing cooperative for state, local and city governments. Illinois Statute 525/2 from Ch. 85, par. 1602. (Governmental Joint Purchasing Act), authorizes that any governmental unit may purchase personal property, supplies, and services jointly with one or more other governmental units, not requiring the agency to individually competitively bid on the item or service. The equipment above is identified in the District's 2025 Capital plan. A breakdown of the budgeted items is listed below.

## Financial Impact

Equipment	Vendor	Contract	Price
<b>Toro Multipro 5800-G with GeoLink Precision Spray System</b>	Reinders, Inc	Sourcewell	\$126,980.50
<b>Trade-In Equipment</b>			(\$12,500.00)
<b>Total</b>			<b>\$114,480.50</b>

Total available budgeted capital funds for this equipment	\$135,044.00
<b>Sourcewell Equipment Purchase</b>	<b>\$114,480.50</b>
<b>Total <u>Under Budget</u></b>	<b>\$20,563.50</b>

## Recommendation

Staff and the Finance Committee recommend approval from the Park Board of Commissioners for the purchase of one (1) Toro Multipro 5800-G with GeoLink Precision Spray System from Reinder's, Inc through the Sourcewell Purchasing Contract for the amount of \$114,480.50.



# Memorandum

**To:** Park Board of Commissioners

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

**Date:** December 18, 2024

**Subject:** **Approval of the Sourcewell Cooperative Purchasing Contract for Playground Equipment for Lincoln Park**

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## **Summary**

Staff secured pricing for BCI Burke Company Play Equipment for the Lincoln Park Renovation Project through a Sourcewell Purchasing contract. Sourcewell is a joint purchasing cooperative for state, local and city governments. Illinois Statute 525/2 from Ch. 85, par. 1602. (Governmental Joint Purchasing Act), authorizes that any governmental unit may purchase personal property, supplies, and services jointly with one or more other governmental units, not requiring the agency to individually competitively bid on the item or service.

## **Financial Impact**

<u>Total Budgeted Capital Funds</u>	<u>\$1,051,000.00</u>
<b>Sourcewell Play Equipment Purchase Recommendation</b>	<b>\$ 139,980.05</b>
Installation/Construction Estimate	\$ 870,000.00
Benches, Tables & Waste Receptacles	\$ 15,000.00
<u>Design Fees</u>	<u>\$ 21,000.00</u>
<b>Total <u>Under Budget</u></b>	<b>\$ 5,019.95</b>

## **Recommendation**

Staff and the Finance Committee recommend approval from the Park Board of Commissioners for the purchase of playground equipment for Lincoln Park through a Sourcewell Purchasing Contract for the amount of \$139,980.05.

**Play Illinois, LLC**

310 N. Grant Street, Westmont, IL 60559  
Tel (844) 222-9990 Fax (844) 217-1113  
www.playil.com



Date: 11/8/2024

Quote #: 842-9

**Accepted Approved Quotation,  
Terms and Conditions**

In coordination with **BCI Burke Company, LLC**

Tel: (920) 921-9220

**To: Ben Kutscheid**

Park District of Highland Park  
636 Ridge Road, Highland Park, IL 60035  
**ID# 80802**

**Signed:** \_\_\_\_\_

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

**Project Name:** Lincoln Park Playgournd

**Project Location:** 1280 Green Bay Rd.

Highland Park, IL 60035

Prepared by	Estimated Ship Date	Payment Terms		
	7 weeks after receipt of order	Payment for Equipment is Due 30 Days After Ship Date. Payment for Installation and Surfacing will be invoiced upon completion of work and due in 30 Days.		
Item	Description	Unit Price	Quantity	Total
Equipment	Burke Structure Proposal 129-189911-3	\$162,653.00	1	\$162,653.00
Discount	Discount per Sourcewell Contract # 010521-BUR	-\$24,397.95	1	-\$24,397.95
Freight	Delivery of Burke Equipment	\$1,725.00	1	\$1,725.00
Sales Tax	Please submit tax exempt form at time of order	0.00	1	-
<b>TOTAL:</b>				<b>\$139,980.05</b>

*Brogan Maloney*

**Title:** Project Manager, Play Illinois, LLC



**Pricing and Freight are valid for 30 days.**

Thank you for the opportunity to provide this quote.  
We look forward to filling your park & playground needs in the months and years to come!

**Special Notes:** Prices do not include site security, safety surfacing (unless shown in quoted items above), installation (unless shown in quoted items above) or sales tax (if applicable). Prices are based on standard colors per CURRENT YEAR BCI Burke Catalog. Custom colors, where available, would be an extra charge. Freight charges are predicated on all items being ordered and shipped at the same time.

**Rock Clause:** If excessive underground obstructions such as rock, coral, asphalt, concrete, pipes, drainage systems, root systems, water or any other unknown obstructions are discovered, additional charges will be added to the proposal.

In coordination with BCI Burke Company, LLC  
"An ISO 9001:2008 and ISO 14001:2004 Certified Company"

PO Box 549 - Fond du Lac, WI 54936-0549 - Phone (920) 921-9220 - Fax (920) 921-9566 - www.bciburke.com

**Play that Moves You®**



# Memorandum

**To:** Park Board of Commissioners

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

**Date:** December 18, 2024

**Subject:** **Approval of the Sourcewell Cooperative Purchasing Contract for Playground Equipment for Rosewood Park**

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## Summary

Staff secured pricing for BCI Burke Company Play Equipment for the Rosewood Park Playground Renovation Project through a Sourcewell Purchasing contract. Sourcewell is a joint purchasing cooperative for state, local and city governments. Illinois Statute 525/2 from Ch. 85, par. 1602. (Governmental Joint Purchasing Act), authorizes that any governmental unit may purchase personal property, supplies, and services jointly with one or more other governmental units, not requiring the agency to individually competitively bid on the item or service.

## Financial Impact

<u>Total Budgeted Capital Funds</u>	<u>\$322,000.00</u>
<b>Sourcewell Play Equipment Purchase Recommendation</b>	<b>\$131,481.00</b>
Installation/Construction Estimate	\$165,000.00
Benches, Tables & Waste Receptacles	\$ 11,860.00
<u>Design Fees</u>	<u>\$ 14,000.00</u>
<b>Total <u>Over</u> Budget</b>	<b>(\$ 341.00)</b>

## Recommendation

Staff and the Finance Committee recommend approval from the Park Board of Commissioners for the purchase of playground equipment for Rosewood Park through a Sourcewell Purchasing Contract for the amount of \$131,481.00.

**Play Illinois, LLC**

310 N. Grant Street, Westmont, IL 60559  
Tel (844) 222-9990 Fax (844) 217-1113  
www.playil.com



Date: 11/29/2024

Quote #: 842-10

**Accepted Approved Quotation,  
Terms and Conditions**

In coordination with **BCI Burke Company, LLC**

Tel: (920) 921-9220

**To:** Ben Kutscheid  
Park District of Highland Park  
636 Ridge Road, Highland Park, IL 60035

**Signed:** \_\_\_\_\_

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

**Project Name:** Rosewood Park Playground

**Project Location:** 883 Sheridan Rd.

Highland Park, IL 60035

**ID# 80802**

Prepared by	Estimated Ship Date	Payment Terms		
	7 weeks after receipt of order	Payment for Equipment is Due 30 Days After Ship Date. Payment for Installation and Surfacing will be invoiced upon completion of work and due in 30 Days.		
Item	Description	Unit Price	Quantity	Total
Equipment	Proposal # 129-186778-11	\$ 147,720.00		147,720.00
Equipment	Burke Playful Benches (Friendship & Games)	4,140.00	1	4,140.00
Discount	Discount per Sourcewell Contract # 010521-BUR	-(22,779.00)	1	-(22,779.00)
Freight	Delivery of Burke Equipment	2,400.00	1	2,400.00
Sales Tax	Please submit tax exempt form at time of order		1	
<b>TOTAL:</b>				<b>\$ 131,481.00</b>

*Brogan Maloney*

**Title:** Project Manager, Play Illinois, LLC



**Pricing and Freight are valid for 30 days.**

Thank you for the opportunity to provide this quote.

We look forward to filling your park & playground needs in the months and years to come!

**Special Notes:** Prices do not include site security, safety surfacing (unless shown in quoted items above), installation (unless shown in quoted items above) or sales tax (if applicable). Prices are based on standard colors per CURRENT YEAR BCI Burke Catalog. Custom colors, where available, would be an extra charge. Freight charges are predicated on all items being ordered and shipped at the same time.

**Rock Clause:** If excessive underground obstructions such as rock, coral, asphalt, concrete, pipes, drainage systems, root systems, water or any other unknown obstructions are discovered, additional charges will be added to the proposal.

In coordination with BCI Burke Company, LLC

"An ISO 9001:2008 and ISO 14001:2004 Certified Company"

PO Box 549 - Fond du Lac, WI 54936-0549 - Phone (920) 921-9220 - Fax (920) 921-9566 - www.bciburke.com

**Play that Moves You®**

**Play Illinois, LLC**

310 N. Grant Street, Westmont, IL 60559

Tel (844) 222-9990 Fax (844) 217-1113

www.playil.com



Date: 6/4/2024

Quote #: 841-5

**Accepted Approved Quotation,  
Terms and Conditions**

Item	Description	Unit Price	Quantity	Total
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# Memorandum

**To:** Park Board of Commissioners

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

**Date:** December 18, 2024

**Subject:** **Approval of Ordinance 2024-12: Authorizing and Providing for the Conveyance or Sale of Surplus Personal Property**

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## **Summary**

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

## **Recommendation**

Staff recommend approval from the Park Board of Commissioners of Ordinance 2024-12: Authorizing and Providing for the Conveyance or Sale of Surplus Personal Property, so that the Park District of Highland Park can dispose of surplus property as indicated in Addendum 1 of the Ordinance.



**PARK DISTRICT OF HIGHLAND PARK  
ORDINANCE #2024-12**

**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 18<sup>th</sup> day of December 2024.

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

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

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

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

ATTEST:

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

STATE OF ILLINOIS        )  
  )  
COUNTY OF LAKE         )        SS.

SECRETARY’S CERTIFICATE

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

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

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

adopted at a duly called Regular Meeting of the Board of Park Commissioners of the Park District, held by said District at 6:00 p.m. on the 18<sup>th</sup> day of December 2024.

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

**IN WITNESS WHEREOF**, I hereunto affix my official signature and the seal of the Park District of Highland Park, Illinois this 18<sup>th</sup> day of December 2024.

---

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

(SEAL)

Park District of Highland Park  
Ordinance 2024-12  
Surplus Property Ordinance  
Addendum 1  
List of Surplus Property

ID	Brand	Description	Model	Serial No.	Condition	Location	Est. Value
		Couch - old previous			USED	DCRC Racquetball 1	\$20.00
		2 chairs - old previous womens locker room			used	DCRC Racquetball 1	\$20.00



# Memorandum

**To:** Park Board of Commissioners

**From:** Debbie Pierce, Districtwide Rentals Manager; Mitch Carr, Deputy Director of Facilities and Operations; Brian Romes, Executive Director

**Date:** December 18, 2024

**Subject:** **Approval of the 2025 License Agreement with the North Shore Yacht Club**

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## **Summary**

The annual License Agreement between the Park District of Highland Park and the North Shore Yacht Club (NSYC) expires on December 31, 2024. Park District staff met with the NSYC Commadore to review renewal terms. Below are the changes to the agreement.

- The fee schedule increased by 5% to \$8,265.44. Balance will be spread across two payments. The first installment is due in April; the final installment is due in August.

Staff reviewed the proposed 2025 terms at the December 11, 2024 Workshop Meeting of the Park Board of Commissioners.

## **Recommendation**

Staff recommend approval from the Park Board of Commissioners of the 2025 License Agreement with the North Shore Yacht Club.

**20254 LICENSE  
AGREEMENT**

This License Agreement (“Agreement”) is made as of this ~~18<sup>th</sup>~~<sup>13<sup>th</sup></sup> day of December 202~~4~~<sup>3</sup>, by and between the PARK DISTRICT OF HIGHLAND PARK, an Illinois park district and unit of local government (“District”) and NORTH SHORE YACHT CLUB an Illinois not-for-profit corporation (“NSYC”). District and NSYC are hereinafter sometimes referred to individually as a “Party” and together as the “Parties.”

**Recitals**

**WHEREAS** District is the lessee of certain property owned by the City of Highland Park located at 8 Park Avenue, Highland Park, IL (the “Property”) and the owner of certain personal property and buildings located on the Property which is maintained and operated by District as a public boating and fishing facility; and

**WHEREAS** NSYC is a not-for-profit corporation that promotes and encourages boating and safe boating techniques and has a history of providing boating education and activities related to boating for its members and the general public; and

**WHEREAS**, NSYC has for many years been an affiliate organization of the District and as such provides recreational program opportunities to the general public which the District is permitted to but might not otherwise provide; and

**WHEREAS**, NSYC has warranted to the district that its membership and activities are open and available to all persons on an equal basis; and

**WHEREAS**, District has for many years permitted NSYC to use various portions of the Property to conduct activities consistent with NSYC’s charter and the District’s recreational mission, including the provision of boating lessons for NSYC program participants, NSYC business related to its boating activities, and social events related to its boating activities (collectively, the “Licensed Activities”) during days and times as agreed to by the District; and

**WHEREAS** NSYC desires to be able to continue to conduct the Licensed Activities including the provision of boating lessons for NSYC program participants, at and from the Property, and District has determined that permitting such continued use on and subject to the terms and conditions hereinafter set forth in this Agreement is in the District’s and the public’s interest.

**NOW, THEREFORE**, in consideration of the mutual promises hereinafter contained, and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties agree as follows:

1. **Incorporation of Recitals**. The foregoing recitals are hereby incorporated into this Agreement, and made part hereof, and all covenants, terms, conditions and provisions hereinafter contained shall be interpreted and construed in accordance therewith.

2. Term. This Agreement shall commence effective the date signed and authorized by the Park Board President and, unless sooner terminated as provided in this Agreement, shall expire at midnight on December 31, 202~~54~~. Subject to (a) NSYC and the Park District agreeing to a Memorandum of Understanding related to an improvement fee for the repair and construction of the breakwater and boat launch ramp at the Property (the "MOU"), and (b) NSYC being in compliance with the MOU, the Park District and NSYC may renew this Agreement for successive one year renewal terms. If the Park District elects not to renew, the Park District shall permit NSYC to holdover for not more than 120 days, but only for the purpose of storing personal property and not for operating any programs. If NSYC is not in compliance with the MOU, the Park District reserves the right to terminate this agreement unless NSYC can cure within 30 days of notice.
3. Licenses and Permission. District hereby grants NSYC and NSYC accepts from the District, subject to the terms, covenants and agreements herein contained 1) a non-exclusive, non-assignable license to use the building and deck collectively known as the "Clubhouse" and 2) an exclusive, non-assignable license to use following portions of the Property: A) designated space in the "garage" building located immediately south of the Clubhouse ("Garage"); B) the room adjacent to the Clubhouse containing storage lockers ("Locker Room"); C) 18 spaces in the District's boat storage racks located on the tarmac proximate to the Clubhouse ("Boat Rack"); D) designated spaces on the cable lock-up fixture located on the beach proximate to the Clubhouse ("Cable Lock-Up"); E) space number 102, 103 and 104 on the south parking pad ("Space 102, 103, 104"); F) the use of the 50/50 lot behind the reclamation building, if available after completion of 202~~54~~ north construction project, and alternative storage space for the NSYC boats on the south pad (the "Alternative Storage Spaces"), all as more specifically depicted on Schedule F. The licenses granted herein are collectively referred to as the "License" and the portions of the Property for which the License is granted is sometimes collectively referred to as the "Licensed Facilities" or individually as a "Licensed Facility". NSYC may not use any other areas of the Property for storage purposes without prior written approval of the Park District. In addition, the NSYC agrees and covenants to comply with the maximum Yacht Club building occupancy. The District reserves the right, but shall be under no obligation, to enter upon the Licensed Facilities at any time(s) to inspect them for compliance by NSYC with the provisions of this Agreement, to make such repairs as the District shall deem necessary or advisable, and for all other lawful reasons.
4. Fees. In consideration of the License granted NSYC under this Agreement, NSYC shall pay a License fee to the District ("License Fee"). The License fee shall be in the amount of ~~Eight Seven~~ Thousand ~~Two Eight~~ Hundred ~~Sixty Five Seventy One~~ Dollars and ~~Forty Four Eighty Five~~ Cents (~~\$8265.44~~ ~~7,871.85~~) per year. The Fees shall be paid as follows

**202~~54~~ Payment Schedule:**

First Payment of License Fee ~~\$\$3935.93~~ ~~\$4132.72~~ Due on or before: April 1, 202~~54~~

Second Payment of License Fee ~~\$4132.72~~ ~~\$3935.92~~ Due on or before: August 1, 202~~54~~

If NSYC is delinquent in any payment more than ten (10) days past the date for payment specified above, a notice will be sent to NSYC at the mailing address and email address set forth in this Agreement (“Notice of Non-Payment”). If the NSYC does not satisfy any delinquent payment within five (5) business days after receipt of the Notice of Non-Payment, the District shall have the option to suspend the License or terminate this Agreement immediately upon notice to NSYC. Without limiting the exercise of any other remedy herein described, all delinquent payments shall accrue interest at the rate of 1.5% per month and a late payment fee equal to \$50.

5. **Construction of Improvements.** The District agrees to deliver notice to the NSYC not less than 30 days prior to commencing planned construction on the Property that will cause the temporary suspension of the use of the Licensed Facilities. In the event construction results in the temporary suspension of the use of the Licensed Facilities, NSYC will have no recourse against the District for any loss of use, including but not limited to any refunds, but the Term of this Agreement will be extended a period of time equal to the length of the suspension.
6. **No Assignments/Agreements without District Consent.** NSYC shall not license or grant to third parties, in whole or in part, its rights under this agreement other than to rent lockers in the Locker Room to NSYC members. Further, NSYC shall permit only members, their guests, and NSYC or park district program participants to use the Licensed Facilities. In particular, neither NSYC nor its members shall use any portion of the Licensed Facilities to store any equipment or personal property (including but not limited to sails, Stand Up Paddleboards, masts, oars, rudders or life jackets) that is not owned by NSYC, its members, or the District. Further, NSYC shall not enter into any agreements concerning the Licensed Facilities or teaching programs which compete with similar Park District programs with any person, entity, contractor or subcontractor (other than the locker rentals) without the express prior written consent of the District. NSYC warrants to the District that its membership and activities are and will remain open and available to all persons on an equal basis.
7. **Use of Licensed Facilities/Specified Times.** NSYC shall have use of the Clubhouse at the times specified in Schedule “A” attached to and incorporated in this Agreement. NSYC shall have the use of Garage, Locker Room, Boat Rack, Cable Lock- Up, Spaces 102, 103, and 104, as depicted in Schedule “F” and, if available, the Alternative Storage Spaces, at all times during the term of this Agreement. District reserves the right to use or permit third parties to use the Clubhouse at any time or times when not in use by NSYC pursuant to the schedule set forth in Schedule “A”. Any requests for alterations of the set schedule for the NSYC must be in writing to the District at least ten (10) business days prior to the NSYC’s proposed amendment. NSYC must receive prior approval from District prior to scheduling any activity on dates/times not identified on Schedule “A”. Schedule “A” may be modified only in writing by agreement of NSYC and District. The Parties acknowledge that NSYC may decide to cancel a scheduled use of the Clubhouse. In that event, it is essential that the Clubhouse be available for use by the District or other persons. Accordingly, NSYC shall inform District immediately if it will not be using the Clubhouse for a Social Event Date on any of the dates/times scheduled for NSYC’s use, but not later



than ten (10) business days before the scheduled event. District acknowledges that other reserved dates/times for the use of the Clubhouse are weather dependent and that advance notice of non-use may not be feasible. -

8. Condition of Licensed Facilities. As of the date hereof, NSYC hereby warrants that it has inspected the Licensed Facilities, that the District has not made any representations regarding the condition of the Licensed Facilities or their utility for a particular purpose, that NSYC is relying solely on its own investigation, and is aware of the conditions identified in Schedule E and, subject to the terms of this section, accepts the Licensed Facilities in an as-is, where-is condition, with all faults. The District shall perform the repairs as listed in Schedule E. Within five (5) days from discovery, NSYC shall advise District of any additional safety or repair issues in written format to District.

NSYC shall not use extension cords in the Licensed Facilities except in compliance with manufacturer recommendations and for Temporary Use ("Temporary Use" being defined as an extension cord being plugged in for no more than 12 consecutive hours and no more than 40 total hours out of any 72-consecutive hour time period) unless such use is approved by the District.

9. Insurance. NSYC shall obtain and maintain the insurance as set forth on Schedule "B". All liability insurance maintained by NSYC shall name the District, its officers, agents, and employees and volunteers as an additional insured. It shall be a condition of the License that Licensee shall provide District with certificates of insurance demonstrating compliance with the minimum insurance requirements set forth in Schedule "B". A copy of the certificate of insurance must be provided to the District upon renewal of each term of the Agreement. Upon NSYC's failure to obtain or maintain the required insurance, the District shall have the option to suspend the License or terminate the agreement immediately upon notice to the NSYC. Alternatively, the District has the option, but not the obligation, to obtain such insurance for NSYC and charge NSYC 110% of the cost thereof, which amount shall be paid on demand.

10. Maintenance. Maintenance responsibilities shall be shared by the Parties as follows:

- a. Except for damage or misuse caused by NSYC or its members or as otherwise provided in this License Agreement, District shall be responsible for maintaining the Licensed Facilities and its systems in good repair and for cleaning the Licensed Facilities (except as noted in the attached Schedule C and Section 10 herein").

Maintenance required because of breakage, vandalism or other unanticipated circumstances must be directed by NSYC to District's Lakefront Supervisor. Action on such requests will be at the reasonable discretion of the District, subject to budgetary and appropriation constraints. In the event District determines not to perform any repair/replacement for which it receives notice from NSYC in a reasonable time, NSYC shall have the option to terminate the License

by giving no less than 14 days prior written notice thereof to District and, except for accrued obligations of the Parties under this License, the Agreement shall thereupon cease.

- b. Except as otherwise provided in subparagraph 10.a above, NSYC shall at all times be responsible for maintaining in a clean, neat and sanitary condition the Licensed Facilities, including the storage areas reserved for use by NSYC and/or its members in the Clubhouse. NSYC shall, after any licensed use, remove all food waste and other garbage from the Clubhouse by placing same in the trash and recycling containers located on the south parking pad. The NSYC may hire, for purposes of maintaining a cleaning standard for the Licensed Facilities, a third-party cleaning service at their cost. A copy of the third-party Certificate of Insurance in compliance with paragraph 8 hereof shall be provided to the Park District. The District shall ensure that both Clubhouse restrooms are maintained with toilet paper and soap in the dispensers at all times.
  - c. A maintenance checklist form as provided by District shall be used for establishing standards for clean-up and evaluating the Licensed Facilities' condition following licensed usage. If it is determined by the Park District staff, that the Yacht Club building was not cleaned properly, as described above, the NSYC will be subject to an additional \$50 cleaning fee for each occurrence. The Park District will be responsible for the cleaning of Licensed Facilities after the utilization by a contracted private party. The NSYC shall provide documentation of Park District not meeting cleaning standards upon their usage of the facility after a contracted private party, as described above, and the District will clean the facility within 24 hours or pay a \$50 cleaning fee to the NSYC.
  - d. Nothing herein shall be construed to create or modify any duty the Park District has to any third parties, if any, or to waive any defenses and immunities available to the District is statute or common law. The Parties agree that the allocation of responsibility for maintenance and repair is solely for their own convenience and any breach of the contract duties shall not represent evidence of negligence or a waiver of the Park District's exercise of discretion regarding whether, when and how to repair or maintain its property.
11. Items of Personal Property. The District shall have no liability to NSYC, its members, guests or other NSYC patrons regarding any stolen, missing, lost or broken items of personal property. NSYC, its members, guests or other NSYC patrons shall have no claim for loss of value, loss of use, consequential damages, or any other claim against the District for any item of personal property. NSYC shall indemnify and hold the District harmless against any claim by its members, patrons or guests arising or resulting from any stolen,

missing, lost or broken items of personal property. Nothing herein shall be construed to characterize the District as a bailee or NSYC, and its members, patrons and guests, as bailors.

12. Rules and Regulations. Except as otherwise expressly provided in this License Agreement, both NSYC and any member(s) of NSYC reserving a Licensed Facility for their own use, shall comply with and adhere to the general procedures, rules and regulations of the District governing application for use of Licensed Facility. NSYC shall comply with all other applicable laws, ordinances, rules and regulations in the conduct of its activities at and its use of the Property. District reserves the right to revise its current rules and regulations pertaining to the Licensed Facilities and to promulgate such other and additional rules and regulations as in its reasonable judgment may from time to time be needed for safety, care, cleanliness and reputation of the Property, including without limitation the Licensed Facilities, and for the preservation of good order therein and to ensure that its use is in conformity with all applicable laws. All rules and regulations shall be binding upon the Parties with the same force and effect as if they had been inserted herein at the time of the execution of this License Agreement.
13. Hold Harmless. To the fullest extent permitted by law, NSYC shall defend, indemnify and hold harmless District, its officers, employees and agents and their successors and assigns, from and against any and all claims or demands of whatsoever nature, including without limitation claims or demands for loss of, or damage to property or for injury or death to any person from any cause whatsoever directly or indirectly arising from, related to or connected with NSYC's use of the Licensed Facilities, or the conduct by NSYC of its organized activities or events on the Property and/or Licensed Facilities, or the grant of the License hereunder. NSYC shall pay all costs and expenses, including without limitation court costs and attorney's fees, which shall be incurred by or imposed on District either in enforcing the terms of this License or in any litigation or other proceeding to which District may be made a party relating to the License or NSYC's use of the Property (other than proceedings brought by District or NSYC to enforce the provisions of this License Agreement where judgment is entered on all counts in favor of NSYC). Provided, however, that NSYC shall have no liability hereunder for bodily injuries sustained or property damage suffered by, or the death of, any person where such injury, death or damage resulted from an intentional wrongful act or willful and wanton conduct of the District or its employees or agents. Nothing herein provided is intended to waive nor shall it waive any of the immunities afforded District under the "Local Government and Governmental Employees Tort Immunity Act" and District shall continue to have all of the protections and immunities provided by said Act as now or hereafter amended. The scope of the indemnity herein described shall not be limited by the insurance coverage required herein, the parties agreeing and acknowledging that such coverage being only a minimum amount reasonably necessary to cover the risks for the activities permitted under this License.
14. Alcohol. NSYC shall not make available for consumption on the Property any alcoholic beverages unless NSYC shall have first acquired host liquor/liquor liability insurance and complied with any and all other ordinances, rules or regulations, as modified from time to time by District as otherwise modified by the terms of this License Agreement, as the same

relate to sale, delivery, or consumption of alcoholic beverages (See attached Schedule “D”). If the District permits NSYC to deliver alcohol on the Property, NSYC will be solely responsible for compliance with all applicable State and local licensing requirements. All alcohol must be consumed on the deck or in the building. Any violations of the above outlined agreements regarding Alcoholic Consumption may result in revocation of this portion of the agreement or the agreement in its entirety.

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15. Alterations to Licensed Facility. NSYC shall make no alterations in or additions to the Licensed Facilities or any other part of the Property without District’s prior written consent. Any alterations permitted by the District shall become the property of the District and NSYC shall have no claim for payment or reimbursement for any costs related thereto. Any work allowed to be performed by NSYC shall be constructed pursuant to permit and in compliance with all applicable laws. NSYC will be solely responsible for all costs for its improvements and for obtaining all necessary permits and approvals therefor. NSYC will not cause or allow any lien or claim for lien to be filed against the District or the Property and will indemnify and hold harmless the District for all expenses arising from such lien or claim for lien.

16. Property Loss. If the Clubhouse is made unusable or untenantable by fire or other casualty, District may elect to terminate the License as of the date of the fire or casualty by giving notice to NSYC within forty-five (45) days after that date. If District elects to repair, restore or rehabilitate the Clubhouse at District’s expense within one hundred twenty (120) days after District is enabled to take possession of the Clubhouse and undertake reconstruction or repairs, this License shall not terminate, but the License Fee shall be abated on a per diem basis while the Clubhouse is unusable or untenantable. District shall advise NSYC promptly in writing of the date District was enabled to take possession of the Clubhouse and undertake reconstruction or repairs. If District elects to repair, restore or rehabilitate the Premises and does not substantially complete the work within the one hundred twenty (120) day period, NSYC may terminate the License as of the date of the fire or casualty provided NSYC gives written notice to District no later than one hundred thirty (130) days after District is enabled to take possession of the Clubhouse and undertake reconstruction or repairs. In the event of termination of the License pursuant to this paragraph, the License Fee shall be apportioned on a per diem basis and be paid to the date of such fire or casualty. If District elects not to repair NSYC may terminate the License by giving written notice to District within thirty(30) days after NSYC is advised by District of its election no to repair. Notwithstanding the foregoing, in order to continue to use portions of the Licensed Facilities to perform its Licensed Activities, NSYC may elect to terminate this License as to that part of the Licensed Facilities that are so damaged, and the Licensed Fee shall be adjusted in a reasonable manner.

With respect to any loss generally covered under the classification “Fire and Extended Coverage Insurance,” the one suffering said loss releases the other of and from any and all claims and they further mutually agree that their respective insurance companies shall have no right of subrogation against the other on account thereof.

17. State of Imminent Danger of Loss of Life or Property. In the event of a bona fide emergency

(which for purposes of this paragraph shall mean reasonably perceived state of imminent danger of loss of life or property), District may, but shall not be obligated to, cure without notice any uncured default by NSYC under this License and whenever District so elects, all costs and expenses incurred, including attorneys' fees, shall be paid by NSYC to District on demand. Alternatively, in the event of a bona fide emergency, as herein defined, District shall have the option to suspend the License or terminate this Agreement immediately upon notice to NSYC.

18. Damage to Property. NSYC shall be responsible for all damage caused by NSYC, its members or its or their invitees done to any of the District's furniture, fixtures and equipment located in or about the Licensed Facilities, ordinary wear and tear and loss by fire or other casualty not the fault of NSYC excepted. NSYC shall also be responsible for any and all damage done to all or any part of the Licensed Facilities or Property by NSYC, its employees, agents, members and invitees, and NSYC shall promptly reimburse District for the full cost for repair of all such damages or replacement. NSYC shall return the Licensed Facilities fixtures and equipment to District at the termination of the License in as good a condition as it received same, reasonable wear and tear and damage by fire or other casualty not the fault of NSYC and poor condition cause by failure of the District to carry out its repair and maintenance obligations under this Agreement excepted
19. Advertising and Marketing. The DISTRICT shall provide at no cost to NSYC digital advertising space for their Programs and Service on the Park District of Highland Park website.. All content must be provided by NSYC to the DISTRICT by established deadlines.
20. Written Notices. All notices, requests, demands, payments, donations, or other communications with respect to this Agreement shall be in writing and shall be deemed to have been duly given upon delivery or refusal of addressee to accept delivery, addressed as follows (or to such other persons or addressees as may be designated by notice given to the other Party in accordance with this Paragraph 13): Notice may be sent by personal delivery, fax or email notice is deemed received with proof of receipt by the intended recipient.

A. NORTH SHORE YACHT  
CLUB PO BOX 12  
Highland Park, IL 60035

And to:

Attention: ~~Ellie Sylvan Wesley Madara~~,  
NSYC Commodore  
~~-1436 Hackberry Road 349 Vine~~  
~~Deerfield Highland Park, IL~~  
~~600135~~  
~~elliesylvan@gmail.com~~  
~~wmadara@gmail.com~~  
~~847-767-5665757-0480~~

B. PARK DISTRICT OF HIGHLAND  
PARK 636 Ridge Road  
Highland Park, IL 60035  
Attention: Brian Romes, Executive Director  
[bromes@pdhp.org](mailto:bromes@pdhp.org)

With Copy to:  
Adam Simon  
Ancel, Glink  
140 S. Dearborn 6<sup>th</sup> Floor  
Chicago, Illinois 60603  
[asimon@ancelglink.com](mailto:asimon@ancelglink.com)

Mari Lynn Peters, Finance Director  
Park District of Highland Park  
[mpeters@pdhp.org](mailto:mpeters@pdhp.org)

DRAFT

21. Miscellaneous Provisions

- A. This Agreement sets forth the entire understanding of the Parties with respect to the subject matter hereof, and supersedes any and all previous communications and understandings, oral or written, between the Parties. This Agreement cannot be modified or amended unless in writing signed by both Parties and dated a date subsequent to the date of this Agreement.
- B. The headings of the paragraphs of this Agreement are for convenience and reference only, do not form any part of the Agreement, and in no way modify, interpret or construe the meaning of any provision of this Agreement, or the intent of the Parties.
- C. Nothing contained in this Agreement is intended, or shall be interpreted or construed, as creating any partnership or joint venture between the Parties, or as either expressly or implicitly providing any right, privilege or benefit of any kind whatsoever to any person or entity that is not a Party to this Agreement, or as acknowledging, establishing or imposing any legal duty or obligation on the part of either Party to any third party.
- D. This Agreement shall inure to the benefit of, and be binding upon the Parties and their respective permitted successors and assigns, provided however that neither this Agreement nor any right, interest or obligation of NSYC under this Agreement may be assigned in whole or in part by NSYC to any third party without the prior written consent of the District which the District may grant or withhold in its sole discretion, other than as provided in Section 5. The Parties intend for there to be no third-party beneficiaries of this Agreement.
- E. This Agreement shall be governed by and construed in accordance with the laws of the State of Illinois. Venue for any dispute arising under this Agreement shall be exclusively in the Circuit Court of Lake County, Illinois.
- F. Survival. All repair and restoration, insurance and indemnification obligations, and all releases and waivers, described herein shall survive the expiration or earlier termination of this Agreement.
- G. CONTRACT CONSTRUCTION.  
The rule of contract law that any ambiguity in an agreement shall be construed against the party drafting the Agreement shall not be applicable to construction of this Agreement, as the Parties acknowledge they have been represented by counsel in regard to the negotiation and finalizing of this Agreement.

IN WITNESS WHEREOF, each of the Parties has caused this Agreement to be executed by a duly authorized officer thereof, as of the year and date first above written.

NORTH SHORE YACHT CLUB    PARK DISTRICT OF HIGHLAND PARK

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

Its: Commodore of NSYC                      Its: Park Board President  
\_\_\_\_\_

Attest: \_\_\_\_\_  
Secretary, Board of Park Commissioners

DRAFT



## SCHEDULE "A"

Definition of Boating Season: For purposes of this agreement and as it pertains to scheduling, the following will be definitions for the Boating Season.

Pre-Season: April 1 – Friday before Memorial Day

Regular Season: Saturday before Memorial Day -Labor Day

Post – Season: Day after Labor Day – second Friday in November

Clubhouse: Following written notice from the Park District, and subject to Section 6 below, The North Shore Yacht Club shall have use of the clubhouse during the boating season at the following times:

1. NSYC Reserved Time: These are the times reserved at the beginning of the Regular boating season for regular club activities.

Tuesday: 5:00 p.m. - 10:00p.m.

Thursday: 5:00 p.m. - 10:00p.m

Saturday: 8:00 a.m. - 2:00 p.m.

Sunday: 8:00a.m. - 10:00 p.m.

Friday and Saturday Evenings: The PARK DISTRICT shall reserve the Clubhouse for NSYC Events one Friday Evening and one Saturday evening per month for the months of June, July, September, October, and November, and for two Saturday evenings in August. These Dates may be reserved in advance of the public reservations which begin on February 1 of each year. Saturday evening must be used for NSYC activities. Reserved time not used by NSYC will be made available to the PARK DISTRICT. The Clubhouse must be cleaned up (beginning 30 minutes prior to departure) and vacated Friday and Saturday nights by 11:00 p.m. unless previously approved by the PARK DISTRICT. Failure to vacate at designated time during NSYC Events on Friday and Saturday Evenings may result in a fine of \$100 if not vacated within an hour of the designated time, plus an additional \$400 per hour after the first hour.

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Pre-Season and Post-Season: The NSYC may request in writing, times to utilize the facility for club activities. Utilization is subject to approval by the PARK DISTRICT and hours for Pre-Season or Post-season activities must align with gate closures associated with Park Hours as established in Section 4.01 of the District Conduct Ordinance.

2. Open Time: All times not listed above are available and must be scheduled individually through the PARK DISTRICT. The PARK DISTRICT may reserve time for other activities in the Clubhouse. Open times not reserved will be made available to the North Shore Yacht Club at the discretion of the PARK DISTRICT. The availability of Open Time not reserved by the public may be reserved three weeks or less prior to the date desired and must be done through the PARK DISTRICT by a designated

NSYC representative. If attendance for this request will exceed 15 individuals, normal rental procedures and fees may be required as determined by the PARK DISTRICT. The PARK DISTRICT will set its policies for making reservations.

3. Material Distribution: The NSYC will provide, upon request, the PARK DISTRICT with all membership and promotional material available for distribution. The PARK DISTRICT must be informed of proposed promotions, events and advertisements.
4. Season Parking Decals: PARK DISTRICT season parking decals are available through the PARK DISTRICT and are required for access to parking at the south property for both residents and non-residents. Season parking decals will be made available to non-resident NSYC members at the resident rate. Non-NSYC members attending Club events may request a complimentary one-day parking pass *on-site* through the NSYC Commodore or NSYC event manager.
5. General: The PARK DISTRICT representative and NSYC Commodore will meet to arrange for day-to-day facility usage items including, but not limited to: closets in the clubhouse, kitchen, locks, facility closing time, gate closing time and common areas usage
6. NSYC must provide a list of active members by May 1, 202<sup>5</sup><sub>4</sub> and/or by request, indicating the number of residents and nonresidents as well as an annual detailed budget showing all anticipated revenue and expenditures for the upcoming fiscal year, as well as a year-end financial report by December 31, 202<sup>5</sup><sub>4</sub> from the previous year.

**SCHEDULE B**

**NOT-FOR-PROFIT ORGANIZATIONS/COMMUNITY GROUPS**

- I. **Commercial General Liability Including: *Limits:***
- Bodily injury \$1,000,000 per occurrence
  - Property damage \$2,000,000 annual aggregate
  - Personal injury Occurrence Form
  - Advertising injury
  - Medical payments
  - Marine
  - ATHLETIC PARTICIPATION EXCLUSION DELETED (for athletic groups, programs, leagues)
1. **Coverage to be considered if these exposures exist as a result of the group's operations:**
- Ownership, use or maintenance of property
  - Incidental medical malpractice
  - Sexual abuse and molestation (for the group, not the individual)
  - Consumption or use of food products
  - Liquor liability
  - Workers Compensation
2. **Accident Medical Insurance:**  
Sports groups should also consider purchasing Accident Medical Insurance that pays the medical bills of an injured participant or staff member as excess coverage after benefits are paid under any other collectible insurance. This coverage is often required in many sports liability insurance programs.
- II. **Directors and Officers Liability** *Limits:*
- Wrongful acts \$1,000,000 per occurrence
  - Errors and omissions \$2,000,000 annual aggregate Claims-made Form
- III. **Liquor Liability** *Limits:*
- Host liquor liability (serve liquor) \$1,000,000 or statutory
  - Dram shop liability (sell liquor)
  - Workers Compensation

### **SCHEDULE C**

The PARK DISTRICT shall assign fixed rates regarding utility expenses incurred at the Clubhouse. The NSYC portion will be determined by using the expenses from the Boating Season, April 1, 202~~43~~ through the Second Friday in November, 202~~43~~ and per the percentage of use hours the Clubhouse is used by the NSYC.

The PARK DISTRICT will provide season opening and closing services for the beach areas including parking lot and landscaping areas. These services include the installation of the beach cables, sand ramp for small craft vessel launching and the boat racks. The PARK DISTRICT will also provide weekly grooming and debris removal services, so long as there is sufficient beach area and access for the beach grooming equipment. These services should be considered customary for all small craft vessel patrons and not specific to NSYC. In the event that a severe weather event or large lake waves cause damage to any of the beach area, the PARK DISTRICT will conduct repairs, debris removal and grooming services as soon as administratively possible for boating patrons. If the NSYC is in need of emergency repair services for their programs the PARK DISTRICT can provide these services. Direct costs for these services will be billed to the NSYC.

#### **Electrical**

NSYC usage: 30% utility expense from April 202~~43~~-November 202~~43~~  
(Waiting for November 202~~43~~ invoice. Will have actual amount at that time.)

**NSYC Total Portion** (this fixed amount will be added to annual payments).

**This fee must be paid in full by August 1, 202~~54~~.**

**SCHEDULE D**

Park District of Highland Park  
**Application to Serve Alcoholic Beverages and Acquire  
Host Liquor/Liquor Liability Insurance**

**Serving**

Anyone serving alcoholic beverages at a Park District facility must fill out the attached forms and obtain Host Liquor/Liquor Liability Insurance. This insurance is available through the Park District Risk Management Agency (PDRMA) Policy #ESE010658 for a fee of \$195 per event (maximum of 100 attendees) (\$215 per event for over 100 attendees). Fill out the attached form with payment and check made out to the Park District of Highland Park or credit card information. Application must be made a minimum of 10 business days before the event.

**Selling**

Anyone selling alcoholic beverages, even if by tickets, or as part of a paid meal, must obtain a license from the City of Highland Park. Authorization for a 48-hour "Class D" liquor license may be obtained from the City by sending a copy of the approved Park District of Highland Park's Special Permit for Serving Alcoholic Beverages at Functions to:

Mayor  
City of Highland Park 1707 St.  
Johns Avenue Highland Park, IL  
60035

Include a check in the amount of \$25 per day made payable to the City of Highland Park.

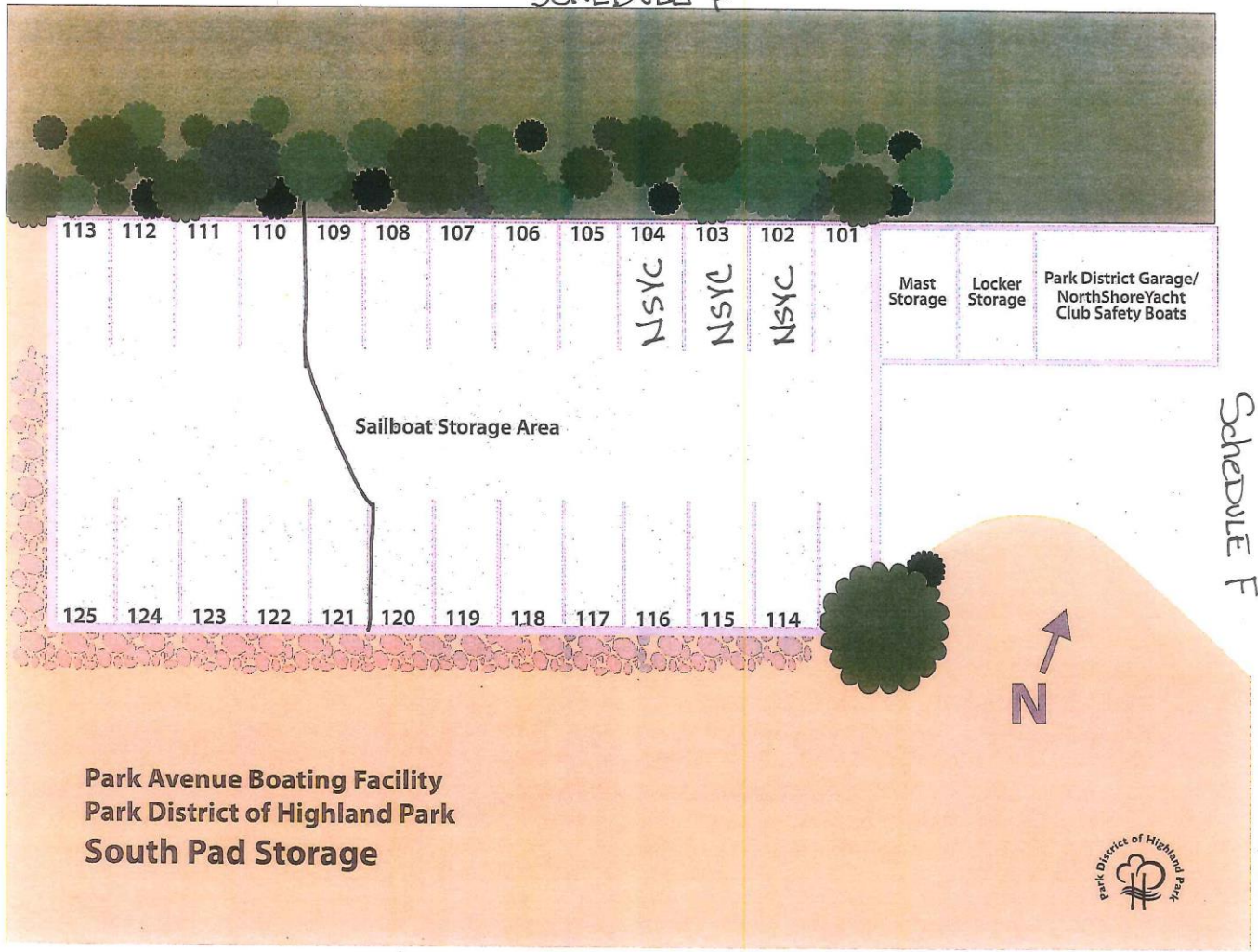
Dram Insurance in addition to the Host Liquor/Liquor Liability Insurance is required for any event where alcoholic beverages are sold. Total insurance cost for events of up to 100 people is \$365

### **SCHEDULE E**

Items for repair and timing of those repairs as discussed in meetings between Park District of Highland Park and North Shore Yacht Club

1. Deck Condition. District will maintain the deck for safety purposes. As time allows, aesthetic updates may occur that do not impact safety or performance, including refinishing and repainting, or striping the existing paint and re-staining may occur.
2. Gutters. District will ensure all gutters are cleaned and repaired, if required, prior to the start of season and will regularly check and clear debris throughout the season.
3. Lighting. District will ensure the navigation light by the hut is operational and repair and optimize light fixtures on and around the NSYC grounds prior to the start of the season, and during the season, if needed.
4. Dampness. District will regularly inspect the clubhouse for dampness and dehumidify as needed. District will maintain as much clearance above the foundation on the rear of the clubhouse as possible.
5. Bathrooms. District will ensure clubhouse toilets are operational showers and shower heads are operational, and stall locks are working prior to start of season.  
Women's Shower Door should be operational
6. Doors. District will maintain exit doors and door hardware for proper operation.
7. Window Screens. District will repair any torn or missing screens and install on all windows, prior to start of season.
8. Firepit. District will maintain firepit enclosure and metal cover, as needed.
9. Trees. District will evaluate and address any hazardous trees, as needed.
10. Beach Storage. District will tighten storage cables and replace space markers prior to start of season. District will replace broken rollers on tiered racks prior to start of season.
11. Sand Ramp. District will provide a complete installation of the entire ramp, including all tiles, and/or steel grates, winch, and will maintain at start of season, throughout season, and subject to provisions outlined in schedule C. The winch will be secured in a position so that it can be accessible and operated by users.
12. Locker Room. District will repair locker latch hardware and door hinges to make sure doors open, close, and can be locked securely..

SCHEDULE F



**Park Avenue Boating Facility  
Park District of Highland Park  
South Pad Storage**





# Memorandum

To: Board of Park Commissioners

From: Matthew Bachler - Accounts Payable Administrator  
Mari-Lynn Peters - Finance Director  
Brian Romes - Executive Director

Date: November 20, 2024

Subject: Bills and Payroll Disbursements authorized by Finance Committee Member(s). Checks written October 28, 2024 through November 14, 2024 to be presented to the Board for approval on November 20, 2024.

## **BILLS**

<b><u>DATE</u></b>	<b><u>AMOUNT</u></b>
October 28, 2024 Emergency Check	\$ 6,817.95
November 7, 2024	\$ 701,596.64
November 14, 2024	\$ 516,687.21
Void Payments	\$ (2,205.00)
Bank Drafts	\$ 59,023.66
<b>TOTAL</b>	<b>\$ 1,281,920.46</b>

## **PAYROLL DISBURSEMENTS**

November 1, 2024	\$ 446,158.18
November 15, 2024	\$ 441,719.47
<b>TOTAL</b>	<b>\$ 887,877.65</b>

**GRAND TOTAL** **\$ 2,169,798.11**

To the Treasurer:

The payment of the above listed accounts is hereby approved by the below named Finance Committee member as of 11-20-24 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: APPKT04405 - 11/26/2024 City of Highland Park -  
Emergency Check

By Vendor DBA Name

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
<b>Bank Code: AP-AP BANK</b>						
10502	CITY OF HIGHLAND PARK	11/26/2024	Regular	0.00	239.23	191631
<a href="#">110424 026488</a>	Invoice	11/04/2024	655 Burton Ave 8/1/24 - 10/31/24	0.00	177.00	
<a href="#">110424 035840</a>	Invoice	11/04/2024	767 Pleasant Ave 8/1/24 - 10/31/24	0.00	62.23	

**Bank Code AP Summary**

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	2	1	0.00	239.23
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	<b>2</b>	<b>1</b>	<b>0.00</b>	<b>239.23</b>

### Fund Summary

<b>Fund</b>	<b>Name</b>	<b>Period</b>	<b>Amount</b>
99	POOLED CASH FUND	11/2024	239.23
			<hr/>
			<b>239.23</b>



Park District of Highland Park, IL

# Check Register

Packet: APPKT04402 - 11/26/24 Windstream - Emergency Check

By Vendor DBA Name

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
<b>Bank Code: AP-AP BANK</b>						
17515	WINDSTREAM	11/26/2024	Regular	0.00	2,566.51	191630
<a href="#">76746164</a>	Invoice	11/22/2024	November 2024	0.00	2,566.51	

**Bank Code AP Summary**

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	1	1	0.00	2,566.51
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	<b>1</b>	<b>1</b>	<b>0.00</b>	<b>2,566.51</b>

### Fund Summary

<b>Fund</b>	<b>Name</b>	<b>Period</b>	<b>Amount</b>
99	POOLED CASH FUND	11/2024	2,566.51
			<hr/>
			<b>2,566.51</b>



Park District of Highland Park, IL

Packet: APPKT04408 - 12/04/24 Flora Ann McIntyre Entertainment  
Emergency Check

# Check Register

By Vendor DBA Name

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
<b>Bank Code: AP-AP BANK</b>						
21084	FLORA ANN MCINTYRE ENTERTAINM	12/04/2024	Regular	0.00	1,200.00	191632
<a href="#">BSE-83165</a>	Invoice	12/04/2024	Musical Entertainment - Winter Wonderla...	0.00	1,200.00	

**Bank Code AP Summary**

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	1	1	0.00	1,200.00
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	<b>1</b>	<b>1</b>	<b>0.00</b>	<b>1,200.00</b>

### Fund Summary

<b>Fund</b>	<b>Name</b>	<b>Period</b>	<b>Amount</b>
99	POOLED CASH FUND	12/2024	1,200.00
			<hr/>
			<b>1,200.00</b>



By Vendor DBA Name

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
<b>Bank Code: AP-AP BANK</b>						
20810	KIDOKINETICS - NORTH CHICAGO	12/05/2024	Regular	0.00	2,705.95	191718
<a href="#">01810</a>	Invoice	12/02/2024	Kidokinetics Fall Season 2024	0.00	2,705.95	
11998	PARK DISTRICT RISK MGMT AGCY	12/05/2024	Regular	0.00	235,165.83	191709
<a href="#">1124133</a>	Invoice	11/30/2024	November 2024 Property & Liability Insur...	0.00	31,143.15	
<a href="#">1124133H</a>	Invoice	11/30/2024	November 2024 Employee Health Insuran...	0.00	204,022.68	
16344	PARKS FOUNDATION OF HIGHLAND	12/05/2024	Regular	0.00	29.00	191710
<a href="#">12052024</a>	Invoice	12/05/2024	Over-Donation to PDHP	0.00	29.00	
19484	PLANSOURCE	12/05/2024	Regular	0.00	3,285.36	191711
<a href="#">12042024</a>	Invoice	12/04/2024	IMRF Retiree Insurance - December 2024 ...	0.00	3,285.36	
12157	RAY AMIDEI	12/05/2024	Regular	0.00	715.00	191712
<a href="#">11182024 13</a>	Invoice	11/18/2024	11/18/24 CRP/AED Class - 13 Participants	0.00	715.00	
12211	RICOH USA, INC	12/05/2024	Regular	0.00	1,462.64	191713
<a href="#">5070498489</a>	Invoice	11/17/2024	Copies 10/17/2024 - 11/16/2024	0.00	1,462.64	
16459	SANTO SPORT STORE	12/05/2024	Regular	0.00	10,544.50	191714
<a href="#">711369</a>	Invoice	11/21/2024	32 Youth Basketball Jerseys & Youth Shorts	0.00	2,656.00	
<a href="#">711370</a>	Invoice	11/21/2024	Holloway Youth Basketball Jerseys & Short...	0.00	2,573.00	
<a href="#">711372</a>	Invoice	11/21/2024	Holloway Basketball Jerseys & Shorts X 21 ...	0.00	1,743.00	
<a href="#">711374</a>	Invoice	11/21/2024	Adult & Youth Basketball Jerseys X 22 & S...	0.00	1,826.00	
<a href="#">711378</a>	Invoice	11/21/2024	116 Youth Mesh Tanks & 41 Adult Mesh T...	0.00	1,099.00	
<a href="#">711389</a>	Invoice	11/21/2024	157 Travel Basketball - Bags by Player	0.00	471.00	
<a href="#">711393</a>	Invoice	11/27/2024	1 Holloway Adult Basketball Shorts	0.00	61.50	
<a href="#">711413</a>	Invoice	11/19/2024	3 Champro Youth Basketball Jerseys	0.00	58.50	
<a href="#">711456</a>	Invoice	11/26/2024	1 Holloway Youth Reversible Basketball 1/...	0.00	56.50	
19785	THE SWEET GROUP	12/05/2024	Regular	0.00	620.00	191716
<a href="#">11142024</a>	Invoice	11/14/2024	Flag Football Ref. - 13 Games October 2024	0.00	620.00	
12607	TIM GIBSON	12/05/2024	Regular	0.00	480.00	191715
<a href="#">11142024</a>	Invoice	11/14/2024	Flag Football Ref - 12 Games October 2024	0.00	480.00	
16948	TREAS, STATE OF ILL,	12/05/2024	Regular	0.00	6,200.00	191717
<a href="#">IEPA Log # C-0231.</a>	Invoice	12/02/2024	IEPA Log # C-0231-24, Certification Fee Pa...	0.00	6,200.00	
18398	WE GOT GAME, LLC	12/05/2024	Regular	0.00	3,010.83	191719
<a href="#">2426</a>	Invoice	11/05/2024	Fall 1 Clinic Contractor Fee 65/35 Split	0.00	1,860.83	
<a href="#">2434</a>	Invoice	11/20/2024	Basketball Evaluations in October & Nove...	0.00	1,150.00	

Check Register

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
20063	WILLIE ROUNSAVILLE	12/05/2024	Regular	0.00	240.00	191720
<a href="#">11142024</a>	Invoice	11/14/2024	Flag Football Ref - 6 Games October 2024	0.00	240.00	

Bank Code AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	22	12	0.00	264,459.11
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
	<b>22</b>	<b>12</b>	<b>0.00</b>	<b>264,459.11</b>



### Fund Summary

<b>Fund</b>	<b>Name</b>	<b>Period</b>	<b>Amount</b>
99	POOLED CASH FUND	12/2024	264,459.11
			<hr/>
			<b>264,459.11</b>



By Vendor DBA Name

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
<b>Bank Code: AP-AP BANK</b>						
21082	PIRTANO CONSTRUCTION CO., LLC	12/05/2024	Regular	0.00	5,150.00	191721
<a href="#">10 128462</a>	Invoice	11/11/2024	Vacuum Excavated 16" Gas Main - 2205 S...	0.00	5,150.00	
12321	SCHAEFGES BROTHERS, INC	12/05/2024	Regular	0.00	409,981.50	191722
<a href="#">Application No 2...</a>	Invoice	11/30/2024	Sunset Woods Park Improvements 11/30/...	0.00	409,981.50	
12393	SMITHGROUP, INC.	12/05/2024	Regular	0.00	685.00	191723
<a href="#">0183030</a>	Invoice	11/26/2024	HP Boat Launch Dredge Permit 9/28/24 - ...	0.00	685.00	
18900	STUCKEY CONSTRUCTION COMPANY	12/05/2024	Regular	0.00	202,048.20	191724
<a href="#">Application No 2...</a>	Invoice	11/30/2024	PDHP Pickle & Padel Club 11/30/24	0.00	202,048.20	
12591	THELEN MATERIALS, LLC	12/05/2024	Regular	0.00	3,199.78	191726
<a href="#">442632</a>	Invoice	11/23/2024	Turf Materials for Sunset Valley GC	0.00	1,983.27	
<a href="#">442815</a>	Invoice	11/30/2024	Turf Materials for Sunset Valley GC	0.00	1,216.51	
21033	VINCENT WARTHER	12/05/2024	Regular	0.00	120.00	191727
<a href="#">2619022</a>	Invoice	11/19/2024	Refund	0.00	120.00	
17189	W-T STRUCTURAL ENGINEERING LLC	12/05/2024	Regular	0.00	9,275.61	191725
<a href="#">00000062519</a>	Invoice	10/31/2024	AA/TP Project Management Access Audit o..	0.00	9,275.61	

**Bank Code AP Summary**

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	8	7	0.00	630,460.09
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	<b>8</b>	<b>7</b>	<b>0.00</b>	<b>630,460.09</b>

### Fund Summary

Fund	Name	Period	Amount
99	POOLED CASH FUND	12/2024	630,460.09
			<hr/> 630,460.09



By Vendor DBA Name

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
<b>Bank Code: AP-AP BANK</b>						
15147	ABC PRINTING COMPANY	12/05/2024	Regular	0.00	368.36	191633
<a href="#">289921</a>	Invoice	11/11/2024	Parking Lot Warriors Banners X 2	0.00	144.00	
<a href="#">289990</a>	Invoice	11/13/2024	2025 Summer Camp Banners X 2	0.00	224.36	
10034	ABSOLUTE HOME IMPROVEMENTS	12/05/2024	Regular	0.00	48,852.90	191634
<a href="#">2 (2024 Roof)</a>	Invoice	11/10/2024	2024 Roof Improvments Project	0.00	48,852.90	
10055	AEREX PEST CONTROL	12/05/2024	Regular	0.00	73.00	191635
<a href="#">2598753</a>	Invoice	11/20/2024	November 2024 - Pest Control for Heller N...	0.00	73.00	
20705	AIR STRUCTURES AMERICAN TECHN	12/05/2024	Regular	0.00	71,973.05	191636
<a href="#">1698</a>	Invoice	11/14/2024	Air Supported Structure - 5% Due Contract	0.00	71,973.05	
17720	ALAN SPECTOR	12/05/2024	Regular	0.00	400.00	191637
<a href="#">11142024</a>	Invoice	11/14/2024	Flag Football Ref - 10 Games October 2024	0.00	400.00	
16342	AMERICAN UNDERGROUND, INC	12/05/2024	Regular	0.00	1,875.00	191639
<a href="#">9881</a>	Invoice	11/22/2024	CCTV Inspection Services - Fieldhouse	0.00	1,875.00	
10149	ANCEL, GLINK, DIAMOND, BUSH	12/05/2024	Regular	0.00	1,941.25	191640
<a href="#">107383</a>	Invoice	11/12/2024	Legal Services October 2024	0.00	1,941.25	
20071	AVALON PETROLEUM COMPANY	12/05/2024	Regular	0.00	2,194.65	191641
<a href="#">009803</a>	Invoice	10/31/2024	Unleaded Fuel 10/31/24	0.00	1,083.33	
<a href="#">009811</a>	Invoice	11/07/2024	Unleaded Fuel 11/07/24	0.00	1,111.32	
10463	CHICAGO TRIBUNE COMPANY	12/05/2024	Regular	0.00	135.43	191643
<a href="#">102779116000</a>	Invoice	10/31/2024	Ads - Bids for New West Ridge & Aerial Lift	0.00	135.43	
10473	CHICAGOLAND PAVING CONTRACTO	12/05/2024	Regular	0.00	211,200.00	191644
<a href="#">247101</a>	Invoice	11/19/2024	2024 Asphalt Improvements Project	0.00	211,200.00	
19725	CLIFTON TURNER	12/05/2024	Regular	0.00	80.00	191645
<a href="#">11142024</a>	Invoice	11/14/2024	Flag Football Ref - 2 Games 10/23/2024	0.00	80.00	
10537	COMMONWEALTH EDISON COMPAN	12/05/2024	Regular	0.00	21,892.14	191646
<a href="#">111424 6031140...</a>	Invoice	11/14/2024	1390 Sunset Rd 10/16/24 - 11/14/24	0.00	1,530.49	
<a href="#">111824 3788841...</a>	Invoice	11/18/2024	2205 Skokie Rd (Golf Learning) 10/16/24-...	0.00	793.91	
<a href="#">111924 1877841...</a>	Invoice	11/19/2024	3100 Trail Way Dr (Centennial) 10/18-24-1...	0.00	11,931.05	
<a href="#">112124 1911011...</a>	Invoice	11/21/2024	0 E Egandale 1N Park 10/23/24 - 11/21/24	0.00	74.38	
<a href="#">112124 7517621...</a>	Invoice	11/21/2024	636 Ridge Rd 10/23/24 - 11/21/24	0.00	2,789.60	
<a href="#">112224 0858167...</a>	Invoice	11/22/2024	1240 Fredrickson Pl (POGO BLD) 10/24/24 ...	0.00	833.43	
<a href="#">112524 7018392...</a>	Invoice	11/25/2024	Jenson Park 10/24/24-11/22/24	0.00	40.25	
<a href="#">112724 6409801...</a>	Invoice	11/27/2024	0 N Clavey 1E Rt 41 10/24/24 - 11/22/24	0.00	3,899.03	
17719	CONSTELLATION NEWENERGY - GAS	12/05/2024	Regular	0.00	1,707.92	191651
<a href="#">4179784</a>	Invoice	11/19/2024	1201 Park Ave W October 2024	0.00	1,707.92	
10624	DANIEL CREANEY COMPANY	12/05/2024	Regular	0.00	900.00	191647
<a href="#">46801</a>	Invoice	09/06/2024	Fink Park - Engineering Assessment	0.00	450.00	
<a href="#">46802</a>	Invoice	09/06/2024	Rosewood Park (Upper) Engineering Asses...	0.00	450.00	
18562	DAVIS BANCORP INC	12/05/2024	Regular	0.00	1,738.00	191648
<a href="#">127265</a>	Invoice	11/30/2024	Armored Transportation - November 2024	0.00	1,738.00	
10756	DRUE HOFFMAN	12/05/2024	Regular	0.00	180.00	191649
<a href="#">11142024</a>	Invoice	11/14/2024	Flag Football Ref - 3 Games October 2024	0.00	180.00	

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Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
10764 <a href="#">16044</a>	DURABIL FENCE CO INC Invoice	12/05/2024 10/11/2024	Regular Deer Creek Racquet Club Garbage Enclosu...	0.00 0.00	3,895.00 3,895.00	191650
18159 <a href="#">11142024</a>	GARY FULLETT Invoice	12/05/2024 11/14/2024	Regular Flag Football Ref - 6 Games October 2024	0.00 0.00	240.00 240.00	191652
10974 <a href="#">6048.100-8</a> <a href="#">6048.101-2</a>	GEWALT HAMILTON ASSOCIATES INC Invoice Invoice	12/05/2024 11/07/2024 11/07/2024	Regular Dome Improvements - Prof Services 9/30/... Dome Exploratory Excavation Svcs 9/30/24..	0.00 0.00 0.00	17,448.80 15,744.80 1,704.00	191653
21088 <a href="#">E-25714</a>	GREATER MIDWEST BASEBALL Invoice	12/05/2024 12/03/2024	Regular Prepay for June 2025 GMB World Series E...	0.00 0.00	750.00 750.00	191654
21081 <a href="#">2621533</a>	HOPE HEOTIS Invoice	12/05/2024 11/21/2024	Regular Refund	0.00 0.00	44.00 44.00	191655
21089 <a href="#">204991-1</a> <a href="#">Q205092-1</a>	HOUSE OF RENTAL Invoice Invoice	12/05/2024 12/05/2024 12/02/2024	Regular Winter Wonderland Fabric Wall Kit Prepay for April 2025 Family Dance - Drape..	0.00 0.00 0.00	1,034.56 597.76 436.80	191656
11194 <a href="#">902</a>	ILLINOIS SHOTOKAN KARATE Invoice	12/05/2024 12/05/2024	Regular Fall 2024 Karate	0.00 0.00	5,167.24 5,167.24	191657
18561 <a href="#">29681</a>	J MILLER MARKETING INC Invoice	12/05/2024 11/05/2024	Regular November 2024 Online Management	0.00 0.00	920.00 920.00	191658
15081 <a href="#">11142024</a>	JASON HEER Invoice	12/05/2024 11/14/2024	Regular Flag Football Ref. - 8 Games in October 20...	0.00 0.00	320.00 320.00	191659
11276 <a href="#">11142024</a>	JAY ZIMMERMAN Invoice	12/05/2024 11/14/2024	Regular Flag Football Assignor Fee - 42 Games Oct...	0.00 0.00	210.00 210.00	191660
16866 <a href="#">09172024</a> <a href="#">11152024</a>	JEFF COHEN CREATIVE LTD Invoice Invoice	12/05/2024 09/17/2024 11/15/2024	Regular Photography at The Preserve & Jeff Fox Fie.. Photography at Various Park District Facilit...	0.00 0.00 0.00	1,747.50 370.00 1,377.50	191661
13391 <a href="#">111420242</a>	JIM STATZA Invoice	12/05/2024 11/14/2024	Regular Flag Football Ref for 13 Games - October 2...	0.00 0.00	540.00 540.00	191662
18140 <a href="#">11142024</a>	JOHN MADDEN Invoice	12/05/2024 11/14/2024	Regular Flag Football Ref - 3 Games 10/16/2024	0.00 0.00	120.00 120.00	191663
21083 <a href="#">2634355</a>	JULIE GORDON Invoice	12/05/2024 12/03/2024	Regular Refund	0.00 0.00	50.00 50.00	191664
19673 <a href="#">2017</a>	KH KIM TAEKWONDO Invoice	12/05/2024 12/02/2024	Regular Fall 2024 Taekwondo Session, Total # Stud...	0.00 0.00	5,387.20 5,387.20	191665
20810 <a href="#">01810</a>	KIDOKINETICS - NORTH CHICAGO Invoice	12/05/2024 12/02/2024	Regular Kidokinetics Fall Season 2024	0.00 0.00	2,705.95 2,705.95	191705
20321 <a href="#">102373</a> <a href="#">102374</a>	KONIK & COMPANY, INC. Invoice Invoice	12/05/2024 11/27/2024 11/27/2024	Regular RWB Uniforms RWB Uniforms	0.00 0.00 0.00	1,040.25 442.75 597.50	191666
20702 <a href="#">PDH010125S</a> <a href="#">PDH112224</a> <a href="#">PDH112324V</a> <a href="#">PDH112524</a>	L6 TECHNOLOGY, INC. Invoice Invoice Invoice Invoice	12/05/2024 12/01/2024 11/22/2024 11/23/2024 11/25/2024	Regular Prepay January 2025 Monthly IT Support S... Virtual SmartZone 3.0, & Ruckus R550 & R... Monthly IP Collaboration - 11/23 - 12/22/... 3 Refurbished Cisco 3850-NM-2-10G Modu..	0.00 0.00 0.00 0.00	26,672.00 7,000.00 16,550.00 2,672.00 450.00	191667

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Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
20272	LANGTON GROUP	12/05/2024	Regular	0.00	14,900.00	191668
<a href="#">60907</a>	Invoice	08/26/2024	Preserve Mowing 08/26/24 - Week 17	0.00	738.00	
<a href="#">61582</a>	Invoice	10/28/2024	North Route Service Week 10/29/24 - We...	0.00	3,169.00	
<a href="#">61583</a>	Invoice	10/28/2024	South Route Service Week 10/29/24 - We...	0.00	3,543.00	
<a href="#">61698</a>	Invoice	11/11/2024	North Route Service Week 11/11/24 - We...	0.00	3,169.00	
<a href="#">61699</a>	Invoice	11/11/2024	South Route Service Week 11/11/24 - We...	0.00	3,543.00	
<a href="#">61700</a>	Invoice	11/11/2024	Preserve Mowing 11/11/24 - Week 25	0.00	738.00	
21085	LARRY PLOTKIN	12/05/2024	Regular	0.00	1,107.04	191669
<a href="#">Insurance Refund</a>	Invoice	12/04/2024	Return of IMRF Insurance Deduction for D...	0.00	1,107.04	
18474	LRS, LLC	12/05/2024	Regular	0.00	410.22	191670
<a href="#">LR5924217</a>	Invoice	10/25/2024	1240 Fredrickson Pl (POGO) 11/1/24 - 11/...	0.00	410.22	
18474	LRS, LLC	12/05/2024	Regular	0.00	875.52	191671
<a href="#">LR5956132</a>	Invoice	11/25/2024	1240 Fredrickson Pl (POGO) 12/01/24-12/...	0.00	875.52	
18474	LRS, LLC	12/05/2024	Regular	0.00	92.92	191672
<a href="#">LR5924218</a>	Invoice	10/25/2024	1801 Sunset Rd (Sunset Park) 11/1/24 - 11...	0.00	92.92	
18474	LRS, LLC	12/05/2024	Regular	0.00	358.00	191673
<a href="#">LR5956130</a>	Invoice	11/25/2024	3100 Trail Way (Centennial) 12/1/24 - 12/...	0.00	358.00	
18474	LRS, LLC	12/05/2024	Regular	0.00	565.32	191674
<a href="#">LR5871240</a>	Invoice	09/25/2024	1240 Fredrickson Pl (POGO) 10/01/24-10/...	0.00	565.32	
18474	LRS, LLC	12/05/2024	Regular	0.00	1,484.76	191675
<a href="#">LR5956135</a>	Invoice	11/25/2024	1240 Fredrickson Pl November 2024 & D...	0.00	1,484.76	
18474	LRS, LLC	12/05/2024	Regular	0.00	87.11	191676
<a href="#">LR5956127</a>	Invoice	11/25/2024	2821 Ridge Rd 12/1/24 - 12/31/24	0.00	87.11	
18474	LRS, LLC	12/05/2024	Regular	0.00	223.48	191677
<a href="#">LR5956129</a>	Invoice	11/25/2024	636 Ridge Rd 12/1/24 - 12/31/24	0.00	223.48	
18474	LRS, LLC	12/05/2024	Regular	0.00	150.87	191678
<a href="#">LR5956128</a>	Invoice	11/25/2024	701 Deer Creek Pkwy 12/1/24-12/31/24	0.00	150.87	
18474	LRS, LLC	12/05/2024	Regular	0.00	394.74	191679
<a href="#">LR5956403</a>	Invoice	11/25/2024	1201 Park Ave W 12/1/24 - 12/31/24	0.00	394.74	
18474	LRS, LLC	12/05/2024	Regular	0.00	87.11	191680
<a href="#">LR5956125</a>	Invoice	11/25/2024	883 Sheridan Rd 12/1/24 - 12/31/24	0.00	87.11	
18474	LRS, LLC	12/05/2024	Regular	0.00	498.14	191681
<a href="#">LR5956134</a>	Invoice	11/25/2024	3100 Trail Way Dump & Return November...	0.00	498.14	
11653	MAG CONSTRUCTION CO.	12/05/2024	Regular	0.00	4,700.00	191682
<a href="#">17-015</a>	Invoice	08/29/2024	Saw Cut Concrete Block Out from Top of F...	0.00	1,000.00	
<a href="#">17-1027</a>	Invoice	11/12/2024	HCAP Catch Basin Repair	0.00	3,700.00	
17948	MAJESTIC OAKS NURSERY LLC	12/05/2024	Regular	0.00	2,625.00	191683
<a href="#">133276</a>	Invoice	11/04/2024	P.A. North Beach Project & Fall Trees	0.00	2,625.00	
14647	MIDWEST FENCING CLUB	12/05/2024	Regular	0.00	3,006.90	191684
<a href="#">60</a>	Invoice	12/02/2024	Fencing Class: 10/4 - 11/8/2024	0.00	1,670.50	
<a href="#">61</a>	Invoice	12/02/2024	Fencing Class: 11/15 - 12/13/2024	0.00	1,336.40	
10006	NCPERS GROUP LIFE INSURANCE	12/05/2024	Regular	0.00	48.00	191685
<a href="#">3301122024</a>	Invoice	11/01/2024	NCPERS Group Life Insurance - December ...	0.00	48.00	

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Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
13604	NORTH SHORE GAS	12/05/2024	Regular	0.00	3,808.58	191686
<a href="#">111524 0601145...</a>	Invoice	11/15/2024	Deer Creek 10/16/24 - 11/13/24	0.00	821.14	
<a href="#">111524 0601145...</a>	Invoice	11/15/2024	RCHP 10/16/24 - 11/13/24	0.00	1,295.32	
<a href="#">111524 0601145...</a>	Invoice	11/15/2024	1240 Fredrickson Pl 10/16/24 - 11/13/24	0.00	891.06	
<a href="#">111524 0602225...</a>	Invoice	11/15/2024	1390 Sunset 10/16/24- 11/13/24	0.00	357.92	
<a href="#">111524 0602405...</a>	Invoice	11/15/2024	1377 Clavey Rd 10/16/24 - 11/13/24	0.00	95.33	
<a href="#">111524 0602405...</a>	Invoice	11/15/2024	3100 Trail Way 10/16/24 - 11/13/24	0.00	99.47	
<a href="#">111524 0602405...</a>	Invoice	11/15/2024	Aquatic Park 10/16/24 - 11/13/24	0.00	112.97	
<a href="#">111524 0608197...</a>	Invoice	11/15/2024	1801 Sunset Rd 10/16/24 - 11/13/24	0.00	78.63	
<a href="#">112024 0602405...</a>	Invoice	11/20/2024	2900 Trail Way, Cunniff Shelter 10/16/24-...	0.00	56.74	
14914	NORTH SHORE WATER RECLAMATIO	12/05/2024	Regular	0.00	30.53	191687
<a href="#">5451921</a>	Invoice	11/09/2024	0 Cavell Ave 04/15/24 - 07/15/24	0.00	14.25	
<a href="#">5453112</a>	Invoice	11/09/2024	750 Lincoln Ave West 04/15/24 - 07/15/24	0.00	16.28	
20075	NRG BUSINESS MARKETING	12/05/2024	Regular	0.00	3,784.17	191688
<a href="#">HS44539610</a>	Invoice	11/07/2024	636 Ridge Rd 10/1/24 - 10/31/24	0.00	858.54	
<a href="#">HS44539611</a>	Invoice	11/07/2024	1240 Fredrickson Pl(Hidden Creek) 10/1/2...	0.00	8.19	
<a href="#">HS44539612</a>	Invoice	11/07/2024	3100 Trail Way (Centennial Ice) 10/1/24 - ...	0.00	2,917.44	
11959	NSSRA	12/05/2024	Regular	0.00	169,729.49	191689
<a href="#">1075</a>	Invoice	11/26/2024	2nd Installment 2024 Member Agency Con...	0.00	169,729.49	
11998	PARK DISTRICT RISK MGMT AGCY	12/05/2024	Regular	0.00	235,165.83	191690
<a href="#">1124133</a>	Invoice	11/30/2024	November 2024 Property & Liability Insur...	0.00	31,143.15	
<a href="#">1124133H</a>	Invoice	11/30/2024	November 2024 Employee Health Insuran...	0.00	204,022.68	
16344	PARKS FOUNDATION OF HIGHLAND	12/05/2024	Regular	0.00	29.00	191691
<a href="#">12052024</a>	Invoice	12/05/2024	Over-Donation to PDHP	0.00	29.00	
21086	PEAR TREE - HEL'S KITCHEN CATERIN	12/05/2024	Regular	0.00	2,615.60	191642
<a href="#">E17605</a>	Invoice	11/19/2024	Prepay for 04/26/2025 Catering for Family...	0.00	2,615.60	
21082	PIRTANO CONSTRUCTION CO., LLC	12/05/2024	Regular	0.00	5,150.00	191692
<a href="#">10 128462</a>	Invoice	11/11/2024	Vacuum Excavated 16" Gas Main - 2205 S...	0.00	5,150.00	
19484	PLANSOURCE	12/05/2024	Regular	0.00	3,285.36	191693
<a href="#">12042024</a>	Invoice	12/04/2024	IMRF Retiree Insurance - December 2024 ...	0.00	3,285.36	
12157	RAY AMIDEI	12/05/2024	Regular	0.00	715.00	191694
<a href="#">11182024 13</a>	Invoice	11/18/2024	11/18/24 CRP/AED Class - 13 Participants	0.00	715.00	
12211	RICOH USA, INC	12/05/2024	Regular	0.00	1,462.64	191695
<a href="#">5070498489</a>	Invoice	11/17/2024	Copies 10/17/2024 - 11/16/2024	0.00	1,462.64	
16459	SANTO SPORT STORE	12/05/2024	Regular	0.00	10,544.50	191696
<a href="#">711369</a>	Invoice	11/21/2024	32 Youth Basketball Jerseys & Youth Shorts	0.00	2,656.00	
<a href="#">711370</a>	Invoice	11/21/2024	Holloway Youth Basketball Jerseys & Short...	0.00	2,573.00	
<a href="#">711372</a>	Invoice	11/21/2024	Holloway Basketball Jerseys & Shorts X 21 ...	0.00	1,743.00	
<a href="#">711374</a>	Invoice	11/21/2024	Adult & Youth Basketball Jerseys X 22 & S...	0.00	1,826.00	
<a href="#">711378</a>	Invoice	11/21/2024	116 Youth Mesh Tanks & 41 Adult Mesh T...	0.00	1,099.00	
<a href="#">711389</a>	Invoice	11/21/2024	157 Travel Basketball - Bags by Player	0.00	471.00	
<a href="#">711393</a>	Invoice	11/27/2024	1 Holloway Adult Basketball Shorts	0.00	61.50	
<a href="#">711413</a>	Invoice	11/19/2024	3 Champro Youth Basketball Jerseys	0.00	58.50	
<a href="#">711456</a>	Invoice	11/26/2024	1 Holloway Youth Reversible Basketball 1/...	0.00	56.50	
12321	SCHAEFGES BROTHERS, INC	12/05/2024	Regular	0.00	409,981.50	191697
<a href="#">Application No 2...</a>	Invoice	11/30/2024	Sunset Woods Park Improvements 11/30/...	0.00	409,981.50	
12393	SMITHGROUP, INC.	12/05/2024	Regular	0.00	685.00	191698
<a href="#">0183030</a>	Invoice	11/26/2024	HP Boat Launch Dredge Permit 9/28/24 - ...	0.00	685.00	
18900	STUCKEY CONSTRUCTION COMPANY	12/05/2024	Regular	0.00	202,048.20	191699
<a href="#">Application No 2...</a>	Invoice	11/30/2024	PDHP Pickle & Padel Club 11/30/24	0.00	202,048.20	

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Vendor Number Payable #	Vendor DBA Name Payable Type	Payment Date Payable Date	Payment Type Payable Description	Discount Amount Discount Amount	Payment Amount Payable Amount	Number
19785 <a href="#">11142024</a>	THE SWEET GROUP Invoice	12/05/2024 11/14/2024	Regular Flag Football Ref. - 13 Games October 2024	0.00 0.00	620.00 620.00	191703
12591 <a href="#">442632</a> <a href="#">442815</a>	THELEN MATERIALS, LLC Invoice Invoice	12/05/2024 11/23/2024 11/30/2024	Regular Turf Materials for Sunset Valley GC Turf Materials for Sunset Valley GC	0.00 0.00 0.00	3,199.78 1,983.27 1,216.51	191701
12607 <a href="#">11142024</a>	TIM GIBSON Invoice	12/05/2024 11/14/2024	Regular Flag Football Ref - 12 Games October 2024	0.00 0.00	480.00 480.00	191702
16948 <a href="#">IEPA Log # C-0231</a>	TREAS, STATE OF ILL, Invoice	12/05/2024 12/02/2024	Regular IEPA Log # C-0231-24, Certification Fee Pa...	0.00 0.00	6,200.00 6,200.00	191704
21033 <a href="#">2619022</a>	VINCENT WARTHER Invoice	12/05/2024 11/19/2024	Regular Refund	0.00 0.00	120.00 120.00	191706
18398 <a href="#">2426</a> <a href="#">2434</a>	WE GOT GAME, LLC Invoice Invoice	12/05/2024 11/05/2024 11/20/2024	Regular Fall 1 Clinic Contractor Fee 65/35 Split Basketball Evaluations in October & Nove...	0.00 0.00 0.00	3,010.83 1,860.83 1,150.00	191707
20063 <a href="#">11142024</a>	WILLIE ROUNSAVILLE Invoice	12/05/2024 11/14/2024	Regular Flag Football Ref - 6 Games October 2024	0.00 0.00	240.00 240.00	191708
17301 <a href="#">4548317218</a>	WILSON SPORTING GOODS CO. Invoice	12/05/2024 11/20/2024	Regular Classic Contour Grip X 12 & Cushion Classic..	0.00 0.00	132.52 132.52	191638
17189 <a href="#">00000062519</a>	W-T STRUCTURAL ENGINEERING LLC Invoice	12/05/2024 10/31/2024	Regular AA/TP Project Management Access Audit o..	0.00 0.00	9,275.61 9,275.61	191700

Bank Code AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	122	76	0.00	1,537,733.47
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	<b>122</b>	<b>76</b>	<b>0.00</b>	<b>1,537,733.47</b>



