



Mt. Prospect Park District

**MT. PROSPECT PARK DISTRICT
1000 W. CENTRAL ROAD
MOUNT PROSPECT, ILLINOIS 60056**

MT. PROSPECT BOARD OF PARK COMMISSIONERS

**REGULAR MEETING SCHEDULE
2018**

The Regular Board Meetings will be held at Central Community Center, 1000 W. Central Road, Mount Prospect, Illinois at 7:00p.m.

JANUARY 17, 2018

JULY 25, 2018

FEBRUARY 14, 2018

AUGUST 22, 2018

MARCH 21, 2018

SEPTEMBER 26, 2018

APRIL 25, 2018

OCTOBER 24, 2018

MAY 23, 2018

NOVEMBER 14, 2018

JUNE 27, 2018

DECEMBER 19, 2018

Approved: 12/20/17

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March 21, 2018

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VIII. EXECUTIVE REPORT



1000 W. CENTRAL ROAD
MOUNT PROSPECT, ILLINOIS 60056

REGULAR BOARD MEETING

MEMO TO: MT. PROSPECT PARK DISTRICT
BOARD OF COMMISSIONERS
PRESS
PUBLIC

FROM: STEVE KURKA, PRESIDENT

DATE: MARCH 16, 2018

RE: REGULAR PARK BOARD MEETING
MARCH 21, 2018 - 7:00 P.M.
CENTRAL COMMUNITY CENTER
1000 W. CENTRAL, MOUNT PROSPECT, IL

AGENDA

CALL TO ORDER

ROLL CALL

PLEDGE OF ALLEGIANCE

CHANGES OR ADDITIONS TO AGENDA

APPROVAL OF AGENDA

APPROVAL OF MINUTES: REGULAR BOARD MEETING: FEBRUARY 14, 2018

PUBLIC HEARING:

A. ORDINANCE NO.755: COMBINED ANNUAL BUDGET & APPROPRIATION ORDINANCE - 2018
AN ORDINANCE MAKING A COMBINED ANNUAL BUDGET AND APPROPRIATION OF FUNDS
FOR MT. PROSPECT PARK DISTRICT, COOK COUNTY ILLINOIS, FOR THE FISCAL YEAR
BEGINNING ON THE FIRST DAY OF JANUARY 2018, AND ENDING ON THE 31ST DAY OF
DECEMBER, 2018.

PUBLIC COMMENT

FOUNDATION REPORT



1000 W. CENTRAL ROAD
MOUNT PROSPECT, ILLINOIS 60056
REGULAR BOARD MEETING

ADOPTION ITEMS:

A. ORDINANCE NO.755: COMBINED ANNUAL BUDGET & APPROPRIATION ORDINANCE - 2018AN ORDINANCE MAKING A COMBINED ANNUAL BUDGET AND APPROPRIATION OF FUNDS FOR MT. PROSPECT PARK DISTRICT, COOK COUNTY ILLINOIS, FOR THE FISCAL YEAR BEGINNING ON THE FIRST DAY OF JANUARY 2018, AND ENDING ON THE 31ST DAY OF DECEMBER, 2018.

B. ORDINANCE NO. 756: AN ORDINANCE DECLARING AS SURPLUS AND AUTHORIZING THE SALE, CONVEYANCE, TRADE-IN OR DISPOSAL OF SURPLUS PERSONAL PROPERTY OF THE MT. PROSPECT PARK DISTRICT, COOK COUNTY, ILLINOIS

APPROVAL ITEMS

- A. Approval of Concession Agreement at Mt. Prospect Golf Course
- B. Approval/Authorization to Sell Liquor at Special Events 2018
- C. Approval/Authorization to Serve Liquor at Special Events 2018
- D. Approval of Central Community Center HVAC Bid

UNFINISHED BUSINESS

- A.Strategic Plan Update

FINANCIAL ADVISOR'S REPORT

RATIFICATION OF ACCOUNTS PAYABLE: FEBRUARY 2018

EXECUTIVE REPORT

PUBLIC COMMENT

COMMENTS/MATTERS FROM COMMISSIONERS

CLOSED SESSION

SECTION 2(c)(6) - to discuss the setting of a price for sale or lease of property owned by the public body.

TAKE ACTION, IF ANY ON MATTERS DISCUSSED IN CLOSED SESSION

- Approval of Minutes, Reviewed in Closed Session
- Approval for Release of Closed Session Minutes, If any

ADJOURNMENT

Unapproved

Regular Board Meeting

A Regular Meeting of the Mt. Prospect Park District, Cook County, Illinois, was held on Wednesday, February 14, 2018 at Central Community Center Facility of said Park District. President Kurka called the meeting to order at 7:00 p.m. On roll call, the following officers and commissioners were present:

Steve Kurka
Lisa Tenuta
Bill Klicka
Bill Starr
Tim Doherty
Ray Massie
Mike Murphy

Administrative Staff:

Dan Malartsik, Executive Director
Brett Barcel, Director of Golf Operations
Brian Taylor, Director of Recreation
George Giese, Superintendent of Business Services
Jim Jarog, Director of Parks & Planning

Professionals:

Lee Howard, GAI
Brad O'Sullivan, GAI

Staff:

Matt Dziubinski, Fleet Crew Leader Manager
Darin Douglas, Golf Course Superintendent
Don Thoma, Construction Specialist Crew Leader
Nick Aiello, Grounds Department Manager
Ryan Alderson, Ground Technician
Kyle Besthoff, Landscape Technician

Visitors:

Louis Goodman

CHANGES OR ADDITIONS TO AGENDA

None

APPROVAL OF AGENDA

Commissioner Kurka motioned to approve the agenda and was carried by unanimous voice approval.

Public Comment

Don Thoma Service Recognition:

President Kurka gave Don Thoma the Certificate of Recognition for “Forty Years” of Service and reviewed his forty years of accomplishments and services.

APPROVAL OF MINUTES

Commissioner Murphy motioned to approve the minutes from the Special Board Meeting on January 10, 2018; seconded by Commissioner Starr.

<u>Roll Call Vote</u>	Ayes	Nays	Absent
Commissioner Kurka	X		
Commissioner Doherty	X		
Commissioner Klicka	X		
Commissioner Starr	X		
Commissioner Tenuta	X		
Commissioner Massie	X		
Commissioner Murphy	X		

Motion passed.

Commissioner Starr motioned to approve the minutes from the Regular Board Meeting on January 17, 2018; seconded by Commissioner Klicka.

<u>Roll Call Vote</u>	Ayes	Nays	Absent
Commissioner Kurka	X		
Commissioner Doherty	X		
Commissioner Klicka	X		
Commissioner Starr	X		
Commissioner Tenuta	X		
Commissioner Massie	X		
Commissioner Murphy	X		

Motion passed.

UNFINISHED BUSINESS

A. Strategic Plan- Agency, Mission, Vision, Values- update

Director Taylor explained the Leadership Team developed the District’s Mission Statement, Vision Statement and Core Values. The process was multi-faceted and involved several key steps:

- Gathered and analyzed information
- Brainstorming

- Key concepts
- Team analyzed the information

The Leadership Team is recommending the Mission Statement, Vision Statement and Core Values below:

Mission Statement

To provide exceptional parks and recreational experiences that enrich the quality of life for present and future generations.

Vision Statement

To become the primary source of recreational opportunities while achieving the highest standards of customer service, instilling a culture of innovation, and exercising fiscal responsibility.

Core Values

Customer Service-Innovation-Accountability-Fiscally Responsible-Excellence

Next, the Leadership Team will develop strategic themes that stem directly from our Mission and Vision statements. The Strategic Planning Committee and full-time staff will develop initiatives as well as goals and objectives that provide a road map for our district's future.

B. 2018 Budget & Appropriation Ordinance-Tentative

Executive Director Malartsik stated the staff has prepared a Tentative Budget & Appropriation Ordinance for FY 2018 which sets forth the legal spending requirements for the park district for FY 2018.

- The Tentative Budget & Appropriation FY 2018 is available for review at the Central Community Center as well as the Mount Prospect & Des Plaines Library and the Village of Mount Prospect Human Services Department.
- The Operating Budget and the Budget & Appropriation Ordinance are scheduled to be approved at the March 2018 Regular Board Meeting.

ADOPTION ITEMS

A. Adoption of Resolution 753: A Resolution to include taxable allowances as IMRF earnings

Superintendent Giese reviewed the District's current cell phone practice. As far as records indicate, the District has considered cell phone reimbursements as taxable allowances, which are included as reportable earnings to IMRF.

MOTION

Commissioner Tenuta moves to adopt Resolution No. 753 to include taxable allowances as IMRF earnings; seconded by Commissioner Murphy.

<u>Roll Call Vote</u>	Ayes	Nays	Absent
Commissioner Kurka	X		
Commissioner Doherty	X		
Commissioner Klicka	X		
Commissioner Starr	X		
Commissioner Tenuta	X		
Commissioner Massie	X		
Commissioner Murphy	X		

Motion passed.

B. Adoption of Resolution 754: A Resolution to include cash payments related to health insurance as IMRF earnings.

Superintendent Giese reviewed the District's Personnel Policy, and stated employees may choose to receive a stipend for opting out of the District's health insurance plan and include opt-out payments as reportable earnings, and IMPRF has permitted this practice to continue. In order to comply with IMRF's new resolution, the Board must pass a formal resolution to file with IMRF.

MOTION

Commissioner Tenuta moves to adopt Resolution No. 754 to include cash payments related to health insurance as IMRF earnings; seconded by Commissioner Massie.

<u>Roll Call Vote</u>	<u>Ayes</u>	<u>Nays</u>	<u>Absent</u>
Commissioner Kurka	X		
Commissioner Doherty	X		
Commissioner Klicka	X		
Commissioner Starr	X		
Commissioner Tenuta	X		
Commissioner Massie	X		
Commissioner Murphy	X		

Motion passed.

APPROVAL ITEMS

A. Approval of New Replacement Wide Area Mower & Sale of Existing Jacobsen HR9016T
Matt Dziubinski, Fleet Service Manager reviewed the recommendation for the purchase of one new 2018 Toro Groundsmaster 5900 wide area mower through the Illinois State Contract pricing and also recommended the sale for the replacement wide area mower (2005 Jacobsen HR9016T) utilizing the GovDeals municipal auction website.

MOTION

Commissioner Massie moves to approve the purchase of a 2018 Toro Groundsmaster 5900 in the amount of \$79,209.60 (Illinois State Purchasing Program) from Reinders, Inc. and the sale of the 2005 Jacobsen HR9016T (Serial #7052901682) utilizing the GovDeals municipal auction website; seconded by Commissioner Starr.

<u>Roll Call Vote</u>	<u>Ayes</u>	<u>Nays</u>	<u>Absent</u>
Commissioner Kurka	X		
Commissioner Doherty	X		
Commissioner Klicka	X		
Commissioner Starr	X		
Commissioner Tenuta	X		
Commissioner Massie	X		
Commissioner Murphy	X		

Motion passed.

B. Approval of Purchase – 2018 Toro Reelmaster 3555-D Fairway Mower
Matt Dziubinski, Fleet Service Manager reviewed the recommendation for the purchase of one new 2018 Toro Reelmaster 3555-D Fairway Mower and the sale of the 1996 Toro Reelmaster 5100 using GovDeals.

MOTION

Commissioner Murphy moves to approve the purchase of a 2018 Toro Reelmaster 3555-D in the amount of \$56,184.38 (NJPA Contract #062117-TTC) from Reinders, Inc. and the sale of the 1996 Toro Reelmaster 5100 (Serial #030502-51055) utilizing the GovDeals municipal auction website; seconded by Commissioner Starr.

<u>Roll Call Vote</u>	Ayes	Nays	Absent
Commissioner Kurka	X		
Commissioner Doherty	X		
Commissioner Klicka	X		
Commissioner Starr	X		
Commissioner Tenuta	X		
Commissioner Massie	X		
Commissioner Murphy	X		

Motion passed.

Financial Advisor’s Report

Lee Howard, GAI, reviewed the year to date departmental expenditures analysis, revenue trends and profitability of the District’s key revenue facilities.

RATIFICATION OF ACCOUNTS PAYABLE

Commissioner Klicka motioned to ratify January Accounts Payable checks and EFT’s in the amount of \$477,857.45 as listed on the Check Registers; seconded by Commissioner Murphy.

Discussion: None

<u>Roll Call Vote</u>	Ayes	Nays	Absent
Commissioner Kurka	X		
Commissioner Doherty	X		
Commissioner Klicka	X		
Commissioner Starr	X		
Commissioner Tenuta	X		
Commissioner Massie	X		
Commissioner Murphy	X		

Motion passed.

RATIFICATION OF PAYROLL

Commissioner Klicka motioned to ratify January Payroll checks and Direct Deposits in the amount of \$283,795.48 as listed in this report; seconded by Commissioner Massie.

Discussion: None

<u>Roll Call Vote</u>	Ayes	Nays	Absent
Commissioner Kurka	X		
Commissioner Doherty	X		
Commissioner Klicka	X		
Commissioner Starr	X		
Commissioner Tenuta	X		
Commissioner Massie	X		
Commissioner Murphy	X		

Motion passed.

A. Approval/Ratification of Travel Expenses Submitted by Commissioners

Executive Director Malartsik explained per Ordinance 733 (pertaining to Board Members/as well as any officer or employee which exceeds the maximum allowed under the regulations approved by the Board) may only be approved by roll call vote at an open meeting of the Park Board.

MOTION

Commissioner Starr moves to approve/ratify the travel expenses submitted by Commissioners for attending the 2018 IAPD/IPRA State Conference as follows: Commissioner Steve Kurka: \$25.75; Commissioner Ray Massie: \$12.00; and Commissioner Bill Starr: \$23.00; seconded by Commissioner Klicka.

<u>Roll Call Vote</u>	Ayes	Nays	Absent
Commissioner Kurka	X		
Commissioner Doherty	X		
Commissioner Klicka	X		
Commissioner Starr	X		
Commissioner Tenuta	X		
Commissioner Massie	X		
Commissioner Murphy	X		

Motion passed.

Executive Report

Executive Director Dan Malartsik reviewed the following highlights:

- New Website: the Community Relations & Marketing Department has conducted the Request for Proposal on this project.
- NWSRA PURSUIT 3 Program reconstruction are progressing well.
- The 411 property will be demolished in the next few weeks.
- Mardi Gras recorded the largest attendance of children and their parents this year.
- Kuddos to the MPPD maintenance staff for a great job on the snow removal.

Commissioner Star asked about the baseball/softball program, birthday parties and the monthly/daily membership fees and Director Taylor reviewed each question.

Public Comment

Louis Goodman questioned the total conference travel expense for the Commissioners. President Kurka stated the total for all three Commissioners, \$60.75; Mr. Goodman requested a paper copy of the packet for every board meeting. Executive Director Malartsik stated the packets were on the website for everyone to review or print out.

MATTERS FROM COMMISSIONERS

Commissioner Starr remarked how wonderful the Village's Celestial Ball was this year.

Commissioner Tenuta asked the Commissioners who attended the IPRA conference to write down in an email what they learned from the seminars they attended.

Commissioner Doherty remarked Mardi Gras was awesome and he attends with his family every year, the event gets better every year; congratulations to the maintenance staff for the quick snow removal at Friendship Conservatory; congratulations to Don Thoma for 40 years with the park district- you have definitely left your mark on the staff and district; thanked Superintendent Giese for the quick response on the IMRF questions and would like to survey other districts about the fee structure.

Commissioner Kurka thanked Don Thoma for his service to the district with forty years and how commendable and proud we are to have you on staff.

ADJOURNMENT

Commissioner Massie moved to adjourn the Regular Board Meeting at 8:01 p.m.; seconded by Commissioner Tenuta and carried by unanimous voice vote.

Respectfully submitted,

William J. Starr



Parks Foundation

Board Meeting Summary for Parks Foundation March 7, 2018

- Parks Foundation Board Members reviewed and began editing two pamphlets regularly distributed to the public. The first summarizes the philosophy and work of the Foundation with an eye on recruiting volunteers. The second outlines the Remembrance in the Park Program listing the options for memorializing loved ones through the purchase of bricks, benches, plaques, etc.
- Pre-Plant Sale Fundraiser (May 10 - 6 to 8 pm at FPC) details discussed. Poster in development and mailer to regular contributors from FOTB, Cabaret Night, etc.
- New Park District website will have a “Donate Now” button on the Foundation Page
- Annual Scholarship Program dates were set - applications available from April 30 to June 18. Awards presented in bandshell by Foundation Board members on Monday, July 23.
- Tree campaign continues - yard signs placed in neighborhood parks beginning in June indicating a tree(s) in this park were planted through funds raised by the Parks Foundation with directions for how to contribute all summer long in anticipation of a fall planting.
- Parks Foundation Board Members pledged \$3,000 to the current Veterans project which will commemorate Mount Prospect Service men and women killed in action. A Veterans group is managing the project with the support of the Park District, Village, Historical Society and Library.
- Foundation Board members on site at upcoming events including Earth Day (April 21), Plant Sale (May 12), one Monday and one Thursday night Summer Concert (July 23 and July 19) as well as National Night Out with the Mount Prospect Police Department on Tuesday, August 7.



MEMORANDUM

To: Board of Park Commissioners
From: Dan Malartsik, Executive Director
Date: March 21, 2018
Re: **2018 Budget & Appropriation Ordinance**

Summary & Background:

Included in your packet is the final recommended Combined Annual Budget & Appropriation Ordinance for FY 2018. The Budget & Appropriation Ordinance for FY 2018 sets forth the legal spending requirements for the park district for FY 2018.

As noted in the Public Hearing we held earlier this evening, the proposed ordinance has been on display at the Mount Prospect and Des Plaines Libraries, Mount Prospect Human Service Department and at the Mt. Prospect Park District Administrative Office since January, 2018.

Documents Attached:

- 1) Tentative Budget & Appropriation Ordinance
- 2) FY 2018 Budget
- 3) Certificate of Estimate Revenue

Recommendation:

Move to approve the Ordinance 755 - Combined Annual Budget & Appropriation of funds for Mt. Prospect Park District, Cook County Illinois, for the Fiscal Year beginning on the first day of January 2018, and ending on the 31st day in December 2018.

MT. PROSPECT PARK DISTRICT

**CERTIFICATE OF CHIEF FISCAL OFFICER AS TO
REVENUES BY SOURCE ANTICIPATED TO BE RECEIVED
FISCAL/CALENDAR YEAR 2018 PURSUANT TO
SECTION 162 OF THE REVENUE ACT OF 1939**

The undersigned, WILLIAM J. KLICKA, Treasurer and Chief Fiscal Officer of the Mt. Prospect Park District, does hereby certify the estimate of revenues by source anticipated to be received by the Mt. Prospect Park District of Cook County, Illinois, in the fiscal/calendar year 2018 to be as follows:

<u>SOURCE</u>	<u>AMOUNT</u>
Property Taxes	\$10,265,821
Rental	761,328
Passes/User Fees	860,745
Daily/User Fees	1,208,345
Program Fees	3,807,852
Concession Sales	224,874
Sponsors	30,500
V/MC & Other	53,626
Interest	1,040
Internal Project Charges	350,717
Bond Proceeds	<u>1,815,190</u>
Total Revenue	<u>19,380,038</u>

The above is certified this 21st day of March, 2018.

William J. Klicka
Treasurer and Chief Fiscal Officer

The above certification was filed with the County Clerk of Cook County on this 21st day of March, 2018.

David D. Orr, County Clerk
Of Cook County, Illinois

By: _____



MEMORANDUM

To: Board of Park Commissioners

From: Jim Jarog, Director of Parks & Planning; Matt Dziubinski, Fleet Services Manager

Date: 03/21/18

Re: Ordinance to Sell Surplus Property

C: Dan Malartsik, Executive Director

SUMMARY & BACKGROUND:

Staff has identified the items listed within draft Ordinance #756 and has determined that these items are no longer useful to the Mt. Prospect Park District. Therefore staff requests the Board's authorization to dispose of these items under the following provision of park district code:

Pursuant to Section 8-22 of the Park District Code (70 ILCS 1205/8-22) ("Code"), every park district is authorized to sell or convey any personal property that in the opinion of three-fifths of the members of the Board of Park Commissioners then holding office is no longer necessary, useful to, or for the best interests of the park district, in any manner that they may designate and with or without advertising;

The Board of Park Commissioners of the Park District ("Board") has reviewed a staff report finding that the Property is no longer necessary, useful to or for the best interests of the Park District and recommending to sell or otherwise convey in any of the following manners: trade-in, sale, or otherwise convey, or dispose, in such manner(s) and at such prices as the Executive Director shall in his sole discretion determine.

BUDGET IMPACT

Proceeds from the sale of the items identified within draft Ordinance #756 will be re-captured within the Mt. Prospect Park District's capital Improvement Fund for possible re-allocation towards the future needs of the district. Net proceeds will be identified upon sale of the approved items.

