



BOARD REPORT

FEBRUARY 23, 2021

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 Gary Morava Recreation Center (GMRC) due to the disaster. Since there is no physical public attendance at GMRC, alternative arrangements for public access to attend 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 FOR THE FEBRUARY 23, 2021 7:00PM PARK BOARD OF COMMISSIONERS REGULAR BOARD MEETING VIRTUAL MEETING USING THE ZOOM PLATFORM

Meeting participation instructions at the bottom of the agenda.

- I. Call to Order – 7:00 p.m.**
Roll Call
- II. Corrections/Additions/Approval of Agenda**
- III. Correspondence**
- IV. Recognition/Welcome**
- V. Presentation**
PHNRC “Proposal for ComEd Green Region grant: boardwalk project”
- 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 February 23rd. 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**
 - A. January 26, 2021 Public Hearing: Budget and Appropriation Ordinance
 - B. January 26, 2021 Regular Board Meeting
- VIII. Announcements (Meetings)**
Regular Board Meeting – March 23, 2021 7:00 p.m.
- IX. Park District Treasurer’s Report**
 - A. Approval of Cash Report
 - 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
- E. Recreation Supervisors

XIII. Unfinished/Ongoing Business

Consideration of Agreement for Exchange of Land at/adjacent to Muir Park (no action)

XIV. New Business

- A. Approval of transfers between funds in FY2020
- B. Board vacancy

XV. Committees of the Board

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

In accordance with the Open Meetings Act (5ILCS 1220/2 Section 2A Subsection C.3) for the purpose of discussion of the following items:

The selection of a person to fill a public office including a vacancy in a public office

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/95897853034?pwd=NWl2SW94dkFweHNmL2J3THRyU0FkUT09>

Meeting ID: 958 9785 3034

Passcode: 753080

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

Meeting ID: 958 9785 3034

Passcode: 753080

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.

**MINUTES OF THE BUDGET AND APPROPRIATION ORDINANCE PUBLIC HEARING
VIRTUAL MEETING
ZOOM MEETING ID: 939 9128 2772 PASSCODE: 880336
TUESDAY, JANUARY 26, 2021**

Call to Order

Roll Call

Commissioner Jones called the Budget and Appropriation Ordinance Public Hearing of the Prospect Heights Park District to order at 7:00 p.m.

All attendees were virtually present.

Commissioners present:

Ellen Avery (arrived at 7:01 p.m.)

Vicki Carney

Betty Cloud

Tim Jones

Eric Kirste

Also Present:

Christina Ferraro – Executive Director

Julie Caporusso – Superintendent of Recreation

Dino Squiers – Superintendent of Facilities & Parks

Annette Curtis – Superintendent of Finance & Planning

Edlyn Castil – Admin Services Mgr./Recording Secretary

Commissioners absent:

Karl Jackson

A quorum was present.

Commissioner Jones led the Pledge of Allegiance.

Explanation of Hearing

Superintendent of Finance and Planning Annette Curtis explained that this is the final stages of the budget process. At December's board meeting the budget was presented to the board in detail. It has been available for public inspection for the last 30 days on the park district's website. This public hearing was posted in the newspaper. Tonight's hearing allows the opportunity for the public to address any concerns or questions they have about the budget to the board.

Public Comment

There were none.

Adjournment

With no further business to discuss, a motion was made by Commissioner Cloud and seconded by Commissioner Avery to adjourn the Budget and Appropriation Ordinance Public Hearing at 7:05 p.m. The motion was approved by a roll call vote.

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

Nays: None

Abstain: None

Absent: Commissioner Jackson

The motion carried.

Respectfully Submitted,
Edlyn Castil, Recording Secretary

Secretary: _____
Ellen Avery, Prospect Heights Park District Secretary

**MINUTES OF THE REGULAR BOARD MEETING
OF THE COMMISSIONERS AND OFFICERS
OF THE PROSPECT HEIGHTS PARK DISTRICT
VIRTUAL MEETING
ZOOM MEETING ID: 939 9128 2772 PASSCODE: 880336
TUESDAY, JANUARY 26, 2021**

Call to Order

Roll Call

Commissioner Jones called the Regular Board Meeting of the Prospect Heights Park District to order at 7:00 p.m.

Commissioners present:

Ellen Avery
Vicki Carney
Betty Cloud
Tim Jones
Eric Kirste

Also Present:

Christina Ferraro – Executive Director
Julie Caporusso – Superintendent of Recreation
Dino Squiers – Superintendent of Facilities & Parks
Annette Curtis – Superintendent of Finance & Planning
Edlyn Castil – Admin Services Mgr./Recording Secretary

Commissioners absent:

Karl Jackson

A quorum was present.

Corrections/Additions/Approval of Agenda

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

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

Nays: None

Abstain: None

Absent: Commissioner Jackson

The motion carried.

Correspondence

There were none.

Recognition/Welcome

Commissioner Jones welcomed the participant who was virtually in attendance.

Public Comment

There were none.

Approval of Minutes

Regular Board Meeting – December 15, 2020

A motion was made by Commissioner Avery and seconded by Commissioner Cloud to approve the December 15, 2020 Regular Board Meeting Minutes as submitted. The motion was approved by a roll call vote.

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

Nays: None

Abstain: None

Absent: Commissioner Jackson

The motion carried.

Acceptance of Minutes (continued)**Special Board Meeting – January 12, 2021**

A motion was made by Commissioner Carney and seconded by Commissioner Avery accept the January 12, 2021 Special Board Meeting Minutes as submitted. The motion was approved by a roll call vote.

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

Nays: None

Abstain: None

Absent: Commissioner Jackson

The motion carried.

Announcements (Meetings)

The next regular board meeting will be held on February 23, 2021 7:00 p.m.

Park District Treasurer's Report**Cash Report #1**

Payroll	Checking/sweep	\$	(103.58)
Vendor	Checking/sweep	\$	(30,813.48)
General/Sweep	Checking	\$	960,949.22
ATM	Checking	\$	26,613.03
Investment	Checking	\$	2,408,164.56
CD Investment	Maturity 1.8.2021	\$	358,327.02
		Totals	\$ 3,723,136.77

A motion was made by Commissioner Carney and seconded by Commissioner Cloud to accept the Treasurer's Report – Cash Report #1 dated January 26, 2021 in the amount of \$3,723,136.77.

The motion was approved by a roll call vote.

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

Nays: None

Abstain: None

Absent: Commissioner Jackson

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 #12, 12A, and Payroll 25, 26, 27 in the amount of \$376,932.48. The motion was approved by a roll call vote.

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

Nays: None

Abstain: None

Absent: Commissioner Jackson

The motion carried.

Superintendent of Finance and Planning Report

Superintendent of Finance and Planning Annette Curtis reported two additional comments in addition to the report she submitted. Mount Prospect State Bank will be merging with First Busey Corporation. The virtual audit started today and will continue the first week of March.

Attorney's Report

There was none.

Administrative/Operational Summary

Executive Director – as submitted. Executive Director Christina Ferraro reported we are currently in Tier 1 and hopefully will move from Phase 4 to Phase 5 during the summer or fall.

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**Consideration of Agreement for Exchange of Land at/adjacent to Muir Park (no action)**

Executive Director Christina Ferraro reviewed the agreement. Additional binding agreements are required about the park development budget, construction, shared use parking and detention pond logistics. Discussions will be required with Wheeling Park District, PHYBS and the Muir neighbors. Lexington will be withdrawing their petition for the 61-unit proposal from PZBA later January 28.

