



# **BOARD REPORT**

## **DECEMBER 12, 2023**



**Agenda for the December 12, 2023  
Regular Park Board Meeting  
Old Orchard Country Club  
700 West Rand Road, Mount Prospect, IL 60056  
Following the 7:00 p.m. Public Hearing**

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

Special 10-year Anniversary Recognition  
Introduce: Sean Lee, Superintendent of Grounds and Pam Nauert, Events Coordinator
- V. Presentations**

Proposed FY2024 Budget – Shawn Hughes, Superintendent of Finance, HR and IT
- VI. Public Comment**
- VII. Consent Agenda**

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

  - A. Approval of December 6, 2022 Finance Committee Meeting Minutes
  - B. Approval of November 14, 2023 Regular Board Meeting Minutes
  - C. Approval of Treasurer's Report Cash Report #12 cash balance totaling \$5,057,072.45 as of November 30, 2023
  - D. Approval of Warrants totaling \$1,049,656.58 for the period ending November 30, 2023
- VIII. Announcements (Meetings)**

Regular Board Meeting – January 23, 2024 7:00 p.m. at Gary Morava Recreation Center
- IX. Attorney's Report**

Legal Matters
- X. Administrative/Operational Summary**
  - A. Executive Director, Ferraro
  - B. Marketing & Communication 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, Glinki and Zervas
- XI. Unfinished/Ongoing Business**

**XII. New Business**

- A. Approval of annual interfund transfers FY2023
- B. Approval of 2024 Board Meeting Schedule
- C. Adopt Tax Levy Ordinance 12.13.2023
- D. Adopt Tax Levy Resolution 12.13.2023
- E. Approval of NRC prescribed burns 2023/24
- F. Approval of property transfer request from the City of Prospect Heights Ordinance 12.13.2023A

**XIII. Committees of the Board**

- A. Finance Committee, Kirste & 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, Kirste & Cloud
- F. OOC Program, Facilities, Grounds & Maintenance Committee, Jackson & Jones

**XIV. Commissioner Comments**

**XV. Executive Session**

Section 2(c). 5 ILCS 120/2(c)(1) to discuss Executive Director compensation & performance

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

**XVII. Adjournment**

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

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

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



**Minutes for the December 6, 2022  
Finance Committee Meeting  
Admin Building, 104 West Camp McDonald Rd., Prospect Heights, IL 60070**

- I. Call to Order at 6:06pm**
  - A. Roll Call: Eric Kirstie, Steve Messer, Ray Doerner, Christina Ferraro, Shawn Hughes
- II. Corrections/Additions/Approval of Agenda**
  - Approved
- III. New Business**
  - A. Proposed Operating Budget
- IV. Old Business**
  - None

**Adjournment**

**Adjourned at 7:28pm**

*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, NOVEMBER 14, 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 Kirste and seconded by Commissioner Fries to appoint Commissioner Ellen Avery as Secretary Pro Tem for the November 14, 2023 Regular Board Meeting. The motion was approved by a voice vote with two absent (Commissioners Cloud and Messer). The motion carried.

Tim Jones led the Pledge of Allegiance.

**Corrections/Additions/Approval of Agenda**

There was discussion to correct Agenda Item VI. C. Consent Agenda to read “Approval of Warrants totaling **\$634,590.81** for the period ending October 31, 2023.”

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

**Correspondence**

There were none.

**Recognition/Welcome**

Residents, Logan & Matthew Kirste and Jill Moskal, NRC were in attendance.

**Public Comment**

There were none.

### **Consent Agenda**

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

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

Nays: None

Abstain: None

Absent: Commissioner Cloud, Messer

The motion carried.

### **Announcements (Meetings)**

The next Regular Board Meeting is scheduled for December 12, 2023 at 7:00 p.m. at the Old Orchard Country Club.

### **Attorney's Report**

There was none.

### **Administrative/Operational Summary**

**Executive Director** – as submitted. In addition, Executive Director Christina Ferraro reported NRC applied for a state EPA burn permit and approval was delayed for clerical reasons. This item will be presented at next month's regular board meeting. The City has completed the demolition of the property next to Tully Park and the process to transfer the property from the City to the district will begin next month. The City's storm water storage project, which affects Somerset Park, bid opening is now anticipated for July 2024. The district plans to update the 2011 ADA transition plan for GMRC and OOC in 2024. The annual Prospect Heights Tree Lighting and Santa Visit will be held at the Prospect Heights Park District Gary Morava Recreation Center on Saturday, November 25, 2023.

**Marketing & Communications Manager** – as submitted.

**Superintendent of Finance, HR and IT** – as submitted. Superintendent of Finance, HR and IT Shawn Hughes also highlighted that the district has started the process of transitioning to a new payroll system.

**Superintendent of Recreation** – as submitted. Superintendent of Recreation Ray Doerner reported there was a great turn out at the Arts Showcase.

**Superintendent of Parks and Facilities** – as submitted. Superintendent of Parks and Facilities Mark Grassi reported test results indicated leaks in the pool. Results have been submitted for further evaluation to determine where exactly are the leaks in the waterline. Repair work will be done no later than the spring. The Kiwanis Park monument sign is the first park sign to be installed with others to follow.

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

**Recreation Supervisors** – as submitted.

### **Committees of the Board**

There were no reports.

### **Unfinished/Ongoing Business**

There were none.

### **New Business**

#### **Approve Resolution #11.14.2023 Truth in Taxation for Levy Year 2023**

A motion was made by Commissioner Avery and seconded by Commissioner Fries to approve Resolution #11.14.2023 Truth in Taxation for Levy Year 2023 as submitted. The motion was approved by a roll call vote.

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

Nays: None

Abstain: None

Absent: Commissioner Cloud, Messer

The motion carried.

#### **Approve Partner Resident Agreement with Mount Prospect and River Trails Park Districts**

A motion was made by Commissioner Kirste and seconded by Commissioner Fries to approve the Partner Resident Agreement with Mount Prospect and River Trails Park Districts as submitted. The motion was approved by a roll call vote.

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

Nays: None

Abstain: None

Absent: Commissioner Cloud, Messer

The motion carried.

#### **Approve Personnel Manual revisions: employee benefits**

A motion was made by Commissioner Jackson and seconded by Commissioner Avery to Approve Personnel Manual revisions: employee benefits as submitted. The motion was approved by a voice vote with two absent (Commissioners Cloud, Messer). The motion carried.

#### **Approve Personnel Manual revisions: employee practices and procedures**

A motion was made by Commissioner Avery and seconded by Commissioner Fries to approve Personnel Manual revisions: employee practices and procedures as submitted. The motion was approved by a voice vote with two absent (Commissioners Cloud, Messer). The motion carried.

### **Committees of the Board**

There were no reports.

### **Commissioners Comments**

There were none.

### **Executive Session**

There was none.

### **Action as a Result of the Executive Session**

There was none.

**Adjournment**

With no further business to discuss, a motion was made by Commissioner Kirste and seconded by Commissioner Jackson to adjourn the Regular Board Meeting at 7:23 p.m. The motion was approved by a voice vote with two absent (Commissioners Cloud, Messer). The motion carried.

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Ellen Avery, Secretary Pro Tem

TO: Board of Commissioners, Prospect Heights Park District

Pink

FROM: Park District Treasurer

DATE: 12/12/2023 CASH REPORT FY 23

*Motion by Commissioner \_\_\_\_\_ to approve CASH REPORT 12  
12/12/2023 as submitted. Seconded by Commissioner \_\_\_\_\_ .*

**Busey Bank**

**Interest Earned YTD**

Payroll	Checking/sweep			\$	-	
Vendor	Checking/sweep				-	
General/Sweep	Checking				2,421,132.67	
ATM	Checking				98,333.03	
Investment	Checking	\$	7,804.91	annual yield 4.49%	2,165,980.76	
Cash Reserve	Checking	\$	1,339.12	annual yield 4.49%	371,625.99	
<b>TOTALS</b>					<b>\$ 5,057,072.45</b>	<b>Voice Vote</b>

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**FINANCIAL RESOLUTION**

*Motion by Commissioner \_\_\_\_\_ to approve WARRANT RESOLUTION  
12/12/2023 as submitted. Seconded by Commissioner \_\_\_\_\_ .*

**APPROVAL OF WARRANTS 12/12/2023**

**VENDOR WARRANTS**

				AMOUNTS
2	<i>In the amount of</i>	CHECKS ISSUED	\$	303,391.04
2A	<i>In the amount of</i>	ELECTRONIC	\$	569,095.59
Total Vendor Warrants			\$	872,486.63

**PAYROLL WARRANTS**

11/3/2023			
3	<i>In the amount of</i>		\$ 89,689.43
		gross plus employer costs	
11/17/2023			
4	<i>In the amount of</i>		\$ 87,480.52
		gross plus employer costs	
Total Payroll Warrants			\$ 177,169.95

**TOTAL OF WARRANTS** **\$ 1,049,656.58** Roll Call



## Prospect Heights Park District, IL

# Check Report

By Check Number

Date Range: 11/01/2023 - 11/30/2023

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
<b>Bank Code: AP Bank-AP Bank</b>						
01009	AIRGAS USA LLC	11/02/2023	EFT	0.00	362.31	1007
02193	ARLINGTON PIPE AND CIGAR LOUNGE	11/02/2023	EFT	0.00	229.28	1008
01402	BHFX LLC	11/02/2023	EFT	0.00	66.00	1009
02144	COZZINI BROS INC	11/02/2023	EFT	0.00	32.00	1010
01122	GOLD MEDAL PRODUCTS ML30	11/02/2023	EFT	0.00	261.04	1011
02459	HOT SHOTS SPORTS	11/02/2023	EFT	0.00	140.00	1012
01102	LIONS TAE KWON DO CENTER	11/02/2023	EFT	0.00	891.00	1013
01070	RAMROD DISTRIBUTORS INC	11/02/2023	EFT	0.00	2,622.29	1014
01071	REINDERS INC	11/02/2023	EFT	0.00	4,203.00	1015
01099	SERVICE SANITATION INC	11/02/2023	EFT	0.00	386.83	1016
02801	ADVANCED TREE CARE	11/16/2023	EFT	0.00	3,250.00	1017
02144	COZZINI BROS INC	11/16/2023	EFT	0.00	64.00	1018
02459	HOT SHOTS SPORTS	11/16/2023	EFT	0.00	1,260.00	1019
02146	JSD PROFESSIONAL SERVICES INC	11/16/2023	EFT	0.00	1,612.03	1020
01099	SERVICE SANITATION INC	11/16/2023	EFT	0.00	289.66	1021
01075	SIKICH LLP	11/16/2023	EFT	0.00	5,000.00	1022
02233	SETHURAMALINGAM RAVINDRANARYAYANAN	11/06/2023	Regular	0.00	-20.00	49117
01015	ASSOCIATED LABOR CORPORATION OF AMERIC	11/02/2023	Regular	0.00	1,890.60	53999
02387	CATHLEEN TULLY	11/02/2023	Regular	0.00	232.04	54000
01090	CITY OF PROSPECT HEIGHTS	11/02/2023	Regular	0.00	500.00	54001
03049	KARLEEN RICHTER	11/02/2023	Regular	0.00	100.00	54002
01063	PDRMA	11/02/2023	Regular	0.00	30,345.45	54003
03052	PETERSEN SEALCOATING & PAVING INC	11/02/2023	Regular	0.00	7,490.00	54004
02715	PLANSOURCE	11/02/2023	Regular	0.00	1,904.07	54005
01031	PULSE TECHNOLOGY	11/02/2023	Regular	0.00	1,264.78	54006
02223	SEGAL CONSULTING	11/02/2023	Regular	0.00	2,500.00	54007
03055	ADVANCED TURF SOLUTIONS	11/09/2023	Regular	0.00	257.00	54008
01015	ASSOCIATED LABOR CORPORATION OF AMERIC	11/09/2023	Regular	0.00	11,667.14	54009
02659	BOLDER LAWNS LLC	11/09/2023	Regular	0.00	405.00	54010
01293	CHAPMAN AND CUTLER LLP	11/09/2023	Regular	0.00	5,200.00	54011
02307	COMCAST BUSINESS	11/09/2023	Regular	0.00	1,220.04	54012
01344	COMPUTER EXPLORERS	11/09/2023	Regular	0.00	224.00	54013
01041	CONSTELLATION NEW ENERGY INC	11/09/2023	Regular	0.00	2,773.39	54014
02337	EXCALTECH	11/09/2023	Regular	0.00	2,277.82	54015
01423	GORDON FOOD SERVICE INC	11/09/2023	Regular	0.00	2,622.58	54016
03046	MAINSTREET GOLF CARS	11/09/2023	Regular	0.00	20,280.00	54017
01050	MENARDS	11/09/2023	Regular	0.00	277.77	54018
02228	PAYCOR	11/09/2023	Regular	0.00	1,265.90	54019
02852	PHOENIX INDUSTRIAL CLEANING	11/09/2023	Regular	0.00	1,600.00	54020
01710	SITEONE LANDSCAPE SUPPLY LLC	11/09/2023	Regular	0.00	1,210.00	54021
01168	US POSTAL SERVICE	11/09/2023	Regular	0.00	1,654.54	54022
01082	WAREHOUSE DIRECT INC	11/09/2023	Regular	0.00	278.58	54023
02124	ALPHA BAKING COMPANY	11/16/2023	Regular	0.00	290.77	54024
01145	AMALGAMATED BANK	11/16/2023	Regular	0.00	475.00	54025
01909	ANCEL GLINK PC	11/16/2023	Regular	0.00	3,076.25	54026
03028	ANDREA MUELLER	11/16/2023	Regular	0.00	168.01	54027
01015	ASSOCIATED LABOR CORPORATION OF AMERIC	11/16/2023	Regular	0.00	2,754.56	54028
01041	CONSTELLATION NEW ENERGY INC	11/16/2023	Regular	0.00	4,311.92	54029
01041	CONSTELLATION NEW ENERGY INC	11/16/2023	Regular	0.00	120.69	54030
01041	CONSTELLATION NEW ENERGY INC	11/16/2023	Regular	0.00	23.00	54031
01041	CONSTELLATION NEW ENERGY INC	11/16/2023	Regular	0.00	32.22	54032
01042	CONSTELLATION NEWENERGY GAS DIVISION L	11/16/2023	Regular	0.00	868.29	54033
01042	CONSTELLATION NEWENERGY GAS DIVISION L	11/16/2023	Regular	0.00	74.91	54034
03060	DIANE GUARDALABENE	11/16/2023	Regular	0.00	129.00	54035

## Check Report

Date Range: 11/01/2023 - 11/30/2023

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
01423	GORDON FOOD SERVICE INC	11/16/2023	Regular	0.00	1,893.60	54036
01774	VERMONT SYSTEMS INC	11/16/2023	Regular	0.00	700.00	54037
01015	ASSOCIATED LABOR CORPORATION OF AMERIC	11/17/2023	Regular	0.00	11,311.40	54038
01402	BHFX LLC	11/17/2023	Regular	0.00	277.00	54039
03064	BULL VALLEY FORD	11/17/2023	Regular	0.00	65,378.26	54040
02143	CENTRAL CONTINENTAL BAKERY	11/17/2023	Regular	0.00	1,035.50	54041
02337	EXCALTECH	11/17/2023	Regular	0.00	175.00	54042
03046	MAINSTREET GOLF CARS	11/17/2023	Regular	0.00	1,056.75	54043
01062	ODP BUSINESS SOLUTIONS LLC	11/17/2023	Regular	0.00	625.58	54044
01015	ASSOCIATED LABOR CORPORATION OF AMERIC	11/30/2023	Regular	0.00	6,310.20	54045
01682	CHRISTINA FERRARO	11/30/2023	Regular	0.00	112.39	54046
03069	CINTAS CORPORATION	11/30/2023	Regular	0.00	1,146.32	54047
01024	CONSERV FS	11/30/2023	Regular	0.00	1,214.72	54048
01042	CONSTELLATION NEWENERGY GAS DIVISION L	11/30/2023	Regular	0.00	147.80	54049
01042	CONSTELLATION NEWENERGY GAS DIVISION L	11/30/2023	Regular	0.00	1,800.20	54050
03068	EVELYN JONES	11/30/2023	Regular	0.00	25.00	54051
02337	EXCALTECH	11/30/2023	Regular	0.00	169.60	54052
03044	GEORGE'S LANDSCAPING, INC.	11/30/2023	Regular	0.00	26,406.36	54053
01355	HAYES MECHANICAL	11/30/2023	Regular	0.00	2,066.00	54054
01040	HOME DEPOT CREDIT SERVICES	11/30/2023	Regular	0.00	179.89	54055
01275	ILLINOIS PUMP INC	11/30/2023	Regular	0.00	10,189.63	54056
03067	KAREN HAWK	11/30/2023	Regular	0.00	1,741.65	54057
01050	MENARDS	11/30/2023	Regular	0.00	818.07	54058
01058	NCPERS GROUP LIFE INSURANCE	11/30/2023	Regular	0.00	16.00	54059
01062	ODP BUSINESS SOLUTIONS LLC	11/30/2023	Regular	0.00	163.95	54060
02228	PAYCOR	11/30/2023	Regular	0.00	747.75	54061
01063	PDRMA	11/30/2023	Regular	0.00	30,345.45	54062
01187	PLATINUM POOL CONSTRUCTION CARE	11/30/2023	Regular	0.00	4,455.00	54063
01031	PULSE TECHNOLOGY	11/30/2023	Regular	0.00	1,321.20	54064
01881	R R ROOFING AND CONTRUCTION CO	11/30/2023	Regular	0.00	3,550.00	54065
03025	ROLLING HILLS NURSERY LLC	11/30/2023	Regular	0.00	210.00	54066
01322	SPEER FINANCIAL INC	11/30/2023	Regular	0.00	5,350.00	54067
01318	SUNBELT RENTALS INC	11/30/2023	Regular	0.00	2,855.45	54068
02087	VACLAV VALEK	11/30/2023	Regular	0.00	7,850.00	54069
02205	ILLINOIS MUNICIPAL FUND	11/08/2023	Bank Draft	0.00	23,552.52	DFT0002441
02206	ILLINOIS DEPARTMENT OF REVENUE	11/13/2023	Bank Draft	0.00	10,926.00	DFT0002442
01143	VILLAGE OF MOUNT PROSPECT SALES TAX	11/13/2023	Bank Draft	0.00	1,069.15	DFT0002443
02382	ILLINOIS DEPARTMENT OF EMPLOYMENT SECUI	11/15/2023	Bank Draft	0.00	820.75	DFT0002444
01145	AMALGAMATED BANK	11/27/2023	Bank Draft	0.00	468,100.00	DFT0002445
02139	BREAKTHRU BEVERAGE ILLINOIS LLC	11/03/2023	Bank Draft	0.00	958.44	DFT0002446
02136	SOUTHERN GLAZER'S OF IL	11/06/2023	Bank Draft	0.00	795.36	DFT0002447
02139	BREAKTHRU BEVERAGE ILLINOIS LLC	11/10/2023	Bank Draft	0.00	1,745.25	DFT0002448
02136	SOUTHERN GLAZER'S OF IL	11/13/2023	Bank Draft	0.00	1,202.90	DFT0002449
02139	BREAKTHRU BEVERAGE ILLINOIS LLC	11/17/2023	Bank Draft	0.00	450.40	DFT0002450
02306	FIFTH THIRD BANK	11/29/2023	Bank Draft	0.00	28,213.49	DFT0002451
01032	CARDMEMBER SERVICE	11/07/2023	Bank Draft	0.00	10,591.89	OCT2023ELAN

