

NOTICE OF REGULAR MEETING

Wednesday, November 16, 2022

Regular Meeting

6:00 pm

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

REGULAR MEETING AGENDA

I. CALL TO ORDER

II. ROLL CALL

III. ADDITIONS TO THE AGENDA

IV. PUBLIC COMMENT FOR ITEMS ON AGENDA

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

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

Registrants will receive an email with meeting access information from it@pdhp.org.

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

V. CONSENT AGENDA

- A. Approval of the Minutes from the October 12, 2022 Workshop Meeting**
- B. Approval of the Minutes from the October 26, 2022 Regular Board Meeting**
- C. Approval of the 2023 Board Meeting Calendar**
- D. Approval of 2023 IAPD/IPRA Credentials Certificate**
- E. Approval of the Truth in Taxation Resolution #2022-07:**
- F. Approval of the 2023 Heller Nature Center HVAC Replacement Bid**
- G. Bills and Payroll in the amount of \$2,158,103.16**

VI. FINANCIAL FORECASTS TREASURER'S REPORT

VII. UNFINISHED BUSINESS

VIII. NEW BUSINESS

- A. Parks Foundation Update**
- B. Board Committee Updates**
- C. Director's Report**
- D. Board Comments**

IX. OTHER BUSINESS

X. OPEN TO PUBLIC TO ADDRESS THE BOARD

NOTICE OF REGULAR MEETING

Wednesday, November 16, 2022

Regular Meeting

6:00 pm

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

[Live Stream Video Link](#)

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

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

**PARK DISTRICT OF HIGHLAND PARK
BOARD OF PARK COMMISSIONERS
MINUTES OF WORKSHOP MEETING
OCTOBER 12, 2022**

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

ROLL CALL

Present: Commissioner Bernstein, Commissioner Ruttenberg, President Grossberg

Vice President Freeman arrived at 6:02 p.m.

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

Absent: Commissioner Kaplan

Staff Present: Executive Director Romes; Director Smith; Director Peters; Director Voss; Director Carr; Assistant Director Maliszewski; Assistant Director Murrin; Manager Schwartz; Manager Johnson; Coordinator Hejnowski

Guest Speakers: None

ADDITIONS TO THE AGENDA

President Grossberg requested to add an item to Other Business and move Other Business before Public Comment for Items on the Agenda.

OTHER BUSINESS

President Grossberg reported that the Park Board of Commissioners and Staff are here this evening to present a Declaration Honoring Executive Director Brian Romes for his contributions to the Park District of Highland Park and the extended community in response to the Fourth of July Mass Shooting.

President Grossberg read aloud the Resolution 2022-06.

A motion was made by Commissioner Ruttenberg and seconded by Vice President Freeman to approve Resolution 2022-06 A Declaration Honoring Executive Director Brian Romes for his contributions to the Park District of Highland Park and the extended community in response to the Fourth of July Mass Shooting.

Roll Call:

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

Nay: None

Absent: Commissioner Kaplan

Abstain: None

Motion Carried

PUBLIC COMMENT FOR ITEMS ON THE AGENDA

None.

CONSTRUCTION PROJECT UPDATES

A. Fink Park Athletic Field Development Project

Assistant Director Maliszewski shared images of the existing baseball field compared to the rendering of the renovation project, which would convert the infield to turf, keep the natural grass outfield with updated underdrains and irrigation, a portable outfield fence, enhanced warning track, and bleachers, include an event space, spectator area, and covered dugout. The estimated cost for this renovation has increased from \$1 million to \$1.7 million due to rising prices for materials. A meeting will be held on October 25, 2022 at 8:00 a.m. with staff and the Park Board liaisons to further discuss the project.

B. Centennial Ice Arena Facility and Site Renovations project

Manager Schwartz shared images of the current progress reporting that the project is moving smoothly.

C. Centennial Ice Arena Ice Rink Floor Replacement project

Director Smith reported that Ice Builders has been moving very quickly. He shared images of the current progress. Financials for both projects at Centennial Ice Arena will be presented in November.

Commissioner Ruttenberg would like to know of the interior of the ice rink will be painted.

Executive Director Romes reported that staff will report back on the interior renovations.

D. Hidden Creek AquaPark Concrete Pool Deck and Shade Structure Replacement project

Manager Schwartz reported that the concrete deck has reached its useful life and will be replaced in 2023. Currently, the District is working with Gewalt Hamilton Associates on engineering. During construction, the shade structures will also be replaced. Staff will issue a bid in December so construction can commence in the Spring of 2023 so that both projects are completed before the AquaPark opens Memorial Day weekend.

Commissioner Bernstein would like to know if this project can be deferred until the Fall of 2023.

Executive Director Romes reported that the deck has reached its useful life, so staff are recommending that the deck and shade structures be replaced in the Spring of 2023. Conversely, the pool shell will be replaced in the Fall of 2023. It was advised that the pool shell be replaced in the Fall instead of the Spring due to dry and cooler conditions.

Commissioner Bernstein requested that staff follow up with contractors to see if the current concrete deck could survive another summer and if the concrete deck, shade structures, and pool shell should be replaced in the Spring or Fall or 2023.

Assistant Manager Murrin shared images of the current shade structures and proposed replacement structures. The District can purchase these structures through a joint purchasing agreement to reduce costs.

Staff received consensus from the Park Board of Commissioners to place this item on the consent agenda at the October 26, 2022, Regular Meeting.

E. Deer Creek Racquet Club Wiss, Janney, Elstner Associates (WJE) project

Director Carr reported that Wiss, Janney, Elstner Associates conducted a structural survey at Deer Creek Racquet Club to determine if the facility is experiencing foundation issues or drainage issues. It was determined that the foundation is not compromised, and the four areas in question are not related to each other. During the field investigation, no further issues were found. Staff should have repair design documents by the end of this month. If approved by the Park Board of Commissioners construction would commence in the first quarter of 2023. Staff have budgeted \$200,000 in 2023 for these repairs.

F. Districtwide Lighting Projects

Director Carr reported that the District is working with ComEd and LEAD Electric to replace current lights throughout the District with energy-efficient solutions through an efficiency program. Approved sites take 1-2 to install energy-efficient solutions. The Recreation Center of Highland Park was the first site to receive energy-efficient solutions. Future facilities and parks include athletic fields and tennis courts at Danny Cunniff, the Recreation Center parking lot, the ice arena at Centennial, Heller Nature Center, and Golf Learning Center.

Commissioner Ruttenberg would like to know if Deer Creek Racquet Club qualifies for the efficiency program.

Director Carr reported that LEAD Electric and ComEd will explore that site in 2023, they had initial concerns due to the solar panels.

G. Recreation Center of Highland Park Dehumidification System Replacement project

Manager Schwartz reported that the dehumidification system is approaching its useful life, and as a result has required additional maintenance to continue operating. The replacement will occur in 2023 during the annual closure for maintenance and deep cleaning. Staff are working with WT Group since they installed the original system. Staff expects to bid this project out before the end of the year, due to high lead times for mechanical units. WT Group are recommending an indoor modular unit.

President Grossberg would like to know the useful life of these mechanical units.

Director Carr reported useful life ranges from 15 – 20 years.

H. Moraine Beach Pathway project

Director Smith reported that the demolition of the path is complete. Currently working on stabilization for the toe of the ravine and trail grading. Boardwalk sections have been constructed off-site. The project should be complete and the pathway available for use in late November.

I. Park Avenue Breakwater and Boat Ramp Replacement project

Director Smith reported that the barge has been completely removed. The sheet pile will be delivered at the end of this week. He is pleased to report that the project is currently on track.

As for the Illinois Department of Natural Areas (IDNR) Grant, the District will find out who is awarded grant funds in November. Staff are working with the contractor to develop backup plans for the floating dock so that it's available in 2023.

REVIEW OF VOUCHERS

Director Peters reported that the District that there were three larger invoices for construction projects and to replace servers and software's throughout the District.

OPEN TO THE PUBLIC TO ADDRESS THE BOARD

None.

CLOSED SESSION

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

Roll Call:

Aye: Commissioner Ruttenberg, Vice President Freeman, President Grossberg

Nay: None

Absent: Commissioner Bernstein, Commissioner Kaplan

Abstain: None

Motion Carried

The meeting adjourned into Closed Session at 7:18 p.m.

The meeting reconvened into Open Session at 7:48 p.m.

Workshop Meeting Minutes
October 12, 2022

Action From Closed Session If Any

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

No action was taken.

ADJOURNMENT

A motion was made by Commissioner Ruttenberg and seconded by Vice President Freeman and approved by a unanimous vote. The Board Meeting adjourned at 8:49 p.m.

Respectfully submitted,

Roxanne Hejnowski, Assistant Secretary

**PARK DISTRICT OF HIGHLAND PARK
BOARD OF PARK COMMISSIONERS
MINUTES OF REGULAR MEETING
OCTOBER 26, 2022**

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

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

ROLL CALL

Present: Commissioner Kaplan, Commissioner Ruttenberg, President Grossberg

Absent: Commissioner Bernstein, Vice President Freeman

Staff Present: Executive Director Romes; Director Smith; Director Voss; Director Carr; Director Peters; Director Gogola; Director Kopka; Assistant Director Maliszewski; Assistant Director Murrin; Manager Acevedo; Manager Reyes; Manager Johnson; Supervisor Mephram; Supervisor Gonzalez; Coordinator Hejnowski

Guest Speakers: None

ADDITIONS TO THE AGENDA

None.

PUBLIC COMMENT FOR ITEMS ON THE AGENDA

None.

CONSENT AGENDA

A motion was made by Commissioner Bernstein, seconded by Commissioner Ruttenberg to approve the Minutes from the September 14, 2022 Workshop Meeting; the Minutes from the September 28, 2022 Regular Board Meeting; the Minutes from the September 29, 2022 Policy Committee Meeting; to Purchase Replacement Shade Structures at Hidden Creek AquaPark; the Changes to Policy # 3.02.4 Fund Balance; the Changes to Policy # 3.15 Purchasing; to Purchase Golf Maintenance Equipment; to Purchase Capital Replacement Zero-Turn Mowers; to Purchase Life Fitness Upright and Recumbent Exercise Bikes; the 2022-2023 Sunset Valley Golf Club Cart Path Bridge Replacement and Removal Agreement; Section 7.6 of Part-Time Employee Personnel Policy Manual: Flexible Spending Account; Section 7.6 of Full-Time Employee Personnel Policy Manual: Flexible Spending Account; Bills and Payroll in the amount of \$2,744,888.33

Roll Call:

Aye: Commissioner Kaplan, Commissioner Ruttenberg, President Grossberg

Nay: None

Absent: Commissioner Bernstein, Vice President Freeman

Abstain: None

Motion Carried

FINANCIAL FORECASTS AND TREASURER'S REPORT

Operations (General and Recreation Funds) Budget vs. Actual

Director Peters reported that as of September 30, 2022, actual revenues are exceeding budgeted revenue by about \$1.6 million and actual expenses are \$1.5 million less than budgeted for a year-to-date net difference of about \$3.2 million surplus. When compared to the pre-COVID years (2017-2019), the District has about a \$745,000 surplus.

Conclusion

As of September 30, Park District programs and facilities are performing better than budget, \$1.2 million of the operating surplus is due to timing differences, \$90,000 surplus from West Ridge Center which is primarily due to early childhood programming revenues, \$300,000 surplus from tennis which is due to hundreds of additional participants, \$20,000 surplus from aquatics, \$60,000 surplus from athletics, and \$375,000, surplus from Sunset Valley Golf Club. Additionally, replacement takes are \$350,000 greater than anticipated. Conversely, there is a \$177,000 surplus from property taxes and an \$80,000 surplus from interest revenue. Lastly, there is a savings of \$676,000 from salaries and wages due to open positions. Overall, the Park District is in a very favorable position at the end of September.

President Grossberg would like to know how much of the Tennis surplus attributes to pickleball.

Executive Director Romes reported that staff can share those figures.

UNFINISHED BUSINESS

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

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

A motion was made by Commissioner Kaplan and seconded by Commissioner Ruttenberg to approve the changes to Policy # 4.02 for Naming or Renaming Parks, Buildings, and Facilities in the Park District of Highland Park Policy Manual.

Commissioner Ruttenberg and Commissioner Kaplan support staffs recommended changes.

President Grossberg would like to know if agreements go to the public before the discussion.

Executive Director Romes reported that agreements are approved by the Park Board of Commissioners at public meetings, where the public has the ability to provide comments. Furthermore, naming rights require the name to sit for 90 days before the changes are implemented. During the 90-day period, the public can provide feedback or objections.

Roll Call:

Aye: Commissioner Kaplan, Commissioner Ruttenberg, President Grossberg

Nay: None

Absent: Commissioner Bernstein, Vice President Freeman

Abstain: None

Motion Carried

B. Approval of the 2023 Infrastructure Upgrade Project Phase 2 – Equipment Purchase

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

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

A motion was made by Commissioner Kaplan and seconded by Commissioner Ruttenberg to authorize the Executive Director to enter into an agreement with Camera Corner Connecting Point for the purchase of the 2023 Infrastructure Upgrade Project Phase 2 Equipment in the amount of \$106,235.74.

Roll Call:

Aye: Commissioner Kaplan, Commissioner Ruttenberg, President Grossberg

Nay: None

Absent: Commissioner Bernstein, Vice President Freeman

Abstain: None

Motion Carried

NEW BUSINESS

A. Parks Foundation

Director Gogola reported that the champion's banquet will be held on March 15, 2023. Blackhawks player, Chris Chelios, will be at the event. In other news, a \$5,000 grant was awarded to the FYI Foundation. Also, The Parks Foundations Annual Appeal kicks off in November. They are working with the Non-Profit Coach to message. Working to create a new donor management system. Lastly, the Parks Foundation is working to develop a fundraising committee to support pickleball improvements at Danny Cunniff Park.

B. Board Committee Updates

Executive Director Romes reported at the October 11 Finance Committee Meeting staff reviewed the Park District's Fund Balance Policy and received consensus from the Finance Committee to maintain a minimum balance of 25% in the General and Recreation Funds, maintain a minimum balance of 15% in the Special Recreation Fund, and remove the Debt Service Fund policy.

Staff also reviewed the Draft Five-Year Capital Plan including projections for the Fiscal Year 2022 and proposed Capital Expenditures for the Fiscal Year 2023.

Lastly, staff provide an overview of a proposed Recreation Sub-Fund for Park Avenue Boating Facility and received consensus from the Finance Committee to create the proposed Sub-Fund.

At the October 12 Workshop Meeting, the Park Board of Commissioners approved Resolution 2022-06 A Declaration Honoring Executive Director Brian Romes for his contributions to the Park District of Highland Park and the extended community in response to the Fourth of July Mass Shooting.

Staff provided construction updates for the Fink Park Athletic Field Development project, Centennial Ice Arena Facility and Site Renovations project and the Rink Floor Replacement project, Hidden Creek AquaPark Concrete Pool Deck and Shade Structure Replacement project, Findings from the structural survey conducted by Wiss, Janney, Elstner Associates (WJE) for Deer Creek Racquet Club, Districtwide Lighting projects, Recreation Center of Highland Park Dehumidification System Replacement project, Moraine Beach Pathway project, and the Park Avenue Breakwater and Boat Ramp Replacement project.

At the October 18 Finance Committee Meeting staff provided an overview and recommendation of the 2023 Tax Levy. Further discussions will take place at the November 9 Workshop Meeting.

C. Director's Report

Manager Acevedo provided Summer 2022 seasonal operations for Rosewood Beach and Hidden Creek AquaPark.

Rosewood Beach

The 2022 swim season was May 28 - September 5 (12 full weeks and 3 weekends). Open Swim was offered daily from 10:00 a.m. – 6:00 p.m. Managers conducted 46 hours of pre-season training,

conducted internal audits with live-action drills, and weekly mandatory in-services. Staff was all required to attend the Crisis Prevention Institute. Overall, participation is higher than pre-Covid. Compared to 2021 there has been a decline in utilization with surrounding beaches, pools, and overall leisure facilities reopening. In 2023, staff will offer special events and parties at Rosewood Beach, free Non-Resident Days, invite area camps to bring their campers to utilize Rosewood Beach, position staff near the upper parking lot to welcome non-resident daily guests and assist with parking, there will be hard-wired internet at upper lot, and a speaker will be installed at the South Cove to improve communication and EAP responses.

President Grossberg would like to know why kayaking is not permitted at Rosewood Beach.

Executive Director Romes reported that there is already a dedicated location at Park Avenue. Staff are discussing allowing kayak rentals next summer.

Hidden Creek AquaPark

Manager Acevedo reported that the 2022 swim season was from May 28 - September 5. Swim lessons and aquafit classes were offered in the mornings to not conflict with open swim hours. Managers conducted 46 hours of pre-season training, internal audits with live-action drills, and weekly mandatory in-services. All staff was required to attend the Crisis Prevention Institute. Attendance in 2022 was 26,451, 23,952 in 2021, and 24,427 in 2019. A total of 5,736 campers visited Hidden Creek AquaPark for open swim. Staff offered after-camp splash as an extended care option. To ensure another successful summer, staff retention and recruitment efforts have started. Conversely, the aquatics team has started putting together 2023 camp packets and are ready to maximize pool space during the week. Weekly activities and themes are being discussed, this includes bags, teqball, bocce ball, 4-square, gaga ball, and more to add additional value to memberships.

Commissioner Ruttenberg understands offering food services at Hidden Creek AquaPark, however, since food vendors typically lose money at Rosewood Beach, he would like to offer a subsidy to those vendors.

Upcoming Events

Manager Reyes reported that on November 5 the District is hosting a Dia De Los Muertos Celebration on Saturday, November 5, from 1:00 – 4:00 p.m. at the Preserve of Highland Park. The event includes live music from Mariachi Monumental De Mexico and dance performances from Ballet Folklorico Tayahua. The Highwood Library, Highland Park Library, The Highland Park Art Center, and Oak Terrance have all agreed to be a part of the event, either having an activity or craft. Together for Childhood Network will help with running the Loteria (bingo) game in between the performances. There will also be a community ofrenda/altar. Food will be available for purchase.

President Grossberg would like to know how we are promoting this event.

Manager Reyes reported that the event is being marketed through our communication channels and local newspapers in Spanish and English.

Coordinator Hejnowski reported that The Park District of Highland Park is partnering with [Fill a Heart 4 Kids](#) (a local charity out of Lake Forest that provides educational support, necessities, and positive experiences to local homeless and at-risk youth) to host a Thanksgiving Food Drive November 1 – 13

and a food packaging party November 14 from 4:30 - 6:30 pm at WRC. Food donations will be accepted at the Recreation Center of Highland Park, Deer Creek Racquet Club, West Ridge Center, Lincoln School, Highland Park City Hall, Highland Park Senior Center, and Highland Park Public Works/Services Facility. Invitations to volunteer at our sorting and packaging party were sent to our community database, our programming and membership databases, with current and previous members of the Parks Foundation, the Park Board of Commissioners, and Park District staff. Details can also be found on the Park District website and social media accounts. The City of Highland Park and the Highland Park Senior Center are also helping to advertise the event through their communication channels.

On November 14, you and your family can volunteer to help sort from 1:00 – 4:00 pm and/or attend the packaging party from 4:30 – 6:30 pm to fill boxes that get distributed to homeless and at-risk children in North Chicago and Waukegan so that they can stay nourished through the Thanksgiving school break. Children under 15 should be accompanied by an adult.

D. Board Comments

None.

OTHER BUSINESS

None.

OPEN TO THE PUBLIC TO ADDRESS THE BOARD

None.

ADJOURNMENT

A motion was made by Commissioner Kaplan and seconded by Commissioner Ruttenberg and approved by a unanimous vote. The Board Meeting adjourned at 6:53 p.m.

Respectfully submitted,

Roxanne Hejnowski, Assistant Secretary



Memorandum

To: Park Board of Commissioners

From: Brian Romes, Executive Director

Date: November 16, 2021

Subject: **Approval of the 2023 Board Meeting Calendar**

Summary

The attached proposed 2023 Board Meeting Calendar reflects all Regular Meetings (Workshop and Business Meetings) of the Park Board of Commissioners to be held each month at 6:00pm at West Ridge Center, located at 636 Ridge Road in Highland Park.

Recommendation

Staff recommends approval from the Park Board of Commissioners the 2023 Board Meeting Calendar.

PARK DISTRICT OF HIGHLAND PARK - DRAFT
2023 Workshop and Regular Meeting Dates
West Ridge Center
636 Ridge Road
Highland Park, IL 60035

All Regular Meetings (Workshop and Business Meetings) of the Board to be held on the 2nd (Workshop) and 4th (Business) Wednesday of each month at 6:00 p.m. at West Ridge Center, located at 636 Ridge Road in Highland Park. If the day of any meeting falls on a holiday, the meeting shall be held on a different date as designated.

WEDNESDAY, JANUARY 11, 2023	Workshop Meeting
WEDNESDAY, JANUARY 25, 2023	Regular Meeting
WEDNESDAY, FEBRUARY 8, 2023	Workshop Meeting
WEDNESDAY, FEBRUARY 22, 2023	Regular Meeting
WEDNESDAY, MARCH 8, 2023	Workshop Meeting
WEDNESDAY, MARCH 29, 2023	Regular Meeting
WEDNESDAY, APRIL 12, 2023	Workshop Meeting
WEDNESDAY, APRIL 26, 2023	Regular Meeting
WEDNESDAY, MAY 10, 2023	Workshop Meeting
WEDNESDAY, MAY 24, 2023	Annual Board Meeting
WEDNESDAY, MAY 24, 2023	Regular Meeting
WEDNESDAY, JUNE 14, 2023	Workshop Meeting
WEDNESDAY, JUNE 28, 2023	Regular Meeting
WEDNESDAY, JULY 12, 2023	Workshop Meeting
WEDNESDAY, JULY 26, 2023	Regular Meeting
WEDNESDAY, AUGUST 09, 2023	Workshop Meeting
WEDNESDAY, AUGUST 23, 2023	Regular Meeting
WEDNESDAY, SEPTEMBER 13, 2023	Workshop Meeting
WEDNESDAY, SEPTEMBER 27, 2023	Regular Meeting
WEDNESDAY, OCTOBER 11, 2023	Workshop Meeting
WEDNESDAY, OCTOBER 25, 2023	Regular Meeting
WEDNESDAY, NOVEMBER 8, 2023	Workshop Meeting
WEDNESDAY, NOVEMBER 15, 2023	Regular Meeting
WEDNESDAY, DECEMBER 6, 2023	Workshop Meeting
WEDNESDAY, DECEMBER 13, 2023	Regular Meeting



Memorandum

To: Park Board of Commissioners

From: Brian Romes, Executive Director

Date: November 16, 2022

Subject: **Approval of the 2023 IAPD/IPRA Credentials Certificate**

Summary

Attached is the Park District of Highland Park's completed annual credentials certification form for the IAPD/IPRA Conference Certification.

As we have done in the past, the President of the Park Board of Commissioners is given voting rights at the annual Conference Association Business Meeting. If the President of the Park Board of Commissioners is unavailable, Executive Director Romes or the Vice President of the Park Board of Commissioners, Jennifer Freeman, will attend in his place.

Recommendation

Staff recommends the Board of Park Commissioners approve the annual credentials certificate for the 2023 IAPD/IPRA Conference.

CREDENTIALS CERTIFICATE

This is to certify that at a meeting of the Governing Board of the
Park District of Highland Park

_____ held at
West Ridge Center (Name of Agency) November 16, 2022 6:00 p.m.
(Location) on _____ at _____
(Month/Day/Year) (Time)

the following individuals were designated to serve as delegate(s) to the Annual Business Meeting of the ILLINOIS ASSOCIATION OF PARK DISTRICTS to be held on **Saturday, January 28, 2023 at 3:30 p.m.:**

	<u>Name</u>	<u>Title</u>	<u>Email</u>
Delegate:	<u>Terry Grossberg, President of the Park Board of Commissioners trpltung@gmail.com</u>		
1st Alternate:	<u>Jennifer Freeman, Vice President of the Park Board of Commissioners jwfreeman1277@gmail.com</u>		
2nd Alternate:	<u>Brian Romes, Executive Director bromes@pdhp.org</u>		
3rd Alternate:	_____		

This is to certify that the foregoing is a statement of action taken at the board meeting cited above.

