



# **BOARD REPORT**

## **DECEMBER 13, 2022**



**Agenda for the December 13, 2022  
Regular Park Board Meeting  
Old Orchard Country Club  
700 West Rand Road, Mount Prospect, IL 60056  
Following the 7:00 p.m. Public Hearing**

- I. Call to Order**
  - A. Roll Call
  - B. Pledge of Allegiance
- II. Corrections/Additions/Approval of Agenda**
- III. Correspondence**
- IV. Recognition/Welcome**
- V. Presentation**

Proposed FY2023 Budget – Shawn Hughes, Superintendent of Finance, HR and IT
- VI. Public Comment**
- VII. Consent Agenda**

*These items are considered by the Park District to be routine and will be enacted in one motion without separate discussion. If a member of the Park Board requests, a Consent Agenda item will be removed from the Consent Agenda and considered as an individual item at the end of old or new business.*

  - A. Approval of September 26, 2022 Committee of the Whole Meeting Minutes
  - B. Approval of November 15, 2022 Regular Board Meeting Minutes
  - C. Approval of Treasurer's Report Cash Report #12 cash balance totaling \$4,470,427.88 as of November 30, 2022
  - D. Approval of Warrants totaling \$1,507,097.95 for the period ending November 30, 2022
- VIII. Announcements (Meetings)**

Regular Board Meeting – January 24, 7:00 p.m. at Gary Morava Recreation Center
- IX. Attorney's Report**

Legal Matters
- X. Administrative/Operational Summary**
  - A. Executive Director
  - B. Superintendent of Finance, HR, and IT
  - C. Superintendent of Recreation
  - D. Superintendent of Facilities and Parks
  - E. Director of Golf
  - F. Recreation Supervisors
- XI. Unfinished/Ongoing Business**

**XII. New Business**

- A. Adopt new Code of Conduct 2022
- B. Adopt revised Non-Discrimination and Anti-Harassment Policy
- C. Adopt revised Amended and Restated Board of Commissioners Policy and General Practices Manual
- D. Approval of interfund transfers FY2022
- E. Approval of 2023 Board Meeting Schedule
- F. Adopt Tax Levy Ordinance 12.13.2022
- G. Adopt Tax Levy Resolution 12.13.2022
- H. Approval to renew Executive Director employment agreement through January 2026

**XIII. Committees of the Board**

- A. Finance Committee
- B. Personnel and Planning Committee
- C. Policy and Procedure Committee
- D. Recreation Facilities, Parks & Maintenance Committee
- E. Recreation Programs & Resident Relations Committee
- F. OCCC Programs, Facilities, Grounds & Maintenance Committee

**XIV. Commissioner Comments**

**XV. Executive Session**

**XVI. Action as a Result of the Executive Session**

**XVII. Adjournment**

Note 1: Meeting Location – Old Orchard Country Club, 700 West Rand Road, Mount Prospect, IL 60056

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.*

**COMMITTEE OF THE WHOLE MEETING  
OF THE COMMISSIONERS AND OFFICERS  
OF THE PROSPECT HEIGHTS PARK DISTRICT  
GARY MORAVA RECREATION CENTER  
110 W. CAMP McDONALD ROAD, PROSPECT HEIGHTS, IL  
MONDAY, SEPTEMBER 26, 2022**

**Call to Order**

**Roll Call**

President Tim Jones called the Committee of the Whole Meeting of the Prospect Heights Park District to order at 5:00 p.m.

Commissioners present:	Also Present:
Betty Cloud	Christina Ferraro – Executive Director
Paul Fries	Ray Doerner, Superintendent of Recreation
Karl Jackson	Dino Squiers – Superintendent of Facilities & Parks
Tim Jones	Doug Ransdell, Parks Foreman
Eric Kirste	Shawn Hughes, Superintendent of Finance, HR & IT
Steve Messer	Edlyn Castil, Marketing & Communications Manager/Recording Secretary

Commissioners absent:  
Ellen Avery

A quorum was present.

**Corrections / Additions / Approval of Agenda**

No corrections or additions. A motion was made by Commissioner Cloud and seconded by Commissioner Fries to approve the agenda as submitted. The motion was unanimously approved with a voice vote with one absent (Commissioner Avery). The motion carried.

**Introduction of Guests / Citizens**

None

**Announcements (Meetings)**

Committee of the Whole, September 27, 2022 at 6:00 p.m. at GMRC  
Regular Board Meeting, September 27, 2022 at 7:00 p.m. at GMRC

**Correspondence**

None

**Public Comment**

None

**Unfinished/Ongoing Business**

None

**New Business**

The Board of Commissioners toured the following parks:

**LIONS PARK** – 110 W Camp McDonald Road, Prospect Hts. 10.0 acres  
Playground, Tennis/Pickleball Court, Softball/Baseball Field, Open Area, Picnic Area/Shelter,  
Handicap Accessible Playground, Recreation Center

**KIWANIS PARK** – 712 N. Elm Street, Prospect Hts. .67 acre  
Playground, Basketball Court, Open Area, Handicap Accessible Playground, McDonald Creek

**SOMMERSET PARK** – 204 W. Palatine Frontage, Prospect Hts. 26.0 acres  
Open Area (flood plain areas)

**COUNTRY GARDENS PARK** – 901 N. Schoenbeck Road, Prospect Hts 9.0 acres  
Playground, Tennis/Pickleball Court, Basketball Court, Open Area, Picnic Area/Shelter, Soccer  
Fields, Handicap Accessible Playground, Parking, Bike Path, McDonald Creek, (ComEd Right-  
of-Way)

**CLAIRE LANE PARK** – 617 Claire Lane, Prospect Hts. .5 acre  
Playground, Tennis/Pickleball Court, Open Area, Picnic Area/Picnic Area/Shelter, Handicap  
Accessible Playground, Parking

**IZAAK WALTON PARK** – 201 N Elmhurst Road, Prospect Hts. 4.0 acres  
Open Area, Picnic Area, Shelter with (2) Fireplaces, Floating Dock, Parking

**Adjournment**

With no further business to discuss a motion was made by Commissioner Fries and seconded by  
Commissioner Cloud to adjourn the Committee of the Whole Meeting at 6:30 p.m. The motion  
was approved with a voice with one absent (Commissioner Avery). The motion carried.

Respectfully Submitted,  
Edlyn Castil, Administrative Services Manager/Recording Secretary  
Secretary: \_\_\_\_\_  
Elizabeth “Betty” Cloud, Prospect Heights Park District

**MINUTES OF THE REGULAR BOARD MEETING  
OF THE COMMISSIONERS AND OFFICERS  
OF THE PROSPECT HEIGHTS PARK DISTRICT  
GARY MORAVA RECREATION CENTER  
110 W. CAMP MCDONALD ROAD, PROSPECT HEIGHTS, IL 60070  
TUESDAY, NOVEMBER 15, 2022**

**Call to Order**

**Roll Call**

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

Commissioners present:	Also Present:
Ellen Avery	Christina Ferraro – Executive Director
Betty Cloud	Shawn Hughes – Superintendent of Finance, HR & IT
Paul Fries	Ray Doerner - Superintendent of Recreation
Karl Jackson	Dino Squiers – Superintendent of Facilities & Parks
Tim Jones	Edlyn Castil – Marketing & Communications Manager/Recording Secretary
Steve Messer	

Commissioners absent:  
Eric Kirste

A quorum was present.

Tim Jones led the Pledge of Allegiance.

**Corrections/Additions/Approval of Agenda**

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

**Correspondence**

There was none.

**Recognition/Welcome**

Jill Moskal, PHNRC Commissioner was in attendance.

**Public Comment**

There were none.

**Consent Agenda**

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

Ayes: Commissioners Avery, Cloud, Fries, Jackson, Jones, Messer

Nays: None

Abstain: None

Absent: Commissioner Kirste

The motion carried.

**Announcements (Meetings)**

Regular Board Meeting – December 13, 2022 at 7:00 p.m. at Old Orchard Country Club

**Attorney's Report**

There was none.

**Administrative/Operational Summary**

**Executive Director** – as submitted. Executive Director Christina Ferraro discussed the referendum results. There was discussion about regrouping in April 2023 and possibly holding a workshop to discuss future planning.

**Superintendent of Finance, HR and IT** – as submitted. Superintendent of Finance, HR and IT Shawn Hughes also reported that she is working on the budget and will present the draft budget to the board at next month's board meeting.

**Superintendent of Recreation** – as submitted. Superintendent of Recreation Ray Doerner reported the Artwalk at Izaak Walton Park has officially ended, the Winter/Spring Program Guide was posted online today and will be arriving at homes after Thanksgiving. There was a great turnout at Spookfest and the Arts Showcase turned out well.

**Superintendent of Facilities and Parks** – as submitted. Superintendent of Facilities and Parks Dino Squiers also reported staff is preparing for Annual Prospect Heights Tree Lighting.

**Director of Golf Operations** – as submitted. Executive Director Christina Ferraro reported that the Golf course is now closed. The first Turkey Shoot was well attended and OOC held a second Turkey Shoot.

**Recreation Supervisors** – as submitted.

**Unfinished/Ongoing Business****Discussion: Lions Park north tennis courts repair in 2023**

Executive Director Christina Ferraro discussed the condition and usage of the tennis courts. There are issues starting again on the newly renovated south courts. Continued discussion will be held after the winter season and will be reevaluated in the spring.

**New Business****A. Approve PHNRC Conduct Prescribed Burns in Fall22 and Spring23**

A motion was made by Commissioner Avery and seconded by Commissioner Messer to approve PHNRC Conduct Prescribed Burns in Fall22 and Spring23. The motion was unanimously approved by a voice vote one absent (Commissioner Kirste). The motion carried.

**B. Approve Resolution #11.15.2022A IGA with City for Compensatory Storm Water Storage at Somerset Park**

A motion was made by Commissioner Cloud and seconded by Commissioner Fries to approve Resolution #11.15.2022A IGA with City for Compensatory Storm Water Storage at Somerset Park. The motion was approved by a roll call vote.

Ayes: Commissioners Cloud, Fries, Jackson, Jones, Messer

Nays: None

Abstain: Commissioner Avery

Absent: Commissioner Kirste

The motion carried.

**C. Approve Resolution #11.15.2022 Truth in Taxation for Levy Year 2022**

A motion was made by Commissioner Avery and seconded by Commissioner Cloud to approve Resolution #11.15.2022 Truth in Taxation for Levy Year 2022. The motion was approved by a roll call vote.

Ayes: Commissioners Avery, Cloud, Fries, Jackson, Jones, Messer

Nays: None

**New Business (continued)**

Abstain: None

Absent: Commissioner Kirste

The motion carried.

**Committees of the Board**

Commissioners Cloud and Avery provided an update with the policies/procedures their committee is updating.

**Commissioners Comments**

There were none.

**Adjournment**

With no further business to discuss, a motion was made by Commissioner Avery and seconded by Commissioner Messer to adjourn the Regular Board Meeting at 7:51 p.m. The motion was approved by a voice vote with one absent (Commissioner Kirste). The motion carried.

Respectfully Submitted,

Edlyn Castil, Administrative Services Manager/Recording Secretary

Secretary: \_\_\_\_\_

Elizabeth "Betty" Cloud, Prospect Heights Park District



TO: Board of Commissioners, Prospect Heights Park District

Pink

FROM: Park District Treasurer

DATE: 12/13/2022 CASH REPORT FY 22

*Motion by Commissioner \_\_\_\_\_ to approve CASH REPORT 12  
12/13/2022 as submitted. Seconded by Commissioner \_\_\_\_\_ .*

**Busey Bank**

**Interest Earned YTD**

Payroll	Checking/sweep			\$	-	
Vendor	Checking/sweep				-	
General/Sweep	Checking				1,917,629.35	
ATM	Checking				99,913.03	
Investment	Checking	\$	859.95	annual yield 0.50%	2,093,403.27	
Cash Reserve	Checking	\$	2.96	annual yield 0.01%	359,482.23	
<b>TOTALS</b>					<b>\$ 4,470,427.88</b>	<b>Voice Vote</b>

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**FINANCIAL RESOLUTION**

*Motion by Commissioner \_\_\_\_\_ to approve WARRANT RESOLUTION  
12/13/2022 as submitted. Seconded by Commissioner \_\_\_\_\_ .*

**APPROVAL OF WARRANTS 12/13/2022**

**VENDOR WARRANTS**

				AMOUNTS
2	<i>In the amount of</i>	CHECKS ISSUED	\$	180,587.51
2A	<i>In the amount of</i>	ELECTRONIC	\$	1,169,657.29
Total Vendor Warrants			\$	1,350,244.80

**PAYROLL WARRANTS**

11/4/2022			
3	<i>In the amount of</i>		\$ 79,091.04
		gross plus employer costs	
11/18/2022			
4	<i>In the amount of</i>		\$ 77,762.11
		gross plus employer costs	
Total Payroll Warrants			<u>\$156,853.15</u>

**TOTAL OF WARRANTS** **\$ 1,507,097.95** Roll Call



## Prospect Heights Park District, IL

# Check Report

By Check Number

Date Range: 11/01/2022 - 11/30/2022

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
<b>Bank Code: AP Bank-AP Bank</b>						
01004	1ST AYD CORPORATION	11/04/2022	Regular	0.00	126.86	52807
02124	ALPHA BAKING COMPANY	11/04/2022	Regular	0.00	240.42	52808
01015	ASSOCIATED LABOR CORPORATION OF AMERIC	11/04/2022	Regular	0.00	4,661.40	52809
02733	BTR -TREE REMOVAL INC	11/04/2022	Regular	0.00	12,900.00	52810
01022	COMCAST	11/04/2022	Regular	0.00	58.15	52811
01022	COMCAST	11/04/2022	Regular	0.00	221.17	52812
02144	COZZINI BROS INC	11/04/2022	Regular	0.00	24.00	52813
01249	E-Z-GO A TEXTRON COMPANY	11/04/2022	Regular	0.00	77.23	52814
01423	GORDON FOOD SERVICE INC	11/04/2022	Regular	0.00	3,708.17	52815
01277	PADDOCK PUBLICATIONS INC	11/04/2022	Regular	0.00	1,655.00	52816
01064	PENDELTON TURF SUPPLY	11/04/2022	Regular	0.00	10,205.50	52817
02715	PLANSOURCE	11/04/2022	Regular	0.00	1,805.52	52818
02241	SPORTS ENGINE INC	11/04/2022	Regular	0.00	100.00	52819
01082	WAREHOUSE DIRECT	11/04/2022	Regular	0.00	436.05	52820
01079	ACUSHNET COMPANY	11/11/2022	Regular	0.00	2,298.20	52821
02124	ALPHA BAKING COMPANY	11/11/2022	Regular	0.00	470.82	52822
01145	AMALGAMATED BANK	11/11/2022	Regular	0.00	475.00	52823
01909	ANCEL GLINK PC	11/11/2022	Regular	0.00	1,856.25	52824
01943	ARLINGTON PAVEMENT PROFESSIONALS INC	11/11/2022	Regular	0.00	15,700.00	52825
01015	ASSOCIATED LABOR CORPORATION OF AMERIC	11/11/2022	Regular	0.00	14,960.54	52826
01634	BUSHNELL INCORPORATED	11/11/2022	Regular	0.00	756.99	52827
01300	CALLAWAY	11/11/2022	Regular	0.00	234.96	52828
01293	CHAPMAN AND CUTLER LLP	11/11/2022	Regular	0.00	4,900.00	52829
02307	COMCAST BUSINESS	11/11/2022	Regular	0.00	780.36	52830
01041	CONSTELLATION NEW ENERGY INC	11/11/2022	Regular	0.00	1,631.23	52831
01042	CONSTELLATION NEWENERGY GAS DIVISION L	11/11/2022	Regular	0.00	81.33	52832
01042	CONSTELLATION NEWENERGY GAS DIVISION L	11/11/2022	Regular	0.00	1,170.96	52833
02751	DENNY DIAMOND, INC	11/11/2022	Regular	0.00	444.00	52834
02337	EXCALTECH	11/11/2022	Regular	0.00	2,567.50	52835
01423	GORDON FOOD SERVICE INC	11/11/2022	Regular	0.00	1,771.53	52836
01038	HARRIS MOTOR SPORTS	11/11/2022	Regular	0.00	4,268.14	52837
02459	HOT SHOT SPORTS	11/11/2022	Regular	0.00	1,764.00	52838
01275	ILLINOIS PUMP INC	11/11/2022	Regular	0.00	9,366.20	52839
02767	INGRID HINKLER	11/11/2022	Regular	0.00	35.00	52840
01182	LEVEL ELECTRIC INC	11/11/2022	Regular	0.00	4,850.00	52841
01720	NORTHFIELD HEATING AND AIR	11/11/2022	Regular	0.00	670.00	52842
01062	ODP BUSINESS SOLUTIONS LLC	11/11/2022	Regular	0.00	259.70	52843
01277	PADDOCK PUBLICATIONS INC	11/11/2022	Regular	0.00	1,655.00	52844
02228	PAYCOR	11/11/2022	Regular	0.00	1,594.67	52845
01063	PDRMA	11/11/2022	Regular	0.00	26,853.69	52846
02648	PUBLIC COMMUNICATIONS INC	11/11/2022	Regular	0.00	9,254.37	52847
01031	PULSE TECHNOLOGY	11/11/2022	Regular	0.00	1,214.59	52848
01502	VERMEER-ILLINOIS INC	11/11/2022	Regular	0.00	2,100.59	52849
01082	WAREHOUSE DIRECT	11/11/2022	Regular	0.00	72.00	52850
01009	AIRGAS USA LLC	11/17/2022	Regular	0.00	304.29	52851
01015	ASSOCIATED LABOR CORPORATION OF AMERIC	11/17/2022	Regular	0.00	7,010.17	52852
01424	CINTAS CORP 2	11/17/2022	Regular	0.00	1,050.16	52853
02307	COMCAST BUSINESS	11/17/2022	Regular	0.00	780.36	52854
01344	COMPUTER EXPLORERS	11/17/2022	Regular	0.00	195.00	52855
01041	CONSTELLATION NEW ENERGY INC	11/17/2022	Regular	0.00	23.05	52856
01041	CONSTELLATION NEW ENERGY INC	11/17/2022	Regular	0.00	72.89	52857
01041	CONSTELLATION NEW ENERGY INC	11/17/2022	Regular	0.00	2,557.34	52858
02144	COZZINI BROS INC	11/17/2022	Regular	0.00	24.00	52859
01423	GORDON FOOD SERVICE INC	11/17/2022	Regular	0.00	2,877.40	52860

## Check Report

Date Range: 11/01/2022 - 11/30/2022

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
01044	JC LICHT AND COMPANY	11/17/2022	Regular	0.00	77.38	52861
02146	JSD PROFESSIONAL SERVICES INC	11/17/2022	Regular	0.00	8,850.00	52862
01053	MICHAEL WAGNER & SONS	11/17/2022	Regular	0.00	27.03	52863
01168	POSTMASTER	11/17/2022	Regular	0.00	1,523.12	52864
01072	RIVER TRAILS PARK DISTICT	11/17/2022	Regular	0.00	404.36	52865
02181	ROBERT W HENDRICKSON COMPANY	11/17/2022	Regular	0.00	750.00	52866
02584	SHAWN HUGHES	11/17/2022	Regular	0.00	274.73	52867
01318	SUNBELT RENTALS INC	11/17/2022	Regular	0.00	3,509.14	52868
02206	ILLINOIS DEPARTMENT OF REVENUE	11/15/2022	Bank Draft	0.00	6,896.00	DFT0002278
01143	VILLAGE OF MOUNT PROSPECT SALES TAX	11/15/2022	Bank Draft	0.00	615.57	DFT0002279
02298	MT. PROSPECT STATE BANK / BUSEY	11/01/2022	Bank Draft	0.00	633,484.26	DFT0002280
02205	ILLINOIS MUNICIPAL FUND	11/08/2022	Bank Draft	0.00	20,113.58	DFT0002281
02306	FIFTH THIRD BANK	11/29/2022	Bank Draft	0.00	34,979.99	DFT0002282
02136	SOUTHERN GLAZER'S OF IL	11/28/2022	Bank Draft	0.00	329.99	DFT0002283
02139	BREAKTHRU BEVERAGE ILLINOIS LLC	11/14/2022	Bank Draft	0.00	715.70	DFT0002284
02136	SOUTHERN GLAZER'S OF IL	11/07/2022	Bank Draft	0.00	833.13	DFT0002285
02139	BREAKTHRU BEVERAGE ILLINOIS LLC	11/04/2022	Bank Draft	0.00	410.52	DFT0002286
02204	WINTRUST ASSET FINANCE	11/02/2022	Bank Draft	0.00	2,175.60	DFT0002287
01145	AMALGAMATED BANK	11/23/2022	Bank Draft	0.00	460,000.00	DFT0002288
01032	CARDMEMBER SERVICE	11/07/2022	Bank Draft	0.00	5,562.76	OCT2022ELAN
01032	CARDMEMBER SERVICE	11/07/2022	Bank Draft	0.00	3,540.19	OCT2022ELAN

