



BOARD REPORT

FEBRUARY 27, 2024



**REGULAR BOARD MEETING
PROSPECT HEIGHTS PARK DISTRICT
GARY MORAVA RECREATION CENTER
110 W. CAMP MCDONALD ROAD, PROSPECT HEIGHTS, IL 60070
TUESDAY, FEBRUARY 27, 2024
7:00 p.m.**

I. Call to Order

- A. Roll Call
- B. Pledge of Allegiance

II. Corrections/Additions/Approval of Agenda

III. Recognition/Welcome

IV. Correspondence

V. Public Comment

VI. Consent Agenda

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

- A. Approval of January 23, 2024 Public Hearing Meeting Minutes
- B. Approval of January 23, 2024 Regular Board Meeting Minutes
- C. Approval of January 23, 2024 Executive Session Meeting Minutes
- D. Approval of Treasurer's Report Cash Report #2 cash balance totaling \$5,476,657.06 as of January 31, 2024
- E. Approval of Warrants totaling \$435,419.01 for the period ending January 31, 2024

VII. Announcements (Meetings)

Regular Board Meeting at Gary Morava Recreation Center – March 19, 2024 at 7:00 p.m.

VIII. Attorney's Report

Legal Matter

IX. Administrative/Operational Summary

- A. Executive Director, Ferraro
- B. Marketing and Communications Manager, Castil
- C. Superintendent of Finance, HR and IT, Hughes
- D. Superintendent of Recreation, Doerner
- E. Superintendent of Parks and Facilities, Grassi
- F. Director of Golf, Heidkamp
- G. Superintendent of Golf, Lee

H. Recreation Supervisors, Fudala, Glinski, Zervas

X. Committees of the Board

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

XI. Unfinished/Ongoing Business

XII. New Business

- A. Award the contract for the gym floor refinishing and the additional scope of work in the amount of \$115,000
- B. Approve Personnel Manual revisions

XIII. Commissioner Comments

XIV. Recess into Executive Session (Visitors are Excused at this Time)

XV. Reconvene to Open Session (Visitors Invited to Return at this Time)

XVII. Action as a Result of the Executive Session

XVIII. Adjournment

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

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

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

NOTICE TO PROPERTY OWNERS
PLAN/ZONING BOARD OF APPEALS
PUBLIC HEARING

Date of Hearing:

February 28, 2024

Time of Hearing:

7:00 p.m.

Place of Hearing:

Prospect Heights City Hall
8 North Elmhurst Road
Prospect Heights, IL 60070

Subject Property

208 E. Euclid Ave.

(across from Jewel)

Explanation of Request:

The petitioner will be seeking the following relief for this project:

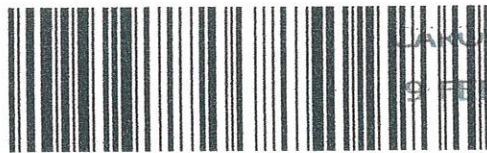
1. Variation to allow a detached garage within a side yard within 120' of the front lot line; and
2. The reduction of the required side yard setback from 15' to 10' for the construction of a covered patio addition to a single family residence in the R-1 Single Family Residential District as required by Sections 5-3-9A and 5-6-1E2 of the Prospect Heights Zoning Code.

Legal Description:

THE NEWHOUSE FAMILY
208 EAST EUCLID AVENUE
PROSPECT HEIGHTS, ILLINOIS 60070

CERTIFIED MAIL

Retail



9589 0710 5270 0394 5951 27

RDC 99

U.S. POSTAGE
FCM LETTER
PROSPECT
IL 60070
FEB 09, 2024
\$0.70
R2305K1403

RETURN RECEIPT
REQUESTED

Prospect Heights Park District
214 Tully Place
Prospect Heights, IL 60070

RETURN RECEIPT
REQUESTED

60070-255914



**MINUTES OF THE PUBLIC HEARING
OF THE PROSPECT HEIGHTS PARK DISTRICT
GARY MORAVA RECREATION CENTER
110 W. CAMP MCDONALD ROAD, PROSPECT HEIGHTS, IL 60070
TUESDAY, JANUARY 23, 2024**

Call to Order

Roll Call

Commissioner Jones called the Public Hearing of the Prospect Heights Park District to order at 7:00 p.m.

Commissioners present: Ellen Avery, Betty Cloud, Paul Fries, Tim Jones, Eric Kirste (arrived at 7:01 p.m.)

Commissioners absent: Karl Jackson, Steve Messer

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

A quorum was present.

Recognition/Welcome

Agnes Wojnarski, Dana Sievertson, Jill Moskal and John Misheverski were in attendance.

Explanation of Hearing

Commissioner Tim Jones explained the purpose of the hearing regarding the proposed 2024 Budget and Appropriation Ordinance.

Public Comment

There were none.

Adjournment

With no further business to discuss, a motion was made by Commissioner Fries and seconded by Commissioner Avery to adjourn the Public Hearing at 7:02 p.m. The motion was approved by a voice vote. The motion carried.

Betty Cloud, Secretary

**MINUTES OF THE REGULAR BOARD MEETING
OF THE COMMISSIONERS AND OFFICERS
OF THE PROSPECT HEIGHTS PARK DISTRICT
GARY MORAVA RECREATION CENTER
110 W. CAMP MCDONALD ROAD, PROSPECT HEIGHTS, IL 60070
TUESDAY, JANUARY 23, 2024**

Call to Order

Roll Call

Commissioner Jones called the Regular Board Meeting of the Prospect Heights Park District to order at 7:02 p.m.

Commissioners present: Ellen Avery, Betty Cloud, Paul Fries, Tim Jones, Eric Kirste

Commissioners absent: Karl Jackson, Steve Messer

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

A quorum was present.

Tim Jones led the Pledge of Allegiance.

Corrections/Additions/Approval of Agenda

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

Correspondence

There were none.

Recognition/Welcome

Agnes Wojnarski, Dana Sievertson, Jill Moskal and John Mishevski were in attendance.

Presentation

Natural Resources Commissioners Dana Sieverstson and Agnes Wojnarski provided an informative update along with photos about their volunteer efforts and discussed the importance of natural resources and their role in preserving them. They shared their experiences with the Outreach Project, highlighting the importance of education and outreach in their restoration work. Dana discussed the restoration of a three-mile radius of land in Prospect Heights, including the transformation of the nature preserve, the use of native species, and the removal of toxic chemicals. They emphasized the importance of community involvement and partnerships with other organizations, such as the Morton Arboretum, to achieve the project's goals. Their passion for the environment and colleagues is palpable, and they honored many people and organizations that have helped.

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, Cloud Fries, Jones, Kirste

Nays: None

Abstain: None

Absent: Commissioners Jackson, Messer

The motion carried.

Announcements (Meetings)

The next Regular Board Meeting is scheduled for February 27, 2024 at 7:00 p.m. at the Gary Morava Recreation Center.

Attorney's Report

There was none.

Administrative/Operational Summary

Executive Director – In addition to the submitted report, Executive Director Christina Ferraro discussed the Paid Leave for All Workers Act, which went into effect January 1, and most area park districts would face budget hardships due to the ordinance. Christina also mentioned the Mount Prospect sidewalk replacement and street lighting project, and how the contractor is working on the easement, not on park district property. She discussed having JSD landscape architects conduct a feasibility study for tennis/pickleball courts. The district was not able to get all of the building wayfinding signs installed before the end of the fiscal year and deferred the cost to 2024. The signage is expected to be installed within 6-8 weeks.

Marketing & Communications Manager – In addition to the submitted report, Marketing and Communications Manager Edlyn Castil highlighted the district's Holiday House Decorating Contest was successful in reaching over 20,000 viewers on social media on the district's Facebook page. The district sends out electronic newsletters about twice a month. Edlyn will start to create the Summer 2024 Program Guide which will be mailed and emailed to park district residents and posted on the district's website early April 2024.

Superintendent of Finance, HR and IT – In addition to the submitted report, Superintendent of Finance, HR and IT Shawn Hughes mentioned that she has a virtual meeting with the auditors tomorrow to plan and schedule the 2023 audit.

Superintendent of Recreation – as submitted. Executive Director Christina Ferraro reported in Ray Doerner's absence about adding indoor walking for weekday mornings inside the gym. Based on feedback that the district received residents wanted the suspended indoor walking track. After 23 years working for the district in different capacities, Herman retired. The Arts in the Park program is coming back this Spring. A decision was made to manage the pool in-house this season. The district will not be bringing back last year's contractor.

Superintendent of Parks and Facilities – In addition to the submitted report, Superintendent of Parks and Facilities Mark Grassi discussed the gym flooring project including the scope of work.

Superintendent of Golf - In addition to the submitted report, Superintendent of Golf Sean Lee provided updates on equipment and repairs.

Director of Golf Operations – as submitted. Executive Director Christina Ferraro reported in Marc Heidkamp's absence, Marc Heidkamp and Doug Brazeau attended the PGA showcase. She reported the golf clubhouse needs some roof repairs. There are several leaks that will need to be addressed.

Recreation Supervisors – as submitted.

Committees of the Board

There were no reports.

Unfinished/Ongoing Business

There were none.

New Business

Approval Ordinance #01.23.2024 Combined Budget and Appropriation FY2024

A motion was made by Commissioner Cloud and seconded by Commissioner Fries to approve Ordinance #01.23.2024 Combined Budget and Appropriation FY2024 as submitted. The motion was approved by a roll call vote.

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

Nays: None

Abstain: None

Absent: Commissioners Jackson, Messer

The motion carried.

Approval Ordinance #01.23.2024A Abating Tax Levied for the Year 2023

A motion was made by Commissioner Avery and seconded by Commissioner Fries to approve Ordinance #01.23.2024A Abating Tax Levied for the Year 2023 as submitted. The motion was approved by a roll call vote.

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

Nays: None

Abstain: None

Absent: Commissioners Jackson, Messer

The motion carried.

Committees of the Board

There were no reports.

Commissioners Comments

There were none.

Executive Session

A motion was made by Commissioner Kirste and seconded by Commissioner Cloud to recess into Executive Session of 5 ILCS 120/ Open Meetings Act Section 2 (c) (21) for the purpose of semi-annual review of executive session minutes and determine release at 7:53 p.m. The motion was approved by a voice vote with two absent (Jackson, Messer). The motion carried.

Action as a Result of the Executive Session

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

A motion was made by Commissioner Fries and seconded by Commissioner Cloud to approve Resolution #01.23.2024: Determining the Confidentiality of Closed Session Minutes as submitted. The motion was approved by a roll call vote.

Ayes: Commissioners Cloud, Fries, Jones, Kirste

Nays: None

Abstain: None

Absent: Commissioners Jackson, Messer

The motion carried.

Adjournment

With no further business to discuss, a motion was made by Commissioner Avery and seconded by Commissioner Fries to adjourn the Regular Board Meeting at 7:59 p.m. The motion was approved by a voice vote with two absent (Jackson, Messer). The motion carried.

Betty Cloud, Secretary

TO: Board of Commissioners, Prospect Heights Park District

Pink

FROM: Park District Treasurer

DATE: 2/27/2024 CASH REPORT FY 24

*Motion by Commissioner _____ to approve CASH REPORT 2
2/27/2024 as submitted. Seconded by Commissioner _____ .*

Busey Bank

Interest Earned YTD

Payroll	Checking/sweep			\$	-	
Vendor	Checking/sweep				-	
General/Sweep	Checking				2,821,681.84	
ATM	Checking				98,393.03	
Investment	Checking	\$	8,102.29	annual yield 4.48%	2,182,177.30	
Cash Reserve	Checking	\$	1,390.14	annual yield 4.48%	374,404.89	
TOTALS					\$ 5,476,657.06	Voice Vote

FINANCIAL RESOLUTION

*Motion by Commissioner _____ to approve WARRANT RESOLUTION
2/27/2024 as submitted. Seconded by Commissioner _____ .*

APPROVAL OF WARRANTS 2/27/2024

VENDOR WARRANTS

				AMOUNTS
2	In the amount of	CHECKS ISSUED	\$	208,116.82
2A	In the amount of	ELECTRONIC	\$	83,345.82
Total Vendor Warrants			\$	291,462.64

PAYROLL WARRANTS

	1/12/2024			
3	In the amount of		\$	71,155.43
		gross plus employer costs		
	1/26/2024			
4	In the amount of		\$	72,800.94
		gross plus employer costs		
Total Payroll Warrants			\$	143,956.37

TOTAL OF WARRANTS		\$ 435,419.01	Roll Call
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Prospect Heights Park District, IL

Check Report

By Check Number

Date Range: 01/01/2024 - 01/31/2024

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: AP Bank-AP Bank						
02801	ADVANCED TREE CARE	01/05/2024	EFT	0.00	6,525.00	1031
01402	BHFX LLC	01/05/2024	EFT	0.00	66.00	1032
02116	FLOOD BROTHERS DISPOSAL & RECYCLING SERV	01/05/2024	EFT	0.00	330.70	1033
02459	HOT SHOTS SPORTS	01/05/2024	EFT	0.00	1,396.50	1034
02146	JSD PROFESSIONAL SERVICES INC	01/05/2024	EFT	0.00	3,498.17	1035
01402	BHFX LLC	01/24/2024	EFT	0.00	66.00	1036
01324	DIRECT FITNESS SOLUTIONS LLC	01/24/2024	EFT	0.00	436.11	1037
01102	LIONS TAE KWON DO CENTER	01/24/2024	EFT	0.00	1,113.75	1038
01070	RAMROD DISTRIBUTORS INC	01/24/2024	EFT	0.00	840.58	1039
02706	REAL GRAPHIX	01/24/2024	EFT	0.00	158.79	1040
01070	RAMROD DISTRIBUTORS INC	01/31/2024	EFT	0.00	1,026.65	1041
03076	ACCUPRODUCTS INTERNATIONAL	01/05/2024	Regular	0.00	635.44	54109
01079	ACUSHNET COMPANY	01/05/2024	Regular	0.00	1,864.80	54110
01015	ASSOCIATED LABOR CORPORATION OF AMERIC	01/05/2024	Regular	0.00	9,050.06	54111
01344	WALTER KUSNIERZ	01/05/2024	Regular	0.00	210.00	54112
01041	CONSTELLATION NEW ENERGY INC	01/05/2024	Regular	0.00	2,999.13	54113
01042	CONSTELLATION NEWENERGY GAS DIVISION L	01/05/2024	Regular	0.00	3,046.00	54114
01042	CONSTELLATION NEWENERGY GAS DIVISION L	01/05/2024	Regular	0.00	270.90	54115
01423	GORDON FOOD SERVICE INC	01/05/2024	Regular	0.00	232.51	54116
01037	GRAINGER	01/05/2024	Regular	0.00	270.39	54117
01040	HOME DEPOT CREDIT SERVICES	01/05/2024	Regular	0.00	733.26	54118
01182	LEVEL ELECTRIC INC	01/05/2024	Regular	0.00	395.00	54119
01050	MENARDS	01/05/2024	Regular	0.00	318.17	54120
01059	NICOR	01/05/2024	Regular	0.00	165.98	54121
02228	PAYCOR	01/05/2024	Regular	0.00	2,297.78	54122
01063	PDRMA	01/05/2024	Regular	0.00	18,506.25	54123
01063	PDRMA	01/05/2024	Regular	0.00	26,597.45	54124
01560	R&R PRODUCTS INC	01/05/2024	Regular	0.00	218.05	54125
02241	SPORTS ENGINE INC	01/05/2024	Regular	0.00	270.00	54126
01990	TRI STAR MECHANICAL SERVICES INC	01/05/2024	Regular	0.00	2,485.19	54127
01009	AIRGAS USA LLC	01/16/2024	Regular	0.00	371.49	54128
01909	ANCEL GLINK PC	01/16/2024	Regular	0.00	2,032.50	54129
03044	GEORGE'S LANDSCAPING, INC.	01/16/2024	Regular	0.00	54,574.65	54130
01710	SITEONE LANDSCAPE SUPPLY LLC	01/16/2024	Regular	0.00	101.00	54131
01015	ASSOCIATED LABOR CORPORATION OF AMERIC	01/16/2024	Regular	0.00	1,781.20	54132
03078	CIVICPLUS	01/16/2024	Regular	0.00	36,153.35	54133
02337	EXCALTECH	01/16/2024	Regular	0.00	2,610.95	54134
02031	JOHNSON CONTROLS SECURITY SOLUTIONS	01/16/2024	Regular	0.00	311.54	54135
02715	PLANSOURCE	01/16/2024	Regular	0.00	2,107.91	54136
01031	PULSE TECHNOLOGY	01/16/2024	Regular	0.00	1,264.78	54137
03087	STEPHAN OMOLECKI	01/16/2024	Regular	0.00	99.00	54138
03084	SUBODHINI BAHREL	01/16/2024	Regular	0.00	99.00	54139
01565	USGA CLUB MEMBERSHIP	01/16/2024	Regular	0.00	150.00	54140
03090	AMY BRUBAKER	01/23/2024	Regular	0.00	37.00	54141
02138	ANDERSON PEST SOLUTIONS	01/23/2024	Regular	0.00	149.90	54142
01015	ASSOCIATED LABOR CORPORATION OF AMERIC	01/23/2024	Regular	0.00	6,734.75	54143
02800	AYRE PRODUCTIONS	01/23/2024	Regular	0.00	1,750.00	54144
03019	BSN SPORTS	01/23/2024	Regular	0.00	107.96	54145
01250	GARY KANTOR	01/23/2024	Regular	0.00	180.00	54146
01040	HOME DEPOT CREDIT SERVICES	01/23/2024	Regular	0.00	376.38	54147
01058	NCPERS GROUP LIFE INSURANCE	01/23/2024	Regular	0.00	32.00	54148
01061	NORTHWEST SPECIAL RECREATION ASSOCIATIO	01/23/2024	Regular	0.00	21,964.49	54149
02228	PAYCOR	01/23/2024	Regular	0.00	780.35	54150
01881	R R ROOFING AND CONTRUCTION CO	01/23/2024	Regular	0.00	3,450.00	54151

Check Report

Date Range: 01/01/2024 - 01/31/2024

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
02063	ROCHELLE MASON	01/23/2024	Regular	0.00	16.00	54152
01040	HOME DEPOT CREDIT SERVICES	01/24/2024	Regular	0.00	314.26	54153
01032	CARDMEMBER SERVICE	01/09/2024	Bank Draft	0.00	4,479.11	DFT0002455
02206	ILLINOIS DEPARTMENT OF REVENUE	01/16/2024	Bank Draft	0.00	3,000.00	DFT0003046
01143	VILLAGE OF MOUNT PROSPECT SALES TAX	01/16/2024	Bank Draft	0.00	290.50	DFT0003047
02205	ILLINOIS MUNICIPAL FUND	01/10/2024	Bank Draft	0.00	31,701.57	DFT0003051
02306	FIFTH THIRD BANK	01/25/2024	Bank Draft	0.00	28,416.39	DFT0003053

Bank Code AP Bank Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	65	45	0.00	208,116.82
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	5	5	0.00	67,887.57
EFT's	17	11	0.00	15,458.25
	87	61	0.00	291,462.64

Check Report

Date Range: 01/01/2024 - 01/31/2024

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: PCARD-PCARD LIABILITY						
02464	HARRYS BAR & GRILL	01/15/2024	Bank Draft	0.00	830.03	DFT0003013
02464	HARRYS BAR & GRILL	01/15/2024	Bank Draft	0.00	-830.03	DFT0003013
02608	MUGAVEROS	01/26/2024	Bank Draft	0.00	807.93	MBD01.26.202.
01022	COMCAST	01/26/2024	Bank Draft	0.00	331.53	MBD01.26.202.
01022	COMCAST	01/26/2024	Bank Draft	0.00	63.48	MBD01.26.202.
01334	TYLER BUSINESS FORMS	01/26/2024	Bank Draft	0.00	166.76	MBD01.26.202.
03082	YBA SHIRTS INC	01/26/2024	Bank Draft	0.00	2,081.34	MBD01.26.202.
01081	VILLAGE OF MOUNT PROSPECT	01/26/2024	Bank Draft	0.00	555.08	MBD01.26.202.
01081	VILLAGE OF MOUNT PROSPECT	01/26/2024	Bank Draft	0.00	113.48	MBD01.26.202.
01081	VILLAGE OF MOUNT PROSPECT	01/26/2024	Bank Draft	0.00	223.56	MBD01.26.202.
01022	COMCAST	01/26/2024	Bank Draft	0.00	63.48	MBD01.26.202.
02450	BOWLERO	01/26/2024	Bank Draft	0.00	82.23	MBD01.26.202.
02403	ADOBE	01/26/2024	Bank Draft	0.00	21.24	MBD01.26.202.
02485	THE UPS STORE	01/26/2024	Bank Draft	0.00	12.47	MBD01.26.202.
02009	THE KNOT	01/26/2024	Bank Draft	0.00	1,035.30	MBD01.26.202.
01022	COMCAST	01/26/2024	Bank Draft	0.00	111.62	MBD01.26.202.
01022	COMCAST	01/26/2024	Bank Draft	0.00	248.33	MBD01.26.202.
02318	AMAZON	01/26/2024	Bank Draft	0.00	195.49	MBD01.26.202.
02318	AMAZON	01/26/2024	Bank Draft	0.00	14.03	MBD01.26.202.
02550	FIRESIDETHEATRE.COM	01/26/2024	Bank Draft	0.00	1,893.86	MBD01.26.202.
02550	FIRESIDETHEATRE.COM	01/26/2024	Bank Draft	0.00	7.00	MBD01.26.202.
01057	NAPA HEIGHTS AUTOMOTIVE	01/26/2024	Bank Draft	0.00	214.67	MBD01.26.202.
02318	AMAZON	01/26/2024	Bank Draft	0.00	25.00	MBD01.26.202.
02632	AMC ONLINE 9640	01/26/2024	Bank Draft	0.00	137.39	MBD01.26.202.
02318	AMAZON	01/26/2024	Bank Draft	0.00	75.00	MBD01.26.202.
01074	SAM'S CLUB/SYNCHRONY BANK	01/26/2024	Bank Draft	0.00	37.21	MBD01.26.202.
02329	DOLLAR TREE	01/26/2024	Bank Draft	0.00	27.50	MBD01.26.202.
02324	TARGET	01/26/2024	Bank Draft	0.00	256.43	MBD01.26.202.
02208	ROSEWOOD	01/26/2024	Bank Draft	0.00	1,447.57	MBD01.26.202.
02581	BALL FACTORY MOUNT PROSPECT	01/26/2024	Bank Draft	0.00	150.00	MBD01.26.202.
03091	CELEBRITY DANCE	01/26/2024	Bank Draft	0.00	3,776.00	MBD01.26.202.
02365	DRURY LANE	01/26/2024	Bank Draft	0.00	258.83	MBD01.26.202.
02406	4 IMPRINT	01/26/2024	Bank Draft	0.00	1,110.66	MBD01.26.202.
02550	FIRESIDETHEATRE.COM	01/26/2024	Bank Draft	0.00	-7.00	MBD01.26.202.
03015	AQUATIC COUNCIL	01/26/2024	Bank Draft	0.00	395.00	MBD01.26.202.
02318	AMAZON	01/26/2024	Bank Draft	0.00	28.42	MBD01.26.202.
02476	NOW LINENS	01/26/2024	Bank Draft	0.00	143.58	MBD01.26.202.
02403	ADOBE	01/26/2024	Bank Draft	0.00	21.24	MBD01.26.202.
02476	NOW LINENS	01/26/2024	Bank Draft	0.00	150.04	MBD01.26.202.
01057	NAPA HEIGHTS AUTOMOTIVE	01/26/2024	Bank Draft	0.00	75.59	MBD01.26.202.
02318	AMAZON	01/26/2024	Bank Draft	0.00	65.66	MBD01.26.202.
02403	ADOBE	01/26/2024	Bank Draft	0.00	21.24	MBD01.26.202.
02370	NOAHS ARK ANIMAL WORKSHOP	01/26/2024	Bank Draft	0.00	215.84	MBD01.26.202.
02470	NICKEL CITY	01/26/2024	Bank Draft	0.00	160.00	MBD01.26.202.
01858	CALL ONE	01/26/2024	Bank Draft	0.00	300.96	MBD01.26.202.
02330	WEISSMAN	01/26/2024	Bank Draft	0.00	31.84	MBD01.26.202.
03075	DISCOUNT TIRE	01/26/2024	Bank Draft	0.00	896.00	MBD01.26.202.
01120	REPUBLIC SERVICES INC	01/26/2024	Bank Draft	0.00	306.56	MBD01.26.202.
01120	REPUBLIC SERVICES INC	01/26/2024	Bank Draft	0.00	574.73	MBD01.26.202.
02512	ENCHANTED CASTLE	01/26/2024	Bank Draft	0.00	112.19	MBD01.26.202.
02318	AMAZON	01/26/2024	Bank Draft	0.00	59.98	MBD01.26.202.
02318	AMAZON	01/26/2024	Bank Draft	0.00	12.96	MBD01.26.202.
02318	AMAZON	01/26/2024	Bank Draft	0.00	199.98	MBD01.26.202.
01043	ILLINOIS PARKS AND RECREATION ASSOCIATION	01/26/2024	Bank Draft	0.00	165.00	MBD01.26.202.
02962	SHELL OIL	01/26/2024	Bank Draft	0.00	-0.40	MBD01.26.202.
02398	WALMART	01/26/2024	Bank Draft	0.00	74.57	MBD01.26.202.
01693	HINCKLEY SPRINGS	01/26/2024	Bank Draft	0.00	60.41	MBD01.26.202.
02365	DRURY LANE	01/26/2024	Bank Draft	0.00	1,440.66	MBD01.26.202.
02328	FUN EXPRESS	01/26/2024	Bank Draft	0.00	38.71	MBD01.26.202.
02962	SHELL OIL	01/26/2024	Bank Draft	0.00	40.00	MBD01.26.202.