Acceptance of the Urban & Community Forestry Grant Award

Superintendent of Finance and Planning Annette Curtis stated that the park district will be working with Great Lakes Urban Forestry to conduct the tree inventory and develop the management plan for the park district. The grant includes all parks except for OCCC.

A motion was made by Commissioner Cloud and seconded by Commissioner Carney to accept the Urban & Community Forestry Grant Award in the amount of \$11,375.00. The motion was approved by a roll call vote.

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

Nays: None

Abstain: None

Absent: Commissioner Jackson

The motion carried.

New Business**Board Member Vacancy**

Commissioner Jones announced Commissioner Carney is in the process of moving out of the park district boundaries. The board thanked Vicki Carney for her service on the park district board.

Board Officers Reassignment

Commissioner Jones discussed reassigning board officer positions as follows:

Eric Kirste –Treasurer and Finance Committee Chairman

Ellen Avery – Vice President

Betty Cloud – Secretary

Approval Ordinance #01.26.2021 Combined Budget and Appropriation for fiscal year January 1, 2021 – December 31, 2021

A motion was made by Commissioner Carney and seconded by Commissioner Avery to adopt Ordinance #01.26.2021 the Combined Annual Budget and Appropriation of Funds for the Prospect Heights Park District, Cook County, Illinois for the fiscal year beginning on the first (1st) day of January 1, 2021 and ending on the thirty-first (31st) day of December 31, 2021. The motion was approved by a roll call vote.

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

New Business (continued)

Nays: None

Abstain: None

Absent: Commissioner Jackson

The motion carried.

Approval of Ordinance #01.26.2021A Abating Tax Levied for the Year 2020

A motion was made by Commissioner Kirste and seconded by Commissioner Cloud to adopt Ordinance #01.26.2021A an Ordinance abating the tax heretofore levied for the year 2020 to pay debt service on \$7,675,000 General Obligation Refunding Park Bonds (Alternate Revenue Source), Series 2014B of the Prospect Heights Park District, Cook County, Illinois. The motion was approved by a roll call vote.

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

Nays: None

Abstain: None

Absent: Commissioner Jackson

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 Carney to adjourn the Regular Board Meeting at 7:30 p.m. The motion was approved by a roll call vote.

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

Nays: None

Abstain: None

Absent: Commissioner Jackson

The motion carried.

Respectfully Submitted,
Edlyn Castil, Recording Secretary

Secretary: _____
Ellen Avery, Prospect Heights Park District Secretary

TO: Board of Commissioners, Prospect Heights Park District

Pink

FROM: Park District Treasurer

DATE: 2/23/2021 CASH REPORT FY 20

*Motion by Commissioner _____ to approve CASH REPORT 2
2/23/2021 as submitted. Seconded by Commissioner _____ .*

Mt. Prospect State Bank		Interest Earned YTD		
Payroll	Checking/sweep		(53.33)	
Vendor	Checking/sweep		(27,051.26)	
General/Sweep	Checking	annual yield 0.01%	1,012,801.33	
ATM	Checking		26,853.00	
Investment	Checking	annual yield 0.40%	2,149,213.27	
Cash Reserve	Checking	annual yield 0.40%	\$ 359,242.80	
TOTALS			\$ 3,521,005.81	Voice Vote

FINANCIAL RESOLUTION

*Motion by Commissioner _____ to approve WARRANT RESOLUTION
2/23/2021 as submitted. Seconded by Commissioner _____ .*

APPROVAL OF WARRANTS 2/23/2021

VENDOR WARRANTS			AMOUNTS
1	In the amount of	CHECKS ISSUED	\$91,441.37
1A	In the amount of	ELECTRONIC	\$135,945.48
Total Vendor Warrants			\$227,386.85

PAYROLL WARRANTS

1/15/2021		
1	In the amount of	\$ 55,401.10
gross plus employer costs		
1/29/2021		
2	In the amount of	\$ 59,683.96
gross plus employer costs		
Total Payroll Warrants		115,085.06

TOTAL OF WARRANTS	\$342,471.91	Roll Call
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Prospect Heights Park District, IL

Check Report

By Check Number

Date Range: 01/01/2021 - 01/31/2021

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: AP Bank-AP Bank						
01909	ANCEL GLINK PC	01/11/2021	Regular	0.00	698.75	50027
01347	ASCAP	01/11/2021	Regular	0.00	367.00	50028
01015	ASSOCIATED LABOR CORPORATION OF AMERIC	01/11/2021	Regular	0.00	1,506.34	50029
01744	BLACK LINE FOX VALLEY LLC	01/11/2021	Regular	0.00	1,954.00	50030
01105	BMI	01/11/2021	Regular	0.00	364.00	50031
01022	COMCAST	01/11/2021	Regular	0.00	192.50	50032
01022	COMCAST	01/11/2021	Regular	0.00	55.67	50033
01022	COMCAST	01/11/2021	Regular	0.00	87.30	50034
01693	HINCKLEY SPRINGS	01/11/2021	Regular	0.00	2.00	50035
01040	HOME DEPOT CREDIT SERVICES	01/11/2021	Regular	0.00	1,312.34	50036
01349	ILLINOIS ASSOCIATION OF PARK DISTRICTS	01/11/2021	Regular	0.00	5,051.67	50037
02281	KNITS N WEAVES	01/11/2021	Regular	0.00	1,555.00	50038
02192	MARILYN NAPLES	01/11/2021	Regular	0.00	64.00	50039
01599	NATIONAL RECREATION & PARK ASSOCIATION	01/11/2021	Regular	0.00	875.00	50040
02228	PAYCOR	01/11/2021	Regular	0.00	95.60	50041
01063	PDRMA	01/11/2021	Regular	0.00	16,569.48	50042
01063	PDRMA	01/11/2021	Regular	0.00	22,691.98	50043
01066	PLATINUM SYSTEMS INC	01/11/2021	Regular	0.00	190.00	50044
01031	PULSE TECHNOLOGY	01/11/2021	Regular	0.00	1,133.00	50045
01135	PURCHASE POWER	01/11/2021	Regular	0.00	704.50	50046
01120	REPUBLIC SERVICES INC	01/11/2021	Regular	0.00	549.71	50047
01541	SESAC	01/11/2021	Regular	0.00	23.00	50048
01322	SPEER FINANCIAL INC	01/11/2021	Regular	0.00	5,075.00	50049
01078	TAYLOR MADE	01/11/2021	Regular	0.00	722.41	50050
01781	THOMAS R PETZEL	01/11/2021	Regular	0.00	200.00	50051
01616	TOUR EDGE GOLF MFG INC	01/11/2021	Regular	0.00	282.50	50052
01082	WAREHOUSE DIRECT	01/11/2021	Regular	0.00	269.50	50053
01009	AIRGAS USA LLC	01/18/2021	Regular	0.00	221.09	50054
01022	COMCAST	01/18/2021	Regular	0.00	304.66	50055
01041	CONSTELLATION NEW ENERGY INC	01/18/2021	Regular	0.00	3,820.96	50056
01041	CONSTELLATION NEW ENERGY INC	01/18/2021	Regular	0.00	27.74	50057
01041	CONSTELLATION NEW ENERGY INC	01/18/2021	Regular	0.00	2,858.43	50058
02215	GRUMMAN BUTKUS ASSOCIATES	01/18/2021	Regular	0.00	1,820.00	50059
01368	HERON POND HOMEOWNERS ASSOCIATION	01/18/2021	Regular	0.00	1,000.00	50060
02228	PAYCOR	01/18/2021	Regular	0.00	993.68	50061
01865	SPORTS KIDS INC	01/18/2021	Regular	0.00	110.50	50062
01079	ACUSHNET COMPANY	01/22/2021	Regular	0.00	564.46	50063
01667	AFLAC	01/22/2021	Regular	0.00	51.24	50064
01015	ASSOCIATED LABOR CORPORATION OF AMERIC	01/22/2021	Regular	0.00	3,761.76	50065
01022	COMCAST	01/22/2021	Regular	0.00	10.50	50066
01022	COMCAST	01/22/2021	Regular	0.00	795.22	50067
01041	CONSTELLATION NEW ENERGY INC	01/22/2021	Regular	0.00	28.93	50068
01206	JOURNAL AND TOPICS NEWSPAPER	01/22/2021	Regular	0.00	225.60	50069
02146	JSD PROFESSIONAL SERVICES INC	01/22/2021	Regular	0.00	1,700.00	50070
01162	MANZELLA PLUMBING INC	01/22/2021	Regular	0.00	1,503.22	50071
01773	MIDCO INC	01/22/2021	Regular	0.00	330.00	50072
01057	NAPA HEIGHTS AUTOMOTIVE	01/22/2021	Regular	0.00	177.34	50073
01058	NCPERS GROUP LIFE INSURANCE	01/22/2021	Regular	0.00	48.00	50074
01134	NORTHWEST ELECTRICAL SUPPLY	01/22/2021	Regular	0.00	118.20	50075
02181	ROBERT W HENDRICKSON COMPANY	01/22/2021	Regular	0.00	1,500.00	50076
01078	TAYLOR MADE	01/22/2021	Regular	0.00	395.01	50077
01081	VILLAGE OF MOUNT PROSPECT	01/22/2021	Regular	0.00	239.30	50078
01081	VILLAGE OF MOUNT PROSPECT	01/22/2021	Regular	0.00	54.17	50079
01081	VILLAGE OF MOUNT PROSPECT	01/22/2021	Regular	0.00	61.17	50080