### Fund Summary

<b>Fund</b>	<b>Name</b>	<b>Period</b>	<b>Amount</b>
99	POOLED CASH FUND	12/2024	1,537,733.47
			<hr/>
			<b>1,537,733.47</b>



By Vendor DBA Name

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
<b>Bank Code: AP-AP BANK</b>						
17039	AIR COMFORT, LLC	12/12/2024	Regular	0.00	10,646.85	191728
<a href="#">407316</a>	Invoice	10/10/2024	Annual Preventative Maint. RCHP Pool De...	0.00	2,960.00	
<a href="#">407889</a>	Invoice	10/28/2024	New Flow Switch on Boiler at Rec. Center	0.00	1,367.35	
<a href="#">408668</a>	Invoice	11/27/2024	Ignition Modules Repair at Centennial Ice ...	0.00	1,702.50	
<a href="#">408717</a>	Invoice	11/30/2024	Munsters Heating Repairs at Centennial Ic...	0.00	4,617.00	
17720	ALAN SPECTOR	12/12/2024	Regular	0.00	37.00	191729
<a href="#">12102024</a>	Invoice	12/10/2024	House Basketball - Ref 1 Game 11/23/2024	0.00	37.00	
10085	ALEXANDER EQUIPMENT CO, INC.	12/12/2024	Regular	0.00	121,972.00	191730
<a href="#">212918</a>	Invoice	11/26/2024	2024 CMC Model 72HD Tracked Aerial Lift	0.00	121,972.00	
18335	ALTORFER INDUSTRIES INC	12/12/2024	Regular	0.00	2,578.66	191731
<a href="#">C2865601</a>	Invoice	11/18/2024	Irrigation System Blowout Rental Equipme...	0.00	2,578.66	
16342	AMERICAN UNDERGROUND, INC	12/12/2024	Regular	0.00	7,120.00	191733
<a href="#">9882</a>	Invoice	12/04/2024	CCTV Inspection Services - Cunniff & Sunse...	0.00	7,120.00	
19172	AQUAMOON LLC	12/12/2024	Regular	0.00	640.00	191735
<a href="#">24-2428</a>	Invoice	12/02/2024	Aquarium Service at Heller Nature Center	0.00	640.00	
20071	AVALON PETROLEUM COMPANY	12/12/2024	Regular	0.00	6,235.60	191736
<a href="#">009690</a>	Invoice	11/04/2024	Unleaded Fuel 11/04/24	0.00	925.97	
<a href="#">009711</a>	Invoice	11/18/2024	Unleaded Fuel 11/18/24	0.00	1,154.40	
<a href="#">009740</a>	Invoice	11/22/2024	Unleaded Fuel 11/22/24	0.00	1,510.46	
<a href="#">009820</a>	Invoice	11/14/2024	Unleaded Fuel 11/14/24	0.00	918.45	
<a href="#">040781</a>	Invoice	11/04/2024	Diesel Fuel 11/04/24	0.00	1,055.78	
<a href="#">040884</a>	Invoice	11/18/2024	Diesel Fuel 11/18/24	0.00	670.54	
18584	CARRIE GORDON	12/12/2024	Regular	0.00	921.50	191737
<a href="#">2641630</a>	Invoice	12/10/2024	Refund	0.00	921.50	
20755	CHEN SITE DESIGN STUDIO LLC	12/12/2024	Regular	0.00	4,200.00	191738
<a href="#">2 - Lincoln Park I...</a>	Invoice	12/09/2024	Lincoln Park Improvements - Landscape Ar...	0.00	4,200.00	
10441	CHERYL WYSKUP-ELEAZAR	12/12/2024	Regular	0.00	48.56	191739
<a href="#">120920024</a>	Invoice	12/09/2024	Travel Reimbursement - Competition Judge	0.00	48.56	
10446	CHICAGO DIST GOLF ASSOC	12/12/2024	Regular	0.00	2,000.00	191740
<a href="#">1442</a>	Invoice	10/18/2024	Fourth Installment (o f5) for 2024 CDGA M...	0.00	2,000.00	
10502	CITY OF HIGHLAND PARK	12/12/2024	Regular	0.00	5,294.36	191741
<a href="#">120324 006468</a>	Invoice	12/03/2024	0 Cloverdale Ave 9/1/24 - 11/30/24	0.00	65.33	
<a href="#">120324 007039</a>	Invoice	12/03/2024	3420 Krenn Ave 9/1/24 - 11/30/24	0.00	931.77	
<a href="#">120324 007271</a>	Invoice	12/03/2024	0 Kent Ave 9/1/24 - 11/30/24	0.00	26.40	
<a href="#">120324 008032</a>	Invoice	12/03/2024	636 Ridge Rd 9/1/24 - 11/30/24	0.00	2,226.61	
<a href="#">120324 008037</a>	Invoice	12/03/2024	636 Ridge Rd 9/1/24 - 11/30/24	0.00	687.42	
<a href="#">120324 008912</a>	Invoice	12/03/2024	150 Barberry Rd 9/1/24 - 11/30/24	0.00	311.15	
<a href="#">120324 009261</a>	Invoice	12/03/2024	2821 Ridge Rd 9/1/24 - 11/30/24	0.00	703.37	
<a href="#">120324 026564</a>	Invoice	12/03/2024	2755 Trail Way 9/1/24 - 11/30/24	0.00	26.40	
<a href="#">120324 026583</a>	Invoice	12/03/2024	1556 Grove Ave 9/1/24 - 11/30/24	0.00	26.40	
<a href="#">120324 026585</a>	Invoice	12/03/2024	1240 Fredrickson Pl 9/1/24 - 11/30/24	0.00	215.72	
<a href="#">120324 026603</a>	Invoice	12/03/2024	850 Clavey Rd 9/1/24 - 11/30/24	0.00	26.40	
<a href="#">120324 035454</a>	Invoice	12/03/2024	888 Clavey Rd 9/1/24 - 11/30/24	0.00	47.39	

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Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
10537	COMMONWEALTH EDISON COMPAN	12/12/2024	Regular	0.00	7,961.13	191742
<a href="#">112524 2471321...</a>	Invoice	11/25/2024	636 Ridge Rd 10/23/24 - 11/21/24	0.00	139.40	
<a href="#">112624 0150341...</a>	Invoice	11/26/2024	0 W Linden Ave 1 S Laurel 10/24/24 - 11/2...	0.00	25.36	
<a href="#">112624 0740352...</a>	Invoice	11/26/2024	2821 Ridge Rd 10/23/24 - 11/21/24	0.00	577.72	
<a href="#">112624 6889221...</a>	Invoice	11/26/2024	1 Central Ave 10/24/24 - 11/22/24	0.00	29.81	
<a href="#">112724 0348721...</a>	Invoice	11/27/2024	1377 Deer Creek Pkwy 10/24/24 - 11/22/24	0.00	703.43	
<a href="#">112724 1488652...</a>	Invoice	11/27/2024	2501 Sheridan Rd 10/24/24 - 11/22/24	0.00	28.47	
<a href="#">112724 1854442...</a>	Invoice	11/27/2024	45 Roger Williams 1 E Sheridan 10/24/24 -...	0.00	526.61	
<a href="#">112724 2306711...</a>	Invoice	11/27/2024	1 Central Ave 10/24/24 - 11/22/24	0.00	105.05	
<a href="#">120324 3986862...</a>	Invoice	12/03/2024	1201 Park Ave 10/28/24 - 11/27/24	0.00	5,825.28	
18393	COPENHAVER CONSTRUCTION INC	12/12/2024	Regular	0.00	318,979.59	191743
<a href="#">Application No 3...</a>	Invoice	12/02/2024	2024 Park Ave Beach Access Improvement	0.00	318,979.59	
21092	DANIEL ZURAKOV	12/12/2024	Regular	0.00	139.00	191744
<a href="#">2640767</a>	Invoice	12/09/2024	Refund	0.00	139.00	
10704	DG GARRITY	12/12/2024	Regular	0.00	42.88	191745
<a href="#">12092024</a>	Invoice	12/09/2024	Travel Reimbursement - Competition Judge	0.00	42.88	
17122	DYNEGY ENERGY SERVICES	12/12/2024	Regular	0.00	23,930.08	191746
<a href="#">030000411020</a>	Invoice	11/08/2024	September 2024 - October 2024	0.00	23,930.08	
17122	DYNEGY ENERGY SERVICES	12/12/2024	Regular	0.00	3,304.44	191747
<a href="#">030000420662</a>	Invoice	11/21/2024	July 2024 - September 2024 (1801 Sunset ...	0.00	3,304.44	
18364	ELIANA BIGGERS	12/12/2024	Regular	0.00	62.32	191748
<a href="#">12092024</a>	Invoice	12/09/2024	Travel Reimbursement - Competition Judge	0.00	62.32	
16915	FALCONS HOCKEY ASSOCIATION	12/12/2024	Regular	0.00	1,139.02	191749
<a href="#">12052024</a>	Invoice	12/05/2024	Little Falcons Fall Session 2	0.00	1,139.02	
17444	H.M. WITT & CO. SIGNS	12/12/2024	Regular	0.00	13,323.50	191750
<a href="#">86772A</a>	Invoice	12/06/2024	Monument Signage - Balance	0.00	13,323.50	
11125	HITCHCOCK DESIGN GROUP	12/12/2024	Regular	0.00	3,547.50	191751
<a href="#">34119</a>	Invoice	11/30/2024	Park Ave Beach Construction Phase Serv. ...	0.00	3,547.50	
19937	IMAGING ESSENTIALS, INC.	12/12/2024	Regular	0.00	691.93	191752
<a href="#">SINV107996</a>	Invoice	12/10/2024	Canon Matte Black Ink & 36" X 300' - 1 Roll	0.00	691.93	
20979	JASON BRUCE CHERPAK	12/12/2024	Regular	0.00	185.00	191753
<a href="#">12102024</a>	Invoice	12/10/2024	House Basketball Ref - 5 Games 11/16 & 1...	0.00	185.00	
11274	JAY BACH	12/12/2024	Regular	0.00	148.00	191754
<a href="#">12102024</a>	Invoice	12/10/2024	House Basketball Ref - 4 Games 11/16 & 1...	0.00	148.00	
11276	JAY ZIMMERMAN	12/12/2024	Regular	0.00	207.00	191755
<a href="#">12102024</a>	Invoice	12/10/2024	House Basketball Ref & Assigner Nov. & D...	0.00	207.00	
13391	JIM STATZA	12/12/2024	Regular	0.00	370.00	191756
<a href="#">12102024</a>	Invoice	12/10/2024	House Basketball Ref- 10 Games Nov. & D...	0.00	370.00	
15821	JOHN ANDERSON	12/12/2024	Regular	0.00	240.00	191757
<a href="#">12052024</a>	Invoice	12/05/2024	Umpire for 3 Baseball Games - 9/28, 10/1,...	0.00	240.00	
20672	JOHN H. FIX	12/12/2024	Regular	0.00	111.00	191758
<a href="#">12102024</a>	Invoice	12/10/2024	House Basketball Ref - 3 Games 12/07/20...	0.00	111.00	
21097	JOHN'S GARAGE	12/12/2024	Regular	0.00	19,575.00	191759
<a href="#">24-1805-ST</a>	Invoice	11/22/2024	2024 F250 Snowplows X 3	0.00	19,575.00	
20558	KELLY GILLETTE	12/12/2024	Regular	0.00	845.69	191761
<a href="#">12082024</a>	Invoice	12/08/2024	Travel & Computer Expense for Accountant	0.00	845.69	

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Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
20938 <a href="#">09232024</a>	LAVIN COMPANIES, INC. Invoice	12/12/2024 09/23/2024	Regular Deutsch Woodcarpet Replenishing	0.00 0.00	6,800.00 6,800.00	191771
18474 <a href="#">LR5924215</a>	LRS, LLC Invoice	12/12/2024 10/25/2024	Regular 1390 Sunset Rd. 11/1 - 11/30/24 Trash & ...	0.00 0.00	298.22 298.22	191762
18474 <a href="#">LR5956133</a>	LRS, LLC Invoice	12/12/2024 11/25/2024	Regular 1801 Sunset Rd (Sunset Park) 12/1/24 - 12...	0.00 0.00	92.92 92.92	191763
21093 <a href="#">2641404</a>	MARISA KOWALSKY Invoice	12/12/2024 12/10/2024	Regular Refund	0.00 0.00	50.00 50.00	191764
11806 <a href="#">12092024</a>	MICHAEL DORAN Invoice	12/12/2024 12/09/2024	Regular Flag Football Referee 5/22/24 - 2 Games	0.00 0.00	80.00 80.00	191765
21095 <a href="#">1109</a>	MIDWEST SOLAR CONTROL + GLASS Invoice	12/12/2024 04/12/2024	Regular 3M Safety Window Film Application	0.00 0.00	5,384.00 5,384.00	191766
17710 <a href="#">CINV004077555</a>	MNJ TECHNOLOGIES DIRECT, INC Invoice	12/12/2024 11/20/2024	Regular Microsoft 365 Business Premium/Business...	0.00 0.00	2,175.88 2,175.88	191767
14040 <a href="#">12092024</a>	MONICA TISCHLER Invoice	12/12/2024 12/09/2024	Regular Travel Reimbursement - Competition Judge	0.00 0.00	62.82 62.82	191768
20804 <a href="#">12012024</a>	NORTH SHORE CHEER, LLC Invoice	12/12/2024 12/01/2024	Regular Second Half of Mini Cheer Payment	0.00 0.00	6,707.05 6,707.05	191734
13604 <a href="#">120524 0601145...</a> <a href="#">120524 0601145...</a> <a href="#">120524 0602405...</a>	NORTH SHORE GAS Invoice Invoice Invoice	12/12/2024 12/05/2024 12/05/2024 12/05/2024	Regular 636 Ridge Rd (West Ridge Center) 11/1/24... 3100 Trail Way (Centennial Ice) 11/1/24 - ... 1240 Fredrickson (Hidden Creek) 11/1/24...	0.00 0.00 0.00	3,479.87 1,088.11 2,170.24 221.52	191769
20613 <a href="#">1861</a>	NORTH SHORE SPORTS AND WELLNE Invoice	12/12/2024 11/07/2024	Regular 2025 Prepay CFL - Basketball Feeder Leag...	0.00 0.00	10,200.00 10,200.00	191770
18362 <a href="#">12092024</a>	OANA PAVELEA Invoice	12/12/2024 12/09/2024	Regular Travel Reimbursement - Competition Judge	0.00 0.00	38.86 38.86	191772
16344 <a href="#">12092024</a>	PARKS FOUNDATION OF HIGHLAND Invoice	12/12/2024 12/09/2024	Regular Foundation Funds Collected @ PDHP 11/0...	0.00 0.00	252.68 252.68	191773
12057 <a href="#">12102024</a>	PHILLIP FOLINO Invoice	12/12/2024 12/10/2024	Regular House Basketball Ref - 8 Games Nov. & De...	0.00 0.00	296.00 296.00	191774
12184 <a href="#">4075579-00</a>	REINDERS, INC. Invoice	12/12/2024 11/25/2024	Regular Groundmaster 3500-D w/ Mulch Kit for Go...	0.00 0.00	47,001.74 47,001.74	191777
20069 <a href="#">IN50361</a>	RES ENVIRONMENTAL OPERATING C Invoice	12/12/2024 10/31/2024	Regular Heller Eco Restoration 2024	0.00 0.00	6,350.00 6,350.00	191775
20559 <a href="#">12092024</a>	RICK KERN Invoice	12/12/2024 12/09/2024	Regular Travel Reimbursement- Competition Judge	0.00 0.00	24.12 24.12	191778
21096 <a href="#">10366</a>	RUBINO ENGINEERING, INC. Invoice	12/12/2024 11/30/2024	Regular M24.196 Park Ave Beach, Highland Park	0.00 0.00	2,708.00 2,708.00	191779
16459 <a href="#">711371</a> <a href="#">711373</a> <a href="#">711375</a>	SANTO SPORT STORE Invoice Invoice Invoice	12/12/2024 11/21/2024 11/21/2024 11/21/2024	Regular Youth Basketball Jerseys X 19 & Shorts X 19 Youth Basketball Jerseys X 32 & Shorts X 32 1 Youth Basketball Jersey & 1 Adult Baske...	0.00 0.00 0.00	4,357.50 1,577.00 2,656.00 124.50	191780
20882 <a href="#">124020-2</a>	SCHMIDT ENGINEERING, INC. Invoice	12/12/2024 11/05/2024	Regular Bid Drawings Site Examination - Heller Nat...	0.00 0.00	3,400.00 3,400.00	191781

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	
21094	SCOTT DONIGER	12/12/2024	Regular	0.00	1,001.00	191782
<a href="#">2641695</a>	Invoice	12/10/2024	Refund	0.00	752.00	
<a href="#">2643062</a>	Invoice	12/11/2024	Refund	0.00	249.00	
10767	TEXTRON E-Z-GO LLC	12/12/2024	Regular	0.00	13,195.00	191783
<a href="#">94023783</a>	Invoice	09/11/2024	SWB Truck Kawasaki EFI Gas Platform - Golf	0.00	13,195.00	
19785	THE SWEET GROUP	12/12/2024	Regular	0.00	185.00	191786
<a href="#">12102024</a>	Invoice	12/10/2024	House Basketball Ref - 5 Games 11/9 & 11...	0.00	185.00	
12607	TIM GIBSON	12/12/2024	Regular	0.00	407.00	191785
<a href="#">12102024</a>	Invoice	12/10/2024	House Basketball Ref. - 11 Games Nov. & ...	0.00	407.00	
20834	WEST40 ISC 2	12/12/2024	Regular	0.00	400.00	191776
<a href="#">250380</a>	Invoice	12/05/2024	11/7 & 11/8/24 Technical Services - Bollar...	0.00	400.00	
17713	WILD GOOSE CHASE INC	12/12/2024	Regular	0.00	2,417.00	191787
<a href="#">241592</a>	Invoice	10/14/2024	Goose Control for Golf Course - October 2...	0.00	1,079.00	
<a href="#">241727</a>	Invoice	11/01/2024	Goose Control for Golf Course - November...	0.00	1,338.00	
20063	WILLIE ROUNSAVILLE	12/12/2024	Regular	0.00	37.00	191788
<a href="#">12102024</a>	Invoice	12/10/2024	House Basketball Ref 1 Game 12/4/24	0.00	37.00	
17301	WILSON SPORTING GOODS CO.	12/12/2024	Regular	0.00	1,066.29	191732
<a href="#">4548692569</a>	Invoice	12/09/2024	12 Boxes of US Open Tennis Balls	0.00	981.28	
<a href="#">4548692570</a>	Invoice	12/09/2024	1 Pro OG Sensation 100 Pc Whbkpk	0.00	85.01	
17189	W-T STRUCTURAL ENGINEERING LLC	12/12/2024	Regular	0.00	6,538.03	191784
<a href="#">00000063976</a>	Invoice	11/30/2024	AA / TP Project Management Access Audit...	0.00	6,538.03	
19650	ZEV CHERPAK	12/12/2024	Regular	0.00	111.00	191789
<a href="#">12102024</a>	Invoice	12/10/2024	House Basketball Ref - 3 Games 12/7/2024	0.00	111.00	
19934	ZIPLINE CORPORATION	12/12/2024	Regular	0.00	330.00	191760
<a href="#">7-022HP</a>	Invoice	12/03/2024	2024 Photography & Editing for Park Distri...	0.00	330.00	

Bank Code AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	96	62	0.00	681,944.59
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	<b>96</b>	<b>62</b>	<b>0.00</b>	<b>681,944.59</b>

### Fund Summary

<b>Fund</b>	<b>Name</b>	<b>Period</b>	<b>Amount</b>
99	POOLED CASH FUND	12/2024	681,944.59
			<hr/>
			<b>681,944.59</b>



Park District of Highland Park, IL

# Check Register

Packet: APPKT04400 - Bank Draft 11/15/24 HealthEquity

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	11/15/2024	Bank Draft	0.00	571.92	DFT0005211
<a href="#">INV7174106</a>	Invoice	11/15/2024	PMB DCFSA & HCFA Visa Payments	0.00	571.92	

**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	571.92
EFT's	0	0	0.00	0.00
	<b>1</b>	<b>1</b>	<b>0.00</b>	<b>571.92</b>

### Fund Summary

<b>Fund</b>	<b>Name</b>	<b>Period</b>	<b>Amount</b>
99	POOLED CASH FUND	11/2024	571.92
			<hr/>
			571.92





By Vendor DBA Name

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
<b>Bank Code: PAYROLL-PAYROLL BANK</b>						
11161	ICMA RETIREMENT TRUST #302037	11/15/2024	Bank Draft	0.00	4,383.00	DFT0005210
<a href="#">11152024 ICMA</a>	Invoice	11/15/2024	11/15/2024 ICMA 457 Deductions Plan #3...	0.00	4,383.00	

**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	4,383.00
EFT's	0	0	0.00	0.00
	<b>1</b>	<b>1</b>	<b>0.00</b>	<b>4,383.00</b>

### Fund Summary

<b>Fund</b>	<b>Name</b>	<b>Period</b>	<b>Amount</b>
99	POOLED CASH FUND	11/2024	4,383.00
			<hr/>
			<b>4,383.00</b>



Park District of Highland Park, IL

# Check Register

Packet: APPKT04398 - Bank Draft 11/15/24 ICMA Roth

By Vendor DBA Name

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
12825	ICMA RETIREMENT TRUST #705568	11/15/2024	Bank Draft	0.00	385.00	DFT0005209

### 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	385.00
EFT's	0	0	0.00	0.00
	<b>1</b>	<b>1</b>	<b>0.00</b>	<b>385.00</b>

### Fund Summary

<b>Fund</b>	<b>Name</b>	<b>Period</b>	<b>Amount</b>
99	POOLED CASH FUND	11/2024	385.00
			<hr/>
			<b>385.00</b>



Park District of Highland Park, IL

# Check Register

Packet: APPKT04397 - Bank Draft 11/18/24 Illinois Dept. of Revenue Sales Tax

By Vendor DBA Name

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
<b>Bank Code: AP-AP BANK</b>						
11188	ILLINOIS DEPT OF REVENUE	11/18/2024	Bank Draft	0.00	938.00	DFT0005208
<a href="#">October 2024</a>	Invoice	11/18/2024	October Sales Tax / Use Tax - ST-1 Payment	0.00	938.00	

**Bank Code AP Summary**

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	0	0	0.00	0.00
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	1	1	0.00	938.00
EFT's	0	0	0.00	0.00
	<b>1</b>	<b>1</b>	<b>0.00</b>	<b>938.00</b>

### Fund Summary

<b>Fund</b>	<b>Name</b>	<b>Period</b>	<b>Amount</b>
99	POOLED CASH FUND	11/2024	938.00
			<hr/>
			<b>938.00</b>



Park District of Highland Park, IL

# Check Register

Packet: APPKT04406 - Bank Draft 11/21/24 Illinois Dept. of Revenue

By Vendor DBA Name

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
<b>Bank Code: AP-AP BANK</b>						
11188	ILLINOIS DEPT OF REVENUE	11/21/2024	Bank Draft	0.00	139.00	DFT0005218
<a href="#">112124 0802147</a>	Invoice	11/21/2024	Unemployment Insurance Tax Payment Ac...	0.00	139.00	

**Bank Code AP Summary**

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	0	0	0.00	0.00
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	1	1	0.00	139.00
EFT's	0	0	0.00	0.00
	<b>1</b>	<b>1</b>	<b>0.00</b>	<b>139.00</b>

### Fund Summary

<b>Fund</b>	<b>Name</b>	<b>Period</b>	<b>Amount</b>
99	POOLED CASH FUND	11/2024	139.00
			<hr/>
			<b>139.00</b>





Park District of Highland Park, IL

# Check Register

Packet: APPKT04415 - Bank Draft 12/04/24 HealthEquity

By Vendor DBA Name

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
19658	HEALTHEQUITY INC	12/04/2024	Bank Draft	0.00	676.39	DFT0005227
<a href="#">INV7221665</a>	Invoice	12/04/2024	PMB DCFSA & HCFSA Visa Payments	0.00	676.39	

**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	676.39
EFT's	0	0	0.00	0.00
	<b>1</b>	<b>1</b>	<b>0.00</b>	<b>676.39</b>

### Fund Summary

<b>Fund</b>	<b>Name</b>	<b>Period</b>	<b>Amount</b>
99	POOLED CASH FUND	12/2024	676.39
			<hr/>
			<b>676.39</b>



Park District of Highland Park, IL

# Check Register

Packet: APPKT04412 - Bank Draft 12/04/24 AFLAC

By Vendor DBA Name

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
10058	AFLAC	12/04/2024	Bank Draft	0.00	730.08	DFT0005222
<a href="#">282360</a>	Invoice	12/04/2024	AFLAC Deduction Period Ending 11/30/20...	0.00	730.08	

**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	730.08
EFT's	0	0	0.00	0.00
	<b>1</b>	<b>1</b>	<b>0.00</b>	<b>730.08</b>

### Fund Summary

<b>Fund</b>	<b>Name</b>	<b>Period</b>	<b>Amount</b>
99	POOLED CASH FUND	12/2024	730.08
			<hr/>
			<b>730.08</b>



Park District of Highland Park, IL

Packet: APPKT04414 - Bank Draft 12/04/24 Amalgamated Bank of Chicago

# Check Register

By Vendor DBA Name

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
<b>Bank Code: AP-AP BANK</b>						
10111	AMALGAMATED BANK OF CHICAGO	12/04/2024	Bank Draft	0.00	963,000.00	DFT0005224
<a href="#">120424 Tax Park...</a>	Invoice	12/04/2024	Debt Service 12/15/24 Tax Park Bond Seri...	0.00	963,000.00	
10111	AMALGAMATED BANK OF CHICAGO	12/04/2024	Bank Draft	0.00	580,150.00	DFT0005225
<a href="#">120424 Tax Park...</a>	Invoice	12/04/2024	Debt Service 12/15/24 Tax Park Bond Seri...	0.00	580,150.00	
10111	AMALGAMATED BANK OF CHICAGO	12/04/2024	Bank Draft	0.00	1,324,900.00	DFT0005226
<a href="#">120424 Tax Park...</a>	Invoice	12/04/2024	Debt Service 12/15/24 Tax Park Bond Seri...	0.00	1,324,900.00	

**Bank Code AP Summary**

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	0	0	0.00	0.00
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	3	3	0.00	2,868,050.00
EFT's	0	0	0.00	0.00
	<b>3</b>	<b>3</b>	<b>0.00</b>	<b>2,868,050.00</b>

### Fund Summary

<b>Fund</b>	<b>Name</b>	<b>Period</b>	<b>Amount</b>
99	POOLED CASH FUND	12/2024	2,868,050.00
			<hr/>
			<b>2,868,050.00</b>



Park District of Highland Park, IL

# Check Register

Packet: APPKT04416 - Bank Draft 12/04/24 HealthEquity II

By Vendor DBA Name

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
<b>Bank Code: PAYROLL-PAYROLL BANK</b>						
19658	HEALTHEQUITY INC	12/04/2024	Bank Draft	0.00	39.28	DFT0005228
<a href="#">INV7213484 / C...</a>	Invoice	12/04/2024	HC, DC,& HCDC FSA Admin Fees - Novemb...	0.00	39.28	

**Bank Code PAYROLL Summary**

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	0	0	0.00	0.00
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	1	1	0.00	39.28
EFT's	0	0	0.00	0.00
	<b>1</b>	<b>1</b>	<b>0.00</b>	<b>39.28</b>

### Fund Summary

<b>Fund</b>	<b>Name</b>	<b>Period</b>	<b>Amount</b>
99	POOLED CASH FUND	12/2024	39.28
			<hr/>
			<b>39.28</b>





Park District of Highland Park, IL

# Check Register

Packet: APPKT04409 - Bank Draft 12/04/24 HealthEquity

By Vendor DBA Name

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
19658	HEALTHEQUITY INC	12/04/2024	Bank Draft	0.00	665.75	DFT0005219
<a href="#">INV7236431</a>	Invoice	12/04/2024	PMB DCFSA & HCFSA Visa Payments	0.00	665.75	

**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	665.75
EFT's	0	0	0.00	0.00
	<b>1</b>	<b>1</b>	<b>0.00</b>	<b>665.75</b>

### Fund Summary

<b>Fund</b>	<b>Name</b>	<b>Period</b>	<b>Amount</b>
99	POOLED CASH FUND	12/2024	665.75
			<hr/>
			665.75



Park District of Highland Park, IL

# Check Register

Packet: APPKT04410 - Bank Draft 12/04/24 ICMA 457

By Vendor DBA Name

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
<b>Bank Code: PAYROLL-PAYROLL BANK</b>						
11161	ICMA RETIREMENT TRUST #302037	12/04/2024	Bank Draft	0.00	4,458.08	DFT0005220
<a href="#">11292024 ICMA</a>	Invoice	12/04/2024	11/29/2024 ICMA 457 Deductions Plan #3...	0.00	4,458.08	

**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	4,458.08
EFT's	0	0	0.00	0.00
	<b>1</b>	<b>1</b>	<b>0.00</b>	<b>4,458.08</b>

### Fund Summary

<b>Fund</b>	<b>Name</b>	<b>Period</b>	<b>Amount</b>
99	POOLED CASH FUND	12/2024	4,458.08
			<hr/>
			<b>4,458.08</b>



Park District of Highland Park, IL

# Check Register

Packet: APPKT04411 - Bank Draft 12/04/24 ICMA Roth

By Vendor DBA Name

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
12825	ICMA RETIREMENT TRUST #705568	12/04/2024	Bank Draft	0.00	385.00	DFT0005221
<b>Payable #</b>	<b>Payable Type</b>	<b>Payable Date</b>	<b>Payable Description</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<b>Account Number</b>	<b>Account Name</b>	<b>Project Account Key</b>	<b>Item Description</b>	<b>Dist Amount</b>		
<a href="#">11292024 ICMA</a>	Invoice	12/04/2024	11/29/2024 ICMA Roth Deductions Plan #...	0.00	385.00	
<a href="#">01-11-208000</a>		DEFERRED COMPENSATI...	11/29/2024 ICMA Roth De...		385.00	

**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	385.00
EFT's	0	0	0.00	0.00
	<b>1</b>	<b>1</b>	<b>0.00</b>	<b>385.00</b>

### Fund Summary

<b>Fund</b>	<b>Name</b>	<b>Period</b>	<b>Amount</b>
99	POOLED CASH FUND	12/2024	385.00
			<hr/>
			<b>385.00</b>



Park District of Highland Park, IL

# Check Register

Packet: APPKT04413 - Bank Draft 12/04/24 IMRF

By Vendor DBA Name

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
<b>Bank Code: PAYROLL-PAYROLL BANK</b>						
11177	ILL MUNICIPAL RETIREMENT FUND	12/04/2024	Bank Draft	0.00	76,546.38	DFT0005223
<a href="#">1827631-W111</a>	Invoice	12/04/2024	November 2024 IMRF Contributions	0.00	76,546.38	

**Bank Code PAYROLL Summary**

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	0	0	0.00	0.00
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	1	1	0.00	76,546.38
EFT's	0	0	0.00	0.00
	<b>1</b>	<b>1</b>	<b>0.00</b>	<b>76,546.38</b>

### Fund Summary

<b>Fund</b>	<b>Name</b>	<b>Period</b>	<b>Amount</b>
99	POOLED CASH FUND	12/2024	76,546.38
			<hr/>
			<b>76,546.38</b>





Park District of Highland Park, IL

# Check Register

Packet: APPKT04421 - Bank Draft 12/05/24 Quadient

By Vendor DBA Name

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
<b>Bank Code: AP-AP BANK</b>						
18904	QUADIENT FINANCE USA, INC	12/05/2024	Bank Draft	0.00	110.02	DFT0005229
<a href="#">12052024</a>	Invoice	12/05/2024	Postage Machine Equipment Rental	0.00	110.02	

### Bank Code AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	0	0	0.00	0.00
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	1	1	0.00	110.02
EFT's	0	0	0.00	0.00
	<b>1</b>	<b>1</b>	<b>0.00</b>	<b>110.02</b>

### Fund Summary

<b>Fund</b>	<b>Name</b>	<b>Period</b>	<b>Amount</b>
99	POOLED CASH FUND	12/2024	110.02
			<hr/>
			<b>110.02</b>



Park District of Highland Park, IL

# Check Register

Packet: APPKT04395 - P-Card Statement 10/08/24 - 11/07/24  
Payment

By Vendor DBA Name

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
<b>Bank Code: AP-AP BANK</b>						
10313	BOA P-CARD STATEMENTS	11/07/2024	Bank Draft	0.00	179,544.07	DFT0005207
<a href="#">110724</a>	Invoice	11/07/2024	P-Card with PA	0.00	179,544.07	

**Bank Code AP Summary**

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	0	0	0.00	0.00
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	1	1	0.00	179,544.07
EFT's	0	0	0.00	0.00
	<b>1</b>	<b>1</b>	<b>0.00</b>	<b>179,544.07</b>

### Fund Summary

<b>Fund</b>	<b>Name</b>	<b>Period</b>	<b>Amount</b>
99	POOLED CASH FUND	11/2024	179,544.07
			<hr/>
			<b>179,544.07</b>



### Payables Left To Pay Again

Vendor Set: 01 - Vendor Set 01

Bank: AP - AP BANK

<b>Vendor Number</b>	<b>Vendor Name</b>	<b>Total Vendor Amount</b>
<a href="#">11998</a>	PARK DISTRICT RISK MGMT AGCY	-235,165.83

<b>Payment Type</b>	<b>Payment Number</b>	<b>Original Payment Date</b>	<b>Reversal Date</b>	<b>Payment Amount</b>
Check	<a href="#">191690</a>	12/05/2024	12/05/2024	-235,165.83

<b>Payable Number:</b>	<b>Description</b>	<b>Payable Date</b>	<b>Due Date</b>	<b>Payable Amount</b>
<a href="#">1124133</a>	November 2024 Property & Liability Insurance	11/30/2024	12/05/2024	31,143.15
<a href="#">1124133H</a>	November 2024 Employee Health Insurance	11/30/2024	12/05/2024	204,022.68

<b>Vendor Number</b>	<b>Vendor Name</b>	<b>Total Vendor Amount</b>
<a href="#">12157</a>	RAY AMIDEI	-715.00

<b>Payment Type</b>	<b>Payment Number</b>	<b>Original Payment Date</b>	<b>Reversal Date</b>	<b>Payment Amount</b>
Check	<a href="#">191694</a>	12/05/2024	12/05/2024	-715.00

<b>Payable Number:</b>	<b>Description</b>	<b>Payable Date</b>	<b>Due Date</b>	<b>Payable Amount</b>
<a href="#">11182024 13</a>	11/18/24 CRP/AED Class - 13 Participants	11/18/2024	12/05/2024	715.00

<b>Vendor Number</b>	<b>Vendor Name</b>	<b>Total Vendor Amount</b>
<a href="#">12211</a>	RICOH USA, INC	-1,462.64

<b>Payment Type</b>	<b>Payment Number</b>	<b>Original Payment Date</b>	<b>Reversal Date</b>	<b>Payment Amount</b>
Check	<a href="#">191695</a>	12/05/2024	12/05/2024	-1,462.64

<b>Payable Number:</b>	<b>Description</b>	<b>Payable Date</b>	<b>Due Date</b>	<b>Payable Amount</b>
<a href="#">5070498489</a>	Copies 10/17/2024 - 11/16/2024	11/17/2024	12/05/2024	1,462.64

<b>Vendor Number</b>	<b>Vendor Name</b>	<b>Total Vendor Amount</b>
<a href="#">12321</a>	SCHAEFGES BROTHERS, INC	-409,981.50

<b>Payment Type</b>	<b>Payment Number</b>	<b>Original Payment Date</b>	<b>Reversal Date</b>	<b>Payment Amount</b>
Check	<a href="#">191697</a>	12/05/2024	12/05/2024	-409,981.50

<b>Payable Number:</b>	<b>Description</b>	<b>Payable Date</b>	<b>Due Date</b>	<b>Payable Amount</b>
<a href="#">Application No 2 Woods</a>	Sunset Woods Park Improvements 11/30/2024	11/30/2024	12/05/2024	409,981.50

<b>Vendor Number</b>	<b>Vendor Name</b>	<b>Total Vendor Amount</b>
<a href="#">12393</a>	SMITHGROUP, INC.	-685.00

<b>Payment Type</b>	<b>Payment Number</b>	<b>Original Payment Date</b>	<b>Reversal Date</b>	<b>Payment Amount</b>
Check	<a href="#">191698</a>	12/05/2024	12/05/2024	-685.00

<b>Payable Number:</b>	<b>Description</b>	<b>Payable Date</b>	<b>Due Date</b>	<b>Payable Amount</b>
<a href="#">0183030</a>	HP Boat Launch Dredge Permit 9/28/24 - 10/25/24	11/26/2024	12/05/2024	685.00

<b>Vendor Number</b>	<b>Vendor Name</b>	<b>Total Vendor Amount</b>
<a href="#">12591</a>	THELEN MATERIALS, LLC	-3,199.78

<b>Payment Type</b>	<b>Payment Number</b>	<b>Original Payment Date</b>	<b>Reversal Date</b>	<b>Payment Amount</b>
Check	<a href="#">191701</a>	12/05/2024	12/05/2024	-3,199.78

<b>Payable Number:</b>	<b>Description</b>	<b>Payable Date</b>	<b>Due Date</b>	<b>Payable Amount</b>
<a href="#">442632</a>	Turf Materials for Sunset Valley GC	11/23/2024	12/05/2024	1,983.27
<a href="#">442815</a>	Turf Materials for Sunset Valley GC	11/30/2024	12/05/2024	1,216.51

**Payment Reversal Register**

**Packet: APPKT04418 - 12/05/2024 Void Checks 191690 - 191708 (Print Error)**

Vendor Number	Vendor Name				Total Vendor Amount
<a href="#">12607</a>	TIM GIBSON				-480.00
<b>Payment Type</b>	<b>Payment Number</b>	<b>Original Payment Date</b>	<b>Reversal Date</b>		<b>Payment Amount</b>
Check	<a href="#">191702</a>	12/05/2024	12/05/2024		-480.00
<b>Payable Number:</b>	<b>Description</b>	<b>Payable Date</b>	<b>Due Date</b>		<b>Payable Amount</b>
<a href="#">11142024</a>	Flag Football Ref - 12 Games October 2024	11/14/2024	12/05/2024		480.00
<b>Vendor Number</b>	<b>Vendor Name</b>				<b>Total Vendor Amount</b>
<a href="#">16344</a>	PARKS FOUNDATION OF HIGHLAND PARK				-29.00
<b>Payment Type</b>	<b>Payment Number</b>	<b>Original Payment Date</b>	<b>Reversal Date</b>		<b>Payment Amount</b>
Check	<a href="#">191691</a>	12/05/2024	12/05/2024		-29.00
<b>Payable Number:</b>	<b>Description</b>	<b>Payable Date</b>	<b>Due Date</b>		<b>Payable Amount</b>
<a href="#">12052024</a>	Over-Donation to PDHP	12/05/2024	12/05/2024		29.00
<b>Vendor Number</b>	<b>Vendor Name</b>				<b>Total Vendor Amount</b>
<a href="#">16459</a>	SANTO SPORT STORE				-10,544.50
<b>Payment Type</b>	<b>Payment Number</b>	<b>Original Payment Date</b>	<b>Reversal Date</b>		<b>Payment Amount</b>
Check	<a href="#">191696</a>	12/05/2024	12/05/2024		-10,544.50
<b>Payable Number:</b>	<b>Description</b>	<b>Payable Date</b>	<b>Due Date</b>		<b>Payable Amount</b>
<a href="#">711369</a>	32 Youth Basketball Jerseys & Youth Shorts	11/21/2024	12/05/2024		2,656.00
<a href="#">711370</a>	Holloway Youth Basketball Jerseys & Shorts X 31 Ea	11/21/2024	12/05/2024		2,573.00
<a href="#">711372</a>	Holloway Basketball Jerseys & Shorts X 21 Each	11/21/2024	12/05/2024		1,743.00
<a href="#">711374</a>	Adult & Youth Basketball Jerseys X 22 & Shorts X22	11/21/2024	12/05/2024		1,826.00
<a href="#">711378</a>	116 Youth Mesh Tanks & 41 Adult Mesh Tanks	11/21/2024	12/05/2024		1,099.00
<a href="#">711389</a>	157 Travel Basketball - Bags by Player	11/21/2024	12/05/2024		471.00
<a href="#">711393</a>	1 Holloway Adult Basketball Shorts	11/27/2024	12/05/2024		61.50
<a href="#">711413</a>	3 Champro Youth Basketball Jerseys	11/19/2024	12/05/2024		58.50
<a href="#">711456</a>	1 Holloway Youth Reversible Basketball 1/YL	11/26/2024	12/05/2024		56.50
<b>Vendor Number</b>	<b>Vendor Name</b>				<b>Total Vendor Amount</b>
<a href="#">16948</a>	TREAS, STATE OF ILL, ILL CLEAN WATER FUND				-6,200.00
<b>Payment Type</b>	<b>Payment Number</b>	<b>Original Payment Date</b>	<b>Reversal Date</b>		<b>Payment Amount</b>
Check	<a href="#">191704</a>	12/05/2024	12/05/2024		-6,200.00
<b>Payable Number:</b>	<b>Description</b>	<b>Payable Date</b>	<b>Due Date</b>		<b>Payable Amount</b>
<a href="#">IEPA Log # C-0231-24</a>	IEPA Log # C-0231-24, Certification Fee Park Ave	12/02/2024	12/05/2024		6,200.00
<b>Vendor Number</b>	<b>Vendor Name</b>				<b>Total Vendor Amount</b>
<a href="#">17189</a>	THE W-T GROUP, LLC				-9,275.61
<b>Payment Type</b>	<b>Payment Number</b>	<b>Original Payment Date</b>	<b>Reversal Date</b>		<b>Payment Amount</b>
Check	<a href="#">191700</a>	12/05/2024	12/05/2024		-9,275.61
<b>Payable Number:</b>	<b>Description</b>	<b>Payable Date</b>	<b>Due Date</b>		<b>Payable Amount</b>
<a href="#">00000062519</a>	AA/TP Project Management Access Audit of Parks	10/31/2024	12/05/2024		9,275.61
<b>Vendor Number</b>	<b>Vendor Name</b>				<b>Total Vendor Amount</b>
<a href="#">18398</a>	WE GOT GAME, LLC				-3,010.83
<b>Payment Type</b>	<b>Payment Number</b>	<b>Original Payment Date</b>	<b>Reversal Date</b>		<b>Payment Amount</b>
Check	<a href="#">191707</a>	12/05/2024	12/05/2024		-3,010.83
<b>Payable Number:</b>	<b>Description</b>	<b>Payable Date</b>	<b>Due Date</b>		<b>Payable Amount</b>
<a href="#">2426</a>	Fall 1 Clinic Contractor Fee 65/35 Split	11/05/2024	12/05/2024		1,860.83
<a href="#">2434</a>	Basketball Evaluations in October & November 2024	11/20/2024	12/05/2024		1,150.00
<b>Vendor Number</b>	<b>Vendor Name</b>				<b>Total Vendor Amount</b>
<a href="#">18900</a>	STUCKEY CONSTRUCTION COMPANY, INC.				-202,048.20
<b>Payment Type</b>	<b>Payment Number</b>	<b>Original Payment Date</b>	<b>Reversal Date</b>		<b>Payment Amount</b>
Check	<a href="#">191699</a>	12/05/2024	12/05/2024		-202,048.20
<b>Payable Number:</b>	<b>Description</b>	<b>Payable Date</b>	<b>Due Date</b>		<b>Payable Amount</b>
<a href="#">Application No 2 PDHP Pickle &amp; Padel</a>	PDHP Pickle & Padel Club 11/30/24	11/30/2024	12/05/2024		202,048.20

**Payment Reversal Register**

**Packet: APPKT04418 - 12/05/2024 Void Checks 191690 - 191708 (Print Error)**

<b>Vendor Number</b>	<b>Vendor Name</b>				<b>Total Vendor Amount</b>
<a href="#">19484</a>	PLANSOURCE BENEFITS ADMINISTRATION, INC.				-3,285.36
<b>Payment Type</b>	<b>Payment Number</b>	<b>Original Payment Date</b>	<b>Reversal Date</b>		<b>Payment Amount</b>
Check	<a href="#">191693</a>	12/05/2024	12/05/2024		-3,285.36
<b>Payable Number:</b>	<b>Description</b>	<b>Payable Date</b>	<b>Due Date</b>		<b>Payable Amount</b>
<a href="#">12042024</a>	IMRF Retiree Insurance - December 2024 Premiums	12/04/2024	12/05/2024		3,285.36
<b>Vendor Number</b>	<b>Vendor Name</b>				<b>Total Vendor Amount</b>
<a href="#">19785</a>	TODD SWEET				-620.00
<b>Payment Type</b>	<b>Payment Number</b>	<b>Original Payment Date</b>	<b>Reversal Date</b>		<b>Payment Amount</b>
Check	<a href="#">191703</a>	12/05/2024	12/05/2024		-620.00
<b>Payable Number:</b>	<b>Description</b>	<b>Payable Date</b>	<b>Due Date</b>		<b>Payable Amount</b>
<a href="#">11142024</a>	Flag Football Ref. - 13 Games October 2024	11/14/2024	12/05/2024		620.00
<b>Vendor Number</b>	<b>Vendor Name</b>				<b>Total Vendor Amount</b>
<a href="#">20063</a>	WILLIE ROUNSAVILLE				-240.00
<b>Payment Type</b>	<b>Payment Number</b>	<b>Original Payment Date</b>	<b>Reversal Date</b>		<b>Payment Amount</b>
Check	<a href="#">191708</a>	12/05/2024	12/05/2024		-240.00
<b>Payable Number:</b>	<b>Description</b>	<b>Payable Date</b>	<b>Due Date</b>		<b>Payable Amount</b>
<a href="#">11142024</a>	Flag Football Ref - 6 Games October 2024	11/14/2024	12/05/2024		240.00
<b>Vendor Number</b>	<b>Vendor Name</b>				<b>Total Vendor Amount</b>
<a href="#">20810</a>	TUSHAR SHAH				-2,705.95
<b>Payment Type</b>	<b>Payment Number</b>	<b>Original Payment Date</b>	<b>Reversal Date</b>		<b>Payment Amount</b>
Check	<a href="#">191705</a>	12/05/2024	12/05/2024		-2,705.95
<b>Payable Number:</b>	<b>Description</b>	<b>Payable Date</b>	<b>Due Date</b>		<b>Payable Amount</b>
<a href="#">01810</a>	Kidokinetics Fall Season 2024	12/02/2024	12/05/2024		2,705.95
<b>Vendor Number</b>	<b>Vendor Name</b>				<b>Total Vendor Amount</b>
<a href="#">21033</a>	VINCENT WARTHER				-120.00
<b>Payment Type</b>	<b>Payment Number</b>	<b>Original Payment Date</b>	<b>Reversal Date</b>		<b>Payment Amount</b>
Check	<a href="#">191706</a>	12/05/2024	12/05/2024		-120.00
<b>Payable Number:</b>	<b>Description</b>	<b>Payable Date</b>	<b>Due Date</b>		<b>Payable Amount</b>
<a href="#">2619022</a>	Refund	11/19/2024	12/05/2024		120.00
<b>Vendor Number</b>	<b>Vendor Name</b>				<b>Total Vendor Amount</b>
<a href="#">21082</a>	PIRTANO CONSTRUCTION CO., LLC				-5,150.00
<b>Payment Type</b>	<b>Payment Number</b>	<b>Original Payment Date</b>	<b>Reversal Date</b>		<b>Payment Amount</b>
Check	<a href="#">191692</a>	12/05/2024	12/05/2024		-5,150.00
<b>Payable Number:</b>	<b>Description</b>	<b>Payable Date</b>	<b>Due Date</b>		<b>Payable Amount</b>
<a href="#">10 128462</a>	Vacuum Excavated 16" Gas Main - 2205 Skokie Valley	11/11/2024	12/05/2024		5,150.00

### Bank Code Summary

Bank Code	Canceled Payables	Payables Left To Pay Again	Total
AP	0.00	-894,919.20	-894,919.20
<b>Report Total:</b>	<b>0.00</b>	<b>-894,919.20</b>	<b>-894,919.20</b>





Park District of Highland Park, IL

DISTRICT WIDE

# Income Statement

Current Period Ending 11/30/2024

Type	Month		Year To Date			Annual Budget	Prior Year	
	Actual	Budget	Actual	Budget	Variance Favorable (Unfavorable)		Month	YTD
<b>Revenue</b>								
100 - PROGRAMS	301,364.30	234,396.97	4,243,958.40	3,501,805.39	742,153.01	3,634,651.56	294,475.15	3,569,319.69
110 - CAMPS	24.00	1,877.74	1,838,275.35	1,921,739.49	-83,464.14	1,929,008.00	-388.00	1,702,621.52
120 - LESSONS	44,877.13	40,987.33	491,902.67	517,128.90	-25,226.23	551,806.50	35,546.00	519,387.31
130 - SPECIAL EVENTS	14,959.45	19,380.00	93,082.64	120,538.00	-27,455.36	125,558.00	11,842.65	69,834.29
410 - TAX	117,197.45	435,029.27	15,532,549.23	14,977,125.62	555,423.61	15,186,446.53	1,109,229.00	15,004,894.20
420 - FEES & CHARGES	116,749.09	71,094.80	3,481,438.34	2,713,179.73	768,258.61	2,739,057.00	101,502.01	3,037,171.25
440 - MEMBERSHIPS	117,567.71	97,815.71	1,464,394.99	1,261,919.08	202,475.91	1,363,871.13	104,898.96	1,197,244.07
450 - RENTALS	128,786.34	101,955.94	1,658,339.46	1,485,390.85	172,948.61	1,559,664.41	142,434.27	1,431,294.88
460 - MERCHANDISING	9,483.65	5,372.44	158,033.70	133,030.44	25,003.26	134,648.00	12,001.66	174,895.24
470 - INTEREST INCOME	82,114.01	22,079.50	1,081,268.56	242,874.50	838,394.06	265,000.00	87,875.25	1,008,210.84
480 - MISCELLANEOUS INCOME	3,407.43	2,937.34	1,060,238.03	839,889.00	220,349.03	1,041,933.00	2,025.38	242,234.55
510 - OTHER INCOME	38,333.34	0.00	788,434.12	17,958.27	770,475.85	55,916.55	0.00	38,683.50
520 - BOND/DEBT PROCEEDS	0.00	0.00	6,445,000.00	5,500,000.00	945,000.00	5,500,000.00	0.00	0.00
<b>Total Revenue:</b>	<b>974,863.90</b>	<b>1,032,927.04</b>	<b>38,336,915.49</b>	<b>33,232,579.27</b>	<b>5,104,336.22</b>	<b>34,087,560.68</b>	<b>1,901,442.33</b>	<b>27,995,791.34</b>
<b>Expense</b>								
100 - PROGRAMS	214,428.21	146,950.94	1,852,563.41	1,705,482.94	-147,080.47	1,883,735.25	165,773.27	1,514,974.26
110 - CAMPS	27.72	2,368.98	991,757.33	986,971.63	-4,785.70	992,596.09	171,509.75	922,099.01
120 - LESSONS	28,439.14	20,922.82	243,768.64	244,776.01	1,007.37	265,147.64	23,184.53	243,688.86
130 - SPECIAL EVENTS	3,315.33	7,455.70	126,237.41	162,734.83	36,497.42	169,710.57	5,074.39	96,215.15
440 - MEMBERSHIPS	18,012.10	13,737.02	132,115.21	149,551.06	17,435.85	162,871.38	13,415.64	104,360.41
610 - SALARIES & WAGES	1,099,890.85	1,083,903.07	8,907,106.63	9,413,099.42	505,992.79	10,322,857.75	669,379.22	7,646,699.62
620 - CONTRACTUAL SERVICES	172,998.80	240,386.46	3,906,607.49	4,416,286.93	509,679.44	4,845,828.35	373,399.97	2,604,695.24
630 - INSURANCE	195,102.52	190,818.73	2,010,529.04	2,019,842.75	9,313.71	2,456,942.96	195,593.13	1,876,386.70
640 - MATERIALS & SUPPLIES	54,088.28	41,214.22	599,693.69	615,123.61	15,429.92	684,435.02	48,573.29	598,940.29
650 - MAINTENANCE & LANDSCAPING CONTRACTS	33,984.56	30,741.53	545,213.87	535,340.82	-9,873.05	559,943.10	76,769.53	511,765.46
660 - UTILITIES	105,685.23	86,837.19	858,618.38	985,291.80	126,673.42	1,108,258.92	91,580.44	857,579.47
670 - PENSION CONTRIBUTIONS	89,475.61	94,249.78	729,532.50	780,808.09	51,275.59	862,449.27	54,269.39	626,641.44
680 - COST OF GOODS SOLD	822.59	1,273.05	106,281.57	64,936.05	-41,345.52	65,620.00	2,466.84	90,274.85
710 - DEBT RETIREMENT	0.00	500.00	493,525.00	494,550.00	1,025.00	3,362,600.00	0.00	541,300.00
720 - CAPITAL OUTLAY	770,706.07	709,291.26	5,977,284.70	9,643,024.86	3,665,740.16	10,120,021.00	187,560.19	6,746,886.32
<b>Total Expense:</b>	<b>2,786,977.01</b>	<b>2,670,650.75</b>	<b>27,480,834.87</b>	<b>32,217,820.80</b>	<b>4,736,985.93</b>	<b>37,863,017.30</b>	<b>2,078,549.58</b>	<b>24,982,507.08</b>
<b>Report Total:</b>	<b>-1,812,113.11</b>	<b>-1,637,723.71</b>	<b>10,856,080.62</b>	<b>1,014,758.47</b>	<b>9,841,322.15</b>	<b>-3,775,456.62</b>	<b>-177,107.25</b>	<b>3,013,284.26</b>

Fund Summary

Fund	Month		Year To Date			Prior Year		
	Actual	Budget	Actual	Budget	Variance Favorable (Unfavorable)	Annual Budget	Month	YTD
01 - GENERAL CORPORATE	-561,797.85	-484,106.50	1,349,621.78	567,927.22	781,694.56	-180,258.67	-13,136.50	1,862,907.73
25 - SPECIAL RECREATION	6,599.34	28,127.51	764,355.07	699,301.35	65,053.72	524,625.45	-94,814.81	564,565.53
29 - RECREATION	-501,742.98	-484,511.28	6,859,632.41	3,731,397.14	3,128,235.27	2,966,338.60	4,421.18	6,148,923.98
60 - DEBT SERVICE	12,825.81	47,601.16	1,177,722.87	1,102,275.36	75,447.51	-1,698,200.00	125,809.02	1,109,885.68
70 - CAPITAL PROJECTS	-767,997.43	-744,834.60	704,748.49	-5,086,142.60	5,790,891.09	-5,387,962.00	-199,386.14	-6,672,998.66
<b>Report Total:</b>	<b>-1,812,113.11</b>	<b>-1,637,723.71</b>	<b>10,856,080.62</b>	<b>1,014,758.47</b>	<b>9,841,322.15</b>	<b>-3,775,456.62</b>	<b>-177,107.25</b>	<b>3,013,284.26</b>

Capital Fund - Interest income is over budget due to interest rates being greater than anticipated and having higher levels in the capital fund than budgeted for. This is a permanent difference. Miscellaneous income is over budget due to unanticipated donations for the dome project. Other income is unbudgeted premium on debt issued in late spring. Bond/debt proceeds came in greater than budgeted on debt issued in late spring. Contractual Services are less than budget due to some projects moving more slowly than anticipated. This is a timing difference. Capital Outlay is being spent more slowly than budgeted, but is expected to rebound. This is a timing difference.

Debt Service Fund - This fund is tracking as expected.

Recreation Fund - Program revenue exceeded budget, due to tennis, by \$193,000 which is a permanent difference of \$181,000 for adult tennis and a timing difference for youth tennis due to greater than expected winter and spring programming. Childhood enrichment exceeded budget by \$81,000 and is a permanent difference. Dance exceeded budget by \$16,000 and is due to more enrollments than budgeted for. Visual arts exceeded budget by \$35,000 and this is a permanent difference. Youth enrichment exceeded budget by \$16,000 due to more enrollments than anticipated and is a permanent surplus. Athletics has a \$166,000 surplus, which is permanent, due largely to unbudgeted tackle football, boys travel basketball, house basketball and house baseball. Personal training is exceeding budget by \$48,000 with continued increased enrollment at the Rec Center and beach yoga is contributing a \$15,000 permanent surplus. Finally, skating school, gymnastics and cheer came in at a \$141,000 surplus, due to increased participation. Greens fees, permanent tee times, outing fees and loyalty club fees exceeded budget by \$592,000 due to the golf course being open earlier in the season than expected and excellent weather. This is a permanent difference. Congruently, range buckets and daily fees are also over budget by \$44,000. Daily fees and track passes at the Rec Center also exceeded budget by \$15,000 at 11/30. The water park has had warmer weather and larger camp groups leading to \$26,000 in surplus daily fees and camp open swim. Rosewood beach showed a surplus in parking fees of \$69,000 due to aggressive ticketing and great weather at the beach this year. This is a permanent difference. Daily ice fees have exceeded the annual budget for the year and is currently \$19,000 over 11/30 budget. Memberships came in over budget due to tennis at \$40,000, HPAC at \$24,000, and Rec Center making up the rest. This is a permanent difference. Rentals came in over budget mostly due to ice rentals at CIA of \$18,000, golf carts at \$89,000, the rec center at \$23,000, and WRC building rentals at \$14,000. Merchandising is over budget largely due to ball sales and accessories at the golf course at \$17,000 over budget with all the extra foot traffic this year. Interest income continues to be high and exceeded the annual budget by \$620,000. This is a permanent difference. Misc income is over budget largely due to SMILE donations of \$19,000 that were unbudgeted. This is a permanent difference. Sponsorship at athletics is \$7,000 over budget HPAC is \$7,000 over budget and special events is \$10,000 over budget. Finally, DCRC is \$13,000 over budget and is a permanent difference. Special Events expenses are under budget largely for Independence Day independent contractor expenses as PDHP staff were utilized instead of the contractor. The same thing happened with the winter program and the fall program was canceled. Memberships are under budget largely due to group exercise wages being under budget. This is a permanent difference. Utility bills are under budget due to bills coming in more slowly that anticipated. This is a timing difference.

Special Recreation Fund - Capital Outlay is over budget as a few pieces of unbudgeted ADA equipment have been purchased during the year. This is a permanent difference.

General Fund - Interest income continues to be high and exceeds annual budget by \$162,319. This is a permanent difference. Contractual services is under budget largely due to timing differences within education and training, safety services, advertising and promotions, contingency, turf maintenance, marketing/special projects and ecological restoration. Maintenance and landscaping contracts are under budget due to Parks timing differences, including building repairs, dump trucks, and playground surfacing.



Park District of Highland Park, IL

# Income Statement

Current Period Ending 11/30/2024

## 01 - GENERAL FUND

Type	Month		Year To Date			Annual Budget	Prior Year	
	Actual	Budget	Actual	Budget	Variance Favorable (Unfavorable)		Month	YTD
<b>Revenue</b>								
410 - TAX	49,361.94	186,853.84	6,691,625.89	6,522,056.94	169,568.95	6,538,573.05	466,910.19	6,571,268.67
420 - FEES & CHARGES	3,143.21	2,298.24	46,241.42	38,717.80	7,523.62	41,200.00	3,128.42	40,946.92
450 - RENTALS	507.42	0.00	11,800.00	11,800.00	0.00	11,800.00	352.02	9,170.60
460 - MERCHANDISING	0.00	31.20	364.72	249.45	115.27	264.00	55.42	301.28
470 - INTEREST INCOME	18,885.97	5,414.50	227,318.79	59,559.50	167,759.29	65,000.00	27,400.04	249,870.39
480 - MISCELLANEOUS INCOME	75.00	2,693.20	70,022.37	67,201.45	2,820.92	69,001.00	0.00	57,328.53
<b>Total Revenue:</b>	<b>71,973.54</b>	<b>197,290.98</b>	<b>7,047,373.19</b>	<b>6,699,585.14</b>	<b>347,788.05</b>	<b>6,725,838.05</b>	<b>497,846.09</b>	<b>6,928,886.39</b>
<b>Expense</b>								
610 - SALARIES & WAGES	390,856.91	395,695.51	2,967,661.18	3,193,320.57	225,659.39	3,528,817.49	245,456.36	2,613,905.13
620 - CONTRACTUAL SERVICES	68,525.10	115,111.78	1,056,346.57	1,243,499.75	187,153.18	1,375,396.09	97,253.40	866,614.52
630 - INSURANCE	92,280.69	87,898.46	952,909.87	922,299.70	-30,610.17	1,116,338.62	93,932.53	937,674.51
640 - MATERIALS & SUPPLIES	25,905.96	27,702.88	254,778.12	243,356.95	-11,421.17	288,986.82	33,726.89	246,558.09
650 - MAINTENANCE & LANDSCAPING CONTRACTS	14,300.38	11,370.39	85,214.89	127,583.28	42,368.39	138,893.10	7,361.96	79,063.94
660 - UTILITIES	9,953.31	9,558.11	133,516.92	134,149.94	633.02	161,487.34	13,296.04	104,022.40
670 - PENSION CONTRIBUTIONS	31,949.04	34,060.35	247,323.86	267,447.73	20,123.87	296,177.26	19,955.41	218,140.07
<b>Total Expense:</b>	<b>633,771.39</b>	<b>681,397.48</b>	<b>5,697,751.41</b>	<b>6,131,657.92</b>	<b>433,906.51</b>	<b>6,906,096.72</b>	<b>510,982.59</b>	<b>5,065,978.66</b>
<b>Report Total:</b>	<b>-561,797.85</b>	<b>-484,106.50</b>	<b>1,349,621.78</b>	<b>567,927.22</b>	<b>781,694.56</b>	<b>-180,258.67</b>	<b>-13,136.50</b>	<b>1,862,907.73</b>

Interest income continues to be high and exceeds annual budget by \$162,319. This is a permanent difference.

Contractual services is under budget largely due to timing differences within education and training, safety services, advertising and promotions, contingency, turf maintenance, marketing/special projects and ecological restoration.

Maintenance and landscaping contracts are under budget due to Parks timing differences, including building repairs, dump trucks, and playground surfacing.



Park District of Highland Park, IL

# Income Statement

Current Period Ending 11/30/2024

## 25 - SPECIAL RECREATION

Type	Month		Year To Date		Variance Favorable (Unfavorable)	Annual Budget	Prior Year		
	Actual	Budget	Actual	Budget			Month	YTD	
<b>Revenue</b>									
410 - TAX	7,937.33	28,127.51	1,034,716.52	947,498.03	87,218.49	950,253.81	73,289.17	962,740.63	
<b>Total Revenue:</b>	<b>7,937.33</b>	<b>28,127.51</b>	<b>1,034,716.52</b>	<b>947,498.03</b>	<b>87,218.49</b>	<b>950,253.81</b>	<b>73,289.17</b>	<b>962,740.63</b>	
<b>Expense</b>									
620 - CONTRACTUAL SERVICES	0.00	0.00	251,902.17	248,196.68	-3,705.49	425,628.36	168,103.98	398,175.10	
720 - CAPITAL OUTLAY	1,337.99	0.00	18,459.28	0.00	-18,459.28	0.00	0.00	0.00	
<b>Total Expense:</b>	<b>1,337.99</b>	<b>0.00</b>	<b>270,361.45</b>	<b>248,196.68</b>	<b>-22,164.77</b>	<b>425,628.36</b>	<b>168,103.98</b>	<b>398,175.10</b>	
<b>Report Total:</b>	<b>6,599.34</b>	<b>28,127.51</b>	<b>764,355.07</b>	<b>699,301.35</b>	<b>65,053.72</b>	<b>524,625.45</b>	<b>-94,814.81</b>	<b>564,565.53</b>	

Capital Outlay is over budget as a few pieces of unbudgeted ADA equipment have been purchased during the year. This is a permanent difference.



Park District of Highland Park, IL

# Income Statement

Current Period Ending 11/30/2024

## 29 - RECREATION FUND

Type	Month		Year To Date			Annual Budget	Prior Year		
	Actual	Budget	Actual	Budget	Variance Favorable (Unfavorable)		Month	YTD	
<b>Revenue</b>									
100 - PROGRAMS	301,364.30	234,396.97	4,243,958.40	3,501,805.39	742,153.01	3,634,651.56	294,475.15	3,569,319.69	
110 - CAMPS	24.00	1,877.74	1,838,275.35	1,921,739.49	-83,464.14	1,929,008.00	-388.00	1,702,621.52	
120 - LESSONS	44,877.13	40,987.33	491,902.67	517,128.90	-25,226.23	551,806.50	35,546.00	519,387.31	
130 - SPECIAL EVENTS	14,959.45	19,380.00	93,082.64	120,538.00	-27,455.36	125,558.00	11,842.65	69,834.29	
410 - TAX	47,072.37	171,946.76	6,134,958.95	5,910,745.29	224,213.66	6,033,219.67	443,220.62	5,819,699.22	
420 - FEES & CHARGES	113,605.88	68,796.56	3,435,196.92	2,674,461.93	760,734.99	2,697,857.00	98,373.59	2,996,224.33	
440 - MEMBERSHIPS	117,567.71	97,815.71	1,464,394.99	1,261,919.08	202,475.91	1,363,871.13	104,898.96	1,197,244.07	
450 - RENTALS	128,278.92	101,955.94	1,646,539.46	1,473,590.85	172,948.61	1,547,864.41	142,082.25	1,422,124.28	
460 - MERCHANDISING	9,483.65	5,341.24	157,668.98	132,780.99	24,887.99	134,384.00	11,946.24	174,593.96	
470 - INTEREST INCOME	60,962.31	12,500.00	769,578.02	137,500.00	632,078.02	150,000.00	50,228.76	492,898.37	
480 - MISCELLANEOUS INCOME	1,932.43	244.14	144,958.39	68,160.55	76,797.84	68,405.00	2,025.38	125,138.21	
510 - OTHER INCOME	0.00	0.00	18,024.28	17,958.27	66.01	55,916.55	0.00	23,183.50	
<b>Total Revenue:</b>	<b>840,128.15</b>	<b>755,242.39</b>	<b>20,438,539.05</b>	<b>17,738,328.74</b>	<b>2,700,210.31</b>	<b>18,292,541.82</b>	<b>1,194,251.60</b>	<b>18,112,268.75</b>	
<b>Expense</b>									
100 - PROGRAMS	214,428.21	146,950.94	1,852,563.41	1,705,482.94	-147,080.47	1,883,735.25	165,773.27	1,514,974.26	
110 - CAMPS	27.72	2,368.98	991,757.33	986,971.63	-4,785.70	992,596.09	171,509.75	922,099.01	
120 - LESSONS	28,439.14	20,922.82	243,768.64	244,776.01	1,007.37	265,147.64	23,184.53	243,688.86	
130 - SPECIAL EVENTS	3,315.33	7,455.70	126,237.41	162,734.83	36,497.42	169,710.57	5,074.39	96,215.15	
440 - MEMBERSHIPS	18,012.10	13,737.02	132,115.21	149,551.06	17,435.85	162,871.38	13,415.64	104,360.41	
610 - SALARIES & WAGES	709,033.94	688,207.56	5,939,445.45	6,219,778.85	280,333.40	6,794,040.26	423,922.86	5,032,794.49	
620 - CONTRACTUAL SERVICES	59,286.19	85,274.68	1,052,133.22	1,168,322.50	116,189.28	1,258,535.90	83,302.35	988,144.51	
630 - INSURANCE	102,821.83	102,920.27	1,057,619.17	1,097,543.05	39,923.88	1,340,604.34	101,660.60	938,712.19	
640 - MATERIALS & SUPPLIES	28,182.32	13,511.34	344,915.57	371,766.66	26,851.09	395,448.20	14,846.40	352,382.20	
650 - MAINTENANCE & LANDSCAPING CONTRACTS	19,684.18	19,371.14	459,998.98	407,757.54	-52,241.44	421,050.00	69,407.57	432,701.52	
660 - UTILITIES	95,731.92	77,279.08	725,101.46	851,141.86	126,040.40	946,771.58	78,284.40	753,557.07	
670 - PENSION CONTRIBUTIONS	57,526.57	60,189.43	482,208.64	513,360.36	31,151.72	566,272.01	34,313.98	408,501.37	
680 - COST OF GOODS SOLD	822.59	1,273.05	106,281.57	64,936.05	-41,345.52	65,620.00	2,466.84	90,274.85	
720 - CAPITAL OUTLAY	4,559.09	291.66	64,760.58	62,808.26	-1,952.32	63,800.00	2,667.84	84,938.88	
<b>Total Expense:</b>	<b>1,341,871.13</b>	<b>1,239,753.67</b>	<b>13,578,906.64</b>	<b>14,006,931.60</b>	<b>428,024.96</b>	<b>15,326,203.22</b>	<b>1,189,830.42</b>	<b>11,963,344.77</b>	
<b>Report Total:</b>	<b>-501,742.98</b>	<b>-484,511.28</b>	<b>6,859,632.41</b>	<b>3,731,397.14</b>	<b>3,128,235.27</b>	<b>2,966,338.60</b>	<b>4,421.18</b>	<b>6,148,923.98</b>	

Fund Summary

Fund	Month		Year To Date			Annual Budget	Prior Year	
	Actual	Budget	Actual	Budget	Variance Favorable (Unfavorable)		Month	YTD
29 - RECREATION	-501,742.98	-484,511.28	6,859,632.41	3,731,397.14	3,128,235.27	2,966,338.60	4,421.18	6,148,923.98
<b>Report Total:</b>	<b>-501,742.98</b>	<b>-484,511.28</b>	<b>6,859,632.41</b>	<b>3,731,397.14</b>	<b>3,128,235.27</b>	<b>2,966,338.60</b>	<b>4,421.18</b>	<b>6,148,923.98</b>

Program revenue exceeded budget, due to tennis, by \$193,000 which is a permanent difference of \$181,000 for adult tennis and a timing difference for youth tennis due to greater than expected winter and spring programming. Childhood enrichment exceeded budget by \$81,000 and is a permanent difference. Dance exceeded budget by \$16,000 and is due to more enrollments than budgeted for. Visual arts exceeded budget by \$35,000 and this is a permanent difference. Youth enrichment exceeded budget by \$16,000 due to more enrollments than anticipated and is a permanent surplus. Athletics has a \$166,000 surplus, which is permanent, due largely to unbudgeted tackle football, boys travel basketball, house basketball and house baseball. Personal training is exceeding budget by \$48,000 with continued increased enrollment at the Rec Center and beach yoga is contributing a \$15,000 permanent surplus. Finally, skating school, gymnastics and cheer came in at a \$141,000 surplus, due to increased participation.

Special events came in under budget, largely due to 4th Fest wristband sales being sold at a \$10 vs. \$20 price point (creating a \$15,000 deficiency). Fall events is \$12,000 short on revenue due to canceling of two fall events, Catch a Character and Trailside Tastings.

Greens fees, permanent tee times, outing fees and loyalty club fees exceeded budget by \$592,000 due to the golf course being open earlier in the season than expected and excellent weather. This is a permanent difference. Congruently, range buckets and daily fees are also over budget by \$44,000. Daily fees and track passes at the Rec Center also exceeded budget by \$15,000 at 11/30. The water park has had warmer weather and larger camp groups leading to \$26,000 in surplus daily fees and camp open swim. Rosewood beach showed a surplus in parking fees of \$69,000 due to aggressive ticketing and great weather at the beach this year. This is a permanent difference. Daily ice fees have exceeded the annual budget for the year and is currently \$19,000 over 11/30 budget.

Memberships came in over budget due to tennis at \$40,000, HPAC at \$24,000, and Rec Center making up the rest. This is a permanent difference.

Rentals came in over budget mostly due to ice rentals at CIA of \$18,000, golf carts at \$89,000, the rec center at \$23,000, and WRC building rentals at \$14,000.

Merchandising is over budget largely due to ball sales and accessories at the golf course at \$17,000 over budget with all the extra foot traffic this year.

Interest income continues to be high and exceeded the annual budget by \$620,000. This is a permanent difference.

Misc income is over budget largely due to SMILE donations of \$19,000 that were unbudgeted. This is a permanent difference. Sponsorship at athletics is \$7,000 over budget HPAC is \$7,000 over budget and special events is \$10,000 over budget. Finally, DCRC is \$13,000 over budget and is a permanent difference.

Special Events expenses are under budget largely for Independence Day independent contractor expenses as PDHP staff were utilized instead of the contractor. The same thing happened with the winter program and the fall program was canceled.

Memberships are under budget largely due to group exercise wages being under budget. This is a permanent difference.

Maintenance and landscaping contracts are over budget due to building repairs at the water park, building repairs at the Golf Learning Center, and equipment repairs at the ice rink.

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

Cost of Goods Sold is over budget due to balls and accessories purchases at SVGC due to high traffic this year.



Park District of Highland Park, IL

# Income Statement

Current Period Ending 11/30/2024

## 60 - DEBT SERVICE

Type	Month		Year To Date		Variance Favorable (Unfavorable)	Annual Budget	Prior Year	
	Actual	Budget	Actual	Budget			Month	YTD
<b>Revenue</b>								
410 - TAX	12,825.81	48,101.16	1,671,247.87	1,596,825.36	74,422.51	1,664,400.00	125,809.02	1,651,185.68
<b>Total Revenue:</b>	<b>12,825.81</b>	<b>48,101.16</b>	<b>1,671,247.87</b>	<b>1,596,825.36</b>	<b>74,422.51</b>	<b>1,664,400.00</b>	<b>125,809.02</b>	<b>1,651,185.68</b>
<b>Expense</b>								
710 - DEBT RETIREMENT	0.00	500.00	493,525.00	494,550.00	1,025.00	3,362,600.00	0.00	541,300.00
<b>Total Expense:</b>	<b>0.00</b>	<b>500.00</b>	<b>493,525.00</b>	<b>494,550.00</b>	<b>1,025.00</b>	<b>3,362,600.00</b>	<b>0.00</b>	<b>541,300.00</b>
<b>Report Total:</b>	<b>12,825.81</b>	<b>47,601.16</b>	<b>1,177,722.87</b>	<b>1,102,275.36</b>	<b>75,447.51</b>	<b>-1,698,200.00</b>	<b>125,809.02</b>	<b>1,109,885.68</b>

This fund is tracking as expected.



Park District of Highland Park, IL

# Income Statement

Current Period Ending 11/30/2024

## 70 - CAPITAL FUND

Type	Month		Year To Date			Annual Budget	Prior Year	
	Actual	Budget	Actual	Budget	Variance Favorable (Unfavorable)		Month	YTD
<b>Revenue</b>								
470 - INTEREST INCOME	2,265.73	4,165.00	84,371.75	45,815.00	38,556.75	50,000.00	10,246.45	265,442.08
480 - MISCELLANEOUS INCOME	1,400.00	0.00	845,257.27	704,527.00	140,730.27	904,527.00	0.00	59,767.81
510 - OTHER INCOME	38,333.34	0.00	770,409.84	0.00	770,409.84	0.00	0.00	15,500.00
520 - BOND/DEBT PROCEEDS	0.00	0.00	6,445,000.00	5,500,000.00	945,000.00	5,500,000.00	0.00	0.00
<b>Total Revenue:</b>	<b>41,999.07</b>	<b>4,165.00</b>	<b>8,145,038.86</b>	<b>6,250,342.00</b>	<b>1,894,696.86</b>	<b>6,454,527.00</b>	<b>10,246.45</b>	<b>340,709.89</b>
<b>Expense</b>								
620 - CONTRACTUAL SERVICES	45,187.51	40,000.00	1,546,225.53	1,756,268.00	210,042.47	1,786,268.00	24,740.24	351,761.11
720 - CAPITAL OUTLAY	764,808.99	708,999.60	5,894,064.84	9,580,216.60	3,686,151.76	10,056,221.00	184,892.35	6,661,947.44
<b>Total Expense:</b>	<b>809,996.50</b>	<b>748,999.60</b>	<b>7,440,290.37</b>	<b>11,336,484.60</b>	<b>3,896,194.23</b>	<b>11,842,489.00</b>	<b>209,632.59</b>	<b>7,013,708.55</b>
<b>Report Total:</b>	<b>-767,997.43</b>	<b>-744,834.60</b>	<b>704,748.49</b>	<b>-5,086,142.60</b>	<b>5,790,891.09</b>	<b>-5,387,962.00</b>	<b>-199,386.14</b>	<b>-6,672,998.66</b>

Interest income is over budget due to interest rates being greater than anticipated and having higher levels in the capital fund than budgeted for. This is a permanent difference.

Miscellaneous income is over budget due to unanticipated donations for the dome project.

Other income is unbudgeted premium on debt issued in late spring.

Bond/debt proceeds came in greater than budgeted on debt issued in late spring.

Contractual Services are less than budget due to some projects moving more slowly than anticipated. This is a timing difference.

Capital Outlay is being spent more slowly than budgeted, but is expected to rebound. This is a timing difference.





