



**PROSPECT HEIGHTS
PARK DISTRICT**

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110 W. Camp McDonald Road • Prospect Heights, Illinois 60070
www.phparks.org

FEBRUARY 21, 2017

**BOARD
REPORT**

PUBLIC NOTICE
Prospect Heights Park District
Agenda for the February 21, 2017 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
- IV. Recognition / Welcome
Residents
- V. Approval of Minutes
Policy & Procedure Committee Meeting – January 17, 2017
Regular Board Meeting – January 17, 2017
- VI. Announcements (Meetings)
- | <u>Date</u> | <u>Time</u> | <u>Location</u> |
|-----------------------|-------------|-----------------|
| Regular Board Meeting | 03/21/17 | 7:00 PM |
| | | GMRC |
- VII. Park District Treasurer's Report
A. Cash Report #2
B. Approval of Warrants for Payment
- | | <u>Date</u> |
|---------------|-------------|
| 1. Vendor #1 | 01/05/17 |
| 2. Vendor #1A | 01/12/17 |
| 3. Vendor #1B | 01/19/17 |
| 4. Vendor #1C | 01/26/17 |
| 5. Vendor #1D | Electronic |
| 5. Payroll #1 | 01/06/16 |
| 7. Payroll #2 | 01/20/16 |
| 8. Refund #1 | January |
- VIII. Business Manager Report
YTD Fund Summary
- X. 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
 - Department 11 – Active Adults
 - Department 12 – Special Events

- XII. Committees of the Board
- A. Committee of the Whole
 - B. Finance Committee
 - C. OOC Programs, Facilities Grounds & Maintenance Committee
 - D. Personnel & Planning Committee
 - E. Policy & Procedure Committee
 - F. Recreation Facilities, Parks & Maintenance Committee
 - G. Recreation Programs & Resident Relations Committee
- XIII. Public Comment
Completion of Resident Comment Form required prior to Call to Order. Submit to Executive Director.
- XIV. Unfinished / Ongoing Business
- A. Approval of the ordinance to adopt Travel, Meal and Lodging Expenses Policy
 - B. Food, Beverage & Banquet Service at Old Orchard Country Club
- XV. New Business
- A. Approval to adopt Cyber Liability Policy
 - B. Approval to adopt Land Acquisition Policy
 - C. Resolution 02.21.17 a Resolution Authorizing the Disposal of Personal Property Owned by the Prospect Heights Park District Cook County, Illinois
 - D. Combined Budget & Appropriation Ordinance 02.21.17A
- XVI. Recess into Executive Session (Visitors are Excused at this Time)
In accordance with the Open Meetings Act (5ILCS 1220/2 Section 2A Subsection C) for the purpose of discussion of the following items:
- A. Approval of Minutes (Section 2(c) (21))
 - B. Personnel (Section 2(c) (1))
 - C. **Land Acquisition (Section 2(c) (5/6))**
 - D. Litigation (Section 2(c) (11))
- XVII. Reconvene to Open Session (Visitors Invited to Return at this Time)
- XVIII. Possible Action on Matters Discussed Executive Session
- XIX. Adjournment

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.

**POLICY & PROCEDURE COMMITTEE MEETING
OF THE PROSPECT HEIGHTS PARK DISTRICT
GARY MORAVA RECREATION CENTER
110 W. CAMP MCDONALD ROAD, PROSPECT HEIGHTS, IL 60070
TUESDAY, JANUARY 17, 2017**

Call to Order

Roll Call

Vice President Karl Jackson called the Policy & Procedure Committee Meeting of the Prospect Heights Park District to order at 6:04 p.m.

Commissioners present:

Ellen Avery
Vicki Carney
Terry Curtis
Karl Jackson
Tim Jones (arrived at 6:41 p.m.)
Bob Loranger
Mark Malouf

Also Present:

Christina Ferraro – Executive Director
Marc Heidkamp – Director of Golf Operations (arrived at 6:37 p.m.)
Julie Caporusso – Superintendent of Recreation
Scott Devlin (arrived at 6:43 p.m.)
Edlyn Castil – Admin. Asst./Recording Secretary

Commissioners absent:

None

A quorum was present.

Corrections / Additions / Approval of Agenda

A motion was made by Commissioner Malouf and seconded by Commissioner Loranger to approve the agenda as submitted. The motion was unanimously approved with a voice vote with one absent (Commissioner Jones). The motion carried.

Introduction of Guests/Citizens

There were none.

Announcements (Meetings)

A Regular Board Meeting will be held on 01/17/17 at 7:00 p.m. at GMRC and on 02/21/17 at 7:00 p.m. at GMRC.

Correspondence

There were none.

Public Comment

There were none.

Unfinished/Ongoing Business

There were none.

New Business

Policies to review:

- Cyber Liability
- Land Acquisition
- Travel Expense Reimbursement Act

New Business (continued)

The draft Cyber Liability Policy was reviewed and decided Commissioner Avery will review and revise the policy and send revisions to Executive Director Christina Ferraro. Park Attorney Lennon will also review the draft policy.

The draft Land Acquisition Policy was reviewed. There was discussion about stating in the policy what the public need is for the land, conducting an appraisal of the land and allowing an appropriate amount of time for residents to voice their grievances. Commissioner Avery will review and revise the policy and send revisions to Executive Director Christina Ferraro. Park Attorney Lennon will also review the draft policy.

The draft Travel Expense Reimbursement Policy was reviewed. Executive Director Christina Ferraro explained that the new Act was in effect on January 1st. The policy needs to be in place by March 2nd and fully in place by June 30th.

Commissioner Tim Jones arrived at 6:41 p.m.

Commissioner Avery will review and revise the policy and send revisions to Executive Director Christina Ferraro. Park Attorney Lennon will also review the draft policy.

Adjournment

With no further business to discuss a motion was made by Commissioner Curtis and seconded by Commissioner Carney to adjourn the Policy & Procedure Committee Meeting at 6:44 p.m. The motion was unanimously approved with a voice. The motion carried.

Respectfully Submitted,
Edlyn Castil
Recording Secretary

Secretary: _____

M. Malouf, Prospect Heights Park District Secretary

**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, JANUARY 17, 2017**

DRAFT

Call to Order

Roll Call

President Tim Jones called the Regular Board Meeting of the Prospect Heights Park District to order at 7:00 p.m.

Commissioners present:

Ellen Avery
Vicki Carney
Terry Curtis
Karl Jackson
Tim Jones
Bob Loranger
Mark Malouf

Also Present:

Christina Ferraro – Executive Director
Julie Caporusso – Superintendent of Recreation
Marc Heidkamp – Director of Golf Operations
Dino Squiers – Superintendent of Parks & Facilities
Scott Devlin – Business Manager
Marci Glinski – Supervisor of Recreation
Jim Lennon – Park Attorney
Edlyn Castil – Admin. Asst./Recording Secretary

Commissioners absent:

None

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 Jackson and seconded by Commissioner Carney to approve the agenda as submitted. The motion was unanimously approved with a voice vote. The motion carried.

Correspondence

Correspondences received were:

- PDRMA letter dated November 9, 2016
- Government Finance Officers Association award letter dated December 27, 2016 – a press release will be distributed to the newspapers.

Recognition/Welcome

Residents

There were none.

City of Prospect Heights City Administrator Joe Wade was in attendance.

Special Presentation

Joe Wade, City Administrator City of Prospect Heights - Request to use property for compensatory storm water detention for the Willow Road project

City of Prospect Heights City Administrator Joe Wade provided a presentation about the Willow Road project. The project would require several areas to be used as compensatory storm water detention areas. Two of the areas are located within the Park District's property – near Eisenhower School and McDonald Field and in Walnut Woods. The detention area is not meant to be a wet pond and it will not influence the pond at Walnut Woods. The City is requesting to

Special Presentation (continued)

use Park District property for compensatory storm water detention for the \$3,000,000 Willow Road project and is seeking conceptual approval.

A motion was made by Commissioner Curtis and seconded by Commissioner Loranger to accept City of Prospect Heights' conceptual plans to use Park property for compensatory storm water detention for the Willow Road project. The motion was approved with a voice vote with one abstain (Commissioner Avery). The motion carried.

Approval of Minutes**Regular Board Meeting – December 20, 2016**

A motion was made by Commissioner Loranger and seconded by Commissioner Carney to approve the December 20, 2016 Regular Board Meeting Minutes as submitted. The motion was approved with a voice vote with two abstains (Commissioners Curtis and Jackson). The motion carried.

Announcements (Meetings)

A Regular Board Meeting will be held on 1/12/217/16 at 7:00 p.m. at GMRC.

Park District Treasurer's Report**Cash Report #12**

Mt Pros State	Payroll	#90001511	Sweep Acct.	Outstanding checks	\$	(4,301.46)
Mt Pros State	Vendor	#90001503			\$	(104,839.18)
Mt Pros State	Imprest	#90001529	Sweep Acct.	Outstanding checks	\$	5,000.00
Mt Pros State	General/Sweep	#90001498			\$	129,726.96
Mt Pros State	ATM	#90001537	Combined Bal – Account and ATM Machine		\$	26,055.53
Mt Pros State	Cash Reserves	#90001545			\$	350,344.43
Mt Pros State	Class – Reg.	#90002787	Sweep Acct.	Deposit in transit	\$	-
Mt Pros State	Investment	#107503657			\$	3,000,656.72
				Totals	\$	3,402,643.00

A motion was made by Commissioner Carney and seconded by Commissioner Loranger to accept the Treasurer's Report – Cash Report #1 dated January 17, 2017 in the amount of \$3,402,643.00. The motion was unanimously approved with a voice vote. The motion carried.

Approval of Warrants for Payment

Vendor #12		\$	25,115.04
Vendor #12A		\$	25,482.52
Vendor #12B		\$	100,420.89
Vendor #12C	Electronic	\$	13,048.77
Payroll #25	12/09/16	\$	67,521.06
Payroll #26	12/23/16	\$	54,991.03
Refund #12	December	\$	833.50
Total of Warrants		\$	287,412.81

A motion was made by Commissioner Carney and seconded by Commissioner Jackson to accept Warrants for payment as submitted for Vendor Warrants # 12, 12A, 12B, 12C, Payroll 25, 26 and Refund #12 in the amount of \$287,412.81. The motion was unanimously approved by a roll call vote.

Ayes: Commissioners Avery, Carney, Curtis, Jackson, Jones, Loranger, Malouf

Nays: None

Absent: None

The motion carried.

Business Manager Report

YTD Fund Summary – as submitted. Business Manager Scott Devlin commented that there's a correction with the date on the YTD Fund Summary. The date should be 2017 not 2016. The annual audit is scheduled for next month.

Attorney's Report

Legal Matters – Attorney Jim Lennon reported there were no other matters other than what was presented on the agenda.

Administrative / Operational Summary

Executive Director – as submitted. Executive Director Christina Ferraro provided an update about Heron Pond. She reached out to IDNR and was informed that placing bags on the property that would collect what was dredged from the pond is not permissible. The architectural firm, Chipman Design Architecture Principal in Des Plaines, has six junior architects designing plans pro bono for the bridge in the new nature park. Christina will be meeting with Marketing Coordinator Ali Geary regarding the redesign of the Park District logo. Christina will be putting together an RFP for the Park District Comprehensive Master Plan.

Superintendent of Recreation – as submitted. Superintendent of Recreation Julie Caporusso also reported that the Park District will be going live with the new RecTrac software on January 9th. However, they are having issues with the signature pads.

Superintendent of Facilities and Parks – as submitted. Superintendent of Facilities and Parks Dino Squiers reported that Staff is dealing with the effects of the freezing rain. The installation of the ADA shower heads is complete. Staff is moving forward with the new recreation office spaces.

Director of Golf Operations – as submitted.

Superintendent of Greens – as submitted. Director of Golf Operations Marc Heidkamp reported that the Grounds Staff was able to cut down the willow trees by hole #6 and #13.

Administrative/Operational Summary

- **Dance and Performing Arts** – Supervisor of Recreation Marci Glinski reported that the Dance Department did well in 2016. The Dance Department will be split in 2017 into two departments, Dance Department and Performing Arts Department.

Committees of the Board

- **Committee of the Whole**
Chairman Tim Jones, Sub Chair Terry Curtis – No report.
- **Finance Committee**
Chairman Vicki Carney, Sub Chair Tim Jones – No report.
- **OOC Programs, Facilities Grounds & Maintenance Committee**
Chairman Mark Malouf, Sub Chair Bob Loranger – No report.
- **Personnel & Planning Committee**
Chairman Bob Loranger, Sub Chair Vicki Carney – No report.
- **Policy & Procedure Committee**
Chairman Terry Curtis, Sub Chair Karl Jackson – Executive Director Christina Ferraro reported that the draft Cyber Liability Policy, Land Acquisition Policy and the Travel Reimbursement Policy were reviewed during the 01/17/17 Policy & Procedure Committee meeting. The policies will be revised and be brought back to the February Board meeting.
- **Recreation Facilities, Parks & Maintenance Committee**
Chairman Tim Jones – No report.
- **Recreation Programs & Resident Relations Committee**
Chairman Karl Jackson, Sub Chair Mark Malouf – No report.

Public Comment

There were none.

Unfinished/Ongoing Business

There were none.

New Business

Travel Expense Reimbursement Act

Executive Director Christina Ferraro reported that the draft Travel Reimbursement Policy was reviewed during the 01/17/17 Policy & Procedure Committee meeting. The policy will be revised and be brought back to the February Board meeting.

Food, Beverage & Banquet Service at Old Orchard Country Club

Executive Director Christina Ferraro discussed the lease agreement for Food, Beverage & Banquet Service (F, B & BS) at Old Orchard Country Club with Midori which will end 12/31/2018. Staff recommends three options: renew with Midori, outsource to another vendor or bring the operation in-house. In order to make the best decision, staff is recommending a simultaneous two-tiered approach: solicit for two requests for proposals (RFPs): (1) vendors to equip, manage and operate the F, B & BS and (2) a consultant to develop a budget and business plan to bring the operation in-house. Firms/vendors/consultants will be permitted to submit proposals for only one of the RFPs; they cannot submit one for each RFP released. Both RFPs will reference the other for the sake of transparency. The Board will vote next month to accept staff's recommendation to release two RFPs in April, 2017 for the F, B & BS at Old Orchard Country Club in order to hold discussions later in the year regarding future direction of the operation.

Recess into Executive Session

A motion was made by Commissioner Jackson and seconded by Commissioner Loranger 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 8:01 p.m. The motion was unanimously approved with a voice. The motion carried.

