



BOARD REPORT

MAY 28, 2024



**REGULAR BOARD MEETING
PROSPECT HEIGHTS PARK DISTRICT
GARY MORAVA RECREATION CENTER
110 W. CAMP MCDONALD ROAD, PROSPECT HEIGHTS, IL 60070
TUESDAY, MAY 28, 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. Presentations

- A. Financial Audit FY2023 presented by Lindsey Fish, CPA, Principal, Sikich LLP Comprehensive Financial Report for Fiscal Year Ending December 31, 2023
- B. Acceptance of the FY2023 Comprehensive Annual Financial Report
- C. ADA Transition Plan presented by Shelley Zuniga & John McGovern, The W-T Group
- D. Acceptance of the 2024 ADA Transition Plan

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 April 23, 2024 Regular Board Meeting Minutes
- B. Approval of April 23, 2024 Decennial Committee Meeting Minutes
- C. Approval of Treasurer's Report Cash Report #5 cash balance totaling \$6,327,716.23 as of April 30, 2024
- D. Approval of Warrants totaling \$673,919.85 for the period ending April 30, 2024

VII. Announcements (Meetings)

Regular Board Meeting at Gary Morava Recreation Center – June 25, 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. OOC Programs, Facilities, Grounds & Maintenance Committee - Karl Jackson, Tim Jones

XI. Unfinished/Ongoing Business

Aging facilities (continued discussion)

XII. New Business

- A. Approve resolution 05.28.2024 adopting section 125 cafeteria plan
- B. Approve standard non-resident fee for recreation programs
- C. Approve advisory positions appointments to the Board: June 2024-May 2025

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)

XVI. Action as a Result of the Executive Session

XVII. Adjournment

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

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

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

**MINUTES OF THE REGULAR BOARD MEETING
OF THE COMMISSIONERS AND OFFICERS
OF THE PROSPECT HEIGHTS PARK DISTRICT
GARY MORAVA RECREATION CENTER
110 W. CAMP MCDONALD ROAD, PROSPECT HEIGHTS, IL 60070
TUESDAY, APRIL 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 physically present: Ellen Avery, Karl Jackson, Betty Cloud, Paul Fries, Tim Jones, Eric Kirste, Steve Messer

Also Present: Christina Ferraro Executive Director, Mark Grassi Superintendent of Parks & Facilities, Sean Lee Superintendent of Golf, Marc Heidkamp Director of Golf, Ray Doerner Superintendent of Recreation, Shawn Hughes Superintendent of Finance, HR & IT.

A quorum was present.

Tim Jones led the Pledge of Allegiance.

Corrections/Additions/Approval of Agenda

A motion by Commissioner Avery and seconded by Commissioner Kirste to approve the agenda as submitted. Motion approved by a voice vote. The motion carried.

Recognition/Welcome

Resident Jill Moskal of NRC was in attendance.

Correspondence

There was none.

Public Comment

There was none.

Consent Agenda

A motion 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, Messer, Jones, Kirste

Nays: None

Abstain: Commissioner Jackson agenda item A & B Approval of March 19, 2024, Regular Board Meeting Minutes and April 16, 2024, Special Board Meeting Minutes

The motion carried.

Announcements (Meetings)

The next Regular Board Meeting is scheduled for May 28, 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 reported Wedgewood Park will be completed next week. The ADA Transition Plan will be presented to the Board at the May meeting. The Tennis Pickleball study final report will be presented at the July meeting. She reported if the Board considers selling park land, Muir Park is most logical because it is not adjacent to neighbor's land and the District owns it. There must be a public hearing and understand the need to preserve green space versus generating one time \$2 million revenue to be reinvested in other park projects. The cost to eliminate the current pool and replace it with a splash pad is about \$3.7 million and it would be about the size of the current gymnasium. That cost includes umbrellas, tables, and chairs, 3 separate zones for toddlers, preschoolers, and preteens with access through the rec center which already has restrooms, plus a separate filter building with direct access off Elm Street. The timeline to eliminate the current pool and replace it with a splash pad is about 18-20 months to include design, public process, and construction. She did not feel it was wise to extend bond payment another 10 years to finance a few million dollars at this time. There was a suggestion to place a project-focused ballot question regarding a smaller scope and cost to finance most important needs such as replacing the roof, install new ducted HVAC system and controls throughout GMRC including AC in the gym and maybe add the gym, walking rack and splash pad/pool based on community needs. The decision was to place this topic on each regular board meeting agenda for more discussion.

Superintendent of Finance, HR, and IT – as submitted. In addition, Superintendent of Finance, HR & IT Shawn Hughes explained the audit will be completed and presented at the May meeting.

Superintendent of Recreation – as submitted. In addition to the submitted report, Superintendent of Recreation Ray Doerner reported summer camp registration continues to be very strong. He also highlighted the Dance Competition participants and their awards in addition to employee Katie Williams being awarded "Excellence in Choreography" by the judges.

Superintendent of Parks and Facilities – In addition to the submitted report, Superintendent of Parks and Facilities Mark Grassi reported the gym floor refinishing project is going well and is on schedule. Staff are preparing the pool for the season.

Director of Golf Operations – as submitted Director of Golf Marc Heidkamp reported the golf season began March 16 with a St Patrick's Day scramble and it was well received. He highlighted Superintendent of Golf Sean Lee and his skills, which are obvious in how terrific the course looks for the season. The menu for the bar & grill has been prepared and will be offered Monday – Thursday from 11am – 2pm.

Superintendent of Golf - In addition to the submitted report, Superintendent of Golf Sean Lee reported the riding greens mower is back in for repairs. All is going well thus far with the grounds.

Recreation Supervisors – as submitted.

Committees of the Board

There were no reports.

Unfinished/Ongoing Business

There were none.

New Business

A motion made by Commissioner Kirste and seconded by Commissioner Fries to approval the Agreement with Creekside Condominium Association regarding cutting their HOA putting green as submitted. The motion was approved by a roll call vote.

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

Nays: None

Abstain: None

The motion carried

A motion made by Commissioner Cloud and seconded by Commissioner Kirste to accept the offer to settle pending tax rate objection cases for the tax years 2010 through 2014 in the amount of \$5,578.84 as submitted. The motion was approved by voice vote.

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

Nays: None

Abstain: None

The motion carried

Committees of the Board

There were no reports.

Commissioners Comments

There were none.

Adjournment

With no further business to discuss, a motion was made by the Commissioner Fries and seconded by Commissioner Cloud to adjourn the Regular Board Meeting at 7:50 p.m. The motion was approved by a voice vote. The motion carried.

Elizabeth "Betty" Cloud, Secretary

**MINUTES OF THE LOCAL EFFICIENCY COMMITTEE MEETING
OF THE PROSPECT HEIGHTS PARK DISTRICT
GARY MORAVA RECREATION CENTER
110 W. CAMP MCDONALD ROAD, PROSPECT HEIGHTS, IL 60070
TUESDAY, APRIL 23, 2024**

Call to Order

Roll Call

Tim Jones called the Local Efficiency Committee meeting of the Prospect Heights Park District to order at 6:30 p.m.

Committee members physically present: Ellen Avery Betty Cloud, Paul Fries, Karl Jackson, Tim Jones, Eric Kirste, Steve Messer, Allison Kirby, Marianne Kerr and Travis Hoying, Christina Ferraro, Ray Doerner

A quorum was present.

Corrections/Additions/Approval of Agenda

A motion was made by Betty Cloud and seconded by Eric Kirste to approve the agenda as submitted. The motion was approved by a voice vote. The motion carried.

Recognition/Welcome

Tim Jones thanked all for participating and explained the purpose of this committee is to study efficiencies within the park district and create a report with recommendations to the Cook County Board.

Old Business

The July 25, 2023, committee minutes were reviewed by the committee. They had been approved at the August 2023 regular board meeting. The documents from that meeting were reviewed: Code of Conduct, Cybersecurity Response Plan, Emergency Action Plan, and the Board Manual. It was noted that the Local Efficiency Committee is a recommending body and makes recommendations to the Park Board of Commissioners.

New Business

Intergovernmental agreement with the Prospect Heights Library District for joint purchase, operation, and maintenance of the electronic message center from 2020- 2030 or the life of sign which is 100,000 hours usage. The initial sign was purchased in 2007

Resident Partner Agreement with River Trails and Mount Prospect Park Districts is considered a Three for One agreement and is in effect until one of districts requests change. It offers residents in the boundaries of Prospect Heights, Mount Prospect, and River Trails park districts "resident or discounted rates" of all three including facility rentals (golf has specific usage outlined) on the website and incorporated into the District's registration software

Memorandum of Understanding with PHYBS from 2022 – 2025 in which an outside organization coordinates youth baseball and softball; PHYBS conducts criminal background checks for volunteers & cross references child offender database. The District is reimbursed for field maintenance (material, chalk, infield mix), lights and water. The committee asked for confirmation that checks and references are happening.

MINUTES OF THE LOCAL EFFICIENCY COMMITTEE MEETING **Page 2**

Lease agreement with ComEd for Country Gardens Park, Bike Path, Native Prairie from 2023 – 2038 so the District can maintain right of way to use 10-foot-wide bike path, ComEd Prairie and Country Gardens Park. The District is responsible for removing trash, paving, grading, landscape, cutting, mowing grass and weeds.

Agreement with School District 23 from 2023 – 2026 to save the taxpayers' dollars by sharing the use of properties owned by District 23 and the Prospect Heights Park District. All inhabitants who reside within District 23 boundaries shall be considered partner residents and will not be required to pay non-resident fees.

Intergovernmental agreement with City of Prospect Heights for the property located at 214 S Wheeling Rd. The property adjacent to Tully Park was purchased in 2024 to make Tully Park accessible and visible

Intergovernmental agreement with City of Prospect Heights for Compensatory Storm water storage at Somerset Park for the Willow Road Flood Control Project assigned in 2022. The City will utilize approximately 24,000 square feet at Somerset Park for compensatory water storage.

There was discussion that the last meeting of this committee is scheduled for Oct 22, 2024, at 6:30pm and the agenda is to review the personnel manual, annual report, financial documents: tax levy, budget, audit, etc., Memorandum of Understanding with PHNRC, ADA transition plan, tennis/pickleball feasibility study and more.

There was discussion about the District strength is cooperative agreements with the City, Library, Police, Fire, SD23 to put on events such as 4th July Parade, Community Day, Block Party, National Night Out, and Holiday Tree Lighting. They also share equipment i.e. Carts with Rolling Green Golf Club for large events, trailers with River Trails and Salt Creek Park Districts for spookfest, cooperative agreements with River Trails and soon Rolling Meadows Park Districts for athletic leagues, NWSRA, procurement agreements to leverage purchasing power to deliver savings to taxpayers with Club Procure, OMNIA, and Sourcewell.

There was discussion about the District weaknesses are usually tied to budget and unfunded mandates such as FLSA, State minimum wage, Cook County Paid Time Off ordinance.

Public Comment

There were none.

Adjournment

With no further business to discuss, a motion was made by Betty Cloud and seconded by Eric Kirste to adjourn the Local Efficiency Committee Meeting at 6:58 p.m. The motion was unanimously approved by a voice. The motion carried.