Affix Seal: _____ Signed: _____
(President of Board)

Attest: _____
(Board Secretary)

Return this form to: Illinois Association of Park Districts
211 East Monroe Street
Springfield, IL 62701-1186
Email: iapd@ilparks.org



Memorandum

To: Park Board of Commissioners

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

Date: November 16, 2022

Subject: **Approval of the Truth in Taxation Resolution #2022-07**

Summary

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 attached Resolution was presented at the November 9 Board Workshop meeting of the Park District Board of Commissioners. The resolution estimates a 6.99% increase over the prior year's extension and roughly 1% less than proposed at the October 18 Finance Committee Meeting. This represents an increase of \$860,311. 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 persons with disabilities. As such, a public hearing will be required at the December 14 Regular Meeting.

Adoption of the levy ordinance is scheduled for the December 14 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.

Financial Impact

As noted in item 3 of the resolution, the estimated tax increase is split into two components: the increase in the Consumer Price Index or 5%, whichever is lower and anticipated growth.

	FY 2022 Extension	FY 2023 Requested Levy	2022 Extension vs 2022 Requested Levy
General Fund	5,849,943	6,250,000	400,057
Recreation Fund	5,530,904	5,933,000	402,096
Special Recreation	931,842	990,000	58,158
Total	12,312,689	13,173,000	860,311
% change			6.99%

Recommendation

Staff recommends the Park Board of Commissioners approve the Truth in Taxation Resolution #2022-07, where the estimated percentage increase in the proposed 2023 aggregate levy over the amount of real estate taxes extended upon the final 2022 aggregate levy based on 5% tax cap and anticipated growth is 6.99%. Additionally, a public hearing shall be scheduled at the December 14 Regular Meeting, with an anticipated passing of the Tax Levy Ordinance and Supplemental Property Tax Levy for the Debt Service Fund.

**PARK DISTRICT OF HIGHLAND PARK
TRUTH IN TAXATION LAW
RESOLUTION #2022-07**

RESOLVED, by the Board of Park Commissioners of the Park District of Highland Park, Lake County, Illinois that based upon the most recently ascertainable information, the following determinations are hereby made in accordance with the "Truth in Taxation Law".

1. The amount of real estate taxes, exclusive of the election costs and debt service levies, extended by the Park District, plus any amount abated by the Park District prior to such extension, upon the final 2021 real estate tax levy of the Park District is \$12,312,689.

2. The amount of real estate taxes, exclusive of election costs, public commission leases and debt service levies, proposed to be levied by the Park District for FY 2022 is \$13,173,000.

3. Based on the foregoing, the estimated percentage increase in the proposed 2022 aggregate levy over the amount of real estate taxes extended upon the final 2021 aggregate levy based on 5% (lessor of 7% CPI or 5% cap) and anticipated growth is 6.99%.

Passed this 16th day of November 2022

AYES: _____

NAYS: _____

ABSENT: _____

Terry Grossberg, President
Board of Park Commissioners

Attested and filed this 16th day of November 2022:

Brian Romes, Secretary
Board of Park Commissioners



Memorandum

To: Board of Park Commissioners
From: Mitch Carr, Director of Recreation and Facilities; Brian Romes, Executive Director
Date: November 16, 2022
Subject: **Approval of the 2023 Heller Nature Center HVAC Replacement Bid**

Summary

The Park District of Highland Park received eight (8) fully responsive sealed bids on Monday, November 7, 2022, for equipment, materials, and labor to complete the 2023 Heller Nature Center Heating, Ventilation, and Air Conditioning (HVAC) replacement. The project includes the replacement of three HVAC rooftop units at Heller. Due to supply chain issues, the expected lead time for delivery of equipment is 26-30 weeks. Therefore, work is anticipated to take place in late May or Early June 2023.

The three units serve the following areas of the facility:

- Prairie Multi-Purpose room
- Lobby
- Administrative Offices

Bid Results

Company	Total Base Bid
Amalgamated Service, Inc	\$64,994.57
Amber Mechanical Contractors, Inc	\$73,000
Cahill Heating, AC and Electrical Service	\$32,280
Jones Environmental Control, Inc	\$49,499
MG Mechanical Services, Inc.	\$51,300
Muzik Mechanical Partners	\$44,550
Ogni, Inc.	\$50,511
Quality Mechanical, Inc	\$86,400

Financial Impact

Total Available Budgeted Funds for this project (2023 capital budget)	\$55,000
<u>Bid Recommendation</u>	<u>\$32,280</u>
Anticipated Amount over/ <u>under</u> budget	\$22,720 under budget

Recommendation

Staff recommends the Park Board of Commissioners accept the Base Bid, from Cahill Heating, AC and Electrical Service, authorizing the Executive Director to enter into an agreement with the contractor totaling \$32,280. The contractor has 49 years of HVAC experience, including the recent replacement of large rooftop unit projects in the Lake County area.



Memorandum

To: Board of Park Commissioners

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

Date: November 16, 2022

Subject: Bills and Payroll Disbursements authorized by Finance Committee Member(s). Checks written October 21, 2022 through November 09, 2022 to be presented to the Board for approval on November 16, 2022.

BILLS

<u>DATE</u>	<u>AMOUNT</u>
October 25, 2022	\$ 4,645.00
October 26, 2022	\$ 1,605.00
October 28, 2022 Emergency Checks	\$ 6,775.00
November 03, 2022 Emergency Check	\$ 150.00
November 04, 2022	\$ 122,699.09
November 09, 2022	\$ 1,103,747.39
Void Payments	\$ (6,250.00)
Bank Drafts	\$ 50,742.77
P-Card	\$ 171,488.80
TOTAL	\$ 1,455,603.05

PAYROLL DISBURSEMENTS

October 21, 2022	\$ 348,978.28
November 04, 2022	\$ 353,521.83
TOTAL	\$ 702,500.11

GRAND TOTAL	\$ 2,158,103.16
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To the Treasurer:

The payment of the above listed accounts is hereby approved by the below named Finance Committee member as of 11-16-22 and you are hereby authorized to release the checks from the appropriate funds.

Finance Committee Member

ATTEST: _____
Secretary



Park District of Highland Park, IL

Income Statement

Current Period Ending 10/31/2022

DISTRICT WIDE

Type	Month		Year To Date			Annual Budget	Prior Year	
	Actual	Budget	Actual	Budget	Variance Favorable (Unfavorable)		Month	YTD
Revenue								
100 - PROGRAMS	156,787.31	205,422.23	3,015,423.94	2,413,254.42	602,169.52	2,795,872.75	169,025.30	2,312,203.63
110 - CAMPS	3,114.00	0.00	1,741,169.14	1,956,224.10	-215,054.96	1,960,724.10	-420.00	1,263,439.03
120 - LESSONS	55,779.95	30,662.13	467,250.10	398,784.40	68,465.70	471,319.00	46,683.35	488,161.37
130 - SPECIAL EVENTS	10,245.25	893.30	73,207.21	86,804.99	-13,597.78	118,640.00	4,735.00	27,547.25
410 - TAX	1,993,271.68	1,088,407.31	13,913,512.90	11,729,090.74	2,184,422.16	13,826,335.90	2,176,391.44	13,283,583.46
420 - FEES & CHARGES	175,925.24	119,204.68	2,555,321.45	2,373,451.60	181,869.85	2,426,544.00	181,768.49	2,819,944.22
440 - MEMBERSHIPS	67,602.94	105,812.96	698,485.22	995,685.01	-297,199.79	1,230,080.00	41,418.15	475,938.38
450 - RENTALS	73,464.09	122,049.50	1,156,890.64	1,255,671.78	-98,781.14	1,442,465.20	128,427.95	1,206,853.44
460 - MERCHANDISING	11,447.51	10,041.14	147,277.26	102,461.36	44,815.90	114,913.50	9,514.18	127,241.51
470 - INTEREST INCOME	31,252.93	499.80	110,543.94	4,998.00	105,545.94	6,000.00	763.93	8,261.99
480 - MISCELLANEOUS INCOME	21,358.72	13,893.65	575,436.34	780,441.98	-205,005.64	793,776.00	457,246.11	714,100.09
510 - OTHER INCOME	68,391.25	0.00	281,453.80	66,006.17	215,447.63	106,724.58	12,775.25	172,068.14
520 - BOND/DEBT PROCEEDS	36,765.02	0.00	129,275.85	0.00	129,275.85	0.00	38.92	1,203.16
Total Revenue:	2,705,405.89	1,696,886.70	24,865,247.79	22,162,874.55	2,702,373.24	25,293,395.03	3,228,368.07	22,900,545.67
Expense								
100 - PROGRAMS	108,319.55	122,448.28	1,235,037.33	1,297,064.87	62,027.54	1,559,749.95	107,579.01	964,887.21
110 - CAMPS	1,478.32	788.96	832,363.20	1,120,453.48	288,090.28	1,126,808.01	2,562.67	530,506.46
120 - LESSONS	19,250.92	19,846.82	203,104.79	221,263.30	18,158.51	267,389.33	20,412.52	228,815.30
130 - SPECIAL EVENTS	12,194.51	2,950.89	132,024.81	125,871.57	-6,153.24	146,101.52	4,447.88	36,390.67
440 - MEMBERSHIPS	7,398.10	13,487.15	80,764.36	124,675.87	43,911.51	157,219.17	0.00	0.00
610 - SALARIES & WAGES	592,884.58	606,835.32	6,186,547.38	6,690,661.82	504,114.44	8,363,084.03	520,210.24	5,417,596.44
620 - CONTRACTUAL SERVICES	234,501.09	419,885.27	2,457,390.37	3,620,680.36	1,163,289.99	4,471,645.39	260,485.81	2,056,247.70
630 - INSURANCE	110,562.10	200,295.43	1,357,247.89	1,768,445.11	411,197.22	2,376,181.41	158,080.04	1,324,262.88
640 - MATERIALS & SUPPLIES	44,964.95	38,078.98	444,304.99	450,989.07	6,684.08	518,906.30	31,872.08	368,487.40
650 - MAINTENANCE & LANDSCAPING CONTRACTS	49,978.61	22,676.77	422,522.10	410,768.99	-11,753.11	447,428.72	54,802.34	366,562.09
660 - UTILITIES	77,235.21	90,552.82	652,978.62	739,962.43	86,983.81	926,073.41	76,589.85	623,888.40
670 - PENSION CONTRIBUTIONS	48,311.39	52,322.27	506,845.75	574,338.23	67,492.48	719,322.10	53,860.52	559,458.84
680 - COST OF GOODS SOLD	7,324.52	771.76	88,612.20	53,217.60	-35,394.60	54,765.00	7,073.10	63,014.46
710 - DEBT RETIREMENT	0.00	0.00	619,310.27	605,017.50	-14,292.77	3,315,035.00	0.00	310,143.75
720 - CAPITAL OUTLAY	1,359,207.93	1,992,123.00	3,067,481.60	7,808,588.00	4,741,106.40	10,760,955.00	388,379.78	1,825,712.94
Total Expense:	2,673,611.78	3,583,063.72	18,286,535.66	25,611,998.20	7,325,462.54	35,210,664.34	1,686,355.84	14,675,974.54
Report Total:	31,794.11	-1,886,177.02	6,578,712.13	-3,449,123.65	10,027,835.78	-9,917,269.31	1,542,012.23	8,224,571.13

Fund Summary

Fund	Month		Year To Date			Annual Budget	Prior Year	
	Actual	Budget	Actual	Budget	Variance Favorable (Unfavorable)		Month	YTD
01 - GENERAL CORPORATE	513,331.51	-12,030.61	2,225,184.13	258,313.52	1,966,870.61	-126,867.61	567,607.69	2,381,769.71
25 - SPECIAL RECREATION	79,555.01	25,221.35	678,853.93	530,946.41	147,907.52	517,482.58	92,573.40	21,572.20
29 - RECREATION	500,242.71	166,488.21	5,454,852.24	3,397,263.26	2,057,588.98	3,121,446.02	635,631.76	5,963,995.88
60 - DEBT SERVICE	223,024.98	126,440.53	925,030.28	792,926.16	132,104.12	-1,664,375.30	257,548.77	1,282,079.20
70 - CAPITAL PROJECTS	-1,284,360.10	-2,192,296.50	-2,705,208.45	-8,428,573.00	5,723,364.55	-11,764,955.00	-11,349.39	-1,424,845.86
Report Total:	31,794.11	-1,886,177.02	6,578,712.13	-3,449,123.65	10,027,835.78	-9,917,269.31	1,542,012.23	8,224,571.13

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

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

General in under budget as replacement taxes came in much larger than budgeted (\$339,000) and property taxes are coming in sooner than budgeted. Interest income is more than budgeted due to rising interest rates and more money invested in short term cd's. Miscellaneous income came in greater than budgeted largely due to \$12,000 in advertising revenue from Highland Park Bank & Trust. Other income is over budget due to the sale of the \$20,000 Zamboni. Parks is \$141,000 under budget due to timing of invoices for landscape, turf, ecological, tree care, and maintenance contracts. Another large area under budget is professional fees, including legal, not for profit coach and the compensation study. With under budget salaries and wages come under budget insurance costs. Maintenance & Landscaping contracts are under budget largely due to playground surfacing and large area mowers. These activities are timing differences.

In the Recreation Fund, Baseball boys travel is actually \$22,000 over budget due to timing difference. House Basketball boys/girls is doing well with more participants than budgeted for. The program made a \$14,000 surplus. Martial Arts has a surplus of \$36,000 as the program has rebounded with lessened COVID restrictions and a 2nd pre-karate class and fencing have been added to meet demand. New programs hitting league had an additional 50 participants with a program surplus of \$20,000. Football - youth flag is over budget by \$15,000 due to added clinic; spring and fall numbers have outperformed budget. At CIA, recreation program fees are \$51,000 above budget due to spring gymnastics having 315 participants vs. a budget of 192 participants and fall gymnastics over performing. This surplus should stand through year end and be the final surplus number due to the temporary closing of CIA with no more revenue for the year and continued expenses. Youth and adult indoor and outdoor tennis show significant positive differences of \$378,000 due to over 400 additional participants in the programs. Childhood enrichment programming attendance accelerated with consistent enrollment of participants causing a \$78,000 positive variance from budget. Adult art has a \$14,000 surplus, as 3/4 of the 8 classes are full and open studio has returned. New programs at WRC with a positive variance of \$33,000 are due to the addition of private piano lessons. Youth enrichment is sitting with a \$21,000 surplus due to increased enrollment in Kindermusik, Amazing Minds and Awesome Amazing Art. Youth dance has a \$14,000 surplus. Lessons are \$68,000 over budget due to a \$19,000 surplus in private tennis lessons and the rest is due to swim lessons. Tax collections are coming in more quickly than anticipated. The difference is a timing difference. Merchandising is doing well at \$45,000 over budget, mostly due to more items being sold at Sunset Valley with its increased greens fees. The favorable variance in miscellaneous income is due to the advertising/sponsorship for 4th fest for \$14,000, a \$22,000 grant from FEMA for COVID-19 expenses, and \$12,000 worth of sponsorships and advertising for rec. including \$7,000 from First Bank. Camp expense is under budget by \$288,000. Camp participation came in under budget and drove Trekkers, Sunshine camp, Crew camp, Heller variety camp, and Spot-lighter camp expenses under budget by \$242,000. Remaining camp expenses are under budget due to timing differences. Membership expense is significantly under budget as memberships are significantly under performing. As salaries and wages are significantly under budget from being short staffed, so is insurance and pension expense. Utilities are under budget due to timing difference, except at CIA. There is a true \$30,000 surplus there due to being shut down.



Park District of Highland Park, IL

Income Statement

Current Period Ending 10/31/2022

01 - GENERAL FUND

Type	Month		Year To Date			Annual Budget	Prior Year	
	Actual	Budget	Actual	Budget	Variance Favorable (Unfavorable)		Month	YTD
Revenue								
410 - TAX	898,118.58	480,833.98	6,129,740.10	5,011,677.46	1,118,062.64	5,894,569.01	973,254.08	5,836,007.81
420 - FEES & CHARGES	3,520.99	1,915.68	34,603.54	24,692.70	9,910.84	27,600.00	3,501.96	32,140.02
460 - MERCHANDISING	0.00	33.18	0.00	335.76	-335.76	396.00	0.00	289.47
470 - INTEREST INCOME	31,252.93	499.80	110,543.94	4,998.00	105,545.94	6,000.00	763.93	8,261.99
480 - MISCELLANEOUS INCOME	753.87	1,444.22	52,504.43	33,273.08	19,231.35	36,601.00	16,154.64	85,796.33
510 - OTHER INCOME	0.00	0.00	20,000.00	6,568.88	13,431.12	7,850.00	5,285.98	15,267.49
Total Revenue:	933,646.37	484,726.86	6,347,392.01	5,081,545.88	1,265,846.13	5,973,016.01	998,960.59	5,977,763.11
Expense								
610 - SALARIES & WAGES	227,894.38	220,459.64	2,184,884.72	2,299,521.09	114,636.37	2,941,016.42	181,057.41	1,867,346.50
620 - CONTRACTUAL SERVICES	68,012.72	103,845.68	706,446.35	1,042,941.97	336,495.62	1,223,602.24	109,769.60	508,892.17
630 - INSURANCE	60,759.05	103,032.39	690,594.90	916,842.28	226,247.38	1,224,731.28	81,836.68	707,658.86
640 - MATERIALS & SUPPLIES	18,253.04	26,099.24	186,059.79	182,802.85	-3,256.94	230,937.30	585.86	133,510.51
650 - MAINTENANCE & LANDSCAPING CONTRACTS	11,443.10	8,226.86	65,408.45	76,805.94	11,397.49	92,920.04	23,831.80	74,723.61
660 - UTILITIES	15,354.79	16,780.96	108,334.96	114,248.23	5,913.27	143,726.03	14,909.70	104,760.55
670 - PENSION CONTRIBUTIONS	18,597.78	18,312.70	180,478.71	190,070.00	9,591.29	242,950.31	19,361.85	199,101.20
Total Expense:	420,314.86	496,757.47	4,122,207.88	4,823,232.36	701,024.48	6,099,883.62	431,352.90	3,595,993.40
Report Total:	513,331.51	-12,030.61	2,225,184.13	258,313.52	1,966,870.61	-126,867.61	567,607.69	2,381,769.71

Replacement taxes came in much larger than budgeted (\$339,000) and property taxes are coming in sooner than budgeted.

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

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

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

Parks is \$141,000 under budget due to timing of invoices for landscape, turf, ecological, tree care, and maintenance contracts. Another large area under budget is professional fees, including legal, not for profit coach and the compensation study.

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

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



Park District of Highland Park, IL

Income Statement

Current Period Ending 10/31/2022

25 - SPECIAL RECREATION

Type	Month		Year To Date			Annual Budget	Prior Year	
	Actual	Budget	Actual	Budget	Variance Favorable (Unfavorable)		Month	YTD
Revenue								
410 - TAX	125,743.04	71,409.38	934,908.90	789,511.88	145,397.02	932,237.46	92,573.40	583,003.00
Total Revenue:	125,743.04	71,409.38	934,908.90	789,511.88	145,397.02	932,237.46	92,573.40	583,003.00
Expense								
620 - CONTRACTUAL SERVICES	46,188.03	46,188.03	256,054.97	258,565.47	2,510.50	414,754.88	0.00	561,430.80
Total Expense:	46,188.03	46,188.03	256,054.97	258,565.47	2,510.50	414,754.88	0.00	561,430.80
Report Total:	79,555.01	25,221.35	678,853.93	530,946.41	147,907.52	517,482.58	92,573.40	21,572.20

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



Park District of Highland Park, IL

Income Statement

Current Period Ending 10/31/2022

29 - RECREATION FUND

Type	Month		Year To Date			Annual Budget	Prior Year	
	Actual	Budget	Actual	Budget	Variance Favorable (Unfavorable)		Month	YTD
Revenue								
100 - PROGRAMS	156,787.31	205,422.23	3,015,423.94	2,413,254.42	602,169.52	2,795,872.75	169,025.30	2,312,203.63
110 - CAMPS	3,114.00	0.00	1,741,169.14	1,956,224.10	-215,054.96	1,960,724.10	-420.00	1,263,439.03
120 - LESSONS	55,779.95	30,662.13	467,250.10	398,784.40	68,465.70	471,319.00	46,683.35	488,161.37
130 - SPECIAL EVENTS	10,245.25	893.30	73,207.21	86,804.99	-13,597.78	118,640.00	4,735.00	27,547.25
410 - TAX	746,385.08	409,723.42	5,304,523.35	4,529,957.74	774,565.61	5,348,869.73	853,015.19	5,272,349.70
420 - FEES & CHARGES	172,404.25	117,289.00	2,520,717.91	2,348,758.90	171,959.01	2,398,944.00	178,266.53	2,787,804.20
440 - MEMBERSHIPS	67,602.94	105,812.96	698,485.22	995,685.01	-297,199.79	1,230,080.00	41,418.15	475,938.38
450 - RENTALS	73,464.09	122,049.50	1,156,890.64	1,255,671.78	-98,781.14	1,442,465.20	128,427.95	1,206,853.44
460 - MERCHANDISING	11,447.51	10,007.96	147,277.26	102,125.60	45,151.66	114,517.50	9,514.18	126,952.04
480 - MISCELLANEOUS INCOME	3,104.85	12,449.43	105,431.91	47,168.90	58,263.01	57,175.00	2,641.57	56,991.48
510 - OTHER INCOME	0.00	0.00	29,097.55	19,437.29	9,660.26	58,874.58	7,489.27	69,466.17
Total Revenue:	1,300,335.23	1,014,309.93	15,259,474.23	14,153,873.13	1,105,601.10	15,997,481.86	1,440,796.49	14,087,706.69
Expense								
100 - PROGRAMS	108,319.55	122,448.28	1,235,037.33	1,297,064.87	62,027.54	1,559,749.95	107,579.01	964,887.21
110 - CAMPS	1,478.32	788.96	832,363.20	1,120,453.48	288,090.28	1,126,808.01	2,562.67	530,506.46
120 - LESSONS	19,250.92	19,846.82	203,104.79	221,263.30	18,158.51	267,389.33	20,412.52	228,815.30
130 - SPECIAL EVENTS	12,194.51	2,950.89	132,024.81	125,871.57	-6,153.24	146,101.52	4,447.88	36,390.67
440 - MEMBERSHIPS	7,398.10	13,487.15	80,764.36	124,675.87	43,911.51	157,219.17	0.00	0.00
610 - SALARIES & WAGES	364,990.20	386,375.68	4,001,662.66	4,391,140.73	389,478.07	5,422,067.61	339,152.83	3,550,249.94
620 - CONTRACTUAL SERVICES	72,491.90	69,553.06	1,022,414.50	896,637.92	-125,776.58	1,026,288.27	89,257.78	673,271.50
630 - INSURANCE	49,803.05	97,263.04	666,652.99	851,602.83	184,949.84	1,151,450.13	76,243.36	616,604.02
640 - MATERIALS & SUPPLIES	26,711.91	11,979.74	258,245.20	268,186.22	9,941.02	287,969.00	31,286.22	234,976.89
650 - MAINTENANCE & LANDSCAPING CONTRACTS	38,535.51	14,449.91	357,113.65	333,963.05	-23,150.60	354,508.68	30,970.54	291,838.48
660 - UTILITIES	61,880.42	73,771.86	544,643.66	625,714.20	81,070.54	782,347.38	61,680.15	519,127.85
670 - PENSION CONTRIBUTIONS	29,713.61	34,009.57	326,367.04	384,268.23	57,901.19	476,371.79	34,498.67	360,357.64
680 - COST OF GOODS SOLD	7,324.52	771.76	88,612.20	53,217.60	-35,394.60	54,765.00	7,073.10	63,014.46
720 - CAPITAL OUTLAY	0.00	125.00	55,615.60	62,550.00	6,934.40	63,000.00	0.00	53,670.39
Total Expense:	800,092.52	847,821.72	9,804,621.99	10,756,609.87	951,987.88	12,876,035.84	805,164.73	8,123,710.81
Report Total:	500,242.71	166,488.21	5,454,852.24	3,397,263.26	2,057,588.98	3,121,446.02	635,631.76	5,963,995.88

Fund Summary

Fund	Month		Year To Date			Annual Budget	Prior Year	
	Actual	Budget	Actual	Budget	Variance Favorable (Unfavorable)		Month	YTD
29 - RECREATION	500,242.71	166,488.21	5,454,852.24	3,397,263.26	2,057,588.98	3,121,446.02	635,631.76	5,963,995.88
Report Total:	500,242.71	166,488.21	5,454,852.24	3,397,263.26	2,057,588.98	3,121,446.02	635,631.76	5,963,995.88

Programs are doing well in October versus budget. Baseball boys travel is actually \$22,000 over budget due to timing difference. House Basketball boys/girls is doing well with more participants than budgeted for. The program made a \$14,000 surplus. Martial Arts has a surplus of \$36,000 as the program has rebounded with lessened COVID restrictions and a 2nd pre-karate class and fencing have been added to meet demand. New programs hitting league had an additional 50 participants with a program surplus of \$20,000. Football - youth flag is over budget by \$15,000 due to added clinic; spring and fall numbers have outperformed budget. At CIA, recreation program fees are \$51,000 above budget due to spring gymnastics having 315 participants vs. a budget of 192 participants and fall gymnastics over performing. This surplus should stand through year end and be the final surplus number due to the temporary closing of CIA with no more revenue for the year and continued expenses. Youth and adult indoor and outdoor tennis show significant positive differences of \$378,000 due to over 400 additional participants in the programs. Childhood enrichment programming attendance accelerated with consistent enrollment of participants causing a \$78,000 positive variance from budget. Adult art has a \$14,000 surplus, as 3/4 of the 8 classes are full and open studio has returned. New programs at WRC with a positive variance of \$33,000 are due to the addition of private piano lessons. Youth enrichment is sitting with a \$21,000 surplus due to increased enrollment in Kindermusik, Amazing Minds and Awesome Amazing Art. Youth dance has a \$14,000 surplus.