Check Report

Date Range: 01/01/2021 - 01/31/2021

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
02305	WENDY DECARLO	01/22/2021	Regular	0.00	168.00	50081
01667	AFLAC	01/29/2021	Regular	0.00	78.86	50082
01090	CITY OF PROSPECT HEIGHTS	01/29/2021	Regular	0.00	73.50	50083
01022	COMCAST	01/29/2021	Regular	0.00	167.98	50084
01041	CONSTELLATION NEW ENERGY INC	01/29/2021	Regular	0.00	24.08	50085
01041	CONSTELLATION NEW ENERGY INC	01/29/2021	Regular	0.00	132.42	50086
01041	CONSTELLATION NEW ENERGY INC	01/29/2021	Regular	0.00	145.24	50087
01041	CONSTELLATION NEW ENERGY INC	01/29/2021	Regular	0.00	24.58	50088
01037	GRAINGER	01/29/2021	Regular	0.00	292.80	50089
01040	HOME DEPOT CREDIT SERVICES	01/29/2021	Regular	0.00	455.25	50090
01059	NICOR	01/29/2021	Regular	0.00	170.81	50091
01062	OFFICE DEPOT	01/29/2021	Regular	0.00	527.88	50092
01277	PADDOCK PUBLICATIONS INC	01/29/2021	Regular	0.00	48.60	50093
02228	PAYCOR	01/29/2021	Regular	0.00	417.60	50094
01070	RAMROD	01/29/2021	Regular	0.00	641.05	50095
01120	REPUBLIC SERVICES INC	01/29/2021	Regular	0.00	293.23	50096
02223	SEGAL CONSULTING	01/29/2021	Regular	0.00	2,250.00	50097
02157	VERIZON	01/29/2021	Regular	0.00	216.06	50098
02205	ILLINOIS MUNICIPAL FUND	01/06/2021	Bank Draft	0.00	22,711.85	DFT0001381
02205	ILLINOIS MUNICIPAL FUND	01/06/2021	Bank Draft	0.00	-22,711.85	DFT0001381
01032	CARDMEMBER SERVICE	01/07/2021	Bank Draft	0.00	5,561.66	DFT0001403
02189	ANNETTE CURTIS	01/21/2021	Bank Draft	0.00	1.00	DFT0001613
02204	WINTRUST ASSET FINANCE	01/05/2021	Bank Draft	0.00	2,175.60	DFT0001620
02204	WINTRUST ASSET FINANCE	01/05/2021	Bank Draft	0.00	13,710.00	DFT0001621
02205	ILLINOIS MUNICIPAL FUND	01/06/2021	Bank Draft	0.00	22,711.85	DFT0001622
02206	ILLINOIS DEPARTMENT OF REVENUE	01/11/2021	Bank Draft	0.00	344.00	DFT0001623

Bank Code AP Bank Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	90	72	0.00	91,441.37
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	7	8	0.00	44,504.11
EFT's	0	0	0.00	0.00
	97	80	0.00	135,945.48

Check Report

Date Range: 01/01/2021 - 01/31/2021

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: PCARD-PCARD LIABILITY						
02189	ANNETTE CURTIS	01/21/2021	Bank Draft	0.00	1.00	DFT0001612

Bank Code PCARD Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	0	0	0.00	0.00
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	1	1	0.00	1.00
EFT's	0	0	0.00	0.00
	1	1	0.00	1.00

All Bank Codes Check Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	90	72	0.00	91,441.37
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	8	9	0.00	44,505.11
EFT's	0	0	0.00	0.00
	98	81	0.00	135,946.48

Fund Summary

Fund	Name	Period	Amount
950	POOLED CASH FUND	1/2021	135,946.48
			135,946.48

PROSPECT HEIGHTS PARK DISTRICT ELECTRONIC VENDOR WARRANT REPORT FOR FY 2021
 VENDOR WARRANT 1A
 ELECTRONIC VENDOR WARRANTS
 February
 FY 2021

DATE	VENDOR NAME	TRANSACTION DESCRIPTION	AMOUNT
1/5/2021	Wintrust	Golf Equipment Lease	\$2,175.60
1/5/2021	Wintrust	Cart Lease	\$13,710.00
1/6/2021	IMRF	12.2020 Contribution	\$22,711.85
1/8/2021	Card Member Services	12.2020 Statement	\$5,561.66
1/11/2021	Illinois Department of Revenue	12.2020 Sales Tax	\$344.00
1/21/2021	Annette Curtis	P-card test transaction	\$1.00
TOTAL			<u>\$44,504.11</u>



February 23, 2021

To: Christina Ferraro, Executive Director
From: Annette Curtis, Superintendent of Finance and Planning
Re: February 23, 2021 Board Report

2020 Audit

The 2020 audit has been scheduled for the week of March 1, 2021. The audit will be presented at the May 2021 Board meeting. Staff has been reviewing year end numbers, posting closing entries in preparation of the audit.

5/3 Bank Purchasing Card Program

Staff has been building out the card holder website and Incode interface for 5/3 bank p-cards.