# RECREATION BY CENTER

Park District of Highland Park, IL

Account Type	2023 Total Budget	2023 YTD Activity	2024 Total Budget	2024 YTD Activity
<b>Fund: 29 - RECREATION</b>				
<b>Center: 11 - ADMINISTRATIVE</b>				
Revenue	\$ 5,732,520.17	\$ 6,395,538.46	\$ 6,249,619.67	6,987,181.19
Expense	\$ 5,547,576.13	\$ 2,409,971.86	\$ 7,501,952.75	3,045,483.54
<b>Center: 11 - ADMINISTRATIVE Surplus (Deficit):</b>	<b>\$ 184,944.04</b>	<b>\$ 3,985,566.60</b>	<b>\$ (1,252,333.08)</b>	<b>3,941,697.65</b>
<b>Net Revenue:</b>	<b>3.23%</b>	<b>62.32%</b>	<b>-20.04%</b>	<b>56.41%</b>
<b>Center: 24 - WEST RIDGE CENTER</b>				
Revenue	\$ 625,799.00	\$ 771,199.04	\$ 801,668.00	917,047.44
Expense	\$ 837,846.96	\$ 785,553.32	\$ 1,022,929.28	918,241.88
<b>Center: 24 - WEST RIDGE CENTER Surplus (Deficit):</b>	<b>\$ (212,047.96)</b>	<b>\$ (14,354.28)</b>	<b>\$ (221,261.28)</b>	<b>\$ (1,194.44)</b>
<b>Net Revenue:</b>	<b>-33.88%</b>	<b>-1.86%</b>	<b>-27.60%</b>	<b>-0.13%</b>
<b>Center: 26 - ATHLETICS</b>				
Revenue	\$ 1,048,253.99	\$ 1,125,009.55	\$ 1,130,926.00	1,343,009.92
Expense	\$ 1,019,270.68	\$ 932,466.72	\$ 1,101,606.60	1,070,784.21
<b>Center: 26 - ATHLETICS Surplus (Deficit):</b>	<b>\$ 28,983.31</b>	<b>\$ 192,542.83</b>	<b>\$ 29,319.40</b>	<b>272,225.71</b>
<b>Net Revenue:</b>	<b>2.76%</b>	<b>17.11%</b>	<b>2.59%</b>	<b>20.27%</b>
<b>Center: 28 - CAMPS</b>				
Revenue	\$ 945,309.00	\$ 959,799.15	\$ 1,136,585.00	1,093,838.30
Expense	\$ 622,557.33	\$ 568,922.85	\$ 619,430.69	714,623.71
<b>Center: 28 - CAMPS Surplus (Deficit):</b>	<b>\$ 322,751.67</b>	<b>\$ 390,876.30</b>	<b>\$ 517,154.31</b>	<b>379,214.59</b>
<b>Net Revenue:</b>	<b>34.14%</b>	<b>40.72%</b>	<b>45.50%</b>	<b>34.67%</b>
<b>Center: 29 - SPECIAL EVENTS</b>				
Revenue	\$ 67,028.00	\$ 30,160.75	\$ 62,475.00	44,610.31
Expense	\$ 177,961.55	\$ 108,648.65	\$ 185,652.12	136,991.59
<b>Center: 29 - SPECIAL EVENTS Surplus (Deficit):</b>	<b>\$ (110,933.55)</b>	<b>\$ (78,487.90)</b>	<b>\$ (123,177.12)</b>	<b>\$ (92,381.28)</b>
<b>Net Revenue:</b>	<b>-165.50%</b>	<b>-260.23%</b>	<b>-197.16%</b>	<b>-207.09%</b>
<b>Center: 31 - HIDDEN CREEK AQUAPARK</b>				
Revenue	\$ 435,327.00	\$ 458,621.94	\$ 460,883.50	528,574.07
Expense	\$ 605,397.89	\$ 571,057.49	\$ 647,338.54	654,426.64
<b>Center: 31 - HIDDEN CREEK AQUAPARK Surplus (Deficit):</b>	<b>\$ (170,070.89)</b>	<b>\$ (112,435.55)</b>	<b>\$ (186,455.04)</b>	<b>\$ (125,852.57)</b>
<b>Net Revenue:</b>	<b>-39.07%</b>	<b>-24.52%</b>	<b>-40.46%</b>	<b>-23.81%</b>
<b>Center: 32 - ROSEWOOD INTERPRETIVE CENTER</b>				
Revenue	\$ 169,347.00	\$ 138,717.30	\$ 129,676.00	137,713.53
Expense	\$ 119,888.92	\$ 89,374.77	\$ 119,521.49	85,596.45
<b>Center: 32 - ROSEWOOD INTERPRETIVE CENTER Surplus (Deficit):</b>	<b>\$ 49,458.08</b>	<b>\$ 49,342.53</b>	<b>\$ 10,154.51</b>	<b>52,117.08</b>
<b>Net Revenue:</b>	<b>29.21%</b>	<b>35.57%</b>	<b>7.83%</b>	<b>37.84%</b>

Account Type	2023	2023	2024	2024
	Total Budget	YTD Activity	Total Budget	YTD Activity
<b>Center: 33 - ROSEWOOD BEACH</b>				
Revenue	\$ 178,540.00	\$ 180,161.10	\$ 177,975.00	247,704.10
Expense	\$ 268,908.94	\$ 230,396.86	\$ 287,704.11	226,851.09
<b>Center: 33 - ROSEWOOD BEACH Surplus (Deficit):</b>	<b>\$ (90,368.94)</b>	<b>\$ (50,235.76)</b>	<b>\$ (109,729.11)</b>	<b>20,853.01</b>
<b>Net Revenue:</b>	<b>-50.62%</b>	<b>-27.88%</b>	<b>-61.65%</b>	<b>8.42%</b>
<b>Center: 34 - PARK AVENUE</b>				
Revenue	\$ 261,290.00	\$ 239,469.28	\$ 278,077.91	256,660.17
Expense	\$ 265,847.68	\$ 121,232.53	\$ 293,032.13	129,234.71
<b>Center: 34 - PARK AVENUE Surplus (Deficit):</b>	<b>\$ (4,557.68)</b>	<b>\$ 118,236.75</b>	<b>\$ (14,954.22)</b>	<b>127,425.46</b>
<b>Net Revenue:</b>	<b>-1.74%</b>	<b>49.37%</b>	<b>-5.38%</b>	<b>49.65%</b>
<b>Center: 38 - ICE ARENA</b>				
Revenue	\$ 996,120.48	\$ 870,559.67	\$ 1,210,865.50	1,343,372.69
Expense	\$ 1,032,446.03	\$ 846,789.62	\$ 1,146,698.89	1,017,803.35
<b>Center: 38 - ICE ARENA Surplus (Deficit):</b>	<b>\$ (36,325.55)</b>	<b>\$ 23,770.05</b>	<b>\$ 64,166.61</b>	<b>325,569.34</b>
<b>Net Revenue:</b>	<b>-3.65%</b>	<b>2.73%</b>	<b>5.30%</b>	<b>24.24%</b>
<b>Center: 41 - MAINTENANCE</b>				
Expense	\$ 897,675.43	\$ 863,111.78	\$ 1,009,351.08	832,636.46
<b>Center: 41 - MAINTENANCE Total:</b>	<b>\$ 897,675.43</b>	<b>\$ 863,111.78</b>	<b>\$ 1,009,351.08</b>	<b>832,636.46</b>
<b>Net Revenue:</b>				
<b>Center: 42 - SUNSET VALLEY GOLF CLUB</b>				
Revenue	\$ 1,929,231.00	\$ 2,592,696.46	\$ 2,141,345.00	2,845,269.48
Expense	\$ 694,153.85	\$ 727,804.68	\$ 774,879.40	764,312.29
<b>Center: 42 - SUNSET VALLEY GOLF CLUB Surplus (Deficit):</b>	<b>\$ 1,235,077.15</b>	<b>\$ 1,864,891.78</b>	<b>\$ 1,366,465.60</b>	<b>2,080,957.19</b>
<b>Net Revenue:</b>	<b>64.02%</b>	<b>71.93%</b>	<b>63.81%</b>	<b>73.14%</b>
<b>Center: 49 - RECREATION CENTER ADMIN</b>				
Revenue	\$ 107,270.00	\$ 105,169.84	\$ 95,901.00	113,651.64
Expense	\$ 704,720.08	\$ 603,862.25	\$ 722,300.97	630,791.43
<b>Center: 49 - RECREATION CENTER ADMIN Surplus (Deficit):</b>	<b>\$ (597,450.08)</b>	<b>\$ (498,692.41)</b>	<b>\$ (626,399.97)</b>	<b>\$ (517,139.79)</b>
<b>Net Revenue:</b>	<b>-556.96%</b>	<b>-474.18%</b>	<b>-653.17%</b>	<b>-455.02%</b>
<b>Center: 51 - RECREATION CENTER FITNESS</b>				
Revenue	\$ 954,714.68	\$ 1,231,081.42	\$ 1,415,092.39	1,525,802.30
Expense	\$ 767,995.46	\$ 626,716.65	\$ 871,759.71	737,097.29
<b>Center: 51 - RECREATION CENTER FITNESS Surplus (Deficit):</b>	<b>\$ 186,719.22</b>	<b>\$ 604,364.77</b>	<b>\$ 543,332.68</b>	<b>788,705.01</b>
<b>Net Revenue:</b>	<b>19.56%</b>	<b>49.09%</b>	<b>38.40%</b>	<b>51.69%</b>
<b>Center: 53 - RECREATION CENTER AQUATICS</b>				
Revenue	\$ 235,643.75	\$ 266,530.09	\$ 286,927.80	257,748.67
Expense	\$ 335,706.89	\$ 290,224.22	\$ 386,128.26	311,732.12
<b>Center: 53 - RECREATION CENTER AQUATICS Surplus (Deficit):</b>	<b>\$ (100,063.14)</b>	<b>\$ (23,694.13)</b>	<b>\$ (99,200.46)</b>	<b>\$ (53,983.45)</b>
<b>Net Revenue:</b>	<b>-42.46%</b>	<b>-8.89%</b>	<b>-34.57%</b>	<b>-20.94%</b>

Account Type	2023 Total Budget	2023 YTD Activity	2024 Total Budget	2024 YTD Activity
<b>Center: 54 - DOME</b>				
Expense	\$ -	\$ -	\$ -	20,519.19
<b>Center: 54 - DOME Total:</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>20,519.19</b>
<b>Net Revenue:</b>				
<b>Center: 55 - TENNIS</b>				
Revenue	\$ 1,754,621.79	\$ 2,020,326.20	\$ 1,955,046.00	2,121,680.14
Expense	\$ 1,379,971.25	\$ 1,218,029.52	\$ 1,522,057.88	1,314,767.51
<b>Center: 55 - TENNIS Surplus (Deficit):</b>	<b>\$ 374,650.54</b>	<b>\$ 802,296.68</b>	<b>\$ 432,988.12</b>	<b>806,912.63</b>
<b>Net Revenue:</b>	<b>21.35%</b>	<b>39.71%</b>	<b>22.15%</b>	<b>38.03%</b>
<b>Center: 61 - HELLER NATURE CENTER</b>				
Revenue	\$ 303,718.00	\$ 186,151.17	\$ 241,897.50	191,424.35
Expense	\$ 671,514.54	\$ 481,270.97	\$ 665,650.99	481,018.91
<b>Center: 61 - HELLER NATURE CENTER Surplus (Deficit):</b>	<b>\$ (367,796.54)</b>	<b>\$ (295,119.80)</b>	<b>\$ (423,753.49)</b>	<b>\$ (289,594.56)</b>
<b>Net Revenue:</b>	<b>-121.10%</b>	<b>-158.54%</b>	<b>-175.18%</b>	<b>-151.28%</b>
<b>Center: 74 - HPCC LEARNING CENTER</b>				
Revenue	\$ 546,750.00	\$ 517,893.83	\$ 481,664.00	465,226.47
Expense	\$ 532,296.56	\$ 446,099.47	\$ 464,539.78	448,570.48
<b>Center: 74 - HPCC LEARNING CENTER Surplus (Deficit):</b>	<b>\$ 14,453.44</b>	<b>\$ 71,794.36</b>	<b>\$ 17,124.22</b>	<b>16,655.99</b>
<b>Net Revenue:</b>	<b>2.64%</b>	<b>13.86%</b>	<b>3.56%</b>	<b>3.58%</b>
<b>Center: 76 - HPCC BUILDING</b>				
Revenue	\$ 46,878.00	\$ 23,183.50	\$ 35,916.55	18,024.28
Expense	\$ 46,367.00	\$ 41,810.56	\$ 36,048.55	37,423.79
<b>Center: 76 - HPCC BUILDING Surplus (Deficit):</b>	<b>\$ 511.00</b>	<b>\$ (18,627.06)</b>	<b>\$ (132.00)</b>	<b>\$ (19,399.51)</b>
<b>Net Revenue:</b>	<b>1.09%</b>	<b>-80.35%</b>	<b>-0.37%</b>	<b>-107.63%</b>
<b>Fund: 29 - RECREATION Surplus (Deficit):</b>	<b>\$ (189,779.31)</b>	<b>\$ 6,148,923.98</b>	<b>\$ (1,086,041.40)</b>	<b>6,859,632.41</b>
<b>Net Revenue:</b>	<b>-1.16%</b>	<b>33.95%</b>	<b>-5.94%</b>	<b>33.56%</b>
<b>Report Surplus (Deficit):</b>	<b>\$ (189,779.31)</b>	<b>\$ 6,148,923.98</b>	<b>\$ (1,086,041.40)</b>	<b>6,859,632.41</b>
<b>Net Revenue:</b>	<b>-1.16%</b>	<b>33.95%</b>	<b>-5.94%</b>	<b>33.56%</b>



Sunset Valley Golf Course

	<b>2023</b>	<b>2023</b>	<b>2024</b>	<b>2024</b>
	<b>Budget</b>	<b>YTD Activity</b>	<b>Budget</b>	<b>YTD Activity</b>
Revenue	1,929,231.00	1,864,891.78	2,141,345.00	2,080,957.19
Expense	1,591,829.28	863,111.78	1,784,230.48	832,636.46
<b>Report Surplus (Deficit):</b>	<b>337,401.72</b>	<b>1,001,780.00</b>	<b>357,114.52</b>	<b>1,248,320.73</b>

Recreation Center of HP

	<b>2023</b>	<b>2023</b>	<b>2024</b>	<b>2024</b>
	<b>Budget</b>	<b>YTD Activity</b>	<b>Budget</b>	<b>YTD Activity</b>
Revenue	1,297,628.43	1,602,781.35	1,797,921.19	1,897,202.61
Expense	1,808,422.43	1,520,803.12	1,980,188.94	1,679,620.84
<b>Report Surplus (Deficit):</b>	<b>(510,794.00)</b>	<b>81,978.23</b>	<b>(182,267.75)</b>	<b>217,581.77</b>

Deer Creek Raquet Club

	<b>2023</b>	<b>2023</b>	<b>2024</b>	<b>2024</b>
	<b>Budget</b>	<b>YTD Activity</b>	<b>Budget</b>	<b>YTD Activity</b>
Revenue	1,754,621.79	2,020,326.20	1,955,046.00	2,121,680.14
Expense	1,379,971.25	1,218,029.52	1,522,057.88	1,314,767.51
<b>Report Surplus (Deficit):</b>	<b>374,650.54</b>	<b>802,296.68</b>	<b>432,988.12</b>	<b>806,912.63</b>

Park District of Highland Park  
Investment Schedule  
November 30, 2024

11/30/2024

Bank	Type		Purchase Date	Maturity Date	Interest Rate	Purchase Price	Monthly Interest	Expected Interest
PMA	CD	949,000.00	1/12/2024	1/10/2025	5.19%	949,000.00	4,102.62	49,231.38
PMA	CD	475,500.00	4/4/2024	4/4/2025	5.10%	475,500.00	2,021.85	24,262.14
PMA	TS	1,524,400.00	4/5/2024	4/4/2025	5.14%	1,524,400.00	6,535.70	78,428.34
PMA	CD	1,189,350.00	6/12/2024	6/12/2025	5.04%	1,189,350.00	4,998.13	59,977.52
PMA	DTC	723,363.16	6/20/2024	6/17/2025	5.15%	723,363.16	3,106.17	37,274.00
PMA	CD	2,379,450.00	7/12/2024	7/11/2025	5.01%	2,379,450.00	9,929.80	119,157.62
PMA	TS	1,000,000.00	7/19/2024	7/21/2025	5.15%	1,000,000.00	4,290.05	51,480.55
PMA	CD	1,910,200.00	8/16/2024	8/15/2024	4.66%	1,910,200.00	7,420.31	89,043.76
PMA	CD	1,919,600.00	9/17/2024	9/17/2025	4.14%	1,919,600.00	6,623.43	79,481.12
PMA	TS	3,000,000.00	10/18/2024	10/17/2025	4.31%	3,000,000.00	10,775.00	129,300.00
First Bank of Highland Park	CD	1,000,000.00	12/1/2023	12/1/2024	5.18%	1,000,000.00	4,316.67	51,800.00
First Bank of Highland Park	CD	1,000,000.00	3/21/2024	3/21/2025	4.78%	1,000,000.00	3,983.33	47,800.00
First Bank of Highland Park	CD	2,000,000.00	5/26/2024	5/26/2025	4.72%	2,000,000.00	7,866.67	94,400.00
First Bank of Highland Park	CD	2,000,000.00	9/27/2024	9/27/2025	4.08%	2,000,000.00	6,800.00	81,600.00
		21,070,863.16				21,070,863.16	82,769.70	993,236.43



# Revenue and Expense Charts by Center – November 2024

# RECREATION ADMINISTRATION 29-11

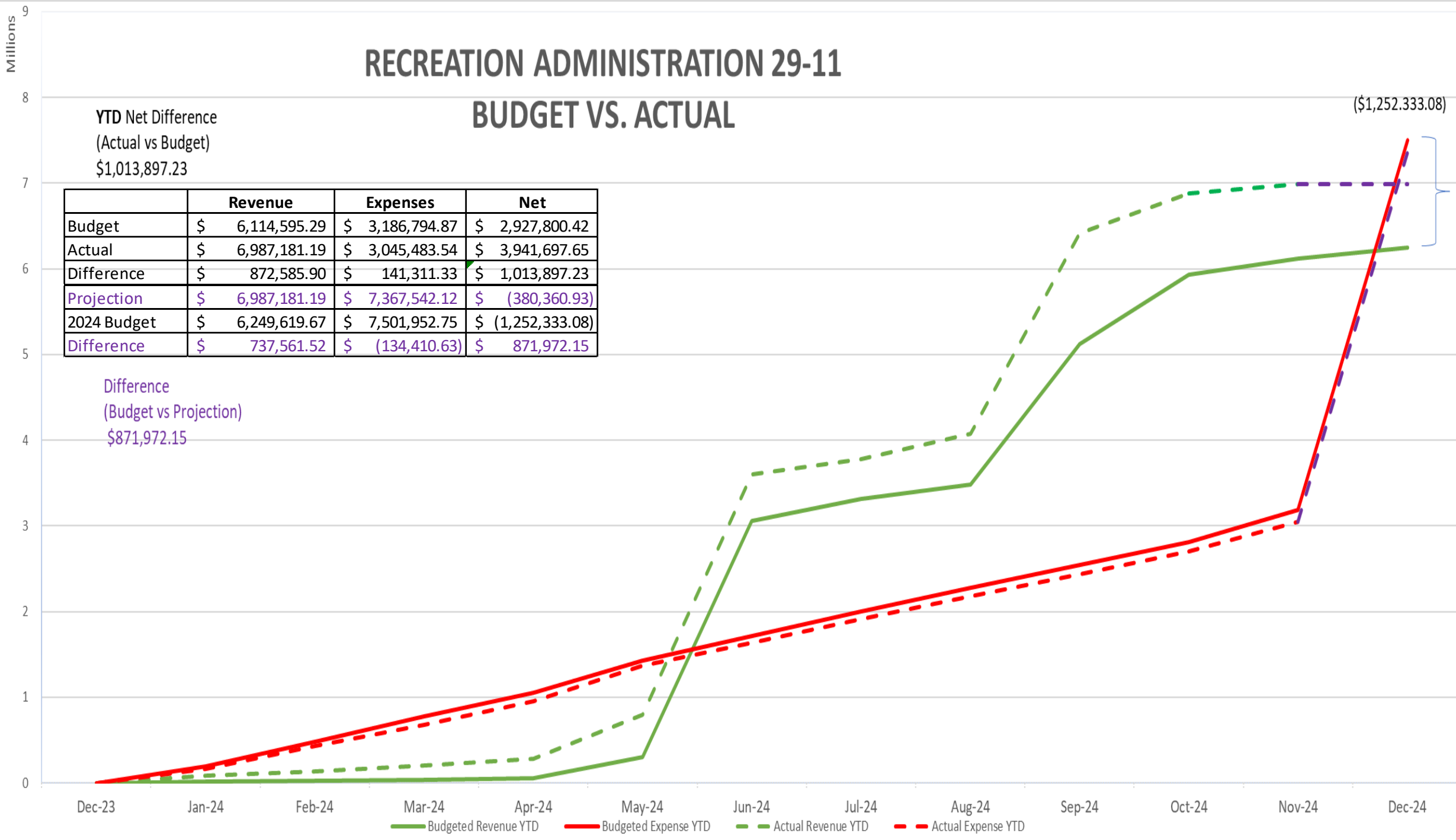
## BUDGET VS. ACTUAL

YTD Net Difference  
(Actual vs Budget)  
\$1,013,897.23

	Revenue	Expenses	Net
Budget	\$ 6,114,595.29	\$ 3,186,794.87	\$ 2,927,800.42
Actual	\$ 6,987,181.19	\$ 3,045,483.54	\$ 3,941,697.65
Difference	\$ 872,585.90	\$ 141,311.33	\$ 1,013,897.23
Projection	\$ 6,987,181.19	\$ 7,367,542.12	\$ (380,360.93)
2024 Budget	\$ 6,249,619.67	\$ 7,501,952.75	\$ (1,252,333.08)
Difference	\$ 737,561.52	\$ (134,410.63)	\$ 871,972.15

Difference  
(Budget vs Projection)  
\$871,972.15

(\$1,252,333.08)



# WEST RIDGE CENTER 29-24

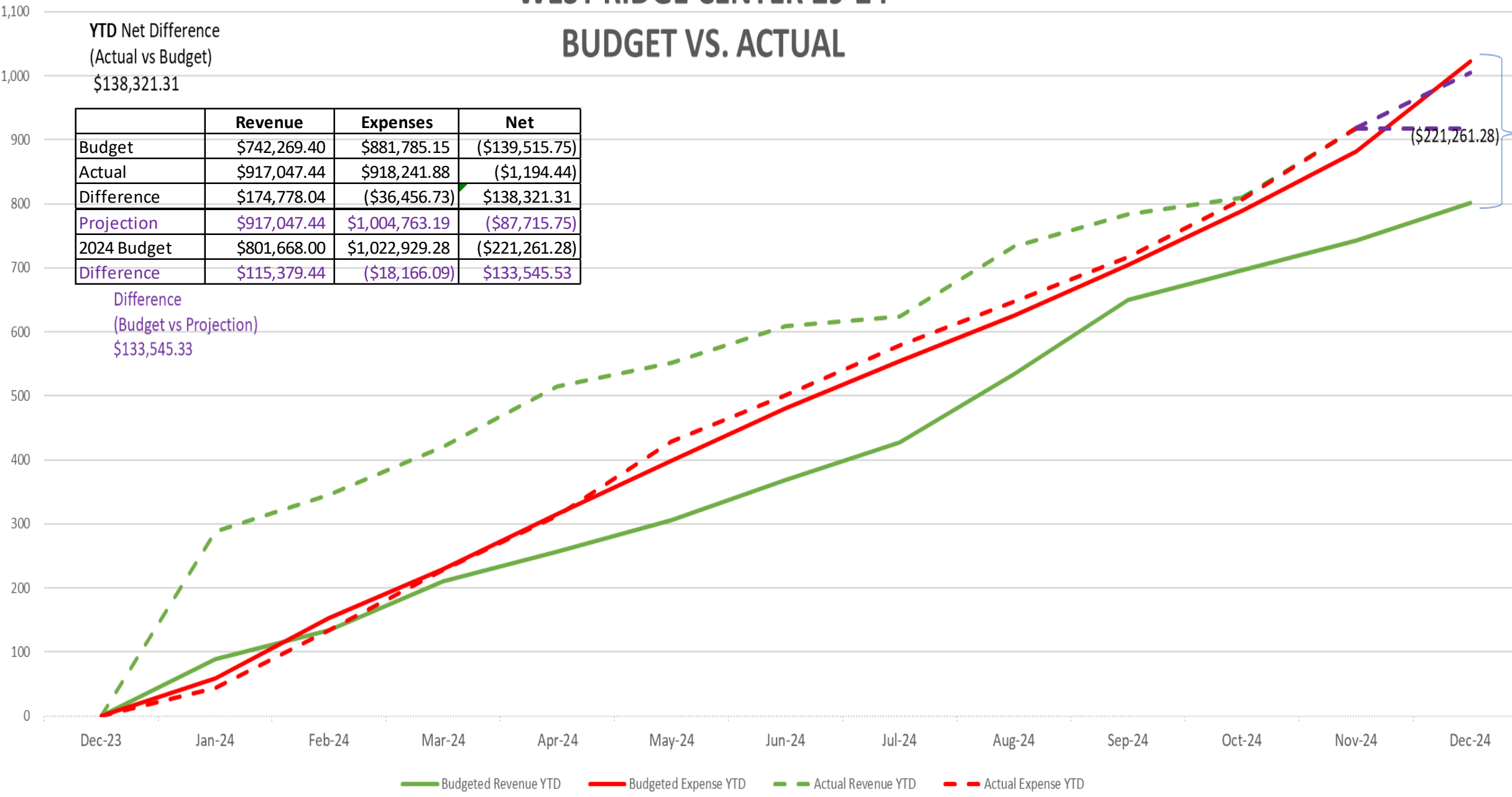
## BUDGET VS. ACTUAL

Thousands

**YTD Net Difference**  
(Actual vs Budget)  
\$138,321.31

	Revenue	Expenses	Net
Budget	\$742,269.40	\$881,785.15	(\$139,515.75)
Actual	\$917,047.44	\$918,241.88	(\$1,194.44)
Difference	\$174,778.04	(\$36,456.73)	\$138,321.31
Projection	\$917,047.44	\$1,004,763.19	(\$87,715.75)
2024 Budget	\$801,668.00	\$1,022,929.28	(\$221,261.28)
Difference	\$115,379.44	(\$18,166.09)	\$133,545.53

**Difference**  
(Budget vs Projection)  
\$133,545.33



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

(\$221,261.28)



# ATHLETICS 29-26

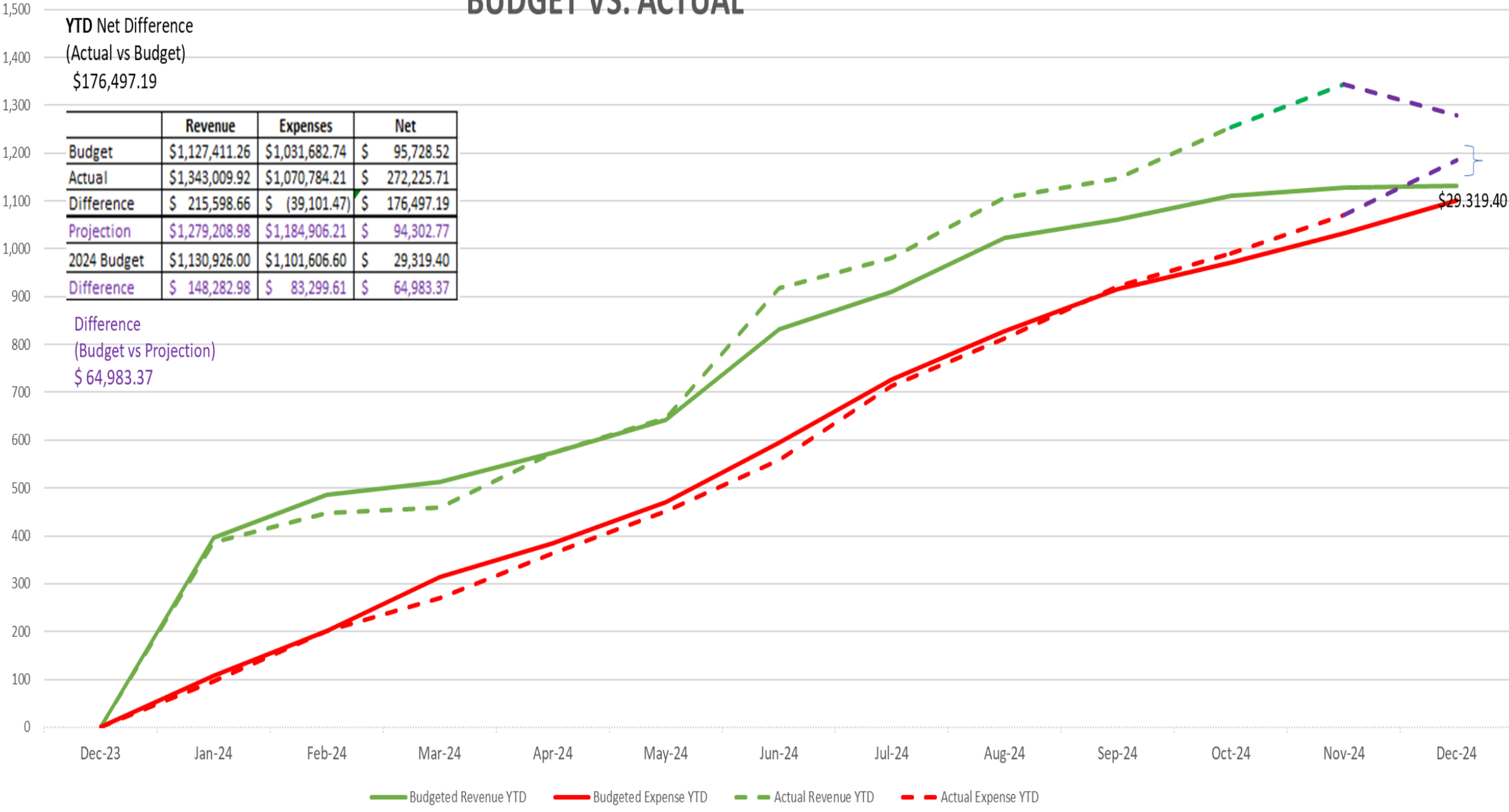
## BUDGET VS. ACTUAL

Thousands

YTD Net Difference  
(Actual vs Budget)  
\$176,497.19

	Revenue	Expenses	Net
Budget	\$1,127,411.26	\$1,031,682.74	\$ 95,728.52
Actual	\$1,343,009.92	\$1,070,784.21	\$ 272,225.71
Difference	\$ 215,598.66	\$ (39,101.47)	\$ 176,497.19
Projection	\$1,279,208.98	\$1,184,906.21	\$ 94,302.77
2024 Budget	\$1,130,926.00	\$1,101,606.60	\$ 29,319.40
Difference	\$ 148,282.98	\$ 83,299.61	\$ 64,983.37

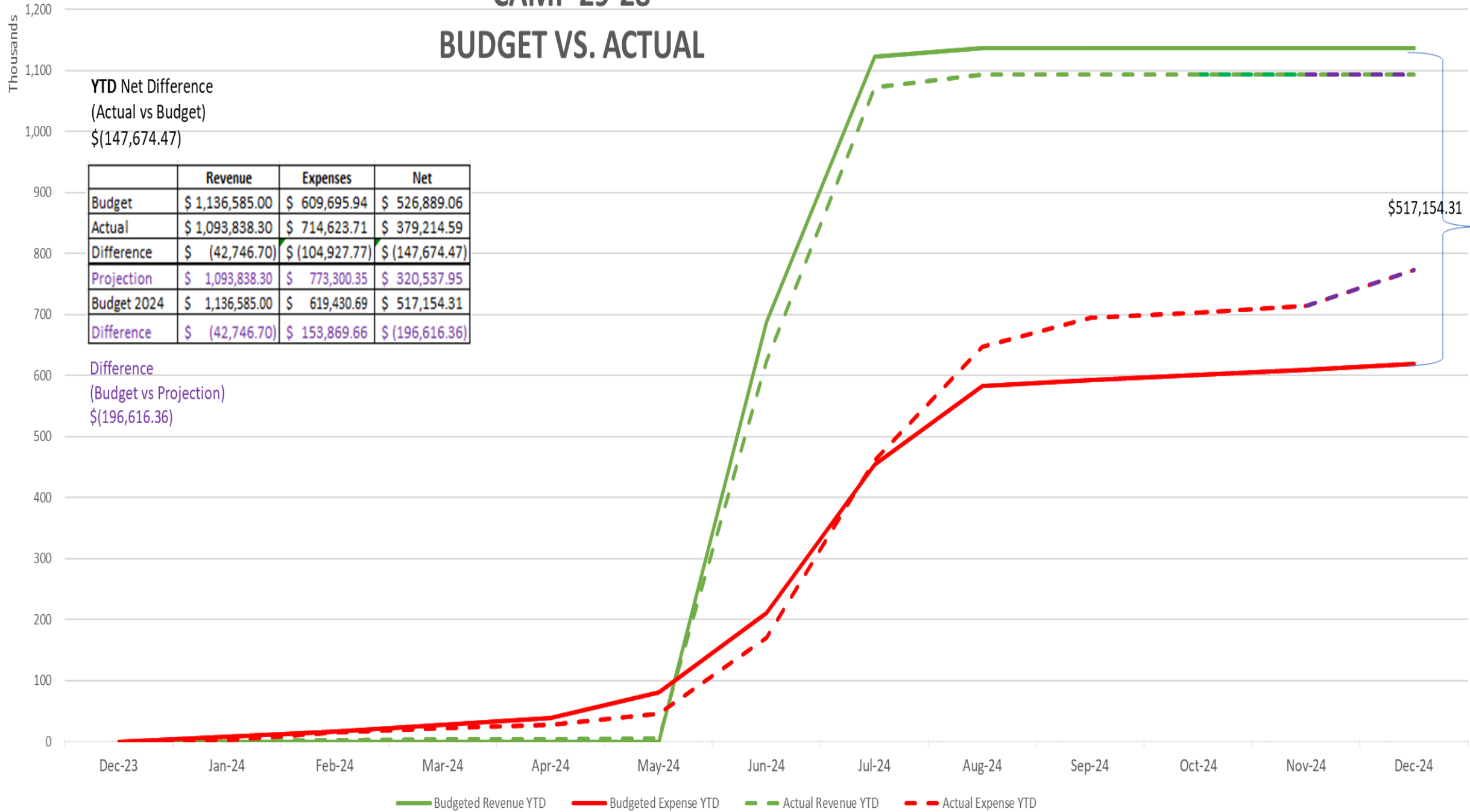
Difference  
(Budget vs Projection)  
\$ 64,983.37



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

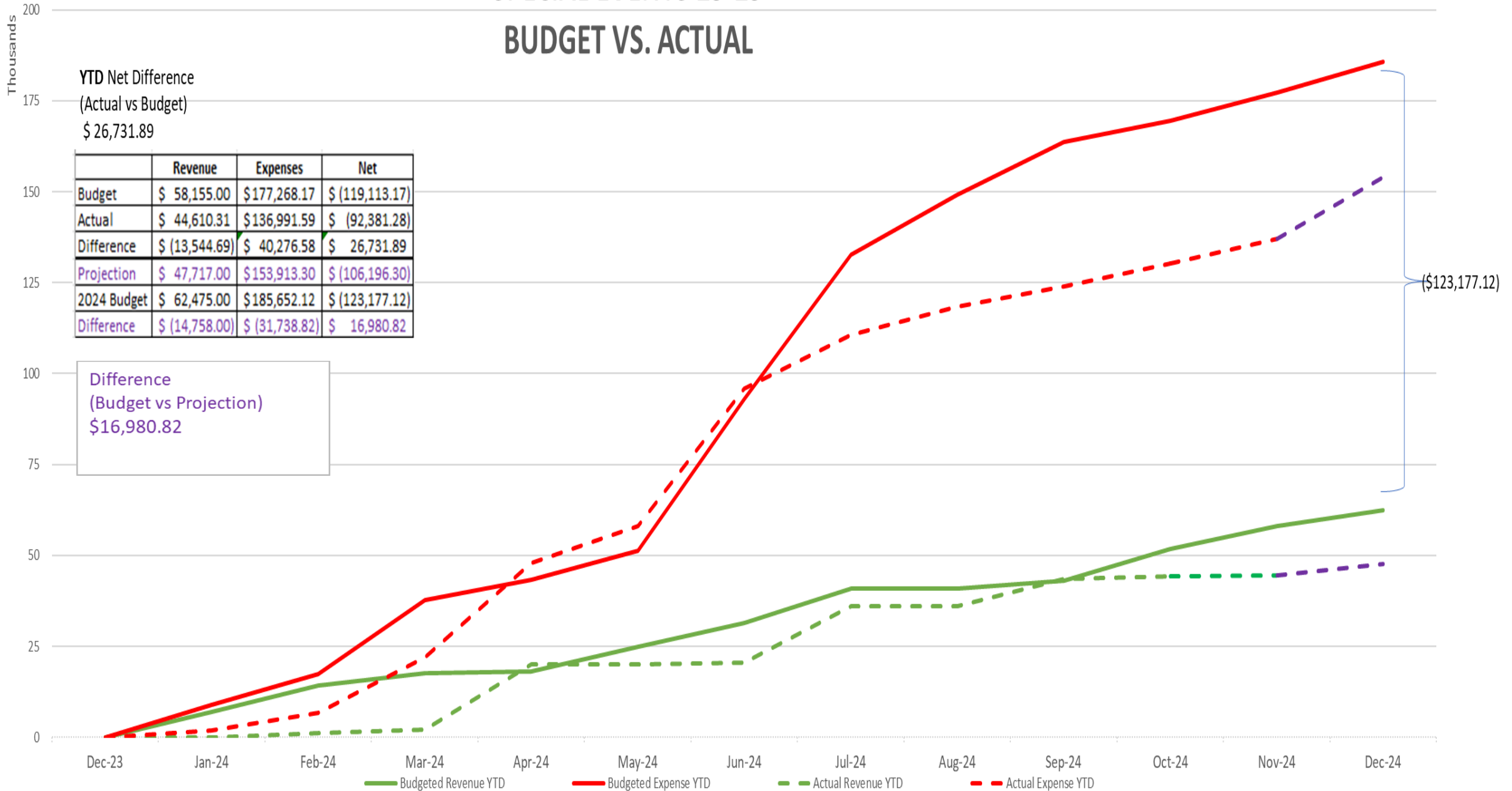
# CAMP 29-28

## BUDGET VS. ACTUAL



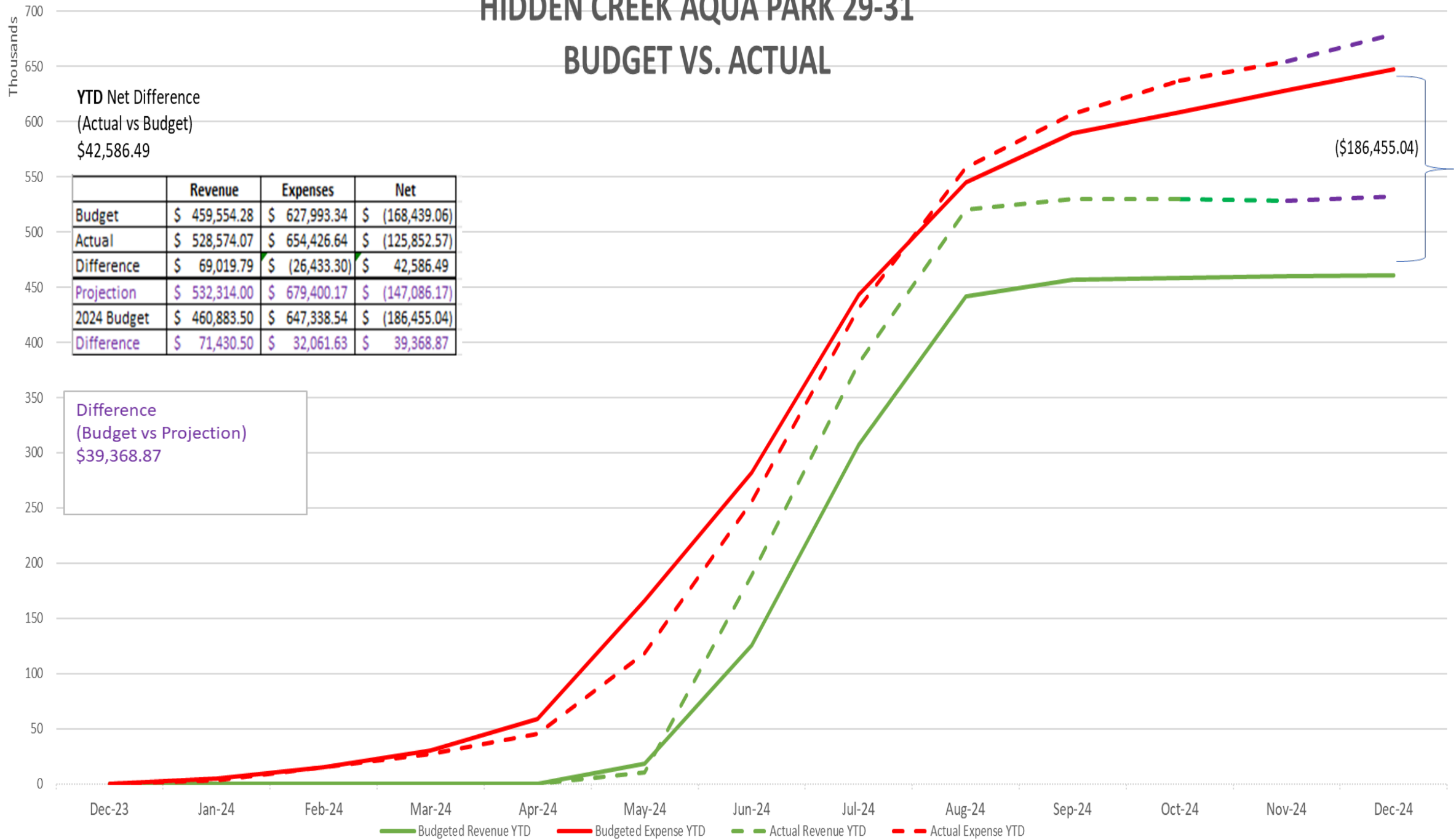
# SPECIAL EVENTS 29-29

## BUDGET VS. ACTUAL



# HIDDEN CREEK AQUA PARK 29-31

## BUDGET VS. ACTUAL



YTD Net Difference  
(Actual vs Budget)  
\$42,586.49

	Revenue	Expenses	Net
Budget	\$ 459,554.28	\$ 627,993.34	\$ (168,439.06)
Actual	\$ 528,574.07	\$ 654,426.64	\$ (125,852.57)
Difference	\$ 69,019.79	\$ (26,433.30)	\$ 42,586.49
Projection	\$ 532,314.00	\$ 679,400.17	\$ (147,086.17)
2024 Budget	\$ 460,883.50	\$ 647,338.54	\$ (186,455.04)
Difference	\$ 71,430.50	\$ 32,061.63	\$ 39,368.87

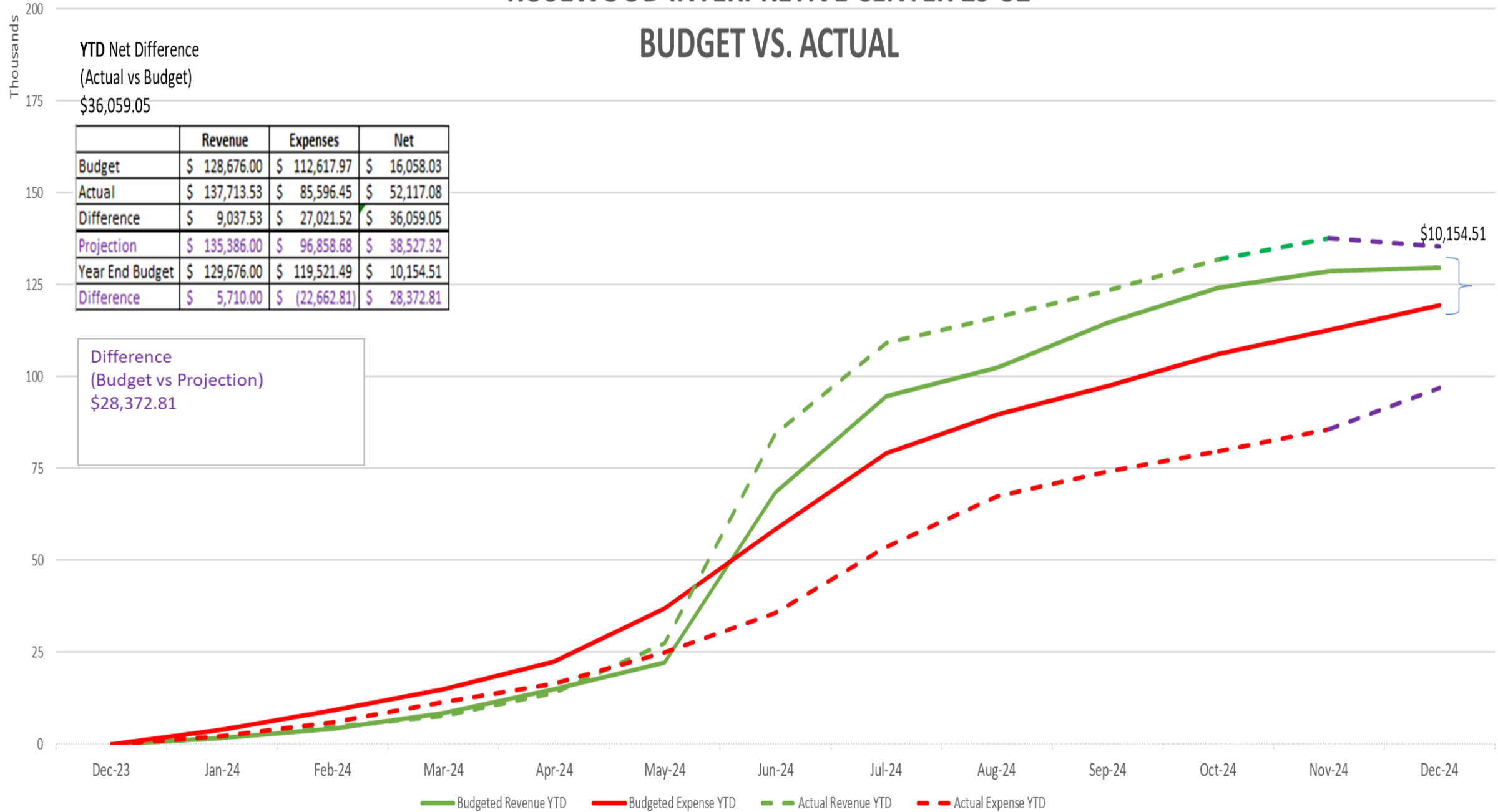
Difference  
(Budget vs Projection)  
\$39,368.87

(\$186,455.04)

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

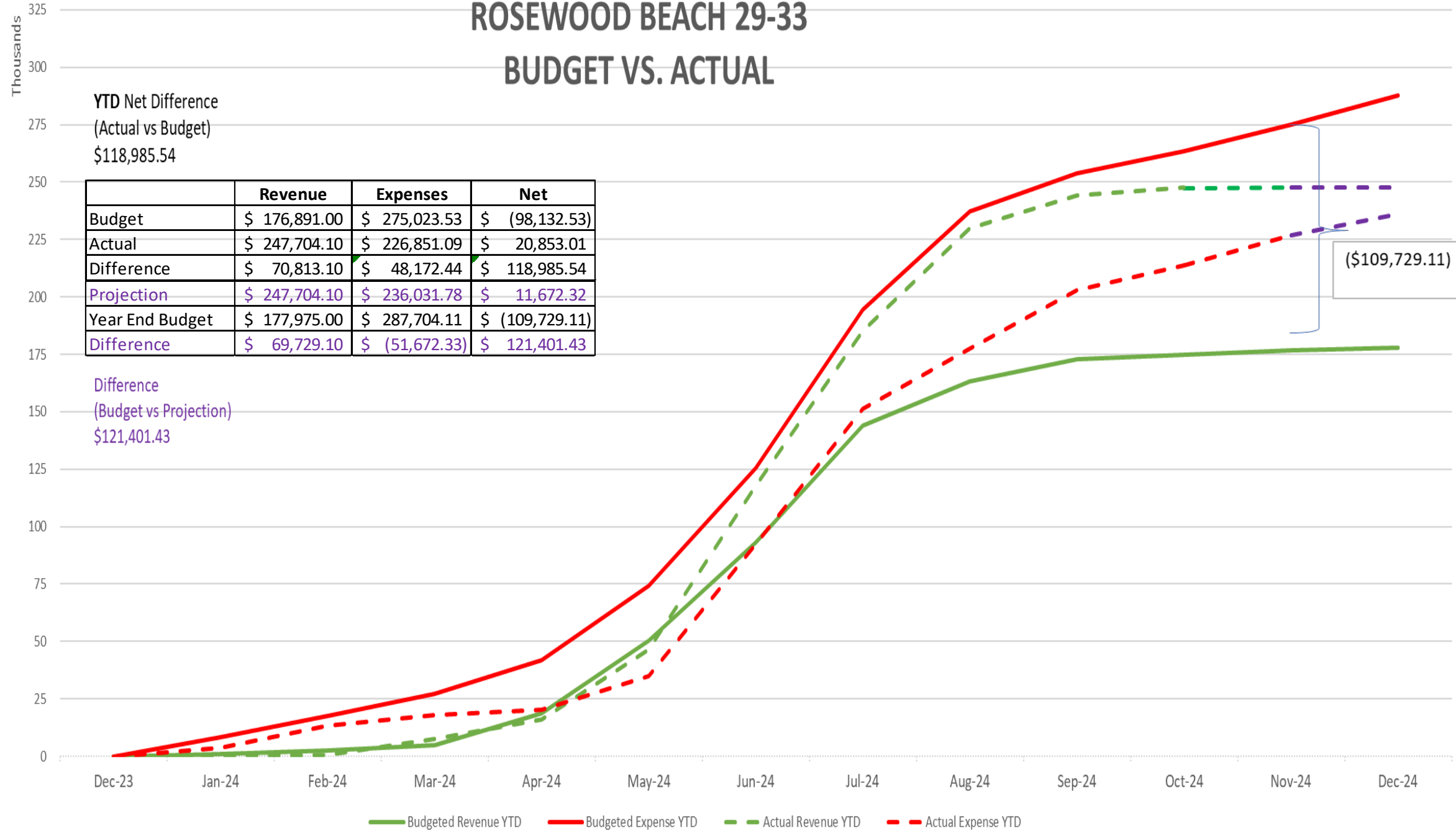
# ROSEWOOD INTERPRETIVE CENTER 29-32

## BUDGET VS. ACTUAL



# ROSEWOOD BEACH 29-33

## BUDGET VS. ACTUAL



YTD Net Difference  
(Actual vs Budget)  
\$118,985.54

	Revenue	Expenses	Net
Budget	\$ 176,891.00	\$ 275,023.53	\$ (98,132.53)
Actual	\$ 247,704.10	\$ 226,851.09	\$ 20,853.01
Difference	\$ 70,813.10	\$ 48,172.44	\$ 118,985.54
Projection	\$ 247,704.10	\$ 236,031.78	\$ 11,672.32
Year End Budget	\$ 177,975.00	\$ 287,704.11	\$ (109,729.11)
Difference	\$ 69,729.10	\$ (51,672.33)	\$ 121,401.43

Difference  
(Budget vs Projection)  
\$121,401.43

(\$109,729.11)

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

# PARK AVENUE 29-34

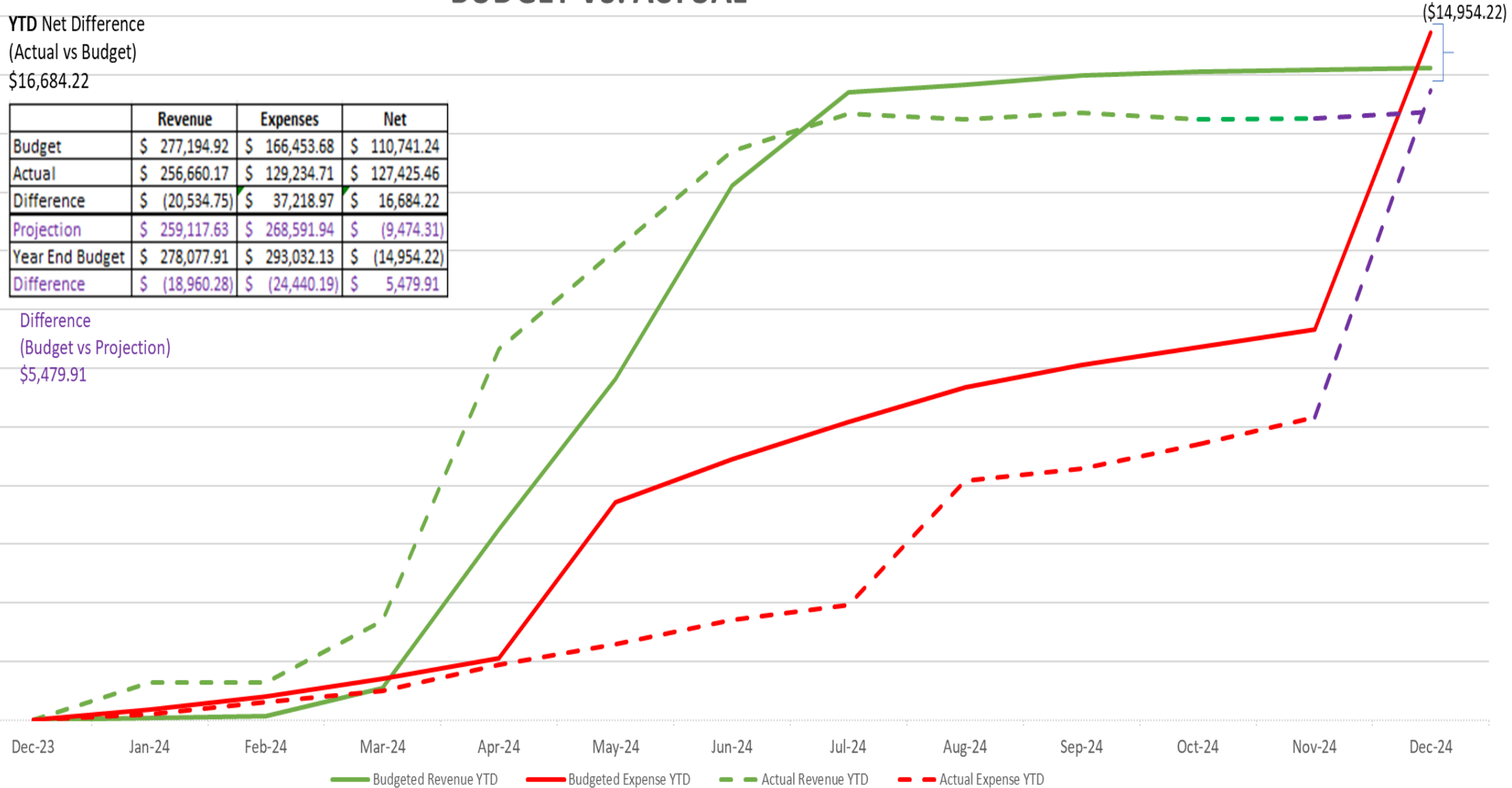
## BUDGET VS. ACTUAL

Thousands

**YTD Net Difference**  
(Actual vs Budget)  
\$16,684.22

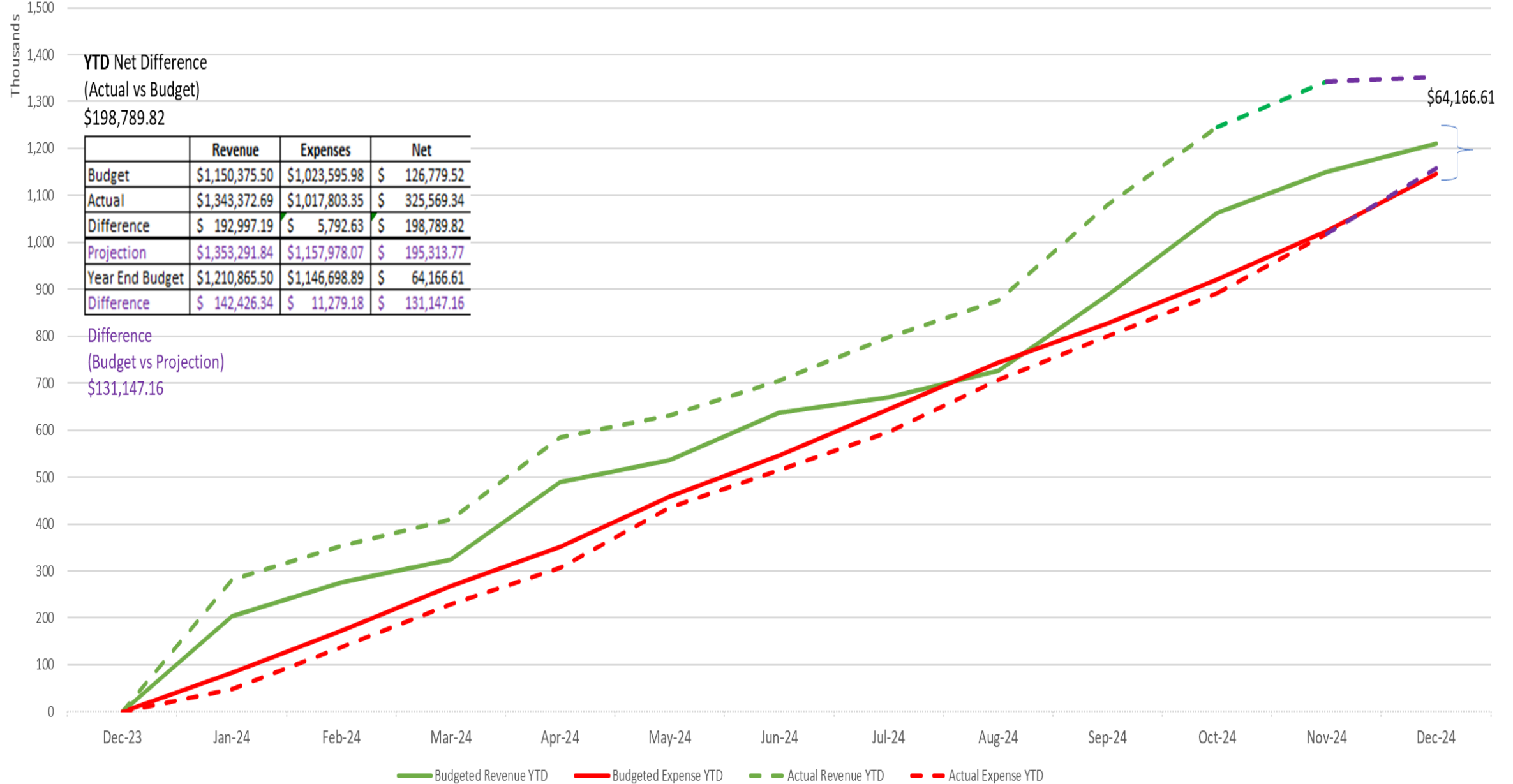
	Revenue	Expenses	Net
Budget	\$ 277,194.92	\$ 166,453.68	\$ 110,741.24
Actual	\$ 256,660.17	\$ 129,234.71	\$ 127,425.46
Difference	\$ (20,534.75)	\$ 37,218.97	\$ 16,684.22
Projection	\$ 259,117.63	\$ 268,591.94	\$ (9,474.31)
Year End Budget	\$ 278,077.91	\$ 293,032.13	\$ (14,954.22)
Difference	\$ (18,960.28)	\$ (24,440.19)	\$ 5,479.91

**Difference**  
(Budget vs Projection)  
\$5,479.91



# CENTENNIAL 29-38

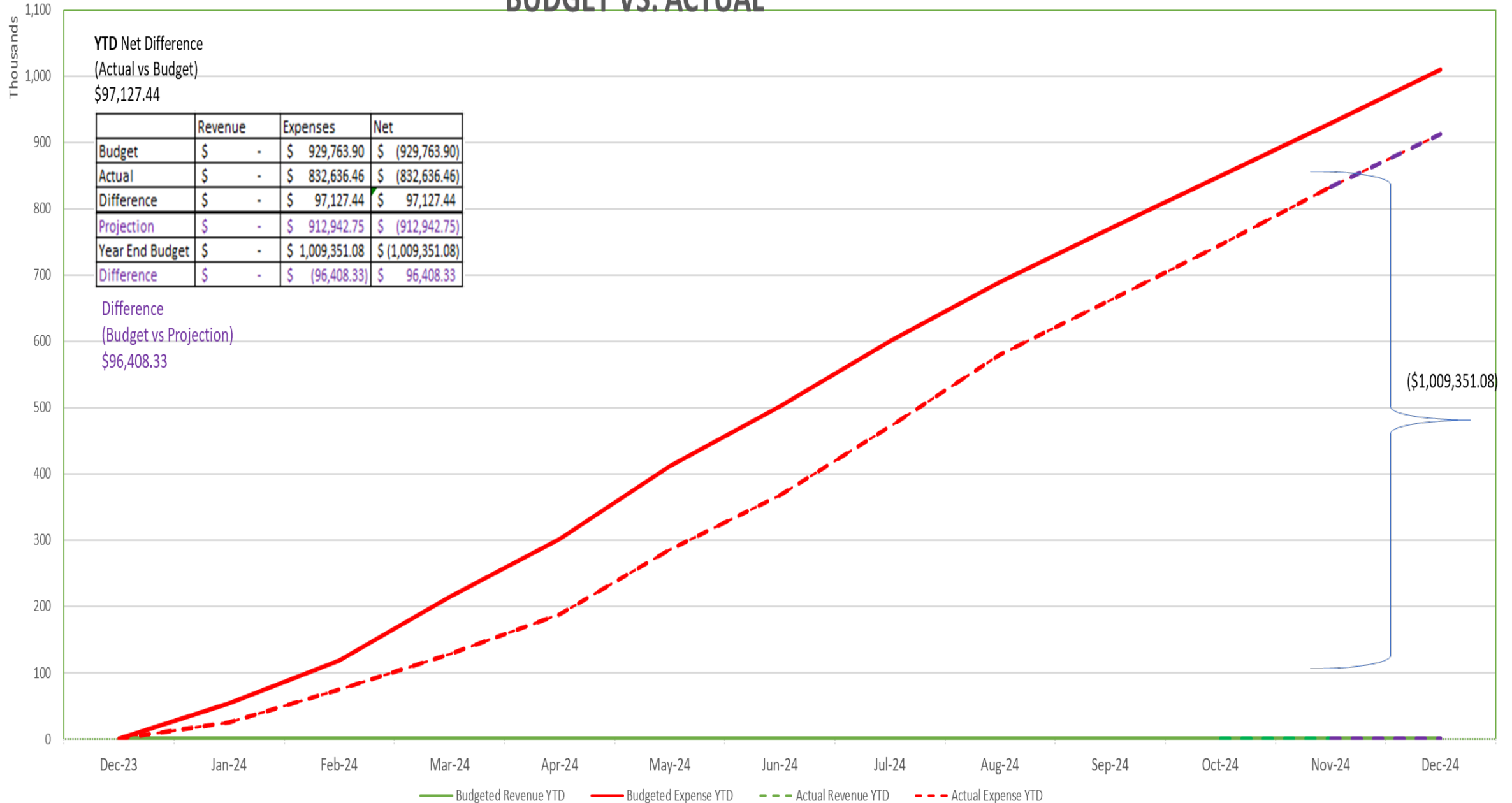
## BUDGET VS. ACTUAL





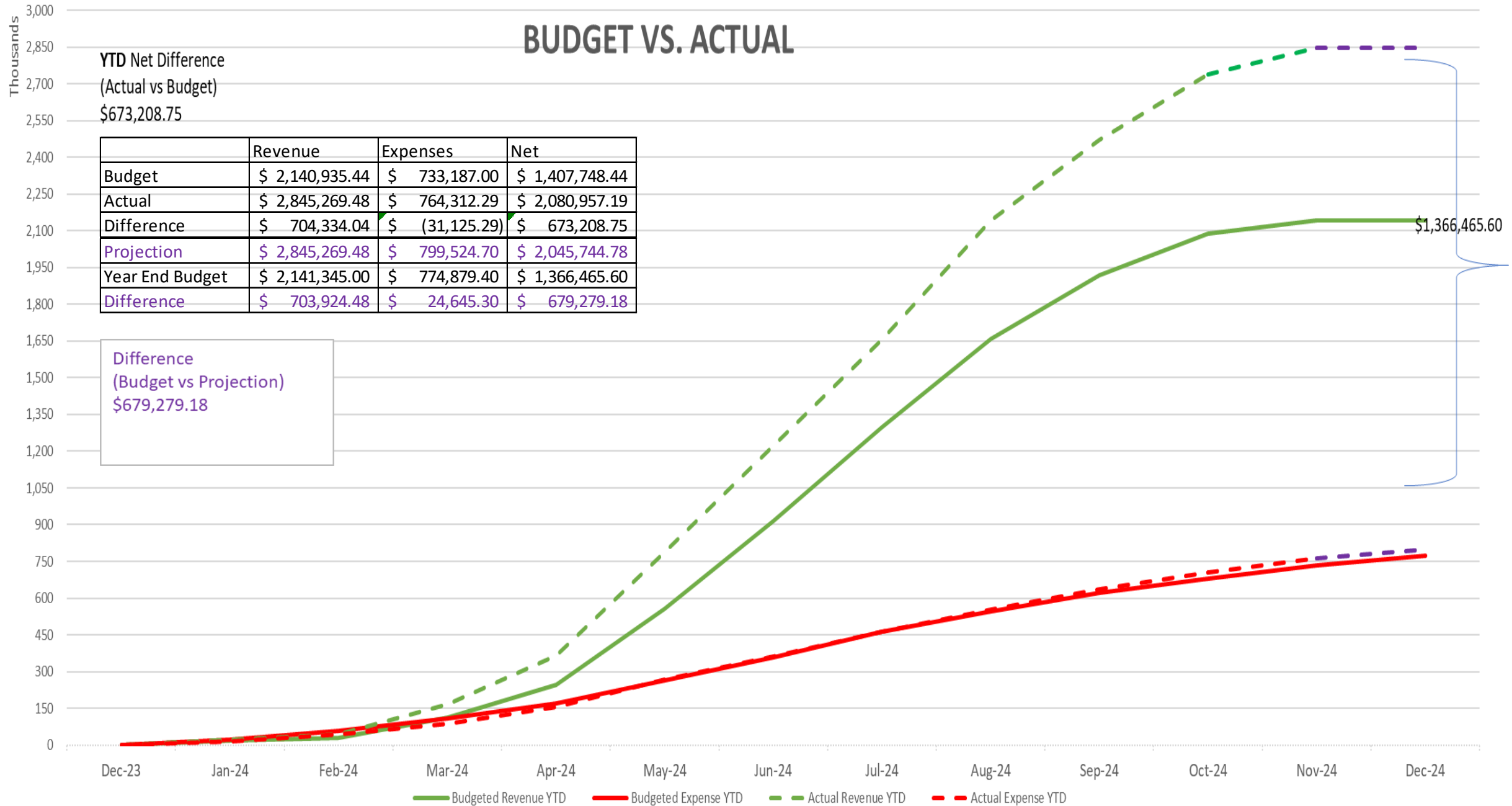
# MAINTENANCE 29-41

## BUDGET VS. ACTUAL



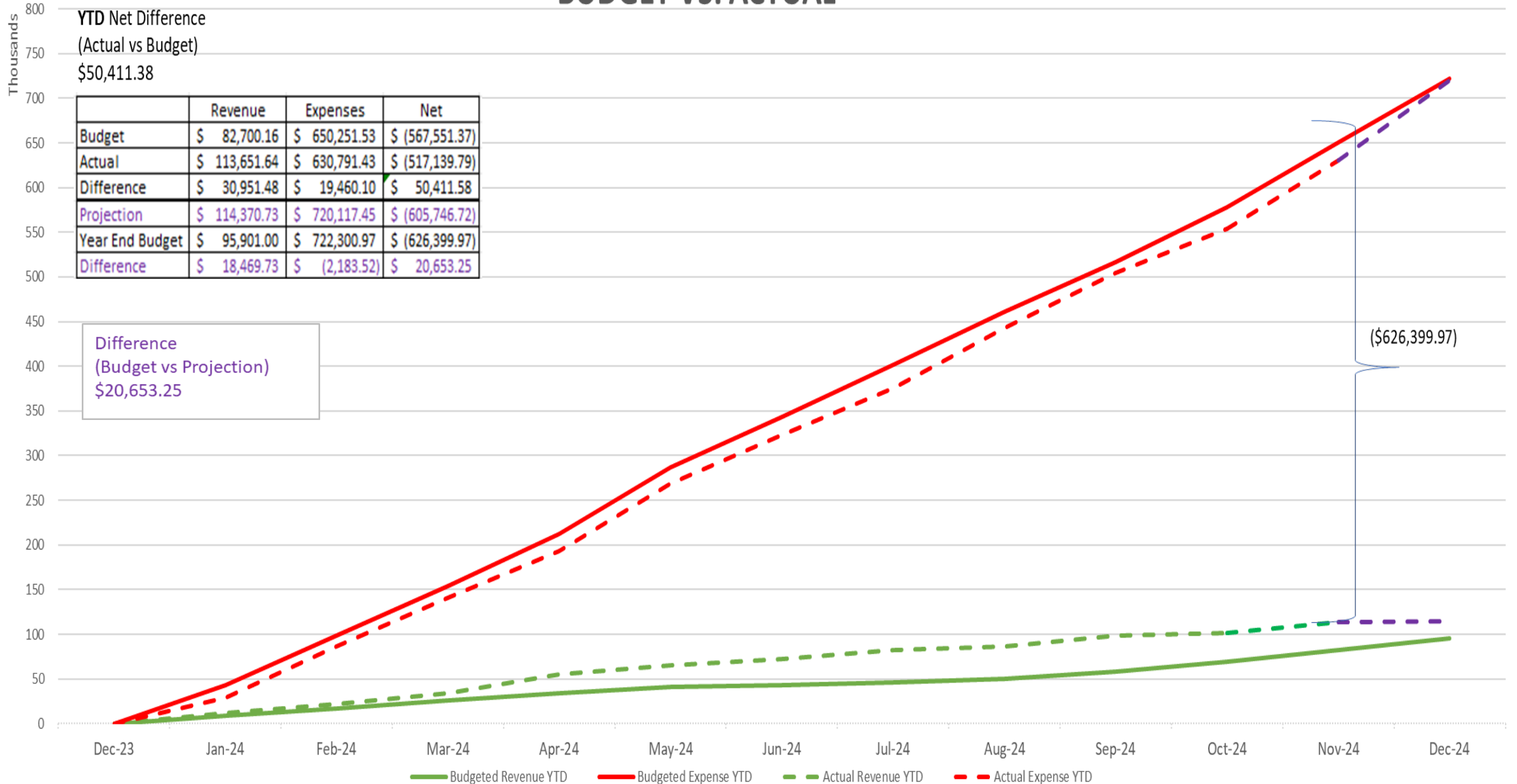
# SUNSET VALLEY 29-42

## BUDGET VS. ACTUAL



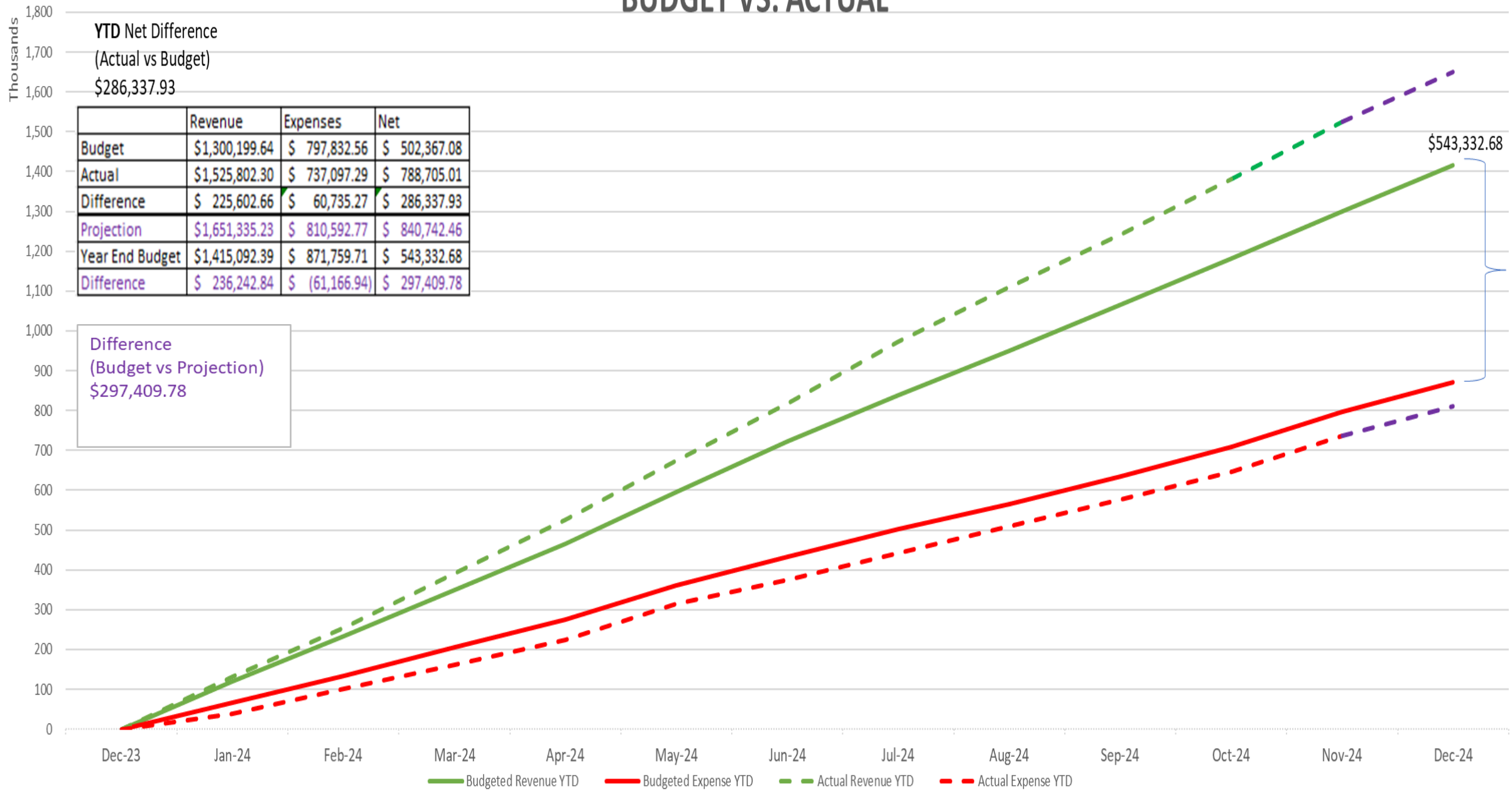
# REC CENTER ADMIN 29-49

## BUDGET VS. ACTUAL



# RECREATION CENTER FITNESS 29-51

## BUDGET VS. ACTUAL



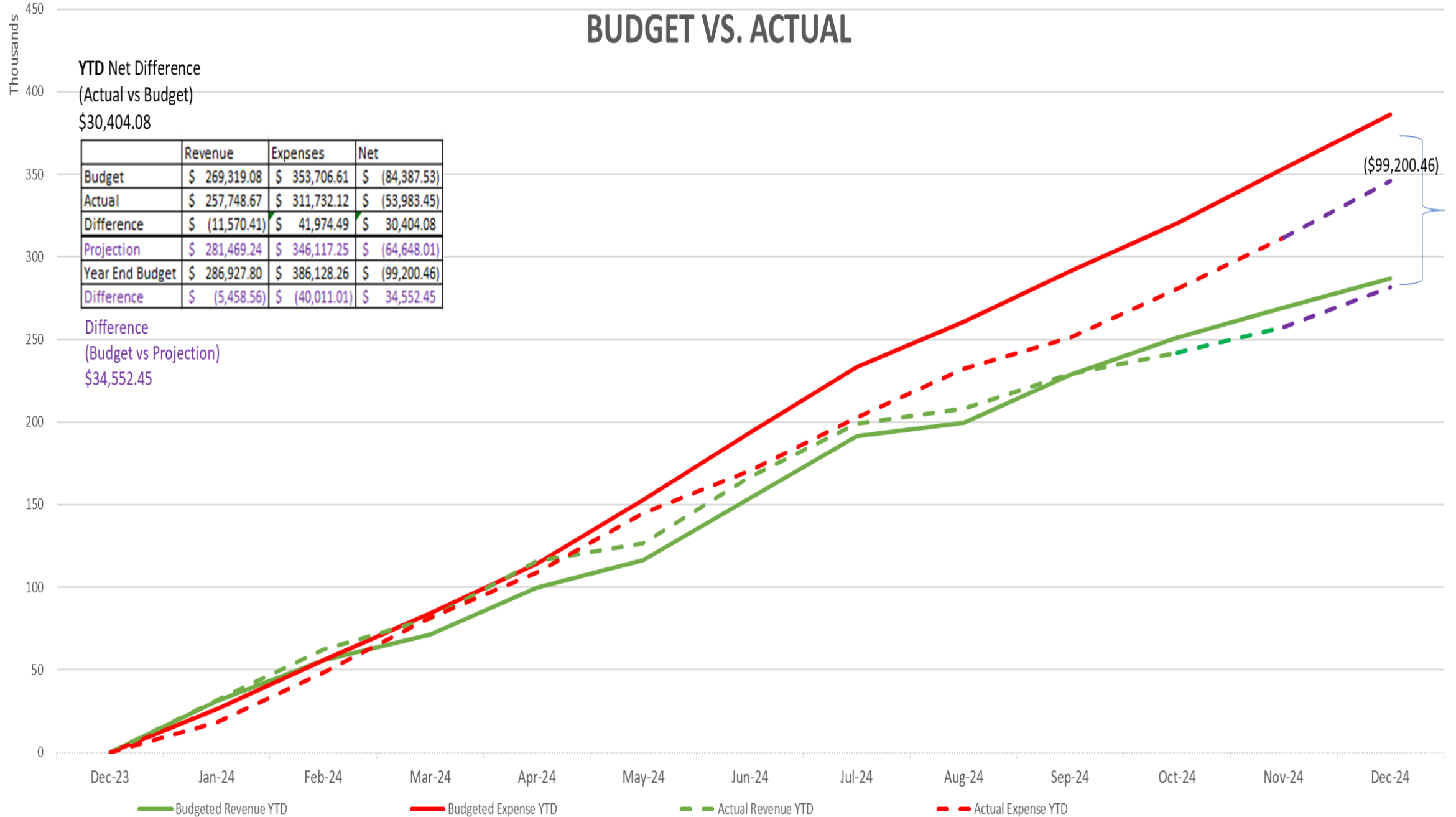
**YTD Net Difference**  
 (Actual vs Budget)  
 \$286,337.93

	Revenue	Expenses	Net
<b>Budget</b>	\$1,300,199.64	\$ 797,832.56	\$ 502,367.08
<b>Actual</b>	\$1,525,802.30	\$ 737,097.29	\$ 788,705.01
<b>Difference</b>	\$ 225,602.66	\$ 60,735.27	\$ 286,337.93
<b>Projection</b>	\$1,651,335.23	\$ 810,592.77	\$ 840,742.46
<b>Year End Budget</b>	\$1,415,092.39	\$ 871,759.71	\$ 543,332.68
<b>Difference</b>	\$ 236,242.84	\$ (61,166.94)	\$ 297,409.78

