



BOARD REPORT

DECEMBER 18, 2018



PUBLIC NOTICE

**Agenda for the December 18, 2018 Regular Board Meeting
Gary Morava Recreation Center
110 W Camp McDonald Road, Prospect Heights, IL 60070**

- I. Call to Order – 7:00 p.m.**
 - A. Roll Call**
 - B. Pledge of Allegiance**
- II. Corrections/Additions/Approval of Agenda**
- III. Correspondence**
Mayor Helmer, Thank You
- IV. Recognition/Welcome**
- V. Presentation**
City of Prospect Heights Natural Resources Commission 2018 in Review
- VI. Approval of Minutes**
 - A. Special Board Meeting – November 13, 2018**
 - B. Committee of the Whole Meeting – November 13, 2018**
 - C. Regular Board Meeting - November 13, 2018**
- VII. Announcements (Meetings)**
Regular Board Meeting – January 22, 2019 7:00 p.m. GMRC
- VIII. Park District Treasurer's Report**
- IX. Finance Manager's Report**
- X. Attorney's Report**
Legal Matter
- XI. Administrative/Operational Summary**
 - A. Executive Director**
 - B. Superintendent of Recreation**
 - C. Superintendent of Facilities and Parks**
 - D. Director of Golf Operations**
 - E. Superintendent of Greens**
 - F. Administrative/Operational Updates**
- XII. Committees of the Board**
 - A. Committee of the Whole**
Chairman Tim Jones, Sub Chair Terry Curtis
 - B. Finance Committee**
Chairman Vicki Carney, Sub Chair Eric Kirste

- C. **OCCC Programs, Facilities Grounds & Maintenance Committee**
Chairman Bob Loranger Sub Chair Karl Jackson
- D. **Personnel & Planning Committee**
Chairman Bob Loranger, Sub Chair Vicki Carney
- E. **Policy & Procedure Committee**
Chairman Terry Curtis, Sub Chair Ellen Avery
- F. **Recreation Facilities, Parks & Maintenance Committee**
Chairman Tim Jones
- G. **Recreation Programs & Resident Relations Committee**
Chairman Ellen Avery, Sub Chair Eric Kirste

XIII. **Public Comment**

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

XIV. **Unfinished/Ongoing Business**

- A. Food, Beverage & Banquet Service at Old Orchard Country Club
- B. FY 2019 Budget Draft 2
- C. Proposed 2019 Board Meeting Schedule

XV. **New Business**

- A. Public Hearing - Tax Levy Ordinance 12.18.2018
- B. Tax Levy Ordinance 12.18.2018
- C. Property Tax Extension Resolution 12.18.2018

XVI. **Recess into Executive Session (Visitors are Excused at this Time)**

In accordance with the Open Meetings Act (5ILCS 1220/2 Section 2A Subsection C) for the purpose of discussion of the following items:
Personnel (Section 2(c) (1))

XVII. **Adjournment**

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

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

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



Nicholas J. Helmer
Mayor

Dear Park District:

Our Holiday Season has begun thanks to you. That was a splendid job during the Tree Lighting. It is the type of event that could not take place without your effort. I think that the location worked out very well, and everyone enjoyed themselves at the venue.

On behalf of all the residents, and especially the children, who attended the ceremony; thank you for making it a safe and fun event. It was a big success!

Happy Holidays,

Mayor Nick Helmer

**SPECIAL 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, NOVEMBER 13, 2018**

Call to Order

Roll Call

Commissioner Bob Loranger called the Special Meeting of the Prospect Heights Park District to order at 5:06 p.m.

Present:

Ellen Avery
Vicki Carney
Bob Loranger

Also Present:

Christina Ferraro – Executive Director
Julie Caporusso – Superintendent of Recreation
Marc Heidkamp – Director of Golf Operations
Dino Squiers – Business Manager
Edlyn Castil – Admin. Asst./Recording Secretary

Commissioners absent:

Terry Curtis
Karl Jackson
Tim Jones
Eric Kirste

A quorum was not present.

Introduction of Guests/Citizens

Tom Diehl of GreenPlay LLC was in attendance.

Public Comment

None

Correspondence

None

Announcements (Meetings)

A Committee of the Whole Meeting is scheduled on November 13, 2018 at 6:00 p.m. at GMRC.
A Regular Board Meeting is scheduled on November 13, 2018 at 7:00 p.m. at GMRC.

New Business

Feasibility Study Discussion

Tom Diehl of GreenPlay LLC provided background information for the Board and Staff explaining that a Comprehensive Master Plan was completed for the Park District in 2017-2018. A Needs Assessment was completed as part of the Comprehensive Master Plan which included what facilities and programs the residents wanted. During the Feasibility Study, GreenPlay LLC & Williams Architects toured the Park District facilities and met with staff, community organizations and residents. They compiled a preliminary list of activities that the staff, community organizations and residents wanted to do in the Park District which included "everything that the Park District is doing" and more. Some of those items/activities are a community gathering space, educational life skills, theatre/stage, inclusion programs, ninja warriors, rental space, walking track, adult day programs, exercise classes, arts & crafts, badminton, table tennis, dodgeball, indoor batting practice, STEM programs, activities for teens, indoor swimming pool and floor hockey.

Tom Diehl provided several recommendations including a 3-court gymnasium, outdoor restroom, large multi-purpose rooms, 3 fitness studios, and changing rooms.

The Board Commissioners expressed concerns about funding, discussed possibilities of relocating the recreation center, and liked the idea of having space for School District 23 and NWSRA to provide programming at the Park District.

The next step is to schedule a visioning workshop. Executive Director Christina Ferraro will work with Tom Diehl with scheduling a date.

Adjournment

With no further business to discuss, a motion was made by Commissioner Avery and seconded by Commissioner Carney to adjourn the Special Meeting at 6:00 p.m. The motion was approved with a voice vote with four absent (Commissioners Curtis, Jackson, Jones, Kirste). The motion carried.

Respectfully Submitted,
Edlyn Castil
Recording Secretary

Secretary: _____
Ellen Avery, Prospect Heights Park District Secretary

**COMMITTEE OF THE WHOLE 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, NOVEMBER 13, 2018**

Call to Order

President Tim Jones called the Committee of the Whole Meeting of the Prospect Heights Park District to order at 6:08 p.m.

Commissioners present:

Ellen Avery
Vicki Carney
Terry Curtis
Tim Jones
Eric Kirste
Bob Loranger

Also Present:

Christina Ferraro – Executive Director
Julie Caporusso – Superintendent of Recreation
Dino Squiers – Superintendent of Parks & Facilities
Tim McPhillips – Finance Manager
Edlyn Castil – Admin. Asst./Recording Secretary
Laura Fudala - Supervisor of Recreation
Marci Glinski - Supervisor of Recreation
Ed O'Neill - Supervisor of Recreation
Marc Heidkamp – Director of Golf Operations

Commissioners absent:

Karl Jackson

A quorum was present.

Corrections/Additions/Approval of Agenda

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

Introduction of Guests/Citizens

There were none.

Public Comment

There were none.

Correspondence

There were none.

Announcements (Meetings)

A Regular Board Meeting will be held on 11/13/18 at 7:00 p.m. at GMRC.

New Business

FY 2019 Budget First Draft

Finance Manager Tim McPhillips reviewed the Preliminary Budget – Summary Sheet which listed assumptions, analysis and questions about strategies to consider. There was discussion about the FY 2019 Budget First Draft.

Supervisor of Recreation Laura Fudala provided an overview and some highlights of the budget for the Departments she oversees: Dept 03 Preschool, Dept 07 Youth Athletics, Dept 13 Fitness Center, and Dept 14 Summer Camp.

Supervisor of Recreation Marci Glinski provided an overview and some highlights of the budget for the Departments she oversees: Dept 06 Dance, Dept 08 Performing Arts, Dept 09 Concessions, Dept 11 Active Adults, and Dept 12 Special Events.

Supervisor of Recreation Ed O'Neill provided an overview and some highlights of the budget for the Departments he oversees: Dept 04 KinderStop, 05 Childrens Programs, and 10 Aquatics.

Staff will continue to work on the proposed budget and will present a second draft to the Board at a Committee of the Whole meeting to be scheduled in December.

The Commissioners requested to see a report which included the 2019 proposed Budget vs 2018 actuals.

Adjournment

With no further business to discuss a motion was made by Commissioner Loranger and seconded by Commissioner Avery to adjourn the Committee of the Whole Meeting at 7:00 p.m. The motion was unanimously approved with a voice with one absent (Commissioner Jackson). The motion carried.

Respectfully Submitted,
Edlyn Castil
Recording Secretary

Secretary: _____

Ellen Avery, Prospect Heights Park District Board Secretary

**REGULAR BOARD MEETING
OF THE COMMISSIONERS AND OFFICERS
OF THE PROSPECT HEIGHTS PARK DISTRICT
GARY MORAVA RECREATION CENTER
110 W CAMP MCDONALD ROAD, PROSPECT HEIGHTS, IL 60070
TUESDAY, NOVEMBER 13, 2018**

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
Tim Jones
Eric Kirste
Bob Loranger

Also Present:

Christina Ferraro – Executive Director
Julie Caporusso – Superintendent of Recreation
Dino Squiers – Superintendent of Parks & Facilities
Marc Heidkamp – Director of Golf Operations
Tim McPhillips – Finance Manager
Edlyn Castil – Admin. Asst./Recording Secretary

Commissioners absent:

Karl Jackson

A quorum was present.

Pledge of Allegiance

The Pledge of Allegiance was led by Tim Jones.

Corrections/Additions/Approval of Agenda

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

Correspondence

None

Recognition/Welcome

None

Approval of Minutes

Regular Board Meeting – October 16, 2018

A motion was made by Commissioner Loranger and seconded by Commissioner Curtis to approve the October 16, 2018 Regular Board Meeting Minutes as submitted. The motion was approved with a voice vote with one absent (Jackson). The motion carried.