Check Report

Date Range: 01/01/2024 - 01/31/2024

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
01081	VILLAGE OF MOUNT PROSPECT	01/26/2024	Bank Draft	0.00	130.16	MBD01.26.2024
01081	VILLAGE OF MOUNT PROSPECT	01/26/2024	Bank Draft	0.00	640.56	MBD01.26.2024
01081	VILLAGE OF MOUNT PROSPECT	01/26/2024	Bank Draft	0.00	882.92	MBD01.26.2024
02333	TONYS FRESH MARKET	01/26/2024	Bank Draft	0.00	90.63	MBD01.26.2024
02666	CONSTANTCONTACT.CO	01/26/2024	Bank Draft	0.00	1,127.00	MBD01.26.2024
01023	COMMONWEALTH EDISON	01/26/2024	Bank Draft	0.00	23.27	MBD01.26.2024
02536	AROMA 360 LLC	01/26/2024	Bank Draft	0.00	128.87	MBD01.26.2024
02635	ACT HYT HY-TECK 2178205	01/26/2024	Bank Draft	0.00	25.00	MBD01.26.2024
02318	AMAZON	01/26/2024	Bank Draft	0.00	46.99	MBD01.26.2024
02127	DIRECTV	01/26/2024	Bank Draft	0.00	442.98	MBD01.26.2024
02784	SHEIN	01/26/2024	Bank Draft	0.00	184.60	MBD01.26.2024
02318	AMAZON	01/26/2024	Bank Draft	0.00	86.35	MBD01.26.2024
03074	KIMBER AUTOMOTIVE	01/26/2024	Bank Draft	0.00	240.00	MBD01.26.2024
02335	REVOLUTION DANCEWEAR	01/26/2024	Bank Draft	0.00	78.95	MBD01.26.2024
01690	MOUNT PROSPECT PARK DISTRICT	01/26/2024	Bank Draft	0.00	200.00	MBD01.26.2024
01022	COMCAST	01/26/2024	Bank Draft	0.00	235.44	MBD01.26.2024
02324	TARGET	01/26/2024	Bank Draft	0.00	16.99	MBD01.26.2024
01057	NAPA HEIGHTS AUTOMOTIVE	01/26/2024	Bank Draft	0.00	235.75	MBD01.26.2024
02398	WALMART	01/26/2024	Bank Draft	0.00	122.88	MBD01.26.2024
02396	WINDY CITY BULLS	01/26/2024	Bank Draft	0.00	650.00	MBD01.26.2024
01074	SAM'S CLUB/SYNCHRONY BANK	01/26/2024	Bank Draft	0.00	124.49	MBD01.26.2024
02476	NOW LINENS	01/26/2024	Bank Draft	0.00	316.39	MBD01.26.2024
02476	NOW LINENS	01/26/2024	Bank Draft	0.00	185.25	MBD01.26.2024
02476	NOW LINENS	01/26/2024	Bank Draft	0.00	212.48	MBD01.26.2024
02476	NOW LINENS	01/26/2024	Bank Draft	0.00	178.94	MBD01.26.2024
02324	TARGET	01/26/2024	Bank Draft	0.00	12.10	MBD01.26.2024
02476	NOW LINENS	01/26/2024	Bank Draft	0.00	277.30	MBD01.26.2024
02476	NOW LINENS	01/26/2024	Bank Draft	0.00	126.35	MBD01.26.2024
02476	NOW LINENS	01/26/2024	Bank Draft	0.00	209.47	MBD01.26.2024
02318	AMAZON	01/26/2024	Bank Draft	0.00	45.60	MBD01.26.2024
01022	COMCAST	01/26/2024	Bank Draft	0.00	10.45	MBD01.26.2024

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	91	91	0.00	28,416.39
EFT's	0	0	0.00	0.00
	91	91	0.00	28,416.39

All Bank Codes Check Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	65	45	0.00	208,116.82
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	96	96	0.00	96,303.96
EFT's	17	11	0.00	15,458.25
	178	152	0.00	319,879.03

Fund Summary

Fund	Name	Period	Amount
950	POOLED CASH FUND	1/2024	319,879.03
			319,879.03



Prospect Heights Park District, IL

Income Statement Group Summary

For Fiscal: 2024 Period Ending: 01/31/2024

Account Type	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
Department: 02 - RECREATION/GENERAL					
Revenue	934,205.00	934,205.00	6,500.37	6,500.37	927,704.63
Expense	762,790.00	762,790.00	55,372.40	55,372.40	707,417.60
Department: 02 - RECREATION/GENERAL Surplus (Deficit):	171,415.00	171,415.00	-48,872.03	-48,872.03	220,287.03
Department: 03 - PRESCHOOL CREATIVE KIDS					
Revenue	78,364.00	78,364.00	2,746.42	2,746.42	75,617.58
Expense	73,260.25	73,260.25	2,385.84	2,385.84	70,874.41
Department: 03 - PRESCHOOL CREATIVE KIDS Surplus (Deficit):	5,103.75	5,103.75	360.58	360.58	4,743.17
Department: 04 - KINDERSTOP					
Revenue	259,750.00	259,750.00	23,571.39	23,571.39	236,178.61
Expense	158,490.00	158,490.00	5,552.78	5,552.78	152,937.22
Department: 04 - KINDERSTOP Surplus (Deficit):	101,260.00	101,260.00	18,018.61	18,018.61	83,241.39
Department: 05 - YOUTH PROGRAMS					
Revenue	38,685.00	38,685.00	6,119.00	6,119.00	32,566.00
Expense	36,132.50	36,132.50	2,556.43	2,556.43	33,576.07
Department: 05 - YOUTH PROGRAMS Surplus (Deficit):	2,552.50	2,552.50	3,562.57	3,562.57	-1,010.07
Department: 06 - DANCE					
Revenue	85,596.00	85,596.00	7,932.46	7,932.46	77,663.54
Expense	76,100.00	76,100.00	8,916.77	8,916.77	67,183.23
Department: 06 - DANCE Surplus (Deficit):	9,496.00	9,496.00	-984.31	-984.31	10,480.31
Department: 07 - ATHLETIC					
Revenue	41,202.00	41,202.00	4,627.43	4,627.43	36,574.57
Expense	42,258.50	42,258.50	3,124.11	3,124.11	39,134.39
Department: 07 - ATHLETIC Surplus (Deficit):	-1,056.50	-1,056.50	1,503.32	1,503.32	-2,559.82
Department: 08 - PERFORMING ARTS					
Revenue	104,743.00	104,743.00	1,339.00	1,339.00	103,404.00
Expense	61,697.50	61,697.50	937.57	937.57	60,759.93
Department: 08 - PERFORMING ARTS Surplus (Deficit):	43,045.50	43,045.50	401.43	401.43	42,644.07
Department: 09 - CONCESSIONS					
Revenue	31,650.00	31,650.00	0.00	0.00	31,650.00
Expense	29,555.00	29,555.00	187.31	187.31	29,367.69
Department: 09 - CONCESSIONS Surplus (Deficit):	2,095.00	2,095.00	-187.31	-187.31	2,282.31
Department: 10 - AQUATICS					
Revenue	94,530.00	94,530.00	0.00	0.00	94,530.00
Expense	220,511.00	220,511.00	1,015.57	1,015.57	219,495.43
Department: 10 - AQUATICS Surplus (Deficit):	-125,981.00	-125,981.00	-1,015.57	-1,015.57	-124,965.43
Department: 11 - ACTIVE ADULTS					
Revenue	91,689.00	91,689.00	2,442.00	2,442.00	89,247.00
Expense	90,675.00	90,675.00	3,798.42	3,798.42	86,876.58
Department: 11 - ACTIVE ADULTS Surplus (Deficit):	1,014.00	1,014.00	-1,356.42	-1,356.42	2,370.42
Department: 12 - SPECIAL EVENTS					
Revenue	23,410.00	23,410.00	185.00	185.00	23,225.00
Expense	25,065.00	25,065.00	419.49	419.49	24,645.51
Department: 12 - SPECIAL EVENTS Surplus (Deficit):	-1,655.00	-1,655.00	-234.49	-234.49	-1,420.51
Department: 13 - FITNESS CENTER					
Revenue	27,680.00	27,680.00	2,776.26	2,776.26	24,903.74
Expense	52,820.00	52,820.00	1,615.28	1,615.28	51,204.72
Department: 13 - FITNESS CENTER Surplus (Deficit):	-25,140.00	-25,140.00	1,160.98	1,160.98	-26,300.98

Income Statement

For Fiscal: 2024 Period Ending: 01/31/2024

Account Type	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
Department: 14 - SUMMER CAMP					
Revenue	332,768.00	332,768.00	0.00	0.00	332,768.00
Expense	246,421.75	246,421.75	735.99	735.99	245,685.76
Department: 14 - SUMMER CAMP Surplus (Deficit):	86,346.25	86,346.25	-735.99	-735.99	87,082.24
Department: 30 - PARKS					
Revenue	9,500.00	9,500.00	0.00	0.00	9,500.00
Expense	264,035.00	264,035.00	7,482.34	7,482.34	256,552.66
Department: 30 - PARKS Surplus (Deficit):	-254,535.00	-254,535.00	-7,482.34	-7,482.34	-247,052.66
Department: 40 - GOLF					
Revenue	1,279,800.00	1,279,800.00	76.63	76.63	1,279,723.37
Expense	718,118.00	718,118.00	13,422.16	13,422.16	704,695.84
Department: 40 - GOLF Surplus (Deficit):	561,682.00	561,682.00	-13,345.53	-13,345.53	575,027.53
Department: 41 - GROUNDS					
Expense	758,302.00	758,302.00	27,707.65	27,707.65	730,594.35
Department: 41 - GROUNDS Total:	758,302.00	758,302.00	27,707.65	27,707.65	730,594.35
Department: 42 - PRO SHOP					
Revenue	116,500.00	116,500.00	3,146.46	3,146.46	113,353.54
Expense	84,600.00	84,600.00	404.00	404.00	84,196.00
Department: 42 - PRO SHOP Surplus (Deficit):	31,900.00	31,900.00	2,742.46	2,742.46	29,157.54
Department: 43 - HOOK A KID					
Revenue	105,000.00	105,000.00	0.00	0.00	105,000.00
Expense	75,000.00	75,000.00	0.00	0.00	75,000.00
Department: 43 - HOOK A KID Surplus (Deficit):	30,000.00	30,000.00	0.00	0.00	30,000.00
Department: 44 - WARM UP RANGE					
Revenue	35,000.00	35,000.00	0.00	0.00	35,000.00
Expense	10,475.00	10,475.00	0.00	0.00	10,475.00
Department: 44 - WARM UP RANGE Surplus (Deficit):	24,525.00	24,525.00	0.00	0.00	24,525.00
Department: 45 - FOOD AND BEVERAGE					
Revenue	902,000.00	902,000.00	2,150.99	2,150.99	899,849.01
Expense	763,320.00	763,320.00	10,507.05	10,507.05	752,812.95
Department: 45 - FOOD AND BEVERAGE Surplus (Deficit):	138,680.00	138,680.00	-8,356.06	-8,356.06	147,036.06
Total Surplus (Deficit):	42,445.50	42,445.50	-82,527.75	-82,527.75	

Fund Summary

Fund	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
200 - RECREATION FUND	13,960.50	13,960.50	-35,860.97	-35,860.97	49,821.47
300 - GOLF	28,485.00	28,485.00	-46,666.78	-46,666.78	75,151.78
Total Surplus (Deficit):	42,445.50	42,445.50	-82,527.75	-82,527.75	



Prospect Heights Park District, IL

Income Statement Group Summary

For Fiscal: 2024 Period Ending: 01/31/2024

Category	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
Fund: 100 - CORPORATE FUND					
Revenue					
10 - TAXES	1,120,000.00	1,120,000.00	3,863.79	3,863.79	1,116,136.21
20 - INTEREST	104,000.00	104,000.00	8,102.29	8,102.29	95,897.71
35 - ADDITIONAL	4,200.00	4,200.00	0.00	0.00	4,200.00
Revenue Total:	1,228,200.00	1,228,200.00	11,966.08	11,966.08	1,216,233.92
Expense					
50 - PERSONNEL SERVICES	457,190.00	457,190.00	24,234.18	24,234.18	432,955.82
51 - BENEFITS	126,292.00	126,292.00	-1,180.74	-1,180.74	127,472.74
52 - CONTRACTED SERVICES	213,379.50	213,379.50	14,738.79	14,738.79	198,640.71
60 - COMMODITIES	42,760.00	42,760.00	166.76	166.76	42,593.24
65 - GENERAL EXPENDITURES	2,300,900.00	2,300,900.00	0.00	0.00	2,300,900.00
Expense Total:	3,140,521.50	3,140,521.50	37,958.99	37,958.99	3,102,562.51
Fund: 100 - CORPORATE FUND Surplus (Deficit):	-1,912,321.50	-1,912,321.50	-25,992.91	-25,992.91	-1,886,328.59
Fund: 200 - RECREATION FUND					
Revenue					
10 - TAXES	880,000.00	880,000.00	0.00	0.00	880,000.00
30 - RENTAL	59,265.00	59,265.00	6,336.25	6,336.25	52,928.75
35 - ADDITIONAL	20,690.00	20,690.00	164.12	164.12	20,525.88
41 - PROGRAM REVENUES	1,162,167.00	1,162,167.00	51,738.96	51,738.96	1,110,428.04
42 - RERESHMENT REVENUE	31,650.00	31,650.00	0.00	0.00	31,650.00
Revenue Total:	2,153,772.00	2,153,772.00	58,239.33	58,239.33	2,095,532.67
Expense					
50 - PERSONNEL SERVICES	1,346,883.00	1,346,883.00	44,349.78	44,349.78	1,302,533.22
51 - BENEFITS	156,568.00	156,568.00	-1,341.42	-1,341.42	157,909.42
52 - CONTRACTED SERVICES	402,896.50	402,896.50	44,358.16	44,358.16	358,538.34
60 - COMMODITIES	191,286.00	191,286.00	4,391.82	4,391.82	186,894.18
65 - GENERAL EXPENDITURES	42,178.00	42,178.00	2,341.96	2,341.96	39,836.04
Expense Total:	2,139,811.50	2,139,811.50	94,100.30	94,100.30	2,045,711.20
Fund: 200 - RECREATION FUND Surplus (Deficit):	13,960.50	13,960.50	-35,860.97	-35,860.97	49,821.47
Fund: 300 - GOLF					
Revenue					
30 - RENTAL	15,500.00	15,500.00	0.00	0.00	15,500.00
35 - ADDITIONAL	9,200.00	9,200.00	54.24	54.24	9,145.76
37 - GENERAL REVENUE	35,000.00	35,000.00	22.39	22.39	34,977.61
41 - PROGRAM REVENUES	2,119,600.00	2,119,600.00	5,297.45	5,297.45	2,114,302.55
42 - RERESHMENT REVENUE	259,000.00	259,000.00	0.00	0.00	259,000.00
Revenue Total:	2,438,300.00	2,438,300.00	5,374.08	5,374.08	2,432,925.92
Expense					
50 - PERSONNEL SERVICES	654,635.00	654,635.00	19,700.07	19,700.07	634,934.93
51 - BENEFITS	172,080.00	172,080.00	-1,169.16	-1,169.16	173,249.16
52 - CONTRACTED SERVICES	720,525.00	720,525.00	12,666.52	12,666.52	707,858.48
60 - COMMODITIES	675,600.00	675,600.00	20,684.00	20,684.00	654,916.00
65 - GENERAL EXPENDITURES	186,975.00	186,975.00	159.43	159.43	186,815.57
Expense Total:	2,409,815.00	2,409,815.00	52,040.86	52,040.86	2,357,774.14
Fund: 300 - GOLF Surplus (Deficit):	28,485.00	28,485.00	-46,666.78	-46,666.78	75,151.78
Fund: 404 - AUDITING FUND					
Revenue					
10 - TAXES	19,000.00	19,000.00	0.00	0.00	19,000.00
Revenue Total:	19,000.00	19,000.00	0.00	0.00	19,000.00

Income Statement

For Fiscal: 2024 Period Ending: 01/31/2024

Category	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
Expense					
52 - CONTRACTED SERVICES	18,175.00	18,175.00	0.00	0.00	18,175.00
Expense Total:	18,175.00	18,175.00	0.00	0.00	18,175.00
Fund: 404 - AUDITING FUND Surplus (Deficit):	825.00	825.00	0.00	0.00	825.00
Fund: 405 - PAVING & LIGHTING FUND					
Revenue					
10 - TAXES	12,500.00	12,500.00	0.00	0.00	12,500.00
Revenue Total:	12,500.00	12,500.00	0.00	0.00	12,500.00
Expense					
52 - CONTRACTED SERVICES	2,100.00	2,100.00	0.00	0.00	2,100.00
60 - COMMODITIES	10,400.00	10,400.00	0.00	0.00	10,400.00
Expense Total:	12,500.00	12,500.00	0.00	0.00	12,500.00
Fund: 405 - PAVING & LIGHTING FUND Surplus (Deficit):	0.00	0.00	0.00	0.00	0.00
Fund: 406 - LIABILITY INSURANCE FUND					
Revenue					
10 - TAXES	110,000.00	110,000.00	0.00	0.00	110,000.00
Revenue Total:	110,000.00	110,000.00	0.00	0.00	110,000.00
Expense					
50 - PERSONNEL SERVICES	8,820.00	8,820.00	414.03	414.03	8,405.97
52 - CONTRACTED SERVICES	113,541.00	113,541.00	0.00	0.00	113,541.00
60 - COMMODITIES	3,900.00	3,900.00	0.00	0.00	3,900.00
Expense Total:	126,261.00	126,261.00	414.03	414.03	125,846.97
Fund: 406 - LIABILITY INSURANCE FUND Surplus (Deficit):	-16,261.00	-16,261.00	-414.03	-414.03	-15,846.97
Fund: 407 - IMRF FUND					
Revenue					
10 - TAXES	130,000.00	130,000.00	0.00	0.00	130,000.00
Revenue Total:	130,000.00	130,000.00	0.00	0.00	130,000.00
Expense					
51 - BENEFITS	129,100.00	129,100.00	0.00	0.00	129,100.00
Expense Total:	129,100.00	129,100.00	0.00	0.00	129,100.00
Fund: 407 - IMRF FUND Surplus (Deficit):	900.00	900.00	0.00	0.00	900.00
Fund: 408 - POLICE FUND					
Revenue					
10 - TAXES	45,000.00	45,000.00	0.00	0.00	45,000.00
Revenue Total:	45,000.00	45,000.00	0.00	0.00	45,000.00
Expense					
50 - PERSONNEL SERVICES	30,000.00	30,000.00	1,229.65	1,229.65	28,770.35
52 - CONTRACTED SERVICES	14,400.00	14,400.00	3,741.54	3,741.54	10,658.46
Expense Total:	44,400.00	44,400.00	4,971.19	4,971.19	39,428.81
Fund: 408 - POLICE FUND Surplus (Deficit):	600.00	600.00	-4,971.19	-4,971.19	5,571.19
Fund: 409 - MUSEUM FUND					
Expense					
50 - PERSONNEL SERVICES	5,640.00	5,640.00	0.00	0.00	5,640.00
Expense Total:	5,640.00	5,640.00	0.00	0.00	5,640.00
Fund: 409 - MUSEUM FUND Total:	5,640.00	5,640.00	0.00	0.00	5,640.00
Fund: 410 - SPECIAL RECREATION FUND					
Revenue					
10 - TAXES	146,500.00	146,500.00	0.00	0.00	146,500.00
Revenue Total:	146,500.00	146,500.00	0.00	0.00	146,500.00
Expense					
52 - CONTRACTED SERVICES	5,000.00	5,000.00	0.00	0.00	5,000.00
65 - GENERAL EXPENDITURES	87,858.00	87,858.00	21,964.49	21,964.49	65,893.51

Income Statement

For Fiscal: 2024 Period Ending: 01/31/2024

Category	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
80 - CAPITAL IMPROVEMENTS	123,000.00	123,000.00	0.00	0.00	123,000.00
Expense Total:	215,858.00	215,858.00	21,964.49	21,964.49	193,893.51
Fund: 410 - SPECIAL RECREATION FUND Surplus (Deficit):	-69,358.00	-69,358.00	-21,964.49	-21,964.49	-47,393.51
Fund: 411 - SOCIAL SECURITY FUND					
Revenue					
10 - TAXES	185,000.00	185,000.00	0.00	0.00	185,000.00
Revenue Total:	185,000.00	185,000.00	0.00	0.00	185,000.00
Expense					
51 - BENEFITS	185,000.00	185,000.00	9,959.45	9,959.45	175,040.55
Expense Total:	185,000.00	185,000.00	9,959.45	9,959.45	175,040.55
Fund: 411 - SOCIAL SECURITY FUND Surplus (Deficit):	0.00	0.00	-9,959.45	-9,959.45	9,959.45
Fund: 413 - COMMUNITY EVENTS					
Revenue					
35 - ADDITIONAL	14,000.00	14,000.00	0.00	0.00	14,000.00
41 - PROGRAM REVENUES	12,780.00	12,780.00	0.00	0.00	12,780.00
Revenue Total:	26,780.00	26,780.00	0.00	0.00	26,780.00
Expense					
50 - PERSONNEL SERVICES	2,000.00	2,000.00	0.00	0.00	2,000.00
52 - CONTRACTED SERVICES	20,490.00	20,490.00	1,750.00	1,750.00	18,740.00
60 - COMMODITIES	4,325.00	4,325.00	0.00	0.00	4,325.00
Expense Total:	26,815.00	26,815.00	1,750.00	1,750.00	25,065.00
Fund: 413 - COMMUNITY EVENTS Surplus (Deficit):	-35.00	-35.00	-1,750.00	-1,750.00	1,715.00
Fund: 518 - CAPITAL PROJECT FUND					
Revenue					
35 - ADDITIONAL	151,600.00	151,600.00	0.00	0.00	151,600.00
37 - GENERAL REVENUE	2,411,565.00	2,411,565.00	0.00	0.00	2,411,565.00
Revenue Total:	2,563,165.00	2,563,165.00	0.00	0.00	2,563,165.00
Expense					
52 - CONTRACTED SERVICES	10,000.00	10,000.00	0.00	0.00	10,000.00
60 - COMMODITIES	27,100.00	27,100.00	21,283.00	21,283.00	5,817.00
80 - CAPITAL IMPROVEMENTS	766,900.00	766,900.00	0.00	0.00	766,900.00
Expense Total:	804,000.00	804,000.00	21,283.00	21,283.00	782,717.00
Fund: 518 - CAPITAL PROJECT FUND Surplus (Deficit):	1,759,165.00	1,759,165.00	-21,283.00	-21,283.00	1,780,448.00
Fund: 523 - CAPITAL 98 GOLF FUND					
Revenue					
37 - GENERAL REVENUE	150,000.00	150,000.00	0.00	0.00	150,000.00
Revenue Total:	150,000.00	150,000.00	0.00	0.00	150,000.00
Expense					
80 - CAPITAL IMPROVEMENTS	295,000.00	295,000.00	0.00	0.00	295,000.00
Expense Total:	295,000.00	295,000.00	0.00	0.00	295,000.00
Fund: 523 - CAPITAL 98 GOLF FUND Surplus (Deficit):	-145,000.00	-145,000.00	0.00	0.00	-145,000.00
Fund: 608 - 2014B (2005B Refinance)					
Revenue					
35 - ADDITIONAL	475,900.00	475,900.00	0.00	0.00	475,900.00
Revenue Total:	475,900.00	475,900.00	0.00	0.00	475,900.00
Expense					
52 - CONTRACTED SERVICES	1,500.00	1,500.00	0.00	0.00	1,500.00
65 - GENERAL EXPENDITURES	475,900.00	475,900.00	0.00	0.00	475,900.00
Expense Total:	477,400.00	477,400.00	0.00	0.00	477,400.00
Fund: 608 - 2014B (2005B Refinance) Surplus (Deficit):	-1,500.00	-1,500.00	0.00	0.00	-1,500.00

Income Statement

For Fiscal: 2024 Period Ending: 01/31/2024

Category	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
Fund: 612 - PREVIOUS YEAR ROLLOVER BOND					
Revenue					
10 - TAXES	733,336.00	733,336.00	0.00	0.00	733,336.00
Revenue Total:	733,336.00	733,336.00	0.00	0.00	733,336.00
Expense					
65 - GENERAL EXPENDITURES	698,416.00	698,416.00	0.00	0.00	698,416.00
Expense Total:	698,416.00	698,416.00	0.00	0.00	698,416.00
Fund: 612 - PREVIOUS YEAR ROLLOVER BOND Surplus (Deficit):	34,920.00	34,920.00	0.00	0.00	34,920.00
Fund: 613 - CURRENT ROLLOVER					
Revenue					
35 - ADDITIONAL	698,415.00	698,415.00	0.00	0.00	698,415.00
Revenue Total:	698,415.00	698,415.00	0.00	0.00	698,415.00
Expense					
52 - CONTRACTED SERVICES	10,950.00	10,950.00	0.00	0.00	10,950.00
65 - GENERAL EXPENDITURES	687,465.00	687,465.00	0.00	0.00	687,465.00
Expense Total:	698,415.00	698,415.00	0.00	0.00	698,415.00
Fund: 613 - CURRENT ROLLOVER Surplus (Deficit):	0.00	0.00	0.00	0.00	0.00
Fund: 900 - CASH RESERVES					
Revenue					
20 - INTEREST	0.00	0.00	1,390.14	1,390.14	-1,390.14
Revenue Total:	0.00	0.00	1,390.14	1,390.14	-1,390.14
Fund: 900 - CASH RESERVES Total:	0.00	0.00	1,390.14	1,390.14	-1,390.14
Total Surplus (Deficit):	-311,260.00	-311,260.00	-167,472.68	-167,472.68	

Fund Summary

Fund	Original	Current	MTD Activity	YTD Activity	Budget
	Total Budget	Total Budget			Remaining
100 - CORPORATE FUND	-1,912,321.50	-1,912,321.50	-25,992.91	-25,992.91	-1,886,328.59
200 - RECREATION FUND	13,960.50	13,960.50	-35,860.97	-35,860.97	49,821.47
300 - GOLF	28,485.00	28,485.00	-46,666.78	-46,666.78	75,151.78
404 - AUDITING FUND	825.00	825.00	0.00	0.00	825.00
405 - PAVING & LIGHTING FU	0.00	0.00	0.00	0.00	0.00
406 - LIABILITY INSURANCE F	-16,261.00	-16,261.00	-414.03	-414.03	-15,846.97
407 - IMRF FUND	900.00	900.00	0.00	0.00	900.00
408 - POLICE FUND	600.00	600.00	-4,971.19	-4,971.19	5,571.19
409 - MUSEUM FUND	-5,640.00	-5,640.00	0.00	0.00	-5,640.00
410 - SPECIAL RECREATION F	-69,358.00	-69,358.00	-21,964.49	-21,964.49	-47,393.51
411 - SOCIAL SECURITY FUN	0.00	0.00	-9,959.45	-9,959.45	9,959.45
413 - COMMUNITY EVENTS	-35.00	-35.00	-1,750.00	-1,750.00	1,715.00
518 - CAPITAL PROJECT FUN	1,759,165.00	1,759,165.00	-21,283.00	-21,283.00	1,780,448.00
523 - CAPITAL 98 GOLF FUND	-145,000.00	-145,000.00	0.00	0.00	-145,000.00
608 - 2014B (2005B Refinanc	-1,500.00	-1,500.00	0.00	0.00	-1,500.00
612 - PREVIOUS YEAR ROLL	34,920.00	34,920.00	0.00	0.00	34,920.00
613 - CURRENT ROLLOVER	0.00	0.00	0.00	0.00	0.00
900 - CASH RESERVES	0.00	0.00	1,390.14	1,390.14	-1,390.14
Total Surplus (Deficit):	-311,260.00	-311,260.00	-167,472.68	-167,472.68	



February 27, 2024

To: Park Board of Commissioners
From: Christina Ferraro, Executive Director
Re: February 2024 board report

PAID LEAVE FOR ALL WORKERS ACT

Beginning January 1, 2024, all Illinois employers must offer both full-time and part-time employees 40 hours of paid time off per 12-month period with the exception of park districts and public schools. Cook County also passed a similar ordinance with similar provisions; however, park districts and public schools were not exempted. I have corresponded with Cook County Commissioner Scott Britton, requesting an amendment and explaining the hardship it would cost the park district in terms of timekeeping and the money it will cost to pay all employees an additional 40 hours per year. A committee of the County will discuss this on Feb 28 and the County Board is scheduled to vote upon any amendments on Feb 29. Meanwhile, the park district must abide by this ordinance as part of Cook County until amended.

IPRA CONFERENCE

Eight staff attended the conference in Chicago, which is the largest state park and recreation conference in the nation. The sessions covered legislative changes, building security technology, DEI, social media, artificial intelligence, employment law, grants, programming, and more. Over 300 commercial vendors showcase their latest products and services. Its great networking and professional development.