Overall, camps came in at roughly \$215,000 under budget due to the refunds for the July 4 tragedy and lower enrollment for Sunshine, Kids Crew, Spot-lighters, CIT, and Before/after camps. Additionally, all Heller camps were behind budget with lower revenue due to lower enrollment and July 4 refunds.

Lessons are \$68,000 over budget due to a \$19,000 surplus in private tennis lessons and the rest is due to swim lessons.

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

Tax collections are coming in more quickly than anticipated. The difference is a timing difference.

For memberships, January was budgeted for fitness's largest growth month in membership. Unfortunately, the Omicron variant caused delays and significant impact on new resident and group exercise memberships. Revenue budgeted has not come to fruition and has negatively impacted the budget by \$286,000.

Merchandising is doing well at \$45,000 over budget, mostly due to more items being sold at Sunset Valley with its increased greens fees.

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

Camp expense is under budget by \$288,000. Camp participation came in under budget and drove Trekkers, Sunshine camp, Crew camp, Heller variety camp, and Spot-lighter camp expenses under budget by \$242,000. Remaining camp expenses are under budget due to timing differences.

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

Contractual services are largely over budget due to 4th fest tragedy expenses, including \$12,000 at Deer Creek, \$11,000 at RIC, \$30,000 at athletics, \$54,000 at camps, \$14,000 at CIA, and \$13,000 at Heller.

As salaries and wages are significantly under budget from being short staffed, so is insurance and pension expense.

Utilities are under budget due to timing difference, except at CIA. There is a true \$30,000 surplus there due to being shut down.

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



Park District of Highland Park, IL

Income Statement

Current Period Ending 10/31/2022

60 - DEBT SERVICE

Type	Month		Year To Date			Annual Budget	Prior Year	
	Actual	Budget	Actual	Budget	Variance Favorable (Unfavorable)		Month	YTD
Revenue								
410 - TAX	223,024.98	126,440.53	1,544,340.55	1,397,943.66	146,396.89	1,650,659.70	257,548.77	1,592,222.95
Total Revenue:	223,024.98	126,440.53	1,544,340.55	1,397,943.66	146,396.89	1,650,659.70	257,548.77	1,592,222.95
Expense								
710 - DEBT RETIREMENT	0.00	0.00	619,310.27	605,017.50	-14,292.77	3,315,035.00	0.00	310,143.75
Total Expense:	0.00	0.00	619,310.27	605,017.50	-14,292.77	3,315,035.00	0.00	310,143.75
Report Total:	223,024.98	126,440.53	925,030.28	792,926.16	132,104.12	-1,664,375.30	257,548.77	1,282,079.20

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



Park District of Highland Park, IL

Income Statement

Current Period Ending 10/31/2022

70 - CAPITAL FUND

Type	Month		Year To Date			Annual Budget	Prior Year	
	Actual	Budget	Actual	Budget	Variance Favorable (Unfavorable)		Month	YTD
Revenue								
480 - MISCELLANEOUS INCOME	17,500.00	0.00	417,500.00	700,000.00	-282,500.00	700,000.00	438,449.90	571,312.28
510 - OTHER INCOME	68,391.25	0.00	232,356.25	40,000.00	192,356.25	40,000.00	0.00	87,334.48
520 - BOND/DEBT PROCEEDS	36,765.02	0.00	129,275.85	0.00	129,275.85	0.00	38.92	1,203.16
Total Revenue:	122,656.27	0.00	779,132.10	740,000.00	39,132.10	740,000.00	438,488.82	659,849.92
Expense								
620 - CONTRACTUAL SERVICES	47,808.44	200,298.50	472,474.55	1,422,535.00	950,060.45	1,807,000.00	61,458.43	312,653.23
720 - CAPITAL OUTLAY	1,359,207.93	1,991,998.00	3,011,866.00	7,746,038.00	4,734,172.00	10,697,955.00	388,379.78	1,772,042.55
Total Expense:	1,407,016.37	2,192,296.50	3,484,340.55	9,168,573.00	5,684,232.45	12,504,955.00	449,838.21	2,084,695.78
Report Total:	-1,284,360.10	-2,192,296.50	-2,705,208.45	-8,428,573.00	5,723,364.55	-11,764,955.00	-11,349.39	-1,424,845.86

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



RECREATION BY CENTER

Park District of Highland Park, IL

Y-T-D OCTOBER 2022

Account Type	2021 Total Budget	2021 YTD Activity	Fiscal 2022 Total Budget	Fiscal 2022 YTD Activity
Fund: 29 - RECREATION				
Center: 11 - ADMINISTRATIVE				
Revenue	\$ 5,389,431.98	\$ 5,342,905.38	\$ 5,390,269.73	5,358,095.47
Expense	\$ 4,665,661.35	\$ 1,568,498.16	\$ 5,420,948.66	1,700,875.84
Center: 11 - ADMINISTRATIVE Surplus (Deficit):	\$ 723,770.63	\$ 3,774,407.22	\$ (30,678.93)	3,657,219.63
Net Revenue:	13.43%	70.64%	-0.57%	68.26%
Center: 24 - WEST RIDGE CENTER				
Revenue	\$ 405,688.00	\$ 408,495.59	\$ 512,901.00	585,725.63
Expense	\$ 692,627.89	\$ 436,893.19	\$ 712,673.10	534,316.80
Center: 24 - WEST RIDGE CENTER Surplus (Deficit):	\$ (286,939.89)	\$ (28,397.60)	\$ (199,772.10)	51,408.83
Net Revenue:	-70.73%	-6.95%	-38.95%	8.78%
Center: 26 - ATHLETICS				
Revenue	\$ 466,340.00	\$ 563,629.11	\$ 1,011,527.00	1,097,939.65
Expense	\$ 626,251.12	\$ 566,474.70	\$ 963,107.28	852,557.22
Center: 26 - ATHLETICS Surplus (Deficit):	\$ (159,911.12)	\$ (2,845.59)	\$ 48,419.72	245,382.43
Net Revenue:	-34.29%	-0.50%	4.79%	22.35%
Center: 28 - CAMPS				
Revenue	\$ 359,345.00	\$ 600,268.19	\$ 1,057,804.00	865,774.53
Expense	\$ 343,787.62	\$ 344,763.89	\$ 758,292.47	586,083.83
Center: 28 - CAMPS Surplus (Deficit):	\$ 15,557.38	\$ 255,504.30	\$ 299,511.53	279,690.70
Net Revenue:	4.33%	42.57%	28.31%	32.31%
Center: 29 - SPECIAL EVENTS				
Revenue	\$ 29,200.00	\$ 8,528.25	\$ 56,390.00	43,412.70
Expense	\$ 113,562.03	\$ 32,572.21	\$ 152,934.37	122,188.76
Center: 29 - SPECIAL EVENTS Surplus (Deficit):	\$ (84,362.03)	\$ (24,043.96)	\$ (96,544.37)	(-78,776.06)
Net Revenue:	-288.91%	-281.93%	-171.21%	-181.46%
Center: 31 - HIDDEN CREEK AQUAPARK				
Revenue	\$ 269,500.99	\$ 358,576.81	\$ 398,865.00	384,752.45
Expense	\$ 413,114.97	\$ 445,847.35	\$ 543,764.76	538,415.79
Center: 31 - HIDDEN CREEK AQUAPARK Surplus (Deficit):	\$ (143,613.98)	\$ (87,270.54)	\$ (144,899.76)	(-153,663.34)
Net Revenue:	-53.29%	-24.34%	-36.33%	-39.94%
Center: 32 - ROSEWOOD INTERPRETIVE CENTER				
Revenue	\$ 84,460.00	\$ 98,580.78	\$ 167,507.00	176,251.49
Expense	\$ 103,900.95	\$ 58,499.22	\$ 126,823.89	109,221.10
Center: 32 - ROSEWOOD INTERPRETIVE CENTER Surplus (Deficit):	\$ (19,440.95)	\$ 40,081.56	\$ 40,683.11	67,030.39
Net Revenue:	-23.02%	40.66%	24.29%	38.03%

Account Type	2021 Total Budget	2021 YTD Activity	Fiscal 2022 Total Budget	Fiscal 2022 YTD Activity
Center: 33 - ROSEWOOD BEACH				
Revenue	\$ 104,600.00	\$ 222,880.20	\$ 193,825.00	163,826.90
Expense	\$ 198,218.76	\$ 235,603.79	\$ 280,643.81	195,790.98
Center: 33 - ROSEWOOD BEACH Surplus (Deficit):	\$ (93,618.76)	\$ (12,723.59)	\$ (86,818.81)	(-31,964.08)
Net Revenue:	-89.50%	-5.71%	-44.79%	-19.51%
Center: 34 - PARK AVENUE				
Revenue	\$ 116,586.00	\$ 205,122.49	\$ 268,507.00	258,100.68
Expense	\$ 124,209.44	\$ 148,520.47	\$ 260,750.62	162,067.81
Center: 34 - PARK AVENUE Surplus (Deficit):	\$ (7,623.44)	\$ 56,602.02	\$ 7,756.38	96,032.87
Net Revenue:	-6.54%	27.59%	2.89%	37.21%
Center: 38 - ICE ARENA				
Revenue	\$ 1,033,532.85	\$ 915,386.70	\$ 1,068,717.20	821,781.49
Expense	\$ 880,069.25	\$ 561,293.97	\$ 883,225.72	635,940.47
Center: 38 - ICE ARENA Surplus (Deficit):	\$ 153,463.60	\$ 354,092.73	\$ 185,491.48	185,841.02
Net Revenue:	14.85%	38.68%	17.36%	22.61%
Center: 41 - MAINTENANCE				
Expense	\$ 755,106.50	\$ 596,964.72	\$ 834,343.54	671,519.93
Center: 41 - MAINTENANCE Total:	\$ 755,106.50	\$ 596,964.72	\$ 834,343.54	671,519.93
Net Revenue:				
Center: 42 - PRO SHOP				
Revenue	\$ 1,523,335.00	\$ 2,262,530.70	\$ 1,689,725.00	2,123,628.16
Expense	\$ 536,701.89	\$ 525,789.62	\$ 613,503.82	595,164.56
Center: 42 - PRO SHOP Surplus (Deficit):	\$ 986,633.11	\$ 1,736,741.08	\$ 1,076,221.18	1,528,463.60
Net Revenue:	64.77%	76.76%	63.69%	71.97%
Center: 49 - RECREATION CENTER ADMIN				
Revenue	\$ 53,972.00	\$ 21,379.78	\$ 100,827.50	96,630.30
Expense	\$ 571,214.56	\$ 371,447.37	\$ 732,834.67	507,481.27
Center: 49 - RECREATION CENTER ADMIN Surplus (Deficit):	\$ (517,242.56)	\$ (350,067.59)	\$ (632,007.17)	(-410,850.97)
Net Revenue:	-958.35%	-1,637.38%	-626.82%	-425.18%
Center: 51 - RECREATION CENTER FITNESS				
Revenue	\$ 760,761.00	\$ 523,958.18	\$ 1,360,180.00	675,935.11
Expense	\$ 698,385.79	\$ 392,086.54	\$ 854,874.59	474,859.38
Center: 51 - RECREATION CENTER FITNESS Surplus (Deficit):	\$ 62,375.21	\$ 131,871.64	\$ 505,305.41	201,075.73
Net Revenue:	8.20%	25.17%	37.15%	29.75%
Center: 53 - RECREATION CENTER AQUATICS				
Revenue	\$ 101,951.00	\$ 160,490.32	\$ 184,612.50	228,684.19
Expense	\$ 239,462.32	\$ 177,125.89	\$ 308,079.11	261,628.44
Center: 53 - RECREATION CENTER AQUATICS Surplus (Deficit):	\$ (137,511.32)	\$ (16,635.57)	\$ (123,466.61)	(-32,944.25)
Net Revenue:	-134.88%	-10.37%	-66.88%	-14.41%

Account Type	2021 Total Budget	2021 YTD Activity	Fiscal 2022 Total Budget	Fiscal 2022 YTD Activity
Center: 55 - INDOOR TENNIS				
Revenue	\$ 966,750.50	\$ 1,088,156.89	\$ 1,278,727.00	1,344,373.43
Expense	\$ 941,006.58	\$ 726,031.90	\$ 1,063,959.35	769,461.25
Center: 55 - INDOOR TENNIS Surplus (Deficit):	\$ 25,743.92	\$ 362,124.99	\$ 214,767.65	574,912.18
Net Revenue:	2.66%	33.28%	16.80%	42.76%
Center: 56 - OUTDOOR TENNIS				
Revenue	\$ 261,680.25	\$ 216,589.04	\$ 263,561.10	312,218.93
Expense	\$ 192,786.66	\$ 142,177.55	\$ 204,743.97	208,859.33
Center: 56 - OUTDOOR TENNIS Surplus (Deficit):	\$ 68,893.59	\$ 74,411.49	\$ 58,817.13	103,359.60
Net Revenue:	26.33%	34.36%	22.32%	33.10%
Center: 61 - HELLER NATURE CENTER				
Revenue	\$ 186,872.00	\$ 212,919.94	\$ 357,928.25	247,477.18
Expense	\$ 494,471.27	\$ 346,927.70	\$ 625,442.22	470,937.80
Center: 61 - HELLER NATURE CENTER Surplus (Deficit):	\$ (307,599.27)	\$ (134,007.76)	\$ (267,513.97)	(-223,460.62)
Net Revenue:	-164.60%	-62.94%	-74.74%	-90.30%
Center: 74 - HPCC LEARNING CENTER				
Revenue	\$ 443,830.00	\$ 472,141.12	\$ 585,953.00	455,429.55
Expense	\$ 440,395.37	\$ 346,262.64	\$ 538,786.24	385,392.57
Center: 74 - HPCC LEARNING CENTER Surplus (Deficit):	\$ 3,434.63	\$ 125,878.48	\$ 47,166.76	70,036.98
Net Revenue:	0.77%	26.66%	8.05%	15.38%
Center: 76 - HPCC BUILDING				
Revenue	\$ 36,703.68	\$ 18,351.84	\$ 38,874.58	19,436.39
Expense	\$ 36,703.68	\$ 19,141.71	\$ 38,872.78	21,858.86
Center: 76 - HPCC BUILDING Surplus (Deficit):	\$ -	\$ (789.87)	\$ 1.80	(-2,422.47)
Net Revenue:	0.00%	-4.30%	0.00%	-12.46%
Fund: 29 - RECREATION Surplus (Deficit):	\$ (473,097.75)	\$ 5,657,968.72	\$ 68,096.89	5,454,852.24
Net Revenue:	-3.76%	41.30%	0.43%	35.75%
Report Surplus (Deficit):	\$ (473,097.75)	\$ 5,657,968.72	\$ 68,096.89	5,454,852.24
Net Revenue:	-3.76%	41.30%	0.43%	35.75%



Sunset Valley Golf Course

	2021	2021	2022	2022
	Budget	YTD Activity	Budget	YTD Activity
Revenue	1,523,335.00	2,075,448.36	1,689,725.00	2,123,628.16
Expense	1,291,808.39	985,408.63	1,447,847.36	1,266,684.49
Report Surplus (Deficit):	231,526.61	1,090,039.73	241,877.64	856,943.67

Recreation Center of HP

	2021	2021	2022	2022
	Budget	YTD Activity	Budget	YTD Activity
Revenue	916,684.00	628,240.89	1,645,620.00	1,001,249.60
Expense	1,509,062.67	830,391.82	1,895,788.37	1,243,969.09
Report Surplus (Deficit):	(592,378.67)	(202,150.93)	(250,168.37)	(242,719.49)

Deer Creek Raquet Club

	2021	2021	2022	2022
	Budget	YTD Activity	Budget	YTD Activity
Revenue	1,228,430.75	1,244,135.81	1,542,288.10	1,656,592.36
Expense	1,133,793.24	775,381.98	1,268,703.32	978,320.58
Report Surplus (Deficit):	94,637.51	468,753.83	273,584.78	678,271.78

Park District of Highland Park
Investment Schedule
October 31, 2022

31-Oct-22

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



Revenue and Expense Charts by Center – October 2022

RECREATION ADMINISTRATION 29-11

BUDGET VS. ACTUAL

Projection
\$264,132.67

YTD Net Difference
(Actual vs Budget)
\$1,027,752.35

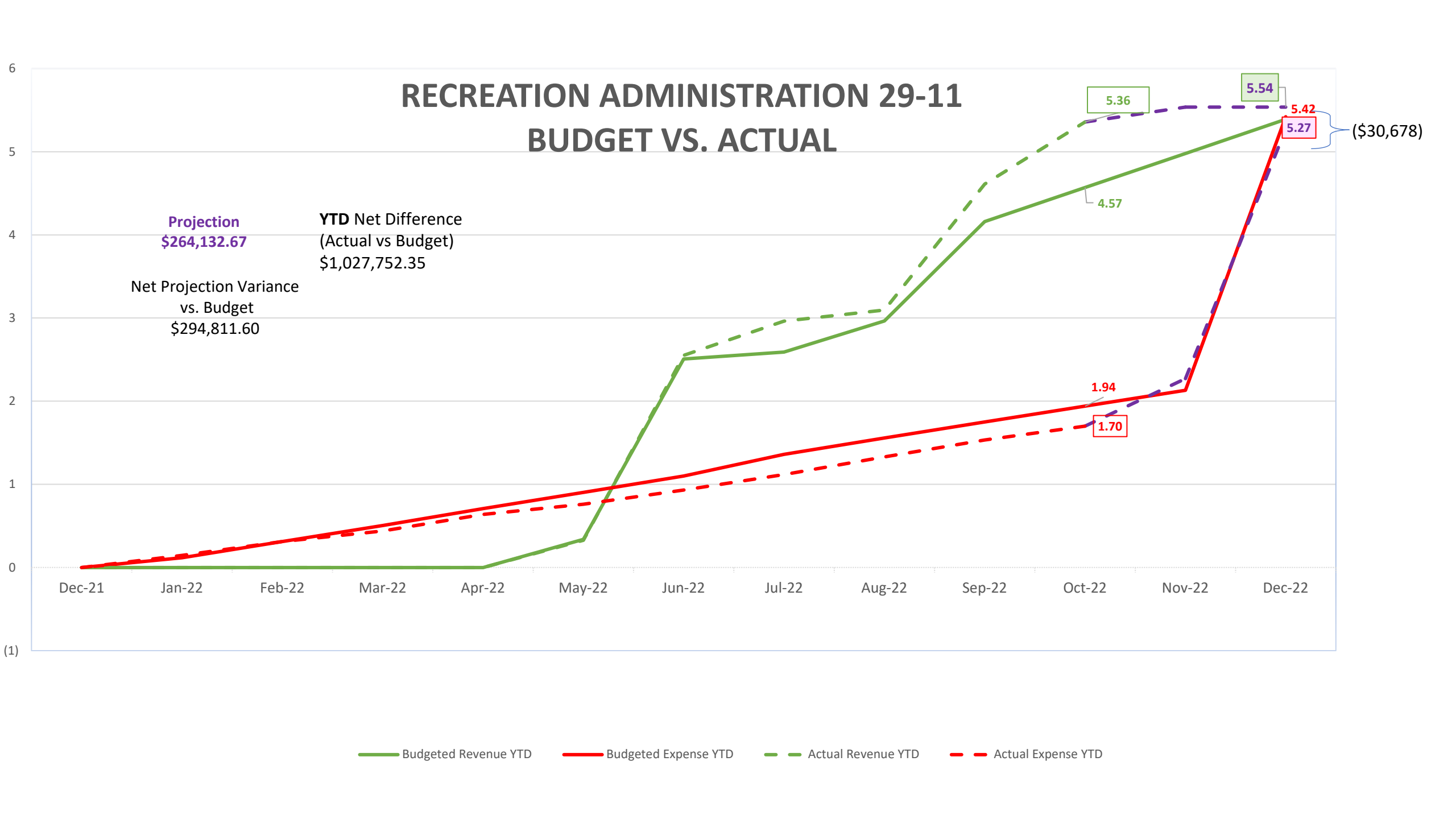
Net Projection Variance
vs. Budget
\$294,811.60

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

(\$30,678)

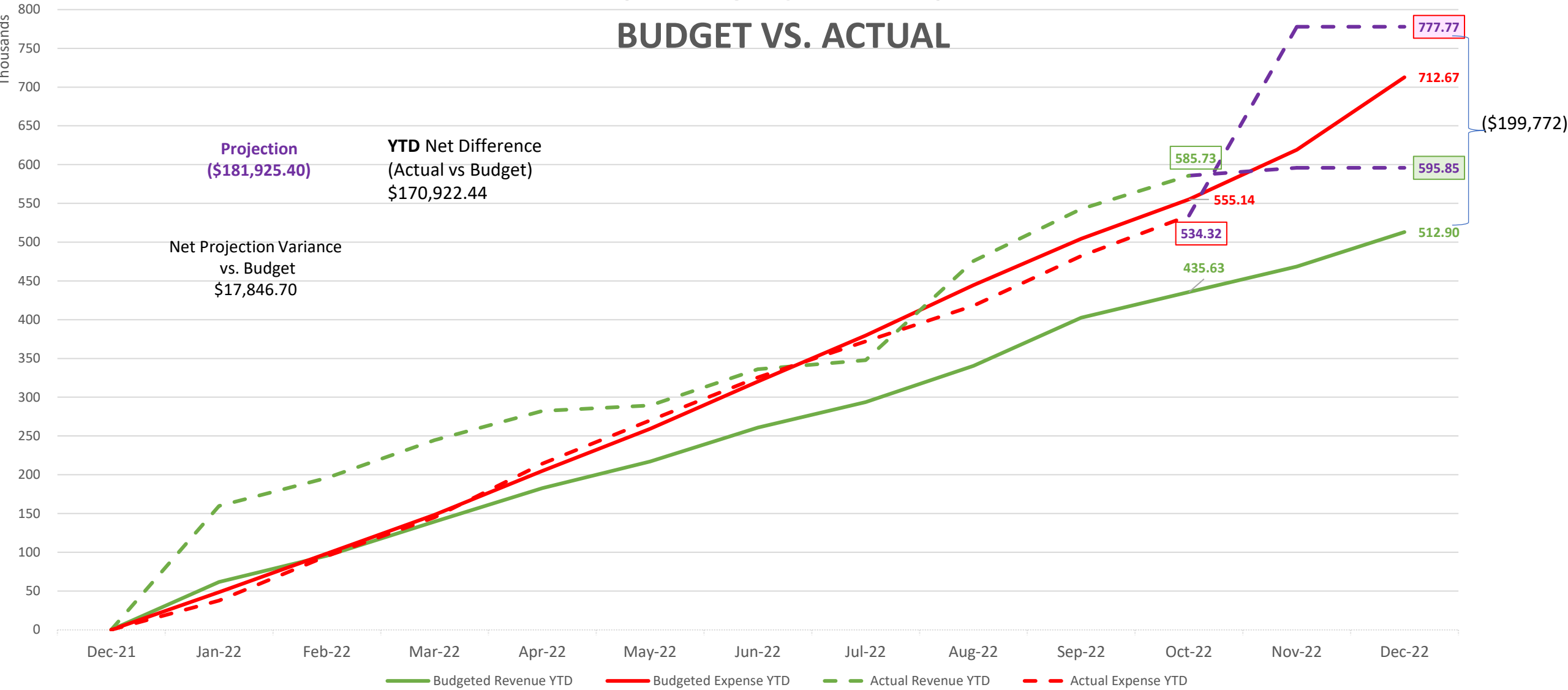
— Budgeted Revenue YTD
 — Budgeted Expense YTD
 - - - Actual Revenue YTD
 - - - Actual Expense YTD