Announcements (Meetings)

A Regular Board Meeting is scheduled for December 18, 2018 at 7 p.m. at GMRC.

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

Mt Pros State	Payroll	Sweep Acct.	\$	-
Mt Pros State	Vendor	Sweep Acct.	\$	-
Mt Pros State	Imprest		\$	4,487.15
Mt Pros State	General/Sweep		\$	1,918,806.14
Mt Pros State	ATM	Combined Bal – Account and ATM Machine	\$	24,973.03
Mt Pros State	Cash Reserves		\$	351,981.24
Mt Pros State	Class – Reg.	Sweep Acct.	\$	
Mt Pros State	Investment		\$	
Totals				\$ 5,340,084.99

A motion was made by Commissioner Carney and seconded by Commissioner Avery to accept the Treasurer's Report – Cash Report #11 dated November 13, 2018 in the amount of \$5,340,084.99. The motion was approved with a voice vote with one absent (Jackson). The motion carried.

Approval of Warrants for Payment

A motion was made by Commissioner Carney and seconded by Commissioner Kirste to accept Warrants for payment as submitted for Vendor Warrants # 10, 10A, and Payroll 21, 22 in the amount of \$401,089.87. The motion was approved by a roll call vote.

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

Nays: None

Absent: Commissioner Jackson

The motion carried.

Finance Manager's Report

Finance Manager Tim McPhillips reviewed the Income Statement and Fund Report.

Attorney's Report

There was no report.

Administrative / Operational Summary

Executive Director – as submitted. Executive Director Christina Ferraro reported the website redesign project is almost complete and the Park District is anticipating to go live with the new website in a couple weeks. Christina continues to work with ComEd on the fine details of the agreement. She also reported that the Feasibility Study is going well.

Superintendent of Recreation – as submitted. Superintendent of Recreation Julie Caporusso reported that the Park District was informed by School District 23 that the Park District will not be able to use Eisenhower School during the 2019 Summer. However, MacArthur is available to use. The Winter/Spring 2018/2019 brochure is scheduled for distribution on 11/21/18. Spookfest was a successful event with approximately 168 children in attendance. The Arts Showcase is scheduled for next week. Commissioner Avery commented about concerns that were expressed about the Co-op Volleyball program. Commissioner Loranger reported he has received positive comments about how well Pickleball is going.

Superintendent of Facilities and Parks – as submitted. Superintendent of Parks & Facilities Dino Squiers reported staff has been working on finishing off projects. The Park District received funds from the ComEd lights rebate program.

Director of Golf Operations – as submitted. Director of Golf Operations Marc Heidkamp reported that the seal coating at OCCC has been completed. The annual Turkey Shoot was very successful. He has booked 11 weddings to date. The Hook a Kid program has completed their season this year.

Committees of the Board

None

Public Comment

None

Unfinished/Ongoing Business**Food, Beverage & Banquet Service at Old Orchard Country Club**

Executive Director Christina Ferraro reported there are 6 interviews scheduled in the next 2 days for the Banquet Manager position. The Kitchen Manager has been hired and will start on 1/7/19.

New Business**FY 2019 Budget First Draft**

The FY 2019 Budget First Draft was reviewed during the 11/13/18 Committee of the Whole meeting. Budget Draft 2 will be prepared and distributed at least 2 weeks before the next regular Board meeting scheduled on 12/18/18.

Potential Donation of Property to Park District

Executive Director Christina Ferraro provided background information regarding a possible donation of land from a resident. After discussion by the Board and Staff, it was decided to decline the donation at this time.

Resolution 11.13.2018**A Resolution Providing for the Possible Reduction of Levy and Assessment of Taxes for the Prospect Height Park District Cook County, Illinois, for the Fiscal Year Beginning January 1, 2019 and Ending December 31, 2019**

A motion was made by Commissioner Loranger and seconded by Commissioner Carney to adopt a Resolution providing for the possible reduction of levy and assessment of taxes for the Prospect Height Park District Cook County, Illinois, for the fiscal year beginning January 1, 2019 and ending December 31, 2019. The motion was approved by a roll call vote.

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

Nays: None

Absent: Commissioner Jackson

The motion carried.

Approval of Fund Transfers

A motion was made by Commissioner Curtis and seconded by Commissioner Kirste to authorize transfer between individual funds, as indicated below:

From Fund/Account	To Fund/Account	Amount
100-01-8081 - Corporate	608-99-8082 - 2014B (2005B Finance)	\$140,000
100-01-8081 - Corporate	523-99-8080 - Capital 98 Golf	\$218,794
300-40-8081 - Golf	523-99-8080 - Capital 98 Golf	\$75,206
409-99-8081 - Museum	412-99-8080 - Memorial	\$4,250
611-99-8081 - 2018 Rollover	518-99-8080 - Capital Project	\$134,210
610-99-8081 - 2017 Rollover	518-99-8080 - Capital Project	\$32,803
611-99-8081 - 2018 Rollover	608-99-8082 - 2014B (2005B Refinance)	<u>\$436,500</u>
		\$1,041,763

The motion was approved with a voice vote with one absent (Jackson). The motion carried.

New Business (continued)

IAPD Credential Certificate

A motion was made by Commissioner Loranger and seconded by Commissioner Carney to designate Christina Ferraro to serve as Delegate and Julie Caporusso to serve as 1st Alternate, to the Annual Business Meeting of the Illinois Association of Park Districts to be held at the Hyatt Regency Hotel, Chicago, Illinois on Saturday, January 26, 2019. The motion was approved with a voice vote with one absent (Jackson). The motion carried.

Proposed 2019 Board Meeting Schedule

Executive Director Christina Ferraro proposed changing the 2019 regular board meetings to the fourth Tuesday of each month with a few exceptions. The Board will review the dates and there will be continued discussion at the December 2018 board meeting.

Adjournment

With no further business to discuss a motion was made by Commissioner Avery and seconded by Commissioner Kirste to adjourn the Regular Board Meeting at 7:46 p.m. The motion was approved by a voice vote with one absent (Jackson). The motion carried.

Respectfully Submitted,
Edlyn Castil, Recording Secretary

Secretary: _____
Ellen Avery, Prospect Heights Park District Secretary

TO: Board of Commissioners, Prospect Heights Park District

Pink

FROM: Park District Treasurer

DATE: 12/18/2018 CASH REPORT FY 18

Motion by Commissioner _____ to approve CASH REPORT 11

12/18/2018 as submitted. Seconded by Commissioner _____.

ACCOUNTS

BANK STATEMENT AMOUNTS

Mt. Pros.State	Payroll	#90001511	sweep acct.	\$	-	
Mt. Pros.State	Vendor	#90001503	sweep acct.	\$	-	
Mt. Pros.State	Imprest	#90001529		\$	4,487.15	
Mt. Pros.State	General/Sweep	#90001498		\$	728,493.39	
Mt. Pros.State	ATM	#90001537	Combined Bal -- Account and ATM Machine	\$	20,553.03	
Mt. Pros.State	Cash Reserves	#90001545		\$	352,082.49	
Mt. Pros.State	Class- Reg.	#90002787	sweep acct.			
Mt. Pros.State	Investment	#107503657		\$	3,040,741.05	
TOTALS				\$	4,146,357.11	Voice Vote

FINANCIAL
RESOLUTION

Motion by Commissioner _____ to approve WARRANT RESOLUTION

12/18/2018 as submitted. Seconded by Commissioner _____.

APPROVAL OF WARRANTS 12/18/2018

VENDOR WARRANTS		Ck From - To	AMOUNTS
11	In the amount of	47044 - 47149	\$136,962.91
11A	In the amount of	ELECTRONIC	\$1,046,728.13
Total Vendor Warrants			\$1,183,691.04
PAYROLL WARRANTS			
23	11/9/2018 In the amount of		\$57,596.72
		gross plus employer costs	
24	11/23/2018 In the amount of		\$64,597.62
		gross plus employer costs	
Total Payroll Warrants			\$ 122,194.34
TOTAL OF WARRANTS			\$1,305,885.38 Roll Call



Prospect Heights Park District, IL

Expense Approval Report

By (None)

