



# **BOARD REPORT**

**AUGUST 22, 2023**



**REGULAR BOARD MEETING  
PROSPECT HEIGHTS PARK DISTRICT  
GARY MORAVA RECREATION CENTER  
110 W. CAMP MCDONALD ROAD, PROSPECT HEIGHTS, IL 60070  
TUESDAY, AUGUST 22, 2023  
7:00PM**

**I. Call to Order**

- A. Roll Call
- B. Pledge of Allegiance

**II. Corrections/Additions/Approval of Agenda**

**III. Recognition / Welcome**

**IV. Public Comment**

**V. 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 July 25, 2023 Local Efficiency Committee Meeting Minutes
- B. Approval of July 25, 2023 Regular Board Meeting Minutes
- C. Approval of July 25, 2023 Executive Session Meeting Minutes
- D. Approval of Treasurer's Report Cash Report #08 cash balance totaling \$5,996,159.38 as of July 31, 2023
- E. Approval of Warrants totaling \$261,653.77 for the period ending July 31, 2023

**VI. Announcements (Meetings)**

Regular Board Meeting at Gary Morava Recreation Center – September 26, 2023 at 7:00 p.m.

**VII. Attorney's Report**

Legal Matter

**VIII. Administrative/Operational Summary**

- A. Executive Director
- B. Superintendent of Finance, HR and IT
- C. Marketing & Communications Manager
- D. Superintendent of Recreation
- E. Superintendent of Facilities and Parks
- F. Director of Golf
- G. Recreation Supervisors

**IX. Committees of the Board**

- A.. Finance Committee - Eric Kirste, Steve Messer
- B. Personnel and Planning Committee - Ellen Avery, Betty Cloud
- C. Policy and Procedure Committee - Ellen Avery, Betty Cloud
- D. Recreation Facilities, Parks & Maintenance Committee - Tim Jones, Paul Fries
- E. Recreation Programs & Resident Relations Committee - Eric Kirste, Betty Cloud
- F. OOC Programs, Facilities, Grounds & Maintenance Committee - Karl Jackson, Tim Jones

**X. Unfinished/Ongoing Business**

**XI. New Business**

- A. Resolution 08.22.2023A NWSRA 2024 Assessment
- B. Resolution 08.22.2023B Revised Policy Amendment Electronic Meeting Attendance
- C. Resolution 08.22.2023C Policy Blood, Organ, or Bone Marrow Donation Paid Leave
- D. Resolution 08.22.2023D Revised Policy Reimburse Travel, Meal Lodging Expenses
- E. Resolution 08.22.2023E Policy District credit cards Travel, Meal Lodging Expenses
- F. Tobacco Sales at OOC
- G. PHNRC Drone Usage For Pesticide Application

**XII. Commissioner Comments**

**XIII. Adjournment**

Note 1: Meeting Location – Gary Morava Recreation Center, 110 W Camp McDonald Road, Prospect Heights, IL 60070

Note 2: If you would like to attend a Park Board meeting but require an auxiliary aid, such as a sign language interpreter, please contact the Executive Director, 847-394-2848, at least 72 hours prior to the scheduled meeting.

*Our mission is to enhance the quality of life for all residents of the District through the development and maintenance of park lands and facilities utilizing available resources, as well as to promote community involvement through a variety of recreation programs, educational opportunities and special events.*

**MINUTES OF THE LOCAL EFFICIENCY COMMITTEE MEETING  
OF THE PROSPECT HEIGHTS PARK DISTRICT  
GARY MORAVA RECREATION CENTER  
110 W. CAMP MCDONALD ROAD, PROSPECT HEIGHTS, IL 60070  
TUESDAY, JULY 25, 2023**

**Call to Order**

**Roll Call**

Tim Jones called the Local Efficiency Committee meeting of the Prospect Heights Park District to order at 7:00 p.m.

Committee members physically present: Ellen Avery (arrived at 7:01 p.m.), Betty Cloud, Paul Fries, Karl Jackson, Tim Jones, Eric Kirste, Steve Messer, Allison Kirby, Christina Ferraro

Committee members electronically present: Marianne Kerr and Travis Hoying

Committee members absent: Ray Doerner

Also present: Edlyn Castil – Marketing & Communications Manager/Recording Secretary

A quorum was present.

Tim Jones led the Pledge of Allegiance.

**Open Meetings Act (5 ILCS 120/1 et seq.) approve committee members to attend electronically.**

A motion was made by Steve Messer and seconded by Paul Fries to approve committee members Marianne Kerr and Travis Hoying to attend electronically due to personal illness and employment purposes. The motion was unanimously approved by a voice vote. The motion carried.

**Corrections/Additions/Approval of Agenda**

A motion was made by Betty Cloud and seconded by Ellen Avery to approve the agenda as submitted. The motion was approved by a voice vote. The motion carried.

**Recognition/Welcome**

Tim Jones thanked all for participating and explained the purpose of this committee is to study efficiencies within the park district and create a report with recommendations to the Cook County Board.

**New Business**

**Document Review**

- **Code of Conduct** There was a brief discussion that the code of conduct was recently approved by the Board. No suggestions were offered by the committee.
- **Cybersecurity Response Plan** There was discussion regarding how and why the Cybersecurity Response Plan was created. Executive Director, Christina Ferraro explained it was recommended by PDRMA (park district risk management agency) due increased cyber threats and the new procedure the park district had to use to get cyber security coverage.

**New Business (continued)**

- **Emergency Action Plans** There was a brief discussion about the plans and suggestions were made by the committee to create a separate symbol for AED on the Emergency & Evacuation Map legend. Questions were asked about the procedure to announce incidents over the public announcement system throughout the recreation center. There was discussion about the active shooter Run-Hide-Fight or Flee-Hide-Flight response for those in the building to escape the area or protect themselves, how incidents are announced so individuals can judge how they respond to incidents and who gives the “all clear” after an incident.
- **Board Manual** There was a brief discussion that the manual being recently approved by the Board. No suggestions were offered by the committee.

It was noted that the Local Efficiency Committee is a recommending body and makes recommendations to the Park Board of Commissioners.

**Public Comment**

There were none.

**Adjournment**

With no further business to discuss, a motion was made by Betty Cloud and seconded by Eric Kirste to adjourn the Local Efficiency Committee Meeting at 7:18 p.m. The motion was unanimously approved by a voice. The motion carried.

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Elizabeth “Betty” Cloud, Secretary

**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, JULY 25, 2023**

**Call to Order**

**Roll Call**

Commissioner Jones called the Regular Board Meeting of the Prospect Heights Park District to order at 7:30 p.m.

Commissioners present: Ellen Avery, Betty Cloud, Paul Fries, Karl Jackson, Tim Jones, Eric Kirste, Steve Messer

Also Present: Christina Ferraro – Executive Director, Dino Squiers – Superintendent of Facilities & Parks, Mark Grassi – Superintendent of Facilities & Parks, Shawn Hughes – Superintendent of Finance, HR & IT, Edlyn Castil – Marketing & Communications Manager/Recording Secretary

A quorum was present.

Tim Jones led the Pledge of Allegiance.

**Corrections/Additions/Approval of Agenda**

A motion was made by Commissioner Jackson and seconded by Commissioner Cloud to approve the agenda as submitted. The motion was unanimously approved by a voice vote. The motion carried.

**Recognition/Welcome**

The Board welcomed the PHYBS Phantoms 11-12 yr. old baseball team and their families.

**Public Comment**

None

**Presentation PHYBS Special Recognition**

Chris Rugg presented each player with a trophy and spoke briefly about each player. The Park Board of Commissioners acknowledged the PHYBS Phantom 11-12 yr. old baseball team for one of the most successful seasons in PHYBS history. The Phantoms season ended and not only did the team win both their tournaments in Wisconsin Dells, but they won 30 travel games in addition to playing in the house league! The Board thanked the volunteer coaches and parents who supported and encouraged all the PHYBS players.

**Staff Special Recognition**

After 20+ years of service at Prospect Heights Park District, Dino Squiers is retiring from his position as Superintendent of Parks & Facilities. Executive Director Christina Ferraro and the Park Board of Commissioners recognized and thanked Dino for his dedication and contributions to the Park District.

**Ten-year Capital Plan**

Executive Director Christina Ferraro presented the district's Ten-year Capital Plan. The estimated ten-year capital needs were divided into four categories: Admin, GMRC, Pool and Parks. Christina presented the planned projects/repairs/replacements and the estimated escalated costs associated with them. The total cost is more than \$7 million for more than ten years. She also discussed potential grant opportunities with IDNR's Urban and Community Forestry, Illinois Bicycle Path Grant Program, PeopleForBikes and USTA. There are also potential energy efficiency program incentives and rebates and potential grant opportunities for capital projects.

**Consent Agenda**

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

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

Nays: None

Abstain: Commissioner Jackson

Absent: None

The motion carried.

**Announcements (Meetings)**

Regular Board Meeting at Gary Morava Recreation Center – August 22, 2023 at 7:00 p.m.

**Attorney's Report**

There was none.

**Administrative/Operational Summary**

**Executive Director** – as submitted. Executive Director Christina Ferraro highlighted that the Wedgewood Park construction is scheduled to start soon. The City anticipates demolition to start on the property adjacent to Tully Park soon.

**Superintendent of Finance, HR and IT** – as submitted. Superintendent of Finance, HR and IT Shawn Hughes reported the mid-year summary is included in her report. Staff continues to complete the EFT/ACH payment project.

**Superintendent of Recreation** – as submitted.

**Superintendent of Facilities and Parks** – as submitted. Superintendent of Facilities and Parks Dino Squiers thanked the Park Board of Commissioners for their support through the years.

**Director of Golf Operations** – as submitted.

**Recreation Supervisors** – as submitted.

**Committees of the Board**

There were no reports.

**Unfinished/Ongoing Business**

There was none.

**New Business**

**Approval Ordinance #07.25.2023 Renaming Wedgewood Park**

A motion was made by Commissioner Cloud and seconded by Commissioner Kirste to adopt Approval Ordinance #07.25.2023 Renaming Wedgewood Park as submitted. The motion was unanimously approved by a roll call vote.

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

Nays: None

Abstain: None

Absent: None

The motion carried.

**Approval Proposed Personnel Policy revisions: Overtime and Compensatory Time**

A motion was made by Commissioner Cloud and seconded by Commissioner Avery to approve proposed Personnel Policy revisions: Overtime and Compensatory Time as submitted. The motion was unanimously approved by a roll call vote.

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

Nays: None

Abstain: None

Absent: None

The motion carried.

**Commissioners Comments**

There were none.

**Recess Into Executive Session**

A motion was made by Commissioner Jackson and seconded by Commissioner Messer to recess into Executive Session of 5 ILCS 120/ Open Meetings Act Section 2 (c) (21) for the purpose of semi-annual review of executive session minutes and determine release at 8:34 p.m. The motion was unanimously approved by a voice vote. The motion carried.

**Action Taken After Executive Session**

During the Executive Session, the semi-annual review of executive session minutes was conducted and there was discussion to determine their release.

A motion was made by Commissioner Jackson and seconded by Commissioner Fries to approve Resolution #07.25.2023 Determining the Confidentiality of Closed Session Minutes as submitted. The motion was approved by a roll call vote.

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

Nays: None

Abstain: None

Absent: None

The motion carried.

**Adjournment**

With no further business to discuss, a motion was made by Commissioner Avery and seconded by Commissioner Kirste to adjourn the Regular Board Meeting at 8:46 p.m. The motion was unanimously approved by a voice. The motion carried.

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Elizabeth "Betty" Cloud, Secretary

TO: Board of Commissioners, Prospect Heights Park District

Pink

FROM: Park District Treasurer

DATE: 8/22/2023 CASH REPORT FY 23

*Motion by Commissioner \_\_\_\_\_ to approve CASH REPORT 08  
8/22/2023 as submitted. Seconded by Commissioner \_\_\_\_\_ .*

**Busey Bank**

**Interest Earned YTD**

Payroll	Checking/sweep			\$	-	
Vendor	Checking/sweep				-	
General/Sweep	Checking				3,396,239.25	
ATM	Checking				99,293.03	
Investment	Checking	\$	7,946.59	annual yield 4.49%	2,134,416.69	
Cash Reserve	Checking	\$	1,363.43	annual yield 4.49%	366,210.41	
<b>TOTALS</b>					<b>\$ 5,996,159.38</b>	<b>Voice Vote</b>

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**FINANCIAL RESOLUTION**

*Motion by Commissioner \_\_\_\_\_ to approve WARRANT RESOLUTION  
8/22/2023 as submitted. Seconded by Commissioner \_\_\_\_\_ .*

**APPROVAL OF WARRANTS 8/22/2023**

**VENDOR WARRANTS**

				AMOUNTS
2	<i>In the amount of</i>	CHECKS ISSUED	\$	421,830.64
2A	<i>In the amount of</i>	ELECTRONIC	\$	112,294.15
Total Vendor Warrants			\$	534,124.79

**PAYROLL WARRANTS**

	7/14/2023			
3	<i>In the amount of</i>		\$	121,183.29
		gross plus employer costs		
	7/28/2023			
4	<i>In the amount of</i>		\$	140,470.48
		gross plus employer costs		
Total Payroll Warrants				<u>\$261,653.77</u>

