

HEART OF ILLINOIS SPECIAL RECREATION ASSOCIATION BOARD MEETING AGENDA

Tuesday, November 27, 2018
5:15 PM

-AGENDA-

1. Roll Call
2. Introductions
3. Approval of Minutes
 - a. October 23, 2018
4. Review of Bills
 - a. October 2018
5. Financial Report
 - a. October 2018
6. Director's Report
7. New Business
 - a. 2019 Administrative Agreement
 - b. 2019 HISRA Board meeting schedule
 - c. 2019 HISRA Board Chair and Vice Chair
8. Pending Business
 - a. 2019 Budget revision
9. Citizen Request to Address the Board
10. Correspondence
 - a. NONE
11. Other Business
 - a. NONE
12. Adjournment

NOTICE

If special accommodation is needed to attend or participate in a HISRA Board Meeting, please contact HISRA at (309) 691-1929

NEXT MEETING: January 16 , 2019, 5:15 PM
HISRA Office 8727 N Pioneer Road, Peoria, IL 61615

OFFICIAL PROCEEDINGS OF THE MEETING OF THE BOARD OF TRUSTEES OF THE
HEART OF ILLINOIS SPECIAL RECREATION ASSOCIATION, HELD Tuesday,
October 23, 2018 AT THE HEART OF ILLINOIS SPECIAL RECREATION
ASSOCIATION OFFICE, 8727 NORTH PIONEER ROAD, PEORIA IL 61615.

Meeting was called to order at 5:17 PM by Chairman Dickerson.

BOARD MEMBERS PRESENT: Lorelei Cox, Joyce Harant, Joel Dickerson,
Brian Tibbs, Shaun Bill, Tim Cassidy, Shane
Placher

BOARD MEMBERS ABSENT: Kevin Yates

STAFF PRESENT: Katie Van Cleve

PRESS PRESENT: NONE

OTHERS PRESENT: NONE

REVIEW OF MINUTES: The minutes of the August 15, 2018
meeting were reviewed. Motion to approve
was made by Trustee Tibbs and seconded
by Trustee Bill.
Result: Ayes: 7; Nays: 0
Motion Approved

REVIEW OF BILLS: Summaries of bills for August 2018 were
reviewed. Motion to approve as presented
was made by Trustee Bill and seconded by
Trustee Cassidy.
Result: Ayes: 7; Nays: 0
Motion Approved

Summaries of bills September 2018 were
reviewed. Motion to approve as presented
was made by Trustee Tibbs and seconded
by Trustee Bill.
Result: Ayes: 7; Nays: 0
Motion Approved

FINANCIAL REPORT: Summaries of the financial reports for
August and September 2018 were
reviewed. Motion to approve as presented

was made by Trustee Cox and seconded by Trustee Tibbs.

Result: Ayes: 7; Nays: 0

Motion Approved

DIRECTOR'S REPORT:

HISRA Director Van Cleve reported that the Office Manager position has been vacated. Hiring will begin soon for this position.

NEW BUSINESS:

The proposed 2019 budget was presented by Director Van Cleve with the following highlights:

There is no service reduction proposed. Two drop in programs are being added. 2018 camp revenue was down and registration for Summer Daze registration options will be restructured to allow for more flexibility in registration as that is where lower than anticipated numbers existed.

Staff have budgeted to replace the smaller lift (#162) with a larger lift vehicle to increase transportation options for programming and camps.

Discussion included the IMRF budgeted expense. This rate has decreased. Director Van Cleve will report back on this number after consultation with PPD finance staff.

A motion was made by Trustee Tibbs to approve the 2019 proposed budget contingent upon an updated IMRF number. Motion was seconded by Trustee Cassidy.

Result: Ayes: 7; Nays: 0

Motion Approved

PENDING BUSINESS:

A motion was made by Trustee Dickerson to set the November meeting for November 27, 2018. Motion was seconded by Trustee Bill.

Result: Ayes: 7; Nays: 0

Motion Approved

CORRESPONDENCE:

NONE

OTHER BUSINESS:

NONE

ADJOURNMENT:

A motion to adjourn was made by Trustee Tibbs and seconded by Trustee Harant at 5:55 PM.

