



# **BOARD REPORT**

**JANUARY 29, 2019**



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## **PUBLIC NOTICE**

**Agenda for the January 29, 2019 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**  
**PDRMA 2018 Loss Control Reward**
- IV. Recognition/Welcome**
- V. Presentation**  
**Lexington Homes Presentation**
- VI. Public Comment**  
**Completion of Resident Comment Form required prior to Call to Order. Submit to Executive Director.**
- VII. Approval of Minutes**
  - A. Committee of the Whole Meeting – December 18, 2018**
  - B. Regular Board Meeting - December 18, 2018**
- VIII. Announcements (Meetings)**  
**Regular Board Meeting – February 26, 2019 7:00 p.m. GMRC**
- IX. Park District Treasurer's Report**
  - A. Approval of Cash Report #1**
  - B. Approval of Warrants for Payment**
- X. Finance Manager's Report**
- XI. Attorney's Report**  
**Legal Matter**

**XII. 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**

**XIII. 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

**XIV. Unfinished/Ongoing Business**

- A. Food, Beverage & Banquet Service at Old Orchard Country Club**
- B. FY 2019 Budget Draft 3**

**XV. New Business**

- A. Combined Budget and Appropriation Ordinance 01.22.19**
- B. Golf Financial Memorandum of Understanding**
- C. Investment Strategies**

**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.***

December 12, 2018

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

Re: 2018 Loss Control Award

Dear Christina Ferraro:

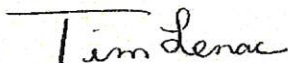
Through the Loss Control Review process, your agency previously achieved PDRMA's highest loss control award, which is accreditation. I am pleased to inform you that we continue to acknowledge your agency's loss prevention efforts with a **Level A – Accredited \$1,500 cash award**.

Enclosed is your agency's award check. While not a requirement, we hope you will use the cash incentive to strengthen your agency's loss control program.

Please share this correspondence with your Safety Coordinator, Safety Committee, and all others involved in your loss control program.

You may recall that members no longer receive yearly plaques but small plates affixed to the larger plaque received previously. PDRMA's risk pool members truly appreciate your continued efforts in safety and loss prevention.

Sincerely,



Tim Lenac, ARM-P, AINS  
Risk Management Services Supervisor

Enclosure

**PRIVILEGED AND CONFIDENTIAL INFORMATION**

*This communication and any attached materials constitute claims, loss or risk management information, communications and/or advice, and may contain information that is privileged, confidential and exempt from disclosure under applicable law. If you are not the intended recipient, you are hereby notified that any disclosure, copying, distribution, or use of the information contained herein (including any reliance thereon) is STRICTLY PROHIBITED.*

**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, DECEMBER 18, 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  
Marc Heidkamp – Director of Golf Operations  
Tim McPhillips – Finance Manager  
Edlyn Castil – Admin. Asst./Recording Secretary

**Commissioners absent:**

Karl Jackson

A quorum was present.

**Corrections/Additions/Approval of Agenda**

A motion was made by Commissioner Kirste and seconded by Commissioner Avery to approve the agenda as submitted. The motion was 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 12/18/18 at 7:00 p.m. at GMRC and on 1/22/19 at 7:00 p.m. at GMRC.

**Old Business**

**FY 2019 Budget Draft 2**

Commissioner Carney led the discussion regarding Draft 2 of the Budget. There was a focus on capital projects. Finance Manager Tim McPhillips was asked to put together a Fund Balance. He reviewed the Fund Balance and projections and discussed the projected deficit in 2019. Executive Director Christina Ferraro reviewed Fund 518. Staff was given direction to red line projects that were agreed to be removed and to prioritize the remaining capital projects.

**Old Business (continued)**

Staff will continue to work on the proposed budget and will present a third draft to the Finance Committee, at least a week before the next scheduled board meeting on 1/22/19, for their review, then present that third draft at the 1/22/19 regular board meeting.

**Adjournment**

With no further business to discuss a motion was made by Commissioner Loranger and seconded by Commissioner Curtis to adjourn the Committee of the Whole Meeting at 6:58 p.m. The motion was 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, DECEMBER 18, 2018**

**Call to Order**

**Roll Call**

President Tim Jones called the Regular Board Meeting of the Prospect Heights Park District to order at 7:05 p.m.

**Commissioners present:**

Ellen Avery  
Vicki Carney  
Terry Curtis  
Karl Jackson (arrived at 7:15 p.m.)  
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:**

None

A quorum was present.

**Pledge of Allegiance**

The Pledge of Allegiance was led by Tim Jones.

**Corrections/Additions/Approval of Agenda**

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

**Correspondence**

A "thank you" note was received from Prospect Heights Mayor Helmer.

**Recognition/Welcome**

Erin Pell of Ancel Glink, City of Prospect Heights Natural Resources Commission members Agnes Wojnarski, Dana Sieverstson, Peter Hahn, Ed Madden, Jill Moskal, and Seth Marcus were in attendance.

**Presentation**

Agnes Wojnarski, City of Prospect Heights Natural Resources Commission Chairperson, provided a slideshow presentation of NRC's 2018 year in review.

**Approval of Minutes**

**Special Board Meeting – November 13, 2018**

A motion was made by Commissioner Loranger and seconded by Commissioner Carney to approve the November 13, 2018 Special Board Meeting Minutes as submitted. The motion was unanimously approved with a voice vote. The motion carried.

**Approval of Minutes (continued)****Committee of the Whole Meeting – November 13, 2018**

A motion was made by Commissioner Kirste and seconded by Commissioner Avery to approve the November 13, 2018 Committee of the Whole Meeting Minutes as submitted. The motion was unanimously approved with a voice vote. The motion carried.

**Regular Board Meeting – November 13, 2018**

A motion was made by Commissioner Carney and seconded by Commissioner Curtis to approve the November 13, 2018 Regular Board Meeting Minutes as submitted. The motion was unanimously approved with a voice vote. The motion carried.

**Announcements (Meetings)**

A Regular Board Meeting is scheduled for January 22, 2019 at 7 p.m. at GMRC.

**Park District Treasurer's Report****Cash Report #11**

Mt Pros State	Payroll	Sweep Acct.	\$	-
Mt Pros State	Vendor	Sweep Acct.	\$	-
Mt Pros State	Imprest		\$	4,487.15
Mt Pros State	General/Sweep		\$	728,493.39
Mt Pros State	ATM	Combined Bal – Account and ATM Machine	\$	20,553.03
Mt Pros State	Cash Reserves		\$	352,082.49
Mt Pros State	Class – Reg.	Sweep Acct.	\$	
Mt Pros State	Investment		\$	3,040,741.05
Totals				\$ 4,146,357.11

A motion was made by Commissioner Carney and seconded by Commissioner Loranger to accept the Treasurer's Report – Cash Report #11 dated December 18, 2018 in the amount of \$4,146,357.11. The motion was unanimously approved with a voice vote. 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 # 11, 11A, and Payroll 23, 24 in the amount of \$1,305,885.38. The motion was approved by a roll call vote.

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

Nays: None

Absent: None

The motion carried.

**Finance Manager's Report**

Finance Manager Tim McPhillips reviewed the Income Statement and Fund Report. He commented that the majority of the electronic payment consisted of the bond payment.

**Attorney's Report**

There was none.

**Administrative / Operational Summary**

**Executive Director** – as submitted. Executive Director Christina Ferraro reported the Park District's new website was launched in early December. She continues to work with ComEd with the lease agreement. The District-wide telephone system project has been deferred until 2/2019. Christina is planning to schedule a Visioning Meeting in 2/2019. Additional information will follow.



**Administrative / Operational Summary (continued)**

**Superintendent of Recreation** – as submitted. Superintendent of Recreation Julie Caporusso reported the Holiday Trolley special event is scheduled this evening and on 12/20/18 with over 130 people signed up. Preschool holiday parties are scheduled for this week.

**Superintendent of Facilities and Parks** – as submitted. Superintendent of Parks & Facilities Dino Squiers reported staff is wrapping up for the year and completing projects.

**Director of Golf Operations** – as submitted. Director of Golf Operations Marc Heidkamp reported they held a successful Turkey Shoot event with 127 golfers in attendance.

**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 staff is in the interview process for a Banquet Manager.

**FY 2019 Budget Draft 2**

During the Committee of the Whole Meeting, draft 2 of the budget was reviewed. Changes will be made and draft 3 will be presented to the Finance Committee at least a week before the 1/22/19 board meeting for their review, and then presented at the 1/22/19 board meeting.