TENNIS / PICKLEBALL FEASIBILITY STUDY

Staff met with JSD to review the scope of study. JSD will visit four park sites, develop a court layout exhibit for each site, conduct an Open House to gather community input, and prepare a final report including Opinion of Probable Construction Costs for the board to adopt in July.

ADA TRANSITION PLAN

Staff met with The WT Group to discuss the partial access audit and transition plan update. WT will visit Lions Park, McDonald Field, Gary Morava Recreation Center (fitness room, pool, etc.), Old Orchard Country Club (clubhouse and cart path). After their evaluation they will compile a report for each site to include deficits, recommend retrofits and include cost references for planning purposes. They will conduct community engagement activities to gather community input as well as survey Prospect Heights residents with disabilities for more feedback. The final report will be presented to the board in May.

TULLY PARK: 214 S WHEELING

The property transfer is being executed by quitclaim deed and a title commitment because the IDNR requires a title policy for grant award purposes, proving ownership. The

agreement will be signed and then the title company can finalize the title work/closing details. A plat of survey has been ordered for the new boundaries of Tully Park

MUIR PARK

A plat of survey has been ordered for the boundaries of Muir Park.

NWSRA

Attached to this NWSRA report to demonstrate 2023 year-end program statistics. It shows that Prospect Heights has between 12-39 residents participating in NWSRA programs each season who range from 3-47 years old. The report provides more information specific to our community.

BOARD MEETING AGENDA ITEMS 2024

March 2024	<ul style="list-style-type: none">• Election Tuesday, March 19
April 2024	<ul style="list-style-type: none">• Decennial Committee meeting at 6:30pm at GMRC• Tentative workshop regarding future planning various scenarios
May 2024	<ul style="list-style-type: none">• Appoint advisory positions to the Board June 2024-May 2025• Acceptance of the FY2023 Comprehensive Annual Financial Report• W-T Group presents partial ADA Transition Plan final report
June 2024	<ul style="list-style-type: none">• Election of Park Board Officers
July 2024	<ul style="list-style-type: none">• Tennis / Pickleball feasibility study final report adoption• Resolution Determining Confidentiality Closed Session Minutes
August 2024	<ul style="list-style-type: none">• Approval Resolution NWSRA 2025 Assessment
September 2024	<ul style="list-style-type: none">• annual harassment prevention training• NWSRA 2023 Year in Review
October 2024	<ul style="list-style-type: none">• Decennial committee meeting 6:30pm at GMRC• Resolution Approval of IAPD credentials• Approve Ordinance issue bond• Classification & compensation survey findings
November 2024	<ul style="list-style-type: none">• Approve Prescribed Burn 2024-2025• Approve Resolution Truth in Taxation for Levy Year 2023
December 2024	<ul style="list-style-type: none">• FY2025 Budget presentation• Approve Annual Tax Levy Ordinance• Schedule of 2025 meetings

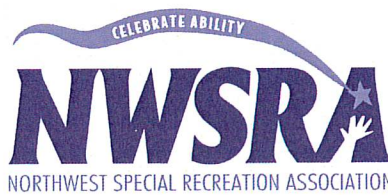


2023 4TH QUARTER

Program Statistics

Prospect Heights Park District
www.nwsra.org/directors

TEAMWORK • RESPECT • ENTHUSIAUM • COMMUNICATION • COLLABORATION • DIVERSITY



"We exist to provide outstanding opportunities through recreation for children and adults with disabilities."

To: Tracey Crawford, Executive Director
From: Andrea Griffin, Superintendent of Recreation
Rachel Hubsch, Superintendent of Recreation
Date: January 16, 2024
Re: NWSRA year-end statistics.

With 2023 year coming to an end, NWSRA is proud of all the efforts from staff, volunteers, participants, families, member districts, donors and stakeholders to accomplish so many outstanding achievements. In 2023 NWSRA welcomed back Leisure Education to 34 schools residing within NWSRA's 17 Member Park Districts. NWSRA staff use Leisure Education as a tool to enable students to gain a better understanding of what recreation activities they enjoy, where to access those activities and ways to adapt activities for successful participation. NWSRA worked hard to increase program registration. Program participation saw a 35% increase in 2023, allowing participants to experience new places, challenge themselves to try new things, learn new skills, and be exposed to a world outside their own.

Notable team accomplishments include:

NWSRA staff shared their expertise by presenting at 56 conferences, webinars, social service groups, Member Park Districts, libraries, and support groups/agencies. The Outreach Committee continued to share NWSRA's mission, vision, and purpose at over 40 expos and events throughout the Northwest Suburbs.

The PURSUIT Community Adult Day Program was able to achieve full capacity at all six sites, with 206 clients registered for the program. Clients and staff accumulated over 2,900 volunteer hours within NWSRA Member Park District community businesses and organizations.

NWSRA day camps saw over 540 registrations across 15 camps for 8 weeks. New and returning campers were given the chance to growth self-confidence and independence while making new friends and learning new skills.

The Inclusion Team collectively accomplished over 500 on-site hours of support, training and behavior interventions at all 17 Member Park District locations. The team provided 22 formal trainings to Member Park District full-time and part-time staff, on general inclusion, behavior management, ADA, specific disabilities, ability awareness, adapting/modifying games and activities, active inclusion and empathy.

An extension of the local park districts serving

Arlington Heights • Bartlett • Buffalo Grove • Elk Grove • Hanover Park • Hoffman Estates • Inverness • Mount Prospect
Palatine • Prospect Heights • River Trails • Rolling Meadows • Salt Creek • Schaumburg • South Barrington • Streamwood • Wheeling

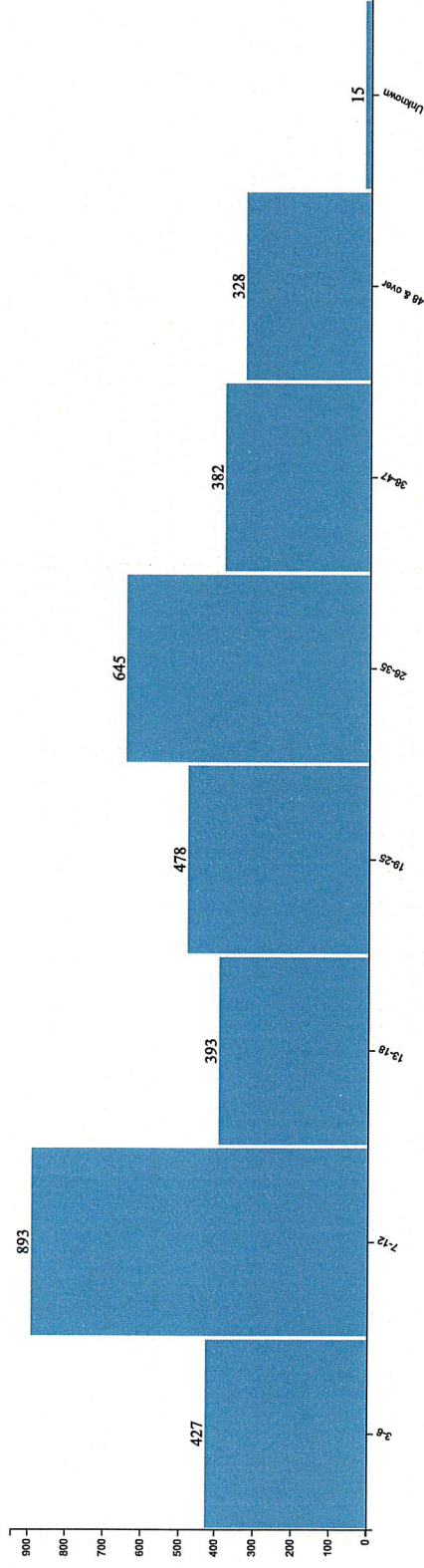
3000 West Central Road, Suite 205 • Rolling Meadows, IL 60008 • VOICE 847/392-2848 • FAX 392-2870 • TTY 392-2855 • www.nwsra.org

Master Report #1: Individuals

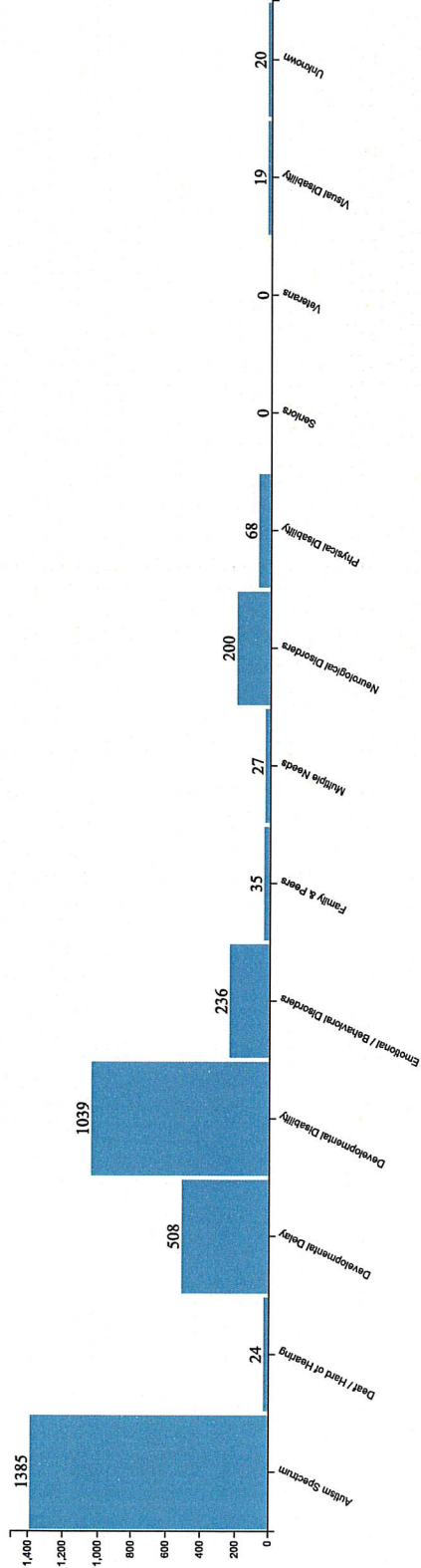
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All Park Districts: 2023 Fall, 2023 Summer, 2023 Spring, 2023 Winter

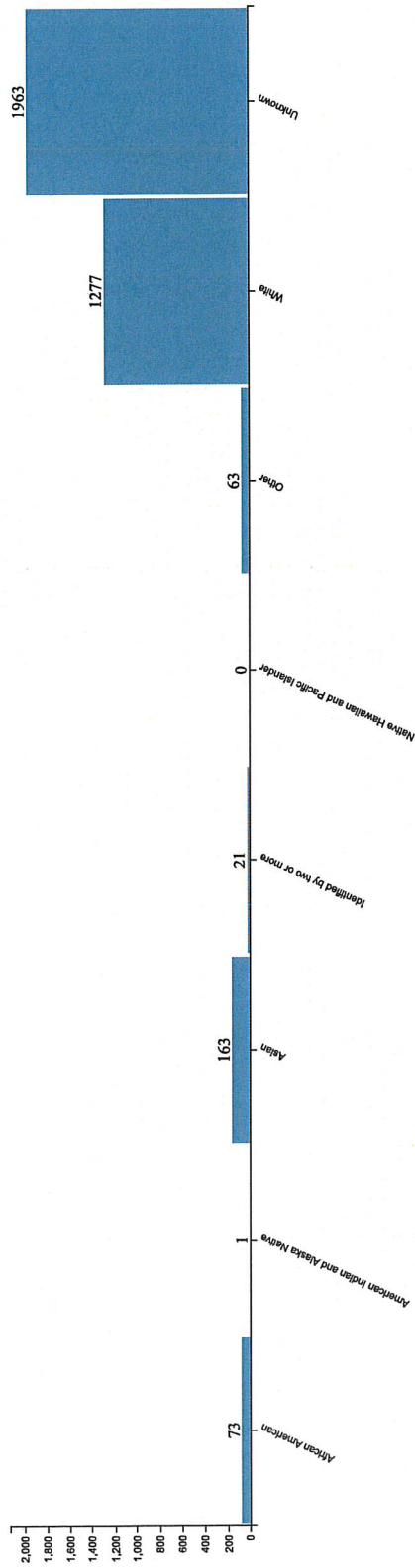
Number of Individuals by Age (Total: 3561)



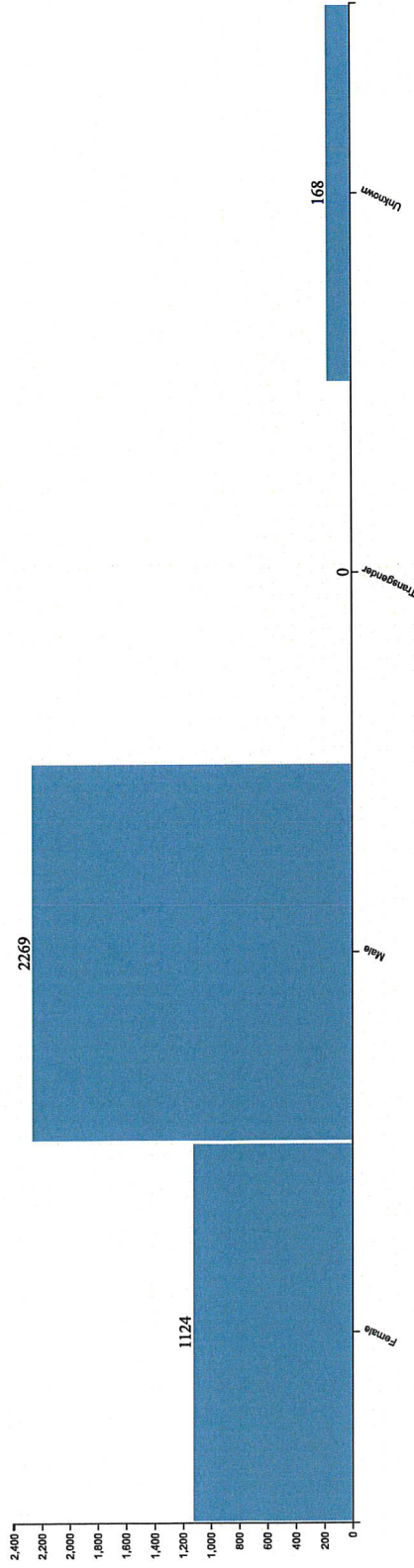
Number of Individuals by Disability/Group (Total: 3561)



Number of Individuals by Ethnicity (Total: 3561)



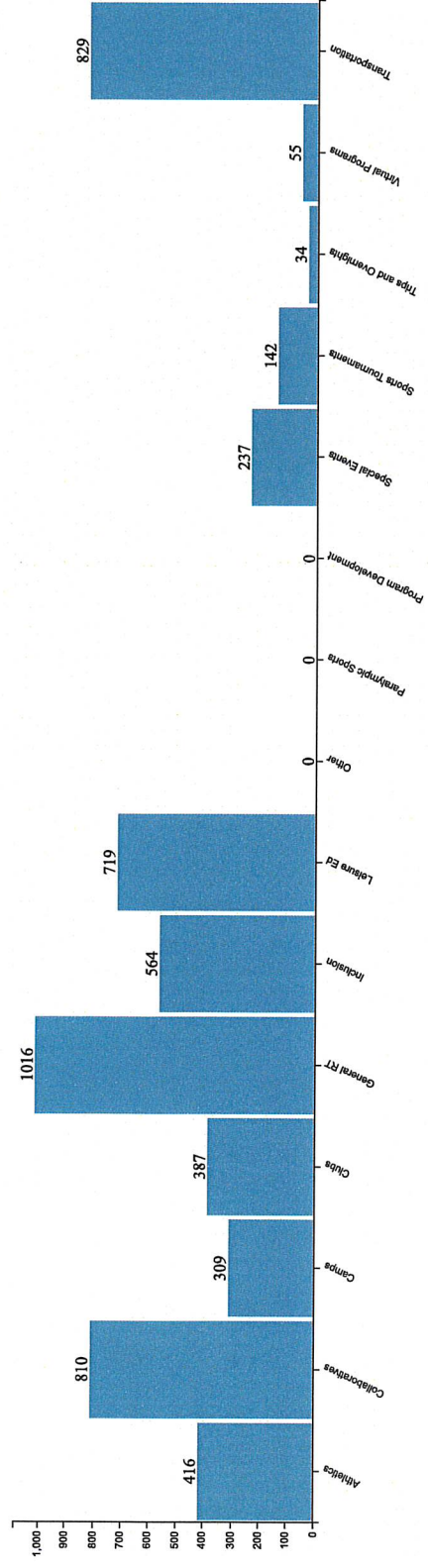
Number of Individuals by Gender (Total: 3561)



Number of Individuals by Age and Disability Group (Total: 3561)

Age Group	Autism Spectrum	Deaf / Hard of Hearing	Developmental Delay	Developmental Disability	Emotional / Behavioral Disorders	Family & Peers	Multiple Needs	Neurological Disorders	Physical Disability	Seniors Veterans	Visual Disability	Unknown Total
3-6	155	10	186	33	25	1	0	2	0	0	0	15
7-12	495	7	159	93	113	7	0	7	7	0	3	2
13-18	222	5	43	60	22	0	0	27	9	0	5	0
19-25	260	0	35	108	16	2	8	47	2	0	0	0
26-35	207	0	43	266	27	1	15	66	16	0	4	0
36-47	29	0	15	238	18	6	4	38	28	0	6	0
48 & over	13	1	27	235	15	17	0	13	6	0	1	0
Unknown	4	1	0	6	0	1	0	0	0	0	0	3
Total	1385	24	508	1039	236	35	27	200	68	0	19	20

Number of Individuals by Program Type (Total: 5518)



Number of Individuals by Season by Member District (Total: 3561)

Park District	2023 Winter	2023 Spring	2023 Summer	2023 Fall	YTD
Arlington Heights Park District	172	163	123	134	592
Bartlett Park District	13	13	30	17	73
Buffalo Grove Park District	62	59	55	59	235
Elk Grove Park District	36	41	42	51	170
Hanover Park Park District	22	22	32	25	101
Hoffman Estates Park District	55	61	75	56	247
Inverness Park District	5	5	10	8	28
Mount Prospect Park District	71	68	63	64	266
NWSRA	0	0	0	0	0
Palatine Park District	88	85	132	93	398
Prospect Heights Park District	38	33	12	29	112
River Trails Park District	4	6	11	5	26
Rolling Meadows Park District	42	41	41	40	164
Salt Creek Rural Park District	1	1	1	1	4
Schaumburg Park District	98	97	139	110	444
South Barrington Park District	4	4	6	4	18
Streamwood Park District	17	19	19	17	72
Wheeling Park District	124	110	43	92	369
Non Resident PD	41	39	42	120	242
Total	893	867	876	925	3561

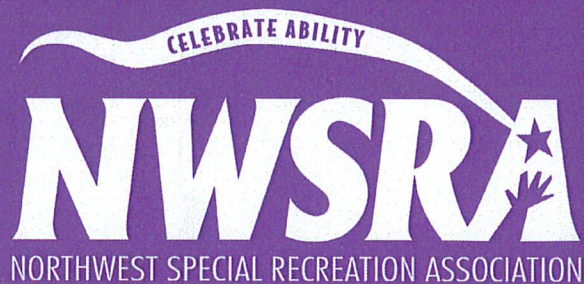
Number of Individuals by Age (Total: 3561)

Park District	3-6	7-12	13-18	19-25	26-35	36-47	48 & over	Unknown	Total
Arlington Heights Park District	118	108	79	74	60	73	80	0	592
Bartlett Park District	9	18	8	11	21	6	0	0	73
Buffalo Grove Park District	21	120	17	43	13	11	10	0	235
Elk Grove Park District	11	30	11	19	47	18	33	1	170
Hanover Park Park District	7	11	4	13	44	17	4	1	101
Hoffman Estates Park District	41	60	10	40	42	34	20	0	247
Inverness Park District	0	0	2	11	12	2	0	1	28
Mount Prospect Park District	30	44	55	34	60	28	13	2	266
NWSRA	0	0	0	0	0	0	0	0	0
Palatine Park District	30	83	38	71	56	43	77	0	398
Prospect Heights Park District	21	38	20	10	10	13	0	0	112
River Trails Park District	3	4	4	7	0	2	6	0	26
Rolling Meadows Park District	13	28	5	17	24	31	46	0	164
Salt Creek Rural Park District	0	1	0	0	3	0	0	0	4
Schaumburg Park District	39	129	48	61	89	59	19	0	444
South Barrington Park District	3	5	0	2	4	4	0	0	18
Streamwood Park District	7	1	1	4	49	9	1	0	72
Wheeling Park District	69	185	42	11	30	23	9	0	369
Non Resident PD	5	28	49	50	81	9	10	10	242
Total	427	893	393	478	645	382	328	15	3561

Number of Individuals by Disability/Group (Total: 3561)

Park District	Autism Spectrum	Deaf / Hard of Hearing	Developmental Delay	Developmental Disability	Emotional / Behavioral Disorders	Family & Peers	Multiple Needs	Neurological Disorders	Physical Disability	Seniors Veterans	Visual Disability	Unknown
Arlington Heights Park District	225	4	92	158	48	4	4	31	15	0	10	1
Bartlett Park District	34	0	5	22	6	0	4	0	0	0	0	2
Buffalo Grove Park District	118	2	44	25	38	1	3	4	0	0	0	0
Elk Grove Park District	64	1	19	62	5	3	0	15	0	0	0	1
Hanover Park Park District	28	2	7	41	13	0	1	0	4	0	3	2
Hoffman Estates Park District	113	0	31	64	20	0	0	12	2	0	1	4
Inverness Park District	10	0	6	4	0	0	0	7	1	0	0	0
Mount Prospect Park District	108	0	44	81	7	8	0	12	5	0	0	1
NWSRA	0	0	0	0	0	0	0	0	0	0	0	0
Palatine Park District	137	2	44	171	12	10	0	13	9	0	0	0
Prospect Heights Park District	61	0	15	18	4	3	2	4	5	0	0	0
River Trails Park District	9	0	0	8	8	0	0	1	0	0	0	0
Rolling Meadows Park District	28	2	20	87	5	0	0	12	6	0	0	4
Salt Creek Rural Park District	0	0	1	3	0	0	0	0	0	0	0	0
Schaumburg Park District	187	10	37	112	26	5	9	49	6	0	0	3
South Barrington Park District	9	0	3	6	0	0	0	0	0	0	0	0
Streamwood Park District	35	0	0	20	4	1	4	8	0	0	0	0
Wheeling Park District	127	1	107	77	31	0	0	12	11	0	3	0
Non Resident PD	92	0	33	80	9	0	0	20	4	0	2	2
Total	1385	24	508	1039	236	35	27	200	68	0	19	20





SECTION 1

Individuals by District

Access online at www.nwsra.org/directors

“Unknown” in attached reports means that information is currently unavailable on the individual.

As pertaining to the “Number of Individuals by Ethnicity” chart, information will be available as this information is entered into the new database.

Participation equals number of registrations:

John is 1 individual who registers for 5 programs. His totals participation is counted as 5.

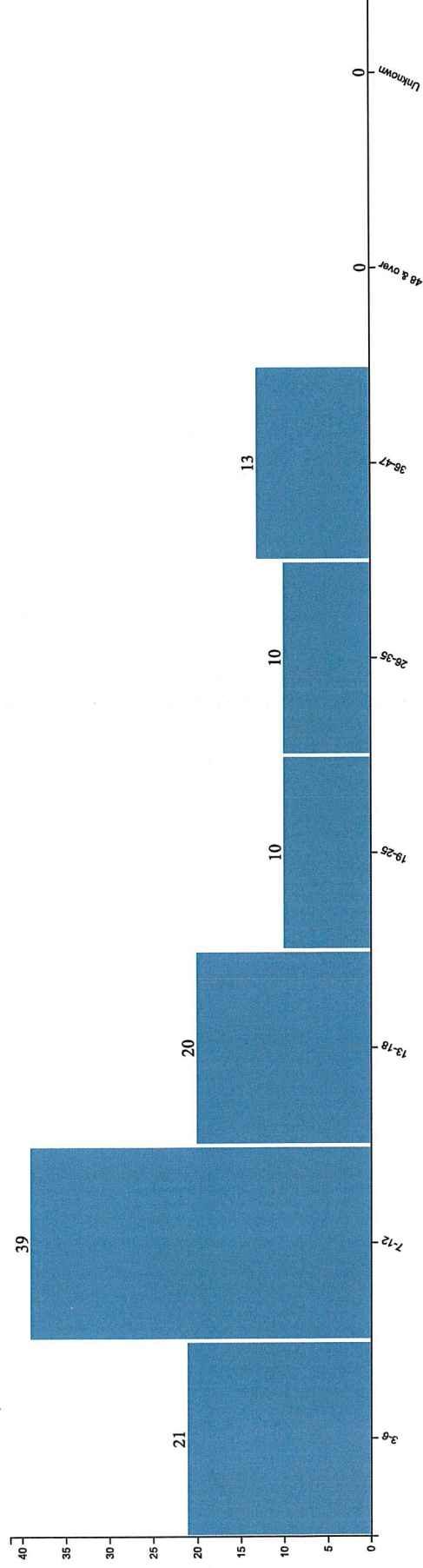
“Program Dev.” (Program Development) in the “Number of Individuals by Program Type” chart refers to new programs and services implemented in the fiscal year.