Elizabeth "Betty" Cloud, Secretary

TO: Board of Commissioners, Prospect Heights Park District

Pink

FROM: Park District Treasurer

DATE: 5/28/2024 CASH REPORT FY 24

Motion by Commissioner _____ to approve CASH REPORT 5
5/28/2024 as submitted. Seconded by Commissioner _____ .

Busey Bank		Interest Earned YTD			
Payroll	Checking/sweep			\$	-
Vendor	Checking/sweep				-
General/Sweep	Checking				3,643,678.02
ATM	Checking				100,553.03
Investment	Checking	\$ 7,565.42	annual yield 4.27%		2,205,140.42
Cash Reserve	Checking	\$ 1,298.03	annual yield 4.27%		378,344.76
		TOTALS		\$	6,327,716.23
					Voice Vote

FINANCIAL RESOLUTION

Motion by Commissioner _____ to approve WARRANT RESOLUTION
5/28/2024 as submitted. Seconded by Commissioner _____ .

APPROVAL OF WARRANTS 5/28/2024

VENDOR WARRANTS				AMOUNTS
	2	<i>In the amount of</i>	CHECKS ISSUED	\$ 407,222.92
	2A	<i>In the amount of</i>	ELECTRONIC	\$ 100,812.34
		Total Vendor Warrants		\$ 508,035.26

PAYROLL WARRANTS

		4/5/2024		
	3	<i>In the amount of</i>		\$ 82,810.52
			gross plus employer costs	
		4/19/2024		
	4	<i>In the amount of</i>		\$ 83,074.07
			gross plus employer costs	
		Total Payroll Warrants		\$ 165,884.59

TOTAL OF WARRANTS \$ 673,919.85 Roll Call



Prospect Heights Park District, IL

Check Report

By Check Number

Date Range: 04/01/2024 - 04/30/2024

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: AP Bank-AP Bank						
01402	BHFX LLC	04/04/2024	EFT	0.00	66.00	1063
01041	CONSTELLATION NEW ENERGY INC	04/04/2024	EFT	0.00	135.03	1064
01041	CONSTELLATION NEW ENERGY INC	04/04/2024	EFT	0.00	24.86	1065
01041	CONSTELLATION NEW ENERGY INC	04/04/2024	EFT	0.00	40.94	1066
02144	COZZINI BROS INC	04/04/2024	EFT	0.00	38.50	1067
01324	DIRECT FITNESS SOLUTIONS LLC	04/04/2024	EFT	0.00	835.00	1068
01426	HORNUNG'S GOLF RODUCTS, INC	04/04/2024	EFT	0.00	748.00	1069
02459	HOT SHOTS SPORTS	04/04/2024	EFT	0.00	945.00	1070
01053	MICHAEL WAGNER & SONS	04/04/2024	EFT	0.00	142.50	1071
01070	RAMROD DISTRIBUTORS INC	04/04/2024	EFT	0.00	499.74	1072
02421	REVELS TURF AND TRACTOR LLC	04/04/2024	EFT	0.00	915.48	1073
01402	BHFX LLC	04/12/2024	EFT	0.00	282.00	1074
01041	CONSTELLATION NEW ENERGY INC	04/12/2024	EFT	0.00	3,529.24	1075
01042	CONSTELLATION NEWENERGY GAS DIVISION I	04/12/2024	EFT	0.00	303.18	1076
01042	CONSTELLATION NEWENERGY GAS DIVISION I	04/12/2024	EFT	0.00	3,317.83	1077
02144	COZZINI BROS INC	04/12/2024	EFT	0.00	38.50	1078
02337	EXCALTECH	04/12/2024	EFT	0.00	2,596.58	1079
02459	HOT SHOTS SPORTS	04/12/2024	EFT	0.00	195.00	1080
01071	REINDERS INC	04/12/2024	EFT	0.00	380.00	1081
02774	THE W-T GROUP LLC	04/12/2024	EFT	0.00	6,308.80	1082
02144	COZZINI BROS INC	04/19/2024	EFT	0.00	38.50	1083
01044	JC LICHT AND COMPANY	04/19/2024	EFT	0.00	683.90	1084
01102	LIONS TAE KWON DO CENTER	04/19/2024	EFT	0.00	1,155.00	1085
01064	PENDELTON TURF SUPPLY	04/19/2024	EFT	0.00	1,087.15	1086
01070	RAMROD DISTRIBUTORS INC	04/19/2024	EFT	0.00	2,016.26	1087
01071	REINDERS INC	04/19/2024	EFT	0.00	428.02	1088
02774	THE W-T GROUP LLC	04/19/2024	EFT	0.00	577.20	1089
01009	AIRGAS USA LLC	04/26/2024	EFT	0.00	399.39	1090
01041	CONSTELLATION NEW ENERGY INC	04/26/2024	EFT	0.00	36.91	1091
01042	CONSTELLATION NEWENERGY GAS DIVISION I	04/26/2024	EFT	0.00	297.16	1092
01042	CONSTELLATION NEWENERGY GAS DIVISION I	04/26/2024	EFT	0.00	3,446.18	1093
02706	REAL GRAPHIX	04/26/2024	EFT	0.00	1,750.83	1094
01071	REINDERS INC	04/26/2024	EFT	0.00	366.00	1095
01079	ACUSHNET COMPANY	04/11/2024	Regular	0.00	1,630.50	54299
03155	ALLEN KOCHAN	04/11/2024	Regular	0.00	50.00	54300
02124	ALPHA BAKING COMPANY	04/11/2024	Regular	0.00	447.26	54301
01015	ASSOCIATED LABOR CORPORATION OF AMERIC	04/11/2024	Regular	0.00	40,931.67	54302
01847	BLACK CLOVER ENTERPRISES LLC	04/11/2024	Regular	0.00	842.00	54303
03153	BOBBY THOMAS	04/11/2024	Regular	0.00	50.00	54304
03167	CIT GROUP/COMMERCIAL SVCS INC	04/11/2024	Regular	0.00	833.00	54305
01090	CITY OF PROSPECT HEIGHTS	04/11/2024	Regular	0.00	51,599.10	54306
01415	COBRA GOLF INC	04/11/2024	Regular	0.00	117.83	54307
02307	COMCAST BUSINESS	04/11/2024	Regular	0.00	1,249.57	54308
01344	COMPUTER EXPLORERS	04/11/2024	Regular	0.00	350.00	54309
01024	CONSERV FS	04/11/2024	Regular	0.00	4,892.93	54310
02028	CONTROL FIRE EQUIPMENT	04/11/2024	Regular	0.00	147.00	54311
01341	DEFRANCO PLUMBING	04/11/2024	Regular	0.00	379.90	54312
03044	GEORGE'S LANDSCAPING, INC.	04/11/2024	Regular	0.00	47,886.30	54313
01423	GORDON FOOD SERVICE INC	04/11/2024	Regular	0.00	16,612.30	54314
02117	GREAT LAKES COCA-COLA DISTRIBUTION	04/11/2024	Regular	0.00	759.01	54315
01040	HOME DEPOT CREDIT SERVICES	04/11/2024	Regular	0.00	2,227.69	54316
01379	ILLINOIS OFFICE OF THE STATE FIRE MARSHAL	04/11/2024	Regular	0.00	280.00	54317
03156	JODIE SKOROPAD	04/11/2024	Regular	0.00	50.00	54318
02843	JOE PARDUN	04/11/2024	Regular	0.00	125.00	54319

Check Report

Date Range: 04/01/2024 - 04/30/2024

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
02031	JOHNSON CONTROLS SECURITY SOLUTIONS	04/11/2024	Regular	0.00	311.54	54320
02841	KURT LIPA	04/11/2024	Regular	0.00	62.50	54321
02848	KYLE WHALEN	04/11/2024	Regular	0.00	62.50	54322
03046	MAINSTREET GOLF CARS LLC	04/11/2024	Regular	0.00	7,414.16	54323
01162	MANZELLA PLUMBING INC	04/11/2024	Regular	0.00	589.31	54324
02118	MARTINI GOLF TEES	04/11/2024	Regular	0.00	213.34	54325
02839	MATT BRECHT	04/11/2024	Regular	0.00	125.00	54326
03120	MEGAN SLIWA	04/11/2024	Regular	0.00	50.00	54327
01050	MENARDS	04/11/2024	Regular	0.00	615.13	54328
01690	MOUNT PROSPECT PARK DISTRICT	04/11/2024	Regular	0.00	43.57	54329
03151	NIKKI ALCOCK	04/11/2024	Regular	0.00	62.50	54330
03162	NORTHERN TOOL & EQUIPMENT	04/11/2024	Regular	0.00	1,176.10	54331
01430	NORTHWEST COMMUNITY HOSPITAL	04/11/2024	Regular	0.00	170.00	54332
01608	OSCAR ANTUNEZ	04/11/2024	Regular	0.00	67.50	54333
01063	PDRMA	04/11/2024	Regular	0.00	56,016.36	54334
01031	PULSE TECHNOLOGY	04/11/2024	Regular	0.00	1,264.78	54335
01560	R&R PRODUCTS INC	04/11/2024	Regular	0.00	378.18	54336
02831	RACEWAY ENTERPRISES	04/11/2024	Regular	0.00	500.00	54337
01073	ROUTE 12 RENTAL	04/11/2024	Regular	0.00	29.99	54338
02845	SCOTT MANSON	04/11/2024	Regular	0.00	62.50	54339
01710	SITEONE LANDSCAPE SUPPLY LLC	04/11/2024	Regular	0.00	492.06	54340
03168	SWANNIES GOLF APPAREL	04/11/2024	Regular	0.00	2,329.50	54341
01078	TAYLOR MADE	04/11/2024	Regular	0.00	5,218.26	54342
03154	TEJ SHAH	04/11/2024	Regular	0.00	50.00	54343
01616	TOUR EDGE GOLF MFG INC	04/11/2024	Regular	0.00	440.50	54344
01125	TYLER TECHNOLOGIES INC	04/11/2024	Regular	0.00	8,214.15	54345
01079	ACUSHNET COMPANY	04/19/2024	Regular	0.00	455.50	54346
02124	ALPHA BAKING COMPANY	04/19/2024	Regular	0.00	252.75	54347
01982	AMERICAN LITHOGRAPHY AND PUBLISHING IN	04/19/2024	Regular	0.00	4,805.00	54348
01909	ANCEL GLINK PC	04/19/2024	Regular	0.00	1,543.75	54349
02138	ANDERSON PEST SOLUTIONS	04/19/2024	Regular	0.00	149.90	54350
01232	ARLINGTON POWER EQUIPMENT INC	04/19/2024	Regular	0.00	821.89	54351
01015	ASSOCIATED LABOR CORPORATION OF AMERIC	04/19/2024	Regular	0.00	22,462.96	54352
01300	CALLAWAY	04/19/2024	Regular	0.00	1,615.68	54353
01871	CLESEN PROTURF SOLUTIONS LLC	04/19/2024	Regular	0.00	916.70	54354
02244	CLUBPROCURE	04/19/2024	Regular	0.00	500.00	54355
03143	COACHABLE CANINES	04/19/2024	Regular	0.00	875.00	54356
01415	COBRA GOLF INC	04/19/2024	Regular	0.00	394.74	54357
01030	DES PLAINES MATERIAL & SUPPLY	04/19/2024	Regular	0.00	210.00	54358
02858	ECCO USA INC	04/19/2024	Regular	0.00	1,820.00	54359
01423	GORDON FOOD SERVICE INC	04/19/2024	Regular	0.00	3,359.78	54360
01169	KOLBI PIPE MARKERS CO	04/19/2024	Regular	0.00	1,297.12	54361
01162	MANZELLA PLUMBING INC	04/19/2024	Regular	0.00	714.82	54362
01050	MENARDS	04/19/2024	Regular	0.00	265.79	54363
01664	MIDWEST TRANSIT EQUIPMENT INC	04/19/2024	Regular	0.00	1,739.59	54364
01058	NCPERS GROUP LIFE INSURANCE	04/19/2024	Regular	0.00	16.00	54365
01564	ONE BEAT	04/19/2024	Regular	0.00	150.00	54366
02228	PAYCOR	04/19/2024	Regular	0.00	5,864.10	54367
02715	PLANSOURCE	04/19/2024	Regular	0.00	2,107.91	54368
01881	R R ROOFING AND CONTRUCTION CO	04/19/2024	Regular	0.00	10,500.00	54369
03172	RED ARROW MARKERS	04/19/2024	Regular	0.00	627.25	54370
03168	SWANNIES GOLF APPAREL	04/19/2024	Regular	0.00	498.72	54371
01078	TAYLOR MADE	04/19/2024	Regular	0.00	4,593.49	54372
01404	TOTAL ID SOLUTIONS	04/19/2024	Regular	0.00	590.00	54373
01542	TOWN SQUARE PUBLICATIONS	04/19/2024	Regular	0.00	1,350.00	54374
02124	ALPHA BAKING COMPANY	04/26/2024	Regular	0.00	274.30	54375
01015	ASSOCIATED LABOR CORPORATION OF AMERIC	04/26/2024	Regular	0.00	17,258.55	54376
01344	COMPUTER EXPLORERS	04/26/2024	Regular	0.00	140.00	54377
01024	CONSERV FS	04/26/2024	Regular	0.00	1,095.80	54378
03181	CURRENT TECHNOLOGIES CORPORATION	04/26/2024	Regular	0.00	10,609.12	54379
01189	DAVE'S AUTO CLINIC INC	04/26/2024	Regular	0.00	1,700.00	54380

