Regular Board Meeting Schedule - 2017

Mt. Prospect Park District Regular Board Meetings are scheduled on Wednesdays and will be held at Central Community Center, 1000 W. Central Road, Mount Prospect, Illinois at 7:00p.m.

JANUARY 18, 2017
(3rd Wed.)

FEBRUARY 15, 2017
(3rd Wed.)

MARCH 22, 2017

APRIL 26, 2017

MAY 24, 2017

JUNE 28, 2017

JULY 26, 2017

AUGUST 23, 2017

SEPTEMBER 27, 2017

OCTOBER 25, 2017

NOVEMBER 15, 2017
(3rd Wed.)

DECEMBER 20, 2017
(3rd Wed.)

Proposed: December 8, 2016

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REGULAR BOARD MEETING

April 26, 2017

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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: APRIL 21, 2017

RE: REGULAR PARK BOARD MEETING
APRIL 26, 2017 - 7:00 P.M.
CENTRAL COMMUNITY CENTER
1000 W. CENTRAL, MOUNT PROSPECT, IL

A G E N D A

CALL TO ORDER

ROLL CALL

PLEDGE OF ALLEGIANCE

CHANGES OR ADDITIONS TO AGENDA

APPROVAL OF AGENDA

APPROVAL OF MINUTES: Regular Board Meeting: March 22, 2017
Special Meeting: April 5, 2017

PUBLIC COMMENT

ADOPTION ITEMS

APPROVAL ITEMS

A. Acceptance/Rejection of Bids – Lions Memorial Bandshell Paver Replacement Project

NEW BUSINESS

A. Kopp Playground Layout Design Approval • (Discussion & Potential Action)
B. Community Interest & Opinion Survey RFP's - Schedule Special Meeting – May 10, 2017 • (Discussion/Potential Action)

Accommodation is available upon request. Please contact Teri Wirkus, ADA Coordinator in advance at 847.255.5380.

1000 W. CENTRAL ROAD
MOUNT PROSPECT, ILLINOIS 60056

REGULAR BOARD MEETING

UNFINISHED BUSINESS

FINANCIAL ADVISOR'S REPORT

RATIFICATION OF ACCOUNTS PAYABLE & PAYROLL MARCH 2017

PARKS FOUNDATION

EXECUTIVE REPORT

PUBLIC COMMENT

COMMENTS/MATTERS FROM COMMISSIONERS

CLOSED SESSION

SECTION 2(c) (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

TAKE ACTION, IF ANY ON MATTERS DISCUSSED IN CLOSED SESSION

Approval of Agreement for Employment of Daniel Malartsik by Mt. Prospect Park District, Cook County, Illinois
Approval of Agreement for Consulting Services of Gregory Kuhs by Mt. Prospect Park District, Cook County, Illinois

ADJOURNMENT

Accommodation is available upon request. Please contact Teri Wirkus, ADA Coordinator in advance at 847.255.5380.

Unapproved

Regular Board Meeting Minutes

A Regular Meeting of the Mt. Prospect Park District, Cook County, Illinois, was held on Wednesday, March 22, 2017 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
Tim Doherty
Bill Klicka
Bill Starr
Lisa Tenuta
Ray Massie
Mike Murphy

Administrative Staff:
Greg Kuhs, Executive Director
Brett Barcel, Director of Golf Operations
Jim Jarog, Director of Parks & Planning
Brian Taylor, Director of Recreation
Barry Kurcz, Director of Business Services and Human Resources
Ruth Yueill, Director of Community Relations & Marketing
Teri Wirkus, Executive Professional Compliance Manager

Professionals:
Tom Hoffman, Attorney
Lee Howard, GAI
Brad O'Sullivan, GAI

Visitors:
Louis Goodman
Dan Malartsik
Kathy Mistarz

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.

APPROVAL OF MINUTES

Commissioner Murphy motioned to approve the minutes from the Regular Board Meeting on February 15, 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.

Commissioner Massie motioned to approve the minutes from the Special Board Meeting on March 2, 2017; seconded by Commissioner Murphy.

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.

