



PUBLIC NOTICE

**Agenda for the November 19, 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**
- IV. Recognition/Welcome**
 - A. Residents**
 - B. Adam Simon, Partner, Ancel Glink**
- V. Public Comment**

Completion of Resident Comment Form required prior to Call to Order. Submit to Executive Director.
- VI. Presentations**
 - A. Hersey High School Boys Golf Team in Mid-Suburban League**
 - B. 15-Year Service Award**
 - C. Prospect Heights Natural Resource Commission FY2019 Review/FY 2020 Request**
- VII. Approval of Minutes**
 - A. Regular Board Meeting – October 29, 2019**
- VIII. Announcements (Meetings)**
 - A. Finance Committee Meeting – December 10, 2019 6:00 p.m. GMRC**
 - B. Regular Board Meeting – December 17, 2019 7:00 p.m. OCCC**
- IX. Park District Treasurer's Report**
 - A. Approval of Cash Report #11**
 - B. Approval of Warrants for Payment**
- X. Superintendent of Finance and Planning 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. Unfinished/Ongoing Business
A. Lexington Homes
B. Proposed Video Gaming at OOC
C. Feasibility Study
- XIV. New Business
A. Selection of Committees of the Board
 - Finance Committee
 - Personnel and Planning Committee
 - Policy and Procedure Committee
 - Recreation Facilities, Parks & Maintenance Committee
 - Recreation Programs & Resident Relations Committee
 - OOC Programs, Facilities, Grounds & Maintenance Committee
B. Approval of Resolution 11.19.2019 Fund Balance Policy
C. Approval of Resolution 11.19.2019A Truth in Taxation for Levy Year 2019
- XV. Recess into Executive Session (Visitors are Excused at this Time)
- XVI. Adjournment

Note 1: Meeting Location – Gary Morava Recreation Center, 110 W Camp McDonald Road, Prospect Heights, IL 60070

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.

**MINUTES OF THE REGULAR BOARD MEETING
OF THE COMMISSIONERS AND OFFICERS
OF THE PROSPECT HEIGHTS PARK DISTRICT
GARY MORAVA RECREATION CENTER
110 W CAMP MCDONALD ROAD, PROSPECT HEIGHTS, IL 60070
TUESDAY, OCTOBER 29, 2019**

Call to Order

Roll Call

Terry Curtis called the Regular Board Meeting of the Prospect Heights Park District to order at 7:02 p.m.

Commissioners present:

Ellen Avery
Vicki Carney
Terry Curtis
Tim Jones (*arrived at 7:07 p.m.*)
Eric Kirste

Also Present:

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

Commissioners absent:

Karl Jackson

A quorum was present.

Pledge of Allegiance

The Color Guard from Boy Scout Troop 468 conducted a flag ceremony. The Pledge of Allegiance was led by Terry Curtis.

Corrections/Additions/Approval of Agenda

Commissioner Curtis requested to move Agenda Item XIV. D. Ordinance 10.29.2019 to after Item VI and Agenda Item XIII. Unfinished/Ongoing Business A. Lexington Homes to after Item VI.

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

Induction

Betty Cloud was administered the Oath of Office by Attorney James Rock. Betty was appointed by the Park Board to serve former Commissioner Bob Loranger's term as Prospect Heights Park District Park Board Commissioner until the next Consolidated Election in 2021.

Tim Jones arrived 7:07 p.m.

Correspondence

Correspondence was received from SLSF Women's Golf Outing and Harper LCC.

Recognition/Welcome

Boy Scout Troop 468, Attorney James Rock, Ancel Glink, Dan Forbes, Speer Financial, Inc., Anthony Cervini, CPA, CFE, Partner, Sikich LLP, Tom Burney, Attorney for Lexington Homes and Nate Wynsma, Lexington Homes were in attendance.

Public Comment

None

Presentations

Proposed Bond Issuance Speer Financial, Inc.

Dan Forbes of Speer Financial, Inc. reported that four bids were received for the annual rollover bonds with the lowest bid received from Mount Prospect State Bank at 1.7%.

New Business

Ordinance 10.29.2019 providing for the issue of \$600,790 General Obligation Limited Tax Park Bonds, Series 2019, of the District for the payment of land for parks, for the building, maintaining, improving and protecting of the same and the existing land and facilities of said Park District, for the payment of certain outstanding bonds of said Park District, providing for the levy of a direct annual tax to pay the principal and interest on said bonds and authorizing the sale of said bonds to the purchaser thereof.

A motion was made by Commissioner Avery and seconded by Commissioner Carney to adopt Ordinance 10.29.2019 providing for the issue of approximately \$600,790 General Obligation Limited Tax Park Bonds, Series 2019, of the District for the payment of land for parks, for the building, maintaining, improving and protecting of the same and the existing land and facilities of said Park District, for the payment of certain outstanding bonds of said Park District, providing for the levy of a direct annual tax to pay the principal and interest on said bonds and authorizing the sale of said bonds to the purchaser thereof. The motion was approved by a roll call vote.

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

Nays: None

Absent: Commissioner Jackson

The motion carried.

Presentations (continued)

2018 Sikich LLP Audit Presentation/Approval

Anthony Cervini of Sikich LLP presented the Prospect Heights Park District Comprehensive Annual Financial Report Year Ended December 31, 2018.

A motion was made by Commissioner Curtis and seconded by Commissioner Kirste to accept the Prospect Heights Park District Comprehensive Annual Financial Report Year Ended December 31, 2018 as submitted. The motion was approved with a voice vote with one Commissioner absent (Jackson). The motion carried.

Unfinished/Ongoing Business

Lexington Homes

There was continued discussion about the proposed Lexington Homes development.

Approval of Minutes

Regular Board Meeting – September 17, 2019

A motion was made by Commissioner Kirste and seconded by Commissioner Curtis to approve the September 17, 2019 Regular Board Meeting Minutes as submitted. The motion was approved with a voice vote with one abstain (Cloud) and one absent (Jackson). The motion carried.

Announcements (Meetings)

The next regular board meeting will be held on Tuesday, November 19, 2019 at 7 p.m. at GMRC.

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

Mt Pros State	Payroll	Sweep Acct.	\$	(6,234.64)
Mt Pros State	Vendor	Sweep Acct.	\$	(48,356.44)
Mt Pros State	Imprest		\$	3,407.55
Mt Pros State	General/Sweep		\$	1,115,716.07
Mt Pros State	ATM	Combined Bal – Account and ATM Machine	\$	24,013.03
Mt Pros State	Cash Reserves		\$	353,220.45
Mt Pros State	Investment		\$	3,051,646.78
Totals				\$ 4,493,412.80

A motion was made by Commissioner Carney and seconded by Commissioner Avery to accept the Treasurer's Report – Cash Report #10 dated October 29, 2019 in the amount of \$4,493,412.80. The motion was approved with a voice vote with one abstain (Cloud) and one absent (Jackson). The motion carried.

Approval of Warrants for Payment

A motion was made by Commissioner Carney and seconded by Commissioner Avery to accept Warrants for payment as submitted for Vendor Warrants #9, 9A, and Payroll 19, 20 in the amount of \$32,587.12. The motion was approved by a roll call vote.

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

Nays: None

Abstain: Commissioner Cloud

Absent: Commissioner Jackson

The motion carried.

Superintendent of Finance and Planning Report

Superintendent of Finance & Planning Annette Curtis reported that the Staff's work is completed for the annual CAFR. The Finance Committee held a meeting. The Budget timeline has been adjusted with a presentation of the proposed 2020 Budget to the Finance Committee scheduled on 12/10/19, presentation to the Board on 12/17/19 and approval at the January 2020 board meeting.

Attorney's Report

None

Administrative/Operational Summary

Executive Director – as submitted. Executive Director Christina Ferraro also reported that the Rotary Club of River Cities donated \$8,500 for permanent signage for the StoryWalk® located at the Nature Preserve. The unveiling of the permanent signage is scheduled for 11/9/19 at 1pm. All were invited to attend. The Park District Arts Showcase is being held on the same day at GMRC. The Natural Resources Commission will be doing a presentation at the next regular board meeting. Christina explained there is still continued discussion related to a proposed cell tower lease. Attorney James Rock provided a little background information related to the property by the Golf Grounds Garage. An electrical engineer is working with staff to develop an RFP for the ComEd Power transformer. The OCCC Bar & Grill will be open from 11 am to 2 pm starting 11/1 through Thanksgiving and then the hours of operation will be reevaluated. A new position for a Food & beverage Operations Manager is being added.

