



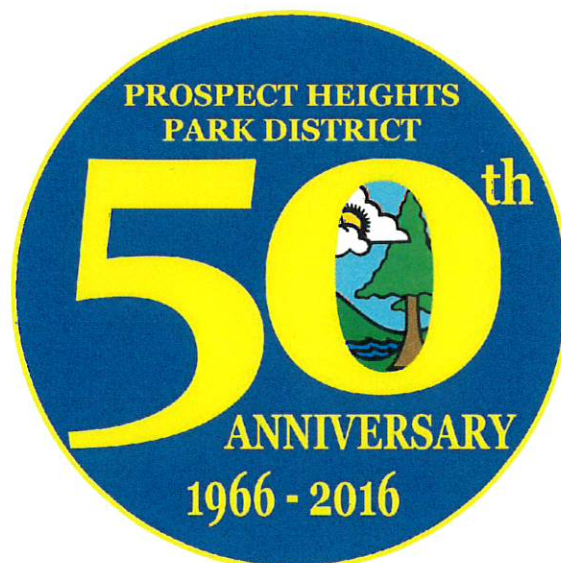
**PROSPECT HEIGHTS  
PARK DISTRICT**

110 W. Camp McDonald Road • Prospect Heights, Illinois 60070  
[www.prospectheightsparkdistrict.org](http://www.prospectheightsparkdistrict.org)

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

**NOVEMBER 15, 2016**

**BOARD  
REPORT**



## **PUBLIC NOTICE**

**Prospect Heights Park District  
Agenda for the November 15, 2016 Regular Board Meeting  
Gary Morava Recreation Center  
110 W. Camp McDonald Road, Prospect Heights, IL 60070**

- I. **Call to Order – 7:00 p.m.**
  - A. Roll Call
  - B. Pledge of Allegiance
- II. **Corrections / Additions / Approval of Agenda**
- III. **Correspondence**
  - A. IAPD 2016 Research Findings
  - B. IAPD Resolution – PHPD 50<sup>th</sup> Anniversary Recognition
- IV. **Recognition / Welcome**  
Residents
- V. **Approval of Minutes**  
Regular Board Meeting – October 18, 2016
- VI. **Announcements (Meetings)**

<u>Date</u>	<u>Time</u>	<u>Location</u>
Regular Board Meeting	12/20/16	7:00 PM
		GMRC
- VII. **Park District Treasurer's Report**
  - A. Cash Report #11
  - B. Approval of Warrants for Payment

	<u>Date</u>
1. Vendor #10	10/03/16
2. Vendor #10A	10/010/16
3. Vendor #10B	10/13/16
4. Vendor #10C	10/20/16
5. Vendor #10D	10/27/16
6. Vendor #10E	Electronic
7. Payroll #21	10/14/16
8. Payroll #22	10/28/16
9. Refund #10	October
- VIII. **Business Manager Report**  
YTD Fund Summary
- IX. **Attorney's Report**  
Legal Matter
- X. **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
    - Children's 2016 Departmental Summary

XI. 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

XII. Public Comment

Completion of Resident Comment Form required prior to Call to Order. Submit to Executive Director.

XIII. Unfinished / Ongoing Business

- A. Somerset Park project
- B. 2017 Capital Budget estimate
- C. 2017 Budget Draft 2

XIV. New Business

- A. IAPD Conference Credentials Certificate
- B. Proposed Tax Levy for the Year 2017 Resolution 11.15.16

XV. 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))

XVI. Reconvene to Open Session (Visitors Invited to Return at this Time)

XVII. Possible Action on Matters Discussed Executive Session

XVIII. Adjournment

Note 1: Meeting Location - Gary Morava Recreation Center, 110 W. Camp McDonald Road, Prospect Heights, IL. Meetings Held in Meeting Room I or II

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.*





October 11, 2016

Christina Ferraro  
Prospect Heights Park District  
110 W Camp McDonald Rd  
Prospect Heights, IL 60070-1532

Dear Prospect Heights Park District Board of Commissioners,

Earlier this summer, the Prospect Heights Park District completed a survey relating to its W-2 employment and revenue data. During the past several months, IAPD has been working closely with aQity Research & Insights to analyze the results of that IAPD-funded survey.

I am very excited to enclose the Prospect Heights Park District's W-2 and Revenue Analysis, with Statewide Comparisons. You will find the key insights for the Prospect Heights Park District on page 3, with the full analysis of your agency's results beginning on page 5. In addition to the Prospect Heights Park District's individual analysis, the report also contains impressive statewide results. Key findings include:

- Park districts, forest preserves, conservation districts, and special recreation agencies employ more than **67,000 people statewide**.
- These jobs represent nearly **\$720 million** paid in wages and compensation.
- **More than 62%** of an agency's employees live within the district where they work.
- **Roughly half** of these jobs **provide important early work experience for younger adults** (ages 25 and under).
- For these younger employees, **satisfaction with their agency work experience is extremely positive**; virtually all speak highly of their work experience and would recommend agency employment to friends who are seeking a job.
- Statewide, **just over half of agency revenues come from non-tax sources**, including earned revenue (program fees and memberships) and other sources (grants, donations, interest, etc.)

I encourage you to share this information with local residents and stakeholders, informing them of the Prospect Heights Park District's role as a significant employer and contributor to the local economy as well as highlighting the agency's efforts to rely on self-sustaining revenue options as a way to limit dependency on local property taxes. Similarly, the District should solicit and share feedback from younger employees to help demonstrate the value and importance that this early work experience represents.

To assist you in communicating these positive results, IAPD has already begun preparing additional materials, including a new five-panel brochure that will be patterned after the popular IAPD Citizen Satisfaction Brochure.

Thank you again for helping to make this exciting new research possible by completing your survey.

Sincerely,

Peter M. Murphy, J.D., CAE  
President/CEO





Illinois Association of Park Districts

*Dedicated to Helping Our Members Thrive Through Education, Research & Advocacy*

## **IAPD 2016 Research Findings**

# **W-2 and Revenue Analysis for the Prospect Heights Park District, with Statewide Comparisons**

Presented by aQity Research & Insights, Inc.

September, 2016



## **IAPD 2016 Research Findings**

# **W-2 and Revenue Analysis for the Prospect Heights Park District, with Statewide Comparisons**

Presented by aQity Research & Insights, Inc.

September, 2016



# Introduction and Key Findings

- In early 2016, the Illinois Association of Park Districts engaged aQity Research & Insights to investigate the role that local park districts, forest preserve/conservation districts, and special recreation associations throughout the state represent as employers and job generators in their communities.
- A total of 126 IAPD member agencies participated in the research, representing a very strong 35% response rate. For the remaining park and forest preserve/conservation agencies, 2015 employment data were compiled from the State Comptroller's website/database.
- Having few pre-conceptions of what the findings would reveal, we were impressed by the critical role of these agencies as significant employers, both statewide and in their community. When factoring in 2015 compensation to contractors (representing even more jobs and business for service providers), the contribution that these districts have on employment is significant.
- Some key statewide findings include:
  - Based on W-2s generated in 2015, these agencies employed more than 67,000 people statewide. These jobs represent nearly \$720 million paid in wages and compensation.
  - Roughly half of these jobs are important early work experiences for younger adults (ages 25 and under).
  - For these younger employees, satisfaction with their agency work experience is extremely positive; virtually all would recommend agency employment to friends who are seeking a job.



# Introduction and Key Findings

## ➤ Statewide findings (cont'd):

- On average, most of the wages paid to these younger employees are spent within the district's community, contributing further to the local economy.
- Not only are these agencies significant employers, in 2015 they also paid over \$100 million statewide to subcontractors for a wide range of services, further helping those businesses and local/state economies.
- Statewide, just over half of agency revenues come from non-tax sources, including earned revenue (program fees, memberships, revenue) and other sources (grants, donations, interest, etc.).

## ➤ Key insights for the Prospect Heights Park District specifically:

- The agency provides a significant number of jobs, employing 172 people in 2015 and generating just over \$1.6 million in total compensation to staff and contractors.
- About one in four of its employees are District residents. Most are young adults (56% are age 25 and under), and another 15% are older employees (age 60+).
- The District relies heavily on non-property tax revenues for its income. Almost half (45%) of its total revenue comes from earned income streams, and another 1% comes from other non-tax sources. The remaining 54% is property tax revenue.





# Introduction and Key Findings

- We encourage the District to share this information with local residents and stakeholders, informing them of:
  - Your role as a significant employer and contributor to the local economy;
  - Your efforts to rely on self-sustaining revenue options as a way to limit dependence on local property taxes.
- Similarly, the District should solicit and share feedback from younger employees to help demonstrate the value and importance that this early work experience represents.

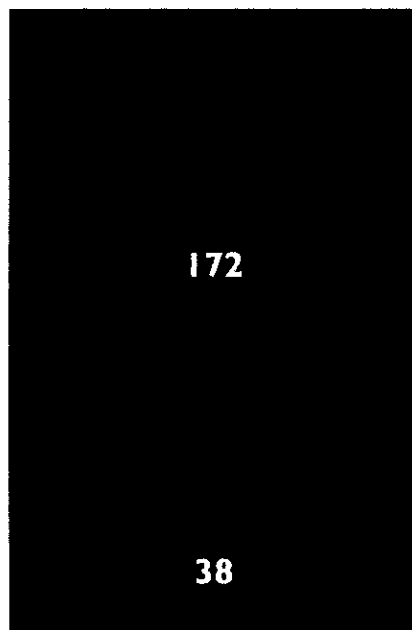




# **Prospect Heights Park District Employment and Revenue Data**

The Prospect Heights Park District is a significant local employer, providing over 170 jobs and more than \$1.6 million in total pay/compensation to staff and contractors.

**2015 Employees/Contractors:  
W2s and 1099s**



Prospect Heights Park District

- # of W2s Generated (2015)
- # of 1099s Generated (2015)

**2015 Income and Compensation  
Generated**

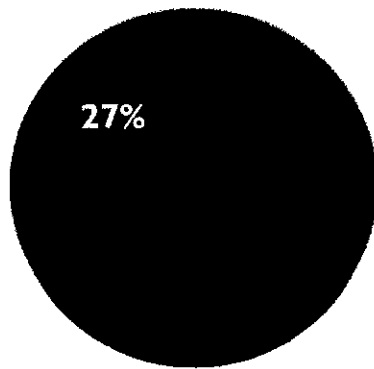


Prospect Heights Park District

- 2015 Wages (W2s)
- 2015 1099s

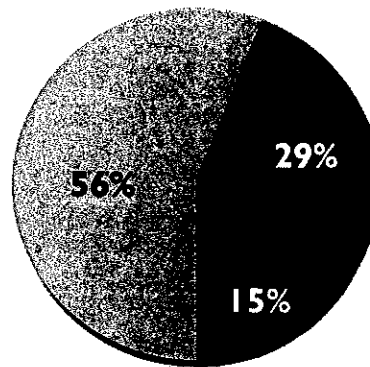
Most of the agency's employees live outside of the District, and over half are younger employees.

**% Employees Living in District**



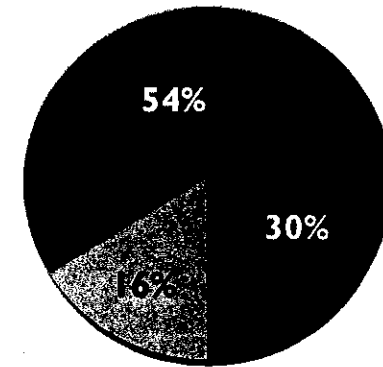
■ Resident W-2s  
■ Non-Resident W-2s

**% Employees by Age Group**



■ Age 25 and Younger  
■ Age 26-59  
■ Age 60+

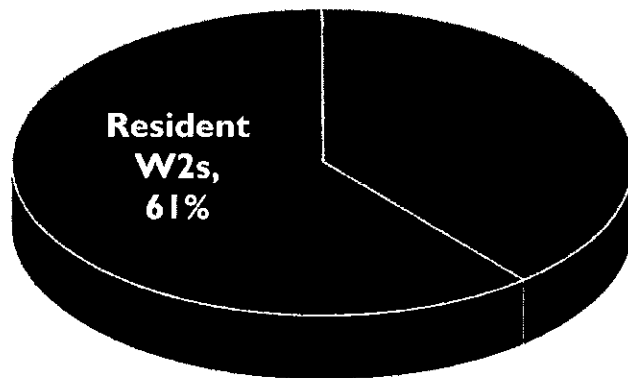
**% Compensation by Age Group**



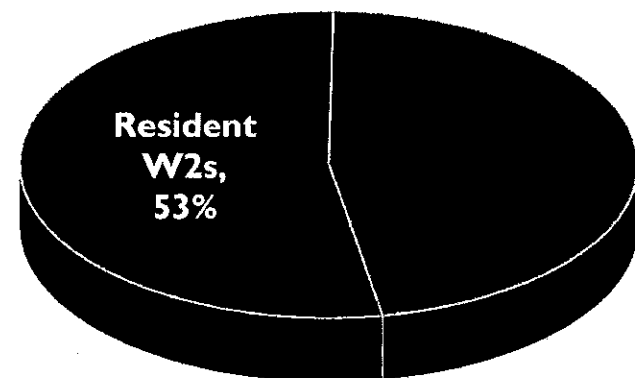
■ Age 25 and Younger  
■ Age 26-59  
■ Age 60+

In terms of employing community residents, the District lags countywide and suburban benchmarks.

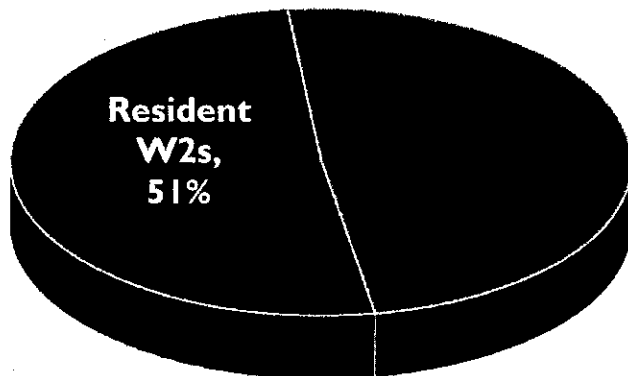
**Park Districts Statewide (n=261)**



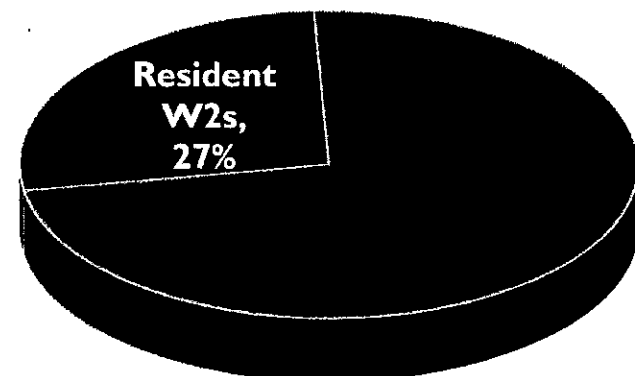
**Suburban Park Districts \* (n=142)**



**Cook County Park Districts (n=80)**



**Prospect Heights Park District**





Nearly half of the District's revenue is from non-property tax sources, primarily earned income.

### 2015 Revenue Sources



Earned Revenue  
(e.g., program fees,  
memberships,  
rentals, etc.)

\$0.45



Other Sources (e.g.,  
grants, donations,  
interest, etc.)

\$0.01

Tax Revenues (excluding  
debt service)

\$0.54



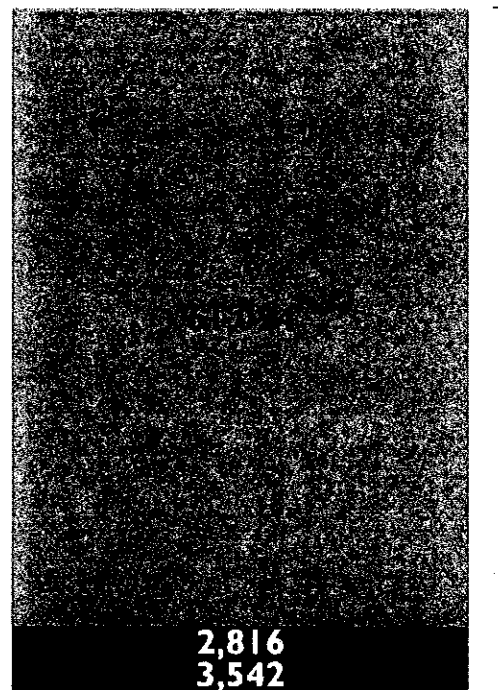


# Statewide Findings

Aggregate Employment/Revenue Data and Survey Results

Statewide, over 67,000 Illinois residents are employed by park districts, forest preserve districts, and special recreation associations.

**2015 # Employed Statewide by Park Districts,  
Forest Preserve Districts and SRAs**

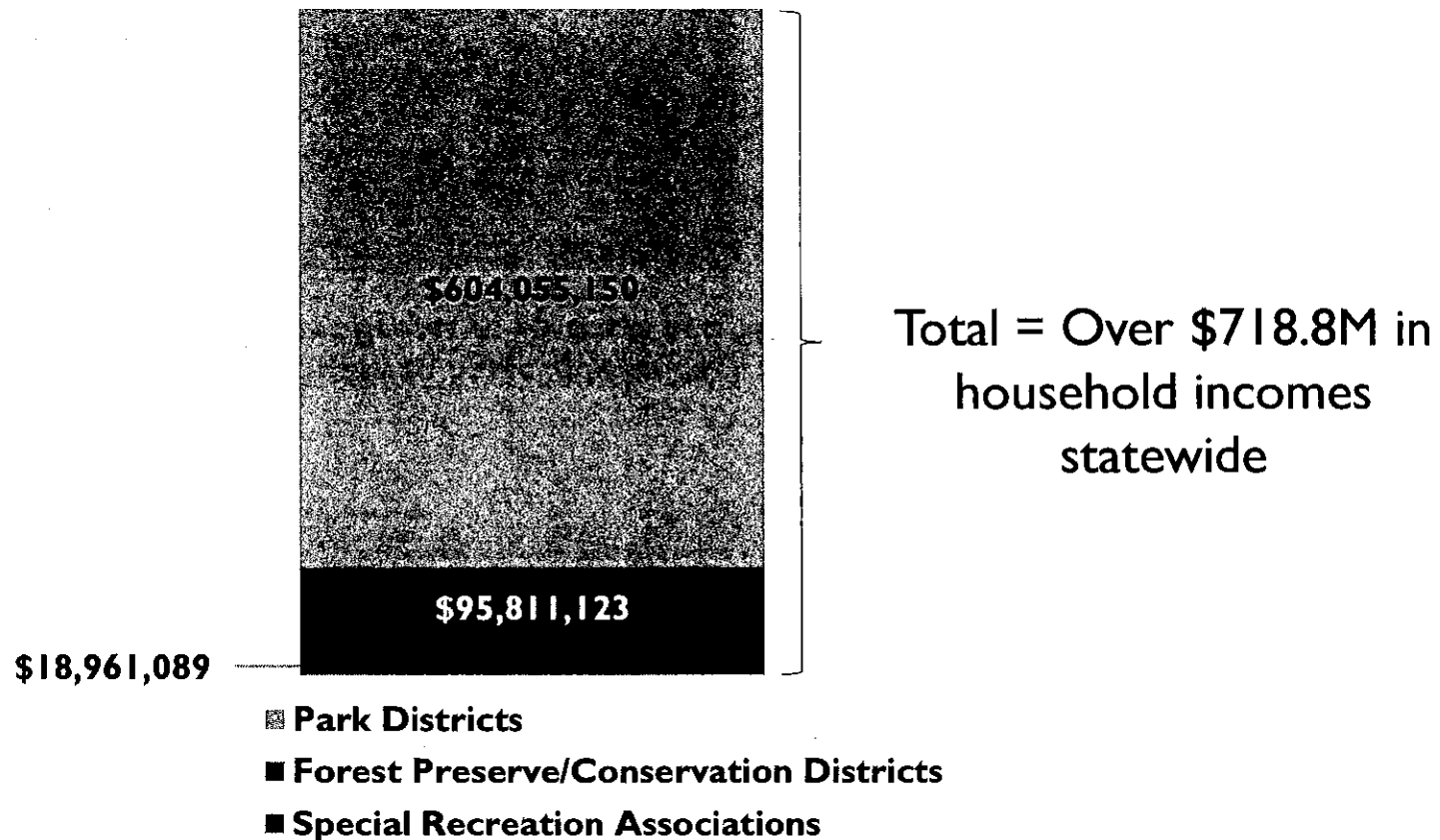


Total = 67,382 jobs  
statewide

- Park Districts
- Forest Preserve/Conservation Districts
- Special Recreation Associations

Jobs generated by park districts, forest preserve districts and SRAs contribute nearly \$720 million to household incomes statewide.

