



BOARD REPORT

NOVEMBER 14, 2023



**Agenda for the November 14, 2023
Regular Park Board Meeting
Gary Morava Recreation Center
110 W Camp McDonald Road, Prospect Heights, IL 60070
7:00 p.m.**

I. Call to Order

A. Roll Call

President Jones: Secretary pro tempore appointment of the Board to serve in the absence of the Secretary.

B. Pledge of Allegiance

II. Corrections/Additions/Approval of Agenda

III. Correspondence

IV. Recognition/Welcome

V. Public Comment

VI. 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 October 24, 2023 Regular Park Board Meeting Minutes

B. Approval of Treasurer's Report Cash Report #11 cash balance totaling \$5,588,049.41 as of October 31, 2023

C. Approval of Warrants totaling \$215,648.94 for the period ending October 31, 2023

VII. Announcements (Meetings)

Regular Board Meeting – December 12, 2023, 7:00 p.m. at Old Orchard Country Club

VIII. Attorney's Report

Legal Matters

IX. Administrative/Operational Summary

A. Executive Director, Ferraro

B. Marketing & Communications Manager, Castil

C. Superintendent of Finance, HR, and IT, Hughes

D. Superintendent of Recreation, Doerner

E. Superintendent of Parks and Facilities, Grassi

F. Director of Golf, Heidkamp

G. Recreation Supervisors, Fudala, Glinski, Zervas

X. Unfinished/Ongoing Business

XI. New Business

- A. Approve Resolution #11.14.2023 Truth in Taxation for Levy Year 2023
- B. Approve Partner Resident Agreement with Mount Prospect and River Trails Park Districts
- C. Approve Personnel Manual revisions: employee benefits
- D. Approve Personnel Manual revisions: employee practices and procedures

XII. Committees of the Board

- A. Finance Committee, Kirstie & Messer
- B. Personnel and Planning Committee, Avery & Cloud
- C. Policy and Procedure Committee, Avery & Cloud
- D. Recreation Facilities, Parks & Maintenance Committee, Jones & Fries
- E. Recreation Programs & Resident Relations Committee, Kirstie & Cloud
- F. OCCC Programs, Facilities, Grounds & Maintenance Committee, Jackson & Jones

XIII. Commissioner Comments

XIV. Executive Session

XV. Action as a Result of the Executive Session

XVI. 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 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, OCTOBER 24, 2023**

Call to Order

Roll Call

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

Commissioners present: Ellen Avery, Paul Fries, Karl Jackson, Tim Jones, Eric Kirste

Commissioners absent: Betty Cloud, Steve Messer

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

A quorum was present.

A motion was made by Commissioner Fries and seconded by Commissioner Jackson to appoint Commissioner Ellen Avery as Secretary Pro Tem for the October 24, 2023 Regular Board Meeting. The motion was approved by a voice vote with two absent (Commissioners Cloud, Messer). The motion carried.

Tim Jones led the Pledge of Allegiance.

Corrections/Additions/Approval of Agenda

A motion was made by Commissioner Kirste and seconded by Commissioner Fries to approve the agenda as submitted. The motion was approved by a voice vote with two absent (Commissioners Cloud, Messer). The motion carried.

Correspondence

Correspondence was received from Peter Murphy, IAPD President/CEO Illinois Association of Park Districts recognizing the Prospect Heights Park District as the “Best of the Best” statewide in the “Arts in the Park” category. The recognition will be presented at the October 20th Best of the Best Awards Gala. Correspondence was received from Illinois State Senator Julie Morrison congratulating the district for being named an IAPD “Best of the Best” statewide awardee in the Arts in the Park category.

Recognition/Welcome

Residents, Michael Grassi, Jill Moskal, Denise Hopkins, and Aaron Gold, Vice President, Speer Financial, Inc. were in attendance.

Public Comment

Resident Denise Hopkins asked for a status update on the Lions Park tennis/pickleball courts and whether the north courts would be resurfaced.

Consent Agenda

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

Ayes: Commissioners Avery, Fries, Jones, Kirste

Nays: None

Abstain: Commissioner Jackson

Absent: Commissioners Cloud, Messer

The motion carried.

Announcements (Meetings)

The next Regular Board Meeting is scheduled for November 14, 2023 at 7:00 p.m. at the Gary Morava Recreation Center.

Attorney's Report

There was none.

Administrative/Operational Summary

Executive Director – as submitted. Executive Director Christina Ferraro also reported that Ray, Edlyn and she attended IAPD's Best of the Best Gala to receive the Arts in the Park award with Kate Tully and Mara Lovisetto. The Park District Staff is currently working on updating the district code and personnel manual. The Wedgewood Park project is moving along with the demo complete. The next steps will be pavement and concrete. Williams Architect completed an analysis of Lions Pool in addition to providing cost opinions on renovating the recreation center. After reviewing the opinion, District staff is concerned a potentially \$20+ million project will not meet the needs of the community. The new plan does not address the pool or site developments or tennis/pickleball courts or playground and it displaces parks and admin staff. After some discussion, the consensus was to discuss renovating the recreation center again after the 2024 spring election.

Marketing & Communications Manager – as submitted.

Superintendent of Finance, HR and IT – as submitted. Superintendent of Finance, HR and IT Shawn Hughes reported she is midst the budget process and working on the tax levy and bonds.

Superintendent of Recreation – as submitted. Superintendent of Recreation Ray Doerner reported that staff are in the process of reviewing the district's recreation software and trying to determine if there's a better software that will better serve our customers. Should the district decide to change the recreation software, the change would occur sometime in 2024. Ray reported the percentage of online registrations has increased from 18% in 2019, 43% in 2022, to 52% in 2023. Ray will provide more information by the end of the year.

Superintendent of Parks and Facilities – as submitted. Superintendent of Parks and Facilities Mark Grassi reported they completed a leak detection test in the pool of the

Administrative/Operational Summary (continued)

basin and the contractor will return on October 26 with the results. All monument signs were delivered, and staff will slowly start to install at the parks.

Director of Golf Operations – as submitted.

Recreation Supervisors – as submitted.

Committees of the Board

There were no reports.

Unfinished/Ongoing Business**Five-Year Review Food and Beverage Operations**

Executive Director Christina Ferraro reviewed the past 5 years of food and beverage operations at Old Orchard Country Club. In 2017, the plan proposed nearly a million in revenue. Although OOCF fell short in revenue, they were in line with expenses with 60+% gross margins. The challenges OOCF face included creating relationships and partnering with event planners, struggling with dated equipment and staffing issues. Moving forward, the district's Marketing & Communications staff will be working with OOCF to improve the golf course's website and social media presence. Commissioner Jones discussed compiling data points that can be reviewed in the spring of 2024.

New Business**Approval of IAPD Credentials Certificate**

A motion was made by Commissioner Jackson and seconded by Commissioner Fries to designate Christina Ferraro to serve as Delegate, Ray Doerner as 1st Alternate and Mark Grassi as 2nd Alternate, to the Annual Business Meeting of the Illinois Association of Park Districts to be held on Saturday, January 27, 2024. The motion was approved by a voice vote with two absent (Commissioners Cloud, Messer). The motion carried.

Approval of Ordinance #10.24.2023: "An ordinance providing for the issue of \$669,640 General Obligation Limited Tax Park Bonds, Series 2023, of the District for the payment of land for parks, for the building, maintaining, improving and protecting of the same and the existing land and facilities of the District, for the payment of certain outstanding bonds of the District, providing for the levy of a direct annual tax to pay the principal and interest on said bonds and authorizing the sale of said bonds to the purchaser thereof."

Aaron Gold, Vice President, Speer Financial, Inc. reported five bids were received and Busey Bank, Mount Prospect, Illinois was the lowest bidder with a rate of 4.37%.

A motion was made by Commissioner Avery and seconded by Commissioner Fries to adopt Ordinance #10.24.2023: "An ordinance providing for the issue of \$669,640 General Obligation Limited Tax Park Bonds, Series 2023, of the District for the payment of land for parks, for the building, maintaining, improving and protecting of the same and the existing land and facilities of the District, for the payment of certain outstanding bonds of

New Business (continued)

the District, providing for the levy of a direct annual tax to pay the principal and interest on said bonds and authorizing the sale of said bonds to the purchaser thereof.” as submitted. The motion was approved by a roll call vote.

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

Nays: None

Abstain: None

Absent: Commissioners Cloud, Messer

The motion carried.

Committees of the Board

A Finance Committee Meeting will be held in early December.

Commissioners Comments

There were none.

Adjournment

With no further business to discuss, a motion was made by Commissioner Kirste and seconded by Commissioner Avery to adjourn the Regular Board Meeting at 7:54 p.m. The motion was approved by a voice vote with two absent (Commissioners Cloud, Messer). The motion carried.

Ellen Avery, Secretary Pro Tem

TO:

Board of Commissioners, Prospect Heights Park District

Pink

FROM:

Park District Treasurer

DATE:

11/14/2023

CASH REPORT

FY 23

Motion by Commissioner _____ to approve CASH REPORT 11
11/14/2023 as submitted. Seconded by Commissioner _____ .

Busey Bank		Interest Earned YTD			
Payroll	Checking/sweep			\$	-
Vendor	Checking/sweep				-
General/Sweep	Checking				2,953,013.66
ATM	Checking				106,573.03
Investment	Checking	\$	8,035.04	annual yield 4.49%	2,158,175.85
Cash Reserve	Checking	\$	1,378.61	annual yield 4.49%	370,286.87
		TOTALS		\$	5,588,049.41
					Voice Vote

FINANCIAL RESOLUTION

Motion by Commissioner _____ to approve WARRANT RESOLUTION
11/14/2023 as submitted. Seconded by Commissioner _____ .

APPROVAL OF WARRANTS 11/14/2023

VENDOR WARRANTS					AMOUNTS
2	In the amount of	CHECKS ISSUED	\$		330,870.60
2A	In the amount of	ELECTRONIC	\$		88,071.27
		Total Vendor Warrants	\$		418,941.87

PAYROLL WARRANTS

	10/6/2023				
3	In the amount of		\$		105,415.87
		gross plus employer costs			
	10/20/2023				
4	In the amount of		\$		110,233.07
		gross plus employer costs			
		Total Payroll Warrants			\$215,648.94

TOTAL OF WARRANTS \$ 634,590.81 Roll Call



Prospect Heights Park District, IL

Check Report

By Check Number

Date Range: 10/01/2023 - 10/31/2023

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: AP Bank-AP Bank						
02144	COZZINI BROS INC	10/06/2023	EFT	0.00	32.00	1005
01324	DIRECT FITNESS SOLUTIONS LLC	10/06/2023	EFT	0.00	130.00	1006
02246	COMED- REAL ESTATE & FACILITIES	10/25/2023	Regular	0.00	-1,500.00	49344
02283	CHICAGO TITLE LAND TRUST COMPANY	10/25/2023	Regular	0.00	-25.00	49608
02143	CENTRAL CONTINENTAL BAKERY	10/26/2023	Regular	0.00	-577.50	50569
02228	PAYCOR	10/12/2023	Regular	0.00	-488.18	53125
02124	ALPHA BAKING COMPANY	10/05/2023	Regular	0.00	492.89	53916
01589	ARLINGTON SQUARES	10/05/2023	Regular	0.00	806.40	53917
01015	ASSOCIATED LABOR CORPORATION OF AMERIC	10/05/2023	Regular	0.00	15,214.65	53918
01402	BHFX LLC	10/05/2023	Regular	0.00	66.00	53919
03019	BSN SPORTS	10/05/2023	Regular	0.00	87.99	53920
01042	CONSTELLATION NEWENERGY GAS DIVISION L	10/05/2023	Regular	0.00	76.44	53921
01042	CONSTELLATION NEWENERGY GAS DIVISION L	10/05/2023	Regular	0.00	1,695.99	53922
01341	DEFRANCO PLUMBING	10/05/2023	Regular	0.00	2,734.00	53923
02337	EXCALTECH	10/05/2023	Regular	0.00	2,554.00	53924
01423	GORDON FOOD SERVICE INC	10/05/2023	Regular	0.00	13,245.07	53925
	Void	10/05/2023	Regular	0.00	0.00	53926
02117	GREAT LAKES COCA-COLA DISTRIBUTION	10/05/2023	Regular	0.00	1,290.72	53927
03021	L6 TECHNOLOGY	10/05/2023	Regular	0.00	980.00	53928
01162	MANZELLA PLUMBING INC	10/05/2023	Regular	0.00	135.00	53929
01058	NCPERS GROUP LIFE INSURANCE	10/05/2023	Regular	0.00	16.00	53930
02228	PAYCOR	10/05/2023	Regular	0.00	1,078.00	53931
01063	PDRMA	10/05/2023	Regular	0.00	18,506.25	53932
01063	PDRMA	10/05/2023	Regular	0.00	28,404.48	53933
02715	PLANSOURCE	10/05/2023	Regular	0.00	1,904.07	53934
01881	R R ROOFING AND CONTRUCTION CO	10/05/2023	Regular	0.00	2,680.00	53935
01560	R&R PRODUCTS INC	10/05/2023	Regular	0.00	202.92	53936
01468	RANGE SERVANT AMERICA INC	10/05/2023	Regular	0.00	93.90	53937
02421	REVELS TURF AND TRACTOR LLC	10/05/2023	Regular	0.00	95.20	53938
01055	ROTARY CLUB OF RIVER CITIES ILLINOIS USA	10/05/2023	Regular	0.00	260.00	53939
01136	SUNBURST SPORTSWEAR	10/05/2023	Regular	0.00	997.00	53940
03016	TAMAR ARNOLD	10/05/2023	Regular	0.00	100.00	53941
01078	TAYLOR MADE	10/05/2023	Regular	0.00	5,756.22	53942
02134	TESTA PRODUCE INC	10/05/2023	Regular	0.00	823.30	53943
01740	AERUS	10/18/2023	Regular	0.00	800.00	53944
03028	ANDREA MUELLER	10/18/2023	Regular	0.00	200.00	53945
01015	ASSOCIATED LABOR CORPORATION OF AMERIC	10/18/2023	Regular	0.00	33,843.43	53946
03029	ASTA PATASIOUS	10/18/2023	Regular	0.00	110.50	53947
01344	COMPUTER EXPLORERS	10/18/2023	Regular	0.00	140.00	53948
01041	CONSTELLATION NEW ENERGY INC	10/18/2023	Regular	0.00	31.78	53949
01041	CONSTELLATION NEW ENERGY INC	10/18/2023	Regular	0.00	5,036.08	53950
01041	CONSTELLATION NEW ENERGY INC	10/18/2023	Regular	0.00	3,987.09	53951
01041	CONSTELLATION NEW ENERGY INC	10/18/2023	Regular	0.00	128.45	53952
01041	CONSTELLATION NEW ENERGY INC	10/18/2023	Regular	0.00	23.05	53953
03031	CRISTINA JARENO	10/18/2023	Regular	0.00	23.00	53954
02751	DENNY DIAMOND, INC	10/18/2023	Regular	0.00	1,076.00	53955
02932	DIVINE SIGNS AND GRAPHICS	10/18/2023	Regular	0.00	12,214.00	53956
03026	FRIENDLY FARMS LTD	10/18/2023	Regular	0.00	1,000.00	53957
01423	GORDON FOOD SERVICE INC	10/18/2023	Regular	0.00	5,285.36	53958
02000	HIMANI PARIKH	10/18/2023	Regular	0.00	57.00	53959
01162	MANZELLA PLUMBING INC	10/18/2023	Regular	0.00	180.00	53960
01050	MENARDS	10/18/2023	Regular	0.00	446.61	53961
03030	MONIKA SHIBA	10/18/2023	Regular	0.00	207.00	53962
01064	PENDELTON TURF SUPPLY	10/18/2023	Regular	0.00	360.00	53963