Urban and Community Forestry Core Grant Program

Great Lakes Urban Forestry Management, Graft Tree Care has begun data collection. Which includes location, type, species, size etc. With this information a tree inventory and management plan will be developed, along with a planting plan.

GFOA's Certificate of Achievement for Excellence in Financial Reporting

The District was notified by the Government Finance Officers Association that the 2019 comprehensive annual financial report has met the requirements to be awarded GFOA's Certificate of Achievement.



Prospect Heights Park District, IL

Income Statement Group Summary

For Fiscal: 2021 Period Ending: 01/31/2021

Account Type	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
Department: 01 - ADMINISTRATION					
Revenue	350,000.00	350,000.00	0.00	0.00	350,000.00
Department: 01 - ADMINISTRATION Total:	350,000.00	350,000.00	0.00	0.00	350,000.00
Department: 02 - RECREATION/GENERAL					
Revenue	1,150,028.00	1,150,028.00	1,408.14	1,408.14	1,148,619.86
Expense	714,979.74	714,979.74	35,082.83	35,082.83	679,896.91
Department: 02 - RECREATION/GENERAL Surplus (Deficit):	435,048.26	435,048.26	-33,674.69	-33,674.69	468,722.95
Department: 03 - PRESCHOOL CREATIVE KIDS					
Revenue	52,785.00	52,785.00	7,940.95	7,940.95	44,844.05
Expense	52,763.00	52,763.00	3,086.86	3,086.86	49,676.14
Department: 03 - PRESCHOOL CREATIVE KIDS Surplus (Deficit):	22.00	22.00	4,854.09	4,854.09	-4,832.09
Department: 04 - KINDERSTOP					
Revenue	93,607.00	93,607.00	7,819.34	7,819.34	85,787.66
Expense	79,003.38	79,003.38	7,141.53	7,141.53	71,861.85
Department: 04 - KINDERSTOP Surplus (Deficit):	14,603.62	14,603.62	677.81	677.81	13,925.81
Department: 05 - YOUTH PROGRAMS					
Revenue	8,617.00	8,617.00	0.00	0.00	8,617.00
Expense	8,349.50	8,349.50	374.28	374.28	7,975.22
Department: 05 - YOUTH PROGRAMS Surplus (Deficit):	267.50	267.50	-374.28	-374.28	641.78
Department: 06 - DANCE					
Revenue	41,284.00	41,284.00	3,342.94	3,342.94	37,941.06
Expense	37,080.00	37,080.00	1,035.55	1,035.55	36,044.45
Department: 06 - DANCE Surplus (Deficit):	4,204.00	4,204.00	2,307.39	2,307.39	1,896.61
Department: 07 - ATHLETIC					
Revenue	19,793.00	19,793.00	1,340.24	1,340.24	18,452.76
Expense	20,195.50	20,195.50	620.60	620.60	19,574.90
Department: 07 - ATHLETIC Surplus (Deficit):	-402.50	-402.50	719.64	719.64	-1,122.14
Department: 08 - PERFORMING ARTS					
Revenue	20,898.00	20,898.00	0.00	0.00	20,898.00
Expense	17,875.69	17,875.69	211.31	211.31	17,664.38
Department: 08 - PERFORMING ARTS Surplus (Deficit):	3,022.31	3,022.31	-211.31	-211.31	3,233.62
Department: 09 - CONCESSIONS					
Revenue	25,450.00	25,450.00	0.00	0.00	25,450.00
Expense	22,710.69	22,710.69	151.88	151.88	22,558.81
Department: 09 - CONCESSIONS Surplus (Deficit):	2,739.31	2,739.31	-151.88	-151.88	2,891.19
Department: 10 - AQUATICS					
Revenue	55,414.50	55,414.50	42.77	42.77	55,371.73
Expense	148,597.21	148,597.21	992.15	992.15	147,605.06
Department: 10 - AQUATICS Surplus (Deficit):	-93,182.71	-93,182.71	-949.38	-949.38	-92,233.33
Department: 11 - ACTIVE ADULTS					
Revenue	33,871.00	33,871.00	76.00	76.00	33,795.00
Expense	52,946.58	52,946.58	1,122.55	1,122.55	51,824.03
Department: 11 - ACTIVE ADULTS Surplus (Deficit):	-19,075.58	-19,075.58	-1,046.55	-1,046.55	-18,029.03
Department: 12 - SPECIAL EVENTS					
Revenue	3,484.00	3,484.00	970.00	970.00	2,514.00
Expense	9,541.13	9,541.13	869.66	869.66	8,671.47
Department: 12 - SPECIAL EVENTS Surplus (Deficit):	-6,057.13	-6,057.13	100.34	100.34	-6,157.47
Department: 13 - FITNESS CENTER					
Revenue	24,098.50	24,098.50	2,555.47	2,555.47	21,543.03

Income Statement

For Fiscal: 2021 Period Ending: 01/31/2021

Account Type	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
Expense	30,623.59	30,623.59	2,921.55	2,921.55	27,702.04
Department: 13 - FITNESS CENTER Surplus (Deficit):	-6,525.09	-6,525.09	-366.08	-366.08	-6,159.01
Department: 14 - SUMMER CAMP					
Revenue	187,847.00	187,847.00	0.00	0.00	187,847.00
Expense	110,848.59	110,848.59	656.26	656.26	110,192.33
Department: 14 - SUMMER CAMP Surplus (Deficit):	76,998.41	76,998.41	-656.26	-656.26	77,654.67
Department: 30 - PARKS					
Revenue	15,000.00	15,000.00	0.00	0.00	15,000.00
Expense	196,426.27	196,426.27	4,213.10	4,213.10	192,213.17
Department: 30 - PARKS Surplus (Deficit):	-181,426.27	-181,426.27	-4,213.10	-4,213.10	-177,213.17
Department: 40 - GOLF					
Revenue	1,009,450.00	1,009,450.00	1,956.50	1,956.50	1,007,493.50
Expense	537,471.20	537,471.20	27,762.93	27,762.93	509,708.27
Department: 40 - GOLF Surplus (Deficit):	471,978.80	471,978.80	-25,806.43	-25,806.43	497,785.23
Department: 41 - GROUNDS					
Expense	545,663.85	545,663.85	13,334.28	13,334.28	532,329.57
Department: 41 - GROUNDS Total:	545,663.85	545,663.85	13,334.28	13,334.28	532,329.57
Department: 42 - PRO SHOP					
Revenue	113,250.00	113,250.00	1,796.97	1,796.97	111,453.03
Expense	85,775.00	85,775.00	1,591.28	1,591.28	84,183.72
Department: 42 - PRO SHOP Surplus (Deficit):	27,475.00	27,475.00	205.69	205.69	27,269.31
Department: 43 - HOOK A KID					
Revenue	65,000.00	65,000.00	0.00	0.00	65,000.00
Expense	50,000.00	50,000.00	0.00	0.00	50,000.00
Department: 43 - HOOK A KID Surplus (Deficit):	15,000.00	15,000.00	0.00	0.00	15,000.00
Department: 44 - WARM UP RANGE					
Revenue	20,000.00	20,000.00	0.00	0.00	20,000.00
Expense	6,000.00	6,000.00	0.00	0.00	6,000.00
Department: 44 - WARM UP RANGE Surplus (Deficit):	14,000.00	14,000.00	0.00	0.00	14,000.00
Department: 45 - FOOD AND BEVERAGE					
Revenue	558,264.00	558,264.00	0.00	0.00	558,264.00
Expense	491,315.54	491,315.54	1,510.01	1,510.01	489,805.53
Department: 45 - FOOD AND BEVERAGE Surplus (Deficit):	66,948.46	66,948.46	-1,510.01	-1,510.01	68,458.47
Total Surplus (Deficit):	629,974.54	629,974.54	-73,429.29	-73,429.29	