DOCUMENTS ATTACHED

Draft Ordinance #756 for the Board's review and consideration

RECOMMENDATION:

Move to adopt Ordinance #756 Pursuant to Section 8-22 of the Park District Code (70 ILCS 1205/8-22), the Board of Park Commissioners of the Mt. Prospect Park District has reviewed staff's report finding that the Property is no longer necessary, useful to or for the best interests of the Park District and recommending to sell or otherwise convey in any of the following manners: trade-in, sale, or otherwise convey, or dispose, in such manner(s) and at such prices as the Executive Director shall in his sole discretion determine.

**MT. PROSPECT PARK DISTRICT
ORDINANCE NO. 756
AN ORDINANCE DECLARING AS SURPLUS AND
AUTHORIZING THE SALE, TRADE-IN CONVEYANCE OR
DISPOSAL OF SURPLUS PERSONAL PROPERTY OF THE
MT. PROSPECT PARK DISTRICT, COOK COUNTY, ILLINOIS.**

WHEREAS, the Mt. Prospect Park District, Cook County, Illinois (“Park District”) owns personal property heretofore used in connection with the operation of the Park District and described as follows:

<u>Tag #</u>	<u>Machine/Equipment/Item</u>	<u>Year Acquired</u>	<u>Model #</u>	<u>Serial #</u>	<u>Condition</u>	<u>Action</u>	<u>Initials</u>	<u>Date of Sale</u>
1	Seal Rite Seal coater	2006	SR-700	EM02406012	Good	Sell	NA	
2	JD Greens mower 3	2005	Greens Master	M0220BX030327	Fair	Sell	MD/DD	
3	JD Greens mower 8	2003	Greens Master	M0220BX015558	Fair	Sell	MD/DD	
4	JD Greens mower 9	2003	Greens Master	M0220BZ010429	Fair	Sell	MD/DD	
5	JD Bunker Rake 2L	1994	1200	M01200A928502	Fair	Sell	MD	
6	Golf Ball Range Dispenser #1	n/a	n/a	n/a	Good	Sell	DC	
7	Golf Ball Range Dispenser #2	2006	74275-STK	910938	Good	Sell	DC	
8	Western Snowplow #36	2006	8' Pro Plow Ultra-Mount	60390	Poor	Sell	MD	
9	Concession trailer	1983	Wells Cargo	0D1028937	Poor	Sell/Salvage	MD	
10	Lincoln Stick Welder #1	n/a	5937	4798-302	Fair	Sell	MD	
11	Lincoln Stick Welder #2	n/a	AC-225-S	6295-805	Fair	Sell	MD	
12	Western Snowplow #23	1998	8' Pro Plow Uni-Mount	n/a	Poor	Sell	MD	
13	Western Skid Steer Snowplow	1999	7.5'Rubber Bottom Plow	3699026	Fair	Sell	MD	
14	Chevrolet Truck #7 **	2000	C2500	1GCG24R6YF490009	Poor	Sell	MD	
15	Toro Fairway Mower **	1996	Reel master 5100	03502-51055	Fair	Sell	MD/DD	
16	Jacobsen Wide Area Mower **	2005	HR9016T	7052901682	Fair	Sell	MD/NA	
17	Coats Tire Balancer	2004	1055	8121055	Good	Sell	MD	
18	Western Snowplow	n/a	8' Pro Plow Uni-Mount	60390	Poor	Sell	MD	

19	Honda Rota Tiller	1992	F501	GX140994232	Poor	Sell	MD/BK	
20	Ransoms/Bobcat Push Mower	n/a	M21-4BZ	3789	Poor	Sell/Salvage	MD/BK	
21	300 Gallon Water Tank	n/a	Pick Up Saddle	n/a	Good	Sell	MD/BK	
22	Hand Weights	n/a	Tag	n/a	Poor	Sell	BT/NP	
22	Desk - Particle board	n/a	66"x20"	n/a	Good	Sell	BK	
24	Organ Conn	n/a	Theater	6421	Fair	Sell	BK	
** Represents items which have previously been presented to the Board								

Hereinafter known as the "Property"; and

WHEREAS, pursuant to Section 8-22 of the Park District Code (70 ILCS 1205/8-22) ("Code"), every park district is authorized to sell or convey any personal property that in the opinion of three-fifths of the members of the Board of Park Commissioners then holding office is no longer necessary, useful to, or for the best interests of the park district, in any manner that they may designate and with or without advertising; and

WHEREAS, the Board of Park Commissioners of the Park District ("Board") has reviewed a staff report finding that the Property is no longer necessary, useful to or for the best interests of the Park District and recommending to sell or otherwise convey in any of the following manners: trade-in, sale, or otherwise convey, or dispose.

NOW, THEREFORE, IT IS HEREBY ORDAINED by the Board of Park Commissioners of the Mt. Prospect Park District, Cook County, Illinois, as follows:

Section 1. The Board finds that all of the recitals contained in the preamble to this Ordinance are true and correct and does hereby incorporate them in this Ordinance by this reference.

Section 2. The Board finds that the Property is no longer necessary, useful to or for the best interests of the Park District and declares it to be for the best interests of the Park District and its residents to dispose of in the following manner: by trade in, sale, or disposal, subject to, in the case of a sale or conveyance, to the execution by the purchaser or transferee of an appropriate instrument whereby the purchaser or transferee acknowledges that the purchaser is purchasing the Property used and in "as is" condition,, without any warranties of any kind whatsoever, and where the Purchaser or transferee assumes all liabilities in connection with the Purchaser's use of the Property, and releases, indemnifies and holds harmless the Park District and its park commissioners, officers and employees against and from any and all such liabilities or by trade in, sale, or disposal.

Section 3. The Board authorizes and directs the Executive Director of the Park District to sell, or otherwise convey or dispose of the Property as herein for such price(s), if any, to such person(s), firm(s) or entity(ies) and on such terms (including those terms set forth in Section 2 above), as he shall deem in his sole discretion to be in the best interests of the Park District.

Section 4. The Ordinance shall be in full force and effect after its adoption as provided by law.

Adopted this 21st day of March, 2018 by the affirmative roll call vote of not less than three-fifths of the members of the Board of Park Commissioners as follows:

Ayes:

Nays:

Absent:

Steve Kurka
President Board of Commissioners
Mt. Prospect Park District

ATTEST:

William J. Starr
Secretary Board of Commissioners
Mt. Prospect Park District

STATE OF ILLINOIS)
) SS
COUNTY OF COOK)

SECRETARY'S CERTIFICATE

I, William J. Starr, do hereby certify that I am Secretary of the Board of Park Commissioners of the Mt. Prospect Park District, Cook County, Illinois, and as such official, I am keeper of the records, ordinances, files and seal of said Park District; and,

I HEREBY CERTIFY that the foregoing instrument is a true and correct copy of Ordinance NO.756

**AN ORDINANCE DECLARING AS SURPLUS AND
AUTHORIZING THE SALE, CONVEYANCE, TRADE-IN OR DISPOSAL
OF SURPLUS PERSONAL PROPERTY OF THE
MT. PROSPECT PARK DISTRICT, COOK COUNTY, ILLINOIS**

Adopted at a duly called Regular Meeting of the Board of Park Commissioners of the Mt. Prospect Park District, held at Mt. Prospect, Illinois, in said District at 7:00 p.m. on the 21st day of March 2018.

I DO FURTHER CERTIFY that the deliberations of the Board on the adoption of said ordinance were conducted openly, that the vote on the adoption of said ordinance was taken openly, that said meeting was called and held at a specified time and place convenient to the public, that notice of said meeting was duly given to all of the news media requesting such notice, that said meeting was called and held in strict compliance with the provisions of the Open Meetings Act of the State of Illinois, as amended, and with the provisions of the Park District Code of the State of Illinois, as amended, and that the Board has complied with all of the provisions of said Act and said Code and with all of the procedural rules of the Board.

IN WITNESS WHEREOF, I hereunto affix my official signature and the seal of the Mt. Prospect Park District at Mount Prospect, Illinois this 21st day of March, 2018.

William J. Starr
Board of Park Commissioners
Mt. Prospect Park District

[SEAL]



MEMORANDUM

To: Board of Park Commissioners

From: Brett Barcel, Director of Golf Operations

Date: March 21, 2018

Re: Mount Prospect Golf Club Concession Lease Agreement

C: Dan Malartsik, Executive Director

SUMMARY & BACKGROUND:

The Mt. Prospect Park District received one proposal from Open Kitchens L.L.C. on November 28, 2017 to provide food services at the Mount Prospect Golf Club. Request for Proposal packets were sent out directly to eight reputable food service providers with experience in golf course operations. None of the vendors showed interest in responding to the District's request for proposal at this time.

Open Kitchens L.L.C is an experienced and qualified vendor that has provided professional services to the Mount Prospect Golf Club for over 20 years. Additionally, they have rated highly with the golfers in food quality and have exhibited an exemplary record in both food inspections and liquor license controls over the past twenty seasons.

BUDGET IMPACT

2018 Lease Agreement	\$45,000.00
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RECOMMENDATION:

Move to Approve entering into a one year lease agreement with Open Kitchens L.L.C. for food service operations at the Mt. Prospect Golf Club for the period of 4/1/2018 to 3/31/2019 in the total lease amount of \$45,000.00 payable to the Park District.

DOCUMENTS ATTACHED

- 1) List of vendors contacted.
- 2) 2018 Concession Agreement

Vendor List:

Golf Specific Vendors:

Open Kitchens Inc. - Chicago IL. Have run food service concessions for Mount Prospect, Wilmette GC, Winnetka, Palatine Hills, Sportsmans CC, and Chicago Park District courses over the last 25 years. They also run Meals on Wheels, Chicago IL, and school lunch program for Chicago Public Schools.

Ala Carte Entertainment- Schaumburg, IL. Own and operate many restaurants across the Chicagoland area including Moretti's in Mt. Prospect. They also run Chandler's Restaurant at Schaumburg GC.

Club Casa Cafe- Des Plaines, IL. Food service provider for Des Plaines Golf Center for over fifteen years.

Midori Banquets- Mount Prospect, IL. Provided food and catering for Old Orchard GC. for over ten years.

Other Vendors:

Organic Life Catering- Wheeling and Chicago, IL

Hel's Kitchen and Catering- Northbrook, IL

Emerson's Ale House- Mount Prospect, IL

Draft Pick Sports Bar- Mount Prospect, IL

CONCESSION AGREEMENT

This Concession Agreement (“Agreement”) is entered into this date _____, 2018 between the Mt. Prospect Park District, an Illinois municipal corporation and body politic with primary offices located at 1000 W. Central Road, Mt. Prospect, Illinois 60056 (the “District”) and Open Kitchen’s Inc. a catering and food service corporation located at 1161 W. 21st St. Chicago IL. (the “Concessionaire”).

RECITALS:

- A. The District is the owner of an eighteen (18) hole golf course commonly known as the Mt. Prospect Golf Club located at 600 See-Gwun Ave., Mount Prospect, Illinois.
- B. Located at the Mt. Prospect Golf Club is a Clubhouse in which there is a dining area, kitchen, meeting room, pro shop, offices, locker rooms, foyer, restrooms, pro shop storage areas, kitchen storage areas, washrooms, locker rooms, veranda, cart storage area and beverage cart. There is also a party tent, halfway house, driving range and practice greens. (these areas comprise the “Clubhouse”).
- C. The dining area, meeting room, kitchen, veranda, party tent, halfway house, kitchen storage areas and beverage cart are devoted to the preparation, sale and consumption of food and beverages. These areas are herein referred to as the “Food Service Facilities”. “Concession Operations” is herein defined as the operation of food and beverage concessions within the Food Service Facilities at the Clubhouse.
- D. The “District” desires to retain the service of the “Concessionaire” to provide concessions at the Clubhouse.

AGREEMENT

NOW, THEREFORE, District and Concessionaire agree as follows:

ARTICLE I

GRANT OF RIGHTS

The Mt. Prospect Park District hereby grants to Concessionaire, and Concessionaire hereby accepts and agrees to exercise, during the Term of this Agreement, the exclusive right and privilege to sell and otherwise dispense from the Food Service Facilities of the Clubhouse, all food and beverages, and other items as may be mutually agreed upon in writing by the Park District and Concessionaire pursuant to the terms of this Agreement. It is also agreed that the

grant of rights hereunder shall be exclusive ONLY WITH RESPECT TO THE Food Service Facilities, it being understood that the District shall be entitled, in its discretion, to grant to any third party whatsoever, or to exercise itself, the right to sell or dispense food and beverages and other items in any area not sold or dispensed within the Food Service Facilities.

ARTICLE II

TERM

- 2.1 The initial term hereof shall commence on April 1, 2018 and shall (unless sooner terminated as provided in Article VI – Termination) end March 31, 2019. An option for a second term beginning April 1, 2019 and terminated March 31, 2020 may be exercised by mutual agreement no later than February 1, 2020.

ARTICLE III

DUTIES, OBLIGATIONS AND COVENANTS OF CONCESSIONAIRE; OPERATION OF CONCESSIONS

3.4 Conduct of Concession Operations.

- A. General. Concessionaire agrees that it will conduct the operation of the concessions for the Food Service Facilities at the Mt. Prospect Golf Club diligently and in good faith so as to maximize gross receipts and to promptly and courteously serve the public all in accordance with a general plan of operation and in accordance with all applicable ordinances, laws, codes and regulations. All liquor will be sold in compliance with days and times of local liquor control regulations and all requirements of law. Any changes to such plan of operation shall require advance written agreement of the District and Concessionaire. Proposed or requested changes must be submitted in writing with 90 days notice to the District.

B. Dates and Hours of Clubhouse and Concession Operations:

The golf season is defined as: April 1 to November 15

Except as provided below, the Clubhouse Food Service Facilities shall operate each day during the golf season.

Hours of minimum operation:

Weekends: 6:00 am or dawn until ½ hour after sunset.

Weekdays: Tuesday through Friday - 7:00 am until ½ hour after sunset.
Mondays – 8:00 am until ½ hour after sunset.

All regular food service operations must conclude at 10:00 pm.
Private scheduled events may go until 12:00 a.m. if pre-authorized by the Director of Golf.

Concession operations will not be required when the golf course is closed or due to inclement weather.

The Halfway House and Beverage Cart

Halfway house hours of operation in season: April 1 - Nov. 15th

Weekends: 9:00 am until 5:00pm.

Weekdays: 10:00 am until 5:00pm.

Beverage cart operations will be based on potential sales volume demand each day.

The halfway house and beverage cart will not be required when the golf course is closed due to inclement weather.

Vending machine operations are conducted year-round at the halfway house area and on the golf course.

- C. Concession Operation Rentals/Events. All catered food and/or beverage events will be coordinated by the Concessionaire. The Concessionaire may operate in the Food Service Facilities on a year-round basis. Rentals/special events in the Food Service Facilities will be scheduled as not to conflict with golf course patrons in season.

The golf season is defined as: April 1 to November 15

In season hours of operation:

Rentals or special events will not be allowed in the grill or patio, they must use the Party Tent. All golf outings over 60 players must use the party tent.

Off season hours of operation: November 16 – March 31.

Rentals and special events are available any day and time.

- D. Non-catered Rentals/Special Events. Arrangements for non-catered rentals and special events will be the responsibility of the District. On a regular basis, the Park District will report to the Concessionaire when these events will take place. If the

Concessionaire wishes to utilize an area reserved for a District function, it may request in writing that the District attempt to find another location. If another facility is not available or suitable for the District function it shall stay at the original location.

- E. Exempt Rental and Special Events. The Mt. District will provide the Concessionaire, once a year, with a list of events that shall be exempt from utilizing the Concessionaire's services. These events are golf outings used as fundraisers for non-for-profit organizations. In terms of this agreement, no more than four (4) such functions per year shall be booked by the District. Upon approval of the Director of Golf, the Concessionaire may open for business during an exempt event.
- F. District-sponsored Rentals and Special Events. The Concessionaire will exclusively coordinate all District rentals and special events where food and/or beverages are served at the Food Service Facilities excluding Exempt Events specified in Section 3.1.E.
- G. Facility Supervision. During regular golf season operating hours, Mt. Prospect Golf Club employees will be on duty to assist patrons and lock the Clubhouse. During evening events after the Pro Shop has closed the Concessionaire will be responsible for Clubhouse supervision and securing the Food Service Facilities and Clubhouse at the conclusion of the event in accordance with Section 3.1C.

In addition, the District shall issue keys and alarm codes for the Food Service Facilities and Clubhouse to the Concessionaire. The Concessionaire shall be solely responsible for assigning these to Concessionaire employees for locking and securing the Food Service Facilities and Clubhouse before and after hours of operation specified in 3.1C. The Concessionaire and its employees are prohibited from duplicating the Food Service Facilities and Clubhouse keys.

- H. Compliance with Laws, Policies and Programs. In connection with the conduct of the concession operations, the Concessionaire shall promptly comply with and faithfully observe all federal, state and local laws, ordinances, regulations, orders or directions (including without limitation fire, building, health and sanitation codes and regulations) as to the safety of the premises, sanitation and purity of foods and beverages or otherwise. In addition, the Concessionaire agrees to comply to all local liquor codes and provide up to date copies of B.A.S.S.E.T. training certificates to the District for every concession employee serving alcohol. Also, employees must comply with all rules and regulations of the District as communicated by District to Concessionaire in writing.
- I. Condition of Food Service Facilities and Equipment. Concessionaire agrees to keep the Food Service Facilities and equipment ("District's Equipment" as defined in Section 4.1) neat, clean and in a sanitary condition and to follow all reasonable directions of the District with respect thereto. Concessionaire shall cleanse, disinfect

and deodorize the Food Service Facilities and shall promptly deposit in covered receptacles all waste, garbage and refuse which may accumulate in the Food Service Facilities all in accordance with industry standards. Concessionaire shall remove all such waste, garbage and refuse from the Clubhouse periodically during each day of operations and place it in receptacles designated by the District.

3.2 Sale of Food and Beverage Items

- A. General. Concessionaire covenants that it shall at all times have available for sale sufficient quantities and varieties of the items and shall provide sufficient and competent trained personnel to effect sales thereof. All food and beverage items sold by Concessionaire shall be pure and wholesome and of a high quality. Concessionaire shall post the rates, prices and advertising for food and beverage items in such places at Clubhouse as the District may designate.
- B. Vending Machines. The Concessionaire will be responsible for the vending machines located in the Clubhouse and on the golf course.
- C. Delivery of Concession Items. All deliveries of food and beverage items and any other items sold or used in connection with the concession operations shall be made only during regular hours of operation and only at the east kitchen delivery door. Concessionaire shall use its best efforts to minimize the disruptions and amount of traffic in the Clubhouse, which could result from numerous deliveries inside the Clubhouse. All items shall be stored inside the Clubhouse in a manner satisfactory to the District.

3.3 Employees and Agents.

- A. Concessionaire Employees. The Concessionaire shall provide the Director of Golf with a list of employees. This list shall include the names, addresses and phone numbers of the employees. The employees will be required to wear proper identification and clothing which distinguishes the Concessionaire employees from District staff. The Concessionaire is required to have at least one employee twenty-one (21) years of age or older on duty at the Clubhouse at all times during the hours of operation and all employees of Concessionaire will comply with local and state liquor sale regulations.
- B. Conduct and Supervision of Employees and Agents. Concessionaire agrees that it will train, closely supervise, and regulate all persons employed by it in the conduct of its business so that they are aware of, and continuously practice, high standards of cleanliness, safety, courtesy and service. If any Concessionaire employee fails to perform his or her duties, the Concessionaire shall take appropriate action to discipline such employee. The Concessionaire agrees that the District shall have the right at any time upon written notice to the

Concessionaire to require the Concessionaire to replace any employee within a reasonable period of time following such notice. In the event that the Concessionaire is not accessible at the Clubhouse, the Director of Golf Operations shall have authority (but no duty) to decide matters regarding conduct and supervision of Concessionaire employees.

- C. Cooperation with Other Employees. Concessionaire agrees to cause its employees to cooperate in the use of the Food Service Facilities of the Clubhouse facilities and in all other manners with all employees and agents of Mt. Prospect Park District.
- D. Hiring Practices. Concessionaire agrees that in the conduct of its business, hiring practices and the sale of food and beverage items, both pursuant to the agreement and in its other business endeavors, it will not discriminate or permit discrimination on the grounds of sex, race, religion, creed or national origin, disability or any other legally prohibited basis, nor will it discriminate or permit discrimination against any employees or applicants for employment on account of any such grounds.

3.4 Miscellaneous

- A. Reporting Defects in Food Service Facilities. Concessionaire shall immediately report in writing to the District any observable defects in or about the Food Service Facilities which would foreseeably lead to personal injury or further property damage. Concessionaire shall at all times be alert to detection of such defects and shall report them promptly upon observation.
- B. Emergency Situations. If the Concessionaire becomes aware of any act of vandalism or of any casualty, or of any other condition involving imminent danger of loss of life or injury to persons or public property, the Concessionaire shall immediately report same to the District's Director of Golf Operations.
- C. If Concessionaire or its employees are at the Food Service Facilities at the time of the occurrence of any emergency situation, Concessionaire shall take whatever steps are reasonably necessary to protect the District and its property.
- D. Emergency AED Training. Concessionaire must participate in bi-annual training of supervisory employees in CPR and AED or as otherwise required by law. An AED unit will be located in the lobby of the Clubhouse. The District will provide a list of training classes available to them.