**2015 Employee Compensation Statewide from Park Districts, Forest Preserve Districts and SRAs**



In addition to salaries and income to employees, these agencies generate almost \$110 million in compensation to contractors.

**2015 Employee and Contractor Compensation  
Statewide from Park Districts, Forest Preserve  
Districts and SRAs**



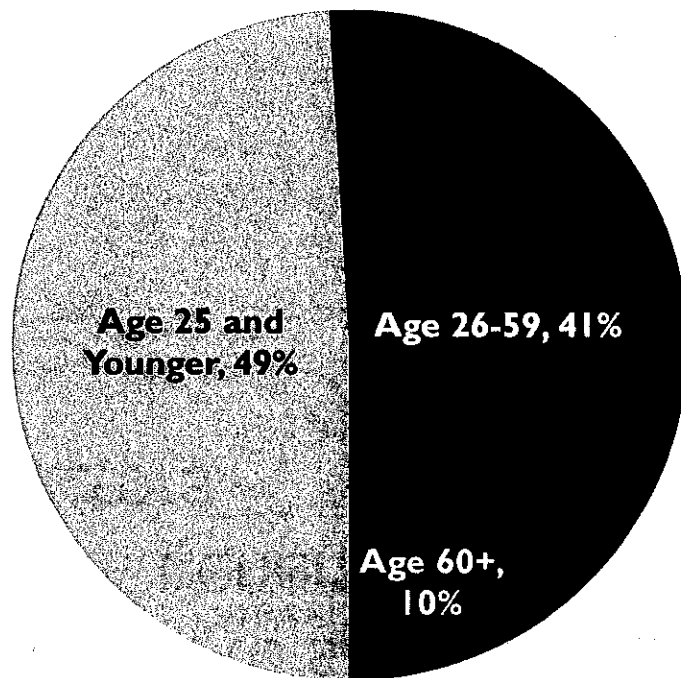
**Total Compensation =  
\$828.4 Million  
Statewide**

■ Salaries and Compensation    ■ 1099s (Contractors)



Nearly half of these employees statewide are under age 25, and one in ten are older adults (age 60+). These two segments represent a third of the agencies' overall payroll.

**% Employees by Age Group**

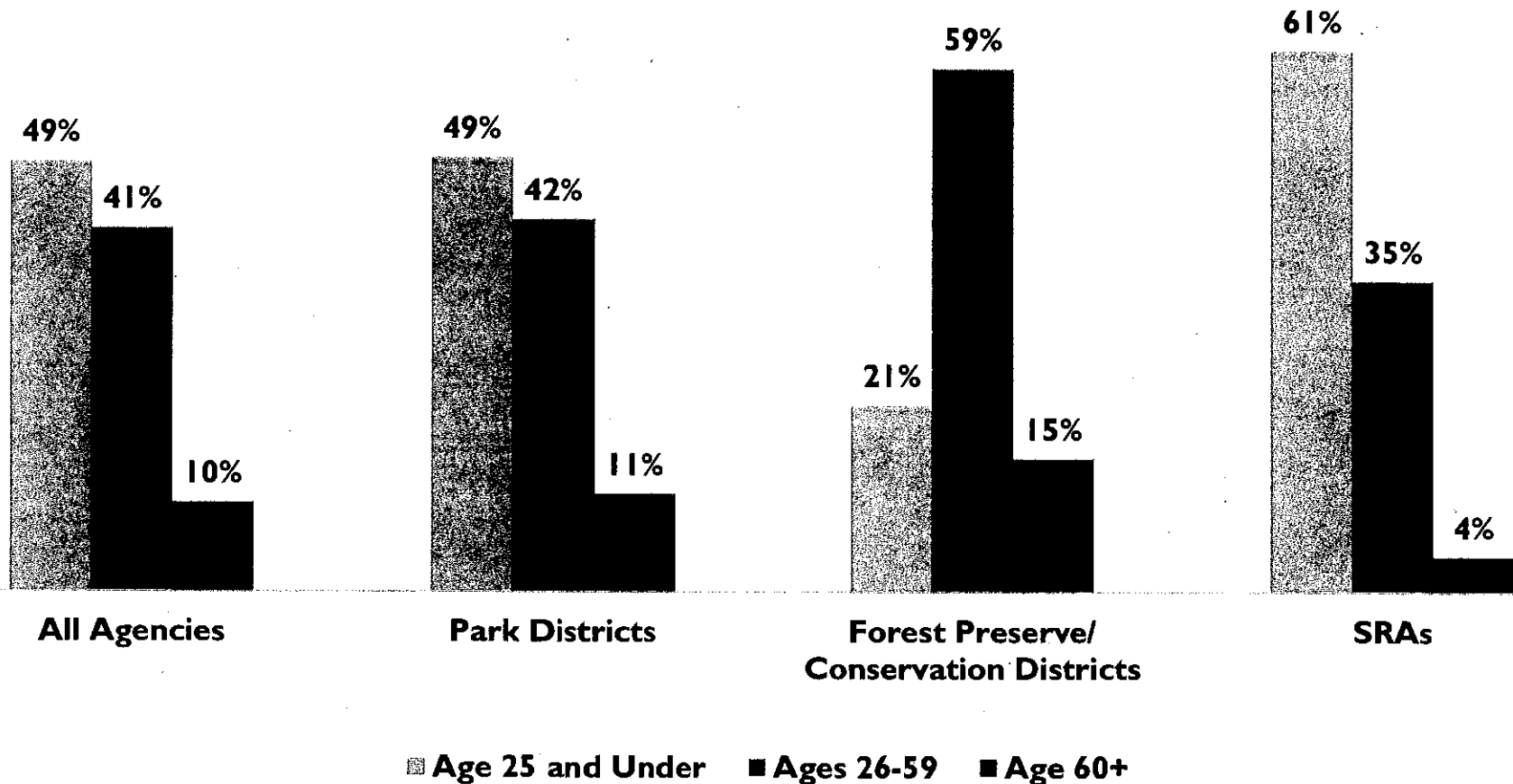


**% Compensation by Age Group**



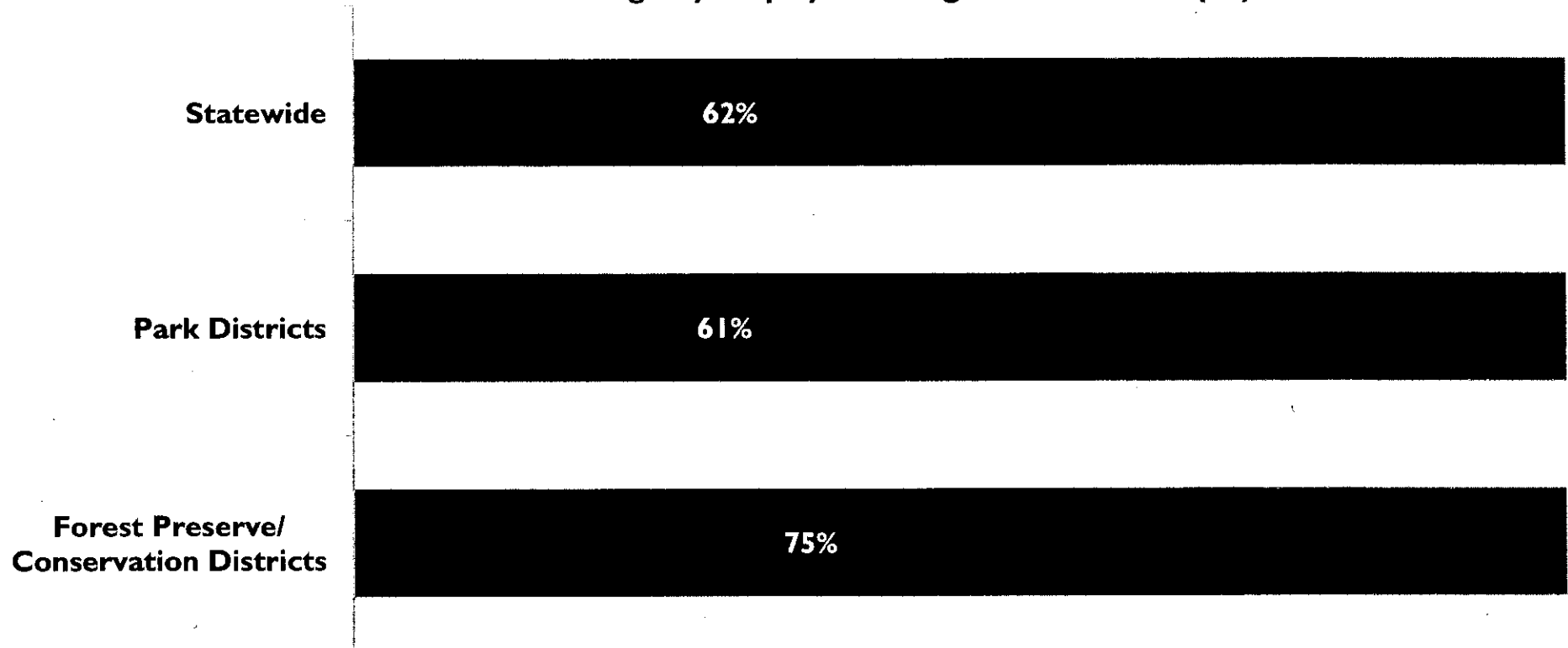
Younger employees are most prevalent among park districts and special recreation associations, while forest preserve districts are most likely to hire older adults.

Employee Age Distribution by Agency Type



These agencies are significant local job creators, as most of their employees live within the district where they work.

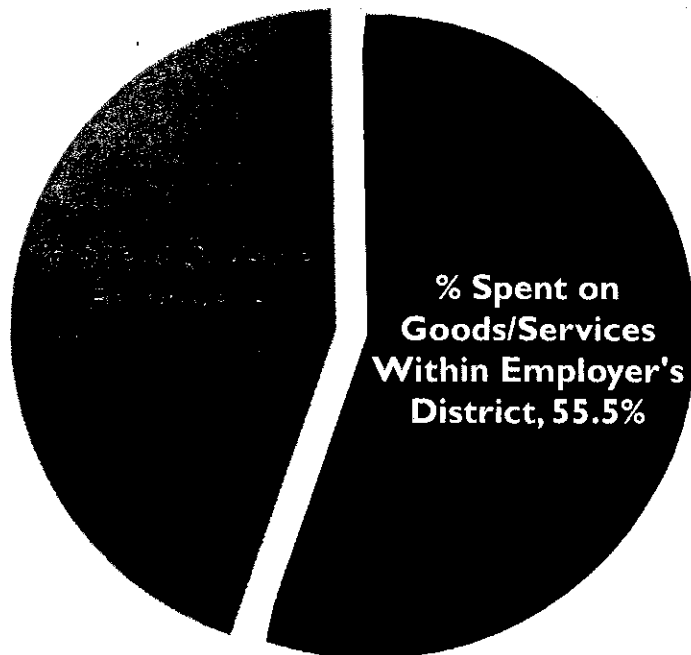
**% of Agency Employees Living Within Their Employer's District**



■ % Live Within District   ■ % Outside of District Boundaries

Young agency employees spend most of their wages within their employer's district, translating into nearly \$72 million statewide returning to these agencies' local economies.

**Employees Ages 25 and Under:  
% of Their Agency Pay Spent Within That District**



**Projected Local Spending  
Statewide: \$ Spent By Agency  
Employees 25 and Under  
Within Their Employer's  
District/Local Economy**

**\$71,810,853**

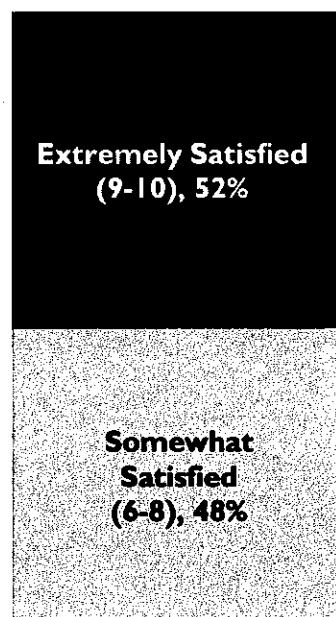
Based on survey responses from n=31 agency employees age 25 and under across the state, and 2015 payroll/compensation data from all districts.  
Projection = \$718,827,360 total agency payroll statewide x 18% going to employees age 25 and under x 55.5% spent locally.



All of the young agency employees surveyed are happy with their work experience, and four out of five would definitely recommend it to others.

**Employees Age 25 and Under: Overall Satisfaction with Work Experience at Agency (0-10 Scale)**

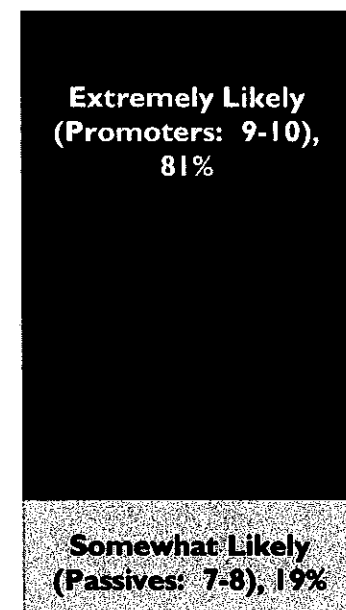
- Extremely Satisfied (9-10)
- Somewhat Satisfied (6-8)
- Neutral (5)
- Dissatisfied (0-4)



**Note: 0% were unhappy or neutral**

**Employees Age 25 and Under: Likelihood to Recommend Agency Employment to Friends/Family (0-10 Scale)**

- Extremely Likely (Promoters: 9-10)
- Somewhat Likely (Passives: 7-8)
- Unlikely to Recommend (Detractors: 0-6)

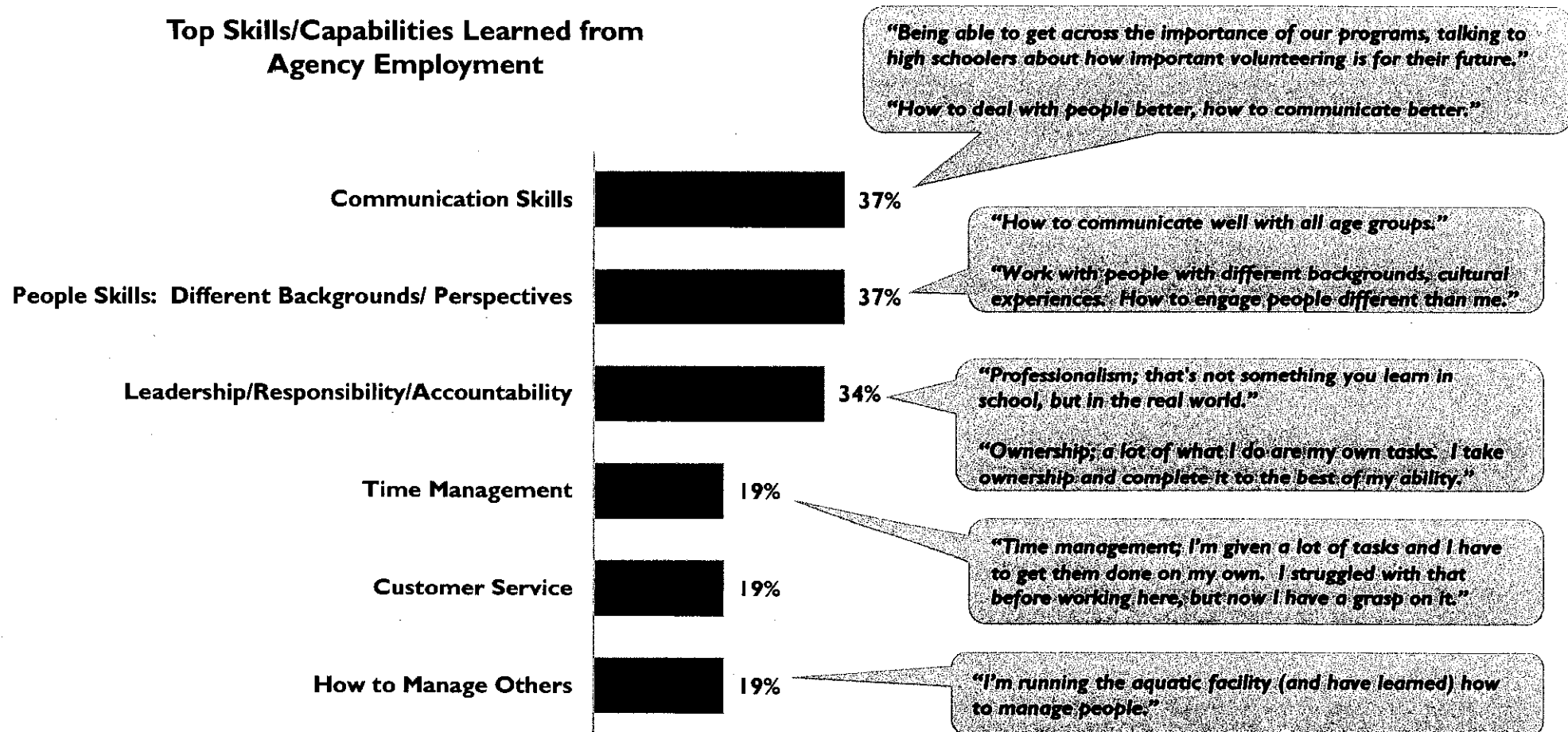


**Note: 0% were unlikely to recommend (detractors)**



# Young employees learn many critical skills as part of their agency employment which will serve them well in future careers.

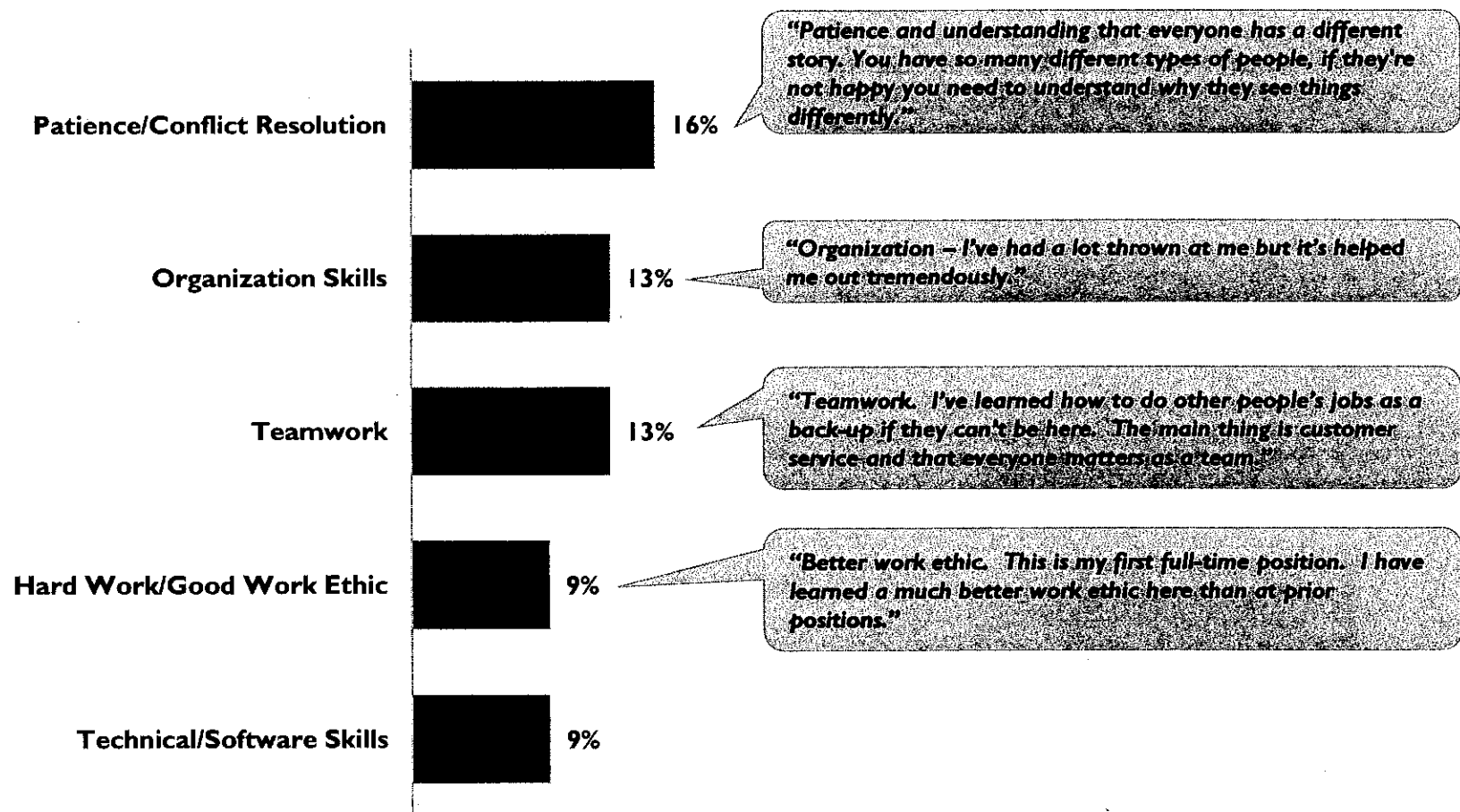
## Top Skills/Capabilities Learned from Agency Employment



Multiple survey responses from n=32 agency employees statewide under age 25: "What would you say are the three most important things you have learned from your employment at (agency)?"