Result: Ayes: 7; Nays: 0

Motion Approved

Submitted by:

Katie Van Cleve, Secretary

Starting Vendor: 000001
Ending Vendor: ZWI001

Starting Date: 10/1/2018
Ending Date: 10/31/2018

Report #: APD010

Peoria Park District

13-Nov-18 8:29 AM

Payables Distributions to General Ledger

Date	Vchr #	Vendor #/Name	PO #	Invoice #/Date	Check #	Reference	Jrnl	Amount
Distribution Type: Expense Distributions In Detail								
Fund: HISRA								
Account #: R-6-R81-5110-2112 HRT OF IL SRA - GASOLINE								
10/22/2018	451465	007359 SHELL OIL COMPANY	P8746233	65901886810	10/5/2018	0000081413	FUEL-SEPT 2018	AP812 379.87
Account #: R-6-R81-5110-2121 HRT OF IL SRA - OFFICE SUPPLIE								
10/17/2018	451297	006633 SAM'S CLUB PAYMENTS	P8446156	1124-10/18	10/4/2018	0000081391	BEVERAGES/TISSUES/ BAGGIES/SPOONS/TOW ELS	AP809 95.96
Account #: R-6-R81-5210-2205 HRT OF IL SRA - CONTRACTUAL SE								
10/9/2018	450855	180345 WILLIAMS, LYNETTE	<NONE>	009-2018	12/2/2018	0000081165	INTERPRETING SERVICES	AP804 80.00
10/11/2018	450198	000137 PDC SERVICES, INC.	160-AUG18	39671118	9/1/2018	0000081201	B/A-WASTE REMOVAL/RECYCLING SERVICES 08/18	AP794 93.00
Account #: R-6-R81-5210-3100 HRT OF IL SRA - NATURAL GAS								
10/29/2018	450787	003169 INTERFACE SECURITY SYSTE	61-OCT18	19183366	10/1/2018	0000081232	BID- ALARM SVC 10/18	AP801 61.95
10/29/2018	451781	002563 GETZ FIRE EQUIPMENT CO.	240639-043	12-551148	9/25/2018	0000081468	QUARTERLY FIRE SPRINKLER INSPECTION	AP816 150.00
Account #: R-6-R81-5210-3101 HRT OF IL SRA - ELECTRICITY								
10/11/2018	450698	001527 AMEREN ILLINOIS	239881-172	18089399R81	9/5/2018	0000081214	GAS 2203065019 ACTUAL READ	AP799 93.99
10/11/2018	450678	001527 AMEREN ILLINOIS	239881-152	180981942R81	9/14/2018	0000081214	ELECTRIC 8157351531 ACTUAL READ	AP799 819.42
Account #: R-6-R81-5210-3102 HRT OF IL SRA - TELEPHONE								
10/11/2018	450484	009225 VERIZON WIRELESS-LEHIGH	239882-052	9815520120-052	9/28/2018	0000081272	CELL PHONE 696-2933	AP797 2.86
10/11/2018	450477	009225 VERIZON WIRELESS-LEHIGH	239882-045	9815520120-045	9/28/2018	0000081272	CELL PHONE 213-8354	AP797 55.80
10/11/2018	450478	009225 VERIZON WIRELESS-LEHIGH	239882-046	9815520120-046	9/28/2018	0000081272	CELL PHONE 256-7148	AP797 65.80
10/11/2018	450479	009225 VERIZON WIRELESS-LEHIGH	239882-047	9815520120-047	9/28/2018	0000081272	CELL PHONE 265-7838	AP797 3.07
10/11/2018	450480	009225 VERIZON WIRELESS-LEHIGH	239882-048	9815520120-048	9/28/2018	0000081272	CELL PHONE 265-8228	AP797 2.86
10/11/2018	450481	009225 VERIZON WIRELESS-LEHIGH	239882-049	9815520120-049	9/28/2018	0000081272	CELL PHONE 339-4602	AP797 2.86
10/11/2018	450476	009225 VERIZON WIRELESS-LEHIGH	239882-044	9815520120-044	9/28/2018	0000081272	CELL PHONE 210-7770	AP797 55.80
10/11/2018	450483	009225 VERIZON WIRELESS-LEHIGH	239882-051	9815520120-051	9/28/2018	0000081272	CELL PHONE 657-5314	AP797 2.86
10/11/2018	450471	009225 VERIZON WIRELESS-LEHIGH	239882-039	9815520120-039	9/28/2018	0000081272	CELL PHONE 210-7765	AP797 2.86
10/11/2018	450482	009225 VERIZON WIRELESS-LEHIGH	239882-050	9815520120-050	9/28/2018	0000081272	CELL PHONE 339-6530	AP797 55.80
10/11/2018	450475	009225 VERIZON WIRELESS-LEHIGH	239882-043	9815520120-043	9/28/2018	0000081272	CELL PHONE 210-7769	AP797 2.86
10/11/2018	450474	009225 VERIZON WIRELESS-LEHIGH	239882-042	9815520120-042	9/28/2018	0000081272	CELL PHONE 210-7768	AP797 2.86