Check Report

Date Range: 10/01/2023 - 10/31/2023

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
03032	RADHIKA CHATURVEDI	10/18/2023	Regular	0.00	52.00	53964
02421	REVELS TURF AND TRACTOR LLC	10/18/2023	Regular	0.00	1,491.41	53965
01710	SITEONE LANDSCAPE SUPPLY LLC	10/18/2023	Regular	0.00	23.15	53966
03033	TESNIE MATHAI	10/18/2023	Regular	0.00	69.00	53967
01990	TRI STAR MECHANICAL SERVICES INC	10/18/2023	Regular	0.00	1,851.80	53968
02087	VACLAV VALEK	10/18/2023	Regular	0.00	4,400.00	53969
02124	ALPHA BAKING COMPANY	10/27/2023	Regular	0.00	1,339.21	53970
01015	ASSOCIATED LABOR CORPORATION OF AMERIC	10/27/2023	Regular	0.00	30,172.73	53971
03042	BUTTERFIELD COUNTRY CLUB	10/27/2023	Regular	0.00	476.96	53972
02143	CENTRAL CONTINENTAL BAKERY	10/27/2023	Regular	0.00	577.50	53973
02307	COMCAST BUSINESS	10/27/2023	Regular	0.00	20.25	53974
02246	COMED- REAL ESTATE & FACILITIES	10/27/2023	Regular	0.00	1,500.00	53975
01024	CONSERV FS	10/27/2023	Regular	0.00	6,395.55	53976
03039	GANESH DESHMUKH	10/27/2023	Regular	0.00	37.00	53977
01250	GARY KANTOR	10/27/2023	Regular	0.00	60.00	53978
03044	GEORGE'S LANDSCAPING, INC.	10/27/2023	Regular	0.00	78,929.64	53979
01423	GORDON FOOD SERVICE INC	10/27/2023	Regular	0.00	10,915.91	53980
01040	HOME DEPOT CREDIT SERVICES	10/27/2023	Regular	0.00	930.83	53981
03047	ILLINOIS STATE TREASURER'S OFFICE	10/27/2023	Regular	0.00	996.00	53982
03037	MAGESH GOVINDARAJAN	10/27/2023	Regular	0.00	50.00	53983
03046	MAINSTREET GOLF CARS	10/27/2023	Regular	0.00	745.30	53984
01050	MENARDS	10/27/2023	Regular	0.00	29.97	53985
01058	NCPERS GROUP LIFE INSURANCE	10/27/2023	Regular	0.00	16.00	53986
03035	OSCAR BAUTISTA	10/27/2023	Regular	0.00	350.00	53987
03038	PATRICK JOBS	10/27/2023	Regular	0.00	8.25	53988
02228	PAYCOR	10/27/2023	Regular	0.00	507.51	53989
01135	PITNEY BOWES BANK INC PURCHASE POWER	10/27/2023	Regular	0.00	200.00	53990
03041	RANDA YALDA	10/27/2023	Regular	0.00	38.00	53991
01468	RANGE SERVANT AMERICA INC	10/27/2023	Regular	0.00	174.60	53992
03036	ROSE SIMPSON	10/27/2023	Regular	0.00	57.00	53993
03040	SANNU THENGANATT	10/27/2023	Regular	0.00	114.00	53994
02241	SPORTS ENGINE INC	10/27/2023	Regular	0.00	75.00	53995
01673	SUBURBAN TRIM & GLASS	10/27/2023	Regular	0.00	23,975.00	53996
01450	THE CIT GROUP COMMERCIAL SERVICES INC	10/27/2023	Regular	0.00	786.12	53997
01375	WESTERN IRRIGATION	10/27/2023	Regular	0.00	649.75	53998
02205	ILLINOIS MUNICIPAL FUND	10/10/2023	Bank Draft	0.00	19,389.53	DFT0002426
02206	ILLINOIS DEPARTMENT OF REVENUE	10/18/2023	Bank Draft	0.00	14,965.00	DFT0002427
01143	VILLAGE OF MOUNT PROSPECT SALES TAX	10/18/2023	Bank Draft	0.00	1,373.16	DFT0002428
02136	SOUTHERN GLAZER'S OF IL	10/02/2023	Bank Draft	0.00	422.76	DFT0002429
02121	TOWN & COUNTRY DISTRIBUTORS INC	10/06/2023	Bank Draft	0.00	335.94	DFT0002430
02139	BREAKTHRU BEVERAGE ILLINOIS LLC	10/06/2023	Bank Draft	0.00	746.88	DFT0002431
02136	SOUTHERN GLAZER'S OF IL	10/10/2023	Bank Draft	0.00	1,436.64	DFT0002432
02236	LAKESHORE BEVERAGE	10/13/2023	Bank Draft	0.00	152.27	DFT0002433
02139	BREAKTHRU BEVERAGE ILLINOIS LLC	10/13/2023	Bank Draft	0.00	1,408.33	DFT0002434
02136	SOUTHERN GLAZER'S OF IL	10/16/2023	Bank Draft	0.00	1,397.51	DFT0002435
02139	BREAKTHRU BEVERAGE ILLINOIS LLC	10/20/2023	Bank Draft	0.00	1,803.19	DFT0002436
02136	SOUTHERN GLAZER'S OF IL	10/23/2023	Bank Draft	0.00	420.00	DFT0002437
02139	BREAKTHRU BEVERAGE ILLINOIS LLC	10/27/2023	Bank Draft	0.00	841.96	DFT0002438
02121	TOWN & COUNTRY DISTRIBUTORS INC	10/13/2023	Bank Draft	0.00	802.03	DFT0002439
02306	FIFTH THIRD BANK	10/26/2023	Bank Draft	0.00	34,319.94	DFT0002440

Check Report**Date Range: 10/01/2023 - 10/31/2023****Vendor Number****Vendor Name****Payment Date****Payment Type****Discount Amount****Payment Amount****Number**

01032

CARDMEMBER SERVICE

10/09/2023

Bank Draft

0.00

8,094.13 SEPT2023ELAN

Bank Code AP Bank Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	143	82	0.00	333,461.28
Manual Checks	0	0	0.00	0.00
Voided Checks	0	5	0.00	-2,590.68
Bank Drafts	16	16	0.00	87,909.27
EFT's	2	2	0.00	162.00
	161	105	0.00	418,941.87

Check Report

Date Range: 10/01/2023 - 10/31/2023

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: PCARD-PCARD LIABILITY						
02969	DOWN TO EARTH LANDSCAPING INC	10/26/2023	Bank Draft	0.00	305.00	MBD10.26.2023
01136	SUNBURST SPORTSWEAR	10/26/2023	Bank Draft	0.00	337.00	MBD10.26.2023
02324	TARGET	10/26/2023	Bank Draft	0.00	80.00	MBD10.26.2023
02318	AMAZON	10/26/2023	Bank Draft	0.00	121.45	MBD10.26.2023
02324	TARGET	10/26/2023	Bank Draft	0.00	20.00	MBD10.26.2023
01057	NAPA HEIGHTS AUTOMOTIVE	10/26/2023	Bank Draft	0.00	227.76	MBD10.26.2023
01057	NAPA HEIGHTS AUTOMOTIVE	10/26/2023	Bank Draft	0.00	20.57	MBD10.26.2023
01560	R&R PRODUCTS INC	10/26/2023	Bank Draft	0.00	215.60	MBD10.26.2023
02403	ADOBE	10/26/2023	Bank Draft	0.00	15.93	MBD10.26.2023
02962	SHELL OIL	10/26/2023	Bank Draft	0.00	39.30	MBD10.26.2023
03017	LOVIN OVEN CAKERY	10/26/2023	Bank Draft	0.00	315.00	MBD10.26.2023
02324	TARGET	10/26/2023	Bank Draft	0.00	60.00	MBD10.26.2023
02875	STARVED ROCK LODGE	10/26/2023	Bank Draft	0.00	50.00	MBD10.26.2023
02569	CHI CHAPTER OF WOMEN IN LEISURE SERVICES	10/26/2023	Bank Draft	0.00	25.00	MBD10.26.2023
03050	PERFUME PASSAGE FO	10/26/2023	Bank Draft	0.00	150.00	MBD10.26.2023
02969	DOWN TO EARTH LANDSCAPING INC	10/26/2023	Bank Draft	0.00	-50.00	MBD10.26.2023
02009	THE KNOT	10/26/2023	Bank Draft	0.00	1,035.30	MBD10.26.2023
02318	AMAZON	10/26/2023	Bank Draft	0.00	273.96	MBD10.26.2023
03017	LOVIN OVEN CAKERY	10/26/2023	Bank Draft	0.00	359.00	MBD10.26.2023
02333	TONYS FRESH MARKET	10/26/2023	Bank Draft	0.00	214.48	MBD10.26.2023
02318	AMAZON	10/26/2023	Bank Draft	0.00	70.09	MBD10.26.2023
01092	US KIDS GOLF	10/26/2023	Bank Draft	0.00	298.77	MBD10.26.2023
02969	DOWN TO EARTH LANDSCAPING INC	10/26/2023	Bank Draft	0.00	890.00	MBD10.26.2023
02329	DOLLAR TREE	10/26/2023	Bank Draft	0.00	12.50	MBD10.26.2023
02324	TARGET	10/26/2023	Bank Draft	0.00	80.00	MBD10.26.2023
02969	DOWN TO EARTH LANDSCAPING INC	10/26/2023	Bank Draft	0.00	890.00	MBD10.26.2023
02333	TONYS FRESH MARKET	10/26/2023	Bank Draft	0.00	23.65	MBD10.26.2023
03048	LPC NBC TOWER	10/26/2023	Bank Draft	0.00	45.00	MBD10.26.2023
02874	MANAGEMENT ASSOCIATION OF ILLINOIS	10/26/2023	Bank Draft	0.00	429.00	MBD10.26.2023
02318	AMAZON	10/26/2023	Bank Draft	0.00	12.93	MBD10.26.2023
02318	AMAZON	10/26/2023	Bank Draft	0.00	56.32	MBD10.26.2023
02318	AMAZON	10/26/2023	Bank Draft	0.00	37.66	MBD10.26.2023
03051	SHORELINE E-GALAXY	10/26/2023	Bank Draft	0.00	805.80	MBD10.26.2023
02403	ADOBE	10/26/2023	Bank Draft	0.00	21.24	MBD10.26.2023
03017	LOVIN OVEN CAKERY	10/26/2023	Bank Draft	0.00	240.00	MBD10.26.2023
02327	DISCOUNT SCHOOL SUPPLY	10/26/2023	Bank Draft	0.00	177.74	MBD10.26.2023
02317	JUST TIRES	10/26/2023	Bank Draft	0.00	25.90	MBD10.26.2023
01059	NICOR	10/26/2023	Bank Draft	0.00	29.47	MBD10.26.2023
02446	CHUCK E CHEESE	10/26/2023	Bank Draft	0.00	419.35	MBD10.26.2023
02325	JEWEL OSCO	10/26/2023	Bank Draft	0.00	106.38	MBD10.26.2023
03015	AQUATIC COUNCIL	10/26/2023	Bank Draft	0.00	375.00	MBD10.26.2023
02318	AMAZON	10/26/2023	Bank Draft	0.00	11.06	MBD10.26.2023
02318	AMAZON	10/26/2023	Bank Draft	0.00	8.96	MBD10.26.2023
01693	HINCKLEY SPRINGS	10/26/2023	Bank Draft	0.00	74.09	MBD10.26.2023
01063	PDRMA	10/26/2023	Bank Draft	0.00	140.00	MBD10.26.2023
02333	TONYS FRESH MARKET	10/26/2023	Bank Draft	0.00	118.62	MBD10.26.2023
02318	AMAZON	10/26/2023	Bank Draft	0.00	38.99	MBD10.26.2023
02403	ADOBE	10/26/2023	Bank Draft	0.00	21.24	MBD10.26.2023
01063	PDRMA	10/26/2023	Bank Draft	0.00	70.00	MBD10.26.2023
02612	EPIC SPORTS	10/26/2023	Bank Draft	0.00	151.26	MBD10.26.2023
02333	TONYS FRESH MARKET	10/26/2023	Bank Draft	0.00	139.93	MBD10.26.2023
03048	LPC NBC TOWER	10/26/2023	Bank Draft	0.00	45.00	MBD10.26.2023
02094	NATIONAL BUSINESS FURNITURE	10/26/2023	Bank Draft	0.00	1,102.00	MBD10.26.2023
02333	TONYS FRESH MARKET	10/26/2023	Bank Draft	0.00	914.38	MBD10.26.2023
01120	REPUBLIC SERVICES INC	10/26/2023	Bank Draft	0.00	792.17	MBD10.26.2023
01120	REPUBLIC SERVICES INC	10/26/2023	Bank Draft	0.00	306.56	MBD10.26.2023
02978	TEMU.COM	10/26/2023	Bank Draft	0.00	102.81	MBD10.26.2023
02401	CASINO GROUP INC	10/26/2023	Bank Draft	0.00	69.00	MBD10.26.2023
02327	DISCOUNT SCHOOL SUPPLY	10/26/2023	Bank Draft	0.00	4,283.42	MBD10.26.2023
02318	AMAZON	10/26/2023	Bank Draft	0.00	18.99	MBD10.26.2023

Check Report

Date Range: 10/01/2023 - 10/31/2023

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
02318	AMAZON	10/26/2023	Bank Draft	0.00	209.49	MBD10.26.2023
01081	VILLAGE OF MOUNT PROSPECT	10/26/2023	Bank Draft	0.00	113.48	MBD10.26.2023
01081	VILLAGE OF MOUNT PROSPECT	10/26/2023	Bank Draft	0.00	607.20	MBD10.26.2023
01081	VILLAGE OF MOUNT PROSPECT	10/26/2023	Bank Draft	0.00	1,948.40	MBD10.26.2023
02318	AMAZON	10/26/2023	Bank Draft	0.00	181.13	MBD10.26.2023
02333	TONYS FRESH MARKET	10/26/2023	Bank Draft	0.00	143.97	MBD10.26.2023
02327	DISCOUNT SCHOOL SUPPLY	10/26/2023	Bank Draft	0.00	127.62	MBD10.26.2023
01023	COMMONWEALTH EDISON	10/26/2023	Bank Draft	0.00	23.62	MBD10.26.2023
01616	TOUR EDGE GOLF MFG INC	10/26/2023	Bank Draft	0.00	556.00	MBD10.26.2023
02333	TONYS FRESH MARKET	10/26/2023	Bank Draft	0.00	233.87	MBD10.26.2023
01198	MIGHTY MITES	10/26/2023	Bank Draft	0.00	611.00	MBD10.26.2023
02404	CROWN AWARDS	10/26/2023	Bank Draft	0.00	48.71	MBD10.26.2023
02474	VISTA PRINT	10/26/2023	Bank Draft	0.00	342.07	MBD10.26.2023
02977	MCALISTERS	10/26/2023	Bank Draft	0.00	86.46	MBD10.26.2023
01074	SAM'S CLUB/SYNCHRONY BANK	10/26/2023	Bank Draft	0.00	166.00	MBD10.26.2023
01057	NAPA HEIGHTS AUTOMOTIVE	10/26/2023	Bank Draft	0.00	56.06	MBD10.26.2023
01022	COMCAST	10/26/2023	Bank Draft	0.00	95.47	MBD10.26.2023
01074	SAM'S CLUB/SYNCHRONY BANK	10/26/2023	Bank Draft	0.00	6.06	MBD10.26.2023
01740	AERUS	10/26/2023	Bank Draft	0.00	165.99	MBD10.26.2023
02728	ZANER- BLOSER	10/26/2023	Bank Draft	0.00	236.23	MBD10.26.2023
02969	DOWN TO EARTH LANDSCAPING INC	10/26/2023	Bank Draft	0.00	330.00	MBD10.26.2023
02642	FELLINI RESTAURANT & PIZZERIA	10/26/2023	Bank Draft	0.00	-198.89	MBD10.26.2023
01057	NAPA HEIGHTS AUTOMOTIVE	10/26/2023	Bank Draft	0.00	180.49	MBD10.26.2023
01022	COMCAST	10/26/2023	Bank Draft	0.00	235.44	MBD10.26.2023
02318	AMAZON	10/26/2023	Bank Draft	0.00	50.00	MBD10.26.2023
02447	JACOB HENRY MANSION ESTATE	10/26/2023	Bank Draft	0.00	200.00	MBD10.26.2023
02447	JACOB HENRY MANSION ESTATE	10/26/2023	Bank Draft	0.00	640.00	MBD10.26.2023
01057	NAPA HEIGHTS AUTOMOTIVE	10/26/2023	Bank Draft	0.00	56.99	MBD10.26.2023
02973	THEATRE CENTER RIDGEWOOD	10/26/2023	Bank Draft	0.00	400.00	MBD10.26.2023
02969	DOWN TO EARTH LANDSCAPING INC	10/26/2023	Bank Draft	0.00	606.00	MBD10.26.2023
02642	FELLINI RESTAURANT & PIZZERIA	10/26/2023	Bank Draft	0.00	2,080.05	MBD10.26.2023
01043	ILLINOIS PARKS AND RECREATION ASSOCIATION	10/26/2023	Bank Draft	0.00	279.00	MBD10.26.2023
02972	TRAMA CATERING	10/26/2023	Bank Draft	0.00	208.88	MBD10.26.2023
02969	DOWN TO EARTH LANDSCAPING INC	10/26/2023	Bank Draft	0.00	1,212.00	MBD10.26.2023
02127	DIRECTV	10/26/2023	Bank Draft	0.00	442.98	MBD10.26.2023
03000	UAS AROMA360	10/26/2023	Bank Draft	0.00	128.87	MBD10.26.2023
01078	TAYLOR MADE	10/26/2023	Bank Draft	0.00	3,142.63	MBD10.26.2023
02318	AMAZON	10/26/2023	Bank Draft	0.00	34.95	MBD10.26.2023
02477	NAME BADGES INC	10/26/2023	Bank Draft	0.00	19.03	MBD10.26.2023
02477	NAME BADGES INC	10/26/2023	Bank Draft	0.00	50.03	MBD10.26.2023
02318	AMAZON	10/26/2023	Bank Draft	0.00	222.10	MBD10.26.2023
02997	U BREAK I FIX	10/26/2023	Bank Draft	0.00	169.99	MBD10.26.2023
01057	NAPA HEIGHTS AUTOMOTIVE	10/26/2023	Bank Draft	0.00	59.13	MBD10.26.2023
01063	PDRMA	10/26/2023	Bank Draft	0.00	199.00	MBD10.26.2023
01022	COMCAST	10/26/2023	Bank Draft	0.00	341.81	MBD10.26.2023