Reconvene to Open Session

Open session reconvened at 8:21 p.m. During Executive Session Personnel and the Executive Director's annual review were discussed.

Possible Action on Matters Discussed in Executive Session

A motion was made by Commissioner Curtis and seconded by Commissioner Malouf to increase the Executive Director's compensation by 5.79% for the 2017 calendar year, effective January 1st. The motion was unanimously approved by a roll call vote.

Ayes: Commissioners Avery, Carney, Curtis, Jackson, Jones, Loranger, Malouf

Nays: None

Absent: None

The motion carried.

Adjournment

With no further business to discuss a motion was made by Commissioner Malouf and seconded by Commissioner Loranger to adjourn the Regular Board Meeting at 8:25 p.m. The motion was unanimously approved with a voice. The motion carried.

Respectfully Submitted,
Edlyn Castil
Recording Secretary

Secretary: _____
M. Malouf, Prospect Heights Park District Secretary

TO: Board of Commissioners, Prospect Heights Park District
 FROM: Park District Treasurer
 DATE: 2/21/2017 CASH REPORT FY 17

Pink

*Motion by Commissioner _____ to approve CASH REPORT 2
 as submitted. Seconded by Commissioner _____.*

Voice Vote

ACCOUNTS

AMOUNTS

Mt. Pros.State	Payroll	#90001511	sweep acct.	outstanding checks	\$ (3,864.26)
Mt. Pros.State	Vendor	#90001503	sweep acct.	outstanding checks	\$ (40,460.32)
Mt. Pros.State	Imprest	#90001529			\$ 5,000.00
Mt. Pros.State	General/Sweep	#90001498			\$ 300,487.07
Mt. Pros.State	ATM	#90001537	Combined Bal -- Account and ATM Machine		\$ 26,135.53
Mt. Pros.State	Cash Reserves	#90001545			\$ 350,418.82
Mt. Pros.State	Class- Reg.	#90002787	sweep acct.	deposit in transit	\$ -
Mt. Pros.State	Investment	#107503657			\$ 2,601,281.60
			TOTALS		<u>\$ 3,238,998.44</u>

2/21/2017

**FINANCIAL
 RESOLUTION**

*Motion by Commissioner _____ to approve WARRANT RESOLUTION
 2/21/2017 as submitted. Seconded by Commissioner _____.*

APPROVAL OF WARRANTS 2/21/2017

VENDOR WARRANTS

	Ck From - To	AMOUNTS
1 In the amount of	44319-44356	\$43,074.76
1A In the amount of	44357-44375	\$18,206.03
1B In the amount of	44448-44469	\$13,097.20
1C In the amount of	44500-44532	\$25,853.54
1D In the amount of	ELECTRONIC	\$29,547.91
Total Vendor Warrants		<u>\$129,779.44</u>

PAYROLL WARRANTS

1 In the amount of	48852-48861	\$51,832.53
	gross plus employer costs	
2 In the amount of	48862-48874	\$56,166.36
	gross plus employer costs	
Total Payroll Warrants		<u>\$ 107,998.89</u>

REFUND WARRANT

1 In the total amount of	Charge Card Ref.	<u>\$ 586.00</u>
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TOTAL OF WARRANTS

\$ 238,364.33

2/21/2017

Roll Call



Prospect Heights Park District, IL

Expense Approval Report

By Payment Number

Payment Dates 01/05/2017 - 01/05/2017

Payment Number	Payment Date	Vendor #	Vendor Name	Account Number	Payment Amount
Payable Number	Description			Item Amount	
44319	1/5/2017	01667	AFLAC		210.48
	543433	ACCT #JNJ50 - DECEMBER 2016		100-01-5100	159.24
	543433	ACCT #JNJ50 - DECEMBER 2016		200-02-5100	51.24
44320	1/5/2017	01356	ALL SEASONS UNIFORMS		416.02
	IN0007508	STAFF UNIFORMS		200-02-6049	416.02
44321	1/5/2017	01817	AMERICAN ASSEMBLY INC		400.00
	1039	REMOVE/INSTALL SCOREBOARD		518-99-8025	400.00
44322	1/5/2017	01232	ARLINGTON POWER EQUIPMENT INC		352.46
	709964	LANDSCAPE & TURF SUPPLIES		200-30-6026	352.46
44323	1/5/2017	01016	AT&T		67.70
	847577107812 12/2	847 577-1078 568 2 MARQUEE		200-02-5320	67.70
44324	1/5/2017	01818	BANNER PLUMBING SUPPLY COMPANY LLC		994.90
	2234207	BUILDING IMPROVEMENTS		518-99-8010	994.90
44325	1/5/2017	01271	BRIGHT LIGHT SIGN COMPANY		210.00
	TM-13322	REPAIRS TO MARQUEE		100-01-5469	210.00
44326	1/5/2017	01032	CARDMEMBER SERVICE		15,486.59
	CREDIT MEMO 12/2	CREDIT MEMO 12/2016		100-01-5303	-11.99
	CREDIT MEMO 12/2	CREDIT MEMO 12/2016		100-01-5303	-13.89
	CREDIT MEMO 12/2	CREDIT MEMO 12/2016		100-01-5303	-6.58
	ELAN 11/18/16-12/	ELAN 11/18/16-12/19/16		100-01-5303	27.42
	ELAN 11/18/16-12/	ELAN 11/18/16-12/19/16		100-01-5303	13.16
	ELAN 11/18/16-12/	ELAN 11/18/16-12/19/16		100-01-5303	23.87
	ELAN 11/18/16-12/	ELAN 11/18/16-12/19/16		100-01-5303	38.49
	ELAN 11/18/16-12/	ELAN 11/18/16-12/19/16		100-01-6004	62.29
	ELAN 11/18/16-12/	ELAN 11/18/16-12/19/16		100-01-6004	668.25
	ELAN 11/18/16-12/	ELAN 11/18/16-12/19/16		100-01-6004	975.00
	ELAN 11/18/16-12/	ELAN 11/18/16-12/19/16		100-01-6004	60.00
	ELAN 11/18/16-12/	ELAN 11/18/16-12/19/16		100-01-6004	88.35
	ELAN 11/18/16-12/	ELAN 11/18/16-12/19/16		100-1225	254.00
	ELAN 11/18/16-12/	ELAN 11/18/16-12/19/16		100-1225	225.00
	ELAN 11/18/16-12/	ELAN 11/18/16-12/19/16		100-1225	546.00
	ELAN 11/18/16-12/	ELAN 11/18/16-12/19/16		200-02-5300	40.00
	ELAN 11/18/16-12/	ELAN 11/18/16-12/19/16		200-02-6024	19.05
	ELAN 11/18/16-12/	ELAN 11/18/16-12/19/16		200-02-6027	15.45
	ELAN 11/18/16-12/	ELAN 11/18/16-12/19/16		200-03-6028	142.32
	ELAN 11/18/16-12/	ELAN 11/18/16-12/19/16		200-03-6028	9.95
	ELAN 11/18/16-12/	ELAN 11/18/16-12/19/16		200-03-6028	50.52
	ELAN 11/18/16-12/	ELAN 11/18/16-12/19/16		200-04-6028	59.47
	ELAN 11/18/16-12/	ELAN 11/18/16-12/19/16		200-04-6028	17.40
	ELAN 11/18/16-12/	ELAN 11/18/16-12/19/16		200-04-6028	54.94
	ELAN 11/18/16-12/	ELAN 11/18/16-12/19/16		200-04-6028	4.93
	ELAN 11/18/16-12/	ELAN 11/18/16-12/19/16		200-05-5475	401.40
	ELAN 11/18/16-12/	ELAN 11/18/16-12/19/16		200-06-6018	29.20
	ELAN 11/18/16-12/	ELAN 11/18/16-12/19/16		200-06-6018	126.00
	ELAN 11/18/16-12/	ELAN 11/18/16-12/19/16		200-06-6018	112.31
	ELAN 11/18/16-12/	ELAN 11/18/16-12/19/16		200-06-6018	111.94
	ELAN 11/18/16-12/	ELAN 11/18/16-12/19/16		200-06-6028	646.50
	ELAN 11/18/16-12/	ELAN 11/18/16-12/19/16		200-06-6028	24.08
	ELAN 11/18/16-12/	ELAN 11/18/16-12/19/16		200-11-5475	2,726.80

Expense Approval Report

Payment Dates: 01/05/2017 - 01/05/2017

Payment Number	Payment Date Payable Number	Vendor # Description	Vendor Name	Account Number	Payment Amount Item Amount
	ELAN 11/18/16-12/	ELAN 11/18/16-12/19/16		200-11-5475	35.00
	ELAN 11/18/16-12/	ELAN 11/18/16-12/19/16		200-11-6028	35.77
	ELAN 11/18/16-12/	ELAN 11/18/16-12/19/16		200-11-6028	21.96
	ELAN 11/18/16-12/	ELAN 11/18/16-12/19/16		200-11-6028	60.00
	ELAN 11/18/16-12/	ELAN 11/18/16-12/19/16		200-1225	139.71
	ELAN 11/18/16-12/	ELAN 11/18/16-12/19/16		200-1225	235.00
	ELAN 11/18/16-12/	ELAN 11/18/16-12/19/16		200-1225	254.00
	ELAN 11/18/16-12/	ELAN 11/18/16-12/19/16		200-12-5300	575.00
	ELAN 11/18/16-12/	ELAN 11/18/16-12/19/16		200-12-6028	51.88
	ELAN 11/18/16-12/	ELAN 11/18/16-12/19/16		200-12-6028	39.99
	ELAN 11/18/16-12/	ELAN 11/18/16-12/19/16		200-12-6028	709.40
	ELAN 11/18/16-12/	ELAN 11/18/16-12/19/16		300-1225	15.00
	ELAN 11/18/16-12/	ELAN 11/18/16-12/19/16		300-1225	538.43
	ELAN 11/18/16-12/	ELAN 11/18/16-12/19/16		300-40-5331	35.58
	ELAN 11/18/16-12/	ELAN 11/18/16-12/19/16		300-40-6022	35.89
	ELAN 11/18/16-12/	ELAN 11/18/16-12/19/16		300-41-6031	333.81
	ELAN 11/18/16-12/	ELAN 11/18/16-12/19/16		406-1225	199.00
	ELAN 11/18/16-12/	ELAN 11/18/16-12/19/16		406-99-6020	134.00
	ELAN 11/18/16-12/	ELAN 11/18/16-12/19/16		413-99-6028	21.28
	ELAN 11/18/16-12/	ELAN 11/18/16-12/19/16		518-99-8020	409.00
	ELAN 11/18/16-12/	ELAN 11/18/16-12/19/16		518-99-8025	4,065.26
44327	1/5/2017	01725	CITI CARDS		6,507.80
	11/19/16-12/20/16	11/19/16-12/20/16		200-03-5475	23.17
	11/19/16-12/20/16	11/19/16-12/20/16		200-03-5475	19.98
	11/19/16-12/20/16	11/19/16-12/20/16		200-03-6028	35.96
	11/19/16-12/20/16	11/19/16-12/20/16		200-03-6028	91.44
	11/19/16-12/20/16	11/19/16-12/20/16		200-03-6028	163.05
	11/19/16-12/20/16	11/19/16-12/20/16		200-03-6028	23.03
	11/19/16-12/20/16	11/19/16-12/20/16		200-03-6028	49.40
	11/19/16-12/20/16	11/19/16-12/20/16		200-04-6028	241.86
	11/19/16-12/20/16	11/19/16-12/20/16		200-04-6028	2.00
	11/19/16-12/20/16	11/19/16-12/20/16		200-05-5475	150.00
	11/19/16-12/20/16	11/19/16-12/20/16		200-05-5475	200.00
	11/19/16-12/20/16	11/19/16-12/20/16		200-05-5475	100.00
	11/19/16-12/20/16	11/19/16-12/20/16		200-05-5475	135.50
	11/19/16-12/20/16	11/19/16-12/20/16		200-05-5475	160.00
	11/19/16-12/20/16	11/19/16-12/20/16		200-05-5475	265.18
	11/19/16-12/20/16	11/19/16-12/20/16		200-05-5475	157.44
	11/19/16-12/20/16	11/19/16-12/20/16		200-06-6018	103.40
	11/19/16-12/20/16	11/19/16-12/20/16		200-06-6018	133.50
	11/19/16-12/20/16	11/19/16-12/20/16		200-06-6028	56.24
	11/19/16-12/20/16	11/19/16-12/20/16		200-11-5475	167.17
	11/19/16-12/20/16	11/19/16-12/20/16		200-11-5475	1.50
	11/19/16-12/20/16	11/19/16-12/20/16		200-11-5475	801.13
	11/19/16-12/20/16	11/19/16-12/20/16		200-11-5475	649.80
	11/19/16-12/20/16	11/19/16-12/20/16		200-11-5475	780.00
	11/19/16-12/20/16	11/19/16-12/20/16		200-11-5475	520.00
	11/19/16-12/20/16	11/19/16-12/20/16		200-11-5475	972.00
	11/19/16-12/20/16	11/19/16-12/20/16		200-11-6028	121.05
	11/19/16-12/20/16	11/19/16-12/20/16		200-1225	90.00
	11/19/16-12/20/16	11/19/16-12/20/16		200-12-6028	28.00
	11/19/16-12/20/16	11/19/16-12/20/16		200-12-6028	133.05
	11/19/16-12/20/16	11/19/16-12/20/16		200-2368	132.95
44328	1/5/2017	01090	CITY OF PROSPECT HEIGHTS		57.75
	POLAR EXPRESS 12/	CITY OF PH METRA PARKING		200-12-6028	57.75
44329	1/5/2017	01076	D SQUIERS		300.00
	CELL PHONE REIMB	CELL PHONE REIMBURSEMENT 01/17-06/17		408-99-5208	300.00