## Bank Code AP Bank Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	110	71	0.00	303,411.04
Manual Checks	0	0	0.00	0.00
Voided Checks	0	1	0.00	-20.00
Bank Drafts	12	12	0.00	548,426.15
EFT's	28	16	0.00	20,669.44
	<b>150</b>	<b>100</b>	<b>0.00</b>	<b>872,486.63</b>

## Check Report

Date Range: 11/01/2023 - 11/30/2023

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: PCARD-PCARD LIABILITY						
02359	JIMMY JOHNS	11/29/2023	Bank Draft	0.00	155.98	MBD11.29.2023
01074	SAM'S CLUB/SYNCHRONY BANK	11/29/2023	Bank Draft	0.00	394.68	MBD11.29.2023
01022	COMCAST	11/29/2023	Bank Draft	0.00	63.27	MBD11.29.2023
01057	NAPA HEIGHTS AUTOMOTIVE	11/29/2023	Bank Draft	0.00	47.34	MBD11.29.2023
01198	MIGHTY MITES	11/29/2023	Bank Draft	0.00	54.80	MBD11.29.2023
02398	WALMART	11/29/2023	Bank Draft	0.00	8.95	MBD11.29.2023
02784	SHEIN	11/29/2023	Bank Draft	0.00	30.05	MBD11.29.2023
02403	ADOBE	11/29/2023	Bank Draft	0.00	15.93	MBD11.29.2023
02326	WALGREENS	11/29/2023	Bank Draft	0.00	42.98	MBD11.29.2023
02318	AMAZON	11/29/2023	Bank Draft	0.00	33.98	MBD11.29.2023
02318	AMAZON	11/29/2023	Bank Draft	0.00	36.98	MBD11.29.2023
02333	TONYS FRESH MARKET	11/29/2023	Bank Draft	0.00	76.12	MBD11.29.2023
01022	COMCAST	11/29/2023	Bank Draft	0.00	95.47	MBD11.29.2023
01022	COMCAST	11/29/2023	Bank Draft	0.00	248.33	MBD11.29.2023
02467	GOEBBERTS FARM	11/29/2023	Bank Draft	0.00	615.96	MBD11.29.2023
01040	HOME DEPOT CREDIT SERVICES	11/29/2023	Bank Draft	0.00	54.97	MBD11.29.2023
02185	WEDDINGWIRE INC	11/29/2023	Bank Draft	0.00	1,035.30	MBD11.29.2023
02318	AMAZON	11/29/2023	Bank Draft	0.00	36.53	MBD11.29.2023
02333	TONYS FRESH MARKET	11/29/2023	Bank Draft	0.00	17.84	MBD11.29.2023
01090	CITY OF PROSPECT HEIGHTS	11/29/2023	Bank Draft	0.00	155.09	MBD11.29.2023
03059	BIAGGIS NAP	11/29/2023	Bank Draft	0.00	411.89	MBD11.29.2023
03062	HONK PARKING	11/29/2023	Bank Draft	0.00	5.00	MBD11.29.2023
02394	MARCUS PERFORMING ARTS CENTER	11/29/2023	Bank Draft	0.00	1,500.00	MBD11.29.2023
01022	COMCAST	11/29/2023	Bank Draft	0.00	342.07	MBD11.29.2023
02318	AMAZON	11/29/2023	Bank Draft	0.00	11.99	MBD11.29.2023
03054	PIZZA PAVIA INC	11/29/2023	Bank Draft	0.00	57.72	MBD11.29.2023
02368	NINO'S PIZZERIA	11/29/2023	Bank Draft	0.00	229.55	MBD11.29.2023
02403	ADOBE	11/29/2023	Bank Draft	0.00	21.24	MBD11.29.2023
02333	TONYS FRESH MARKET	11/29/2023	Bank Draft	0.00	23.94	MBD11.29.2023
02329	DOLLAR TREE	11/29/2023	Bank Draft	0.00	117.50	MBD11.29.2023
02333	TONYS FRESH MARKET	11/29/2023	Bank Draft	0.00	18.98	MBD11.29.2023
02403	ADOBE	11/29/2023	Bank Draft	0.00	21.24	MBD11.29.2023
02333	TONYS FRESH MARKET	11/29/2023	Bank Draft	0.00	69.38	MBD11.29.2023
02867	ULINE SHIP SUPPLIES	11/29/2023	Bank Draft	0.00	601.23	MBD11.29.2023
02318	AMAZON	11/29/2023	Bank Draft	0.00	27.92	MBD11.29.2023
02550	FIRESIDETHEATRE.COM	11/29/2023	Bank Draft	0.00	2,456.57	MBD11.29.2023
01059	NICOR	11/29/2023	Bank Draft	0.00	57.25	MBD11.29.2023
02428	MUSIC THEATER WORKS	11/29/2023	Bank Draft	0.00	362.00	MBD11.29.2023
02368	NINO'S PIZZERIA	11/29/2023	Bank Draft	0.00	101.75	MBD11.29.2023
02325	JEWEL OSCO	11/29/2023	Bank Draft	0.00	111.95	MBD11.29.2023
02359	JIMMY JOHNS	11/29/2023	Bank Draft	0.00	75.60	MBD11.29.2023
02318	AMAZON	11/29/2023	Bank Draft	0.00	79.95	MBD11.29.2023
02324	TARGET	11/29/2023	Bank Draft	0.00	70.00	MBD11.29.2023
02330	WEISSMAN	11/29/2023	Bank Draft	0.00	216.22	MBD11.29.2023
02325	JEWEL OSCO	11/29/2023	Bank Draft	0.00	76.91	MBD11.29.2023
02467	GOEBBERTS FARM	11/29/2023	Bank Draft	0.00	360.00	MBD11.29.2023
01120	REPUBLIC SERVICES INC	11/29/2023	Bank Draft	0.00	306.56	MBD11.29.2023
01120	REPUBLIC SERVICES INC	11/29/2023	Bank Draft	0.00	574.73	MBD11.29.2023
01022	COMCAST	11/29/2023	Bank Draft	0.00	20.90	MBD11.29.2023
02138	ANDERSON PEST SOLUTIONS	11/29/2023	Bank Draft	0.00	149.90	MBD11.29.2023
01081	VILLAGE OF MOUNT PROSPECT	11/29/2023	Bank Draft	0.00	63.44	MBD11.29.2023
01081	VILLAGE OF MOUNT PROSPECT	11/29/2023	Bank Draft	0.00	1,456.64	MBD11.29.2023
01081	VILLAGE OF MOUNT PROSPECT	11/29/2023	Bank Draft	0.00	590.52	MBD11.29.2023
02318	AMAZON	11/29/2023	Bank Draft	0.00	47.34	MBD11.29.2023
01023	COMMONWEALTH EDISON	11/29/2023	Bank Draft	0.00	23.27	MBD11.29.2023
02969	DOWN TO EARTH LANDSCAPING INC	11/29/2023	Bank Draft	0.00	215.00	MBD11.29.2023
01349	ILLINOIS ASSOCIATION OF PARK DISTRICTS	11/29/2023	Bank Draft	0.00	1,055.00	MBD11.29.2023
02318	AMAZON	11/29/2023	Bank Draft	0.00	42.02	MBD11.29.2023
02411	LAKE GENEVA CRUISE LINE	11/29/2023	Bank Draft	0.00	1,000.86	MBD11.29.2023
02333	TONYS FRESH MARKET	11/29/2023	Bank Draft	0.00	199.90	MBD11.29.2023



## Check Report

Date Range: 11/01/2023 - 11/30/2023

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
02318	AMAZON	11/29/2023	Bank Draft	0.00	50.97	MBD11.29.2023
02333	TONYS FRESH MARKET	11/29/2023	Bank Draft	0.00	-218.89	MBD11.29.2023
01057	NAPA HEIGHTS AUTOMOTIVE	11/29/2023	Bank Draft	0.00	17.84	MBD11.29.2023
02333	TONYS FRESH MARKET	11/29/2023	Bank Draft	0.00	218.89	MBD11.29.2023
02333	TONYS FRESH MARKET	11/29/2023	Bank Draft	0.00	187.96	MBD11.29.2023
02476	NOW LINENS	11/29/2023	Bank Draft	0.00	552.14	MBD11.29.2023
01560	R&R PRODUCTS INC	11/29/2023	Bank Draft	0.00	-215.60	MBD11.29.2023
02476	NOW LINENS	11/29/2023	Bank Draft	0.00	379.45	MBD11.29.2023
02476	NOW LINENS	11/29/2023	Bank Draft	0.00	1,021.52	MBD11.29.2023
02333	TONYS FRESH MARKET	11/29/2023	Bank Draft	0.00	142.49	MBD11.29.2023
02328	FUN EXPRESS	11/29/2023	Bank Draft	0.00	309.39	MBD11.29.2023
02762	IN JAM GOLF ENTERPRISE	11/29/2023	Bank Draft	0.00	370.00	MBD11.29.2023
02330	WEISSMAN	11/29/2023	Bank Draft	0.00	2,500.45	MBD11.29.2023
02143	CENTRAL CONTINENTAL BAKERY	11/29/2023	Bank Draft	0.00	1,583.70	MBD11.29.2023
02335	REVOLUTION DANCEWEAR	11/29/2023	Bank Draft	0.00	288.65	MBD11.29.2023
03063	IN CHICAGO FOOD TOURS	11/29/2023	Bank Draft	0.00	1,605.00	MBD11.29.2023
01125	TYLER TECHNOLOGIES INC	11/29/2023	Bank Draft	0.00	450.00	MBD11.29.2023
01693	HINCKLEY SPRINGS	11/29/2023	Bank Draft	0.00	60.41	MBD11.29.2023
02403	ADOBE	11/29/2023	Bank Draft	0.00	599.88	MBD11.29.2023
01092	US KIDS GOLF	11/29/2023	Bank Draft	0.00	149.00	MBD11.29.2023
01092	US KIDS GOLF	11/29/2023	Bank Draft	0.00	233.70	MBD11.29.2023
01022	COMCAST	11/29/2023	Bank Draft	0.00	235.44	MBD11.29.2023
03053	2 HOURS OF FREEDOM	11/29/2023	Bank Draft	0.00	150.00	MBD11.29.2023
03061	DALLAS CONVENTION CENTER	11/29/2023	Bank Draft	0.00	24.09	MBD11.29.2023
02127	DIRECTV	11/29/2023	Bank Draft	0.00	442.98	MBD11.29.2023
02536	AROMA 360 LLC	11/29/2023	Bank Draft	0.00	128.87	MBD11.29.2023
02333	TONYS FRESH MARKET	11/29/2023	Bank Draft	0.00	80.15	MBD11.29.2023
01359	SHERWIN WILLIAMS CO	11/29/2023	Bank Draft	0.00	94.74	MBD11.29.2023
02476	NOW LINENS	11/29/2023	Bank Draft	0.00	359.81	MBD11.29.2023
02318	AMAZON	11/29/2023	Bank Draft	0.00	15.98	MBD11.29.2023

## 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	90	90	0.00	28,213.49
EFT's	0	0	0.00	0.00
	<b>90</b>	<b>90</b>	<b>0.00</b>	<b>28,213.49</b>

## All Bank Codes Check Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	110	71	0.00	303,411.04
Manual Checks	0	0	0.00	0.00
Voided Checks	0	1	0.00	-20.00
Bank Drafts	102	102	0.00	576,639.64
EFT's	28	16	0.00	20,669.44
	<b>240</b>	<b>190</b>	<b>0.00</b>	<b>900,700.12</b>

## Fund Summary

Fund	Name	Period	Amount
950	POOLED CASH FUND	11/2023	900,700.12
			<b>900,700.12</b>



Prospect Heights Park District, IL

# Income Statement

## Group Summary

For Fiscal: 2023 Period Ending: 11/30/2023

Account Type	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
<b>Department: 02 - RECREATION/GENERAL</b>					
Revenue	866,925.00	866,925.00	162,233.35	615,452.54	251,472.46
Expense	795,417.00	795,417.00	68,077.51	668,082.03	127,334.97
<b>Department: 02 - RECREATION/GENERAL Surplus (Deficit):</b>	<b>71,508.00</b>	<b>71,508.00</b>	<b>94,155.84</b>	<b>-52,629.49</b>	<b>124,137.49</b>
<b>Department: 03 - PRESCHOOL CREATIVE KIDS</b>					
Revenue	91,004.00	91,004.00	10,063.74	67,224.50	23,779.50
Expense	78,707.00	78,707.00	5,925.51	55,551.61	23,155.39
<b>Department: 03 - PRESCHOOL CREATIVE KIDS Surplus (Deficit):</b>	<b>12,297.00</b>	<b>12,297.00</b>	<b>4,138.23</b>	<b>11,672.89</b>	<b>624.11</b>
<b>Department: 04 - KINDERSTOP</b>					
Revenue	245,695.00	245,695.00	26,511.95	197,760.25	47,934.75
Expense	161,710.15	161,710.15	13,075.85	95,856.33	65,853.82
<b>Department: 04 - KINDERSTOP Surplus (Deficit):</b>	<b>83,984.85</b>	<b>83,984.85</b>	<b>13,436.10</b>	<b>101,903.92</b>	<b>-17,919.07</b>
<b>Department: 05 - YOUTH PROGRAMS</b>					
Revenue	42,200.00	42,200.00	4,751.00	26,225.00	15,975.00
Expense	33,420.00	33,420.00	1,753.51	23,215.04	10,204.96
<b>Department: 05 - YOUTH PROGRAMS Surplus (Deficit):</b>	<b>8,780.00</b>	<b>8,780.00</b>	<b>2,997.49</b>	<b>3,009.96</b>	<b>5,770.04</b>
<b>Department: 06 - DANCE</b>					
Revenue	64,175.00	64,175.00	13,268.83	87,139.83	-22,964.83
Expense	58,048.00	58,048.00	6,132.60	62,856.17	-4,808.17
<b>Department: 06 - DANCE Surplus (Deficit):</b>	<b>6,127.00</b>	<b>6,127.00</b>	<b>7,136.23</b>	<b>24,283.66</b>	<b>-18,156.66</b>
<b>Department: 07 - ATHLETIC</b>					
Revenue	45,238.00	45,238.00	1,940.93	41,212.58	4,025.42
Expense	32,347.75	32,347.75	2,722.59	30,167.35	2,180.40
<b>Department: 07 - ATHLETIC Surplus (Deficit):</b>	<b>12,890.25</b>	<b>12,890.25</b>	<b>-781.66</b>	<b>11,045.23</b>	<b>1,845.02</b>
<b>Department: 08 - PERFORMING ARTS</b>					
Revenue	73,010.00	73,010.00	0.00	82,833.00	-9,823.00
Expense	46,488.00	46,488.00	421.92	50,412.62	-3,924.62
<b>Department: 08 - PERFORMING ARTS Surplus (Deficit):</b>	<b>26,522.00</b>	<b>26,522.00</b>	<b>-421.92</b>	<b>32,420.38</b>	<b>-5,898.38</b>
<b>Department: 09 - CONCESSIONS</b>					
Revenue	32,500.00	32,500.00	193.72	30,824.06	1,675.94
Expense	36,525.00	36,525.00	811.17	42,820.28	-6,295.28
<b>Department: 09 - CONCESSIONS Surplus (Deficit):</b>	<b>-4,025.00</b>	<b>-4,025.00</b>	<b>-617.45</b>	<b>-11,996.22</b>	<b>7,971.22</b>
<b>Department: 10 - AQUATICS</b>					
Revenue	101,164.00	101,164.00	0.00	79,028.18	22,135.82
Expense	228,795.00	228,795.00	1,002.12	212,570.72	16,224.28
<b>Department: 10 - AQUATICS Surplus (Deficit):</b>	<b>-127,631.00</b>	<b>-127,631.00</b>	<b>-1,002.12</b>	<b>-133,542.54</b>	<b>5,911.54</b>
<b>Department: 11 - ACTIVE ADULTS</b>					
Revenue	91,778.00	91,778.00	12,880.76	95,399.02	-3,621.02
Expense	83,590.00	83,590.00	9,443.97	91,744.69	-8,154.69
<b>Department: 11 - ACTIVE ADULTS Surplus (Deficit):</b>	<b>8,188.00</b>	<b>8,188.00</b>	<b>3,436.79</b>	<b>3,654.33</b>	<b>4,533.67</b>
<b>Department: 12 - SPECIAL EVENTS</b>					
Revenue	16,088.00	16,088.00	2,307.00	12,086.16	4,001.84
Expense	19,800.00	19,800.00	3,860.82	23,277.13	-3,477.13
<b>Department: 12 - SPECIAL EVENTS Surplus (Deficit):</b>	<b>-3,712.00</b>	<b>-3,712.00</b>	<b>-1,553.82</b>	<b>-11,190.97</b>	<b>7,478.97</b>
<b>Department: 13 - FITNESS CENTER</b>					
Revenue	23,625.00	23,625.00	2,442.80	23,001.77	623.23
Expense	37,285.00	37,285.00	2,877.62	27,095.76	10,189.24
<b>Department: 13 - FITNESS CENTER Surplus (Deficit):</b>	<b>-13,660.00</b>	<b>-13,660.00</b>	<b>-434.82</b>	<b>-4,093.99</b>	<b>-9,566.01</b>