Check Report

Date Range: 04/01/2024 - 04/30/2024

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
02932	DIVINE SIGNS AND GRAPHICS	04/26/2024	Regular	0.00	11,508.00	54381
01423	GORDON FOOD SERVICE INC	04/26/2024	Regular	0.00	6,059.40	54382
02117	GREAT LAKES COCA-COLA DISTRIBUTION	04/26/2024	Regular	0.00	801.89	54383
01040	HOME DEPOT CREDIT SERVICES	04/26/2024	Regular	0.00	1,677.86	54384
02877	JANICE P HINCAPIE	04/26/2024	Regular	0.00	687.50	54385
02358	JJ SEAL COATING AND STRIPING INC	04/26/2024	Regular	0.00	3,500.00	54386
01050	MENARDS	04/26/2024	Regular	0.00	94.07	54387
01065	PITNEY BOWES GLOBAL FINANCIAL SERVICES	04/26/2024	Regular	0.00	212.01	54388
01072	RIVER TRAILS PARK DISTICT	04/26/2024	Regular	0.00	816.54	54389
03084	SUBODHINI BAHEL	04/26/2024	Regular	0.00	104.00	54390
01078	TAYLOR MADE	04/26/2024	Regular	0.00	1,589.95	54391
02803	THE LARSON EQUIPMENT & FURNITURE COMP	04/26/2024	Regular	0.00	21,175.00	54392
03165	TRANSAMERICA TRUST COMPANY	04/08/2024	Bank Draft	0.00	200.00	DFT0003069
02206	ILLINOIS DEPARTMENT OF REVENUE	04/15/2024	Bank Draft	0.00	3,873.00	DFT0003071
01143	VILLAGE OF MOUNT PROSPECT SALES TAX	04/15/2024	Bank Draft	0.00	321.45	DFT0003072
02205	ILLINOIS MUNICIPAL FUND	04/08/2024	Bank Draft	0.00	18,538.97	DFT0003073
02136	SOUTHERN GLAZER'S OF IL	04/08/2024	Bank Draft	0.00	659.42	DFT0003074
02236	LAKESHORE BEVERAGE	04/12/2024	Bank Draft	0.00	166.60	DFT0003075
02121	TOWN & COUNTRY DISTRIBUTORS INC	04/12/2024	Bank Draft	0.00	174.87	DFT0003076
02236	LAKESHORE BEVERAGE	04/19/2024	Bank Draft	0.00	240.67	DFT0003077
02121	TOWN & COUNTRY DISTRIBUTORS INC	04/19/2024	Bank Draft	0.00	1,270.30	DFT0003078
02139	BREAKTHRU BEVERAGE ILLINOIS LLC	04/19/2024	Bank Draft	0.00	1,453.77	DFT0003079
02210	CHICAGO BEVERAGE SYSTEMS	04/22/2024	Bank Draft	0.00	409.50	DFT0003080
02210	CHICAGO BEVERAGE SYSTEMS	04/23/2024	Bank Draft	0.00	555.94	DFT0003081
02236	LAKESHORE BEVERAGE	04/26/2024	Bank Draft	0.00	450.70	DFT0003082
02121	TOWN & COUNTRY DISTRIBUTORS INC	04/26/2024	Bank Draft	0.00	757.88	DFT0003083
03165	TRANSAMERICA TRUST COMPANY	04/19/2024	Bank Draft	0.00	350.00	DFT0003084
02306	FIFTH THIRD BANK	04/25/2024	Bank Draft	0.00	29,517.24	DFT0003086
01032	CARDMEMBER SERVICE	04/09/2024	Bank Draft	0.00	8,247.35	MAR2024ELAN

Bank Code AP Bank Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	177	94	0.00	407,222.92
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	17	17	0.00	67,187.66
EFT's	35	33	0.00	33,624.68
	229	144	0.00	508,035.26

Check Report

Date Range: 04/01/2024 - 04/30/2024

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: PCARD-PCARD LIABILITY						
03178	KOHL CHILDREN MUSEUM	04/25/2024	Bank Draft	0.00	230.00	MBD04.25.202
03001	FSP INFINITY TRANSPORT	04/25/2024	Bank Draft	0.00	839.89	MBD04.25.202
02403	ADOBE	04/25/2024	Bank Draft	0.00	21.24	MBD04.25.202
02394	MARCUS PERFORMING ARTS CENTER	04/25/2024	Bank Draft	0.00	201.50	MBD04.25.202
02324	TARGET	04/25/2024	Bank Draft	0.00	50.00	MBD04.25.202
02324	TARGET	04/25/2024	Bank Draft	0.00	60.00	MBD04.25.202
02394	MARCUS PERFORMING ARTS CENTER	04/25/2024	Bank Draft	0.00	2,015.00	MBD04.25.202
02335	REVOLUTION DANCEWEAR	04/25/2024	Bank Draft	0.00	159.00	MBD04.25.202
02318	AMAZON	04/25/2024	Bank Draft	0.00	28.12	MBD04.25.202
02398	WALMART	04/25/2024	Bank Draft	0.00	76.74	MBD04.25.202
02398	WALMART	04/25/2024	Bank Draft	0.00	69.96	MBD04.25.202
02009	THE KNOT	04/25/2024	Bank Draft	0.00	1,035.30	MBD04.25.202
02318	AMAZON	04/25/2024	Bank Draft	0.00	59.39	MBD04.25.202
02322	PARTY CITY	04/25/2024	Bank Draft	0.00	70.00	MBD04.25.202
01022	COMCAST	04/25/2024	Bank Draft	0.00	267.27	MBD04.25.202
02322	PARTY CITY	04/25/2024	Bank Draft	0.00	60.00	MBD04.25.202
02324	TARGET	04/25/2024	Bank Draft	0.00	6.00	MBD04.25.202
02512	ENCHANTED CASTLE	04/25/2024	Bank Draft	0.00	568.50	MBD04.25.202
02333	TONYS FRESH MARKET	04/25/2024	Bank Draft	0.00	80.78	MBD04.25.202
01136	SUNBURST SPORTSWEAR	04/25/2024	Bank Draft	0.00	120.00	MBD04.25.202
02333	TONYS FRESH MARKET	04/25/2024	Bank Draft	0.00	78.99	MBD04.25.202
02569	CHI CHAPTER OF WOMEN IN LEISURE SERVICES	04/25/2024	Bank Draft	0.00	40.00	MBD04.25.202
02403	ADOBE	04/25/2024	Bank Draft	0.00	21.24	MBD04.25.202
02476	NOW LINENS	04/25/2024	Bank Draft	0.00	120.16	MBD04.25.202
02581	BALL FACTORY MOUNT PROSPECT	04/25/2024	Bank Draft	0.00	345.00	MBD04.25.202
03166	ALIEXPRESS	04/25/2024	Bank Draft	0.00	48.19	MBD04.25.202
02446	CHUCK E CHEESE	04/25/2024	Bank Draft	0.00	344.34	MBD04.25.202
02329	DOLLAR TREE	04/25/2024	Bank Draft	0.00	16.25	MBD04.25.202
03174	ADCD DANCE COMP	04/25/2024	Bank Draft	0.00	6,159.40	MBD04.25.202
03163	TRADER JOES	04/25/2024	Bank Draft	0.00	21.98	MBD04.25.202
02403	ADOBE	04/25/2024	Bank Draft	0.00	21.24	MBD04.25.202
03147	DAVE & BUSTERS INC	04/25/2024	Bank Draft	0.00	120.00	MBD04.25.202
02333	TONYS FRESH MARKET	04/25/2024	Bank Draft	0.00	181.97	MBD04.25.202
01693	HINCKLEY SPRINGS	04/25/2024	Bank Draft	0.00	60.41	MBD04.25.202
01040	HOME DEPOT CREDIT SERVICES	04/25/2024	Bank Draft	0.00	30.25	MBD04.25.202
01040	HOME DEPOT CREDIT SERVICES	04/25/2024	Bank Draft	0.00	150.00	MBD04.25.202
03173	POOLWEB	04/25/2024	Bank Draft	0.00	283.98	MBD04.25.202
02502	CLASSIC CINEMAS	04/25/2024	Bank Draft	0.00	154.00	MBD04.25.202
02318	AMAZON	04/25/2024	Bank Draft	0.00	65.99	MBD04.25.202
02318	AMAZON	04/25/2024	Bank Draft	0.00	53.56	MBD04.25.202
01022	COMCAST	04/25/2024	Bank Draft	0.00	101.09	MBD04.25.202
01022	COMCAST	04/25/2024	Bank Draft	0.00	388.87	MBD04.25.202
01022	COMCAST	04/25/2024	Bank Draft	0.00	68.71	MBD04.25.202
02326	WALGREENS	04/25/2024	Bank Draft	0.00	22.04	MBD04.25.202
02317	JUST TIRES	04/25/2024	Bank Draft	0.00	75.70	MBD04.25.202
02329	DOLLAR TREE	04/25/2024	Bank Draft	0.00	105.00	MBD04.25.202
02318	AMAZON	04/25/2024	Bank Draft	0.00	-59.39	MBD04.25.202
02476	NOW LINENS	04/25/2024	Bank Draft	0.00	201.23	MBD04.25.202
01023	COMMONWEALTH EDISON	04/25/2024	Bank Draft	0.00	25.62	MBD04.25.202
02784	SHEIN	04/25/2024	Bank Draft	0.00	26.17	MBD04.25.202
02510	DES PLAINES PARK DISTRICT	04/25/2024	Bank Draft	0.00	50.00	MBD04.25.202
01057	NAPA HEIGHTS AUTOMOTIVE	04/25/2024	Bank Draft	0.00	182.39	MBD04.25.202
02879	SALT CREEK RURAL PARK DISTRICT	04/25/2024	Bank Draft	0.00	75.00	MBD04.25.202
02713	STAPLES	04/25/2024	Bank Draft	0.00	124.22	MBD04.25.202
02713	STAPLES	04/25/2024	Bank Draft	0.00	112.11	MBD04.25.202
03149	VILLAGE OF ROSEMONT	04/25/2024	Bank Draft	0.00	15.00	MBD04.25.202
01081	VILLAGE OF MOUNT PROSPECT	04/25/2024	Bank Draft	0.00	183.82	MBD04.25.202
01081	VILLAGE OF MOUNT PROSPECT	04/25/2024	Bank Draft	0.00	646.32	MBD04.25.202
02784	SHEIN	04/25/2024	Bank Draft	0.00	26.16	MBD04.25.202
01081	VILLAGE OF MOUNT PROSPECT	04/25/2024	Bank Draft	0.00	102.54	MBD04.25.202