Expense Approval Report

Payment Dates: 01/05/2017 - 01/05/2017

Payment Number	Payment Date Payable Number	Vendor # Description	Vendor Name	Account Number	Payment Amount Item Amount
44330	1/5/2017 SPRING HOLIDAY RE	01107 DISTRICT 214 COMMUNITY EDUCATION SPRING HOLIDAY RECITAL 12/10/16		200-06-5350	540.00 540.00
44331	1/5/2017 CELL PHONE REIMB	01181 DOUG RANDELL CELL PHONE REIMBURSEMENT 01/17-06/17		408-99-5208	240.00 240.00
44332	1/5/2017 CELL PHONE REIMB	01018 DOUGLAS BRAZEAU CELL PHONE REIMBURSEMENT 01/17-06/17		408-99-5208	240.00 240.00
44333	1/5/2017 CELL PHONE REIMB	01019 ESTEBAN BURCIAGA CELL PHONE REIMBURSEMENT 01/17-06/17		408-99-5208	240.00 240.00
44334	1/5/2017 13298338	01034 FIRST COMMUNICATIONS/GLOBALCOM INC TELEPHONE SERVICES		200-02-5320	409.40 409.40
44335	1/5/2017 CELL PHONE REIMB	01012 GERALD ARDEN CELL PHONE REIMBURSEMENT 01/17-06/17		408-99-5208	240.00 240.00
44336	1/5/2017 9255410	01234 GOPHER TENNIS NET		200-30-6038	1,212.12 1,212.12
44337	1/5/2017 2017 MEMBERSHIP	01349 ILLINOIS ASSOCIATION OF PARK DISTRICTS 2017 MEMBERSHIP DUES		100-01-5460	5,051.67 5,051.67
44338	1/5/2017 3546	01048 JAMES K LENNON PC LEGAL SERVICES 10-12/2016		100-01-5332	2,327.50 2,327.50
44339	1/5/2017 9/2016-11/2016	01589 JEANIE GAIN SQUARE DANCE LESSONS		200-06-5300	398.40 398.40
44340	1/5/2017 CELL PHONE REIMB	01369 JULIE CAPORUSSO CELL PHONE REIMBURSEMENT 01/17-06/17		408-99-5208	240.00 240.00
44341	1/5/2017 CHAIR YOGA 12/201	01533 KATHLEEN O'MALLEY-GALLAGHER CHAIR YOGA 12/2016		200-13-5300	291.90 291.90
44342	1/5/2017 CELL PHONE REIMB	01035 LAURA FUDALA CELL PHONE REIMBURSEMENT 01/17-06/17		408-99-5208	240.00 240.00
44343	1/5/2017 11437	01162 MANZELLA PLUMBING INC BUILDING IMPROVEMENTS		518-99-8010	727.32 727.32
44344	1/5/2017 CELL PHONE REIMB	01039 MARC HEIDKAMP CELL PHONE REIMBURSEMENT 01/17-06/17		408-99-5208	450.00 450.00
44345	1/5/2017 CELL PHONE REIMB	01036 MARCI GLINSKI CELL PHONE REIMBURSEMENT 01/17-06/17		408-99-5208	240.00 240.00
44346	1/5/2017 CELL PHONE REIMB	01013 MICHAEL ARDEN CELL PHONE REIMBURSEMENT 01/17-06/17		408-99-5208	240.00 240.00
44347	1/5/2017 CELL PHONE REIMB	01819 MICHELLE MARRON BRENNAN CELL PHONE REIMBURSEMENT 01/17-06/17		408-99-5208	240.00 240.00
44348	1/5/2017 957235	01057 NAPA HEIGHTS AUTOMOTIVE REPAIR PARTS		200-02-6030	112.38 112.38
44349	1/5/2017 99291700005 12/22	01059 NICOR ADMIN NATURAL GAS 11/21-12/21/16		200-02-5204	195.90 195.90
44350	1/5/2017 889293121001 889293121001 889293121001 889294457001	01062 OFFICE DEPOT OFFICE/PROGRAM SUPPLIES OFFICE/PROGRAM SUPPLIES OFFICE/PROGRAM SUPPLIES OFFICE EQUIPMENT		100-01-6027 200-03-6028 200-04-6028 100-01-6044	105.69 7.83 2.12 2.13 29.91

Expense Approval Report

Payment Dates: 01/05/2017 - 01/05/2017

Payment Number	Payment Date Payable Number	Vendor # Description	Vendor Name	Account Number	Payment Amount Item Amount
	889294458001	OFFICE SUPPLIES		100-01-6027	63.70
44351	1/5/2017	01694	OLIVIA SHAPLEY		240.00
	CELL PHONE REIMB	CELL PHONE REIMBURSEMENT 01/17-06/17		408-99-5208	240.00
44352	1/5/2017	01135	PURCHASE POWER		461.96
	8000900000081293	POSTAGE/SUPPLIES		100-01-6000	201.00
	8000900000081293	POSTAGE/SUPPLIES		100-01-6027	280.96
	CREDIT 12/26/16	CREDIT		100-01-6000	-20.00
44353	1/5/2017	01074	SAM'S CLUB/SYNCHRONY BANK		232.20
	6046001000018565	PROGRAM SUPPLIES		200-11-6028	20.80
	6046001000018565	PROGRAM SUPPLIES		200-12-6028	181.44
	6046001000018565	PROGRAM SUPPLIES		200-12-6028	29.96
44354	1/5/2017	01541	SESAC		397.00
	REF#4387921	2017 MUSIC LICENSE FEE		100-01-5465	397.00
44355	1/5/2017	01781	THOMAS R PETZEL		1,058.75
	16104	DEC 2016 IT SUPPORT		100-01-5300	1,058.75
44356	1/5/2017	01082	WAREHOUSE DIRECT		1,698.87
	3306687-0	JANITORIAL/PROGRAM SUPPLIES		200-02-6022	113.88
	3306687-0	JANITORIAL/PROGRAM SUPPLIES		200-13-6028	142.76
	3306687-1	REPAIR PARTS		200-02-6030	250.00
	3310161-0	JANITORIAL SUPPLIES		200-02-6022	956.64
	3313116-0	REPAIR PARTS		200-02-6030	235.59
Grand Total:					43,074.76

Report Summary

Fund Summary

Fund	Payment Amount
100 - CORPORATE FUND	12,716.93
200 - RECREATION FUND	19,298.36
300 - GOLF	958.71
406 - LIABILITY INSURANCE FUND	333.00
408 - POLICE FUND	3,150.00
413 - COMMUNITY EVENTS	21.28
518 - CAPITAL PROJECT FUND	6,596.48
Grand Total:	43,074.76

Account Summary

Account Number	Account Name	Payment Amount
100-01-5100	MEDICAL INSURANCE	159.24
100-01-5300	CONTRACTED SERVICE	1,058.75
100-01-5303	MARKETING	70.48
100-01-5332	LEGAL SERVICES	2,327.50
100-01-5460	PROFESSIONAL MEMBE	5,051.67
100-01-5465	LICENSES AND FEES	397.00
100-01-5469	IT SERVICES CONTRACTS	210.00
100-01-6000	POSTAGE	181.00
100-01-6004	EMPLOYEE RELATIONS	1,853.89
100-01-6027	OFFICE SUPPLIES	352.49
100-01-6044	OFFICE EQUIPMENT	29.91
100-1225	PREPAID EXPENSES	1,025.00
200-02-5100	MEDICAL INSURANCE	51.24
200-02-5204	NATURAL GAS-HEAT	195.90
200-02-5300	CONTRACTED SERVICE	40.00
200-02-5320	TELEPHONE	477.10
200-02-6022	JANITORIAL SUPPLIES	1,070.52
200-02-6024	GAS OIL AND GREASE	19.05
200-02-6027	OFFICE SUPPLIES	15.45
200-02-6030	REPAIR PARTS EQUIPME	597.97
200-02-6049	STAFF UNIFORMS-FACILI	416.02
200-03-5475	PROGRAM ACTIVITY AN	43.15
200-03-6028	PROGRAM SUPPLIES-PR	567.79
200-04-6028	PROGRAM SUPPLIES-KIN	382.73
200-05-5475	PROGRAM ACTIVITY AN	1,569.52
200-06-5300	CONTRACTED SERVICE	398.40
200-06-5350	BUILDING RENTAL	540.00
200-06-6018	UNIFORMS-PROGRAM S	616.35
200-06-6028	PROGRAM SUPPLIES-PE	726.82
200-11-5475	PROGRAM ACTIVITY AN	6,653.40
200-11-6028	PROGRAM SUPPLIES-AC	259.58
200-1225	PREPAID EXPENSES	718.71
200-12-5300	CONTRACTED SERVICE	575.00
200-12-6028	PROGRAM SUPPLIES-SPE	1,231.47
200-13-5300	CONTRACTED SERVICE	291.90
200-13-6028	PROGRAM SUPPLIES-FIT	142.76
200-2368	PRESCHOOL BOOSTERS	132.95
200-30-6026	LANDSCAPE AND TURF	352.46
200-30-6038	REPAIR PARTS PARKS	1,212.12
300-1225	PREPAID EXPENSES	553.43
300-40-5331	PROMOTION	35.58
300-40-6022	JANITORIAL SUPPLIES	35.89
300-41-6031	REPAIR PARTS VEHICLES	333.81
406-1225	PREPAID EXPENSES	199.00
406-99-6020	SAFETY SUPPLIES, PART	134.00
408-99-5208	MOBILE PHONES	3,150.00

Account Summary

Account Number	Account Name	Payment Amount
413-99-6028	PROGRAM SUPPLIES	21.28
518-99-8010	BUILDING IMPROVEME	1,722.22
518-99-8020	LAND IMPROVEMENTS	409.00
518-99-8025	CAPITAL PURCHASE	4,465.26
	Grand Total:	43,074.76

Project Account Summary

Project Account Key	Payment Amount
None	43,074.76
Grand Total:	43,074.76



Prospect Heights Park District, IL

Expense Approval Report

By Payment Number

Payment Dates 01/12/2017 - 01/12/2017

Payment Number	Payment Date Payable Number	Vendor # Description	Vendor Name	Account Number	Payment Amount Item Amount
44357	1/12/2017 59134	01165 CONTRACTED REPAIRS	A DISCOUNT LOCK CO	200-02-5424	496.00 496.00
44358	1/12/2017 485911583	01006 PAYROLL PROCESSING PE 1/3/17	ADP LLC	100-01-5430	209.86 209.86
44359	1/12/2017 30564	01199 STAFF UNIFORMS	ALL AMERICAN UNIFORM AND SUPPLY	300-41-6048	278.87 278.87
44360	1/12/2017 00002494	01639 REPAIR PARTS	AMERICAN DOOR AND DOCK	300-41-6032	515.00 515.00
44361	1/12/2017 102655 102687	01015 CONTRACTED LABOR - GROUNDS CONTRACTED LABOR - GROUNDS	ASSOCIATED LABOR CORPORATION OF AMERICA	300-41-5300 300-41-5300	2,278.16 1,079.76 1,198.40
44362	1/12/2017 847255488301 1/1/	01016 847 255-4883 294 7 OCCC F&A	AT&T	300-40-5320	108.56 108.56
44363	1/12/2017 847255203301 1/1/	01016 847 255-2033 863 2 GROUNDS	AT&T	300-41-5320	204.56 204.56
44364	1/12/2017 5103 5103	01820 REPAIR PARTS/WHIRLPOOL PARTS REPAIR PARTS/WHIRLPOOL PARTS	C&E FIRE PROTECTION INC	200-02-6014 200-10-6033	1,510.00 780.00 730.00
44365	1/12/2017 8771100740047145	01022 GMRC INTERNET	COMCAST	200-02-5320	89.26 89.26
44366	1/12/2017 1713512-01 1713512-01	01042 GMRC/OCCC NATURAL GAS GMRC/OCCC NATURAL GAS	CONSTELLATION ENERGY SERVICES - NATURAL GAS LLC	200-02-5204 300-40-5204	3,509.33 1,796.88 1,712.45
44367	1/12/2017 19943186	01031 COPIERS/PRINTER LEASE	DES PLAINES OFFICE EQUIPMENT	100-01-5430	680.00 680.00
44368	1/12/2017 A18796 A18798	01338 SECURITY & FIRE ALARM SYSTEM SECURITY & FIRE ALARM SYSTEM	DETECTION SYSTEMS & SERVICE	408-99-5325 408-99-5325	450.00 360.00 90.00
44369	1/12/2017 CDC 12/28/16 CDC 12/30/16	01159 CONTRACTED REPAIRS CONTRACTED REPAIRS	FRANK CRIGLER	200-02-5422 200-02-5422	4,280.00 3,080.00 1,200.00
44370	1/12/2017 15330710010817	01693 ADMIN WATER	HINCKLEY SPRINGS	100-01-5430	11.90 11.90
44371	1/12/2017 93979-TM	01440 CONTRACTED SERVICES	MINDSIGHT	100-01-5300	337.50 337.50
44372	1/12/2017 K-102579	01066 CONTRACTED SERVICES	PLATINUM SYSTEMS	100-01-5300	190.00 190.00
44373	1/12/2017 763008 763013 763013-1	01070 JANITORIAL SUPPLIES LANDSCAPE & TURF MATERIALS LANDSCAPE & TURF MATERIALS	RAMROD	200-02-6022 200-30-6026 200-30-6026	1,149.26 562.06 467.95 119.25

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Payment Dates: 01/12/2017 - 01/12/2017

Payment Number	Payment Date Payable Number	Vendor # Description	Vendor Name	Account Number	Payment Amount Item Amount
44374	1/12/2017 29247	01796 CAPITAL PURCHASE	THE ATHLETIC EQUIPMENT SOURCE	518-99-8025	1,773.00 1,773.00
44375	1/12/2017 282200	01334 FORMS	TYLER BUSINESS FORMS	100-01-6027	134.77 134.77
Grand Total:					18,206.03

Report Summary

Fund Summary

Fund	Payment Amount
100 - CORPORATE FUND	1,564.03
200 - RECREATION FUND	9,321.40
300 - GOLF	5,097.60
408 - POLICE FUND	450.00
518 - CAPITAL PROJECT FUND	1,773.00
Grand Total:	18,206.03

Account Summary

Account Number	Account Name	Payment Amount
100-01-5300	CONTRACTED SERVICE	527.50
100-01-5430	SERVICE CONTRACTS	901.76
100-01-6027	OFFICE SUPPLIES	134.77
200-02-5204	NATURAL GAS-HEAT	1,796.88
200-02-5320	TELEPHONE	89.26
200-02-5422	CONTRACTED REPAIRS H	4,280.00
200-02-5424	CONTRACTED REPAIRS B	496.00
200-02-6014	WHIRLPOOL SUPPLIES	780.00
200-02-6022	JANITORIAL SUPPLIES	562.06
200-10-6033	REPAIR PARTS POOL	730.00
200-30-6026	LANDSCAPE AND TURF	587.20
300-40-5204	NATURAL GAS-HEAT	1,712.45
300-40-5320	TELEPHONE	108.56
300-41-5300	CONTRACTED SERVICE	2,278.16
300-41-5320	TELEPHONE	204.56
300-41-6032	REPAIR PARTS BUILDING	515.00
300-41-6048	STAFF UNIFORMS	278.87
408-99-5325	SECURITY & FIRE ALARM	450.00
518-99-8025	CAPITAL PURCHASE	1,773.00
Grand Total:		18,206.03