Payables Distributions to General Ledger

Date	Vchr #	Vendor #/Name	PO #	Invoice #/Date	Check #	Reference	Jrnl	Amount
10/11/2018	450472	009225	VERIZON WIRELESS-LEHIGH 239882-040	9815520120-040	0000081272	CELL PHONE 210-7766	AP797	2.86
	450573	009225	VERIZON WIRELESS-LEHIGH 239882-141	9815520121-001	0000081272	IPAD DATA	AP797	30.00
	450470	009225	VERIZON WIRELESS-LEHIGH 239882-038	9815520120-038	0000081272	CELL PHONE 210-7764	AP797	2.86
	450469	009225	VERIZON WIRELESS-LEHIGH 239882-037	9815520120-037	0000081272	CELL PHONE 210-7763	AP797	2.86
	450468	009225	VERIZON WIRELESS-LEHIGH 239882-036	9815520120-036	0000081272	CELL PHONE 210-7762	AP797	2.86
	450467	009225	VERIZON WIRELESS-LEHIGH 239882-035	9815520120-035	0000081272	CELL PHONE 210-7761	AP797	2.86
	450466	009225	VERIZON WIRELESS-LEHIGH 239882-034	9815520120-034	0000081272	CELL PHONE 210-7760	AP797	2.86
	450473	009225	VERIZON WIRELESS-LEHIGH 239882-041	9815520120-041	0000081272	CELL PHONE 210-7767	AP797	2.86
	450585	009225	VERIZON WIRELESS-LEHIGH 239882-153	9815520122-002	0000081272	IPAD 11 210-1045	309- AP797	10.02
	450593	009225	VERIZON WIRELESS-LEHIGH 239882-161	9815520122-010	0000081272	IPAD 19 512-6026	309- AP797	10.02
	450592	009225	VERIZON WIRELESS-LEHIGH 239882-160	9815520122-009	0000081272	IPAD 18 512-4660	309- AP797	10.02
	450591	009225	VERIZON WIRELESS-LEHIGH 239882-159	9815520122-008	0000081272	IPAD 17 256-4649	309- AP797	10.02
	450590	009225	VERIZON WIRELESS-LEHIGH 239882-158	9815520122-007	0000081272	IPAD 16 256-2335	309- AP797	10.02
	450589	009225	VERIZON WIRELESS-LEHIGH 239882-157	9815520122-006	0000081272	IPAD 15 210-4220	309- AP797	10.02
	450588	009225	VERIZON WIRELESS-LEHIGH 239882-156	9815520122-005	0000081272	IPAD 14 210-4000	309- AP797	10.02
	450485	009225	VERIZON WIRELESS-LEHIGH 239882-053	9815520120-053	0000081272	CELL PHONE 696-7883	AP797	2.86
	450586	009225	VERIZON WIRELESS-LEHIGH 239882-154	9815520122-003	0000081272	IPAD 12 210-1634	309- AP797	10.02
	450486	009225	VERIZON WIRELESS-LEHIGH 239882-054	9815520120-054	0000081272	CELL PHONE 696-9775	AP797	55.80
	450584	009225	VERIZON WIRELESS-LEHIGH 239882-152	9815520122-001	0000081272	IPAD DATA	AP797	30.00
	450575	009225	VERIZON WIRELESS-LEHIGH 239882-143	9815520121-003	0000081272	IPAD 2 214-1126	309- AP797	10.02
	450587	009225	VERIZON WIRELESS-LEHIGH 239882-155	9815520122-004	0000081272	IPAD 13 210-2329	309- AP797	10.02
	450574	009225	VERIZON WIRELESS-LEHIGH 239882-142	9815520121-002	0000081272	IPAD 1 214-1119	309- AP797	10.02
	450583	009225	VERIZON WIRELESS-LEHIGH 239882-151	9815520121-011	0000081272	IPAD 10 214-2363	309- AP797	10.02
	450576	009225	VERIZON WIRELESS-LEHIGH 239882-144	9815520121-004	0000081272	IPAD 3 214-1173	309- AP797	10.02
	450577	009225	VERIZON WIRELESS-LEHIGH 239882-145	9815520121-005	0000081272	IPAD 4 214-1502	309- AP797	10.02
	450578	009225	VERIZON WIRELESS-LEHIGH 239882-146	9815520121-006	0000081272	IPAD 5 214-1528	309- AP797	10.02
	450579	009225	VERIZON WIRELESS-LEHIGH 239882-147	9815520121-007	0000081272	IPAD 6 214-1831	309- AP797	10.02