## Bank Code AP Bank Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	92	62	0.00	180,587.51
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	13	13	0.00	1,169,657.29
EFT's	0	0	0.00	0.00
	<b>105</b>	<b>75</b>	<b>0.00</b>	<b>1,350,244.80</b>

## Check Report

Date Range: 11/01/2022 - 11/30/2022

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: PCARD-PCARD LIABILITY						
01693	HINCKLEY SPRINGS	11/25/2022	Bank Draft	0.00	47.27	MBD11.25.202
02403	ADOBE	11/25/2022	Bank Draft	0.00	15.93	MBD11.25.202
02333	TONYS FRESH MARKET	11/25/2022	Bank Draft	0.00	9.90	MBD11.25.202
02467	GOEBBERTS FARM	11/25/2022	Bank Draft	0.00	-40.00	MBD11.25.202
02318	AMAZON	11/25/2022	Bank Draft	0.00	47.58	MBD11.25.202
02318	AMAZON	11/25/2022	Bank Draft	0.00	25.84	MBD11.25.202
02330	WEISSMAN	11/25/2022	Bank Draft	0.00	112.00	MBD11.25.202
02335	REVOLUTION DANCEWEAR	11/25/2022	Bank Draft	0.00	148.90	MBD11.25.202
01125	TYLER TECHNOLOGIES INC	11/25/2022	Bank Draft	0.00	150.00	MBD11.25.202
01043	ILLINOIS PARKS AND RECREATION ASSOCIATION	11/25/2022	Bank Draft	0.00	365.00	MBD11.25.202
01043	ILLINOIS PARKS AND RECREATION ASSOCIATION	11/25/2022	Bank Draft	0.00	371.00	MBD11.25.202
01043	ILLINOIS PARKS AND RECREATION ASSOCIATION	11/25/2022	Bank Draft	0.00	264.00	MBD11.25.202
01043	ILLINOIS PARKS AND RECREATION ASSOCIATION	11/25/2022	Bank Draft	0.00	264.00	MBD11.25.202
02398	WALMART	11/25/2022	Bank Draft	0.00	48.90	MBD11.25.202
02333	TONYS FRESH MARKET	11/25/2022	Bank Draft	0.00	49.02	MBD11.25.202
02359	JIMMY JOHNS	11/25/2022	Bank Draft	0.00	228.47	MBD11.25.202
02143	CENTRAL CONTINENTAL BAKERY	11/25/2022	Bank Draft	0.00	479.70	MBD11.25.202
02766	OTC BRANDS INC	11/25/2022	Bank Draft	0.00	71.93	MBD11.25.202
02322	PARTY CITY	11/25/2022	Bank Draft	0.00	6.47	MBD11.25.202
02322	PARTY CITY	11/25/2022	Bank Draft	0.00	64.60	MBD11.25.202
02330	WEISSMAN	11/25/2022	Bank Draft	0.00	3,974.09	MBD11.25.202
02429	MAGGIANOS LITTLE ITALY	11/25/2022	Bank Draft	0.00	154.22	MBD11.25.202
02769	AFFY TAPPLE	11/25/2022	Bank Draft	0.00	351.49	MBD11.25.202
02429	MAGGIANOS LITTLE ITALY	11/25/2022	Bank Draft	0.00	517.08	MBD11.25.202
02318	AMAZON	11/25/2022	Bank Draft	0.00	29.97	MBD11.25.202
02482	JJ KELLER & ASSOCIATES	11/25/2022	Bank Draft	0.00	148.41	MBD11.25.202
01074	SAM'S CLUB/SYNCHRONY BANK	11/25/2022	Bank Draft	0.00	136.54	MBD11.25.202
01074	SAM'S CLUB/SYNCHRONY BANK	11/25/2022	Bank Draft	0.00	288.59	MBD11.25.202
01040	HOME DEPOT CREDIT SERVICES	11/25/2022	Bank Draft	0.00	168.50	MBD11.25.202
01349	ILLINOIS ASSOCIATION OF PARK DISTRICTS	11/25/2022	Bank Draft	0.00	215.00	MBD11.25.202
01063	PDRMA	11/25/2022	Bank Draft	0.00	65.00	MBD11.25.202
02318	AMAZON	11/25/2022	Bank Draft	0.00	193.29	MBD11.25.202
02764	AWARD COM	11/25/2022	Bank Draft	0.00	80.12	MBD11.25.202
02688	STRIDE EVENTS	11/25/2022	Bank Draft	0.00	15.00	MBD11.25.202
02318	AMAZON	11/25/2022	Bank Draft	0.00	15.79	MBD11.25.202
02765	FIVEBELOW.COM	11/25/2022	Bank Draft	0.00	30.75	MBD11.25.202
02318	AMAZON	11/25/2022	Bank Draft	0.00	11.81	MBD11.25.202
02318	AMAZON	11/25/2022	Bank Draft	0.00	43.94	MBD11.25.202
02318	AMAZON	11/25/2022	Bank Draft	0.00	87.00	MBD11.25.202
02187	SAMANTHA'S DECORATIONS LLC	11/25/2022	Bank Draft	0.00	381.50	MBD11.25.202
02333	TONYS FRESH MARKET	11/25/2022	Bank Draft	0.00	81.97	MBD11.25.202
02318	AMAZON	11/25/2022	Bank Draft	0.00	23.37	MBD11.25.202
02768	RED APPLE RESTAURANT	11/25/2022	Bank Draft	0.00	537.11	MBD11.25.202
02761	EZ MAG GOLF CART COVER	11/25/2022	Bank Draft	0.00	244.00	MBD11.25.202
02318	AMAZON	11/25/2022	Bank Draft	0.00	109.99	MBD11.25.202
01022	COMCAST	11/25/2022	Bank Draft	0.00	335.40	MBD11.25.202
02333	TONYS FRESH MARKET	11/25/2022	Bank Draft	0.00	126.57	MBD11.25.202
02318	AMAZON	11/25/2022	Bank Draft	0.00	59.99	MBD11.25.202
02318	AMAZON	11/25/2022	Bank Draft	0.00	74.95	MBD11.25.202
02714	GRAFE AUCTION CO	11/25/2022	Bank Draft	0.00	653.72	MBD11.25.202
02550	FIRESIDETHEATRE.COM	11/25/2022	Bank Draft	0.00	1,536.60	MBD11.25.202
02550	FIRESIDETHEATRE.COM	11/25/2022	Bank Draft	0.00	25.00	MBD11.25.202
02550	FIRESIDETHEATRE.COM	11/25/2022	Bank Draft	0.00	25.00	MBD11.25.202
01043	ILLINOIS PARKS AND RECREATION ASSOCIATION	11/25/2022	Bank Draft	0.00	264.00	MBD11.25.202
02688	STRIDE EVENTS	11/25/2022	Bank Draft	0.00	15.00	MBD11.25.202
02497	PARAMOUNT THEATRE	11/25/2022	Bank Draft	0.00	465.00	MBD11.25.202
02403	ADOBE	11/25/2022	Bank Draft	0.00	15.93	MBD11.25.202
02193	ARLINGTON PIPE AND CIGAR LOUNGE	11/25/2022	Bank Draft	0.00	385.45	MBD11.25.202
02193	ARLINGTON PIPE AND CIGAR LOUNGE	11/25/2022	Bank Draft	0.00	364.20	MBD11.25.202
02318	AMAZON	11/25/2022	Bank Draft	0.00	49.55	MBD11.25.202

## Check Report

Date Range: 11/01/2022 - 11/30/2022

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
02318	AMAZON	11/25/2022	Bank Draft	0.00	26.82	MBD11.25.202
02318	AMAZON	11/25/2022	Bank Draft	0.00	14.94	MBD11.25.202
01198	MIGHTY MITES	11/25/2022	Bank Draft	0.00	122.00	MBD11.25.202
02771	HEINLEIN SUPPLY CO	11/25/2022	Bank Draft	0.00	2,035.00	MBD11.25.202
02318	AMAZON	11/25/2022	Bank Draft	0.00	22.99	MBD11.25.202
02550	FIRESIDETHEATRE.COM	11/25/2022	Bank Draft	0.00	25.00	MBD11.25.202
01136	SUNBURST SPORTSWEAR	11/25/2022	Bank Draft	0.00	1,327.48	MBD11.25.202
02318	AMAZON	11/25/2022	Bank Draft	0.00	15.99	MBD11.25.202
02325	JEWEL OSCO	11/25/2022	Bank Draft	0.00	53.49	MBD11.25.202
02318	AMAZON	11/25/2022	Bank Draft	0.00	149.51	MBD11.25.202
02127	DIRECTV	11/25/2022	Bank Draft	0.00	216.98	MBD11.25.202
02318	AMAZON	11/25/2022	Bank Draft	0.00	54.83	MBD11.25.202
02398	WALMART	11/25/2022	Bank Draft	0.00	9.76	MBD11.25.202
02398	WALMART	11/25/2022	Bank Draft	0.00	7.28	MBD11.25.202
02398	WALMART	11/25/2022	Bank Draft	0.00	25.92	MBD11.25.202
02398	WALMART	11/25/2022	Bank Draft	0.00	111.45	MBD11.25.202
01040	HOME DEPOT CREDIT SERVICES	11/25/2022	Bank Draft	0.00	194.49	MBD11.25.202
02756	MENTAL HEALTH RESO	11/25/2022	Bank Draft	0.00	60.00	MBD11.25.202
02333	TONYS FRESH MARKET	11/25/2022	Bank Draft	0.00	219.89	MBD11.25.202
02333	TONYS FRESH MARKET	11/25/2022	Bank Draft	0.00	49.37	MBD11.25.202
02318	AMAZON	11/25/2022	Bank Draft	0.00	46.19	MBD11.25.202
02759	COKER SERVICE, INC	11/25/2022	Bank Draft	0.00	135.00	MBD11.25.202
01120	REPUBLIC SERVICES INC	11/25/2022	Bank Draft	0.00	562.08	MBD11.25.202
01120	REPUBLIC SERVICES INC	11/25/2022	Bank Draft	0.00	299.82	MBD11.25.202
02333	TONYS FRESH MARKET	11/25/2022	Bank Draft	0.00	158.12	MBD11.25.202
01057	NAPA HEIGHTS AUTOMOTIVE	11/25/2022	Bank Draft	0.00	19.82	MBD11.25.202
02641	SIGNS BY TOMORROW	11/25/2022	Bank Draft	0.00	1,262.07	MBD11.25.202
02759	COKER SERVICE, INC	11/25/2022	Bank Draft	0.00	270.00	MBD11.25.202
02760	BRIDAL EXPO	11/25/2022	Bank Draft	0.00	1,040.00	MBD11.25.202
01081	VILLAGE OF MOUNT PROSPECT	11/25/2022	Bank Draft	0.00	1,199.32	MBD11.25.202
01081	VILLAGE OF MOUNT PROSPECT	11/25/2022	Bank Draft	0.00	531.50	MBD11.25.202
01081	VILLAGE OF MOUNT PROSPECT	11/25/2022	Bank Draft	0.00	306.50	MBD11.25.202
01040	HOME DEPOT CREDIT SERVICES	11/25/2022	Bank Draft	0.00	255.36	MBD11.25.202
01022	COMCAST	11/25/2022	Bank Draft	0.00	10.45	MBD11.25.202
02329	DOLLAR TREE	11/25/2022	Bank Draft	0.00	20.00	MBD11.25.202
02757	TIANYU ARTS & CULTURE	11/25/2022	Bank Draft	0.00	148.32	MBD11.25.202
02318	AMAZON	11/25/2022	Bank Draft	0.00	51.96	MBD11.25.202
02328	FUN EXPRESS	11/25/2022	Bank Draft	0.00	253.39	MBD11.25.202
02755	LD'S BBQ LLC	11/25/2022	Bank Draft	0.00	537.41	MBD11.25.202
02754	ELEGANT FARMER	11/25/2022	Bank Draft	0.00	42.00	MBD11.25.202
02772	SUNNY ACRES FARM	11/25/2022	Bank Draft	0.00	300.00	MBD11.25.202
02333	TONYS FRESH MARKET	11/25/2022	Bank Draft	0.00	129.93	MBD11.25.202
01043	ILLINOIS PARKS AND RECREATION ASSOCIATION	11/25/2022	Bank Draft	0.00	40.00	MBD11.25.202
02318	AMAZON	11/25/2022	Bank Draft	0.00	47.98	MBD11.25.202
02467	GOEBBERTS FARM	11/25/2022	Bank Draft	0.00	578.96	MBD11.25.202
01022	COMCAST	11/25/2022	Bank Draft	0.00	89.62	MBD11.25.202
02335	REVOLUTION DANCEWEAR	11/25/2022	Bank Draft	0.00	668.40	MBD11.25.202
02333	TONYS FRESH MARKET	11/25/2022	Bank Draft	0.00	229.98	MBD11.25.202
02327	DISCOUNT SCHOOL SUPPLY	11/25/2022	Bank Draft	0.00	111.45	MBD11.25.202
02318	AMAZON	11/25/2022	Bank Draft	0.00	33.63	MBD11.25.202
02326	WALGREENS	11/25/2022	Bank Draft	0.00	6.27	MBD11.25.202
01040	HOME DEPOT CREDIT SERVICES	11/25/2022	Bank Draft	0.00	8.22	MBD11.25.202
01040	HOME DEPOT CREDIT SERVICES	11/25/2022	Bank Draft	0.00	206.14	MBD11.25.202
02329	DOLLAR TREE	11/25/2022	Bank Draft	0.00	10.50	MBD11.25.202
02612	EPIC SPORTS	11/25/2022	Bank Draft	0.00	221.11	MBD11.25.202
02318	AMAZON	11/25/2022	Bank Draft	0.00	-15.99	MBD11.25.202
01079	ACUSHNET COMPANY	11/25/2022	Bank Draft	0.00	912.71	MBD11.25.202
01079	ACUSHNET COMPANY	11/25/2022	Bank Draft	0.00	1,235.81	MBD11.25.202
01079	ACUSHNET COMPANY	11/25/2022	Bank Draft	0.00	50.21	MBD11.25.202
01079	ACUSHNET COMPANY	11/25/2022	Bank Draft	0.00	79.17	MBD11.25.202
02333	TONYS FRESH MARKET	11/25/2022	Bank Draft	0.00	51.92	MBD11.25.202

## Check Report

Date Range: 11/01/2022 - 11/30/2022

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
01063	PDRMA	11/25/2022	Bank Draft	0.00	25.00	MBD11.25.202
01022	COMCAST	11/25/2022	Bank Draft	0.00	223.32	MBD11.25.202
02403	ADOBE	11/25/2022	Bank Draft	0.00	-138.86	MBD11.25.202
02770	MEIJER	11/25/2022	Bank Draft	0.00	38.92	MBD11.25.202
02477	NAME BADGES INC	11/25/2022	Bank Draft	0.00	38.42	MBD11.25.202
02327	DISCOUNT SCHOOL SUPPLY	11/25/2022	Bank Draft	0.00	36.55	MBD11.25.202
02403	ADOBE	11/25/2022	Bank Draft	0.00	637.37	MBD11.25.202
02318	AMAZON	11/25/2022	Bank Draft	0.00	30.98	MBD11.25.202
02427	DAS DUTCHMAN ESSENHAUS	11/25/2022	Bank Draft	0.00	507.83	MBD11.25.202
02428	MUSIC THEATER WORKS	11/25/2022	Bank Draft	0.00	968.00	MBD11.25.202
02333	TONYS FRESH MARKET	11/25/2022	Bank Draft	0.00	110.46	MBD11.25.202
02318	AMAZON	11/25/2022	Bank Draft	0.00	9.99	MBD11.25.202
02318	AMAZON	11/25/2022	Bank Draft	0.00	29.99	MBD11.25.202
02318	AMAZON	11/25/2022	Bank Draft	0.00	425.92	MBD11.25.202
02318	AMAZON	11/25/2022	Bank Draft	0.00	9.98	MBD11.25.202
02318	AMAZON	11/25/2022	Bank Draft	0.00	106.20	MBD11.25.202

## 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	137	137	0.00	34,979.99
EFT's	0	0	0.00	0.00
	<b>137</b>	<b>137</b>	<b>0.00</b>	<b>34,979.99</b>

## All Bank Codes Check Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	92	62	0.00	180,587.51
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	150	150	0.00	1,204,637.28
EFT's	0	0	0.00	0.00
	<b>242</b>	<b>212</b>	<b>0.00</b>	<b>1,385,224.79</b>

## Fund Summary

Fund	Name	Period	Amount
950	POOLED CASH FUND	11/2022	1,385,224.79
			<b>1,385,224.79</b>



