

# **NOTICE OF THE REVISED 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](#)

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## **REGULAR MEETING AGENDA**

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

### **II. ROLL CALL**

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

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

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

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

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

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

### **V. CONSENT AGENDA**

- A. Approval of 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. Approval of a Ground Lease Agreement between the City of Highland Park and the Park District of Highland Park, for 1755 St. Johns Avenue**
- H. 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**

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

**PARK DISTRICT OF HIGHLAND PARK  
BOARD OF PARK COMMISSIONERS  
MINUTES OF WORKSHOP MEETING  
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**

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## **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**

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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**

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## **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:	Terry Grossberg, President of the Park Board of Commissioners <u>trpltung@gmail.com</u>		
1st Alternate:	Jennifer Freeman, Vice President of the Park Board of Commissioners <u>jwfreeman1277@gmail.com</u>		
2nd Alternate:	Brian Romes, Executive Director <u>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](mailto: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**

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## **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.

	<b>FY 2022 Extension</b>	<b>FY 2023 Requested Levy</b>	<b>2022 Extension vs 2022 Requested Levy</b>
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
<b>Total</b>	<b>12,312,689</b>	<b>13,173,000</b>	<b>860,311</b>
<b>% change</b>			<b>6.99%</b>

**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 16<sup>th</sup> day of November 2022

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

\_\_\_\_\_

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

ABSENT: \_\_\_\_\_

\_\_\_\_\_  
Terry Grossberg, President  
Board of Park Commissioners

Attested and filed this 16<sup>th</sup> 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**

<b>Company</b>	<b>Total Base Bid</b>
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
<b><u>Bid Recommendation</u></b>	<b><u>\$32,280</u></b>
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:** Park Board of Commissioners

**From:** Brian Romes, Executive Director

**Date:** November 16, 2021

**Subject:** **Approval of a Ground Lease Agreement between the City of Highland Park and the Park District of Highland Park, for 1755 St. Johns Avenue.**

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## **Summary**

The Park District and the City of Highland Park developed a partnership to turn the Rose Garden into a space for remembrance and reflection from the Fourth of July Tragedy.

## **Recommendation**

Staff recommends approval from the Park Board of Commissioners of a Ground Lease Agreement between the City of Highland Park and the Park District of Highland Park, for 1755 St. Johns Avenue.

LAUREL PARK & ROSE GARDEN DRAFT 10.28.2022

GROUND LEASE AGREEMENT

This GROUND LEASE AGREEMENT ("*Agreement*") is made and entered into as of this \_\_\_ day of \_\_\_\_\_, 2022 ("*Effective Date*"), by and between the CITY OF HIGHLAND PARK, an Illinois municipal corporation ("*City*") and the PARK DISTRICT OF HIGHLAND PARK, an Illinois park district ("*District*"). The City and the District are at times referred to individually as a "*Party*" and collectively as the "*Parties*".

WITNESSETH

WHEREAS, the District is the owner of certain property located at 1755 St. John's Avenue, Highland Park, Illinois, and commonly known as Laurel Park & Rose Garden (the "Park");

WHEREAS, the District and City recognize and acknowledge the Park is a historic landmark;

WHEREAS, the City desires to maintain a temporary memorial to recognize, honor and remember the lives lost at the 2022 Fourth of July Parade and thoughtfully plan and advance a long-term memorial in the community;

WHEREAS, the City anticipates commencing planning of a permanent memorial ("Permanent Memorial") at a location to be determined in 2023; and

WHEREAS, during the period of planning, design and construction of the Permanent Memorial, the City desires to establish a temporary memorial (the "Temporary Memorial") at the Park; and

WHEREAS, the City desires to lease from the District, and the District desires to lease to the City, a portion of the Park depicted on Exhibit A to this Agreement ("*Premises*") for the purpose of establishing and maintaining the Temporary Memorial; and

WHEREAS, the Parties have the authority to enter into this Agreement under the Illinois Local Government Property Transfer Act, 50 ILCS 605/0.01 *et seq.*, the Illinois Intergovernmental Cooperation Act, 5 ILCS 220/1 *et seq.*, and the Park District Code, 70 ILCS 1205/8-1 *et seq.*; and

WHEREAS, the Parties desire to enter into this Agreement to set forth their respective rights and obligations with respect to the lease of the Premises;

NOW THEREFORE, in consideration of the mutual covenants and provisions contained in this Agreement, and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties agree as follows:

1. Recitals Incorporated. The foregoing recitals are hereby incorporated into, and made a part of, this Lease Agreement as if fully set forth herein. The Parties desire for this Agreement to be interpreted in a manner which best represents the implementation of their mutual intent described in the foregoing recitals.

2. Lease of Premises. The District hereby leases to the City, and the City hereby leases from the District, for the term set forth in Paragraph 4, the Premises.

3. As-Is Condition. The City has inspected the Premises, is familiar with its present condition, and agrees to accept the Premises in its "AS-IS" condition at the time of the execution of this Lease. The City acknowledges and agrees that the District has made no representation or warranty as to the suitability of the Premises for the City's intended purposes. The District will not have any obligation to construct or install any improvements or alterations or to pay for any such construction or alteration.

4. Term.

a. The term of this Agreement commences on November 1, 2022 ("*Commencement Date*"), and will expire on May 31, 2024 ("*Term*"), unless earlier terminated or extended in accordance with the provisions of this Agreement. At the conclusion of the Term, the City will have the option to renew this Agreement for up to 18 additional months, upon the same terms and conditions as are set forth in this Agreement ("*Renewal Option*"). The City may exercise the Renewal Option by providing written notice to the District at any time prior to the expiration of the Term, but no later than 90 days prior to the end of the Term.

b. Notwithstanding Paragraph 4.a of this Agreement, this Agreement will terminate upon 30 days' written notice by the City to the District.

5. Rent. The City will pay the District as rent for the Premises the sum of One Dollar. Such rent will be payable on or before the Commencement Date.

6. Use. The City may use and occupy the Premises only for purposes connected with and related to the Temporary Memorial. The City may not use the Premises for any other purpose except upon the District's advance written consent.

7. Temporary Memorial Improvements.

A. The District acknowledges and agrees that pursuant to this Agreement, the City will install, or cause to be installed, at the City's sole cost and expense the Temporary Memorial, which, without limitation, will consist of the following improvements:

- Removal of the Antelope Sculpture from the Premises;
- Addition of seasonal flowers and other site beautification;
- Purchase and installation of benches within the Premises;
- Purchase and installation of an all-weather ADA walkway system to provide ADA accessibility from the sidewalk into the Premises;
- Purchase and installation of a plaque representing each of the lives taken; and

- Purchase and installation of an introductory, welcome plaque within the Premises.

B. The City will not cause or permit any modification, addition or removal of any improvements at the Park which will result in a violation of any conditions, restrictions, laws, regulations or covenants related to or arising from the Park being a historic landmark.

8. Parking. The Parties acknowledge and agree that no parking spaces will be provided or located on the Premises which are dedicated only for the Temporary Memorial.

9. Maintenance. The City, at its sole cost and expense, will provide regular and customary maintenance for the Premises, including janitorial and landscaping services, and will keep the Premises in good order, condition, and repair.

10. Surrender and Restoration of Premises; Option to Purchase.

A. Upon termination of this Agreement, the City shall have an option to purchase the Park at a price to be determined by the Park District and subject to approval by the City. If the City delivers notice to the District of its election to exercise the option to purchase at least 45 days prior to the expiration of the Agreement, the Park shall be sold AS-IS, WHERE-IS, and closing shall occur within 45 days from the expiration of this Agreement.

B. If the City does not exercise the option to purchase the Park, the City will remove the Temporary Memorial and all related improvements from the Premises, and will surrender the Premises to the District in substantially the same condition as when received, excepting, however, damage by the elements, ordinary wear and tear, and any additions or alterations made by the City and not required by the District to be removed by the City, which shall be memorialized in writing not less than fifteen (15) days prior to the expiration or earlier termination of the Agreement.

11. Utilities. From and after the Commencement Date and continuing throughout the Term, the City will not be using any water, sewer, gas, electricity, telecommunications, and other utilities that may be on the Premises to serve and operate the Temporary Memorial ("*Utilities*"). The city will be responsible for the annual rpz testing requirement for the irrigation system. Upon expiration of this Agreement as provided for herein, and upon written request by the District, the City will leave such Utilities in place for future use by the District.

12. Taxes. The Premises is currently exempt from general real estate taxes. To the extent any real estate taxes are levied against the Premises during the term of this Agreement, the City will be responsible for payment.

13. Title. The District warrants that it has title to the Premises in fee simple.

14. Insurance. The City will obtain and maintain, throughout the Term, insurance coverages in accordance with Exhibit B. All such insurance coverage must be obtained through companies qualified to do business in the State of Illinois, will be reasonably acceptable to the District, and will name the District as an additional insured with a 30-day notice of cancellation provision.

15. Assignment. The City may not sublet or assign its interest in this Agreement.

16. Notices. Each notice, request, demand, approval or other communication which may be or is required to be given under this Agreement must be in writing and will be deemed to have been properly given when delivered personally during the normal business hours of the Party to whom such communication is directed, or when sent by United States registered or certified mail, return receipt requested, postage prepaid, to the appropriate one of the following addresses as may hereinafter be designated by the appropriate Party:

If to the District:

Park District of Highland Park  
West Ridge Center  
636 Ridge Road  
Highland Park, IL 60035  
Attention: Brian Romes, Executive Director

With a copy to:

Ancel Glink, P.C.  
140 S. Dearborn, 6<sup>th</sup> Floor  
Chicago, IL 60603  
Attention: Adam Simon

If to the City:

City of Highland Park  
1707 St. Johns Avenue  
Highland Park, IL 60035  
Attention: Ghida S. Neukirch, City Manager

With a copy to:

Elrod Friedman LLP  
325 North LaSalle Street, Ste. 450  
Chicago, Illinois 60654  
Attention: Steven M. Elrod, Corporation Counsel

17. Indemnification. As a condition of the rights granted to it by this Agreement, the City will hold harmless, indemnify and defend the District, its officers, agents, attorneys, employees, contractors, successors, and assigns, from and against any and all losses, expenses, claims, costs, causes, actions, litigation costs, attorney's fees, suits, and damages, relating to personal or bodily injuries, death, or damages, or injuries to property arising from, occurring, growing out of, incident to, or resulting directly or indirectly from the use of, or contact with, the Premises by the City or its contractors, employees, agents, guests, invitees, licensees, or permittees, and for breaches of the City's obligations and covenants hereunder ("*Claims*"). The City's obligations under this Section will be in addition to, and will not be limited or waived by any insurance, including any insurance provided by the District or by any insurance provided by the City. Nothing herein shall be construed as a waiver of the immunities available to either Party as applied against third parties.

*[SIGNATURE PAGE FOLLOWS]*

DRAFT

IN WITNESS WHEREOF, each of the Parties has caused this Agreement to be executed by duly authorized officers as of the Effective Date.

CITY OF HIGHLAND PARK

PARK DISTRICT OF HIGHLAND PARK

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By: Ghida S. Neukirch, City Manager

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By: Brian Romes, Executive Director

DRAFT

EXHIBIT A

Depiction of the Premises



## EXHIBIT B

### City Insurance Requirements

#### Insurance

The following insurance provisions shall apply to the Ground Lease Agreement granting the City of Highland Park ("CITY") use of the property of the Park District of Highland Park ("PARK DISTRICT") at Laurel Park & Rose Garden, 1755 St. John's Avenue, in Highland Park, IL 60035 ("Ground Lease Agreement"),

1.1 The CITY and its contractors, subcontractors, consultants, and agent who perform work and/or undertake operations related to the Premises described in the Ground Lease Agreement (hereinafter "Insuring Entities" when referenced cumulatively and "Insuring Entity" when referenced individually) shall, at their own expense, secure and maintain in effect throughout the duration of this Ground Lease Agreement, insurance against claims for injuries to persons or damages to property which may arise from or in connection with the use of the Premises described in the Ground Lease Agreement of the types and limits shown herein unless otherwise agreed to in writing by the PARK DISTRICT.

1.2 The Insuring Entities shall cause the PARK DISTRICT and its officers, agents, employees, and volunteers to be named as additional insureds by endorsement on all policies except workers' compensation and professional liability. If any Insuring Entity, other than the CITY, maintains higher limits than the minimums shown below, the PARK DISTRICT shall be entitled to coverage for the higher limits. All insurance policies shall be written with insurance companies licensed or authorized to do business in the State of Illinois and having a rating of not less than A - VII according to the A.M. Best Company. In the alternative, the CITY may instead self-insure through participation in a self-insured intergovernmental risk pool. The CITY shall require and verify that all contractors, consultants, and vendors maintain insurance meeting all requirements stated herein, and the CITY shall ensure that the PARK DISTRICT, and its officers, agents, employees, and volunteers are additional insureds on such insurance. For CGL coverage, subcontractors, consultants, and vendors shall provide coverage with a form at least as broad as CG 20 38 04 13.

1.3 Where policies are permitted to be written on a claims-made basis, then the policy retroactive date must coincide with or precede the start of services under this agreement, and the coverage shall be maintained for at least three years after the completion of the work.

1.4 The Insuring Entities shall provide insurance coverage at least as broad in not less than the following amounts unless otherwise agreed to in writing by the PARK DISTRICT:

- a. Insurance Services Office Commercial General Liability coverage (occurrence Form CG 00 01 or equivalent):

Limits:

General Aggregate	\$2,000,000.00
Products/Completed Liability Aggregate	\$2,000,000.00
Each Occurrence	\$2,000,000.00
Personal Injury	\$2,000,000.00

b. Professional Liability [applicable only to the construction engineering phase of the Project]:

Limits:

Annual Aggregate	\$2,000,000.00
Per Occurrence or Wrongful Act	\$2,000,000.00

c. Worker's Compensation:

- i. Worker's Compensation Insurance shall be provided in accordance with the provisions of the laws of the State of Illinois, including occupational disease provisions, for all employees at the site of the project, and in the event work is sublet, the Consultant shall require each subconsultant to provide Worker's Compensation Insurance. In the event employees engaged in hazardous work under this Agreement at the Project site are not protected under the Worker's Compensation statute, the Consultant shall provide, and cause each subconsultant to provide, adequate and suitable insurance coverage for the protection of each employee not otherwise provided.
- ii. Employer's Liability  
Per occurrence for Bodily Injury or Disease \$2,000,000.00

d. Automobile Liability:

Coverage shall include all owned, hired, non-owned vehicles, and/or trailers and other equipment required to be licensed.

i. Limits:

Per occurrence for Bodily Injury and Property Damage \$2,000,000.00

e. Umbrella for each of the above-named insurance policies, except worker's compensation.

i. Limits:

Each Occurrence/Aggregate \$2,000,000.00

f. Deductibles and Self-Insured Retentions

Any deductibles or self-insured retentions of any Insuring Entity other than the CITY shall be declared to and approved by the CITY. At the option of the CITY, said Insuring Entit(ies) shall either reduce or eliminate such deductibles or self-insured retentions as respects the CITY and the PARK DISTRICT, and their respective officers, officials, employees and volunteers, or the Insuring Entit(ies) shall provide a financial guarantee satisfactory to the CITY guaranteeing payment of losses and related investigations, claim administration, and defense expenses.

g. Other Insurance Provisions - The general liability and automobile liability policies are to contain, or be endorsed to contain, the following provisions:

1. The policy of Commercial General Liability Insurance for Insuring Entities other than the CITY, shall include an endorsement naming the CITY and the PARK DISTRICT as additional insureds. In lieu of an endorsement, the CITY will issue a certificate of coverage naming the PARK DISTRICT as an additional insured.
2. The PARK DISTRICT and its officers, agents, employees, and volunteers are to be covered as insureds with respect to liability arising out of work or operations performed by or on behalf of any Insuring Entity, including materials, parts or equipment furnished in connection with such work or operations. General Liability coverage shall be provided in the form of an Additional Insured endorsement (CG 20 1 0 11 85 or equivalent) to the Insuring Entity's insurance policy.
3. For any claims related to operations and work performed under the Ground Lease Agreement, the Insuring Entit(ies)' insurance coverage shall be primary insurance as respects the PARK DISTRICT or its officers, agents, employees, and volunteers. Any insurance or self-insurance maintained by the PARK DISTRICT or its officers, agents, employees, or volunteers shall be excess of the Insuring Entity's insurance and shall not contribute with it.
4. Each certificate of insurance and policy shall contain a provision that termination or failure to renew the policy shall not be made without thirty (30) days written notice to the PARK DISTRICT. Additional insured certificates of coverage issued on behalf of the CITY and the PARK DISTRICT will contain a provision that the provider will provide as much written notice as practicable given the conditions surrounding the termination or failure to renew.

**h. Waiver of Subrogation**

The Insuring Entities, other than the CITY, agree to waive subrogation which any insurer of such Insuring Entities may acquire from an Insuring Entity by virtue of the payment of any loss. The Insuring Entities shall obtain any endorsement that may be necessary to affect this waiver of subrogation. The Workers' Compensation policy of each Insuring Entity, other than the CITY, shall be endorsed with a waiver of subrogation in favor of the PARK DISTRICT for all work performed by said Insuring Entity and its employees, agents, subconsultants and subcontractors.

**i. Verification of Coverage**

The CITY shall furnish the PARK DISTRICT with original certificates and endorsements effecting coverage required herein upon request by the PARK DISTRICT. All certificates and endorsements of other Insuring Entities shall be received and approved by the CITY before work, or operations begin. However, failure to do so shall not operate as a waiver of these insurance requirements. The PARK DISTRICT reserves the right to require complete, certified copies of all required insurance policies of Insuring Entities other than the CITY, including endorsements affecting the coverage required by these specifications at any time.