ARTICLE IV
FOOD SERVICE EQUIPMENT

4.1 Equipment – General. In connection with the conduct of the concession operations, the District agrees to provide and make available to Concessionaire certain equipment and other items (the “District’s Equipment”). All other utensils, equipment and other items necessary or appropriate to conduct the concession operations (the “Concessionaire Equipment”) shall be provided by Concessionaire. As used in this agreement, the District’s equipment and the Concessionaire’s equipment are collectively referred to as the “Food Service Equipment”. The District shall retain the right at any time to alter, replace, relocate, dispose of or reserve for its own use, any particular District equipment so long as the total food service equipment remains reasonably adequate for the exercise from time to time of Concessionaire’s rights and privileges hereunder. It is agreed that if The District causes Concessionaire to relocate any of the Concessionaire’s equipment in accordance with the foregoing, the costs of such shall be fully reimbursed by the District.

4.2 Preventive Maintenance and Repairs.

A. Payment. All District-owned furniture and food service equipment in the Clubhouse is available for use by the Concessionaire. The District will pay for any routine repairs needed on this equipment. The Concessionaire will need to pay for repairs that are caused by negligence of the Concessionaire’s employees. The Concessionaire is allowed to install new equipment and remove the same equipment at the conclusion of this agreement. Any equipment that is to be added must first be approved by the District.

B. Replacement of Food Service Equipment. If the Concessionaire determines that any of the existing District equipment requires replacement, the Concessionaire will submit a written notification of its determination along with an estimate of the cost of the replacement. A meeting to discuss the need, financing and ownership of the replacement will take place between the Concessionaire and the District.

C. Replacement of Food Service Equipment due to Negligence. The Concessionaire will be responsible for all such repairs of, and replacements to, the Concessionaire’s equipment, except that each party shall be responsible for repairs of, and replacements to any food service equipment where such repairs or replacements are necessitated by the negligent or willful act of such party or its employees or agents.

4.3 Food Service Facilities and Clubhouse Maintenance.

- A. District Responsibilities. The District will be responsible for all exterior cleaning and maintenance of the Clubhouse as well as the interior of the pro shop, foyer/entrance area, basement, locker rooms and washrooms. In addition, the District will be responsible for any structural repairs that are required by state or local laws, codes, rules or regulations.
- B. Concessionaire Responsibilities. The Concessionaire will be responsible for maintaining and cleaning all areas of the Food Service Facilities. Meeting all sanitation requirements and the requirements of all applicable laws will be the sole responsibility of the Concessionaire.

4.4 Security.

- A. Theft or Damage. The District assumes no responsibility to Concessionaire and Concessionaire hereby releases the District, its employees, agents and representatives, from any liability with respect to the loss, disappearance or theft of, or damage or casualty to, any property (including money) of Concessionaire or its employees or agents located in or being brought into or out of the Clubhouse.
- B. Clubhouse. If Concessionaire chooses to stay open after the Clubhouse and pro shop have closed or beyond the time that the Food Service Facilities are scheduled to close, it will be the Concessionaire's responsibility to lock and secure the outside doors, dining area, kitchen, storage rooms, banquet tent and foyer of the Clubhouse. The Concessionaire is also responsible for activating the alarm panel at the Clubhouse front door. The premises must be vacated and secured per Article III, 3.1 C.

4.5 Signage, Displays and Advertising. Concessionaire agrees that all signage and displays, and the contents and graphics thereof, to be utilized by Concessionaire at or around the Food Service Facilities, and any merchandise or advertisement bearing the name of or any reference to the District or the Clubhouse, shall be subject to the prior approval of the Park District, which may be granted or denied in the Park District's sole discretion. All such signage and displays shall be installed and maintained at Concessionaire's sole cost and expense.

4.6 Utilities. All utilities (with the exception of telephone, merchant services and internet service, for which the Concessionaire shall independently contract and the expense of which shall be the sole responsibility of the Concessionaire), including but not by way of limitation, all electrical, gas, water, sewer, rodent extermination, garbage disposal, television cable service and security system shall be billed to the Park District.

ARTICLE V

LICENSE FEE

5.1 License Fee. The compensation to the District for the granting of the rights set forth herein to Concessionaire shall be as set forth in Exhibit 1 (“License Fee”) and shall be paid by Concessionaire to the District as set forth in Exhibit 1.

ARTICLE VI

TERMINATION

This Agreement shall automatically terminate upon the occurrence of any of the following events:

- A. Upon written notice delivered to the District by the Concessionaire in the event that the District breaches, in any material aspect, any of its obligations hereunder and such breach has not been cured for a period of thirty (30) days following the date that notice detailing such breach is delivered to the District by Concessionaire.
- B. Upon thirty (30) days prior written notice delivered by the District to Concessionaire, for any reason or no reason.
- C. Concessionaire agrees that in the event Concessionaire fails to fulfill any of the provisions stipulated in this Agreement, the District may terminate the Agreement immediately and, at its option, without waiving any of its other rights, the District may hire such persons and equipment and enter into such contracts as it may deem necessary to perform the work described herein.
- D. In the event of termination, the District will be entitled to recover from Concessionaire all losses, including all costs, expenses and reasonable attorney’s fees arising out of or in conjunction with or otherwise resulting from failure of performance on the part of the Concessionaire.

ARTICLE VII

INDEMNIFICATION AND INSURANCE

7.1 Indemnity. Concessionaire agrees to save, defend, hold harmless and indemnify the District and each of its Commissioners, officers, directors, agents, employees, and invitees (the “ District Parties”) from and against any and all suits, claims, losses, damages and expenses (including reasonable attorneys fees) that are based upon, or that

arise or are alleged to have arisen out of, the Concession Operations or any negligence of Concessionaire or any agents, servants or employees of Concessionaire or any of its subcontractors (collectively the “Concessionaire Parties”).

7.2 Insurance Requirements. The Concessionaire shall not commence work under the Agreement until it has obtained the insurance required by Section 7.3 below and has provided the District with the requisite Certificates of Insurance naming the District Parties as additional insureds.

7.3 Insurance Coverage. Concessionaire shall maintain in force at all times during the initial Term and any extension or renewal thereof at its expense the following insurance, it being understood that District shall have the right to reasonably require Concessionaire to adjust the coverage limits set forth below at any time:

- A. Comprehensive – Commercial General Liability. \$1,000,000 – individual; \$1,000,000 – aggregate; \$100,000 – fire protection. Such coverage shall specifically include, but not be limited to, coverage for liability assumed under an insured contract (including the tort liability of another assumed in a business contract).
- B. Worker’s Compensation. \$1,000,000 – individual; \$1,000,000 – aggregate.
- C. Umbrella Liability. The Concessionaire shall maintain an umbrella or excess liability policy of not less than \$2,000,000 for any one (1) occurrence and subject to the same aggregate over the maximum aggregates set forth for each class on insurance identified in Section 7.3.A through 7.3.C above.
- D. Liquor License. The District shall secure and pay all costs for the Village of Mount Prospect and State of Illinois Liquor Licenses.

ARTICLE VIII

MISCELLANEOUS

8.1 Entire Agreement. This Agreement constitutes the entire agreement among the parties and supersedes all prior agreements, arrangements or understandings, whether written or oral pertaining to the subject matter hereof. This Agreement may not be amended or modified except in a writing signed by District and Concessionaire.

8.2 No Waiver. Any failure by any party to require performance by any other party of any provision of this Agreement shall in no way affect the full right to require such performance at any time thereafter. No waiver by any party of a breach of any provision

hereof shall constitute a waiver of any succeeding breach of the same or any other provision of this Agreement.

8.3 Governing Law. This Agreement is an Illinois contract and is governed by and enforceable in accordance with the internal laws of Illinois without regard to principles of choice of law.

8.4 No Joint Venture, etc. Nothing herein shall be deemed to create an agreement of joint venture, partnership, employer and employee or any other similar type of relationship, it being understood that Concessionaire shall be deemed an independent Concessionaire with respect to the Park District.

8.5 Assignment. Concessionaire shall not assign or encumber its interest in this Agreement or allow any other person to occupy or use all or any part of the Food Service Facilities of the District without first obtaining the District's written consent, which may be withheld in the District's sole and absolute discretion. No consent given by the District pursuant to this Section shall constitute a further waiver of the provisions of this Section.

8.6 Human Rights. The contractor to this public contract shall:

- (1) Refrain from unlawful discrimination and discrimination based on citizenship status in employment and undertakes affirmative action to assure equality of employment opportunity and eliminate the effects of past discrimination;
- (2) Comply with the procedures and requirements of the Illinois Department of Human Rights (Department) regulations concerning equal employment opportunities and affirmative action;
- (3) Provide such information, with respect to its employees and applicants for employment, and assistance as the Department may reasonably request;
- (4) Have a written Sexual Harassment Policy which complies with the provisions of 775 ILCS 5/2-105(a) 4, and is currently in full force and effect. A copy of this policy shall be provided to the District upon request.

8.7 Contemporaneous with its execution hereof, Concessionaire shall provide to the District a "no bid-rigging", no bid-rotating" certification in form and substance acceptable to District, indicating any prohibited convictions.

IN WITNESS WHEREOF, this Agreement has been duly executed as of the day and year first above written.

Concessionaire

Mt. Prospect Park District

By:

By:

"Concessionaire"

Executive Director
"District"

EXHIBIT 1

LICENSE FEE

A. License Fee. The compensation of the District for its granting of the rights set forth herein to Concessionaire shall Be FORTY FIVE THOUSAND DOLLARS (\$45,000.00), due and payable in four (4) equal payments of \$11,250 and shall be paid on or before, May 1, June 15, September 1, and October 15, in 2018.



MEMORANDUM

To: Board of Park Commissioners

From: George Giese, Superintendent of Business & IT Services

Date: March 21, 2018

Re: Board Authorization to Sell Liquor at Special Events

C: Dan Malartsik, Executive Director

SUMMARY & BACKGROUND:

For many years, the Park District has sold beer during specific softball tournaments at Metro Majewski Park. Staff is requesting Board approval to continue this practice in 2018 based on the information as follows:

NOTE: All tournaments listed are held at: Mt. Prospect Park District, Metro Majewski Athletic Complex, 791 Willie Road, Des Plaines IL 60018

Certificates of Insurances for all tournaments listed must be issued to: Illinois Liquor Control Commission, 100 West Randolph, Suite 7-801, Chicago IL 60601

DATE(S)

IMPORTANT INFORMATION TO BE INCLUDED

Thursday-Sunday
June 21-24, 2018

EVENT: Softball Tournament – ASA 17th Annual Chicago Championships

<i>DATE/TIME:</i>	June 21, 2018	5:00 PM - 11:59 PM
	June 22, 2018	5:00 PM - 11:59 PM
	June 23, 2018	11:00 AM - 11:59 PM
	June 24, 2018	12:00 PM - 11:59 PM

Friday-Sunday
August 10-12, 2018

EVENT: Softball Tournament – House League Tournament

<i>DATE/TIME:</i>	August 10, 2018	5:00 PM - 11:59 PM
	August 11, 2018	11:00 AM - 11:59 PM

(Rain Date) August 12, 2018 12:00 PM - 11:59 PM

Thursday-Monday **EVENT: Softball Tournament – ASA Major National Championships**
August 30-September 3, 2018

DATE/TIME: August 30, 2018 5:00 PM - 11:59 PM
August 31, 2018 5:00 PM - 11:59 PM
September 1, 2018 11:00 AM - 11:59 PM
September 2, 2018 12:00 PM - 11:59 PM
(Rain Date) September 3, 2018 11:00 AM - 11:59 PM

Saturday-Sunday **EVENT: Softball Tournament – United Airlines Co-Ed Tournament**
September 8-9, 2018

DATE/TIME: September 8, 2018 11:00 AM - 11:59 PM
(Rain Date) September 9, 2018 12:00 PM - 11:59 PM

Saturday-Sunday **EVENT: Soccer Tournament – Green White Soccer Adult Tournament**
September 15-16, 2018 **Green White Soccer Club is responsible for securing liquor licenses*

DATE/TIME: September 15, 2018 11:00 AM - 11:59 PM
September 16, 2018 12:00 PM - 11:59 PM

In order to comply with the requirements of the State Liquor License and the Park District Code, the following motion must be passed:

RECOMMENDED MOTION:

Move to authorize the sale of alcoholic beverages by Mt. Prospect Park District staff over the age of 21 at the 5 softball tournaments and 1 soccer tournament scheduled to be held on various weekend dates during May, June, August and September, 2018, as more particularly set forth in the Board packet for this meeting.



MEMORANDUM

To: Board of Park Commissioners

From: George Giese, Superintendent of Business & IT Services

Date: March 21, 2018

Re: Board Authorization to Serve Liquor at Special Events

C: Dan Malartsik, Executive Director

SUMMARY & BACKGROUND:

In order to comply with the requirements of the State Liquor License and the Park District Code, the Board is required to authorize the serving of alcoholic beverages at special events. The organizations sponsoring these events must meet specified requirements.

- If an admission fee is charged, guests must receive something in return other than alcohol.
- There is no charge for the alcohol.
- Dram Insurance Liability in maximum insurance coverage limits must be provided with Mt. Prospect Park District named additional insured.
- The organization agrees to obey the rules and regulations provided by the Mt. Prospect Park District, the State of Illinois and the ordinances of the Village of Mount Prospect. Failure to do so may result in the immediate termination of the privilege to serve alcohol at the event in the discretion of the Park District.

EVENT:	Chamber of Commerce Golf Outing	
LOCATION:	Golf Course	
DATE/TIME:	September 27, 2018	10:00 AM – 6:00 PM
TYPE OF LIQUOR:	Beer	
SERVED BY:	Chamber Staff	

RECOMMENDED MOTION:

I move to authorize serving alcoholic beverages at the Chamber of Commerce Golf Outing scheduled for September 28, 2017, provided that the chamber meets the 4 standard requirements, as more particularly set forth in the Bard packet for this meeting. particularly set forth in the Board packet for this meeting.



MEMORANDUM

To: Board of Commissioners

From: Jim Jarog, Director of Parks and Planning
Bob Smith, Building Department Manager

Date: 3/21/18

Re: Central Community Center HVAC Replacement Program

C: Dan Malartsik, Executive Director

SUMMARY & BACKGROUND:

The existing HVAC rooftop units (RTU) at the Central Community Center (CCC) are almost 20 years old. The typical life expectancy for units of this type is approximately 15 years of service. The units at CCC have been experiencing frequent and more severe breakdowns over the past several years. Facilities maintenance staff has done a good job keeping them running, but repair costs have continued to increase.

Staff identified the three units in greatest need of replacement. Unit #9 is working at only 50% capacity, Unit # 5 is unable to provide cooling at all, and Unit # 12 has required several extensive contractor repairs to keep it in service. As such, the replacement of these units has been previously approved as part of the capital improvement plan for FY 2018.

This project was put out for public bid with engineering assistance from WT Engineering. The base bid was specified as the replacement of the three identified RTUs with comparable efficiency units. Alternate one is for the replacement of 70 feet of insulated and exposed ductwork that is in need of replacement. Alternate two is for the replacement of the three identified units with higher efficiency rooftop units. This upgrade would result in an annual energy savings of approximately \$3300.

The bid summary for the bids received is listed below.

COMPANY NAME	Base Bid	Alternate 1 Ductwork	Alternate 2 High Eff.	Total Bid
THE YMI GROUP, INC.	\$62,500.00	\$18,000.00	\$7,100.00	\$87,600.00
EDWARDS ENGINEERING, INC.	\$64,975.00	\$22,578.00	\$7,719.00	\$95,272.00
JENSEN'S PLUMBING HEATING	\$73,980.00	\$29,262.00	\$7,892.00	\$111,134.00
MG MECHANICAL SERVICES	\$78,350.00	\$28,270.00	\$7,200.00	\$113,820.00
RAM MECH	\$75,671.00	\$31,985.00	\$7,613.00	\$115,269.00
HEATMASTERS MECHANICAL, INC.	\$107,166.00	\$29,600.00	\$6,600.00	\$143,366.00
AMBER MECHANICAL	\$98,800.00	\$49,000.00	\$8,900.00	\$156,700.00



The YMI Group, Inc. is the lowest responsible bidder at a total cost of \$87,600, which includes the addition of both alternates 1 and 2. The budget for this project as identified in our 2018 CIP program is \$97,500.00. YMI references were checked and found to be acceptable for the work associated with this project. All the required bid documents for a complete bid package were received.

BUDGET IMPACT

FY 2018 Capital funds available for this project (970000-865660)	<u>\$97,500</u>
WT Engineering	\$6000
YMI Group (Base Bid, Alt 1, Alt 2)	<u>\$87,600</u>
Total Identified Expense	\$93,600
Savings to the District	\$3,900

DOCUMENTS ATTACHED

- 1) Letter of recommendation for The YMI Group, Inc. from WT Engineering dated March 14, 2018
- 2) Pictures of existing RTU units

RECOMMENDATION:

Move to approve the bid received from the YMI Group, Inc. for all work associated with the base bid plus alternates 1 and 2 for the replacement of three HVAC rooftop units at the Central Community Center with high efficiency replacement units and the associated ductwork for an amount not to exceed \$87,600.



Engineering • Design • Consulting

March 14, 2018

**Mt. Prospect Park District
1000 W. Central Road
Mt. Prospect, Illinois 60056**

Attn: Mr. Jim Jarog

**Re: Central Community Center
Replacement of three (3) HVAC Rooftop Units
Mt. Prospect Park District**

Dear Mr. Jarog,

We have reviewed the three (3) lowest bids submitted for the above indicated project and find The YMI Group as the lowest reasonable bidder with a base bid price of \$62,500.00, Alternate 1 price of \$18,000.00 and Alternate 2 price of \$7,100.00.

We held a telephone interview with Mr. George Zasadil, with The YMI Group, and it appears that they clearly understand the scope of work and they are utilizing the specified equipment. We have also contact a couple of their references and received favorable comments.

Therefore, we recommend utilizing The YMI Group for this project.

Should you have any questions please call.

Respectfully Submitted,

THE WT GROUP, LLC

A handwritten signature in black ink, appearing to read 'Stephen T. Triphahn', with a horizontal line underneath.

**Stephen T. Triphahn
CEO**













MEMORANDUM

To: Board of Park Commissioners

From: Brian Taylor, Director of Recreation

Date: March 10, 2018

Re: Strategic Plan Update

C: Dan Malartsik, Executive Director

SUMMARY & BACKGROUND:

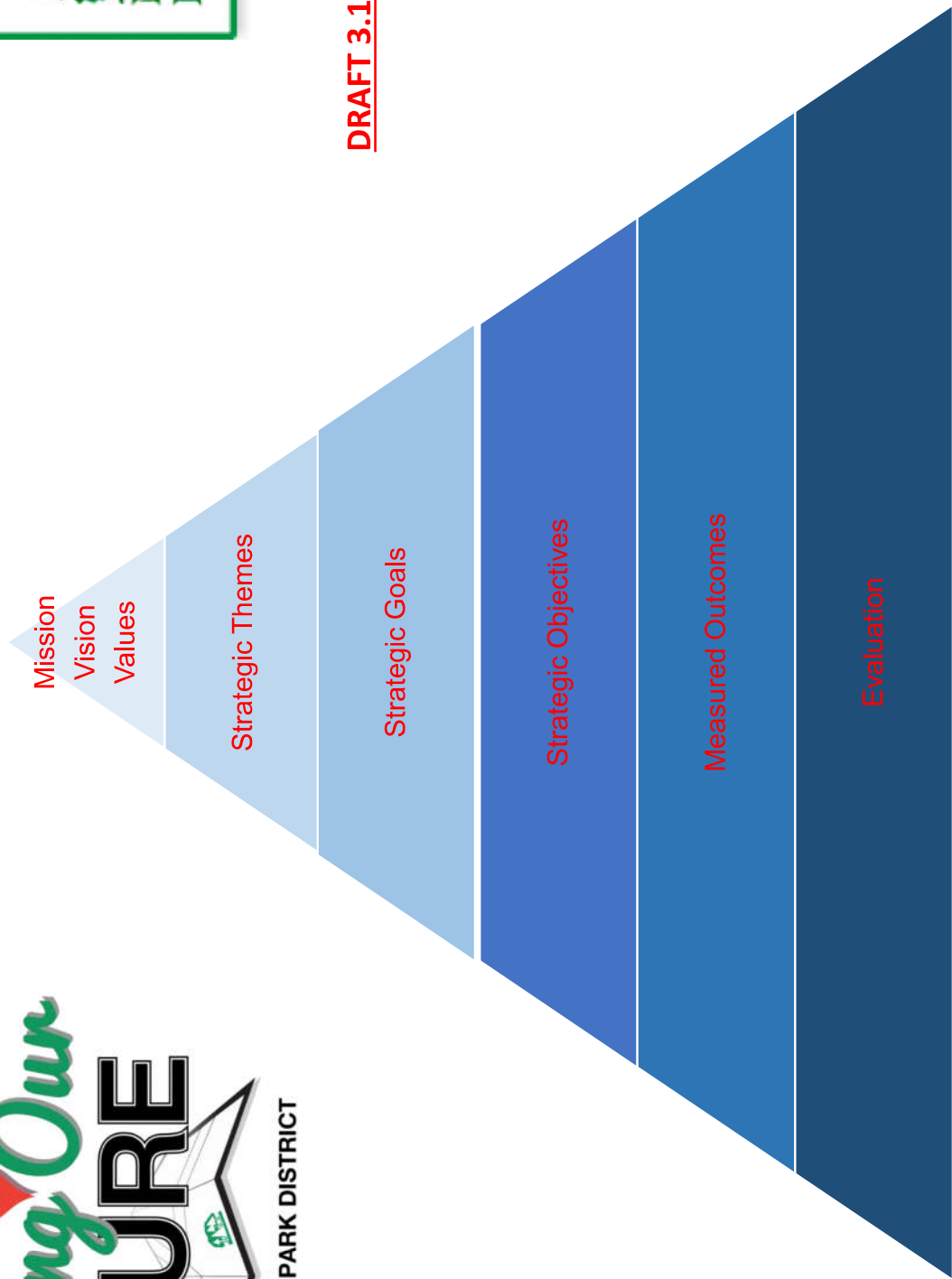
The Mission & Vision Statement as well as our Core Values are in place. The process began to transition into developing the “how to” portion of the plan. This started with creating and developing Strategic Themes. The themes provide structure and support for the strategic plan. More importantly, they define the strategies and are very broad in scope. They apply to every part of the organization and define what the organization will pursue to achieve its mission and vision. Over the last month, the leadership team met several times and decided on the following Strategic Themes based on the input received throughout the process:

- **Customer Connection**
- **Financial Stewardship**
- **Internal Efficiency, Innovation & Technology**
- **Organizational & Professional Development**

These four themes provide the foundation for the development of the goals and objectives portion of the plan. The Goals and objectives are the “how to” portion of the plan and are important to strategic planning because they turn the mission and vision into specific measurable targets. Goals and objectives are concrete and help translate the mission and vision into reality.