**TOTAL OF WARRANTS** \$ 795,778.56 Roll Call



## Prospect Heights Park District, IL

# Check Report

By Check Number

Date Range: 07/01/2023 - 07/31/2023

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
<b>Bank Code: AP Bank-AP Bank</b>						
01015	ASSOCIATED LABOR CORPORATION OF AMERIC	07/06/2023	Regular	0.00	19,911.71	53592
02733	BTR -TREE REMOVAL INC	07/06/2023	Regular	0.00	3,100.00	53593
02857	CHICAGOLAND POOL MANAGEMENT INC	07/06/2023	Regular	0.00	31,176.00	53594
01871	CLESEN PROTURF SOLUTIONS LLC	07/06/2023	Regular	0.00	643.15	53595
01022	COMCAST	07/06/2023	Regular	0.00	62.64	53596
02307	COMCAST BUSINESS	07/06/2023	Regular	0.00	1,185.77	53597
01344	COMPUTER EXPLORERS	07/06/2023	Regular	0.00	210.00	53598
01041	CONSTELLATION NEW ENERGY INC	07/06/2023	Regular	0.00	4,545.01	53599
02751	DENNY DIAMOND, INC	07/06/2023	Regular	0.00	934.00	53600
01030	DES PLAINES MATERIAL & SUPPLY	07/06/2023	Regular	0.00	200.50	53601
02337	EXCALTECH	07/06/2023	Regular	0.00	2,572.50	53602
01106	FIRST STUDENT INC	07/06/2023	Regular	0.00	1,722.00	53603
01122	GOLD MEDAL PRODUCTS ML30	07/06/2023	Regular	0.00	657.11	53604
01423	GORDON FOOD SERVICE INC	07/06/2023	Regular	0.00	1,327.45	53605
01463	MATT WILHELM	07/06/2023	Regular	0.00	650.00	53606
01064	PENDELTON TURF SUPPLY	07/06/2023	Regular	0.00	4,395.20	53607
01068	PROSPECT HEIGHTS SCHOOL DISTRICT 23	07/06/2023	Regular	0.00	3,000.00	53608
01073	ROUTE 12 RENTAL	07/06/2023	Regular	0.00	59.90	53609
02584	SHAWN HUGHES	07/06/2023	Regular	0.00	140.00	53610
01075	SIKICH LLP	07/06/2023	Regular	0.00	8,000.00	53611
01616	TOUR EDGE GOLF MFG INC	07/06/2023	Regular	0.00	4,236.00	53612
01168	US POSTAL SERVICE	07/06/2023	Regular	0.00	310.00	53613
02652	A & J SEWER SERVICE	07/13/2023	Regular	0.00	399.00	53614
01079	ACUSHNET COMPANY	07/13/2023	Regular	0.00	1,118.96	53615
02124	ALPHA BAKING COMPANY	07/13/2023	Regular	0.00	920.24	53616
01015	ASSOCIATED LABOR CORPORATION OF AMERIC	07/13/2023	Regular	0.00	27,447.33	53617
02659	BOLDER LAWNS LLC	07/13/2023	Regular	0.00	6,556.00	53618
02733	BTR -TREE REMOVAL INC	07/13/2023	Regular	0.00	2,200.00	53619
01300	CALLAWAY	07/13/2023	Regular	0.00	787.44	53620
01024	CONSERV FS	07/13/2023	Regular	0.00	2,550.75	53621
01117	COOK COUNTY DEPARTMENT OF PUBLIC HEALT	07/13/2023	Regular	0.00	225.00	53622
02144	COZZINI BROS INC	07/13/2023	Regular	0.00	32.00	53623
01823	EDLYN CASTIL	07/13/2023	Regular	0.00	56.27	53624
02917	EWA SWIDZINSKA	07/13/2023	Regular	0.00	96.00	53625
01106	FIRST STUDENT INC	07/13/2023	Regular	0.00	1,059.24	53626
01423	GORDON FOOD SERVICE INC	07/13/2023	Regular	0.00	7,187.83	53627
01038	HARRIS MOTOR SPORTS	07/13/2023	Regular	0.00	364.54	53628
02924	JENNY DAWSON	07/13/2023	Regular	0.00	50.00	53629
02146	JSD PROFESSIONAL SERVICES INC	07/13/2023	Regular	0.00	1,663.02	53630
02923	JULIANA GORDON	07/13/2023	Regular	0.00	100.00	53631
02920	LAUREN JANICKI	07/13/2023	Regular	0.00	72.00	53632
01102	LIONS TAE KWON DO CENTER	07/13/2023	Regular	0.00	1,039.50	53633
02921	MAYA KOWALCZYK	07/13/2023	Regular	0.00	50.00	53634
02925	MONICA'S MEXICAN RESTAURANT	07/13/2023	Regular	0.00	1,382.00	53635
01058	NCPERS GROUP LIFE INSURANCE	07/13/2023	Regular	0.00	16.00	53636
01430	NORTHWEST COMMUNITY HOSPITAL	07/13/2023	Regular	0.00	125.00	53637
01062	ODP BUSINESS SOLUTIONS LLC	07/13/2023	Regular	0.00	585.96	53638
02228	PAYCOR	07/13/2023	Regular	0.00	2,017.40	53639
01063	PDRMA	07/13/2023	Regular	0.00	27,432.02	53640
02715	PLANSOURCE	07/13/2023	Regular	0.00	1,904.07	53641
01468	RANGE SERVANT AMERICA INC	07/13/2023	Regular	0.00	2,034.20	53642
01055	ROTARY CLUB OF RIVER CITIES ILLINOIS USA	07/13/2023	Regular	0.00	380.00	53643
02134	TESTA PRODUCE INC	07/13/2023	Regular	0.00	830.65	53644
01017	UNIVAR USA INC	07/13/2023	Regular	0.00	1,238.50	53645

## Check Report

Date Range: 07/01/2023 - 07/31/2023

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
02922	VICTORIA JAZIN	07/13/2023	Regular	0.00	150.00	53646
01004	1ST AYD CORPORATION	07/21/2023	Regular	0.00	131.47	53647
01165	A DISCOUNT LOCK CO	07/21/2023	Regular	0.00	294.00	53648
02124	ALPHA BAKING COMPANY	07/21/2023	Regular	0.00	438.42	53649
01909	ANCEL GLINK PC	07/21/2023	Regular	0.00	1,616.25	53650
01015	ASSOCIATED LABOR CORPORATION OF AMERIC	07/21/2023	Regular	0.00	18,449.28	53651
01818	BANNER PLUMBING SUPPLY COMPANY LLC	07/21/2023	Regular	0.00	327.48	53652
01871	CLESEN PROTURF SOLUTIONS LLC	07/21/2023	Regular	0.00	710.00	53653
01041	CONSTELLATION NEW ENERGY INC	07/21/2023	Regular	0.00	32.28	53654
01041	CONSTELLATION NEW ENERGY INC	07/21/2023	Regular	0.00	65.95	53655
01041	CONSTELLATION NEW ENERGY INC	07/21/2023	Regular	0.00	164.43	53656
01041	CONSTELLATION NEW ENERGY INC	07/21/2023	Regular	0.00	6,845.56	53657
01189	DAVE'S AUTO CLINIC INC	07/21/2023	Regular	0.00	1,860.00	53658
02932	DIVINE SIGNS AND GRAPHICS	07/21/2023	Regular	0.00	11,714.00	53659
02931	FIRST UNITED METHODIST CHURCH	07/21/2023	Regular	0.00	240.00	53660
02116	FLOOD BROTHERS DISPOSAL & RECYCLING SERV	07/21/2023	Regular	0.00	410.00	53661
01122	GOLD MEDAL PRODUCTS ML30	07/21/2023	Regular	0.00	379.98	53662
01423	GORDON FOOD SERVICE INC	07/21/2023	Regular	0.00	5,729.96	53663
02117	GREAT LAKES COCA-COLA DISTRIBUTION	07/21/2023	Regular	0.00	1,588.05	53664
01155	HALOGEN SUPPLY COMPANY	07/21/2023	Regular	0.00	3,395.00	53665
01038	HARRIS MOTOR SPORTS	07/21/2023	Regular	0.00	375.04	53666
01355	HAYES MECHANICAL	07/21/2023	Regular	0.00	1,501.70	53667
02928	LANDSCAPE STRUCTURES INC	07/21/2023	Regular	0.00	113,533.00	53668
01062	ODP BUSINESS SOLUTIONS LLC	07/21/2023	Regular	0.00	55.28	53669
01064	PENDELTON TURF SUPPLY	07/21/2023	Regular	0.00	7,208.47	53670
02045	SUN MOUNTAIN	07/21/2023	Regular	0.00	139.30	53671
02134	TESTA PRODUCE INC	07/21/2023	Regular	0.00	341.15	53672
01990	TRI STAR MECHANICAL SERVICES INC	07/21/2023	Regular	0.00	2,035.00	53673
01017	UNIVAR USA INC	07/21/2023	Regular	0.00	2,016.71	53674
02801	ADVANCED TREE CARE	07/27/2023	Regular	0.00	8,000.00	53675
02934	ANNA GAMBERDINO	07/27/2023	Regular	0.00	100.00	53676
01015	ASSOCIATED LABOR CORPORATION OF AMERIC	07/27/2023	Regular	0.00	5,460.85	53677
01402	BHFX LLC	07/27/2023	Regular	0.00	132.00	53678
01090	CITY OF PROSPECT HEIGHTS	07/27/2023	Regular	0.00	73.50	53679
01871	CLESEN PROTURF SOLUTIONS LLC	07/27/2023	Regular	0.00	5,975.00	53680
02935	COMMONWEALTH EDISON	07/27/2023	Regular	0.00	1.00	53681
01023	COMMONWEALTH EDISON	07/27/2023	Regular	0.00	23.27	53682
01024	CONSERV FS	07/27/2023	Regular	0.00	3,428.60	53683
02144	COZZINI BROS INC	07/27/2023	Regular	0.00	32.00	53684
01106	FIRST STUDENT INC	07/27/2023	Regular	0.00	378.00	53685
01122	GOLD MEDAL PRODUCTS ML30	07/27/2023	Regular	0.00	343.50	53686
01423	GORDON FOOD SERVICE INC	07/27/2023	Regular	0.00	3,488.61	53687
01040	HOME DEPOT CREDIT SERVICES	07/27/2023	Regular	0.00	1,987.72	53688
01206	JOURNAL AND TOPICS NEWSPAPER	07/27/2023	Regular	0.00	600.00	53689
01410	JSN CONTRACTORS SUPPLY	07/27/2023	Regular	0.00	380.00	53690
01593	KINGMADE JERKY	07/27/2023	Regular	0.00	125.78	53691
01061	NORTHWEST SPECIAL RECREATION ASSOCIATIO	07/27/2023	Regular	0.00	19,372.78	53692
02228	PAYCOR	07/27/2023	Regular	0.00	610.67	53693
01064	PENDELTON TURF SUPPLY	07/27/2023	Regular	0.00	3,612.55	53694
01070	RAMROD	07/27/2023	Regular	0.00	782.89	53695
01073	ROUTE 12 RENTAL	07/27/2023	Regular	0.00	17.95	53696
02933	SELECT TECH	07/27/2023	Regular	0.00	59.91	53697
01710	SITEONE LANDSCAPE SUPPLY LLC	07/27/2023	Regular	0.00	265.36	53698
02936	TREZEROS KITCHEN & TAP	07/27/2023	Regular	0.00	1,069.20	53699
01017	UNIVAR USA INC	07/27/2023	Regular	0.00	2,474.59	53700
01082	WAREHOUSE DIRECT INC	07/27/2023	Regular	0.00	327.29	53701
02205	ILLINOIS MUNICIPAL FUND	07/10/2023	Bank Draft	0.00	26,315.99	DFT0002359
02206	ILLINOIS DEPARTMENT OF REVENUE	07/14/2023	Bank Draft	0.00	15,294.00	DFT0002372
01143	VILLAGE OF MOUNT PROSPECT SALES TAX	07/14/2023	Bank Draft	0.00	1,217.42	DFT0002373
02210	CHICAGO BEVERAGE SYSTEMS	07/05/2023	Bank Draft	0.00	858.32	DFT0002374
02121	TOWN & COUNTRY DISTRIBUTORS INC	07/07/2023	Bank Draft	0.00	265.63	DFT0002375

## Check Report

Date Range: 07/01/2023 - 07/31/2023

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
02139	BREAKTHRU BEVERAGE ILLINOIS LLC	07/07/2023	Bank Draft	0.00	2,272.13	DFT0002376
02136	SOUTHERN GLAZER'S OF IL	07/10/2023	Bank Draft	0.00	1,044.86	DFT0002377
02121	TOWN & COUNTRY DISTRIBUTORS INC	07/14/2023	Bank Draft	0.00	911.10	DFT0002378
02139	BREAKTHRU BEVERAGE ILLINOIS LLC	07/14/2023	Bank Draft	0.00	1,483.24	DFT0002379
02210	CHICAGO BEVERAGE SYSTEMS	07/18/2023	Bank Draft	0.00	590.55	DFT0002380
02236	LAKESHORE BEVERAGE	07/21/2023	Bank Draft	0.00	489.04	DFT0002381
02121	TOWN & COUNTRY DISTRIBUTORS INC	07/21/2023	Bank Draft	0.00	766.81	DFT0002382
02139	BREAKTHRU BEVERAGE ILLINOIS LLC	07/21/2023	Bank Draft	0.00	1,530.31	DFT0002383
02136	SOUTHERN GLAZER'S OF IL	07/24/2023	Bank Draft	0.00	621.81	DFT0002384
02139	BREAKTHRU BEVERAGE ILLINOIS LLC	07/28/2023	Bank Draft	0.00	1,828.62	DFT0002385
02236	LAKESHORE BEVERAGE	07/28/2023	Bank Draft	0.00	356.24	DFT0002386
02121	TOWN & COUNTRY DISTRIBUTORS INC	07/28/2023	Bank Draft	0.00	1,055.47	DFT0002387
02306	FIFTH THIRD BANK	07/27/2023	Bank Draft	0.00	26,738.06	DFT0002388
02306	FIFTH THIRD BANK	07/24/2023	Bank Draft	0.00	20,000.00	DFT0002389
01032	CARDMEMBER SERVICE	07/07/2023	Bank Draft	0.00	8,654.55	JUNE2023ELAN

## Bank Code AP Bank Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	155	110	0.00	421,830.64
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	20	20	0.00	112,294.15
EFT's	0	0	0.00	0.00
	<b>175</b>	<b>130</b>	<b>0.00</b>	<b>534,124.79</b>

## Check Report

Date Range: 07/01/2023 - 07/31/2023

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: PCARD-PCARD LIABILITY						
02512	ENCHANTED CASTLE	07/27/2023	Bank Draft	0.00	2,782.25	MBD7.27.2023
02359	JIMMY JOHNS	07/27/2023	Bank Draft	0.00	81.76	MBD7.27.2023
01164	WHEELING PARK DISTRICT	07/27/2023	Bank Draft	0.00	118.50	MBD7.27.2023
01057	NAPA HEIGHTS AUTOMOTIVE	07/27/2023	Bank Draft	0.00	97.37	MBD7.27.2023
01040	HOME DEPOT CREDIT SERVICES	07/27/2023	Bank Draft	0.00	225.84	MBD7.27.2023
02333	TONYS FRESH MARKET	07/27/2023	Bank Draft	0.00	168.33	MBD7.27.2023
02143	CENTRAL CONTINENTAL BAKERY	07/27/2023	Bank Draft	0.00	870.00	MBD7.27.2023
02368	NINO'S PIZZERIA	07/27/2023	Bank Draft	0.00	185.44	MBD7.27.2023
02835	TOP GOLF SCHAUMBURG 62	07/27/2023	Bank Draft	0.00	480.00	MBD7.27.2023
01198	MIGHTY MITES	07/27/2023	Bank Draft	0.00	538.00	MBD7.27.2023
02671	HERSHEY CREAMERY COMPANY	07/27/2023	Bank Draft	0.00	338.70	MBD7.27.2023
02634	ELK GROVE PARK DISTRICT	07/27/2023	Bank Draft	0.00	350.00	MBD7.27.2023
02927	LAKE ZURICH PARKS AND RECREATION	07/27/2023	Bank Draft	0.00	58.50	MBD7.27.2023
02403	ADOBE	07/27/2023	Bank Draft	0.00	21.24	MBD7.27.2023
02329	DOLLAR TREE	07/27/2023	Bank Draft	0.00	2.52	MBD7.27.2023
02219	PROTANIC,INC	07/27/2023	Bank Draft	0.00	710.00	MBD7.27.2023
02879	SALT CREEK RURAL PARK DISTRICT	07/27/2023	Bank Draft	0.00	267.00	MBD7.27.2023
02403	ADOBE	07/27/2023	Bank Draft	0.00	15.93	MBD7.27.2023
02333	TONYS FRESH MARKET	07/27/2023	Bank Draft	0.00	40.86	MBD7.27.2023
02359	JIMMY JOHNS	07/27/2023	Bank Draft	0.00	82.27	MBD7.27.2023
02322	PARTY CITY	07/27/2023	Bank Draft	0.00	20.00	MBD7.27.2023
01022	COMCAST	07/27/2023	Bank Draft	0.00	94.30	MBD7.27.2023
02665	ZOOM.US	07/27/2023	Bank Draft	0.00	149.90	MBD7.27.2023
02208	ROSEWOOD	07/27/2023	Bank Draft	0.00	200.31	MBD7.27.2023
02826	CLIENTCABIN/AMP MARKETING	07/27/2023	Bank Draft	0.00	675.00	MBD7.27.2023
02826	CLIENTCABIN/AMP MARKETING	07/27/2023	Bank Draft	0.00	675.00	MBD7.27.2023
02687	SKY HIGH SPORTS	07/27/2023	Bank Draft	0.00	223.00	MBD7.27.2023
02359	JIMMY JOHNS	07/27/2023	Bank Draft	0.00	42.68	MBD7.27.2023
01305	ILLINOIS TOLLWAY	07/27/2023	Bank Draft	0.00	150.00	MBD7.27.2023
02541	CHICAGO DOGS	07/27/2023	Bank Draft	0.00	305.00	MBD7.27.2023
02483	TUSCAN TAVERN & GRILL	07/27/2023	Bank Draft	0.00	366.75	MBD7.27.2023
01074	SAM'S CLUB/SYNCHRONY BANK	07/27/2023	Bank Draft	0.00	75.92	MBD7.27.2023
02318	AMAZON	07/27/2023	Bank Draft	0.00	22.93	MBD7.27.2023
02318	AMAZON	07/27/2023	Bank Draft	0.00	27.29	MBD7.27.2023
02674	MARRIOTT THEATRE	07/27/2023	Bank Draft	0.00	696.00	MBD7.27.2023
02333	TONYS FRESH MARKET	07/27/2023	Bank Draft	0.00	179.91	MBD7.27.2023
02368	NINO'S PIZZERIA	07/27/2023	Bank Draft	0.00	71.39	MBD7.27.2023
02393	DANCE WORLD BAZAAR CORPORATION	07/27/2023	Bank Draft	0.00	674.00	MBD7.27.2023
02671	HERSHEY CREAMERY COMPANY	07/27/2023	Bank Draft	0.00	468.36	MBD7.27.2023
02930	THE ARCADEA THEATRE	07/27/2023	Bank Draft	0.00	1,233.72	MBD7.27.2023
01092	US KIDS GOLF	07/27/2023	Bank Draft	0.00	2,439.26	MBD7.27.2023
01394	GOVERNMENT FINANCE OFFICERS ASSOCIATION	07/27/2023	Bank Draft	0.00	460.00	MBD7.27.2023
02637	PGA OF AMERICA MEMBERS	07/27/2023	Bank Draft	0.00	817.00	MBD7.27.2023
02930	THE ARCADEA THEATRE	07/27/2023	Bank Draft	0.00	-326.70	MBD7.27.2023
02450	BOWLERO	07/27/2023	Bank Draft	0.00	43.09	MBD7.27.2023
02915	EXXON 7-ELEVEN 34712	07/27/2023	Bank Draft	0.00	62.71	MBD7.27.2023
01022	COMCAST	07/27/2023	Bank Draft	0.00	341.47	MBD7.27.2023
01057	NAPA HEIGHTS AUTOMOTIVE	07/27/2023	Bank Draft	0.00	104.96	MBD7.27.2023
02324	TARGET	07/27/2023	Bank Draft	0.00	11.37	MBD7.27.2023
02450	BOWLERO	07/27/2023	Bank Draft	0.00	1,076.30	MBD7.27.2023
02403	ADOBE	07/27/2023	Bank Draft	0.00	21.24	MBD7.27.2023
02926	MUNDELEIN PARK DISTRICT	07/27/2023	Bank Draft	0.00	112.50	MBD7.27.2023
02333	TONYS FRESH MARKET	07/27/2023	Bank Draft	0.00	119.94	MBD7.27.2023
02333	TONYS FRESH MARKET	07/27/2023	Bank Draft	0.00	301.63	MBD7.27.2023
02359	JIMMY JOHNS	07/27/2023	Bank Draft	0.00	179.67	MBD7.27.2023
01074	SAM'S CLUB/SYNCHRONY BANK	07/27/2023	Bank Draft	0.00	152.08	MBD7.27.2023
01074	SAM'S CLUB/SYNCHRONY BANK	07/27/2023	Bank Draft	0.00	104.30	MBD7.27.2023
01074	SAM'S CLUB/SYNCHRONY BANK	07/27/2023	Bank Draft	0.00	31.96	MBD7.27.2023
01074	SAM'S CLUB/SYNCHRONY BANK	07/27/2023	Bank Draft	0.00	171.74	MBD7.27.2023
01074	SAM'S CLUB/SYNCHRONY BANK	07/27/2023	Bank Draft	0.00	18.78	MBD7.27.2023

