



BOARD REPORT

NOVEMBER 17, 2020

This meeting will be conducted by audio/video conference without a physically present quorum of the Park District Board of Commissioners because of a disaster declaration related to COVID-19 public health concerns affecting the jurisdiction of the Park District. The President of the Board of Commissioners has determined that an in-person meeting with all participants is not practical or prudent because of the disaster. Commissioners, the Executive Director and Staff may not all be physically present at the Old Orchard Country Club (OCCC) due to the disaster. Physical public attendance at OCCC is limited, so alternative arrangements for public access to hear the meeting are available at the bottom of this notice. The meeting will also be audio/video recorded and made available to the public, as provided by law.



PUBLIC NOTICE AGENDA

November 17, 2020 Park Board of Commissioners Regular Board Meeting

- I. Call to Order – 7:00 p.m.**
 - A. Roll Call**
 - B. Pledge of Allegiance**
- II. Corrections/Additions/Approval of Agenda**
- III. Recognition/Welcome**
- IV. Correspondence**
SLSF & NWSRA Thank You
- V. Presentation: Muir Park Conceptual Drawings by JSD Inc.**
- VI. Public Comment**
The public may call into the meeting to address the Board or submit a Public Comment that will be read at the Meeting by emailing ecastil@phparks.org by 4:30 p.m. on November 17. Those wishing to comment at the meeting are asked to type an asterisk (*) before legal name; individuals will be unmuted, asked to speak, (note three-minute limit per person) and muted again.
- VII. Approval of Minutes**
Regular Board Meeting – October 27, 2020
- VIII. Acceptance of Minutes**
Finance Committee Meeting – August 4, 2020
- IX. Announcements (Meetings)**
Regular Board Meeting – December 15, 2020 7:00 p.m.
- X. Park District Treasurer's Report**
 - A. Approval of Cash Report**
 - B. Approval of Warrants for Payment**
- XI. Superintendent of Finance and Planning Report**
- XII. Attorney's Report**
Legal Matter

XIII. Administrative/Operational Summary

- A. Executive Director
- B. Superintendent of Recreation
- C. Superintendent of Facilities and Parks
- D. Director of Golf
- E. Recreation Supervisors

XIV. Unfinished/Ongoing Business

Consideration of Agreement for Exchange of Land at/adjacent to Muir Park

XV. New Business

Approval Resolution 11.17.2020 Truth in Taxation for Levy Year 2020

XVI. Committees of the Board

XVII. Adjournment

Note 1: Alternative arrangements for public access to attend the meeting virtually:

MEETING PARTICIPATION INSTRUCTIONS:

Computer access: Join the Zoom Meeting

<https://zoom.us/j/96048426746?pwd=ZUV3OGhCd1pscnhxeGJYbmhYa2JxQT09>

Meeting ID: 960 4842 6746

Passcode: 443169

Phone access: Audio participation on telephone 1-312-626-6799

Meeting ID: 960 4842 6746

Passcode: 443169

Please be sure to use your legal name. Any use of inappropriate names may result in ejection from the meeting. The meeting will open at 6:50 p.m. Please join the meeting at least 5 minutes prior to start of meeting. Participants are automatically muted, asked to speak during public comment, (note three-minute limit per person) and muted again.

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.



We exist to support children and adults with disabilities through philanthropy
for Northwest Special Recreation Association.

September 30, 2020

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

Dear Christina,

On behalf of Special Leisure Services Foundation (SLSF) and Northwest Special Recreation Association (NWSRA), thank you for helping us secure Old Orchard Country Club for the annual Women's Golf Outing held on Wednesday, September 16, 2020. Marc, Doug and the course and banquet staff were very attentive and helped us to assure that every participant had a wonderful and safe time. While the event was very different from our previous events the staff at the golf course made sure our golfers, staff and volunteers felt safe.

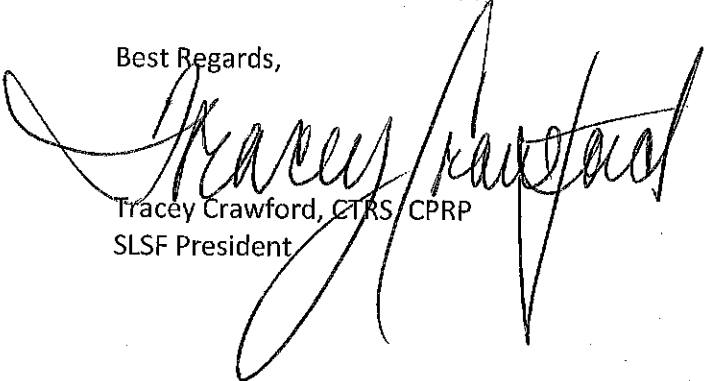
This annual fundraiser enables SLSF to support inclusion opportunities, scholarships, help purchase accessible vehicles to transport people with disabilities to NWSRA programs, and to support Paralympic and Unified Sports opportunities. With your support, we raised nearly \$21,000!

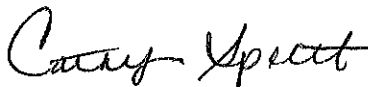
Our member park districts, through the direction of their boards, allow us to provide quality leisure and recreation programs for residents with disabilities based on the growing needs and choices that residents make to pursue an active lifestyle.

NWSRA celebrates providing recreation and leisure programs for children and adults with disabilities and appreciates your ongoing support.

Thank you again for your support.

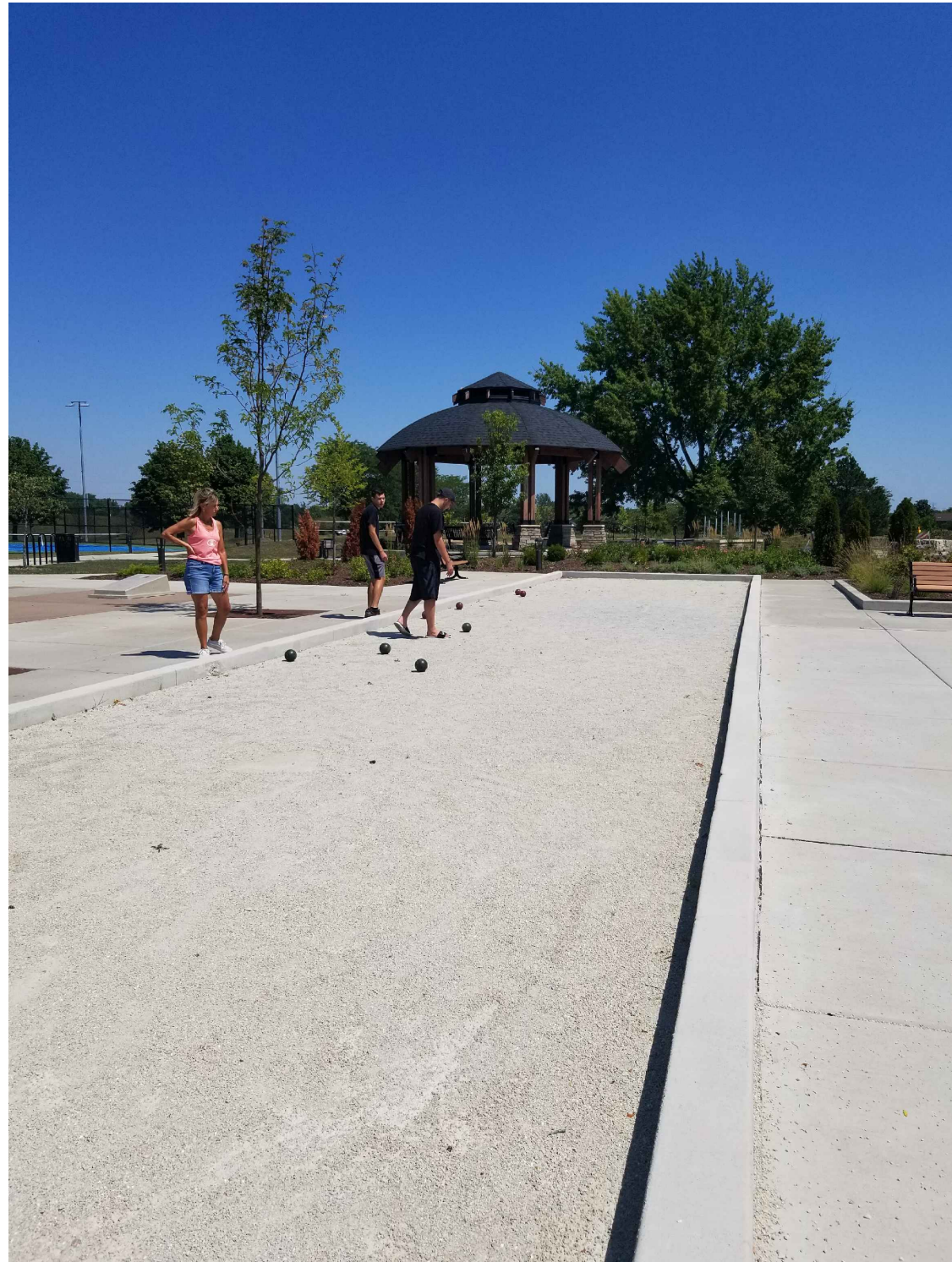
Best Regards,


Tracey Crawford, CTRS, CPRP
SLSF President


Cathy Splett, CFRE, CPRP
Superintendent of Development

Arlington Heights • Bartlett • Buffalo Grove • Elk Grove • Hanover Park • Hoffman Estates • Inverness • Mount Prospect • Palatine
Prospect Heights • River Trails • Rolling Meadows • Salt Creek • Schaumburg • South Barrington • Streamwood • Wheeling