Payables Distributions to General Ledger

Date	Vchr #	Vendor #/Name	PO #	Invoice #/Date	Check #	Reference	Jrnl	Amount
10/11/2018	450580	009225	VERIZON WIRELESS-LEHIGH 239882-148	9815520121-008 9/28/2018	0000081272	IPAD 7 214-1872	309- AP797	10.02
	450581	009225	VERIZON WIRELESS-LEHIGH 239882-149	9815520121-009 9/28/2018	0000081272	IPAD 8 214-2138	309- AP797	10.02
	450582	009225	VERIZON WIRELESS-LEHIGH 239882-150	9815520121-010 9/28/2018	0000081272	IPAD 9 214-2352	309- AP797	10.02
Account #: R-6-R81-5210-3103 HRT OF IL SRA - WATER								
10/12018	450621	003003	ILLINOIS AMERICAN WATER 239881-114	180920796R81 9/20/2018	0000081133	WATER 1025-210002898574 ACTUAL	AP797	207.96
10/8/2018	450860	003003	ILLINOIS AMERICAN WATER 239881-189	18105862R81 9/28/2018	0000081319	WATER 1025-210000507346 FIRE SVC	AP804	58.62
Account #: R-6-R81-5210-3105 HRT OF IL SRA - SEWER								
10/8/2018	450890	002704	GREATER PEORIA SANITARY 239881-219	180915430R81 9/25/2018	0000081318	SEWER 1400358.02 6/19/18-9/19/18	AP804	154.30
Account #: R-6-R81-5210-3711 HRT OF IL SRA - REFUNDS								
10/2/2018	450426	120460	WOODS, BARBARA <NONE>	2018CLASS 9/26/2017	0000081107	REFUND CLASS	AP797	77.00
Account #: R-6-R81-5510-6101 HRT OF IL SRA - EQUIPMENT								
10/11/2018	450167	PURE FITNESS	PURE FITNESS INNOVATIONS P8428526	GG1020279 9/17/2018	0000081099	FITNESS EQUIPMENT	AP794	9,999.00
Account #: R-6-R81-5510-6102 HRT OF IL SRA - EQUIPMENT REPA								
10/11/2018	450171	000234	ALLIED LOCK & SAFE TECHN P8477983	034590 9/14/2018	0000081202	DOOR OPENER INSTALLATION	AP794	267.20
	450321	004389	MUTUAL WHEEL CO. P8181522	2403750 9/12/2018	0000081244	REFLECTORS-UNIT 24	AP795	35.00
Fund: HISRA Total:								13,158.62

Heart of Illinois Special Recreation Association
Comparative Income Statement
Month Ending October 2018