## Check Report

Date Range: 07/01/2023 - 07/31/2023

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
01092	US KIDS GOLF	07/27/2023	Bank Draft	0.00	95.00	MBD7.27.2023
02512	ENCHANTED CASTLE	07/27/2023	Bank Draft	0.00	224.38	MBD7.27.2023
02318	AMAZON	07/27/2023	Bank Draft	0.00	54.30	MBD7.27.2023
02398	WALMART	07/27/2023	Bank Draft	0.00	59.62	MBD7.27.2023
02318	AMAZON	07/27/2023	Bank Draft	0.00	77.99	MBD7.27.2023
02208	ROSEWOOD	07/27/2023	Bank Draft	0.00	799.25	MBD7.27.2023
02938	SCHAUMBURG BOOMERS	07/27/2023	Bank Draft	0.00	306.00	MBD7.27.2023
02368	NINO'S PIZZERIA	07/27/2023	Bank Draft	0.00	149.19	MBD7.27.2023
02669	CONGO RIVER ADVENTURE	07/27/2023	Bank Draft	0.00	139.50	MBD7.27.2023
02862	ABT.COM	07/27/2023	Bank Draft	0.00	899.00	MBD7.27.2023
01081	VILLAGE OF MOUNT PROSPECT	07/27/2023	Bank Draft	0.00	390.36	MBD7.27.2023
01081	VILLAGE OF MOUNT PROSPECT	07/27/2023	Bank Draft	0.00	637.04	MBD7.27.2023
01138	VISIONARY WEBWORKS	07/27/2023	Bank Draft	0.00	180.20	MBD7.27.2023
02929	TRISTAN CRIST MAGIC	07/27/2023	Bank Draft	0.00	664.65	MBD7.27.2023
02370	NOAHS ARK ANIMAL WORKSHOP	07/27/2023	Bank Draft	0.00	2,532.12	MBD7.27.2023
01120	REPUBLIC SERVICES INC	07/27/2023	Bank Draft	0.00	306.56	MBD7.27.2023
02550	FIRESIDETHEATRE.COM	07/27/2023	Bank Draft	0.00	1,254.95	MBD7.27.2023
02896	BRAND MANAGEMENT GROUP	07/27/2023	Bank Draft	0.00	-39.40	MBD7.27.2023
01120	REPUBLIC SERVICES INC	07/27/2023	Bank Draft	0.00	574.73	MBD7.27.2023
02318	AMAZON	07/27/2023	Bank Draft	0.00	56.99	MBD7.27.2023
02398	WALMART	07/27/2023	Bank Draft	0.00	15.97	MBD7.27.2023
02318	AMAZON	07/27/2023	Bank Draft	0.00	29.99	MBD7.27.2023
02318	AMAZON	07/27/2023	Bank Draft	0.00	16.99	MBD7.27.2023
02318	AMAZON	07/27/2023	Bank Draft	0.00	609.00	MBD7.27.2023
02333	TONYS FRESH MARKET	07/27/2023	Bank Draft	0.00	372.93	MBD7.27.2023
02324	TARGET	07/27/2023	Bank Draft	0.00	79.58	MBD7.27.2023
02671	HERSHEY CREAMERY COMPANY	07/27/2023	Bank Draft	0.00	811.68	MBD7.27.2023
02835	TOP GOLF SCHAUMBURG 62	07/27/2023	Bank Draft	0.00	200.00	MBD7.27.2023
02359	JIMMY JOHNS	07/27/2023	Bank Draft	0.00	52.90	MBD7.27.2023
02765	FIVEBELOW.COM	07/27/2023	Bank Draft	0.00	31.10	MBD7.27.2023
02324	TARGET	07/27/2023	Bank Draft	0.00	85.96	MBD7.27.2023
02937	BARTLETT PARK DISTRICT	07/27/2023	Bank Draft	0.00	299.00	MBD7.27.2023
02333	TONYS FRESH MARKET	07/27/2023	Bank Draft	0.00	97.26	MBD7.27.2023
02333	TONYS FRESH MARKET	07/27/2023	Bank Draft	0.00	87.56	MBD7.27.2023
02875	STARVED ROCK LODGE	07/27/2023	Bank Draft	0.00	985.00	MBD7.27.2023
02398	WALMART	07/27/2023	Bank Draft	0.00	4.24	MBD7.27.2023
02398	WALMART	07/27/2023	Bank Draft	0.00	6.96	MBD7.27.2023
02398	WALMART	07/27/2023	Bank Draft	0.00	59.72	MBD7.27.2023
02318	AMAZON	07/27/2023	Bank Draft	0.00	46.70	MBD7.27.2023
02333	TONYS FRESH MARKET	07/27/2023	Bank Draft	0.00	218.89	MBD7.27.2023
02510	DES PLAINES PARK DISTRICT	07/27/2023	Bank Draft	0.00	228.00	MBD7.27.2023
01074	SAM'S CLUB/SYNCHRONY BANK	07/27/2023	Bank Draft	0.00	185.48	MBD7.27.2023
01074	SAM'S CLUB/SYNCHRONY BANK	07/27/2023	Bank Draft	0.00	530.34	MBD7.27.2023
01074	SAM'S CLUB/SYNCHRONY BANK	07/27/2023	Bank Draft	0.00	29.96	MBD7.27.2023
02663	SANTA'S WATERPARK	07/27/2023	Bank Draft	0.00	267.78	MBD7.27.2023
01753	BOUNCE HOUSES R US	07/27/2023	Bank Draft	0.00	3,676.00	MBD7.27.2023
02574	MICHAELS STORES, INC.	07/27/2023	Bank Draft	0.00	18.10	MBD7.27.2023
02430	EXXON MOBILE	07/27/2023	Bank Draft	0.00	90.75	MBD7.27.2023
02912	7-ELEVEN 38526	07/27/2023	Bank Draft	0.00	311.88	MBD7.27.2023
02913	NERADT HDWE CORP	07/27/2023	Bank Draft	0.00	83.96	MBD7.27.2023
01587	ULINE	07/27/2023	Bank Draft	0.00	252.50	MBD7.27.2023
01587	ULINE	07/27/2023	Bank Draft	0.00	479.67	MBD7.27.2023
01587	ULINE	07/27/2023	Bank Draft	0.00	711.68	MBD7.27.2023
02428	MUSIC THEATER WORKS	07/27/2023	Bank Draft	0.00	538.00	MBD7.27.2023
02368	NINO'S PIZZERIA	07/27/2023	Bank Draft	0.00	164.75	MBD7.27.2023
02476	NOW LINENS	07/27/2023	Bank Draft	0.00	3,356.33	MBD7.27.2023
02632	AMC ONLINE 9640	07/27/2023	Bank Draft	0.00	223.49	MBD7.27.2023
02632	AMC ONLINE 9640	07/27/2023	Bank Draft	0.00	206.67	MBD7.27.2023
02318	AMAZON	07/27/2023	Bank Draft	0.00	59.57	MBD7.27.2023
01022	COMCAST	07/27/2023	Bank Draft	0.00	235.44	MBD7.27.2023
02127	DIRECTV	07/27/2023	Bank Draft	0.00	248.58	MBD7.27.2023

## Check Report

Date Range: 07/01/2023 - 07/31/2023

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
02464	HARRYS BAR & GRILL	07/27/2023	Bank Draft	0.00	439.55	MBD7.27.2023
02333	TONYS FRESH MARKET	07/27/2023	Bank Draft	0.00	59.36	MBD7.27.2023
02429	MAGGIANOS LITTLE ITALY	07/27/2023	Bank Draft	0.00	634.48	MBD7.27.2023
02333	TONYS FRESH MARKET	07/27/2023	Bank Draft	0.00	202.61	MBD7.27.2023

## 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	125	125	0.00	46,738.06
EFT's	0	0	0.00	0.00
	<b>125</b>	<b>125</b>	<b>0.00</b>	<b>46,738.06</b>

## All Bank Codes Check Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	155	110	0.00	421,830.64
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	145	145	0.00	159,032.21
EFT's	0	0	0.00	0.00
	<b>300</b>	<b>255</b>	<b>0.00</b>	<b>580,862.85</b>

## Fund Summary

Fund	Name	Period	Amount
950	POOLED CASH FUND	7/2023	580,862.85
			<b>580,862.85</b>



Prospect Heights Park District, IL

# Income Statement

## Group Summary

For Fiscal: 2023 Period Ending: 07/31/2023

Account Type	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
<b>Department: 02 - RECREATION/GENERAL</b>					
Revenue	866,925.00	866,925.00	2,711.34	424,697.70	442,227.30
Expense	795,417.00	795,417.00	64,389.91	409,115.12	386,301.88
<b>Department: 02 - RECREATION/GENERAL Surplus (Deficit):</b>	<b>71,508.00</b>	<b>71,508.00</b>	<b>-61,678.57</b>	<b>15,582.58</b>	<b>55,925.42</b>
<b>Department: 03 - PRESCHOOL CREATIVE KIDS</b>					
Revenue	91,004.00	91,004.00	73.84	41,131.94	49,872.06
Expense	78,707.00	78,707.00	1,423.24	35,528.77	43,178.23
<b>Department: 03 - PRESCHOOL CREATIVE KIDS Surplus (Deficit):</b>	<b>12,297.00</b>	<b>12,297.00</b>	<b>-1,349.40</b>	<b>5,603.17</b>	<b>6,693.83</b>
<b>Department: 04 - KINDERSTOP</b>					
Revenue	245,695.00	245,695.00	0.00	111,213.99	134,481.01
Expense	161,710.15	161,710.15	0.00	49,176.98	112,533.17
<b>Department: 04 - KINDERSTOP Surplus (Deficit):</b>	<b>83,984.85</b>	<b>83,984.85</b>	<b>0.00</b>	<b>62,037.01</b>	<b>21,947.84</b>
<b>Department: 05 - YOUTH PROGRAMS</b>					
Revenue	42,200.00	42,200.00	252.00	17,907.00	24,293.00
Expense	33,420.00	33,420.00	883.94	17,944.35	15,475.65
<b>Department: 05 - YOUTH PROGRAMS Surplus (Deficit):</b>	<b>8,780.00</b>	<b>8,780.00</b>	<b>-631.94</b>	<b>-37.35</b>	<b>8,817.35</b>
<b>Department: 06 - DANCE</b>					
Revenue	64,175.00	64,175.00	2,329.94	52,902.35	11,272.65
Expense	58,048.00	58,048.00	2,245.89	48,712.73	9,335.27
<b>Department: 06 - DANCE Surplus (Deficit):</b>	<b>6,127.00</b>	<b>6,127.00</b>	<b>84.05</b>	<b>4,189.62</b>	<b>1,937.38</b>
<b>Department: 07 - ATHLETIC</b>					
Revenue	45,238.00	45,238.00	1,679.90	28,518.20	16,719.80
Expense	32,347.75	32,347.75	1,938.12	18,741.57	13,606.18
<b>Department: 07 - ATHLETIC Surplus (Deficit):</b>	<b>12,890.25</b>	<b>12,890.25</b>	<b>-258.22</b>	<b>9,776.63</b>	<b>3,113.62</b>
<b>Department: 08 - PERFORMING ARTS</b>					
Revenue	73,010.00	73,010.00	35,771.00	73,703.00	-693.00
Expense	46,488.00	46,488.00	17,125.28	34,258.88	12,229.12
<b>Department: 08 - PERFORMING ARTS Surplus (Deficit):</b>	<b>26,522.00</b>	<b>26,522.00</b>	<b>18,645.72</b>	<b>39,444.12</b>	<b>-12,922.12</b>
<b>Department: 09 - CONCESSIONS</b>					
Revenue	32,500.00	32,500.00	12,568.46	27,049.06	5,450.94
Expense	36,525.00	36,525.00	16,844.05	29,449.22	7,075.78
<b>Department: 09 - CONCESSIONS Surplus (Deficit):</b>	<b>-4,025.00</b>	<b>-4,025.00</b>	<b>-4,275.59</b>	<b>-2,400.16</b>	<b>-1,624.84</b>
<b>Department: 10 - AQUATICS</b>					
Revenue	101,164.00	101,164.00	18,589.17	32,455.03	68,708.97
Expense	228,795.00	228,795.00	46,386.00	182,585.27	46,209.73
<b>Department: 10 - AQUATICS Surplus (Deficit):</b>	<b>-127,631.00</b>	<b>-127,631.00</b>	<b>-27,796.83</b>	<b>-150,130.24</b>	<b>22,499.24</b>
<b>Department: 11 - ACTIVE ADULTS</b>					
Revenue	91,778.00	91,778.00	16,348.00	55,155.00	36,623.00
Expense	83,590.00	83,590.00	10,955.32	44,470.20	39,119.80
<b>Department: 11 - ACTIVE ADULTS Surplus (Deficit):</b>	<b>8,188.00</b>	<b>8,188.00</b>	<b>5,392.68</b>	<b>10,684.80</b>	<b>-2,496.80</b>
<b>Department: 12 - SPECIAL EVENTS</b>					
Revenue	16,088.00	16,088.00	844.00	5,771.16	10,316.84
Expense	19,800.00	19,800.00	985.29	14,334.87	5,465.13
<b>Department: 12 - SPECIAL EVENTS Surplus (Deficit):</b>	<b>-3,712.00</b>	<b>-3,712.00</b>	<b>-141.29</b>	<b>-8,563.71</b>	<b>4,851.71</b>
<b>Department: 13 - FITNESS CENTER</b>					
Revenue	23,625.00	23,625.00	2,229.22	15,085.95	8,539.05
Expense	37,285.00	37,285.00	2,071.15	17,563.05	19,721.95
<b>Department: 13 - FITNESS CENTER Surplus (Deficit):</b>	<b>-13,660.00</b>	<b>-13,660.00</b>	<b>158.07</b>	<b>-2,477.10</b>	<b>-11,182.90</b>