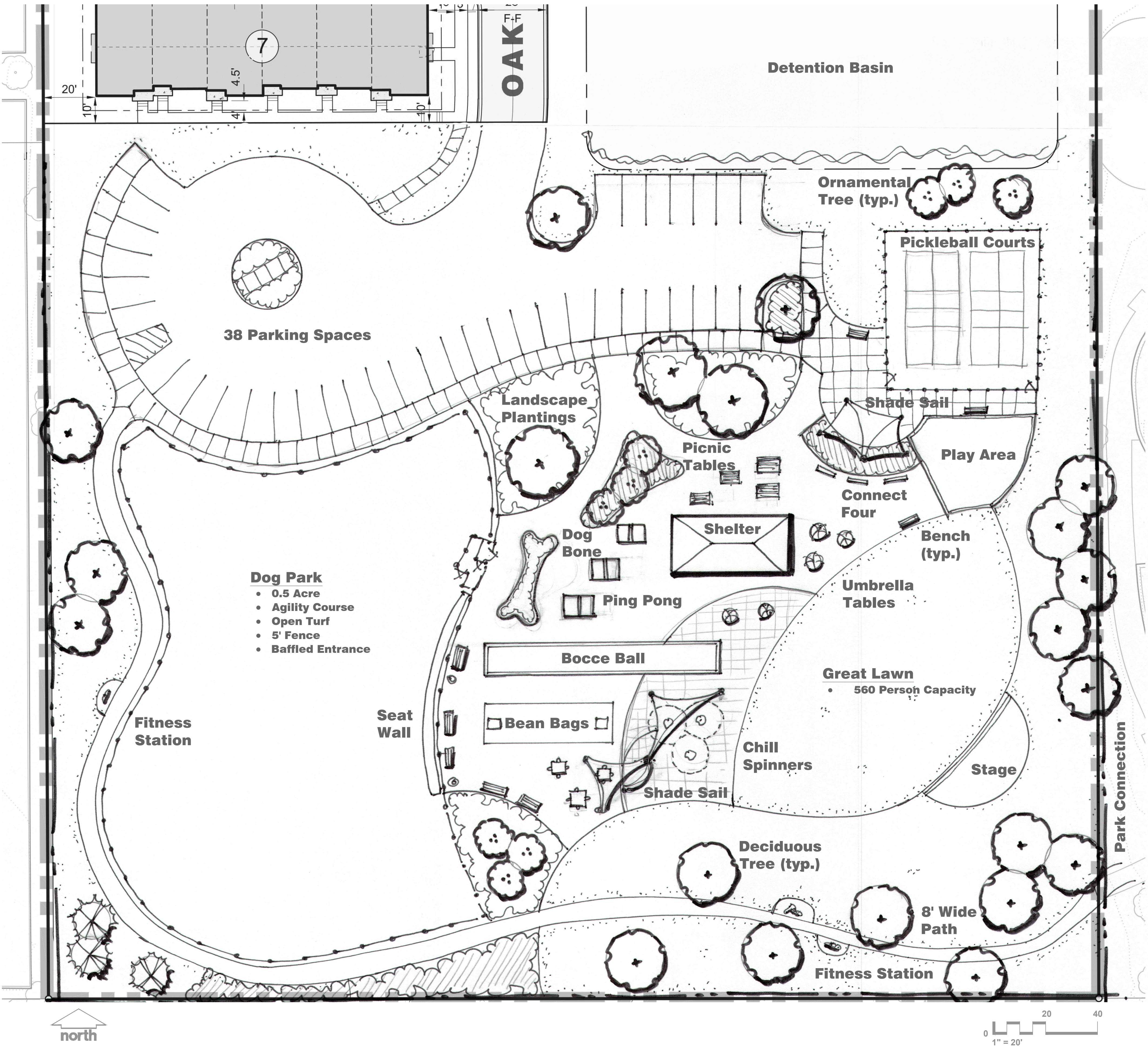
3000 West Central Road, Suite 205 • Rolling Meadows, IL 60008 • VOICE 847/392-2848 • FAX 392-2870 • TTY 392-2855 • www.nwsra.org

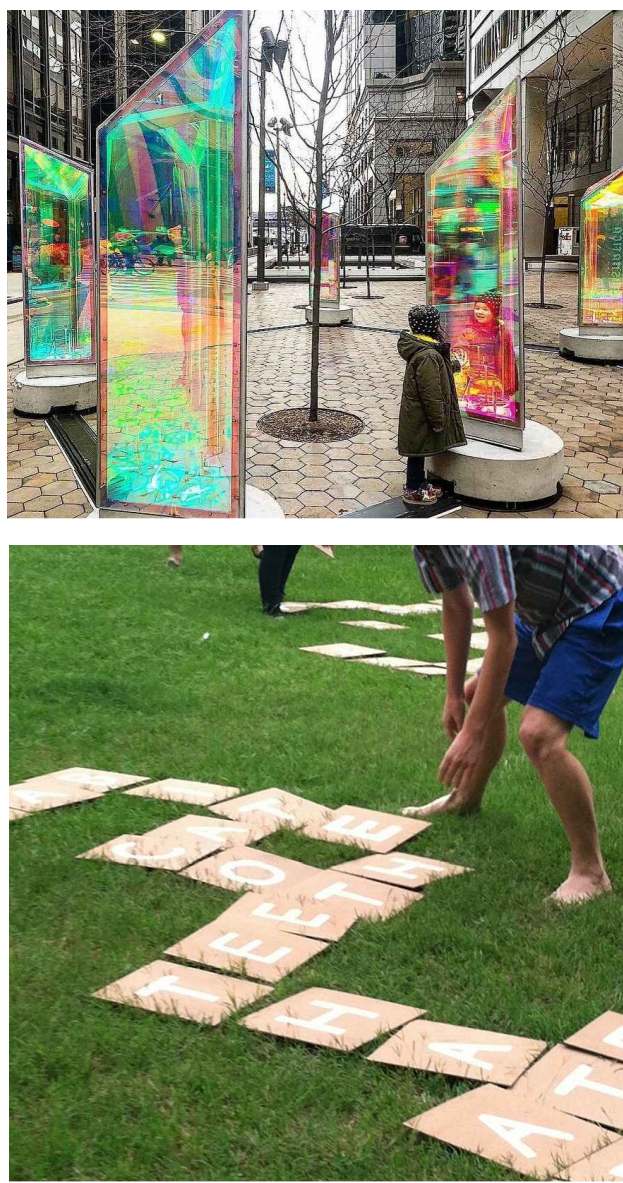


MUIR PARK



Concept A
09-18-2020

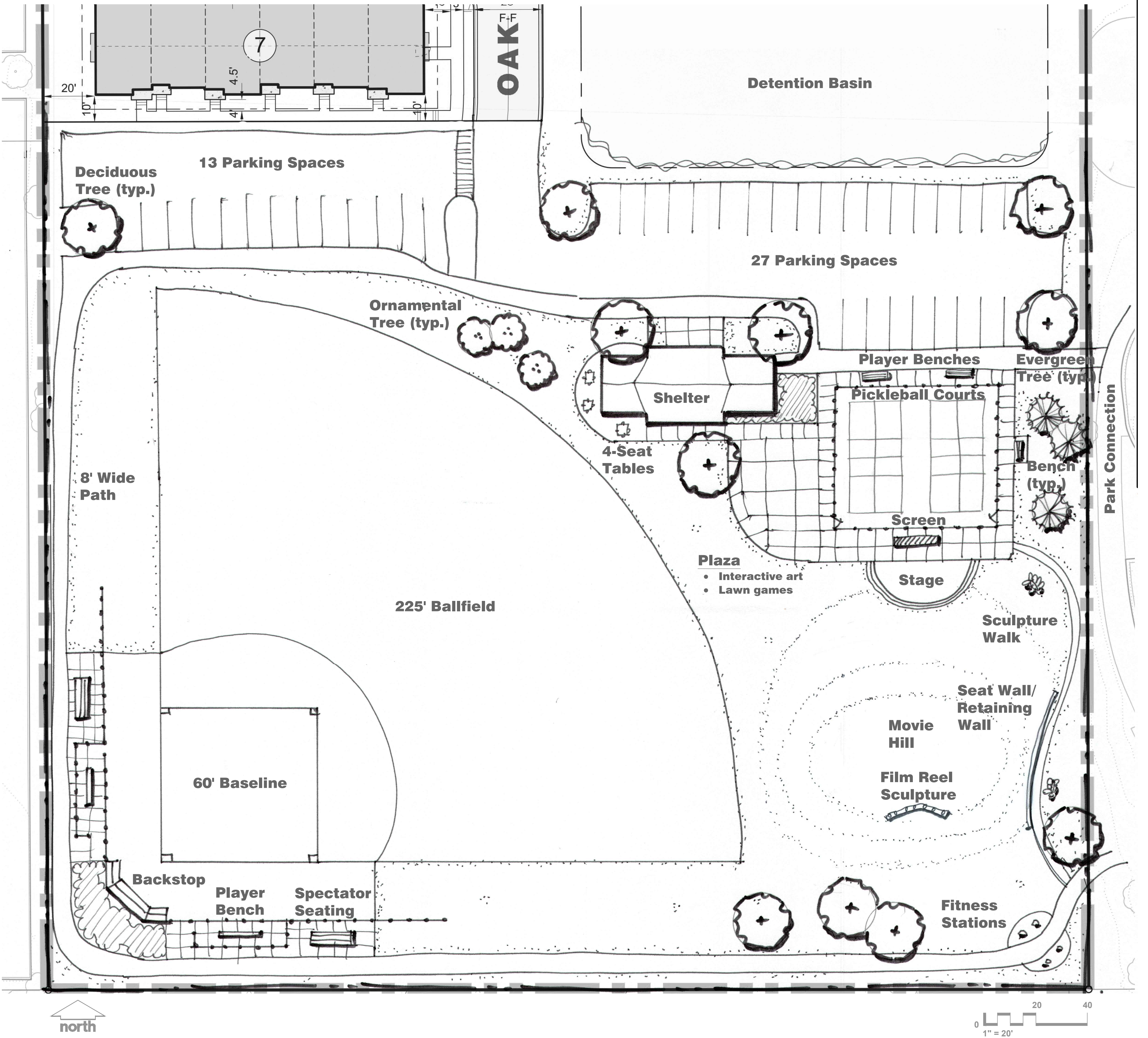




MUIR PARK



Concept B
09-18-2020



**MINUTES OF THE REGULAR BOARD MEETING
OF THE COMMISSIONERS AND OFFICERS
OF THE PROSPECT HEIGHTS PARK DISTRICT
VIRTUAL MEETING
ZOOM MEETING ID: 961 4730 8391 PASSWORD: 624969
TUESDAY, OCTOBER 27, 2020**

Call to Order

Roll Call

Commissioner Jones called the Regular Board Meeting of the Prospect Heights Park District to order at 7:01 p.m.

Commissioners present:

Vicki Carney

Betty Cloud

Karl Jackson

Tim Jones

Eric Kirste (arrived at 7:02 p.m.)

Also Present:

Christina Ferraro – Executive Director

Julie Caporusso – Superintendent of Recreation

Dino Squiers – Superintendent of Facilities & Parks

Marc Heidkamp – Director of Golf Operations

Annette Curtis – Superintendent of Finance & Planning

Edlyn Castil – Admin Services Mgr./Recording Secretary

Commissioners absent:

Ellen Avery

A quorum was present.

Commissioner Jones led the Pledge of Allegiance.

Commissioner Kirste arrived at 7:02 p.m.

Corrections/Additions/Approval of Agenda

A motion was made by Commissioner Carney and seconded by Commissioner Cloud to approve the agenda as submitted. The motion was approved by a roll call vote.