# Additional critical skills learned (cont'd):

## Additional Skills/Capabilities Learned from Agency Employment (continued from previous page)



Multiple survey responses from n=32 agency employees statewide under age 25: "What would you say are the three most important things you have learned from your employment at (agency)?"

# A wide range of reasons and unique opportunities explain why young employees appreciate working for park districts and forest preserve/conservation districts.

"Customer service. I had an idea of it in my past employment, but working for a park district is different. We're doing this for the community, the people we live with, our neighbors. It's not just about us, it's about them." (age 24, suburban park district)

"My communication and leadership skills really strengthened through the park district. They challenged me in ways that I wasn't familiar with. They are way stronger than ever before." (age 25, downstate park district)

"My customer service skills have definitely sharpened, and my leadership skills have been developed since I started working here." (age 23, downstate park district)

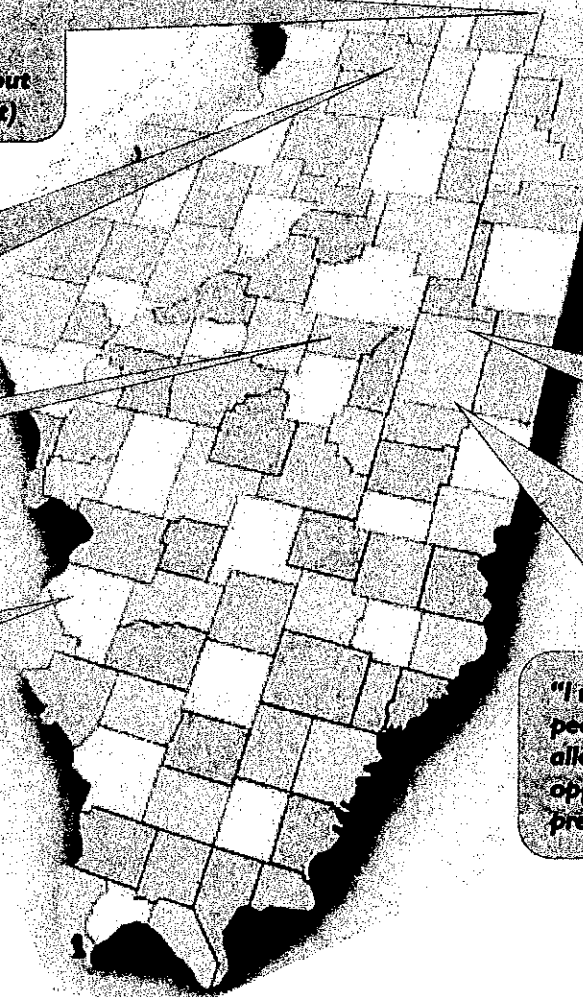
"My people skills have really developed, which is really important. Also I'm doing different reports, so my professional report writing has improved." (age 20, downstate park district)

"A lot of opportunity to grow here. I started as a lifeguard when I was 16, then I became head instructor, then assistant manager and now I'm head manager of the pool." (age 25, suburban park district)

"I've been able to do a lot of things here that people my age don't get to do. It's been a great experience for me." (age 22, suburban park district)

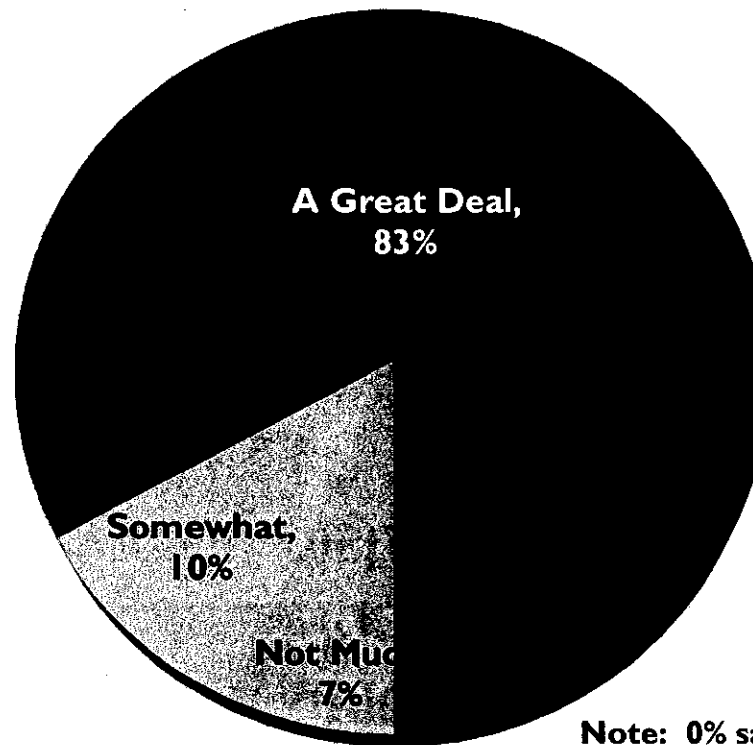
"The responsibilities I've been given. I work with people in accounting, HR, admin assistants. It's built a lot on my Business Administration degree. I've been able to build on that while at the park district, not one but multiple skills." (age 24, downstate park district)

"I really enjoy coming to work. I work with a lot of different people — preschoolers, middle schoolers, senior citizens. It allows me to do something different every day, that's not an opportunity everybody gets." (age 25, downstate forest preserve district)



The vast majority of young employees recognize that their agency work experience will have a great benefit on future career opportunities.

**Q. How much do you think your work experience at (agency) will help you in future employment or career opportunities?**



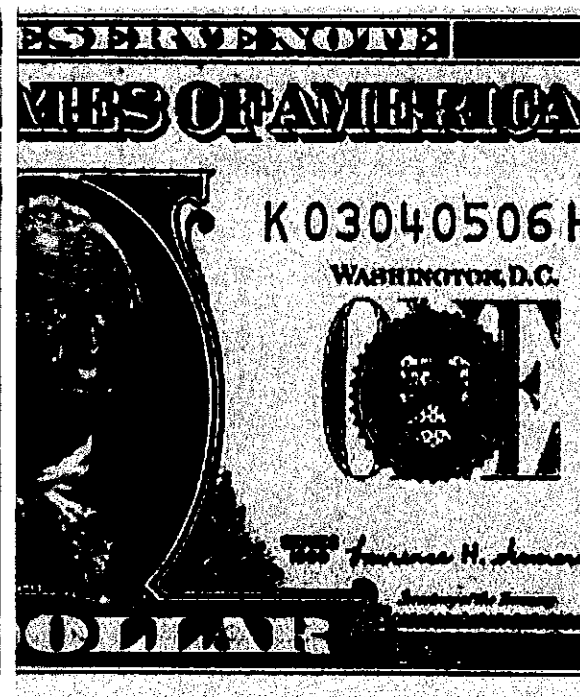
**Note: 0% said "Not at All"**

Statewide, most agency revenue comes from non-tax sources. Earned revenue represents over a third of their income.



Tax Revenue for  
Operations

\$0.48



Earned Revenue  
(e.g., program fees,  
memberships,  
rentals, etc.)

\$0.36



Other sources (e.g.,  
grants, donations,  
interest, etc.)

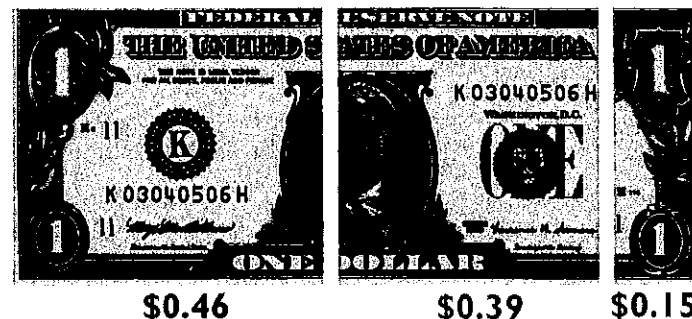
\$0.16



# Revenue Sources by Agency Type

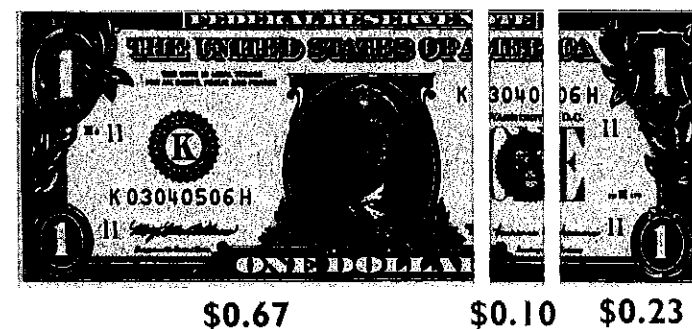
- Park districts are less reliant on property taxes due to their self-generated income.

**Park  
Districts**



- While forest preserve and conservation districts rely largely on property tax revenues, a third of their income comes from non-tax sources.

**Forest Preserve/  
Conservation  
Districts**





# Appendix

Data Questionnaire/Worksheet



# Research Objectives

- Provide park districts, forest preserve/conservation districts, and special recreation associations throughout Illinois with data that quantifies their value as employers in their communities;
- Focus on their role in hiring younger adults (whose agency employment is often their first work experience) and older adults (who bring experience and reliability);
- Measure the value of the work experience among young people who will be a part of Illinois' future workforce;
- Measure these agencies' reliance on alternative sources of revenue to offset property taxes;
- Demonstrate that agency revenues (including property taxes) are in part reinvested through the employment of several key age groups.

# The Worksheet

- Agencies provided W2, 1099 and revenue data (most recent CY/FY):
  - # of W2s generated (and total \$ amount);
  - # of W2s and \$ for those ages 25 and younger, and ages 60+;
  - # of 1099s generated (and total \$ amount);
  - # of employees in the district;
  - Revenue sources – earned income, tax revenues, other sources.

IAPD Survey of Member Agencies: Employment and Revenue information for 2015	
<b>YOUR AGENCY AND CONTACT INFORMATION</b>	
Full Agency Name:	weerw
Your Name (In case we have questions):	weerw
Work Phone Number:	wer
<b>FOR ALL EMPLOYEES IN 2015: W-2 Forms Generated</b>	
2015 W-2 Forms:	
Total Number:	W-2 Forms
Total Gross Payroll/Wages:	\$0.00
# of W-2s to Resident Employees (living in your community's zip code(s)):	in this community
<b>FOR EMPLOYEES AGE 25 AND YOUNGER (Year of birth 1991 or later)</b>	
2015 W-2 Forms:	
Total Number:	W-2 Forms
Total Gross Payroll/Wages:	\$0.00
<b>FOR EMPLOYEES AGE 60 AND OLDER (Year of birth 1956 or earlier)</b>	
2015 W-2 Forms:	
Total Number:	W-2 Forms
Total Gross Payroll/Wages:	\$0.00
<b>TOTAL 1099 FORMS GENERATED FOR 2015</b>	
Total 1099s for Employees, Vendors, Providers, etc.	
Total Number:	1099 Forms
Total 1099 Compensation/Payments:	\$0.00
<b>REVENUE BREAKDOWN FOR MOST RECENT YEAR (CALENDAR OR FISCAL YEAR)</b>	
Total Earned Revenue (from program fees, rentals, memberships, etc.):	\$0.00
2015 Tax Extension Excluding Debt Service (taxes levied in 2014, extended into 2015):	\$0.00
Total Other Revenue Sources:	\$0.00
Please Confirm Total Revenue:	\$0.00
Total 2015 Tax Extension Including Debt Service (taxes levied in 2014, extended in 2015):	\$0.00
Is the revenue data you reported above from an audited source?	Yes / No
<b>CONTACT INFORMATION FOR BRIEF FOLLOW-UP INTERVIEWS</b>	
Please list two or three current employees ages 19 to 25 whom we might contact for a brief and confidential 5-minute phone interview about the importance of their District employment and experience.	
Name #1:	
Email:	
Name #2:	
Email:	
Name #3:	
Email:	
<b>FINAL COMMENTS/CLARIFICATIONS</b>	
Please type any comments or clarifications here (including descriptions of "other" revenue sources above):	

## Sample Employee Testimonial #1

Dear Eileen,

I just wanted to drop you a quick hello and thank you.

Today, I accepted my first full time job offer. I found that besides the internships that I have had and the classes I have taken, the place where I learned the most was at the Park District.

Working at the pool taught me necessary, crucial life skills that I wouldn't have been able to learn anywhere else. I learned team-building skills, customer service skills, and leadership skills.

I learned how to be a teacher, a leader, and friend, and a co-worker.

Megan

## Sample Employee Testimonial #2

Hi Rick,

Thank you so much for such a nice email! I can't even begin to list the amazing things this park district has done for me over the last 3 decades. From providing me with a place to grow and develop since the age of 3, to being my first job as a staff instructor and eventually my first full-time job, the park district will always remain in my heart.

The countless memorable experiences I have had through being a participant in programs and an integral member of the leisure services division really are what builds the story of my life. I often wonder how my life would have been different if my older brothers had never started their basic skating classes here well before I took to the ice, but I have to think that it wouldn't have been as significant as the milestones I crossed while being in the sports facility.

You can only imagine how difficult this decision was for me. Luckily, when I come home to visit, I know I can always walk back into the doors of the park district and be excited to connect with old friends, families and co-workers. I will certainly stay in touch from afar as my passion for figure skating was established right here in the park district. I may have never been a resident, but I'm not afraid to say that park district will always be my home. Thank you for everything you have done over the years to provide me with the support and confidence I will need to pursue future endeavors.

I will certainly miss the park district and everything it has to offer! Thank you for providing a great "home"!

Heather



**Illinois Association of Park Districts**

***Dedicated to Helping Our Members Thrive Through Education, Research & Advocacy***

211 East Monroe Street, Springfield, IL 62701  
(217) 523-4554 | [ilparks.org](http://ilparks.org)

# ILLINOIS ASSOCIATION OF PARK DISTRICTS

## Resolution

WHEREAS, The Illinois Association of Park Districts represents more than 2,100 elected officials serving more than 400 park districts, forest preserves, conservation, recreation and special recreation agencies throughout the state of Illinois; and

WHEREAS, The Illinois Association of Park Districts takes great pride in recognizing the achievements of its member agencies and the thousands of elected commissioners who serve without compensation, and holds in the highest esteem those individuals who have demonstrated a deep and continuing commitment to the enhancement of recreational opportunities for citizens and the protection of natural resources in Illinois; and

WHEREAS, The Prospect Heights Park District was created in 1966 by two organizations, the Prospect Heights Lions Club and the Prospect Heights Fieldhouse Association, with the intent to save and protect the lands and provide the community with quality recreational facilities and services; and

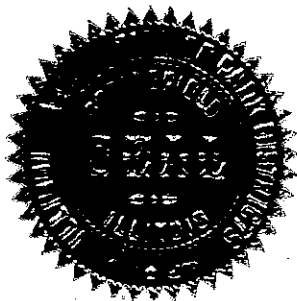
WHEREAS, The Prospect Heights Park District has grown to include the Gary Morava Recreational Center, the Old Orchard Country Club golf course and 14 park sites featuring 17 full-time staff and 60 part-time staff who are dedicated to providing numerous classes and special events for all ages within the community; and

WHEREAS, The progress of the Prospect Heights Park District during the last 50 years has been an outstanding model to park districts throughout the state and is a tribute to the foresight and active involvement of the elected volunteer park commissioners who have served the district, and a staff that is motivated to meet the challenges of providing the highest quality recreational opportunities for residents; therefore, be it

RESOLVED, BY THE BOARD OF TRUSTEES OF THE ILLINOIS ASSOCIATION OF PARK DISTRICTS, That we extend our heartfelt congratulations to the Prospect Heights Park District and its Board of Commissioners on the occasion of its 50<sup>th</sup> anniversary celebration; that we commend the district for setting a standard of excellence that is worthy of emulation by all; and be it further

RESOLVED, That a suitable copy of this preamble and resolution be presented to the Board of Commissioners of the Prospect Heights Park District as an indication of the respect and esteem in which they are held by the Board of Trustees and members of the Illinois Association of Park Districts.

Dated this 21<sup>st</sup> day of October 2016.



*Ken Collin*

Ken Collin  
IAPD Chairman

*Peter M. Murphy*

Peter M. Murphy, J.D., CAE  
President/CEO



# DRAFT

**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, OCTOBER 18, 2016**

**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 (arrived at 7:15 p.m.)  
Tim Jones  
Bob Loranger

**Commissioners absent:**

Mark Malouf

A quorum was present.

**Also Present:**

Christina Ferraro – Executive Director  
Scott Devlin – Business Manager  
Julie Caporusso – Superintendent of Recreation  
Dino Squiers – Superintendent of Parks & Facilities  
Marc Heidkamp – Director of Golf Operations  
Jim Lennon – Park Attorney  
Edlyn Castil – Admin. Asst./Recording Secretary  
Laura Fudala, Supervisor of Recreation  
Marci Glinski, Supervisor of Recreation  
Olivia Shapley, Supervisor of Recreation  
Ali Geary, Marketing Coordinator  
Jerry Arden, Superintendent of Grounds

**Pledge of Allegiance**

The Pledge of Allegiance was led by Tim Jones.

**Corrections / Additions / Approval of Agenda**

Commissioner Jones discussed moving Agenda Items XIV. A. Series 2016 General Obligation Limited Tax Park Bonds and Item XIV. B. Prospect Heights Natural Resources Commission request for permission to conduct a prescribed burn of the Prospect Heights Slough after Item VI. Announcements.

A motion was made by Commissioner Loranger and seconded by Commissioner Carney to approve the agenda as amended. The motion was unanimously approved with a voice vote with two absent (Commissioners Jackson and Malouf). The motion carried.

**Correspondence**

Correspondences received were:

- 2017 IAPD Election Calendar
- IAPD Credentials Certificate letter - action will be needed at the November meeting
- Speer Financial, Inc. letter

**Recognition/Welcome**

**Residents**

Prospect Heights Natural Resources Commission members Peter Hahn, Agnes Wojnawski and Dana Sievertson were in attendance.

**Guests**

Dave Phillips of Speer Financial, Inc. was in attendance.

**Approval of Minutes**

**Committee of the Whole Meeting – September 20, 2016**

**Regular Board Meeting – September 20, 2016**

A motion was made by Commissioner Carney and seconded by Commissioner Loranger to approve the September 20, 2016 Committee of the Whole Meeting and the Regular Board Meeting Minutes as submitted. The motion was approved with a voice vote with two absent (Commissioners Jackson and Malouf). The motion carried.

**Announcements (Meetings)**

A Regular Board Meeting will be held on 11/15/16 at 7:00 p.m. at GMRC.

**New Business**

**Series 2016 General Obligation Limited Tax Park Bonds**

• **Acceptance of low bid**

Dave Phillips of Speer Financial, Inc. discussed the bids received with the low bid received from Mt. Prospect State Bank.

A motion was made by Commissioner Avery and seconded by Commissioner Curtis to accept the low bid from Mt. Prospect State Bank as submitted. The motion was unanimously approved by a roll call vote.

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

Nays: None

Absent: Commissioners Jackson, Malouf

The motion carried.

• **Adoption of Bond Ordinance 10.18.16**

A motion was made by Commissioner Avery and seconded by Commissioner Curtis to adopt an Ordinance providing for the issue of \$569,310 General Obligation Limited Tax Park Bonds, Series 2016, for the payment of land for parks, for the building, maintaining, improving and protecting of the same and the existing land and facilities of the District, and for the payment of certain outstanding bonds of the District, providing for the levy of a direct annual tax to pay the principal and interest on said bonds and authorizing the sale of said bonds to the purchaser thereof. The motion was unanimously approved by a roll call vote.

