



BOARD REPORT

MARCH 30, 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 MARCH 30, 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
IAPD PowerPlay! Grant Award Letter

IV. Recognition/Welcome

V. 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 March 30th. 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.

VI. Approval of Minutes
February 23, 2021 Regular Board Meeting

VII. Announcements (Meetings)
Regular Board Meeting – April 27, 2021 7:00 p.m.

VIII. Park District Treasurer's Report
A. Approval of Cash Report
B. Approval of Warrants for Payment

IX. Superintendent of Finance and Planning Report

X. Attorney's Report
Legal Matter

XI. Administrative/Operational Summary

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

XII. Unfinished/Ongoing Business

- A. Consideration of Agreement for Exchange of Land at/adjacent to Muir Park (no action)
- B. Approval of ComEd Green Region grant application for boardwalk project at Slough

XIII. New Business

- A. Approval appointment of new board to replace Vicki Carney
- B. Approval to continue the GMRC feasibility study process

XIV. Committees of the Board

XV. 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/94190620778?pwd=TVM2bmpNVUtDSms0NSt4NWIBWGtrUT09>

Meeting ID: 941 9062 0778

Passcode: 713840

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

Meeting ID: 941 9062 0778

Passcode: 713840

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.

March 22, 2021

Julie Caporusso
Prospect Heights Park District
110 W. Camp McDonald Rd.
Prospect Heights, IL 60070

Dear Julie,

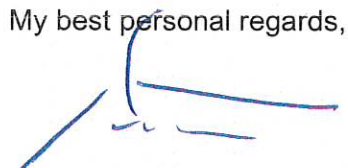
Congratulations! On behalf of IAPD and the grant committee, I am happy to inform you that your agency has been chosen to receive a PowerPlay! Beyond School Grant for your program. This year, IAPD is awarding a total of \$31,000 in PowerPlay! grants to member agencies.

Please find enclosed a check in the amount of \$1,000, a flash drive that contains the final report outline due by November 30, 2021, the grant manual that contains numerous resources, a graphics folder of the PowerPlay! logo, and a Park District Youth License Plate marketing kit that contains ready-to-use print advertisements, web advertisements, and radio and television public service announcements that you can use to publicize the license plate.

We need and rely on your agency's assistance with promoting this one-of-a-kind license plate as an important component of this program. Without continued funding from sales and subsequent renewals of the Park District Youth License Plate, the PowerPlay! Beyond School Grant Program would cease to exist.

Thank you for making a difference in your community. We look forward to receiving success stories about your beyond school program.

My best personal regards,


Peter M. Murphy, Esq., CAE, IOM
President/CEO

Enclosures

✓ cc: Christina Ferraro, Executive Director

**MINUTES OF THE REGULAR BOARD MEETING
OF THE COMMISSIONERS AND OFFICERS
OF THE PROSPECT HEIGHTS PARK DISTRICT
VIRTUAL MEETING
ZOOM MEETING ID: 958 9785 3034 PASSCODE: 753080
TUESDAY, FEBRUARY 23, 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

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

Annette Curtis – Superintendent of Finance & Planning

Edlyn Castil – Admin Services Mgr./Recording Secretary

A quorum was present.

Corrections/Additions/Approval of Agenda

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

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

Nays: None

Abstain: None

Absent: Commissioner Kirste

The motion carried.

Commissioner Kirste arrived at 7:02 p.m.

Correspondence

There were none.

Recognition/Welcome

Commissioner Jones welcomed the participants who were virtually in attendance.

Presentation

Dana Sievertson and Agnes Wojnarski of the Prospect Heights Natural Resources Commission presented an overview of a Boardwalk Project for the Prospect Heights Slough. NRC's plan was to enhance the public enjoyment and accessibility of the Slough and Hillcrest Lake. They noted that increasing trails and connectivity is also a focus of the Park District's Master Plan. The one remaining key piece of the project is the creation of a boardwalk system to provide increased access in the portions of the Nature Trail that are prone to reduced foot traffic after rain events. The proposed Boardwalk Project looks to address that issue and provide a solution to that problem. The project is looking to create approximately 400 linear feet of boardwalk. The boardwalk would sit on the ground and be tethered in place by anchored posts so the system would be allowed to rise and fall with the water level but moored in its original position. The project is being proposed as an Eagle Scout project with fabrication and installation completed under the supervision of the NRC and the Scouts. NRC is asking for the Park District to approve the project and participate in the application for a Com Ed/Green Regions grant and contribute \$500 to the

Presentation (continued)

project along with the City. The presentation was also presented to the City of Prospect Heights City Council on 2/22/21 and the project was approved 5-0. The Commissioners expressed concern about the Park District's liability. Dana and Executive Director Christina Ferraro addressed the concerns related to the concerns about liability. This item will be placed on the 03/23/21 agenda for continued discussion and approval.

Public Comment

There were none.

Approval of Minutes**Public Hearing: Budget and Appropriation Ordinance Minutes – January 26, 2021**

A motion was made by Commissioner Cloud and seconded by Commissioner Avery to approve the January 26, 2021 Public Hearing: Budget and Appropriation Ordinance Minutes as submitted. The motion was approved by a roll call vote.

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

Nays: None

Abstain: None

Absent: None

The motion carried.

Regular Board Meeting – January 26, 2021

A motion was made by Commissioner Carney and seconded by Commissioner Kirste accept the January 26, 2021 Regular Board Meeting Minutes as submitted. The motion was approved by a roll call vote.

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

Nays: None

Abstain: None

Absent: None

The motion carried.

Announcements (Meetings)

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

Park District Treasurer's Report**Cash Report #2**

Payroll	Checking/sweep	\$	(53.33)
Vendor	Checking/sweep	\$	(27,051.26)
General/Sweep	Checking	\$	1,012,801.33
ATM	Checking	\$	26,853.00
Investment	Checking	\$	2,149,213.27
Cash Reserve	Checking	\$	359,242.80
		Totals	\$ 3,521,005.81

A motion was made by Commissioner Carney and seconded by Commissioner Cloud to accept the Treasurer's Report – Cash Report #2 dated February 23, 2021 in the amount of \$3,521,005.81. The motion was approved by a roll call vote.

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

Nays: None

Abstain: None

Absent: None

The motion carried.

Park District Treasurer's Report (continued)

Approval of Warrants for Payment

A motion was made by Commissioner Carney and seconded by Commissioner Kirste to accept Warrants for payment as submitted for Vendor Warrants #1, 1A, and Payroll 1, 2 in the amount of \$342,471.91. The motion was approved by a roll call vote.

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

Nays: None

Abstain: None

Absent: None

The motion carried.

Superintendent of Finance and Planning Report

As submitted.

Attorney's Report

There was none.

Administrative/Operational Summary

Executive Director – as submitted.

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)

Commissioner Jones reported that the subcommittee has met a couple times. They are watching the TIF progress. Executive Director Christina Ferraro looking to move forward to get feedback from the Muir Park neighbors.

New Business

Approval of transfers between funds in FY2020

Superintendent of Finance and Planning Annette Curtis explained that the 2020 approved budget included transfers between funds. The final numbers are slightly different than budget and staff is recommending transfers between individual funds.

A motion was made by Commissioner Cloud and seconded by Commissioner Kirste to approve the transfers between funds in FY2020 as submitted. The motion was approved by a roll call vote.

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

Nays: None

Abstain: None

Absent: None

The motion carried.

New Business (continued)

Board Vacancy

Commissioner Jones explained that with Commissioner Carney's resignation from the board, the board is seeking to fill that vacancy. Resident Steve Messer has expressed interest in serving on the Board. Steve will be interviewed by the Board during Executive Session.

Committees of the Board

There were no reports.

Recess into Executive Session

A motion was made by Commissioner Jackson and seconded by Commissioner Kirste to recess into Executive Session in accordance with the Open Meetings Act In accordance with the Open Meetings Act (5ILCS 1220/2 Section 2A Subsection C.3) for the purpose of discussion of the selection of a person to fill a public office including a vacancy in a public office at 7:44 p.m. The motion was unanimously approved by a roll call vote.

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

Nays: None

Abstain: None

Absent: None

The motion carried.

Reconvene to Open Session

A motion was made by Commissioner Jackson and seconded by Commissioner Kirste to reconvene open session at 8:04 p.m.

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

Nays: None

Abstain: None

Absent: None

The motion carried.

During Executive Session the selection of a person to fill a public office including a vacancy in a public office was discussed. No action will be taken at this time.

Adjournment

With no further business to discuss, a motion was made by Commissioner Kirste and seconded by Commissioner Carney to adjourn the Regular Board Meeting at 8:08 p.m. The motion was approved by a roll call vote.

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

Nays: None

Abstain: None

Absent: None

The motion carried.