Income Statement

For Fiscal: 2021 Period Ending: 01/31/2021

Fund Summary

Fund	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
200 - RECREATION FUND	580,236.13	580,236.13	-32,984.26	-32,984.26	613,220.39
300 - GOLF	49,738.41	49,738.41	-40,445.03	-40,445.03	90,183.44
Total Surplus (Deficit):	629,974.54	629,974.54	-73,429.29	-73,429.29	



Prospect Heights Park District, IL

Income Statement Group Summary

For Fiscal: 2021 Period Ending: 01/31/2021

Category	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
Fund: 100 - CORPORATE FUND					
Revenue					
10 - TAXES	1,011,300.00	1,011,300.00	3,639.97	3,639.97	1,007,660.03
20 - INTEREST	12,000.00	12,000.00	1,056.82	1,056.82	10,943.18
35 - ADDITIONAL	0.00	0.00	2,470.00	2,470.00	-2,470.00
Revenue Total:	1,023,300.00	1,023,300.00	7,166.79	7,166.79	1,016,133.21
Expense					
50 - PERSONNEL SERVICES	294,291.85	294,291.85	18,548.70	18,548.70	275,743.15
51 - BENEFITS	25,588.65	25,588.65	-173.67	-173.67	25,762.32
52 - CONTRACTED SERVICES	184,709.41	184,709.41	14,496.02	14,496.02	170,213.39
60 - COMMODITIES	26,075.00	26,075.00	527.88	527.88	25,547.12
65 - GENERAL EXPENDITURES	935,600.00	935,600.00	0.00	0.00	935,600.00
Expense Total:	1,466,264.91	1,466,264.91	33,398.93	33,398.93	1,432,865.98
Fund: 100 - CORPORATE FUND Surplus (Deficit):	-442,964.91	-442,964.91	-26,232.14	-26,232.14	-416,732.77
Fund: 200 - RECREATION FUND					
Revenue					
10 - TAXES	741,000.00	741,000.00	1,131.89	1,131.89	739,868.11
30 - RENTAL	63,960.50	63,960.50	-183.75	-183.75	64,144.25
35 - ADDITIONAL	23,634.00	23,634.00	1,752.77	1,752.77	21,881.23
37 - GENERAL REVENUE	350,000.00	350,000.00	0.00	0.00	350,000.00
41 - PROGRAM REVENUES	528,132.50	528,132.50	22,794.94	22,794.94	505,337.56
42 - RERESHMENT REVENUE	25,450.00	25,450.00	0.00	0.00	25,450.00
65 - GENERAL EXPENDITURES	350,000.00	350,000.00	0.00	0.00	350,000.00
Revenue Total:	2,082,177.00	2,082,177.00	25,495.85	25,495.85	2,056,681.15
Expense					
50 - PERSONNEL SERVICES	957,495.29	957,495.29	41,663.73	41,663.73	915,831.56
51 - BENEFITS	148,723.31	148,723.31	-1,100.51	-1,100.51	149,823.82
52 - CONTRACTED SERVICES	250,200.77	250,200.77	16,371.81	16,371.81	233,828.96
60 - COMMODITIES	128,549.50	128,549.50	1,206.97	1,206.97	127,342.53
65 - GENERAL EXPENDITURES	16,972.00	16,972.00	338.11	338.11	16,633.89
Expense Total:	1,501,940.87	1,501,940.87	58,480.11	58,480.11	1,443,460.76
Fund: 200 - RECREATION FUND Surplus (Deficit):	580,236.13	580,236.13	-32,984.26	-32,984.26	613,220.39
Fund: 300 - GOLF					
Revenue					
30 - RENTAL	3,500.00	3,500.00	0.00	0.00	3,500.00
35 - ADDITIONAL	2,900.00	2,900.00	84.40	84.40	2,815.60
41 - PROGRAM REVENUES	1,683,564.00	1,683,564.00	3,669.07	3,669.07	1,679,894.93
42 - RERESHMENT REVENUE	76,000.00	76,000.00	0.00	0.00	76,000.00
Revenue Total:	1,765,964.00	1,765,964.00	3,753.47	3,753.47	1,762,210.53
Expense					
50 - PERSONNEL SERVICES	473,404.41	473,404.41	22,172.34	22,172.34	451,232.07
51 - BENEFITS	118,826.90	118,826.90	-827.77	-827.77	119,654.67
52 - CONTRACTED SERVICES	575,149.28	575,149.28	23,515.80	23,515.80	551,633.48
60 - COMMODITIES	512,245.00	512,245.00	2,232.91	2,232.91	510,012.09
65 - GENERAL EXPENDITURES	36,600.00	36,600.00	615.14	615.14	35,984.86
Expense Total:	1,716,225.59	1,716,225.59	47,708.42	47,708.42	1,668,517.17
Fund: 300 - GOLF Surplus (Deficit):	49,738.41	49,738.41	-43,954.95	-43,954.95	93,693.36