Commissioner Starr motioned to approve the minutes from the Special Board Meeting on March 11, 2017; seconded by Commissioner Massie.

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.

PUBLIC HEARING

ORDINANCE NO. 740 - COMBINED ANNUAL BUDGET & APPROPRIATION ORDINANCE - 2017

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 2017, AND ENDING ON THE 31ST DAY OF DECEMBER, 2017.

President Kurka announced the next item on the agenda is the Public Hearing to receive comments on the 2017 Budget & Appropriation Ordinance. The proposed ordinance has been on display at the Mt. Prospect and Des Plaines Libraries, Mt. Prospect Human Service Department and at the Mt. Prospect Park District Administrative Office since January, 2017. All persons desiring to be heard will have an opportunity to present written or oral testimony with respect thereto.
President Kurka asks for written or oral comments from the Commissioners.

There were none.
President Kurka asks for written or oral comments from the Public.
There were none.

President Kurka asks for additional comments from the Public.
There were none.

Commissioner Massie motioned to adjourn the public hearing for the Budget and Appropriation Hearing; seconded by Commissioner Doherty.

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.
President Kurka declares the hearing to be officially adjourned.

PUBLIC COMMENT
Mr. Goodman requested when the park district hires a new Executive Director that he/she would live in the community as to be part of the community, buy groceries, etc. to offset the Executive Director's salary.

ADOPTION ITEMS
A. ORDINANCE NO. 740 - COMBINED ANNUAL BUDGET & APPROPRIATION ORDINANCE - 2017
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 2017, AND ENDING ON THE 31ST DAY OF DECEMBER, 2017.

President Kurka explained this is the final recommended Combined Annual Budget & Appropriation Ordinance of funds for Mt. Prospect Park District, Cook County Illinois, for the Fiscal Year beginning on the first day of January 2017, and ending on the 31st day of December 2017.
President Kurka stated for the record that there were no changes in the Annual Budget & Appropriation since the first draft.
Tom Hoffman stated for the record - As per the opinion of the Opens Meetings Act: This Ordinance establishes the overall spending authority through the Park District for the fiscal/calendar year 2017 in the total amount of $21,490,039.

Motion
Commissioner Tenuta moved to approve the Ordinance #740 - 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 2017, and ending on the 31st day of December 2017; seconded by Commissioner Murphy.

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.

B. ORDINANCE NO. 741: AN ORDINANCE AUTHORIZING AND DIRECTING THE SALE OF CERTAIN USED PROPERTY AND APPROVING THE PURCHASE OF TWO NEW TRUCKS

Greg Kuhs, Executive Director explained as part of the Capital Project/Improvements for FY 2017, funds were approved for the replacement of two trucks.

Motion
Commissioner Massie made the motion to adopt Ordinance #741, being an ordinance authorizing and directing the sale of certain used property and approving the purchase of two new trucks; 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.

APPROVAL ITEMS
A. Approval/Authorization to Sell Liquor at Special Events 2017

Motion
Commissioner Starr moved to authorize the sale of alcoholic beverages by Mt. Prospect Park District staff over the age of 21 for the following events for which a special liquor license must be obtained:
seconded by Commissioner Murphy.

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

DATE(S)

Saturday-Sunday
May 13-14, 2017

EVENT: Softball Tournament – Eggs Czarnik Memorial Tournament

DATE/TIME:	May 13, 2017	11:00 AM - 11:59 PM
(Rain Date)	May 14, 2017	12:00 PM - 11:59 PM

Thursday-Sunday
June 22-25, 2017

EVENT: Softball Tournament – ASA 16th Annual Chicago Championships

DATE/TIME:	June 22, 2017	5:00 PM - 11:59 PM
	June 23, 2017	5:00 PM - 11:59 PM
	June 24, 2017	11:00 AM - 11:59 PM
	June 25, 2017	12:00 PM - 11:59 PM

Friday-Sunday
August 11-13, 2017

EVENT: Softball Tournament – House League Tournament

DATE/TIME:	August 11, 2017	5:00 PM - 11:59 PM
	August 12, 2017	11:00 AM - 11:59 PM
(Rain Date)	August 13, 2017	5:00 PM - 11:59 PM