## Income Statement

For Fiscal: 2023 Period Ending: 11/30/2023

Account Type	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
<b>Department: 14 - SUMMER CAMP</b>					
Revenue	316,829.00	316,829.00	0.00	316,350.47	478.53
Expense	221,716.25	221,716.25	1,699.21	233,240.54	-11,524.29
<b>Department: 14 - SUMMER CAMP Surplus (Deficit):</b>	<b>95,112.75</b>	<b>95,112.75</b>	<b>-1,699.21</b>	<b>83,109.93</b>	<b>12,002.82</b>
<b>Department: 30 - PARKS</b>					
Revenue	9,500.00	9,500.00	0.00	5,169.89	4,330.11
Expense	186,970.00	186,970.00	17,603.71	160,989.59	25,980.41
<b>Department: 30 - PARKS Surplus (Deficit):</b>	<b>-177,470.00</b>	<b>-177,470.00</b>	<b>-17,603.71</b>	<b>-155,819.70</b>	<b>-21,650.30</b>
<b>Department: 40 - GOLF</b>					
Revenue	1,161,900.00	1,161,900.00	34,905.89	1,302,137.30	-140,237.30
Expense	838,456.00	838,456.00	57,671.53	537,843.20	300,612.80
<b>Department: 40 - GOLF Surplus (Deficit):</b>	<b>323,444.00</b>	<b>323,444.00</b>	<b>-22,765.64</b>	<b>764,294.10</b>	<b>-440,850.10</b>
<b>Department: 41 - GROUNDS</b>					
Expense	603,716.00	603,716.00	35,409.35	626,463.83	-22,747.83
<b>Department: 41 - GROUNDS Total:</b>	<b>603,716.00</b>	<b>603,716.00</b>	<b>35,409.35</b>	<b>626,463.83</b>	<b>-22,747.83</b>
<b>Department: 42 - PRO SHOP</b>					
Revenue	125,000.00	125,000.00	16,355.39	141,260.89	-16,260.89
Expense	92,000.00	92,000.00	11,859.55	104,207.30	-12,207.30
<b>Department: 42 - PRO SHOP Surplus (Deficit):</b>	<b>33,000.00</b>	<b>33,000.00</b>	<b>4,495.84</b>	<b>37,053.59</b>	<b>-4,053.59</b>
<b>Department: 43 - HOOK A KID</b>					
Revenue	110,000.00	110,000.00	0.00	119,217.00	-9,217.00
Expense	79,000.00	79,000.00	2,183.80	68,549.71	10,450.29
<b>Department: 43 - HOOK A KID Surplus (Deficit):</b>	<b>31,000.00</b>	<b>31,000.00</b>	<b>-2,183.80</b>	<b>50,667.29</b>	<b>-19,667.29</b>
<b>Department: 44 - WARM UP RANGE</b>					
Revenue	35,000.00	35,000.00	639.50	48,898.85	-13,898.85
Expense	10,000.00	10,000.00	4.12	7,417.40	2,582.60
<b>Department: 44 - WARM UP RANGE Surplus (Deficit):</b>	<b>25,000.00</b>	<b>25,000.00</b>	<b>635.38</b>	<b>41,481.45</b>	<b>-16,481.45</b>
<b>Department: 45 - FOOD AND BEVERAGE</b>					
Revenue	931,000.00	931,000.00	38,532.72	1,075,992.02	-144,992.02
Expense	659,154.00	659,154.00	66,385.46	768,172.39	-109,018.39
<b>Department: 45 - FOOD AND BEVERAGE Surplus (Deficit):</b>	<b>271,846.00</b>	<b>271,846.00</b>	<b>-27,852.74</b>	<b>307,819.63</b>	<b>-35,973.63</b>
<b>Total Surplus (Deficit):</b>	<b>79,485.85</b>	<b>79,485.85</b>	<b>18,105.66</b>	<b>476,679.62</b>	

Fund Summary

Fund	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
200 - RECREATION FUND	-1,088.15	-1,088.15	101,185.97	-98,172.61	97,084.46
300 - GOLF	80,574.00	80,574.00	-83,080.31	574,852.23	-494,278.23
Total Surplus (Deficit):	79,485.85	79,485.85	18,105.66	476,679.62	



Prospect Heights Park District, IL

# Income Statement Group Summary

For Fiscal: 2023 Period Ending: 11/30/2023

Category	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
<b>Fund: 100 - CORPORATE FUND</b>					
<b>Revenue</b>					
10 - TAXES	1,070,946.00	1,070,946.00	130,582.55	715,560.71	355,385.29
20 - INTEREST	8,400.00	8,400.00	7,804.91	71,688.51	-63,288.51
35 - ADDITIONAL	0.00	0.00	260.00	6,086.20	-6,086.20
<b>Revenue Total:</b>	<b>1,079,346.00</b>	<b>1,079,346.00</b>	<b>138,647.46</b>	<b>793,335.42</b>	<b>286,010.58</b>
<b>Expense</b>					
50 - PERSONNEL SERVICES	396,674.00	396,674.00	32,385.40	370,876.10	25,797.90
51 - BENEFITS	63,788.00	63,788.00	10,074.52	53,602.40	10,185.60
52 - CONTRACTED SERVICES	209,528.00	209,528.00	15,994.39	117,212.35	92,315.65
60 - COMMODITIES	37,890.00	37,890.00	2,838.30	41,194.86	-3,304.86
65 - GENERAL EXPENDITURES	212,100.00	212,100.00	0.00	108,100.00	104,000.00
<b>Expense Total:</b>	<b>919,980.00</b>	<b>919,980.00</b>	<b>61,292.61</b>	<b>690,985.71</b>	<b>228,994.29</b>
<b>Fund: 100 - CORPORATE FUND Surplus (Deficit):</b>	<b>159,366.00</b>	<b>159,366.00</b>	<b>77,354.85</b>	<b>102,349.71</b>	<b>57,016.29</b>
<b>Fund: 200 - RECREATION FUND</b>					
<b>Revenue</b>					
10 - TAXES	815,000.00	815,000.00	153,691.99	564,218.93	250,781.07
30 - RENTAL	60,775.00	60,775.00	8,251.36	52,922.87	7,852.13
35 - ADDITIONAL	22,300.00	22,300.00	1,793.06	17,326.23	4,973.77
41 - PROGRAM REVENUES	1,089,156.00	1,089,156.00	72,663.95	1,014,415.16	74,740.84
42 - RERESHMENT REVENUE	32,500.00	32,500.00	193.72	30,824.06	1,675.94
<b>Revenue Total:</b>	<b>2,019,731.00</b>	<b>2,019,731.00</b>	<b>236,594.08</b>	<b>1,679,707.25</b>	<b>340,023.75</b>
<b>Expense</b>					
50 - PERSONNEL SERVICES	1,274,797.40	1,274,797.40	69,937.56	998,740.63	276,056.77
51 - BENEFITS	172,330.00	172,330.00	25,368.18	126,838.17	45,491.83
52 - CONTRACTED SERVICES	346,330.50	346,330.50	30,066.22	451,064.90	-104,734.40
60 - COMMODITIES	193,188.25	193,188.25	8,546.46	165,329.20	27,859.05
65 - GENERAL EXPENDITURES	34,173.00	34,173.00	1,489.69	35,906.96	-1,733.96
<b>Expense Total:</b>	<b>2,020,819.15</b>	<b>2,020,819.15</b>	<b>135,408.11</b>	<b>1,777,879.86</b>	<b>242,939.29</b>
<b>Fund: 200 - RECREATION FUND Surplus (Deficit):</b>	<b>-1,088.15</b>	<b>-1,088.15</b>	<b>101,185.97</b>	<b>-98,172.61</b>	<b>97,084.46</b>
<b>Fund: 300 - GOLF</b>					
<b>Revenue</b>					
30 - RENTAL	28,500.00	28,500.00	0.00	13,600.00	14,900.00
35 - ADDITIONAL	5,400.00	5,400.00	449.86	3,108.87	2,291.13
37 - GENERAL REVENUE	35,000.00	35,000.00	543.42	27,333.79	7,666.21
41 - PROGRAM REVENUES	2,109,000.00	2,109,000.00	81,761.00	2,381,326.22	-272,326.22
42 - RERESHMENT REVENUE	185,000.00	185,000.00	7,679.22	262,137.18	-77,137.18
<b>Revenue Total:</b>	<b>2,362,900.00</b>	<b>2,362,900.00</b>	<b>90,433.50</b>	<b>2,687,506.06</b>	<b>-324,606.06</b>
<b>Expense</b>					
50 - PERSONNEL SERVICES	625,190.00	625,190.00	45,998.57	561,601.11	63,588.89
51 - BENEFITS	119,920.00	119,920.00	22,154.44	93,099.87	26,820.13
52 - CONTRACTED SERVICES	610,216.00	610,216.00	55,116.71	731,582.67	-121,366.67
60 - COMMODITIES	575,000.00	575,000.00	47,129.24	671,547.32	-96,547.32
65 - GENERAL EXPENDITURES	352,000.00	352,000.00	3,114.85	54,822.86	297,177.14
<b>Expense Total:</b>	<b>2,282,326.00</b>	<b>2,282,326.00</b>	<b>173,513.81</b>	<b>2,112,653.83</b>	<b>169,672.17</b>
<b>Fund: 300 - GOLF Surplus (Deficit):</b>	<b>80,574.00</b>	<b>80,574.00</b>	<b>-83,080.31</b>	<b>574,852.23</b>	<b>-494,278.23</b>
<b>Fund: 404 - AUDITING FUND</b>					
<b>Revenue</b>					
10 - TAXES	18,200.00	18,200.00	2,753.96	11,921.55	6,278.45
<b>Revenue Total:</b>	<b>18,200.00</b>	<b>18,200.00</b>	<b>2,753.96</b>	<b>11,921.55</b>	<b>6,278.45</b>

# Income Statement

For Fiscal: 2023 Period Ending: 11/30/2023

Category	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
<b>Expense</b>					
52 - CONTRACTED SERVICES	18,025.00	18,025.00	7,500.00	17,500.00	525.00
<b>Expense Total:</b>	<b>18,025.00</b>	<b>18,025.00</b>	<b>7,500.00</b>	<b>17,500.00</b>	<b>525.00</b>
<b>Fund: 404 - AUDITING FUND Surplus (Deficit):</b>	<b>175.00</b>	<b>175.00</b>	<b>-4,746.04</b>	<b>-5,578.45</b>	<b>5,753.45</b>
<b>Fund: 405 - PAVING &amp; LIGHTING FUND</b>					
<b>Revenue</b>					
10 - TAXES	10,000.00	10,000.00	2,074.36	7,615.22	2,384.78
35 - ADDITIONAL	0.00	0.00	-500.00	0.00	0.00
<b>Revenue Total:</b>	<b>10,000.00</b>	<b>10,000.00</b>	<b>1,574.36</b>	<b>7,615.22</b>	<b>2,384.78</b>
<b>Expense</b>					
52 - CONTRACTED SERVICES	2,400.00	2,400.00	111.45	1,125.42	1,274.58
60 - COMMODITIES	8,000.00	8,000.00	7,490.00	7,490.00	510.00
<b>Expense Total:</b>	<b>10,400.00</b>	<b>10,400.00</b>	<b>7,601.45</b>	<b>8,615.42</b>	<b>1,784.58</b>
<b>Fund: 405 - PAVING &amp; LIGHTING FUND Surplus (Deficit):</b>	<b>-400.00</b>	<b>-400.00</b>	<b>-6,027.09</b>	<b>-1,000.20</b>	<b>600.20</b>
<b>Fund: 406 - LIABILITY INSURANCE FUND</b>					
<b>Revenue</b>					
10 - TAXES	120,000.00	120,000.00	22,629.49	83,075.18	36,924.82
35 - ADDITIONAL	0.00	0.00	1,000.00	1,500.00	-1,500.00
<b>Revenue Total:</b>	<b>120,000.00</b>	<b>120,000.00</b>	<b>23,629.49</b>	<b>84,575.18</b>	<b>35,424.82</b>
<b>Expense</b>					
50 - PERSONNEL SERVICES	13,905.00	13,905.00	703.60	8,412.70	5,492.30
52 - CONTRACTED SERVICES	91,526.00	91,526.00	820.75	63,223.71	28,302.29
60 - COMMODITIES	1,500.00	1,500.00	0.00	0.00	1,500.00
<b>Expense Total:</b>	<b>106,931.00</b>	<b>106,931.00</b>	<b>1,524.35</b>	<b>71,636.41</b>	<b>35,294.59</b>
<b>Fund: 406 - LIABILITY INSURANCE FUND Surplus (Deficit):</b>	<b>13,069.00</b>	<b>13,069.00</b>	<b>22,105.14</b>	<b>12,938.77</b>	<b>130.23</b>
<b>Fund: 407 - IMRF FUND</b>					
<b>Revenue</b>					
10 - TAXES	138,000.00	138,000.00	26,023.93	95,536.46	42,463.54
<b>Revenue Total:</b>	<b>138,000.00</b>	<b>138,000.00</b>	<b>26,023.93</b>	<b>95,536.46</b>	<b>42,463.54</b>
<b>Expense</b>					
51 - BENEFITS	121,935.00	121,935.00	12,924.44	104,442.05	17,492.95
<b>Expense Total:</b>	<b>121,935.00</b>	<b>121,935.00</b>	<b>12,924.44</b>	<b>104,442.05</b>	<b>17,492.95</b>
<b>Fund: 407 - IMRF FUND Surplus (Deficit):</b>	<b>16,065.00</b>	<b>16,065.00</b>	<b>13,099.49</b>	<b>-8,905.59</b>	<b>24,970.59</b>
<b>Fund: 408 - POLICE FUND</b>					
<b>Revenue</b>					
10 - TAXES	44,800.00	44,800.00	8,523.78	31,291.65	13,508.35
<b>Revenue Total:</b>	<b>44,800.00</b>	<b>44,800.00</b>	<b>8,523.78</b>	<b>31,291.65</b>	<b>13,508.35</b>
<b>Expense</b>					
50 - PERSONNEL SERVICES	30,500.00	30,500.00	4,279.81	32,505.03	-2,005.03
52 - CONTRACTED SERVICES	14,520.00	14,520.00	250.00	13,225.16	1,294.84
<b>Expense Total:</b>	<b>45,020.00</b>	<b>45,020.00</b>	<b>4,529.81</b>	<b>45,730.19</b>	<b>-710.19</b>
<b>Fund: 408 - POLICE FUND Surplus (Deficit):</b>	<b>-220.00</b>	<b>-220.00</b>	<b>3,993.97</b>	<b>-14,438.54</b>	<b>14,218.54</b>
<b>Fund: 409 - MUSEUM FUND</b>					
<b>Revenue</b>					
10 - TAXES	1,000.00	1,000.00	188.58	692.29	307.71
<b>Revenue Total:</b>	<b>1,000.00</b>	<b>1,000.00</b>	<b>188.58</b>	<b>692.29</b>	<b>307.71</b>
<b>Expense</b>					
50 - PERSONNEL SERVICES	7,000.00	7,000.00	7,000.00	7,000.00	0.00
<b>Expense Total:</b>	<b>7,000.00</b>	<b>7,000.00</b>	<b>7,000.00</b>	<b>7,000.00</b>	<b>0.00</b>
<b>Fund: 409 - MUSEUM FUND Surplus (Deficit):</b>	<b>-6,000.00</b>	<b>-6,000.00</b>	<b>-6,811.42</b>	<b>-6,307.71</b>	<b>307.71</b>

