



# BOARD REPORT

JUNE 25, 2024



**REGULAR BOARD MEETING  
PROSPECT HEIGHTS PARK DISTRICT  
GARY MORAVA RECREATION CENTER  
110 W. CAMP MCDONALD ROAD, PROSPECT HEIGHTS, IL 60070  
TUESDAY, JUNE 25, 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. Public Comment**

**V. 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 May 28, 2024 Regular Board Meeting Minutes
- B. Approval of Treasurer's Report Cash Report #6 cash balance totaling \$ \$5,908,677.11 as of May 31, 2024
- C. Approval of Warrants totaling \$907,088.50 for the period ending May 31, 2024

**VI. Announcements (Meetings)**

Regular Board Meeting at Gary Morava Recreation Center – July 23, 2024 at 7:00 p.m.

**VII. Attorney's Report**

Legal Matter

**VIII. 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

**IX. 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

**X. Unfinished/Ongoing Business**

Aging facilities (continued discussion)

**XI. New Business**

- A. Approval Personnel Manual Chapter 5 Usage of District Facilities and Properties
- B. Election of Park Board Officers June 2024-May 2025

**XII. Commissioner Comments**

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

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

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

**XVI. 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, MAY 28, 2024**

**Call to Order**

**Roll Call**

Commissioner Jones called the Regular Board Meeting of the Prospect Heights Park District to order at 7:00 p.m.

Commissioners physically present: Ellen Avery, Betty Cloud, Karl Jackson, Tim Jones, Eric Kirste (arrived at 7:14 p.m.), Steve Messer (arrived at 7:01 p.m.)

Commissioner absent: Paul Fries

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

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 Jackson to approve the agenda as submitted. The motion was approved by a voice vote with two absent (Commissioners Fries, Kirste). The motion carried.

**Recognition/Welcome**

Lindsey Fish, CPA, Principal, Sikich LLP, Shelley Zuniga and John McGovern, W-T Group were in attendance.

**Presentations**

**Financial Audit FY2023 presented by Lindsey Fish, CPA, Principal, Sikich LLP  
Comprehensive Financial Report for Fiscal Year Ending December 31, 2023**

Lindsey Fish, CPA, Principal, Sikich LLP was in attendance and provided an overview of the Annual Comprehensive Financial Report for Fiscal Year Ending December 31, 2023. The independent auditor's report presented a clean, unmodified opinion on the District's financials.

**Acceptance of the FY2023 Comprehensive Annual Financial Report**

A motion was made by Commissioner Cloud and seconded by Commissioner Messer. The motion was approved by a voice vote with two absent (Commissioners Fries, Kirste). The motion carried.

**ADA Transition Plan presented by Shelley Zuniga & John McGovern, The W-T Group**

The District completed a comprehensive ADA Transition Plan in 2009. The District reached out to W-T Group to complete a partial transition plan last year. The District chose four sites for the ADA Transition Plan: Lions Park, GMRC, McDonald Field and Old Orchard Country Club. Shelley Zuniga and John McGovern, W-T Group presented the Plan and discussed ADA requirements for existing sites versus new construction and the process they use and their deliverables. They are projecting the cost to be about \$1.3M with a six-to-eight-year period depending upon budget.

**Acceptance of the 2024 ADA Transition Plan**

This item was tabled.

**Public Comment**

There was no public comment

**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, Jones, Kirste, Messer

Nays: None

Abstain: Commissioner Jackson

Absent: Commissioner Fries

The motion carried.

**Announcements (Meetings)**

The next Regular Board Meeting is scheduled for June 25, 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 unfunded mandates, capital needs to include the transition plan, and a ribbon cutting ceremony at Wedgewood Park in August or September 2024.

**Marketing & Communications Manager** – In addition to the submitted report, Marketing and Communications Manager Edlyn Castil highlighted upcoming events the District will be participating in and announced that Kailyn Joyce has accepted the role of the District's part-time Community Relations Specialist. Kailyn's role will be instrumental in the management of the sponsorship program in addition to creating positive messages through electronic newsletters, social media, and community events.

**Superintendent of Finance, HR and IT** – as submitted.

**Superintendent of Recreation** – In addition to the submitted report, Superintendent of Recreation Ray Doerner highlighted the District’s upcoming inaugural Garden Dash 2K 4K, summer camp pick up and drop off in regards to the schedule, notification to neighbors, extra signage, staff assisting with traffic, etc. He thanked Mark Grassi and his team for getting the pool ready for opening day on Saturday. He discussed lifeguard classes/training. The pool is in a better staffing situation this upcoming season and swim lessons are back in house.

**Superintendent of Parks and Facilities** – In addition to the submitted report, Superintendent of Parks and Facilities Mark Grassi reported that the pool looks great, and the District is ready for opening weekend. Staff is evaluating the dolphin kiddie slide for next year, several mechanical failures in the pump room, hot water tanks replacement and issues with circulating pump. The District has successfully planted 70 trees with the grant funds received. He discussed the Energy Efficiency Program which provided incentives and technical assistance to help the District update and retrofit GMRC and field lights to improve energy efficiency and save money.

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

**Superintendent of Golf** - as submitted.

**Recreation Supervisors** – as submitted.

**Committees of the Board**

There were no reports.

**Unfinished/Ongoing Business**

**Aging Facilities**

Executive Director Christina Ferraro discussed the capital plan and the immediate needs costing about \$4.5m to include replacing the roof at the rec center \$700,000; installing new ducted HVAC system and controls throughout the rec center and install AC in gym \$3,000,000. Then outside the rec center: replacing parking lot & current asphalt sidewalk and repairing drainage issues \$500,000. This is above and beyond the need for vehicles to be replaced and a plan for the future of the pool. Ferraro contacted State Senators and State Representatives for funding and grant opportunities. Commissioner Jones would like information regarding who is using the pool: residents or non-residents.

**New Business**

**Approve resolution 05.28.2024 adopting section 125 cafeteria plan**

A motion was made by Commissioner Kirste and seconded by Commissioner Messer. The motion was approved by a roll call vote.

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

Nays: None

Abstain: None

Absent: Commissioner Fries

The motion carried.

**Approve standard non-resident fee for recreation programs**

A motion was made by Commissioner Avery and seconded by Commissioner Cloud. The motion was approved by a roll call vote.

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

Nays: None

Abstain: None

Absent: Commissioner Fries

The motion carried.

**Approve advisory positions appointments to the Board: June 2024-May 2025**

A motion was made by Commissioner Kirste and seconded by Commissioner Jackson to approve Christina Ferraro as Representative to NWSRA Board, Ray Doerner as alternate for the June 2024-May 2025 term; approve Edlyn Castil as Recording Secretary, Catherine Rook as Assistant Recording Secretary for the June 2024-May 2025 term; approve Ancel Glink as Legal Counsel for the June 2024-May 2025 term. The motion was approved by a voice vote with one absent (Commissioner Fries). 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 Commissioner Cloud and seconded by Commissioner Jones to adjourn the Regular Board Meeting at 8:19 p.m. The motion was approved by a voice vote with one absent (Commissioner Fries). The motion carried.

---

Betty Cloud, Secretary

TO: Board of Commissioners, Prospect Heights Park District

Pink

FROM: Park District Treasurer

DATE: 6/25/2024 CASH REPORT FY 24

Motion by Commissioner \_\_\_\_\_ to approve CASH REPORT 6  
6/25/2024 as submitted. Seconded by Commissioner \_\_\_\_\_ .

<b>Busey Bank</b>		<b>Interest Earned YTD</b>			
<b>Payroll</b>	Checking/sweep			\$	-
<b>Vendor</b>	Checking/sweep				-
<b>General/Sweep</b>	Checking				3,220,668.47
<b>ATM</b>	Checking				95,333.03
<b>Investment</b>	Checking	\$ 7,844.51	annual yield 4.27%		2,212,984.93
<b>Cash Reserve</b>	Checking	\$ 1,345.92	annual yield 4.27%		379,690.68
		<b>TOTALS</b>		<b>\$</b>	<b>5,908,677.11</b>
					<b>Voice Vote</b>

**FINANCIAL RESOLUTION**

Motion by Commissioner \_\_\_\_\_ to approve WARRANT RESOLUTION  
6/25/2024 as submitted. Seconded by Commissioner \_\_\_\_\_ .

**APPROVAL OF WARRANTS 6/25/2024**

<b>VENDOR WARRANTS</b>					<b>AMOUNTS</b>
	<b>2</b>	<i>In the amount of</i>	<b>CHECKS ISSUED</b>	\$	<b>383,072.89</b>
	<b>2A</b>	<i>In the amount of</i>	<b>ELECTRONIC</b>	\$	<b>232,980.62</b>
		<b>Total Vendor Warrants</b>		\$	<b>616,053.51</b>

**PAYROLL WARRANTS**

		<b>5/3/2024</b>			
	<b>3</b>	<i>In the amount of</i>		\$	<b>92,692.83</b>
			gross plus employer costs		
		<b>5/17/2024</b>			
	<b>4</b>	<i>In the amount of</i>		\$	<b>92,853.00</b>
			gross plus employer costs		
		<b>5/31/2024</b>			
	<b>5</b>	<i>In the amount of</i>		\$	<b>105,489.16</b>
			gross plus employer costs		
		<b>Total Payroll Warrants</b>		\$	<b>291,034.99</b>

**TOTAL OF WARRANTS \$ 907,088.50 Roll Call**





Prospect Heights Park District, IL

# Check Report

By Check Number

Date Range: 05/01/2024 - 05/31/2024

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
<b>Bank Code: AP Bank-AP Bank</b>						
01402	BHFX LLC	05/02/2024	EFT	0.00	66.00	1096
01041	CONSTELLATION NEW ENERGY INC	05/02/2024	EFT	0.00	5,528.53	1097
01041	CONSTELLATION NEW ENERGY INC	05/02/2024	EFT	0.00	120.51	1098
02144	COZZINI BROS INC	05/02/2024	EFT	0.00	38.50	1099
02337	EXCALTECH	05/02/2024	EFT	0.00	3,160.00	1100
01044	JC LICHT AND COMPANY	05/02/2024	EFT	0.00	136.78	1101
01064	PENDELTON TURF SUPPLY	05/02/2024	EFT	0.00	4,359.84	1102
01071	REINDERS INC	05/02/2024	EFT	0.00	321.63	1103
02421	REVELS TURF AND TRACTOR LLC	05/02/2024	EFT	0.00	4,252.44	1104
01041	CONSTELLATION NEW ENERGY INC	05/10/2024	EFT	0.00	2,620.32	1105
01041	CONSTELLATION NEW ENERGY INC	05/10/2024	EFT	0.00	4,578.61	1106
01426	HORNUNG'S GOLF RODUCTS, INC	05/10/2024	EFT	0.00	268.00	1107
01064	PENDELTON TURF SUPPLY	05/10/2024	EFT	0.00	3,500.48	1108
01071	REINDERS INC	05/10/2024	EFT	0.00	6,860.00	1109
02774	THE W-T GROUP LLC	05/10/2024	EFT	0.00	1,737.60	1110
01091	WILSON SPORTING GOODS	05/10/2024	EFT	0.00	4,471.50	1111
03055	ADVANCED TURF SOLUTIONS	05/17/2024	EFT	0.00	3,449.00	1112
01009	AIRGAS USA LLC	05/17/2024	EFT	0.00	389.31	1113
01442	ALLSTAR FIRE SERVICE INC	05/17/2024	EFT	0.00	821.00	1114
02858	ECCO USA INC	05/17/2024	EFT	0.00	210.00	1115
02337	EXCALTECH	05/17/2024	EFT	0.00	3,014.57	1116
03055	ADVANCED TURF SOLUTIONS	05/23/2024	EFT	0.00	1,292.00	1117
01041	CONSTELLATION NEW ENERGY INC	05/23/2024	EFT	0.00	87.27	1118
01041	CONSTELLATION NEW ENERGY INC	05/23/2024	EFT	0.00	31.64	1119
02144	COZZINI BROS INC	05/23/2024	EFT	0.00	38.50	1120
01944	HRDIRECT	05/23/2024	EFT	0.00	94.99	1121
01169	KOLBI PIPE MARKERS CO	05/23/2024	EFT	0.00	754.08	1122
02421	REVELS TURF AND TRACTOR LLC	05/23/2024	EFT	0.00	439.62	1123
01587	ULINE	05/23/2024	EFT	0.00	2,629.03	1124
03055	ADVANCED TURF SOLUTIONS	05/31/2024	EFT	0.00	3,120.76	1125
01146	ANTONS GREENHOUSES INC	05/31/2024	EFT	0.00	3,873.00	1126
01041	CONSTELLATION NEW ENERGY INC	05/31/2024	EFT	0.00	35.52	1127
02459	HOT SHOTS SPORTS	05/31/2024	EFT	0.00	280.00	1128
01075	SIKICH LLP	05/31/2024	EFT	0.00	10,000.00	1129
01079	ACUSHNET COMPANY	05/02/2024	Regular	0.00	58.01	54393
02124	ALPHA BAKING COMPANY	05/02/2024	Regular	0.00	325.35	54394
03028	ANDREA MUELLER	05/02/2024	Regular	0.00	330.62	54395
01015	ASSOCIATED LABOR CORPORATION OF AMERIC	05/02/2024	Regular	0.00	7,986.66	54396
01030	DES PLAINES MATERIAL & SUPPLY	05/02/2024	Regular	0.00	210.00	54397
03184	ERG DEVELOPERS	05/02/2024	Regular	0.00	117,500.00	54398
01423	GORDON FOOD SERVICE INC	05/02/2024	Regular	0.00	2,469.07	54399
01368	HERON POND HOMEOWNERS ASSOCIATION	05/02/2024	Regular	0.00	750.00	54400
01351	ILLINOIS LIQUOR CONTROL COMMISSION	05/02/2024	Regular	0.00	150.00	54401
02920	LAUREN JANICKI	05/02/2024	Regular	0.00	109.00	54402
03046	MAINSTREET GOLF CARS LLC	05/02/2024	Regular	0.00	296.25	54403
01039	MARC HEIDKAMP	05/02/2024	Regular	0.00	408.87	54404
03185	METROPOLITAN FIRE PROTECTION INC	05/02/2024	Regular	0.00	527.24	54405
02228	PAYCOR	05/02/2024	Regular	0.00	1,322.65	54406
01063	PDRMA	05/02/2024	Regular	0.00	32,564.45	54407
01135	PITNEY BOWES BANK INC PURCHASE POWER	05/02/2024	Regular	0.00	100.00	54408
01078	TAYLOR MADE	05/02/2024	Regular	0.00	1,182.08	54409
01404	TOTAL ID SOLUTIONS	05/02/2024	Regular	0.00	485.50	54410
02751	DENNY DIAMOND, INC	05/07/2024	Regular	0.00	1,076.00	54411
01787	PATTY WASZAK	05/07/2024	Regular	0.00	1,180.00	54412

