### PROSPECT HEIGHTS PARK DISTRICT

## BOARD REPORT

MAY 15, 2018

#### **PUBLIC NOTICE**

# Prospect Heights Park District Agenda for the May 15, 2018 Regular Board Meeting Gary Morava Recreation Center 110 W Camp McDonald Road, Prospect Heights, IL 60070

I.	Call to Order – 7:00 p.m.
	A. Roll Call
	B. Pledge of Allegiance
II.	Corrections/Additions/Approval of Agenda
III.	Correspondence
	A. IAPD PowerPlay! Beyond School Grant Award Letter dated 03/15/18
	B. Betsy Ross School Student Petition to Change the Safety Break Time
	C. PDRMA Annual Report
IV.	Recognition/Welcome
	A. Residents
	B. Guests
V.	<u>Presentation</u>
	A. 2017 Knutte & Associates Audit Presentation/Approval
VI.	Approval of Minutes
	A. Regular Board Meeting – March 20, 2018
VII.	Announcements (Meetings)
	A. Committee of the Whole - May 24, 2018 4:00 p.m. Parks Tour Starts at OOCC
	B. Regular Board Meeting - June 19, 2018 7:00 p.m. GMRC
VIII.	Park District Treasurer's Report
IX.	Business Manager Report
Χ.	Attorney's Report
	Legal Matter
XI.	Administrative / Operational Summary
	A. Executive Director
	B. Superintendent of Recreation
	C. Superintendent of Facilities and Parks
	D. Director of Golf Operations
	E. Superintendent of Greens
	F. Administrative/Operational Updates
XII.	Committees of the Board
XIII.	Public Comment
	Completion of Resident Comment Form required prior to Call to Order. Submit to Executive
	Director.
XIV.	Unfinished/Ongoing Business
	A. Food, Beverage & Banquet Service at Old Orchard Country Club
XV.	New Business

- A. Nomination and Election of Officers
  - 1. Park Board President
  - 2. Park Board Vice President
  - 3. Park Board Treasurer
  - 4. Park Board Secretary
- B. Park District Appointments June 2018-May 2019
  - 1. Representative to NWSRA Board
  - 2. Recording Secretary

- C. Committees of the Board Selection
  - 1. Committee of the Whole
  - 2. Finance Committee
  - 3. OOCC Programs, Facilities Grounds & Maintenance Committee
  - 4. Personnel & Planning Committee
  - 5. Policy & Procedure Committee
  - 6. Recreation Facilities, Parks & Maintenance Committee
  - 7. Recreation Programs & Resident Relations Committee

#### XVI. <u>Adjournment</u>

Note 1: Meeting Location - Gary Morava Recreation Center, 110 W Camp McDonald Road, Prospect Heights, IL

Note 2: If you would like to attend a Park Board meeting but require an auxiliary aid, such as a sign language interpreter, please contact the Executive Director, 847-394-2848, at least 72 hours prior to the scheduled meeting.

Our mission is to enhance the quality of life for all residents of the District through the development and maintenance of park lands and facilities utilizing available resources, as well as to promote community involvement through a variety of recreation programs, educational opportunities and special events.

March 15, 2018



Julie Caporusso Superintendent of Recreation Prospect Heights Park District 110 W Camp McDonald Road Prospect Heights, Illinois 60070

Dear Julie,

Congratulations! On behalf of IAPD and the grant committee, I am happy to inform you that your agency has been chosen to receive a PowerPlay! Beyond School Grant for your **PowerPlay Partners, Before and After School Program**. This year, IAPD is awarding a total of \$31,000 in PowerPlay! grants to member agencies.

Please find enclosed a check in the amount of \$1,000, a flash drive that contains the grant manual and a Park District Youth License Plate marketing kit that contains ready-to-use print advertisements, web advertisements, and radio and television public service announcements that you can use to publicize the license plate.

We need and rely on your agency's assistance with promoting this one-of-a-kind license plate as an important component of this program. Without continued funding from sales and subsequent renewals of the Park District Youth License Plate, the PowerPlay! Beyond School Grant Program would cease to exist.

Thank you for making a difference in your community. We look forward to receiving success stories about your beyond school program.

Best personal regards,

Peter M. Murphy, Esq. CAE, IOM

President/CEO

enclosures

c: Christina Ferraro



#### PROSPECT HEIGHTS PARK DISTRICT

(847) 394-2848 Fax (847) 394-7799

110 W. Camp McDonald Road, Prospect Heights, Illinois 60070

TO:

**Carter Steffey** 

FROM:

Christina Ferraro, Executive Director

DATE:

April 10, 2018

RE:

Petition to change the safety break time

I received the petition about changing the safety break time. During open swim hours there are 10 minute breaks when those 17 years and younger must exit the water. This is for safety reasons.

The break encourages children to take breaks while swimming. It also gives lifeguards a break from watching the water for long periods of time. Taking time out of the water allows children to rest, reapply sunscreen, use the restroom, get a snack and rehydrate. The lifeguards need to get out of the sun for these breaks too. Unfortunately we cannot afford to have more lifeguards on shifts so we have 10 minute breaks instead.

Your petition indicated you wanted to change the safety breaks to 10 minutes. These breaks are currently 10 minutes. I know that seems like longer when you are having fun in the water.

I hope you enjoy your summer and I hope to see you at the pool this year. I have enclosed a pass for you and each of your classmates to join us for an afternoon at the pool at no cost.

Thank you.

Our class recently read a story about a group of children who started a petition to keep their park open later. The story inspired the children to write their own petitions regarding things they are thinking about and would like to see changed. We hope you will take a minute to read their petitions and perhaps respond when you have a free moment. Thank you for your time and consideration.

Room 108 Betsy Ross School Ms. Walsh's Class

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	Petitoin: Character Staffey  From: Carter Staffey
'	We want to change the safety broke time to 10 minutes.
	Pecole get really and of they wait a long time.
	There aren't and other open work to there is nothing to do.
	So there is nothing to do.
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#### **SIGNATURES**

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5	bea 1
6	Elliott
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8	Shim On
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	Lexi
11	MG. BAUS
	Pean
	Luke
14	Markenrie
	Jana German
	t n98(d
17	
18	Julia
19	Carter
20	Nicole



160 MEMBERS

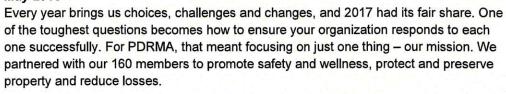
MISSION

ANNUAL REPORT 2017



## Managing Risks, Promoting Wellness Prospect Heights Park District

#### May 2018



Throughout last year, that partnership demonstrated the impact that following one mission can have when it guides making a choice, answering a challenge or determining a change.

Please share this letter and our annual report – available online and as a hard copy upon request – with your management staff and agency board members.

#### **Risk Management Services**

PDRMA's Risk Management Consultants offer expert guidance to help your agency prevent losses and provide a safe environment for patrons of every age to enjoy. Their expertise is on-site, in-depth and provided at no extra cost to PDRMA members.

While it is impossible to measure the savings associated with avoiding or minimizing losses, it is undoubtedly significant. Your agency was actively involved in preventing loss through the Loss Control Review (LCR) and *your agency's most recent LCR score was:* 98.55%

In addition, your agency has been awarded PDRMA's highest honor for achievement in loss control — Accreditation.

Over the past two years, we awarded your agency \$3000 in total cash incentives in recognition of your loss control efforts.

#### **Education and Training**

While other organizations offer generalized training programs, PDRMA provides members with a broad range of hands-on and online industry-tailored educational programs that help members manage risks and promote wellness for employees and patrons alike.