**Proposed 2019 Board Meeting Schedule**

There was discussion about the proposed 2019 board meeting schedule. The proposed meeting dates are on the 4<sup>th</sup> Tuesday of each month with the exception of March, September, November and December.

A motion was made by Commissioner Avery and seconded by Commissioner Kirste to accept the accept the 2019 Board Meeting Schedule as submitted. The motion was unanimously approved with a voice vote. The motion carried.

**New Business****Public Hearing – Tax Levy Ordinance 12.18.2018**

A motion was made by Commissioner Curtis and seconded by Commissioner Carney to open the public hearing of a Tax Levy Ordinance 12.18.2018. The motion was unanimously approved with a voice vote. The motion carried.

There being no one in attendance and no questions from the Board, a motion was made by Commissioner Jackson and seconded by Commissioner Curtis to close the public hearing of a Tax Levy Ordinance 12.18.2018. The motion was unanimously approved with a voice vote. The motion carried.

**Tax Levy Ordinance 12.18.2018**

A motion was made by Commissioner Carney and seconded by Commissioner Loranger to adopt Tax Levy Ordinance 12.18.2018. The motion was approved by a roll call vote.

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

Nays: None

Absent: None

The motion carried.

A motion was made by Commissioner Jackson and seconded by Commissioner Kirste authorizing Board Secretary Ellen Avery as a signer. The motion was approved by a roll call vote.

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

Nays: None

Absent: None

The motion carried.

**Recess into Executive Session**

A motion was made by Commissioner Avery and seconded by Commissioner Curtis to recess into Executive Session in accordance with the Open Meetings Act (5ILCS 1220/2 Section 2A Subsection C) for the purpose of discussion of Personnel (Section 2(c) (1)) at 7:49 p.m. The motion was unanimously approved with a voice vote. The motion carried.

**Reconvene to Open Session**

Open session reconvened at 8:06 p.m. During Executive Session Personnel was discussed.

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

Having discussed compensation of staff in Executive Session the President will direct the Staff to include amounts in budget for formal adoption at an upcoming meeting.

**Adjournment**

With no further business to discuss a motion was made by Commissioner Curtis and seconded by Commissioner Jackson to adjourn the Regular Board Meeting at 8:07 p.m. The motion was unanimously approved by a voice vote. 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  
 FROM: Park District Treasurer  
 DATE: 1/22/2019 CASH REPORT FY 19

Pink

*Motion by Commissioner \_\_\_\_\_ to approve CASH REPORT 01  
 1/22/2019 as submitted. Seconded by Commissioner \_\_\_\_\_.*

Payroll	#90001511	sweep acct.	\$	-	
Vendor	#90001503	sweep acct.	\$	-	
Imprest	#90001529		\$	4,487.15	
General/Sweep	#90001498		\$	572,968.71	
ATM	#90001537		\$	20,553.03	
Cash Reserves	#90001545		\$	352,187.15	
Class- Reg.	#90002787	sweep acct.			
Investment	#107503657		\$	3,041,615.78	
<b>TOTALS</b>			<b>\$</b>	<b>3,991,811.82</b>	<b>Voice Vote</b>

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**FINANCIAL  
RESOLUTION**

*Motion by Commissioner \_\_\_\_\_ to approve WARRANT RESOLUTION  
 1/22/2019 as submitted. Seconded by Commissioner \_\_\_\_\_.*

**APPROVAL OF WARRANTS 1/22/2019**

**VENDOR WARRANTS AMOUNTS**

12	In the amount of	CHECKS ISSUED	\$132,482.68
12A	In the amount of	ELECTRONIC	\$46,686.50
Total Vendor Warrants			<u>\$179,169.18</u>

**PAYROLL WARRANTS**

		12/7/2018	
25	In the amount of		\$51,647.33
			gross plus employer costs
		12/21/2018	
26	In the amount of		\$63,702.52
			gross plus employer costs
Total Payroll Warrants			<u>\$ 115,349.85</u>

**TOTAL OF WARRANTS \$294,519.03 Roll Call**



# Prospect Heights Park District, IL

## Expense Approval Report

By Fund

Payment Dates 12/01/2018 - 12/31/2018

Payment Number	Payment Date	Vendor Name	Description (Item)	(None)	Amount
<b>Fund: 100 - CORPORATE FUND</b>					
47159	12/08/2018	FRONTLINE TECHNOLOGIES GR...	APPLITRACK 1/12/19-1/11/20 (...)		2,000.00
47164	12/08/2018	MARKETING AND MORE GROUP..	MARKETING - NOVEMBER 2018		3,420.00
47165	12/08/2018	MIDCO INC	MONTHLY ADTRAN		165.00
47169	12/08/2018	PLATINUM SYSTEMS INC	DECEMBER 2018 EMAIL ARCHIV...		190.00
47178	12/18/2018	ADP LLC	PAYROLL PROCESSING PE 9/30/...		295.99
47180	12/18/2018	BLACK LINE FOX VALLEY LLC	DECEMBER 2018 IT SUPPORT		1,540.50
47181	12/18/2018	ANCEL GLINK DIAMOND BUSH D..	NOVEMBER 2018 LEGAL SERVIC...		1,421.25
47196	12/18/2018	PULSE TECHNOLOGY	ADMIN/GMRC COPIER/PRINTER...		736.86
47198	12/18/2018	GREENPLAY LLC	FEASIBILITY STUDY		1,548.75
47199	12/18/2018	HINCKLEY SPRINGS	ADMIN WATER		52.91
47203	12/18/2018	MCCLURE INSERRA & COMPANY..	NOVEMBER 2018 ACCOUNTING...		748.00
47209	12/18/2018	SAM'S CLUB/SYNCHRONY BANK	EMPLOYEE RELATIONS		24.18
47211	12/18/2018	THOMAS R PETZEL	NOVEMBER 2018 IT SUPPORT		218.75
47213	12/18/2018	VERMONT SYSTEMS INC	2019 ANNUAL BROCHURE INTE...		300.00
47219	12/27/2018	ADP LLC	PAYROLL PROCESSING		965.33
47228	12/27/2018	DANNA J. KOBESKI	GRAPHIC DESIGN WINTER/SPRI...		750.00
47242	12/27/2018	PDRMA	MONTHLY INSURANCE - NOVE...		1,742.93
47242	12/27/2018	PDRMA	MONTHLY INSURANCE - NOVE...		113.25
47242	12/27/2018	PDRMA	MONTHLY INSURANCE - NOVE...		89.40
47244	12/27/2018	PDRMA	MONTHLY INSURANCE - DECE...		1,742.93
47244	12/27/2018	PDRMA	MONTHLY INSURANCE - DECE...		113.25
47244	12/27/2018	PDRMA	MONTHLY INSURANCE - DECE...		89.40
<b>Fund 100 - CORPORATE FUND Total:</b>					<b>18,268.68</b>

<b>Fund: 200 - RECREATION FUND</b>					
47152	12/08/2018	AMERICAN LITHO	PRINTING OF WINTER/SPRING ...		4,086.00
47153	12/08/2018	ARLINGTON POWER EQUIPME...	LANDSCAPE & TURF MATERIALS		586.99
47154	12/08/2018	ASSOCIATED LABOR CORPORAT...	PARKS CONTRACTED SERVICES		503.88
47154	12/08/2018	ASSOCIATED LABOR CORPORAT...	PARKS CONTRACTED SERVICES		623.22
47157	12/08/2018	DAVID LUDWIN	REFUND - ACTIVE ADULTS		238.00
47158	12/08/2018	FIRST STUDENT INC	TRANSPORTATION FOR KIDS DA...		338.18
47170	12/08/2018	RAMROD	JANITORIAL SUPPLIES		759.55
47173	12/08/2018	SPORTS KIDS INC	CONTRACTUAL YOUTH ATHLETI...		219.70
47175	12/08/2018	TRUE VALUE HARDWARE	HARDWARE		9.49
47177	12/08/2018	WAREHOUSE DIRECT	JANITORIAL SUPPLIES		64.00
47177	12/08/2018	WAREHOUSE DIRECT	JANITORIAL SUPPLIES		281.13
47177	12/08/2018	WAREHOUSE DIRECT	FITNESS SUPPLIES		313.30
47177	12/08/2018	WAREHOUSE DIRECT	CREDIT JANITORIAL SUPPLIES		-64.00
47177	12/08/2018	WAREHOUSE DIRECT	HOST REPAIR		356.89
47182	12/18/2018	BRANDON GLINSKI	PRESCHOOL HOLIDAY PARTY 12...		125.00
47183	12/18/2018	CALL ONE	TELEPHONE SERVICES		500.49
47184	12/18/2018	COMCAST	ACCT# 8771 10 074 0004153 G...		10.47
47185	12/18/2018	COMCAST	GMRC ACCT# 8771 10 074 0047...		129.41
47186	12/18/2018	CONSTELLATION NEW ENERGY ...	705224-46120 GMRC ELECTRIC		3,006.23
47187	12/18/2018	CONSTELLATION NEW ENERGY ...	705224-1 ADMIN ELECTRIC		157.96
47188	12/18/2018	CONSTELLATION NEW ENERGY ...	705224-46120 GMRC ELECTRIC		3,405.14
47192	12/18/2018	CONSTELLATION NEWENERGY ...	GMRC NATURAL GAS		1,165.43
47193	12/18/2018	DAVE'S AUTO CLINIC INC	REPAIR PARTS		452.50
47194	12/18/2018	DEBORAH PADDACK	REFUND - ACTIVE ADULTS TRIP		99.00
47197	12/18/2018	GRAINGER	REPAIR PARTS		121.00
47197	12/18/2018	GRAINGER	REPAIR PARTS		309.60
47197	12/18/2018	GRAINGER	CREDIT MEMO REPAIR PARTS		-309.60
47201	12/18/2018	MARCI GLINSKI	BUS DRIVER GRATUITY REIMBU...		75.00
47202	12/18/2018	MARIE PANZICA	REFUND - ACTIVE ADULTS TRIP		99.00