**Difference**  
 (Budget vs Projection)  
 \$297,409.78

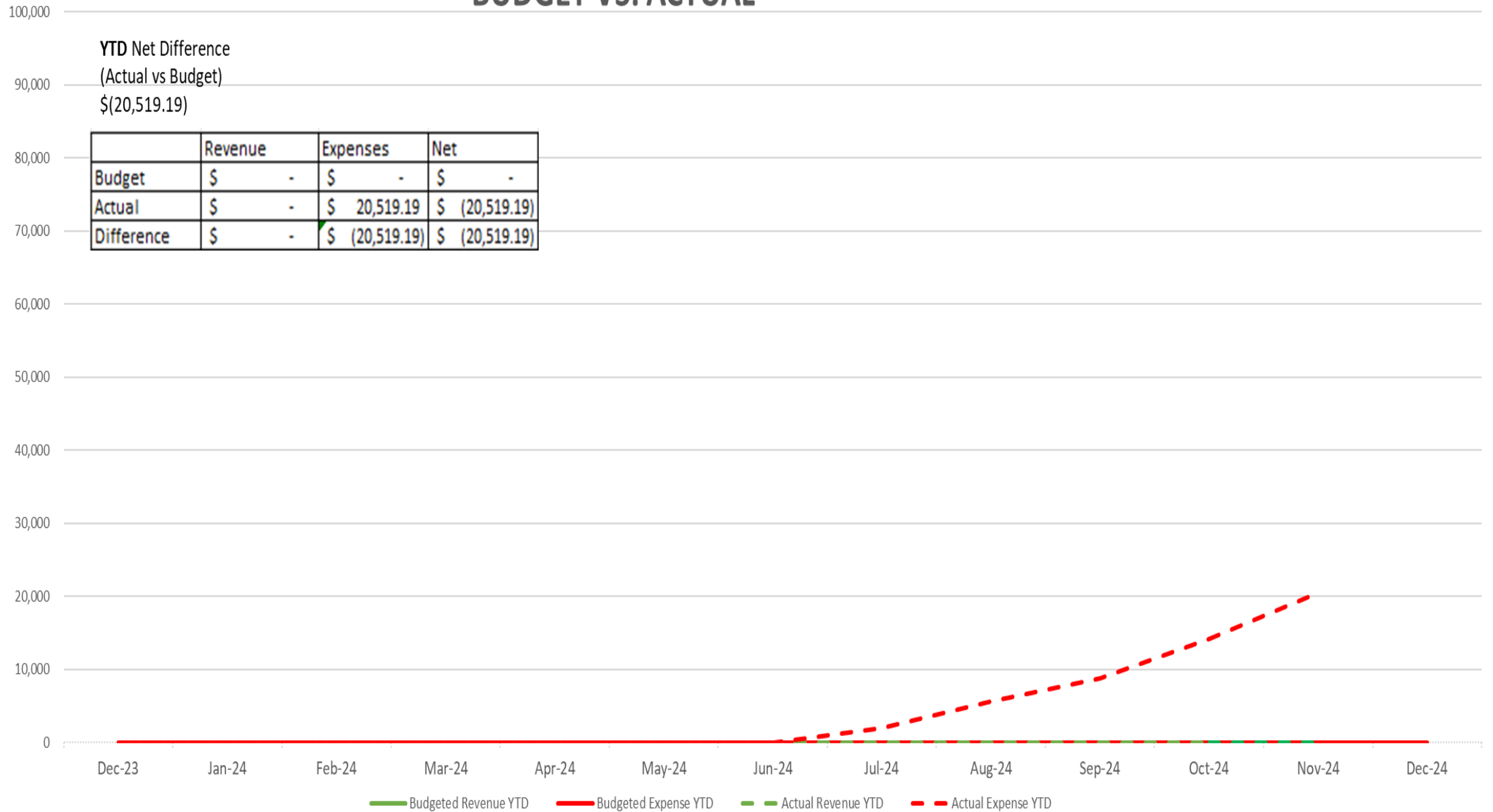
# RECREATION CENTER AQUATICS 29-53

## BUDGET VS. ACTUAL



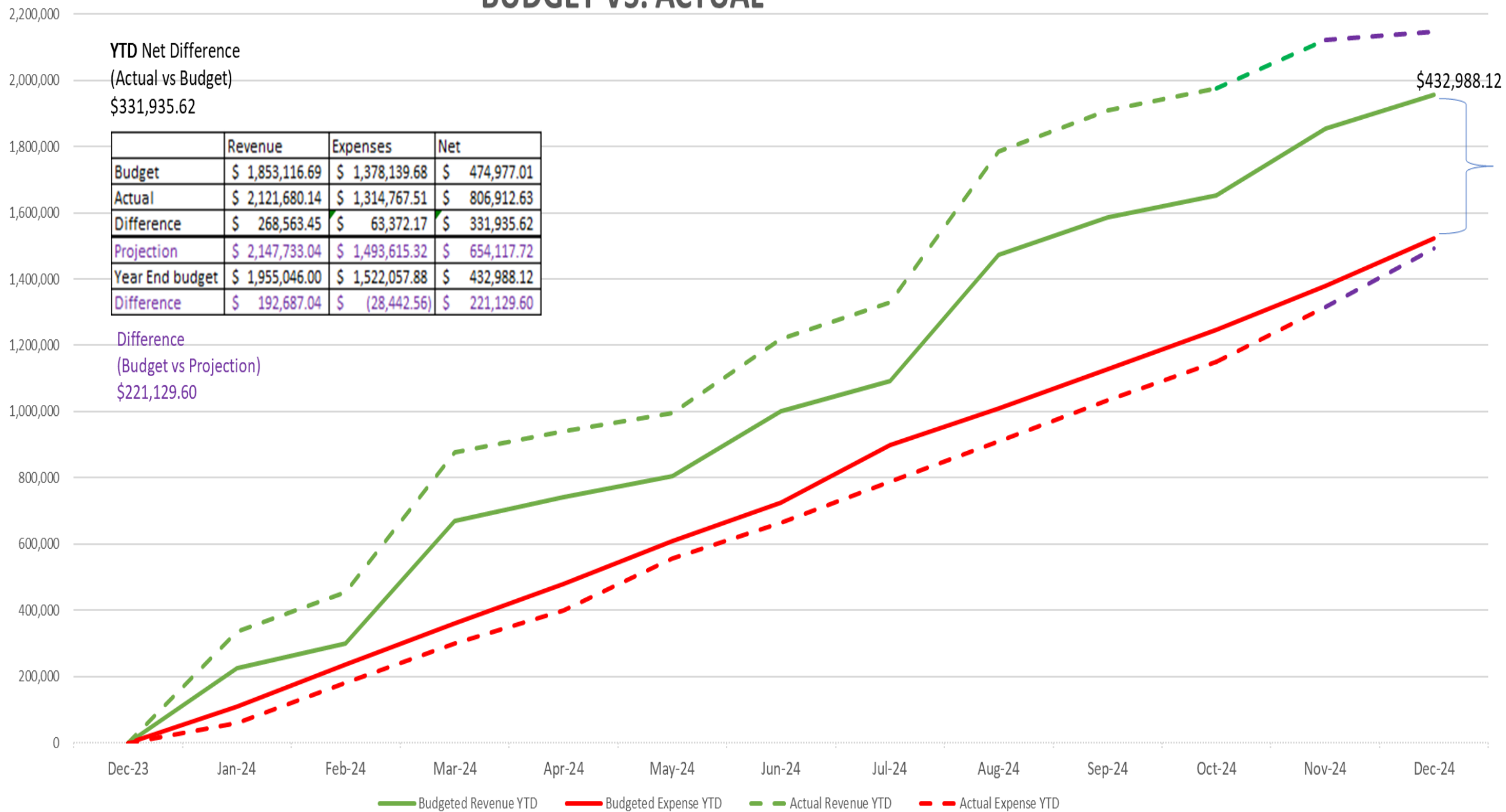
# THE DOME 29-54

## BUDGET VS. ACTUAL



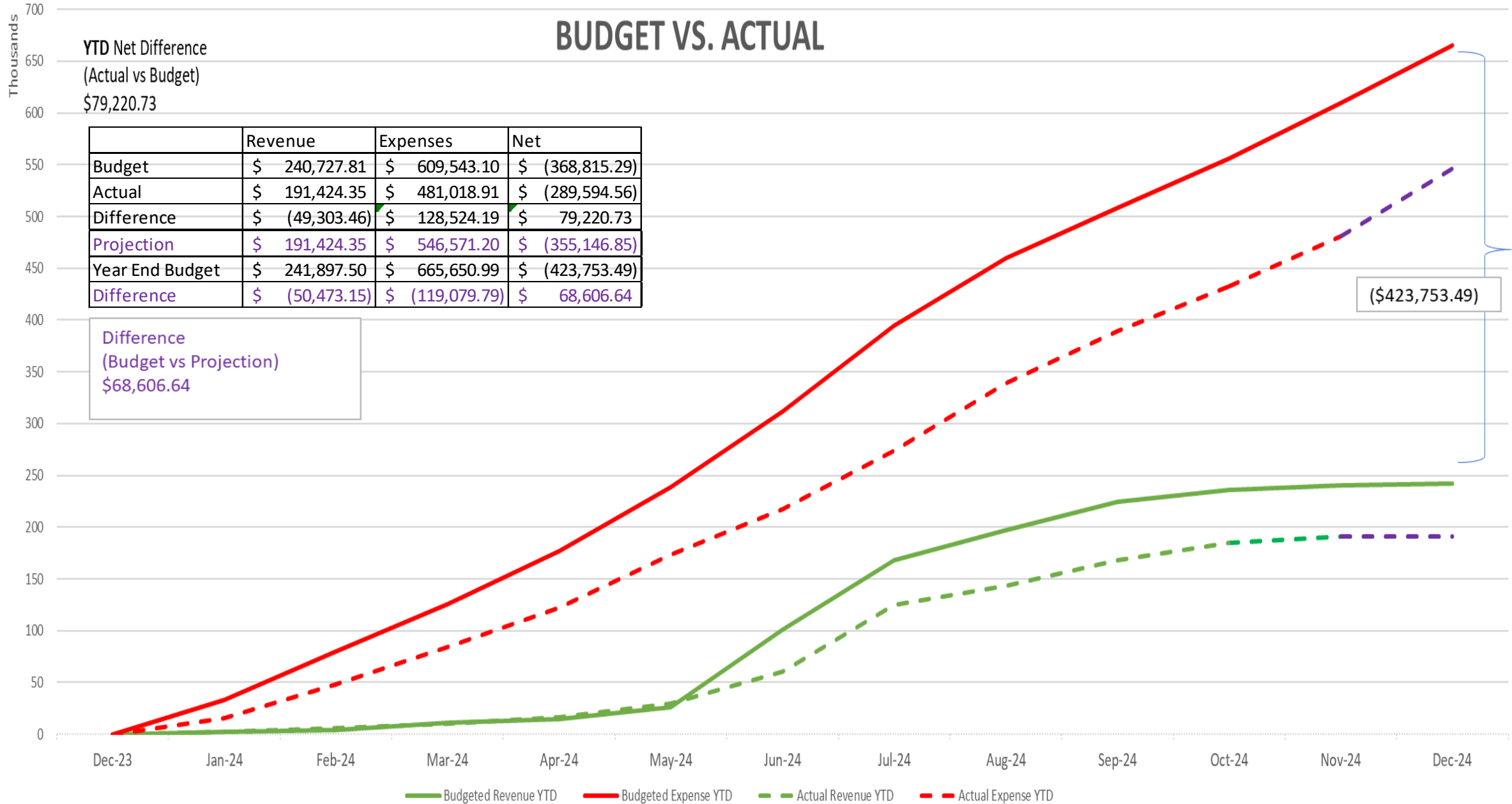
# TENNIS 29-55

## BUDGET VS. ACTUAL



# HELLER NATURE CENTER 29-61

## BUDGET VS. ACTUAL





# HPCC LEARNING CENTER 29-74

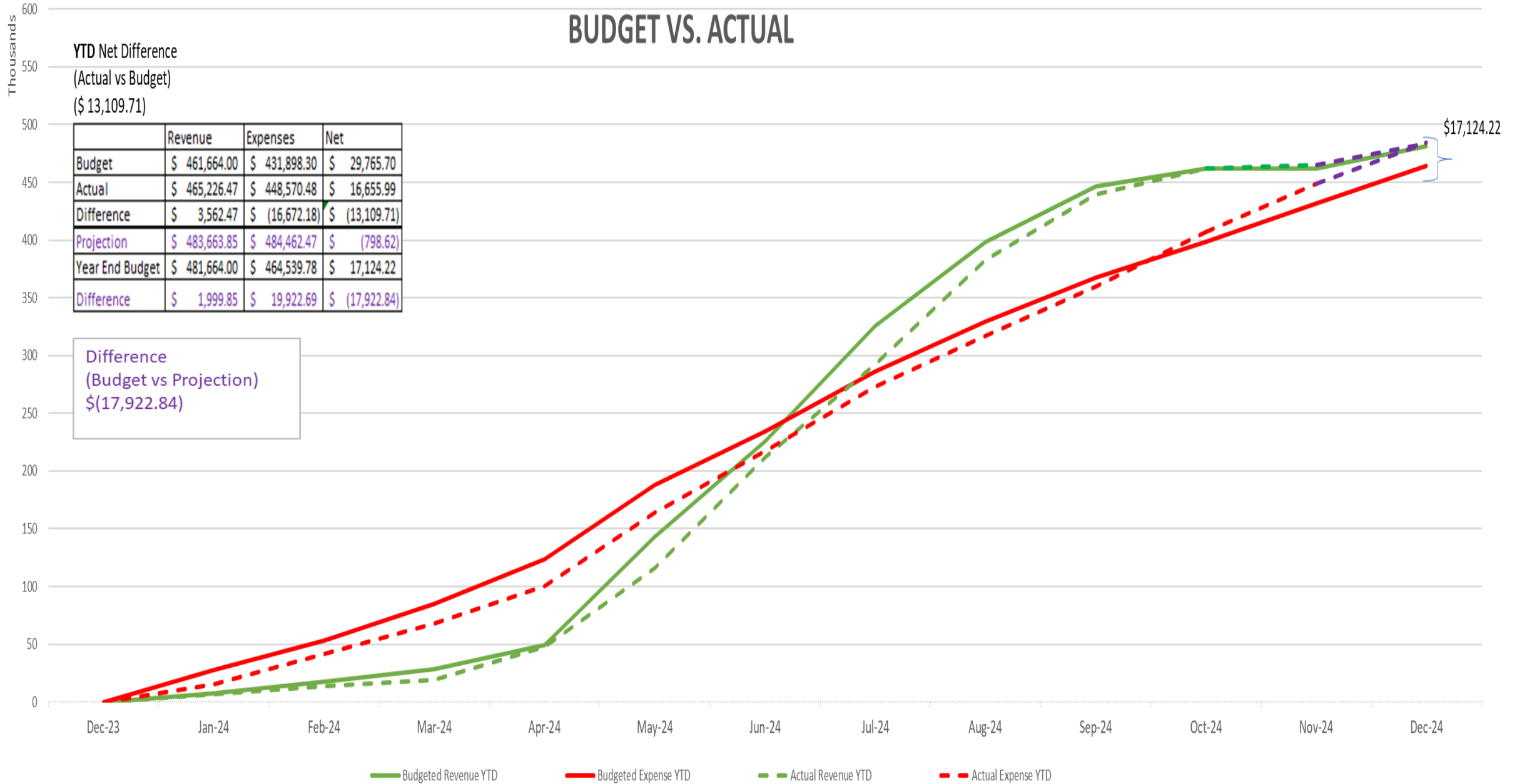
## BUDGET VS. ACTUAL

Thousands

YTD Net Difference  
(Actual vs Budget)  
(\$ 13,109.71)

	Revenue	Expenses	Net
Budget	\$ 461,664.00	\$ 431,898.30	\$ 29,765.70
Actual	\$ 465,226.47	\$ 448,570.48	\$ 16,655.99
Difference	\$ 3,562.47	\$ (16,672.18)	\$ (13,109.71)
Projection	\$ 483,663.85	\$ 484,462.47	\$ (798.62)
Year End Budget	\$ 481,664.00	\$ 464,539.78	\$ 17,124.22
Difference	\$ 1,999.85	\$ 19,922.69	\$ (17,922.84)

Difference  
(Budget vs Projection)  
\$(17,922.84)



\$17,124.22

# HPCC BUILDING 29-76

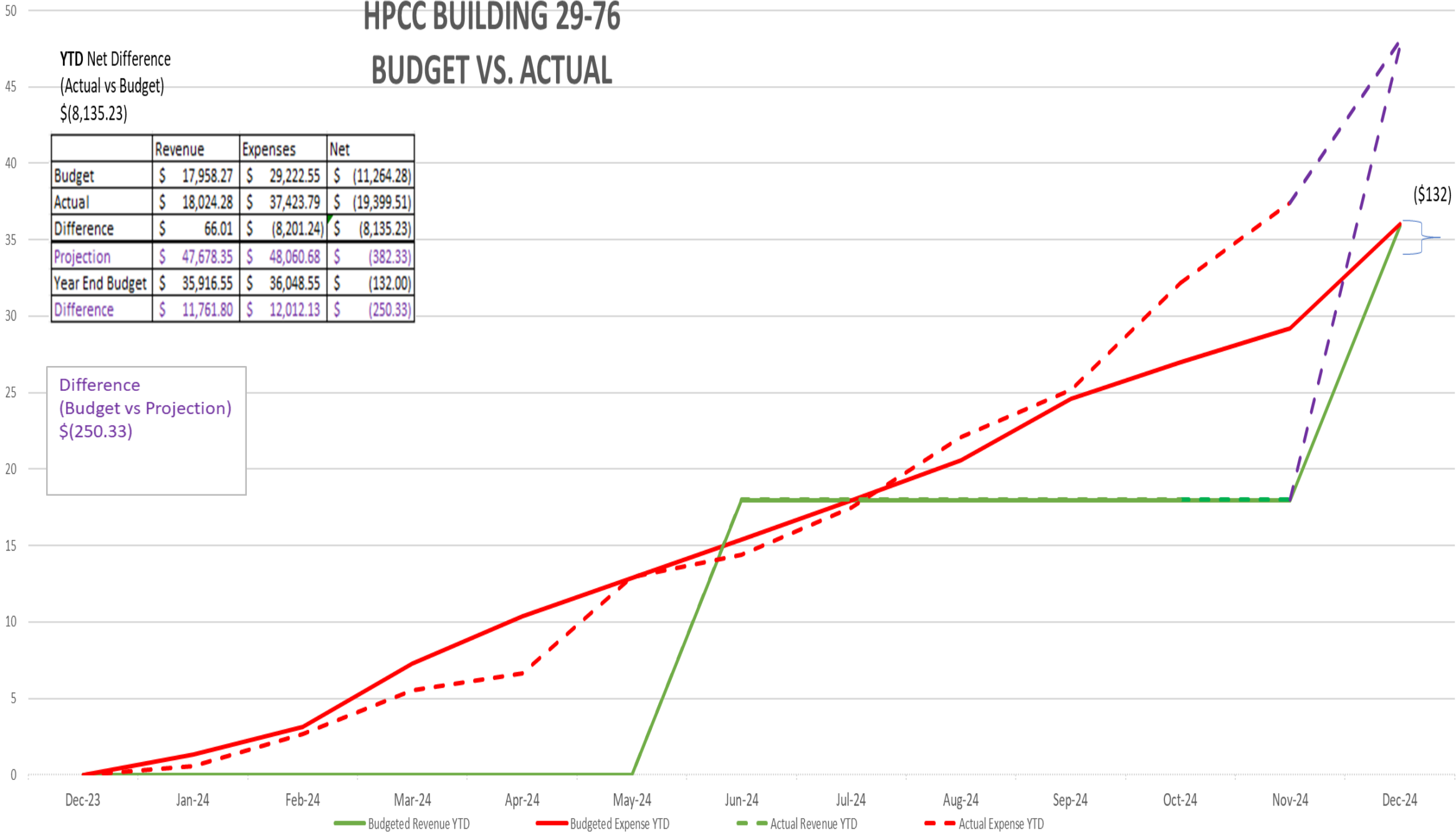
## BUDGET VS. ACTUAL

Thousands

YTD Net Difference  
(Actual vs Budget)  
\$(8,135.23)

	Revenue	Expenses	Net
Budget	\$ 17,958.27	\$ 29,222.55	\$ (11,264.28)
Actual	\$ 18,024.28	\$ 37,423.79	\$ (19,399.51)
Difference	\$ 66.01	\$ (8,201.24)	\$ (8,135.23)
Projection	\$ 47,678.35	\$ 48,060.68	\$ (382.33)
Year End Budget	\$ 35,916.55	\$ 36,048.55	\$ (132.00)
Difference	\$ 11,761.80	\$ 12,012.13	\$ (250.33)

Difference  
(Budget vs Projection)  
\$(250.33)



(\$132)

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

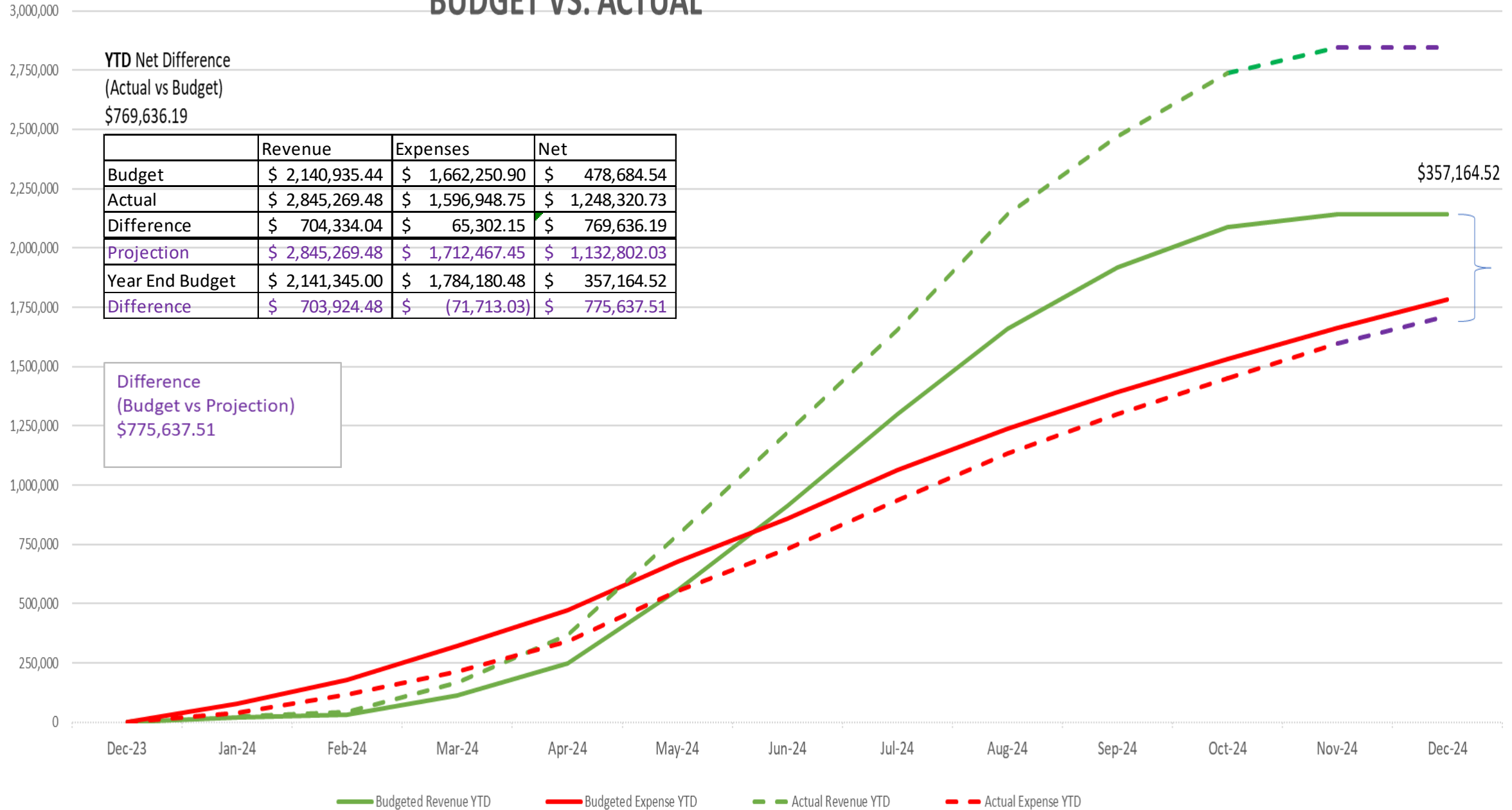
# SUNSET VALLEY 29-41 and 42

## BUDGET VS. ACTUAL

YTD Net Difference  
(Actual vs Budget)  
\$769,636.19

	Revenue	Expenses	Net
Budget	\$ 2,140,935.44	\$ 1,662,250.90	\$ 478,684.54
Actual	\$ 2,845,269.48	\$ 1,596,948.75	\$ 1,248,320.73
Difference	\$ 704,334.04	\$ 65,302.15	\$ 769,636.19
Projection	\$ 2,845,269.48	\$ 1,712,467.45	\$ 1,132,802.03
Year End Budget	\$ 2,141,345.00	\$ 1,784,180.48	\$ 357,164.52
Difference	\$ 703,924.48	\$ (71,713.03)	\$ 775,637.51

Difference  
(Budget vs Projection)  
\$775,637.51



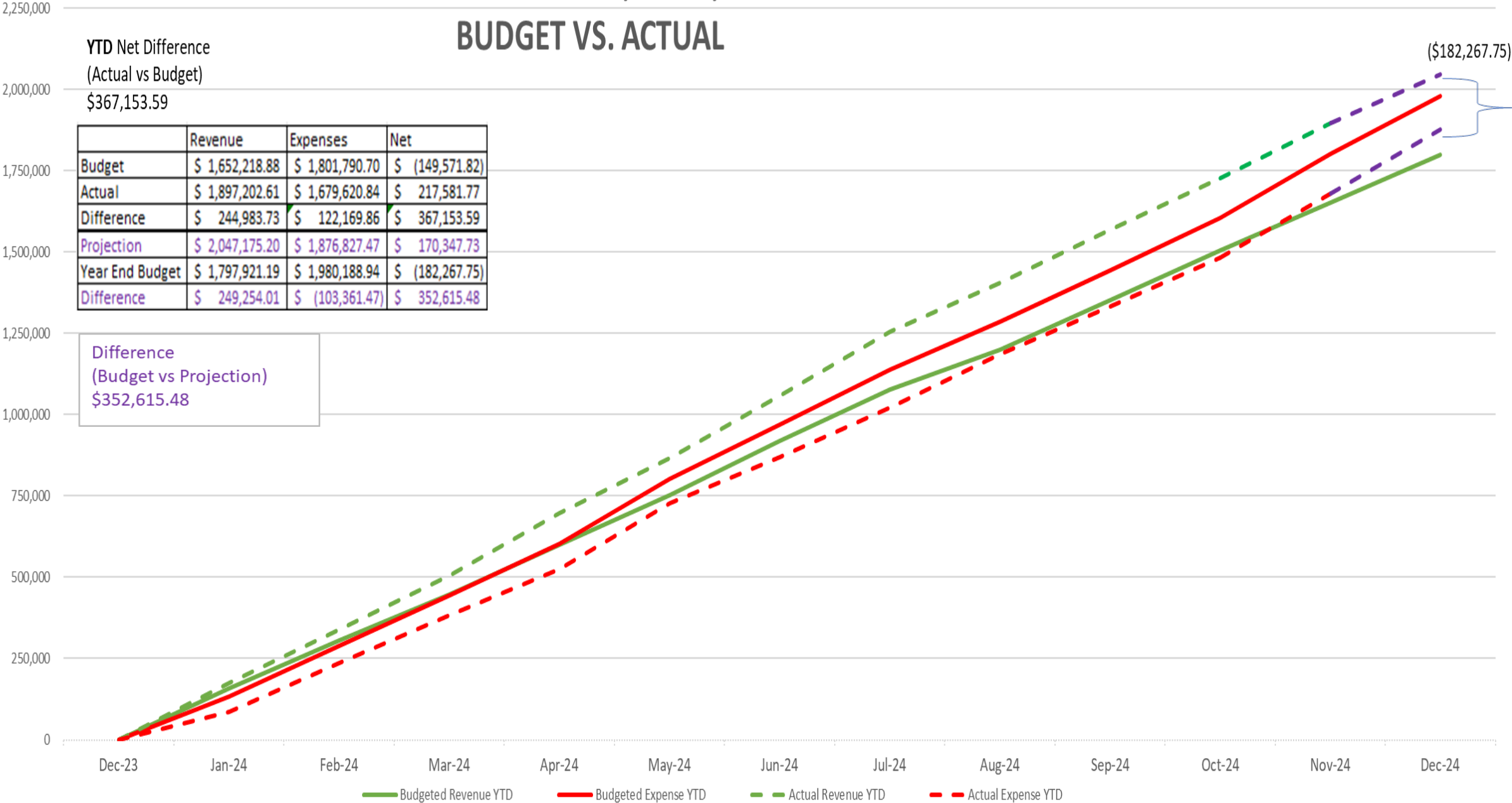
# RECREATION 29-49, 29-51, 29-53

## BUDGET VS. ACTUAL

YTD Net Difference  
(Actual vs Budget)  
\$367,153.59

	Revenue	Expenses	Net
Budget	\$ 1,652,218.88	\$ 1,801,790.70	\$ (149,571.82)
Actual	\$ 1,897,202.61	\$ 1,679,620.84	\$ 217,581.77
Difference	\$ 244,983.73	\$ 122,169.86	\$ 367,153.59
Projection	\$ 2,047,175.20	\$ 1,876,827.47	\$ 170,347.73
Year End Budget	\$ 1,797,921.19	\$ 1,980,188.94	\$ (182,267.75)
Difference	\$ 249,254.01	\$ (103,361.47)	\$ 352,615.48

Difference  
(Budget vs Projection)  
\$352,615.48





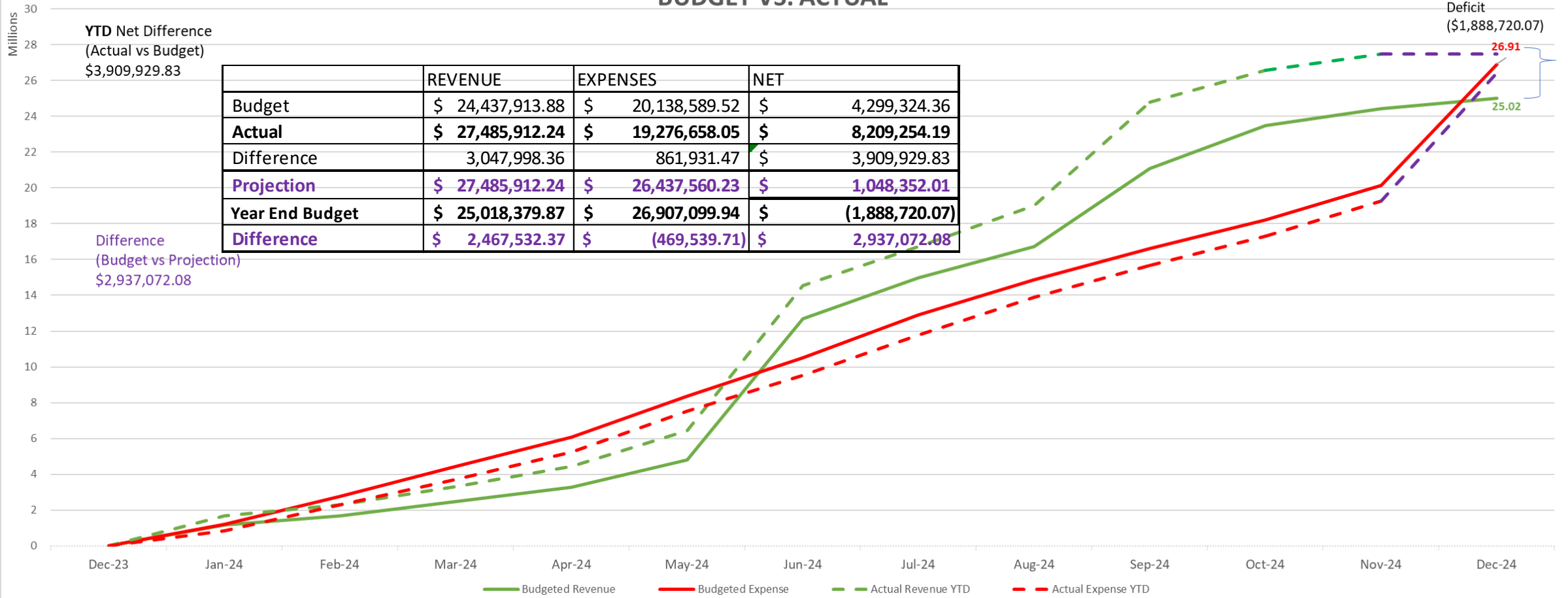
**2024**

**FINANCIAL  
FORECASTS  
AND  
TREASURER'S  
REPORT**

**11/30/24**

# Actuals 11/30/24

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

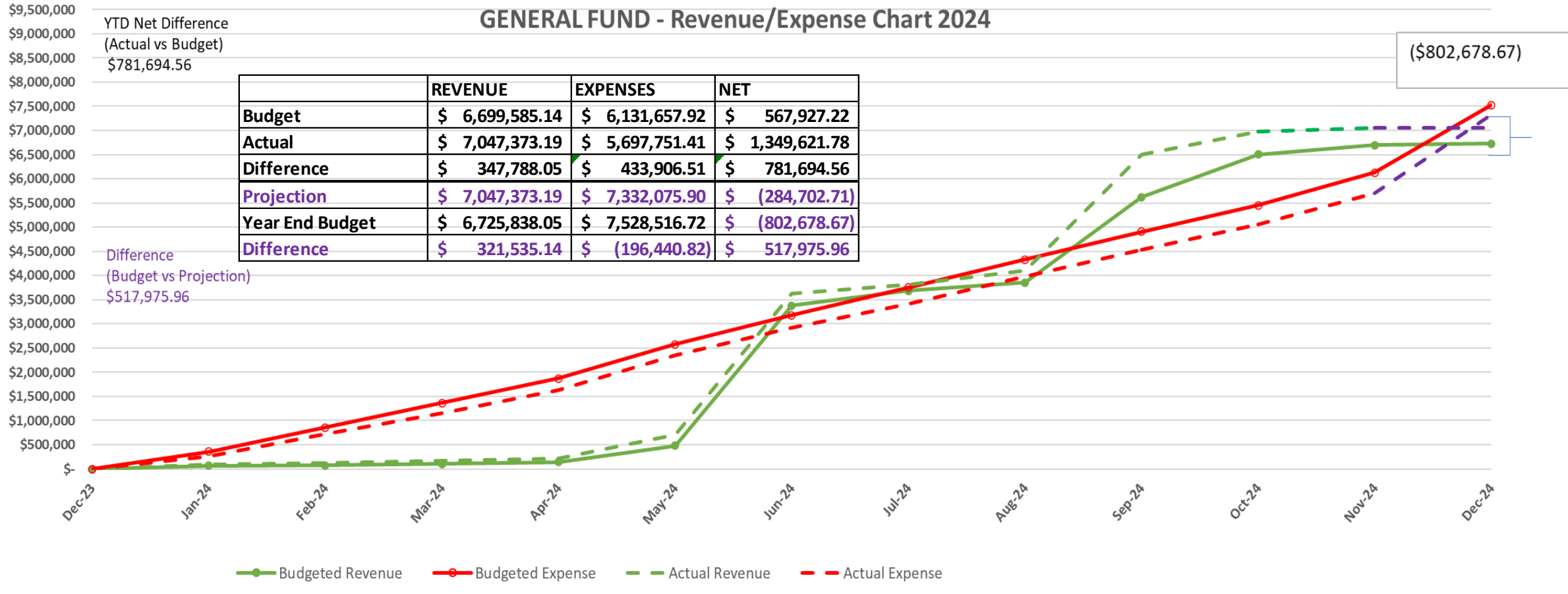


	REVENUE	EXPENSES	NET
<b>Budget</b>	\$ 24,437,913.88	\$ 20,138,589.52	\$ 4,299,324.36
<b>Actual</b>	\$ 27,485,912.24	\$ 19,276,658.05	\$ 8,209,254.19
Difference	3,047,998.36	861,931.47	\$ 3,909,929.83
<b>Projection</b>	\$ 27,485,912.24	\$ 26,437,560.23	\$ 1,048,352.01
<b>Year End Budget</b>	\$ 25,018,379.87	\$ 26,907,099.94	\$ (1,888,720.07)
<b>Difference</b>	\$ 2,467,532.37	\$ (469,539.71)	\$ 2,937,072.08

<b>Budgeted Revenue</b>	0.00	1,191,234.03	1,676,985.79	2,498,900.97	3,299,594.82	4,805,408.13	12,690,759.12	14,963,970.18	16,722,787.78	21,090,251.83	23,485,380.51	24,437,913.88	25,018,379.87
<b>Budgeted Expense</b>	0.00	1,218,692.97	2,787,979.09	4,451,556.06	6,069,574.62	8,355,308.84	10,513,900.04	12,906,225.95	14,886,064.02	16,600,931.21	18,217,438.37	20,138,589.52	26,907,099.94
<b>Actual Revenue YTD</b>	0.00	1,687,413.36	2,291,707.92	3,307,619.83	4,455,037.62	6,449,655.31	14,534,220.77	16,710,253.53	19,013,095.27	24,796,357.56	26,573,810.55	27,103,491.31	27,103,491.31
<b>Actual Expense YTD</b>	0.00	842,913.95	2,311,141.74	3,732,277.39	5,237,713.90	7,541,080.59	9,546,576.42	11,788,970.12	13,908,825.23	15,665,037.33	17,301,015.53	26,437,560.23	26,437,560.23

# Actuals 11/30/24

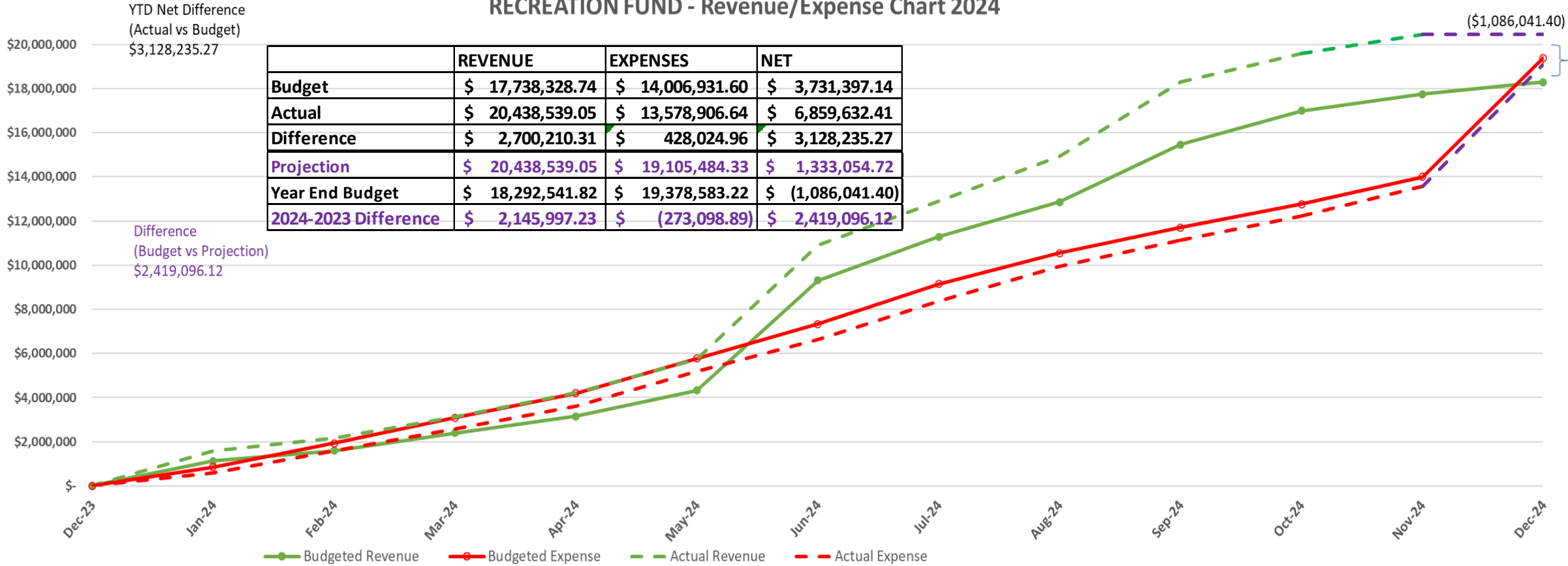
## GENERAL FUND - Revenue/Expense Chart 2024



<b>Budgeted Revenue</b>	-	66,221.48	74,960.84	103,583.41	144,936.05	477,570.21	3,379,081.42	3,682,232.31	3,854,744.41	5,623,218.51	6,502,294.16	6,699,585.14	6,725,838.05
<b>Budgeted Expense</b>	-	354,144.94	856,506.54	1,362,686.08	1,872,211.10	2,575,445.66	3,177,782.70	3,755,159.81	4,330,361.31	4,903,260.19	5,450,260.44	6,131,657.92	7,528,516.72
<b>Actual Revenue</b>	-	89,213.89	124,043.09	171,486.60	219,704.75	711,233.76	3,633,767.04	3,814,185.53	4,098,925.99	6,497,121.96	6,975,399.65	7,047,373.19	7,047,373.19
<b>Actual Expense</b>	-	255,446.84	715,148.89	1,153,634.60	1,627,079.01	2,354,903.81	2,927,612.72	3,419,001.81	3,976,944.58	4,536,738.82	5,063,980.02	5,697,751.41	7,332,075.90

# Actuals 11/30/24

## RECREATION FUND - Revenue/Expense Chart 2024



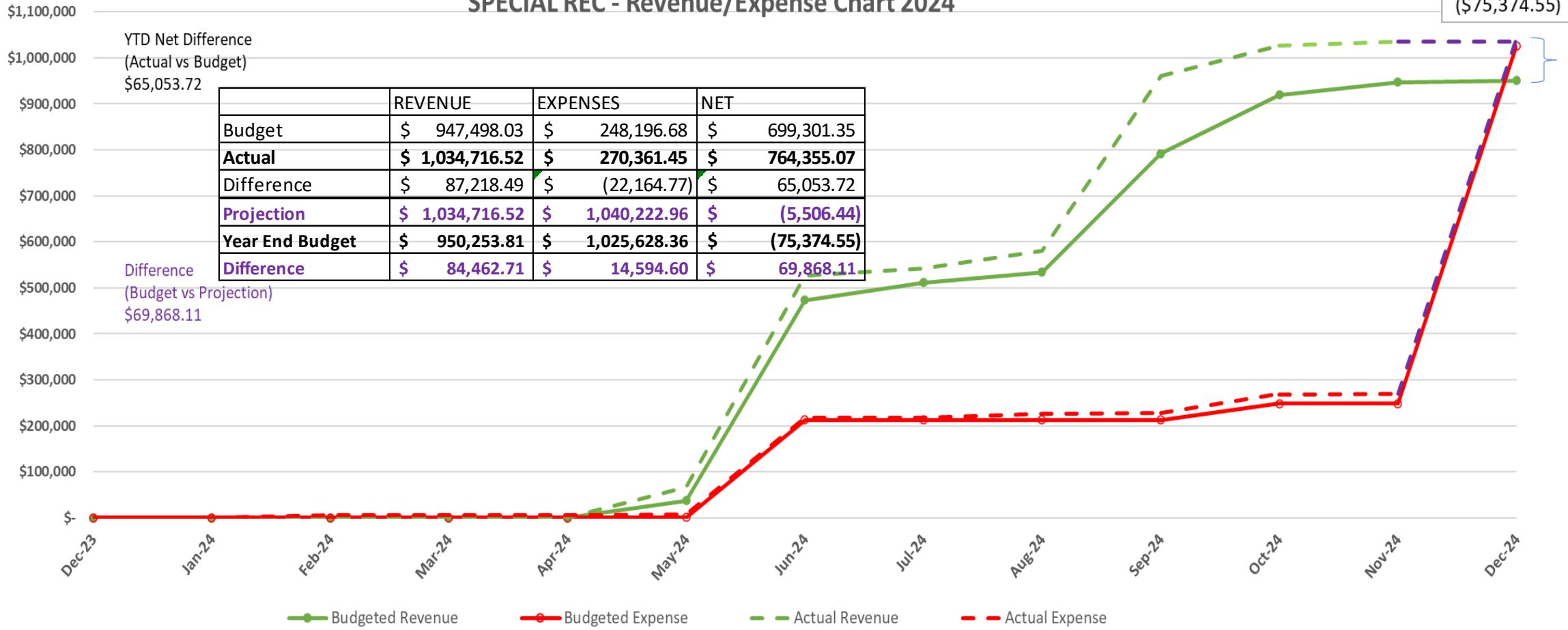
	REVENUE	EXPENSES	NET
<b>Budget</b>	\$ 17,738,328.74	\$ 14,006,931.60	\$ 3,731,397.14
<b>Actual</b>	\$ 20,438,539.05	\$ 13,578,906.64	\$ 6,859,632.41
<b>Difference</b>	\$ 2,700,210.31	\$ 428,024.96	\$ 3,128,235.27
<b>Projection</b>	\$ 20,438,539.05	\$ 19,105,484.33	\$ 1,333,054.72
<b>Year End Budget</b>	\$ 18,292,541.82	\$ 19,378,583.22	\$ (1,086,041.40)
<b>2024-2023 Difference</b>	\$ 2,145,997.23	\$ (273,098.89)	\$ 2,419,096.12

<b>Budgeted Revenue</b>	-	1,125,012.55	1,602,024.95	2,395,317.56	3,154,658.77	4,327,837.92	9,311,677.70	11,281,737.87	12,868,043.37	15,467,033.32	16,983,086.35	17,738,328.74	18,292,541.82
<b>Budgeted Expense</b>	-	864,548.03	1,931,472.55	3,088,869.98	4,197,363.52	5,779,863.18	7,336,117.34	9,142,495.57	10,554,677.71	11,698,025.47	12,767,177.93	14,006,931.60	19,378,583.22
<b>Actual Revenue</b>	-	1,598,199.47	2,167,664.83	3,136,133.23	4,235,332.87	5,738,421.55	10,900,453.73	12,896,068.00	14,914,169.28	18,299,235.60	19,598,410.90	20,105,453.56	20,105,453.56
<b>Actual Expense</b>	-	587,467.11	1,595,992.85	2,578,642.79	3,610,634.89	5,186,176.78	6,618,963.70	8,369,968.31	9,931,880.65	11,128,298.51	12,237,035.51	19,105,484.33	19,105,484.33



# Actuals 11/30/24

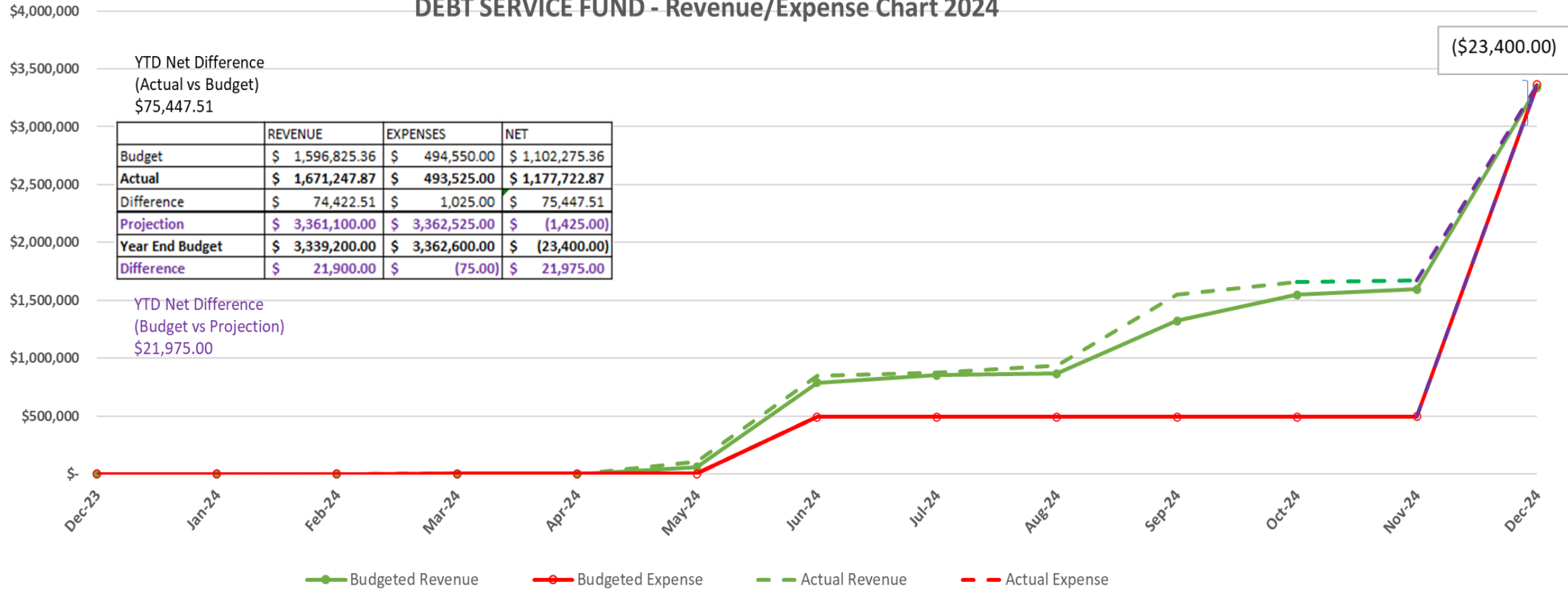
## SPECIAL REC - Revenue/Expense Chart 2024



<b>Budgeted Revenue</b>	-	-	-	-	37,915.12	473,701.51	511,711.66	534,232.67	792,226.57	919,370.52	947,498.03	950,253.81	
<b>Budgeted Expense</b>	-	-	-	-	1,187.50	212,696.68	212,696.68	213,196.68	213,196.68	248,196.68	248,196.68	1,025,628.36	
<b>Actual Revenue</b>	-	-	-	1.01	66,066.97	526,675.98	542,572.46	581,328.87	960,155.96	1,026,779.19	1,034,716.52	<b>1,034,716.52</b>	
<b>Actual Expense</b>	-	-	6,771.00	6,771.00	6,771.00	7,261.29	217,312.13	217,312.13	227,172.13	228,702.13	269,023.46	270,361.45	<b>1,040,222.96</b>

# Actuals 11/30/24

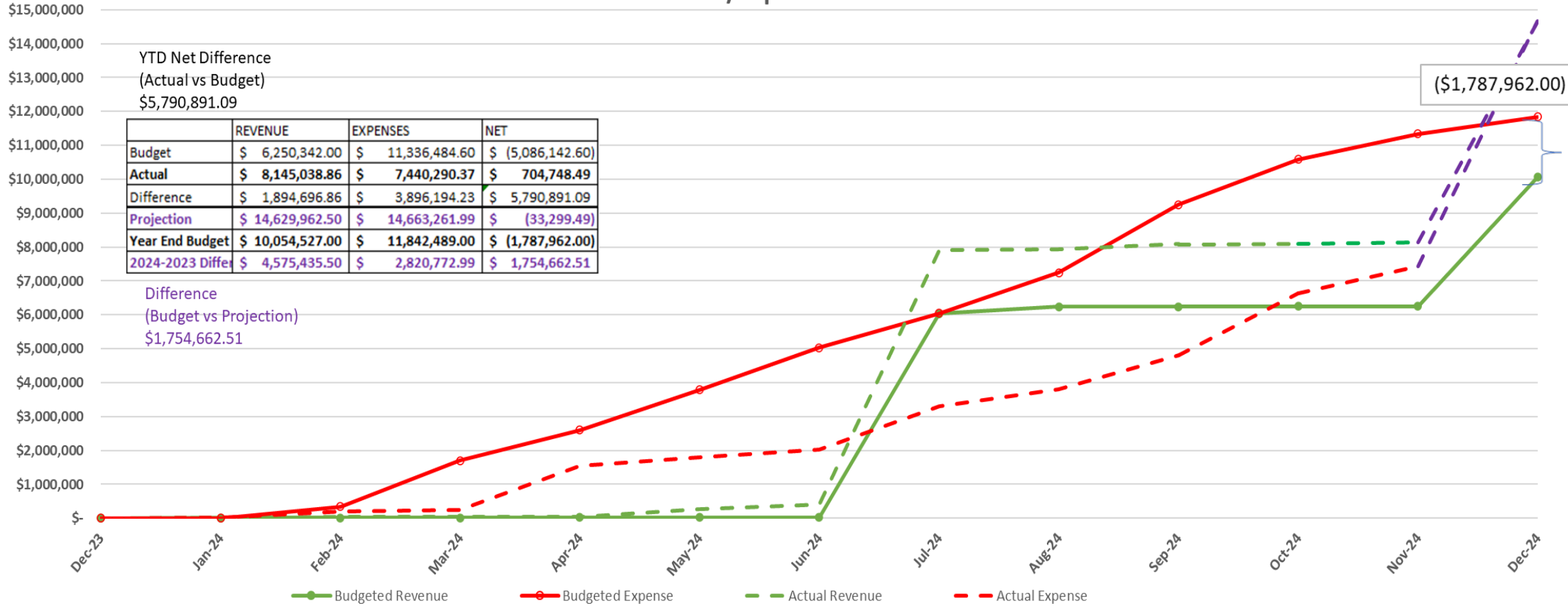
## DEBT SERVICE FUND - Revenue/Expense Chart 2024



Budgeted Revenue	-	-	-	-	61,749.24	789,092.04	852,006.36	865,488.00	1,321,700.04	1,548,724.20	1,596,825.36	3,339,200.00	
Budgeted Expense	-	-	500.00	1,000.00	1,000.00	1,000.00	494,050.00	494,050.00	494,050.00	494,050.00	494,050.00	494,550.00	3,362,600.00
Actual Revenue	-	-	-	1.73	106,460.94	850,542.91	876,040.99	938,639.36	1,550,787.99	1,658,422.06	1,671,247.87	3,361,100.00	
Actual Expense	-	-	475.00	950.00	950.00	950.00	494,000.00	494,000.00	493,525.00	493,525.00	493,525.00	493,525.00	3,362,525.00

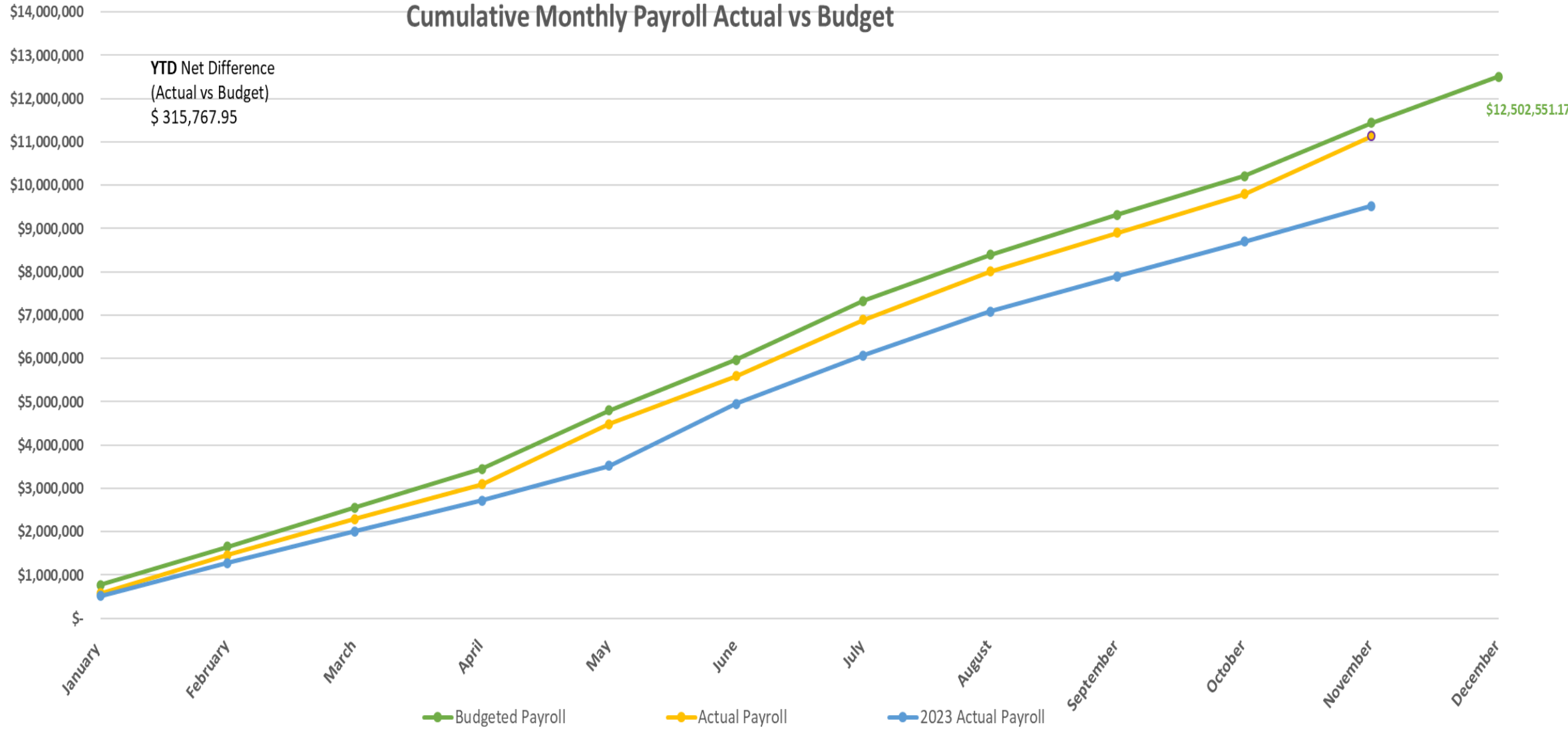
# Actuals 11/30/24

## CAPITAL FUND - Revenue/Expense Chart 2024



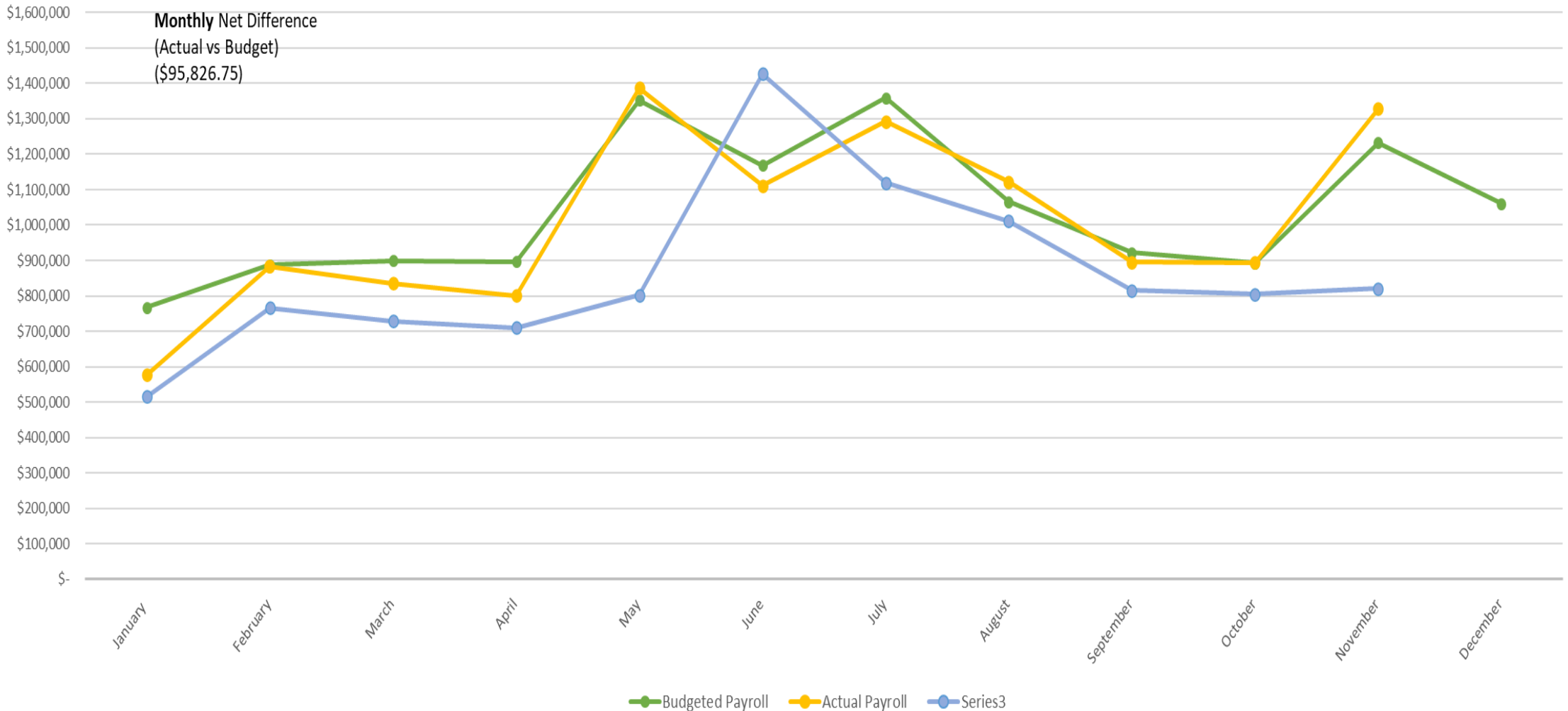
	Dec-23	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24
<b>Budgeted Revenue</b>	-	4,165.00	8,330.00	12,495.00	16,660.00	20,825.00	24,990.00	6,029,155.00	6,233,320.00	6,242,012.00	6,246,177.00	6,250,342.00	10,054,527.00
<b>Budgeted Expense</b>	-	999.60	339,499.20	1,702,032.80	2,604,532.40	3,788,302.00	5,024,801.60	6,047,799.20	7,241,418.80	9,248,485.40	10,587,485.00	11,336,484.60	11,842,489.00
<b>Actual Revenue</b>	-	6,087.23	30,462.73	32,077.04	36,084.72	277,620.02	406,697.09	7,910,248.30	7,928,876.94	8,086,509.59	8,103,039.79	8,145,038.86	14,629,962.50
<b>Actual Expense</b>	-	12,160.00	205,231.39	253,923.94	1,550,322.97	1,803,351.24	2,027,500.54	3,305,293.11	3,807,446.31	4,806,813.99	6,630,293.87	7,440,290.37	14,663,261.99

# Cumulative Monthly Payroll Actual vs Budget



<b>Total Payroll (Budget)</b>	<b>767,239.35</b>	<b>1,654,104.33</b>	<b>2,553,966.05</b>	<b>3,450,156.91</b>	<b>4,802,838.09</b>	<b>5,971,530.07</b>	<b>7,331,080.49</b>	<b>8,396,329.79</b>	<b>9,317,904.73</b>	<b>10,210,093.81</b>	<b>11,442,485.91</b>	<b>12,502,551.17</b>
Payroll 1	105,943.65	440,970.32	419,531.11	392,617.10	434,982.75	506,024.87	639,462.08	644,378.26	444,484.34	450,526.10	446,158.18	446,158.18
Payroll 2	471,184.02	441,449.33	415,449.09	408,434.00	491,080.28	605,744.49	653,553.85	476,941.51	450,949.60	443,902.48	441,719.47	441,719.47
Payroll 3					460,889.88							440,341.20
<b>Total Payroll (Actual)</b>	<b>577,127.67</b>	<b>1,459,547.32</b>	<b>2,294,527.52</b>	<b>3,095,578.62</b>	<b>4,482,531.53</b>	<b>5,594,300.89</b>	<b>6,887,316.82</b>	<b>8,008,636.59</b>	<b>8,904,070.53</b>	<b>9,798,499.11</b>	<b>11,126,717.96</b>	
2023 Payroll 1	163,818.81	391,308.33	370,116.68	345,570.86	388,483.03	433,645.71	539,997.57	580,324.48	408,486.96	398,778.68	407,178.13	407,178.13
2023 Payroll 2	351,605.25	375,153.61	358,454.80	364,044.33	414,300.01	452,973.04	578,543.98	431,034.74	407,053.12	405,478.33	413,163.18	413,163.18
2023 Payroll 3						540,676.86						
<b>2023 Total Payroll (Actual)</b>	<b>515,424.06</b>	<b>1,281,886.00</b>	<b>2,010,457.48</b>	<b>2,720,072.67</b>	<b>3,522,855.71</b>	<b>4,950,151.32</b>	<b>6,068,692.87</b>	<b>7,080,052.09</b>	<b>7,895,592.17</b>	<b>8,699,849.18</b>	<b>9,520,190.49</b>	

# NON-CUMULATIVE MONTHLY PAYROLL ACTUAL VS BUDGET



Payroll 1	105,943.65	440,970.32	419,531.11	392,617.10	434,982.75	506,024.87	639,462.08	644,378.26	444,484.34	450,526.10	446,158.18	
Payroll 2	471,184.02	441,449.33	415,449.09	408,434.00	491,080.28	605,744.49	653,553.85	476,941.51	450,949.60	443,902.48	441,719.47	
Payroll 3					460,889.88						440,341.20	
<b>Total Payroll (Actual)</b>	<b>577,127.67</b>	<b>882,419.65</b>	<b>834,980.20</b>	<b>801,051.10</b>	<b>1,386,952.91</b>	<b>1,111,769.36</b>	<b>1,293,015.93</b>	<b>1,121,319.77</b>	<b>895,433.94</b>	<b>894,428.58</b>	<b>1,328,218.85</b>	
<b>Budgeted Payroll</b>	<b>767,239.35</b>	<b>886,864.98</b>	<b>899,861.72</b>	<b>896,190.86</b>	<b>1,352,681.18</b>	<b>1,168,691.98</b>	<b>1,359,550.42</b>	<b>1,065,249.30</b>	<b>921,574.94</b>	<b>892,189.08</b>	<b>1,232,392.10</b>	<b>1,060,065.26</b>
2023 Payroll 1	163,818.81	391,308.33	370,116.68	345,570.86	388,483.03	433,645.71	539,997.57	580,324.48	408,486.96	398,778.68	407,178.13	
2023 Payroll 2	351,605.25	375,153.61	358,454.80	364,044.33	414,300.01	452,973.04	578,543.98	431,034.74	407,053.12	405,478.33	413,163.18	
2023 Payroll 3						540,676.86						
<b>Total Payroll (Actual)</b>	<b>515,424.06</b>	<b>766,461.94</b>	<b>728,571.48</b>	<b>709,615.19</b>	<b>802,783.04</b>	<b>1,427,295.61</b>	<b>1,118,541.55</b>	<b>1,011,359.22</b>	<b>815,540.08</b>	<b>804,257.01</b>	<b>820,341.31</b>	



# Memorandum

To: Park Board of Commissioners

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

Date: December 18, 2023

Subject: **2025 Proposed Budget and the Budget and Appropriation Ordinance**

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## **Summary**

Staff is pleased to present the proposed 2025 Park District of Highland Park Budget for consideration by the Board of Park Commissioners. This budget represents the calendar year January 1, 2025, through December 31, 2025. The Finance Committee reviewed the proposed budget in detail at the Finance Committee meetings held on November 14, 2024, and December 3, 2024.

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

After that period has expired, there will be a hearing for the public on January 29, 2025. Later that evening, the Budget will be presented to the Park Board for approval of the Budget, and the Budget and Appropriations Ordinance. Upon approval, the budget will be certified by the county.



# 2025 Budget

December 31, 2025

Park District of Highland Park

Highland Park, IL





## **Park District of Highland Park**

### **2025 Annual Budget**

Fiscal Year January 1, 2025 - December 31, 2025

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

Calvin Bernstein, President  
Jennifer Freeman, Vice-President  
Terry Grossberg, Commissioner  
Rafael Labrador, Commissioner  
Barnett Ruttenberg, Commissioner

**Park District of Highland Park**  
**West Ridge Center**  
**636 Ridge Road**  
**Highland Park, IL 60035**  
**847 831-3810**  
*[pdhp.org](http://pdhp.org)*



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

### **Mission:**

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

### **Values:**

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

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

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

## Park District of Highland Park

<b>Established:</b>	<p>The Park District of Highland Park, established in 1909 and located in the City of Highland Park, Illinois along the north shore of Lake Michigan, was shaped by progressive people such as Everett Millard, Julius Rosenwald, Jens Jensen, May T. Watts, Jesse Lowe Smith, and others. Their belief in protecting open space and providing recreation for all the people of Highland Park is as relevant today as it was over a century ago.</p> <p>The Park District, originally named the Highland Park East Park District, took its current name in 1935. In 1973, the District began recreational programming. Today, the Park District manages nearly 800 acres of land, operates eleven facilities, and offers approximately 2,700 recreation programs. Neighborhoods throughout Highland Park enjoy proximity to parks and open space, offering both recreation and solitude that only nature can provide. According to the Trust for Public Land, 95% of Highland Park residents enjoy living within a 10-minute walk to a local park - well above the national average of 55%. Additionally, 7% of Highland Park's city land is used for parks and recreation.</p>
<b>Governance:</b>	<p>A five-member volunteer Board of Commissioners establishes policy, strategic direction, and creates ordinances that govern the District. Commissioners serve staggered terms of six years with elections every two years. The Board is responsible for creating the vision and long-term direction of the Park District, electing Board officers, appointing the Executive Director, Park Board attorney and auditor. Each Commissioner serves as a liaison to the District's internal and advisory committees. The Park Board generally meets on the fourth Wednesday of each month and usually holds a workshop (meeting of the whole) on the second Wednesday of the month.</p> <p>President Calvin Bernstein leads the present Park Board. Vice-President Jennifer Freeman, and Commissioners Terry Grossberg, Rafael Labrador, and Barnett Ruttenberg are the other current Board Commissioners.</p>
<b>Boundaries:</b>	<p>The Park District is located approximately 25 miles north of Chicago and serves the City of Highland Park, and small portions of the Town of Fort Sheridan and the Village of Deerfield.</p>
<b>Population:</b>	<p>According to the most recent available information, the Park District serves a population of 30,311.</p>
<b>Demographics:</b>	<p>The Park District serves a highly educated (91% of residents have post-secondary degrees) community with a median household income of \$159,567 and a median age of 48 years. The Park District of Highland Park has approximately 12,405 housing units.</p>
<b>Real Estate:</b>	<p>The 2024 (tax year 2023) Equalized Assessed Valuation (EAV) of real estate is \$2,916,446,681.</p>
<b>Tax Rate:</b>	<p>The 2024 tax rate is .60 per \$1,000 of assessed value.</p>
<b>Fiscal Year Budget:</b>	<p>The fiscal year begins on January 1 and concludes on December 31. The total operating budget for 2025 is \$24.7 million. Additionally, capital improvement and repair budget is \$18.4 million, the debt retirement budget is \$3.6 million and the budget for inter-fund transfers is \$4.3 million.</p>

**Debt Rating:**

The Park District currently holds a Aaa rating from Moody's.

**Park Resources:**

The Park District owns and operates approximately 800 acres of land in 44 park areas comprised of community parks, neighborhood parks, play lots, dog parks, lakefront beaches and passive parks. The Park District assists other units of local government in maintaining their property.

**Programs/Facilities:**

The Park District provides a full range of indoor and outdoor activities. Major recreation programs include summer camps, ice skating, athletics, tennis, golf, and aquatics. All told, the Park District offers approximately 2,700 distinct programs during a fully operating year. Park District events include larger annual events each season and hundreds of smaller events throughout the year.

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

Unique facilities include the Sunset Valley Golf Club, Deer Creek Racquet Club, Centennial Ice Arena (includes gymnastics), Hidden Creek AquaPark, the Recreation Center of Highland Park, Heller Nature Center, Park Avenue Boating Facility, Rosewood Beach Interpretive Center, West Ridge Center, and the Highland Park Golf Learning Center. The parks offer a variety of amenities including playgrounds (39), walking and biking paths (20 miles), indoor/outdoor tennis courts (32), pickleball courts (25), basketball courts (16), disc golf courses (2), off-leash dog parks (3), and sports fields (23). More than 250 acres of the Park District's property are considered natural areas of prairie, woodlands, and ravines.

Further clarifying outdoor tennis and pickleball courts: The District has 21 designated tennis courts, 18 designated pickleball courts and 7 dual-use tennis/pickleball courts. Additional details on basketball courts: Total quantity of outdoor courts factoring in half courts vs. full courts, there is a total of 10.5 courts. Mixed-Use Fields include 4 at Cunniff, 1 at Kennedy, 4 at Fink, 1 at Lincoln, 8 at Olson, 2 at Sunset, 2 at West Ridge, and 1 at Woodridge.

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

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

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

**Staff:**

The Park District has an appointed Executive Director responsible to the Board of Commissioners for the administration of the District along with 124 full-time staff members at full employment. The District employs several hundred part-time, seasonal, and temporary employees. Staffing is organized into three areas: **Administration** (which includes the Executive Director's support staff, Planning and Information Technology, Finance, Human Resources and Risk Management, and Communications and Marketing); **Parks and Natural Areas** and **Recreational Services**.

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

**Affiliations:**

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

**Contact:**

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



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

January 29, 2025

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

Dear Commissioners:

Park District staff proudly present the Park District of Highland Park's 2025 Budget. The Park District philosophy is to offer diversified leisure programs, activities, and quality facilities ensuring that all citizens have an equal opportunity to take advantage of these services. Staff are mindful that it must do so while at the same time responsibly balancing costs.

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

The Park District of Highland Park completed planning and will be breaking ground in early 2025 for a new recreation facility at West Ridge Park. Completion of the project is expected in early 2026. Additionally, as a result of the responses from the August 30, 2023, Request for Proposal for Recreational Services of an Enterprise Facility at 2205 Skokie Valley Road (commonly known as Lot 3), one of the winning proposals included a \$2,000,000 donation to replace the existing dome with a new dome housing a pickleball and padel facility. Completion of this project is expected in mid-2025. Finally, funded in part by a \$300,000 donation, Jeff Fox Baseball Field was constructed at Larry Fink Park in 2024. Field improvements included an artificial turf infield, fencing and warning track, dugout and spectator area shade and associated grading, drainage and pathway work.

One of the District's operational focuses in 2024 was to have normal operations resume at Centennial Ice Arena, after a difficult 2023. The facility has rebounded well with greater than expected participation in the gymnastics and skating programs. Additionally, main rink ice rentals have exceeded expectations. The Recreation Center continued to see tremendous growth in memberships, group exercise and personal training as it continues to recover from the pandemic, despite parking lot and locker room renovations. Sunset Valley Golf Club and Deer Creek Racquet Club continued to exceed expectations regarding patron usage. Due to mild weather, Sunset Valley opened earlier than anticipated. Pickleball continues to be the latest recreation trend and the District will add ten indoor courts when the aforementioned dome is completed. The facility will also include four padel courts.

4<sup>th</sup> fest returned to a format more closely aligned with the fest prior to the July 4<sup>th</sup> tragedy including entertainment, food and amusement rides. Wristbands were sold at a price that was equitable for those who wanted to enjoy amusement rides. Patrons did not have to pay to come to the event to enjoy live music entertainment, visit with community organizations and order food from local food trucks. The event was well attended and is anticipated to be replicated for 2025. The Park District participated in the City of Highland Park's parade with the theme of Home Sweet Highland Park. The District continues to work collaboratively with the City of Highland Park to provide an extraordinary day of celebration for the community.

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

### **2025 Budget Overview**

The General, Special Recreation and Recreation Funds anticipate a combined operating surplus, before transfers, of \$3,245,759. Of that surplus, \$2,600,000 will be transferred to the Capital Projects Fund and an additional \$1,676,050 to Debt Service. Debt payments total \$3,583,485, while capital expenditures total \$18,439,299, resulting in a planned Districtwide deficit spend for 2025, after debt and transfers of \$14,026,056. The transfer of \$2,000,000 from the Recreation Fund to the Capital Projects Fund follows the guidelines of the Fund Balance Policy. This large deficit spend is related to the final budgeted GreenPrint 2024 project, Construction of Recreation Facility at West Ridge Park. While absorbing this deficit spend in 2025, all operating fund balances will continue to exceed District policy minimums at 12/13/25. Please see Table 2 for budgeted year end reserve data, including fund balances.

Projects scheduled for 2025 in the Capital Plan include replacement and repair of mission critical equipment and infrastructure throughout the Park District as well as GreenPrint 2024 initiatives. These projects and initiatives take into consideration replacement schedules, ADA compliance, and community needs. Some of the larger projects planned for 2025 include construction of a new recreation facility at West Ridge Park, completion of the Club Pickle and Padel Facility, review of the Park District's Master Plan, renovation of Lincoln Park, replacement of the Fink Park Tot Lot, and replacement of the Rosewood Park Tot Lot and Elementary Playground.

### **A summary of the 2025 budget:**

- Capital expenditures are approximately \$18.4 million
- Operating expenditures are approximately \$24.7 million
- Consolidated expenditures, including operations, debt, and capital, are approximately \$46.8 million
- Tax support for the 2025 fiscal year represents approximately 49% of total revenues

**New for 2025**

In effort to remain both fiscally responsible and strategic in the delivery of services to the community, staff anticipates continued development and implementation of a Values Driven Strategic Plan, updating the Master Plan, approving a new Sustainability Plan, working toward submission for the Distinguished Accreditation award in 2025, finalizing review of the District policy manuals, and relocation of administrative staff from the **obsolete** West Ridge Center. The District will continue to collaborate with the Parks Foundation to support Capital Campaign Fundraising, as well as scholarship fundraising.

**Acknowledgements**

The 2025 budget is a collaborative effort that involves supervisors, managers, and support staff, throughout the District. Administration, specifically the Finance Office, is responsible for its final preparation as well as the preparation, filing and distribution of the Budget and Appropriations Ordinance. The Budget will be reviewed continuously during the year and could not have been accomplished without the efforts of Park District staff and the support of our Park Board Commissioners.

Respectfully submitted,

Brian Romes  
Executive Director  
Park District of Highland Park

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



## FUTURE PLANNING

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

### **GreenPrint 2024**

Adopted by the Park Board of Commissioners in December 2015, GreenPrint 2024 is the District's comprehensive master plan representing a vision for the District. It guides future facility and program development through 2024. Two tracks of capital projects were identified in the plan, to be completed over a 10-year period. Several projects within the District's GreenPrint master plan will come to fruition in 2025 and 2026 including the construction of a new recreation facility at West Ridge Park, a Sustainability Plan, and continuation of the Athletic Field Master Plan. The District will also complete a new comprehensive master plan study in effort to revise and extend GreenPrint 2024 initiatives. This plan is anticipated to be completed by the 3<sup>rd</sup> quarter of 2025.

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

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

### **Projects Completed**

- Parks Foundation Established (established 2016)
- Recreation Center of Highland Park Fitness Renovations (Completed 2017)
- Parks and Golf Maintenance Facility (Completed 2018)
- Sunset Valley Golf Club – Course Renovations (Completed 2018)
- Sunset Valley Golf Club - Clubhouse Renovations (Completed 2018)
- Conversion of The Preserve of Highland Park (Completed in 2022)
- Sunset Woods Playground Renovation and Site Master Plan (Completed in 2022)
- Centennial Ice Arena Renovation (Completed in 2023)
- Jeff Fox Synthetic Turf Field – Sports Field Master Plan (Completed 2024)

### **Projects in Progress**

- Construction of Recreation Facility at West Ridge Park

**Land Management Plan**

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

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

- **Park Site Plans**

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

- **Sunset Woods Site Master Plan**

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

The Sunset Woods Park Master Plan, approved in 2021, is conceptual and is used as a resource to guide future development and identify funding. The Park District applied for an Open Space Lands Acquisition and Development Grant (OSLAD) in the amount of \$600,000 to assist in funding components for the master plan. In 2023 the Park District was awarded \$600,000 for phase 1 of the Sunset Woods Master Plan project. Phase 1 includes a newly relocated skate park, wheel friendly plaza, multi-use basketball court, and game area. The project is underway and expected to be completed in early 2025.

- **Golf Learning Center Optimization Report**

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

On August 30, 2023, a Request for Proposal for Recreational Services of an Enterprise Facility at 2205 Skokie Valley Road (commonly known as Lot 3/Golf Learning Center) was issued by the District. As a result, The Golf Practice, a comprehensive golf academy that strives to create memorable experiences and lifelong golfers, had their proposal accepted by the District. Their holistic approach to golf training focuses on the whole student and not just swing mechanics. Students will build athleticism, coordination, learn safety, and develop skills that will elevate them on the golf course. They are offering private lessons and multi-level camps and

programs at the Golf Learning Center to ensure the student golfer has a complete path from beginner to beyond. The Golf Practice occupies 5 spots on the driving range and pays the District 25-30% revenue share on camps and programs and a flat fee of \$20,000 for private lessons that increases by 5% each year. Therefore, the District no longer hires staff to provide such lessons or camps.

### **Athletic Fields Master Plan**

The Park District provides both informal and programmed competition level sports fields at locations throughout the community. The District's Planning and Athletics Departments developed a comprehensive sports field master plan that addresses existing fields to meet current and projected program needs as well as explores potential new field configurations that would gain efficiencies in scheduling, program management, and tournament opportunities; ancillary amenities and infrastructure; maintenance; stormwater management, lighting, and utilities; as well as improved parking management strategies. As a result of the master plan, the Athletic Booster Club was created and was equipped with the Athletic Field Master Plan that served as a guide and includes a list of objectives to fundraise for improvements to the athletic resources in Highland Park. In 2024, these efforts came to fruition and the Park District of Highland Park, joined by the Athletic Booster Club and the Fox Family, opened Jeff Fox Field. The Field accomplishes the three main objectives of the Athletic Field Master Plan: improve drainage and turf conditions, provide player and spectator amenities, and to prioritize multi-use fields that can accommodate a variety of ages and sports. The new Jeff Fox Field has a synthetic turf infield that can serve a variety of ages; it is resilient to heavy rainstorms, keeping participants on the field regardless of weather; it offers spectators and players comfortable amenities to offer an extraordinary experience for all.

### **Lakefront Master Plan**

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

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

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

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

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

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

- 2007 Highland Park Lakefront Plan
- 2018 PDHP Community Input Surveys
- Beach Management Strategy Plan

- Smith Group Barge Replacement Study
- Capital Improvement Plan

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

The Park District was awarded Open Space Lands Acquisition and Development Grant (OSLAD) funding in the amount of \$400,000 to implement Site Master Plan Phase 1 Improvements. This project will make improvements to the north end of the property including improved pedestrian access, native landscaping, parking improvements and the addition of a beach boardwalk. Construction is underway and expected to be completed in Spring 2025.

**Beach Management Plan**

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

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

The purposes of this plan are to:

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

During the fourth quarter of 2022, the Millard Bluff Grading & Tree Removal project conducted by RES Environmental Operating Company began with the removal of more than 200 trees, many non-native or hazardous. This tree removal was performed to relieve the bluff face of heavy material and reduce the shade canopy. The second half of the work began in late March 2023. Three distinct sections of the bluff were regraded to a 2:1 slope, followed by installation of native seed and plant plugs. Finally, Staff planted 18 replacement trees throughout the park to fulfill the City’s original tree removal permit.

Following the completion of the contracted work, Parks & Natural Areas staff have maintained the temporary path to protect and allow for the growth of native plantings. Fencing remained into the 2024 growing season to allow for vegetative establishment. During the second half of the season, fencing in the southern portion was set back to allow for increased exposure to the upper portions of the park. In 2025, Staff will set back the fence in the northern half near the gazebo to provide an additional path and better overall access.

**Sustainability Plan**

The Park District of Highland Park embraces concepts of sustainable practices in its mission statement and in its Environmental Policy. From 1992 to 2015 the District’s Environmental Policy served as the primary document guiding sustainable efforts. In 2015, Park District staff developed the District’s first sustainability plan to identify strategies to achieve sustainability goals and better coordinate with City-wide priorities. The 2015 plan has since been used as an internal document guiding practices leading to quantifiable achievements in District operations. It was updated in 2018 and will be updated again in 2025.

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

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

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

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

**Values Driven Strategic Plan**

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

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

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

**Operational Perspectives:**

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

**Values Driven Strategic Themes:**

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

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

## Annual Work Plan

The Park District's Annual Work Plan is a compilation of annual goals derived from the above Park District planning documents and are financially reflected in the 2025 Budget.