(1)



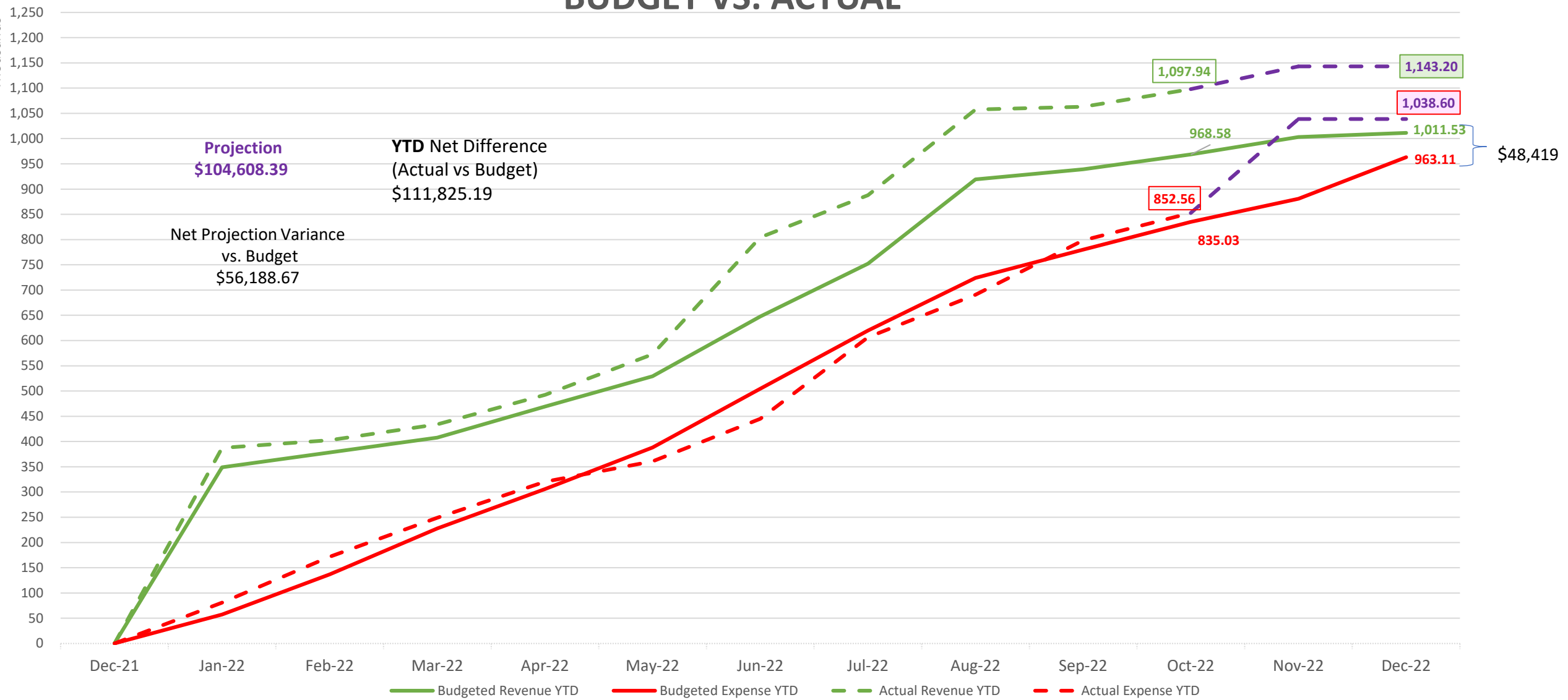
WEST RIDGE CENTER 29-24

BUDGET VS. ACTUAL



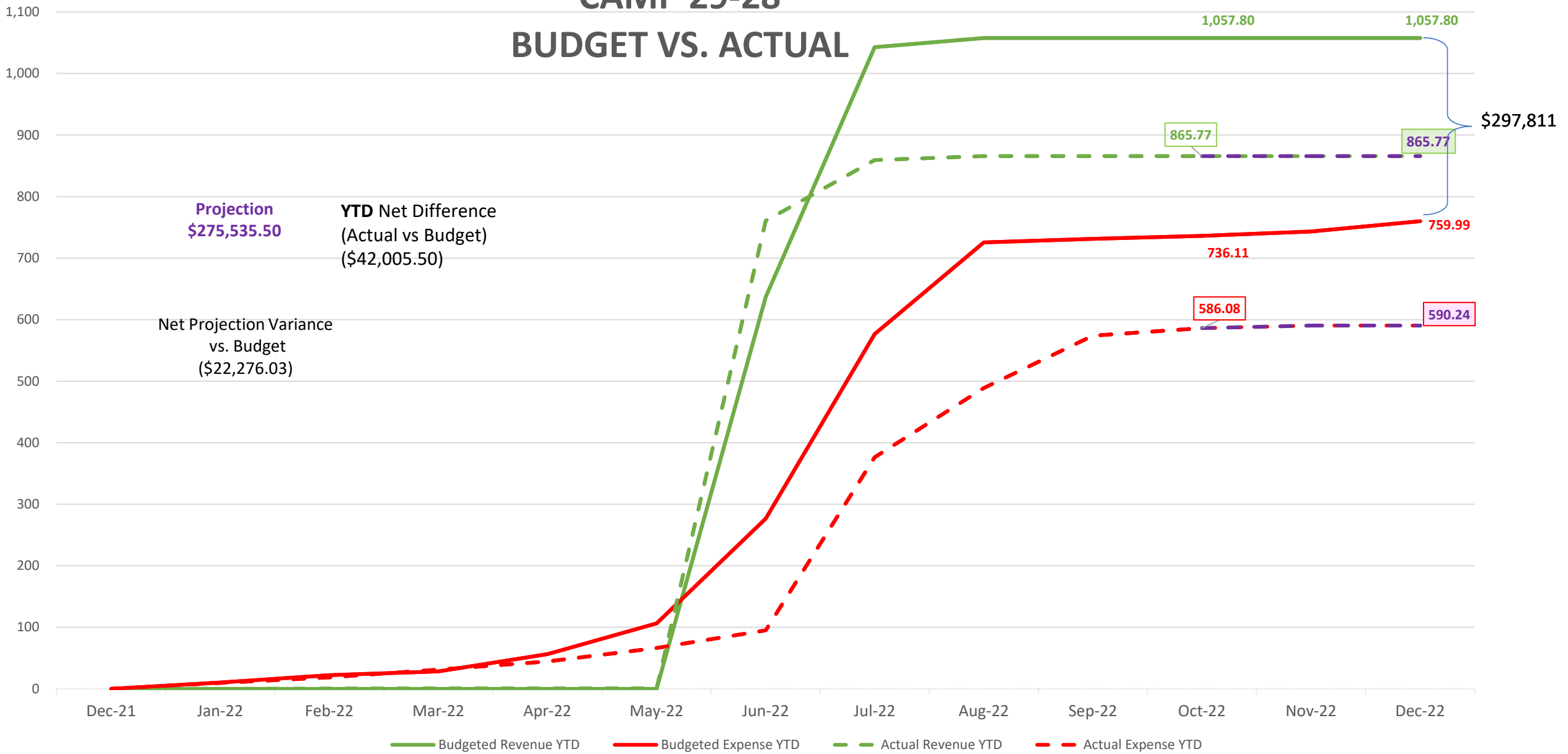
ATHLETICS 29-26

BUDGET VS. ACTUAL



CAMP 29-28

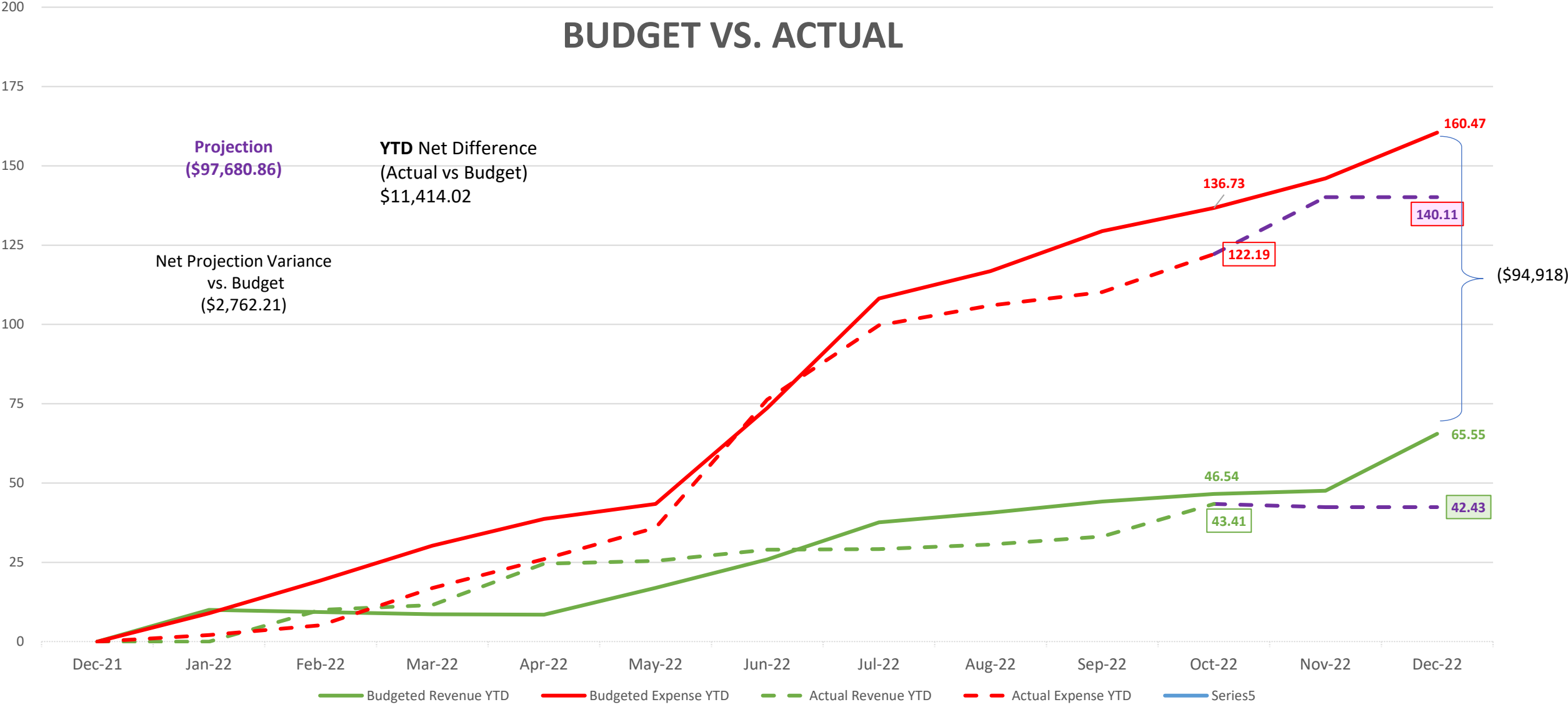
BUDGET VS. ACTUAL



SPECIAL EVENTS 29-29

BUDGET VS. ACTUAL

Thousands



Projection
(\$97,680.86)

YTD Net Difference
(Actual vs Budget)
\$11,414.02

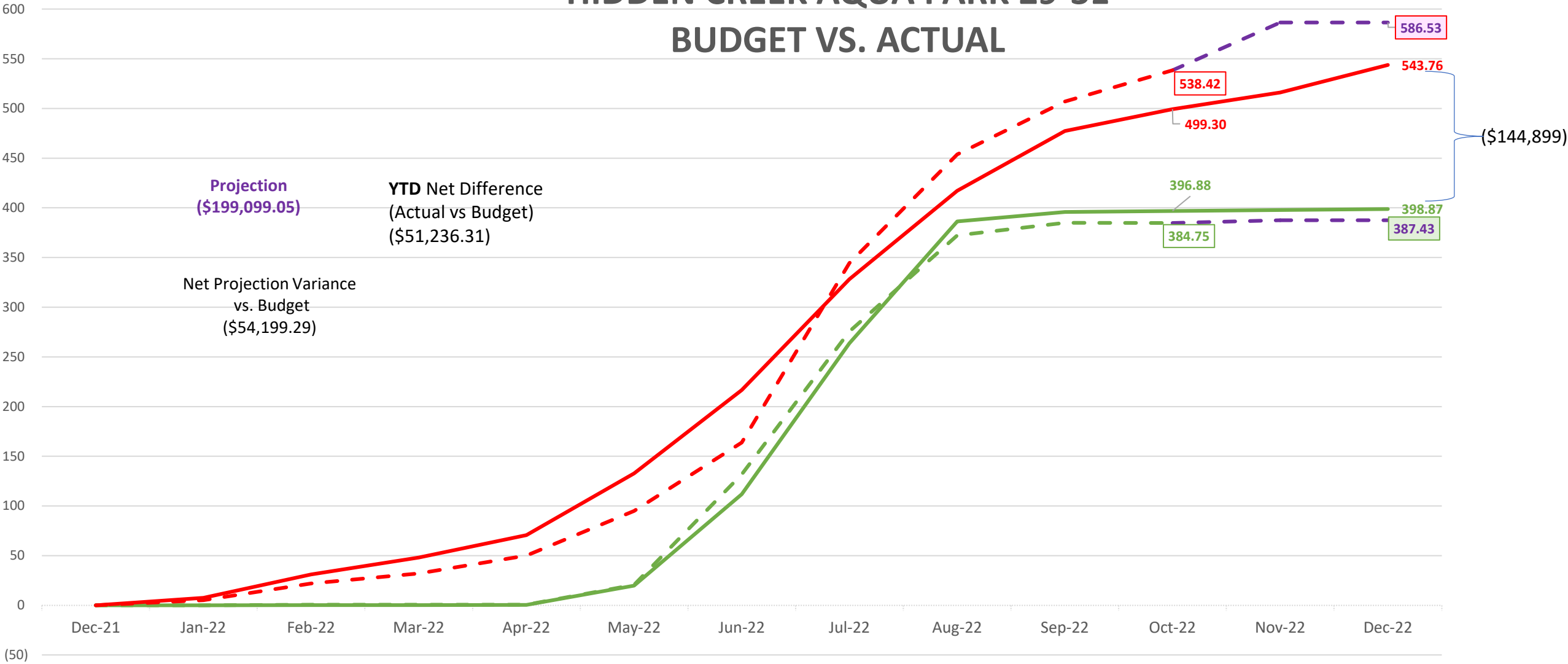
Net Projection Variance
vs. Budget
(\$2,762.21)

(\$94,918)

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

HIDDEN CREEK AQUA PARK 29-31

BUDGET VS. ACTUAL



Projection
(\$199,099.05)

YTD Net Difference
(Actual vs Budget)
(\$51,236.31)

Net Projection Variance
vs. Budget
(\$54,199.29)

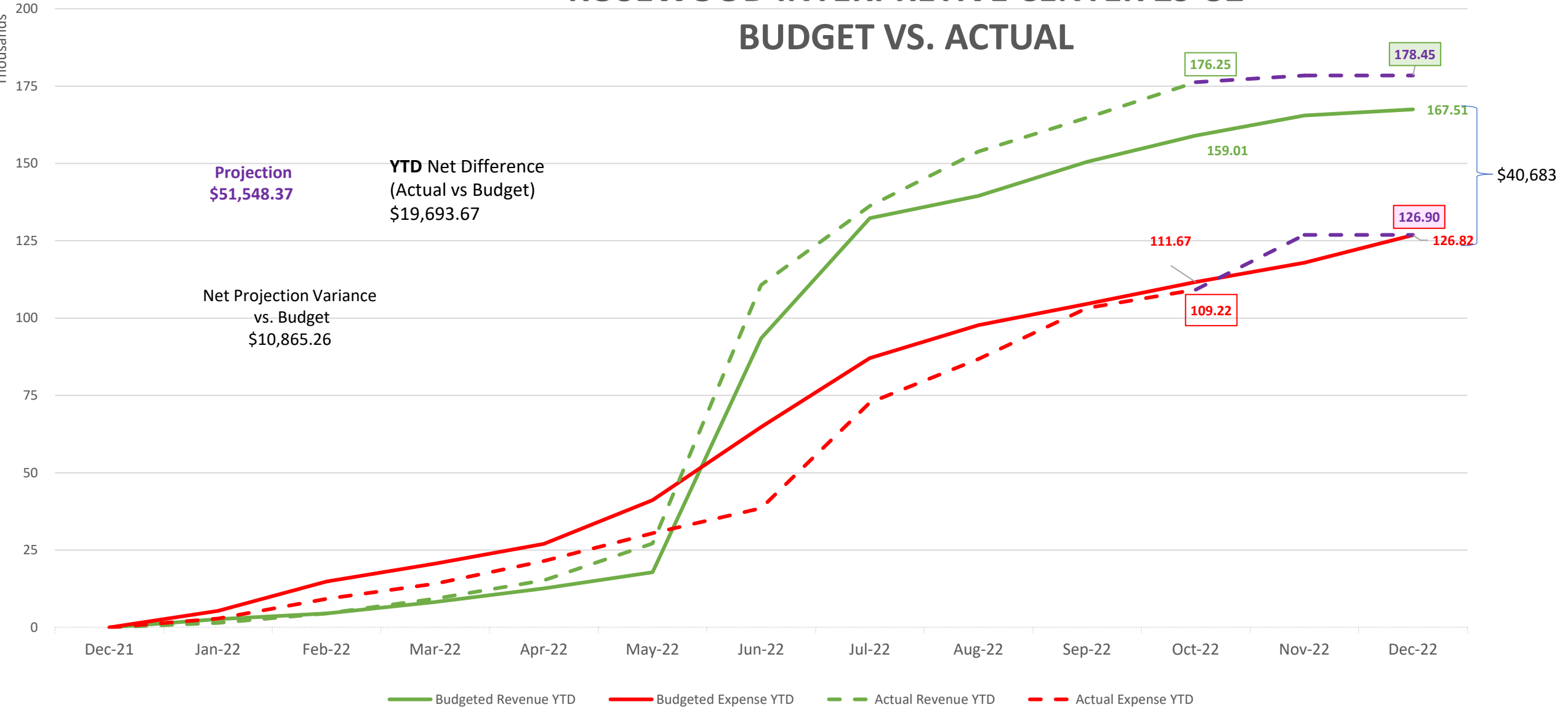
(\$144,899)

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

ROSEWOOD INTERPRETIVE CENTER 29-32

BUDGET VS. ACTUAL

Thousands

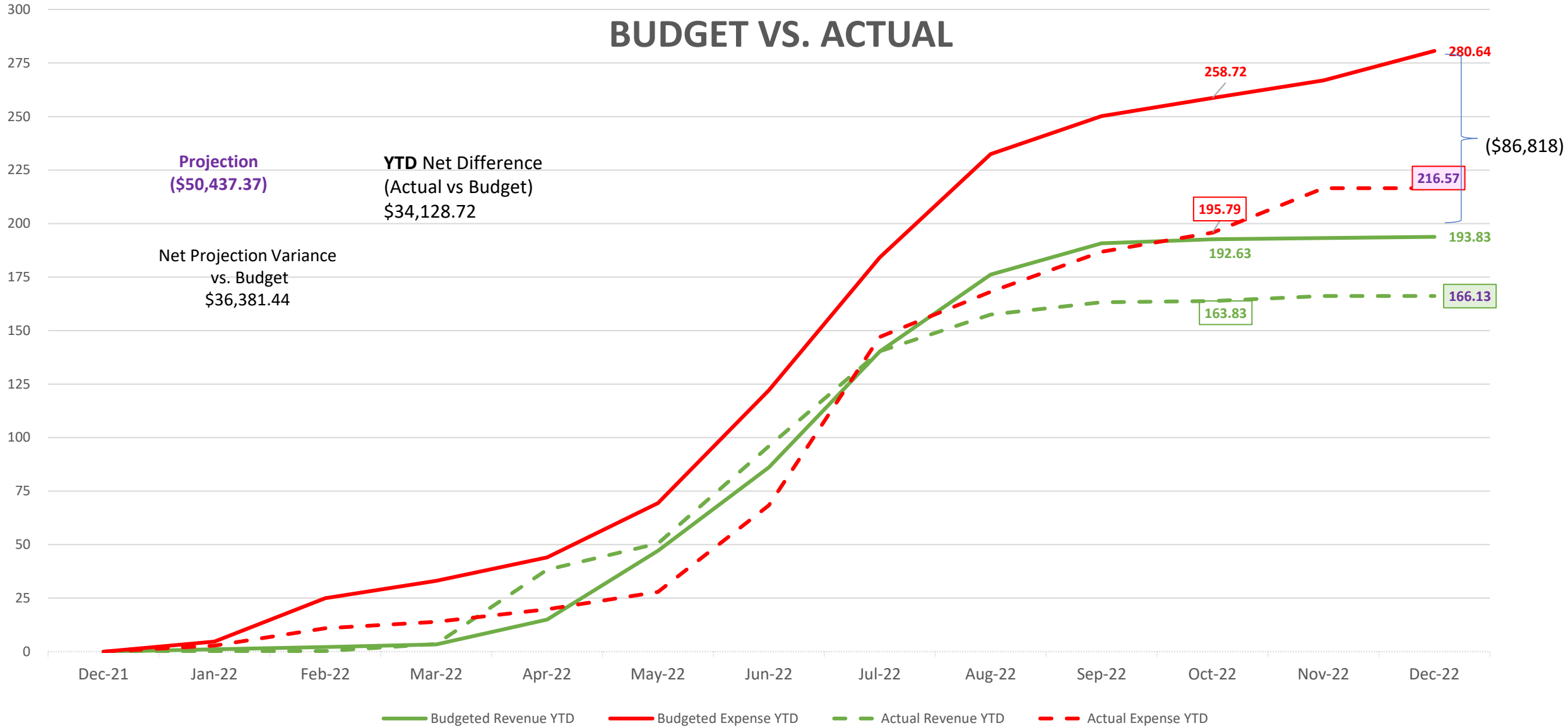


— Budgeted Revenue YTD
 — Budgeted Expense YTD
 - - - Actual Revenue YTD
 - - - Actual Expense YTD