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	105	105	0.00	34,319.94
EFT's	0	0	0.00	0.00
	105	105	0.00	34,319.94

All Bank Codes Check Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	143	82	0.00	333,461.28
Manual Checks	0	0	0.00	0.00
Voided Checks	0	5	0.00	-2,590.68
Bank Drafts	121	121	0.00	122,229.21
EFT's	2	2	0.00	162.00
	266	210	0.00	453,261.81

Fund Summary

Fund	Name	Period	Amount
950	POOLED CASH FUND	10/2023	453,261.81
			453,261.81



Prospect Heights Park District, IL

Income Statement

Group Summary

For Fiscal: 2023 Period Ending: 10/31/2023

Account Type	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
Department: 02 - RECREATION/GENERAL					
Revenue	866,925.00	866,925.00	4,412.03	453,219.19	413,705.81
Expense	795,417.00	795,417.00	60,283.11	600,004.52	195,412.48
Department: 02 - RECREATION/GENERAL Surplus (Deficit):	71,508.00	71,508.00	-55,871.08	-146,785.33	218,293.33
Department: 03 - PRESCHOOL CREATIVE KIDS					
Revenue	91,004.00	91,004.00	9,425.20	57,160.76	33,843.24
Expense	78,707.00	78,707.00	6,800.11	49,626.10	29,080.90
Department: 03 - PRESCHOOL CREATIVE KIDS Surplus (Deficit):	12,297.00	12,297.00	2,625.09	7,534.66	4,762.34
Department: 04 - KINDERSTOP					
Revenue	245,695.00	245,695.00	21,550.66	171,248.30	74,446.70
Expense	161,710.15	161,710.15	18,710.89	82,780.48	78,929.67
Department: 04 - KINDERSTOP Surplus (Deficit):	83,984.85	83,984.85	2,839.77	88,467.82	-4,482.97
Department: 05 - YOUTH PROGRAMS					
Revenue	42,200.00	42,200.00	1,988.00	21,474.00	20,726.00
Expense	33,420.00	33,420.00	1,924.30	21,461.53	11,958.47
Department: 05 - YOUTH PROGRAMS Surplus (Deficit):	8,780.00	8,780.00	63.70	12.47	8,767.53
Department: 06 - DANCE					
Revenue	64,175.00	64,175.00	12,022.35	73,871.00	-9,696.00
Expense	58,048.00	58,048.00	1,686.72	56,723.57	1,324.43
Department: 06 - DANCE Surplus (Deficit):	6,127.00	6,127.00	10,335.63	17,147.43	-11,020.43
Department: 07 - ATHLETIC					
Revenue	45,238.00	45,238.00	4,288.47	39,271.65	5,966.35
Expense	32,347.75	32,347.75	2,514.96	27,444.76	4,902.99
Department: 07 - ATHLETIC Surplus (Deficit):	12,890.25	12,890.25	1,773.51	11,826.89	1,063.36
Department: 08 - PERFORMING ARTS					
Revenue	73,010.00	73,010.00	0.00	82,833.00	-9,823.00
Expense	46,488.00	46,488.00	415.92	49,990.70	-3,502.70
Department: 08 - PERFORMING ARTS Surplus (Deficit):	26,522.00	26,522.00	-415.92	32,842.30	-6,320.30
Department: 09 - CONCESSIONS					
Revenue	32,500.00	32,500.00	194.20	30,630.34	1,869.66
Expense	36,525.00	36,525.00	705.96	42,009.11	-5,484.11
Department: 09 - CONCESSIONS Surplus (Deficit):	-4,025.00	-4,025.00	-511.76	-11,378.77	7,353.77
Department: 10 - AQUATICS					
Revenue	101,164.00	101,164.00	892.00	79,028.18	22,135.82
Expense	228,795.00	228,795.00	1,259.62	211,568.60	17,226.40
Department: 10 - AQUATICS Surplus (Deficit):	-127,631.00	-127,631.00	-367.62	-132,540.42	4,909.42
Department: 11 - ACTIVE ADULTS					
Revenue	91,778.00	91,778.00	9,407.26	82,518.26	9,259.74
Expense	83,590.00	83,590.00	6,867.77	82,300.72	1,289.28
Department: 11 - ACTIVE ADULTS Surplus (Deficit):	8,188.00	8,188.00	2,539.49	217.54	7,970.46
Department: 12 - SPECIAL EVENTS					
Revenue	16,088.00	16,088.00	3,414.00	9,779.16	6,308.84
Expense	19,800.00	19,800.00	2,075.33	19,416.31	383.69
Department: 12 - SPECIAL EVENTS Surplus (Deficit):	-3,712.00	-3,712.00	1,338.67	-9,637.15	5,925.15
Department: 13 - FITNESS CENTER					
Revenue	23,625.00	23,625.00	1,946.13	20,558.97	3,066.03
Expense	37,285.00	37,285.00	2,700.12	24,218.14	13,066.86
Department: 13 - FITNESS CENTER Surplus (Deficit):	-13,660.00	-13,660.00	-753.99	-3,659.17	-10,000.83

Income Statement

For Fiscal: 2023 Period Ending: 10/31/2023

Account Type	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
Department: 14 - SUMMER CAMP					
Revenue	316,829.00	316,829.00	0.00	316,350.47	478.53
Expense	221,716.25	221,716.25	1,532.73	231,541.33	-9,825.08
Department: 14 - SUMMER CAMP Surplus (Deficit):	95,112.75	95,112.75	-1,532.73	84,809.14	10,303.61
Department: 30 - PARKS					
Revenue	9,500.00	9,500.00	0.00	5,169.89	4,330.11
Expense	186,970.00	186,970.00	17,019.55	143,385.88	43,584.12
Department: 30 - PARKS Surplus (Deficit):	-177,470.00	-177,470.00	-17,019.55	-138,215.99	-39,254.01
Department: 40 - GOLF					
Revenue	1,161,900.00	1,161,900.00	81,783.71	1,267,231.41	-105,331.41
Expense	838,456.00	838,456.00	62,598.64	477,191.67	361,264.33
Department: 40 - GOLF Surplus (Deficit):	323,444.00	323,444.00	19,185.07	790,039.74	-466,595.74
Department: 41 - GROUNDS					
Expense	603,716.00	603,716.00	59,487.71	591,054.48	12,661.52
Department: 41 - GROUNDS Total:	603,716.00	603,716.00	59,487.71	591,054.48	12,661.52
Department: 42 - PRO SHOP					
Revenue	125,000.00	125,000.00	7,450.01	124,905.50	94.50
Expense	92,000.00	92,000.00	11,372.17	92,347.75	-347.75
Department: 42 - PRO SHOP Surplus (Deficit):	33,000.00	33,000.00	-3,922.16	32,557.75	442.25
Department: 43 - HOOK A KID					
Revenue	110,000.00	110,000.00	0.00	119,217.00	-9,217.00
Expense	79,000.00	79,000.00	21,323.07	66,365.91	12,634.09
Department: 43 - HOOK A KID Surplus (Deficit):	31,000.00	31,000.00	-21,323.07	52,851.09	-21,851.09
Department: 44 - WARM UP RANGE					
Revenue	35,000.00	35,000.00	8,265.44	48,259.35	-13,259.35
Expense	10,000.00	10,000.00	629.27	7,413.28	2,586.72
Department: 44 - WARM UP RANGE Surplus (Deficit):	25,000.00	25,000.00	7,636.17	40,846.07	-15,846.07
Department: 45 - FOOD AND BEVERAGE					
Revenue	931,000.00	931,000.00	149,212.14	1,037,459.30	-106,459.30
Expense	659,154.00	659,154.00	109,678.14	701,786.93	-42,632.93
Department: 45 - FOOD AND BEVERAGE Surplus (Deficit):	271,846.00	271,846.00	39,534.00	335,672.37	-63,826.37
Total Surplus (Deficit):	79,485.85	79,485.85	-73,334.49	461,553.96	

Fund Summary

Fund	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
200 - RECREATION FUND	-1,088.15	-1,088.15	-54,956.79	-199,358.58	198,270.43
300 - GOLF	80,574.00	80,574.00	-18,377.70	660,912.54	-580,338.54
Total Surplus (Deficit):	79,485.85	79,485.85	-73,334.49	461,553.96	



Prospect Heights Park District, IL

Income Statement Group Summary

For Fiscal: 2023 Period Ending: 10/31/2023

Category	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
Fund: 100 - CORPORATE FUND					
Revenue					
10 - TAXES	1,070,946.00	1,070,946.00	5,630.06	584,978.16	485,967.84
20 - INTEREST	8,400.00	8,400.00	8,035.04	63,883.60	-55,483.60
35 - ADDITIONAL	0.00	0.00	0.00	5,826.20	-5,826.20
Revenue Total:	1,079,346.00	1,079,346.00	13,665.10	654,687.96	424,658.04
Expense					
50 - PERSONNEL SERVICES	396,674.00	396,674.00	33,059.26	338,490.70	58,183.30
51 - BENEFITS	63,788.00	63,788.00	4,789.57	43,527.88	20,260.12
52 - CONTRACTED SERVICES	209,528.00	209,528.00	6,454.59	101,217.96	108,310.04
60 - COMMODITIES	37,890.00	37,890.00	2,443.65	38,356.56	-466.56
65 - GENERAL EXPENDITURES	212,100.00	212,100.00	0.00	108,100.00	104,000.00
Expense Total:	919,980.00	919,980.00	46,747.07	629,693.10	290,286.90
Fund: 100 - CORPORATE FUND Surplus (Deficit):	159,366.00	159,366.00	-33,081.97	24,994.86	134,371.14
Fund: 200 - RECREATION FUND					
Revenue					
10 - TAXES	815,000.00	815,000.00	0.00	410,526.94	404,473.06
30 - RENTAL	60,775.00	60,775.00	4,376.15	44,671.51	16,103.49
35 - ADDITIONAL	22,300.00	22,300.00	2,625.88	15,533.17	6,766.83
41 - PROGRAM REVENUES	1,089,156.00	1,089,156.00	62,344.07	941,751.21	147,404.79
42 - RERESHMENT REVENUE	32,500.00	32,500.00	194.20	30,630.34	1,869.66
Revenue Total:	2,019,731.00	2,019,731.00	69,540.30	1,443,113.17	576,617.83
Expense					
50 - PERSONNEL SERVICES	1,274,797.40	1,274,797.40	78,897.34	928,803.07	345,994.33
51 - BENEFITS	172,330.00	172,330.00	12,156.43	101,469.99	70,860.01
52 - CONTRACTED SERVICES	346,330.50	346,330.50	18,310.92	420,998.68	-74,668.18
60 - COMMODITIES	193,188.25	193,188.25	12,903.92	156,782.74	36,405.51
65 - GENERAL EXPENDITURES	34,173.00	34,173.00	2,228.48	34,417.27	-244.27
Expense Total:	2,020,819.15	2,020,819.15	124,497.09	1,642,471.75	378,347.40
Fund: 200 - RECREATION FUND Surplus (Deficit):	-1,088.15	-1,088.15	-54,956.79	-199,358.58	198,270.43
Fund: 300 - GOLF					
Revenue					
30 - RENTAL	28,500.00	28,500.00	0.00	13,600.00	14,900.00
35 - ADDITIONAL	5,400.00	5,400.00	471.89	2,659.01	2,740.99
37 - GENERAL REVENUE	35,000.00	35,000.00	1,044.90	26,790.37	8,209.63
41 - PROGRAM REVENUES	2,109,000.00	2,109,000.00	232,600.18	2,299,565.22	-190,565.22
42 - RERESHMENT REVENUE	185,000.00	185,000.00	12,594.33	254,457.96	-69,457.96
Revenue Total:	2,362,900.00	2,362,900.00	246,711.30	2,597,072.56	-234,172.56
Expense					
50 - PERSONNEL SERVICES	625,190.00	625,190.00	79,984.21	515,602.54	109,587.46
51 - BENEFITS	119,920.00	119,920.00	8,339.25	70,945.43	48,974.57
52 - CONTRACTED SERVICES	610,216.00	610,216.00	88,895.55	673,485.96	-63,269.96
60 - COMMODITIES	575,000.00	575,000.00	80,641.17	624,418.08	-49,418.08
65 - GENERAL EXPENDITURES	352,000.00	352,000.00	7,228.82	51,708.01	300,291.99
Expense Total:	2,282,326.00	2,282,326.00	265,089.00	1,936,160.02	346,165.98
Fund: 300 - GOLF Surplus (Deficit):	80,574.00	80,574.00	-18,377.70	660,912.54	-580,338.54
Fund: 404 - AUDITING FUND					
Revenue					
10 - TAXES	18,200.00	18,200.00	0.00	9,167.59	9,032.41
Revenue Total:	18,200.00	18,200.00	0.00	9,167.59	9,032.41

Income Statement

For Fiscal: 2023 Period Ending: 10/31/2023

Category	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
Expense					
52 - CONTRACTED SERVICES	18,025.00	18,025.00	0.00	10,000.00	8,025.00
Expense Total:	18,025.00	18,025.00	0.00	10,000.00	8,025.00
Fund: 404 - AUDITING FUND Surplus (Deficit):	175.00	175.00	0.00	-832.41	1,007.41
Fund: 405 - PAVING & LIGHTING FUND					
Revenue					
10 - TAXES	10,000.00	10,000.00	0.00	5,540.86	4,459.14
35 - ADDITIONAL	0.00	0.00	0.00	500.00	-500.00
Revenue Total:	10,000.00	10,000.00	0.00	6,040.86	3,959.14
Expense					
52 - CONTRACTED SERVICES	2,400.00	2,400.00	78.45	1,013.97	1,386.03
60 - COMMODITIES	8,000.00	8,000.00	0.00	0.00	8,000.00
Expense Total:	10,400.00	10,400.00	78.45	1,013.97	9,386.03
Fund: 405 - PAVING & LIGHTING FUND Surplus (Deficit):	-400.00	-400.00	-78.45	5,026.89	-5,426.89
Fund: 406 - LIABILITY INSURANCE FUND					
Revenue					
10 - TAXES	120,000.00	120,000.00	0.00	60,445.69	59,554.31
35 - ADDITIONAL	0.00	0.00	0.00	500.00	-500.00
Revenue Total:	120,000.00	120,000.00	0.00	60,945.69	59,054.31
Expense					
50 - PERSONNEL SERVICES	13,905.00	13,905.00	693.60	7,709.10	6,195.90
52 - CONTRACTED SERVICES	91,526.00	91,526.00	19,366.00	62,402.96	29,123.04
60 - COMMODITIES	1,500.00	1,500.00	0.00	0.00	1,500.00
Expense Total:	106,931.00	106,931.00	20,059.60	70,112.06	36,818.94
Fund: 406 - LIABILITY INSURANCE FUND Surplus (Deficit):	13,069.00	13,069.00	-20,059.60	-9,166.37	22,235.37
Fund: 407 - IMRF FUND					
Revenue					
10 - TAXES	138,000.00	138,000.00	0.00	69,512.53	68,487.47
Revenue Total:	138,000.00	138,000.00	0.00	69,512.53	68,487.47
Expense					
51 - BENEFITS	121,935.00	121,935.00	10,592.92	91,517.61	30,417.39
Expense Total:	121,935.00	121,935.00	10,592.92	91,517.61	30,417.39
Fund: 407 - IMRF FUND Surplus (Deficit):	16,065.00	16,065.00	-10,592.92	-22,005.08	38,070.08
Fund: 408 - POLICE FUND					
Revenue					
10 - TAXES	44,800.00	44,800.00	0.00	22,767.87	22,032.13
Revenue Total:	44,800.00	44,800.00	0.00	22,767.87	22,032.13
Expense					
50 - PERSONNEL SERVICES	30,500.00	30,500.00	4,007.28	28,225.22	2,274.78
52 - CONTRACTED SERVICES	14,520.00	14,520.00	325.00	12,975.16	1,544.84
Expense Total:	45,020.00	45,020.00	4,332.28	41,200.38	3,819.62
Fund: 408 - POLICE FUND Surplus (Deficit):	-220.00	-220.00	-4,332.28	-18,432.51	18,212.51
Fund: 409 - MUSEUM FUND					
Revenue					
10 - TAXES	1,000.00	1,000.00	0.00	503.71	496.29
Revenue Total:	1,000.00	1,000.00	0.00	503.71	496.29
Expense					
50 - PERSONNEL SERVICES	7,000.00	7,000.00	0.00	0.00	7,000.00
Expense Total:	7,000.00	7,000.00	0.00	0.00	7,000.00
Fund: 409 - MUSEUM FUND Surplus (Deficit):	-6,000.00	-6,000.00	0.00	503.71	-6,503.71