Project Account Summary

Project Account Key	Payment Amount
None	18,206.03
Grand Total:	18,206.03



Prospect Heights Park District, IL

Expense Approval Report By Payment Number

Payment Dates 01/19/2017 - 01/19/2017

Payment Number	Payment Date Payable Number	Vendor # Description	Vendor Name	Account Number	Payment Amount Item Amount
44448	1/19/2017 486337496	01006 PAYROLL PROCESSING	ADP LLC	100-01-5430	435.55 435.55
44449	1/19/2017 9940672956 9941400046	01009 OCC GROUNDS SUPPLIES OCC GROUNDS SUPPLIES	AIRGAS USA LLC	300-41-5300 300-41-5300	93.32 46.02 47.30
44450	1/19/2017 102706	01015 CONTRACTED LABOR - GROUNDS	ASSOCIATED LABOR CORPORATION OF AMERICA	300-41-5300	1,079.76 1,079.76
44451	1/19/2017 847394342201 1/4/	01016 847 394-3422 297 7 ADMIN	AT&T	200-02-5320	371.69 371.69
44452	1/19/2017 2030-144	01350 MEMBERSHIP DUES 2017	CHICAGO DISTRICT GOLF ASSOCIATION	300-40-6041	400.00 400.00
44453	1/19/2017 8771100740004153	01022 GMRC CABLE	COMCAST	200-02-5320	10.47 10.47
44454	1/19/2017 PILATES 11/2016-12	01180 PILATES 11/2016-12/2016	DARLEEN CARL-BECK	200-13-5300	158.20 158.20
44455	1/19/2017 091-C-059799 091-C-059814 091-C-059820	01106 BUSSES FOR KIDS DAY OFF BUSSES FOR KIDS DAY OFF BUSSES FOR KIDS DAY OFF	FIRST STUDENT INC	200-05-5475 200-05-5475 200-05-5475	731.60 291.60 220.00 220.00
44456	1/19/2017 INVUS66327	01590 APPLITRACK SUBSCRIPTION	FRONTLINE TECHNOLOGIES GROUP LLC	100-01-5465	747.13 747.13
44457	1/19/2017 CHE J 01/18/17	01822 REFUND	JANE CHE	200-2372	79.00 79.00
44458	1/19/2017 61012133 61012179 61012196 61012641	01044 HARDWARE SMALL TOOLS SUPPLIES HARDWARE SMALL TOOLS SUPPLIES HARDWARE SMALL TOOLS SUPPLIES HARDWARE SMALL TOOLS SUPPLIES	JC LICHT AND COMPANY	300-41-6016 300-41-6016 300-41-6016 300-41-6016	152.90 35.35 19.74 45.36 52.45
44459	1/19/2017 P00256 P00298	01045 HARDWARE SMALL TOOLS SUPPLIES HARDWARE SMALL TOOLS SUPPLIES	JW TURF INC	300-41-6016 300-41-6016	129.89 89.09 40.80
44460	1/19/2017 958399 958418 962453	01057 MOTOR OIL REPAIR PARTS REPAIR PARTS	NAPA HEIGHTS AUTOMOTIVE	300-41-6024 300-41-6030 300-41-6030	78.35 47.88 9.97 20.50
44461	1/19/2017 9000291761 9000295201 9000295751 9000296841	01264 EQUIPMENT EQUIPMENT APPAREL CREDIT - SHIPPING & HANDLING FOR INV 90002917	OAKLEY	300-1361 300-1360 300-1362 300-1361	1,168.43 83.88 29.33 1,096.60 -41.38
44462	1/19/2017 891634836001	01062 OFFICE EQUIPMENT	OFFICE DEPOT	100-01-6044	139.66 139.66

Expense Approval Report

Payment Dates: 01/19/2017 - 01/19/2017

Payment Number	Payment Date Payable Number	Vendor # Description	Vendor Name	Account Number	Payment Amount Item Amount
44463	1/19/2017 BUILDING RENTAL 2	01068 BUILDING RENTAL 2017	PROSPECT HEIGHTS SCHOOL DISTRICT 23	200-02-5350	2,000.00 2,000.00
44464	1/19/2017 69721	01073 CONTRACTED SERVICES	ROUTE 12 RENTAL	300-41-5300	169.80 169.80
44465	1/19/2017 32146791	01078 EQUIPMENT	TAYLOR MADE	300-1360	62.46 62.46
44466	1/19/2017 43755479 1/18/17	01565 MEMBERSHIP	USGA CLUB MEMBERSHIP	300-40-6041	110.00 110.00
44467	1/19/2017 11654-001 1/15/17 11654-001 1/15/17 11654-001 1/15/17 11663-001 1/15/17 9160-002 1/15/17 9160-002 1/15/17 9160-002 1/15/17	01081 GROUNDS WATER/SEWER CONST FEE/SEWER GROUNDS WATER/SEWER CONST FEE/SEWER GROUNDS WATER/SEWER CONST FEE/SEWER GMRC WATER OCCC WATER/SEWER CONST FEE/SEWER OCCC WATER/SEWER CONST FEE/SEWER OCCC WATER/SEWER CONST FEE/SEWER	VILLAGE OF MOUNT PROSPECT	300-41-5206 300-41-5206 300-41-5206 200-02-5206 300-40-5206 300-40-5206 300-40-5206	1,995.99 5.34 5.00 27.57 439.22 245.64 5.00 1,268.22
44468	1/19/2017 100909 100924	01375 BACKFLOW CERTIFICATION & REPAIRS BACKFLOW CERTIFICATION & REPAIRS	WESTERN IRRIGATION INC	300-40-5421 300-40-5421	715.00 365.00 350.00
44469	1/19/2017 4521078097	01091 RANGE	WILSON SPORTING GOODS	300-44-6028	2,268.00 2,268.00
Grand Total:					13,097.20

Report Summary

Fund Summary

Fund	Payment Amount
100 - CORPORATE FUND	1,322.34
200 - RECREATION FUND	3,790.18
300 - GOLF	7,984.68
Grand Total:	13,097.20

Account Summary

Account Number	Account Name	Payment Amount
100-01-5430	SERVICE CONTRACTS	435.55
100-01-5465	LICENSES AND FEES	747.13
100-01-6044	OFFICE EQUIPMENT	139.66
200-02-5206	WATER SEWER	439.22
200-02-5320	TELEPHONE	382.16
200-02-5350	BUILDING RENTAL	2,000.00
200-05-5475	PROGRAM ACTIVITY AN	731.60
200-13-5300	CONTRACTED SERVICE	158.20
200-2372	REFUND CLEARING ACC	79.00
300-1360	GOLF EQUIPMENT INVE	91.79
300-1361	GOLF BALL INVENTORY	42.50
300-1362	GOLF APPAREL INVENTO	1,096.60
300-40-5206	WATER SEWER	1,518.86
300-40-5421	CONTRACTED REPAIRS P	715.00
300-40-6041	CDGA EXPENDITURE	510.00
300-41-5206	WATER SEWER	37.91
300-41-5300	CONTRACTED SERVICE	1,342.88
300-41-6016	HARDWARE SMALL TOO	282.79
300-41-6024	GAS OIL AND GREASE	47.88
300-41-6030	REPAIR PARTS EQUIPME	30.47
300-44-6028	PROGRAM SUPPLIES-WA	2,268.00
Grand Total:		13,097.20

Project Account Summary

Project Account Key	Payment Amount
None	13,097.20
Grand Total:	13,097.20



Prospect Heights Park District, IL

Expense Approval Report

By Payment Number

Payment Dates 01/26/2017 - 01/26/2017

Payment Number	Payment Date	Vendor #	Vendor Name	Account Number	Payment Amount
	Payable Number	Description			Item Amount
44500	1/26/2017	01006	ADP LLC		269.24
	487208639	PAYROLL PROCESSING PE 1/17/17		100-01-5430	269.24
44501	1/26/2017	01667	AFLAC		210.48
	948564	ACCT# JNJ50 - JANUARY 2017		100-01-5105	159.24
	948564	ACCT# JNJ50 - JANUARY 2017		200-02-5105	51.24
44502	1/26/2017	01826	ALISON GEARY		32.04
	2017 IAPD/IPRA CO	2017 IAPD/IPRA CONFERENCE REIMBURSEMENT		200-02-5335	32.04
44503	1/26/2017	01744	AMI COMMUNICATIONS		1,490.00
	1329	IT SUPPORT 01/2017		100-01-5300	1,490.00
44504	1/26/2017	01347	ASCAP		341.00
	ACCT# 500695409	ASCAP 2017		100-01-5465	341.00
44505	1/26/2017	01015	ASSOCIATED LABOR CORPORATION OF AMERICA		1,161.33
	102742	CONTRACTED LABOR - GROUNDS		300-41-5300	1,161.33
44506	1/26/2017	01016	AT&T		79.03
	847398195901 1/10	847 398-1959 971 3 OCCC VISA		300-40-5320	79.03
44507	1/26/2017	01725	CITI CARDS		5,856.93
	CITIVISA 12/21/16-1	CITIVISA 12/21/16-1/19/17		200-02-6044	224.07
	CITIVISA 12/21/16-1	CITIVISA 12/21/16-1/19/17		200-03-6028	10.39
	CITIVISA 12/21/16-1	CITIVISA 12/21/16-1/19/17		200-03-6028	3.99
	CITIVISA 12/21/16-1	CITIVISA 12/21/16-1/19/17		200-03-6028	37.93
	CITIVISA 12/21/16-1	CITIVISA 12/21/16-1/19/17		200-03-6028	27.35
	CITIVISA 12/21/16-1	CITIVISA 12/21/16-1/19/17		200-03-6028	12.98
	CITIVISA 12/21/16-1	CITIVISA 12/21/16-1/19/17		200-03-6028	63.60
	CITIVISA 12/21/16-1	CITIVISA 12/21/16-1/19/17		200-03-6028	7.00
	CITIVISA 12/21/16-1	CITIVISA 12/21/16-1/19/17		200-03-6028	87.25
	CITIVISA 12/21/16-1	CITIVISA 12/21/16-1/19/17		200-03-6028	37.92
	CITIVISA 12/21/16-1	CITIVISA 12/21/16-1/19/17		200-04-6028	35.69
	CITIVISA 12/21/16-1	CITIVISA 12/21/16-1/19/17		200-04-6028	87.25
	CITIVISA 12/21/16-1	CITIVISA 12/21/16-1/19/17		200-04-6028	39.66
	CITIVISA 12/21/16-1	CITIVISA 12/21/16-1/19/17		200-04-6028	313.66
	CITIVISA 12/21/16-1	CITIVISA 12/21/16-1/19/17		200-04-6028	8.98
	CITIVISA 12/21/16-1	CITIVISA 12/21/16-1/19/17		200-05-5475	43.78
	CITIVISA 12/21/16-1	CITIVISA 12/21/16-1/19/17		200-05-5475	225.10
	CITIVISA 12/21/16-1	CITIVISA 12/21/16-1/19/17		200-11-5475	215.00
	CITIVISA 12/21/16-1	CITIVISA 12/21/16-1/19/17		200-11-5475	61.00
	CITIVISA 12/21/16-1	CITIVISA 12/21/16-1/19/17		200-11-6028	76.47
	CITIVISA 12/21/16-1	CITIVISA 12/21/16-1/19/17		200-11-6028	140.00
	CITIVISA 12/21/16-1	CITIVISA 12/21/16-1/19/17		200-12-6028	302.78
	CITIVISA 12/21/16-1	CITIVISA 12/21/16-1/19/17		200-12-6028	57.90
	CITIVISA 12/21/16-1	CITIVISA 12/21/16-1/19/17		200-12-6028	29.80
	CITIVISA 12/21/16-1	CITIVISA 12/21/16-1/19/17		200-12-6028	54.50
	CITIVISA 12/21/16-1	CITIVISA 12/21/16-1/19/17		518-99-8050	1,036.73
	CITIVISA 2016 12/21	CITIVISA 2016 12/21/16-1/19/17		200-03-6028	27.72
	CITIVISA 2016 12/21	CITIVISA 2016 12/21/16-1/19/17		200-03-6028	44.32
	CITIVISA 2016 12/21	CITIVISA 2016 12/21/16-1/19/17		200-05-5475	184.20
	CITIVISA 2016 12/21	CITIVISA 2016 12/21/16-1/19/17		200-05-5475	463.45
	CITIVISA 2016 12/21	CITIVISA 2016 12/21/16-1/19/17		200-05-5475	442.58
	CITIVISA 2016 12/21	CITIVISA 2016 12/21/16-1/19/17		200-05-5475	282.00
	CITIVISA 2016 12/21	CITIVISA 2016 12/21/16-1/19/17		200-11-5475	500.00