Check Report

Date Range: 04/01/2024 - 04/30/2024

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
02318	AMAZON	04/25/2024	Bank Draft	0.00	35.88	MBD04.25.202
01693	HINCKLEY SPRINGS	04/25/2024	Bank Draft	0.00	35.69	MBD04.25.202
02872	SOCIETY FOR HUMAN RESOURCE	04/25/2024	Bank Draft	0.00	264.00	MBD04.25.202
02325	JEWEL OSCO	04/25/2024	Bank Draft	0.00	33.95	MBD04.25.202
01059	NICOR	04/25/2024	Bank Draft	0.00	191.09	MBD04.25.202
02599	LOU MALNATIS	04/25/2024	Bank Draft	0.00	74.35	MBD04.25.202
02333	TONYS FRESH MARKET	04/25/2024	Bank Draft	0.00	384.30	MBD04.25.202
02318	AMAZON	04/25/2024	Bank Draft	0.00	441.58	MBD04.25.202
02333	TONYS FRESH MARKET	04/25/2024	Bank Draft	0.00	79.55	MBD04.25.202
02333	TONYS FRESH MARKET	04/25/2024	Bank Draft	0.00	7.98	MBD04.25.202
02318	AMAZON	04/25/2024	Bank Draft	0.00	53.54	MBD04.25.202
02497	PARAMOUNT THEATRE	04/25/2024	Bank Draft	0.00	300.00	MBD04.25.202
02835	TOP GOLF SCHAUMBURG 62	04/25/2024	Bank Draft	0.00	240.00	MBD04.25.202
03179	SCHAUMBURG ON STAGE	04/25/2024	Bank Draft	0.00	85.00	MBD04.25.202
02318	AMAZON	04/25/2024	Bank Draft	0.00	769.00	MBD04.25.202
01022	COMCAST	04/25/2024	Bank Draft	0.00	251.22	MBD04.25.202
01753	BOUNCE HOUSES R US	04/25/2024	Bank Draft	0.00	228.00	MBD04.25.202
02127	DIRECTV	04/25/2024	Bank Draft	0.00	244.98	MBD04.25.202
02536	AROMA 360 LLC	04/25/2024	Bank Draft	0.00	128.87	MBD04.25.202
02333	TONYS FRESH MARKET	04/25/2024	Bank Draft	0.00	34.84	MBD04.25.202
02328	FUN EXPRESS	04/25/2024	Bank Draft	0.00	33.89	MBD04.25.202
02835	TOP GOLF SCHAUMBURG 62	04/25/2024	Bank Draft	0.00	160.00	MBD04.25.202
02535	BASSET ON THE FLY	04/25/2024	Bank Draft	0.00	19.75	MBD04.25.202
01120	REPUBLIC SERVICES INC	04/25/2024	Bank Draft	0.00	313.45	MBD04.25.202
02327	DISCOUNT SCHOOL SUPPLY	04/25/2024	Bank Draft	0.00	2,351.11	MBD04.25.202
02476	NOW LINENS	04/25/2024	Bank Draft	0.00	190.08	MBD04.25.202
02359	JIMMY JOHNS	04/25/2024	Bank Draft	0.00	121.18	MBD04.25.202
02464	HARRYS BAR & GRILL	04/25/2024	Bank Draft	0.00	469.88	MBD04.25.202
01120	REPUBLIC SERVICES INC	04/25/2024	Bank Draft	0.00	283.22	MBD04.25.202
02398	WALMART	04/25/2024	Bank Draft	0.00	54.25	MBD04.25.202
02634	ELK GROVE PARK DISTRICT	04/25/2024	Bank Draft	0.00	200.00	MBD04.25.202
02634	ELK GROVE PARK DISTRICT	04/25/2024	Bank Draft	0.00	200.00	MBD04.25.202
02318	AMAZON	04/25/2024	Bank Draft	0.00	37.88	MBD04.25.202
01022	COMCAST	04/25/2024	Bank Draft	0.00	10.45	MBD04.25.202
02867	ULINE SHIP SUPPLIES	04/25/2024	Bank Draft	0.00	2,900.04	MBD04.25.202
03164	MGMT ASSOC OF IL	04/25/2024	Bank Draft	0.00	1,480.00	MBD04.25.202

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	96	96	0.00	29,517.24
EFT's	0	0	0.00	0.00
	96	96	0.00	29,517.24

All Bank Codes Check Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	177	94	0.00	407,222.92
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	113	113	0.00	96,704.90
EFT's	35	33	0.00	33,624.68
	325	240	0.00	537,552.50

Fund Summary

Fund	Name	Period	Amount
950	POOLED CASH FUND	4/2024	537,552.50
			537,552.50



Income Statement Group Summary

For Fiscal: 2024 Period Ending: 04/30/2024

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	2,127.25	438,677.04	495,527.96
Expense	762,790.00	762,790.00	62,474.78	228,759.94	534,030.06
Department: 02 - RECREATION/GENERAL Surplus (Deficit):	171,415.00	171,415.00	-60,347.53	209,917.10	-38,502.10
Department: 03 - PRESCHOOL CREATIVE KIDS					
Revenue	78,364.00	78,364.00	2,872.39	14,834.24	63,529.76
Expense	73,260.25	73,260.25	4,572.64	17,370.40	55,889.85
Department: 03 - PRESCHOOL CREATIVE KIDS Surplus (Deficit):	5,103.75	5,103.75	-1,700.25	-2,536.16	7,639.91
Department: 04 - KINDERSTOP					
Revenue	259,750.00	259,750.00	26,939.29	98,139.16	161,610.84
Expense	158,490.00	158,490.00	12,163.14	46,669.63	111,820.37
Department: 04 - KINDERSTOP Surplus (Deficit):	101,260.00	101,260.00	14,776.15	51,469.53	49,790.47
Department: 05 - YOUTH PROGRAMS					
Revenue	38,685.00	38,685.00	1,766.00	19,434.00	19,251.00
Expense	36,132.50	36,132.50	5,423.36	12,699.62	23,432.88
Department: 05 - YOUTH PROGRAMS Surplus (Deficit):	2,552.50	2,552.50	-3,657.36	6,734.38	-4,181.88
Department: 06 - DANCE					
Revenue	85,596.00	85,596.00	12,557.62	44,836.91	40,759.09
Expense	76,100.00	76,100.00	9,948.01	49,675.45	26,424.55
Department: 06 - DANCE Surplus (Deficit):	9,496.00	9,496.00	2,609.61	-4,838.54	14,334.54
Department: 07 - ATHLETIC					
Revenue	41,202.00	41,202.00	3,690.81	21,784.55	19,417.45
Expense	42,258.50	42,258.50	6,009.01	14,574.90	27,683.60
Department: 07 - ATHLETIC Surplus (Deficit):	-1,056.50	-1,056.50	-2,318.20	7,209.65	-8,266.15
Department: 08 - PERFORMING ARTS					
Revenue	104,743.00	104,743.00	402.50	3,956.50	100,786.50
Expense	61,697.50	61,697.50	1,699.45	4,734.18	56,963.32
Department: 08 - PERFORMING ARTS Surplus (Deficit):	43,045.50	43,045.50	-1,296.95	-777.68	43,823.18
Department: 09 - CONCESSIONS					
Revenue	31,650.00	31,650.00	0.00	151.20	31,498.80
Expense	29,555.00	29,555.00	218.35	1,298.04	28,256.96
Department: 09 - CONCESSIONS Surplus (Deficit):	2,095.00	2,095.00	-218.35	-1,146.84	3,241.84
Department: 10 - AQUATICS					
Revenue	94,530.00	94,530.00	936.29	936.29	93,593.71
Expense	220,511.00	220,511.00	1,598.55	4,493.57	216,017.43
Department: 10 - AQUATICS Surplus (Deficit):	-125,981.00	-125,981.00	-662.26	-3,557.28	-122,423.72
Department: 11 - ACTIVE ADULTS					
Revenue	91,689.00	91,689.00	5,388.00	21,685.00	70,004.00
Expense	90,675.00	90,675.00	7,966.52	27,172.38	63,502.62
Department: 11 - ACTIVE ADULTS Surplus (Deficit):	1,014.00	1,014.00	-2,578.52	-5,487.38	6,501.38
Department: 12 - SPECIAL EVENTS					
Revenue	23,410.00	23,410.00	1,049.00	7,439.00	15,971.00
Expense	25,065.00	25,065.00	3,344.70	13,049.47	12,015.53
Department: 12 - SPECIAL EVENTS Surplus (Deficit):	-1,655.00	-1,655.00	-2,295.70	-5,610.47	3,955.47
Department: 13 - FITNESS CENTER					
Revenue	27,680.00	27,680.00	1,984.58	9,623.60	18,056.40
Expense	52,820.00	52,820.00	3,835.84	11,656.71	41,163.29
Department: 13 - FITNESS CENTER Surplus (Deficit):	-25,140.00	-25,140.00	-1,851.26	-2,033.11	-23,106.89

