



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: FEBRUARY 9, 2018

RE: REGULAR PARK BOARD MEETING
FEBRUARY 14, 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

PUBLIC COMMENT

- A. Don Thoma Service Recognition

APPROVAL OF MINUTES: SPECIAL BOARD MEETING: JANUARY 10, 2018
REGULAR BOARD MEETING: JANUARY 17, 2018

UNFINISHED BUSINESS

- A. Strategic Plan - Agency Mission, Vision, Values
- B. Tentative Budget and Appropriation Ordinance - FY 2018 (Discussion - If Needed)

ADOPTION ITEMS

- A. ADOPTION OF RESOLUTION 753: A RESOLUTION TO INCLUDE TAXABLE ALLOWANCES AS IMRF EARNINGS
- B. ADOPTION OF RESOLUTION 754: A RESOLUTION TO INCLUDE CASH PAYMENTS RELATED TO HEALTH INSURANCE AS IMRF EARNINGS



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

APPROVAL ITEMS

- A. Approval of Purchase - 2018 Toro Groundsmaster 5900 Wide Area Mower
- B. Approval of Purchase - 2018 Toro Reelmaster 3555- D Fairway Mower

FINANCIAL ADVISOR'S REPORT

RATIFICATION OF ACCOUNTS PAYABLE: JANUARY 2018

- A. Approval/Ratification of Travel Expenses Submitted by Commissioners

EXECUTIVE REPORT

PUBLIC COMMENT

COMMENTS/MATTERS FROM COMMISSIONERS

ADJOURNMENT

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February 14, 2018

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CERTIFICATE OF APPRECIATION

40 YEARS OF SERVICE

Don Thoma

*On behalf of the Mt. Prospect Park District and Park Board of Commissioners,
thank you for demonstrating the commitment required to achieve excellence and success.
Your loyalty and dedication exemplifies the best of the Mt. Prospect Park District.*

DATE



SIGNATURE

Unapproved

Special Board Meeting

A Special Meeting of the Mt. Prospect Park District, Cook County, Illinois, was held on Wednesday, January 10, 2018 at Central Community Center Facility of said Park District. President Kurka called the meeting to order at 6:00 p.m. On roll call, the following officers and commissioners were present:

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

Administrative Staff:

Dan Malatsik, Executive Director

Professionals:

None

Visitors:

None

CHANGES OR ADDITIONS TO AGENDA

None

APPROVAL OF AGENDA

Commissioner Tenuta motioned to approve the agenda; seconded by Commissioner Starr and was carried by unanimous voice approval.

Public Comment

None

BOARD FOCUS GROUP

Executive Director Malartsik explained the status of the Strategic Plan; the last day of needs assessments phases (focus groups); topic of discussion the Board Focus group will talk about SWOT: strength weakness, opportunities and threats and the process of how this will proceed.

Adjournment

Commissioner Massie motioned to adjourn the Special Meeting at 7:14 p.m.; seconded by Commissioner Starr and carried by unanimous voice approval.

Respectfully submitted

William J. Starr

Unapproved

Regular Board Meeting

A Regular Meeting of the Mt. Prospect Park District, Cook County, Illinois, was held on Wednesday, January 17, 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
Ruth Yueill, Director of Community Relations & Marketing
Teri Wirkus, Executive Professional Compliance Manager

Professionals:

Lee Howard, GAI
Brad O'Sullivan, GAI
Jeff Andreasen, aQity Research & Insights

Staff:

Matt Dziubinski, Fleet Crew Leader Manager
Darin Douglas, Golf Course Superintendent
Jeff Langguth, PGA Professional
Debra Cromie, Pro Shop & Office Manager

Visitors:

Louis Goodman

CHANGES OR ADDITIONS TO AGENDA

None

APPROVAL OF AGENDA

Commissioner Starr motioned to approve the agenda; seconded by Commissioner Murphy and was carried by unanimous voice approval.

Public Comment

Mr. Goodman inquired about an article in the newspaper concerning the District purchasing property. President Kurka explained the Park District purchased the house & property at 411 Algonquin Road in Des Plaines which is directly in front of the Friendship Park Conservatory. The house will be leveled and the area will remain as open space for the present time.

APPROVAL OF MINUTES

Commissioner Massie motioned to approve the minutes from the Regular Board Meeting on December 20, 2017; seconded by Commissioner Starr.

Roll Call Vote **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.

Parks Foundation

Ruth Yueill, Executive Director of the Parks Foundation stated:

- The Parks Foundation voted unanimously to match funds for the installation of a new electronic sign at the Friendship Park Conservatory with the project co-funded by Edward & Wanda Jordan Foundation.
- Plant Sale Fundraiser will be on Thursday, May 10th from 6 p.m. to 8 p.m.; limited tickets of 50 people will be sold which includes a raffle ticket with purchase.

UNFINISHED BUSINESS

A. Community Attitude & Opinion Survey- Presentation

Director Yueill introduced Jeff Andreasen from aQity Research & Insights. Mr. Andreasen presented the slide presentation of the final pieces of data to the Board and answered questions.

B. Strategic Plan Update

Director Taylor reviewed a brief summary of consensus and ranking of information that was generated during the focus groups and community survey that was held between November 2017 and January 2018:

Four major issues facing the Mt. Prospect Park District

1. Financial Challenges- Infrastructure, Aging Facilities and Competition
2. Staffing- Having the ability to compete in today's market
3. Limited Funding-Rising Operational Costs and
4. Customer Service

Strengths of the Mt. Prospect Park District

1. Employee/Staff-Dedicated, Talented, Full & Part-time
2. Variety of Programs
3. Park Maintenance
4. Reciprocal Agreements with Park Districts & School District
5. Outdoor Pools

Weakness of Mt. Prospect Park District

1. Big Surf-High Cost to Maintain, Safety
2. Internal Communication & Customer Service
3. Limited Funding
4. Fitness Membership & Group Exercise Structure

Opportunities for Mt. Prospect Park District

1. Improve Technology-Registration Process & Marketing
2. Sponsorships & Donations
3. Public Private Partnerships
4. Big Surf Renovation

Threats against Mt. Prospect Park District

1. Financial Support-Potential Tax Freeze
2. Competition from Private Sector & Surrounding Park District
3. Staff Retention
4. Aging Facilities & Maintaining Infrastructure

Director Taylor explained the next step in the Strategic Planning process includes finalizing data collection and completing the analysis. The leadership team will then begin the District's Mission and Vision statements, identify values, and set the strategic themes. Full-time staff will start the process of developing goals and objectives.

C. Tentative Budget and Appropriation Ordinance-FY 2018

Executive Director Malartsik asked the Board if there were any questions. The Board remarked nothing at this time.

APPROVAL ITEMS

A. Approval of Purchase-2018 Ford F-250 4X4

Matt Dziubinski, Fleet Crew Leader Manager requested the purchase of one new 2018 F-250 4X4 pickup truck through the Suburban Purchasing Cooperative (SPC). The SPC program satisfies our bidding requirements and offers substantial savings through volume purchasing by a bid process. Staff also received two additional bids from a local dealer and another joint purchasing program. Additionally, staff recommends the sale of the replacement Truck #7 (2000 Chevrolet Pickup Truck) utilizing the GovDeals municipal auction website which helps maximize the sale price.

MOTION

Commissioner Starr moves to approve the purchase of a 2018 F-250 4x4 pickup truck in the amount of \$27,255.00 (SPC Contract #142) from Currie Motors Frankfort, Inc., and the sale of Truck #7, a 2000 Chevrolet pickup truck, VIN #1GCGC24R6YF490009 utilizing the Gov Deals municipal auction website; 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.

NEW BUSINESS

Mt. Prospect Golf Club Report was presented by Darin Douglas, Golf Course Superintendent; Jeff Langguth, PGA Professional; and Debra Cromie, Pro Shop & Office Manager. The Golf Course achieved record revenue and was presented two prestigious awards from major golf magazine publications.

The staff gave a slide presentation for the 2017 Golf Operations Year in Review:

- Darin reviewed the maintenance accomplishments: 15th Fairway Improvement; 18th Fairway Drainage & Irrigation Improvements; Re-contouring of #1 green for more cupping space; built a land bridge on 9th green for both side access; removed a tree on #13 tee to allow more sunlight & air flow for the turf; and continued process of “growing in” & maturing of turf grass after renovation.
- Jeff reviewed the comparisons of rounds from 2013, 2016 and 2017 and the increase of 23% since 2013 of dollar per rounds; the increase of revenue from the old course 2013 to record revenue in 2017; the driving range buckets sold from 2013 at 3,781 to 2017 at 18,242; adult and junior golf lessons from 2013 at 307 to 2017 at 385; and Jeff reviewed the local competition pricing with surround golf courses.
- Debra talked about the golf course events: Family Golf Night with 150 people pre-registered and the event maxed out at 100%; PGA Drive, Chip & Putt had 171 participants-the highest participations of any other site that has been asked to host in Illinois; Becker Club Championship and the partnerships of Clearbrook (people with disabilities) and the CDGA Foundation.

Staff answered questions from the Board.

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 December Accounts Payable checks and EFT’s in the amount of \$700,091.48 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 December Payroll checks and Direct Deposits in the amount of \$469,837.13 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.

Executive Report

Executive Director Dan Malartsik reviewed the following highlights:

- IAPD/IPRA Conference January 18-20: Packet included is an issue of the Illinois P&R Magazine with the full program of workshops and sessions.
- District Needs Assessment Phase Completed: Staff successfully completed the needs assessment and data collection phase of the strategic plan that included the community wide attitude and opinion survey and all the focus groups. The district received excellent data that will be used to develop themes, goals, and objectives to “map to our future” through the strategic plan phase.
- NWSRA PURSUIT 3 Program: Staff will be teaming up with the NWSRA staff to develop plans to remodel the leased space to prepare for the PURSUIT 3 in the fall.

Public Comment

None

MATTERS FROM COMMISSIONERS

Commissioner Murphy stated the great presentations from the team today.

Adjournment to Closed Session

Commissioner Doherty motioned to adjourn to closed session at 8:45 p.m. for:

SECTION 2c(21): Discussion of Minutes of Meetings Lawfully Closed Under this Act, whether for Purposes of Approval by the Body of the Minutes or Semi-Annual Review of the Minutes as Mandated by Section 2.06.

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

SECTION 2c(1): Personnel- To Discuss the Appointment, Employment, Compensation, Discipline, Performance, or Dismissal of One or More Specific Employees or Legal Counsel of the Public Body 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.

Reconvene from Closed Session

TAKE ACTION, IF ANY ON MATTERS DISCUSSED IN CLOSED SESSION

Motion

Commissioner Doherty motion to approve the content of the following Closed Session Minutes:

July 26, 2017	Section 2c(21):	Review of Closed Session Minutes
August 23, 2017	Section 2c(1):	Litigation
September 27, 2017	Section 2c(5):	Purchase of Real Estate
	Section 2c(6):	Setting Price For Sale of Lease of Property Personnel
November 15, 2017	Section 2c(1):	Personnel
	Section 2c(6):	Setting Price For Sale of Lease of Property

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.

MOTION

Commissioner Doherty moved that it hereby be determined and hereby be reported to the public that the Closed Session minutes of:

March 2, 2017	Section 2c(1):	Personnel
March 11, 2017	Section 2c(1):	Personnel
March 22, 2017	Section 2c(1):	Personnel
April 5, 2017	Section 2c(1):	Personnel
April 26, 2017	Section 2c(1):	Personnel
July 26, 2017	Section 2c(21):	Review of Closed Session

No longer require confidential treatment and are available for public inspection and that as to all other closed session minutes or portions thereof not yet released for public inspection the need for confidentiality still exists in order to protect the privacy of an individual and/or the public interest.

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.

ADJOURNMENT

Commissioner Murphy moved to adjourn the Regular Board Meeting at 9:53 p.m.; seconded by Commissioner Klicka and carried by unanimous voice vote.

Respectfully submitted,

William J. Starr



MEMORANDUM

To: Board of Park Commissioners
From: Brian Taylor, Director of Recreation
Date: February 14, 2018
Re: Strategic Plan Update
C: Dan Malartsik, Executive Director

SUMMARY & BACKGROUND:

The Strategic Planning process continues to move forward. Over the last month, the leadership team met weekly to discuss and develop the District's Mission Statement, Vision Statement and Core Values.

The process is multi-faceted and involved several key steps:

- The team analyzed the information contained within the Community Survey data and focus group contributions in order to get the best sense of who we are as a District and where we need to go.
- The leadership team brainstormed key phrases and concepts that truly illustrate the District's purpose and priorities.
- The team was tasked with creating multiple Mission and Vision statements that can be paired into one comprehensive and accurate statement that reflects our community and guides our staff as we go forward.
- The statements must establish future direction, align the organization with residents needs and drive innovation as part of our organizational culture.
- Many hours were spent evaluating over a dozen Mission and Vision Statements and a list of over 30 core values. After many meetings and wordsmithing, the leadership team is recommending the two statements 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.



MEMORANDUM

To: Board of Park Commissioners
From: Dan Malartsik, Executive Director
Date: February 14, 2018
Re: **2018 Budget & Appropriation Ordinance**

Summary & Background:

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 Ordinance must be available for public inspection for at least 30 days prior to approval (this document will be available by or before January 30th for review at Central Community Center as well as the Mount Prospect & Des Plaines Libraries).

The Operating Budget and the Budget & Appropriation Ordinance are scheduled to be approved at the March 2018 Regular Board Meeting.

Documents Attached:

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

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	691,328
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	123,626
Interest	1,040
Internal Project Charges	350,717
Bond Proceeds	<u>1,789,241</u>
Total Revenue	<u>19,354,089</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 _____ day of March, 2018.