Respectfully Submitted,
Edlyn Castil, Recording Secretary

Secretary: _____
Betty Cloud, Prospect Heights Park District Secretary

TO: Board of Commissioners, Prospect Heights Park District

Pink

FROM: Park District Treasurer

DATE: 3/30/2021 CASH REPORT FY 20

*Motion by Commissioner _____ to approve CASH REPORT 2
3/30/2021 as submitted. Seconded by Commissioner _____ .*

Mt. Prospect State Bank		Interest Earned YTD		
Payroll	Checking/sweep			(53.33)
Vendor	Checking/sweep			(51,217.60)
General/Sweep	Checking	annual yield 0.01%	1,219,597.02	
ATM	Checking		35,233.00	
Investment	Checking	annual yield 0.40%	2,076,697.68	
Cash Reserve	Checking	annual yield 0.40%	\$ 359,242.80	
TOTALS			\$ 3,639,499.57	Voice Vote

FINANCIAL RESOLUTION

*Motion by Commissioner _____ to approve WARRANT RESOLUTION
3/30/2021 as submitted. Seconded by Commissioner _____ .*

APPROVAL OF WARRANTS 3/30/2021

VENDOR WARRANTS		AMOUNTS
2	In the amount of CHECKS ISSUED	\$92,569.32
2A	In the amount of ELECTRONIC	\$34,137.85
Total Vendor Warrants		<u>\$126,707.17</u>

PAYROLL WARRANTS

2/12/2021	
3	In the amount of \$ 63,898.78
gross plus employer costs	
2/26/2021	
4	In the amount of \$ 57,263.18
gross plus employer costs	
Total Payroll Warrants <u>121,161.96</u>	

TOTAL OF WARRANTS	<u>\$247,869.13</u>	Roll Call
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Prospect Heights Park District, IL

Check Report

By Check Number

Date Range: 02/01/2021 - 02/28/2021

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: AP Bank-AP Bank						
01004	1ST AYD CORPORATION	02/05/2021	Regular	0.00	150.03	50099
01597	ANDERSON LOCK	02/05/2021	Regular	0.00	58.50	50100
02138	ANDERSON PEST SOLUTIONS	02/05/2021	Regular	0.00	142.75	50101
02288	ASHBURN POWER AND LIGHT INC	02/05/2021	Regular	0.00	34,316.54	50102
01015	ASSOCIATED LABOR CORPORATION OF AMERIC	02/05/2021	Regular	0.00	2,087.53	50103
01022	COMCAST	02/05/2021	Regular	0.00	192.50	50104
01022	COMCAST	02/05/2021	Regular	0.00	97.49	50105
01023	COMMONWEALTH EDISON	02/05/2021	Regular	0.00	23.67	50106
01042	CONSTELLATION NEWENERGY GAS DIVISION L	02/05/2021	Regular	0.00	3,811.75	50107
01044	JC LICHT AND COMPANY	02/05/2021	Regular	0.00	63.90	50108
01370	JULIE INC	02/05/2021	Regular	0.00	133.50	50109
01045	JW TURF INC	02/05/2021	Regular	0.00	714.46	50110
01057	NAPA HEIGHTS AUTOMOTIVE	02/05/2021	Regular	0.00	78.49	50111
01430	NORTHWEST COMMUNITY HOSPITAL	02/05/2021	Regular	0.00	36.00	50112
01062	OFFICE DEPOT	02/05/2021	Regular	0.00	73.24	50113
01063	PDRMA	02/05/2021	Regular	0.00	22,666.18	50114
01065	PITNEY BOWES GLOBAL FINANCIAL SERVICES	02/05/2021	Regular	0.00	206.00	50115
01031	PULSE TECHNOLOGY	02/05/2021	Regular	0.00	1,133.00	50116
01071	REINDERS INC	02/05/2021	Regular	0.00	185.81	50117
01009	AIRGAS USA LLC	02/12/2021	Regular	0.00	221.09	50118
01909	ANCEL GLINK PC	02/12/2021	Regular	0.00	110.00	50119
01744	BLACK LINE FOX VALLEY LLC	02/12/2021	Regular	0.00	1,952.50	50120
01022	COMCAST	02/12/2021	Regular	0.00	65.73	50121
01022	COMCAST	02/12/2021	Regular	0.00	294.66	50122
02307	COMCAST BUSINESS	02/12/2021	Regular	0.00	795.22	50123
01180	DARLEEN CARL BECK	02/12/2021	Regular	0.00	300.00	50124
02303	DONNELL THOMAS	02/12/2021	Regular	0.00	171.00	50125
01044	JC LICHT AND COMPANY	02/12/2021	Regular	0.00	51.89	50126
01045	JW TURF INC	02/12/2021	Regular	0.00	1,298.61	50127
01053	MICHAEL WAGNER & SONS	02/12/2021	Regular	0.00	100.18	50128
01773	MIDCO INC	02/12/2021	Regular	0.00	330.00	50129
01057	NAPA HEIGHTS AUTOMOTIVE	02/12/2021	Regular	0.00	136.47	50130
01720	NORTHFIELD HEATING AND AIR	02/12/2021	Regular	0.00	195.00	50131
02228	PAYCOR	02/12/2021	Regular	0.00	536.60	50132
01071	REINDERS INC	02/12/2021	Regular	0.00	575.36	50133
01075	SIKICH LLP	02/12/2021	Regular	0.00	2,100.00	50134
01015	ASSOCIATED LABOR CORPORATION OF AMERIC	02/19/2021	Regular	0.00	2,935.51	50135
01022	COMCAST	02/19/2021	Regular	0.00	10.50	50136
01041	CONSTELLATION NEW ENERGY INC	02/19/2021	Regular	0.00	3,149.94	50137
01041	CONSTELLATION NEW ENERGY INC	02/19/2021	Regular	0.00	27.61	50138
01249	E-Z-GO A TEXTRON COMPANY	02/19/2021	Regular	0.00	321.65	50139
01423	GORDON FOOD SERVICE INC	02/19/2021	Regular	0.00	969.75	50140
01044	JC LICHT AND COMPANY	02/19/2021	Regular	0.00	28.64	50141
02308	JOHNNY PACHECO	02/19/2021	Regular	0.00	100.00	50142
01057	NAPA HEIGHTS AUTOMOTIVE	02/19/2021	Regular	0.00	119.81	50143
01066	PLATINUM SYSTEMS INC	02/19/2021	Regular	0.00	190.00	50144
02312	ALYSIA ZAUCHA	02/26/2021	Regular	0.00	130.00	50145
01015	ASSOCIATED LABOR CORPORATION OF AMERIC	02/26/2021	Regular	0.00	738.00	50146
02309	BOOMER NATURALS, INC	02/26/2021	Regular	0.00	162.50	50147
01022	COMCAST	02/26/2021	Regular	0.00	167.98	50148
01023	COMMONWEALTH EDISON	02/26/2021	Regular	0.00	24.03	50149
01024	CONSERV FS	02/26/2021	Regular	0.00	1,713.65	50150
01041	CONSTELLATION NEW ENERGY INC	02/26/2021	Regular	0.00	129.65	50151
01041	CONSTELLATION NEW ENERGY INC	02/26/2021	Regular	0.00	24.09	50152

Check Report

Date Range: 02/01/2021 - 02/28/2021

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
01042	CONSTELLATION NEWENERGY GAS DIVISION L	02/26/2021	Regular	0.00	3,553.68	50153
02310	CRNE'S ENVIRONMENTAL CONTROL	02/26/2021	Regular	0.00	469.00	50154
01044	JC LICHT AND COMPANY	02/26/2021	Regular	0.00	49.21	50155
01045	JW TURF INC	02/26/2021	Regular	0.00	310.77	50156
01057	NAPA HEIGHTS AUTOMOTIVE	02/26/2021	Regular	0.00	146.09	50157
01059	NICOR	02/26/2021	Regular	0.00	233.51	50158
02228	PAYCOR	02/26/2021	Regular	0.00	447.35	50159
01071	REINDERS INC	02/26/2021	Regular	0.00	179.53	50160
01120	REPUBLIC SERVICES INC	02/26/2021	Regular	0.00	293.23	50161
02311	RICHARD DOBSON	02/26/2021	Regular	0.00	33.00	50162
02157	VERIZON	02/26/2021	Regular	0.00	108.03	50163
01081	VILLAGE OF MOUNT PROSPECT	02/26/2021	Regular	0.00	39.78	50164
01081	VILLAGE OF MOUNT PROSPECT	02/26/2021	Regular	0.00	310.40	50165
01081	VILLAGE OF MOUNT PROSPECT	02/26/2021	Regular	0.00	46.78	50166
01032	CARDMEMBER SERVICE	02/11/2021	Bank Draft	0.00	1,471.95	DFT0001626
01032	CARDMEMBER SERVICE	02/11/2021	Bank Draft	0.00	1,913.94	DFT0001627
01032	CARDMEMBER SERVICE	02/11/2021	Bank Draft	0.00	-3.90	DFT0001628
02204	WINTRUST ASSET FINANCE	02/02/2021	Bank Draft	0.00	13,710.00	DFT0001634
02204	WINTRUST ASSET FINANCE	02/02/2021	Bank Draft	0.00	2,175.60	DFT0001635
02206	ILLINOIS DEPARTMENT OF REVENUE	02/08/2021	Bank Draft	0.00	177.00	DFT0001636
02205	ILLINOIS MUNICIPAL FUND	02/10/2021	Bank Draft	0.00	13,688.44	DFT0001637
02121	TOWN & COUNTRY DISTRIBUTORS INC	02/19/2021	Bank Draft	0.00	695.97	DFT0001638
02236	LAKESHORE BEVERAGE	02/08/2021	Bank Draft	0.00	308.85	DFT0001639