## Expense Approval Report

Payment Dates: 12/01/2018 - 12/31/2018

Payment Number	Payment Date	Vendor Name	Description (Item)	(None)	Amount
47205	12/18/2018	PROSPECT HEIGHTS FIRE DISTRI...	DONATION FROM ARTS SHOW...		300.00
47207	12/18/2018	ART OF BEAUTY MAKEUP ACAD...	ZUMBA NOVEMBER 2018		174.00
47210	12/18/2018	THE WIFFLOT INC	CONTRACTUAL CLASS		250.00
47215	12/18/2018	VILLAGE OF MOUNT PROSPECT	GMRC WATER		611.10
47217	12/18/2018	WAREHOUSE DIRECT	JANITORIAL SUPPLIES		246.28
47220	12/27/2018	ALL SEASONS UNIFORMS	STAFF UNIFORMS		417.93
47221	12/27/2018	ARLINGTON POWER EQUIPME...	REPAIR PARTS PARKS		11.94
47222	12/27/2018	ASSOCIATED LABOR CORPORAT...	PARKS CONTRACTED SERVICES		623.22
47223	12/27/2018	BRANDON GLINSKI	HOLIDAY TROLLEY 12/18/18 & ...		150.00
47230	12/27/2018	DISTRICT 214 COMMUNITY ED...	HOLIDAY DANCE RECITAL 12/13...		775.00
47231	12/27/2018	EDWARD O'NEILL	TRAVEL REIMBURSEMENT		87.53
47232	12/27/2018	FIRST COMMUNICATIONS LLC	2002004692 TELEPHONE SERVI...		489.86
47234	12/27/2018	HOME DEPOT CREDIT SERVICES	6035 3225 0286 2521 11/13/18...		39.68
47234	12/27/2018	HOME DEPOT CREDIT SERVICES	6035 3225 0286 2521 11/13/18...		44.33
47234	12/27/2018	HOME DEPOT CREDIT SERVICES	6035 3225 0286 2521 11/13/18...		52.86
47234	12/27/2018	HOME DEPOT CREDIT SERVICES	6035 3225 0286 2521 11/13/18...		-13.95
47234	12/27/2018	HOME DEPOT CREDIT SERVICES	6035 3225 0286 2521 11/13/18...		42.16
47234	12/27/2018	HOME DEPOT CREDIT SERVICES	6035 3225 0286 2521 11/13/18...		114.82
47234	12/27/2018	HOME DEPOT CREDIT SERVICES	6035 3225 0286 2521 11/13/18...		57.86
47234	12/27/2018	HOME DEPOT CREDIT SERVICES	6035 3225 0286 2521 11/13/18...		39.97
47234	12/27/2018	HOME DEPOT CREDIT SERVICES	6035 3225 0286 2521 11/13/18...		122.92
47234	12/27/2018	HOME DEPOT CREDIT SERVICES	6035 3225 0286 2521 11/13/18...		26.94
47237	12/27/2018	NICOR	99-29-17-0000 5 12/20/18		168.18
47238	12/27/2018	NORTHFIELD HEATING AND AIR	CONTRACTED REPAIRS		800.00
47239	12/27/2018	NORTHWEST ELECTRICAL SUPP...	HARDWARE		12.02
47240	12/27/2018	OFFICE DEPOT	OFFICE SUPPLIES		43.79
47240	12/27/2018	OFFICE DEPOT	OFFICE SUPPLIES		11.98
47240	12/27/2018	OFFICE DEPOT	OFFICE SUPPLIES		154.60
47241	12/27/2018	PATRICK ZIELINSKI	TOUR GUIDE GRATUITY		100.00
47242	12/27/2018	PDRMA	MONTHLY INSURANCE - NOVE...		5,869.28
47242	12/27/2018	PDRMA	MONTHLY INSURANCE - NOVE...		451.92
47242	12/27/2018	PDRMA	MONTHLY INSURANCE - NOVE...		122.92
47242	12/27/2018	PDRMA	MONTHLY INSURANCE - NOVE...		1,700.16
47242	12/27/2018	PDRMA	MONTHLY INSURANCE - NOVE...		105.15
47242	12/27/2018	PDRMA	MONTHLY INSURANCE - NOVE...		12.74
47244	12/27/2018	PDRMA	MONTHLY INSURANCE - DECE...		5,869.28
47244	12/27/2018	PDRMA	MONTHLY INSURANCE - DECE...		451.92
47244	12/27/2018	PDRMA	MONTHLY INSURANCE - DECE...		122.92
47244	12/27/2018	PDRMA	MONTHLY INSURANCE - DECE...		1,700.16
47244	12/27/2018	PDRMA	MONTHLY INSURANCE - DECE...		105.15
47244	12/27/2018	PDRMA	MONTHLY INSURANCE - DECE...		12.74
Fund 200 - RECREATION FUND Total:					40,142.32

## Fund: 300 - GOLF

47150	12/08/2018	1ST AYD CORPORATION	HARDWARE SMALL TOOLS SUP...		111.18
47151	12/08/2018	ADIDAS AMERICA INC	S/O APPAREL		39.68
47154	12/08/2018	ASSOCIATED LABOR CORPORAT...	CONTRACTED SERVICES		1,317.20
47154	12/08/2018	ASSOCIATED LABOR CORPORAT...	CONTRACTED SERVICES		1,317.20
47154	12/08/2018	ASSOCIATED LABOR CORPORAT...	OCCC CONTRACTED SERVICES		566.80
47155	12/08/2018	BRIDGESTONE GOLF INC	CREDIT GOLF BALLS		-141.93
47155	12/08/2018	BRIDGESTONE GOLF INC	CREDIT GOLF BALLS		-163.20
47155	12/08/2018	BRIDGESTONE GOLF INC	CREDIT GOLF BALLS		-248.40
47155	12/08/2018	BRIDGESTONE GOLF INC	GOLF BALLS		900.12
47155	12/08/2018	BRIDGESTONE GOLF INC	GOLF BALLS		384.60
47156	12/08/2018	DAVE'S AUTO CLINIC INC	REPAIR PARTS		1,303.00
47160	12/08/2018	HORNUNG'S	EQUIPMENT		82.85
47161	12/08/2018	JW TURF INC	REPAIR PARTS		482.75
47161	12/08/2018	JW TURF INC	OIL		161.10
47161	12/08/2018	JW TURF INC	REPAIR PARTS		279.68
47162	12/08/2018	KIMBALL MIDWEST	HARDWARE SMALL TOOLS SUP...		174.36
47163	12/08/2018	MANZELLA PLUMBING INC	KITCHEN REPAIR		157.50