Income Statement

For Fiscal: 2023 Period Ending: 10/31/2023

Category	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
Fund: 410 - SPECIAL RECREATION FUND					
Revenue					
10 - TAXES	145,500.00	145,500.00	0.00	73,290.39	72,209.61
Revenue Total:	145,500.00	145,500.00	0.00	73,290.39	72,209.61
Expense					
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	10,000.00	0.00
65 - GENERAL EXPENDITURES	78,647.00	78,647.00	0.00	77,491.12	1,155.88
80 - CAPITAL IMPROVEMENTS	75,000.00	75,000.00	2,988.00	33,920.00	41,080.00
Expense Total:	168,647.00	168,647.00	2,988.00	121,411.12	47,235.88
Fund: 410 - SPECIAL RECREATION FUND Surplus (Deficit):	-23,147.00	-23,147.00	-2,988.00	-48,120.73	24,973.73
Fund: 411 - SOCIAL SECURITY FUND					
Revenue					
10 - TAXES	172,000.00	172,000.00	0.00	86,638.81	85,361.19
Revenue Total:	172,000.00	172,000.00	0.00	86,638.81	85,361.19
Expense					
51 - BENEFITS	180,562.00	180,562.00	15,324.78	143,407.63	37,154.37
Expense Total:	180,562.00	180,562.00	15,324.78	143,407.63	37,154.37
Fund: 411 - SOCIAL SECURITY FUND Surplus (Deficit):	-8,562.00	-8,562.00	-15,324.78	-56,768.82	48,206.82
Fund: 412 - MEMORIAL FUND					
Expense					
50 - PERSONNEL SERVICES	3,000.00	3,000.00	0.00	0.00	3,000.00
52 - CONTRACTED SERVICES	1,200.00	1,200.00	0.00	0.00	1,200.00
Expense Total:	4,200.00	4,200.00	0.00	0.00	4,200.00
Fund: 412 - MEMORIAL FUND Total:	4,200.00	4,200.00	0.00	0.00	4,200.00
Fund: 413 - COMMUNITY EVENTS					
Revenue					
35 - ADDITIONAL	13,000.00	13,000.00	0.00	13,266.85	-266.85
41 - PROGRAM REVENUES	13,300.00	13,300.00	0.00	11,315.00	1,985.00
Revenue Total:	26,300.00	26,300.00	0.00	24,581.85	1,718.15
Expense					
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	0.00	17,099.62	2,640.38
60 - COMMODITIES	4,400.00	4,400.00	0.00	3,452.07	947.93
Expense Total:	25,640.00	25,640.00	0.00	22,127.75	3,512.25
Fund: 413 - COMMUNITY EVENTS Surplus (Deficit):	660.00	660.00	0.00	2,454.10	-1,794.10
Fund: 518 - CAPITAL PROJECT FUND					
Revenue					
35 - ADDITIONAL	1,183,800.00	1,183,800.00	0.00	-22,832.31	1,206,632.31
37 - GENERAL REVENUE	296,785.00	296,785.00	0.00	0.00	296,785.00
Revenue Total:	1,480,585.00	1,480,585.00	0.00	-22,832.31	1,503,417.31
Expense					
60 - COMMODITIES	10,707.00	10,707.00	0.00	15,626.45	-4,919.45
80 - CAPITAL IMPROVEMENTS	1,495,700.00	1,495,700.00	91,143.64	448,741.45	1,046,958.55
Expense Total:	1,506,407.00	1,506,407.00	91,143.64	464,367.90	1,042,039.10
Fund: 518 - CAPITAL PROJECT FUND Surplus (Deficit):	-25,822.00	-25,822.00	-91,143.64	-487,200.21	461,378.21
Fund: 523 - CAPITAL 98 GOLF FUND					
Revenue					
37 - GENERAL REVENUE	310,000.00	310,000.00	0.00	0.00	310,000.00
Revenue Total:	310,000.00	310,000.00	0.00	0.00	310,000.00
Expense					
80 - CAPITAL IMPROVEMENTS	342,100.00	342,100.00	23,975.00	234,737.66	107,362.34
Expense Total:	342,100.00	342,100.00	23,975.00	234,737.66	107,362.34
Fund: 523 - CAPITAL 98 GOLF FUND Surplus (Deficit):	-32,100.00	-32,100.00	-23,975.00	-234,737.66	202,637.66

Income Statement

For Fiscal: 2023 Period Ending: 10/31/2023

Category	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
Fund: 608 - 2014B (2005B Refinance)					
Revenue					
35 - ADDITIONAL	468,100.00	468,100.00	0.00	0.00	468,100.00
Revenue Total:	468,100.00	468,100.00	0.00	0.00	468,100.00
Expense					
52 - CONTRACTED SERVICES	1,500.00	1,500.00	0.00	903.75	596.25
65 - GENERAL EXPENDITURES	468,100.00	468,100.00	0.00	0.00	468,100.00
Expense Total:	469,600.00	469,600.00	0.00	903.75	468,696.25
Fund: 608 - 2014B (2005B Refinance) Surplus (Deficit):	-1,500.00	-1,500.00	0.00	-903.75	-596.25
Fund: 612 - PREVIOUS YEAR ROLLOVER BOND					
Revenue					
10 - TAXES	698,416.00	698,416.00	0.00	351,801.94	346,614.06
Revenue Total:	698,416.00	698,416.00	0.00	351,801.94	346,614.06
Expense					
65 - GENERAL EXPENDITURES	665,157.00	665,157.00	0.00	0.00	665,157.00
Expense Total:	665,157.00	665,157.00	0.00	0.00	665,157.00
Fund: 612 - PREVIOUS YEAR ROLLOVER BOND Surplus (Deficit):	33,259.00	33,259.00	0.00	351,801.94	-318,542.94
Fund: 613 - CURRENT ROLLOVER					
Revenue					
35 - ADDITIONAL	671,550.00	671,550.00	0.00	0.00	671,550.00
Revenue Total:	671,550.00	671,550.00	0.00	0.00	671,550.00
Expense					
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
Expense Total:	671,550.00	671,550.00	0.00	0.00	671,550.00
Fund: 613 - CURRENT ROLLOVER Surplus (Deficit):	0.00	0.00	0.00	0.00	0.00
Fund: 900 - CASH RESERVES					
Revenue					
20 - INTEREST	0.00	0.00	1,378.61	10,801.59	-10,801.59
Revenue Total:	0.00	0.00	1,378.61	10,801.59	-10,801.59
Fund: 900 - CASH RESERVES Total:	0.00	0.00	1,378.61	10,801.59	-10,801.59
Total Surplus (Deficit):	200,128.85	200,128.85	-273,532.52	-21,030.49	

Fund Summary

Fund	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
100 - CORPORATE FUND	159,366.00	159,366.00	-33,081.97	24,994.86	134,371.14
200 - RECREATION FUND	-1,088.15	-1,088.15	-54,956.79	-199,358.58	198,270.43
300 - GOLF	80,574.00	80,574.00	-18,377.70	660,912.54	-580,338.54
404 - AUDITING FUND	175.00	175.00	0.00	-832.41	1,007.41
405 - PAVING & LIGHTING FU	-400.00	-400.00	-78.45	5,026.89	-5,426.89
406 - LIABILITY INSURANCE F	13,069.00	13,069.00	-20,059.60	-9,166.37	22,235.37
407 - IMRF FUND	16,065.00	16,065.00	-10,592.92	-22,005.08	38,070.08
408 - POLICE FUND	-220.00	-220.00	-4,332.28	-18,432.51	18,212.51
409 - MUSEUM FUND	-6,000.00	-6,000.00	0.00	503.71	-6,503.71
410 - SPECIAL RECREATION F	-23,147.00	-23,147.00	-2,988.00	-48,120.73	24,973.73
411 - SOCIAL SECURITY FUN	-8,562.00	-8,562.00	-15,324.78	-56,768.82	48,206.82
412 - MEMORIAL FUND	-4,200.00	-4,200.00	0.00	0.00	-4,200.00
413 - COMMUNITY EVENTS	660.00	660.00	0.00	2,454.10	-1,794.10
518 - CAPITAL PROJECT FUN	-25,822.00	-25,822.00	-91,143.64	-487,200.21	461,378.21
523 - CAPITAL 98 GOLF FUND	-32,100.00	-32,100.00	-23,975.00	-234,737.66	202,637.66
608 - 2014B (2005B Refinanc	-1,500.00	-1,500.00	0.00	-903.75	-596.25
612 - PREVIOUS YEAR ROLL	33,259.00	33,259.00	0.00	351,801.94	-318,542.94
613 - CURRENT ROLLOVER	0.00	0.00	0.00	0.00	0.00
900 - CASH RESERVES	0.00	0.00	1,378.61	10,801.59	-10,801.59
Total Surplus (Deficit):	200,128.85	200,128.85	-273,532.52	-21,030.49	



November 9, 2023

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

PARK DISTRICT ORDINANCE CODE

Staff have been working with legal counsel to update the current District Code. Amendments forthcoming for approval.

PERSONNEL POLICY MANUAL

Staff continue to work with legal counsel to update the current personnel manual. Amendments forthcoming for approval.

WEDGEWOOD PARK (OSLAD grant) – Continued construction improvements to park in process. Grand opening / ribbon cutting is anticipated for May 2024.

BOARD MEETING AGENDA ITEMS 2023

December 2023	<ul style="list-style-type: none">• FY2024 Budget presentation• Approval of interfund transfers FY2023• Approval of 2023 Board Meeting Schedule• Adopt Tax Levy Ordinance and Resolution
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October 2023

MARKETING & COMMUNICATIONS REPORT

WEBSITE STATISTICS

TOTAL PAGE VIEWS	TOTAL USERS	VIEWS PER USER	AVERAGE ENGAGEMENT TIME	EVENTS COUNT
6.7K	2,700	2.47	0M 51S	20,092

MOST VISITED PAGES

TOTAL PAGE VIEWS	TOTAL USERS	VIEWS PER USER	AVERAGE ENGAGEMENT TIME	EVENTS COUNT
2,122	1,208	1.75	0M 28S	7,102
31	290	1.48	0m 30s	1,085
307	181	1.70	0m 31s	703
298	180	1.66	0m 32s	685
284	196	1.45	0m 26s	966
248	163	1.52	0m 30s	741
247	131	1.89	0m 42s	676
181	147	1.23	0m 21s	643
168	120	1.40	0m 23s	438
131	105	1.25	0m 35s	399

SOCIAL MEDIA STATISTICS



@prospectheightsparkdistrict

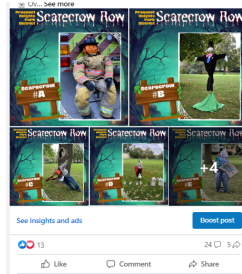
People Reached 4,235
Published Posts 50
Published Stories 9
Total Followers 2,050
New Followers 17
Total Visits 1,549

Facebook Posts 90 Days
Post Reach 7.4K
Post Engagement 1.2K

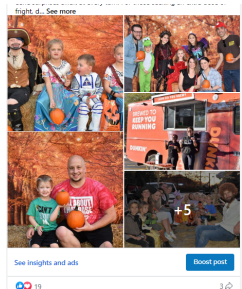
Facebook Stories 90 Days
Reach 67
Engagement 3

Video Performance
Minutes Viewed 330
3-second video views 954
Post Engagement 62

Reach 1.5K



Reach 1.1K



@prospectheightsparkdistrict

People Reached 522
Published Posts 48
Published Stories 2
Total Followers 948
New Followers 20
Total Visits 110

Instagram Posts 90 Days
Post Reach 757
Post Engagement 528

Instagram Stories 90 Days
Reach 210
Engagement 0

Reach 214





Video Views 3,416
Reached audience 2,617
Profile Views 26
Likes 32
Shares 25



Analytics

Overview

Video

Audience

LIVE

Sorted by: Most recent

Filter



Happy Halloween from tge Prospect Heights Park District #lovephparks #...

Oct 31, 9:23 PM

▶ 847 ♥ 5 💬 0



#photoboothfun #Spookfest2023
#LovePHParks

Oct 23, 3:20 PM

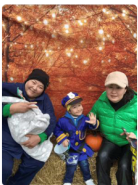
▶ 250 ♥ 0 💬 0



#photoboothfun #Spookfest2023
#LovePHParks

Oct 23, 3:19 PM

▶ 251 ♥ 4 💬 0



#photoboothfun #Spookfest2023
#LovePHParks

Oct 23, 3:18 PM

▶ 265 ♥ 2 💬 0



🎉👻 Thank you to everyone who joined us at the Prospect Heights Par...

Oct 22, 12:41 PM

▶ 319 ♥ 4 💬 0



Analytics

Overview

Video

Audience

LIVE



#StarStuidoCompetitionDanceTeam
#Spookfest2023 #lovephparks

Oct 22, 11:20 AM

▶ 268 ♥ 4 💬 0



👻 A warm thank you to all who visited our "Not So Spooky" Petting Zoo at...

Oct 22, 10:56 AM

▶ 287 ♥ 3 💬 0



👻🚜 Hold on tight, brave souls! Our spooky hayride through Scarecrow R...

Oct 22, 10:37 AM

▶ 259 ♥ 1 💬 0



"Embrace the eerie enchantment at Spookfest 2023! 👻🎃 #Hauntingly..."

Oct 21, 10:30 PM

▶ 874 ♥ 2 💬 0

October 2023



November 14, 2023

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

TAX LEVY ORDINANCE DECEMBER 2023

At the December 2023 board meeting, the Tax Levy Ordinance will be presented for approval.

2024 BUDGET PREPARATION

Budget meetings are turning to the presentation phase. Payroll and benefits will be added to budgets after open enrollment to complete the proposed budget process.

The Finance Committee budget review meeting is proposed for December 4th, 2023, with the Board budget presentation being scheduled for December 12th, 2023.

UNCLAIMED PROPERTY REPORTING

The required annual reporting to the state was completed in October with the District turning over \$996.00 belonging to twelve recipients to the state. Most of the unclaimed items were related to RecTrac COVID refunds in 2020.

ACCOUNTS PAYABLE ACH/EFT VENDOR PAYMENT PROJECT

We are continuing to work with the accounting software support team to have automated emails sent to vendor ACH recipients, so that they will know who the payment is from with payment information. Also, now that the process is being formulated, we are working on the written procedure for obtaining approvals, as well as for entering invoices in the accounting system and uploading the payment file to the bank.

SALES TAX REPORTING FOR OCTOBER IN NOVEMBER

The reports downloaded from GolfNow and used to report and pay sales tax continue to not report accurately. The support case with GolfNow support remains open. Sales tax will once again need to have sales revenue backed into and verified with available reports.

HUMAN RESOURCES & SAFETY (Catherine Roock)

We are switching HRIS companies and moving from Paycor to Paycom. We have already started the transition process and are hoping to be fully onboarded by January 1, 2024.



November 14, 2023

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

ARTWALK 2023

ArtWalk 2023, held in Izaak Walton Park, will be ending for the year on Sunday, November 19. All the participating art pieces will be removed from the park and we look forward to bringing back this event, with a new theme, for 2024.

WINTER/SPRING 2024 PROGRAM GUIDE

Staff have finished production of the Winter/Spring 2024 Program Guide. The guide was posted online on Wednesday, November 8, with registration opening for residents on November 13 and for partner/non-residents on November 20. Hard copies will be mailed to our residents and should arrive around Thanksgiving. This program guide will include programs that run from late-December 2023 until the end of May 2024.

IAPD LEGAL SYMPOSIUM

On November 2, along with our Executive Director and Superintendent of Parks & Facilities, I attended the IAPD Legal Symposium in Oak Brook. This was a great opportunity to hear from different professionals about recent and newly adopted legal matters that will impact the work of our park district.

RECTRAC ILLINOIS USER GROUP MEETING

Rita Nebl, Customer Experience Supervisor, and Pan Zervas, Recreation Supervisor, will attend the RecTrac User Group meeting on Wednesday, November 15 in Wilmette. The meeting will bring together a variety of different park districts who use RecTrac as their registration software to learn together on ways to improve the function of the software for both staff and patrons.



November 14, 2023

To: Christina Ferraro, Executive Director
From: Mark Grassi, Superintendent of Parks & Facilities
Re: November 2023 Board Report

POOL – Platinum Pool, Inc. has completed their leak detection test and has determined that there are active leaks within the main drain piping inside the slide pool basin, the gutters and within the three main water lines within the surge pit. Results of the leak detection test will be forwarded to Underground Imaging, Inc. to pinpoint the exact location of leaks within all water lines. Demolition and remediation are scheduled to take place this year, which is weather dependent. If demolition and remediation cannot be accomplished this year, the pool is scheduled to be worked on in the beginning of Spring.

HVAC GMRC – Hayes Mechanical has replaced and fixed one of our flanges to one of our boiler pumps, total cost of the service was \$2,066.00. Facilities staff continue to provide routine maintenance to HVAC system in house to improve airflow.

FACILITIES GMRC – DeFranco Plumbing has completed and passed the GMRC of its annual backflow testing service. All irrigation lines for Lions Parks have been blown and winterized for the season. The district is currently in the process of evaluating GMRC and other facilities and completing the PDRMA “Slip, Trip and Fall” assessment.

NRC – Natural Resource Commission has completed seasonal seed collection for the season. The group will now focus its efforts on invasive tree removal, herbicide treatment and prescription burning.

ADA COMPLIANCY – The district has successfully submitted its proposal to request for ADA funds on specific compliant projects.

PARKS – The Parks Department put forth a tremendous effort into preparing for Spookfest in October. Staff continue with the annual winterization of parks along with the increasing frequency of various park inspections.

TRAINING – The district's safety training development program for staff is currently being evaluated and revised. The Superintendent has completed Certified Playground Safety Inspector and OSHA-10 training.