Check Report

Date Range: 05/01/2024 - 05/31/2024

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
01079	ACUSHNET COMPANY	05/09/2024	Regular	0.00	1,550.90	54413
03115	ALEX TORRES	05/09/2024	Regular	0.00	41.89	54414
01176	ALL STAR PRO GOLF	05/09/2024	Regular	0.00	428.98	54415
02138	ANDERSON PEST SOLUTIONS	05/09/2024	Regular	0.00	149.90	54416
03028	ANDREA MUELLER	05/09/2024	Regular	0.00	200.00	54417
01015	ASSOCIATED LABOR CORPORATION OF AMERIC	05/09/2024	Regular	0.00	27,256.54	54418
02800	AYRE PRODUCTIONS	05/09/2024	Regular	0.00	1,750.00	54419
01424	CINTAS FIRE 636525	05/09/2024	Regular	0.00	1,545.97	54420
01024	CONSERV FS	05/09/2024	Regular	0.00	1,811.22	54421
03111	DEERE & COMPANY	05/09/2024	Regular	0.00	10,327.64	54422
01423	GORDON FOOD SERVICE INC	05/09/2024	Regular	0.00	1,153.68	54423
03189	HEALTHQUITY	05/09/2024	Regular	0.00	225.00	54424
01856	IZZO GOLF INC	05/09/2024	Regular	0.00	520.41	54425
02146	JSD PROFESSIONAL SERVICES INC	05/09/2024	Regular	0.00	5,573.12	54426
02159	LEED'S	05/09/2024	Regular	0.00	961.92	54427
01162	MANZELLA PLUMBING INC	05/09/2024	Regular	0.00	550.00	54428
03188	MARCO FARFAN	05/09/2024	Regular	0.00	100.00	54429
01050	MENARDS	05/09/2024	Regular	0.00	471.78	54430
03185	METROPOLITAN FIRE PROTECTION INC	05/09/2024	Regular	0.00	3,700.00	54431
03187	MIKE LAVERY	05/09/2024	Regular	0.00	900.00	54432
02715	PLANSOURCE	05/09/2024	Regular	0.00	2,107.91	54433
01031	PULSE TECHNOLOGY	05/09/2024	Regular	0.00	1,833.76	54434
01710	SITEONE LANDSCAPE SUPPLY LLC	05/09/2024	Regular	0.00	186.07	54435
01673	SUBURBAN TRIM & GLASS	05/09/2024	Regular	0.00	6,900.00	54436
01078	TAYLOR MADE	05/09/2024	Regular	0.00	11,535.41	54437
03186	THE RIGHT STUFF ENTERTAINMENT INC	05/09/2024	Regular	0.00	4,950.00	54438
01139	WILLIAM R BECKER JR	05/09/2024	Regular	0.00	1,600.00	54439
01079	ACUSHNET COMPANY	05/16/2024	Regular	0.00	145.97	54440
01909	ANCEL GLINK PC	05/16/2024	Regular	0.00	2,673.75	54441
01232	ARLINGTON POWER EQUIPMENT INC	05/16/2024	Regular	0.00	241.07	54442
01015	ASSOCIATED LABOR CORPORATION OF AMERIC	05/16/2024	Regular	0.00	6,569.04	54443
03192	BEACON ATHLETICS LLC	05/16/2024	Regular	0.00	998.00	54444
01300	CALLAWAY	05/16/2024	Regular	0.00	1,061.28	54445
01871	CLESEN PROTURF SOLUTIONS LLC	05/16/2024	Regular	0.00	432.48	54446
02307	COMCAST BUSINESS	05/16/2024	Regular	0.00	437.80	54447
02158	DALE OBROCHTA	05/16/2024	Regular	0.00	485.00	54448
01189	DAVE'S AUTO CLINIC INC	05/16/2024	Regular	0.00	2,215.00	54449
03060	DIANE GUARDALABENE	05/16/2024	Regular	0.00	129.00	54450
01250	GARY KANTOR	05/16/2024	Regular	0.00	80.00	54451
01423	GORDON FOOD SERVICE INC	05/16/2024	Regular	0.00	123.24	54452
01275	ILLINOIS PUMP INC	05/16/2024	Regular	0.00	3,349.16	54453
03046	MAINSTREET GOLF CARS LLC	05/16/2024	Regular	0.00	1,025.85	54454
01050	MENARDS	05/16/2024	Regular	0.00	108.76	54455
01710	SITEONE LANDSCAPE SUPPLY LLC	05/16/2024	Regular	0.00	445.43	54456
01990	TRI STAR MECHANICAL SERVICES INC	05/16/2024	Regular	0.00	1,005.00	54457
01337	UNDERGROUND IMAGING	05/16/2024	Regular	0.00	3,382.05	54458
01079	ACUSHNET COMPANY	05/23/2024	Regular	0.00	1,898.96	54459
02124	ALPHA BAKING COMPANY	05/23/2024	Regular	0.00	1,056.70	54460
01232	ARLINGTON POWER EQUIPMENT INC	05/23/2024	Regular	0.00	238.55	54461
01015	ASSOCIATED LABOR CORPORATION OF AMERIC	05/23/2024	Regular	0.00	17,553.18	54462
01024	CONSERV FS	05/23/2024	Regular	0.00	2,174.40	54463
01423	GORDON FOOD SERVICE INC	05/23/2024	Regular	0.00	10,945.83	54464
02117	GREAT LAKES COCA-COLA DISTRIBUTION	05/23/2024	Regular	0.00	1,121.89	54465
01040	HOME DEPOT CREDIT SERVICES	05/23/2024	Regular	0.00	1,458.99	54466
01856	IZZO GOLF INC	05/23/2024	Regular	0.00	520.91	54467
01949	MITYLITE INC	05/23/2024	Regular	0.00	105.00	54468
01058	NCPERS GROUP LIFE INSURANCE	05/23/2024	Regular	0.00	16.00	54469
01430	NORTHWEST COMMUNITY HOSPITAL	05/23/2024	Regular	0.00	85.00	54470
03194	SIERRA CLUB	05/23/2024	Regular	0.00	262.50	54471
01710	SITEONE LANDSCAPE SUPPLY LLC	05/23/2024	Regular	0.00	386.43	54472
02134	TESTA PRODUCE INC	05/23/2024	Regular	0.00	901.70	54473

Check Report

Date Range: 05/01/2024 - 05/31/2024

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
01138	VISIONARY WEBWORKS	05/23/2024	Regular	0.00	1,200.00	54474
03193	WENDI THOURSON	05/23/2024	Regular	0.00	129.00	54475
02036	ZEUS BATTERY PRODUCTS	05/23/2024	Regular	0.00	85.26	54476
01232	ARLINGTON POWER EQUIPMENT INC	05/30/2024	Regular	0.00	300.62	54477
01015	ASSOCIATED LABOR CORPORATION OF AMERIC	05/30/2024	Regular	0.00	22,968.32	54478
01424	CINTAS FIRE 636525	05/30/2024	Regular	0.00	1,346.56	54479
01823	EDLYN CASTIL	05/30/2024	Regular	0.00	103.56	54480
03046	MAINSTREET GOLF CARS LLC	05/30/2024	Regular	0.00	428.34	54481
01050	MENARDS	05/30/2024	Regular	0.00	263.79	54482
01133	NORTHERN ILLINOIS SWIM CONFERENCE	05/30/2024	Regular	0.00	400.00	54483
01061	NORTHWEST SPECIAL RECREATION ASSOCIATIC	05/30/2024	Regular	0.00	21,964.49	54484
01136	SUNBURST SPORTSWEAR	05/30/2024	Regular	0.00	1,085.00	54485
01078	TAYLOR MADE	05/30/2024	Regular	0.00	11,421.74	54486
01082	WAREHOUSE DIRECT INC	05/30/2024	Regular	0.00	378.44	54487
03165	TRANSAMERICA TRUST COMPANY	05/03/2024	Bank Draft	0.00	350.00	DFT0003085
02206	ILLINOIS DEPARTMENT OF REVENUE	05/06/2024	Bank Draft	0.00	4,677.00	DFT0003087
01143	VILLAGE OF MOUNT PROSPECT SALES TAX	05/06/2024	Bank Draft	0.00	335.04	DFT0003088
01145	AMALGAMATED BANK	05/23/2024	Bank Draft	0.00	100,900.00	DFT0003089
02205	ILLINOIS MUNICIPAL FUND	05/15/2024	Bank Draft	0.00	18,541.48	DFT0003090
03165	TRANSAMERICA TRUST COMPANY	05/17/2024	Bank Draft	0.00	350.00	DFT0003091
03165	TRANSAMERICA TRUST COMPANY	05/31/2024	Bank Draft	0.00	350.00	DFT0003092
02121	TOWN & COUNTRY DISTRIBUTORS INC	05/03/2024	Bank Draft	0.00	175.02	DFT0003093
02210	CHICAGO BEVERAGE SYSTEMS	05/07/2024	Bank Draft	0.00	346.53	DFT0003094
02139	BREAKTHRU BEVERAGE ILLINOIS LLC	05/10/2024	Bank Draft	0.00	1,384.21	DFT0003095
02121	TOWN & COUNTRY DISTRIBUTORS INC	05/10/2024	Bank Draft	0.00	730.53	DFT0003096
02210	CHICAGO BEVERAGE SYSTEMS	05/14/2024	Bank Draft	0.00	463.14	DFT0003097
02236	LAKESHORE BEVERAGE	05/17/2024	Bank Draft	0.00	147.42	DFT0003098
02139	BREAKTHRU BEVERAGE ILLINOIS LLC	05/17/2024	Bank Draft	0.00	839.36	DFT0003099
02121	TOWN & COUNTRY DISTRIBUTORS INC	05/17/2024	Bank Draft	0.00	1,179.44	DFT0003100
02136	SOUTHERN GLAZER'S OF IL	05/20/2024	Bank Draft	0.00	952.55	DFT0003101
02236	LAKESHORE BEVERAGE	05/24/2024	Bank Draft	0.00	279.28	DFT0003102
02139	BREAKTHRU BEVERAGE ILLINOIS LLC	05/24/2024	Bank Draft	0.00	762.95	DFT0003103
02306	FIFTH THIRD BANK	05/30/2024	Bank Draft	0.00	21,062.73	DFT0003105
02236	LAKESHORE BEVERAGE	05/31/2024	Bank Draft	0.00	170.32	DFT0003106
02121	TOWN & COUNTRY DISTRIBUTORS INC	05/31/2024	Bank Draft	0.00	357.28	DFT0003107
02210	CHICAGO BEVERAGE SYSTEMS	05/29/2024	Bank Draft	0.00	756.13	DFT0003108
02121	TOWN & COUNTRY DISTRIBUTORS INC	05/24/2024	Bank Draft	0.00	1,169.95	DFT0003109
01032	CARDMEMBER SERVICE	05/07/2024	Bank Draft	0.00	4,119.23	APR2024ELAN

Bank Code AP Bank Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	152	95	0.00	383,072.89
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	24	24	0.00	160,399.59
EFT's	45	34	0.00	72,581.03
<b>221</b>	<b>221</b>	<b>153</b>	<b>0.00</b>	<b>616,053.51</b>