ROSEWOOD BEACH 29-33

BUDGET VS. ACTUAL

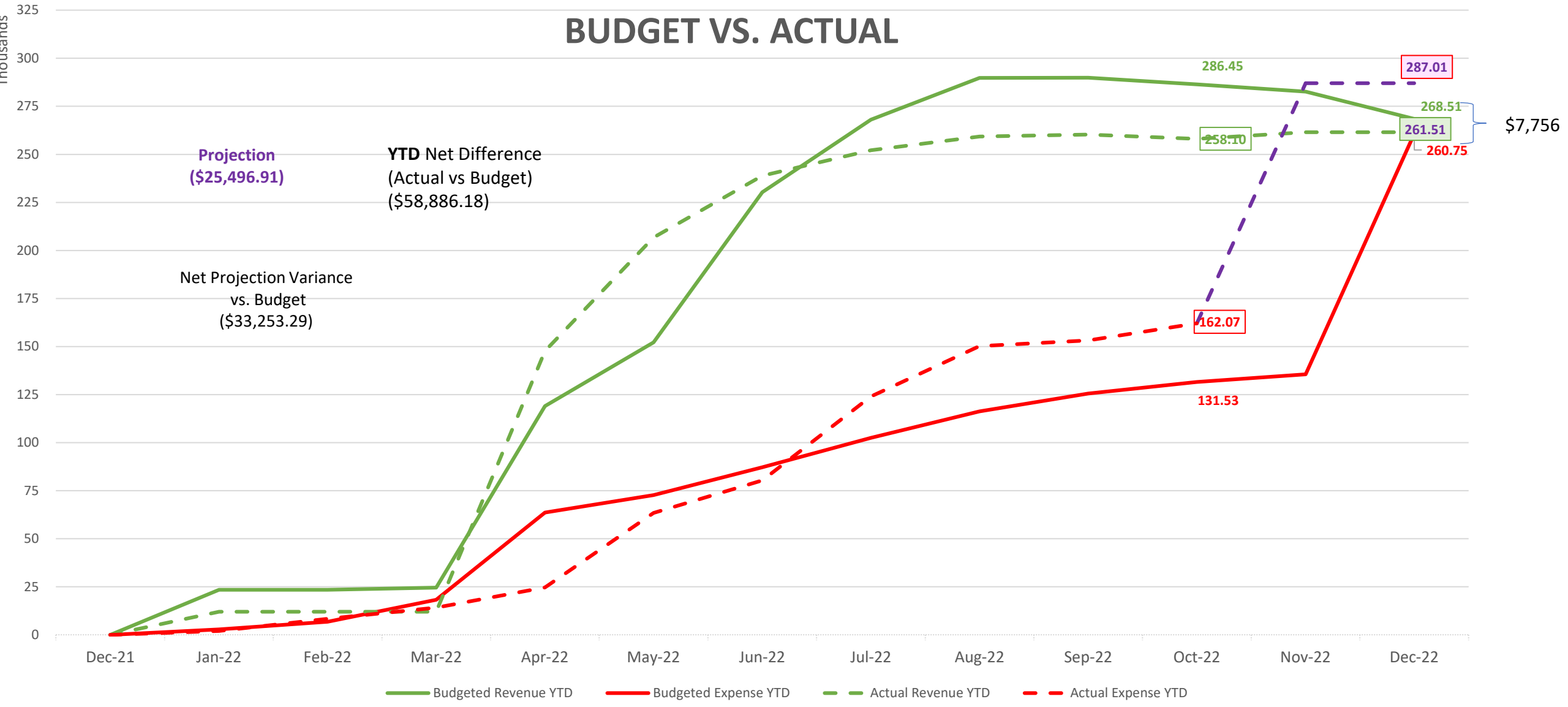
Thousands



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

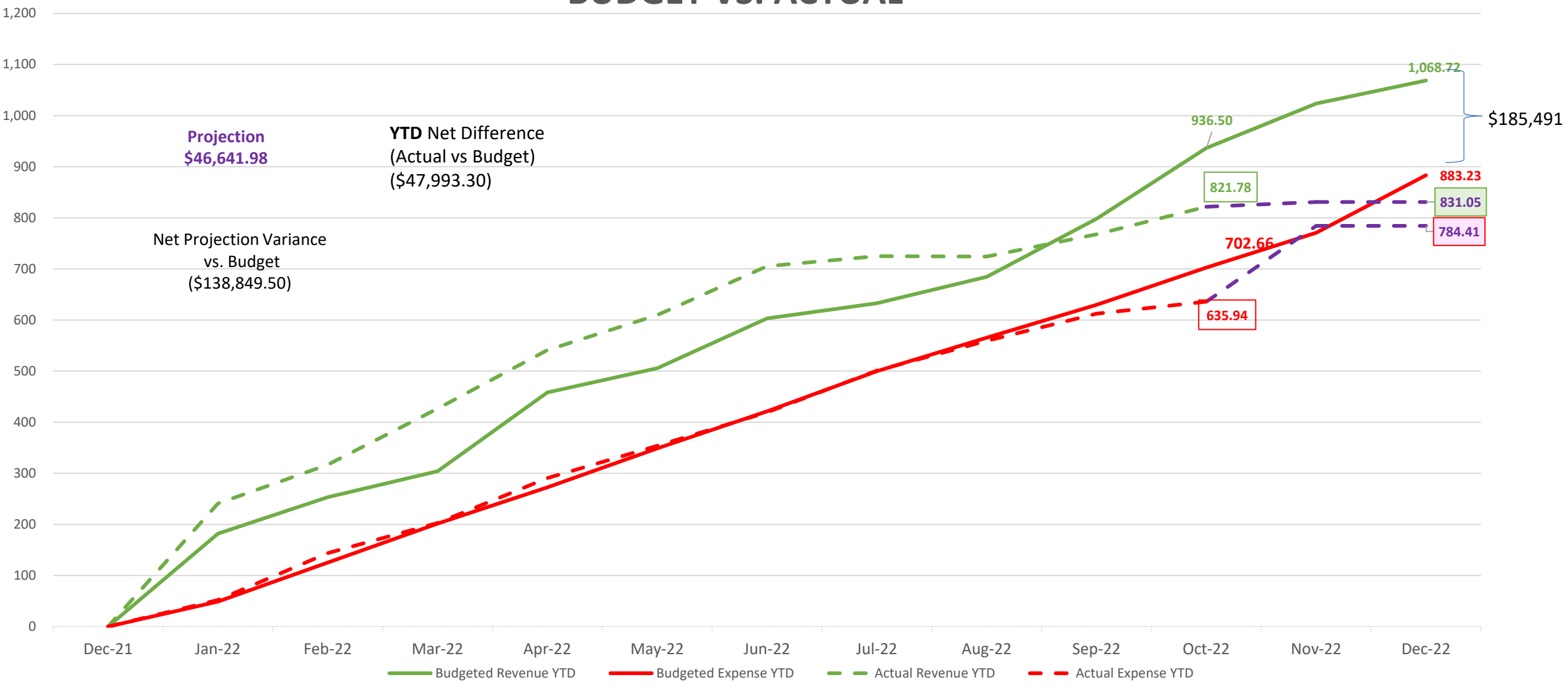
PARK AVENUE 29-34

BUDGET VS. ACTUAL



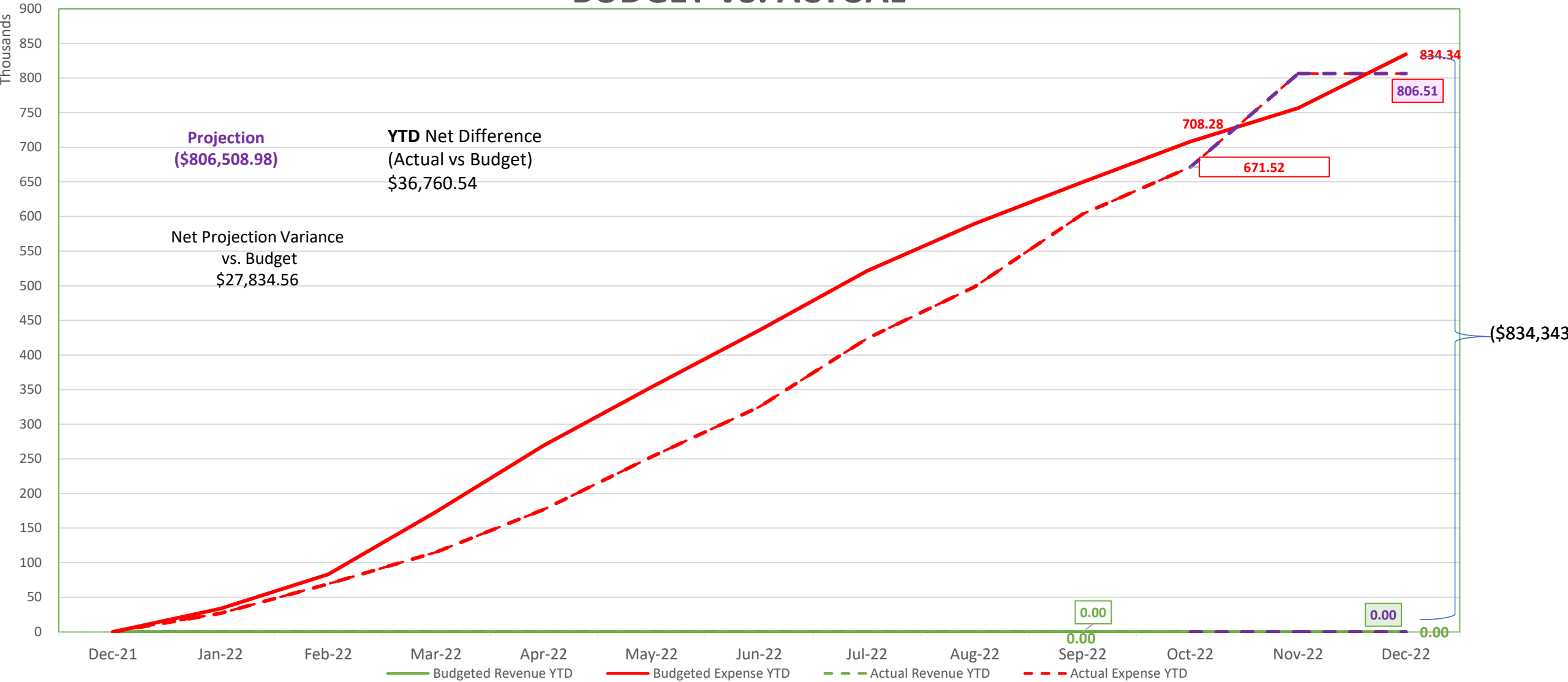
CENTENNIAL 29-38

BUDGET VS. ACTUAL



MAINTENANCE 29-41

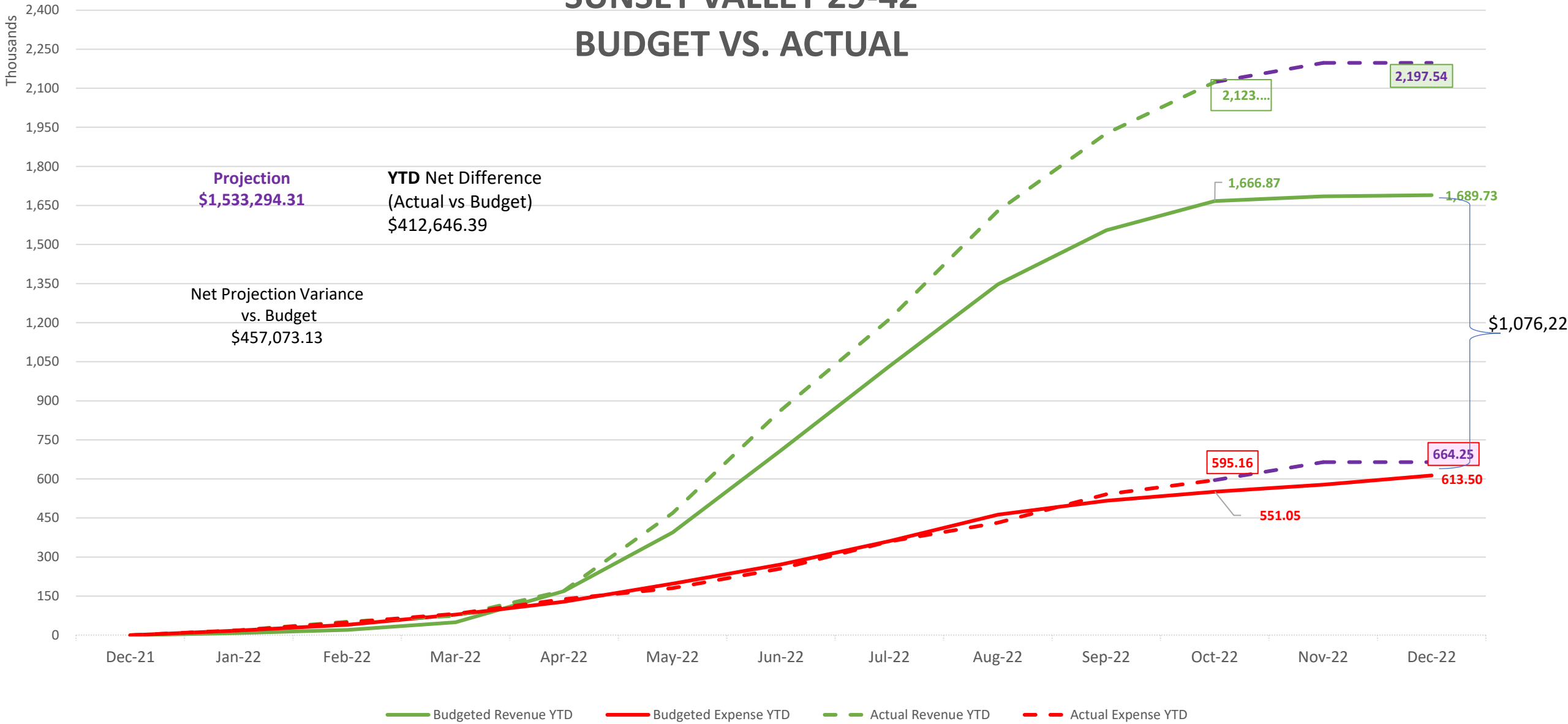
BUDGET VS. ACTUAL



(\$834,343)