# Income Statement

For Fiscal: 2023 Period Ending: 11/30/2023

Category	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
<b>Fund: 410 - SPECIAL RECREATION FUND</b>					
<b>Revenue</b>					
10 - TAXES	145,500.00	145,500.00	22,084.08	95,374.47	50,125.53
<b>Revenue Total:</b>	<b>145,500.00</b>	<b>145,500.00</b>	<b>22,084.08</b>	<b>95,374.47</b>	<b>50,125.53</b>
<b>Expense</b>					
52 - CONTRACTED SERVICES	5,000.00	5,000.00	3,910.00	3,910.00	1,090.00
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	0.00	33,920.00	41,080.00
<b>Expense Total:</b>	<b>168,647.00</b>	<b>168,647.00</b>	<b>3,910.00</b>	<b>125,321.12</b>	<b>43,325.88</b>
<b>Fund: 410 - SPECIAL RECREATION FUND Surplus (Deficit):</b>	<b>-23,147.00</b>	<b>-23,147.00</b>	<b>18,174.08</b>	<b>-29,946.65</b>	<b>6,799.65</b>
<b>Fund: 411 - SOCIAL SECURITY FUND</b>					
<b>Revenue</b>					
10 - TAXES	172,000.00	172,000.00	32,435.62	119,074.43	52,925.57
<b>Revenue Total:</b>	<b>172,000.00</b>	<b>172,000.00</b>	<b>32,435.62</b>	<b>119,074.43</b>	<b>52,925.57</b>
<b>Expense</b>					
51 - BENEFITS	180,562.00	180,562.00	12,590.32	155,997.95	24,564.05
<b>Expense Total:</b>	<b>180,562.00</b>	<b>180,562.00</b>	<b>12,590.32</b>	<b>155,997.95</b>	<b>24,564.05</b>
<b>Fund: 411 - SOCIAL SECURITY FUND Surplus (Deficit):</b>	<b>-8,562.00</b>	<b>-8,562.00</b>	<b>19,845.30</b>	<b>-36,923.52</b>	<b>28,361.52</b>
<b>Fund: 412 - MEMORIAL FUND</b>					
<b>Expense</b>					
50 - PERSONNEL SERVICES	3,000.00	3,000.00	3,000.00	3,000.00	0.00
52 - CONTRACTED SERVICES	1,200.00	1,200.00	0.00	0.00	1,200.00
<b>Expense Total:</b>	<b>4,200.00</b>	<b>4,200.00</b>	<b>3,000.00</b>	<b>3,000.00</b>	<b>1,200.00</b>
<b>Fund: 412 - MEMORIAL FUND Total:</b>	<b>4,200.00</b>	<b>4,200.00</b>	<b>3,000.00</b>	<b>3,000.00</b>	<b>1,200.00</b>
<b>Fund: 413 - COMMUNITY EVENTS</b>					
<b>Revenue</b>					
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
<b>Revenue Total:</b>	<b>26,300.00</b>	<b>26,300.00</b>	<b>0.00</b>	<b>24,581.85</b>	<b>1,718.15</b>
<b>Expense</b>					
50 - PERSONNEL SERVICES	1,500.00	1,500.00	0.00	1,576.06	-76.06
52 - CONTRACTED SERVICES	19,740.00	19,740.00	0.00	17,099.62	2,640.38
60 - COMMODITIES	4,400.00	4,400.00	0.00	3,452.07	947.93
<b>Expense Total:</b>	<b>25,640.00</b>	<b>25,640.00</b>	<b>0.00</b>	<b>22,127.75</b>	<b>3,512.25</b>
<b>Fund: 413 - COMMUNITY EVENTS Surplus (Deficit):</b>	<b>660.00</b>	<b>660.00</b>	<b>0.00</b>	<b>2,454.10</b>	<b>-1,794.10</b>
<b>Fund: 518 - CAPITAL PROJECT FUND</b>					
<b>Revenue</b>					
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
<b>Revenue Total:</b>	<b>1,480,585.00</b>	<b>1,480,585.00</b>	<b>0.00</b>	<b>-22,832.31</b>	<b>1,503,417.31</b>
<b>Expense</b>					
60 - COMMODITIES	10,707.00	10,707.00	0.00	15,626.45	-4,919.45
80 - CAPITAL IMPROVEMENTS	1,495,700.00	1,495,700.00	42,663.02	491,404.47	1,004,295.53
<b>Expense Total:</b>	<b>1,506,407.00</b>	<b>1,506,407.00</b>	<b>42,663.02</b>	<b>507,030.92</b>	<b>999,376.08</b>
<b>Fund: 518 - CAPITAL PROJECT FUND Surplus (Deficit):</b>	<b>-25,822.00</b>	<b>-25,822.00</b>	<b>-42,663.02</b>	<b>-529,863.23</b>	<b>504,041.23</b>
<b>Fund: 523 - CAPITAL 98 GOLF FUND</b>					
<b>Revenue</b>					
37 - GENERAL REVENUE	310,000.00	310,000.00	0.00	0.00	310,000.00
<b>Revenue Total:</b>	<b>310,000.00</b>	<b>310,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>310,000.00</b>
<b>Expense</b>					
80 - CAPITAL IMPROVEMENTS	342,100.00	342,100.00	76,799.31	311,536.97	30,563.03
<b>Expense Total:</b>	<b>342,100.00</b>	<b>342,100.00</b>	<b>76,799.31</b>	<b>311,536.97</b>	<b>30,563.03</b>
<b>Fund: 523 - CAPITAL 98 GOLF FUND Surplus (Deficit):</b>	<b>-32,100.00</b>	<b>-32,100.00</b>	<b>-76,799.31</b>	<b>-311,536.97</b>	<b>279,436.97</b>



# Income Statement

For Fiscal: 2023 Period Ending: 11/30/2023

Category	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
<b>Fund: 608 - 2014B (2005B Refinance)</b>					
<b>Revenue</b>					
35 - ADDITIONAL	468,100.00	468,100.00	0.00	0.00	468,100.00
<b>Revenue Total:</b>	<b>468,100.00</b>	<b>468,100.00</b>	<b>0.00</b>	<b>0.00</b>	<b>468,100.00</b>
<b>Expense</b>					
52 - CONTRACTED SERVICES	1,500.00	1,500.00	475.00	1,378.75	121.25
65 - GENERAL EXPENDITURES	468,100.00	468,100.00	468,100.00	468,100.00	0.00
<b>Expense Total:</b>	<b>469,600.00</b>	<b>469,600.00</b>	<b>468,575.00</b>	<b>469,478.75</b>	<b>121.25</b>
<b>Fund: 608 - 2014B (2005B Refinance) Surplus (Deficit):</b>	<b>-1,500.00</b>	<b>-1,500.00</b>	<b>-468,575.00</b>	<b>-469,478.75</b>	<b>467,978.75</b>
<b>Fund: 612 - PREVIOUS YEAR ROLLOVER BOND</b>					
<b>Revenue</b>					
10 - TAXES	698,416.00	698,416.00	117,623.24	469,425.18	228,990.82
<b>Revenue Total:</b>	<b>698,416.00</b>	<b>698,416.00</b>	<b>117,623.24</b>	<b>469,425.18</b>	<b>228,990.82</b>
<b>Expense</b>					
65 - GENERAL EXPENDITURES	665,157.00	665,157.00	665,541.17	665,541.17	-384.17
<b>Expense Total:</b>	<b>665,157.00</b>	<b>665,157.00</b>	<b>665,541.17</b>	<b>665,541.17</b>	<b>-384.17</b>
<b>Fund: 612 - PREVIOUS YEAR ROLLOVER BOND Surplus (Deficit):</b>	<b>33,259.00</b>	<b>33,259.00</b>	<b>-547,917.93</b>	<b>-196,115.99</b>	<b>229,374.99</b>
<b>Fund: 613 - CURRENT ROLLOVER</b>					
<b>Revenue</b>					
35 - ADDITIONAL	671,550.00	671,550.00	669,640.00	669,640.00	1,910.00
<b>Revenue Total:</b>	<b>671,550.00</b>	<b>671,550.00</b>	<b>669,640.00</b>	<b>669,640.00</b>	<b>1,910.00</b>
<b>Expense</b>					
52 - CONTRACTED SERVICES	10,665.00	10,665.00	10,550.00	10,550.00	115.00
65 - GENERAL EXPENDITURES	660,885.00	660,885.00	0.00	0.00	660,885.00
<b>Expense Total:</b>	<b>671,550.00</b>	<b>671,550.00</b>	<b>10,550.00</b>	<b>10,550.00</b>	<b>661,000.00</b>
<b>Fund: 613 - CURRENT ROLLOVER Surplus (Deficit):</b>	<b>0.00</b>	<b>0.00</b>	<b>659,090.00</b>	<b>659,090.00</b>	<b>-659,090.00</b>
<b>Fund: 900 - CASH RESERVES</b>					
<b>Revenue</b>					
20 - INTEREST	0.00	0.00	1,339.12	12,140.71	-12,140.71
<b>Revenue Total:</b>	<b>0.00</b>	<b>0.00</b>	<b>1,339.12</b>	<b>12,140.71</b>	<b>-12,140.71</b>
<b>Fund: 900 - CASH RESERVES Total:</b>	<b>0.00</b>	<b>0.00</b>	<b>1,339.12</b>	<b>12,140.71</b>	<b>-12,140.71</b>
<b>Total Surplus (Deficit):</b>	<b>200,128.85</b>	<b>200,128.85</b>	<b>-323,432.20</b>	<b>-347,442.69</b>	

## Fund Summary

Fund	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
100 - CORPORATE FUND	159,366.00	159,366.00	77,354.85	102,349.71	57,016.29
200 - RECREATION FUND	-1,088.15	-1,088.15	101,185.97	-98,172.61	97,084.46
300 - GOLF	80,574.00	80,574.00	-83,080.31	574,852.23	-494,278.23
404 - AUDITING FUND	175.00	175.00	-4,746.04	-5,578.45	5,753.45
405 - PAVING & LIGHTING FU	-400.00	-400.00	-6,027.09	-1,000.20	600.20
406 - LIABILITY INSURANCE F	13,069.00	13,069.00	22,105.14	12,938.77	130.23
407 - IMRF FUND	16,065.00	16,065.00	13,099.49	-8,905.59	24,970.59
408 - POLICE FUND	-220.00	-220.00	3,993.97	-14,438.54	14,218.54
409 - MUSEUM FUND	-6,000.00	-6,000.00	-6,811.42	-6,307.71	307.71
410 - SPECIAL RECREATION F	-23,147.00	-23,147.00	18,174.08	-29,946.65	6,799.65
411 - SOCIAL SECURITY FUN	-8,562.00	-8,562.00	19,845.30	-36,923.52	28,361.52
412 - MEMORIAL FUND	-4,200.00	-4,200.00	-3,000.00	-3,000.00	-1,200.00
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	-42,663.02	-529,863.23	504,041.23
523 - CAPITAL 98 GOLF FUND	-32,100.00	-32,100.00	-76,799.31	-311,536.97	279,436.97
608 - 2014B (2005B Refinanc	-1,500.00	-1,500.00	-468,575.00	-469,478.75	467,978.75
612 - PREVIOUS YEAR ROLL	33,259.00	33,259.00	-547,917.93	-196,115.99	229,374.99
613 - CURRENT ROLLOVER	0.00	0.00	659,090.00	659,090.00	-659,090.00
900 - CASH RESERVES	0.00	0.00	1,339.12	12,140.71	-12,140.71
<b>Total Surplus (Deficit):</b>	<b>200,128.85</b>	<b>200,128.85</b>	<b>-323,432.20</b>	<b>-347,442.69</b>	



December 12, 2023

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

### **PROSPECT HEIGHTS LIONS CLUB**

On March 26, 1954, this club was chartered by Lions International and has provided significant support to the Prospect Heights Park District. The Park District intends on honoring them throughout 2024 – their 70<sup>th</sup> anniversary. In 1966, the Lions Club built & staffed the original swimming pool. A year later the Park District was formed by referendum and, in 1968, the District purchased the swimming pool from the Lions Club. Later they also provided funding for the accessible front entrance at the Gary Morava Recreation Center. In addition, the Lions Club provides scholarships annually for Prospect Heights youth to attend summer camp who otherwise would not afford it.

### **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 2024**

January 2024	<ul style="list-style-type: none"><li>• Resolution Determining Confidentiality Closed Session Minutes</li><li>• Public Hearing Budget &amp; Appropriation Ordinance</li><li>• Approval Ordinance Combine Budget &amp; Appropriation FY2024</li><li>• Approval Ordinance Abating Tax Levied for year 2023</li></ul>
February 2024	
March 2024	<ul style="list-style-type: none"><li>• Consolidated Election March 19, 2024</li></ul>
April 2024	<ul style="list-style-type: none"><li>• Tentative workshop regarding future planning</li></ul>
May 2024	<ul style="list-style-type: none"><li>• Appoint advisory positions to the Board June 2024-May 2025</li><li>• Acceptance of the FY2023 Comprehensive Annual Financial Report</li></ul>

June 2024	<ul style="list-style-type: none"> <li>• Election of Park Board Officers</li> <li>• Local government efficiency committee report due June 10, 2024 to Cook County</li> </ul>
July 2024	<ul style="list-style-type: none"> <li>• Resolution Determining Confidentiality Closed Session Minutes</li> </ul>
August 2024	<ul style="list-style-type: none"> <li>• Approval Resolution NWSRA 2025 Assessment</li> </ul>
September 2024	<ul style="list-style-type: none"> <li>• annual harassment prevention training</li> </ul>
October 2024	<ul style="list-style-type: none"> <li>• Resolution Approval of IAPD credentials</li> <li>• Approve Ordinance issue bond</li> </ul>
November 2024	<ul style="list-style-type: none"> <li>• Approve Prescribed Burn 2024-2025</li> <li>• Approve Resolution Truth in Taxation for Levy Year 2023</li> <li>• General Election November 5, 2024</li> </ul>
December 2024	<ul style="list-style-type: none"> <li>• FY2024 Budget presentation</li> <li>• Approve Annual Tax Levy Ordinance</li> <li>• Schedule of 2025 meetings</li> </ul>



# November 2023

## MARKETING & COMMUNICATIONS REPORT

WEBSITE STATISTICS	TOTAL PAGE VIEWS	TOTAL USERS	VIEWS PER USER	AVERAGE ENGAGEMENT TIME	EVENTS COUNT
	5.5K	2,125	2.61	58S	16,788
MOST VISITED PAGES	TOTAL PAGE VIEWS	TOTAL USERS	VIEWS PER USER	AVERAGE ENGAGEMENT TIME	EVENTS COUNT
Home Page	1,818	1,044	1.74	23S	6,163
Special Events	322	218	1.48	34S	713
Location Gary Morava Rec Center	292	204	1.43	26S	1.022
Calendar of Events	262	168	1.56	33S	604
Employment	191	123	1.55	24S	541
Winter/Spring 2024 Program	177	101	1.75	1m 42s	380
Registration	165	83	1.99	29S	429
Active Adults	162	90	1.80	20S	418
Facility Rentals	121	75	1.61	1m 00s	339
Staff	111	82	1.35	45S	335

## SOCIAL MEDIA STATISTICS



@prospectheightsparkdistrict

Reach 1.6K



@prospectheightsparkdistrict

Reach 210

People Reached 5,707  
Published Posts 42  
Published Stories 4  
Total Followers 2,062  
New Followers 12  
Total Visits 997

**Facebook Posts 90 Days**  
Post Reach 9.8K  
Post Engagement 1.2K

**Facebook Stories 90 Days**  
Reach 368  
Engagement 19

**Video Performance**  
Minutes Viewed 135  
3-second video views 397  
Post Engagement 13



Reach 1.1K



People Reached 434  
Published Posts 39  
Published Stories 5  
Total Followers 961  
New Followers 16  
Total Visits 77

**Instagram Posts 90 Days**  
Post Reach 791  
Post Engagement 607

**Instagram Stories 90 Days**  
Reach 194  
Engagement 1





# TIKTOK VIDEOS

@phparks

Video Views 2,235  
Reached audience 1,863  
Profile Views 21  
Likes 11  
Shares 1

## Analytics

Overview Video Audience LIVE



It was a magical night at the Prospect Heights Annual Tree Lighting & Sant...

Nov 27, 4:20 PM

860 7 0



Get a head start with your holiday shopping at the PHPD Arts Showcas...

Nov 11, 4:13 PM

837 4 0



# TWITTER POSTS

@ProspectHtsPrks

Impressions 185  
Followers 252  
Profile Visits 1  
Likes 2  
Shares 1

Prospect Heights Park District @P... · 11/5/23  
Hop on the Holiday Trolley Express! Register for your desired trolley time at [phparks.org](http://phparks.org).  
Dates: Wed, December 13 & Thurs, December 14  
Trolley Times: 4p (low sensory), 4:30p, 5p, 5:30p, 6p, 6:30p, 7p, 7:30p



Prospect Heights Park District @... · 11/13/23  
Resident Registration Begins Today!  
[bit.ly/WinterSpring20...](http://bit.ly/WinterSpring20...)  
#LovePHParks



Prospect Heights Park District · 11/22/23  
"Enrich Our Community" and support the Prospect Heights Parks Foundation this #GivingTuesday, November 28. Contributions are currently being accepted online at [phparks.org/prospect-heights...](http://phparks.org/prospect-heights...) or via check mailed to Prospect Heights Parks Foundation.



Prospect Heights Park District · 11/23/23  
Happy Thanksgiving!



Prospect Heights Park District @... · 11/27/23  
Exciting News! The Youth Basketball League is just around the corner! Register your kids now for a season of skill-building, teamwork and fun on the court. Don't miss out on the chance to watch your little stars shine! Register at [phparks.org](http://phparks.org) by Sunday, December 3.



# PUBLICATIONS

Winter/Spring 2024 Program Guide  
40 pages  
Full color  
6,000 copies printed  
Printed, mailed, emailed, posted on website



Winter/Spring 2024 Let's Go Active Adult Newsletter  
8pages  
Full color  
600 copies printed  
Printed, mailed, emailed, posted on website



November 2023



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December 12, 2023

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

### **FINANCE COMMITTEE AND 2024 BUDGET**

Staff have been busy finalizing budgets. The Finance Committee met on December 4<sup>th</sup>, 2023, to review projections that include beginning balances, activity, and ending balances for 2024. There was brief discussion regarding researching potential investment opportunities such as certificate of deposits and money market accounts for FY2024.