Expense Approval Report

Payment Dates: 01/26/2017 - 01/26/2017

Payment Number	Payment Date Payable Number	Vendor # Description	Vendor Name	Account Number	Payment Amount Item Amount
	CITIVISA 2016 12/21	CITIVISA 2016 12/21/16-1/19/17		200-11-5475	270.00
	CITIVISA 2016 12/21	CITIVISA 2016 12/21/16-1/19/17		200-11-5475	264.50
	CITIVISA 2016 12/21	CITIVISA 2016 12/21/16-1/19/17		200-11-6028	8.00
	CITIVISA 2016 12/21	CITIVISA 2016 12/21/16-1/19/17		200-11-6028	8.00
	CITIVISA 2016 12/21	CITIVISA 2016 12/21/16-1/19/17		200-12-6028	41.42
	CITIVISA 2016 12/21	CITIVISA 2016 12/21/16-1/19/17		200-12-6028	79.96
44508	1/26/2017	01022	COMCAST		117.50
	8771100740151376	GROUND S CABLE/INTERNET		300-41-5320	117.50
44509	1/26/2017	01023	COMMONWEALTH EDISON		0.09
	3894104005 1/19/1	BALLFIELD LIGHTS		405-99-5205	0.09
44510	1/26/2017	01024	CONSERV FS		353.34
	65025192	REPAIR PARTS		300-41-6032	270.00
	65027044	GAS OIL GREASE		300-41-6024	83.34
44511	1/26/2017	01041	CONSTELLATION ENERGY SERVICES INC		3,032.35
	74054313	705224-0 GMRC ELECTRIC		200-02-5205	3,032.35
44512	1/26/2017	01041	CONSTELLATION ENERGY SERVICES INC		4,320.70
	73994357	#705224-2 OOC ELECTRIC		300-40-5205	4,320.70
44513	1/26/2017	01041	CONSTELLATION ENERGY SERVICES INC		48.65
	73994527	#705224-4 IZAAK WALTON ELECTRIC		405-99-5205	48.65
44514	1/26/2017	01041	CONSTELLATION ENERGY SERVICES INC		188.99
	74054312	705224-1 ADMIN ELECTRIC		200-02-5205	188.99
44515	1/26/2017	01338	DETECTION SYSTEMS & SERVICE		369.00
	A18883	REPAIR BACKFLOW		200-02-5424	369.00
44516	1/26/2017	01823	EDLYN CASTIL		20.28
	2017 IAPD/IPRA CO	2017 IAPD/IPRA CONFERENCE REIMBURSEMENT		200-02-5335	20.28
44517	1/26/2017	01825	EDWARD M DEVLIN		37.64
	2017 IAPD/IPRA CO	2017 IAPD/IPRA CONFERENCE REIMBURSEMENT		200-02-5335	37.64
44518	1/26/2017	01040	HOME DEPOT CREDIT SERVICES		1,872.37
	HOME DEPOT 01/13	HOME DEPOT 01/13/17		200-02-6016	169.34
	HOME DEPOT 01/13	HOME DEPOT 01/13/17		200-02-6016	22.44
	HOME DEPOT 01/13	HOME DEPOT 01/13/17		200-02-6016	48.67
	HOME DEPOT 01/13	HOME DEPOT 01/13/17		200-02-6016	26.76
	HOME DEPOT 01/13	HOME DEPOT 01/13/17		200-02-6016	26.20
	HOME DEPOT 01/13	HOME DEPOT 01/13/17		200-02-6016	18.73
	HOME DEPOT 01/13	HOME DEPOT 01/13/17		200-02-6022	150.49
	HOME DEPOT 01/13	HOME DEPOT 01/13/17		200-02-6022	116.39
	HOME DEPOT 01/13	HOME DEPOT 01/13/17		200-02-6032	62.88
	HOME DEPOT 01/13	HOME DEPOT 01/13/17		200-30-6026	224.25
	HOME DEPOT 01/13	HOME DEPOT 01/13/17		300-41-6030	18.86
	HOME DEPOT 01/13	HOME DEPOT 01/13/17 - 2017		200-02-6016	4.74
	HOME DEPOT 01/13	HOME DEPOT 01/13/17 - 2017		300-41-6016	143.82
	HOME DEPOT 01/13	HOME DEPOT 01/13/17 - 2017		300-41-6016	117.52
	HOME DEPOT 01/13	HOME DEPOT 01/13/17 - 2017		300-41-6016	93.47
	HOME DEPOT 01/13	HOME DEPOT 01/13/17 - 2017		300-41-6016	77.91
	HOME DEPOT 01/13	HOME DEPOT 01/13/17 - 2017		518-99-8010	265.05
	HOME DEPOT 01/13	HOME DEPOT 01/13/17 - 2017		518-99-8010	304.85
	OAC-000000005	CREDIT - FEE		200-02-7085	-20.00
44519	1/26/2017	01351	ILLINOIS LIQUOR CONTROL COMMISSION		750.00
	LICENSE # 1A-00377	STATE OF ILLINOIS LIQUOR LICENSE RENEWAL		100-01-5465	750.00

Expense Approval Report

Payment Dates: 01/26/2017 - 01/26/2017

Payment Number	Payment Date Payable Number	Vendor # Description	Vendor Name	Account Number	Payment Amount Item Amount
44520	1/26/2017 2977	01043 DUES RENEWAL - FUDALA, LAURA	ILLINOIS PARKS AND RECREATION ASSOCIATION	200-02-5460	254.00 254.00
44521	1/26/2017 IMPREST 12/2016 IMPREST 12/2016 IMPREST 12/2016 IMPREST 12/2016 IMPREST 12/2016 IMPREST 12/2016 IMPREST 12/2016	01084 IMPREST 12/2016 IMPREST 12/2016 IMPREST 12/2016 IMPREST 12/2016 IMPREST 12/2016 IMPREST 12/2016	IMPREST	100-01-6044 200-12-5300 200-12-5300 200-12-5300 200-12-6028 200-2368 300-40-5321	2,233.32 600.00 150.00 75.00 150.00 956.43 75.00 226.89
44522	1/26/2017 17561	01330 REPAIR PARTS	JB METAL WORKS INC	300-41-6030	349.50 349.50
44523	1/26/2017 61012259 61012806	01044 HARDWARE SMALL TOOLS SUPPLIES HARDWARE SMALL TOOLS SUPPLIES	JC LICHT AND COMPANY	300-41-6016 300-41-6016	104.17 19.74 84.43
44524	1/26/2017 2017-1278	01370 CONTRACTED SERVICES	JULIE INC	300-41-5300	128.50 128.50
44525	1/26/2017 104872 104918	01045 REPAIR PARTS REPAIR PARTS	JW TURF INC	200-30-6031 300-41-6030	226.20 167.11 59.09
44526	1/26/2017 359	01055 ROTARY DUES 2016	MOUNT PROSPECT/PROSPECT HEIGHTS ROTARY	100-01-5460	133.00 133.00
44527	1/26/2017 942138 963316 963671 963982 964006	01057 GAS OIL GREASE REPAIR PARTS REPAIR PARTS REPAIR PARTS REPAIR PARTS	NAPA HEIGHTS AUTOMOTIVE	300-41-6024 300-41-6030 300-41-6030 300-41-6030 300-41-6030	199.48 39.82 106.99 17.99 19.92 14.76
44528	1/26/2017 1485364409	01063 2/21/17 HELP II - E CASTIL	PDRMA	100-01-5410	50.00 50.00
44529	1/26/2017 5569	01064 REPAIR PARTS	PENDELTON TURF SUPPLY	300-41-6032	416.50 416.50
44530	1/26/2017 MAC THEATRE RENT	01068 MAC THEATRE RENTAL 7/25/16-7/28/16	PROSPECT HEIGHTS SCHOOL DISTRICT 23	200-06-5350	519.87 519.87
44531	1/26/2017 1664286-00	01071 GAS OIL GREASE	REINDERS INC	300-41-6024	187.79 187.79
44532	1/26/2017 1609307	01072 YOUTH BASKETBALL UNIFORMS	RIVER TRAILS PARK DISTICT	200-07-6018	500.25 500.25
Grand Total:					25,853.54

Report Summary

Fund Summary

Fund	Payment Amount
100 - CORPORATE FUND	3,792.48
200 - RECREATION FUND	12,250.29
300 - GOLF	8,155.40
405 - PAVING & LIGHTING FUND	48.74
518 - CAPITAL PROJECT FUND	1,606.63
Grand Total:	25,853.54

Account Summary

Account Number	Account Name	Payment Amount
100-01-5105	AFLAC	159.24
100-01-5300	CONTRACTED SERVICE	1,490.00
100-01-5410	SEMINARS AND TRAININ	50.00
100-01-5430	SERVICE CONTRACTS	269.24
100-01-5460	PROFESSIONAL MEMBE	133.00
100-01-5465	LICENSES AND FEES	1,091.00
100-01-6044	OFFICE EQUIPMENT	600.00
200-02-5105	AFLAC	51.24
200-02-5205	ELECTRICITY	3,221.34
200-02-5335	BOARD AND STAFF CON	89.96
200-02-5424	CONTRACTED REPAIRS B	369.00
200-02-5460	PROFESSIONAL MEMBE	254.00
200-02-6016	HARDWARE SMALL TOO	316.88
200-02-6022	JANITORIAL SUPPLIES	266.88
200-02-6032	REPAIR PARTS BUILDING	62.88
200-02-6044	OFFICE EQUIPMENT	224.07
200-02-7085	BANK SERVICE FEE	-20.00
200-03-6028	PROGRAM SUPPLIES-PR	360.45
200-04-6028	PROGRAM SUPPLIES-KIN	485.24
200-05-5475	PROGRAM ACTIVITY AN	1,641.11
200-06-5350	BUILDING RENTAL	519.87
200-07-6018	UNIFORMS-PROGRAM S	500.25
200-11-5475	PROGRAM ACTIVITY AN	1,310.50
200-11-6028	PROGRAM SUPPLIES-AC	232.47
200-12-5300	CONTRACTED SERVICE	375.00
200-12-6028	PROGRAM SUPPLIES-SPE	1,522.79
200-2368	PRESCHOOL BOOSTERS	75.00
200-30-6026	LANDSCAPE AND TURF	224.25
200-30-6031	REPAIR PARTS VEHICLES	167.11
300-40-5205	ELECTRICITY	4,320.70
300-40-5320	TELEPHONE	79.03
300-40-5321	SATELLITE TELEVISION	226.89
300-41-5300	CONTRACTED SERVICE	1,289.83
300-41-5320	TELEPHONE	117.50
300-41-6016	HARDWARE SMALL TOO	536.89
300-41-6024	GAS OIL AND GREASE	310.95
300-41-6030	REPAIR PARTS EQUIPME	587.11
300-41-6032	REPAIR PARTS BUILDING	686.50
405-99-5205	ELECTRICITY	48.74
518-99-8010	BUILDING IMPROVEME	569.90
518-99-8050	EQUIPMENT PURCHASE	1,036.73
Grand Total:		25,853.54

Project Account Summary

Project Account Key	Payment Amount
None	25,853.54
Grand Total:	25,853.54

VENDOR WARRANT 1D

ELECTRONIC VENDOR WARRANTS
JANUARY
FY 2017

DATE	VENDOR NAME	TRANSACTION DESCRIPTION	AMOUNT
1/3/2017	AC-CAPITAL-GOLF CART LEASE PAYMENT		\$15,068.67
1/9/2017	IMRF		\$14,127.24
1/23/2016	DECEMBER OCCC Sales Tax		\$352.00
		TOTAL	\$29,547.91



Refunds Processed Report

Printed: 15 Feb 2017, 04:19 PM

User: class

Date From: Sunday, January 01, 2017

Date To: Tuesday, January 31, 2017

Account Name	Date	Refunded By	Requested Amount	Fee Applied	Fee	Net Refund	Card No.	Expiry	Auth #
Che, Jane									
	13 Jan 2017	CK	\$79.00		\$0.00	\$79.00			11178D
Refund: Check - Supv Approval									
Chung, Jimin									
	31 Jan 2017	CK	\$49.00		\$0.00	\$49.00			000096
Refund: Check - Insufficient Registration									
Dussa, Srujan									
	24 Jan 2017	VISA*	\$100.00		\$0.00	\$100.00			
Refund: Visa Card - Rental Deposit Return									
MidFex									
	24 Jan 2017	CK	\$100.00		\$0.00	\$100.00			
Refund: Check - Rental Deposit Return									
Olson, Courtney									
	24 Jan 2017	VISA*	\$58.00		\$0.00	\$58.00			
Refund: Visa Card - Insufficient Registration									
Testamir, Badarch									
	24 Jan 2017	CK	\$100.00		\$0.00	\$100.00			
Refund: Check - Rental Deposit Return									
Wimbledon Lake Estates									
	17 Jan 2017	VISA*	\$100.00		\$0.00	\$100.00			
Refund: Visa Card - Rental Deposit Return									

586.00

FY 2017		PROSPECT HEIGHTS PARK DISTRICT		YTD FUND SUMMARY				INFORMATIONAL	
Fund Numbers	Fund Names	Un-Audited Begin. Bal. 17	Revenue 1/31/2017	Real Estate Tax 1/31/2017	Expense 1/31/2017	Transfers 1/31/2017	Ending Bal 1/31/2017	Fund Transfers Budgeted	Bud. FY 16
100	CORPORATE	1,351,418	633	2,766	23,075		1,331,742	(144,275) TO 608	2,005,497
900	Reserve Acct.	350,344	74	-	-		350,419	-	350,844
200	RECREATION	575,576	103,177	366	65,769		613,350	-	611,706
300	GOLF	46,465	16,276	-	55,592		7,148		66,182
MAJOR FUND	SUB TOTAL	2,323,803	120,160	3,132	144,436	-	2,302,659	(144,275)	3,034,229
404	AUDIT	2,174	-	10	6,750		(4,566)		2,332
405	PAVING & LIGHTING	12,895	-	-	49		12,846		11,339
406	LIABILITY INS.	15,239	-	62	-		15,301	-	(2,367)
407	I.M.R.F.	31,790	-	95	9,755		22,130	-	44,932
408	POLICE	34,623	-	53	1,600		33,077	-	48,613
409	MUSEUM	11,742	-	9			11,750		12,289
410	SPECIAL REC.	44,474	-	85	-		44,560		30,125
411	SOCIAL SEC.	5,290	-	85	7,675		(2,300)		13,117
412	MEMORIAL	1,034	-	-	-		1,034		1,134
413	COMM. EVENTS	27,884	-	1	-		27,885	-	16,876
NON-MAJOR	SUB TOTAL	187,145	-	400	25,829	-	161,717	-	178,390
OPERATING	SUB TOTAL	2,510,948	120,160	3,532	170,264	-	2,464,376	(144,275)	3,212,619
518	Cap. Fund- Parks/Recr	672,006			1,607		670,399		304,014
523	Cap. Fund-Golf	(29,857)					(29,857)		(85,357)
CAPITAL	SUB TOTAL	642,149	-	-	1,607	-	640,542	-	218,657
DEBT FINANCING OCCURS IN DECEMBER, ONLY PROPERTY TAXES ARE RECEIVED THROUGHOUT THE YEAR								BOND PAYMENTS DUE DECEMBER 1, 2017	
606	Bond 2014	-					-		-
607	Bond 2015						-		
608	Bond 2014B						-	144,275 FM 100	
609	Bond 2016			440			440	555,409 FM 610	
610	Bond 2017	(5,673)					(5,673)	(555,409) TO 609	
Debt	SUB TOTAL	(5,673)	-	440	-	-	(5,234)	144,275	-
ALL FUND TOTALS		3,147,423	120,160	3,972	171,871	-	3,099,684	0	3,431,276



**PROSPECT HEIGHTS
PARK DISTRICT**

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

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

Date: February 21, 2017
To: Board of Commissioners
From: Scott Devlin, Business Manager
Re: January 2017 Investment Report

An Account for **Cash Reserves** was established on 12/27/2005

	Balance EOM	Interest Earned
1/31/2017	\$ 350,418.82	\$74.39

General Account Interest

	Balance EOM	Interest Earned
1/31/2017	\$ 330,487.07	\$8.44

Investment Account Interest

	Balance EOM	Interest Earned
1/31/2017	\$ 2,601,281.60	\$624.88

Investment Report for Year Ending December 31, 2017

[illegible]



PROSPECT HEIGHTS PARK DISTRICT

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

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

February 17, 2017

To: Park Board of Commissioners
From: Christina Ferraro, Executive Director
Re: February Board Report

Comprehensive Park Master Plan

The request for proposal to solicit agency or consultant interest in preparing the master plan 2017-2022 was released Feb 10. Over fifteen (15) agencies received the RFP. The timeline is below. If all goes well, an agency or consultant will be presented at the March 21st meeting for board approval to begin the planning process.