Superintendent of Recreation – as submitted. Superintendent of Recreation Julie Caporusso reported that the Park District completed all annual drills, the new Winter/Spring 2019/2020 brochure will be coming out on 11/7/19, and due to the popularity of Pickleball, an additional day has been added.

Administrative/Operational Summary (continued)

Superintendent of Facilities and Parks – as submitted. Superintendent of Facilities and Parks Dino Squiers also reported that Parks Forman Doug Ransdell met with the Garden Club last month regarding Izaak Walton. The area was cleaned up very well. Dino is trying to complete the court project at Claire Lane while the weather still allows for it.

Director of Golf Operations – as submitted. Director of Golf Marc Heidkamp reported golf shop sales and equipment did very well. Staff is preparing the golf course for the winter.

Unfinished/Ongoing Business**Investment Proposal**

Superintendent of Finance & Planning Annette Curtis reported that the Finance Committee Meeting was very productive. She discussed their recommendations.

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

Check Signing Authority Procedure and Proposal to Eliminate Imprest Account

Superintendent of Finance & Planning Annette Curtis reviewed the procedures and recommendation for the Check Signing Authority Procedure and the proposed elimination of the Imprest account. The board adopted the recommendation dated 10/29/19 in memo from Superintendent of Finance and Planning to Executive Director to update the procedure manual to include these changes.

A motion was made by Commissioner Carney and seconded by Commissioner Avery to adopt the Check Signing Authority Procedure and elimination of the Imprest account as part of the Procedure annual to include these changes. The motion was approved with a voice vote with one absent (Jackson). The motion carried.

Proposed Video Gaming at OCCC

Executive Director Christina Ferraro reported she is waiting to hear from the Village of Mount Prospect to see if this item will be placed on their November 2019 agenda.

Feasibility Study

This item was tabled. Staff will meet with Williams Architect on 12/5/19 to discuss program spaces.

New Business**Approval of Prospect Heights Natural Resources Prescribed Burns**

Executive Director Christina Ferraro discussed the Natural Resources Commission's request for approval to conduct prescribed burns to manage natural areas as they pertain to the Prospect Heights Park District in November depending upon weather.

A motion was made by Commissioner Avery and seconded by Commissioner Kirste to approve Prospect Heights Natural Resources prescribed burns. The motion was approved with a voice vote with one absent (Jackson). The motion carried.

IAPD Credentials Certificate

A motion was made by Commissioner Curtis and seconded by Commissioner Cloud to adopt the IAPD Credentials Certificate naming Christina Ferraro as Delegate and Annette Curtis as 1st Alternate. The motion was approved with a voice vote with one absent (Jackson). The motion carried.

New Business (continued)

Approval of Gaming Provider License

Executive Director Christina Ferraro discussed that the Park District has been approached to host gaming sessions at OOC.

A motion was made by Commissioner Curtis and seconded by Commissioner Cloud to approve a Gaming Provider License to host events at OOC. The motion was approved with a voice vote with one absent (Jackson). The motion carried.

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 8:57 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: 11/19/2019 CASH REPORT FY 19

Pink

*Motion by Commissioner _____ to approve CASH REPORT 11
 11/19/2019 as submitted. Seconded by Commissioner _____.*

Payroll	#90001511	sweep acct.	\$	(4,298.27)	
Vendor	#90001503	sweep acct.	\$	(83,535.37)	
Imprest	#90001529		\$	2,218.06	
** General/Sweep	#90001498		\$	866,776.63	
ATM	#90001537		\$	16,713.03	
Cash Reserves	#90001545		\$	353,340.45	
Investment	#107503657		\$	3,053,653.34	
TOTALS			\$	4,204,867.87	Voice Vote

** Bank Balance Reported

FINANCIAL RESOLUTION

*Motion by Commissioner _____ to approve WARRANT RESOLUTION
 11/19/2019 as submitted. Seconded by Commissioner _____.*

APPROVAL OF WARRANTS 11/19/2019

VENDOR WARRANTS			AMOUNTS
10	In the amount of	CHECKS ISSUED	\$301,261.70
10A	In the amount of	ELECTRONIC	\$46,820.20
Total Vendor Warrants			\$348,081.90

PAYROLL WARRANTS

10/11/2019		
21	In the amount of	72,975.06
		gross plus employer costs
10/25/2019		
22	In the amount of	77,676.37
		gross plus employer costs
Total Payroll Warrants		150,651.43

TOTAL OF WARRANTS	\$498,733.33	Roll Call
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PROSPECT HEIGHTS PARK DISTRICT ELECTRONIC VENDOR WARRANT REPORT FOR FY 2019
VENDOR WARRANT 10A
ELECTRONIC VENDOR WARRANTS
October
FY 2019

DATE	VENDOR NAME	TRANSACTION DESCRIPTION	AMOUNT
10/1/2019	SOUTHERN GLAZER	ALCOHOL	2,243.78
10/2/2019	GOLF CART LEASE	GOLF CART LEASE	\$2,175.60
10/4/2019	IL DEPT OF REVENUE	SALES TAX	\$138.90
10/4/2019	IMRF	SEPTEMBER 2019 PENSION	\$13,198.88
10/4/2019	TOWN AND COUNTRY	ALCOHOL	\$204.03
10/4/2019	BREAKTHRU BEVERAGE	ALCOHOL	\$2,180.71
10/7/2019	SOUTHERN GLAZER	ALCOHOL	\$1,508.98
10/16/2019	ELAN	VARIOUS	\$8,675.94
10/21/2019	IL DEPT OF REVENUE	SALES TAX	\$13,390.00
10/22/2019	TOWN AND COUNTRY	ALCOHOL	\$56.40
10/25/2019	BREAKTHRU BEVERAGE	ALCOHOL	\$1,793.17
10/28/2019	SOUTHERN GLAZER	ALCOHOL	\$1,253.81
TOTAL			<u>\$46,820.20</u>



Prospect Heights Park District, IL

Check Register

Packet: APPKT00765 - AP 10.04.19

By Check Number

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: AP Bank-AP Bank						
01007	ADP SCREENING & SELECTION	10/04/2019	Regular	0.00	42.93	48520
01009	AIRGAS USA LLC	10/04/2019	Regular	0.00	206.44	48521
02124	ALPHA BAKING COMPANY	10/04/2019	Regular	0.00	627.81	48522
02138	ANDERSON PEST SOLUTIONS	10/04/2019	Regular	0.00	142.75	48523
01014	ARTHUR CLESEN	10/04/2019	Regular	0.00	51.12	48524
01015	ASSOCIATED LABOR CORPORATION	10/04/2019	Regular	0.00	29,713.99	48525
01744	BLACK LINE FOX VALLEY LLC	10/04/2019	Regular	0.00	1,659.00	48526
02143	CENTRAL CONTINENTAL BAKERY	10/04/2019	Regular	0.00	677.83	48527
01022	COMCAST	10/04/2019	Regular	0.00	108.71	48528
01022	COMCAST	10/04/2019	Regular	0.00	153.41	48529
01023	COMMONWEALTH EDISON	10/04/2019	Regular	0.00	25.37	48530
01041	CONSTELLATION NEW ENERGY INC	10/04/2019	Regular	0.00	33.49	48531
01041	CONSTELLATION NEW ENERGY INC	10/04/2019	Regular	0.00	5,365.15	48532
01042	CONSTELLATION NEWENERGY - GAS	10/04/2019	Regular	0.00	62.81	48533
01042	CONSTELLATION NEWENERGY - GAS	10/04/2019	Regular	0.00	1,124.33	48534
02144	COZZINI BROS INC	10/04/2019	Regular	0.00	19.00	48535
01585	FAULKES BROS CONSTRUCTION INC	10/04/2019	Regular	0.00	1,645.65	48536
01034	FIRST COMMUNICATIONS LLC	10/04/2019	Regular	0.00	492.13	48537
01423	GORDON FOOD SERVICE INC	10/04/2019	Regular	0.00	5,211.48	48538
02117	GREAT LAKES COCA-COLA DISTRIBUTU	10/04/2019	Regular	0.00	1,731.16	48539
01182	JAMES SAMMONS	10/04/2019	Regular	0.00	670.00	48540
02197	JIVE DELIVERY LLC	10/04/2019	Regular	0.00	284.49	48541
01238	KIMBALL MIDWEST	10/04/2019	Regular	0.00	45.95	48542
02193	LENNIC GROUP LTD	10/04/2019	Regular	0.00	96.00	48543
01102	LIONS TAE KWON DO CENTER	10/04/2019	Regular	0.00	1,449.00	48544
01664	MIDWEST TRANSIT EQUIPMENT INC	10/04/2019	Regular	0.00	56,477.00	48545
02097	MORGAN SERVICES INC	10/04/2019	Regular	0.00	179.38	48546
01057	NAPA HEIGHTS AUTOMOTIVE	10/04/2019	Regular	0.00	208.27	48547
01059	NICOR	10/04/2019	Regular	0.00	24.40	48548
01063	PDRMA	10/04/2019	Regular	0.00	18,153.48	48549
01063	PDRMA	10/04/2019	Regular	0.00	21,409.76	48550
01064	PENDELTON TURF SUPPLY	10/04/2019	Regular	0.00	1,082.00	48551
02062	PETTY CASH	10/04/2019	Regular	0.00	248.87	48552
01066	PLATINUM SYSTEMS INC	10/04/2019	Regular	0.00	190.00	48553
01135	PURCHASE POWER	10/04/2019	Regular	0.00	505.28	48554
01120	REPUBLIC SERVICES INC	10/04/2019	Regular	0.00	525.79	48555
02198	ROYAL PUBLISHING	10/04/2019	Regular	0.00	265.00	48556
01099	SERVICE SANITATION INC	10/04/2019	Regular	0.00	111.00	48557
02112	SIGNS OF DISTINCTION INC	10/04/2019	Regular	0.00	15,832.75	48558
01710	SITEONE LANDSCAPE SUPPLY LLC	10/04/2019	Regular	0.00	98.67	48559
01865	SPORTS KIDS INC	10/04/2019	Regular	0.00	876.20	48560
02173	SWING KING	10/04/2019	Regular	0.00	684.00	48561
02134	TESTA PRODUCE INC	10/04/2019	Regular	0.00	1,100.80	48562
01990	TRI-STAR MECHANICAL SERVICES IN	10/04/2019	Regular	0.00	6,255.00	48563
02157	VERIZON	10/04/2019	Regular	0.00	108.03	48564