Income Statement

For Fiscal: 2024 Period Ending: 04/30/2024

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	5.00	35.00	332,733.00
Expense	246,421.75	246,421.75	2,757.91	7,999.73	238,422.02
Department: 14 - SUMMER CAMP Surplus (Deficit):	86,346.25	86,346.25	-2,752.91	-7,964.73	94,310.98
Department: 30 - PARKS					
Revenue	9,500.00	9,500.00	0.00	0.00	9,500.00
Expense	264,035.00	264,035.00	20,539.71	57,096.30	206,938.70
Department: 30 - PARKS Surplus (Deficit):	-254,535.00	-254,535.00	-20,539.71	-57,096.30	-197,438.70
Department: 40 - GOLF					
Revenue	1,279,800.00	1,279,800.00	93,199.71	142,529.61	1,137,270.39
Expense	718,118.00	718,118.00	43,320.25	132,279.23	585,838.77
Department: 40 - GOLF Surplus (Deficit):	561,682.00	561,682.00	49,879.46	10,250.38	551,431.62
Department: 41 - GROUNDS					
Expense	758,302.00	758,302.00	93,138.31	200,431.38	557,870.62
Department: 41 - GROUNDS Total:	758,302.00	758,302.00	93,138.31	200,431.38	557,870.62
Department: 42 - PRO SHOP					
Revenue	116,500.00	116,500.00	15,619.43	29,128.29	87,371.71
Expense	84,600.00	84,600.00	9,820.34	18,525.38	66,074.62
Department: 42 - PRO SHOP Surplus (Deficit):	31,900.00	31,900.00	5,799.09	10,602.91	21,297.09
Department: 43 - HOOK A KID					
Revenue	105,000.00	105,000.00	43,780.00	47,385.00	57,615.00
Expense	75,000.00	75,000.00	105.00	105.00	74,895.00
Department: 43 - HOOK A KID Surplus (Deficit):	30,000.00	30,000.00	43,675.00	47,280.00	-17,280.00
Department: 44 - WARM UP RANGE					
Revenue	35,000.00	35,000.00	1,995.00	1,995.00	33,005.00
Expense	10,475.00	10,475.00	836.79	836.79	9,638.21
Department: 44 - WARM UP RANGE Surplus (Deficit):	24,525.00	24,525.00	1,158.21	1,158.21	23,366.79
Department: 45 - FOOD AND BEVERAGE					
Revenue	902,000.00	902,000.00	52,715.39	117,586.24	784,413.76
Expense	763,320.00	763,320.00	69,952.59	144,202.79	619,117.21
Department: 45 - FOOD AND BEVERAGE Surplus (Deficit):	138,680.00	138,680.00	-17,237.20	-26,616.55	165,296.55
Total Surplus (Deficit):	42,445.50	42,445.50	-92,696.99	26,525.74	

Fund Summary

Fund	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
200 - RECREATION FUND	13,960.50	13,960.50	-82,833.24	184,282.17	-170,321.67
300 - GOLF	28,485.00	28,485.00	-9,863.75	-157,756.43	186,241.43
Total Surplus (Deficit):	42,445.50	42,445.50	-92,696.99	26,525.74	



Income Statement Group Summary

For Fiscal: 2024 Period Ending: 04/30/2024

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	2,032.26	559,819.96	560,180.04
20 - INTEREST	104,000.00	104,000.00	7,565.42	31,065.41	72,934.59
35 - ADDITIONAL	4,200.00	4,200.00	460.00	5,077.46	-877.46
Revenue Total:	1,228,200.00	1,228,200.00	10,057.68	595,962.83	632,237.17
Expense					
50 - PERSONNEL SERVICES	457,190.00	457,190.00	33,354.84	129,829.07	327,360.93
51 - BENEFITS	126,292.00	126,292.00	8,235.18	22,657.27	103,634.73
52 - CONTRACTED SERVICES	213,379.50	213,379.50	26,551.09	63,453.57	149,925.93
60 - COMMODITIES	42,760.00	42,760.00	5,747.15	7,743.12	35,016.88
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	73,888.26	223,683.03	2,916,838.47
Fund: 100 - CORPORATE FUND Surplus (Deficit):	-1,912,321.50	-1,912,321.50	-63,830.58	372,279.80	-2,284,601.30
Fund: 200 - RECREATION FUND					
Revenue					
10 - TAXES	880,000.00	880,000.00	0.00	421,442.19	458,557.81
30 - RENTAL	59,265.00	59,265.00	1,691.76	14,979.71	44,285.29
35 - ADDITIONAL	20,690.00	20,690.00	1,924.78	3,964.43	16,725.57
41 - PROGRAM REVENUES	1,162,167.00	1,162,167.00	56,102.19	240,994.96	921,172.04
42 - RERESHMENT REVENUE	31,650.00	31,650.00	0.00	151.20	31,498.80
Revenue Total:	2,153,772.00	2,153,772.00	59,718.73	681,532.49	1,472,239.51
Expense					
50 - PERSONNEL SERVICES	1,346,883.00	1,346,883.00	74,353.46	280,684.99	1,066,198.01
51 - BENEFITS	159,568.00	159,568.00	12,136.63	35,314.22	124,253.78
52 - CONTRACTED SERVICES	402,896.50	402,896.50	37,287.42	138,487.31	264,409.19
60 - COMMODITIES	191,286.00	191,286.00	16,035.68	31,638.30	159,647.70
65 - GENERAL EXPENDITURES	39,178.00	39,178.00	2,738.78	11,125.50	28,052.50
Expense Total:	2,139,811.50	2,139,811.50	142,551.97	497,250.32	1,642,561.18
Fund: 200 - RECREATION FUND Surplus (Deficit):	13,960.50	13,960.50	-82,833.24	184,282.17	-170,321.67
Fund: 300 - GOLF					
Revenue					
30 - RENTAL	15,500.00	15,500.00	0.00	9,020.64	6,479.36
35 - ADDITIONAL	9,200.00	9,200.00	75.81	189.93	9,010.07
37 - GENERAL REVENUE	35,000.00	35,000.00	2,947.40	3,506.68	31,493.32
41 - PROGRAM REVENUES	2,119,600.00	2,119,600.00	189,734.32	301,590.89	1,818,009.11
42 - RERESHMENT REVENUE	259,000.00	259,000.00	14,552.00	24,316.00	234,684.00
Revenue Total:	2,438,300.00	2,438,300.00	207,309.53	338,624.14	2,099,675.86
Expense					
50 - PERSONNEL SERVICES	654,635.00	654,635.00	42,721.63	138,480.18	516,154.82
51 - BENEFITS	172,080.00	172,080.00	10,235.86	27,460.73	144,619.27
52 - CONTRACTED SERVICES	720,525.00	720,525.00	92,789.08	180,808.73	539,716.27
60 - COMMODITIES	675,600.00	675,600.00	69,474.92	145,906.78	529,693.22
65 - GENERAL EXPENDITURES	186,975.00	186,975.00	1,951.79	3,724.15	183,250.85
Expense Total:	2,409,815.00	2,409,815.00	217,173.28	496,380.57	1,913,434.43
Fund: 300 - GOLF Surplus (Deficit):	28,485.00	28,485.00	-9,863.75	-157,756.43	186,241.43
Fund: 404 - AUDITING FUND					
Revenue					
10 - TAXES	19,000.00	19,000.00	0.00	9,103.30	9,896.70
Revenue Total:	19,000.00	19,000.00	0.00	9,103.30	9,896.70

Income Statement

For Fiscal: 2024 Period Ending: 04/30/2024

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	2,500.00	15,675.00
Expense Total:	18,175.00	18,175.00	0.00	2,500.00	15,675.00
Fund: 404 - AUDITING FUND Surplus (Deficit):	825.00	825.00	0.00	6,603.30	-5,778.30
Fund: 405 - PAVING & LIGHTING FUND					
Revenue					
10 - TAXES	12,500.00	12,500.00	0.00	5,259.42	7,240.58
Revenue Total:	12,500.00	12,500.00	0.00	5,259.42	7,240.58
Expense					
52 - CONTRACTED SERVICES	2,100.00	2,100.00	128.33	280.35	1,819.65
60 - COMMODITIES	10,400.00	10,400.00	0.00	0.00	10,400.00
Expense Total:	12,500.00	12,500.00	128.33	280.35	12,219.65
Fund: 405 - PAVING & LIGHTING FUND Surplus (Deficit):	0.00	0.00	-128.33	4,979.07	-4,979.07
Fund: 406 - LIABILITY INSURANCE FUND					
Revenue					
10 - TAXES	110,000.00	110,000.00	0.00	52,488.54	57,511.46
35 - ADDITIONAL	0.00	0.00	853.09	2,559.27	-2,559.27
Revenue Total:	110,000.00	110,000.00	853.09	55,047.81	54,952.19
Expense					
50 - PERSONNEL SERVICES	8,820.00	8,820.00	678.46	2,513.08	6,306.92
52 - CONTRACTED SERVICES	113,541.00	113,541.00	23,337.10	25,461.60	88,079.40
60 - COMMODITIES	3,900.00	3,900.00	18.70	218.70	3,681.30
Expense Total:	126,261.00	126,261.00	24,034.26	28,193.38	98,067.62
Fund: 406 - LIABILITY INSURANCE FUND Surplus (Deficit):	-16,261.00	-16,261.00	-23,181.17	26,854.43	-43,115.43
Fund: 407 - IMRF FUND					
Revenue					
10 - TAXES	130,000.00	130,000.00	0.00	62,072.28	67,927.72
Revenue Total:	130,000.00	130,000.00	0.00	62,072.28	67,927.72
Expense					
51 - BENEFITS	129,100.00	129,100.00	9,597.44	28,165.68	100,934.32
Expense Total:	129,100.00	129,100.00	9,597.44	28,165.68	100,934.32
Fund: 407 - IMRF FUND Surplus (Deficit):	900.00	900.00	-9,597.44	33,906.60	-33,006.60
Fund: 408 - POLICE FUND					
Revenue					
10 - TAXES	45,000.00	45,000.00	0.00	22,295.67	22,704.33
Revenue Total:	45,000.00	45,000.00	0.00	22,295.67	22,704.33
Expense					
50 - PERSONNEL SERVICES	30,000.00	30,000.00	2,015.03	7,527.40	22,472.60
52 - CONTRACTED SERVICES	14,400.00	14,400.00	838.54	4,900.08	9,499.92
Expense Total:	44,400.00	44,400.00	2,853.57	12,427.48	31,972.52
Fund: 408 - POLICE FUND Surplus (Deficit):	600.00	600.00	-2,853.57	9,868.19	-9,268.19
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	71,311.35	75,188.65
Revenue Total:	146,500.00	146,500.00	0.00	71,311.35	75,188.65
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	0.00	21,964.49	65,893.51