Timeline	2017
Feb 10	RFP is released
March 6	Questions or requested clarifications or additional information due
March 10	proposals are due to District
March 14-15-16	Finalists interviewed by staff
March 21	Contract Awarded at Park Board Meeting
September 13	Plan delivered to staff
September 19	Final Draft of Plan Presented to Board

Heron Pond

The annual home owner association meeting has not been scheduled yet.

ComEd Green Regions 2016 Grant interpretive nature park

The architectural firm Chipman Design Architecture Principal in Des Plaines has requested a meeting to review and select one of the three different concepts they have prepared for the bridge they are designing. The permit application is complete except for the drawings of the actual bridge. PHNRC has been tremendous in this project.

IPRA Conference

I attended the Illinois Parks & Recreation Association (IPRA) Conference and attended sessions on employee wellness committees, hosting special events, and financial success in food & beverage operations. I also attended the IPRA Annual Business Meeting.

Block Party 2017

Staff has begun planning this event. It will be held Saturday June 24 from 5pm - 1030pm. The entertainment has been selected: Focal Point and Modern Day Romeos. The food truck applications are being accepted through March 1st and six (6) have arrived thus far. The Preschool Auction is returning to this event and trophy ceremony for winning PHWBS baseball or softball teams will occur prior to music beginning. The children inflatables, open swim, Duck Race, etc. will return.

Board of Commissioners 2017 Meeting Schedule

February	Budget & Appropriation Ordinance Golf RFP processes approved
March	Master Plan RFP selection
April	Financial Audit Presentation PDRMA Safety Audit Presentation
May	Member elections
June	NWSRA presentation Golf Consultant contract recommendation (?) Committee member assignments
July	Prevailing Wage Act Ordinance
August	-----
September	Master Plan presentation Golf Consultant recommendation presentation (?)
October	Budget Draft 1 Golf Food Vendor recommendation (?) Staff recommendation Golf Food Vendor vs in-house Speer Financial Presentation
November	Budget Draft 2 Bond Issue Notification Act BINA
December	Budget Approval Tax Levy Ordinance



PROSPECT HEIGHTS PARK DISTRICT

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

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

February 14, 2017

To: Christina Ferraro, Executive Director
From: Julie Caporusso, Superintendent of Recreation
Re: February Board Report

Recreation Software

Summer Camp Registration started on February 6th. Michelle, Edlyn and I held our annual Front Desk Training on Friday, February 3rd, so we were able to review the summer camp registration procedures as well as the departmental training and HR procedures.

Recreation Intern

Olivia and I are interviewing candidates for a summer recreation intern. The intern's focus will be athletics.

PDRMA

I will be attending HELP II on Feb. 22nd & 23rd, this is HR training.

Jesse will be returning on March 15th to follow up on the Plan of Action for: parks department ergonomic assessment, new playground audit, Personal Protective Equipment compliance, Lion's field flood plan, HR staff training program and joint in-service with Fire Department and aquatic staff.

Brochure

The brochure will be submitted to the printer on February 28 and mailed out March 20.

Block Party

The bands will be:

7 PM Focal Point

9 PM Modern Day Romeos

I am VERY excited that we will be renting a stage this year!

PHWYBS

Paul Nawrot was thrilled with the response for the first class, we had 16 participants for Thursday, January 26th: 5:00 to 5:45pm Learn the proper batting mechanics. Upcoming:

Thursday, February 23rd: 5:00 to 5:45pm Learn how to properly field a hit

Wednesday, March 22nd: 5:00 to 5:45pm Learn how to throw strong

The Sunday, January 29th from 1:00pm to 3:00pm had 3 participants. Upcoming:

Sunday, February 26th from 3:00pm to 5:00pm

Sunday, March 12th from 3:00pm to 5:00pm



PROSPECT HEIGHTS PARK DISTRICT

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

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

February 15, 2017

To: Christina Ferraro, Executive Director
From: Dino Squiers, Superintendent of Facilities & Parks
Re: February Board Report

Inner Offices

Walls, ceilings, power, lighting, telephone/computer lines, floor leveling, carpeting and painting are completed in the new offices. Once connections for the new computers and telephones are completed the rooms will be ready to occupy.

Boiler Inspection

Inspection was performed by Travelers on the boiler in the mechanical room. Boiler passed inspection and after we receive the report it will be sent to the Illinois state fire marshal for license renewal.

HVAC

Air handler that controls gym and racquet ball courts was getting loud. This unit runs constantly to circulate the air. Motor needed to be realigned, double pulley checked and replacing both belts corrected the noise and vibration.

Plumbing

Floor tiles needed to be replaced under the first floor toilet at the administration building. Shut off valve for the toilet was corroded and could not be turned off. Water main for the building was shut off to replace the valve. We were then able to remove the toilet for the repairs.

Electric

480 volt breaker that is no longer used in the concession area was converted to 20 amp breakers in the circuit panel to power the outlets in the new offices. This panel is also connected to the stand by generator. In case of a power failure computers and telephones in the new offices will continue to operate.

Computer

Surge protector and stand by power for the basement computer was beeping due to a weak battery. Replacement battery was installed in the power supply and corrected the problem.

IAPD/Conference

Last month I attended the conference, met with vendors and attending seminars for buildings and parks.



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Security System

Front arming station for the burglar system was broken, replacement was installed. Since we had to shut down the system we moved the transformer that powers the system to the standby panel as an added back up.

Com ED

Installation of a smart meter was not possible for Lions field due to when baseball rebuilt the shed they enclosed the meter box. We had to cut out the rear wall of the shed to allow access to the meter and connections. Com Ed was notified for the meter installation.

Parks

Snow removal has been minimal, garbage and debris pick up continues during the winter season at the parks. Since we have had mild weather we were able to clean up asphalt and debris that were dumped behind the tennis courts along the path created by the natural resource committee. PHWYBA was notified of dates that Lion's and McDonald field will not be available for games due to block party in June. We are planning to reopen street and fields before noon on Sunday June 25th. Next month we will assess the condition of the fields and if the ground is dry we will start prepping the infields and outfields late March early April if possible.



**PROSPECT HEIGHTS
PARK DISTRICT**

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

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

To: Christina Ferraro, Executive Director

From: Marc Heidkamp, Director of Golf Operations

Re: January 2017 Golf Operations Board Report

January was a fairly good month. We were able to sell additional \$5,000.00 in advance green fee revenue. Also several outings were booked bringing the total to 41 by the end of the month.

Club house cleaning and repair has been underway changing lighting and replacing stained ceiling tiles. We also were able to acquire a putting arcade game for the indoor driving range. This will provide some additional fun for the junior golfers on inclement days and help them develop their putting skills.

Final numbers are complete for the golf shop. We were able to reduce the final inventory which is always positive. Our plan moving forward will be to continue to order hot products that are selling and continue to lower the inventory by the end of 2017. The goal will be to get it down to 20,000 or lower.

With the mild weather we have enjoyed we are hoping to get an early spring and see several golfers on the course soon.



**PROSPECT HEIGHTS
PARK DISTRICT**

(847) 394-2848

Fax (847) 394-7799

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

February 2, 2017

To: Marc Heidkamp, Director of Golf
From: Jerry Arden, Superintendent of Golf
Re: January 2017 Board Report

Temperatures for the month ranged from -1.64 degrees for the low to 58.39 degrees for the high with precipitation at 2.25 inches.

Winter work continues. We're getting everything sharpened and polished up for the upcoming season; which in my opinion will be early this year. I am a little concerned that there is no snow cover on the golf course; desiccation is always a factor with no snow.

We had some willows trimmed on Holes 2, 4, 8 & 16; trees too tall and close to the condominiums for in house trimming. We removed other Willows and Ash trees on Holes 6, 9 & 12; this work was done in house. The willows on Holes #4 & 8 are integral parts of the hole; so they will stay.

The groundhog saw its shadow today but I don't think there will be 6 more weeks of winter; it's just a rodent.



**PROSPECT HEIGHTS
PARK DISTRICT**

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

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

February 14, 2017

To: Julie Caporusso, Superintendent of Recreation

From: Laura Fudala, Recreation Supervisor

Re: February Board Report

Preschool

In January, our preschoolers had a few special days! We started the month with crazy hair day! The kids came to school with their craziest of hairstyles!

Our next special day was pajama day! This is favorite for the kids (and teachers!!) The day consists of doing a fun craft, watching a movie and eating popcorn!!

Registration started on January 9th for the 2017-2018 school year. This was the first program we registered with Rec Trac. To date our M/W/F and M-F class is full. Our Tuesday/Thursday class has 3 spots and our M/W/Th classes have openings.

Kinder Stop

Registration for the 2017-2018 school is open!

Children's Programs

In January, there was 1 kids day off. The kids went to the kiddie carnival in the morning then to the movies in the afternoon. We had 23 kids who attended.

Camp

Job posting for camp counselor positions have been posted.



PROSPECT HEIGHTS PARK DISTRICT

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

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

February 2017

To: Julie Caporusso, Superintendent
From: Marci Glinski, Supervisor of Recreation
Re: February Board Report

Dance

Dance classes are well underway with 83 dance participants. This number is 6 dancers above last spring. I am very excited at the growth of this department over the last few years. Costumes have been ordered and have started to come in already. Our recital will be held on Saturday, May 13 at Forest View Educational Center.

Performing Arts

Our new Acting 101 class has 3 children in it. They will be performing their skits in between the dance numbers at the recital. Our Musical Theatre class also has 3 students who will be acting & dancing in our recital.

We will be offering a brand new aftercare this summer. The program is called Sets & Designs. This Monday - Friday aftercare camp will only be offered during our Production Camp June 19-July 28th from 3-6pm and will be offered to all campers. Our campers will learn and help with all aspects of a production. This will include set design, props, costumes and stage set up. If campers are not in our performance they will act as stage crew during our show.

I am very excited to offer these programs to our patrons and look forward to many new programs in the fall.

Active Adults

I am currently working on my next Newsletter for Summer 2017 which will be sent out in early March. Registration is picking up as it always does in February. February is off to a good start with 33 patrons (3 buses) to see Saturday Night Fever at Drury Lane Oakbrook, 22 patrons to see My Way, A Musical Tribute to Frank Sinatra at the Theatre at The Center in Munster and 13 people going on the My Bloody Valentine Tour in Milwaukee to taste the many different varieties of Bloody Marys. Our Nashville in The Spring Tour is getting some good attention the past couple weeks.

I have found that promoting my trips on our Let's Go Facebook page and adding You Tube highlights videos from the theatres website has been very helpful in getting some additional registrations.

Special Event

I am looking forward to hosting our Royal Family Ball at OCCC this year. It's a great new venue for such a fancy event. We have had great responses from patrons who appreciate us offering this event for the entire family. With the changing dynamics of families these days I felt that it was only fitting to involve the entire family. I will be having the event catering by Mug's of Arlington Heights. The families will enjoy an evening of dinner, dancing, crafts and more. I will have a few of my dance teachers on the dance floor getting the party started. Looking forward to a great event.



PROSPECT HEIGHTS PARK DISTRICT

(847) 394-2848
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110 W. Camp McDonald Road, Prospect Heights, Illinois 60070

February 14, 2017

To: Julie Caporusso, Superintendent of Recreation

From: Olivia Shapley, Supervisor of Recreation

Re: February Recreation Board Report

Athletics

The Indoor Soccer League is halfway through the season, this year the practices and games have been at River Trails new facility, the Zone, which has turf fields. The youth volleyball league, and the youth floor hockey league will be starting at the end of February.

Fitness Center

The RecTrac key fobs have been used for almost 2 months now and the system is working great and allowing us to better serve our members.

Aquatics

The hiring for 2017 Summer staff is underway. The season is right around the corner, we have a lot of guards returning from last year, we are excited for another pool season!

Fitness Center

Membership Statistics Report

(Comparing January 2016 to January 2017)

Memberships	January 2017	January 2016
3 Months Pass	3	4
Gym & Racquetball Pass	37	40
Health & Fitness Pass	18	20



PROSPECT HEIGHTS PARK DISTRICT

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

February 2017

Department 11 – Active Adult

Department 11 includes Active Adult Trips & Programming

DEPARTMENTAL SUMMARY - ACTIVE ADULTS DEPT 11				
FY	2014	2015	2016	
REVENUES	\$89,328	\$75,127	\$114,081	
EXPENSES	\$90,342	\$77,893	\$114,496	
SURPLUS/ (DEFICIT)	-\$1,014	-\$2,766	-\$415	

Over the years' active adult participation, revenue and expenses have fluctuated.

In 2016 I was directed to budgeted myself to drive on most of trips. Unfortunately, I was not able to drive on most trips instead I planned to drive on about half of the trips. Overall, I am pleased with the progress I have made in Active Adults but I am always looking to having a better bottom line.

Moving into 2017 I have budgeted to have drivers on most trips. This will help free my time up to concentrate on other areas of my job. I will continue to offer the same great trips and programs to our patrons while working hard at keeping my costs down on supplies, entry fees & tickets.

I feel I have made steps in the right direction with my goals of keeping affordable trips for our patrons and getting more residents involved to expand the active adult program participation within our community.



PROSPECT HEIGHTS PARK DISTRICT

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

February 2017

Department 12 – Special Events

Department 12 includes all Special Events and the Concession Stand
(Concession Stand will be reported separately in 2017)

DEPARTMENTAL SUMMARY - SPECIAL EVENTS DEPT 12				
FY	2014	2015	2016	
REVENUES	\$20,179	\$23,174	\$24,509	
EXPENSES	\$21,146	\$26,538	\$29,528	
SURPLUS/ (DEFICIT)	-\$967	-\$3,364	-\$5,019	

Looking back into 2016 we offered several free 50th Anniversary Events to our community. Many of these events were very well attend and a good time was had by all.

Moving forward into 2017 I will continue with my goals of keeping our events family friendly and affordable for our community; while still offering some events at no charge.