Check Register

Packet: APPKT00765-AP 10.04.19

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
01774	VERMONT SYSTEMS INC	10/04/2019	Regular	0.00	1,131.80	48565

Bank Code AP Bank Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	72	46	0.00	177,107.48
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	72	46	0.00	177,107.48

Fund Summary

Fund	Name	Period	Amount
950	POOLED CASH FUND	10/2019	177,107.48
			177,107.48



Prospect Heights Park District, IL

Check Register

Packet: APPKT00770 - AP 10.10.19

By Check Number

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: AP Bank-AP Bank						
01006	ADP LLC	10/10/2019	Regular	0.00	1,127.83	48566
01009	AIRGAS USA LLC	10/10/2019	Regular	0.00	195.69	48567
01356	ALL SEASONS UNIFORMS	10/10/2019	Regular	0.00	404.33	48568
02124	ALPHA BAKING COMPANY	10/10/2019	Regular	0.00	190.41	48569
01973	AMERI-CRAFT EXTERIORS INC	10/10/2019	Regular	0.00	3,280.00	48570
01146	ANTONS GREENHOUSES INC	10/10/2019	Regular	0.00	260.00	48571
01014	ARTHUR CLESEN	10/10/2019	Regular	0.00	175.23	48572
01015	ASSOCIATED LABOR CORPORATION	10/10/2019	Regular	0.00	18,520.05	48573
02199	BULLDOG CONCRETE LLC	10/10/2019	Regular	0.00	9,448.00	48574
02143	CENTRAL CONTINENTAL BAKERY	10/10/2019	Regular	0.00	826.20	48575
01024	CONSERV FS	10/10/2019	Regular	0.00	3,377.25	48576
01041	CONSTELLATION NEW ENERGY INC	10/10/2019	Regular	0.00	4,025.65	48577
01030	DES PLAINES MATERIAL & SUPPLY	10/10/2019	Regular	0.00	228.65	48578
01423	GORDON FOOD SERVICE INC	10/10/2019	Regular	0.00	543.76	48579
01045	JW TURF INC	10/10/2019	Regular	0.00	662.72	48580
02097	MORGAN SERVICES INC	10/10/2019	Regular	0.00	339.82	48581
01057	NAPA HEIGHTS AUTOMOTIVE	10/10/2019	Regular	0.00	21.98	48582
01070	RAMROD	10/10/2019	Regular	0.00	374.30	48583
02134	TESTA PRODUCE INC	10/10/2019	Regular	0.00	651.15	48584
01964	THE WIFFLOT INC	10/10/2019	Regular	0.00	275.00	48585
01082	WAREHOUSE DIRECT	10/10/2019	Regular	0.00	663.01	48586

Bank Code AP Bank Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	36	21	0.00	45,591.03
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	36	21	0.00	45,591.03

Fund Summary

Fund	Name	Period	Amount
950	POOLED CASH FUND	10/2019	45,591.03
			45,591.03



Prospect Heights Park District, IL

Check Register

Packet: APPKT00773 - AP 10.18.19

By Check Number

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: AP Bank-AP Bank						
02200	ALLSTAR PRO GOLF	10/18/2019	Regular	0.00	535.97	48587
02124	ALPHA BAKING COMPANY	10/18/2019	Regular	0.00	209.32	48588
01909	ANCEL GLINK PC	10/18/2019	Regular	0.00	420.00	48589
01858	CALL ONE	10/18/2019	Regular	0.00	555.52	48590
02143	CENTRAL CONTINENTAL BAKERY	10/18/2019	Regular	0.00	249.75	48591
01022	COMCAST	10/18/2019	Regular	0.00	133.71	48592
01022	COMCAST	10/18/2019	Regular	0.00	10.43	48593
02144	COZZINI BROS INC	10/18/2019	Regular	0.00	19.00	48594
01367	CROWN TROPHY	10/18/2019	Regular	0.00	32.50	48595
02127	DIRECTV	10/18/2019	Regular	0.00	161.97	48596
01106	FIRST STUDENT INC	10/18/2019	Regular	0.00	916.50	48597
01592	GLOBAL GOLF SALES	10/18/2019	Regular	0.00	154.04	48598
01423	GORDON FOOD SERVICE INC	10/18/2019	Regular	0.00	4,997.42	48599
01426	HORNUNG'S	10/18/2019	Regular	0.00	194.04	48600
01379	ILLINOIS OFFICE OF THE STATE FIRE	10/18/2019	Regular	0.00	100.00	48601
01589	JEANIE GAIN	10/18/2019	Regular	0.00	2,267.20	48602
01344	KWK STUDY CORP	10/18/2019	Regular	0.00	208.00	48603
01162	MANZELLA PLUMBING INC	10/18/2019	Regular	0.00	1,814.32	48604
02097	MORGAN SERVICES INC	10/18/2019	Regular	0.00	102.20	48605
01031	PULSE TECHNOLOGY	10/18/2019	Regular	0.00	1,100.00	48606
02134	TESTA PRODUCE INC	10/18/2019	Regular	0.00	664.40	48607
01781	THOMAS R PETZEL	10/18/2019	Regular	0.00	760.00	48608
01081	VILLAGE OF MOUNT PROSPECT	10/18/2019	Regular	0.00	548.06	48609
01081	VILLAGE OF MOUNT PROSPECT	10/18/2019	Regular	0.00	1,362.28	48610
01081	VILLAGE OF MOUNT PROSPECT	10/18/2019	Regular	0.00	637.80	48611
01081	VILLAGE OF MOUNT PROSPECT	10/18/2019	Regular	0.00	182.88	48612

Bank Code AP Bank Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	31	26	0.00	18,337.31
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	31	26	0.00	18,337.31