Payment Dates 11/01/2018 - 11/30/2018

Payment Number	Vendor Name	Description (Item)	Account Number	(None)	Amount
47044	ABSOLUTE SERVICE INC	IRRIGATION MAINTENANCE	300-41-5428		637.00
47045	ADIDAS AMERICA INC	S/O APPAREL	300-42-6011		72.23
47046	AMALGAMATED BANK	PAYING AGENT FEES ON BON	608-99-5304		475.00
47047	AMI COMMUNICATIONS	MONTHLY IT CONTRACT NOV	100-01-5300		1,540.50
47048	ANGELA RIO	REFUND - YOUTH FLOOR HOC	200-2372		80.00
47049	ARENA SPORTS USA INC	FLOOR HOCKEY SHIRTS	200-07-6018		237.00
47050	ASSOCIATED LABOR CORPORA	CONTRACTED SERVICES	300-41-5056		155.44
47050	ASSOCIATED LABOR CORPORA	CONTRACTED SERVICES	300-41-5300		3,151.63
47050	ASSOCIATED LABOR CORPORA	CONTRACTED SERVICES	300-41-5056		145.95
47050	ASSOCIATED LABOR CORPORA	CONTRACTED SERVICES	300-41-5300		3,046.01
47050	ASSOCIATED LABOR CORPORA	PARKS CONTRACTED SERVICE	200-30-5300		861.90
47050	ASSOCIATED LABOR CORPORA	OCC CONTRACTED SERVICES	300-40-5300		566.80
47050	ASSOCIATED LABOR CORPORA	CONTRACTED SERVICES	300-41-5056		145.95
47050	ASSOCIATED LABOR CORPORA	CONTRACTED SERVICES	300-41-5300		3,091.22
47050	ASSOCIATED LABOR CORPORA	PARKS CONTRACTED SERVICE	200-30-5300		861.90
47050	ASSOCIATED LABOR CORPORA	OCC CONTRACTED SERVICES	300-40-5300		566.80
47050	ASSOCIATED LABOR CORPORA	PARKS CONTRACTED SERVICE	200-30-5300		888.42
47050	ASSOCIATED LABOR CORPORA	OCC CONTRACTED SERVICES	300-40-5300		566.80
47051	CALL ONE	TELEPHONE SERVICES	200-02-5320		555.38
47052	COMCAST	GMRC CABLE	200-02-5320		129.41
47053	DARLEEN CARL-BECK	PILATES MATT CLASS OCTOBE	200-13-5300		117.60
47054	DES PLAINES MATERIAL & SUP	PAVING	405-99-6043		899.50
47055	DES PLAINES OFFICE EQUIPM	ADMIN/GMRC COPIERS/PRIN	100-01-5430		736.86
47056	DETECTION SYSTEMS & SERVI	B/A ARMING STATION	200-02-6030		186.00
47057	GORDON FOOD SERVICE INC	JANITORIAL SUPPLIES	300-40-6022		171.74
47057	GORDON FOOD SERVICE INC	SPECIAL EVENT	300-40-6042		557.93
47058	JEFF ZACK	SKYLIGHT INSTALL	518-99-8010		1,420.00
47059	JW TURF INC	REPAIR PARTS	300-41-6030		959.30
47060	KRUEGER'S CONCRETE LLC	RAMP & NORTH SIDEWALK	518-99-8014		6,211.20
47060	KRUEGER'S CONCRETE LLC	PATIO CONCRETE	518-99-8014		6,364.80
47060	KRUEGER'S CONCRETE LLC	PATIO CONCRETE FINAL	518-99-8014		3,182.50
47060	KRUEGER'S CONCRETE LLC	REMOVAL & BREAK OUT OF A	518-99-8014		2,500.00
47061	LIVING DESIGN INC	AVIARY MAINTENANCE	412-99-5300		425.87
47062	MARCI GLINSKI	ACTIVE ADULTS TRIP BUS DRI	200-11-5475		150.00
47063	MCCLURE INSERRA & COMPA	BOOKKEEPING OCTOBER 201	100-01-5430		680.00
47064	MENARDS	HARDWARE SMALL TOOLS SU	300-40-6016		89.97
47065	MIDCO INC	ADTRAN MAINTENANCE	100-01-5469		165.00
47066	NAPA HEIGHTS AUTOMOTIVE	HARDWARE SMALL TOOLS SU	300-41-6016		19.53
47066	NAPA HEIGHTS AUTOMOTIVE	MOTOR OIL/REPAIR PARTS	300-41-6024		59.88
47066	NAPA HEIGHTS AUTOMOTIVE	MOTOR OIL/REPAIR PARTS	300-41-6030		23.91
47067	NORTHFIELD HEATING AND AI	HVAC	200-02-5422		1,800.00
47067	NORTHFIELD HEATING AND AI	EXCHANGER REPLACEMENT	200-02-5424		500.00
47068	OFFICE DEPOT	OFFICE SUPPLIES	100-01-6027		431.36
47068	OFFICE DEPOT	OFFICE SUPPLIES	100-01-6027		75.44
47068	OFFICE DEPOT	OFFICE SUPPLIES	200-02-6027		27.03
47069	PENDELTON TURF SUPPLY	FERTILIZER	300-41-6037		3,576.00
47070	PETTY CASH	OCC OCTOBER 2018 PETTY C	300-40-6022		6.49
47070	PETTY CASH	OCC OCTOBER 2018 PETTY C	300-41-6034		4.98
47070	PETTY CASH	OCC OCTOBER 2018 PETTY C	300-41-6034		29.54
47070	PETTY CASH	OCC OCTOBER 2018 PETTY C	300-43-6028		20.44
47070	PETTY CASH	OCC OCTOBER 2018 PETTY C	300-43-6028		11.99
47070	PETTY CASH	OCC OCTOBER 2018 PETTY C	300-43-6028		70.22
47071	PLATINUM SYSTEMS INC	NOVEMBER 2018 EMAIL ARC	100-01-5300		190.00
47072	PURCHASE POWER	POSTAGE	100-01-6000		247.77

Expense Approval Report

Payment Dates: 11/01/2018 - 11/30/2018

Payment Number	Vendor Name	Description (Item)	Account Number	(None)	Amount
47073	RAMROD	JANITORIAL SUPPLIES	200-02-6022		131.94
47073	RAMROD	JANITORIAL SUPPLIES	200-02-6022		378.00
47074	RENATA BERDYCHOWSKA	ZUMBA 10/3/18-10/24/18	200-13-5300		216.00
47075	ROCHELLE MASON	REFUND - PILATES	200-2372		118.00
47076	ROUTE 12 RENTAL	HARDWARE SMALL TOOLS SU	300-41-6016		99.80
47077	SERVICE SANITATION INC	COUNTRY GARDENS PORT RE	200-30-5200		107.00
47078	T AND T CARPETS INC	FRONT DESK CARPET	518-99-8010		555.00
47079	THOR GUARD INC	THOR GUARD REPAIR	200-02-5424		838.56
47079	THOR GUARD INC	THOR GUARD REPAIR	300-40-5423		838.57
47080	TOUR EDGE GOLF MFG INC	S/O EQUIPMENT	300-42-6010		214.00
47081	VAN'S ENTERPRISES LTD	LION'S INFIELD TURF	406-99-4058		4,245.00
47082	VISIONARY WEBWORKS	1/19-12/19 WEB/DOMAIN NA	100-1225		1,200.00
47083	WAREHOUSE DIRECT	JANITORIAL SUPPLIES	200-02-6022		707.40
47084	1ST AYD CORPORATION	JANITORIAL SUPPLIES	300-41-6022		177.99
47085	ADP LLC	PAYROLL PROCESSING PE 11/6	100-01-5430		304.99
47086	ANCEL GLINK DIAMOND BUS	LEGAL SERVICES - OCTOBER 2	100-01-5300		815.00
47087	ARLINGTON PAVEMENT PROF	PARKING LOT REPAIRS	405-99-6043		2,950.00
47088	ASSOCIATED LABOR CORPORA	CONTRACTED SERVICES	300-41-5056		98.93
47088	ASSOCIATED LABOR CORPORA	CONTRACTED SERVICES	300-41-5300		2,957.49
47089	CONSTELLATION NEW ENERG	#705224-2 OOC ELECTRIC	300-40-5205		4,459.14
47090	DONALD ROSS SPORTSWEAR	S/O APPAREL	300-42-6011		1,355.14
47091	FIRST STUDENT INC	KIDS DAY OFF TRIP BUS	200-05-5475		283.36
47092	GREENPLAY LLC	FEASIBILITY STUDY	100-01-5433		4,095.50
47093	HARRIS MOTOR SPORTS	REPAIR PARTS	300-41-6034		202.76
47094	HINCKLEY SPRINGS	ADMIN WATER	100-01-5430		31.74
47095	HORNUNG'S	REPAIR PARTS	300-41-6034		191.35
47096	JULIE BONILLA	KINDERSTOP SUPPLIES REIMB	200-04-6028		34.89
47097	JW TURF INC	REPAIR PARTS	300-41-6030		97.84
47097	JW TURF INC	REPAIR PARTS	300-41-6030		146.06
47097	JW TURF INC	REPAIR PARTS	300-41-6030		285.72
47097	JW TURF INC	REPAIR PARTS	300-41-6030		130.92
47098	KRUEGER'S CONCRETE LLC	PATIO/DUG OUT	518-99-8014		4,800.00
47098	KRUEGER'S CONCRETE LLC	CURB	518-99-8020		1,500.00
47099	MANZELLA PLUMBING INC	REBUILD BASEBALL WATER BO	406-99-6020		975.00
47100	MIDORI RESTAURANT BANQU	BEER REFUND	300-2325		85.00
47100	MIDORI RESTAURANT BANQU	DEPOSIT REFUND	300-2325		2,569.85
47101	NAPA HEIGHTS AUTOMOTIVE	OIL	300-41-6024		59.99
47101	NAPA HEIGHTS AUTOMOTIVE	OIL	300-41-6024		59.99
47101	NAPA HEIGHTS AUTOMOTIVE	HARDWARE SMALL TOOLS SU	300-41-6016		8.99
47101	NAPA HEIGHTS AUTOMOTIVE	GAS OIL GREASE	300-41-6024		22.72
47102	POSTMASTER	POSTAGE WINTER/SPRING 20	200-02-6000		1,490.26
47103	RAMROD	JANITORIAL SUPPLIES	200-02-6022		178.50
47103	RAMROD	JANITORIAL SUPPLIES	200-02-6022		24.85
47104	THE WIFFLOT INC	GRANT FUNDED CONTRACTE	200-02-4036		250.00
47105	THOMAS R PETZEL	IT SERVICES - OCTOBER 2018	100-01-5300		551.25
47106	VILLAGE OF MOUNT PROSPEC	GMRC WATER	200-02-5206		707.60
47107	WAREHOUSE DIRECT	JANITORIAL SUPPLIES	200-02-6022		491.85
47108	ADP LLC	EZLABORMANAGER SOFTWA	100-01-5430		444.26
47108	ADP LLC	PAYROLL PROCESSING PE 11/2	100-01-5430		341.14
47109	AFLAC	ACCT # JNJ50	100-01-5105		70.80
47109	AFLAC	ACCT # JNJ50	200-02-5105		51.24
47110	AIRGAS USA LLC	OCC GROUNDS SUPPLIES	300-41-5300		63.46
47111	AMERI-CRAFT EXTERIORS INC	BASEMENT WINDOWS & TRI	518-99-8010		920.00
47112	ARLINGTON PAVEMENT PROF	PARKING LOT REPAIRS	405-99-6043		1,500.00
47113	ASSOCIATED LABOR CORPORA	CONTRACTED SERVICES	300-41-5056		103.80
47113	ASSOCIATED LABOR CORPORA	CONTRACTED SERVICES	300-41-5300		2,929.29
47113	ASSOCIATED LABOR CORPORA	PARKS CONTRACTED SERVICE	200-30-5300		742.56
47113	ASSOCIATED LABOR CORPORA	OCC CONTRACTED SERVICES	300-40-5300		566.80
47113	ASSOCIATED LABOR CORPORA	CONTRACTED SERVICES	300-41-5300		1,248.00
47113	ASSOCIATED LABOR CORPORA	PARKS CONTRACTED SERVICE	200-30-5300		649.74