Income Statement

For Fiscal: 2024 Period Ending: 04/30/2024

Category	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
80 - CAPITAL IMPROVEMENTS	123,000.00	123,000.00	6,886.00	6,886.00	116,114.00
Expense Total:	215,858.00	215,858.00	6,886.00	28,850.49	187,007.51
Fund: 410 - SPECIAL RECREATION FUND Surplus (Deficit):	-69,358.00	-69,358.00	-6,886.00	42,460.86	-111,818.86
Fund: 411 - SOCIAL SECURITY FUND					
Revenue					
10 - TAXES	185,000.00	185,000.00	0.00	88,591.61	96,408.39
Revenue Total:	185,000.00	185,000.00	0.00	88,591.61	96,408.39
Expense					
51 - BENEFITS	185,000.00	185,000.00	11,737.70	45,592.98	139,407.02
Expense Total:	185,000.00	185,000.00	11,737.70	45,592.98	139,407.02
Fund: 411 - SOCIAL SECURITY FUND Surplus (Deficit):	0.00	0.00	-11,737.70	42,998.63	-42,998.63
Fund: 413 - COMMUNITY EVENTS					
Revenue					
35 - ADDITIONAL	14,000.00	14,000.00	0.00	2,000.00	12,000.00
41 - PROGRAM REVENUES	12,780.00	12,780.00	210.00	210.00	12,570.00
Revenue Total:	26,780.00	26,780.00	210.00	2,210.00	24,570.00
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	0.00	2,550.00	17,940.00
60 - COMMODITIES	4,325.00	4,325.00	0.00	0.00	4,325.00
Expense Total:	26,815.00	26,815.00	0.00	2,550.00	24,265.00
Fund: 413 - COMMUNITY EVENTS Surplus (Deficit):	-35.00	-35.00	210.00	-340.00	305.00
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	1,521.44	8,478.56
60 - COMMODITIES	27,100.00	27,100.00	0.00	28,636.30	-1,536.30
80 - CAPITAL IMPROVEMENTS	766,900.00	766,900.00	143,877.47	162,280.09	604,619.91
Expense Total:	804,000.00	804,000.00	143,877.47	192,437.83	611,562.17
Fund: 518 - CAPITAL PROJECT FUND Surplus (Deficit):	1,759,165.00	1,759,165.00	-143,877.47	-192,437.83	1,951,602.83
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	13,500.00	134,595.36	160,404.64
Expense Total:	295,000.00	295,000.00	13,500.00	134,595.36	160,404.64
Fund: 523 - CAPITAL 98 GOLF FUND Surplus (Deficit):	-145,000.00	-145,000.00	-13,500.00	-134,595.36	-10,404.64
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: 04/30/2024

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	351,214.69	382,121.31
Revenue Total:	733,336.00	733,336.00	0.00	351,214.69	382,121.31
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	351,214.69	-316,294.69
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	1,298.03	5,330.01	-5,330.01
Revenue Total:	0.00	0.00	1,298.03	5,330.01	-5,330.01
Fund: 900 - CASH RESERVES Total:	0.00	0.00	1,298.03	5,330.01	-5,330.01
Total Surplus (Deficit):	-311,260.00	-311,260.00	-366,781.22	595,648.13	

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	-63,830.58	372,279.80	-2,284,601.30
200 - RECREATION FUND	13,960.50	13,960.50	-82,833.24	184,282.17	-170,321.67
300 - GOLF	28,485.00	28,485.00	-9,863.75	-157,756.43	186,241.43
404 - AUDITING FUND	825.00	825.00	0.00	6,603.30	-5,778.30
405 - PAVING & LIGHTING FU	0.00	0.00	-128.33	4,979.07	-4,979.07
406 - LIABILITY INSURANCE F	-16,261.00	-16,261.00	-23,181.17	26,854.43	-43,115.43
407 - IMRF FUND	900.00	900.00	-9,597.44	33,906.60	-33,006.60
408 - POLICE FUND	600.00	600.00	-2,853.57	9,868.19	-9,268.19
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	-6,886.00	42,460.86	-111,818.86
411 - SOCIAL SECURITY FUN	0.00	0.00	-11,737.70	42,998.63	-42,998.63
413 - COMMUNITY EVENTS	-35.00	-35.00	210.00	-340.00	305.00
518 - CAPITAL PROJECT FUN	1,759,165.00	1,759,165.00	-143,877.47	-192,437.83	1,951,602.83
523 - CAPITAL 98 GOLF FUND	-145,000.00	-145,000.00	-13,500.00	-134,595.36	-10,404.64
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	351,214.69	-316,294.69
613 - CURRENT ROLLOVER	0.00	0.00	0.00	0.00	0.00
900 - CASH RESERVES	0.00	0.00	1,298.03	5,330.01	-5,330.01
Total Surplus (Deficit):	-311,260.00	-311,260.00	-366,781.22	595,648.13	



May 28, 2024

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

UNFUNDED MANDATES

As a member of HR Source, staff signed an agreement to conduct market benchmarking services to begin in the fall which include a review of the District's compensation strategy: review job descriptions, analyze exempt/non-exempt, and develop competitive pay structure and pay grades for the District. This is a 12-week process, and it is anticipated that this would be completed in time for budget FY2025 which will include \$15 per hour minimum wage, Paid Leave for All Workers Act and Fair Labor Standards Act.

PAID LEAVE FOR ALL WORKERS ACT

As of January 1, 2025, the Cook County Paid Leave for All Workers Act will go into effect allowing part time and seasonal workers to earn up to 40 hours of paid leave from work each year. Workers earn one (1) hour of paid leave for every 40 hours they work and can use paid leave for any reason. To demonstrate the challenges with this ordinance: guards and camp counselors may earn up to 2 days paid time off by the end of the summer. Staff cannot take any paid time off until the 91st day that they are employed, and theoretically part-time staff could carry up to 40 hours over to the next year. As a requirement of the act, we are creating a policy outlining the use, accrual, and approval of paid leave time at the District. Currently paid time off is tracked in the Paycom software application for all full-time employees on an accrual basis. Staff will put together a tracking system and policy for part-time and seasonal staff. Training will be provided for part-time employees to introduce the policy and teach them how to access and utilize their time in the system in November or December and again with summer orientation.

FAIR LABOR STANDARDS ACT

The salary threshold used in the FLSA executive, administrative, and professional exemption tests is set to increase the standard salary level twice over the next year. These updates will impact which employees are classified as exempt and non-exempt from minimum wage and overtime protection. On January 1, 2025, most salaried workers who make less than \$58,656/year will become eligible for overtime pay. As these changes occur, job duties will continue to determine overtime exemption status for most salaried employees. Staff will review and take required action for compliance with the new rule. Starting July 2027, the eligibility thresholds will be updated every three years. More to come on this as Plano, Texas Chamber of Commerce, along with a dozen other business groups, filed a lawsuit seeking a declaratory judgment vacating this. Time will tell if July and/or January dates are kept or if there will be changes.

WEDGEWOOD PARK (OSLAD)

The park improvements are finished except for asphalt learning path and lines on basketball court. The grass is growing, and a ribbon cutting is being planned for August.



BOARD MEETING AGENDA ITEMS 2024

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



April 2024

MARKETING & COMMUNICATIONS REPORT

WEBSITE STATISTICS	TOTAL PAGE VIEWS	TOTAL USERS	VIEWS PER USER	AVERAGE ENGAGEMENT TIME	EVENTS COUNT
	7,643	2,892	8.27	s	
MOST VISITED PAGES	TOTAL PAGE VIEWS	TOTAL USERS	VIEWS PER USER	AVERAGE ENGAGEMENT TIME	EVENTS COUNT
Home Page	2,233	1,328	1.68	31s	7,571
Employment	611	430	1.42	12s	1,890
Summer 2024 Program Guide	396	262	1.51	42s	922
Camps	331	231	1.43	52s	1,291
Active Adults	304	174	1.75	32s	885
Special Events	284	201	1.41	29s	665
Calendar of Events	283	179	1.58	30s	661
Location GMRC	264	171	1.54	38s	879
Registration	218	137	1.59	35s	611
Facility Rentals	152	94	1.62	58s	415

SOCIAL MEDIA STATISTICS

@prospectheightsparkdistrict

People Reached 6.2K
 Published Posts 43
 Published Stories 2
 Total Followers 2,151
 New Followers 16
 Total Visits 874

Facebook Posts 90 Days
 Post Reach 9.3K
 Post Engagement 874

Facebook Stories 90 Days
 Reach 85
 Engagement 2

Video Performance
 Minutes Viewed 191
 Post Engagement 48

Reach 2,249

Reach 849

@prospectheightsparkdistrict

People Reached 371
 Published Posts 36
 Published Stories 3
 Reels 2
 Total Followers 987
 New Followers 4
 Total Visits 73

Instagram Posts 90 Days
 Post Reach 697
 Post Engagement 481

Instagram Stories 90 Days
 Reach 200
 Engagement 4

Reach 157

Reach 136



TIKTOK VIDEOS

@phparks

Video Views 1,923
 Reached audience 1,534
 Profile Views 23
 Likes 42
 Shares 7

3:47

Analytics

Overview Video Audience LIVE

Sorted by: Most recent Filter

Grateful for the incredible turnout at the Prospect Heights 2024 Arbor Da...
Apr 26, 5:49 PM
▶ 470 ♥ 3 💬 0

Exciting news! We're thrilled to announce the progress on the gymn...
Apr 10, 8:07 PM
▶ 839 ♥ 23 💬 0

Thank you all for hopping by and making our Spring Fling event eggstr...
Apr 1, 9:42 PM
▶ 330 ♥ 6 💬 0

Are you ready for an unforgettable summer experience? Prospect Heigh...
Mar 28, 1:23 PM
▶ 263 ♥ 9 💬 0

Lighting up the night with laughter and joy! 🥳 Our adventurers had a "e...
Mar 24, 11:55 PM
▶ 1.8K ♥ 7 💬 0

Had a blast at our Winter Carnival! #lovephparks
Feb 19, 5:32 PM
▶ 2.1K ♥ 9 💬 0

nextdoor NEXTDOOR

TWITTER POSTS

Impressions 372

Impressions 12
Followers 252

Prospect Heights Park District
Prospect Heights Park District Edlyn Castli • 15 Apr

All are welcome to a community meeting on Thursday April 25, 2024, from 6:30pm-7:30pm at the Gary Morava Recreation Center, 110 West Camp McDonald Road. The Prospect Heights Park District has selected JSD Professional Services, Inc. to conduct a feasibility study regarding tennis and pickleball in the community. JSD will develop a court layout exhibit for four different park sites, and residents are being asked to provide feedback, ask questions, and discuss the viability of the current courts and possibilities for new courts. JSD will finalize the feasibility study including potential costs for the July 2024 board meeting. Questions about the study may be directed to Christina Ferraro, Executive Director, at 847.394.2848 or cferraro@phparks.org. #LovePH Parks

WE NEED YOUR FEEDBACK AT THE COMMUNITY MEETING **TENNIS AND PICKLEBALL STUDY** THURS, APRIL 25, 2024 | 6-30PM-7-30PM GARY MORAVA RECREATION CENTER FOR MORE INFORMATION

Posted to Subscribers of Prospect Heights Park District in 24 neighborhoods
372 Impressions

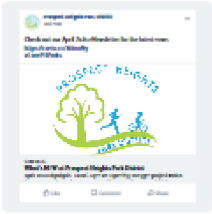
Prospect Heights Park District @P... · 4/15/24

All are welcome to a community meeting on Thursday April 25, 2024, from 6:30pm-7:30pm at the Gary Morava Recreation Center, 110 West Camp McDonald Road. Questions about the study may be directed to Christina Ferraro, Executive Director, at 847.394.2848 or cferraro@phparks.org.