Number of your agency's staff who participated in PDRMA's education and training programs in the past two years: 103





#### Managing Risks, Promoting Wellness

Prospect Heights Park District

#### **Legal Consultation**

Members rely on advice and practical solutions provided by our in-house counsel to help them avoid costly legal problems. In 2017, PDRMA's counsel offered expert guidance at no additional cost to members through email; our Human Resource and Employment Liability Program (HELP) and nearly 650 HELPline calls.

Number of calls your staff made to the HELPline in the past two years: 1

#### **Promoting Wellness**

In 2017, **PATH** (Positive Activities Toward Health) employee participation levels increased to 74 percent – just 1 percent shy of PDRMA's goal of 75-percent participation by eligible employees.

Filling out a Personal Health Assessment questionnaire and attending a biometric screening event (or submitting biometric results via a Physician Screening Form) helps PATH recommend the most appropriate activities, workshops, coaching support and challenges to keep pariticpants engaged and active throughout the year. Employees earned points for completing activities up to an annual maximum of 400, which translates to equivalent incentive dollars at the end of the program year.

#### **Rate Stabilization**

Year after year, PDRMA's philosophy of focusing on long-term sustainability and financial stability provides members with a variety of ways to successfully manage risks and promote wellness within the framework of stable rates. In 2016 and 2017, PDRMA lowered Property/Casualty Program members' total contributions by \$4.60 million, combined, through use of the rate stabilization fund.

Amount of rate stabilization used on your agency's behalf in the past two years: \$16,662.41

Although the total value of managing your risks and promoting wellness is impossible to fully quantify, one thing is certain: The strength of PDRMA membership, combined with our innovative and industry-specific offerings, creates a bottom line that goes beyond just a number to help you effectively manage risks and promote wellness for your agency, employees and patrons.



## PROPERTY/CASUALTY PROGRAM

Understanding the many different needs and challenges of members in 2017 kept PDRMA focused on making the right choices to provide the coverage members rely on to promote safety and wellness and to protect and preserve property. Although changes do not occur every year, we review our coverages and limits annually to ensure we're fulfilling our mission and providing comprehensive coverage at a competitive price.



# COVERAGE OVERVIEW PROPERTY/CASUALTY PROGRAM

#### LIABILITY

- \$21.5 million per occurrence limit.
- Includes general liability, auto liability, public officials' errors and omissions, employment practices and employee benefits.

#### **PROPERTY**

- \$1 billion per occurrence limit.
- Coverage includes buildings, watercraft, athletic fields, contents, animals, fine arts, vehicles, tees and
  greens, business interruption, mobile equipment, landscaping, service interruption, errors and omissions,
  course of construction and terrorism.
- \$100 million per occurrence boiler/machinery limit.
- \$2 million per occurrence fidelity and crime limit.

#### WORKERS' COMPENSATION

- · Statutory limits.
- \$21.5 million employer's liability limits.

#### POLLUTION LIABILITY

- · Liability coverage for bodily injury and property damage.
- · Property coverage for cleanup costs.
- \$5 million per occurrence limit.
- \$30 million three-year aggregate limit.

#### INFORMATION SECURITY AND PRIVACY

• Includes cyber liability, privacy notification costs, data protection and business interruption.

#### OUTBREAK EXPENSE

 \$15,000 per-day coverage for facility closure by a public health official due to contagion or communicable disease.

#### VOLUNTEER MEDICAL ACCIDENT

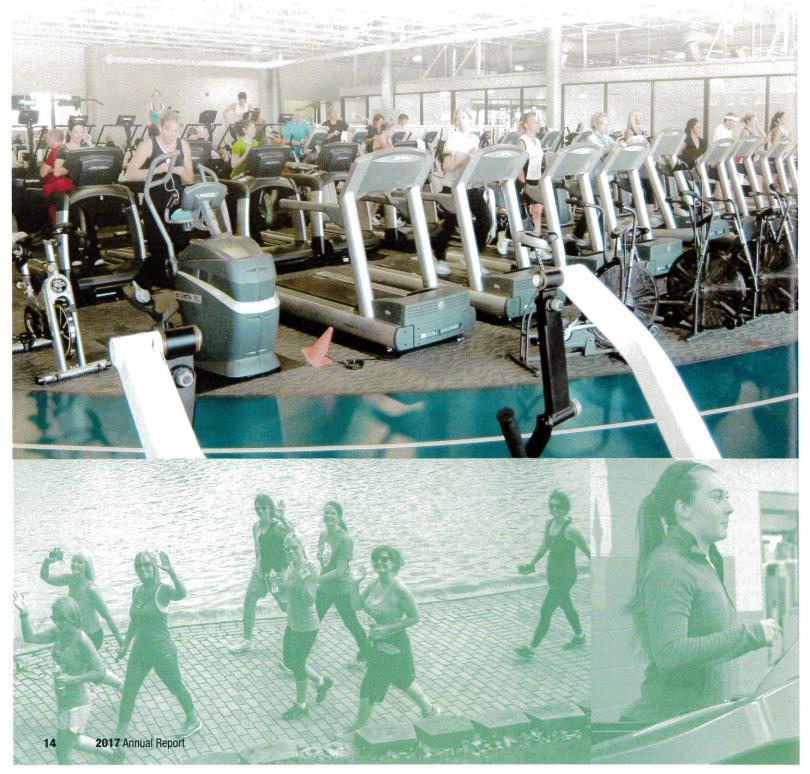
- · For injuries sustained as a result of volunteer duties.
- Accidental death and dismemberment.
- \$5,000 limit, excess of all other available insurance.

#### UNDERGROUND STORAGE TANKS

- Follows Illinois Leaking Underground Storage Tank program.
- \$10,000 limit.

## HEALTH PROGRAM

Eight years after the Affordable Care Act (ACA) became law, it continues to evolve, impacting both the parameters and requirements of health care coverage for employers and participants. In 2017, PDRMA again provided every Health Program member – some of them Applicable Large Employers, others Small Employers – with the information they needed to meet ACA requirements. Working together we also continued to meet their needs by offering a fourth higher-deductible PPO plan with a Health Reimbursement Account option.



## COVERAGE OVERVIEW HEALTH PROGRAM

**MEDICAL** 

Choice of six PPO plans, four of which can include Health Reimbursement Account options.

All plans use Aetna Signature Administrators, a national PPO network.

HMO option through Blue Cross Blue Shield of Illinois.

Prescription card managed by CVS Caremark (PPO) and Prime Therapeutics (HMO).

DENTAL

Administered by Delta Dental.

Optional orthodontia benefit.

VISION

Two levels of vision reimbursement benefit.

LIFE

Multiple life insurance options including flat amount or multiple of salary.

Voluntary life options for employees.

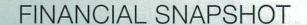
Administered by Workplace Solutions.





### FINANCIAL STRENGTH

As a risk pool, PDRMA is the custodian of the membership contributions provided by 160 agencies across the Property/Casualty and Health programs. Our commitment to provide the financial strength and stability needed to help members meet coverage needs is a cornerstone by which we stand – and one that we protect by following our mission.