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

Nays: None

Absent: Commissioners Jackson, Malouf

The motion carried.

There was discussion about appointing Commissioner Curtis as Secretary Pro Tem for this meeting.

A motion was made by Commissioner Jones and seconded by Commissioner Carney to appoint Commissioner Terry Curtis Secretary Pro Tem for this meeting. The motion was approved with a voice vote with two absent (Commissioners Jackson and Malouf). The motion carried.

**Prospect Heights Natural Resources Commission request for permission to conduct a prescribed burn of the Prospect Heights Slough**

*Commissioner Karl Jackson arrived at 7:15 p.m.*

Prospect Heights Natural Resources Commission members Peter Hahn, Agnes Wojnawski and Dana Sievertson provided a presentation related to the purpose of a controlled burn, background information, financial impact and their recommendation.

**New Business (continued)**

A motion was made by Commissioner Curtis and seconded by Commissioner Loranger to approve the Prospect Heights Natural Resources Commission to conduct a prescribed burn of the Prospect Heights Slough. The motion was approved with a voice vote with one absent (Commissioner Malouf). The motion carried.

Agnes Wojnawski and Dana Sievertson also provided feedback regarding proposed pond restoration at Walnut Woods. They explained that the pond at Walnut Woods is being eroded at a significant rate due to mowing of turf grass down to the water's edge, trees right on the shoreline and the lack of any vegetation on the shoreline and surrounding areas because of the dense concentration of buckthorn and honeysuckle. The Prospect Heights Natural Resources Commission recommends removing the invasive buckthorn and honeysuckle, develop thin surrounding canopy to encourage undergrowth and seed in native grasses and forbs. Estimated cost of the proposed project would be between \$2,000 to \$5,000. Executive Director Christina Ferraro will arrange a meeting with the Park District, Prospect Heights Natural Resources Commission and the Homeowners Association.

**Park District Treasurer's Report****Cash Report #10**

Mt Pros State	Payroll	#90001511	Sweep Acct.	Outstanding checks	\$	(11,074.15)
Mt Pros State	Vendor	#90001503			\$	(17,993.36)
Mt Pros State	Imprest	#90001529	Sweep Acct.	Outstanding checks	\$	5,000.00
Mt Pros State	General/Sweep	#90001498			\$	567,903.91
Mt Pros State	ATM	#90001537	Combined Bal – Account and ATM Machine		\$	21,315.53
Mt Pros State	Cash Reserves	#90001545			\$	350,124.36
Mt Pros State	Class – Reg.	#90002787	Sweep Acct.	Deposit in transit	\$	-
Mt Pros State	Investment	#107503657			\$	3,510,504.21
				Totals	\$	4,425,780.50

A motion was made by Commissioner Carney and seconded by Commissioner Loranger to accept the Treasurer's Report – Cash Report #10 dated October 18, 2016 in the amount of \$4,425,780.50. The motion was unanimously approved with a voice with one absent (Commissioner Malouf). The motion carried.

**Approval of Warrants for Payment**

Vendor #9		\$	60,332.82
Vendor #9A		\$	42,936.70
Vendor #9B		\$	22,652.86
Vendor #9C		\$	42,037.09
Vendor #9D	Electronic	\$	16,198.74
Payroll #18	09/02/16	\$	62,150.37
Payroll #19	09/16/16	\$	59,330.55
Payroll #20	09/30/16	\$	66,825.39
Refund #9	September	\$	578.35
Total of Warrants		\$	373,042.87

A motion was made by Commissioner Carney and seconded by Commissioner Curtis to accept Warrants for payment as submitted for Vendor Warrants # 9, 9A, 9B, 9C, 9D, Payroll 18, 19, 20 and Refund #9 in the amount of \$373,042.87. The motion was unanimously approved by a roll call vote.

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

Nays: None

Absent: Commissioner Malouf

The motion carried.

**Business Manager Report**

**YTD Fund Summary** – as submitted. Business Manager Scott Devlin stated that 98% of the Real Estate Income has been received.

**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 highlighted the following:

- She is recommending using \$35,000 from the capital dreading project to be used this year towards info and technology equipment. There was discussion to amend the budget. A motion was made by Commissioner Carney and seconded by Commissioner Curtis to amend the budget of \$31,000 from Capital land improvement to Capital tech upgrades. The motion was unanimously approved by a roll call vote.  
Ayes: Commissioners Avery, Carney, Curtis, Jackson, Jones, Lorange  
Nays: None  
Absent: Commissioner Malouf  
The motion carried.
- Strand & Associates has been contracted for the Somerset Park project. Their report will be presented at the November 2016 meeting.
- Commissioner Malouf and his wife will be attending the IAPD gala on Friday, October 20 to accept the 50<sup>th</sup> Anniversary award.

**Superintendent of Recreation** – as submitted. Superintendent of Recreation Julie Caporusso also reported that the Staff participated in their first week of RecTrac training last month and the second week of training is scheduled for next week.

**Superintendent of Facilities and Parks** – as submitted. Superintendent of Parks and Facilities Dino Squiers also reported that 25 year employee Al Dronyk retired. The whirlpool has been removed and staff is filling in the hole. Staff will start on remodeling that room into office spaces the beginning of January 2017.

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

**Superintendent of Greens** – as submitted. Superintendent of Greens also reported that they have been working on drainage work at the 9<sup>th</sup> hole. They will be paving the OCCC parking lot next week.

**Administrative/Operational Updates**

- **Aquatics 2016 Departmental Summary** – Supervisor of Recreation Olivia Shapley provided an overview the 2016 Aquatics season. She reported they had a good year and highlighted that the Audits went well.
- **Camp 2016 Departmental Summary** – Supervisor of Recreation Laura Fudala provided a recap of the 2016 Camp program. There were 440 participants that participated in the camp program this summer. She had great staff with 35 Camp Counselors. She highlighted that they opened Travel Camp to 5<sup>th</sup> graders this year.

**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.
- **OCCC 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 – No report.
- **Recreation Facilities, Parks & Maintenance Committee:** Chairman Tim Jones – No report.
- **Recreation Programs & Resident Relations Committee:** Chairman Karl Jackson, Sub Chair Mark Malouf – No report.

Commissioner Loranger informed the Board that he received a letter from resident Mike Mooney expressing his appreciation to the Board for the repair of the tennis courts.

**Public Comment**

There was none.

**Unfinished/Ongoing Business****Somerset Park project**

Discussed during Executive Director's report.

**2016 Capital Budget update**

The 2016 Capital Budget Fund 518 & 523 projects were reviewed.

**2017 Capital Budget estimate**

The 2017 Capital Budget Fund 518 & 523 projects were reviewed.

- Superintendent of Parks and Facilities Dino Squiers researched the suggested replacement of the locker room lockers and the estimated cost would be just over \$50,000. It was decided to paint and maintain the current lockers.
- The proposed budgeted amount for the Nature Center Com Ed matching grant project needs to be revised.
- There was discussion about a proposed fitness studio.
- There was discussion about the proposed updating of the park signage with a new logo that is being developed by Marketing Coordinator Ali Geary.

**New Business****2017 Budget Draft 1**

The 2017 Budget Draft 1 was reviewed.

- Program Supervisor salaries were allocated to each Department and now has been moved to Fund 200 Salaries.
- The increase in Fund 100 Corporate Salaries is due to the addition of the Marketing Coordinator position.
- Department 08 Performing Arts has been added and separated from Department 06 Children's Dance.
- Department 09 Concessions has been added and separated from Department 12 Special Events.
- The layout of the brochure will be completed by the Marketing Coordinator therefore nothing will be budgeted in 200-02-5300 Contracted Services.
- Fund 300 – a GL# will be created for the Hole in One revenue.

**New Business (continued)**

- GL# 300-40-4033 Restaurant Rental revenue will be corrected due to an increase in 2017.
- Staff will review the ADA compliance report. More to follow.
- Christina and Scott will review whether or not to merge Fund 413 Donations and Sponsors.
- Bond numbers may need adjustment.
- 2017 Budget Draft 2 will include wage increases.

**Adjournment**

With no further business to discuss a motion was made by Commissioner Curtis and seconded by Commissioner Carney to adjourn the Regular Board Meeting at 8:44 p.m. The motion was unanimously approved with a voice with one absent (Commissioner Malouf). 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

Pink

FROM: Park District Treasurer

DATE: 11/15/2016 CASH REPORT FY 16

*Motion by Commissioner \_\_\_\_\_ to approve CASH REPORT 11  
as submitted. Seconded by Commissioner \_\_\_\_\_ .*

Voice Vote

## ACCOUNTS

## AMOUNTS

Mt. Pros.State	Payroll	#90001511	sweep acct.	outstanding checks	\$ (5,088.51)
Mt. Pros.State	Vendor	#90001503	sweep acct.	outstanding checks	\$ (17,668.71)
Mt. Pros.State	Imprest	#90001529			\$ 5,000.00
Mt. Pros.State	General/Sweep	#90001498			\$ 379,159.63
Mt. Pros.State	ATM	#90001537	Combined Bal -- Account and ATM Machine		\$ 26,135.53
Mt. Pros.State	Cash Reserves	#90001545			\$ 350,198.50
Mt. Pros.State	Class- Reg.	#90002787	sweep acct.	deposit in transit	\$ -
Mt. Pros.State	Investment	#107503657			\$ 3,511,223.58
TOTALS					<u>\$ 4,248,960.02</u>

11/15/2016

FINANCIAL  
RESOLUTION

*Motion by Commissioner \_\_\_\_\_ to approve WARRANT RESOLUTION  
11/15/2016 as submitted. Seconded by Commissioner \_\_\_\_\_ .*

## APPROVAL OF WARRANTS 11/15/2016

## VENDOR WARRANTS

	Ck From - To	AMOUNTS
10 In the amount of	44026-44065	\$93,207.14
10A In the amount of	44066-44087	\$9,338.41
10B In the amount of	44088-44101	\$30,172.04
10C In the amount of	44102-44139	\$29,997.51
10D In the amount of	44140-44155	\$6,828.05
10E In the amount of	ELECTRONIC	\$21,174.37
Total Vendor Warrants		<u>\$190,717.52</u>

## PAYROLL WARRANTS

21 In the amount of	48746-48767	\$61,122.34
	gross plus employer costs	
22 In the amount of	48768-48787	\$63,386.95
	gross plus employer costs	
Total Payroll Warrants		<u>\$ 124,509.29</u>

## REFUND WARRANT

10 In the total amount of	Charge Card Ref.	<u>\$ 2,232.33</u>
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## TOTAL OF WARRANTS

\$ 317,459.14

11/15/2016

Roll Call



Prospect Heights Park District, IL

# Expense Approval Report

## By Payment Number

Payment Dates 10/03/2016 - 10/03/2016

Payment Number	Payment Date	Vendor #	Vendor Name	Account Number	Payment Amount Item Amount
44026	10/3/2016	01006	ADP LLC		668.63
	480032276	PAYROLL PROCESSING PE 9/13/16		100-01-5430	668.63
44027	10/3/2016	01007	ADP SCREENING & SELECTION		107.65
	1256064-09-2016	SCREENING & SELECTION SEPT 2016		408-99-5465	107.65
44028	10/3/2016	01667	AFLAC		259.92
	226243	ACCT # JNJ50 - SEPTEMBER 2016		100-01-5100	183.06
	226243	ACCT # JNJ50 - SEPTEMBER 2016		200-02-5100	76.86
44029	10/3/2016	01146	ANTONS GREENHOUSES INC		192.00
	25458	PLANTING MATERIAL		300-41-6017	192.00
44030	10/3/2016	01014	ARTHUR CLESEN		443.16
	319194	LANDSCAPE MATERIAL		200-30-6026	25.16
	319221	LANDSCAPE & TURF SUPPLIES		300-41-6026	418.00
44031	10/3/2016	01015	ASSOCIATED LABOR CORPORATION OF AMERICA		3,646.82
	102121	CONTRACTED LABOR - PARKS PE 9/11/16		200-30-5300	290.95
	102161	CONTRACTED LABOR - PARKS PE 9/18/16		200-30-5300	234.03
	102162	CONTRACTED LABOR - GROUNDS PE 9/18/16		300-41-5300	3,121.84
44032	10/3/2016	01016	AT&T		67.64
	847577107809 9/22	847 577-1078 568 2 MARQUEE 9/22-10/21/16		200-02-5320	67.64
44033	10/3/2016	01032	CARDMEMBER SERVICE		5,765.55
	CREDIT 9/15/16	CREDIT - MAILBOX PLUS POSTAGE		100-01-6000	-358.00
	ELAN 8/19-9/19/16	ELAN 8/19/16-9/19/16		100-01-5334	290.00
	ELAN 8/19-9/19/16	ELAN 8/19/16-9/19/16		100-01-5466	249.90
	ELAN 8/19-9/19/16	ELAN 8/19/16-9/19/16		100-01-6000	358.00
	ELAN 8/19-9/19/16	ELAN 8/19/16-9/19/16		100-01-6004	36.00
	ELAN 8/19-9/19/16	ELAN 8/19/16-9/19/16		100-01-6004	523.52
	ELAN 8/19-9/19/16	ELAN 8/19/16-9/19/16		100-01-6004	245.00
	ELAN 8/19-9/19/16	ELAN 8/19/16-9/19/16		100-01-6004	40.99
	ELAN 8/19-9/19/16	ELAN 8/19/16-9/19/16		100-01-6029	50.00
	ELAN 8/19-9/19/16	ELAN 8/19/16-9/19/16		200-02-5300	40.00
	ELAN 8/19-9/19/16	ELAN 8/19/16-9/19/16		200-02-5410	20.00
	ELAN 8/19-9/19/16	ELAN 8/19/16-9/19/16		200-02-6027	24.00
	ELAN 8/19-9/19/16	ELAN 8/19/16-9/19/16		200-03-6028	59.88
	ELAN 8/19-9/19/16	ELAN 8/19/16-9/19/16		200-03-6028	59.88
	ELAN 8/19-9/19/16	ELAN 8/19/16-9/19/16		200-03-6028	159.23
	ELAN 8/19-9/19/16	ELAN 8/19/16-9/19/16		200-03-6028	6.24
	ELAN 8/19-9/19/16	ELAN 8/19/16-9/19/16		200-03-6028	9.87
	ELAN 8/19-9/19/16	ELAN 8/19/16-9/19/16		200-03-6028	367.96
	ELAN 8/19-9/19/16	ELAN 8/19/16-9/19/16		200-04-6028	14.99
	ELAN 8/19-9/19/16	ELAN 8/19/16-9/19/16		200-04-6028	3.72
	ELAN 8/19-9/19/16	ELAN 8/19/16-9/19/16		200-04-6028	39.55
	ELAN 8/19-9/19/16	ELAN 8/19/16-9/19/16		200-04-6028	21.52
	ELAN 8/19-9/19/16	ELAN 8/19/16-9/19/16		200-04-6028	39.59
	ELAN 8/19-9/19/16	ELAN 8/19/16-9/19/16		200-04-6028	9.96
	ELAN 8/19-9/19/16	ELAN 8/19/16-9/19/16		200-04-6028	10.58
	ELAN 8/19-9/19/16	ELAN 8/19/16-9/19/16		200-05-5475	100.80
	ELAN 8/19-9/19/16	ELAN 8/19/16-9/19/16		200-05-5475	65.00
	ELAN 8/19-9/19/16	ELAN 8/19/16-9/19/16		200-06-6028	20.16
	ELAN 8/19-9/19/16	ELAN 8/19/16-9/19/16		200-06-6028	45.40
	ELAN 8/19-9/19/16	ELAN 8/19/16-9/19/16		200-06-6028	11.96



## Expense Approval Report

Payment Dates: 10/03/2016 - 10/03/2016

Payment Number	Payment Date	Vendor #	Vendor Name	Account Number	Payment Amount
	Payable Number	Description			Item Amount
	ELAN 8/19-9/19/16	ELAN 8/19/16-9/19/16		200-06-6028	21.22
	ELAN 8/19-9/19/16	ELAN 8/19/16-9/19/16		200-10-6029	31.69
	ELAN 8/19-9/19/16	ELAN 8/19/16-9/19/16		200-10-6029	63.00
	ELAN 8/19-9/19/16	ELAN 8/19/16-9/19/16		200-10-6033	65.00
	ELAN 8/19-9/19/16	ELAN 8/19/16-9/19/16		200-10-6052	158.55
	ELAN 8/19-9/19/16	ELAN 8/19/16-9/19/16		200-10-6052	30.00
	ELAN 8/19-9/19/16	ELAN 8/19/16-9/19/16		200-11-5475	2.00
	ELAN 8/19-9/19/16	ELAN 8/19/16-9/19/16		200-11-5475	784.41
	ELAN 8/19-9/19/16	ELAN 8/19/16-9/19/16		200-11-5475	1.00
	ELAN 8/19-9/19/16	ELAN 8/19/16-9/19/16		200-11-5475	436.22
	ELAN 8/19-9/19/16	ELAN 8/19/16-9/19/16		200-11-5475	408.30
	ELAN 8/19-9/19/16	ELAN 8/19/16-9/19/16		200-11-6028	65.00
	ELAN 8/19-9/19/16	ELAN 8/19/16-9/19/16		200-12-6028	28.00
	ELAN 8/19-9/19/16	ELAN 8/19/16-9/19/16		200-12-6028	1.50
	ELAN 8/19-9/19/16	ELAN 8/19/16-9/19/16		200-13-6028	5.93
	ELAN 8/19-9/19/16	ELAN 8/19/16-9/19/16		200-13-6028	12.27
	ELAN 8/19-9/19/16	ELAN 8/19/16-9/19/16		200-13-6028	58.43
	ELAN 8/19-9/19/16	ELAN 8/19/16-9/19/16		200-13-6028	14.40
	ELAN 8/19-9/19/16	ELAN 8/19/16-9/19/16		200-13-6028	37.17
	ELAN 8/19-9/19/16	ELAN 8/19/16-9/19/16		200-13-6028	20.99
	ELAN 8/19-9/19/16	ELAN 8/19/16-9/19/16		200-30-6031	89.00
	ELAN 8/19-9/19/16	ELAN 8/19/16-9/19/16		300-40-6027	39.99
	ELAN 8/19-9/19/16	ELAN 8/19/16-9/19/16		300-41-5335	135.00
	ELAN 8/19-9/19/16	ELAN 8/19/16-9/19/16		300-41-6022	39.99
	ELAN 8/19-9/19/16	ELAN 8/19/16-9/19/16		518-99-8010	650.79
44034	10/3/2016	01725	CITI CARDS		3,429.66
	CITIVISA 8/19-9/20/	CITIVISA 8/19-9/20/16		200-02-5410	20.00
	CITIVISA 8/19-9/20/	CITIVISA 8/19-9/20/16		200-03-5475	179.98
	CITIVISA 8/19-9/20/	CITIVISA 8/19-9/20/16		200-03-6028	52.54
	CITIVISA 8/19-9/20/	CITIVISA 8/19-9/20/16		200-03-6028	64.55
	CITIVISA 8/19-9/20/	CITIVISA 8/19-9/20/16		200-03-6028	38.35
	CITIVISA 8/19-9/20/	CITIVISA 8/19-9/20/16		200-03-6028	48.37
	CITIVISA 8/19-9/20/	CITIVISA 8/19-9/20/16		200-03-6028	14.99
	CITIVISA 8/19-9/20/	CITIVISA 8/19-9/20/16		200-04-6028	55.29
	CITIVISA 8/19-9/20/	CITIVISA 8/19-9/20/16		200-04-6028	222.15
	CITIVISA 8/19-9/20/	CITIVISA 8/19-9/20/16		200-04-6028	249.07
	CITIVISA 8/19-9/20/	CITIVISA 8/19-9/20/16		200-04-6028	70.03
	CITIVISA 8/19-9/20/	CITIVISA 8/19-9/20/16		200-06-6028	228.64
	CITIVISA 8/19-9/20/	CITIVISA 8/19-9/20/16		200-06-6028	48.71
	CITIVISA 8/19-9/20/	CITIVISA 8/19-9/20/16		200-11-5475	535.00
	CITIVISA 8/19-9/20/	CITIVISA 8/19-9/20/16		200-11-5475	285.00
	CITIVISA 8/19-9/20/	CITIVISA 8/19-9/20/16		200-11-5475	195.11
	CITIVISA 8/19-9/20/	CITIVISA 8/19-9/20/16		200-11-5475	929.33
	CITIVISA 8/19-9/20/	CITIVISA 8/19-9/20/16		200-11-6028	44.94
	CITIVISA 8/19-9/20/	CITIVISA 8/19-9/20/16		200-13-6028	91.00
	CITIVISA 8/19-9/20/	CITIVISA 8/19-9/20/16		413-99-6028	56.65
	OVERPAYMENT 9/2/	OVERPAYMENT 9/2/16 CK# 43910		200-14-5475	-0.04
44035	10/3/2016	01022	COMCAST		105.41
	8771100740151376	GROUND S CABLE/INTERNET 9/23-10/22/16		300-41-5320	105.41
44036	10/3/2016	01022	COMCAST		115.43
	8771100700162793	OOCC CABLE/INTERNET 9/29-10/28/16		300-40-5320	115.43
44037	10/3/2016	01023	COMMONWEALTH EDISON		23.52
	4563001190 9/20/1	MUIR FIELD ELECTRIC 8/18-9/19/16		405-99-5205	23.52
44038	10/3/2016	01024	CONSERV FS		2,016.44
	102003416	GASOLINE QTY 495 @ 1.7574		100-01-6024	1,011.99