Prospect Heights Park District, IL

# Income Statement Group Summary

For Fiscal: 2022 Period Ending: 11/30/2022

Account Type	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
<b>Department: 02 - RECREATION/GENERAL</b>					
Revenue	852,145.00	852,145.00	-43,653.38	473,597.90	378,547.10
Expense	658,495.00	658,495.00	46,434.52	598,852.00	59,643.00
<b>Department: 02 - RECREATION/GENERAL Surplus (Deficit):</b>	<b>193,650.00</b>	<b>193,650.00</b>	<b>-90,087.90</b>	<b>-125,254.10</b>	<b>318,904.10</b>
<b>Department: 03 - PRESCHOOL CREATIVE KIDS</b>					
Revenue	100,641.00	100,641.00	7,177.64	82,414.74	18,226.26
Expense	77,894.00	77,894.00	7,432.74	69,547.32	8,346.68
<b>Department: 03 - PRESCHOOL CREATIVE KIDS Surplus (Deficit):</b>	<b>22,747.00</b>	<b>22,747.00</b>	<b>-255.10</b>	<b>12,867.42</b>	<b>9,879.58</b>
<b>Department: 04 - KINDERSTOP</b>					
Revenue	186,912.00	186,912.00	23,483.75	197,267.41	-10,355.41
Expense	119,344.00	119,344.00	11,354.10	112,696.84	6,647.16
<b>Department: 04 - KINDERSTOP Surplus (Deficit):</b>	<b>67,568.00</b>	<b>67,568.00</b>	<b>12,129.65</b>	<b>84,570.57</b>	<b>-17,002.57</b>
<b>Department: 05 - YOUTH PROGRAMS</b>					
Revenue	31,650.00	31,650.00	7,323.61	26,140.01	5,509.99
Expense	28,559.00	28,559.00	1,574.66	19,397.20	9,161.80
<b>Department: 05 - YOUTH PROGRAMS Surplus (Deficit):</b>	<b>3,091.00</b>	<b>3,091.00</b>	<b>5,748.95</b>	<b>6,742.81</b>	<b>-3,651.81</b>
<b>Department: 06 - DANCE</b>					
Revenue	56,189.00	56,189.00	11,493.86	70,039.23	-13,850.23
Expense	46,074.00	46,074.00	8,556.82	56,733.56	-10,659.56
<b>Department: 06 - DANCE Surplus (Deficit):</b>	<b>10,115.00</b>	<b>10,115.00</b>	<b>2,937.04</b>	<b>13,305.67</b>	<b>-3,190.67</b>
<b>Department: 07 - ATHLETIC</b>					
Revenue	45,029.00	45,029.00	3,242.87	39,847.72	5,181.28
Expense	31,239.00	31,239.00	3,089.99	21,717.12	9,521.88
<b>Department: 07 - ATHLETIC Surplus (Deficit):</b>	<b>13,790.00</b>	<b>13,790.00</b>	<b>152.88</b>	<b>18,130.60</b>	<b>-4,340.60</b>
<b>Department: 08 - PERFORMING ARTS</b>					
Revenue	47,420.00	47,420.00	0.00	65,622.00	-18,202.00
Expense	33,813.00	33,813.00	199.96	31,121.44	2,691.56
<b>Department: 08 - PERFORMING ARTS Surplus (Deficit):</b>	<b>13,607.00</b>	<b>13,607.00</b>	<b>-199.96</b>	<b>34,500.56</b>	<b>-20,893.56</b>
<b>Department: 09 - CONCESSIONS</b>					
Revenue	28,700.00	28,700.00	0.00	29,470.32	-770.32
Expense	27,099.00	27,099.00	801.36	33,270.08	-6,171.08
<b>Department: 09 - CONCESSIONS Surplus (Deficit):</b>	<b>1,601.00</b>	<b>1,601.00</b>	<b>-801.36</b>	<b>-3,799.76</b>	<b>5,400.76</b>
<b>Department: 10 - AQUATICS</b>					
Revenue	99,670.00	99,670.00	0.00	95,886.82	3,783.18
Expense	179,660.00	179,660.00	4,007.55	149,769.16	29,890.84
<b>Department: 10 - AQUATICS Surplus (Deficit):</b>	<b>-79,990.00</b>	<b>-79,990.00</b>	<b>-4,007.55</b>	<b>-53,882.34</b>	<b>-26,107.66</b>
<b>Department: 11 - ACTIVE ADULTS</b>					
Revenue	81,394.00	81,394.00	3,051.00	62,800.00	18,594.00
Expense	86,885.00	86,885.00	7,996.81	73,975.35	12,909.65
<b>Department: 11 - ACTIVE ADULTS Surplus (Deficit):</b>	<b>-5,491.00</b>	<b>-5,491.00</b>	<b>-4,945.81</b>	<b>-11,175.35</b>	<b>5,684.35</b>
<b>Department: 12 - SPECIAL EVENTS</b>					
Revenue	11,465.00	11,465.00	1,323.25	10,410.20	1,054.80
Expense	15,410.00	15,410.00	3,644.64	19,012.77	-3,602.77
<b>Department: 12 - SPECIAL EVENTS Surplus (Deficit):</b>	<b>-3,945.00</b>	<b>-3,945.00</b>	<b>-2,321.39</b>	<b>-8,602.57</b>	<b>4,657.57</b>
<b>Department: 13 - FITNESS CENTER</b>					
Revenue	36,680.00	36,680.00	1,792.09	21,575.89	15,104.11
Expense	41,634.00	41,634.00	3,212.10	34,255.79	7,378.21
<b>Department: 13 - FITNESS CENTER Surplus (Deficit):</b>	<b>-4,954.00</b>	<b>-4,954.00</b>	<b>-1,420.01</b>	<b>-12,679.90</b>	<b>7,725.90</b>



# Income Statement

For Fiscal: 2022 Period Ending: 11/30/2022

Account Type	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
<b>Department: 14 - SUMMER CAMP</b>					
Revenue	285,618.00	285,618.00	0.00	350,956.40	-65,338.40
Expense	189,659.00	189,659.00	1,164.04	205,595.72	-15,936.72
<b>Department: 14 - SUMMER CAMP Surplus (Deficit):</b>	<b>95,959.00</b>	<b>95,959.00</b>	<b>-1,164.04</b>	<b>145,360.68</b>	<b>-49,401.68</b>
<b>Department: 30 - PARKS</b>					
Revenue	9,500.00	9,500.00	0.00	9,058.80	441.20
Expense	201,729.00	201,729.00	12,520.13	144,125.68	57,603.32
<b>Department: 30 - PARKS Surplus (Deficit):</b>	<b>-192,229.00</b>	<b>-192,229.00</b>	<b>-12,520.13</b>	<b>-135,066.88</b>	<b>-57,162.12</b>
<b>Department: 40 - GOLF</b>					
Revenue	1,034,400.00	1,034,400.00	37,000.50	1,138,026.45	-103,626.45
Expense	839,816.00	839,816.00	43,399.91	556,215.86	283,600.14
<b>Department: 40 - GOLF Surplus (Deficit):</b>	<b>194,584.00</b>	<b>194,584.00</b>	<b>-6,399.41</b>	<b>581,810.59</b>	<b>-387,226.59</b>
<b>Department: 41 - GROUNDS</b>					
Expense	563,713.00	563,713.00	50,251.83	558,977.07	4,735.93
<b>Department: 41 - GROUNDS Total:</b>	<b>563,713.00</b>	<b>563,713.00</b>	<b>50,251.83</b>	<b>558,977.07</b>	<b>4,735.93</b>
<b>Department: 42 - PRO SHOP</b>					
Revenue	123,000.00	123,000.00	20,291.23	145,936.34	-22,936.34
Expense	98,400.00	98,400.00	13,447.20	104,924.17	-6,524.17
<b>Department: 42 - PRO SHOP Surplus (Deficit):</b>	<b>24,600.00</b>	<b>24,600.00</b>	<b>6,844.03</b>	<b>41,012.17</b>	<b>-16,412.17</b>
<b>Department: 43 - HOOK A KID</b>					
Revenue	90,000.00	90,000.00	570.00	107,200.50	-17,200.50
Expense	76,400.00	76,400.00	3,807.50	72,740.86	3,659.14
<b>Department: 43 - HOOK A KID Surplus (Deficit):</b>	<b>13,600.00</b>	<b>13,600.00</b>	<b>-3,237.50</b>	<b>34,459.64</b>	<b>-20,859.64</b>
<b>Department: 44 - WARM UP RANGE</b>					
Revenue	20,000.00	20,000.00	350.00	38,239.48	-18,239.48
Expense	11,000.00	11,000.00	7.80	10,027.82	972.18
<b>Department: 44 - WARM UP RANGE Surplus (Deficit):</b>	<b>9,000.00</b>	<b>9,000.00</b>	<b>342.20</b>	<b>28,211.66</b>	<b>-19,211.66</b>
<b>Department: 45 - FOOD AND BEVERAGE</b>					
Revenue	958,000.00	958,000.00	37,071.22	872,100.24	85,899.76
Expense	550,933.00	550,933.00	35,988.26	573,577.00	-22,644.00
<b>Department: 45 - FOOD AND BEVERAGE Surplus (Deficit):</b>	<b>407,067.00</b>	<b>407,067.00</b>	<b>1,082.96</b>	<b>298,523.24</b>	<b>108,543.76</b>
<b>Total Surplus (Deficit):</b>	<b>220,657.00</b>	<b>220,657.00</b>	<b>-148,374.28</b>	<b>390,057.64</b>	

**Fund Summary**

<b>Fund</b>	<b>Original Total Budget</b>	<b>Current Total Budget</b>	<b>MTD Activity</b>	<b>YTD Activity</b>	<b>Budget Remaining</b>
200 - RECREATION FUND	135,519.00	135,519.00	-96,754.73	-34,982.59	170,501.59
300 - GOLF	85,138.00	85,138.00	-51,619.55	425,040.23	-339,902.23
<b>Total Surplus (Deficit):</b>	<b>220,657.00</b>	<b>220,657.00</b>	<b>-148,374.28</b>	<b>390,057.64</b>	



Prospect Heights Park District, IL

# Income Statement Group Summary

For Fiscal: 2022 Period Ending: 11/30/2022

Category	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
<b>Fund: 100 - CORPORATE FUND</b>					
<b>Revenue</b>					
10 - TAXES	1,019,970.00	1,019,970.00	25,523.83	592,479.52	427,490.48
20 - INTEREST	8,000.00	8,000.00	859.95	9,555.06	-1,555.06
35 - ADDITIONAL	0.00	0.00	0.00	2,521.53	-2,521.53
<b>Revenue Total:</b>	<b>1,027,970.00</b>	<b>1,027,970.00</b>	<b>26,383.78</b>	<b>604,556.11</b>	<b>423,413.89</b>
<b>Expense</b>					
50 - PERSONNEL SERVICES	358,390.00	358,390.00	29,481.33	310,262.83	48,127.17
51 - BENEFITS	42,964.00	42,964.00	4,519.15	38,072.56	4,891.44
52 - CONTRACTED SERVICES	198,824.00	198,824.00	23,708.71	208,013.82	-9,189.82
60 - COMMODITIES	32,075.00	32,075.00	805.04	20,891.64	11,183.36
65 - GENERAL EXPENDITURES	145,000.00	145,000.00	0.00	115,000.00	30,000.00
<b>Expense Total:</b>	<b>777,253.00</b>	<b>777,253.00</b>	<b>58,514.23</b>	<b>692,240.85</b>	<b>85,012.15</b>
<b>Fund: 100 - CORPORATE FUND Surplus (Deficit):</b>	<b>250,717.00</b>	<b>250,717.00</b>	<b>-32,130.45</b>	<b>-87,684.74</b>	<b>338,401.74</b>
<b>Fund: 200 - RECREATION FUND</b>					
<b>Revenue</b>					
10 - TAXES	804,500.00	804,500.00	-50,096.89	415,548.66	388,951.34
30 - RENTAL	54,185.00	54,185.00	6,802.36	54,786.56	-601.56
35 - ADDITIONAL	19,335.00	19,335.00	930.40	27,960.25	-8,625.25
41 - PROGRAM REVENUES	966,293.00	966,293.00	57,598.82	1,007,321.65	-41,028.65
42 - RERESHMENT REVENUE	28,700.00	28,700.00	0.00	29,470.32	-770.32
<b>Revenue Total:</b>	<b>1,873,013.00</b>	<b>1,873,013.00</b>	<b>15,234.69</b>	<b>1,535,087.44</b>	<b>337,925.56</b>
<b>Expense</b>					
50 - PERSONNEL SERVICES	1,115,620.00	1,115,620.00	70,030.82	1,021,858.95	93,761.05
51 - BENEFITS	130,236.00	130,236.00	11,668.98	119,324.77	10,911.23
52 - CONTRACTED SERVICES	314,865.00	314,865.00	15,814.11	267,121.14	47,743.86
60 - COMMODITIES	153,233.00	153,233.00	12,929.35	131,417.76	21,815.24
65 - GENERAL EXPENDITURES	23,540.00	23,540.00	1,546.16	30,347.41	-6,807.41
<b>Expense Total:</b>	<b>1,737,494.00</b>	<b>1,737,494.00</b>	<b>111,989.42</b>	<b>1,570,070.03</b>	<b>167,423.97</b>
<b>Fund: 200 - RECREATION FUND Surplus (Deficit):</b>	<b>135,519.00</b>	<b>135,519.00</b>	<b>-96,754.73</b>	<b>-34,982.59</b>	<b>170,501.59</b>
<b>Fund: 300 - GOLF</b>					
<b>Revenue</b>					
30 - RENTAL	15,000.00	15,000.00	900.00	27,265.00	-12,265.00
35 - ADDITIONAL	4,400.00	4,400.00	217.86	3,239.68	1,160.32
41 - PROGRAM REVENUES	2,051,000.00	2,051,000.00	88,856.82	2,068,687.44	-17,687.44
42 - RERESHMENT REVENUE	155,000.00	155,000.00	5,308.27	202,310.89	-47,310.89
<b>Revenue Total:</b>	<b>2,225,400.00</b>	<b>2,225,400.00</b>	<b>95,282.95</b>	<b>2,301,503.01</b>	<b>-76,103.01</b>
<b>Expense</b>					
50 - PERSONNEL SERVICES	540,899.00	540,899.00	40,499.46	486,786.76	54,112.24
51 - BENEFITS	87,978.00	87,978.00	7,930.40	78,311.86	9,666.14
52 - CONTRACTED SERVICES	661,085.00	661,085.00	29,871.09	638,082.24	23,002.76
60 - COMMODITIES	567,300.00	567,300.00	64,778.36	625,346.89	-58,046.89
65 - GENERAL EXPENDITURES	283,000.00	283,000.00	3,823.19	47,935.03	235,064.97
<b>Expense Total:</b>	<b>2,140,262.00</b>	<b>2,140,262.00</b>	<b>146,902.50</b>	<b>1,876,462.78</b>	<b>263,799.22</b>
<b>Fund: 300 - GOLF Surplus (Deficit):</b>	<b>85,138.00</b>	<b>85,138.00</b>	<b>-51,619.55</b>	<b>425,040.23</b>	<b>-339,902.23</b>
<b>Fund: 404 - AUDITNG FUND</b>					
<b>Revenue</b>					
10 - TAXES	21,000.00	21,000.00	-1,563.86	9,376.37	11,623.63
<b>Revenue Total:</b>	<b>21,000.00</b>	<b>21,000.00</b>	<b>-1,563.86</b>	<b>9,376.37</b>	<b>11,623.63</b>

## Income Statement

For Fiscal: 2022 Period Ending: 11/30/2022

Category	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
<b>Expense</b>					
52 - CONTRACTED SERVICES	17,250.00	17,250.00	0.00	2,250.00	15,000.00
<b>Expense Total:</b>	<b>17,250.00</b>	<b>17,250.00</b>	<b>0.00</b>	<b>2,250.00</b>	<b>15,000.00</b>
<b>Fund: 404 - AUDITNG FUND Surplus (Deficit):</b>	<b>3,750.00</b>	<b>3,750.00</b>	<b>-1,563.86</b>	<b>7,126.37</b>	<b>-3,376.37</b>
<b>Fund: 405 - PAVING &amp; LIGHTING FUND</b>					
<b>Revenue</b>					
10 - TAXES	10,000.00	10,000.00	253.97	5,570.24	4,429.76
<b>Revenue Total:</b>	<b>10,000.00</b>	<b>10,000.00</b>	<b>253.97</b>	<b>5,570.24</b>	<b>4,429.76</b>
<b>Expense</b>					
52 - CONTRACTED SERVICES	2,536.00	2,536.00	23.05	1,417.28	1,118.72
60 - COMMODITIES	7,000.00	7,000.00	6,200.00	6,200.00	800.00
<b>Expense Total:</b>	<b>9,536.00</b>	<b>9,536.00</b>	<b>6,223.05</b>	<b>7,617.28</b>	<b>1,918.72</b>
<b>Fund: 405 - PAVING &amp; LIGHTING FUND Surplus (Deficit):</b>	<b>464.00</b>	<b>464.00</b>	<b>-5,969.08</b>	<b>-2,047.04</b>	<b>2,511.04</b>
<b>Fund: 406 - LIABILITY INSURANCE FUND</b>					
<b>Revenue</b>					
10 - TAXES	105,000.00	105,000.00	2,666.68	57,949.90	47,050.10
35 - ADDITIONAL	0.00	0.00	0.00	12,027.78	-12,027.78
<b>Revenue Total:</b>	<b>105,000.00</b>	<b>105,000.00</b>	<b>2,666.68</b>	<b>69,977.68</b>	<b>35,022.32</b>
<b>Expense</b>					
50 - PERSONNEL SERVICES	15,000.00	15,000.00	1,221.92	15,455.92	-455.92
52 - CONTRACTED SERVICES	77,859.00	77,859.00	2,000.00	51,297.31	26,561.69
60 - COMMODITIES	3,500.00	3,500.00	0.00	218.29	3,281.71
<b>Expense Total:</b>	<b>96,359.00</b>	<b>96,359.00</b>	<b>3,221.92</b>	<b>66,971.52</b>	<b>29,387.48</b>
<b>Fund: 406 - LIABILITY INSURANCE FUND Surplus (Deficit):</b>	<b>8,641.00</b>	<b>8,641.00</b>	<b>-555.24</b>	<b>3,006.16</b>	<b>5,634.84</b>
<b>Fund: 407 - IMRF FUND</b>					
<b>Revenue</b>					
10 - TAXES	120,000.00	120,000.00	3,047.63	65,597.68	54,402.32
<b>Revenue Total:</b>	<b>120,000.00</b>	<b>120,000.00</b>	<b>3,047.63</b>	<b>65,597.68</b>	<b>54,402.32</b>
<b>Expense</b>					
51 - BENEFITS	137,311.00	137,311.00	12,131.39	118,719.41	18,591.59
<b>Expense Total:</b>	<b>137,311.00</b>	<b>137,311.00</b>	<b>12,131.39</b>	<b>118,719.41</b>	<b>18,591.59</b>
<b>Fund: 407 - IMRF FUND Surplus (Deficit):</b>	<b>-17,311.00</b>	<b>-17,311.00</b>	<b>-9,083.76</b>	<b>-53,121.73</b>	<b>35,810.73</b>
<b>Fund: 408 - POLICE FUND</b>					
<b>Revenue</b>					
10 - TAXES	10,000.00	10,000.00	253.97	5,233.31	4,766.69
<b>Revenue Total:</b>	<b>10,000.00</b>	<b>10,000.00</b>	<b>253.97</b>	<b>5,233.31</b>	<b>4,766.69</b>
<b>Expense</b>					
50 - PERSONNEL SERVICES	37,441.00	37,441.00	2,957.85	31,258.12	6,182.88
52 - CONTRACTED SERVICES	14,260.00	14,260.00	200.00	12,105.96	2,154.04
<b>Expense Total:</b>	<b>51,701.00</b>	<b>51,701.00</b>	<b>3,157.85</b>	<b>43,364.08</b>	<b>8,336.92</b>
<b>Fund: 408 - POLICE FUND Surplus (Deficit):</b>	<b>-41,701.00</b>	<b>-41,701.00</b>	<b>-2,903.88</b>	<b>-38,130.77</b>	<b>-3,570.23</b>
<b>Fund: 409 - MUSEUM FUND</b>					
<b>Revenue</b>					
10 - TAXES	1,000.00	1,000.00	25.40	574.51	425.49
<b>Revenue Total:</b>	<b>1,000.00</b>	<b>1,000.00</b>	<b>25.40</b>	<b>574.51</b>	<b>425.49</b>
<b>Expense</b>					
50 - PERSONNEL SERVICES	7,000.00	7,000.00	0.00	0.00	7,000.00
<b>Expense Total:</b>	<b>7,000.00</b>	<b>7,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>7,000.00</b>
<b>Fund: 409 - MUSEUM FUND Surplus (Deficit):</b>	<b>-6,000.00</b>	<b>-6,000.00</b>	<b>25.40</b>	<b>574.51</b>	<b>-6,574.51</b>
<b>Fund: 410 - SPECIAL RECREATION FUND</b>					
<b>Revenue</b>					
10 - TAXES	156,784.00	156,784.00	-6,696.54	75,425.39	81,358.61
<b>Revenue Total:</b>	<b>156,784.00</b>	<b>156,784.00</b>	<b>-6,696.54</b>	<b>75,425.39</b>	<b>81,358.61</b>