<b>Related Park or Facility</b>	<b>Goal</b>	<b>Agency Plan Initiative</b>
Brown Park	Conduct park survey	Capital Plan
Centennial Ice Arena	Conduct Engineering for Switch Gear Replacement	Capital Plan
Centennial Ice Arena	Determine feasibility of studio rink	Capital Plan
Centennial Ice Arena	HVAC and Heating Unit Replacement	Capital Plan
Centennial Ice Arena	Replace dehumidification system	Capital Plan
D. Cunniff Park	Parks Equipment Replacement	Capital Plan
D. Cunniff Park	Continue to work with the Parks Foundation to implement a Fundraising Campaign for Danny Cunniff Park Pickleball enhancements	Strategic Plan
D. Cunniff Park	Develop a Site Master Plan at Danny Cunniff Pickleball Courts to include additional access control, new gates, and other site improvements to the pavilion and future considerations for a canopy and/or lights etc.	Strategic Plan
Deer Creek Racquet Club	Replace peak fans	Capital Plan
Deer Creek Racquet Club	Develop policies and procedures handbook for Club Pickle and Padel.	Strategic Plan
Devonshire Park	Complete design for playground refresh	Capital Plan
Districtwide	Relocate bluff path	Beach Management Plan
Districtwide	Complete District wide park sign replacement	Capital Plan
Districtwide	Conduct Master Plan 5-year review	Capital Plan
Districtwide	Conduct parking lot and roadway striping project	Capital Plan
Districtwide	Integrate Capital Inventory Management into Progressive Parks Software	Capital Plan
Districtwide	Roadway storm catch basin repairs	Capital Plan
Districtwide	Conduct ecological restoration	Land Management Plan
Districtwide	Develop a Park District Cultural Arts Acquisition Policy and Procedure	Land Management Plan
Districtwide	Develop and adopt inclusion standards including Universal Design	Land Management Plan
Districtwide	Review and update the Park District Property Acquisition Policy	Land Management Plan
Districtwide	Wetland rain garden improvements	Land Management Plan
Districtwide	Exceed sponsorship goal of \$150,000 through acquiring new corporate advertising agreements	Strategic Plan
Districtwide	Reduce Paper by digitizing documents and implementing paperless processes	Strategic Plan
Districtwide	Complete Distinguished Accreditation Review and Submit Application to IAPD	Strategic Plan
Districtwide	conduct a comprehensive review of the PDHP Policy Manual and be sure to integrate Park District Values.	Strategic Plan
Districtwide	Continue to build relationships with local, state, and federal legislators	Strategic Plan
Districtwide	Create a system to evaluate work loads and staffing structure, examine strength assessment tools	Strategic Plan
Districtwide	Create processes and implement initiatives to eliminate paper documents and move to digital documentation	Strategic Plan
Districtwide	Design and implement employee intranet site	Strategic Plan
Districtwide	Develop a Calendar recognizing religious observance and awareness months.	Strategic Plan

Districtwide	Develop community based philanthropic campaigns that create equitable and inclusive experiences for people	Strategic Plan
Districtwide	Develop employee team building initiatives focused on diversity, equity, inclusion, health, and wellness	Strategic Plan
Districtwide	Develop online facility booking system	Strategic Plan
Districtwide	Enhance the onboarding experience to provide an informative and welcoming experience for all newly hired employees that promotes district values and provides valuable information for getting acclimated to the park district.	Strategic Plan
Districtwide	Ensure Human Resources-related procedures, processes, and compliance requirements are updated and implemented to meet the standards of the IPRA Distinguished Accreditation requirements.	Strategic Plan
Districtwide	Ensure Risk Management-related procedures, processes, and compliance requirements are updated and implemented to meet the standards of the IPRA Distinguished Accreditation requirements.	Strategic Plan
Districtwide	Evaluate Cost Recovery Model for programs and services	Strategic Plan
Districtwide	Expansion of uses and services in Productive Parks	Strategic Plan
Districtwide	Further embed and enhance team development through CliftonStrengths	Strategic Plan
Districtwide	Implementing alternative CRM systems for customer relationships management, loyalty, appreciation and retention. (Plan to Play)	Strategic Plan
Districtwide	Look at membership resources and other credible outside parties to schedule workplace trainings on Cultural Awareness. Host group training for all FT & PT Year Round Staff and share resources.	Strategic Plan
Districtwide	Look at membership resources and other credible outside parties to share mental health awareness educational resources and individualized training opportunities with FT & PT Year Round Staff.	Strategic Plan
Districtwide	Plan and organize groundbreaking and Grand Opening Events for Capital Improvement Projects including Sunset Woods Park, Club Pickle & Padel, Park Ave North, and West Ridge Center	Strategic Plan
Districtwide	Relaunch customer experience training / committee and continue to embed PDHP Values	Strategic Plan
Districtwide	Revise the IT onboarding/offboarding process	Strategic Plan
Districtwide	Revise the Park District's Safety Manual	Strategic Plan
Districtwide	Schedule Quarterly Districtwide Internal Meet & Greets so all FT & PT Year Round employees can meet team members/learn facilities.	Strategic Plan
Districtwide	Update and renew the District's Sustainability Plan	Strategic Plan
Districtwide	Update SDS Sheets and establish a District-wide chemical management program	Strategic Plan
Districtwide	Write and produce a districtwide video for recruitment and marketing purposes	Strategic Plan
Districtwide	Board approval of the the revised ADA audit and transition	Strategic Plan
Districtwide	Install new AED's at outdoor parks	Strategic Plan
Districtwide	Complete IT infrastructure Master Plan	Strategic Plan
Districtwide	Community Campaign celebrating Parks and Recreation Month	Strategic Plan
Districtwide	Implement phased security improvements throughout parks and facilities based on the 2024 audit	Strategic Plan
Districtwide	Implement employee program for encouraging, recognizing and rewarding "Values Champions"	Strategic Plan
Fontana Pasquesi Park	Renovate Basketball Court	Capital Plan
Founders Park	Conduct Path Improvements	Capital Plan
Heller Nature Center	Renovate Red Trail	Capital Plan
Heller Nature Center	Replace lobby and office flooring	Capital Plan
Heller Nature Center	Water Fountain <sup>19</sup>	Capital Plan
Hidden Creek AquaPark	Drain Cover Replacement	Capital Plan



Hidden Creek AquaPark	Feature and Splash Pad Pump Replacement	Capital Plan
Hidden Creek AquaPark	Replacement of Backup Generator and Transfer Switch	Capital Plan
Hidden Creek AquaPark	Slide Resurfacing	Capital Plan
Hidden Creek AquaPark	Complete deck replacement design and bidding	Capital Plan
Hidden Creek AquaPark	Complete pool shell maintenace design and bidding	Capital Plan
Hidden Creek AquaPark	Conduct Deck Patio Fence Addition	Capital Plan
Hidden Creek AquaPark	Conduct Splash Pad and Perimeter Fence Replacement	Capital Plan
HP Golf Learning Center	Waterfall Pump and electrical feed replacement	Capital Plan
Knoll Park	Conduct Path Improvements	Capital Plan
L. Fink Park	Complete design and bid for 5-12 playground refresh	Capital Plan
L. Fink Park	Conduct 2-5 Playground Replacement	Capital Plan
L. Fink Park	Conduct Chantilly Path Improvements	Capital Plan
L. Fink Park	North Pond pump electrical feed repairs	Capital Plan
L. Fink Park	Replace Batting Cages	Capital Plan
Lincoln Park	Conduct Lincoln Park OSLAD Renovation	Capital Plan
Lincoln Park	Conduct Parking Lot Improvements	Capital Plan
Lot 3 - Club Pickle and Padel	Construct new dome structure	Capital Plan
Millard Park	Monitor oak tree health	Land Management Plan
Old Elm Park	Conduct playground replacement	Capital Plan
Park Avenue Beach and Boating Facility	Conduct annual dredging	Capital Plan
Park Avenue Beach and Boating Facility	Conduct Phase 1 south storage pad repair	Capital Plan
Park Avenue Beach and Boating Facility	Implement Site Master Plan Phase 1 improvements	Capital Plan
Park Avenue Beach and Boating Facility	Install boat launch west dock bollards	Capital Plan
Park Avenue Beach and Boating Facility	Replace electric service for winch	Capital Plan
Park Avenue Beach and Boating Facility	Replace Sand Ramp	Capital Plan
Park Avenue Beach and Boating Facility	Optimize boat and water craft storage at Park Avenue Beach	Strategic Plan
Port Clinton Park	Conduct playground replacement	Capital Plan
Recreation Center of Highland Park	Conduct gymnasium fan addition	Capital Plan
Recreation Center of Highland Park	Conduct pool deck replacement	Capital Plan
Recreation Center of Highland Park	Develop and implement parking lot landscape plan	Capital Plan
Recreation Center of Highland Park	Filter Backwash pumps and controller0	Capital Plan
Recreation Center of Highland Park	Lighting Replacement Track	Capital Plan

Recreation Center of Highland Park	Replace sand filter	Capital Plan
Recreation Center of Highland Park	Collaborate with the City of Highland Park / Senior center catering to develop a shared use agreement.	Strategic Plan
Recreation Center of Highland Park	Launch New Brand	Strategic Plan
Recreation Department	Collaborate with community partners to develop new ceramic opportunities for 2026 implementation.	Strategic Plan
Recreation Department	Conduct feasibility study for existing gymnastic space at CIA for future program utilization.	Strategic Plan
Recreation Department	Develop and finalize new WRC program business plan for 2026 implementation	Strategic Plan
Recreation Department	Grand Opening for Club Pickel and Padel	Strategic Plan
Recreation Department	Identify new Recreation Department Structure that will complement the new West Ridge facility and service offerings.	Strategic Plan
Recreation Department	Realign Manager and Supervisor Expectations. Operational procedures and expectations	Strategic Plan
Recreation Department	Research and develop RFP for Districtwide vending and food services at HCAP and RWB.	Strategic Plan
Recreation Department	Review and update departmental manuals for all recreation program to ensure integration of PDHP Values	Strategic Plan
Recreation Department	Update and initiate the Business Plan for Gymnastics at the new West Ridge Center	Strategic Plan
Recreation Department	Implement Customer Appreciation Days throughout facilities	Strategic Plan
Rosewood Interpretive Center	Controller and Pump Replacement	Capital Plan
Rosewood Interpretive Center	HVAC System Replacement Engineering	Capital Plan
Rosewood Park	Replace playground	Capital Plan
Sunset Woods Park	Conduct fieldhouse interior improvements	Capital Plan
Sunset Woods Park	Conduct general tree removal	Capital Plan
Sunset Woods Park	Develop plans for tennis court rebuild	Capital Plan
Sunset Woods Park	Develop plans for tennis light replacement and assess/remove poles	Capital Plan
Sunset Woods Park	Implement SW Master Plan Phase 1 improvements	Capital Plan
Sunset Woods Park	Fundraise for Sunset Woods north-end garden	Strategic Plan
Technology	Conduct penetration testing	Capital Plan
Technology	Conduct WiFi upgrade	Capital Plan
Technology	Install emergency speakers	Capital Plan
The Preserve of HP	Pole Barn structural repairs	Capital Plan
The Preserve of HP	Conduct Path Improvements	Capital Plan
West Ridge Center	Implement GreenPrint building replacement and site improvement project	Capital Plan
West Ridge Center	Develop New Brand	Strategic Plan

## OPERATIONS OVERVIEW

### Fund Structure

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

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

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

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

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

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

## Budget Guidelines, Process, Policies

### Budget and Appropriation Ordinance

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

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

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

### Budget Planning Process

Preparation of the 2025 Capital Plan (CP) and Operating Budget run parallel to one another during the budget process. Planning for Park District's CP began in the summer and resulted in a thoroughly researched list of project recommendations that are presented to the Board of Commissioners prior to the budget presentation. The 2025 CP summarizes operational projects that maintain facilities & parks along with projects that add new amenities desired by the community. The final 2025 CP for the fiscal year is presented in the Capital section of this document. The CP for 2025 and the succeeding four years was presented to the Finance Committee of the Board on September 18, 2024, and to the entire Board at the November 13, 2024, Workshop Meeting.

Detailed budgeting for program and operational budgets begins during the summer months. Departments meet individually, develop their budgets, and enter the information into the Park District financial software. In September, staff meets with their department heads, business office staff, and the Executive Director to finalize the draft document that was presented to the Finance Committee on November 14, 2024 and on December 3, 2024, and then to the Board of Commissioners at the Park Board Meeting on December 18, 2024. The budget document will be laid down for public viewing for a period of 30 days after receiving consensus at this meeting.

**Public Meetings Schedule**

18-Sep	Finance Comm.	Capital Budget Presented to Finance Committee
22-Oct	Finance Comm.	Levy Presentation
13-Nov	Workshop	Capital Budget Presented to the Board (if needed)
14-Nov	Finance Comm.	Revisions to the Levy Presentation/Budget Presentation Review
20-Nov	Board Meeting	Consider and Adopt Truth in Taxation Resolution (at least 20 days before Ordinance passed/post on website for any 30 days)/Post-Issuance Tax Compliance Report
3-Dec	Finance Comm.	Budget Presentation Review
5-Dec	Publication	Tax Public Hearing Publication (Highland Park News)
17-Dec	Tentative Finance Comm.	Revisions to Budget Presentation, if necessary
18-Dec	Board Meeting	Tax Public Hearing, Consider and Adopt Tax Levy Ordinance, Present Budget to Board
31-Dec	Taken to County	Tax Levy Filed with County (due last Tuesday of December)
11-Jan	Publication	Budget 2025 Hearing Publication
29-Jan	Board Meeting	Budget 2025 Public Hearing/Consider and Adopt Budget 2025
31-Jan	Taken to County	File 2025 Budget & Appropriation (due March 31)

**Budgetary Control**

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

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

**Expenditure Accountability**

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

**Operations**

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

## **Salaries and Wages**

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

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

For 2025, a 3.75% merit plus a 1.25% contingency full-time salary pool increase is budgeted for all full-time employees. According to Park District Policy, every five years, a qualified third-party consultant shall review the entire Compensation Plan through a comprehensive study. Following the 2022 study, several initiatives were identified as recommendations from the third-party consultant. In 2023, from those study recommendations, the District developed a comprehensive compensation and classification plan. This plan included compression adjustments after an internal equity analysis was completed, procedures to evaluate market adjustments to pay scales as needed on an annual basis and the development of a new merit matrix to guide annual compensation, which is based on an open range merit system.

In 2023, a Part Time and Seasonal Compensation and Classification Study was completed. Part-time and Seasonal positions were classified by skill and pay ranges were defined. Both studies support the Employee Values Driven strategic theme and initiatives. Salaries are budgeted accordingly in the 2025 budget to adhere to minimum wage laws.

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

## **Fund Balance Policy**

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

## **Investment Policy**

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

## **Long-Range Planning**

The Park District values long-range planning. GreenPrint 2024, a 10-year comprehensive master plan, guides future significant capital improvements, program improvements, and operational improvements. As projects are completed, GreenPrint 2024 is reviewed and updated to reflect the District's changing needs. Staff and the Board work collaboratively to review the plan annually and adjust, as necessary. The District will also complete a new comprehensive master plan study in effort to revise and extend GreenPrint 2024 initiatives. This plan is anticipated to be completed by the 3<sup>rd</sup> quarter of 2025.

## **Mid-Range Planning**

The Values Driven Strategic Plan outlines mid-range and short-term operations planning and identifies initiatives or tasks to be completed by staff assigned committees. Completion of these initiatives will ensure fulfillment of strategic goals. Staff will continue implementing a Values Driven Strategic Plan and Annual Work Plan in 2025.

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

## **Asset Inventory**

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

## **Diversity of Revenue**

A combination of user fees, sale of merchandise, interest income and taxes provide funds for services. Property tax is one of the major sources of revenue for general operations. Each year the Park District can increase its levy for taxes in its operating funds by the CPI or 5%, whichever is lower. The CPI for 2025 (2024 tax year) is 3.4%. The proposed levy increase is based upon the 3.4% CPI and new growth. Staff levies for a total above the CPI to ensure all growth is captured, but only budgets for CPI increase.

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

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

## **Infrequent Revenue**

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

## **Other Revenue Opportunities**

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

The Parks Foundation of Highland Park was the first GreenPrint 2024 initiative to be completed in 2016. The Foundation is a not-for-profit corporation, guided by an executive board. The primary purpose of the Foundation is to secure and manage donations, gifts, and bequests in support of the District's programs, services, and facilities. For 2025, anticipated support from the Foundation will focus on funding for scholarships, athletic field improvements, subsidizing the travel baseball program, sponsorship for the Dome, and general fund donations. SMILE and FYI Grant-in-Aid supports participants who are experiencing economic difficulty, with participation scholarships. General fund donations can be used toward any appropriate program.

### **Debt Issuance**

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

The District issued roughly \$7.2 million in general obligation limited tax park bonds plus premium in July of 2024. The prior bonds were structured to permit the issuance of these bonds in 2024 so that they would fit into the District's debt limitations, while causing minimal impact to taxpayers in the District. They are part of the overall GreenPrint 2024. The bonds will be used to fund the extensive capital projects slated for 2024 and beyond, as shown in Appendices A and B.

### **Forecasting**

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



## DEBT POSITION

### Overview

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

With the challenges inherent in funding GreenPrint 2024, the District began to use additional approaches available to the Park District. In 2017, the District issued debt to assist in funding GreenPrint 2024. That was followed up with an issuance in 2020 of \$7.3 million in bonds. To pay these bond issues back, the District now uses its annual DSEB levy. In 2024, the District issued roughly \$7.2 million in general obligation limited tax park bonds. Prior bonds were structured to permit the issuance of these bonds in 2024 so that they would fit into the District's debt limitations, while causing minimal impact to taxpayers in the District. They are part of the overall GreenPrint 2024. The bonds will be used to fund the extensive capital projects slated for 2024 and beyond, as shown in Appendices A and B.

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

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

Currently, the District has one debt certificate outstanding: General Obligation Limited Tax Debt Certificates, Series 2021. The certificates were issued in 2021 to refund the 2012 and 2013 issuances and address a multitude of projects and to replace the breakwater and boat launch at Park Avenue (\$2M). To pay for debt certificates, the District transfers from the General and Recreation funds appropriate surplus amounts to the Debt Service Fund.

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

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

**Debt Limit**

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

**General obligation indebtedness:**

<b>General Obligation Ltd Tax</b>			
<b>Park Bonds Series 2017</b>			<b>Maturity Date: December 15, 2028</b>
<b>Estimated Principle Outstanding at 12/31/2024 \$2,288,000</b>			
<b>FISCAL YEAR</b>	<b>PRINCIPAL</b>	<b>INTEREST</b>	<b>TOTAL</b>
2025	855,000	68,550	923,550
2026	835,000	42,900	877,900
2027	510,000	17,850	527,850
2028	85,000	2,550	87,550

<b>General Obligation Ltd Tax</b>			
<b>Park Bonds Series 2020</b>			<b>Maturity Date: December 15, 2033</b>
<b>Estimated Principle Outstanding at 12/31/2024 \$4,885,000</b>			
<b>FISCAL YEAR</b>	<b>PRINCIPAL</b>	<b>INTEREST</b>	<b>TOTAL</b>
2025	--	166,050	166,050
2026	--	166,050	166,050
2027	275,000	166,050	441,050
2028	700,000	152,300	852,300
2029	735,000	117,300	852,300
2030	760,000	95,250	855,250
2031	780,000	72,450	852,450
2032	805,000	49,050	854,050
2033	830,000	24,900	854,900

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

<b>General Obligation Ltd Tax</b>			
<b>Park Bond Series 2024</b>		<b>Maturity Date: December 15, 2039</b>	
<b>Estimated Principle Outstanding at 12/31/2024 \$6,445,000</b>			
<b>FISCAL YEAR</b>	<b>PRINCIPAL</b>	<b>INTEREST</b>	<b>TOTAL</b>
2025	300,000	516,335	816,335
2026	515,000	337,413	852,413
2027	650,000	306,513	956,513
2028	745,000	267,513	1,012,513
2029		222,812	222,812
2030		222,812	222,812
2031		222,812	222,812
2032		222,812	222,812
2033		222,812	222,812
2034	615,000	222,813	837,813
2035	655,000	185,913	840,913
2036	685,000	148,250	833,250
2037	725,000	114,000	839,000
2038	760,000	77,750	837,750
2039	795,000	39,750	834,750

## TAX FUNDING

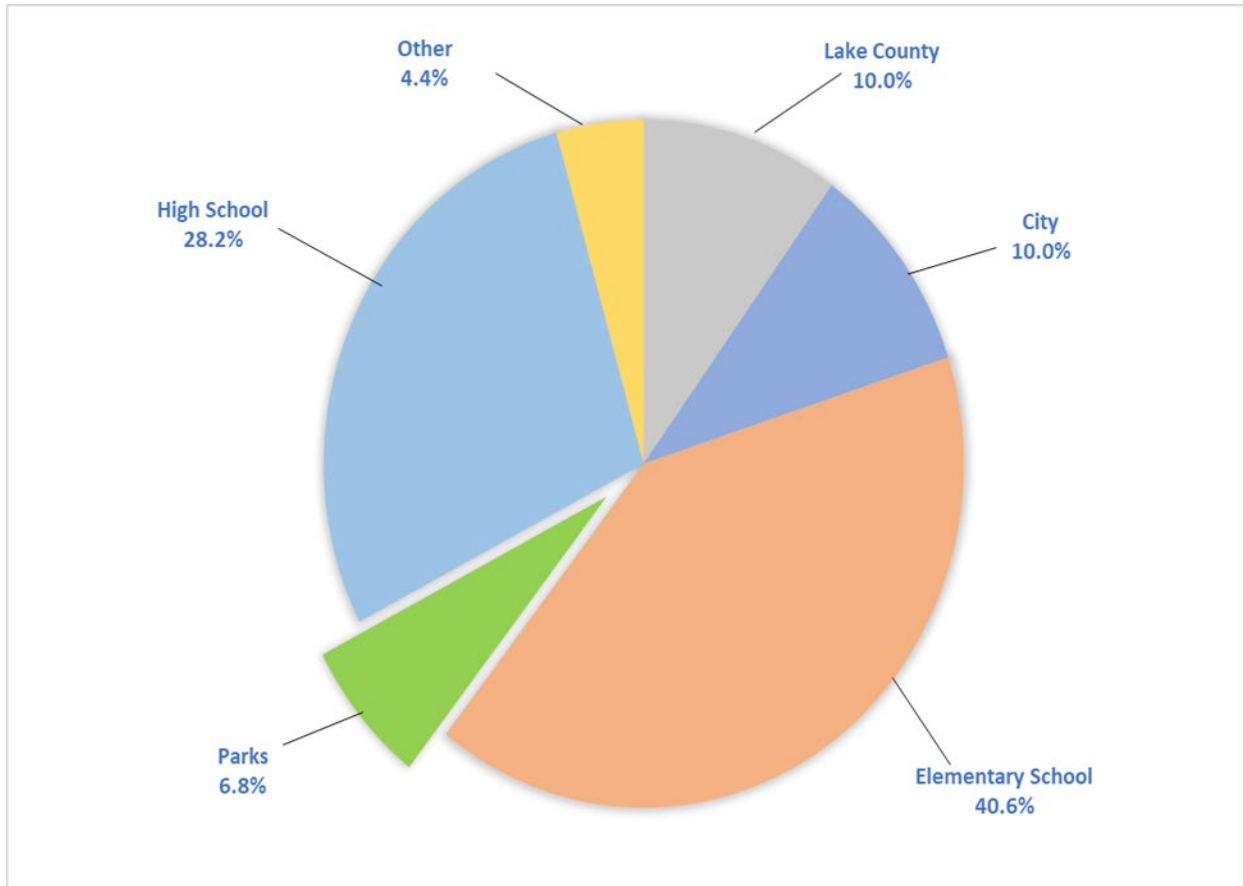
The Levy Ordinance, which details the property tax request by fund, was presented and approved by the Park Board of Commissioners on December 18, 2024. The District is subject to two sets of tax limits: rate limits on the maximum rates that can be levied for a particular purpose or fund and tax caps, which limit the aggregate increase in the levy to the lesser of 5% or the Consumer Price Index (CPI), excluding new construction.

Staff budgets conservatively for property tax revenue, but levies to include growth, which is not available until the following spring. Failure to levy for growth may deny the District that revenue forever. Invariably, budgeting property tax revenue at the levy amount will create a shortfall. For 2025, the budget was created using the 2024 extension multiplied by the 103.4% CPI for the general and operating funds. 98% of that amount was then used to budget, thus allowing for appeals during the year.

Following is a 10-year history of the Park District's (EAV), levy extension, and tax rates. Rate information for budget year 2025, tax year 2024 is not included. The District will receive final levy information during the spring of 2025. The District's property tax collection rate has averaged more than 99% over the past 10 years (see 2023 Annual Consolidated Financial Report for more detail).

For 2025, the budgeted property tax revenue is \$15,893,874. Exclusive of the debt levy (Truth in Taxation), the total budgeted levy for 2025 is \$14,024,701.

### Your Tax Bill



# PROPERTY TAX RATE, EAV AND EXTENSION

<u>LEVY YEAR</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>
EAV	2,206,882,564	2,344,268,130	2,440,264,291	2,436,195,918	2,383,453,383
LEVY EXTENSION	11,482,476	12,395,646	12,715,144	13,059,569	13,338,973
CORPORATE	0.2628	0.2114	0.2001	0.2225	0.2327
SPECIAL RECREATION	0.0400	0.0400	0.0386	0.0395	0.0400
RECREATION	0.1835	0.2134	0.2197	0.2103	0.2200
BONDS AND INTEREST	0.0340	0.0640	0.0627	0.0630	0.0670
Total Rate	0.5203	0.5288	0.5211	0.5352	0.5596

<u>LEVY YEAR</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>
EAV	2,330,593,645	2,329,605,987	2,446,655,551	2,611,643,169	2,916,446,681
LEVY EXTENSION	13,338,850	14,169,409	14,824,808	15,562,599	
CORPORATE	0.2452	0.2511	0.2548	0.2488	
SPECIAL RECREATION	0.0253	0.0400	0.0400	0.0400	
RECREATION	0.2318	0.2374	0.2419	0.2372	
BONDS AND INTEREST	0.0700	0.0709	0.0693	0.0652	
Total Rate	0.5723	0.5995	0.6060	0.5959	

## CAPITAL ANALYSIS

Expenditures for 2025 are detailed in Appendix A and are accounted for in the Capital Fund. The Capital Plan (CP) summarizes districtwide replacement needs for 2025 and the next four years prioritized by Tier. As the first step of the budget process, planning and facility staff review the requirements of all facilities and parks, creating and updating repair and replacement schedules. For informational purposes, Appendix B provides a summarized schedule of replacement items for 2025 and the next four years.

The 2025 Budget includes the following GreenPrint 2024 initiative in the Capital Fund:

### **New Recreation Facility at West Ridge Park to Address the Aging West Ridge Center**

In 2021, staff began the planning process to evaluate needs for a future Multi-Purpose Recreation and Administrative Building due to the aging West Ridge Center, which has considerable needed infrastructure improvements. While the focus has shifted from a Multi-Purpose Recreation and Administrative Building to a Recreation Facility, the District continues to be on track to complete this project in 2026 and has \$9,485,000 budgeted in 2025 for the project.

## 2025 BUDGET ANALYSIS

### Budget Overview

The 2025 Budget is presented in three different formats:

- Consolidated by Fund
- District Wide Comparison to 2024 budget
- Detailed review by Function

Overall, the 2025 Budget represents a deficit after capital improvements of \$14,026,056.

- Net Operations \$3.2 million
- Operating Revenue \$28 million
- Operating Expenditures \$24.7 million
- Debt Extension \$1.9 million
- Debt Retirement \$3.6 million
- Capital Improvements \$18.4 million
- Inter Fund Transfers \$4.3 million

### Budget Highlights

For 2025, the budget has been prepared while incorporating District values. Striving to always be extraordinary, welcoming, and caring, we have incorporated opportunities to ensure equity and inclusion, along with fiscal responsibility, in delivering services through our programs and at our facilities. We have a Grant-in-Aid budget of \$150,000, addressing financial barriers for residents, while still incorporating cost recovery strategies and seeking alternative revenue sources such as grants and donations. The Champion's Gala will be scheduled again for 2025 and usually generates tens of thousands of dollars that the Parks Foundation of Highland Park donates toward grant-in-aid and other various District capital improvement campaigns. Investment income far exceeded the budget again in 2024, as interest rates did not start to fall until late summer. Additionally, staff have started laddering investments to make the most of high interest rates, while always being liquid enough to meet financial obligations.

The Parks Foundation had an excellent 2024 and received a \$2,000,000 donation toward the construction of a new pickleball and padel dome. Subsequently, another donation of \$250,000 was made for the dome. Then, \$150,000 of court sponsorships for the dome were garnered, with additional sponsorships anticipated. The Dome is expected to open in 2025. Funds for the Jeff Fox turf field were also raised by the Foundation culminating in a \$491,000 donation toward the project. Finally, SMILE donations to the District exceeded \$17,000.

Tackle football and cheer were two unbudgeted surprises in 2024. The popularity of both programs has been enormous and are budgeted for in 2025. The Recreation Center hopes to continue to grow with a new parking lot installed in late 2024, new equipment and refurbished areas of the locker rooms. The 2025 revenue budget was increased by almost 23% over the 2024 budget. Sunset Valley and Deer Creek had exceptional patronage during 2024. While the District hopes the trend will continue into 2025, the budget is not at projected figures. Changes at the Golf Learning Center occurred in 2024 after a Request for Proposal was issued for the site in 2023. The Golf Practice submitted a proposal to teach golf camp, programs, and private lessons at the site. The agreement has been beneficial for both parties. However, at the site, the Dome has been removed to make way for the new dome. As such, private indoor lessons during the winter months at the Dome will cease and this reduced revenue is reflected in the 2025 budget. With the new Dome opening in mid-2025, revenues and expenses have been included in the budget.

Full-time staffing levels at the District are back to budgeted pre-pandemic levels. Staff turnover and vacancies, particularly with parks positions and part-time support positions, caused a projected \$450,000 savings in salaries in 2024. Mission Critical part-time and seasonal staff positions such as lifeguards and camp counselors were fully staffed,

enabling the District to open all pools and beaches for the entire season and provide all camp offerings that were planned. The District expects to see further future growth in staffing levels to support the new pickle and padel facility, as well as larger programming with the new gymnastics facility being built within the new recreation center at West Ridge.

Inflation began to stabilize in 2023 after two years of a tax cap at 5%. CPI for 2023 ended at 3.4%. Unfortunately, the District is still seeing some costs increasing at greater rates than the CPI. Minimum wages will increase again in 2025 (6.67%) and higher salaries are still being demanded for some U.S. workforce positions due to labor shortages. Construction costs continue to increase, as do materials and supplies (14.3%). Health insurance rates are increasing by 6.9%. These increases have been included in the budget and will be offset with increases in fees and levying the full 3.4% allowed.



**Table #1**

**PROPOSED 2025 BUDGET BY FUND**

	General	Recreation	Special	Debt	Capital	Total
<b>Revenue</b>						
TAX	6,723,154	6,277,782	1,023,764	1,869,173	-	15,893,874
PROGRAMS	-	4,287,674	-	-	-	4,287,674
CAMPS	-	2,025,231	-	-	-	2,025,231
LESSONS	-	528,487	-	-	-	528,487
SPECIAL EVENTS	-	111,550	-	-	-	111,550
FEES & CHARGES	45,696	2,950,797	-	-	-	2,996,493
MEMBERSHIPS	-	1,722,428	-	-	-	1,722,428
RENTALS	11,800	1,693,594	-	-	-	1,705,394
MERCHANDISING	304	182,866	-	-	-	183,170
INTEREST INCOME	65,000	150,000	-	-	-	215,000
MISCELLANEOUS INCOME (donations, sponsorships, grants)	54,701	60,875	-	-	2,403,407	2,518,983
OTHER INCOME	-	65,534	-	-	478,389	543,923
<b>Revenue Total</b>	<b>6,900,655</b>	<b>20,056,818</b>	<b>1,023,764</b>	<b>1,869,173</b>	<b>2,881,796</b>	<b>32,732,206</b>
<b>Expenditures</b>						
PROGRAMS	-	2,144,699	-	-	-	2,144,699
CAMPS	-	1,124,997	-	-	-	1,124,997
LESSONS	-	271,179	-	-	-	271,179
SPECIAL EVENTS	-	166,606	-	-	-	166,606
MEMBERSHIPS	-	201,927	-	-	-	201,927
SALARIES & WAGES	3,681,442	7,277,377	-	-	-	10,958,819
CONTRACTUAL SERVICES	1,382,993	1,515,585	447,221	-	190,000	3,535,798
INSURANCE	1,355,463	1,638,450	-	-	-	2,993,913
MATERIALS & SUPPLIES	299,554	452,066	-	-	-	751,619
MAIN. & LANDSCAPE	119,849	484,372	-	-	-	604,221
UTILITIES	128,958	905,288	-	-	-	1,034,246
PENSION CONTRIBUTIONS	322,348	620,480	-	-	-	942,828
COST OF GOODS SOLD	-	111,325	-	-	-	111,325
DEBT RETIREMENT	-	-	-	3,583,485	-	3,583,485
CAPITAL OUTLAY	-	83,300	-	-	18,249,299	18,332,599
<b>Expenditure Total</b>	<b>7,290,606</b>	<b>16,997,651</b>	<b>447,221</b>	<b>3,583,485</b>	<b>18,439,299</b>	<b>46,758,262</b>
	<b>-389,951</b>	<b>3,059,167</b>	<b>576,543</b>	<b>-1,714,312</b>	<b>-15,557,503</b>	<b>-14,026,056</b>
<b>Other Financing</b>						
TRANSFER IN FOR BOND PAYMENT				1,676,050		1,676,050
TRANSFER IN FOR CAPITAL FUND					2,600,000	2,600,000
TRANSFER OUT FOR BOND PAYMENT	-622,920	-1,053,130				-1,676,050
TRANSFER OUT FOR CAPITAL FUND		-2,000,000	-600,000			-2,600,000
<b>NET SURPLUS (DEFICIT)</b>	<b>-1,012,871</b>	<b>6,037</b>	<b>-23,457</b>	<b>-38,262</b>	<b>-12,957,503</b>	<b>-14,026,056</b>

**Table #1:** Funds are identified as Major and Non-Major, in accordance with the classification presented in the District’s audited financial statements or Annual Comprehensive Financial Report. Major Funds include General, Recreation, Capital Projects, and Debt Service. The only Non-Major fund is the Special Recreation Fund. It is important to note that all funds benefit from the property tax extension, except for the Capital Fund. The Capital Fund is largely supported by transfers from the General, Recreation and Special Recreation Funds. It is also supported by grants, donations and interest income.

## Table #2 Fund Balance Projection as of December 31, 2025

	General	Recreation	Special Recreation	Debt Service	Capital Projects	Total
<b>Estimated Fund Balance 1/1/2025</b>	4,367,430	9,708,695	315,355	42,389	19,974,948	34,408,817
REVENUES	6,900,655	20,056,818	1,023,764	1,869,173	2,881,796	32,732,206
EXPENDITURES	7,290,606	16,997,651	447,221	3,583,485	18,439,299	46,758,262
TRANSFER FOR DEBT	-622,920	-1,053,130	0	1,676,050	0	0
TRANSFER FOR CAPITAL	0	-2,000,000	-600,000	0	2,600,000	0
<b>Estimated Fund Balance 12/31/2025</b>	<u>3,354,559</u>	<u>9,714,732</u>	<u>291,898</u>	<u>4,127</u>	<u>7,017,445</u>	<u>20,382,761</u>
Fund Balance Policy % of Expenditures	1,822,651 46%	4,249,413 57%	67,083 65%			

**Table #2:** Figures presented above include the District’s estimated beginning fund balance as of January 1, 2025, the start of the budget period. This balance is combined with proposed revenues, expenditures, and transfers, estimating the ending fund balance for the period ending December 31, 2025. Projected Fund Balance on December 31, 2025 is calculated by taking the projection for the general ledger balance on December 31, 2024 and adjusting it by that fund’s projected activity, which is shown in tables 4 and 5, respectively. This adjustment provides the projected December 31, 2025 fund balance. The 2024 fund balance is then adjusted by the 2025 budget activity and added or subtracted from the December 31, 2024 fund balance.

The Park District’s philosophy is to maintain a principal operating fund balance equal to approximately 3 months (25%) of annual expenditures for the General and Recreation Funds, as a minimum. For the Special Recreation Fund, the principal operating fund balance is 15%, as a minimum. Any excess fund balance can be transferred, by Board Resolution, to the Capital Projects Fund. The figures presented at the bottom of the table represent the estimated fund balances for each fund based upon the projections and budgets for 2024 and 2025, respectively. A fund balance percentage represents the number of days cash on hand. For example, a 25% reserve would mean roughly 90 days of cash is on hand to pay for operating expenses assuming no revenue coming in.

FUND BALANCE HISTORY			
	GENERAL FUND	RECREATION FUND	SPECIAL RECREATION FUND
	FUND BALANCE % ON HAND	FUND BALANCE % ON HAND	FUND BALANCE % ON HAND
ACTUAL 2016	59%	28%	112%
ACTUAL 2017	59%	31%	80%
ACTUAL 2018	45%	40%	56%
ACTUAL 2019	63%	41%	57%
ACTUAL 2020	94%	55%	231%
ACTUAL 2021	114%	62%	40%
ACTUAL 2022	87%	55%	90%
ACTUAL 2023	60%	62%	78%
BUDGET 2024	37%	46%	57%
PROJECTED 2024	65%	64%	72%
BUDGET 2025	46%	57%	65%

**Table #3:** The 2025 budget information will be reviewed on a district-wide basis by revenues and expenditures, then in more detail based on Functional Activity, as defined above.

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

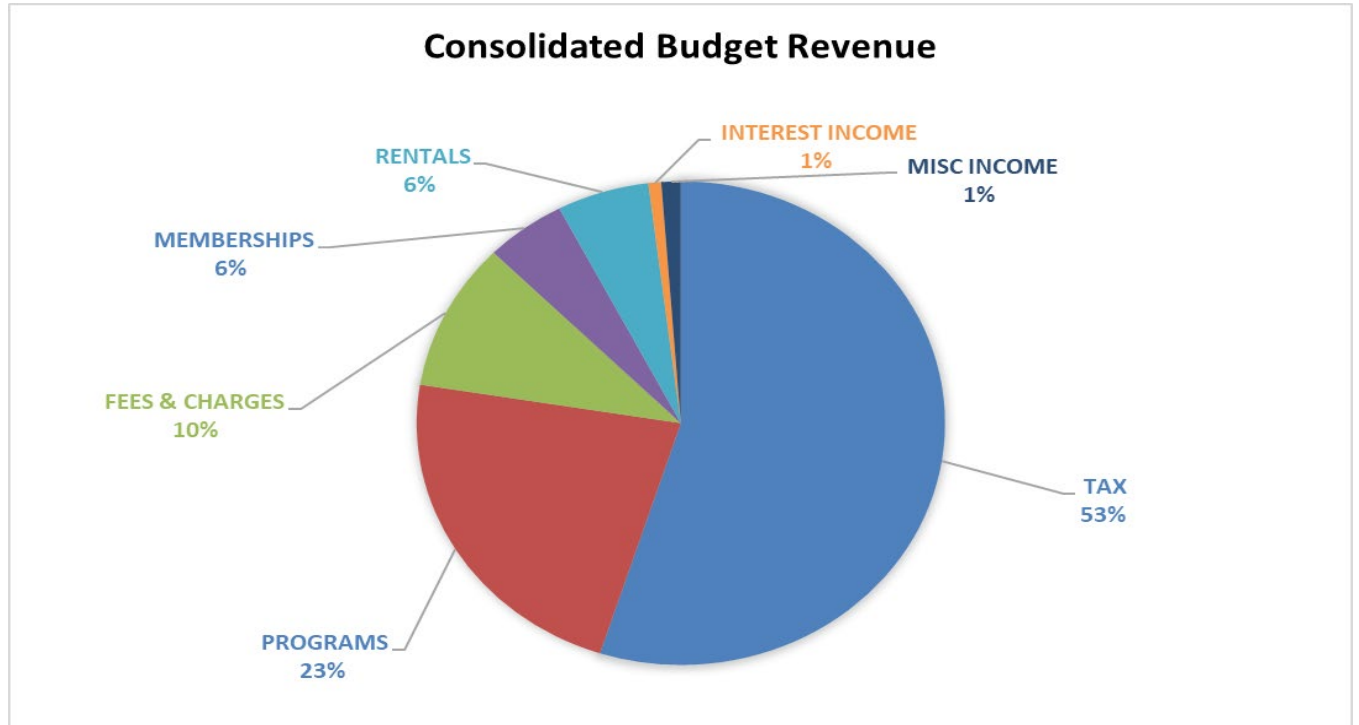
	2024 Budget	2024 Projected	2025 Budget	Increase/ (Decrease)	% Change
<b>Revenue</b>					
100 - PROGRAMS	3,634,652	4,124,300	4,287,674	653,022	17.97%
110 - CAMPS	1,929,008	1,847,240	2,025,231	96,223	4.99%
120 - LESSONS	551,807	519,548	528,487	-23,320	-4.23%
130 - SPECIAL EVENTS	125,558	95,633	111,550	-14,008	-11.16%
410 - TAX	15,186,446	15,408,467	15,893,874	707,427	4.66%
420 - FEES & CHARGES	2,739,057	3,395,490	2,996,493	257,436	9.40%
440 - MEMBERSHIPS	1,363,871	1,573,234	1,722,428	358,557	26.29%
450 - RENTALS	1,559,664	1,684,379	1,705,394	145,730	9.34%
460 - MERCHANDISING	134,648	175,555	183,170	48,522	36.04%
470 - INTEREST INCOME	215,000	872,341	215,000	0	0.00%
480 - MISCELLANEOUS INCOME	137,406	232,091	115,576	-21,830	-15.89%
510 - OTHER INCOME	55,917	67,678	65,534	9,618	17.20%
<b>Total Revenue:</b>	<b>27,633,034</b>	<b>29,995,956</b>	<b>29,850,410</b>	<b>2,217,376</b>	<b>8.02%</b>
<b>Expense</b>					
100 - PROGRAMS	1,883,735	2,019,761	2,144,699	260,964	13.85%
110 - CAMPS	992,596	1,054,142	1,124,997	132,401	13.34%
120 - LESSONS	265,148	268,930	271,179	6,031	2.27%
130 - SPECIAL EVENTS	169,711	147,897	166,606	-3,105	-1.83%
440 - MEMBERSHIPS	162,871	141,388	201,927	39,056	23.98%
610 - SALARIES & WAGES	10,322,858	9,817,238	10,958,819	635,961	6.16%
620 - CONTRACTUAL SERVICES	3,059,560	2,938,375	3,345,798	286,238	9.36%
630 - INSURANCE	2,456,943	2,467,431	2,993,913	536,970	21.86%
640 - MATERIALS & SUPPLIES	684,435	697,131	751,619	67,184	9.82%
650 - MAINTENANCE & LANDSCAPING CONTRACTS	559,943	616,556	604,221	44,278	7.91%
660 - UTILITIES	1,108,259	1,014,856	1,034,246	-74,013	-6.68%
670 - PENSION CONTRIBUTIONS	862,449	826,750	942,828	80,379	9.32%
680 - COST OF GOODS SOLD	65,620	102,173	111,325	45,705	69.65%
710 - DEBT RETIREMENT	3,362,600	3,362,525	3,583,485	220,885	6.57%
720 - CAPITAL OUTLAY	63,800	90,355	83,300	19,500	30.56%
<b>Total Expense:</b>	<b>26,020,528</b>	<b>25,565,508</b>	<b>28,318,963</b>	<b>2,298,434</b>	<b>8.83%</b>
<b>Net Surplus (Deficit)</b>	<b>1,612,505</b>	<b>4,430,448</b>	<b>1,531,447</b>	<b>-81,058</b>	<b>-5.03%</b>
<b>Transfers</b>					
TRANSFER IN	1,674,800	1,674,800	1,676,050	1,250	0.07%
TRANSFER OUT	-5,274,800	-4,222,420	-4,276,050	-998,750	-18.93%
<b>Net Surplus (Deficit)</b>	<b>-1,987,495</b>	<b>1,882,828</b>	<b>-1,068,553</b>	<b>918,942</b>	<b>46.24%</b>

**Table #4**

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

	2024		2024		2025		2025 Budget	%
	Total Budget		Projected		Total Budget		vs 2024 Budget	Change
<b>Revenue</b>								
TAX	15,186,446	54.96%	15,408,467	51.37%	15,893,874	53.25%	707,427	4.66%
PROGRAMS	3,634,652	13.15%	4,124,300	13.75%	4,287,674	14.36%	653,022	17.97%
CAMPS	1,929,008	6.98%	1,847,240	6.16%	2,025,231	6.78%	96,223	4.99%
LESSONS	551,807	2.00%	519,548	1.73%	528,487	1.77%	-23,320	-4.23%
SPECIAL EVENTS	125,558	0.45%	95,633	0.32%	111,550	0.37%	-14,008	-11.16%
FEES & CHARGES	2,739,057	9.91%	3,395,490	11.32%	2,996,493	10.04%	257,436	9.40%
MEMBERSHIPS	1,363,871	4.94%	1,573,234	5.24%	1,722,428	5.77%	358,557	26.29%
RENTALS	1,559,664	5.64%	1,684,379	5.62%	1,705,394	5.71%	145,730	9.34%
MERCHANDISING	134,648	0.49%	175,555	0.59%	183,170	0.61%	48,522	36.04%
INTEREST INCOME	215,000	0.78%	872,341	2.91%	215,000	0.72%	0	0.00%
MISCELLANEOUS INCOME	137,406	0.50%	232,091	0.77%	115,576	0.39%	-21,830	-15.89%
OTHER INCOME	55,917	0.20%	67,678	0.23%	65,534	0.22%	9,618	17.20%
<b>Revenue Total:</b>	<b>27,633,034</b>	<b>100.00%</b>	<b>29,995,956</b>	<b>100.00%</b>	<b>29,850,410</b>	<b>100.00%</b>	<b>2,217,376</b>	<b>8.02%</b>

- Special Events – Projected revenue is less than budget due to reduced Independence Day revenue resulting from a late decision to decrease the selling price of wristbands. Furthermore, two events were canceled due to low enrollment (Trailside Tastings and Catch a Character). As projected special event income is not expected to make budget for 2024 the budget was decreased for 2025.
- Merchandising – With the increased foot traffic at Sunset Valley over the past two years, merchandising income has increased and is budgeted to increase for 2025 over the 2024 budget.
- Interest Income – Interest projections far exceeded budget due to the Federal Reserve hinting at reducing interest rates starting in 2024. However, the reduction in interest rates did not happen until late 2024, thus causing interest income to exceed budget. As rates have started to fall, interest income was budgeted flat for 2025. Based upon monthly fund balances, interest income is allocated between the General, Recreation and Capital Funds.
- Memberships – This budgeted revenue is anticipated to increase over 26% from the 2024 budget and will be greater than 2024 projections. The largest budgeted increase for memberships is at the Recreation Center, as it continues to rebound from the Pandemic. On June 5, fitness and group exercise memberships are being increased by \$2 per month, which is included in the budget. This represents almost \$260,000 of the budget increase. Another \$89,000 of the increase is for memberships at the new dome. The water park and Deer Creek also anticipate more memberships in 2025.
- Programs – Income is expected to increase by almost 18%. Programming did much better than budget in 2024 and it is expected that programs will exceed 2024 results in 2025. The largest budget increases are in adult pickleball at \$241,000, gymnastics at \$65,000 and youth pickleball at \$56,000. Programs will also have increased fees for participation.



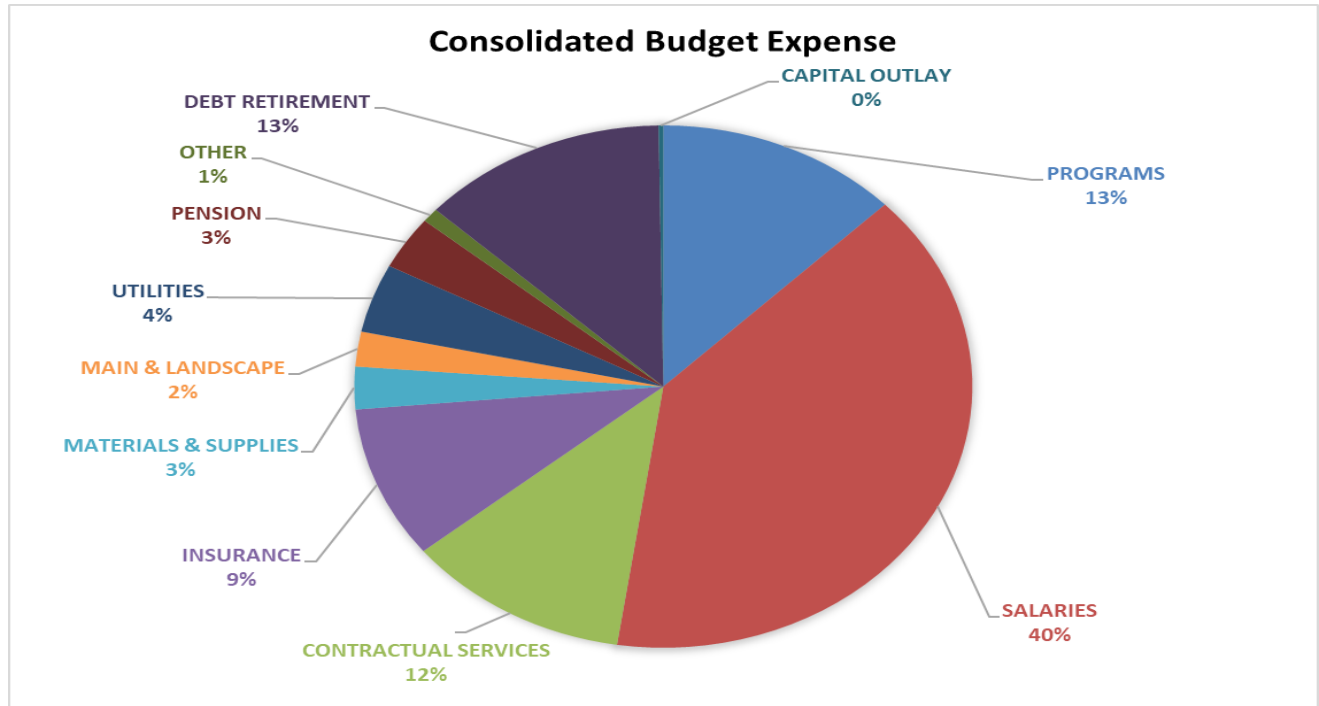
**Table #5 CONSOLIDATED EXPENDITURE ANALYSIS (No Capital)**

Expense	2024		2024		2025		2025 Budget vs 2024 Budget	% Change
	Total Budget		Projected		Total Budget			
PROGRAMS	1,883,735	7.24%	2,019,761	7.90%	2,144,699	7.57%	260,964	13.85%
CAMPS	992,596	3.81%	1,054,142	4.12%	1,124,997	3.97%	132,401	13.34%
LESSONS	265,148	1.02%	268,930	1.05%	271,179	0.96%	6,031	2.27%
SPECIAL EVENTS	169,711	0.65%	147,897	0.58%	166,606	0.59%	-3,105	-1.83%
MEMBERSHIPS	162,871	0.63%	141,388	0.55%	201,927	0.71%	39,056	23.98%
SALARIES & WAGES	10,322,858	39.67%	9,817,238	38.40%	10,958,819	38.70%	635,961	6.16%
CONTRACTUAL SERVICES	3,059,560	11.76%	2,938,375	11.49%	3,345,798	11.81%	286,238	9.36%
INSURANCE	2,456,943	9.44%	2,467,431	9.65%	2,993,913	10.57%	536,970	21.86%
MATERIALS & SUPPLIES	684,435	2.63%	697,131	2.73%	751,619	2.65%	67,184	9.82%
MAINTENANCE & LANDSCAPING CONTRACTS	559,943	2.15%	616,556	2.41%	604,221	2.13%	44,278	7.91%
UTILITIES	1,108,259	4.26%	1,014,856	3.97%	1,034,246	3.65%	-74,013	-6.68%
PENSION CONTRIBUTIONS	862,449	3.31%	826,750	3.23%	942,828	3.33%	80,379	9.32%
COST OF GOODS SOLD	65,620	0.25%	102,173	0.40%	111,325	0.39%	45,705	69.65%
DEBT RETIREMENT	3,362,600	12.92%	3,362,525	13.15%	3,583,485	12.65%	220,885	6.57%
CAPITAL OUTLAY	63,800	0.25%	90,355	0.35%	83,300	0.29%	19,500	30.56%
<b>Expense Total:</b>	<b>26,020,528</b>	<b>100.00%</b>	<b>25,565,508</b>	<b>100.00%</b>	<b>28,318,963</b>	<b>100.00%</b>	<b>2,298,434</b>	<b>8.83%</b>

- Programs - As program revenues are budgeted to increase by almost 18%, the associated costs of providing those programs are also increasing by almost 14%.
- Camps – The most significant increases are busing costs (6%), the \$1 per hour wage increase taking effect on January 1, 2025, which is a 7% increase over wages in 2024, and many camps are increasing from 7 to 8 weeks.
- Memberships – With the increase in memberships in budgeted revenue for 2025, there are budgeted increases in membership expenses shown in the 2025 budget.
- Insurance – Medical insurance expense is being budgeted to increase 6% for premiums for existing employees. In addition, \$157,422 of new expense is budgeted for new full-time positions budgeted to start at various times throughout the year. These positions are primarily to support the new pickleball and padel facility, the new gymnastics facility at West Ridge, an administrative position, and an athletics position. Additionally, districtwide property and casualty insurance is projected to increase 15%. Finally, there are 7

new part-time recreation IMRF positions including additional building coordinators at Centennial, and a fitness coordinator at the Recreation Center.

- Cost of Goods Sold - Cost of Goods Sold budget has increased due to the increase in the Merchandising budget with the increased foot traffic at Sunset Valley.
- Capital outlay - Line-item budget was increased due to Sunset Valley budgeting to buy items during 2025. Historically, the golf course did not budget for capital outlay.



### FUND TRANSFERS

2025 Budget includes the following transfers between funds:

- \$622,920 from the General Fund to Debt Service - for payment of Debt Certificate 2021
- \$1,053,130 from the Recreation Fund to Debt Service - for payment of Debt Certificate 2021 (including \$118,750 from the Park Avenue Boating Facility Recreation Subfund)
- \$2,000,000 from the Recreation Fund to Capital - as directed by the Fund Balance Policy
- \$600,000 from the Special Recreation Fund to Capital - for the ADA portion of capital projects

### ANALYSIS BY FUNCTION

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

**Table # 6**

**BUDGET BY FUNCTION**

	<b>Administration Function</b>	<b>Parks Function</b>	<b>Recreation Function</b>	<b>Total Function</b>
Revenues	12,601,188	74,200	20,056,818	32,732,206
Expenditures	26,014,881	3,745,730	16,997,651	46,758,262
Surplus/Deficit	-13,413,694	-3,671,530	3,059,167	-14,026,056

**ADMINISTRATION FUNCTION**

**GENERAL RESPONSIBILITIES**

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

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

The administration develops, recommends, and implements policies and procedures. During 2019, a Department Head committee reviewed and updated both Park District of Highland Park’s Policy Manual and Personnel Manuals. The Board of Commissioners approved both documents which created an operational framework for 2019 and beyond. Currently, both manuals are under review again. New adoptions are anticipated for 2025.

The Administration department is also responsible for preparing the District for all facets of the Distinguished Accreditation process. The District was reaccredited by the Illinois Association of Park Districts in 2020. Staff are preparing to undertake the reaccreditation process again in 2025 with reaccreditation anticipated in 2026.

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

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

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

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

## **FINANCE**

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

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

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

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

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

## **MARKETING AND COMMUNICATIONS DEPARTMENT**

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



maintaining District brand standards. The department is also the key liaison to secure large donations for special capital projects.

### SPECIAL RECREATION

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

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

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

**Table #7**

### ADMINISTRATION FUNCTION

	2024 Budget	2024 Projected	2025 Budget		Increase / (Decrease)	% Change
<b>Revenue</b>						
TAX	9,153,227	9,337,110	9,616,091	76.31%	462,864	5.06%
INTEREST INCOME	115,000	310,000	65,000	0.52%	-50,000	-43.48%
MISCELLANEOUS INCOME (donations, sponsorships, grants)	962,828	3,233,736	2,429,908	19.28%	1,467,080	152.37%
OTHER INCOME	0	1,328,376	490,189	3.89%	490,189	100.00%
BOND/DEBT PROCEEDS	5,500,000	6,445,000	0	0.00%	-5,500,000	-100.00%
<b>Total Revenue:</b>	<b>15,731,055</b>	<b>20,654,222</b>	<b>12,601,188</b>	<b>100.00%</b>	<b>-3,129,867</b>	<b>-19.90%</b>
<b>Expense</b>						
SALARIES & WAGES	1,703,913	1,582,422	1,718,582	6.61%	14,668	0.86%
CONTRACTUAL SERVICES	2,958,614	3,891,331	1,403,126	5.39%	-1,555,488	-52.57%
INSURANCE	730,336	740,579	813,254	3.13%	82,919	11.35%
MATERIALS & SUPPLIES	49,430	60,163	49,932	0.19%	502	1.02%
MAINTENANCE CONTRACTS	8,903	8,952	13,803	0.05%	4,900	55.04%
UTILITIES	59,001	46,682	33,401	0.13%	-25,599	-43.39%
PENSION CONTRIBUTIONS	144,874	134,451	149,998	0.58%	5,124	3.54%
DEBT RETIREMENT	3,362,600	3,362,525	3,583,485	13.77%	220,885	6.57%
CAPITAL OUTLAY	10,056,221	11,919,801	18,249,299	70.15%	8,193,078	81.47%
<b>Total Expense:</b>	<b>19,073,892</b>	<b>21,746,906</b>	<b>26,014,881</b>	<b>100.00%</b>	<b>6,940,989</b>	<b>36.39%</b>
<b>Transfers</b>						
TRANSFER IN	5,274,800	5,274,800	4,276,050		-998,750	-18.93%
TRANSFER OUT	-1,222,420	-1,222,420	-1,222,920		-500	-0.04%
<b>Net Surplus (Deficit)</b>	<b>709,543</b>	<b>2,959,696</b>	<b>-10,360,563</b>		<b>-11,070,106</b>	<b>-1560%</b>

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

- Interest Income – With interest rates exceeding 5% for roughly the first six months of 2024 and the Federal Reserve not lowering the rates as early as anticipated, greater interest income than budget was realized. The feds have suggested lesser rates going forward and capital cash balances are being reduced with large projects like the dome and the new recreation center at West Ridge Park being constructed, thus resulting in a reduction in budget for 2025. Based upon monthly fund balances, interest income is allocated between the General, Recreation and Capital Funds.
- Miscellaneous Income – The large projected surplus is due to the unbudgeted \$2,250,000 in Dome donations. The increase in budget for 2025 is due to additional anticipated Dome donations and sponsorships of \$725,000, a \$250,000 grant for Heller, a \$329,000 grant for Lincoln Park, and an \$824,000 grant for the new recreation center at West Ridge Park.
- Other Income – This increase is due to budgeting occurring for items not previously budgeted for including: a \$71,000 receivable for a park renaming donation; \$135,000 due as a reimbursement for the Recreation Center parking lot construction project; \$47,000 due from the Sunset Valley restaurant vendor for capital improvements made to the restaurant; Sunset Woods Park reimbursement from a grant.
- Bond Proceeds – The decrease is due to no debt being issued in 2025 versus the budgeted \$5,500,000 bond issuance in 2024.
- Contractual Services – The budget was decreased, largely due to the budgeted professional fees for the new West Ridge Center in 2024 not existing in 2025.
- Insurance – Medical insurance expense is being budgeted to increase 6% for premiums for existing employees. Additionally, districtwide property and casualty insurance is projected to increase 15%.
- Utilities – The 2025 budget is less than the 2024 budget and projection for cable/internet as the District made several changes with its phone system and network in late 2024 which allowed for the transition from more expensive dedicated fiber internet connections to lower cost Comcast Coax Business Internet connections at most locations.
- Capital Outlay – The capital spend will increase significantly in 2025 due to several large projects: \$1.3M on the dome project; \$1M Lincoln Park project; \$10.5M on the West Ridge project. There are also several smaller projects. The complete capital plan is found in Appendix A.
- Transfers – Capital transfer in is decreased due to the \$1M reduction in transfer from the Recreation Fund in 2025 versus 2024.

## **PARKS FUNCTION**

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

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

**Table #8**

**PARKS FUNCTION**

	2024 Budget	2024 Projected	2025 Budget		Increase / (Decrease)	% Change
<b>Revenue</b>						
FEES & CHARGES	41,200	46,200	45,696	61.58%	4,496	10.91%
MERCHANDISING	264	282	304	0.41%	40	15.15%
MISCELLANEOUS INCOME	22,500	37,360	28,200	38.01%	5,700	25.33%
<b>Total Revenue:</b>	<b>63,964</b>	<b>83,842</b>	<b>74,200</b>	100.00%	<b>10,236</b>	<b>16.00%</b>
<b>Expense</b>						
SALARIES & WAGES	1,824,904	1,765,721	1,962,860	52.40%	137,956	7.56%
CONTRACTUAL SERVICES	628,678	620,694	617,088	16.47%	-11,591	-1.84%
INSURANCE	386,003	425,455	542,208	14.48%	156,205	40.47%
MATERIALS & SUPPLIES	239,557	228,786	249,622	6.66%	10,065	4.20%
MAINTENANCE CONTRACTS	129,990	128,220	106,046	2.83%	-23,944	-18.42%
UTILITIES	102,487	109,549	95,557	2.55%	-6,930	-6.76%
PENSION CONTRIBUTIONS	151,303	150,336	172,350	4.60%	21,046	13.91%
<b>Total Expense:</b>	<b>3,462,922</b>	<b>3,428,760</b>	<b>3,745,730</b>	100.00%	<b>282,808</b>	<b>8.17%</b>
<b>Net Surplus (Deficit)</b>	<b>-3,398,958</b>	<b>-3,344,918</b>	<b>-3,671,530</b>	100.00%	<b>-272,572</b>	<b>-8.02%</b>

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

Insurance – Medical insurance expense is being budgeted to increase 6% for premiums for existing employees. Additionally, the Recreation Function is transferring an employee from Heller to Natural Areas, so the salary and all insurance will be assumed by 01-14. Finally, the increase is due to vacancies. Employees that terminated in 2024 would have been budgeted at their actual insurance cost in 2024. However, the District budgets all open positions utilizing maximum insurance costs for 2025. At the time of budget there were two open parks positions.

**RECREATION FUNCTION**

The Recreation Function provides the Park District of Highland Park residents with the opportunity to learn new skills, socialize, exercise, learn about and appreciate nature, and participate in recreation and leisure activities safely through quality programs, services, and special events at various Park District facilities and parks. The Recreation Function is tracked via the Recreation Fund which is a special revenue fund used to account for the proceeds of specific revenue sources (generally property taxes) legally restricted to expenditures for specified purposes.

The Recreation Function is responsible for registration, customer relations, facility operations, and programs and services at West Ridge Center, Heller Nature Center, Recreation Center of Highland Park, Centennial Ice Arena, Deer Creek Racquet Club, Sunset Valley Golf Club, Park Avenue Boating Facility, Rosewood Interpretive Center and Beach, Hidden Creek Aquapark, Highland Park Golf Learning Center, and, coming in 2025, Club Pickle and Padel.

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

Highlights for Recreation in 2025:

- 2025 opening of Club Pickle and Padel

- Introduction of Padel Racquet Sports
- Deer Creek will move all members into Plan2Play software to enhance member engagement and increase retention and ease of registration
- Athletics will utilize Plan2Play software for member communication and league scheduling
- New programming including tackle football and cheer
- Recreation fee structures increased by 3 – 5% in most areas to keep up with inflation affecting the costs to provide services and programming
- Themed events at Hidden Creek Aqua Park
- Themed Summer Pop up events
- Implementation of new weekly summer camp offerings
- Increased program opportunities for NSSRA participants
- Rebranding the Rec Center of Highland Park – Launch Park Fitness
- Replacing pool deck at RCHP
- Hosting IPRA Park Pursuit
- Offer Pilates Reformer small group classes at RCHP
- Heller Nature Center will offer unique equitable community events that will capture diverse communities and highlight nature-based program offerings
- Offer reservations for outdoor pickleball courts at Danny Cunniff
- Centennial Ice Arena will offer peer mentor programs to provide volunteer hours to local high school and college aged students
- Athletics team offering good sportsmanship training/positive alliance training to participants and parents of the athletics program
- Offer additional multi-sport female athletic clinics to promote sport diversity and encourage female participation
- Offer multi–district/community racquet sports league opportunities

The Recreation Function budgeted information is presented in three formats:

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

**Table #9**

**RECREATION FUNCTION**

	<b>2024 Budget</b>	<b>2024 Projected</b>	<b>2025 Budget</b>		<b>Increase / (Decrease)</b>	<b>% Change</b>
<b>Revenue</b>						
PROGRAMS	3,634,652	4,124,300	4,287,674	21.38%	653,022	17.97%
CAMPS	1,929,008	1,847,240	2,025,231	10.10%	96,223	4.99%
LESSONS	551,807	519,548	528,487	2.63%	-23,320	-4.23%
SPECIAL EVENTS	125,558	95,633	111,550	0.56%	-14,008	-11.16%
TAX	6,033,220	6,071,356	6,277,782	31.30%	244,563	4.05%
FEES & CHARGES	2,697,857	3,349,290	2,950,797	14.71%	252,940	9.38%
MEMBERSHIPS	1,363,871	1,573,234	1,722,428	8.59%	358,557	26.29%
RENTALS	1,547,864	1,672,579	1,693,594	8.44%	145,730	9.41%
MERCHANDISING	134,384	175,274	182,866	0.91%	48,482	36.08%
INTEREST INCOME	150,000	642,341	150,000	0.75%	0	0.00%
MISCELLANEOUS INCOME	68,405	149,381	60,875	0.30%	-7,530	-11.01%
OTHER INCOME	55,917	67,678	65,534	0.33%	9,618	17.20%
<b>Total Revenue:</b>	<b>18,292,542</b>	<b>20,287,855</b>	<b>20,056,818</b>	<b>100.00%</b>	<b>1,764,276</b>	<b>9.64%</b>
<b>Expense</b>						
PROGRAMS	1,883,735	2,019,761	2,144,699	12.62%	260,964	13.85%
CAMPS	992,596	1,054,142	1,124,997	6.62%	132,401	13.34%
LESSONS	265,148	268,930	271,179	1.60%	6,031	2.27%
SPECIAL EVENTS	169,711	147,897	166,606	0.98%	-3,105	-1.83%
MEMBERSHIPS	162,871	141,388	201,927	1.19%	39,056	23.98%
SALARIES & WAGES	6,794,040	6,469,095	7,277,377	42.81%	483,337	7.11%
CONTRACTUAL SERVICES	1,258,536	1,186,932	1,515,585	8.92%	257,049	20.42%
INSURANCE	1,340,604	1,301,397	1,638,450	9.64%	297,846	22.22%
MATERIALS & SUPPLIES	395,448	408,182	452,066	2.66%	56,617	14.32%
MAINTENANCE CONTRACTS	421,050	479,385	484,372	2.85%	63,322	15.04%
UTILITIES	946,772	858,625	905,288	5.33%	-41,484	-4.38%
PENSION CONTRIBUTIONS	566,272	541,963	620,480	3.65%	54,208	9.57%
COST OF GOODS SOLD	65,620	102,173	111,325	0.65%	45,705	69.65%
CAPITAL OUTLAY	63,800	73,234	83,300	0.49%	19,500	30.56%
<b>Total Expense:</b>	<b>15,326,203</b>	<b>15,053,104</b>	<b>16,997,651</b>	<b>100.00%</b>	<b>1,671,447</b>	<b>10.91%</b>
	<b>2,966,339</b>	<b>5,234,750</b>	<b>3,059,167</b>		<b>92,829</b>	<b>3.13%</b>
<b>Transfers</b>						
TRANSFER OUT - DEBT	-1,052,380	-1,052,380	-1,053,130		-750	-0.07%
TRANSFER OUT - CAPITAL	-3,000,000	-3,000,000	-2,000,000		1,000,000	33.33%
<b>Net Surplus (Deficit)</b>	<b>-1,086,041</b>	<b>1,182,370</b>	<b>6,037</b>		<b>1,092,079</b>	<b>100.56%</b>

**Table #9: RECREATION FUNCTION BUDGET HIGHLIGHTS:**

- Programs – Income is expected to increase by almost 18%. Programming did much better than budget in 2024 and it is expected that programs will exceed 2024 results in 2025. The largest budget increases are in adult pickleball at \$241,000, gymnastics at \$65,000 and youth pickleball at \$56,000. Programs will also have increased fees for participation.

- Special Events – Projected revenue is less than budget due to reduced Independence Day revenue resulting from a late decision to decrease the selling price of wristbands. Furthermore, two events were canceled due to low enrollment (Trailside Tastings and Catch a Character). As projected special event income is not expected to make budget for 2024 the budget was decreased for 2025.
- Memberships – This budgeted revenue is anticipated to increase over 26% from the 2024 budget and will be greater than 2024 projections. The largest budgeted increase for memberships is at the Recreation Center, as it continues to rebound from the Pandemic. On June 5, fitness and group exercise memberships are being increased by \$2 per month, which is included in the budget. This represents almost \$260,000 of the budget increase. Another \$89,000 of the increase is for memberships at the new dome. The water park and Deer Creek also anticipate more memberships in 2025.
- Merchandising – With the increased foot traffic at Sunset Valley over the past two years, merchandising income has increased and is budgeted to increase for 2025 over the 2024 budget.
- Interest Income – Interest projections far exceeded budget due to the Federal Reserve hinting at reducing interest rates starting in 2024. However, the reduction in interest rates did not happen until late 2024, thus causing interest income to exceed budget. As rates have started to fall, interest income was budgeted flat for 2025. Based upon monthly fund balances, interest income is allocated between the General, Recreation and Capital Funds.
- Programs - As program revenues are budgeted to increase by almost 18%, the associated costs of providing those programs are also increasing by almost 14%.
- Camps – The most significant increases are busing costs (6%), the \$1 per hour wage increase taking effect on January 1, 2025, which is a 7% increase over wages in 2024, and many camps are increasing from 7 to 8 weeks.
- Contractual Services – Increases in this line-item are largely due to the following: increasing bank charges and fees in conjunction with more revenue being collected via credit card transactions and the opening of a new facility, Club Pickle and Padel (\$89,000); promotional items to introduce the new Park Fitness facility name and logo (\$31,000); advertising and promotions for the new Club Pickle and Padel facility (\$56,000); additional promotions at Sunset Valley (\$15,000);
- Insurance – Medical insurance expense is being budgeted to increase 6% for premiums for existing employees. In addition, \$157,422 of new expense is budgeted for new full-time positions budgeted to start at various times throughout the year. These positions are primarily to support the new pickleball and padel facility, the new gymnastics facility at West Ridge, an administrative position, and an athletics position. Additionally, there are 7 new part-time recreation IMRF positions including additional building coordinators at Centennial, and a fitness coordinator at the Recreation Center.
- Material & Supplies – As this line item is projected to exceed budget in 2024, an increase is needed for 2025. A large amount of the increase is for Sunset Valley, made up of irrigation supplies, greens supplies, uniforms and hand tools. Additionally, with the new Club Pickle & Padel, there will be initial purchasing of supplies for the facility.
- Maintenance Contracts – Unanticipated expenses happen all the time in District facilities, and we have several. The more facilities we have the more we need to expect unanticipated expenses. Historically, we have inventoried mechanical systems, set up useful life schedules, invested in preventative maintenance and inspections and then budget for system repair and replacement (both Capital and Operational). Budget contingencies, as needed per facility, are also included in this amount. The water park, ice arena, recreation center and the new dome are specialty mechanical driven facilities. The systems are large, complex and expensive for maintenance and include compressors, filters, pumps, motors, electrical systems, HVAC, lift stations, etc. These are facility critical repairs, and if not performed, the facility may have to be temporarily closed if a breakdown occurs. The overall budget has been increased due to actual experience in 2024 and staff feel this is an adequate amount for 2025. Overages in 2024 included main water line repairs at the water park, ice compressor issues at the ice rink, and a fire alarm panel replacement at the golf learning center.
- Capital outlay - Line-item budget was increased due to Sunset Valley budgeting to buy items during 2025. Historically, the golf course did not budget for capital outlay.

- Cost of Goods Sold - Cost of Goods Sold budget has increased due to the increase in the Merchandising budget with the increased foot traffic at Sunset Valley.
- Transfer out – Capital – This decrease to capital brings the transfer amount back down to what is normally transferred from the Recreation Fund to the Capital Fund.

**Table #10**

**RECREATION FUNCTION BY CENTER**

		2024	2025	2025 Budget	%
		Total Budget	Total Budget	vs 2024 Budget	Change
11 ADMINISTRATIVE	Revenue	6,249,620	6,491,282	241,663	3.87%
	Expense	7,501,953	6,758,754	-743,199	-9.91%
	<b>Surplus (deficit):</b>	<b>-1,252,333</b>	<b>-267,471</b>	<b>984,862</b>	<b>-79%</b>
	Net Revenue	-20%	-4%		
24 WEST RIDGE CENTER	Revenue	801,668	883,501	81,833	10.21%
	Expense	1,022,929	1,078,122	55,193	5.40%
	<b>Surplus (deficit):</b>	<b>-221,261</b>	<b>-194,621</b>	<b>26,640</b>	<b>12.04%</b>
	Net Revenue	-28%	-22%		
26 ATHLETICS	Revenue	1,130,926	1,237,582	106,656	9.43%
	Expense	1,101,607	1,268,715	167,109	15.17%
	<b>Surplus (deficit):</b>	<b>29,319</b>	<b>-31,134</b>	<b>-60,453</b>	<b>-206.19%</b>
	Net Revenue	3%	-3%		
28 CAMPS	Revenue	1,136,585	1,216,775	80,190	7.06%
	Expense	619,431	816,133	196,703	31.76%
	<b>Surplus (deficit):</b>	<b>517,154</b>	<b>400,642</b>	<b>-116,513</b>	<b>-22.53%</b>
	Net Revenue	46%	33%		
29 SPECIAL EVENTS	Revenue	62,475	40,510	-21,965	-35.16%
	Expense	185,652	166,163	-19,489	-10.50%
	<b>Surplus (deficit):</b>	<b>-123,177</b>	<b>-125,653</b>	<b>-2,476</b>	<b>-2.01%</b>
	Net Revenue	-197%	-310%		
31 HIDDEN CREEK AQUAPARK	Revenue	460,884	522,450	61,567	13.36%
	Expense	647,339	714,745	67,406	10.41%
	<b>Surplus (deficit):</b>	<b>-186,455</b>	<b>-192,295</b>	<b>-5,840</b>	<b>-3.13%</b>
	Net Revenue	-40%	-37%		
32 ROSEWOOD INTERPRETIVE CENTER	Revenue	129,676	143,426	13,750	10.60%
	Expense	119,521	147,068	27,547	23.05%
	<b>Surplus (deficit):</b>	<b>10,155</b>	<b>-3,642</b>	<b>-13,796</b>	<b>-135.86%</b>
	Net Revenue	8%	-3%		
33 ROSEWOOD BEACH	Revenue	177,975	213,425	35,450	19.92%
	Expense	287,704	296,420	8,716	3.03%
	<b>Surplus (deficit):</b>	<b>-109,729</b>	<b>-82,995</b>	<b>26,734</b>	<b>24.36%</b>
	Net Revenue	-62%	-39%		



## Table #10

		2024 Total Budget	2025 Total Budget	2025 Budget vs 2024 Budget	% Change
34 PARK AVENUE	Revenue	278,078	271,120	-6,958	-2.50%
	Expense	293,032	298,080	5,048	1.72%
	<b>Surplus (deficit):</b>	<b>-14,954</b>	<b>-26,960</b>	<b>-12,006</b>	<b>-80.29%</b>
	Net Revenue	-5%	-10%		
38 ICE ARENA	Revenue	1,210,866	1,373,866	163,001	13.46%
	Expense	1,146,699	1,338,459	191,760	16.72%
	<b>Surplus (deficit):</b>	<b>64,167</b>	<b>35,408</b>	<b>-28,759</b>	<b>44.82%</b>
	Net Revenue	5%	3%		
42 SUNSET VALLEY GOLF CLUB	Revenue	2,141,345	2,339,845	198,500	9.27%
	Expense	1,784,230	1,960,677	176,446	9.89%
	<b>Surplus (deficit):</b>	<b>357,115</b>	<b>379,168</b>	<b>22,054</b>	<b>6.18%</b>
	Net Revenue	17%	16%		
49 RECREATION CENTER ADMIN	Revenue	95,901	98,586	2,685	2.80%
	Expense	722,301	753,959	31,658	4.38%
	<b>Surplus (deficit):</b>	<b>-626,400</b>	<b>-655,373</b>	<b>-28,973</b>	<b>-4.63%</b>
	Net Revenue	-653%	-665%		
51 RECREATION CENTER FITNESS	Revenue	1,415,092	1,737,507	322,415	22.78%
	Expense	871,760	984,985	113,225	12.99%
	<b>Surplus (deficit):</b>	<b>543,333</b>	<b>752,522</b>	<b>209,190</b>	<b>38.50%</b>
	Net Revenue	38%	43%		
53 RECREATION CENTER AQUATICS	Revenue	286,928	284,728	-2,200	-0.77%
	Expense	386,128	377,343	-8,785	-2.28%
	<b>Surplus (deficit):</b>	<b>-99,200</b>	<b>-92,615</b>	<b>6,585</b>	<b>6.64%</b>
	Net Revenue	-35%	-33%		
54 DOME	Revenue	0	557,835	557,835	100.00%
	Expense	0	643,333	643,333	100.00%
	<b>Surplus (deficit):</b>	<b>0</b>	<b>-85,498</b>	<b>-85,498</b>	<b>100.00%</b>
	Net Revenue		-15%		
55 TENNIS	Revenue	1,955,046	1,922,375	-32,672	-1.67%
	Expense	1,522,058	1,477,778	-44,279	-2.91%
	<b>Surplus (deficit):</b>	<b>432,988</b>	<b>444,596</b>	<b>11,608</b>	<b>2.68%</b>
	Net Revenue	22%	23%		

**Table #10**

		2024 Total Budget	2025 Total Budget	2025 Budget vs 2024 Budget	% Change
61 HELLER NATURE CENTER	Revenue	241,898	242,247	349	0.14%
	Expense	665,651	480,567	-185,084	-27.80%
	<b>Surplus (deficit):</b>	<b>-423,753</b>	<b>-238,321</b>	<b>185,433</b>	43.76%
	Net Revenue	-175%	-98%		
74 HP GOLF LEARNING CENTER	Revenue	481,664	434,225	-47,439	-9.85%
	Expense	464,540	432,565	-31,975	-6.88%
	<b>Surplus (deficit):</b>	<b>17,124</b>	<b>1,660</b>	<b>-15,464</b>	-90.30%
	Net Revenue	4%	0%		
76 HPCC BUILDING	Revenue	35,917	45,534	9,618	26.78%
	Expense	36,049	56,914	20,866	57.88%
	<b>Surplus (deficit):</b>	<b>-132</b>	<b>-11,380</b>	<b>-11,248</b>	8521.21%
	Net Revenue	0%	-25%		
	<b>Revenue Total</b>	18,292,542	20,056,818	1,764,276	9.64%
	<b>Expenditure Total</b>	19,378,583	20,050,781	672,197	3.47%
	<b>Surplus (Deficit)</b>	<b>-1,086,041</b>	<b>6,037</b>	<b>1,092,079</b>	100.56%

**Table #11**

**RECREATION FUNCTION BY TYPE**

		2024 Total Budget	2024 Projection	2025 Total Budget	2025 Budget vs 2024 Budget	% Change
<b>PROGRAMS</b>						
	Revenue	3,634,652	4,124,300	4,287,674	653,022	17.97%
	Expense	1,883,735	2,019,761	2,144,699	260,964	13.85%
	Surplus (Deficit):	<b>1,750,916</b>	<b>2,104,539</b>	<b>2,142,975</b>	<b>392,058</b>	<b>22.39%</b>
	Net Revenue:	<b>48%</b>	<b>51%</b>	<b>50%</b>		
<b>CAMPS</b>						
	Revenue	1,929,008	1,847,240	2,025,231	96,223	4.99%
	Expense	992,596	1,054,142	1,124,997	132,401	13.34%
	Surplus (Deficit):	<b>936,412</b>	<b>793,099</b>	<b>900,234</b>	<b>-36,178</b>	<b>-3.86%</b>
	Net Revenue:	<b>49%</b>	<b>43%</b>	<b>44%</b>		
<b>LESSONS</b>						
	Revenue	551,807	519,548	528,487	-23,320	-4.23%
	Expense	265,148	268,930	271,179	6,031	2.27%
	Surplus (Deficit):	<b>286,659</b>	<b>250,618</b>	<b>257,308</b>	<b>-29,351</b>	<b>-10.24%</b>
	Net Revenue:	<b>52%</b>	<b>48%</b>	<b>49%</b>		
<b>SPECIAL EVENTS</b>						
	Revenue	125,558	95,633	111,550	-14,008	-11.16%
	Expense	169,711	147,897	166,606	-3,105	-1.83%
	Surplus (Deficit):	<b>-44,153</b>	<b>-52,264</b>	<b>-55,056</b>	<b>-10,903</b>	<b>-24.69%</b>
	Net Revenue:	<b>-35%</b>	<b>-55%</b>	<b>-49%</b>		
<b>MEMBERSHIPS</b>						
	Revenue	1,363,871	1,573,234	1,722,428	358,557	26.29%
	Expense	162,871	141,388	201,927	39,056	23.98%
	Surplus (Deficit):	<b>1,201,000</b>	<b>1,431,845</b>	<b>1,520,501</b>	<b>319,502</b>	<b>26.60%</b>
	Net Revenue:	<b>88%</b>	<b>91%</b>	<b>88%</b>		
TAX		6,033,220	6,071,356	6,277,782	244,563	4.05%
FEES & CHARGES		2,697,857	3,349,290	2,950,797	252,940	9.38%
RENTALS		1,547,864	1,672,579	1,693,594	145,730	9.41%
MERCHANDISING		134,384	175,274	182,866	48,482	36.08%
INTEREST INCOME		150,000	642,341	150,000	0	100.00%
MISCELLANEOUS INCOME		68,405	149,381	60,875	-7,530	-11.01%
OTHER INCOME		55,917	67,678	65,534	9,618	17.20%
Other Revenue Total:		<b>10,687,647</b>	<b>12,127,900</b>	<b>11,381,448</b>	<b>693,802</b>	<b>6.49%</b>
<b>OTHER EXPENSES</b>						
SALARIES & WAGES		6,794,040	6,469,095	7,277,377	483,337	7.11%
CONTRACTUAL SERVICES		1,258,536	1,186,932	1,515,585	257,049	20.42%
INSURANCE		1,340,604	1,301,397	1,638,450	297,846	22.22%
MATERIALS & SUPPLIES		395,448	408,182	452,066	56,617	14.32%
MAINTENANCE & LANDSCAPING CONTRACTS		421,050	479,385	484,372	63,322	15.04%
UTILITIES		946,772	858,625	905,288	-41,484	-4.38%
PENSION CONTRIBUTIONS		566,272	541,963	620,480	54,208	9.57%
COST OF GOODS SOLD		65,620	102,173	111,325	45,705	69.65%
CAPITAL OUTLAY		63,800	73,234	83,300	19,500	30.56%
Other Expense Total:		<b>11,852,142</b>	<b>11,420,987</b>	<b>13,088,243</b>	<b>1,236,101</b>	<b>10.43%</b>
	Surplus (Deficit):	<b>-1,164,496</b>	<b>706,913</b>	<b>-1,706,795</b>	<b>-542,299</b>	<b>-46.57%</b>
	Net Revenue:	<b>-11%</b>	<b>6%</b>	<b>-15%</b>		
	<b>Revenue Total</b>	<b>18,292,542</b>	<b>20,287,855</b>	<b>20,056,818</b>	<b>1,764,276</b>	<b>9.64%</b>
	<b>Expenditure Total</b>	<b>15,326,203</b>	<b>15,053,104</b>	<b>16,997,651</b>	<b>1,671,446</b>	<b>10.91%</b>
	<b>Surplus (Deficit)</b>	<b>2,966,339</b>	<b>5,234,750</b>	<b>3,059,167</b>	<b>92,829</b>	<b>3.13%</b>

## **Table #10 and Table #11 - 2024 budget compared to 2025 budget**

### **West Ridge Center**

West Ridge Center, a nostalgic focal point in the southwest corner of Highland Park, was built in the early 1930s and was acquired from the school district in 1979. The facility is home to Park School, early childhood and youth enrichment, cultural and performing arts, athletics, special events, specialty camps, and the District administration. Due to the large administrative presence, the budget for WRC is generally a deficit.