Check Report

Date Range: 05/01/2024 - 05/31/2024

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
<b>Bank Code: PCARD-PCARD LIABILITY</b>						
02403	ADOBE	05/30/2024	Bank Draft	0.00	21.24	MBD05.30.202
02318	AMAZON	05/30/2024	Bank Draft	0.00	43.46	MBD05.30.202
01022	COMCAST	05/30/2024	Bank Draft	0.00	388.87	MBD05.30.202
01022	COMCAST	05/30/2024	Bank Draft	0.00	68.71	MBD05.30.202
01022	COMCAST	05/30/2024	Bank Draft	0.00	101.09	MBD05.30.202
01090	CITY OF PROSPECT HEIGHTS	05/30/2024	Bank Draft	0.00	73.50	MBD05.30.202
02476	NOW LINENS	05/30/2024	Bank Draft	0.00	860.25	MBD05.30.202
02368	NINO'S PIZZERIA	05/30/2024	Bank Draft	0.00	154.53	MBD05.30.202
02822	STARBUCKS 63433	05/30/2024	Bank Draft	0.00	36.62	MBD05.30.202
02333	TONYS FRESH MARKET	05/30/2024	Bank Draft	0.00	207.54	MBD05.30.202
02333	TONYS FRESH MARKET	05/30/2024	Bank Draft	0.00	78.01	MBD05.30.202
01581	MOTION PICTURE LICENSING CORPORATION	05/30/2024	Bank Draft	0.00	808.91	MBD05.30.202
01024	CONSERV FS	05/30/2024	Bank Draft	0.00	354.49	MBD05.30.202
01057	NAPA HEIGHTS AUTOMOTIVE	05/30/2024	Bank Draft	0.00	53.65	MBD05.30.202
01057	NAPA HEIGHTS AUTOMOTIVE	05/30/2024	Bank Draft	0.00	51.10	MBD05.30.202
02009	THE KNOT	05/30/2024	Bank Draft	0.00	1,035.30	MBD05.30.202
02510	DES PLAINES PARK DISTRICT	05/30/2024	Bank Draft	0.00	50.00	MBD05.30.202
01022	COMCAST	05/30/2024	Bank Draft	0.00	279.12	MBD05.30.202
02569	WOMEN IN LEISURE SERVICES	05/30/2024	Bank Draft	0.00	75.00	MBD05.30.202
03175	KELSEY ROAD HOUSE	05/30/2024	Bank Draft	0.00	211.40	MBD05.30.202
02403	ADOBE	05/30/2024	Bank Draft	0.00	21.24	MBD05.30.202
01050	MENARDS	05/30/2024	Bank Draft	0.00	23.55	MBD05.30.202
01057	NAPA HEIGHTS AUTOMOTIVE	05/30/2024	Bank Draft	0.00	29.98	MBD05.30.202
03191	S&S WORLDWIDE INC	05/30/2024	Bank Draft	0.00	115.91	MBD05.30.202
01040	HOME DEPOT CREDIT SERVICES	05/30/2024	Bank Draft	0.00	36.00	MBD05.30.202
01072	RIVER TRAILS PARK DISTICT	05/30/2024	Bank Draft	0.00	200.00	MBD05.30.202
02713	STAPLES	05/30/2024	Bank Draft	0.00	132.33	MBD05.30.202
02306	FIFTH THIRD BANK	05/30/2024	Bank Draft	0.00	250.00	MBD05.30.202
02318	AMAZON	05/30/2024	Bank Draft	0.00	30.89	MBD05.30.202
02569	WOMEN IN LEISURE SERVICES	05/30/2024	Bank Draft	0.00	75.00	MBD05.30.202
01198	MIGHTY MITES	05/30/2024	Bank Draft	0.00	220.00	MBD05.30.202
02430	EXXON MOBILE	05/30/2024	Bank Draft	0.00	40.03	MBD05.30.202
01080	TRUE VALUE HARDWARE	05/30/2024	Bank Draft	0.00	199.90	MBD05.30.202
02569	WOMEN IN LEISURE SERVICES	05/30/2024	Bank Draft	0.00	42.00	MBD05.30.202
01305	ILLINOIS TOLLWAY	05/30/2024	Bank Draft	0.00	150.00	MBD05.30.202
02713	STAPLES	05/30/2024	Bank Draft	0.00	311.09	MBD05.30.202
02403	ADOBE	05/30/2024	Bank Draft	0.00	21.24	MBD05.30.202
01057	NAPA HEIGHTS AUTOMOTIVE	05/30/2024	Bank Draft	0.00	18.98	MBD05.30.202
01057	NAPA HEIGHTS AUTOMOTIVE	05/30/2024	Bank Draft	0.00	18.61	MBD05.30.202
01457	RECREONICS INC	05/30/2024	Bank Draft	0.00	-42.34	MBD05.30.202
02333	TONYS FRESH MARKET	05/30/2024	Bank Draft	0.00	81.90	MBD05.30.202
02569	WOMEN IN LEISURE SERVICES	05/30/2024	Bank Draft	0.00	80.00	MBD05.30.202
01457	RECREONICS INC	05/30/2024	Bank Draft	0.00	719.63	MBD05.30.202
03182	GARFIELDS BEVERAGE	05/30/2024	Bank Draft	0.00	46.26	MBD05.30.202
02713	STAPLES	05/30/2024	Bank Draft	0.00	46.27	MBD05.30.202
02587	INSECT LORE EDUCA	05/30/2024	Bank Draft	0.00	58.94	MBD05.30.202
02333	TONYS FRESH MARKET	05/30/2024	Bank Draft	0.00	119.94	MBD05.30.202
02318	AMAZON	05/30/2024	Bank Draft	0.00	20.95	MBD05.30.202
01023	COMMONWEALTH EDISON	05/30/2024	Bank Draft	0.00	21.87	MBD05.30.202
02641	SIGNS BY TOMORROW	05/30/2024	Bank Draft	0.00	225.86	MBD05.30.202
01022	COMCAST	05/30/2024	Bank Draft	0.00	10.45	MBD05.30.202
02713	STAPLES	05/30/2024	Bank Draft	0.00	223.75	MBD05.30.202
02476	NOW LINENS	05/30/2024	Bank Draft	0.00	90.10	MBD05.30.202
02476	NOW LINENS	05/30/2024	Bank Draft	0.00	110.30	MBD05.30.202
02589	MAIN EVENT-HOFFMAN EST	05/30/2024	Bank Draft	0.00	216.97	MBD05.30.202
01394	GOVERNMENT FINANCE OFFICERS ASSOCIATIO	05/30/2024	Bank Draft	0.00	160.00	MBD05.30.202
01057	NAPA HEIGHTS AUTOMOTIVE	05/30/2024	Bank Draft	0.00	108.71	MBD05.30.202
01120	REPUBLIC SERVICES INC	05/30/2024	Bank Draft	0.00	2,030.99	MBD05.30.202
01057	NAPA HEIGHTS AUTOMOTIVE	05/30/2024	Bank Draft	0.00	1,139.52	MBD05.30.202
01081	VILLAGE OF MOUNT PROSPECT	05/30/2024	Bank Draft	0.00	219.16	MBD05.30.202

Check Report

Date Range: 05/01/2024 - 05/31/2024

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
01081	VILLAGE OF MOUNT PROSPECT	05/30/2024	Bank Draft	0.00	617.36	MBD05.30.202
02550	FIRESIDETHEATRE.COM	05/30/2024	Bank Draft	0.00	1,102.69	MBD05.30.202
03200	PROACTIVE SPORTS	05/30/2024	Bank Draft	0.00	400.00	MBD05.30.202
02318	AMAZON	05/30/2024	Bank Draft	0.00	18.85	MBD05.30.202
01198	MIGHTY MITES	05/30/2024	Bank Draft	0.00	1,008.00	MBD05.30.202
02326	WALGREENS	05/30/2024	Bank Draft	0.00	60.00	MBD05.30.202
01044	JC LICHT AND COMPANY	05/30/2024	Bank Draft	0.00	1,296.00	MBD05.30.202
01059	NICOR	05/30/2024	Bank Draft	0.00	132.13	MBD05.30.202
01081	VILLAGE OF MOUNT PROSPECT	05/30/2024	Bank Draft	0.00	102.54	MBD05.30.202
02333	TONYS FRESH MARKET	05/30/2024	Bank Draft	0.00	92.24	MBD05.30.202
02333	TONYS FRESH MARKET	05/30/2024	Bank Draft	0.00	116.09	MBD05.30.202
03147	DAVE & BUSTERS INC	05/30/2024	Bank Draft	0.00	287.38	MBD05.30.202
01050	MENARDS	05/30/2024	Bank Draft	0.00	170.90	MBD05.30.202
03173	POOLWEB	05/30/2024	Bank Draft	0.00	94.66	MBD05.30.202
02333	TONYS FRESH MARKET	05/30/2024	Bank Draft	0.00	84.31	MBD05.30.202
02318	AMAZON	05/30/2024	Bank Draft	0.00	-11.89	MBD05.30.202
02318	AMAZON	05/30/2024	Bank Draft	0.00	33.98	MBD05.30.202
02318	AMAZON	05/30/2024	Bank Draft	0.00	135.99	MBD05.30.202
02318	AMAZON	05/30/2024	Bank Draft	0.00	499.95	MBD05.30.202
02318	AMAZON	05/30/2024	Bank Draft	0.00	102.91	MBD05.30.202
02328	FUN EXPRESS	05/30/2024	Bank Draft	0.00	105.89	MBD05.30.202
01120	REPUBLIC SERVICES INC	05/30/2024	Bank Draft	0.00	283.22	MBD05.30.202
01022	COMCAST	05/30/2024	Bank Draft	0.00	251.22	MBD05.30.202
02127	DIRECTV	05/30/2024	Bank Draft	0.00	244.98	MBD05.30.202
02569	WOMEN IN LEISURE SERVICES	05/30/2024	Bank Draft	0.00	42.00	MBD05.30.202
02318	AMAZON	05/30/2024	Bank Draft	0.00	375.06	MBD05.30.202
01057	NAPA HEIGHTS AUTOMOTIVE	05/30/2024	Bank Draft	0.00	5.25	MBD05.30.202
01057	NAPA HEIGHTS AUTOMOTIVE	05/30/2024	Bank Draft	0.00	49.03	MBD05.30.202
02403	ADOBE	05/30/2024	Bank Draft	0.00	128.87	MBD05.30.202
02318	AMAZON	05/30/2024	Bank Draft	0.00	81.96	MBD05.30.202
02569	WOMEN IN LEISURE SERVICES	05/30/2024	Bank Draft	0.00	75.00	MBD05.30.202
02318	AMAZON	05/30/2024	Bank Draft	0.00	79.98	MBD05.30.202
03176	PLAY AND SPIN	05/30/2024	Bank Draft	0.00	100.00	MBD05.30.202
02512	ENCHANTED CASTLE	05/30/2024	Bank Draft	0.00	317.41	MBD05.30.202

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	94	94	0.00	21,062.73
EFT's	0	0	0.00	0.00
	<b>94</b>	<b>94</b>	<b>0.00</b>	<b>21,062.73</b>

### All Bank Codes Check Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	152	95	0.00	383,072.89
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	118	118	0.00	181,462.32
EFT's	45	34	0.00	72,581.03
	<b>315</b>	<b>247</b>	<b>0.00</b>	<b>637,116.24</b>

### Fund Summary

Fund	Name	Period	Amount
950	POOLED CASH FUND	5/2024	637,116.24
			<b>637,116.24</b>



# Income Statement Group Summary

For Fiscal: 2024 Period Ending: 05/31/2024

Account Type	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
<b>Department: 02 - RECREATION/GENERAL</b>					
Revenue	934,205.00	934,205.00	19,731.88	458,408.92	475,796.08
Expense	762,790.00	762,790.00	65,450.73	294,210.67	468,579.33
<b>Department: 02 - RECREATION/GENERAL Surplus (Deficit):</b>	<b>171,415.00</b>	<b>171,415.00</b>	<b>-45,718.85</b>	<b>164,198.25</b>	<b>7,216.75</b>
<b>Department: 03 - PRESCHOOL CREATIVE KIDS</b>					
Revenue	78,364.00	78,364.00	10,355.02	25,189.26	53,174.74
Expense	73,260.25	73,260.25	7,790.59	25,160.99	48,099.26
<b>Department: 03 - PRESCHOOL CREATIVE KIDS Surplus (Deficit):</b>	<b>5,103.75</b>	<b>5,103.75</b>	<b>2,564.43</b>	<b>28.27</b>	<b>5,075.48</b>
<b>Department: 04 - KINDERSTOP</b>					
Revenue	259,750.00	259,750.00	32,001.86	130,141.02	129,608.98
Expense	158,490.00	158,490.00	20,927.24	67,596.87	90,893.13
<b>Department: 04 - KINDERSTOP Surplus (Deficit):</b>	<b>101,260.00</b>	<b>101,260.00</b>	<b>11,074.62</b>	<b>62,544.15</b>	<b>38,715.85</b>
<b>Department: 05 - YOUTH PROGRAMS</b>					
Revenue	38,685.00	38,685.00	1,559.00	20,993.00	17,692.00
Expense	36,132.50	36,132.50	2,090.43	14,790.05	21,342.45
<b>Department: 05 - YOUTH PROGRAMS Surplus (Deficit):</b>	<b>2,552.50</b>	<b>2,552.50</b>	<b>-531.43</b>	<b>6,202.95</b>	<b>-3,650.45</b>
<b>Department: 06 - DANCE</b>					
Revenue	85,596.00	85,596.00	12,577.05	57,413.96	28,182.04
Expense	76,100.00	76,100.00	7,259.86	56,935.31	19,164.69
<b>Department: 06 - DANCE Surplus (Deficit):</b>	<b>9,496.00</b>	<b>9,496.00</b>	<b>5,317.19</b>	<b>478.65</b>	<b>9,017.35</b>
<b>Department: 07 - ATHLETIC</b>					
Revenue	41,202.00	41,202.00	2,879.00	24,663.55	16,538.45
Expense	42,258.50	42,258.50	1,985.60	16,560.50	25,698.00
<b>Department: 07 - ATHLETIC Surplus (Deficit):</b>	<b>-1,056.50</b>	<b>-1,056.50</b>	<b>893.40</b>	<b>8,103.05</b>	<b>-9,159.55</b>
<b>Department: 08 - PERFORMING ARTS</b>					
Revenue	104,743.00	104,743.00	103.50	4,060.00	100,683.00
Expense	61,697.50	61,697.50	1,997.84	6,732.02	54,965.48
<b>Department: 08 - PERFORMING ARTS Surplus (Deficit):</b>	<b>43,045.50</b>	<b>43,045.50</b>	<b>-1,894.34</b>	<b>-2,672.02</b>	<b>45,717.52</b>
<b>Department: 09 - CONCESSIONS</b>					
Revenue	31,650.00	31,650.00	0.00	151.20	31,498.80
Expense	29,555.00	29,555.00	866.79	2,164.83	27,390.17
<b>Department: 09 - CONCESSIONS Surplus (Deficit):</b>	<b>2,095.00</b>	<b>2,095.00</b>	<b>-866.79</b>	<b>-2,013.63</b>	<b>4,108.63</b>
<b>Department: 10 - AQUATICS</b>					
Revenue	94,530.00	94,530.00	-926.54	9.75	94,520.25
Expense	220,511.00	220,511.00	5,594.22	10,087.79	210,423.21
<b>Department: 10 - AQUATICS Surplus (Deficit):</b>	<b>-125,981.00</b>	<b>-125,981.00</b>	<b>-6,520.76</b>	<b>-10,078.04</b>	<b>-115,902.96</b>
<b>Department: 11 - ACTIVE ADULTS</b>					
Revenue	91,689.00	91,689.00	11,084.00	32,769.00	58,920.00
Expense	90,675.00	90,675.00	9,058.27	36,230.65	54,444.35
<b>Department: 11 - ACTIVE ADULTS Surplus (Deficit):</b>	<b>1,014.00</b>	<b>1,014.00</b>	<b>2,025.73</b>	<b>-3,461.65</b>	<b>4,475.65</b>
<b>Department: 12 - SPECIAL EVENTS</b>					
Revenue	23,410.00	23,410.00	3,740.00	11,179.00	12,231.00
Expense	25,065.00	25,065.00	1,799.00	14,848.47	10,216.53
<b>Department: 12 - SPECIAL EVENTS Surplus (Deficit):</b>	<b>-1,655.00</b>	<b>-1,655.00</b>	<b>1,941.00</b>	<b>-3,669.47</b>	<b>2,014.47</b>
<b>Department: 13 - FITNESS CENTER</b>					
Revenue	27,680.00	27,680.00	2,326.53	11,950.13	15,729.87
Expense	52,820.00	52,820.00	4,085.26	15,741.97	37,078.03
<b>Department: 13 - FITNESS CENTER Surplus (Deficit):</b>	<b>-25,140.00</b>	<b>-25,140.00</b>	<b>-1,758.73</b>	<b>-3,791.84</b>	<b>-21,348.16</b>