The Strategic Plan Committee, consisting of employees from all departments throughout the organization, created and developed 4 goals under each Strategic Theme. Goals are outcome statements and tend to be general or broad and they also must be clear and realistic in order to clarify direction for staff. A draft progress of the plan is included in your packet.

Next steps include development of four to seven objectives per goal. Objectives explain how goals will be accomplished. Objectives will detail the activities that must be completed to achieve the goal. These objective will then be subcategorized in short-term, mid-range and long term objectives. Staff is scheduled to present the draft plan at the May Board Meeting.



DRAFT 3.16.18

Strategic Plan Progress:

Mission Statement

- To provide exceptional parks and recreational experiences that enrich the quality of life for present and future generations.

Vision Statement

- To become the primary source of recreational opportunities while achieving the highest standards of customer service, instilling a culture of innovation, and exercising fiscal responsibility.

Core Values

- Customer Service - Innovation - Accountability - Fiscally Responsible - Excellence



Strategic Plan Progress:

Strategic Themes

- Customer Connection
- Financial Stewardship
- Internal Efficiency, Innovation, and Technology
- Organizational & Professional Development



Theme #1 Customer Connection:

Goals:

- **Manage First and Last Impressions**
- **Personalize Customer Experience**
- **Provide Exceptional Parks and Facilities**
- **Diversify Program Opportunities**



Theme #2 Financial Stewardship:

Goals:

- **Maximize Non-Tax Revenue Opportunities**
- **Create Financial Best Practices**
- **Align Resources with Community Need**
- **Define Long-Term Capital Vision**



Theme #3 Internal Efficiency, Innovation, & Technology:

Goals:

- **Maximize Internal & External Communications**
- **Standardize Districtwide Processes**
- **Leverage Technology**
- **Inspire a Culture of Innovation**



Theme #4 Organizational & Professional Development:

Goals:

- **Professional Growth & Development**
- **Positive Work Environment**
- **Organizational Accountability**
- **Employer of Choice**



MOUNT PROSPECT PARK DISTRICT
YTD SUMMARY - ALL FUNDS
For the Month Ended 2/28/18

ACCOUNT NAMES	2017	2018	2018	Actual vs. Last Yr.	
	Actual	Actual	Budget	\$ Change	% Change
BALANCE, Beginning - January 1	6,317,484	5,886,033	Operating +Capital	Increase (Decrease)	
REVENUES:					
PROPERTY TAXES	1,333,204	1,508,289	10,135,821	175,085	13.1%
REPLACEMENT TAXES	25,034	16,533	130,000	(8,501)	-34.0%
RENTAL	33,851	59,217	761,328	25,366	74.9%
PASSES /USER FEES	230,102	228,012	860,745	(2,090)	-0.9%
DAILY /USER FEES	32,942	27,678	1,208,345	(5,264)	-16.0%
PROGRAM FEES	721,940	736,249	3,807,852	14,309	2.0%
CONCESSION SALES	8,139	7,993	224,874	(146)	-1.8%
CORP SPONSORS & GRANTS	500	2,500	30,500	2,000	400.0%
OTHER	18,074	14,225	53,626	(3,849)	-21.3%
INTEREST	1,648	1,228	1,040	(420)	-25.5%
INT PROJ CHARGES	107,342	90,320	350,717	(17,022)	-15.9%
BOND PROCEEDS - New Capital	0	0	1,100,000	0	n/a
BOND PROCEEDS - Refinancing	0	0	1,815,190	0	n/a
TOTAL REVENUE	2,512,776	2,692,244	20,480,038	179,468	7.1%
EXPENDITURES:					
FULL TIME SALARIES	531,107	547,654	3,644,092	16,547	3.1%
PART TIME SALARIES	332,746	300,422	2,714,758	(32,324)	-9.7%
EMPLOYEE BENEFITS	216,543	335,214	1,550,199	118,671	54.8%
CONTRACTUAL SERVICES	158,250	198,157	1,523,343	39,907	25.2%
COMMODITIES	94,518	82,511	1,141,186	(12,007)	-12.7%
CONCESSIONS	3,777	16,555	109,138	12,778	338.3%
UTILITIES	62,385	10,294	883,041	(52,091)	-83.5%
INSURANCE	3,151	613	420,560	(2,538)	-80.5%
NW SPECIAL REC	169,049	0	432,567	(169,049)	-100.0%
RETIREMENT	122,168	118,270	1,312,968	(3,898)	-3.2%
SALES TAX	262	283	16,112	21	8.0%
DEBT SERVICE:					
BONDS - Short Term	0	0	3,043,945	0	n/a
BONDS - Long Term - Refinanced	0	0	1,815,190	0	n/a
CAPITAL PROJECTS:					
FROM BOND FUNDS - New Capit	0		100,000	0	
FROM BOND FUNDS - Carryover	161,054	137,158	1,259,985	(23,896)	-14.8%
ACCESSIBILITY - ADA	0	0	950,000	0	n/a
PAV & LIGHT FUND	0	0	84,399	0	n/a
TOTAL EXPENDITURE	1,855,010	1,747,131	21,001,483	(107,879)	-5.8%
REVENUE OVER (UNDER)	657,766	945,113	(521,445)	287,347	
BALANCE, Ending - January 31	6,975,250	6,831,146			

**MT PROSPECT PARK DISTRICT
DEPARTMENTAL EXPENDITURE ANALYSIS
FOR THE 2 MONTHS ENDED 2-28-18**

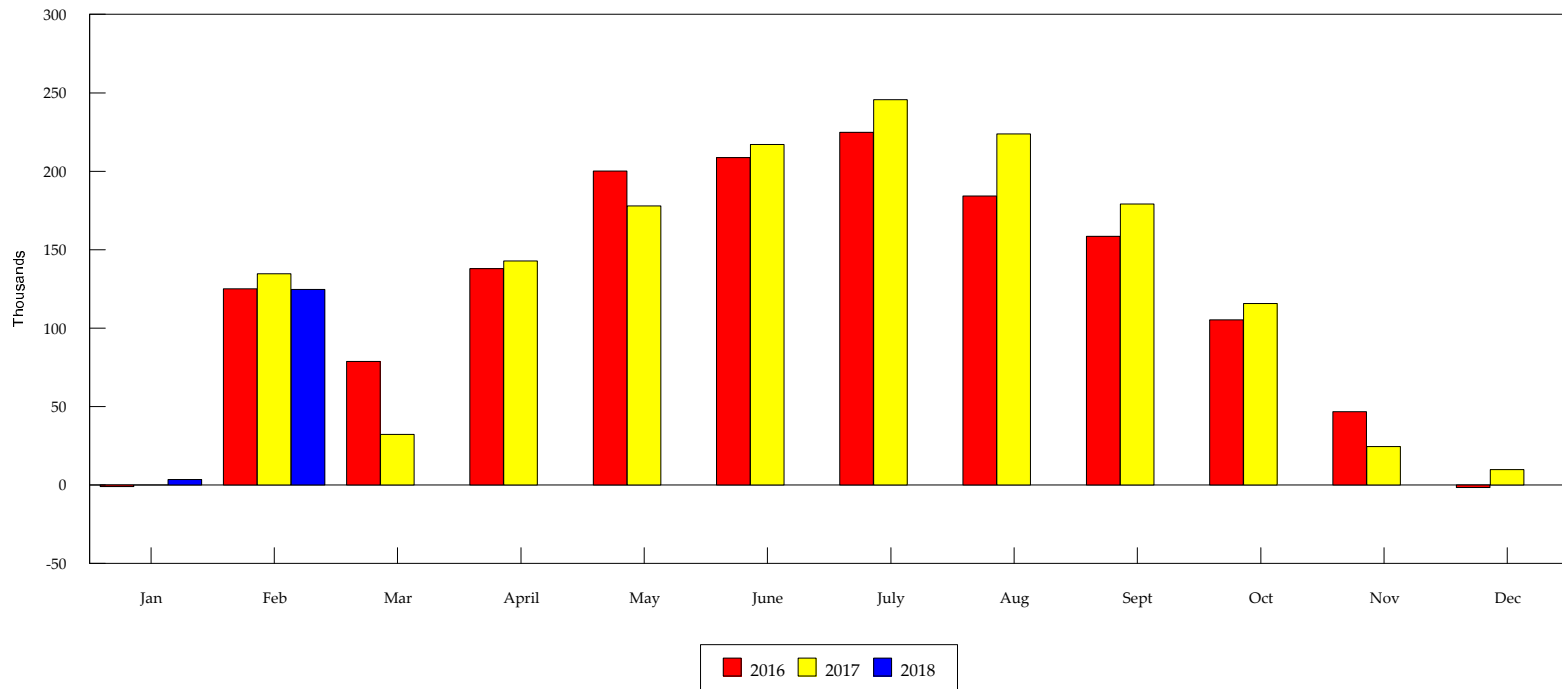
17% OF CALENDAR YEAR

FUND / Department	'18 Y.T.D. Actual	2018 Budget	Y.T.D. as % of '18 Budget	'17 Y.T.D. Actual	Y.T.D. % of '17 Y.T.D.	Projected 2018	Proj % of '18 Bud	% Inc '18 Bud Over '17 Bud
GENERAL FUND								
Administration	128,013	950,797	13%	124,841	103%	952,642	100%	0%
Maintenance	140,102	923,393	15%	116,688	120%	872,512	94%	11%
Motor Pool	32,773	307,895	11%	25,645	128%	248,507	81%	-1%
Buildings	33,475	221,755	15%	27,153	123%	212,213	96%	13%
Studio at Melas	3,062	22,480	14%	3,381	n/a	17,552	78%	7%
Total	337,426	2,426,320	14%	297,708	113%	2,305,054	95%	5%
RECREATION FUND								
Administration	160,704	1,006,581	16%	144,666	111%	928,709	92%	-7%
Big Surf	33,051	323,725	10%	27,711	119%	308,956	95%	2%
Meadows Pool	2,391	200,241	1%	4,897	49%	198,051	99%	-1%
Recplex Pool	75,530	537,112	14%	77,256	98%	555,108	103%	-3%
Golf Course	197,209	1,605,366	12%	178,577	110%	1,530,613	95%	1%
Concessions	4,974	134,791	4%	6,596	75%	107,190	80%	-9%
Lions Center	22,713	183,257	12%	23,328	97%	170,590	93%	-2%
Recplex Center	105,264	1,074,190	10%	119,638	88%	988,266	92%	8%
Ice Arena	67,555	262,235	26%	39,439	171%	333,256	127%	36%
Rec Programs	202,824	1,688,772	12%	186,922	109%	1,730,435	102%	2%
Central Programs	6,616	100,320	7%	6,169	107%	86,516	86%	-22%
Central Road	87,205	616,221	14%	87,366	100%	560,952	91%	-3%
Total	966,036	7,732,811	12%	902,566	107%	7,477,931	97%	1%

MT PROSPECT PARK DISTRICT GOLF COURSE MONTHLY RECEIPTS

Revenue Recap by yr:

2016			2017			2018				
	<u>Month</u>	<u>YTD</u>		<u>Month</u>	<u>YTD</u>		<u>Month</u>	<u>YTD</u>	<u>'16Budget</u>	<u>'17Budget</u>
Jan	(916)	(916)	Jan	0	0	Jan	3,499	3,499	1,602,000	
Feb	125,058	124,142	Feb	134,645	134,645	Feb	124,678	128,177	1,556,500	
Mar	78,883	203,025	Mar	32,219	166,864	Mar	0	0	1,605,366	
April	137,927	340,952	April	142,799	309,663	April	0	0		
May	200,176	541,128	May	177,872	487,534	May	0	0		
June	208,816	749,944	June	217,140	704,674	June	0	0		
July	224,822	974,766	July	245,693	950,367	July	0	0		
Aug	184,166	1,158,932	Aug	223,766	1,174,134	Aug	0	0		
Sept	158,598	1,317,530	Sept	179,076	1,353,209	Sept	0	0		
Oct	105,319	1,422,850	Oct	115,651	1,468,860	Oct	0	0		
Nov	46,736	1,469,586	Nov	24,488	1,493,349	Nov	0	0		
Dec	(1,611)	1,467,975	Dec	9,791	1,503,140	Dec	0	0		



This Year Vs Last Two Years

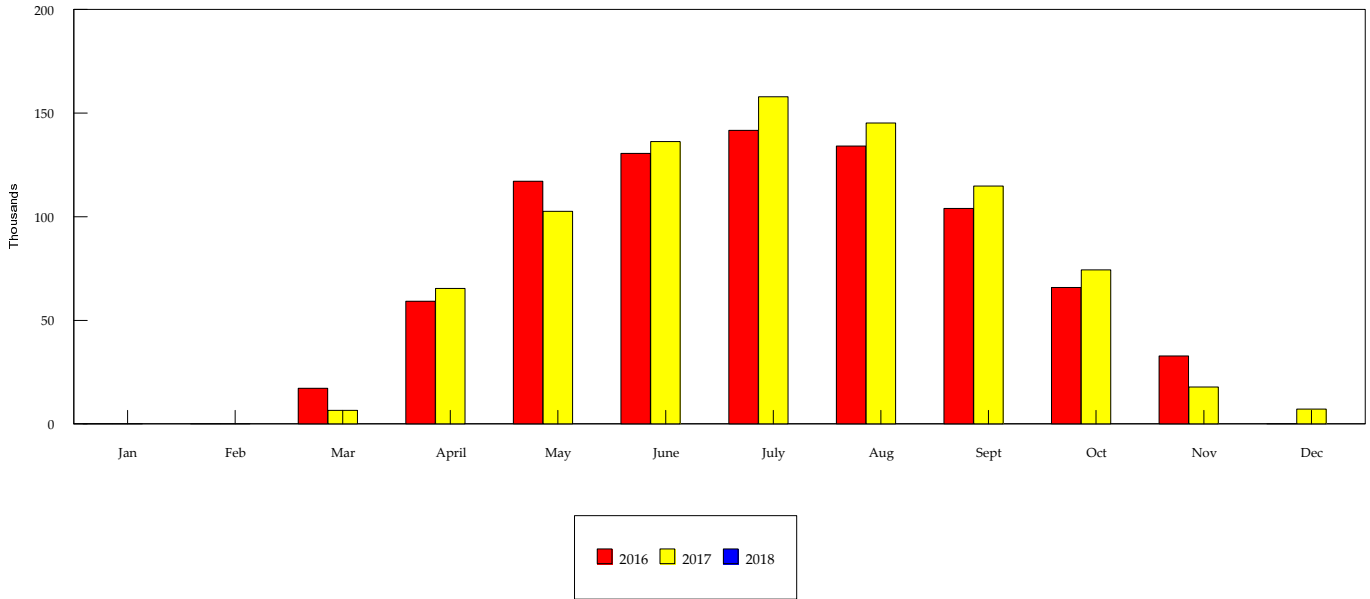
**MOUNT PROSPECT PARK DISTRICT
GOLF COURSE Department by Function
For Two Months Ended 2-28-18**

ACCOUNT NAMES	TOTALS	ADMIN/ PRO SHOP	MAINT.	MERCH SALES	DRIVING RANGE	LESSONS	EVENTS	GOLF COMMUNITY CENTER
REVENUES:								
RENTAL	500	500						
PASSES /USER FEES	125,350	125,350						
DAILY /USER FEES	2,985	2,985						
PROGRAM FEES	1,944	560				1,384		
MERCHANDISE SALES	130			130				
OTHER	(2,732)	(2,732)						
SPONSORSHIPS	-							
TOTAL REVENUE	128,177	126,663	-	130	-	1,384	-	-
 % of Budget	8%	10%	n/a	0%	0%	2%	0%	n/a
EXPENDITURES:								
FULL TIME SALARIES	100,522	59,133	30,641					10,747
PART TIME SALARIES	5,035	1,228	2,459	-				1,347
FRINGE BENEFITS	57,979	20,109	30,675					7,195
CONTRACTUAL SERVICES	8,358	4,434	844					3,079
COMMODITIES	7,970	2,263	4,633					1,074
MERCHANDISE	15,712			15,712				
UTILITIES	1,634	84	746					804
SALES TAX	-							
TOTAL EXPENDITURES	197,209	87,252	69,998	15,712	-	-	-	24,247
 % of Budget	12%	14%	10%	31%	0%	0%	0%	15%
REVENUE OVER(UNDER) EXP	(69,032)	39,411	(69,998)	(15,582)	-	1,384	-	(24,247)
CHANGE FROM LAST YR + (-)								
REVENUE	(6,468)	(881)	-	(1,358)	(1,825)	(2,404)	-	-
EXPENDITURES	18,632	13,550	(11,146)	13,345	-	(1,793)	-	4,677
NET	(25,100)	(14,431)	11,146	(14,703)	(1,825)	(611)	-	(4,677)
% CHANGE FROM LAST YEAR								
REVENUE	(5)	(1)	n/a	(91)	(100)	(63)	n/a	n/a
EXPENDITURES	10	18	(14)	564	n/a	(100)	n/a	24

MT PROSPECT PARK DISTRICT
GOLF COURSE
Greens Fees Sales

Revenue Recap by yr:

	2016		2017		2018		'16Budget	'17Budget	'18Budget
	Month	YTD	Month	YTD	Month	YTD			
Jan	0	0	Jan	0	0	Jan	0	0	850,000
Feb	0	0	Feb	0	0	Feb	0	0	800,000
Mar	17,263	17,263	Mar	6,580	6,580	Mar	0	0	832,500
April	59,254	76,517	April	65,371	71,952	April	0	0	
May	117,207	193,724	May	102,629	174,581	May	0	0	
June	130,510	324,235	June	136,328	310,908	June	0	0	
July	141,741	465,975	July	157,909	468,817	July	0	0	
Aug	134,182	600,158	Aug	145,244	614,061	Aug	0	0	
Sept	103,979	704,137	Sept	114,778	728,839	Sept	0	0	
Oct	65,889	770,025	Oct	74,430	803,269	Oct	0	0	
Nov	32,864	802,889	Nov	17,890	821,158	Nov	0	0	
Dec	0	0	Dec	7,249	828,408	Dec	0	0	