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

By: _____



MEMORANDUM

To: Board of Park Commissioners

From: George Giese, Superintendent of Business & IT Services

Date: February 14, 2018

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

C: Dan Malartsik, Executive Director

SUMMARY & BACKGROUND:

As a part of the District's current cell phone practice, employees may choose to receive a cell phone stipend rather than a District issued cell phone. Only employees on a listing approved by the Executive Director, or those with stipends included in employment agreements, are eligible to receive cell phone stipends.

As far as records indicate, the District has considered cell phone reimbursements as taxable allowances, which are included as reportable earnings to IMRF. To comply with IMRF policy, participating members must pass a resolution to include cell phone reimbursements as reportable earnings to IMRF. Staff is recommending the board adopt Resolution number 753 to ensure the District's existing payroll practice aligns with IMRF's rules on taxable allowances. The resolution before you tonight is dated January 1, 2006. This is the earliest date on record for the Park District's cell phone stipend program.

DOCUMENTS ATTACHED:

- 1) Resolution 753

RECOMMENDATION:

Move to adopt Resolution No. 753 to include taxable allowances as IMRF earnings

RESOLUTION NO. 753

MT. PROSPECT PARK DISTRICT

A RESOLUTION TO INCLUDE TAXABLE ALLOWANCES AS IMRF EARNINGS

WHEREAS, standard member earnings reportable to the Illinois Municipal Retirement Fund do not include expense allowances; and

WHEREAS, the governing body of an IMRF participating unit of government may elect to include in IMRF earnings taxable expense allowances; and

WHEREAS, the Board of Park Commissioners of Mt. Prospect Park District does hereby elect to include taxable expense allowances as earnings reportable to IMRF and that it is desirable to do so.

NOW, THEREFORE, BE IT RESOLVED by the Board of Park Commissioners of Mt. Prospect Park District does hereby elect to include as earnings reportable to IMRF the following taxable expense allowances effective as of January 1, 2006: Cell phone stipend for business use of personal cell phone, for employees on the approved list or via the terms of an employment agreement.

BE IT FURTHER RESOLVED that William J. Starr, Secretary to the Board of Park Commissioners is authorized and directed to file a duly certified copy of this Resolution with the Illinois Municipal Retirement Fund.

ADOPTED this 14th day of February, 2018.

VOTE:

AYES:

NAYS:

ABSENT:

President
Board of Park Commissioners
Mt. Prospect Park District

Approved:

Secretary
Board of Park Commissioners
Mt. Prospect Park District

STATE OF ILLINOIS)
) SS.
COUNTY OF C O O K)

I, WILLIAM J. STARR, DO HEREBY CERTIFY that I am the duly elected, qualified and acting Secretary of the Mt. Prospect Park District and of the Board of Park Commissioners of the Mt. Prospect Park District; and that I have access to and am custodian of the official Minutes of the Meetings of the Board of Park Commissioners and of the Mt. Prospect Park District.

I DO FURTHER CERTIFY that the above and foregoing is a true and correct copy (duplicate) of a certain resolution entitled:

RESOLUTION NO. 753

A RESOLUTION TO INCLUDE TAXABLE ALLOWANCES AS IMRF EARNINGS

That the foregoing was adopted by the Board of Park Commissioners of said Mt. Prospect Park District on the 14th day of February, 2018, and was on the same day approved by the Secretary of the Mt. Prospect Park District; that it was filed and recorded in the office of the Secretary of the Mt. Prospect Park District of which the foregoing is a true copy (duplicate) and is now on file in the office of such Secretary.

GIVEN under my hand and seal of the Mt. Prospect Park District this 14th day of February, 2018.

Secretary
Mt. Prospect Park District
Cook County, Illinois

(SEAL)



MEMORANDUM

To: Board of Park Commissioners

From: George Giese, Superintendent of Business & IT Services

Date: February 14, 2018

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

C: Dan Malartsik, Executive Director

SUMMARY & BACKGROUND:

As a part of the District's Personnel Policy, employees may choose to receive a stipend for opting out of the District's health insurance plan. On December 15, 2017, the IMRF Board of Trustees adopted a formal resolution to allow employers to include payments made to employees as an alternative to employer-provided health insurance as reportable earnings to IMRF.

The Park District's existing practice has been to include opt-out payments as reportable earnings, and IMRF has permitted this practice to continue. There is no change to the current practice however, in order to comply with IMRF's new resolution, the Board must pass a formal resolution to file with IMRF. The resolution before you tonight is dated January 1, 2014, which was the first month that the health insurance opt-out program was approved by the Board.

Staff is recommending the board adopt Resolution number 754 to ensure the District's existing payroll practice align with IMRF's policies on cash payments related to health insurance.

DOCUMENTS ATTACHED:

- 1) Resolution Number 754
- 2) IMRF General Memo #672

RECOMMENDATION:

Move to adopt Resolution No. 754 to include cash payments related to health insurance as IMRF earnings

RESOLUTION NO. 754

MT. PROSPECT PARK DISTRICT

A RESOLUTION TO INCLUDE CASH PAYMENTS RELATED TO HEALTH INSURANCE AS IMRF EARNINGS

WHEREAS, standard member earnings reportable to the Illinois Municipal Retirement Fund do not include the value of health insurance or cash payments in lieu of or related to healthcare benefits; and

WHEREAS, the governing body of an IMRF participating unit of government may elect to include in IMRF earnings cash payments in lieu of or related to healthcare benefits; and

WHEREAS, the Board of Park Commissioners of Mt. Prospect Park District does hereby elect to include cash payments made separately from salary and made in lieu of healthcare benefits as earnings reportable to IMRF and that it is desirable to do so.

NOW, THEREFORE, BE IT RESOLVED by the Board of Park Commissioners of Mt. Prospect Park District does hereby elect to include as earnings reportable to IMRF cash payments made separately from salary and made in lieu of healthcare benefits effective January 1, 2014.

BE IT FURTHER RESOLVED that William J. Starr, Secretary to the Board of Park Commissioners is authorized and directed to file a duly certified copy of this Resolution with the Illinois Municipal Retirement Fund.

ADOPTED this 14th day of February, 2018.

VOTE:

AYES:

NAYS:

ABSENT:

President
Board of Park Commissioners
Mt. Prospect Park District

Approved:

Secretary
Board of Park Commissioners

Mt. Prospect Park District

STATE OF ILLINOIS)
) SS.
COUNTY OF C O O K)

I, WILLIAM J. STARR, DO HEREBY CERTIFY that I am the duly elected, qualified and acting Secretary of the Mt. Prospect Park District and of the Board of Park Commissioners of the Mt. Prospect Park District; and that I have access to and am custodian of the official Minutes of the Meetings of the Board of Park Commissioners and of the Mt. Prospect Park District.

I DO FURTHER CERTIFY that the above and foregoing is a true and correct copy (duplicate) of a certain resolution entitled:

RESOLUTION NO. 754

A RESOLUTION TO INCLUDE CASH PAYMENTS RELATED TO HEALTH INSURANCE AS IMRF EARNINGS

That the foregoing was adopted by the Board of Park Commissioners of said Mt. Prospect Park District on the 14th day of February, 2018, and was on the same day approved by the Secretary of the Mt. Prospect Park District; that it was filed and recorded in the office of the Secretary of the Mt. Prospect Park District of which the foregoing is a true copy (duplicate) and is now on file in the office of such Secretary.

GIVEN under my hand and seal of the Mt. Prospect Park District this 14th day of February, 2018.

Secretary
Mt. Prospect Park District
Cook County, Illinois

(SEAL)



GENERAL MEMORANDUM #672

To: All Authorized Agents
Subject: Board Resolution 2017-12-17, Cash Payments in Lieu of
or Related to Healthcare Benefits
Date: January 19, 2018

*Please share this memorandum with your
chief financial officer, governing body members, and other officials.*

On December 15, 2017, the IMRF Board of Trustees adopted Board Resolution 2017-12-17. This resolution gives employers the option to include certain cash payments made as an alternative to employer-provided health insurance as reportable earnings to IMRF.

IMRF Board Resolution 2017-12-17 amends the definition of reportable earnings to include:

- Cash payments made separately from salary and made in lieu of employer-provided health insurance.
- Cash payments made separately from salary and made in association with or related to healthcare benefits.

To include these payments as IMRF earnings, **your employer's governing body must pass a resolution allowing cash payments in lieu of or related to healthcare benefits to be reported as IMRF earnings.**

The governing body may use **IMRF Form 6.75**, "Suggested Resolution to Include Cash Payments Related to Health Insurance as IMRF Earnings" (*enclosed*), or your governing body may draft and adopt its own resolution that is consistent with IMRF Form 6.75. After the resolution is adopted, it must be filed with IMRF.

This Resolution Does Not Apply To All Employers

If your employer **offers** cash payments in lieu of or related to healthcare benefits as identified above, and you intend to include those payments as IMRF earnings, Board Resolution 2017-12-17 applies to you and your employer is required to pass a resolution allowing cash payments for health insurance to be reported as IMRF earnings. The resolution must be kept on file with IMRF. If your employer's governing body does not adopt a resolution to allow IMRF reporting, any cash payments made separately from salary in lieu of or related in any way to healthcare benefits cannot be reported as IMRF earnings.

If your employer **does not** offer cash payments nor does it intend to offer cash payments, this resolution does not apply to you.

Questions?

Please review the attached ***Frequently Asked Questions*** for more information on this resolution. If you have additional questions about cash payments in lieu of or related to healthcare benefits, please contact Beth Janicki Clark, IMRF General Counsel, at 630-368-5365.

Sincerely,

Brian Collins
Executive Director



MEMORANDUM

To: Board of Park Commissioners

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

Date: 02/14/2018

Re: Approval of New Replacement Wide Area Mower & Sale of Existing Jacobsen HR9016T

C: Dan Malartsik, Executive Director

SUMMARY & BACKGROUND:

Staff is recommending the purchase of one (1) new 2018 Toro Groundsmaster 5900 wide area mower through Illinois State Contract pricing. The Illinois State purchasing program is available to our district and satisfies our bidding requirements as implemented by the State of Illinois. This program offers substantial savings over “street pricing” by utilizing the bidding process. In addition to the State contract purchasing program, staff also requested three additional bids. These bids were from a local dealer and other joint purchasing programs. The lowest pricing was ultimately obtained by utilizing the Illinois State Purchasing Program.

Staff is also recommending the sale of the replacement wide area mower (2005 Jacobsen HR9016T) utilizing the GovDeals municipal auction website in lieu of trading the mower in. Historically by utilizing GovDeals rather than trading the equipment in maximizes the financial return on our investment.

This replacement equipment is identified in the District’s FY-2018 capital Improvement plan. A breakdown of the associated cost and the previously approved budget is listed below.

BUDGET IMPACT

Total Available Budgeted Capital Funds	\$88,000.00
Bid Recommendation	<u>\$79,209.60</u>

DOCUMENTS ATTACHED

2005 Jacobsen Mower Pictures (existing equipment)



RECOMMENDATION:

Move 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.









MEMORANDUM

To: Board of Park Commissioners

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

Date: 02/14/2018

Re: Approval of New Replacement Fairway Mower & sale of Existing Toro Reelmaster 5100

C: Dan Malartsik, Executive Director

SUMMARY & BACKGROUND:

Staff is recommending the purchase of one (1) new 2018 Toro Reelmaster 3555-D fairway mower through the National Joint Powers Alliance (NJPA). The Mt. Prospect Park District is a member of the NJPA program. The NJPA purchasing program satisfies our bidding requirements implemented by the State of Illinois. This program offers substantial saving through volume purchasing by the bidding process. Although the NJPA contract meets the bidding requirement, staff also requested two additional bids from a local dealer utilizing another joint purchasing program.

Additionally, staff recommends the sale of the replacement fairway mower (1996 Toro Reelmaster 5100) utilizing the GovDeals municipal auction website. Historically, utilizing GovDeals rather than the trading the equipment in at purchase maximizes the sale price. The money received from the sale will go back to the 2017 Capital Fund.

This replacement equipment is identified in the District's FY-2018 capital Improvement plan. A breakdown of the associated cost and the previously approved budget is listed below.

BUDGET IMPACT

Total Available Budgeted Capital Funds	\$59,000.00
Bid Recommendation	<u>\$56,184.38</u>

DOCUMENTS ATTACHED

- 1) Mower Replacement Pictures

RECOMMENDATION:

Move 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 # 03502-51055) utilizing the GovDeals municipal auction website.