Expense Approval Report

Payment Dates: 11/01/2018 - 11/30/2018

Payment Number	Vendor Name	Description (Item)	Account Number	(None)	Amount
47114	CHAPMAN AND CUTLER LLP	LEGAL SERVICES FOR BOND 2	611-99-5470		5,725.00
47115	COMCAST	OOCC CABLE/INTERNET	300-40-5320		124.10
47116	COMCAST	GROUND'S CABLE/INTERNET	300-41-5320		104.41
47117	COMCAST	GMRC	200-02-5320		10.47
47118	COMMONWEALTH EDISON	MUIR FIELD ELECTRIC	405-99-5205		28.69
47119	CONSTELLATION NEW ENERG	#705224-4 IZAAK WALTON EL	405-99-5205		33.95
47120	CONSTELLATION NEW ENERG	705224-3 BALL FIELD LIGHTS	405-99-5205		54.10
47121	CONSTELLATION NEW ENERG	705224-1 ADMIN ELECTRIC	200-02-5205		160.54
47122	CYNTHIA JANOWSKI	REFUND - ACTIVE ADULTS TRI	200-2372		114.00
47123	DANNA J. KOBESKI	DESIGN SERVICES WINTER 20	200-02-5330		4,500.00
47124	DIGITAL GOLF TECHNOLOGIES	OCTOBER/NOVEMBER 2018	300-40-5338		491.75
47125	DIGITAL GOLF TECHNOLOGIES	SEPTEMBER 2018	300-40-5338		438.75
47126	FIRST COMMUNICATIONS LLC	TELEPHONE SERVICES	200-02-5320		979.79
47127	FUN SERVICES	HOLIDAY GIFT SHOP 2018	200-12-6028		491.14
47128	HARRIS MOTOR SPORTS	REPAIR PARTS	300-41-6034		733.27
47129	HOWARD LEE & SONS INC	REPAIR PARTS	300-41-6024		162.50
47130	JAMES SAMMONS	LED LIGHT CONVERSION	518-99-8010		5,660.00
47131	KAREN REICH	REFUND - ACTIVE ADULTS	200-2372		114.00
47132	LIONS TAE KWON DO CENTER	TAE KWON DO 9/4/18-11/20/	200-07-5300		1,035.00
47133	MANZELLA PLUMBING INC	ROOM #1 KITCHEN SINK - AD	410-99-8006		1,600.00
47134	MARGY CAESAR	REFUND - ACTIVE ADULTS TRI	200-2372		99.00
47135	NAPA HEIGHTS AUTOMOTIVE	REPAIR PARTS	300-41-6030		27.38
47135	NAPA HEIGHTS AUTOMOTIVE	REPAIR PARTS	300-41-6030		13.79
47135	NAPA HEIGHTS AUTOMOTIVE	OIL	300-41-6024		25.96
47135	NAPA HEIGHTS AUTOMOTIVE	HARDWARE SMALL TOOLS SU	300-41-6016		17.36
47136	NCPERS GROUP LIFE INSURAN	UNIT #5144 LIFE INSURANCE	100-2030		16.00
47136	NCPERS GROUP LIFE INSURAN	UNIT #5144 LIFE INSURANCE	200-2030		32.00
47137	NICOR	ADMIN NATURAL GAS	200-02-5204		121.51
47138	PDRMA	TRAINING - J CAPORUSSO	406-99-5410		20.00
47139	RAMROD	ICE MELT	200-30-6026		458.15
47140	REINDERS INC	OIL	300-41-6024		170.41
47141	RITE BITE FUNDRAISING	FUNDRAISER PRODUCT	200-06-6028		1,579.20
47142	RIVER TRAILS PARK DISTICT	2018 COOP FALL SOCCER LEA	200-07-5300		445.19
47143	SITEONE LANDSCAPE SUPPLY	HARDWARE SMALL TOOLS SU	300-41-6016		27.63
47144	SUNBELT RENTALS INC	RENTAL EQUIPMENT	300-41-5201		1,254.39
47145	TIMOTHY MCPHILLIPS	TRAINING TRAVEL REIMBURS	100-01-5335		434.36
47146	VERMONT SYSTEMS INC	WEBTRAC PAYMENT YEAR 3 O	518-99-8025		6,032.00
47147	VILLAGE OF MOUNT PROSPEC	GROUND'S WATER/SEWER	300-41-5206		204.35
47148	VILLAGE OF MOUNT PROSPEC	OOCC WATER/SEWER	300-40-5206		1,767.60
47149	WILSON SPORTING GOODS	GOLF EQUIPMENT	300-1360		291.95
				Grand Total:	136,962.91

Report Summary**Fund Summary**

Fund	Payment Amount
100 - CORPORATE FUND	12,371.97
200 - RECREATION FUND	23,936.38
300 - GOLF	42,576.95
405 - PAVING & LIGHTING FUND	5,466.24
406 - LIABILITY INSURANCE FUND	5,240.00
410 - SPECIAL RECREATION FUND	1,600.00
412 - MEMORIAL FUND	425.87
518 - CAPITAL PROJECT FUND	39,145.50
608 - 2014B (2005B Refinance)	475.00
611 - 2018 ROLLOVER BOND	5,725.00
Grand Total:	136,962.91

Account Summary

Account Number	Account Name	Payment Amount
100-01-5105	AFLAC	70.80
100-01-5300	CONTRACTED SERVICE	3,096.75
100-01-5335	BOARD AND STAFF CON	434.36
100-01-5430	SERVICE CONTRACTS	2,538.99
100-01-5433	FEASIBILITY STUDY	4,095.50
100-01-5469	IT SERVICES CONTRACTS	165.00
100-01-6000	POSTAGE	247.77
100-01-6027	OFFICE SUPPLIES	506.80
100-1225	PREPAID EXPENSES	1,200.00
100-2030	INSURANCE WITHHELD	16.00
200-02-4036	GRANT INCOME	250.00
200-02-5105	AFLAC	51.24
200-02-5204	NATURAL GAS-HEAT	121.51
200-02-5205	ELECTRICITY	160.54
200-02-5206	WATER SEWER	707.60
200-02-5320	TELEPHONE	1,675.05
200-02-5330	PROMOTIONS/DISOUN	4,500.00
200-02-5422	CONTRACTED REPAIRS H	1,800.00
200-02-5424	CONTRACTED REPAIRS B	1,338.56
200-02-6000	POSTAGE	1,490.26
200-02-6022	JANITORIAL SUPPLIES	1,912.54
200-02-6027	OFFICE SUPPLIES	27.03
200-02-6030	REPAIR PARTS EQUIPME	186.00
200-04-6028	PROGRAM SUPPLIES-KIN	34.89
200-05-5475	PROGRAM ACTIVITY AN	283.36
200-06-6028	PROGRAM SUPPLIES	1,579.20
200-07-5300	CONTRACTED SERVICE	1,480.19
200-07-6018	UNIFORMS-PROGRAM S	237.00
200-11-5475	PROGRAM ACTIVITY AN	150.00
200-12-6028	PROGRAM SUPPLIES-SPE	491.14
200-13-5300	CONTRACTED SERVICE	333.60
200-2030	INSURANCE WITHHELD	32.00
200-2372	REFUND CLEARING ACC	525.00
200-30-5200	RENTAL LAVATORY	107.00
200-30-5300	CONTRACTED SERVICE	4,004.52
200-30-6026	LANDSCAPE AND TURF	458.15
300-1360	GOLF EQUIPMENT INVE	291.95
300-2325	GOLF OPERATION DEPO	2,654.85
300-40-5205	ELECTRICITY	4,459.14
300-40-5206	WATER SEWER	1,767.60
300-40-5300	CONTRACTED SERVICE	2,267.20
300-40-5320	TELEPHONE	124.10
300-40-5338	HOLE IN ONE	930.50

Account Summary

Account Number	Account Name	Payment Amount
300-40-5423	CONTRACTED REPAIRS E	838.57
300-40-6016	HARDWARE SMALL TOO	89.97
300-40-6022	JANITORIAL SUPPLIES	178.23
300-40-6042	GOLF SPECIAL EVENT EX	557.93
300-41-5056	OVERTIME	650.07
300-41-5201	RENTAL EQUIPMENT	1,254.39
300-41-5206	WATER SEWER	204.35
300-41-5300	CONTRACTED SERVICE	16,487.10
300-41-5320	TELEPHONE	104.41
300-41-5428	IRRIGATION MAINTENA	637.00
300-41-6016	HARDWARE SMALL TOO	173.31
300-41-6022	JANITORIAL SUPPLIES	177.99
300-41-6024	GAS OIL AND GREASE	561.45
300-41-6030	REPAIR PARTS EQUIPME	1,684.92
300-41-6034	REPAIR PARTS CARTS	1,161.90
300-41-6037	FERTILIZER	3,576.00
300-42-6010	GOLF SPECIAL ORDER E	214.00
300-42-6011	GOLF SPECIAL ORDER AP	1,427.37
300-43-6028	PROGRAM SUPPLIES-HO	102.65
405-99-5205	ELECTRICITY	116.74
405-99-6043	PAVING, GRADING AND	5,349.50
406-99-4058	INSURANCE PROCEEDS	4,245.00
406-99-5410	SEMINARS AND TRAININ	20.00
406-99-6020	SAFETY SUPPLIES, PART	975.00
410-99-8006	PARK AND FACILITY COM	1,600.00
412-99-5300	CONTRACTED SERVICE	425.87
518-99-8010	BUILDING IMPROVEME	8,555.00
518-99-8014	GMRC/LIONS PARK - EXT	23,058.50
518-99-8020	LAND IMPROVEMENTS	1,500.00
518-99-8025	CAPITAL PURCHASE	6,032.00
608-99-5304	PAYING AGENT FEES	475.00
611-99-5470	CONSULTING SERVICES	5,725.00
	Grand Total:	136,962.91