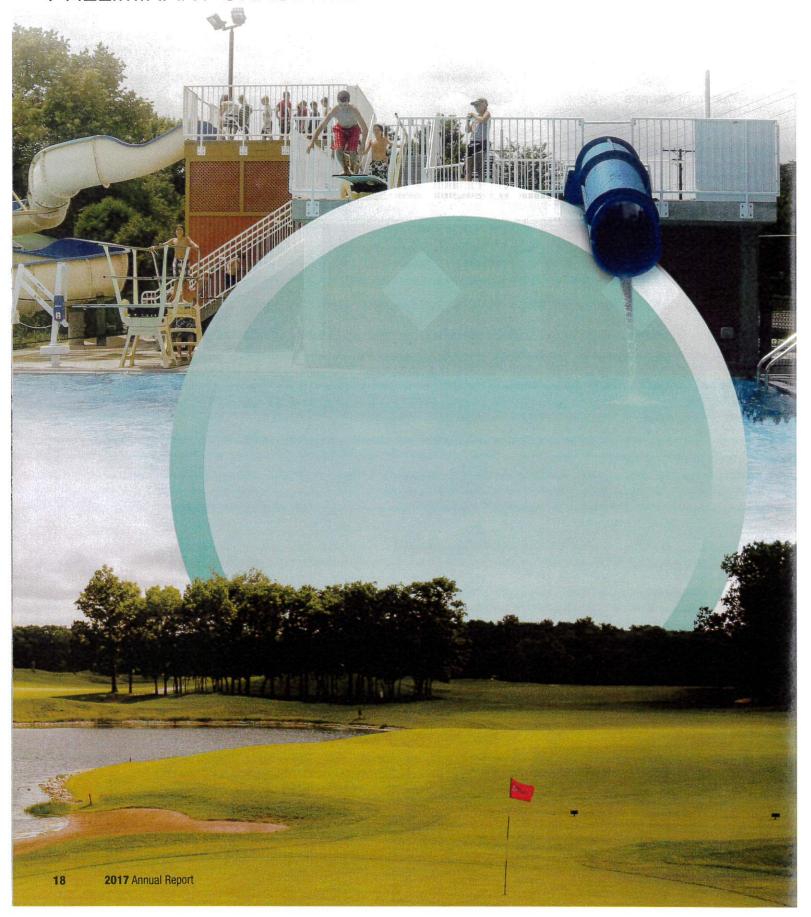


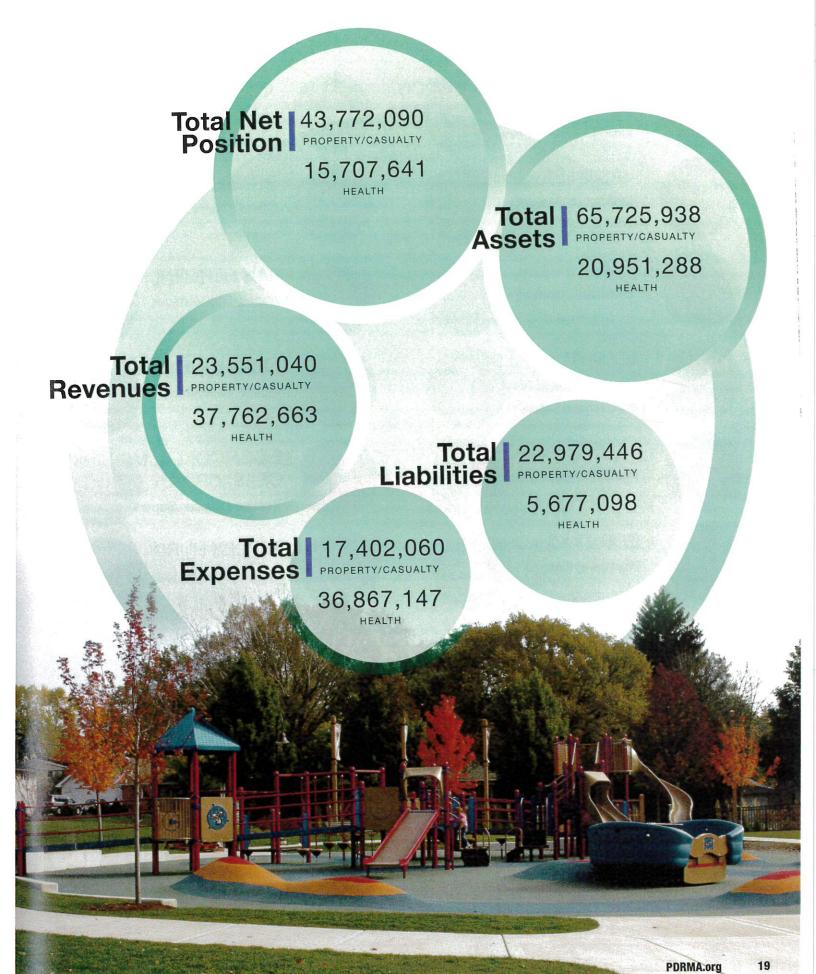
- Target net position ranges maintained in both the Property/Casualty and Health programs.
- More than \$30.6 million used since 2002 to stabilize
   Property/Casualty member contributions.

