

Park District Directory

per Freedom of Information Act (5 ILCS 140/1, et seq.)

Summary of purpose

The Prospect Heights Park District 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.

Total amount of Operating Budget

The Park Board of Commissioners approved the FY 2023 operating budget for the Park District in the amount of \$8,491,414.00.

Number and location of all separate offices

- 1 Administration Offices, 104 W. Camp McDonald Road, Prospect Heights, 60070
- 2 Gary Morava Recreation Center, 110 W. Camp McDonald Road, Prospect Heights, 60070
- 3 Old Orchard Country Club, 700 W. Rand Road, Mount Prospect, 60056
- 4 Golf Course Grounds Garage & Office, 700 W. Camp McDonald, Prospect Heights, 60070

Total number of full-time and part-time employees

21 full time, 23 part time and 90 seasonal

Block diagram of functional subdivisions;



Identification and membership of all boards and committees:

Prospect Heights Park District Park Board of Commissioners

| | | | |
|-------------|--------------|--------------|-----------|
| Ellen Avery | Betty Cloud | Karl Jackson | Tim Jones |
| Eric Kirste | Steve Messer | Paul Fries | |

Committees of the Board

- **Committee of the Whole**
Tim Jones, Chair Eric Kirste, Sub-Chair
- **Finance Committee**
Eric Kirste, Chair Steve Messer, Sub-Chair
- **Personnel and Planning Committee**
Ellen Avery, Chair Betty Cloud, Sub-Chair
- **Policy and Procedure Committee**
Ellen Avery, Chair Betty Cloud, Sub-Chair



The complaint should be submitted by the grievant and/or his/her designee as soon as possible but no later than 60 calendar days after the alleged violation to:

Christina Ferraro, Executive Director, 110 W. Camp McDonald Road in Prospect Heights, IL 60070

Within 15 calendar days after receipt of the complaint, Christina Ferraro or her designee will meet with the complainant to discuss the complaint and the possible resolutions. Within 15 calendar days of the meeting, Christina Ferraro or her designee will respond in writing, and where appropriate, in format accessible to the complainant, such as large print, Braille, or audio tape. The response will explain the position of the Prospect Heights Park District and offer options for substantive resolution of the complaint.

If the response by Christina Ferraro or her designee does not satisfactorily resolve the issue, the complainant and/or her designee may appeal the decision within 15 calendar days after receipt of the response to Tim Jones, Board President, or his designee.

Within 15 calendar days after receipt of the appeal, the Tim Jones, Park Board President, or his designee, will meet with the complainant to discuss the complaint and possible resolutions. Within 15 calendar days after the meeting, the Executive Director or her designee will respond in writing, and, where appropriate, in a format accessible to the complainant, with a final resolution of the complaint.

All written complaints received by Christina Ferraro or her designee, appeals to Tim Jones, Park Board President or his designee, and responses from these two will be retained by the Prospect Heights Park District for at least three years.

Revised February 2023