# Income Statement

For Fiscal: 2022 Period Ending: 11/30/2022

Category	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
<b>Expense</b>					
52 - CONTRACTED SERVICES	9,000.00	9,000.00	240.00	3,440.00	5,560.00
60 - COMMODITIES	10,000.00	10,000.00	0.00	10,000.00	0.00
65 - GENERAL EXPENDITURES	78,647.00	78,647.00	0.00	63,093.85	15,553.15
80 - CAPITAL IMPROVEMENTS	62,500.00	62,500.00	0.00	6,365.00	56,135.00
<b>Expense Total:</b>	<b>160,147.00</b>	<b>160,147.00</b>	<b>240.00</b>	<b>82,898.85</b>	<b>77,248.15</b>
<b>Fund: 410 - SPECIAL RECREATION FUND Surplus (Deficit):</b>	<b>-3,363.00</b>	<b>-3,363.00</b>	<b>-6,936.54</b>	<b>-7,473.46</b>	<b>4,110.46</b>
<b>Fund: 411 - SOCIAL SECURITY FUND</b>					
<b>Revenue</b>					
10 - TAXES	150,000.00	150,000.00	3,809.54	82,107.51	67,892.49
<b>Revenue Total:</b>	<b>150,000.00</b>	<b>150,000.00</b>	<b>3,809.54</b>	<b>82,107.51</b>	<b>67,892.49</b>
<b>Expense</b>					
51 - BENEFITS	150,000.00	150,000.00	11,146.60	146,255.97	3,744.03
<b>Expense Total:</b>	<b>150,000.00</b>	<b>150,000.00</b>	<b>11,146.60</b>	<b>146,255.97</b>	<b>3,744.03</b>
<b>Fund: 411 - SOCIAL SECURITY FUND Surplus (Deficit):</b>	<b>0.00</b>	<b>0.00</b>	<b>-7,337.06</b>	<b>-64,148.46</b>	<b>64,148.46</b>
<b>Fund: 412 - MEMORIAL FUND</b>					
<b>Revenue</b>					
35 - ADDITIONAL	1,000.00	1,000.00	0.00	2,000.00	-1,000.00
<b>Revenue Total:</b>	<b>1,000.00</b>	<b>1,000.00</b>	<b>0.00</b>	<b>2,000.00</b>	<b>-1,000.00</b>
<b>Expense</b>					
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	45.99	1,154.01
60 - COMMODITIES	700.00	700.00	0.00	1,149.35	-449.35
<b>Expense Total:</b>	<b>4,900.00</b>	<b>4,900.00</b>	<b>0.00</b>	<b>1,195.34</b>	<b>3,704.66</b>
<b>Fund: 412 - MEMORIAL FUND Surplus (Deficit):</b>	<b>-3,900.00</b>	<b>-3,900.00</b>	<b>0.00</b>	<b>804.66</b>	<b>-4,704.66</b>
<b>Fund: 413 - COMMUNITY EVENTS</b>					
<b>Revenue</b>					
35 - ADDITIONAL	14,500.00	14,500.00	10,433.63	12,733.63	1,766.37
41 - PROGRAM REVENUES	11,180.00	11,180.00	0.00	12,847.45	-1,667.45
<b>Revenue Total:</b>	<b>25,680.00</b>	<b>25,680.00</b>	<b>10,433.63</b>	<b>25,581.08</b>	<b>98.92</b>
<b>Expense</b>					
50 - PERSONNEL SERVICES	1,500.00	1,500.00	0.00	1,486.75	13.25
52 - CONTRACTED SERVICES	18,550.00	18,550.00	0.00	16,664.11	1,885.89
60 - COMMODITIES	4,000.00	4,000.00	0.00	4,267.14	-267.14
<b>Expense Total:</b>	<b>24,050.00</b>	<b>24,050.00</b>	<b>0.00</b>	<b>22,418.00</b>	<b>1,632.00</b>
<b>Fund: 413 - COMMUNITY EVENTS Surplus (Deficit):</b>	<b>1,630.00</b>	<b>1,630.00</b>	<b>10,433.63</b>	<b>3,163.08</b>	<b>-1,533.08</b>
<b>Fund: 518 - CAPITAL PROJECT FUND</b>					
<b>Revenue</b>					
35 - ADDITIONAL	1,182,475.00	1,182,475.00	0.00	15,625.00	1,166,850.00
37 - GENERAL REVENUE	225,356.00	225,356.00	0.00	0.00	225,356.00
<b>Revenue Total:</b>	<b>1,407,831.00</b>	<b>1,407,831.00</b>	<b>0.00</b>	<b>15,625.00</b>	<b>1,392,206.00</b>
<b>Expense</b>					
60 - COMMODITIES	34,496.00	34,496.00	0.00	36,353.81	-1,857.81
80 - CAPITAL IMPROVEMENTS	1,383,800.00	1,383,800.00	34,791.20	147,242.21	1,236,557.79
<b>Expense Total:</b>	<b>1,418,296.00</b>	<b>1,418,296.00</b>	<b>34,791.20</b>	<b>183,596.02</b>	<b>1,234,699.98</b>
<b>Fund: 518 - CAPITAL PROJECT FUND Surplus (Deficit):</b>	<b>-10,465.00</b>	<b>-10,465.00</b>	<b>-34,791.20</b>	<b>-167,971.02</b>	<b>157,506.02</b>
<b>Fund: 523 - CAPITAL 98 GOLF FUND</b>					
<b>Revenue</b>					
37 - GENERAL REVENUE	240,000.00	240,000.00	0.00	0.00	240,000.00
<b>Revenue Total:</b>	<b>240,000.00</b>	<b>240,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>240,000.00</b>
<b>Expense</b>					
80 - CAPITAL IMPROVEMENTS	125,500.00	125,500.00	0.00	75,364.13	50,135.87
<b>Expense Total:</b>	<b>125,500.00</b>	<b>125,500.00</b>	<b>0.00</b>	<b>75,364.13</b>	<b>50,135.87</b>
<b>Fund: 523 - CAPITAL 98 GOLF FUND Surplus (Deficit):</b>	<b>114,500.00</b>	<b>114,500.00</b>	<b>0.00</b>	<b>-75,364.13</b>	<b>189,864.13</b>

# Income Statement

For Fiscal: 2022 Period Ending: 11/30/2022

Category	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
<b>Fund: 608 - 2014B (2005B Refinance)</b>					
<b>Revenue</b>					
35 - ADDITIONAL	460,000.00	460,000.00	0.00	0.00	460,000.00
<b>Revenue Total:</b>	<b>460,000.00</b>	<b>460,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>460,000.00</b>
<b>Expense</b>					
52 - CONTRACTED SERVICES	1,500.00	1,500.00	475.00	475.00	1,025.00
65 - GENERAL EXPENDITURES	460,000.00	460,000.00	460,000.00	460,000.00	0.00
<b>Expense Total:</b>	<b>461,500.00</b>	<b>461,500.00</b>	<b>460,475.00</b>	<b>460,475.00</b>	<b>1,025.00</b>
<b>Fund: 608 - 2014B (2005B Refinance) Surplus (Deficit):</b>	<b>-1,500.00</b>	<b>-1,500.00</b>	<b>-460,475.00</b>	<b>-460,475.00</b>	<b>458,975.00</b>
<b>Fund: 612 - PREVIOUS YEAR ROLLOVER BOND</b>					
<b>Revenue</b>					
10 - TAXES	665,156.00	665,156.00	22,776.27	370,651.32	294,504.68
<b>Revenue Total:</b>	<b>665,156.00</b>	<b>665,156.00</b>	<b>22,776.27</b>	<b>370,651.32</b>	<b>294,504.68</b>
<b>Expense</b>					
65 - GENERAL EXPENDITURES	633,482.00	633,482.00	633,484.26	633,484.26	-2.26
<b>Expense Total:</b>	<b>633,482.00</b>	<b>633,482.00</b>	<b>633,484.26</b>	<b>633,484.26</b>	<b>-2.26</b>
<b>Fund: 612 - PREVIOUS YEAR ROLLOVER BOND Surplus (Deficit):</b>	<b>31,674.00</b>	<b>31,674.00</b>	<b>-610,707.99</b>	<b>-262,832.94</b>	<b>294,506.94</b>
<b>Fund: 613 - CURRENT ROLLOVER</b>					
<b>Revenue</b>					
35 - ADDITIONAL	665,156.00	665,156.00	642,600.00	642,600.00	22,556.00
<b>Revenue Total:</b>	<b>665,156.00</b>	<b>665,156.00</b>	<b>642,600.00</b>	<b>642,600.00</b>	<b>22,556.00</b>
<b>Expense</b>					
52 - CONTRACTED SERVICES	9,800.00	9,800.00	4,900.00	4,900.00	4,900.00
65 - GENERAL EXPENDITURES	655,356.00	655,356.00	0.00	0.00	655,356.00
<b>Expense Total:</b>	<b>665,156.00</b>	<b>665,156.00</b>	<b>4,900.00</b>	<b>4,900.00</b>	<b>660,256.00</b>
<b>Fund: 613 - CURRENT ROLLOVER Surplus (Deficit):</b>	<b>0.00</b>	<b>0.00</b>	<b>637,700.00</b>	<b>637,700.00</b>	<b>-637,700.00</b>
<b>Fund: 900 - CASH RESERVES</b>					
<b>Revenue</b>					
20 - INTEREST	0.00	0.00	2.96	32.89	-32.89
<b>Revenue Total:</b>	<b>0.00</b>	<b>0.00</b>	<b>2.96</b>	<b>32.89</b>	<b>-32.89</b>
<b>Fund: 900 - CASH RESERVES Total:</b>	<b>0.00</b>	<b>0.00</b>	<b>2.96</b>	<b>32.89</b>	<b>-32.89</b>
<b>Total Surplus (Deficit):</b>	<b>547,793.00</b>	<b>547,793.00</b>	<b>-672,666.35</b>	<b>-176,783.98</b>	

## Fund Summary

Fund	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
100 - CORPORATE FUND	250,717.00	250,717.00	-32,130.45	-87,684.74	338,401.74
200 - RECREATION FUND	135,519.00	135,519.00	-96,754.73	-34,982.59	170,501.59
300 - GOLF	85,138.00	85,138.00	-51,619.55	425,040.23	-339,902.23
404 - AUDITNG FUND	3,750.00	3,750.00	-1,563.86	7,126.37	-3,376.37
405 - PAVING & LIGHTING FU	464.00	464.00	-5,969.08	-2,047.04	2,511.04
406 - LIABILITY INSURANCE F	8,641.00	8,641.00	-555.24	3,006.16	5,634.84
407 - IMRF FUND	-17,311.00	-17,311.00	-9,083.76	-53,121.73	35,810.73
408 - POLICE FUND	-41,701.00	-41,701.00	-2,903.88	-38,130.77	-3,570.23
409 - MUSEUM FUND	-6,000.00	-6,000.00	25.40	574.51	-6,574.51
410 - SPECIAL RECREATION F	-3,363.00	-3,363.00	-6,936.54	-7,473.46	4,110.46
411 - SOCIAL SECURITY FUN	0.00	0.00	-7,337.06	-64,148.46	64,148.46
412 - MEMORIAL FUND	-3,900.00	-3,900.00	0.00	804.66	-4,704.66
413 - COMMUNITY EVENTS	1,630.00	1,630.00	10,433.63	3,163.08	-1,533.08
518 - CAPITAL PROJECT FUN	-10,465.00	-10,465.00	-34,791.20	-167,971.02	157,506.02
523 - CAPITAL 98 GOLF FUND	114,500.00	114,500.00	0.00	-75,364.13	189,864.13
608 - 2014B (2005B Refinanc	-1,500.00	-1,500.00	-460,475.00	-460,475.00	458,975.00
612 - PREVIOUS YEAR ROLL	31,674.00	31,674.00	-610,707.99	-262,832.94	294,506.94
613 - CURRENT ROLLOVER	0.00	0.00	637,700.00	637,700.00	-637,700.00
900 - CASH RESERVES	0.00	0.00	2.96	32.89	-32.89
<b>Total Surplus (Deficit):</b>	<b>547,793.00</b>	<b>547,793.00</b>	<b>-672,666.35</b>	<b>-176,783.98</b>	



December 13, 2022

To: Park Board of Commissioners  
From: Christina Ferraro, Executive Director  
Re: December 2022 board report

Employee anniversaries were celebrated at the annual employee holiday party:

**5-YEAR+**

Adamari Gonzales  
Leeann Daggett  
Jorge Montesino  
Daniel Caporusso  
Christina Ferraro  
Jessica Glinks  
Wade Gritt  
Randy Lambert  
Ann Rintz  
Denisse Rodriguez  
Kirsten Kargenian  
Kathy DeCoursey  
Daniela Rodriguez  
Patricia Heil

**10-YEAR+**

Doug Ransdell  
Sue Bekielewski  
Edlyn Castil  
Rita Nebl  
Jackie Gallegos  
Brandon Glinks

**20-YEAR+**

Debbie Macek  
Laura Fudala  
Dino Squiers  
Marci Glinski  
Herman Molve  
Doug Brazeau  
Esteban Burciaga  
Ike Arden  
Serafino Alfe  
Marc Heidkamp  
Eduardo Contreras  
Pam McMorro  
Debbie Konkul  
Ed O'Neill  
Tiffany McMorro  
Niko Lopez Aguinaga  
Rob Schmittou  
Roberto Garcia

**BOARD MEETING AGENDA ITEMS 2023**

January 2023	<ul style="list-style-type: none"><li>• Resolution Determining Confidentiality Closed Session Minutes</li><li>• Public Hearing Budget &amp; Appropriation Ordinance</li><li>• Approval Ordinance Combine Budget &amp; Appropriation FY2023</li><li>• Approval Ordinance Abating Tax Levied for year 2022</li></ul>
February 2023	<ul style="list-style-type: none"><li>• Approval Ordinance 02.22.2022 UPDATE tree preservation</li><li>• Discussion of proposed video gaming at OOC</li><li>• SD23 IGA facility usage</li></ul>
March 2023	
April 2023	<ul style="list-style-type: none"><li>• Consolidated Election is Tuesday, April 4, 2023</li><li>• Tentative workshop regarding future planning</li></ul>



May 2023	<ul style="list-style-type: none"> <li>• Appoint advisory positions to the Board June 2023-May 2024</li> <li>• Acceptance of the FY2022 Comprehensive Annual Financial Report</li> <li>• Must form local government efficiency committee: June 10, 2023 deadline: IAPD developing numerous resources to use in developing reports due 18 months after the efficiency committee is formed.</li> </ul>
June 2023	<ul style="list-style-type: none"> <li>• Election of Park Board Officers</li> </ul>
July 2023	<ul style="list-style-type: none"> <li>• Resolution Determining Confidentiality Closed Session Minutes</li> </ul>
August 2023	<ul style="list-style-type: none"> <li>• Approval Resolution NWSRA 2024 Assessment</li> </ul>
September 2023	<ul style="list-style-type: none"> <li>• annual harassment prevention training</li> <li>• NWSRA 2022 Year in Review</li> </ul>
October 2023	<ul style="list-style-type: none"> <li>• Resolution Approval of IAPD credentials</li> <li>• Approve Ordinance issue bond</li> </ul>
November 2023	<ul style="list-style-type: none"> <li>• Approve Prescribed Burn 2023-2024</li> <li>• Approve Resolution Truth in Taxation for Levy Year 2022</li> </ul>
December 2023	<ul style="list-style-type: none"> <li>• FY2024 Budget presentation</li> <li>• Approve Annual Tax Levy Ordinance</li> <li>• Schedule of 2024 meetings</li> </ul>



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December 13, 2022

To: Christina Ferraro, Executive Director  
From: Shawn Hughes, Superintendent of Finance, HR and IT  
Re: December 2022 Board Report

**FINANCE COMMITTEE AND 2023 BUDGET**

Staff have been busy finalizing budgets. The Finance Committee met on December 6<sup>th</sup>, 2022, to review projections that include beginning balances, activity, and ending balances for 2023.

**TYLER INCODE FIXED ASSET MODULE**

The project with Tyler Incode to transfer fixed assets from AssetWorks into the Tyler Incode accounting system has started. Tyler sent a spreadsheet to be completed to include all District assets and information by December 23<sup>rd</sup>.

**2022 AUDIT**

The auditors, Anthony Cervini and Laura Babula from Sikich, have requested to meet on December 20<sup>th</sup> to begin the preliminary planning phase for this year's audit.



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December 13, 2022

To: Christina Ferraro, Executive Director  
From: Ray Doerner, Superintendent of Recreation  
Re: December 2022 Board Report

### **SANTA AND FRIENDS EXPRESS**

As we have in previous years, we will have a decorated vehicle participate in the Santa and Friends Express organized by the Prospect Heights Police Department on December 22 beginning at 6:30pm. The vehicle parade around Prospect Heights will also include the Prospect Heights Fire Department, Prospect Heights Public Works and the Prospect Heights Library District.

### **HARPER COLLEGE LCC FAMILY EVENT**

Park District staff attended a Thanksgiving Family Event on Tuesday, November 22 at the Harper College Learning and Career Center in Prospect Heights. Along with other community organizations, we distributed program information, holiday coloring books for kids, and connected with local families.

### **HOLIDAY TREE LIGHTING CEREMONY**

On Saturday, November 26, Santa was once again delivered to the Gary Morava Recreation Center by the Fire Department to participate in the Prospect Heights Holiday Tree Lighting Ceremony. A joyful crowd gathered outside the building to hear remarks from Mayor Dolick, listen to carols sung by local groups of kids, and watch the lighting of the tree.

### **HOLIDAY DANCE RECITAL**

On Friday, December 2, the Dance program held their Holiday Dance Recital at the Forest View Educational Center Theater. The event was a wonderful way to wrap up the dance session and all the dancers looked magnificent in their costumes and families enjoyed watching their dancers perform. Congratulations to Marci and all the Dance teachers who worked hard to organize the event and prepare the dancers to be show ready. Thank you to the parents who volunteered at the event to make sure the show went off smoothly. And thank you to Edlyn for capturing so many great pictures and videos of the event and shared them across multiple social media platforms for all to enjoy.



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December 7, 2022

To: Christina Ferraro, Executive Director  
From: Dino Squiers, Superintendent of Facilities & Parks  
Re: December 2022 Board Report

### **THORGUARD**

Detection and sounding devices for the lightening system were disconnected at OOCC and GMRC for the season. Remote warning devices were shut down and batteries put on trickle charge for the winter to maintain the proper voltage. System will be put back in service in the spring.

### **PLUMBING**

Hot and cold water is mixing after it leaves the holding tank making the cold water hot, we need to run the water in the morning to get cold water back in the lines. On December 20<sup>th</sup> first thing in the morning, we will try to bypass the backflow and blending valve so they can be replaced, since the valves have not been shut off in years, we may have to shut off the water main to cut out the old plumbing.

### **PUMP ROOM**

Chemical room exhaust fan housing was replaced to install a replacement fan that was out of balance and overloading the motor.

### **DECORATIONS**

Seasonal decoration was put up for the holidays, pre-school and garden club trees were brought out of storage and setup for decorating.

### **FITNESS ROOM**

Cork board, easel board and rack were removed in the fitness room for the new equipment layout, gym wipes, paper towel dispenser with container was relocated to a different area

### **HVAC**

Rooftop filters were changed in the 5-ton units.

### **PARKS**

Garbage pickup and cleanup at the parks continues weather permitting with limited staff. We still have a lot of garbage dropped off at the parks.



December 13, 2022

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

**GOLF** – Additional play along with mild weather produced additional revenue for the final golfing month of this year.

**SPECIAL EVENTS** – We hosted two Turkey Shoot events this month. With demand high to play in this event we added an additional one. Patrons enjoyed the events and gave staff high praise throughout the days.

**CLUB HOUSE** – Plumbing issues continued, and repairs were made. Decorations for the holidays were installed, which has the club house looking beautiful for the holiday parties planned for December.

**FOOD & BEVERAGE** – As result of staffing issues and increased food costs we decided to cancel the Turkey Dinner take out for Thanksgiving. We will be seeking additional staffing this winter with hopes of hiring new personnel for the coming year.

**GOLF SHOP** – Sales for November were over double from 2021 season. The increase in special events drove sales higher and helped to clear out merchandise going into winter.

**GROUNDS** – We closed the course on November 13<sup>th</sup>. Greens were sprayed with snow mold protectant and covered to insure for no winter damage. Fertilizer was applied to tees, fairways and rough for increase growth in spring. Staff is working on all equipment, getting it ready for next year.

**CLOSING** – A huge thank you to the entire staff for their tireless effort this past season working additional hours and dealing with limited help.