Master Report #1: Individuals

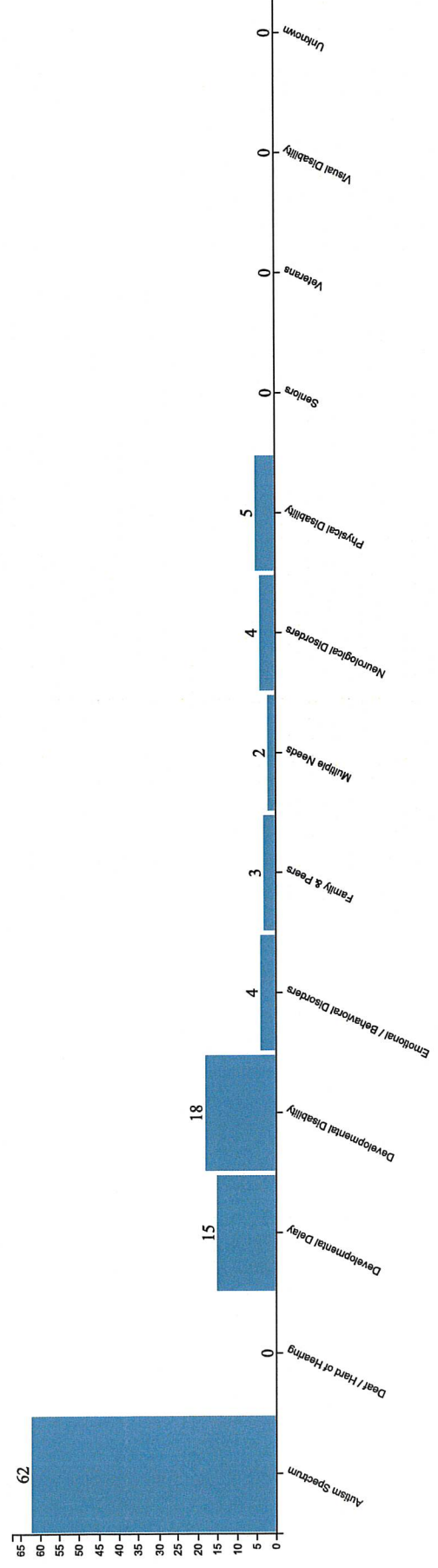
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Prospect Heights Park District: 2023 Fall, 2023 Summer, 2023 Spring, 2023 Winter

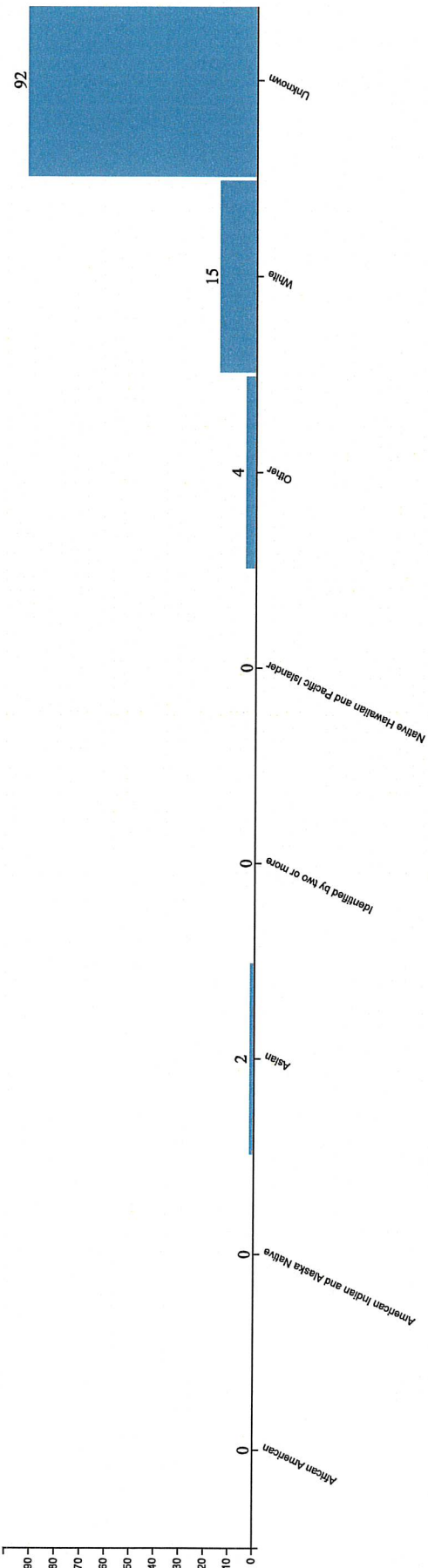
Number of Individuals by Age (Total: 113)



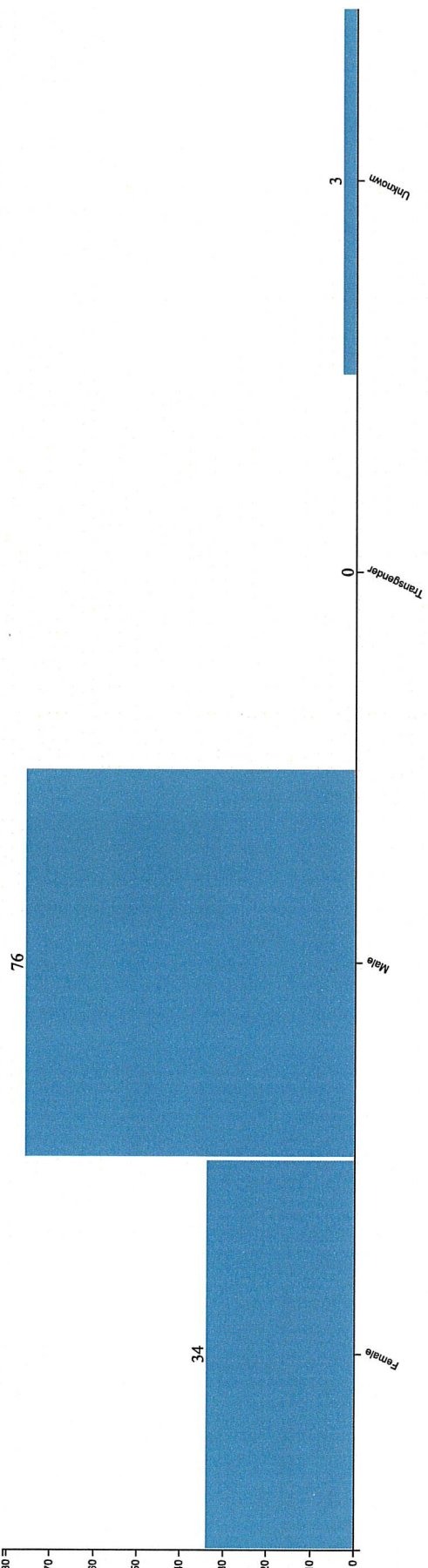
Number of Individuals by Disability/Group (Total: 113)



Number of Individuals by Ethnicity (Total: 113)



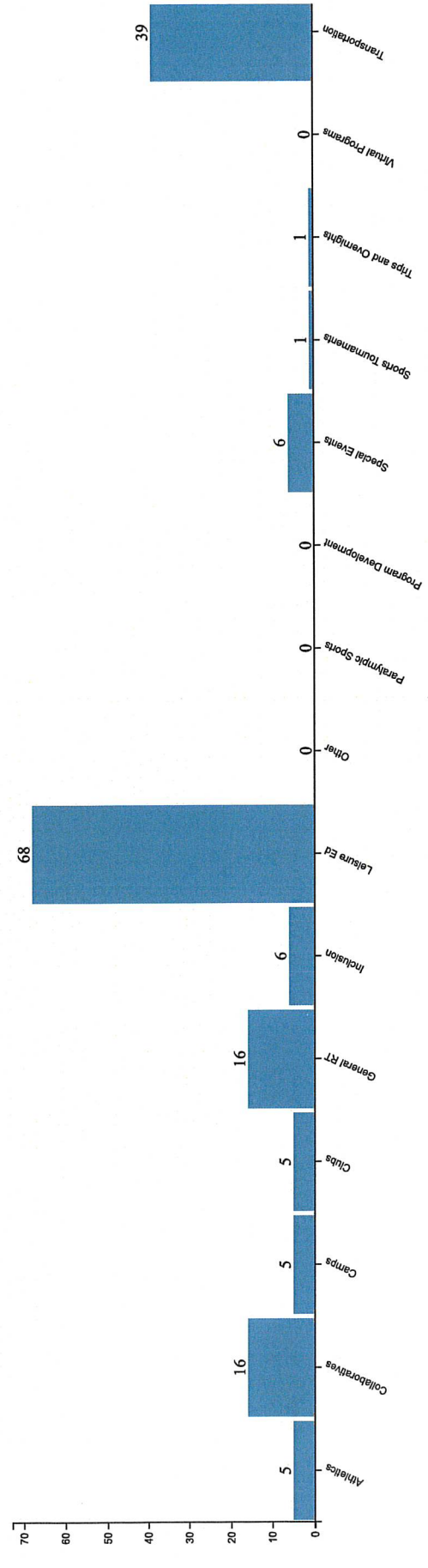
Number of Individuals by Gender (Total: 113)



Number of Individuals by Age and Disability Group (Total: 113)

Age Group	Autism Spectrum	Deaf / Hard of Hearing	Developmental Delay	Developmental Disability	Emotional / Behavioral Disorders	Family & Peers	Multiple Needs	Neurological Disorders	Physical Disability	Seniors Veterans	Visual Disability	Unknown Total
3-6	12	0	5	4	0	0	0	0	0	0	0	21
7-12	26	0	5	5	2	0	0	0	1	0	0	39
13-18	15	0	1	2	2	0	0	0	0	0	0	20
19-25	5	0	0	4	0	1	0	0	0	0	0	10
26-35	4	0	0	0	0	0	2	4	0	0	0	10
36-47	0	0	4	3	0	2	0	0	4	0	0	13
48 & over	0	0	0	0	0	0	0	0	0	0	0	0
Unknown	0	0	0	0	0	0	0	0	0	0	0	0
Total	62	0	15	18	4	3	2	4	5	0	0	113

Number of Individuals by Program Type (Total: 168)



Number of Individuals by Season by Member District (Total: 3674)

Park District	2023 Winter	2023 Spring	2023 Summer	2023 Fall	YTD
Arlington Heights Park District	172	163	123	155	613
Bartlett Park District	13	13	30	17	73
Buffalo Grove Park District	62	59	55	59	235
Elk Grove Park District	36	41	42	52	171
Hanover Park Park District	22	22	32	29	105
Hoffman Estates Park District	55	61	75	60	251
Inverness Park District	5	5	10	8	28
Mount Prospect Park District	71	68	63	71	273
NWSRA	0	0	0	0	0
Palatine Park District	88	85	132	101	406
Prospect Heights Park District	38	33	12	30	113
River Trails Park District	4	6	11	5	26
Rolling Meadows Park District	42	41	41	58	182
Salt Creek Rural Park District	1	1	1	1	4
Schaumburg Park District	98	97	139	135	469
South Barrington Park District	4	4	6	4	18
Streamwood Park District	17	19	19	17	72
Wheeling Park District	124	110	43	97	374
Non Resident PD	41	39	42	139	261
Total	893	867	876	1038	3674

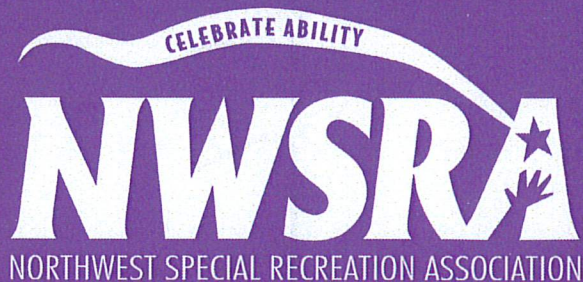
Number of Individuals by Age (Total: 3674)

Park District	3-6	7-12	13-18	19-25	26-35	36-47	48 & over	Unknown	Total
Arlington Heights Park District	118	108	81	74	62	73	82	15	613
Bartlett Park District	9	18	8	11	21	6	0	0	73
Buffalo Grove Park District	21	120	17	43	13	11	10	0	235
Elk Grove Park District	11	30	11	19	47	18	34	1	171
Hanover Park Park District	7	11	4	13	44	18	4	4	105
Hoffman Estates Park District	42	60	10	40	42	34	20	3	251
Inverness Park District	0	0	2	11	12	2	0	1	28
Mount Prospect Park District	28	47	55	34	60	28	13	8	273
NWSRA	0	0	0	0	0	0	0	0	0
Palatine Park District	30	84	38	71	57	44	77	5	406
Prospect Heights Park District	21	39	20	10	10	13	0	0	113
River Trails Park District	3	4	4	7	0	2	6	0	26
Rolling Meadows Park District	13	28	7	17	24	31	46	16	182
Salt Creek Rural Park District	0	1	0	0	3	0	0	0	4
Schaumburg Park District	35	134	48	63	90	60	23	16	469
South Barrington Park District	3	5	0	2	4	4	0	0	18
Streamwood Park District	7	1	1	4	49	9	1	0	72
Wheeling Park District	69	185	42	11	30	23	9	5	374
Non Resident PD	5	33	50	81	81	9	10	23	261
Total	422	908	398	480	649	385	335	97	3674

Number of Individuals by Disability/Group (Total: 3674)

Park District	Autism Spectrum	Deaf / Hard of Hearing	Developmental Delay	Developmental Disability	Emotional / Behavioral Disorders	Family & Peers	Multiple Needs	Neurological Disorders	Physical Disability	Seniors Veterans	Visual Disability	Unknown
Arlington Heights Park District	227	4	92	158	49	8	4	31	15	0	10	15
Bartlett Park District	34	0	5	22	6	0	4	0	0	0	0	2
Buffalo Grove Park District	118	2	44	25	38	1	3	4	0	0	0	0
Elk Grove Park District	64	1	19	62	5	4	0	15	0	0	0	1
Hanover Park Park District	28	2	7	41	13	1	1	0	4	0	3	5
Hoffman Estates Park District	113	0	32	64	20	0	0	12	2	0	1	7
Inverness Park District	10	0	6	4	0	0	0	7	1	0	0	0
Mount Prospect Park District	108	0	45	81	7	8	0	12	5	0	0	7
NWSRA	0	0	0	0	0	0	0	0	0	0	0	0
Palatine Park District	137	2	43	172	13	12	0	13	9	0	0	5
Prospect Heights Park District	62	0	15	18	4	3	2	4	5	0	0	0
River Trails Park District	9	0	0	8	8	0	0	1	0	0	0	0
Rolling Meadows Park District	29	2	21	87	5	0	0	12	6	0	0	20
Salt Creek Rural Park District	0	0	1	3	0	0	0	0	0	0	0	0
Schaumburg Park District	189	10	37	112	26	10	9	50	6	0	0	20
South Barrington Park District	9	0	3	6	0	0	0	0	0	0	0	0
Streamwood Park District	35	0	0	20	4	1	4	8	0	0	0	0
Wheeling Park District	127	1	107	77	31	0	0	12	11	0	3	5
Non Resident PD	96	0	33	82	9	0	0	20	4	0	2	15
Total	1395	24	510	1042	238	48	27	201	68	0	19	102





SECTION 2

- Participation by District
- Non-resident Participation
- NWSRA Program Reports

Access online at www.nwsra.org/directors

"Unknown" in attached reports means that information is currently unavailable on the participant or program.

Participation equals number of registrations:

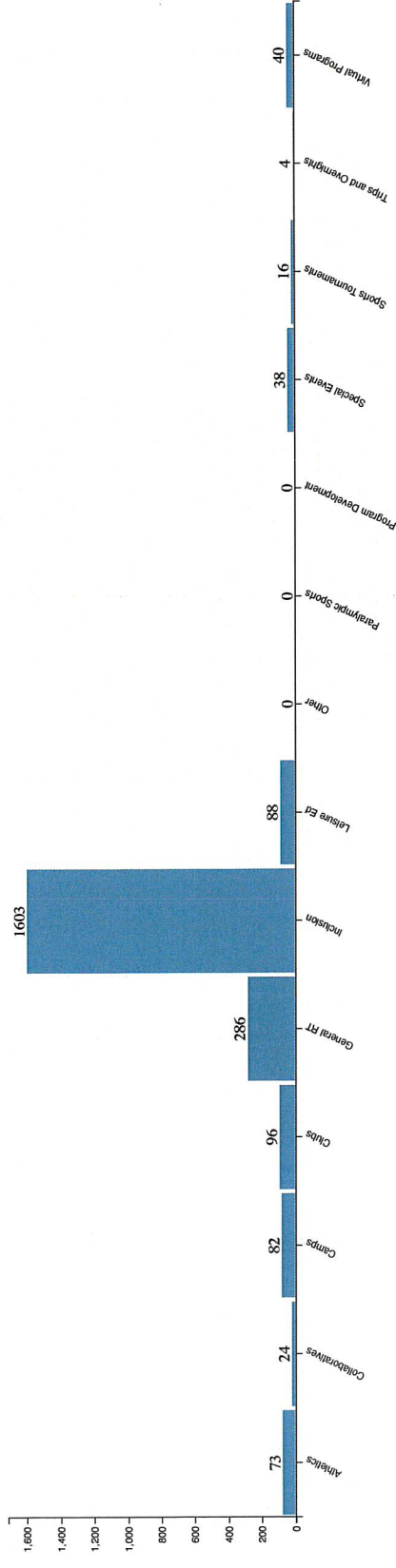
John is 1 individual who registers for 5 programs. His totals participation is counted as 5.

Master Report #2: Programs and Participation

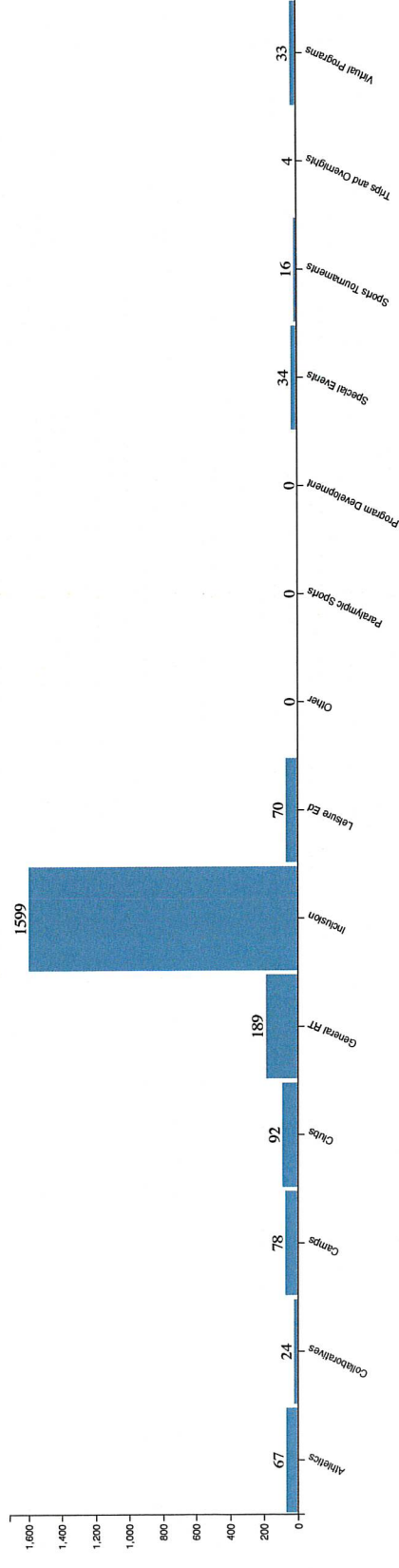
01/24/2024 9:33 AM

2023 Fall, 2023 Summer, 2023 Spring, 2023 Winter

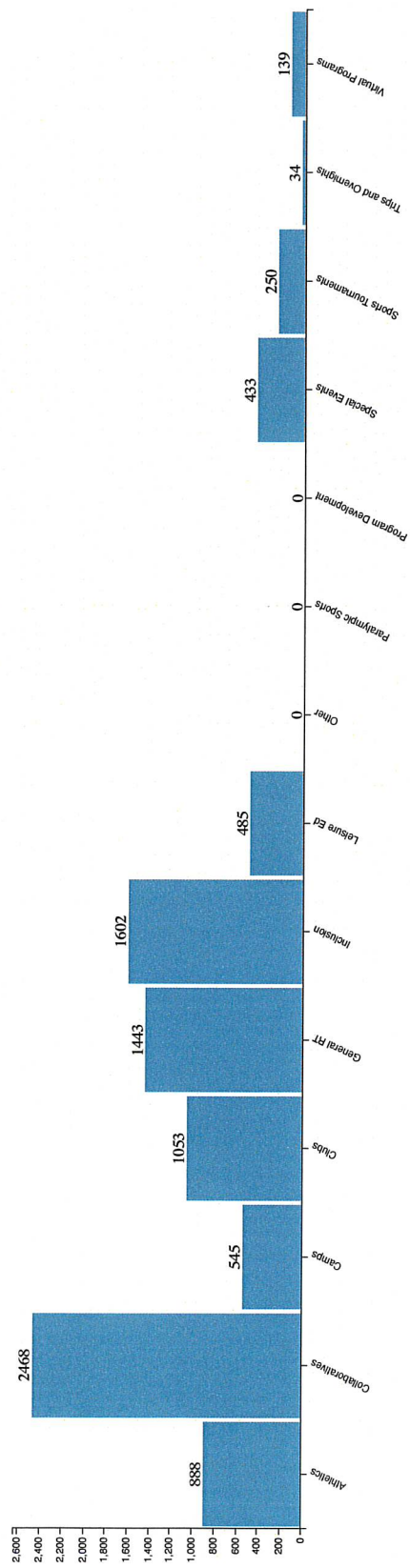
Number of Programs Offered by Program Type (Total: 2350)



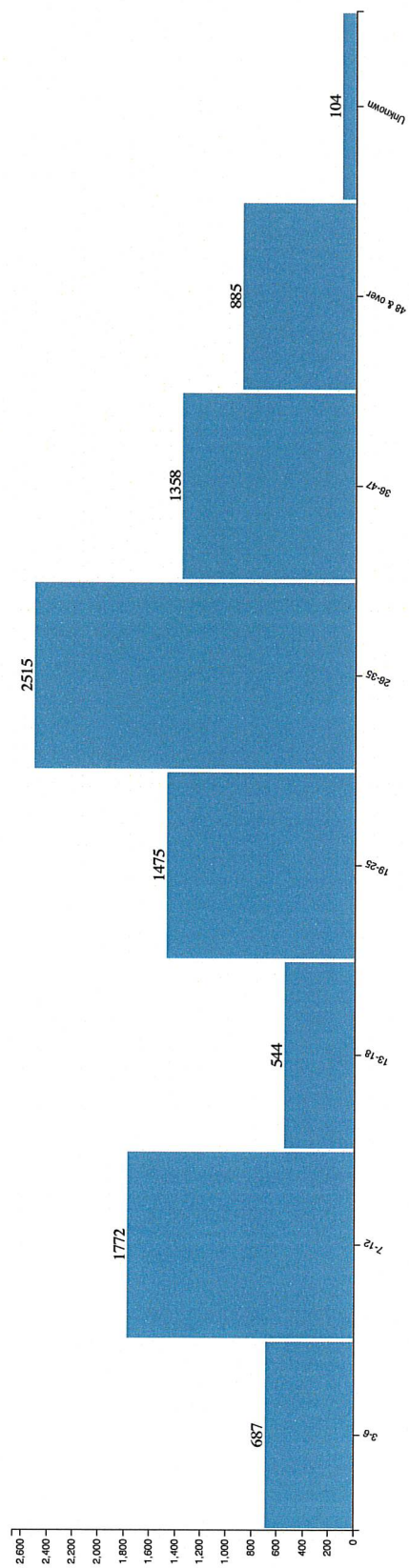
Number of Programs Implemented by Program Type (Total: 2206)



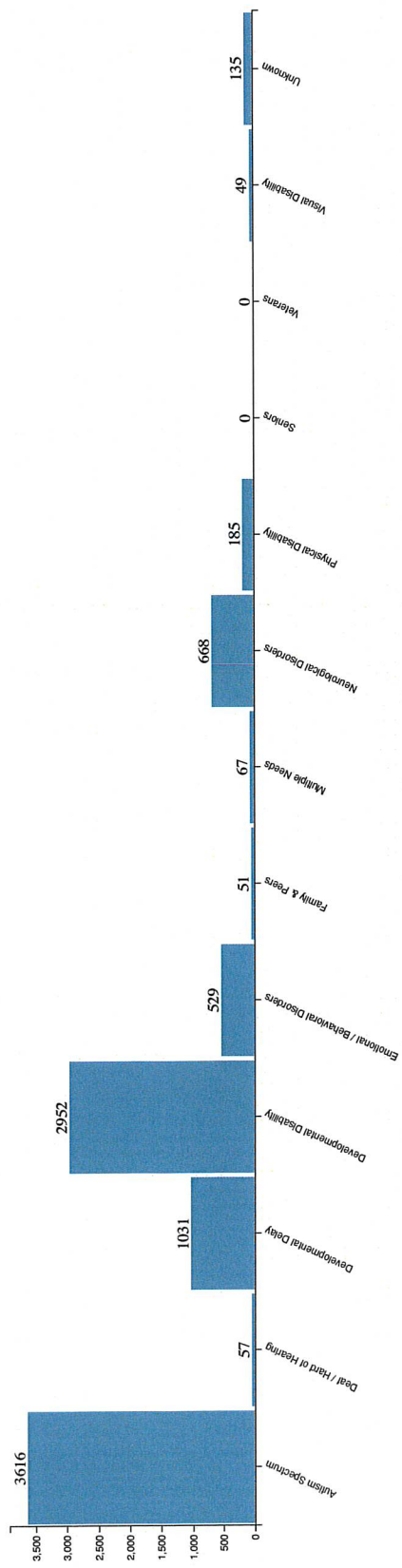
Total Participation by Program Type (Total: 9340)

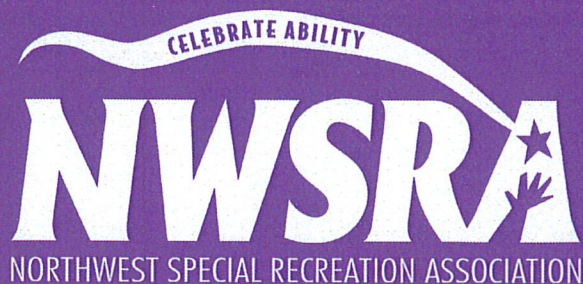


Total Participation by Age (Total: 9340)



Total Participation by Disability/Group (Total: 9340)





SECTION 3

- Facility Report: Facilities Accessed by Facility Type
- Facility Report: Facilities Accessed by Facility Type by Member District

Access online at www.nwsra.org/directors

"Facilities Accessed" equals the number of times a facility has been accessed. So one facility used on 2 separate occasions would show a count of 2.