DRAFT



## 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**

<b><u>DATE</u></b>	<b><u>AMOUNT</u></b>
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
<b>TOTAL</b>	<b>\$ 1,455,603.05</b>

### **PAYROLL DISBURSEMENTS**

October 21, 2022	\$ 348,978.28
November 04, 2022	\$ 353,521.83
<b>TOTAL</b>	<b>\$ 702,500.11</b>

<b>GRAND TOTAL</b>	<b>\$ 2,158,103.16</b>
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To the Treasurer:

The payment of the above listed accounts is hereby approved by the below named Finance Committee member as of 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
<b>Revenue</b>								
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
<b>Total Revenue:</b>	<b>2,705,405.89</b>	<b>1,696,886.70</b>	<b>24,865,247.79</b>	<b>22,162,874.55</b>	<b>2,702,373.24</b>	<b>25,293,395.03</b>	<b>3,228,368.07</b>	<b>22,900,545.67</b>
<b>Expense</b>								
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
<b>Total Expense:</b>	<b>2,673,611.78</b>	<b>3,583,063.72</b>	<b>18,286,535.66</b>	<b>25,611,998.20</b>	<b>7,325,462.54</b>	<b>35,210,664.34</b>	<b>1,686,355.84</b>	<b>14,675,974.54</b>
<b>Report Total:</b>	<b>31,794.11</b>	<b>-1,886,177.02</b>	<b>6,578,712.13</b>	<b>-3,449,123.65</b>	<b>10,027,835.78</b>	<b>-9,917,269.31</b>	<b>1,542,012.23</b>	<b>8,224,571.13</b>

## 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
<b>Report Total:</b>	<b>31,794.11</b>	<b>-1,886,177.02</b>	<b>6,578,712.13</b>	<b>-3,449,123.65</b>	<b>10,027,835.78</b>	<b>-9,917,269.31</b>	<b>1,542,012.23</b>	<b>8,224,571.13</b>

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

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

General 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
<b>Revenue</b>								
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
<b>Total Revenue:</b>	<b>933,646.37</b>	<b>484,726.86</b>	<b>6,347,392.01</b>	<b>5,081,545.88</b>	<b>1,265,846.13</b>	<b>5,973,016.01</b>	<b>998,960.59</b>	<b>5,977,763.11</b>
<b>Expense</b>								
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
<b>Total Expense:</b>	<b>420,314.86</b>	<b>496,757.47</b>	<b>4,122,207.88</b>	<b>4,823,232.36</b>	<b>701,024.48</b>	<b>6,099,883.62</b>	<b>431,352.90</b>	<b>3,595,993.40</b>
<b>Report Total:</b>	<b>513,331.51</b>	<b>-12,030.61</b>	<b>2,225,184.13</b>	<b>258,313.52</b>	<b>1,966,870.61</b>	<b>-126,867.61</b>	<b>567,607.69</b>	<b>2,381,769.71</b>

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
<b>Revenue</b>								
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
<b>Total Revenue:</b>	<b>125,743.04</b>	<b>71,409.38</b>	<b>934,908.90</b>	<b>789,511.88</b>	<b>145,397.02</b>	<b>932,237.46</b>	<b>92,573.40</b>	<b>583,003.00</b>
<b>Expense</b>								
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
<b>Total Expense:</b>	<b>46,188.03</b>	<b>46,188.03</b>	<b>256,054.97</b>	<b>258,565.47</b>	<b>2,510.50</b>	<b>414,754.88</b>	<b>0.00</b>	<b>561,430.80</b>
<b>Report Total:</b>	<b>79,555.01</b>	<b>25,221.35</b>	<b>678,853.93</b>	<b>530,946.41</b>	<b>147,907.52</b>	<b>517,482.58</b>	<b>92,573.40</b>	<b>21,572.20</b>

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



Park District of Highland Park, IL

# Income Statement

Current Period Ending 10/31/2022

## 29 - RECREATION FUND

Type	Month		Year To Date			Annual Budget	Prior Year	
	Actual	Budget	Actual	Budget	Variance Favorable (Unfavorable)		Month	YTD
<b>Revenue</b>								
100 - PROGRAMS	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
<b>Total Revenue:</b>	<b>1,300,335.23</b>	<b>1,014,309.93</b>	<b>15,259,474.23</b>	<b>14,153,873.13</b>	<b>1,105,601.10</b>	<b>15,997,481.86</b>	<b>1,440,796.49</b>	<b>14,087,706.69</b>
<b>Expense</b>								
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
<b>Total Expense:</b>	<b>800,092.52</b>	<b>847,821.72</b>	<b>9,804,621.99</b>	<b>10,756,609.87</b>	<b>951,987.88</b>	<b>12,876,035.84</b>	<b>805,164.73</b>	<b>8,123,710.81</b>
<b>Report Total:</b>	<b>500,242.71</b>	<b>166,488.21</b>	<b>5,454,852.24</b>	<b>3,397,263.26</b>	<b>2,057,588.98</b>	<b>3,121,446.02</b>	<b>635,631.76</b>	<b>5,963,995.88</b>

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
<b>Report Total:</b>	<b>500,242.71</b>	<b>166,488.21</b>	<b>5,454,852.24</b>	<b>3,397,263.26</b>	<b>2,057,588.98</b>	<b>3,121,446.02</b>	<b>635,631.76</b>	<b>5,963,995.88</b>

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
<b>Revenue</b>								
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
<b>Total Revenue:</b>	<b>223,024.98</b>	<b>126,440.53</b>	<b>1,544,340.55</b>	<b>1,397,943.66</b>	<b>146,396.89</b>	<b>1,650,659.70</b>	<b>257,548.77</b>	<b>1,592,222.95</b>
<b>Expense</b>								
710 - DEBT RETIREMENT	0.00	0.00	619,310.27	605,017.50	-14,292.77	3,315,035.00	0.00	310,143.75
<b>Total Expense:</b>	<b>0.00</b>	<b>0.00</b>	<b>619,310.27</b>	<b>605,017.50</b>	<b>-14,292.77</b>	<b>3,315,035.00</b>	<b>0.00</b>	<b>310,143.75</b>
<b>Report Total:</b>	<b>223,024.98</b>	<b>126,440.53</b>	<b>925,030.28</b>	<b>792,926.16</b>	<b>132,104.12</b>	<b>-1,664,375.30</b>	<b>257,548.77</b>	<b>1,282,079.20</b>

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



Park District of Highland Park, IL

# Income Statement

Current Period Ending 10/31/2022

## 70 - CAPITAL FUND

Type	Month		Year To Date			Annual Budget	Prior Year	
	Actual	Budget	Actual	Budget	Variance Favorable (Unfavorable)		Month	YTD
<b>Revenue</b>								
480 - MISCELLANEOUS INCOME	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
<b>Total Revenue:</b>	<b>122,656.27</b>	<b>0.00</b>	<b>779,132.10</b>	<b>740,000.00</b>	<b>39,132.10</b>	<b>740,000.00</b>	<b>438,488.82</b>	<b>659,849.92</b>
<b>Expense</b>								
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
<b>Total Expense:</b>	<b>1,407,016.37</b>	<b>2,192,296.50</b>	<b>3,484,340.55</b>	<b>9,168,573.00</b>	<b>5,684,232.45</b>	<b>12,504,955.00</b>	<b>449,838.21</b>	<b>2,084,695.78</b>
<b>Report Total:</b>	<b>-1,284,360.10</b>	<b>-2,192,296.50</b>	<b>-2,705,208.45</b>	<b>-8,428,573.00</b>	<b>5,723,364.55</b>	<b>-11,764,955.00</b>	<b>-11,349.39</b>	<b>-1,424,845.86</b>

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



# RECREATION BY CENTER

Park District of Highland Park, IL

## Y-T-D OCTOBER 2022

Account Type	2021 Total Budget	2021 YTD Activity	Fiscal 2022 Total Budget	Fiscal 2022 YTD Activity
<b>Fund: 29 - RECREATION</b>				
<b>Center: 11 - ADMINISTRATIVE</b>				
Revenue	\$ 5,389,431.98	\$ 5,342,905.38	\$ 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
<b>Center: 11 - ADMINISTRATIVE Surplus (Deficit):</b>	<b>\$ 723,770.63</b>	<b>\$ 3,774,407.22</b>	<b>\$ (30,678.93)</b>	<b>3,657,219.63</b>
<b>Net Revenue:</b>	<b>13.43%</b>	<b>70.64%</b>	<b>-0.57%</b>	<b>68.26%</b>
<b>Center: 24 - WEST RIDGE CENTER</b>				
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
<b>Center: 24 - WEST RIDGE CENTER Surplus (Deficit):</b>	<b>\$ (286,939.89)</b>	<b>\$ (28,397.60)</b>	<b>\$ (199,772.10)</b>	<b>51,408.83</b>
<b>Net Revenue:</b>	<b>-70.73%</b>	<b>-6.95%</b>	<b>-38.95%</b>	<b>8.78%</b>
<b>Center: 26 - ATHLETICS</b>				
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
<b>Center: 26 - ATHLETICS Surplus (Deficit):</b>	<b>\$ (159,911.12)</b>	<b>\$ (2,845.59)</b>	<b>\$ 48,419.72</b>	<b>245,382.43</b>
<b>Net Revenue:</b>	<b>-34.29%</b>	<b>-0.50%</b>	<b>4.79%</b>	<b>22.35%</b>
<b>Center: 28 - CAMPS</b>				
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
<b>Center: 28 - CAMPS Surplus (Deficit):</b>	<b>\$ 15,557.38</b>	<b>\$ 255,504.30</b>	<b>\$ 299,511.53</b>	<b>279,690.70</b>
<b>Net Revenue:</b>	<b>4.33%</b>	<b>42.57%</b>	<b>28.31%</b>	<b>32.31%</b>
<b>Center: 29 - SPECIAL EVENTS</b>				
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
<b>Center: 29 - SPECIAL EVENTS Surplus (Deficit):</b>	<b>\$ (84,362.03)</b>	<b>\$ (24,043.96)</b>	<b>\$ (96,544.37)</b>	<b>(-78,776.06)</b>
<b>Net Revenue:</b>	<b>-288.91%</b>	<b>-281.93%</b>	<b>-171.21%</b>	<b>-181.46%</b>
<b>Center: 31 - HIDDEN CREEK AQUAPARK</b>				
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
<b>Center: 31 - HIDDEN CREEK AQUAPARK Surplus (Deficit):</b>	<b>\$ (143,613.98)</b>	<b>\$ (87,270.54)</b>	<b>\$ (144,899.76)</b>	<b>(-153,663.34)</b>
<b>Net Revenue:</b>	<b>-53.29%</b>	<b>-24.34%</b>	<b>-36.33%</b>	<b>-39.94%</b>
<b>Center: 32 - ROSEWOOD INTERPRETIVE CENTER</b>				
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
<b>Center: 32 - ROSEWOOD INTERPRETIVE CENTER Surplus (Deficit):</b>	<b>\$ (19,440.95)</b>	<b>\$ 40,081.56</b>	<b>\$ 40,683.11</b>	<b>67,030.39</b>
<b>Net Revenue:</b>	<b>-23.02%</b>	<b>40.66%</b>	<b>24.29%</b>	<b>38.03%</b>

Account Type	2021 Total Budget	2021 YTD Activity	Fiscal 2022 Total Budget	Fiscal 2022 YTD Activity
<b>Center: 33 - ROSEWOOD BEACH</b>				
Revenue	\$ 104,600.00	\$ 222,880.20	\$ 193,825.00	163,826.90
Expense	\$ 198,218.76	\$ 235,603.79	\$ 280,643.81	195,790.98
<b>Center: 33 - ROSEWOOD BEACH Surplus (Deficit):</b>	<b>\$ (93,618.76)</b>	<b>\$ (12,723.59)</b>	<b>\$ (86,818.81)</b>	<b>(-31,964.08)</b>
<b>Net Revenue:</b>	<b>-89.50%</b>	<b>-5.71%</b>	<b>-44.79%</b>	<b>-19.51%</b>
<b>Center: 34 - PARK AVENUE</b>				
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
<b>Center: 34 - PARK AVENUE Surplus (Deficit):</b>	<b>\$ (7,623.44)</b>	<b>\$ 56,602.02</b>	<b>\$ 7,756.38</b>	<b>96,032.87</b>
<b>Net Revenue:</b>	<b>-6.54%</b>	<b>27.59%</b>	<b>2.89%</b>	<b>37.21%</b>
<b>Center: 38 - ICE ARENA</b>				
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
<b>Center: 38 - ICE ARENA Surplus (Deficit):</b>	<b>\$ 153,463.60</b>	<b>\$ 354,092.73</b>	<b>\$ 185,491.48</b>	<b>185,841.02</b>
<b>Net Revenue:</b>	<b>14.85%</b>	<b>38.68%</b>	<b>17.36%</b>	<b>22.61%</b>
<b>Center: 41 - MAINTENANCE</b>				
Expense	\$ 755,106.50	\$ 596,964.72	\$ 834,343.54	671,519.93
<b>Center: 41 - MAINTENANCE Total:</b>	<b>\$ 755,106.50</b>	<b>\$ 596,964.72</b>	<b>\$ 834,343.54</b>	<b>671,519.93</b>
<b>Net Revenue:</b>				
<b>Center: 42 - PRO SHOP</b>				
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
<b>Center: 42 - PRO SHOP Surplus (Deficit):</b>	<b>\$ 986,633.11</b>	<b>\$ 1,736,741.08</b>	<b>\$ 1,076,221.18</b>	<b>1,528,463.60</b>
<b>Net Revenue:</b>	<b>64.77%</b>	<b>76.76%</b>	<b>63.69%</b>	<b>71.97%</b>
<b>Center: 49 - RECREATION CENTER ADMIN</b>				
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
<b>Center: 49 - RECREATION CENTER ADMIN Surplus (Deficit):</b>	<b>\$ (517,242.56)</b>	<b>\$ (350,067.59)</b>	<b>\$ (632,007.17)</b>	<b>(-410,850.97)</b>
<b>Net Revenue:</b>	<b>-958.35%</b>	<b>-1,637.38%</b>	<b>-626.82%</b>	<b>-425.18%</b>
<b>Center: 51 - RECREATION CENTER FITNESS</b>				
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
<b>Center: 51 - RECREATION CENTER FITNESS Surplus (Deficit):</b>	<b>\$ 62,375.21</b>	<b>\$ 131,871.64</b>	<b>\$ 505,305.41</b>	<b>201,075.73</b>
<b>Net Revenue:</b>	<b>8.20%</b>	<b>25.17%</b>	<b>37.15%</b>	<b>29.75%</b>
<b>Center: 53 - RECREATION CENTER AQUATICS</b>				
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
<b>Center: 53 - RECREATION CENTER AQUATICS Surplus (Deficit):</b>	<b>\$ (137,511.32)</b>	<b>\$ (16,635.57)</b>	<b>\$ (123,466.61)</b>	<b>(-32,944.25)</b>
<b>Net Revenue:</b>	<b>-134.88%</b>	<b>-10.37%</b>	<b>-66.88%</b>	<b>-14.41%</b>

Account Type	2021 Total Budget	2021 YTD Activity	Fiscal 2022 Total Budget	Fiscal 2022 YTD Activity
<b>Center: 55 - INDOOR TENNIS</b>				
Revenue	\$ 966,750.50	\$ 1,088,156.89	\$ 1,278,727.00	1,344,373.43
Expense	\$ 941,006.58	\$ 726,031.90	\$ 1,063,959.35	769,461.25
<b>Center: 55 - INDOOR TENNIS Surplus (Deficit):</b>	<b>\$ 25,743.92</b>	<b>\$ 362,124.99</b>	<b>\$ 214,767.65</b>	<b>574,912.18</b>
<b>Net Revenue:</b>	<b>2.66%</b>	<b>33.28%</b>	<b>16.80%</b>	<b>42.76%</b>
<b>Center: 56 - OUTDOOR TENNIS</b>				
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
<b>Center: 56 - OUTDOOR TENNIS Surplus (Deficit):</b>	<b>\$ 68,893.59</b>	<b>\$ 74,411.49</b>	<b>\$ 58,817.13</b>	<b>103,359.60</b>
<b>Net Revenue:</b>	<b>26.33%</b>	<b>34.36%</b>	<b>22.32%</b>	<b>33.10%</b>
<b>Center: 61 - HELLER NATURE CENTER</b>				
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
<b>Center: 61 - HELLER NATURE CENTER Surplus (Deficit):</b>	<b>\$ (307,599.27)</b>	<b>\$ (134,007.76)</b>	<b>\$ (267,513.97)</b>	<b>(-223,460.62)</b>
<b>Net Revenue:</b>	<b>-164.60%</b>	<b>-62.94%</b>	<b>-74.74%</b>	<b>-90.30%</b>
<b>Center: 74 - HPCC LEARNING CENTER</b>				
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
<b>Center: 74 - HPCC LEARNING CENTER Surplus (Deficit):</b>	<b>\$ 3,434.63</b>	<b>\$ 125,878.48</b>	<b>\$ 47,166.76</b>	<b>70,036.98</b>
<b>Net Revenue:</b>	<b>0.77%</b>	<b>26.66%</b>	<b>8.05%</b>	<b>15.38%</b>
<b>Center: 76 - HPCC BUILDING</b>				
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
<b>Center: 76 - HPCC BUILDING Surplus (Deficit):</b>	<b>\$ -</b>	<b>\$ (789.87)</b>	<b>\$ 1.80</b>	<b>(-2,422.47)</b>
<b>Net Revenue:</b>	<b>0.00%</b>	<b>-4.30%</b>	<b>0.00%</b>	<b>-12.46%</b>
<b>Fund: 29 - RECREATION Surplus (Deficit):</b>	<b>\$ (473,097.75)</b>	<b>\$ 5,657,968.72</b>	<b>\$ 68,096.89</b>	<b>5,454,852.24</b>
<b>Net Revenue:</b>	<b>-3.76%</b>	<b>41.30%</b>	<b>0.43%</b>	<b>35.75%</b>
<b>Report Surplus (Deficit):</b>	<b>\$ (473,097.75)</b>	<b>\$ 5,657,968.72</b>	<b>\$ 68,096.89</b>	<b>5,454,852.24</b>
<b>Net Revenue:</b>	<b>-3.76%</b>	<b>41.30%</b>	<b>0.43%</b>	<b>35.75%</b>