# Income Statement

For Fiscal: 2023 Period Ending: 07/31/2023

Account Type	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
<b>Department: 14 - SUMMER CAMP</b>					
Revenue	316,829.00	316,829.00	144,295.94	303,380.41	13,448.59
Expense	221,716.25	221,716.25	81,713.51	162,695.15	59,021.10
<b>Department: 14 - SUMMER CAMP Surplus (Deficit):</b>	<b>95,112.75</b>	<b>95,112.75</b>	<b>62,582.43</b>	<b>140,685.26</b>	<b>-45,572.51</b>
<b>Department: 30 - PARKS</b>					
Revenue	9,500.00	9,500.00	0.00	0.00	9,500.00
Expense	186,970.00	186,970.00	18,586.04	93,832.24	93,137.76
<b>Department: 30 - PARKS Surplus (Deficit):</b>	<b>-177,470.00</b>	<b>-177,470.00</b>	<b>-18,586.04</b>	<b>-93,832.24</b>	<b>-83,637.76</b>
<b>Department: 40 - GOLF</b>					
Revenue	1,161,900.00	1,161,900.00	229,600.08	735,339.87	426,560.13
Expense	838,456.00	838,456.00	61,900.72	294,289.13	544,166.87
<b>Department: 40 - GOLF Surplus (Deficit):</b>	<b>323,444.00</b>	<b>323,444.00</b>	<b>167,699.36</b>	<b>441,050.74</b>	<b>-117,606.74</b>
<b>Department: 41 - GROUNDS</b>					
Expense	603,716.00	603,716.00	96,678.49	376,721.04	226,994.96
<b>Department: 41 - GROUNDS Total:</b>	<b>603,716.00</b>	<b>603,716.00</b>	<b>96,678.49</b>	<b>376,721.04</b>	<b>226,994.96</b>
<b>Department: 42 - PRO SHOP</b>					
Revenue	125,000.00	125,000.00	20,553.28	82,544.47	42,455.53
Expense	92,000.00	92,000.00	15,198.88	57,652.83	34,347.17
<b>Department: 42 - PRO SHOP Surplus (Deficit):</b>	<b>33,000.00</b>	<b>33,000.00</b>	<b>5,354.40</b>	<b>24,891.64</b>	<b>8,108.36</b>
<b>Department: 43 - HOOK A KID</b>					
Revenue	110,000.00	110,000.00	7,164.74	92,072.48	17,927.52
Expense	79,000.00	79,000.00	6,633.68	27,565.23	51,434.77
<b>Department: 43 - HOOK A KID Surplus (Deficit):</b>	<b>31,000.00</b>	<b>31,000.00</b>	<b>531.06</b>	<b>64,507.25</b>	<b>-33,507.25</b>
<b>Department: 44 - WARM UP RANGE</b>					
Revenue	35,000.00	35,000.00	7,788.96	22,897.34	12,102.66
Expense	10,000.00	10,000.00	295.18	6,254.81	3,745.19
<b>Department: 44 - WARM UP RANGE Surplus (Deficit):</b>	<b>25,000.00</b>	<b>25,000.00</b>	<b>7,493.78</b>	<b>16,642.53</b>	<b>8,357.47</b>
<b>Department: 45 - FOOD AND BEVERAGE</b>					
Revenue	931,000.00	931,000.00	95,240.37	566,952.66	364,047.34
Expense	659,154.00	659,154.00	75,422.00	407,403.77	251,750.23
<b>Department: 45 - FOOD AND BEVERAGE Surplus (Deficit):</b>	<b>271,846.00</b>	<b>271,846.00</b>	<b>19,818.37</b>	<b>159,548.89</b>	<b>112,297.11</b>
<b>Total Surplus (Deficit):</b>	<b>79,485.85</b>	<b>79,485.85</b>	<b>76,363.55</b>	<b>360,482.40</b>	

## Income Statement

For Fiscal: 2023 Period Ending: 07/31/2023

## Fund Summary

Fund	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
200 - RECREATION FUND	-1,088.15	-1,088.15	-27,854.93	30,562.39	-31,650.54
300 - GOLF	80,574.00	80,574.00	104,218.48	329,920.01	-249,346.01
Total Surplus (Deficit):	79,485.85	79,485.85	76,363.55	360,482.40	



Prospect Heights Park District, IL

# Income Statement Group Summary

For Fiscal: 2023 Period Ending: 07/31/2023

Category	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
<b>Fund: 100 - CORPORATE FUND</b>					
<b>Revenue</b>					
10 - TAXES	1,070,946.00	1,070,946.00	6,792.53	554,552.99	516,393.01
20 - INTEREST	8,400.00	8,400.00	7,946.59	40,124.44	-31,724.44
35 - ADDITIONAL	0.00	0.00	230.00	5,726.20	-5,726.20
<b>Revenue Total:</b>	<b>1,079,346.00</b>	<b>1,079,346.00</b>	<b>14,969.12</b>	<b>600,403.63</b>	<b>478,942.37</b>
<b>Expense</b>					
50 - PERSONNEL SERVICES	396,674.00	396,674.00	35,114.80	237,613.92	159,060.08
51 - BENEFITS	63,788.00	63,788.00	4,903.50	28,925.71	34,862.29
52 - CONTRACTED SERVICES	209,528.00	209,528.00	8,265.10	78,761.04	130,766.96
60 - COMMODITIES	37,890.00	37,890.00	4,072.38	31,489.01	6,400.99
65 - GENERAL EXPENDITURES	212,100.00	212,100.00	0.00	108,100.00	104,000.00
<b>Expense Total:</b>	<b>919,980.00</b>	<b>919,980.00</b>	<b>52,355.78</b>	<b>484,889.68</b>	<b>435,090.32</b>
<b>Fund: 100 - CORPORATE FUND Surplus (Deficit):</b>	<b>159,366.00</b>	<b>159,366.00</b>	<b>-37,386.66</b>	<b>115,513.95</b>	<b>43,852.05</b>
<b>Fund: 200 - RECREATION FUND</b>					
<b>Revenue</b>					
10 - TAXES	815,000.00	815,000.00	0.00	392,773.74	422,226.26
30 - RENTAL	60,775.00	60,775.00	4,953.35	32,519.36	28,255.64
35 - ADDITIONAL	22,300.00	22,300.00	499.49	5,978.14	16,321.86
41 - PROGRAM REVENUES	1,089,156.00	1,089,156.00	219,671.51	730,650.49	358,505.51
42 - RERESHMENT REVENUE	32,500.00	32,500.00	12,568.46	27,049.06	5,450.94
<b>Revenue Total:</b>	<b>2,019,731.00</b>	<b>2,019,731.00</b>	<b>237,692.81</b>	<b>1,188,970.79</b>	<b>830,760.21</b>
<b>Expense</b>					
50 - PERSONNEL SERVICES	1,274,797.40	1,274,797.40	149,005.67	645,274.66	629,522.74
51 - BENEFITS	172,330.00	172,330.00	11,075.09	66,960.79	105,369.21
52 - CONTRACTED SERVICES	346,330.50	346,330.50	70,190.29	313,814.08	32,516.42
60 - COMMODITIES	193,188.25	193,188.25	28,690.64	109,423.20	83,765.05
65 - GENERAL EXPENDITURES	34,173.00	34,173.00	6,586.05	22,935.67	11,237.33
<b>Expense Total:</b>	<b>2,020,819.15</b>	<b>2,020,819.15</b>	<b>265,547.74</b>	<b>1,158,408.40</b>	<b>862,410.75</b>
<b>Fund: 200 - RECREATION FUND Surplus (Deficit):</b>	<b>-1,088.15</b>	<b>-1,088.15</b>	<b>-27,854.93</b>	<b>30,562.39</b>	<b>-31,650.54</b>
<b>Fund: 300 - GOLF</b>					
<b>Revenue</b>					
30 - RENTAL	28,500.00	28,500.00	0.00	13,600.00	14,900.00
35 - ADDITIONAL	5,400.00	5,400.00	364.23	1,542.41	3,857.59
37 - GENERAL REVENUE	35,000.00	35,000.00	4,919.84	17,994.11	17,005.89
41 - PROGRAM REVENUES	2,109,000.00	2,109,000.00	312,593.56	1,321,091.29	787,908.71
42 - RERESHMENT REVENUE	185,000.00	185,000.00	42,469.80	145,579.01	39,420.99
<b>Revenue Total:</b>	<b>2,362,900.00</b>	<b>2,362,900.00</b>	<b>360,347.43</b>	<b>1,499,806.82</b>	<b>863,093.18</b>
<b>Expense</b>					
50 - PERSONNEL SERVICES	625,190.00	625,190.00	52,891.01	318,572.86	306,617.14
51 - BENEFITS	119,920.00	119,920.00	8,617.47	45,361.74	74,558.26
52 - CONTRACTED SERVICES	610,216.00	610,216.00	93,499.73	392,759.50	217,456.50
60 - COMMODITIES	575,000.00	575,000.00	92,181.27	385,247.50	189,752.50
65 - GENERAL EXPENDITURES	352,000.00	352,000.00	8,939.47	27,945.21	324,054.79
<b>Expense Total:</b>	<b>2,282,326.00</b>	<b>2,282,326.00</b>	<b>256,128.95</b>	<b>1,169,886.81</b>	<b>1,112,439.19</b>
<b>Fund: 300 - GOLF Surplus (Deficit):</b>	<b>80,574.00</b>	<b>80,574.00</b>	<b>104,218.48</b>	<b>329,920.01</b>	<b>-249,346.01</b>
<b>Fund: 404 - AUDITING FUND</b>					
<b>Revenue</b>					
10 - TAXES	18,200.00	18,200.00	0.00	8,771.14	9,428.86
<b>Revenue Total:</b>	<b>18,200.00</b>	<b>18,200.00</b>	<b>0.00</b>	<b>8,771.14</b>	<b>9,428.86</b>

# Income Statement

For Fiscal: 2023 Period Ending: 07/31/2023

Category	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
<b>Expense</b>					
52 - CONTRACTED SERVICES	18,025.00	18,025.00	8,000.00	10,000.00	8,025.00
<b>Expense Total:</b>	<b>18,025.00</b>	<b>18,025.00</b>	<b>8,000.00</b>	<b>10,000.00</b>	<b>8,025.00</b>
<b>Fund: 404 - AUDITING FUND Surplus (Deficit):</b>	<b>175.00</b>	<b>175.00</b>	<b>-8,000.00</b>	<b>-1,228.86</b>	<b>1,403.86</b>
<b>Fund: 405 - PAVING &amp; LIGHTING FUND</b>					
<b>Revenue</b>					
10 - TAXES	10,000.00	10,000.00	0.00	5,301.25	4,698.75
<b>Revenue Total:</b>	<b>10,000.00</b>	<b>10,000.00</b>	<b>0.00</b>	<b>5,301.25</b>	<b>4,698.75</b>
<b>Expense</b>					
52 - CONTRACTED SERVICES	2,400.00	2,400.00	121.50	832.81	1,567.19
60 - COMMODITIES	8,000.00	8,000.00	0.00	0.00	8,000.00
<b>Expense Total:</b>	<b>10,400.00</b>	<b>10,400.00</b>	<b>121.50</b>	<b>832.81</b>	<b>9,567.19</b>
<b>Fund: 405 - PAVING &amp; LIGHTING FUND Surplus (Deficit):</b>	<b>-400.00</b>	<b>-400.00</b>	<b>-121.50</b>	<b>4,468.44</b>	<b>-4,868.44</b>
<b>Fund: 406 - LIABILITY INSURANCE FUND</b>					
<b>Revenue</b>					
10 - TAXES	120,000.00	120,000.00	0.00	57,831.72	62,168.28
35 - ADDITIONAL	0.00	0.00	0.00	500.00	-500.00
<b>Revenue Total:</b>	<b>120,000.00</b>	<b>120,000.00</b>	<b>0.00</b>	<b>58,331.72</b>	<b>61,668.28</b>
<b>Expense</b>					
50 - PERSONNEL SERVICES	13,905.00	13,905.00	693.60	5,618.30	8,286.70
52 - CONTRACTED SERVICES	91,526.00	91,526.00	125.00	38,112.96	53,413.04
60 - COMMODITIES	1,500.00	1,500.00	0.00	0.00	1,500.00
<b>Expense Total:</b>	<b>106,931.00</b>	<b>106,931.00</b>	<b>818.60</b>	<b>43,731.26</b>	<b>63,199.74</b>
<b>Fund: 406 - LIABILITY INSURANCE FUND Surplus (Deficit):</b>	<b>13,069.00</b>	<b>13,069.00</b>	<b>-818.60</b>	<b>14,600.46</b>	<b>-1,531.46</b>
<b>Fund: 407 - IMRF FUND</b>					
<b>Revenue</b>					
10 - TAXES	138,000.00	138,000.00	0.00	66,506.47	71,493.53
<b>Revenue Total:</b>	<b>138,000.00</b>	<b>138,000.00</b>	<b>0.00</b>	<b>66,506.47</b>	<b>71,493.53</b>
<b>Expense</b>					
51 - BENEFITS	121,935.00	121,935.00	14,632.23	61,317.39	60,617.61
<b>Expense Total:</b>	<b>121,935.00</b>	<b>121,935.00</b>	<b>14,632.23</b>	<b>61,317.39</b>	<b>60,617.61</b>
<b>Fund: 407 - IMRF FUND Surplus (Deficit):</b>	<b>16,065.00</b>	<b>16,065.00</b>	<b>-14,632.23</b>	<b>5,189.08</b>	<b>10,875.92</b>
<b>Fund: 408 - POLICE FUND</b>					
<b>Revenue</b>					
10 - TAXES	44,800.00	44,800.00	0.00	21,783.28	23,016.72
<b>Revenue Total:</b>	<b>44,800.00</b>	<b>44,800.00</b>	<b>0.00</b>	<b>21,783.28</b>	<b>23,016.72</b>
<b>Expense</b>					
50 - PERSONNEL SERVICES	30,500.00	30,500.00	2,770.06	15,998.96	14,501.04
52 - CONTRACTED SERVICES	14,520.00	14,520.00	3,970.00	10,993.62	3,526.38
<b>Expense Total:</b>	<b>45,020.00</b>	<b>45,020.00</b>	<b>6,740.06</b>	<b>26,992.58</b>	<b>18,027.42</b>
<b>Fund: 408 - POLICE FUND Surplus (Deficit):</b>	<b>-220.00</b>	<b>-220.00</b>	<b>-6,740.06</b>	<b>-5,209.30</b>	<b>4,989.30</b>
<b>Fund: 409 - MUSEUM FUND</b>					
<b>Revenue</b>					
10 - TAXES	1,000.00	1,000.00	0.00	481.93	518.07
<b>Revenue Total:</b>	<b>1,000.00</b>	<b>1,000.00</b>	<b>0.00</b>	<b>481.93</b>	<b>518.07</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>0.00</b>	<b>481.93</b>	<b>-6,481.93</b>
<b>Fund: 410 - SPECIAL RECREATION FUND</b>					
<b>Revenue</b>					
10 - TAXES	145,500.00	145,500.00	0.00	70,120.95	75,379.05
<b>Revenue Total:</b>	<b>145,500.00</b>	<b>145,500.00</b>	<b>0.00</b>	<b>70,120.95</b>	<b>75,379.05</b>