Fund Summary

Fund	Name	Period	Amount
950	POOLED CASH FUND	10/2019	18,337.31
			18,337.31



Prospect Heights Park District, IL

Check Register

Packet: APPKT00776 - AP 10.31.19

By Check Number

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: AP Bank-AP Bank						
01667	AFLAC	10/31/2019	Regular	0.00	173.28	48613
02124	ALPHA BAKING COMPANY	10/31/2019	Regular	0.00	208.20	48614
01015	ASSOCIATED LABOR CORPORATION	10/31/2019	Regular	0.00	19,132.99	48615
01744	BLACK LINE FOX VALLEY LLC	10/31/2019	Regular	0.00	1,659.00	48616
01086	BOARDTRONICS INC	10/31/2019	Regular	0.00	1,649.98	48617
01682	CHRISTINA FERRARO	10/31/2019	Regular	0.00	91.61	48618
01090	CITY OF PROSPECT HEIGHTS	10/31/2019	Regular	0.00	73.50	48619
01022	COMCAST	10/31/2019	Regular	0.00	108.71	48620
01022	COMCAST	10/31/2019	Regular	0.00	153.41	48621
01023	COMMONWEALTH EDISON	10/31/2019	Regular	0.00	25.75	48622
01041	CONSTELLATION NEW ENERGY INC	10/31/2019	Regular	0.00	32.38	48623
01041	CONSTELLATION NEW ENERGY INC	10/31/2019	Regular	0.00	35.78	48624
01041	CONSTELLATION NEW ENERGY INC	10/31/2019	Regular	0.00	152.26	48625
01041	CONSTELLATION NEW ENERGY INC	10/31/2019	Regular	0.00	5,504.13	48626
01042	CONSTELLATION NEWENERGY - GAS	10/31/2019	Regular	0.00	63.72	48627
01042	CONSTELLATION NEWENERGY - GAS	10/31/2019	Regular	0.00	662.95	48628
01716	DAVE DINASO	10/31/2019	Regular	0.00	350.00	48629
01030	DES PLAINES MATERIAL & SUPPLY	10/31/2019	Regular	0.00	51.90	48630
01034	FIRST COMMUNICATIONS LLC	10/31/2019	Regular	0.00	495.11	48631
01106	FIRST STUDENT INC	10/31/2019	Regular	0.00	303.55	48632
01423	GORDON FOOD SERVICE INC	10/31/2019	Regular	0.00	680.99	48633
01037	GRAINGER	10/31/2019	Regular	0.00	191.00	48634
01693	HINCKLEY SPRINGS	10/31/2019	Regular	0.00	2.00	48635
01040	HOME DEPOT CREDIT SERVICES	10/31/2019	Regular	0.00	1,048.33	48636
01944	HRDIRECT	10/31/2019	Regular	0.00	119.99	48637
02203	JEAN LEDENBACH	10/31/2019	Regular	0.00	79.00	48638
01805	JOHN WEISS	10/31/2019	Regular	0.00	1,035.00	48639
01369	JULIE CAPORUSSO	10/31/2019	Regular	0.00	35.47	48640
01045	JW TURF INC	10/31/2019	Regular	0.00	159.42	48641
02201	KB EXCURSIONS LLC	10/31/2019	Regular	0.00	1,195.00	48642
01239	LIVING DESIGN INC	10/31/2019	Regular	0.00	363.13	48643
02073	MARKETING AND MORE GROUP LLC	10/31/2019	Regular	0.00	357.25	48644
02097	MORGAN SERVICES INC	10/31/2019	Regular	0.00	176.83	48645
01057	NAPA HEIGHTS AUTOMOTIVE	10/31/2019	Regular	0.00	234.31	48646
01059	NICOR	10/31/2019	Regular	0.00	58.65	48647
01062	OFFICE DEPOT	10/31/2019	Regular	0.00	63.13	48648
01584	P&W GOLF SUPPLY INC	10/31/2019	Regular	0.00	99.00	48649
01063	PDRMA	10/31/2019	Regular	0.00	15.00	48650
01063	PDRMA	10/31/2019	Regular	0.00	21,409.77	48651
01065	PITNEY BOWES GLOBAL FINANCIAL	10/31/2019	Regular	0.00	206.00	48652
01070	RAMROD	10/31/2019	Regular	0.00	308.26	48653
01071	REINDERS INC	10/31/2019	Regular	0.00	61.53	48654
01120	REPUBLIC SERVICES INC	10/31/2019	Regular	0.00	565.92	48655
01055	ROTARY MOUNT PROSPECT/PROSPE	10/31/2019	Regular	0.00	180.00	48656
01073	ROUTE 12 RENTAL	10/31/2019	Regular	0.00	189.75	48657
01099	SERVICE SANITATION INC	10/31/2019	Regular	0.00	111.00	48658
01710	SITEONE LANDSCAPE SUPPLY LLC	10/31/2019	Regular	0.00	243.91	48659

Check Register

Packet: APPKT00776-AP 10.31.19

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
02157	VERIZON	10/31/2019	Regular	0.00	108.03	48660

Bank Code AP Bank Summary

	Payable Count	Payment Count	Discount	Payment
Payment Type				
Regular Checks	69	48	0.00	60,225.88
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	69	48	0.00	60,225.88

Fund Summary

Fund	Name	Period	Amount
950	POOLED CASH FUND	10/2019	60,225.88
			60,225.88



November 19, 2019

To: Christina Ferraro, Executive Director
From: Annette Curtis, Superintendent of Finance and Planning
Re: November 2019 Board Report

2020 Budget

Department presentations began the week of November 11th and will continue through the end of the week.

Board Meeting Schedule:

Date	Time	Activity
12/10/19	6:00pm	Finance Committee FY 2020 BUDGET Review
12/17/19	7:00pm	Regular Board Meeting FY 2020 Budget Presentation
12/18/19		FY 2020 BUDGET available for public inspection
01/28/20	7:00pm	Public Hearing on FY 2020 BUDGET
01/28/20	7:00pm	Regular board meeting to approve FY 2020 BUDGET

Payroll System

The current agreement with our payroll vendor, which has been in place for many years, will be expiring in the near future. A few months back, staff began the process of researching new payroll providers. Six vendors, including the current vendor, were interviewed by the Superintendent of Finance and HR Coordinator. Of those six, four were invited to present their system to end users. These four vendors, each provide end to end employee management, including applicant tracking and are within the proposed budget of \$15,000 a year. Presentations occurred on Monday, November 18, 2019.

Bonds

- Proceeds from the General Obligation Limited Tax Park Bonds, Series 2019 were received on November 12, 2019.
- Payment for the General Obligation Limited Tax Park Bonds, Series 2018 was made on November 1, 2019.
- Payment for General Obligation Refunding Park Bonds, Series 2014B will be made on December 1, 2019.



Prospect Heights Park District, IL

Income Statement Group Summary

For Fiscal: 2019 Period Ending: 10/31/2019

Account Type	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
Department: 02 - RECREATION/GENERAL					
Revenue	496,029.00	496,029.00	3,650.10	370,167.21	125,861.79
Expense	805,508.00	805,508.00	54,647.24	620,628.75	184,879.25
Department: 02 - RECREATION/GENERAL Surplus (Deficit):	-309,479.00	-309,479.00	-50,997.14	-250,461.54	-59,017.46
Department: 03 - PRESCHOOL CREATIVE KIDS					
Revenue	120,675.00	120,675.00	13,307.42	71,989.37	48,685.63
Expense	80,918.00	80,918.00	6,850.52	51,411.91	29,506.09
Department: 03 - PRESCHOOL CREATIVE KIDS Surplus (Deficit):	39,757.00	39,757.00	6,456.90	20,577.46	19,179.54
Department: 04 - KINDERSTOP					
Revenue	195,800.00	195,800.00	23,022.59	159,562.59	36,237.41
Expense	120,996.00	120,996.00	16,002.88	119,207.86	1,788.14
Department: 04 - KINDERSTOP Surplus (Deficit):	74,804.00	74,804.00	7,019.71	40,354.73	34,449.27
Department: 05 - YOUTH PROGRAMS					
Revenue	37,685.00	37,685.00	3,343.20	20,986.22	16,698.78
Expense	37,100.00	37,100.00	3,127.23	25,214.65	11,885.35
Department: 05 - YOUTH PROGRAMS Surplus (Deficit):	585.00	585.00	215.97	-4,228.43	4,813.43
Department: 06 - DANCE					
Revenue	56,900.00	56,900.00	5,656.26	40,612.24	16,287.76
Expense	36,450.00	36,450.00	2,832.70	27,513.98	8,936.02
Department: 06 - DANCE Surplus (Deficit):	20,450.00	20,450.00	2,823.56	13,098.26	7,351.74
Department: 07 - ATHLETIC					
Revenue	34,800.00	34,800.00	3,353.91	33,044.88	1,755.12
Expense	19,890.00	19,890.00	2,325.20	14,435.23	5,454.77
Department: 07 - ATHLETIC Surplus (Deficit):	14,910.00	14,910.00	1,028.71	18,609.65	-3,699.65
Department: 08 - PERFORMING ARTS					
Revenue	50,379.00	50,379.00	0.00	38,144.10	12,234.90
Expense	35,536.00	35,536.00	0.00	36,257.90	-721.90
Department: 08 - PERFORMING ARTS Surplus (Deficit):	14,843.00	14,843.00	0.00	1,886.20	12,956.80
Department: 09 - CONCESSIONS					
Revenue	24,500.00	24,500.00	85.50	23,585.50	914.50
Expense	21,200.00	21,200.00	-146.95	25,255.58	-4,055.58
Department: 09 - CONCESSIONS Surplus (Deficit):	3,300.00	3,300.00	232.45	-1,670.08	4,970.08
Department: 10 - AQUATICS					
Revenue	84,270.00	84,270.00	250.95	85,903.70	-1,633.70
Expense	125,082.00	125,082.00	10,026.97	125,343.89	-261.89
Department: 10 - AQUATICS Surplus (Deficit):	-40,812.00	-40,812.00	-9,776.02	-39,440.19	-1,371.81
Department: 11 - ACTIVE ADULTS					
Revenue	135,400.00	135,400.00	14,453.05	77,156.15	58,243.85
Expense	119,700.00	119,700.00	6,140.43	66,724.96	52,975.04
Department: 11 - ACTIVE ADULTS Surplus (Deficit):	15,700.00	15,700.00	8,312.62	10,431.19	5,268.81
Department: 12 - SPECIAL EVENTS					
Revenue	11,000.00	11,000.00	2,085.54	7,143.00	3,857.00
Expense	15,700.00	15,700.00	1,216.39	11,459.02	4,240.98
Department: 12 - SPECIAL EVENTS Surplus (Deficit):	-4,700.00	-4,700.00	869.15	-4,316.02	-383.98
Department: 13 - FITNESS CENTER					
Revenue	45,100.00	45,100.00	2,588.93	25,893.85	19,206.15
Expense	41,850.00	41,850.00	2,485.19	27,221.11	14,628.89
Department: 13 - FITNESS CENTER Surplus (Deficit):	3,250.00	3,250.00	103.74	-1,327.26	4,577.26