## Expense Approval Report

Payment Dates: 10/03/2016 - 10/03/2016

Payment Number	Payment Date Payable Number	Vendor # Description	Vendor Name	Account Number	Payment Amount Item Amount
	102003417	GASOLINE QTY 500 @ 1.7469		100-01-6024	1,004.45
44039	10/3/2016 1688089-01	01042 2330070000 GROUNDS NATURAL GAS	CONSTELLATION ENERGY SERVICES - NATURAL GAS LLC	300-40-5204	67.03 67.03
44040	10/3/2016 70340890	01041 #705224-2 OCCC ELECTRIC 8/12-9/9/16	CONSTELLATION ENERGY SERVICES INC	300-40-5205	6,459.76 6,459.76
44041	10/3/2016 SALES RECEIPT# 197	01030 PARK & FACILITY COMPLIANCE	DES PLAINES MATERIAL & SUPPLY	410-99-8006	84.00 84.00
44042	10/3/2016 13222191	01034 TELEPHONE SERVICES 9/23-10/22/16	FIRST COMMUNICATIONS/GLOBALCOM INC	200-02-5320	437.70 437.70
44043	10/3/2016 SEPTEMBER 2016	01250 MAGIC CLASS SEPTEMBER 2016	GARY KANTOR	200-05-5300	32.00 32.00
44044	10/3/2016	01084 IMPREST			1,957.41
	IMPREST AUG-SEPT	IMPREST AUGUST-SEPTEMBER 2016		100-01-6004	45.91
	IMPREST AUG-SEPT	IMPREST AUGUST-SEPTEMBER 2016		100-01-6004	30.00
	IMPREST AUG-SEPT	IMPREST AUGUST-SEPTEMBER 2016		100-01-6024	63.87
	IMPREST AUG-SEPT	IMPREST AUGUST-SEPTEMBER 2016		200-02-5330	50.00
	IMPREST AUG-SEPT	IMPREST AUGUST-SEPTEMBER 2016		200-02-5330	50.00
	IMPREST AUG-SEPT	IMPREST AUGUST-SEPTEMBER 2016		200-02-5330	10.00
	IMPREST AUG-SEPT	IMPREST AUGUST-SEPTEMBER 2016		200-03-6028	6.00
	IMPREST AUG-SEPT	IMPREST AUGUST-SEPTEMBER 2016		200-03-6028	32.96
	IMPREST AUG-SEPT	IMPREST AUGUST-SEPTEMBER 2016		200-04-6028	27.97
	IMPREST AUG-SEPT	IMPREST AUGUST-SEPTEMBER 2016		200-04-6028	8.59
	IMPREST AUG-SEPT	IMPREST AUGUST-SEPTEMBER 2016		200-04-6028	17.95
	IMPREST AUG-SEPT	IMPREST AUGUST-SEPTEMBER 2016		200-06-6028	28.75
	IMPREST AUG-SEPT	IMPREST AUGUST-SEPTEMBER 2016		200-06-6028	51.59
	IMPREST AUG-SEPT	IMPREST AUGUST-SEPTEMBER 2016		200-06-6028	50.00
	IMPREST AUG-SEPT	IMPREST AUGUST-SEPTEMBER 2016		200-12-6005	38.68
	IMPREST AUG-SEPT	IMPREST AUGUST-SEPTEMBER 2016		200-14-6028	44.46
	IMPREST AUG-SEPT	IMPREST AUGUST-SEPTEMBER 2016		200-14-6028	24.51
	IMPREST AUG-SEPT	IMPREST AUGUST-SEPTEMBER 2016		300-40-5321	186.89
	IMPREST AUG-SEPT	IMPREST AUGUST-SEPTEMBER 2016		300-40-5321	181.89
	IMPREST AUG-SEPT	IMPREST AUGUST-SEPTEMBER 2016		300-40-5321	121.90
	IMPREST AUG-SEPT	IMPREST AUGUST-SEPTEMBER 2016		300-40-6000	9.40
	IMPREST AUG-SEPT	IMPREST AUGUST-SEPTEMBER 2016		300-40-6016	5.03
	IMPREST AUG-SEPT	IMPREST AUGUST-SEPTEMBER 2016		300-40-6022	16.99
	IMPREST AUG-SEPT	IMPREST AUGUST-SEPTEMBER 2016		300-40-6027	60.99
	IMPREST AUG-SEPT	IMPREST AUGUST-SEPTEMBER 2016		300-40-6027	41.89
	IMPREST AUG-SEPT	IMPREST AUGUST-SEPTEMBER 2016		300-40-6027	115.68
	IMPREST AUG-SEPT	IMPREST AUGUST-SEPTEMBER 2016		300-43-6028	52.40
	IMPREST AUG-SEPT	IMPREST AUGUST-SEPTEMBER 2016		300-43-6028	47.94
	IMPREST AUG-SEPT	IMPREST AUGUST-SEPTEMBER 2016		300-43-6028	151.70
	IMPREST AUG-SEPT	IMPREST AUGUST-SEPTEMBER 2016		300-43-6028	34.31
	IMPREST AUG-SEPT	IMPREST AUGUST-SEPTEMBER 2016		300-43-6028	19.85
	IMPREST AUG-SEPT	IMPREST AUGUST-SEPTEMBER 2016		406-99-5410	47.00
	IMPREST AUG-SEPT	IMPREST AUGUST-SEPTEMBER 2016		413-99-5201	75.00
	IMPREST AUG-SEPT	IMPREST AUGUST-SEPTEMBER 2016		413-99-5201	150.00
	IMPREST AUG-SEPT	IMPREST AUGUST-SEPTEMBER 2016		413-99-5330	40.33
	IMPREST AUG-SEPT	IMPREST AUGUST-SEPTEMBER 2016		413-99-6028	16.98
44045	10/3/2016 102545	01045 REPAIR PARTS	JW TURF INC	300-41-6030	86.06 86.06
44046	10/3/2016 11422	01162 LOCKER ROOM SHOWER VALVE REPLACEMENT	MANZELLA PLUMBING INC	518-99-8010	1,041.42 1,041.42

**Payment Dates: 10/03/2016 - 10/03/2016**

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## Expense Approval Report

Payment Dates: 10/03/2016 - 10/03/2016

Payment Number	Payment Date Payable Number	Vendor # Description	Vendor Name	Account Number	Payment Amount Item Amount
44059	10/3/2016 7237948	01099 COUNTRY GARDENS WASHROOM	SERVICE SANITATION INC	200-30-5200	101.00 101.00
44060	10/3/2016 D7/16-9	01322 PROFESSIONAL SERVICES	SPEER FINANCIAL	608-99-5470	1,036.25 1,036.25
44061	10/3/2016 STRIPING 9/23/16	01776 LAND IMPROVEMENTS	TOMMY MILLER	518-99-8020	7,200.00 7,200.00
44062	10/3/2016 BIKE PATH REPAIR 9/	01776 BIKE PATH	TOMMY MILLER	518-99-8019	8,000.00 8,000.00
44063	10/3/2016 SEAL COATING 9/23	01776 BIKE PATH	TOMMY MILLER	518-99-8019	5,800.00 5,800.00
44064	10/3/2016 012328	01080 HARDWARE	TRUE VALUE HARDWARE	200-02-6016	7.96 7.96
44065	10/3/2016 27204964	01008 OCCC SECURITY SERVICE 10/1/16-12/31/16	TYCO INTEGRATED SECURITY LLC	408-99-5325	243.00 243.00
Grand Total:					93,207.14

## Report Summary

## Fund Summary

Fund	Payment Amount
100 - CORPORATE FUND	6,248.10
200 - RECREATION FUND	17,493.94
300 - GOLF	27,761.79
405 - PAVING & LIGHTING FUND	23.52
406 - LIABILITY INSURANCE FUND	17,177.72
408 - POLICE FUND	350.65
410 - SPECIAL RECREATION FUND	84.00
413 - COMMUNITY EVENTS	338.96
518 - CAPITAL PROJECT FUND	22,692.21
608 - 2014B (2005B Refinance)	1,036.25
<b>Grand Total:</b>	<b>93,207.14</b>

## Account Summary

Account Number	Account Name	Payment Amount
100-01-5100	MEDICAL INSURANCE	1,610.07
100-01-5101	DENTAL INSURANCE	112.25
100-01-5102	LIFE INSURANCE	56.40
100-01-5334	PUBLISHED NOTICES	290.00
100-01-5430	SERVICE CONTRACTS	668.63
100-01-5466	NETWORK LICENSE FEE	249.90
100-01-6000	POSTAGE	0.00
100-01-6004	EMPLOYEE RELATIONS	921.42
100-01-6024	GAS OIL AND GREASE	2,080.31
100-01-6027	OFFICE SUPPLIES	193.12
100-01-6029	RECOGNITION AND AWA	50.00
100-2030	INSURANCE WITHHELD	16.00
200-02-5100	MEDICAL INSURANCE	5,871.84
200-02-5101	DENTAL INSURANCE	371.72
200-02-5102	LIFE INSURANCE	89.65
200-02-5204	NATURAL GAS-HEAT	17.59
200-02-5300	CONTRACTED SERVICE	40.00
200-02-5320	TELEPHONE	505.34
200-02-5330	PROMOTIONS/DISCON	110.00
200-02-5410	SEMINARS AND TRAININ	40.00
200-02-6016	HARDWARE SMALL TOO	7.96
200-02-6022	JANITORIAL SUPPLIES	739.06
200-02-6027	OFFICE SUPPLIES	24.00
200-03-5475	PROGRAM ACTIVITY AN	179.98
200-03-6028	PROGRAM SUPPLIES-PR	920.82
200-04-6028	PROGRAM SUPPLIES-KIN	790.96
200-05-5300	CONTRACTED SERVICE	32.00
200-05-5475	PROGRAM ACTIVITY AN	165.80
200-06-6028	PROGRAM SUPPLIES-PE	506.43
200-10-6029	RECOGNITION AND AWA	94.69
200-10-6033	REPAIR PARTS POOL	65.00
200-10-6052	VOLUNTEER REIMBURSE	188.55
200-11-5475	PROGRAM ACTIVITY AN	3,576.37
200-11-6028	PROGRAM SUPPLIES-AC	150.73
200-12-6005	RESALE CONCESSION SU	38.68
200-12-6028	PROGRAM SUPPLIES-SPE	29.50
200-13-6028	PROGRAM SUPPLIES-FIT	240.19
200-14-5475	PROGRAM ACTIVITY AN	-0.04
200-14-6028	PROGRAM SUPPLIES-SU	68.97
200-2030	INSURANCE WITHHELD	32.00
200-30-5100	MEDICAL INSURANCE	1,662.96
200-30-5101	DENTAL INSURANCE	104.20
200-30-5102	LIFE INSURANCE	9.35

**Account Summary**

Account Number	Account Name	Payment Amount
200-30-5200	RENTAL LAVATORY	101.00
200-30-5300	CONTRACTED SERVICE	524.98
200-30-6026	LANDSCAPE AND TURF	104.66
200-30-6031	REPAIR PARTS VEHICLES	89.00
300-2325	GOLF OPERATION DEPO	3,024.00
300-40-5100	MEDICAL INSURANCE	3,325.92
300-40-5101	DENTAL INSURANCE	208.40
300-40-5102	LIFE INSURANCE	30.69
300-40-5204	NATURAL GAS-HEAT	67.03
300-40-5205	ELECTRICITY	6,459.76
300-40-5320	TELEPHONE	115.43
300-40-5321	SATELLITE TELEVISION	490.68
300-40-6000	POSTAGE	9.40
300-40-6016	HARDWARE SMALL TOO	5.03
300-40-6022	JANITORIAL SUPPLIES	16.99
300-40-6027	OFFICE SUPPLIES	258.55
300-41-5100	MEDICAL INSURANCE	4,146.81
300-41-5101	DENTAL INSURANCE	279.82
300-41-5102	LIFE INSURANCE	104.80
300-41-5203	DISPOSAL CHARGES	202.76
300-41-5300	CONTRACTED SERVICE	3,121.84
300-41-5320	TELEPHONE	105.41
300-41-5335	BOARD AND STAFF CON	135.00
300-41-6016	HARDWARE SMALL TOO	22.35
300-41-6017	PLANTING MATERIAL/IT	192.00
300-41-6022	JANITORIAL SUPPLIES	39.99
300-41-6024	GAS OIL AND GREASE	35.97
300-41-6026	LANDSCAPE AND TURF	418.00
300-41-6030	REPAIR PARTS EQUIPME	839.62
300-41-6034	REPAIR PARTS CARTS	239.34
300-41-6037	FERTILIZER	3,560.00
300-43-6028	PROGRAM SUPPLIES-HO	306.20
405-99-5205	ELECTRICITY	23.52
406-99-5410	SEMINARS AND TRAININ	47.00
406-99-7050	LIABILITY INSURANCE	10,743.18
406-99-7051	WORKERS COMPENSATI	6,387.54
408-99-5325	SECURITY & FIRE ALARM	243.00
408-99-5465	LICENSES AND FEES	107.65
410-99-8006	PARK AND FACILITY COM	84.00
413-99-5201	RENTAL EQUIPMENT	225.00
413-99-5330	ADVERTISEMENT	40.33
413-99-6028	PROGRAM SUPPLIES	73.63
518-99-8010	BUILDING IMPROVEME	1,692.21
518-99-8019	BIKE PATH	13,800.00
518-99-8020	LAND IMPROVEMENTS	7,200.00
608-99-5470	CONSULTING SERVICES	1,036.25
	<b>Grand Total:</b>	<b>93,207.14</b>

**Project Account Summary**

Project Account Key	Payment Amount
**None**	93,207.14
<b>Grand Total:</b>	<b>93,207.14</b>



Prospect Heights Park District, IL

# Expense Approval Report

## By Payment Number

Payment Dates 10/10/2016 - 10/10/2016

Payment Number	Payment Date	Vendor #	Vendor Name	Account Number	Payment Amount
Payment Number	Payable Number	Description	Vendor Name	Account Number	Item Amount
44066	10/10/2016	01006	ADP LLC		280.85
	480822117	PAYROLL PROCESSING PE 9/27/16		100-01-5430	280.85
44067	10/10/2016	01015	ASSOCIATED LABOR CORPORATION OF AMERICA		5,703.77
	101961	CONTRACTED LABOR - OCCC		300-40-5300	568.00
	102160	CONTRACTED LABOR - OCCC		300-40-5300	568.00
	102199	CONTRACTED LABOR - OCCC		300-40-5300	568.00
	102200	CONTRACTED LABOR - PARKS		200-30-5300	309.93
	102201	CONTRACTED LABOR - GROUNDS		300-41-5300	3,121.84
	102227	CONTRACTED LABOR - OCCC		300-40-5300	568.00
44068	10/10/2016	01016	AT&T		122.02
	847255203310 10/0	847 255-2033 863 2 GROUNDS		300-41-5320	122.02
44069	10/10/2016	01016	AT&T		108.64
	847255488310 10/0	847 255-4883 294 7 OCCC F&A		300-40-5320	108.64
44070	10/10/2016	01155	HALOGEN SUPPLY COMPANY		19.20
	00491508	POOL TEST CHEMICAL		200-02-6014	19.20
44071	10/10/2016	01038	HARRIS GOLF CARS		816.85
	01-163776	SWITCH		300-41-6030	88.97
	02-163420	REPAIR PARTS		300-41-6034	727.88
44072	10/10/2016	01533	KATHLEEN O'MALLEY-GALLAGHER		445.20
	SEPT 2016 CHAIR YO	SEPT 2016 CHAIR YOGA		200-13-5300	299.60
	SEPT 2016 LEVEL 1-	SEPT 2016 LEVEL 1-2 YOGA		200-13-5300	145.60
44073	10/10/2016	01238	KIMBALL MIDWEST		139.00
	5147042	HARDWARE SMALL TOOLS SUPPLIES		300-41-6016	139.00
44074	10/10/2016	01777	KYLE SHORTENBECKER		15.00
	SHORTENBECKER K	REFUND - FITNESS/WHIRLPOOL REFUND		200-02-5330	15.00
44075	10/10/2016	01056	MOUNT PROSPECT PUBLIC WORKS DEPARTMENT		50.00
	2016 ANNUAL CERTI	2016 ANNUAL CERTIFICATION - BACKFLOW		300-40-5421	50.00
44076	10/10/2016	01778	NILES AUTO GLASS		165.00
	1003001	REPAIR PARTS		300-41-6030	165.00
44077	10/10/2016	01264	OAKLEY		109.33
	9000199471	STOCK		300-1360	109.33
44078	10/10/2016	01062	OFFICE DEPOT		51.56
	868005525001	OFFICE SUPPLIES		100-01-6027	40.98
	868005681001	OFFICE SUPPLIES		100-01-6027	10.58
44079	10/10/2016	01066	PLATINUM SYSTEMS		131.25
	K-99789	CORE FILTERING & ARCHIVING		100-01-5300	131.25
44080	10/10/2016	01135	PURCHASE POWER		201.00
	8000900000081293	POSTAGE		100-01-6000	201.00
44081	10/10/2016	01070	RAMROD		454.75
	761539	JANITORIAL/PROGRAM SUPPLIES		200-02-6022	328.75
	761539	JANITORIAL/PROGRAM SUPPLIES		200-13-6028	126.00

## Expense Approval Report

Payment Dates: 10/10/2016 - 10/10/2016

Payment Number	Payment Date Payable Number	Vendor # Description	Vendor Name	Account Number	Payment Amount Item Amount
44082	10/10/2016 GUPTA S 10/10/16	01779 REFUND - WHIRLPOOL/FITNESS A/C	SHAM GUPTA	200-02-5330	15.00 15.00
44083	10/10/2016 NIDETZ S 10/10/16	01780 REFUND - WHIRLPOOL/FITNESS CENTER	SHELDON NIDETZ	200-2372	120.33 120.33
44084	10/10/2016 77881179	01710 HARDWARE SMALL TOOLS SUPPLIES	SITEONE LANDSCAPE SUPPLY LLC	300-41-6016	41.50 41.50
44085	10/10/2016 31990350	01078 S/O CLUBS	TAYLOR MADE	300-42-6010	184.46 184.46
44086	10/10/2016 840002-00	01400 S/O EQUIPMENT	THE PROACTIVE SPORTS GROUP	300-42-6010	41.29 41.29
44087	10/10/2016 IN1173622	01092 S/O EQUIPMENT	US KIDS GOLF	300-42-6010	122.41 122.41
Grand Total:					9,338.41



## Report Summary

## Fund Summary

Fund	Payment Amount
100 - CORPORATE FUND	664.66
200 - RECREATION FUND	1,379.41
300 - GOLF	7,294.34
<b>Grand Total:</b>	<b>9,338.41</b>

## Account Summary

Account Number	Account Name	Payment Amount
100-01-5300	CONTRACTED SERVICE	131.25
100-01-5430	SERVICE CONTRACTS	280.85
100-01-6000	POSTAGE	201.00
100-01-6027	OFFICE SUPPLIES	51.56
200-02-5330	PROMOTIONS/DISCOUN	30.00
200-02-6014	WHIRLPOOL SUPPLIES	19.20
200-02-6022	JANITORIAL SUPPLIES	328.75
200-13-5300	CONTRACTED SERVICE	445.20
200-13-6028	PROGRAM SUPPLIES-FIT	126.00
200-2372	REFUND CLEARING ACC	120.33
200-30-5300	CONTRACTED SERVICE	309.93
300-1360	GOLF EQUIPMENT INVE	109.33
300-40-5300	CONTRACTED SERVICE	2,272.00
300-40-5320	TELEPHONE	108.64
300-40-5421	CONTRACTED REPAIRS P	50.00
300-41-5300	CONTRACTED SERVICE	3,121.84
300-41-5320	TELEPHONE	122.02
300-41-6016	HARDWARE SMALL TOO	180.50
300-41-6030	REPAIR PARTS EQUIPME	253.97
300-41-6034	REPAIR PARTS CARTS	727.88
300-42-6010	GOLF SPECIAL ORDER E	348.16
<b>Grand Total:</b>		<b>9,338.41</b>