FACILITY TYPE DEFINITIONS

Athletics: Fields, Gyms, Tennis Courts

Community Center: Activity Room, Fitness Center, Track, Teen Center, Banquet Room, Conference Rooms, Kitchens

Cultural Arts: Dance Rooms, Art Room/Studio, Performing Arts Theater, Music Room

Nature Center: Conservatory, Farm, Cabins, Fire Pit, Trail, Fishing

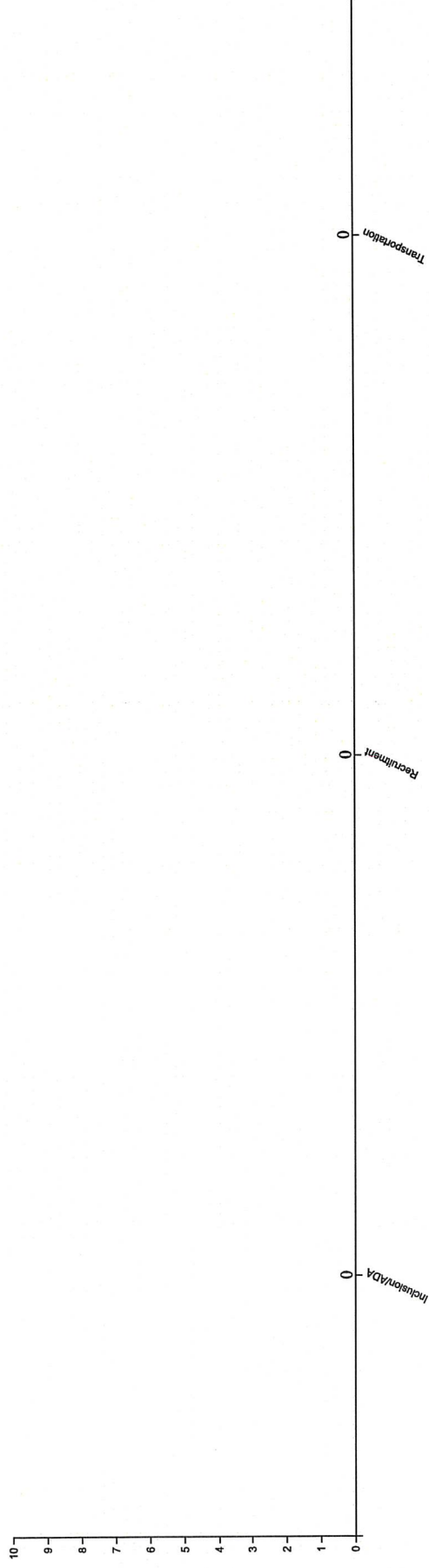
Park/Pool: Indoor/Outdoor Pool, Playground Gazebo/Shelter

Specialty: Museum, Ski/Sled Hills, Golf, Racquet Ball, Rink, Climbing Wall, Gymnastics Room, Paddle Boats, Spin Rooms, Archery Range, Horse Stables

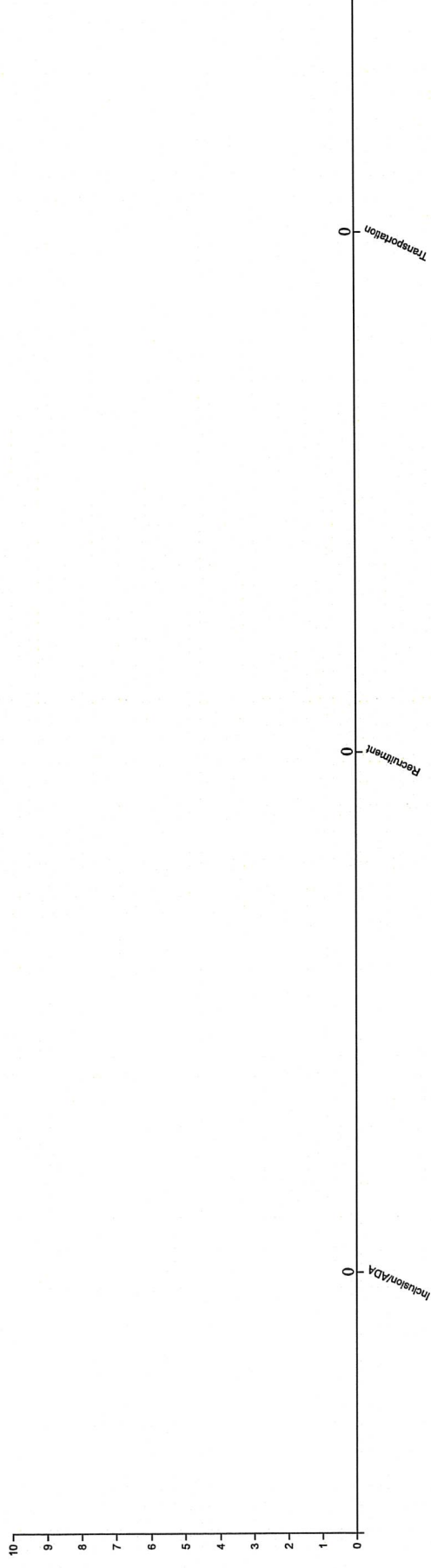
Master Report #3: Services and Facilities by Park District

01/15/2024 3:37 PM

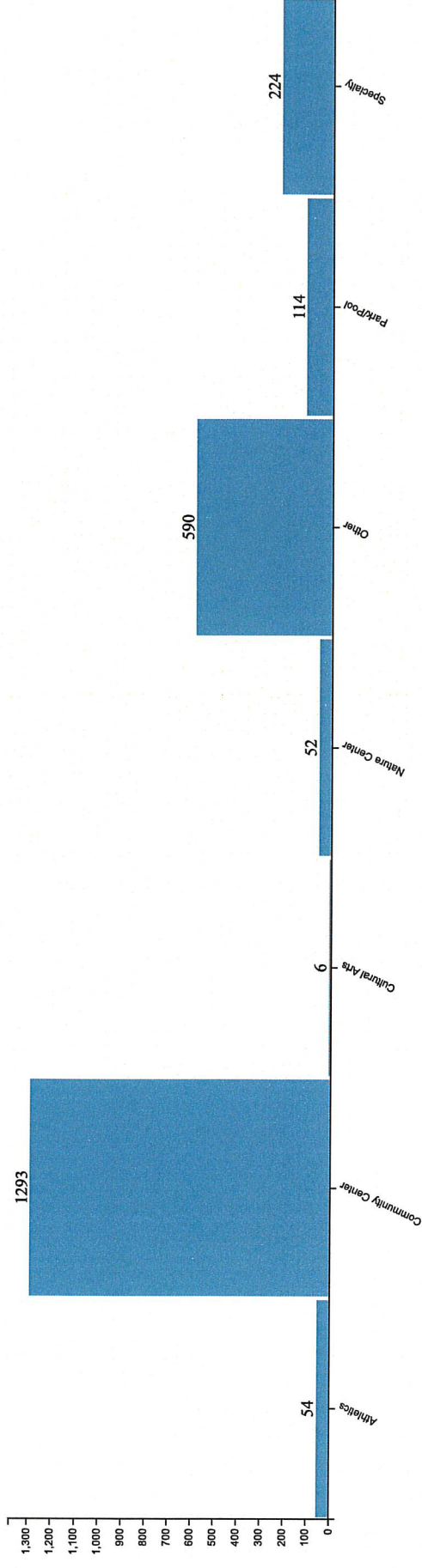
Number of Services Provided (Total: 0)



Number of Service Hours by Service Type (Total: 0)



Total Facilities Accessed by Facility Type (Total: 2333)



Service Hours by Season by Member District

Park District	2023					YTD
	Winter	Spring	Summer	Fall		
Arlington Heights Park District	0	0	0	0	0	0
Bartlett Park District	0	0	0	0	0	0
Buffalo Grove Park District	0	0	0	0	0	0
Elk Grove Park District	0	0	0	0	0	0
Hanover Park Park District	0	0	0	0	0	0
Hoffman Estates Park District	0	0	0	0	0	0
Inverness Park District	0	0	0	0	0	0
Mount Prospect Park District	0	0	0	0	0	0
NWSRA	0	0	0	0	0	0
Palatine Park District	0	0	0	0	0	0
Prospect Heights Park District	0	0	0	0	0	0
River Trails Park District	0	0	0	0	0	0
Rolling Meadows Park District	0	0	0	0	0	0
Salt Creek Rural Park District	0	0	0	0	0	0
Schaumburg Park District	0	0	0	0	0	0
South Barrington Park District	0	0	0	0	0	0
Streamwood Park District	0	0	0	0	0	0
Wheeling Park District	0	0	0	0	0	0
Non Resident PD	0	0	0	0	0	0
Total	0	0	0	0	0	0

Facilities accessed by Organization - 2023 Winter

Organization	Athletics	Community Center	Cultural Arts	Nature Center	Other	Park/Pool	Specialty
Ala Carte Entertainment	0	0	0	0	2	0	0
Arlington Heights Park District	0	11	0	0	0	3	0
Arlington Heights School District #25	0	0	0	0	9	0	0
Arlington Lanes	0	0	0	0	0	0	10
Bartlett Park District	0	3	0	12	0	1	2
Bowlero	0	0	0	0	1	0	0
Buffalo Grove Park District	0	7	1	0	0	0	3
Burger Baron	0	0	0	0	1	0	0
Elk Grove Park District	2	9	0	0	0	1	0
Hanover Park Park District	0	5	0	0	0	0	0
Harper College	0	0	0	0	1	0	0
Hoffman Estates Park District	0	18	0	0	0	0	15
Kildeer Countryside School District 96	0	0	0	0	4	0	0
Mount Prospect Park District	0	5	0	1	0	0	0
NSSEO	0	0	0	0	7	0	0
NWSRA	0	30	0	0	5	0	15
Palatine Park District	0	16	0	0	0	1	1
Poplar Creek Bowl	0	0	0	0	3	0	0
Prospect Heights Park District	0	7	0	0	0	0	0
River Trails Park District	5	3	0	0	0	1	1
Rolling Meadows Park District	0	60	0	0	0	0	18
Salt Creek Rural Park District	0	0	0	0	0	0	1
Schaumburg Park District	0	17	1	13	2	8	7
Schaumburg School District 54	0	0	0	0	24	0	0
School District 102	0	0	0	0	12	0	0
School District 15	0	0	0	0	23	0	0
School District 21	0	0	0	0	10	0	0
School District 59	0	0	0	0	3	0	0
School District U - 46	0	0	0	0	3	0	0
Sky Centers Martial Arts	0	0	0	0	5	0	0
South Barrington Park District	1	0	0	0	0	1	0
Streamwood Bowl	0	0	0	0	1	0	0
Streamwood Park District	0	5	0	0	0	0	0
Thrown Elements Pottery	0	0	0	0	1	0	0
Wheeling Park District	2	27	0	0	0	0	0
Wilmet Mountain	0	0	0	0	1	0	0
Woodland Trails Park	0	0	0	0	0	0	2

Facilities accessed by Organization - 2023 Spring

Organization	Athletics	Community Center	Cultural Arts	Nature Center	Other	Park/Pool	Specialty
Arlington Heights Park District	1	10	0	0	0	2	1
Arlington Heights School District #25	0	0	0	0	13	0	0
Bartlett Park District	0	3	0	0	0	1	0
Bowlero	0	0	0	0	1	0	0
Buffalo Grove Park District	0	1	1	0	0	0	3
Burger Baron	0	0	0	0	1	0	0
Chicago Dogs/Impact Field	0	0	0	0	1	0	0
Elk Grove Park District	2	8	0	0	0	1	1
Hanover Park Park District	0	2	0	0	0	0	0
Hoffman Estates Park District	0	12	0	0	0	0	7
Kildeer Countryside School District 96	0	0	0	0	4	0	0
Mount Prospect Park District	0	6	0	0	0	1	0
NSSEO	0	0	0	0	6	0	0
NWSRA	0	28	0	0	5	0	20
Palatine Park District	1	8	0	0	0	2	4
Poplar Creek Bowl	0	0	0	0	3	0	0
Prospect Heights Park District	0	1	0	0	0	0	1
River Trails Park District	8	1	0	0	0	0	1
Rolling Meadows Park District	0	52	0	0	0	0	4
Schaumburg Park District	0	25	0	1	0	3	4
Schaumburg School District 54	0	0	0	0	25	0	0
School District 102	0	0	0	0	20	0	0
School District 15	0	0	0	0	16	0	0
School District 21	0	0	0	0	7	0	0
School District 59	0	0	0	0	3	0	0
School District U - 46	0	0	0	0	3	0	0
South Barrington Park District	1	0	0	0	0	1	0
Streamwood Bowl	0	0	0	0	1	0	0
Streamwood Park District	0	5	0	0	0	0	0
Thrown Elements Pottery	0	0	0	0	1	0	0
Wheeling Park District	1	21	0	0	0	0	0

Facilities accessed by Organization - 2023 Summer

Organization	Athletics	Community Center	Cultural Arts	Nature Center	Other	Park/Pool	Specialty
Arlington Heights Historical Museum	0	0	0	0	6	0	0
Arlington Heights Park District	1	36	1	0	0	11	1
Arlington Heights School District #25	0	0	0	0	14	0	0
Bartlett Park District	1	57	0	17	0	1	0
Bowlero	0	0	0	0	2	0	0
Buffalo Grove Park District	0	5	1	0	0	0	1
Chicago Cubs	1	0	0	0	0	0	0
Chicago White Sox	1	0	0	0	0	0	0
Elk Grove Park District	1	36	0	0	0	7	1
Grace Lutheran Church	0	0	0	0	9	0	0
Hanover Park Park District	0	8	0	0	0	0	0
Hoffman Estates Park District	0	12	0	0	1	11	6
J. P. Wood Martial Arts	0	0	0	0	3	0	0
Kildeer Countryside School District 96	0	0	0	0	16	0	0
Metropolis Performing Arts Center	0	0	0	0	1	0	0
Mount Prospect Park District	0	57	0	3	0	2	0
NSSEO	0	0	0	0	7	0	0
NWSRA	0	23	0	0	5	0	19
Palatine Park District	6	38	0	0	0	31	4
Poplar Creek Bowl	0	0	0	0	3	0	0
Prospect Heights Park District	0	9	0	0	0	0	0
River Trails Park District	9	13	0	0	0	3	0
Rolling Meadows Park District	0	61	0	0	0	3	3
Salt Creek Rural Park District	0	0	0	0	0	0	5
Schaumburg Boomers	0	0	0	0	6	0	0
Schaumburg Park District	0	139	0	4	0	1	11
Schaumburg School District 54	0	0	0	0	79	0	0
School District 102	0	0	0	0	4	0	0
School District 15	0	0	0	0	56	0	0
School District 21	0	0	0	0	7	0	0
School District 214	0	0	0	0	2	0	0
School District 26	0	0	0	0	8	0	0
South Barrington Park District	0	4	0	0	0	0	0
Streamwood Bowl	0	0	0	0	1	0	0
Streamwood Park District	0	8	0	0	0	1	0
Thrown Elements Pottery	0	0	0	0	2	0	0
Wheeling Park District	1	158	0	0	0	0	0

Facilities accessed by Organization - 2023 Fall

Organization	Athletics	Community Center	Cultural Arts	Nature Center	Other	Park/Pool	Specialty
Ala Carte Entertainment	0	0	0	0	1	0	0
AMC Randhurst	0	0	0	0	1	0	0
Arlington Heights Park District	0	18	0	0	0	5	2
Arlington Heights School District #25	0	0	0	0	22	0	0
Arlington Lanes	0	0	0	0	0	0	5
Bartlett Park District	0	7	0	0	0	0	0
Bowlero	0	0	0	0	2	0	0
Buffalo Grove Park District	0	6	1	0	0	0	0
Dave & Buster's	0	0	0	0	1	0	0
Elk Grove Park District	0	5	0	0	0	3	0
Hanover Park Park District	0	5	0	0	0	0	0
Harper College	0	0	0	0	1	0	0
Hoffman Estates Park District	0	11	0	0	0	1	4
J. P. Wood Martial Arts	0	0	0	0	2	0	0
Kildeer Countryside School District 96	0	0	0	0	6	0	0
Mount Prospect Park District	0	20	0	0	0	0	0
NSSEO	0	0	0	0	6	0	0
NWSRA	0	23	0	0	5	0	21
Palatine Park District	0	5	0	0	0	1	4
Prospect Heights Park District	0	2	0	0	0	0	2
River Trails Park District	3	2	0	0	0	1	1
Rolling Meadows Park District	1	62	0	0	0	1	7
Salt Creek Rural Park District	0	0	0	0	0	0	1
Schaumburg Park District	4	33	0	1	0	0	5
Schaumburg School District 54	0	0	0	0	43	0	0
Schaumburg Township	0	0	0	0	1	0	0
School District 102	0	0	0	0	6	0	0
School District 15	0	0	0	0	19	0	0
School District 21	0	0	0	0	3	0	0
School District 211	0	0	0	0	1	0	0
School District 214	0	0	0	0	3	0	0
School District 59	0	0	0	0	2	0	0
School District U - 46	0	0	0	0	2	0	0
South Barrington Park District	0	4	0	0	0	0	0
Streamwood Bowl	0	0	0	0	1	0	0
Streamwood Park District	0	2	0	0	0	1	0
Thrown Elements Pottery	0	0	0	0	2	0	0
Wheeling Park District	1	18	0	0	0	0	0





SECTION 4

- Inclusion Report by District
- Inclusion Consolidated Reports
- Inclusion Participation by District
- Inclusion Staff by District
- Inclusion Programs by District
- Inclusion Individual Staff by District
- Inclusion Individuals by District

Access online at www.nwsra.org/directors

"Unknown" in attached reports means that information is currently unavailable on the individual.

Participation equals number of registrations:

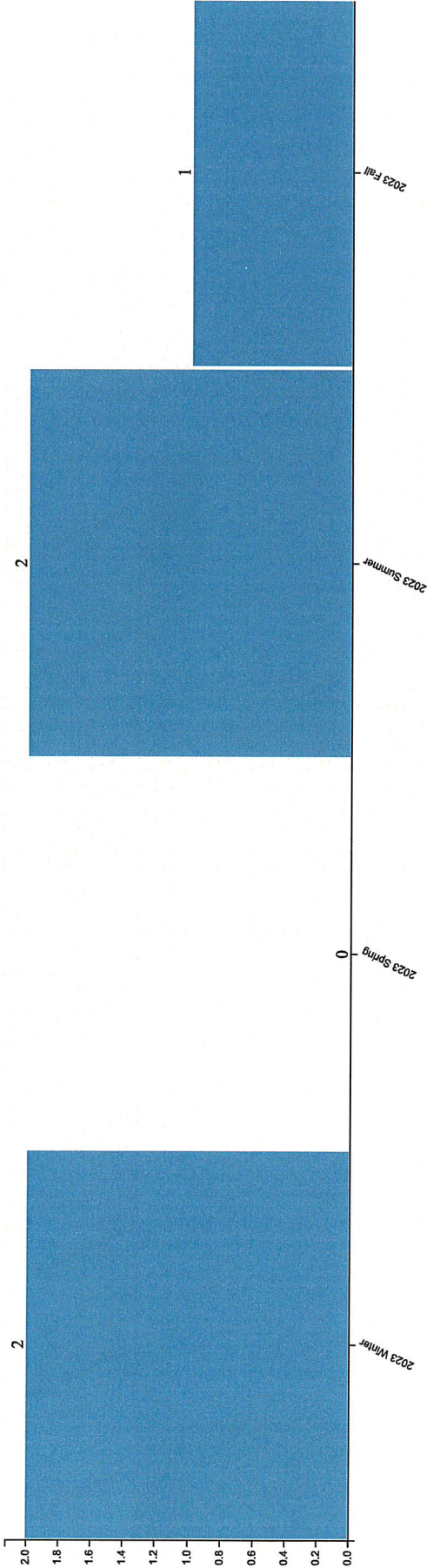
John is 1 individual who registers for 5 programs. His total participation is counted as 5.

Master Report #4: Inclusion Statistics by Member District

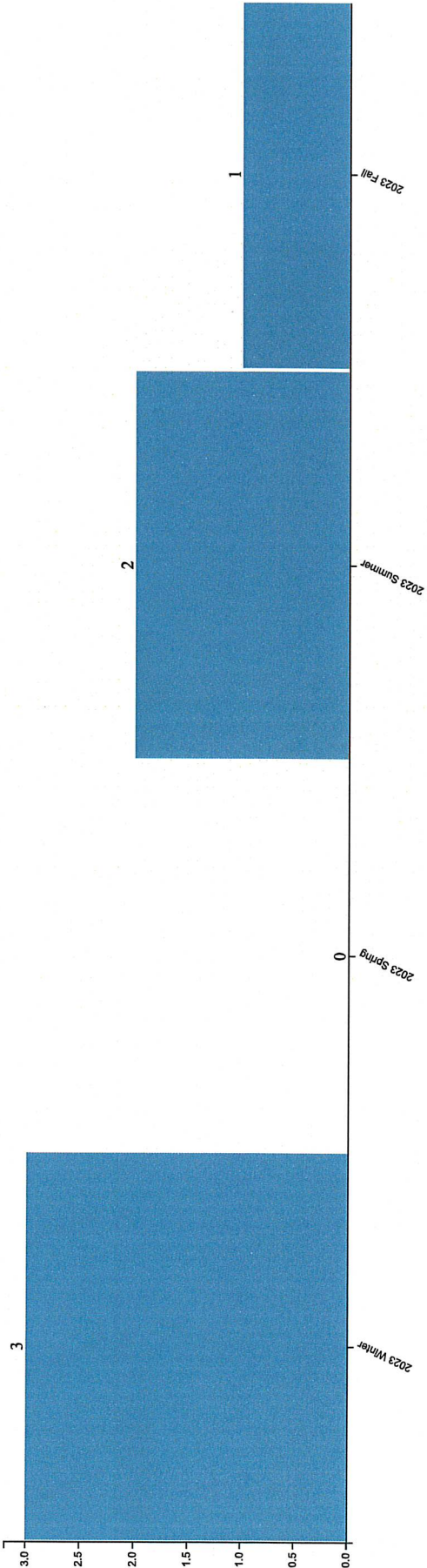
01/16/2024 10:39 AM

Prospect Heights Park District: 2023 Fall, 2023 Summer, 2023 Spring, 2023 Winter

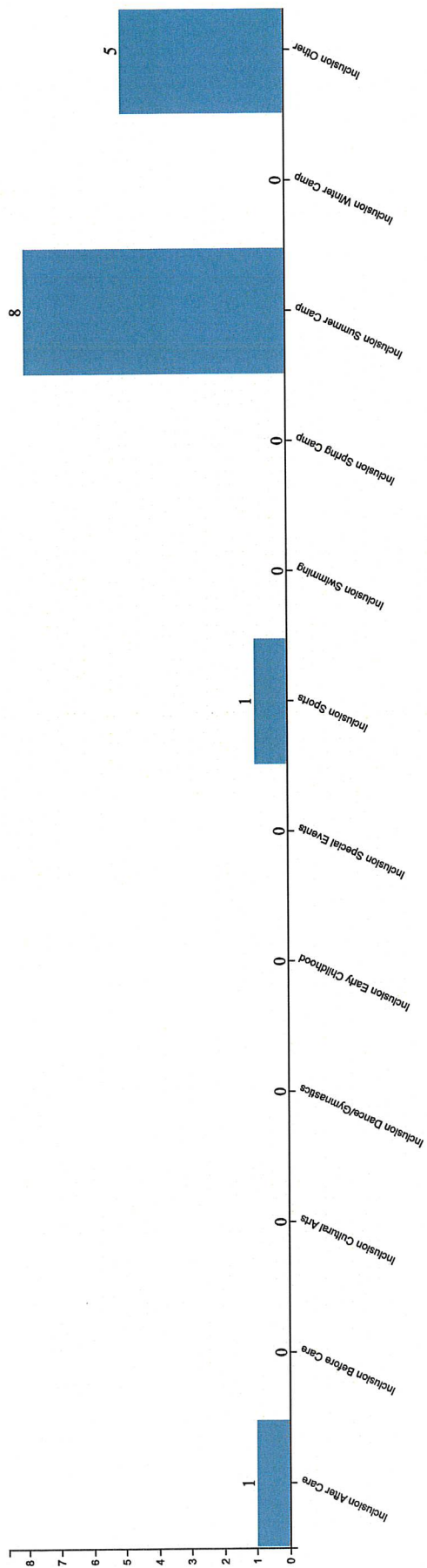
Number of Individuals by Season (Total: 5)



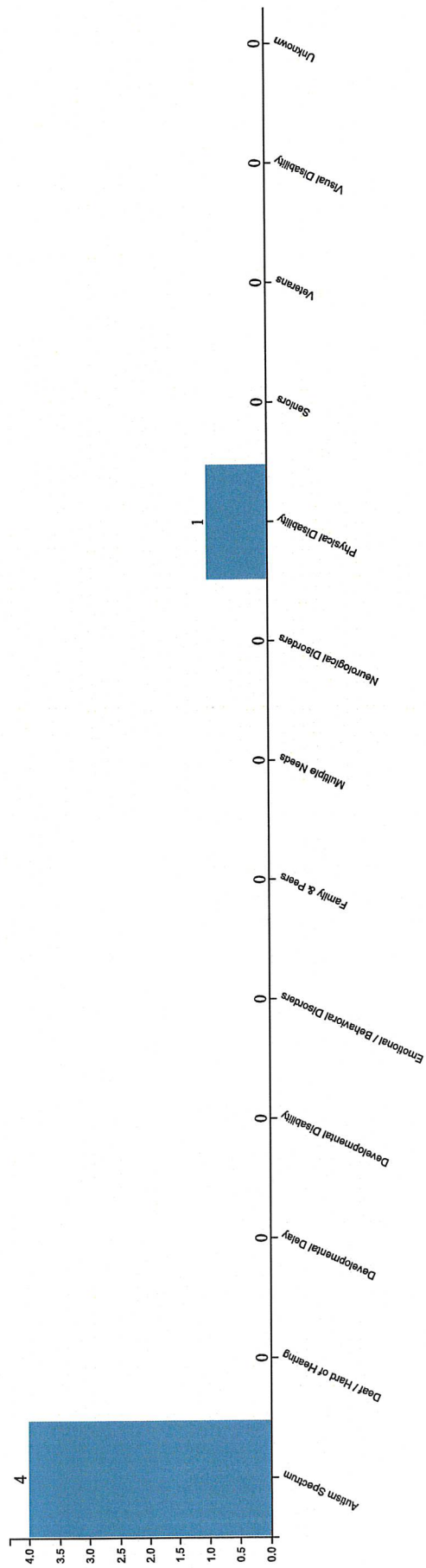
Number of Staff by Season (Total: 6)



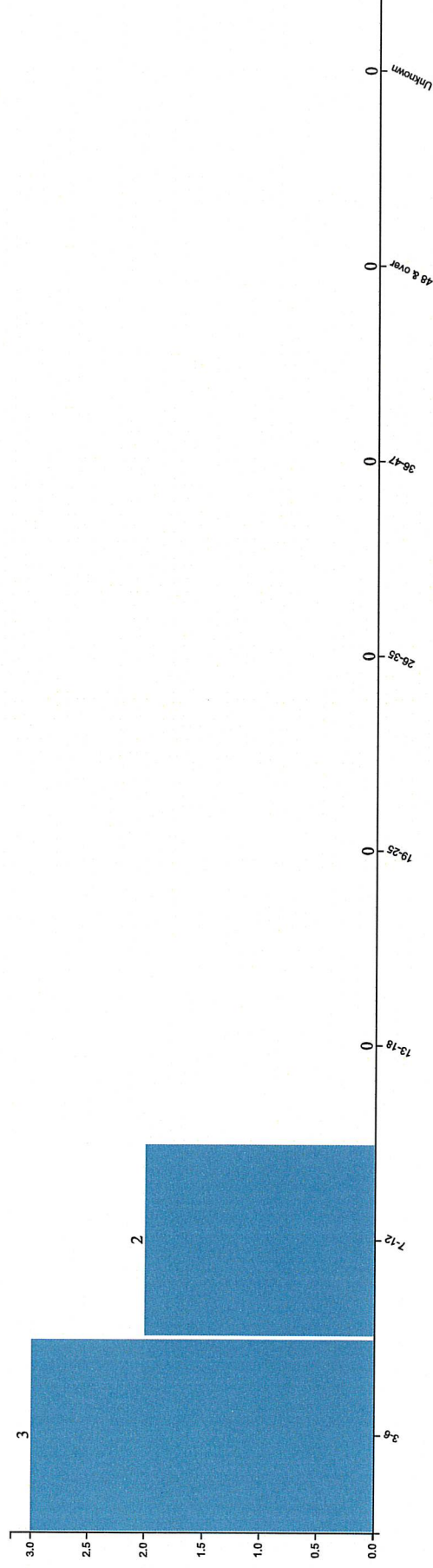
Total Participation by Program Category (Total: 15)



Number of Individuals by Disability (Total: 5)



Number of Individuals by Age (Total: 5)



Number of Individuals by Season by Member District (Total: 324)

Park District	2023 Winter	2023 Spring	2023 Summer	2023 Fall	YTD
Arlington Heights Park District	11	10	10	19	29
Bartlett Park District	3	3	13	6	18
Buffalo Grove Park District	8	9	27	14	33
Elk Grove Park District	6	8	9	5	18
Hanover Park Park District	0	0	6	2	8
Hoffman Estates Park District	13	12	18	10	29
Inverness Park District	0	0	0	0	0
Mount Prospect Park District	2	4	12	6	16
NW/SRA	0	0	0	0	0
Palatine Park District	13	15	33	8	42
Prospect Heights Park District	2	0	2	1	5
River Trails Park District	3	3	13	1	13
Rolling Meadows Park District	11	12	11	9	20
Salt Creek Rural Park District	3	2	5	0	8
Schaumburg Park District	25	28	31	38	63
South Barrington Park District	2	2	6	3	8
Streamwood Park District	2	2	1	0	3
Wheeling Park District	7	8	26	7	30
Non Resident PD	0	0	1	0	1
Total	108	115	217	125	324