# FINANCIAL STATEMENTS PRELIMINARY UNAUDITED

Investment in mutual insurance company	STATEMENTS OF NET POSITION Assets and Deferred Outflows of Resources Cash and investments		December 31, 2016
Capital assets, net of accumulated depreciation   3,154,847   1,911,382	Investment in mutual insurance company	, , , , , , , , , , , , , , , , , , , ,	. , ,
Accounts receivable   10,448,757   8,530,224			, ,
Brown of the Inflame Prepaid expenses and other assets         979,169         1,227,719           Prepaid expenses and other assets         1,266,954         1,458,664           Total assets         86,677,226         82,173,275           Deferred Outflows of Resources - Pension         1,459,049         1,590,068           Total assets and deferred outflows of resources         88,136,275         \$83,763,343           Liabilities, Deferred Inflows of Resources and Net Position         Unpaid losses and loss adjustment expenses         \$22,982,539         \$24,478,367           Unallocated loss adjustment expenses         472,558         477,541           Accounts payable         3,462,537         2,488,054           Accrued liabilities         280,942         267,224           Net position         -0         48,697           Total liabilities, deferred inflows of resources         \$81,362,75         \$3,763,343           Deferred Inflows of Resources - Pension         -0         48,697           Net position         59,479,731         54,524,264           Total liabilities, deferred inflows of resources         \$8,136,275         \$3,763,343           STATEMENTS OF REVENUES, EXPENSES AND CHANGES IN NET POSITION         December 31, 2017         December 31, 2016           Revenues         Member contributions, net Investment			., ,
Total assets   1,266,954   1,458,664   Total assets   1,266,954   1,458,664   Total assets   1,459,049   1,590,068   Total assets and deferred outflows of resources   \$88,136,275   \$83,763,343   \$83,136,275   \$83,763,343   \$	Due from insurers		, ,
Total assets   1,260,932	Prepaid expenses and other assets		, , , , +
Deferred Outflows of Resources - Pension		1,266,954	1,458,664
Total assets and deferred outflows of resources   \$88,136,275   \$83,763,343	lotal assets	86,677,226	82,173,275
Liabilities, Deferred Inflows of Resources and Net Position           Unpaid losses and loss adjustment expenses         \$22,982,539         \$24,478,367           Unallocated loss adjustment expenses         472,558         477,541           Accounts payable         3,462,537         2,488,054           Accrued liabilities         260,942         267,224           Net pension liability         1,477,968         1,479,196           Total liabilities         28,656,544         29,190,382           Deferred Inflows of Resources - Pension         59,479,731         54,524,264           Net position         59,479,731         54,524,264           Total liabilities, deferred inflows of resources         88,136,275         \$83,763,343           STATEMENTS OF REVENUES, EXPENSES AND CHANGES IN NET POSITION         December 31, 2017         December 31, 2016           Revenues         Member contributions, net income         1,415,181         1,022,840           Realized and unrealized gains (losses) on investments         3,798,922         1,140,191           Total revenues         \$61,313,703         \$57,595,120           Expenses         Losses and loss adjustment expenses         \$40,467,055         \$41,867,515           Insurance premiums         5,827,541         5,608,684           Contrac	Deferred Outflows of Resources - Pension	1,459,049	1,590,068
Unpaid losses and loss adjustment expenses         \$ 22,982,539         \$ 24,478,367           Unallocated loss adjustment expenses         472,558         477,541           Accounts payable         3,462,537         2,488,054           Accrued liabilities         260,942         267,224           Net pension liability         1,477,968         1,479,196           Total liabilities         28,656,544         29,190,382           Deferred Inflows of Resources - Pension         -0         48,697           Net position         59,479,731         54,524,264           Total liabilities, deferred inflows of resources and net position         \$ 88,136,275         \$ 83,763,343           STATEMENTS OF REVENUES, EXPENSES AND CHANGES IN NET POSITION         December 31, 2016           Revenues         Member contributions, net Investment income         1,415,181         1,022,840           Realized and unrealized gains (losses) on investments         3,798,922         1,140,191           Total revenues         \$ 61,313,703         \$ 57,595,120           Expenses         Losses and loss adjustment expenses Insurance premiums         5,827,541         5,608,684           Contractual services         1,981,831         1,885,176           Member asset appraisal program         5,100         6,277,190	Total assets and deferred outflows of resources	\$ 88,136,275	\$ 83,763,343
Unallocated loss adjustment expenses         472,558         477,541           Accounts payable         3,462,537         2,488,054           Accrued liabilities         260,942         267,224           Net pension liability         1,477,968         1,479,196           Total liabilities         28,656,544         29,190,382           Deferred Inflows of Resources - Pension         -0         48,697           Net position         59,479,731         54,524,264           Total liabilities, deferred inflows of resources and net position         \$8,136,275         \$83,763,343           STATEMENTS OF REVENUES, EXPENSES AND CHANGES IN NET POSITION         December 31, 2017         December 31, 2016           Revenues         Member contributions, net Investment income         56,099,600         \$55,432,089           Investment income         1,415,181         1,022,840           Realized and unrealized gains (losses) on investments         3,798,922         1,140,191           Total revenues         \$61,313,703         \$57,595,120           Expenses         Losses and loss adjustment expenses Insurance premiums         5,827,541         5,608,684           Contractual services         1,981,831         1,885,176           Member asset appraisal program         5,100         24,040			
Unallocated loss adjustment expenses         472,558         477,541           Accounts payable         3,462,537         2,488,054           Accrued liabilities         260,942         267,224           Net pension liability         1,477,968         1,479,196           Total liabilities         28,656,544         29,190,382           Deferred Inflows of Resources - Pension         -0         48,697           Net position         59,479,731         54,524,264           Total liabilities, deferred inflows of resources and net position         \$8,136,275         \$83,763,343           STATEMENTS OF REVENUES, EXPENSES AND CHANGES IN NET POSITION         December 31, 2017         December 31, 2016           Revenues         Member contributions, net Investment income         56,099,600         \$55,432,089           Investment income         1,415,181         1,022,840           Realized and unrealized gains (losses) on investments         3,798,922         1,140,191           Total revenues         \$61,313,703         \$57,595,120           Expenses         Losses and loss adjustment expenses Insurance premiums         5,827,541         5,608,684           Contractual services         1,981,831         1,885,176           Member asset appraisal program         5,100         24,040	Unpaid losses and loss adjustment expenses	\$ 22,982,539	\$ 24.478.367
Accounts payable	Unallocated loss adjustment expenses	, , , , , , , , , , , , , , , , , , , ,	, , ,
Accrued liabilities         260,942         267,224           Net pension liability         1,477,968         1,479,196           Total liabilities         28,656,544         29,190,382           Deferred Inflows of Resources - Pension         -0         48,697           Net position         59,479,731         54,524,264           Total liabilities, deferred inflows of resources and net position         \$81,362,75         \$83,763,343           STATEMENTS OF REVENUES, EXPENSES AND CHANGES IN NET POSITION           December 31, 2017         December 31, 2016           Revenues           Member contributions, net Investment income         1,415,181         1,022,840           Realized and unrealized gains (losses) on investments         3,798,922         1,140,191           Total revenues         \$61,313,703         \$57,595,120           Expenses           Losses and loss adjustment expenses         40,467,055         \$41,867,515           Insurance premiums         5,827,541         5,608,684           Contractual services         1,981,831         1,885,176           Member asset appraisal program         5,987,680         6,277,190           Total expenses         \$54,269,207         \$55,662,605           Increase in net posit		•	,
Net pension liabilities   1,477,968   1,479,196   28,656,544   29,190,382	• •		, ,
Total liabilities         28,656,544         29,190,382           Deferred Inflows of Resources - Pension         -0         48,697           Net position         59,479,731         54,524,264           Total liabilities, deferred inflows of resources and net position         \$88,136,275         \$83,763,343           STATEMENTS OF REVENUES, EXPENSES AND CHANGES IN NET POSITION           December 31, 2017         December 31, 2016           Revenues           Member contributions, net Investment income         \$56,099,600         \$55,432,089           Investment income         1,415,181         1,022,840           Realized and unrealized gains (losses) on investments         3,798,922         1,140,191           Total revenues         \$61,313,703         \$57,595,120           Expenses         Losses and loss adjustment expenses         \$40,467,055         \$41,867,515           Insurance premiums         5,827,541         5,608,684           Contractual services         1,981,831         1,885,176           Member asset appraisal program         5,100         24,040           Administration         5,987,680         6,277,190           Total expenses         \$54,269,207         \$55,662,605           Increase in net position         \$7,044,496	· · · · · · · · · · · · · · · · · · ·	•	,—
Deferred Inflows of Resources - Pension	·	<del></del>	1,479,196