Ayes: Commissioners Carney, Cloud, Jackson, Jones, Kirste

Nays: None

Abstain: None

Absent: Commissioner Avery

The motion carried.

Correspondence

There was none.

Recognition/Welcome

There were no guest presenters in attendance.

Public Comment

There were none.

Presentation

Superintendent of Finance and Planning Annette Curtis presented the newly created Prospect Heights Parks Foundation. Annette explained the purpose of the Parks Foundation is to be the fundraising arm of the Prospect Heights Park District. It is a separate entity from the Park District. She reviewed the Parks Foundation's Mission, Vision and Values. At this time, the filing of the Articles of Incorporation have been filed with the state and the Parks Foundation has received its FEIN. The Inaugural Board will be meeting on 10/28/20 to approve the Articles of Incorporation, By-Laws and Memo of Understanding with the Park District.

Approval of Minutes**Regular Board Meeting – September 22, 2020**

A motion was made by Commissioner Cloud and seconded by Commissioner Carney to approve the September 22, 2020 Regular Board Meeting Minutes as submitted. The motion was approved by a roll call vote.

Ayes: Commissioners Carney, Cloud, Jones, Kirste

Nays: None

Abstain: Commissioner Jackson

Absent: Commissioner Avery

The motion carried.

Acceptance of Minutes**GMRC Feasibility Study Taskforce Meetings – September 1 and 14, 2020**

A motion was made by Commissioner Cloud and seconded by Commissioner Carney to approve the September 1, 2020 and September 14, 2020 GMRC Feasibility Study Taskforce Meeting Minutes as submitted. The motion was approved by a roll call vote.

Ayes: Commissioners Carney, Cloud, Jackson, Jones, Kirste

Nays: None

Abstain: None

Absent: Commissioner Avery

The motion carried.

Announcements (Meetings)

The next regular Board meeting will be held on November 17, 2020 7:00 p.m.

Park District Treasurer's Report**Cash Report #9**

Payroll	Checking/sweep	\$	(1,113.64)
Vendor	Checking/sweep	\$	(40,896.54)
General/Sweep	Checking	\$	2,033,607.20
ATM	Checking	\$	26,613.03
Investment	Checking	\$	2,471,320.74
CD Investment	Maturity 1.8.2021	\$	356,981.03
Totals		\$	4,846,511.82

A motion was made by Commissioner Carney and seconded by Commissioner Cloud to accept the Treasurer's Report – Cash Report #9 dated October 27, 2020 in the amount of \$4,846,511.82.

The motion was approved by a roll call vote.

Ayes: Commissioners Carney, Cloud, Jackson, Jones, Kirste

Nays: None

Abstain: None

Absent: Commissioner Avery

The motion carried.

Approval of Warrants for Payment

A motion was made by Commissioner Carney and seconded by Commissioner Cloud to accept Warrants for payment as submitted for Vendor Warrants #9, 9A, and Payroll 19, 20 in the amount of \$306,949.31. The motion was approved by a roll call vote.

Ayes: Commissioners Carney, Cloud, Jackson, Jones, Kirste

Nays: None

Abstain: None

Absent: Commissioner Avery

The motion carried.

Superintendent of Finance and Planning Report

As submitted. Commissioner Carney asked if there were any other financial commitments with the OOC Electrical Project. Annette replied that she is monitoring the project budget and can provide that information to Commissioner Carney. Finance Committee will be meeting on November 3rd to discuss the levy and projected year-end numbers. The Truth in Taxation for levy year 2020 will be presented to the Board at the November Board meeting and the final ordinance will be presented in December. On December 8th the budget will be presented to the Finance Committee and then to the Board at the December Board meeting.

Attorney's Report

There was none.

Administrative/Operational Summary

Executive Director – as submitted. Executive Director Christina Ferraro encouraged the Board to visit Lions Park and see the Fall Scarecrows Art exhibit. Staff continues to watch the state's Covid19 metrics and prepare for adjustments to follow the restrictions.

Superintendent of Recreation – as submitted.

Superintendent of Facilities and Parks – as submitted.

Director of Golf Operations – as submitted.

Recreation Supervisors – as submitted.

Unfinished/Ongoing Business**GMRC Feasibility Study Process Update**

Executive Director Christina Ferraro reported she and Annette Curtis met with other park districts to discuss their processes to rebuild or renovate community centers. She and Annette also spoke with a few companies and learned the Park District really needs to contract professional services to develop an educational campaign surrounding the rebuild or renovation of the recreation center.

Consideration of Agreement for Exchange of Land at/adjacent to Muir Park

Commissioner Jones reported that he and Commissioner Avery met with the Lexington team to discuss a potential land swap. The Board will review proposed park conceptual designs and waiting for final City action on the 69 unit development before the Board discusses the potential land swap. More discussion to follow in the coming months.

New Business**Approval Resolution 10.27.2020A: Intergovernmental and subrecipient agreement for Coronavirus Relief Funds with Cook County**

Superintendent of Finance and Planning Annette Curtis explained Cook County opened the "relief fund" application process for park districts to apply for up to \$5,000 in reimbursement in COVID19 related expenditures. Annette is recommending approval of Resolution

A motion was made by Commissioner Jackson and seconded by Commissioner Cloud to approve Resolution 10.27.2020A: Intergovernmental and subrecipient agreement for Coronavirus Relief Funds with Cook County. The motion was approved by a roll call vote.

Ayes: Commissioners Carney, Cloud, Jackson, Jones, Kirste

Nays: None

Abstain: None

Absent: Commissioner Avery

The motion carried.

New Business (continued)

Approval Ordinance 10.27.2020 providing for the issue of approximately \$620,260 General Obligation Limited Tax Park Bonds, Series 2020, 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

Superintendent of Finance and Planning Annette Curtis explained these are the rollover bonds and proceeds are used to address debts and Capital needs. The District worked with the Mount Prospect State Bank on private placement. Staff is recommending approval of Ordinance 10.27.2020 providing for the issue of approximately \$620,260 General Obligation Limited Tax Park Bonds, Series 2020.

A motion was made by Commissioner Carney and seconded by Commissioner Cloud to approve approval Ordinance 10.27.2020 providing for the issue of approximately \$620,260 General Obligation Limited Tax Park Bonds, Series 2020, 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 Carney, Cloud, Jackson, Jones, Kirste

Nays: None

Abstain: None

Absent: Commissioner Avery

The motion carried.

Committees of the Board

There were no reports.

Adjournment

With no further business to discuss, a motion was made by Commissioner Cloud and seconded by Commissioner Kirste to adjourn the Regular Board Meeting at 7:36 p.m. The motion was approved by a roll call vote.

Ayes: Commissioners Carney, Cloud, Jackson, Jones, Kirste

Nays: None

Abstain: None

Absent: Commissioner Avery

The motion carried.

Respectfully Submitted,
Edlyn Castil, Recording Secretary

Secretary: _____
Ellen Avery, Prospect Heights Park District Secretary

**MINUTES OF THE FINANCE COMMITTEE
MEETING
OF THE PROSPECT HEIGHTS PARK
DISTRICT ADMINISTRATIVE BUILDING
104 W CAMP MCDONALD RD, PROSPECT HEIGHTS, IL 60070
TUESDAY AUGUST 4, 2020**

Call to Order

Roll Call

Vicki Carney called the Finance Committee Meeting of the Prospect Heights Park District to order at 7:00 p.m.

Commissioners present:

Eric Kirste

Vicki Carney

Also Present:

Christina Ferraro – Executive Director

Annette Curtis – Superintendent of Finance & Planning

Approval of Agenda

A motion was made by Commissioner Kirste and seconded by Commissioner Carney to approve the agenda as submitted. The motion was approved with a roll call vote. The motion carried.

Approval of Minutes

Finance Committee Meeting – April 1, 2020

A motion was made by Commissioner Kirste and seconded by Commissioner Carney to approve the April 1, 2020 Finance Committee Meeting Minutes as submitted. The motion was approved with a roll call vote. The motion carried.

New Business

a. Investment Policy

Discussion of proposed updates including the Illinois Sustainable Investing Act (30ILCS 238); Annette will clarify Sec 1.07 Authorized Financial Institutions and 1.15 Reporting; the proposed draft policy will be reviewed by legal before being proposed to the Board for final approval

b. Future Capital Financing Options

Discussion of different approaches and explanation of tax rate agency report from the County Clerk

c. Prospect Heights Parks Foundation

Discussion of starting a foundation and progress to date: approval of articles of incorporation, tax ID established, approval of bylaws required, MOU by both boards required and finish applying for 501c3

d. Capital Projects for 2020

Discussion of current budget, estimated year end, budget to defer to FY2021, GMRC maintenance needs

Old Business

a. COVID 19 Impact

Discussion of estimated expenditures for FY2020

b. Project Updates:

1. 2020 Bond – Annette is working on reducing fees with vendors
2. Audit search – eight requests mailed; three responded; lowest quote will be proposed
3. GL Interface – RecTrac and Paycor (not possible with EZLinks)
4. Positive Pay – internal control with Paycor and Incode will begin soon
5. Gift Cards – working on procedures for OCCC and GMRC
6. Refund Policy – working on policy for the district

Adjournment

With no further business to discuss, a motion was made by Commissioner Carney and seconded by Commissioner Kirste to adjourn the Finance Committee Meeting at 8:50 p.m. The motion was approved with a roll call vote. The motion carried.