Number of Staff by Season by Member District (Total: 213)

Park District	2023 Winter	2023 Spring	2023 Summer	2023 Fall	YTD
Arlington Heights Park District	11	11	16	19	38
Bartlett Park District	1	2	10	4	12
Buffalo Grove Park District	12	15	31	11	51
Elk Grove Park District	7	6	8	4	17
Hanover Park Park District	0	0	4	1	5
Hoffman Estates Park District	12	4	16	8	28
Inverness Park District	0	0	0	0	0
Mount Prospect Park District	2	4	13	7	19
NWSRA	0	0	0	0	0
Palatine Park District	8	9	21	8	33
Prospect Heights Park District	3	0	2	1	6
River Trails Park District	2	4	13	1	18
Rolling Meadows Park District	14	15	22	13	47
Salt Creek Rural Park District	3	2	6	0	11
Schaumburg Park District	16	14	31	26	62
South Barrington Park District	2	2	7	2	11
Streamwood Park District	1	1	1	0	2
Wheeling Park District	5	6	24	5	29
Non Resident PD	0	0	1	0	1
Total	61	56	144	73	213

Number of Individuals by Disability/Group (Total: 324)

Park District	Autism Spectrum	Deaf / Hard of Hearing	Developmental Delay	Developmental Disability	Emotional / Behavioral Disorders	Family & Peers	Multiple Needs	Neurological Disorders	Physical Disability	Seniors Veterans	Visual Disability	Unknown
Arlington Heights Park District	13	1	4	4	6	0	0	0	0	0	0	1
Bartlett Park District	6	1	4	2	3	0	0	0	0	0	0	2
Buffalo Grove Park District	11	1	12	0	9	0	0	0	0	0	0	0
Elk Grove Park District	10	1	5	0	2	0	0	0	0	0	0	0
Hanover Park Park District	3	0	2	0	1	0	0	0	0	0	0	2
Hoffman Estates Park District	16	0	7	0	3	0	0	0	0	0	0	3
Inverness Park District	0	0	0	0	0	0	0	0	0	0	0	0
Mount Prospect Park District	7	0	3	2	3	0	0	0	0	0	0	1
NWSRA	0	0	0	0	0	0	0	0	0	0	0	0
Palatine Park District	16	1	15	4	3	0	0	2	1	0	0	0
Prospect Heights Park District	4	0	0	0	0	0	0	0	1	0	0	0
River Trails Park District	8	0	2	2	1	0	0	0	0	0	0	0
Rolling Meadows Park District	4	2	6	5	1	0	0	0	0	0	0	2
Salt Creek Rural Park District	5	0	2	0	1	0	0	0	0	0	0	0
Schaumburg Park District	28	3	8	5	14	0	0	1	0	0	0	4
South Barrington Park District	6	0	1	1	0	0	0	0	0	0	0	0
Streamwood Park District	3	0	0	0	0	0	0	0	0	0	0	0
Wheeling Park District	7	0	15	2	6	0	0	0	0	0	0	0
Non Resident PD	1	0	0	0	0	0	0	0	0	0	0	0
Total	138	10	79	26	51	0	0	3	2	0	0	15

Number of Individuals by Age (Total: 324)

Park District	3-6	7-12	13-18	19-25	26-35	36-47	48 & over	Unknown	Total
Arlington Heights Park District	7	21	0	1	0	0	0	0	29
Bartlett Park District	7	8	3	0	0	0	0	0	18
Buffalo Grove Park District	9	24	0	0	0	0	0	0	33
Elk Grove Park District	5	11	1	0	0	0	0	1	18
Hanover Park Park District	3	4	0	0	0	0	0	1	8
Hoffman Estates Park District	8	18	3	0	0	0	0	0	29
Inverness Park District	0	0	0	0	0	0	0	0	0
Mount Prospect Park District	10	5	0	0	0	0	0	1	16
NWSRA	0	0	0	0	0	0	0	0	0
Palatine Park District	15	25	2	0	0	0	0	0	42
Prospect Heights Park District	3	2	0	0	0	0	0	0	5
River Trails Park District	6	7	0	0	0	0	0	0	13
Rolling Meadows Park District	9	9	1	0	0	0	1	0	20
Salt Creek Rural Park District	2	6	0	0	0	0	0	0	8
Schaumburg Park District	16	42	3	1	1	0	0	0	63
South Barrington Park District	1	4	0	1	0	0	0	2	8
Streamwood Park District	1	1	1	0	0	0	0	0	3
Wheeling Park District	14	14	1	1	0	0	0	0	30
Non Resident PD	0	1	0	0	0	0	0	0	1
Total	110	189	14	4	1	0	1	5	324

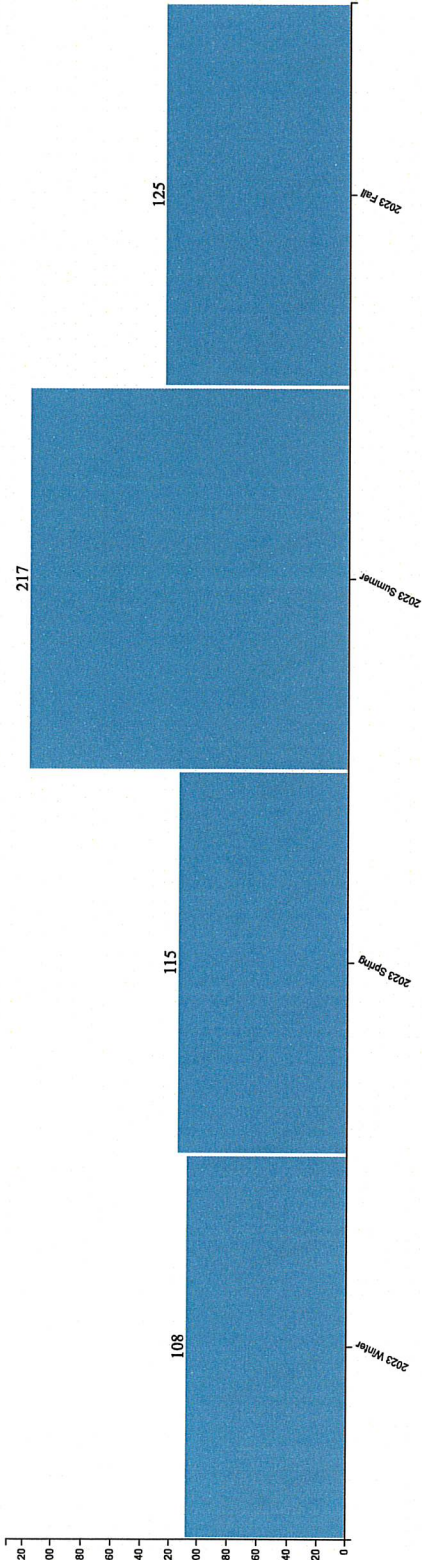


Master Report #4: Inclusion Statistics by Member District

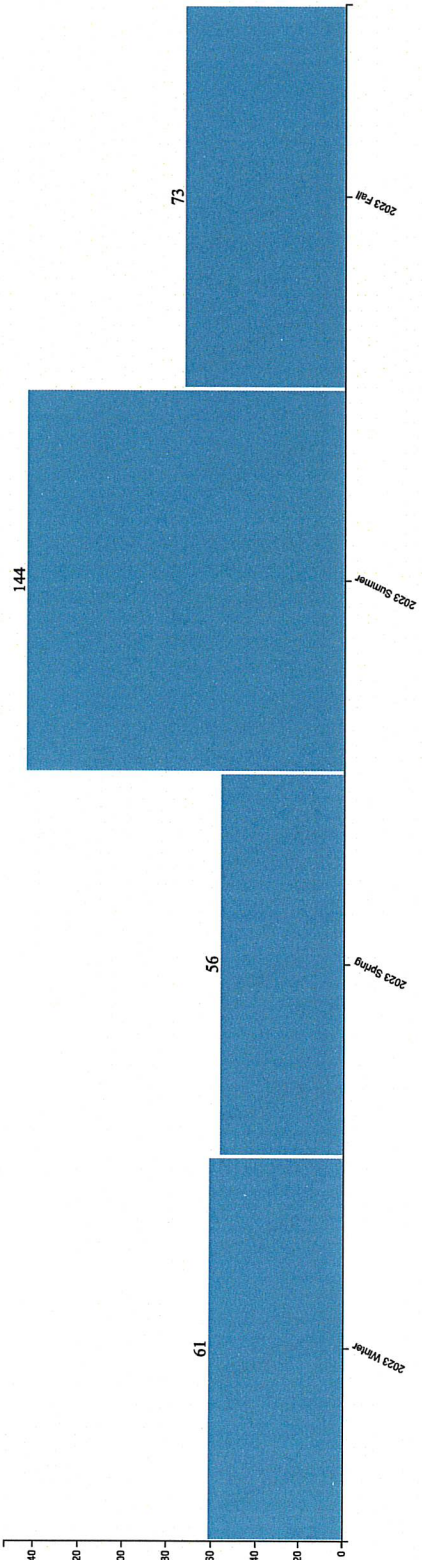
01/16/2024 10:01 AM

All Park Districts: 2023 Fall, 2023 Summer, 2023 Spring, 2023 Winter

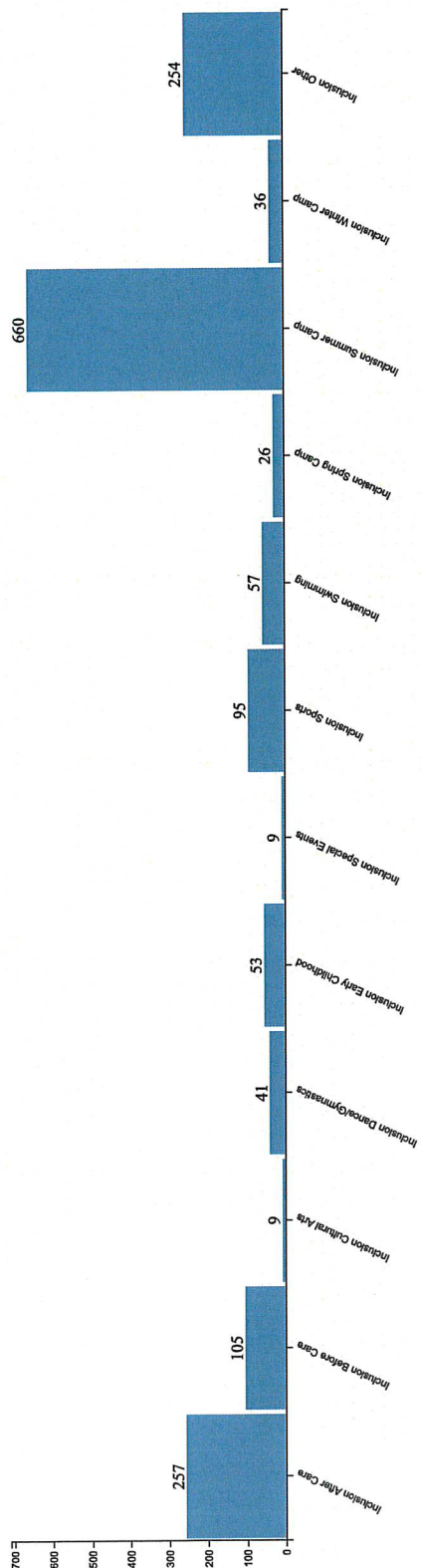
Number of Individuals by Season (Total: 565)



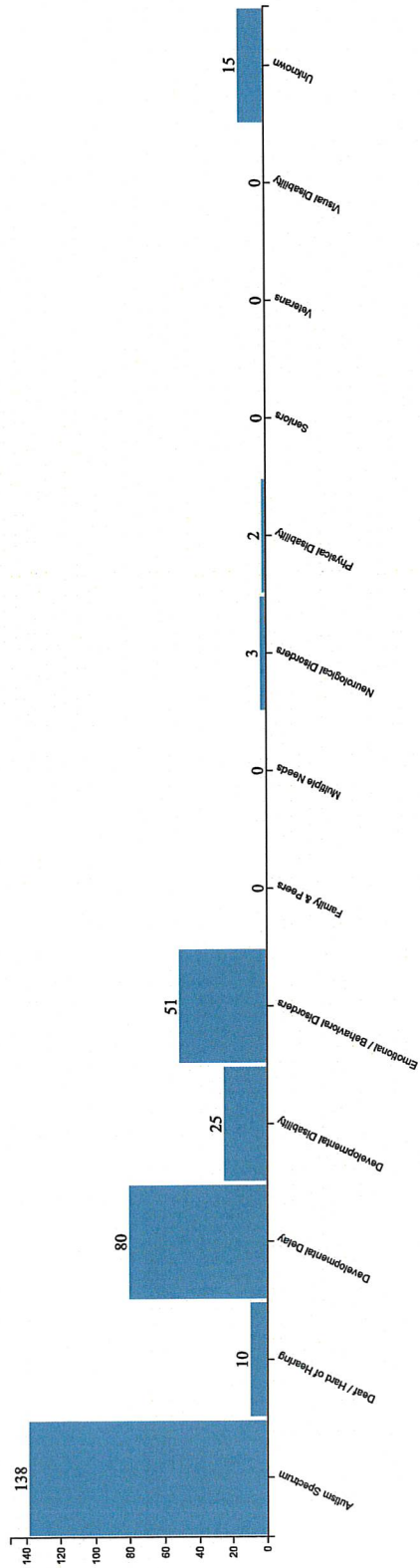
Number of Staff by Season (Total: 334)



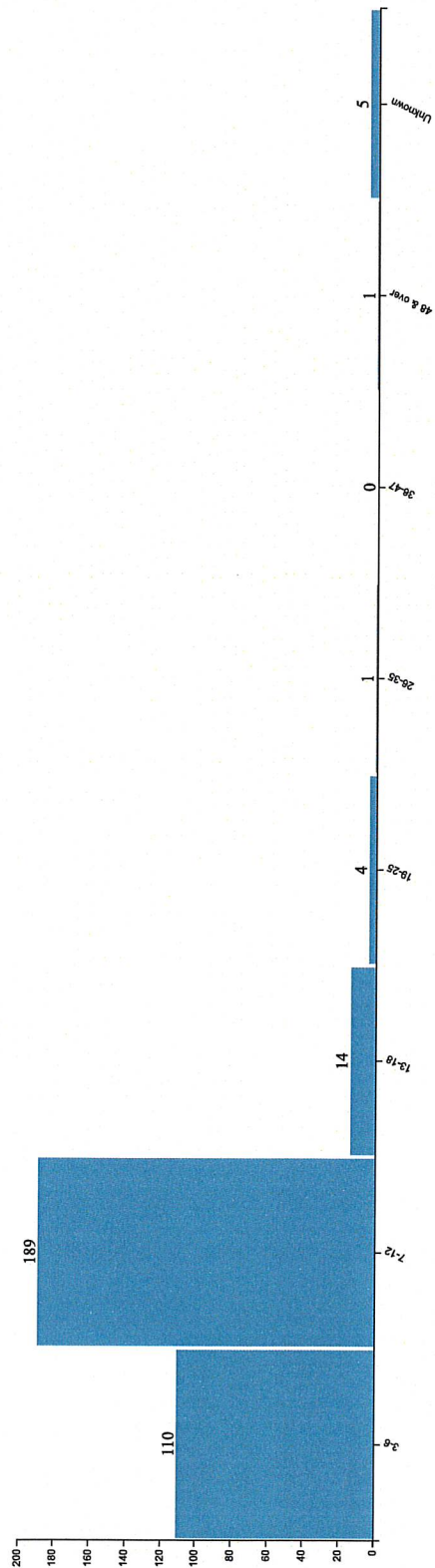
Total Participation by Program Category (Total: 1602)



Number of Individuals by Disability (Total: 324)



Number of Individuals by Age (Total: 324)



Number of Individuals by Season by Member District (Total: 324)

Park District	2023 Winter	2023 Spring	2023 Summer	2023 Fall	YTD
Arlington Heights Park District	11	10	10	19	29
Bartlett Park District	3	3	13	6	18
Buffalo Grove Park District	8	9	27	14	33
Elk Grove Park District	6	8	9	5	18
Hanover Park Park District	0	0	6	2	8
Hoffman Estates Park District	13	12	18	10	29
Inverness Park District	0	0	0	0	0
Mount Prospect Park District	2	4	12	6	16
NWSRA	0	0	0	0	0
Palatine Park District	13	15	33	8	42
Prospect Heights Park District	2	0	2	1	5
River Trails Park District	3	3	13	1	13
Rolling Meadows Park District	11	12	11	9	20
Salt Creek Rural Park District	3	2	5	0	8
Schaumburg Park District	25	28	31	38	63
South Barrington Park District	2	2	6	3	8
Streamwood Park District	2	2	1	0	3
Wheeling Park District	7	8	26	7	30
Non Resident PD	0	0	1	0	1
Total	108	115	217	125	324

Number of Staff by Season by Member District (Total: 213)

Park District	2023 Winter	2023 Spring	2023 Summer	2023 Fall	YTD
Arlington Heights Park District	11	11	16	19	38
Bartlett Park District	1	2	10	4	12
Buffalo Grove Park District	12	15	31	11	51
Elk Grove Park District	7	6	8	4	17
Hanover Park Park District	0	0	4	1	5
Hoffman Estates Park District	12	4	16	8	28
Inverness Park District	0	0	0	0	0
Mount Prospect Park District	2	4	13	7	19
NWSRA	0	0	0	0	0
Palatine Park District	8	9	21	8	33
Prospect Heights Park District	3	0	2	1	6
River Trails Park District	2	4	13	1	18
Rolling Meadows Park District	14	15	22	13	47
Salt Creek Rural Park District	3	2	6	0	11
Schaumburg Park District	16	14	31	26	62
South Barrington Park District	2	2	7	2	11
Streamwood Park District	1	1	1	0	2
Wheeling Park District	5	6	24	5	29
Non Resident PD	0	0	1	0	1
Total	61	56	144	73	213

Number of Individuals by Disability/Group (Total: 324)

Park District	Autism Spectrum	Deaf / Hard of Hearing	Developmental Delay	Developmental Disability	Emotional / Behavioral Disorders	Family & Peers	Multiple Needs	Neurological Disorders	Physical Disability	Seniors Veterans	Visual Disability	Unknown
Arlington Heights Park District	13	1	4	4	6	0	0	0	0	0	0	1
Bartlett Park District	6	1	4	2	3	0	0	0	0	0	0	2
Buffalo Grove Park District	11	1	12	0	9	0	0	0	0	0	0	0
Elk Grove Park District	10	1	5	0	2	0	0	0	0	0	0	0
Hanover Park Park District	3	0	2	0	1	0	0	0	0	0	0	2
Hoffman Estates Park District	16	0	7	0	3	0	0	0	0	0	0	3
Inverness Park District	0	0	0	0	0	0	0	0	0	0	0	0
Mount Prospect Park District	7	0	3	2	3	0	0	0	0	0	0	1
NWSRA	0	0	0	0	0	0	0	0	0	0	0	0
Palatine Park District	16	1	16	3	3	0	2	2	1	0	0	0
Prospect Heights Park District	4	0	0	0	0	0	0	0	1	0	0	0
River Trails Park District	8	0	2	2	1	0	0	0	0	0	0	0
Rolling Meadows Park District	4	2	6	5	1	0	0	0	0	0	0	2
Salt Creek Rural Park District	5	0	2	0	1	0	0	0	0	0	0	0
Schaumburg Park District	28	3	8	5	14	0	1	1	0	0	0	4
South Barrington Park District	6	0	1	1	0	0	0	0	0	0	0	0
Streamwood Park District	3	0	0	0	0	0	0	0	0	0	0	0
Wheeling Park District	7	0	15	2	6	0	0	0	0	0	0	0
Non Resident PD	1	0	0	0	0	0	0	0	0	0	0	0
Total	138	10	80	25	51	0	0	3	2	0	0	15

Number of Individuals by Age (Total: 324)

Park District	3-6	7-12	13-18	19-25	26-35	36-47	48 & over	Unknown	Total
Arlington Heights Park District	7	21	0	1	0	0	0	0	29
Bartlett Park District	7	8	3	0	0	0	0	0	18
Buffalo Grove Park District	9	24	0	0	0	0	0	0	33
Elk Grove Park District	5	11	1	0	0	0	0	1	18
Hanover Park Park District	3	4	0	0	0	0	0	1	8
Hoffman Estates Park District	8	18	3	0	0	0	0	0	29
Inverness Park District	0	0	0	0	0	0	0	0	0
Mount Prospect Park District	10	5	0	0	0	0	0	1	16
NWSRA	0	0	0	0	0	0	0	0	0
Palatine Park District	15	25	2	0	0	0	0	0	42
Prospect Heights Park District	3	2	0	0	0	0	0	0	5
River Trails Park District	6	7	0	0	0	0	0	0	13
Rolling Meadows Park District	9	9	1	0	0	0	1	0	20
Salt Creek Rural Park District	2	6	0	0	0	0	0	0	8
Schaumburg Park District	16	42	3	1	1	0	0	0	63
South Barrington Park District	1	4	0	1	0	0	0	2	8
Streamwood Park District	1	1	1	0	0	0	0	0	3
Wheeling Park District	14	14	1	1	0	0	0	0	30
Non Resident PD	0	1	0	0	0	0	0	0	1
Total	110	189	14	4	1	0	1	5	324





We exist to provide outstanding opportunities through recreation for children and adults with disabilities.

Proclamation: 2024-1
Recognizing the Contributions of
Christina Ferraro
To Northwest Special Recreation Association

WHEREAS, Christina has demonstrated exceptional leadership, strategic vision, and unwavering commitment to the mission and vision of Northwest Special Recreation Association (NWSRA) during her tenure; and

WHEREAS, during her last eight years actively serving on the NWSRA Board of Directors, Christina has demonstrated her abilities to lead on the Personnel committee, Finance committee and as Board Chair; and

WHEREAS, while serving as Board Chair, as the organization worked to navigate its way out of a global pandemic, she effectively guided the Board through challenging times, fostering collaboration and ensuring the continued success of NWSRA; and

WHEREAS, she most notably demonstrated her selfless support of NWSRA and accepted to serve a second term as chair, creating stability for the Board and the agency; and

WHEREAS, as NWSRA worked emerge from a global pandemic, Christina's leadership allowed NWSRA to successfully take on the largest project in NWSRA history – the opening of its sixth programming space at the Hoffman Estates Park District's Vogeley House; and

WHEREAS Christina, time and time again, has exhibited exemplary professionalism, integrity, and a tireless work ethic, earning her the respect her fellow board members, staff, and stakeholders; and

WHEREAS, under her tenure as Board Chair, NWSRA has successfully rebounded in many areas from the pandemic, with the organization boasting strong registration numbers and an increased demand for programs and services; and

THEREFORE, we, the NWSRA Board of Directors, express our sincerest appreciation and gratitude for Christina Ferraro's dedication to NWSRA while serving as Board Chairman. Her leadership and outstanding commitment will have a lasting impact on NWSRA.

Adopted on the 31st day of January 2024.

Craig Talsma | NWSRA Board Chair

Tracey Crawford | NWSRA Board Secretary

An extension of the local park districts serving

Arlington Heights • Bartlett • Buffalo Grove • Elk Grove • Hanover Park • Hoffman Estates • Inverness • Mount Prospect
Palatine • Prospect Heights • River Trails • Rolling Meadows • Salt Creek • Schaumburg • South Barrington • Streamwood • Wheeling



January 2024

MARKETING & COMMUNICATIONS REPORT

WEBSITE STATISTICS	TOTAL PAGE VIEWS	TOTAL USERS	VIEWS PER USER	AVERAGE ENGAGEMENT TIME	EVENTS COUNT
	8.1K	2,603	3.11	1m 08s	23,918
MOST VISITED PAGES	TOTAL PAGE VIEWS	TOTAL USERS	VIEWS PER USER	AVERAGE ENGAGEMENT TIME	EVENTS COUNT
Home Page	2,297	1,300	1.77	22s	7,682
Winter/Spring 2024 Program Guide	558	316	1.77	47s	1,171
Location Gary Morava Rec Center	449	285	1.58	33s	1,510
Employment	401	261	1.54	22s	1,149
Calendar of Events	371	183	2.03	30s	804
Summer Camps	365	213	1.71	1m 11s	1,124
Special Events	298	212	1.41	22s	711
Registration	244	142	1.72	36s	656
Fitness Center	183	122	1.50	1m 16s	499
General Info - Summer Camps	148	103	1.44	47s	414

SOCIAL MEDIA STATISTICS



@prospectheightsparkdistrict

Reach 565

People Reached 3.7K
Published Posts 35
Published Stories 2
Total Followers 2,113
New Followers 6
Total Visits 911

Facebook Posts 90 Days
Post Reach 27.4K
Post Engagement 1.5K

Facebook Stories 90 Days
Reach 141
Engagement 8

Video Performance
Minutes Viewed 69m
3-second video views
Post Engagement



Reach 557



@prospectheightsparkdistrict

Reach 160

People Reached 396
Published Posts 33
Published Stories 1
Reels 1
Total Followers 968
New Followers 13
Total Visits 82

Instagram Posts 90 Days
Post Reach 747
Post Engagement 491

Instagram Stories 90 Days
Reach 178
Engagement 1



Reach 158





TIKTOK VIDEOS

@phparks

Video Views 1,189
Reached audience 845
Profile Views 27
Likes 4
Shares 2



Reminiscing on a great year!
#HappyNewYear #LovePHParks

Jan 4, 9:50 PM

▶ 845 ♡ 4 💬 0



TWITTER POSTS

@ProspectHtsPrks

Impressions 41
Followers 254



eNEWSLETTER

☐  **January 19th eNewsletter**
Sent Email • Sent Jan 19, 2024 at 4:00pm CST
4,122 sends • 278 (7%) opens • 40 (1%) clicks • 30 (1%) bounces • 2 (1%) unsubscribes

☐  **January 5th eNewsletter**
Sent Email • Sent Jan 5, 2024 at 4:00pm CST
4,125 sends • 287 (7%) opens • 19 (1%) clicks • 29 (1%) bounces • 3 (1%) unsubscribes

January 2024

Paid Ads in Journal & Topics Newspaper

Quarter page, color ads

- Summer Camp
published January 17
- Preschool Registration
published January 24
- Employment
published January 31

PROSPECT HEIGHTS PARK DISTRICT

Summer Camp Registration



Resident Registration begins Tuesday, February 13

Non-Resident & Partner Resident Registration begins Tuesday, February 20

OPEN HOUSE - Thursday, May 30 5:30-6:30PM
at the Gary Morava Recreation Center



**Explorers, Voyager, Sports,
Creative Performing Arts,
Adventure and Production Camps**

phparks.org | 847.394.2848 110 W. Camp McDonald Rd. Prospect Heights, IL 60070

PRESCHOOL REGISTRATION 2024-2025

Registration is **OPEN NOW!**



Open House

Tuesday,
February 13
4:30P-6:00P
Gary Morava
Recreation Center

Must be of age by
September 1, 2024.
Full Day option
(7am-6pm) available
for 4 year-old
students with our
Kinderstop
program.