Project Account Summary

Project Account Key	Payment Amount
None	136,962.91
Grand Total:	136,962.91

PROSPECT HEIGHTS PARK DISTRICT ELECTRONIC VENDOR WARRANT REPORT FOR FY 2018				
VENDOR WARRANT 11A				
Vendor Account		ELECTRONIC VENDOR WARRANTS		
		OCTOBER NOVEMBER		
		FY 2018		
ACCOUNT	DATE	VENDOR NAME	TRANSACTION DESCRIPTION	AMOUNT
Vendor	11/2/2018	AC-CAPITAL-GOLF CART LEASE PAYMENT		\$2,175.60
Vendor	11/9/2018	IMRF		\$13,051.99
Vendor	11/9/2018	ILLINOIS DEPT OF EMPLOYMENT SECURITY		\$8,099.50
Vendor	11/23/2018	ILLINOIS DEPT OF REVENUE		\$1,404.00
(1) General	11/1/2018	2017 BOND PRINCIPAL & INTEREST		\$586,997.04
(2) General	11/30/2018	2014B REFUNDING BOND PRINCIPAL & INTEREST		\$435,000.00
			TOTAL	\$1,046,728.13
(1) The 2017 G.O. (Alternate) Bond was issued on 10/31/2017 with a principal of \$580,305 interest of 1.150% and a due date of 11/1/2018. The payment of \$586,997.04 represents the principal of \$580,305 and interest of \$6,692.04. The Board approved the issuance of a 2018 G.O. (Alternate) Bond on 10/30/2018 with principal of \$586,600 interest of 2.16% and a maturity of 11/1/2019. The \$586,600 principal was received on 10/30/2018 in the General Account				
(2) The 2014B Refunding Bond had a principal payment of \$295,000 due on December 1st and two interest payments of \$140,000 each due on June 1st and December 1st. The December payment of \$435,000 represents the principal payment and one interest payment.				

Prospect Heights Park District
Fund Report
November 30, 2018

	November 2018 Revenue	2018 YTD Revenue	2018 Budget Amount	% Earned	2017 PY Month	2017 Prior YTD	YTD Variance Current vs. Prior Year
Revenue							
100 Corporate	\$ 4,786	\$ 1,050,825	\$ 1,094,848	96%	\$ 3,850	\$ 1,010,967	\$ 39,857
200 Recreation	\$ 66,391	\$ 1,497,212	\$ 1,490,353	100%	\$ 59,519	\$ 1,403,346	\$ 93,866
300 Golf	\$ 42,550	\$ 1,100,658	\$ 1,299,067	85%	\$ 44,420	\$ 1,213,323	\$ (112,665)
410 Special Rec.	\$ 1,160	\$ 117,885	\$ 122,501	96%	\$ 354	\$ 114,617	\$ 3,268
518 Parks Capital	\$ 167,013	\$ 167,013	\$ 167,013	100%	\$ 131,643	\$ 131,643	\$ 35,370
523 Golf Capital	\$ 294,000	\$ 294,000	\$ 294,000	100%	\$ -	\$ -	\$ 294,000
600 Debt Services	\$ 578,778	\$ 1,772,995	\$ 1,792,884	99%	\$ 1,824	\$ 1,171,233	\$ 601,762
400 Other Funds	\$ 1,850	\$ 491,665	\$ 511,730	96%	\$ 10,860	\$ 448,329	\$ 43,336
Total Revenue	\$ 1,156,527	\$ 6,492,253	\$ 6,772,396	96%	\$ 252,471	\$ 5,493,459	\$ 998,794

	November 2018 Expenses	2018 Year to Date Expenses	2018 Budget Amount	% Used	2017 Prior Year Month	2017 Prior Year to date	YTD Variance Current vs. Prior Year
Expense							
100 Corporate	\$ 387,669	\$ 706,906	\$ 841,185	84%	\$ 35,387	\$ 546,706	\$ 160,201
200 Recreation	\$ 92,399	\$ 1,428,831	\$ 1,582,349	90%	\$ 114,571	\$ 1,364,721	\$ 64,110
300 Golf	\$ 145,009	\$ 1,109,519	\$ 1,299,067	85%	\$ 104,304	\$ 1,162,451	\$ (52,931)
410 Special Rec.	\$ 1,600	\$ 105,959	\$ 136,295	78%	\$ -	\$ 97,066	\$ 8,892
518 Parks Capital	\$ 39,146	\$ 183,957	\$ 319,725	58%	\$ 43,207	\$ 254,115	\$ (70,159)
523 Golf Capital	\$ -	\$ 165,492	\$ 294,000	56%	\$ -	\$ 24,964	\$ 140,528
600 Debt Services	\$ 1,631,710	\$ 1,772,623	\$ 1,792,884	99%	\$ 568,744	\$ 574,444	\$ 1,198,178
400 Other Funds	\$ 36,153	\$ 357,981	\$ 467,515	77%	\$ 29,941	\$ 389,456	\$ (31,474)
Total Expense	\$ 2,333,685	\$ 5,831,268	\$ 6,733,020	87%	\$ 896,154	\$ 4,413,923	\$ 1,417,345
Surplus/Deficit	\$ (1,177,158)	\$ 660,985	\$ 39,376	9%	\$ (643,683)	\$ 1,079,537	\$ (418,551)



December 18, 2018

To: Board of Commissioners
From: Christina Ferraro, Executive Director
Re: December 2018 Board Report

Redevelopment of District Website

The new website launched early December. Staff is pleased with the outcome. Staff will have the ability to update and change their program and event information.

Website ComEd Recreational Bike & Prairie Lease Renewal

Staff continues to work on this project.

Projects

The RFP process for a new District-wide telephone system will begin in February and be completed by year end.

Greenplay LLC and Williams Architects are working on the study after meeting with staff and users. A visioning workshop is planned for February 2019.

I think staff did a phenomenal job this year with launching a new logo and new website, beginning the feasibility study process, working through the transition of the food and beverage operation at the golf course, tackling a good portion of the capital projects for the year, handling staff turnover which includes doing more than their own assigned duties and dealing with the aftermath of the floods and fire in the area. Thank you!



December 5, 2018

To: Christina Ferraro, Executive Director
From: Julie Caporusso, Superintendent of Recreation
Re: December 5, 2018 Board Report

Marketing

Our program flyers for winter and spring were designed by Marketing & More. The process worked well and we will use the flyers for our bulletin boards, to send to our programs, to market to District 23, for our website and for social media.

Registration for our Youth Basketball League ended yesterday. PHYBS helped to market our registration. Several patrons mentioned that they were reminded to sign up by PHYBS coaches.

The Winter/Spring brochures were delivered on November 21st. Registration is underway for Winter and Spring programs. KinderStop registration for 2019/20 begins January 7. Creative Kids Preschool registration for 2019/20 begins January 8. Summer Camp registration begins February 4.

Pickleball

Pickleball continues to be popular. We normally have around 10 people playing each Wednesday and Friday. I have had request to sell punch cards, offer more times and to get brighter lights. After this season we will make changes to improve when possible.

PDRMA

I am updating the department specific three-year training schedule.

The December training for OCCC is the Food Handler and Basset training.

Block Party

The Block Party is set for Saturday, June 22. Bands booked to date are:

7:00 pm Focal Point

9:00 pm Mike & Joe



December 12, 2018

To: Christina Ferraro, Executive Director
From: Dino Squiers, Superintendent of Facilities & Parks
Re: December 2018 Board Report

Pool

Gate valve was replaced that isolates the water flow out of the pool boiler, butterfly valve froze in the open position and could not be closed.

Electric

PDRMA sent an inspector out to check our electrical panels, after receiving the report we had only one breaker that needed replacement.

HVAC

Heat for room one kitchen would not turn on due to a bad controller, unit needed to be rewired and a different style of thermostat was installed to switch from air conditioning to heat.

Fire alarm

Annual testing for the fire alarm and sprinkler system at GMRC was completed. Fire alarm system at the administration was also inspected.

Rear Patio

Concrete work was completed on the rear patio west walkway. Patio tent was removed and stored for the season.

Thor Guard

Lightening warning system for GMRC and OCCC was shut down for the season; rechargeable batteries were removed and put on chargers. Since the remote units with the solar panels do not charge as well as the main unit we rotate batteries to extend the life of the batteries.

Parks

Trees were damaged from the snow storm we had after Thanksgiving. Numerous branches cracked and a few trees also came down. With limited park staff we cleaned up the parks and removed the debris to be chipped in the spring.

Administration building

Two basement windows were replaced; window frame molding was extended and covered with aluminum.

Room # 1

Lower ceiling tile around the perimeter of the room kept coming out of the track and sagging. Additional ceiling grid was riveted to the existing track to widen the area and hold the tiles in place.

Lighting

Four overhead night lights at McDonald field were changed to LED fixtures. This was done under the ComEd rebate program that included the pool pole lights.