**MT PROSPECT PARK DISTRICT
DEPARTMENTAL EXPENDITURE ANALYSIS
FOR THE 1 MONTHS ENDED 1-31-18**

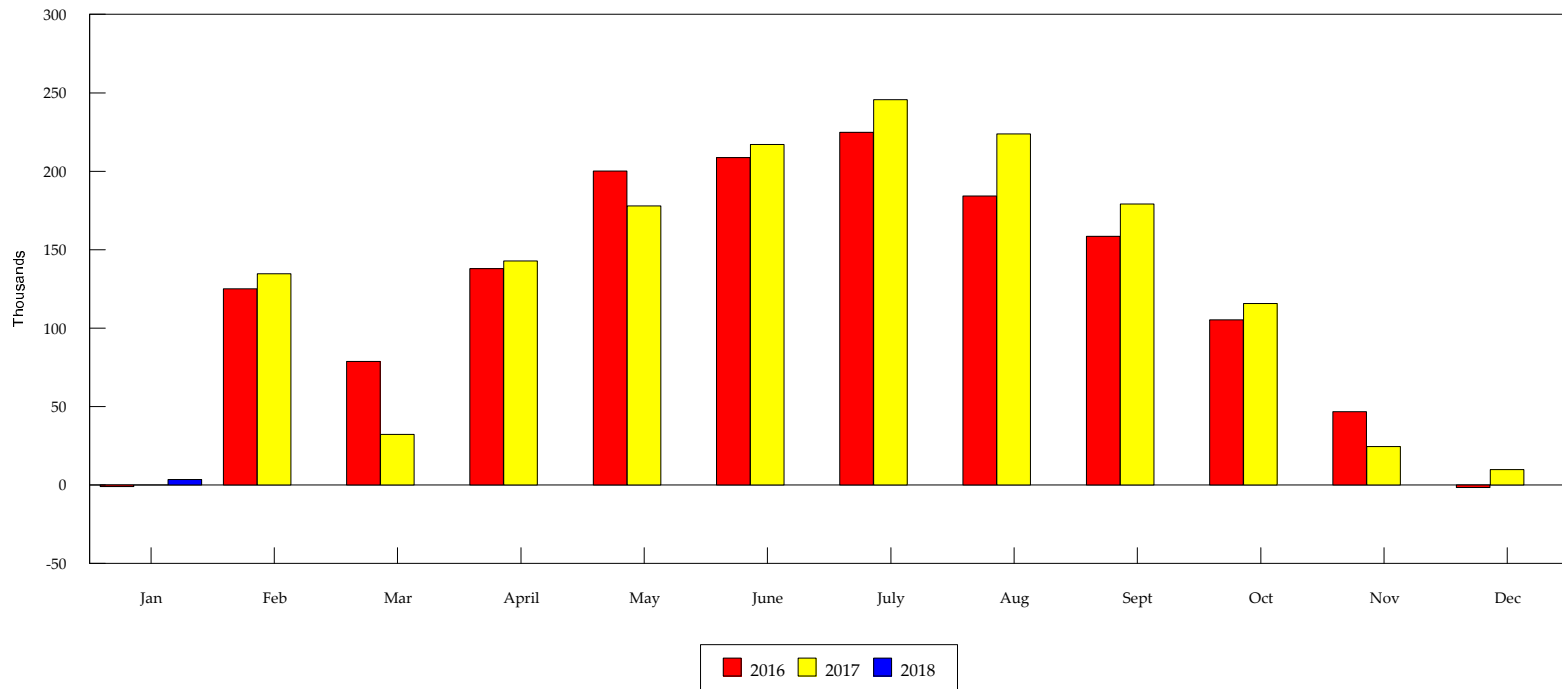
8% OF CALENDAR YEAR

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	68,217	950,797	7%	70,019	97%	947,531	100%	0%
Maintenance	69,363	923,393	8%	63,970	108%	860,195	93%	11%
Motor Pool	15,475	307,895	5%	12,603	123%	244,064	79%	-1%
Buildings	17,184	221,755	8%	16,448	104%	208,071	94%	13%
Studio at Melas	136	22,480	1%	0	n/a	18,254	81%	7%
Total	170,375	2,426,320	7%	163,040	104%	2,279,139	94%	5%
RECREATION FUND								
Administration	85,826	1,006,581	9%	77,806	110%	916,236	91%	-7%
Big Surf	17,148	323,725	5%	16,581	103%	304,402	94%	2%
Meadows Pool	38	200,241	0%	70	54%	200,481	100%	-1%
Recplex Pool	35,487	537,112	7%	38,527	92%	552,754	103%	-3%
Golf Course	82,879	1,605,366	5%	81,542	102%	1,514,354	94%	1%
Concessions	1,434	134,791	1%	1,668	86%	108,152	80%	-9%
Lions Center	9,968	183,257	5%	10,575	94%	170,310	93%	-2%
Recplex Center	50,167	1,074,190	5%	49,779	101%	1,008,349	94%	8%
Ice Arena	45,503	262,235	17%	19,298	236%	338,678	129%	36%
Rec Programs	86,809	1,688,772	5%	61,262	142%	1,742,070	103%	2%
Central Programs	2,014	100,320	2%	2,163	93%	85,027	85%	-22%
Central Road	35,771	616,221	6%	35,368	101%	559,809	91%	-3%
Total	453,044	7,732,811	6%	394,639	115%	7,475,530	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>	'16Budget	'17Budget
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	0	0	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

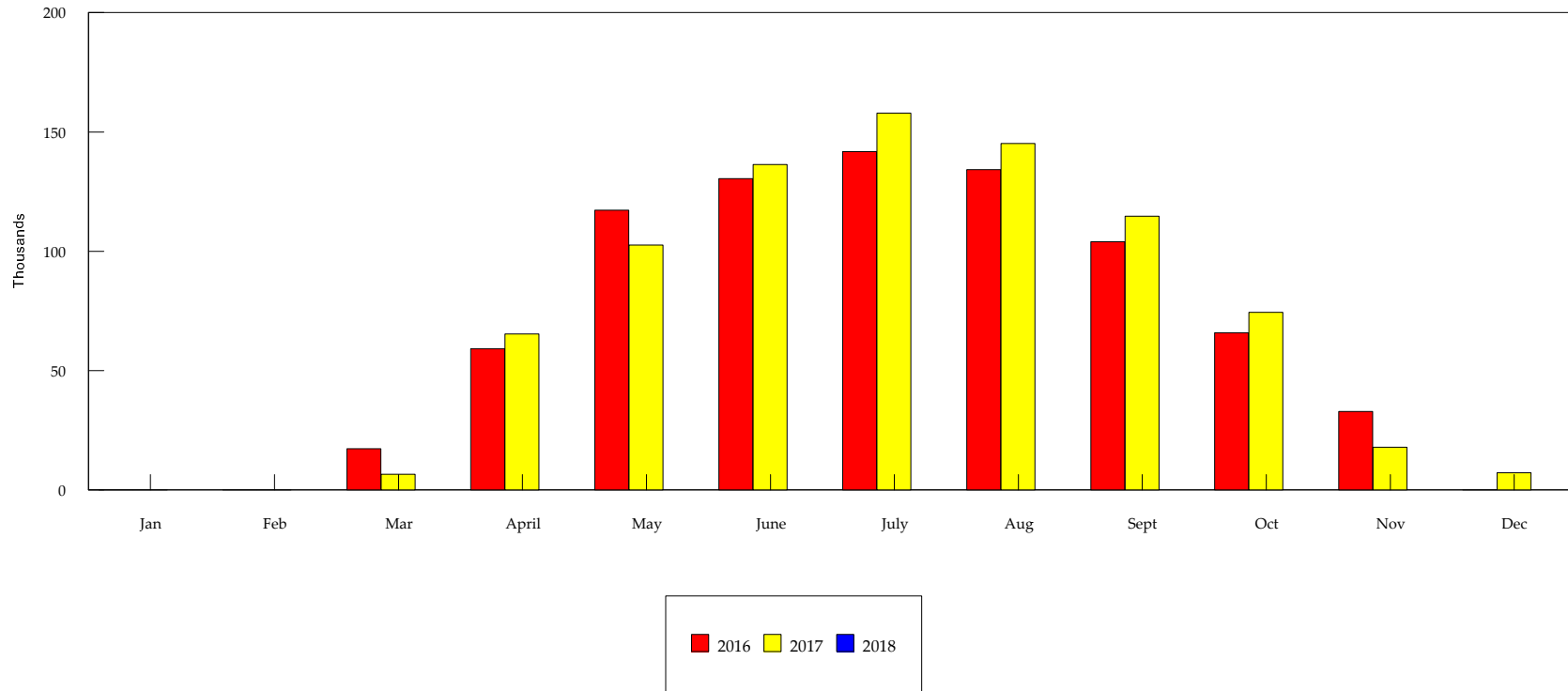
**MOUNT PROSPECT PARK DISTRICT
GOLF COURSE Department by Function
For One Month Ended 1-31-18**

ACCOUNT NAMES	TOTALS	ADMIN/ PRO SHOP	MAINT.	MERCH SALES	DRIVING RANGE	LESSONS	EVENTS	GOLF COMMUNITY CENTER
REVENUES:								
RENTAL	-							
PASSES /USER FEES	4,590	4,590						
DAILY /USER FEES	-							
PROGRAM FEES	-					-		
MERCHANDISE SALES	-							
OTHER	(1,091)	(1,091)						
SPONSORSHIPS	-							
TOTAL REVENUE	3,499	3,499	-	-	-	-	-	-
% of Budget	0%	0%	n/a	0%	0%	0%	0%	
EXPENDITURES:								
FULL TIME SALARIES	42,260	23,102	15,295					3,864
PART TIME SALARIES	2,750	480	1,632	-				637
FRINGE BENEFITS	33,586	11,741	17,651					4,193
CONTRACTUAL SERVICES	2,314	1,855	397					62
COMMODITIES	1,200	13	603					584
MERCHANDISE	-							
UTILITIES	769	28	248					494
SALES TAX	-							
TOTAL EXPENDITURES	82,879	37,219	35,826	-	-	-	-	9,834
% of Budget	5%	6%	5%	0%	0%	0%	0%	6%
REVENUE OVER(UNDER) EXP	(79,380)	(33,720)	(35,826)	-	-	-	-	(9,834)
CHANGE FROM LAST YR + (-)								
REVENUE	1,316	1,316	-	-	-	-	-	-
EXPENDITURES	1,338	(904)	1,507	-	-	-	-	734
NET	(22)	2,219	(1,507)	-	-	-	-	(734)
% CHANGE FROM LAST YEAR								
REVENUE	60	60	n/a	n/a	n/a	n/a	n/a	n/a
EXPENDITURES	2	(2)	4	n/a	n/a	n/a	n/a	8

MT PROSPECT PARK DISTRICT
GOLF COURSE
Greens Fees Sales

Revenue Recap by yr:

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

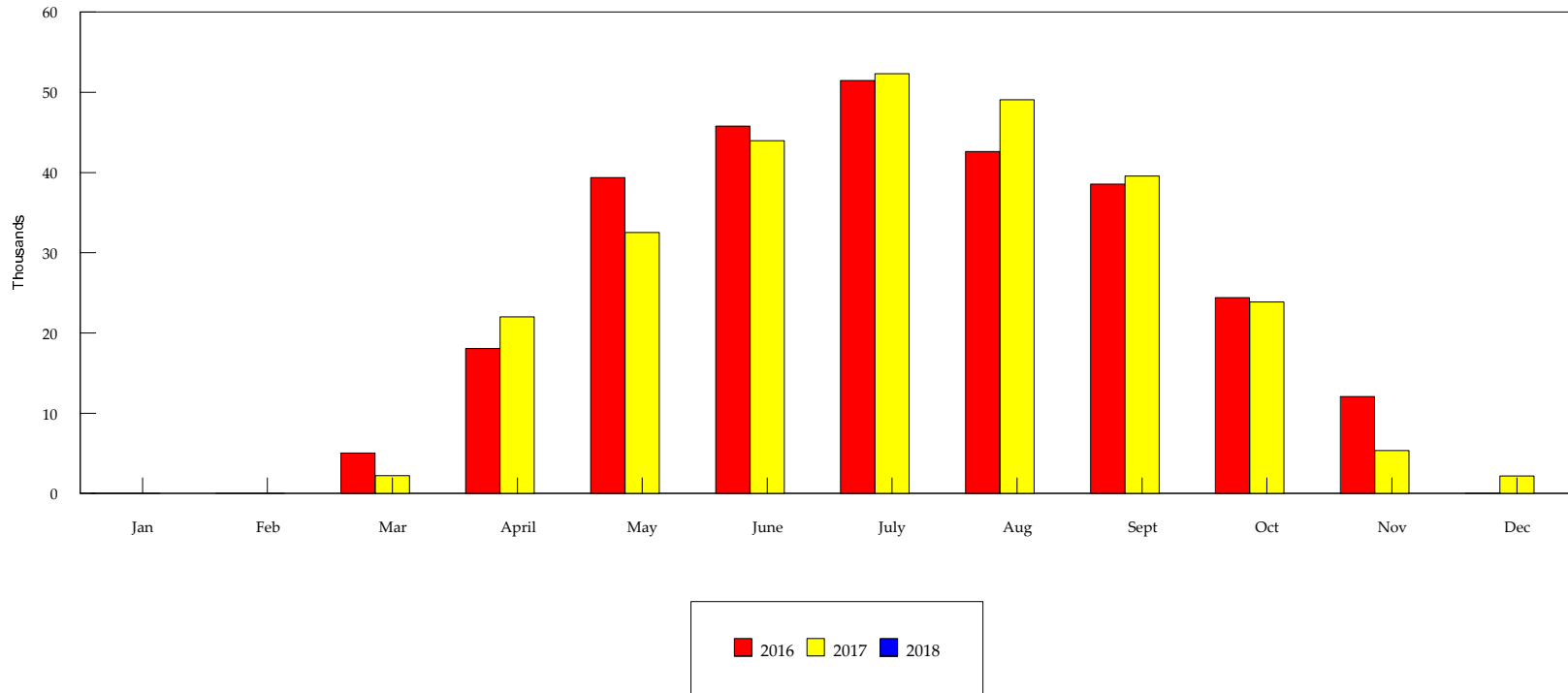


This Year Vs Last Two Years

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	0	0	0	280,000	
Feb	0	0	Feb	0	0	0	0	280,000	
Mar	5,052	5,052	Mar	2,205	2,205	0	0	290,000	
April	18,073	23,125	April	22,007	24,212	0	0		
May	39,379	62,504	May	32,545	56,756	0	0		
June	45,804	108,308	June	43,968	100,724	0	0		
July	51,486	159,793	July	52,330	153,054	0	0		
Aug	42,606	202,400	Aug	49,064	202,118	0	0		
Sept	38,558	240,958	Sept	39,567	241,684	0	0		
Oct	24,431	265,389	Oct	23,882	265,566	0	0		
Nov	12,070	277,459	Nov	5,358	270,925	0	0		
Dec	0	277,459	Dec	2,174	273,099	0	0		