# Income Statement

For Fiscal: 2023 Period Ending: 07/31/2023

Category	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
<b>Expense</b>					
52 - CONTRACTED SERVICES	5,000.00	5,000.00	0.00	0.00	5,000.00
60 - COMMODITIES	10,000.00	10,000.00	0.00	0.00	10,000.00
65 - GENERAL EXPENDITURES	78,647.00	78,647.00	19,372.78	77,491.12	1,155.88
80 - CAPITAL IMPROVEMENTS	75,000.00	75,000.00	0.00	0.00	75,000.00
<b>Expense Total:</b>	<b>168,647.00</b>	<b>168,647.00</b>	<b>19,372.78</b>	<b>77,491.12</b>	<b>91,155.88</b>
<b>Fund: 410 - SPECIAL RECREATION FUND Surplus (Deficit):</b>	<b>-23,147.00</b>	<b>-23,147.00</b>	<b>-19,372.78</b>	<b>-7,370.17</b>	<b>-15,776.83</b>
<b>Fund: 411 - SOCIAL SECURITY FUND</b>					
<b>Revenue</b>					
10 - TAXES	172,000.00	172,000.00	0.00	82,892.12	89,107.88
<b>Revenue Total:</b>	<b>172,000.00</b>	<b>172,000.00</b>	<b>0.00</b>	<b>82,892.12</b>	<b>89,107.88</b>
<b>Expense</b>					
51 - BENEFITS	180,562.00	180,562.00	18,594.13	97,049.28	83,512.72
<b>Expense Total:</b>	<b>180,562.00</b>	<b>180,562.00</b>	<b>18,594.13</b>	<b>97,049.28</b>	<b>83,512.72</b>
<b>Fund: 411 - SOCIAL SECURITY FUND Surplus (Deficit):</b>	<b>-8,562.00</b>	<b>-8,562.00</b>	<b>-18,594.13</b>	<b>-14,157.16</b>	<b>5,595.16</b>
<b>Fund: 412 - MEMORIAL FUND</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	0.00	1,200.00
<b>Expense Total:</b>	<b>4,200.00</b>	<b>4,200.00</b>	<b>0.00</b>	<b>0.00</b>	<b>4,200.00</b>
<b>Fund: 412 - MEMORIAL FUND Total:</b>	<b>4,200.00</b>	<b>4,200.00</b>	<b>0.00</b>	<b>0.00</b>	<b>4,200.00</b>
<b>Fund: 413 - COMMUNITY EVENTS</b>					
<b>Revenue</b>					
35 - ADDITIONAL	13,000.00	13,000.00	0.00	3,000.00	10,000.00
41 - PROGRAM REVENUES	13,300.00	13,300.00	0.00	11,315.00	1,985.00
<b>Revenue Total:</b>	<b>26,300.00</b>	<b>26,300.00</b>	<b>0.00</b>	<b>14,315.00</b>	<b>11,985.00</b>
<b>Expense</b>					
50 - PERSONNEL SERVICES	1,500.00	1,500.00	0.00	1,576.06	-76.06
52 - CONTRACTED SERVICES	19,740.00	19,740.00	4,204.58	17,099.62	2,640.38
60 - COMMODITIES	4,400.00	4,400.00	842.13	3,742.80	657.20
<b>Expense Total:</b>	<b>25,640.00</b>	<b>25,640.00</b>	<b>5,046.71</b>	<b>22,418.48</b>	<b>3,221.52</b>
<b>Fund: 413 - COMMUNITY EVENTS Surplus (Deficit):</b>	<b>660.00</b>	<b>660.00</b>	<b>-5,046.71</b>	<b>-8,103.48</b>	<b>8,763.48</b>
<b>Fund: 518 - CAPITAL PROJECT FUND</b>					
<b>Revenue</b>					
35 - ADDITIONAL	1,183,800.00	1,183,800.00	450.00	-22,832.31	1,206,632.31
37 - GENERAL REVENUE	296,785.00	296,785.00	0.00	0.00	296,785.00
<b>Revenue Total:</b>	<b>1,480,585.00</b>	<b>1,480,585.00</b>	<b>450.00</b>	<b>-22,832.31</b>	<b>1,503,417.31</b>
<b>Expense</b>					
60 - COMMODITIES	10,707.00	10,707.00	0.00	15,478.58	-4,771.58
80 - CAPITAL IMPROVEMENTS	1,495,700.00	1,495,700.00	138,839.22	313,532.14	1,182,167.86
<b>Expense Total:</b>	<b>1,506,407.00</b>	<b>1,506,407.00</b>	<b>138,839.22</b>	<b>329,010.72</b>	<b>1,177,396.28</b>
<b>Fund: 518 - CAPITAL PROJECT FUND Surplus (Deficit):</b>	<b>-25,822.00</b>	<b>-25,822.00</b>	<b>-138,389.22</b>	<b>-351,843.03</b>	<b>326,021.03</b>
<b>Fund: 523 - CAPITAL 98 GOLF FUND</b>					
<b>Revenue</b>					
37 - GENERAL REVENUE	310,000.00	310,000.00	0.00	0.00	310,000.00
<b>Revenue Total:</b>	<b>310,000.00</b>	<b>310,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>310,000.00</b>
<b>Expense</b>					
80 - CAPITAL IMPROVEMENTS	342,100.00	342,100.00	0.00	134,215.00	207,885.00
<b>Expense Total:</b>	<b>342,100.00</b>	<b>342,100.00</b>	<b>0.00</b>	<b>134,215.00</b>	<b>207,885.00</b>
<b>Fund: 523 - CAPITAL 98 GOLF FUND Surplus (Deficit):</b>	<b>-32,100.00</b>	<b>-32,100.00</b>	<b>0.00</b>	<b>-134,215.00</b>	<b>102,115.00</b>
<b>Fund: 608 - 2014B (2005B Refinance)</b>					
<b>Revenue</b>					
35 - ADDITIONAL	468,100.00	468,100.00	0.00	0.00	468,100.00
<b>Revenue Total:</b>	<b>468,100.00</b>	<b>468,100.00</b>	<b>0.00</b>	<b>0.00</b>	<b>468,100.00</b>

# Income Statement

For Fiscal: 2023 Period Ending: 07/31/2023

Category	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
<b>Expense</b>					
52 - CONTRACTED SERVICES	1,500.00	1,500.00	0.00	0.00	1,500.00
65 - GENERAL EXPENDITURES	468,100.00	468,100.00	0.00	0.00	468,100.00
<b>Expense Total:</b>	<b>469,600.00</b>	<b>469,600.00</b>	<b>0.00</b>	<b>0.00</b>	<b>469,600.00</b>
<b>Fund: 608 - 2014B (2005B Refinance) Surplus (Deficit):</b>	<b>-1,500.00</b>	<b>-1,500.00</b>	<b>0.00</b>	<b>0.00</b>	<b>-1,500.00</b>
<b>Fund: 612 - PREVIOUS YEAR ROLLOVER BOND</b>					
<b>Revenue</b>					
10 - TAXES	698,416.00	698,416.00	0.00	336,588.30	361,827.70
<b>Revenue Total:</b>	<b>698,416.00</b>	<b>698,416.00</b>	<b>0.00</b>	<b>336,588.30</b>	<b>361,827.70</b>
<b>Expense</b>					
65 - GENERAL EXPENDITURES	665,157.00	665,157.00	0.00	0.00	665,157.00
<b>Expense Total:</b>	<b>665,157.00</b>	<b>665,157.00</b>	<b>0.00</b>	<b>0.00</b>	<b>665,157.00</b>
<b>Fund: 612 - PREVIOUS YEAR ROLLOVER BOND Surplus (Deficit):</b>	<b>33,259.00</b>	<b>33,259.00</b>	<b>0.00</b>	<b>336,588.30</b>	<b>-303,329.30</b>
<b>Fund: 613 - CURRENT ROLLOVER</b>					
<b>Revenue</b>					
35 - ADDITIONAL	671,550.00	671,550.00	0.00	0.00	671,550.00
<b>Revenue Total:</b>	<b>671,550.00</b>	<b>671,550.00</b>	<b>0.00</b>	<b>0.00</b>	<b>671,550.00</b>
<b>Expense</b>					
52 - CONTRACTED SERVICES	10,665.00	10,665.00	0.00	0.00	10,665.00
65 - GENERAL EXPENDITURES	660,885.00	660,885.00	0.00	0.00	660,885.00
<b>Expense Total:</b>	<b>671,550.00</b>	<b>671,550.00</b>	<b>0.00</b>	<b>0.00</b>	<b>671,550.00</b>
<b>Fund: 613 - CURRENT ROLLOVER Surplus (Deficit):</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Fund: 900 - CASH RESERVES</b>					
<b>Revenue</b>					
20 - INTEREST	0.00	0.00	1,363.43	6,725.13	-6,725.13
<b>Revenue Total:</b>	<b>0.00</b>	<b>0.00</b>	<b>1,363.43</b>	<b>6,725.13</b>	<b>-6,725.13</b>
<b>Fund: 900 - CASH RESERVES Total:</b>	<b>0.00</b>	<b>0.00</b>	<b>1,363.43</b>	<b>6,725.13</b>	<b>-6,725.13</b>
<b>Total Surplus (Deficit):</b>	<b>200,128.85</b>	<b>200,128.85</b>	<b>-171,374.91</b>	<b>321,922.69</b>	

## Fund Summary

Fund	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
100 - CORPORATE FUND	159,366.00	159,366.00	-37,386.66	115,513.95	43,852.05
200 - RECREATION FUND	-1,088.15	-1,088.15	-27,854.93	30,562.39	-31,650.54
300 - GOLF	80,574.00	80,574.00	104,218.48	329,920.01	-249,346.01
404 - AUDITING FUND	175.00	175.00	-8,000.00	-1,228.86	1,403.86
405 - PAVING & LIGHTING F...	-400.00	-400.00	-121.50	4,468.44	-4,868.44
406 - LIABILITY INSURANCE F...	13,069.00	13,069.00	-818.60	14,600.46	-1,531.46
407 - IMRF FUND	16,065.00	16,065.00	-14,632.23	5,189.08	10,875.92
408 - POLICE FUND	-220.00	-220.00	-6,740.06	-5,209.30	4,989.30
409 - MUSEUM FUND	-6,000.00	-6,000.00	0.00	481.93	-6,481.93
410 - SPECIAL RECREATION F...	-23,147.00	-23,147.00	-19,372.78	-7,370.17	-15,776.83
411 - SOCIAL SECURITY FUND	-8,562.00	-8,562.00	-18,594.13	-14,157.16	5,595.16
412 - MEMORIAL FUND	-4,200.00	-4,200.00	0.00	0.00	-4,200.00
413 - COMMUNITY EVENTS	660.00	660.00	-5,046.71	-8,103.48	8,763.48
518 - CAPITAL PROJECT FUND	-25,822.00	-25,822.00	-138,389.22	-351,843.03	326,021.03
523 - CAPITAL 98 GOLF FUND	-32,100.00	-32,100.00	0.00	-134,215.00	102,115.00
608 - 2014B (2005B Refinanc...	-1,500.00	-1,500.00	0.00	0.00	-1,500.00
612 - PREVIOUS YEAR ROLL...	33,259.00	33,259.00	0.00	336,588.30	-303,329.30
613 - CURRENT ROLLOVER	0.00	0.00	0.00	0.00	0.00
900 - CASH RESERVES	0.00	0.00	1,363.43	6,725.13	-6,725.13
<b>Total Surplus (Deficit):</b>	<b>200,128.85</b>	<b>200,128.85</b>	<b>-171,374.91</b>	<b>321,922.69</b>	



August 22, 2023

To: Park Board of Commissioners  
From: Christina Ferraro, Executive Director  
Re: August 2023 board report

**WEDGEWOOD PARK** – The park construction is anticipated to begin in September when the shelter is shipped. ComEd moved the light from the pole in center of park and we are now waiting on a bracket to hang the light on the west line property. The name change and project rendering were reported in The Journal this month.

**TULLY PARK (City IGA)** – The park district staff and city staff are meeting to discuss permeable pavement for the entry area of 214 S Wheeling Rd. property. The City anticipates demolition after Labor Day.

**SOMERSET PARK (City IGA)** – nothing until fall

**GMRC** - With the staining of the walls, installation of new carpet & new furniture the final pieces of the improvements are for the coming: wayfinding signage installation and the padding on the hoops backboards and on gym walls

#### **BOARD MEETING AGENDA ITEMS 2023**

September 2023	<ul style="list-style-type: none"><li>• Annual harassment prevention training</li><li>• NWSRA 2022-23 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 2023</li></ul>
December 2023	<ul style="list-style-type: none"><li>• FY2024 Budget presentation</li><li>• Approval of interfund transfers FY2023</li><li>• Approval of 2023 Board Meeting Schedule</li><li>• Adopt Tax Levy Ordinance and Resolution</li></ul>



August 22, 2023

To: Christina Ferraro, Executive Director  
From: Shawn Hughes, Superintendent of Finance, HR and IT  
Re: August 2023 Board Report

## 2024 BUDGET PREPARATION CALENDAR

The 2024 budget preparation is underway. The tentative dates for meetings and action items related to the annual roll-over bond, tax levy, and budget are below.

### Board and Finance Committee Meeting Schedule for Bond, Levy, and Budget:\*

Date	Time	Description
10/24/2023	7:00pm	Board Meeting- 2023 Bond Ordinance
11/14/2023	7:00pm	Board Meeting - Levy Truth in Taxation
12/4/2023	6:00pm	Finance Committee - Budget Review
12/12/2023	7:00pm	Board Meeting - FY 2024 Budget Presentation
12/12/2023	7:00pm	Board Meeting to approve Annual Tax Levy Ordinance
12/15/2023		FY 2024 BUDGET available for public inspection
1/5/2024		Public Hearing notice on budget to local paper
1/23/2024	7:00pm	Public Hearing on FY 2024 BUDGET
1/23/2024	7:00pm	Board Meeting to approve FY 2024 Budget

\* All dates and times are tentative and subject to change.

## UNCLAIMED PROPERTY REPORTING

The process of contacting vendors and employees with uncashed checks, as well as customers with outstanding credits in RecTrac, has been started. There are two employee checks and two vendor checks for follow-up; however, due to COVID, RecTrac has over forty customers with credits that fall into the three-year look-back period set by the state which is July 1, 2019 – June 30, 2020, for this year. These customers are being contacted to see if they prefer to have a check refund, or to donate the credit amount to the Foundation, or to use the credit by October 1<sup>st</sup> of this year.

## ACCOUNTS PAYABLE ACH/EFT VENDOR PAYMENT PROJECT

As of August 15<sup>th</sup>, we have had responses from eighty-five (85) vendors from the ACH letters and forms that were sent out. Two responded that they did not accept ACH payments, but the information from the others is in the process of being entered into the accounting software. Once this is complete, and we have an invoice from an ACH vendor to pay, we will contact Busey Bank's Treasury Department to review our upload file and process a trial run.

## **HUMAN RESOURCES & SAFETY (Catherine Roock)**

### **Hiring update:**

- An offer letter was sent to Panagiotis Zervas on August 15<sup>th</sup> for the Recreation Supervisor – Aquatics, Athletics, and Fitness position, and he accepted. His anticipated start date is August 28<sup>th</sup>.

### **Safety update:**

- We have submitted our SMART goals for the 2023 Risk Management Review and are working on our application for this year's Risk Management Grant and Recognition Program.