November 7, 2023

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

GOLF – The golf course closed October 20th for fall projects, but remained open on weekends for the remainder of the month. Weather during this October didn't cooperate with cooler temperatures.

SPECIAL EVENTS – Several events took place with positive results during October.

CLUB HOUSE – Nothing to report at this time

FOOD AND BEVERAGE – Sales and events revenue increased by **98%** over last year's October.

GOLF SHOP – Sales were down due to closing the course.

GROUNDS – Irrigation system was blown out and sealed for winter. Tree trimming and removal continued throughout remainder of the month. Fountains were removed and flowers pulled. Flag Pole was repaired.

September	2022	2023	% CHANGE 2022 VS 2023
Golf & Members	\$125,944.54	\$80,469.42	-56%
Golf Shop	\$8,982.28	\$7,450.01	-20%
Food & Beverage	\$75,433.27	\$149,689.10	+98%
Driving Range	\$5,449.37	\$7,780.44	+36%



November 14, 2023

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

PRESCHOOL - October was a fun, but busy month for our preschoolers! With October being Fire Prevention Month, our 4Y students got to ride in the Prospect Heights Bus over to the Prospect Heights Fire District. While there the kids took a tour of the fire station and were even able to sit in the driver's seat of the fire truck and walk through the ambulance. At the end of our visit the students serenaded the firefighters with a few songs! The 3Y old class was so fortunate for the firefighters to come visit them in their classroom!

We currently have 26 students enrolled in the program, which is 12 less students than we had last school year at the same time.

KINDERSTOP - The AM and PM students will be showcasing their "Corn Husks" and "Paper Bag Scarecrow" artwork at the Art Showcase! Both the AM and PM program are walking over to the library every Tuesday. The librarian reads a book and does a small craft with the students.

One additional student was added to the AM program and there is now 13 students in the M/W/F section.

CHILDREN'S PROGRAMS - We have three upcoming Kids Day Off programs on November 20-22. Two of those dates are at full capacity with 25 kids and the third date has 8 spots still open.

The Into to Robotics & Programming class had 4 students.



November 14, 2023

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

DANCE & PERFORMING ARTS - Our Winter Dance Recital will be held at MacArthur Middle School on Sunday, Dec 3. There will be 2 shows, 3pm & 5pm. Tickets will go on sale on Monday, Nov 27.

Our competition costumes have been ordered and we are using alternative sources, other than costume companies, to help reduce the costs. If this idea is a success and there is not a significant drop in the quality of the costumes, we will be incorporating it into our recreational classes moving into the new year.

Thank you to the competition dancers and families for their help at Spookfest. Their entertainment on the hayride continues to be a highlight of the event.

ACTIVE ADULTS - Fall trips are winding down and below are some highlights:

- Aladdin with 10 patrons
- Halloween Lights in Naperville with 10 patrons
- Brigadoon with 7 patrons
- Shop Til They Dropped in Shipshewana with 21 patrons
- Andrew Sisters with 18 patrons
- To Kill a Mockingbird with 26 patrons

The Winter Spring Newsletter is in the production process with a target of having the printed copy available in homes and at the facility in early December.

SPECIAL EVENTS - Family Pizza & Bingo Halloween Party was held on Fri. Oct 27. We had a great turn out with 55 patrons all dressed for Halloween. This included 18 of our active adults joining in on the spooky fun! Prizes were given out to the best costumes. We played regular bingo and also added in a special kids-only Halloween bingo with the cards with different Halloween objects. A good time was had by all who attended.

The Arts Showcase is Saturday, November 11 from 10am-3pm. We have 34 vendors, which is an increase of 9 vendors from last year, and our children's gift boutique all set and ready to go. Our Preschoolers will be singing a few fall songs, our competition dancers will be showing off their competition dances, and GroovaRoo & Square Dancing will have mini workshops to show our visitors what they are missing in those classes.

We will continue our partnership with NWSRA moving into 2024 offering low sensory additions to some of our special events.



November 14, 2023

To: Ray Doerner, Superintendent of Recreation
From: Panagiotis Zervas, Recreation Supervisor
Re: November 2023 Board Report

YOUTH ATHLETICS – We just had 2 classes start at the beginning of November in conjunction with Hot Shots Sports. Sports and More had 8 participants sign up (3-5 year olds) and the Basketball Clinic for 5–7-year-olds had 11 kids sign up. Both classes have young children that are just starting their first class and I have talked to some parents and their kids have been so happy being able to start a class. One of the coaches for the programs has been getting great feedback from the parents, which is such a good thing to hear.

The Youth Volleyball League, which we run in collaboration with the River Trails Park District, has begun. For the 3rd-5th graders, we were able to make four teams of 10 players. For the 6-8th grade, we also have four teams of 8 players.

We have also finished the Winter/Spring brochure and I have a few new classes that you will see available in the coming months.

AQUATICS – My CPO certificate finally came in. I also attended the IPRA Aquatics Roundtable last month in hopes of making more connections in the aquatics area. It was informative and helpful.

FITNESS – No additional repairs have been needed for the equipment in the Fitness Center over the past few weeks. During the past week, I asked the Fitness Center Attendants take some data about machine usage to help guide future decisions about equipment in the Fitness Center. Before the new year, I am also looking at upgrading some of the older pieces of equipment and possibly adding some equipment.

I am introducing a fitness challenge for the new year. “Move for 60” will start on January 2 and will give prizes to the top three participants who come the most often and exercise for at least 30 minutes in the first 60 days of the year. Healthy habits help lead to a healthy life. The goal of it is for our patrons to get into the habit of going to the gym and to draw in more memberships. It is free to enter, and more info can be found on the website.

October 2023, 530 visits vs. October 2022, 381 visits (+149 visit increase)

October 2023 Total Memberships: 248

1year passes:	97	3-month fitness:	7
1year gym/racquetball:	41	SilverSneakers/Renew Active:	99
6-month fitness:	4		

Three Year Comparison – Monthly Acquisition (Renewals in parentheses)

Membership	October 2021	October 2022	October 2023
3 months	1	0 (7)	3 (1)
6 months	1	2	1 (1)
1 year	6 (12)	3 (5)	6 (9)
Membership October 2023	# of New Members		Total Revenue
3 months	2 (1)		\$150 (\$75)
6 months	1 (1)		\$125 (\$125)
1 year	1 (2)		\$39 (\$252)
Seniors	6 (7)		\$545 (\$637)



November 14, 2023

To: Christina Ferraro, Executive Director
 From: Shawn Hughes, Superintendent of Finance, HR and IT
 Re: Truth in Taxation- Tax Year 2023 Fiscal Year 2024

Truth in Taxation Resolution

The Truth in Taxation law requires districts to determine the estimated amount of taxes necessary to be levied not less than twenty (20) days prior to the official adoption of the Levy Ordinance. Adoption of the levy ordinance will occur at December's board meeting.

If the Levy exceeds the prior year's extension by 105%, public notice should be given and a public hearing held on the district's intent to adopt the levy.

The estimated tax levy for tax year 2023 is \$2,680,500 excluding debt service. This amount is 7.499% above the 2022 agency tax rate report received from the Cook County last month. The Truth in Taxation Law applies, and PHPD is required to publish a notice and conduct a public hearing.

2023 PROPERTY TAX LEVY				
Fund	2022 Final Extension (incl 3% Loss & PTELL Reduction)	2023 Tax Levy at 5.0% (informational straight calculation)	2023 Tax Levy Request at 7.49% - Distributed by Fund Need	2023 Proposed Budget
General F100	\$ 992,614	1,042,245	\$ 1,150,000	\$ 1,090,000
Recreation F200	\$ 839,450	881,423	\$ 880,000	\$ 880,000
Audit Fund F404	\$ 17,737	18,624	\$ 19,000	\$ 19,000
Paving & Lighting F405	\$ 11,330	11,897	\$ 11,000	\$ 12,500
Liability Insurance F406	\$ 123,600	129,780	\$ 110,000	\$ 110,000
III Municipal F407	\$ 142,140	149,247	\$ 130,000	\$ 130,000
Social Security F411	\$ 177,160	186,018	\$ 185,000	\$ 185,000
Police F408	\$ 46,556	48,884	\$ 46,600	\$ 45,000
Museum F409	\$ 1,030	1,082	\$ -	\$ -
Special Recreation F410	\$ 141,899	148,994	\$ 148,900	\$ 146,500
	\$ 2,493,516	\$ 2,618,192	\$ 2,680,500	\$ 2,618,000
% increase - Truth-in-Taxation		5.000%	7.499%	4.992%
Levy Adj PA 102-0519	\$ 17,048	\$ -	-	-
Debt Service Fund 612	\$ 698,415	\$ 733,336	733,336	733,336
Total Levy	\$ 3,191,931	\$ 3,351,528	\$ 3,413,836	\$ 3,351,336
		5.000%	6.952%	4.994%

CPI Change 2022 = 6.5%; PTELL Max 5.0%

RECOMMENDATION

It is recommended to pass Resolution 11.14.2023.

November 15, 2022
Tax Levy-Truth in Taxation

**Prospect Heights Park District
Resolution #11.14.2023
Truth in Taxation for Levy Year 2023**

WHEREAS, the Truth in Taxation law requires that all districts in the State of Illinois determine the estimated amounts of the taxes necessary to be levied for the year not less than twenty (20) days prior to the official adoption of the aggregate tax levy of the district; and

WHEREAS, if the estimated aggregate amount necessary to be levied, exclusive of election costs and bond and interest costs, exceeds 105% of the aggregate amount of property taxes extended or established to be extended, including any amount abated by the taxing district prior to such extension, upon the levy of the preceding year, public notice shall be given and a public hearing shall be held on the district's intent to adopt a tax levy in an amount which is more than 105% of such extension or estimated extension for the preceding year; and

WHEREAS, the aggregate amount of property taxes extended or estimated to be extended for 2022 was \$2,493,516; and

WHEREAS, it is hereby determined that the estimated amount of money, exclusive of election costs, necessary to be raised by taxation for the year 2023 is \$2,680,500; and

NOW, THEREFORE BE IT RESOLVED, by the Board of Commissioners, Prospect Heights Park District, County of Cook, State of Illinois, as follows:

Section 1: The aggregate amount of taxes estimated to be levied for the year 2023 is an increase of 7.499% and does exceed 105% of the taxes extended for Prospect Heights Park District in 2022.

Section 2: In light of Section 1 above, the Prospect Heights Park District is required to publish notice of a hearing on the levy in a newspaper(s) having general distribution and conduct a hearing thereon. Therefore, a notice will be published within 7 – 14 days before the hearing in accordance with the Truth in Taxation Law.

Section 3: This resolution shall be adopted in full force and effect forthwith upon its passage.

Adopted this 14th day of November 2023.

Prospect Heights Park District
County of Cook
State of Illinois
By:

Timothy Jones, President

November 15, 2022
Tax Levy-Truth in Taxation

ATTEST:
Betty Cloud, Secretary

Subscribed and sworn to before me
This 14th day of November 2023 Notary



November 14, 2023

To: Park Board of Commissioners
From: Christina Ferraro, Executive Director
Re: Partner Resident Agreement with Mount Prospect and River Trails Park Districts revised November 6, 2023

BACKGROUND

In December 2001 the Prospect Heights Park District entered into a cooperative agreement with the neighboring Mount Prospect and River Trails Park Districts. Through this partnership agreement residents of the Prospect Heights Park District, River Trails Park District, and Mount Prospect Park District are entitled to utilize partner park district facilities and participate in programs offered at these districts at resident rates. Individuals must present valid proof of residency such as a driver's license or state identification when utilizing these partner resident privileges. The district staff reviewed the most recent 2017 agreement and suggested minor revisions. The proposed agreement requires board approval from each District board. This agreement is on each district's website and within each district's brochure.

Each district's golf course usage has different restrictions:

- Mount Prospect Park District requires River Trails and Prospect Heights Park Districts residents purchase a Discount Card at a rate of \$35 to receive reduced rates anytime they play.
- River Trails Park District Rob Roy offers a tier of pricing which will be half the difference between resident and non-resident fees for weekdays as well as for the Membership fee.
- Prospect Heights Park District Old Orchard Country Club offers a \$5 discount on applicable rates for weekdays.

RECOMMENDATION

Approve November 6, 2023 Partner Resident Agreement with Mount Prospect and River Trails Park Districts with slight revisions from 2017.

PARTNER RESIDENT AGREEMENT

(Revised November 6, 2023)

In consideration of continuing a PARTNER RESIDENT AGREEMENT between the Mt. Prospect Park District (hereinafter referred to as "MPPD"), Prospect Heights Park District (hereinafter referred to as "PHPD"), and the River Trails Park District (hereinafter referred to as "RTPD") to effectively expand the recreational opportunities for the sole purpose of offering resident and/or discounted rates to the residents of all three Park Districts; MPPD, PHPD, and RTPD hereby agree to the following:

1. Definition:
 - a. Residents within each respective taxing Park District will hereinafter be referred to as "Residents";
 - b. Residents from the respective other Park Districts will hereinafter be referred to as "Partner Residents".
2. This agreement is only applicable to each Park District's residents. It does not affect employee privileges.
3. MPPD, PHPD, & RTPD agree to offer its Partner Residents the resident rates for all of its classes, programs, facility memberships and daily fees, with the exception of golf facility usage. (See item #14)
4. Independent registration systems will be retained within each Park District. Residents will continue to receive first priority for registration in their home Park District.
5. All school district agreements will be honored only by the Park District that is a party to the agreement.
6. Procedures regarding employees working in businesses located within each Park District will not be affected. Golf is not included in any of these agreements. Present policies regarding the business community will be retained within each Park District, including golf.
7. In all the Park Districts, age 62 is designated as Senior Age. Other age designations will be retained within each Park District.
8. Facility rental rates and policies with respect to park affiliates and non-profit organizations will be retained within each Park District but will not extend to the other Partner Park Districts.
9. Partner Residents will receive facility rentals at the resident rate at each of the Partner Park Districts.

10. Park permit procedures will be retained within each Partner Park District.
11. Resident street lists will be available, upon request, at each of the Partner Park Districts. An updated resident street list will be printed on the first business day of each calendar year.
12. The Partner Resident Agreement will remain in effect until any one of the parties' requests changes to be made or requests to be removed from the agreement.
 - a. The Addenda will be reviewed annually for price changes. Any price changes will not require a full review of the Resident Partner Agreement or Board execution.
13. Electronic or printed seasonal brochures/program guides and websites of each Park District will contain consistent information about the Resident Partner Agreement.
14. A Partner Resident rate for daily golf fees may apply and will be defined in this agreement for the Mt. Prospect Golf Club (Addendum A), Rob Roy Golf Club (Addendum B), and Old Orchard Country Club (Addendum C). Each Park District will supply the Partner Districts with a current price scale to display for their residents no later than March 1 of each calendar year.

APPROVED: _____
Mt. Prospect Park District, President

DATE: _____

APPROVED: _____
Prospect Heights Park District, President

DATE: _____

APPROVED: _____
River Trails Park District, President

DATE: _____

ADDENDUM A

PARTNER RESIDENT AGREEMENT

MT. PROSPECT GOLF CLUB RESTRICTIONS MT. PROSPECT PARK DISTRICT REVISED NOVEMBER 6, 2023

Due to the nature of golf course management, restrictions for usage need to be established. The golf courses involved are Mt. Prospect Golf Club, Old Orchard Country Club and Rob Roy Golf Course.

1. All residents of the River Trails and Prospect Heights Park District are eligible to purchase a Mt. Prospect Golf Club Discount Card at a rate of \$35. This is the same rate that applies to residents of the Mt. Prospect Park District. Once this discount card is purchased, the golfer will receive reduced rates anytime they play.
2. Partner Resident are not eligible to purchase any of our Unlimited Play Season Passes.

ADDENDUM B

PARTNER RESIDENT AGREEMENT

ROB ROY GOLF CLUB RESTRICTIONS RIVER TRAILS PARK DISTRICT REVISED NOVEMBER 6, 2023

Due to the nature of golf course management, restrictions for usage need to be established. The golf courses involved are Mt. Prospect Golf Club, Old Orchard Country Club and Rob Roy Golf Course.

1. There will be no Partner Resident Fees available on Saturdays, Sundays, or Holidays. Partner Residents are considered Non-Residents on weekends and Holidays.
2. The Partner Resident tier of pricing will be half the difference between resident and non-resident fees for weekdays as well as for the Rob Roy Membership fee.
3. Promotions are offered from time to time; if a promotional rate is lower than any of these listed below, the discounted or special offer rate prevails.

ADDENDUM C

PARTNER RESIDENT AGREEMENT

OLD ORCHARD COUNTRY CLUB RESTRICTIONS PROSPECT HEIGHTS PARK DISTRICT REVISED NOVEMBER 6, 2023

Due to the nature of golf course management, restrictions for usage need to be established. The golf courses involved are Mt. Prospect Golf Club, Old Orchard Country Club and Rob Roy Golf Course.

1. Partner Residents will receive a \$5 discount on applicable rates during the week at Old Orchard Country Club. Nonresident rates will apply to Partner Residents on Saturdays, Sundays, and holidays.
2. Resident Partners may book a tee time online, pay the fee at the Golf Shop upon arrival and receive the discount after presenting valid proof of residency (driver's license or state ID card).
3. Rates include green fees and cart.
4. Open play rates vary 9 holes vs 18 holes and for adults (18 – 64 yr.), seniors (65+), juniors (17 and younger). Juniors cannot rent golf carts.