**Income Statement**

**For Fiscal: 2024 Period Ending: 05/31/2024**

Account Type	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
<b>Department: 14 - SUMMER CAMP</b>					
Revenue	332,768.00	332,768.00	32.00	67.00	332,701.00
Expense	246,421.75	246,421.75	5,601.22	13,600.95	232,820.80
<b>Department: 14 - SUMMER CAMP Surplus (Deficit):</b>	<b>86,346.25</b>	<b>86,346.25</b>	<b>-5,569.22</b>	<b>-13,533.95</b>	<b>99,880.20</b>
<b>Department: 30 - PARKS</b>					
Revenue	9,500.00	9,500.00	0.00	0.00	9,500.00
Expense	264,035.00	264,035.00	37,044.43	94,140.73	169,894.27
<b>Department: 30 - PARKS Surplus (Deficit):</b>	<b>-254,535.00</b>	<b>-254,535.00</b>	<b>-37,044.43</b>	<b>-94,140.73</b>	<b>-160,394.27</b>
<b>Department: 40 - GOLF</b>					
Revenue	1,279,800.00	1,279,800.00	181,247.40	323,777.01	956,022.99
Expense	718,118.00	718,118.00	83,204.96	215,484.19	502,633.81
<b>Department: 40 - GOLF Surplus (Deficit):</b>	<b>561,682.00</b>	<b>561,682.00</b>	<b>98,042.44</b>	<b>108,292.82</b>	<b>453,389.18</b>
<b>Department: 41 - GROUNDS</b>					
Expense	758,302.00	758,302.00	116,733.18	317,164.56	441,137.44
<b>Department: 41 - GROUNDS Total:</b>	<b>758,302.00</b>	<b>758,302.00</b>	<b>116,733.18</b>	<b>317,164.56</b>	<b>441,137.44</b>
<b>Department: 42 - PRO SHOP</b>					
Revenue	116,500.00	116,500.00	19,922.80	49,051.09	67,448.91
Expense	84,600.00	84,600.00	15,161.65	33,687.03	50,912.97
<b>Department: 42 - PRO SHOP Surplus (Deficit):</b>	<b>31,900.00</b>	<b>31,900.00</b>	<b>4,761.15</b>	<b>15,364.06</b>	<b>16,535.94</b>
<b>Department: 43 - HOOK A KID</b>					
Revenue	105,000.00	105,000.00	20,655.00	68,040.00	36,960.00
Expense	75,000.00	75,000.00	7,546.50	7,651.50	67,348.50
<b>Department: 43 - HOOK A KID Surplus (Deficit):</b>	<b>30,000.00</b>	<b>30,000.00</b>	<b>13,108.50</b>	<b>60,388.50</b>	<b>-30,388.50</b>
<b>Department: 44 - WARM UP RANGE</b>					
Revenue	35,000.00	35,000.00	4,949.74	6,944.74	28,055.26
Expense	10,475.00	10,475.00	4,062.39	4,899.18	5,575.82
<b>Department: 44 - WARM UP RANGE Surplus (Deficit):</b>	<b>24,525.00</b>	<b>24,525.00</b>	<b>887.35</b>	<b>2,045.56</b>	<b>22,479.44</b>
<b>Department: 45 - FOOD AND BEVERAGE</b>					
Revenue	902,000.00	902,000.00	81,782.62	199,368.86	702,631.14
Expense	763,320.00	763,320.00	81,554.43	225,757.22	537,562.78
<b>Department: 45 - FOOD AND BEVERAGE Surplus (Deficit):</b>	<b>138,680.00</b>	<b>138,680.00</b>	<b>228.19</b>	<b>-26,388.36</b>	<b>165,068.36</b>
<b>Total Surplus (Deficit):</b>	<b>42,445.50</b>	<b>42,445.50</b>	<b>-75,793.73</b>	<b>-49,267.99</b>	



**Fund Summary**

Fund	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
200 - RECREATION FUND	13,960.50	13,960.50	-76,088.18	108,193.99	-94,233.49
300 - GOLF	28,485.00	28,485.00	294.45	-157,461.98	185,946.98
<b>Total Surplus (Deficit):</b>	<b>42,445.50</b>	<b>42,445.50</b>	<b>-75,793.73</b>	<b>-49,267.99</b>	



# Income Statement Group Summary

For Fiscal: 2024 Period Ending: 05/31/2024

Category	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
<b>Fund: 100 - CORPORATE FUND</b>					
<b>Revenue</b>					
10 - TAXES	1,120,000.00	1,120,000.00	17,287.10	577,107.06	542,892.94
20 - INTEREST	104,000.00	104,000.00	7,844.51	38,909.92	65,090.08
35 - ADDITIONAL	4,200.00	4,200.00	0.00	5,077.46	-877.46
<b>Revenue Total:</b>	<b>1,228,200.00</b>	<b>1,228,200.00</b>	<b>25,131.61</b>	<b>621,094.44</b>	<b>607,105.56</b>
<b>Expense</b>					
50 - PERSONNEL SERVICES	457,190.00	457,190.00	49,895.03	179,724.10	277,465.90
51 - BENEFITS	126,292.00	126,292.00	7,328.77	29,986.04	96,305.96
52 - CONTRACTED SERVICES	213,379.50	213,379.50	17,924.17	81,377.74	132,001.76
60 - COMMODITIES	42,760.00	42,760.00	1,028.95	8,772.07	33,987.93
65 - GENERAL EXPENDITURES	2,300,900.00	2,300,900.00	100,900.00	100,900.00	2,200,000.00
<b>Expense Total:</b>	<b>3,140,521.50</b>	<b>3,140,521.50</b>	<b>177,076.92</b>	<b>400,759.95</b>	<b>2,739,761.55</b>
<b>Fund: 100 - CORPORATE FUND Surplus (Deficit):</b>	<b>-1,912,321.50</b>	<b>-1,912,321.50</b>	<b>-151,945.31</b>	<b>220,334.49</b>	<b>-2,132,655.99</b>
<b>Fund: 200 - RECREATION FUND</b>					
<b>Revenue</b>					
10 - TAXES	880,000.00	880,000.00	13,228.38	434,670.57	445,329.43
30 - RENTAL	59,265.00	59,265.00	3,863.50	18,843.21	40,421.79
35 - ADDITIONAL	20,690.00	20,690.00	4,008.46	7,972.89	12,717.11
41 - PROGRAM REVENUES	1,162,167.00	1,162,167.00	74,362.96	315,357.92	846,809.08
42 - RERESHMENT REVENUE	31,650.00	31,650.00	0.00	151.20	31,498.80
<b>Revenue Total:</b>	<b>2,153,772.00</b>	<b>2,153,772.00</b>	<b>95,463.30</b>	<b>776,995.79</b>	<b>1,376,776.21</b>
<b>Expense</b>					
50 - PERSONNEL SERVICES	1,346,883.00	1,346,883.00	130,275.28	410,960.27	935,922.73
51 - BENEFITS	159,568.00	159,568.00	12,136.63	47,450.85	112,117.15
52 - CONTRACTED SERVICES	402,896.50	402,896.50	14,613.10	153,100.41	249,796.09
60 - COMMODITIES	191,286.00	191,286.00	11,735.63	43,373.93	147,912.07
65 - GENERAL EXPENDITURES	39,178.00	39,178.00	2,790.84	13,916.34	25,261.66
<b>Expense Total:</b>	<b>2,139,811.50</b>	<b>2,139,811.50</b>	<b>171,551.48</b>	<b>668,801.80</b>	<b>1,471,009.70</b>
<b>Fund: 200 - RECREATION FUND Surplus (Deficit):</b>	<b>13,960.50</b>	<b>13,960.50</b>	<b>-76,088.18</b>	<b>108,193.99</b>	<b>-94,233.49</b>
<b>Fund: 300 - GOLF</b>					
<b>Revenue</b>					
30 - RENTAL	15,500.00	15,500.00	0.00	9,020.64	6,479.36
35 - ADDITIONAL	9,200.00	9,200.00	96.74	286.67	8,913.33
37 - GENERAL REVENUE	35,000.00	35,000.00	4,922.65	8,429.33	26,570.67
41 - PROGRAM REVENUES	2,119,600.00	2,119,600.00	267,968.52	569,559.41	1,550,040.59
42 - RERESHMENT REVENUE	259,000.00	259,000.00	35,569.65	59,885.65	199,114.35
<b>Revenue Total:</b>	<b>2,438,300.00</b>	<b>2,438,300.00</b>	<b>308,557.56</b>	<b>647,181.70</b>	<b>1,791,118.30</b>
<b>Expense</b>					
50 - PERSONNEL SERVICES	654,635.00	654,635.00	85,562.98	224,043.16	430,591.84
51 - BENEFITS	172,080.00	172,080.00	10,235.86	37,696.59	134,383.41
52 - CONTRACTED SERVICES	720,525.00	720,525.00	102,657.89	283,466.62	437,058.38
60 - COMMODITIES	675,600.00	675,600.00	105,431.44	251,338.22	424,261.78
65 - GENERAL EXPENDITURES	186,975.00	186,975.00	4,374.94	8,099.09	178,875.91
<b>Expense Total:</b>	<b>2,409,815.00</b>	<b>2,409,815.00</b>	<b>308,263.11</b>	<b>804,643.68</b>	<b>1,605,171.32</b>
<b>Fund: 300 - GOLF Surplus (Deficit):</b>	<b>28,485.00</b>	<b>28,485.00</b>	<b>294.45</b>	<b>-157,461.98</b>	<b>185,946.98</b>
<b>Fund: 404 - AUDITING FUND</b>					
<b>Revenue</b>					
10 - TAXES	19,000.00	19,000.00	285.61	9,388.91	9,611.09
<b>Revenue Total:</b>	<b>19,000.00</b>	<b>19,000.00</b>	<b>285.61</b>	<b>9,388.91</b>	<b>9,611.09</b>

**Income Statement**

**For Fiscal: 2024 Period Ending: 05/31/2024**

Category	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
<b>Expense</b>					
52 - CONTRACTED SERVICES	18,175.00	18,175.00	10,000.00	12,500.00	5,675.00
<b>Expense Total:</b>	<b>18,175.00</b>	<b>18,175.00</b>	<b>10,000.00</b>	<b>12,500.00</b>	<b>5,675.00</b>
<b>Fund: 404 - AUDITING FUND Surplus (Deficit):</b>	<b>825.00</b>	<b>825.00</b>	<b>-9,714.39</b>	<b>-3,111.09</b>	<b>3,936.09</b>
<b>Fund: 405 - PAVING &amp; LIGHTING FUND</b>					
<b>Revenue</b>					
10 - TAXES	12,500.00	12,500.00	165.35	5,424.77	7,075.23
<b>Revenue Total:</b>	<b>12,500.00</b>	<b>12,500.00</b>	<b>165.35</b>	<b>5,424.77</b>	<b>7,075.23</b>
<b>Expense</b>					
52 - CONTRACTED SERVICES	2,100.00	2,100.00	89.03	369.38	1,730.62
60 - COMMODITIES	10,400.00	10,400.00	0.00	0.00	10,400.00
<b>Expense Total:</b>	<b>12,500.00</b>	<b>12,500.00</b>	<b>89.03</b>	<b>369.38</b>	<b>12,130.62</b>
<b>Fund: 405 - PAVING &amp; LIGHTING FUND Surplus (Deficit):</b>	<b>0.00</b>	<b>0.00</b>	<b>76.32</b>	<b>5,055.39</b>	<b>-5,055.39</b>
<b>Fund: 406 - LIABILITY INSURANCE FUND</b>					
<b>Revenue</b>					
10 - TAXES	110,000.00	110,000.00	1,653.55	54,142.09	55,857.91
35 - ADDITIONAL	0.00	0.00	1,353.09	3,912.36	-3,912.36
<b>Revenue Total:</b>	<b>110,000.00</b>	<b>110,000.00</b>	<b>3,006.64</b>	<b>58,054.45</b>	<b>51,945.55</b>
<b>Expense</b>					
50 - PERSONNEL SERVICES	8,820.00	8,820.00	1,017.69	3,530.77	5,289.23
52 - CONTRACTED SERVICES	113,541.00	113,541.00	85.00	25,546.60	87,994.40
60 - COMMODITIES	3,900.00	3,900.00	0.00	218.70	3,681.30
<b>Expense Total:</b>	<b>126,261.00</b>	<b>126,261.00</b>	<b>1,102.69</b>	<b>29,296.07</b>	<b>96,964.93</b>
<b>Fund: 406 - LIABILITY INSURANCE FUND Surplus (Deficit):</b>	<b>-16,261.00</b>	<b>-16,261.00</b>	<b>1,903.95</b>	<b>28,758.38</b>	<b>-45,019.38</b>
<b>Fund: 407 - IMRF FUND</b>					
<b>Revenue</b>					
10 - TAXES	130,000.00	130,000.00	1,954.19	64,026.47	65,973.53
<b>Revenue Total:</b>	<b>130,000.00</b>	<b>130,000.00</b>	<b>1,954.19</b>	<b>64,026.47</b>	<b>65,973.53</b>
<b>Expense</b>					
51 - BENEFITS	129,100.00	129,100.00	9,572.87	37,738.55	91,361.45
<b>Expense Total:</b>	<b>129,100.00</b>	<b>129,100.00</b>	<b>9,572.87</b>	<b>37,738.55</b>	<b>91,361.45</b>
<b>Fund: 407 - IMRF FUND Surplus (Deficit):</b>	<b>900.00</b>	<b>900.00</b>	<b>-7,618.68</b>	<b>26,287.92</b>	<b>-25,387.92</b>
<b>Fund: 408 - POLICE FUND</b>					
<b>Revenue</b>					
10 - TAXES	45,000.00	45,000.00	700.50	22,996.17	22,003.83
<b>Revenue Total:</b>	<b>45,000.00</b>	<b>45,000.00</b>	<b>700.50</b>	<b>22,996.17</b>	<b>22,003.83</b>
<b>Expense</b>					
50 - PERSONNEL SERVICES	30,000.00	30,000.00	3,022.56	10,549.96	19,450.04
52 - CONTRACTED SERVICES	14,400.00	14,400.00	921.00	5,821.08	8,578.92
<b>Expense Total:</b>	<b>44,400.00</b>	<b>44,400.00</b>	<b>3,943.56</b>	<b>16,371.04</b>	<b>28,028.96</b>
<b>Fund: 408 - POLICE FUND Surplus (Deficit):</b>	<b>600.00</b>	<b>600.00</b>	<b>-3,243.06</b>	<b>6,625.13</b>	<b>-6,025.13</b>
<b>Fund: 409 - MUSEUM FUND</b>					
<b>Expense</b>					
50 - PERSONNEL SERVICES	5,640.00	5,640.00	0.00	0.00	5,640.00
<b>Expense Total:</b>	<b>5,640.00</b>	<b>5,640.00</b>	<b>0.00</b>	<b>0.00</b>	<b>5,640.00</b>
<b>Fund: 409 - MUSEUM FUND Total:</b>	<b>5,640.00</b>	<b>5,640.00</b>	<b>0.00</b>	<b>0.00</b>	<b>5,640.00</b>
<b>Fund: 410 - SPECIAL RECREATION FUND</b>					
<b>Revenue</b>					
10 - TAXES	146,500.00	146,500.00	2,238.30	73,549.65	72,950.35
<b>Revenue Total:</b>	<b>146,500.00</b>	<b>146,500.00</b>	<b>2,238.30</b>	<b>73,549.65</b>	<b>72,950.35</b>
<b>Expense</b>					
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	43,928.98	43,929.02