For more information contact Laura Fudala
847.666.4878 or lfudala@phparks.org
110 W. Camp McDonald Rd Prospect Heights, IL 60070



WE ARE HIRING!

**SUMMER FULL-TIME &
PART-TIME POSITIONS**

BENEFITS

- PAID TRAINING
- COMPLIMENTARY
FITNESS & POOL
PASS
- RETENTION BONUS
- EMPLOYEE REFERRAL
BONUS



APPLY TODAY
PHPARKS.ORG



110 W. CAMP McDONALD ROAD, PROSPECT HEIGHTS, IL 60070
847.394.2848 | PHPARKS.ORG

January 2024



February 27, 2024

To: Christina Ferraro, Executive Director
From: Shawn Hughes, Superintendent of Finance, HR and IT
Re: February 2024 Board Report

AUDIT FY 2023

The finance team has been busy preparing for Sikich's visit for preliminary audit fieldwork on February 28th, 2024. Sikich has scheduled final fieldwork for the week of March 25th, 2024. Also, due to an organizational change within Sikich, we have a new Partner, Lindsey Fish, in charge of the audit. Anthony Cervini remains available if needed, but he's taking on a new role for Sikich.

PAYROLL SYSTEM TRANSITION – GENERAL LEDGER ITEMS

Several virtual meetings have been held to modify the general ledger set-up in Paycom to correctly communicate the import of payroll activity into the accounting software. January's entries needed to be manually modified to enable posting of payroll activity. It is believed that February's activity will need less manual intervention after the progress made with Paycom staff in these meetings.

IMRF WEBSITE AND NEW PROCEDURES

IMRF is transitioning to a new employer access platform, as well as changing their reporting procedures and employer access roles. They are holding webinars to provide training on their new platform, and one was virtually attended on February 7th. Besides new navigation and role name changes, monthly employee reporting must now be completed using a comma-separated value (csv) file upload.

HR/PAYROLL UPDATES *(from Catherine Roock)*

We are officially live on the District website with employment opportunities using the new Paycom system. We have already started the hiring process for the upcoming summer season and, so far, have seen a lot of success.

The entire PHPD staff continues to learn and utilize new implementations within the Paycom system, and we have received positive feedback from staff on the new system.



February 27, 2024

To: Christina Ferraro, Executive Director
From: Ray Doerner, Superintendent of Recreation
Re: February 2024 Board Report

SUMMER CAMP REGISTRATION

I am proud to report that we have had a very successful first week of summer camp registration. The Recreation Supervisors and Customer Experience Supervisor worked hard to prepare for and ensure we were ready for when registration opened this month. Both of the registration dates began very smoothly, both online and in-person, and all our Front Desk staff have been busy with answering questions and helping customers to get registered for our summer camp programs.

POWER PLAY GRANT

We have again applied for the PowerPlay! Beyond School Grant Program. We have been a recipient of this grant for many years, including most recently 2021, 2022, and 2023. The grant award is for up to \$1,000 and our submission was to purchase equipment to provide sports and fitness sessions to program participants. The grant is administered by the Illinois Association of Park Districts and recipients will be notified in March.

IPRA CONFERENCE

Staff attended the annual Illinois Parks & Recreation Association Conference from January 25 – 27 in Chicago. The conference was a great opportunity for staff to connect with each other and their peers from other parks and recreation agencies throughout the state. I attended some interesting education sessions that covered a variety of topics including Implementing a Sustainable Financial Assistance Program, Preparing for a National Certification Exam, Government Finance for Non-Finance Staff, and more. Ideas and information were brought back and shared with others who were unable to attend.

CIVICREC SOFTWARE KICKOFF MEETING

On Thursday, February 29, our district will be attending our kickoff meeting with the CivicRec team to begin discussing and planning for the transition of our recreation registration software from RecTrac to CivicRec. Our anticipated “go live” date will be in August 2024.



February 27, 2024

To: Christina Ferraro, Executive Director
From: Mark Grassi, Superintendent of Parks & Facilities
Re: February 2024 Board Report

FACILITIES GMRC

Devine Signs, Inc. has completed the installation of the new interior signs for all rooms and spaces inside the GMRC, which gives the recreation center a more modern and consistent look. Current Technologies, a video and surveillance company, recently visited the GMRC to provide a site evaluation and will be drafting the park district's third estimate for new and updated video surveillance.

CAPITAL PROJECTS

The RFP for the gymnasium floor restoration closed and announcements and recording of proposals have been made. Pending Board approval of contract at the February board meeting, the work should be completed in April. The Larson Equipment and Furniture Company proposal for replacing trash receptacles throughout the parks over a two-year period was accepted and 25 receptacles at a cost of \$23,580 were ordered (12 black trash & 13 blue recycling).

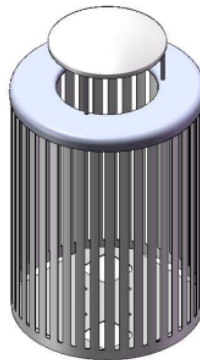
55 GALLON RAIN BONNET TOP

Material: Top plate shall be fabricated from 18 gauge steel flat, spun to form. Vertical posts are 1/2" diameter steel rods. Bonnet top shall be fabricated from 20 gauge steel flat, spun to form. All electrically MIG welded.

Coating: Oven fused functionalized polyethylene copolymer-based thermoplastic. Fluidized bed coating application with superior mechanical performance, impact resistance and UV-stability.



RBR-55-08



RBR-55-14

PHNRC

The Natural Resources Commission has performed some invasive plant and tree removal on Park District property (Heron Pond) in addition to one prescribed burn at the Slough.

PARKS

The Park District is accepting quotes (including purchase, delivery and planting) for 70 trees through the IDNR tree grant program that is consistent with the tree management plan. The Parks Department has taken advantage of the nice weather and recently installed 3 new monument signs located at Somerset Park, School Street Park and Walnut Woods.

SAFETY AND TRAINING

IAPD/IPRA Soaring to New Heights Conference 2024 was attended. On February 2, myself and the HR Coordinator completed the CPR/AED Instructor training so in-house CPR training can begin this year for all District staff. Pete Lutzow and Randy Lambert have completed PDRMA's Electrical Safety Training 101. Three other Parks Department staff members are also scheduled to complete a playground maintenance training program later in the month.



February 27, 2024

To: Christina Ferraro, Executive Director
From: Marc Heidkamp, Director of Golf
Re: February 2024 Board Report

GOLF

The course and the driving range are still closed for the winter. The St. Patrick's Day Scramble will kick off the golf season on March 16 at Old Orchard.

CLUB HOUSE

Roof repairs continued during the month. This repair will be ongoing for the next two years until all repairs can be completed. Cooler repair was done to get the walk-in cooler operational. An additional cooler will be repaired next month. Plumbing repair to main cook line is finally completed and the staff now has running water again to this area.

GOLF SHOP

Several sales took place as well as gift certificate sales.

CAR FLEET

The outsourced fleet repairs are finished and ready to go for another season. Repairs to drive belts, new batteries, oil, and lubricants, replaced knuckles and exhaust with additional needed repairs to entire fleet. These repairs will guarantee safety and longevity to the fleet.

SPECIAL EVENTS

None for the month

FOOD AND BEVERAGE

With the decision to terminate poker charity events, the revenues dropped during this month. We will seek new ways to develop additional revenues during the slower months.

Marketing staff has assisted with updating the electronic message board on Rand & Schoenbeck, updating the webpage https://www.oldorchardcc.com/corp_events/ and sending an email blast to 3,269 potential brides of which 57% were opened. An ad was placed in The Journal & Topics on 2/21/2024 to host events at Old Orchard.

January	2023	2024	% CHANGE 2023 VS 2024
Golf & Members	\$665.21	\$0	-100%
Golf Shop	\$2,143.32	\$3,146.46	+47%
Food & Beverage	\$17,058.53	\$2,150.99	-697%
Driving Range	\$0	\$0	0%



February 27, 2024

To: Marc Heidkamp, Director of Golf
From: Sean Lee, Superintendent of Golf
Re: February 2024 board report

GOLF COURSE GROUNDS

This winter has been warmer than normal but there has been almost no precipitation the last few weeks which is good for keeping turf diseases from starting to grow. The warmer weather is going to allow us to get out earlier than normal to start the spring clean-up. We have started tree trimming and removal of dead trees. The overgrown tree line in front of the 18th tee was started last week and is almost done.

EQUIPMENT

The annual winter service for the equipment is moving along well now that we have a mechanic. Two of the broken rough mowers are fixed, and he is working on the third. All the golf carts have been serviced and are ready for the season. The new John Deere riding greens mower was delivered last week and is ready to go.

MAINTENANCE STAFF

It has been a month since the new mechanic, Alex Torres, started and he is off to a great start fixing equipment and helping to reorganize the shop. He will be a great asset for us.

Next week I will bring back the first two seasonal employees to help get ready for the St. Patrick's Day Scramble in March.

Initially we discussed hiring an Assistant Superintendent. It was decided to hire an Assistant in Training this position will replace the foreman. I reported he is currently at Rutgers University in the turfgrass program until late March and we hope he will start soon after on our staff through the fall.

I recently completed the Illinois UST Class A/B Operator Training which is a 4-year certification for underground storage tanks.

I met with the Senior Engineering Manager of the company handling the underground storage tank remediation/excavation work. Currently, they have developed a plan for more sampling that fully defines the areas that require cleanup. At this point there is no schedule to drill yet and they are backed up with field work.



February 27, 2024

To: Ray Doerner, Superintendent of Recreation
From: Laura Fudala, Recreation Supervisor
Re: February 2024 Board Report

PRESCHOOL

Registration for the 2024-2025 school year began on January 8th. We have 15 students registered for the program. At the same time last year, we had 16 students enrolled.

In the last month, preschoolers explored the five senses and the human body. Next, we rocketed off to outer space with our unit about the solar system and we had a STEM unit. Finally, both classes had their ever-popular Valentine Day party. Each child shared valentines with their friends, and then enjoyed ice cream with many toppings.

KINDERSTOP

We welcomed Angie to our KinderStop team this month! Angie will work mainly in after care. She has been a great addition to our team, as we have two staff leaving our team to pursue a full- time job and to high school soccer.

YOUTH PROGRAMS

In February we had two Kids Day Off dates.

- February 16: We went to the Main Event. We had 24 participants compared to last year's 12 participants.
- February 19: We attended the Winter Carnival and went to see a Movie. We had 13 participants compared to last year's 12 participants.

The Gears, Gears, Gears class was offered in partnership with two other park districts, and we had a couple of participants register from our district.

DAY CAMP

Return letters to staff went out to 39 staff and 21 have indicated they would like to come back this summer, for about a 50% return rate. This is a solid improvement from last year when we had about a 20% return rate at this time.

Camp registration for park district residents began on February 13 and February 20 for partner residents and non-residents.

Camp registration is seeing an even stronger start for 2024 and to date we have 358 kids signed up for 3,245 camp sessions. By comparison, in the first week of registration for 2023 we had 99 kids signed up for 1,405 camp sessions.

CONFERENCES/TRAININGS

In January I attended the IPRA Soaring to New Heights Conference, along with the Active Shooter training held at the recreation center.



February 27, 2024

To: Ray Doerner, Superintendent of Recreation
From: Marci Glinski, Recreation Supervisor
Re: February 2024 Board Report

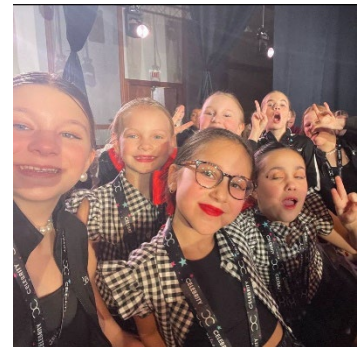
DANCE & PERFORMING ARTS

Our Winter/Spring dance session is in full swing. Costumes have all been ordered and have started to arrive. We have been trying alternative companies for costuming this year and so far, it has been working out great and saving us money.

Our competition season kicked off Feb 2-4 at The Westin in Wheeling. What an AMAZING weekend.

Here's how we did:

Wonderland - Gold & 3rd Place
It's Gonna Be Me - High Gold & 1st Place
Call Me Mother - High Gold, 2nd Place & Judges Spirit Award
Valerie - Gold & 1st Place
Barbara Streisand - High Gold & 1st Place
Be A Cat - High Gold & 3rd Place
New Romantics - Gold
Viva La Vida - High Gold & 1st Place
I Want You To Love Me - High Gold
XS - Gold & Celebrity Spirit Award
Titanium - Gold
Love Shack - Gold, 2nd Place & Judges Award



Back Stage Fun!

ACTIVE ADULTS

Our active adults have been having fun around town!

My Coffee Meet & Greet was a success with 18 people in attendance. Oak Street Health had a speaker about Scams & Frauds followed by a informal chat about our senior programming to find out what our community is interested in. A lot of great information was shared.

I have begun planning the Summer Active Adult Newsletter which will be out in April.

SPECIAL EVENTS

Family Valentine Bingo was a hit with 64 people in attendance. The attendees enjoyed pizza, Andy's Frozen Custard and several games of bingo.

Also, the rescheduled Winter Carnival was a fun event for kids off school, with 88 children enjoying carnival games and a bounce house. This was 4 more kids than we had at our 2023 carnival. Thank you to the volunteers from Prospect High School and our Star Studio Dance Team who helped to make the event a success.



February 27, 2024

To: Ray Doerner, Superintendent of Recreation
From: Panagiotis Zervas, Recreation Supervisor
Re: February 2024 Board Report

YOUTH ATHLETICS

Our Youth Basketball league is in full swing, and we have been hosting primarily the 5th/6th grade boys and girl's leagues. There were lots of good games and it was fun. Our Park District will be hosting the playoffs for both the 5th/6th grade leagues in March as well as the All-Star Game for the 7/8 grade boys league.

A new program, Futsal, began last week in conjunction with the River Trails Park District. We had 9 kids registered between the two districts. Futsal is indoor soccer with a ball that is designed to stay on the ground more and is designed to work on the players foot skills with the ball at their feet.

Our other new program, the Basic Behaviors Training class for dogs, has begun. The feedback from the registrants has been extremely positive. Melissa Parker, the trainer from Coachable Canines, has been awesome and the dogs have been very receptive to her training style.

The Youth Volleyball League, which we also run in collaboration with the River Trails Park District, has begun its winter session. There have been some new faces and some returning faces coming in. We are running doubleheaders each game day to make sure it finishes before spring break. Everyone is having fun, and the energy has been great in these first few weeks.

AQUATICS

Preparation for the upcoming pool season has been well underway. I have begun to conduct interviews for new lifeguards as those applications recently opened, while also recruiting slide attendants and swim instructors. Nine lifeguards, and all four of the pool managers, from last year have already confirmed they are returning. I am continuing to follow up with other lifeguards from last season, who have been invited back, to determine if they will be returning for the 2024 season. Finally, we have identified a provider and are finalizing the scheduling of our lifeguard certification classes.

FITNESS

Hopefully you have seen the Fitness Center recently as we have done some rearranging of equipment. The space looks much more open now and it is much easier to navigate through the room. Patrons have been liking the changes from the feedback I have received.

Our current fitness challenge, Move for 60, is in full force. We have a clear first prize winner as he is light years ahead of everyone with only about 10 days to go until the end of the challenge. But 2nd through 5th place are all neck and neck so the ending of the

challenge will be a close one. I am planning another fitness challenge closer to Memorial Day for both members and staff.

January 2024, 914 visits vs. January 2023, 650 visits (+264 visit increase)

January 2024 Total Memberships: 294

1year passes:	118	3-month fitness:	8
1year gym/racquetball:	45	SilverSneakers/Renew Active:	114
6-month fitness:	9		

Three Year Comparison – Monthly Acquisition (Seniors in parentheses)

Membership	January 2022	January 2023	January 2024
3 months	1	6	7
6 months	3	2	2
1 year	5 (3)	14 (3)	20 (7)
Membership January 2024	# of New Members		Total Revenue
3 months	7		\$385
6 months	2		\$135
1 year	20		\$1,755.50
Seniors	7		\$730

MISCELLANEOUS

I had an amazing time at the IPRA Soaring to New Heights Conference 2024. It was my first conference, and it was well worth it. I went to as many sessions as I could in all three of the areas that I oversee and learned lots of good information.



February 27, 2024

To: Board of Commissioners

From: Christina Ferraro, Executive Director

Re: Award the contract for the gym floor refinishing and the additional scope of work in the amount of \$115,000.00

BACKGROUND

Staff released a request for proposal for gym floor refinishing on January 11, 2024. The legal notice was in The Journal on January 17. An optional pre bid meeting was held January 29. Bids were due February 8. Two bids were received. Staff contacted references for similar work provided by the lowest most responsible bidder. The work is to be performed in the month of April.

The current gymnasium floor is approximately 5,750 sq. ft. and requires refinishing to bare wood, which includes but may not be limited to sanding, potential repair of existing floorboards, repainting of lines, addition of new lines and current District logo, and sealing. Certain sections of the gymnasium floor are not level due to sub floor/foundation issues and the slope of the floor in several areas must be corrected to meet grade with the rest of the floor. An alternate or additional scope of work was requested for the correction and elimination of slope within the gymnasium floor. This includes removing the gymnasium flooring to expose sub floor/foundation, leveling the sub floor/foundation to meet the grade of gymnasium floor in areas where slope is present and repairing existing flooring with seamless transition.

RECOMMENDATION

Authorize the Executive Director to execute a contract and payments to ERG Developers, LLC in Chicago in the amount of \$115,000 for both the gym floor refinishing and the additional scope of work to repair the grade in the gymnasium.

Funding will be provided from the Capital Fund (Account 518.99.8010). This line item has a budget of \$100,000 for the project. The additional funding will come from same fund with the understanding that other projects will be deferred such as environmental graphics, skylight replacement, etc.



February 27, 2024

To: Board of Commissioners

From: Christina Ferraro, Executive Director

Re: Personnel Manual revisions:

- Chap 2 Payroll policies and procedures
- Chap 7 Safety in the workplace
- Chap 8 Disciplinary actions
- Chap 9 Grievance process and procedure
- Chap 10 Separation of employment

The personnel manual review process includes review by staff, the Board's Personnel & Policy Committee, and legal counsel. The manual was last reviewed in 2010. A thorough review of the following chapters includes minor revisions as follows:

- Chap 2 Payroll policies and procedures includes
 - ✓ Compensation Program
 - ✓ Salary and Wage Schedules
 - ✓ Fair Labor Standards Act: Overtime and Compensatory Time
 - ✓ Payroll Periods and Payday
 - ✓ Payroll Deductions
 - ✓ Work Schedules
 - ✓ Recording of Hours Worked
 - ✓ Lunch and Rest Periods

REVISION: The payroll periods have been updated to match practice (...pay period which ends at midnight the preceding Saturday).

- Chap 7 Safety in the workplace includes:
 - ✓ General Safety Policy and Rules
 - ✓ Safety Committee
 - ✓ Park District Risk Management (PDRMA)
 - ✓ Your Right to Know
 - ✓ Proper Dress and Appearance
 - ✓ Uniforms
 - ✓ Logo Policy
 - ✓ Work Areas
 - ✓ Sobriety and Substance Abuse
 - ✓ Alcohol and Drug Abuse Policy
 - ✓ Modified Duty Program Policy
 - ✓ Weapons Policy
 - ✓ Employee Cooperation

- ✓ Carelessness Policy
- ✓ Smoking
- ✓ Workplace Wrongdoing Policy
- ✓ Telephone Usage
- ✓ Security & Keys
- ✓ Anti-Bullying Policy
- ✓ Reporting Improper or Unsafe Activity
- ✓ Political Activity
- ✓ Solicitation, Distribution & Use of Bulletin Boards
- ✓ Gifts
- ✓ Conflicts of Interest
- ✓ Outside Activities

REVISIONS: The Alcohol and Drug Abuse policy has been updated to include zero tolerance cannabis usage. The Travel and Vehicle Use policy has been updated to include laws about cell phone usage while driving.

- Chap 8 Disciplinary actions includes
 - ✓ Disciplinary Actions
 - ✓ Examples of Reasons for Disciplinary Action
 - ✓ Review of Disciplinary Action Other Than Dismissal
 - ✓ Review of Dismissal
 - ✓ Employee's Response
- Chap 9 Grievance process and procedure
- Chap 10 Separation of employment

RECOMMENDATION

Approve Personnel Manual revisions as presented.

CHAPTER 2

PAYROLL POLICIES AND PROCEDURES

SECTION # - Compensation Program

Under usual and appropriate circumstances, full-time employees will be considered for salary adjustments on an annual basis, which will be based on several factors, including without limitation, job related performance, effort, attendance, as well as the financial ability to pay by the District. Any adjustments generally will be effective on a schedule pre-determined by the Executive Director. Part-time employees will be considered for salary adjustments based on several factors, including without limitation, performance and the financial ability to pay by the District, on either their anniversary date or on a schedule pre-determined by their Department Head or the Executive Director. Employees receiving an unsatisfactory performance evaluation may not be eligible for any wage increase and may be subject to disciplinary action, up to and including dismissal.

The Department Heads (or designee) may, at any time during the year, recommend an adjustment to an employee's wage, subject to the Executive Director's approval. All salary and wage decisions are the sole discretion of the District.

SECTION # - Salary and Wage Schedules

Salary and Wage Schedule

The District may adopt a salary and wage schedule that lists all or some positions in the District and assign a salary range for each. These salary ranges generally represent a framework for relating positions of comparable worth to specified dollar values. Each salary range consists of a minimum, midpoint, and maximum salary level.

1. Minimum Salary Level

The minimum level represents the annual salary, or wage, which normally will be paid to a newly hired or promoted employee who meets the minimum qualifications for that position.

2. Mid-Point Salary Level

The mid-point level represents the annual salary, or wage, which should apply to an experienced employee who is fully qualified and performing the assigned essential duties of the position in a commendable manner.

3. Maximum Salary Level

The maximum level represents the highest annual salary paid to any person in that position and provided the employee is qualified to perform all essential duties of the position to a maximum level.

In determining the salary schedule, the Board may take the following factors into consideration (not all-inclusive):

1. Relative difficulty and responsibility of each position;
2. Availability of employees in particular occupational categories;
3. Prevailing rates of pay for similar employment in private industry in and around the northwest suburbs;
4. Pay rates in other park districts of comparable size, assessed valuation, numbers of staff and complexity of operation; and
5. The financial condition of the District will take priority in the consideration of the salary schedule.

SECTION # - Fair Labor Standards Act: Overtime and Compensatory Time

Due to the nature of the Parks and Recreation field, employees (particularly full-time employees) may be required to work beyond their typical work schedules within reason, (including nights, weekends, and holidays) based on business needs. An employee's unwillingness or refusal to do so may be cause for disciplinary action.

Exempt

- Exempt employees are employees not covered under the FLSA, which include professional or executive employees whose primary duty is management and who direct or supervise two or more full-time equivalent employees, and/or administrative employees whose primary duty is the performance of office or non-manual work directly related to management policies or business and all who meet the salary basis test of the FLSA.
- Exempt employees are assumed to have irregular hours due to the nature of their responsibilities. With certain limited exceptions, exempt employees receive the same salary each week irrespective of the hours worked and in accordance with federal and state wage and hour laws exempt full-time salaried employees are not eligible for overtime pay or compensatory time.
- With the approval of the immediate supervisor, exempt employees are highly encouraged to flex their hours, preferably within the same pay period, to meet the needs of the Park District and to support work-life balance.
- Exempt employees must track their "hours worked" under state law for purposes unrelated to pay, rather it is to track daily work attendance.

Non-exempt

- Nonexempt employees are employees covered under the FLSA.
- Nonexempt employees are paid hourly for all hours worked. Nonexempt employees may be required to work more than their scheduled hours with approval from their immediate supervisor. Working overtime without approval may result in disciplinary action.

- Nonexempt full-time hourly employees are eligible for overtime pay at the rate of one and one-half times their regular rate for all the hours worked in excess of 40 per week.
- In lieu of overtime pay, nonexempt employees may choose to receive compensatory time off (or “comp time”) at the rate of one and one-half times the hours worked in excess of 40 per week.
- Comp time may be used if authorized by and arranged in advance with the immediate supervisor and if the use of the comp time does not unduly disrupt the operations of the Park District.
- Comp time off may be accumulated up to a maximum of 120 hours for Parks and Recreation staff and up to a maximum of 240 hours for Golf staff. Overtime Hours worked above the maximum accrual cap will be paid at the rate of one and one-half times the employee’s regular rate for all the hours worked in excess of 40 per week. In all instances, the District, may, in its sole discretion, elect to pay cash wages for overtime rather than permitting additional accruals of comp time.
- If an employee has multiple pay rates, overtime pay will be determined and paid using the regular rate of on the position in which the employee worked when overtime hours was earned.
- Upon separation of employment, the District will calculate payment for accrued comp time at the average regular rate of pay for the last three years of employment or at the final regular rate received by the employee at the time of separation, whichever is higher. If an employee has multiple pay rates, the weighted average will be used for the purposes of calculating overtime.
- The FLSA does not require any leaves of absence paid time off such as vacation leave or sick leave, unpaid meal breaks, or paid holiday, or comp time to be considered as hours worked for overtime purposes. For purposes of overtime calculation, “hours worked” shall not include any form of leave, or other non-working time, whether paid or unpaid.

SECTION # - Payroll Periods and Payday

District employees are paid bi-weekly (every other) Friday for the two (2)-week (fourteen (14)-day) period which ends at midnight the preceding Saturday. If payday is a District-recognized holiday, employees generally will be paid on the preceding working day. Your paycheck will be delivered to your immediate supervisor, who will attempt to give it to you no later than the end of the workday. Your paycheck may not be given to anyone other than you without your written consent. Please make arrangements with your immediate supervisor to collect your paycheck if you are not scheduled to work on a payday. If you are non-exempt and terminate your employment in the middle of a pay period, you will be paid for the actual hours you worked. Employees may be paid by check or through direct deposit of funds to either a savings or checking account at their bank of choice (providing the bank has direct deposit capability). To activate direct deposit, a Direct Deposit Authorization form from the HR Coordinator may be obtained. The completed form must then be returned with a voided personal check to the HR Coordinator.

In the event of a lost paycheck, the HR Coordinator must be notified in writing as soon as possible before a replacement check can be issued. In the event the lost paycheck is recovered and the District identifies the endorsement as that of the employee, the employee must remit the amount of the replacement check to the District within 24 hours of the time it is demanded.

SECTION # - Payroll Deductions

Automatic payroll deductions will be made for you for federal and state income tax purposes, health insurance deductions, pension contributions and social security tax, and any other item ordered by a court or applicable law. Voluntary deductions may be made for elective programs such as Voluntary Additional Contribution through IMRF, tax-deferred retirement plans, credit union accounts, and supplemental life insurance. Please contact the HR Coordinator for information on payroll deductions.

Except as required by law or court order, deductions will not be taken without your written authorization. Deductions required by law include Social Security, Medicare, and federal and state income taxes. Federal or state law determines these deductions. Other involuntary deductions may be made as required by law or court order, such as child support payments and wage garnishments. Also, employees who meet certain hourly requirements will have Illinois Municipal Retirement Fund (IMRF) pension contributions withheld. Please see details as described in IMRF Pension Plan.