## Expense Approval Report

Payment Dates: 12/01/2018 - 12/31/2018

Payment Number	Payment Date	Vendor Name	Description (Item)	(None)	Amount
47166	12/08/2018	NAPA HEIGHTS AUTOMOTIVE	HARDWARE SMALL TOOLS SUP...		28.67
47166	12/08/2018	NAPA HEIGHTS AUTOMOTIVE	OIL		59.88
47166	12/08/2018	NAPA HEIGHTS AUTOMOTIVE	REPAIR PARTS		18.32
47166	12/08/2018	NAPA HEIGHTS AUTOMOTIVE	HARDWARE SMALL TOOLS SUP...		47.24
47166	12/08/2018	NAPA HEIGHTS AUTOMOTIVE	REPAIR PARTS		58.38
47166	12/08/2018	NAPA HEIGHTS AUTOMOTIVE	HARDWARE SMALL TOOLS SUP...		8.88
47166	12/08/2018	NAPA HEIGHTS AUTOMOTIVE	HARDWARE SMALL TOOLS SUP...		44.40
47166	12/08/2018	NAPA HEIGHTS AUTOMOTIVE	HARDWARE SMALL TOOLS SUP...		8.99
47166	12/08/2018	NAPA HEIGHTS AUTOMOTIVE	GAS OIL GREASE		13.99
47167	12/08/2018	PENDELTON TURF SUPPLY	FERTILIZER		428.75
47168	12/08/2018	PENDELTON TURF SUPPLY	CHEMICAL SUPPLIES		1,990.00
47168	12/08/2018	PENDELTON TURF SUPPLY	REPAIR PARTS		145.00
47168	12/08/2018	PENDELTON TURF SUPPLY	FERTILIZER		3,590.00
47171	12/08/2018	REINDERS INC	REPAIR PARTS		465.34
47171	12/08/2018	REINDERS INC	REPAIR PARTS		401.29
47172	12/08/2018	REPUBLIC SERVICES INC	OCCC WASTE SERVICES		275.94
47174	12/08/2018	TRAVISMATHEW LLC	APPAREL		111.61
47179	12/18/2018	AIRGAS USA LLC	OCCC GROUNDS SUPPLIES		59.11
47190	12/18/2018	CONSTELLATION NEW ENERGY ...	#705224-2 OCCC ELECTRIC		4,863.21
47191	12/18/2018	CONSTELLATION NEWENERGY -...	BG-11652 GROUNDS NATURAL ...		105.24
47192	12/18/2018	CONSTELLATION NEWENERGY -...	OCCC NATURAL GAS		641.60
47195	12/18/2018	DES PLAINES MATERIAL & SUPP...	PLANTING MATERIALS		242.70
47200	12/18/2018	JB METAL WORKS INC	REPAIR PARTS		145.00
47204	12/18/2018	NAPA HEIGHTS AUTOMOTIVE	HARDWARE SMALL TOOLS SUP...		25.56
47204	12/18/2018	NAPA HEIGHTS AUTOMOTIVE	HARDWARE SMALL TOOLS SUP...		12.99
47206	12/18/2018	REINDERS INC	REPAIR PARTS		677.16
47206	12/18/2018	REINDERS INC	REPAIR PARTS		160.02
47208	12/18/2018	ROUTE 12 RENTAL	GAS OIL GREASE		17.95
47212	12/18/2018	US KIDS GOLF	S/O EQUIPMENT		636.88
47212	12/18/2018	US KIDS GOLF	S/O EQUIPMENT		301.87
47214	12/18/2018	VILLAGE OF MOUNT PROSPECT	OCCC WATER/SEWER CONST F...		1,398.00
47216	12/18/2018	VILLAGE OF MOUNT PROSPECT	GROUNDS WATER/SEWER		54.20
47218	12/27/2018	ACUSHNET COMPANY	S/O SHOES		83.32
47222	12/27/2018	ASSOCIATED LABOR CORPORAT...	CONTRACTED SERVICES		1,317.20
47222	12/27/2018	ASSOCIATED LABOR CORPORAT...	OCCC CONTRACTED SERVICES		566.80
47222	12/27/2018	ASSOCIATED LABOR CORPORAT...	OCCC CONTRACTED SERVICES		566.80
47222	12/27/2018	ASSOCIATED LABOR CORPORAT...	CONTRACTED SERVICES		1,317.20
47224	12/27/2018	COMCAST	8771 10 070 0162793 12/22/18		128.40
47225	12/27/2018	COMCAST	8771 10 074 0151376 12/16/18		104.41
47233	12/27/2018	GORDON FOOD SERVICE INC	PREPAID EXPENSE 301-45-6048		19.88
47234	12/27/2018	HOME DEPOT CREDIT SERVICES	6035 3225 0286 2521 11/13/18...		22.97
47234	12/27/2018	HOME DEPOT CREDIT SERVICES	6035 3225 0286 2521 11/13/18...		50.56
47234	12/27/2018	HOME DEPOT CREDIT SERVICES	6035 3225 0286 2521 11/13/18...		24.85
47234	12/27/2018	HOME DEPOT CREDIT SERVICES	6035 3225 0286 2521 11/13/18...		22.92
47234	12/27/2018	HOME DEPOT CREDIT SERVICES	6035 3225 0286 2521 11/13/18...		24.85
47234	12/27/2018	HOME DEPOT CREDIT SERVICES	6035 3225 0286 2521 11/13/18...		59.82
47234	12/27/2018	HOME DEPOT CREDIT SERVICES	6035 3225 0286 2521 11/13/18...		30.50
47234	12/27/2018	HOME DEPOT CREDIT SERVICES	6035 3225 0286 2521 11/13/18...		89.97
47234	12/27/2018	HOME DEPOT CREDIT SERVICES	6035 3225 0286 2521 11/13/18...		29.97
47234	12/27/2018	HOME DEPOT CREDIT SERVICES	6035 3225 0286 2521 11/13/18...		29.97
47234	12/27/2018	HOME DEPOT CREDIT SERVICES	6035 3225 0286 2521 11/13/18...		8.91
47234	12/27/2018	HOME DEPOT CREDIT SERVICES	6035 3225 0286 2521 11/13/18...		-8.91
47234	12/27/2018	HOME DEPOT CREDIT SERVICES	6035 3225 0286 2521 11/13/18...		10.68
47236	12/27/2018	JW TURF INC	REPAIR PARTS		467.09
47240	12/27/2018	OFFICE DEPOT	OFFICE SUPPLIES		105.20
47240	12/27/2018	OFFICE DEPOT	OFFICE SUPPLIES		60.39
47242	12/27/2018	PDRMA	MONTHLY INSURANCE - NOVE...		3,400.32
47242	12/27/2018	PDRMA	MONTHLY INSURANCE - NOVE...		210.30
47242	12/27/2018	PDRMA	MONTHLY INSURANCE - NOVE...		39.76
47242	12/27/2018	PDRMA	MONTHLY INSURANCE - NOVE...		3,400.32