## Project Account Summary

Project Account Key	Payment Amount
**None**	9,338.41
<b>Grand Total:</b>	<b>9,338.41</b>



Prospect Heights Park District, IL

# Expense Approval Report By Payment Number

Payment Dates 10/13/2016 - 10/13/2016

Payment Number	Payment Date	Vendor #	Vendor Name	Account Number	Payment Amount Item Amount
44088	10/13/2016	01009	AIRGAS USA LLC		46.02
	9939262235	OOCC GROUND SUPPLIES		300-41-5300	46.02
44089	10/13/2016	01744	AMI COMMUNICATIONS		2,136.66
	6146	LAND IMPROVEMENTS		518-99-8020	646.66
	9/28/16-10/27/16	OCTOBER 2016 MONTHLY IT SUPPORT CONTRACT		100-01-5300	1,490.00
44090	10/13/2016	01015	ASSOCIATED LABOR CORPORATION OF AMERICA		3,414.39
	102229	CONTRACTED LABOR - PARKS		200-30-5300	328.90
	102230	CONTRACTED LABOR - GROUNDS		300-41-5300	3,085.49
44091	10/13/2016	01629	Bolder Landscapers		3,535.00
	SPRC1419	LANDSCAPING		518-99-8020	3,535.00
44092	10/13/2016	01271	BRIGHT LIGHT SIGN COMPANY		365.00
	TM-13134	MARQUEE MESSAGE BOARD SERVICE		100-01-5469	365.00
44093	10/13/2016	01021	CDW GOVERNMENT		839.88
	PO 10112016	ADOBE ALL APPS		518-99-8020	839.88
44094	10/13/2016	01022	COMCAST		131.94
	8771100740047145	GMRC INTERNET 10/6-11/5/16		200-02-5320	131.94
44095	10/13/2016	01042	CONSTELLATION ENERGY SERVICES - NATURAL GAS LLC		645.75
	1694672-01	GMRC/OOCC NATURAL GAS		200-02-5204	235.46
	1694672-01	GMRC/OOCC NATURAL GAS		300-40-5204	410.29
44096	10/13/2016	01189	DAVE'S AUTO CLINIC INC		525.00
	015723	REPAIR PARTS		300-41-6030	525.00
44097	10/13/2016	01030	DES PLAINES MATERIAL & SUPPLY		359.88
	SALES REC# 208269	LANDSCAPING MATERIALS		200-30-6026	179.94
	SALES REC# 208435	LANDSCAPING MATERIALS		200-30-6026	179.94
44098	10/13/2016	01057	NAPA HEIGHTS AUTOMOTIVE		55.74
	934873	REPAIR PARTS		300-41-6030	27.68
	936458	JANITORIAL SUPPLIES		300-41-6022	28.06
44099	10/13/2016	01509	SPRA		36.00
	PROSPECT HTS PARK	SPRA SHOWCASE (CAPORUSSO/FUDALA)		200-02-5410	36.00
44100	10/13/2016	01781	THOMAS R PETZEL		1,058.75
	16101	AUGUST/SEPT ONSITE IT SUPPORT		100-01-5300	1,058.75
44101	10/13/2016	01774	VERMONT SYSTEMS INC		17,022.03
	52310	RECREATION SOFTWARE		518-99-8025	17,022.03
Grand Total:					30,172.04

**Report Summary****Fund Summary**

<b>Fund</b>	<b>Payment Amount</b>
100 - CORPORATE FUND	2,913.75
200 - RECREATION FUND	1,092.18
300 - GOLF	4,122.54
518 - CAPITAL PROJECT FUND	22,043.57
<b>Grand Total:</b>	<b>30,172.04</b>

**Account Summary**

<b>Account Number</b>	<b>Account Name</b>	<b>Payment Amount</b>
100-01-5300	CONTRACTED SERVICE	2,548.75
100-01-5469	IT SERVICES CONTRACTS	365.00
200-02-5204	NATURAL GAS-HEAT	235.46
200-02-5320	TELEPHONE	131.94
200-02-5410	SEMINARS AND TRAININ	36.00
200-30-5300	CONTRACTED SERVICE	328.90
200-30-6026	LANDSCAPE AND TURF	359.88
300-40-5204	NATURAL GAS-HEAT	410.29
300-41-5300	CONTRACTED SERVICE	3,131.51
300-41-6022	JANITORIAL SUPPLIES	28.06
300-41-6030	REPAIR PARTS EQUIPME	552.68
518-99-8020	LAND IMPROVEMENTS	5,021.54
518-99-8025	CAPITAL PURCHASE	17,022.03
<b>Grand Total:</b>		<b>30,172.04</b>

**Project Account Summary**

<b>Project Account Key</b>	<b>Payment Amount</b>
**None**	30,172.04
<b>Grand Total:</b>	<b>30,172.04</b>



Prospect Heights Park District, IL

# Expense Approval Report

## By Payment Number

Payment Dates 10/20/2016 - 10/20/2016

Payment Number	Payment Date	Vendor #	Description	Vendor Name	Account Number	Payment Amount Item Amount
44102	10/20/2016	01270	ACE SECURITY SYSTEMS INC			2,575.00
	ACE 10/17/16		INSTALLATION OF FIRE ALARM		406-99-6020	2,575.00
44103	10/20/2016	01079	ACUSHNET COMPANY			90.30
	903146626		S/O SHOES		300-42-6010	90.30
44104	10/20/2016	01006	ADP LLC			666.69
	481409904		PAYROLL PROCESSING		100-01-5430	666.69
44105	10/20/2016	01744	AMI COMMUNICATIONS			46.34
	6234		SERVER ADAPTER BATTERY		100-01-5469	46.34
44106	10/20/2016	01589	ARLINGTON SQUARES			662.40
	JUNE-AUG 2016		SUMMER DANCE LESSONS		200-06-5300	662.40
44107	10/20/2016	01015	ASSOCIATED LABOR CORPORATION OF AMERICA			3,112.06
	102269		CONTRACTED LABOR - PARKS		200-30-5300	328.90
	102270		CONTRACTED LABOR - GROUNDS		300-41-5300	2,783.16
44108	10/20/2016	01016	AT&T			184.62
	847394342210 10/4		847 394-3422 297 7 ADMIN		200-02-5320	184.62
44109	10/20/2016	01016	AT&T			40.26
	847398195910 10/1		847 398-1959 971 3 OCCC VISA		300-40-5320	40.26
44110	10/20/2016	01629	Bolder Landscapers			885.96
	SPRC1421		LANDSCAPING IMPROVEMENTS		518-99-8020	885.96
44111	10/20/2016	01782	CHALMERS WILKINS			15.00
	WILKINS C 10/20/16		REFUND - FITNESS/WHIRLPOOL		200-02-5330	15.00
44112	10/20/2016	01022	COMCAST			10.48
	8771100740004153		GMRC CABLE		200-02-5320	10.48
44113	10/20/2016	01041	CONSTELLATION ENERGY SERVICES INC			42.40
	70917549		#705224-4 IZAAK WALTON ELECTRIC		405-99-5205	42.40
44114	10/20/2016	01041	CONSTELLATION ENERGY SERVICES INC			3,049.17
	71110150		705224-0 GMRC ELECTRIC		200-02-5205	3,049.17
44115	10/20/2016	01041	CONSTELLATION ENERGY SERVICES INC			6,576.77
	71109436		#705224-2 OCCC ELECTRIC		300-40-5205	6,576.77
44116	10/20/2016	01041	CONSTELLATION ENERGY SERVICES INC			179.79
	70996454		705224-1 ADMIN ELECTRIC		200-02-5205	179.79
44117	10/20/2016	01041	CONSTELLATION ENERGY SERVICES INC			270.14
	71110160		705224-3 BALL FIELD LIGHTS		405-99-5205	270.14
44118	10/20/2016	01783	DENNIS MALLOY			15.00
	MALLOY D 10/20/16		REFUND - FITNESS/WHIRLPOOL		200-02-5330	15.00
44119	10/20/2016	01030	DES PLAINES MATERIAL & SUPPLY			431.68
	SALES REC# 208423		HARDWARE SMALL TOOLS SUPPLIES		300-41-6016	71.80
	SALES REC# 208512		LANDSCAPING MATERIALS		200-30-6026	179.94
	SALES REC# 208600		LANDSCAPING MATERIALS		200-30-6026	179.94
44120	10/20/2016	01624	DIGITAL GOLF TECHNOLOGIES			362.50
	1350		HOLE IN ONE		300-40-5331	362.50

## Expense Approval Report

Payment Dates: 10/20/2016 - 10/20/2016

Payment Number	Payment Date Payable Number	Vendor # Description	Vendor Name	Account Number	Payment Amount Item Amount
44121	10/20/2016	01693	HINCKLEY SPRINGS		45.08
	15330710 091816	ADMIN WATER		100-01-5430	18.47
	15330710 101616	ADMIN WATER		100-01-5430	26.61
44122	10/20/2016	01330	JB METAL WORKS INC		125.00
	10/17/16	REPAIR PARTS		300-41-6030	125.00
44123	10/20/2016	01784	JEAN NAVARRO		100.00
	NAVARRO J 10/20/1	REFUND - ROOM RENTAL DEPOSIT		200-2372	100.00
44124	10/20/2016	01045	JW TURF INC		306.61
	106795	REPAIR PARTS		300-41-6030	306.61
44125	10/20/2016	01785	MAGIC BY RANDY INC		450.00
	10/22/16 SPOOKFES	SPOOKFEST ENTERTAINMENT		413-99-6028	450.00
44126	10/20/2016	01162	MANZELLA PLUMBING INC		872.62
	11427	BUILDING IMPROVEMENTS		518-99-8010	872.62
44127	10/20/2016	01786	MARNEE MATHEWS		100.00
	MATHEWS M 10/20	REFUND - ROOM RENTAL DEPOSIT		200-2372	100.00
44128	10/20/2016	01052	METRO PROFESSIONAL PRODUCTS		320.58
	170094	JANITORIAL SUPPLIES/PROGRAM SUPPLIES		200-02-6022	177.82
	170094	JANITORIAL SUPPLIES/PROGRAM SUPPLIES		200-13-6028	142.76
44129	10/20/2016	01054	MIDORI RESTAURANT BANQUET SERVICE		1,400.00
	STEWARTS 10/2/16	STEWARTS 10/2/16		300-2325	1,400.00
44130	10/20/2016	01057	NAPA HEIGHTS AUTOMOTIVE		80.73
	938516	GAS OIL GREASE		300-41-6024	80.73
44131	10/20/2016	01778	NILES AUTO GLASS		220.00
	1011001	REPAIR PARTS		300-41-6030	220.00
44132	10/20/2016	01062	OFFICE DEPOT		51.74
	870591764001	OFFICE SUPPLIES		100-01-6027	51.74
44133	10/20/2016	01787	PATTY WASZAK		25.00
	5/18/17 DEPOSIT	5/18/16 ACTIVE ADULT TRIP DEPOSIT		200-1225	25.00
44134	10/20/2016	01070	RAMROD		78.50
	761539-1	JANITORIAL SUPPLIES		200-02-6022	78.50
44135	10/20/2016	01470	RAUPP FENCE CO		1,650.00
	DEPOSIT - FENCE PO	DEPOSIT - FENCE POST		518-99-8014	1,650.00
44136	10/20/2016	01710	SITEONE LANDSCAPE SUPPLY LLC		201.55
	78067073	HARDWARE SMALL TOOLS SUPPLIES		300-41-6016	76.35
	78092215	HARDWARE SMALL TOOLS SUPPLIES		300-41-6016	125.20
44137	10/20/2016	01136	SUNBURST SPORTSWEAR		15.00
	116008	FLAG FOOTBALL TSHIRT		200-07-6018	15.00
44138	10/20/2016	01078	TAYLOR MADE		604.03
	32009152	S/O EQUIPMENT		300-42-6010	604.03
44139	10/20/2016	01081	VILLAGE OF MOUNT PROSPECT		4,134.51
	11654-001 10/15/1	GROUND WATER/SEWER CONST FEE/SEWER		300-41-5206	26.52
	11654-001 10/15/1	GROUND WATER/SEWER CONST FEE/SEWER		300-41-5206	5.00
	11654-001 10/15/1	GROUND WATER/SEWER CONST FEE/SEWER		300-41-5206	5.13
	11663-001 10/15/1	GMRC WATER		200-02-5206	1,539.76
	9160-002 10/15/16	OCCC WATER/SEWER CONST FEE/SEWER		300-40-5206	2,139.28
	9160-002 10/15/16	OCCC WATER/SEWER CONST FEE/SEWER		300-40-5206	413.82

**Expense Approval Report****Payment Dates: 10/20/2016 - 10/20/2016**

<b>Payment Number</b>	<b>Payment Date</b>	<b>Vendor #</b>	<b>Description</b>	<b>Vendor Name</b>	<b>Account Number</b>	<b>Payment Amount</b>
	<b>Payable Number</b>					<b>Item Amount</b>
	9160-002 10/15/16		OOCC WATER/SEWER CONST FEE/SEWER		300-40-5206	5.00
<b>Grand Total:</b>						<b>29,997.51</b>

## Report Summary

## Fund Summary

Fund	Payment Amount
100 - CORPORATE FUND	809.85
200 - RECREATION FUND	6,984.08
300 - GOLF	15,457.46
405 - PAVING & LIGHTING FUND	312.54
406 - LIABILITY INSURANCE FUND	2,575.00
413 - COMMUNITY EVENTS	450.00
518 - CAPITAL PROJECT FUND	3,408.58
<b>Grand Total:</b>	<b>29,997.51</b>

## Account Summary

Account Number	Account Name	Payment Amount
100-01-5430	SERVICE CONTRACTS	711.77
100-01-5469	IT SERVICES CONTRACTS	46.34
100-01-6027	OFFICE SUPPLIES	51.74
200-02-5205	ELECTRICITY	3,228.96
200-02-5206	WATER SEWER	1,539.76
200-02-5320	TELEPHONE	195.10
200-02-5330	PROMOTIONS/DISCOUN	30.00
200-02-6022	JANITORIAL SUPPLIES	256.32
200-06-5300	CONTRACTED SERVICE	662.40
200-07-6018	UNIFORMS-PROGRAM S	15.00
200-1225	PREPAID EXPENSES	25.00
200-13-6028	PROGRAM SUPPLIES-FIT	142.76
200-2372	REFUND CLEARING ACC	200.00
200-30-5300	CONTRACTED SERVICE	328.90
200-30-6026	LANDSCAPE AND TURF	359.88
300-2325	GOLF OPERATION DEPO	1,400.00
300-40-5205	ELECTRICITY	6,576.77
300-40-5206	WATER SEWER	2,558.10
300-40-5320	TELEPHONE	40.26
300-40-5331	PROMOTION	362.50
300-41-5206	WATER SEWER	36.65
300-41-5300	CONTRACTED SERVICE	2,783.16
300-41-6016	HARDWARE SMALL TOO	273.35
300-41-6024	GAS OIL AND GREASE	80.73
300-41-6030	REPAIR PARTS EQUIPME	651.61
300-42-6010	GOLF SPECIAL ORDER E	694.33
405-99-5205	ELECTRICITY	312.54
406-99-6020	SAFETY SUPPLIES, PART	2,575.00
413-99-6028	PROGRAM SUPPLIES	450.00
518-99-8010	BUILDING IMPROVEME	872.62
518-99-8014	GMRC/LIONS PARK - EXT	1,650.00
518-99-8020	LAND IMPROVEMENTS	885.96
Grand Total:		29,997.51

## Project Account Summary

Project Account Key	Payment Amount
**None**	29,997.51
<b>Grand Total:</b>	<b>29,997.51</b>



Prospect Heights Park District, IL

# Expense Approval Report

## By Payment Number

Payment Dates 10/27/2016 - 10/27/2016

Payment Number	Payment Date	Vendor #	Vendor Name	Account Number	Payment Amount Item Amount
44140	10/27/2016	01007	ADP SCREENING & SELECTION		93.23
	1256064-10-2016	SCREENING & SELECTION OCT 2016		408-99-5465	93.23
44141	10/27/2016	01667	AFLAC		173.28
	656764	ACCT# JNJ50 OCTOBER 2016		100-01-5100	122.04
	656764	ACCT# JNJ50 OCTOBER 2016		200-02-5100	51.24
44142	10/27/2016	01014	ARTHUR CLESEN		456.94
	319988	HARDWARE SMALL TOOLS SUPPLIES		300-41-6016	219.00
	320008	HARDWARE SMALL TOOLS SUPPLIES		300-41-6016	237.94
44143	10/27/2016	01015	ASSOCIATED LABOR CORPORATION OF AMERICA		3,121.84
	102314	CONTRACTED LABOR - GROUNDS		300-41-5300	3,121.84
44144	10/27/2016	01034	FIRST COMMUNICATIONS/GLOBALCOM INC		415.67
	13247257	TELEPHONE SERVICES		200-02-5320	415.67
44145	10/27/2016	01040	HOME DEPOT CREDIT SERVICES		1,180.99
	CREDIT INV# 32503	CREDIT		300-40-5424	-44.00
	HOME DEPOT 10/13	HOME DEPOT 10/13/16		200-02-6014	179.00
	HOME DEPOT 10/13	HOME DEPOT 10/13/16		200-02-6014	9.94
	HOME DEPOT 10/13	HOME DEPOT 10/13/16		200-02-6016	60.01
	HOME DEPOT 10/13	HOME DEPOT 10/13/16		200-02-6016	39.43
	HOME DEPOT 10/13	HOME DEPOT 10/13/16		200-02-6016	22.28
	HOME DEPOT 10/13	HOME DEPOT 10/13/16		200-02-6022	104.90
	HOME DEPOT 10/13	HOME DEPOT 10/13/16		200-30-6026	59.62
	HOME DEPOT 10/13	HOME DEPOT 10/13/16		300-40-5424	75.38
	HOME DEPOT 10/13	HOME DEPOT 10/13/16		300-40-5424	56.04
	HOME DEPOT 10/13	HOME DEPOT 10/13/16		300-40-5424	47.68
	HOME DEPOT 10/13	HOME DEPOT 10/13/16		300-40-6016	95.70
	HOME DEPOT 10/13	HOME DEPOT 10/13/16		300-40-6042	36.60
	HOME DEPOT 10/13	HOME DEPOT 10/13/16		300-41-6016	99.94
	HOME DEPOT 10/13	HOME DEPOT 10/13/16		300-41-6016	95.84
	HOME DEPOT 10/13	HOME DEPOT 10/13/16		300-41-6016	119.94
	HOME DEPOT 10/13	HOME DEPOT 10/13/16		300-41-6016	45.88
	HOME DEPOT 10/13	HOME DEPOT 10/13/16		300-41-6016	41.91
	HOME DEPOT 10/13	HOME DEPOT 10/13/16		406-99-6020	34.90
44146	10/27/2016	01789	JOAN DACKS		24.00
	DACKS J 10/27/16	REFUND		200-2372	24.00
44147	10/27/2016	01045	JW TURF INC		462.32
	108538	REPAIR PARTS		300-41-6030	462.32
44148	10/27/2016	01791	KIRAN RAVELLA		31.00
	RAVELLA K 10/27/1	REFUND		200-2372	31.00
44149	10/27/2016	01057	NAPA HEIGHTS AUTOMOTIVE		137.38
	940753	MOTOR OIL		300-41-6024	94.73
	941075	REPAIR PARTS		300-41-6030	42.65
44150	10/27/2016	01790	NATALKA SAPATYNSKA		31.00
	SAPATYNSKA N 10/2	REFUND		200-2372	31.00
44151	10/27/2016	01058	NCPERS GROUP LIFE INSURANCE		48.00
	51441116	LIFE INSURANCE MONTHLY 11/2016		100-2030	16.00