Sunset Valley Golf Course

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

Recreation Center of HP

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

Deer Creek Raquet Club

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

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

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

5.36

5.54

5.42

5.27

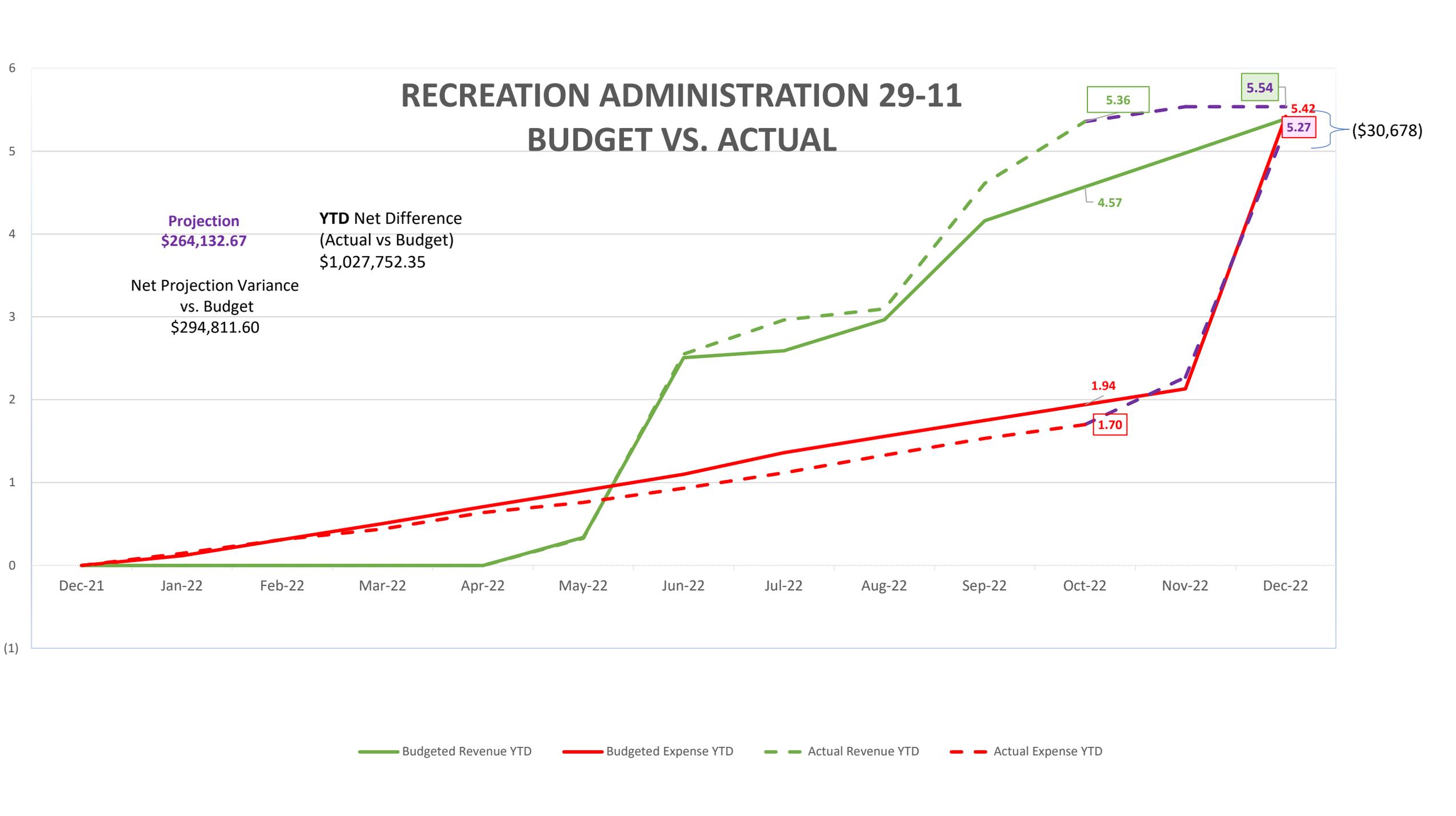
(\$30,678)

4.57

1.94

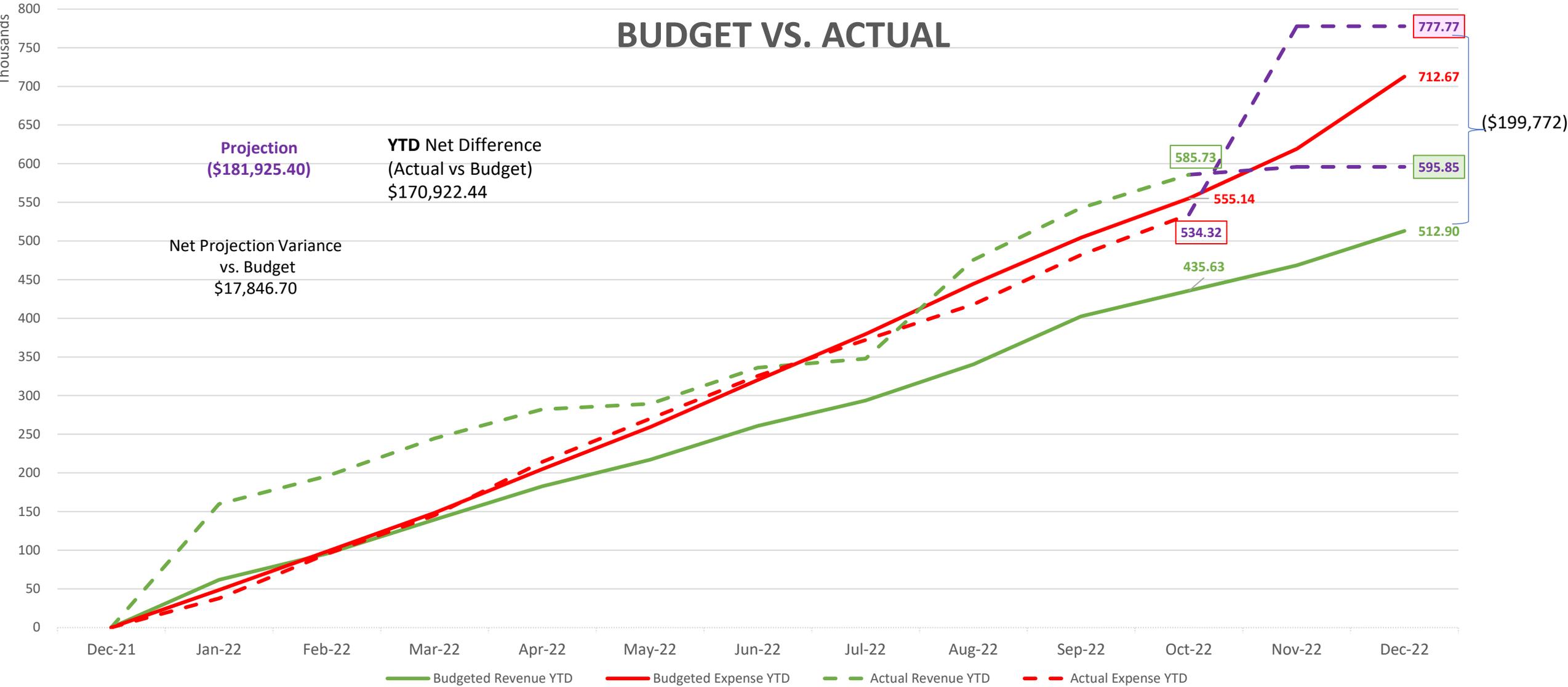
1.70

(1)



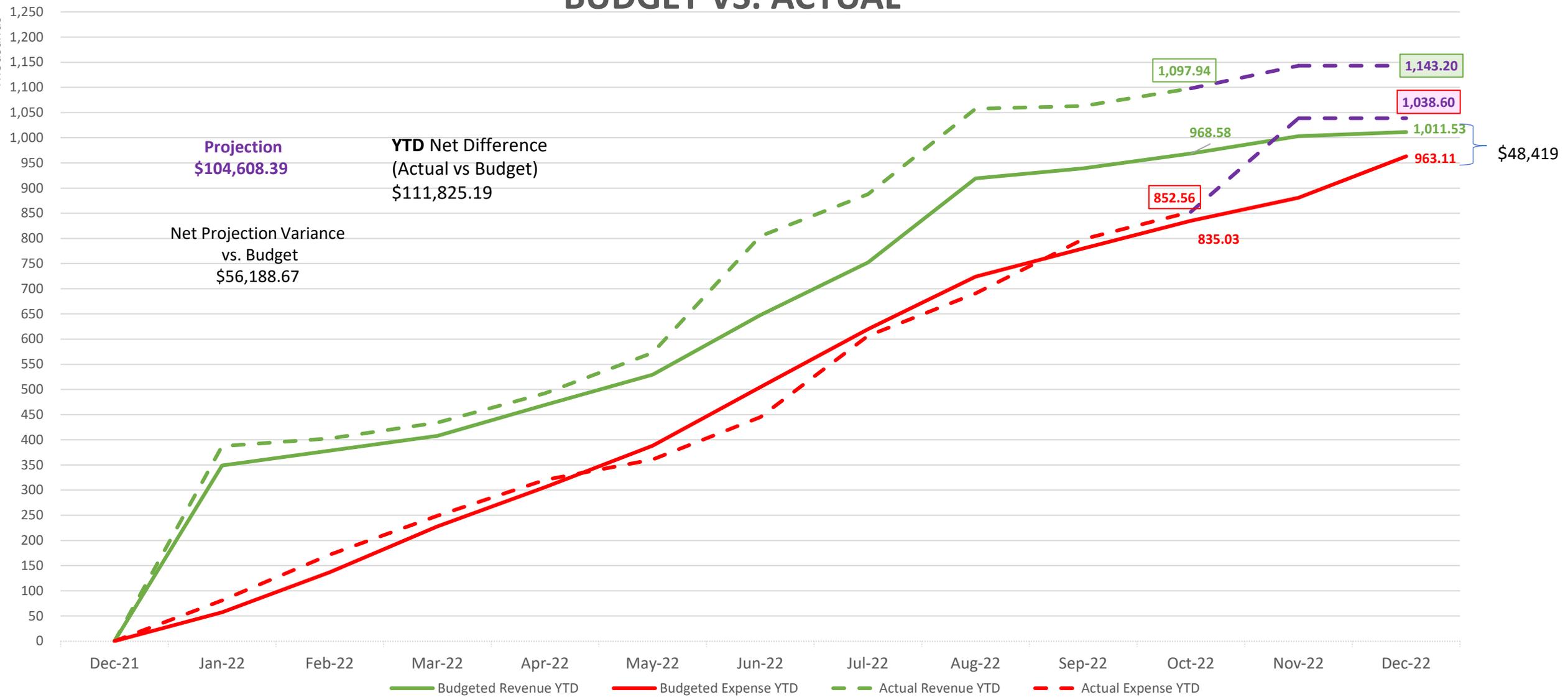
# WEST RIDGE CENTER 29-24

## BUDGET VS. ACTUAL



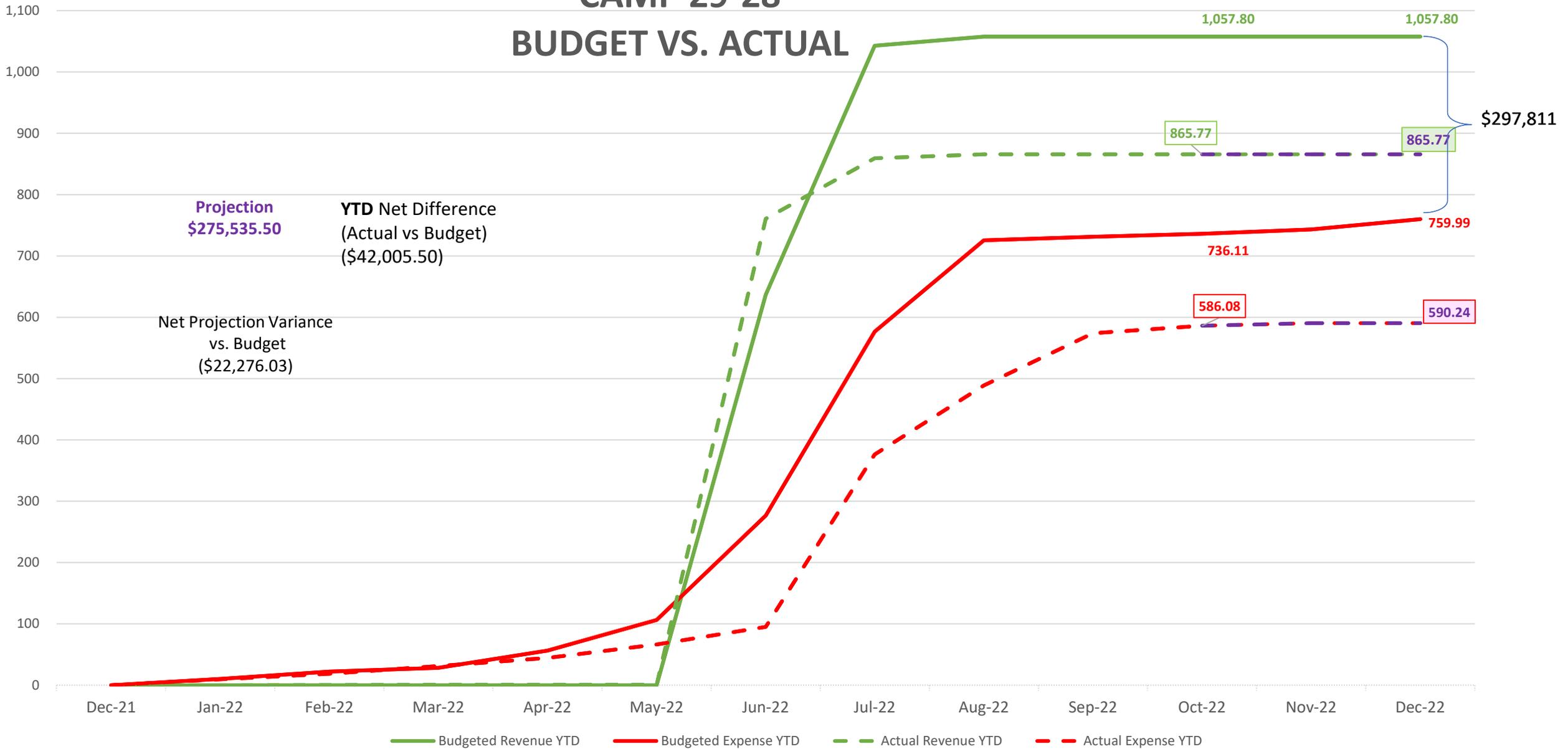
# ATHLETICS 29-26

## BUDGET VS. ACTUAL



# CAMP 29-28

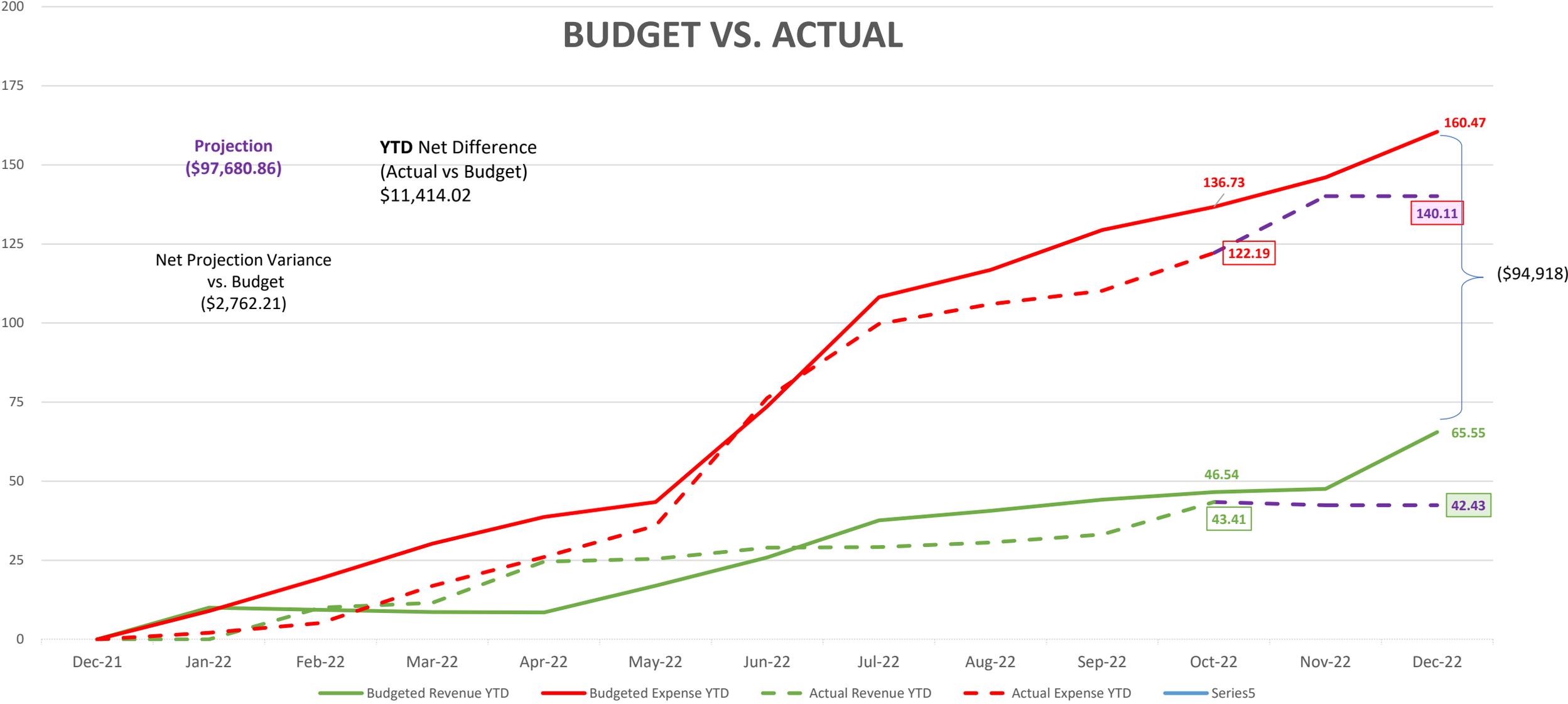
## BUDGET VS. ACTUAL



# SPECIAL EVENTS 29-29

## BUDGET VS. ACTUAL

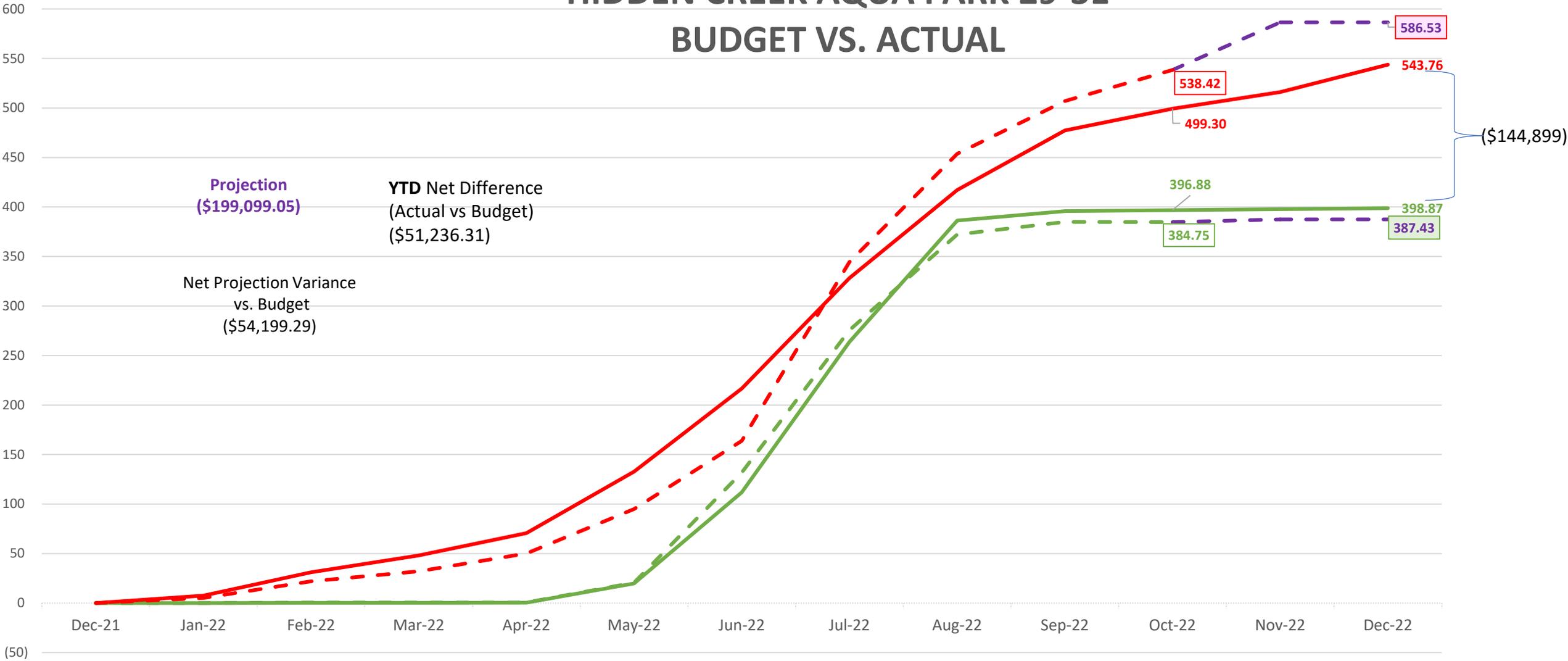
Thousands



(\$94,918)