## Expense Approval Report

Payment Dates: 12/01/2018 - 12/31/2018

Payment Number	Payment Date	Vendor Name	Description (Item)	(None)	Amount
47242	12/27/2018	PDRMA	MONTHLY INSURANCE - NOVE...		210.30
47242	12/27/2018	PDRMA	MONTHLY INSURANCE - NOVE...		101.31
47244	12/27/2018	PDRMA	MONTHLY INSURANCE - DECE...		3,400.32
47244	12/27/2018	PDRMA	MONTHLY INSURANCE - DECE...		210.30
47244	12/27/2018	PDRMA	MONTHLY INSURANCE - DECE...		39.76
47244	12/27/2018	PDRMA	MONTHLY INSURANCE - DECE...		3,400.32
47244	12/27/2018	PDRMA	MONTHLY INSURANCE - DECE...		210.30
47244	12/27/2018	PDRMA	MONTHLY INSURANCE - DECE...		101.31
47245	12/27/2018	PETTY CASH	PETTY CASH OCCC 12/2018		0.50
47245	12/27/2018	PETTY CASH	PETTY CASH OCCC 12/2018		29.95
47246	12/27/2018	ROUTE 12 RENTAL	HARDWARE SMALL TOOLS SUP...		121.85
47247	12/27/2018	TAYLOR MADE	S/O EQUIPMENT		1,191.09
47247	12/27/2018	TAYLOR MADE	S/O EQUIPMENT		109.18
47247	12/27/2018	TAYLOR MADE	S/O EQUIPMENT		902.59
47248	12/27/2018	TOTAL ID SOLUTIONS	PRINTING		206.00
47249	12/27/2018	VERMEER-ILLINOIS INC	REPAIR PARTS		121.74
47251	12/27/2018	WESTERN IRRIGATION	300-40-5424 BACKFLOW PLUM...		460.00
Fund 300 - GOLF Total:					46,763.93
Fund: 405 - PAVING & LIGHTING FUND					
47189	12/18/2018	CONSTELLATION NEW ENERGY ...	#705224-4 IZAAK WALTON ELE...		36.17
47226	12/27/2018	COMMONWEALTH EDISON	4563001190 12/19/18 MUIR FI...		28.26
47227	12/27/2018	CONSTELLATION NEW ENERGY ...	705224-3 BALL FIELD LIGHTS		57.21
Fund 405 - PAVING & LIGHTING FUND Total:					121.64
Fund: 406 - LIABILITY INSURANCE FUND					
47243	12/27/2018	PDRMA	QUARTERLY INSURANCE - 4TH ...		6,803.43
47243	12/27/2018	PDRMA	QUARTERLY INSURANCE - 4TH ...		3,314.04
47243	12/27/2018	PDRMA	QUARTERLY INSURANCE - 4TH ...		1,141.05
47243	12/27/2018	PDRMA	QUARTERLY INSURANCE - 4TH ...		202.38
47243	12/27/2018	PDRMA	QUARTERLY INSURANCE - 4TH ...		6,102.48
Fund 406 - LIABILITY INSURANCE FUND Total:					17,563.38
Fund: 408 - POLICE FUND					
47229	12/27/2018	DETECTION SYSTEMS & SERVICE...	FIRE ALARM INSPECTION GMRC		360.00
47229	12/27/2018	DETECTION SYSTEMS & SERVICE...	FIRE ALARM INSPECTION ADMIN		90.00
47229	12/27/2018	DETECTION SYSTEMS & SERVICE...	ALARM MONITORING		360.00
47229	12/27/2018	DETECTION SYSTEMS & SERVICE...	ALARM MONITORING		504.00
47235	12/27/2018	JOHNSON CONTROLS SECURITY...	408-99-5325 OCCC SECURITY S...		250.78
Fund 408 - POLICE FUND Total:					1,564.78
Fund: 518 - CAPITAL PROJECT FUND					
47176	12/08/2018	VISIONARY WEBWORKS	WEBSITE FINAL PAYMENT		6,243.50
47234	12/27/2018	HOME DEPOT CREDIT SERVICES	6035 3225 0286 2521 11/13/18...		162.60
47234	12/27/2018	HOME DEPOT CREDIT SERVICES	6035 3225 0286 2521 11/13/18...		163.85
47234	12/27/2018	HOME DEPOT CREDIT SERVICES	6035 3225 0286 2521 11/13/18...		738.00
47250	12/27/2018	VERMONT SYSTEMS INC	WEBSITE REDESIGN		750.00
Fund 518 - CAPITAL PROJECT FUND Total:					8,057.95
Grand Total:					132,482.68

## Report Summary

## Fund Summary

Fund	Payment Amount
100 - CORPORATE FUND	18,268.68
200 - RECREATION FUND	40,142.32
300 - GOLF	46,763.93
405 - PAVING & LIGHTING FUND	121.64
406 - LIABILITY INSURANCE FUND	17,563.38
408 - POLICE FUND	1,564.78
518 - CAPITAL PROJECT FUND	8,057.95
<b>Grand Total:</b>	<b>132,482.68</b>

## Account Summary

Account Number	Account Name	Payment Amount
100-01-5100	MEDICAL INSURANCE	3,485.86
100-01-5101	DENTAL INSURANCE	226.50
100-01-5102	LIFE INSURANCE	178.80
100-01-5300	CONTRACTED SERVICE	1,949.25
100-01-5303	MARKETING	4,170.00
100-01-5332	LEGAL SERVICES	1,421.25
100-01-5430	SERVICE CONTRACTS	2,799.09
100-01-5433	FEASIBILITY STUDY	1,548.75
100-01-5469	IT SERVICES CONTRACTS ...	165.00
100-01-6004	EMPLOYEE RELATIONS	24.18
100-1225	PREPAID EXPENSES	2,300.00
200-02-4036	GRANT INCOME	250.00
200-02-5100	MEDICAL INSURANCE	11,738.56
200-02-5101	DENTAL INSURANCE	903.84
200-02-5102	LIFE INSURANCE	245.84
200-02-5204	NATURAL GAS-HEAT	1,333.61
200-02-5205	ELECTRICITY	6,569.33
200-02-5206	WATER SEWER	611.10
200-02-5209	PRINTING	4,086.00
200-02-5320	TELEPHONE	1,130.23
200-02-5410	SEMINARS AND TRAINING	87.53
200-02-5420	CONTRACTED REPAIRS E...	1,156.89
200-02-6016	HARDWARE SMALL TOOL ...	301.41
200-02-6022	JANITORIAL SUPPLIES	1,344.82
200-02-6027	OFFICE SUPPLIES	198.39
200-02-6031	REPAIR PARTS VEHICLES	452.50
200-02-6032	REPAIR PARTS BUILDING	0.00
200-02-6049	STAFF UNIFORMS-FACILITY	417.93
200-03-6028	PROGRAM SUPPLIES-PRE...	11.98
200-05-5475	PROGRAM ACTIVITY AND ...	338.18
200-06-5350	BUILDING RENTAL	775.00
200-07-5300	CONTRACTED SERVICE	219.70
200-10-6033	REPAIR PARTS POOL	121.00
200-11-5300	CONTRACTED SERVICE	100.00
200-11-5475	PROGRAM ACTIVITY AND ...	75.00
200-12-5300	CONTRACTED SERVICE	150.00
200-12-6028	PROGRAM SUPPLIES-SPEC...	300.00
200-13-5300	CONTRACTED SERVICE	174.00
200-13-6028	PROGRAM SUPPLIES-FITN...	313.30
200-2368	PRESCHOOL BOOSTERS	125.00
200-2372	REFUND CLEARING ACCO...	436.00
200-30-5100	MEDICAL INSURANCE	3,400.32
200-30-5101	DENTAL INSURANCE	210.30
200-30-5102	LIFE INSURANCE	25.48
200-30-5300	CONTRACTED SERVICE	1,750.32
200-30-6026	LANDSCAPE AND TURF M...	749.88



**Account Summary**

Account Number	Account Name	Payment Amount
200-30-6030	REPAIR PARTS EQUIPMENT	11.94
200-30-6038	REPAIR PARTS PARKS	26.94
300-1225	PREPAID EXPENSES	479.88
300-1360	GOLF EQUIPMENT INVEN...	82.85
300-1361	GOLF BALL INVENTORY	731.19
300-1362	GOLF APPAREL INVENTORY	111.61
300-40-5100	MEDICAL INSURANCE	6,800.64
300-40-5101	DENTAL INSURANCE	420.60
300-40-5102	LIFE INSURANCE	79.52
300-40-5204	NATURAL GAS-HEAT	746.84
300-40-5205	ELECTRICITY	4,863.21
300-40-5206	WATER SEWER	1,398.00
300-40-5209	PRINTING	206.00
300-40-5300	CONTRACTED SERVICE	1,700.40
300-40-5320	TELEPHONE	128.40
300-40-5421	CONTRACTED REPAIRS PL...	157.50
300-40-6000	POSTAGE	0.50
300-40-6016	HARDWARE SMALL TOOL ...	22.97
300-40-6027	OFFICE SUPPLIES	165.59
300-41-5100	MEDICAL INSURANCE	6,800.64
300-41-5101	DENTAL INSURANCE	420.60
300-41-5102	LIFE INSURANCE	202.62
300-41-5203	DISPOSAL CHARGES	275.94
300-41-5206	WATER SEWER	54.20
300-41-5300	CONTRACTED SERVICE	5,327.91
300-41-5320	TELEPHONE	104.41
300-41-6015	CHEMICAL SUPPLIES	1,990.00
300-41-6016	HARDWARE SMALL TOOL ...	797.62
300-41-6017	PLANTING MATERIAL/ITE...	242.70
300-41-6024	GAS OIL AND GREASE	252.92
300-41-6030	REPAIR PARTS EQUIPMENT	3,276.77
300-41-6031	REPAIR PARTS VEHICLES	1,303.00
300-41-6032	REPAIR PARTS BUILDING	149.91
300-41-6034	REPAIR PARTS CARTS	145.00
300-41-6037	FERTILIZER	4,018.75
300-42-4655	GOLF SPECIAL ORDER EQU...	938.75
300-42-6010	GOLF SPECIAL ORDER EQU...	2,285.18
300-42-6011	GOLF SPECIAL ORDER AP...	39.68
300-43-6028	PROGRAM SUPPLIES-HOO...	29.95
300-44-6028	PROGRAM SUPPLIES-WA...	10.68
405-99-5205	ELECTRICITY	121.64
406-99-7050	LIABILITY INSURANCE	11,460.90
406-99-7051	WORKERS COMPENSATI...	6,102.48
408-1225	PREPAID EXPENSES	250.78
408-99-5325	SECURITY & FIRE ALARM ...	1,314.00
518-99-6045	TECH UPGRADES	6,993.50
518-99-8010	BUILDING IMPROVEMENTS	1,064.45
<b>Grand Total:</b>		<b>132,482.68</b>