Respectfully Submitted,
Christina Ferraro, Executive Director

Secretary: _____
Ellen Avery, Prospect Heights Park District Secretary

TO: Board of Commissioners, Prospect Heights Park District

Pink

FROM: Park District Treasurer

DATE: 11/17/2020 CASH REPORT FY 20

*Motion by Commissioner _____ to approve CASH REPORT 10
11/17/2020 as submitted. Seconded by Commissioner _____ .*

Mt. Prospect State Bank		Interest Earned YTD			
Payroll	Checking/sweep			(348.13)	
Vendor	Checking/sweep			(45,388.66)	
General/Sweep	Checking	\$122.14	annual yield 0.01%	1,920,563.09	
ATM	Checking			26,613.03	
Investment	Checking	\$13,388.32	annual yield 0.40%	2,471,928.44	
CD Investment	Maturity 1.8.2021	\$3,981.03	annual yield 1.50%	\$ 356,981.03	
TOTALS				\$ 4,730,348.80	Voice Vote

FINANCIAL RESOLUTION

*Motion by Commissioner _____ to approve WARRANT RESOLUTION
11/17/2020 as submitted. Seconded by Commissioner _____ .*

APPROVAL OF WARRANTS 11/17/2020

VENDOR WARRANTS			AMOUNTS
10	In the amount of	CHECKS ISSUED	\$282,558.38
10A	In the amount of	ELECTRONIC	\$29,765.15
Total Vendor Warrants			<u>\$312,323.53</u>

PAYROLL WARRANTS

10/9/2020	
21	In the amount of
	gross plus employer costs
10/23/2020	
22	In the amount of
	gross plus employer costs
Total Payroll Warrants	
	<u>155,302.96</u>

TOTAL OF WARRANTS	<u><u>\$467,626.49</u></u>	Roll Call
-------------------	----------------------------	-----------



Prospect Heights Park District, IL

Check Report

By Check Number

Date Range: 10/01/2020 - 10/31/2020

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: AP Bank-AP Bank						
01315	COOK COUNTY CLERK	10/07/2020	Regular	0.00	-15.00	49692
02138	ANDERSON PEST SOLUTIONS	10/02/2020	Regular	0.00	142.75	49746
02189	ANNETTE CURTIS	10/02/2020	Regular	0.00	165.99	49747
01015	ASSOCIATED LABOR CORPORATION OF AMERIC	10/02/2020	Regular	0.00	8,663.02	49748
01744	BLACK LINE FOX VALLEY LLC	10/02/2020	Regular	0.00	1,951.00	49749
01022	COMCAST	10/02/2020	Regular	0.00	156.76	49750
01022	COMCAST	10/02/2020	Regular	0.00	112.09	49751
01022	COMCAST	10/02/2020	Regular	0.00	87.74	49752
01423	GORDON FOOD SERVICE INC	10/02/2020	Regular	0.00	503.23	49753
02117	GREAT LAKES COCA-COLA DISTRIBUTION	10/02/2020	Regular	0.00	1,140.35	49754
01040	HOME DEPOT CREDIT SERVICES	10/02/2020	Regular	0.00	687.30	49755
01162	MANZELLA PLUMBING INC	10/02/2020	Regular	0.00	232.80	49756
02097	MORGAN SERVICES INC	10/02/2020	Regular	0.00	97.91	49757
01057	NAPA HEIGHTS AUTOMOTIVE	10/02/2020	Regular	0.00	124.12	49758
01059	NICOR	10/02/2020	Regular	0.00	23.97	49759
01064	PENDELTON TURF SUPPLY	10/02/2020	Regular	0.00	2,391.00	49760
01066	PLATINUM SYSTEMS INC	10/02/2020	Regular	0.00	190.00	49761
01071	REINDERS INC	10/02/2020	Regular	0.00	1,317.88	49762
01120	REPUBLIC SERVICES INC	10/02/2020	Regular	0.00	291.77	49763
02157	VERIZON	10/02/2020	Regular	0.00	108.03	49764
01165	A DISCOUNT LOCK CO	10/09/2020	Regular	0.00	189.00	49765
01667	AFLAC	10/09/2020	Regular	0.00	51.24	49766
02093	ANN ROSE	10/09/2020	Regular	0.00	15.00	49767
01014	ARTHUR CLESEN	10/09/2020	Regular	0.00	135.00	49768
02288	ASHBURN POWER AND LIGHT INC	10/09/2020	Regular	0.00	140,630.81	49769
01015	ASSOCIATED LABOR CORPORATION OF AMERIC	10/09/2020	Regular	0.00	2,628.80	49770
01022	COMCAST	10/09/2020	Regular	0.00	65.90	49771
01041	CONSTELLATION NEW ENERGY INC	10/09/2020	Regular	0.00	3,285.54	49772
02146	JSD PROFESSIONAL SERVICES INC	10/09/2020	Regular	0.00	2,500.00	49773
01053	MICHAEL WAGNER & SONS	10/09/2020	Regular	0.00	141.06	49774
01773	MIDCO INC	10/09/2020	Regular	0.00	330.00	49775
	Void	10/09/2020	Regular	0.00	0.00	49776
	Void	10/09/2020	Regular	0.00	0.00	49777
	Void	10/09/2020	Regular	0.00	0.00	49778
	Void	10/09/2020	Regular	0.00	0.00	49779
	Void	10/09/2020	Regular	0.00	0.00	49780
	Void	10/09/2020	Regular	0.00	0.00	49781
	Void	10/09/2020	Regular	0.00	0.00	49782
	Void	10/09/2020	Regular	0.00	0.00	49783
02097	MORGAN SERVICES INC	10/09/2020	Regular	0.00	93.29	49784
01057	NAPA HEIGHTS AUTOMOTIVE	10/09/2020	Regular	0.00	63.84	49785
01063	PDRMA	10/09/2020	Regular	0.00	16,569.48	49786
01063	PDRMA	10/09/2020	Regular	0.00	23,690.32	49787
01064	PENDELTON TURF SUPPLY	10/09/2020	Regular	0.00	1,320.00	49788
01065	PITNEY BOWES GLOBAL FINANCIAL SERVICES	10/09/2020	Regular	0.00	207.19	49789
01031	PULSE TECHNOLOGY	10/09/2020	Regular	0.00	1,100.00	49790
01792	REED IRRIGATION	10/09/2020	Regular	0.00	420.00	49791
01073	ROUTE 12 RENTAL	10/09/2020	Regular	0.00	59.40	49792
02241	SPORTS ENGINE INC	10/09/2020	Regular	0.00	50.00	49793
01143	VILLAGE OF MOUNT PROSPECT-SALES TAX	10/09/2020	Regular	0.00	575.00	49794
01082	WAREHOUSE DIRECT	10/09/2020	Regular	0.00	888.92	49795
01009	AIRGAS USA LLC	10/16/2020	Regular	0.00	215.39	49796
01909	ANCEL GLINK PC	10/16/2020	Regular	0.00	376.25	49797
01943	ARLINGTON PAVEMENT PROFESSIONALS INC	10/16/2020	Regular	0.00	8,317.00	49798

Check Report

Date Range: 10/01/2020 - 10/31/2020

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
01015	ASSOCIATED LABOR CORPORATION OF AMERIC	10/16/2020	Regular	0.00	10,094.68	49799
01858	CALL ONE	10/16/2020	Regular	0.00	379.84	49800
01415	COBRA GOLF INC	10/16/2020	Regular	0.00	-908.57	49801
01415	COBRA GOLF INC	10/16/2020	Regular	0.00	908.57	49801
01022	COMCAST	10/16/2020	Regular	0.00	279.79	49802
01041	CONSTELLATION NEW ENERGY INC	10/16/2020	Regular	0.00	25.72	49803
01762	DELLA IPSEN	10/16/2020	Regular	0.00	242.00	49804
01423	GORDON FOOD SERVICE INC	10/16/2020	Regular	0.00	4,979.98	49805
02117	GREAT LAKES COCA-COLA DISTRIBUTION	10/16/2020	Regular	0.00	200.85	49806
02215	GRUMMAN BUTKUS ASSOCIATES	10/16/2020	Regular	0.00	910.00	49807
02097	MORGAN SERVICES INC	10/16/2020	Regular	0.00	231.83	49808
01064	PENDELTON TURF SUPPLY	10/16/2020	Regular	0.00	790.00	49809
01070	RAMROD	10/16/2020	Regular	0.00	1,430.76	49810
01468	RANGE SERVANT AMERICA INC	10/16/2020	Regular	0.00	698.00	49811
01710	SITEONE LANDSCAPE SUPPLY LLC	10/16/2020	Regular	0.00	164.08	49812
01078	TAYLOR MADE	10/16/2020	Regular	0.00	1,485.78	49813
02289	TETIANA BAZER	10/16/2020	Regular	0.00	120.00	49814
02290	TRICOR DIRECT INC.	10/16/2020	Regular	0.00	139.30	49815
02138	ANDERSON PEST SOLUTIONS	10/23/2020	Regular	0.00	142.75	49816
01014	ARTHUR CLESEN	10/23/2020	Regular	0.00	411.28	49817
01015	ASSOCIATED LABOR CORPORATION OF AMERIC	10/23/2020	Regular	0.00	7,018.06	49818
01090	CITY OF PROSPECT HEIGHTS	10/23/2020	Regular	0.00	73.50	49819
01415	COBRA GOLF INC	10/23/2020	Regular	0.00	104.19	49820
01022	COMCAST	10/23/2020	Regular	0.00	795.39	49821
01022	COMCAST	10/23/2020	Regular	0.00	10.47	49822
01041	CONSTELLATION NEW ENERGY INC	10/23/2020	Regular	0.00	4,804.12	49823
01041	CONSTELLATION NEW ENERGY INC	10/23/2020	Regular	0.00	127.98	49824
01624	DIGITAL GOLF TECHNOLOGIES	10/23/2020	Regular	0.00	264.00	49825
02127	DIRECTV	10/23/2020	Regular	0.00	181.78	49826
01423	GORDON FOOD SERVICE INC	10/23/2020	Regular	0.00	54.39	49827
02193	LENNIC GROUP LTD	10/23/2020	Regular	0.00	180.30	49828
01039	MARC HEIDKAMP	10/23/2020	Regular	0.00	450.00	49829
02097	MORGAN SERVICES INC	10/23/2020	Regular	0.00	93.53	49830
01057	NAPA HEIGHTS AUTOMOTIVE	10/23/2020	Regular	0.00	113.58	49831
01064	PENDELTON TURF SUPPLY	10/23/2020	Regular	0.00	1,770.00	49832
01070	RAMROD	10/23/2020	Regular	0.00	387.90	49833
01120	REPUBLIC SERVICES INC	10/23/2020	Regular	0.00	545.68	49834
01078	TAYLOR MADE	10/23/2020	Regular	0.00	804.38	49835
01781	THOMAS R PETZEL	10/23/2020	Regular	0.00	300.00	49836
01081	VILLAGE OF MOUNT PROSPECT	10/23/2020	Regular	0.00	63.44	49837
01081	VILLAGE OF MOUNT PROSPECT	10/23/2020	Regular	0.00	323.28	49838
01081	VILLAGE OF MOUNT PROSPECT	10/23/2020	Regular	0.00	552.40	49839
01082	WAREHOUSE DIRECT	10/23/2020	Regular	0.00	57.87	49840
01375	WESTERN IRRIGATION	10/23/2020	Regular	0.00	546.80	49841
02291	MATTHEW BLOCK	10/26/2020	Regular	0.00	170.00	49842
02138	ANDERSON PEST SOLUTIONS	10/30/2020	Regular	0.00	142.75	49843
01015	ASSOCIATED LABOR CORPORATION OF AMERIC	10/30/2020	Regular	0.00	6,530.49	49844
02142	CARNEY AND COMPANY INC	10/30/2020	Regular	0.00	150.00	49845
01022	COMCAST	10/30/2020	Regular	0.00	156.75	49846
01022	COMCAST	10/30/2020	Regular	0.00	87.37	49847
01022	COMCAST	10/30/2020	Regular	0.00	112.08	49848
01023	COMMONWEALTH EDISON	10/30/2020	Regular	0.00	23.15	49849
01024	CONSERV FS	10/30/2020	Regular	0.00	2,234.61	49850
01041	CONSTELLATION NEW ENERGY INC	10/30/2020	Regular	0.00	323.57	49851
01423	GORDON FOOD SERVICE INC	10/30/2020	Regular	0.00	2,373.09	49852
01045	JW TURF INC	10/30/2020	Regular	0.00	69.48	49853
01162	MANZELLA PLUMBING INC	10/30/2020	Regular	0.00	1,828.96	49854
01057	NAPA HEIGHTS AUTOMOTIVE	10/30/2020	Regular	0.00	23.98	49855
01059	NICOR	10/30/2020	Regular	0.00	53.51	49856
01062	OFFICE DEPOT	10/30/2020	Regular	0.00	237.31	49857
01065	PITNEY BOWES GLOBAL FINANCIAL SERVICES	10/30/2020	Regular	0.00	206.00	49858