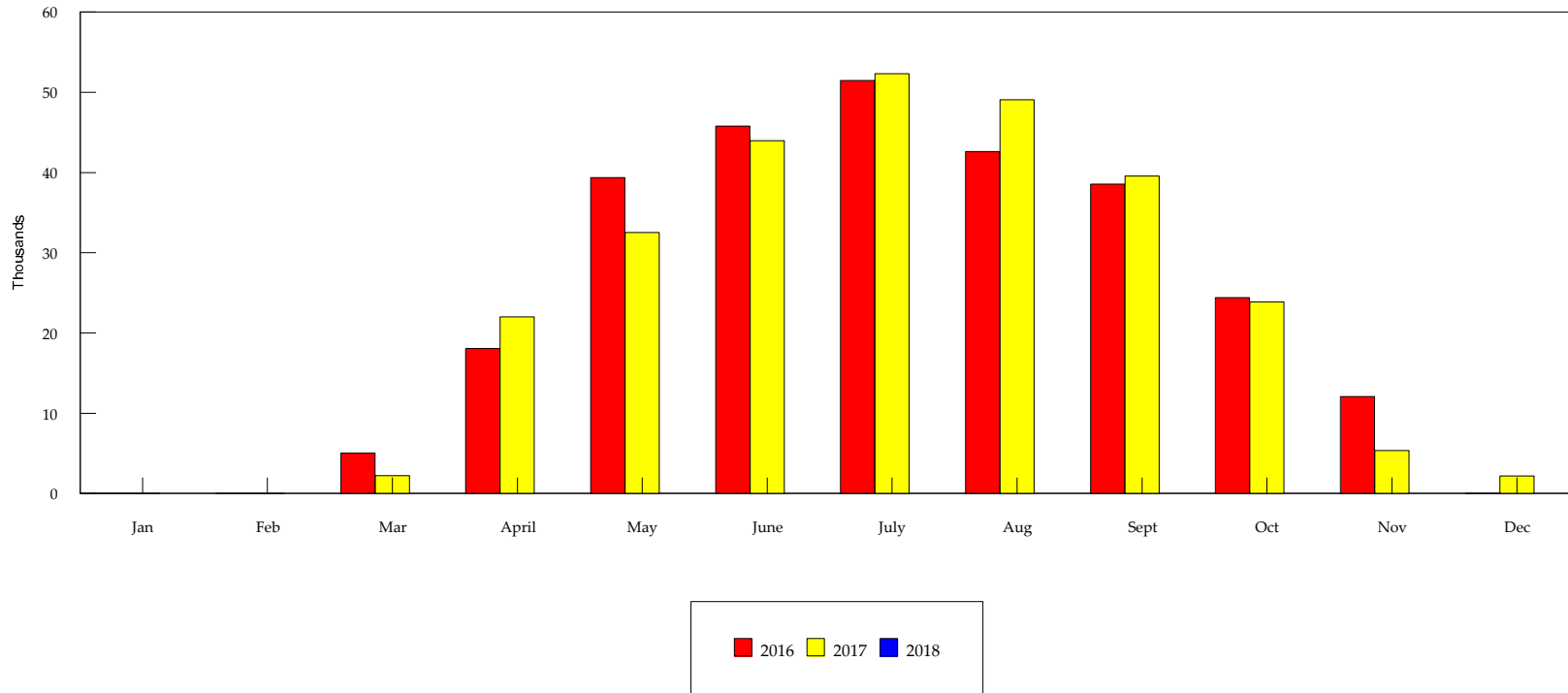


This Year Vs Last Two Years

MT PROSPECT PARK DISTRICT
GOLF COURSE
Power Cart Rental

Revenue Recap by yr:

	2016		2017		2018		'16Budget	'17Budget	'18Budget
	Month	YTD	Month	YTD	Month	YTD			
Jan	0	0	Jan	0	Jan	0	280,000	280,000	
Feb	0	0	Feb	0	Feb	0	280,000	280,000	
Mar	5,052	5,052	Mar	2,205	Mar	0	290,000	290,000	
April	18,073	23,125	April	22,007	April	0			
May	39,379	62,504	May	32,545	May	0			
June	45,804	108,308	June	43,968	June	0			
July	51,486	159,793	July	52,330	July	0			
Aug	42,606	202,400	Aug	49,064	Aug	0			
Sept	38,558	240,958	Sept	39,567	Sept	0			
Oct	24,431	265,389	Oct	23,882	Oct	0			
Nov	12,070	277,459	Nov	5,358	Nov	0			
Dec	0	277,459	Dec	2,174	Dec	0			

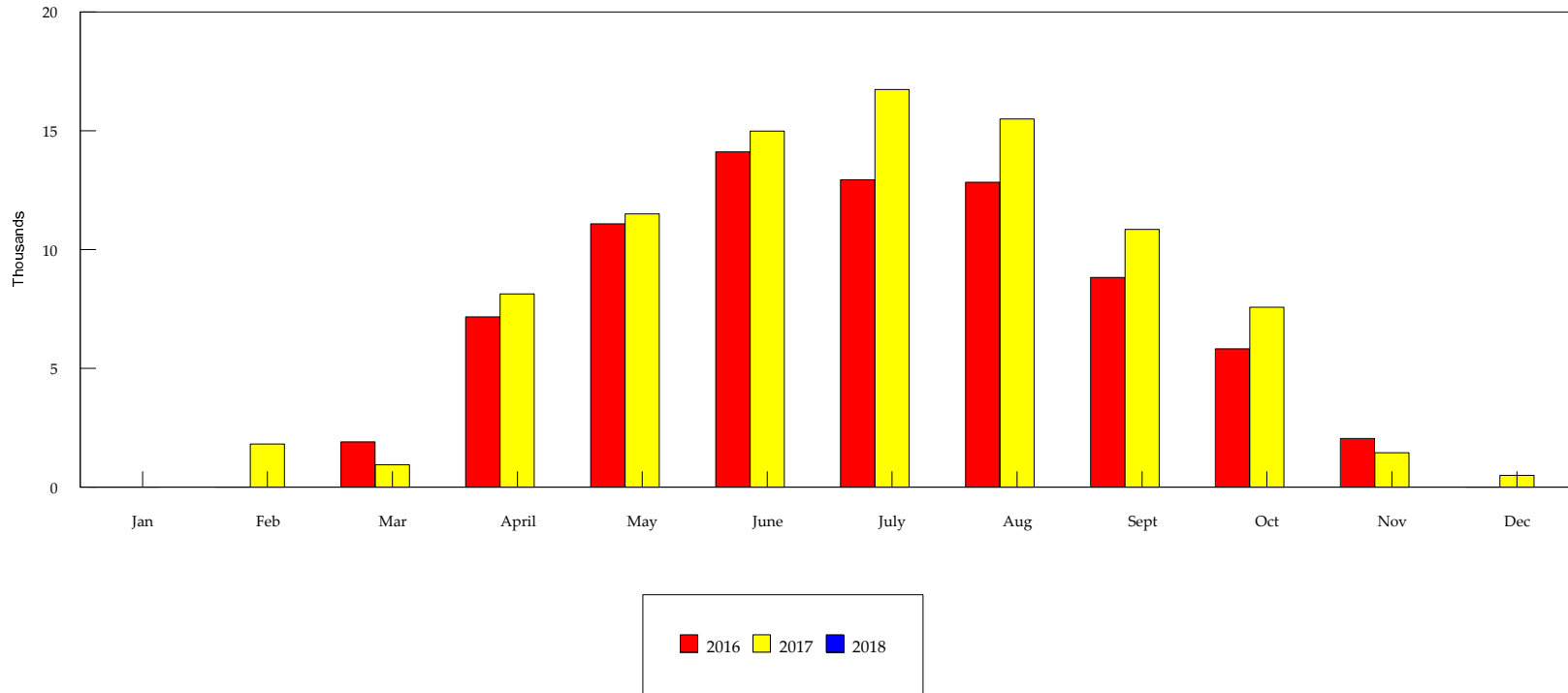


This Year Vs Last Two Years

MT PROSPECT PARK DISTRICT
GOLF COURSE
Driving Range Revenue

Revenue Recap by yr:

2016			2017			2018				
	<u>Month</u>	<u>YTD</u>		<u>Month</u>	<u>YTD</u>		<u>Month</u>	<u>YTD</u>		
Jan	0	0	Jan	0	0	Jan	0	0	'16Budget	90,000
Feb	0	0	Feb	1,825	1,825	Feb	0	0	'17Budget	90,000
Mar	1,906	1,906	Mar	944	2,769	Mar	0	0	'18Budget	106,000
April	7,167	9,074	April	8,146	10,915	April	0	0		
May	11,092	20,166	May	11,506	22,421	May	0	0		
June	14,116	34,282	June	14,990	37,411	June	0	0		
July	12,949	47,231	July	16,740	54,152	July	0	0		
Aug	12,837	60,068	Aug	15,501	69,653	Aug	0	0		
Sept	8,831	68,899	Sept	10,850	80,503	Sept	0	0		
Oct	5,832	74,731	Oct	7,582	88,086	Oct	0	0		
Nov	2,059	76,789	Nov	1,459	89,544	Nov	0	0		
Dec	0	76,789	Dec	502	90,046	Dec	0	0		

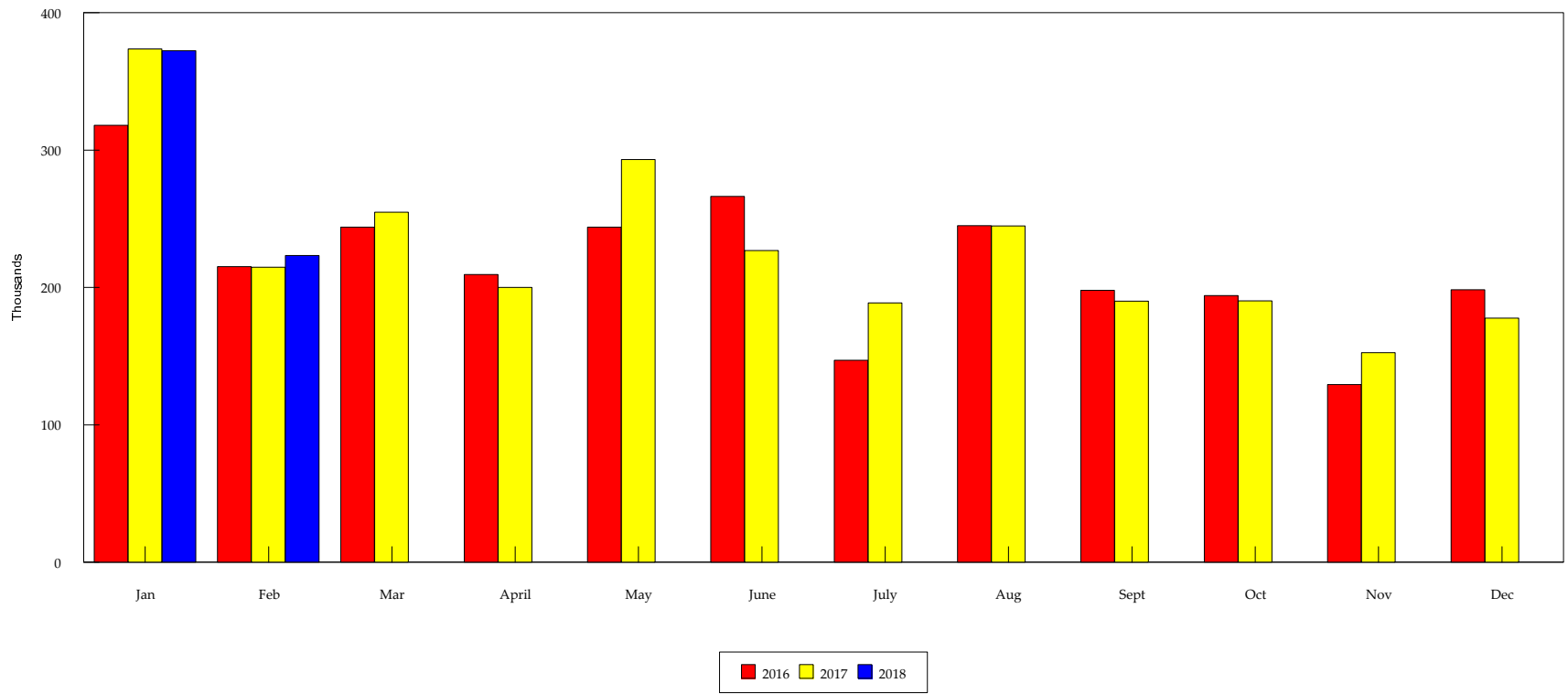


This Year Vs Last Two Years

MT PROSPECT PARK DISTRICT PROGRAM REVENUE

Revenue Recap by yr:

	2016		2017		2018		'16Budget	'17Budget	'18Budget
	Month	YTD	Month	YTD	Month	YTD			
Jan	318,088	318,088	Jan	373,662	Jan	372,508	2,459,100		
Feb	215,326	533,414	Feb	214,716	Feb	223,330	2,652,000		
Mar	243,880	777,294	Mar	254,751	Mar	0	2,720,068		
April	209,424	986,718	April	200,096	April	0			
May	243,991	1,230,709	May	293,193	May	0			
June	266,385	1,497,094	June	226,890	June	0			
July	147,087	1,644,181	July	188,870	July	0			
Aug	244,949	1,889,130	Aug	244,885	Aug	0			
Sept	197,925	2,087,055	Sept	190,099	Sept	0			
Oct	194,109	2,281,164	Oct	190,245	Oct	0			
Nov	129,388	2,410,552	Nov	152,528	Nov	0			
Dec	198,371	2,608,923	Dec	177,831	Dec	0			



This Year Vs Last Year

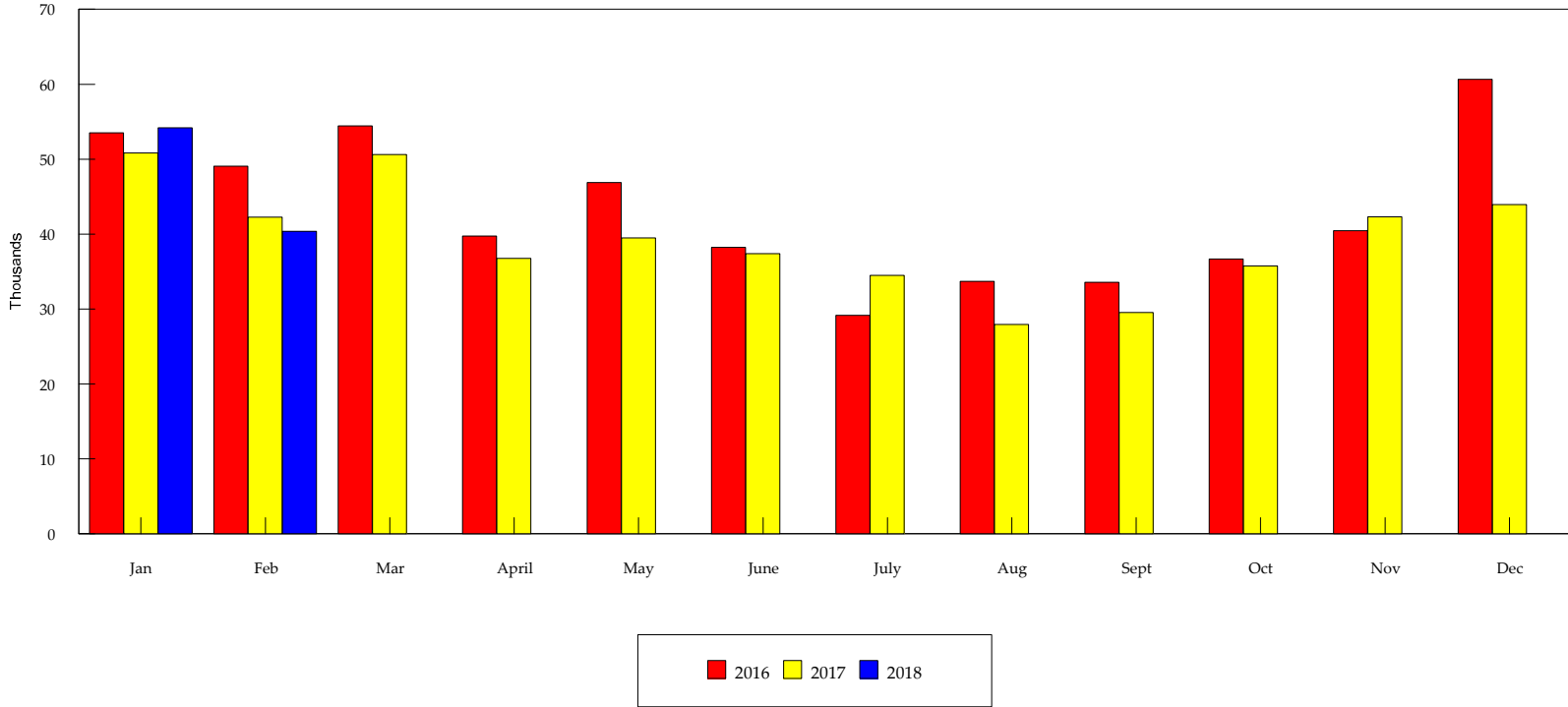
MOUNT PROSPECT PARK DISTRICT
PROGRAMS Department by Function
For Two Months Ended 2-28-18

ACCOUNT NAMES	TOTALS	YOUTH/ CHILD CARE	ATHLETICS ADULT	YOUTH	FITNESS	SPECIAL EVENTS	ARTS	BASEBALL
REVENUES:								
PROGRAM FEES	591,991	219,198	23,631	54,963	39,373	4,542	105,700	144,585
CHILD CARE	3,847	3,847						
DONATIONS	-							
TOTAL REVENUE	595,838	223,045	23,631	54,963	39,373	4,542	105,700	144,585
% of Budget	22%	18%	17%	13%	16%	35%	22%	94%
EXPENDITURES:								
PART TIME SALARIES	128,188	56,723	2,902	9,155	24,749	1,542	31,300	1,818
CONTRACTUAL SERVICES	34,206	18,622	2,812	10,884	1,889			
COMMODITIES	40,429	1,715	221	60		3,646	31,593	3,193
UTILITIES	-							
TOTAL EXPENDITURES	202,824	77,060	5,935	20,098	26,638	5,188	62,894	5,011
% of Budget	12%	13%	5%	7%	15%	16%	19%	4%
REVENUE OVER(UNDER) EXP	393,014	145,985	17,696	34,864	12,735	(646)	42,806	139,574
CHANGE FROM LAST YR + (-)								
REVENUE	7,562	8,448	(3,454)	(8,931)	(5,965)	580	10,210	6,675
EXPENDITURES	15,902	(3,690)	(3,693)	(1,036)	697	1,861	26,818	(5,055)
NET	(8,339)	12,138	239	(7,895)	(6,662)	(1,281)	(16,608)	11,730
% CHANGE FROM LAST YEAR								
REVENUE	1	4	(13)	(14)	(13)	15	11	5
EXPENDITURES	9	(5)	(38)	(5)	3	56	74	(50)
2018 BUDGET REVENUE	2,720,068	1,246,786	141,180	430,526	243,217	13,000	490,769	154,590
2018 BUDGET EXPEND	1,688,772	613,880	118,727	281,867	174,706	33,438	332,535	133,619
2017 REVENUE	588,276	214,597	27,085	63,894	45,338	3,962	95,490	137,910
2017 EXPENDITURES	186,922	80,749	9,628	21,135	25,941	3,328	36,076	10,066

**MT PROSPECT PARK DISTRICT
RECPLEX**

Revenue Recap by yr:

	2016		2017		2018		'16Budget	'17Budget	'18Budget
	<u>Month</u>	<u>YTD</u>	<u>Month</u>	<u>YTD</u>	<u>Month</u>	<u>YTD</u>			
Jan	53,516	53,516	Jan	50,841	50,841	Jan	54,196	54,196	574,000
Feb	49,059	102,575	Feb	42,249	93,091	Feb	40,393	94,589	529,500
Mar	54,451	157,026	Mar	50,602	143,692	Mar	0	0	496,111
April	39,734	196,761	April	36,754	180,446	April	0	0	
May	46,875	243,636	May	39,476	219,922	May	0	0	
June	38,214	281,850	June	37,406	257,328	June	0	0	
July	29,155	311,006	July	34,503	291,830	July	0	0	
Aug	33,703	344,708	Aug	27,933	319,763	Aug	0	0	
Sept	33,574	378,282	Sept	29,525	349,288	Sept	0	0	
Oct	36,669	414,952	Oct	35,760	385,049	Oct	0	0	
Nov	40,460	455,412	Nov	42,303	427,352	Nov	0	0	
Dec	60,665	516,077	Dec	43,931	471,283	Dec	0	0	