September	2021	2022	% CHANGE 2021 VS 2022
Golf & Members	\$26,282.81	\$46,875.33	+78%
Golf Shop Sales	\$8,390.31	\$19,426.23	+131%
Driving Range	\$1,900.61	\$150.00	-1219%
Food & Beverage	\$51,201.53	\$37,071.22	-38%

*Memo: Driving Range revenue for high school use recorded to Golf 2022*



December 13, 2022

To: Ray Doerner, Superintendent of Recreation  
From: Laura Fudala, Supervisor of Recreation  
Re: December 2022 Board Report

### **CHILDREN'S PROGRAMS**

In November, there were five Kids Days Off programs and we averaged 24 kids/day for each of the days. For comparison, in November 2021 there were four days and we averaged 17 kids/day.

The Gears, Gears, Gears class, which is run as a collaborative program with River Trails and Mt. Prospect, is fully enrolled for our allotted spaces at 3 participants.

### **YOUTH ATHLETICS**

Youth Volleyball League started; we have 28 participants enrolled. The season will end on December 19.

Youth athletic classes in November were Lil Dribblers (15 participants) and Basketball Clinic 101 (13 participants).

The registration deadline for Jr. High Basketball league was December 5. PHPD will have one boys team participate in the league.

### **PRESCHOOL**

On November 18, the 4Y students participated in a Thanksgiving feast. Prior to the feast each student made a placemat and a shirt to wear to the feast. The day of the feast students made their own pizza muffins! The kids feasted on their pizza muffins, baby carrots, Jell-O, and a chocolate chip cookie!



December 13, 2022

To: Ray Doerner, Superintendent of Recreation  
From: Marci Glinski, Supervisor of Recreation  
Re: December 2022 Board Report

### **DANCE/PERFORMING ARTS**

Fall dance classes have ended and the new session will begin on Monday, January 16. Our holiday dance recital was held on Friday, December 2 at Forest View Education Center in Arlington Heights. We sold over 300 tickets for the show. Our Competitions teams will continue having class through December to get ready for our first competition. They will be off during the D23 winter break.

### **ACTIVE ADULTS**

Fall Active Adult trips are almost done for the season. Our two most recent trips were quite successful, as we took 3 buses to see Denny Diamond at White Fence with 43 people and 28 travelers enjoyed seeing Les Miserables in Milwaukee. We have 3 more trips for the year, and we will take a short break over the holidays.

The Winter-Spring Active Adults newsletter is in production and will be released in the next couple weeks.

### **SPECIAL EVENTS**

A great time was had by all who attended the Arts Showcase on Saturday, November 12. We had 27 crafters/vendors, our Preschoolers who sang some fall favorite songs and our competition dancers show off their talents. Santa was on hand to take pictures with families and their pets.

The Holiday Trolley registration is still underway, and the event will be held on December 14 & 15. We have 9 time slots that are sold out. We just added 2 more time slots to accommodate additional families, including those who were on a waitlist for one of the sold-out times. Following the trolley ride the families will enjoy cookies and hot chocolate, making a craft and enjoying a visit with Santa.

The Holiday House Decorating Contest will be held on December 14 & 15. We currently have 11 homes registered.

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December 13, 2022

To: Ray Doerner, Superintendent of Recreation  
From: Stacey McNamara, Supervisor of Recreation  
Re: December 2022 Board Report

### **KINDERSTOP**

During early November, we made some staff scheduling changes to better utilize time and talents after the departure of 2 of our KinderStop teachers. We continue to recruit for additional staff to work in our After Care program. The KinderStop monthly calendar/newsletter is being distributed to families and is well received. We will be going into winter break on December 23.

### **AQUATICS**

I have been trying to stay in contact with staff members at least monthly to keep them engaged with the park district and their summer jobs in hopes of better retention for 2023. I will be meeting with other aquatics managers/supervisors next week who also recruit staff from School District 214. We will be discussing strategies on how to work with the schools and school district as well as the best strategies on how to recruit staff from the schools.

### **FITNESS**

We are down 1 pass holder from November for a total of 140 pass holders. There were 15 active Silver Sneakers participants in November (up 2 from October); and 22 registered Renew Active participants (up 3 from October). The Power Pilates class has been consistent with 4 participants weekly. On Tuesday, November 29, we received new-to-us equipment, removed some equipment, and updated the layout of the Fitness Center. Thus far, the feedback has been positive.

### **SAFETY COORDINATOR**

No incidents to report in the past month. The updated Emergency Action Plans for the Gary Morava Recreation Center will be completed and dispersed by December 31. Staff have until December 9 to complete the annual HazCom/SDS & PDRMA Core 6 trainings. Three full-time staff members attended PDRMA's "Risk Management Institute" on November 8 in Tinley Park; 1 full-time staff member attended PDRMA's "Your Role as a Safety Coordinator" on November 30 in Homewood-Flossmoor, and 1 full-time staff member attended the IPRA Safety Committee Workshop on December 6 in Carol Stream.





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December 13, 2022

To: Park Board of Commissioners  
From: Christina Ferraro, Executive Director  
Re: Proposed Code of Conduct 2022

The District does not have an official Code of Conduct. The proposed outlines expectations for interactions and behavior while on Park District properties in regard to employees, patrons, participants, board members, volunteers, vendors, etc. This is a list of behavior, actions and even consequences that guide interactions.

RECOMMENDATION: Adopt new Code of Conduct 2022 as submitted

(attachment)



## Code of Conduct for Prospect Heights Park District

The Prospect Heights Park District is committed to providing a safe, clean, and fun environment for all participants and guests. By doing so, patrons are required to act appropriately and respectfully of others when using Park District parks and facilities.

Patrons are expected to:

- Treat others with respect and dignity
- Demonstrate good citizenship by respecting equipment, supplies, and the facility.
- Follow the program rules and respect the program instructors, volunteers, or referees.

The following are prohibited at Park District facilities and parks:

- Harassing or intimidating others through words, gestures, body language or menacing behavior
- Physical contact with another individual or staff member in an angry, violent, or threatening manner
- Continuous poor sportsmanship or overaggressive competitiveness from players or spectators
- Carrying or concealing weapons, firearms or devices that may be used as a weapon
- Use or possession of illegal chemicals or alcohol on Park District property without proper permits
- Smoking and/or vaping inside Park District facilities
- Abuse of Park District equipment, supplies and property
- Photographing others without consent

All reported incidents will be investigated on a case-by-case basis. Violations may result in immediate removal from the facility or loss of privileges.

All participants, visitors, staff, and volunteers must report anyone failing to abide by the Code of Conduct to Park District staff and/or the local Police.

For a complete listing of all Park District ordinance please click here:

[WHEREAS, on September 14, 2004, the Board of Commissioners of the Prospect Heights Park District adopted Ordinance No \(phparks.org\)](http://phparks.org)

December 13, 2022



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December 13, 2022

To: Park Board of Commissioners  
From: Christina Ferraro, Executive Director  
Re: Proposed revised Non-Discrimination and Anti-Harassment Policy

The Non-Discrimination and Anti-Harassment Policy was last revised in 2017. This year's annual sexual harassment training for staff and board members included the policy reviewed by legal counsel, Ancel Glink. There were two recommendations to revise the current policy:

1. Include sections regarding frivolous complaints and the other regarding supervisors' special duty to report violation.
2. There was some inconsistency regarding to whom to report. Earlier it stated to supervisor, department head or Executive Director, later it simply indicated Executive Director. Include consistent language and include the range of positions.

**RECOMMENDATION:** Adopt the revised Non-Discrimination and Anti-Harassment Policy as submitted

(attachment)



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## **Non-Discrimination and Anti-Harassment Policy**

The District is committed to a work environment in which all individuals are treated with respect and dignity. The “work environment” includes but is not limited to the actual physical location where an employee performs his or her duties and includes remote workplaces. Incidents occurring outside the actual physical workplace at conferences, training and other work sponsored events or gatherings are also covered by this policy. Each individual has the right to work in a professional atmosphere that prohibits discriminatory practices, including unlawful harassment based on any of the legally protected categories referred to above and/or as otherwise provided by law. Therefore, the District expects that all relationships among persons in the workplace will be business-like and free of bias, prejudice, and harassment.

It is the responsibility of each and every employee, officer, official, park commissioner, agent, volunteer, and vendor of the District as well as anyone using the District's facilities, to refrain from sexual and other forms of unlawful harassment based on any legally protected category. Those in a supervisory role are mandated to report harassment of non-employees or co-workers when they have knowledge of the harassment. Failure to take action to prevent further sexual harassment is negligent. The District will not tolerate sexual or any other type of unlawful harassment of, toward and/or by any of its employees and/or elected officials. Actions, words, jokes, or comments based on an individual's actual or perceived sex, gender, race, national origin, sexual orientation, age, religion, pregnancy status, disability, gender identity, or any other legally protected characteristic will not be tolerated.

In addition to prohibiting discrimination against its employees, this policy also prohibits any form of discrimination against non-employees who are present in the workplace including vendors, contractors, subcontractors, consultants or other persons who are performing work pursuant to a contract with the District.

This policy should not, and may not, be used as a basis for excluding or separating individuals of a particular gender, or any other legally protected characteristic, from participating in business or work-related social activities or discussions in order to avoid allegations of harassment. The law and policies of the District prohibit disparate treatment on the basis of sex or any other legally protected characteristic, with regard to terms, conditions, privileges and prerequisites of employment. The prohibition against harassment, discrimination and retaliation are intended to complement and further these policies, not to form the basis of an exception to them.

### **Definitions of Harassment**

**Sexual harassment** may occur whenever there are unwelcome sexual advances, requests for sexual favors, or any other verbal, physical, or visual conduct of a sexual nature when:

Submission to the conduct is made either implicitly or explicitly a condition of the individual's employment.

Submission to or rejection of the conduct is used as the basis for an employment decision affecting the harassed employee; or

The harassment has the purpose or effect of interfering with the employee's work performance or creating an environment that is intimidating, hostile, or offensive to the employee.

Sexual harassment may include a range of subtle and not so subtle behaviors and may involve individuals of the same or different gender. Depending on the circumstances, these behaviors may include, but are not limited to: unwanted sexual advances or requests for sexual favors; sexual jokes and innuendo; verbal abuse of a sexual nature; commentary about an individual's body, sexual prowess or sexual deficiencies; leering; catcalls or touching; insulting or obscene comments or gestures; display or circulation in the workplace of sexually suggestive objects or pictures (including through e-mail, text message, and/or social media); and other physical, verbal or visual conduct of a sexual nature.

**Harassment on the basis of any other legally protected characteristic** is also strictly prohibited. Under this policy, harassment is verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his/her race, color, sexual orientation or sexual preference, gender identity, religion, sex, pregnancy status, age, national origin, disability, genetic information, or any other characteristic protected by law or that of his/her relatives, friends or associates, and that: (i) has the purpose or effect of creating an intimidating, hostile or offensive work environment; (ii) has the purpose or effect of unreasonably interfering with an individual's work performance; or (iii) otherwise adversely affects an individual's employment opportunities.

Harassing conduct includes, but is not limited to: epithets, slurs or negative stereotyping; threatening, intimidating or hostile acts; denigrating jokes and display or circulation in the workplace of written or graphic material that denigrates or shows hostility or aversion toward an individual or group (including through e-mail, text message, and social media).

Conduct prohibited by these policies is unacceptable in the workplace and in any work-related setting outside the workplace, such as during business trips, professional conferences, business meetings and business-related social events.

Any employee engaging in inappropriate practices or conduct, whether it constitutes sexual harassment, discrimination or harassment of any kind, shall be subject to disciplinary action, up to and including discharge.

### **Retaliation Is Strictly Prohibited**

The District prohibits retaliation against any individual who reports discrimination or harassment, participates in an investigation of such reports, or files a charge of discrimination or harassment. Retaliation against an individual for reporting harassment or discrimination, for participating in an investigation of a claim of harassment or discrimination, or for filing a charge of discrimination or harassment is a serious violation

of this policy and, like harassment or discrimination itself, will be subject to disciplinary action including termination if warranted.

### **Reporting Procedure**

The District strongly urges the reporting of all incidents of discrimination, harassment or retaliation, regardless of the offender's identity or position. Early reporting and intervention have proven to be the most effective method of resolving actual or perceived incidents of harassment or discrimination. Therefore, while no fixed reporting period has been established, the District strongly urges the prompt reporting of complaints or concerns so that prompt and constructive action can be taken to remedy the situation if appropriate.

The availability of this reporting procedure does not preclude individuals who believe they are being subjected to harassing or discriminatory conduct from promptly advising the offender that his or her behavior is unwelcome and requesting that it be discontinued. This is encouraged in all cases.

If you experience or witness harassment or discrimination of any kind, you should deal with the incident(s) as directly and firmly as possible by clearly communicating your position to the offending person, your immediate supervisor, your Department Head, and/or the Executive Director. You should also document or record each incident (what was said or done, by whom, the date, time and place, and any witnesses to the incident). Written records such as letters, notes, memos, e-mails, and telephone messages can strengthen documentation. It is not necessary that the alleged harassment or discrimination be directed at you to make a complaint.

Direct Communication with Offender: If there is harassing or discriminatory behavior in the workplace, you should directly and clearly express your objection to the offending person(s) regardless of whether the behavior is directed at you. If you are the harassed employee, you should clearly state that the conduct is unwelcome and the offending behavior must stop. However, you are not required to directly confront the person who is the source of your report, question, or complaint before notifying any of those individuals listed below. The initial message may be oral or written, but documentation of the notice should be made when appropriate. If subsequent messages are needed, they should be put in writing by either you or a member of management (if you seek such assistance).

Report to Supervisory and Administrative Personnel: At the same time direct communication is undertaken, or in the event you feel threatened or intimidated by the offending person, you should promptly report the offending behavior to your immediate supervisor, Department Head or the Executive Director. If you feel uncomfortable doing so, or if your immediate supervisor and/or Department Head is the source of the problem, condones the problem or ignores the problem, report directly to the Executive Director. If the Executive Director is the source of the problem, condones the problem, or ignores the problem, you should contact the President of the Board of Park Commissioners.

Report to Executive Director/President of the Board of Park Commissioners: An employee may also report incidents of alleged harassment or discrimination directly to

the Executive Director. The Executive Director or his designee will promptly investigate the facts and take corrective action when an allegation is determined to be valid. If your complaint alleges harassment by the Executive Director, or if the Executive Director condones the problem or ignores the problem, you should immediately report the incident or incidents in writing directly to the President of the Board of Park Commissioners. An investigation will be conducted and appropriate action will be taken when an allegation is determined to be valid. At no time will personnel involved in the alleged harassment or discrimination conduct the investigation.

### **Reporting Procedure for Elected Officials**

Allegations of sexual harassment or harassment based upon any other protected characteristic made by an elected official against an elected official shall be reported to the Park Board President. If the President is either the accuser or the accused, the report of harassment may be made to any other board member. Upon receipt of a complaint of harassment, the person to whom the complaint was made shall contact the District's legal counsel. The District's legal counsel shall refer the complaint to an independent attorney or consultant for investigation.

### **Harassment Allegations Against Non-Employees/Third Parties**

If you make a complaint alleging harassment or discrimination against an agent, vendor, supplier, contractor, volunteer, or person using District programs or facilities, the Executive Director (or designee) will investigate the incident(s) and determine the appropriate action, if any. The District will make reasonable effort to protect you from further contact with such persons when possible and appropriate. Be assured that no retaliation will be taken based on a report of a complaint of harassment or discrimination against a non-employee or third party.

### **Important Notice To All Employees**

**Employees who have experienced conduct they believe is contrary to this policy have an obligation to take advantage of this reporting procedure. An employee's failure to fulfill this obligation could affect his or her rights in pursuing legal action.** This paragraph will be construed to the fullest extent permitted by law.

Any supervisor who becomes aware of any possible sexual or other harassment or discrimination of or by any employee should immediately advise their Department Head and/or the Executive Director. The Department Head and/or the Executive Director will take steps to have the situation promptly investigated and appropriately resolved.

All employees are encouraged to report incidents of harassment, regardless of who the offender may be or whether you are the intended victim.

### **The Investigation**

Any reported allegations of harassment, discrimination or retaliation will be investigated promptly. The District will make every reasonable effort to conduct an investigation in a responsible and confidential manner consistent with our obligation to conduct a thorough

investigation. *However, it is impossible to guarantee absolute confidentiality.* The investigation may include individual interviews with the parties involved, and where necessary, with individuals who may have observed the alleged conduct or may have other relevant knowledge. The District reserves the right and hereby provides notice that third parties may be used to investigate claims of harassment or discrimination. Your cooperation is expected and appreciated when requested relative to any District investigation.

### **False and Frivolous Complaints**

Given the seriousness of the consequences for the accused, a false and frivolous charge of harassment is a major offense that can itself result in disciplinary action, up to and including discharge or, in the case of an officer, suspension or removal from an elected or appointed position. False and frivolous complaints are those accusations with respect to which the accuser is using a harassment complaint to accomplish an end other than stopping the harassment. The term does not refer to charges made in good faith that cannot be proved.

### **Responsive Action**

The District will determine whether this policy has been violated based on a review of the facts and circumstances of each situation. Violations of this policy will be handled appropriately and on a case-by-case basis. Responsive action may include, but is not limited to training, referral to counseling and/or disciplinary action such as warning, reprimand, withholding of a promotion or pay increase, reassignment, temporary suspension without pay or termination, at the District's discretion as necessary to remedy the situation.

While we hope to be able to resolve any complaints of harassment within the District, we acknowledge your right to contact the Illinois Department of Human Rights (IDHR) at the James R. Thompson Center, 100 West Randolph Street, Suite 10-100, Chicago, Illinois 60601, about filing a formal complaint, and, if it determines that there is sufficient evidence of harassment to proceed further, it will file a complaint with the Illinois Human Rights Commission (HRC), located at the same address on the fifth floor. If the IDHR does not complete its investigation within three hundred and sixty-five (365) days, you may file a complaint directly with the HRC between the three hundred and sixty fifth (365<sup>th</sup>) and the three hundred and ninety five (395<sup>th</sup>) day.

### **Annual Sexual Harassment Training**

All employees of the District shall be required to attend and complete annual sexual harassment training as mandated by the District. This training may either be live training or online training as determined by the District. An employee's willful or intentional failure to attend and complete this annual training shall result in disciplinary action up to and including dismissal.





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December 13, 2022

To: Park Board of Commissioners  
From: Christina Ferraro, Executive Director  
Re: Proposed Amended and Restated Board of Commissioners Policy and General Practices Manual

The Board manual was last revised in 2014. The Policy and Procedure Committee worked diligently on the draft Board Policy Manual for the Board's consideration.

**RECOMMENDATION:** Amended and Restated Board of Commissioners Policy and General Practices Manual as submitted

(attachment)



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**Prospect Heights Park District**  
**Board of Commissioners**  
**Amended and Restated Board Policy and**  
**General Practices Manual**  
**Adopted: December 13, 2022**

Timothy Jones, President  
Ellen Avery, Vice-President  
Eric Kirstie, Treasurer  
Betty Cloud, Secretary  
Karl Jackson, Commissioner  
Steve Messer, Commissioner  
Paul Fries, Commissioner

## **Article 1      Purpose of Manual; Review**

1.1    Purpose. This Board Policy Manual (the “Manual”), adopted unanimously by the Board of Commissioners of the Prospect Heights Park District (the “PHPD” or “District”), sets forth basic policies and tenets to guide the Prospect Heights Board of Park Commissioners (the “Board”) as it governs the District. The provisions of this Manual are a manifestation of the Board’s desire to establish basic standards for appropriate decision-making, protocol, and conduct in the service of the residents of the District. Should there be instances not covered, the Board will decide upon an appropriate action. Through this Manual, the Board hopes to ensure good, honest, and accountable representation of its constituents.