**Income Statement**

**For Fiscal: 2024 Period Ending: 05/31/2024**

Category	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
80 - CAPITAL IMPROVEMENTS	123,000.00	123,000.00	1,737.60	8,623.60	114,376.40
<b>Expense Total:</b>	<b>215,858.00</b>	<b>215,858.00</b>	<b>23,702.09</b>	<b>52,552.58</b>	<b>163,305.42</b>
<b>Fund: 410 - SPECIAL RECREATION FUND Surplus (Deficit):</b>	<b>-69,358.00</b>	<b>-69,358.00</b>	<b>-21,463.79</b>	<b>20,997.07</b>	<b>-90,355.07</b>
<b>Fund: 411 - SOCIAL SECURITY FUND</b>					
<b>Revenue</b>					
10 - TAXES	185,000.00	185,000.00	2,780.97	91,372.58	93,627.42
<b>Revenue Total:</b>	<b>185,000.00</b>	<b>185,000.00</b>	<b>2,780.97</b>	<b>91,372.58</b>	<b>93,627.42</b>
<b>Expense</b>					
51 - BENEFITS	185,000.00	185,000.00	20,661.45	66,254.43	118,745.57
<b>Expense Total:</b>	<b>185,000.00</b>	<b>185,000.00</b>	<b>20,661.45</b>	<b>66,254.43</b>	<b>118,745.57</b>
<b>Fund: 411 - SOCIAL SECURITY FUND Surplus (Deficit):</b>	<b>0.00</b>	<b>0.00</b>	<b>-17,880.48</b>	<b>25,118.15</b>	<b>-25,118.15</b>
<b>Fund: 413 - COMMUNITY EVENTS</b>					
<b>Revenue</b>					
35 - ADDITIONAL	14,000.00	14,000.00	1,500.00	3,500.00	10,500.00
41 - PROGRAM REVENUES	12,780.00	12,780.00	0.00	210.00	12,570.00
<b>Revenue Total:</b>	<b>26,780.00</b>	<b>26,780.00</b>	<b>1,500.00</b>	<b>3,710.00</b>	<b>23,070.00</b>
<b>Expense</b>					
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	9,950.00	12,500.00	7,990.00
60 - COMMODITIES	4,325.00	4,325.00	0.00	0.00	4,325.00
<b>Expense Total:</b>	<b>26,815.00</b>	<b>26,815.00</b>	<b>9,950.00</b>	<b>12,500.00</b>	<b>14,315.00</b>
<b>Fund: 413 - COMMUNITY EVENTS Surplus (Deficit):</b>	<b>-35.00</b>	<b>-35.00</b>	<b>-8,450.00</b>	<b>-8,790.00</b>	<b>8,755.00</b>
<b>Fund: 518 - CAPITAL PROJECT FUND</b>					
<b>Revenue</b>					
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
<b>Revenue Total:</b>	<b>2,563,165.00</b>	<b>2,563,165.00</b>	<b>0.00</b>	<b>0.00</b>	<b>2,563,165.00</b>
<b>Expense</b>					
52 - CONTRACTED SERVICES	10,000.00	10,000.00	5,573.12	7,094.56	2,905.44
60 - COMMODITIES	27,100.00	27,100.00	3,014.57	31,650.87	-4,550.87
80 - CAPITAL IMPROVEMENTS	766,900.00	766,900.00	127,383.36	289,663.45	477,236.55
<b>Expense Total:</b>	<b>804,000.00</b>	<b>804,000.00</b>	<b>135,971.05</b>	<b>328,408.88</b>	<b>475,591.12</b>
<b>Fund: 518 - CAPITAL PROJECT FUND Surplus (Deficit):</b>	<b>1,759,165.00</b>	<b>1,759,165.00</b>	<b>-135,971.05</b>	<b>-328,408.88</b>	<b>2,087,573.88</b>
<b>Fund: 523 - CAPITAL 98 GOLF FUND</b>					
<b>Revenue</b>					
37 - GENERAL REVENUE	150,000.00	150,000.00	0.00	0.00	150,000.00
<b>Revenue Total:</b>	<b>150,000.00</b>	<b>150,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>150,000.00</b>
<b>Expense</b>					
80 - CAPITAL IMPROVEMENTS	295,000.00	295,000.00	17,227.64	151,823.00	143,177.00
<b>Expense Total:</b>	<b>295,000.00</b>	<b>295,000.00</b>	<b>17,227.64</b>	<b>151,823.00</b>	<b>143,177.00</b>
<b>Fund: 523 - CAPITAL 98 GOLF FUND Surplus (Deficit):</b>	<b>-145,000.00</b>	<b>-145,000.00</b>	<b>-17,227.64</b>	<b>-151,823.00</b>	<b>6,823.00</b>
<b>Fund: 608 - 2014B (2005B Refinance)</b>					
<b>Revenue</b>					
35 - ADDITIONAL	475,900.00	475,900.00	0.00	0.00	475,900.00
<b>Revenue Total:</b>	<b>475,900.00</b>	<b>475,900.00</b>	<b>0.00</b>	<b>0.00</b>	<b>475,900.00</b>
<b>Expense</b>					
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
<b>Expense Total:</b>	<b>477,400.00</b>	<b>477,400.00</b>	<b>0.00</b>	<b>0.00</b>	<b>477,400.00</b>
<b>Fund: 608 - 2014B (2005B Refinance) Surplus (Deficit):</b>	<b>-1,500.00</b>	<b>-1,500.00</b>	<b>0.00</b>	<b>0.00</b>	<b>-1,500.00</b>

**Income Statement**

**For Fiscal: 2024 Period Ending: 05/31/2024**

Category	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
<b>Fund: 612 - PREVIOUS YEAR ROLLOVER BOND</b>					
<b>Revenue</b>					
10 - TAXES	733,336.00	733,336.00	11,023.69	362,238.38	371,097.62
<b>Revenue Total:</b>	<b>733,336.00</b>	<b>733,336.00</b>	<b>11,023.69</b>	<b>362,238.38</b>	<b>371,097.62</b>
<b>Expense</b>					
65 - GENERAL EXPENDITURES	698,416.00	698,416.00	0.00	0.00	698,416.00
<b>Expense Total:</b>	<b>698,416.00</b>	<b>698,416.00</b>	<b>0.00</b>	<b>0.00</b>	<b>698,416.00</b>
<b>Fund: 612 - PREVIOUS YEAR ROLLOVER BOND Surplus (Deficit):</b>	<b>34,920.00</b>	<b>34,920.00</b>	<b>11,023.69</b>	<b>362,238.38</b>	<b>-327,318.38</b>
<b>Fund: 613 - CURRENT ROLLOVER</b>					
<b>Revenue</b>					
35 - ADDITIONAL	698,415.00	698,415.00	0.00	0.00	698,415.00
<b>Revenue Total:</b>	<b>698,415.00</b>	<b>698,415.00</b>	<b>0.00</b>	<b>0.00</b>	<b>698,415.00</b>
<b>Expense</b>					
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
<b>Expense Total:</b>	<b>698,415.00</b>	<b>698,415.00</b>	<b>0.00</b>	<b>0.00</b>	<b>698,415.00</b>
<b>Fund: 613 - CURRENT ROLLOVER Surplus (Deficit):</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Fund: 900 - CASH RESERVES</b>					
<b>Revenue</b>					
20 - INTEREST	0.00	0.00	1,345.92	6,675.93	-6,675.93
<b>Revenue Total:</b>	<b>0.00</b>	<b>0.00</b>	<b>1,345.92</b>	<b>6,675.93</b>	<b>-6,675.93</b>
<b>Fund: 900 - CASH RESERVES Total:</b>	<b>0.00</b>	<b>0.00</b>	<b>1,345.92</b>	<b>6,675.93</b>	<b>-6,675.93</b>
<b>Total Surplus (Deficit):</b>	<b>-311,260.00</b>	<b>-311,260.00</b>	<b>-434,958.25</b>	<b>160,689.88</b>	

**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	-151,945.31	220,334.49	-2,132,655.99
200 - RECREATION FUND	13,960.50	13,960.50	-76,088.18	108,193.99	-94,233.49
300 - GOLF	28,485.00	28,485.00	294.45	-157,461.98	185,946.98
404 - AUDITING FUND	825.00	825.00	-9,714.39	-3,111.09	3,936.09
405 - PAVING & LIGHTING FU	0.00	0.00	76.32	5,055.39	-5,055.39
406 - LIABILITY INSURANCE F	-16,261.00	-16,261.00	1,903.95	28,758.38	-45,019.38
407 - IMRF FUND	900.00	900.00	-7,618.68	26,287.92	-25,387.92
408 - POLICE FUND	600.00	600.00	-3,243.06	6,625.13	-6,025.13
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	-21,463.79	20,997.07	-90,355.07
411 - SOCIAL SECURITY FUN	0.00	0.00	-17,880.48	25,118.15	-25,118.15
413 - COMMUNITY EVENTS	-35.00	-35.00	-8,450.00	-8,790.00	8,755.00
518 - CAPITAL PROJECT FUN	1,759,165.00	1,759,165.00	-135,971.05	-328,408.88	2,087,573.88
523 - CAPITAL 98 GOLF FUND	-145,000.00	-145,000.00	-17,227.64	-151,823.00	6,823.00
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	11,023.69	362,238.38	-327,318.38
613 - CURRENT ROLLOVER	0.00	0.00	0.00	0.00	0.00
900 - CASH RESERVES	0.00	0.00	1,345.92	6,675.93	-6,675.93
<b>Total Surplus (Deficit):</b>	<b>-311,260.00</b>	<b>-311,260.00</b>	<b>-434,958.25</b>	<b>160,689.88</b>	



June 25, 2024

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

**WEDGEWOOD PARK (OSLAD)**

The park improvements are finished with the exception of some work on the planter wall to prevent cracking. Damage was found on the basketball court and the graffiti on a bench was removed. The heavy burn-like marks on the color coating on the court were potentially from a bike. Options are being discussed to remove these. An official ribbon cutting is tentatively planned for August or September with local legislators.

**TULLY PARK (MWRD)**

A meeting is being scheduled with neighbors to discuss the plan to make the park accessible. If the surface is complete by fall an official ribbon cutting will follow in October with local elected officials and MWSRD representatives.

There are two trees in Lions Park being dedicated this fall: one in honor of Lions Club 70<sup>th</sup> anniversary and another in memory of Jim DeVos former Director of Parks & Recreation who served from 1979 – 1998 and passed away in 2022.

Long range capital planning is underway with plans for 2025 to include a bus replacement and streambank restoration starting in Lions Park.

**BOARD MEETING AGENDA ITEMS 2024**

July 2024	<ul style="list-style-type: none"> <li>• Tennis / Pickleball feasibility study final report adoption</li> <li>• Resolution Determine Confidentiality Closed Session Minutes</li> </ul>
August 2024	<ul style="list-style-type: none"> <li>• Approval Resolution NWSRA 2025 Assessment</li> </ul>
September 2024	<ul style="list-style-type: none"> <li>• BINA hearing (Bond Issuance Notification Act)</li> <li>• annual harassment prevention training</li> <li>• NWSRA 2023 Year in Review</li> </ul>
October 2024	<ul style="list-style-type: none"> <li>• Decennial committee meeting 6:30pm at GMRC</li> <li>• Resolution Approval of IAPD credentials</li> <li>• Approve Ordinance issue bond</li> <li>• Classification &amp; compensation survey findings</li> </ul>
November 2024	<ul style="list-style-type: none"> <li>• Approve Prescribed Burn 2024-2025</li> <li>• Approve Resolution Truth in Taxation for Levy Year 2023</li> </ul>
December 2024	<ul style="list-style-type: none"> <li>• FY2025 Budget presentation</li> <li>• Approve Annual Tax Levy Ordinance</li> <li>• Schedule of 2025 meetings</li> </ul>



May 2024

MARKETING & COMMUNICATIONS REPORT

WEBSITE STATISTICS	TOTAL PAGE VIEWS	TOTAL USERS	VIEWS PER USER	AVERAGE ENGAGEMENT TIME	EVENTS COUNT
		10,025	3,967	2.53	55s
MOST VISITED PAGES	TOTAL PAGE VIEWS	TOTAL USERS	VIEWS PER USER	AVERAGE ENGAGEMENT TIME	EVENTS COUNT
	Home Page	2,815	1,533	1.84	30s
Camps	556	347	1.60	41s	1,991
Employment	499	370	1.35	14s	1,504
Summer 2024 Program Guide	430	267	1.61	48s	941
Calendar of Events	410	278	1.47	22s	982
Special Events	380	306	1.24	29s	980
Location GMRC	340	223	1.52	31s	1,146
Lions Park Pool	329	222	1.48	40s	990
Registration	287	179	1.60	37s	778
Dance Performing Arts	237	147	1.61	39s	771

SOCIAL MEDIA STATISTICS

@prospectheightsparkdistrict  
Reach 1,577

People Reached 5.5K  
Published Posts 31  
Published Stories 4  
Total Followers 2,157  
New Followers 10  
Total Visits 768

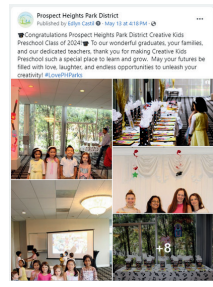
**Facebook Posts 90 Days**  
Post Reach 9.2K  
Post Engagement 882

**Facebook Stories 90 Days**  
Reach 125  
Engagement 15

**Video Performance**  
Minutes Viewed 367  
Post Engagement 110  
Initial Play 1.4K



Reach 731



@prospectheightsparkdistrict  
Reach 746

People Reached 1K  
Published Posts 26  
Published Stories 9  
Reels 3  
Total Followers 997  
New Followers 14  
Total Visits 117