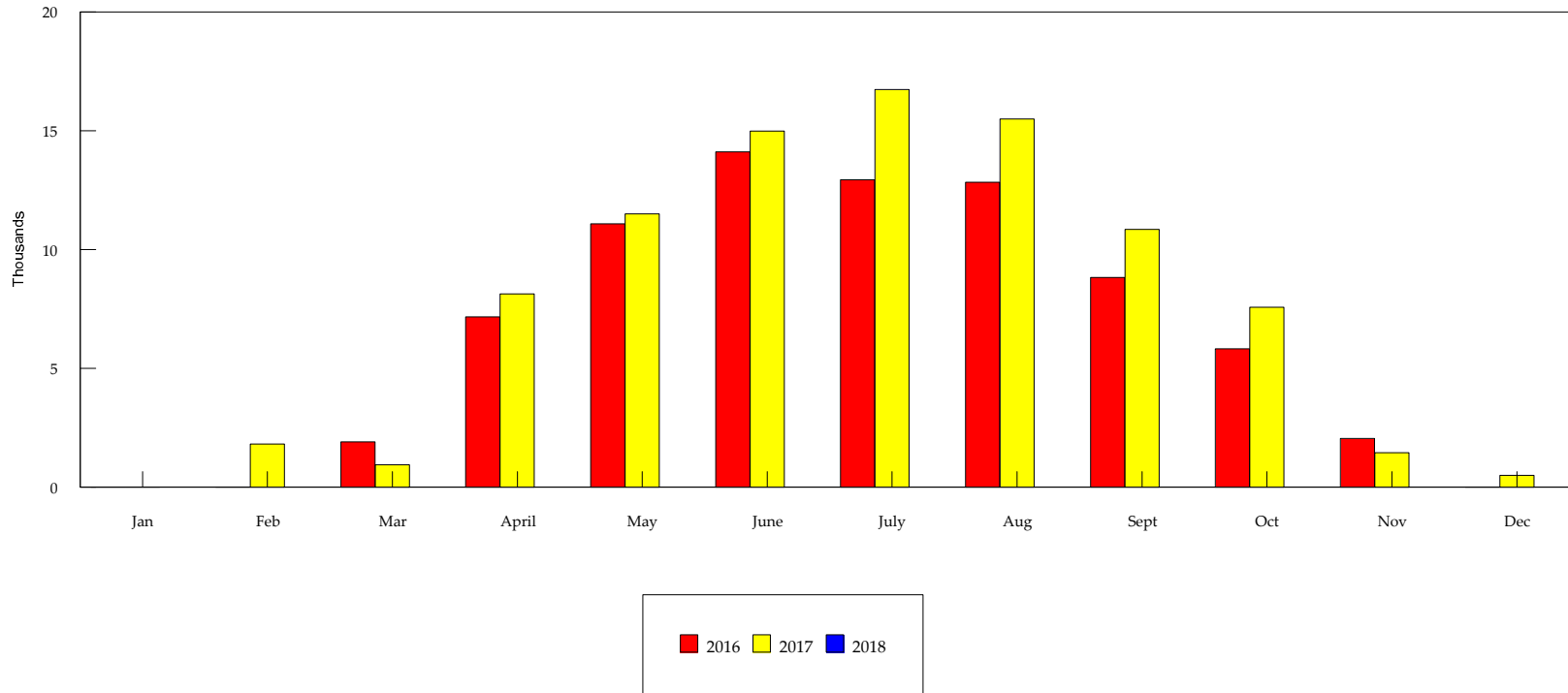


This Year Vs Last Two Years

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		

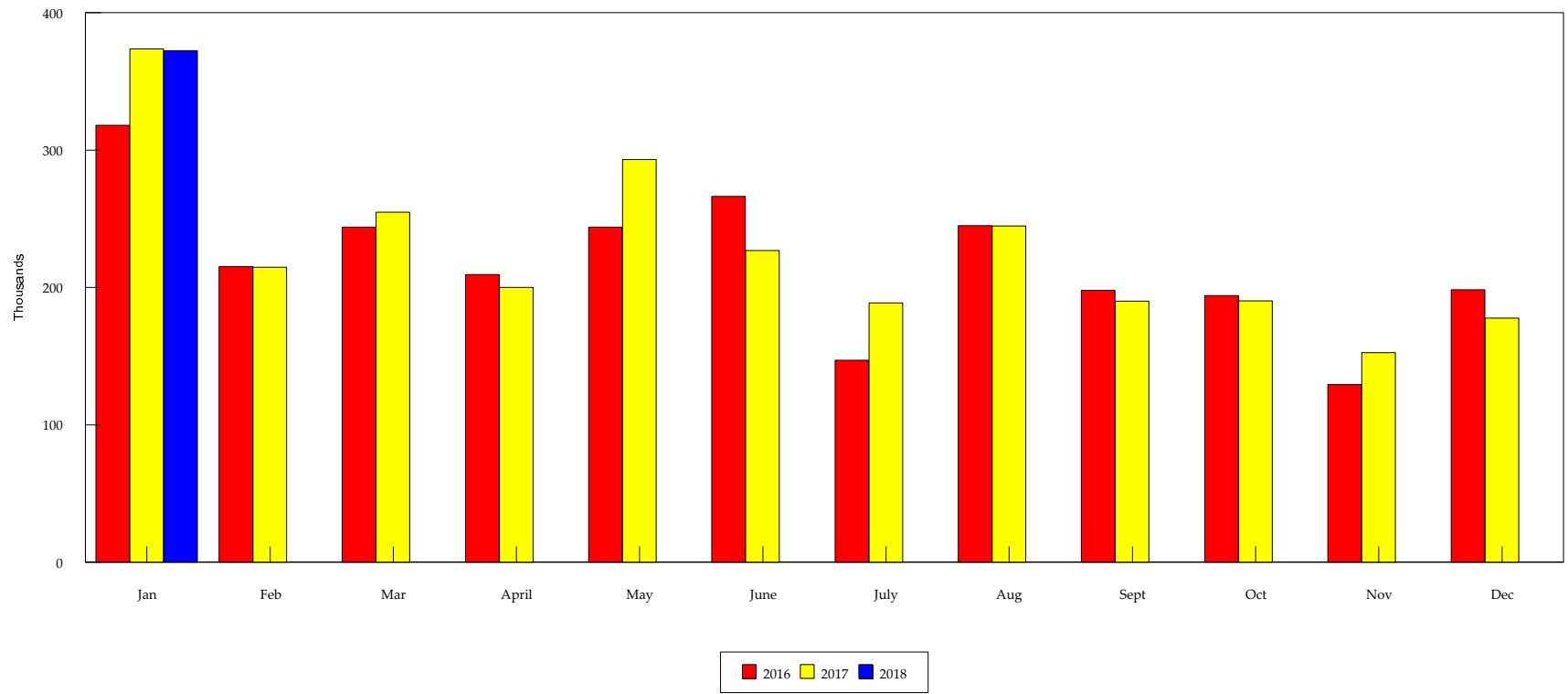


This Year Vs Last Two Years

MT PROSPECT PARK DISTRICT PROGRAM REVENUE

Revenue Recap by yr:

	2015		2016		2017		'16Budget	'17Budget	'18Budget
	Month	YTD	Month	YTD	Month	YTD			
Jan	318,088	318,088	Jan	373,662	373,662	Jan	372,508	372,508	2,459,100
Feb	215,326	533,414	Feb	214,716	588,378	Feb	0	0	2,652,000
Mar	243,880	777,294	Mar	254,751	843,129	Mar	0	0	2,720,068
April	209,424	986,718	April	200,096	1,043,225	April	0	0	
May	243,991	1,230,709	May	293,193	1,336,418	May	0	0	
June	266,385	1,497,094	June	226,890	1,563,308	June	0	0	
July	147,087	1,644,181	July	188,870	1,752,178	July	0	0	
Aug	244,949	1,889,130	Aug	244,885	1,997,063	Aug	0	0	
Sept	197,925	2,087,055	Sept	190,099	2,187,162	Sept	0	0	
Oct	194,109	2,281,164	Oct	190,245	2,377,407	Oct	0	0	
Nov	129,388	2,410,552	Nov	152,528	2,529,935	Nov	0	0	
Dec	198,371	2,608,923	Dec	177,831	2,707,766	Dec	0	0	



This Year Vs Last Year

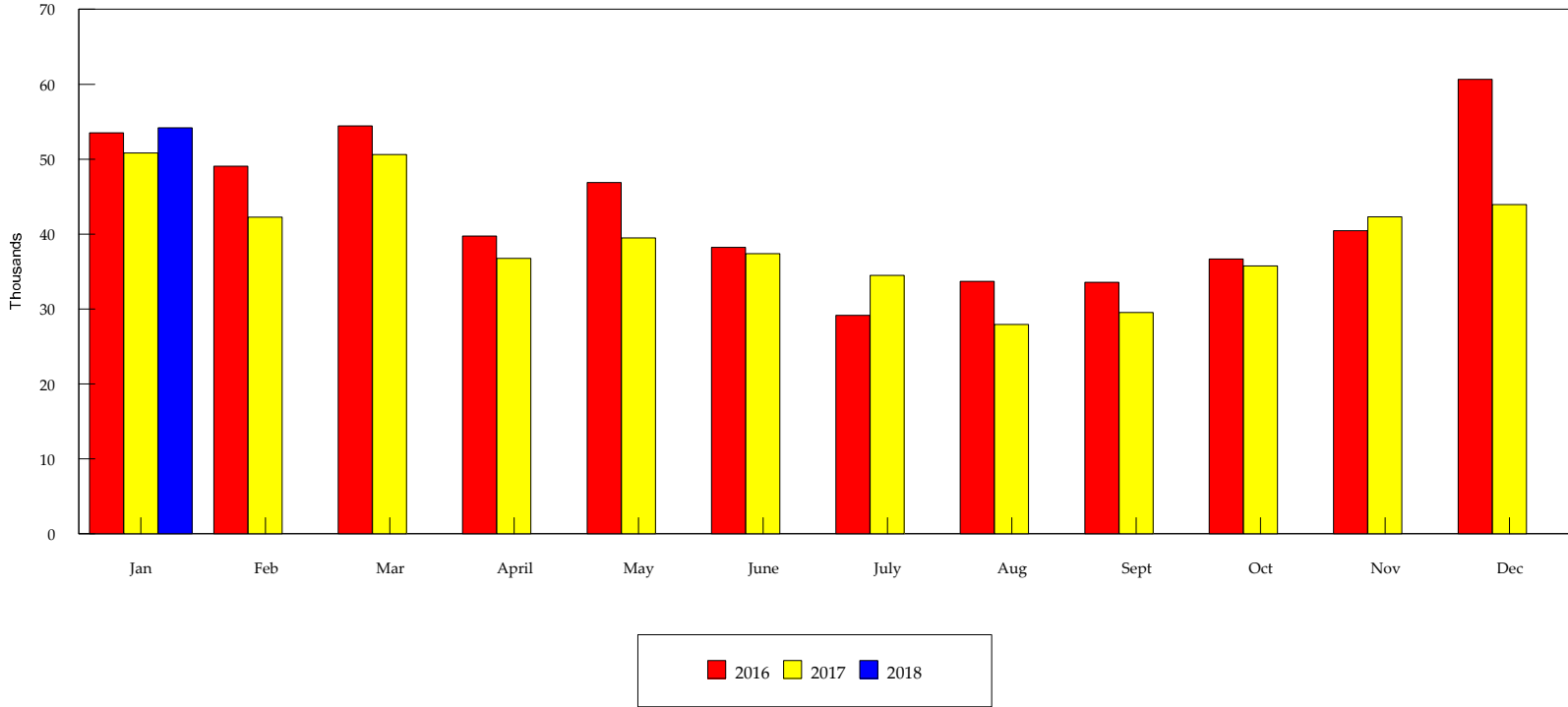
MOUNT PROSPECT PARK DISTRICT
PROGRAMS Department by Function
For One Month Ended 1-31-18

ACCOUNT NAMES	TOTALS	YOUTH/ CHILD CARE	ATHLETICS ADULT	YOUTH	FITNESS	SPECIAL EVENTS	ARTS	BASEBALL
REVENUES:								
PROGRAM FEES	370,761	78,784	12,885	19,814	27,243	2,145	94,350	135,540
CHILD CARE	1,747	1,747						
DONATIONS	-							
TOTAL REVENUE	372,508	80,531	12,885	19,814	27,243	2,145	94,350	135,540
% of Budget	14%	6%	9%	5%	11%	17%	19%	88%
EXPENDITURES:								
PART TIME SALARIES	54,565	25,296	1,162	3,477	12,111		11,813	707
CONTRACTUAL SERVICES	312	312						
COMMODITIES	31,932					894	31,038	
UTILITIES	-							
TOTAL EXPENDITURES	86,809	25,608	1,162	3,477	12,111	894	42,850	707
% of Budget	5%	4%	1%	1%	7%	3%	13%	1%
REVENUE OVER(UNDER) EXP	285,699	54,923	11,723	16,337	15,133	1,251	51,500	134,833
CHANGE FROM LAST YR + (-)								
REVENUE	(591)	(62)	(10,090)	(2,437)	(2,800)	708	10,865	3,225
EXPENDITURES	25,546	(2,527)	(566)	176	(90)	(56)	28,014	595
NET	(26,137)	2,465	(9,524)	(2,613)	(2,710)	764	(17,149)	2,630
% CHANGE FROM LAST YEAR								
REVENUE	(0)	(0)	(44)	(11)	(9)	49	13	2
EXPENDITURES	42	(9)	(33)	5	(1)	(6)	189	529
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	373,099	80,593	22,975	22,250	30,044	1,437	83,485	132,315
2017 EXPENDITURES	61,263	28,134	1,728	3,300	12,201	950	14,837	113