	2017 <u>Actuals</u>	2017 Proposed <u>Budget</u>	% of <u>Budget</u>	2018 <u>Actuals</u>	2018 Proposed <u>Budget</u>	% of <u>Budget</u>
Administration Revenues:						
Peoria Taxes	\$425,818.61	\$428,000.00	99.49%	\$427,103.02	\$440,000.00	97.07%
Morton Reimbursement	\$117,000.00	\$117,000.00	100.00%	\$59,500.00	\$119,000.00	50.00%
Chillicothe Reimbursement	\$51,722.07	\$57,600.00	89.80%	\$53,867.91	\$57,758.00	93.26%
Washington Taxes	\$0.00	\$70,000.00	0.00%	\$39,108.90	\$73,000.00	53.57%
Cash Over/Short	(\$15,634.12)	\$0.00	-	(\$500.07)	\$0.00	-
VSI AR Over/Short	\$0.00	\$0.00	-	(\$10,103.72)	\$0.00	-
Class Fees	\$110,160.68	\$115,000.00	95.79%	\$127,816.99	\$138,000.00	92.62%
Inclusion Fees	\$0.00	\$0.00	-	\$0.00	\$0.00	-
Vending	\$26.41	\$250.00	10.56%	\$20.86	\$100.00	20.86%
Donations	\$2,559.00	\$8,500.00	30.11%	\$3,724.22	\$5,000.00	74.48%
Interest Income	\$0.00	\$15.00	0.00%	\$0.00	\$360.00	0.00%
Reimbursement	\$16,328.18	\$3,000.00	544.27%	\$77,813.00	\$3,000.00	2593.77%
Gift Certificates Sold	<u>\$0.00</u>	<u>\$100.00</u>	-	<u>\$0.00</u>	<u>\$0.00</u>	-
Total Revenues:	\$707,980.83	\$799,465.00	88.56%	\$778,351.11	\$836,218.00	93.08%
Administration Expenditures:						
Full Time Payroll	\$118,452.74	\$174,500.00	67.88%	\$147,818.82	\$180,000.00	82.12%
Part Time Payroll	\$117,892.17	\$128,000.00	92.10%	\$115,783.79	\$128,000.00	90.46%
Longevity	\$0.00	\$500.00	0.00%	\$0.00	\$500.00	0.00%
Wellness	\$0.00	\$800.00	0.00%	\$0.00	\$800.00	0.00%
Program Supplies	\$53,819.12	\$59,000.00	91.22%	\$53,323.80	\$62,000.00	86.01%
Postage	\$3,779.85	\$3,000.00	126.00%	\$2,591.03	\$3,000.00	86.37%
Gasoline	\$5,616.01	\$13,000.00	43.20%	\$5,999.35	\$12,000.00	49.99%
Office Supplies	\$6,807.70	\$7,000.00	97.25%	\$4,872.82	\$7,000.00	69.61%
Printing	\$7,057.36	\$6,500.00	108.57%	\$5,983.87	\$7,500.00	79.78%
Administrative Expense	\$42,797.50	\$54,130.00	79.06%	\$57,988.41	\$64,148.00	90.40%
Payroll Maintenance	\$6,358.32	\$15,000.00	42.39%	\$12,147.50	\$13,000.00	93.44%
Health & Dental	\$38,385.32	\$47,388.00	81.00%	\$60,031.08	\$60,569.00	99.11%
Contractual Services	\$20,712.14	\$22,500.00	92.05%	\$28,347.43	\$22,500.00	125.99%
Training & Conferences	\$5,624.51	\$12,969.00	43.37%	\$11,253.60	\$11,500.00	97.86%
Natural Gas	\$1,692.08	\$3,500.00	48.35%	\$2,236.33	\$3,500.00	63.90%
Electricity	\$6,913.04	\$9,500.00	72.77%	\$5,276.26	\$9,500.00	55.54%
Telephone	\$5,270.51	\$7,000.00	75.29%	\$7,342.89	\$8,200.00	89.55%
Water	\$2,706.70	\$3,000.00	90.22%	\$2,638.64	\$3,225.00	81.82%
Sewer	\$300.13	\$225.00	133.39%	\$285.55	\$300.00	95.18%
Insurance	\$6,215.58	\$14,665.00	42.38%	\$6,486.06	\$13,000.00	49.89%
Advertising	\$0.00	\$650.00	0.00%	\$0.00	\$650.00	0.00%
Attorney Fees	\$0.00	\$500.00	0.00%	\$0.00	\$500.00	0.00%
FICA	\$16,436.89	\$23,141.00	71.03%	\$18,481.55	\$23,141.00	79.86%
IMRF	\$15,583.51	\$14,704.00	105.98%	\$11,639.68	\$16,704.00	69.68%
Refunds	\$252.00	\$500.00	50.40%	\$1,470.00	\$500.00	294.00%
Scholarships	\$1,273.00	\$1,000.00	127.30%	\$1,155.00	\$1,400.00	82.50%
Equipment	\$9,130.14	\$75,000.00	12.17%	\$115,838.87	\$60,500.00	191.47%
Equipment Repair	<u>\$6,574.48</u>	<u>\$10,000.00</u>	65.74%	<u>\$8,379.41</u>	<u>\$10,000.00</u>	83.79%
Total Expenditures:	\$499,650.80	\$707,672.00	70.60%	\$687,371.74	\$723,637.00	94.99%
Camp Free to Be Revenues:						
Camp Fees	\$89,927.40	\$104,000.00	86.47%	\$96,258.25	\$100,000.00	96.26%
VSI AR Over/Short	\$0.00	\$0.00	-	(\$10,305.83)	\$0.00	-
Donations	\$2,825.00	\$500.00	565.00%	\$240.00	\$1,000.00	24.00%
Reimbursement	<u>\$14,434.64</u>	<u>\$12,000.00</u>	120.29%	<u>\$3,264.00</u>	<u>\$15,000.00</u>	21.76%
Total Revenues:	\$107,187.04	\$116,500.00	92.01%	\$89,456.42	\$116,000.00	77.12%
Camp Free to Be Expenditures:						
Part Time Payroll	\$148,723.88	\$135,000.00	110.17%	\$141,372.13	\$143,500.00	98.52%
Program Supplies	\$25,557.89	\$19,800.00	129.08%	\$8,260.30	\$22,000.00	37.55%
Administrative Expense	\$17,978.26	\$17,680.00	101.69%	\$16,044.74	\$17,680.00	90.75%
FICA	\$11,377.39	\$10,327.00	110.17%	\$10,814.97	\$10,327.00	104.73%
Refunds	\$450.02	\$20,000.00	2.25%	\$0.00	\$2,000.00	0.00%
Scholarships	<u>\$14,341.39</u>	<u>\$20,000.00</u>	71.71%	<u>\$15,289.45</u>	<u>\$20,000.00</u>	76.45%
Total Expenditures:	\$218,428.83	\$222,807.00	98.03%	\$191,781.59	\$215,507.00	88.99%
Revenues:						
Administration	\$707,980.83	\$799,465.00	88.56%	\$778,351.11	\$836,218.00	93.08%
Camp Free to Be	<u>\$107,187.04</u>	<u>\$116,500.00</u>	92.01%	<u>\$89,456.42</u>	<u>\$116,000.00</u>	77.12%
Total Revenues	\$815,167.87	\$915,965.00	89.00%	\$867,807.53	\$952,218.00	91.14%
Expenditures:						
Administration	\$499,650.80	\$707,672.00	70.60%	\$687,371.74	\$723,637.00	94.99%
Camp Free to Be	<u>\$218,428.83</u>	<u>\$222,807.00</u>	98.03%	<u>\$191,781.59</u>	<u>\$215,507.00</u>	88.99%
Total Expenditures	\$718,079.63	\$930,479.00	77.17%	\$879,153.33	\$939,144.00	93.61%