# HIDDEN CREEK AQUA PARK 29-31

## BUDGET VS. ACTUAL

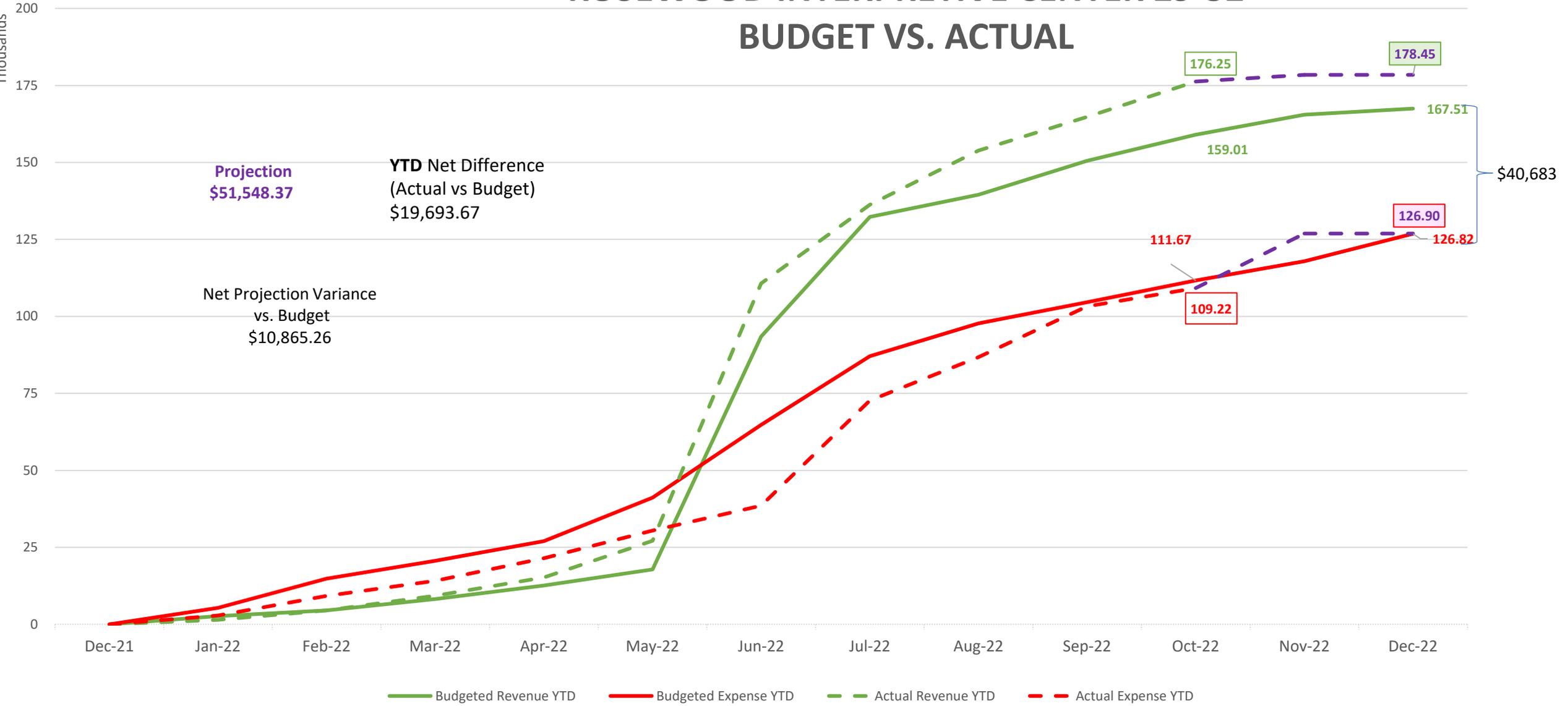


— Budgeted Revenue YTD    
 — Budgeted Expense YTD    
 - - - Actual Revenue YTD    
 - - - Actual Expense YTD

# ROSEWOOD INTERPRETIVE CENTER 29-32

## BUDGET VS. ACTUAL

Thousands



**Projection**  
**\$51,548.37**

**YTD Net Difference**  
**(Actual vs Budget)**  
**\$19,693.67**

**Net Projection Variance**  
**vs. Budget**  
**\$10,865.26**

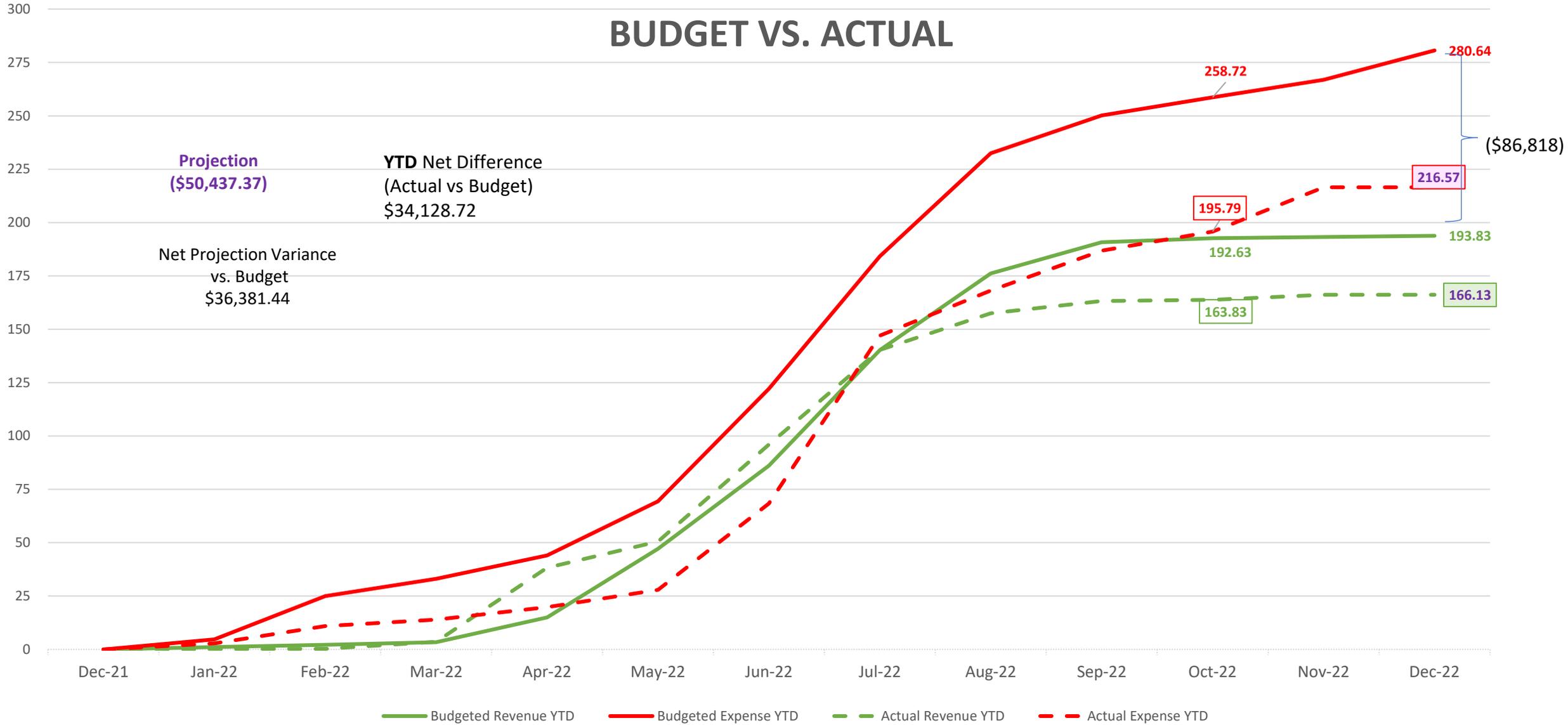
\$40,683

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

# ROSEWOOD BEACH 29-33

## BUDGET VS. ACTUAL

Thousands



**Projection**  
(\$50,437.37)

**YTD Net Difference**  
(Actual vs Budget)  
\$34,128.72

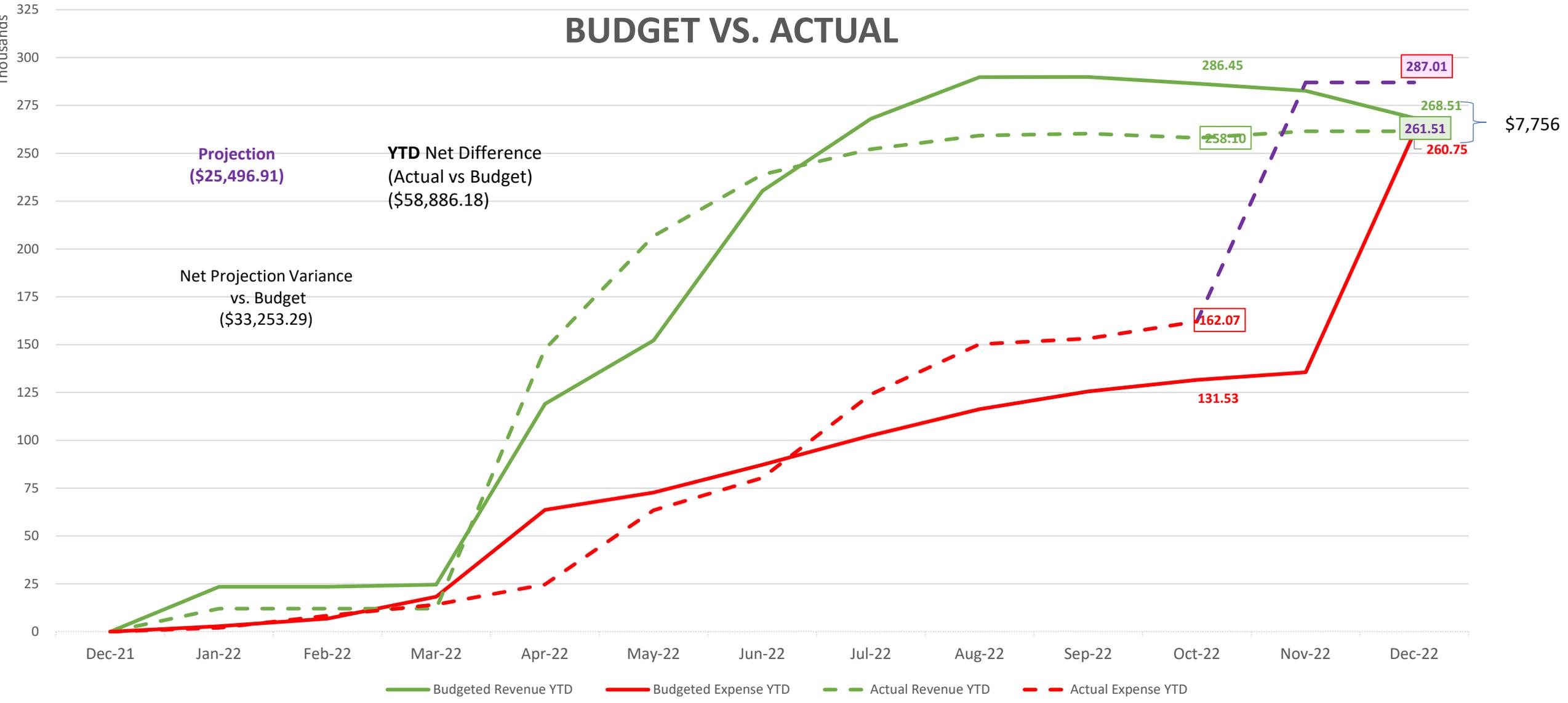
**Net Projection Variance**  
vs. Budget  
\$36,381.44

(\$86,818)