November 14, 2023

To: Park Board of Commissioners
From: Christina Ferraro, Executive Director
Re: Personnel Manual revisions: Employee Benefits

The personnel manual review process includes review by staff, the Board's Personnel & Policy Committee and legal counsel. Employee benefits include:

- Insurance Benefits
- IMRF Pension Plan
- 457(b) Plan
- Social Security and Medicare
- Unemployment Compensation
- Indemnification and Liability
- Insurance Worker's Compensation
- Education, Training and Professional Participation
- Safety Shoe Reimbursement
- Certifications and Licenses
- Professional Memberships
- Tuition Reimbursement
- Employee Assistance Program
- Reasonable Expense & Mileage Reimbursement
- Reimbursement of Travel, Meal and Lodging Expenses
- Park District issued credit cards for Travel, Meal, and Lodging Expense
- Suggestion System

These have been reviewed and updated for compliance with state laws and regulations. Staff will ensure policies match practice.

RECOMMENDATION

Approve employee benefits as presented.

CHAPTER 4
EMPLOYEE BENEFITS

SECTION # - Disclaimer

The District has established a variety of employee benefit programs designed to assist you and your eligible dependents in meeting the financial burdens that can result from illness ,disability, and to help you plan for retirement. This portion of the Personnel Policy Manual contains a very general description of the benefits to which you may be entitled as an employee of the District. Please understand that this general explanation is not intended to, and does not, provide you with all the details of these benefits. Therefore, this Manual does not change or otherwise interpret the terms of the official plan documents. Your rights can be determined only by referring to the full text of the official plan documents, which are available for your examination from the HR Coordinator. To the extent that any of the information contained in this Manual is inconsistent with the official plan documents, the provisions of the official documents will govern in all cases.

Nothing contained in the benefit plans described herein shall be held or construed to create a promise of employment, future benefits, benefit levels, or a binding contract between the District and its employees, retirees or their dependents, for benefits or for any other purpose. All employees shall remain subject to discharge or discipline to the same extent as if these plans had not been put into effect.

As in the past, the District reserves the right, in its sole and absolute discretion, to amend, modify or terminate, in whole or in part, any or all of the provisions of the benefit plans described herein, including any health benefits that may be extended to retirees and their dependents, except as required by law. Further, the District reserves the exclusive right, power, and authority, in its sole and absolute discretion, to administer, apply and interpret the benefit plans described herein, and to decide all matters arising in connection with the operation or administration of such plans.

Benefits under the plans described herein will be paid only if the plan administrator determines that the applicant is entitled to them.

For more complete information regarding any of our benefit programs, please refer to the Summary Plan Descriptions, which were provided to you separately. If you did not receive the Summary Plan Descriptions contact the HR Coordinator. If you have lost or misplaced those descriptions, please contact the HR Coordinator for another copy.

SECTION # - Insurance Benefits

Eligible employees may enroll in certain group insurance plans based on their employment classification by timely completion of the required enrollment forms. The employee's portion of any required premium payment may be made through payroll deduction.

Group plans are subject to the rules and regulations of the insurance providers and the District. Except where prohibited by law, the Park District reserves the right to change, modify, cancel, or discontinue any group insurance plans or change the amount of the required employee premium at any time with or without notice. Employees' insurance coverage under the plan(s) will terminate immediately if the group policies are cancelled, if the employee fails to make any required premium payment, or the employee otherwise becomes ineligible.

Newly hired employees do not have to complete their Introductory Period before being eligible to participate in the plan; they are eligible to participate on their first (1st) day of employment provided that they meet all other plan requirements.

Full-time Employee Insurance Plans:

The following group insurance plans are limited to full-time employees, as designated by their job description, and their dependents (as defined by the insurance providers).

Medical: Group medical and hospitalization insurance are available to all eligible full-time employees. Employees are expected to pay a portion of the cost. A summary plan description is available from the HR Coordinator. Employees who do not elect to participate in the group medical and hospital plan may be eligible for the District's medical reimbursement program. See the HR Coordinator for details.

COBRA: The Consolidated Omnibus Budget Reconciliation Act of 1986 (COBRA) (and under Illinois law) provides employees and their covered dependents the option to extend group health insurance coverage in the event the insurance terminates due to separation of employment, reduction of hours, death, divorce or legal separation, disability, or Medicare entitlement. Please contact the HR Coordinator for detailed information on COBRA (and Illinois law).

SECTION # - IMRF Pension Plan

All full-time and part-time employees who are regularly scheduled to work at least twenty (20) hours each week who are expected to work one thousand (1,000) hours or more per year shall be included and must participate in the Illinois Municipal Retirement Fund (IMRF) immediately upon employment. IMRF provides retirement, disability, and death benefits to eligible participants. These benefits are in addition to those provided by Social Security. The following presents a very brief description of IMRF. Complete details are available from the HR Coordinator.

Contribution:

Participating employees contribute a certain percentage of their gross pay as determined by IMRF through payroll deduction(s). Contributions are tax deferred, that is, not subject to either federal or Illinois income tax, but will be subject to federal income tax when refunded or withdrawn as a pension or death benefit. The District also contributes to IMRF as a percentage of total contributions. The District's contribution is to fund survivor's pensions, disability benefits, death benefits and the retirement costs of its employees. For additional information about IMRF, your benefits, or a refund of contributions upon separation, call 1-800-ASK-IMRF or contact the HR Coordinator.

Disability Benefits IMRF provides monthly disability payments if an eligible member is unable to perform the duties of their position as reasonably assigned by the District. Contact IMRF at 1-800-ASK-IMRF or contact the Human Resources Coordinator for additional information on this benefit.

Death Benefits Under certain conditions, IMRF provides for lump sum payment or surviving spouse pension upon your death.

SECTION # - 457(b) Plan

All full-time employees are welcome to participate in the 457(b) plan immediately upon employment or at any time throughout their full-time employment with the District.

A 457(b) plan is a supplemental savings program that allows you to defer current wages until after severance or until retirement. It is also known as “deferred compensation.” The primary use of a 457(b) deferred compensation plan is for public sector employees to supplement their pensions and to improve their retirement account balances. Contributions are payroll deducted prior to the calculation of withholding taxes and are not part of your W-2 taxable income. These funds grow tax deferred.

SECTION # - Social Security and Medicare

As required by law, a fixed percentage of your earnings is deducted from each paycheck and deposited with the Social Security Administration. In addition, the District contributes an equal amount to the Social Security Administration to help fund benefit programs. Detailed information on benefits, eligibility requirements and your account status is available from your local Social Security Administration office.

The Social Security Administration recommends that you periodically verify your personal earnings and benefits. Information on requesting an account balance is available from your local Social Security Administration.

SECTION # - Unemployment Compensation

As a District employee, you are provided with Unemployment Compensation coverage in accordance with Illinois Unemployment Insurance Act (820 ILCS 405 *et. seq.*). This coverage is provided at no cost to you. Should you become involuntarily unemployed, you may be entitled to receive unemployment benefits provided you meet certain eligibility requirements. Additional information can be obtained from your local Unemployment Insurance office.

SECTION # - Indemnification and Liability

The District is required by state statute (70 ILCS 1205/8-20) to indemnify and protect employees against civil rights, damage claims and suits, constitutional rights damage claims and suits, death and bodily injury damage claims and suits, and property damage claims and suits, including defense thereof, when damages are sought for negligent or wrongful acts alleged to have been committed within the scope of employment, or under the direction, of the board. Such indemnification and protection shall extend to employees of the District at the time of the incident from which a claim arises. However, the District is statutorily prohibited from indemnifying employees for “punitive” damages.

You may be covered by the District's liability insurance to defend any civil action that may be brought against you or the District, its agents, or any other employee for damages arising out of the lawful performance of your duties. This policy will be construed in accordance with the law in effect at the time the issue arises and may be subject to change as the law changes.

SECTION # - Insurance Worker's Compensation

As a District employee, you are covered under the Illinois Workers' Compensation Act (820 ILCS 305 *et. seq.*). The Act provides for medical care and replacement of wages if you sustain a covered injury arising out of and occurring in the course of your employment with the District. Non-job-related illnesses or injuries, or illnesses or injuries not related to the performance of your assigned duties generally are not covered under the Act. If you have any questions regarding workers' compensation, please see the HR Coordinator or contact the District's Workers' Compensation Coverage provider, PDRMA at 630-769-0332.

All employees must adhere to the following conditions.

1. Any work-related injury or illness **(even if the employee is uncertain if the injury or illness is work-related, but suspects it might be work-related)** must immediately be reported directly to the employee's immediate supervisor or Department Head in the event that the immediate supervisor cannot be reached directly. Failure to immediately (i.e., within one (1) hour) report an injury or illness may jeopardize the employee's eligibility for workers' compensation benefits.
2. Upon notification, the immediate Supervisor generally will instruct the employee to report to a designated hospital or physician for an examination and/or treatment. In the case of an emergency, the employee should go to the nearest hospital emergency room for treatment and then utilize the District's Physician Network Referral Service if additional treatment is necessary.
3. All medical evaluations by any licensed physician must be submitted to the HR Coordinator for the duration of your period of leave.
4. The District reserves the right to have the employee examined by a licensed physician of its own choice at any time during the period of leave. This examination will be at the District's expense and the physician will submit the results to the District. The employee is entitled to a copy of this report.
5. The District may assign an injured employee to a modified duty assignment in accordance with the District's Modified Duty Program.

6. No employee shall be allowed to return to work without a statement from a physician approving the employee's return to work without restrictions, or with restrictions acceptable to the District.
7. The District reserves the right to re-assign the employee to another position at the same pay and benefits the employee received at the time of the injury.
8. When an employee has been released by a licensed physician to return to work on a modified duty basis, the employee may periodically be requested to return for medical evaluations. For these doctor visits, the employee will be compensated at the employee's current rate of pay only for the period of time necessary for the visit, including reasonable transportation time. The District reserves the right to verify the time of the visit. Time taken over and above that that is necessary will be charged to the employee's available sick, personal, or other time off. If the employee does not have any available time, the employee will be compensated only to the extent required by law.
9. Time off under this Policy also will run concurrently with any approved FMLA time off.

SECTION # - Education, Training and Professional Participation

All employees are required to attend orientation meetings, staff meetings, and in-service training sessions that are designed to improve the overall job performance, communication and efficiency of the District.

In the best interest of the District, employees may attend professional conferences and seminars and belong to professional associations as budgeted and approved by the Executive Director. Such approval is at the Executive Director's sole discretion. Such activities should further the insight of staff into better ways to operate and provide recreational activities for the public.

You are encouraged to discuss advancement and professional development opportunities with your immediate supervisor. When possible and appropriate, authorization may be given for attendance at conferences, seminars, workshops, conventions and technical meetings and participation in professional organizations that are related to your position within the District.

Attendance at conferences, seminars, workshops, conventions and technical meetings and participation in professional organizations must be approved in advance. You should check with your immediate supervisor for applicable procedures and conditions of approval.

Conference Attendance:

Attendance at and participation in professional seminars, conferences, conventions, workshops, and technical meetings is considered part of the administrative and supervisory staff's normal duties. Approved attendance expenses will be paid by the District.

If you attend professional seminars, conferences, conventions, workshops, and technical meetings outside the District, you may be required to submit a written report or resource materials to your immediate supervisor within ten (10) days of attendance which summarizes the ideas or methods discussed at the meeting.

Professional Organizations:

Employees are encouraged to join and participate in professional associations that promote District goals, individual skill development, professional recognition, or relate to your job responsibilities. However, employee participation in such associations must not

conflict with the District's interests. Depending upon the benefits derived from membership by the District, the District may pay all or part of the membership fees.

Participation in association activities during normal working hours must be approved in advance by the employee's immediate supervisor. Approval is contingent upon the employee's ability to meet their work responsibilities. Materials and publications secured as a result of membership provided by the District shall be placed on file in the appropriate office and made available for perusal by other employees and Board members.

SECTION # - Safety Shoe Reimbursement

Full time staff will be reimbursed no more than \$200 per year, part time staff and seasonal staff will be reimbursed no more than \$100 per year for safety shoes. All must submit a paid receipt to supervisor for safety shoes required for certain positions. The employee will be responsible for (1) the difference between the cost of the protective footwear and the amount of reimbursement for that footwear (2) the reasonable care and maintenance of their protective footwear and (3) for wearing protective footwear during working hours.

SECTION # - Certifications and Licenses

Employees are encouraged to become certified in certain areas if it is beneficial to the District and are within budgetary constraints. All requests must be made to the employee's direct supervisor with financial approval made by the Department Head or Executive Director. Such approval shall be made at the District's sole discretion.

Several positions may require certification or license within 12 months of beginning employment with the District. Several of these include Certified Pool/Spa Operator sanctioned by the Pool & Hot Tub Alliance (PHTA), Turf & Pest Control applicator's license through the Illinois Department of Agriculture, and Playground Safety Inspector certificate offered by the National Recreation and Park Association (NRPA). The District will pay for the exams and optional preparation courses if chosen by the Employee. Practice exams will not be covered. Employees must successfully pass these exams, or they are responsible for the costs of reapplying to sit for the exams again. Should an employee willfully leave the District within one year of the date listed on the Certification and/or License, the employee may be required to reimburse the District for the costs the District paid for employee to receive said Certification and/or License.

SECTION # - Professional Memberships

The District may maintain individual and group memberships in related professional and service organizations that contribute to the public relations, professional knowledge, and general effectiveness of the District.

Memberships in local service organizations shall be provided for the Executive Director. The Executive Director may approve membership in a local service organization at their sole discretion for any Superintendent or Supervisor under the following conditions:

- A. Written request is submitted by the interested employee.
- B. The budget permits the necessary expenditure.

Approval must be secured from the Executive Director before an employee accepts nomination or appointment to any local service organization office requiring time during normal working hours.

SECTION # - Tuition Reimbursement

Full-time employees shall be encouraged to further their education. Tuition for courses which, in the opinion of the Executive Director, will further the employee's qualifications for the job, may be paid for by the District. All approved tuition expenses must be included in the annual budget and be within the financial constraints of the District.

The District will reimburse employees for one hundred percent (100%) of the tuition of approved courses upon presentation of a course grade of "B" or better. All travel, materials, and books required for the coursework will be the responsibility of the employee to provide at their own expense. Satisfactory progress must be made by the employee to warrant continuance of this benefit.

If time off from work is necessary to attend class, and schedules can be arranged during working hours, such arrangements may be made at the discretion of the Executive Director. Unless specifically approved in writing by your Department Head or HR Coordinator, coursework may not be performed during business hours.

In some cases, coursework may be approved for a part-time employee. Reimbursement can be made only if the employee receives prior approval from the Department Head or the Executive Director, and the amount has been provided in the annual budget.

If an employee resigns or is terminated for cause before receiving a grade, the employee will not be reimbursed for tuition expenses. Should an employee willfully leave the District within one year of the date of being reimbursed, the employee may be required to repay the District for that amount of that reimbursement.

SECTION # - Employee Assistance Program

The District realizes that personal and work-related problems can affect an employee's job performance, health, family and emotions. To help with these pressures, the District has contracted with an independent firm Workplace Solutions to provide Employee Assistance Program (EAP) services on a confidential basis. The services are available to all employees and anyone in their household. Please contact the HR Coordinator if you would like further information on the EAP.

Workplace Solutions 877-215-6614 24 hours a day, 7 days a week www.wseap.com

SECTION # - Reasonable Expense & Mileage Reimbursement

The District may reimburse employees for necessary and reasonable expenses incurred in the scope of their employment. In order to qualify for reimbursement, you must request prior written approval from your immediate supervisor for expenses and provide receipts.

Claims for reimbursement of mileage must be turned into the HR Coordinator's office on the designated form that includes the date, location and mileage traveled, within that fiscal year.

All employees who are required and authorized to use their personal vehicles in the performance of District duties shall receive reimbursement for such expenses at the current IRS determined auto expense reimbursement rate. Mileage reimbursement forms must be submitted within the same fiscal year as mileage occurred.

The following parameters have been established:

1. Mileage qualifications for reimbursement:
 - a. No reimbursement for traveling between home and a job site.
 - b. Actual mileage incurred for District business including attendance at workshops, seminars and meetings, is based upon the District's address to destination. If you choose to commute from home, reimbursement will be for mileage above your normal commute to and from the office.
 - c. Use of District vehicles is required for business trips that occur during the middle of the workday once an employee has arrived at work. This is based upon availability and reservation of a District vehicle.
2. The mileage reimbursement policy does not apply if there is a contractual agreement with the Board for a mileage allowance.
3. Requests for mileage allowance for an employee must be approved by the Executive Director; further approval by the Board may be required.

SECTION # - Reimbursement of Travel, Meal and Lodging Expenses

Per the Local Government Travel Expense Control Act (150 ILCS 15-1 *et. seq.*) 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.