Bank Code AP Bank Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	92	68	0.00	92,569.32
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	9	9	0.00	34,137.85
EFT's	0	0	0.00	0.00
	101	77	0.00	126,707.17

Check Report

Date Range: 02/01/2021 - 02/28/2021

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: PCARD-PCARD LIABILITY						
01597	ANDERSON LOCK	02/26/2021	Regular	0.00	-2.00	50167
01597	ANDERSON LOCK	02/26/2021	Regular	0.00	2.00	50167

Bank Code PCARD Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	1	1	0.00	2.00
Manual Checks	0	0	0.00	0.00
Voided Checks	0	1	0.00	-2.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	1	2	0.00	0.00

All Bank Codes Check Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	93	69	0.00	92,571.32
Manual Checks	0	0	0.00	0.00
Voided Checks	0	1	0.00	-2.00
Bank Drafts	9	9	0.00	34,137.85
EFT's	0	0	0.00	0.00
	102	79	0.00	126,707.17

Fund Summary

Fund	Name	Period	Amount
950	POOLED CASH FUND	2/2021	126,707.17
			126,707.17

PROSPECT HEIGHTS PARK DISTRICT ELECTRONIC VENDOR WARRANT REPORT FOR FY 2021
 VENDOR WARRANT 2A
 ELECTRONIC VENDOR WARRANTS
 FEBRUARY
 FY 2021

DATE	VENDOR NAME	TRANSACTION DESCRIPTION	AMOUNT
2/2/2021	Wintrust	Golf Equipment Lease	\$2,175.60
2/2/2021	Wintrust	Cart Lease	\$13,710.00
2/10/2021	IMRF	01.2021 Contribution	\$13,688.44
2/12/2021	Card Member Services	01.2021 Statement	\$3,381.99
2/8/2021	Illinois Department of Revenue	1.2020 Sales Tax	\$177.00
2/19/2021	Town and Country	Beverage purchase	\$695.97
2/22/2021	Lakeshore Beverage	Beverage purchase	\$308.85
TOTAL			<u><u>\$34,137.85</u></u>



March 30, 2021

To: Christina Ferraro, Executive Director
From: Annette Curtis, Superintendent of Finance and Planning
Re: March 30, 2021 Board Report

2020 Audit

The audit was completed remotely during the first week of March. Sikich was very complimentary as the audit progressed smoothly. Draft reports are due, March 26th with the audit presentation scheduled for April's board meeting.

5/3 Bank Purchasing Card Program

Staff has been building out the card holder website and Incode interface for 5/3 bank p-cards. Accounting staff has begun using the card for invoice payments and creating staff training materials.



Prospect Heights Park District, IL

Income Statement Group Summary

For Fiscal: 2021 Period Ending: 02/28/2021

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	83,725.61	85,133.75	1,064,894.25
Expense	714,979.74	714,979.74	42,603.50	77,686.33	637,293.41
Department: 02 - RECREATION/GENERAL Surplus (Deficit):	435,048.26	435,048.26	41,122.11	7,447.42	427,600.84
Department: 03 - PRESCHOOL CREATIVE KIDS					
Revenue	52,785.00	52,785.00	6,641.98	14,582.93	38,202.07
Expense	52,763.00	52,763.00	4,914.62	8,001.48	44,761.52
Department: 03 - PRESCHOOL CREATIVE KIDS Surplus (Deficit):	22.00	22.00	1,727.36	6,581.45	-6,559.45
Department: 04 - KINDERSTOP					
Revenue	93,607.00	93,607.00	5,418.90	13,238.24	80,368.76
Expense	79,003.38	79,003.38	9,136.82	16,278.35	62,725.03
Department: 04 - KINDERSTOP Surplus (Deficit):	14,603.62	14,603.62	-3,717.92	-3,040.11	17,643.73
Department: 05 - YOUTH PROGRAMS					
Revenue	8,617.00	8,617.00	54.00	54.00	8,563.00
Expense	8,349.50	8,349.50	356.54	730.82	7,618.68
Department: 05 - YOUTH PROGRAMS Surplus (Deficit):	267.50	267.50	-302.54	-676.82	944.32
Department: 06 - DANCE					
Revenue	41,284.00	41,284.00	4,826.88	8,169.82	33,114.18
Expense	37,080.00	37,080.00	2,603.03	3,638.58	33,441.42
Department: 06 - DANCE Surplus (Deficit):	4,204.00	4,204.00	2,223.85	4,531.24	-327.24
Department: 07 - ATHLETIC					
Revenue	19,793.00	19,793.00	3,638.32	4,978.56	14,814.44
Expense	20,195.50	20,195.50	1,385.96	2,006.56	18,188.94
Department: 07 - ATHLETIC Surplus (Deficit):	-402.50	-402.50	2,252.36	2,972.00	-3,374.50
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	184.90	396.21	17,479.48
Department: 08 - PERFORMING ARTS Surplus (Deficit):	3,022.31	3,022.31	-184.90	-396.21	3,418.52
Department: 09 - CONCESSIONS					
Revenue	25,450.00	25,450.00	0.00	0.00	25,450.00
Expense	22,710.69	22,710.69	184.90	336.78	22,373.91
Department: 09 - CONCESSIONS Surplus (Deficit):	2,739.31	2,739.31	-184.90	-336.78	3,076.09
Department: 10 - AQUATICS					
Revenue	55,414.50	55,414.50	0.00	42.77	55,371.73
Expense	148,597.21	148,597.21	1,394.60	2,386.75	146,210.46
Department: 10 - AQUATICS Surplus (Deficit):	-93,182.71	-93,182.71	-1,394.60	-2,343.98	-90,838.73
Department: 11 - ACTIVE ADULTS					
Revenue	33,871.00	33,871.00	88.00	164.00	33,707.00
Expense	52,946.58	52,946.58	1,334.24	2,456.79	50,489.79
Department: 11 - ACTIVE ADULTS Surplus (Deficit):	-19,075.58	-19,075.58	-1,246.24	-2,292.79	-16,782.79
Department: 12 - SPECIAL EVENTS					
Revenue	3,484.00	3,484.00	110.00	1,080.00	2,404.00
Expense	9,541.13	9,541.13	378.20	1,247.86	8,293.27
Department: 12 - SPECIAL EVENTS Surplus (Deficit):	-6,057.13	-6,057.13	-268.20	-167.86	-5,889.27
Department: 13 - FITNESS CENTER					
Revenue	24,098.50	24,098.50	2,595.38	5,150.85	18,947.65

Income Statement

For Fiscal: 2021 Period Ending: 02/28/2021

Account Type	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
Expense	30,623.59	30,623.59	3,490.11	6,411.66	24,211.93
Department: 13 - FITNESS CENTER Surplus (Deficit):	-6,525.09	-6,525.09	-894.73	-1,260.81	-5,264.28
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	798.92	1,455.18	109,393.41
Department: 14 - SUMMER CAMP Surplus (Deficit):	76,998.41	76,998.41	-798.92	-1,455.18	78,453.59
Department: 30 - PARKS					
Revenue	15,000.00	15,000.00	0.00	0.00	15,000.00
Expense	196,426.27	196,426.27	7,284.62	11,497.72	184,928.55
Department: 30 - PARKS Surplus (Deficit):	-181,426.27	-181,426.27	-7,284.62	-11,497.72	-169,928.55
Department: 40 - GOLF					
Revenue	1,009,450.00	1,009,450.00	0.00	1,956.50	1,007,493.50
Expense	537,471.20	537,471.20	32,514.41	60,277.34	477,193.86
Department: 40 - GOLF Surplus (Deficit):	471,978.80	471,978.80	-32,514.41	-58,320.84	530,299.64
Department: 41 - GROUNDS					
Expense	545,663.85	545,663.85	27,000.46	40,334.74	505,329.11
Department: 41 - GROUNDS Total:	545,663.85	545,663.85	27,000.46	40,334.74	505,329.11
Department: 42 - PRO SHOP					
Revenue	113,250.00	113,250.00	140.00	1,936.97	111,313.03
Expense	85,775.00	85,775.00	0.00	1,591.28	84,183.72
Department: 42 - PRO SHOP Surplus (Deficit):	27,475.00	27,475.00	140.00	345.69	27,129.31
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	12,311.66	12,311.66	545,952.34
Expense	491,315.54	491,315.54	8,976.56	13,996.49	477,319.05
Department: 45 - FOOD AND BEVERAGE Surplus (Deficit):	66,948.46	66,948.46	3,335.10	-1,684.83	68,633.29
Total Surplus (Deficit):	629,974.54	629,974.54	-24,991.66	-101,930.87	

Income Statement

For Fiscal: 2021 Period Ending: 02/28/2021

Fund Summary

Fund	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
200 - RECREATION FUND	580,236.13	580,236.13	31,048.11	-1,936.15	582,172.28
300 - GOLF	49,738.41	49,738.41	-56,039.77	-99,994.72	149,733.13
Total Surplus (Deficit):	629,974.54	629,974.54	-24,991.66	-101,930.87	