Net position         59,479,731         54,524,264           Total liabilities, deferred inflows of resources and net position         \$88,136,275         \$83,763,343           STATEMENTS OF REVENUES, EXPENSES AND CHANGES IN NET POSITION           December 31, 2017 December 31, 2016           Revenues           Member contributions, net Investment income         \$56,099,600         \$55,432,089           Investment income         1,415,181         1,022,840           Realized and unrealized gains (losses) on investments         3,798,922         1,140,191           Total revenues         \$61,313,703         \$57,595,120           Expenses           Losses and loss adjustment expenses         \$40,467,055         \$41,867,515           Insurance premiums         5,827,541         5,608,684           Contractual services         1,981,831         1,885,176           Member asset appraisal program         5,100         24,040           Administration         5,987,680         6,2777,190           Total expenses         \$54,269,207         \$55,662,605           Increase in net position         \$7,044,496         \$1,932,515           Net position, beginning of year         (2,089,029)         -0           Net position, beginning of year as restated	Total liabilities	28,656,544	29,190,382
Total liabilities, deferred inflows of resources and net position  STATEMENTS OF REVENUES, EXPENSES AND CHANGES IN NET POSITION    December 31, 2017   December 31, 2016	Deferred Inflows of Resources - Pension	-0	48,697
### STATEMENTS OF REVENUES, EXPENSES AND CHANGES IN NET POSITION    December 31, 2017   December 31, 2016	Net position	59,479,731	54,524,264
Revenues         December 31, 2017         December 31, 2016           Member contributions, net Investment income Realized and unrealized gains (losses) on investments         \$56,099,600         \$55,432,089           Realized and unrealized gains (losses) on investments         3,798,922         1,140,191           Total revenues         \$61,313,703         \$57,595,120           Expenses         \$40,467,055         \$41,867,515           Insurance premiums         5,827,541         5,608,684           Contractual services         1,981,831         1,885,176           Member asset appraisal program         5,100         24,040           Administration         5,987,680         6,277,190           Total expenses         \$54,269,207         \$55,662,605           Increase in net position         \$7,044,496         \$1,932,515           Net position, beginning of year         54,524,264         52,591,749           Cumulative effect of change in accounting principle Net position, beginning of year as restated         52,591,749           Net position, beginning of year as restated         52,435,235         52,591,749		\$ 88,136,275	
Revenues         Member contributions, net         \$ 56,099,600         \$ 55,432,089           Investment income         1,415,181         1,022,840           Realized and unrealized gains (losses) on investments         3,798,922         1,140,191           Total revenues         \$ 61,313,703         \$ 57,595,120           Expenses         Losses and loss adjustment expenses         \$ 40,467,055         \$ 41,867,515           Insurance premiums         5,827,541         5,608,684           Contractual services         1,981,831         1,885,176           Member asset appraisal program         5,100         24,040           Administration         5,987,680         6,277,190           Total expenses         \$ 54,269,207         \$ 55,662,605           Increase in net position         \$ 7,044,496         \$ 1,932,515           Net position, beginning of year         54,524,264         52,591,749           Cumulative effect of change in accounting principle Net position, beginning of year as restated         52,435,235         52,591,749           Net position, and of year         52,435,235         52,591,749	STATEMENTS OF REVENUES, EXPENSES AND CHANGES	IN NET POSITION	
Member contributions, net Investment income Realized and unrealized gains (losses) on investments         \$ 56,099,600         \$ 55,432,089           Realized and unrealized gains (losses) on investments         1,415,181         1,022,840           Total revenues         \$ 61,313,703         \$ 57,595,120           Expenses         \$ 40,467,055         \$ 41,867,515           Insurance premiums         5,827,541         5,608,684           Contractual services         1,981,831         1,885,176           Member asset appraisal program         5,100         24,040           Administration         5,987,680         6,277,190           Total expenses         \$ 54,269,207         \$ 55,662,605           Increase in net position         \$ 7,044,496         \$ 1,932,515           Net position, beginning of year         54,524,264         52,591,749           Cumulative effect of change in accounting principle Net position, beginning of year as restated         54,524,264         52,591,749           Net position, and of year         52,435,235         52,591,749	Devision	December 31, 2017	December 31, 2016
Investment income   1,415,181   1,022,840   1,140,191   \$ 61,313,703   \$ 57,595,120			
Realized and unrealized gains (losses) on investments       1,415,151       1,022,840         Total revenues       \$ 61,313,703       \$ 57,595,120         Expenses       \$ 61,313,703       \$ 57,595,120         Expenses       \$ 40,467,055       \$ 41,867,515         Insurance premiums       5,827,541       5,608,684         Contractual services       1,981,831       1,885,176         Member asset appraisal program       5,100       24,040         Administration       5,987,680       6,277,190         Total expenses       \$ 54,269,207       \$ 55,662,605         Increase in net position       \$ 7,044,496       \$ 1,932,515         Net position, beginning of year       54,524,264       52,591,749         Net position, beginning of year as restated       52,435,235       52,591,749		\$ 56,099,600	\$ 55,432,089
Total revenues		1,415,181	
Total revenues	Realized and unrealized gains (losses) on investments	3,798,922	1,140,191
Expenses  Losses and loss adjustment expenses Insurance premiums Contractual services Member asset appraisal program Administration Total expenses  Net position, beginning of year Cumulative effect of change in accounting principle Net position, beginning of year as restated  Net position, and of year as restated  Net position, and of year as restated  Losses and loss adjustment expenses  \$ 40,467,055 \$ 41,867,515 \$ 5,608,684 \$ 1,981,831 \$ 1,885,176 \$ 24,040 \$ 24,040 \$ 6,277,190 \$ 5,987,680 \$ 6,277,190 \$ 55,662,605 \$ 55,662,605 \$ 55,662,605 \$ 55,662,605 \$ 55,591,749 \$ 55,591,749 \$ 55,591,749 \$ 52,591,749 \$ 52,591,749 \$ 52,591,749	Total revenues		
Losses and loss adjustment expenses       \$ 40,467,055       \$ 41,867,515         Insurance premiums       5,827,541       5,608,684         Contractual services       1,981,831       1,885,176         Member asset appraisal program       5,100       24,040         Administration       5,987,680       6,277,190         Total expenses       \$ 54,269,207       \$ 55,662,605         Increase in net position       \$ 7,044,496       \$ 1,932,515         Net position, beginning of year       54,524,264       52,591,749         Cumulative effect of change in accounting principle       (2,089,029)       -0         Net position, beginning of year as restated       52,435,235       52,591,749	Formania	Ψ 01,010,100	Ψ 37,393,120
Insurance premiums	·		
Contractual services       1,981,831       1,885,176         Member asset appraisal program       5,100       24,040         Administration       5,987,680       6,277,190         Total expenses       \$ 54,269,207       \$ 55,662,605         Increase in net position       \$ 7,044,496       \$ 1,932,515         Net position, beginning of year       54,524,264       52,591,749         Cumulative effect of change in accounting principle Net position, beginning of year as restated       (2,089,029)       -0         Net position, and of year       52,591,749			\$ 41,867,515
Member asset appraisal program         5,100         24,040           Administration         5,987,680         6,277,190           Total expenses         \$ 54,269,207         \$ 55,662,605           Increase in net position         \$ 7,044,496         \$ 1,932,515           Net position, beginning of year Cumulative effect of change in accounting principle Net position, beginning of year as restated         54,524,264         52,591,749           Net position, and of year         52,435,235         52,591,749	·		5,608,684
Administration       5,987,680       6,277,190         Total expenses       \$ 54,269,207       \$ 55,662,605         Increase in net position       \$ 7,044,496       \$ 1,932,515         Net position, beginning of year Cumulative effect of change in accounting principle Net position, beginning of year as restated       54,524,264 (2,089,029) -0 (2,089,029) 52,435,235       52,591,749		1,981,831	1,885,176
Total expenses \$ 54,269,207 \$ 55,662,605  Increase in net position \$ 7,044,496 \$ 1,932,515  Net position, beginning of year Cumulative effect of change in accounting principle Net position, beginning of year as restated \$ 52,591,749  Net position, and of year \$ 52,591,749		5,100	24,040
Increase in net position \$ 7,044,496 \$ 1,932,515  Net position, beginning of year Cumulative effect of change in accounting principle Net position, beginning of year as restated \$ 52,591,749  Net position, end of year  Net position, and of year	Administration	5,987,680	6,277,190
Net position, beginning of year  Cumulative effect of change in accounting principle Net position, beginning of year as restated  Section 2,089,029  1,362,313  52,591,749  1,362,313  52,591,749	Total expenses	\$ 54,269,207	\$ 55,662,605
Cumulative effect of change in accounting principle Net position, beginning of year as restated  (2,089,029)  52,435,235  52,591,749	Increase in net position	\$ 7,044,496	\$ 1,932,515
Cumulative effect of change in accounting principle Net position, beginning of year as restated  (2,089,029)  52,435,235  52,591,749	Net position, heginning of your	E4 204 004	
Net position, beginning of year as restated 52,435,235 52,591,749	Cumulative effect of change in accounting principle		52,591,749
Net position and of year	Net position, beginning of year as restated	,	
Met position and of year		52,435,235	52,591,749
	Net position, end of year	\$ 59,479,731	\$ 54,524,264