November 30, 2018

To: Christina Ferraro, Executive Director
 From: Marc Heidkamp, Director of Golf Operations
 Re: October 2018 Golf Operations Board Report

November was another month where the weather was sub-par. The increase in play was due to a check from Hersey High School golf team that arrived late this year. Temperatures were below normal which forced our hand to close earlier than we would have liked to. The bright part of the month was the annual Turkey Shoot. 124 players showed up in spite of the weather and enjoyed a great day of Golf and friendship with friends and family. Prizes were awarded to almost every one that attended. The event also gave us the opportunities to clear out some merchandise from the shop.

The fleet of cars has been stored in the basement for the season. Grounds crew has started to detail them for the 2019 season. All in all the fleet has stayed in excellent condition; minor repairs will take place throughout the winter. The heavy snow that came down caused some leaks in the club house. Once the weather allows us access to the roof we will have it repaired.

As I look back on the season all I see is darkness. The weather was recording breaking during bad during some part of every month. Every effort was made to encourage golfers to play but when you have extreme weather the Golfer tends to hang up their clubs early for the season and he is lost until the following year.

Work has begun to insure for a better outcome in 2019. All efforts on booking golf outings are in full swing. The more guaranteed business we can secure the less worry we have about weather. The outings that are scheduled will show up and play even in poor weather conditions. That's what we will be focused on moving forward.

We are also excited to be hiring some new staff that will provide better service to our patrons which will also help us grow revenue in the upcoming season.

NOV		2017	2018	% CHANGE	NOV
				17 v 18	
GREENS FEES	\$	8,866.62	\$ 9,834.01	11%	GREENS FEES
CART RENTAL FEES	\$	361.50	\$ 717.00	98%	CART RENTAL FEES
APPAREL	\$	850.90	\$ 2,297.89	170%	APPAREL
EQUIPMENT	\$	10,169.21	\$ 5,982.01	-41%	EQUIPMENT
GOLF BALLS	\$	138.00	\$ 1,412.32	923%	GOLF BALLS
DRIVING RANGE	\$	12.00	\$ 32.00	167%	DRIVING RANGE
SPECIAL ORDERS	\$	-	\$ 3,588.00	#DIV/0!	SPECIAL ORDERS
OUTINGS	\$	-	\$ -	#DIV/0!	OUTINGS
ROUNDS		185	573	210%	ROUNDS



November 30, 2018

To: Christina Ferraro, Executive Director
From: Mike Arden
Re: November 2018 Golf Operations Board Report

Temps ranged from 17 to 52. Weather patterns didn't allow for much use of the course. 2 inches rain fell with 13 inches of snow. We sprayed for snow mold and dormant fertilizer was put on the rough.

Tree trimming has begun with the intention of clearing way for better playing conditions and helping to make the course fairer to the golfer.

With the limited staffing we had this season we were able to save on our budget. Thanks to the crew we had for working extra hard during the worst growing season in all my 39 years working here.

I hope 2019 will be a better year!!!



December 13, 2018

To: Julie Caporusso, Superintendent of Recreation
From: Laura Fudala, Supervisor of Recreation
Re: December 2018 Board Report

Preschool

November was a jammed packed short month for the kids! It was all about practicing their Veteran's Day songs, Thanksgiving songs, and the 4-year old's prepping for their feast. November 10th our preschoolers participated in the Art Showcase. Their art work was displayed, and 18 of our students sang at the showcase.

November 16th the 4-year-old students participated in a Thanksgiving Feast. The students got to prep their pizza muffins, jello, and cookies. The kids had a great time!

Youth Athletics

Youth floor hockey season started on November 6th. We had 16 participants. The league went well and concluded on December 8th.

The registration deadline for our youth basketball league was November 30th. The week of December 3rd, we held rating clinics for 3rd-4th and 5th-6th boys and coaches' meetings for all age levels. The league will begin the week of January. We have 81 participants registered for the program.

Fitness Center

Over the next two years the plan is to replace the strength training equipment. We got a jump start this month on replacing. A new precor Leg Press/Calf Extension and a V-Crunch Ab machine have been ordered. We are expected to take delivery by the end of the month. In 2019, we will look to purchase 3-4 new strength training machines.

Fitness Membership Statistic Report

Memberships	November 2017	November 2018
3 Month	4	1
Gym and Racquetball	6	4
1 Year Pass	9	8



December 2018

To: Julie Caporusso, Superintendent of Recreation
From: Marci Glinski, Supervisor of Recreation
Re: December 2018 Board Report

Dance

Our recital this year is on Saturday, December 15th at 1:00pm at Forest View Educational Center.

Active Adults

It was a great Fall in Active Adults! We had 21 people enjoy Miracle on 34th Street at Theatre at the Center, 8 people who enjoyed Mirror of Mathis, a Johnny Mathis tribute band, 25 people enjoy dinner at Lawry's Prime Rib followed by a Holiday Lights Tour around the city and suburbs.

My newsletter was done by Marketing & More and was sent out on 12/7. This newsletter will cover January until May 2019.

Senior Celebration Day 2019 will be on Thursday, March 28th, 2019.

Special Events

On Saturday, Nov 10th was the Arts Showcase. We had 27 vendors. Our Preschool had 18 kids who came out to sing their Thanksgiving songs to our attendees. We also showcased an art project they made special for the event. Senior & Star Company showcased their competition dance pieces getting ready for competition season which starts in February.

Our Holiday Trolley Express will be Tuesday, Dec 18th & Thursday, Dec 20th both days from 5-8pm.



December 5, 2018

To: Julie Caporusso, Superintendent of Recreation
From: Ed O'Neill, Supervisor of Recreation
Re: Board Report - December, 2018

We had another great month in our Youth Programs, at Kinder Stop & with Aquatics!

KinderStop

Our population has remained stable with some very minor coming and going over the last month. Our current count has us as serving 96 individual children filling 151 'seats' throughout the four program options (Before Care = 31 children; AM Kinder Stop = 15 children; PM Kinder Stop = 35 children; and After Care = 70 children). We continue to provide a great service to our community at a very reasonable price!

Kids Day Off

We had three "Kid's Day Off" dates since my last report. On November 19th, our group of 30 (5 to 11-year old) children and 5 staff went to see the movie "The Nutcracker and the Four Realms" at the AMC Randhurst theater. On November 20th, our group of 35 children and 7 staff went to the Enchanted Castle, an arcade-type children's play zone, in Lombard. And on November 21st, our group of 20 children and 5 staff visited The Grove in Glenview where they got to interact with some animal (snakes ...), enjoy a walk on the trails and sit around a campfire to hear stories & eat s'mores. We have six, two sets of three: back-to-back-to-back, trips coming up during the winter break. We will visit the Shedd Aquarium, make a return trip to the Enchanted Castle, work with a cooking group, ICook, during an in-house field trip and take a few more TBD trips.

Aquatics

The Prospect Heights Park District earned the prestigious Ellis and Associates - 2018 Platinum International Aquatic Safety Award for "consistently 'exceeding' our criteria for aquatic safety certification this year." Credit to the 2018 pool staff and to their lifeguarding instructor, Olivia Shapley.

I am scheduled to attend an Ellis and Associates, Lifeguard Instructor Renewal Course on December 27, 2018. One of our Pool Managers, Leslie Diaz, will be attending the 3 day (12/27 thru 12/29, 2018) Initial Lifeguard Instructor Course, as well. We will be certified to teach our all-inclusive lifeguarding course as well as any stand-alone CPR/AED and First Aid courses we might offer to our staff and/or the Prospect Heights community.

It is never too cold to be thinking about the aquatic season!

October 1, 2018

Olivia Shapley
PDRMA - Prospect Heights Park District
110 W. Camp McDonald Rd
Prospect Heights, IL 60070

Re: **"2018 Platinum International Aquatic Safety Award"**

Dear Olivia Shapley:

We are pleased to notify you that your lifeguard staff has been awarded our firm's prestigious **"Platinum International Aquatic Safety Award"** pursuant to consistently "exceeding" our criteria for aquatic safety certification this year.

While we are sure that the swimmers who frequent your aquatic facilities already recognize the professionalism exhibited by your lifeguard staff, it is important to inform them that only those clients scoring in the top 16% of the audit criteria received this award. Accordingly, they are consistently being afforded with the highest degree of swimmer protection currently available for the aquatic industry.

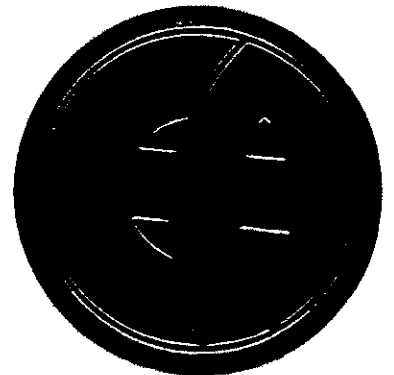
Please extend our profound congratulations to every member of your aquatic safety staff for their commitment to *"professional excellence"* and desire to *"make a difference"* for those who frequent your aquatic facilities.

Sincerely yours,

Jeff Ellis & Associates, Inc.