**Instagram Posts 90 Days**  
Post Reach 1.5K  
Post Engagement 529

**Instagram Stories 90 Days**  
Reach 216  
Engagement 2



Reach 164



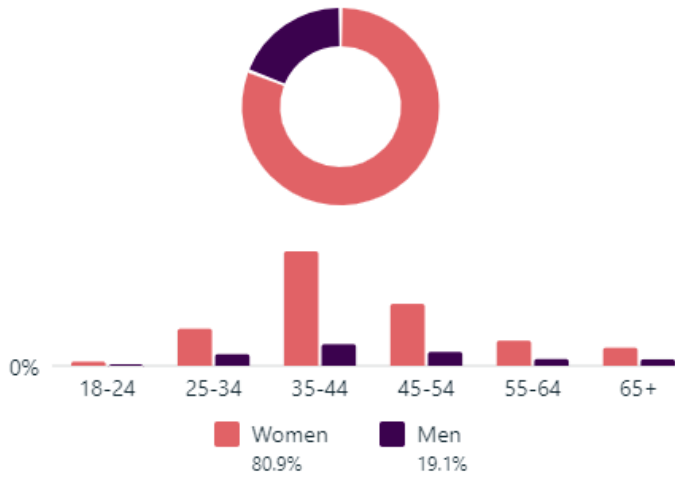


# SOCIAL MEDIA STATISTICS (CONTINUED)

## Facebook followers ⓘ

2,157

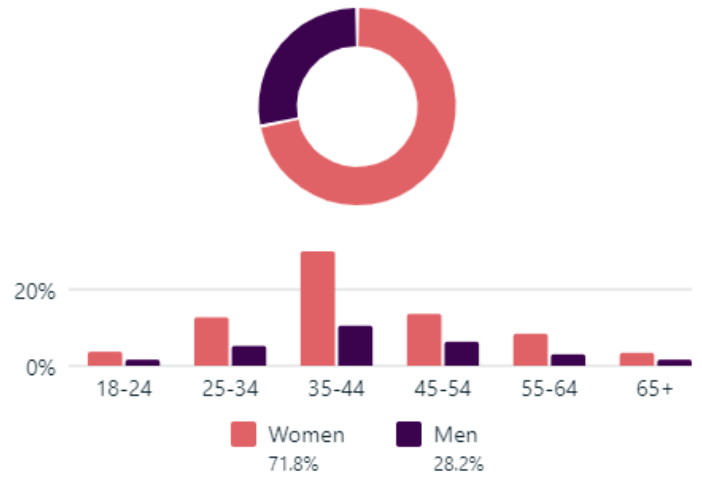
### Age & gender ⓘ



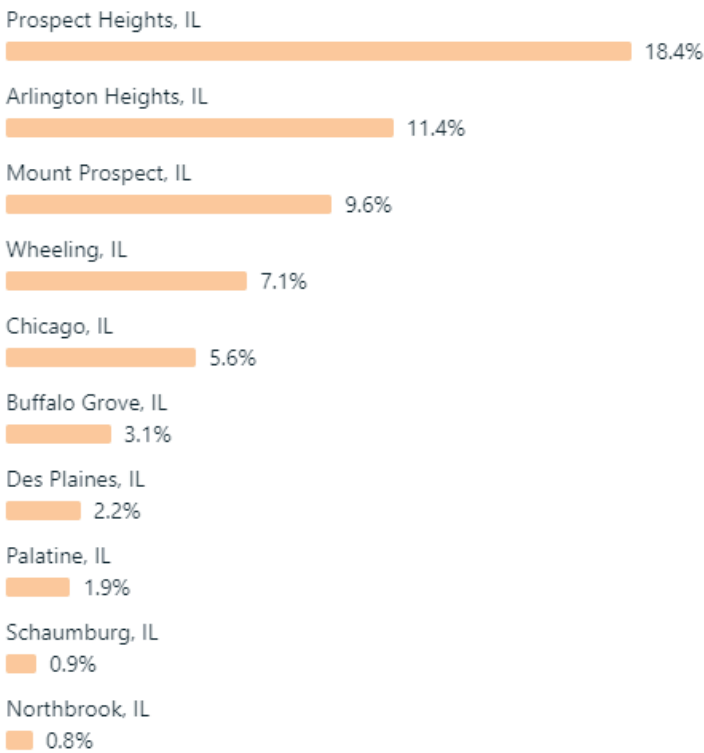
## Instagram followers ⓘ

997

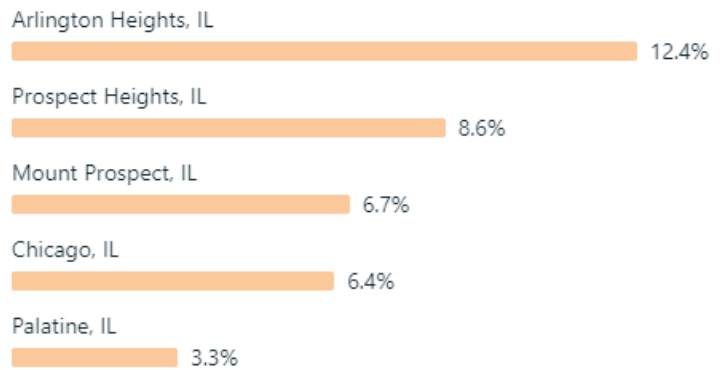
### Age & gender ⓘ



### Top cities



### Top cities



May 2024



# TIKTOK VIDEOS

@phparks

Video Views 1,440  
Reached audience 726  
Profile Views 28  
Likes 42  
Shares

**Analytics**

Overview **Video** Audience LIVE

- PHPD Summer Camp Counselors are pumped and ready to bring the fun!...  
May 31, 12:09 PM  
▶ 266 ♥ 11 💬 0
- Lace up your gym shoes and get ready to dash through the prairie alo...  
May 29, 1:29 PM  
▶ 624 ♥ 0 💬 0
- Register for the Garden Dash 2k 4k at [phparks.org/fitness](http://phparks.org/fitness) by June 3rd #Pr...  
May 26, 7:11 AM  
▶ 169 ♥ 6 💬 0



Spellbinding performances at our Spring 2024 Dance Recital - 'The Ma...  
May 15, 10:03 PM  
▶ 99 ♥ 4 💬 0

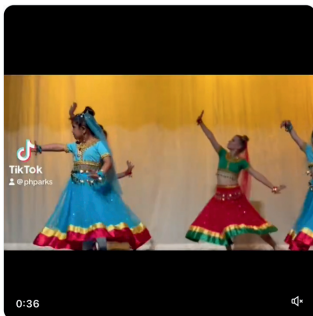


# TWITTER POSTS

@ProspectHtsPrks

Impressions 191  
Followers 255

Prospect Heights Park District @Pros... · 5/15/24  
Spellbinding performances at our Spring 2024 Dance Recital - 'The Magic of Dance!' Congratulations to our phenomenal PHPD Star Studio Dancers for captivating hearts at Forest View Education Center on May 11th.  
[#ProspectHeightsParkDistrictsStarStudio](https://twitter.com/ProspectHeightsParkDistrictsStarStudio)  
[#LovePHParks](https://twitter.com/ProspectHeightsParkDistrictsStarStudio)



0:36 1 34

Prospect Heights Park District @Pro... · 5/26/24  
Join us at the Garden Dash 2k/4k at Country Gardens Park, 901 N. Schoenbeck Rd on Saturday, June 15

\$15/person and all proceeds will support the Prospect Heights Police Department Helping Hands Fund

Register by June 3 at [phparks.org/fitness/](http://phparks.org/fitness/)



0:32 1 52

Prospect Heights Park District @Pro... · 5/29/24  
Prospect Heights Park District's inaugural Garden Dash 2k/4k is happening at Country Gardens Park on Sat, June 15.

Secure your spot by June 3rd for either the 2k or 4k distance.

Register at [phparks.org/fitness](http://phparks.org/fitness)



0:53 1 53

Prospect Heights Park District @Prospect... · 6d  
PHPD Summer Camp Counselors are pumped and ready to bring the fun! Let the summer adventures begin! [#SummerCampFun](https://twitter.com/SummerCampFun) [#CounselorCrew](https://twitter.com/CounselorCrew) [#AdventureTime](https://twitter.com/AdventureTime) [#RecCrew](https://twitter.com/RecCrew) [#LovePHParks](https://twitter.com/LovePHParks)



0:10 1 47

May 2024

# eNEWSLETTER



Check out our May 26th eNewsletter for the latest news\*[https://...c/4bAauP8\\*](https://...c/4bAauP8*)

Posted  •  Social Post • Posted May 26, 2024 at 2:00pm CDT

[107 impressions](#) • [100 reach](#) • [1 engagement](#)



May 26th eNewsletter

Sent  Email • Sent May 26, 2024 at 1:42pm CDT

[5,316 sends](#) • [3,524 \(67%\) opens](#) • [208 \(4%\) clicks](#) • [55 \(1%\) bounces](#) • [20 \(1%\) unsubscribes](#)

## Paid Ad in Journal & Topics Newspaper

Quarter page, color ad

- Fitness - Garden Dash 2K 4K  
*published May 15*

PROSPECT HEIGHTS PARK DISTRICT INVITES YOU



SATURDAY, JUNE 15 2024  
**THE GARDEN  
DASH 2K/4K**

Registration Fee \$15

Join us for our inaugural Garden Dash 2k/4k at Country Gardens Park with proceeds supporting the Prospect Heights Police Department Helping Hands Fund

Register for either distance and the event is for runners or walkers of all ages. Each registrant will receive a t-shirt (guaranteed if you register by June 3), and goody bag.

FOR MORE INFORMATION 

REGISTER 

REGISTRATION CLOSES ON MONDAY, JUNE 10.

847.394.2848 | [PHPARKS.ORG](http://PHPARKS.ORG)

May 2024



---

June 25, 2024

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

### **SECTION 125 CAFETERIA PLAN**

The Section 125 plan was implemented successfully and the first official paycheck on June 14<sup>th</sup> had applicable insurance deductions removed pre-tax for those employees who signed on to participate. Out of twenty-one eligible employees, eighteen employees joined the plan. Of the remaining three employees, two are covered by their spouse's insurance and one declined to participate.

### **PAYCOM QUARTERLY REPORTING**

We are working with our Paycom Specialist to gain access to the District's federal and state quarterly payroll tax reporting and to verify they were submitted by Paycom. They escalated the issue to the Paycom tax team, and we are awaiting their response.

### **BOND DISCLOSURE DATA**

Now that the audit has been completed, Speer Financial was able to complete the District's annual bond disclosure data for the 2014B bond, have District staff review the document, and post it on the Electronic Municipal Market Access (EMMA) website.

### **AUDIT FY 2023 CLOSE OUT**

After the audit was presented and accepted at the May board meeting, the audit was uploaded to the Government Finance Officers' Association (GFOA) website as well as to the Cook County Clerk's portal. The GFOA certificate application for excellence in financial reporting was also completed along with the required documents. The audit was emailed to Speer Financial to use for bond disclosure reporting and was also emailed to S&P Global. The auditors submitted the audit and required reporting to the State Comptroller's Office and to the Cook County Treasurer.

### **HR/PAYROLL UPDATE (*Catherine Roock*)**

Camp, pool and golf are in full swing and so far, things are going great. We are fully staffed with our Camps, Concessions, Parks, and Golf programs, and just recently we had a handful of new lifeguards become Lifeguard Certified.

We are continuing to schedule First Aid/CPR/AED trainings for staff and hope to have all seasonal staff certified by the end of June.

On June 20<sup>th</sup>, the PHPD attended a local job fair at the Community Consolidated School District 21 Administration Building hosted by State Representative Mary Beth Canty in hopes to start filling any open positions we will have for the upcoming Fall 2024 season.



June 25, 2024

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

### **BLOCK PARTY**

Block Party was held on Saturday, June 22. The event ran from 4:00-11:00pm and featured a Kids Zone, Bingo, Dance Team Showcase, Duck Race Fundraiser and celebrated the 70<sup>th</sup> anniversary of the Prospect Heights Lions Club. Additionally, we had live music from Whiskey Road and Boy Band Night in the evening. With the support of our community partners, staff and volunteers, and beautiful weather, we had a nice turnout, and the event went off smoothly. Block Party is scheduled next year for Saturday, June 21, 2025.

### **FALL PROGRAM GUIDE**

Staff have submitted the initial information for the Fall 2024 Program Guide. The guide will be published online at the end of July and printed copies will be available to pick up at the Gary Morava Recreation Center and mailed to homes in mid-August. This program guide will include programs and events from August – December 2024.

### **CIVICREC IMPLEMENTATION**

Staff continue to meet regularly with the members of the CivicRec implementation team to learn about the new registration system and get it prepared for our switch in late July. We will be importing households, along with their passes/memberships, over from our current system to this new system in mid-July and giving families access to become comfortable with the new software prior to Fall program registration beginning in early August.

### **ARTWALK**

The 2024 edition of the ArtWalk is well underway at Izaak Walton Park and people are bugging out about all the interesting pieces at the park. Thank you to all the talented artists who are contributing to the ArtWalk. Below is a small example of the art at the park. We encourage everyone to visit Izaak Walton Park and explore the ArtWalk.







---

June 25, 2024

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

**POOL**

The pump station on Elm Street responsible for pumping ground water from the pool to the sewer experienced some mechanical failures this month; 3 deteriorating floats and failed float controls. Illinois Pump, Inc. has been contacted to replace the equipment and provide corrective maintenance for safe displacement of ground water.

**FACILITIES GMRC**

The roof top condenser for unit #2 HVAC system has been struggling to keep up with the heat this summer. Staff requested a leak detection test from Hayes Mechanical, Inc. to determine if the HVAC line needed repair in addition to replacing the roof top unit. The result of the leak detection test is that repairs do need to be made on the existing line before looking into a new rooftop unit so the building can properly maintain cooling energy.

**SAFETY**

Two additional CPR certification classes have been scheduled for Golf staff on June 25<sup>th</sup> and June 27<sup>th</sup> which will take place at OCCC.

**CAPITAL PROJECTS**

Staff had a preliminary meeting with Current Technologies, Inc. ("CT") to discuss the details of the installation of the surveillance camera project. CT has ordered all necessary equipment and technicians will be onsite for Phase 1 installation on July 8<sup>th</sup>.