**MT PROSPECT PARK DISTRICT
RECPLEX**

Revenue Recap by yr:

2016			2017			2018		'16Budget	'17Budget	'18Budget
Month	YTD		Month	YTD		Month	YTD			
Jan	53,516	53,516	Jan	50,841	50,841	Jan	54,196	54,196	574,000	574,000
Feb	49,059	102,575	Feb	42,249	93,091	Feb	0	0	529,500	529,500
Mar	54,451	157,026	Mar	50,602	143,692	Mar	0	0	496,111	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

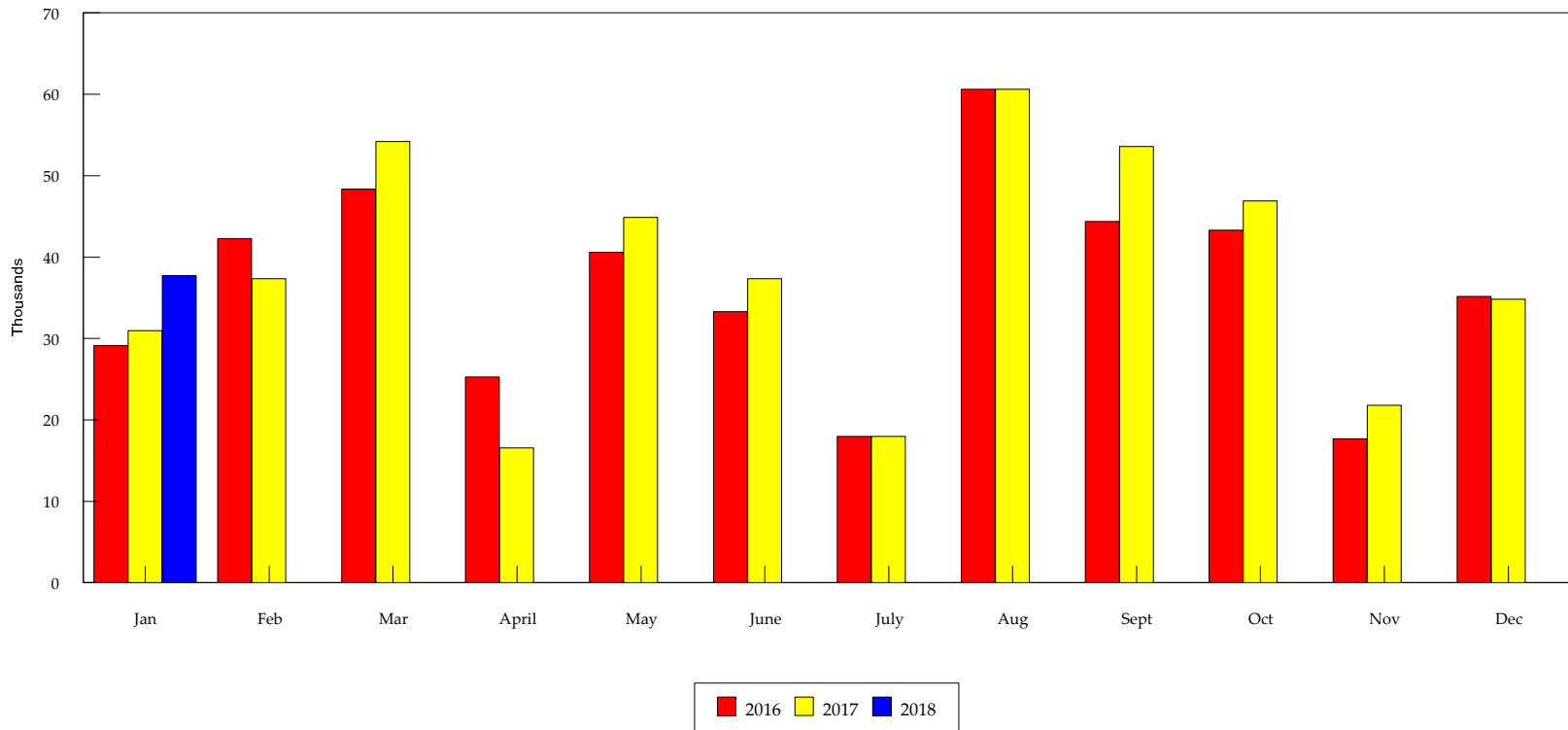
**MT PROSPECT PARK DISTRICT
RECPLEX FACILITY REVENUE REPORT
JANUARY 2018**

	<i>MONTH</i>		<i>YEAR to DATE</i>		Up (Down)	
	This	Last	This	Last	Change	% Change
RENTALS						
Building Rental	10,460	3,674	10,460	3,674	6,786	185%
Lockers	-	-	-	-	-	-
Total	10,460	3,674	10,460	3,674	6,786	185%
PASS SALES						
All Facility	10,395	12,281	10,395	12,281	(1,887)	-15%
Gym & Track	5,151	4,760	5,151	4,760	392	8%
Fitness	20,308	20,212	20,308	20,212	95	0%
Total	35,853	37,253	35,853	37,253	(1,399)	-4%
DAILY FEES						
All Facility	543	1,152	543	1,152	(609)	-53%
Gym & Track	5,099	6,564	5,099	6,564	(1,465)	-22%
Fitness	1,074	1,074	1,074	1,074	-	0%
Racquetball	1,075	993	1,075	993	82	8%
Playport	702	755	702	755	(53)	-7%
Total	8,493	10,538	8,493	10,538	(2,045)	-19%
PROGRAM FEES						
Special Programs	245	275	245	275	(30)	-11%
Total	245	275	245	275	(30)	-11%
CONCESSIONS						
Merchandise	376	428	376	428	(52)	-12%
Vending	1,089	1,113	1,089	1,113	(23)	-2%
Total	1,465	1,541	1,465	1,541	(75)	-5%
OTHER						
Visa Charges / OvSt	(2,321)	(2,439)	(2,321)	(2,439)	118	-5%
TOTAL	54,196	50,841	54,196	50,841	3,354	7%

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	0	'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

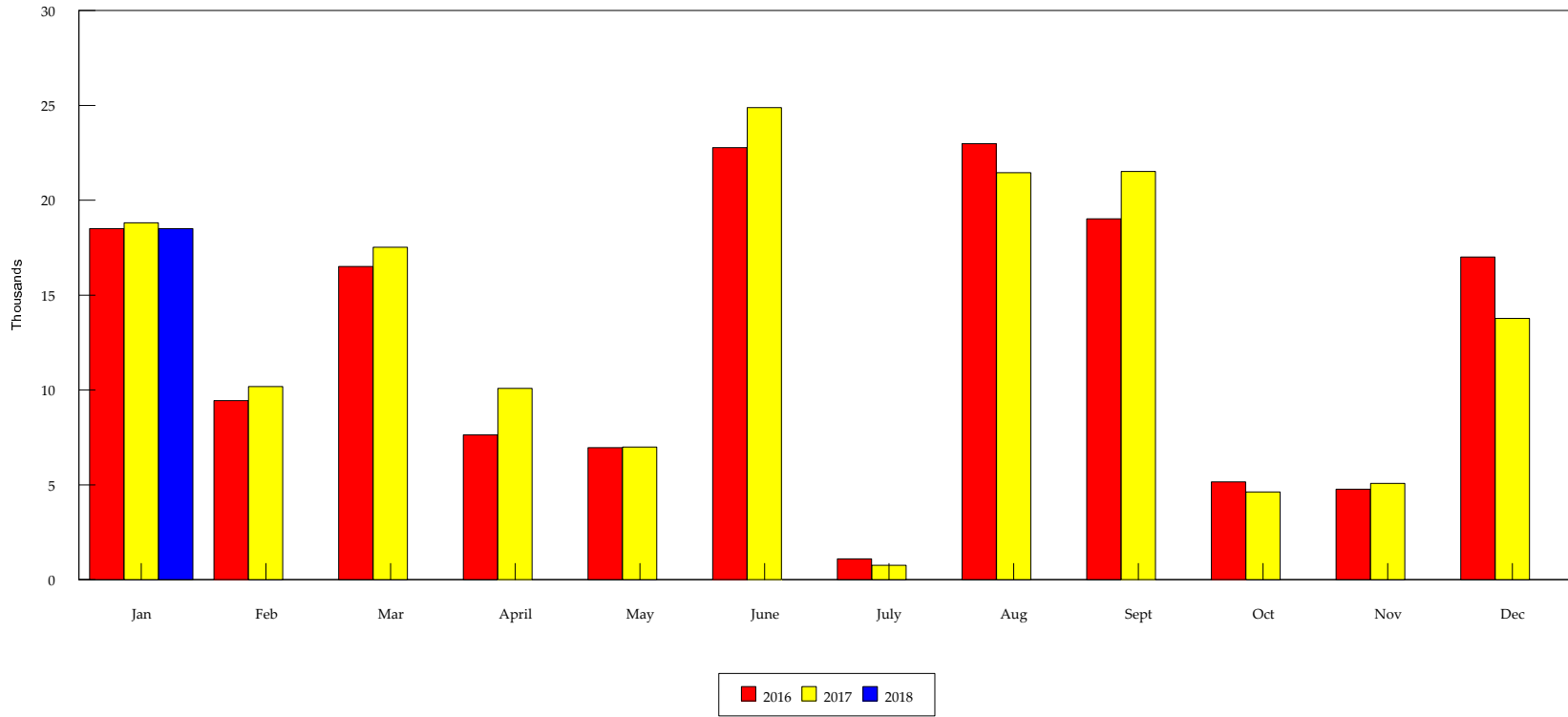
**MOUNT PROSPECT PARK DISTRICT
CONCESSIONS Department by Location
For One Month Ended 1-31-18**

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	457		14		-		443	-
OTHER	-							
TOTAL REVENUE	457	-	14	-	-	-	443	-
% of Budget	0%	n/a	0%	0%	0%	0%	3%	0%
EXPENDITURES:								
FULL TIME SALARIES	492	492						
PART TIME SALARIES	637						637	
FRINGE BENEFITS	305	305						
CONTRACTUAL SERVICES	-	-		-				
COMMODITIES	-			-				
COST OF GOODS SOLD	-				-			
UTILITIES	-							
SALES TAX/OTHER	-							
TOTAL EXPENDITURES	1,434	797	-	-	-	-	637	-
% of Budget	1%	7%	0%	0%	0%	0%	1%	0%
REVENUE OVER(UNDER) EXP	(977)	(797)	14	-	-	-	(194)	-
CHANGE FROM LAST YR + (-)								
REVENUE	457	-	14	-	-	-	443	-
EXPENDITURES	(234)	15	-	-	-	-	(249)	-
NET	691	(15)	14	-	-	-	692	-
% CHANGE FROM LAST YEAR								
REVENUE	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
EXPENDITURES	(14)	2	n/a	n/a	n/a	n/a	(28)	n/a

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



This Year Vs Last Year

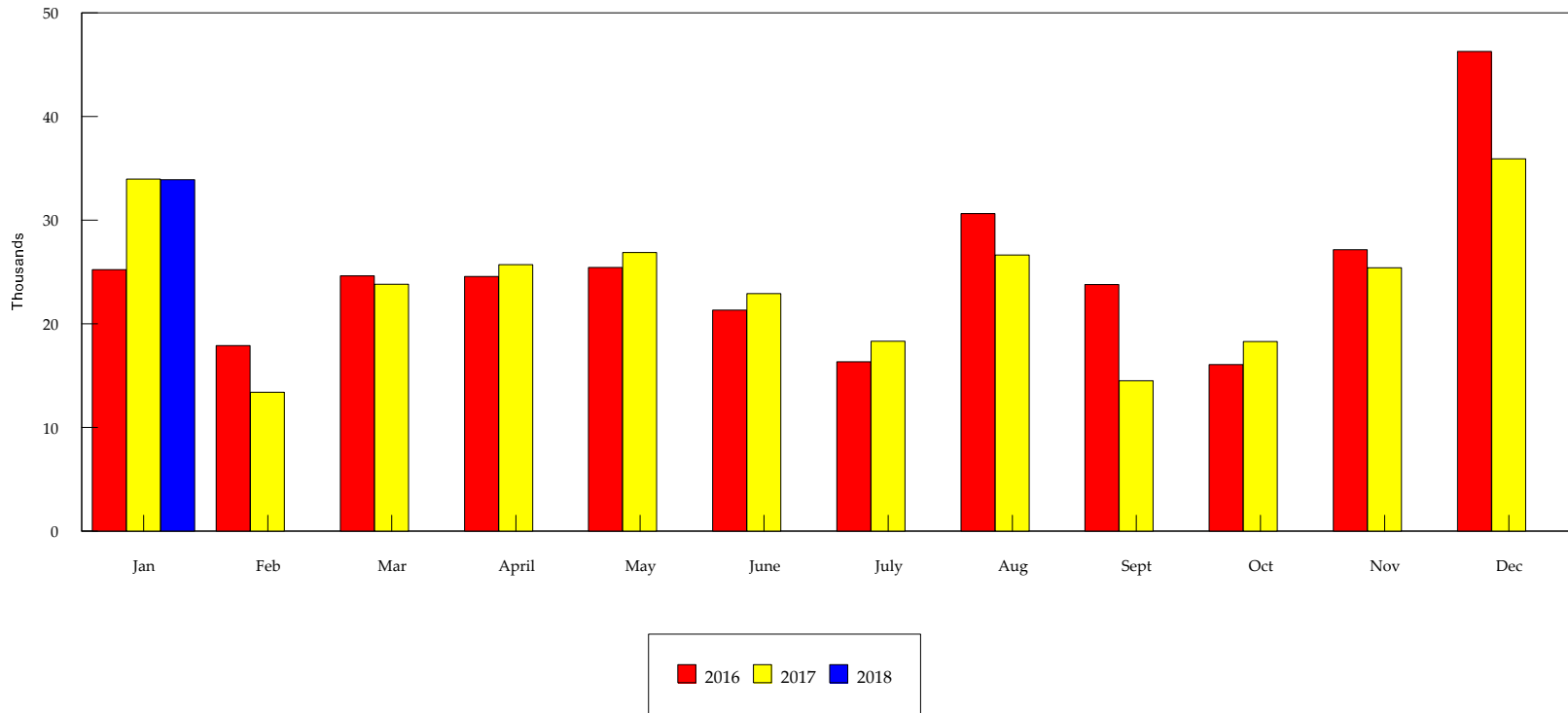
**MOUNT PROSPECT PARK DISTRICT
CENTRAL PROGRAMS Department by Function
Month Ended 1-31-18**