SECTION # - 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

SECTION # - Suggestion System

Employees who have suggestions for the improvement of the District's park and recreation services, reduction of costs, improvement of safety or training, or other related programs or plans, are always encouraged to discuss their suggestions with their immediate supervisor who, in all cases, will submit a written report to the Department Head. All suggestions are considered and, when warranted, implemented. The employee will be notified of the disposition of their suggestion upon request. Particularly meritorious suggestions may be recognized with special awards as recommended by the Executive Director.



November 14, 2023

To: Park Board of Commissioners
From: Christina Ferraro, Executive Director
Re: Personnel manual revisions: employee practices and procedures

The personnel manual review process includes review by staff, the Board's Personnel & Policy Committee, and legal counsel. Employee practices and procedures include:

- Equal Employment Opportunity
- Non-Discrimination and Anti-Harassment
- Transgender
- Americans with Disabilities Act
- Probationary Period
- Anti-Nepotism
- Classification Definitions and Status of Personnel
- Hiring Procedures
- Orientation
- Pre-Placement Medical Examination
- Dual Employment Within the District
- Outside Employment
- Performance Evaluations
- Personnel Files
- Child Labor Laws – Employment of Minors
- Search of Lockers, Desks and other Park District Property

These have been reviewed and updated for compliance with state laws and regulations. Staff will ensure policies match practice.

RECOMMENDATION

Approve employee practices and procedures as presented.

INTRODUCTION AND AT-WILL DISCLAIMER

Welcome to the Prospect Heights Park District ("District"). The Mission of the District 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..

There are several things that are important to keep in mind about this Personnel Policy Manual ("Manual").

First, it contains only general information and guidelines. It is not intended to be comprehensive, all-inclusive, or to address all of the possible applications of, or exceptions to, the general policies and procedures described. Rather, this Manual has been prepared for you as a general reference guide. If there is anything you do not understand, it is your responsibility to speak with your supervisor or HR Coordinator.

Second, this Manual supersedes all previously issued manuals. Your decision to continue employment with the District after this revision and any future revision to this Manual shall be deemed to constitute your agreement with all such revisions. **The District and the Board of Park Commissioners ("Board") reserve the right, in its sole discretion, to revise, supplement or discontinue any of the policies, guidelines or benefits described in this Manual.** Therefore, the District may, from time to time, revise, add to, supplement, or discontinue any of the policies, rules or benefits described in this Manual with or without notice. The District will try to inform you of any changes as they occur.

Third, ***neither this Manual nor any written or oral statement contradicting, modifying, interpreting, explaining or clarifying any provision of this Manual is intended to create or shall create an employment contract, either express or implied, to remain in the District's employ.*** It also does not imply or guarantee any fixed terms and conditions of your employment. Your employment is not for any specific time and may be terminated at-will, with or without cause and without prior notice by the District, or you may resign for any reason at any time. In other words, you may terminate your employment at any time, with or without cause or notice,

and the District retains a similar right. No supervisor, Department Head, Executive Director, or other representative of the District (except as delegated and approved by the Board) has the authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the above.

Fourth, each employee is expected to review this Manual and become familiar with its contents. Accordingly, upon receipt of this Manual, you must date and sign off digitally assuming responsibility for knowing and understanding its contents. If you have any comments, suggestions, or questions about any aspect of your employment, you are encouraged to discuss them with your immediate supervisor or Department Head. They will listen to your concerns, consider appropriate action to be taken, if necessary, and/or provide you with the information you need, or direct you to someone who can provide you with that information.

The Executive Director is responsible for overseeing the enforcement of the policies contained within this Manual, and for the direction of the activities of all employees, except those whose appointment is otherwise prescribed. Should any question arise as to the proper interpretation of any provision of this Manual, or any other personnel policy, the decision of the Executive Director will be final.

Where the context of this Manual permits, words in the masculine gender shall include the feminine and neuter genders and words in the singular number shall include the plural number. The descriptive headings of the various sections or parts of this Manual are for convenience only and shall not affect the meaning or construction, nor be used in the interpretation of this Manual or any of its provisions.

Finally, if any policy or procedure or part thereof contained in this Manual is determined invalid in a court of law, or by another appropriate judicial body or agency, such determination will not affect the validity of the remaining policies and procedures or parts thereof.

CHAPTER 1
EMPLOYMENT PRACTICES AND
PROCEDURES

SECTION # - Equal Employment Opportunity

Equal Employment Opportunity has been, and will continue to be, a fundamental principle at the District, where employment is based upon legitimate business factors such as personal abilities, past contributions, and qualifications without discrimination because of race, color, religion, actual or perceived sex, gender, age, sexual orientation or sexual preference, gender identity, national origin, marital status, pregnancy status, veteran status, disability, genetic information, or any other protected characteristic as established by law.

In accordance with federal, state and local laws, it is the policy of the District to provide equal employment opportunities to all qualified applicants and employees. All of our personnel policies, procedures and decisions pertaining to hire, promotion, transfer, layoff, rates of pay, discipline, discharge, and other terms and conditions of employment are made and executed without regard to race, color, religion, actual or perceived sex, gender, national origin, citizenship status, ancestry, sexual orientation, or sexual preference, gender identity, age, marital status, pregnancy status, physical or mental disability (unrelated to an individual's ability to perform the essential functions of the job either with or without a reasonable accommodation), association with a person with a disability, unfavorable discharge from military service or military status, genetic information, or any other category protected by state, federal or local law.

Reasonable accommodations will be made when appropriate for all employees and/or applicants with disabilities, provided the individual is otherwise qualified to perform the essential functions of the job and the accommodation would not impose an undue hardship on the District. Such individuals are encouraged to discuss their need for a reasonable accommodation with the ADA Compliance Officer as described in the Americans with Disabilities Act Policy within this Manual. The ADA Compliance Officer maintains reporting and monitoring procedures for this Policy. Employees' questions or concerns about the ADA Policy should be referred to the ADA Compliance Officer. If the employee is uncomfortable reporting to the ADA Compliance Officer, the employee should report to their Department Head or the Executive Director.

SECTION # - Non-Discrimination and Anti-Harassment

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

It is the responsibility of each and every employee, officer, official, park commissioner, agent, volunteer, and vendor of the District as well as anyone using the District's facilities, to refrain from sexual and other forms of unlawful harassment based on any legally protected category. Those in a supervisory role are mandated to report harassment of non-employees or co-workers when they have knowledge of the harassment. Failure to take action to prevent further sexual harassment is negligent.

The District will not tolerate sexual or any other type of unlawful harassment of, toward, and/or by any of its employees and/or elected officials. Actions, words, jokes, or comments based on an individual's actual or perceived sex, gender, race, national origin, sexual orientation, age, religion, pregnancy status, disability, gender identity, or any other legally protected characteristic will not be tolerated.

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

This policy should not, and may not, be used as a basis for excluding or separating individuals of a particular gender, or any other legally protected characteristic, from participating in business or work-related social activities or discussions in order to avoid allegations of harassment. The law and policies of the District prohibit disparate treatment on the basis of sex or any other legally protected characteristic, with regard to terms,

conditions, privileges and prerequisites of employment. The prohibition against harassment, discrimination and retaliation are intended to complement and further these policies, not to form the basis of an exception to them.

Definitions of Harassment

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

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

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

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

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

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

has the purpose or effect of unreasonably interfering with an individual's work performance; or (iii) otherwise adversely affects an individual's employment opportunities.

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

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

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

Retaliation Is Strictly Prohibited

The District prohibits retaliation against any individual who reports discrimination or harassment, participates in an investigation of such reports, or files a charge of discrimination or harassment. Retaliation against an individual for reporting harassment or discrimination, for participating in an investigation of a claim of harassment or discrimination, or for filing a charge of discrimination or harassment is a serious violation of this policy and, like harassment or discrimination itself, will be subject to disciplinary action including termination if warranted.

Reporting Procedure

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

The availability of this reporting procedure does not preclude individuals who believe they are being subjected to harassing or discriminatory conduct from promptly

advising the offender that their behavior is unwelcome and requesting that it be discontinued. This is encouraged in all cases.

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

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

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

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

Reporting Procedure for Elected Officials

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

Harassment Allegations Against Non-Employees/Third Parties

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

Important Notice To All Employees

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

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

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

The Investigation

Any reported allegations of harassment, discrimination or retaliation will be investigated promptly. The District will make every reasonable effort to conduct an investigation in a responsible and confidential manner consistent with our obligation to conduct a thorough investigation. However, it is impossible to guarantee absolute confidentiality. The investigation may include individual interviews with the parties involved, and where necessary, with individuals who may have observed the alleged conduct or may have other relevant knowledge. The District reserves the right and hereby provides notice that third parties may be used to investigate claims of harassment or discrimination. Your cooperation is expected and appreciated when requested relative to any District investigation.

False and Frivolous Complaints

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

Responsive Action

The District will determine whether this policy has been violated based on a review of the facts and circumstances of each situation. Violations of this policy will be handled appropriately and on a case-by-case basis. Responsive action may include, but is not limited to training, referral to counseling and/or disciplinary action such as warning, reprimand, withholding of a promotion or pay increase, reassignment, temporary

suspension without pay or termination, at the District's discretion as necessary to remedy the situation.

While we it is the District's hope to be able to resolve any complaints of harassment, the District acknowledges your right to contact the Illinois Department of Human Rights (IDHR) about filing a formal complaint, and, if it determines that there is sufficient evidence of harassment to proceed further, it will file a complaint with the Illinois Human Rights Commission (HRC). The IDHR is currently located at 555 W. Monroe St. Suite 700, Chicago, Illinois 60661 and their phone number is (312) 814-6200. Additional information can be found on the IDHR website, dhr.illinois.gov.

Annual Sexual Harassment Training

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

Board Approved, 12.13.2022

SECTION # – Transgender

Discrimination Prohibited:

This policy is designed to create a safe, inclusive working environment in which staff can be honest and open about who they are. It will act as a guideline; each situation that occurs will need to be evaluated on a case by case basis. It is the District's policy to treat all of its employees with dignity and respect and to provide a workplace that is free of discrimination, whether that discrimination is based upon race, color, religion, gender (including pregnancy, gender identity, gender expression, gender change, gender orientation, gender stereotyping, or transgender status), national origin, disability, parental status, political affiliation, genetic information, marital status, membership in an employee organization, age, reprisal, or other non-merit factors. All District employees are expected to conduct themselves in the workplace in such a manner that is consistent with their obligation to maintain a work environment that is free of discrimination, including discrimination that is based upon gender identity or perceived gender non-conformity.

The following definitions are not provided to label individuals but rather to assist in understanding this policy and the obligations of Staff. These terms may or may not be used by transgender individuals to describe themselves.

- “Gender identity” or “Affirmed Gender” is a person's deeply held sense or psychological knowledge of their own gender, regardless of the gender they were assigned at birth. Gender identity is also defined as an individual's internal sense of being male or female or something else. It is not based on physical anatomy. The District understands that gender identity is a very personal matter that should be respected by all fellow employees and supervisors.
- “Assigned Gender” refers to the gender assigned to a child at birth based on physical anatomy.
- “Transgender” describes people whose gender identity is different from their gender assigned at birth.
- “Transgender Man” is a term used to describe a transgender individual who currently identifies as a man.
- “Transgender Woman” is a term used to describe a transgender individual who currently identifies as a woman.

- “Gender nonconforming” describes people whose gender expression differs from stereotypical societal expectations related to gender.
- “Gender expression” refers to the way a person expresses gender identity to others, such as clothing, hairstyles, activities, voice or body characteristics, behavior or mannerisms.
- “Transition” is the time when a person begins to live as the gender with which they identify instead of the gender that they were assigned at birth. This may include changing one’s name and dressing and grooming differently. Transitioning may also require taking hormones, having surgery, or changing identity documents to reflect one’s gender identity.

Transitioning Employee Responsibilities

Any employee planning a transition should notify the employer at least sixty (60) days prior to the planned transition so that the employer can prepare a transition plan and address the necessary logistics of the transition. Employees may speak with their direct supervisor, Human Resource coordinator, or Executive Director. Remember, these individuals may not be educated about what an employee may need during the transition time. The employee should be prepared to educate these individuals to the best of their ability.

The District recommends creating a Transition Plan as part of the transition process. This can assist the employer in creating the necessary support system and plan for how the transition will occur. A Transition Plan should essentially be a detailed time line. Items to include are transitioning milestones, dates such as legal name change, when appearances will change and when the use of gender-specific facilities will change. Consider all the people in the District who will need to be engaged in the transition. Be sure to allow time for education and engagement of staff. Consider possible challenges such as lag time with payroll, insurance paperwork, etc.

Co-Worker Responsibilities

Be open, honest, and supportive. If a co-worker is divulging information confidentially, be sure to keep the information confidential. Feel free to ask questions and allow the co-worker to educate you, but only do so if the co-worker expresses a

willingness or desire to speak about the transition or gender identification. Employees shall not question other employees about suspected gender identity issues. Employees should use the appropriate gender pronouns and the appropriate name in all official and unofficial communications. Employees must also be aware of the District's anti-harassment and discrimination policies. Co-workers must remember that discrimination based upon gender identity or expression is prohibited by the District. This prohibition applies not only to discrimination but also to harassment based upon an individual's gender identity or expression, as part of the prohibition based on gender. Failure to adhere to the District's non-discrimination policy may result in disciplinary action up to and including dismissal. If a co-worker is uncomfortable the District can assist them in learning more about the transition process or transgender issues in general.

District Responsibilities

The District will remain supportive of transitioning employees and their needs. The District enforces its non-discrimination policies uniformly.

The District and its managers and supervisors are prepared to listen and be open-minded to transgender, non-conforming and transitioning employee issues. Conversations will be kept confidential from anyone who is not directly involved with the issues.

Personnel Documentation

All employees should be in the payroll system with their assigned gender and legal name. Once an employee has proof of changing their gender marker in the Social Security Administration records it may be changed in payroll. Health insurance records should also include the assigned gender until a medical provider approves the affirmed gender to be used. However, preferred names can be used for name tags, phone lists, and other internal documents. The District will make every effort to recognize a transgender employee's preferred name.

Names/Pronouns

Employees should be addressed by a name and pronoun that corresponds to their affirmed gender. This name does not need to be the name under which the person is employed. Intentional or persistent refusal to respect an individual's gender identity using

names and pronouns not correlated with the affirmed gender is a violation of this policy and may lead to disciplinary action up to and including dismissal.

Restroom/Locker Room Accessibility

Once a transitioning employee begins living and working full-time in the gender that reflects the employee's gender identity and presentation, the employee may choose to use the restrooms and (if provided to other employees) locker rooms that correspond to the employee's full-time gender identity. Reasonable accommodations which provide access to restrooms or locker rooms may be necessary to ensure the privacy, dignity, and respect of all employees. The objection of co-workers to a transgender or non-conforming gender employee using the same restroom or locker room facility shall not be the basis for denying the transgender or non-conforming gender employee use of that facility. Rather, the District may designate a different restroom or locker room facility for the objecting co-worker if available and reasonable.

Dress Code

Transgender and non-conforming gender individuals are entitled to dress as their affirmed gender within the District dress code. A transitioning employee's attire should remain professional and in conformance with required District dress code standards. Dress codes shall be applied to all employees equally.

Discrimination/Harassment

Complaints received regarding discrimination and/or harassment involving transgender or non-conforming gender individuals will be handled in the same manner as any other discrimination or harassment complaints.

SECTION # - Americans with Disabilities Act

The District is committed to complying with all applicable provisions of the Americans with Disabilities Act ("ADA"). It is the District's policy not to discriminate against or tolerate discrimination against any qualified employee or applicant with regard to any terms or conditions of employment because of such individual's disability or perceived disability or history of a disability so long as the employee can perform the essential functions of the job (either with or without a reasonable accommodation). Consistent with this policy of non-discrimination, the District will provide reasonable accommodations to a qualified individual with a disability, as defined by the ADA, who has made the District aware of their disability, provided that such accommodation does not constitute an undue hardship on the District.

The District will make all decisions concerning recruitment, placement, selection, training, hiring, advancement, discharge or other terms, conditions, or privileges of employment based on job-related qualifications and abilities.

Employees with a disability who believe they need a reasonable accommodation to perform the essential functions of their job should contact their Department Head. The District encourages individuals with disabilities to come forward and request reasonable accommodation. If you feel uncomfortable making an accommodation request to your Department Head or you believe your accommodation request was not properly managed, report to the Executive Director.

When requested, your Department Head and your immediate supervisor will meet with you to discuss and identify the precise limitations resulting from the disability and the potential accommodation that the District might make to help overcome those limitations and perform the essential job functions of your position.

The District will determine the feasibility of the requested accommodation considering various factors, including, but not limited to the nature and cost of the accommodation, the District's overall financial resources, the accommodation's impact on the operation of your department, including the ability of other employees to perform their duties, and on the District's ability to provide its services to the public.

What is considered a reasonable accommodation will be based on a case-by-case analysis. The District will inform the employee of its decision on the accommodation

request or on how to make the accommodation. If the accommodation request is denied, employees will be advised of their right to appeal the decision by submitting a written statement explaining the reasons for the request. If the request on appeal is denied, that decision is final.

An employee or job applicant who has questions regarding this policy or believes that they had been discriminated against based on a disability should immediately notify the appropriate Department Head or the Executive Director. All such inquiries or complaints will be treated as confidential to the extent permissible by law.

