

Park District Directory

per Freedom of Information Act (5 ILCS 140/1, et seq.)

Summary of purpose

The Prospect Heights Park District 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.

Total amount of Operating Budget

The Park Board of Commissioners approved the FY 2024 operating budget for the Park District in the amount of \$8,389,663.

Number and location of all separate offices.

- 1 Administration Offices, 104 W. Camp McDonald Rd, Prospect Heights, 60070
- 2 Gary Morava Recreation Center, 110 W. Camp McDonald Rd, Prospect Heights, 60070
- 3 Old Orchard Country Club, 700 W. Rand Rd, Mount Prospect, 60056
- 4 Golf Course Grounds Garage & Office, 11 W. Camp McDonald Rd., Prospect Heights, 60070

Total number of full-time and part-time employees

Twenty-one full time, twenty-three part time and ninety seasonal

Block diagram of functional subdivisions.

Administrative

Recreation

Facilities, Parks & Maintenance

Golf & Grounds & Banquet Operations

Identification and membership of all boards and committees:

Prospect Heights Park District Park Board of Commissioners

Ellen Avery	Betty Cloud	Karl Jackson	Tim Jones
Eric Kirste	Steve Messer	Paul Fries	

Committees of the Board

- **Committee of the Whole**
Tim Jones, Chair Eric Kirste, Sub-Chair
- **Finance Committee**
Eric Kirste, Chair Steve Messer, Sub-Chair



- **Personnel and Planning Committee**
Ellen Avery, Chair Betty Cloud, Sub-Chair
- **Policy and Procedure Committee**
Ellen Avery, Chair Betty Cloud, Sub-Chair
- **Recreation Facilities, Parks & Maintenance Committee**
Tim Jones, Chair Paul Fries, Sub-Chair
- **Recreation Programs & Resident Relations Committee**
Eric Kirste, Chair Betty Cloud, Sub-Chair
- **OOC Programs, Facilities, Grounds & Maintenance Committee**
Karl Jackson, Chair Tim Jones, Sub-Chair

Brief description of how to get information through the Freedom of Information Act

To review a record, a person must submit a request in writing or sent via electronic mail. Additional details are on the Park District's website www.phparks.org

Designation to whom requests for public records should be made to

Christina Ferraro, Executive Director, Prospect Heights Park District
Mail: 110 W. Camp McDonald Road, Prospect Heights IL, 60070
Email: cferraro@phparks.org
Fax: 847.394.7799

Any fees allowable under section 6 of the FOIA

Fees (only applies to hard copies)

The first fifty (50) pages are free. Any page(s) after the first fifty (50) will be \$.15 per page.

ADA Notice

If you have any questions or complaints about accessibility, please contact Mark Grassi, Superintendent of Parks & Facilities, who also serves as the District's ADA Coordinator. You are welcome to visit his office, 110 W. Camp McDonald Road in Prospect Heights or call 847.394.2848 or email mgrassi@phparks.org Prospect Heights Park District works with NWSRA to meet unique, individual leisure needs.

Grievance Procedure under the Americans with Disabilities Act

This Grievance Procedure is established to meet the requirements of the Americans with Disabilities Act of 1990. It may be used by anyone who wishes to file a complaint alleging discrimination on the basis of disability in the provision of services, activities,



programs, or benefits by the Prospect Heights Park District. The Prospect Heights Park District's Personnel Policy governs employment-related complaints of disability discrimination.

The complaint should be in writing and contain information about the alleged discrimination such as name, address, phone number of complainant and location, date, and description of the problem. Alternative means of filing complaints, such as personal interviews or a tape recording of the complaint, will be made available for persons with disabilities upon request.

The complaint should be submitted by the grievant and/or his/her designee as soon as possible but no later than sixty calendar days after the alleged violation to:

Christina Ferraro, Executive Director, 110 W. Camp McDonald Road in Prospect Heights, IL 60070 cferraro@phparks.org

Within 15 calendar days after receipt of the complaint, Christina Ferraro or her designee will meet with the complainant to discuss the complaint and the possible resolutions. Within fifteen calendar days of the meeting, Christina Ferraro or her designee will respond in writing, and where appropriate, in format accessible to the complainant, such as large print, Braille, or audio tape. The response will explain the position of the Prospect Heights Park District and offer options for substantive resolution of the complaint.

If the response by Christina Ferraro or her designee does not satisfactorily resolve the issue, the complainant and/or her designee may appeal the decision within 15 calendar days after receipt of the response to Tim Jones, Board President, or his designee.

Within 15 calendar days after receipt of the appeal, the Tim Jones, Park Board President, or his designee, will meet with the complainant to discuss the complaint and possible resolutions. Within 15 calendar days after the meeting, the Executive Director or her designee will respond in writing, and, where appropriate, in a format accessible to the complainant, with a final resolution of the complaint.

All written complaints received by Christina Ferraro or her designee, appeals to Tim Jones, Park Board President or his designee, and responses from these two will be retained by the Prospect Heights Park District for at least three years.

Revised February 2024