Prospect Heights Park District, IL

Income Statement Group Summary

For Fiscal: 2021 Period Ending: 02/28/2021

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	102,818.30	106,458.27	904,841.73
20 - INTEREST	12,000.00	12,000.00	492.36	1,549.18	10,450.82
35 - ADDITIONAL	0.00	0.00	0.00	2,389.00	-2,389.00
Revenue Total:	1,023,300.00	1,023,300.00	103,310.66	110,396.45	912,903.55
Expense					
50 - PERSONNEL SERVICES	294,291.85	294,291.85	22,369.44	40,918.14	253,373.71
51 - BENEFITS	25,588.65	25,588.65	1,657.64	1,483.97	24,104.68
52 - CONTRACTED SERVICES	184,709.41	184,709.41	4,484.18	18,980.20	165,729.21
60 - COMMODITIES	26,075.00	26,075.00	57.65	585.53	25,489.47
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	28,568.91	61,967.84	1,404,297.07
Fund: 100 - CORPORATE FUND Surplus (Deficit):	-442,964.91	-442,964.91	74,741.75	48,428.61	-491,393.52
Fund: 200 - RECREATION FUND					
Revenue					
10 - TAXES	741,000.00	741,000.00	83,899.73	85,031.62	655,968.38
30 - RENTAL	63,960.50	63,960.50	-210.00	-393.75	64,354.25
35 - ADDITIONAL	23,634.00	23,634.00	35.88	1,788.65	21,845.35
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	23,373.46	46,168.40	481,964.10
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	107,099.07	132,594.92	1,949,582.08
Expense					
50 - PERSONNEL SERVICES	957,495.29	957,495.29	55,446.78	97,110.51	860,384.78
51 - BENEFITS	148,723.31	148,723.31	10,732.79	9,632.28	139,091.03
52 - CONTRACTED SERVICES	250,200.77	250,200.77	8,329.31	24,701.12	225,499.65
60 - COMMODITIES	128,549.50	128,549.50	158.74	1,365.71	127,183.79
65 - GENERAL EXPENDITURES	16,972.00	16,972.00	1,383.34	1,721.45	15,250.55
Expense Total:	1,501,940.87	1,501,940.87	76,050.96	134,531.07	1,367,409.80
Fund: 200 - RECREATION FUND Surplus (Deficit):	580,236.13	580,236.13	31,048.11	-1,936.15	582,172.28
Fund: 300 - GOLF					
Revenue					
30 - RENTAL	3,500.00	3,500.00	7,000.00	7,000.00	-3,500.00
35 - ADDITIONAL	2,900.00	2,900.00	0.00	84.40	2,815.60
41 - PROGRAM REVENUES	1,683,564.00	1,683,564.00	2,916.64	6,585.71	1,676,978.29
42 - RERESHMENT REVENUE	76,000.00	76,000.00	2,535.02	2,535.02	73,464.98
Revenue Total:	1,765,964.00	1,765,964.00	12,451.66	16,205.13	1,749,758.87
Expense					
50 - PERSONNEL SERVICES	473,404.41	473,404.41	26,992.42	49,164.76	424,239.65
51 - BENEFITS	118,826.90	118,826.90	7,716.85	6,889.08	111,937.82
52 - CONTRACTED SERVICES	575,149.28	575,149.28	25,822.92	49,338.72	525,810.56
60 - COMMODITIES	512,245.00	512,245.00	8,523.34	10,756.25	501,488.75
65 - GENERAL EXPENDITURES	36,600.00	36,600.00	-564.10	51.04	36,548.96
Expense Total:	1,716,225.59	1,716,225.59	68,491.43	116,199.85	1,600,025.74
Fund: 300 - GOLF Surplus (Deficit):	49,738.41	49,738.41	-56,039.77	-99,994.72	149,733.13

Income Statement

For Fiscal: 2021 Period Ending: 02/28/2021

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	1,542.27	1,563.08	13,436.92
Revenue Total:	15,000.00	15,000.00	1,542.27	1,563.08	13,436.92
Expense					
52 - CONTRACTED SERVICES	14,000.00	14,000.00	2,100.00	4,350.00	9,650.00
Expense Total:	14,000.00	14,000.00	2,100.00	4,350.00	9,650.00
Fund: 404 - AUDITNG FUND Surplus (Deficit):	1,000.00	1,000.00	-557.73	-2,786.92	3,786.92
Fund: 405 - PAVING & LIGHTING FUND					
Revenue					
10 - TAXES	15,000.00	15,000.00	1,542.27	1,563.08	13,436.92
Revenue Total:	15,000.00	15,000.00	1,542.27	1,563.08	13,436.92
Expense					
52 - CONTRACTED SERVICES	2,250.00	2,250.00	99.40	123.48	2,126.52
60 - COMMODITIES	6,300.00	6,300.00	0.00	0.00	6,300.00
Expense Total:	8,550.00	8,550.00	99.40	123.48	8,426.52
Fund: 405 - PAVING & LIGHTING FUND Surplus (Deficit):	6,450.00	6,450.00	1,442.87	1,439.60	5,010.40
Fund: 406 - LIABILITY INSURANCE FUND					
Revenue					
10 - TAXES	130,000.00	130,000.00	13,366.38	13,546.71	116,453.29
Revenue Total:	130,000.00	130,000.00	13,366.38	13,546.71	116,453.29
Expense					
50 - PERSONNEL SERVICES	15,000.00	15,000.00	991.70	2,066.04	12,933.96
52 - CONTRACTED SERVICES	111,277.97	111,277.97	3,950.00	3,950.00	107,327.97
60 - COMMODITIES	3,500.00	3,500.00	0.00	0.00	3,500.00
Expense Total:	129,777.97	129,777.97	4,941.70	6,016.04	123,761.93
Fund: 406 - LIABILITY INSURANCE FUND Surplus (Deficit):	222.03	222.03	8,424.68	7,530.67	-7,308.64
Fund: 407 - IMRF FUND					
Revenue					
10 - TAXES	110,000.00	110,000.00	11,310.01	11,462.59	98,537.41
Revenue Total:	110,000.00	110,000.00	11,310.01	11,462.59	98,537.41
Expense					
51 - BENEFITS	116,160.00	116,160.00	8,336.19	8,336.19	107,823.81
Expense Total:	116,160.00	116,160.00	8,336.19	8,336.19	107,823.81
Fund: 407 - IMRF FUND Surplus (Deficit):	-6,160.00	-6,160.00	2,973.82	3,126.40	-9,286.40
Fund: 408 - POLICE FUND					
Revenue					
10 - TAXES	10,000.00	10,000.00	1,028.18	1,042.05	8,957.95
Revenue Total:	10,000.00	10,000.00	1,028.18	1,042.05	8,957.95
Expense					
50 - PERSONNEL SERVICES	34,000.00	34,000.00	2,808.54	5,454.58	28,545.42
52 - CONTRACTED SERVICES	12,850.00	12,850.00	100.00	4,588.09	8,261.91
Expense Total:	46,850.00	46,850.00	2,908.54	10,042.67	36,807.33
Fund: 408 - POLICE FUND Surplus (Deficit):	-36,850.00	-36,850.00	-1,880.36	-9,000.62	-27,849.38
Fund: 409 - MUSEUM FUND					
Revenue					
10 - TAXES	7,000.00	7,000.00	719.73	729.44	6,270.56
Revenue Total:	7,000.00	7,000.00	719.73	729.44	6,270.56
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	719.73	729.44	-4,779.44

Income Statement

For Fiscal: 2021 Period Ending: 02/28/2021

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	15,911.03	16,125.69	138,623.31
Revenue Total:	154,749.00	154,749.00	15,911.03	16,125.69	138,623.31
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	15,911.03	16,125.69	-16,126.16
Fund: 411 - SOCIAL SECURITY FUND					
Revenue					
10 - TAXES	125,000.00	125,000.00	12,852.29	13,025.68	111,974.32
Revenue Total:	125,000.00	125,000.00	12,852.29	13,025.68	111,974.32
Expense					
51 - BENEFITS	125,000.00	125,000.00	8,603.08	16,541.98	108,458.02
Expense Total:	125,000.00	125,000.00	8,603.08	16,541.98	108,458.02
Fund: 411 - SOCIAL SECURITY FUND Surplus (Deficit):	0.00	0.00	4,249.21	-3,516.30	3,516.30
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	0.00	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	0.00	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	0.00	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	0.00	465.00	28,110.00
Fund: 413 - COMMUNITY EVENTS Surplus (Deficit):	-2,675.00	-2,675.00	0.00	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: 02/28/2021

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	64,234.61	65,101.20	559,637.80
Revenue Total:	624,739.00	624,739.00	64,234.61	65,101.20	559,637.80
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	64,234.61	65,101.20	-65,101.20
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	145,267.95	27,781.90	