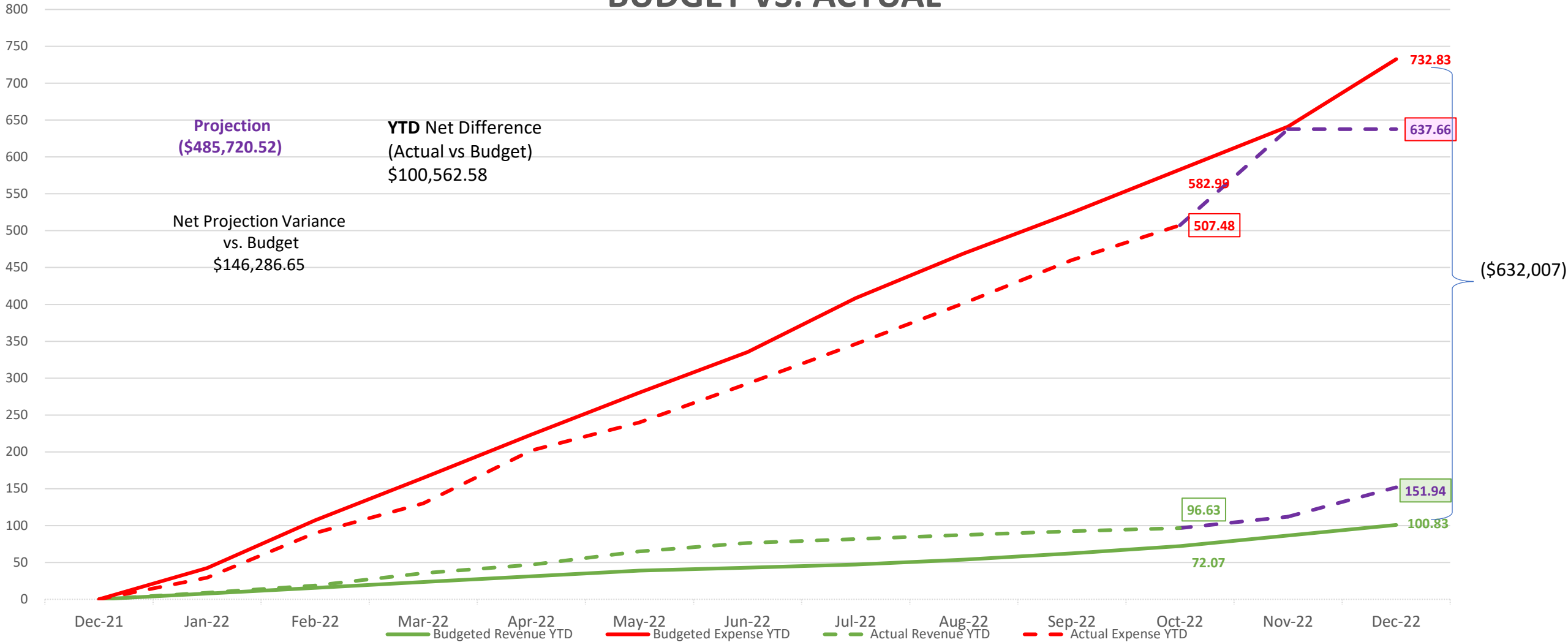
SUNSET VALLEY 29-42

BUDGET VS. ACTUAL



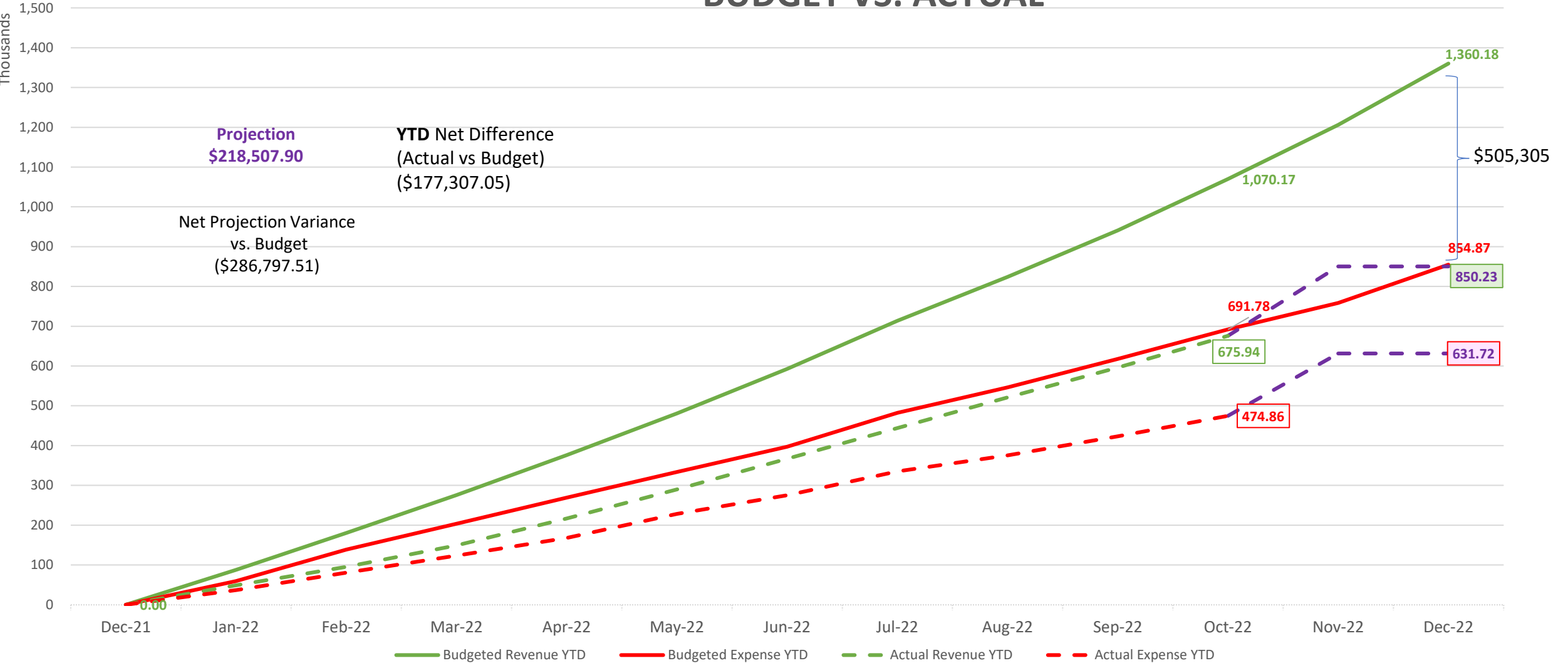
REC CENTER ADMIN 29-49

BUDGET VS. ACTUAL



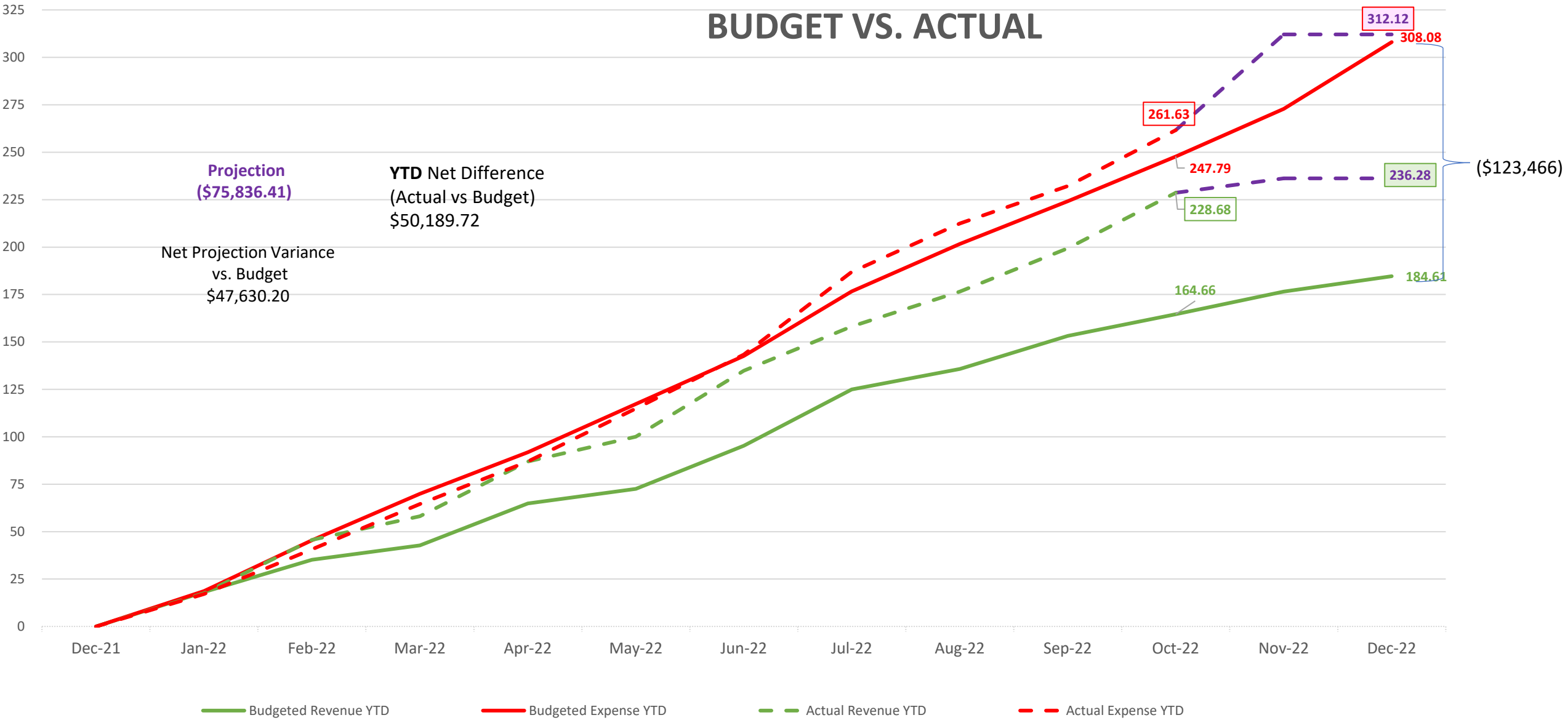
RECREATION CENTER FITNESS 29-51

BUDGET VS. ACTUAL



RECREATION CENTER AQUATICS 29-53

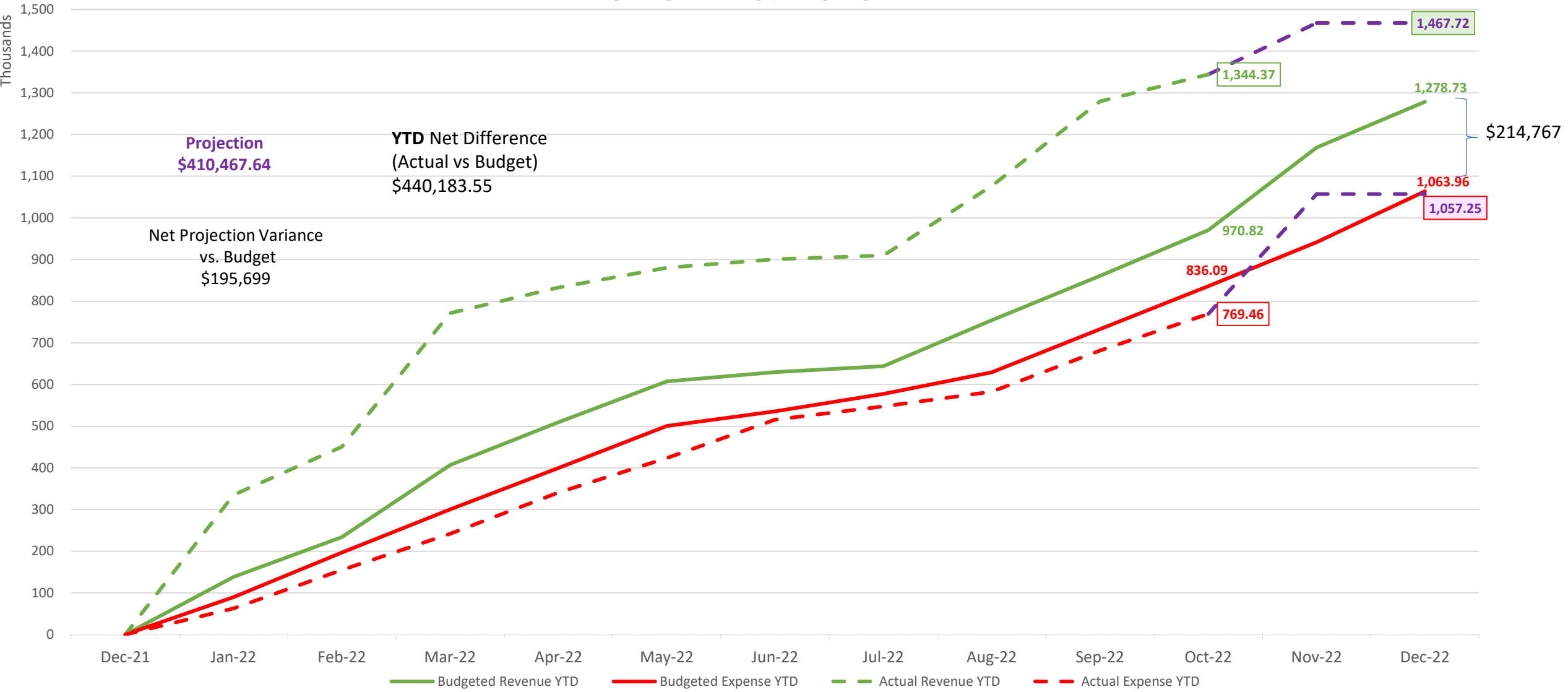
BUDGET VS. ACTUAL



INDOOR TENNIS 29-55

BUDGET VS. ACTUAL

Thousands



Projection
\$410,467.64

YTD Net Difference
(Actual vs Budget)
\$440,183.55

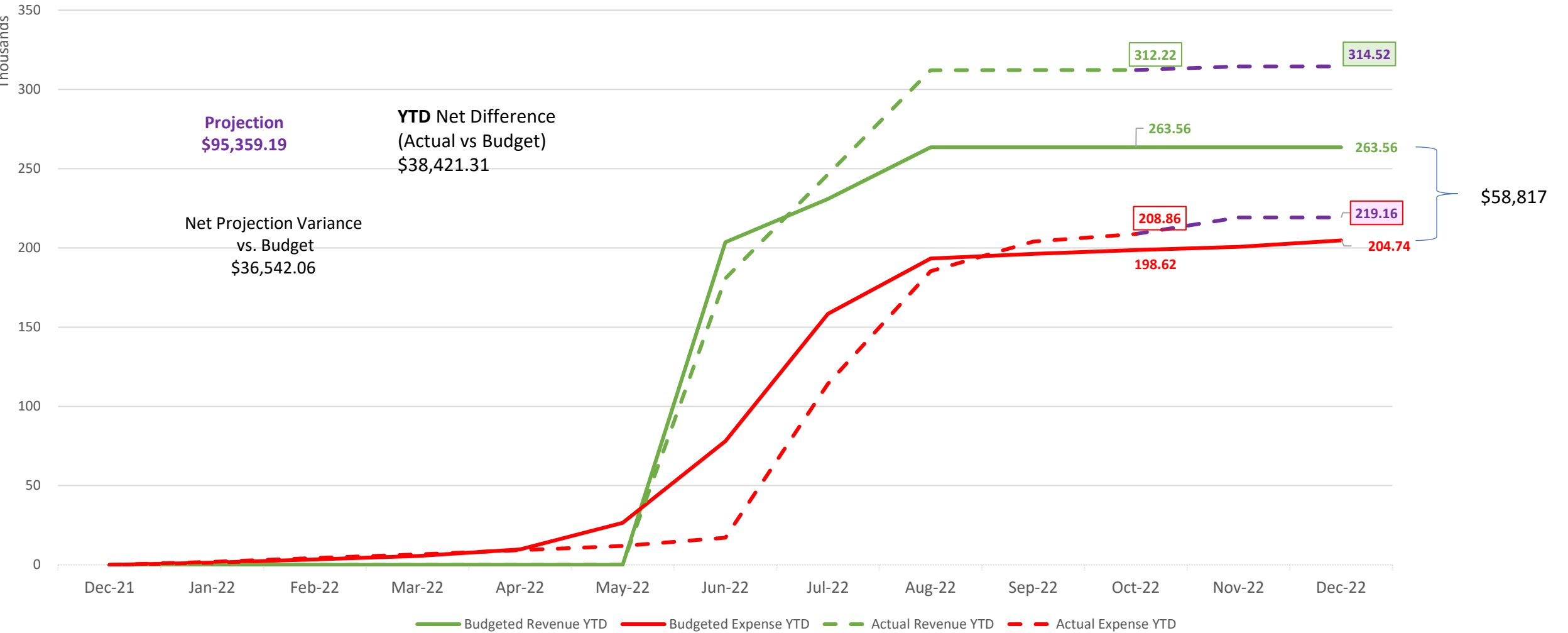
Net Projection Variance
vs. Budget
\$195,699

\$214,767

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

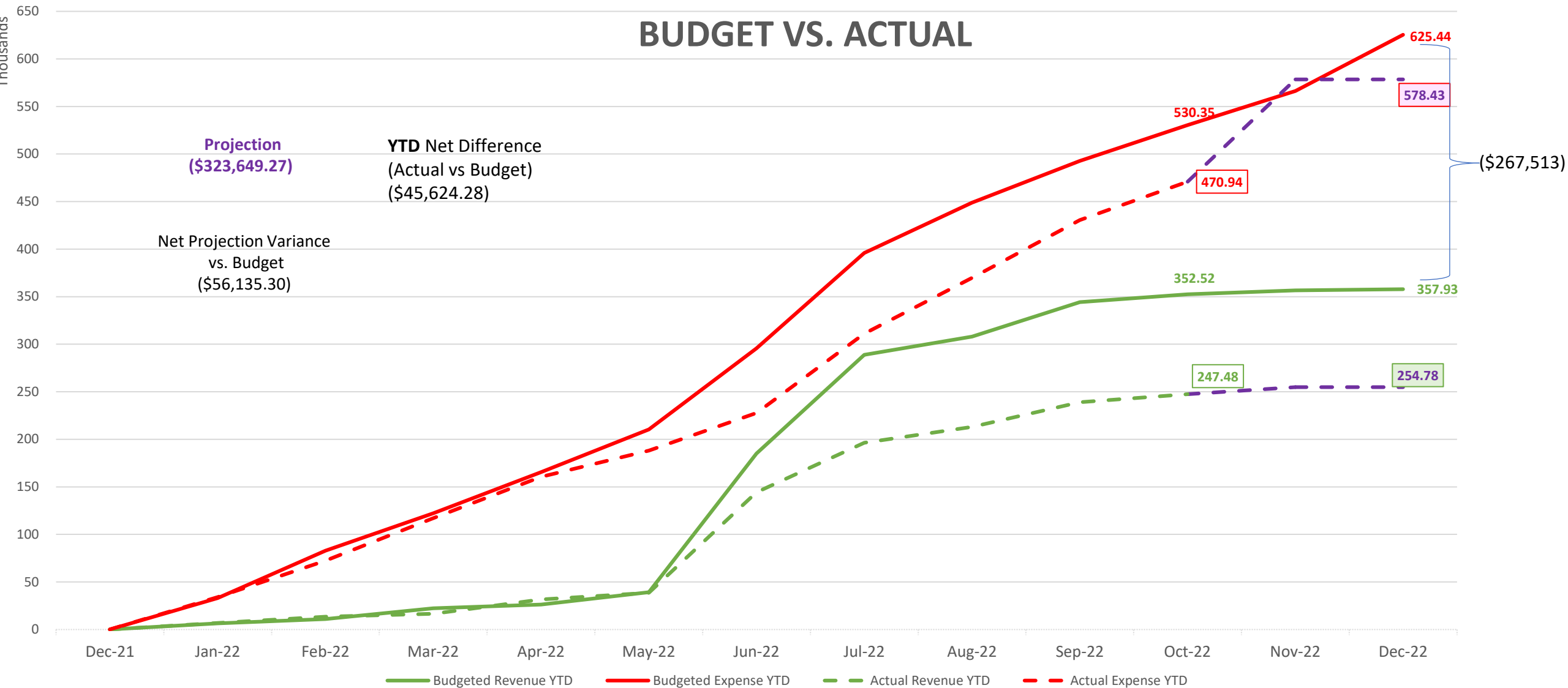
OUTDOOR TENNIS 29-56

BUDGET VS. ACTUAL



HELLER NATURE CENTER 29-61

BUDGET VS. ACTUAL



Projection
(\$323,649.27)

YTD Net Difference
(Actual vs Budget)
(\$45,624.28)

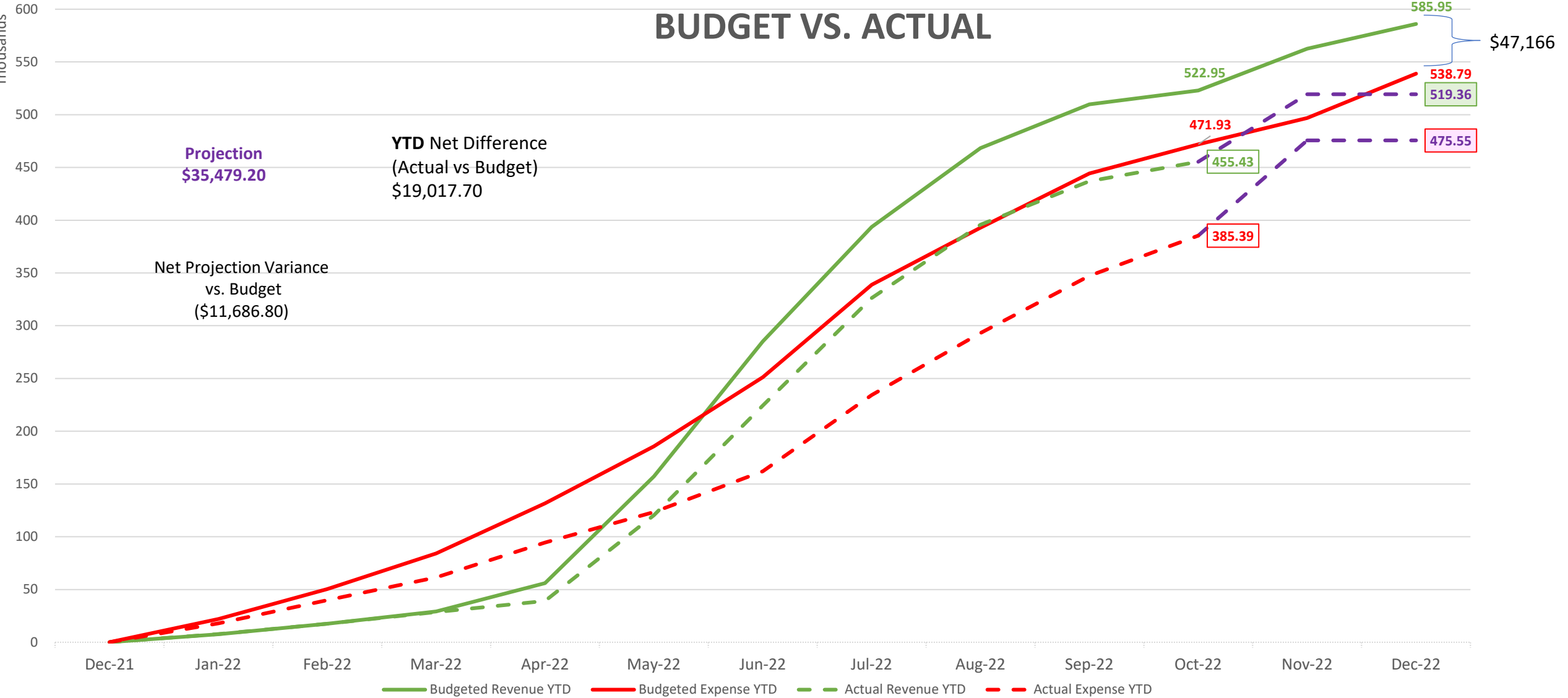
Net Projection Variance
vs. Budget
(\$56,135.30)

(\$267,513)

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

HPCC LEARNING CENTER 29-74

BUDGET VS. ACTUAL



HPCC BUILDING 29-76

BUDGET VS. ACTUAL

Projection
\$2,362.00

YTD Net Difference
(Actual vs Budget)
\$8,708.22

Net Projection Variance
vs. Budget
\$2,360.20

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

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

38.87 38.87 36.51 } \$1.80

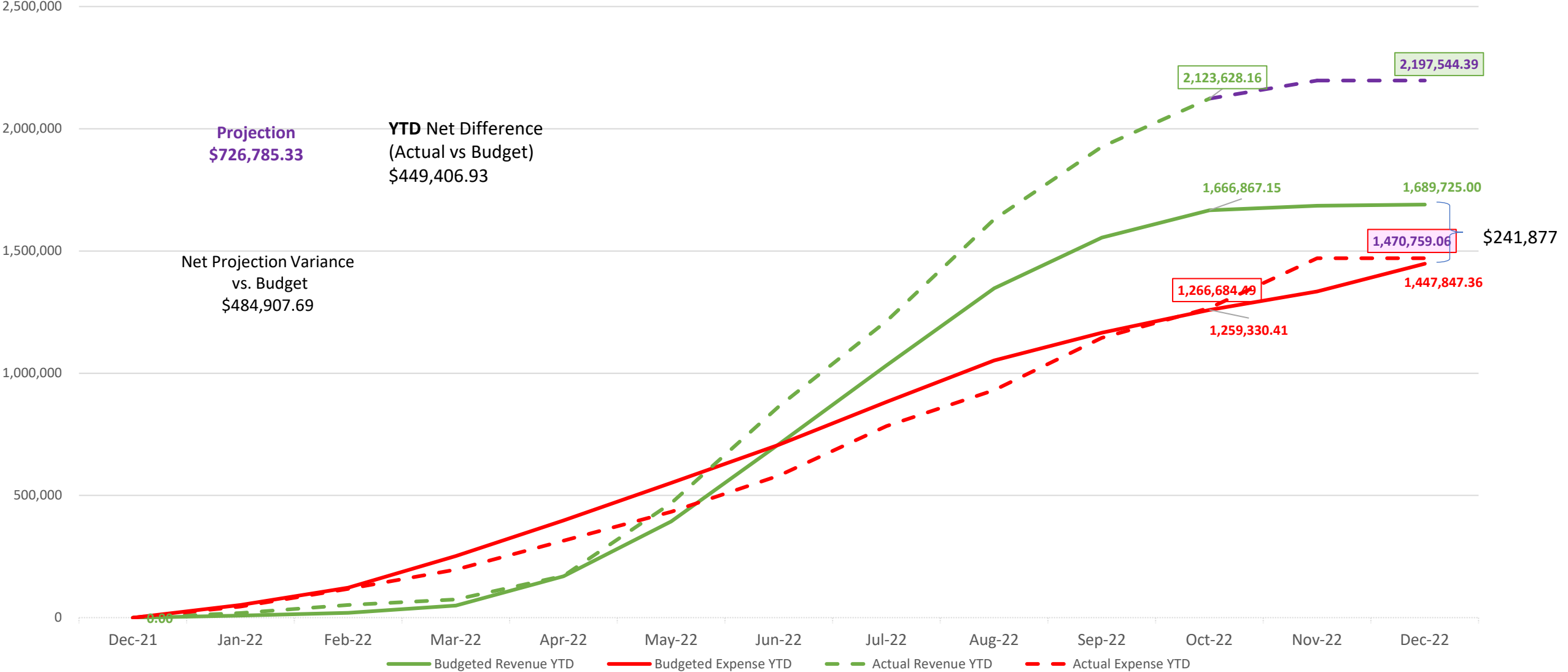
30.57

21.86

19.44

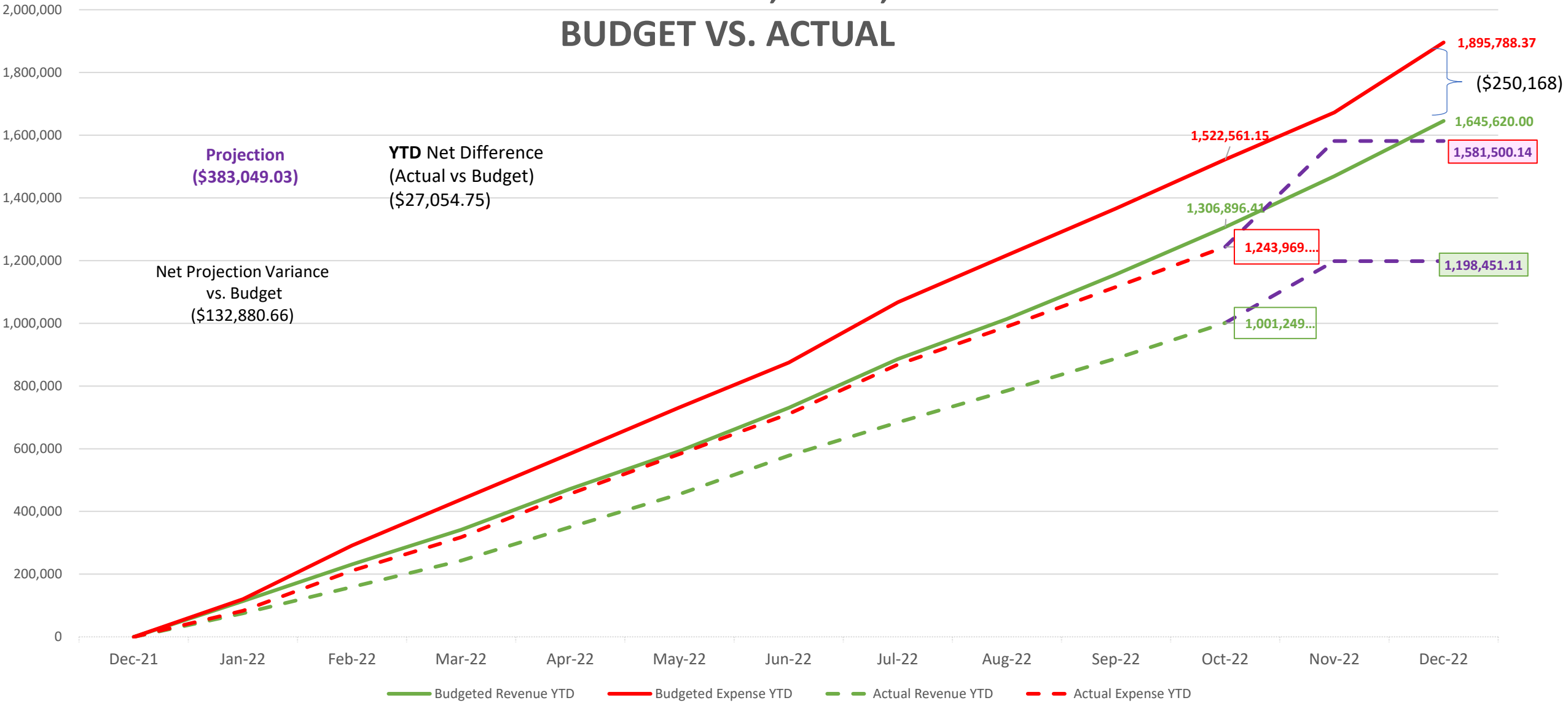
SUNSET VALLEY 29-41 and 42

BUDGET VS. ACTUAL



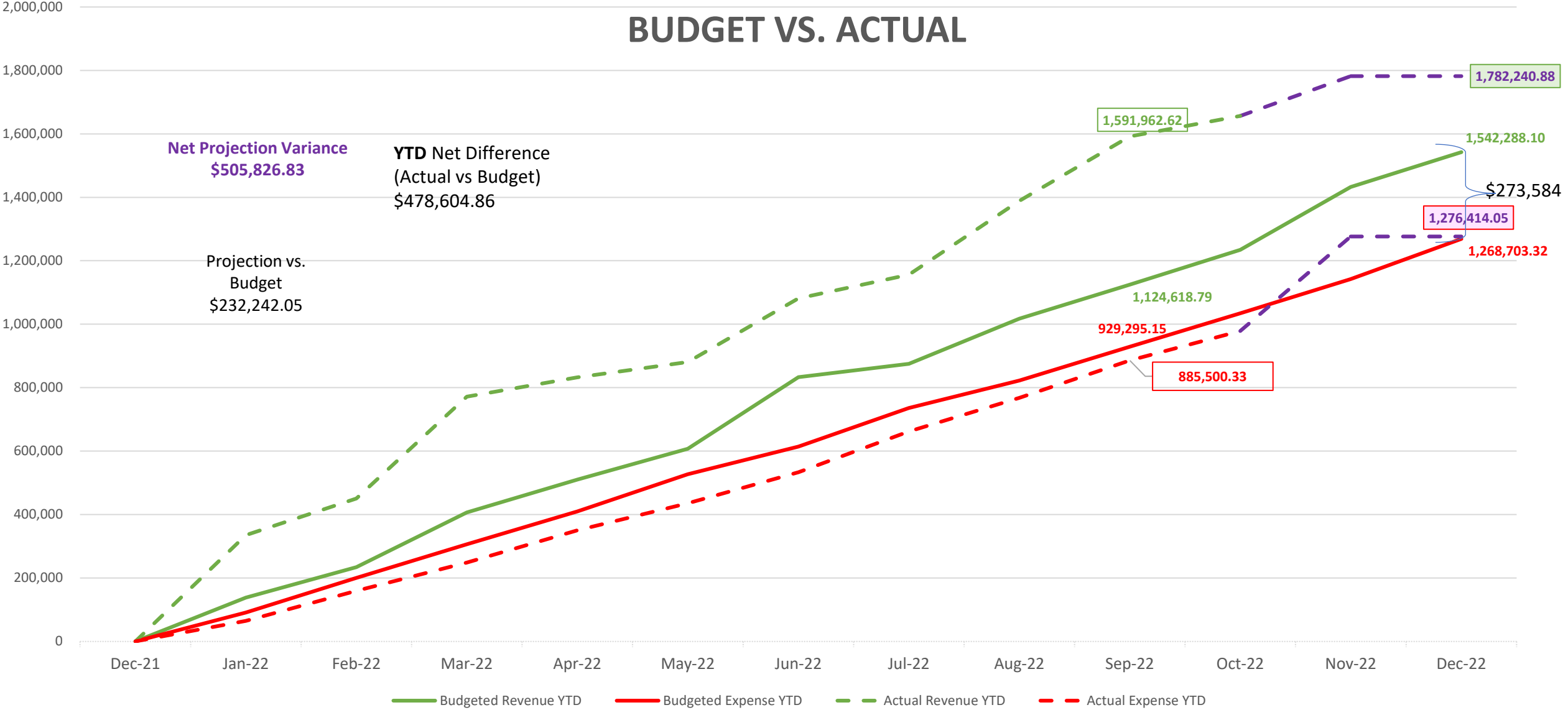
RECREATION 29-49, 29-51, 29-53

BUDGET VS. ACTUAL



DEER CREEK RAQUET CLUB 29-55 and 56

BUDGET VS. ACTUAL





2022

**FINANCIAL
FORECASTS
AND
TREASURER'S
REPORT**

10/31/22

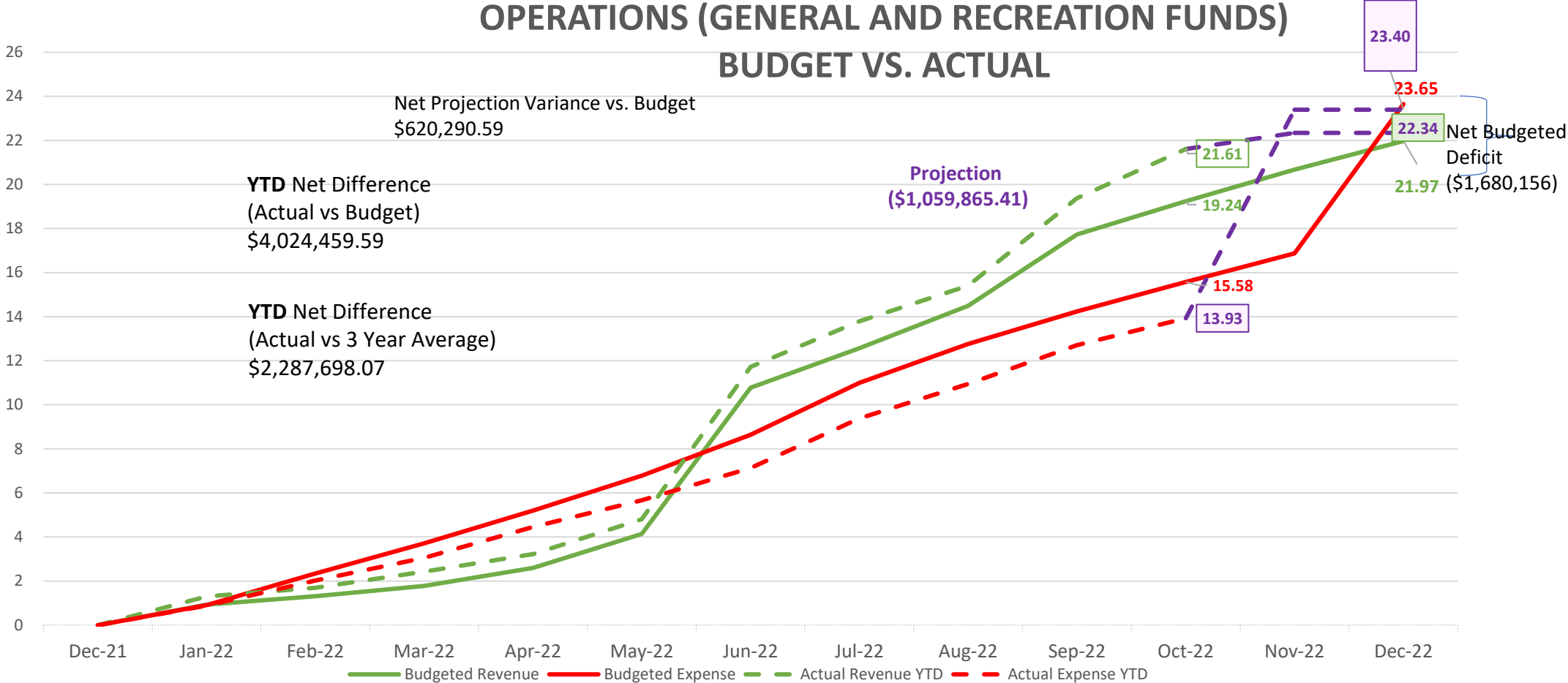
OPERATIONS (GENERAL AND RECREATION FUNDS)