## SUMMARY FINANCIAL STATEMENTS PRELIMINARY UNAUDITED





# REGULAR BOARD MEETING OF THE COMMISSIONERS AND OFFICERS OF THE PROSPECT HEIGHTS PARK DISTRICT GARY MORAVA RECREATION CENTER 110 W CAMP MCDONALD ROAD, PROSPECT HEIGHTS, IL 60070 TUESDAY, MARCH 20, 2018

#### **Call to Order**

Roll Call

President Tim Jones called the Regular Board Meeting of the Prospect Heights Park District to order at 7:07 p.m.

Commissioners present:

Also Present:

Vicki Carney

Christina Ferraro – Executive Director

Tim Jones Karl Jackson Julie Caporusso – Superintendent of Recreation Dino Squiers – Superintendent of Parks & Facilities Edlyn Castil – Admin. Asst./Recording Secretary

Eric Kirste Bob Loranger

All Geary - Marketing Coordinator

Commissioners absent:

Ellen Avery Terry Curtis

A quorum was present.

#### Pledge of Allegiance

The Pledge of Allegiance was led by Tim Jones.

#### Corrections/Additions/Approval of Agenda

A motion was made by Commissioner Kirste and seconded by Commissioner Carney to approve the agenda as submitted with two absent (Commissioners Avery and Curtis). The motion was approved with a voice vote. The motion carried.

#### Correspondence

There was none.

#### Recognition/Welcome

There were no residents in attendance.

#### **Approval of Minutes**

#### Regular Board Meeting - February 20, 2018

There was discussion about correcting the minutes to read under Roll Call "...Vicki Carney (arrived at 7:23 p.m.), Terry Curtis...".

A motion was made by Commissioner Loranger and seconded by Commissioner Kirste to approve the February 20, 2018 Regular Board Meeting Minutes as corrected. The motion was approved with a voice vote with two absent (Commissioners Avery and Curtis). The motion carried.

#### Announcements (Meetings)

The next Regular Board Meeting is scheduled on April 17, 2018 at 7:00 p.m. at GMRC,

#### Park District Treasurer's Report

<b>Approval</b>	of V	<b>Varrants</b>	for	<b>Payme</b>	nt

Vendor #2		\$ 78,672.31
Vendor #2A		\$ 7,477.15
Vendor #2B		\$ 7,134.68
Vendor #2C		\$ 11,639.72
Vendor #2D	Electronic	\$ 32,293.11
Payroll #3	02/02/18	\$ 62,935.94
Payroll #4	02/16/18	\$ 59,312.45
	Total of Warrants	\$ 259.465.36

A motion was made by Commissioner Carney and seconded by Commissioner Kirste to accept Warrants for payment as submitted for Vendor Warrants # 2, 2A, 2B, 2C, 2D, and Payroll 3, 4 in the amount of \$259,465,36. The motion was approved by a roll call vote.

Ayes:

Commissioners Carney, Jackson, Jones, Kirste, Loranger

Nays:

None

Absent:

Commissioner Avery and Curtis

The motion carried.

#### **Business Manager Report**

#### **YTD Fund Summary**

This item will be tabled until next month.

#### Attorney's Report

There was no report.

#### Administrative / Operational Summary

**Executive Director** — as submitted. Executive Director Christina Ferraro reported that she is working on signage for the Nature Preserve and working on putting together an RFP for the District's website.

**Superintendent of Recreation** – as submitted. Superintendent of Recreation Julie Caporusso also reported the Spring Brochure was mailed out to residents last week. She has met with the Prospect Heights Library District about the Storywalk and gave Dino and Doug Ransdell samples of the Storywalk boards.

**Superintendent of Facilities and Parks** – as submitted. Superintendent of Parks & Facilities Dino Squiers reported that the baseball fields are not ready and prep work to the fields will be completed but it is dependent of the weather. NRC is working with the Park District staff to clean up Walnut Woods. The Board suggested asking the City Arborist to evaluate.

**Director of Golf Operations –** as submitted.

Superintendent of Greens - as submitted.

#### Committees of the Board

There were none.

#### **Public Comment**

There were none.

#### **Unfinished/Ongoing Business**

#### Food, Beverage & Banquet Service at Old Orchard Country Club

Executive Director Christina Ferraro reviewed the updated timeline. She reported that Marketing Coordinator Ali Geary created a banquet menu and OOCC will not need to hire a graphic artist.

#### **Unfinished/Ongoing Business (continued)**

#### **Park District Logo Discussion**

Executive Director Christina Ferraro and Marketing Coordinator Ali Geary presented to the Board Logo 3 which received the most votes by the staff. By Board consensus, Logo 3 will be the District's new logo.

#### **Golf Grounds Equipment Lease**

There was discussion about the proposals received for the Golf Grounds equipment.

A motion was made by Commissioner Loranger and seconded by Commissioner Jackson to approve the lease proposal from Wintrust for the three pieces of grounds equipment for a 60 month term at a cost not to exceed \$114,850. The motion was approved by a roll call vote.

Ayes:

Commissioners Carney, Jackson, Jones, Kirste, Loranger

Navs:

None

Absent:

Commissioner Avery and Curtis

The motion carried.

#### **Recess into Executive Session**

A motion was made by Commissioner Jackson and seconded by Commissioner Kirste to recess into Executive Session in accordance with the Open Meetings Act (5ILCS 1220/2 Section 2A Subsection C) for the purpose of discussion of Personnel (Section 2(c) (1)) at 7:23 p.m. The motion was approved with a voice vote. The motion carried.

#### Reconvene to Open Session

Open session reconvened at 7:58 p.m. During Executive Session Approval of Minutes and Personnel were discussed.

#### Possible Action on Matters Discussed in Executive Session

Discussion was held regarding personnel. Executive Director Christina Ferraro was directed to engage with McClure, Inserra & Company from Arlington Heights to provide accounting services on average two days a week on a short term basis for District. A new position of Superintendent of Finance and Human Resources was approved. The new job description, pending approval of Finance Committee, will be posted as soon as possible with GFOA and IPRA.

#### Adjournment

With no further business to discuss a motion was made by Commissioner Carney and seconded by Commissioner Loranger to adjourn the Regular Board Meeting at 8:36 p.m. The motion was unanimously approved with a voice vote. The motion carried.

Respectfully Submitted,
Edlyn Castil
Recording Secretary

Secretary: _					
Ellen Avery.	Prospect	Heights	Park	District	Secretary



May 11, 2018

To: Board of Commissioners

From: Christina Ferraro, Executive Director

Re: May 2018 Board Report

#### Heron Pond

The annual home owner association meeting will be held May 16, 2018.

#### Block Party 2018

The City of Prospect Heights and Prospect Heights Park District will host the community's 39th annual Block Party from 2 to 10:30 p.m. Saturday, June 23. Banners and lawn signs will be distributed soon. There will be a small ad in the Journal the week of and the week before the event. At the beginning of June, there will be "yellow post-its" attached to the top of the Journal advertising the event too. This is new this year.

Mount Prospect State Bank is the sponsor again this year.

2:00 pm – 3:30 pm Regional Teen Battle of the Bands Competition

2:00 pm Beer and wine sales begin two hours earlier than in the past

due to requests last year.

3:30 pm "Voice" competition finals

4:30 pm PHWYBS host a treasure hunt for children ages 4 and under.

4:00 pm — 8:00 pm children's inflatables on McDonald Field.

6:00 pm – 8:30pm Preschool silent auction Free swim at Lions Pool until 8:15pm

8:30pm The Prospect Heights Lions Club duck race

Entertainment is The Wize Guys at 5:00 pm, Nashville Electric Company at 7:00pm followed by Semple Band 9:00 p.m.

Food trucks will be on site starting at 4:00 pm; Toasty Cheese is returning and new this year are Sweets on Wheels & Big Mamas Kitchen

#### Board of Commissioners 2018 Meeting Schedule

May

Parks Tour

Financial Audit Presentation

Member elections

June

**NWSRA** presentation

Website Development award contract

Approval to adopt policies:

**Electronic Attendance at Board Meetings** 

Destruction of Certain Closed Session Verbatim Records

July

Prevailing Wage Act Ordinance

August

**NWSRA 2019 Assessment Resolution** 

September

Telephone system award contract

October

**Budget Draft 1** 

**Speer Financial Presentation** 

IAPD Credentials for delegate at conference

November

**Budget Draft 2** 

Bond Issue Notification Act BINA Proposed Tax Levy FY2019

December

Budget final draft

Tax Levy Ordinance



May 9, 2018

To: Christina Ferraro, Executive Director

From: Julie Caporusso, Superintendent of Recreation

Re: May Board Report

#### Certification

Congratulations to Marci Glinski for meeting the requirements of the National Recreation and Park Association for certification to become a CPRP - Certified Park and Recreation Professional! The management for the recreation department is now 100% certified!