1.2    Review of Manual. It is the intention of the Board to perform a comprehensive review this Manual as needed for consistency with applicable law and the practices of the Board. This Manual may be revised or supplemented in writing by majority vote of the Board.

1.3    Resolution of Conflicting Provisions. Should any conflict arise between any provision of these policies and procedures and any federal or state law, ordinance, code, rule, regulation or other enactment (collectively, “federal or state law”), the provision of the federal or state law shall govern conflict.

## **Article 2      Statement of Mission, Vision, and Values**

The mission of the District: “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 recreational programs, educational opportunities and special events.”

The District’s parks and other facilities provide safe, quality open space and recreation opportunities for the public, and the Board will work persistently to maintain the availability of the District’s parks, other facilities, and programs for generations to come. The Board strives to provide an excellent parks and recreation system that is safe and deeply integrated into the Prospect Heights community. The Board believes that the system is a major contributor to the enhanced quality of life that exists in Prospect Heights. The Board values and respects the history of Prospect Heights and the District, the District’s civic involvement, and the District’s traditions, and the Board strongly considers these factors as it plans for the future.

The Board believes strongly in the value of citizen participation in the Board’s governance of the District. The Board will therefore conduct the business of the District in an open and communicative fashion, seeking feedback and advice whenever possible.

The Board will reach out to the public in order to serve all equally to the fullest extent possible with the resources of the District.

The Board believes that one key to maintaining an excellent parks and recreation system is to sustain partnerships with other agencies throughout the community who can contribute to the services provided by the District. These valuable partnerships may be with agencies within the District's boundaries or outside of them. The Board is committed to seeking out these partnerships.

In addition, the Board is committed to preserving the open spaces it owns, even while offering innovative, high quality programs.

In striving for excellence, the District's values include:

Partnerships: The Board is committed to working effectively with others, establishing and strengthening bonds with governmental agencies as well as other community organizations and user groups for the betterment of the community.

Responsible Leadership: We will create a high performing, engaged, and accountable organization.

Integrity: In all that we do, we will adhere to moral, honest, and ethical principles and work toward accessibility and inclusion.

Innovation: We will continuously try new methods and ideas, adapt services according to trends, and continuously improve processes in order to exceed the needs of our customers.

Safety: Throughout the District, we will maintain safety practices in facilities/properties striving to provide a safe environment for users and employees of the District.

Sustainability: The District will endure through renewal, maintenance, stewardship, and stability in all aspects of operation.

### **Article 3      Board Role and Responsibilities**

3.1      Board Authority Pursuant to State Law. The Board functions under the authority of the Illinois Park District Code, 70 ILCS 1205/1-1 *et seq.* and within the framework of applicable state and federal laws.

3.2 Board of Commissioners; Term of Office. The District is governed by a Board of Commissioners comprised of seven elected resident members of the District, each of whom are elected to serve a four-year term, until their successors are duly elected and qualified.

3.3 Actions Taken in Representative Capacity. Commissioners, collectively and individually, act as representatives of the District in maintaining and promoting the District's parks, other facilities, and programs. Through careful evaluation of needs, resources, and other factors, the Board makes decisions that it determines best serve the District as a whole.

3.4 Legislation and Policymaking. The Board acts as the legislative and policy-making body of the District in the management, operation, control, planning and improvement of its parks, facilities, personnel and fiscal operations.

- (a) **Legislation.** The Board is the legislative body of the District with authority to adopt ordinances which it deems are necessary or appropriate to exercise the powers of the District, provided by law, including but not limited to those necessary or desirable to manage and control all officers, staff and property of the District.
- (b) **Legislative Advocacy.** In addition to the promulgation of its own laws, many of the District's activities are affected by federal, state, local and county laws. Some of the District's activities are funded with money from county, state, and possibly federal agencies. For this reason, it is desirable that the Board stay informed about pending legislation that is of interest to the District. When appropriate, the Board shall encourage its Board members to contact county, state, and federal elected representatives to advocate the best interests of the District.
- (c) The District's Executive Director ("Director") shall advise and/or recommend to the Board any action to be taken regarding said legislation, existing or proposed. The Board shall then decide the course of action to be taken and officially approve action at a regularly scheduled or special Board meeting.
- (d) **Policymaking.** The Board concerns itself primarily with questions of policy rather than administrative matters. The Director is charged with the administrative responsibility to implement the Board's policies. The Board shall enact and maintain appropriate policies, procedures, rules, and regulations related to the safe, legal and effective operations of the District and the District's parks and facilities.

3.5 No Compensation. The members of the Board shall serve without salary or other compensation except reimbursement of expenses as provided in this Manual. However, the Board and their immediate family members will receive complimentary facility use and in-house programming during term of office. Board members will also be provided Old Orchard Country Club (OCCC) golf for a specific number of rounds as defined on the annual Commissioners Golf Pass issued to each current Board Member, limited to the Commissioner and immediate family members living in the household and a limited number of “guest” rounds intended for the promotion of OCCC and the Prospect Heights Park District. Commissioners will receive complimentary use of the health club and pool facilities while actively serving.

3.6 Collective Decision-Making. In the discharge of their duties, Board members act collectively as a Board and not as individuals. Board members always should abide by the majority vote of the Board and support the determination of that majority. Also, an individual Board member should not speak for the Board unless authorized to do so by the Board. It would be improper and ill-advised for an individual Board member to make a public pronouncement or engage in conjecture about a Board matter that has not yet been decided, an action of the Board or any matter that has been discussed in an executive session of the Board.

3.7 Policymaking is Primary Role. The Board concerns itself primarily with questions of policy rather than with administrative matters concerning the day-to-day operations of the District.

3.8 Formulation of Policies, Rules, Regulations. The Board shall recommend appropriate policies, rules, and regulations related to the operations of the District and the District's facilities, and the Board shall see that such policies, rules, and regulations are administered effectively.

3.9 Board Goal-Setting. The Board recognizes that it is important to evaluate itself and establish goals for the Board from time to time. The Board shall undertake a self-evaluation and formulate goals for itself.

3.10 Executive Director is Primary Board Resource. Board members should respect the Board's commitment to implement its policies through the Executive Director and to rely on the Executive Director to handle the administrative functions of the District. Board members should request desired information from the Executive Director rather than from other employees of the District. Board members also should refer inquiries, information, complaints, and other communications made to them by residents about District matters to the Executive Director. Board members also should support the actions of the Executive Director when those actions have been directed, ratified, or otherwise supported by the Board. The Board shall perform an annual evaluation of the Executive Director.

3.11 Ethics and Conduct. Board members are expected to be of high moral and ethical character and work together as a team to serve the community by delivering top quality park and recreation opportunities. Each Board member is expected to act in the best interests of the District and be free of outside influence and self-interests. In accordance with this policy, Board members will educate themselves about and comply with all other federal, state and local laws, regulations, and ordinances applicable to the conduct of the Park District's elected officials. These include but are not limited to, the Open Meetings Act (5 ILCS 120/1 *et seq.*), the Public Officials Prohibited Activities Act (50 ILCS 105/0.01 *et seq.*), the State Officials and Employees Ethics Act (5 ILCS 430/1-1 *et seq.*), the Government Ethics Act (5 ILCS 420/1-101 *et seq.*), the official misconduct and public contracts provisions of the Illinois Criminal Code (720 ILCS 5/1-1 *et seq.*), the Illinois Human Rights Act (775 ILCS 5/1-101 *et seq.*), the District's own Ethics Ordinance, and any and all other applicable conflicts of interests provisions, whether established by federal, state or local laws or by common law. Accordingly, Board members must:

- (a) On a yearly basis, file a Statement of Economic Interest with the County Clerk of Cook County.
- (b) Always keep the best interests of the District in mind and conduct themselves accordingly.
- (c) Understand and respect the separation of Board responsibilities and functions from those of the Executive Director and District staff.
- (d) Be available and responsive to District residents and the general public.
- (e) Represent all the residents of the District and the general public and avoid partisanship based on special interests.
- (f) Communicate with fellow Board members and the Executive Director.
- (g) Review, understand and follow all provisions of the Illinois Open Meetings Act and the Illinois Freedom of Information Act and educational materials, memoranda and opinions provided by the District's legal counsel.
- (h) Be properly prepared for Board deliberation.
- (i) Avoid public promises or statements regarding a vote or position on an issue prior to an official meeting.
- (j) Publicly accept and endorse majority decisions of the Board.

- (k) Respect the confidentiality appropriate to issues of a sensitive nature and maintain the confidentiality of matters discussed in closed session.
- (l) Recognize that an individual Commissioner has no legal authority to determine policy, give directions to District personnel, or to act or speak for the Board unless specifically authorized to do so by official Board action.
- (m) When the Board must decide upon an issue about which a Commissioner may have an unavoidable conflict of interest, that Commissioner must disclose the interest, and recuse him/herself from all discussion, deliberation and vote taking about the issue as required by applicable state and federal law.
- (n) Develop productive relationships with other elected officials at the federal, state and local level.
- (o) Complete the online Freedom of Information Act and Open Meetings Act training required by the Attorney General on its webs.

3.12 Relationship with Legal Counsel. The District legal counsel is appointed by the Board and is charged with representing the best interests of the District. As such, the Park attorney will give advice or render opinions on all questions referred to him/her by the Board, or at the request of Board President or his/her designee, or the request of the Executive Director.

3.13 Media Relations. The designated spokespersons for the District are the Board President and the Executive Director. Requests by the media for comments should be referred to those representatives. Under some circumstances it may be appropriate for a Board member other than the President to speak to a media representative about a matter with which that Board member has particular experience or expertise. It is never appropriate, however, for a Board member to speak to a media representative without first knowing all the facts and circumstances about the matter of inquiry. If a Board member speaks for himself or herself, then that Board member first should be fully informed about the matter at hand and should clearly state that his or her comments are being made as a private resident and not as a representative of the District. Even then, a Board member should remember that comments made as a private resident are likely to be attributed to the District.

3.14 Fiscal Responsibilities. The Board shall establish a budget, appropriate funds, and levy taxes annually for the various operations of the District, in accordance with Statelaw. See Article 8 of this Manual related to fiscal responsibilities.

3.15 Planning Responsibilities. The Board shall provide for the planning, improvement, financing, construction, and maintenance of the parks and other facilities,



equipment, and property of the District. Among other things, the Board shall undertake the following:

- (a) Master Plans The Board shall maintain a master plan that includes provisions for each of the District's parks and other key facilities. The Board shall endeavor to keep the master plan current and shall undertake a thorough review of the master plan at least as often as every 10 years.
- (b) Capital Projects Plan The Board shall maintain a 5-Year Capital Projects Plan that forecasts the District's capital project needs. The Plan should include provisions related to proposed capital improvements; park and facility maintenance and repairs; equipment replacement, maintenance, and repairs; vehicle needs; estimated costs; potential funding sources; and similar matters. The Plan should be reviewed not less often than biennially.

3.16 Intergovernmental and Civic Cooperation The Board encourages cooperation with other agencies in the community including governmental, public, private, and voluntary organizations that enhance the services provided to District and act consistently with the best interests and well-being of the District. The District has created many beneficial relationships with organizations that undertake activities consistent with the best interests of the District. The Board supports the following policies:

- (a) Promotion of Cooperation The Board encourages Board members and the Executive Director to promote intergovernmental and civic cooperation through appropriate relationships between District officials and staff and the officials and staff of other agencies.
- (b) Relationships with Particular Groups; Liaisons The Board desires to maintain valuable relationships with the Parks Foundation, Mount Prospect, River Trails and Wheeling Park Districts, Prospect Heights Youth Baseball and Softball, Prospect Heights Library District and among other various sports and civic groups.
- (c) School District 23 The Board encourages cooperation between the District and Prospect Heights School Districts 23 in the development and use of facilities and equipment, when such cooperation results in efficient and effective programming that is beneficial to the District, the school district, and residents. Such cooperation may be memorialized in letters of agreement between the District and a school district.
- (d) Northwest Special Recreation Association (NWSRA) The Board is

committed to helping provide for the recreation needs of special populations within the District, including senior citizens and individuals with special needs or disabilities. In furtherance of that commitment, the District shall vote annually to remain an active member of the Northwest Special Recreation Association.

3.17 Board Committees Currently there are seven standing committees of the Board. See Article 6 of this Manual regarding the standing committees.

3.18 New Board Member Orientation The Board shall assist with the orientation of new Board members by:

- (a) Providing assistance to the Executive Director with preparation of written materials, which shall include, among other materials, the following:
  - (1) This Manual
  - (2) Illinois Park District Code
  - (3) Illinois Park District Law Handbook
  - (4) Prospect Heights Park District Personnel Manual
  - (5) Prospect Heights Park District Park Ordinances
- (b) Arranging the opportunity for new Board members to attend the Illinois Association of Park Districts (IAPD) new commissioner orientation.
- (c) Providing a tour of the District's parks and other facilities.
- (d) Arranging meetings with the Board President, the Executive Director, the Superintendents, and other staff as determined by the Executive Director, for the purpose of explaining the District's organizational structure and the planning, financial, and budget procedures of the Board.

3.19 Nepotism Relatives of seated Commissioners may be hired as seasonal employees with the District. The District shall not hire a Commissioner or a relative of seated Commissioner for full-time employment.

3.20 Vacancies in Office The Board shall declare vacant the office of any Commissioner who dies, resigns, ceases to be a resident within the District, or otherwise is rendered by law as unqualified to serve as a Commissioner. A vacancy shall be filled by appointment of the Board President with the consent of the Board. Applications for appointment shall be solicited by the Board directly and by advertisement on the District's website and in a local newspaper of general circulation. The appointed Commissioner shall serve until his or her replacement has been elected and qualified for office in the

manner provided by law.

#### **Article 4     Board Officers**

The Officers of the Board are President, Vice-President, Treasurer, and Secretary as prescribed by law.

The President, Vice-President, Treasurer and Secretary are elected by the at the Annual Meeting, pursuant to law. Each Officer holds office until the next Annual Meeting or until a successor is duly chosen and has qualified. Elections and appointments of the Board Officers will take place as the last item of New Business at the Board's Annual Meeting. In addition to the duties identified below, each Officer shall perform such duties as may be required of him/her by law or by direction of the Board.

4.1 President. The Board President shall be the chief executive officer of the Board. The President shall be the presiding officer at meetings of the Board. The President shall appoint with Board approval annually, the committees and/or members and chairpersons of the standing committees of the Board. The President, with the consent of the Board, shall appoint the members of special committees created by the Board. The President shall appoint a Secretary pro tempore of the Board to serve in the absence of the Secretary. The President shall sign all ordinances passed by the Board and all such other documents and papers of the District that by law require a signature. The President shall see that policies of the Board are enforced and that orders of the Board are faithfully executed. The President's vote shall be called for on all matters before the Board in the normal voting rotation with the other Commissioners. The President shall establish an effective working relationship with the Executive Director by meeting regularly to actively communicate with the Executive Director about special issues and problems affecting the District. The President shall work with the Executive Director to prepare Board meeting agenda and schedule an annual performance evaluation of the Executive Director. The President shall effectively communicate with other Board members to ensure all members are kept abreast of important issues affecting the District. As well as serving as the official spokesperson for the Board, the President or designee shall represent the Board at community and District events. The President shall also serve as the official District representative to the IAPD and any other official legislative committee that will enhance the mission and vision of the District. The President shall be elected by the Board and serve a term for one (1) year or until a successor is elected.

4.2 Vice-President. The Board's Vice-President shall perform the duties of the President in the President's absence or refusal or inability to act, shall be vested with powers and perform the duties of the President. The Vice President shall be elected by the Board and serve a term for one (1) year or until a successor is elected.

4.3 Secretary. The Board Secretary shall oversee all minutes, ordinances, orders, and resolutions of the Board. If the President and Vice-President both are absent from a meeting at which a quorum of Commissioners is present, then the Secretary shall call the meeting to order and call for selection of a President *pro tempore* for that meeting by a majority vote of the Commissioners present. The Secretary shall be appointed by the Board and serve a term of one (1) year or until a successor is appointed.

4.4 Treasurer. The Board Treasurer, in conjunction with the Executive Director and the Business Manager, report to the Board at monthly Regular Board Meetings all receipts and disbursements of the District. The Treasurer shall be appointed by the Board and serve a term for one (1) year or until a successor is appointed. An Assistant Treasurer may be appointed by the Board and shall perform the duties of the Treasurer as prescribed by the Board in the event the Treasurer is unable to perform said services.

4.5 Recording Secretary. The Recording Secretary of the Board need not be a member of the Board. In the event the Secretary is not a member of the Board, the Board may fix reasonable compensation for the office. The Recording Secretary shall be responsible for all official correspondence of the Board. The Recording Secretary shall give notice and attend all meetings of the Board. The Recording Secretary keeps the corporate seal and all books and records pertaining to his/her office, attests and affixes the corporate seal to all instruments requiring such action when authorized by Ordinance or vote of the Board, and causes all Ordinances, Resolutions and other actions of the Board requiring publication to be duly published. The Recording Secretary shall be elected by the Board and serve a term of one (1) year until a successor is elected. An Assistant Recording Secretary may be appointed by the Board and shall perform the duties of the Recording Secretary as prescribed by the Board at the direction of the Recording Secretary or in the event the Recording Secretary is unable to perform said services.

## **Article 5      Board Meetings**

5.1 Regular Monthly Board Meetings. The regular meetings of the Board are held on the fourth Tuesdays of the month at 7:00 p.m. at the Gary Morava Recreation Center, 110 W. Camp McDonald Road, Prospect Heights, IL 60070, except at otherwise posted by the Board in accordance with the Illinois Open Meetings Act (5 ILCS 120 *et seq.*). An annual notice of the meeting dates will be posted at the beginning of the calendar year at the principal office of the District and on its website. Any notice of annual schedule of meetings shall remain on the website until a new public notice of the schedule of regular meetings is approved.

5.2 Special Meetings. Special, rescheduled or reconvened meetings of the Board may be called by the Board President or by any two members of the Board. Notice of such meetings stating the time and place of the meeting and the agenda for the meeting shall be provided to Board members and shall be delivered and posted as required by the Open Meetings Act.

5.3 Annual Meeting. The official "Annual Meeting" of the Board will be held on the fourth Tuesday in May or as soon thereafter as practicable and shall include the election of the Board Officers, including the President, Vice-President, Secretary and Treasurer as well as appointment of the Recording Secretary. See Article 4 of this Manual related to Board officers.

5.4 Meeting Attendance. Although Board members should strive to attend all meetings, Commissioners may attend certain meetings through other methods, including telephonically, as set forth in the Resolution regarding Commissioner Attendance at Meetings by Electronic Means. See the District's Ordinance regarding remote attendance at Board Meetings. Additionally, the Park District Code provides that whenever any member of the Board of the Park District neglects to attend the meetings of the Board for the length of time that the Board prescribes by ordinance, such member's office may be declared vacant. See 02.20.14A for the District's Ordinance governing attendance and vacancies.

5.5 Preparation of Meeting Agenda. The Executive Director, in consultation with the Board President, is responsible for preparing the agendas for all Board meetings and Board committee meetings. The Executive Director shall cause the Board to receive appropriate agenda materials no less than five days before each meeting including such items as the meeting agenda, explanatory materials related to items on the agenda, a schedule of accounts payable set for approval, an account of the District's income and expenditures, and monthly staff reports as appropriate. A Board meeting agenda shall be prepared and posted at least 48 hours in advance of the meeting at the District's principal office, at the location where the meeting is to be held, and on the District's website, as required by the Open Meetings Act. The agenda for regular meetings of the Board generally shall be structured as follows; provided that the Executive Director, with the concurrence of the Board President, may revise the agenda from time to time as appropriate depending on the current business of the Board: (1) Call to Order and Roll Call; (2) Approval of Agenda; (3) Public Comment; (4) Announcements; (5) Financial Report; (6) Staff Reports; (7) Old Business; (8) New Business; (9) Executive Session (if necessary); (10) Adjournment.