This Year Vs Last Two Years

**MT PROSPECT PARK DISTRICT
RECPLEX FACILITY REVENUE REPORT
FEBRUARY 2018**

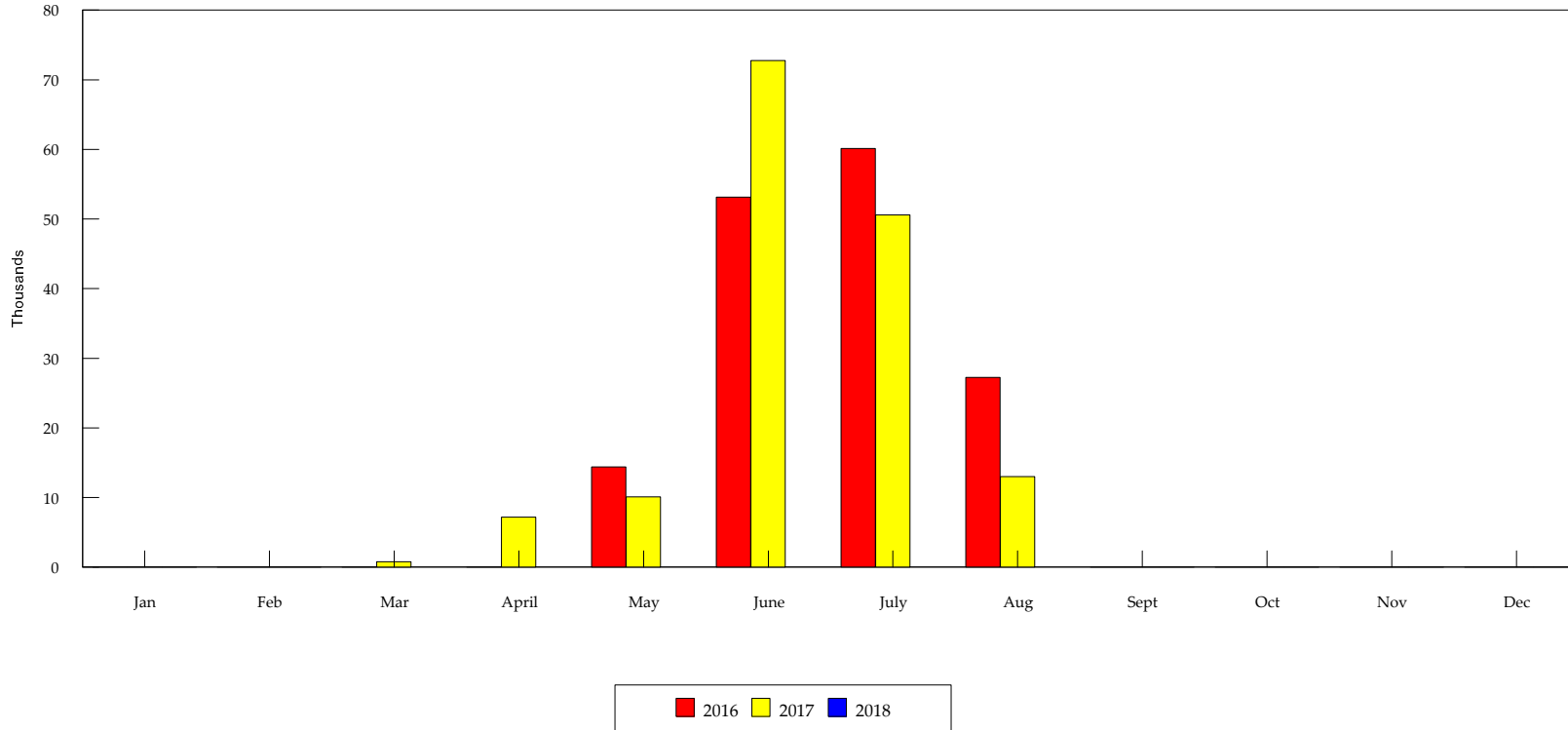
	<i>MONTH</i>		<i>YEAR to DATE</i>		Up (Down)	
	This	Last	This	Last	Change	% Change
RENTALS						
Building Rental	4,673	5,815	15,133	9,489	5,645	59%
Lockers	-	-	-	-	-	-
Total	4,673	5,815	15,133	9,489	5,645	59%
PASS SALES						
All Facility	9,354	9,682	19,749	21,963	(2,214)	-10%
Gym & Track	4,084	4,051	9,235	8,810	425	5%
Fitness	16,698	15,983	37,005	36,195	810	2%
Total	30,136	29,715	65,990	66,968	(978)	-1%
DAILY FEES						
All Facility	401	1,110	944	2,262	(1,318)	-58%
Gym & Track	3,646	4,072	8,745	10,636	(1,891)	-18%
Fitness	873	921	1,947	1,995	(48)	-2%
Racquetball	710	797	1,785	1,790	(5)	0%
Playport	622	564	1,324	1,319	5	0%
Total	6,252	7,464	14,745	18,002	(3,257)	-18%
PROGRAM FEES						
Special Programs	821	490	1,066	765	301	39%
Total	821	490	1,066	765	301	39%
CONCESSIONS						
Merchandise	323	456	699	884	(185)	-21%
Vending	1,679	1,541	2,769	2,653	115	4%
Total	2,002	1,997	3,468	3,537	(70)	-2%
OTHER						
Visa Charges / OvSt	(3,492)	(3,231)	(5,812)	(5,670)	(142)	3%
TOTAL	40,393	42,249	94,589	93,091	1,498	2%

MOUNT PROSPECT PARK DISTRICT

BIG SURF POOL

Revenue Recap by yr:

2016			2017			2018				
	<u>Month</u>	<u>YTD</u>		<u>Month</u>	<u>YTD</u>		<u>Month</u>	<u>YTD</u>		
Jan	0	0	Jan	0	0	Jan	0	0	'16Budget	178,500
Feb	0	0	Feb	0	0	Feb	0	0	'17Budget	178,800
Mar	0	0	Mar	800	800	Mar	0	0	'18Budget	165,896
April	295	295	April	7,178	7,978	April	0	0		
May	16,974	17,269	May	10,122	18,100	May	0	0		
June	65,042	82,310	June	72,777	90,877	June	0	0		
July	45,412	127,722	July	50,582	141,459	July	0	0		
Aug	23,965	151,687	Aug	13,020	154,479	Aug	0	0		
Sept	0	151,687	Sept	0	154,479	Sept	0	0		
Oct	0	151,687	Oct	0	154,479	Oct	0	0		
Nov	0	151,687	Nov	0	154,479	Nov	0	0		
Dec	0	151,687	Dec	0	154,479	Dec	0	0		

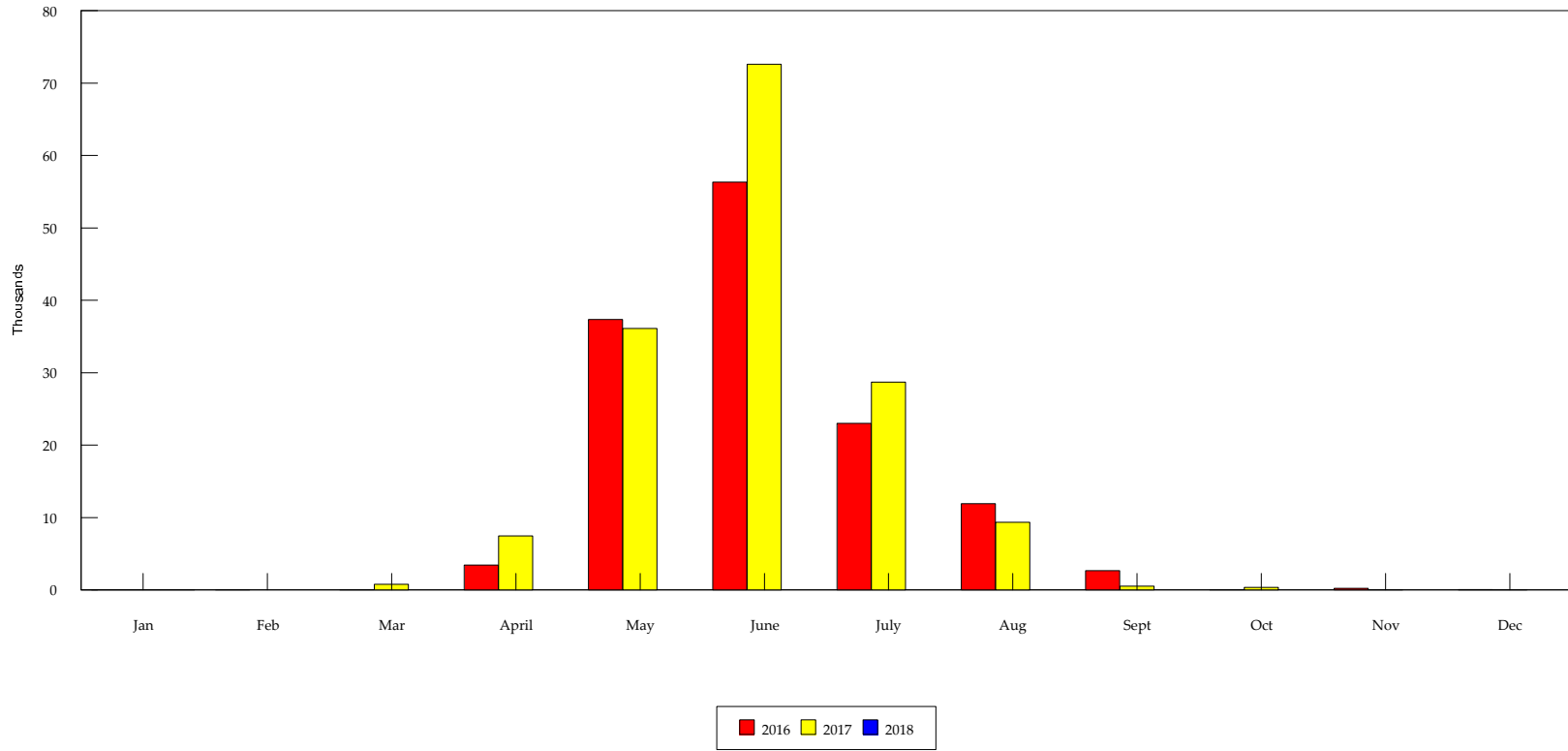


This Year Vs Last Two Years

MT PROSPECT PARK DISTRICT MEADOWS POOL REVENUE

Revenue Recap by yr:

	2016		2017		2018				
	Month	YTD	Month	YTD	Month	YTD			
Jan	0	0	Jan	0	Jan	0	0	'16Budget	156,400
Feb	0	0	Feb	0	Feb	0	0	'17Budget	147,750
Mar	0	0	Mar	800	Mar	0	0	'18Budget	174,127
April	3,449	3,449	April	7,478	April	0	0		
May	37,373	40,822	May	36,123	May	0	0		
June	56,318	97,140	June	72,599	June	0	0		
July	22,999	120,139	July	28,708	July	0	0		
Aug	11,912	132,050	Aug	9,353	Aug	0	0		
Sept	2,667	134,717	Sept	553	Sept	0	0		
Oct	15	134,732	Oct	350	Oct	0	0		
Nov	250	134,982	Nov	0	Nov	0	0		
Dec	50	135,032	Dec	0	Dec	0	0		

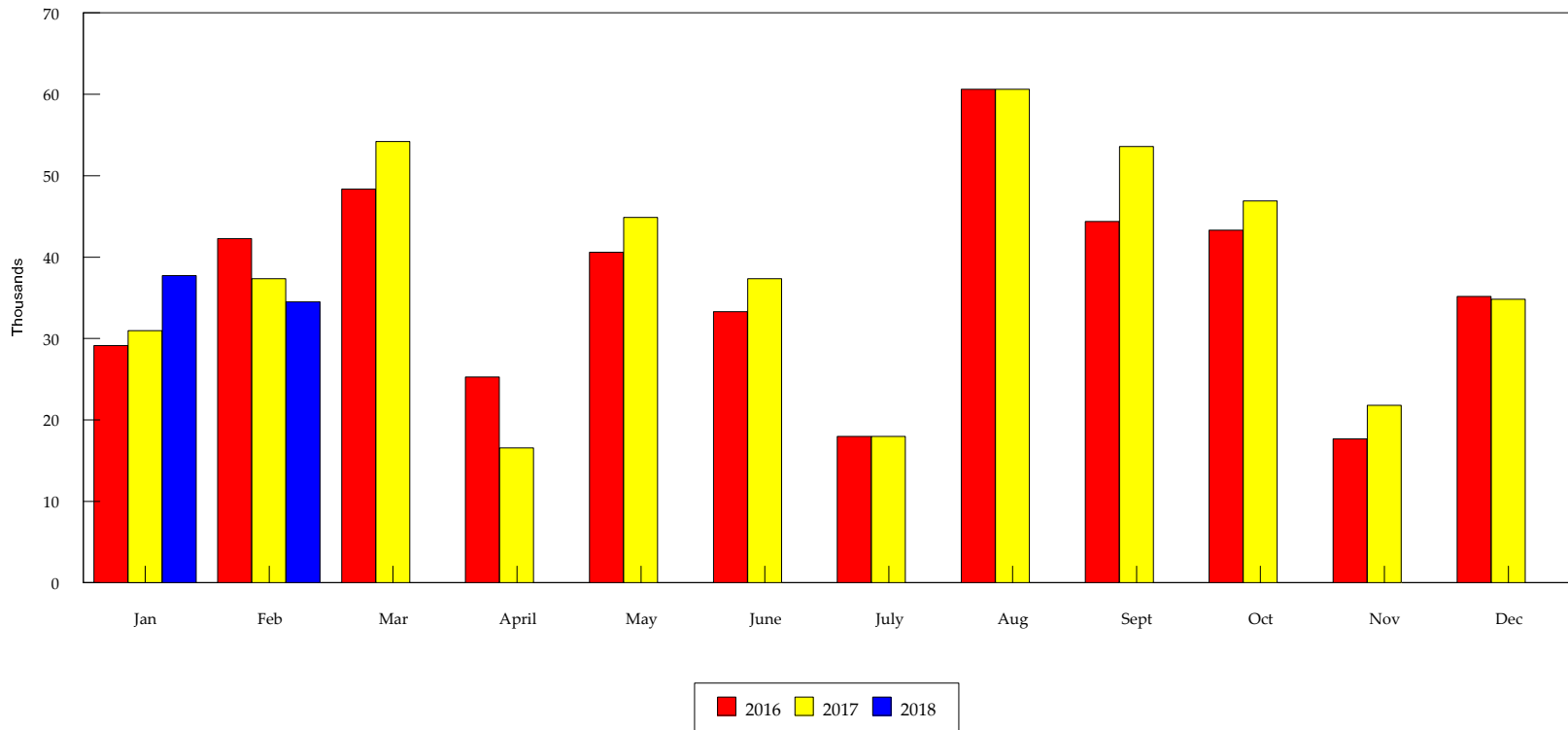


This Year Vs Last Two Years

MT PROSPECT PARK DISTRICT RECPLEX POOL REVENUE

Revenue Recap by yr:

	2016		2017		2018			
	Month	YTD	Month	YTD	Month	YTD		
Jan	29,132	29,132	Jan	30,950	Jan	37,717	'16Budget	431,900
Feb	42,281	71,413	Feb	37,340	Feb	34,519	'17Budget	437,500
Mar	48,349	119,762	Mar	54,211	Mar	0	'18Budget	472,887
April	25,294	145,056	April	16,553	April	0		
May	40,592	185,648	May	44,876	May	0		
June	33,307	218,955	June	37,333	June	0		
July	17,966	236,921	July	17,966	July	0		
Aug	60,633	297,553	Aug	60,609	Aug	0		
Sept	44,398	341,951	Sept	53,583	Sept	0		
Oct	43,318	385,269	Oct	46,883	Oct	0		
Nov	17,676	402,945	Nov	21,799	Nov	0		
Dec	35,182	438,127	Dec	34,839	Dec	0		



This Year Vs Last Two Years

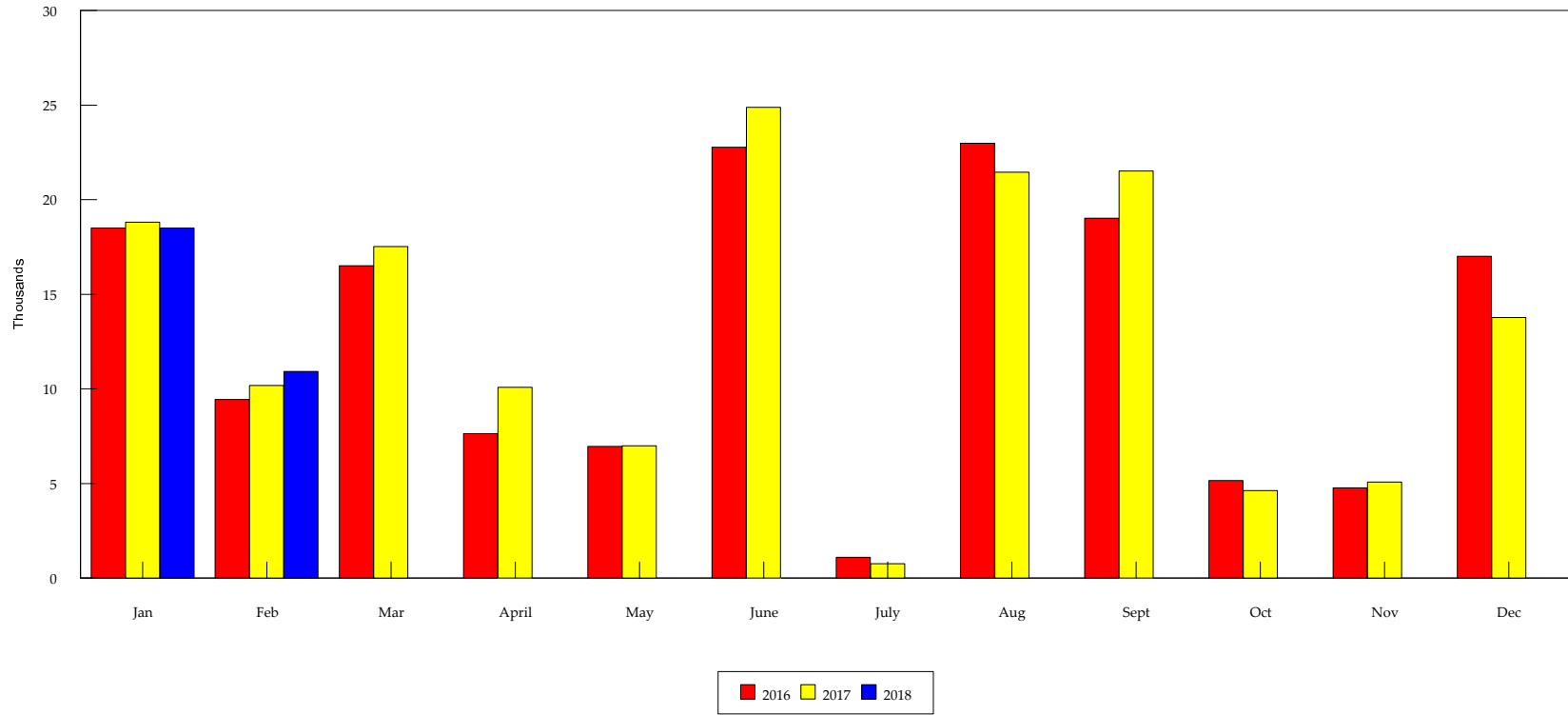
**MOUNT PROSPECT PARK DISTRICT
CONCESSIONS Department by Location
For Two Months Ended 2-28-18**

ACCOUNT NAMES	TOTALS	ADMIN	LIONS POOL	MEADOWS POOL	MEADOWS BALLFIELD	GRILL & 1/2 WAY	MELAS PARK	ATHLETIC FIELDS
REVENUES:								
PROGRAM FEES	-							
DAILY / FEES - CATERING	-					-		
VENDING INCOME	-			-				
CONCESSION SALES	1,709		49		-		1,660	-
OTHER	-							
TOTAL REVENUE	1,709	-	49	-	-	-	1,660	-
% of Budget	1%	n/a	0%	0%	0%	0%	10%	0%
EXPENDITURES:								
FULL TIME SALARIES	984	984						
PART TIME SALARIES	1,494				-		1,494	
FRINGE BENEFITS	523	523						
CONTRACTUAL SERVICES	1,870	-		-			1,470	400
COMMODITIES	65		18	5	-	9	23	10
COST OF GOODS SOLD	-				-			
UTILITIES	38						38	
SALES TAX/OTHER	-							
TOTAL EXPENDITURES	4,974	1,507	18	5	-	9	3,025	410
% of Budget	4%	12%	0%	2%	0%	0%	7%	3%
REVENUE OVER(UNDER) EXP	(3,265)	(1,507)	31	(5)	-	(9)	(1,365)	(410)
CHANGE FROM LAST YR + (-)								
REVENUE	728	-	(917)	-	-	-	1,644	-
EXPENDITURES	(1,623)	208	(214)	5	-	(309)	(1,322)	10
NET	2,350	(208)	(702)	(5)	-	309	2,966	(10)
% CHANGE FROM LAST YEAR								
REVENUE	74	n/a	(95)	n/a	n/a	n/a	10,275	n/a
EXPENDITURES	(25)	16	(92)	n/a	n/a	(97)	(30)	3

MT PROSPECT PARK DISTRICT CENTRAL PROGRAM REVENUE

Revenue Recap by yr:

2016			2017			2018				
	Month	YTD		Month	YTD		Month	YTD		
Jan	18,513	18,513	Jan	18,815	18,815	Jan	18,516	18,516	'16Budget	200,000
Feb	9,440	27,953	Feb	10,178	28,993	Feb	10,920	29,436	'17Budget	189,000
Mar	16,506	44,459	Mar	17,535	46,528	Mar	0	0	'18Budget	148,800
April	7,645	52,104	April	10,087	56,615	April	0	0		
May	6,961	59,065	May	6,995	63,610	May	0	0		
June	22,781	81,846	June	24,892	88,502	June	0	0		
July	1,099	82,945	July	765	89,267	July	0	0		
Aug	22,987	105,932	Aug	21,460	110,727	Aug	0	0		
Sept	19,026	124,958	Sept	21,526	132,253	Sept	0	0		
Oct	5,157	130,115	Oct	4,632	136,885	Oct	0	0		
Nov	4,780	134,895	Nov	5,076	141,961	Nov	0	0		
Dec	17,018	151,913	Dec	13,771	155,732	Dec	0	0		