Thursday-Monday
August 31-September 4, 2017

EVENT: Softball Tournament – ASA Major National Championship

DATE/TIME:	August 31, 2017	5:00 PM - 11:59 PM
	September 1, 2017	5:00 PM - 11:59 PM
	September 2, 2017	11:00 AM - 11:59 PM
	September 3, 2017	12:00 PM - 11:59 PM
(Rain Date)	September 4, 2017	11:00 AM - 11:59 PM

Saturday-Sunday
September 9-10, 2017

EVENT: Softball Tournament – United Airlines Co-Ed Tournament

DATE/TIME:	September 9, 2017	11:00 AM - 11:59 PM
(Rain Date)	September 10, 2017	12:00 PM - 11:59 PM

Saturday-Monday
August 5-6, 2017

EVENT: Soccer Tournament – Green White Soccer Adult

Green White Soccer Club is responsible for securing event liquor licenses

DATE/TIME:	August 5, 2017	11:00 AM - 11:59 PM
	August 6, 2017	12:00 PM - 11:59 PM

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.

B. Approval/Authorization to Serve Liquor at Special Events 2017
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. These requirements are to be included in the motion as follows:

Motion
Commissioner Massie moved to authorize serving alcoholic beverages for the named events providing the organizations sponsoring the events meet the following 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; seconded by Commissioner Klicka.

EVENT:	**Chamber of Commerce Golf Outing**	
LOCATION:	Golf Course	
DATE/TIME:	September 28, 2017	10:00 AM – 6:00 PM
TYPE OF LIQUOR:	Beer	
SERVED BY:	Chamber Staff	

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.

NEW BUSINESS
A. Einstein Park Renovation Phase II - Design Approval
Ben Kutschied from Ratio Architects reviewed the renovation design of Einstein Park Phase II along with the general elements, planned improvements, and budget. He also answered questions from the Board and reviewed the schedule for Einstein Park Phase II:

- Bidding: Plans available to Bidders: April 27, 2017
  Pre-bid Meeting: May 4, 2017
  Bid Opening: May 11, 2017
  Board Approval: May 24, 2017
- Construction: June 5, 2017 through August 31, 2017
- Substantial Completion: August 31, 2017
- Final Completion: Landscape and Seeding: September 15, 2017 (prime grass growing time)

Discussion: Ben also explained the following amenities and answered a few questions from the Board:

- single headed lights that are LED and use 5th of the electricity that the current light system
- adding a drinking fountain close to the basketball court
- parking lot stay at 21 space but reconfiguring it to have less asphalt and more green
- covered dug outs with a steel roof
- gazebo re-roofing with a steel and repainting
- trail systems around the park-3 laps will be a mile
- seven system exercise stations

B. Schedule Special Meeting
President Kurka has called for a Special Board Meeting on Wednesday, April 5, 2017 at 6 p.m. at Central Community Center in the Board Room.

UNFINISHED BUSINESS - None

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 February Accounts Payable checks and EFT's in the amount of $354,603.68 as listed on the February Check Registers; seconded by Commissioner Murphy.

Discussion: None

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.

RATIFICATION OF PAYROLL
Commissioner Klicka motioned to ratify February Payroll checks and Direct Deposits in the amount of $325,243.80 as listed in this report; seconded by Commissioner Massie.

Discussion: None

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 review the following:

- 2017 is the 20th Anniversary of the Parks Foundation-June 29 Summer Concert will be the "Parks Foundation Anniversary Celebration."
- The Foundations three scholarships will be awarded at June 29 at the Summer Concert.
- A Cabaret Night will take place on Saturday, October 28th at Friendship Park Conservatory.
- The next brick engraving at the Veteran's Memorial will be completed by the Memorial Day Ceremony on Monday, May 29.
- The Parks Foundation has been asked to participate as the designated beneficiary (charity) associated with the annual June 5K Park District race. A portion of the individual race registration will go to the Foundation to specifically support the tree campaign.