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

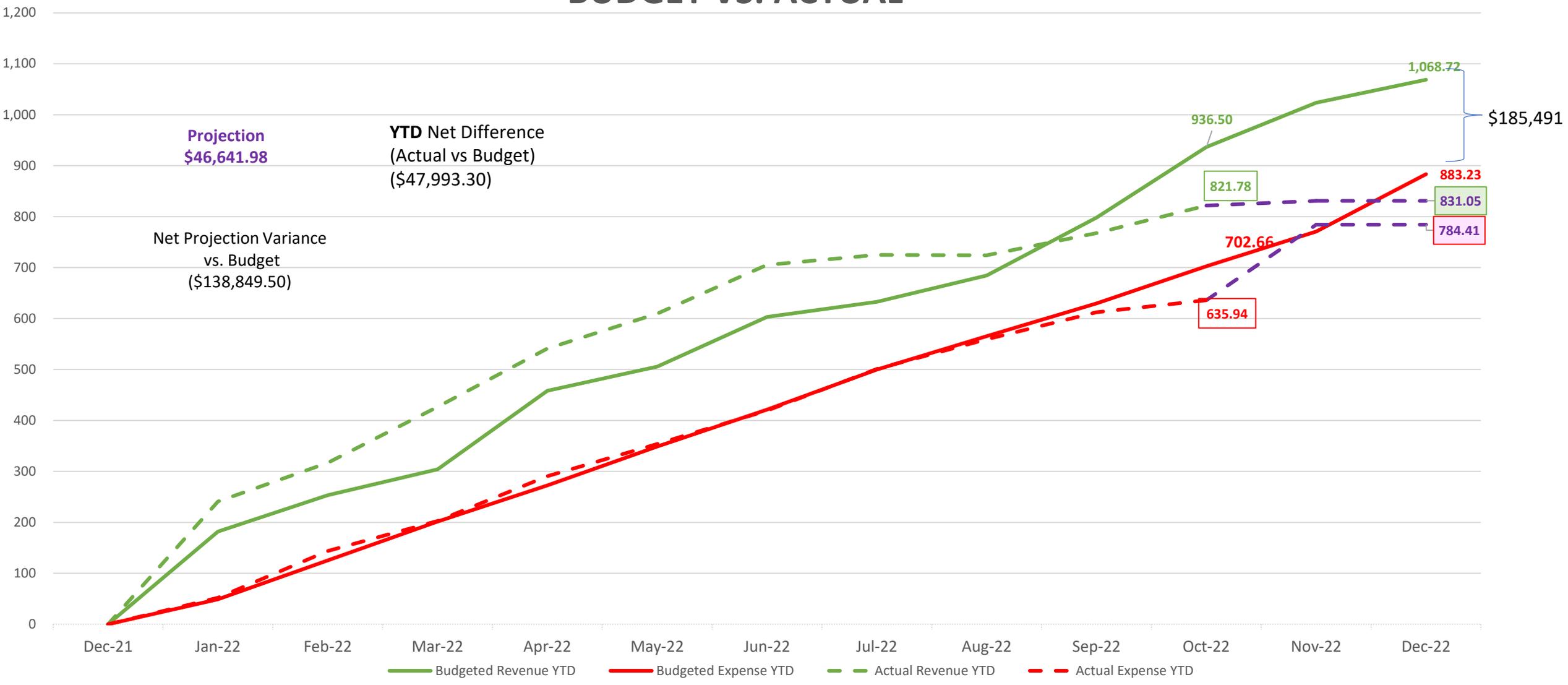
# PARK AVENUE 29-34

## BUDGET VS. ACTUAL



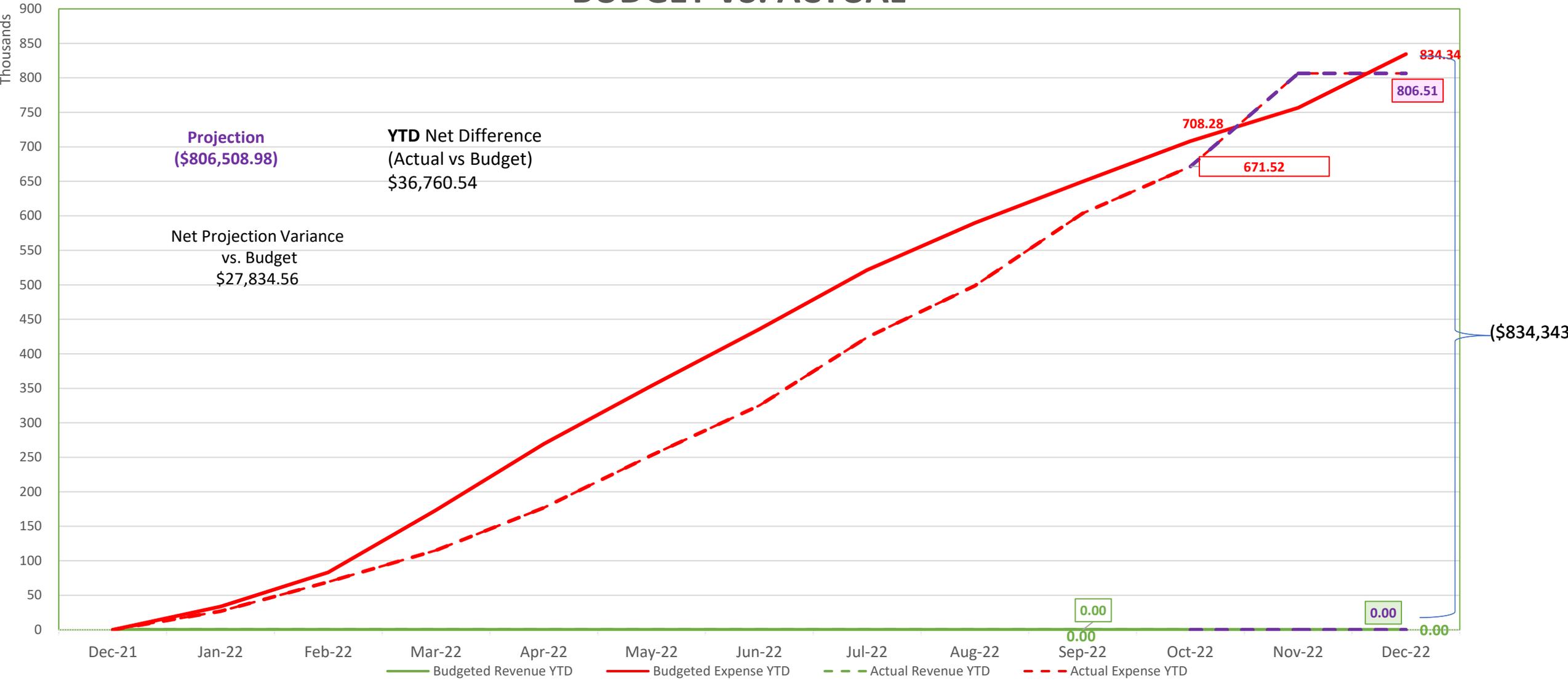
# CENTENNIAL 29-38

## BUDGET VS. ACTUAL



# MAINTENANCE 29-41

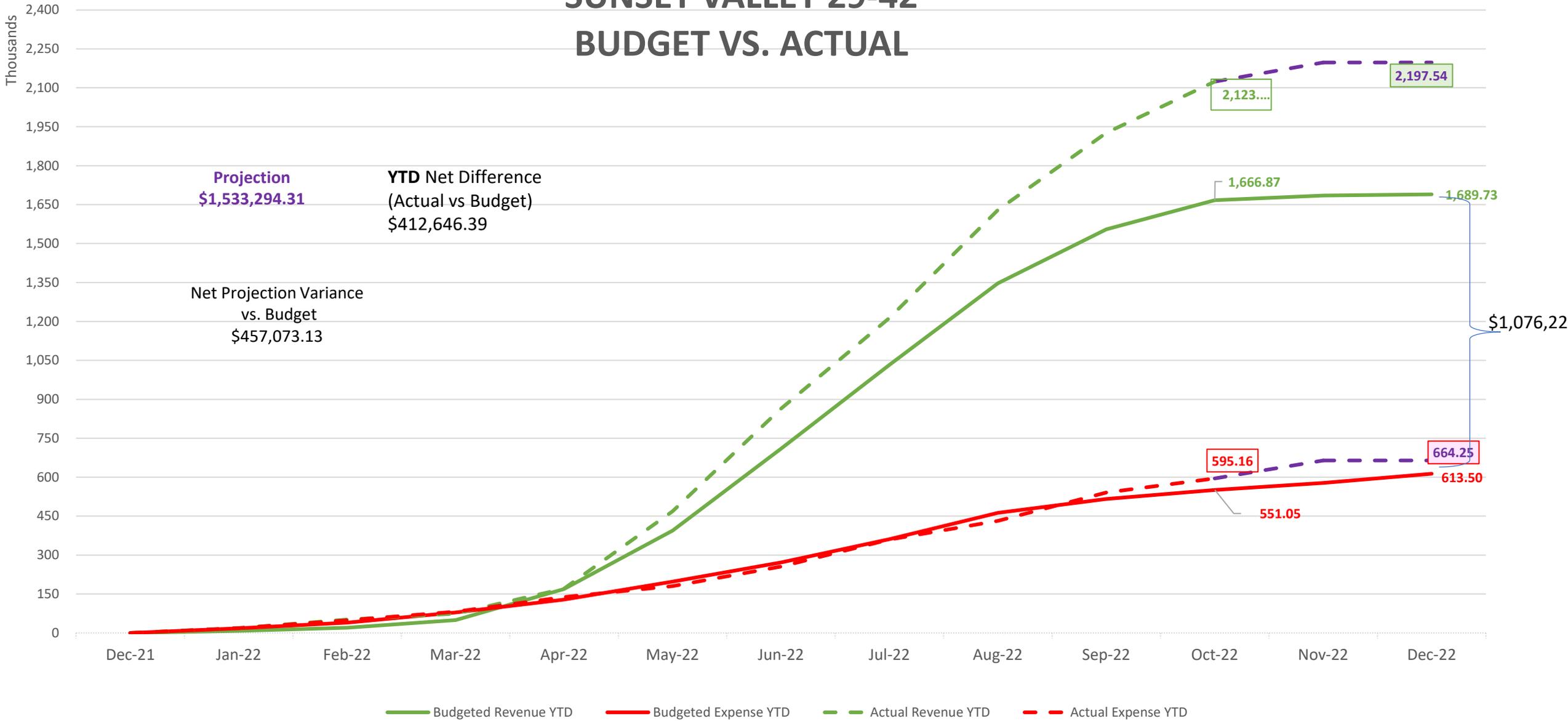
## BUDGET VS. ACTUAL



(\$834,343)