Income Statement
For Fiscal: 2019 Period Ending: 10/31/2019

Account Type	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
Department: 14 - SUMMER CAMP					
Revenue	247,000.00	247,000.00	0.00	240,514.00	6,486.00
Expense	141,697.00	141,697.00	0.00	138,565.95	3,131.05
Department: 14 - SUMMER CAMP Surplus (Deficit):	105,303.00	105,303.00	0.00	101,948.05	3,354.95
Department: 30 - PARKS					
Revenue	10,000.00	10,000.00	0.00	4,800.00	5,200.00
Expense	181,042.00	181,042.00	18,585.71	137,518.33	43,523.67
Department: 30 - PARKS Surplus (Deficit):	-171,042.00	-171,042.00	-18,585.71	-132,718.33	-38,323.67
Department: 40 - GOLF					
Revenue	984,550.00	984,550.00	63,934.42	818,984.22	165,565.78
Expense	643,102.00	643,102.00	53,273.97	528,108.81	114,993.19
Department: 40 - GOLF Surplus (Deficit):	341,448.00	341,448.00	10,660.45	290,875.41	50,572.59
Department: 41 - GROUNDS					
Expense	513,079.00	513,079.00	58,759.91	446,919.92	66,159.08
Department: 41 - GROUNDS Total:	513,079.00	513,079.00	58,759.91	446,919.92	66,159.08
Department: 42 - PRO SHOP					
Revenue	126,800.00	126,800.00	6,248.77	111,619.67	15,180.33
Expense	105,700.00	105,700.00	0.00	27,898.75	77,801.25
Department: 42 - PRO SHOP Surplus (Deficit):	21,100.00	21,100.00	6,248.77	83,720.92	-62,620.92
Department: 43 - HOOK A KID					
Revenue	66,000.00	66,000.00	882.40	55,563.62	10,436.38
Expense	35,000.00	35,000.00	8,362.99	31,582.57	3,417.43
Department: 43 - HOOK A KID Surplus (Deficit):	31,000.00	31,000.00	-7,480.59	23,981.05	7,018.95
Department: 44 - WARM UP RANGE					
Revenue	25,000.00	25,000.00	1,178.00	19,590.12	5,409.88
Expense	7,000.00	7,000.00	99.00	5,973.16	1,026.84
Department: 44 - WARM UP RANGE Surplus (Deficit):	18,000.00	18,000.00	1,079.00	13,616.96	4,383.04
Department: 45 - BANQUET HALL					
Revenue	660,000.00	660,000.00	59,197.31	551,387.86	108,612.14
Expense	652,273.00	652,273.00	77,783.79	492,240.93	160,032.07
Department: 45 - BANQUET HALL Surplus (Deficit):	7,727.00	7,727.00	-18,586.48	59,146.93	-51,419.93
Total Surplus (Deficit):	-326,935.00	-326,935.00	-119,134.82	-202,834.96	

Income Statement

For Fiscal: 2019 Period Ending: 10/31/2019

Fund Summary

Fund	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
200 - RECREATION FUND	-233,131.00	-233,131.00	-52,296.06	-227,256.31	-5,874.69
300 - GOLF	-101,531.00	-101,531.00	-48,252.28	-34,725.58	-66,805.42
301 - GOLF BANQUETS	7,727.00	7,727.00	-18,586.48	59,146.93	-51,419.93
Total Surplus (Deficit):	-326,935.00	-326,935.00	-119,134.82	-202,834.96	



Prospect Heights Park District, IL

Income Statement Group Summary

For Fiscal: 2019 Period Ending: 10/31/2019

Category	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
Fund: 100 - CORPORATE FUND					
Revenue					
10 - TAXES	1,173,095.00	1,173,095.00	3,528.51	1,149,195.68	23,899.32
20 - INTEREST	8,200.00	8,200.00	2,006.56	12,200.00	-4,000.00
35 - ADDITIONAL	0.00	0.00	3,068.35	1,001.75	-1,001.75
Revenue Total:	1,181,295.00	1,181,295.00	8,603.42	1,162,397.43	18,897.57
Expense					
50 - PERSONNEL SERVICES	231,257.00	231,257.00	20,080.74	176,923.00	54,334.00
51 - BENEFITS	26,309.00	26,309.00	3,354.44	17,517.11	8,791.89
52 - CONTRACTED SERVICES	153,240.00	153,240.00	6,911.87	133,034.85	20,205.15
60 - COMMODITIES	16,500.00	16,500.00	1,115.06	10,956.62	5,543.38
65 - GENERAL EXPENDITURES	206,072.00	206,072.00	678.05	145,383.23	60,688.77
Expense Total:	633,378.00	633,378.00	32,140.16	483,814.81	149,563.19
Fund: 100 - CORPORATE FUND Surplus (Deficit):	547,917.00	547,917.00	-23,536.74	678,582.62	-130,665.62

Income Statement

For Fiscal: 2019 Period Ending: 10/31/2019

Category	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
Fund: 200 - RECREATION FUND					
Revenue					
10 - TAXES	444,859.00	444,859.00	0.00	329,686.28	115,172.72
30 - RENTAL	56,058.00	56,058.00	3,650.10	51,926.28	4,131.72
35 - ADDITIONAL	45,820.00	45,820.00	555.36	34,989.69	10,830.31
41 - PROGRAM REVENUES	1,002,801.00	1,002,801.00	67,591.99	782,900.56	219,900.44
Revenue Total:	1,549,538.00	1,549,538.00	71,797.45	1,199,502.81	350,035.19
Expense					
50 - PERSONNEL SERVICES	1,029,468.00	1,029,468.00	71,456.87	945,489.78	83,978.22
51 - BENEFITS	133,407.00	133,407.00	18,071.45	81,655.73	51,751.27
52 - CONTRACTED SERVICES	404,860.00	404,860.00	25,656.06	259,464.16	145,395.84
60 - COMMODITIES	169,011.00	169,011.00	6,422.64	109,977.65	59,033.35
65 - GENERAL EXPENDITURES	45,923.00	45,923.00	2,486.49	30,171.80	15,751.20
Expense Total:	1,782,669.00	1,782,669.00	124,093.51	1,426,759.12	355,909.88
Fund: 200 - RECREATION FUND Surplus (Deficit):	-233,131.00	-233,131.00	-52,296.06	-227,256.31	-5,874.69

Income Statement

For Fiscal: 2019 Period Ending: 10/31/2019

Category	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
Fund: 300 - GOLF					
Revenue					
35 - ADDITIONAL	10,300.00	10,300.00	3,245.00	6,221.54	4,078.46
41 - PROGRAM REVENUES	1,192,050.00	1,192,050.00	68,998.59	999,536.09	192,513.91
Revenue Total:	1,202,350.00	1,202,350.00	72,243.59	1,005,757.63	196,592.37
Expense					
50 - PERSONNEL SERVICES	417,050.00	417,050.00	41,510.72	372,854.01	44,195.99
51 - BENEFITS	112,220.00	112,220.00	15,879.28	76,111.69	36,108.31
52 - CONTRACTED SERVICES	443,111.00	443,111.00	48,856.41	374,746.48	68,364.52
60 - COMMODITIES	313,500.00	313,500.00	10,641.94	198,876.79	114,623.21
65 - GENERAL EXPENDITURES	18,000.00	18,000.00	3,607.52	17,894.24	105.76
Expense Total:	1,303,881.00	1,303,881.00	120,495.87	1,040,483.21	263,397.79
Fund: 300 - GOLF Surplus (Deficit):	-101,531.00	-101,531.00	-48,252.28	-34,725.58	-66,805.42