Prospect Heights Park District

ORDINANCE NO. 02.21.2017

AN ORDINANCE ESTABLISHING A TRAVEL REIMBURSEMENT POLICY
IN ACCORDANCE WITH
THE LOCAL GOVERNMENT TRAVEL EXPENSE CONTROL ACT
(PUBLIC ACT 099-0604)

WHEREAS, the Prospect Heights Park District is a non-home rule unit of local government; and

WHEREAS, Public Act 099-0604 established the Local Government Travel Expense Control Act, which requires all non-home rule units of local government to adopt by resolution or ordinance a policy governing reimbursement of all travel, meal, and lodging expenses of officers and employees; and

WHEREAS, the Board of Commissioners of Prospect Heights Park District finds it to be in the best interest of the Prospect Heights Park District to adopt such a policy;

NOW, THEREFORE BE IT ORDAINED, by the President and Board of Park Commissioners of the Prospect Heights Park District, Cook County, Illinois that:

Section 1. The Board of Commissioners of the Prospect Heights Park District adopts the "Travel, Meal and Lodging Expenses Policy" attached as Exhibit A

Section 2. The above "Whereas" recitals are incorporated into and made part of this Ordinance.

Section 3. All ordinances, resolutions, and regulations in conflict with this Ordinance are hereby repealed to the extent of such conflict.

Section 4. This Ordinance is effective beginning February 21, 2017.

VOTE:

Ayes:

Nays:

Abstentions:

Adopted this 21st day of February, 2017.

(President)

(Secretary)

Travel, Meal and Lodging Expenses Policy

PROSPECT HEIGHTS PARK DISTRICT

A. Purpose.

The Prospect Heights Park District will pay for, or reimburse, pre-approved employee, and commissioner travel, meal, and lodging expenses incurred while on official business outside of the Park District's boundaries. For purposes of this Policy only, individually employees and commissioners are individually referred to as "Representative," and collectively referred to as "Representatives". Representatives are expected to exercise the same care in incurring expenses for official business as a prudent person would in spending personal funds.

B. Authorized Types of Official Business.

The Prospect Heights Park District shall pay or reimburse Representatives' travel, meal and lodging expenses incurred for purposes of official business. For purposes of this policy "official business," includes, but is not limited to, off-site or out-of-town meetings related to the Prospect Heights Park District and its operations, pre-approved seminars, conferences and other educational events related to the Representative's official duties. If you are unsure whether an expense is official business, or falls under this policy, for payment or reimbursement, please contact the Executive Director.

C. Approval of Allowable Expenses.

The maximum allowable amount for travel, meal, and lodging expenses is posted by the U.S. General Services Association (GSA) at www.gsa.gov (the "Maximum Allowable Amount"). The Maximum Allowable Amount varies with time and by geographic location. Any travel, meal and lodging expenses anticipated to be above the Maximum Allowable Amount must be previously approved in an open meeting by a majority roll-call vote of the Board of Commissioners. Any expenses anticipated to remain below the Maximum Allowable Amount must be approved, in advance, by the Executive Director and reported to the Board of Commissioners.

D. Types of Allowable Expenses.

Airfare— Representatives are expected to obtain the lowest available airfare that reasonably meets official business travel needs. Representatives are encouraged to book flights at least thirty (30) days in advance to avoid premium airfare pricing. Only coach or economy tickets and the cost of one checked bag (if not already included in the ticket price) will be paid or reimbursed. The Representative must pay for the difference between higher priced tickets and coach or economy tickets with his or her personal funds.

Personal Vehicle— In addition to the mileage rate reimbursement, a Representative will be reimbursed for parking and tolls. Where a Representative chooses to use personal vehicle, payment or reimbursement for mileage is based on mileage from the workplace to the location of the official business, not from the Representative's residence. When attending off-site official business directly from Representative's residence, no payment or reimbursement will be made if the distance is less

than the mileage of a normal commute to the workplace. If the distance is greater than the Representative's normal commute, payment or reimbursement will be paid based on the differential of the commute to the off-site location less the mileage of a normal commute to the workplace. Representatives will be reimbursed at the prevailing Internal Revenue Service mileage rate. The Representative will only be reimbursed up to the price of a coach airfare ticket if they drive to a location for which airfare would have been less expensive.

Automobile Rentals— the Executive Director must specifically approve renting a vehicle prior to the travel. Travelers will be reimbursed for the cost of renting, tolls and any refueling expense only as provided in this section. Representatives using rental cars to attend off-site official business are required to purchase insurance through the rental agency. Compact or mid-size cars are required for two or fewer Representatives traveling together and a full-size vehicle may be used for three or more Representatives traveling together. The Representative must refuel the vehicle before returning it to the rental company. The Representative will be reimbursed for tolls and is responsible for paying the tolls as they occur.

Public Transportation— In the case of local training or official business where a Representative chooses to use public transportation (rail, bus, etc.), payment or reimbursement for use of public transportation is based on mileage from the workplace to the off-site location, not from the Representative's residence, regardless of the transportation method chosen. When attending off-site official business directly from Representative's residence, no reimbursement will be made if the distance is less than the mileage of a normal commute to the workplace. If the distance is greater than the Representative's normal commute, payment or reimbursement will be based upon the difference between the commute and the mileage of a normal commute to the workplace.

Other Transportation— the Representative should utilize complimentary taxi or hotel shuttle service, if available. If none are offered, the use of the most economic transportation is encouraged.

Parking— Parking fees, including those incurred as part of an overnight stay at hotel or motel, will be paid for, or reimbursed, if the fee is directly related to official business and is accompanied by a receipt. If options (i.e. valet vs self-park) are offered, the use of the most economic choice is encouraged.

Lodging— Representatives will be reimbursed for a standard single-room at a hotel or motel convenient to the location of the off-site official business. In the event of a change in plans or a cancellation, the Representative must cancel the hotel/motel reservation so as not to incur cancellation charges. Cancellation charges in any amount will only be paid for, or reimbursed, by the Prospect Heights Park District if approved by a vote of the Board of Commissioners. The amount paid, or reimbursed, for hotel or motel accommodations is limited to the amount set by the U.S. General Services Administration (GSA) (www.gsa.gov) for the time and in the place the expense is incurred. When more than one Representative is on the same official business, sharing a hotel or motel room is encouraged, if appropriate

Meals- Meals will be paid for, or reimbursed, up to the amount set by the current U.S. General Services Administration (GSA) (www.gsa.gov/mie) for the time and in the place the expense is incurred. Meals provided as part of the official business activity should be deducted from the GSA

per diem allowance. Partial reimbursement may be made for departure and return days based on the timing of the meal. Meals during in-state travel not requiring an overnight stay will be reimbursed in an amount not to exceed the GSA per diem allowance for this expense.

Receipts must be submitted for any payment and or reimbursement. Payment of or Reimbursement for all other expenses is subject to the Executive Director's approval.

E. Offset or Excluded Expenses.

Entertainment Expenses- the Prospect Heights Park District will not pay for, and no Representative shall be reimbursed for any entertainment expense, unless ancillary to the purpose of the official business. For purposes of this policy, "entertainment" includes, but is not limited to, shows amusements, theaters, circuses, sporting events, or any other place of public or private entertainment or amusement.

Vacation in Conjunction with Business Travel- In cases where vacation time is added to travel for official business, any difference in the cost of airfare, car rental, lodging and/or any other expenses must be clearly identified on the Travel, Meal, and Lodging Expense Report form and paid by the Representative.

Accompanied Travel (Personal Travel/Travel Companions) – A family member or friend may accompany Representatives on business travel, at their own expense, when the presence of the companion will not interfere with successful completion of the official business. When a Representative is accompanied by others not on official business, any lodging, transportation, meals or other expenses above those incurred for the authorized Representative will not be reimbursed by the Prospect Heights Park District.

Expenses or payments made exceeding the pre-approved amount or those that were not approved prior to the official business, risk not being paid or reimbursed and may be subject to disciplinary action up to and including termination.

F. Advance of Expenses

Travel, meal, and lodging expenses advanced to any Representative must be approved by roll call vote at an open meeting of the Board of Commissioners prior to advance. Upon return, documentation of expenses must be provided to the Executive Director in accordance with Sections C, D and E of this policy, and any excess advance must be repaid.

G. Documentation of Expenses.

Before any expense for travel, meals, or lodging may be approved under this policy, the following minimum documentation must first be submitted, in writing, to the Executive Director on the Travel, Meal, and Lodging Expense form.

(1) an estimate of the cost of travel, meals, or lodging if expenses have not been incurred or a receipt of the cost of the travel, meals, or lodging if the expenses have already been incurred;

(2) the name of the Representative who received or is requesting the travel, meal, or lodging expense;

(3) the job title or office of the Representative who received or is requesting the travel, meal, or lodging expense; and

(4) the date or dates and nature of the official business for which the travel, meal, or lodging expense was or will be expended.

Within seven (7) business days of the official business, receipts shall be submitted by the Representative to the Executive Director along with the completed "actual" expense portion of the Travel, Meal and Lodging Expense Form. All documents and information submitted under this policy are public records subject to disclosure under the Freedom of Information Act.

The Prospect Heights Park District hereby adopts as its official standardized form for the submission of travel, meal, and lodging expenses the Travel, Meal, and Lodging Expense Report form attached hereto and incorporated herein as Exhibit A.

Approved February 21, 2017

President - Board of Commissioners

Secretary – Board of Commissioners

Exhibit B

Prospect Heights Park District Travel, Meal & Lodging Expense report

Employee Name Click here to enter text.**Title or Position** Click here to enter text.**Activity or event** Click here to enter text.**Description of the purpose of the expense (purpose, location, dates, etc.)** Click here to enter text.

EXPENSE	ESTIMATED	ACTUAL
Airfare	enter \$	enter \$
Personal Vehicle		normal commute mileage minus commute to event
Mileage (53.5 cents/mile) PHPD to Event location	enter # miles to event from PHPD	enter #miles to work each day -enter #miles to event from PHPD enter #miles x 53.5 = \$enter \$ x 2 (roundtrip) = \$enter \$
Car Rental	enter \$	enter \$
Public Transportation Bus, Train, Taxi, Shuttle	enter \$	Enter \$
Parking	Enter \$	Enter \$
Hotel Lodging	Enter \$	Enter \$
Meals (not to exceed \$60/day) \$15 Breakfast, \$16 Lunch, \$29 Dinner	Enter \$	Enter \$
Conference Registration Fee	Enter \$	Enter \$
OTHER	Enter \$	Enter \$

All receipts attached **Total** enter #**Less amount paid by Prospect Heights
Park District** enter #**Total amount owed to employee** enter #_____
Employee Signature

XX

Date_____
Employee Supervisor Signature

XX

Date_____
Executive Director Signature

XX

Date



PROSPECT HEIGHTS PARK DISTRICT

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

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

Date February 21, 2017

To: Park Board of Commissioners

From: Christina Ferraro, Executive Director
Marc Heidkamp, Director of Golf Operations

Re: Food, Beverage and Banquet Service

As per discussion at January 2017 Park Board meeting, it is staff's recommendation to release two Requests for Proposals (RFPs) simultaneously for the Old Orchard Country Club:

RFP#1 vendors to equip, manage and operate the food, beverage and banquet service

RFP#2 consultant to develop a budget and business plan to bring the operation in-house

Upon board approval the RFPs will be released according to the following timeline:

	2017	2018	2019
January	Staff recommendation to board		New operation/contract New signage, marketing and promotion
February	Board approval		License, permits
March	Vendor RFP prepared Consultant RFP prepared		Redesign?
April	Both RFPs distributed		Open?
May			
June	Consultant proposals due		
July	Vendor proposals due Select consultant to contract		
August	Vendor proposal reviewed		
September	Vendor proposals reviewed Consultant report due		
October	Staff recommendation to board		
November	Board approval (tentative)		
December	Board approval (if not Nov)	End of Midori current contract	

RFP #1: *Solicit request for proposals from vendors to equip, manage and operate the food, beverage and banquet service*

An RFP will be released to determine interest from other vendors in operating the food, beverage and banquet service portion of the golf course. The RFP will include background, photos, requirements and detailed explanation of the golf course's needs. We will accept various options in the proposals we are seeking:

- 1 equip, manage and operate the **food** (bar food, beverage cart, half way house, restaurant, outdoor patio, etc.), **beverage** (cocktail lounge) and **banquet service** (events)
- 2 equip, manage and operate **banquet service only** allowing OCCC to manage and operate the **food** (bar food, half way house, restaurant, outdoor patio, etc.), **beverage** (cocktail lounge) and **banquet service** (events)
- 3 cater from off-site allowing OCCC to manage and operate the **food** (bar food, half way house, restaurant, outdoor patio, etc.), **beverage** (cocktail lounge) and **banquet service** (events)

The RFP would require the chosen vendor to repair existing equipment or install new equipment if the food was prepared onsite. There will be one or two walk-throughs scheduled in order for potential vendors to see the site and equipment. Midori would be contacted by phone and written correspondence to be informed of this project and would be welcome to submit a proposal. The golf committee and staff will conduct face to face interviews with vendors. References will be checked and a taste test will be conducted.

RFP #2 *consultant to develop a budget and business plan to bring the operation in-house*

An RFP will be distributed to contract with a consultant to develop a budget and business plan to bring the operation in-house. Receiving monthly lease payments seem good in an agreement, but OCCC is giving up control of the vision and the synergy at the facility level. A budget and business plan is required to produce a profit to maintain and renovate the facility over a period of time. There will be many initial expenses for equipment, staff, renovations and supplies. Operating the food service in-house is an additional liability for the Park, but if done successfully, OCCC will reap the largest reward. Not all people golf, but all people eat. This is a terrific opportunity.

CYBER-LIABILITY POLICY

PROSPECT HEIGHTS PARK DISTRICT

1.01 Policy

Cyber-liability is an emerging area of concern and occurs when personal information collected by the Prospect Heights Park District is accessed by an unauthorized party or person. In an effort to reduce its risk of cyber-liability, the Prospect Heights Park District takes precautions to protect personal information that is electronically collected, maintained, stored, used, and ultimately disposed. For purposes of this policy "personal information" includes social security numbers, driver's license information, credit card information, personal health information, etc.

1.02 Objective

Establish a sound plan to safeguard the Prospect Heights Park District's computer systems containing personal information from any cyber breaches. These cyber breaches include, but are not limited to:

- Virus attacks;
- Improper release of information;
- Identity theft;
- Damage to reputation;
- Copyright infringement; and
- Damage to computer systems.

1.03 Purpose

Protect the personal information of Prospect Heights Park District employees and patrons from cyber breaches, thereby reducing Prospect Heights Park District from cyber liability.

1.04 Procedure for Cyber-liability Prevention

1. Conduct Assessment

Review all personal information on file, identify the authorized employees handling this personal information, and determine how the files are kept and used.