### **PAYCOM PAYROLL AND HR MANAGEMENT SYSTEM**

A team including several staff members has been busy virtually meeting, training, and uploading information for a migration from the Paycor payroll and human resource system to a new Paycom system.

### **HEALTH INSURANCE OPEN ENROLLMENT**

Open enrollment for insurance options was held in November per the Park District Risk Management Association's guidance and website (PDRMA).



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December 12, 2023

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

**RECREATION SOFTWARE REVIEW COMPLETED** – As mentioned in my October 2023 board report, the Recreation team has been conducting a review of other potential recreation software solutions to replace RecTrac. After many discussions, demonstrations, conversations with other users, and vetting, we have recommended replacing our RecTrac software with CivicRec. We believe that this software will provide an easier and better experience for both our customers and the staff. We would anticipate going live with CivicRec sometime in August 2024, for the Fall program registration period, and we will be providing more information and details in future months.

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

**HARPER COLLEGE LCC FAMILY EVENT** - Park District staff attended a Thanksgiving Family Event on Tuesday, November 21 at the Harper College Learning and Career Center in Prospect Heights. Along with other community organizations, we distributed program information, park district giveaways for kids, and connected with local families.

**HOLIDAY TREE LIGHTING CEREMONY** - On Saturday, November 25, Santa was once again delivered to the Gary Morava Recreation Center by the Fire Department to participate in the Prospect Heights Holiday Tree Lighting Ceremony. A joyful crowd gathered outside the building to hear remarks from Prospect Heights staff, elected officials, and Mayor Ludvigsen, listen to carols sung by local groups of kids, and watch the lighting of the tree.

**GARDEN CLUB CHRISTMAS TREE** – A big thank you to the Prospect Heights Garden Club for once again decorating the Christmas tree in the lobby of the Gary Morava Recreation Center. Each year they meticulously decorate our tree, and it brings such joy and holiday cheer to all who come into our facility.





December 12, 2023

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

**FACILITIES GMRC –** On November 20<sup>th</sup> and 21<sup>st</sup>, parks and maintenance staff assisted the rest of district staff in facilitating a “building clean up” day. A dumpster from Flood Brothers was rented for two days where all staff from various departments threw out undesirable/obsolete equipment and supplies that was no longer needed. As a result, much needed space throughout the facility has cleared and can now be utilized more efficiently for staff that have had storage issues in the past. Maintenance staff have started the process of restoring all facility doors and frames by sanding and painting for the purpose of modernizing the facility appearance. All door frames/jams will appear matte black while the doors themselves will feature a lighter grey.

**GMRC CAPITAL PROJECTS –** The Superintendent is currently in the process of creating a Request for Proposal for a professional refinishing of the gymnasium floor, which includes sanding floorboards to bare wood, repainting of existing court lines and sealing. Divine Signs, Inc. is currently managing the new room signage project for the entire GMRC which is expected to be complete before the fiscal year ends.

**HVAC GMRC –** Rooftop filters have been replaced on all units.

**NRC –** The NRC continues invasive woody plant removal and prescription burning at the nature preserve.

**PARKS –** Parks staff have successfully decorated the administration house and the GMRC with Christmas decor in time for the tree lighting event. Thorguard detection and sounding systems for the GMRC at OOC have been disconnected for the year. Staff have also completed the installation of another monument sign at Jaycee Park while they work to install two monument signs at Country Gardens.

**FLEET –** Parks department trucks have been outfitted with snowplows. Bus #1 and Bus #3 have been taken to safety lane for inspection. Bus #2 is scheduled to receive an onsite diagnostic and corrective action for any existing maintenance issues.

**TRAINING –** The Superintendent attended two PDRMA hosted safety training courses have been attended: “Risk Management Institute” in Tinley Park and “A Supervisors Role in Managing Risk” in Lisle.



December 12, 2023

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

**GOLF** – The golf course closed October 20<sup>th</sup> for fall projects and remained open on the weekend until November 12<sup>th</sup>. Due to the closure, revenues fell by 40% from last year's monthly sales.

**SPECIAL EVENTS** – The Annual Turkey Shoot was held with a complete sell out. Patrons enjoyed the day and earned prizes which helped “move out” Golf Shop inventory.

**CLUB HOUSE** – Dishwasher code violations were cited in health inspection report latest report. I have addressed the issues and installed a new chemical rinse with additional RPZ (reduced pressure zone) backflow preventer to bring the unit to code. The circuit breaker box panel was repaired and hold clips removed, per the Inspection report. The necessary breakers were painted, and electrical panel signage was installed per the inspection report.

**FOOD AND BEVERAGE** – Sales and events revenue increased by four percent over last year's November.

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

**GROUNDS** – Winter spraying was applied to turf to prevent snow mold. Several greens have been covered to prevent winter damage. Additional sand was added to bunkers that are hard paned. The exterior and interior of the grounds garage was cleaned and organized. Once the turf is well frozen, tree removal and trimming will continue. A new plow truck was purchased that will help keep facilities clear of snow during this winter.

September	2022	2023	% CHANGE 2022 VS 2023
Golf & Members	\$47,875.14	\$34166.61	-40%
Golf Shop	\$20,311.23	\$16,355.39	-24%
Food & Beverage	\$37,051.22	\$38,532.72	+4%
Driving Range	\$150.00	\$542.50	+261%



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December 12, 2023

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

**CHILDREN'S PROGRAMS** – In November, there were three Kids Day Off programs, November 20-22, and we averaged 24 kids/day for each of the days. This is comparable to the participation levels in November 2022.

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

**KINDERSTOP** - We added 1 additional participant to both the M/W/F and T/Th sections of After Care. Students continue to do crafts based on their weekly theme. With the tables and chairs being used by the program being well loved, we have purchased 3 new tables and 48 new chairs. The tables were delivered but we are waiting on the delivery of chairs.

**CREATIVE KIDS PRESCHOOL** - Our 4Y class participated in a Thanksgiving Feast! The classroom was filled with smiles and excitement as students engaged in making their own pizza muffins and working together as a team decorating a hand drawn turkey! The students finished off the school day feasting on their pizza muffins, a mixture of goldfish crackers/pretzels, Jello, and a bite size brownie and singing Thanksgiving songs!

Both our 3Y and 4Y classes sang fall songs at the Art Showcase!

We had two students join our program. One student was added to our 4Y class, and one was added to our 2.5Y class. Total enrollment is 27 students.



December 12, 2023

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

**DANCE & PERFORMING ARTS** - Our Winter Dance Recital was held on Sunday, Dec 3 at MacArthur Middle School. We had 2 shows and sold 408 tickets. This is an increase of about 100 tickets from last year's dance recital.

Dance pictures this season were taken by Katie Williams, one of our talented dance teachers. She took the pictures and then edited all of them before I sent them out to our dance families. The families were so happy to have this amazing benefit to them at no additional cost. They can print any pictures they choose at a more affordable rate than would be charged by the professional photo studio.

**ACTIVE ADULTS** - We have just a few more trips left for our 2023 schedule. Here are a few highlights:

- Scrooge with 26 patrons
- Potawatomi Casino with 20 patrons
- Christmas at The White House with 23 patrons
- Rockford Casino with 14 patrons
- Rosewood Christmas Show and Brunch with 23 patrons
- Cinderella with 16 patrons

The 2024 Winter/Spring Newsletter has just been emailed out to 177 patrons, mailed out to 460 patrons, and sent out via Constant Contact to all our patrons.

**SPECIAL EVENTS** - Our upcoming Holiday Trolley will take place on Wednesday, December 13 and Thursday, December 14 from 4:00pm-8:00pm. We currently have sold 148 tickets for the event and there are limited spaces available at all of the times. Following the trolley ride the families will enjoy cookies and hot chocolate, making a craft and enjoying a visit with Santa. Additionally, NWSRA will be bringing 19 patrons for our low sensory ride.

The Holiday House Decorating Contest, a free event open to all Prospect Heights Park District residents, will be held on December 13 & 14. We currently have 14 homes registered.



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December 12, 2023

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

**YOUTH ATHLETICS** – Youth Basketball registration has just ended, and I am working with River Trails and Wheeling to figure out teams, coaches, and jerseys. Exact numbers will come in the next report as we have last-minute sign-ups coming in all the time. Hot Shot Sports classes have been going great. Sports and More and Lil Dribblers have both been hits and I have heard great feedback about the coaches.

Tae Kwon Do, with 15 kids enrolled in the program, has also been a hit with the kids and they have gotten so much more strength and confidence from it.

The Youth Volleyball League, which we run in collaboration with the River Trails Park District, has been in full force. The kids have all been getting better with their volleyball skills and the players are all making friends with the kids they didn't know on their teams.

We have also finished the Winter/Spring brochure. The new classes I mentioned in the last report to look forward to are Dog Training Classes, Ultimate Ninja Classes, Home School P.E, and Futsal. I am excited to offer these, and hope others are as well.

**AQUATICS** – I met with one of the IPRA Aquatic Committee Co-Chairs from the Lincolnwood Recreation Department to form a good professional connection and start to prepare for the 2024 pool season. It was a great talk, and I was happy to make more connections. As far as next season, we are working out the details about lifeguard training. I am going to go for a lifeguard certification soon and attempt to get certified to teach with the intention of bringing the lifeguards back in house.

**FITNESS** – Big news! We have signed off on a quote from Direct Fitness Solutions to bring in some new pieces of equipment to the fitness center. A Pec Fly/Rear Delt multi-use machine, a multi-press machine, and a multi-use back machine are all new and will replace some of their old counterparts. As well as some new bumper plates and EZ curl bars. We will be moving some things around in there to make the whole layout flow better as well. All the equipment should be in before the New Year and the start of the Move for 60 Challenge.

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. 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. Please help spread the word about this challenge. Flyers and marketing materials and some magazine ads are out so reference those as well to help others!

November 2023, 626 visits vs. November 2022, 453 visits (+173 visit increase)

November 2023 Total Memberships: 280

1year passes:	99	3-month fitness:	8
1year gym/racquetball:	45	SilverSneakers/Renew Active:	119
6-month fitness:	9		

Three Year Comparison – Monthly Acquisition (Seniors in parentheses)

<b>Membership</b>	<b>November 2021</b>	<b>November 2022</b>	<b>November 2023</b>
3 months	2	6	1
6 months	2	0	4
1 year	5 (1)	3 (3)	10 (7)
<b>Membership November 2023</b>	<b># of New Members</b>		<b>Total Revenue</b>
3 months	1		\$85
6 months	4		\$305
1 year	10		\$697
Seniors	7		\$626.50



December 12, 2023

To: Christina Ferraro, Executive Director  
From: Shawn Hughes, Superintendent of Finance, HR and IT  
Re: 2023 Annual Interfund Transfers

### 2023 Annual Fund Transfers

The 2023 budget includes several transfers between funds to sustain normal operating conditions. A transfer of \$104,000 is budgeted from the Corporate Fund 100 to the General Capital Fund 518 to sustain capital expenditures. A transfer of \$310,000 from Golf Fund 300 to Golf Capital Fund 523 is budgeted and is necessary to sustain capital expenditures due to a negative fund balance.

Due to increased interest rates, the 2023 G.O. Bond (rollover bond) transfer amount to General Capital is slightly less than budgeted.

Since the Memorial Fund 412 is no longer serving a purpose, it is recommended to close this fund and transfer the fund balance to the General Capital Fund 518. The closing of this fund has been cleared by the attorneys (Ancel Glink), and the move of the fund balance to capital fund was cleared with the auditors (Sikich).

<u>2023 BUDGETED TRANSFERS</u>		<u>2023 PROPOSED TRANSFERS</u>	
From F100 Corporate	(104,000)	From F100 Corporate	(104,000)
To F518 General Capital	<u>104,000</u>	To F518 General Capital	<u>104,000</u>
	-		-
From F300 Golf	(310,000.00)	From F300 Golf	(310,000.00)
To F523 Golf Capital	<u>310,000.00</u>	To F523 Golf Capital	<u>310,000.00</u>
	-		-
From F613 2022 G.O. Bond	(660,885.00)	From F613 2022 G.O. Bond	(659,090.00)
To F518 General Capital	192,785.00	To F518 General Capital	190,990.00
To F608 2014B Alt. Bond	<u>468,100.00</u>	To F608 2014B Alt. Bond	<u>468,100.00</u>
	-		-
From F412 Memorial Fund	(16,075.93)	From F412 Memorial Fund	(16,075.93)
To F518 General Capital	<u>16,075.93</u>	To F518 General Capital	<u>16,075.93</u>
	-		-

### Recommendation:

Staff recommends authorization of transfers between individual funds as summarized.



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December 12, 2023

To: Park Board of Commissioners  
From: Christina Ferraro, Executive Director  
Re: Proposed 2024 Regular Board Meeting Schedule

The 2024 regular board meetings will be held on the fourth Tuesday of each month with exceptions indicated below with a double asterisk. All the meetings will be held at 7:00 pm at the Gary Morava Recreation Center, 110 West Camp McDonald Rd., Prospect Heights, IL 60070

January 23

February 27

**March 19 \*\* spring break**

April 23

May 28

June 25

July 23

August 27

September 24

October 22

**November 19 \*\* Thanksgiving**

**December 17 \*\*Christmas**





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December 12, 2023

To: Christina Ferraro, Executive Director  
From: Shawn Hughes, Superintendent of Finance, HR and IT  
Re: Levy for Tax Year 2023 Fiscal Year 2024

**Tax Levy Ordinance 12.12.2023**

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

\$2,680,500 Truth in Taxation Resolution #11.14.2023  
\$ 733,336 Debt Service  
\$3,413,836 Total Levy Request

The total amount requested is \$3,413,836. Funds will be utilized for general park purposes, recreation programs, and maintenance. The Ordinance must be filed with the county by the last Tuesday in December.

Recommendation:

Approve Tax Levy Ordinance 12.12.2023 FY2024. The tax levy amount is for \$3,413,836 and is to be utilized for general park purposes, recreation program and maintenance.  
(attachment)

**Tax Levy Resolution 12.12.2023**

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

Recommendation:

Approve the Tax Levy Resolution 12.12.2023 as submitted.  
(attachment)

**Prospect  
Heights  
Park  
District**

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

**FOR TAX YEAR 2023  
TAX LEVY  
ORDINANCE  
NO. 12.12.2023  
FY 2024**

**January 1, 2024 – December 31, 2024**

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

I, Timothy Jones, do hereby certify that I am the duly qualified elected President and Presiding Officer of the PROSPECT HEIGHTS PARK DISTRICT, Cook County, Illinois, and that the foregoing Tax Levy Ordinance 12.12.2023 was passed in full compliance with the provisions of Section 4 through 7 of “An Act to provide for procedures for public notice and hearing on Public Act 82-102” (Truth in Taxation).

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Timothy Jones, President and Presiding Officer  
Prospect Heights Park District

ATTEST:

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Elizabeth Cloud, Board Secretary  
Prospect Heights Park District

Dated 12th Day of December 2023

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

CERTIFICATE of ANNUAL TAX LEVY ORDINANCE 12.12.23  
TO: THE COUNTY CLERK of COOK COUNTY:

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

That pursuant to authority vested in it, the Board Of Commissioners of the Prospect Heights Park District, Cook County, Illinois at its meeting assembled on the 12th Day of December, A.D., 2023 did hereby direct that there be raised by the General Tax Levy Ordinance attached hereto:

General Park Purposes	\$1,150,000
Recreation Purposes	880,000
Auditing Purposes	19,000
Paving & Lighting	11,000
Liability Insurance	110,000
Retirement Fund (IMRF)	130,000
Social Security	185,000
Police & Security Purposes	46,600
Museums Purposes	0
Special Co-op Recreation	148,900
Debt Service Fund	<u>733,336</u>
	\$ 3,413,836

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

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

---

Elizabeth Cloud, Board Secretary

## ORDINANCE 12.12.2023

### TAX LEVY ORDINANCE AND RESOLUTION ADOPTING THE SAME FOR TAX YEAR 2023 & FISCAL YEAR JANUARY 1, 2024 AND ENDING DECEMBER 31, 2024 FOR THE PROSPECT HEIGHTS PARK DISTRICT IN THE COUNTY OF COOK AND STATE OF ILLINOIS

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

**Now, THEREFORE,** Be it Resolved this 12th Day of December 2023, this Tax Levy Ordinance / Resolution was considered by the Board of Commissioners of the Prospect Heights Park District, County of Cook, State of Illinois:

**Section 1:** That there is hereby levied on all taxable property within the Corporate limits of said PROSPECT HEIGHTS PARK DISTRICT for the fiscal year beginning January 1, 2024 and ending December 31, 2024, the total sum of *ONE MILLION ONE HUNDRED FIFTY THOUSAND DOLLARS (\$1,150,000)* for the Corporate purposes of said Park District and the total sum of *EIGHT HUNDRED EIGHTY THOUSAND DOLLARS (\$880,000)* for Recreation purposes as described by the statutes of the State of Illinois in such case made and provided, the sum of *NINETEEN THOUSAND DOLLARS (\$19,000)* for the Audit Fees of Park District in accordance with the Statutes of the State of Illinois in such case made and provided, and the sum of *ELEVEN THOUSAND DOLLARS (\$11,000)* for the Paving and Lighting of streets and playgrounds in accordance with the Statute of the State of Illinois in such case made and provided, and the sum of *ONE HUNDRED TEN THOUSAND DOLLARS (\$110,000)* for the Public Liability Insurance, and the sum of *ONE HUNDRED THIRTY THOUSAND DOLLARS (\$130,000)* for Illinois Municipal Retirement Fund, in accordance with the Statutes of the State of Illinois in such case made and provided, and the sum of *ONE HUNDRED EIGHTY FIVE THOUSAND DOLLARS (\$185,000)* for Federal Old Age and Survivors Insurance in accordance with the Statutes of the State of Illinois in such case made and provided, the sum of *FORTY SIX THOUSAND SIX HUNDRED DOLLARS (\$46,600)* for organizing and maintaining a, Police and Security in accordance with the Statutes of the State of Illinois in such case made and provided, and the sum of *ZERO DOLLARS (\$0)*, for the maintenance of Museums, in accordance with the Statute of the State of Illinois in such case made and provided and the sum of *ONE HUNDRED FORTY EIGHT THOUSAND NINE HUNDRED DOLLARS (\$148,900)* for Joint Recreation Programs for the Special Recreation, in accordance with the Statutes of the State of Illinois in such case made and provided and the sum of *SEVEN HUNDRED THIRTY THREE*

*THOUSAND THREE HUNDRED THIRTY-SIX DOLLARS (\$733,336)* for Debt Service, in accordance with the Statutes of the State of Illinois in such case made and provided and that the said total of *THREE MILLION FOUR HUNDRED THIRTEEN THOUSAND EIGHT HUNDRED THIRTY-SIX DOLLARS (\$3,413,836)* to defray the necessary expenses for the operation, construction, repair, improvements, and maintenance of parks and grounds, buildings, under the control of the Park District, and Recreation Programs, Auditing Fund, Paving and Lighting of streets and playgrounds, Liability Insurance, payments of Illinois Municipal Retirement Fund & F.I.C.A., and for Museum purposes, for joining the Special Recreation CO-OP District for the Special Recreation and for the Debt Service.