Richard A. Carroll
Senior VP/COO





To: Park Board of Commissioners
 From: Christina Ferraro, Executive Director
 Re: Food and Beverage Golf Course Update
 Date: December 13, 2018

UPDATED timeline for transitioning the food and beverage operation in 2019. **Bold** indicates duty complete

Month	Duty
Feb 2018	<ul style="list-style-type: none"> • Prepared banquet contract for 2019 • Attorney reviewed banquet contract for 2019 • Prepared informational packages containing information about services and menus for dinner, lunch, brunch, outings, etc.
March 2018	<ul style="list-style-type: none"> • Contracts and wedding info packages released
April 2018	<ul style="list-style-type: none"> • Researched solution to conversion of coolers
May 2018	<ul style="list-style-type: none"> • Converted coolers
June 2018	<ul style="list-style-type: none"> • Placed ads with WPH Chamber and the Knot
July 2018	<ul style="list-style-type: none"> • Ordered and received promo items for potential brides • Met with vendors about redoing bridal suite • Met Village of Mt Prospect re: signage process • Advertisement in The Knot debuted
August 2018	<ul style="list-style-type: none"> • Prepared job description for Banquet Manager • Advertisement in Wheeling-Prospect Heights Chamber Community Guide debuted
October 2018	<ul style="list-style-type: none"> • Posted Banquet Manager position on IPRA, Facebook, LinkedIn, Penn Foster and Indeed
November 2018	<ul style="list-style-type: none"> • Kitchen Manager was hired to begin January 2019 • Banquet Manager interviews began
December 2018	<ul style="list-style-type: none"> • Banquet Manager interviews complete and offer made • Met with Associated Labor regarding staffing

	2019
January 2019 – April 2019	<ul style="list-style-type: none"> • Renovations to facility
Jan 2019	<ul style="list-style-type: none"> • Tastings begin • RFP for fabrication • Set up computer, phones, office furniture • Kitchen Manager starts working on inventory • Banquet Manager starts and begins working on updating the website, creating policy and procedures • Staff will begin working with Associated Labor to recruit staff: servers, beverage carts, cooks, etc.
Feb 2019	<ul style="list-style-type: none"> • Advertise in The Knot again
March 2019	<ul style="list-style-type: none"> • Installation of signage
April 2019	<ul style="list-style-type: none"> • Royal Family Ball will take place April 12 • Rehearse/practice for servers, cooks, etc.



December 18, 2018

To: Park Board of Commissioners
From: Christina Ferraro, Executive Director
Re: Proposed schedule of regular Board meetings for 2019

The Illinois Open Meetings Act requires Illinois public bodies to adopt an annual schedule of their regular meetings. 5 ILCS 120/2.03.

The Board of Commissioners regularly meets on the third Tuesday of each month with a few exceptions. It is being proposed that the regular meetings change to the **fourth Tuesday of each month** for 2019 with exceptions indicated below with a double asterisk.

DATES

January 22	
February 26	
March 19	**
April 23	
May 28	
June 25	
July 23	
August 27	
September 17	**
October 22	
November 19	**
December 17	**

All the above meetings will be held at 7:00 p.m. at the Gary Morava Recreation Center, 110 West Camp McDonald Rd., Prospect Heights, IL 60070

**Prospect
Heights
Park
District**

110 W. Camp McDonald Rd, Prospect Heights, IL.

**FOR TAX YEAR 2018
TAX LEVY
ORDINANCE
NO. 12.18.2018
FY 2019**

January 1, 2019 – December 31, 2019

STATE of ILLINOIS }
COUNTY of COOK } **SS**
PROSPECT HEIGHTS PARK DISTRICT }

I, Timothy Jones, do hereby certify that I am the duly qualified elected President and Presiding Officer of the PROSPECT HEIGHTS PARK DISTRICT, Cook County, Illinois, and that the foregoing Tax Levy Ordinance 12.18.2018 was passed in full compliance with the provisions of Section 4 through 7 of " An Act to provide procedures for public notice and hearing on Public Act 82-102 (Truth in Taxation).

Timothy Jones, President and Presiding Officer
Prospect Heights Park District

ATTEST:

Ellen Avery, Board Secretary
Prospect Heights Park District

Dated 18th Day of December 2018

STATE Of ILLINOIS }
COUNTY of COOK } SS.
PROSPECT HEIGHTS PARK DISTRICT }

CERTIFICATE of ANNUAL TAX LEVY ORDINANCE 12.18.18
TO: THE COUNTY CLERK of COOK COUNTY:

I, Ellen Avery, do hereby certify that I am Secretary to the Board of Commissioners of the Prospect Heights Park District, Cook County, duly appointed and qualified and acting in and for said Park District.

That pursuant to authority vested in it, the Board Of Commissioners of the Prospect Heights Park District, Cook County, Illinois at its meeting assembled on the 18th Day of December, A.D., 2018 did hereby direct that there be raised by the General Tax Levy Ordinance attached hereto:

General Park Purposes	\$1,159,129
Recreation Purposes	444,859
Auditing Purposes	16,604
Lighting & Paving	5,646
Liability Insurance	103,704
Retirement Fund (IMRF)	159,355
Social Security	142,214
Police & Security Purposes	82,795
Museums Purposes	14,462
Special Co-op Recreation	132,472
Debt Service Fund	<u>647,084</u>
	\$ 2,908,326

That the amount set forth in the Annual Tax Levy Ordinance attached hereto, the same being a true and correct copy of said Ordinance be levied upon all taxable property in said Park District of the PROSPECT HEIGHTS PARK DISTRICT, Cook County, Illinois, as itemized and needed for uses and purposes as therein set forth as appears from the record of the proceedings of said Board of Commissioners now on file in the Park District office and that this original form which this copy was made and compared is on record in said office.

I, Ellen Avery, being first duty sworn on oath, deposes and says that the above and foregoing statement is true and correct.

Ellen Avery, Board Secretary

ORDINANCE 12.18.2018

TAX LEVY ORDINANCE AND RESOLUTION ADOPTING THE SAME FOR TAX YEAR 2018 & FISCAL YEAR JANUARY 1, 2019 AND ENDING DECEMBER 31, 2019 FOR THE PROSPECT HEIGHTS PARK DISTRICT IN THE COUNTY OF COOK AND STATE OF ILLINOIS

WHEREAS: It is the duty of the Commissioners of the Prospect Heights Park District to levy a tax for General Park purposes of said Park District and for the purpose of planning, establishing and maintaining Recreation programs within said Park District, and for the purpose of levying a tax for Paving and Lighting of streets and playgrounds, within and upon park district property, for the purpose of levying and collecting tax for the payment of Liability Insurance, for the purposes of levying and collecting a tax for the payment of Federal Old Age and Survivors Insurance and Illinois Municipal Retirement Fund, and for the purpose of maintaining a Police and Security System, and for the purpose of Joint Recreation Programs for the Special Recreation, and for the purpose of levying and collecting a tax for Auditing Fund, and for the purpose of levying and collecting a tax for Museum Fund and for the purpose of levying and collecting a tax for the Debt Service Fund.

Now, THEREFORE, Be it Resolved this 18th Day of December 2018, this Tax Levy Ordinance / Resolution was considered by the Board of Commissioners of the Prospect Heights Park District, County of Cook, State of Illinois:

Section 1: That there is hereby levied on all taxable property within the Corporate limits of said PROSPECT HEIGHTS PARK DISTRICT for the fiscal year beginning January 1, 2019 and ending December 31, 2019, the total sum of *ONE MILLION ONE HUNDRED FIFTY NINE THOUSAND ONE HUNDRED TWENTY NINE DOLLARS (\$1,159,129)* for the Corporate purposes of said Park District and the total sum of *FOUR HUNDRED FORTY FOUR THOUSAND EIGHT HUNDRED FIFTY NINE DOLLARS (\$444,859)* for Recreation purposes as described by the statutes of the State of Illinois in such case made and provided, the sum of *SIXTEEN THOUSAND SIX HUNDRED AND FOUR DOLLARS (\$16,604)* for the Audit Fees of Park District in accordance with the Statutes of the State of Illinois in such case made and provided, and the sum of *FIVE THOUSAND SIX HUNDRED FORTY SIX DOLLARS (\$5,646)* for the Paving and Lighting of streets and playgrounds in accordance with the Statute of the State of Illinois in such case made and provided, and the sum of *ONE HUNDRED THREE THOUSAND SEVEN HUNDRED AND FOUR DOLLARS (\$103,704)* for the Public Liability Insurance, and the sum of *ONE HUNDRED FIFTY NINE THOUSAND THREE HUNDRED FIFTY FIVE DOLLARS (\$159,355)* for Illinois Municipal Retirement Fund, in accordance with the Statutes of the State of Illinois in such case made and provided, and the sum of *ONE HUNDRED FORTY TWO THOUSAND TWO HUNDRED FOURTEEN DOLLARS (\$142,214)* for Federal Old Age and Survivors Insurance in accordance with the Statutes of the State of Illinois in such case made and provided, the sum of *EIGHTY TWO THOUSAND SEVEN HUNDRED NINETY FIVE (\$82,795)* for organizing and maintaining a, Police and Security in accordance with the Statutes of the State of Illinois in such case made and provided, and the sum of *FOURTEEN*

THOUSAND FOUR HUNDRED SIXTY TWO DOLLARS (\$14,462), for the maintenance of Museums, in accordance with the Statute of the State of Illinois in such case made and provided and the sum of *ONE HUNDRED THIRTY TWO THOUSAND FOUR HUNDRED SEVENTY TWO DOLLARS (\$132,472)* for Joint Recreation Programs for the Special Recreation, in accordance with the Statutes of the State of Illinois in such case made and provided and the sum of *SIX HUNDRED FORTY SEVEN THOUSAND EIGHTY FOUR DOLLARS (\$647,084)* for Debt Service, in accordance with the Statutes of the State of Illinois in such case made and provided and that the said total of *TWO MILLION NINE HUNDRED EIGHT THOUSAND THREE HUNDRED TWENTY SIX DOLLARS (\$2,908,326)* to defray the necessary expenses for the operation, construction, repair, improvements, and maintenance of parks and grounds, buildings, under the control of the Park District, and Recreation Programs, Auditing Fund, Paving and Lighting of streets and playgrounds, Liability Insurance, payments of Illinois Municipal Retirement Fund & F.I.C.A., and for Museum purposes, for joining the Special Recreation CO-OP District for the Special Recreation and for the Debt Service.