PROJECTED CASH FLOW/OPERATIONS

	BUDGETED	BUDGETED	BUDGETED
	OCTOBER	NOVEMBER	DECEMBER
Month End Projected Cash on Hand (Actual for October)	20,349,744	23,995,605	26,990,186
2022 Budgeted Cash on Hand	19,207,692	23,003,553	25,998,134
25% Fund Balance Reserve per Budget	4,743,979	4,743,979	4,743,979

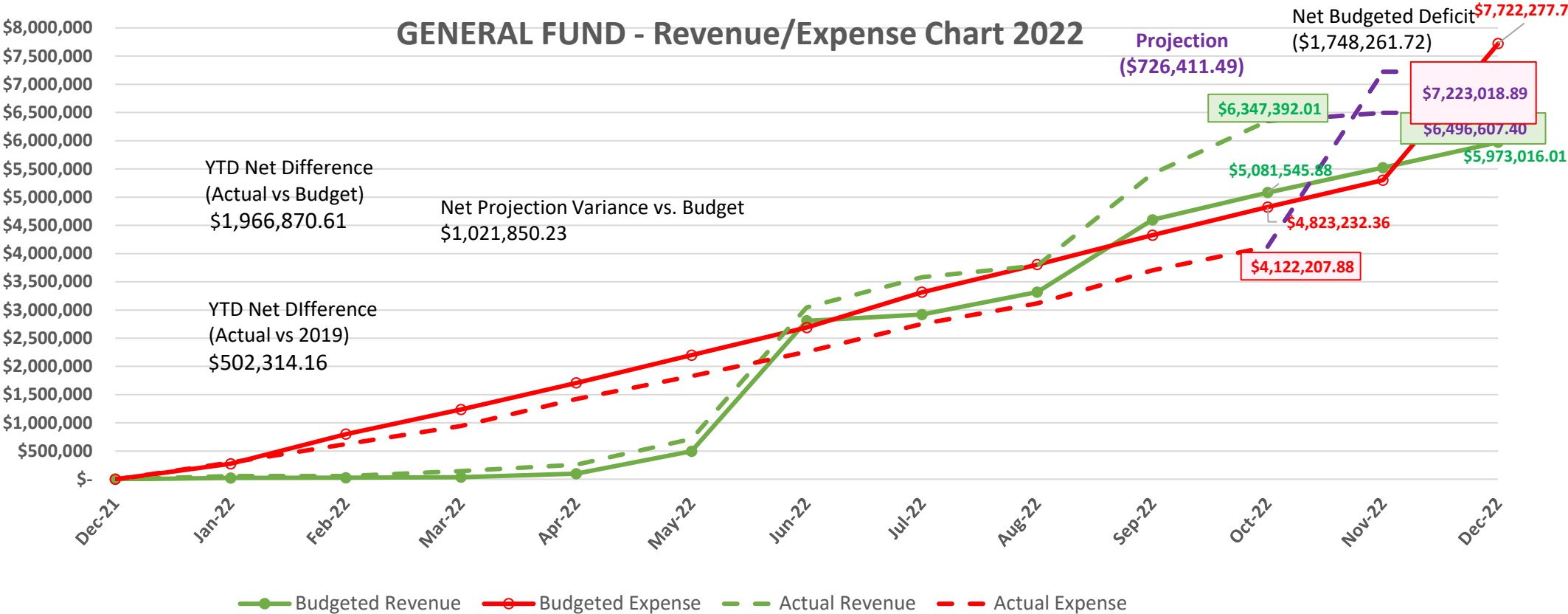
Actuals 10/31/22

OPERATIONS (GENERAL AND RECREATION FUNDS) BUDGET VS. ACTUAL



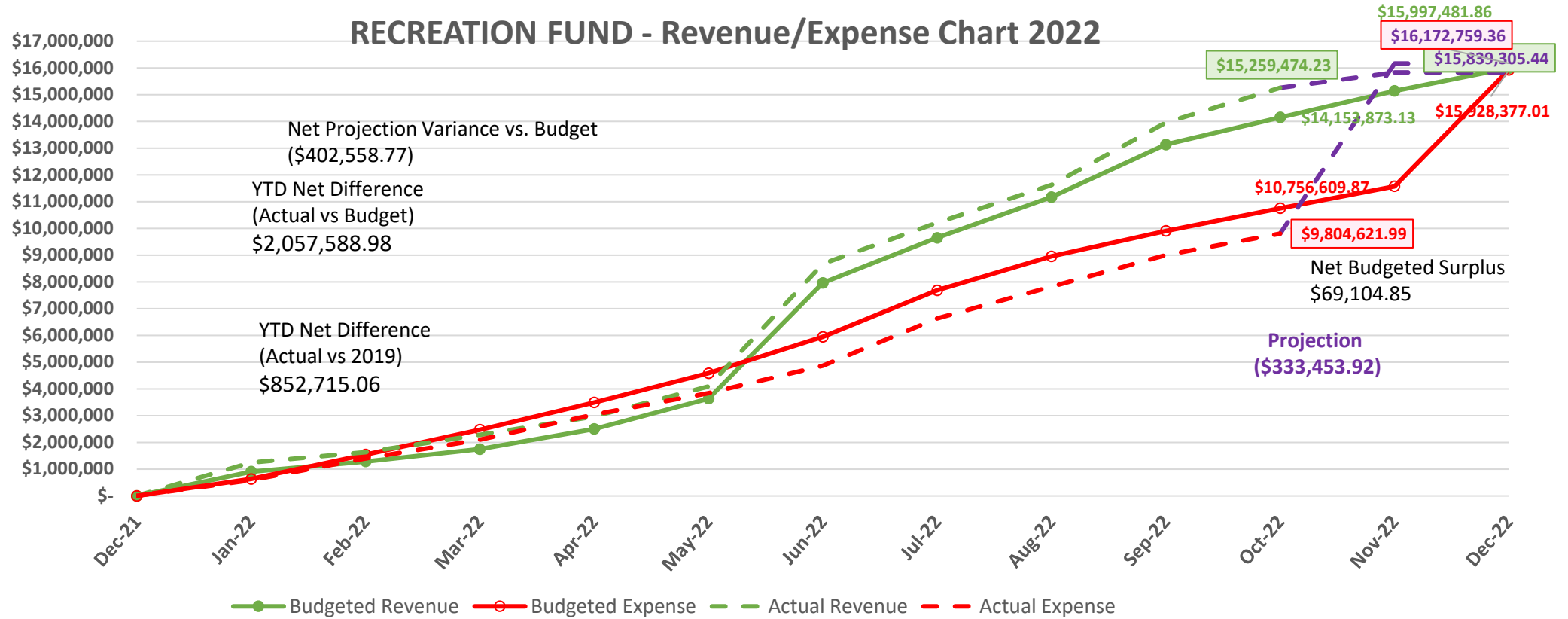
Budgeted Revenue	0.00	926,937.56	1,307,687.64	1,783,973.15	2,598,120.70	4,132,368.39	10,775,670.25	12,569,491.39	14,493,255.18	17,736,382.22	19,235,419.01	20,669,391.83	21,970,497.87
Budgeted Expense	0.00	905,910.94	2,342,543.28	3,708,238.26	5,200,385.79	6,786,169.01	8,638,415.76	11,002,609.51	12,761,820.27	14,235,263.04	15,579,842.23	16,873,530.77	23,650,654.74
Actual Revenue YTD	0.00	1,302,806.95	1,695,257.10	2,423,036.61	3,228,450.30	4,811,100.93	11,724,215.86	13,793,234.99	15,410,004.44	19,372,884.64	21,606,866.24	22,335,912.84	22,335,912.84
Actual Expense YTD	0.00	885,327.45	2,026,501.83	3,049,724.76	4,457,716.23	5,666,580.45	7,130,542.81	9,386,709.78	10,941,932.01	12,706,351.62	13,926,829.87	23,395,778.25	23,395,778.25
Actual 2017-2019 Revenue	0.00	1,377,396.71	1,778,206.76	2,313,788.27	3,140,807.68	3,742,909.82	11,082,358.30	12,195,678.26	13,377,813.31	18,300,843.04	19,200,358.31	0.00	0.00
Actual 2017-2019 Expense	0.00	503,136.29	1,693,414.13	3,071,473.76	4,438,462.32	4,860,985.28	7,295,128.68	8,889,506.56	10,876,027.10	12,379,543.15	13,808,020.01	0.00	0.00

Actuals 10/31/22



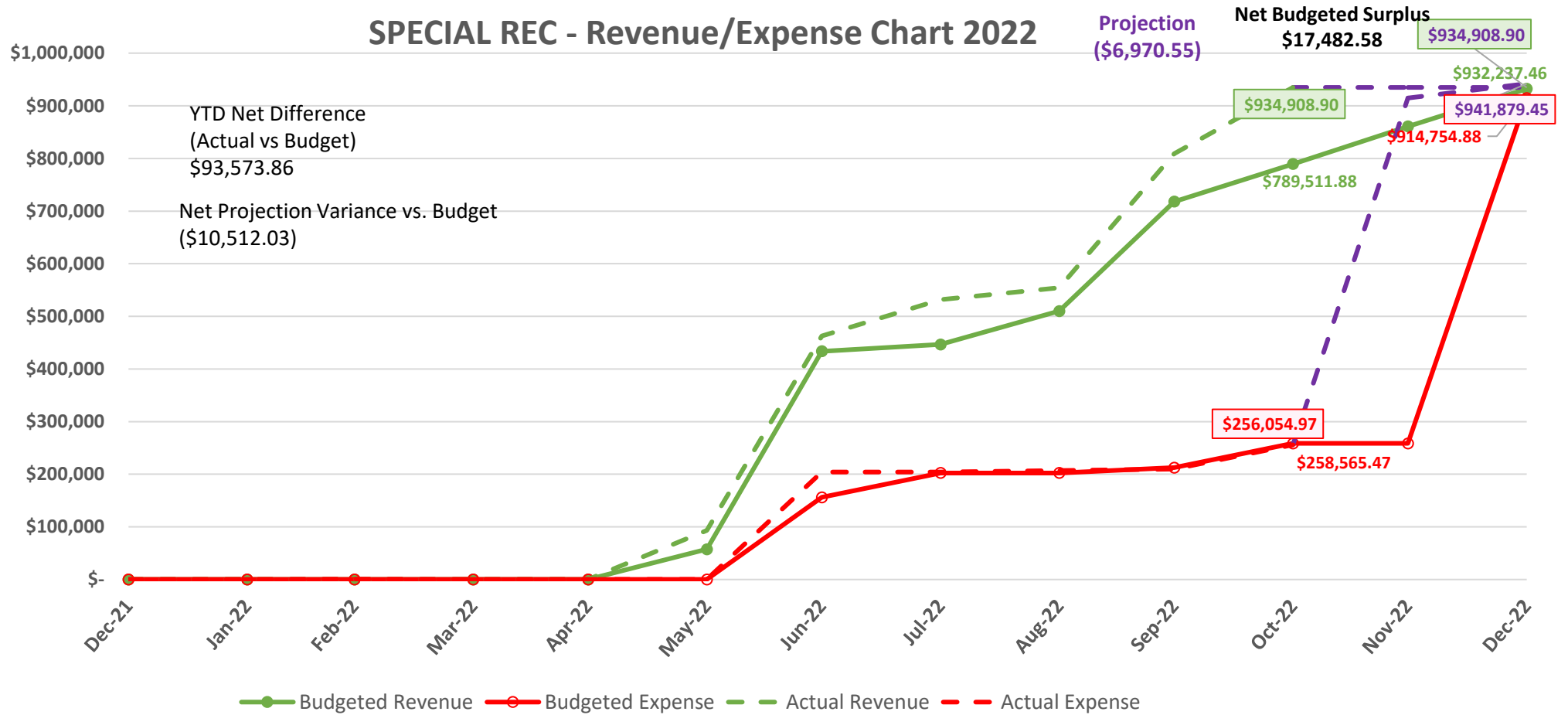
Budgeted Revenue	-	22,966.67	26,847.38	37,788.99	98,114.44	496,621.28	2,808,701.68	2,919,106.96	3,317,110.04	4,596,819.02	5,081,545.88	5,523,117.79	5,973,016.01
Budgeted Expense	-	275,347.16	798,791.52	1,236,422.04	1,708,504.66	2,199,381.25	2,689,487.43	3,314,156.79	3,805,645.92	4,326,474.89	4,823,232.36	5,299,872.97	7,722,277.73
Actual Revenue	-	57,314.91	59,603.00	145,941.47	260,611.79	716,566.00	3,047,519.32	3,582,187.88	3,785,548.96	5,413,745.64	6,347,392.01		6,496,607.40
Actual Expense	-	298,383.06	624,681.90	944,879.73	1,421,726.36	1,827,251.00	2,258,768.25	2,752,855.32	3,119,280.20	3,701,893.02	4,122,207.88	7,223,018.89	7,223,018.89
2019 Actual Revenue		48,658.45	95,247.28	138,216.90	212,264.18	408,938.82	3,057,700.66	3,224,233.65	3,207,481.41	5,477,557.73	5,641,831.58	5,769,016.09	6,779,987.11
2019 Actual Expense		118,936.38	504,715.14	972,784.18	1,337,124.37	1,749,436.73	2,152,071.28	2,527,758.40	3,065,852.26	3,436,125.92	3,918,961.61	4,329,423.72	5,856,010.99

Actuals 10/31/22



Budgeted Revenue	-	903,970.89	1,280,840.26	1,746,184.16	2,500,006.26	3,635,747.11	7,966,968.57	9,650,384.43	11,176,145.14	13,139,563.20	14,153,873.13	15,146,274.04	15,997,481.86
Budgeted Expense	-	630,563.78	1,543,751.76	2,471,816.22	3,491,881.13	4,586,787.76	5,948,928.33	7,688,452.72	8,956,174.35	9,908,788.15	10,756,609.87	11,573,657.80	15,928,377.01
Actual Revenue	-	1,245,492.04	1,635,654.10	2,277,095.14	2,967,838.51	4,094,534.93	8,676,696.54	10,211,047.11	11,624,455.48	13,959,139.00	15,259,474.23		15,839,305.44
Actual Expense	-	586,944.39	1,401,819.93	2,104,845.03	3,035,989.87	3,839,329.45	4,871,774.56	6,633,854.46	7,822,651.81	9,004,529.47	9,804,621.99	16,172,759.36	16,172,759.36
2019 Actual Revenue		1,027,183.23	1,390,300.09	1,893,184.96	2,592,563.52	3,188,145.22	7,850,592.44	9,011,638.62	10,127,852.11	13,134,469.11	13,825,214.20	14,393,105.77	14,885,818.56
2019 Actual Expense		259,055.89	979,216.09	1,960,141.11	2,746,195.98	3,652,206.23	4,691,070.11	5,883,548.70	7,416,436.29	8,347,106.21	9,223,077.02	10,020,795.25	14,830,318.77

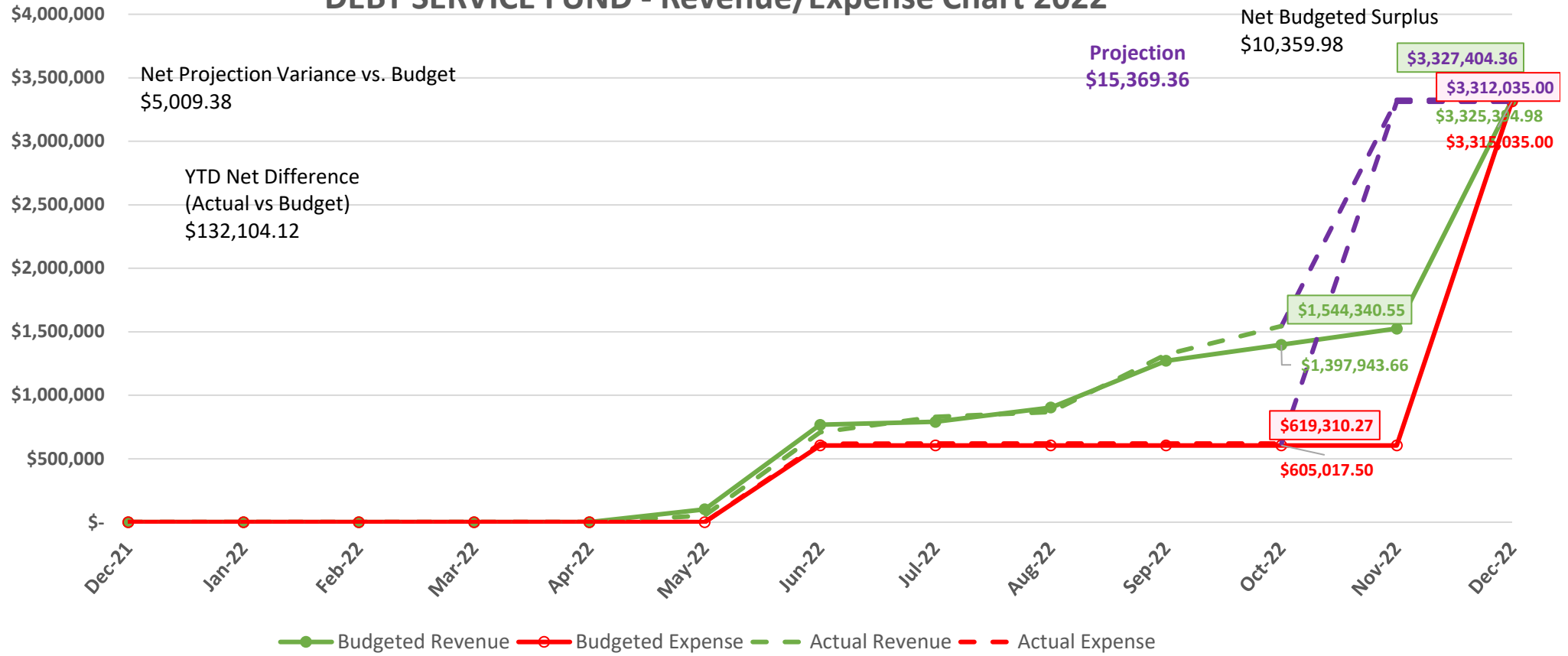
Actuals 10/31/22



Budgeted Revenue	-	-	-	-	-	57,425.82	433,583.63	446,541.73	510,027.10	718,102.50	789,511.88	860,921.26	932,237.46
Budgeted Expense	-	-	-	-	-	-	156,189.41	202,377.44	202,377.44	212,377.44	258,565.47	258,565.47	914,754.88
Actual Revenue	-	-	-	-	-	92,987.80	462,496.49	531,853.30	554,182.98	809,165.86	-	-	-
Actual Expense	-	-	-	240.00	240.00	240.00	204,169.94	204,169.94	207,038.94	209,866.94	-	-	-

Actuals 10/31/22

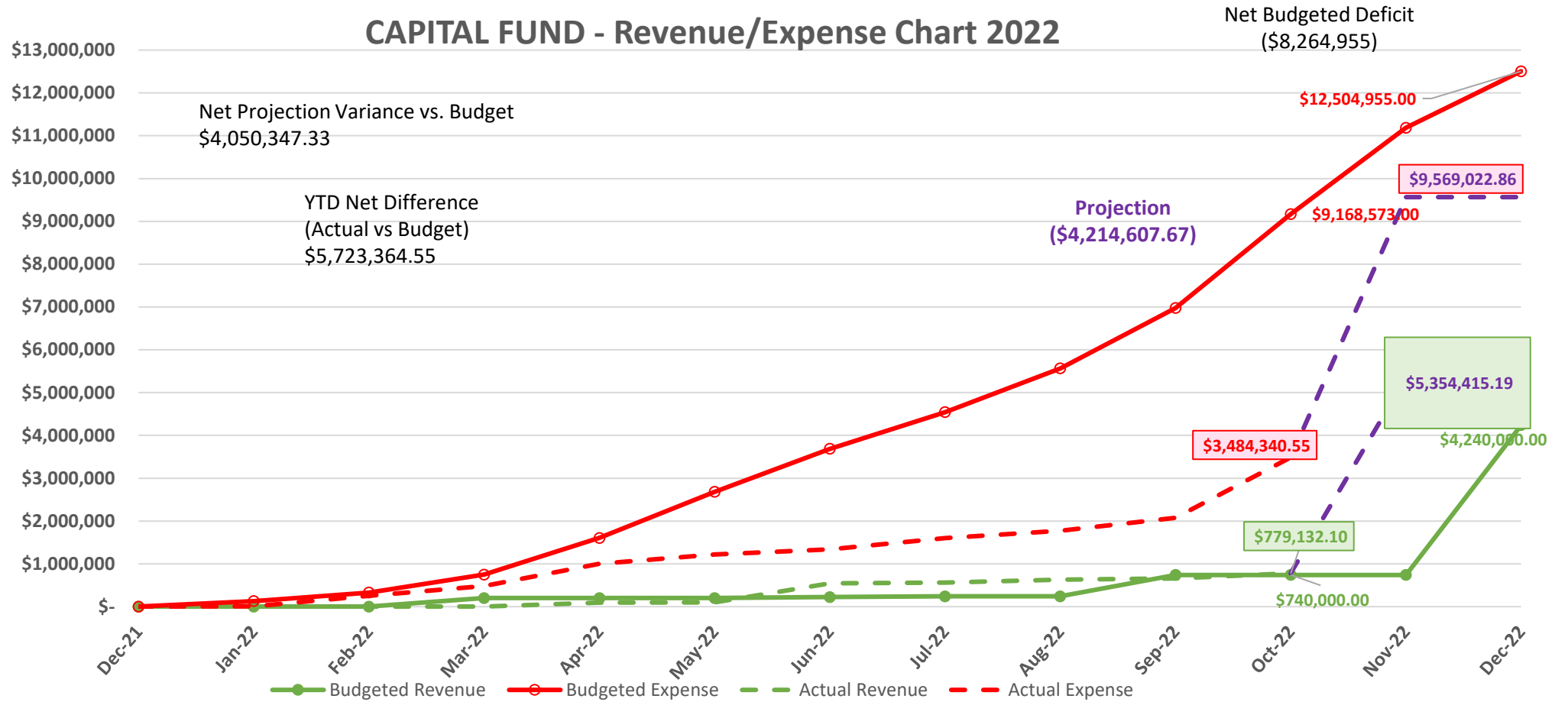
DEBT SERVICE FUND - Revenue/Expense Chart 2022



Budgeted Revenue	-	-	-	-	-	101,680.63	767,721.81	790,665.97	903,075.89	1,271,503.13	1,397,943.66	1,524,384.19	3,325,394.98
Budgeted Expense	-	-	-	-	-	-	605,017.50	605,017.50	605,017.50	605,017.50	605,017.50	605,017.50	3,315,035.00
Actual Revenue	-	-	-	-	-	52,426.19	707,755.66	829,263.28	868,855.45	1,321,315.57	1,544,340.55	3,327,404.36	3,327,404.36
Actual Expense	-	-	-	950.00	950.00	950.00	618,310.27	619,310.27	619,310.27	619,310.27	619,310.27	3,312,035.00	3,312,035.00