WE NEED YOUR FEEDBACK AT THE COMMUNITY MEETING **TENNIS AND PICKLEBALL STUDY** THURS, APRIL 25, 2024 | 6-30PM-7-30PM GARY MORAVA RECREATION CENTER FOR MORE INFORMATION

12

April 2024



Check out our April 26th eNewsletter for the latest news*<https://....cc/4diaoN>

Posted • Social Post • Posted Apr 27, 2024 at 8:40am CDT

145 impressions • 139 reach • 3 engagement



April 26th eNewsletter

Sent Email • Sent Apr 27, 2024 at 8:31am CDT

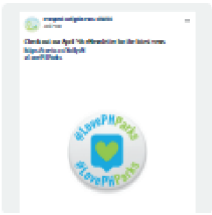
5,092 sends • 2,998 (59%) opens • 146 (3%) clicks • 10 (1%) bounces • 13 (1%) unsubscribes



April 5th eNewsletter

Sent Email • Sent Apr 5, 2024 at 4:00pm CDT

5,125 sends • 3,125 (61%) opens • 266 (5%) clicks • 21 (1%) bounces • 12 (1%) unsubscribes



Check out our April 5th eNewsletter for the latest news <https://c...cc/4allysN>

Posted • Social Post • Posted Apr 5, 2024 at 4:00pm CDT

189 impressions • 173 reach • 3 engagement

Paid Ad in Journal & Topics Newspaper

Quarter page, color ad

- Aquatics
published April 17

Splash INTO SUMMER AT PROSPECT HEIGHTS PARK DISTRICT
Lions Park Pool

847.394.2848
phparks.org

SCAN FOR MORE INFO

- EARLY BIRD POOL PASSES
- SWIM LESSONS
- TYPHOONS SWIM TEAM AGES 5-18

110 W. Camp McDonald Road
Prospect Heights, IL 60070

April 2024



May 28, 2024

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

AUDIT FY 2023

The last few weeks have been busy preparing the documents needed to finalize the audit including the Management's Discussion & Analysis and statistical operating indicators. Audit items prepared by other staff included the transmittal letter (Christina) and a newly created audit cover (Edlyn). Additionally, the attorney letter needed to be re-sent and the representation letter executed. Thanks to all the staff involved in completing the annual audit.

SECTION 125 CAFETERIA PLAN

After meeting to discuss implementing a cafeteria plan, staff had additional questions for the plan company (HealthEquity). Once those questions were answered, the application was completed and submitted to HealthEquity with a proposed start date of June 1st, 2024.

PDRMA ASSET VALUE AND ACREAGE REVIEW

PDRMA now requires an annual review of asset values and acreage as part of their property and pollution coverage rate determination. PDRMA provides a spreadsheet of existing information to be reviewed and updated. A thorough review of land parcels, including addresses, acreages and parcel identification numbers, was undertaken, with several corrections being made and returned to PDRMA (Christina and Shawn). Most of the changes involved OOC parcels and the new bike path agreement with ComEd.

PAYCOM IMPLEMENTATION UPDATE

Paycom features are continuing to be learned and implemented with certifications recently being uploaded into the system (Catherine). This will allow for better tracking of expiring certifications in need of renewal, as well as the ability to search for a certified employee when the District is in need of someone with a certified skillset.

Our Paycom Representative was onsite Tuesday, May 7th, for a check-in meeting. She is planning on holding a half-day training session towards the end of summer for full-time staff in a variety of areas.

A remote working session was held with our Paycom Specialist on Thursday, May 9th, to correct some of the general ledger codes that were not working properly when downloading for accounting entry.

HR/PAYROLL UPDATE (*Catherine Roock*)

Training begins for all our Summer Camp, Performing Arts Camp, and Aquatics staff who are starting Wednesday, May 22nd. We are excited to welcome all new and returning employees and look forward to the 2024 Summer Season.



May 28, 2024

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

TENNIS & PICKLEBALL FEASIBILITY STUDY COMMUNITY MEETING

JSD Landscape Architects and the Prospect Heights Park District hosted a meeting to solicit feedback from the community on Thursday, April 25 from 6:30-7:30pm at the Gary Morava Recreation Center. There was a nice turnout of about 35 and lots of good feedback was shared with the staff from JSD to include and consider for their report. If you were unavailable to attend the meeting, a recording is available on the Parks Projects page of our website.

CIVICREC USER GROUP MEETING

Recreation staff attended a CivicRec user group meeting on Wednesday, May 8 at the Lincolnwood Recreation Department. It was a great opportunity to hear from staff of the software about recent changes as we continue to implement, meet other park districts in our area who are currently using this software, and have some questions answered about how to best set up the software to work optimally for our needs.

VENDING MACHINE COMPANY CHANGE

As of Thursday, May 16, we have switched vending machine companies for the snack and drink machines in the Gary Morava Recreation Center, by the pool entry. We previously had been using Absolute Vending, which had been bought out by Refreshing USA, and have not been pleased with the service and stocking of the machines over the past 6 months. We have now signed a 1-year agreement with Varsity Vending, a local company, with a footprint in a few other park districts. We anticipate that they will be more responsive to our needs and requests and will evaluate their performance during this initial period.

SUMMER CAMP TRAFFIC PREPARATIONS

In preparation for the start of the summer camp season, we have finalized our preparation for minimizing the impact of summer camp drop off and pick up on the traffic around the facility. We have met with representatives from the Prospect Heights Police Department to walk through our plans and incorporate any feedback or adjustments they might suggest. Second, we have notified all the necessary municipal agencies and the Prospect Heights Public Library about the increased traffic on Camp McDonald Rd and Elm St. during those drop off and pickup times. Finally, we will again be providing additional communication to the families through emailed maps in advance for each camp, yard signs placed around the recreation center and at McDonald Field, and staff assisting drivers at the beginning of summer.



May 28, 2024

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

POOL – Lions Pool is fully operational and ready for the 2024 summer season. Chemicals have been delivered and fully adjusted as well as the filtration system receiving two initial backwashes to help with disinfection process and improve water clarity. Staff are keeping up with daily and weekly maintenance tasks. The Dolphin kiddie slide is being evaluated and staff are currently looking at various water play features to put in its place that will fit best with our pool layout for the next pool season.

FACILITIES GMRC – The Rec Center has experienced some mechanical failure involving critical systems. The facility's original 423 gallon hot water blew unexpectedly and has been replaced with two 150 gallon tanks. In addition to the hot water tank failure, the facility's circulating pump and the expansion tank have both failed. Hayes Mechanical, Inc. has been working diligently on the project to correct the mechanical failure alongside PHPD facility staff to prevent further disruption to our facility.

CAPITAL PROJECTS – The estimate for the anticipated two-phase surveillance plan given by Current Technologies, Inc. has been signed and submitted while hardware and equipment are currently being ordered with an anticipated installation start date of June 1.

PARKS – Parks staff have been working extremely hard keeping up with mowing rotations, herbicide application, baseball and softball field maintenance and mulching, despite the constant rain that has been seen this spring. Petersen Paving is currently working on an estimate for the Park District to have the basketball court seal coated at Country Gardens. Diaz Group, Inc. has been working within our parks to plant 70 trees for our tree grant project and is expected to finish tree installation by next week.

Prospect Heights Park District has been working with Nexgen Energy, hired through ComEd, to promote energy-saving improvements to our facilities. The GMRC, golf grounds maintenance facility, the Administration house and both Lions and McDonald field have taken advantage of improvements. Below are the energy saving improvements for all four sets of locations that the park district will be able to take advantage of.

Golf Grounds Maintenance Facility

Energy-Saving Improvements				
Selected for Installation	Improvement Type	Yearly Energy Cost Savings	Quantity	Total Cost
<input checked="" type="checkbox"/>	LED Retrofits	\$193.44	15	\$450.00
<input checked="" type="checkbox"/>	LED Retrofits	\$193.44	31	\$2,480.00
<input checked="" type="checkbox"/>	LED Retrofits	\$9.98	3	\$240.00
<input checked="" type="checkbox"/>	LED Retrofits	\$29.12	2	\$160.00
<small>** Must Include L&B Retrofit</small>				Energy-Saving Improvements Cost
				\$3,330.00
Additional Costs				\$0.00
Instant Incentives*				- \$3,072.00
Bonuses from ComEd				- \$460.80
Final Cost Payable To Service Provider				\$0.00

Gary Morava Recreation Center

Energy-Saving Improvements				
Selected for Installation	Improvement Type	Yearly Energy Cost Savings	Quantity	Total Cost
<input checked="" type="checkbox"/>	LED Retrofits	\$3,354.26	118	\$3,540.00
<input checked="" type="checkbox"/>	LED Retrofits	\$293.73	31	\$930.00
<input checked="" type="checkbox"/>	LED Retrofits	\$151.61	16	\$2,960.00
<small>** Must Include L&B Retrofit</small>				Energy-Saving Improvements Cost
				\$7,430.00
Additional Costs				\$0.00
Instant Incentives*				- \$8,571.38
Bonuses from ComEd				- \$1,285.71
Final Cost Payable To Service Provider				\$0.00

McDonald and Lions Field

Energy-Saving Improvements				
Selected for Installation	Improvement Type	Yearly Energy Cost Savings	Quantity	Total Cost
<input checked="" type="checkbox"/>	Outdoor: LED New Fixtures	\$5,079.36	44	\$11,000.00
<small>** Must Include L&B Retrofit</small>				Energy-Saving Improvements Cost
				\$11,000.00
Additional Costs				\$0.00
Instant Incentives*				- \$39,072.00
Bonuses from ComEd				- \$5,860.80
Final Cost Payable To Service Provider				\$0.00

SAFETY – PDRMA visited with Recreation and Facilities staff to conduct an initial pre season walk through of Lions Pool to help assess and make improvements to the pool itself and insure that aquatics and facilities staff are prepared for future audits from an operational standpoint. The Prospect Heights Park District has received an updated confined space assessment through PDRMA's consulting firm START Group which examines all hazardous and dangerous spaces within the district. District staff have completed their first in house CPR training for summer staff on May 22 which resulted in all 15 participants receiving their First Aid CPR/AED certifications. PHPD has also hosted it's first PDRMA "safe trailering and operation" class on May 2 which brought in over 20 participants from surrounding park district to our facility.



May 28, 2024

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

GOLF

April was a positive month with mild weather. Golf revenue surpassed April 2023 by 1.5%. Unfortunately, the "Masters Shoot Out" had to be cancelled due to lack of sign-ups. Although several of the registered players still came out and played open play which helped fill some tee times that day.

CLUB HOUSE

Additional fire alarm system repairs continue and will be completed during May. A new cooler was purchased to replace the Pepsi Cooler that failed. We are monitoring one circulation pump that will need repair soon. Drinking fountains were reinstalled for the season.

GOLF SHOP

Shop sales increased by 78%. The increase was primarily due to special order equipment sales. New products continue to arrive and should help increase all department sales.

CAR FLEET

The fleet performed well with a few repairs during April.

FOOD AND BEVERAGE

Sales increased by 12% for the month. The grill opened for lunch mid-April. We haven't seen much traffic yet but are hopeful the returning residents will start arriving. We also sent out menus to the entire surrounding area. Signage is also posted on the club's electronic board on Rand Road. Staff continues to work on ways to increase sales during the decreased wedding sales year we are facing.

March	2023	2024	% CHANGE 2023 VS 2024
Golf & Members	\$89,320.91	\$90,676.50	+1.5%
Golf Shop	\$8,768.30	\$15,619.43	+78%
Food & Beverage	\$46,964.94	\$52,715.00	+12%
Driving Range	\$865.00	\$1279.00	+47%



May 28, 2024

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

GOLF COURSE GROUNDS

The golf course is looking good as we transition from spring to summer. The flower beds have been rototilled and prepared for the annual flowers that will be arriving this week. Both wells for the irrigation system are working well and no more irrigation leaks have been found on the course, just a few broken sprinkler heads. The irrigation leaks in front of the clubhouse along Schoenbeck Road have been fixed by the contractor that did the work for the Village of Mount Prospect. They fixed 5 leaks. I also met with a representative from Start Group who works with PDRMA to update and conduct confined space assessments.