## **INVOICING / ACCOUNTS RECEIVABLE**

- PHYBS: The information is being compiled and a draft invoice has been prepared. Once we have the August electric invoices for Lions and McDonald Fields, the invoice will be finalized.
- City of Prospect Heights (Block Party): Invoices are being collected and scanned in preparation of invoicing the City for their share of the Block Party expenditures. Once we're confident that all vendor invoices have been received, a PHPD invoice will be prepared and provided to the City – anticipated to be by September.



# July 2023

## MARKETING & COMMUNICATIONS REPORT

WEBSITE STATISTICS	TOTAL PAGE VIEWS	TOTAL USERS	VIEWS PER USER	AVERAGE ENGAGEMENT TIME	EVENTS COUNT
	10,859	3,544	3.06	1M 07S	32,193
MOST VISITED PAGES	TOTAL PAGE VIEWS	TOTAL USERS	VIEWS PER USER	AVERAGE ENGAGEMENT TIME	EVENTS COUNT
Home Page	2,955	1,551	1.91	0M 27S	9,473
Lions Park Pool	862	601	1.43	0m 44s	2,629
Gary Morava Recreation Center	580	383	1.51	0m 35s	1,992
Summer Camps	498	276	1.80	0m 37s	1,722
Calendar of Events	465	272	1.71	0m 23s	1,102
Special Events	464	308	1.51	0m 23s	1,053
Summer 2023 Program Guide	398	229	1.74	0m 51s	856
Employment	395	245	1.61	0m 26s	1,089
Registration	192	123	1.56	0m 17s	516
Staff	192	110	1.75	0m 43s	499

## SOCIAL MEDIA STATISTICS



@prospectheightsparkdistrict

People Reached 4,523  
Published Posts 42  
Published Stories 2  
Total Followers 2,004  
New Followers 15  
Total Visits 1,078

**Facebook Posts 90 Days**  
Post Reach 6.1K  
Post Engagement 1.4K

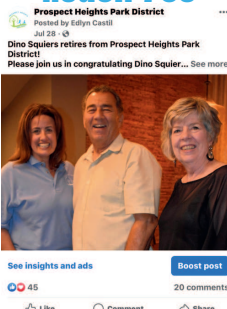
**Facebook Stories 90 Days**  
Reach 169  
Engagement 7

**Video Performance**  
Minutes Viewed 358  
3-second video views 1.8K  
Post Engagement 94

Reach 717



Reach 703



@prospectheightsparkdistrict

People Reached 932  
Published Posts 39  
Published Stories 7  
Total Followers 898  
New Followers 22  
Total Visits 248

**Instagram Posts 90 Days**  
Post Reach 1.5K  
Post Engagement 608

**Instagram Stories 90 Days**  
Reach 254  
Engagement 1

Reach 517





# TWITTER POSTS

@ProspectHtsPrks



Prospect Heights Park District @P... · 7/13/23  
The Old Orchard Classic Golf Tournament is right around the corner. Tournament is open to all golfers ages 8-9, 10-11, 12-13, 14-15, 16-17, 18 and older. Register at [oldorchardcc.com](http://oldorchardcc.com). Contact Doug Brazeau at 847-666-4854 with questions.  
#LovePHParks



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Prospect Heights Park District @P... · 7/15/23  
Did you wave to our our "S'mores" at the PH 4th of July Parade? Come enjoy a night of S'mores, Bingo & Swimming at the S'mores Poolside Bingo event on Wed. July 19, 5-7pm at Lions Park Pool! Register at [phparks.org](http://phparks.org). #LovePHParks #smores #bingo #prospectheights



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Prospect Heights Park District @P... · 7/15/23  
CHOOSE Prospect Heights Park District! JOIN our Team! APPLY at [phparks.org/employment/](http://phparks.org/employment/) #LovePHParks



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Prospect Heights Park District @P... · 7/21/23  
Today is Park & Recreation Professionals Day - and we couldn't pass up the chance to celebrate our fantastic park and recreation staff! #LovePHParks

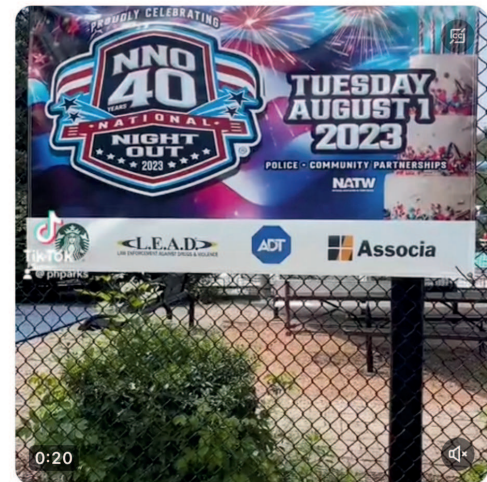


IPRA and Prospect Heights Park District

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Prospect Heights Park District @P... · 7/26/23  
We'll see you at Prospect Heights National Night Out on Tues, August 1, 6pm-8pm! #LovePHParks #NationalNightOut



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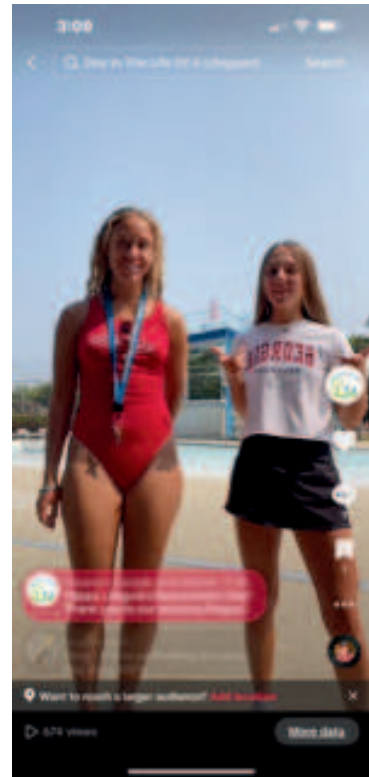
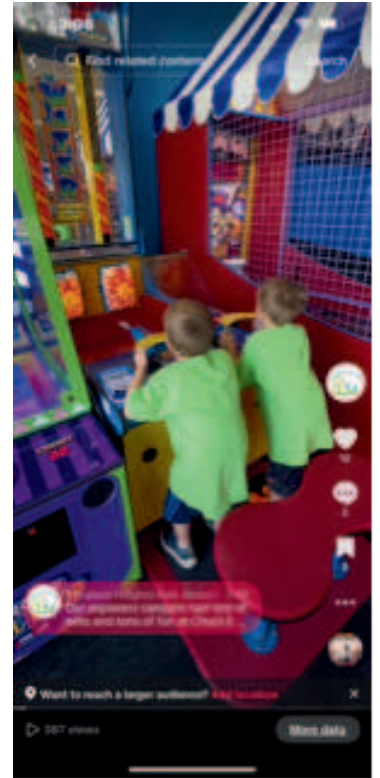
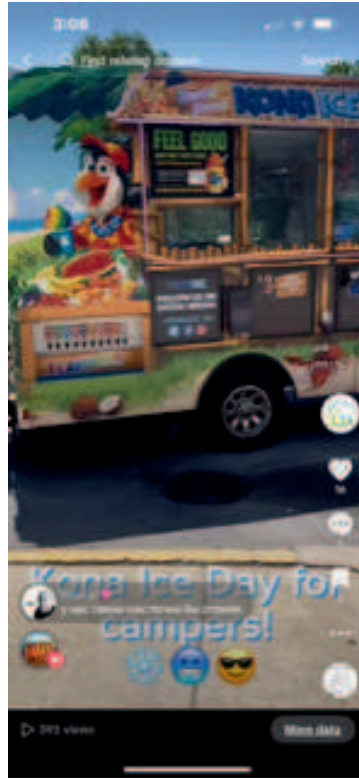
Prospect Heights Park District @P... · 7/28/23  
Dino Squiers retires from Prospect Heights Park District! Please join us in congratulating Dino Squiers on an outstanding 21 years of dedicated service to the Park District!

L-R: Current Executive Director Christina Ferraro, Dino Squiers, Former Executive Director Kathy Nowicki



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July 2023



July 2023



August 22, 2023

To: Christina Ferraro, Executive Director  
From: Ray Doerner, Superintendent of Recreation  
Re: August 2023 Board Report

**OPEN RECREATION SUPERVISOR UPDATE** – A job offer has been extended and accepted to fill our open Recreation Supervisor position, which will focus on the program areas of Athletics, Aquatics and Fitness. A tentative start date of Monday, August 28 has been set and an introduction to the staff person will be made at the September meeting.

**AQUATICS** – The Lions Park Pool will be closing for the season on Sunday, August 20. To date we have sold 125 season pool passes, which is 6 more than last year at the same time. We are pleased to have been able to provide the full schedule of pool hours to our community, after the difficult 2022 season of not being able to be open on Sundays or offer later weekday evening hours. I will provide a more in-depth comparison of attendance and any other relevant information at the September meeting.

#### **FALL PROGRAM GUIDE NOW AVAILABLE**

The Fall 2023 Program Guide is currently available in electronic form at [www.phparks.org](http://www.phparks.org). The Fall guide was posted online on Friday, August 4 and registration began on Monday, August 7 for Park District residents and on Monday, August 14 for Partner/Nonresidents. Paper copies of the Fall guide will be sent in the mail to our park district residents and additional copies will also be available at the Gary Morava Recreation Center and should arrive around August 22.

#### **EISENHOWER SCHOOL PLAYDATE**

Staff from our KinderStop program attended the Eisenhower School Early Childhood and Kindergarten Playdate on Saturday, August 12. Along with other community partners, we were able to discuss the variety of great programs we have to offer along with giving out fun prizes.

#### **THANK YOU TO OUR SUMMER STAFF**

My sincerest thanks to all our summer staff who worked hard to deliver high-quality programs and services to the kids and families who spent their summer at the Gary Morava Recreation Center. From the Camp, Preschool, and Aquatics staff to the Concessions, Front Desk, and Parks staff, they all were committed to a common goal of representing the park district well in whatever area they worked. We wish them all the best as they return to school, another job, or the next opportunity.

**FITNESS** – July 2023, 557 visits, which was an increase of 200 from the 357 visits in July 2022.

July 2023 Total Memberships: 258

1 year passes:	91	3 month fitness:	18
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1year gym/racquetball: 42 SilverSneakers/Renew Active: 101  
 6 month fitness: 6

Three Year Comparison – Monthly Acquisition

<b>Membership</b>	<b>July 2021</b>	<b>July 2022</b>	<b>July 2023</b>
3 months	0	0	6
6 months	0	0	0
1 year	0	0	11
<b>Membership July 2023</b>	<b># of New Members</b>		<b>Total Revenue</b>
3 months	4		\$235
6 months	0		\$0
1 year	8		\$563
Seniors	5		\$310



August 22, 2023

To: Christina Ferraro, Executive Director  
From: Mark Grassi, Superintendent of Parks & Facilities  
Re: August 2023 board report

**POOL –** A water leak coming from the original pool heater pump was proving difficult to repair after a few in house attempts. Illinois pump, Inc. was called out to replace the old pool heater motor and pump and a new unit was successfully installed. Shutdown of the pool is expected to start the week of the 21<sup>st</sup>.

**HVAC GMRC –** One air conditioning roof top unit that cools half the building was circulating air, but it was not cooling. Northfield HVAC Services were called out to add more freon to the unit. Continued routine maintenance is to be expected moving towards colder months.

**FACILITIES GMRC –** Code-protected keypads and wireless doorbells are currently being installed on the two preschool rooms doors to add extra security for preschool programming. New furniture has also been installed throughout the facility for extra seating, replacing the older, wooden benches which have been removed from the rec center and will be relocated to Tully Park.

**NRC –** The PHNRC has recently visited the nature preserve trail behind Gary Morava to perform some basic maintenance to make trails more accessible and groomed for visitors.

**PHYBS –** Games have wrapped up for the season and now we are performing basic maintenance on all fields to maintain playable conditions.

**ADA COMPLIANCY –** ASTM Certified playground mulch is currently in the process of being delivered to five parks:

- Country Gardens Park
- Claire Park
- Kiwanis Park
- School Street
- Jaycee

**PARKS –** Exterior park signage is being restored and enhanced with sanding and new paint. A piece of playground equipment located at Kiwanis Park suffered an unrepairable break, so the unit was removed. A replacement piece is currently being examined for purchase.



August 22, 2023,

To: Christina Ferraro, Executive Director  
From: Marc Heidkamp, Director of Golf  
Re: August 2023 Board Report

**GOLF** – The great momentum continued throughout July with great growth in the Golf department. Revenues were increased by 18 % from June of 2022.

**SPECIAL EVENTS** – Several outings provided additional play during July.

**CLUB HOUSE** – Minor repairs were performed during the month.

**FOOD AND BEVERAGE** – Sales and events decreased in July. Income was down 54 % from last year's numbers. As projected in last month's report, a fall off due to no weddings scheduled for July was the issue. Additional smaller events booked we remain positive.

**GOLF SHOP** – Golf shop sales mirrored last year's sales. Sales were down 1.3% for the month.

**GROUNDS** – Several storms caused damage to several trees. The damaged trees were cut down and removed. Additional dead trees were also cut down during July. You should consider adding a budget line-item next year to cover this cost moving forward. Also consider a line item for additional purchase of new trees.

With a saddened Heart, Ike Arden has decided to retire. It's been a great run working together for the past 44 years. I will miss him greatly.

JULY	2022	2023	% CHANGE 2022 VS 2023
<b>Golf &amp; Members</b>	\$184,833.04	\$217,308.50	+18%
<b>Golf Shop</b>	\$20,813.85	\$20,553.00	-1.3%
<b>Food &amp; Beverage</b>	\$147,338.33	\$95,240.00	-54%
<b>Driving Range</b>	\$4,416.96	\$6,340.96	+43%
<b>JULY TOTAL REV</b>	\$367,347.00	352,739.12	-4%



August 22, 2023

To: Ray Doerner, Superintendent of Recreation  
From: Laura Fudala, Recreation Supervisor  
Re: August 2023 Board Report

**PRESCHOOL** - We know that back to school preparations are in full swing because the Preschool Teachers have returned, and rooms are set up! Planning for the school year will start the week of August 21 and the first day of the program will be Tuesday, September 5.

Mrs. Kargenian and Mrs. Shejwal will both be returning as teachers. This will be Mrs. Kargenian's 11<sup>th</sup> year teaching and Mrs. Shejwal's 5<sup>th</sup> year teaching.

We currently have 30 students registered for the 2023-2024 school year at this time, which is comparable to the 31 students that were registered at this same time last year.

**CHILDREN'S PROGRAMS** - Beginning FUNgineering was the last class for the summer session. We had our max number of students enrolled. This program is a co-op with River Trails and Mt. Prospect Park Districts.

Fall classes including MusicStart, Lets Code It-Digital Design and Robot Engineers will start in September.

**KINDERSTOP** - The before and after care program will begin on August 21<sup>st</sup>, and AM and PM program begins on August 24. In Before Care on M/W/F we have 15 participants and on Tu/Th there are 16 participants. AM program has 13 participants registered for each day and PM program has 25 participants each day. Finally, for After Care we are full with 50 participants each day. These enrollment numbers are comparable to the beginning of the 2022-2023 school year, with Before Care having 5 less than last year.

**DAY CAMP** - Day camp ended on August 11. On Wednesday, August 9 the Natural Resource Commission was onsite doing nature-based activities with our campers. Once again, evaluations were sent out to all participants to gather feedback on their child's experience this summer. Looking forward to Summer Camp 2024!

Enrollment numbers for camps – please note these may be duplicated participants i.e. Camper A may have attended for five weeks so he is counted five times in the numbers below.

- FY2023 – 5,046 (entire summer)
- FY2022 – 4,280 (entire summer)
- FY2021 – 2,794 (entire summer)
- FY2019 – 3,542 (entire summer)



August 22, 2023

To: Ray Doerner, Superintendent of Recreation  
From: Marci Glinski, Recreation Supervisor  
Re: August 2023 Board Report

**DANCE & PERFORMING ARTS** - Summer dance ended on August 12. We ended the summer session of dance with 54 dancers in 8 classes. Fall dance classes begin on Monday, September 11.