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

**CORPORATE TAX LEVY**

Personnel Services	\$ 583,482
Contractual Services	213,380
Commodities	42,760
Improvements & Development	310,378

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Total Amount Levied	\$ 1,150,000
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**RECREATION TAX LEVY**

Personnel Services	\$ 880,000
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Total Amount Levied	\$ 880,000
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**AUDIT LEVY**

Expense for Annual Audit of Park District Accounts	\$ 19,000
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Total Amount Levied	\$ 19,000
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**PAVING & LIGHTING TAX LEVY**

Paving & Lighting, Maintaining of Streets and Playgrounds	\$ 11,000
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Total Amount Levied	\$ 11,000
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**LIABILITY INSURANCE TAX LEVY**

Liability Insurance in connection with the operation of the Park District. (Workmen's Compensation, Unemployment Insurance, Auto and General Liability).	\$	110,000
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Total Amount Levied	\$	110,000
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**ILLINOIS MUNICIPAL RETIREMENT TAX LEVY**

Payment by the Park District to Illinois Municipal Retirement Fund	\$	130,000
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Total Amount Levied	\$	130,000
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**FEDERAL OLD AGE & SURVIVORS INSURANCE TAX LEVY**

F.I.C.A Employers Payment	\$	185,000
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Total Amount Levied	\$	185,000
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**POLICE PURPOSES TAX LEVY**

Organizing & Maintaining Police System	\$	46,600
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Total Amount Levied	\$	46,600
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**MUSEUM TAX LEVY**

Maintenance & Operation of Museums and Nature Areas	\$	0
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Total Amount Levied	\$	0
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**SPECIAL RECREATION TAX LEVY**

Joint Recreation Programs for the Special Recreation	\$	148,900
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Total Amount Levied	\$	148,900
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**DEBT SERVICE LEVY**

Debt Service	\$	733,336
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Total Amount Levied	\$	733,336
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**Section 3:** That all expended balances in any item or items in any levy made by the Tax Levy Ordinance may be expended in making up insufficiency or deficit in any item within the same levy for the general purposes for which it is made.

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

**PROSPECT HEIGHTS PARK DISTRICT**

**SUMMARY of TAX LEVY**

	<u>FUND</u>	<u>LEVIED AMOUNT</u>
01	CORPORATE	\$ 1,150,000
02	RECREATION	880,000
04	AUDIT	19,000
05	PAVING & LIGHTING	11,000
06	LIABILITY INSURANCE	110,000
07	RETIREMENT (I.M.R.F.)	130,000
11	SOCIAL SECURITY	185,000
08	POLICE	46,600
09	MUSEUM	0
10	SPECIAL RECREATION	148,900
56	DEBT SERVICE	<u>733,336</u>
		\$ 3,413,836



**Section 5:** On the motion of Commissioner \_\_\_\_\_, seconded by Commissioner \_\_\_\_\_, it is hereby resolved that the Tax Levy Ordinance 12.12.2023 be passed by the Board of Commissioners of the said Park District, Cook County, Illinois on the 12th Day of December, 2023 by the following roll call vote:

Ayes:

Nays:

Absent:

Abstain:

Passed and deposited in the office of the Secretary of the Board of Commissioners of the Prospect Heights Park District, this 12th Day of December, 2023 A.D.

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Elizabeth Cloud, Board Secretary  
Prospect Heights Park District

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

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

**I do further certify that the foregoing is a full true copy of the Annual Tax Levy Ordinance 12.12.2023, adopted by the Board of Commissioners on this 12th Day of December, 2023.**

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

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

**Subscribed and Sworn to me this 12th Day of December 2023.**

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

**PROSPECT HEIGHTS PARK DISTRICT**

**RESOLUTION**

**The attached resolution is hereby published by the authority of the Board of Commissioners of the Prospect Heights Park District pursuant to Illinois Revised Statutes, Chapter 105, Section 4-3 this 12th Day of December, 2023.**

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

**(PARK DISTRICT SEAL)**

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

**RESOLUTION 12.12.2023**

**A RESOLUTION PROVIDING FOR THE POSSIBLE REDUCTION  
OF LEVY AND ASSESSMENT OF TAXES FOR THE PROSPECT  
HEIGHT PARK DISTRICT COOK COUNTY, ILLINOIS, FOR THE  
FISCAL YEAR BEGINNING JANUARY 1, 2024 AND ENDING  
DECEMBER 31, 2024**

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

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

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

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

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

Passed and signed on this 12<sup>th</sup> day of December 2023

ATTEST:

TIMOTHY JONES  
PARK BOARD PRESIDENT \_\_\_\_\_  
Date: December 12, 2023

ELIZABETH CLOUD  
PARK BOARD SECRETARY \_\_\_\_\_  
Date: December 12, 2023

Adopted: December 12, 2023



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### Park District Meeting Agenda Item

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- Meeting Date:** November 2023
- Item:** Request for permission to conduct several prescribed burns in the fall of 2023 and spring of 2024 in Prospect Heights.
- Action:** We would like the Park District to make the motion and approve the prescribed burns.
- Staff Contact:** Agnes Wojnarski, Dana Sievertson
- 

**Purpose:**

The purpose of a controlled burn is to manage the natural areas of Prospect Heights. Burning is the most important tool in the restoration toolbox. It is the single most effective tool for removal of invasive buckthorn re-sprouts and other invasive woody vegetation and fire intolerant species. Burning saves countless hours of volunteer labor, while promoting strong new growth of fire tolerant native plants. Burning is necessary to achieve a healthy, biodiverse habitat and is widely conducted across Cook County and the United States.

**Background:**

PHNRC has conducted prescribed burns in Prospect Heights since 2016 without incident. The Burn crew is headed by PHNRC Chairperson and Burn Boss Agnes Wojnarski, a veteran of 90 plus burns and S-130 and S-190 certified. She will construct the burn plans, oversee the conditions, and run the burn crew. The burn crew will consist of 6 PHNRC Commissioners and certified former interns. All of the crew members have completed Chicago Wilderness Burn Crew training and are certified burn crew. The NRC supplies all the necessary burn safety equipment.

The proposed burns are small with no logistical problems. They will take place somewhere between November 16th and December 31st. This year, we are also looking to burn a portion of the cattails at the Slough in either fall or winter. All burns are dependent on weather and ground conditions at burn time so it is expected that a window of 2-3 days will be about as much advance notice as can be given. If favorable conditions do not present for a given burn, there will be no burn of that area. Safety and control are the only important matters. The EPA burn permit is pending and will be available soon. Burning will not take place until the permit has been issued.

As of this request the fuels are still green in many places, making it very hard to present a concrete timeline. The decision on what to burn starts with the condition of the fuel at each site, concern for wildlife and insects then finally weather conditions at the time of the burn. We anticipate a small percentage of the burns will happen in the fall and winter with the bulk happening in the spring.

PHNRC will work with Peter Falcone of the City Administrators office to keep residents informed and up to date. The NRC will also keep the Police and Fire Departments informed.

**Financial Impact:**

There is no expense to the Park District. PHNRC is all volunteer organization and has covered their expenses outside of their budget.

**Recommendations:**

Approve this burn.

**Attachments:**

Burn area maps for fall 2023-2024



# ILLINOIS ENVIRONMENTAL PROTECTION AGENCY

1021 NORTH GRAND AVENUE EAST, P.O. BOX 19276, SPRINGFIELD, ILLINOIS 62794-9276 • (217) 782-3397

JB PRITZKER, GOVERNOR

JOHN J. KIM, DIRECTOR

217/785-1705

## OPEN BURNING PERMIT

### PERMITTEE

Prospect Heights Natural Resources Commission  
Attn: Dr. Agnes Wojnarski  
8 North Elmhurst Road  
Prospect Heights, Illinois 60070

Application Number: B2309023

I.D. Number: 031832

Date Issued: November 9, 2023

Date Received: September 11, 2023

Date Open Burning May Begin: One Day from Date Issued

Date Open Burning Must Cease: One Year from Date Issued

Open Burning of: Prairie/Woodland for Ecological Management

Location: See Attached

County: Cook

Permit is hereby granted to open burn the above-referenced material, subject to the standard conditions attached hereto and the following special conditions:

1. Issuance of this permit shall not exempt this open burning from applicable local restrictions.
2. Section 9(a) of the Environmental Protection Act is applicable to open burning, i.e., persons affected by such open burning may lodge complaints with the Environmental Protection Agency if the burning is injurious to human, plant, or animal life, to health, or to property, or unreasonably interferes with the enjoyment of life or property.
3. Burning shall take place only when wind is blowing away from roadways, residences, railroad tracks and populated areas.
4. Prior to each scheduled burn the Permittee shall notify residences and businesses that may be affected, of the intended open burning activity.
5. The Permittee shall notify and receive prior approval from the local fire protection district at least 24 hours prior to the actual burn.
6. Open burning is prohibited on "Orange AQI or Worse" or "Air Pollution" alert days. Information regarding alert status may be obtained by going to: <https://airnow.gov>.

2125 S. First Street, Champaign, IL 61820 (217) 278-5800  
1101 Eastport Plaza Dr., Suite 100, Collinsville, IL 62234 (618) 346-5120  
9511 Harrison Street, Des Plaines, IL 60016 (847) 294-4000  
595 S. State Street, Elgin, IL 60123 (847) 608-3131

2309 W. Main Street, Suite 116, Marion, IL 62959 (618) 993-7200  
412 SW Washington Street, Suite D, Peoria, IL 61602 (309) 671-3022  
4302 N. Main Street, Rockford, IL 61103 (815) 987-7760

Page 2

If you have any questions on this permit, please call Floyd McKinney at 217/782-7187.

*William D. Marr /by AH*

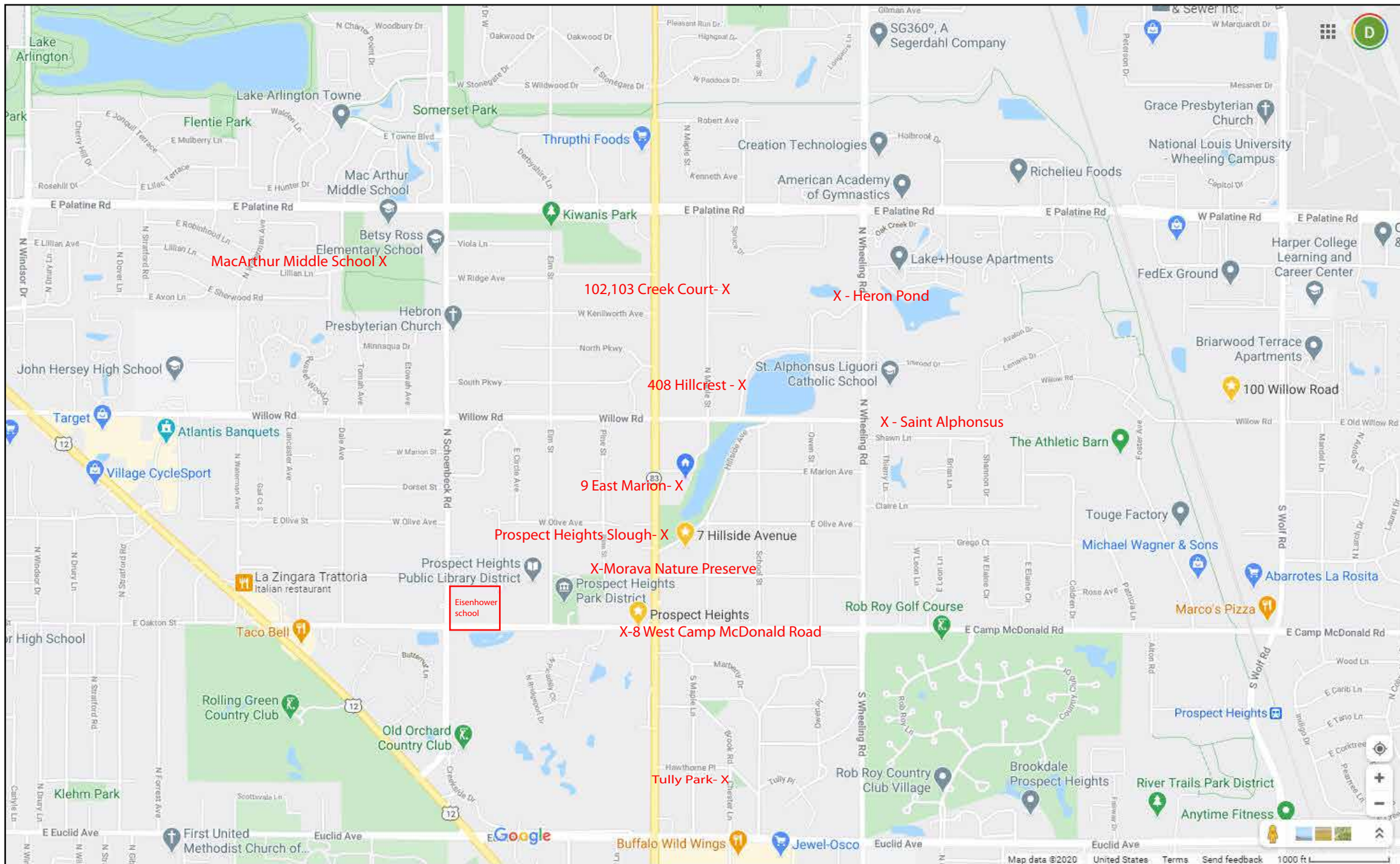
William D. Marr  
Manager, Permit Section  
Bureau of Air

WDM:FEM:tan



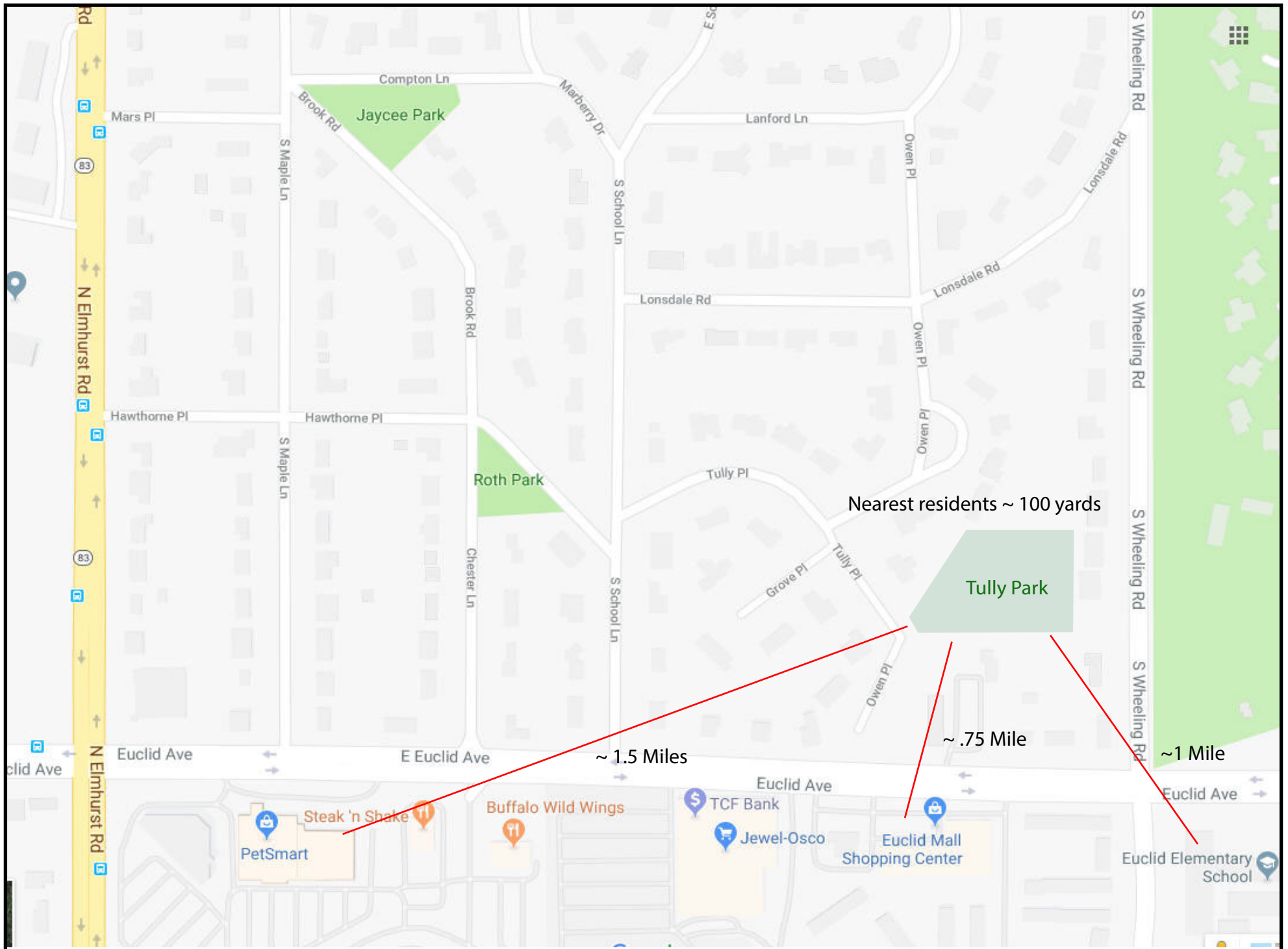
ATTACHMENT  
Prospect Heights Natural Resources Commission  
B2309023