#### **PDRMA**

We received \$250 for participating in the Hazard Hunter Contest. Thanks to Doug for marking the bike trail and Marci for reporting a cracked step stool.

On April 25th we hosted a PDRMA class on mower training. Thanks to Mike for providing the mowers, manuals and instruction for use of the mowers for the class.

I met with Jesse Kinsland on May 3<sup>rd</sup> to review our Plan of Action progress. Jesse added that we need to replace all of the plastic coated swing chains in all of our parks to our plan. Jesse has moved into a part-time position at PDRMA, sadly we will be assigned a new Risk Management Consultant. With our new consultant we will update our OSHA compliance programs.

Comprehensive May training will be conducted for aquatics staff, concessions staff, golf staff and parks staff. Marci will provide Fleet Safety training in May.

#### Marketing

The last District 23 flyer for the school year went out May 3<sup>rd</sup>. We have been fortunate that the District is allowing paper copies to be sent home this year!

We ordered our camp T-shirts and we will be promoting our summer special events on the back of the shirts.

Ali created the program for the May 12th dance recital.

May is a busy month promoting all of the summer programs and events with flyers and on social media.

We are starting to develop the Fall Brochure. Supervisors are currently entering program information into RecTrac. All will export the information on June 4<sup>th</sup>.

Wine & Craft Beer Tasting
Wine & Craft Beer Tasting with a bucket of balls is set for Thursday, May 24<sup>th</sup> from 6-7 PM.



May 9, 2018

To: Christina Ferraro, Executive Director

From: Dino Squiers, Superintendent of Facilities & Parks

Re: May 2018 Board Report

#### Pool

Cleaning of the pool is completed, surge tank and east pit were also cleaned at this time. Small slide was cleaned and slide area painted, mushroom was cleaned and waxed. Two replacement umbrellas were installed since the old material could no longer be repaired. Filling of the pool will begin this week and next week we will begin treating the water and starting the boiler. Pool office was cleaned out and items stored in the room for programs during the school season were moved to the garage

#### **Plumbing**

Water leaking in the pool office was due to a loose connection, repairs were made on the valve to stop the leak.

#### **HVAC**

Front 15 ton a/c unit would not turn on due to a low pressure switch shutting down the system. Valve is leaking Freon by the compressor and has been ordered

#### Fitness/Dance room

Wall mounted stationary fan on the south wall in the fitness center was replaced with a oscillating fan, Power was added in the dance room and the old unit was installed by the entrance.

#### Gym

Oakton community college was replacing their volleyball nets, we submitted a request and were able to replace are net with a used one from the college that was in better condition.

#### Nature Trail / Story walk

Warning signs were added at both entrances to the rear gravel road since this area is used more with the addition of the story walk and nature trail.

#### **PHWYBS**

Fields were prepped for the season and addition work was done at Lions ballfield to cut the Infield lip and rebuild the pitcher's mound with clay blocks under the mound. Outfield fence was installed at Muir field for the baseball season. Due to weather conditions this spring and availability of product the removal and replacement of infield mix and additional work scheduled for McDonald and Lions will be done later this summer or

early fall. We will also have to work around the parks schedule since both fields and Eisenhower are also used for camp and park programs.

#### **Parks**

Clean up, grass cutting and trimming is under way at the parks; we have also started spraying for weeds at the two main ballfields and entrance to GMRC.

Majority of swing chains have been replaced along with removal of S hooks and changed to clevis brackets that attach the chain to the seats and upper bracket. Clevis hooks would not fit on some of the existing swing seats. We ordered and installed seats with metal brackets that would adapt to the new brackets required by PDRMA.



May 8, 2018

To: Christina Ferraro, Executive Director

From: Marc Heidkamp, Director of Golf Operations Re: April 2018 Golf Operations Board Report

April was a tough pill to swallow. Weather conditions prevented all play we normally have during the start-up to a new season. Starting in April a snap shot of the month's key revenue categories is at the end of this report. This reporting will continue for the season and will eventually expand to food and beverage once we take over in 2019.

We have faced some struggles with possible new business leads that have inquired for 2019. All we can do at this point is to develop some additional advertising to get the word out that Prospect Height Park District will be running the facilities in 2019. We have been working with the Marketing Coordinator to create some new exposures to help with getting the word out. Email blasts and call back to new inquiries are a daily procedure.

The Masters Shoot out was a great success. We fielded 60 players on a cold April day that enjoyed a good meal and prizes. The event yielded \$5,700 in revenue.

New glass was installed on the upper level of the club house which has helped to stop leaking when it rains. We are also in the process of removing two exit doors in banquet room that are no longer required and beyond repair.

Additional netting was installed on the warm-up range to help with ball loss and labor costs. The additional netting looks great and will make for easier ball retrieval.

New equipment sales are doing will. The new Taylor Made line is a huge hit and we are well stocked to handle the demand.

Staff is returning for the season. We will be working with them to insure prompt service, helping us to create a great experience for our guests.

New flag system is now in place and receiving positive comments. We have also installed the pin chart on the golf cars to assist players with club selection.

Golf cart windshields have been replaced under warranty; the new shield is so much better and will withstand daily use better. Also the fleet braking system cables were replaced and adjusted. The entire fleet governors have been turned down to slow the carts which will help save on gas and damage by running slower.

New clocks were installed on one and ten tees. This reminder to golfers will help keep them aware of their pace of play. Also the grounds crew has removed some of the ropes to help increase speed of play.

New hand towel dispensers were installed in the men's and women's rest rooms. Additional units were given to us for the rest of the club house. Once we take over banquet operations the remainder will be installed.

A new booster pump was repaired that supplies hot water to washing machine in kitchen. This repair will help maintain required water temperatures for sanitation purposes.

The boiler system leak required us to rebuild the two circulation pumps. This repair came at a good time seeing we are at the end of the winter season. The new pumps will be ready for this coming fall weather.

Painting of the exterior canopy is complete and looking much improved. The additional painting of brick and building supports will commence once our staff has returned from school. For now the canopy and entrance looks clean and well maintained.

In closing, I can only express the frustration we have felt with the weather. We remain eager to get players out. I'm praying things will rebound during May.

APRIL	2017	2018 %	CHANGE	APRIL
		· · · · · · · · · · · · · · · · · · ·	17v 18	
GREENS FEES	\$27,232.44 \$	10,846.67	-60%	GREENS FEES
CART RENTAL FEES	\$13,093.50 \$	5,267.50	-60%	CART RENTAL FEES
APPAREL	\$1,875.55 \$	1,392.27	-26%	APPAREL
EQUIPMENT	\$1,299.41 \$	5,739.43	342%	EQUIPMENT
GOLF BALLS	\$1,846.99 \$	580.84	-69%	GOLF BALLS
DRIVING RANGE	\$1,175.00 \$	555.50	-53%	DRIVING RANGE
	\$30,246.59 \$	30,130.00	0%	
SPECIAL ORDERS	\$2,301.66 \$	2,594.00	13%	SPECIAL ORDERS
OUTINGS	\$0.00 \$	5,700.00	100%	OUTINGS
TOTAL	\$79,071.14 \$	62,806.21	-21%	
ROUNDS	1546	1035	-33% #DIV/0!	ROUNDS



May 11, 2018

To: Christina Ferraro, Executive Director From: Ike Arden, Grounds Superintendent

Re: April 2018 Golf Operations Board Report

Well, we made new records for the month with the coldest month on the books. Temperatures ranged from 25 to 73 degrees. We witnessed 4 inches of snow and 3.6 inches of rain.