ACCOUNT NAMES	8% of Year				
	TOTALS	YOUTH CHILD CARE	ADULT	ATHLETICS YOUTH	ARTS
REVENUES:					
PROGRAM FEES	18,516	4,200		14,316	
CHILD CARE	-				
DONATIONS	-		-		
TOTAL REVENUE	18,516	4,200	-	14,316	-
% of Budget	12%	8%	0%	16%	
EXPENDITURES:					
PART TIME SALARIES	-				
CONTRACTUAL SERVICES	2,014	2,014			
COMMODITIES	-				
TOTAL EXPENDITURES	2,014	2,014	-	-	-
% of Budget	2%	7%	0%	0%	
REVENUE OVER(UNDER) EXP	16,502	2,186	-	14,316	-
CHANGE FROM LAST YR + (-)					
REVENUE	(299)	(884)	-	585	(0)
EXPENDITURES	(148)	(148)	-	-	-
NET	(151)	(736)	-	585	(0)
% CHANGE FROM LAST YEAR					
REVENUE	(2)	(17)	n/a	4	(100)
EXPENDITURES	(7)	(7)	n/a	n/a	n/a

MT PROSPECT PARK DISTRICT CENTRAL COMMUNITY CENTER

Revenue Recap by yr:

	2016		2017		2018					
	Month	YTD	Month	YTD	Month	YTD				
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	0	0	'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

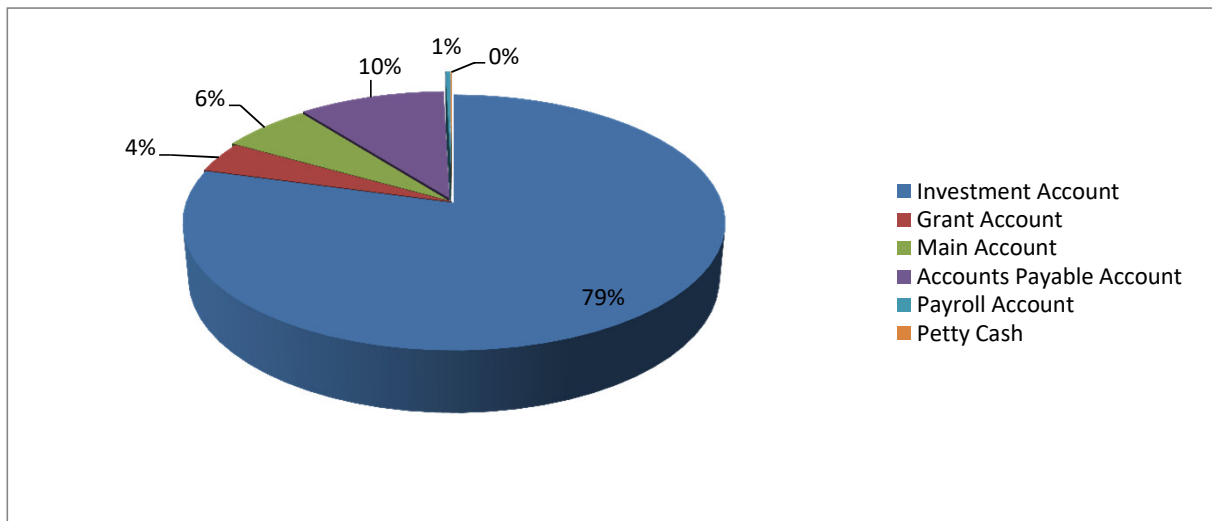
**MT PROSPECT PARK DISTRICT
CENTRAL FACILITY REVENUE REPORT
JANUARY 2018**

	MONTH		YEAR to DATE		Change	Up/(Down) % Change
	This	Last	This	Last		
RENTALS						
Skate Rental	310	504	310	504	(194)	-38%
Building Rental	4,356	2,983	4,356	2,983	1,374	46%
	4,666	3,487	4,666	3,487	1,180	34%
PASS SALES						
Fitness	10,132	10,615	10,132	10,615	(483)	-5%
	10,132	10,615	10,132	10,615	(483)	-5%
DAILY FEES						
Gym Fees	1,183	958	1,183	958	225	23%
Fitness Center	197	635	197	635	(438)	-69%
Inline Rink Fees	1,115	994	1,115	994	121	12%
	2,495	2,587	2,495	2,587	(92)	-4%
PROGRAM FEES						
Adult Athletic Leagues		-			-	0%
Youth Athletic Camps					-	0%
Youth Athletic Prog.	502	170	502	170	332	195%
Youth Leagues	13,580	15,975	13,580	15,975	(2,395)	-15%
Special Programs	2,715	1,377	2,715	1,377	1,338	97%
	16,797	17,522	16,797	17,522	(725)	-4%
CONCESSIONS						
Merchandise	720	665	720	665	55	8%
Vending	289	356	289	356	(67)	-19%
	1,009	1,021	1,009	1,021	(12)	-1%
OTHER						
Visa Charges / OvShrt	(1,190)	(1,251)	(1,190)	(1,251)	61	-5%
TOTAL	33,909	33,981	33,909	33,981	(72)	0%

Mt. Prospect Park District
Statement of Account Balances
As of January 31, 2018

Mt. Prospect State Bank

Accounts	Bank Balance	Interest Rate	YTD Interest
Investment Account	3,804,297.08	0.15	489.74
Grant Account	188,050.52	0.02	3.19
Main Account	298,792.88	n/a	
Accounts Payable Account	487,590.03	n/a	
Payroll Account	15,493.08	n/a	
Petty Cash	4,815.34	n/a	
Total Funds	4,799,038.93		



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

	January 2018	YTD 2018	Budget 2017	January 2017	YTD 2017
REVENUE					
10 General Fund	133,002	133,002	2,481,945	75,992	75,992
20 Recreation Fund	602,609	602,609	7,919,501	548,647	548,647
21 Paving and Lighting	3,038	3,038	84,398	1,280	1,280
23 Social Security Fund	21,676	21,676	512,968	9,132	9,132
24 Liability Insurance Fund	26,877	26,877	638,720	11,323	11,323
25 NWSRA Fund	23,989	23,989	675,180	10,239	10,239
26 IMRF Fund	32,163	32,163	760,253	13,550	13,550
27 Conservatory Fund	35,846	35,846	942,859	19,219	19,219
28 Internal Service Fund	-	-	350,717		
30 Bond & Interest Fund	132,855	132,855	5,013,497	55,969	55,969
70 2014 Capital Project	-	-			
93 2013 Capital Project	-	-			
94 2014 Capital Project	-	-			
95 2015 Capital Project	-	-			
96 2016 Capital Project	490	490			
97 2017 Capital Project	-	-			
Total Revenue	1,012,545	1,012,545	19,380,038	745,351	745,351
EXPENSE					
10 General Fund	170,375	170,375	2,426,320	163,040	163,040
20 Recreation Fund	453,045	453,045	7,732,811	394,639	394,639
21 Paving and Lighting			84,399		
23 Social Security Fund	29,795	29,795	512,968	31,457	31,457
24 Liability Insurance Fund	22,839	22,839	670,265	22,292	22,292
25 NWSRA Fund	-	-	1,382,567		
26 IMRF Fund	-	-	800,000		
27 Conservatory Fund	53,402	53,402	816,316	57,076	57,076
28 Internal Service Fund	15,124	15,124	350,717	15,400	15,400
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	-	-		-	-
97 2017 Capital Project	4,800	4,800			
Total Expense	749,380	749,380	19,641,498	683,905	683,905
Total Revenue	1,012,545	1,012,545	19,380,038	745,351	745,351
Total Expense	749,380	749,380	19,641,498	683,905	683,905
Net Income/Loss	263,165	263,165	(261,460)	61,447	61,447

**MT. PROSPECT PARK DISTRICT
PROPERTY TAX
MONTH ENDING
1/31/2018**

<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 January 31, 2018 totals:
\$432,878 (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	
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	432,878

ACCOUNTS PAYABLE/PAYROLL DISBURSEMENT
January-18

ACCOUNTS PAYABLE

Suggested Motion: I move to ratify January Accounts Payable Checks and EFT's in the amount of \$477,857.45 listed on the Check Register.

<u>CHECK DATE</u>			<u>CHECK #'S</u>	
1/1-1/7/2018	\$	186,196.39	189899	Checks
1/8-1/14/2018	\$	111,408.87	189900-189974	Checks
1/15-1/21/2018	\$	32,564.11	189975-190015 190016**	Checks **Check Void
1/22-1/31/2018	\$	147,688.08	190017-190042	EFT Payment Only
TOTAL AP	\$	<u>477,857.45</u>	Checks and EFT's	

PAYROLL

Suggested Motion: I move to ratify January Payroll Checks and Direct Deposits in the amount of \$283,795.48 as listed on this report.

<u>CHECK DATE</u>			<u>CHECK #'S</u>	
1/12/2018	\$	129,152.71	10994-11298	DD Notification
	\$	5,890.59	1013949880- 1013949896 11299-11303	Checks <i>Taxes, Transfers & Garnishments</i>
1/26/2018	\$	141,455.87	11304-11635	DD Notification
	\$	7,296.31	1014083432- 1014083456 11636-11640	Checks <i>Taxes, Transfers & Garnishments</i>
TOTAL P/R	\$	<u>283,795.48</u>	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 1/7/2018
Check Date 1/12/2018

	# Hours	# Employees	Gross Pay	Avg Hrs/Emp	Avg Hrly Rate
Total	9,306	322	193,771	29	21
	Full Time	60			

Pay Period Ending 1/21/2018
Check Date 1/26/2018

	# Hours	# Employees	Gross Pay	Avg Hrs/Emp	Avg Hrly Rate
Total	10,570	357	204,216	30	19
	Full Time	59			



MEMORANDUM

To: Board of Park Commissioners

From: Dan Malartsik, Executive Director

Date: 02/14/2018

Re: Approval & Ratification of Travel Expenses Submitted by Commissioners

SUMMARY & BACKGROUND:

Per Ordinance 733 (copy included in packet) adopted by the Board at the October 2016 Board Meeting, on or after March 2, 2018, any expenses for travel, meal, and lodging of any member of the Board, as well as any expenses of any officer or employee which exceeds the maximum allowed under the regulations approved by the Board (such regulations being set forth on Exhibit A hereto which is hereby made a part hereof) may only be approved by roll call vote at an open meeting of the Park Board.

Copies of expenses submitted by Commissioners for reimbursement from attending the recent IAPD/IPRA Conference are included with this packet.

DOCUMENTS ATTACHED

- 1) Commissioner Kurka Expense Report
- 2) Commissioner Starr/Massie Expense Report
- 3) Ordinance 733

RECOMMENDATION:

Move 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



EXPENSE REPORT: IAPD/IPRA Annual Conference -- January 2018

Employee/Commissioner Name: Steve Kurka Date Submitted: 1-26-18

Ref #:	Date:	Vendor/Expense Description (attach matching receipts to this Form):	Travel (train fare, taxi, tolls and parking):	Mileage:	Meals:	Other:	Total Reimbursable Expense:	P-Card Purchase:
1	1-19-18	Metra Ticket	train				12.00	<input type="checkbox"/>
2	1-19-18	Cab to Hilton w/ George Giase & Mary Kiaupa	cab				13.75	<input type="checkbox"/>
3								<input type="checkbox"/>
4								<input type="checkbox"/>
5								<input type="checkbox"/>
6								<input type="checkbox"/>
7								<input type="checkbox"/>
8								<input type="checkbox"/>
9								<input type="checkbox"/>
10								<input type="checkbox"/>
Total Reimbursable Expense (please include Blue Check Request form for this amount):								
Total P-Card Expense (attach receipt copies to this form; keep original receipts for P-Card monthly statement):								
Grand Total (both reimbursable and P-Card expenses):							\$ 25.75	

Employee/Commissioner Signature: [Signature] Date: 1/26/18

Direct Supervisor Signature: [Signature] Date: _____

Phone 1af3

Metra Order History X

01/18/18 Completed Metra Tickets 1200

10/14/16 Completed Metra Tickets

08/31/16 Completed Metra Ticket

08/13/16 Completed Metra Tickets

07/15/16 Completed Metra Tickets

06/30/16 Completed Metra Tickets

06/30/16 Completed Metra Tickets

*Round Trip
IAPD Conference @
Hilton Chicago 1/19/18*

PASSENGER COPY
CARD RECEIPT
MID: 00720000341878
TID: 0283586935
DR. ID: 00091856
CAB#: 1098
DATE: 01/19/2018
ST. TIME: 07:40
END TIME: 07:40
PASS#: 1
TRIP#: 3805
DIST.: 1.49 mi
RATE 1
FARE: \$ 8.75
EXTRA: \$ 1.50
TIP: \$ 3.00
TECH.FEE: \$ 0.50
TOTAL: \$ 13.75

*Cab to Hilton from
Ogilvie Station
w/ George + Mary*

To: Tedi WIRKUS
From: Steve Kurka
Expenses for IAPD Show Attendance
Total: \$12 + \$13.75 = \$25.75

Steve Kurka 1/26/18

RETAIN THIS COPY
FOR STATEMENT
VERIFICATION

CALL 311
FOR COMPLIMENTS
OR COMPLAINTS



Teri Wirkus <twirkus@mppd.org>

Re: Expense Report

1 message

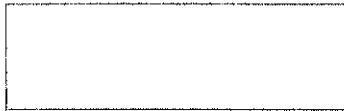
Steve Kurka <steve4mpparks@hotmail.com>
To: Teri Wirkus <twirkus@mppd.org>

Tue, Jan 30, 2018 at 9:01 AM

Teri,
The report is correct, thank you.