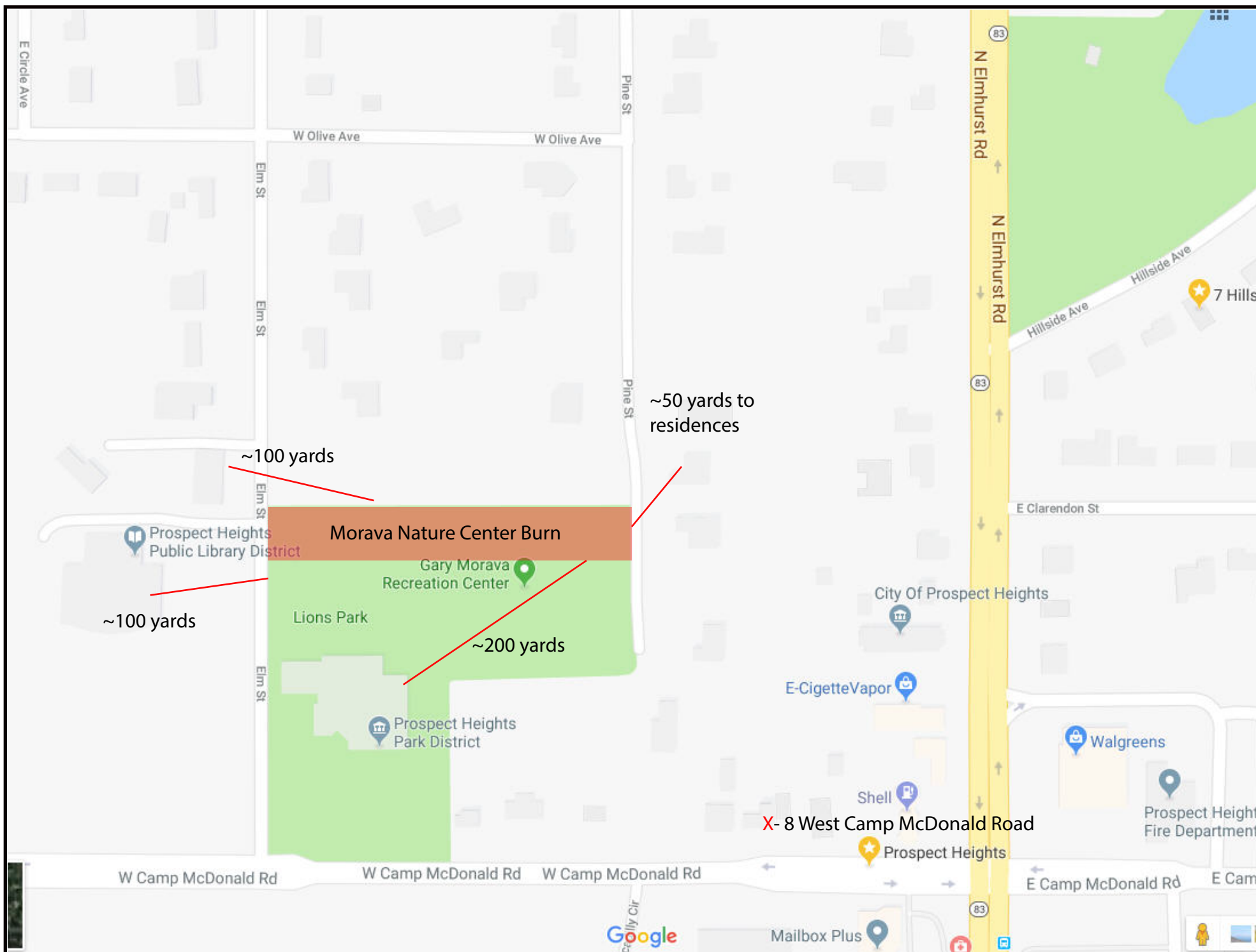
Property Name	Location	Season
Tully Park	212 Tully Place, Prospect Heights	2023-2024
St. Alphonsus Ligouri Parish Prairie	411 N. Wheeling Road, Prospect Heights	2023-2024
The Nature Preserve at Morava	110 W. Camp McDonald Road, Prospect Heights	2023-2024
Residence of Brett King	8 West Camp McDonald Road, Prospect Heights	2023-2024
Residence of John Kamysz, MD	408 Hillcrest Drive, Prospect Heights	2023-2024
Heron Pond	304 Carl Court, Prospect Heights	2023-2024
PHNRC Test Sites	9 East Marion, Prospect Heights	2023-2024
Residence of Lauren Eisenger	103 Creek Court, Prospect Heights	2023-2024
Residence of Bruce and Pam Harr	102 Creek Court, Prospect Heights	2023-2024
Prospect Heights Slough	Isaak Walton Park, Elmhurst Road, Prospect Heights	2023-2024
McArthur Middle School	700 N. Schoenbeck Road, Prospect Heights	2023-2024
Wheeling High School	Wheeling High School	2023-2024
Buffalo Grove High School	Buffalo Grove High School	2023-2024
John Hersey High School	John Hersey High School	2023-2024



Prospect Heights Natural Resources Commission - Prescribed burns 2023 - 2024- Overall View general area