2025 goals include:

- Conduct a needs assessment to gather input on desired programs and evaluate space constraints
- Design a Recreation program portfolio that reflects District values and is tailored to available spaces
- Begin implementing program changes to create consistency before moving to new West Ridge Center

### **Athletics**

The Athletics Department provides a comprehensive array of sports programs and camps, generating revenue through program fees and field rentals. In 2024, the district saw both growth and stability in its athletic budget, bolstered by substantial financial gains from Flag Football, Travel Baseball, and Basketball programs. This included the exciting addition of Tackle Football and Girls Flag Football, which broadened offerings and brought new opportunities for youth athletes. The commitment of volunteer coaches was essential to this expansion, enhancing the quality and reach of programs and strengthening community impact.

Looking ahead to 2025, budget strategy is designed to maintain a robust foundation for youth programs, including Baseball, Flag Football, and Athletic Camps. At the same time, the District is strategically expanding travel sports offerings to meet the rising interest and demand from the community. This balanced approach enables high-quality, enriching experiences for all participants, supporting skill development, personal growth, and community engagement across all programs.

### **Camps and Recreation**

The 2025 camp season theme is cost recovery. The Recreation Department has successfully increased enrollment from 506 (2022) to 924 (2023) to 1,095 (2024) throughout all camp offerings. This was made possible by increasing the number of camps offered (in 2024, a new camp called Little People Camp brought in 82 registrations alone). For 2025, the department aims to continue with these offerings, in addition to staple offerings, and to increase enrollment.

2025 goals include:

- Gather information and feedback about current camp offerings
- Revise camp structures according to data collected
- Coordinate recruitment and hiring efforts to share staff between programs
- Implement new camp offerings where possible

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

### **Special Events**

The events of 2024 have been well received, well attended, and rewarding. Some quick enrollment data points:

- Q1: Winter Events (921)
- Q2: Spring Events (541)
  - Includes Under the Big Top (Family Dance with 294 registered) and Screen Free Week (a week of free events with 247 registered)

- Q3: Free Park Pop Up Series (1,250) and Fourth Fest 2024
  - Seven free events including Magic, Kids Concert, Animals, Heroes, Dancing and Celebración in the Park
- Q4: Fall Events (~384)
  - Includes several Taylor Swift themed events, Pumpkin Smash, Winter Wonderland and Shine Bright - a Hanukkah Event.

2025 goals include:

- Finalize calendar of events
- Recruit qualified staff and develop job description for PT3 employees for events and STREAM Explorers
- Train staff
- Implement part time staff for events

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

### **Hidden Creek AquaPark**

Hidden Creek AquaPark is the District’s only outdoor water park. The facility boasts three water slides, zero depth entry, seven lap lanes, a splash pad, and concessions. The AquaPark is a multiuse facility offering time and space for lap swim, swim lessons, camp visits, open swim, birthday parties, and private facility rentals. Being an outdoor facility, operations are heavily dependent on warm and sunny weather.

The 2025 budget estimates a deficit of approximately \$192,220. Staffing for both management and safety is the most significant expenditure, followed by maintenance and facility upkeep. Hidden Creek AquaPark’s three main revenue sources are membership fees, daily admissions, and summer camp payments. 2025 Goals for Hidden Creek AquaPark include the completion of the locker room floor project, replacement of the white picket fence, continue efforts in staff recruitment and retention, offering two special events in addition to the Duck Derby, and updating the district’s website for clearer communication.

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

The Rosewood Interpretive Center (RIC) and lakefront beach provide unique experiences through programs, events, summer camps, and rentals for patrons. Revenue for the interpretive center comes from camps, family programming, and facility rentals. Rentals have again exceeded budget and camp revenue added positively to 2024’s revenue stream. Goals for the interpretive center in 2025 include re-introducing school programming to the beach, as well as increasing the number of beach camp weekly offerings.

A portion of the beach focuses on the natural beauty of the lakefront with passive and non-intrusive activities. Another part of the beach serves as the only guarded swimming beach in the District. The beach generates its revenue primarily from parking fees, annual parking passes, daily admission, and camp visits. Beach operation goals for 2025 include providing off-season programming and marketing to outside camp groups as a beach destination during summer. Similar to Hidden Creek AquaPark, salaries and wages represent the most significant part of overall expenditures with the increase in minimum wage and the need to provide the community with well-trained lifeguards.

### **Park Avenue Boating Facility**

Park Avenue Boating Facility opened its new concrete ramp launch and breakwater wall in June 2023 with two new floating docks and additions to the breakwater, including donated benches. The beautiful view of the lake can now be enjoyed by the entire community. The area provides two parking lots and three boat storage areas, plus indoor

storage for stand-up paddle boards, masts and sails. It is home to the North Shore Yacht Club and the clubhouse is available to the public for private rentals.

The 2025 budget reflects Park Avenue open for sailing and boating with a deficit budget of approximately \$13,844. It is anticipated that after the first few years of operations the boating facility will show a net surplus. Starting in 2022, and annually for the next 20 years, the Park Avenue Recreation Subfund has a \$118,750 per year transfer to support the costs associated with the new breakwater and ramp. In 2022 a boater loyalty program was offered which helped to ensure long term boater user commitment to the site. In addition, the District plans to continue to evaluate the market annually and adjust accordingly to help increase revenue to provide better long-term fiscal stability.

Also, in 2025, staff are working to bring back Into the Wild, housed out of the Park Avenue Boating Facility and the potential collaboration with a paddle board vendor. Additionally, there will be two simultaneous construction projects taking place in 2024/2025: (1) North Lot Replacement with an added Boardwalk and (2) South Lot Replacement. Staff have been working with contractors to synchronize the timing to cause the least disruption to the boaters.

### **Centennial Ice Arena**

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

The Centennial Ice Arena budget reflects a surplus of \$35,407 for 2025. This surplus reflects the additional staffing needed to prioritize the safety of our patrons, and increased utility bills.

2024 was the first year back as a fully operational facility. The positive feedback from the community has been amazing. In 2025 we have plans to continue infrastructure improvements and the ice will be unavailable for 4 weeks during the summer for repairs. This will affect the summer hockey rentals and the school skating program.

2025 promises to be a busy year preparing for the transition of the gymnastics gym. We are eager to strategically determine the best long-term usage for that space prior to gymnastics moving to the new community center. Our gymnastics program continues to grow and reflects a net revenue of 58% for 2025. Skating Schools shows a 56% net revenue. After a successful addition of tackle football, we partnered with North Shore Cheer to provide sideline cheer and introductory cheerleading to our community. This program provides an additional \$16,975 in net revenue. Gymnastics and Girls Play Strong Camps continue to show growth with at least 50% net revenue and fills the need for girls athletic and leadership programming.

### **Sunset Valley Golf Club**

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

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

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

2025 goals include: expanding the Sapphire Club and introducing a 3-Tier program that will offer memberships to include benefits at the HPGLC; continuing the partnership agreement with The Golf Practice for golf course access through greens fees; increasing the average cost per round to \$48; continuing with the popular year-long match play golf events; expanding our Ryder Cup matches between neighbor courses; starting a new 2-player competitive twilight league.

### **Recreation Center of Highland Park**

The Recreation Center of Highland Park opened in 2005 and has served as a vibrant community hub, offering a wide array of programs and services, fitness, aquatics, recreation, athletic programming, and facility rentals. Members and guests enjoy access to state-of-the-art fitness equipment, personal training, Pilates reformer sessions, group exercise classes, a six-lane swimming pool, a walking track, basketball courts, and recreational activities like open gym, open pickleball, and family-friendly play. In 2021, the District's Registration team relocated to the Recreation Center, solidifying its role as the central hub for all community registrations. Using the combined efforts of the fitness, aquatics, and registration staff, the goal for 2025 is to strengthen position in the community to be the number one provider for fitness and recreation. To achieve this, we have implemented and maintained a comprehensive business plan, focusing on the following key initiatives:

1. **Cultivate a Community-Centric Culture:**  
Foster a culture that reflects our core values, highlights our unique services, and shares a common vision for serving the community.
2. **Maximize Revenue & Manage Expenses:**  
Set clear financial goals aligned with the District's revenue policy to drive sustainable growth while managing operating expenses effectively.
3. **Innovative Membership Options:**  
Tailor services to meet the needs of today's flexible, hybrid users by offering membership options that support a range of lifestyles.
4. **Enhance Customer Acquisition & Retention:**  
Utilize the Plan2Play CRM system to improve customer experience, streamline onboarding, and increase member retention through special events, promotions, and incentives.
5. **Optimize Facility Usage:**  
Continuously assess the community's needs for fitness and recreation spaces, tracking usage, performance, and capacity to ensure we're meeting demand and fostering growth.
6. **Upgrade Fitness Spaces & Amenities:**  
Invest in enhancing our fitness spaces, formats, and amenities to stay competitive in the evolving fitness market.
7. **Leverage Technology for Innovation:**  
Incorporate cutting-edge technology to improve customer experiences, streamline operations, and drive innovation in our offerings.
8. **Cross-Promote Memberships & Events:**  
Strengthen community awareness through cross-promotion of Park District memberships and events, encouraging broader engagement across all District facilities.
9. **Build Community Partnerships:**  
Forge collaborative partnerships with local organizations such as the City of Highland Park, North Shore Hospital, and the City of Highwood to expand our reach and impact.

### **Rebranding to Park Fitness**

As part of our continued efforts to stay competitive and relevant in the local market, the Recreation Center will undergo a rebrand and name change to Park Fitness. This new identity will help position us more clearly in the community, highlighting one of our extraordinary facilities and distinguishing us from the competition. By implementing these initiatives, we are confident that the Recreation Center of Highland Park will continue to thrive and remain a cornerstone of health, fitness, and recreation for our community.

### **Deer Creek Racquet Club**

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

The facility is a full year operation and has high community utilization. During 2024, indoor tennis and outdoor tennis were extremely popular. So much so, that in 2024 program participation continued to set record numbers for both adults and juniors and the District hopes the trend will continue in 2025. Indoor pickleball programming and participation has rapidly increased in response to community interest and participation.

Revenue is comprised of lessons, programs, and camps. Outdoor pickleball court rentals continue to increase, and staff expect the same participation in 2025.

### **Club Pickle and Padel**

As a result of the responses from the August 30, 2023, Request for Proposal for Recreational Services of an Enterprise Facility at 2205 Skokie Valley Road (commonly known as Lot 3), one of the winning proposals included a \$2,000,000 donation to replace the existing dome with a new dome, housing a pickleball and padel facility. Additional donations and sponsorships for this facility of 10 pickleball courts and 4 padel courts have been garnered. The facility is expected to open in mid-2025 and has been budgeted accordingly.

### **Heller Nature Center**

Heller Nature Center was built in 1980 and is surrounded by a 97-acre nature preserve. Built as an environmental learning facility, Heller hosts an indoor nature exhibit, environmental programs, events, a teams' course, a story walk, a nature play space, and a working bee apiary. Heller Nature Center is a facility that generates revenue primarily from family and youth programs, teams' course, rentals, and additional revenue earned from Heller Honey. Although this budget shows a deficit, in 2025 Heller plans to revitalize its school and scout programs to welcome more groups, introduce a new DEAI-focused event, and offer an interactive experience to engage visitors with Heller's trails and facilities.

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

Since the Park District of Highland Park started operating the Learning Center, per the lease agreement, there has been a surplus (5 years). A surplus is projected for the 2025 season of \$1,660.21. The partnership revenue with The Golf Practice will compensate for the loss of revenue from the Fieldhouse.

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

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

Overall, within the 2025 budget, the program net is 50%, camp is 44%, lessons is 49%, and memberships is 88%. Since staff has been following the Revenue Policy, the percentage of net revenue has been steadily increasing, providing increased support for overhead not accounted for at the Cost Center level.



## **Facilities operating at a deficit**

The Park District has several facilities budgeted to operate at a deficit. In each instance, the primary reason for the deficit is that the facility is also responsible for the costs to maintain the facility. It is due to maintaining the facilities that deficits exist for the West Ridge Center and the Heller Nature Center. Programs held at each of these facilities comply with the revenue policy. Hidden Creek AquaPark, Rosewood Beach and Rosewood Interpretive Center, in addition to maintenance, also must deal with a short season, environmental factors, and increasing employee wages with continued increase in the minimum wage and competition in the area for reliable summer staffing. The cost of chemicals at the pool has also increased sharply with inflation. The Interpretive Center will have some additional equipment repairs regarding the sound system. Park Avenue is expected to run at a loss for the first few seasons as a Recreation Subfund. Eventually, the deficit will flip to a surplus and will continue to be able to fund its own operations. The Dome, as a new facility coming on-line, mid-year, will incur start-up costs. It is expected to generate a surplus in 2026.

## **SUMMARY**

Per Park District Code, each district shall within or before the first quarter of each fiscal year, adopt a combined annual budget and appropriation ordinance. Following the timeline for the 2025 Budget, adoption of the Consolidated Budget and Appropriation will occur at the January 2025 Park Board Meeting, well within the established deadline.

With new opportunities in an ever-changing community landscape, the Park District of Highland Park strives to provide relevant programs, facilities, and parks. The 2025 Budget plans for slowing inflation, and increased participation at the Recreation Center, Sunset Valley, and Deer Creek. It also accounts for the opening of the new Club Pickle and Padel facility which will offer multi-district/community racquet sports league opportunities. Swimming lessons are also looking to increase after a year of struggling to have enough swim instructors. Changes at the Golf Learning Center, as a result of a Request for Proposal, are reflected in the budget, whereby there will no longer be rent collected from a licensee for Lot 3. The Golf Practice will continue to teach golf camp, programs, and private lessons at the site. Revenue from the agreement is included in the 2025 budget. New Athletics programming includes tackle football and offering good sportsmanship training/positive alliance training to participants and parents of the athletics program. Additionally, the District will offer multi-sport female athletic clinics to promote sport diversity and encourage female participation. Centennial Ice Arena will offer peer mentor programs to provide volunteer hours to local high school and college aged students and the new cheer program will be part of the Centennial Ice Arena programming. There will be more themed events at the water park and more themed summer pop up events. There will be new weekly summer camp offerings and increased program opportunities for NSSRA participants. Park Fitness will launch replacing the Recreation Center of Highland Park and offerings will include Pilates Reformer small group classes. The District will be hosting the IPRA Park Pursuit. Pickleball reservations for outdoor courts will be offered. Heller Nature Center will offer unique, equitable community events that will capture diverse communities and highlight nature-based program offerings. In effort to remain both fiscally responsible and strategic in the delivery of services to the community, staff anticipates development of its new strategic plan and increased collaboration with the Parks Foundation to support Campaign Fundraising.

Preparation of the 2025 Budget was made possible by the dedicated Park District of Highland Park staff and coordinated by the Finance staff. Many thanks to the Board of Commissioners for their dedication, support, and service to the District.

<b>APPENDIX A</b>			
<b>Park District of Highland Park</b>			
<b>CAPITAL PROJECTS</b>			
<b>Fiscal Year Ending December 31, 2025</b>			
<b>Description</b>	<b>Tier</b>		<b>2025</b>
Total Tier 1-3			15,248,454
<b>Total Tier 4-5</b>			<b>309,050</b>
<b>TIER 1-5 TOTAL</b>			<b>15,557,503</b>
<b>Centennial</b>			
Dehumidification System Replacement	Tier 2: Critical Repair/Replacement		245,000
Giants Locker Room License Fee	Tier 3: Scheduled Replacement		(4,000)
HVAC Replacement (#1 and #2)	Tier 3: Scheduled Replacement		91,366
Rooftop North Heating Unit Replacement (#3)	Tier 3: Scheduled Replacement		45,000
Switch Gear Replacement	Tier 3: Scheduled Replacement		20,000
Studio Rink Feasibility	Tier 4: Improve Existing Items		10,000
<b>Centennial Total</b>			<b>407,366</b>
<b>D. Cunniff Park</b>			
Roadway Storm Catch Basin Repairs	Tier 2: Critical Repair/Replacement		35,000
Tennis/Pickleball Site Master Plan	Tier 4: Improve Existing Items		20,000
<b>D. Cunniff Park Total</b>			<b>55,000</b>
<b>Deer Creek Racquet Club</b>			
Peak Fans Replacement	Tier 3: Scheduled Replacement		35,000
<b>Deer Creek Racquet Club Total</b>			<b>35,000</b>
<b>District Wide/Annual</b>			
General Tree Removal	Tier 1: Safety/Legal Compliance		50,000
District Wide Park Sign Replacement	Tier 3: Scheduled Replacement		50,000
Parking Lot and Roadway Striping Allowance	Tier 3: Scheduled Replacement		20,000
Parks Equipment Revenue from Sale	Tier 3: Scheduled Replacement		(50,000)
Master Plan 5-year Review	Tier 3: Scheduled Replacement		50,000
<b>District Wide/Annual Total</b>			<b>120,000</b>
<b>Fontana Pasquesi Park</b>			
Naming Donation	Tier 1: Safety/Legal Compliance		(71,000)
Basketball Court Renovation	Tier 3: Scheduled Replacement		71,000
<b>Fontana Pasquesi Park Total</b>			<b>-</b>
<b>Founders Park</b>			
Path Improvements	Tier 2: Critical Repair/Replacement		28,000
<b>Founders Park Total</b>			<b>28,000</b>
<b>Heller Nature Center</b>			
Red Trail Renovation Grant Reimbursement (Unconfirmed)	Tier 1: Safety/Legal Compliance		(250,000)
Heller Carpeting Replacement	Tier 2: Critical Repair/Replacement		25,000
Red Trail Renovation	Tier 3: Scheduled Replacement		250,000
Water Fountain	Tier 3: Scheduled Replacement		14,000
<b>Heller Nature Center Total</b>			<b>39,000</b>

<b>Hidden Creek Aqua Park</b>			
Adding Fencing around Deck Patio	Tier 1: Safety/Legal Compliance		11,000
Drain Cover Replacements	Tier 2: Critical Repair/Replacement		25,000
Slide Resurfacing	Tier 2: Critical Repair/Replacement		35,000
Feature Pump	Tier 3: Scheduled Replacement		26,500
Replacement Of Backup Generator and Transfer Switch	Tier 3: Scheduled Replacement		45,000
Splash Pad and Perimeter Fence Replacement	Tier 3: Scheduled Replacement		44,000
Splash Pad Pump	Tier 3: Scheduled Replacement		25,000
<b>Hidden Creek Aqua Park Total</b>			<b>211,500</b>
<b>Knoll Park</b>			
Path Improvements	Tier 2: Critical Repair/Replacement		19,000
<b>Knoll Park Total</b>			<b>19,000</b>
<b>L. Fink Park</b>			
Playground Replacement (2-5 Playground Only)	Tier 3: Scheduled Replacement		335,500
Path Improvements - Chantilly Path	Tier 2: Critical Repair/Replacement		50,000
Batting Cage	Tier 4: Improve Existing Items		75,000
Donation Reimbursement (Batting Cage)	Tier 4: Improve Existing Items		(50,000)
Wetland Rain Garden Improvements	Tier 4: Improve Existing Items		25,000
<b>L. Fink Park Total</b>			<b>435,500</b>
<b>Laurel Park/Library</b>			
Ravine Deck Replacement	Tier 3: Scheduled Replacement		10,000
<b>Laurel Park/Library Total</b>			<b>10,000</b>
<b>Lincoln Park</b>			
Lincoln Park OSLAD Grant Award	Tier 1: Safety/Legal Compliance		(328,750)
Lincoln Park OSLAD Renovation	Tier 1: Safety/Legal Compliance		1,030,000
Parking Lot Improvements	Tier 2: Critical Repair/Replacement		40,000
<b>Lincoln Park Total</b>			<b>741,250</b>
<b>Lot 3 - Club Pickle and Padel</b>			
New Dome Structure	Tier 1: Safety/Legal Compliance		1,218,000
New Dome Structure Donations	Tier 1: Safety/Legal Compliance		(175,000)
Driving Range Netting - West	Tier 1: Safety/Legal Compliance		100,000
New Dome Structure City Contribution	Tier 1: Safety/Legal Compliance		(500,000)
New Dome Structure Transfer	Tier 1: Safety/Legal Compliance		(50,000)
<b>Lot 3 - Club Pickle and Padel Total</b>			<b>593,000</b>
<b>Lot 3: Golf Learning Center</b>			
Waterfall Pump Electrical Feed Replacement	Tier 2: Critical Repair/Replacement		10,000
Tee Box Renovation - Planning	Tier 4: Improve Existing Items		15,000
<b>Lot 3: Golf Learning Center Total</b>			<b>25,000</b>
<b>Park Avenue Beach and Boating Facility</b>			
Sand Ramp Replacement BAAD Grant Reimbursement	Tier 1: Safety/Legal Compliance		(5,000)
Site Master Plan Phase 1 Improvements	Tier 1: Safety/Legal Compliance		154,469
South Storage Pad Repair - Phase 1	Tier 2: Critical Repair/Replacement		324,327
OSLAD Grant Reimbursement	Tier 4: Improve Existing Items		(216,921)
Park Ave. Boat Launch west dock bollards	Tier 1: Safety/Legal Compliance		11,200
<b>Park Avenue Beach and Boating Facility Total</b>			<b>268,075</b>

<b>Parks-Equipment</b>			
2.5 Ton Dump Truck 835	Tier 3: Scheduled Replacement		56,000
Ballfield Groomer	Tier 3: Scheduled Replacement		35,000
Ford E350 Utility Van (HVAC) 109	Tier 3: Scheduled Replacement		70,000
Ford F-150 crew cab 4x4 - 143	Tier 3: Scheduled Replacement		45,000
Ford F-150 ext. cab 4x4 - 141	Tier 3: Scheduled Replacement		45,000
Ford F-150 ext. cab 4x4 - 142	Tier 3: Scheduled Replacement		45,000
GOV Deal Equipment Payments	Tier 3: Scheduled Replacement		(17,500)
John Deere 5310 4wd Tractor 846	Tier 3: Scheduled Replacement		70,000
<b>Parks-Equipment Total</b>			<b>348,500</b>
<b>Recreation Center of Highland Park</b>			
Parking Lot Light and Asphalt Replacement (50% of Cost)	Tier 1: Safety/Legal Compliance		100,000
Equipment Upgrade/Replacement	Tier 3: Scheduled Replacement		45,000
Sand Filter Replacement	Tier 3: Scheduled Replacement		388,000
Credit for Bathroom/Shower Room	Tier 1: Safety/Legal Compliance		(95,389)
Parking Lot Screening Replacement (50% of Cost) City Reimbursement	Tier 1: Safety/Legal Compliance		(40,000)
Sign Replacement (50% of Cost)	Tier 1: Safety/Legal Compliance		50,000
Carpet Upper Level	Tier 3: Scheduled Replacement		69,000
Filter Backwash Pumps and Controller	Tier 3: Scheduled Replacement		21,000
Lighting Replacement (Upper & Lower Track, main Lobby)	Tier 3: Scheduled Replacement		20,000
Locker Room Shower Area Upgrades	Tier 3: Scheduled Replacement		250,000
Parking Lot Screening Replacement (50% of Cost)	Tier 3: Scheduled Replacement		80,000
Pool Deck Replacement	Tier 3: Scheduled Replacement		145,000
Relocate Building Lift Station Controller	Tier 3: Scheduled Replacement		25,000
<b>Recreation Center of Highland Park Total</b>			<b>1,057,611</b>
<b>Rosewood Interpretive Center</b>			
HVAC System Replacement	Tier 3: Scheduled Replacement		15,000
Controller and Pump Replacement Ejector Pit	Tier 4: Improve Existing Items		15,000
<b>Rosewood Interpretive Center Total</b>			<b>30,000</b>
<b>Rosewood Park</b>			
Playground Replacement	Tier 3: Scheduled Replacement		312,000
ADA Access Path	Tier 1: Safety/Legal Compliance		62,000
Water Fountain Replacement	Tier 2: Critical Repair/Replacement		25,000
<b>Rosewood Park Total</b>			<b>399,000</b>
<b>Sunset Woods Park</b>			
SW Master Plan Phase 1	Tier 1: Safety/Legal Compliance		404,422
OSLAD Funding Reimbursement	Tier 3: Scheduled Replacement		(225,000)
Asphalt Tennis Court Rebuild	Tier 2: Critical Repair/Replacement		30,000
Tennis Light Pole Assessment/Removal	Tier 2: Critical Repair/Replacement		50,000
Tennis Light Replacement	Tier 2: Critical Repair/Replacement		30,000
Fieldhouse interior improvements	Tier 4: Improve Existing Items		50,000
<b>Sunset Woods Park Total</b>			<b>339,422</b>

<b>SVGC</b>			
Restaurant Reimbursement	Tier 1: Safety/Legal Compliance		(47,000)
Toro GPS Sprayer	Tier 3: Scheduled Replacement		135,044
Drainage Pump Project	Tier 4: Improve Existing Items		169,500
Outdoor Clubhouse Improvements (Phase 1)	Tier 4: Improve Existing Items		90,000
Triflex Tee Mower 2	Tier 5: New		60,704
Turfc0 Lightweight Greens Roller (2)	Tier 5: New		45,767
<b>SVGC Total</b>			<b>454,015</b>
<b>Technology</b>			
Penetration Testing	Tier 1: Safety/Legal Compliance		15,000
Wi-Fi Upgrade	Tier 3: Scheduled Replacement		45,000
<b>Technology Total</b>			<b>60,000</b>
<b>The Preserve</b>			
Preserve Pole Barn structural repairs	Tier 2: Critical Repair/Replacement		20,000
Path Improvements	Tier 2: Critical Repair/Replacement		150,000
Pond Pump Electrical Feed	Tier 3: Scheduled Replacement		50,000
<b>The Preserve Total</b>			<b>220,000</b>
<b>West Ridge Center</b>			
GreenPrint - Building Replacement	Tier 2: Critical Repair/Replacement		9,485,000
PARC Grant Reimbursement	Tier 1: Safety/Legal Compliance		(823,736)
<b>West Ridge Center Total</b>			<b>8,661,264</b>
<b>West Ridge Park</b>			
GreenPrint - Site Improvements	Tier 2: Critical Repair/Replacement		1,000,000
<b>West Ridge Park Total</b>			<b>1,000,000</b>
<b>Total</b>			<b>15,557,503</b>

<b>APPENDIX B</b>						
<b>Park District of Highland Park</b>						
<b>FIVE YEAR CAPITAL REPLACEMENT</b>						
<b>Fiscal Years Ending December 31, 2025 - 2029</b>						
<b>Description</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>	<b>2028</b>	<b>2029</b>	<b>TOTAL</b>
<b>Total Tiers 1-3</b>	15,248,454	9,061,759	1,571,430	6,509,480	2,763,260	35,154,383
<b>Total Tiers 4-5</b>	309,050	234,000	65,000	-	386,500	994,550
<b>5 YEAR CAPITAL TIERS 1-5 TOTAL</b>	15,557,503	9,295,759	1,636,430	6,509,480	3,149,760	36,148,932
<b>Total Tier 6</b>		7,508,500	12,222,500	3,720,000	8,980,700	32,431,700
<b>5 YEAR CAPITAL TIERS 1-6 TOTAL</b>	15,557,503	16,804,259	13,858,930	10,229,480	12,130,460	68,580,632
Brown Park		320,000	42,500	635,000		997,500
Carol Snyder			7,000	425,000		432,000
Centennial	407,366	1,113,000	2,746,000	936,000	(4,000)	5,198,366
Central Park			5,280			5,280
D. Cunniff Park	55,000	313,500	1,355,000	2,466,000		4,189,500
Deer Creek Racquet Club	35,000	1,109,900	71,500	192,000	271,000	1,679,400
Devonshire Park		162,000				162,000
District Wide/Annual	120,000	1,085,000	970,000	770,000	420,000	3,365,000
Fontana Pasquesi Park			1,000	320,500		321,500
Founders Park	28,000					28,000
Heller Nature Center	39,000	200,000	190,000	100,000	91,200	620,200
Hidden Creek Aqua Park	211,500	608,500	70,000	388,000	4,583,000	5,861,000
Jens Jensen Park				-	50,000	50,000
Kennedy Park				140,000		140,000
Knoll Park	19,000					19,000
L. Fink Park	435,500	307,000	153,000			895,500
Laurel Park/Library	10,000				450,000	460,000
Lincoln Park	741,250	(187,500)			90,000	643,750
Lot 3 - Club Pickle and Padel	593,000	(275,000)	(275,000)	(50,000)		(7,000)
Lot 3: Golf Learning Center	25,000	463,000	195,000	180,000	27,000	890,000
Memorial Park			30,000			30,000
Millard Park		25,000	80,000	35,000	2,500,000	2,640,000
Moraine Park		375,000				375,000
Olson Park					140,000	140,000
Park Avenue Beach and Boating Facility	268,075	555,000	1,370,000	85,000	755,700	3,033,775
Parks-Equipment	348,500	168,000	402,000	415,000	300,500	1,634,000
Port Clinton Park		39,000				39,000
Recreation Center of Highland Park	1,057,611	196,850	151,000	768,980	1,082,560	3,257,001
Rosewood Beach		915,000			38,000	953,000
Rosewood Interpretive Center	30,000	90,000		29,000		149,000
Rosewood Park	399,000	25,000	450,000			874,000
Sherwood Park					140,000	140,000
Sunset Woods Park Total	339,422	1,320,000	3,591,650	1,678,000	605,000	7,534,072
SVGC	454,015	551,000	54,000	22,000	501,500	1,582,515
Technology	60,000	37,000	26,000	264,000	39,000	426,000
The Preserve	220,000	20,000			50,000	290,000
West Ridge Center	8,661,264	5,920,009				14,581,273
West Ridge Park	1,000,000	1,338,000	2,000,000			4,338,000
Woodridge Park		10,000	173,000	430,000		613,000
<b>Total</b>	<b>15,557,503</b>	<b>16,804,259</b>	<b>13,858,930</b>	<b>10,229,480</b>	<b>12,130,460</b>	<b>68,580,632</b>

**APPENDIX C  
COMPENSATION PLAN**

FULL-TIME RANGES BY BAND		
Band A - Specialists, Coordinators and Maintenance		
	Minimum	Maximum
1	45,702	63,983
2	49,358	69,049
3	53,307	74,630
4	57,571	80,600
Band B - Supervisors, Managers and Technical		
	Minimum	Maximum
1	62,512	87,517
2	66,576	93,206
3	70,902	99,264
4	75,512	105,716
Band C - District Administrators		
	Minimum	Maximum
1	84,575	118,405
2	103,605	145,047
3	126,916	177,682
4	155,471	217,659
2025 PART TIME PAY SCALE		
Grade	Minimum	Maximum
6	20.50	32.00
5	18.50	27.75
4	16.75	23.00
3	15.50	21.00
2	15.20	20.00
1	15.00	18.50
Specialized Instruction	28.50	54.00
Private Instructions	20.00	70.00

**APPENDIX D**

**EMPLOYEE  
STATISTICS**

The Park District of Highland Park has several employee classifications. Distinctions relate to the number of hours an employee is scheduled to work and whether an employee is full-time, part-time, or seasonal.

1. Full-Time Employees 40 or more hours per week: receive vacation, holiday, health insurance benefits and other paid time off. These employees also contribute to, and if vested, would be eligible for retirement benefits from IMRF (Illinois Municipal Retirement Fund).
2. Full-Time Employees 30 to 39 hours: eligible to participate in health insurance and IMRF.
3. Part-Time Employees working at least 20 hours per week, or over 1,000 hours per year: may be eligible for IMRF.
4. Short-term or Seasonal Employees are hired for a specific period of time, generally less than six months, regardless of expected hours per week. Included in this group are camp counselors and park staff.

The table below illustrates the allocation of full-time and part-time IMRF positions by Function for the two previous, current, and upcoming budget years. Information is presented based upon the employee home department.

**IMRF STAFF ALLOCATION**

	Administration	Parks	Recreation	Total
2022 Budget				
FT – IMRF	19	32	59	<b>110</b>
PT – IMRF	2	0	30	<b>32</b>
<b>Total 2022</b>	<b>21</b>	<b>32</b>	<b>89</b>	<b>142</b>
2023 Budget				
FT – IMRF	22	31	59	<b>112</b>
PT – IMRF	3	0	20	<b>23</b>
<b>Total 2023</b>	<b>25</b>	<b>31</b>	<b>79</b>	<b>135</b>
2024 Budget				
FT – IMRF	22	30	66	<b>118</b>
PT – IMRF	4	0	20	<b>24</b>
<b>Total 2024</b>	<b>26</b>	<b>30</b>	<b>86</b>	<b>142</b>
2025 Budget				
FT – IMRF	22	30	72	<b>124</b>
PT – IMRF	3	0	27	<b>30</b>
<b>Total 2025</b>	<b>25</b>	<b>30</b>	<b>99</b>	<b>154</b>



**APPENDIX E**

<b>CENTENNIAL ICE ARENA</b>	
<b>DAILY FEES</b>	<b>FEES</b>
ADULT PRACTICE	\$4.00
FREESTYLE – 30 MINUTES Drop-in	\$7.00
OPEN HOCKEY	\$10.00
ADULT PUBLIC SKATE	\$7.00
YOUTH PUBLIC SKATE	\$7.00
<b>RENTAL</b>	
CLASS SKATE RENTAL	\$3.00
PUBLIC SKATE RENTAL	\$4.00
MAIN RINK RENTAL	\$409.00
LATE NIGHT RINK RENTAL & SUMMER NON-PRIME	\$257.00
HP GIANTS	\$392.00
FALCONS	\$409.00
ACTIVITY ROOM RENTAL	\$80.00
<b>LESSONS</b>	
PRIVATE GYM - 30 MINUTES	\$45.00
PRIVATE GYM - 45 MINUTES	\$60.00
PRIVATE GYM – 60 MINUTES	\$75.00
SEMIPRIVATE - 30 MINUTES	\$65.00
SEMIPRIVATE GYM – 45 MINUTES	\$80.00
SEMIPRIVATE GYM – 60 MINUTES	\$95.00

\*Ice fees increase effective mid-August 2025, per annual contracts.

\*\*Summer rates are \$257 for all ice rentals or \$249 for Giants only.

APPENDIX E

<b>DEER CREEK RACQUET CLUB</b>	
<b>DAILY FEES</b>	<b>FEES</b>
RESIDENT	\$43.00
JUNIOR	\$32.00
SENIOR	\$35.00
<b>MEMBERSHIPS</b>	
INDIVIDUAL RESIDENT	\$198.00
INDIVIDUAL NON-RESIDENT	\$265.00
FAMILY RESIDENT	\$345.00
FAMILY NON-RESIDENT	\$470.00
RESIDENT JR	\$85.00
NON-RESIDENT JR	\$117.00
RESIDENT SR	\$146.00
SR NON-RESIDENT	\$197.00
<b>PRIVATE LESSONS</b>	
PRIVATE - 60 MINUTES	\$87.00
PRIVATE (HEAD PRO) - 60 MINUTES	\$97.00

**APPENDIX E**

<b>DOME</b>	
<b>MEMBERSHIPS</b>	<b>FEES</b>
INDIVIDUAL RESIDENT	\$198.00
INDIVIDUAL NON-RESIDENT	\$265.00
FAMILY RESIDENT	\$345.00
FAMILY NON-RESIDENT	\$470.00
RESIDENT JR	\$85.00
NON-RESIDENT JR	\$117.00
RESIDENT SR	\$168.00
SR NON-RESIDENT	\$360.00
<b>COURT RATES</b>	
PICKLEBALL MEMBER	\$40.00
PICKLEBALL NON-MEMBER	\$50.00
PADEL MEMBER	\$80.00
PADEL NON-MEMBER	\$100.00

**APPENDIX E**

<b>HIDDEN CREEK AQUAPARK</b>	
<b>DAILY FEES</b>	<b>FEES</b>
RESIDENT	\$12.00
NON-RESIDENT	\$17.00
10-PUNCH PASS - RESIDENT	\$108.00
10-PUNCH PASS - NON-RESIDENT	\$153.00

\*Fees will remain the same as 2024.

**APPENDIX E**

<b>ROSEWOOD BEACH</b>	
<b>SEASONAL SWIMMING PASSES</b>	<b>FEES</b>
RESIDENT (PER PERSON)	FREE
ADDITIONAL RESIDENT	FREE
NON-RESIDENT	\$100.00
ADDITIONAL NON-RESIDENT	\$25.00
DAILY BEACH PASS	\$10.00
DAILY PARKING PASS - 1 HR	\$15.00
DAILY PARKING PASS - 4 HRS	\$40.00
<b>ANNUAL LAKEFRONT PARKING PASS</b>	
RESIDENT (PER VEHICLE)	\$35.00
NON-RESIDENT (PER VEHICLE)	\$280.00

\*Fees will remain the same as 2024.

**APPENDIX E**

<b>PARK AVENUE BOATING</b>	
<b>DAILY FEES</b>	<b>FEES</b>
DAILY LAUNCH FEE WEEKDAYS	\$50.00
DAILY LAUNCH FEE WEEKENDS	\$65.00
POWER BOAT - PWC LAUNCH ONLY	\$832.00
POWER BOAT - PWC LAUNCH ONLY (NON-RESIDENT)	\$1,025.00
SAILBOAT/CATAMARAN LAUNCH ONLY	\$753.00
SAILBOAT/CATAMARAN LAUNCH ONLY (NON-RESIDENT)	\$924.00
POWER BOAT SEASON STORAGE NORTH PAD	\$2,090.00
POWER BOAT SEASON STORAGE NORTH PAD (NON-RESIDENT)	\$2,651.00
POWER BOAT YEARLY STORAGE NORTH PAD	\$2,221.00
POWER BOAT YEARLY STORAGE NORTH PAD (NON-RESIDENT)	\$2,794.00
SOUTH PAD YEAR-ROUND	\$1,274.00
SOUTH PAD YEAR-ROUND (NON-RESIDENT)	\$1,843.00
SOUTH PAD SEASONAL	\$1,142.00
SOUTH PAD SEASONAL (NON-RESIDENT)	\$1,689.00
SEASONAL PARKING PASS	\$166.00
SEASONAL PARKING PASS (NON-RESIDENT)	\$277.00
STAND UP PADDLE	\$494.00
STAND UP PADDLE (NON-RESIDENT)	\$773.00
STAND UP PADDLE OUTDOOR	\$436.00
STAND UP PADDLE OUTDOOR (NON-RESIDENT)	\$710.00
SEASONAL BOAT STORAGE - BEACH	\$482.00
SEASONAL BOAT STORAGE - BEACH (NON-RESIDENT)	\$760.00
PERSONAL WATERCRAFT STORAGE	\$1,858.00
PERSONAL WATERCRAFT STORAGE (NON-RESIDENT)	\$2,488.00
PERSONAL WATERCRAFT STORAGE YEAR-ROUND	\$1,990.00
PERSONAL WATERCRAFT STORAGE YEAR-ROUND (NON-RESIDENT)	\$2,642.00
YACHT CLUB BUILDING RENTAL	\$400.00
NSYC LICENSE AGREEMENT	\$8,265.60
WINTER STORAGE NORTH PAD	\$370.00
WINTER STORAGE NORTH PAD (NON-RESIDENT)	\$412.00
WINTER STORAGE SOUTH TIER	\$343.00
WINTER STORAGE SOUTH TIER (NON-RESIDENT)	\$384.00
WINTER STORAGE INDOOR STAND UP PADDLE	\$179.00
WINTER STORAGE INDOOR STAND UP PADDLE (NON-RESIDENT)	\$205.00
CATAMARAN CABLE SEASONAL STORAGE	\$673.00
CATAMARAN CABLE SEASONAL STORAGE (NON-RESIDENT)	\$1,091.00
MAST & SAIL STORAGE	\$64.00
MAST & SAIL STORAGE (NON-RESIDENT)	\$122.00
LOYALTY POWER BOAT LAUNCH ONLY	\$650.00
LOYALTY POWER BOAT LAUNCH ONLY (NON-RESIDENT)	\$800.00
LOYALTY POWER BOAT SEASON STORAGE NORTH PAD	\$1,650.00
LOYALTY POWER BOAT SEASON STORAGE NORTH PAD (NON-RESIDENT)	\$1,920.00
LOYALTY POWER BOAT YEARLY STORAGE NORTH PAD	\$1,850.00
LOYALTY POWER BOAT YEARLY STORAGE NORTH PAD (NON-RESIDENT)	\$2,020.00
LOYALTY PERSONAL WATERCRAFT STORAGE	\$1,450.00
LOYALTY PERSONAL WATERCRAFT STORAGE (NON-RESIDENT)	\$1,800.00
LOYALTY PERSONAL WATERCRAFT STORAGE YEAR-ROUND	\$1,650.00
LOYALTY PERSONAL WATERCRAFT STORAGE YEAR-ROUND (NON-RESIDENT)	\$2,000.00

**APPENDIX E**

<b>RECREATION CENTER OF HIGHLAND PARK</b>			
<b>FULL FACILITY</b>	<b>RESIDENT FEES</b>	<b>N/R FEES</b>	<b>PRICE INCREASE AS OF May 5, 2024</b>
DAILY FEE	\$15.00	\$18.00	N/A
7-DAY	\$40.00	\$45.00	N/A
10-PUNCH PASS	\$135.00	\$162.00	N/A
30-DAY	\$89.00	\$99.00	N/A
BASIC ANNUAL MEMBERSHIP - INDIVIDUAL	\$48.00		\$50.00
BASIC ANNUAL MEMBERSHIP - STUDENT/SENIOR/ADD-ON	\$41.00		\$43.00
GROUP EX ONLY ANNUAL MEMBERSHIP - INDIVIDUAL	\$48.00		\$50.00
GROUP EX ONLY ANNUAL MEMBERSHIP - STUDENT/SENIOR/ADD-ON	\$41.00		\$43.00
ALL-INCLUSIVE ANNUAL MEMBERSHIP - INDIVIDUAL	\$71.00		\$73.00
ALL-INCLUSIVE ANNUAL MEMBERSHIP - STUDENT/SENIOR/ADD-ON	\$61.00		\$63.00
TRACK PASS	\$0.00	\$50/1 Year or \$9/per visit	N/A
<b>AQUATICS</b>			
DAILY FEE	\$12.00	\$15.00	N/A
10-PASS	\$108.00	\$135.00	N/A
ADULT INDIVIDUAL	Part of RCHP pass	Part of RCHP pass	N/A
SENIOR INDIVIDUAL	Part of RCHP pass	Part of RCHP pass	N/A
<b>OPEN GYM</b>			
DAILY FEE	\$8.00	\$10.00	N/A
10-PASS	\$72.00	\$90.00	N/A
<b>TRAINING</b>			
<b>30 MIN SESSIONS</b>			
1 SESSION	\$47.00	\$57.00	N/A
3 SESSIONS	\$123.00	\$153.00	N/A
10 SESSIONS	\$356.00	\$456.00	N/A
<b>45 MIN SESSIONS</b>			
1 SESSION	\$63.00	\$73.00	N/A
3 SESSIONS	\$172.00	\$202.00	N/A
10 SESSIONS	\$518.00	\$618.00	N/A
<b>60 MIN SESSIONS</b>			
1 SESSION	\$75.00	\$85.00	N/A
3 SESSIONS	\$205.00	\$235.00	N/A
10 SESSIONS	\$637.00	\$737.00	N/A
<b>2 ON 1 SESSION (1 HR/PERSON)</b>			
1 SESSION	\$47.00	\$57.00	N/A
5 SESSIONS	\$205.00	\$255.00	N/A
<b>SMALL GROUP TRAINING (PER PERSON/4-6 CLIENTS)</b>			
4X4	\$108.00	\$128.00	N/A
4X8	\$205.00	\$245.00	N/A
<b>KIDSClub</b>			
DAILY FEE	\$7.00	\$10.00	N/A
JR ANNUAL MEMBERSHIP	\$27.00		\$29.00
JR ADD-ON ANNUAL MEMBERSHIP	\$12.00		\$14.00

**APPENDIX E**

<b>SUNSET VALLEY GOLF CLUB</b>		
	<b>RESIDENT FEES</b>	<b>N/R FEES</b>
<b>WEEKDAY (MON-THU)</b>		
PRIME TIME (OPEN-1:59PM)	\$47.00	\$52.00
MIDDAY (2-3:59PM)	\$42.00	\$46.00
TWILIGHT (4PM TO CLOSE)	\$32.00	\$36.00
SENIOR 18 HOLES	\$35.00	\$39.00
9 HOLES	\$32.00	\$36.00
SENIOR 9 HOLES	\$32.00	\$36.00
JUNIOR	\$30.00	\$33.00
<b>WEEKEND (FRI-SUN, HOLIDAY)</b>		
PRIME TIME (OPEN-1:59PM)	\$58.00	\$67.00
MIDDAY (2-3:59PM)	\$52.00	\$59.00
TWILIGHT (4PM TO CLOSE)	\$36.00	\$40.00
9 HOLES (ONLY AFTER 3PM)	\$36.00	\$40.00
		<b>PRICE</b>
<b>CART RENTAL</b>		
18 HOLES		\$21.00
9 HOLES		\$16.00
18 HOLES SINGLE RIDER		\$31.00
9 HOLES SINGLE RIDER		\$21.00



APPENDIX E

<b>GOLF LEARNING CENTER</b>	
<b>DRIVING RANGE RATES</b>	<b>FEES</b>
<b>MATS</b>	
40 BALL BUCKET	\$11.00
70 BALL BUCKET	\$16.00
<b>GRASS</b>	
40 BALL BUCKET	\$13.00
70 BALL BUCKET	\$20.00
<b>MINATURE GOLF</b>	
<b>WEEKDAY</b>	
12 & UNDER	\$8.00
13 & ABOVE	\$9.00
<b>WEEKEND</b>	
12 & UNDER	\$9.00
13 & ABOVE	\$10.00

## APPENDIX F

### GLOSSARY

**Annual Budget:** A plan proposed by the Park District Board of Commissioners for raising and expending monies for the recreation interests of residents.

**Appropriations:** Amounts expended for the administration, maintenance and management of properties and programs for the Park District of Highland Park.

**B & A:** Budget and Appropriations Ordinance considered by the Board of Commissioners.

**Board of Commissioners:** Independent board of five, elected at-large by residents, of the Park District of Highland Park.

**CP:** CP is the acronym for the Park District of Highland Park's district-wide Capital Improvement Plan.

**CPRP:** Certified Park and Recreation Professional, a designation for professionals with a bachelor's or higher degree that meets certain years of experience and successfully passes an NRPA examination.

**Deferred Projects:** Capital projects that were appropriated and considered important enough for continued work in the next fiscal year(s).

**EAV:** Equalized Assessed Valuation, property value on which real estate taxes are levied.

**Fund:** Fiscal and accounting tool with a self-balancing set of accounts to record revenue and expenditures.

**GFOA:** Government Finance Officers Association, a group that promotes the professional management of governments for the public benefit.

**IAPD:** Illinois Association of Park Districts, a statewide organization of park districts that promotes quality of life through education, research, and advocacy.

**IMRF:** Illinois Municipal Retirement Fund, a state-established retirement fund for municipal workers. (Employees and the District pay into this defined benefit plan.)

**IPRA:** Illinois Parks and Recreation Association, a statewide organization of parks and recreation professionals advocating the benefits of parks, recreation, and conservation.

**Major/Non-Major Funds:** A fund is considered major if it is the primary operating fund of the District, or its assets, liabilities, revenues, or expenses are at least 10% of the corresponding total for all funds.

**Modified Accrual Accounting:** An accounting method commonly used by government agencies. Revenues are recognized when they become available and measurable; expenditures generally are recognized when liabilities are incurred.

**NRPA:** National Parks and Recreation Association, an organization of citizen boards and professionals interested in parks and recreation operations in the United States.

**NSSRA:** Northern Suburban Special Recreation Association is an extension of ten park districts, two cities and one village in the northern suburbs of Chicago that pool resources to serve adults and children with disabilities.

**PDRMA:** Park District Risk Management Association, an association of more than 160 parks and conservation districts that pool resources to maximize safe park conditions while managing the risk of recreation activities.

**Tax Levy:** The amount the Park District requests from property owners, commercial and residential, to fund recreation activities of the communities.

**Tax Rates:** The rate derived from dividing the tax levy by the EAV (The tax rate, combined for all funds, is multiplied by the equalized assessed valuation of each real estate parcel to arrive at the taxes owed by each parcel owner.) Amounts are billed semiannually, usually in May and August.



PARK DISTRICT OF HIGHLAND PARK  
COMBINED BUDGET  
AND APPROPRIATION ORDINANCE  
JANUARY 1, 2025 TO DECEMBER 31, 2025

BOARD OF PARK COMMISSIONERS

Calvin Bernstein, President  
Jennifer Freeman, Vice-President  
Terry Grossberg, Commissioner  
Rafael Labrador, Commissioner  
Barnett Ruttenberg, Commissioner

Mari-Lynn Peters,  
Treasurer

Brian Romes,  
Executive Director

**ORDINANCE NO. 2025-01**

**AN ORDINANCE FOR A COMBINED BUDGET AND APPROPRIATION FOR THE PARK DISTRICT OF HIGHLAND PARK FOR THE FISCAL YEAR BEGINNING JANUARY 1, 2025 AND ENDING DECEMBER 31, 2025**

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

WHEREAS, a public hearing was held as to such Budget and Appropriation Ordinance on the **29th Day of January 2025** and notice of said hearing was given at least one week prior thereto as required

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

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

SECTION 1: That the amounts herein set forth, or so much thereof as may be authorized by law and as may be needed, are hereby budgeted and appropriated for the corporate purposes of the Park District of Highland Park, Lake County, Illinois to defray all necessary expenses and liabilities of said Park District, as specified in Section 2 for the fiscal year, beginning January 1, 2025 and ending December 31, 2025

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

I. The amount Budgeted and Appropriated For General Purposes:

	<u>Budget</u>	<u>Appropriation</u>
Salaries	\$3,681,442	\$4,049,586
Contractual Services	1,382,993	1,521,292
Insurance	1,355,463	1,491,009
Materials & Supplies	299,554	329,509
Maintenance & Landscaping	119,849	131,834
Utilities	128,958	141,854
Pension	322,348	354,583
Transfers Out	<u>622,920</u>	<u>685,212</u>
 Total Budgeted and Appropriated for General Fund:	 <b><u>\$7,913,527</u></b>	 <b><u>\$8,704,879</u></b>

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

Contractual Services	\$447,221	\$491,943
Transfer Out	<u>600,000</u>	<u>660,000</u>
 Total Budgeted and Appropriated for Special Recreation Fund:	 <b><u>\$1,047,221</u></b>	 <b><u>\$1,151,943</u></b>

III. The amount Budgeted and Appropriated For Recreation Purposes:

	<u>Budget</u>	<u>Appropriation</u>
Salaries	\$7,277,377	\$8,005,114
Contractual Services	1,515,585	1,667,144
Insurance	1,638,450	1,802,295
Materials & Supplies	452,066	497,273
Maintenance & Landscaping	484,372	532,809
Utilities	905,288	995,817
Pension Contributions	620,480	682,528
Cost of Goods Sold	111,325	122,458
Instructional Program	3,909,408	4,300,348
Capital Outlay	83,300	91,630
Transfers Out	<u>3,053,130</u>	<u>3,358,443</u>
Total Budgeted and Appropriated for Recreation Fund:	<b><u>\$20,050,781</u></b>	<b><u>\$22,055,859</u></b>

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

Principal	\$2,180,000	\$2,398,000
Interest	1,401,985	1,542,184
Fees & Charges	<u>1,500</u>	<u>1,650</u>
Total Budgeted and Appropriated for Debt Service Fund:	<b><u>\$3,583,485</u></b>	<b><u>\$3,941,834</u></b>

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

Contractual Services	\$190,000	\$209,000
Capital Outlay	<u>18,249,299</u>	<u>20,074,229</u>
Total Budgeted and Appropriated for Capital Projects Fund:	<b><u>\$18,439,299</u></b>	<b><u>\$20,283,229</u></b>

**Total Estimated Expenditures Budgeted (All Funds) \$51,034,313**

**Total Estimated Expenditures Appropriated (All Funds) \$56,137,744**

Summary of Funds Budgeted and Appropriated

	<u>Budget</u>	<u>Appropriation</u>
General Fund	7,913,527	8,704,879
Special Recreation Fund	1,047,221	1,151,943
Recreation Fund	20,050,781	22,055,859
Debt Service Fund	3,583,485	3,941,834
Capital Projects Fund	18,439,299	20,283,229
Total Budgeted	51,034,313	
Total Appropriated		56,137,744

Each of said sums of money and aggregate thereof are deemed necessary by the Board of Park Commissioners of the Park District of Highland Park to defray the necessary expenses and liabilities of the foresaid Park District during the fiscal year beginning the 1st day of January 2025 and ending the 31st day of December, 2025 for the respective purpose set forth.

SECTION 3: All unexpended balances of appropriations for the fiscal year ending the 31st day of December 2025, and prior years, to the extent not otherwise re-appropriated for other purposes herein, are hereby specifically re-appropriated for the same general purposes for which they were originally made and may be expended in making up any insufficiency of any other items provided in this appropriation ordinance, pursuant to law.

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

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

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

\$34,408,817
- b) Estimate of cash expected to be received during the fiscal year from all sources:
 

\$32,732,206
- c) Estimate of expenditures contemplated for the fiscal year:
 

\$46,758,262
- d) Estimate of cash and short-term investments expected to be on hand at the end of the fiscal year:
 

\$20,382,761



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

SECTION 6: This Ordinance is not intended or required to be in support of or in relation to any tax levy made by the Park District during the fiscal year beginning January 1, 2025, and ending December 31, 2025, or any other fiscal year.

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

Adopted this 29th Day of January 2025, pursuant to a roll call vote.

**Roll Call Vote:**

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

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

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

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

\_\_\_\_\_  
Calvin Bernstein  
Board of Commissioners of the  
Park District of Highland Park

ATTEST:

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

SEAL

STATE OF ILLINOIS     )

) SS

COUNTY OF LAKE     )

CERTIFICATION

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

DO HEREBY CERTIFY, that the attached ANTICIPATED REVENUES BY SOURCE to be received by the Park District of Highland Park, Lake County, Illinois for the fiscal year beginning on the 1<sup>st</sup> day of January 2025 and ending on the 31st day of December 2025 to be as follows:

General real estate tax revenues	\$15,753,874
Personal property replacement tax revenue	140,000
Investment earnings revenue	215,000
Daily fees	2,996,493
Rental revenue	1,705,394
Program user fees	6,952,941
Merchandising retail sales revenue	183,170
Memberships revenue	1,722,428
Miscellaneous revenue	3,062,906
Transfers	<u>4,276,050</u>
	\$37,008,256

The above is certified this 29<sup>th</sup> day of January 2025.

\_\_\_\_\_  
Mari-Lynn Peters, Treasurer  
Park District of Highland Park

ATTEST:

SEAL

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





# Memorandum

**To:** Park Board of Commissioners

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

**Date:** December 18, 2024

**Subject:** **Approval of the Updated Policies in the Employee Handbook**

---

## **Summary**

The Employee Handbook was revised and rewritten in its entirety during 2024. During the revision process, staff input workshops were facilitated to receive feedback from employees on policy changes. Review and input were received from legal, Laner Muchin Ltd., to ensure up-to-date compliance with Federal and State employment laws. All draft policies were reviewed in detail with Board members at four (4) Policy Committee Meetings. The Employee Handbook, including all proposed employee policies, will replace the current two (2) employee policy documents, the Part-time Personnel Policy Manual and the Full-Time Personnel Policy Manual. The District's goal is to create an Employee Handbook that is Values-driven with industry-leading practices, user-friendly with simplified and more concise language, and to meet all compliance requirements.

## **Recommendation**

Staff recommend approval of the updated Policies within the Employee Handbook, to be effective January 1, 2025, and to replace the current employee policies within the Part-Time Personnel Policy Manual and the Full-Time Personnel Policy Manual.



**PARK DISTRICT**  
of HIGHLAND PARK



# Employee Handbook



Approval Date: XX/XX/20XX

**WE** welcoming  
caring  
extraordinary  
**are** highland park

## MISSION STATEMENT

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

## VISION STATEMENT

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

## VALUE STATEMENTS

### Welcoming

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

### Caring

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

### Extraordinary

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



# WHAT DO OUR VALUES LOOK LIKE IN ACTION?



## WELCOMING

### ■ APPRECIATIVE

We appreciate and celebrate the best in others

### ■ INCLUSIVE

We are allies for inclusion and equity, (where everyone is afforded the same rights and opportunities that result in a sense of belonging, and the ability to safely express themselves authentically, without judgement.)

### ■ SUPPORT

We give the best of ourselves, create positive interactions that foster supportive relationships

## CARING

### ■ HEALTH & SAFETY

We are committed to material, social, emotional, financial, and environmental health, safety and security

### ■ TRUST

We believe in each other and demonstrate a commitment to honesty, empathy, humility and accountability.

### ■ LEADERSHIP

We responsibly steward our relationships and resources through best practices and a focus on long-term vitality

## EXTRAORDINARY

### ■ CREATIVE

We are Innovative and resourceful in effort to deliver the delightfully unexpected

### ■ PERSONAL

We create personal interactions that strive to exceed expectations

### ■ IMPACTFUL

We strive to leave a long-term positive impact through memorable experiences



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# — Welcome! —

We've been waiting for you.

The Park District of Highland Park is a special place, where talented people like you are encouraged to do their best work, be their true selves, and make life better for the kids, adults, and families who come and enjoy the park district every day.

In this handbook, you'll discover our values: the ideas, thoughts and words that guide us as we welcome the community into our facilities, care for their children in our preschool classes, programs, and summer camps, provide wellness opportunities for all ages, and provide everyone with the extraordinary experiences that only a world-class park district can offer.

We've prepared this Employee Handbook as a reference guide for you. It explains many of the benefits that are available to you through the Park District, as well as our basic policies and rules. It also contains important legal information that we are required to tell you, for your benefit and ours. For instance:

This handbook supersedes all prior handbooks, employee manuals, policy statements, practices, or customs. No employee handbook can anticipate every circumstance or question about policy. As a result, the need may arise to change policies described in the handbook. Therefore, the Park District reserves the right to revise, supplement, or rescind any policies or portion of the handbook from time to time as the Park District deems appropriate, in its sole and absolute discretion, without notice, although efforts will be made to advise employees of changes as they occur.

Throughout this handbook, information like that will be shared. It's important for you to read and understand the handbook in its entirety. We try not to use legal jargon, but sometimes it's just unavoidable. Anytime you have a question about a Park District policy or code, a Local, State or Federal regulation, or a form that is included in this handbook, be sure to ask your supervisor or a member of the Human Resources staff to explain how it applies to you and your position in the District.

The Employee Handbook is provided to each newly hired and rehired employee, in a digital format, at their time of hire along with an Acknowledgement of Receipt to sign, so we know you have read it. The Employee Handbook is also available to you at any time on the District's Employee Portal, located on the District's website. To request a copy of the Employee Handbook, ask your immediate Supervisor or the Human Resources Department.

Your safety and the safety of every Park District employee is of paramount importance to us, and a great deal of what is detailed in this handbook is there to ensure that you and the Park District are protected in dozens of situations that occur daily in the operation of an agency that is funded by and responsible to the citizens of our community.

As a Park & Recreation professional, you are the key to our success. We are proud that you have chosen to bring your skills to the Park District of Highland Park.

## — DISCLAIMER —

*This is some of the important legal information you need to read and understand.*

THIS EMPLOYEE HANDBOOK IS NOT AN EMPLOYMENT CONTRACT.

Neither the contents of this handbook nor any verbal or written statement contradicting, modifying, interpreting, explaining, or clarifying any provision of the handbook constitutes an agreement, contract of employment, or otherwise creates any express or implied contractual obligations or a promise of treatment in any particular manner in any given situation.

The Park District adheres to the policy of employment at-will, which permits the District or the employee to terminate the employment relationship at any time, for any reason, with or without cause or notice. No one is authorized to provide any employee with an employment contract or special arrangement concerning terms or conditions of employment unless the contract or agreement is in writing and signed by the Executive Director with approval from the Board of Park Commissioners.

This handbook is intended to provide employees with information about District policies, practices, and expectations for employee behavior. The handbook policies and practices are subject to change by the District unilaterally at any time, without prior notice except for the at-will employment relationship, which may only be modified by an express written agreement signed by the employee and the Executive Director with approval from the Board of Park Commissioners.

Certain matters such as benefits covered in this handbook may also be described in separate District documents. To the extent any provision of this handbook conflicts with any terms in such other comprehensive documents, contact the Human Resources Department for clarification. To the extent any provision of this handbook conflicts with a Federal, State, or local law, the law will apply.

This handbook supersedes all prior handbooks, manuals, policy statements, practices, or customs. To the extent any provision of this handbook conflicts with any terms in other such comprehensive documents, or Federal, State, or local laws, the terms of the applicable comprehensive document and/or the law will apply.

## — Governance —

The Park District is a local taxing body, with about half of our budget funded by property tax revenue and the rest funded by programming fees, memberships, state and federal grants, sponsorships, and private donations.

If you receive a question from the public about the budget and how funds are allocated across the District, you should always refer that person to the Executive Director or the Director of Finance. Say something like, “I’m not the best person to answer that question, but I’d be happy to take your name and contact information and pass it to the appropriate person.” This is actually a good response for any question you may receive from the public if you do not know the answer.

The Park District of Highland Park is governed by a five-member elected Board of Park Commissioners. Members serve without compensation and are directly responsible to the electorate. The Board meets on the third or fourth Wednesday of each month and holds a workshop (meeting of the whole) on the second Wednesday of each month.

The public is invited to attend.

## — Just a Bit of Park District History —

The Park District was organized on July 6, 1909, as the population of Highland Park was rapidly growing. Our relationship with Lake Michigan has always been an integral part of developing the District, from the creation of the first lakefront park at the end of Ravine Drive in 1909, to the restoration of the Park Ave Boating Facility, Breakwater, and Boat Launch in 2023, and the upcoming improvements to the Park Avenue Beach Access that will create a lakefront park that is welcoming and inclusive to the entire community for walking, biking, boating, and other fun, healthy recreational activities.

Your Park District now stretches across 640 acres of beautiful parks and open spaces enjoyed by residents every day. If you are not already familiar with our major facilities, take a few moments to visit the District’s website and learn a bit about them. The more you know, the better you will be able to talk to your program participants about everything the Park District has to offer, including:

Centennial Ice Arena • Club Pickle & Padel

Deer Creek Racquet Club • Fitness Club & Recreation Center

Heller Nature Center • Hidden Creek Aqua Park • Highland Park Golf Learning Center

River’s Edge Mini Golf • Sunset Valley Golf Club • West Ridge Center

With that, let’s get started with the remaining Employee Handbook Policies. If you have questions or want to seek clarification on anything contained within the Employee Handbook, we’re happy to help. Ask your supervisor, the Department Head in your area, or contact the Human Resources Department.

# Section 1 - Introduction

## 1.1 Role at the Park District

**Board:** The Board of Park Commissioners are elected as governing officials of Park District operations. The Board is responsible for selecting and hiring the Executive Director. The Board's primary responsibility is to approve Park District Policy and approve the annual budget and tax levy. The Board is not involved with employee relations or management of employees. For detailed information on Board responsibility, review the Board Policy Manual located on the Park District's website.

**Executive Director:** The Executive Director is appointed by the Board and reports directly to the Board. The Executive Director is responsible for oversight of all Park District operations.

**Department Heads:** Department Heads provide leadership and managerial oversight of recognized Park District departments. Department Heads generally provide oversight to managerial and supervisory employees.

**Immediate Supervisor:** Your immediate supervisor is the employee who you directly report to. Their job could be at any supervisory level: supervisor, manager, department head, executive director, or something else like "Lead." Regardless, if they manage you directly, they may be referred to as immediate supervisor or "supervisor" throughout this handbook.

## 1.2 Employment Categories

Each employee falls within a specific employment category based on their employment status of full-time, part-time, or seasonal along with how many hours the job position is planned to work during a twelve (12)-month period or specified seasonal period.

**Full-Time Employees:** Employees who are hired and scheduled to work forty (40) or more hours per week on a continuous basis. Full-Time employees are enrolled in IMRF and are eligible for paid time off benefits, health insurance benefits and other employee benefits as outlined within this handbook.

**Part-Time Regular Employees:** Employees generally scheduled to work between thirty (30) and thirty-nine (39) hours per week on a continuous basis (equal to or more than 1,560 hours per year). Eligible employees are enrolled in IMRF and are eligible for health insurance benefits and other employee benefits as outlined within this handbook.

**Part-Time IMRF Employees:** Employees generally scheduled to work between twenty (20) and twenty-nine (29) hours per week on a continuous basis (equal to or more than 1,000 hours per year and under 1,560 hours per year). Part-time IMRF employees are enrolled in IMRF and may be eligible for other employee benefits as outlined within this handbook. Part-Time IMRF employees are not eligible for health insurance benefits.

**Part-Time Non-IMRF Employees:** Employees generally scheduled to work less than twenty (20) hours per week on a continuous basis (under 1,000 hours per year). Hours of work per week are based on operational need. Part-time Non-IMRF employees may be eligible for employee

benefits as outlined within this handbook. Part-Time Non-IMRF employees are not eligible for health insurance benefits.

**Seasonal Employees:** Employees generally hired and scheduled for a specific position lasting a specific period of time, generally less than six (6) months. Hours of work per week during a seasonal period of time are based on operational need. Employee scheduled work hours should be planned to be under 1,000 hours within a 12-month period.

### **1.3 Equal Employment Opportunity Statement**

The Park District of Highland Park is committed to providing an environment that is welcoming and caring where equal employment opportunities are available to all applicants and employees without regard to actual or perceived age, race, color, creed, national origin, ancestry, citizenship status, religion, sex, sexual orientation, gender, gender identity or expression (including transgender status), pregnancy (including childbirth, lactation, and related medical conditions), mental disability, genetic information (including testing and characteristics), marital status, family responsibilities, reproductive choices, veteran or military status, conviction record, credit history, source of income or any other status protected by federal, state, or local laws. Discrimination is prohibited against any individual. As an equal opportunity employer committed to complying with federal, state, and local laws concerning equal employment opportunity, we are committed to acting with integrity and respect. We believe that diversity and inclusion among our employees is critical to our success.

The Park District's commitment of providing equal employment opportunity shall apply to, but shall not be limited to, decisions made with respect to hiring, placement, upgrading, performance evaluation, transfer, promotion, demotion, training opportunity, rates of pay, administration of benefits, lay-offs and termination of employment. The Park District will not tolerate practices that deviate from this Policy. Furthermore, the Park District will not retaliate against an employee who opposes what they believe in good faith to be illegal discrimination, harassment or retaliatory and reports them pursuant to the procedures and policies set forth in this handbook.

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 their 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 termination.

### **1.4 Non-Discrimination and Anti-Harassment**

The Park District of Highland Park is committed to a work environment in which all individuals are treated with respect and dignity. Each individual has the right to work in a professional, inclusive and welcoming atmosphere that is free of discriminatory practices and actions, including harassment. Therefore, the District expects that all relationships among persons in the workplace will be values-focused, professional and friendly, and free of bullying and harassment of any kind – including but not limited to creating a hostile work environment or sexual harassment. Conduct prohibited by this policy is unacceptable in the workplace and in any work-related setting outside the workplace, such as business trips, professional conferences or training sessions, business meetings, and business-related social activities.



It is the responsibility of each and every employee to refrain from sexual and other harassment. The District will not tolerate sexual or any other type of harassment of or by employees, or any other person in an employee's work environment. Actions, words, jokes, or comments based on an individual's actual or perceived gender (including gender identity or expression), sex, race, color, national origin, citizenship status, ancestry, marital status, family responsibilities, reproductive choices, veteran status, genetic information, unfavorable discharge from military service or military status, age, religion, disability, sexual orientation, civil union partnership, order of protection status, pregnancy, childbirth, or a medical condition related to pregnancy or childbirth, or any other legally protected characteristic will not be tolerated.

This policy should not, and may not, be used as a basis for excluding or separating individuals because of their actual or perceived: gender (including gender identity or expression), sex, sexual orientation, civil union partnership, race, color, national origin, citizenship status, ancestry, marital status, family responsibilities, reproductive choices, veteran status, genetic information, unfavorable discharge from military service or military status, age, religion, disability, order of protection status, pregnancy, childbirth, or a medical condition related to pregnancy or childbirth, or any other protected characteristic, from participating in business or work-related social activities or discussions in order to avoid allegations of harassment. The law and policies of the District prohibit disparate treatment based on an individual's actual or perceived gender (including gender identity or expression), sex, sexual orientation, civil union partnership, race, color, national origin, citizenship status, ancestry, marital status, family responsibilities, reproductive choices, veteran status, genetic information, unfavorable discharge from military service or military status, age, religion, disability, order of protection status, pregnancy, childbirth, or a medical condition related to pregnancy or childbirth, or any other protected characteristic, with regard to terms, conditions, privileges and prerequisites of employment.

In addition to this Policy and the agency's EEO Policy, the District provides training on discrimination, harassment and retaliation to its employees at or near the time of hire and annually thereafter.

## **1.5 Definitions of Harassment**

Sexual Harassment may occur whenever there are unwelcome sexual advances, requests for sexual favors, or any other verbal, physical, or visual conduct of a sexual nature when:

- submission to the conduct is made either implicitly or explicitly a condition of the individual's employment;
- submission to or rejection of the conduct is used as the basis for an employment decision affecting the individual; or
- the harassment has the purpose or effect of interfering with the individual's work performance or creating an environment that is intimidating, hostile, or offensive to the individual.

Sexual harassment may include a range of subtle and not so subtle behaviors and may involve individuals of the same or different gender or sex. Depending on the circumstances, these behaviors may include, but are not limited to: unwanted sexual advances or requests for sexual favors; sexual jokes and innuendo; verbal abuse of a sexual nature; commentary about an individual's body, sexual prowess or sexual deficiencies; leering; catcalls or touching; insulting or obscene comments or gestures; display or circulation in the workplace of sexually suggestive

objects or pictures (including through e-mail); and other physical, verbal or visual conduct of a sexual nature.

**Hostile Work Environment** may occur when a workplace or work-related environment makes an employee feel uncomfortable, intimidated, or distressed due to unwelcome behaviors, comments, or actions. These behaviors are typically discriminatory or harassing and can be so severe and pervasive as to affect the employee's ability to perform their job. Examples may include:

- Verbal abuse or derogatory comments.
- Unwelcome jokes or slurs.
- Physical threats or intimidation.
- Display of offensive materials.

**Bullying** is defined as any gesture or written, verbal, graphic, or physical act, including electronically transmitted acts (i.e. cyberbullying), that is reasonably perceived as being dehumanizing, intimidating, hostile, humiliating, threatening, or is otherwise likely to evoke feelings of physical harm and/or emotional distress. It may or may not be motivated either by bias or prejudice based upon any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity, or expression; or a mental, physical, or sensory disability or impairment; or by any other distinguishing characteristic or is based upon association with another person who has or is perceived to have any distinguishing characteristic. Bullying, like other forms of aggressive and violent behavior, interferes with an employee's ability to perform their job. Staff is expected to refuse to tolerate bullying and to demonstrate behavior that is both respectful and civil to everyone, including, but not limited to, staff, customers, volunteers, community members, and the general public.

**Harassment on the basis of any other protected characteristic is also strictly prohibited.**

Under this policy, harassment is unwelcome verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of an individual's actual or perceived race, color, religion, gender (including gender identity or expression), sex, sexual orientation, civil union partnership, age, national origin, citizenship status, ancestry, marital status, family responsibilities, reproductive choices, veteran status, genetic information, unfavorable discharge from military service or military status, disability, order of protection status, pregnancy, childbirth, or a medical condition related to childbirth or pregnancy, or any other characteristic protected by law, or that of an individual's relatives, friends or associates, and that: (i) has the purpose or effect of creating an intimidating, hostile or offensive work environment; (ii) has the purpose or effect of unreasonably interfering with an individual's work performance; or (iii) otherwise adversely affects an individual's employment opportunities. Harassing conduct includes, but is not limited to: epithets, slurs or negative stereotyping; threatening, intimidating or hostile acts; denigrating jokes and display or circulation in the workplace of written or graphic material that denigrates or shows hostility or aversion toward an individual or group (including through e-mail).

Conduct prohibited by these policies is unacceptable in the workplace and in any work-related setting outside the workplace, such as during business trips, professional conferences, business meetings, business-related social events and any other location where the individual is assigned to perform their job duties.

Note: Any employee engaging in practices or conduct constituting sexual harassment, discrimination, harassment, or retaliation of any kind will be subject to disciplinary action, up to and including termination.

Bystander Support – Since bystander support of bullying can encourage these behaviors, the District prohibits both active and passive support for acts of bullying. Staff should encourage others not to be part of the problem; not to pass on the rumor or derogatory message; not to walk away from these acts when they see them; to constructively attempt to stop them; to report them to the designated authority; and to reach out in friendship to the target. When bystanders do report or cooperate in an investigation, they must be protected from retaliation with the same type of procedures used to respond to bullying. Any employee who experiences or witnesses an incident of bullying should promptly report the matter to their immediate supervisor. If the supervisor is unavailable or the employee believes it would be inappropriate to contact that person, the employee should immediately contact the Director of Human Resources or any other member of management. Employees can raise concerns and make reports without fear of reprisal.

Any Supervisor or Manager who becomes aware of possible bullying should promptly advise the Director of Human Resources or any member of management who will handle the matter in a timely and confidential manner. Anyone engaging in inappropriate behavior in the workplace will be subject to disciplinary action, up to and including termination. Individuals covered by this policy include all employees, elected/appointed officials, suppliers and vendors, and similar non-employees.

## **1.6 Retaliation is Prohibited**

The District prohibits retaliation against any individual because they report discrimination, harassment, or retaliation, participates in an investigation of such reports, and/or who files a charge of discrimination, harassment, or retaliation. Retaliation against an individual for reporting harassment, discrimination, or retaliation, for participating in an investigation of a claim of harassment, discrimination, or retaliation, or for filing a charge of discrimination, harassment, or retaliation is a serious violation of this policy and, like harassment or discrimination itself, will be subject to disciplinary action, up to and including termination.

In addition to the District's prohibition on retaliation, various state and federal laws prohibit retaliation for reports of discrimination, harassment, or retaliation. For instance, protections against retaliation exist under the Illinois Human Rights Act, and, depending on the circumstances, protections against retaliation may exist under the Illinois Whistleblower Act and/or the State Officials and Employee Ethics Act.

## **1.7 Complaint Reporting Procedure**

The District strongly urges the reporting of all incidents of discrimination, harassment, or retaliation, regardless of the offender's identity or position. This policy applies to all employees. Early reporting and intervention have proven to be the most effective method of resolving actual or perceived incidents of harassment, discrimination, or retaliation. Therefore, while no fixed reporting period has been established, the Park District strongly urges the prompt reporting of complaints or concerns so that rapid and constructive action can be taken. The availability of this reporting procedure does not preclude individuals who believe they are being subjected to

harassing, discriminatory, or retaliatory conduct from promptly advising the offender that the offender's behavior is unwelcome and requesting that it be discontinued. However, nothing in this policy will require individuals who believe they are being subjected to harassing, discriminatory, or retaliatory behavior to so advise the offender.

If you experience or witness harassment, discrimination, or retaliation of any kind, you should take the following steps to clearly communicate the issue to your immediate supervisor, your department head, Human Resources, and/or the Executive Director.

- **Direct Communications with Offender:** If there is harassing, discriminatory, or retaliatory behavior in the workplace, and if you feel comfortable doing so, you should directly and clearly express your objection to the offending person(s) regardless of whether the behavior is directed at you. If you are the harassed individual, and if you feel comfortable doing so, you should also clearly state that the conduct is unwelcome and the offending behavior must stop. However, you are not required to directly confront the person who is the source of your report, question, or complaint before notifying any of those individuals listed below.
- **In addition or in place of,** you should promptly report the offending behavior to your immediate supervisor, your department head, or Human Resources.
- **Report to Executive Director/President of the Board:** An individual may also report incidents of harassment, discrimination, or retaliation directly to the Executive Director. If your complaint alleges harassment, discrimination, or retaliation by the Executive Director you should immediately report the incident or incidents in writing directly to the President of the Board.

When an allegation of discrimination, harassment, or retaliation is reported, an investigation will be conducted within a prompt period of time and appropriate remedial action will be taken.

**Important Notice to All Employees: Individuals who have experienced conduct they believe is related to this policy have an obligation to take advantage of the complaint reporting procedure.**

## **1.8 Harassment Allegations Against Non-Employees/Third Parties**

If you make a complaint alleging harassment, discrimination, or retaliation against an agent, vendor, supplier, contractor, volunteer or person using District programs or facilities, the Executive Director (or their designee) will promptly investigate the incident(s) and determine the appropriate remedial action if any. The District will take reasonable efforts to protect you from further contact with such persons when warranted or will take other reasonable steps to remediate the situation.

## **1.9 Responsibility of Supervisors and Witnesses**

Any supervisory or managerial employee who becomes aware of any possible sexual or other harassment, discrimination, and/or retaliation of or by any individual should immediately advise the Human Resources Department who will investigate the conduct promptly and take prompt remedial action if the allegations are substantiated.

All individuals are encouraged to report incidents of harassment, discrimination, and retaliation, regardless of who the offender may be or whether or not you are the intended victim.

### **1.10 The Investigation**

Any reported allegations of harassment, discrimination, or retaliation will be investigated promptly and confidentially. The District will make every reasonable effort to conduct an investigation in a responsible and confidential manner. However, it is impossible to guarantee absolute confidentiality, as the District must be able to fully investigate and take prompt remedial action when necessary. The investigation may include individual interviews with the parties involved, and where necessary, with individuals who may have observed the alleged conduct or may have other knowledge relevant to the allegations. You must cooperate in any investigation of workplace wrongdoing or risk disciplinary action, up to and including termination of employment.

### **1.11 Remedial Action**

The District will take prompt remedial action in response to an instance where a policy violation has or may have occurred.

Appropriate responsive action for a substantiated complaint may include, by way of example only: training, referral to counseling, and/or disciplinary action (such as warning, reprimand, withholding of a promotion or pay increase, reassignment, temporary suspension without pay or termination of employment), as the District believes appropriate under the circumstances.

### **1.12 False and Frivolous Complaints**

Given the possibility of serious consequences for an individual accused of sexual or other harassment, discrimination, or retaliation, complaints made in bad faith or otherwise false and frivolous charges are considered severe misconduct and may result in disciplinary action, up to and including termination of employment.

### **1.13 Conclusion**

In summary, employees have a right to: be free from unlawful discrimination, harassment or retaliation in the workplace (see this Policy and the agency's EEO Policy); file a charge of discrimination, harassment or retaliation (see this Policy); and obtain reasonable accommodations, such as those based on pregnancy, childbirth, or medical conditions related to pregnancy or childbirth (see the District's ADA Policy and Pregnancy Accommodation Policy).

While we hope to be able to resolve any complaints of discrimination, harassment, or retaliation within the District, we acknowledge your right to contact the Illinois Department of Human Rights (IDHR) at the 555 W Monroe St Ste 700, Chicago, IL 60661, about filing a formal complaint. The IDHR also has a reporting hotline, which includes a method for the intake of anonymous phone calls regarding allegations of sexual harassment. If the IDHR determines that there is sufficient evidence of harassment to proceed further, it will file a complaint with the Illinois Human Rights Commission (HRC), located at the same address on the fifth floor or the Equal Employment Opportunity Commission located at 230 S. Dearborn St., Suite 1866,

Chicago, IL 60604. If the IDHR does not complete its investigation within 365 days, you may file a complaint directly with the HRC between the 365th and the 395th day.

## **1.14 Disability & Pregnancy Accommodation**

The District makes reasonable accommodations when necessary for all employees and/or applicants with disabilities and/or are affected by pregnancy, childbirth, or medical conditions related to pregnancy or childbirth, or reproductive health decisions, provided the individual is otherwise qualified to perform the essential functions of the job.

The District prohibits discrimination on the basis of pregnancy, medical conditions related to pregnancy or childbirth or disability, or reproductive health decisions. Therefore, the District will not refuse to hire, segregate, or take any other employment action with respect to recruitment, hiring, promotion, renewal of employment, selection for training or apprenticeship, termination, discipline, tenure or the terms, privileges or conditions of employment on the basis of pregnancy or disability, or reproductive health decisions.

The District will not require an employee affected by pregnancy or other disability to take a leave of absence (against the employee's wishes) if another reasonable accommodation can be provided to the known medical conditions related to the disability, pregnancy, reproductive health decisions or childbirth of that employee. Further, the District will not fail or refuse to reinstate an employee affected by pregnancy, reproductive health decisions or other disability to their original job or to an equivalent position with equivalent pay, seniority, and benefits upon their signifying their intent to return to work or when the need for reasonable accommodation ceases, unless the District can demonstrate that the accommodation would impose an undue hardship on the District's operations.

The District may request documentation from an employee's health care provider concerning the need for the requested reasonable accommodation(s), the medical justification for the requested accommodation(s); a description of the reasonable accommodation(s) that is medically advisable; the date the reasonable accommodation(s) became (or will become) medically advisable; and the probable duration of the reasonable accommodation(s). The District may deny an accommodation if it imposes an undue hardship.

Employees and/or applicants are encouraged to discuss their need for a reasonable accommodation with the Human Resources Department.

## **Section 2 - General Employment Policies**

### **2.1 Introductory Employment Period**

During the first three (3) months of employment with the Park District (the “introductory period”), all employees are classified as Introductory Employees for purposes of orientation, evaluation, and training. Introductory Employees may also include current employees who are beginning a new position. Completion of the introductory period does not change the employee’s status as an at-will employee. Employment with the District is not for any specific time and may be terminated at will, with or without cause, and without prior notice from the employer or employee.