This Year Vs Last Year

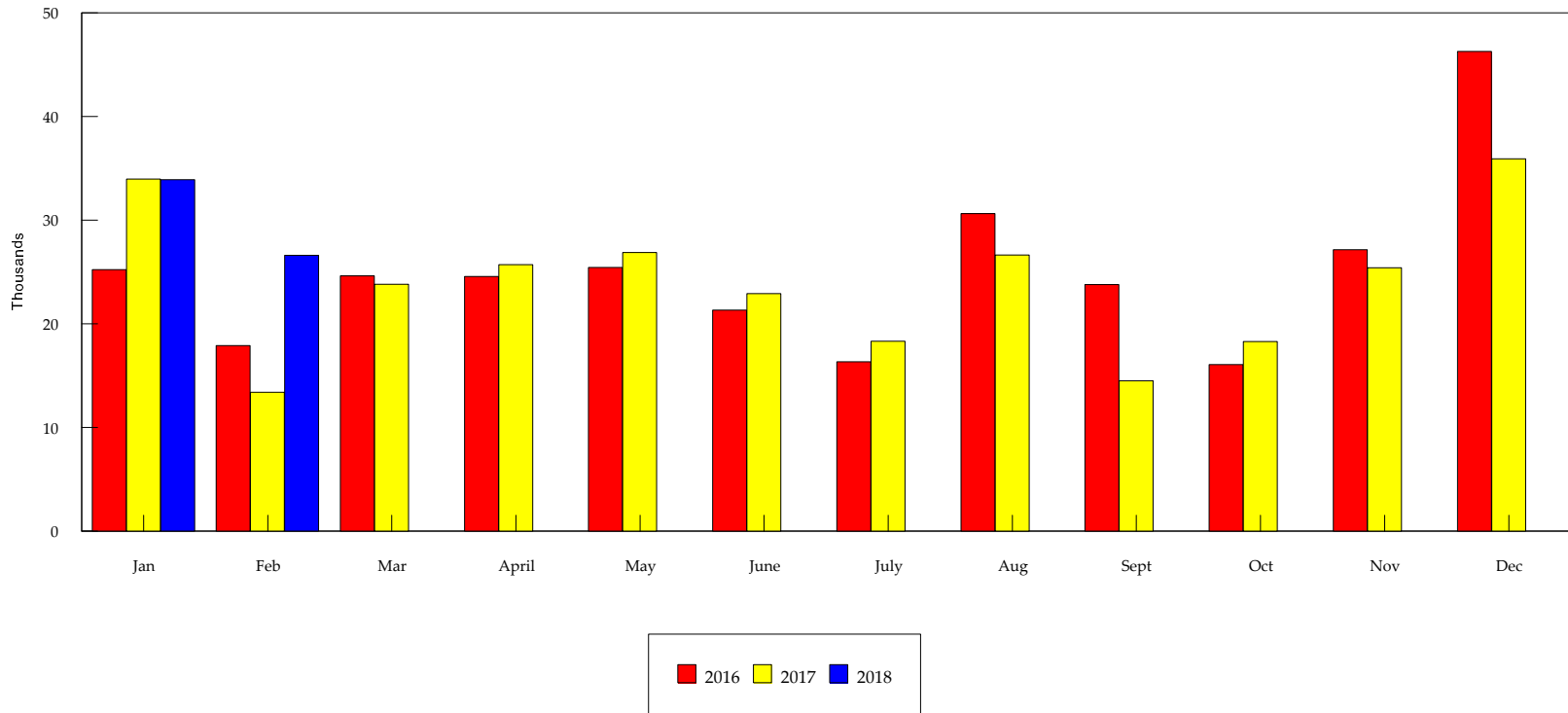
MOUNT PROSPECT PARK DISTRICT
CENTRAL PROGRAMS Department by Function
Month Ended 2-28-18

ACCOUNT NAMES	8% of Year				
	TOTALS	YOUTH CHILD CARE	ATHLETICS ADULT	YOUTH	ARTS
REVENUES:					
PROGRAM FEES	29,436	11,870		16,406	1,160
CHILD CARE	-				
DONATIONS	-		-		
TOTAL REVENUE	29,436	11,870	-	16,406	1,160
% of Budget	20%	22%	0%	19%	
EXPENDITURES:					
PART TIME SALARIES	-				
CONTRACTUAL SERVICES	6,600	5,051			1,549
COMMODITIES	16	16			
TOTAL EXPENDITURES	6,616	5,067	-	-	1,549
% of Budget	7%	17%	0%	0%	
REVENUE OVER(UNDER) EXP	22,820	6,803	-	16,406	(389)
CHANGE FROM LAST YR + (-)					
REVENUE	234	(1,284)	(50)	1,712	(144)
EXPENDITURES	447	(896)	-	-	1,343
NET	(213)	(388)	(50)	1,712	(1,487)
% CHANGE FROM LAST YEAR					
REVENUE	1	(10)	(100)	12	(11)
EXPENDITURES	7	(15)	n/a	n/a	653

MT PROSPECT PARK DISTRICT
CENTRAL COMMUNITY CENTER

Revenue Recap by yr:

2016			2017			2018				
	<u>Month</u>	<u>YTD</u>		<u>Month</u>	<u>YTD</u>		<u>Month</u>	<u>YTD</u>		
Jan	25,255	25,255	Jan	33,981	33,981	Jan	33,909	33,909	'16Budget	384,100
Feb	17,914	43,169	Feb	13,413	47,395	Feb	26,632	60,541	'17Budget	360,400
Mar	24,639	67,808	Mar	23,826	71,220	Mar	0	0	'18Budget	356,510
April	24,566	92,374	April	25,712	96,932	April	0	0		
May	25,453	117,827	May	26,882	123,814	May	0	0		
June	21,322	139,149	June	22,927	146,741	June	0	0		
July	16,353	155,502	July	18,319	165,060	July	0	0		
Aug	30,650	186,152	Aug	26,666	191,727	Aug	0	0		
Sept	23,808	209,960	Sept	14,514	206,240	Sept	0	0		
Oct	16,075	226,036	Oct	18,294	224,534	Oct	0	0		
Nov	27,162	253,198	Nov	25,434	249,967	Nov	0	0		
Dec	46,297	299,494	Dec	35,930	285,897	Dec	0	0		



This Year Vs Last Two Years

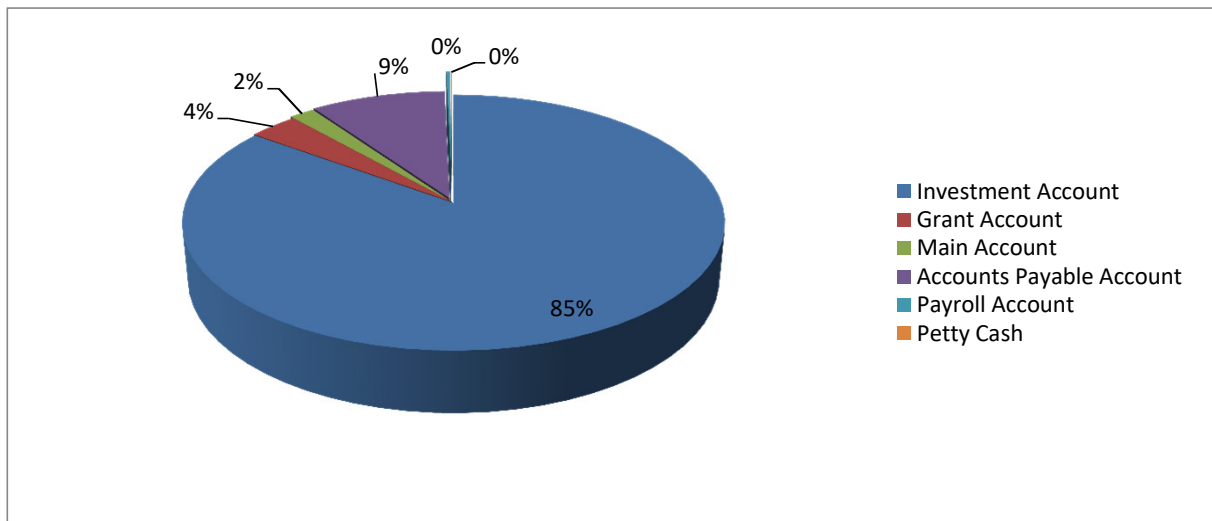
**MT PROSPECT PARK DISTRICT
CENTRAL FACILITY REVENUE REPORT
FEBRUARY 2018**

	MONTH		YEAR to DATE		Change	Up/(Down)
	This	Last	This	Last		% Change
RENTALS						
Skate Rental	300	155	610	659	(49)	-7%
Building Rental	10,193	3,406	14,549	6,389	8,160	128%
	10,493	3,561	15,159	7,048	8,111	115%
PASS SALES						
Fitness	8,723	8,436	18,856	19,052	(196)	-1%
	8,723	8,436	18,856	19,052	(196)	-1%
DAILY FEES						
Gym Fees	802	510	1,985	1,468	517	35%
Fitness Center	175	288	372	923	(551)	-60%
Inline Rink Fees	895	500	2,010	1,494	516	35%
	1,872	1,298	4,367	3,885	482	12%
PROGRAM FEES						
Adult Athletic Leagues		-			-	0%
Youth Athletic Camps					-	0%
Youth Athletic Prog.	241	180	743	350	393	112%
Youth Leagues	3,205	25	16,785	16,000	785	5%
Special Programs	2,946	966	5,661	2,343	3,318	142%
	6,392	1,171	23,189	18,693	4,496	24%
CONCESSIONS						
Merchandise	686	604	1,406	1,269	137	11%
Vending	257	-	546	356	190	53%
	943	604	1,952	1,625	327	20%
OTHER						
Visa Charges / OvShrt	(1,791)	(1,657)	(2,981)	(2,908)	(73)	3%
TOTAL	26,632	13,413	60,541	47,395	13,147	28%

Mt. Prospect Park District
Statement of Account Balances
As of February 28, 2018

Mt. Prospect State Bank

Accounts	Bank Balance	Interest Rate	YTD Interest
Investment Account	4,663,655.78	0.01%	940.44
Grant Account	188,053.41	0.02%	6.08
Main Account	97,642.82	n/a	
Accounts Payable Account	514,197.96	n/a	
Payroll Account	15,533.49	n/a	
Petty Cash	4,815.34	n/a	
Total Funds	5,483,898.80		



**Mount Prospect Park District
Consolidated Revenue/Expense
February 2018**

	February 2018	YTD 2018	Budget 2017	February 2017	YTD 2017
REVENUE					
10 General Fund	253,012	386,014	2,481,945	256,261	332,253
20 Recreation Fund	619,870	1,222,479	7,919,501	621,660	1,170,307
21 Paving and Lighting	7,968	11,006	84,398	8,611	9,891
23 Social Security Fund	56,850	78,526	512,968	61,437	70,569
24 Liability Insurance Fund	70,489	97,366	638,720	76,177	87,500
25 NWSRA Fund	62,914	86,903	675,180	68,889	79,128
26 IMRF Fund	84,355	116,518	760,253	91,165	104,715
27 Conservatory Fund	84,912	120,758	942,859	92,113	111,333
28 Internal Service Fund	90,320	90,320	350,717	107,342	107,342
30 Bond & Interest Fund	348,437	481,292	5,013,497	376,552	432,521
70 2014 Capital Project	-	-			
93 2013 Capital Project	-	-			
94 2014 Capital Project	-	-			
95 2015 Capital Project	-	-			
96 2016 Capital Project	570	1,060			6
97 2017 Capital Project	-	-			
Total Revenue	1,679,697	2,692,242	19,380,038	1,760,208	2,505,565
EXPENSE					
10 General Fund	167,051	337,426	2,426,320	134,668	297,708
20 Recreation Fund	512,991	966,036	7,732,811	507,926	902,566
21 Paving and Lighting	-	-	84,399	2,471	2,471
23 Social Security Fund	34,130	63,925	512,968	33,636	65,093
24 Liability Insurance Fund	21,075	43,914	670,265	18,338	40,630
25 NWSRA Fund	-	-	1,382,567	169,049	169,049
26 IMRF Fund	54,345	54,345	800,000	57,076	57,076
27 Conservatory Fund	56,412	109,814	816,316	59,337	116,413
28 Internal Service Fund	19,389	34,513	350,717	16,827	32,228
30 Bond & Interest Fund	-	-	4,865,135	-	-
70 2014 Capital Project	-	-		-	-
92 2012 Capital Project	-	-		-	-
93 2013 Capital Project	-	-		-	-
94 2014 Capital Project	-	-		-	-
95 2015 Capital Project	-	-		-	-
96 2016 Capital Project	341	341	141,797	-	-
97 2017 Capital Project	132,017	136,817	1,169,693	-	-
Total Expense	749,380	1,747,131	20,952,988	999,328	1,683,233
Total Revenue	1,679,697	2,692,242	19,380,038	1,760,208	2,505,565
Total Expense	749,380	1,747,131	20,952,988	999,328	1,683,233
Net Income/Loss	930,317	945,111	(1,572,950)	760,880	822,332

**MT. PROSPECT PARK DISTRICT
PROPERTY TAX
MONTH ENDING
2/28/2018**

<u>Tax Yr.</u>	<u>Property Tax Jan. 1 - Dec. 31</u>	<u>Assessed Valuation</u>	<u>Rate</u>
2012	9,098,317	1,653,835,662	0.557
2013	8,762,986	1,413,453,067	0.657
2014	9,398,877	1,446,086,836	0.654
2015	9,580,252	1,406,791,767	0.681

Tax Monies Received from January 1, 2018 through February 28, 2018 totals:
\$1,524,822 (of this total \$16,533 is Replacement Tax).

	Type	2017 Taxes	2018 Taxes
January	R	25,034	16,533
January		172,519	416,345
February		1,160,685	1,091,944
March	R	16,081	
March		3,861,042	
April	R	40,965	
April		40,721	
May	R	26,382	
May		41,107	
June		197	
July	R	26,977	
July		1,798,782	
August	R	1,244	
August		2,565,092	
September		10,880	
October	R	18,417	
October		39,369	
November		11,363	
December			
December	R	4,855	
TOTAL		9,861,711	1,524,822

Mt Prospect Park District
 Capital Projects Update
 February 2018
 Fund 96 2016 Capital IMPR Fund

Account #	Description	Budget	February	Y-T-D Actual	Difference	Comments
<u>Rec Plex Center</u>						
813500	Replace Intercom System	20,000			20,000	
813620	Recplex AHU Coil Cleaning	5,500			5,500	
813625	Recplex Kids Klub Floor	11,200			11,200	
813640	Small Fitness Equipment	2,310			2,310	
	Total Rec Plex Center	39,010	-	-	39,010	
<u>Conservatory</u>						
822330	FPC HVAC Units	13,000			13,000	
	Total Conservatory	13,000	-	-	13,000	
<u>Park Improvements</u>						
846931	Kopp Park Playground	9,300			9,300	
846950	Majewski/ Outfield Fences	34,467			34,467	
847012	Tree Planting/Removal	6,930			6,930	
847084	Community Survey	2,890			2,890	
847096	Westbrk School Playground	3,000			3,000	
	Total Park Improvements	56,587	-	-	56,587	
<u>Equipment</u>						
858475	Bunker Rakes	12,400			12,400	
858485	Field Equipment Box	7,000			7,000	
	Total Equipment	19,400	-	-	19,400	
<u>Buildings</u>						
865420	WCMF Maintenance	3,000	341	341	2,659	
	Total Buildings	3,000	341	341	2,659	
<u>Pools</u>						
881651	To be Classified for 2018	10,800			10,800	
	Total Pools	10,800	-	-	10,800	
	Total Expenditure	141,797	341	341	141,456	

Mt Prospect Park District
Capital Projects Update
February 2018
Fund 97 2017 Capital IMPR Fund

Account #	Description	Budget	February	Y-T-D Actual	Difference	Comments
<u>Rec Plex Center</u>						
811400	RP Electronic Sign	78,000			78,000	
811913	RP Strength Equipment	8,600			8,600	
	Total Rec Plex Center	86,600	-	-	86,600	
<u>Conservatory</u>						
822000	FPC Electronic Sign	80,000			80,000	
822310	FPC Pond Fountain	6,800				
	Total Conservatory	86,800	-	-	80,000	
<u>Park Improvements</u>						
846700	Billings for Projects	350,717	90,320	90,320	260,397	
846950	Majewski Bench Replacement	2,200			2,200	
847012	Tree Planting/Removal	35,000			35,000	
847077	Bridge Inspections	5,000			5,000	
849150	Ice Rink Liner/Supplies	2,000			2,000	
849530	Majewski Berm Removal	5,000			5,000	
849705	Golf Cart GPS	39,000			39,000	
	Total Park Improvements	438,917	90,320	90,320	348,597	
<u>Equipment</u>						
855015	Lions Tables & Chairs	8,300			8,300	
855084	2005 Large Area Mower	88,000			88,000	
855090	1996 Toro Fairway Mower	59,000			59,000	
855340	Pickup Truck	28,000	27,255	27,255	745	
855371	Infield Groomer	12,400			12,400	
855440	Reg Sys Maintenance	31,500	2,000	4,000	27,500	
855402	Software/Network	9,600	800	800	8,800	
855440	Fuel Station Tank Gauge	13,500			13,500	
855460	Technology Equipment	12,000			12,000	
855470	Applitrack/TimePro/Smart Fusion	20,625	792	3,592	17,033	
855480	Sophos Security System	7,000	7,000	7,000	-	
855510	Facility Dude Maint Software	7,100			7,100	
855530	District Website	30,000			30,000	
856206	Small Maintenance Equip	3,450			3,450	
857250	Grounds Equipment/Repair	6,000			6,000	
858215	CCC Fitness /Strength Equip	10,900			10,900	
858375	Batting Cage Tunnel Nets	4,200			4,200	
	Total Equipment	351,575	37,847	42,647	308,928	
<u>Buildings</u>						
861545	GC HVAC Maint/Upgrades	5,000			5,000	
861580	Lions HVAC	7,500			7,500	
861591	LRC Multipurpose Floors	2,674			2,674	
861720	Security Assessment	7,500			7,500	
862002	Central Rd Gym Floor	4,020			4,020	
862150	CCC Loading Dock Door	3,850	3,850	3,850	-	
865425	Conservatory Property	50,000			50,000	
865650	CCC Roof Assessment	5,000			5,000	
865660	CCC RTU #5 and #9	97,500			97,500	
865900	CCC HVAC	7,500			7,500	
	Total Buildings	190,544	3,850	3,850	186,694	
<u>Cost of Issue</u>						
871600	Cost of Issue	7,257			7,257	
	Total Conservatory	7,257	-	-	7,257	
<u>Pools</u>						
881560	Big Surf Lounge Chairs	8,000			8,000	
	Total Pools	8,000	-	-	8,000	
	Total Expenditure	1,169,693	132,017	136,817	1,018,819	

ACCOUNTS PAYABLE/PAYROLL DISBURSEMENT
February-18

ACCOUNTS PAYABLE

Suggested Motion: I move to ratify February Accounts Payable Checks and EFT's
in the amount of \$553,064.19 listed on the Check Register.

<u>CHECK DATE</u>			<u>CHECK #'S</u>	
2/1-2/4/2018	\$	201,774.55	190043-190097	Checks
2/5-2/11/2018	\$	60,174.45	190098-190139	Checks
2/12-2/18/2018	\$	106,270.23	190140-190188	Checks
2/19-2/28/2018	\$	184,844.96	190189-190229	Checks

TOTAL AP **\$ 553,064.19** Checks and EFT's

PAYROLL

Suggested Motion: I move to ratify February Payroll Checks and Direct Deposits
in the amount of \$326,220.18 as listed on this report.

<u>CHECK DATE</u>			<u>CHECK #'S</u>	
2/9/2018	\$	162,410.18	11641-11974	DD Notification
	\$	7,287.33	1014221314- 1014221332	Checks
			11975-11979	<i>Taxes, Transfers & Garnishments</i>
2/23/2018	\$	149,676.47	11980-12314	DD Notification
	\$	6,846.20	1014350558- 1014350574	Checks
			12315-12319	<i>Taxes, Transfers & Garnishments</i>

TOTAL P/R **\$ 326,220.18** Checks and Direct Deposits

**Paper check numbers will not be sequential between check runs; account managed by payroll service provider.

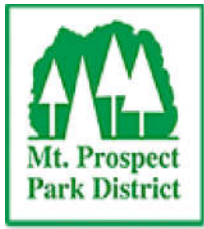
**Mt. Prospect Park District
Payroll Summary**

Pay Period Ending 2/4/2018
 Check Date 2/9/2018

	# Hours	# Employees	Gross Pay	Avg Hrs/Emp	Avg Hrly Rate
Total	10,879	353	239,421	31	22
	Full Time	59			

Pay Period Ending 2/18/2018
 Check Date 2/23/2018

	# Hours	# Employees	Gross Pay	Avg Hrs/Emp	Avg Hrly Rate
Total	10,692	352	215,061	30	20
	Full Time	59			



Executive Director Report

March 2018

Grant Money Awarded:

Both the Edward and Wanda Jordan & The Parks Foundation have officially pledged \$40,000 each totaling \$80,000 for a new sign at the Friendship Park Conservatory! The planning and engineering for sign replacements at Friendship Park Conservatory and RecPlex will now begin.