**Project Account Summary**

Project Account Key	Payment Amount
**None**	132,482.68
<b>Grand Total:</b>	<b>132,482.68</b>

PROSPECT HEIGHTS PARK DISTRICT ELECTRONIC VENDOR WARRANT REPORT FOR FY 2018					
VENDOR WARRANT 12A					
Vendor Account					
ELECTRONIC VENDOR WARRANTS					
DECEMBER					
FY 2018					
ACCOUNT	DATE	VENDOR NAME	TRANSACTION DESCRIPTION	AMOUNT	
Vendor	12/4/2018	AC-CAPITAL-GOLF CART LEASE PAYMENT		\$2,175.60	
Vendor	12/10/2018	IMRF		\$13,999.50	
Vendor	12/12/2018	ELAN CREDIT CARD PAYMENT		\$29,632.50	
Vendor	12/24/2018	ILLINOIS DEPT OF REVENUE		\$878.90	
			TOTAL	\$46,686.50	

**Prospect Heights Park District  
Fund Report  
December 31, 2018**

	December 2018 Revenue	2018 YTD Revenue	2018 Budget Amount	% Earned	2017 PY Month	2017 Prior YTD	YTD Variance Current vs. Prior Year
<b>Revenue</b>							
100 Corporate	\$ 2,635	\$ 1,053,458	\$ 1,094,848	96%	\$ 9,977	\$ 1,020,944	\$ 32,513
200 Recreation	\$ 69,280	\$ 1,566,492	\$ 1,490,353	105%	\$ 509,174	\$ 1,912,520	\$ (346,027)
300 Golf	\$ 13,754	\$ 1,114,412	\$ 1,299,067	86%	\$ 330,297	\$ 1,543,620	\$ (429,209)
410 Special Rec.	\$ 150	\$ 118,035	\$ 122,501	96%	\$ (334)	\$ 114,284	\$ 3,751
518 Parks Capital	\$ -	\$ 167,013	\$ 167,013	100%	\$ 401,222	\$ 532,865	\$ (365,852)
523 Golf Capital	\$ -	\$ 294,000	\$ 294,000	100%	\$ 21,462	\$ 21,462	\$ 272,538
600 Debt Services	\$ 776	\$ 1,773,770	\$ 1,792,884	99%	\$ 575,508	\$ 1,746,742	\$ 27,029
400 Other Funds	\$ 11,605	\$ 503,270	\$ 511,730	98%	\$ 52,351	\$ 500,680	\$ 2,590
<b>Total Revenue</b>	<b>\$ 98,197</b>	<b>\$ 6,590,450</b>	<b>\$ 6,772,396</b>	<b>97%</b>	<b>\$ 1,899,658</b>	<b>\$ 7,393,117</b>	<b>\$ (802,667)</b>

	December 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
<b>Expense</b>							
100 Corporate	\$ 32,892	\$ 738,509	\$ 841,185	88%	\$ 1,283,686	\$ 1,830,402	\$ (1,091,893)
200 Recreation	\$ 127,146	\$ 1,555,977	\$ 1,582,349	98%	\$ 130,992	\$ 1,495,713	\$ 60,264
300 Golf	\$ 151,205	\$ 1,260,498	\$ 1,298,067	97%	\$ 72,563	\$ 1,235,013	\$ 25,484
410 Special Rec.	\$ -	\$ 105,959	\$ 136,295	78%	\$ -	\$ 97,066	\$ 8,892
518 Parks Capital	\$ 48,044	\$ 230,001	\$ 319,725	72%	\$ 9,088	\$ 263,184	\$ (33,182)
523 Golf Capital	\$ 3,568	\$ 169,060	\$ 294,000	58%	\$ 23,851	\$ 48,815	\$ 120,245
600 Debt Services	\$ -	\$ 1,772,623	\$ 1,792,884	99%	\$ 1,172,222	\$ 1,746,686	\$ 25,957
400 Other Funds	\$ 36,482	\$ 394,464	\$ 467,515	84%	\$ 18,003	\$ 407,459	\$ (12,995)
<b>Total Expense</b>	<b>\$ 397,438</b>	<b>\$ 6,227,090</b>	<b>\$ 6,733,020</b>	<b>92%</b>	<b>\$ 2,710,395</b>	<b>\$ 7,124,318</b>	<b>\$ (897,228)</b>
<b>Surplus/Deficit</b>	<b>\$ (299,241)</b>	<b>\$ 363,361</b>	<b>\$ 39,376</b>	<b>5%</b>	<b>\$ (810,737)</b>	<b>\$ 268,799</b>	<b>\$ 94,562</b>



January 22, 2019

To: Park Board of Commissioners  
From: Christina Ferraro, Executive Director  
Re: January 2019 Board Report

### **Block Party**

The planning for the June event is underway. Stage, lights and entertainment is scheduled. Organizing food trucks, etc. will begin this month.

### **Annual Financial Audit**

Knutte & Associates P C has been acquired by Sikich LLP. I have signed the consent form allowing for the transition from Knutte to Sikich for the fiscal year ending 2018 audit. I understand Sikich previously audited the District's financials and Knutte began auditing the District in 2015 (for fiscal year ending 2014).

### **IPRA Conference**

I will be attending the Illinois Parks & Recreation Association (IPRA) Conference. I am presenting a session on master planning with Tom Diehl from Greeplay. I will also attend the IPRA Annual Business Meeting.

### **Upcoming 2019 projects**

The ComEd lease negotiations for the bike path should be complete in the spring.

The feasibility study will be completed which will provide board and staff information to determine if GMRC should be renovated or rebuilt.

A new telephone system will be installed District-wide as the current equipment is near the end of its life.

The food and beverage operation at the golf course will begin under the District's leadership this year. The transition has been eventful. The renovations are exciting. Staff is extremely eager to begin. Niko, the Kitchen Manager, and Gail, the Banquet Manager, will be great assets to the existing team.



January 16, 2019

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

### **Registration**

Creative Kids Preschool registration for 2019/20 for residents started January 8<sup>th</sup> and non-resident on January 14<sup>th</sup>. It worked out well having the separate registration dates. We have 39 registrants to-date.  
Summer Camp registration begins February 4<sup>th</sup>.

### **PDRMA**

Dino and I will be meeting with Tim Jaskiewicz on Tuesday, January 22<sup>nd</sup> to review our OSHA Compliance programs for confined spaces, fall protection, lockout/tagout and hearing conservation.

Edlyn facilitated the training for full-time staff for Statement of Admissions.

The department specific training for the front desk staff will be held Sunday, January 27<sup>th</sup>. This will be a good time to review the camp registration process.

### **Marketing**

Summer brochure content was submitted to our brochure designer today. Our first draft is due back February 5<sup>th</sup>. Brochure delivery is March 13<sup>th</sup>.

### **Block Party**

The Block Party is set for Saturday, June 22<sup>nd</sup>. Bands booked to date are:

5:00 pm Vito Zatto  
7:00 pm Focal Point  
9:00 pm Mike & Joe



January 16, 2019

To: Christina Ferraro, Executive Director  
From: Dino Squiers, superintendent of facilities & parks  
Re: January 2019 Board Report

### **Fitness Center**

Sections of the overhead bars were removed to make room for addition equipment in the fitness center. Overhead light fixtures have been changed to LED bulbs. Replacement of ceiling tiles is also being done at this time.

### **HVAC**

Boiler for the administration building would not turn on. Gas valve was not receiving signal to ignite the pilot when the thermostat was calling for heat. Controller that opens the gas valve was replaced to correct the problem.

### **Pool**

Leak was detected under the small pool slide. Water line for the slide was disconnected and the slide was jacked up and moved. We have begun cutting out this section of the pool floor, concrete is 18' thick in this area and also has four layers of rebar reinforcement.

### **Rear Patio**

Water supply was added for plants that are located between the fence and the new concrete patio; it will probably take a few seasons for this area to fill in. Just like the front entrance we went from a bare area to mature plants in a few years. Fitting was also added to the line for a compressor connection that will be used to blow out the lines in the fall; this will also clear out the water line for Lion's field.

### **Room one kitchen**

Semi- annual inspection was done for the ansul fire suppression system located in room ones exhaust hood above the cooking area.

### **Tables**

Old tables that are being replaced at the recreation center will now be used for the block party and outdoor events. Tables that were used for outdoor activities have been discarded since they were in poor condition.