# SUNSET VALLEY 29-42

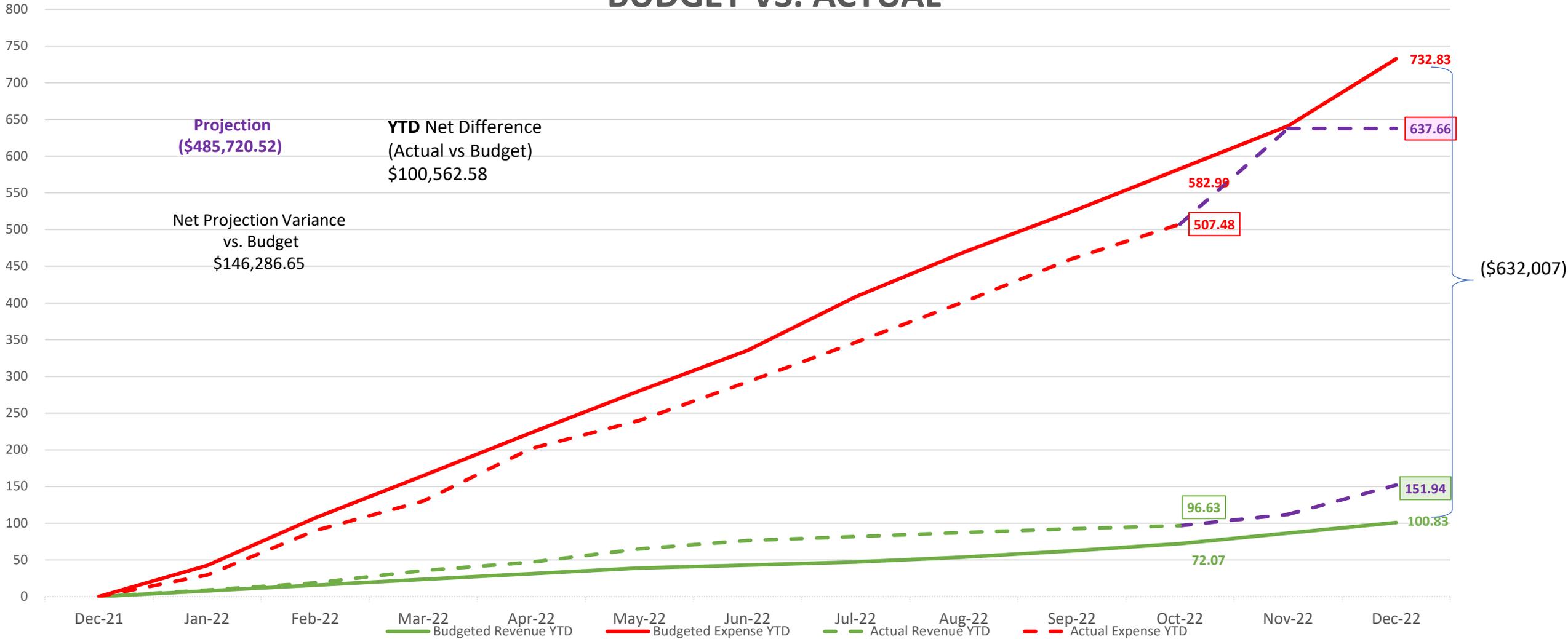
## BUDGET VS. ACTUAL



\$1,076,22

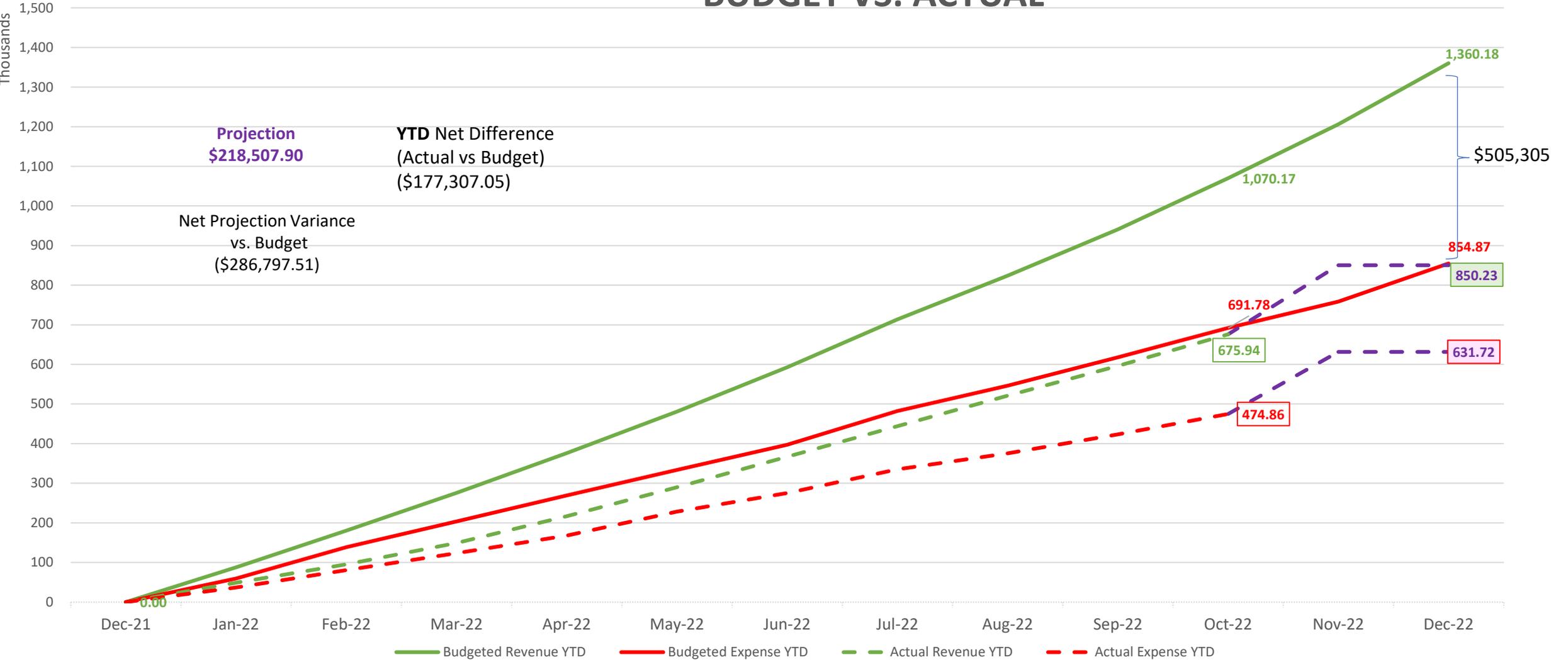
# REC CENTER ADMIN 29-49

## BUDGET VS. ACTUAL



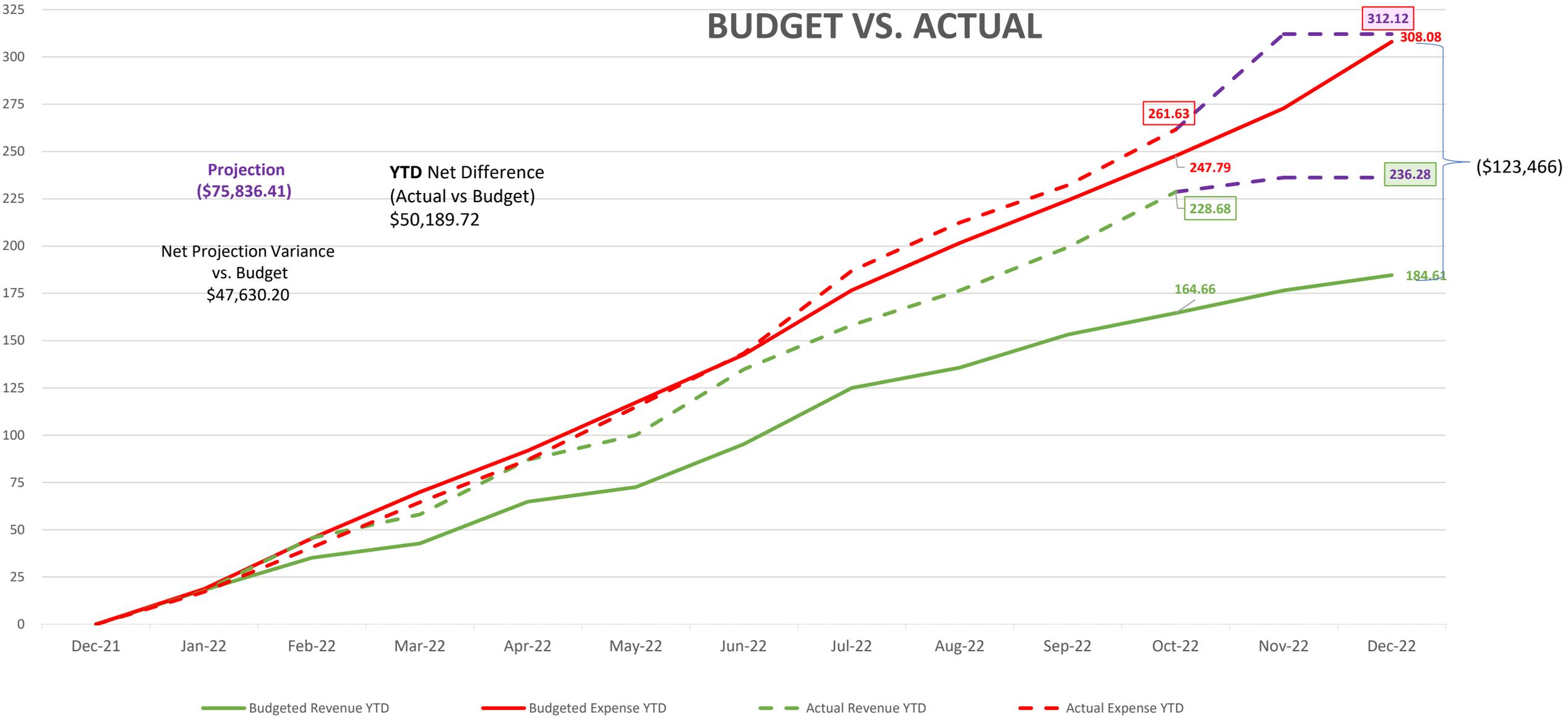
# RECREATION CENTER FITNESS 29-51

## BUDGET VS. ACTUAL



# RECREATION CENTER AQUATICS 29-53

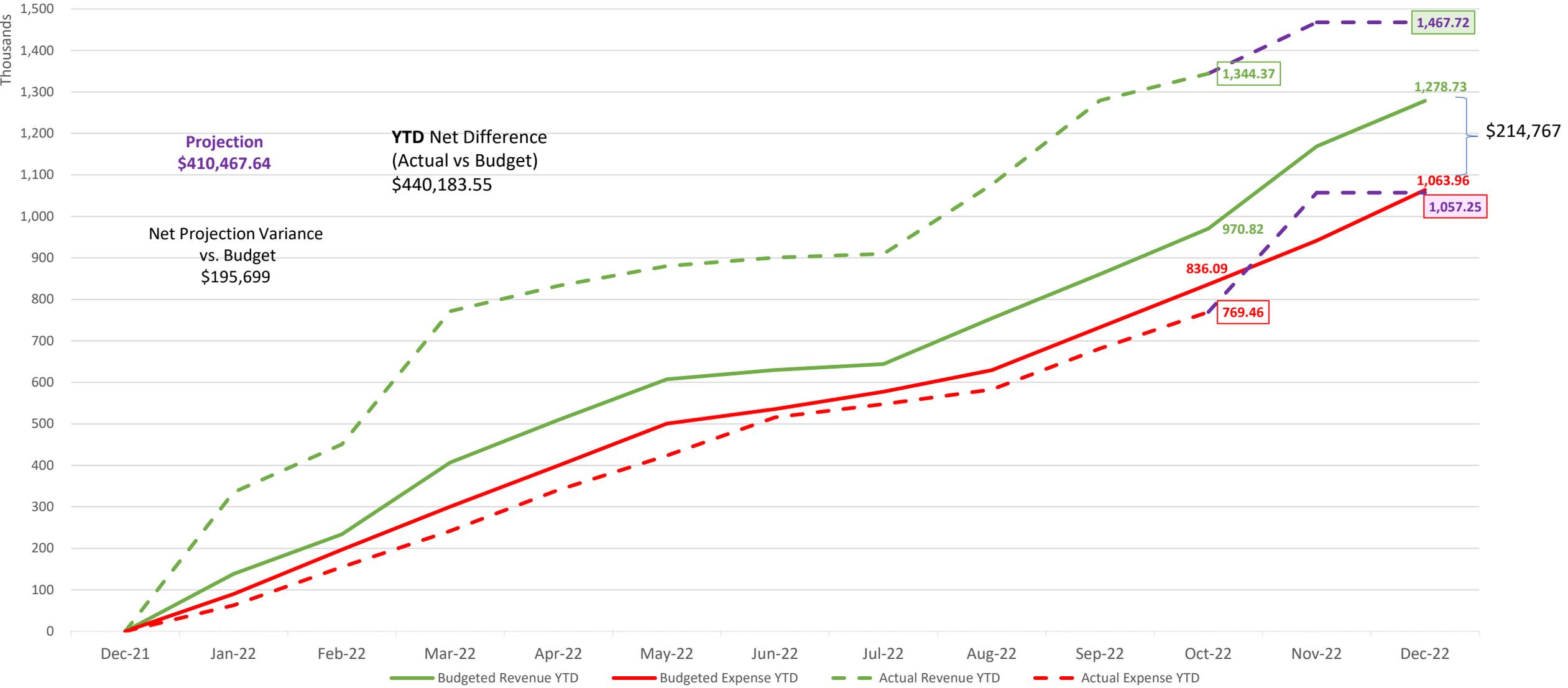
## BUDGET VS. ACTUAL



# INDOOR TENNIS 29-55

## BUDGET VS. ACTUAL

Thousands



**Projection**  
\$410,467.64

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

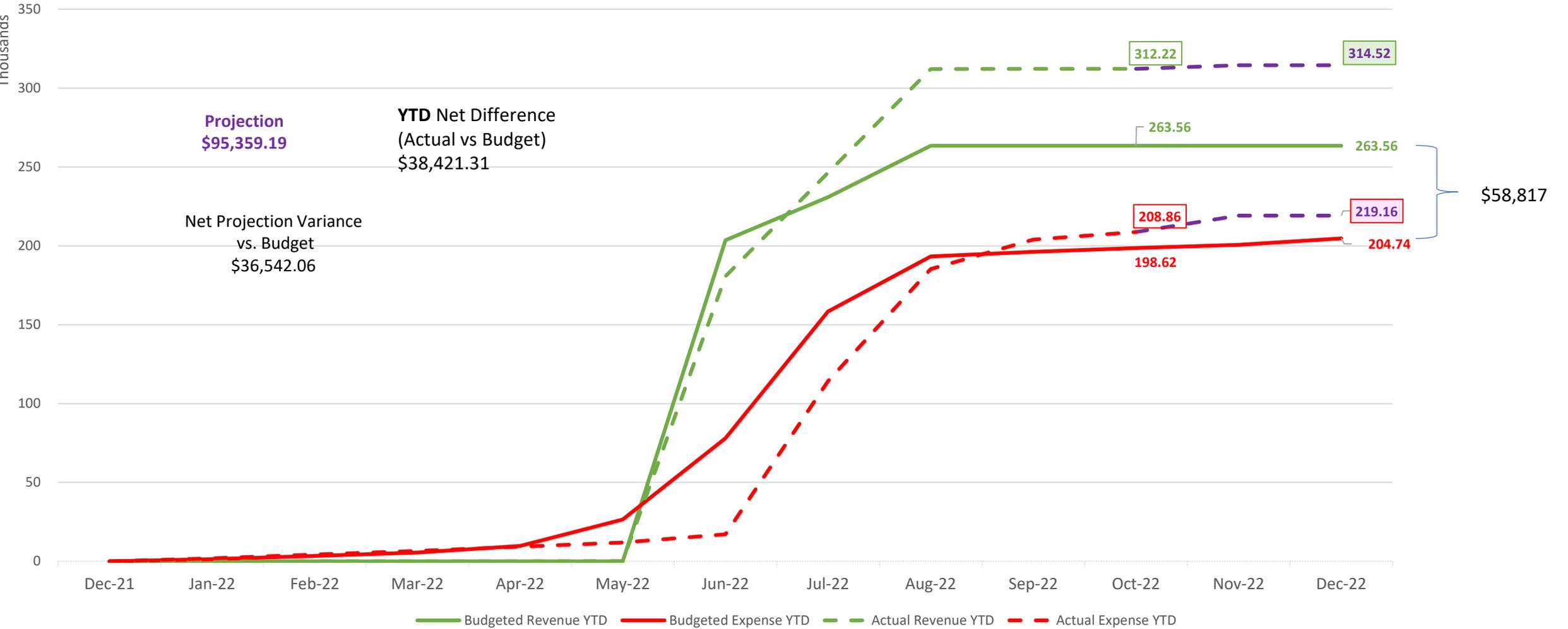
**Net Projection Variance**  
vs. Budget  
\$195,699

\$214,767

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

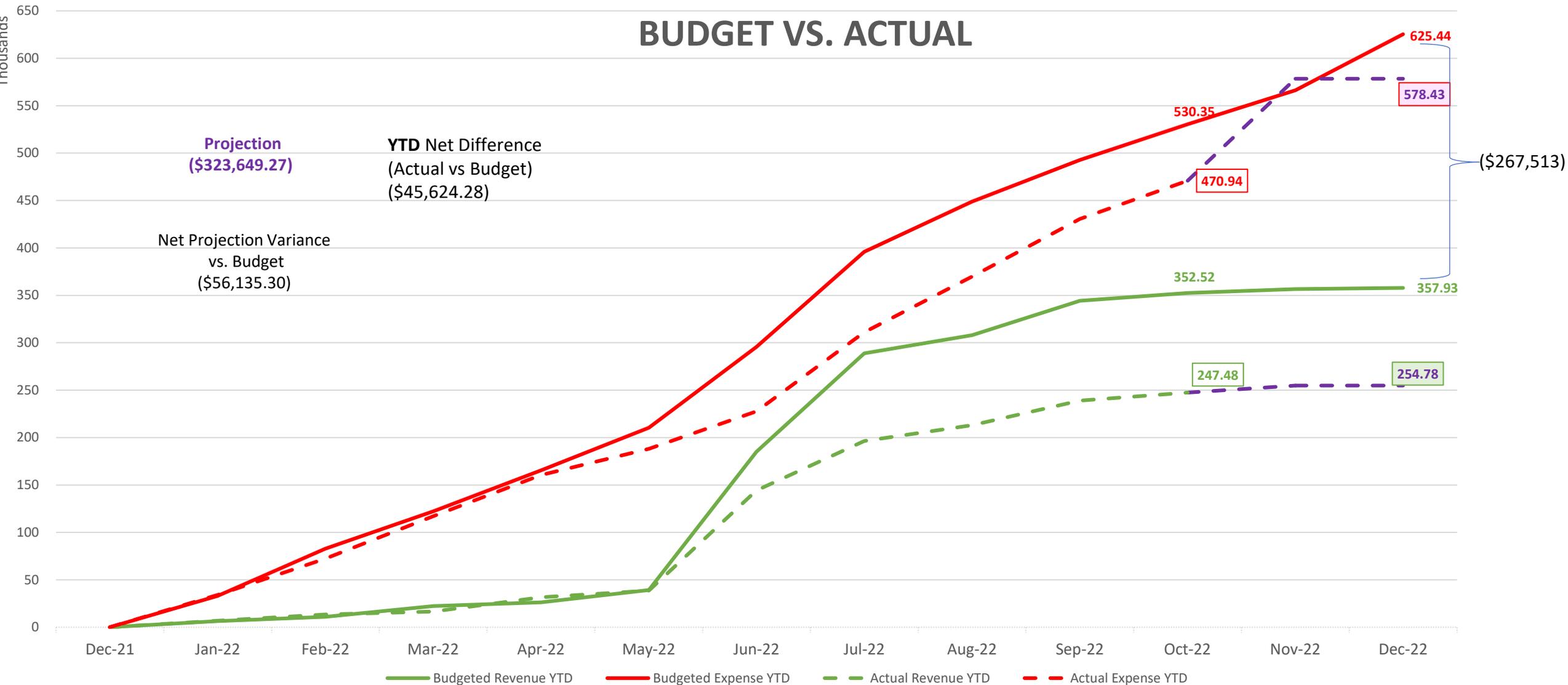
# OUTDOOR TENNIS 29-56

## BUDGET VS. ACTUAL



# HELLER NATURE CENTER 29-61

## BUDGET VS. ACTUAL



**Projection**  
(\$323,649.27)

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

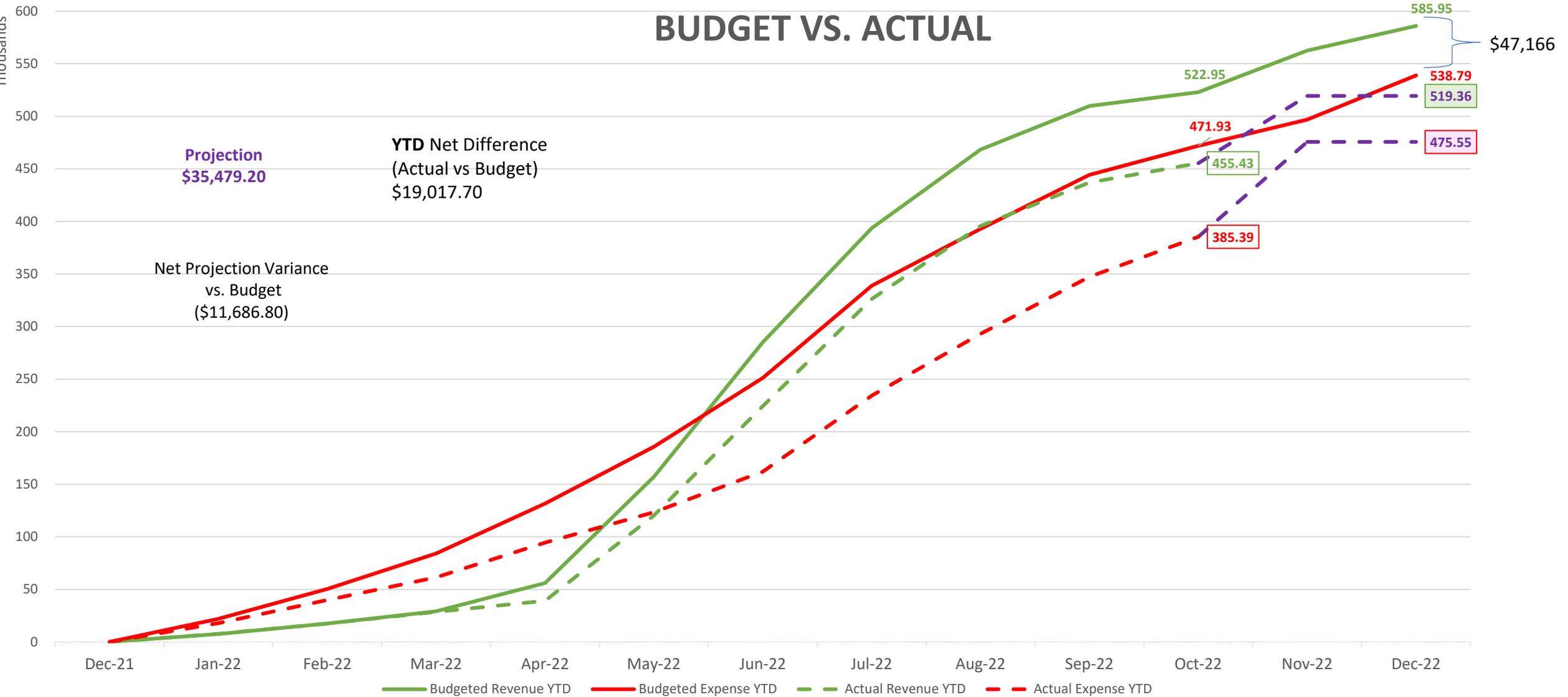
**Net Projection Variance**  
vs. Budget  
(\$56,135.30)