The well pump is back to being fully operational. This will guarantee the correct water supply required during stressful periods of the season. The irrigation system has been started with minimal repairs. All sprinkler heads have been checked and operating without issues.

The water fountains have been installed in ponds 9 and 14. The fountain on 9 had the lighting repaired and is truly beautiful at night for our banquet guests.

All the putting surfaces have been verticut and sanded. Ball speed is at 9.5. We will attempt to increase speed depending on summer weather.

Two new Coke machines were installed on the course to supply drinks to golfers when Midori isn't running the beverage cart.

We are looking forward to better weather so the fairways and rough will start to thicken and grow.



May 9, 2018

To: Julie Caporusso, Superintendent of Recreation

From: Laura Fudala, Supervisor of Recreation

Re: May Board Report

#### Preschool

Beach Day was the highlight of the month! The kids got to wear the swim suits, they brought a beach towel, and a beach toy! The teachers had water in the water table, and a small amount of sand on the floor in the classroom! The kids also enjoyed a hot dog lunch at the "beach"!!!

May 7<sup>th</sup> and 8<sup>th</sup> was preschool graduation for the 4yr old's and the 3 year old's had their spring program. Graduation/program was held at OOCC. The teachers once again out did themselves and put on a wonderful program!

May 9th was the all school picnic.

Extended Preschool beings on Monday May 14th.

#### Kinder Stop

Christe Schey and myself met with a Kindergarten teacher at D23. In our Kinder Stop program the curriculum is based on reinforcement of what the kids are learning in Kindergarten. The meeting went very well. We learned about what suggestions the teachers had for us to accomplish with our Kinder Stop students.

#### Day Camp

The majority of this summer's staff is returning. I am forecasting about 5 new hires for the summer.

Our Camp Coordinators for this summer are:

Jr. Explorers- Jessica Glinski 2nd year coordinator

Explorers- Danielle Papa 1<sup>st</sup> year coordinator (2 years' experience as a counselor) Adventure- Megan Wade 1<sup>st</sup> year coordinator (1-year experience as a counselor) Sports- Stephanie Leitner 2nd-year coordinator (2 years' experience as a counselor) Travel- Jackie Gallegos 2nd year coordinator (4 years' experience as a counselor) To date there are 107 kids registered for camp.



May 9, 2018

To: Julie Caporusso, Superintendent of Recreation

From: Marci Glinski, Supervisor of Recreation

Re: April 2018 Board Report

#### Dance

Dance Recital Picture Day/Dress Rehearsal will be on Thursday, May 10th & our recital will be on Sat. May 12th at Forest View Educational Center.

Both of our competition dance teams will be participating in one last competition this season, LEAP! Dance Competition in Batavia on May 18-20, 2018. We will continue to offer competition dance classes this summer and we will hold team try outs again in August. I am currently looking into different opportunities for our team dancers for Fall 2018.

#### Performing Arts

Registration for Creative & Performing Arts Camp is underway and our participation numbers are on track. We currently have a total of 16 campers registered for Creative & Performing Arts Camp, 8 of these campers are brand new to this program and 10 campers in Production Camp. Our coordinators this summer will be Meg Hennessey, the creative side to CPA Camp & Brett Miller the performing arts side of CPA Camp. Luci Schmidt & Mary Kate Baughman will be the directors of Production Camp, Rotten... The Heirs of The Isle. I am looking forward to another successful summer in Performing Arts!

#### **Concession Stand**

The concession stand will open on Friday, June 8th. I am currently working with local restaurants to cater a couple of our camp lunches each week. I have started to recreate the RecTrac software for the concession POS for this summer. All purchasing and inventory will go through RecTrac this year. Suzanne Bekielewski will be back for another summer in the concession stand and will be assisting me with keeping up the inventory and ordering.

#### **Active Adults**

Now that it is finally Spring our Active Adults are ready to travel! Our current trips to Drury Lane to see South Pacific had 14 patrons, The Fireside Dinner Theatre to see 42<sup>nd</sup> Street with 10 patrons, A Gentleman's Guide to Love & Murder with 10 patrons and Milwaukee's Taco & Tequila Tour with 18 patrons.

Senior Celebration Day was a great success again this year with over 800 participants attending the event. I was asked to be the co-chair for the event in 2019 with District 214 Community Education. Looking forward to a great summer line up with our active adults.

#### Special Events

Family Bingo Night was on Friday, April 20th from 6:30pm – 8:30pm. We had 54 participants walk in to the event and 20 participants that had pre-registered. We had a total of 74 participants!! Families enjoyed pizza and several games of bingo with prizes ranging from bubble wands and candy to \$25 gift cards for the cover all games. A good time was had by all who attended.

I took my C.P.R.P. Certified Park and Recreation Professional exam on 5/4/18 and passed with a score of 96%.

I will also be taking my Food Sanitation Manager re-certification in early June.



May 9, 2018

To: Julie Caporusso, Superintendent of Recreation

From: Olivia Shapley, Recreation Supervisor

Re: May Board Report

#### **Athletics**

Our Flag Football League is underway and will end in a few weeks. Little Kickers Soccer is also underway through the beginning of July.

#### **Aquatics**

Training for the Lifeguards started on May 10<sup>th</sup>, there is another great crew this year! We are excited about the new pool season and can't wait for the warm weather to stay around! This year we will have three managers Tiffany McMorrow, Keara Myatt, and Leslie Diaz.

#### **Fitness Center**

This year we purchased a new treadmill for the patrons. After reviewing all the surveys and feedback we found that patrons wanted a treadmill. We will also be purchasing a TV to replace one that is no longer working properly and the picture is not correctly displaying.

Fitness Membership Statistics Report (Comparing April 2017 to April 2018)

Memberships	April 2018	April 2017	
3 Months Pass	4	4	
Gym & Racquetball Pass	12	13	
1 Year Fitness Pass	25	23	



#### May 11, 2018

Board of Commissioners, Prospect Heights Park District

From: Christina Ferraro, Executive Director
Re: May 2018 Food and Beverage Golf Operations

UPDATE for transitioning the food and beverage in 2019. Bold indicates duty complete

Month	Duty
Feb 2018	<ul> <li>Prepared banquet contract for 2019</li> <li>Attorney reviewed banquet contract for 2019</li> <li>Prepared informational packages containing information about services and menus for dinner, lunch, brunch, outings, etc.</li> <li>TENTATIVE Prepare and release RFP for graphic artist</li> </ul>
March 2018	Contracts and wedding info packages released
April 2018	Researching solution to conversion of coolers
May 2018	<ul> <li>Researching and making contacts with photographers, bakeries, etc. for reference</li> <li>Started conversation with www.TheKnot.com</li> <li>In-house prep of advertising for 2019 banquet dates</li> </ul>
June 2018	<ul> <li>Begin recruiting Banquet Manager</li> <li>Review Mt Prospect signage ordinance</li> <li>Convert coolers</li> </ul>
July 2018	<ul> <li>Interview and hire Banquet Manager</li> <li>RFP for signage fabrication and install</li> </ul>
August 2018	<ul><li>Banquet Manager starts</li><li>Work with EZLinks on inventory control</li></ul>
September 2018	<ul> <li>Banquet Manager begins working on updating the website, hiring staff, creating policy and procedures</li> </ul>
December 2018	Installation of signage
Jan 2019	Tastings begin
March 2019	Install upstairs stove and refrigerators