Check Report

Date Range: 10/01/2020 - 10/31/2020

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
01071	REINDERS INC	10/30/2020	Regular	0.00	873.34	49859
01120	REPUBLIC SERVICES INC	10/30/2020	Regular	0.00	286.77	49860
01458	RICHARD DANIEL WALL SR.	10/30/2020	Regular	0.00	750.00	49861
01072	RIVER TRAILS PARK DISTICT	10/30/2020	Regular	0.00	787.54	49862
02292	SECRETARY OF STATE	10/30/2020	Regular	0.00	-25.00	49863
02292	SECRETARY OF STATE	10/30/2020	Regular	0.00	25.00	49863
01710	SITEONE LANDSCAPE SUPPLY LLC	10/30/2020	Regular	0.00	39.88	49864
02290	TRICOR DIRECT INC.	10/30/2020	Regular	0.00	348.90	49865
02157	VERIZON	10/30/2020	Regular	0.00	108.03	49866
02206	ILLINOIS DEPARTMENT OF REVENUE	10/01/2020	Bank Draft	0.00	-8,744.00	DFT0001325
02206	ILLINOIS DEPARTMENT OF REVENUE	10/01/2020	Bank Draft	0.00	8,744.00	DFT0001325
01032	CARDMEMBER SERVICE	10/07/2020	Bank Draft	0.00	3,878.92	DFT0001340
01032	CARDMEMBER SERVICE	10/07/2020	Bank Draft	0.00	-7.64	DFT0001341
02121	TOWN & COUNTRY DISTRIBUTORS INC	10/23/2020	Bank Draft	0.00	482.32	DFT0001344
02139	BREAKTHRU BEVERAGE ILLINOIS LLC	10/09/2020	Bank Draft	0.00	1,242.64	DFT0001345
02121	TOWN & COUNTRY DISTRIBUTORS INC	10/09/2020	Bank Draft	0.00	346.05	DFT0001346
02206	ILLINOIS DEPARTMENT OF REVENUE	10/07/2020	Bank Draft	0.00	7,303.00	DFT0001347
02205	ILLINOIS MUNICIPAL FUND	10/07/2020	Bank Draft	0.00	14,344.26	DFT0001348
02204	WINTRUST ASSET FINANCE	10/02/2020	Bank Draft	0.00	2,175.60	DFT0001349

Bank Code AP Bank Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	152	113	0.00	283,506.95
Manual Checks	0	0	0.00	0.00
Voided Checks	0	11	0.00	-948.57
Bank Drafts	9	10	0.00	29,765.15
EFT's	0	0	0.00	0.00
	161	134	0.00	312,323.53

All Bank Codes Check Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	152	113	0.00	283,506.95
Manual Checks	0	0	0.00	0.00
Voided Checks	0	11	0.00	-948.57
Bank Drafts	9	10	0.00	29,765.15
EFT's	0	0	0.00	0.00
	161	134	0.00	312,323.53

Fund Summary

Fund	Name	Period	Amount
950	POOLED CASH FUND	10/2020	312,323.53
			312,323.53

PROSPECT HEIGHTS PARK DISTRICT ELECTRONIC VENDOR WARRANT REPORT FOR FY 2020
VENDOR WARRANT 10A
ELECTRONIC VENDOR WARRANTS
October
FY 2020

DATE	VENDOR NAME	TRANSACTION DESCRIPTION	AMOUNT
10/2/2020	Wintrust Finance	OCCC Equipment	\$2,175.60
10/7/2020	IMRF	September Contribution	\$14,344.26
10/7/2020	Illinois Department of Revenue	Sales Tax	\$7,303.00
10/8/2020	Card Member Services	9.2020 Statement	\$3,871.28
10/9/2020	Town and Country	Beverages	\$346.05
10/9/2020	Breakthru Beverage	Beverages	\$1,242.64
10/23/2020	Town and Country	Beverages	\$482.32
		TOTAL	<u>\$29,765.15</u>



November 17, 2020

To: Christina Ferraro, Executive Director
From: Annette Curtis, Superintendent of Finance and Planning
Re: November 2020 Board Report

2021 Budget

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

Board Meeting Schedule:

Date	Time	Activity
12/08/20	4:30pm	<i>Finance Committee</i> FY 2021 BUDGET Review
12/15/20	7:00pm	<i>Regular Board Meeting</i> FY 2021 Budget Presentation
12/17/20		FY 2021 BUDGET available for public inspection
01/26/21	7:00pm	<i>Public Hearing on</i> FY 2021 BUDGET
01/26/21	7:00pm	<i>Regular board meeting to approve</i> FY 2021 BUDGET

Bonds

- Proceeds from the General Obligation Limited Tax Park Bonds, Series 2020 were received on November 10, 2020.
- Payment for the General Obligation Limited Tax Park Bonds, Series 2019 was made on November 1, 2020.
- Payment for General Obligation Refunding Park Bonds, Series 2014B will be made on December 1, 2020.



Prospect Heights Park District, IL

Income Statement Group Summary

For Fiscal: 2020 Period Ending: 10/31/2020

Account Type	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
Department: 02 - RECREATION/GENERAL					
Revenue	652,713.00	652,713.00	44,044.61	617,203.48	35,509.52
Expense	811,336.01	811,336.01	37,987.41	422,556.98	388,779.03
Department: 02 - RECREATION/GENERAL Surplus (Deficit):	-158,623.01	-158,623.01	6,057.20	194,646.50	-353,269.51
Department: 03 - PRESCHOOL CREATIVE KIDS					
Revenue	105,295.00	105,295.00	6,692.59	40,251.70	65,043.30
Expense	74,478.83	74,478.83	5,998.75	43,245.98	31,232.85
Department: 03 - PRESCHOOL CREATIVE KIDS Surplus (Deficit):	30,816.17	30,816.17	693.84	-2,994.28	33,810.45
Department: 04 - KINDERSTOP					
Revenue	184,582.00	184,582.00	9,677.71	93,235.83	91,346.17
Expense	131,245.50	131,245.50	12,049.16	80,836.55	50,408.95
Department: 04 - KINDERSTOP Surplus (Deficit):	53,336.50	53,336.50	-2,371.45	12,399.28	40,937.22
Department: 05 - YOUTH PROGRAMS					
Revenue	35,010.00	35,010.00	0.00	7,931.30	27,078.70
Expense	28,090.00	28,090.00	702.18	11,256.60	16,833.40
Department: 05 - YOUTH PROGRAMS Surplus (Deficit):	6,920.00	6,920.00	-702.18	-3,325.30	10,245.30
Department: 06 - DANCE					
Revenue	48,524.00	48,524.00	6,711.23	35,020.82	13,503.18
Expense	31,207.00	31,207.00	2,739.75	30,639.39	567.61
Department: 06 - DANCE Surplus (Deficit):	17,317.00	17,317.00	3,971.48	4,381.43	12,935.57
Department: 07 - ATHLETIC					
Revenue	41,077.00	41,077.00	1,722.33	16,648.79	24,428.21
Expense	18,948.00	18,948.00	1,368.04	15,720.66	3,227.34
Department: 07 - ATHLETIC Surplus (Deficit):	22,129.00	22,129.00	354.29	928.13	21,200.87
Department: 08 - PERFORMING ARTS					
Revenue	44,785.00	44,785.00	0.00	13,059.00	31,726.00
Expense	37,321.00	37,321.00	363.51	12,069.06	25,251.94
Department: 08 - PERFORMING ARTS Surplus (Deficit):	7,464.00	7,464.00	-363.51	989.94	6,474.06
Department: 09 - CONCESSIONS					
Revenue	25,375.00	25,375.00	0.00	249.25	25,125.75
Expense	20,592.50	20,592.50	184.90	1,595.88	18,996.62
Department: 09 - CONCESSIONS Surplus (Deficit):	4,782.50	4,782.50	-184.90	-1,346.63	6,129.13
Department: 10 - AQUATICS					
Revenue	84,674.00	84,674.00	43.59	172.59	84,501.41
Expense	131,707.00	131,707.00	1,335.40	9,846.66	121,860.34
Department: 10 - AQUATICS Surplus (Deficit):	-47,033.00	-47,033.00	-1,291.81	-9,674.07	-37,358.93
Department: 11 - ACTIVE ADULTS					
Revenue	111,809.00	111,809.00	939.00	22,301.85	89,507.15
Expense	103,873.75	103,873.75	1,622.37	36,538.24	67,335.51
Department: 11 - ACTIVE ADULTS Surplus (Deficit):	7,935.25	7,935.25	-683.37	-14,236.39	22,171.64
Department: 12 - SPECIAL EVENTS					
Revenue	8,900.00	8,900.00	1,186.20	3,962.20	4,937.80
Expense	12,931.25	12,931.25	1,603.81	6,892.87	6,038.38
Department: 12 - SPECIAL EVENTS Surplus (Deficit):	-4,031.25	-4,031.25	-417.61	-2,930.67	-1,100.58
Department: 13 - FITNESS CENTER					
Revenue	29,707.00	29,707.00	-2,121.70	13,312.84	16,394.16
Expense	37,187.50	37,187.50	3,217.44	20,065.72	17,121.78
Department: 13 - FITNESS CENTER Surplus (Deficit):	-7,480.50	-7,480.50	-5,339.14	-6,752.88	-727.62