(\$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

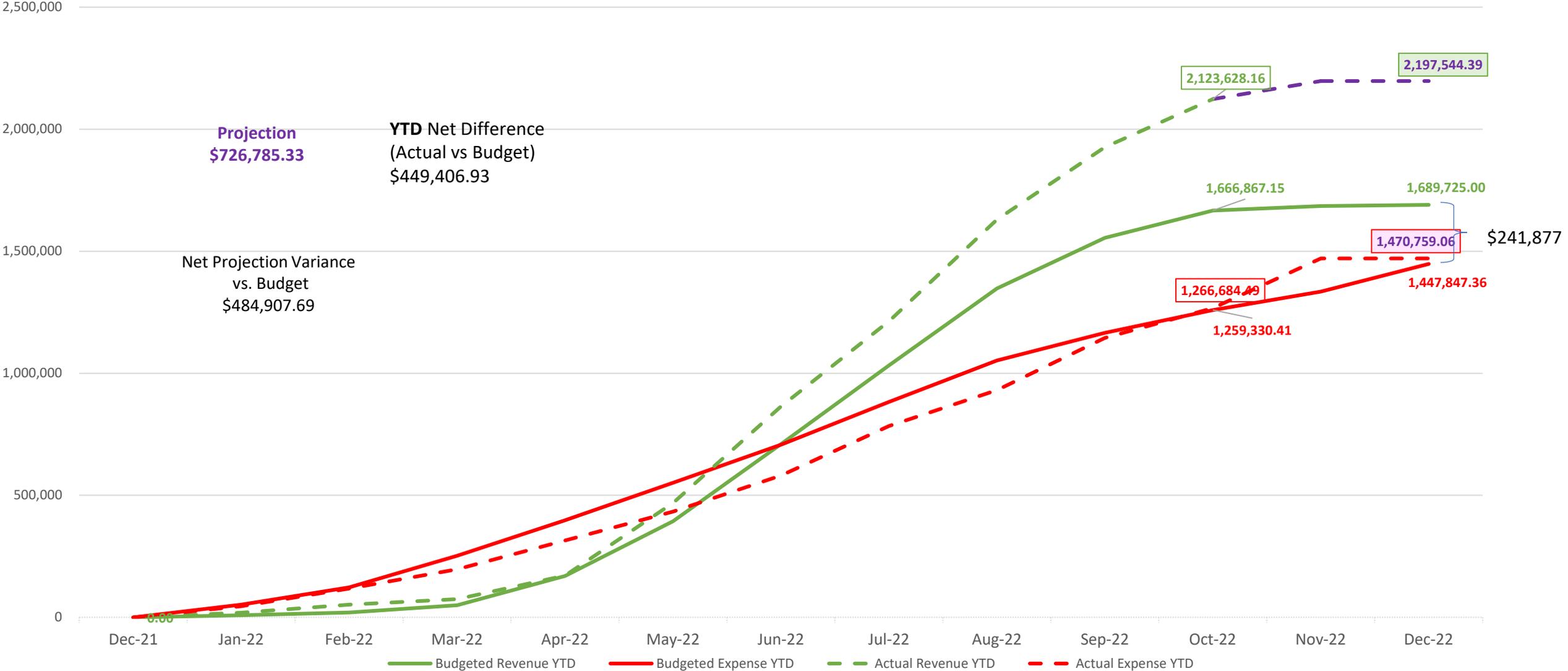
30.57

21.86

19.44

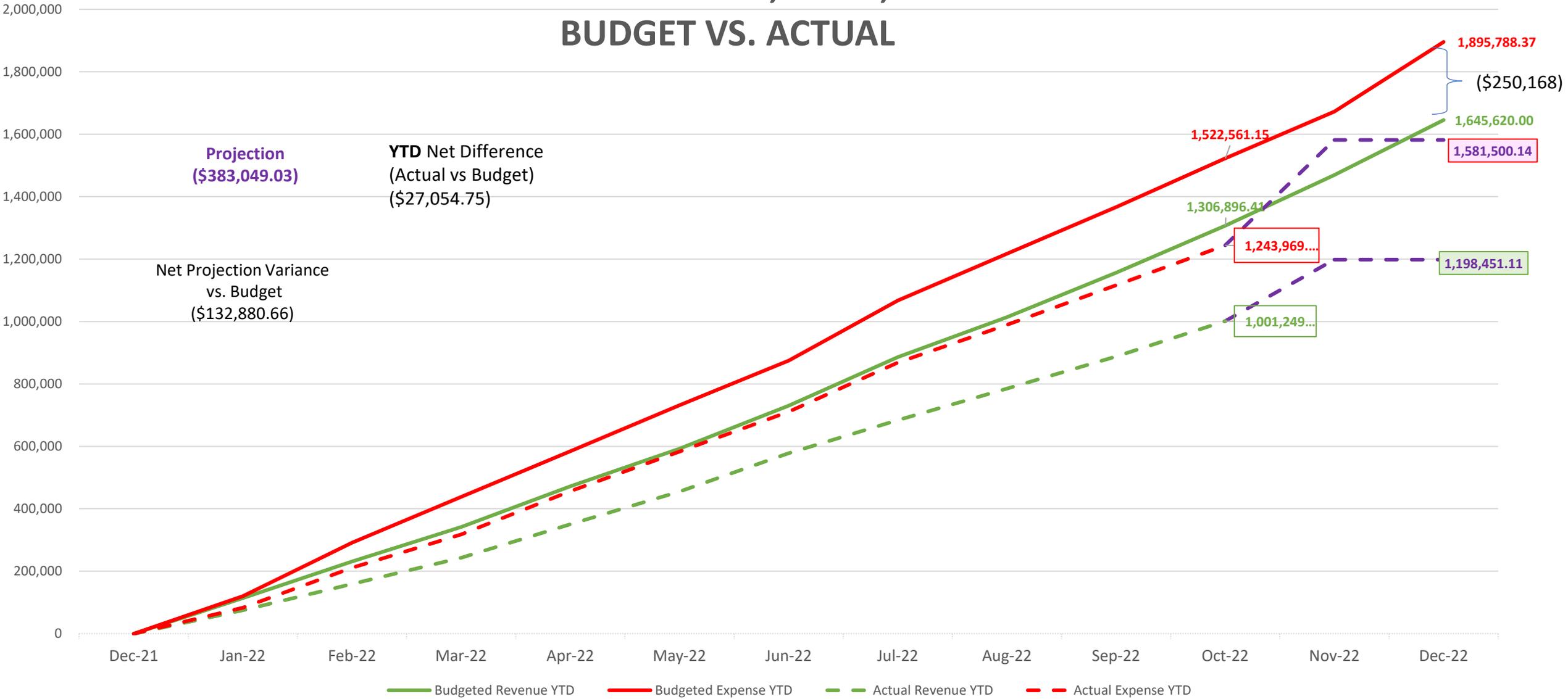
# SUNSET VALLEY 29-41 and 42

## BUDGET VS. ACTUAL



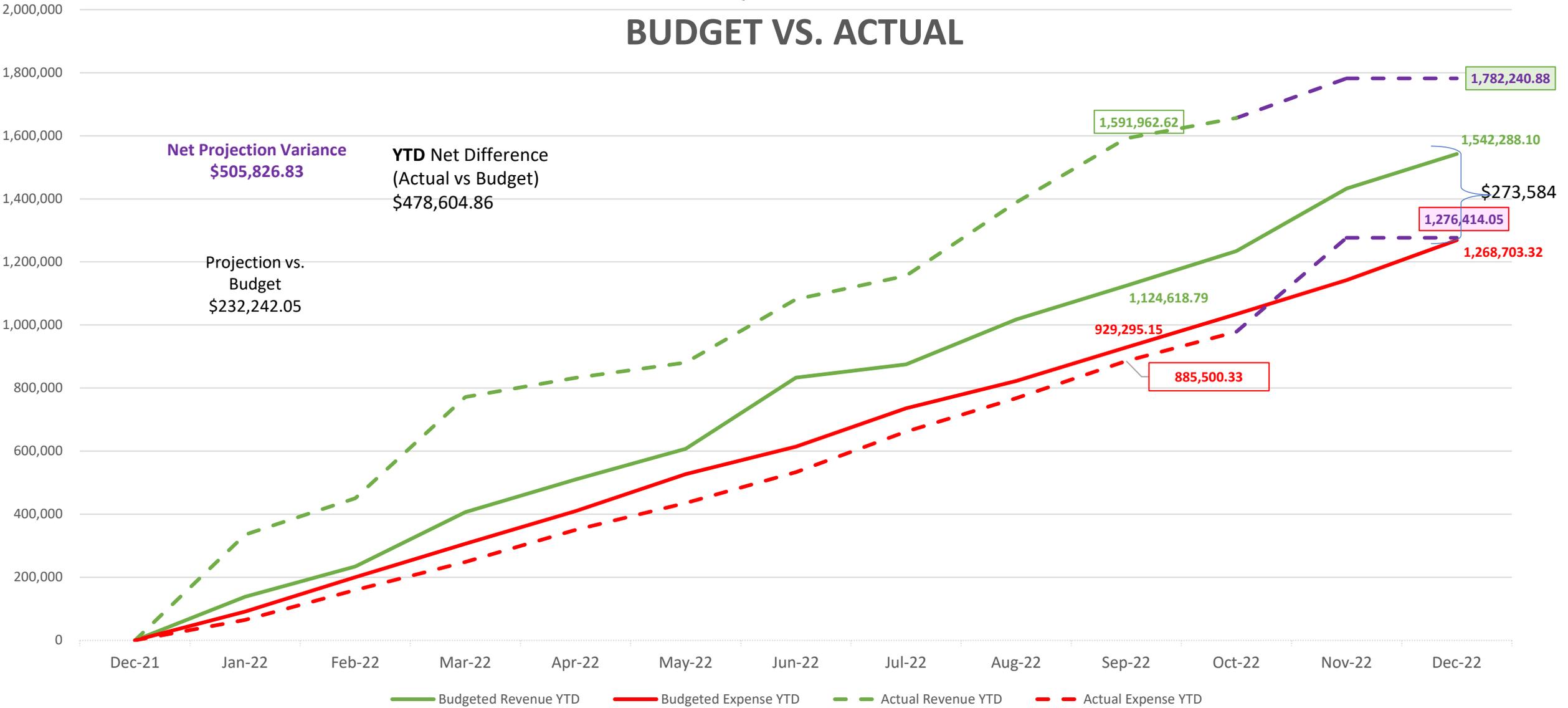
# RECREATION 29-49, 29-51, 29-53

## BUDGET VS. ACTUAL



# DEER CREEK RAQUET CLUB 29-55 and 56

## BUDGET VS. ACTUAL





**2022**

**FINANCIAL  
FORECASTS  
AND  
TREASURER'S  
REPORT**

**10/31/22**

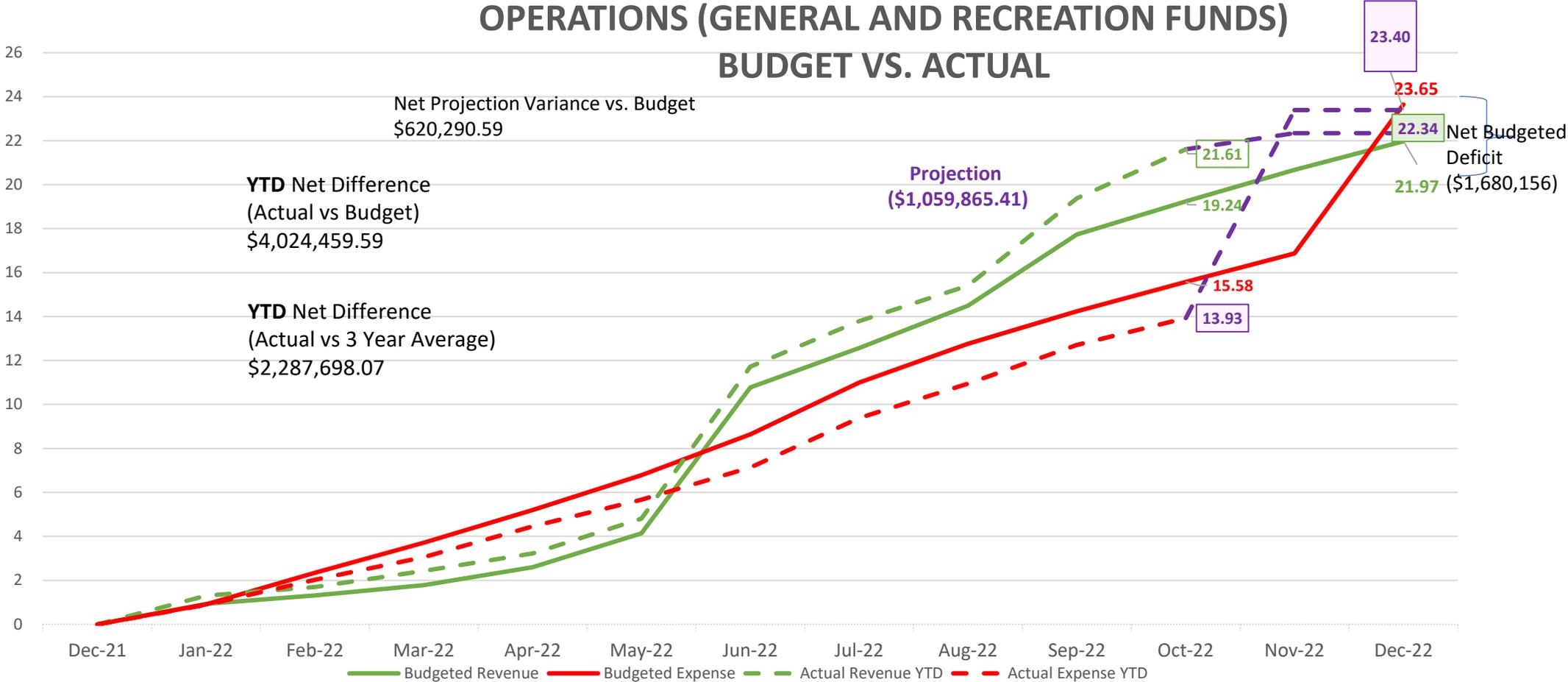
# OPERATIONS (GENERAL AND RECREATION FUNDS)

## 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

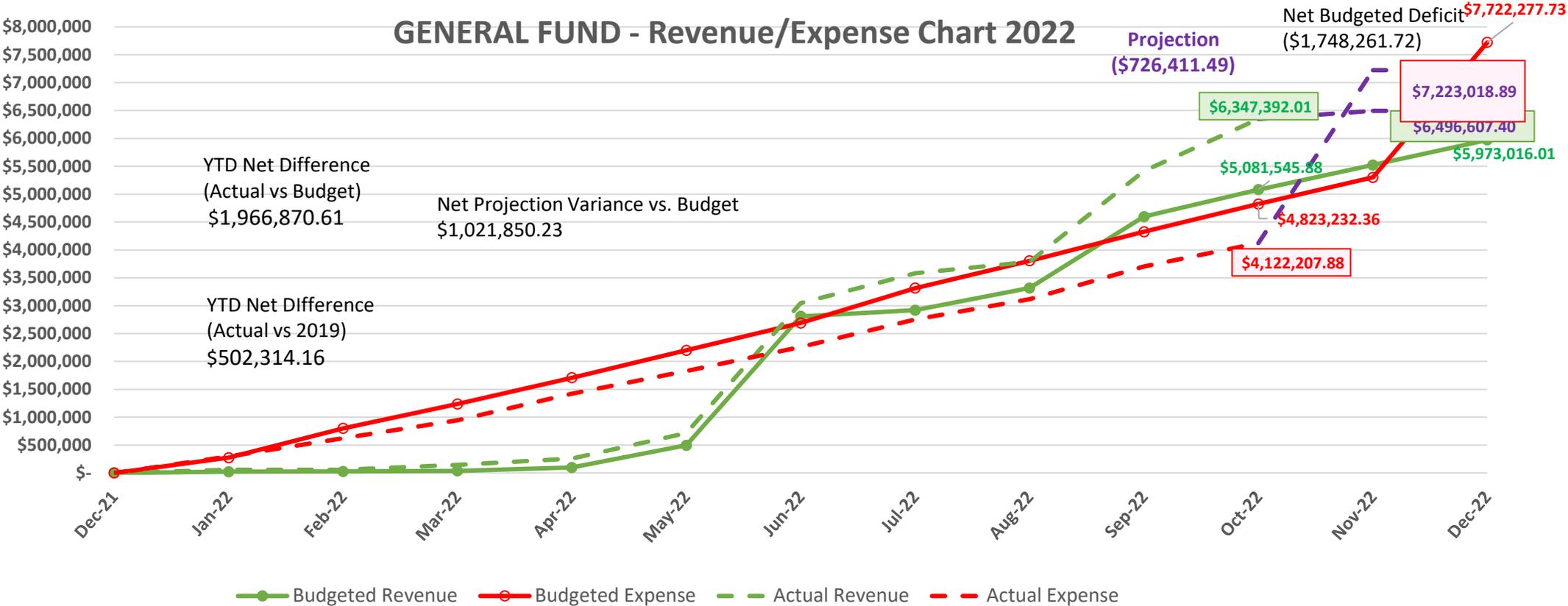
# Actuals 10/31/22

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



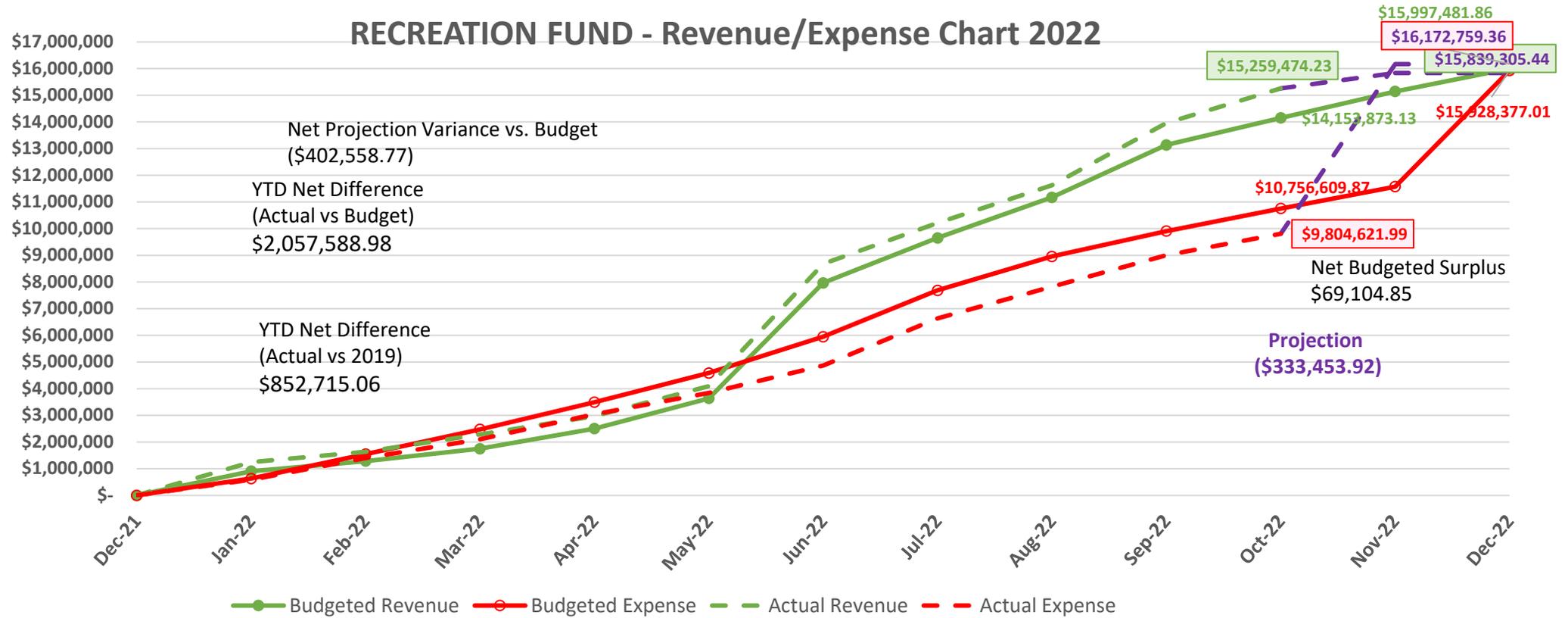
<b>Budgeted Revenue</b>	0.00	926,937.56	1,307,687.64	1,783,973.15	2,598,120.70	4,132,368.39	10,775,670.25	12,569,491.39	14,493,255.18	17,736,382.22	19,235,419.01	20,669,391.83	21,970,497.87
<b>Budgeted Expense</b>	0.00	905,910.94	2,342,543.28	3,708,238.26	5,200,385.79	6,786,169.01	8,638,415.76	11,002,609.51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

# Actuals 10/31/22



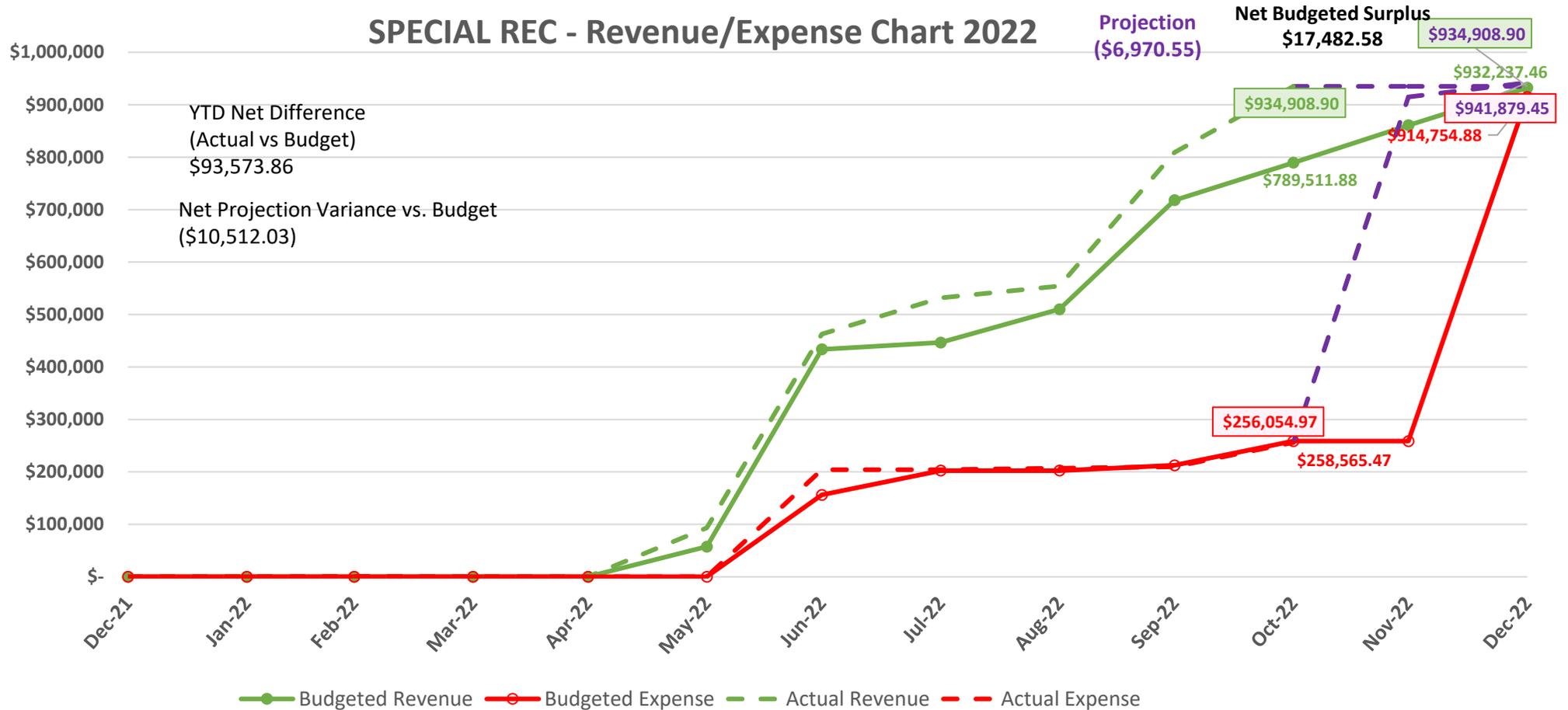
<b>Budgeted Revenue</b>	-	22,966.67	26,847.38	37,788.99	98,114.44	496,621.28	2,808,701.68	2,919,106.96	3,317,110.04	4,596,819.02	5,081,545.88	5,523,117.79	5,973,016.01
<b>Budgeted Expense</b>	-	275,347.16	798,791.52	1,236,422.04	1,708,504.66	2,199,381.25	2,689,487.43	3,314,156.79	3,805,645.92	4,326,474.89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