If you feel that there is any improper or unlawful deduction made from your paycheck, you are encouraged to notify your Department Head promptly so that the matter can be investigated and remedied. Be assured that no retaliation will be taken or tolerated against an employee who reports a possible payroll error or improper deduction as our ultimate goal is to ensure our records are accurate and our employees are properly compensated for the work they perform.

SECTION # - Work Schedules

Department work schedules are established by your immediate supervisor or Department Head based on the needs of the Park District. The number of working hours that will be scheduled is subject to the financial and staffing requirements of the Park District and employees are not guaranteed any specific number of hours per day or week. The responsibilities of certain positions may require an employee to be on call on a twenty-four (24)-hour basis. At the District's discretion, the District may change the work schedules.

Any change in work schedules or exchange of work periods among employees may not be made without the prior, written approval of your immediate supervisor (or designee). Violation of this policy may result in disciplinary action, up to and including dismissal.

SECTION # - Recording of Hours Worked

All employees, (exempt and non-exempt), are required to maintain an accurate and legible record of the hours worked, through the electronic payroll system as determined by the District. These time records, which must be approved by your immediate supervisor, are the basis for the paycheck calculation for non-exempt employees. Time is computed to the nearest quarter (1/4) of an hour (fifteen (15) minutes) per week. If you are a full-time non-exempt employee (scheduled to work at least seven and one half (7.5) hours per day), an unpaid thirty minute meal break will be automatically deducted in the electronic payroll system.

Employees are not to clock or sign in or out for other employees. Recording another employee's time record or falsification of your own time record is against District rules and is grounds for disciplinary action, up to and including dismissal. Once an employee clocks or signs in, work is to commence immediately. Failure to do so is considered falsification of timekeeping records. If an employee forgets to clock or sign in or out, they must notify their supervisor immediately so the time may be accurately recorded for payroll. Exempt employees must maintain hours worked to include business trips, vacations, sick, and personal days.

If you have permission to leave during working hours, you must punch out when you leave and punch in when you return in the electronic payroll system.

You are responsible for your own time records. Violation of this policy may result in appropriate disciplinary action, up to and including immediate discharge.

SECTION # - Lunch and Rest Periods

Department Heads are authorized to establish and arrange lunch periods and reasonable rest periods during each workday that are most consistent with department operation. If you are a full-time non-exempt employee (scheduled to work at least seven and one half (7.5) hours per day), you will normally receive two (2) paid rest periods of fifteen (15) minutes and one (1) thirty (30) minute unpaid meal break which may be combined if it does not interfere with operations.

Employees on rest or lunch break cannot interfere with employees who are working.

SECTION # - Emergency Closings

On occasion, due to inclement weather, national crisis, or other emergency, the District may close for all or part of a normally scheduled workday. The District will attempt to notify employees of its closure by phone call or text message. Emergency closure is considered unpaid leave for non-exempt employees.

In the event of a closing for an extended period of time, the District will determine its personnel needs and may lay off employees or furlough them. A layoff constitutes a separation from employment. All layoffs will be treated the same as any other separation from District employment but with the possibility of recall. Furloughs do not constitute separation from employment. Furloughs may be full or partial and paid or unpaid at the sole discretion of the District. At the District's sole discretion, furloughed employees may be offered the option of using accrued paid time off in lieu of taking unpaid furlough days. This policy shall apply to both exempt and non-exempt employees in compliance with state and federal laws.

CHAPTER 7

SAFETY IN THE WORKPLACE

SECTION # - Introduction

It is the District's intention to provide a safe environment for employees and the public who use our programs, facilities and parks. Employees are expected to perform their assignments in a manner that will avoid injury. Supervisory personnel and the Risk Manager are available for assistance in safety-related matters.

In keeping with this objective, the following safety rules have been developed. Employees are required to read and follow these rules and the rules, policies and procedures of their respective facilities or departments.

SECTION # - General Safety Policy and Rules

Safety while on the job is the responsibility of every District employee. With proper precautions, most accidents on the job can be prevented. It is every employee's responsibility to know and comply with all health and safety policies, rules and regulations, and to act in a safe manner. Contact your Department Head to ask to receive additional safety training.

Carelessness, inattention, neglect and disregard for safety rules cause accidents. Therefore, you must at all times be careful, attentive, alert, and follow proper safety procedures. The District will not condone any breach of safety rules or regulations by employees. You are expected to be alert for safety hazards that may exist and could affect the general public or employees of the District. You are also responsible for reporting any unsafe equipment or condition to your immediate supervisor immediately upon your discovery of such condition. We must all work together to achieve a safe and healthy working environment. You should make certain that you do not create safety hazards and that safety hazards are eliminated.

It is the intent of the District to provide a safe working environment for you and a safe leisure environment for the public using our programs, facilities and parks. It is also the intent of the District to develop, implement and administer a safety and comprehensive loss control program. In all assignments, the health and safety of all persons should be the first consideration.

You are directed to make safety a matter of continuing and mutual concern, equal in importance with all other operational considerations. You should use your best efforts to ensure that work is done in a safe manner, inspections are conducted on a regular basis, hazards are confronted and removed and accidents are investigated as appropriate. We are confident that with your help this program will be successful and we expect your cooperation and support. Accordingly, all employees shall adhere to the following rules (list not all-inclusive):

1. Horseplay and threatening or fighting will not be tolerated in the workplace.
2. Possession of unauthorized firearms, alcoholic beverages, illegal drugs, cannabis, or unauthorized medically prescribed drugs will not be tolerated in the work place.

3. Your immediate supervisor must be informed if you are required to take medication (or be under the influence of medication) during work hours which may cause drowsiness, alter judgment, perception or reaction time. Written medical evidence stating that the medication will not adversely affect your decision-making or physical ability may be required. ~~Please refer to Section 6-11 and review the comprehensive~~ **See Alcohol and Drug Abuse Policy within.** ~~in Appendix A.~~
4. Your immediate supervisor must be notified of any permanent or temporary impairment that reduces your ability to perform in a safe manner or prevent or hinder your performance of the essential functions of your position.
5. Personal protective equipment must be used when potential hazards cannot be eliminated.
6. Certain positions may require the use of protective footwear (steel toe and / or composite) especially when working in areas where there is the danger of foot injuries due to falling or rolling objects, or the danger of objects piercing the sole, and where employees' feet are exposed to electrical hazards. Those required to wear protective footwear will be eligible for reimbursement. (See chapter regarding Benefits for reimbursement details.)
7. Equipment is to be operated only by trained and authorized personnel.
8. Periodic inspections of workstations may be conducted to identify potential hazards and to ensure that equipment or vehicles are in safe operating condition.
9. Any potentially unsafe conditions or acts are to be reported immediately to your immediate supervisor.
10. If there is any doubt about the safety of a work method, your immediate supervisor should be consulted before beginning work.
11. All accidents, near misses, injuries and property damage must be reported to your immediate supervisor, regardless of the severity of the injury or damage.
12. Failure to report an accident or known hazardous condition may be cause for disciplinary action up to and including dismissal.
13. All employees must follow recommended work procedures outlined for their job, department and/or facility.

14. Employees are responsible for maintaining an orderly environment. All tools and equipment must be stored in a designated place. Scrap and waste material are to be discarded in a designated refuse container.
15. Any smoke, fire or unusual odors must be reported promptly to your immediate supervisor.
16. If you create a potential slip or trip hazard, correct the hazard immediately or mark the area clearly before leaving it unattended.
17. Safety and restraint belts must be fastened before operating any motorized vehicle.
18. Employees who operate vehicles must obey all driver safety instructions and comply with traffic signs, signals and markers and all applicable laws. [See policy on Travel and Vehicle Use.](#)
19. Employees who are authorized to drive are responsible for having a valid driver's license and legally required insurance coverage for the class of vehicle they operate. You must report revocation or suspension of your driver's license to your immediate supervisor. Any fines and tickets received will be the responsibility of and paid for by the employee who incurred the fine and/or ticket.
20. All employees must know departmental rules regarding accident reporting, evacuation routes and fire department notification.
21. Departmental and facility rules and procedures specific to departmental operations must be followed by each employee in the department.
22. Employees must assist and cooperate with all safety investigations and inspections and assist in implementing safety procedures as required.

SECTION # - Safety Committee

The District Safety Committee is intended to assist District employees in helping to provide safe and efficient operations and services for employees and patrons. The Safety Committee is normally comprised of one (1) or more employees from each department. The Safety Committee attempts to:

1. Create and maintain an active interest in the safety of District employees, patrons, operations;
2. Disseminate health and safety information throughout the District;
3. Inspect and recommend methods to eliminate hazardous conditions; and
4. Provide information regarding the improvement of the safety program.

SECTION # - Park District Risk Management Agency (PDRMA)

The District is a member of the Park District Risk Management Agency (PDRMA). PDRMA is an organization of Illinois public park and recreation agencies formed as a contractual organization under the Illinois Intergovernmental Cooperation Act to administer a program of self-funding and commercial insurance in the areas of property, liability and workers' compensation. In addition, PDRMA provides support services such as claims and litigation administration and management, loss control services and training, legal services, risk management, and financial reporting services.

All employees are expected to cooperate fully with PDRMA staff.

SECTION # - Your Right to Know

Working With Hazardous Substances

The Park District is committed to taking reasonable steps to protect you against the dangers of hazardous materials on the job. Safety training and the proper handling and storage of hazardous substances are just a few of the things we do to keep you safe. In addition, the Occupational Safety and Health Administration (OSHA) has issued a regulation that states that you have a right to know what hazards you face on the job and how you can protect yourself against them. This is your RIGHT-TO-KNOW.

OSHA hazard Communication Standard affects everyone in the workplace who comes into contact with hazardous materials. Chemical manufacturers must determine the physical and health hazards of each product they make, and they have to let users know about those hazards by providing information on the container label and on a Material Safety Data Sheet (MSDS) for every product.

When required, the District will develop a written hazard communication program that:

- Tells employees about the Hazard Communication Standard.
- Explains how the standard is in effect in the workplace.
- Provides information and training on hazardous chemicals in the workplace, which includes how to recognize, understand and use labels and MSDS sheets, and the correct safety procedures for working with hazardous substances.

Employees have to read labels and MSDS sheets, and they have to follow the District's safety procedures for storing, handling and using hazardous materials.

What Information is on the Label?

Although labels differ from company to company, all labels will contain similar types of information. The label will use words and/or symbols to tell you:

1. The common name of the substance.
2. The name, address, and emergency phone number of the company that made or imported the substance.
3. A signal word that outlines the seriousness of the substance. Signal words, ranked from the most serious to the least serious, are Danger, Warning, and Caution.

4. The physical hazards (Will it explode or catch fire? Is it reactive?) and the health hazards (Is it toxic? Could it cause cancer? Is it an irritant?) of the substance.
5. The precautionary measures to be taken, including basic protective clothing, equipment, and procedures that are recommended when working with this substance.
6. First aid instructions, in case of exposure.
7. Proper handling and storing instructions.
8. Special instructions concerning children.

While a lot of valuable information can be found on the label, refer to the MSDS sheet if you don't find all of the information you need.

What Information is on MSDS Sheets?

The MSDS sheet is your guide to working safely with hazardous substances. This sheet provides information on everything that is known about the substance, including chemical and physical dangers, safety procedures, and emergency response techniques. Specifically, MSDS sheets cover:

Identity, including the manufacturer's name, address and phone number, and the date the substance was produced.

Hazardous ingredients, including the substance's hazardous components, its chemical ID, and common names. Worker exposure limits to the substance and other recommended limits are also included.

Physical and chemical characteristics, such as boiling point, vapor pressure, vapor density, melting point, evaporation rate, water solubility, and appearance and odor under normal conditions.

Physical hazards, including fire and explosion, and ways to handle those hazards (such as firefighting equipment and procedures).

Reactivity, including whether or not the substance is stable, and which substances and situation to keep it away from so it won't react.

Health hazards, including how the substance can enter the body and the possible health hazards that could arise from exposure. This section also covers signs and symptoms of exposure, such as eye irritation, nausea, dizziness, etc., and whether or not the substance is carcinogenic. Emergency and first aid procedures are also outlined.

Precautions for safe handling and use, including what to do if the substance spills or leaks; how to dispose of the substance; equipment needed for cleaning up spills and leaks; proper storage and handling; and any other necessary precautions.

Control measures will lessen your exposure to the materials. This section outlines the personal protective equipment, clothing, respirators, and ventilation that should be used when handling the substance. Special work or hygiene practices are also outlined.

OSHA's Right-to-Know regulation was developed to protect you on the job and all guidelines will be construed as required by then applicable law.

For the Right-to-Know Standard to be effective, you must:

- Respect all warnings and precautions – don't take any chances!
- Read all substance labels and MSDS sheets
- Follow warning and instructions
- Use the correct personal protective equipment when handling hazardous substances
- Know in advance what could go wrong and what to do about it
- Practice sensible, safe work habits
- Ask your supervisor, when in doubt

Note **When we work safely and smart, we make the workplace safer for everyone.**

CHAPTER 8
DISCIPLINARY ACTIONS

SECTION # - Disciplinary Actions

Introduction

All employees are expected to meet the District's standards of work performance, engage in acceptable conduct and to satisfactorily perform your duties under the policies, guidelines and rules contained in this Manual. In addition, you are expected to follow any other District policies, rules and guidelines, performance standards, the directions of your Supervisors, and to act in accordance with federal, state and local law. Work performance encompasses many factors, including attendance, punctuality, personal conduct, job proficiency and general compliance with the District's policies and procedures.

If an employee does not meet these standards, the District may, under appropriate circumstances, take corrective action, which may or may not include immediate dismissal. The intent of corrective action is to formally document problems while providing the employee with a reasonable time within which to improve performance. The process is designed to encourage development by providing employees with guidance that need improvement such as work performance, attendance problems, attitude, personal conduct, general compliance with the District's policies and procedures and/or other disciplinary problems. Although not required or guaranteed, some form of progressive discipline may be used if deemed appropriate by the District. You may be dismissed, however, after a progressive disciplinary action has not changed any substandard performance or misconduct on your part. Note: Notwithstanding the District's option to use progressive discipline, the District is not required to do so and may, in its sole discretion, forego lesser forms of discipline at any time and proceed immediately with your dismissal (or suspension if deemed appropriate).

While we hope and expect the need for disciplinary action will be rare, when your job performance, attitude, or conduct falls short of our established standards, we will not hesitate to take appropriate action. Such actions will range from oral reprimands to termination. This means that, as a general rule, you will be given an increasingly severe penalty each time an offense is committed. Some types of misconduct, however, are so intolerable that termination may be imposed for the first offense.

Oral Reprimand

Oral reprimands may be issued by your supervisor(s) or any member of management. Oral reprimands are issued for the primary purpose of expressing disapproval of conduct or poor work performance and/or attendance, to clarify applicable procedures or guidelines, and to warn you that repetition of the conduct or failure to improve work performance and/or attendance may result in more severe discipline including discharge. The supervisor imposing the oral reprimand will discuss the reprimand with you and suggest how to correct the offending conduct. Documentation of an oral warning may be placed in your personnel file.

Written Reprimands

Written reprimands may be issued by your supervisor(s). Written reprimands also may consist of a conference between you and the supervisor imposing the reprimand, and a written memorandum expressing disapproval of conduct or poor work performance and/or attendance and warning you that repetition of the conduct or failure to improve may result in more severe discipline including discharge. Written reprimands will be used for poor work performance, poor attendance, or repeated misconduct of a minor nature or for more serious misconduct which in the District's opinion does not warrant suspension or discharge.

You are asked to sign the written reprimand indicating receipt of the warning and your understanding of the reason for the reprimand. You will also be given an opportunity to provide written comments on the form. If you refuse to sign, another Supervisor will be asked to witness your refusal. A copy of the written reprimand normally will be placed in your personnel file.

Suspension

A suspension is defined as temporarily relieving an employee from duties. Depending on the circumstances, a suspension may be with or without pay, in the sole discretion of the Executive Director. The supervisor(s) imposing the suspension generally will meet with you and give you written memorandum outlining the details of your suspension, including without limitation, the reasons for and duration of your suspension. During this meeting, you will be given an opportunity to respond to the reason(s) for your suspension.

The duration of your suspension (if any) shall be determined in the sole discretion of the Executive Director. Unpaid suspensions of non-exempt employees will be based on daily increments. To the extent permitted by law, unpaid suspensions of exempt employees will be based on weekly increments.

You are asked to sign the written notice of your suspension indicating receipt and understanding of the reason(s) provided in the suspension memorandum. You will also be given an opportunity to provide written comments on the notice. If you refuse to sign, another Supervisor will be asked to witness your refusal. A copy of the notice may be placed in your personnel file.

Discharge

A discharge is a termination of employment initiated by the District. You may be discharged for any lawful reason (or no reason) at any time with or without prior notice. All District employees serve at the will of the District.

SECTION # - Examples of Reasons for Disciplinary Action

You may be reprimanded, suspended, and/or discharged whenever it is determined, in the District's sole discretion, to be in its best interests. Nevertheless, listed below are some examples of reasons for disciplinary action. This list, however, does not constitute an exhaustive list of all of the acts that may subject you to disciplinary action including discharge and does not change the employment-at-will relationship between the employee and the District. Instead, the following list sets forth some of the more typical cases that arise in the course of an employment relationship. *They may include but are not limited to:*

1. Failure to adhere to District policies and/or procedures including without limitation safety policies, ordinances and procedures.
2. Absence from duty without permission or pursuant to authorized leave policies, habitual tardiness, excessive absenteeism, or misrepresentation of material facts relating to the use of leave.
3. Extending breaks or lunches and/or not taking breaks or lunches at scheduled times.
4. Leaving job during working hours without permission.
5. Failing to obey any lawful official rule, regulation or order, or failure to obey any proper direction made or given by your supervisor(s).
6. Inability or unwillingness to take orders from supervisor(s).
7. Uncooperative, hostile or discourteous attitude or conduct toward your supervisor(s), the Board, co-workers or members of the public or threatening or striking any person who is in or on Park District property or participating in District activities.
8. Being wasteful of or the destruction of District supplies, materials, vehicles, equipment, tools, working time or other District property.
9. Failing to wear uniform or safety equipment (e.g., safety shoes, glasses, goggles and/or face shield) as required by this Manual and/or department manuals, rules and/or procedures or the failure to wear appropriate clothing for duties as required by this Manual or department manual, rules and/or procedures.

10. Endangering one's safety and/or the safety of others because of failure to act properly and safely in the performance of job duties.
11. Failing to follow any federal, state, local or District law, rule or regulation while on duty or while in or on District property or engaging in criminal activity while on duty or while in or on District property.
12. Failing to immediately report an accident or known hazardous conditions to your immediate supervisor.
13. Gambling, fighting or threatening to harm another while on duty.
14. Being under the influence or possession of intoxicants, including cannabis, or illegal drugs while on duty or on District property or failing to notify the Park District that you are taking legal drugs when such notice is required. Any other violation of the alcohol and drug policies in place at the District.
15. Theft or misappropriation or the careless, negligent or improper use of funds or property belonging to the District, fellow employees or the public.
16. Possessing of weapons in or on Park District property or while on duty.
17. Conviction of a crime, if it renders the employee ineligible for employment by law.
18. Incompetent, inefficient or negligent performance of duties; inability or failure to perform duties properly.
19. Failing to maintain valid driver's license or other license or certification which may be required for your position or as provided in this Manual.
20. Smoking in restricted areas or in violation of smoking policy.
21. Harassing other employees or members of the public, or other violation of our Anti-Harassment Policy.
22. Dishonesty; lying to District personnel or falsifying or providing misleading or omission of information on forms, records or reports provided to or on behalf of the District including without limitation accident reports, employment applications/resumes, financial reports, reimbursement reports and departmental reports.
23. Timecard or sign-in book violations.
24. Unauthorized possession, use or copying of any records that are the property of the District.

- 25. Sleeping or appearing to be resting when not authorized to do so while on duty.
- 26. Violating employee policies, rules or guidelines or engaging in any conduct determined by the District in its sole discretion not to be in its best interests, including but not limited to violation of the conflict of interest policy.
- 27. Any violation of policies or procedures regarding the privacy of individually identifiable health information (or protected health information), as mandated by the Health Insurance Portability and Accountability Act of 1996 (HIPAA).
- 28. Any misrepresentation on the Economic Interest Statement.
- 29. Any other act deemed harmful to the District, its property, employees, reputation or the public.

SECTION # - Review of Disciplinary Action Other Than Dismissal

In the case of disciplinary action other than dismissal, you may request a review of the action by submitting your request in writing to your immediate supervisor within five (5) working days from the date the action was taken. Your immediate supervisor may meet with you and should issue a written determination generally within ten (10) working days of receipt of your written request for review when presented. If you are not satisfied with this determination, you may seek review by submitting a written request with a copy of the initial determination to the supervisor at the succeeding level of authority in your department within five (5) working days after the date of the initial determination. This supervisor may meet with you and should issue a written determination within ten (10) working days of receipt of your written request for review. If you are not satisfied with the determination at this stage, you may continue this process through each succeeding supervisory level in your department up to the Executive Director. Any decision of the Executive Director shall be final.

The District's failure to strictly adhere to the time limits or the procedure in this section shall not affect the resolution of any disciplinary action.

This procedure should be followed to the extent that it is, in the District's sole discretion, practicable under the circumstances.

SECTION # - Review of Dismissal

The decision to dismiss you shall be final unless you request a review of your dismissal by submitting a written request to the Executive Director within five (5) working days from the date the action was taken. The Executive Director or a designee may meet with you and investigate the circumstances surrounding your dismissal when appropriate. The Executive Director or the designee(s) may issue a written determination within ten (10) working days of receipt of your written request. The Executive Director's decision shall be final.

If you are a Department Head who has been dismissed, you may make a request to the President of the Board ("President") to have your dismissal reviewed by the Executive Board. The Executive Director's decision to dismiss you shall be final unless you submit a written request for review of dismissal to the President within five (5) working days from the date the action was taken. The President and the Board may meet with you and investigate the circumstances surrounding your dismissal. The President on behalf of the Board may issue a written determination within ten (10) working days of receipt of your written request. The Board's decision shall be final.

Nothing in this section shall limit or restrict the District's right to dismiss an employee at any time, with or without cause. The District's failure to strictly adhere to the time limits or the procedure in this section 8-4 shall not affect the resolution of any disciplinary action.

This procedure will be followed to the extent that it is, in the District's sole discretion, practicable. The District reserves the right to proceed directly to the Executive Director's or the designee's review of an employee's dismissal.

SECTION # - Employee's Response

You may respond to any disciplinary action taken against you by preparing a written response stating your position or objection to the disciplinary action and placing it in your personnel file. It is your responsibility to make certain that your written response is placed in your personnel file.

Nothing in this Chapter shall limit or restrict the District's right to dismiss you at any time, with or without cause or notice. As an at-will employee of the District, you may terminate your employment at any time, with or without cause or notice and the District retains a similar right.

CHAPTER 9
**GRIEVANCE PROCESS AND
PROCEDURE**

SECTION # - Grievance Process and Procedure

Any employee who has a grievance arising from their employment with the District is encouraged to attempt to resolve problems with the person(s) involved. If that is unsuccessful or if, for any reason, you feel uncomfortable discussing the problem with the person(s) involved, you may use the following procedure:

1. You may present a grievance to your immediate supervisor. Your immediate supervisor generally will meet with you and give you a response within three (3) working days of discussing the grievance with you. In most cases, the problem can and should be resolved with a frank and open discussion between you and your immediate supervisor. However, if a satisfactory resolution is not reached at this level, you may proceed to step 2.
2. You may present a written grievance to the supervisor at the succeeding level of authority in your Department. The supervisor will investigate the matter, discuss the matter with you and your immediate Supervisor and should give you a written response within three (3) working days of discussing the grievance with you. If you are not satisfied with the resolution at this stage, you may continue this process through each succeeding level of authority in your department up to the Executive Director. In the event it is necessary for you to process your grievance up to the Executive Director, the Executive Director may issue a written decision generally within ten (10) working days of discussing the grievance with you unless investigation requires a longer period of time. Any decision of the Executive Director is final and not subject to further review.

If you feel uncomfortable discussing your grievance with your immediate supervisor you may immediately proceed to step 2. In all cases, the Executive Director's decision shall be final.

The District's failure to strictly adhere to the time frames suggested above will not affect the resolution of the grievance.

This grievance procedure does not apply to performance evaluations, suspensions, dismissals or other disciplinary actions which may be reviewed in accordance with Chapter 8, Sections 1, 3 and 4, respectively.

The District will not discriminate or retaliate against an employee if the employee, processes a grievance through this procedure or testifies, assists or participates in a grievance procedure investigation.

CHAPTER 10

SEPARATION OF EMPLOYMENT

SECTION # - Separation of Employment

Employment at-Will

Employment with the District is on an at-will basis. This means that both employees and the District have the right to terminate employment at any time with or without cause or notice.

Lay-Offs

The District may, in its sole discretion, reduce the number of employees in any given area at any time. Employees may be laid-off for legitimate business reasons including whenever there is a lack of work or funds or a change in functions directly or indirectly creates a surplus of employees for the workload of the District. Although the District is under no obligation to do so, a reasonable effort will be made (when appropriate) to transfer full-time employees to another department rather than laying them off. When this is impractical, the Department Head will consider seniority, among other factors, where qualifications, ability, attitude, and performance factors are substantially the same in determining whom to lay off. However, seniority alone may not govern in all cases where a unique skill is required to perform the available work.

Resignations

As an at-will employee, you may resign your position with the District at any time, with or without notice or cause. However, the District requests that you give your immediate supervisor sufficient notice of your intention to resign to enable the District to minimize departmental hardship and to make proper provisions for the filling of your position. The District requests that you should give written notice to your immediate supervisor at least ten (10) working days prior to your last workday; however, twenty (20) working days notice is preferred. (Vacation days or personal days may not be included in the ten (10)-day notice period.) You may leave anytime during the ten (10) days with your immediate supervisor's consent and remain in good standing. If you fail to resign in good standing, you may not be eligible for rehire unless you demonstrate good cause for leaving early. Short-term employees will not be in good standing or eligible for rehire if they leave their employment before the end of their assignment without good cause for leaving early.

Retirement

Employees may retire for the purpose of collecting their IMRF pension retirement or Social Security. Please contact the HR Coordinator so that the appropriate paperwork can be completed in a timely manner.

Return of District Property

Before officially separating from the District's employment for any reason, you must return all District property, including without limitation vehicles, tools, keys, uniforms, equipment, and identification, credit and insurance cards.

Upon Separation of Service

Upon separation, your unused earned vacation leave will be paid to you, or your estate, if deceased, at your rate of pay as of your separation date. Your health insurance may be continued under applicable law. The HR Coordinator will provide you with the appropriate information when you separate from the District.

References

Information provided by the District in response to requests for employment references will generally be limited to your starting date, ending date and job title. No other information will be disclosed even without the employee's written consent; the only exception is as required by law.

Exit Interview

If possible and appropriate, the departing employee's immediate supervisor or Department Head (or designee) will conduct an exit interview when separating from the District. At this meeting, you are required to return all District property not previously returned, such as nametags, keys, security cards, and all other District property. Additionally, you should speak with the HR Coordinator regarding required completion of forms for insurance continuation, IMRF and other termination related matters.