Income Statement

For Fiscal: 2020 Period Ending: 10/31/2020

Account Type	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
Department: 14 - SUMMER CAMP					
Revenue	277,966.00	277,966.00	0.00	35,111.00	242,855.00
Expense	174,182.25	174,182.25	0.00	35,069.84	139,112.41
Department: 14 - SUMMER CAMP Surplus (Deficit):	103,783.75	103,783.75	0.00	41.16	103,742.59
Department: 30 - PARKS					
Revenue	15,000.00	15,000.00	0.00	0.00	15,000.00
Expense	242,698.74	242,698.74	17,873.36	120,694.43	122,004.31
Department: 30 - PARKS Surplus (Deficit):	-227,698.74	-227,698.74	-17,873.36	-120,694.43	-107,004.31
Department: 40 - GOLF					
Revenue	918,550.00	918,550.00	140,038.42	1,035,324.85	-116,774.85
Expense	520,979.65	520,979.65	31,926.20	380,844.01	140,135.64
Department: 40 - GOLF Surplus (Deficit):	397,570.35	397,570.35	108,112.22	654,480.84	-256,910.49
Department: 41 - GROUNDS					
Expense	536,110.76	536,110.76	37,985.32	342,963.19	193,147.57
Department: 41 - GROUNDS Total:	536,110.76	536,110.76	37,985.32	342,963.19	193,147.57
Department: 42 - PRO SHOP					
Revenue	122,102.00	122,102.00	17,608.14	166,373.13	-44,271.13
Expense	100,700.00	100,700.00	9,073.21	84,179.59	16,520.41
Department: 42 - PRO SHOP Surplus (Deficit):	21,402.00	21,402.00	8,534.93	82,193.54	-60,791.54
Department: 43 - HOOK A KID					
Revenue	62,500.00	62,500.00	1,274.00	74,815.00	-12,315.00
Expense	36,500.00	36,500.00	20,936.00	45,868.76	-9,368.76
Department: 43 - HOOK A KID Surplus (Deficit):	26,000.00	26,000.00	-19,662.00	28,946.24	-2,946.24
Department: 44 - WARM UP RANGE					
Revenue	22,000.00	22,000.00	5,458.97	20,420.74	1,579.26
Expense	8,000.00	8,000.00	0.00	485.40	7,514.60
Department: 44 - WARM UP RANGE Surplus (Deficit):	14,000.00	14,000.00	5,458.97	19,935.34	-5,935.34
Department: 45 - BANQUET HALL					
Revenue	683,200.00	683,200.00	22,204.82	239,518.71	443,681.29
Expense	727,095.48	727,095.48	36,408.69	343,820.89	383,274.59
Department: 45 - BANQUET HALL Surplus (Deficit):	-43,895.48	-43,895.48	-14,203.87	-104,302.18	60,406.70
Total Surplus (Deficit):	-311,416.22	-311,416.22	32,104.41	389,722.38	

Fund Summary

Fund	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
200 - RECREATION FUND	-190,382.33	-190,382.33	-18,150.52	51,431.79	-241,814.12
300 - GOLF	-77,138.41	-77,138.41	64,458.80	442,592.77	-519,731.18
301 - GOLF BANQUETS	-43,895.48	-43,895.48	-14,203.87	-104,302.18	60,406.70
Total Surplus (Deficit):	-311,416.22	-311,416.22	32,104.41	389,722.38	



Prospect Heights Park District, IL

Income Statement Group Summary

For Fiscal: 2020 Period Ending: 10/31/2020

Category	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
Fund: 100 - CORPORATE FUND					
Revenue					
10 - TAXES	1,231,155.00	1,231,155.00	55,164.97	1,197,070.70	34,084.30
20 - INTEREST	12,000.00	12,000.00	607.70	14,158.26	-2,158.26
35 - ADDITIONAL	0.00	0.00	0.00	25.80	-25.80
Revenue Total:	1,243,155.00	1,243,155.00	55,772.67	1,211,254.76	31,900.24
Expense					
50 - PERSONNEL SERVICES	288,860.27	288,860.27	22,728.48	236,444.77	52,415.50
51 - BENEFITS	28,464.72	28,464.72	1,645.06	15,565.29	12,899.43
52 - CONTRACTED SERVICES	149,446.41	149,446.41	5,991.96	134,319.40	15,127.01
60 - COMMODITIES	22,210.00	22,210.00	6,195.79	19,880.45	2,329.55
65 - GENERAL EXPENDITURES	128,000.00	128,000.00	0.00	128,000.00	0.00
Expense Total:	616,981.40	616,981.40	36,561.29	534,209.91	82,771.49
Fund: 100 - CORPORATE FUND Surplus (Deficit):	626,173.60	626,173.60	19,211.38	677,044.85	-50,871.25
Fund: 200 - RECREATION FUND					
Revenue					
10 - TAXES	598,000.00	598,000.00	25,628.61	569,362.20	28,637.80
30 - RENTAL	64,538.00	64,538.00	18,416.00	46,061.28	18,476.72
35 - ADDITIONAL	25,460.00	25,460.00	1,670.84	3,497.72	21,962.28
41 - PROGRAM REVENUES	952,044.00	952,044.00	23,180.11	279,290.20	672,753.80
42 - RERESHMENT REVENUE	25,375.00	25,375.00	0.00	249.25	25,125.75
Revenue Total:	1,665,417.00	1,665,417.00	68,895.56	898,460.65	766,956.35
Expense					
50 - PERSONNEL SERVICES	1,167,930.15	1,167,930.15	62,098.76	576,130.13	591,800.02
51 - BENEFITS	122,336.18	122,336.18	10,995.52	89,685.49	32,650.69
52 - CONTRACTED SERVICES	379,779.00	379,779.00	8,951.91	125,688.94	254,090.06
60 - COMMODITIES	162,131.00	162,131.00	3,826.55	44,714.76	117,416.24
65 - GENERAL EXPENDITURES	23,623.00	23,623.00	1,173.34	10,809.54	12,813.46
Expense Total:	1,855,799.33	1,855,799.33	87,046.08	847,028.86	1,008,770.47
Fund: 200 - RECREATION FUND Surplus (Deficit):	-190,382.33	-190,382.33	-18,150.52	51,431.79	-241,814.12
Fund: 300 - GOLF					
Revenue					
35 - ADDITIONAL	15,900.00	15,900.00	117.50	22,684.92	-6,784.92
41 - PROGRAM REVENUES	1,109,252.00	1,109,252.00	164,262.03	1,274,248.80	-164,996.80
Revenue Total:	1,125,152.00	1,125,152.00	164,379.53	1,296,933.72	-171,781.72
Expense					
50 - PERSONNEL SERVICES	397,542.25	397,542.25	44,328.16	304,698.02	92,844.23
51 - BENEFITS	93,747.16	93,747.16	6,811.48	60,201.74	33,545.42
52 - CONTRACTED SERVICES	377,101.00	377,101.00	20,731.67	269,204.20	107,896.80
60 - COMMODITIES	316,500.00	316,500.00	23,572.98	200,771.57	115,728.43
65 - GENERAL EXPENDITURES	17,400.00	17,400.00	4,476.44	19,465.42	-2,065.42
Expense Total:	1,202,290.41	1,202,290.41	99,920.73	854,340.95	347,949.46
Fund: 300 - GOLF Surplus (Deficit):	-77,138.41	-77,138.41	64,458.80	442,592.77	-519,731.18
Fund: 301 - GOLF BANQUETS					
Revenue					
30 - RENTAL	3,700.00	3,700.00	0.00	7,702.06	-4,002.06
42 - RERESHMENT REVENUE	679,500.00	679,500.00	22,204.82	231,816.65	447,683.35
Revenue Total:	683,200.00	683,200.00	22,204.82	239,518.71	443,681.29
Expense					
50 - PERSONNEL SERVICES	168,000.00	168,000.00	4,630.31	57,952.36	110,047.64

Income Statement
For Fiscal: 2020 Period Ending: 10/31/2020

Category	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
51 - BENEFITS	54,270.48	54,270.48	1,929.64	16,236.52	38,033.96
52 - CONTRACTED SERVICES	258,379.00	258,379.00	18,035.56	149,301.33	109,077.67
60 - COMMODITIES	232,750.00	232,750.00	10,597.23	108,361.40	124,388.60
65 - GENERAL EXPENDITURES	13,696.00	13,696.00	1,215.95	11,969.28	1,726.72
Expense Total:	727,095.48	727,095.48	36,408.69	343,820.89	383,274.59
Fund: 301 - GOLF BANQUETS Surplus (Deficit):	-43,895.48	-43,895.48	-14,203.87	-104,302.18	60,406.70
Fund: 404 - AUDITNG FUND					
Revenue					
10 - TAXES	11,000.00	11,000.00	494.08	10,976.43	23.57
Revenue Total:	11,000.00	11,000.00	494.08	10,976.43	23.57
Expense					
52 - CONTRACTED SERVICES	15,500.00	15,500.00	0.00	14,500.00	1,000.00
Expense Total:	15,500.00	15,500.00	0.00	14,500.00	1,000.00
Fund: 404 - AUDITNG FUND Surplus (Deficit):	-4,500.00	-4,500.00	494.08	-3,523.57	-976.43
Fund: 405 - PAVING & LIGHTING FUND					
Revenue					
10 - TAXES	17,000.00	17,000.00	763.58	16,963.58	36.42
Revenue Total:	17,000.00	17,000.00	763.58	16,963.58	36.42
Expense					
52 - CONTRACTED SERVICES	2,250.00	2,250.00	372.44	1,560.50	689.50
60 - COMMODITIES	6,300.00	6,300.00	4,317.00	4,317.00	1,983.00
Expense Total:	8,550.00	8,550.00	4,689.44	5,877.50	2,672.50
Fund: 405 - PAVING & LIGHTING FUND Surplus (Deficit):	8,450.00	8,450.00	-3,925.86	11,086.08	-2,636.08
Fund: 406 - LIABILITY INSURANCE FUND					
Revenue					
10 - TAXES	100,000.00	100,000.00	4,491.64	99,785.79	214.21
35 - ADDITIONAL	0.00	0.00	0.00	6,628.00	-6,628.00
Revenue Total:	100,000.00	100,000.00	4,491.64	106,413.79	-6,413.79
Expense					
50 - PERSONNEL SERVICES	15,000.00	15,000.00	1,156.98	7,983.16	7,016.84
52 - CONTRACTED SERVICES	75,277.00	75,277.00	16,663.48	51,538.44	23,738.56
60 - COMMODITIES	3,500.00	3,500.00	0.00	1,325.00	2,175.00
Expense Total:	93,777.00	93,777.00	17,820.46	60,846.60	32,930.40
Fund: 406 - LIABILITY INSURANCE FUND Surplus (Deficit):	6,223.00	6,223.00	-13,328.82	45,567.19	-39,344.19
Fund: 407 - IMRF FUND					
Revenue					
10 - TAXES	10,000.00	10,000.00	449.16	9,978.59	21.41
Revenue Total:	10,000.00	10,000.00	449.16	9,978.59	21.41
Expense					
51 - BENEFITS	100,000.00	100,000.00	8,753.20	85,952.40	14,047.60
Expense Total:	100,000.00	100,000.00	8,753.20	85,952.40	14,047.60
Fund: 407 - IMRF FUND Surplus (Deficit):	-90,000.00	-90,000.00	-8,304.04	-75,973.81	-14,026.19
Fund: 408 - POLICE FUND					
Revenue					
10 - TAXES	10,000.00	10,000.00	449.16	9,978.59	21.41
Revenue Total:	10,000.00	10,000.00	449.16	9,978.59	21.41
Expense					
50 - PERSONNEL SERVICES	34,000.00	34,000.00	2,627.70	16,817.28	17,182.72
52 - CONTRACTED SERVICES	17,850.00	17,850.00	150.00	11,608.56	6,241.44
Expense Total:	51,850.00	51,850.00	2,777.70	28,425.84	23,424.16
Fund: 408 - POLICE FUND Surplus (Deficit):	-41,850.00	-41,850.00	-2,328.54	-18,447.25	-23,402.75