Fund Summary

Fund	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
100 - CORPORATE FUND	-442,964.91	-442,964.91	74,741.75	48,428.61	-491,393.52
200 - RECREATION FUND	580,236.13	580,236.13	31,048.11	-1,936.15	582,172.28
300 - GOLF	49,738.41	49,738.41	-56,039.77	-99,994.72	149,733.13
404 - AUDITNG FUND	1,000.00	1,000.00	-557.73	-2,786.92	3,786.92
405 - PAVING & LIGHTING FU	6,450.00	6,450.00	1,442.87	1,439.60	5,010.40
406 - LIABILITY INSURANCE F	222.03	222.03	8,424.68	7,530.67	-7,308.64
407 - IMRF FUND	-6,160.00	-6,160.00	2,973.82	3,126.40	-9,286.40
408 - POLICE FUND	-36,850.00	-36,850.00	-1,880.36	-9,000.62	-27,849.38
409 - MUSEUM FUND	-4,050.00	-4,050.00	719.73	729.44	-4,779.44
410 - SPECIAL RECREATION F	-0.47	-0.47	15,911.03	16,125.69	-16,126.16
411 - SOCIAL SECURITY FUN	0.00	0.00	4,249.21	-3,516.30	3,516.30
412 - MEMORIAL FUND	0.00	0.00	0.00	0.00	0.00
413 - COMMUNITY EVENTS	-2,675.00	-2,675.00	0.00	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	64,234.61	65,101.20	-65,101.20
613 - CURRENT ROLLOVER	0.00	0.00	0.00	0.00	0.00
Total Surplus (Deficit):	499,585.19	499,585.19	145,267.95	27,781.90	



MARCH 30, 2021

To: Christina Ferraro, Executive Director
From: Annette Curtis, Superintendent of Finance and Planning
Re: 2020 Year in Review

The following reports provide a financial picture of the Prospect Heights Park District as of December 31, 2020.

- Income Statement-Category Summary: presents year over year budget and total activity comparison by function categories.
- Income Statement-Fund Summary: presents year over year comparison by fund.
- Income Statement- Department: presents year over year comparison by individual departments.
- Fund Balance- Fund Summary: presents net surplus(deficit) by fund, and ending fund balance.

Bottom Line: 2020 net surplus \$378,792. 2020 Budget, net deficit \$140,534.

Highlights:

- Property Taxes received were under budget by \$56,989 or 2%. Compared to the levy extension, property taxes received were lower by \$87,285.
- PDRMA refunded member contribution, \$6,628.
- Unemployment, subsidized by CARES Act and State, savings of \$62,000.
- Through the CARES Act the district received \$5,000 to offset unbudgeted COVID related expenditures of \$15,779.
- Reduced staffing, resulted in saving of \$638,644, 38% of budget.
- The COVID spending freeze reduced expenditures across the district, Capital Fund 518, reduction totaled \$113,167. The OOC transformer project came in under budget, a saving of \$23,000.
- Golf operations (F300 & F301) ended the year with a net surplus of \$172,880 which offset the Recreation F200 deficit of \$104,920.
- E-Learning camp, accounted for in Kinderstop F200-04, resulted in a net surplus of \$10,303.
- Closing the aquatics operation resulted in a budgeted savings of \$46,279.
- Golf revenue of \$1,090,597 exceeded budget by 19%. Green Fees and Carts make up the largest portion.
- Grounds was under budget by \$110,895 or 21%, due to a later hiring season.
- 2021 Budget includes transfers to address the anticipated fund balances in Recreation F200, Golf Capital F523.



INCOME STATEMENT Category Summary

For Fiscal: 2020 Period Ending: 12/31/2020

Category	2018 Total Budget	2018 Total Activity	2019 Total Budget	2019 Total Activity	2020 Total Budget	2020 YTD Activity	Dollar Variance	% Diff
Revenue								
10 - TAXES	2,187,396.00	2,112,570.67	2,275,206.00	2,124,030.52	2,887,734.00	2,830,744.36	(56,989.64)	-2%
20 - INTEREST	9,900.00	9,410.15	8,200.00	17,350.24	12,000.00	20,760.05	8,760.05	73%
30 - RENTAL	189,440.00	174,008.72	71,058.00	71,196.85	68,238.00	40,516.23	(27,721.77)	-41%
35 - ADDITIONAL	779,383.00	635,329.48	1,199,630.00	1,078,326.62	1,107,065.00	1,120,992.26	13,927.26	1%
37 - GENERAL REVENUE	4,250.00	194,936.45	158,981.00	147,590.00	146,305.00	177,980.44	31,675.44	22%
41 - PROGRAM REVENUES	2,073,393.00	1,906,782.20	2,203,871.00	1,952,865.40	2,072,696.00	1,617,892.37	(454,803.63)	-22%
42 - RERESHMENT REVENUE	18,250.00	21,415.70	669,500.00	621,109.03	704,875.00	304,336.74	(400,538.26)	-57%
65 - GENERAL EXPENDITURES	294,000.00	294,000.00	-	630,812.50	-	-	-	
Revenue Total:	5,556,012.00	5,348,453.37	6,586,446.00	6,643,281.16	6,998,913.00	6,113,222.45	885,690.55	13%
Expense								
50 - PERSONNEL SERVICES	1,621,526.00	1,619,937.95	1,865,775.00	1,815,068.87	2,084,332.67	1,501,086.97	(583,245.70)	-28%
51 - BENEFITS	447,109.00	446,133.56	570,714.00	487,443.21	543,818.54	488,419.46	(55,399.08)	-10%
52 - CONTRACTED SERVICES	1,059,752.00	1,019,933.67	1,353,676.00	1,322,914.98	1,321,272.41	874,669.32	(446,603.09)	-34%
60 - COMMODITIES	572,761.00	538,638.25	818,976.00	697,612.54	775,916.00	513,735.41	(262,180.59)	-34%
65 - GENERAL EXPENDITURES	1,216,941.00	1,115,095.69	1,530,467.00	1,988,571.72	1,916,008.35	1,948,919.42	32,911.07	2%
80 - CAPITAL IMPROVEMENTS	598,547.00	382,095.52	957,440.00	963,205.65	498,100.00	407,600.05	(90,499.95)	-18%
Expense Total:	5,516,636.00	5,121,834.64	7,097,048.00	7,274,816.97	7,139,447.97	5,734,430.63	(1,405,017.34)	-20%
Report Surplus (Deficit):	39,376.00	226,618.73	(510,602.00)	(631,535.81)	(140,534.97)	378,791.82	519,326.79	

INCOME STATEMENT Fund Summary

Fund	2018 Total Budget	2018 Total Activity	2019 Total Budget	2019 Total Activity	2020 Total Budget	2020 YTD Activity	Dollar Variance	% Diff
100 - CORPORATE FUND	253,663.00	(337,228.76)	547,917.00	46,050.46	626,173.60	580,141.30	(46,032.30)	-7%
200 - RECREATION FUND	(91,996.00)	95,767.72	(233,131.00)	296,858.45	(190,382.33)	(104,920.26)	85,462.07	-45%
300 - GOLF	-	178,070.42	(101,531.00)	229,242.99	(77,138.41)	236,573.98	313,712.39	407%
301 - GOLF BANQUETS	-	-	7,727.00	(20,761.09)	(43,895.48)	(63,694.31)	(19,798.83)	45%
404 - AUDITNG FUND	1,271.00	(1,942.27)	2,473.00	(197.48)	(4,500.00)	(3,510.39)	989.61	-22%
405 - PAVING & LIGHTING FUND	(4,477.00)	2,828.07	(3,569.00)	1,900.53	8,450.00	8,944.37	494.37	6%
406 - LIABILITY INSURANCE FUND	(7,300.00)	12,115.02	(2,152.00)	(7,273.51)	6,223.00	23,564.67	17,341.67	279%
407 - IMRF FUND	23,813.00	(40,340.29)	59,099.00	(63,380.82)	(90,000.00)	(109,510.95)	(19,510.95)	22%
408 - POLICE FUND	14,153.00	(32,542.53)	19,648.00	(35,873.14)	(41,850.00)	(36,203.70)	5,646.30	-13%
409 - MUSEUM FUND	1,616.00	(2,201.46)	2,662.00	(2,868.66)	(1,250.00)	(1,259.43)	(9.43)	1%
410 - SPECIAL RECREATION FUND	(13,794.00)	(17,246.62)	(84,635.00)	22,073.27	50,713.00	50,284.88	(428.12)	-1%
411 - SOCIAL SECURITY FUND	13,889.00	(6,685.57)	(7,796.00)	5,155.77	1,480.00	34,183.18	32,703.18	2210%
412 - MEMORIAL FUND	-	(3,427.37)	-	(29.22)	60.00	302.72	242.72	405%
413 - COMMUNITY EVENTS	350.00	1,332.00	270.00	(3,349.18)	(2,675.00)	(1,380.00)	1,295.00	-48%
518 - CAPITAL PROJECT FUND	(152,712.00)	49,907.29	(174,584.00)	126,474.06	7,455.00	120,622.69	113,167.69	1518%
523 - CAPITAL 98 GOLF FUND	-	(123,946.03)	(41,500.00)	32,613.50	(359,400.00)	(335,624.35)	23,775.65	-7%
525 - CAPITAL - GOLF BANQUET	-	-	(500,000.00)	-	(28,500.00)	(24,574.60)	3,925.40	-14%
608 - 2014B (2005B Refinance)	-	(112.50)	(1,500.00)	(4.26)	(1,500.00)	(475.00)	1,025.00	-68%
612 - PREVIOUS YEAR ROLLOVER BOND	-	-	-	6,425.00	1.65	-	(1.65)	-100%
613 - CURRENT ROLLOVER	-	-	-	-	-	-	-	0%
900 - CASH RESERVES	900.00	(965.85)	-	(1,520.86)	-	5,327.02	5,327.02	0%
Report Surplus (Deficit):	39,376.00	226,618.73	(510,602.00)	(631,535.81)	(140,534.97)	378,791.82	519,326.79	