**PARKS**

The district has successfully completed the tree grant project necessary for receiving the matching reimbursement funds. A final report will be submitted to the Morton Arboretum/IDNR at the end of July. Seventy trees have been installed at the following eight locations:

- |                      |                    |
|----------------------|--------------------|
| Country Gardens Park | Jaycee Park        |
| School Street Park   | Rosemary Roth Park |
| Bike Path            | Tully Park         |
| Lions Park           | Wedgewood Park     |



June 25, 2024

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

### **GOLF**

Additional rain for the month slowed momentum as 4.5 inches fell during May vs 2.0 in the previous season. Golf revenue was down for the month by -1.2%.

### **CLUB HOUSE**

Additional fire alarm system repairs continue to pressurize the system. We hope that will do the trick and put us in a good place for the next 5 years.

### **GOLF SHOP**

Shop sales decreased by 8%. The decrease was primarily due to the weather. New products continue to arrive and should help increase all department sales.

### **CAR FLEET**

Fleet repairs continued during the month of May. The fleet is running well and most of the additional repairs are wear and age related.

### **FOOD AND BEVERAGE**

Sales decreased by 82% in May. The grill opened for lunch in mid-April for Monday – Thursdays from 11AM – 2PM (except on outing days) and continues to be slow. We will give it another month to determine if it's justified to continue offering the grill at lunchtime. Weddings are also fewer this year, however we continue to secure additional business for the 2025 season. We have learned that weddings are an area of significant research, but marriage rates are dropping, and it probably relates to the change in social norms. Meanwhile the facility accommodates other parties and events. We are working with Edlyn and Kailyn to advertise lunch and weddings on social media and electronic sign.

[Marriage Rate by State 2024 \(worldpopulationreview.com\)](https://www.worldpopulationreview.com/marriage-rate-by-state-2024)

<b>May</b>	<b>2023</b>	<b>2024</b>	<b>% CHANGE 2023 VS 2024</b>
<b>Golf &amp; Members</b>	\$178,266.33	\$176,228.00	+1.2%
<b>Golf Shop</b>	\$21,515.54	\$19,922.80	-8%
<b>Food &amp; Beverage</b>	\$148,266.00	\$81,623.26	-82%
<b>Driving Range</b>	\$3,759.73	\$3,011.74	-24%





---

June 25, 2024

To: Marc Heidkamp, Director of Golf  
From: Sean Lee, Superintendent of Golf  
Re: June 2024 Board Report

### **GOLF COURSE GROUNDS**

The summer is starting off with very little rain and higher than normal temps. The annual flowers ordered for the clubhouse have been planted and look good. We did a small project by the 17<sup>th</sup> green where landscape edging and crushed red granite were put down as a turnaround at the end of the cart path. Before it was a turnaround with just dirt, and mud after it rained. Now carts won't track mud up the 18<sup>th</sup> fairway. The underground fuel storage tank had its annual testing of the tank and the monitoring system and passed.

### **EQUIPMENT**

The new greens mower is still working well. We continue to wait for the new gator we ordered due to a backordered part. I am working with Revels Turf to secure a new rough mower by the beginning of fall.

### **MAINTENANCE STAFF**

The staff are working hard and do a great job. The mechanic and I have signed up for the First Aid/CPR/AED staff training being held this month.



---

June 25, 2024

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

### **PRESCHOOL**

May 24 was the last day of Extended Preschool. There were two weeks of this program. We had 8 students each week on MWF and 9 students each week on T/Th. During these two weeks of Extended Preschool the kids authored books, got to read their books to the class, they explored the nature trail, and enjoyed plenty of time interacting with their peers at the playground.

The 2024-2025 school year begins on September 3, 2024.

### **SUMMER CAMP**

The first day of camp was Monday, June 3. We are midway through the third week of camp.

On June 7, Explorers, Adventure, and Sports camps had an in-house event, the F.A.C.T.S show. The F.A.C.T.S program, which stands for Friendship, Art, Caring, Trust and Sharing, is a unique and engaging way to teach summer campers important life lessons through comedy, balloons, magic and team-building programs.

June 13, Explorers, Sports and Adventure Camps had their first off site field trip of the summer. Adventure and Sports camps went to Mystic Waters and Explorers went to Chuck E Cheese.

We are again seeing very strong enrollment across all the different camps, with the following numbers:

- FY2024 – 5,143 (as of 6/20)
- FY2023 – 5,046 (entire summer)
- FY2022 – 4,280 (entire summer)
- FY2021 – 2,794 (entire summer)
- FY2019 – 3,542 (entire summer)



June 25, 2024

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

### **DANCE**

The competition teams have been showcasing some of their award-winning dances at PH Community Days and again at the PH Block Party. Parent meeting and try outs for the 2024-2025 session will begin in August.

Summer dance classes began on Tuesday, June 18. We have 6 classes with 42 dancers.

### **CREATIVE & PERFORMING ARTS CAMP/ PRODUCTION CAMP**

The first 3 weeks of camp went great! I am happy to report I was able to accommodate all the campers on my waitlist for the last 3 weeks.

#### *Jumanji, The Musical*

Our Production Camp began with 31 campers. Campers have been busy learning their lines, dances and songs for the show. Our performance will be held on Thursday, July 18 at McArthur Middle School.

### **CONCESSION STAND/CAMP LUNCH/KID CARDS**

The concession stand is open. We have served 495 Camp lunches during the first 2.5 weeks of camp.

All concessions staff have earned their food handler's certificate. I am the licensed Food Sanitation Manager on staff at GMRC.

This year we printed 141 "kid cards" for our campers.

### **ACTIVE ADULTS**

Summer Active Adult trips have been filling up fast. Many trips are full with 2 buses for the summer and I am working on adding tickets/3<sup>rd</sup> bus for many of them.

I am currently working on trips for Fall of 2024. The fall newsletter will be out in August.

### **SPECIAL EVENTS**

The next special event will be the Tiki Family Night at the pool on July 17.



---

June 25, 2024

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

### **YOUTH ATHLETICS**

Summertime classes are in full swing with Hot Shots. This summer, Lil Dribblers (4), Basketball Clinic 101(10), T-Ball Skills Clinic (4), Jr Flag Football (7), Sports and More (4), and both Fun with Tennis (3 & 6) sections are running. The number of registrants are in parentheses. Lots of kids in different sports are awesome to see. Flag football and T-ball are first time classes that finally had enough to run so we are happy to see those classes getting their opportunities.

Tae Kwon Do classes are on a few weeks summer break before classes begin again on July 9. The turnout for the next section should be around double digits again as we are close to that with a few weeks before registration closes.

### **AQUATICS**

Pool season is back in full swing. After both courses in Lifeguard certification and returning guards, there are 25 lifeguards this year. The pool managers, Jaclyn, Megan, Ed and Tiffany, have been doing a great job offering in-service hours for all the guards and making sure they have opportunities to get their 4 required hours each month.

When pre-camp swim tests were offered there were about a third of the kids attend so the lines on the first few days were much shorter.

Swimming lessons have been back in full force again. During the first session, there are 8 kids in lessons. Private and semi-private lessons have 15 kids. Tiffany is also the swim lesson coordinator and has been doing a great job communicating with both instructors and the participants about everything they need to know for the specific level and logistics of the lesson.

The Typhoons Swim team's first meet was scheduled for June 19, and it was the only home swim meet this year. We were scheduled to host Libertyville, however due to an issue with the pool, the meet was canceled and will be rescheduled for July 1 or 2. Swim Team has 45 participants. The coaches have been great at communicating with parents.

### **FITNESS**

The "March to Memorial Day" challenge finished. The Marines narrowly won. The Air Force only lost by 3 miles difference. The teams did a great job competing and getting their cardio in. We will continue to offer more fitness challenges throughout the year.

May 2024, 589 visits vs. May 2023, 562 visits (+27 visit increase)

May 2024 Total Memberships: 304

1year passes:	136	3-month fitness:	3
1year gym/racquetball:	28	SilverSneakers/Renew Active:	129
6-month fitness:	8		

Three Year Comparison – Monthly Acquisition (Seniors in parentheses)

Membership	May 2022	May 2023	May 2024
3 months	4	0	0
6 months	1	1	0
1 year	2 (0)	4 (1)	7 (0)
Membership May 2024	# of New Members	Total Revenue	
3 months	0	\$0	
6 months	0	\$0	
1 year	7	\$527	
Seniors	0	\$0	

**GARDEN DASH**

The Garden Dash occurred and for its first year, it was a success with 50 registrants: 40 pre-registered and 10 registered the day of the event. The 2k/4k winners will be announced. Several families participated as well, some ran with strollers or beside their kids. Once expenses are calculated, proceeds will be sent to the Prospect Heights Police Department’s Helping Hands fund. We had many compliments, and we look forward to making this an annual event.

# **CHAPTER 5**

## **USAGE OF DISTRICT FACILITIES AND PROPERTIES**

**SECTION # - Use of Recreational Facilities**

Employees may use recreational facilities at no charge upon request while they are employed by the District. All individuals must meet any requirements and restrictions including age, limitations, and waivers.

\*and immediate family residing at their residence

\*\*is responsible for direct costs such as staff, food & beverage, etc.

Facility Usage	Full-time	Part-time IMRF eligible	Seasonal / Part-time
Fitness Studio	X*	X*	X
Racquetball	X*	X*	X
Gymnasium	X*	X*	X
Dance Room	X*	X*	X
Tennis/Pickleball Court	X*	X*	X
Picnic Pavilions	X*	X*	X
Multipurpose Rooms**	X*	X*	X
Pool**	X*	X*	X
Fields	X*	X*	X

Pass	Full-time	Part-time IMRF eligible	Seasonal / Part-time
Pool	X*	X*	X
Fitness	X*	X*	X

OCC	Full-time	Part-time IMRF eligible	Seasonal / Part-time
20 rounds	X	X	X
Driving range	X	X	X

The OCC pass can be used by employees for greens and cart fees during non-prime time hours. Employees must call or visit the golf shop to book reservations for tee time up to 7 days in advance to determine availability and inform golf staff they are a Park District employee using the employee pass. The pass must be presented at the OCC golf shop to be punched once for each eighteen (18) hole round that is played. i.e. if an employee brings three guests to play as a foursome, the pass would be punched 4 times. The pass will not be valid for golf after it has been punched twenty (20) times. This pass can be used for the driving range upon availability. It must be presented at the OCC golf shop each time the employee visits the driving range to receive a token to use at the range for the ball dispenser machine.

Recreation	Full-time	Part-time IMRF-eligible	Seasonal / Part-time
Programs**	X*	X*	See discount chart below

\*and immediate family residing at their residence

\*\*These individuals will be permitted to enroll in recreation programs or group lessons at no charge, provided that: (1) the program is not a contractual program that charges a per person cost to the District such as Active Adult trips, private lessons, etc. (2) the program does not have a waiting list; (3) employees must pay the direct cost incurred by the District including but not limited to equipment (golf clubs), supplies (dance costumes), etc.

Completed Years of Continuous Service	Discount on Resident Rate
0-3	25%
4-6	50%
7-10	75%
10 or more	100%



## **SECTION # - Use of District Information, Property and Equipment**

The protection of the District's business information, property and all other District assets are vital to the interests and success of the District. Except in the ordinary course of performing duties for the District, or otherwise permitted, no District property may be removed from the District's premises. Accordingly, when an employee leaves the District, the employee must return to the District all related District information and property that the employee has in their possession, including without limitation, documents, files, records, manuals, information stored on a personal computer, keys, work laptop, nametags, District issued credit cards, supplies, and equipment or office supplies. Violation of this policy is a serious offense and may result in appropriate disciplinary action, up to and including discharge or in the case of a former employee who is no longer employed by the District, subsequent legal action

No employee elected official, or member of the public may use District property for personal use without proper authorization or during hours when the District is closed. No District property may be released for personal use without the prior written approval of the Department Head who is responsible for the equipment or property. Personal use of District vehicles can only be approved by the Executive Director.

For the purpose of this section, District property is defined as buildings, vehicles, facilities, grounds, tools, implements, building materials, electronic equipment, recreation and rental equipment and all other property owned, leased or in the possession of the District. Because safety and liability is of chief concern, it is expected that District property that is assigned, or authorized or permitted to be used will be operated in a fashion consistent with the District's established safety rules and regulations. Instructions on safe and proper use will be provided upon request. In addition, the use of some District property may require permits, waivers and releases. The employee will be responsible for the full cost of repair or replacement of District property, in the sole discretion of the District that is damaged or lost while it is in the employee's care and custody.

Employees of the District to may use Tables and chairs and Recreation equipment, i.e., basketballs, soccer goals, baseball equipment

It is recognized that with any use of District owned property the need for safe behavior is of extreme importance. A "Permit for Use of Agency Property" is required for all personal off-hour use of District property. (permit on following page). All equipment will be thoroughly cleaned by the user before it is returned to its proper place. Permission to use District property or facilities is a privilege, not a right. Failure to follow proper guidelines in their use will result in the revocation of these privileges and may result in disciplinary action or punitive measures if they are so warranted. If any problems occur with the equipment, or if the equipment breaks, the Superintendent of Parks and Facilities should be notified immediately. If the breakage is due to negligence, the individual using the equipment will be responsible for returning the equipment to its prior condition or replacing it if its repair is not possible.

Loss, damages or theft of District property should be reported at once to management. Negligence in the care and use of District property may be considered grounds for discipline, up to and including termination.

**PERMIT FOR PERSONAL USE OF AGENCY DISTRICT PROPERTY**

**WAIVER & RELEASE OF LIABILITY, INDEMNIFICATION AGREEMENT**

In consideration of the Prospect Heights Park District (hereinafter collectively referred to as "District") permitting the below named individual to use property listed below for personal use (hereinafter collectively referred to as "Property"), I agree to waive and relinquish any and all claims for damages, losses and/or personal injuries that I or my minor child/ward may have and arising out of the use of the Property, and any and all activities connected with, or in any way associated with the use of the Property against the District and its officers, agents and employees.

I do hereby fully release and discharge the District and its officers, officials, agents, employees and volunteers from any and all claims from injuries, damage or loss which I or my minor child/ward may have, or which may accrue to me or my minor child/ward and arising out of, connected with, or in any way associated with the use of the Property.

I agree to indemnify, hold harmless and defend the District and its officers, officials, agents, employees and volunteers (including reimbursement of reasonable attorney fees) arising from or in connection with me or my minor child's/ward's use of the property.

I further agree to permit the District to withhold from my paycheck, any and all sums owed as a result of loss or damage to the Property, unless otherwise agreed.