Income Statement

For Fiscal: 2020 Period Ending: 10/31/2020

Category	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
Fund: 409 - MUSEUM FUND					
Revenue					
10 - TAXES	10,000.00	10,000.00	449.16	9,978.59	21.41
Revenue Total:	10,000.00	10,000.00	449.16	9,978.59	21.41
Expense					
50 - PERSONNEL SERVICES	7,000.00	7,000.00	0.00	-166.76	7,166.76
65 - GENERAL EXPENDITURES	4,250.00	4,250.00	0.00	0.00	4,250.00
Expense Total:	11,250.00	11,250.00	0.00	-166.76	11,416.76
Fund: 409 - MUSEUM FUND Surplus (Deficit):	-1,250.00	-1,250.00	449.16	10,145.35	-11,395.35
Fund: 410 - SPECIAL RECREATION FUND					
Revenue					
10 - TAXES	143,406.00	143,406.00	6,095.42	135,415.12	7,990.88
Revenue Total:	143,406.00	143,406.00	6,095.42	135,415.12	7,990.88
Expense					
52 - CONTRACTED SERVICES	10,000.00	10,000.00	0.00	0.00	10,000.00
60 - COMMODITIES	0.00	0.00	0.00	4,200.00	-4,200.00
65 - GENERAL EXPENDITURES	80,293.00	80,293.00	0.00	80,292.82	0.18
80 - CAPITAL IMPROVEMENTS	2,400.00	2,400.00	800.00	800.00	1,600.00
Expense Total:	92,693.00	92,693.00	800.00	85,292.82	7,400.18
Fund: 410 - SPECIAL RECREATION FUND Surplus (Deficit):	50,713.00	50,713.00	5,295.42	50,122.30	590.70
Fund: 411 - SOCIAL SECURITY FUND					
Revenue					
10 - TAXES	146,480.00	146,480.00	6,579.34	146,165.85	314.15
Revenue Total:	146,480.00	146,480.00	6,579.34	146,165.85	314.15
Expense					
51 - BENEFITS	145,000.00	145,000.00	10,675.41	93,291.52	51,708.48
Expense Total:	145,000.00	145,000.00	10,675.41	93,291.52	51,708.48
Fund: 411 - SOCIAL SECURITY FUND Surplus (Deficit):	1,480.00	1,480.00	-4,096.07	52,874.33	-51,394.33
Fund: 412 - MEMORIAL FUND					
Revenue					
35 - ADDITIONAL	1,000.00	1,000.00	0.00	0.00	1,000.00
Revenue Total:	1,000.00	1,000.00	0.00	0.00	1,000.00
Expense					
50 - PERSONNEL SERVICES	3,000.00	3,000.00	0.00	31.84	2,968.16
52 - CONTRACTED SERVICES	1,490.00	1,490.00	0.00	447.88	1,042.12
60 - COMMODITIES	700.00	700.00	0.00	100.00	600.00
65 - GENERAL EXPENDITURES	-4,250.00	-4,250.00	0.00	0.00	-4,250.00
Expense Total:	940.00	940.00	0.00	579.72	360.28
Fund: 412 - MEMORIAL FUND Surplus (Deficit):	60.00	60.00	0.00	-579.72	639.72
Fund: 413 - COMMUNITY EVENTS					
Revenue					
35 - ADDITIONAL	14,500.00	14,500.00	0.00	0.00	14,500.00
41 - PROGRAM REVENUES	11,400.00	11,400.00	0.00	0.00	11,400.00
Revenue Total:	25,900.00	25,900.00	0.00	0.00	25,900.00
Expense					
50 - PERSONNEL SERVICES	3,000.00	3,000.00	0.00	0.00	3,000.00
52 - CONTRACTED SERVICES	20,550.00	20,550.00	0.00	1,380.00	19,170.00
60 - COMMODITIES	5,025.00	5,025.00	0.00	0.00	5,025.00
Expense Total:	28,575.00	28,575.00	0.00	1,380.00	27,195.00
Fund: 413 - COMMUNITY EVENTS Surplus (Deficit):	-2,675.00	-2,675.00	0.00	-1,380.00	-1,295.00
Fund: 518 - CAPITAL PROJECT FUND					
Revenue					
65 - GENERAL EXPENDITURES	142,055.00	142,055.00	0.00	0.00	142,055.00
Revenue Total:	142,055.00	142,055.00	0.00	0.00	142,055.00

Income Statement

For Fiscal: 2020 Period Ending: 10/31/2020

Category	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
Expense					
60 - COMMODITIES	26,800.00	26,800.00	-1,749.72	7,354.65	19,445.35
80 - CAPITAL IMPROVEMENTS	107,800.00	107,800.00	3,688.20	35,995.19	71,804.81
Expense Total:	134,600.00	134,600.00	1,938.48	43,349.84	91,250.16
Fund: 518 - CAPITAL PROJECT FUND Surplus (Deficit):	7,455.00	7,455.00	-1,938.48	-43,349.84	50,804.84
Fund: 523 - CAPITAL 98 GOLF FUND					
Expense					
80 - CAPITAL IMPROVEMENTS	359,400.00	359,400.00	141,704.89	169,588.80	189,811.20
Expense Total:	359,400.00	359,400.00	141,704.89	169,588.80	189,811.20
Fund: 523 - CAPITAL 98 GOLF FUND Total:	359,400.00	359,400.00	141,704.89	169,588.80	189,811.20
Fund: 525 - CAPITAL - GOLF BANQUET					
Revenue					
35 - ADDITIONAL	0.00	0.00	0.00	848.00	-848.00
Revenue Total:	0.00	0.00	0.00	848.00	-848.00
Expense					
80 - CAPITAL IMPROVEMENTS	28,500.00	28,500.00	0.00	25,422.60	3,077.40
Expense Total:	28,500.00	28,500.00	0.00	25,422.60	3,077.40
Fund: 525 - CAPITAL - GOLF BANQUET Surplus (Deficit):	-28,500.00	-28,500.00	0.00	-24,574.60	-3,925.40
Total Surplus (Deficit):	-139,036.62	-139,036.62	-118,072.25	899,144.89	

Fund Summary

Fund	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
100 - CORPORATE FUND	626,173.60	626,173.60	19,211.38	677,044.85	-50,871.25
200 - RECREATION FUND	-190,382.33	-190,382.33	-18,150.52	51,431.79	-241,814.12
300 - GOLF	-77,138.41	-77,138.41	64,458.80	442,592.77	-519,731.18
301 - GOLF BANQUETS	-43,895.48	-43,895.48	-14,203.87	-104,302.18	60,406.70
404 - AUDITNG FUND	-4,500.00	-4,500.00	494.08	-3,523.57	-976.43
405 - PAVING & LIGHTING FU	8,450.00	8,450.00	-3,925.86	11,086.08	-2,636.08
406 - LIABILITY INSURANCE F	6,223.00	6,223.00	-13,328.82	45,567.19	-39,344.19
407 - IMRF FUND	-90,000.00	-90,000.00	-8,304.04	-75,973.81	-14,026.19
408 - POLICE FUND	-41,850.00	-41,850.00	-2,328.54	-18,447.25	-23,402.75
409 - MUSEUM FUND	-1,250.00	-1,250.00	449.16	10,145.35	-11,395.35
410 - SPECIAL RECREATION F	50,713.00	50,713.00	5,295.42	50,122.30	590.70
411 - SOCIAL SECURITY FUN	1,480.00	1,480.00	-4,096.07	52,874.33	-51,394.33
412 - MEMORIAL FUND	60.00	60.00	0.00	-579.72	639.72
413 - COMMUNITY EVENTS	-2,675.00	-2,675.00	0.00	-1,380.00	-1,295.00
518 - CAPITAL PROJECT FUN	7,455.00	7,455.00	-1,938.48	-43,349.84	50,804.84
523 - CAPITAL 98 GOLF FUND	-359,400.00	-359,400.00	-141,704.89	-169,588.80	-189,811.20
525 - CAPITAL - GOLF BANQU	-28,500.00	-28,500.00	0.00	-24,574.60	-3,925.40
Total Surplus (Deficit):	-139,036.62	-139,036.62	-118,072.25	899,144.89	



November 17, 2020

To: Board of Commissioners
From: Christina Ferraro, Executive Director
Re: November 2020 Board Report

GMRC Feasibility Study

In the first quarter of 2021, a request for qualification will be released to contract professional services to develop, administer and evaluate a public education program in connection with renovating or rebuilding the recreation center. Additional surveys will help establish priorities for the future improvement of the facilities, programs and services and to measure support for renovating or rebuilding the recreation center. Educating the community will be essential before moving forward on recommendations already provided.

COVID

Due to COVID19, several capital projects have been deferred to next year. We are working with limited staff, smaller programs and virtual programs. Agreements with School District 23 and Resident Partners (Mount Prospect & River Trails) are still in place but not updated yet. NRC have done a great job working within mitigation plans. Staff continues to do a terrific job being flexible by changing along with state restrictions with less staff to make sure facilities are clean and safe and programs are socially distant and still fun. Special events, summer camps, golf leagues and e-learning have all been wonderful considering the circumstances. Conferences and trainings traditionally held offsite were attended virtually. The OOCC staff has been fabulous with less staff and more golfers. They have accommodated banquet patrons as best they can considering the circumstances.