Income Statement

For Fiscal: 2019 Period Ending: 10/31/2019

Category	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
Fund: 301 - GOLF BANQUETS					
Revenue					
30 - RENTAL	15,000.00	15,000.00	0.00	4,719.75	10,280.25
42 - RERESHMENT REVENUE	645,000.00	645,000.00	59,197.31	546,668.11	98,331.89
Revenue Total:	660,000.00	660,000.00	59,197.31	551,387.86	108,612.14
Expense					
50 - PERSONNEL SERVICES	128,000.00	128,000.00	7,692.32	69,214.36	58,785.64
51 - BENEFITS	47,973.00	47,973.00	3,232.60	13,861.86	34,111.14
52 - CONTRACTED SERVICES	173,700.00	173,700.00	38,896.01	174,871.91	-1,171.91
60 - COMMODITIES	267,600.00	267,600.00	23,839.52	217,126.91	50,473.09
65 - GENERAL EXPENDITURES	35,000.00	35,000.00	4,123.34	17,165.89	17,834.11
Expense Total:	652,273.00	652,273.00	77,783.79	492,240.93	160,032.07
Fund: 301 - GOLF BANQUETS Surplus (Deficit):	7,727.00	7,727.00	-18,586.48	59,146.93	-51,419.93
Total Surplus (Deficit):	220,982.00	220,982.00	-142,671.56	475,747.66	

Income Statement

For Fiscal: 2019 Period Ending: 10/31/2019

Fund Summary

Fund	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
100 - CORPORATE FUND	547,917.00	547,917.00	-23,536.74	678,582.62	-130,665.62
200 - RECREATION FUND	-233,131.00	-233,131.00	-52,296.06	-227,256.31	-5,874.69
300 - GOLF	-101,531.00	-101,531.00	-48,252.28	-34,725.58	-66,805.42
301 - GOLF BANQUETS	7,727.00	7,727.00	-18,586.48	59,146.93	-51,419.93
Total Surplus (Deficit):	220,982.00	220,982.00	-142,671.56	475,747.66	



November 19, 2019

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

Claire Lane Park

A letter was mailed to residents residing within a few block radius of the Claire Lane Park. The resurfacing project was explained and feedback was sought regarding painting the lines in the spring. It was a close tie but the majority recommend one multi-use court is created and lines are painted for both tennis and Pickleball.

Agreements

The following agreements will be reviewed soon: School District 23 (expires in June 2020), PHYBS (currently in fourth year) and Resident Partner agreement with Mount Prospect & River Trails Park Districts (currently in third year). The agreement with the Library regarding the scrolling marquee on Elm Street will reviewed soon as well as discussions regarding replacing the "guts" (electronic message center) have begun for FY20 capital budget.

ComEd Recreational Lease Agreement

Continue to work on renewing the Recreational Lease between the District and ComEd for the bike path, open space and NRC restoration projects.

Feasibility Study

In December, staff is meeting with Williams Architects to discuss program spaces

Proposed Video Gaming at OCCC

The Village of Mount Prospect Board is discussing video gaming at November 26th Committee of the Whole meeting.

Legal Counsel

Continue to wait on deed and ownership for grounds property 700 Camp McDonald Rd
Began reviewing the agreement for the potential cell phone tower lease
Continue to work on updating the District's list of property held by Cook County Assessor to maintain an accurate list of tax exempt property

Board of Commissioners remaining 2019 Meeting Schedule

November 19	NRC presentation Lexington Homes Proposed Video gaming at OCCC Feasibility study Selection of Committees of the Board Adopt Fund Balance Policy Proposed Tax Levy / Truth in Taxation
December 10 At GMRC	Finance Committee Budget Draft
December 17 AT OCCC	Lexington Homes Proposed Video gaming at OCCC Feasibility study Budget presentation Tax Levy Ordinance Approve schedule of FY2020 meetings

FY2020

January 28	Public Hearing for fiscal year 2020 budget and appropriation ordinance
February 25	Tax Abatement Ordinance
May 26	Parks Tour Financial Audit Presentation Approve legal counsel and NWSRA
June 23	NWSRA presentation
August 25	NWSRA 2021 Assessment Resolution
October 27	Speer Financial Presentation IAPD Delegate Credentials for conference
November 17	Selection of Committees of the Board Adopt Fund Balance Policy Proposed Tax Levy / Truth in Taxation
December 15	Budget Draft Tax Levy Ordinance Schedule of 2021 meetings



November 12, 2019

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

Brochure

The Winter/Spring brochure is now displayed on our website and registration has started for Winter/Spring programs. The brochure will be delivered to residents on November 21.

Registration for Creative Kids Preschool starts Monday, January 6.
Registration for KinderStop starts Monday, January 6.

Summer Camp registration starts Monday, February 3.

Many new programs are being offered including Smart Start Art, Cars, Catapults & Bridges, The Incredible Edible Icee Experience, Guitar Stars, Microscope Investigation Lab, The Science and Benefits of Laughter, Music Start, School's Out for Summer Slime and Tot Tumbling and Rhythmic Gymnastics.

Block Party

I attended the SPRA Showcase on November 6. It is a full day of listening to local bands. So far I have booked 7th Heaven for the 9:30 PM timeslot.

PDRMA

Infrared testing was done at OCCC on October 22, there were 3 areas identified to be repaired. The repairs were done on October 26.

I attended the Reasonable Suspicion Drug and Alcohol Training for Supervisors on November 7.

The full-time staff training on Slips, Trips and Falls will be held on November 22.

2020 Budgeting

The recreation department is finishing up the budgets for the November 21 review.



November 13, 2019

To: Christina Ferraro, Executive Director
From: Dino Squiers, Superintendent of Facilities & Parks
Re: November 2019 Board Report

ROOM # 2

Cracked floor tiles on the east side were removed, damaged concrete was repaired and floor was leveled. Since the tile pattern is not available, we found a similar replacement to match the existing floor.

Plumbing

Water leaking in the women's locker was due to a bad seal on the toilet valve, repairs were made on the valve to stop the leak. Backflow devices were inspected for the main water supply the enters the building in the pump room.

HVAC

Front heating unit for room two would not start, we had to shut down the unit three times to get it to ignite, on further inspection the fan belt had cracks and was replaced at this time.

OCC

Filters were changed in the air handlers and roof top units at the golf course /banquet hall.

LOCKER ROOM

Paint was peeling on a few lockers and dividers in the women's locker room. Contractor returned and prepped, primed and painted areas as needed.

ADMINISTRATION BUILDING

Exterior lights at the front entrance were cycling on and off at different times, photo sensor that controls the lights was replaced to correct the issues.

I.WALTON

Center section of park was cut down and cleared out. Next spring, we will remove a few tree's and trim others to get more sunlight in that area.

CLAIRE LANE PARK

Damaged sections of the tennis court were removed and patched, after court was leveled a top coat of asphalt was applied and sealed, next year court will be painted and striped for tennis and pickleball.

LIONS PLAYGROUND

Rubber matting by the playground entrance was tearing, edges by the entry next to the walkway and slide were repaired and rounded to prevent from tearing again

THOR GUARD

Detection and sounding devices for the lightening system were disconnected at OCC and GMRC for the season. Batteries in the remote warning devices were removed and put on trickle charge for the winter.

Parks

Crew cut grass, raked leaves, shoveled snow and salted the pavement all in the same week. We will continue to pick up trash and clean up around the parks weather permitting.



November 12, 2019

To: Christina Ferraro, Executive Director
From: Marc Heidkamp, Director of Golf
Re: October 2019 Golf Operations Board Report

Historic rain falls along with below average temperatures resulted into a below average result for October 2019. Moving into the last quarter of 2019, staff is working on new goals and budget for FY2020.

Open play was up this month and outing play was down from last year comparison.

Pro-shop sales fell as a result of less play during the month. Inventory will be moved in the next few weeks with great sales and the final event in November.

The car fleet year-end winterization program is complete. Staff will focus on minor repairs and detailing cars prior to storage.