### **Parks**

We are still cleaning up branches and trees that fell from the snow storm last year. Snow removal is ongoing but minimal, mainly spreading salt to control ice that forms from changing overnight temperatures. Garbage removal continues at the parks.



December 31, 2018

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

December finished on a positive note with our Black Friday Sale that generated over \$9,000.00 in additional Golf revenue to close out the season. We also doubled our special order sales for the month. With Midori departing on the 31<sup>st</sup> of the month we bid farewell to Bonnie and wish her an enjoyable retirement.

Renovations and budget plans filled the month with several vendor visits and planning. During the month we had another leak develop under the concrete floor from the radiant heat. Repairs were made and the heat is operating again. We are pursuing a proposal to remove the radiant heat and converting to forced air. This will help correct future leaks after renovation and also help with our water bill seeing we are losing over 100 gallons daily to a fathom leak in system. I will provide you with the numbers to resolve this issue.

We also terminated the water going to the 3 coolers in the lower kitchen. Plans to convert over to air cooled are underway. We have 13 weddings on the books and are interviewing several newly engaged couples. Seeing we got off to a late start booking for 2019 we are already seeing a large increase in new event request for 2020.

We are all excited for the New Year with a renewed look and the additional staff we recently hired to round out our team for 2019. Happy New Year!!!

DEC	2017	2018	% CHANGE	DEC
			17 v 18	
GREENS FEES	\$ 8,605.09	\$ 9,315.50	8%	GREENS FEES
CART RENTAL FEES	\$ -	\$ -	#DIV/0!	CART RENTAL FEES
APPAREL	\$ 210.56	\$ 230.20	9%	APPAREL
EQUIPMENT	\$ 2,058.99	\$ 380.45	-82%	EQUIPMENT
GOLF BALLS	\$ 17.64	\$ -	-100%	GOLF BALLS
DRIVING RANGE	\$ -	\$ -	#DIV/0!	DRIVING RANGE
SPECIAL ORDERS	\$ 1,108.00	\$ 1,863.00	68%	SPECIAL ORDERS
OUTINGS	\$ -	\$ -	#DIV/0!	OUTINGS
	0			



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December 31, 2018

To: Christina Ferraro, Executive Director  
From: Mike Arden  
Re: December 2018 Grounds Board Report

Continued during the month repairing all equipment necessary for summer grooming. The cart fleet is really coming out nice with the detailing making the fleet look new. Strategic tree removal took place and will continue throughout this winter preparing the course for more enjoyable play. So far, we have removed key trees on the 5<sup>th</sup> and 6<sup>th</sup> holes that have already made the course feel more open. We are excited for the new season ahead and look forward to seeing the reaction from our golfers with the changes we are making. Happy New Year!!!





January 16, 2019

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

### **Preschool**

December was a fun month! During the month the kids practiced their songs, and did many holiday art projects that they proudly displayed at the Holiday Program! December 19-21<sup>st</sup> were the holiday programs at OCCC. The teachers did a fantastic job decorating the room to make it look festive. All the kids did great singing!

### **Youth Athletics**

Youth Basketball league practice began in December. Games started on January 12<sup>th</sup>. We have 98 players. This is a co-op with RTPD and WPD. Indoor Soccer League began on January 13<sup>th</sup>. We have 20 kids. This is a co-op with RTPD.

### **Fitness Center**

The new precor Leg Press/Calf Extension and a V-Crunch Ab machine were delivered on January 14<sup>th</sup>.

### **Fitness Membership Statistic Report**

<b>Memberships</b>	<b>December 2017</b>	<b>December 2018</b>
3 Month	5	2
Gym and Racquetball	2	4
1 Year Pass	10	15



January 2019

To: Julie Caporusso, Superintendent of Recreation  
From: Marci Glinski, Supervisor of Recreation  
Re: January 2019 Board Report

### **Dance**

Dance Classes started this week. We currently have 79 students registered. Our Competitive Dance Teams will be participating in The Des Plaines Dance Idol on Friday, Feb 1<sup>st</sup> & Saturday, Feb 2<sup>nd</sup> followed by a full day of dance classes lead by top choreographers in the area on Sunday, Feb 3<sup>rd</sup>. New this year we will be performing at The Windy City Bulls game on Friday, Feb 22 at 6:20pm. We will have a 10-minute time slot for our Competition Teams to perform 3 dances, each team will perform once and they will perform a combined dance. I am so excited to offer this programming to our competitive dancers. They will also compete at LEAP! In Batavia later this season.

### **Active Adults**

January is always a very slow month for active adult outings. We had 12 patrons see Shen Yum on Jan 11<sup>th</sup> at the Paramount Theatre with lunch at Basil's Restaurant before the show. Saturday, Jan 19<sup>th</sup> will be a trip back to the Paramount Theatre to see I am King, The Story of Michael Jackson.

Senior Celebration Day 2019 will be on Thursday, March 28<sup>th</sup>, 2019. I am the chair for the exhibitor committee once again this year and I was asked to step up and be the co-chair for the entire event.

### **Special Events**

Our Holiday Trolley Express was on Tuesday, Dec 18<sup>th</sup> & Thursday, Dec 20<sup>th</sup>. Over the 2 days we had a total of 235 attendees. New in 2018 we added Mrs. Claus which was a hit. Next year I am planning on changing days to Thursday & Friday to try to increase attendance.

My next special event is The Kiddie Karnival on Monday, Jan 21<sup>st</sup>. Flower Garden Day Care will be using our event as a day off program for their participants.

I will be meeting with Gayle Murphy next week to discuss new special events that we can offer at OOC later in 2019.



January 16, 2019

To: Julie Caporusso, Superintendent of Recreation  
From: Ed O'Neill, Supervisor of Recreation  
Re: Board Report - January, 2019

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

### **Kinder Stop**

Our population has remained stable with some very minor coming and going over the last month. Our current count has us as serving 98 individual children filling 152 'seats' throughout the four program options (Before Care = 32 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 six "Kid's Day Off" dates since my last report. On December 26th, our group of 14 (5 to 11-year old) children and 4 staff went to the Shedd Aquarium. On December 27th, our group of 21 children and 7 staff went to the Enchanted Castle, an arcade-type children's play zone, in Lombard. And on December 28<sup>th</sup>, our group of 18 children and 5 staff visited Topsy Paint in Glenview where they painted a picture of either the Bear's Logo or the Bull's Logo. On January 2<sup>nd</sup>, our group of 21 children and 5 staff went to the Marvelous Fight Studio in Wheeling, Illinois where we spent two hours doing yoga, cardio workouts, and various boxing drills. On January 3<sup>rd</sup>, our group of 34 children and 6 staff went to Play and Spin where they got to play video games, laser tag and ride go karts. Finally, on January 4<sup>th</sup>, our group of 29 children and 7 staff had an in-house field trip with a group called iCook where they prepared and ate 4 different healthy recipes over a 3 hour block of time. We have two more trips coming up during the month of January. We will participate in the PHPD Kiddie Karnival and go bowling one day then see a movie in Randhurst the second day.

### **Aquatics**

I attended an Ellis and Associates, Lifeguard Instructor Renewal Course on December 27, 2018. One of our Pool Managers, Leslie Diaz, attended the 3 day (12/27 thru 12/29, 2018) Initial Lifeguard Instructor Course, as well. We are 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!



To: Park Board of Commissioners  
 From: Christina Ferraro, Executive Director  
 Re: Food and Beverage Golf Course Update  
 Date: January 18, 2019

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

	2019
January 2019 – April 2019	<ul style="list-style-type: none"> <li>• Renovations to facility begin!</li> </ul>
Jan 2019	<ul style="list-style-type: none"> <li>• Kitchen Manager began working on inventory</li> <li>• Banquet Manager began working on meeting vendors, reviewing inventory, meeting with potential clients</li> <li>• Staff will begin working with Associated Labor to recruit staff: servers, beverage carts, cooks, etc.</li> </ul>
Feb 2019	<ul style="list-style-type: none"> <li>• Renovations to facility continue</li> <li>• Banquet Manager will begin creating policy and procedures</li> <li>• Set up computer, phones, office furniture</li> <li>• Begin process to change signage</li> <li>• Tastings begin</li> <li>• Advertise in The Knot again</li> </ul>
March 2019	<ul style="list-style-type: none"> <li>• Renovations to facility continue</li> <li>• Carpet, flooring installed</li> <li>• Installation of signage</li> </ul>
April 2019	<ul style="list-style-type: none"> <li>• Renovations to facility should be complete for most part</li> <li>• Royal Family Ball will take place April 12</li> <li>• Rehearse/practice for servers, cooks, etc.</li> </ul>