On Monday, August 14 we held our 2023-2024 Competitive Dance Team auditions. We had 36 dancers registered. We made our 1<sup>st</sup> round of cut that evening and ended with 30 dancers. Wednesday, August 16 will be our second round of try outs and any additional set of cuts may be made. On Saturday, August 19 we will hold our Competition Team Boot Camp for our new team from 9am-12pm.

We had a very fun & exciting summer in Creative & Performing Arts Camp. We had 493 campers over 10 weeks of camp. This number represents 37 more campers than in 2022.

**ACTIVE ADULTS** - It's been a very active summer so far for our active adults. Summer trips are starting to wind down. We had 28 people join us at Drury Lane to see 39 Steps, 12 patrons to see a Red Skeleton tribute artist, a Lake Geneva Cruise with 28 people, 17 friendly faces went to the Arcada Theatre to see Frankie Avalon, a trip to Rosewood Theatre in Lake Geneva with 18 people, Potawatomi Casino never disappoints our 18 from our gambling crowd, Pierogi Fest was a hit in Whiting, IN with 19 people, A tribute to Cher at the Arcada Theater for an amazing show with 28 people, 23 people saw a Barry Manilow tribute at White Pines, 15 people went to the WI State Fair and Shake, Rattle & Roll did not disappoint the 23 people who went to Starved Rock for an afternoon of fun.

My Fall Newsletter is complete and posted on our website so we can begin registration while it is being printed. The newsletter will be mailed this week and should arrive in homes around August 23.

**CONCESSIONS & CAMP LUNCH** - The Concession Stand will be closing on Sunday, August 20. The new Kid Card program made available to all the summer camp participants was a success in it's first year. I sent out a survey to all families that used a Kid Card and the responses collected so far have been very favorable. We ended the summer with 164 campers utilizing the Kid Card.

In the 10 weeks of camp this summer, we provided 1678 lunches to our summer campers. For comparison, we provided 2119 lunches in 2022.



August 22, 2023

To: Park Board of Commissioners  
From: Christina Ferraro, Executive Director  
Re: FY2024 NWSRA Member District Annual Assessment (MDAA)

The Prospect Heights Park District, in partnership with 16 other park districts located within the northwest suburbs of Chicago, pay a membership fee to Northwest Special Recreation Association to providing recreational opportunities individuals with disabilities in our communities. The park districts can levy an annual tax of up to 0.4% (four cents or \$0.04) per assessed valuation to establish and maintain these programs and to enter into joint agreements that form special recreation associations to provide joint programs. This fund is restrictive in nature and can only be accessed by park districts that are a part of a Special Recreation Cooperative. Outside of the MDAA, this fund expenses funds for ADA compliant projects throughout the district and transfers funds to golf and recreation when NWSRA uses facility space for programs.

The calculation to create the Member District Annual Assessment (MDAA) formula was changed in March 2023 by the NWSRA Finance Committee and approved at the March 2023 Board meeting. The changes in the calculation now include Inclusion Services used in the previous year for each member district. The calculation is as follows:

- 70% of each Member District EAV, 20% of each Member Districts audited Gross Population numbers and 10% of Actual Inclusion Services from the previous year.
- With a 2% ceiling and a 2% floor to stabilize the contribution rates for each Member District NWSRA Board of Directors approved a 2% MDAA increase for FY2024. The MDAA was calculated using the 2021 Tax Agency Report EAV numbers (353,144,088) and 2023 Member District Annual Audit Gross Population numbers (15,000) and the actual Inclusion Services expenditure from FY2022 (19,822.24)

The attached resolution proposed the Prospect Heights Park District board approve the 2024 Annual Assessment of \$87,857.95 to NWSRA.



Prospect Heights Park District Resolution No. 8.22.2023A

Northwest Special Recreation Association

2024 Assessment

WHEREAS, the Prospect Heights Park District is a member district in good standing with the Northwest Special Recreation Association, and

WHEREAS, the Northwest Special Recreation Association represents a joint agreement program as authorized in the Park District Code and,

WHEREAS, the Prospect Heights Park District has the authority pursuant to Section 5.8 of the Park District Code, and,

WHEREAS, the Prospect Heights Park District is committed to ensuring the continuation of quality leisure services for its residents both children and adults experiencing a disabling condition, and,

WHEREAS, the Prospect Heights Park District wants to continue to support full community participation by residents with disabling conditions,

NOW, THEREFORE BE IT RESOLVED, THAT, the Prospect Heights Park District does ratify the recommended Assessment for calendar year 2024 (FY 2024) in the amount of \$87,857.95 as recommended by the Board of Trustees of NWSRA.

AYES:

NAYS:

ABSENT:

Approved this 22nd day of August 2023.

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President of Prospect Heights Park  
District Board of Commissioners

ATTEST

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Secretary of Prospect Heights Park District  
Board of Commissioners



August 22, 2023

To: Park Board of Commissioners  
From: Christina Ferraro, Executive Director  
Re: Policy Amendment for Electronic Attendance at Meetings of the Board

The Governor recently approved P.A. 103-311 that amends the Illinois Open Meetings Act to expand the permissible reasons for a member of a public body to attend a meeting electronically.

Section 7 of the OMA currently authorizes a member of a public body to attend a meeting electronically if the public body has adopted a policy to authorize electronic attendance and the member's reason for attending electronically meets the statutory qualifications. Prior to this amendment, a member could attend electronically (if approved by the public body) if he or she was absent due to (1) personal illness or disability; (2) employment purposes or the business of the public body; or (3) a family or other emergency.

With this recent OMA amendment, Section 7 of the OMA also authorizes a member of a public body to attend remotely if the absence is due to an "unexpected childcare obligation." The 2018 policy for Electronic Attendance Meetings of the Board of Commissioners is revised and ready for approval to include this new amendment.



## PROSPECT HEIGHTS PARK DISTRICT RESOLUTION NO: 08.22.2023B

### Resolution Approving an Amendment to the Policy for Electronic Attendance at Meetings of the Prospect Heights Park District

WHEREAS, Section 7 of the Open Meetings Act (5 ILCS 120/1 et seq.) (the "Act") permits elected and appointed officials to participate in public meetings even while not being physically present where the unit of government adopts a policy permitting such attendance where permitted by statute; and

WHEREAS, the OMA requires bodies to adopt a remote participation policy that conforms to OMA's requirements and restrictions; and

WHEREAS, the Board of Park Commissioners of the Prospect Heights Park District, Cook County, Illinois, (the "Park District") has previously adopted a policy permitting remote participation at meetings to the full extent permitted by the Act; and

WHEREAS, the State of Illinois has recently amended the Open Meetings Act to recognize physical absences due an unexpected childcare obligation as an eligible reason to permit remote participation; and

WHEREAS, the Board of Commissioners desires to likewise amend its policy to remote participation where the physical absence is due to an unexpected childcare obligation.

Now, therefore, be it resolved by the Board of Park Commissioners of the Prospect Heights Park District, Cook County, Illinois, as follows:

Section One: The recitals set forth hereinabove shall be and they are hereby incorporated as if said recitals were fully set forth within Section One.

Section Two: The Board of Commissioners of the Prospect Heights Park District amends its "Policy for Electronic Attendance Meetings of the Board of Commissioners of the Prospect Heights Park District," to recognize that a member may be eligible to participate in a meeting where physical absence is due to an "unexpected childcare obligation" all as set forth in the policy attached as Exhibit A.

Section Three: Any and all motions, policies, or resolutions of Prospect Heights Park in conflict with the provisions of this ordinance shall be and are hereby, repealed to the extent of such conflict.

Section Four: This Resolution shall be in full force and effect from and after its passage an approval in the manner provided by the law.

AYES:

NAYS:

ABSENT:

Approved this 22<sup>nd</sup> day of August 2023.

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President, Board of Commissioners

ATTEST

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Secretary, Board of Commissioners



## Exhibit A

### **Policy for Electronic Attendance Meetings of the Prospect Heights Park District**

It is the policy of the Prospect Heights Park District ("Park District") that a member of the Board of Commissioners ("Board"), or such other official committees of the Board as may exist, may attend and participate in any meeting from a remote location via telephone, video, or internet connection, provided that such attendance and participation is in compliance with the provisions of the Illinois Open Meeting Act, this policy, and all applicable laws. A member of the body shall be provided the opportunity to attend an open and closed meeting from a remote location if the member meets the following conditions and a majority of a quorum of the body votes specifically to approve the remote attendance for that particular meeting:

1. The member must notify the Executive Director at least 24 hours before the meeting unless advance notice is impractical.
2. The member must meet one of permitted statutory prerequisites for physical absence: that the member cannot attend because of
  - a. personal illness or disability.
  - b. employment obligations or the business of the Park District.
  - c. a family or other emergency.
  - d. unexpected childcare obligation.
3. A quorum of the body is physically present at the location of the public meeting. A vote of a majority of a quorum shall be necessary to decide the issue. A quorum must be physically present for the meeting to continue.
4. Written minutes of all meetings, whether open or closed, shall include whether the members were physically present or present by means of audio or video conference.
5. As the first items of business, the members who are physically in attendance as at meetings shall determine, by majority vote, whether a member that is physically absent may participate in that meeting by other means.
6. Once a member is authorized by the body to attend the meeting by electronic means, the member shall have the right to exercise all of the rights and privileges of a member attending in person.



August 22, 2023

To: Park Board of Commissioners  
From: Christina Ferraro, Executive Director  
Re: Policy Blood, Organ, or Bone Marrow Donation Paid Leave

Beginning January 1, 2024, HB 3516 / Public Act 103-0450 will amend the Blood Donation Leave Act to require employers with 51 full time equivalents or more employees to allow employees to use up to 10 days of paid leave in any 12-month period to serve as an organ or bone marrow donor. Currently the Park District does not have a policy regarding employees taking time off to donate blood nor does it have 51 full time equivalent employees. The following is a policy staff is proposing to add to the personnel manual effective upon board approval.



PROSPECT HEIGHTS PARK DISTRICT RESOLUTION NO: 08.22.2023C

Resolution Approving an Amendment to the Personnel Policies Concerning Paid Leave  
Associated with Blood Donation

WHEREAS, the Prospect Heights Park District is an Illinois Park District formed and operating under the Illinois Park Code; and

WHEREAS, the Park District is authorized by the Park Code to adopt policies to govern its operations; and

WHEREAS, the State of Illinois recently amended the Blood Donation Act to require employers with 51 full time equivalent employees to provide certain paid leave benefits; and

WHEREAS, the Park District does not have 51 full time equivalent employees and is not subject to the Act but nevertheless desires to amend its personnel policies to provide certain leave benefits associated with the donation of blood, bone marrow, and organs, all as set forth in Exhibit A attached hereto.

Now, therefore, be it resolved by the Board of Park Commissioners of the Prospect Heights Park District, Cook County, Illinois, as follows:

Section One: The recitals set forth hereinabove shall be and they are hereby incorporated as if said recitals were fully set forth within Section One.

Section Two: The Board of Commissioners of the Prospect Heights Park District hereby amends its Personnel Policies to adopt and add the Blood, Bone Marrow or Organ Donation Policy attached hereto as Exhibit A.

Section Three: Any and all motions, policies, or resolutions of Prospect Heights Park in conflict with the provisions of this ordinance shall be and are hereby, repealed to the extent of such conflict.

Section Four: This Resolution shall be in full force and effect from and after its passage an approval in the manner provided by the law.

AYES:

NAYS:

ABSENT:

Approved this 22<sup>nd</sup> day of August 2023.

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President, Board of Commissioners

ATTEST

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Secretary, Board of Commissioners



## EXHIBIT A

### **Policy Blood, Organ, or Bone Marrow Donation Paid Leave**

On request, a full-time employee, who has been employed by the District for a period of 6 months or more, may receive up to one hour paid time off to donate blood and may receive up to 10 days of paid leave (in addition to their sick, vacation, floating holidays, and/or personal days) in any 12-month period to serve as an organ or bone marrow donor after obtaining approval from their supervisor. The employee must provide medical documentation of the proposed donation before leave is approved by the supervisor. An individual may donate blood every 56 days in accordance with appropriate medical standards established by the American Red Cross, America's Blood Centers, the American Association of Blood Banks, or other nationally recognized standards.



August 22, 2023

To: Park Board of Commissioners  
From: Christina Ferraro, Executive Director  
Re: Revise Policy Reimbursement of Travel, Meal and Lodging Expenses

The current policy to reimburse employee travel, meal, and lodging expenses has been in place since 2017. Staff requested a legal opinion regarding the current policy and minor changes were recommended by attorney.

1. Authorized Types of Official Business: **Consistent with the requirements of Illinois law concerning both expenses and “gifts”**, travel, meal and lodging expenses shall be reimbursed for employees of the District only for purposes of official **Park District** business conducted on behalf of the District, which includes but is not limited to off-site or out-of-town meetings related to official Park District business and, **when approved in advance**, pre-approved seminars, conferences and other educational events related to the employee’s official duties. If you are unsure whether an expense is reimbursable, please contact the Executive Director. (bold was added)
2. Entertainment Expenses No employee will be reimbursed for any entertainment expense, unless ancillary to the purpose of the program, event or the official business **and approved in advance**. (bold was added)



PROSPECT HEIGHTS PARK DISTRICT RESOLUTION NO: 08.22.2023D

Resolution Approving an Amendment to the Personnel Policies Concerning  
Reimbursement of Travel, Meal and Lodging Expenses

WHEREAS, the Prospect Heights Park District is an Illinois Park District formed and operating under the Illinois Park Code; and

WHEREAS, the Park District is authorized by the Park Code to adopt policies to govern its operations; and

WHEREAS, the Park District has previously adopted a policy concerning the reimbursement of expenses associated with travel, meals and lodging as part of its Personnel Policies; and

WHEREAS, the Park District desires to amend the policy concerning reimbursement of travel, meal and lodging expenses as set forth in Exhibit A attached hereto.

Now, therefore, be it resolved by the Board of Park Commissioners of the Prospect Heights Park District, Cook County, Illinois, as follows:

Section One: The recitals set forth hereinabove shall be and they are hereby incorporated as if said recitals were fully set forth within Section One.

Section Two: The Board of Commissioners of the Prospect Heights Park District hereby amends its Personnel Policies concerning the reimbursement of travel, meal and lodging expenses as set forth in the amended policy attached hereto as Exhibit A.

Section Three: Any and all motions, policies, or resolutions of Prospect Heights Park in conflict with the provisions of this ordinance shall be and are hereby, repealed to the extent of such conflict.

Section Four: This Resolution shall be in full force and effect from and after its passage an approval in the manner provided by the law.

AYES:

NAYS:

ABSENT:

Approved this 22<sup>nd</sup> day of August 2023.

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President, Board of Commissioners

ATTEST

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Secretary, Board of Commissioners



## EXHIBIT A

### **Reimbursement of Travel, Meal and Lodging Expenses**

Per the Local Government Travel Expense Control Act (Public Act 099-0604) all pre-approved travel, meal, and lodging expenses incurred on behalf of the District will be reimbursed as follows:

**Purpose:** The District will reimburse employee travel, meal, and lodging expenses incurred in connection with pre-approved travel, meal, and lodging expenses incurred on behalf of the District. Employees are expected to exercise the same care in incurring expenses for official business as a prudent person would in spending personal funds.

**Authorized Types of Official Business:** Consistent with the requirements of Illinois law concerning both expenses and “gifts”, travel, meal and lodging expenses shall be reimbursed for employees of the District only for purposes of official business conducted on behalf of the District, which includes but is not limited to off-site or out-of-town meetings related to official Park District business and, when approved in advance, seminars, conferences and other educational events related to the employee’s official duties. If you are unsure whether an expense is reimbursable, please contact the Executive Director.

**Categories of Expenses:** Maximum Expenses Without Board Approval – Travel, meal, and lodging expenses incurred by any employee in excess of the U.S. General Services Administration (GSA) established per diem rates must be preapproved in an open meeting by a majority roll-call vote of the Board of Commissioners. Travel expenses and overnight expenses can fluctuate year to year.