Memorial Reserves as of 12/31/2017: \$6,577.65

Undesignated Reserves as of 12/31/2017: \$258,640.07

ADMINISTRATIVE AGREEMENT

Between the

THE HEART OF ILLINOIS SPECIAL RECREATION ASSOCIATION (HISRA)

And

THE PLEASURE DRIVEWAY AND PARK DISTRICT OF PEORIA, ILLINOIS

January 1, 2019

The purpose of this agreement is to utilize the administrative resources available through the Pleasure Driveway and Park District of Peoria, Illinois (hereinafter "PPD") to carry forth financial and administrative functions on behalf of the HISRA, following the HISRA Agreement and By-Laws approved by the Morton, Chillicothe, Washington and Peoria Park Districts.

TERMS OF THE ADMINISTRATIVE AGREEMENT

1. The PPD will maintain separate accounting records within the bounds of the PPD Accounting System for all HISRA financial transactions. Monthly statements will be issued by HISRA. Checks will be issued for payment of bills and to staff on the same schedule as the PPD schedule. The Treasurer of HISRA shall be the Treasurer of the PPD and as such shall sign all checks. The Peoria Park District will use depositories (financial institutions) and the types of accounts normally utilized in the conduct the PPD's financial business. All interest earned by HISRA funds will be credited to HISRA accounts.
2. Personnel, administrative and conduct ordinance policies and procedures of the PPD will be followed by HISRA. (exception: preference in hiring qualified

HISRA staff will be given to residents of Morton, Chillicothe, Washington and Peoria Park Districts.)