Grounds crew readied the course for winter by blowing out irrigation lines and mulching leafs. All greens will be sprayed with snow mold protectants and ready for covers to be installed. The course will remain open through the Turkey Shoot Nov 10th and beyond weather permitting.

Food service will remain open for lunch through Thanksgiving and then for banquets and special events until FY2020 golf season.

OCTOBER	2018	2019	2018 v 2019
GREENS FEES	\$10,497.85	\$21,038.32	100%
CART RENTAL FEES	\$6,717.00	\$8,648.00	29%
APPAREL	\$1,874.35	\$2,022.48	8%
EQUIPMENT	\$3,258.66	\$2,298.67	-29%
GOLF BALLS	\$2,325.83	\$1,351.59	-42%
DRIVING RANGE	\$301.50	\$732.00	143%
SPECIAL ORDERS	\$655.00	\$0.00	-100%
F AND B	\$11,250.00	\$4,953.72	
OUTINGS	\$19,295.52	\$10,515.74	-45%



November 12, 2019

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

Preschool

The month of October was busy for our preschoolers! We traveled, we had visitors and they partied! The all school field trip was to Sonny Acres Farm. A week later the 4Y classes traveled to the Prospect Heights Fire District, and the 3Y classes got a visit from the firefighters. We ended the month with a Halloween Party! This student's trick or treated in the building, played some games, and decorated their party bags!

Youth Athletics

Youth volleyball league started on October 28th. This fall we have 22 participants, compared to 31 participants for fall 2018. Mondays are practices and Sundays are games.

Fitness Center

In October we had 6 daily fees. 4 adult, 2 students. Total Revenue \$46

The fitness center is now a SilverSneaker and Prime location. To date we have 2 SilverSneakers and 1 Prime members.

Three Year Comparison

Membership	October 2017	October 2018	October 2019
3 months	1	3	2
6 months	0	4	3
1 year	16	7	2

Membership Oct 2019	# of Members	Total Revenue
3 months	4	\$265
1 year	4	\$529
Seniors	19	\$1288



November 2019

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

Dance

Our Holiday Recital this year will be held at Rolling Meadow High School Theatre on Saturday, Dec 7th and picture day & rehearsal on Thursday, Dec 5th. I am excited to go back to RMHS as this is where our recitals were hosted many years ago.

Our Competition Dance Teams all performed at The Arts Showcase on Sat. Nov 9th. They did a great job!

Performing Arts

I am very excited to announce that Katie Williams (Year-round dance teacher) & Tyler Orlando, 2 of our Creative & Performing Arts Counselors have taken the reigns for the 2020 Summer Production Camp Show "Wonka, The Golden Years". They will be writing & directing the show.

Active Adults

We have had a fun fall season with our active adults. We took a group of 22 to see Piano Man at The White Pines Resort, We had a group of 28 so excited to see Hamilton at The Marcus Center of The Performing Arts in Milwaukee, 14 lucky people went to Ameristar Casino, 12 people had lunch at Chuck's Southern Café on our monthly luncheon trip, 25 people went to The Rosewood Theatre to see Radio Days with their outstanding luncheon & 10 people went to figure out "who did it" at The Jacob Henry Mansion's Murder Mystery tour. We are gearing up for our holiday trips to finish off 2019. A great time was had by all who attended.

My Winter Spring Newsletter will be out the week of Thanksgiving.

Special Events

A fun time was had by all who attended Halloween Bingo on Friday, October 25th. We had 26 patrons enjoy pizza, bingo and Andy's frozen custard.

On Sat. Nov 9th we had our annual Arts Showcase & Holiday Shopping Boutique. Our Creative Kids Preschool had 40 preschoolers sing various songs to kick off our event. KinderStop followed with 10 kids singing some of their favorite songs and we finished the entertainment with our 3 Competition Dance Teams showing off their talents. Santa arrived just in time for pictures with our visitors and their pets. All of these activities helped bring additional traffic into our Holiday Shopping Boutique which had 26 vendors/crafters. There was something for all who attended. We even had a free craft table for the kids that were looking for something else to do.

My next event will be the Holiday Trolley Express on Thursday, Dec 12th and Friday, Dec 13th.



November 2019

To: Julie Caporusso, Superintendent of Recreation
From: Jeanette Garrity, Supervisor of Recreation
Re: Board Report – November, 2019

Program updates: Youth Programs, Kinder Stop & Aquatics

Kinder Stop

Current KinderStop enrollment numbers are the same as last month with **14** in KinderStop AM, **28** in KinderStop PM, **26** in Before Care and **71** in After Care. All staff continue to do a great job supervising children and coming up with new exciting crafts and games to keep them entertained.

The Prospect Heights Police Department K9 Officer and his dog Bane visited the After Care students on Friday October 25th. Students got to witness what Bane is trained to do as well as the officer talked to all students about safety.

All KinderStop staff have completed food allergy trainings to better understand and help kids in the program who have food allergies.

Kids Day Off

Since my last report we have had no Kids Day Off programs. The next three are scheduled for the week of Thanksgiving. Field trips will be Jump Zone on November 25th, Tilt Studio on November 26th and Bulls/Sox Academy on November 27th. As of November 12th, the number of participants for each day are around 20. These numbers are expected to increase as we get closer to the program dates.

Aquatics

Aquatics staff received the Platinum award this year for the 2019 aquatics season from Jeff Ellis and Associates. A plaque was received in the mail and will be hung up in the lifeguard office. The Platinum award is the highest award you can receive. The Jeff Ellis and Associates contract has been signed for another year for the 2020 aquatics season.



November 19, 2019

To: Park Board of Commissioners
From: Christina Ferraro, Executive Director
Re: Selection of Committees of the Board

Per the Prospect Heights Board of Commissioners General Practices Manual, the Board has authority to establish standing committees charged with the considering particulate matters as outlined below and making and recommendations to the Board:

Article 6,

6.3 Other Standing Committees - Generally a committee shall be advisory to the Board only and shall not be authorized to take any final action on any matter of Board business. A committee shall make its recommendations to the Board in writing, whether by a committee report, by memorandum of the Executive Director, or by some other suitable format. The President of the Board shall serve as an ex-officio member of all committees.

6.4 Finance Committee is comprised of the Board Treasurer as chairperson, and one other Board member. The Board President, the Executive Director, and the Business Manager shall be ex-officio members of this committee. This committee is charged with the consideration of and recommendations to the Board regarding issues relating to budgets, finance, strategic planning, policy, computer technology, personnel, insurance, and related matters.

6.5 Personnel and Planning Committee: all employee and workplace policies. In addition, matters related to the District's Master Plan.

6.6 Policy and Procedure Committee: District policies and procedures, including; review, revision, adopting ordinances and policy consistent with Illinois law and recommendations PDRMA.

6.7 Recreation Facilities, Parks & Maintenance Committee: facility usage, park properties, land acquisition and development, buildings and grounds maintenance, historic preservation, capital projects, and related matters.

6.8 Recreation Programs & Resident Relations Committee: recreational programming, communications, marketing, and related matters.

6.9 OCCC Programs, Facilities, Grounds & Maintenance Committee: golf operations, golf course property, design and development, buildings and grounds maintenance, capital projects, and related matters



November 19, 2019

To: Christina Ferraro, Executive Director
From: Annette Curtis, Superintendent of Finance and Planning
Re: Fund Balance Resolution and Policy

FUND BALANCE POLICY

Prospect Height Park District implement Fund Balance Reporting and Governmental Fund Definitions, GASB 54 in 2010. GASB 54 was designed to improve financial reporting by establishing fund balance classifications that are easier to understand and apply.

PHPD's Fund Balance Policy:

- Established a minimum level (target range) at which the projected end year fund balance should maintain.
- Identifies transfers between funds.
- Management's responsibility to adhere to the Fund Balance Policy.

The Policy has been updated to include F300 Golf and F301Banquets. Based on the policy net proceeds from F300-Golf will be used to support golf operations, golf capital, and F200 Recreation. F301-Banquet's net proceeds will be used to support banquet operations, banquet capital, golf operations, golf capital and F200 Recreation.

RECOMMENDATION

The Finance Committee met on November 19, 2019 and reviewed Resolution 11.19.2019 A Resolution to Adopt a Fund Balance Policy and revised Fund Balance Policy 11.19.2019. Based on the Finance Committee's approval, staff recommends the adoption of Resolution 11.19.2019 and Fund Balance Policy 11.19.2019.