Prospect Heights Park District, IL

INCOME STATEMENT Department

For Fiscal: 2020 Period Ending: 12/31/2020

Account Type	2018 Total Budget	2018 Total Activity	2019 Total Budget	2019 Total Activity	2020 Total Budget	2020 YTD Activity	Dollar Variance	% Diff
Department: 02 - RECREATION/GENERAL								
Revenue	542,017.00	458,116.17	496,029.00	386,502.10	652,713.00	601,486.22	(51,226.78)	-8%
Expense	663,804.00	694,165.16	805,508.00	700,768.62	811,336.01	597,227.59	(214,108.42)	-26%
Department: 02 - RECREATION/GENERAL Surplus (Deficit):	(121,787.00)	(236,048.99)	(309,479.00)	(314,266.52)	(158,623.01)	4,258.63	162,881.64	103%
Department: 03 - PRESCHOOL CREATIVE KIDS								
Revenue	125,320.00	111,340.04	120,675.00	89,030.79	105,295.00	50,026.87	(55,268.13)	-52%
Expense	80,533.00	65,810.69	80,918.00	64,700.61	74,478.83	43,730.19	(30,748.64)	-41%
Department: 03 - PRESCHOOL CREATIVE KIDS Surplus (Deficit):	44,787.00	45,529.35	39,757.00	24,330.18	30,816.17	6,296.68	(24,519.49)	-80%
Department: 04 - KINDERSTOP								
Revenue	153,729.00	195,732.00	195,800.00	217,015.46	184,582.00	104,958.95	(79,623.05)	-43%
Expense	109,150.00	119,759.52	120,996.00	154,652.67	131,245.50	94,655.49	(36,590.01)	-28%
Department: 04 - KINDERSTOP Surplus (Deficit):	44,579.00	75,972.48	74,804.00	62,362.79	53,336.50	10,303.46	(43,033.04)	-81%
Department: 05 - YOUTH PROGRAMS								
Revenue	36,413.00	33,835.25	37,685.00	28,269.96	35,010.00	7,911.50	(27,098.50)	-77%
Expense	26,789.00	33,556.04	37,100.00	32,609.52	28,090.00	6,585.25	(21,504.75)	-77%
Department: 05 - YOUTH PROGRAMS Surplus (Deficit):	9,624.00	279.21	585.00	(4,339.56)	6,920.00	1,326.25	(5,593.75)	-81%
Department: 06 - DANCE								
Revenue	31,000.00	44,032.71	56,900.00	51,952.42	48,524.00	44,480.86	(4,043.14)	-8%
Expense	21,058.00	37,860.30	36,450.00	37,014.72	31,207.00	31,184.89	(22.11)	0%
Department: 06 - DANCE Surplus (Deficit):	9,942.00	6,172.41	20,450.00	14,937.70	17,317.00	13,295.97	(4,021.03)	-23%
Department: 07 - ATHLETIC								
Revenue	35,520.00	22,688.60	34,800.00	40,379.22	41,077.00	19,130.39	(21,946.61)	-53%
Expense	19,591.00	14,133.51	19,890.00	19,084.28	18,948.00	13,207.70	(5,740.30)	-30%
Department: 07 - ATHLETIC Surplus (Deficit):	15,929.00	8,555.09	14,910.00	21,294.94	22,129.00	5,922.69	(16,206.31)	-73%
Department: 08 - PERFORMING ARTS								
Revenue	56,344.00	40,609.69	50,379.00	38,144.10	44,785.00	13,059.00	(31,726.00)	-71%
Expense	32,370.00	34,980.63	35,536.00	36,291.40	37,321.00	9,467.58	(27,853.42)	-75%
Department: 08 - PERFORMING ARTS Surplus (Deficit):	23,974.00	5,629.06	14,843.00	1,852.70	7,464.00	3,591.42	(3,872.58)	-52%
Department: 09 - CONCESSIONS								
Revenue	18,250.00	21,415.70	24,500.00	23,742.00	25,375.00	249.25	(25,125.75)	-99%
Expense	17,660.00	21,980.99	21,200.00	25,629.23	20,592.50	295.07	(20,297.43)	-99%
Department: 09 - CONCESSIONS Surplus (Deficit):	590.00	(565.29)	3,300.00	(1,887.23)	4,782.50	(45.82)	(4,828.32)	-101%

Budget Worksheet

For Fiscal: 2020 Period Ending: 12/31/2020

Account Type	2018 Total Budget	2018 Total Activity	2019 Total Budget	2019 Total Activity	2020 Total Budget	2020 YTD Activity	Dollar Variance	% Diff
Department: 10 - AQUATICS								
Revenue	72,889.00	75,479.70	84,270.00	85,903.70	84,674.00	132.59	(84,541.41)	-100%
Expense	122,279.00	100,397.78	125,082.00	127,144.90	131,707.00	886.15	(130,820.85)	-99%
Department: 10 - AQUATICS Surplus (Deficit):	(49,390.00)	(24,918.08)	(40,812.00)	(41,241.20)	(47,033.00)	(753.56)	46,279.44	-98%
Department: 11 - ACTIVE ADULTS								
Revenue	123,000.00	135,322.42	135,400.00	100,654.25	111,809.00	22,419.85	(89,389.15)	-80%
Expense	109,155.00	127,094.07	119,700.00	96,993.34	103,873.75	27,908.91	(75,964.84)	-73%
Department: 11 - ACTIVE ADULTS Surplus (Deficit):	13,845.00	8,228.35	15,700.00	3,660.91	7,935.25	(5,489.06)	(13,424.31)	-169%
Department: 12 - SPECIAL EVENTS								
Revenue	10,880.00	7,563.77	11,000.00	11,954.50	8,900.00	5,447.20	(3,452.80)	-39%
Expense	9,050.00	15,053.65	15,700.00	18,153.87	12,931.25	7,166.36	(5,764.89)	-45%
Department: 12 - SPECIAL EVENTS Surplus (Deficit):	1,830.00	(7,489.88)	(4,700.00)	(6,199.37)	(4,031.25)	(1,719.16)	2,312.09	-57%
Department: 13 - FITNESS CENTER								
Revenue	55,460.00	32,796.94	45,100.00	31,511.19	29,707.00	15,952.16	(13,754.84)	-46%
Expense	52,370.00	35,925.85	41,850.00	34,005.24	37,187.50	22,468.73	(14,718.77)	-40%
Department: 13 - FITNESS CENTER Surplus (Deficit):	3,090.00	(3,128.91)	3,250.00	(2,494.05)	(7,480.50)	(6,516.57)	963.93	-13%
Department: 14 - SUMMER CAMP								
Revenue	219,531.00	236,939.61	247,000.00	240,514.00	277,966.00	34,851.00	(243,115.00)	-87%
Expense	139,306.00	135,630.62	141,697.00	138,661.32	174,182.25	30,396.15	(143,786.10)	-83%
Department: 14 - SUMMER CAMP Surplus (Deficit):	80,225.00	101,308.99	105,303.00	101,852.68	103,783.75	4,454.85	(99,328.90)	-96%
Department: 30 - PARKS								
Revenue	10,000.00	21,669.63	10,000.00	6,921.12	15,000.00	8,561.55	(6,438.45)	-43%
Expense	179,234.00	96,961.14	181,042.00	163,643.54	242,698.74	148,407.59	(94,291.15)	-39%
Department: 30 - PARKS Surplus (Deficit):	(169,234.00)	(75,291.51)	(171,042.00)	(156,722.42)	(227,698.74)	(139,846.04)	87,852.70	-39%
Department: 40 - GOLF								
Revenue	1,090,267.00	903,209.98	984,550.00	834,504.79	918,550.00	1,090,597.35	172,047.35	19%
Expense	677,400.00	631,976.95	643,102.00	596,329.49	520,979.65	485,990.87	(34,988.78)	-7%
Department: 40 - GOLF Surplus (Deficit):	412,867.00	271,233.03	341,448.00	238,175.30	397,570.35	604,606.48	207,036.13	52%
Department: 41 - GROUNDS								
Expense	(478,567.00)	(510,146.79)	(513,079.00)	(519,357.21)	(536,110.76)	(425,214.83)	110,895.93	-21%
Department: 41 - GROUNDS Total:	(478,567.00)	(510,146.79)	(513,079.00)	(519,357.21)	(536,110.76)	(425,214.83)	110,895.93	-21%
Department: 42 - PRO SHOP								
Revenue	131,800.00	133,916.47	126,800.00	120,309.36	122,102.00	140,632.51	18,530.51	15%
Expense	105,100.00	98,518.69	105,700.00	96,726.30	100,700.00	109,996.76	9,296.76	9%
Department: 42 - PRO SHOP Surplus (Deficit):	26,700.00	35,397.78	21,100.00	23,583.06	21,402.00	30,635.75	9,233.75	43%

