



# 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. OCCC 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 OOCB 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 12/12/2023 as submitted. Seconded by Commissioner \_\_\_\_\_ .

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

**FINANCIAL RESOLUTION**

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

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

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

**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	
		<b>Total Payroll Warrants</b>		<u>\$ 177,169.95</u>

**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 SECU	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
<b>Bank Code: PCARD-PCARD LIABILITY</b>						
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 DANWEAR	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>Total</b>	<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>



# 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**

<b>Fund</b>	<b>Original Total Budget</b>	<b>Current Total Budget</b>	<b>MTD Activity</b>	<b>YTD Activity</b>	<b>Budget Remaining</b>
200 - RECREATION FUND	-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
<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>	



# 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	Current	MTD Activity	YTD Activity	Budget
	Total Budget	Total 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>





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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.



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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.