5.6 Executive Director's Attendance at Meetings. The Executive Director or, if the Executive Director is unable to attend the meeting, then his or her designee, shall be present at all meetings of the Board.

5.7 Quorum. The Board is comprised of seven Commissioners. A majority (4) of the Commissioners shall constitute a quorum for the transaction of business. If a quorum is not present, the Commissioners attending the meeting may adjourn the meeting to a time when a quorum is present. If there is no pressing business, the meeting can be cancelled and the agenda added to the next scheduled meeting.

5.8 Voting. For purposes of voting on matters that come before the Board, the roll shall be called for all matters involving the expenditure of District funds, Ordinance, Resolution, propositions, creating a liability for the District, in all cases at the request of any Commissioner or as otherwise provided by law. A voice vote can be used if deemed appropriate by the Board President. In a roll call vote, the ayes, nays, and absence of the Commissioners shall be recorded. The roll shall be called in rotating order such that the voting order is different for successive roll call votes. The initiation and seconding of motions also shall be recorded. The President has the option of voting last on all roll call votes and has a right to vote upon all questions.

5.9 Roberts Rules of Order. To the extent not otherwise provided in this Manual or other rules or procedures of the District, the Board may rely on the parliamentary procedures set forth in Robert's Rules of Order to resolve questions of procedure.

5.10 Open Meetings. All regular, special, rescheduled, and reconvened meetings of the Board and any committee meeting and other Board-appointed task force and commission meetings shall be noticed and conducted in accordance with the Open Meetings Act (5 ILCS 120/1-1 et seq.). All meetings shall be open to the public except when an executive session is called in accordance with the Act.

5.11 Policy Regarding Electronic and Other Communications Between Board Members. Commissioners are charged with knowledge of and responsibility for complying with the Open Meetings Act. This includes without limitation provisions pertaining to communications among commissioners via electronic means. Additionally, Commissioners should refrain from texting or otherwise using mobile communications devices during meetings to avoid even the appearance of a possible Open Meetings Act violation as well as the appearance of inattention to the proceedings. Any alleged consistent violation should immediately be reported to the Board President. If necessary, the District may advise appropriate legal officials of any violations.

5.12 Closed Sessions. The Board may call a Closed Session meeting at such times as may be required for Board discussion of personnel matters; pending, probable, or imminent litigation; land acquisition; and other matters in accordance with the Open Meetings Act.

Verbatim audio or video recordings shall be made of all Closed Session meetings. The tape recording of each meeting shall be retained for a minimum of 18 months from the

date of the meeting. The recordings may be destroyed after 18 months, provided the Board has approved written minutes of the Closed Session in question and has approved the destruction of the recording. Recordings will be kept in the locked custody of the Board Secretary. When the Recording Secretary is not in attendance of the meeting, the tape recording will be kept by the Executive Director or another Commissioner designated by majority Board vote and be given to the Board Secretary at the earliest possible time. Tape recordings of Closed Sessions shall not be open for public inspection unless the Board, by majority vote of those present, makes a determination that a need for confidentiality of the recordings no longer continues to exist. This would be accomplished at the biannual executive session meeting. Once the closed meeting minutes are approved to be opened, they become a matter of public record

5.13 Effective Meetings. The Board recognizes that the most effective, accessible meetings are those at which items of business are handled efficiently, with the necessary and appropriate amount of discussion but without unduly lengthy or repetitive debate or prolonged speechmaking by Board members or members of public. Board members should prepare themselves for meetings by reading the materials provided to them and making appropriate inquiries of the Executive Director prior to the meetings.

5.14 Public Participation. The Board recognizes the need to establish a procedure and reasonable rules for individuals and organizations to have the opportunity to present statements and/or information to the Board while at the same time enabling the Board to conduct the business of the meeting. A "Public Comment" agenda item will appear at all Regular Board Meetings. At that point in a Regular Board Meeting, the Board President will ask if any member of the public wishes to address the Board. In accordance with the Open Meetings Act, the general rule shall be that an individual shall have not more than three minutes to make his or her comments and that repetitive comments are discouraged. The Board may set, on a meeting-by-meeting basis, an overall limit on the number of, and time for, public comments if necessary to facilitate the proper and orderly conduct of the meeting and the completion of the Board's business.

5.15 Rules Governing Public Recording of Meetings. Pursuant to the Open Meetings Act, an individual from the public may record a Board meeting open to the public by tape, film or other means, subject to the rules as set for the by the Board for such recordings. The District's policy is to cooperate with representatives of the print and broadcast media and with other members of the public who wish to record public meetings of the Board by tape, film or other means, so long as said recordings are not disruptive to the meeting, and do not violate the rights of the members of the Board, District staff and the public.

5.16 Official Minutes. The Recording Secretary or designee shall be responsible for recording the minutes. The Recording Secretary or designee must keep an accurate and true record of all motions, resolutions and ordinances with a detailed account of the



roll call vote. All minutes are considered as drafts only until adopted by the Board at a subsequent meeting. Minutes of Board and committee meetings, open or closed, shall be prepared in conformity with the Open Meetings Act, and at a minimum shall contain: (a) the name of the District, the date, time, and location of the meeting; (b) names of Commissioners recorded as either present and absent and whether the members were physically present or present by means of video or audio conference; and (c) a summary of discussion on all matters proposed and deliberated, and in the case of an open meeting, matter decided, and a record of any votes taken. The Board shall approve the minutes of each of its open meetings within 30 days after the meeting or at the Board's second subsequent regular meeting, whichever is later. The Executive Director shall cause minutes of meetings open to the public to be available for public inspection at the District's administrative office and to be posted on the District's website within 10 days after the approval of such minutes by the Board. Minutes of meetings posted on the District's website shall remain posted on the website for at least 60 days after their initial posting. Meeting notices, agendas, minutes, records and voting will conform to the requirements of the Park District Code and the Open Meeting Act.

## **Article 6      Board Committees**

6.1      Board Authority to Establish Standing Committees. The Board, by majority vote, may designate standing committees of the Board from time to time, and in so doing the Board shall establish the purpose and scope of authority of such committees. The Board also may establish meeting times and places for its standing committees from time to time. The Board currently maintains seven standing committees: the Committee of the Whole, the Finance Committee, the Personnel and Planning Committee, Policy and Procedure Committee, Recreation Facilities, Parks & Maintenance Committee, Recreation Programs & Resident Relations Committee, OCCC Programs, Facilities, Grounds & Maintenance Committee.

6.2      Committee of the Whole. The Committee of the Whole of the Board, comprised of all seven Board members, meets as needed and as scheduled by the Board President. The meeting time and place is determined by Board consensus. Meeting notice shall be given in accordance with the Illinois Open Meetings Act. The Board President shall be the presiding officer of the Committee of the Whole. The agendas for meetings of the Committee of the Whole shall be prepared by the Executive Director in consultation with the Board President.

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



of all committees.

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

6.5 Personnel and Planning Committee. Personnel and Planning Committee is charged with consideration of and recommendations to the Executive Director Board regarding all employee and workplace policies and the Master Plan.

6.6 Policy and Procedure Committee. Policy and Procedure Committee is charged with consideration of and recommendations to the Board regarding District policies and procedures, including; review, revision, adopting ordinances and policy consistent with Illinois law and recommendations of Risk Management Agency.

6.7 Recreation Facilities, Parks & Maintenance Committee. Recreation Facilities, Parks & Maintenance Committee is charged with consideration of and recommendations to the Board regarding facility usage, park properties, land acquisition and development, buildings and grounds maintenance, historic preservation, capital projects, and related matters.

6.8 Recreation Programs & Resident Relations Committee. Recreation Programs & Resident Relations Committee is charged with consideration of and recommendations to the Board regarding all relating to, recreational programming, communications, marketing, and related matters.

6.9 OOCC Programs, Facilities, Grounds & Maintenance Committee. OOCC Programs, Facilities, Grounds & Maintenance Committee is charged with consideration of and recommendations to the Board regarding the golf operations, golf course property, design and development, buildings and grounds maintenance, capital projects, and related matters

## **Article 7      Personnel Policies**

7.1 Responsibility to Establish Personnel Policies. The Executive Director shall have the responsibility of establishing policies governing District employees. The Board may advise on a personnel handbook created by the Executive Director that establishes the terms, rules, and policies related to employment with the District. The Executive Director shall advise the Board of any amendments or additions to the personnel handbook.

7.2 Employment of Executive Director. The Board shall employ a properly educated and trained professional to serve as Executive Director, the chief administrative officer of the District. The board prefers that the Executive Director have the CPRP (Certified Parks and Recreation Professional) certification. The duties and terms and conditions of employment of the Director may be set forth by written contract between the Board and the Executive Director for a specific term. The Executive Director shall serve at the will of the Board and shall be subject to the policies and direction of the Board. The Board shall evaluate the performance of the Executive Director annually.

7.3 Executive Director Responsibilities. The Executive Director shall at all times be subject to and act in accordance with the policies and directions of the Board. The Executive Director shall be the chief administrative officer of the District and its programs. The Executive Director shall be responsible for:

- (a) The hiring, management, discipline, termination, and other matters related to District employees.
- (b) The efficient operation of the District consistent with Board-established policies. The Executive Director shall recommend to the Board such rules, regulations, and operating policies for the District as he/she deems necessary and appropriate for the proper operation and use of the park system by the public, and the management and programming thereof, not inconsistent with applicable laws and ordinances. If these rules, regulations, and operating policies are approved and adopted by the Board, then the Executive Director shall promulgate and enforce them.
- (c) The oversight of the preparation of the annual working budget detailing sources and amounts of revenues and expenditures for each fund levied for by the District.
- (d) Functioning as liaison between District staff and the Board. The Executive Director will facilitate the concise and efficient communication of all direct questions, comments, and requests for information between the Board and District staff as well as similar requests between individual Board members and individual staff members.
- (e) Issuance of permits and grants permissions in accordance with applicable ordinances, policies, rules, and regulations of the District.
- (f) Attending all meetings of the Board, report on his actions and the operation and activities of the District since the previous Board meeting, and serve as an advisor to the Board on matters of policy formation. He/she shall be an unofficial member of all District staff committees.

#### 7.4 Executive Director and Board of Commissioners Relationship.

Commissioners should respect the Board's commitment to implement its policies through the Executive Director and to rely on the Executive Director to handle the administrative functions of the District. Commissioners should request desired information from the Executive Director rather than from other employees of the District. Commissioners also should refer inquiries, information, complaints, and other communications made to them by residents and other members of the public about District matters to the Executive Director. Commissioners should support the actions of the Executive Director when those actions have been directed, ratified, or otherwise supported by the Board. The Board shall establish an effective working relationship with the Executive Director and provide timely and effective feedback on performance.

The Executive Director should:

- (a) Provide guidance and professional leadership based on high ethical standards and sound philosophical and logical applications. The Board should require that the Executive Director has the leisure services experiences and education necessary to perform stipulated functions based on work experience and academic preparation in leisure services curriculum.
- (b) Fully and constantly keep the Commissioners informed of the important aspects of the day-to-day operations of the District in a straightforward manner.
- (c) Prepare all information that is necessary for the Board to become fully informed on matters requiring the Board's attention. The Executive Director should set forth a clear statement of the situation or problem, provide unbiased information on various alternatives, and the financial impact of the same, if necessary. This information should be accompanied by a recommendation. The Executive Director should be prepared to justify the rationale behind the information and recommendation. Once the Board decides upon the policy, the Executive Director should recognize that the decision is then the District's decision regardless of his/her personal point of view.
- (d) Respect the judgment and thoughts of each Commissioner and realize that the Board is the legal representative of the District.
- (e) Enter into the day-to-day operations of the District with the spirit that the administrative decision-making must exercise within the policies that have been approved by the Board. The Board should recognize that countless situations will arise that are not explicitly covered by adopted policies and require an administrative decision.

7.5 Qualified Employees. The Board recognizes that the District competes both with private entities and other public agencies for well-qualified, high-quality employees. The Board understands the importance of encouraging and supporting the Executive Director's ability to maintain, within reasonable financial constraints, a policy of providing a suitable salary and benefits program for the employees of the District.

7.6 Employees' Performance of Duties. Board members shall not inhibit, obstruct, or otherwise interfere with any District employee in the performance of his or her assigned duties. All inquiries relating to a District employee should be directed only to the Executive Director. Individual Commissioners shall not make requests or give direction to District staff.

## **Article 8      Fiscal Responsibilities**

8.1 General. The Board recognizes that the financial integrity of the District must be maintained through a sound financial plan outlining expected revenues and expenditures for all District funds. The Board shall exercise prudent financial judgment and practices so that the District remains financially sound. The Board shall review and approve the proposed annual budget for the District. The Board shall also regularly review reports regarding the District's financial status, including accounts payable, current status of each of the funds of the District, and similar reports.

8.2 Fiscal Year. The fiscal year of the District shall begin on the first day of January and end on the thirty-first day of December of the same year.

8.3 Annual Budget, Appropriation Ordinance. The Board shall review and approve an annual budget and review in accordance with law. The presentation of the budget shall include a written description of the significant changes to the prior year's budget as well as review of the budgeted and projected revenues and expenditures for each fund in prior fiscal year, the results of significant organizational, operational, or accounting changes, and the timetable for review, revision, public display, and adoption of the budget and appropriation ordinance, the annual tax levy ordinance, and the Truth-in-Taxation hearing (if one is necessary). The Executive Director shall supervise the preparation of the proposed budget and appropriation ordinance in consultation with the Superintendent of Finance and the District's Attorney. The proposed budget and appropriation ordinance shall be released for public inspection in the manner provided by law. The Board will hold a public hearing on the proposed budget and appropriation ordinance. The Board shall approve a budget at a Board meeting prior to the beginning of the District's fiscal year.

8.4 Annual Tax Levy. The Board shall consider and approve a tax levy ordinance annually in accordance with the schedule established by law. The annual tax

levy ordinance shall be approved by the Board no later than the first regular meeting of the Board in December and filed with the Cook County Clerk within the deadline for filing established by law.

8.5 Annual Audit. The Board shall conduct an annual audit using an independent auditing firm. The Board's policy is for full disclosure of pertinent financial reports. The District's accounting procedures shall conform to all applicable laws and standards, including accepted principles and standards of the Governmental Financial Officers Association, the National Committee on Government Accounting, and the Governmental Accounting Standards Board.

8.6 Revenue Policy; Program Fees. The Board shall maintain a Revenue Policy that recognizes the various costs related to the District's facilities and programs including, without limitation, facilities operations costs, facilities maintenance costs, program costs, and administrative costs. The Revenue Policy shall also recognize the various types of programs provided by the District and the scope of those programs including, without limitation, community-wide programs (for example special events) that benefit the community as a whole, community-based special interest programs (for example swimming lessons and teen programs) that benefit both participants and the community as a whole, and revenue programs (for example summer camps) that principally benefit the participants. Program fees should be established and adjusted based both on costs and expenses, program type, and targeted constituent group.

8.7 Debt Service Principles and Procedures. Inappropriate levels of debt can create financial difficulty. For example, short-term borrowing to cover routine costs can be expensive and may be a sign that the District is becoming financially overextended. Further, an unduly high level of debt may place an undue financial burden on the taxpayers and thereby adversely affect the health of the local business community. Reasonable levels of debt, however, may provide a mechanism to reduce costs for the District by allowing funding of projects or equipment purchases sooner than possible if those projects or equipment purchases were paid with current funds, thus reducing or negating future cost increases. Issuing debt also is a mechanism for spreading the costs of capital improvements equitably among current users and future users of the improvements. The Board also recognizes that the condition of the District's parks, facilities, equipment, and programs are an important component in maintaining the desirability of the area and local property. For this reason, too, it may be desirable to issue debt to secure the funds necessary for maintenance and improvement of the District's parks, facilities, equipment, and programs. The Board thus intends to adhere to the following general debt policies:

- (a) The Board will endeavor to achieve and maintain the highest possible bond rating for the District.

- (b) Except under extraordinary circumstances, average annual bond maturities shall not exceed the statutory maximum.
- (c) The District will endeavor to maintain minimum reserves in the Bond and Interest Fund at least equal to the next required principal and interest payments on outstanding debt.
- (d) Except in emergencies or other extraordinary circumstances, borrowing shall be undertaken only to fund capital improvements included in the District's 5-Year Capital Projects Plan.
- (e) Because the District's authority to issue bonds is restricted by the Illinois Property Tax Extension Limitation Act's debt service extension base limit, the Board may choose under appropriate circumstances to issue debt certificates instead of bonds.
- (f) No person or committee or other entity shall be authorized to create any financial liability on behalf of the District except only as approved by the Board or in accordance with the District's Purchasing Policy.
- (g) The 5-Year Capital Projects Plan shall be the basis for planning and consideration of issuance of bonds or other instruments.

8.8 Bond Sales. Bonds may be issued by private placement or through an open bidding process. The District may invite proposals from particular financial institutions and, if so, shall invite financial institutions within the boundaries of the District to be a part of that proposal process. Depending on the market circumstances as determined by the Board, the Executive Director, and any financial consultants advising the Board, bonds may be marketed publicly. The District shall be represented by the District's financial consultant acting as issuers counsel, and the District also shall retain bond counsel.

8.9 Grants. The Board shall seek to finance proposed improvements through public or private grants, whenever feasible. The Executive Director and other staff shall be vigilant about exploring all possibilities for obtaining grants and other financial assistance.

8.10 Competitive Bidding. The Board shall authorize the Executive Director to use a competitive bidding process for public works projects undertaken by the District and for the purchase of goods and services as required by the Park District Code or otherwise as required by law. When such contracts have been let for competitive bidding, the Board will award the contract to the lowest and most responsible bidder in the best interests of the District in accordance with state law. In determining the responsibility of the bidder, the Board may consider the bidders' financial responsibility, general experience, past

projects of similar nature, adequacy of labor and equipment, ability to perform under current circumstances, references, and other pertinent matters. Contracts solicited through the competitive bidding process should provide that the Board may reject any and all bids when the Board determines that it is in the best interest of the District to do so.

8.11 Procurement Cards. The District may choose to provide procurement cards to certain designated employees to facilitate the purchase on behalf of the District of approved items from approved vendors, in accordance with the Procurement Policy.

## **Article 9     District Property**

9.1 Tours of Facilities. The Board shall endeavor to tour the District's parks and other key facilities at least once each year as a group to facilitate Board members' understanding of the needs and issues related to the District's facilities. The tour shall be conducted by knowledgeable members of the District's staff. Board members also are strongly encouraged to visit and review the facilities and programs of the District individually and as often as possible. Such visits should be made with due consideration for the integrity of any on-going program.

9.2 Land Acquisition. The Board may seek to acquire additional land for park purposes. The following matters should be considered as part of the Board's determination whether to acquire land:

- (a) The acquisition and proposed use of the land will significantly enhance the recreation and leisure activities the District can provide to its residents.
- (b) Acquisition, development, and maintenance of the land is not inconsistent with the District's 5-Year Capital Projects Plan and can be undertaken without violating the Board's fiscal and funding policies.
- (c) Public approval via voter referendum has been obtained if funding requirements cannot be met with currently available financing mechanisms.

9.3 Property Leases The District may a lease of real property when the Board determines that such a lease would enhance the ability of the District to provide quality services to its residents. Each such lease shall be made in accordance with the provisions of the Illinois Park District Code or other applicable statutes.

9.4 Divestment of Property. Although unusual, the Board may determine that it would be in the best interest of the District to sell or divest itself of land. Such actions



would be subject to applicable laws which specifically prescribe steps to be taken.

## **Article 10 Additional Matters**

10.1 Staff and Board Education and Training. The Board believes that it is in the best interests of the District to maintain an informed and educated District staff and Board. The Board thus believes that the District should pay appropriate costs and expenses for the Executive Director and other staff members to attend appropriate conferences, training sessions, and professional development meetings, within the limits of the budgeted funds and as determined by the Executive Director. The Board also believes that funds should be provided to pay appropriate costs and expenses for Board members to attend seminars, conferences, and training sessions in furtherance of their ability to best serve the District, as designated by the majority of the Board.