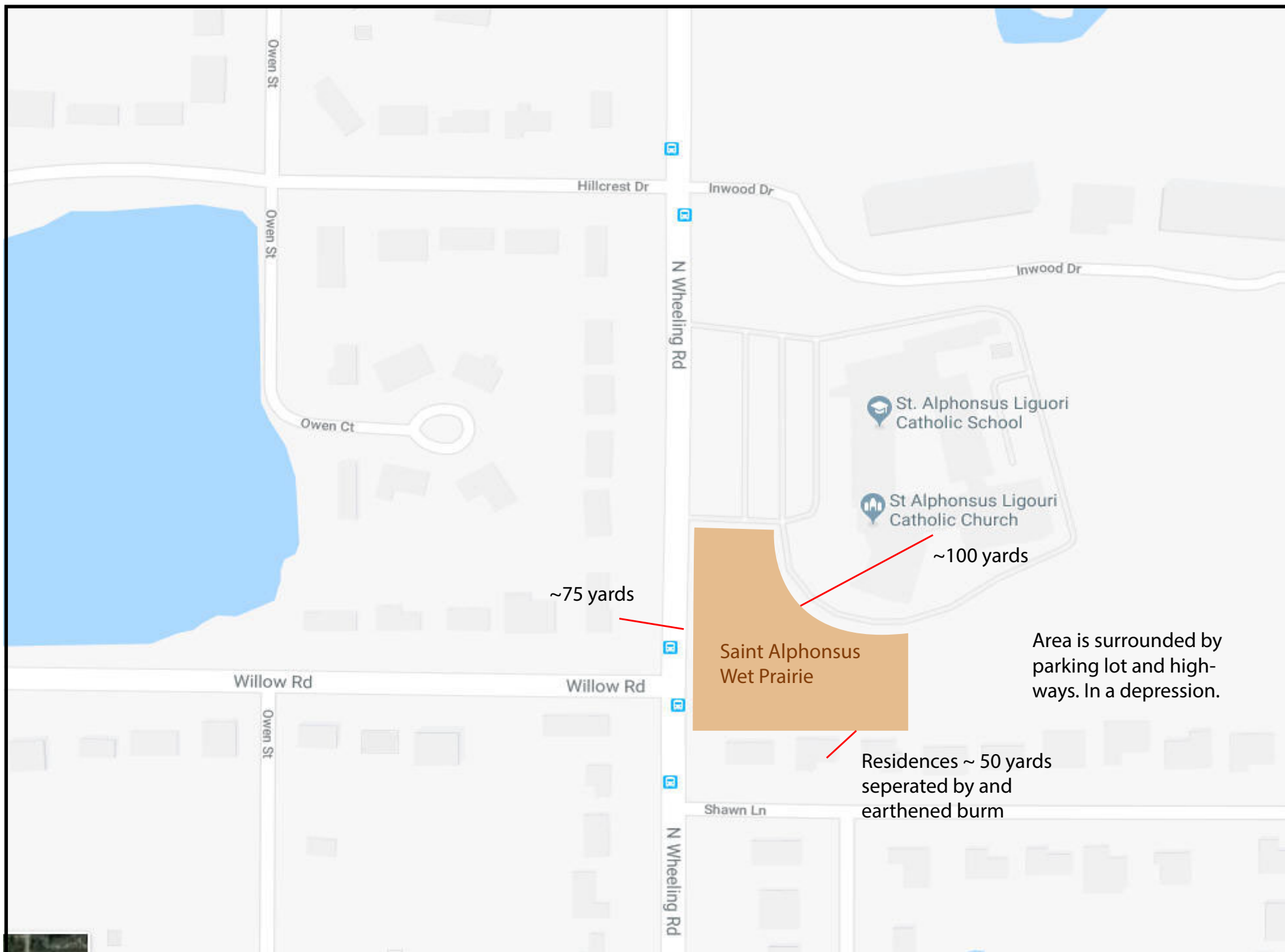


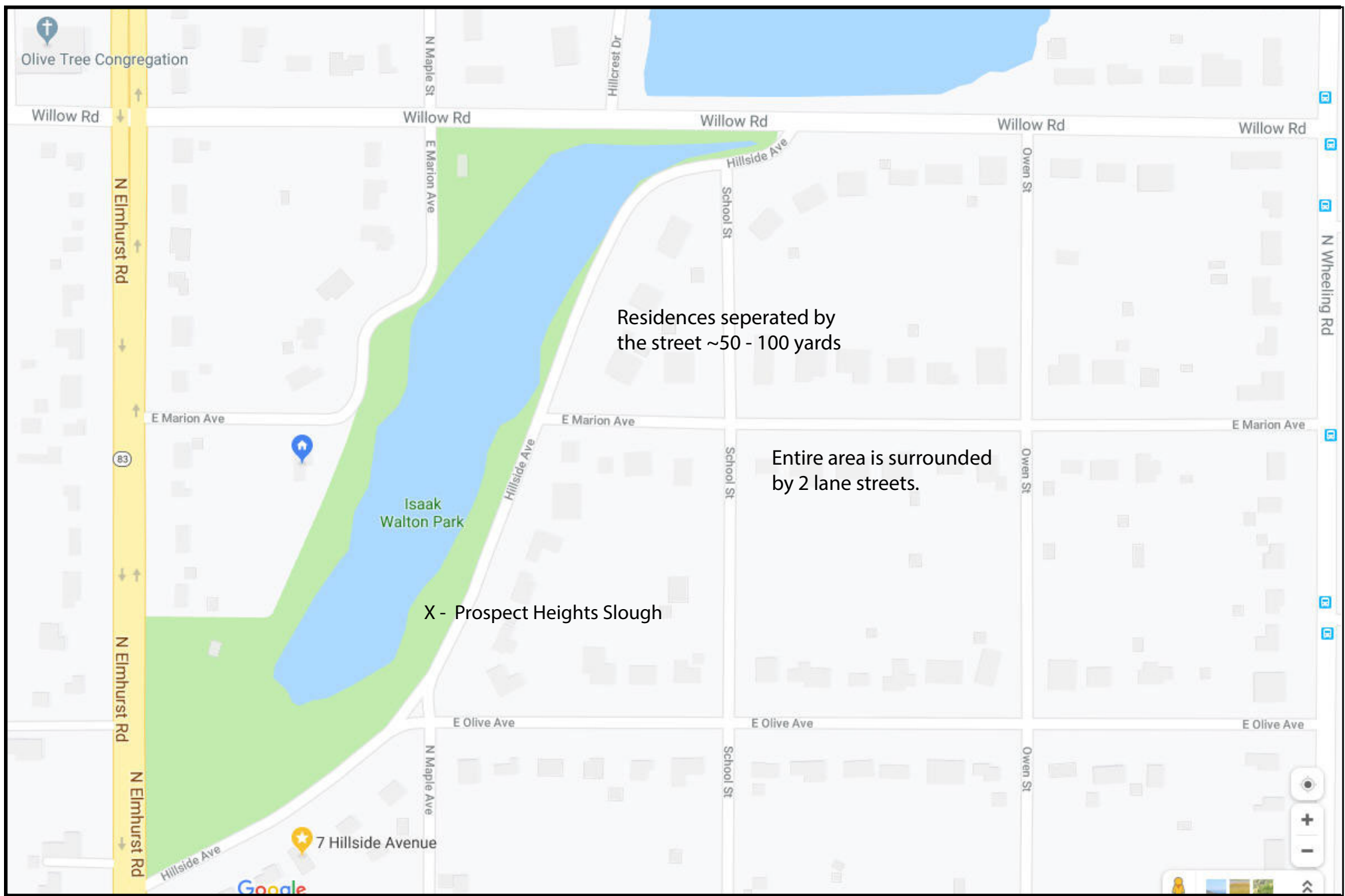


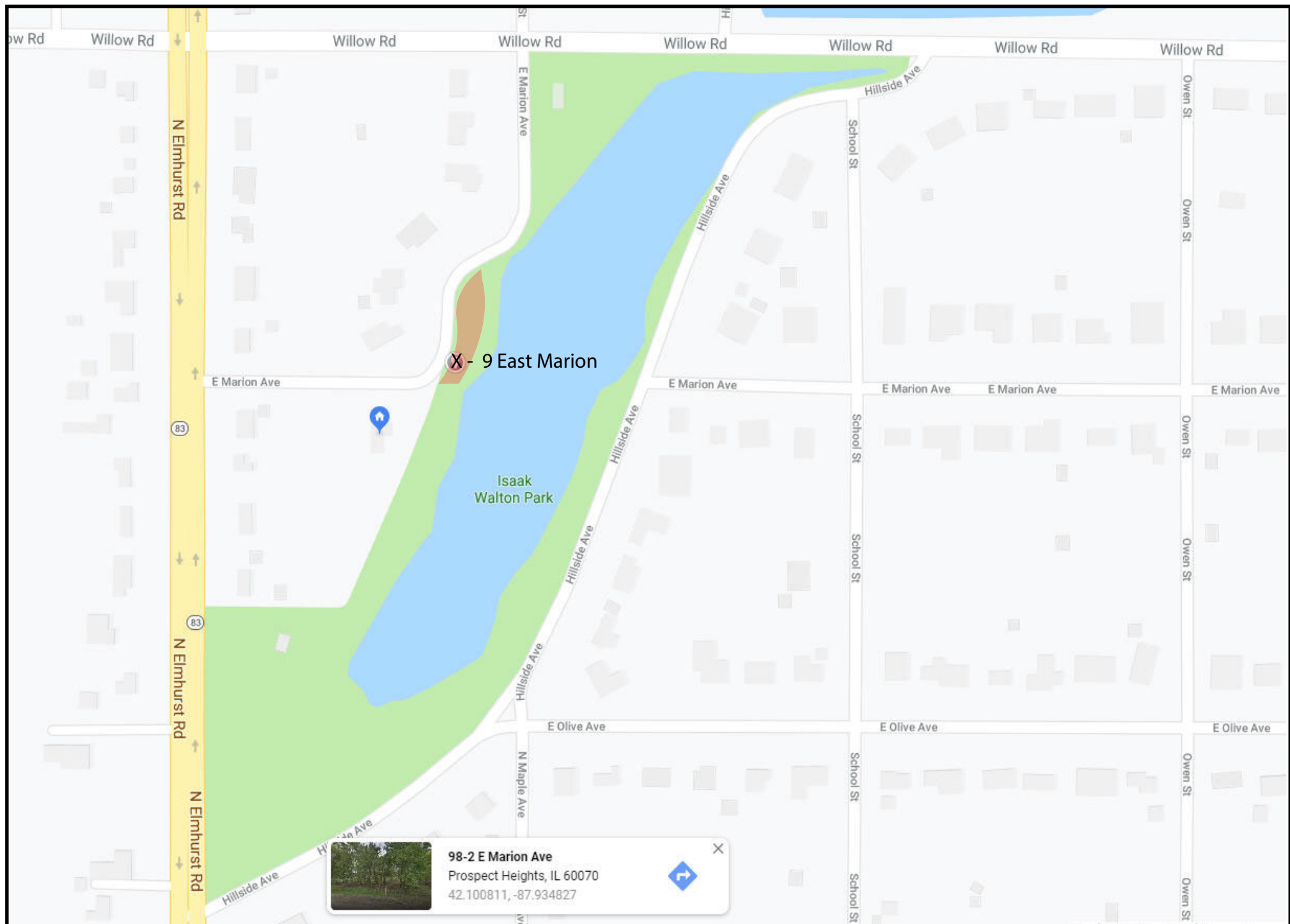




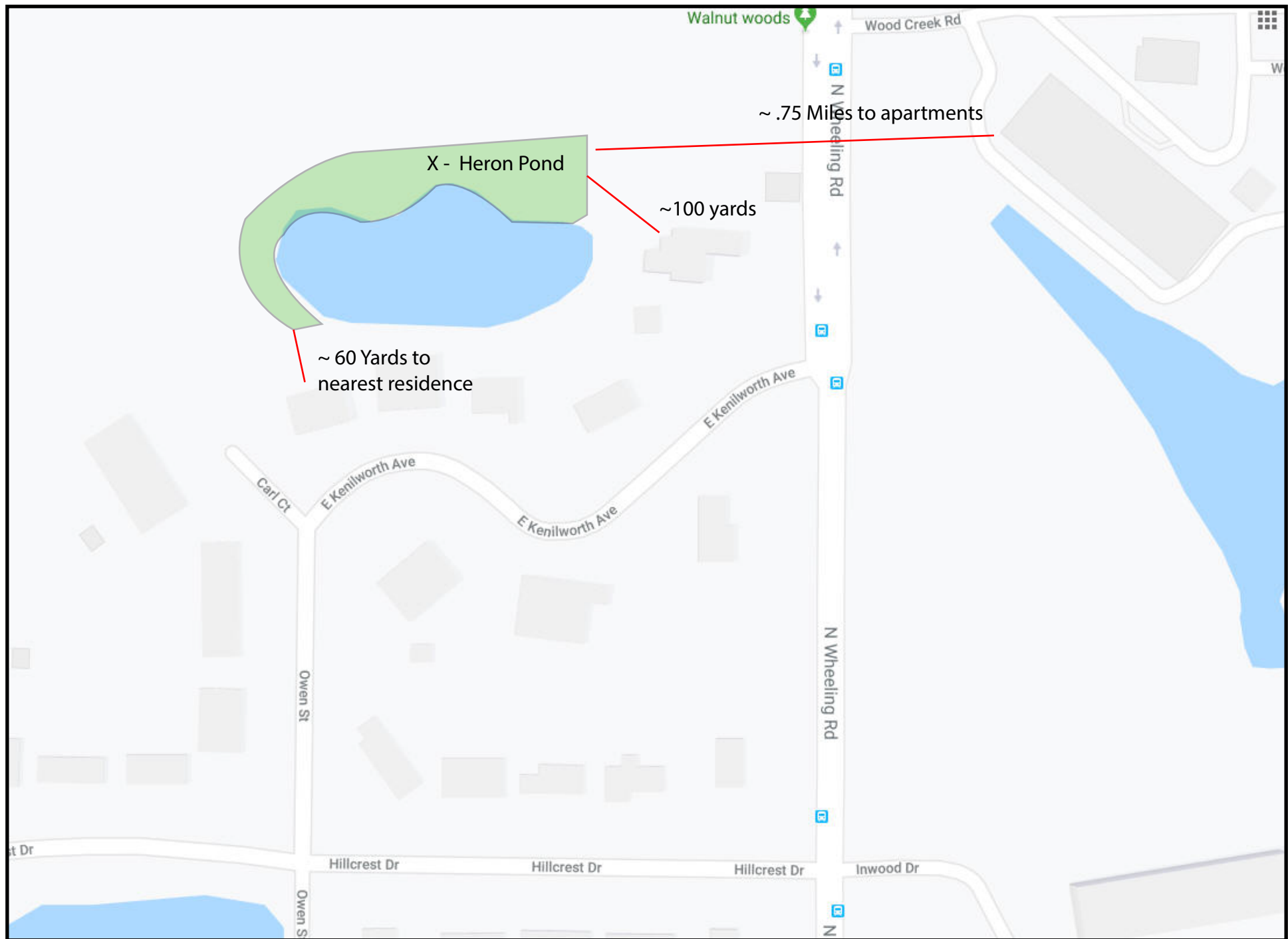


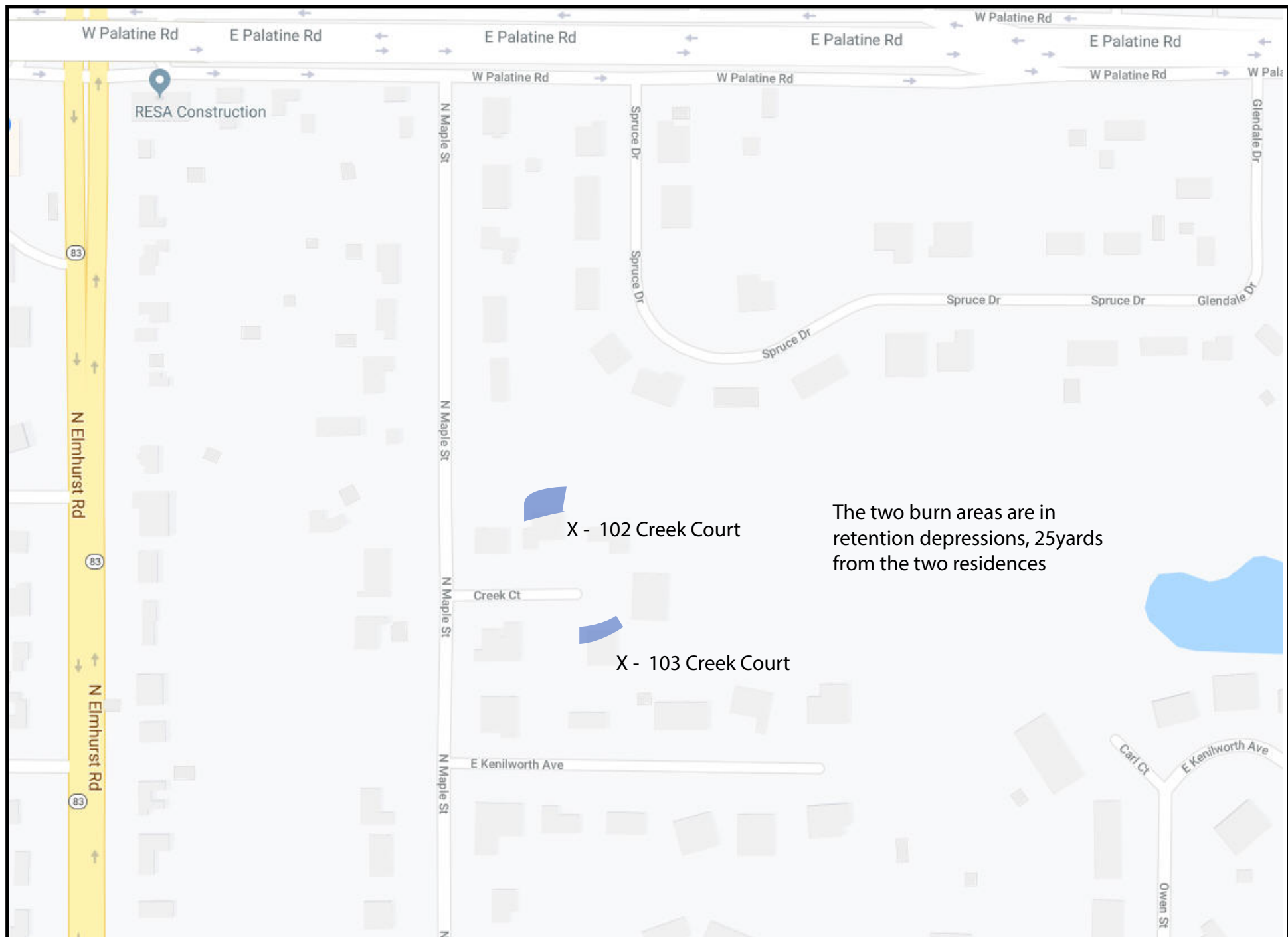


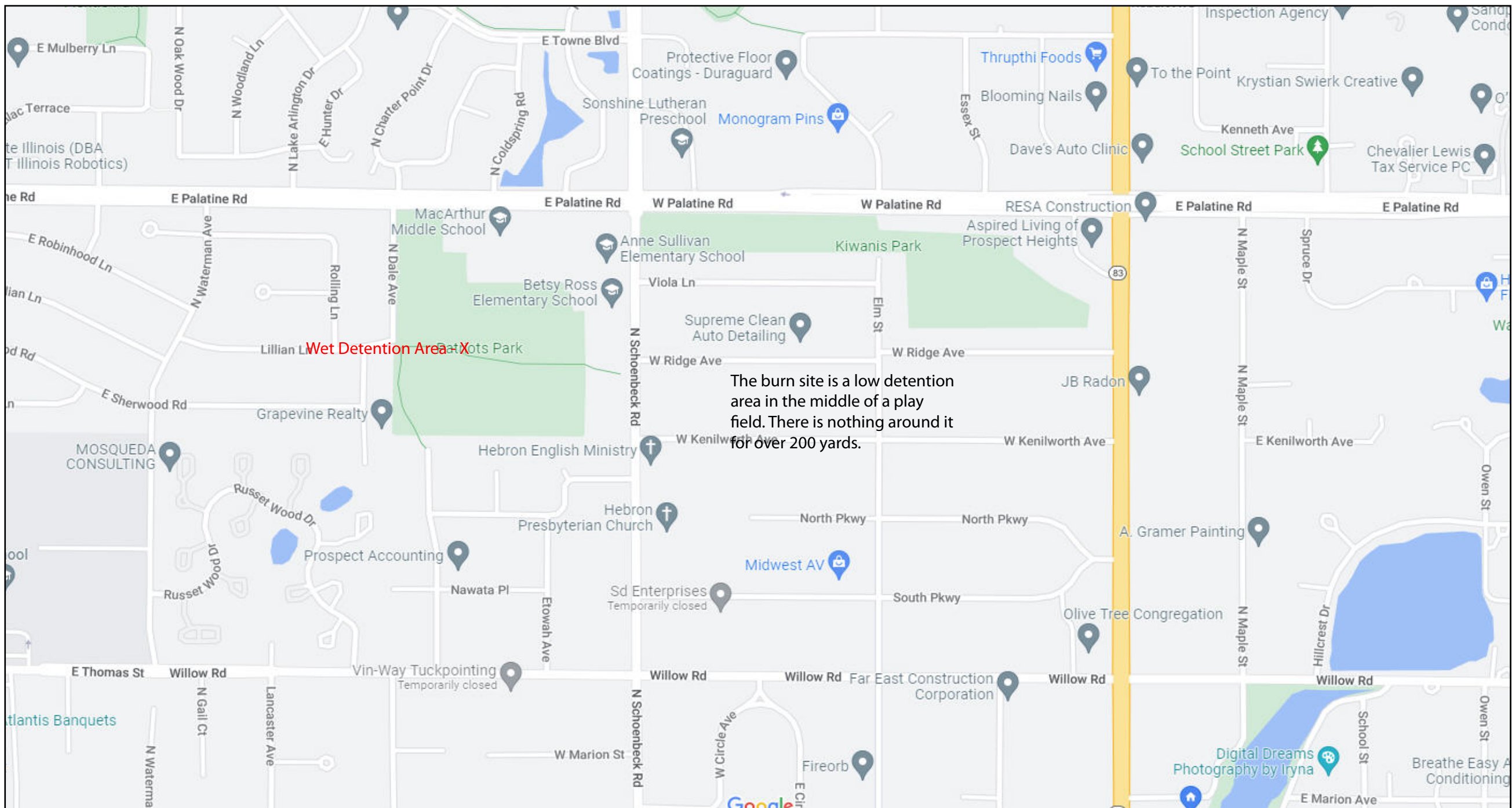












## PROSPECT HEIGHTS PARK DISTRICT ORDINANCE NO. 12.13.2023A

### AN ORDINANCE REQUESTING THE TRANSFER OF PROPERTY FROM THE CITY OF PROSPECT HEIGHTS PURSUANT TO THE LOCAL GOVERNMENT PROPERTY TRANSFER ACT

**WHEREAS**, the City of Prospect Heights is an Illinois municipality and unit of local government; and

**WHEREAS**, the Prospect Heights Park District ("Park District") is duly organized and existing under the laws of the State of Illinois including an act entitled "The Park District Code", 70 ILCS 1205/Art. 1 *et. seq.*, and

**WHEREAS**, the City owns a parcel of real property that is commonly known as 214 S. Wheeling Road, Prospect Heights, Illinois, ("214 Property"), which is legally described on Exhibit A, that the Park District has determined is necessary and useful to the Park District to acquire for Park District purposes; and

**WHEREAS**, the Park District and the City are municipalities as defined in Section 1(c) of the Local Government Property Transfer Act ("Act") (50 ILCS 605/0.01 *et seq*), an act in relation to the transfer of interests in real estate by units of local government and school districts; and

**WHEREAS**, section 2 of the Act (50 ILCS 605/2) authorizes a municipality ("transferor municipality") to convey or lease real property to another municipality ("transferee municipality") for any public purpose upon two-thirds (2/3) vote of the corporate authorities of the transferee municipality declaring that it is necessary or convenient for the transferee municipality to use, occupy or improve said property for any public purposes; and

**WHEREAS**, the Park District desires the corporate authorities of the City to convey the 214 Property to the Park District, pursuant to the authority conferred by the Act; and

**WHEREAS**, the Board of Park Commissioners of the Prospect Heights Park District (the "Board") hereby declares that it is necessary or convenient for the Park District to use, occupy or improve the 214 Property held by the City of Prospect Heights for Park District purposes; and

**WHEREAS**, the Park District has agreed with the City that the Park District will pay the City \$51,599 as consideration for the conveyance of title to the 214 Property and payment for the costs of demolition and closing; and

**WHEREAS**, the Board desires that the City transfer its rights and interest in the 214 Property to the Park District by the authority conferred by the Act and upon such terms as may be agreed upon between the Park District and the City.

**NOW THEREFORE, BE IT ORDAINED** by the President and Board of Commissioners of the Prospect Heights Park District, Cook County, Illinois, as follows:

**SECTION 1:** All of the foregoing recitals are hereby incorporated herein as findings of the Board of Commissioners of the Prospect heights Park District.

**SECTION 2:** The Park District hereby declares the necessity and convenience for it to use, occupy, and improve the 214 Property and authorizes the Executive

Director and the District's legal counsel to take all steps necessary and to sign such documents as shall be necessary to effectuate the intent of this Ordinance and close on the conveyance of the 214 Property.

**SECTION 3:** This Ordinance shall be in full force and effect from and after its passage, approval and publication in pamphlet form as provided by law.

PASSED this 12<sup>th</sup> day of December 2023

AYES:

NAYS:

ABSENT:

ABSTAIN:

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Tim Jones, Board President

ATTEST:

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Elizabeth "Betty" Cloud, Board Secretary

STATE OF ILLINOIS        )  
                                      ) SS.  
COUNTY OF COOK        )

**SECRETARY'S CERTIFICATE**

I, Elizabeth “Betty” Cloud, DO HEREBY CERTIFY that I am the Secretary of the Board of Park Commissioners of the Prospect Heights Park District, Cook County, Illinois, and as such official, I am keeper of the records, ordinances, files and seal of said Park District; and

**I HEREBY CERTIFY** that the foregoing instrument is a true and correct copy of AN ORDINANCE REQUESTING THE TRANSFER OF PROPERTY FROM THE CITY OF PROSPECT HEIGHTS PURSUANT TO THE LOCAL GOVERNMENT PROPERTY TRANSFER ACT adopted at a duly called Regular Meeting of the Board of Commissioners, held at Prospect Heights Park District, Illinois, at 7:00 p.m. on the 12<sup>th</sup> day of December 2023.

**I DO FURTHER CERTIFY** that the deliberations of the Board on the adoption of said Ordinance were conducted openly, that the vote on the adoption of said Ordinance was taken openly, that said meeting was called and held at a specified time and place convenient to the public, that notice of said meeting was duly given to all of the news media requesting such notice, that said meeting was called and held in strict compliance with the provisions of the Open Meetings Act of the State of Illinois, as amended, and with the provisions of the Park District Code of the State of Illinois, as amended, and that the Board has complied with all of the provisions of said Act and said Code and with all of the procedural rules of the Board.

**IN WITNESS WHEREOF**, I hereunto affix my official signature and the seal of said Park District at Prospect Heights, Illinois, this 12<sup>th</sup> day of December 2023.

\_\_\_\_\_  
Elizabeth “Betty” Cloud, Board Secretary

[SEAL]

## **EXHIBIT A**

LOT 11 IN BLOCK 17 IN PROSPECT HEIGHTS MANOR, A SUBDIVISION OF THE EAST HALF OF THE NORTHEAST QUARTER (EXCEPT THE WEST 493.20 FEET OF THE NORTH 353.20 FEET THEREOF) OF SECTION 27, TOWNSHIP 42 NORTH, RANGE 11 EAST OF THE THIRD PRINCIPAL MERIDIAN, ACCORDING TO THE PLAT THEREOF RECORDED JUNE 14, 1946 AS DOCUMENT 13821026, IN COOK COUNTY, ILLINOIS

Permanent Index Number(s):  
03-27-216-018-0000

Property Address:  
214 S Wheeling Road, Prospect Heights, Illinois 60070