# **Prospect Heights Park District**

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

## **COMBINED BUDGET & APPROPRIATION ORDINANCE # 01.29.19**

**January 1, 2019 – December 31, 2019**

**Prospect Heights Park District  
Combined Budget & Appropriation Ordinance  
01.29.19**

**AN ORDINANCE ADOPTING THE COMBINED ANNUAL  
BUDGET AND APPROPRIATION OF FUNDS FOR  
THE PROSPECT HEIGHTS PARK DISTRICT, COOK COUNTY, ILLINOIS  
FOR THE FISCAL YEAR BEGINNING ON  
THE FIRST (1<sup>st</sup>) DAY OF JANUARY, 2019 AND  
ENDING ON THE THIRTY-FIRST (31<sup>st</sup>) DAY OF DECEMBER, 2019**

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

**Section 1:** It is hereby found and determined:

- (a) this Board has heretofore caused to be prepared a combined annual budget and appropriation in tentative form for the fiscal year beginning January 1, 2019 and ending December 31, 2019, which ordinance has been conveniently available for public inspection for at least 30 days prior to final action thereon;
- (b) a public hearing was held at the Gary Morava Recreation Center, Cook County, Illinois on the 29th day of January 2019 on said ordinance; and
- (c) that all other legal requirements for the adoption of the annual budget and appropriation ordinance of this District for the fiscal year beginning January 1, 2019 and ending December 31, 2019 have heretofore been performed.

**Section 2:** The following sums of money, or so much thereof as may be authorized by law for the following objects and purposes, be and the same are hereby budgeted and appropriated for the fiscal year beginning the first day of January, 2019 and ending on the thirty-first (31<sup>st</sup>) day of December, 2019.

**SUMMARY of ANNUAL BUDGET & APPROPRIATION ORDINANCE  
FOR FISCAL YEAR 2019**

	<u>FUND</u>	<u>BUDGET</u>	<u>APPROPRIATION</u>
100	CORPORATE	\$ 499,278	\$ 599,134
200	RECREATION	1,782,669	2,139,203
300	GOLF FUND	1,303,881	1,564,657
301	BANQUET HALL	652,273	782,728
404	AUDIT	14,131	16,957
405	PAVING & LIGHTING	9,215	11,058
406	LIABILITY INSURANCE	105,856	127,027
407	I.M.R.F.	100,256	120,307
408	POLICE	63,147	75,776
409	MUSEUM	7,550	9,060
410	SPECIAL RECREATION	217,107	260,528
411	SOCIAL SECURITY	150,010	180,012
412	MEMORIAL	4,950	5,940
413	COMMUNITY EVENTS	20,250	24,300
CAPITAL DEVELOPMENT / BONDS / RESERVES			
518	CAPITAL FUND	329,315	395,178
523	CAPITAL FUND	41,500	49,800
525	GOLF BANQUET CAPITAL	500,000	600,000
608	BOND & INTEREST-2014B	574,400	689,000
609	BOND & INTEREST-16	635,863	689,280
	GRAND TOTALS	\$7,011,651	\$8,413,981

Each of said sums of money and the aggregate thereof are deemed necessary by this Board to defray the necessary expenses and liabilities of this District during the fiscal year beginning the first day of January, 2019 and ending on the thirty-first (31<sup>st</sup>) day of December, 2019 for the respective purposes set forth.

The passage by the Board of Commissioners of this 2019 Combined Annual Budget Appropriation Ordinance, including the "Appropriation" column, shall not be interpreted to authorize the expenditure within any fund of any amount greater than the amount budgeted for each fund in the "Budget" column.

All unexpended balances of the appropriations for the fiscal year ended December 31, 2019 and prior years are hereby specifically reappropriated for the same general purposes for which they were originally made and may be expended in making up any insufficiency of any other items provided in this appropriation ordinance, in making this appropriation in accordance with applicable law.



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

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

- (a) An estimate of the cash on hand at the beginning of the fiscal year is expected to be \$572,969.
- (b) An estimate of the cash expected to be received during the fiscal year from all sources is \$6,416,749.
- (c) An estimate of the expenditures contemplated for the fiscal year is \$7,011,651
- (d) An estimate of the cash expected to be on hand at the end of the fiscal year is \$(21,933).
- (e) An estimate of the amount of taxes to be received during the fiscal year is \$2,922,290

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

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

Passed by the Board of Park Commissioners of the Prospect Heights Park District, this 29th day of January 2019.

AYES:

NAYS:

ABSENT OR NOT VOTING:

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Timothy Jones, President  
Board of Commissioners

ATTESTED:

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Ellen Avery, Board Secretary  
Prospect Heights Park District

**CERTIFICATION OF ESTIMATE OF  
REVENUE FOR FISCAL YEAR 2019**

**I, Vicki Carney, do hereby certify that I am the duly qualified treasurer of the Prospect Heights Park District and the chief fiscal officer of said District; as such officer I do further certify that the revenues, by source, anticipated to be received by said District in the fiscal year beginning January 1, 2019 and ending on December 31, 2019 are estimated to be as follows:**

<b><u>SOURCE</u></b>	<b><u>AMOUNT</u></b>
<b>Real Estate Taxes</b>	<b>\$2,908,324</b>
<b>Personal Property Replacement Taxes</b>	<b>13,966</b>
<b>Interest</b>	<b>8,200</b>
<b>Concessions</b>	<b>24,500</b>
<b>Program Fees</b>	<b>1,083,849</b>
<b>Golf Fees</b>	<b>1,008,500</b>
<b>Golf Shop Sales</b>	<b>126,800</b>
<b>Golf Banquet</b>	<b>660,000</b>
<b>Bond Proceeds</b>	<b><u>582,610</u></b>
<b>TOTAL</b>	<b>\$6,416,749</b>

**IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of the said District this 29th day of January, 2019.**

**(Seal)**

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**Vicki Carney, Treasurer, Prospect Heights Park District**

**STATE of ILLINOIS** >  
**COUNTY of COOK** > SS

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

**I do further certify that the attached and foregoing is a true and complete copy of the “Combined Annual Budget & Appropriation Ordinance of the Prospect Heights Park District, Cook County, Illinois, for the Fiscal Year beginning January 1, 2019 and ending December 31, 2019”, as adopted by the Board of Park Commissioners at its properly convened meeting held on the 29th day of January, 2019, as appears from the official records of said District in my care and custody.**

**IN WITNESS WHEREOF, I have hereunto affixed my official signature and the corporate seal of said District at 110 Camp McDonald Road, Prospect Heights, Illinois, on this 29th day of January, 2019.**

**(Seal)**

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



January 18, 2019

To: Park Board of Commissioners  
From: Christina Ferraro, Executive Director  
Re: Proposed Memo of Understanding regarding golf financials

The Prospect Heights Park District acquired the Old Orchard Country Club in 1999. Based upon the Comprehensive Master Plan approved by the board in 2011, the golf operation was separated from the recreation fund. At that time, the board determined golf is to be budgeted to have a zero balance at the end of each fiscal year. However, in the past three years, for a variety of reasons, the golf course has had a deficit at each of its fiscal years. There is a recommendation for the board to determine an understanding of the financials specifically at the golf course.

**BACKGROUND:** Funds 300 (Golf), 301 (Banquets), 523 (Golf Capital) and 525 (Banquet Capital) are major fund and not supported by property tax levy.

- Beginning with fiscal year 2012, golf transactions related to revenue, expenditures, transfers, etc. are recorded in Fund 300.
- The board committed the fees collected from golf to be used for the operation of the golf course and / or transfer the surplus to the golf capital Fund 523;
- Beginning with fiscal year 2019, the food and beverage operation will be the responsibility of the golf course staff after 25 years of an operating agreement with a vendor.
- The District has committed nearly \$500,000 to renovate the clubhouse to revitalize the bar & grill and the banquet hall. The first year there are one-time expenses in rejuvenating the golf course and establishing a reputation. As our existence and reputation are more well-known, we will steadily grow. A return on this investment is anticipated to be realized within three to five years.

**RECOMMENDATION:**

It is being recommended that beginning with fiscal year 2019, the board commits the fees collected from Banquets be recorded in Fund 301 and used for the food and

beverage operation and / or transfer the surplus to the Banquet Capital, which will be recorded in Fund 525. (Similar to golf surplus being used for golf capital.)

It is also recommended that the balances of Funds 300 (Golf), 301 (Banquets), 523 (Golf Capital) and 525 (Banquet Capital) including transfers be recorded and the surplus / loss of each be maintained with an understanding that the Corporate Fund 100 be reimbursed within three to five years (2021 – 2023) contingent upon the rate of return on this investment.