SECTION # - Probationary Period

Every new non-seasonal, employee goes through an initial period of adjustment in order to learn about the District and about their job. During this time the employee will have an opportunity to consider if they are suited to, and like, their new position.

Additionally, the initial probationary period gives the employee's supervisor an opportunity to evaluate their performance, including determining if they appear to possess the aptitude and attitude necessary for them to meet the required standards and expectations of the position they have been offered. The probationary period is generally six (6) months. Exceptions are within the discretion of the Department Head (or designee).

Their immediate supervisor will utilize the probationary period to assist them in adjusting to their new position and for their orientation and training, if any. They may be discharged at any time during this period (or thereafter) if their supervisor concludes that they are not progressing or performing satisfactorily. If circumstances warrant, the introductory period may be extended. Additionally, as is true at all times during an employee's employment with the District, employment is not for any specific time and may be terminated at will, with or without cause and without prior notice.

At the end of the probationary period, the employee and their supervisor may discuss their performance or provide a work review for them. Provided their job performance meets the expectations of the District at the end of the initial employment period, they will continue in our employment as an at-will employee. Successful completion of the probationary period does not guarantee continued employment for any specific period of time or otherwise create an employment contract between the employee and the District.

SECTION # - Anti-Nepotism

The employment of relatives can cause various problems, including charges of actual or perceived favoritism, actual or perceived conflicts of interest, family discord, and scheduling conflicts that work to the disadvantage of both the District and its employees. Therefore, it is the policy of the District not to hire a close relative of any current employee or Board member in any capacity, other than for seasonal employment. These issues will be addressed on a case by case basis and the guidelines set forth below will be considered.

Members of an employee's immediate family will be considered for employment on the basis of legitimate business factors unrelated to the relationship involved. Immediate family may not be hired (and/or may be transferred or terminated) if employment would:

1. create a supervisor/subordinate relationship with a family member;
2. have the potential for creating an adverse impact on work performance;
- or
3. create either an actual conflict of interest or even the appearance of a conflict of interest.

This policy must also be considered when assigning, transferring, or promoting an employee.

Employees who become immediate family members may continue employment as long as it does not involve any of the above. (Any relationship that existed on or before March 11, 2004 will be allowed to continue unless it causes an adverse impact to the work force as set forth in 2 and 3 above.) If one of the conditions outlined should occur, attempts will be made to find a suitable position within the District to which one of the employees will transfer.

For the purpose of this policy, the term "close relative" includes the following relationships, whether established by blood, marriage, or other legal action: mother, father, husband, wife, son, daughter, sister, brother, mother-in-law, father-in-law, sister-in-law, son-in-law, daughter-in-law, step-child, aunt, uncle, niece, or nephew.

When a situation occurs which results in a violation of this policy (whether because of the marriage of two (2) employees or some other circumstance), one (1) of the

employees involved will be required to resign or otherwise be discharged. Employees will be permitted to determine which of them will resign and will be required to inform the Park District of their decision within a two (2)-month period after the violation begins. If the employees cannot make a decision, the Park District will decide in its sole discretion who will remain employed.

This policy does not apply to “close relatives” who already are employed by the Park District as of the effective date of this policy. This waiver, however, may not be used as a basis for further exceptions after the effective date of this policy. Further, this waiver does not prohibit personnel action if such employment:

1. creates a supervisor/subordinate relationship with a family member;
2. has the potential for creating an adverse impact on work performance;

or

3. creates either an actual conflict of interest or the appearance of a conflict of interest.

SECTION # - Classification Definitions and Status of Personnel

1. Appointive Personnel

Those personnel appointed by the Board and directly responsive to the Board in the performance of their duties shall be referred to as Appointive Personnel. The Board shall set their compensation and duties. Those appointive positions may include the Executive Director, District Attorney, District Auditor, and Recording Secretary. The District Board, Recording Secretary, Attorney, and Auditor are not included in the policies or benefits of the Personnel Policy Manual unless specifically stated. The Attorney, Auditor and Recording Secretary are considered independent contractors.

2. Managerial Personnel

Managerial Personnel are employees engaged predominantly in executive and management functions and charged with the responsibility of effectuating such management policies and practices. Managerial Personnel shall include those individuals hired as Department Heads. Managerial Personnel are hired by, and are responsible to, the Executive Director. They have the authority, in the interest of the District, to hire, transfer, suspend, lay off, recall, promote, recommend discharge, direct, reward, or discipline employees, or to adjust their grievances, or to effectively recommend such action.

3. Supervisory Personnel

Supervisory Personnel are generally described as those employees whose principal work is substantially different from that of their subordinates and who have authority, in the interest of the District, to hire, transfer, suspend, lay off, recall, promote, recommend discharge, direct, reward, or discipline employees, or to adjust their grievances, or to effectively recommend such action, if the exercise of such authority is not of a merely routine or clerical nature, but requires the consistent use of independent judgment. The term supervisory includes only those individuals who devote the majority of their employment time to exercising such authority.

4. Full-Time Personnel

Full-time personnel are employees who are generally scheduled to work forty (40) hours per workweek and who have successfully completed the probationary period defined in Employment Policies and Procedures in this Manual. -Short-term and part-time

employees are excluded from the full-time employee classification regardless of the number of hours worked.

5. Regular Part-Time Personnel

Regular part-time personnel are those employees who are regularly scheduled to work less than seven (7) hours per day or thirty-five (35) hours per week for a total of more than six (6) months per year and who have successfully completed the probationary period defined in Employment Policies and Procedures in this Manual. It is the expected annual hourly requirements that will control part-time employee status and not the actual hours worked. Regular part-time employees are not entitled to the benefits unless specifically noted in these policies.

6. Probationary Personnel

Probationary personnel are employees who work for the District in full-time or regular part-time classifications for a period of less than six (6) months and who will become full-time or regular part-time employees at the successful conclusion of the probationary period defined in Employment Policies and Procedures in this Manual.

7. Short-Term and Seasonal Personnel

A short-term or seasonal employee is a person who is employed by the District for less than two (2) quarters during a calendar year, or is employed for a specific recreation program for a specific period of time. Short-term and seasonal employees are not entitled to the benefits unless specifically noted in these policies.

8. Employee Classification Review

You may at any time submit a written request to your immediate supervisor for a review of the classification or status of your position. Your request must state your reasons justifying a review. Your immediate supervisor will make an investigation of the position with a view towards determining its correct classification and will report their findings in writing to the appropriate Department Head. Requests that receive Department Head approval will be forwarded to the Executive Director. The determination of the Executive Director will be in writing and will be final. If the Department Head does not approve a request, such decision shall be final.

SECTION # - Hiring Procedures

The District attempts to hire and retain the best available, suitable, and qualified individuals for all staff positions determined at its sole discretion. The District may need to reorganize departments or reassign responsibilities within a department or position from time to time in order to best serve the public and better utilize its limited resources.

Position Vacancies

The District generally will post employment vacancies on the District website. The District may also recruit applicants for position vacancies from outside of the organization in its sole discretion.

Transfer And Promotion

Employees interested in a particular opening should apply, in writing, to the position's supervisor or notify their immediate supervisor. All transfers and advancement will be made on the basis of legitimate business factors including past performance, ability, attitude, aptitude and other relevant job-related criteria as determined by the District in its sole discretion. Whenever, in the sole discretion of the District, there are two (2) equally qualified candidates, preference may be given to the more senior District employee. Please note that employees requesting a transfer or promotion are subject to the same selection process and employment test requirements as outside applicants.

Application And Selection Process

1. Individuals interested in a particular position opening must complete an application for employment. The initial application may consist of a District application form, or a letter and/or resume. Applicants, including current employees, are required to furnish information and complete any and all forms deemed necessary, in the District's sole discretion, to satisfactorily inform the District of an applicant's qualifications and suitability for a position with the District. The provision of false, incomplete, or misleading information in the employment application or other materials submitted in connection with an application or in response to any questions, no matter when discovered, may result in a non-hire decision, rescission of an offer of employment, or dismissal of an employee.
2. The selection process involves an evaluation of the applicant's apparent qualifications for the position sought. This includes, but is not limited to, a review

of the application materials, one or more interviews by phone or in person, verification of information obtained from the application or interview, checking of references, testing and/or any other means required to adequately evaluate an applicant's apparent qualifications and suitability to perform properly the necessary and essential functions of the particular position. All employment, advancement, and promotion decisions are based on legitimate business factors such as a person's apparent suitability for the position including, without limitation, their past performance, future potential, and their aptitude and attitude.

3. When applicable, the selected applicant may be given a formal, written offer of employment which will include the job title, expected starting date, starting rate of pay and any other details related to the position. The offer of employment will be contingent upon the individual's successful completion of one (1) or more pre-employment tests and criminal background checks applicable to the position as described in Employment Policies and Procedures in this Manual.

Proof of Right to Work

Prior to the first scheduled day of employment begins, District employees are required to provide adequate documentation of their eligibility to work in the United States and their identity. All new employees will be required to furnish a completed Form I-9 and provide appropriate supporting documentation within the first three (3) days of hire.

Proof of Birth Date

All employees are required to furnish the District with certified proof of date of birth at the time of appointment for insurance purposes.

SECTION # - Orientation

Newly hired employees or employees who, because of a transfer, promotion, or reclassification, are in a different employment classification or are entitled to different benefits must report to the HR Coordinator on or before the first day in that position to complete the necessary paperwork.

Each employee, including transferred or promoted employees, may be required to complete a job training and orientation process within their probationary period in their new position. The orientation process may include training required by both governmental regulations and compliance with the regulations and guidance promulgated by the Park District Risk Management Agency (PDRMA). Employees will receive an Orientation Checklist to be reviewed with their supervisor. The Orientation Checklist must be signed to confirm that they have received and understand the necessary material within their probationary period.

SECTION # - Pre-Placement Medical Examination

The District may require employees to successfully complete a medical examination after a position has been offered to the employee, but prior to starting employment. This requirement shall be determined by the Executive Director in their sole discretion. This medical examination is necessary to determine if the employee can perform the essential functions of the job offered to them with or without reasonable accommodation(s) on the part of the District. The District may require drug testing for applicants based upon the position offered.

A physician of the District's choice and at District expense will perform the examination. Employees must consent to the disclosure of the physician's findings, conclusions, and opinions to the District as a condition of hire. Your medical records will be maintained in a separate confidential file. Information contained in your medical file will not be released or disclosed without your written consent, by court order, or as otherwise required by law.

Employees may be required to undergo subsequent medical examinations when such examinations are job-related and consistent with business necessity. Such examinations generally will be conducted under the same procedures and guidelines as outlined above.

Criminal Conviction Background Check

The District is required by state statute (70 ILCS 1205/8-23) to obtain criminal conviction information concerning all applicants, and shall perform a criminal background check for applicants for all positions. Pursuant to statute, any conviction of offenses enumerated in subsection (c) of said statute shall automatically disqualify the applicant from consideration for working for the District. Any other conviction(s) shall not automatically disqualify the applicant from consideration, but rather, the conviction(s) will be considered in relationship to the specific job. A record of conviction that has been expunged or sealed will not be the basis of an employment decision except as provided by law.

Applicants may be required to submit fingerprints and/or other identification information in order to facilitate such an investigation. All information concerning the record of convictions shall be confidential and will only be transmitted to those persons who are necessary to the decision process.

SECTION # - Dual Employment Within the District

Full-time and part-time employees are usually hired for a specific position in a department. Provided that your primary job with the District is not compromised in any manner and you receive written, advance permission from your Department Head, you may work an additional part-time or seasonal job with the District. Any employee that is working in an additional position shall require written permission from their Department Head if the total hours worked will exceed forty (40) in the workweek.

SECTION # - Outside Employment

If you are a full-time employee, and you secure employment outside of your job with the District, you must inform your Department Head in advance in writing. If it appears, in the sole discretion of your Department Head, that the outside employment presents a possible conflict of interest or interferes with you fulfilling your responsibilities at the District, your Department Head can require you to choose between your District employment and your outside employment. To avoid potential conflicts of interest, you may not accept work from or work for persons or companies with whom the District conducts any form of business. In any event, you may not work for another employer during the times that you are scheduled or requested to work for the District.

Failure to terminate outside employment when so directed by your Department Head may be cause for disciplinary action, up to and including dismissal (no matter when discovered).

SECTION # - Performance Evaluations

Purpose:

The District has a performance appraisal system to provide a means of attempting to evaluate an employee's performance and progress. The performance appraisal assists the District in making personnel decisions related to such matters as promotions, transfers, demotions, terminations, and salary adjustments.

Frequency:

Under usual and appropriate circumstances, employees receive a performance review annually. Exceptions can be made where appropriate or consistent with business needs of the District. If an employee's job responsibilities change substantially at any time after the annual work review, however, another may be performed before the next annual review, or after the new assignment has begun. Formal evaluations generally will be conducted by your immediate supervisor on a pre-determined annual schedule as set forth by the Executive Director. In addition, you or your supervisor may request an informal review at any time.

Informal Review of Employee Performance:

Your immediate supervisor, Department Head and/or Executive Director generally observe and informally evaluate your performance on a regular basis. They will attempt to notify you of observed deficiencies in your work performance or inappropriate conduct as appropriate and you are encouraged to seek feedback as well.

SECTION # - Personnel Files

A personnel file will be established for each employee. All pertinent employment information and forms which are used or relied on in making an employment decision will be maintained in the file, as provided by law. Your medical and benefit records will be maintained in a separate file. Information contained in your personnel files will not be released or disclosed without your written consent or as required by law.

You may review your personnel file in accordance with applicable law and established District procedures. If you wish to review your personnel file, you should contact your immediate supervisor who will notify the Executive Director to complete the appropriate forms. Access is permitted only in the presence of the Executive Director and during regular working hours.

It is to your advantage to see that all of your personnel records are accurate and up-to-date. You are responsible for and must promptly advise the District of any changes in:

- Name and/or marital status
- Address and/or telephone number
- #Number of eligible dependents
- W-4 deductions
- Person(s) to contact in case of emergency
- Other personal information that the District needs to know to contact you or properly administer its benefits programs or general operational concerns
- Your immigration status (if your eligibility for employment in the United States is affected).

You should immediately notify the HR Coordinator of any changes in pertinent information.

SECTION # - Child Labor Laws – Employment of Minors

The District complies with all Federal and Illinois Child Labor Laws regarding the employment of minors.

1. All minors under age sixteen (16) must have an Employment Certificate (work permit) before they will be allowed to work for the District. The Employment Certificates are issued by the Superintendent of Schools or a duly authorized agent.
2. For purposes of this policy, "School Day" means any day when school is in session and "School Week" means any week where one (1) or more days are school days.
3. Federal and Illinois Child Labor Laws mandate that a minor cannot work the following hours:
 - a. During school hours when school is in session;
 - b. More than six (6) consecutive days in a calendar week;
 - c. Over forty (40) hours in a calendar week and over eight (8) hours a day when school is out;
 - d. Earlier than 7 a.m. and later than 7 p.m., except from June 1 to Labor Day, when the minor may work up to 9 p.m.;
 - e. Over three (3) hours a day when school is in session;
 - f. Over eight (8) hours a day combining school and work; and
 - g. Over eighteen (18) hours in a calendar week when school is in session.
4. An unpaid meal period of at least thirty (30) minutes must be provided to minors no later than the fifth (5th) consecutive hour of work.
5. Employees under age sixteen (16) are not permitted to supervise any part of the transportation of camp, field trips, or other District sponsored program participants to or from District sponsored activities, including loading participants or materials onto a bus prior to departure, supervising the participants (or performing any other work) during the ride to and from the activity, and unloading participants or materials upon arrival at the activity or back at the point of departure. Employees under the age of sixteen (16) are relieved of all duties during this time and are not to resume their duties until all participants and materials have been unloaded from the bus.

SECTION # - Search of Lockers, Desks and other Park District Property

Employees should understand that while certain District property such as desks, lockers, and vehicles are available for their use, they remain the property of the District at all times and are subject to inspection, with or without notice. Employees are not permitted to store or possess any illegal or prohibited items or substances in or on District property or otherwise misuse or misappropriate District property. Whenever necessary, and at the District's discretion, District property and employees' work areas (i.e., desks, file cabinets, lockers, vehicles, etc.) may be subject to a search without notice. Employees are required to cooperate and should not have any expectation of privacy in any work areas or with respect to any items brought on District property. The District will generally try to obtain an employee's consent before conducting a search of District property or work areas when it is appropriate to do so, but may not do so in all cases.

Any property belonging to the District is subject to search. The District is not responsible for the loss of personal property.

Workplace Inspections:

To safeguard the property of the District and safety of our employees, the District reserves the right to inspect any packages, parcels, purses, handbags, gym bags, briefcases, lunch boxes, or any other possessions or articles carried to and/or from District property by employees and all other persons or visitors leaving and entering the District's premises for a legitimate work-related reason or in connection with an employer's reasonable suspicion of criminal or civil wrongdoing or a violation of a workplace policy.

Employees working on District premises or entering or leaving the premises who refuse to cooperate in an inspection, as well as employees who after the inspection are believed to be in possession of unauthorized District property, confidential material, stolen property, weapons, alcohol, illicit drugs, and/or any other District property, will be subject to disciplinary action, up to and including discharge.