Section 2: The Ordinance heretofore adopted lists the objects and purposes for which said funds were made and the respective amounts:

CORPORATE TAX LEVY

Personnel Services	\$ 275,815
Contractual Services	142,909
Commodities	19,465
Insurance	32,462
Improvements & Development	688,477
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Total Amount Levied	\$ 1,159,129

RECREATION TAX LEVY

Personnel Services	\$ 444,859
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Total Amount Levied	\$ 444,859

AUDIT LEVY

Expense for Annual Audit of Park District Accounts	\$ 16,604
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Total Amount Levied	\$ 16,604

PAVING & LIGHTING TAX LEVY

Paving & Lighting, Maintaining of Streets and Playgrounds	\$ 5,646
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Total Amount Levied	\$ 5,646

LIABILITY INSURANCE TAX LEVY

Liability Insurance in connection with the operation of the Park District. (Workmen's Compensation, Unemployment Insurance, Auto and General Liability).	\$ 103,704
<hr/>	
Total Amount Levied	\$ 103,704

ILLINOIS MUNICIPAL RETIREMENT TAX LEVY

Payment by the Park District to Illinois Municipal Retirement Fund	\$ 159,355
<hr/>	
Total Amount Levied	\$ 159,355

FEDERAL OLD AGE & SURVIVORS INSURANCE TAX LEVY

F.I.C.A Employers Payment	\$ 142,214
<hr/>	
Total Amount Levied	\$ 142,214

POLICE PURPOSES TAX LEVY

Organizing & Maintaining Police System	\$ 82,795
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Total Amount Levied	\$ 82,795

MUSEUM TAX LEVY

Maintenance & Operation of Museums and Nature Areas	\$ 14,462
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Total Amount Levied	\$ 14,462

SPECIAL RECREATION TAX LEVY

Joint Recreation Programs for the Special Recreation	\$ 132,472
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Total Amount Levied	\$ 132,472

DEBT SERVICE LEVY

Debt Service	\$ 647,084
<hr/>	
Total Amount Levied	\$ 647,084

Section 3: That all expended balances in any item or items in any levy made by the Tax Levy Ordinance may be expended in making up insufficiency or deficit in any item within the same levy for the general purposes for which it is made.

Section 4: That the Secretary of the Board of Commissioners of this Park District is hereby directed to file a copy of this Ordinance and Resolution duly certified by said Secretary in accordance with the provisions of the Statute in such case made and provided with the County of Cook, State of Illinois.

PROSPECT HEIGHTS PARK DISTRICT

SUMMARY of TAX LEVY

	<u>FUND</u>	<u>LEVIED AMOUNT</u>
01	CORPORATE	\$ 1,159,129
02	RECREATION	444,859
04	AUDIT	16,604
05	PAVING & LIGHTING	5,646
06	LIABILITY INSURANCE	103,704
07	RETIREMENT (I.M.R.F.)	159,355
11	SOCIAL SECURITY	142,214
08	POLICE	82,795
09	MUSEUM	14,462
10	SPECIAL RECREATION	132,472
56	DEBT SERVICE	<u>647,084</u>
		\$ 2,908,326

Section 5: On the motion of Commissioner _____, seconded by Commissioner _____, it is hereby resolved that the Tax Levy Ordinance 12.18.2018 be passed by the Board of Commissioners of the said Park District, Cook County, Illinois on the 18th Day of December, 2018 by the following roll call vote:

Ayes:

Nays:

Absent:

Abstain:

Passed and deposited in the office of the Secretary of the Board of Commissioners of the Prospect Heights Park District, this 18th Day of December, 2018 A.D.

Ellen Avery, Board Secretary
Prospect Heights Park District

STATE of ILLINOIS }
COUNTY of COOK } SS
PROSPECT HEIGHTS PARK DISTRICT }

**I, Ellen Avery, do hereby certify that I am the
duly qualified Secretary for The Board of Commissioners of the Prospect Heights
Park District, in the County of Cook and State aforesaid.**

I do further certify that the foregoing is a full true copy of the Annual Tax Levy Ordinance 12.18.2018, adopted by the Board of Commissioners on this 18th Day of December, 2018.

**IN WITNESS WHEREOF, I hereunto affix my
official signature as Secretary of the Board of Commissioners of the Prospect
Heights Park District.**

Ellen Avery, Board Secretary
Prospect Heights Park District

Subscribed and Sworn to me this 18th Day of December 2018.

Notary Public: _____

PROSPECT HEIGHTS PARK DISTRICT

RESOLUTION

The attached resolution is hereby published by the authority of the Board of Commissioners of the Prospect Heights Park District pursuant to Illinois Revised Statutes, Chapter 105, Section 4-3 this 18th Day of December, 2018.

**Ellen Avery, Board Secretary
Prospect Heights Park District**

(PARK DISTRICT SEAL)

By attachment of this statement to any Resolution, said Resolution is made a part of the Park District's Resolutions available to the public upon request.

RESOLUTION 11.13.2018

**A RESOLUTION PROVIDING FOR THE POSSIBLE REDUCTION
OF LEVY AND ASSESSMENT OF TAXES FOR THE PROSPECT
HEIGHT PARK DISTRICT COOK COUNTY, ILLINOIS, FOR THE
FISCAL YEAR BEGINNING JANUARY 1, 2019 AND ENDING
DECEMBER 31, 2019**

WHEREAS, the Board of Commissioners of the Prospect Heights Park District recognize certain effect of the Property Tax Limitation Act on the annual tax levy of the Park District; and

WHEREAS, the Board of Commissioners of the Prospect Heights Park District recognize certain limitations of the annual property tax extension as currently distributed by the Office of the County Clerk; and

WHEREAS, it is determined to be in the best interest of the Prospect Heights Park District to maximize the levy extensions in the Corporate, Audit, Paving & Lighting, Liability Insurance, IMRF, Social Security, Police Protection, Museum, and Special Recreation Funds.

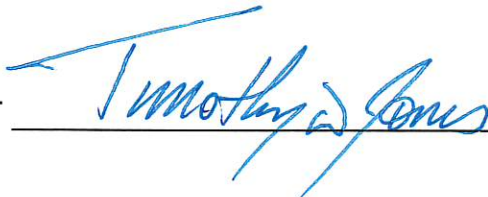
THEREFORE, be it resolved by the Board of Commissioners of the Prospect Heights Park District that the Director of Tax Extensions of the Office of the County Clerk be authorized to extend the full levy request, up to the legal tax rate limit to Corporate, Audit, Paving & Lighting, Liability Insurance, IMRF, Social Security, Police Protection, Museum, and Special Recreation Funds of the District.

BE IT FURTHER RESOLVED that the Director of Tax Extensions of the Office of the County Clerk be authorized to reduce the district's Recreation Fund to provide the necessary tax extension required to maintain the Corporate, Audit, Paving & Lighting, Liability Insurance, IMRF, Social Security, Police Protection, Museum, and Special Recreation Funds, at the full levy amount requested.

Passed and signed on this 13th day of November, 2018

ATTEST:

TIMOTHY JONES
PARK BOARD PRESIDENT
Date: November 13, 2018



ELLEN AVERY
PARK BOARD SECRETARY
Date: November 13, 2018



Adopted: November 13, 2018

PROSPECT HEIGHTS PARK DISTRICT
November 29, 2018
LEVY WORKSHEET

*This is the basis of the Tax Levy Request for 2017 budget year.

	2017 Tax Levy Actual	4.99% Inc.	2018 Tax Levy Request
General Fund (100)	\$ 1,104,038	\$ 55,091	\$ 1,159,129
Recreation Fund (200)	\$ 423,716	\$ 21,143	\$ 444,859
Audit Fund (404)	\$ 15,815	\$ 789	\$ 16,604
Paving & Lighting Fund (405)	\$ 5,378	\$ 268	\$ 5,646
Liability Insurance Fund (406)	\$ 98,775	\$ 4,929	\$ 103,704
Ill Municipal (407)	\$ 151,781	\$ 7,574	\$ 159,355
Social Security Fund (411)	\$ 135,455	\$ 6,759	\$ 142,214
Police Fund (408)	\$ 78,860	\$ 3,935	\$ 82,795
Museum Fund (409)	\$ 13,775	\$ 687	\$ 14,462
	\$ 2,027,593	\$ 101,177	\$ 2,128,770
% increase - Truth-in-Taxation		4.99%	
Special Recreation Fund (410)	\$ 126,176	\$ 6,296	\$ 132,472
Debt Service Fund (611)	\$ 616,329	\$ 30,755	\$ 647,084
Total Levy	\$ 2,770,098	\$ 138,228	\$ 2,908,326
		4.99%	

This is the basis of the 2019 income for the budget, we ask for the 4.99% but plan for 1.0% - The 3.99% difference is identified as contingent expenses

	2017 Tax Levy Actual	1.00%	2018 Budget Income	3.99 % Difference (Contingent)
General Fund (100)	\$ 1,104,038	\$ 11,040	\$ 1,115,078	\$ 44,051
Recreation Fund (200)	\$ 423,716	\$ 4,237	\$ 427,953	\$ 16,906
Audit Fund (404)	\$ 15,815	\$ 158	\$ 15,973	\$ 631
Paving & Lighting Fund (405)	\$ 5,378	\$ 54	\$ 5,432	\$ 215
Liability Insurance Fund (406)	\$ 98,775	\$ 988	\$ 99,763	\$ 3,941
Ill Municipal (407)	\$ 151,781	\$ 1,518	\$ 153,299	\$ 6,056
Social Security Fund (411)	\$ 135,455	\$ 1,355	\$ 136,810	\$ 5,405
Police Fund 408	\$ 78,860	\$ 789	\$ 79,649	\$ 3,147
Museum Fund (409)	\$ 13,775	\$ 138	\$ 13,913	\$ 550
	\$ 2,027,593	\$ 20,276	\$ 2,047,869	\$ 80,901
Special Recreation Fund (410)	\$ 126,176	\$ 1,262	\$ 127,438	\$ 5,034
Debt Service Fund (611)	\$ 616,329	\$ 6,163	\$ 622,492	\$ 24,592
*NWSRA & Debt Services are not subject to tax cap.	\$ 2,770,098	\$ 27,701	\$ 2,797,799	\$ 110,527

*NWSRA & Debt Services are not subject to tax cap.