\_\_\_\_\_  
Property User's Name

\_\_\_\_\_  
Date

**Property permitted for use:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## **SECTION # - Use of District Technology Equipment and Computer Systems**

It is the policy of the District that the use of its computers, phones, tablets, and other assigned electronic technology equipment (collectively "Tech Equipment"), accounts and resources, including but not limited to the District's internet connections, E-mail systems, networks, and software (collectively "Tech Systems") are limited solely to business use. Except as otherwise provided below, employees are not allowed to use the District's Tech Equipment or Tech Systems for their personal benefit.

Employees are strictly forbidden from installing software on the Tech Systems or Tech Equipment. Further, this policy reaffirms that the District's employees have no reasonable expectation of privacy with respect to any form of Tech Equipment or Tech Systems including but not limited to hardware, software, electronic mail or other computer or electronic means of communication or storage, whether or not the employees have private access or an entry code into the Tech Systems or Tech Equipment.

The District reserves the right to monitor the use of its Tech Equipment and Tech Systems. More specifically, since the Tech Equipment and Tech Systems belong to the District, it is allowed to monitor the use and communications on all Tech Equipment and Tech Systems.

When a District employee acts in an official capacity, they transact public business as a member of the District and create a public record subject to the Freedom of Information Act (FOIA). More specifically, public records, as defined by FOIA, in pertinent part are "...materials pertaining to the transaction of public business, regardless of physical form or characteristics, having been prepared by or for, or having been or being used by, received by, in the possession of, or under the control of any public body." For that reason, any documents created or sent using District Tech Equipment and Tech Systems are not private and instead open to inspection and copying under FOIA.

The District shall not require any employee to provide a password to a private E-mail account, social media account, or other private application.

## **SECTION # - Use of District E-mail**

All communications and information transmitted by, received from, or stored on the District's Tech Systems defined in Section #), including the District's E-mail system, are District records and property of the District.

Despite the use of a password to access the E-mail system, the confidentiality of any message stored in, created, received, or sent from the District from the District E-mail system still cannot be assured.

Employees should be aware that deletion of any E-mail messages or files will not truly eliminate the messages from the system. All E-mail messages are stored on a central back-up system in the normal course of data management.

Even though the District has the right to retrieve and read any E-mail messages, those messages should still be treated as confidential by other employees and accessed only by the intended recipient.

The District's policies against sexual or other harassment apply fully to the E-mail system, and any violation of those policies is grounds for discipline up to and including discharge. Therefore, no E-mail messages should be created, sent, or received if they contain intimidating, hostile, or offensive material concerning race, color, religion, sex, age, national origin, disability or any other classification protected by law.

The E-mail system may not be used to solicit for religious or political causes, commercial enterprises, outside organizations, or other non-job-related solicitations.

The E-mail system shall not be used to send or receive copyrighted materials, trade secrets, proprietary financial information, or similar materials without prior authorization from District management. Employees, if uncertain about whether specific information is copyrighted, proprietary, or otherwise inappropriate for transfer, should resolve all doubts in favor of not transferring the information and consult the employee's Department Head or Executive Director.

Users should routinely delete outdated or otherwise unnecessary E-mails and computer files. These deletions will help keep the system running smoothly and effectively, as well as minimize maintenance costs. However, users should not delete documents defined as public records by the Local Records Act. For guidance on what a public record is and how to properly retain them, refer to the District's record retention and destruction policy.

Employees are reminded to be courteous to other users of the system and always to conduct themselves in a professional manner. E-mails are sometimes misdirected or forwarded and may be viewed by people other than the intended recipient. Users should write E-mail communications with no less care, judgment and responsibility than they would use for letters or internal memoranda written on District letterhead.

Violations of the District's E-mail policy will result in disciplinary action, up to and including discharge. As with any policy, the District reserves the right to modify this policy at any time, with or without notice.

## **SECTION # - Social Media**

In general, the District views social media positively, and it respects the rights of employees to use social media platforms as a medium of self-expression. If you choose to identify yourself as a District employee or discuss matters related to the District, staff or patrons on your social media account, please bear in mind that, although you and the District view your social media account as a personal project and a medium of personal expression, some readers may nonetheless view you as a de facto spokesperson for the District. Considering that possibility, the following needs to be observed:

1. Make it clear to your readers that the views you express are yours alone and that they do not necessarily reflect the views of the District. To help reduce the potential for confusion, the following, or something similar, should be placed in a reasonably prominent place on your social media: “The views expressed on this social media account are mine alone and do not necessarily reflect the views of the Prospect Heights Park District.”
2. Do not disclose any information that is confidential or proprietary to the District (including our patrons, staff, partners and affiliates, and others) or to any third party that has disclosed information to us. Government information that is publicly available may be discussed.
3. Since your social media account is a public space, you should not make any statements about the District, our employees, our patrons, our partners and affiliates, and others that would violate the District’s Non-Discrimination and Anti-Harassment Policy and Workplace Violence Policy. This includes showing proper consideration for others’ privacy and for topics that may be harmful or counterproductive to District morale or teamwork. Additionally, it includes refraining from conducting any illegal activity through social media, posting illegal material on social media, and engaging in any other behavior on social media that would affect the reputation of the District.
4. When using District Tech Equipment (as defined in Section #), you are subject to both the District’s applicable policies, such as **its Internet Use Policy and Computer Use Policy**.
5. During both working and non-working hours, you are expected to behave in a professional manner as you may be considered an ambassador of the district, you are expected to conduct yourself at all times in the best interest of the District. Further, all employees are expected to promote teamwork and inspire trust and confidence. For example, if your views negatively impact the reputation or integrity of the District, hurt staff morale, and/or create friction among staff, you may be disciplined, up to and including termination.
6. If you have the authority to speak on behalf of the District, and you exercise that authority through your personnel social media activities, your posts and/or your personal social media account may be subject to the First Amendment, and

actions taken to delete comments or block or ban users could implicate the First Amendment. As a result, the District encourages all officials, officers, and employees of the District to separate their personal social media activities from their official social media activities to avoid turning their personal social media accounts or pages into a First Amendment forum.

### **SECTION # - Use of District Wi-Fi**

The District offers employees and users free internet access (Wi-Fi) throughout the recreation center and golf course clubhouse. While using the District's wireless connection from personal mobile phones, laptop computers, tablets, headphones, or other wireless devices (collectively "Personal Devices") is welcome, any difficulties accessing the internet or websites, require consulting the Personal Device's owner's manual or technical support service; District staff is unable to assist with these issues unless they are District issued.

Please note inappropriate sites will be blocked and unavailable from the District's wireless connection. Anyone using the District's wireless network from a Personal Device is forewarned that there can be no expectation of security of privacy during use, and those Personal Devices should have up-to-date virus protection.



## **SECTION # - Use of District Voice Mail**

Employees are responsible for using the Voice Mail system properly and in accordance with this policy. The Voice Mail system is the property of the District. It has been provided for use in conducting District business. All communications and information transmitted by, received from, or stored in the system are the District's records and property. The Voice Mail system is to be used for District purposes only. Use of the Voice Mail system for personal purposes is prohibited except for incidental situations.

The District, in its discretion as owner of the Voice Mail system, reserves and may exercise the right to monitor, access, retrieve, and delete any matter stored in, created, received, or sent over the Voice Mail system, for any reason without the permission of any employee and without notice. Voice Mail messages may need to be accessed by the District in an employee's absence.

Employees are not authorized to retrieve or listen to any Voice Mail messages that are not sent to them. Any exception to this policy must receive the prior approval of the Administration.

The District's policies against sexual or other harassment apply fully to the Voice Mail system, and any violation of those policies is grounds for discipline up to and including dismissal. Therefore, no Voice Mail messages should be created, sent, or received if they contain intimidating, hostile, or offensive material concerning race, color, religion, sex, age, national origin, disability, or any other classification protected by law. Users should routinely delete outdated or otherwise unnecessary Voice Mails. Employees are reminded to be courteous to other users of the system and always to conduct themselves in a professional manner.

Voice Mails are sometimes misdirected or forwarded and may be heard by persons other than the intended recipient. Users should create Voice Mail communications with care, judgment, and responsibility. Employees should use professional and courteous greetings on their Voice Mail boxes to properly represent the District to outside callers. Violations of the District Voice Mail policy may result in disciplinary action, up to and including dismissal.

Voice Mails that pertain to District business are likely to be public records subject to release under the Freedom of Information Act and retention under the Local Records Act.

### **SECTION # - Video/Audio Recording**

It is a violation of District policy for an on-duty employee to knowingly video or audio record or transmit live video of another person without receiving prior approval from your Department Head or consent from all parties to the recording or transmittal.

The purpose of this policy is to enable employees to express their views freely. Open and honest conversation may not occur when one (1) person is concerned that their conversation with another is being secretly recorded. This concern can inhibit spontaneous and honest dialogue especially when sensitive or confidential matters are being discussed. It is unlawful for any person to place or cause to be placed a device that makes a video record or transmits a live video in a restroom or locker room with the intent to make a video record or transmit live video of another person without that person's consent.

It is unlawful for any person to place or cause to be placed a device that makes a video record, audio record, or transmits a live video or audio record to overhear a private conversation.

"Video record" means and includes and videotape, photograph, film, or other electronic or digital recording of a still or moving visual image; and "live video" means and includes any real-time or contemporaneous electronic or digital transmission of a still or moving visual image.

## **SECTION # - Technology Usage While Working and Driving**

The devices covered by this policy include the District's Tech Equipment (as defined in Section #) and all Personal Devices (as defined in Section #), whether owned by the District or the employee.

The purpose of this policy is to limit the use of Tech Equipment and Personal Devices at work to protect you. Use of Tech Equipment and Personal Devices at work in violation of this policy can cause injuries because their use is distracting and may interfere with the proper and safe use of equipment, machinery, and personal protective equipment. Additionally, the use of Personal Devices and Tech Equipment when overseeing program participants is a distraction that puts participants at risk and will not be tolerated.

This policy applies to all work-related activities, including but not limited to driving to and from work and to conduct job-related activities, regardless of whether the employee or District owns the vehicle being driven, and conversations had on Personal Devices or Tech Equipment during these times, whether personal or business-related.

While on-duty in the workplace during work hours, employees are expected to focus on work and may not inappropriately use any Tech Equipment or Personal Device in the workplace for any unauthorized purposes, including but not limited to:

- Engaging in personal conversations
- Playing games
- Surfing the internet
- Checking personal E-mail
- Sending or receiving personal text messages
- Taking photos of participants with Personal Devices
- Posting on Social Media
- Posting photos of participants, comments about participants, or information about the District to any social media site is prohibited and will result in disciplinary action.

In Illinois, the use of hand-held cellphones, texting, or other electronic communications while driving is prohibited. Additionally, it is illegal to drive a motor vehicle while an application for video conferencing is operating even if the camera function for that video conference is turned off. However, hands-free audio-only devices or Bluetooth technology are allowed for individuals aged 19 and older. Regardless, even using hands-free technology can still be considered a distraction while driving, so it's essential to stay focused on the road. If you need to make a phone call, it's recommended to pull off to the side of the road before doing so. The only exceptions for using a cell phone that is not hands-free are during emergencies, while parked on the shoulder of a roadway, or when stopped due to traffic obstruction.

While they're not working, employees may use Personal Devices in District facilities. Employees who violate this policy will be subject to disciplinary measures up to and including dismissal, depending on the circumstances.

If, in the case of an emergency, a family member should need to contact you while you are on duty, calls should be made to the main number 847.394.2848. Please provide your family with this information

## **SECTION # - Travel and Vehicle Use**

The following general rules apply to the use of motor vehicles on District business. Please see your immediate supervisor for further details.

### **District-Owned Vehicles**

In addition to the regulations listed above, the following apply to any employee who has been granted authorization by the Executive Director to operate a District vehicle.

1. District owned vehicles may be taken home when authorized by the Executive Director and only in cases where the employee is subject to emergency calls during off-duty hours.
2. Employees or contractual laborers operating District vehicles must be eighteen (18) years or older, unless restrictions apply to the vehicle being used such as those sixteen (16) years or older may operate golf carts on District grounds.
3. District vehicles will not be used to transport District patrons unless the vehicle and employee are authorized to do so.
4. Employees are responsible for the care and conservation of District vehicles, and must promptly report any accident, breakdown or malfunction of any unit so that necessary repairs may be made.
5. The District has the right to search any District vehicle at any time, with or without notice. Therefore, employees have no reasonable expectation of privacy with respect to District vehicles.
6. No employee may report to work affected by (in any manner) or under the influence of alcohol, illegal substances or legal drugs while operating any District-owned vehicle at any time, irrespective as to whether the use is for personal or District business. "Under the influence" means that the employee is affected by alcohol or drugs in any determinable manner. For purposes of this policy, a determination of being under the influence can be established by a professional opinion, a scientifically valid test, a layperson's opinion, or the statement of a witness.
7. Employees are responsible for ensuring that they are, at all times, in compliance with the Child Passenger Act.
8. It is unlawful for any employee or passenger in a District owned vehicle to smoke any substance, including marijuana, tobacco, and electronic cigarettes, as defined by the Smoke Free Illinois Act.

### **Personal Vehicles**

In addition to the general regulations listed above, the following apply to any employee who operates their personal vehicle for District business.

1. Use of any vehicle for District business must be authorized by your immediate supervisor.

2. Employees operating any vehicle for District business must have a valid driver's license with the proper classification for the type of vehicle being operated and must show proof of such license upon request. You must notify your immediate supervisor if the status of your driver's license changes.
3. Employees are required to obey all traffic regulations. This includes without limitation the use of seat belts and the "headlight law," where vehicles must have their headlights on when their windshield wipers are on.
4. All accidents must be immediately reported to your immediate supervisor. A copy of the police report must also be included.
5. No employee may be under the influence of alcohol, illegal substances or legal drugs while operating any vehicle for District business. "Under the influence" means that the employee is affected by alcohol or drugs in any determinable manner. For purposes of this policy, a determination of being under the influence can be established by a professional opinion, a scientifically valid test, a layperson's opinion, or the statement of a witness.
6. Employees using their personal vehicle for District business are required to carry liability insurance on their vehicle in accordance with applicable law and may be asked to provide proof of this insurance. The District's liability insurance is secondary to the employee's own coverage.
7. Employees using personal vehicle / participant vehicle to transport participants in any District programs is strictly prohibited.
8. Reimbursement for authorized use of personal vehicles will be predetermined by a monthly car allowance or at the standard mileage rate established by the IRS and will be considered payment for the use of the vehicle, insurance and all other transportation costs. (See District Policy for Reimbursement of Travel, Meal and Lodging Expenses.)