3. HISRA employees will be considered employees of the PPD for purposes of Federal and State withholding, unemployment benefits, social security, health and dental insurance and life insurance. Direct costs of health insurance, dental insurance, life insurance, employer's share of IMRF and social security and unemployment benefits will be charged to HISRA funds. Effective January 1, 2014, and thereafter, the health Insurance premium contribution by HISRA employees shall be equal to that paid by PPD non-union employees.
4. Insurance (liability, property, workmen's compensation, health, dental and life) claims management will be provided by the PPD.
5. The Safety Statement and Loss Prevention Program of the PPD shall be considered the HISRA Safety Statement and Loss Prevention Program and all safety training normally provided to PPD employees shall be available to HISRA employees. (Direct costs of an extraordinary nature for safety training will be charged to HISRA, i.e., registration fees to attend a safety workshop or class).
6. PPD staff will assist HISRA staff whenever appropriate (i.e., planning, printing, maintenance services, marketing, community relations, safety, police services). Direct costs for supplies, equipment and contracted services used by HISRA shall be charged to HISRA.

7. In return for the aforementioned services provided to HISRA by the PPD, the PPD will assess an administrative charge equal to 10% of the HISRA operating budget. This rate is comparable to other administrative fees charged to other PPD departments, as well as other contracted services (i.e., City of Peoria, Detweiller Marina and Peoria County). This fee will be computed monthly and charged monthly. This fee, as all financial transactions, will be reported on each financial statement produced by the PPD.

This agreement shall be in effect from January 1, 2019 to December 31, 2019.

This agreement shall be reviewed by HISRA staff and the Administrative District staff not less than 45 days prior to January 1 of the succeeding year. This agreement may be renewed only by action of the HISRA Board and the Administrative District Board. The agreement may be terminated by either party by giving 45 days notice in writing to the Director of each agency participating in HISRA. Changes and/or modifications to this agreement shall require the approval of the HISRA Board and the PPD Board.

Approved by:

HISRA

THE PLEASURE DRIVEWAY AND
PARK DISTRICT OF PEORIA,
ILLINOIS (ADMINISTRATIVE
DISTRICT)

By: _____

By: _____

Its: _____

Its: _____

Attested by:

Date: _____

Date: _____

November 9, 2018

TO: HISRA Board Members

FROM: Katie Van Cleve, Executive Director

RE: 2019 Proposed HISRA Board Meeting Schedule

Recommendation: In accordance with the Open Meetings Act requirements, the following schedule of HISRA Board meetings for the year 2019 is recommended for Board Adoption.

HISRA Board meetings will be held the 3rd Wednesday of each month at HISRA, 8727 North Pioneer Road, Peoria, at 5:15 pm. The September, November and December meetings will be held on the 3rd Tuesday of the month due to the Peoria Park Board meeting on the 3rd Wednesday of these months.

Recommended 2019 meeting dates are as follows:

Wednesday, January 16
Wednesday, February 20
Wednesday, March 20
Wednesday, April 17
Wednesday, May 15
Wednesday, June 19
Wednesday, July 17
Wednesday, August 21
*Tuesday, September 17
Wednesday, October 16
*Tuesday, November 26
*Tuesday, December 17