Sent from my iPhone

Best Regards,

 Steve_Headshot_1700

Steve Kurka, CLU

Financial Consultant and

Partner, Business Strategies

Group of Illinois a Division of AXA Advisors, LLC

1515 W 22nd St. Ste 300

Oak Brook, IL 60523

W 630-575-5016 Fax 630-954-4097

Cell 847-323-5624

Stephen.Kurka@axa-advisors.com

Stephen Kurka is a registered representative who offers securities through AXA Advisors, LLC (NY, NY 212-314-4600), member FINRA, SIPC and an agent who offers annuity and insurance products through AXA Network, LLC. AXA Network conducts business in CA as AXA Network Insurance Agency of California, LLC, in UT as AXA Network Insurance Agency of Utah, LLC, and in PR as AXA Network of Puerto Rico, Inc. Investment advisory products and services offered through AXA Advisors, LLC, an investment advisor registered with the SEC. AXA Advisors and AXA Network are affiliated companies and do not provide tax or legal advice. **Representatives may transact business, which includes offering products and services and/or responding to inquiries, only in state(s) in which they are properly registered and/or licensed. Your receipt**

of this e-mail does not necessarily indicate that the sender is able to transact business in your state.

On Jan 29, 2018, at 10:38 AM, Teri Wirkus <twirkus@mppd.org> wrote:

Hi Steve,

Please review and OK the attached expense report from the conference. This will be your acknowledgement for submitting your expenses.

Have a great Monday!

Teri

--

Theresa Wirkus

Executive Professional Compliance Manager

Mt. Prospect Park District

1000 W. Central Avenue | Mount Prospect, IL 60056

p: 847.255.5380 | f: 847.255.1438

Follow us on the web: www.mppd.org

Facebook: www.facebook.com/MtProspectParkDistrict

Twitter: [@MPParkDistrict](https://twitter.com/MPParkDistrict)

<Commissioner Kurka Expense Report.pdf>



EXPENSE REPORT: IAPD/IPRA Annual Conference – January 2018

Employee/Commissioner Name: STARR, WILLIAM

Date Submitted: 1-26-2018

Ref #:	Date:	Vendor/Expense Description (attach matching receipts to this Form):	Travel (train fare, taxi, tolls and parking):	Mileage:	Meals:	Other:	Total Reimbursable Expense:	P-Card Purchase:
1	1-11-18	METRA (ME)	\$12.00				\$12.00	<input type="checkbox"/>
2	1-11-18	METRA (RAY)	\$12.00				\$12.00	<input type="checkbox"/>
3	1-11-18	TAXI (TRAIN TO HQ)	11.00				11.00	<input type="checkbox"/>
4								<input type="checkbox"/>
5								<input type="checkbox"/>
6		RAY MASSLS						<input type="checkbox"/>
7								<input type="checkbox"/>
8								<input type="checkbox"/>
9								<input type="checkbox"/>
10								<input type="checkbox"/>
Total Reimbursable Expense (please include Blue Check Request form for this amount):							35.00	
Total P-Card Expense (attach receipt copies to this form; keep original receipts for P-Card monthly statement):								
Grand Total (both reimbursable and P-Card expenses):							\$ 35.00	

Employee/Commissioner Signature: 

Date: 1-26-18

Direct Supervisor Signature: 

Date: 1/26/18

GL Code: 101000-547320



13 E. Northwest Highway

Code: 101000-547320

1/11/18 8:39 AM
 Trans.: 4902 Store: 10081
 Reg.: 751 Till: 75100
 Agent: 444044 Agent Account: CNW-NW-C

SALE



One Way Full, Zone A to D 00580004491405	6.00	BILL STARR
One Way Full, Zone A to D 00580004491406	6.00	
One Way Full, Zone A to D 00580004491407	6.00	RAY MASSIE
One Way Full, Zone A to D 00580004491408	6.00	
One Way Full, Zone A to D 00580004491409	6.00	
One Way Full, Zone A to D 00580004491410	6.00	
One Way Full, Zone A to D 00580004491411	6.00	
One Way Full, Zone A to D 00580004491412	6.00	
Total	48.00	
Credit	48.00	
Card: Visa		
Account: 5311		
Auth: 41753G (A)		
Entry: Swipe		
Total Tender	48.00	
Change Due	0.00	

Customer Copy

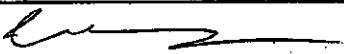


NORTHWEST (847) 253-4411
 SUBURBS
 WEST & SOUTH (708) 424-7878
 SUBURBS
 LAKE COUNTY (847) 566-3131
 NORTH (847) 673-1000
 SUBURBS
 DUPAGE CO. EAST (830) 920-9480
 DUPAGE CO. WEST (830) 305-0700

R E C E I P T

DATE 1-11-18

AMOUNT \$ 11.00

FROM TRAIN STATION
 FROM HILTON HOTEL
 TO  1083
 NAME CAB NUMBER

Code: 101000-547320

ORDINANCE NO. 733

MT. PROSPECT PARK DISTRICT

**AN ORDINANCE REGULATING TRAVEL EXPENSES PURSUANT TO THE
LOCAL GOVERNMENT TRAVEL EXPENSE CONTROL ACT ("ACT") [50 ILCS
150/1 ET SEQ.**

WHEREAS, the Act provides in part that all public agencies shall, by resolution or ordinance, regulate the reimbursement of all travel, meal, and lodging expenses of officers and employees, including, but not limited to : (1) the types of official business for which travel, meal, and lodging expenses are allowed; (2) maximum allowable reimbursement for travel, meals, and lodging expenses; and (3) a standardized form for submission of travel, meal, and lodging expenses supported by certain minimum documentation; and

WHEREAS, the Act states in relevant part that a local public agency may allow for approval of expenses that exceed the maximum allowable travel, meal, or lodging expenses because of emergency or other extraordinary circumstances; and

WHEREAS, the Act provides in relevant part that on or after June 30, 2017, no travel, meal or lodging expenses shall be approved or paid by a local public agency unless regulations have been adopted as required by the Act; and

WHEREAS, the Mt. Prospect Park District ("District") is a local public agency for purposes of the Act; and

WHEREAS, in addition to implementing the aforementioned requirements of the Act this ordinance is adopted for the further purpose of ensuring compliance with other additional requirements of the Act.

NOW, THEREFORE, be it and the same is hereby ORDAINED by the Board of Park Commissioners ("Board") of the District as follows:

Section 1. INCORPORATION OF PREAMBLES. The above and foregoing recitals are hereby restated the same as if here set forth in full.

Section 2. DEFINITIONS. As used in this ordinance:

"Entertainment" includes, but is not limited to, shows, amusements, theaters, circuses, sporting events, or any other place of public or private entertainment or amusement, unless ancillary to the purpose of the program or event.

"Travel" means any expenditure directly incident to official travel by employees and officers of a local public agency or by wards or charges of a local public agency involving reimbursement to travelers or direct payment to private agencies providing transportation or related services.

Section 3. APPROVAL OF EXPENSES. On or after March 2, 2017, *any* expenses for travel, meal, and lodging of any member of the Board, as well as any expenses of any officer or employee which exceeds the maximum allowed under the regulations approved by the Board (such regulations being set forth on Exhibit A hereto which is hereby made a part hereof) may only be approved by roll call vote at an open meeting of the Park Board.

Section 4. EXPENSES DUE TO EMERGENCY OR OTHER EXTRAORDINARY CIRCUMSTANCES. Approval of expenses that exceed the maximum allowable travel, meal, or lodging expenses because of emergency or other extraordinary circumstances may be given upon a roll call vote of the Board.;

Section 5. DOCUMENTATION OF EXPENSES. Before an expense for travel, meals, or lodging may be approved under Section 3 of this ordinance, the following minimum documentation must first be submitted, in writing, to the Board of the District:

- (1) an estimate of the cost of travel, meals, or lodging if expenses have not been incurred or a receipt of the cost of the travel, meals, or lodging if the expenses have already been incurred;
- (2) the name of the individual who received or is requesting the travel, meal, or lodging expense;
- (3) the job title or office of the individual who received or is requesting the travel, meal, or lodging expense; and
- (4) the date or dates and nature of the official business in which the travel, meal, or lodging expense was or will be expended.

All documents and information submitted under this Section are public records subject to disclosure under the Freedom of Information Act.

Section 6. ENTERTAINMENT EXPENSES. The District may not reimburse any Park Commissioner, employee, or officer for any entertainment expense.

Section 7. REPEALER. All ordinances, resolutions, rules, regulations and/or policies of the District in conflict with, contradictory to, or inconsistent herewith are hereby to the extent of such conflict, contradiction or inconsistency expressly repealed.

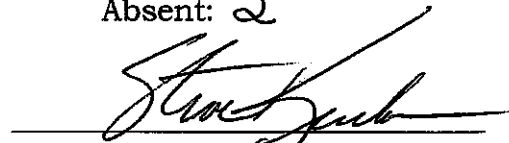
Section 8. EFFECTIVE DATE. This ordinance shall be effective upon adoption.

ADOPTED: This 19th day of October, 2016.

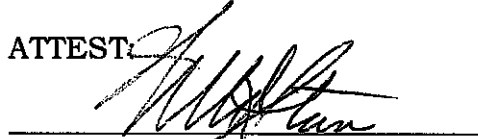
VOTES: Ayes: 5

Nays: 0

Absent: 2



President

ATTEST: 

Secretary

Exhibit A

**REGULATIONS ADOPTED PURSUANT TO THE LOCAL GOVERNMENT TRAVEL
EXPENSE CONTROL ACT**

The following shall govern the District's reimbursement of all travel, meal, and lodging expenses of all officers, employees, and Park Commissioners of the District, pursuant to the ordinance of which this Exhibit A is a part:

1. Types of official business of the District for which travel, meals, and lodging expenses are allowed:

Work related seminars, conferences, training or meetings.

2. Maximum allowable reimbursement for submission of travel, meals, and lodging expenses:

A. Executive Director per annum: \$5,000

B. Per individual per annum (except Executive Director): \$2,500

C. Standardized form to be used for submission of travel, meal, and lodging expenses (supported by minimum documentation required under Section 4 of the ordinance of which this Exhibit A is a part: (here set forth form)

STATE OF ILLINOIS)
) SS.
COUNTY OF COOK)

I, WILLIAM J. STARR, DO HEREBY CERTIFY that I am the duly elected, qualified and acting Secretary of the Mt. Prospect Park District and of the Board of Park Commissioners of the Mt. Prospect Park District; and that I have access to the official minutes of the meetings of the Board of Park Commissioners and of the Mt. Prospect Park District.

I DO FURTHER CERTIFY that the above and foregoing is a true and correct copy (duplicate) of a certain ordinance entitled:

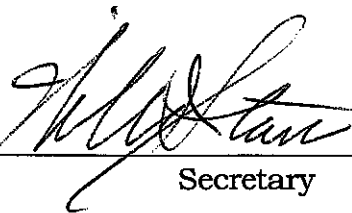
ORDINANCE NO. 733

MT. PROSPECT PARK DISTRICT

AN ORDINANCE REGULATING TRAVEL EXPENSES PURSUANT TO THE LOCAL GOVERNMENT TRAVEL EXPENSE CONTROL ACT ("ACT") [50 ILCS 150/1 ET SEQ.

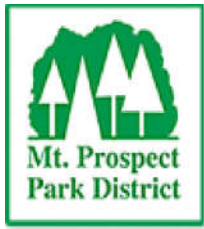
that the foregoing was passed by the Board of Park Commissioners of said Mt. Prospect Park District on the 19th day of October, 2016, and was on the same day approved by the Secretary of the Mt. Prospect Park District; that it was filed and recorded in the office of the Secretary of the Mt. Prospect Park District of which the foregoing is a true copy (duplicate) and is now on file in the office of such Secretary.

GIVEN under my hand and seal of the Mt. Prospect Park District this 19th day of October, 2016.



Secretary

(SEAL)



Executive Director Report

February 2018

Strategic Plan Update:

The leadership team is excited to present the mission, vision, and core values to the board tonight. Next steps are to define the themes, goals, and objectives with all full-time staff. Staff will be busy at work the next couple months developing the plan.

New Website:

The Community Relations & Marketing Department conducted the Request for Proposal (RFP) process soliciting web developers for the District's new website. Staff has evaluated all proposals received and will be interviewing the finalists prior to selection. Website implementation is scheduled for August/September.

NWSRA Update:

The lease has been signed and the official press release announcing Mt. Prospect as the next home to PURSUIT 3 is now publicized. The Parks Department is taking the lead on the project management portion as it pertains to renovating the existing space. The goal is to have all renovation work completed by late August.

Upcoming Meeting Reminders:

Regular Meeting - Wednesday, March 21, 2018 - 7pm @ CCC.