Central Community Center Construction Update:

The District retained Wight & Company as architect and engineer for the NWSRA program improvements to the Central Community Center. Improvements include minor parking lot reconfigurations, a new ADA accessible entrance way on the east side of the building, new rooms, flooring, lighting, kitchen, and additional storage to name a few. All improvements are paid as a part of a \$263,000 grant NWSRA received and allocated to the Park District. NWSRA will have exclusive usage to the improved area and will pay the district annual rent.

Security Assessment:

District staff retained Facility Engineering Associates (FEA) to conduct security assessments at Central Community Center, RecPlex, and Lions Recreation Center. FEA recently performed physical security vulnerability assessments in four main categories including deterrence, detection, delay, and response covered. The assessment will evaluate district security systems, products, and practices. In addition to the assessment, FEA will deliver an emergency action plan that includes current federal and state best practices. Staff is expecting the assessment and action plan by the end of this month. Districtwide staff trainings and security awareness meetings have been scheduled for May.

Upcoming Meeting Reminders:

Regular Meeting - Wednesday, April 25, 2018 - 7pm @ CCC.



Golf

Through March 8th

Golf	2016	2017	2018	Variance '17 to '18
Weekend Permanent Tee Times Sold	44	36	35	-1
20-Play Passes Sold	59	75	71	-4
Unlimited Play Membership Sold	47	39	37	-2

News:

- Permanent tee times and pass sales have leveled off compared to the decreases in 2016 and 2017 when more players moved into discount cards and regular green fees. While this may look like a drop in sales, it is more of a shift and it directly correlates to trends in the industry.
- Opening day is typically sometime in the last week or two of March. It is all weather dependent. We try to be proactive when opening making sure the turf grass is ready to sustain play.
- GolfNow data has given us a list of which courses are really our direct competitors for tee times. With this data, we can poll daily off their available inventory of times and adjust our dynamic pricing accordingly.
- Staff is gathering more industry metrics and the course is doing very well compared to the Chicago market and the national average. One stat that stands out: area courses book only 48% of their available tee times, and nationally the figure is 56%, we book 66%.
- The golf staff met with our marketing team and came up with a marketing plan for 2018. We worked together to create email templates, a social media plan and started brainstorming ideas on how to promote the Becker Club Championship.

Upcoming events:

- The course looks great coming out of winter. Bring on opening day...let's get going!



Aquatics

AQUATICS - March 2018	2015	2016	2017	2018	Variance '17 to'18
Youth Swim Lessons	383	446	383	521	138
Aqua Fit	181	182	165	145	-20
Specialty Classes	30	13	20	54	34
Programing Totals	594	641	568	720	152
RecPlex Pool Daily Admission Sold	404	412	375	402	27
Open and Lap Swim Totals	404	412	375	402	27

News:

- Variance in RecPlex Pool Daily Admissions Sold includes President’s Day Dollar Swim accounted for 141 additional Daily Admissions.
- Current formatting for swim lessons allows the Aquatic Department to meet the needs of multiple family members at the same convenient time.
- Sharks Tails was created to accommodate the fearless 4 year olds who have mastered the skills of the Goldfish Academy, current enrollment 8.
- In response to patron feedback, the expiration date for Aqua fitness passes was extended. This encourages the purchase of the 20 class pass.
- Specialty classes are increasing in popularity due to the creation of the Shark Fins swim team, allowing more young people to try swim team and to continue swimming with programs such as Diving Progression and Stay Swimming.
- Aquatics will add Drills and Endurance to the spring line-up per the requests of current swim team families.
- Summer Early Bird Pool Pass sale, March 1 through May 1.

Upcoming Events:

- \$2 Buck Good Luck St Patrick’s Day Swim
- Special Spring Break Open Swim hosting MPPD Day Camp and NWSRA
- Lifeguard in-service training and new lifeguard orientation.
- Northern Illinois Winter Swim Conference Championship was held on March 4, 2018. It was co-hosted with WHAM Aquatics at Prospect High School
- Shark Fins will end their season on March 11th with an intersquad meet.
- End of season swim team party, March 11, at RecPlex.
- Spring lessons begin March 12



Cultural Arts

CULTURAL ARTS - March 2018	2015	2016	2017	2018	Variance '17 to'18
Visual	235	294	351	370	19
Performing	747	730	720	702	-18
Cultural Arts Total	982	1024	1071	1072	1

News:

- Costume orders were placed for the remaining dance recital classes.
- Mardi Gras fun filled RecPlex on February 3rd. 515 paid child participants enjoyed the festivities along with their parents and grandparents.
- 46 classes are written for the Art Studio this summer, 19 of which are new ideas and concepts to keep the Art Studio fresh and interesting. There are also 18 open studio days.
- 5 new dance classes being offered this summer.

Upcoming Events:

- Spring Break Open Studio, Art Start Camp and Jr. Pinterest Camp will fill the Art Studio with creative fun during the week.
- Egg Hunt Craft is a popular edition the last several years to the event. A new wood craft is being offered this year. Plaster has been done the past years.



Early Childhood/Youth

EARLY CHILDHOOD & YOUTH - March 2018	2015	2016	2017	2018	Variance '17 to'18
Pre-School	175	179	175	171	-4
Before & After School Care	275	302	318	338	20
Early Childhood & Youth Programming	207	330	296	284	-12
Total Early Childhood & Youth	657	811	789	793	4

News:

- The 2018-2019 preschool registration is underway. Our current participants and their siblings had an opportunity to register before the general public. 85% of the current participants have registered for 2018-2019 school year. Park District residents were able to register on February 26. Total enrollment 107.
- Valentine parties were plenty throughout preschool, KinderKlub, & Kids Klub
- There were 3 Off School Specials on Thursday, February 15 (Jump Zone), Friday, February 16 (The Zone) and Monday, February 19 (Skating at CCC) totaling 151 participants for the 3 days.
- The 2018-2019 Kids Klub & KinderKlub registration began on February 12.
- New lead teacher was hired for Lions 3 year old preschool program.

Upcoming Events:

- Interviewing/hiring for summer counselors
- Mother & Son Dino Night on March 2
- KinderKlub Off School Special on Friday, March 9
- Off School Special on Tuesday, March 20
- Easter Egg Hunt on Saturday, March 26
- Spring Break Camp will be held March 26 - March 30



Facilities

RECPLEX- March 2018	2015	2016	2017	2018	Variance '17 to'18
Daily Admissions Sold January					
-February					
Fitness	1180	1113	635	726	91
Courts & Track	2,571	1980	1372	1316	-56
RecPlex Totals	3751	3093	2007	2042	35
Rentals	68	75	75	77	2
Central Community Center					Variance '17 to'18
Daily Admissions Sold					
Fitness	136	129	92	73	-19
Open Gym	256	146	326	406	80
Open Skate	621	357	382	407	25
Central Community Center Totals	1013	632	800	886	86
Rentals	92	76	67	76	9
LIONS RECREATION CENTER					Variance '17 to'18
Rentals	10	4	8	13	5

News:

- Patrons continue to purchase monthly memberships rather than paying daily fees.
- Variance with CCC daily open fitness is low as patrons continue to purchase memberships.
- Variance with CCC daily open gym continues to grow as patrons play daily Pickleball.
- Variance with CCC daily open skate increased because of Mt. Prospect Historical Skate fundraiser.
- Facilities Division and Marketing worked collaboratively to consolidate open gym schedules into one schedule including all three facilities. There is now a basketball icon on first page of the website with the schedule.
- RecPlex/CCC/Lions Center are now offering designated home school open gym times each week.
- RecPlex is offering open volleyball Friday mornings.

Upcoming Events:

- Easter Egg Hunt at RecPlex March 24
- Clover Cup Inline Hockey Tournament March 17-18



Friendship Park Conservatory

FRIENDSHIP PARK CONSERVATORY - March 2018	2015	2016	2017	2018	Variance '17 to'18
Programs	61	73	64	66	2
Weddings	0	0	0	1	1
Corporate Rentals	0	0	0	4	4
Miscellaneous Rentals	3	10	8	7	-1
Facility Totals	64	83	72	78	6
Canine Commons	4	8	14	18	4

News:

- Once again, Cooking with Dave brought in good revenue with 31 people in attendance.
- Rentals included 1 wedding ceremony, 2 baby showers, and 4 corporate rentals.
- Easter lilies are several weeks away from flowering. They will be on display in the atrium.
- Plant orders are arriving weekly. Many will go into the plant sale. The remaining will go into planters and flower beds throughout the district.
- Nine days of forecasted and accumulating snow before Jazz Night, did not help tickets sales. However, a total of 50 music lovers attended and had a wonderful time.

Upcoming Events:

- Programming staff is working hard to add additional programming for the summer brochure
- Staff met with the Village of Mount Prospect to discuss possible community garden for the upcoming growing season.



Fitness

FITNESS PROGRAMS - February 2018	2015	2016	2017	2018	Variance '17 to'18
Programs	136	40	75	70	-5
Personal Training	48	53	65	42	-23
Passport Classes	214	108	211	233	22
Fitness Program Totals	398	201	351	345	-6
Fitness Membership					
All Inclusive	0	0	66	239	173
Courts, Pool & Track - Recurring	369	337	372	416	44
Fitness - Recurring	835	785	821	707	-114
Premier Plus - Recurring	338	394	434	419	-15
Courts, Pool & Track - Variable	1511	1761	1731	1904	173
Fitness - Variable	1587	1683	1624	1587	-37
Premier Plus - Variable	397	456	414	384	-30
Fitness Membership	5037	5416	5396	5417	21
Fitness Total	5435	5617	5747	5762	15

News:

- Fitness programs remain steady for the beginning of 2018. Staff is continuing to look for ways to improve the fitness program line-up.
- All Inclusive Fitness Membership continue to trend in a positive direction.
- Overall the fitness program and membership offerings are very comparable to 2017 numbers.

Upcoming Events:

- Staff conducted interviews and hired a Fitness Manager to fill the current vacancy. Nikki Bittner will be starting on March 20, 2018, she comes to Mt. Prospect Park District with 12 years of fitness management experience from the Wood Dale Park District. Staff is looking forward to working with Nikki and welcoming her to the Mt. Prospect team.



Business Services & IT Report

Sophos UTM Updates:

- As part of the FY 2018 Capital Plan, the IT Department procured and installed a new Sophos UTM (Unified Threat Management) security appliance to protect the Park District's network from threats, including:
 - Intrusion Detection / Prevention System (IDS / IPS) - Can detect and prevent attacks as they're happening
 - DDoS blocking - Can detect and block hosts that try to overload our interfaces in an attempt to disrupt traffic
 - Virus scanning - Can scan downloads for viruses before they get to the endpoint
 - Advanced Threat Protection - Can detect compromised endpoints
 - Country based filtering - Can block traffic from countries where a large numbers of attacks originate
 - Various VPN technologies - Allows laptops, tablets, phones, etc. into our network
 - Remote Ethernet Devices (RED) - Easily connect remote-site as if they are part of the main network
 - Web Protection - URL and content filtering based on policies
 - Wireless network management - Deploy and manage several large scale distributed wireless networks
- This important security update is 6x faster in overall firewall throughput than our previous device, which is crucial given the District's upgrade to AT&T's IP Flex line.
- Additionally, the Park District was able to package the new appliance with a 3-year firewall subscription that will offer savings in the District's FY 2019 and 2020 budgets.

Other News & Updates:

- The IT Committee held its first meeting on February 22nd. This Committee is comprised of staff from a wide range of Park District departments, including representatives from Athletics, Early Childhood & Youth, Facilities, Parks & Planning, Community Relations & Marketing, and Golf. The Committee will be tasked with a variety of IT-related projects and long-term planning while serving as an important communication vehicle to bring feedback, new ideas and IT needs to the department from all areas of the Park District.



Community Relations and Marketing

Marketing/Social Media

- CR&M met with the Golf team to develop a marketing plan for the course for Spring/Summer 2018. In addition to marketing course events, teams discussed consistency in branding from course emails to print materials. An effort is underway to bring the language of the course to a larger patron audience through a campaign celebrating The Becker Tournament, Family Golf Night, Hardest Day of Golf, etc.
- CR&M issued a “Protect our Parks” press release inviting the public to be vigilant and to report acts of vandalism, destruction and defacement. The release was printed in both the Journal and the Daily Herald and shared by the Mt. Prospect Police Department and other Community Partners. The release was shared on our website and Facebook page (reach in above chart) and hard copies were distributed to all facilities for patron distribution.
- Marketing for Spring Break Activities 2018 was formatted to match the very successful 2017 design where multiple options were advertised in a single event format. Patrons can review all goings-on and pick and choose the activities that suits their break schedule.
- The comprehensive Early Bird Pool Pass promotion is underway from March 1 to May 1. Page 2 of this report offers a visual representation of the campaign materials which were shared in all available formats.

February Campaign Results	
Mardi Gras	
Emails	Average open rate 27%
Facebook	Multiple posts - average reach 870
Website Page Views	Increased to 1165 (from 806 in 2017)
Protect Our Parks	(posted 2/27)
Facebook	Post Reach 1,707
Website Page Views	113

Upcoming Events

- Inside the Park - Community Survey Edition is in the final stages of editing with a release date of April 1. Thank you Commissioner Kurka for your interview representing the Board’s impression regarding the survey results. A survey results press release was also shared with the Journal and Daily Herald.
- Marketing underway for Easter Egg Hunt, Earth Day, Plant Sale and Summer Concert Series.

Email

Summer Pool Pass EARLY BIRD SALE

Purchase passes at any facility through May 1 and Save!

Resident Fee
Individual \$110
Family \$210

Non-Resident Fee
Individual \$120
Family \$230

Prices increase \$10 for individual passes and \$20 for family passes after May 1.

Buy an Early Bird Pool Pass and you might WIN:
 • A 2018 Pool Pass
 • A Room Rental at Meadows
 • \$25 Mt. Prospect Park District Gift Card
 • Five Free Rafts at Big Surf

Pool Pass Holder Benefits:
 • 2 Bring a Friend Coupons to both Meadows & Big Surf
 • Exclusive Hours: Magic Mondays at Big Surf (10:00am-12:00pm June 4-August 6) & Super Sundays at Meadows (10:00am-12:00pm June 17-August 6)
 • 10% discount on party room & all facility rentals at Meadows

3 Locations:
 • **Big Surf**: 411 S. Maple St.
 • **Meadows Aquatic Center**: 1401 W. Gregory St.
 • **RecPlex**: 420 W. Dempster St.

2018
 Mt. Prospect Park District | (847) 255-5380 | info@mppd.org | mppd.org

Facebook Post

Mt. Prospect Park District
 March 2 at 9:58am · 🌐

Buy Your Summer Pool Pass Now & Save! All early bird pass purchases receive a free tote bag & a chance to win free prizes. www.mppd.org/news-and-events/earlybirdpoolpass

Summer Pool Pass EARLY BIRD SALE
 NOW-May 1
 2018

Early Bird Pool Pass Sale | Mt. Prospect Park District
 Mt. Prospect Park District | 1000 W. Central Road | Mount Prospect, IL 60056 |
 Phone: (847) 255-5380 | Fax: (847) 255-1438
 MPPD.ORG

Like Comment Share

Danette 'Silbaugh' Hanttula, Sharon Piper Duffy and Katey L. Koch like this.

MARCH 2018 Community Relations & Marketing

Summer Pool Pass EARLY BIRD SALE Campaign

4'x8' Banner

Summer Pool Pass EARLY BIRD SALE
 NOW - MAY 1

Mt. Prospect Park District

Poster

Summer Pool Pass EARLY BIRD SALE
 NOW-May 1

Pass
 Individual \$110/120
 Family \$210/230

R/NR Fee
 Individual \$120/130
 Family \$230/250

Buy an Early Bird Pool Pass and you might WIN:
 • A 2018 Pool Pass
 • A Room Rental at Meadows
 • \$25 MPPD Gift Card
 • Five Free Rafts at Big Surf

Pool Pass Holder Benefits:
 • 2 Free Bring a Friend Admissions to Meadows and 2 Free to Big Surf
 • Members only hours on Magic Mondays (10:30-12pm) and Super Sundays (10am-1pm)

Super Fun Days
 Royal Pool Patrol
 Family Float Friday
 Dive In!
 MPPD Story Time
 We've Got the Scoop
 Get in the Game
 "Hot" Diggley Dog Days
 Christmas in July
 Chalk ART

3 Locations:
 • **Meadows Aquatic Center**: 1401 W. Gregory Street
 • **Big Surf**: 411 S. Maple Street
 • **RecPlex**: 420 W. Dempster Street

2018

Brochure

AQUATICS
Summer Pool Pass EARLY BIRD SALE

Purchase your passes at any facility through March 1 and May 1 and Save!

Pass
 Individual \$110/120
 Family \$210/230

R/NR Fee
 Individual \$120/130
 Family \$230/250

Buy an Early Bird Pool Pass and you might WIN:
 • A 2018 Pool Pass
 • A Room Rental at Meadows
 • \$25 MPPD Gift Card
 • Five Free Rafts at Big Surf

Pool Pass Holder Benefits:
 • 2 Free Bring a Friend Admissions to Meadows and 2 Free to Big Surf
 • Members only hours on Magic Mondays (10:30-12pm) and Super Sundays (10am-1pm)

3 Locations:
 • **Meadows Aquatic Center**: 1401 W. Gregory Street
 • **Big Surf**: 411 S. Maple Street
 • **RecPlex**: 420 W. Dempster Street

Open Swim
 10:30am-12:00pm Family Free Night, Sat 5-7:00pm, and Sun 2-4:00pm
 Mon 5:30-8:00pm Open Swim 1:30-3:00pm

Parent & Tot Swim
 Mondays and Wednesdays 11:00am-1pm and Fridays 9am-10am

Silver Swim for Seniors
 Mon-Fri 1:30-3:00pm

Spring Break Open Swim
 For Open & Family Swim
 Children under 10 years must be accompanied by an adult 12 years and older must be accompanied by two adults 18+ years

12 | mppd.org

TV Screen Ad

Summer Pool Pass EARLY BIRD SALE
 NOW-May 1

Pass
 Individual \$110/120
 Family \$210/230

R/NR Fee
 Individual \$120/130
 Family \$230/250

Price Increase After May 1:
 Individual \$120/130
 Family \$230/250

3 Locations:
 • **Meadows Aquatic Center**: 1401 W. Gregory Street
 • **Big Surf**: 411 S. Maple Street
 • **RecPlex**: 420 W. Dempster Street

1:16 PM 30°F



Parks & Planning Division

Administrative Updates:

- The Central Community Center HVAC bid results and recommendation will be presented to the Board for their consideration at the March Board Meeting.
- Staff has met with NWSRA to development of bid documents for the Pursuit Program which is scheduled to begin in the Fall of 2018 at the Central Community Center.
- 411 W. Algonquin water and electric are disconnected. Still waiting for NICOR.
- Staff has received conditional final approvals for the Einstein Phase II project.
- Staff is developing bid documents for the 2018 pavement maintenance program.

Buildings Department Updates:

- Completed office/storage room transitions at CCC in preparation for NWSRA.
- Installed new security camera at Rec Plex.
- Repaired vandalized door at Bandshell.
- Completed cleaning/rebuilding of pool heaters at Big Surf and Meadows Pool.
- Installed lighting upgrades at Walt Cook Maintenance Facility (Capital upgrades).
- Repaired railings on bridges at Golf Course.
- Brought Meadows Pool diving board stand in for powder coating.

Fleet Services Department Updates:

- Rebuilt and resealed valve body assembly on Toro Triplex.
- Replaced door stops on truck #22, repaired and replaced seat cushions and covers.
- Rebuilt and resealed truck #14 salt spreader spinner motor.
- Replaced intake manifold and gaskets, thermostat, spark plugs and wires on truck #11.
- Replaced pick up tubes, glass and nozzles on GCG and WCMF media blast cabinets.
- Installed new snow plow shoes on Trackless equipment.
- Assisted grounds department in snow removal.

Grounds Department Updates:

- Snow removal from parks and facilities as required.
- Finished bleacher and picnic table repairs, cleaned 20 x 20 tents.
- Performed playground repairs at Owen and Robert Frost.
- Performed Prospect Meadows sign repair and installation.
- Inspected and replaced any missing chain link fence ties at all parks.
- Crews picked up trash at parks and fence lines from accumulation over winter.
- CDL training performed for employees looking to upgrade licensing.

Internal Work Orders Completed (All Departments)

- At the time of this report there have been approximately 150 internal work order requests submitted to the Parks and Planning division for completion in 2018.