Account Type	2018	2018	2019	2019	2020	2020	Dollar	%
	Total Budget	Total Activity	Total Budget	Total Activity	Total Budget	YTD Activity	Variance	Diff
Department: 43 - HOOK A KID								
Revenue	50,000.00	49,264.27	66,000.00	55,833.62	62,500.00	75,065.00	12,565.00	20%
Expense	31,000.00	37,208.16	35,000.00	38,849.26	36,500.00	68,996.76	32,496.76	89%
Department: 43 - HOOK A KID Surplus (Deficit):	19,000.00	12,056.11	31,000.00	16,984.36	26,000.00	6,068.24	(19,931.76)	-77%
Department: 44 - WARM UP RANGE								
Revenue	27,000.00	17,747.91	25,000.00	21,658.12	22,000.00	20,963.74	(1,036.26)	-5%
Expense	7,000.00	4,358.46	7,000.00	10,300.10	8,000.00	485.40	(7,514.60)	-94%
Department: 44 - WARM UP RANGE Surplus (Deficit):	20,000.00	13,389.45	18,000.00	11,358.02	14,000.00	20,478.34	6,478.34	46%
Department: 45 - FOOD AND BEVERAGE								
Revenue	-	-	660,000.00	602,086.78	683,200.00	315,424.55	(367,775.45)	-54%
Expense	-	-	652,273.00	581,312.21	727,095.48	379,118.86	(347,976.62)	-48%
Department: 45 - FOOD AND BEVERAGE Surplus (Deficit):	-	-	7,727.00	20,774.57	(43,895.48)	(63,694.31)	(19,798.83)	45%
Report Surplus (Deficit):	(91,996.00)	(273,838.14)	(326,935.00)	(505,340.35)	(311,416.22)	67,959.41	379,375.63	122%



Prospect Heights Park District, IL

FUND BALANCE Fund Summary

For Fiscal: 2020 Period Ending: 12/31/2020

Fund	2020 Beginning Fund Balance	2020 Revenue	2020 Expenditure	Net Surplus / Deficit	2020 Ending Fund Balance	Fund Balance Test	
						25% 3 Month	20% 2 Month
						2021 Budget Expenditure	
100 - CORPORATE FUND	1,048,247.65	1,219,596.77	(639,455.47)	580,141.30	1,628,388.95	25%	652,265.00
200 - RECREATION FUND	488,101.15	928,667.39	(1,033,587.65)	(104,920.26)	383,180.89	25%	1,501,941.00
300 - GOLF	(80,073.48)	1,327,258.60	(1,090,684.62)	236,573.98	156,500.50	25%	1,713,326.00
301 - GOLF BANQUETS	20,761.09	315,424.55	(379,118.86)	(63,694.31)	(42,933.22)	25%	-
404 - AUDITNG FUND	6,007.12	10,989.61	(14,500.00)	(3,510.39)	2,496.73	20%	14,000.00
405 - PAVING & LIGHTING FUND	8,964.07	16,983.95	(8,039.58)	8,944.37	17,908.44	20%	8,550.00
406 - LIABILITY INSURANCE FUND	20,276.35	108,033.59	(84,468.92)	23,564.67	43,841.02	20%	129,777.97
407 - IMRF FUND	164,434.70	9,990.57	(119,501.52)	(109,510.95)	54,923.75	20%	116,160.00
408 - POLICE FUND	126,001.58	9,990.57	(46,194.27)	(36,203.70)	89,797.88	20%	46,850.00
409 - MUSEUM FUND	23,046.49	9,990.57	(11,250.00)	(1,259.43)	21,787.06	20%	11,050.00
410 - SPECIAL RECREATION FUND	54,619.52	135,577.70	(85,292.82)	50,284.88	104,904.40	20%	154,749.47
411 - SOCIAL SECURITY FUND	33,715.01	146,341.33	(112,158.15)	34,183.18	67,898.19	20%	125,000.00
412 - MEMORIAL FUND	20,539.32	4,250.00	(3,947.28)	302.72	20,842.04	20%	500.00
413 - COMMUNITY EVENTS	28,795.59	-	(1,380.00)	(1,380.00)	27,415.59	20%	28,575.00
518 - CAPITAL PROJECT FUND	727,911.78	173,730.44	(53,107.75)	120,622.69	848,534.47		
523 - CAPITAL 98 GOLF FUND	71,358.20	-	(335,624.35)	(335,624.35)	(264,266.15)		
525 - CAPITAL - GOLF BANQUET	-	848.00	(25,422.60)	(24,574.60)	(24,574.60)		
608 - 2014B (2005B Refinance)	26,421.50	448,000.00	(448,475.00)	(475.00)	25,946.50		
612 - PREVIOUS YEAR ROLLOVER BOND	(6,425.00)	621,961.79	(621,961.79)	-	(6,425.00)		
613 - CURRENT ROLLOVER		620,260.00	(620,260.00)	-	-		
900 - CASH RESERVES	353,708.01	5,327.02	-	5,327.02	359,035.03		
Report Surplus (Deficit):	3,136,410.65	6,113,222.45	(5,734,430.63)	378,791.82	3,515,202.47		



March 25, 2021

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

PHYBS

Last fiscal year, the board approved the sprinkler installation on Lions field with the cost to be split with PHYBS. A separate meter will be installed and PHYBS will reimburse the park for the water usage similar to how they reimburse the District for the electricity bill on Lions and McDonald. The sprinkler system is the same brand as the irrigation system at the golf course. Once the logistics are finalized, the current memorandum of understanding will be updated to include the sprinkler system and will require signatures from the Park Board and PHYBS board.

Black Line Fox Valley

The Park District has been contracting with this managed IT company for nearly 5 years. We recently learned they will be ceasing operations by mid-April. We are now seeking proposals for Managed IT Network Services and Cybersecurity Services. Black Line will help transition the equipment, technologies, systems, and support information to our new provider, but that must occur by April 16. Onsite tours, acceptance of proposals, vendor interviews and a decision will be made by April 5 with 10 days to execute an agreement and transition.



March 24, 2021

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

Phase 4 updates

On March 18th new updates to Phase 4 were announced. The only current change at GMRC is for rentals. The capacity of 50% or up to 50 people is now permitted.

A Bridge to Phase 5 was announced. Once 70% of residents 65 years and older have been vaccinated and barring any reversals in hospitalizations and deaths for a 28 day period we will move into a Bridge to Phase 5. The updated guidance establishes new capacity limits for meetings, dining, fitness classes, recreation groups, social events, festivals and spectator events among others.

We are excited to have the Garden Club meeting back onsite starting in April!

PDRMA

This month, all staff will be trained on accident reporting and statements of admission. Edlyn created a video training that will be sent to all staff.

Marketing

The summer brochure is online and we have limited hard copies to handout at the front desk.

A summer camp flyer will be mailed out next week to all residents.

Summer 2021

New guidance has been released for summer camps. Group sizes can increase to 30 campers. We are using guidance from last season to plan for pool operations.

Training

I attended the CPR/AED /First Aid class on March 19th taught by Jeanette. Thanks to Jeanette for training all of our staff on CPR/AED/ First Aid.



March 9, 2021

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

Elm Street Pump

Drain for the pump cracked off below ground, area was cleared out, we made a sleeve to attach the pipe that was above ground to the under-ground plumbing, around the damaged pipe was graded and replaced with gravel.

Administration Building

Due to heavy snow and freezing temperatures, ice damming occurred on the roof by the rear section of the building, we were able to clear snow by the roof and gutters to help with the thawing and avoid water damage.

Bus 1 & 3

Safety inspections were completed on two of the buses, both buses passed the testing and received the six-month safety sticker.

Boiler Inspection

Hot water holding tank was inspected by traveler's inspector provided by PDRMA, vessel passed the inspection, once report is received, we will forward to the State Fire Marshall and apply for the certificate.

Storage Shed

Behind McDonald field is the old football shed that we now use to store baseball and block party supplies. Shed was in need of repairs, we replaced damaged doors, siding, missing shingles and applied two coats of stain.

Plumbing

Rear toilet in the women's locker room would not shut off, plunger valve in the flushing housing would not seat and was replaced, since we had to take the device apart the cap the holds the valve in the housing was also replaced

Parks

Staff was able to clear frozen ice and snow that was built up at the parks that have entrances off of a main road, Garbage pickup is ongoing at the parks; early morning application of ice melt continues but should be coming to an end this month.



March 25, 2021

To: Christina Ferraro, Executive Director
From: Marc Heidkamp
Re: February Board Report

Golf: Course remained closed for the winter; snow coverage was plentiful which provided excellent protection during the coldest February on record.

Club House: The plant made it through the winter without any heating repairs needed. We had one sewer line from the main bar fail and had it repaired with PVC which will last forever. No roof leaks were detected, but we will have R & R Roofing out this spring to inspect the roof and repair any cracks to help extend the roof life. Ice Machine filters were replaced and ready to another season. The kitchen was reorganized which opened up space for more efficient working conditions. Staff finished painting and repairing minor jobs, the operation is ready for the 2021 season.