Potential 2021 Board Calendar

January 26
Feb 23
March 23
April 27
May 25
June 22
July 27
August 24
September 28
October 26
November 16
December 14

Board of Commissioners 2020 Meeting topics

November	<ul style="list-style-type: none">• Resolution Truth in Taxation for Levy Year 2020
December	<ul style="list-style-type: none">• Parks Foundation MOU• Approval of revised Personnel policy• Approval of Remote Working policy• FY2021 Budget presentation• Tax Levy Ordinance• Schedule of 2021 meetings

Board of Commissioners 2021 Meeting topics

January	<ul style="list-style-type: none">• FY2021 Budget approval
---------	--



November 11, 2020

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

Marketing

The Winter/Spring brochure is only in digital format online. We will have limited hard copies at the front desk for patrons starting November 23.

Creative Kids Preschool

For onsite classes we have 27 students attending. Our virtual classes have 18 students.

Mrs. Shejwal will be teaching the afternoon class with Mrs. Baroud as her aide.

It has been a busy month with the four year old classes preparing for their Being Thankful Feast. They made hats, necklaces and shirts. This year they will not be making the traditional feast food but will still be celebrating in costume.

Budgeting

The Recreation Department has completed the 2021 budgets in preparation for review.

Facilities

We have added a new facility rental - Hersey Basketball Feeder program for extended hours on Friday, Saturday and Sunday and on Tuesdays.

Mrs. Kris, our Virtual Preschool Teacher, will be working the front desk on Sunday afternoons. Some of her students that were picking up supplies were thrilled to meet her in-person.

Training

In November staff will be completing a PDRMA online learning course for slips, trips and falls.



November 11, 2020

To: Christina Ferraro, Executive Director
From: Dino Squiers, Superintendent of Facilities & Parks
Re: November 2020 Board Report

GMRC Roof

Five areas above Room One's roof was repaired; four repairs were sections by the skylights and one was by the drain pan. One drain pan above the fitness room was repaired, one repair was made in the rear hallway, two roof stacks were sealed on the lower roof area and a tear in the membrane roof was patched.

Room One

After repairs were completed on the roof, water damage ceiling tiles were replaced. With the new tiles in place we will be able to determine if there are any further areas that will require repairs.

Election Day

Staff opened the building an hour earlier on Tuesday to provide access for the election judges to prepare for the voters.

HVAC

Hot water pipe above the ceiling in Room One was repaired to stop a fitting from leaking.

Gym

Motor in the north vent above gym was vibrating and getting loud; belt was tearing and needed to be replaced

Racquetball Court

Rooftop vent was not running in the court; bracket cracked on the motor mount and cut the belt. Threaded rod was used to secure the bracket and a replacement belt was installed.

Fire Extinguisher's

Testing was completed on devices that needed to be hydrostatic tested; temporary units were removed and replaced with the tested extinguishers

Christmas Tree

Public works is moving the power line for the Christmas tree lights that was cut when a delivery truck damaged the overhead lines on Camp McDonald Rd. Replacement cables will be underground and trenched across the driveway to make the connection by the old marquee power box.

Bike Trail

Signs on the trail have been updated and replaced; additional signs have been added along the path.

Parks

Seasonal crew is finished for the year. Limited amount of staff is removing garbage, clearing branches and leaves from the parks and recreation center.



October 21, 2020

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

October was a great month; the numbers tell the story below. Hoping to continue into late November. Happy Thanksgiving!

October 30	2019	2020	% Change 2019 vs 2020
Golf & Members	\$24,594.82	\$69,924.00	184%
Cart Rental Fees	\$9,303.50	\$17,990.00	93%
Apparel	\$2,057.48	\$2,177.20	6%
Equipment	\$2,770.15	\$3,110.46	12%
Golf Balls	\$1,421.14	\$217.20	-85%
Driving Range	\$1,178.00	\$5,458.97	363%
Special Orders	\$0.00	\$3,134.00	
F and B	\$88,414.30	\$29,017.24	-67%
Outings	\$16,015.74	\$25,138.22	57%
Total	\$145,755.13	\$156,167.29	



November 2020

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

Dance

Fall Dance classes are going strong, while still continuing to be socially distant. The Competition Dance Teams will be performing their holiday dances & "Hot Chocolate" dance to entertain our Holiday Trolley patrons while they wait for Santa. We have added 5 solos dance classes & 3 duet dance classes for our competition dancers. They will compete at upcoming competitions that begin February 2021 along with all 3 of our teams.

We just completed our 2020 Affy Tapple fundraiser. Our Competition Team dancers that participated were able to earn money from their sale to go towards their fees. \$217 was earned by 6 dancers. Our dance program profited \$315 from this sale.

Our next fundraiser will be Butterbraids for the holidays and the Cook's Night Out program will begin on November 19th at Portillo's (Flyer on the PH Star Studio Facebook Page, in case you would like to participate) in Arlington Heights followed by Lou Malnati's in December with a portion of the proceeds donated back to the dance program.

Active Adults

The Active Adult trips have come to a screeching halt. All November trips have been cancelled due to the new mitigation plan in place. We hope the Holiday Lights, Sights & Sounds Tour without the dinner may go if we are still in the current mitigation. Patrons will still be able to enjoy the lights, sights & sounds of the holidays with a stop at Starbucks for hot chocolate, coffee or tea with a delicious treat to enjoy while seeing the holiday lights. Very tentative plans are scheduled for 2021 trips. The next newsletter will be released in January 2021 once we see which tier of mitigations we are in.

Special Events

Friday, November 20th is our Virtual Turkey Bingo from 7:00pm-8:00pm. Prizes will include DollarStore goodies, \$5 gift cards and a turkey for the overall prizes.

New this year is our Where's Rudolph Scavenger Hunt. Families sign up and pay a small fee to get the clues to help Santa find Rudolph in time for Christmas. Families work together to solve the clues left at various parks throughout Prospect Heights. Once Rudolph is found, families will email me their answers to be entered in a prize drawing.

I am very excited for the Holiday Trolley Express which will be held on December 17th & 18th. Our patrons will be able to see the holiday lights in and around of Prospect Heights. Once they arrive back at GMRC, social distant photo opportunities with Santa will be available. Santa will be housed in our NEW inflatable snow globe thanks to our sponsorship from Village Bank.



November 2020

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

KinderStop

There are currently 6 students enrolled in KinderStop PM, 5 enrolled in Before Care and 15 enrolled in After Care. Numbers have been changing every few weeks due to the School District 23 schedule changing of remote learning.

During the month of November students in KinderStop participated in Thanksgiving and Fall themes of activities and crafts. Different students' crafts had to do with making turkeys, pumpkins and collecting leaves outside to make a variety of Fall crafts. With the weather nice this month, staff have been trying to get students outside as much as they can to take a break from wearing their mask.

E-Learning Camp

On November 9th School District 23 moved back to a full 5-day remote learning schedule for students in grades 1-8. Due to this we now have 5 days of e-learning camp again for all students. There are on average 13 students registered for e-learning camp daily. Students in Early Childhood and Kindergarten are still continuing to do in-person school at Eisenhower.

All students and staff in e-learning camp have been very good with following CDC guidelines and have been keeping their masks on while in the Gary Morava Recreation building as well as washing hands several times throughout the day.

Youth Programs

The next upcoming Kids Day Off programs will be held on November 23, 24 and 25, the week of Thanksgiving. Participants will not be going away on field trips for this program, instead they will be staying in-house due to COVID-19 concerns. Different activities staff have planned to make sure students are having a fun and safe day are crafts, organized sports, games and a daily movie to watch.

Trainings

Fire Extinguisher training was held on Wednesday October 28 for full time staff by the Prospect Heights Fire Protection Department. They did a great job and set up equipment to make a real fire for all staff to extinguish. It was a great training and staff learned new information.

Aquatics

Lions Pool is closed until summer 2021.



November 11, 2020

To: Julie Caporusso, Superintendent of Recreation
From: Johnny Pacheco, Supervisor of Recreation
Re: October Board Report

Youth Athletics

Volleyball league has 39 kids participating. This league is a co-op league between River Trails and Prospect Heights Park Districts.

Fitness

Virtual Pilates is being held with 4 students.

Our average visits per week is right around 109 up from 86 in September which equates to about 18 per day up from 15 per day in September. The busiest day in September was Mondays, of which we averaged about 29 visits for each Monday.

Our membership numbers are as following:

October 2020

1 Year Fitness:	161 members
1 Year Gym/Racquetball:	50 members
Silver Sneakers/Renew Active:	62 members
6 Month Fitness:	16 members
<u>3 Month Fitness:</u>	<u>6 members</u>
Total:	295 Members

October 2019

1 Year Fitness:	123 members
1 Year Gym/Racquetball:	41 members
Silver Sneakers/Renew Active:	1 member
6 Month Fitness:	48 members
<u>3 Month Fitness:</u>	<u>45 members</u>
Total:	258 Members

New Memberships in October

1 Year Fitness:	1 member
1 Year Gym/Racquetball:	0 members
Silver Sneakers/Renew Active:	2 members
6 Month Fitness:	0 members
<u>3 Month Fitness:</u>	<u>0 members</u>
Total:	3 New Members



November 17, 2020

To: Christina Ferraro, Executive Director
From: Annette Curtis, Superintendent of Finance and Planning
Re: Truth in Taxation- Tax year 2020 Fiscal year 2021

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 2020 is \$3,007,488. This amount does not exceed 105% of the taxes extended for tax year 2019. 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 03, 2020 and reviewed Resolution 11.17.2020, Truth in Taxation for Levy year 2020. Based on the Finance Committee's approval, staff recommends the adoption of Resolution 11.17.2020.

**Prospect Heights Park District
Resolution #11.17.2020
Truth in Taxation for Levy Year 2020**

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 2019 was \$2,905,364:

Corporate	1,223,045
Recreation	587,702
Audit	11,330
Paving & Lighting	17,510
Liability Insurance	103,000
IMRF	10,300
Social Security	150,874
Police Protection	10,300
Museum	10,300
Special Rec.	139,777
Debt Services Fund	641,226
Total Levy	2,905,364

WHEREAS, it is hereby determined that the estimated amount of money, exclusive of election costs, necessary to be raised by taxation for the year 2020 is \$3,007,488 as follows:

Corporate	1,000,000
Recreation	816,000
Audit	15,000
Paving & Lighting	15,000
Liability Insurance	130,000
IMRF	110,000
Social Security	125,000
Police Protection	10,000
Museum	7,000
Special Rec.	154,749
Debt Services Fund	624,739,
Total Levy	3,007,488

November 17, 2020
Tax Levy-Truth in Taxation

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 2020 is \$3,007,488.

Section 2: The aggregate amount of taxes estimated to be levied for the year 2020 does not exceed 105% of the taxes extended for Prospect Heights Park District in 2019.

Section 3: In light of Section 2 above, 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 17th day of November 2020.

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

President

ATTEST:
Secretary

Subscribed and sworn to before me
This 17th day of November 2020 Notary