2. Reduce

Keep only necessary personal information. If there is no legitimate business need for personal information, do not keep it. For example, where possible, reduce the number of places where social security numbers are kept by replacing with PIN numbers to identify employees or patrons.

3. Secure

Keep necessary personal information protected by using physical and electronic security measures including training designated employees on how to handle personal information.

4. Remove

To reduce risk of identity theft or fraud, the Prospect Heights Park District follows the Illinois Personal Information Protection Act's mandates for proper removal of personal information from its computer systems. If personal information is no longer needed, the Prospect Heights Park District will dispose of that personal information in such a manner so as to ensure the security and confidentiality of the personal information. Prospect Heights Park District will make the personal information unreadable, unusable and undecipherable. Proper disposal methods employed include, but are not limited to:

- Paper documents containing personal information are redacted, burned, pulverized or shredded.
- Electronic media and other non-paper media are destroyed or erased.

The Prospect Heights Park District may contract a third party to dispose of any unnecessary personal information in accordance with this policy and applicable law.

1.05 Emergency Response

If any Prospect Heights Park District employee has reason to believe the Prospect Heights Park District has suffered a cyber breach, he/she should immediately:

- Notify the Executive Director and explain the nature of the breach.
- The Executive Director should contact PDRMA immediately to assist in response efforts.

Approved XX-XX-XXXX

President - Board of Commissioners

Secretary – Board of Commissioners

LAND ACQUISITION POLICY

PROSPECT HEIGHTS PARK DISTRICT

1.01 Policy

It is the policy of the Prospect Heights Park District to provide a healthy, productive community life of recreational areas and open space. The development potential and property values are influenced and affected by a number of variables including Park District programs and facilities. To serve the immediate needs and future needs of residents, proper land development is essential.

1.02 Objective

Maintain a balanced park system that includes a variety of land, park facilities and amenities to meet the leisure and recreation needs of current and future residents of Prospect Heights.

1.03 Purpose

Acquiring Park District land provides the opportunity for the stewardship of natural and cultural resources, and the development of educational and recreational programs.

1.04 Procedure for Land Acquisition

Prior to acquisition, Park District staff will consider the environment and legal implications prior to seeking Board direction

When acquiring land, the Park District will consider the suitability, values, needs and costs of the acquisition as follows:

1. The suitability for the purpose of which it is intended and defined:
 - a. Active areas: specifically adapted and planned for a wide range of physical activity such as group games, sports, athletics, etc.
 - b. facilities: including playgrounds, game courts, rinks, ball diamonds, pool, golf, community center
 - c. Passive areas: designed for informal unscheduled activity such as picnic, nature horticultural, hiking, biking, etc.
2. The property shall be appraised for value of natural and cultural resources to be protected through the acquisition
3. The needs within the Park District that may be met in various combinations of existing or newly acquired sites subject conceptual development plans
4. The maintenance and operational costs of property to be acquired prior to acquisition

When acquiring land, the following conditions must be met:

1. The Executive Director shall make a determination that acquiring land furthers the Prospect Heights Park District's mission of providing increased recreational opportunities to the community.

2. The property shall appraised by an Illinois licensed real estate appraiser to ascertain the fair market value.
3. An Environmental Site Assessment may be performed prior to acquisition seeking any evidence of hazardous substances or other environmental liability
 - a. Land is considered contaminated when it contains hazardous materials concentrations, including oil, above baseline and/or naturally occurring levels
 - b. Land can become contaminated due to releases of hazardous materials, wastes, or oil, including naturally occurring substances

If there is such evidence, the acquisition will not occur until cleanup is performed by the responsible party; if the acquisition is mandated and the Park District is deemed the responsible party, the Park District must ensure that adequate funds are available for completion of cleanup or remediation of all acquired contaminated property prior to acquisition

Acquisition of land intended for the Prospect Heights Park District may be negotiated by the Executive Director, but must be approved by the Park Board of Commissioners.

Approved XX-XX-XXXX

President - Board of Commissioners

Secretary – Board of Commissioners

PROSPECT HEIGHTS PARK DISTRICT

RESOLUTION 02.21.17

**A RESOLUTION AUTHORIZING THE DISPOSAL
OF PERSONAL PROPERTY OWNED BY THE
PROSPECT HEIGHTS PARK DISTRICT
COOK COUNTY, ILLINOIS**

WHEREAS, it has been determined by the Director and the Board of Commissioners of the Prospect Heights Park District:

NOW, THEREFORE, BE IT ORDAINED BY THE Director and the Board of commissioners of the Prospect Heights Park District, Cook County, Illinois, as follows:

Section 1. Pursuant to (chapter 65, section 5/11-76-4 of the Illinois Compiled Statute, for municipalities) (chapter 70, section 1205/8-1 of the Illinois Compiled Statute for park districts), the Director and Board of Commissioners for the Prospect Heights Park District find that the following described personal property now owned by said jurisdiction is no longer necessary or useful to said jurisdiction and said jurisdiction would be best served by the disposal of this property.

Manufacturer	Model	Type of Equipment	Serial #
Dell	Optiplex 740	PC	39VMQG1
Dell	PowerEdge SC420	PC Server	9HD2S71
Dell	Optiplex 360	PC	7SYZTH1
Highly Reliable	NetSwap Plus	Tape Backup	HR10013930
HP	Laserjet 2100	Printer	USGR004597
Dell	1702FP	Monitor	KR08G1524760219RAS70
Brother	HL-5250DN	Printer	U61444JSJ114805
Dell	720	Printer	JXY8M61
Sony	DRU710A	DVD Drive	5253107
Dell	720	Printer	HY09M61
AT&T	TR1909	Phone	
Little Tykes	1721	Keyboard	
Dell	L100	Keyboard	CN0RH6597357184J0BLZ
IBM	ThinkPad - 1831	Laptop PC	99-Y0361
IBM	6331-M2N	Monitor	66-ADX10
IBM	6331-M2N	Monitor	66-ADW97
Dell	E173FPc	Monitor	CN-0F5035-64180-58G-1XNS
Dell	E176FPc	Monitor	CN-0MC040-64180-648-0ZAL
Dell	E173FP	Monitor	CN-0D5428-72872-540-4WSL
HP	HP Compaq dc5100	PC	MXL6300T2G
HP	HP Compaq dc5100	PC	MXL6300SZS
Magnavox	CM9979064T	Monitor	11906089
Philips	P2813-015	Keyboard	2587
Dell	Optiplex GX520	PC	CVFZP91
Dell	Dimension E310	PC	8JRKN91
Dell	Optiplex 740	PC	79VMOG1

Dell	PowerEdge SC420	PC Server	9HD2871
Metrologic/Orbit	MS7120	Barcode Scanner	6709442762
Dell	SK-8110	Keyboard	CN-07N242-71616-554-1Q89
Brother	IntelliFAX 2820	Fax	U61325E6J641097
Dell	Dimension 3000	PC	CN-0UC283--70821-55I-41RO
APC	Back UPS ES 750	UPS	BE750G
AudioSource	TNR One	Stereo Tuner	416635
AudioSource	TNR One	Stereo Tuner	416566
JVC	TD-W218	Cassette Deck	J81Y1G85
Nortel	BES50FE-12T PWR	Ethernet Switch	LBNNTMHX000PVX
Nortel	BES50FE-12T PWR	Ethernet Switch	LBNNTMHX000PLE
Nortel	BES50FE-12T PWR	Ethernet Switch	LBNNTMHX000PP6
Nortel	BES50FE-12T PWR	Ethernet Switch	LBNNTMHX000PY9
Nortel	BES50FE-12T PWR	Ethernet Switch	LBNNTMHX000R12
Nortel	BES50FE-12T PWR	Ethernet Switch	LBNNTMHX000PND
Dell	E198FP	Monitor	CN-OG256H-74261-8AK-79VL
Dell	E173FP	Monitor	CN-OD5428-72872-54O-434L
Dell	E176FPc	Monitor	CN-OMC040-64180-648-OZ5L
Pitney Bowes	6090	Letter Folder	1421388
ARM	LCD1920HG	Monitor	819110029
Magnavox/Philips	19MF337B/27	TV/Monitor	BZ3A0726732118
Dell	Optiplex 320	PC	43MSFD1

Section 2. The Board of Commissioners of Prospect Heights Park District is hereby authorized to direct the disposal of the aforementioned personal property through an e-recycling program.

Adopted this 21st day of February 2017, by the affirmative vote of two-thirds of the members present of the Board of Commissioners.

Ayes: _____

Nays: _____

Absent: _____

Board President
Prospect Heights Park District

ATTEST:

Secretary
Prospect Heights Park District

Prospect Heights Park District

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

(847) 394-2848

COMBINED BUDGET & APPROPRIATION ORDINANCE

02.21.17A

January 1, 2017 – December 31, 2017

**Prospect Heights Park District
Combined Budget & Appropriation Ordinance
02.21.17A**

**AN ORDINANCE ADOPTING THE COMBINED ANNUAL
BUDGET AND APPROPRIATION OF FUNDS FOR
THE PROSPECT HEIGHTS PARK DISTRICT, COOK COUNTY, ILLINOIS
FOR THE FISCAL YEAR BEGINNING ON
THE FIRST (1st) DAY OF JANUARY, 2017 AND
ENDING ON THE THIRTY-FIRST (31st) DAY OF DECEMBER, 2017**

BE IT ORDAINED BY THE BOARD OF PARK COMMISSIONERS (the Board) of the Prospect Heights Park District, (the "District") of Cook County, Illinois:

Section 1: It is hereby found and determined:

- (a) this Board has heretofore caused to be prepared a combined annual budget and appropriation in tentative form for the fiscal year beginning January 1, 2017 and ending December 31, 2017, which ordinance has been conveniently available for public inspection for at least 30 days prior to final action thereon;
- (b) a public hearing was held at the Gary Morava Recreation Center, Cook County, Illinois on the 21st day of February 2017 on said ordinance; and
- (c) that all other legal requirements for the adoption of the annual budget and appropriation ordinance of this District for the fiscal year beginning January 1, 2017 and ending December 31, 2017 have heretofore been performed.

Section 2: The following sums of money, or so much thereof as may be authorized by law for the following objects and purposes, be and the same are hereby budgeted and appropriated for the fiscal year beginning the first day of January, 2017 and ending on the thirty-first (31st) day of December, 2017.

**SUMMARY of ANNUAL BUDGET & APPROPRIATION ORDINANCE
FOR FISCAL YEAR 2017**

	<u>FUND</u>	<u>BUDGET</u>	<u>APPROPRIATION</u>
100	CORPORATE	\$ 509,804	\$ 611,764
200	RECREATION	1,459,313	1,751,175
300	GOLF FUND	1,278,955	1,534,746
404	AUDIT	14,040	16,848
405	PAVING & LIGHTING	6,384	7,661
406	LIABILITY INSURANCE	106,286	127,543
407	I.M.R.F.	123,126	147,751
408	POLICE	62,403	74,884
409	MUSEUM	11,820	14,184
410	SPECIAL RECREATION	136,663	163,996
411	SOCIAL SECURITY	113,785	136,542
412	MEMORIAL	4,950	5,940
413	COMMUNITY EVENTS	18,115	21,738
 CAPITAL DEVELOPMENT / BONDS / RESERVES			
518	CAPITAL FUND	500,000	600,000
523	CAPITAL FUND	55,000	66,000
608	BOND & INTERST-2014B	423,400	508,080
610	BOND & INTEREST-17	591,163	709,396
	GRAND TOTALS	\$5,415,706	\$6,498,848

Each of said sums of money and the aggregate thereof are deemed necessary by this Board to defray the necessary expenses and liabilities of this District during the fiscal year beginning the first day of January, 2017 and ending on the thirty-first (31st) day of December, 2017 for the respective purposes set forth.

The passage by the Board of Commissioners of this 2017 Combined Annual Budget Appropriation Ordinance, including the "Appropriation" column, shall not be interpreted to authorize the expenditure within any fund of any amount greater than the amount budgeted for each fund in the "Budget" column.

All unexpended balances of the appropriations for the fiscal year ended December 31, 2017 and prior years are hereby specifically reappropriated for the same general purposes for which they were originally made and may be expended in making up any insufficiency of any other items provided in this appropriation ordinance, in making this appropriation in accordance with applicable law.

The receipts and revenue of said District derived from sources other than taxation and not specifically appropriated, shall constitute the general corporate fund and shall first be placed to the credit of such fund.

Section 3: The following determinations have been made and are hereby made a part of the aforesaid budget:

- (a) An estimate of the cash on hand at the beginning of the fiscal year is expected to be \$129,727.
- (b) An estimate of the cash expected to be received during the fiscal year from all sources is \$5,510,523.
- (c) An estimate of the expenditures contemplated for the fiscal year is \$5,415,706.
- (d) An estimate of the cash expected to be on hand at the end of the fiscal year is \$224,545.
- (e) An estimate of the amount of taxes to be received during the fiscal year is \$2,785,909

Section 4: All ordinances or parts of ordinances conflicting with any of the provisions of this ordinance shall be and the same are hereby repealed to the extent of such conflict. If any item, or portion thereof, of this Budget & Appropriation Ordinance is for any reason held invalid, such decision shall not affect the validity of the remaining portion of such items or the remaining portions of this ordinance.

This ordinance shall be in full force and effect immediately upon its passage.

Passed by the Board of Park Commissioners of the Prospect Heights Park District, this 21th day of February 2017.

AYES:

NAYS:

ABSENT OR NOT VOTING:

Timothy Jones, President
Board of Commissioners

ATTESTED:

Mark Malouf, Board Secretary
Prospect Heights Park District

**CERTIFICATION OF ESTIMATE OF
REVENUE FOR FISCAL YEAR 2016**

I, Vicki Carney, do hereby certify that I am the duly qualified treasurer of the Prospect Heights Park District and the chief fiscal officer of said District; as such officer I do further certify that the revenues, by source, anticipated to be received by said District in the fiscal year beginning January 1, 2017 and ending on December 31, 2017 are estimated to be as follows:

<u>SOURCE</u>	<u>AMOUNT</u>
Real Estate Taxes	\$2,785,909
Personal Property Replacement Taxes	11,000
Interest	8,500
Concessions	15,500
Program Fees	940,959
Golf Fees	1,022,133
Golf Shop Sales	133,300
Rental Property	176,890
Bond Proceeds	395,632
Misc.	<u>20,700</u>
TOTAL	\$5,510,523

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of the said District this 21st day of February, 2017.

(Seal)

Vicki Carney, Treasurer, Prospect Heights Park District