The introductory employment period gives the employee’s supervisor a reasonable period of time to evaluate the employee’s performance, including determining they meet the required standards and expectations of the position they have been offered as outlined in the position’s job description. The employee may be terminated at any time during this period if the supervisor concludes that they are not progressing or performing satisfactorily. Under appropriate circumstances, the introductory period may be extended.

At the end of the introductory employment period, the employee and their supervisor may discuss performance or the supervisor may provide a formal performance review for the employee. Provided job performance meets the expectations of the District at the end of the introductory employment period, the employee will continue in our employment.

Any significant absence will automatically extend an introductory period by the length of the absence. If the supervisor determines that the designated introductory period does not allow sufficient time to thoroughly evaluate the employee’s performance, the introductory period may be extended. The employee will be notified by their supervisor of any extension of the introductory period.

### **2.2 New Hire Reporting**

The Park District will submit information on newly hired or rehired employees to the Illinois Department of Employment Security (IDES). The New Hire Reporting Program is part of the federal welfare reform law and includes increased efforts to locate parents who are not supporting their children. In addition, new hire reporting assists in reducing fraudulent unemployment and worker’s compensation payments. In Illinois, IDES has the responsibility for obtaining the information.

### **2.3 Employment Eligibility Verification**

In compliance with the Immigration Reform and Control Act of 1986, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present acceptable documentation establishing identity and employment eligibility. Former employees who are re-hired must also complete the form if they have not furnished an I-9 to the District within the past three (3) years, or if their previous I-9 is no longer retained or valid.

## **2.4 Pre-employment Medical Screening**

To help ensure that employees are able to perform their duties safely, medical examinations that include a drug screening test may be required for certain positions. As a final prerequisite in the District's employment selection process, persons otherwise offered a job position with the District will be required to undertake medical screenings, as outlined below. Examinations will be performed at the District's expense by a health professional of the District's choice. The medical examination will help determine whether the applicant can perform the "essential functions" of the job being sought, with or without reasonable accommodation, in compliance with the American with Disabilities Act (ADA). The offer of employment is contingent upon the results of the examination.

All labor-intensive positions – Completion of a medical examination and drug screening.

Full-time, non-labor-intensive positions – Completion of a drug screening.

## **2.5 Recruitment and Hiring of Certified/Professionally Trained Staff**

The Park District encourages employees to enhance their knowledge and skills and to network with other professionals. To maintain a professional workforce with values-driven services, the Park District focuses its recruitment and hiring on certified and professionally-trained employees based on the qualifications of each position. Recruitment and selection of management emphasizes this in a non-discriminatory manner.

## **2.6 Criminal Background Check**

The Park District of Highland Park will conduct criminal background checks on employees, applicants and volunteers in an effort to foster a safe and secure environment for children and the public as a whole and in keeping with the legal requirements established by the Park District Code Section 8-23 of the State of Illinois.

Any person applying for a position with the Park District or applying to be a volunteer must complete and sign a Criminal Background Check Release Form. Persons refusing to sign the request form will be removed from consideration for a position with the Park District, or if already employed or used as a volunteer by the Park District, will be immediately terminated or removed from the volunteer position. Criminal background checks will be initiated prior to an applicant's first day of work. The Park District reserves the right to conduct additional criminal background checks at any time throughout the course of an employee's employment, including conducting criminal background checks annually on returning seasonal employees. If the results of the criminal background check are received after an employee has begun work, the Park District reserves the right to terminate or limit employment opportunities depending on the results, in compliance with federal, state and local laws. The results of the criminal background checks will be kept strictly confidential by the Human Resources Department.

If an employee receives a conviction of an offense during their employment that may prohibit their continued employment based on state statute it is the employee's responsibility to inform their immediate Supervisor or the Director of Human Resources.



## **2.7 Child Labor Rules**

The Park District generally only hires employees who are 16 years of age or older. The Park District does offer employment for minors aged 15, for specific seasonal job positions with work hours offered during the late spring and summer months. Prospective employees age 15 are required to provide an Illinois Department of Labor Employment Certificate (work permit) prior to consideration for employment. The Employment Certificate must be stored in the employee's personnel file. The Employment Certificates are issued by schools or a duly authorized agent. The Human Resources Department has the discretion to determine employment in this area in coordination with the Executive Director or their designee.

## **2.8 Voluntary and Required Trainings**

All employees at the Park District of Highland Park, regardless of their job position or tenure, may be required to attend certain trainings. The purpose of this policy is to ensure that all employees receive the necessary training to perform their job functions effectively, comply with legal and regulatory requirements, and contribute to the overall success of the Park District. Training is essential for maintaining a knowledgeable, skilled, and extraordinary workforce. For questions on training requirements, contact the Human Resources Department.

Required training programs, as specified by the Park District, may include but are not limited to:

- Employee Orientation – Every new employee is required to attend an employee orientation session at the start of their new employment before reporting to their worksite. The employee orientation is conducted by Human Resources.
- Anti-harassment Training
- Safety and Compliance Training
- Department of Child and Family Services (DCFS) Mandated Reporter Training
- Job-Specific Skills Training
- Data Protection and Privacy Training
- Diversity, Equity and Inclusion Training
- Professional Development Courses

Required Training – All employees must complete designated required or mandatory training programs within the timeframes specified by the Park District. If required training is not completed within the specified timeframes, the employee may be subject to discipline up to and including termination.

Training requirements will be communicated to employees via email, the Park District internal training portal, or other official channels. Employees will be given a reasonable amount of time to complete required training. Specific deadlines will be communicated clearly for each training program. Employees will be paid for all time spent in required training. Employees who elect to take voluntary training are not compensable, but employees may be able to be reimbursed for the cost of any training. Employees should contact Human Resources for more information.

## **2.9 Mandatory Reporting of Child Abuse and Neglect**

Certain employees of the Park District of Highland Park are considered a “mandated reporter” in compliance with the Illinois Abused and Neglected Child Reporting Act. Education and training

of employees in recognizing basic types of child maltreatment and reporting will be provided on a routine basis.

Park District positions considered a “mandated reporter” at the District include:

- any position classified within the Recreation Department.
- the designated Risk Management position.
- any other employee who routinely works directly with someone under 18 years of age.

All employees must immediately notify the District’s Compliance and Risk Manager or their immediate supervisor any time there is reasonable cause to believe a child may be abused or neglected. For detailed information on timely and accurate documentation and reporting, reference the District’s Mandated Reporting Procedure.

All employees are also encouraged to report suspected abuse of elders when an employee believes that the elder individual is not capable of reporting the suspected abuse themselves.

## **2.10 Employee Data Changes**

It is the responsibility of each employee to manage the accuracy of their personnel data on file with the District. This includes, but is not limited to personal mailing addresses, phone number(s), legal name, social security number, and individuals to be contacted in the event of an emergency. Maintain your personnel data on your Employee Self Service account (currently Paycom).

## **2.11 Access to Personnel Files**

The District maintains a personnel file on each employee. The personnel files include such information as the employee’s job application, resume, records of training, documentation of performance and salary increases and other employment records. In accordance with the Illinois Personnel Record Review Act, employees who wish to review their own file should contact the Human Resources Department. Employees may review their own personnel files in the district’s offices and in the presence of the Director of Human Resources or an individual appointed by the district to maintain the files or the district shall, upon the employee’s written request, email or mail a copy of the requested record. The employee may make a request for review up to two (2) times in a calendar year when requests are made at reasonable intervals.

## **2.12 Employee Records Confidentiality**

The Park District Park is committed to safeguarding personal employee information in its possession to ensure the confidentiality of the information. Personal employee information is considered confidential and as such will be shared only as required and with those who have a need to have access to such information. Personal information collected by the District includes, but is not limited to, employee names, addresses, telephone numbers, e-mail addresses, emergency contact information, medical information, social security numbers, date of birth, employment eligibility data, benefits plan enrollment information, which may include dependent personal information, and school/college or certification credentials. Participants in District

benefit plans should be aware that personal information will be shared with plan providers as required for their claims handling or record keeping needs.

Personal employee information maintained electronically will be safeguarded, with access granted only to those with a legitimate need. Certain records, such as medical records, will be maintained separate from general personnel records whether maintained electronically or hard copy.

If an employee becomes aware of a material breach in maintaining the confidentiality of employee personal information, the employee should report the incident to the Human Resources Department. The Human Resources Department has the responsibility to investigate the incident and take corrective action.

### **2.13 Employment Reference Checks**

Current and Former Employees – All reference requests should be sent to Human Resources. Typically, the District only verifies dates of employment and positions held. If a former or current employee is requesting a personal reference, it must be approved by Human Resources.

### **2.14 Internship Program**

The Park District believes that on-the-job training is a valuable experience for students and allows students to entertain Parks and Recreation as a professional field. The internship program is broadly designed with no permanent assignment made for the student prior to starting an internship. The student will gain hands-on experience in many aspects of Park District operations. All interns will be treated as seasonal employees. Internship program proposals must include a specific time period, goal for the intern, value to the Park District, and must be coordinated through the appropriate Department Head.

To plan an individualized program geared toward the needs of the student and their professional development, the following items should be provided by the student:

- College/university internship outline and expectations
- Student's internship goals
- Listing of professional strengths and opportunities for improvement

General areas that may be covered during the internship may include, budget and fiscal management, facility management, Park Board relationship and responsibilities, park maintenance, golf course maintenance, public relations and marketing, recreation programming, special events or special projects planning, strategic planning, and staff management.

### **2.15 Working in More Than One Department**

Full-time and Part-Time Regular employees may only hold one job position at the District. The District generally hires all employees for a specific position in a department. Part-Time IMRF, Part-Time, and seasonal employees may be able to work another position in another department provided it does not compromise in any manner the employee's primary job at the District, and the employee receives advance permission from the employee's immediate supervisor. The District may subsequently revoke permission, however, if it determines in its sole discretion that

such an additional job adversely interferes with an employee's primary job or for any other business reason. It is the responsibility of each supervisor to communicate with one another in order to ensure the employee's hours are staying within the employee's employment classification.

## **2.16 Personal Relationships at Work**

The Park District strives to provide a work environment that is respectful and productive. This policy establishes rules for the conduct of personal relationships between employees in an attempt to prevent conflicts and maintain a comfortable and values-driven workplace. A "personal relationship" is defined as a relationship between individuals who have or have had a continuing relationship outside of work, whether it be of a romantic or intimate nature or an immediate family member. Immediate family member is defined as spouse, children, parents, grandparents, grandchildren, brothers, sisters, stepfamily members, and in-law members.

The Park District reserves the right to take prompt action if an actual or potential conflict of interest arises concerning individuals who engage in a personal relationship that may affect the terms and conditions of employment. Employees in leadership or supervisory positions are prohibited from supervising an employee with whom they have a personal relationship. Supervisory employees are also prohibited from forming a personal relationship with subordinate employees and may be disciplined for such actions, up to and including termination of employment.

When a conflict or the potential for conflict arises because of a personal relationship between employees, even if there is no line of authority or reporting involved, the employees may be separated by reassignment or terminated from employment. If such a personal relationship between employees develops, it is the responsibility and obligation of the employees involved to disclose the existence of the relationship to their immediate supervisor or the department head, so a need for reassignment can be assessed. Any employee who feels they have been treated unfairly as a result, or who believes this guideline is not being adhered to, should report it to their immediate supervisor or to the Human Resources Department.

Employee Relation to Park Board Commissioner – The immediate family member of a current Park Board Commissioner may not be employed as a full-time employee if that Commissioner serves on the Board or any Committee, unless the employee is already a current, full-time employee at the time the Park Board Commissioner is elected.

## **2.17 Outside Employment**

If a full-time employee secures employment outside of their job with the District, they must inform their Department Head. If it appears, in the sole discretion of a Department Head or Executive Director or their designee, that the outside employment presents a possible conflict of interest or interferes with fulfilling job responsibilities at the District, the Department Head and/or Executive Director can require employees to quit their outside employment or to resign from the District if unwilling to quit their outside employment. No employee may work for another employer when they are scheduled or requested to work for the District. Failure to terminate outside employment when so directed by a Department Head and/or Executive Director or their designee may be cause for disciplinary action, up to and including termination.

## **2.18 Performance Evaluation**

The District has a formal performance management system designed for full-time employees to focus on growth and development. The system is designed to provide the employee with continuous guidance, coaching and support by focusing on accomplishments, goal-setting and attainment, and continuous feedback on objectives. Performance management assists the Park District in making staffing decisions related to such matters as promotions, transfers, demotions, terminations and salary adjustments.

Full-time employees will normally be evaluated after their new employee introductory period.

All employees, full-time, part-time, and seasonal, will normally receive a formal, written performance evaluation once annually. If an employee's job responsibilities change substantially at any time after the annual evaluation, however, another may be performed before the next annual evaluation. Formal evaluations generally will be conducted by your immediate supervisor on a pre-determined annual schedule as set forth by Human Resources.

## Section 3 - Payroll and Recording of Hours Worked

### 3.1 Payroll

*This chapter is where you find details on how you get paid. We know how important it is.*

Pay Periods – Pay periods for all employees are bi-weekly, with payday on Friday, for a total of twenty-six (26) pay periods per year. The payroll period is fourteen (14) days in length (two full weeks) and begins on a Saturday at midnight and ends midnight on Friday. Paychecks for each payroll period are issued the following Friday with earnings for all hours worked paid in that pay period. If payday is a Park District-recognized holiday, employees will be paid on the preceding working day.

Payroll Deductions – Automatic payroll deductions will be made from each employee's paycheck for federal and state income tax purposes and social security, IMRF contributions as applicable and any other item ordered by a court or required by applicable law. Voluntary deductions may be made for various elective programs or benefits. It is the employee's responsibility to monitor the actual amount being withheld. Eligible employees may voluntarily authorize deductions from their paychecks to cover the costs of participation in these programs. If an employee believes their pay has been improperly reduced or if there are questions concerning why paycheck deductions were made or how they were calculated, the employee should contact their immediate supervisor or Human Resources. If the deduction was in fact improper, the Park District will correct the error on the next paycheck or as promptly as possible. Please contact Human Resources for information on payroll deductions. An employee's authorization will be required for any payroll deduction not required by law.

Direct Deposit – For your convenience, direct deposit is encouraged for all employees. Direct deposit allows employees to receive their payroll funds deposited directly to their bank or checking account of choice. Employees can enroll themselves in direct deposit from their employee self-service application on the District's Human Resources Information System (currently Paycom).

Distribution of Physical Paychecks – Paychecks will be available for pickup at the West Ridge Center, 636 Ridge Road, Highland Park IL, 60035, in the Administrative Offices on Friday paydays until 3:00 p.m. Unclaimed physical paychecks will be placed in the mail on Friday afternoon. When a Friday payday is a District holiday, physical paychecks will be mailed.

Pay Corrections – The District takes all reasonable steps to ensure that employees receive the correct amount of pay in each paycheck and that employees are paid promptly on the scheduled payday. In the event that there is an error in the amount of pay, the employee should promptly bring the discrepancy to the attention of their immediate Supervisor. Retroactive pay corrections will be calculated and provided on the next available pay period pending employee acknowledgement of retroactive pay corrections.

Pay Advances – The Park District does not provide any pay advances to employees.

Replacement Payroll Funds – It is an employee's responsibility to manage the accuracy of their direct deposit account information on file or to responsibly handle issued payroll checks. In the case where an employee needs replacement pay for funds not received, in instances like direct

deposit failures or bounce backs, lost payroll checks, or a stale check, the employee must contact their immediate supervisor or Human Resources to request replacement funds. Human Resources will re-issue funds to the employee in the form of a paper check. A delay in reissuance may occur as the District must confirm that initial funds have not been paid prior to reissuance. The District is charged a fee for direct deposit bounce back and for processing stop payment for lost checks. The District may request that an employee pay a replacement fee of up to \$30.00, up to or equal to the cost to the District, following the first reissuance for the same employee. This charge will be deducted from the employee's replacement check or a future payroll check, with prior written authorization from the employee, if the replacement check funds are less than the replacement fee.

### **3.2 Salary Basis Policy**

It is the District's policy to comply with the salary basis requirements of the law. Deductions from pay are permissible when a salaried exempt employee is absent from work for one or more full days for personal reasons other than sickness or disability; for absences of one or more full days due to sickness or disability if the deduction is made in accordance with a bona fide plan, policy or practice of providing compensation for salary lost due to illness; to offset amounts employees receive as jury or witness fees, or for military pay; for penalties imposed in good faith for infractions of safety rules of major significance, or for unpaid disciplinary suspensions of one or more full days imposed in good faith for workplace conduct rule infractions. Also, an employer is not required to pay the full salary in the initial or terminal week of employment, or for weeks in which an exempt employee takes unpaid leave under the Family and Medical Leave Act. In these circumstances, either partial day or full day deductions may be made.

If you believe that an improper deduction has been made to your salary, you should immediately report this information to Human Resources.

Reports of improper deductions will be promptly investigated. If it is determined that an improper deduction has occurred, you will be promptly reimbursed for any improper deduction made.

### **3.3 Overtime**

Non-exempt employees may be scheduled to work overtime hours when operationally needed. Non-exempt employees who work in excess of forty (40) hours in a workweek, 12:00 a.m. Saturday through 11:59 p.m. Friday, will be paid at the rate of one and one-half times their regular rate of pay for all time worked over forty (40) hours.

Notification/Scheduling – When possible, advance notification of overtime assignments will be provided. Overtime assignments will be distributed as equitably as practical to all employees qualified to perform the required work. Failure to work scheduled overtime may result in disciplinary action, up to and including termination.

Approval of Overtime – All non-exempt employees must receive their immediate supervisor's authorization before overtime work is performed. Although this time worked, whether authorized or not, must and will be compensated, failure to obtain permission prior to working overtime may result in disciplinary action, up to and including termination.

Paid time off for sick, vacation, paid time off (PTO), and holiday and floating holidays similarly will not be considered hours worked for purposes of overtime calculations. Time off for any leave of absence will not be considered hours worked for purposes of overtime calculations.

### **3.4 Work Schedules**

The working hours and workweek of all District employees are subject to the financial and staffing requirements of the District and may be set at the sole discretion of the District. Due to the nature of their responsibilities, exempt employees will often work irregular schedules.

Generally, absent emergencies, every non-exempt employee will be allowed at least twenty-four (24) hours of consecutive rest in each calendar week.

Any change in work schedules or exchange of work periods among employees may not be made without the prior approval of the immediate supervisor.

Flexible Scheduling – In an effort to promote work/life balance, the District will consider requests for a working schedule outside regular administrative hours (8:30 a.m. - 5:00 p.m.) when feasible for both the Department and employee. Flexible schedules must be requested in writing by the employee and approved by the employee's immediate Supervisor and Department Head. Flexible schedules may not change without re-approval as continuity with work schedules is needed to ensure proper department coverage and operational consistency. Not all positions are suitable for a flexible schedule. Approval will be based on the employee's position.

### **3.5 Recording of Hours Worked**

All non-exempt employees are required to maintain an accurate and legible record of all hours worked. Time worked is all of the time actually spent on the job performing assigned duties. These time records, which must be approved by your immediate Supervisor, are the basis for your paycheck calculation. Time is computed to the nearest quarter of an hour (fifteen (15) minutes). If an employee forgets to clock in or out for hours worked, they must make every effort to correct their timecard within the same pay period. If the pay period is complete, then an employee must notify their immediate Supervisor, so the time may be retroactive corrected and paid to the employee.

Exempt employees are required to accurately record attendance and benefit use time.

Employees who intentionally falsify time records and supervisors who knowingly approve falsified time records are subject to disciplinary action, up to and including termination. Furthermore, altering, falsifying, or tampering with time records or recording time on another employee's time record may result in disciplinary action, up to and including termination.

### **3.6 Rest Periods**

Unpaid Meal Period (Lunch Break) – All non-exempt employees are provided with one, thirty (30)-minute unpaid meal period during each workday of 7.5 hours or more, which must begin no more than five (5) hours after the start of their shift. Employees who work twelve (12) or more consecutive hours in a workday will receive an additional unpaid thirty (30)-minute meal period. Supervisors will schedule meal periods to accommodate operating requirements.



Non-exempt employees will be relieved of all active responsibilities and restrictions during meal periods. If an employee is unable to take their meal period as scheduled due to operating needs, or if an employee’s meal period is interrupted, the employee should inform their immediate Supervisor. Non-exempt employees must clock out at the start of their meal period and must clock back in at the conclusion of the meal period. Non-exempt staff holding certain safety sensitive positions with the District, such as lifeguards and camp counselors, that are unable to be fully relieved of work-related responsibilities may be paid for their meal periods.

Paid Rest Breaks – All non-exempt employees are entitled to the following fifteen (15)-minute paid rest breaks, in addition to required unpaid meal periods, when it is feasible to do so based on operational needs.

<b>Consecutive Hours Worked</b>	<b>Paid Rest Breaks (as operationally feasible)</b>	<b>Unpaid Meal Periods (required)</b>
<b>At least 4 and less than 7.5</b>	1	0
<b>At least 7.5 and less than 12</b>	2	1
<b>12 or more</b>	2	2
<b>16.5 or more</b>	3	3

During paid rest breaks, employees are not permitted to leave the work site and should be accessible by phone or other communication device. Employees may combine a paid break with an unpaid meal period; however, employees may only be offsite for a maximum of thirty (30) minutes and must still clock out and in for their unpaid meal period. If an employee needs more than thirty (30) consecutive minutes off-site, they may request supervisor approval and, if granted, any additional time off-site will be unpaid and the employee will be expected to make up that time at the end of the day or use available paid time off benefits to supplement missed work hours. Alternatively, employees may combine the day’s rest breaks to create one paid rest break of a longer duration. Employees may not, however, use their rest breaks at the beginning or end of the day to provide for a later start or early end of the scheduled workday.

Paid rest breaks are not mandatory and are granted at the discretion of the supervisor, depending on the volume of work and operational needs of the District. Management has full intent to provide these paid rest breaks, however, operational needs may result in paid rest breaks being limited or unavailable from time to time. Non-exempt employees must take the paid rest breaks only at the times scheduled by their supervisor.

### **3.7 Nursing Parent**

The Park District will provide nursing parents reasonable paid break times as needed for the purpose of expressing breast milk for their infant child during the first year after the child’s birth. The paid break time may run concurrently with any break time that is already provided to the nursing parent or be in addition to such break time. If the need arises for a nursing parent to express breast milk past the child’s first year after birth, the employee may request approval for an extension to the Human Resources Department. The Park District will make reasonable efforts to provide a room or location, other than a bathroom, near the employee’s work area, for the nursing parent to express milk in privacy.

## **Section 4 - Employee Conduct**

As an employee of the Park District, we want you to embrace the District's values and act in a Welcoming, Caring, and Extraordinary manner when working together as a team with your co-workers and when interacting with the community using our recreational programs and facilities. We expect you to act in a friendly, collaborative, and professional manner while at work. Park District employees are expected to demonstrate the highest standards of personal and professional integrity, honesty, and responsibility in the performance of their duties. Employees are expected to recognize and be accountable for their responsibilities as employees in a public sector. Employees are expected to treat Park District patrons and their fellow employees honestly, fairly, and courteously. The policies in this section have been prepared to serve as a guide for employee conduct while acting on behalf of the Park District. These rules are designed to promote orderly, safe, and efficient operations.

### **4.1 Attendance and Punctuality**

In order to offer extraordinary services, employees must demonstrate accountability and adhere to their work schedule. Reliability, punctuality, and dependability are essential for every job. Absenteeism and tardiness are expensive, disruptive, and place an unfair burden on other employees and an employee's immediate supervisor. Accordingly, it is imperative that each employee report to work regularly, promptly and be ready to perform the assigned duties at the beginning of the workday, and that each employee remain at work during working hours.

In instances when employees cannot avoid being late to work or are unable to work as scheduled, they must notify their immediate Supervisor as soon as possible. Even when notice of an employee's absence or tardiness is provided, continued irregular attendance or excessive absenteeism or tardiness, as determined in the sole discretion of the Park District, constitutes unsatisfactory performance and will subject you to disciplinary action, up to and including termination. If you fail to report to work on three (3) consecutive working days without notifying any supervisor, you will be considered to have voluntarily abandoned your employment with the Park District and, for that reason, you will be terminated unless unusual circumstances exist to justify your failure to inform the Park District.

In reviewing an employee's attendance record, all absences will be considered, unless an employee is on an approved leave of absence.

### **4.2 Personal Appearance and Fragrance**

The District requires employees maintain a neat, clean and hygienic appearance that is appropriate for the workplace and for the work being performed. The District recognizes the importance of individuality and self-expression and makes reasonable accommodations for dress or grooming related to employee's religion, sex, race, ethnicity, disability, sexual orientation, gender identity or expression.

Supervisors can require any department-specific workplace attire and grooming guidelines. Certain employees may be required to meet special dress standards, such as wearing uniforms or protective clothing, depending on the nature of their job. Any employee who does not meet these standards may be asked to leave the premises to change their clothing. Employees will not be

compensated for any work time missed because of failure to comply with designated workplace attire and grooming standards.

We ask all employees to be mindful of scents and fragrances, such as scented candles, plug-ins, deodorant, perfume, and cologne, as some people may have sensitivity or allergic reactions to various scents or products. If a scent, fragrance, or product used by an employee is having a negative effect on others in the working environment, the District will engage in an interactive process with the employee in an attempt to find a mutually agreeable resolution; however, the District reserves the right to prohibit certain scents, products, or fragrances to ensure a positive working environment for all staff, visitors, customers, and the public.

Any employee with a concern about scents, fragrances, personal appearance or appropriate work attire should contact their immediate Supervisor or the Human Resources Department.

### **4.3 Inclusion Code of Conduct**

The Park District is dedicated to creating an inclusive work environment for everyone. We embrace and celebrate the unique experiences, perspectives and cultural backgrounds that each employee brings to the District. We strive to foster an environment where our employees feel respected, valued and empowered, and our team members are at the forefront in helping us promote and sustain an inclusive workplace.

The Park District of Highland Park is committed to taking the following actions in support of an inclusive workplace:

- Provide ongoing education and training to all employees on diversity, equity and inclusion topics.
- Support the creation and operation of a diversity, equity and inclusion committee or sub-committee comprising employees from all levels of the District.
- Provide all employees with a safe avenue to voice concerns regarding diversity, equity and inclusion in our workplace.
- Support flexible work arrangements that accommodate the different needs of all employees where operationally feasible.
- Conduct periodic employee surveys and focus groups to identify the areas where the District supports inclusive practices, as well as where there is room for growth.

Code of Conduct – All Park District of Highland Park employees are also expected to support an inclusive workplace by adhering to the following conduct standards:

- Treat others with dignity and respect at all times, while not limiting the ability of employees to organize and engage in protected concerted activity regarding the terms and conditions of employment.
- Address and report inappropriate behavior and comments that are discriminatory, harassing, abusive, offensive or unwelcome.
- Foster teamwork and employee participation, encouraging the representation of different employee perspectives.
- Seek out insights from employees with different experiences, perspectives and backgrounds.
- Avoid slang or idioms that might not translate across cultures.

- Support flexible work arrangements for co-workers with different needs, abilities and/or obligations.
- Confront the decisions or behaviors of others that are based on conscious or unconscious biases.
- Be open-minded and listen when given constructive feedback regarding others' perception of your conduct.

Violations – Employees are expected to report incidents that violate the inclusion code of conduct by contacting their immediate Supervisor or the Human Resources Department. Employees who violate the District's inclusion code of conduct expectations, which reinforces the District's Non-Discrimination and Anti-Harassment Policy, will face disciplinary action. Possible consequences include additional training, verbal and written warnings, suspension and termination of employment.

#### **4.4 Standards of Conduct**

The Park District is responsible for providing a safe, secure, and productive work environment. The purpose of these standards is to encourage a respectful and cooperative atmosphere where employees can feel comfortable and perform well. When an employee's job performance, attitude or conduct falls short of our standards, the Park District will take appropriate action. You may be warned, suspended, and/or terminated whenever it is determined, in the Park District's sole discretion, to be in its best interests.

Though it is not possible to list all forms of behavior that are unacceptable in the workplace, the following are examples of behavior that would be considered inappropriate conduct at the District. Such behavior may result in disciplinary action, up to and including termination. This list is not intended to be exhaustive:

- Failure to adhere to Park District policies and/or procedures including without limitation safety policies, ordinances and procedures.
- Insubordination
- Uncooperative, hostile or discourteous attitude or conduct toward your co-workers or members of the public.
- Absence from duty without permission, habitual tardiness, excessive absenteeism, or misrepresentation of material facts relating to the use of leave.
- Falsifying or tampering with timekeeping records.
- Leaving your job during working hours without permission.
- Extending meal periods/lunch and/or not taking meal periods/lunch at scheduled times.
- Sleeping on duty.
- Violation of employee policies as outlined in this handbook including the Non-Discrimination & Anti-Harassment Policy, Drug and Alcohol Policy and Violence in the Workplace.
- Inefficient, incompetent, negligent, or otherwise unsatisfactory performance of duties; inability or failure to perform duties properly, including following the reasonable directive from your supervisor.
- Being wasteful of or the willful destruction of Park District supplies, materials, vehicles, equipment, tools, working time or other Park District property.

- Gambling on duty.
- Unauthorized use of telephones, mail system, computers, Internet, or other District-owned equipment.
- Failure to cooperate in an investigation of criminal or other misconduct.
- Possession of dangerous or unauthorized materials, such as explosives or firearms, in the workplace.
- Failure to wear uniform, appropriate clothing or safety equipment (e.g., safety shoes, glasses, goggles and/or face shield) as required by this handbook and/or department rules and/or procedures.
- Endangering one's safety and/or safety of others because of failure to act properly and safely in the performance of job duties.
- Failing to report an accident or known hazardous conditions to your immediate Supervisor.
- Being in possession of or under the influence of intoxicants or illegal drugs while on duty, on Park District property, while operating Park District vehicles or equipment or failing to notify the Park District that you are taking legal drugs when such notice is required.
- Theft, misappropriation or the careless, negligent or improper use of funds or property belonging to the Park District, fellow employees or the public.
- False information on any expense account sheet or on any insurance claim submitted under the Park District's health care benefits or workers' compensation benefits program.
- Embezzlement or stealing of Park District funds, including but not limited to, stealing money from a Park District account, stealing postage, or unlawful use of telephone privileges.
- Possession of weapons while on duty.
- Convicted of a felony related to the job.
- Failure to maintain a valid driver's license or other license or certification which may be required for your position.
- Smoking in restricted areas.
- Dishonesty: lying to Park District employees or falsifying or providing misleading information on forms, records or reports provided to or on behalf of the Park District, including without limitation, accident reports, employment applications/resumes, financial reports, reimbursement reports and/or departmental reports.
- Unauthorized possession, use or copying of any confidential information.
- Failure to follow any local, State, Federal, or Park District law, rule, or regulation, or engaging in criminal activity while on duty or while in/on Park District property.

## **4.5 Violence in the Workplace**

The Park District of Highland Park prohibits workplace violence, or the threat of violence, by any of its employees, residents, patrons, or general public, and/or anyone who conducts business with the Park District. It is the intent of the Park District to provide a workplace that is free from intimidation, threats or violent acts.

Workplace violence includes, but is not limited to threats, physical attack, or property damage. A threat is the expression of intent to cause physical or mental harm regardless of whether or not the person making the threat has the present ability to carry out the threat and regardless of

whether the threat is contingent, conditional, or future. Physical attack is unwarranted, as is hostile physical contact with another person such as hitting, fighting, pushing, shoving, or throwing objects. Property damage is intentional damage to property, which includes property owned by the Park District, employees or others.

This list of behaviors, while not inclusive, provides examples of conduct that is prohibited.

- Physical fighting, including pushing, shoving, hitting, spitting, tripping, or in any way deliberately hurting a co-worker, customer, supplier, vendor, or visitor.
- Making threatening remarks, verbal or in writing, that indicates intent to hurt a co-worker, customer, supplier, vendor, or visitor.
- Aggressive or hostile behavior that creates a reasonable fear of injury to another person or subjects another individual to emotional distress.
- Intentionally damaging employer property, property of another employee, or property of the public.
- Possession of a weapon while on District property or while on District business.
- Committing acts motivated by, or related to, sexual harassment or domestic violence.

Reporting Threats – Each incident of violent behavior, whether the incident is committed by another employee or an external individual must be reported to the Human Resources Department. The Human Resources Department will investigate and determine the appropriate action to be taken if there is uncertainty in the violence that may have occurred. If investigation is needed, an employee may be placed on a paid or unpaid suspension during the investigation. In critical incidents in which serious threat or injury occurs, emergency responders such as Police or Fire/Paramedic personnel must be notified immediately.

No Retaliation – Any employee who acts in good faith by reporting real or implied violent behavior will not be subjected to any form of retaliation or harassment. Any action of this type resulting from a report of violence must be reported to the Human Resource Department for investigation and decision regarding proper action.

## **4.6 Transgender Employees**

This policy is designed to create a safe, inclusive working environment in which staff can be honest and open about who they are. It will act as a guideline; each situation that occurs will need to be evaluated on a case-by-case basis. It is the District's policy to treat all of its employees with dignity and respect, and to provide a workplace that is free of discrimination and harassment whether that discrimination and harassment is based upon gender identity, gender expression, gender change, gender orientation, gender stereotyping, or transgender status. All District employees are expected to conduct themselves in the workplace in such a manner that is consistent with their obligation to maintain a work environment that is free of discrimination and harassment, including discrimination and harassment that is based upon gender identity or perceived gender non-conformity.

Names/Pronouns – Employees should be addressed by a name and pronoun that corresponds to how the employee wants to be referred to. This name does not need to be the name under which the person is employed. Intentional or persistent refusal to respect an individual's gender identity through the use of names and pronouns not correlated with the affirmed gender is a violation of this policy and may lead to disciplinary action, up to and including termination.

## 4.7 Social Media Acceptable Use

Use of Social Media for Work Purposes – All official Park District of Highland Park participation on social media sites is considered an extension of the Park District's communication and marketing efforts. The Communications and Marketing Department will determine which sites and services best advance the goals of the Park District and will create the site pages, post information, monitor comments, and respond to posts. The Communications and Marketing Department will provide and monitor content on each of the District's social media sites ensuring adherence to appropriate use, message, and branding consistent with the quality standards of the District and retains the authority to remove inappropriate posts and redirect off-topic inquiries to the appropriate staff. Examples of inappropriate postings include profane, obscene, or pornographic content or language, discriminatory remarks, harassment, threats, solicitation of commerce, illegal activity, defamatory or personal attacks, or similar inappropriate or unlawful conduct. For more information, reference the Park District's Social Media Policy in the Park District Policy Manual.

Personal Use of Social Media – It is not the intention of the District to restrict your ability to have an online presence and to mandate what you can and cannot say. Employees are asked to use their best judgment. Actions both in and outside the workplace reflect on the employee's decision-making, professionalism, maturity, and commitment to the Park District. We believe social networking is a valuable tool, but would like to provide some guidelines for appropriate online conduct as an employee of the Park District:

Only employees officially designated by the District have the authorization to speak on behalf of the District. Employees should make it clear that the views expressed are theirs alone and that they do not necessarily reflect the views of the Park District of Highland Park.

Do not disclose information that is confidential, sensitive or proprietary. Confidential or proprietary information includes that information exempt from disclosure under the Freedom of Information Act, the Open Meetings Act, under any other Federal or State law, and any attorney-client privileged information.

Be respectful of the Park District, employees, patrons, partners, affiliates, and others. Refrain from posting personal insults or obscenities or engaging in any conduct that would be unacceptable in the workplace.

If the District's name, official logo, or any other District images or iconography are posted on personal social media sites, be aware of the image of the District that is portrayed. When posting photos to personal social media sites consider what is appropriate. Do not post photos that include the District logo, District attire, or other District likenesses when those photos conflict with the District's personnel policies or its mission to provide family-friendly recreational opportunities. This includes, but is not limited to, photos that include alcoholic beverages, drugs or drug paraphernalia, sexually suggestive behavior, or unlawful behavior of any kind.

The District's name or logo shall not be used to personally promote a product, cause, political party, or candidate on personal social media sites.

No photographs taken of District program participants shall be posted on personal social media sites. The District will post photographs of participants on the official District website and social

media sites following the District's photography policy. Employees are allowed to share a District post on their personal pages.

Employees shall refrain from any proactive one-on-one communications with District customers, including children and teens, on social networking sites. They may accept invitations to profiles, groups, and events, but may not initiate any type of communication with customers, including children and teens. Responses to communications initiated by customers should be limited to District-related business and matters only by those employees authorized to represent the District on digital media outlets. Both public one-on-one communications, such as posting to a wall and private one-on-one communications, including private messaging, are always discouraged.

#### **4.8 Political Activities**

While on duty, no employee of the District may engage in any political activity in support of, or in opposition to, any candidate for public office or referendum, including, without limitation, preparing for or attending a political meeting or rally, soliciting campaign contributions, door-to-door canvassing, and handing out literature. No employee may use District property or resources in connection with any prohibited political activity. The District's Ethics Ordinance, which more fully explains the prohibition against engaging in political activity, is attached.

#### **4.9 Smoking**

In keeping with the District's intent to provide a safe and healthful work environment, and in consideration of the Smoke Free Illinois Act and the City of Highland Park Code, smoking is prohibited on all Park District property, including District buildings, park grounds, and District vehicles. This policy also pertains to smokeless tobacco products, including, but not limited to, electronic cigarettes, vaporizers, chewing tobacco, and unregulated nicotine products.

#### **4.10 Gifts, Gratuities, and Rewards**

Employees should not accept or ask any persons who use our facilities to give gifts, gratuities, or rewards for performing their job. If someone offers or gives a gift as a result of an employee's position as a Park District employee, report it to your immediate Supervisor or the Director of Finance. Employees may retain the gift only as permitted by our Ethics Ordinance and with the approval from the Director of Finance or the Executive Director or their designee. This policy does not apply to nominal non-cash items, such as a cup of coffee, a soft drink, a sandwich, or similar small good. For questions or clarification, contact your immediate Supervisor. For more detail, see the District's Ethics Ordinance.

#### **4.11 Solicitation/Distribution**

Employees are prohibited from soliciting and/or distributing any non-District related product or service while on working time. Working time is defined as those times when employees are required to be engaged in work tasks. It does not include breaks, lunch periods, or other periods during which employees are not required to be performing job functions. Further, the posting and distributing of non-work materials or literature in working areas is prohibited. Violation of this policy may lead to disciplinary action, up to and including termination.



## **4.12 Work Areas**

As an expression of our values, all office areas, common areas, and public-facing areas should be kept neat and orderly. Employees should keep their individual work areas as neat as possible during the regular workday. Before leaving the work area at the end of the workday, the employee is required to organize their work area(s) to secure work materials and to present an orderly and professional image. The District allows nonwork materials, such as posters, signs, pictures and calendars to the extent they do not interfere with the performance of work and are not in violation of District policies. Employees should use common sense when determining what items are appropriate to bring to work.

## **4.13 Disciplinary Action**

Employees are expected to engage in acceptable conduct and to satisfactorily perform their work duties under the policies, procedures, and guidelines contained in this handbook. In addition, employees are expected to follow any other Park District policies, rules and guidelines, performance expectations and standards, and to act in accordance with Federal, State, and local laws. If an employee engages in misconduct or does not satisfactorily perform their duties, this may lead to discipline up to and including termination. The Park District is not required to use progressive discipline and may, in its sole discretion, forgo lesser forms of discipline at any time and proceed immediately to termination.

While we hope the need for disciplinary action will be rare, when an employee's job performance, attitude, or conduct falls short of established standards, the District will not hesitate to take appropriate action. Such actions will range from verbal warnings to termination. This means that, as a general rule, an employee will be given an increasingly severe penalty each time an offense is committed. Some types of misconduct, however, are so intolerable that termination may be imposed for the first offense.

Verbal Warnings – Verbal warnings are generally issued by a Supervisor for the purpose of expressing disapproval of objectionable conduct or unsatisfactory work performance, to clarify applicable procedures or guidelines, and to warn an employee that repetition of the objectionable conduct or failure to improve work performance may result in more severe discipline, up to and including termination. The person issuing the verbal warning will discuss it with the employee and suggest how to correct the objectionable conduct or performance deficiency.

Written Warnings – Written warnings are generally issued by a Supervisor for unsatisfactory work performance, repeated misconduct of a minor nature or for more serious misconduct, which in the Park District's opinion does not warrant suspension or termination. Written warnings must consist of a meeting between the employee and the person issuing the written warning, and the issuance of a written warning advising an employee of the nature of the objectionable conduct or unsatisfactory work performance and warning that repetition of the conduct or failure to improve may result in more severe discipline, up to and including termination.

Suspension – A suspension is defined as temporarily relieving an employee from duties to conduct an investigation. A suspension may be recommended by the immediate Supervisor or a Department Head but must be approved by the Director of Human Resources.

Termination – A termination of employment is initiated by the Park District. You may be terminated for any lawful reason at any time. The Director of Human Resources, in coordination with the Executive Director or their designee, must approve all full-time terminations.

Review of Termination – The decision to terminate an employee shall be final unless the employee requests a review of termination by submitting a written request to the Executive Director within five (5) business days from the date the notice of termination was provided. The person or persons reviewing the termination will make their best efforts to issue a written determination within fifteen (15) working days of receipt of the employee's written request; however, depending upon the circumstances, an internal review and written response may require more time. The Executive Director's decision is final.

#### **4.14 Separation of Employment**

Separation of Employment (Employment Termination or Termination) may occur for many reasons. It is the goal of the Park District to handle all terminations in a professional manner with minimal disruption to the workplace. Termination category will generally fall within one of the following:

- Voluntary Termination – Voluntary termination is termination that is initiated by the employee. A voluntary termination of employment occurs when an employee submits intent to end the employment relationship, via written or verbal notice of resignation, including intent to retire, to their immediate Supervisor or when an employee is absent from work and fails to contact their immediate Supervisor (job abandonment). The District requests, but cannot require, at least two (2) weeks' notice to plan for staffing and operational concerns in the case of voluntary termination.
- Involuntary Termination – Involuntary termination is initiated by the District. This may include disciplinary or inappropriate conduct, termination of employment or a layoff or reduction in force.
- Retirement – Retirement is also voluntary termination initiated by the employee. The Human Resources Department needs to know when a qualifying IMRF employee is planning to retire in order to plan for initiation of benefits or pension member changes.

Return of Property – Employees are responsible for all of the District property, materials, or written information issued to them or in their possession or control. On or before their last day of work, employees must return all District property. The District may require employees who are issued District property to provide a monetary deposit to ensure the return of the property is in good condition. Such deposit may be paid in cash or by a deduction from the employee's paycheck in accordance with applicable laws. This District may also take all action deemed appropriate to recover or protect its property.

Exit Interviews – Prior to an employee's departure, an exit interview may be scheduled by and with the Human Resources Department. The exit interview will afford an opportunity to discuss such issues as employee benefits, repayment of outstanding debts to the District, or return of District-owned property. Suggestions, complaints, and questions can also be voiced.

Health Insurance – Medical, dental, vision, and basic life insurance coverage ends at the end of the day when an enrolled employee terminates. Information about COBRA continuation coverage will be provided.

## **Section 5 - Work Conditions – Safety and Security**

### **5.1 Safety and Security**

When we work with the community to provide recreational opportunities to children, adults and everyone in between, safety and security becomes a top priority.

To help us make sure we can provide a safe and healthy work environment for employees, customers, and community members, the District has safety operations plans in place. Detailed information on safety policies can be found in the District’s Safety Manual.

Safety Manual – Specific safety policies are outlined within the Safety Manual. Each employee is provided with a safety manual at hire to review and provide sign-off on receipt and understanding.

Emergency Operations Plan – The Park District’s Emergency Operations Plan (EOP) is a district-wide procedural document that outlines the emergency response plan that employees initiate based on categories of emergency types. The District requires all staff to review the EOP annually and requires managerial staff to attend one (1) training annually for review of EOP material.

Emergency Action Plan(s) – Each District facility has a facility-specific Emergency Action Plan (EAP) that is specific to the physical facility or park that operations occur. The EAP is based on the more general content from the EOP. The EAP provides emergency response plans specific to a unique facility, park, or event location. The District requires all staff to attend one (1) training annually for review of the EAP for the facility which they primarily perform work from.

Communications – The Park District provides information to employees about emergencies and workplace safety procedures through written Policy and procedures, by hosting regular trainings and written communication. The Park District also uses a procedure application (currently “MyEOP”) which can be downloaded by all employees and uses an emergency notification system (currently “InformaCast”) to ensure emergency communication can be delivered to as many employees as efficiently as possible.

Safety Training – All employees are required to complete certain safety training topics annually, in compliance with OSHA and based on best practices outlined and required by the Park District’s Risk Management partner agency, the Park District Risk Management Agency (“PDRMA”). The Park District maintains records of training sessions for reporting to the Park District Risk Management Agency (“PDRMA”) and also in individual personnel files.

Employee Responsibility – Each employee is expected to obey safety rules and to exercise caution in all work activities. Employees must immediately report any unsafe condition to the appropriate supervisor upon discovery. Employees who violate safety standards, who cause hazardous or dangerous situations, or who fail to report or, where appropriate, remedy such situations may be subject to disciplinary action, up to and including termination.

Accidents/Injuries – In the case of accidents that result in injury, regardless of how insignificant the injury may appear, employees must immediately notify the appropriate supervisor. A formal

Incident/Accident Report must be completed, reviewed by the supervisor, and then immediately sent to the Compliance and Risk Manager.

Safety Suggestions – Some of the best safety improvement ideas come from employees. Those with ideas, concerns, or suggestions for improved safety in the workplace are encouraged to present them to their immediate Supervisor, their Department Head or directly to the Compliance and Risk Manager. Reports and concerns about workplace safety issues may be made anonymously, and without fear of retaliation, to the Compliance and Risk Manager.

## **5.2 Communicable Diseases**

It is the Policy of the Park District of Highland Park to establish appropriate procedures for the safe management of communicable diseases among patrons and employees. The Park District will not discriminate against any job applicant or employee based on the individual having a communicable disease. Applicants and employees shall not be denied access to the workplace solely on the grounds that they have a communicable disease. The Park District reserves the right to exclude a person with a communicable disease from workplace facilities, programs and functions if the District finds that based on medical determination, such restriction is necessary for the health and safety of the person who has the communicable disease and/or the health and safety of others. The Park District will comply with all applicable local, state and federal laws. Every effort will be made to ensure sufficient safeguards to maintain confidentiality of persons who have communicable diseases. Contact the Compliance and Risk Manager for detailed information on Communicable Diseases handling.

## **5.3 Emergency Closings**

At times, emergencies such as severe weather, fires, power failures, or earthquakes can disrupt District operations. In extreme cases, these circumstances may require closing a work facility. The District Emergency Closing procedure will be followed when determining closures.

When operations are officially closed due to emergency conditions, the time off from scheduled work for the closing will be paid for all exempt and non-exempt Full-Time Employees scheduled to work during the period of the closing. Employees in essential operations, have the ability to work remotely, or are able to work in a different facility in the case of a specific building closure may be asked to work on a day when operations are officially closed. In these circumstances, employees who work will receive regular pay.

In cases where operations are not officially closed, employees who fail to report for work will not be paid for the time off.

## **5.4 Security Inspections**

The District strives to maintain a work environment that is free of illegal drugs, alcohol, firearms, explosives, or other improper materials. The District prohibits the possession, transfer, sale, or use of such materials on its premises. It is the policy of the Park District of Highland Park, when deemed necessary by management, for authorized managerial employees to search and inspect company property, including vehicles, and to search personal items brought onto company property if safety and security concerns arise. An employee's refusal to cooperate in a search will result in disciplinary action, up to and including termination.

A minimum of two (2) managerial representatives are required to conduct an unannounced search. The Compliance and Risk Manager along with a Department Head or their designee should be present. If the Compliance and Risk Manager is unavailable, then the Director of Human Resources will be that designee. The Compliance and Risk Manager or their designee should immediately report to the appropriate authorities any illegal items that are found and should document accordingly and notify the Director of Human Resources immediately.

Outside of safety and security concerns, desks, lockers, and other storage devices may be provided for the convenience of employees but remain the sole property of the District. Accordingly, these items, as well as any articles found within them, can be inspected at any time, either with or without prior notice. Additionally, vehicles used in the course of employment or parked on District property may be searched. Employees shall have no expectation of privacy regarding the contents of desks, lockers, and other storage devices used by them at the District.

## **5.5 Technology Acceptable Use Policy**

The Park District of Highland Park recognizes that use of the internet and email is necessary in the workplace, and employees are required to use both responsibly and lawfully, as unacceptable use can place the District and others at risk for harassment, security breaches and similar issues. This policy outlines the guidelines for acceptable use of the Park District of Highland Park's technology systems.

Scope – This Policy must be followed in conjunction with other Park District policies governing appropriate workplace conduct and behavior. Any employee who abuses the District-provided access to email, the internet, or other electronic communications or networks, including social media, may be denied future access and, if appropriate, be subject to disciplinary action up to and including termination. The Park District complies with all applicable federal, state and local laws as they concern the employer/employee relationship, and nothing contained herein should be misconstrued to violate any of the rights or responsibilities contained in such laws.

Questions regarding the appropriate use of the Park District's electronic communications equipment or systems, including email and the internet, should be directed to the employee's immediate Supervisor or the Information Technology (IT) department.

The Park District has established the following guidelines for employee use of District technology and communications networks, including the internet and email, in an appropriate, ethical and professional manner.

Compliance – All technology provided by the District is the property of the District and not the employee. The District reserves the right to examine, monitor and regulate email and other electronic communications, directories, files and all other content, including internet use, transmitted by or stored in its technology systems, whether onsite or offsite.

Internal and external email, voicemail, text messages, and other electronic communications are considered business records and may be subject to discovery in the event of litigation. Records are also subject to all Freedom of Information Act (FOIA) requests and applicable legal requirements. Employees must be aware of this when communicating electronically within and outside the District.

The Park District may use various measures to ensure compliance with this Policy including but not limited to:

- Firewall filtering, logging, and blocking content
- Email filtering, logging, and blocking content
- Network and computer monitoring and scanning

Appropriate Use – Park District employees are expected to use technology responsibly, lawfully and productively as necessary for their jobs. Internet access and email use is for job-related activities.

Minimal personal use is acceptable if it does not negatively affect the Park District’s networks, one’s job performance or violates Park District policy. (An example of minimal acceptable personal use may be using a web browser to check personal email or reading a news site.) Please know, as mentioned above, that any content created or stored on Park District systems may be subject to FOIA request.

Employees may not use the Park District’s internet, email or other electronic communications to transmit, retrieve or store any communications or other content of a defamatory, discriminatory, harassing or pornographic nature or otherwise violate the Park District’s Non-Discrimination and Anti-Harassment Policy. No messages with derogatory or inflammatory remarks about an individual’s race, age, sex, disability, religion, national origin, physical attributes, gender identity, sexual preference or any other protected class may be transmitted. Harassment of any kind is prohibited.

Abusive, excessively profane or offensive language and any illegal activities—including piracy, cracking, extortion, blackmail, copyright infringement and unauthorized access to any computers on the internet or email—are forbidden.

Copyrighted materials belonging to entities other than the Park District of Highland Park may not be transmitted by employees on the District’s network without permission of the copyright holder.

Employees may not use the Park District’s computer systems in a way that disrupts its use by others. This includes sending or receiving excessive numbers of large files and spamming (sending unsolicited email to thousands of users).

Employees are prohibited from downloading software or other program files or online services from the internet without prior approval from the IT department. All files or software should be passed through virus-protection programs prior to use. Failure to detect viruses could result in corruption or damage to files or unauthorized entry into District systems and networks.

Every employee of the Park District is responsible for the content of all text, audio, video or image files that they place or send over the Park District’s internet and email systems. No email or other electronic communications may be sent that hide the identity of the sender or represent the sender as someone else. The Park District’s business identity is attached to all outgoing email communications, which should reflect District values and appropriate workplace language and conduct.

Personal Devices – The use of personal devices to access Park District networks either through a wired or wireless connection, or through a VPN is prohibited. Exceptions to this are using web-enabled applications such as Microsoft Teams or Email, accessing email from personal devices, and using “Public” Wi-Fi connections provided by the Park District. Software licensed to the Park District is not to be used on personal devices if it violates the software’s Terms of Use and Licensing agreements.

Non-Compliance – Failure to abide by the Technology Acceptable Use Policy may lead to discipline up to and including termination.

## **5.6 Use of Phones at Work and Reimbursement**

Employees are expected to follow all District policies related to the use of District-owned equipment and standards of conduct when using a District-owned phone both during work hours and outside of work hours. While the majority of phone use is expected to be for District purposes only, reasonable and minimal use of a phone for personal business is acceptable as long as it does not conflict or interfere with District business. If an employee abuses phone use, whether an office phone or a District-issued cell phone, they will be required to reimburse the District for any incurred expenses and may be subject to disciplinary action up to and including termination of employment. Personal use of District-owned phones for long-distance and toll calls is not permitted.

Use of a cell phone or attendance at videoconferencing meetings, except in “hands free” mode with audio only, while operating any motor vehicle on behalf of the Park District is strictly prohibited. Certain etiquette is expected to be exercised when using cell phones. An employee should switch their cell phone to the vibrate or silent settings when at meetings or other important functions and refrain from answering calls.

Employees in certain positions may be required to use a cell phone for work-related communications (phone, text, email, internet). The District may issue a cell phone to an employee to use for work-related communications or the employee may choose to receive reimbursement for using their own cell phone for work-related communications. Certain employees will be expected to be accessible at all times. For those staff, the cell phone must be on at all times.

To ensure that the use of cell phones is consistent with the District’s legitimate business purposes and interests, an authorized representative may monitor the use of District equipment from time to time. Because any District-issued cell phone is District property, the District reserves the right to access and disclose all messages transmitted and received over such systems as it deems appropriate. Further, billing statements may be reviewed to ensure non-abuse of the cell phone. Employees waive any right to privacy when using the District’s cell phone and by their continued employment, they consent to the access and disclosure of voice messages by authorized Park District employees. Employees have no expectation of privacy when using a District phone. An employee in possession of a Park District-issued cell phone is expected to protect the cell phone from damage, loss, or theft. An employee will be held responsible for damaged, lost, or stolen cell phones. If an employee’s personal cell phone is damaged while on duty, the District may reimburse a portion of the replacement cost. The decision to reimburse will be based on several factors, including the circumstances that caused the damage.



If an employee is in a position that requires the use of a cell phone for work-related communications and they elect use of their personal cell phone instead of using a District-issued cell phone the employee may also be eligible to receive reimbursement. When required to use a personal phone for business needs, the employee's immediate Supervisor must approve the employee's eligibility for cell phone reimbursement. Criteria and tier of reimbursement is as follows:

1. The District needs to be able to contact the employee at all times for work-related emergencies (on-call availability). Responsiveness is expected of the employee. The employee is required to be available and responsive at all times. This tier is generally for Department Heads or specialized positions.
2. The District requires that the employee be available to speak with coworkers, direct reports, patrons or vendors frequently, but generally only during regular business hours while away from the office (frequent mobility). The employee may be required to be available and responsive periodically outside of regular business hours. This tier is generally for managerial-level positions.
3. The District requires the employee to be available generally only during work hours and the position requires the employee to be away from their workstation without access to a District phone (frequent mobility). This tier is generally for employees who must be available during work hours by phone or text but are not working primarily from an office location with District phone access.

Employees may be eligible for reimbursement at the following amounts depending on the employee's position and the expected amount that an employee will use a personal cell phone for District business:

1. \$90.00 per month
2. \$70.00 per month
3. \$50.00 per month

Employees must provide a current copy of their cell phone billing statement, associated with their phone number, before an approved reimbursement amount is finalized and implemented in order to indicate the charges for their phone number. This is to ensure the reimbursement is less than the bill and, therefore, not taxable. Employees may be asked to provide billing statements annually for audit purposes.

## **5.7 Use of Equipment, Property, or Vehicles**

Employees are expected to have or obtain appropriate authorization, receive proper training and exercise care when using District-owed equipment, property, or vehicles. All operating instructions and safety standards and guidelines must be followed. For employees specifically tasked with care of equipment, property or vehicles, they are required to follow all guidelines and perform required maintenance and safety checks as required. The employee's immediate Supervisor can answer questions about an employee's responsibility for maintenance and care of equipment, property, or vehicles.

For the purpose of this Policy, Park District property is defined as buildings, vehicles, facilities, grounds, tools, implements, building materials, electronic equipment, recreation and rental

equipment, and all other property owned, leased, or in the possession of the Park District. It is expected that Park District property that is assigned, or authorized or permitted to be used will be operated in a fashion consistent with the Park District's established safety rules and regulations. Instructions on safe and proper use will be provided. In addition, the use of some Park District property may require permits, waivers, and releases.

Improper Use of District Equipment, Property, or Vehicles – The improper, careless, negligent, destructive, or unsafe use of equipment, property, or vehicles, as well as excessive or avoidable traffic and parking violations, may result in disciplinary action, up to and including termination.

Damaged/Defective Equipment, Property, or Vehicles – Employees must notify their immediate Supervisor if any equipment, property, or vehicles appear to be damaged, defective, or in need of repair. Prompt reporting of damages, defects, and the need for repairs could prevent deterioration and possible injury to employees or others.

Personal Use of District Equipment or Property – No employee may use Park District property for personal use without proper authorization. No Park District property may be released for personal use without the prior written approval of the Facility Manager or Department Head who is responsible for the equipment or property, or by the Executive Director or their designee. Personal use of Park District vehicles can only be approved by the Executive Director or their designee.

Damaged, Lost, Duplicated or Stolen Equipment – Employees in possession of District property are expected to protect the equipment from damage, loss, or theft. The employee will be responsible for the full cost of repair or replacement of Park District property, in the sole discretion of the Park District, that is damaged or lost while it is in the employees' care and custody. Loss, damages, or theft of Park District property should be reported immediately. Negligence in the care and use of Park District property may be considered grounds for discipline, up to and including termination. Further, duplication of equipment, such as identification cards or building keys, is prohibited and doing so will result in disciplinary action, up to and including termination.

Employee Use of District and Private Vehicles – The District recognizes that certain employees are required to travel by vehicles in the performance of their jobs. The District will provide vehicles whenever possible for that purpose. If a District vehicle is not available at the time of need, the employee may use their personal vehicle for travel, in which instance they can be reimbursed for mileage pursuant to IRS guidelines. In certain limited circumstances where an employee's job requires them to be available to report to work immediately, that employee may be assigned a District vehicle and permitted to drive the vehicle to and from work, in which case the IRS regulations for imputing taxable income shall apply. The sale of any surplus District vehicle shall be approved by the Board of Commissioners at reasonable value. In lieu of the use of a District vehicle, the Board may authorize the payment of a monthly car allowance to compensate the employee for the work-related use of their personal vehicle for business needs.

## **5.8 Safety Apparel and Shoe Reimbursement**

Certain maintenance positions are required to wear specific clothing and/or safety shoes or boots to perform their job in a safe manner. These positions may include, but are not limited to, Park Maintenance, Golf Maintenance, and Facility Maintenance. These items may be eligible for

reimbursement with Manager approval. Annual maximums for specific apparel and safety shoe/boot reimbursement are:

Apparel	\$200.00
Shoes/Boots	\$250.00

In order to be eligible for reimbursement, an employee will be required to provide receipts showing proof of purchase and cost.

Park District issued and required uniforms, separate from apparel, are considered property of the Park District and should not be worn outside of business hours or for personal use. Uniforms should be stored and maintained in a careful manner. Uniforms must be returned upon termination. Items not returned may be taxed accordingly on the employee's final paycheck.

Apparel issued to employees that is suitable and allowed for wear outside of the District may be considered a fringe benefit and therefore taxable. The District will consider annual cumulative totals for certain non-recurring items to be de minimis if the total cumulative value of these items does not exceed \$100. If the total value of any category of items exceeds \$100, it will no longer be considered de minimis and will be taxed accordingly on the employee's paycheck, as well as added to the employee's annual W-2.

## **5.9 Fleet Safety Policy**

Safety is essential when operating a vehicle, District-owned or personal. 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 and injuries. Therefore, all employees must at all times be careful, attentive, alert, and follow proper traffic and safety procedures. Failure to follow all policies, rules, regulations, practices, and provisions of this Policy may subject an employee to disciplinary action up to and including termination.

Review of Driving Records – Any Park District employee who will drive either a District-owned vehicle or their personal vehicle for District business must allow the District to review their driving record at hire and periodically thereafter, which will be used to determine if the employee will be allowed to drive for business-related needs. After the initial review at or before hire, motor vehicle record reports will be run at least annually for the duration of employment for those individuals that drive, or may be expected to drive, on District business.

Driver Road Check – Newly hired employees, and employees whose job responsibilities require them to drive a District-owned vehicle or employees who wish to be able to drive a District-owned vehicle, will be given a general driver road check prior to vehicle operation. The road check will be documented. Employees who will be required to operate a wide range of vehicles will be given a check ride on at least two (2) vehicles representing low to high end operational skill requirements. Proficiency must be tested before solo travel.

Employee Driving Standards – Employees must know, understand, obey and follow all federal, state and local driving laws, rules, and regulations while operating a Park District vehicle or their own vehicle on official Park District business. The standards below must be followed.

- Employees must possess and continue to maintain a valid Illinois driver's license including without limitation any required endorsements and classifications. Driving restrictions must be noted.
- No person may operate a Park District vehicle at any time or their own vehicle for official Park District business while their driver's license is suspended or revoked by the State or while serving a Park District suspension that is driving related. Any employee who does not inform the Park District that their driver's license is suspended or revoked and operates a Park District vehicle at any time or their own vehicle on official Park District business will be subject to disciplinary action up to and including termination.
- An employee must notify their immediate Supervisor or the Department Head immediately of an accident involving a Park District vehicle or the employee's own vehicle while on Park District business. The Risk Management Department and the Executive Director must be informed of the vehicle accident immediately.
- Any employee who receives a moving traffic violation and/or is involved in a preventable accident while operating a Park District vehicle or their own vehicle on official Park District business must inform their supervisor or Department Head immediately.
- Additionally, any employee who is required by their position to operate a Park District vehicle or their own vehicle on Park District business, will likewise be subject to disciplinary action up to and including termination, as deemed appropriate by and in the sole discretion of the Park District under the circumstances, if they commit one or more moving traffic violations, whether or not such moving violations are committed while operating a vehicle on Park District business, if such moving violations result in a suspension or revocation of his driving privileges.
- All employees who use their personal vehicle for Park District business are required to maintain insurance coverage in amounts as applicable by law. Such employees must notify their immediate Supervisor and Department Head if they do not carry automobile insurance or if their insurance has temporarily lapsed before using their personal vehicle for Park District business.

Post-Accident – Many accidents can be avoided if drivers obey traffic laws, drive defensively, and drive in peak mental and physical condition. When an employee is involved in an accident while operating a Park District vehicle or their own vehicle on official Park District business, it is important that they follow these guidelines:

- The employee must stop at the scene of the accident or as close to it as possible without blocking traffic. The employee should stop their vehicle in a safe place so that the vehicle and the employee are out of harm's way and be courteous to all involved.
- The employee should place reflectors, flares, cones, flags, flashlights or other safety or warning devices near the scene of the accident to warn other drivers about the accident if this equipment is available within the vehicle and the employee has been trained to use the equipment.
- The employee must report any accident to the police as soon as possible.
- The employee must exchange only the following information with other people involved in the accident: driver(s) name, address, driver's license number, license plate number and insurance carrier and agent. The employee must make certain that

- they receive at least this information from the other driver(s). The employee should not volunteer information regarding the facts of the accident or the events leading up to the accident with the other driver(s) involved in the accident. The employee should not give any information regarding the accident to any person other than police officers conducting the investigation.
- The employee must inform their immediate supervisor and Department Head as soon as possible, as well as the Risk Management Department and complete a Vehicle Accident Report.

Commercial Driver's License – Park District employees who operate Park District commercial motor vehicles and possess a commercial driver's license (CDL) have special responsibilities necessitated by the fact that they operate vehicles that require additional skill and attentiveness over that of non-commercial motor vehicles. The Park District will comply with all federal and state laws pertaining to the use of CDL operations.

## Section 6 - Employee Benefit Programs

The Park District has established a variety of employee benefit programs for full-time and qualifying part-time employees and their eligible dependents. This portion of the handbook contains a general description of the benefits to which employees may be entitled through the Park District. Please understand this general explanation is not intended to, and does not provide, all details of these benefits. This handbook does not change or otherwise interpret the terms of the official plan documents. Employees can only determine their rights by referring to the full text of the official plan documents. To the extent that any of the information in this handbook is inconsistent with official plan documents, the provisions of the official documents govern in all cases.

Benefits Program Disclaimer – Nothing contained in the benefit plans described herein will be held or construed to create a promise of employment or future benefits, or a binding contract between the Park District and its employees, retirees or their dependents for benefits or for any other purpose. The Park District reserves the right, in its sole and absolute discretion, to amend, modify or terminate, in whole or in part, any or all of the provisions of the benefit plans described herein, including any health benefits that may be extended to retirees and their dependents. The Park District also reserves the exclusive right, power and authority, in its sole and absolute discretion, to administer, apply and interpret the benefit plans described herein and to decide all matters arising in connection with the operation or administration of such plans.

For more information regarding any of our benefit programs, please refer to the applicable plan documents or contact the Human Resources Department.

Withholding of Insurance Deductions – Certain deductions may be withheld from an employee's paycheck on a pre-or-post-tax basis, based on the type of insurance and the employee's elections and enrollment status.

### 6.1 Health Insurance

Full-time employees and qualifying part-time regular employees and their dependents (as defined by the insurance/coverage providers) are eligible to participate on their thirty-first (31st) day of employment, following a thirty (30)-day waiting period, provided they meet all plan requirements.

- Medical, Dental and Vision Insurance – Group medical, hospitalization, dental, and vision insurance are available to all eligible full-time and part-time regular employees; employees are expected to pay a portion of the cost. The employee will generally pay their portion of the cost through payroll deductions.
- Employee Assistance Program – The Park District realizes that personal and work-related problems can affect an employee's job performance, health, family, and mental wellbeing. To help with these pressures, an Employee Assistance Program (EAP) is available to full-time employees and part-time regular employees, regardless of health insurance enrollment status, at no additional cost to the employee. EAP provides employees and their families access to confidential help including counseling, financial planning assistance, mental health and physical health resources and more.

- Life and Accidental Death and Dismemberment (AD&D) Insurance – The Park District pays the full portion for basic life insurance for each full-time employee and eligible part-time regular employee, regardless of health insurance enrollment status. The benefit amount is equal to two (2) times an employee’s “Base Annual Earnings” as defined by the policy to be “only the salary or wage an employee receives for services rendered to the employer or \$200,000, whichever is lower. Overtime pay, commissions, bonuses, and other extra pay are not included.”
- Supplemental Life Insurance – The Park District offers supplemental life insurance policies to eligible full-time employees and their dependents and eligible part-time regular employees and their dependents; the employee pays the full premium, which is generally paid through payroll deduction.

## **6.2 Flexible Spending and Dependent Care Spending**

Flexible Spending Accounts (FSA) and Dependent Care Spending Accounts (DCSA) are available to full-time, part-time regular, and part-time IMRF employees. The employee’s full annual election amount, that requires the employee complete an enrollment election form, is divided equally across available paychecks within a given election calendar year (January – December) and withheld through a pre-tax payroll deduction from the employee’s biweekly paycheck. Annual maximum contributions are limited to comply with IRS guidelines. An employee may rollover unused amounts remaining at the end of one plan year to the immediately following plan year up to the limit designated by the plan document in coordination with IRS guidelines. In the event that there is any question regarding the plan’s application, the plan document takes precedence.

## **6.3 Illinois Municipal Retirement Fund**

All employees in a qualified position who are expected to work at least 1,000 hours in a twelve (12)-month period are required under the Illinois Pension Code to participate in the Illinois Municipal Retirement Fund (IMRF). IMRF is a defined benefit pension plan to which member employees contribute 4.5% of their compensation on a pre-tax basis through payroll deductions made each pay period. The District contributes a percentage of the employee’s compensation at a rate determined by IMRF and provided to the District at the beginning of each calendar year. IMRF provides death benefits to designated beneficiaries of member employees. The benefit amount varies by years of service and age of member. IMRF also provides certain disability benefits for eligible IMRF members. For detailed information about IMRF membership and additional IMRF benefits, call 800.ASK.IMRF (800.275.4673). For employees enrolled in IMRF, they can and are encouraged to create a member account on the IMRF website and access their IMRF member information online.

## **6.4 Supplemental Insurance Options**

The Park District offers supplemental insurance options including cancer insurance, intensive care insurance, accident insurance with or without a disability rider, and hospital indemnity insurance through American Family Life Assurance Company (AFLAC) to full-time, part-time regular, and part-time IMRF employees. The employee pays the full premium for these insurance options through payroll deductions withheld on either a pre- or post-tax basis, depending upon

the plan selected. To enroll, employees must complete an election form with enrollment coordination through the Park District's AFLAC representative.

## **6.5 Deferred Compensation Plan**

All full-time, part-time regular, and part-time IMRF employees are eligible for enrollment in a Deferred Compensation Plan. This is a supplemental retirement plan under which an employee may defer a portion of taxable earnings each pay period in a separate trust account maintained by the Park District of Highland Park. This plan is authorized by the IRS under Internal Revenue Code Section 457 and is a benefit for long term retirement savings. This account is administered by a specified outside agency. The amounts and types of investments are determined solely by the employee. The amount deposited and the interest/dividends earned do not become taxable income until the year they are withdrawn.

For employees electing for enrollment into a Deferred Compensation Plan, the District will match contributions up to \$500 annually based on each enrolled employee's contribution amount.

Distributions from the Deferred Compensation Plan may be received without penalty upon retirement, disability, death, unforeseen emergencies and optional withdrawal on termination of employment with the District. The District offers this plan as a voluntary service; employees should consider their financial needs to determine if this plan is in their best interest.

## **6.6 Wellness**

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

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

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

## **6.7 Employee Participation in Programs and Use of Facilities**

We want employees to get involved and have fun using the District's programs and facilities alongside the community we serve! All active employees and eligible family members have



eligibility toward use of facilities and participation in programs at no cost or a reduced cost, except as provided below. Find out details on what you are eligible for, based on your employee category, by looking at the District's program administration guidelines. Ask your immediate Supervisor or contact the Human Resources Department for detailed program information.

Eligibility – “Family members” for purposes of this Policy is defined as the employee’s spouse, civil union partner or domestic partner and dependent children; “children” must be birth related or legally adopted, step-children or legal grandchildren; “civil union partner” is defined as a legal relationship between two (2) persons either of the opposite or same sex as established pursuant to the Illinois Religious Freedom Protection and Civil Union Act; “domestic partner” is defined as two (2) unrelated adults who are in an intimate and committed relationship, who share a permanent residence, intend to remain together indefinitely, are not legally married to any person and who are each other’s sole domestic partner. All eligible employees and family members must meet any requirements and restrictions for facility usage including regular hours of operation, age limitations and waivers.

Discounts for participation in programs and use of facilities, including those items listed below, may be tax free to the employee, subject to IRS rules and regulations.

Resident or paying customer priority – All reduced cost or no cost employee program registrations are limited to the availability of Park District programs and facilities. Employees must follow the registration guidelines and not displace any Park District customers, unless they are paying the full resident rate. Accessibility to programs and facilities is based on registration enrollments and limits, and subject to the Park District's review. If a program/class meets maximum capacity for the class or session and there is a waiting list for paying customers, then the employee is entitled to a 20% discount for enrollment at the resident rate for registration.

Contractual programs or additional program goods – Contractual programs are offered to all employees at a resident rate, without further discount. Contractual programs are defined as programs offered by the Park District and staffed with an independent contractor. Additional goods provided as part of a program, like a costume, food services, or sports equipment, are not discounted with this benefit for employees.

District-wide program/camp registration and special events for non-contractual programs – All active employees can register for programs, camps, classes, and special events at the resident rate. The rates for such programs, camps, classes and events, to the extent deducted from wages, is subject to employee and employer taxes, and are includible in an employee’s pay. Amounts so deducted will also be reported on the employees’ annual W-2 as wages. The amount paid as the fee will be reflected as income on the employee’s paycheck issued for the period in which the start date occurs.

## **6.8 Remote Work**

Working onsite is an essential job duty for most positions in the Park District – remote work may be available and appropriate for some job positions and some employees in certain departments. Remote work for the purposes of this Policy is defined as the performance of work functions outside of the employee’s established on-site work location based on an approved schedule and set number of hours or days. Remote work is a benefit and can be amended at any time by the District. Remote work in no way changes the terms and conditions of employment with the Park

District of Highland Park. The District determines, in its sole discretion, whether a specific job may be performed effectively offsite. Remote work requests will be considered on a case-by-case basis and should be reviewed based on feasibility, paying specific attention to ensuring department efficiency, ability to complete essential duties and responsibilities remotely, and assurance that services are uninterrupted. Remote work must not cause or contribute to the need for additional staff, additional equipment, additional expenses, or for existing staff to work additional unapproved overtime hours. Employees interested in remote work will be asked to complete a remote work agreement.

The District has the right to modify or terminate remote work agreements for any reason at any time. Any employee who is requesting remote work accommodation due to a disability and/or related job limitations should follow the District's Accommodation policies.

Eligibility – Employees must be employed with the District for a minimum of 90 days of continuous, regular employment and must have a satisfactory performance record unless otherwise approved by the Executive Director or their designee to make a request for remote work.

Equipment – The employee will establish an appropriate work environment for work purposes. The District will not be responsible for any additional costs associated with the setup and operation of the employee's home office, such as internet, remodeling, furniture, or lighting, nor for repairs or modifications to the home office space. Equipment supplied by the District will be maintained by the District. The District accepts no responsibility for damage or repairs to employee-owned equipment. The District reserves the right to make determinations as to appropriate equipment, subject to change at any time. Equipment supplied by the District is to be used for business purposes only. Upon termination of employment, all District property will be returned to the District, unless other arrangements have been made.

#### Established/Regular Remote Work Requests

- Making a Request – Eligible employees should discuss remote work options with their immediate Supervisor to determine whether it is an option in their job position. Remote work must be requested and approved prior to it taking place. Specifically, the employee, immediate Supervisor, Manager where applicable, Department Head, and Human Resources should review job responsibilities, employee suitability, amount of offsite work available, equipment needs, potential scheduling issues for the facility/area, and work schedule (days and times for remote work, as well as days and times onsite presence is required).
- Approval of Request – Department Heads, with final approval by the Executive Director or their designee, are responsible for ensuring fair and equitable administration of remote work options for employees and approval of requests. Approved remote work agreements will be re-evaluated, at minimum, every three (3) months. Specific remote work guidelines, requirements, rules and approval procedures can be reviewed on the remote work agreement.

#### Ad Hoc/Informal Remote Work Requests

Temporary remote work arrangements may be approved for circumstances such as inclement weather, special projects, work-related travel, or other special circumstances that require flexibility. These arrangements are expected to be short-term and approved on an as-needed basis only, with no expectation of ongoing continuance. Other informal, short-term arrangements may be made for employees on family or medical leave to the extent practical for the employee and the District and with the consent of the employee's health care provider, if appropriate. All informal remote work arrangements are made on a case-by-case basis, focusing first on the business needs of the District.

## **6.9 Mileage Reimbursement**

Employees requested to use their personal vehicles on Park District business exclusive of commuting to/from work, mileage will be reimbursed at the current IRS Standard Mileage Rate. Employees must track their mileage and submit the mileage logs to the Human Resources Department with approval from their immediate Supervisor. Reimbursements will be processed through payroll. Public transportation will be reimbursed in the same fashion.

Per Ordinance #16-06, mileage reimbursement will be based on mileage from the work location to the offsite location, not from the employee's residence. When traveling directly from a residence to an offsite location for official business, no reimbursement will be made if the distance is less than or equal to the amount of mileage of a normal commute to work. If the distance is greater than a normal commute, reimbursement will be made on actual commute mileage less the mileage of a normal commute to work.

## **6.10 Continuing Education, Training, and Professional Development**

The Park District of Highland Park is committed to creating a culture of professional growth and development, and recognizes that for professional development purposes, employees may need to attend training courses or workshops conducted off-site, obtain or maintain a professional certification(s), or join professional associations that will enable them to remain abreast of best practices in their respective fields. The Park District encourages employees to take advantage of professional development and networking opportunities. Please note that this Policy is subject to annual budget guidelines established for external training, certification, and professional memberships costs.

Staff Attendance at Conferences, Workshops or off-site training and educational courses – Employees are encouraged to participate in external training and education programs that allow them to remain aware of current trends in their field or enhance particular skills relating to their job. This may include workshops sponsored and endorsed by park and recreation organizations, courses related to an employee's job duties, or seminars conducted by specialists in a particular field. Continuing education and professional development funds are budgeted, and based on budget approval, in all departments for employee utilization. Specific training needs should be discussed with the immediate supervisor with ample time to ensure the expense can be reviewed and approved in the budgeting process. Supervisor approval is needed before an employee can register or have money allocated for a conference or training program.

Additionally, employees are strongly encouraged to seek out and attend, as budgeted and approved, professional conferences, associations and seminars sponsored or endorsed by NRPA,

IPRA, IAPD, and belong to professional associations which are related to their positions within the Park District

While external training is expected to enhance employee performance and professional abilities, participation in continuing education will not entitle the employee to automatic advancement, a different job assignment, or pay increases. Additionally, the intent of this Policy is to provide opportunities for ongoing learning as relevant and advantageous to the employee's job position and performance, not to pay for advanced degree attainment unless coursework or degree attainment is a requirement or recognized benefit for the job position at the sole discretion of the District.

Organizational Memberships – We encourage employees to join professional organizations related to their work. Full-time employees that have completed the introductory period will be reimbursed for dues paid to one (1) national and one (1) other professional organization. Additional organization dues may be reimbursed at the sole discretion of the immediate Supervisor, Department Head, or the Executive Director or their designee. An employee must secure approval from the Executive Director or their designee before seeking or accepting an office in a professional organization.

Service Organizations – The District will pay 100% of a service organization membership for any full-time managerial employee. A service organization is defined to be any local or national organization, which was created to contribute to the betterment of the community. The appropriate Department Head or the Executive Director or their designee must approve membership to such organizations.

Professional Certifications – Certain positions in the District require certain certifications as outlined on associated job descriptions maintained by the Human Resources Department. The District, in its sole discretion, may provide payment for or reimbursement of costs associated with attainment for a required or desired certification based on the job position. For positions that do not require certification, but it is preferred or if an employee is interested in professional development and a professional certification is related to their job position, a request can be made to your immediate Supervisor for payment of a professional certification attainment. The professional certification must be job-related and will require approval by the employee's immediate Supervisor and Human Resources.

Tracking of Certification and Training Completion – Certifications or training certificates or completion should be uploaded to the employee's electronic personnel file (currently Paycom). Employees can do this on their own via their Employee Self-Service access or can provide the applicable information to the Human Resources Department for tracking and uploading.

## **6.11 Business Travel**

The District will reimburse employees for reasonable and approved business travel expenses incurred while on assignments or at professional development sessions away from the normal work location. The immediate Supervisor, Department Head, Executive Director or their designee must approve all business travel in advance, preferably during the prior budget planning period.

Personal Travel/Travel Companions – With prior approval, a family member or friend may accompany employees on business travel, at the employee’s own expense, when the presence of a companion will not interfere with successful completion of business objectives. Generally, employees are also permitted to combine personal travel with business travel as long as time away from work is approved and the personal travel is at the employee’s own expense and paid time off benefits are used during that time.

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 your immediate supervisor or the Finance 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 Executive Director or their designee.
- 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 Executive Director or their designee.
- Meals – Reimbursement is limited to the current U.S. General Services Administration (GSA) regulations in place at the time the expense is incurred. To see current guidelines, contact the Finance Department. 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.

Employees must track all expenditures during business-related travel on the appropriate expense reimbursement form. Employees should contact their immediate supervisor, the Director of Finance, or the Human Resources Department for guidance and assistance on procedures related to travel arrangements, reimbursement for specific expenses, or any other business travel issues.

Issues/Abuse – Improper use or abuse of business travel relating to this Policy, including falsifying reports to reflect costs not incurred by the employee, can be grounds for disciplinary action, up to and including termination.

## Section 7 - Time Off Benefits

### 7.1 Vacation Time

Eligibility – Full-time employees are eligible to earn paid vacation benefits.

First Year of Employment – Employees will earn, but may not take, vacation time during the introductory period. When an employee completes their introductory period, they are provided vacation days, on a prorated schedule, based on their full-time start date.

Accumulation Accrual of Vacation – Employees earn vacation per pay period and it is available for use for each calendar year (January 1 through December 31). Employees earn vacation benefits on a per pay period proration schedule based on years of completed full-time service. The vacation benefit proration schedule changes during the pay period corresponding with the employee’s full-time service anniversary date. Vacation time earned, but not taken by the end of each calendar year will carryover based on the maximum carryover listed in the table below.

Employees may request vacation advances throughout the year to use vacation before it has been earned with agreement to re-pay used, but unaccrued vacation time if the employee leaves their employment with the District prior to accrual of used vacation time. In no circumstance will an employee be permitted to use more vacation time than they are eligible to earn in a year.