## Expense Approval Report

Payment Dates: 10/27/2016 - 10/27/2016

Payment Number	Payment Date Payable Number	Vendor # Description	Vendor Name	Account Number	Payment Amount Item Amount
	51441116	LIFE INSURANCE MONTHLY 11/2016		200-2030	32.00
44152	10/27/2016	01064	PENDELTON TURF SUPPLY		65.65
	5491	HARDWARE SMALL TOOLS SUPPLIES		300-41-6016	65.65
44153	10/27/2016	01792	REED IRRIGATION		488.00
	17-1121	IRRIGATION MAINTENANCE		300-41-5428	488.00
44154	10/27/2016	01788	SHARON ZMUDA		24.00
	ZMUDA S 10/27/16	REFUND		200-2372	24.00
44155	10/27/2016	01178	WAPAGHETTI'S PIZZA		74.75
	7458	KIDS DAY OFF LUNCH		200-05-5475	74.75
Grand Total:					6,828.05

## Report Summary

## Fund Summary

Fund	Payment Amount
100 - CORPORATE FUND	138.04
200 - RECREATION FUND	1,158.84
300 - GOLF	5,403.04
406 - LIABILITY INSURANCE FUND	34.90
408 - POLICE FUND	93.23
<b>Grand Total:</b>	<b>6,828.05</b>

## Account Summary

Account Number	Account Name	Payment Amount
100-01-5100	MEDICAL INSURANCE	122.04
100-2030	INSURANCE WITHHELD	16.00
200-02-5100	MEDICAL INSURANCE	51.24
200-02-5320	TELEPHONE	415.67
200-02-6014	WHIRLPOOL SUPPLIES	188.94
200-02-6016	HARDWARE SMALL TOO	121.72
200-02-6022	JANITORIAL SUPPLIES	104.90
200-05-5475	PROGRAM ACTIVITY AN	74.75
200-2030	INSURANCE WITHHELD	32.00
200-2372	REFUND CLEARING ACC	110.00
200-30-6026	LANDSCAPE AND TURF	59.62
300-40-5424	CONTRACTED REPAIRS B	135.10
300-40-6016	HARDWARE SMALL TOO	95.70
300-40-6042	GOLF SPECIAL EVENT EX	36.60
300-41-5300	CONTRACTED SERVICE	3,121.84
300-41-5428	IRRIGATION MAINTENA	488.00
300-41-6016	HARDWARE SMALL TOO	926.10
300-41-6024	GAS OIL AND GREASE	94.73
300-41-6030	REPAIR PARTS EQUIPME	504.97
406-99-6020	SAFETY SUPPLIES, PART	34.90
408-99-5465	LICENSES AND FEES	93.23
<b>Grand Total:</b>	<b>6,828.05</b>	

## Project Account Summary

Project Account Key	Payment Amount
**None**	6,828.05
<b>Grand Total:</b>	<b>6,828.05</b>

## VENDOR WARRANT 10E

DATE	VENDOR NAME	TRANSACTION DESCRIPTION	AMOUNT
10/7/2016	IMRF		\$19,785.37
10/24/2016	SEPTEMBER OCCC Sales Tax		\$1,389.00
		TOTAL	\$21,174.37



# Refunds Processed Report-BOARD PACKET

Printed: 08 Nov 2016, 12:09 PM

User: class

Date From: Saturday, October 01, 2016

Date To: Monday, October 31, 2016

Account Name	Date	Refund Reason	Fee	Net		Refund From
				Refund	GL Account	
<b>Carlson, Carita</b>						
	20 Oct 2016	Refund: Visa Card - Insufficient Registration	\$0.00	\$30.00	Senior Programs	200-11-4131
<b>Coleman, Amanda</b>						
	06 Oct 2016	Refund: Visa Card Online - class cancelled. low enrollment	\$0.00	\$189.00	Performing Arts	200-08-4108
<b>Conrad, Elsie Mae</b>						
	06 Oct 2016	Refund: Visa Card - Class Cancelled	\$0.00	\$120.00	Senior Programs	200-11-4131
					Senior Programs	200-11-4131
<b>D'Angelo, Christine</b>						
	31 Oct 2016	Refund: Check - Supv Approval	\$0.00	\$170.00	Creative Kids Preschool	200-03-4135
<b>Dacks, Joan</b>						
	20 Oct 2016	Refund: Check - Weather	\$0.00	\$24.00	Senior Programs	200-11-4131
<b>Lopez, Oscar</b>						
	06 Oct 2016	Refund: Visa Card - cancelled rental	\$0.00	\$100.00		
<b>Mariquina, Jacqueline</b>						
	06 Oct 2016	Refund: Visa Card - Supv Approval	\$0.00	\$189.00	Dance	200-06-4106
<b>Mathews, Marnee</b>						
	11 Oct 2016	Refund: Check - Rental Deposit Return	\$0.00	\$100.00		
<b>Navarro, Jean</b>						
	18 Oct 2016	Refund: Check - Rental Deposit Return	\$0.00	\$100.00		
<b>Nidetz, Sheldon</b>						
	03 Oct 2016	Refund: Check - does not suit his needs because of whirlpool and stairclimber. OK per OS	\$0.00	\$120.33		
<b>Nikitina, Olena</b>						
	20 Oct 2016	Refund: Visa Card - Supv Approval	\$0.00	\$80.00	Youth Leagues	200-07-4115
<b>Pisharath, Seema</b>						

## Refunds Processed Report-BOARD PACKET

Account Name	Date	Refund Reason	Net		GL Account	Refund From
			Fee	Refund		
	31 Oct 2016	Refund: Check - Rental Deposit Return	\$0.00	\$100.00		
<b>Ramisetty, Dileep</b>						
	11 Oct 2016	Refund: Visa Card - did not use fields	\$0.00	\$310.00		
<b>Ravella, Kiran</b>						
	26 Oct 2016	Refund: Check - OVER PAYMENT/CHARGE	\$0.00	\$31.00		
<b>Salman, Nizar</b>						
	06 Oct 2016	Refund: Visa Card - Entry Error	\$0.00	\$135.00	Creative Kids Preschool	200-03-4135
	06 Oct 2016	Refund: Visa Card - Entry Error	\$0.00	\$135.00	Creative Kids Preschool	200-03-4135
<b>Sapatynska, Natalka</b>						
	26 Oct 2016	Refund: Check - Fee for course was lowered	\$0.00	\$31.00	Youth Leagues	200-07-4115
<b>Serafimov, Vergil</b>						
	26 Oct 2016	Refund: Master Card - Rental Deposit Return	\$0.00	\$100.00		
<b>Yester, Lucy</b>						
	20 Oct 2016	Refund: Visa Card - Supv Approval	\$0.00	\$44.00	Senior Programs	200-11-4131
<b>Zawislak, Katie</b>						
	31 Oct 2016	Refund: Discover Card - Rental Deposit Return	\$0.00	\$100.00		
<b>Zmuda, Sharon</b>						
	20 Oct 2016	Refund: Check - Weather	\$0.00	\$24.00	Senior Programs	200-11-4131
			<u>\$ 2,232.33</u>			

FY 2016		PROSPECT HEIGHTS PARK DISTRICT		YTD FUND SUMMARY				INFORMATIONAL	
Fund Numbers	Fund Names	Audited Begin. Bal. 16	REVENUE 10/31/2016	Real Estate Tax 10/31/2016	EXPENSE 10/31/2016	Transfers 10/31/2016	Ending Bal 10/31/2016	Fund Transfers Budgeted	Bud. FY 16
100	CORPORATE	1,006,362	13,468	931,340	386,905	(148,400)	1,415,865	(381,027) To F518,F523,F608	1,162,602
900	Reserve Acct.	349,584	614	-	-	-	350,199	-	351,111
200	RECREATION	453,769	784,957	571,331	1,114,425	-	695,632	-	660,251
300	GOLF	23,935	1,176,419	-	1,064,511	-	135,843	(52,223) To F523	-
<b>MAJOR FUND</b>	<b>SUB TOTAL</b>	<b>1,833,650</b>	<b>1,975,458</b>	<b>1,502,671</b>	<b>2,565,841</b>	<b>(148,400)</b>	<b>2,597,538</b>	<b>(433,250)</b>	<b>2,173,964</b>
404	AUDIT	2,685	-	12,375	13,000	-	2,060	-	1,926
405	PAVING & LIGHTING	11,621	-	4,209	2,747	-	13,083	-	4,783
406	LIABILITY INS.	25,402	-	78,283	73,290	-	30,394	-	1,841
407	I.M.R.F.	26,791	-	117,787	96,413	-	48,166	-	33,654
408	POLICE	14,772	-	72,661	50,224	-	37,209	-	31,952
409	MUSEUM	6,864	-	10,779	-	-	17,643	(4,350) To F412	2,497
410	SPECIAL REC.	134,674	-	116,180	208,665	-	42,189	-	37,633
411	SOCIAL SEC.	17,375	-	106,000	102,260	-	21,115	-	13,980
412	MEMORIAL	(3,679)	-	-	928	-	(4,607)	4,350 To F409	100
413	COMM. EVENTS	35,646	-	17,140	24,479	-	28,307	-	16,876
<b>NON-MAJOR</b>	<b>SUB TOTAL</b>	<b>272,151</b>	<b>-</b>	<b>535,413</b>	<b>572,007</b>	<b>-</b>	<b>235,558</b>	<b>-</b>	<b>145,242</b>
<b>OPERATING</b>	<b>SUB TOTAL</b>	<b>2,105,801</b>	<b>1,975,458</b>	<b>2,038,084</b>	<b>3,137,848</b>	<b>(148,400)</b>	<b>2,833,095</b>	<b>(433,250)</b>	<b>2,319,206</b>
518	Cap. Fund- Parks/Recr	855,596	-	-	239,117	-	616,479	212,362 From F100, F607	444,146
523	Cap. Fund-Golf	12,661	-	-	29,301	-	(16,640)	102,223 From F100, F300	43,384
<b>CAPITAL</b>	<b>SUB TOTAL</b>	<b>868,257</b>	<b>-</b>	<b>-</b>	<b>268,418</b>	<b>-</b>	<b>599,839</b>	<b>314,585</b>	<b>487,530</b>
<b>DEBT FINANCING OCCURS IN DECEMBER, ONLY PROPERTY TAXES ARE RECEIVED THROUGHOUT THE YEAR</b>								<b>BOND PAYMENTS DUE DECEMBER 1, 2015</b>	
606	Bond 2014	33,487	-	-	-	-	33,487	-	-
607	Bond 2015	695	-	588,519	-	-	589,214	(29,735) From F518	-
608	Bond 2014B	-	-	-	149,436	148,400	(1,036)	571,800 From F100, F609	-
609	Bond 2016	-	-	-	-	-	-	(423,400) To F608	150,150
<b>Debt</b>	<b>SUB TOTAL</b>	<b>34,182</b>	<b>-</b>	<b>588,519</b>	<b>149,436</b>	<b>148,400</b>	<b>621,664</b>	<b>-</b>	<b>150,150</b>
<b>ALL FUND TOTALS</b>								<b>0</b>	<b>2,956,886</b>



# PROSPECT HEIGHTS PARK DISTRICT

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

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

Date: November 15, 2016  
To: Board of Commissioners  
From: Scott Devlin, Business Manager  
Re: October 2016 Investment Report

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

	<b>Balance EOM</b>	<b>Interest Earned</b>
10/31/2016	\$ 350,124.36	\$74.14

## General Account Interest

	<b>Balance EOM</b>	<b>Interest Earned</b>
10/31/2016	\$ 379,159.63	\$12.18

## Investment Account Interest

	<b>Balance EOM</b>	<b>Interest Earned</b>
10/31/2016	\$ 3,511,223.58	\$719.37

**Prospect Heights Park District**  
**Investment Report for Year Ending December 31, 2016**

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Total
Beginning Balance	\$ 3,110,488.26	\$ 2,985,302.75	\$ 3,252,232.71	\$ 4,068,187.17	\$ 4,021,315.97	\$ 3,825,539.75	\$ 3,827,264.88	\$ 4,010,960.53	\$ 4,602,762.67	\$ 4,459,017.55	\$ 4,271,078.96	\$ 4,271,078.96	\$ 3,110,488.26
General Account Activity													
Interest Income	\$ 42.70	\$ 39.40	\$ 67.33	\$ 66.02	\$ 35.75	\$ 28.51	\$ 28.30	\$ 47.34	\$ 16.09	\$ 12.18			\$ 383.62
Net deposited into operating acct.	\$ 88,727.41	\$ 508,891.98	\$ 1,091,499.44	\$ 236,515.93	\$ 265,602.41	\$ 328,463.67	\$ 663,609.81	\$ 1,121,592.66	\$ 277,809.10	\$ 129,744.69			\$ 4,712,457.10
Net Withdrawal from operating acct.	\$ (214,128.33)	\$ (242,171.03)	\$ (275,776.55)	\$ (283,625.19)	\$ (1,761,672.73)	\$ (327,327.58)	\$ (480,489.70)	\$ (530,401.00)	\$ (1,822,188.55)	\$ (318,488.97)			\$ (6,056,269.61)
Interest Income-CASH RESERVE	\$ 44.41	\$ 41.55	\$ 44.43	\$ 43.95	\$ 74.06	\$ 71.69	\$ 74.09	\$ 74.11	\$ 71.73	\$ 74.14			\$ 614.16
Investment Account	\$ 128.30	\$ 128.06	\$ 119.81	\$ 128.09	\$ 184.29	\$ 488.82	\$ 473.15	\$ 489.03	\$ 546.51	\$ 719.37			\$ 3,405.43
Transfers to/(from) Investment Acct					\$ 1,300,000.00			\$ 1,200,000.00					\$ 2,500,000.00
Ending Balance	\$ 2,985,302.75	\$ 3,252,232.71	\$ 4,068,187.17	\$ 4,021,315.97	\$ 3,825,539.75	\$ 3,827,264.88	\$ 4,010,960.53	\$ 4,602,762.67	\$ 4,459,017.55	\$ 4,271,078.96	\$ 4,271,078.96	\$ 4,271,078.96	\$ 4,271,078.96





# **PROSPECT HEIGHTS PARK DISTRICT**

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

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

November 15, 2016

To: Park Board of Commissioners  
From: Christina Ferraro, Executive Director  
Re: November 2016 Board Report

## **BUDGET**

### **Information and Technology**

With the dollars approved at the last board meeting for IT, staff is researching the equipment to purchase by the end of this year. All current equipment was evaluated and quotes are being gathered for the potential purchase. These will replace old equipment, supplement RecTrac and allow for repurposing of some equipment to other staff. The additional wireless access points have been installed at Gary Morava Recreation Center.

### **Natural Resource Commission**

This group has begun working on the Heron Pond's bank stabilization/erosion control measures on the Park District property. This group of volunteers began to pull buckthorn and lay down seed. Trees have been tagged for staff to remove. The plugs will be planted in May or June next year.

### **2016 Capital Budget**

Staff has done a tremendous job in moving ahead with capital projects this year. There was a tall list of over 35 projects on the 2016 list of which 20 have been completed, 6 are in progress and the others have either been rolled over to 2017 or eliminated as other solutions were sought.

### **ADA Compliance Projects**

Section 5-8 of the Park District Code and Section 11-95-14 of the Municipal Code require that taxes levied for special recreation be spent to fund levying NWSRA member districts' shares of the costs of providing programs under the Special Recreation Association joint agreement. In addition to the annual assessment, these costs may include the cost of capital improvements for accessibility for people with disabilities to all recreational facilities

To obtain approval to apply SRA levy proceeds to the costs we have to send a letter to the NWSRA Director, describing the nature and estimated amount of the proposed expenditure. The Director reviews the request and presents a recommendation regarding it to the NWSRA Board of Trustees. After action by the Board, the Director shall notify the member district in writing of the Board's decision. That request is attached for the cost of the capital improvement to Lions Park playground.



**PROSPECT HEIGHTS  
PARK DISTRICT**

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

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

November 3, 2016

Tracey Crawford  
Executive Director  
Northwest Special Recreation Association  
3000 Central Road, Suite 205  
Rolling Meadows, IL 60008

Re: Improvements proposed to be financed using special recreation levy

Dear Ms. Crawford:

The Prospect Heights Park District hereby notifies and requests approval of the NWSRA Board of Directors for the proposed expenditure of funds from the District's special recreation levy to pay the cost of the following improvement:

The Lions Park playground, 110 West Camp McDonald Road in Prospect Heights, has been improved with the installation of accessible play equipment. Utilizing the National Purchasing Partners (NNP) discount, the play equipment was purchased through PlayWorld Systems, Inc. and the ground cover was purchased through Reese Recreation Products. These improvements will provide new ADA accessible play opportunities where none previously existed such as accessible stepped platforms with handholds, cow-catcher slide providing sensory stimulation, etc. The surface is woodfiber meaning that the fibers are knit together to provide a surface springy enough to cushion falls, yet firm enough for wheelchairs for impact absorption, and F1951, which provides access for the physically challenged

The total cost is \$116,488.62 for the play equipment and installation (\$114,438.62) and the playground surfacing (\$2,050.00). The improvements are expected to be substantially complete by November 15, 2016.

The Prospect Heights District respectfully requests that you review this request and present it with your approving recommendation to the NWSRA Board of Directors.

Sincerely,

Christina Ferraro, Executive Director  
Prospect Heights Park District

cc: Board of Park Commissioners

# Invoice

Invoice Number:  
12278

Invoice Date:  
Jul 25, 2016

Page: 1

Prospect Heights Park District  
110 Camp McDonald Road  
Prospect Heights, IL 60070

Prospect Heights Park District  
Dino for Lion's Park  
110 Camp McDonald Road  
Prospect Heights, IL 60070

Subtotal	2,050.00
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Sales Tax

Freight

Check No:

Total Invoice Amount	2,050.00
----------------------	----------

Payment Received	0.00
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TOTAL	2,050.00 ✓
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1000 Buffalo Road, Lewisburg, PA 17837-9795 U.S.A  
 570-522-9800 1-800-233-8404  
 Fax: 570-522-3030 email: orders@playworldsystems.com

THANK YOU FOR YOUR PROMPT PAYMENT

INVOICE NO.	INVOICE DATE
AR203854	07/01/2016

SOLD TO:

PROSPECT HEIGHTS PARK DISTRICT  
 110 W CAMP MCDONALD ROAD  
 PROSPECT HEIGHTS, IL 60070

SHIP TO:

PROSPECT HEIGHTS PARK DISTRICT  
 110 W CAMP MCDONALD ROAD  
 ATTN: DINO SQUIRES  
 PROSPECT HEIGHTS, IL 60070

ORDER NO.	CUSTOMER NO.	SHIP DATE	SHIP VIA	PURCHASE ORDER NO.
1605858	X-NPP047			22786
QTY SHIPPED	PART NO./DESCRIPTION/COLORS		UNIT PRICE	EXTENDED PRICE
1.00	Playworld Equipment per 16-1422B		\$30,675.00	\$30,675.00
1.00	Unity Teeter Tunnel		\$6,900.00	\$6,900.00
1.00	Unity Rushmore		\$18,540.00	\$18,540.00
2.00	Toddler Curved Bench		\$571.00	\$1,142.00
2.00	Talking Bob		\$2,995.00	\$5,990.00
1.00	Spinami (Jaycee)		\$3,978.00	\$3,978.00
1.00	Tri-Geo Climber		\$3,241.00	\$3,241.00
1.00	Play Express Engine		\$7,266.00	\$7,266.00
	<b>NPP Discount</b>			<u><b>(\$6,995.88)</b></u>
				\$70,736.12
1.00	Installation of Equipment @ Lion's Park			\$29,500.00
1.00	Provide & Install PIP Rubber Surfacing			\$12,800.00
1.00	FREIGHT			\$1,402.50
	SOLD THROUGH: REESE RECREATION 1-800-222-2268			
	PLEASE REMIT TO: PLAYWORLD SYSTEMS, INC 1000 BUFFALO ROAD LEWISBURG, PA 17837 1-570-522-9800			

TERMS: NET 30 DAYS, PREPAID FREIGHT

DISCOUNT TERMS DO NOT APPLY ON PAST DUE ACCOUNTS

Past due balances are subject to a 1% monthly FINANCE CHARGE.  
 This amounts to an ANNUAL PERCENTAGE RATE of 12%.

TOTAL:

**\$114,438.62**



September 8, 2016

**Ms. Christina Ferraro, Executive Director**

Prospect Heights Park District  
110 West Camp McDonald Road  
Prospect Heights, IL 60070

Re: Playworld Design Number: 16-1422B.RRP

Dear Ms. Ferraro

Playworld Systems has designed the above referenced product to meet or exceed the recommendations given in ASTM F1487-11 titled **Standard Consumer Safety Performance Specification for Playground Equipment for Public Use**. This statement of compliance pertains to the equipment only; it does not apply to the installation, site layout, resilient surfacing material or maintenance of the equipment.