# Actuals 10/31/22



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

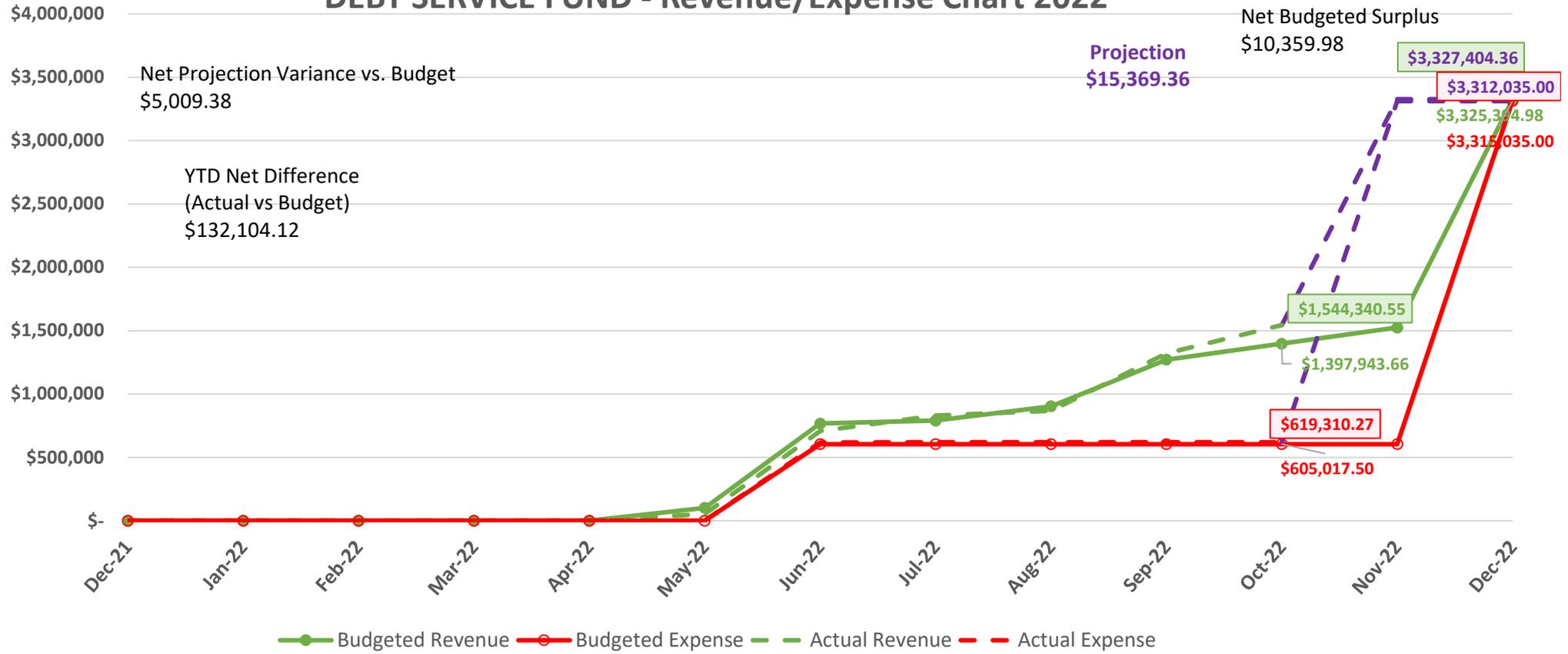
# Actuals 10/31/22



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

# Actuals 10/31/22

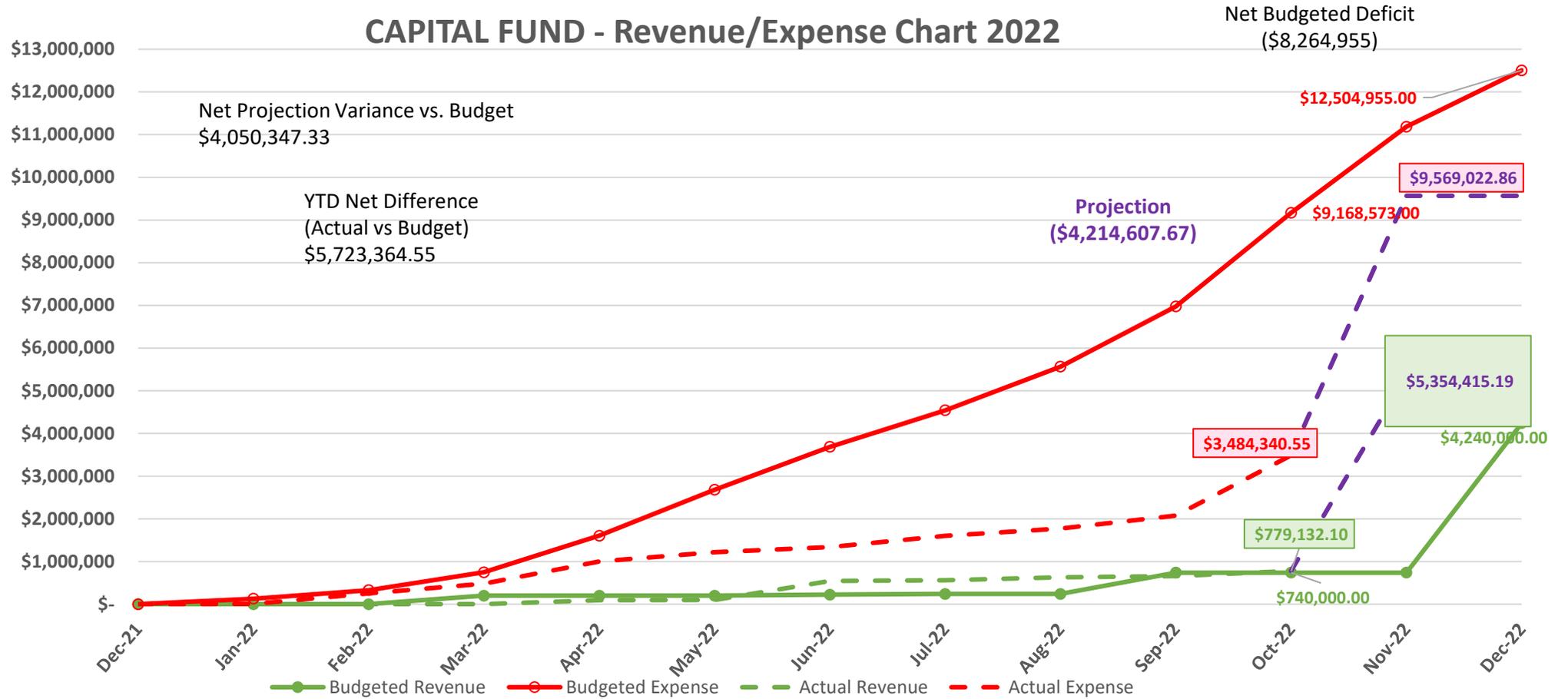
## DEBT SERVICE FUND - Revenue/Expense Chart 2022



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

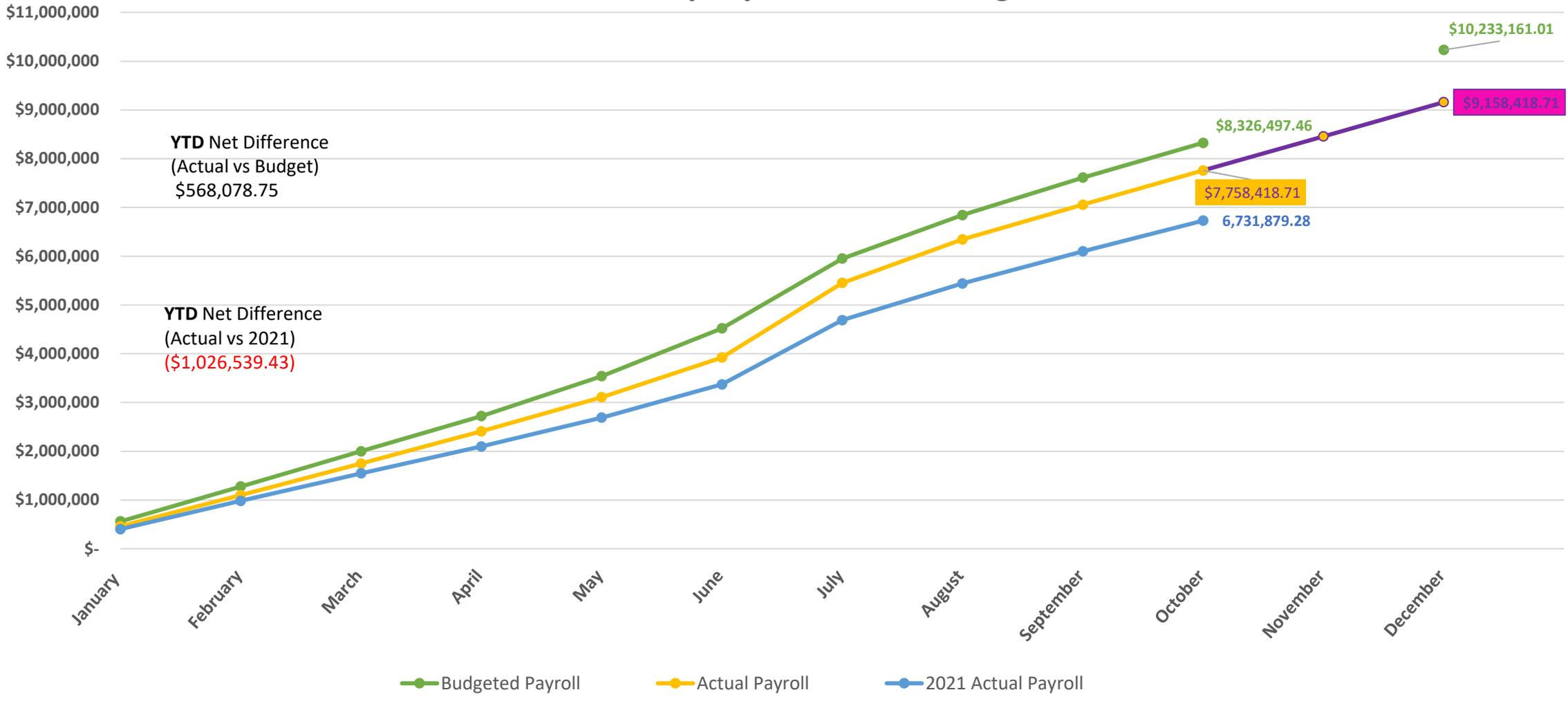
# Actuals 10/31/22

## CAPITAL FUND - Revenue/Expense Chart 2022



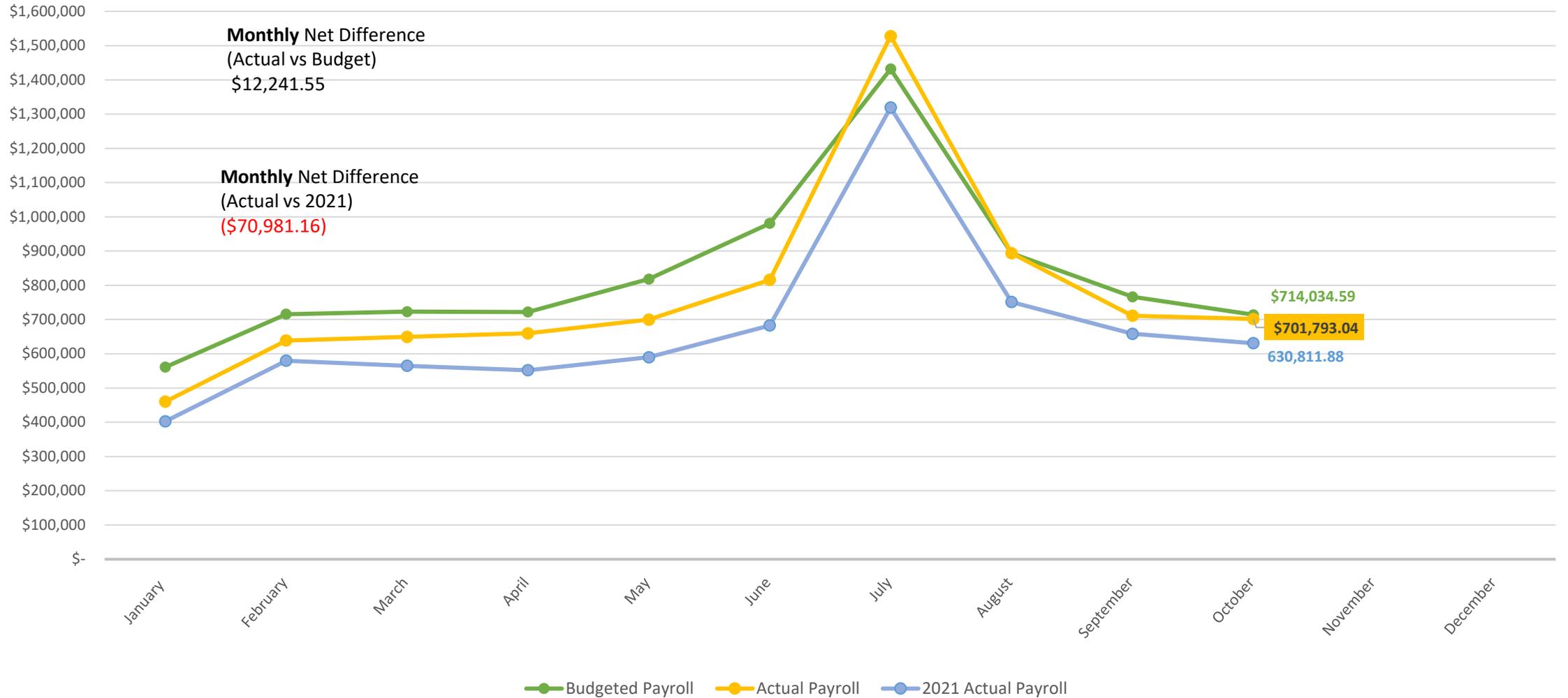
<b>Budgeted Revenue</b>	-	0.00	0.00	200,000.00	200,000.00	200,000.00	225,000.00	240,000.00	240,000.00	740,000.00	740,000.00	740,000.00	2,155,172.43
<b>Budgeted Expense</b>	-	128,698.50	328,241.65	749,284.80	1,604,433.95	2,681,822.10	3,686,939.00	4,542,401.50	5,564,464.00	6,976,276.50	9,168,573.00	11,186,329.50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

# Cummulative Monthly Payroll Actual vs Budget



<b>Total Payroll (Budget)</b>	560,918.94	1,276,670.82	1,999,791.99	2,722,080.31	3,540,157.47	4,521,044.02	5,952,786.81	6,845,937.22	7,612,462.87	8,326,497.46		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
<b>Total Payroll (Actual)</b>	460,060.18	1,098,857.90	1,748,357.69	2,408,081.25	3,107,994.37	3,923,848.46	5,451,824.29	6,345,379.90	7,056,625.67	7,758,418.71	8,458,418.71	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					
<b>2021 Total Payroll (Actual)</b>	402,593.11	982,458.29	1,547,514.62	2,099,438.87	2,689,406.93	3,372,084.28	4,691,374.31	5,442,600.15	6,101,067.40	6,731,879.28		

# NON CUMMULATIVE MONTHLY PAYROLL ACTUAL VS BUDGET



● Budgeted Payroll   
 ● Actual Payroll   
 ● 2021 Actual Payroll

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					
<b>Total Payroll (Actual)</b>	<b>460,060.18</b>	<b>638,797.72</b>	<b>649,499.79</b>	<b>659,723.56</b>	<b>699,913.12</b>	<b>815,854.09</b>	<b>1,527,975.83</b>	<b>893,555.61</b>	<b>711,245.77</b>	<b>701,793.04</b>	-	-
<b>Budgeted Payroll</b>	<b>560,918.94</b>	<b>715,751.88</b>	<b>723,121.17</b>	<b>722,288.32</b>	<b>818,077.16</b>	<b>980,886.55</b>	<b>1,431,742.79</b>	<b>893,150.41</b>	<b>766,525.65</b>	<b>714,034.59</b>	-	-
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					
<b>Total Payroll (Actual)</b>	<b>402,593.11</b>	<b>579,865.18</b>	<b>565,056.33</b>	<b>551,924.25</b>	<b>589,968.03</b>	<b>682,677.35</b>	<b>1,319,290.03</b>	<b>751,225.84</b>	<b>658,467.25</b>	<b>630,811.88</b>	-	-



# Memorandum

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

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## **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

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### 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
<b>Daily Court Rentals (Hours)</b>			
Tennis	131.75	117.5	134
Racquetball	14	16	45.5
<b>Private Lessons (Hours)</b>	298	288	287.75
<b>Drop-Ins</b>	0	145	166
<b>Memberships</b>	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
<b>Daily Drop-in Fees</b>			
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
<b>Punches Passes Sold</b>			
Public and Adult Skate	<i>Not available at this time</i>		0
Freestyle	<i>Not available at this time</i>		0
Skate Rental	<i>Not available at this time</i>		0
<b>Facility Rentals Total Hours</b>	<b>208.14</b>	<b>199.13</b>	<b>0</b>

### News & Events

- Ice was taken out the end of May for regular ice maintenance when an issue was discovered and therefore, we did not have any ice throughout 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
<b>Personal Training Revenue</b>	<b>\$16,508</b>	<b>\$24,500.00</b>	<b>\$20,618.55</b>
Private Swim Lesson Participation	84	110	135
Private Swim Lesson Sales (Units)	70	45	57
<b>Private Swim Lesson Revenue</b>	<b>\$5,018.75</b>	<b>\$3,236.98</b>	<b>\$8,860</b>

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
<b>Total Members</b>	<b>1,033</b>	<b>2,052</b>	<b>1,325</b>

## **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
<b>Heller Nature Center</b>			
Participants / Programs	456/28		361/22
<b>Rosewood Interpretive Center</b>			
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
<b>Golf Shop Sales</b>			
Golf Balls	373	340	518
Accessories	126	110	193
<b>Total Sales</b>	<b>499</b>	<b>450</b>	<b>711</b>
<b>Golf Rentals</b>			
Carts	1,983	1,240	2,079
<b>Golf Greens Fees</b>			
Resident	1,286		1,179
Nonresident	1,857		2,200
Outing/Tournaments	144		0
Other	0		0
<b>Total Green Fees</b>	<b>3,287</b>	<b>2,068</b>	<b>3,379</b>
<b>Misc. Sales</b>			
Sapphire Club	0	0	0
Permanent Tee Time	0	0	0
<b>Total Misc. Sales</b>	<b>0</b>	<b>0</b>	<b>0</b>

### Upcoming Events

- 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	
<b>Totals</b>	<b>16,992</b>	<b>20,922</b>	<b>13,063</b>

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

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

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

*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
<b>Total YTD Subsidy</b>	<b>\$50,477.13</b>	<b>\$100,000.00</b>	<b>\$67,666.54</b>
<b>Households</b>			
100% Subsidy YTD	40		49
50% Subsidy YTD	4		5
<b>Total YTD</b>	<b>44</b>		<b>54</b>

### News & Events:

- 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 Hill 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 KID'S 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 [wdparks.com](http://wdparks.com)

**FREE DAY OF GOLF!**  
Wed., Oct 12

**Wadsworth** SUNSET VALLEY GOLF CLUB

**IT ALL STARTS HERE**  
Reach your goals and improve your lifestyle.

**FITNESS JOURNAL**  
Start your fitness journey today!

**save the DATE**

**Winter Registration BEGINS NOV 9**

**Dog Training Programs**  
Second Session Begins Nov 5



**Recreation Center of Highland Park**

Join us for a fun-filled day of activities and games. Register now!

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

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