EQUIPMENT

The new John Deere riding greens mower is back and working well. Revels Turf & Tractor replaced the main engine wiring harness. We haven't taken delivery of the Deere Gator utility cart yet because of a bad voltage regulator that is on backorder. Hopefully we will receive it in June. The two big mowers for the Parks department have been repaired and are in use and working well.

MAINTENANCE STAFF

The assistant in training now has a couple of months in and is doing great. Our mechanic still has his hands full but is also doing a great job. The new crew members are learning fast and are being trained in many different tasks. Last month's safety training topic was safe use of weed wackers and backpack blowers.



May 28, 2024

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

PRESCHOOL

The preschoolers were very busy in their last month of school! The kids all enjoyed “beach day”. The kiddos wore their swimsuits to class, they painted seashells, did an ocean in a jar experiment, and explored the water table with all sorts of fun water toys! Both classes ventured out to Frankie Court and sang at the Arbor Day Tree dedication ceremony. We ended the school year with a field trip to the slough. The kids participated in a scavenger hunt, hiking, admiring nature and sang some songs.

The school year ended on May 9 with the 3Y program and 4Y graduation. Edlyn Castil did a very nice job putting together a slide presentation that families were able to view at the program and the link was sent to them to keep as a memory or share with family.

CHILDREN’S PROGRAMS

The final Kids Day Off program for this school year was on May 10. We had 21 kids and they took a field trip to the Ball Factory in Mount Prospect.

SUMMER CAMP

The first day of camp, June 3, is fast approaching and we are excited to get this summer season started. Camp training is currently underway, having been scheduled for May 22-23; 29-30. The 15 new camp staff and 25 returning staff are getting prepared and are looking forward to welcoming and engaging with the campers.

The annual Summer Camp Open House is scheduled for Thursday, May 30 from 5:30pm-6:30pm at the Gary Morava Recreation Center. Families will be able to tour the facility, meet the counselors, ask questions, and take care of their child’s swim test before camp begins.



May 28, 2024

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

DANCE

The winter-spring session of dance is over. The Spring recital was held on Saturday, May 11 at Forestview Education Center in Arlington Heights. We were so happy to be back in a large theatre. We had a large audience of 367 attendees. New this year, we split the recital: the first half included the recreational dance classes, after 15-minute intermission which allowed parents to pick up their young dancers, audience came back into the theatre to watch the competition dance showcase.

The competition season concluded with the team banquet at OCCC on Monday, May 20. We had a taco themed year end event full of surprises. Coach Katie created a fun slide show of all the dancers doing what they love best... DANCE!

Summer dance classes begin on Monday, June 18. I am happy to introduce 3 new dance teachers that I hired to teach dance year-round. I think the team is now complete with the new addition of very qualified dance professionals.

CREATIVE & PERFORMING ARTS CAMP/ PRODUCTION CAMP – Jumanji, The Musical

The camp program is full all 10 weeks with 55 campers. I have 4 returning staff and 4 new staff to create FUN for the campers. Training began on Wednesday, May 22. This year's Production Camp, Jumanji, The Musical, currently has 28 kids registered, which is 4 more than last year's show.

CONCESSION STAND/CAMP LUNCH/KID CARDS

The concession stand is filling up with yummy treats to welcome the campers & swimmers back for a fun filled summer at Lions Park Pool.

ACTIVE ADULTS

The summer Active Adult newsletter is complete, and registration is well underway. Many of the summer trips are already full and we are taking a waitlist to add a third bus.

SPECIAL EVENTS

The Royal Family Ball was cancelled due to low enrollment this year. I have decided to change it up a bit for 2025.

Family Pizza & Bingo Night on Friday, April 19 was a much larger crowd with 43 participants.



May 28, 2024

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

YOUTH ATHLETICS

The Spring season of our youth soccer league that we run cooperatively with the River Trails Park District is ongoing. Registration for the fall begins June 1.

In other class news, Fun with Tennis and Basketball 101 & 201 both have been ongoing. These both were great, and the Hot Shots coaches have constantly received praise for their abilities.

Registration is ongoing for this summer's classes and camps. For the first time, Hot Shots will be offering Sport Specific camps that will focus on a different sport each week in a fun half-day camp setting.

AQUATICS

Preparation for the upcoming pool season has been ongoing. We just had our first Lifeguard Certification course and out of 10 who signed up, we got 6 new certified lifeguards out of the class. With the remaining lifeguards that couldn't attend this first class, I am hoping to have around 25 certified lifeguards for the season. We are currently at 18 certified lifeguards ready to go on June 1st. The first in-service training hours will be held on May 28.

We will offer two swim tests times for the campers before the camps begin in hopes of not having a line of kids testing on the first camp day. They will be on May 30 from 5:30-6:30pm and June 2 from 1:00-2:00pm.

PDRMA did a pool walkthrough with a few of us. It was very helpful as they provided extra pointers, pointed out a bunch of good things we have going on and sent us a very helpful checklist with some last-minute reminders.

Swim lessons have been slowly filling up at every different level. We already have some classes that are full and others where numbers keep rising. Tiffany McMorro is coordinating all swim lessons this year and has been in contact with the ones who have reached out for private and semi-private lessons.

FITNESS

"March to Memorial Day" is the fitness challenge that began April 22. The goal of this fitness challenge is to travel the greatest distance between Earth Day and Memorial Day. We had about 15 registrants and so far, I have seen these registrants put in some great work and have been very active. It will finish on Memorial Day and results forthcoming.

We introduced a new type of fitness membership. It is another third-party provider that works with health insurance companies, similar to Silver Sneakers. It is Active&Fit and Silver&Fit and it is now available here. They matched the rates that Silver Sneakers is offering us and are hoping that this brings in a bunch more folks as there is a good number of people in this area that have this available through their health insurance.

April 2024, 740 visits vs. April 2023, 547 visits (+193 visit increase)

April 2024 Total Memberships: 315

1year passes:	138	3-month fitness:	11
1year gym/racquetball:	29	SilverSneakers/RenewActive/Active&Fit:	126
6-month fitness:	11		

Three Year Comparison – Monthly Acquisition (Seniors in parentheses)

Membership	April 2022	April 2023	April 2024
3 months	3	2	6
6 months	1	2	1
1 year	2 (3)	4 (3)	4 (5)
Membership April 2024	# of New Members		Total Revenue
3 months	6		\$40
6 months	1		\$60
1 year	4		\$449
Seniors	5		\$439

GARDEN DASH 2k/4k

The Garden Dash is new this year. It is a 2k/4k at Country Gardens. There are still 2 weeks to register, and I am hoping to see a good amount of registrants in that time.

RESOLUTION #05.28.2024

A RESOLUTION ADOPTING SECTION 125 CAFETERIA PLAN

BY THE PROSPECT HEIGHTS PARK DISTRICT, COOK COUNTY, ILLINOIS

WHEREAS The undersigned members of the Prospect Heights Park District Board of Commissioners hereby certify that the following resolutions were duly adopted by the Board of Commissioners of the Prospect Heights Park District on May 28, 2024, and that such resolutions have not been modified or rescinded as of the date hereof:

RESOLVED, that the form of Amended Section 125 Cafeteria Plan effective June 1, 2024, presented to this meeting is hereby approved and adopted and that the proper staff of the Prospect Heights Park District are hereby authorized and directed to execute and deliver to the Administrator of the Plan one or more counterparts of the Plan.

RESOLVED, that the proper staff of the Prospect Heights Park District shall be instructed to take such actions that are deemed necessary and proper in order to implement the amended Plan, and to set up adequate accounting and administrative procedures to provide benefits under the Plan.

RESOLVED, that the proper staff at the Prospect Heights Park District shall act as soon as possible to notify the employees of the Prospect Heights Park District of the adoption of the amended Plan by delivering to each employee a copy of the summary description of the Plan in the form of the Summary Plan Description presented to this meeting, which form is hereby approved.

The undersigned further certifies that true copies of the Adoption Agreement, Plan Document, and the Summary Plan Description, approved and adopted in the foregoing resolutions, are attached herewith.

Adopted this 28th day of May 2024 by roll call vote as follows:

AYES: _____

NAYS: _____

ABSENT: _____

ATTEST:

Elizabeth "Betty" Cloud, Secretary
Board of Commissioners

Tim Jones, President
Board of Commissioners

Date

Date



May 28, 2024

To: Christina Ferraro, Executive Director
From: Ray Doerner, Superintendent of Recreation
Re: Non-Resident Fee for Recreation Programs

BACKGROUND

The Prospect Heights Park District has historically charged an additional amount for non-resident, i.e. out of district, participants above the resident, i.e. in district, participants for some of our recreation programs. This additional amount may vary across the programs, depending on the price of the program, from as low as 7% to as high as 24%. Across all programs that charge a non-resident fee, the average amount has been 14% higher than the resident fee.

When looking at the pricing structures of other park districts in our area, all of them do charge an additional amount for non-resident participants on some of their programs. Like our park district, there are some program types in which they don't charge a different fee for residents vs. non-residents. Across the 10 park districts around us that we looked at, there is a variety of fee structures employed by the other park districts for non-resident fees. Some districts charge as little as \$5-\$10 more for non-residents, while others charge 50% more up to \$15-\$25 for non-residents.

RECOMMENDATION

While we are in the process of implementing our new recreation software, CivicRec, we have identified the need to standardize our non-resident fees across the programs that will be charging one. The biggest benefits of standardization are that it will allow the partner resident fees and registration dates to work smoothly, while also being more easily explained to our non-resident customers.

I am recommending that for the programs identified to charge a separate non-resident fee, that we apply a standard 15% non-resident fee to the resident fees beginning with the Fall 2024 programs. This program registration would begin in August 2024.



May 28, 2024

To: Board of Commissioners

From: Christina Ferraro, Executive Director

Re: Approval of advisory positions appointments to the Board: June 2024-May 2025

1. Approve Representative to NWSRA Board: Christina Ferraro, Ray Doerner as alternate. June 2024-May 2025
2. Per the 2022 Board Manual Article 4.5 Recording Secretary. The Recording Secretary of the Board need not be a member of the Board. The Recording Secretary shall be responsible for all official correspondence of the Board. The Recording Secretary shall give notice and attend all meetings of the Board. The Recording Secretary keeps the corporate seal and all books and records pertaining to his/her office, attests and affixes the corporate seal to all instruments requiring such action when authorized by Ordinance or vote of the Board, and causes all Ordinances, Resolutions and other actions of the Board requiring publication to be duly published. The Recording Secretary shall be elected by the Board and serve a term of one (1) year until a successor is elected. An Assistant Recording Secretary may be appointed by the Board and shall perform the duties of the Recording Secretary as prescribed by the Board at the direction of the Recording Secretary or in the event the Recording Secretary is unable to perform said services.

Approve Recording Secretary – Edlyn Castil, Catherine Roock as Assistant Recording Secretary June 2024-May 2025

3. Approve Legal Counsel – Ancel Glink June 2024-May 2025