Actuals 10/31/22

CAPITAL FUND - Revenue/Expense Chart 2022



Budgeted Revenue	-	0.00	0.00	200,000.00	200,000.00	200,000.00	225,000.00	240,000.00	240,000.00	740,000.00	740,000.00	740,000.00	2,155,172.43
Budgeted Expense	-	128,698.50	328,241.65	749,284.80	1,604,433.95	2,681,822.10	3,686,939.00	4,542,401.50	5,564,464.00	6,976,276.50	9,168,573.00	11,186,329.50	12,504,955.00
Actual Revenue	-	458.16	866.80	1,678.84	94,712.75	101,785.60	542,552.74	560,080.42	628,536.03	656,475.83	779,132.10	5,354,415.19	5,354,415.19
Actual Expense	-	5,790.00	252,586.75	480,091.15	999,469.46	1,217,060.63	1,336,979.47	1,600,679.93	1,770,741.31	2,077,324.18	3,484,340.55	9,569,022.86	9,569,022.86

Cumulative Monthly Payroll Actual vs Budget



Total Payroll (Budget)	560,918.94	1,276,670.82	1,999,791.99	2,722,080.31	3,540,157.47	4,521,044.02	5,952,786.81	6,845,937.22	7,612,462.87	8,326,497.46		10,233,161.01
Payroll 1	143,939.11	324,477.42	328,846.24	323,384.40	339,629.14	386,977.93	490,988.47	519,595.13	359,791.66	352,814.76	350,000.00	350,000.00
Payroll 2	316,121.07	314,320.30	320,653.55	336,339.16	360,283.98	428,876.16	512,517.88	373,960.48	351,454.11	348,978.28	350,000.00	350,000.00
Payroll 3							524,469.48					350,000.00
Total Payroll (Actual)	460,060.18	1,098,857.90	1,748,357.69	2,408,081.25	3,107,994.37	3,923,848.46	5,451,824.29	6,345,379.90	7,056,625.67	7,758,418.71	8,458,418.71	9,158,418.71
2021 Payroll 1	148,568.50	293,469.53	281,263.43	268,515.40	286,898.43	325,140.52	427,000.53	428,756.35	326,029.73	316,157.75		
2021 Payroll 2	254,024.61	286,395.65	283,792.90	283,408.85	303,069.63	357,536.83	455,933.64	322,469.49	332,437.52	314,654.13		
2021 Payroll 3							436,355.86					
2021 Total Payroll (Actual)	402,593.11	982,458.29	1,547,514.62	2,099,438.87	2,689,406.93	3,372,084.28	4,691,374.31	5,442,600.15	6,101,067.40	6,731,879.28		

NON CUMMULATIVE MONTHLY PAYROLL ACTUAL VS BUDGET



	January	February	March	April	May	June	July	August	September	October	November	December
Payroll 1	143,939.11	324,477.42	328,846.24	323,384.40	339,629.14	386,977.93	490,988.47	519,595.13	359,791.66	352,814.76	-	-
Payroll 2	316,121.07	314,320.30	320,653.55	336,339.16	360,283.98	428,876.16	512,517.88	373,960.48	351,454.11	348,978.28	-	-
Payroll 3							524,469.48					
Total Payroll (Actual)	460,060.18	638,797.72	649,499.79	659,723.56	699,913.12	815,854.09	1,527,975.83	893,555.61	711,245.77	701,793.04	-	-
Budgeted Payroll	560,918.94	715,751.88	723,121.17	722,288.32	818,077.16	980,886.55	1,431,742.79	893,150.41	766,525.65	714,034.59	-	-
2021 Payroll 1	148,568.50	293,469.53	281,263.43	268,515.40	286,898.40	325,140.52	427,000.53	428,756.35	326,029.73	316,157.75		
2021 Payroll 2	254,024.61	286,395.65	283,792.90	283,408.85	303,069.63	357,536.83	455,933.64	322,469.49	332,437.52	314,654.13		
2021 Payroll 3							436,355.86					
Total Payroll (Actual)	402,593.11	579,865.18	565,056.33	551,924.25	589,968.03	682,677.35	1,319,290.03	751,225.84	658,467.25	630,811.88	-	-



Memorandum

To: Park Board of Commissioners
From: Brian Romes, Executive Director
Date: November 16, 2022
Subject: **Board Committee Updates**

Summary

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

EXECUTIVE DIRECTOR'S MONTHLY REPORT

NOVEMBER 16, 2022

UPCOMING MEETINGS

- Tuesday, December 6, 2022 / 8:00 a.m. / Finance Committee Meeting
- Wednesday, December 7, 2022 / 6:00 p.m. / Workshop Meeting
- Tuesday, December 13, 2022 / 8:00 a.m. / Finance Committee Meeting
- Wednesday, December 14, 2022 / 6:00 p.m. / Regular Board Meeting

UPCOMING EVENTS

- **Turkey Tumble, Wednesday, November 23, from 10:30 – 3:30 p.m. at Lincoln School**
Drop your little gobbler off for a morning of strutting around the gym playing on the bars, floor, beam, powertrac. Bring a nut-free lunch and water bottle. Kindergobblers learn a handstand, swing, and bounce in the gym on the floor, beam, bars, and powertrac. (\$30 R/\$45 NR)
- **Elf Training Academy, Wednesday, November 30, from 4:00 – 6:00 p.m. at WRC**
Santa has a lot of work ahead of him in the next few weeks and he needs some help! Enroll in this “exclusive school” for Christmas elves. Courses include everything your elf-in-training needs to know to be Santa’s right-hand helper, such as New Elf Orientation, Elf History, Toy Building, Cookie Baking, The Nice List, Tree Decorating, and Reindeer Care. (\$30 R/\$38 NR)
- **Grichmas, Saturday, December 3, from 9:00 – 12:00 p.m. at SVGC**
Spend your holiday with this Dr. Seuss classic! This one-of-a-kind interactive event will include breakfast, a themed craft, photo opportunities, games and more! (\$35R/\$44NR).
- **Gingerbread House Workshop, Wednesday, December 7, from 4:00 – 6:45 p.m. at WRC**
Start with a box house and cover with our handmade frosting. Embellish with candy, cookies and goodies. Be sure to bring your imagination and a box or tray to carry your confection home. Adults are welcome to make their own or work alongside their child. (\$30R/\$38NR).
- **Dreidels and Donuts, Monday, December 12, from 4:00 – 4:45 p.m. at WRC**
This festive family event features a holiday-themed craft and in the spirit of the traditional Hanukkah sufganiyot, jelly donuts will be served. (\$15R/\$19NR).
- **The Mitten (Book Reading & Activities) Tuesday, December 13, from 10:00 – 11:15 a.m. at HNC**
A lost mitten in the snow and some curious forest creatures who find it. Join us as we discover the animals and play the scenes of the classic children’s book, The Mitten, by Jan Brett. Bring warm clothes and be prepared to be outside! (\$6R/NR).
- **Polar Parade, Friday, December 16, from 4:00 – 7:30 p.m.**
Listen for the jingle bells and keep your eyes peeled for some very special guests straight from the North Pole. Santa, Mrs. Claus, and Elf will be riding in their one-horse-open-sleigh throughout Highland Park. To have your home included on Santa’s route and receive a special gift, you must

register (1 gift per household). Families will receive a time frame that the sleigh will pass by their homes. (\$45/household).

- **Winter Solstice, Saturday, December 17, from 6:30 – 8:00 p.m. at HNC**
Celebrate the beginning of winter and sunlight's return. Create a lantern to use on our guided night hike through the forest and end with a warm campfire celebration. All participants, including children and adults, must register for the program. Bring warm clothes and be prepared to be outside. (\$12R/NR).
- **Junior Tennis Winter Mini Camp, Tue-Fri, Dec. 27 - 30, from 9:00 – 12:00 p.m. at DCRC**
Ages 5-14yrs are encouraged to get out of the house and hit the courts this winter break! \$45 per day.
- **Winter Break Mini Camp, Tue – Fri, Dec. 27 – 30, from 9:00 – 3:00 p.m. at WRC**
Spend winter break with some of your favorite summer camp staff. Campers participate in some of their favorite camp activities like gymnastics, ice skating, swimming, open gym, camp games, arts & crafts, and weather permitting – outside snow play! Participants must bring their own lunch each day. (\$310R/\$325NR).
- **Creative Dramatics Camp, Mon-Fri, Dec. 26-30, from 9:00 - 12:00 p.m. at WRC**
Creative Dramatics Camp, will introduce your child to the magical world of theatre with the perfect blend of acting, singing, dancing and fun! An instructor will build upon the unique personalities each child brings, while also providing campers with pertinent tools that will help them advance to the next level of their theatrical journey. At the end of the week, campers will be able to share their progress with loved ones through an energetic and age appropriate showcase! Campers will also be able to flex their technical skills by constructing props, costume and set pieces! This camp offers everything and more! (\$225R/\$280NR)
- **Intro to Theatre Camp, Mon-Fri, Dec. 26-30, from 9:00 - 12:00 p.m. at WRC**
Your artistic journey awaits! There's lots in store with this jam-packed introductory theatre camp! This camp will allow aspiring young actors to gain confidence and ace their next audition. Campers will also learn acting and directing techniques from industry professionals. Hone in on special skills and end the week with a new theatrical resume, audition package and professional headshot! Campers will have a mini showcase at the end of the week for friends and family. What else are you waiting for? Register today! (\$150R/\$188NR)
- **Improv for Teens Camp, Mon-Fri, Dec. 26-30, from 1:00 - 3:00 p.m. at WRC**
YES, AND! This camp will allow aspiring young comedians to think quick on their feet and dive deep into what it takes to be an improvisational actor! Through movement exercises, fun and energetic games, and exploring action and reaction, campers will build confidence and enhance their social skills. Looking for a fun way to laugh and connect with your peers? Look no further! This camp takes an active approach in introducing teens to dreaming big and acting loud-with no limits! (\$150R/\$188NR)

DEER CREEK RACQUET CLUB – OCTOBER 2022

	2021 ACTUAL	2022 BUDGET	2022 ACTUAL
Daily Court Rentals (Hours)			
Tennis	131.75	117.5	134
Racquetball	14	16	45.5
Private Lessons (Hours)	298	288	287.75
Drop-Ins	0	145	166
Memberships	256	476	768

News & Events

- Pre-registration for the Winter Session began October 31.
- Tennis court bookings have increased this month from September; however, there is not as much court availability due to programs and private lessons.

CENTENNIAL ICE ARENA – OCTOBER 2022

	2021 ACTUAL	2022 BUDGET	2022 ACTUAL
Daily Drop-in Fees			
Public Skate	160		0
Freestyle and Adult	439		0
Open Hockey	11		0
Open Gymnastics	<i>Not available at this time</i>		8
Skate Rental	252		0
Punches Passes Sold			
Public and Adult Skate	<i>Not available at this time</i>		0
Freestyle	<i>Not available at this time</i>		0
Skate Rental	<i>Not available at this time</i>		0
Facility Rentals Total Hours	208.14	199.13	0

News & Events

- Ice was taken out the end of May for regular ice maintenance when an issue was discovered and therefore, we did not have any ice throughout October. Ice will be out until 2023.
- Gymnastics programs are at Lincoln School. Fall 1 runs September 6 - October 22. Fall 2 runs October 24 - December 22. Fall 1 and 2 sessions have 672 gymnasts enrolled.
- School Days Off Program on 10/5 had 38 K-5 graders attend a field trip to Field Museum and 10/10 had 29 K-5 graders attend a field trip to Lincoln Park Zoo.

RECREATION CENTER OF HIGHLAND PARK – OCTOBER 2022

	2021 ACTUAL	2022 BUDGET	2022 ACTUAL
Group Exercise Classes Conducted	167	216	165
Group Exercise Participation/Visits	1,541	1,836	1,825
Fitness Floor Visits	3,614	N/A	6,739
Track Visits	N/A	N/A	651
Personal Training Participation	568	550	549
Personal Training Sales (Units)	242	375	333
Personal Training Revenue	\$16,508	\$24,500.00	\$20,618.55
Private Swim Lesson Participation	84	110	135
Private Swim Lesson Sales (Units)	70	45	57
Private Swim Lesson Revenue	\$5,018.75	\$3,236.98	\$8,860

MEMBERS	2021 ACTUAL	2022 BUDGET	2022 ACTUAL
Core	N/A	1,282	957
Core Plus	N/A	332	206
Group Exercise only	N/A	438	146
Promotional	64	N/A	0
Month to Month	(Non-Annual)	N/A	4
30 Day	(Non-Annual)	10	12
Annual 2021	847	N/A	N/A
Non-Annual 2021	122	N/A	N/A
Total Members	1,033	2,052	1,325

Fitness and Membership

- October was an excellent month for fitness and membership. On October 17th we celebrated Member Appreciation Day. The event was filled with special classes, personal training floor classes, pickleball lessons, taught by a Deer Creek Racquet Club Instructor, raffle, prizes, and lots of fabulous food all free for members and guests. The engagement and appreciation were endless and continues today.
- Membership net goals have been adjusted in our projections. October membership net goal was 1,335 and we ended the month just 10 away. In October we gained a total 106 new or returning annual members. We are feeling very strong about reaching our year end goals and we are looking forward to an exciting new “Peek inside Fitness at The Rec Center” marketing campaign which is due to mail out any day now.
- 2-Week free trials continue to be a great option for those exploring options or on the fence about committing. In October we converted 14 free trials into memberships.
- Group Ex classes are strong with an above average of 11.5 per class. There was a week of Spooky Spin with a terrifying room and blood curdling classes enjoyed by many. We continue to survey our new Core Plus and Group Ex only members to gauge their interests. We are looking to add a few more classes to balance out the schedule and add a couple boutique style functional fitness classes into our offerings.
- Personal Training growth in usage is a direct result of our climbing new memberships and an amazing fitness desk team selling PT Promos with new memberships. In October we had 19 PT Promos sold at the time of new membership.

Aquatics

- Private lessons continue to do well, and the aquatics team has added an additional prime instructor to the roster as well as both Aquatic Supervisors who have been averaging 3-5 privates a week.

HELLER NATURE CENTER & ROSEWOOD INTERPRETIVE – OCTOBER 2022

Community Programs

	2021 ACTUAL	2022 BUDGET	2022 ACTUAL
Heller Nature Center			
Participants / Programs	456/28		361/22
Rosewood Interpretive Center			
Participants / Programs	148/8		130/7

News & Events

- Fall Afterschool classes have been busy at Heller and Rosewood.
- Adult programs have seen an increase with the addition of programs such Mushroom Hunting and Axe, Brews & Bonfire

SUNSET VALLEY GOLF CLUB - OCTOBER 2022

	2021 ACTUAL	2022 BUDGET	2022 ACTUAL
Golf Shop Sales			
Golf Balls	373	340	518
Accessories	126	110	193
Total Sales	499	450	711
Golf Rentals			
Carts	1,983	1,240	2,079
Golf Greens Fees			
Resident	1,286		1,179
Nonresident	1,857		2,200
Outing/Tournaments	144		0
Other	0		0
Total Green Fees	3,287	2,068	3,379
Misc. Sales			
Sapphire Club	0	0	0
Permanent Tee Time	0	0	0
Total Misc. Sales	0	0	0

Upcoming Events

- On October 1 and 2, Sunset Valley Golf Club hosted the IJGA junior tournament. 68 players each day.
- On October 12, 19, and 20, Sunset Valley Golf Club offered Free Golf to all first responders and Highland Park residents provided by Wadsworth Golf Charities. 67 players took advantage of the offer.
- 34,610 rounds through October 31, 2022.

HIGHLAND PARK LEARNING CENTER – OCTOBER 2022

Driving Range Monthly Sales Report (buckets sold)

	2021 ACTUAL	2022 BUDGET	2022 ACTUAL
January	333	543	428
February	494	750	567
March	521	848	585
April	1,514	1,390	677
May	2,591	3,269	1,675
June	2,942	3,632	2,202
July	3,109	3,793	2,413
August	2,635	3,462	2,268
September	1,728	2,083	1,537
October	732	693	711
November	78	167	
December	315	292	
Totals	16,992	20,922	13,063

Mini Golf Monthly Sales Report (rounds sold)

	2021 ACTUAL	2021 BUDGET	2022 ACTUAL
March	-	-	-
April	680	786	255
May	1,152	1,357	998
June	1,663	1,914	1,764
July	2,054	2,143	2,090
August	1,958	2,286	2,115
September	1,316	1,514	1,035
October	346	714	725
November			
Totals	9,169	10,714	8,982

News & Event

- October's weather was seasonal. Grass tees were closed on October 10.
- On October 29, we held a scary miniature golf event. Over 150 people attended the event.

DISTRICT WIDE RENTALS – OCTOBER 2022

	2021 ACTUAL	2022 BUDGET	2022 ACTUAL
Heller Nature Center			
Rentals	0	7	23.5
Party Package	0	0	0
Rosewood Interpretive Center			
Rentals	0	18	37.5
Party Package	0	0	0
Recreation Center of Highland Park			
Rentals	0	78 Including Athletics	24
Party Packages	0	0	0
Athletic Dept. Usage	0	0	37
West Ridge Center			
Rentals	0	10	28
Party Packages	0	0	3
Centennial Ice Arena			
Party Packages	-	-	-
Hidden Creek Aqua Park			
Party Packages	-	-	-
Park Avenue Yacht Club			
Rentals	-	-	-
Total Rentals	0	113	113
Total Party Packages	0	0	3

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

GRANT-IN-AID – OCTOBER 2022

	2021 ACTUAL	2022 BUDGET	2022 ACTUAL
Total YTD Subsidy	\$50,477.13	\$100,000.00	\$67,666.54
Households			
100% Subsidy YTD	40		49
50% Subsidy YTD	4		5
Total YTD	44		54

News & Events:

- Staff collected 13 2023 Grant in Aid applications since our original email went out in the beginning of September.

Marketing Board Report (Oct 14 – Nov 4)

SOCIAL MEDIA



5,845
FOLLOWERS



2,179
FOLLOWERS

EMAIL



30,696
TOTAL AUDIENCE

PDHP.ORG



22,057
VISITORS

27,827
VISITS

47,175
PAGEVIEWS

DIGITAL GUIDE



656
VIEWS

APP



1,054
INSTALLATIONS

Updates

- Traffic to our website is up by 132% in visitors, 95% in visits to the site, and 66% in pageviews when compared to the same timeframe in 2021.
- Content on Instagram reached 20% more accounts than the previous month.
- Email open rate increased this month to 53% compared to 48% over the last year.

Graphics

Free! Grattis!



DIA DE LOS MUERTOS
THE TRADITIONAL HISPANIC CELEBRATION OF THE DAY OF THE DEAD

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

Winter Fun Is Almost Here

Browse Winter programs beginning


FRI, NOV 4

WINTER REGISTRATION OPENS AT 7AM

RESIDENT WED, NOV 9
NON-RESIDENT WED, NOV 16

FIELDS for our FUTURE

Community parks bring families, neighbors, and friends together



The Larry Fink Memorial Park
\$1.7 Million Fundraising Campaign

THANKSGIVING IN-A-BOX FOOD DRIVE

Help local homeless and at-risk youth stay nourished through the Thanksgiving school break.

DROP OFF DATES: NOV 1 - NOV 13

Locations

Recreation Center of Highland Park 1207 Park Avenue W.	Deer Creek Raquet Club 701 Deer Creek Pkwy.	West Ridge Center 636 Ridge Rd.
Lincoln School 711 Lincoln Ave. W.	Highland Park City Hall 1707 St. John Ave.	Public Works/Services 1150 Hall Day Rd.
	Highland Park Senior Center 1201 Park Avenue W.	

Items Needed

- Non-perishable Breakfast Bars (no nuts)
- Full-size Box of Crispy Tostitos, Crunch or Rice Chex Cereal
- Single Serve Microwave Oatmeal Packets
- Tuna Packets
- Chicken Salad Packets
- Normal Microwave Shelf Stable Meals
- Rice-A-Roni
- Full-size Kraft Mac & Cheese Boxes
- Ramen Noodles
- Plastic Jar of Pasta Sauce
- Box of Pasta Noodles

Volunteer at our SORTING & PACKING PARTY!

Mon Nov 14 • 10:30am - 1:30pm
West Ridge Center • 636 Ridge Rd.
Multiple times slots available

Join our sorting & packing party to fill individual backpacks that get distributed to local homeless and at-risk children in North Chicago and Milwaukee. Children under the age of 15 accompanied by an adult. No experience required.

Help us join this effort to help these kids nourished over the Thanksgiving school break!

How Many to Sort/Pack: 4-6pm
Packaging: 4:30-6:30pm

Scan to sign up for a 30-minute slot

Fill a 4 KIDS PARK

A box of rice could mean the difference between eating or going hungry for local homeless and at-risk children this Thanksgiving.

DONATE TODAY

A box of mac & cheese could mean the difference between eating or going hungry for local homeless and at-risk children this Thanksgiving.

DONATE TODAY

A box of oatmeal could mean the difference between eating or going hungry for local homeless and at-risk children this Thanksgiving.

DONATE TODAY

"THE SECRET OF GETTING AHEAD IS GETTING STARTED."

—Mark Twain

Begin your journey to a stronger you, TODAY!
Fitness Memberships Start at \$39/Month
Sign up today at wdn.org

FREE DAY OF GOLF!

Wed., Oct 12

Wadsworth SUNSET VALLEY GOLF CLUB

save the DATE

Winter Registration BEGINS NOV 9

Dog Training Programs

Second Session Begins Nov 5

IT ALL STARTS HERE

Reach your goals and improve your lifestyle

FITNESS JOURNAL

Start your fitness journey today!

Recreation Center of Highland Park

Community parks bring families, neighbors, and friends together

Page ?	Pageviews ? ↓
	47,181 % of Total: 100.00% (47,181)
1. /	6,480 (13.73%)
2. /deer-creek-racquet-club/	1,884 (3.99%)
3. /recreation-center-of-highland-park/	1,769 (3.75%)
4. /recreation-center-of-highland-park/group-exercise-2/	999 (2.12%)
5. /events	931 (1.97%)
6. /event/highland-park-hauntings/	867 (1.84%)
7. /recreation-center-of-highland-park/membership-passes/	758 (1.61%)
8. /deer-creek-racquet-club/pickleball-programs/	669 (1.42%)
9. /fall-2022/	656 (1.39%)
10. /heller-nature-center/	589 (1.25%)
11. /centennial-ice-arena/gymnastics-programs/	550 (1.17%)
12. /deer-creek-racquet-club/junior-tennis-programs/	525 (1.11%)
13. /deer-creek-racquet-club/adult-tennis-programs/	487 (1.03%)
14. /recreation-center-of-highland-park/open-gym-2/	415 (0.88%)
15. /highland-park-golf-learning-center	386 (0.82%)
16. /bids-rfps/	383 (0.81%)
17. /centennial-ice-arena/	377 (0.80%)
18. /rivers-edge-mini-golf/	367 (0.78%)
19. /basketball-programs/	332 (0.70%)
20. /rentals	322 (0.68%)
21. /contact/	316 (0.67%)
22. /west-ridge-center/	299 (0.63%)
23. /recreation-center-of-highland-park/lap-open-swim/	296 (0.63%)

24. /our-story/staff-directory/	286 (0.61%)
25. /get-involved/jobs/	284 (0.60%)
26. /dia-de-los-muertos-a-celebration-of-life/	282 (0.60%)
27. /highland-park-golf-learning-center/	276 (0.58%)
28. /recreation-center-of-highland-park/learn-to-swim-programs/	267 (0.57%)
29. /event/scary-miniature-golf/	260 (0.55%)
30. /rosewood-beach/interpretive-center-rentals/	256 (0.54%)
31. /halloween-events/	248 (0.53%)
32. /event/dia-de-los-muertos-celebration/	236 (0.50%)
33. /centennial-ice-arena/figure-skating-hockey-programs/	232 (0.49%)
34. /west-ridge-center/music-programs/	230 (0.49%)
35. /events/	224 (0.47%)
36. /rosewood-beach/	221 (0.47%)
37. /event/west-ridge-trunk-or-treat/	216 (0.46%)
38. /2022-camps/	212 (0.45%)
39. /rosewood-beach	211 (0.45%)
40. /registration-dates/	208 (0.44%)
41. /west-ridge-center/dance-programs/	205 (0.43%)
42. /flag-football-programs/	203 (0.43%)
43. /west-ridge-center/art-programs/	197 (0.42%)
44. /west-ridge-center/after-school-programs/	196 (0.42%)
45. /recreation-center-of-highland-park	194 (0.41%)
46. /heller-nature-center/nature-programs/	192 (0.41%)