### **TRANSPORTATION**

**Airfare** – Employees are expected to obtain the lowest available airfare that reasonably meets business travel needs. Employees are encouraged to book flights at least thirty (30) days in advance to avoid premium airfare pricing. Only coach or economy tickets will be reimbursed. The employee will pay for the difference between higher priced tickets and coach or economy tickets with their personal funds. The District will also reimburse baggage fees up to one bag each way, if not already included in the airfare.

**Personal Vehicle** – Mileage reimbursement will be based on mileage from the District to the off-site location of the official business, not from the employee’s residence. When attending a training event or other off-site official business directly from an employee’s residence, no reimbursement will be made if the distance is less than the mileage of a normal commute to the workplace. If the distance is higher than the employee’s normal commute, reimbursement will be paid based on the differential of the commute less the mileage of a normal commute to the workplace. An employee will be reimbursed at the prevailing IRS mileage rate. The employee will only be reimbursed up to the price of a coach airfare ticket if they drive to a location for which airfare would have been less expensive.



**Automobile Rentals** – Renting a vehicle must be pre-approved prior to the travel. Employees will be reimbursed for the cost of renting an automobile including gasoline expenses only as limited in this section. Employees using rental cars to conduct official business are required to purchase insurance through the rental agency. Car rental insurance will cover the vehicle during personal use, e.g., using the vehicle after the conference has ended. Compact or mid– size cars are required for two or fewer employees or officers traveling together and a full– size vehicle may be used for three or more travelers. The employee must refuel the vehicle before returning it to the rental company.

**Public Transportation** – In the case of local training or official business where an employee chooses to use public transportation (rail, bus, etc.), reimbursement for use of public transportation is based on mileage from the District to the training site (not from the employee's residence), regardless of the transportation method chosen. When attending training or business directly from an employee's residence, no reimbursement will be made if the distance is less than the mileage of a normal commute to the workplace. If the distance is higher than the employee's normal commute, reimbursement will pay at the differential of the commute less the mileage of a normal commute to the workplace.

**Other Transportation** – The employee should utilize hotel shuttle service or other shuttle service, if available. When necessary, the employee may also utilize ride share services or taxicabs.

## **MEALS and ENTERTAINMENT**

**Meals** Meal reimbursement is limited to the current U.S. General Services Administration (GSA) regulations in place at the time the expense is occurred, and these rates are set by GSA fiscal year, effective October 1 each year. Prior approval by the Board of Commissioners and submission of receipts are required for per diem allowances. Meals provided by the conference or seminar should be deducted from the per diem allowance. Partial reimbursement may be made for departure and return days based on time. Meals during in-state travel that are not an overnight stay will be reimbursed for actual cost not to exceed the GSA regulations.

**Entertainment Expenses** No employee will be reimbursed for any entertainment expense, unless ancillary to the purpose of the program, event or the official business and approved in advance. "Entertainment" includes, but is not limited to, shows, amusements, theaters, circuses, sporting events, or any other place of public or private entertainment or amusement.

## **LODGING**

**Hotel/Motel Accommodations** – The employee will be reimbursed for a standard single room at locations convenient to the business activity. In the event of a change in plans or a cancellation, the employee must cancel the hotel/motel reservation so as not to incur cancellation charges. Cancellation charges will not be reimbursed by the District unless approved by a vote of the Board of Commissioners. Hotel or motel



accommodations are limited to the current U.S. General Services Administration (GSA) regulations in place at the time the expense is occurred, and these rates are set by GSA fiscal year, effective October 1 each year.

**Vacation in Conjunction with Business Travel** – In cases where vacation time is added to a business trip, any cost variance in airfare, car rental, lodging and/or any other expenses must be clearly identified on the Travel, Meal, and Lodging Expense Report form and paid by the employee.

**Accompanied Travel** (Personal Travel / Travel Companions) – A family member or friend may accompany employees on business travel, at their expense, when the presence of the companion will not interfere with successful completion of business objectives. When an employee is accompanied by others not on official business, any lodging, transportation, meals or other expenses above those incurred for the authorized employee will not be reimbursed by the District.

**Parking** – Parking fees at a hotel/motel will be reimbursed only with a receipt.

**Approval of Expenses:** Travel, meal, and lodging expenses incurred by any employee in excess of the then current per diem rate established by the U.S. General Services Administration (GSA) must be previously approved in an open meeting by a majority roll-call vote of the Board of Commissioners. Travel, meal, and lodging expenses advanced as a per diem to any employee must be approved by roll call vote at an open meeting of the Board of Commissioners prior to payment. Documentation of expenses must be provided in accordance with this policy, and any excess from the per diem must be repaid. All other expenses that do not fall within travel, meal, and lodging categories of expense are subject to the Executive Directors approval.

**Documentation of Expenses:** Before an expense for travel, meals, or lodging may be approved this Policy, the following minimum documentation must first be submitted, in writing, to the Executive Director on the Travel, Meal, and Lodging Expense form:

- (1) an estimate of the cost of travel, meals, or lodging if expenses have not been incurred or a receipt of the cost of the travel, meals, or lodging if the expenses have already been incurred.
- (2) the name of the individual who received or is requesting the travel, meal, or lodging expense.
- (3) the job title or office of the individual who received or is requesting the travel, meal, or lodging expense; and
- (4) the date or dates and nature of the official business for which the travel, meal, or lodging expense will be expended.

All documents and information submitted are public records subject to disclosure under the Freedom of Information Act. The District has an official standardized form for the submission of travel, meals, and lodging expenses.



August 22, 2023

To: Park Board of Commissioners

From: Christina Ferraro, Executive Director

Re: Policy Travel, Meal and Lodging Expenses and usage of Park District issued credit cards

There has been a policy to reimburse employee travel, meal, and lodging expenses but never a policy regarding the usage of credit cards specifically for travel, meal, and lodging expenses.

The attached policy was created by legal counsel. All employees using the District credit card will follow the guidelines consistent with the purchasing policy. Please note: Park district issued credit cards cannot be used for purposes of expenses incurred in connection with personal vehicles nor for ride-share purchases (Uber or Lyft).



PROSPECT HEIGHTS PARK DISTRICT RESOLUTION NO: 08.22.2023 E

Resolution Approving an Amendment to the Personnel Policies Concerning The Use of Credit Cards Issued by the Park District for Travel, Meal and Lodging Expenses

WHEREAS, the Prospect Heights Park District is an Illinois Park District formed and operating under the Illinois Park Code; and

WHEREAS, the Park District is authorized by the Park Code to adopt policies to govern its operations; and

WHEREAS, the Park District has previously adopted a policy concerning the use of credit cards issued by the Park District for expenses associated with travel, meals and lodging as part of its Personnel Policies; and

WHEREAS, the Park District desires to amend the policy concerning the use of credit cards for travel, meal and lodging expenses, all as set forth in Exhibit A attached hereto.

Now, therefore, be it resolved by the Board of Park Commissioners of the Prospect Heights Park District, Cook County, Illinois, as follows:

Section One: The recitals set forth hereinabove shall be and they are hereby incorporated as if said recitals were fully set forth within Section One.

Section Two: The Board of Commissioners of the Prospect Heights Park District hereby amends its Personnel Policies concerning the use of credit cards for travel, meal and lodging expenses as set forth in the amended policy attached hereto as Exhibit A.

Section Three: Any and all motions, policies, or resolutions of Prospect Heights Park in conflict with the provisions of this ordinance shall be and are hereby, repealed to the extent of such conflict.

Section Four: This Resolution shall be in full force and effect from and after its passage and approval in the manner provided by the law.

AYES:

NAYS:

ABSENT:

Approved this 22<sup>nd</sup> day of August 2023.

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President, Board of Commissioners

ATTEST

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Secretary, Board of Commissioners



## EXHIBIT A

### **Park District issued credit cards for Travel, Meal, and Lodging Expenses**

**Purpose:** The District has authorized the use of the District's credit cards to pay for employee travel, meals, and lodging expenses incurred in connection with pre-approved travel, meal, and lodging. Employees are expected to exercise the same care in incurring expenses for official business as a prudent person would in spending personal funds. All employees using the District credit card must obtain, collect, and submit proper documentation for each charge on the District credit card.

**Authorized Types of Official Business:** Consistent with the requirements of Illinois law concerning both expenses and "gifts", use of District credit cards may be authorized for travel, meal and lodging expenses for employees for purposes of official business conducted on behalf of the District, which includes but is not limited to, off-site or out-of-town meetings related to official Park District business, and, when approved in advance, seminars, conferences and other educational events related to the employee's official duties. If you are unsure whether a District credit card may be used or whether an expense is reimbursable, please contact the Executive Director.

**Categories of Expenses:** Travel, meal, and lodging expenses in excess of the U.S. General Services Administration (GSA) established per diem rates must be approved in an open meeting by a majority roll-call vote of the Board of Commissioners. Travel expenses and overnight expenses can fluctuate year to year.

### **TRANSPORTATION**

**Airfare** – Employees are expected to obtain the lowest available airfare that reasonably meets business travel needs. Employees are encouraged to book flights at least thirty (30) days in advance to avoid premium airfare pricing. Only coach or economy tickets will be paid. The employee will pay for the difference between higher priced tickets and coach or economy tickets with their personal funds and shall not use the District credit card for any such purpose or expense. The District will also pay baggage fees up to one bag each way, if not already included in the airfare.

**Personal Vehicle** – The District credit card shall not be used for the purposes of expenses incurred in connection with personal vehicles. Instead, mileage will be reimbursed based on mileage from the District to the off-site location of the official business, not from the employee's residence. When attending a training event or other off-site official business directly from an employee's residence, no reimbursement will be made if the distance is less than the mileage of a normal commute to the workplace. If the distance is higher than the employee's normal commute, reimbursement will be paid based on the differential of the commute less the mileage of a normal commute to the workplace. An employee will be reimbursed at the prevailing IRS mileage rate. The employee will only be reimbursed up to the price of a coach airfare ticket if they drive to a location for which airfare would have been less expensive.



**Automobile Rentals** – Use of a District credit card to rent a vehicle must be pre-approved prior to the travel. The District will pay for the cost of renting an automobile including gasoline expense only as limited in this section. Employees using rental cars to conduct official business are required to purchase insurance through the rental agency. Car rental insurance will cover the vehicle during personal use, e.g., using the vehicle after the conference has ended. Compact or mid– size cars are required for two or fewer employees or officers traveling together and a full– size vehicle may be used for three or more travelers. The employee must refuel the vehicle before returning it to the rental company.

**Public Transportation** – In the case of local training or official business where an employee chooses to use public transportation (rail, bus, etc.), the District will pay for use of public transportation based on mileage from the District to the training site (not from the employee's residence), regardless of the transportation method chosen. When attending training or business directly from an employee's residence, the District will not pay if the distance is less than the mileage of a normal commute to the workplace. If the distance is higher than the employee's normal commute, the District will pay at the differential of the commute less the mileage of a normal commute to the workplace. If a District credit card is used to procure a multiple rider or ride pass, that pass shall be turned into the District with the receipt for the transaction.

**Other Transportation** – The employee should utilize hotel shuttle service or other shuttle service, if available. When necessary, the employee may also utilize ride share services or taxicabs. Use of a District credit card for each discreet taxi trip is authorized but use of a District credit card for a ride-share purchase is prohibited.

## **MEALS and ENTERTAINMENT**

**Meals** Use of the District credit card to pay for meal costs is authorized but limited to the current U.S. General Services Administration (GSA) regulations in place at the time the expense is occurred, and these rates are set by GSA fiscal year, effective October 1 each year. Submission of receipts is required.

**Entertainment Expenses** Use of the District credit card to pay for any entertainment expenses is prohibited unless ancillary to the purpose of the program, event, or the official business and approved by the Executive Director in advance. "Entertainment" includes, but is not limited to, shows, amusements, theaters, circuses, sporting events, or any other place of public or private entertainment or amusement.

## **LODGING**

**Hotel/Motel Accommodations** – Use of the District credit card is authorized for Hotel/Motel Accommodations when approved in advance or as unanticipated circumstances may require, as follows: The District will pay for a standard single room at locations convenient to business activity. In the event of a change in plans or a



cancellation, the employee must cancel the hotel/motel reservation so as not to incur cancellation charges. Cancellation charges will not be paid by the District unless approved by a vote of the Board of Commissioners. Hotel or motel accommodations are limited to the current U.S. General Services Administration (GSA) regulations in place at the time the expense is occurred, and these rates are set by GSA fiscal year, effective October 1 each year.

**Vacation in Conjunction with Business Travel** – In cases where vacation time is added to a business trip, any cost variance in airfare, car rental, lodging and/or any other expenses must be clearly identified on the Travel, Meal, and Lodging Expense Report form and paid by the employee. Use of the District credit card to pay for vacation expenses is prohibited.

**Accompanied Travel** (Personal Travel / Travel Companions) – A family member or friend may accompany employees on business travel, at their expense, when the presence of the companion will not interfere with successful completion of business objectives. When an employee is accompanied by others not on official business, any lodging, transportation, meals, or other expenses above those incurred for the authorized employee will not be paid for by the District. Use of the District credit card to pay for the expenses of the family member or friend is prohibited.

**Parking** – Use of the District credit card for parking fees at a hotel/motel is authorized and a receipt is required.

**Approval of Expenses:** Travel, meal, and lodging expenses paid for by the District in excess of the then current per diem rate established by the U.S. General Services Administration (GSA) must be previously approved in an open meeting by a majority roll-call vote of the Board of Commissioners. Documentation of expenses must be provided in accordance with this policy. All other expenses that do not fall within travel, meal, and lodging categories of expense are subject to the Executive Directors approval.

**Documentation of Expenses:** All receipts and the Travel, Meal, and Lodging Expense form must be submitted to the Superintendent of Finance, HR and IT within fourteen (14) days of last day of travel for official business. Compliance with all other applicable purchasing policy guidelines is required when using Park District issued credit cards.

All documents and information submitted are public records subject to disclosure under the Freedom of Information Act. The District has an official standardized form for the submission of travel, meals, and lodging expenses.



August 17, 2023

Dear Christina and Mark,

The Natural Resources Commission would like to request permission to use drone applied herbicide on the invasive cattails at the Slough on either September 7<sup>th</sup> or 8<sup>th</sup>, pending conditions.

As you know we have been battling the invasive cattails at the Slough now for 9 years. While we have made progress, it has been slow and very labor intensive and will continue to be so forever and a day. There is new drone technology that surgically applies herbicide from above the cattails with pinpoint accuracy. The service is offered through Davey Tree and is now the leader in this type of application. Currently we brush cut an area at the base, then rake and stack the 10-foot stalks into habitat piles. Herbicide is then manually applied down the remaining stalk that protrudes just above ground. Some of the cattails are in very deep muck, making them almost impossible to get to. Droning makes this process very different. With the cattails dead, we can burn them off in the fall or winter and have a fresh slate for the spring to plug and seed. As we have also seen, once the cattails are gone, native wetland plants that have been in the native seed bank for at least 30 years, come roaring back, further assisting the restoration.

We would very much like to do this and turn the tide on this never-ending problem. We are asking for permission to do the treatment. The cost would be completely covered by the Commissioners, which underscores our commitment to the restoration. The only things we would need are permission from the Park District and notification to the Wheeling airport that we would be flying the drone, so they don't force it down. PHNRC would manage it with Davey to be sure that no one is in the area at the time of application and dry time. This process would save us countless hours over many years of cutting, stacking, raking, herbiciding and then hand wicking resprouts.

There is some urgency in all this as the cattails are getting ready to go to seed. September 8<sup>th</sup> or 9<sup>th</sup> is the date we are being given as possibilities by Davey. They are looking for an expedited answer as the crew comes from Ohio and we are being ganged with other visits to try to contain costs.

Thank you for your consideration and expedited answer.

*Wpl*  
Agnes Wójnarski - Chairperson - PHNRC