Income Statement

For Fiscal: 2021 Period Ending: 01/31/2021

Category	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
Fund: 404 - AUDITNG FUND					
Revenue					
10 - TAXES	15,000.00	15,000.00	20.81	20.81	14,979.19
Revenue Total:	15,000.00	15,000.00	20.81	20.81	14,979.19
Expense					
52 - CONTRACTED SERVICES	14,000.00	14,000.00	2,250.00	2,250.00	11,750.00
Expense Total:	14,000.00	14,000.00	2,250.00	2,250.00	11,750.00
Fund: 404 - AUDITNG FUND Surplus (Deficit):	1,000.00	1,000.00	-2,229.19	-2,229.19	3,229.19
Fund: 405 - PAVING & LIGHTING FUND					
Revenue					
10 - TAXES	15,000.00	15,000.00	20.81	20.81	14,979.19
Revenue Total:	15,000.00	15,000.00	20.81	20.81	14,979.19
Expense					
52 - CONTRACTED SERVICES	2,250.00	2,250.00	24.08	24.08	2,225.92
60 - COMMODITIES	6,300.00	6,300.00	0.00	0.00	6,300.00
Expense Total:	8,550.00	8,550.00	24.08	24.08	8,525.92
Fund: 405 - PAVING & LIGHTING FUND Surplus (Deficit):	6,450.00	6,450.00	-3.27	-3.27	6,453.27
Fund: 406 - LIABILITY INSURANCE FUND					
Revenue					
10 - TAXES	130,000.00	130,000.00	180.33	180.33	129,819.67
Revenue Total:	130,000.00	130,000.00	180.33	180.33	129,819.67
Expense					
50 - PERSONNEL SERVICES	15,000.00	15,000.00	1,074.34	1,074.34	13,925.66
52 - CONTRACTED SERVICES	111,277.97	111,277.97	0.00	0.00	111,277.97
60 - COMMODITIES	3,500.00	3,500.00	0.00	0.00	3,500.00
Expense Total:	129,777.97	129,777.97	1,074.34	1,074.34	128,703.63
Fund: 406 - LIABILITY INSURANCE FUND Surplus (Deficit):	222.03	222.03	-894.01	-894.01	1,116.04
Fund: 407 - IMRF FUND					
Revenue					
10 - TAXES	110,000.00	110,000.00	152.58	152.58	109,847.42
Revenue Total:	110,000.00	110,000.00	152.58	152.58	109,847.42
Expense					
51 - BENEFITS	116,160.00	116,160.00	0.00	0.00	116,160.00
Expense Total:	116,160.00	116,160.00	0.00	0.00	116,160.00
Fund: 407 - IMRF FUND Surplus (Deficit):	-6,160.00	-6,160.00	152.58	152.58	-6,312.58
Fund: 408 - POLICE FUND					
Revenue					
10 - TAXES	10,000.00	10,000.00	13.87	13.87	9,986.13
Revenue Total:	10,000.00	10,000.00	13.87	13.87	9,986.13
Expense					
50 - PERSONNEL SERVICES	34,000.00	34,000.00	2,646.04	2,646.04	31,353.96
52 - CONTRACTED SERVICES	12,850.00	12,850.00	4,488.09	4,488.09	8,361.91
Expense Total:	46,850.00	46,850.00	7,134.13	7,134.13	39,715.87
Fund: 408 - POLICE FUND Surplus (Deficit):	-36,850.00	-36,850.00	-7,120.26	-7,120.26	-29,729.74
Fund: 409 - MUSEUM FUND					
Revenue					
10 - TAXES	7,000.00	7,000.00	9.71	9.71	6,990.29
Revenue Total:	7,000.00	7,000.00	9.71	9.71	6,990.29
Expense					
50 - PERSONNEL SERVICES	7,000.00	7,000.00	0.00	0.00	7,000.00
65 - GENERAL EXPENDITURES	4,050.00	4,050.00	0.00	0.00	4,050.00
Expense Total:	11,050.00	11,050.00	0.00	0.00	11,050.00
Fund: 409 - MUSEUM FUND Surplus (Deficit):	-4,050.00	-4,050.00	9.71	9.71	-4,059.71

Income Statement

For Fiscal: 2021 Period Ending: 01/31/2021

Category	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
Fund: 410 - SPECIAL RECREATION FUND					
Revenue					
10 - TAXES	154,749.00	154,749.00	214.66	214.66	154,534.34
Revenue Total:	154,749.00	154,749.00	214.66	214.66	154,534.34
Expense					
52 - CONTRACTED SERVICES	9,343.68	9,343.68	0.00	0.00	9,343.68
60 - COMMODITIES	10,000.00	10,000.00	0.00	0.00	10,000.00
65 - GENERAL EXPENDITURES	78,646.95	78,646.95	0.00	0.00	78,646.95
80 - CAPITAL IMPROVEMENTS	56,758.84	56,758.84	0.00	0.00	56,758.84
Expense Total:	154,749.47	154,749.47	0.00	0.00	154,749.47
Fund: 410 - SPECIAL RECREATION FUND Surplus (Deficit):	-0.47	-0.47	214.66	214.66	-215.13
Fund: 411 - SOCIAL SECURITY FUND					
Revenue					
10 - TAXES	125,000.00	125,000.00	173.39	173.39	124,826.61
Revenue Total:	125,000.00	125,000.00	173.39	173.39	124,826.61
Expense					
51 - BENEFITS	125,000.00	125,000.00	7,938.90	7,938.90	117,061.10
Expense Total:	125,000.00	125,000.00	7,938.90	7,938.90	117,061.10
Fund: 411 - SOCIAL SECURITY FUND Surplus (Deficit):	0.00	0.00	-7,765.51	-7,765.51	7,765.51
Fund: 412 - MEMORIAL FUND					
Revenue					
35 - ADDITIONAL	500.00	500.00	0.00	0.00	500.00
37 - GENERAL REVENUE	4,050.00	4,050.00	0.00	0.00	4,050.00
Revenue Total:	4,550.00	4,550.00	0.00	0.00	4,550.00
Expense					
50 - PERSONNEL SERVICES	3,000.00	3,000.00	0.00	0.00	3,000.00
52 - CONTRACTED SERVICES	1,200.00	1,200.00	0.00	0.00	1,200.00
60 - COMMODITIES	350.00	350.00	0.00	0.00	350.00
Expense Total:	4,550.00	4,550.00	0.00	0.00	4,550.00
Fund: 412 - MEMORIAL FUND Surplus (Deficit):	0.00	0.00	0.00	0.00	0.00
Fund: 413 - COMMUNITY EVENTS					
Revenue					
35 - ADDITIONAL	14,500.00	14,500.00	3,000.00	3,000.00	11,500.00
41 - PROGRAM REVENUES	11,400.00	11,400.00	0.00	0.00	11,400.00
Revenue Total:	25,900.00	25,900.00	3,000.00	3,000.00	22,900.00
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	465.00	465.00	20,085.00
60 - COMMODITIES	5,025.00	5,025.00	0.00	0.00	5,025.00
Expense Total:	28,575.00	28,575.00	465.00	465.00	28,110.00
Fund: 413 - COMMUNITY EVENTS Surplus (Deficit):	-2,675.00	-2,675.00	2,535.00	2,535.00	-5,210.00
Fund: 518 - CAPITAL PROJECT FUND					
Revenue					
35 - ADDITIONAL	10,000.00	10,000.00	0.00	0.00	10,000.00
37 - GENERAL REVENUE	161,839.00	161,839.00	0.00	0.00	161,839.00
Revenue Total:	171,839.00	171,839.00	0.00	0.00	171,839.00
Expense					
52 - CONTRACTED SERVICES	30,000.00	30,000.00	0.00	0.00	30,000.00
60 - COMMODITIES	4,700.00	4,700.00	0.00	0.00	4,700.00
80 - CAPITAL IMPROVEMENTS	124,000.00	124,000.00	0.00	0.00	124,000.00
Expense Total:	158,700.00	158,700.00	0.00	0.00	158,700.00
Fund: 518 - CAPITAL PROJECT FUND Surplus (Deficit):	13,139.00	13,139.00	0.00	0.00	13,139.00