**Resolution #11.19.2019
Adoption of Fund Balance Policy**

WHEREAS, the Prospect Heights Park District, Cook County, Illinois (the "District") is an Illinois unit of local government organized and operating under the Illinois Park District Code, as amended and supplemented; and

WHEREAS, the District is subject to the financial reporting guidelines promulgated by the Government Accounting Standards Board (GASB), including but not limited to GASB Standard 54 related to the establishment of a fund balance policy and the reporting of fund balances according to such policy;

WHEREAS, the District has adapted its financial reports to comply with GASB Standard 54 and now desires to adopt a fund balance policy to complement and illuminate such changes.

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

1. Recitals. The Board finds the foregoing recitals to represent a complete and accurate description of the purpose of this resolution and incorporates them as part of this resolution as though fully set forth herein.
2. Fund Balances. The Board hereby adopts the fund balance policy attached hereto as Exhibit A, incorporated and made a part hereof as though fully set forth herein.
3. Accumulation of Funds. The Board hereby finds and declares that the portion of a governmental fund's fund balance committed for capital expenditure purposes shall not be devoted to general operating expenses and as a result should not be construed as surplus funds for the purpose of identifying an excess accumulation or excess tax rate in any fund.
4. Conflicts. All prior resolutions or administrative directives in express conflict with this resolution are hereby repealed to the extent of such conflict.

Adopted this 19th day of November 2019.

AYES:

NAYS:

ABSENT:

APPROVED:

ATTEST:

Board of Park Commissioners, President

Board of Park Commissioners, Secretary

FUND BALANCE POLICY

Exhibit A

Revised November 2019

A Fund Balance Policy establishes a minimum level (target range) at which the projected end-of-year fund balance should be maintained. This policy is established to provide financial stability, cash flow for operations, and the assurance that the District will be able to respond to emergencies with fiscal strength. It is anticipated that unexpected situations may cause the Park District to fall below the minimum level, at which point certain steps will be followed to correct the deficiency, as outlined in the Policy below under "Minimum Target Balances".

Flow Assumption: Some funds are funded by a variety of resources, including both restricted and unrestricted (committed, assigned and unassigned). When restricted funds exist, those funds are used first, then unrestricted. For unrestricted funds, committed funds are used first, then assigned, then unassigned.

The following parameters will be used as part of the budget process to establish targets for the following funds:

- Corporate Fund- The Corporate Fund unassigned fund balance targets should represent no less than three months and no more than six months of operating expenditures. Balances above the maximum may be transferred to other funds or to capital projects. It may take more than one levy cycle to ensure that the fund is operating in the proper range.

The following are Special Revenue Funds- Funds used to account for and report the proceeds of specific revenue sources that are restricted (tax levy) or committed (by board) to expenditures for specific purposes other than debt service and capital projects.

- Recreation Fund- The Recreation Fund assigned fund balance should represent no less than three months with a target range of 3 to 6 months of operating expenditures. The property taxes levied to support the fund will be adjusted to ensure that it operates within the target range. Balances above the maximum transferred to other funds or to capital projects It may take more than one levy cycle to ensure that the fund is operating in the proper range.
- Golf Fund- The Golf fund is not supported directly through the property tax levy. The assigned fund balance should represent no less than 3 months with a target of 3 to 6 months of operating expenditures. The Board has passed a resolution that committed net proceeds from golf to be used for the operation of the golf course and/or a transfer to golf capital and/or a transfer to the Recreation Fund. It may take more than one levy cycle to ensure that the fund is operating in the proper range.
- Golf Banquet Fund- The Golf Banquet fund is not supported directly through the property tax levy. The assigned fund balance should represent no less than 3 months with a target of 3 to 6 months of operating expenditures. The Board has passed a resolution that committed net proceeds from banquets to be used for the operations of the banquet facility and/or transfer to

Revised November 2019

banquet capital, and/or transfer to Golf Capital and/or transfer to the Golf Fund and/or a transfer to the Recreation Fund. It may take more than one levy cycle to ensure that the fund is operating in the proper range.

- Audit, Paving and Lighting, Insurance, I.M.R.F., Police, Museum, Special Recreation, Social Security - These restricted fund balances should represent no less than two months with a target range of 2 to 6 months of operating expenditures. These funds will be monitored and the taxes levied to support them will be adjusted to ensure that they operate within the target range. It may take more than one levy cycle to ensure that the funds are operating in the proper range.
- Memorial Fund- The Memorial fund is not supported directly through the property tax levy. Instead, funds are transferred from the Museum Fund to cover the budgeted expenditures. As such the fund is budgeted to have a zero balance at year end.
- Community Events Funds- The assigned fund balance should represent no less than two months of operating expenditures. Revenues are not generated through the property tax levy; instead revenues are generated through activity fees and donations. As such an accumulation of fund balance is acceptable. An accumulation of fund balance is acceptable for use in future events.

Not considered special revenue funds:

- Capital Funds- The Capital Fund balance is reviewed in developing the Capital Spending Plan. Debt financing, grants, or inter-fund transfers can be used to finance projects. The fund balance of a Capital Fund is 100% committed or assigned for maintenance, construction and/or development. Increase and decreases in fund balances are associated with the specific projects planned. Therefore, no specific target range is established for this type of fund. The cumulative balance of all capital funds shall not exceed 1.5% of the aggregate equalized assessed valuation of all taxable property within the district.
- Debt Service Fund- The activities in this fund are recording the property taxes received to pay debt, recording the issuance of the yearly GO Bond, and making debt payments. The Debt Service Fund's fund balance is restricted for debt service and transfers to capital. If there is a remaining fund balance after the retirement of outstanding bonds, that amount can either be transferred to capital or used for future debt payments.

FUND BALANCE POLICY

Exhibit A

Revised November 2019

Minimum Targets-

Management will monitor the major revenue collections and the amount of cash available by reviewing the monthly financial reports. During the year, if revenue projections suggest that revenue will not meet expectations and the fund target(s) will not be met by the end of the year, the Executive Director will take the following actions to reach the goals established in the adopted budget:

- Review with management,
- Reduce capital asset expenditures,
- Reduce operational expenditures, where appropriate, while maintaining the adopted budget goals,
- Present to the Board of Commissioners other expenditure control options, including those that might modify the goals established in the adopted budget.

Exceptions to the Policy

If the Board of Commissioners adopts a budget that does not meet the parameters of this policy, then the budget will include a plan for adhering to this Policy within a FIVE -year period. Nothing herein is intended to create a private right of action to enforce this policy nor to affect the validity of any appropriation ordinance or tax levy ordinance.

Approved November 19, 2019

President- Board of Commissioners

Secretary-Board of Commissioners

Policy passed November 9, 2010, amended June 19, 2012, amended November 19, 2019.



November 19, 2019

To: Christina Ferraro, Executive Director
From: Annette Curtis, Superintendent of Finance and Planning
Re: Truth in Taxation- Tax year 2019 Fiscal year 2020

Truth in Taxation Resolution

The Truth in Taxation law requires districts to determine the estimated amount of taxes necessary to be levied not less than twenty (20) days prior to the official adoption of the Levy Ordinance. Adoption of the levy ordinance will occur at December's board meeting.

If the Levy exceeds the prior year's extension by 105%, public notice should be given and a public hearing held on the district's intent to adopt the levy.

The estimated tax levy for tax year 2019 is \$2,938,983. This amount does not exceed 105% of the taxes extended for tax year 2018. The Truth in Taxation Law does not apply, and PHPD is not required to publish a notice or conduct a public hearing.

RECOMMENDATION

The Finance Committee met on November 19, 2019 and reviewed Resolution 11.19.2019A, Truth in Taxation for Levy year 2019. Based on the Finance Committee's approval, staff recommends the adoption of Resolution 11.19.2019A.



**Resolution #11.19.2019A
Truth in Taxation for Levy Year 2019**

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

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

WHEREAS, the aggregate amount of property taxes extended or estimated to be extended for 2018 was:

WHEREAS, it is hereby determined that the estimated amount of money, exclusive of election costs, necessary to be raised by taxation for the year 2019 is as follows:

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

Section 1: The estimated amount of money, exclusive of election costs, necessary to be raised by taxation for the year 2019 is \$2,938,983.

Section 2: The aggregate amount of taxes estimated to be levied for the year 2019 does not exceed 105% of the taxes extended for Prospect Heights Park District in 2018.

Section 3: In light of Section 2 above, the provisions of sections 18-65 through 18-85 of the Truth in Taxation Law does not apply to the adoption of the 2019 aggregate levy, and the Prospect Heights Park District is not required to publish notice of a hearing on the levy in a newspaper(s) having general distribution and conduct a hearing thereon.

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

Adopted this 19th day of November 2019.

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

President

ATTEST:
Secretary

Subscribed and sworn to before me
This 19th day of November 2019

Notary