Golf Shop: New Pos system was installed and we are working to get the minor issues resolved. New merchandise is starting to arrive and will be displayed and ready for the busy season.

Banquet Operation: We were able to host some events and have started to see additional revenue coming in. We will remain creative with special events and look forward to several new events during the next several months. Events are starting to book again; we are fielding tons of calls and seeing a great interest in bookings

Grounds: The crew has started construction on #6 tee and will continue to repair and replace sod on the tee boxes that require attention. The grounds are looking great and have come through the winter in harmed. The fleet of cars is ready along with equipment to maintain the course. Staff did a great job getting the equipment ready and safe for this year.

Jr Golf: We are excited to see the demand remaining strong moving into the season. Several classes are seeing early registration which is a positive sign.

Revenue: No substantial revenue to report for this month. Please refer to monthly income statement.



March 17, 2021

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

Preschool

In February, all the classes celebrated Valentine's Day with class parties. Each child got an individual ice cream cup and toppings! For "s" day the kids got to go outside and enjoy some time in the "snow" thanks to winter!

Youth Athletics

Our basketball league which had 59 participants started the season with inter team skills competitions. On March 6th teams pivoted to playing games. The first game our teams played each other, or had inter team games. March 13th and 20th games were played against either River Trails or Wheeling Park District teams.

Youth Indoor soccer is going well the season will conclude on March 21st. PHPD has 4 participants.

Youth Volleyball league is going well, PHPD has 13 players.

Fitness Center

The February session of virtual Pilates had 3 students.

In February, we had 474 visits, with an average of 118 visits per week. Wednesdays had the most visits with an average of 28 visits for the month.

February 2021

1year passes-	64
1year gym/racquetball-	22
6month fitness-	12
3month fitness-	3
SilverSneakers/Renew Active-	<u>79</u>
	180 Total Memberships

Three Year Comparison

Membership	February 2019	February 2020	February 2021
3 months	4	2	0
6 months	2	0	0
1 year	21	13	8
Membership Feb 2021	# of Members		Total Revenue
3 months	0		0
1 year	3		\$427
Seniors	5		\$511



March 17, 2021

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

Dance

We have had a few late sign-ups for Spring dance classes. We currently have 92 registered dancers in 14 classes plus 3 competition teams, 5 solos & 3 duets in our program. We are busy planning for Fall 2021 dance classes and competition teams.

Performing Arts Camp/Production Camp

Registration has begun for Creative & Performing Arts Camp for summer 2021. I currently have 8 different campers registered for all sessions of camp.

Active Adults

An active adult mini newsletter will be going out by April 1st. This newsletter will cover April 15 - May 31. I am currently working on fun, socially distant trips for Summer 2021. This newsletter will go out in Mid-May.

We had in person bunco on March 1st with 8 ladies.

Special Events

Lucy & Lucky, The Leprechaun Scavenger Hunt was popular with 13 families. The hunt ends on Wed. March 17th.

We have had great response to the Bunny Brunch Baskets with 12 families signed up. You've Been Egged has 4 egg grams sent and Bunny Home Visits have been popular with 12 families.

On Friday, March 5th I partnered with D23 PTO to host their Family Fun Night. We had 19 families playing bingo, 24 families playing trivia and 9 families that learned a new hip hop dance. A good time was had by all who joined in the virtual fun!

I was excited for this new venture with D23 PTO and look forward to a great partnership moving forward.



March 2021

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

KinderStop

There are currently 9 students enrolled in KinderStop PM, 4 enrolled in Before Care and 18 enrolled in After Care. Program numbers are starting to increase due to District 23 bringing kids back to in-person learning 4 days a week Tuesday – Friday.

E-Learning Camp

Due to school District 23 bringing students back to in-person learning Tuesday – Friday, we currently are only offering e-learning camp on Mondays. On average there are 12-15 kids signed up for this program each Monday.

Youth Programs

A new class called Beginning Fun-gineering is scheduled to begin on April 5. There are currently 3 students enrolled for this class and it will be combined with River Trails and Mount Prospect Park Districts.

CPR/AED/First Aid Training

There are two upcoming CPR classes being held on March 19 and April 13. There will be a third class held in May for summer staff.

Aquatics

As of March 17, there are currently 22 lifeguards planning to work this summer 2021. There have been 8 new lifeguards hired and I have 3 more upcoming interviews. I am hoping to get a staff of 30 lifeguards for this summer. Training will begin on May 18.

Managers Leslie Diaz and Tom Bradford will be taking the Jeff Ellis Lifeguard instructor class on March 19 to train lifeguards as well as camp staff in CPR.



March 25, 2021

To: Park Board of Commissioners
From: Christina Ferraro, Executive Director
Re: ComEd Green Region grant application for boardwalk project at Slough

The PHNRC has proposed applying for the ComEd Green Regions grant to fabricate, install and maintain a boardwalk at the Slough. The property lines for the park district and the city intersect at the Slough. This is a collaborative effort for both entities to fund while increasing access for the public. The project has received the required state permit from IDNR Office of Water Resources and received the Army Core of Engineers approval.

The boardwalk will be fabricated with galvanized pipe and pressure treated wood step-tread which is perfect for decks and outdoor areas. The boardwalk will be raised in the areas that are prone to fluctuation in water levels. In total, the project will create a boardwalk approximately 8 feet long and 3 feet wide that sits on the ground, tethered in place by anchored posts so the system would be allowed to rise and fall with the water level but moored in its original position. In the areas where there is little possibility of high water float and muddy conditions are the issue, the boardwalk will attach directly to the ground with stakes. The boardwalk is not designed to be walked on in the presence of water more than 6" deep so 6" would be the deepest. The state permit requires the boardwalk to float up and down in place. Signage will indicate "no usage when under water".

PDRMA, park district risk management association, was consulted regarding liability. PDRMA indicated everything appears fine from a risk management perspective. Their only recommendation is to add the bridge to an inspection list so inspections are documented. The park staff will handle this. The boardwalk system will be maintained by the NRC as part of their regular workday activities.

In sum, a boardwalk will be created by a community to increase access to this wetland during its muddiest of conditions and increase public access and educational opportunities. The community includes: PHNRC volunteers will manage the project, provide volunteer labor, native plant plugs and native seed; Eagle Scout Felix Weirich will assist with fabrication and installation; Additional labor will be provided by students from Wheeling, Hersey, Prospect and Buffalo Grove High Schools plus the local Girl & Boy Scouts. The attached project budget provides detail.

The grant request is for \$6,000 to be matched by the park district \$500, City of Prospect Heights \$500 plus \$5,000 in donations.

RECOMMENDATION: approve the submittal of the ComEd Green Region grant application for boardwalk project at Slough and commit \$500 to the project in FY2022.

ComEd Green Region Grant Program – 2021 Budget

"Pollinator Boardwalk for the Prospect Heights Slough" Estimated Budget

Funded by proposed grant budget items

<u>Materials</u>	Cost
Interpretive signage, plant ID	\$1400.00
Materials for boardwalk construction	\$9,500.00
Soil and plant trays for propagation	\$1100.00
Estimated Grand Total of Funding Request	\$12,000.00

Non-Funded budget items*

<u>Item</u>	Cost
PHNRC Volunteer labor 800hours at 27.20	\$21,760.00
City and Park District funded summer internship 10% of time	\$1,800.00
10,000 Native plugs and seed from PHNRC greenhouse program	\$25,000.00
Estimated Grand Total of Non-Funding costs	\$48,560.00

Total budget for "Pollinator Boardwalk for the Prospect Heights Slough"

<u>Item</u>	Cost
Grant funded materials	\$12,000.00
Non-Funded project costs	\$48,560.00
Estimated Grand Total of proposed project	\$60,560.00

*These costs will be incurred over the two year life of the grant



March 25, 2021

To: Park Board of Commissioners
From: Christina Ferraro, Executive Director
Re: Update in the GMRC feasibility study process

As we are aware, the District's 2018 Master Plan public input process produced a recurring theme: a lack of updated indoor recreation and aquatic facilities and a desire for a community gathering place. The 2019 GMRC feasibility study taskforce recommended the District move forward with the 45,000 square foot design or comparable to allow for more programs, rentals and general usage in the recreation center. Additionally, the need to replace the pool was briefly discussed since it is adjacent to the building. There was a high level of comfort within the small taskforce group that a successful tax referendum is required and quite possible with a strong public relations program in place as to whether this project continues to be a viable option.

At the October 2020 board meeting, the board accepted staff's recommendation to proceed with the process: a community education campaign and survey to park district residents specifically about renovating GMRC/pool, programming and threshold for property tax increase, etc. In the FY2021 budget, the board approved the \$50,000 allocation to fund the process.

Meanwhile, Annette and I spoke with other park district colleagues about their education campaigns and referendum process and recently met with different agencies to potentially provide these professional services for us. It is our recommendation to continue working with Williams Architects as partners in this process and contract with two agencies to assist: PCI (Public Communications Inc.) and aQity Research. PCI to develop, administer and evaluate a public education program and aQity to assist with the market research.

Recommendation: approval to continue the process to evaluate professional services for public education campaign and market research.