Income Statement

For Fiscal: 2021 Period Ending: 01/31/2021

Category	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
Fund: 523 - CAPITAL 98 GOLF FUND					
Revenue					
37 - GENERAL REVENUE	464,000.00	464,000.00	0.00	0.00	464,000.00
Revenue Total:	464,000.00	464,000.00	0.00	0.00	464,000.00
Expense					
60 - COMMODITIES	4,000.00	4,000.00	0.00	0.00	4,000.00
80 - CAPITAL IMPROVEMENTS	118,500.00	118,500.00	0.00	0.00	118,500.00
Expense Total:	122,500.00	122,500.00	0.00	0.00	122,500.00
Fund: 523 - CAPITAL 98 GOLF FUND Surplus (Deficit):	341,500.00	341,500.00	0.00	0.00	341,500.00
Fund: 608 - 2014B (2005B Refinance)					
Revenue					
35 - ADDITIONAL	453,100.00	453,100.00	0.00	0.00	453,100.00
Revenue Total:	453,100.00	453,100.00	0.00	0.00	453,100.00
Expense					
52 - CONTRACTED SERVICES	1,500.00	1,500.00	0.00	0.00	1,500.00
65 - GENERAL EXPENDITURES	451,600.00	451,600.00	0.00	0.00	451,600.00
Expense Total:	453,100.00	453,100.00	0.00	0.00	453,100.00
Fund: 608 - 2014B (2005B Refinance) Surplus (Deficit):	0.00	0.00	0.00	0.00	0.00
Fund: 612 - PREVIOUS YEAR ROLLOVER BOND					
Revenue					
10 - TAXES	624,739.00	624,739.00	866.59	866.59	623,872.41
Revenue Total:	624,739.00	624,739.00	866.59	866.59	623,872.41
Expense					
65 - GENERAL EXPENDITURES	624,739.00	624,739.00	0.00	0.00	624,739.00
Expense Total:	624,739.00	624,739.00	0.00	0.00	624,739.00
Fund: 612 - PREVIOUS YEAR ROLLOVER BOND Surplus (Deficit):	0.00	0.00	866.59	866.59	-866.59
Fund: 613 - CURRENT ROLLOVER					
Revenue					
35 - ADDITIONAL	624,739.00	624,739.00	0.00	0.00	624,739.00
Revenue Total:	624,739.00	624,739.00	0.00	0.00	624,739.00
Expense					
52 - CONTRACTED SERVICES	9,800.00	9,800.00	0.00	0.00	9,800.00
65 - GENERAL EXPENDITURES	614,939.00	614,939.00	0.00	0.00	614,939.00
Expense Total:	624,739.00	624,739.00	0.00	0.00	624,739.00
Fund: 613 - CURRENT ROLLOVER Surplus (Deficit):	0.00	0.00	0.00	0.00	0.00
Total Surplus (Deficit):	499,585.19	499,585.19	-117,405.05	-117,405.05	

Fund Summary

Fund	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
100 - CORPORATE FUND	-442,964.91	-442,964.91	-26,232.14	-26,232.14	-416,732.77
200 - RECREATION FUND	580,236.13	580,236.13	-32,984.26	-32,984.26	613,220.39
300 - GOLF	49,738.41	49,738.41	-43,954.95	-43,954.95	93,693.36
404 - AUDITNG FUND	1,000.00	1,000.00	-2,229.19	-2,229.19	3,229.19
405 - PAVING & LIGHTING FU	6,450.00	6,450.00	-3.27	-3.27	6,453.27
406 - LIABILITY INSURANCE F	222.03	222.03	-894.01	-894.01	1,116.04
407 - IMRF FUND	-6,160.00	-6,160.00	152.58	152.58	-6,312.58
408 - POLICE FUND	-36,850.00	-36,850.00	-7,120.26	-7,120.26	-29,729.74
409 - MUSEUM FUND	-4,050.00	-4,050.00	9.71	9.71	-4,059.71
410 - SPECIAL RECREATION F	-0.47	-0.47	214.66	214.66	-215.13
411 - SOCIAL SECURITY FUN	0.00	0.00	-7,765.51	-7,765.51	7,765.51
412 - MEMORIAL FUND	0.00	0.00	0.00	0.00	0.00
413 - COMMUNITY EVENTS	-2,675.00	-2,675.00	2,535.00	2,535.00	-5,210.00
518 - CAPITAL PROJECT FUN	13,139.00	13,139.00	0.00	0.00	13,139.00
523 - CAPITAL 98 GOLF FUND	341,500.00	341,500.00	0.00	0.00	341,500.00
608 - 2014B (2005B Refinanc	0.00	0.00	0.00	0.00	0.00
612 - PREVIOUS YEAR ROLL	0.00	0.00	866.59	866.59	-866.59
613 - CURRENT ROLLOVER	0.00	0.00	0.00	0.00	0.00
Total Surplus (Deficit):	499,585.19	499,585.19	-117,405.05	-117,405.05	



February 23, 2021

To: Park Board of Commissioners
From: Christina Ferraro, Executive Director
Re: February 2021 Board Report

OCCC Grounds Property

The corrective action activities on the leaking underground storage gasoline tank were completed this month by TriCore Environmental, LLC. The District also received the deed for this property this month. Both large long-term project completed.

PROJECTS

- Staff is examining staff restructuring the current compensation plan versus outsourcing a salary survey.
- Staff is evaluating staff conducting Muir Park future usage survey of its neighbors versus outsourcing this survey.
- Staff is researching professional services to administer a public education program for renovations to the recreation center.
- The new payroll system has allowed staff to restructure the employee performance review procedures.



February 15, 2021

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

Annual Front Desk Training

On Friday, February 5 we held our first Zoom front desk training. The front desk is using a new communication app/website called BAND. So far it has been working well; providing better communication between the front desk staff and supervisors.

Phase 4 including Cook County mitigations

On Tuesday, February 2 our region moved into Phase 4 with Cook County mitigations, we made these adaptations:

- eLearning Camp, KinderStop, Creative Kids Preschool, virtual programs and events are running as scheduled.
- All programs are operating onsite at 50% capacity
- Fitness center is restricted to 15 members at a time; face coverings must be worn at all times, including while exercising; patrons may make reservations or are able to walk-in if slots are available.
- Racquetball, Pickleball, open gym are offered.
- Rentals are limited to 25% capacity or 25 people.

PDRMA

The Keep Fit, Keep Safe training video was sent to all full-time and part-time staff. Edlyn and I developed this training with the help of our Pilates instructor Darleen Carl-Beck. Darleen demonstrates stretches that can be incorporated into staff's work day to help maintain flexibility and strength.

Marketing

Staff received the second draft of the summer brochure. The brochure will be completed and uploaded to the website on February 26; we will have a limited number of hard copies available on March 12.

Summer 2021

Staff is planning for summer programs using Phase 4 guidelines, same as last summer.



February 17, 2021

To: Christina Ferraro, Executive Director
From: Dino Squiers, Superintendent of Facilities & Parks
Re: February 2021 Board Report

Handicap Door

Remote exterior pushbutton that opens front door was not working; wireless transmitter attached to the pushbutton was not sending a signal. We were able to find a replacement device with manual switches to program the code to match the existing receiver.

Plumbing

Water was leaking above the false ceiling due to a seal on a drain that allowed water to seep next to the drain. Area around the drain was cleaned out and resealed.

Training

Staff and I attended PDRMA's online interactive training class "keep fit keep safe" for maintenance and park staff.

Buses

Since usage of the buses is currently limited, we have been running and driving the buses around on a regular basis. Bus # 2 was taken for inspection and received the semi-annual safety sticker.

HVAC

Roof top unit above room two would not ignite; after shutting down and resetting the circuit numerous times the unit finally started; we adjusted the thermostat setting so the unit will cycle on overnight during the freezing temperatures. Filters were changed at OOC in the air handlers.

Parks

Recent extreme cold weather and heavy snow made up for the previous mild winter. Snow removal and garbage pickup is ongoing. Ice melt is used on sidewalks, the City's Public Works Department salts the parking lot.



February 23, 2021

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

Golf

Golf operations closed for winter. Preparing for the 2021 season and looking forward to a strong golf season. Several events are planning to return with hopes of normalcy.

Special Events

With efforts to start the season off more quickly, we have planed the first St. Patrick's Day event. Also, we are considering having our first Easter Brunch.