***Rescheduled due to Peoria Park District Board Meeting schedule**

Accounts Summary 2019 Budget

Program
Administration

Department
Heart of Illinois SRA

Fund
Heart of Illinois SRA

Expenditure

<i>Description</i>	<i>2017 Actual</i>	<i>2018 Budget</i>	<i>2018 Revised</i>	<i>2019 Proposed</i>
HRT OF IL SRA - FT PAYROLL	\$158,505.25	\$180,000.00	\$182,470.00	\$180,588.00
HRT OF IL SRA - PT PAYROLL	\$149,363.28	\$128,000.00	\$126,091.00	\$128,707.00
HRT OF IL SRA - LONGEVITY	\$400.00	\$500.00	\$500.00	\$500.00
HRT OF IL SRA - WELLNESS	\$400.00	\$800.00	\$400.00	\$800.00
HRT OF IL SRA - PROGRAM SUPPLY	\$67,942.98	\$62,000.00	\$57,000.00	\$62,000.00
HRT OF IL SRA - POSTAGE	\$4,541.56	\$3,000.00	\$3,100.00	\$3,100.00
HRT OF IL SRA - GASOLINE	\$7,122.52	\$12,000.00	\$9,000.00	\$10,000.00
HRT OF IL SRA - OFFICE SUPPLY	\$7,337.49	\$7,000.00	\$6,000.00	\$7,000.00
HRT OF IL SRA - PRINTING	\$8,996.75	\$7,500.00	\$7,955.00	\$8,000.00
HRT OF IL SRA - ADMIN EXPENSE	\$60,552.56	\$64,148.00	\$71,402.00	\$69,062.00
HRT OF IL SRA - PAYROLL MAINT	\$10,287.91	\$12,000.00	\$12,000.00	\$12,000.00
HRT OF IL SRA - HLTH & DENTAL	\$45,981.72	\$60,569.00	\$73,521.00	\$74,666.00
HRT OF IL SRA - CONTRACTUAL SE	\$25,198.73	\$22,500.00	\$25,000.00	\$29,465.00
HRT OF IL SRA - TRAINING & CON	\$10,920.51	\$10,500.00	\$10,600.00	\$12,000.00
HRT OF IL SRA - NATURAL GAS	\$2,602.42	\$3,500.00	\$3,200.00	\$3,500.00
HRT OF IL SRA - ELECTRICITY	\$9,244.30	\$9,500.00	\$7,710.00	\$8,000.00
HRT OF IL SRA - TELEPHONE	\$9,772.48	\$8,200.00	\$10,000.00	\$10,000.00
HRT OF IL SRA - WATER	\$3,467.53	\$3,225.00	\$3,576.00	\$3,700.00
HRT OF IL SRA - SEWER	\$343.72	\$300.00	\$350.00	\$350.00
HRT OF IL SRA - INSURANCE	\$12,431.16	\$13,000.00	\$12,972.00	\$13,500.00
HRT OF IL SRA - ADVERTISING	\$0.00	\$650.00	\$0.00	\$500.00
HRT OF IL SRA - ATTORNEY FEES	\$0.00	\$500.00	\$0.00	\$500.00
HRT OF IL SRA - FICA	\$23,613.14	\$23,141.00	\$23,674.00	\$23,923.00
HRT OF IL SRA - IMRF	\$19,595.27	\$16,704.00	\$16,000.00	\$9,120.00
HRT OF IL SRA - REFUNDS	\$395.00	\$500.00	\$1,500.00	\$1,500.00
HRT OF IL SRA - SCHOLARSHIPS	\$1,490.00	\$1,400.00	\$1,400.00	\$1,700.00
HRT OF IL SRA - EQUIPMENT	\$18,804.27	\$60,500.00	\$110,000.00	\$75,500.00
HRT OF IL SRA - EQUIP REPAIR	\$7,867.17	\$10,000.00	\$10,000.00	\$10,000.00
Expenditure Totals	\$667,177.72	\$721,637.00	\$785,421.00	\$759,681.00

Accounts Summary

2019 Budget

Program
Administration

Department
Heart of Illinois SRA

Fund
Heart of Illinois SRA

Revenue

<i>Description</i>	<i>2017 Actual</i>	<i>2018 Budget</i>	<i>2018 Revised</i>	<i>2019 Proposed</i>
HRT OF IL SRA - PEORIA TAXES	\$439,527.72	\$440,000.00	\$450,000.00	\$428,600.00
HRT OF IL SRA - MORTON REIMB	\$117,000.00	\$119,000.00	\$119,000.00	\$122,500.00
HRT OF IL SRA - CHILLICOTHE R	\$57,951.02	\$57,758.00	\$58,047.00	\$57,867.00
HRT OF IL SRA - WASHINGTON REI	\$70,662.94	\$73,000.00	\$73,000.00	\$75,000.00
HRT OF IL SRA - CASH OVR/SHRT	(\$1,692.80)	\$0.00	\$0.00	\$0.00
HRT OF IL SRA - CLASS FEES	\$121,825.62	\$148,000.00	\$138,000.00	\$140,000.00
HRT OF IL SRA - VENDING	\$26.41	\$100.00	\$25.00	\$0.00
HRT OF IL SRA - DONATIONS	\$2,599.00	\$5,000.00	\$4,000.00	\$5,000.00
HRT OF IL SRA - INT INCOME	\$956.51	\$360.00	\$1,000.00	\$1,000.00
HRT OF IL SRA - REIMBURSEMENTS	\$26,639.18	\$3,000.00	\$77,813.00	\$25,000.00
<i>Revenue Totals</i>	\$835,495.60	\$846,218.00	\$920,885.00	\$854,967.00