Golf

Through January 31st

News:

- Expanded customer service- new 14 day advanced tee time reservations in 2018.
- 17 applications were received from the January job fair resulting in 4 new hires.
- We are training on new GolfNow software which provides tracking of social media and internet ratings in addition to more automated dynamic pricing tools.
- On course - Winter projects include: tree removal, dormant seeding and refinishing ball washers, benches and tee markers.
- In the process of contacting 2017 leagues and outings to rebook them for this season.
- Regional rounds played for this area were down more than 2% in 2017 compared 2016. According to Golf Datatech. We were down only 1% in rounds played.
- We participated in the Mardi Gras event with a putting green game. Golf staff handed out brochures, talked with patrons and gave out “squishy” logo golf balls to the kids. It was great exposure to the community of our programming and a fun event.

Upcoming events:

- Permanent tee time renewal is ongoing and teams have until Sunday, February 25th to renew their time from last season. After that, all open times will be available to new applicants.
- The golf course historically opens for play around the last week in March, depending on the weather. After a long winter, it is nice to know we are only about six weeks away from teeing it up!



Aquatics

AQUATICS - February	2015	2016	2017	2018	Variance '17 to'18
Youth Swim Lessons	211	240	267	280	13
Aqua Fit	92	83	74	73	-1
Specialty Classes	16	10	10	14	4
Programing Totals	319	333	351	367	16
RecPlex Pool Daily Admission Sold	243	235	188	168	-20
Open and Lap Swim Totals	243	235	188	168	-20

News:

- Current formatting for swim lessons allows the Aquatic Department to continue to meet the needs of multiple family members at the same convenient time.
- Aquafit registration numbers continue to be consistent with 2017 numbers. In addition, staff recently purchased new equipment to further enhance classes .
- The new swim team Shark Fins started on January 6th with an enrollment of 20.
- Variance in RecPlex Pool Daily Admissions Sold is the result of an increase in Memberships over Daily Fees.
- Aquatics interviewed 16 summer hopeful applicants at our January job fair. Staff has started the staff returning process currently 48 staff are planning to return for the summer season.
- Big Surf bookings are underway and we have had one call about a Meadows Pool rental.
- Lesson training was held on January 6; five new staff members were trained to teach swim lessons.

Upcoming Events:

- President’s Day off school swim for \$1 special.
- Northern Illinois Winter Swim Conference Championship March 4, co-hosted with WHAM Aquatics, at Prospect High School



Athletics

ATHLETICS	2015	2016	2017	2018	Variance '17 to'18
Ice Programming	0	0	250	366	116
Youth Baseball & Softball	737	685	798	792	-6
Youth Outdoor Soccer Leagues	48	49	58	38	-20
Youth Futsal Leagues	0	9	37	35	-2
Youth Gymnastics Programs	111	96	111	103	-8
Youth Athletic Programs	202	173	166	194	28
Youth Basketball Leagues	793	848	791	804	13
Youth Programming Totals	1891	1860	2211	2332	121
Adult Volleyball	10	9	9	6	-3
Adult Basketball	35	29	34	27	-7
Adult Leagues Totals	45	38	43	33	-10
Athletics Total					111

News:

- Participation in ice programming for the winter session is significantly up, due to higher participation in our winter Learn to Skate classes.
- Youth Baseball & Softball registration began on January 6.
- Participation in Youth Athletic Programs is on the rise thanks to our successful marketing and contacting parents of classes that have been cancelled to offer what is available this winter.
- The Youth Basketball season is entering its final month for 3rd-6th Grade. Championship games are scheduled to play on March 3rd. Awards have been ordered.
- Adult winter leagues began early January.
- Travel Basketball teams are also in their final stretch of the season, culminating in a March Madness end of year tournament in Waukegan.

Upcoming Events

- Youth Baseball & Softball evaluations will take place February 4 at the Prospect High School field house.
- Youth Baseball & Softball Advisory Committee meeting scheduled for February 6.
- Mardi Gras 3 on 3 Basketball Tournament on February 3.



Cultural Arts

CULTURAL ARTS - February 2018	2015	2016	2017	2018	Variance '17 to'18
Visual	137	144	160	228	68
Performing	572	596	599	598	-1
Cultural Arts Total	709	740	759	826	67

News:

- Visual Arts is off to a great start in January. Held a Mother Son Paint Night at the Art Studio that went over capacity with 66 attendees registered. The evening received many compliments and potential referrals for birthday parties and classes. Many attendees were new to the Art Studio!
- The dance department is ready to order the next round of dance costumes for our recitals. Many recital details are being attended to.
- The job fair held at RecPlex netted the Art Studio 3 new part-time hires, 2 for immediate placement and one for summer. We have a few more potential candidates for summer.
- The Cultural Arts table won “most creative” for doing an interactive interview process at the job fair.
- Kids on Stage has one of it’s highest enrollments in the last several years at 21 participants.



Early Childhood/Youth

EARLY CHILDHOOD & YOUTH - February 2018	2015	2016	2017	2018	Variance '17 to'18
Pre-School	176	177	180	175	-5
Before & After School Care	275	305	362	337	-25
Early Childhood & Youth Programming	257	225	228	235	7
Total Early Childhood & Youth	708	707	770	747	-23

News:

- Preschool & Before and After school numbers are staying consistent throughout the school year.
- Off School Special was held on January 15 for 38 participants, as well as KinderKlub Off School program, on January 12, for Westbrook KinderKlub participants.
- Preschool Family Drive in Night was held on January 26 at Lions Rec Center. The 50 families made cars out of large boxes for the children to sit in and watch a movie.
- Attended Preschool Information Night at Mount Prospect Library on January 30 & Des Plaines Library on February 2.

Upcoming Events:

- Preparing for Summer camp registration to be available through the webstore.
- Off School Specials on February 15, 16 & 19.
- Preschool Dad's Day will be on February 17.
- Priority preschool registration, for the 2018-2019 school year, for current participants will begin on February 6.



Facilities

RECPLEX- February 2018	2015	2016	2017	2018	Variance '17 to'18
Daily Admissions Sold					
Fitness	654	607	528	454	-74
Courts & Track	1,437	1165	1149	951	-198
RecPlex Totals	2091	1772	1677	1405	-272
Rentals	25	52	37	46	9
Central Community Center	2015	2016	2017	2018	Variance '17 to'18
Daily Admissions Sold					
Fitness	66	67	61	38	-23
Open Gym	116	71	197	246	49
Open Skate	418	234	235	225	-10
Central Community Center Totals	600	372	493	509	16
Rentals	24	13	17	29	12
LIONS RECREATION CENTER	2015	2016	2017	2018	Variance '17 to'18
Rentals	7	2	1	11	10

News:

- Patrons continue to purchase monthly memberships rather than paying daily fees.
- CCC: Variance for Open Gym 2017 to 2018 is due to the introduction of Open Pickleball.
- CCC/RP: Variance for Fitness 2017 to 2018 is due to patrons continuing to purchase memberships rather than pay a daily fee.
- CCC: Staff continues to pursue rental opportunities, as a result 12 additional rentals took place in the facility in the month of January.
- Customer Service staff attended a quarterly meeting prior to the release of the Spring Brochure.

Upcoming Events:

- CCC: Midwest College Roller Hockey League will hold their tournament Saturday 2/17 and Sunday 2/18.



Fitness

FITNESS PROGRAMS - February 2018	2015	2016	2017	2018	Variance '17 to'18
Programs	75	60	72	91	19
Personal Training	28	28	32	28	-4
Passport Classes	158	62	162	180	18
Fitness Program Totals	261	150	266	299	33
Fitness Membership					
All Inclusive	0	0	66	159	93
Courts, Pool & Track - Recurring	186	171	187	192	5
Fitness - Recurring	412	384	409	338	-71
Premier Plus - Recurring	163	190	206	205	-1
Courts, Pool & Track - Variable	838	967	971	1067	96
Fitness - Variable	894	869	883	830	-53
Premier Plus - Variable	213	254	243	222	-21
Fitness Membership	2706	2835	2899	3013	114
Fitness Total	2967	2985	3165	3312	147

News:

- Fitness programs continue to trend in a positive direction. Staff is looking for ways to improve the fitness program line-up.
- The all-inclusive membership has proven to be a positive addition to the membership options available for options. To date approximately 100 new members have joined because of this membership.
- Overall the fitness program and membership offerings are very comparable to 2017 numbers.

Upcoming Events:

- Staff is currently in the process of hiring a Fitness Manager for the current vacated position. The goal is to have the position filled with-in the first part of March.



Friendship Park Conservatory

FRIENDSHIP PARK CONSERVATORY - February 2018	2015	2016	2017	2018	Variance '17 to'18
Programs	32	38	53	42	-11
Weddings	0	0	0	0	0
Corporate Rentals	1	1	2	2	0
Miscellaneous Rentals	3	8	8	4	-4
Facility Totals	36	47	63	48	-15
Canine Commons	4	3	5	6	-1

News:

- Programming number will increase with 3 new programs added for February.
- January is often a slow time for rentals, however the e-mails and calls about rentals are flooding in especially from newly engaged couples.
- Two staff members attended the I-Landscape Show in Schaumburg.
- Easter lilies are growing nicely and are on schedule to flower in time for Easter Sunday, April 1.
- Plant orders are being placed for spring and summer production.

Upcoming Events:

- To date, 27 tickets have been sold for Jazz Night on February 10. The goal is to have 70 to 100 music lovers in attendance for the evening.



Community Relations and Marketing

Marketing/Social Media

- The electronic marketing campaign for the Fitness Resolution Solution \$49 membership is detailed in the attached chart. The electronic campaign was supported by a print campaign which included a winter brochure page, three consecutive weekly ads in the Journal, banners in both fitness centers, lobby banners, posters and half sheet flyers in all facilities as well as a resolution t-shirt.

Resolution Solution/Fitness Campaign	
Facebook Reach	7680 Total Average Per Post - 700
Emails Sent	30,371 Total Average Open Rate - 32% Click Rate to Website - 8%
Daily Herald Digital Ad for PHS Sports	January Impressions - 13,394
Website Page Views (Fitness)	6,891 (up 10% from last year)

- The Spring Program Guide (cover featured to the lower right) will arrive in patron’s homes the week of February 12. The Spring issue begins a year long campaign to share our future direction with our residents. The inside cover features impressive data collected from the recently completed Community Attitude & Interest Survey.
- The Spring Program Guide features bold new graphics, additional photos and new page designs. With 87% of patrons relying on the program guide to “shop” programs while using the webstore to “buy”; it’s paramount that the guide remain fresh and visually interesting, yet comprehensive in park, facility and program details.
- CR & M is looking ahead to late spring and summer programs by refreshing many of the visual elements. Several day camp, hockey, baseball and preschool logos are being redesigned. Colorful rack cards are already in circulation promoting the Studio classes and parties, Playtime Express and the upcoming early bird pool pass promotion. CR & M is working with the Conservatory team to redesign the facility logo and general promotions.



Upcoming Events

- CR & M has finalized the schedule for the Summer Concert/Event Series running from June 21 through July 26 at Veterans Memorial Bandshell. With a completed roster of entertainment, attention turns to securing on-site sponsors for both the Monday Community Band and Thursday Concert/Movie Series. Most of the eight sponsors who were present at Mardi Gras have inquired about being a part of the Summer Series in the park.



MOTHER SON PAINT NIGHT ART STUDIO



MARDI GRAS RECPLEX

FEBRUARY 2018

Community Relations & Marketing



PRESCHOOL MOVIE NIGHT LIONS RECREATION CENTER





Parks & Planning Division

Administrative Updates:

- As of January 24, 2018, Don Thoma, Construction Specialist Crew Leader, completed 40 years of service with the Mt. Prospect Park District. Don is the first and only Park District Employee in the existence of the Park District to reach this significant milestone.
- Staff is working on obtaining executed demolition contracts for 411 W. Algonquin.
- Einstein Phase II As-Builts have been sent to Des Plaines and MWRDGC. Once final inspection reports have been received the final pay request can be processed.
- Staff is preparing the Einstein Phase II construction documents for the necessary audit which is required by OSLAD prior to fund reimbursement.
- Parks and Planning staff will be presenting Park and Golf mower proposals at the February 14th Board Meeting for the Board's consideration .

Buildings Department Updates:

- Completed capital replacement of garage door at CCC
- Replaced broken mirror in studio 201 at Rec Plex
- Repaired parking lot/outdoor lighting at Lions Rec Center and the Golf Course
- Vacuumed and dusted high ledges and beams in Rec Plex hallways
- Reconfigured frame and netting on rink scoreboard at CCC
- Repaired several benches at Rec Plex
- Completed repairs to broken water pipe, wall and ceiling at Golf Course Clubhouse
- Replaced gas valve and repaired the atrium lighting at the Friendship Conservatory

Fleet Services Department Updates:

- Resealed differential and installed new axle seals on grounds gator #4.
- Replaced bed knives, ground reels/ knives on green, tee, collar, and approach mowers.
- Performed full winter services on parks mowing equipment. Replaced caster bearings.
- Replaced snow plow harness (truck side) on truck #33. Repaired vehicle strobes.
- Replaced spool valve seals on Toro triplex #4. Performed winter service on equipment.
- Performed full maint. on GC rough mowers. Replaced bearings/shafts on deck rollers.
- Repaired salt spreader on truck #14. Re-secured snow plow curb shoes.
- Performed service on FPC gators, rototillers, pressure washer, bed edger, and JD Z-trak.

Grounds Department Updates:

- Performed Lions and Beau ice rink maintenance.
- Performed graffiti removal at Lions and Owen. Repaired rink liner from vandalism.
- Performed maintenance on bleachers, picnic tables, and Lions tennis boards.
- Snow removal from facilities, lots, and pathways.
- Took down holiday decorations at CCC, Lions, and the Studio.
- Started winter tree work.
- Playground inspection and repairs.
- Dismantled Lions ice rink.

Internal Work Orders Completed (All Departments)

- At the time of this report there have been approximately 80 internal work order requests submitted to the Parks and Planning division for completion in 2018.