Cars

Detailing the fleet is complete. All cars look like new. Our contract agreement for winter maintenance with Harris Golf Cars ends March 1st. From that point Mike Arden will handle all maintenance and repairs in house. This will save \$8,000 annually. With only 2 seasons left on the lease we will then own the fleet. This will help our bottom line tremendously moving into 2023 season. The goal will be to maintain this fleet in excellent condition for several more seasons, which will contribute to the growth of profits.

Golf Shop

Currently closed due to weather, although we are still seeing some at once business and special orders. We are looking forward to including new products to the store that will draw plenty of interest and enhance the golfers experience while patronizing the club.

Grounds

Staff is continuing to work on equipment repairs to ensure course maintenance equipment is ready for the new season. With Mike Arden talents we have been able to keep the old equipment running. Mike is even manufacturing parts for obsolete equipment to keep everything running and saving resources we need for other areas of the facility. Scheduled tee box repair will commence once the snow is melted.

Income Report: Closed nothing to report for January



February 17, 2021

To: Julie Caporusso, Superintendent of Recreation
From: Laura Fudala, Supervisor of Recreation
Re: February 2021 Board Report

Preschool

Registration for the 2021-2022 school year began on January 4th. To date we have 23 participants enrolled.

Youth Athletics

The youth basketball league began on January 25th. We have 60 participants enrolled, which make up 7 teams. Each team practices one day per week and Saturdays we are having skills competitions.

Fitness Center

The January session of virtual Pilates had 3 students.

In January, we had 522 visits. Our average visits per day was 16 visits, and our busiest day of the week in January was Mondays with an average of 27 visits.

January 2021

1year passes-	119
1year gym/racquetball-	71
6month fitness-	14
3month fitness-	5
SilverSneakers/Renew Active-	<u>70</u>
	279 Total Memberships

Three Year Comparison

Membership	January 2019	January 2020	January 2021
3 months	7	11	3
6 months	4	4	3
1 year	13	9	21
Membership January 2021	# of Members	Total Revenue	
3 months	3	\$160	
1 year	21	\$761	
Seniors	5	\$330	



February 19, 2021

To: Julie Caporusso, Superintendent of Recreation
From: Marci Glinski, Supervisor of Recreation
Re: February 2021 Board Report

Dance

Spring Dance began on Monday, Jan 25th. We currently have 89 registered dancers in 14 classes. We also have 5 solos & 3 duets classes within our competition teams.

New for Summer 2021 I will be offering "Create Your Own Dance Class". This will help people who are busy with other activities or concerned about COVID find a smaller dance class just for them. These classes can be solos, duets, trios or small groups of their own cohorts.

Our Competition Dance Teams schedule is now complete and will start their season in April. We will be competing in 3 competitions. Precision Arts Dance Competition April 16-18 at the Holiday Inn Gurnee, EnerGy Dance Competition May 7-9 at The Odeum, Villa Park & Des Plaines Dance Idol May 14-16 at Prairie Lake Theatre, Des Plaines. We will be bringing 12 dances to these competitions: 3 small groups, 5 solos & 3 duets.

Performing Arts Camp/Production Camp

Registration has begun for Creative & Performing Arts Camp for summer 2021. I currently have 2 campers registered for all sessions.

Kate has begun writing our script for Production Camp this summer. The show is called "The Princess Project". Here is the synopsis of the storyline.

In a land far, far away, the Disney princes and princesses start their annual competition to see who will get to be the star in the newest princess movie. These royal characters have to go through a series of crazy tasks, followed by an epic quest to claim their prize. Imagine your favorite reality show, but with the classic cartoon cast! Find out who wins The Princess Project!

Active Adults

New trips will begin at the end of March. I am currently working on a schedule. I hope to be back to "normal" day trips by Fall 2021 and Overnight trips in Spring 2022.

Special Events

I have added several new events for Spring 2021. These events have not been promoted in our brochure but we will be spreading the word via socially media and on our website. The events include Lucy & Lucky, The Leprechaun Scavenger Hunt, Bunny Brunch Baskets, You've Been Egged and Birthday Celebration in a Box.

So far, these events have been getting good attention.

I have partnered with D23 PTO to host their Family Fun Night on Friday, March 5th from 5-9pm. I will be hosting their virtual bingo; trivia & we are also hosting a Hip Hop Dance class. There is sure to be something for everyone. I am excited for this new venture and look forward to a great partnership with D23 PTO.



February 2021

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

KinderStop

There are currently 7 students enrolled in KinderStop PM, 6 enrolled in Before Care and 16 enrolled in After Care. Registration for the 2021-2022 school year began a month ago. As of February 15, there are 7 kids enrolled in the KinderStop programs. Numbers are expected to increase closer to the start of the school year.

Thursday February 11 was the open house for KinderStop. Four families were in attendance and they all were very interested in the program. Our next open house will be in August.

E-Learning Camp

School District 23 is still implementing a hybrid learning system for students to attend school in-person 2 days a week. Due to this we currently have 7 students that attend e-learning camp on Tu,W and 6 students that attend on Th,F. All students remote learn on Mondays and due to this we have 15 participants in e-learning on this day.

Youth Programs

A new Robot Engineer class is scheduled to start on Monday February 22. For this class we have a partner agreement with River Trails and Mount Prospect Park District. Having a partnership with these two park districts allows for more programs to run.

Aquatics

Below are times the pool will be open by "reservation only" for the 2021 season. Day camp will have their own time slot at 10:00am – 12:00pm and Typhoon Swim Team will have their own time slot as well from 4:45pm – 5:45pm M-F. Open swim will be \$5 for residents and non-residents.

Monday - Friday	Saturday & Sunday
Slot 1 = 12:30pm – 2:15pm	Slot 1 = 11:00am – 12:45pm
Slot 2 = 2:45pm – 4:30pm	Slot 2 = 1:15pm – 3:00pm
Slot 3 = 6:00pm – 7:45pm	Slot 3 = 3:30pm – 5:15pm

As of February 15, 4 new lifeguards have been hired and 8 returning lifeguards have said they will be able to work again. I am hoping to get around 25 lifeguards to work this summer. Job flyers have been posted and sent to surrounding schools as well as the lifeguard hiring banner has been hung outside of the park district for patrons to see.



February 23, 2021

To: Christina Ferraro, Executive Director
From: Annette Curtis, Superintendent of Finance and Planning
Re: Authorizing 2020 Transfers between Funds

The 2020 approved budget includes transfers between funds. The final numbers are slightly different than budget, and should be approved by the board.

F612	Previous Year Rollover Bond	F518 Capital	F608 2014B
12.31.2020 Income-UNBUDGETED	11,270.44	11,270.44	
F613	Current Year Rollover Bond		
Transfer to 2014B- Budgeted	448,000.00		448,000.00
Transfer to F518- Budgeted	142,055.00	142,055.00	
Additional Transfer-UNBUDGETED	20,405.00	20,405.00	
	<u>610,460.00</u>		

F409	Museum Fund	-4250
F412	Memorial Fund	4250
		<u>0</u>

F612- Previous Year Rollover Bond. Cook County adds a 5% loss factor which increases the property tax levy extension. The additional funds collected in 2020 total \$11,270.44. Proposed transfer to F518 Capital.

F613- Current Year Rollover Bond. The low interest rate from Mt. Prospect State Bank and decrease in issuance costs resulted in a savings of \$20,405. Proposed transfers to F518 Capital.

F409 Museum to Memorial- on budget, no changes.

Staff Recommendation

Authorize transfers between individual funds as summarized.