<b>Years of Completed Full-Time Service</b>	<b>Accrued Vacation per Year</b>	<b>Proration Schedule Total hours earning per biweekly pay period *slight differences with accrual total may occur due to rounding</b>	<b>Maximum Carryover Per Year</b>
<b>0 – 1</b>	Up to 15 days prorated (up to 120 hours)	4.61	5 days (40 hours)
<b>1 – 4</b>	15 days (120 hours)	4.61	5 days (40 hours)
<b>5 – 9</b>	20 days (160 hours)	6.15	5 days (40 hours)
<b>10 – 19</b>	25 days (200 hours)	7.69	5 days (40 hours)
<b>20 and over</b>	30 days (240 hours)	9.23	5 days (40 hours)

#### Scheduling Vacation

- Planned Time Off – Vacation time must be approved in advance by the employee’s immediate Supervisor for planned time off. The employee’s written or electronic time off request should be made at least ten (10) business days prior to

the time off. If an employee wants to take two (2) or more weeks of continuous vacation, the request should be submitted to the immediate Supervisor at least sixty (60) days in advance. The immediate Supervisor will make every effort to comply with the employees' request for vacation time. When possible, vacations should be scheduled during slow operational periods. When two (2) or more employees in the same department request the same days off (and it is not possible to let both have it), the Department Head will decide based on factors such as seniority, timeliness of vacation request, personal situations, and/or emergencies.

- Unplanned Time Off – The District recognizes the need for an employee to, on occasion, take an unplanned personal day(s) for unexpected circumstances or for unplanned personal time. While the expected standard is to provide at least ten (10) business days' notice prior to taking vacation time or as much time as feasible, the District understands that unforeseen circumstances may occur. If an employee must take unplanned vacation day(s) without providing ten (10) days' notice to their immediate Supervisor, the employee should inform their immediate Supervisor as soon as possible. The District will do its best to coordinate with the employee as operationally feasible and expects this flexibility to be used responsibly, infrequently and with discretion by the employee.

Vacation Pay – Vacation pay is based upon the current regular hourly or biweekly rate. For instructors, athletics coaches, or personal trainers, vacation pay will be paid based on the employee's administrative/training rate.

Unused Vacation Time – Unused vacation time may be carried over into the next calendar year based on the maximum carryover per year schedule. Any unused vacation time beyond the maximum accrual carryover amount will be forfeited. A Department Head or immediate Supervisor may require an employee to take vacation time.

Termination of Employment – Employees will be paid out all accrued but unused vacation.

## **7.2 Sick Time**

Full-time employees may earn up to twelve (12) paid sick days each calendar year. Eligible employees will earn up to one (1) sick day for each full month employed with the Park District. Sick days are earned on a per pay period proration schedule of 3.69 hours per pay period. Unused sick days will be automatically banked at the end of each calendar year until the employee has reached the maximum of thirty (30) days. Once the sick bank has at least thirty (30) days, an employee will have a choice to be paid out unused sick days earned in the current calendar year at 50% of the available balance at the end of the calendar year. Instead of electing to have 50% of the available balance of unused sick days to be paid out, an employee may also elect to rollover up to sixty (60) days of unused sick days to be carried over to be used for FMLA qualifying events only. Once sick leave has been rolled over and deemed to be solely used for FMLA qualifying events, it will no longer be paid out. Employees may use this sick leave for additional service credit at retirement.

Employees may use sick time for absences because of one's own illness, injury or medical treatment, or because they are needed to care for eligible family members, 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, 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 on their own. 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.

Non-exempt employees may take sick time in one (1)-hour increments. Exempt employees may take sick time in half day (four (4)-hour) and full day (eight (8)-hour) increments.

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. 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. Any employee who fails to return to work upon the expiration of their sick leave may be deemed to have abandoned their employment and may be dismissed by the District on that basis. Abuse of sick leave will subject an employee to discipline, up to and including termination.

Upon termination or retirement – Unused, unpaid sick time (both "regular" and banked) will be reported to IMRF for calculation toward IMRF service credit. Please note calculation of reported sick time to IMRF will be managed in accordance with IMRF rules and guidelines. Unused sick leave will not be paid out at the time of termination.

### **7.3 Paid Time Off**

Eligibility – Part-time regular and part-time IMRF employees are eligible for paid time off (PTO) to be used for any pre-approved time off purposes.

First Year of Service in an eligible position – Employees will earn, but may not take, PTO time during their introductory period. When an employee completes their introductory period, they are eligible to use PTO. An employee will earn PTO on a prorated schedule, based on their eligible part-time regular or part-time IMRF start date.

Accumulation – Employees earn PTO per pay period and it is available for use for each calendar year (January 1 through December 31). Accumulation schedule and an employee's earned PTO is



based on a per pay period proration schedule based on the employee’s start date in the qualifying position during the calendar year. PTO earned, but not taken by the end of each calendar year will carryover based on the maximum carryover listed in the table below. In no circumstance will an employee be permitted to use more PTO than they are eligible to earn in a year.

<b>Employee Category</b>	<b>Accrued PTO per Year</b>	<b>Proration Schedule Total hours earning per biweekly pay period *slight differences with accrual total may occur due to rounding</b>	<b>Maximum Carryover Per Year</b>
<b>Part-Time Regular</b>	5 days (40 hours)	1.54	2 days (16 hours)
<b>Part-time IMRF</b>	2 days (16 hours)	.62	1 day (8 hours)

Scheduling PTO Time – Whenever possible, the employee should request PTO in writing or electronically from their immediate Supervisor well in advance of the desired date. At least ten (10) days’ notice is encouraged. PTO may be requested in increments of one (1) hour. PTO is subject to approval by the employee’s immediate Supervisor.

PTO Pay – PTO pay is based upon the employee’s primary job and that job’s current regular hourly rate. For employees in an instructor, athletic coach, or personal trainer position, the regular hourly rate will be paid at the employee’s administrative/training rate.

Unused Personal Time – We provide PTO as a benefit for eligible employees and therefore, encourage employees to use their PTO before the end of each calendar year. Unused PTO may be carried over into the next calendar year based on the maximum carryover accrual schedule. Any unused PTO time beyond the maximum accrual carryover amount will be forfeited. A Department Head or immediate Supervisor may require an employee to take PTO.

Termination of employment – Earned and unused PTO will be paid out in the event of termination of employment.

## **7.4 Holidays**

Full-time employees are entitled to the following paid ten (10) holiday days:

1. New Year’s Day
2. Memorial Day
3. Independence Day
4. Labor Day
5. Thanksgiving Day

6. Friday After Thanksgiving
7. 1/2 Day Christmas Eve
8. Christmas Day
9. 1/2 Day New Years Eve
10. Floating Holiday
11. Floating Holiday

If the holiday falls on a Saturday or Sunday, it will be observed on either the preceding Friday or the following Monday or will be assigned as a floating holiday. Holiday Pay is not considered hours worked and does not count for overtime purposes. In order to be paid for these holidays, an employee must be in paid status on the regularly scheduled workday before and the next regularly scheduled workday following the holiday.

Some employees may wish to celebrate and be off work for other holidays than those offered as standard, scheduled holidays. Full-time employees are encouraged to use floating holidays or pre-scheduled vacation days for this purpose.

Compensation for Holidays Worked – Full-time exempt and non-exempt employees required to work on an observed holiday will have the option to move their holiday to an alternative day for use. Employees are required to use the holiday time within sixty (60) days following the holiday that the employee worked. Scheduling alternate holiday time off is to be requested and approved in advance of the holiday worked by the employee's immediate Supervisor. Holiday pay will be paid during the pay period in which the time off is used. If an employee chooses to work on the holiday and not move their holiday, they will be paid eight (8) hours at their regular rate of pay for holiday time and be paid for any hours worked on the holiday. A full-time employee may not move the holiday if they are not required to work the holiday. Holiday pay will be automatically paid if the employee is not required to work.

All non-exempt employees, full-time, part-time and seasonal, who work on any of the standard, scheduled holidays listed above will receive their normal wages plus any applicable premium pay as outlined below:

- Full-time employees receive monetary wages at the rate of two (2) times their regular wage for hours worked.
- Part-time or seasonal employees will be paid their regular rate of pay.

Floating holidays must be taken in full day (8-hour) increments. Floating holidays must be taken in the designated calendar year and cannot be carried over for use in another calendar year.

## **7.5 Bereavement Leave**

Employees are eligible for leave in the event of a death of an employee's covered family member. It is anticipated that leave is taken consecutively within a reasonable time period after the death of the covered family member and will not generally be postponed. If a funeral,

memorial service, or remembrance occurs at a later time, provide as much notice as feasible to your immediate Supervisor to coordinate time off.

A "covered family member" for purposes of this policy are listed below. Paid bereavement leave will be granted to full-time employees according to the following schedule:

- Employees are allowed up to five (5) paid days off from regularly scheduled duty in the event of the death of the employee's spouse, domestic partner, child, stepchild, father, mother, stepparent, grandparent, grandchild, father-in-law, mother-in-law, brother, sister, stepbrother, stepsister, or an adult who stood in loco parentis to the employee during childhood, son-in-law, daughter-in-law, brother-in-law, sister-in-law, aunt, uncle or spouse's grandparent.
- Employees are allowed up to one (1) paid day of bereavement leave to attend the funeral of a fellow regular, year-round employee or retiree of the District, provided such absence from duty will not interfere with normal operations of the District.

In accordance with the Illinois Family Bereavement Leave, a full-time FMLA eligible employee will be entitled to a maximum of ten (10) working days of unpaid bereavement leave for the reasons listed below. Any paid bereavement leave will run concurrently with Illinois Family Bereavement Leave. Illinois Family Bereavement Leave may be taken for:

1. attend the funeral or alternative to a funeral of a covered family member;
2. make arrangements necessitated by the death of a covered family member;
3. grieve the death of a covered family member;
4. be absent from work due to one of the following: (i) miscarriage; (ii) unsuccessful round of intrauterine insemination or of an assisted reproductive technology procedure (e.g., artificial insemination or embryo transfer); (iii) failed adoption match or an adoption that is not finalized because it is contested by another party; (iv) a failed surrogacy agreement; (v) a diagnosis that negatively impacts pregnancy or fertility; or (vi) a stillbirth.

The employee must complete leave within sixty (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 twelve (12)-month period, the employee is entitled to take up to six (6) weeks of bereavement leave during the twelve (12)-month period. This leave runs concurrently with the District's paid Bereavement Leave. Part-time and seasonal employees may request unpaid bereavement leave with prior notification to their immediate Supervisor.

An eligible employee should give the Park District at least forty-eight (48) hours of advance notice of the employee's intention to take 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.

An employee may (but is not required to) substitute earned and unused paid time off (including vacation) 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 twelve (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.

In the event of the death of an employee's immediate family member, a remembrance may be made in the form of flowers, food, or other acknowledgement at the discretion of the Park District.

## **7.6 Jury Duty**

The Park District encourages all employees to meet their civic responsibility by serving on a jury when called to do so. Full-time employees on jury duty will receive their regular base pay (if exempt) or the number of hours for which the employee was scheduled to work on those days for all days off while fulfilling their civic duty. All part-time and seasonal employees will receive jury duty leave without pay from the Park District.

All employees must provide written notice, supported with appropriate documentation of jury duty (e.g., the jury duty summons), to their immediate Supervisor as promptly as possible, before reporting for jury duty. During jury duty, and as promptly as possible, employees must inform their immediate Supervisor as to the expected duration of the jury duty. Employees called for jury duty longer than ten (10) days must notify their immediate Supervisor. Following jury duty, all employees must provide the Park District with appropriate documentation evidencing the length of their jury duty.

## **7.7 Time Off to Vote**

The District encourages employees to participate in elections. Up to two (2) hours of paid time is available for all employees who wish to vote in national, state or local elections, but cannot get to their polling place due to work-schedule conflicts. Arrange for voting time with your immediate Supervisor at least two (2) days before the date of an election.

## **7.8 Parental Leave**

Full-time employees may be entitled up to four (4) weeks of paid parental leave (including maternity/paternity/adoption) under this Policy. Parental leave is associated with the birth of an employee's own child, birth of a child via surrogate, or the placement of a child with the employee in connection with adoption or fostering. Full-time employees will earn one (1) week/five (5) days of paid parental leave for each three (3) months of continuous, full-time employment with the Park District. The maximum parental leave amount will be accrued at the conclusion of the eligible employees' first full year of full-time employment. An eligible, full-time employee will be allowed to bank the parental leave for future use at a maximum accumulation of four (4) weeks/twenty (20) days per qualifying event while in an eligible, full-time employment status. Paid parental leave may only be taken for eligible leave as defined in this Policy and will not be paid out when an eligible full-time employee changes to a non-eligible part-time or seasonal employment status or when employment is terminated.

The employee must provide 30 days' notice of the requested leave (or as much notice as practicable if the leave is not foreseeable), to their immediate Supervisor, complete the necessary FMLA forms as applicable, and provide them to the Human Resources Department.

An employee may use parental leave prior to using any other accrued paid time off benefit offered by the District. All paid leave under this policy will run concurrently with any applicable Family Medical Leave.

Such leave must be used in full day (8-hour) increments in a continuous block and begin immediately after the birth or placement of the child. Following the completion of such leave, the employee will be restored to the position held prior to the commencement of such leave or to an equivalent position.

## **7.9 Family and Medical Leave (FMLA)**

### **1. Basic Leave Entitlement**

The FMLA requires the District to provide up to twelve (12) weeks of unpaid, job-protected leave to eligible employees for the following reasons:

- (a) for incapacity due to pregnancy, prenatal medical care or childbirth;
- (b) to care for the employee's child after birth, or placement for adoption or foster care;
- (c) to care for the employee's spouse, son, daughter or parent, who has a serious health condition; or
- (d) for a serious health condition that makes the employee unable to perform the employee's job.

### **2. Military Family Leave Entitlements**

Eligible employees whose spouse, son, daughter or parent is on covered active duty or call to covered active duty status may use their twelve (12) week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

The FMLA also includes a special leave entitlement that permits eligible employees to take up to twenty-six (26) weeks of leave to care for a covered service-member during a single twelve (12) month period. A covered servicemember is: (1) a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness\*; or (2) a veteran who was discharged or released under conditions other than dishonorable at any time during the five (5) year period prior to the first date the eligible employee takes FMLA leave to care for the covered veteran, and who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness.\*

\*The FMLA definitions of “serious injury or illness” for current servicemembers and veterans are distinct from the FMLA definition of “serious health condition.”

### 3. Benefits and Protections

During FMLA leave, the District will maintain the employee’s health coverage under any “group health plan” on the same terms as if the employee had continued to work. Upon return from FMLA leave, most employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms.

Use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee’s leave.

### 4. Eligibility Requirements

Employees are eligible if they have worked for the District for at least twelve (12) months, have 1,250 hours of service in the previous twelve (12) months.

### 5. Definition of Serious Health Condition

A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee’s job or prevents the qualified family member from participating in school or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than three consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

### 6. Use of Leave

An employee does not need to use this leave entitlement in one block. Leave can be taken intermittently or on a reduced leave schedule when medically necessary. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the employer’s operations. Leave due to qualifying exigencies may also be taken on an intermittent basis.

### 7. Substitution of Paid Leave for Unpaid Leave

Employees must use accrued time off while taking FMLA leave unless otherwise qualifying for paid leave under another policy outlined within this handbook. In order to use paid leave for FMLA leave, employees must comply with the employer’s normal time off policies.

### 8. Employee Responsibilities

Employees must provide thirty (30) days advance notice of the need to take FMLA leave when the need is foreseeable. When thirty (30) days’ notice is not possible, the employee must provide

notice as soon as practicable and generally must comply with the District's normal call-in procedures.

Employees must provide sufficient information for the District to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. Employees also must inform the District if the requested leave is for a reason for which FMLA leave was previously taken or certified. Employees may be required to provide a certification and periodic recertification supporting the need for leave.

## 9. Employer Responsibilities

The District will inform employees requesting leave whether they are eligible under FMLA. If they are, the notice will specify any additional information required as well as the employees' rights and responsibilities. If they are not eligible, the District will provide a reason for the ineligibility. The District will inform employees if leave will be designated as FMLA-protected and the amount of leave counted against the employee's leave entitlement. If the District determines that the leave is not FMLA-protected, the District will notify the employee.

## 10. Unlawful Acts by Employers

FMLA makes it unlawful for any employer to:

- (a) interfere with, restrain, or deny the exercise of any right provided under FMLA; and
- (b) terminate or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

## 11. Enforcement

An employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against an employer. FMLA does not affect any Federal or State law prohibiting discrimination, or supersede any State or local law or collective bargaining agreement which provides greater family or medical leave rights.

### **7.10 Military Leave**

Employees who have need for leave due to voluntary or involuntary service in the military should contact the District's Human Resources Department as soon as the employee receives military orders.

Concurrent Compensation – During periods for annual training, employees will continue to receive full compensation for up to thirty (30) days per calendar year.

Differential Compensation – If an employee's leave is for more than thirty (30) days, an employee may be eligible for differential compensation. Employees may be eligible for

differential compensation during periods of leave for active service employees will receive the difference between the employee's average daily rate of military pay and the average daily rate of pay the employee would have received had the employee remained working. The District will calculate an employee's average daily rate of military pay by taking the employee's monthly military rate of pay and dividing it by the number of days in the month. The District will calculate the employee's daily rate of pay from the District by determining the number of shifts the employee would have worked per pay period had the employee not been on military leave and dividing the number of shifts per pay period by what the employee would have normally been paid that pay period.

Typically, an employee will only be eligible for differential pay for a period of sixty (60) work days in a calendar year. Depending on the type of military service the employee is performing, this period of differential pay may be extended.

Performance Evaluations – During the period of military leave, the District will be credited with the average of performance evaluations that the employee received for the three (3) years immediately before the military leave. Additionally, the employee will not receive a lower rating that the employee received for the period immediately prior to the commencement of the military leave.

Maintenance of Health Benefits – District health plan benefits will continue, except that the District will pay the full premium and administrative costs during the time an employee is on active duty.

Reinstatement – Employees are required to inform the District regarding any changes to the employee's military orders. Upon the end of an employee's military leave, the employee will be reinstated to the employee's prior position with no loss of seniority.

## **7.11 Illinois 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.

VESSA also permits employees to take up to two weeks (10 workdays) of unpaid leave related to the death of a family member or household member who is killed in a crime of violence to (1) attend the funeral, funeral alternative, or wake, (2) make arrangements necessitated by the death, and (3) grieve the death of the lost family member or household member. The leave provided for in this paragraph must be taken within sixty (60) days after the date on which the employee receives notice of the death of the victim. If the employee is entitled to unpaid leave under the Family Bereavement Leave Act as a result of the death of the family or household member, that leave shall be in addition to, and shall not diminish leave taken under VESSA for the reason set forth in this paragraph.

Eligibility – VESSA provides employees with up to twelve (12) workweeks of unpaid leave during a twelve (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.

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

- (a) seeking medical attention for, or recovering from, physical or psychological injuries caused by actual or threatened domestic violence, sexual violence, gender violence or any other crime of violence to the employee or the employee's family or household member;
- (b) obtaining services from a victim services organization for the employee or the employee's family or household member;
- (c) obtaining psychological or other counseling for the employee or the employee's family or household member;
- (d) participating in safety planning, temporarily or permanently relocating, or taking other actions to increase the safety of the employee or the employee's family or household member from future domestic violence, sexual violence, gender violence, or any other crime of violence or ensure economic security;
- (e) seeking legal assistance or remedies to ensure the health and safety of the employee or the employee's family or household member, including preparing for or participating in any civil or criminal legal proceeding related to or derived from actual or threatened domestic violence, sexual violence, gender violence or any other crime of violence;
- (f) attending the funeral or alternative to a funeral or wake of a family or household member who is killed in a crime of violence;
- (g) making arrangements necessitated by the death of a family or household member who is killed in a crime of violence; or
- (h) grieving the death of a family or household member who is killed in a crime of violence.

Leave taken for reasons (f), (g) and (h) is limited to a cumulative total of up to two (2) workweeks of leave within sixty (60) days of the death of the employee's family or household member and runs concurrently with all other forms of bereavement leave available under District policies and applicable laws (e.g., Family Bereavement Leave and Extended Child Bereavement Leave). However, if an employee who takes leave for reasons (f), (g), and (h) is also entitled to take unpaid bereavement leave under the Family Bereavement Leave Act, then such leave shall be in addition to the twelve (12) weeks of leave time an employee is entitled to under this policy.

## **Definitions**

“Family or household member” means spouse or party to a civil union, parent, grandparent, child, grandchild, sibling, or any other person related by blood or by present or prior marriage or civil union, other person who shares a relationship through a child, or any other individual whose close association with the employee is the equivalent of a family relationship as determined by

the employee, and persons jointly residing in the same household whose interests are not adverse to the employee as it relates to the domestic, sexual, or gender violence, or any other crime of violence.

“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.

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.)

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

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.

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

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

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**;
3. a death certificate, published obituary, or written verification of death, burial, or memorial services from a mortuary, funeral home, burial society, crematorium, religious institution, or government agency, documenting that a victim was killed in a crime of violence; or
4. **other corroborating evidence.**

The District will not request more than one document be submitted during the same twelve (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.

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

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

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

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

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.

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

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.

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, gender, or any other crime of violence that entitles the employee to leave; (b) the need for other job-protected leave under an applicable law; or (c) other circumstances beyond the control of the employee.

The District may require an employee who claims that the employee is unable to return to work because of a reason described above to provide, within a reasonable period after making the claim, certification to the District that the employee is unable to return to work because of that reason. An employee may satisfy the certification requirement of clause by providing to the District certification as outlined above in Section 10.3.7.

The District will not: (a) fail or refuse to hire, terminate, 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.

## **7.12 Personal/Non-FMLA Qualifying Leave of Absence**

Eligibility – Full-Time employees with one (1) year of continuous service that have a satisfactory record of performance may be eligible to take personal leave without pay for up to six (6) months.

Requests for Personal Leave – All requests for personal leaves of absence must be submitted, in writing, and must be approved by the employee's immediate Supervisor, Human Resources, your Department Head, and the Executive Director or their designee. Requests must be made at least thirty (30) days prior to the date leave is to begin. The following considerations will be taken into account when determining whether or not to grant the leave: purpose for which the leave is

requested; length of time you plan to be away; your job performance and attendance and punctuality record, the effect your absence will have on the work performed in your department area; your position and length of service; the expectation that you will return to work when the leave expires; and, any other factors deemed relevant by the District in its sole discretion. Each request will be reviewed on a case-by-case basis.

Effects on Benefits – Any time off benefits will not accrue during the leave period. Employees will be solely responsible for the total group health insurance premium payment if coverage is to be maintained during the leave period in accordance with COBRA. Any planned pay increase for an employee returning from an unpaid leave of absence without pay will be deferred by the length of the leave, and the normal evaluation date will be extended by the length of the leave.

Certification – In the case of an employee's own illness or injury, a physician's statement certifying the employee's condition may be required before the leave is granted, and upon return to work, a physician's statement certifying the employee's ability to perform the essential functions of their job is required by the District before an employee may be permitted to return to work.

Return from Personal Leave – Although the District will attempt to reinstate the employee at the conclusion of the personal leave period to the same or similar position to the one vacated, conditions may arise which necessitate the filling of the vacated position. Accordingly, reinstatement after a personal leave of absence is not guaranteed by the Park District. Any employee who fails to return to an available position on the first scheduled working day after the leave of absence has expired will be considered to have resigned from the Park District. However, pursuant to the Park District's American with Disabilities Act Policy, employees may request extended unpaid leave as a "reasonable accommodation" under the ADA.

# APPENDIX A

## Drug and Alcohol Policy

The Park District maintains a strong commitment to programs that promote safety in the workplace, and employee health and well-being. While the District hopes that all employees with a substance abuse problem will voluntarily submit to available treatment, certain guidelines must be set to cover instances where employees do not acknowledge their problems and seek help or instances where employees engage in prohibited conduct while on District business or premises. Therefore, in an effort to maintain a high standard of health and safety, the District has defined our policy and rules of acceptable conduct in this sensitive area.

An employee who is under the influence of drugs, marijuana and/or alcohol while at work poses a serious threat to their own safety and the safety of others. Also, a person cannot do their job properly while working under the influence of drugs, marijuana, or alcohol.

The use of the term “drug” in this policy refers to both legal and illegal controlled substances. If a drug is taken pursuant to the instruction of a medical professional licensed to prescribe or advise individuals on the use of drugs who has been informed of the employee’s job duties, the employee should consult with the medical professional to assure that the substance does not adversely affect the employee’s ability to safely perform their job. The term “drug” also includes, but is not limited to cocaine, PCP, heroin, morphine, amphetamines and barbiturates.

While the District will not penalize an employee solely for their status as a registered qualifying patient under the Compassionate Use of Medical Cannabis Program Act, any employee who is a registered qualifying patient is nevertheless required to comply with this policy and is subject to discipline up to and including termination for violations of this policy.

The use, sale, purchase, manufacture, distribution, dispensation, transfer, or possession of non-prescribed drugs, controlled substances, marijuana, or alcohol, is prohibited on District premises, and is cause for immediate termination. An employee may not be under the influence or possess non-prescribed drugs, controlled substances, marijuana or alcohol during working time. Any employee violating this prohibition will be subject to disciplinary action up to and including immediate termination. (Consequently, employees are not allowed to consume non-prescribed drugs, controlled substances, marijuana or alcohol during lunch.) At District-approved or business-related functions or meetings during which alcohol is served, moderate consumption is allowed (so long as the individual does not drive afterwards), but reasonable standards of conduct must be maintained.

Employees must not perform safety-sensitive duties if they are aware of any medical condition or have used alcohol or a drug (including prescribed medicine or marijuana) that may adversely affect their ability to perform such duties or that may affect safety, employees, or the public.

The District reserves the right to inspect packages, bags, briefcases, desks, automobiles, etc., where there is a reasonable belief that illegal drugs, marijuana, or alcohol may be present on District property. An employee’s failure to cooperate with an investigation may result in disciplinary action, including but not limited to immediate termination.

An employee suspected of being under the influence of a drug, marijuana, and/or alcohol due to specific articulable symptoms (e.g., symptoms of the employee's speech, physical dexterity, agility, coordination, demeanor, irrational or unusual behavior, negligence or carelessness in operating equipment, disregard for the safety of the employee or others, or carelessness that results in any injury to the employee or others), or an employee who is involved in an on-the-job accident, where it is reasonable to believe that the injury or accident was caused by the injured employee's impairment, may be required to take a medically approved test(s), to be given by authorized medical personnel, to determine whether the District's drug and alcohol policy has been violated.

Employees will be afforded a reasonable opportunity to contest a positive drug, marijuana, and/or alcohol test. However, an employee's refusal to submit to a test may result in disciplinary action, up to and including immediate termination. Refusal includes refusing to report immediately to the testing location upon request, refusal to sign a medical test authorization form as required by the District, refusal to provide specimens unless medically incapable of doing so, and/or attempts to falsify or interfere with the testing process, including failure to comply with instructions or attempting to substitute, dilute, or otherwise change specimens to be tested. Employee consent to testing under this policy will not act as a waiver of disciplinary action, up to and including termination.

While the District awaits the results of a test, the employee may be suspended without pay. In this situation, if the results of the test are negative, the employee will be reimbursed for regular working time lost due to taking the test(s). Further, the fact that the employee took such test, and the results thereof, shall not be used against the employee.

If an initial test is positive, a second test will be conducted from the sample, or a second sample may be required. A confirmed positive test may result in disciplinary action up to and including immediate termination. The employee may also submit a written request for a confirmatory retest of the original sample at their own expense at an appropriately certified laboratory. Such written request must be received by the District within five (5) working days of the date of the original test result notice. Any such retest would be in addition to the District's confirmation test described above.

An employee may be disciplined, up to and including termination for violation of the District's drug and alcohol policy, in the absence of a test, based on other evidence, including but not limited to observed conduct and symptoms. However, an employee will be provided an opportunity to contest the District's determination that an employee is under the influence of marijuana based on observed conduct or symptoms.

Employees who are convicted for off-the-job drug-related activity may be considered to be in violation of this policy. In deciding what action to take, the District will consider the nature of the charges, the employee's present job assignment, the employee's record with the District, the impact of the employee's conviction on the District and any other factor the District may deem relevant.

Additionally, employees shall notify the District of any criminal drug statute conviction no later than five (5) days after such conviction. Any employee who is so convicted will be considered to be in violation of this policy and subject to appropriate sanctions, including termination. Alternatively, and in keeping with the District's desire to encourage treatment and rehabilitation

where possible, the District may require a convicted employee to successfully complete an approved drug rehabilitation program in lieu of other disciplinary action.

Employees with substance abuse problems are encouraged to contact the Director of Human Resources for possible referral for counseling or treatment. The District will not discipline an employee who voluntarily seeks treatment for a substance abuse problem if the employee is not in violation of the District's drug and alcohol policy or other rules of conduct. The cost of such treatment is at the employee's expense (subject to possible coverage, if any, by group health insurance). Seeking such assistance will not be a defense for violating the District's drug and alcohol policy, nor will it excuse or limit the employee's obligation to meet the District's policies, rules of conduct, and standards including but not limited to those regarding attendance, job performance, and safe and sober behavior on the job. If an employee, in the course of employment, enters a substance abuse rehabilitation program, the employee may be required to submit to testing for substance abuse as a follow-up to such a program. Advance notice of testing will not be given to the employee. Refusal to be tested will be grounds for discipline, up to and including immediate termination.

It is the District's desire to provide a drug-free, healthful, and safe workplace. Employees are required to report to work in appropriate mental and physical condition to perform their jobs in a satisfactory manner. While on the District premises and while conducting business-related activities off the District premises, no employee may use, possess, distribute, sell, or be under the influence of alcohol, drugs, non-prescribed prescription drugs, or impairing substances used in an off-label manner. In accordance with federal and state Drug Free Workplace Acts, the District has resolved to maintain a drug free workplace.

The legal use of prescribed drugs is permitted on the job only if it does not impair an employee's ability to perform the essential functions of the job effectively and in a safe manner that does not endanger other individuals in the workplace. Employees must immediately inform their immediate Supervisor or the Director of Human Resources if they are taking any legally prescribed (including medical marijuana) or over-the-counter medication that could impact their ability to safely perform the essential functions of their job.

Violations of this policy may lead to disciplinary action, up to and including termination, and/or required participation in a substance abuse rehabilitation or treatment program. Such violations may also have legal consequences.

Employees with questions on this policy or issues related to drug or alcohol use in the workplace should raise their concerns with their immediate Supervisor or the Director of Human Resources without fear of reprisal.

The purpose of this Policy is to inform employees of the District's investigation, treatment and disciplinary policy relating to alcohol and drugs. As such, all District employees will abide by its terms, as well as all applicable laws. As with all policies in this Manual, this Policy is subject to periodic addition, modification or deletion.

This Policy does not replace any of the provisions or requirements of the District's Alcohol and Drug Testing for Operation of Commercial Motor Vehicles Policy for positions that require a Commercial Driver's License (CDL). District employees who operate District commercial motor vehicles and possess a CDL have special responsibilities necessitated by the fact that they



operate vehicles that require additional skill and attentiveness over that of non-commercial motor vehicles. As part of its continuing commitment to safety and to comply with federal law, the District has established an Alcohol and Drug Testing for Operation of Commercial Motor Vehicle Policy for District positions that require a CDL (see Alcohol and Drug Procedures for CDL Employees that follows). Both the District and the federal government recognize it is important to establish programs to help prevent accidents and injuries resulting from the misuse of alcohol or use of controlled substances by drivers of commercial motor vehicles. The Alcohol and Drug Procedures for CDL Employees are in addition to and supplements and complements rather than supersedes all other District policies, rules, procedures, and practices, including, without limitation, this Alcohol and Drug Abuse Policy. However, for persons to whom the Alcohol and Drug Procedures for CDL Employees applies, in the event of any conflict between any of the provisions of the Alcohol and Drug Procedures for CDL Employees and the provisions of any other District policy, rule, procedure or practice, the provisions of the Alcohol and Drug Procedures for CDL Employees will control.

### **Alcohol and Drug Policy for CDL Employees**

To promote public safety and help prevent accidents and injuries, the U.S. Department of Transportation (DOT) instituted regulations that establish a zero-tolerance level for the presence of alcohol or controlled substances in the system of any individual who operates or maintains a commercial class vehicle. The regulations establish testing requirements to help ensure compliance with the alcohol and controlled substance prohibitions. The controlled substances prohibited by DOT regulations are Marijuana, Cocaine, Opiates, Amphetamines and Phencyclidine (PCP). The following procedures have been developed to implement the DOT regulations found in 49 CFR Parts 40 and 382. The numbers inside the parentheses appearing in many of the sections refer to 49 CFR Part 40 or 382 sections relevant to the particular procedure. Employees who violate this policy are subject to disciplinary action, up to and including termination.

### **Adverse Effects of Alcohol and Drug Use**

Unlawful use of drugs and alcohol poses risks. Alcohol and drug abuse can lead to health problems such as lung cancer, obstructive pulmonary disease, chronic respiratory infections, liver disease, high blood pressure, cardiac disease, and seizures. Drug abusers have an increased risk of AIDS and hepatitis.

The impairments drugs cause mean users (and their nearby coworkers) suffer more accidental injuries and motor vehicle accidents. Drugs can also rob the user of the ability to reach long-term goals, deal constructively with stress and anxiety or have successful and satisfying friendships and family relationships. Because drug use is unlawful, users ruin lives when they are arrested, jailed or injured by drug-related violence.

Full-time employees may access the confidential Employee Assistance Program (EAP) for information and assistance with alcohol or drug use. Full-time employees may obtain information about the District's EAP through the employees' immediate supervisor or the Human Resources Department.

### **Affected Employees**

The following employees are subject to these alcohol and drug procedures, restrictions and requirements: All employees required to have a valid CDL driver's license as a condition of employment and operate a commercial vehicle for the Park District of Highland Park. This includes full-time and part-time employees.

The above employees are subject to these procedures and regulations at all times while on duty including all overtime and call-back time.

### **Employee Requirements**

To meet DOT regulations, the District places the following requirements upon affected employees. The Director may make exceptions to these requirements in making temporary work assignments for employees.

- Affected employees will not consume any product containing alcohol or controlled substances while on duty.
- Affected employees will not report for duty while there is any alcohol or controlled substance in their system (unless the use is pursuant to the instruction of a physician who has been informed of the affected employee's job duties and has advised the affected employee that the substance does not adversely affect their ability to safely perform their job).
- Affected employees will not possess any product containing alcohol or controlled substances while on duty.
- Affected employees cannot report for duty within four (4) hours of having consumed alcohol and may not perform safety-sensitive functions (this includes but is not limited to operating motor vehicles or equipment) within four (4) hours after using alcohol.
- Affected employees must immediately report for testing when so ordered and must cooperate with testing personnel and procedures.
- Affected employees must agree to release testing results to the District and to the substance abuse professional (SAP) and to release the substance abuse professional's report to the District.
- Affected employees cannot consume alcohol for eight (8) hours following an accident involving a death or an accident for which the employee received a moving violation for operation of a commercial class vehicle which contributed to the accident or until the employee undergoes a post-accident or controlled substance test, whichever occurs first. The employee must remain available for testing for a period of eight (8) hours for an alcohol test or seventy-two (72) hours for a controlled substance test.

### **Tests Performed**

Detailed descriptions of the testing procedures are contained in 49 CFR Part 40 and Part 382. A brief description of the testing procedure follows.

#### **Alcohol Test**

1. Employee immediately reports to the designated testing facility, shows a photo identification card, and signs testing form.

2. Employee blows into alcohol testing device. If employee cannot exhale sufficient quality of air through the machine for a complete test a medical exam will be performed.
3. If test results are negative the employee returns to work. Results will be reported to the Human Resources Department.
4. If test results are positive, another test will be performed after a fifteen (15)-minute wait but before twenty (20) minutes. The employee may not eat or drink anything nor belch during the waiting period for the retest.
5. If retest results are negative, the test is reported to the Human Resources Department as negative.
6. If retest results are positive, the test results are immediately reported to the Human Resources Department.

### **Controlled Substances Test**

Testing will only be performed for the five (5) controlled substances prohibited by the D.O.T. regs - Marijuana, Cocaine, Opiates, Amphetamines, and Phencyclidine.

1. Employee immediately reports to the designated testing facility, shows a photo identification card, and signs the testing form.
2. Employee provides a urine sample. If unable to provide sufficient quantity for testing, the employee will drink water (up to 24 oz. in two (2) hours) and
3. Hospital personnel will perform required testing to verify the specimen sample has not been tampered with. The employee returns to work.
4. Sample is sent to a lab where it is split in half. A screening test is performed on a portion of one of the sample splits. If negative results are obtained, the testing is reported as negative to the medical review officer (MRO) who, in turn, reports negative results to the Human Resources Department.
5. If screening tests are positive, sophisticated confirmation testing is performed on the rest of the split sample. Results are reported to the MRO. If negative, the MRO reports a negative result to the Human Resources Department.
6. If the results are positive, confirming the presence of one of the five controlled substances, the MRO will contact the employee to talk over the results of the test to determine if there is a legitimate clinical reason for the presence of the drug and will decide if test results are negative or positive. If the MRO cannot reach the employee, they will contact the Human Resources Department and ask Human Resources to tell the employee to contact the MRO. If the employee does not contact the MRO within seventy-two (72) hours, the MRO will determine the test results as positive. The MRO reports to the Human Resources Department test results as positive or negative.
7. If test results are positive, the employee will be removed from duties of operating or maintaining a commercial class vehicle. The employee has seventy-two (72) hours in

which to request a retest of the second split sample and can request the split sample be tested at a second lab. A negative retest of the split sample will cancel the first positive results.

## **Six Circumstances Under Which Testing Will Be Performed**

### **1. Pre-employment Testing (382.301, 413)**

Before a new employee is hired or before an existing employee may be transferred to a position in which operating or maintaining a commercial class vehicle is required, both alcohol and controlled substance testing are required. If an employee has not been in a random testing pool for one (1) month, then alcohol and controlled substance testing must be performed before the employee may operate or maintain a commercial class vehicle. Alcohol test results must be below 0.04 and controlled substances negative or the employee cannot be hired to the position without a substance abuse professional evaluation. There is no requirement that the prospective employee be hired or that they see the MRO or SAP, but an attempt must be made to inform the prospective employee of the test results and to seek an evaluation. In addition to submitting to testing, the prospective employee must supply the District with the names of all firms for which they have been employed in the previous two years operating or maintaining commercial class vehicles. The prospective employee must cooperate fully with the District in obtaining from each of the previous employer's results of any positive test, SAP's reports and any refusals to test.

### **2. Random Testing (382.305)**

All affected employees will be placed in a pool from which random selections for testing will be made. Random testing will be for both alcohol and controlled substances. The annual rate of testing for the entire pool will be as directed by the U.S. Secretary of Transportation, currently 10 percent per year for alcohol and 50 percent per year for illegal drugs. Every employee in the selection pool has an equal chance of being selected each time a drawing is made. Selection for testing will be performed on a sufficiently random basis by the Consortium. Employees will not know when testing is complete for the year nor when to anticipate the next selection. A surplus of names will be generated so that another selection may be made in place of an employee who is temporarily on leave.

### **3. Reasonable Suspicion Testing (382.307)**

When a supervisor has reason to believe an employee has alcohol or controlled substances in their system, they contact another supervisor or management official trained in the signs and symptoms of drug and/or alcohol misuse who will also observe the employee. If both supervisors agree, the employee will be driven to the designated testing facility for alcohol or controlled substances testing as appropriate. The supervisor's determination must be based upon specific, describable current observations of the employee's appearance, behavior, speech or body odor. Possession alone is not sufficient cause to require the employee to submit to testing. When a reasonable suspicion determination has been made, the employee must immediately stop operation or maintenance of a commercial class vehicle. (For twenty-four (24) hours or until a negative test result whichever comes first.) The employee will be informed of their right to consent or refuse testing and the consequences of refusing testing or failing an alcohol or drug test. The employee will be asked to review and sign a Consent/Refusal Form. The supervisor calls the designated testing facility to advise that the employee will report for testing. The

employee under suspicion must be accompanied to the testing facility, preferably by a supervisor. If an employee refuses to submit to a test, they will be required to call someone to drive them home. If unable to find someone, a cab will be called. The District will pay for the cab with reimbursement by the employee when they return to work. If the employee insists on driving themselves, the local police department will be called and notified.

Testing for alcohol reasonable suspicion should be performed within two (2) hours but cannot be conducted if eight (8) hours have passed since the determination was made. A written report must be submitted to the Human Resources Department for the file explaining why testing was not performed within two (2) hours. Controlled substances testing should be performed as soon as possible but not after thirty-two (32) hours since the determination was made. The supervisor(s) making the determination must submit a signed written description citing the specific observations which led to the reasonable suspicion testing. The written description should be submitted before the test results have been received.

#### 4. Post-accident Testing (382.303)

A surviving driver of a commercial class vehicle involved in an accident in which a death occurred or for which the driver received a ticket for the operation of the commercial vehicle having contributed to the accident will be tested for both alcohol and controlled substances. The driver will remain readily available for testing after an accident until thirty-two (32) hours have passed or earlier if a supervisor advises that testing will not be necessary. A driver cannot consume any alcohol within eight (8) hours following an accident unless a supervisor advises that no testing will be required, or testing has already been performed. If a death occurs or a driving citation is issued, alcohol testing will be performed within two (2) hours but no testing after eight (8) hours and controlled substance testing within thirty-two (32) hours. A written record must be submitted to file explaining why alcohol testing could not be performed within two hours if such is the case and a record if either testing could not be performed.

#### 5. Return to Duty Testing (382.309)

Alcohol and controlled substances testing will be performed with negative test results (less than 0.02 alcohol) on all affected employees who:

- Have been removed from duty of operating or maintaining a commercial class vehicle for refusing to test or testing positive for controlled substances or alcohol greater than 0.04. Employee will be responsible for all costs associated with this classification of return to duty testing or
- Have not been in a random testing pool for more than thirty (30) days. (Employees who have been on extended leave).

#### 6. Follow-up Testing (382.311,.605)

Any affected employee who has refused to test or who has tested positive for controlled substances or greater than 0.04 alcohol content and has been determined by a substance abuse professional to require help in dealing with substance abuse problems will be subject to follow-up testing.

The Human Resources Department will order the affected employee to report immediately for surprise alcohol or controlled substance (or both) testing at the frequency prescribed by the

substance abuse professional. The Human Resources Department will advise the SAP of the test results. The duration of surprise testing will continue as long as required by the SAP to a maximum of five (5) years.

At a minimum, six (6) unannounced tests will be required within the first twelve (12) months of return to duty. This minimum must be conducted regardless of whether the SAP deems no more testing is required. Employee is responsible for all costs associated with follow-up testing.

### **Consequences of failed or refused tests (382.605)**

An employee will be immediately removed from duty upon the employee's refusal to cooperate with testing procedures or upon receipt of positive test results. Employees who refuse to submit to testing or fail an alcohol or drug test are subject to disciplinary action, up to and including termination.

The employee selects an SAP. The employee is responsible for payment to the substance abuse professional and subsequent counseling and rehabilitation. The employee's medical insurance may be used to help pay for these services. A list of SAPs will be provided to the employee. However, the employee is free to choose any certified SAP.

The employee signs a release allowing the Human Resources Department to release the test results to the SAP and signs a release for the SAP to report back to the District.

The SAP will report back to the District that the employee:

- Does not require any help in dealing with a substance abuse problem – in which case the employee may be returned to full duty.
- That the employee requires and is cooperating with continued counseling and rehabilitation and may return to full duty or may not return to full duty yet.
- That the employee requires but is not cooperating with counseling and rehabilitation and may not return to duty.
- The employee is responsible for obtaining any counseling or rehabilitation prescribed the SAP and must provide appropriate releases for counseling and rehabilitation professionals to report back to the SAP. Employees are advised that the DOT regs require that the additional counseling and rehabilitation not be performed by any business entity in which the SAP has a financial interest.
- When the SAP reports to the Human Resources Department that the employee may return to full duty of operating and maintaining commercial class vehicles the employee must:
  - Test negative in return to duty alcohol or controlled substances testing (or both tests if indicated by the SAP).
  - Continue with any rehabilitation therapy if prescribed by the SAP.
  - Test negative in unannounced follow up testing as prescribed by the SAP or at a minimum, six tests in the first twelve (12) months of returning to duty as ordered by the Director.

### **Required Training**

- All affected employees will be informed of the new DOT regs and these policies and procedures to implement the regs.
- All supervisory personnel who oversee CDL drivers will receive training in recognizing physical signs of alcohol misuse and controlled substance use prior to any employee being ordered to submit to reasonable suspicion testing by that supervisor. Sixty (60) minutes of training for alcohol misuse recognition and sixty (60) minutes of training for controlled substance use recognition is required.
- All new employees and newly transferred employees to affected positions will receive training prior to operating or maintaining a commercial class vehicle. All newly hired supervisory personnel who oversee CDL drivers will receive sixty (60) minutes of alcohol misuse recognition training and sixty (60) minutes of controlled substances use training prior to their requiring any employee to submit to reasonable suspicion testing.

# APPENDIX B

## **Whistleblower Reporting and Anti-Retaliation Policy and Procedures**

It is the policy of the Park District of Highland Park to act in accordance with Illinois Public Act 101-652 generally, and specifically Section 4.1 of the Public Officers Prohibited Activities Act and to prohibit any official from retaliating against any employee who: (a) reports an improper governmental action, (b) cooperates in the investigation related to a report of an improper governmental action, or (c) testifies in a proceeding or prosecution of an improper governmental action by the Park District of Highland Park. An improper governmental action is defined as follows:

“Improper governmental action” includes any action by a Park District employee, an appointed member of a board, commission, or committee, or an elected official of the Park District of Highland Park that is undertaken in violation of federal, State, or Park District law or rule; is an abuse of authority; violates the public’s trust or expectation of their conduct; is of substantial and specific danger to the public’s health or safety; or is a gross waste of public funds.

“Improper governmental action” does not include a Park District personnel actions, including, but not limited to employee grievances, complaints, appointments, promotions, transfers, assignments, reassignments, reinstatements, restorations, reemployment, performance evaluations, reductions in pay, dismissals, suspensions, demotions, reprimands, or violations of collective bargaining agreements, except to the extent the actions amounts to retaliation. Retaliation, in this context means retaliatory action that results from an employee’s protected activity of reporting improper governmental action, cooperating in the investigation, proceeding or prosecution of a reported improper governmental action.

Copies of this Policy and Procedure, will be given to every employee upon hiring. Additionally, these same documents will be furnished or made available to all Park District of Highland Park employees on an annual basis.

### **Designation of Auditing Official**

The Park District of Highland Park designates the Executive Director to serve as the Auditing Official of the Park District of Highland Park, with the duties and responsibilities set forth in 50 ILCS 105/4.1. The Director of Human Resources and Workforce Development may serve as the Auditing Official in special circumstances including but not limited to if the Executive Director is unavailable or unable to perform the duties and responsibilities set forth in 50 ILCS 105/4.1.

### **Procedures for Reporting and Investigating Reports of Improper Governmental Action**

#### **Reporting an “Improper Governmental Action” or Retaliation.**

1. If a Park District employee believes that they have witnessed an improper governmental action, as defined in the Policy above, the employee must submit a written report of the improper governmental action to the Auditing Official.



2. If a Park District employee believes that they have been retaliated against for reporting improper governmental action, or cooperating in the investigation, or procedure involving an improper governmental action, the employee must report such alleged retaliation to the Auditing Official within sixty (60) days of the retaliatory action taking place.
3. The Auditing Official may transfer the complaint to another auditing official, including the States Attorney, if they determine that it is appropriate.
4. If the Auditing Official is also the subject of the complaint, the Complainant may file the complaint with any States Attorney.

### **Investigation of Complaint.**

1. Identity of the Complainant
  - a. The Auditing Official will keep the identity of the Complainant confidential to the extent allowed by law.
  - b. The Complainant may waive confidentiality in writing on a form presented to the Auditing Official.
2. The Auditing Official shall investigate the complaint promptly and thoroughly and conclude whether or not the evidence gathered through such investigation warrants merit of a finding that either an improper governmental action, or retaliation for filing such a complaint or complying with such investigation occurred or did not occur.
3. The investigation by the Auditing Official may include:
  - a. Interviews of the Complainant and witnesses;
  - b. Interviews of governmental officials who may have knowledge about the complaint or may be the subject of the complaint;
  - c. Inspection of documentation (in written, printed, or electronic format) relevant to the complaint;
  - d. Take any other appropriate measures to ensure that the complaint has been thoroughly investigated.
  - e. Make a determination whether the complaint has merit or whether the complaint does not have merit.

### **Determination and Remedial Action If Necessary.**

1. If the Auditing Official determines that the complaint has no merit, they can dismiss the complaint.

2. If the Auditing Official determines that the complaint has merit, they may take remedial action on behalf of the Complainant, including reinstatement, reimbursement for lost wages or expenses, promotion, or other remedial action that the Auditing Official deems appropriate. The Auditing Official may also make his/her investigation findings available to the Complainant's attorney if the Auditing Official finds that restitution is not sufficient.
3. Any person who engages in prohibited retaliation under Section 4.1 of the Public Officers Prohibited Activities Act may also be subject to fines, appropriate employment action, civil or criminal prosecution, or any combination of these actions.

# APPENDIX C

## Identity Protection

This policy is adopted pursuant to the Identity Protection Act (5 ILCS 179/1 et seq.) to protect social security numbers from unauthorized disclosure.

PROHIBITED ACTS. No Park District employee may do any of the following:

1. Publicly post or publicly display or otherwise intentionally communicate or otherwise intentionally make available to the general public in any manner an individual's social security number.
2. Print an individual's social security number on any card required for the individual to access products or services provided by the Park District.
3. Require an individual to transmit their social security number over the Internet, unless the connection is secure, or the social security number is encrypted.
4. Print an individual's social security number on any materials that are mailed to the individual, through the U.S. Postal Service, any private mail service, electronic mail, or any similar method of delivery, unless state or federal law requires the social security number to be on the document to be mailed. Notwithstanding any provision in this section to the contrary, social security numbers may be included in applications and forms sent by mail, including, but not limited to, any material mailed in connection with the administration of the Unemployment Insurance Act, any material mailed in connection with any tax administered by the Illinois Department of Revenue, and documents sent as part of an application or enrollment process or to establish, amend, or terminate an account, contract, or policy or to confirm the accuracy of the social security number. A social security number that may permissibly be mailed under this section may not be printed, in whole or in part, on a postcard or other mailer that does not require an envelope or be visible on an envelope without the envelope's having been opened.
5. Collect, use, or disclose a social security number from an individual, unless:
  - (a) required to do so under state or federal law, rules, or regulations, or the collection, use, or disclosure of the social security number is otherwise necessary for the performance of that agency's duties and responsibilities;
  - (b) the need and purpose for the social security number is documented before collection of the social security number; and
  - (c) the social security number collected is relevant to the documented need and purpose.
6. Require an individual to use their social security number to access an Internet website.

Use the social security number for any purpose other than the purpose for which it was collected.

Encode or embed a social security number in or on a card or document, including, but not limited to, using a bar code, chip, magnetic strip, RFID technology, or other technology, in place of removing the social security number as required by this policy.

**EXCLUSIONS FROM PROHIBITIONS.** The above-listed prohibitions do not apply in the following circumstances:

1. The disclosure of social security numbers to agents, employees, contractors, or subcontractors of a governmental entity or disclosure by a governmental entity to another governmental entity or its agents, employees, contractors, or subcontractors if disclosure is necessary in order for the entity to perform its duties and responsibilities; and, if disclosing to a contractor or subcontractor, prior to such disclosure, the governmental entity must first receive from the contractor or subcontractor a copy of the contractor's or subcontractor's policy that sets forth how the requirements imposed under the Identity Protection Act on a governmental entity to protect an individual's social security number will be achieved.
2. The disclosure of social security numbers pursuant to a court order, warrant, or subpoena.
3. The collection, use, or disclosure of social security numbers in order to ensure the safety of: state and local government employees; persons committed to correctional facilities, local jails, and other law enforcement facilities or retention centers; wards of the State; and all persons working in or visiting a state or local government agency facility.
4. The collection, use, or disclosure of social security numbers for internal verification or administrative purposes.
5. The disclosure of social security numbers by a state agency to any entity for the collection of delinquent child support or of any state debt or to a governmental agency to assist with an investigation or the prevention of fraud.
6. The collection or use of social security numbers to investigate or prevent fraud, to conduct background checks, to collect a debt, to obtain a credit report from a consumer reporting agency under the federal Fair Credit Reporting Act, to undertake any permissible purpose that is enumerated under the federal Gramm Leach Bliley Act, or to locate a missing person, a lost relative, or a person who is due a benefit, such as a pension benefit or an unclaimed property benefit.

**FREEDOM OF INFORMATION ACT REQUESTS.** Consistent with the Illinois Freedom of Information Act, Park District employees must redact social security numbers from information or documents being supplied to the public pursuant to a Freedom of Information Act request before allowing the public inspection or copying of the information or documents.

**APPLICABILITY.** This policy does not apply to the collection, use, or disclosure of a social security number as required by state or federal law, rule, or regulation. This policy does not apply to documents that are recorded with a county recorder or required to be open to the public under any state or federal law, rule, or regulation, applicable case law, Supreme Court Rule, or the Constitution of the State of Illinois.

If a federal law takes effect requiring any federal agency to establish a national unique patient health identifier program, any Park District employee that complies with the federal law shall be deemed to be in compliance with this policy.

**IDENTITY PROTECTION PROCEDURES.** All Park District employees having access to social security numbers in the course of performing their duties shall be trained to protect the confidentiality of social security numbers. The training shall include instructions on the proper handling of information that contains social security numbers from the time of collection through the destruction of the information.

Only Park District employees who are required to use or handle information or documents that contain social security numbers have access to such information or documents.

Social security numbers requested from an individual shall be provided in a manner that makes the social security number easily redacted if required to be released as part of a public records request.

When collecting a social security number, or upon request by the individual, a statement of the purpose or purposes for which the Park District is collecting and using the social security number shall be provided to the individual.

**DISTRIBUTION OF POLICY.** A written copy of this policy has been provided to the Park District commissioners.

Each current Park District employee shall be provided and shall acknowledge receipt of a copy of this policy. Each employee hereinafter hired by the Park District shall be provided and shall acknowledge receipt of a copy of this policy upon commencing their employment. A copy of this policy shall be made available to any member of the public, upon request. If the Park District Board amends this policy, the Park District shall advise all Park District employees of the existence of the amended policy and make a copy of the amended policy available to each of its employees.

# APPENDIX D

## Ethics Ordinance

WHEREAS, the Illinois General Assembly has enacted the State Officials and Employees Ethics Act (Public Act 93-615, effective November 19, 2003, as amended by Public Act 93-617, effective December 9, 2003), which is a comprehensive revision of State statutes regulating ethical conduct, political activities and the solicitation and acceptance of gifts by State officials and employees; and

WHEREAS, the Act requires all units of local government and school districts, within six months after the effective date of Public Act 93-615, to adopt ordinances or resolutions regulating the political activities of, and the solicitation and acceptance of gifts by, the officers and employees of such units "in a manner no less restrictive" than the provisions of the Act; and

WHEREAS, it is the clear intention of the Act to require units of local government and school districts to implement regulations that are at least as restrictive as those contained in the Act, and to impose penalties for violations of those regulations that are equivalent to those imposed by the Act, notwithstanding that such penalties may exceed the general authority granted to units of local government to penalize ordinance violations; and

WHEREAS, it is the clear intention of the Act to provide units of local government with all authority necessary to implement its requirements on the local level regardless of any general limitations on the power to define and punish ordinance violations that might otherwise be applicable; and

WHEREAS, because the Act provides for the imposition of significant penalties for violations of said local regulations, it is necessary to adopt the required regulations by Ordinance rather than by Resolution;

NOW, THEREFORE, THE BOARD OF PARK COMMISSIONERS OF THE PARK DISTRICT OF HIGHLAND PARK, LAKE COUNTY, STATE OF ILLINOIS, HEREBY ORDAINS AS FOLLOWS:

SECTION 1: The Board of Park Commissioners hereby repeals and replaces its current Code of Ethics, enacted by Ordinance No. 04-03, adopted on May 13, 2004, with the new Code of Ethics attached hereto.

SECTION 2: This Ordinance shall be in effect upon its passage, approval and publication as provided by law.

Adopted this 23rd day of April, 2013 by roll call vote of the members of the Board of Park Commissioners, as follows:


Roll Call:

Ayes: Commissioner Bernstein, Commissioner Flores Weisskopf, President Meyers

Nays: None

Absent: Commissioner Waxman, Vice President Kaplan

Abstain: None

  
President, Board of Park Commissioners

ATTEST:

  
Secretary, Board of Park Commissioner

## Code of Ethics--Declaration of policy and purpose.

- A. The proper operation of democratic government requires that public officials and employees be independent, impartial and responsive to the people they serve; government decisions and policy be made in the proper channels of the governmental structure; public office not be used for personal gain or to advance the interests of family or relatives; and the public have confidence in the integrity of its government. In recognition of such goals, there is established a code of ethics for all Park District public officials, whether elected or appointed, paid or unpaid, and for Park District employees. The purposes of this Code of Ethics are to establish ethical standards of conduct for all such public officials and public employees by setting forth the acts or actions which are incompatible with the best interests of the Park District and its inhabitants and by requiring disclosure by public officials and public employees of private financial or other interests in matters affecting the Park District.
- B. This Code of Ethics are founded upon the principle that no individual shall receive any impermissible financial or other gain by reason of their serving as a public official or public employee of the Park District, and that no private person or taxpayer, including public officials or public employees, or their family members, should receive any benefits from Park District action beyond that which is available to any other private person or taxpayer due to their relation to or as a result of privileged information or support provided by any public official or public employee.
- C. It is the legislative intent of the Board of Park Commissioners for this policy to be liberally construed to accomplish the purposes herein expressed to the greatest extent permitted by law.

## Section 2. Definitions.

The following words, terms and phrases, when used in this Code of Ethics, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning. Whenever the context of this Code requires, the masculine gender includes the feminine or neuter and the singular number includes the plural.

<b>Business entity</b>	means any business, proprietorship, firm, partnership, person in a representative or fiduciary capacity, association, venture, trust or corporation.
<b>Campaign for elective office</b>	means any activity in furtherance of an effort to influence the selection, nomination, election, or appointment of any individual to any federal, state, or local public office or office in a political organization, or the selection, nomination, or election of Presidential or Vice-Presidential electors, but does not include activities:  1. Relating to the support or opposition of any executive, legislative, or administrative action,



	<p>2. Relating to collective bargaining, or</p> <p>That are otherwise in furtherance of the person's official duties.</p>
<b>Candidate</b>	means a person who has filed nominating papers or petitions for nomination or election to an elected office, or who has been appointed to fill a vacancy in nomination, and who remains eligible for placement on the ballot at a regular election, as defined in 10 ILCS 5/1-3.
<b>Collective Bargaining</b>	has the same meaning as that term is defined in the Illinois Public Labor Relations Act, 5 ILCS 315/3.
<b>Compensated</b>	means, with respect to an employee, any time worked by or credited to the employee that counts toward any minimum work time requirement imposed as a condition of his or her employment, but for purposes of this chapter, does not include any designated holidays, vacation periods, personal time, compensatory time off or any period when the employee is on a leave of absence. With respect to officers or public employees whose hours are not fixed, "compensated time" includes any period of time when the officer is on premises under the control of the employer and any other time when the officer or employee is executing his or her official duties, regardless of location.
<b>Compensatory time off</b>	means authorized time off earned by or awarded to an employee to compensate in whole or in part for time worked in excess of the minimum work time required of that employee as a condition of his or her employment.
<b>Contribution</b>	as the same meaning as that term is defined in 10 ILCS 5/9-1.4.
<b>Doing business</b>	means engaging in an activity for profit or gain, or that requires a license or permit by an agency.
<b>Employer</b>	means the Park District of Highland Park
<b>Family member</b>	means a spouse, children and grandchildren, and their spouses, parents and the parents of a spouse, and brothers and sisters and their spouses. All relations which arise by action of law or marriage shall be included within the meaning of Family Member, including step relatives, adoptees and half siblings. For the purpose of this Chapter the word spouse shall include a life partner.
<b>Gift</b>	means any gratuity, discount, entertainment, hospitality, loan, forbearance, or other tangible or intangible item having monetary value including, but not limited to, cash, food and drink, and honoraria for speaking engagements related to or attributable to government employment or the official position of an officer or employee given without consideration or expectation of return.

<b>Interest</b>	means any material direct or indirect benefit accruing to a public official or employee, or their family members, whether in the public official's or employee's own name, or the name of any person, from which the official or employee is entitled to receive any financial benefit as a result of a contract or transaction which is or which is known will become the subject of an official act or action by or with the Park District, except for such contracts or transactions which, by their terms and the substance of their provisions, confer the opportunity and right to realize the accrual of similar benefits to all other citizens of the Park District. Notwithstanding anything to the contrary, any interest permitted or prohibited under 50 ILCS 105/3 shall be permitted or prohibited under the same circumstances and conditions as therein set forth.
<b>Interest in real property</b>	Includes, but is not limited to, the following: <ol style="list-style-type: none"> <li>1. Legal or equitable title;</li> <li>2. A beneficial interest in any trust, including a land trust;</li> <li>3. Any assignment of any interest from a beneficiary or any other party of an interest;</li> <li>4. A power to direct conveyance;</li> <li>5. A right to receive rents or proceeds from property;</li> <li>6. The obligation to pay rent;</li> <li>7. A lien;</li> <li>8. A tax sale certificate;</li> <li>9. An option; or</li> <li>10. Any other financial interest, real or personal, direct or indirect, in such property, including status as a nominee or undisclosed principal.</li> </ol>
<b>Intergovernmental gift</b>	means any gift given to a public official or public employee by a public official or public employee of another governmental entity.
<b>Intragovernmental gift</b>	means any gift give to a public official or public employee from another public official or public employee.
<b>Leave of absence</b>	means any period during which an employee does not receive: <ol style="list-style-type: none"> <li>1. Compensation for employment, and</li> <li>2. Service credit towards pension benefits.</li> </ol>

<b>Lobbyist</b>	<p>means any person:</p> <ol style="list-style-type: none"> <li>1. Who, for compensation or on behalf of any person other than himself, undertakes to influence any legislative or administrative action; or</li> <li>2. Any part of whose duties as an employee of another includes undertaking to influence any legislative or administrative action.</li> </ol>
<b>Official act or action</b>	<p>means any legislative, administrative, appointive or discretionary act of any public official or public employee of the Park District, or any agency, board, committee or commission thereof.</p>
<b>Person</b>	<p>means any individual, entity, corporation, proprietorship, partnership, joint venture, firm, association, trade union, syndicate, committee, trust, estate or group, as well as any parent or subsidiary of any of such entities, whether or not operated for profit, doing business with or participating in a transaction with or before the Park District or any commission or agency thereof.</p>
<b>Political Activity</b>	<p>means any activity in support of or in connection with any campaign for elective office or any political organization, but does not include activities:</p> <ol style="list-style-type: none"> <li>1. Relating to the support or opposition of any executive, legislative, or administrative action;</li> <li>2. Relating to collective bargaining; or</li> <li>3. That are otherwise in furtherance of the person's official duties.</li> </ol>
<b>Political organization</b>	<p>means a party, committee, association, fund, or other organization (whether or not incorporated) that is required to file a statement of organization with the State Board of Elections or a county clerk under Section 9-3 of the Election Code, 10 ILCS 5/9-3, but only with regard to those activities that require filing with the State Board of Elections or a county clerk.</p>

<p><b>Prohibited political activity</b></p>	<p>means:</p> <ol style="list-style-type: none"> <li>1. Preparing for, organizing, or participating in any political meeting, political rally, political demonstration, or other political event;</li> <li>2. Soliciting contributions, including but not limited to the purchase of, selling, distributing, or receiving payment for tickets for any political fundraiser, political meeting, or other political event;</li> <li>3. Soliciting, planning the solicitation of, or preparing any document or report regarding anything of value intended as a campaign contribution;</li> <li>4. Planning, conducting, or participating in a public opinion poll in connection with a campaign for elective office or on behalf of a political organization for political purposes or for or against any referendum question;</li> <li>5. Surveying or gathering information from potential or actual voters in an election to determine probable vote outcome in connection with a campaign for elective office or on behalf of a political organization for political purposes or for or against any referendum question;</li> <li>6. Assisting at the polls on election day on behalf of any political organization or candidate for elective office or for or against any referendum question;</li> <li>7. Soliciting votes on behalf of a candidate for elective office or a political organization or for or against any referendum question or helping in an effort to get voters to the polls;</li> <li>8. Initiating for circulation, preparing, circulating, reviewing, or filing any petition on behalf of a candidate for elective office or for or against any referendum question;</li> <li>9. Making contributions on behalf of any candidate for elective office in that capacity or in connection with a campaign for elective office;</li> <li>10. Preparing or reviewing responses to candidate questionnaires;</li> <li>11. Distributing, preparing for distribution, or mailing campaign literature, campaign signs, or other campaign material on behalf of any candidate for elective office or for or against any referendum question;</li> <li>12. Campaigning for any elective office or for or against any</li> </ol>
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	<p>referendum question;</p> <p>13. Managing or working on a campaign for elective office or for or against any referendum question;</p> <p>14. Serving as a delegate, alternate, or proxy to a political party convention; or</p> <p>15. Participating in any recount or challenge to the outcome of any election.</p>
<b>Prohibited source</b>	<p>means any person or entity who:</p> <ol style="list-style-type: none"> <li>1. is seeking official action (i) by the member or officer or (ii) in the case of an employee, by the employee or by the member, officer, or other employee directing the employee;</li> <li>2. does business or seeks to do business (i) with the member or officer or (ii) in the case of an employee, with the employee or with the member, officer, or other employee directing the employee;</li> <li>3. conducts activities regulated (i) by the member or officer or (ii) in the case of an employee, by the employee or by the member, officer, or other employee directing the employee;</li> <li>4. has interests that may be substantially affected by the performance or non-performance of the official duties of the member, officer, or employee;</li> <li>5. registered or required to be registered with the Secretary of State under the Lobbyist Registration Act, except that an entity not otherwise a prohibited source does not become a prohibited source merely because a registered lobbyist is one of its members or serves on its board of directors; or</li> <li>6. is an agent of, a spouse of, or an immediate family member who is living with a "prohibited source".</li> </ol>
<b>Public employee</b>	<p>means (i) any person employed full-time, part-time, or pursuant to a contract and whose employment duties are subject to the direction and control of an employer with regard to the material details of how the work is to be performed.</p> <p>Acts of any family member of a public official or public employee, when done with the knowledge and express, implied or tacit consent of the public official or public employee, shall be deemed to be acts of such official or public employee for purposes of applying the prohibitions and restrictions of this Code of Ethics.</p>

<b>Public official</b>	means any person elected or appointed to the Park District Board or persons appointed to any other Park District board.
<b>Transaction</b>	means any matter upon which a public official or public employee performs an official act or action including, but not limited to, contracts, work or business with the Park District, the sale or purchase of real estate by the Park District and any requests for zoning amendments, variations, planned development approval or special permits pending before the Park District.

**Section 3. Conflict of interest**

- A. No public official or public employee shall perform or participate in an official act or action with regard to a transaction in which he has or knows he will thereafter acquire an interest for profit, without full public disclosure of such interest.
- B. Whenever the performance of an official act or action of a public official or public employee shall include deliberation, voting or the rendering of a decision on his part on any matter in which he has or knows he may acquire an interest, he shall publicly disclose the nature and extent of such interest and disqualify himself from participating in the deliberation and the decision-making process, as well as in the voting. In order to avoid the appearance of impropriety, the public official or public employee who has disqualified himself from participation under this subsection shall not be present in the same room during which the decision-making process, the deliberations or voting on the issue may occur.
- C. No public official or public employee, or family member of a public official or public employee, or paid consultant of the Park District shall represent any person in any action or proceeding against the interests of the Park District or in any litigation in which the Park District is a party.
- D. Any contract entered into or other official action of the Park District Board, a committee or other subdivision thereof, or of any Park District department, agency, board, commission or other body, applied for or in any other manner sought, obtained or undertaken in violation of any of the provisions of this. Code of Ethics shall be void, invalid and without any force or effect whatsoever.
- E. No public official or public employee, or family member of a public official or public employee, or paid consultant of the Park District shall appear on behalf of or represent any person or organization at any proceeding before any board or commission of the Park District, except on behalf of himself or a member of his household, or on behalf of an eleemosynary organization, when the expenditure of Park District funds are not an issue.

**Section 4. Gift ban.**

- A. Except as permitted in subsection (b), no public official or public employee, as the case may be, and no family member, shall solicit or accept any gift from any prohibited source.

- B. Subsection (a) is not applicable to the following exceptions which are mutually exclusive and independent of every other exception:
1. An award publicly presented in recognition of public service;
  2. Commercially reasonable loans made in the ordinary course of the lender's business;

Complimentary copies of trade publications

# Employee Handbook Receipt Acknowledgment

I hereby acknowledge receipt of the Park District of Highland Park Employee Handbook and Appendices. I agree and represent that I have read this Employee Handbook thoroughly and in its entirety. I agree that, if there is any Policy or provision in the Employee Handbook that I do not understand, I will seek clarification from my supervisor, Department Head or Human Resources Department.

I understand that this Employee Handbook has been developed as a general reference guide for Park District of Highland Park employees and that neither the Employee Handbook nor its individual terms or any written or oral statement contradicting, modifying, interpreting, explaining or clarifying any provision of this Employee Handbook is intended to create or shall create an employment contract, either express or implied, on the part of the Park District of Highland Park. I also understand that the policies, benefits and rules contained in this Employee Handbook can be changed or discontinued by the Park District of Highland Park at any time, with or without advance notice. I understand that nothing contained in this Employee Handbook may be construed as creating a promise of future benefits or a binding contract with the Park District of Highland Park for benefits or for any other purpose.

**I further understand that I am an at-will employee as provided in this Employee Handbook and as such, employment with the Park District of Highland Park is not for a fixed term or definite period and may be terminated at the will of either party, with or without cause, and without prior notice.**

I have received the Employee Handbook, and I understand that it is my responsibility to read and comply with the policies contained in this Employee Handbook and any revisions made to it. I further understand that violating any Policy within this Employee Handbook or any other Park District of Highland Park Policy, rule or guideline may subject me to disciplinary action, up to and including termination.

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Employee Signature

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Date

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Printed Name

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Date





# Memorandum

To: Park Board of Commissioners

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

Date: December 18, 2024

Subject: **2025 Master Plan Review and Revision RFP Progress Update**

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## **Summary/Background**

Staff will provide a progress update on the request for proposals process for the 2025 Master Plan Review and Revision project.



# Memorandum

**To:** Park Board of Commissioners

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

**Date:** December 18, 2024

**Subject:** **Consideration for Approval of Fitness Center Flooring Replacement**

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## **Summary**

Staff will provide an update on the Recreation Center restoration work including proposed replacement for flooring that sustained water damaged on December 2, 2024.



# Memorandum

**To:** Park Board of Commissioners  
**From:** Brian Romes, Executive Director  
**Date:** December 18, 2024  
**Subject:** **Board Committee Updates**

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## **Summary**

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

# EXECUTIVE DIRECTOR'S MONTHLY REPORT

## DECEMBER 18, 2024

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### UPCOMING MEETINGS

- Wednesday, January 08, 2025 / 5:00 p.m. / Finance Committee Meeting
- Wednesday, January 15, 2025 / 6:00 p.m. / Workshop Meeting
- Tuesday, January 21, 2025 / 8:00 a.m. / Finance Committee Meeting
- Wednesday, January 29, 2025 / 6:00 p.m. / Regular Board Meeting

### UPCOMING EVENTS

- **Holiday Break Camps Dec. 30 – Jan 3**
  - **Winter Break Mini Camp (k – 5<sup>th</sup>)** 9:00 – 3:00 p.m. at CIA. \$231R/\$246NR each week.
  - **Junior Tennis (ages 7 – 14)** 9:00 – 12:00 p.m. at DCRC. \$47/day or \$170 each week.
  - **STREAM Explorers Winter Break Camp (Ages 5-10)** 9:00 – 3:00 p.m. at WRC. \$300R/\$375NR.
- **Rainbow Ice Forts Sat. Jan. 11 from 3:00 – 4:00 p.m. at Rosewood Beach Interpretive Center**  
Come build an ice fort with us! We will build with colored ice blocks, then light up the inside with lanterns to enjoy the colorful glow in the early twilight. \$14/person.
- **The New Year of Trees Sun. Jan. 12 from 2:00 – 2:00 p.m. at Heller Nature Center**  
Learn about the Jewish New Year of the Trees: a time when trees are honored for all they do for us. We will tell some tree stories, go on a tree walk, enjoy some fruit, and discover why the trees' new year happens in the middle of winter. \$14/person.
- **Wolf Moon Yoga Mon. Jan. 13 from 5:30 – 6:30 p.m. at Rosewood Beach Interpretive Center**  
Candlelight event indoors at Rosewood Beach Interpretive Center in celebration of the Wolf Moon, the first full moon of the year. \$12Member/\$14Non-Member/ \$17 NR.
- **Family Art Night Fri. Jan. 17 from 6:30 – 7:30 p.m. at West Ridge Center**  
Each month features a surprise project, ensuring a unique and exciting artistic adventure every time. \$15R/\$18NR.
- **STREAM Explorers School Day Off Program Mon. Jan. 20 from 9:00 – 3:00 p.m. at WRC & HNC**  
The STREAM Explorers School Day Off program offers a fun and educational day for children when school is out. Split between Heller Nature Center and West Ridge Center, this program features a variety of activities in Science, Technology, Recreation, Environment, Art, and more. \$75R/\$94NR.
- **Eagle Watch Winter Trip Sat. Jan. 25 from 7:00 a.m. – 6:00 p.m. at Heller Nature Center**  
Travel with us to Starved Rock State Park for the Illinois Audubon Society's annual Eagle Watch Weekend. See live bird shows, view wild eagles fishing along the river, make crafts and participate in hands-on activities. The colder it is, the better the bird viewing! \$26/person.

## DEER CREEK RACQUET CLUB – NOVEMBER 2024

	2023 ACTUAL	2024 BUDGET	2024 ACTUAL
<b>Daily Court Rentals (Hours)</b>			
Tennis	240.50	123	232.5
Pickleball	97.50	86	78
Racquetball	38	49	32
<b>Private Lessons (Hours)</b>	231	282	270.25
<b>Drop-Ins</b>	134	158	149
<b>Memberships</b>	<b>1013</b>	<b>551 units</b>	<b>1085</b>

### News & Events

- Memberships continue to increase.
- Hosted a USTA Tournament for Girls 14 and Under.
- Fall Session ended November 27; Winter Session began November 30.

## CENTENNIAL ICE ARENA – NOVEMBER 2024

	2023 ACTUAL	2024 BUDGET	2024 ACTUAL
<b>Daily Drop in Fees</b>			
Public Skate	592		757
Drop In Freestyle & Package Ice and Adult	185		398
Open Hockey	64		99
Open Gymnastics	38		0
Skate Rental	579		685
<b>Punches Passes Sold</b>			
Public and Adult Skate	3		1
Freestyle	0		0
Skate Rental	4		3
<b>Facility Rentals</b>			
Total Hours	196.21	191.23	195.52

### News & Events

- CCM World Invite Hockey Tournament was held Nov 1-3 with Centennial as a host rink.
- Centennial had a busy Thanksgiving weekend with 456 skaters during public skate, including over 70 skaters using the free passes that are handed out to class participants. In addition to public skate, there were 89 Open Hockey skaters and 92 Freestyle skaters.
- On Nov 5 Centennial hosted Garrett's Skate in honor of Garrett Collopy and sponsored by the Collopy Foundation. We had over 70 skaters skating with the HP Giants Hockey players and taking mini-lessons on how to skate.

## RECREATION CENTER OF HIGHLAND PARK – NOVEMBER 2024

	2023 ACTUAL	2024 BUDGET	2024 ACTUAL
Group Exercise Classes Conducted	234	218	199
Group Exercise Participation/Visits	2,852	2,507	2,858
Fitness Floor Visits	9,775	10,000	10,357
Track Visits	1,105	1,000	913
Personal Training Participation	658	650	619
Personal Training Sales (Units)	353.25	375	427.25
<b>Personal Training Revenue</b>	<b>\$26,433.41</b>	<b>\$25,000.00</b>	<b>\$25,860.38</b>
Private Swim Lesson Participation	102		
Private Swim Lesson Sales (Units)	46		
<b>Private Swim Lesson Revenue</b>	<b>\$7,337.50</b>		

MEMBERS	2023 ACTUAL	2024 BUDGET	2024 ACTUAL
Basic – Annual	1,478	1,529	1,664
All-Inclusive – Annual	366	333	396
Group Exercise only – Annual	220	230	259
Short-Term Promotional	8	0	17
30 Day	5	10	15
<b>Total Members</b>	<b>2,068</b>	<b>2,102</b>	<b>2,351</b>

### Fitness and Membership

- The parking lot reopened on November 4. The team celebrated with a 3-day “Thank You Parking Lot Warriors!” event. This event was our way of showing gratitude to our members for their patience, support, and loyalty as we navigated the construction challenges inside and outside the Recreation Center. A festive atmosphere was created with round-the-clock goodies and daily drawings for 19 extraordinary prizes.
- On November 15th we kicked off our Fall membership promotion featuring the month of December Free with an annual commitment. There were 65 new members between November 15-30.
- Annual membership reports 2,319 for November. 11% above the budgeted goal of 2,092.
- A new Fall Group Exercise schedule was released on November 9. This included 2 new express classes and a Barre class on Friday mornings.
- Group Exercise classes average 14 people per class in November.
- Membership Coordinator, Shawn Kordich and Aquatics Manager, Matt Hartnett, attended the Highland Park Commerce Health and Wellness Expo on November 18 representing the Park District

### Aquatics

- N/A.

# HELLER NATURE CENTER & ROSEWOOD INTERPRETIVE – NOVEMBER 2024

## Community Programs

	2023 ACTUAL	2024 BUDGET	2024 ACTUAL
<b>Heller Nature Center</b>			
Participants / Programs	108/4	-	140/4
<b>Rosewood Interpretive Center</b>			
Participants / Programs	32/3	-	24/3

### News & Events

- The 3<sup>rd</sup> annual Dia de los Muertos events was added to Heller’s participant numbers with 120 people.
- Two School Programs with 80 students were scheduled for November but cancelled due to weather.



## SUNSET VALLEY GOLF CLUB - NOVEMBER 2024

GOLF	2023 Actual	2024 Budget	2024 Actual
<b>Golf Shop Sales</b>	789	210	438
Golf Balls	623	120	285
Accessories	166	90	153
<b>Golf Rentals</b>	866	585	746
Carts	866	-	746
<b>Golf Greens Fees</b>	1595	975	1481
Resident	513	-	474
Nonresident	1082	-	1007
Outing/Tournaments	-	-	-
Other	-	-	-
<b>Misc. Sales</b>	1	0	0
Sapphire Club	1	0	0
Permanent Tee Time	0	0	0

### News & Events

- 43,695 paid rounds for 2024.
- Golf course closed on November 25.

## HIGHLAND PARK LEARNING CENTER – NOVEMBER 2024

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

	2023 ACTUAL	2024 BUDGET	2024 ACTUAL
January	458	543	370
February	496	750	419
March	612	764	329
April	1,082	1101	1,176
May	2,122	2772	2,647
June	2,714	3565	2,915
July	2,958	3755	2,940
August	2,698	3636	2,828
September	1,649	2425	1,739
October	665	818	900
November	225	-	111
December	360		
<b>Totals</b>	<b>16,029</b>	<b>20,019</b>	<b>16,377</b>

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

	2023 ACTUAL	2024 BUDGET	2024 ACTUAL
March	-	-	-
April	442	786	535
May	1,124	1,500	1,143
June	2,016	2,057	1,890
July	2,104	2,500	2,132
August	2,055	2,428	2,198
September	952	1,443	1,043
October	452	714	694
November	168	-	129
<b>Totals</b>	<b>9,313</b>	<b>11,428</b>	<b>9,764</b>

#### News & Events

- The outdoor range and miniature golf stayed open until November 10<sup>th</sup>.

## DISTRICT WIDE RENTALS – NOVEMBER 2024

	2023 ACTUAL	2024 BUDGET	2024 ACTUAL
<b>Heller Nature Center</b>			
Rentals	14.0	5.0	12.0
Party Package-Not Offered	0	0	0
<b>Rosewood Interpretive Center</b>			
Rentals	25.0	10.0	32.0
Party Package-Not Offered	0	0	0
<b>Recreation Center of Highland Park</b>			
Rentals	21.5	44.0	12.0
Party Packages	3.0	2.0	4.0
<b>Total Rentals</b>	<b>24.5</b>	<b>46.0</b>	<b>16.0</b>
<b>West Ridge Center</b>			
Rentals	25.0	3.0	27.0
Party Packages	5.0	2.0	4.0
<b>Hidden Creek Aqua Park</b>			
Party Packages	Closed for Season	Closed for Season	Closed for Season
After-Hours Parties	Closed for Season	Closed for Season	Closed for Season
<b>Park Avenue Yacht Club</b>			
Rentals	Closed for Season	Closed for Season	Closed for Season

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

# GRANT-IN-AID – NOVEMBER 2024

	2023 ACTUAL	2024 BUDGET	2024 ACTUAL
<b>SMILE</b>			
<b>Total YTD Subsidy</b>	<b>\$119,777.50</b>	<b>\$150,000.00</b>	<b>\$125,491.98</b>
<b>Households</b>			
100% Subsidy YTD	89		74
50% Subsidy YTD	2		7
<b>Total YTD</b>	<b>91</b>		<b>80</b>
<b>FYI</b>			
<b>Total YTD Subsidy</b>	<b>\$1,999.50</b>		<b>\$4,676.50</b>
<b>Households</b>			
50% Subsidy YTD	6		14
<b>FYI-SWIM</b>			
<b>Total YTD Subsidy</b>	<b>\$5,860.00</b>		<b>\$2886.00</b>
<b>Households</b>			
100% Subsidy YTD	54		25

**News & Events:**

- n/a