The above referenced product was also designed to meet the **DOJ 2010 Standard (28 CFR 35.1510 and 28 CFR 36.406); Sections 240 & 1008 Play Areas**, published by the **Department of Justice** in September 2010, when installed over an properly maintained surfacing material in compliance with ASTM F1951 **Accessibility of Surface Systems Under and Around Playground Equipment**. Refer to the ADA Schedule on the playground plan view for specific ground level and elevated component counts.

Compliance with the above standard and guidelines requires that the owner/operator install equipment per the manufacture's installation instructions and also provide protective surfacing within the use zone of each play structure in accordance with ASTM Specification F1292 titled **Impact Attenuation of Surfacing Materials Within the Use Zone of Playground Equipment**, appropriate for the fall height of each structure.

Maintenance of the play equipment and play areas is the responsibility of the owner/operator of the playground. The owner/operator shall maintain the protective surfacing within the use zone of each play structure in accordance with ASTM specification F1292 appropriate for the fall height of each structure. The owner/operator shall also maintain the protective surfacing material within the use zone of each play structure free from extraneous materials that could cause injury, infection or disease.

It is also the responsibility of the owner/operator to establish and maintain detailed installation, inspection, maintenance, and repair records for each public-use playground equipment area.

Sincerely,

A handwritten signature in black ink, appearing to read "JCK", written over a horizontal line.

James C. Kazakavage, CPSI  
Playology Team Manager  
Playworld



October 17, 2016

Mrs. Christina Ferraro, Executive Director  
Prospect Heights Park District  
110 W. Camp McDonald Road  
Prospect Heights, IL 60070

RE: Lions Park Playground

Dear Mrs. Ferraro,

Last week our local sales representative, Sue Koch, inspected the installation of the Playworld play equipment at Lions Park. Sue reported that the Playworld equipment appears has been installed according to the manufacturer's installation instructions. The concrete footings and anything below the safety surfacing were not inspected.

Please refer to the maintenance information provided with the Playworld equipment for routine safety and wear inspections to maintain a safe playground.

Feel free to call me if you have any questions or if you need assistance with anything pertaining to the Playworld equipment.

Kind regards,

A handwritten signature in black ink, appearing to read "J. Myers", with a long horizontal flourish extending to the right.

Joshua Myers  
Eastern Regional Sales Manager  
1000 Buffalo Rd.  
Lewisburg, PA 17837  
+1 (570) 522-9800 x5456

**The world needs**

1000 Buffalo Road | Lewisburg, PA 17837 | Toll Free: 800.233.8404 | Tel: +1.570.522.9800 | Fax: +1.570.522.3030 | [PlayworldSystems.com](http://PlayworldSystems.com)



# **PROSPECT HEIGHTS PARK DISTRICT**

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

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

November 9, 2016

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

## **Recreation Software**

Our final week of training for supervisors will be November 28-Dec. 2. Individual Front Desk training started today. We have started a campaign to encourage residents and members to update their households now. Forms are starting to come back.

## **50<sup>th</sup> Anniversary**

We have 12 members participating in the Triathlon Fitness Challenge that runs through the end November. Olivia purchased new signage for this challenge that we can reuse annually.

Members are also allowed to bring a friend free for the entire month of November.

Our last event will be on Dec. 19<sup>th</sup>, Ali and I will be handing out cake and anniversary give-a-ways from 2-6 PM.

## **PDRMA**

The Loss Control Plan of Action ended November 4<sup>th</sup>. Jesse had not forwarded the final report. The Safety committee did an excellent job of on each piece of the project. I will report on the scores for each department next month.

## **Brochure**

The Winter/Spring Brochure is in development. The brochure will be ready for print on November 14<sup>th</sup> and mailed out November 28<sup>th</sup>.



# PROSPECT HEIGHTS PARK DISTRICT

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

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

November 10, 2016

To: Christina Ferraro Executive Director  
From: Dino Squiers, Superintendent of Facilities & Parks  
Re: November 2016 Board Report

## **Plumbing**

Urinal in rear washroom cracked next to the water connection and across the entire fixture. Replacement unit was installed and the flushing fixture was also replaced. Women's locker had two leaks one was at the fixture and the other was from sink drain that was hit, it cracked the trap and a replacement was installed.

## **HVAC**

Shutting down the a/c and starting up the boiler for the season was completed last week. Initially the boiler would not fire, it was determined that a cartridge fuse was blown on one of the three circuits in the power shut off box.

## **Administration Building**

Exterior cleaning, scraping of loose paint on the siding and chimney is underway. Surfaces will be painted as needed. Siding and roof should be considered for 2018 budget.

## **Pump Room**

Chemical feeder was removed from the whirlpool control area. Probes that read the chemicals levels were cleaned and the control device will be stored since it can be used as a backup for the pool.

## **Fence**

Wood post for the six and eight foot fencing on the east side of the property are all rotted below grade. Fence is being temporarily removed and steel post installed. Cedar boards will be placed over the steel to conceal the post.

## **School Street Park**

New activities at School Street are complete. Christina thought a zip line would be a good addition and since we had space behind the playground we went with the longer zip line. We extended the playground on the west side and as you enter that area it also looks larger and open. Next season we will continue to work on the entry and improve the landscape.

## **Parks**

Mild weather has extended the season but seasonal staff is scheduled to finish this week. Besides regular maintenance at the parks staff has help accomplish major projects this season.

## **Ignacio Cano**

Long time seasonal employee that stared at the golf course and has been with the parks crew for some time passed in his sleep last week. Everyone knew him as Nacho; he was a hard worker, extremely reliable and always had a smile on his face. He will be missed by all.





**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: October 2016 Golf Operations Board Report

October turned out to be a positive month for golf. Total golf and cart revenues were up \$7,800.00 over 2015 month end figures. Golf shop sales were up as well for the month, which helped us come closer to our finishing goals. As we look back at this season and reflecting on golf performance we noticed increased play during favorable weather. Unfortunately during our peak months we encountered extreme heat and rain which made it impossible for us to reach our projected budget goals. The good news is we were able to contain some of our expense line items during the season which should help us finish close to a break-even season.

We are now looking forward to next season and have already booked several outings. During the winter we will be going out after new business with hopes of growing the outing business for next year. Member letters were handed out and we are confident most of our remaining weekend permanent tee times will be returning for the 2017 season. We also are focusing on selling some additional times this winter and plan to aggressively promote this part of our business. We have seen some fall off over the past several years and will be working hard to grow this area for the coming seasons.

All in all we remain optimistic with the golf business and see growth coming down the road. With the new fleet rolling out next season we are already excited to get going and look forward to the 2017 season.



**PROSPECT HEIGHTS  
PARK DISTRICT**

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

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

October 31, 2016

To: Marc Heidkamp, Director of Golf  
From: Jerry Arden, Superintendent of Golf  
Re: October 2016 Board Report

Temperatures for the month ranged from 82.17 degrees for the high to 34.26 degrees for the low with precipitation at 3.26 inches.

The golf course is in excellent shape as the leaves are turning their fall colors and frost delays have been minimal this month. It is of the utmost importance that golfers refrain from walking on the grass when it's frozen because the cells of the plant burst when driven on or walked on and leave unsightly black marks.

The crew is busy blowing and mulching leaves, trimming trees along the left side of hole no. 9 and completing drainage work in low areas on 9 fairway where there is standing water after a half inch rain. The irrigation system has been blown out, the pump station winterized, moth balls have been added to satellites and anywhere there is exposed wiring; the mice just love the wire coating. I would like to close the greens after the Turkey Shoot on November 13. The greens need to be top dressed, fertilized, sprayed for snow mold and finally the covers have to be put on before the ground freezes. The course can remain open with temporary greens.



# **PROSPECT HEIGHTS PARK DISTRICT**

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

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

November 8, 2016

To: Julie Caporusso, Superintendent of Recreation

From: Laura Fudala, Supervisor of Recreation

Re: November Board Report

## Kids Day Off

In the month of October there was three kids day off trips. October was such a fun month for the kids! We went to Goeberts Pumpkin Patch, Chuck E Cheese, and a movie! We are averaging about 28 participants per kid's days off!

The month of November there are 4 Kids Day Off planned.

## Preschool

Preschool finished up there second full month of the school year! The entire preschool traveled to Didier Farms for their annual fall field trip! We had great weather for the field trip, and fun was had by all!

We ended the month with costumes, trick or treating and classroom parties! On Halloween the kids were able to come to school with their costumes, they paraded around the building to front desk, Kinder Stop room, and fitness center! This was a great opportunity for parents to take pictures and watch their child on parade. Finally, we ended the festivities with fun games and crafts!

## Kinder Stop

October was a fun month for our Kinder Stop kids! The AM, PM, and after care programs had fall related craft projects. By the end of the month the room looked great with all the fall themed crafts on the walls!

On the 28<sup>th</sup>, the kids had their Halloween parties! The kids got to wear their costumes, and parade inside the building. Also, Prospect Heights Police Department community service officer visited. She read the kids a Halloween book, and talked about trick or treating safety. Each child received a goody bag to take home!



# **PROSPECT HEIGHTS PARK DISTRICT**

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

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

November 8th, 2016

To: Julie Caporusso, Superintendent of Recreation

From: Olivia Shapley, Supervisor of Recreation

Re: November 2016 Recreation Board Report

## **Athletics**

Our new Volleyball league has several participants, practices start November 7<sup>th</sup>, 2016. The number of participants is a strong outcome for this being the first year of the program. Youth Floor Hockey has started, our participation numbers are up from last year, we have 11 teams in the program. Our new fall basketball league had a great turn out in numbers of participants. With this being the first year running the program, we ran the program with Wheeling Park District and River Trails Park District.

## **Fitness Center**

The November Fitness Challenge is underway! We have several participants who are racing to complete the triathlon, which will conclude at the end of the month. The passes for the fitness center have been changed, we no longer offer a combo pass. The changed below show the health and fitness pass numbers that have taken the place of the old pass. The new pass still includes all the great amenities of the fitness center.

## **Fitness Center**

### **Membership Statistics Report**

**(Comparing October 2015 to October 2016)**

<b>Memberships</b>	<b>October 2016</b>	<b>October 2015</b>
3 Months Pass	4	4
Gym & Racquetball Pass	31	43
Health & Fitness Pass	122	127

## Children's Programs Departmental Summary

### Introduction to the department and program

The children's program department consists of Kids Day Off trips, computer classes, cooking classes, early childhood classes and open gym.

Kids day off trips are planned when school district 23 does not have school. The program is offered from 7am-6pm. Each trip typically consists of a field trip and lunch. Most outings we use the park district busses, but in some cases we do contract out a school bus. Each trip consistently has an average of 25 participants.

Computer and cooking classes are contractual programs. The contractor provides all the class material and staff, the park district provides the room.

All the early childhood classes are done in house. The park district provides all the program materials and staff.

### Three Year Average Comparisons

	<u>Revenue</u>	<u>Expense</u>	<u>Surplus</u>
2014	\$33,876	\$23,871	\$10,006
2015	\$34,862	\$29,175	\$5,688
2016	\$16,166	\$10,935	\$5,231

\*All revenue and expenses are not in for 2016. There are still 13 kids day off in Nov./Dec. There are still contractual programs starting in November. Revenue/expense maybe be lower in 2016 due not as many kids day off, because of school district 23 not taking as many days off due to teacher strike in school year 2015-2016.

### Strategy

In 2016, the strategy was to increase participation numbers in computer, cooking, and early childhood classes. With the kids day off program the strategy is provide a fun, safe environment for all children, and to program a variety of field trips. Also, an emphasis on safety was considered, for each trip we take the kids wear a Prospect Heights Park District t-shirt.

### Action Steps

Provide good quality recreation programs for children. By providing good recreation programs it would be our hope to retain these individual for future park district programming.

### Recommendations

In the future, we are looking develop children's classes to increase the participation numbers. We will make every effort to cross market our programs at special events and through general programming.



TO: ALL MEMBER DISTRICT DIRECTORS

FROM: Peter M. Murphy, President/CEO

DATE: October 5, 2016

RE: **CREDENTIALS CERTIFICATE**

The IAPD/IPRA Soaring to New Heights Conference will be held at the Hilton Hotel, Chicago, Illinois, January 19-21, 2017.

Article V, Section 3 and 4 of the Constitutional By-Laws of the Illinois Association of Park Districts provides as follows:

"Section 3. Each member district shall be entitled to be represented at all Association meetings and conferences by a delegate or delegates. Delegates of the Association meetings or conference may include members of the governing boards of member districts, the Secretary, Attorney, Treasurer, Director or any paid employee of the member district. Each delegate shall present proper credentials consisting of a certificate by the Secretary of the member district said delegate or delegates represent, with seal of office affixed, showing that the governing board at a special or regular meeting authorized said delegate or delegates to represent said member district. On all questions each member district represented shall have one vote which shall be the majority expression of the delegation from that member district."

"Section 4. No member district shall be entitled to vote by proxy and only delegates of a member district shall cast a ballot for that member district."

Accordingly, we enclose herewith a certificate, which, when properly certified by the Secretary of your agency after its governing board authorizes such delegate and alternates at a regular or special meeting, shall be mailed to the Association's office, 211 East Monroe Street, Springfield, IL 62701.

This certificate will entitle the delegate or, in their absence, an alternate listed thereon to vote on matters presented during the Association's Annual Business meeting to be held on Saturday, January 21, 2017 at 3:30 p.m. in the Grand Ballroom of the Hilton Hotel, 720 S. Michigan Avenue in Chicago, Illinois.

Your agency must be in good standing, the Credentials Certificate must be signed by the Board President and Secretary with your agency seal affixed.

**NOTE:** If your agency does not have a seal, then write the word "SEAL" and circle it where indicated on the certificate.

Your careful and prompt attention to this important matter is requested.

## CREDENTIALS CERTIFICATE

This is to certify that at a meeting of the Governing Board of the \_\_\_\_\_

\_\_\_\_\_ held at  
\_\_\_\_\_ (Name of Agency)

\_\_\_\_\_ on \_\_\_\_\_ at \_\_\_\_\_  
(Location) (Month/Day/Year) (Time)

the following individuals were designated to serve as delegate(s) to the Annual Business Meeting of the ILLINOIS ASSOCIATION OF PARK DISTRICTS to be held at the Hilton Hotel, Chicago, Illinois on **Saturday, January 21, 2017 at 3:30 p.m. in the Grand Ballroom:**

Name

Title

Delegate: \_\_\_\_\_

1st Alternate: \_\_\_\_\_

2nd Alternate: \_\_\_\_\_

3rd Alternate: \_\_\_\_\_

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

Affix Seal:

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

(President of Board)

Attest: \_\_\_\_\_

(Board Secretary)

Return this form to:

Illinois Association of Park Districts  
211 East Monroe Street  
Springfield, IL 62701-1186

November 15, 2016  
Tax Levy

**Prospect Heights Park District  
Resolution #11.15.16  
Proposed Tax Levy for the Year 2017**

**WHEREAS**, the Truth in Taxation law requires that all districts in the State of Illinois determine the estimated amounts of the taxes necessary to be levied for the year not less than twenty (20) days prior to the official adoption of the aggregate tax levy of the district; and

**WHEREAS**, if the estimated aggregate amount necessary to be levied, exclusive of election costs and bond and interest costs, exceeds 105% of the aggregate amount of property taxes extended or established to be extended, including any amount abated by the taxing district prior to such extension, upon the levy of the preceding year, public notice shall be given and a public hearing shall be held on the district's intent to adopt a tax levy in an amount which is more than 105% of such extension or estimated extension for the preceding year; and

**WHEREAS**, the aggregate amount of property taxes extended or estimated to be extended for 2015 was:

Corporate	\$ 1,005,698
Recreation	499,175
Audit	13,523
Paving & Lighting	4,599
Liability Insurance	84,465
IMRF	129,791
Social Security	115,832
Police Protection	72,762
Museum	11,779
Special Rec.	116,419
Debt Service Fund	599,456
Total Levy	\$ 2,653,499

**WHEREAS**, it is hereby determined that the estimated amount of money, exclusive of election costs, necessary to be raised by taxation for the year 2016 is as follows:

Corporate	\$ 1,055,882
Recreation	524,084
Audit	14,198
Paving & Lighting	4,828
Liability Insurance	88,680
IMRF	136,268
Social Security	121,612
Police Protection	76,393
Museum	12,367
Special Rec.	122,228
Debt Service Fund	629,369
Total Levy	\$ 2,785,909

**NOW, THEREFORE BE IT RESOLVED**, by the Board of Commissioners, Prospect Heights Park District, County of Cook, State of Illinois, as follows:



November 15, 2016

Tax Levy

**Section 1:** The estimated amount of money, exclusive of election costs, necessary to be raised by taxation for the year 2016 is \$2,785,909.

**Section 2:** The aggregate amount of taxes estimated to be levied for the year 2016 does not exceed 105% of the taxes extended for Prospect Heights Park District in 2015.

**Section 3:** In light of Section 2 above, the provisions of sections 18-65 through 18-85 of the Truth in Taxation Law does not apply to the adoption of the 2016 aggregate levy, and the Prospect Heights Park District is not required to publish notice of a hearing on the levy in a newspaper(s) having general distribution and conduct a hearing thereon.

**Section 4:** This resolution shall be adopted in full force and effect forthwith upon its passage.

Adopted this 15<sup>th</sup> day of November 2016.

Prospect Heights Park District  
County of Cook  
State of Illinois  
By:

\_\_\_\_\_  
President

\_\_\_\_\_  
ATTEST:  
Secretary

Subscribed and sworn to before me  
This 15th day of November, 2016 Notary \_\_\_\_\_

This is the basis of the Tax Levy Request for 2016 budget year.

	2015 Tax Levy Actual	4.99% Inc.	2016 Tax Levy Request
General Fund (100)	\$ 1,005,698	\$ 50,184	\$ 1,055,882
Recreation Fund (200)	\$ 499,175	\$ 24,909	\$ 524,084
Audit Fund (404)	\$ 13,523	\$ 675	\$ 14,198
Paving & Lighting Fund (405)	\$ 4,599	\$ 229	\$ 4,828
Liability Insurance Fund (406)	\$ 84,465	\$ 4,215	\$ 88,680
Ill Municipal (407)	\$ 129,791	\$ 6,477	\$ 136,268
Social Security Fund (411)	\$ 115,832	\$ 5,780	\$ 121,612
Police Fund (408)	\$ 72,762	\$ 3,631	\$ 76,393
Museum Fund (409)	\$ 11,779	\$ 588	\$ 12,367
	<u>\$ 1,937,624</u>	<u>\$ 96,687</u>	<u>\$ 2,034,311</u>
Special Recreation Fund (410)	\$ 116,419	\$ 5,809	\$ 122,228
Debt Service Fund (610)	\$ 599,456	\$ 29,913	\$ 629,369
	<u>\$ 2,653,499</u>	<u>\$ 132,410</u>	<u>\$ 2,785,909</u>

This is the basis of the 2015 income for the budget, we ask for the 4.99% but plan for 1.0% - The 3.99% difference is identified as contingent expenses

	2015 Tax Levy Actual	1.00%	2016 Budget Income	3.99 % Difference (Contigent)
General Fund (100)	\$ 1,005,698	\$ 10,057	\$ 1,015,755	\$ 40,127
Recreation Fund (200)	\$ 499,175	\$ 4,992	\$ 504,167	\$ 19,917
Audit Fund (404)	\$ 13,523	\$ 135	\$ 13,658	\$ 540
Paving & Lighting Fund (405)	\$ 4,599	\$ 46	\$ 4,645	\$ 184
Liability Insurance Fund (406)	\$ 84,465	\$ 845	\$ 85,310	\$ 3,370
Ill Municipal (407)	\$ 129,791	\$ 1,298	\$ 131,089	\$ 5,179
Social Security Fund (411)	\$ 115,832	\$ 1,158	\$ 116,990	\$ 4,622
Police Fund 408	\$ 72,762	\$ 728	\$ 73,490	\$ 2,903
Museum Fund (409)	\$ 11,779	\$ 118	\$ 11,897	\$ 470
	<u>\$ 1,937,624</u>	<u>\$ 19,376</u>	<u>\$ 1,957,000</u>	<u>\$ 77,311</u>
Special Recreation Fund (410)	\$ 116,419	\$ 1,164	\$ 117,583	\$ 4,645
Debt Service Fund (610)	\$ 599,456	\$ 5,995	\$ 605,451	\$ 23,918
0	<u>\$ 2,653,499</u>	<u>\$ 26,535</u>	<u>\$ 2,680,034</u>	<u>\$ 105,875</u>