10.2 Membership in IAPD and NRPA. The Board recognizes the benefits derived from the programs, services, and information provided by the IAPD and NRPA and, as such, the District shall maintain membership in the IAPD and NRPA unless otherwise determined by the Board. Each Board member shall have an individual membership in these organizations. Board members are encouraged to participate actively in these organizations by attending events and training and by joining committees.

10.3 Annual Calendar of Actions and Activities. The Executive Director, in consultation with the Board President, shall provide the Board, at or before the Board's regular meeting in January, with a calendar of annual, recurring, and anticipated Board actions and activities for the upcoming calendar year.

10.4 Use of Expert Consultants. The Board recognizes the need from time to time to utilize the services of consultants for a special project or projects. The Board shall appoint such engineers, architects, planners and others as the Board shall determine prudent, and shall approve the consultant's amount of compensation, if any. The Executive Director shall be involved with the Board on all aspects relating to such an appointment, and shall work directly with the consultant in completing his/her assigned responsibilities and tasks.

10.5 Acceptance of Donations. The Board may accept donations of land, equipment, and other items when the Board determines that the acceptance is in the best interests of the District and made in accordance with applicable law.

10.6 Recognition of Outgoing Board Members. Service on the Board shall be recognized, upon completion of the Board member's term on the Board, by presentation to outgoing Board members of a plaque or small gift at a regular Board meeting, typically during the meeting that includes the Annual Meeting of the Board.



10.7 Non-Discrimination. The District, including the Board, shall not discriminate in the provision of its services or facilities, or in its employment practices, on any unlawful basis, including but not limited to race, religion, national origin, age, sex or sexual orientation, pregnancy, disability or association with a person with a disability, veteran status, or citizenship status and will not tolerate harassment or intimidation of any park patron, or District employee or volunteer. Our "zero tolerance" policy extends to discriminatory conduct or harassment or intimidation by a District elected or appointed official or District employee, or by a patron, volunteer, vendor, contractor, customer, or affiliated organization or other business partner of the District. The policy applies to all District operations.

10.8 Amendment of Policies. Consideration of a new policy or the amendment of an existing policy may be initiated by any Board member or by the Executive Director at any time. A written draft of the amendment or new policy must be submitted to the Board President to be considered for inclusion on a Board meeting agenda. Any changes or additions to policies must be approved by a majority of the full Board at a regular or special meeting.



December 13, 2022

To: Christina Ferraro, Executive Director  
From: Shawn Hughes, Superintendent of Finance, HR and IT  
Re: 2022 Annual Interfund Transfers

### 2022 Annual Fund Transfers

The 2022 budget includes several transfers between funds to sustain normal operating conditions. Transfers to sustain Capital Funds include a transfer from Corporate to General Capital for \$30,000 and a transfer from Golf to Golf Capital for \$240,000.

Due to increased interest rates, the 2022 G.O. Bond (rollover bond) transfer amount to General Capital is slightly less than budgeted.

#### 2022 BUDGETED TRANSFERS

From F100 Corporate	(30,000)
To F518 Capital	<u>30,000</u>
	-

From F300 Golf	(240,000)
To F523 Golf Capital	<u>240,000</u>
	-

From F613 2022 G.O. Bond	(655,356)
To F518 Parks Capital	195,356
To F608 2014B Alt. Bond	<u>460,000</u>
	-

#### 2022 PROPOSED TRANSFERS

From F100 Corporate	(30,000)
To F518 Capital	<u>30,000</u>
	-

From F300 Golf	(240,000)
To F523 Golf Capital	<u>240,000</u>
	-

From F613 2022 G.O. Bond	(632,450)
To F518 Parks Capital	172,450
To F608 2014B Alt. Bond	<u>460,000</u>
	-

#### Recommendation:

Staff recommends authorization of transfers between individual funds as summarized.



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December 13, 2022

To: Park Board of Commissioners  
From: Christina Ferraro, Executive Director  
Re: Proposed 2023 Regular Board Meeting Schedule

The 2023 regular board meetings will be held on the fourth Tuesday of each month with exceptions indicated below with a double asterisk. All the meetings will be held at 7:00 pm at the Gary Morava Recreation Center, 110 West Camp McDonald Rd., Prospect Heights, IL 60070

January 24

February 28

March 28

April 25

May 23

June 27

July 25

August 22

September 26

October 24

November 14 \*\*

December 12 \*\*



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December 13, 2022

To: Christina Ferraro, Executive Director  
From: Shawn Hughes, Superintendent of Finance, HR and IT  
Re: Levy for Tax Year 2022 Fiscal Year 2023

**Tax Levy Ordinance 12.13.2022**

The Levy Ordinance reflects the same request for costs exclusive of debt service approved with the Truth in Taxation Resolution:

\$2,553,900 Truth in Taxation Resolution #11.15.2022  
\$ 698,416 Debt Service  
\$3,252,316 Total Levy Request

The total amount requested is \$3,252,316. Funds will be utilized for general park purposes, recreation programs, and maintenance. The Ordinance must be filed with the county by the last Tuesday in December.

Recommendation:

Approve Tax Levy Ordinance 12.13.2022 FY2023. The tax levy amount is for \$3,252,316 to be utilized for general park purposes, recreation program and maintenance.  
(attachment)

**Tax Levy Resolution 12.13.2022**

The Tax Levy Resolution will be filed with the levy ordinance. If the levy requested is greater than the calculated extension the Resolution provides Cook County with direction to maximize the levy requested in all funds except Corporate.

Recommendation:

Approve the Tax Levy Resolution 12.13.2022 as submitted  
(attachment)

**Prospect  
Heights  
Park  
District**

110 W. Camp McDonald Rd, Prospect Heights, IL.

**FOR TAX YEAR 2022  
TAX LEVY  
ORDINANCE  
NO. 12.13.2022  
FY 2023**

**January 1, 2023 – December 31, 2023**

**STATE of ILLINOIS** }  
**COUNTY of COOK** } **SS**  
**PROSPECT HEIGHTS PARK DISTRICT** }

I, Timothy Jones, do hereby certify that I am the duly qualified elected President and Presiding Officer of the PROSPECT HEIGHTS PARK DISTRICT, Cook County, Illinois, and that the foregoing Tax Levy Ordinance 12.13.2022 was passed in full compliance with the provisions of Section 4 through 7 of “An Act to provide for procedures for public notice and hearing on Public Act 82-102” (Truth in Taxation).

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Timothy Jones, President and Presiding Officer  
Prospect Heights Park District

ATTEST:

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Elizabeth Cloud, Board Secretary  
Prospect Heights Park District

Dated 13th Day of December 2022

STATE of ILLINOIS }  
COUNTY of COOK } SS.  
PROSPECT HEIGHTS PARK DISTRICT }

CERTIFICATE of ANNUAL TAX LEVY ORDINANCE 12.13.22  
TO: THE COUNTY CLERK of COOK COUNTY:

I, Elizabeth Cloud, do hereby certify that I am Secretary to the Board of Commissioners of the Prospect Heights Park District, Cook County, duly appointed and qualified and acting in and for said Park District.

That pursuant to authority vested in it, the Board Of Commissioners of the Prospect Heights Park District, Cook County, Illinois at its meeting assembled on the 13th Day of December, A.D., 2022 did hereby direct that there be raised by the General Tax Levy Ordinance attached hereto:

General Park Purposes	\$1,088,000
Recreation Purposes	815,000
Auditing Purposes	18,200
Paving & Lighting	11,000
Liability Insurance	120,000
Retirement Fund (IMRF )	138,000
Social Security	172,000
Police & Security Purposes	45,200
Museums Purposes	1,000
Special Co-op Recreation	145,500
Debt Service Fund	<u>698,416</u>
	\$ 3,252,316

That the amount set forth in the Annual Tax Levy Ordinance attached hereto, the same being a true and correct copy of said Ordinance be levied upon all taxable property in said Park District of the PROSPECT HEIGHTS PARK DISTRICT, Cook County, Illinois, as itemized and needed for uses and purposes as therein set forth as appears from the record of the proceedings of said Board of Commissioners now on file in the Park District office and that this original form which this copy was made and compared is on record in said office.

I, Elizabeth Cloud, being first duty sworn on oath, deposes and says that the above and foregoing statement is true and correct.

---

Elizabeth Cloud, Board Secretary

## ORDINANCE 12.13.2022

### TAX LEVY ORDINANCE AND RESOLUTION ADOPTING THE SAME FOR TAX YEAR 2022 & FISCAL YEAR JANUARY 1, 2023 AND ENDING DECEMBER 31, 2023 FOR THE PROSPECT HEIGHTS PARK DISTRICT IN THE COUNTY OF COOK AND STATE OF ILLINOIS

**WHEREAS:** It is the duty of the Commissioners of the Prospect Heights Park District to levy a tax for General Park purposes of said Park District and for the purpose of planning, establishing and maintaining Recreation programs within said Park District, and for the purpose of levying a tax for Paving and Lighting of streets and playgrounds, within and upon park district property, for the purpose of levying and collecting tax for the payment of Liability Insurance, for the purposes of levying and collecting a tax for the payment of Federal Old Age and Survivors Insurance and Illinois Municipal Retirement Fund, and for the purpose of maintaining a Police and Security System, and for the purpose of Joint Recreation Programs for the Special Recreation, and for the purpose of levying and collecting a tax for Auditing Fund, and for the purpose of levying and collecting a tax for Museum Fund and for the purpose of levying and collecting a tax for the Debt Service Fund.

**Now, THEREFORE,** Be it Resolved this 13th Day of December 2022, this Tax Levy Ordinance / Resolution was considered by the Board of Commissioners of the Prospect Heights Park District, County of Cook, State of Illinois:

**Section 1:** That there is hereby levied on all taxable property within the Corporate limits of said PROSPECT HEIGHTS PARK DISTRICT for the fiscal year beginning January 1, 2023 and ending December 31, 2023, the total sum of *ONE MILLION EIGHTY EIGHT THOUSAND DOLLARS (\$1,088,000)* for the Corporate purposes of said Park District and the total sum of *EIGHT HUNDRED FIFTEEN THOUSAND DOLLARS (\$815,000)* for Recreation purposes as described by the statutes of the State of Illinois in such case made and provided, the sum of *EIGHTEEN THOUSAND TWO HUNDRED DOLLARS (\$18,200)* for the Audit Fees of Park District in accordance with the Statutes of the State of Illinois in such case made and provided, and the sum of *ELEVEN THOUSAND DOLLARS (\$11,000)* for the Paving and Lighting of streets and playgrounds in accordance with the Statute of the State of Illinois in such case made and provided, and the sum of *ONE HUNDRED TWENTY THOUSAND DOLLARS (\$120,000)* for the Public Liability Insurance, and the sum of *ONE HUNDRED THIRTY EIGHT THOUSAND DOLLARS (\$138,000)* for Illinois Municipal Retirement Fund, in accordance with the Statutes of the State of Illinois in such case made and provided, and the sum of *ONE HUNDRED SEVENTY TWO THOUSAND DOLLARS (\$172,000)* for Federal Old Age and Survivors Insurance in accordance with the Statutes of the State of Illinois in such case made and provided, the sum of *FORTY FIVE THOUSAND TWO HUNDRED DOLLARS (\$45,200)* for organizing and maintaining a, Police and Security in accordance with the Statutes of the State of Illinois in such case made and provided, and the sum of *ONE THOUSAND DOLLARS (\$1,000)*, for the maintenance of Museums, in accordance with the Statute of the State of Illinois in such case made and provided and the sum of *ONE HUNDRED FORTY FIVE THOUSAND FIVE HUNDRED DOLLARS (\$145,500)* for Joint Recreation Programs for the Special Recreation, in accordance with the Statutes of the State of Illinois in such case made and provided and the sum of *SIX*



*HUNDRED NINETY EIGHT THOUSAND FOUR HUNDRED SIXTEEN DOLLARS (\$698,416)* for Debt Service, in accordance with the Statutes of the State of Illinois in such case made and provided and that the said total of *THREE MILLION TWO HUNDRED FIFTY TWO THOUSAND THREE HUNDRED SIXTEEN DOLLARS (\$3,252,316)* to defray the necessary expenses for the operation, construction, repair, improvements, and maintenance of parks and grounds, buildings, under the control of the Park District, and Recreation Programs, Auditing Fund, Paving and Lighting of streets and playgrounds, Liability Insurance, payments of Illinois Municipal Retirement Fund & F.I.C.A., and for Museum purposes, for joining the Special Recreation CO-OP District for the Special Recreation and for the Debt Service.

**Section 2:** The Ordinance heretofore adopted lists the objects and purposes for which said funds were made and the respective amounts:

**CORPORATE TAX LEVY**

Personnel Services	\$ 460,462
Contractual Services	209,528
Commodities	37,890
Improvements & Development	380,120
<hr/>	
Total Amount Levied	\$ 1,088,000

**RECREATION TAX LEVY**

Personnel Services	\$ 815,000
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Total Amount Levied	\$ 815,000

**AUDIT LEVY**

Expense for Annual Audit of Park District Accounts	\$ 18,200
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Total Amount Levied	\$ 18,200

**PAVING & LIGHTING TAX LEVY**

Paving & Lighting, Maintaining of Streets and Playgrounds	\$ 11,000
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Total Amount Levied	\$ 11,000

**LIABILITY INSURANCE TAX LEVY**

Liability Insurance in connection with the operation  
of the Park District. (Workmen's Compensation,  
Unemployment Insurance, Auto and General  
Liability).

\$ 120,000

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Total Amount Levied	\$	120,000
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**ILLINOIS MUNICIPAL RETIREMENT TAX LEVY**

Payment by the Park District to Illinois Municipal Retirement Fund

\$ 138,000

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Total Amount Levied	\$	138,000
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**FEDERAL OLD AGE & SURVIVORS INSURANCE TAX LEVY**

F.I.C.A Employers Payment

\$ 172,000

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Total Amount Levied	\$	172,000
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**POLICE PURPOSES TAX LEVY**

Organizing & Maintaining Police System

\$ 45,200

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Total Amount Levied	\$	45,200
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**MUSEUM TAX LEVY**

Maintenance & Operation of Museums and Nature Areas

\$ 1,000

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Total Amount Levied	\$	1,000
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**SPECIAL RECREATION TAX LEVY**

Joint Recreation Programs for the Special Recreation

\$ 145,500

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Total Amount Levied	\$	145,500
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**DEBT SERVICE LEVY**

Debt Service

\$ 698,416

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Total Amount Levied	\$	698,416
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**Section 3:** That all expended balances in any item or items in any levy made by the Tax Levy Ordinance may be expended in making up insufficiency or deficit in any item within the same levy for the general purposes for which it is made.

**Section 4:** That the Secretary of the Board of Commissioners of this Park District is hereby directed to file a copy of this Ordinance and Resolution duly certified by said Secretary in accordance with the provisions of the Statute in such case made and provided with the County of Cook, State of Illinois.

**PROSPECT HEIGHTS PARK DISTRICT**

**SUMMARY of TAX LEVY**

	<u>FUND</u>	<u>LEVIED AMOUNT</u>
01	CORPORATE	\$ 1,088,000
02	RECREATION	815,000
04	AUDIT	18,200
05	PAVING & LIGHTING	11,000
06	LIABILITY INSURANCE	120,000
07	RETIREMENT ( I.M.R.F.)	138,000
11	SOCIAL SECURITY	172,000
08	POLICE	45,200
09	MUSEUM	1,000
10	SPECIAL RECREATION	145,500
56	DEBT SERVICE	<u>698,416</u>
		\$ 3,252,316

**Section 5:** On the motion of Commissioner \_\_\_\_\_, seconded by Commissioner \_\_\_\_\_, it is hereby resolved that the Tax Levy Ordinance 12.13.2022 be passed by the Board of Commissioners of the said Park District, Cook County, Illinois on the 13th Day of December, 2022 by the following roll call vote:

Ayes:

Nays:

Absent:

Abstain:

Passed and deposited in the office of the Secretary of the Board of Commissioners of the Prospect Heights Park District, this 13th Day of December, 2022 A.D.

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Elizabeth Cloud, Board Secretary  
Prospect Heights Park District

STATE of ILLINOIS }  
COUNTY of COOK } SS  
PROSPECT HEIGHTS PARK DISTRICT }

**I, Elizabeth Cloud, do hereby certify that I am  
the duly qualified Secretary for The Board of Commissioners of the Prospect  
Heights Park District, in the County of Cook and State aforesaid.**

**I do further certify that the foregoing is a full true copy of the Annual Tax Levy Ordinance 12.13.2022, adopted by the Board of Commissioners on this 13th Day of December, 2022.**

**IN WITNESS WHEREOF, I hereunto affix my  
official signature as Secretary of the Board of Commissioners of the Prospect  
Heights Park District.**

**Elizabeth Cloud, Board Secretary  
Prospect Heights Park District**

**Subscribed and Sworn to me this 13th Day of December 2022.**

**Notary Public:** \_\_\_\_\_

**PROSPECT HEIGHTS PARK DISTRICT**

**RESOLUTION**

**The attached resolution is hereby published by the authority of the Board of Commissioners of the Prospect Heights Park District pursuant to Illinois Revised Statutes, Chapter 105, Section 4-3 this 13th Day of December, 2022.**

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**Elizabeth Cloud, Board Secretary  
Prospect Heights Park District**

**(PARK DISTRICT SEAL)**

**By attachment of this statement to any Resolution, said Resolution is made a part of the Park District's Resolutions available to the public upon request.**

**RESOLUTION 12.13.2022**

**A RESOLUTION PROVIDING FOR THE POSSIBLE REDUCTION  
OF LEVY AND ASSESSMENT OF TAXES FOR THE PROSPECT  
HEIGHT PARK DISTRICT COOK COUNTY, ILLINOIS, FOR THE  
FISCAL YEAR BEGINNING JANUARY 1, 2023 AND ENDING  
DECEMBER 31, 2023**

**WHEREAS**, the Board of Commissioners of the Prospect Heights Park District recognize certain effect of the Property Tax Limitation Act on the annual tax levy of the Park District; and

**WHEREAS**, the Board of Commissioners of the Prospect Heights Park District recognize certain limitations of the annual property tax extension as currently distributed by the Office of the County Clerk; and

**WHEREAS**, it is determined to be in the best interest of the Prospect Heights Park District to maximize the levy extensions in the Recreation, Audit, Paving & Lighting, Liability Insurance, IMRF, Social Security, Police Protection, Museum, and Special Recreation Funds.

**THEREFORE**, be it resolved by the Board of Commissioners of the Prospect Heights Park District that the Director of Tax Extensions of the Office of the County Clerk be authorized to extend the full levy request, up to the legal tax rate limit to Recreation, Audit, Paving & Lighting, Liability Insurance, IMRF, Social Security, Police Protection, Museum, and Special Recreation Funds of the District.

**BE IT FURTHER RESOLVED** that the Director of Tax Extensions of the Office of the County Clerk be authorized to reduce the district's Corporate Fund to provide the necessary tax extension required to maintain the Recreation, Audit, Paving & Lighting, Liability Insurance, IMRF, Social Security, Police Protection, Museum, and Special Recreation Funds, at the full levy amount requested.

Passed and signed on this 13<sup>th</sup> day of December 2022

ATTEST:

TIMOTHY JONES

PARK BOARD PRESIDENT \_\_\_\_\_

Date: December 13, 2022

ELIZABETH CLOUD

PARK BOARD SECRETARY \_\_\_\_\_

Date: December 13, 2022

Adopted: December 13, 2022



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December 13, 2022

To: Park Board of Commissioners  
From: Tim Jones, Park Board President  
Re: Approval to renew employment agreement for the Executive Director through January 2026

The employment agreement has been revised to commence January 2023 for a three-year period with annual compensation changes included wherein. A future agreement may be discussed in August 2025 or sooner should either the Board or the Executive Director so choose.

MOTION: Approval to renew employment agreement for the Executive Director through January 2026.

(attachment)