Executive Report

Executive Director Greg Kuhs reviewed the following items:

Parks & Planning Report Highlights:

- Community Outreach Specialist with the Community Consolidated School District 59 contacted the Park District and asked if we would assist them with a special project called "Little Libraries". The Little Libraries will be located at Clearwater Park and Tamarack Park. the school district will properly stock and maintain the books for the Little Libraries
- Redwood Playground Relocation - Com Ed has been sent a letter of notification requesting permission to remove the existing play equipment at Redwood Drive. A new site plan is being developed at Kopp Park which would allow for the installation of a new playground. Once cost and layouts have been established, then several play equipment layouts will be put together for a public input. The goal is to have this process complete and plans available for Board review at the May Board meeting. We anticipate completion of this project during the 2017 construction season.
- We-Go Basketball Court Color Coat - The color coating at the new We-Go Park basketball court failed over the winter. The coating is under warranty and will be fixed when the outside temperatures are consistently 70 degrees or warmer.

Golf Report Highlights:

- No damage due to icing or snow mold – the course faired pretty well this winter. Need to sod the renovated overflow area on hole 15. Number one green has been re-leveled on the left side. The green will be used for play this spring by setting pins away from the left side until it matures.
- The opening of the golf course will be on Friday, March 24!

Recreation Department Highlights:

- Aqua Fit-New classes were added to the Aqua fitness line up. Classes were filled in their first week.
- Baseball League participation has increased from last year – this is the largest Youth Athletic League in our district.
- The summer brochure has over 20 new visual arts class offerings to keep the programming fresh and incorporate what the community has asked for.

- The Mt. Prospect Community Band spring concert is titled Centennial Spring (Celebration of the Centennial of Village of Mt. Prospect) and will be held on April 2 at 3:30 p.m. at Trinity United Methodist Church.

Community Relations & Marketing Highlights:

- The Golf Edition of Inside the Park has won the 2017 Telly Award with the Village of Mt. Prospect and the park district.
- The theme of the summer program guide is "All-Star Summer" with some impressive summer "stats" on the district parks and programs.

Business & HR Highlights:

- The percentage of employees using direct deposit has increased to 84% from 65%. Over the next two pay periods, HR will be making an additional concerted effort to reach out to the remaining 16% of our employees to use direct deposit.
- MPPD has registered for the Harper College Job Fair on Wednesday, April 5th to promote working at the park district for our summer and permanent job openings.

Executive Director Highlights:

- Playground Grand Re-openings: Clearwater Park Playground: Saturday May 20, 2017 & WeGo Park Playground: Saturday June 17, 2017.
- After the discussion at last month's Board Meeting concerning the recording and rebroadcasting of the park board meetings, the park district would need to purchase additional equipment and modify our agreement with MPTV to cover the cost of their staff recording the meetings. At this time staff recommends making a concerted effort this year via website, brochure, Facebook, etc. to publicize Board Meeting dates and times to encouraging public attendance. Until the public comment made at last month's Board Meeting, there have been very few (if any) request in recent years from the public to record and replay park district Board Meetings.
- Proposals (RFP)-Community Interest and Opinion Survey - RFP will be sent to various firms who specialize in planning and conducting Community Interest and Opinion Surveys at the end of March. Commissioner Starr and Commissioner Murphy will help serve on the selection committee including staff to review the firms who have submitted proposals and recommend firms to be interviewed by the Board.

PUBLIC COMMENT- None

MATTERS FROM COMMISSIONERS

Commissioner Murphy asked that a link to the plans for the Einstein Renovation Project be posted on the district's website so the public could be see the work that is planned.
Commissioner Tenuta complimented the quality of work the Community Relations & Marketing Department has been producing. She also wanted to state the positive and much needed signage improvements at the Central Road crossing area near Melas Park but feels the lights on the crossings should be flashing red instead of yellow. She believes the crossing at Busse & Lonquist should also receive similar devices/signage to make the crossing safer as people enter/exit Clearwater Park. Commissioner Kurka stated the Grand Re-Opening ofClearwater Park would be a good time to address the danger and promote safety at that crossing. Executive
Director Greg Kuhs agreed and stated he will speak with the Village to see if they are going to pursue crossing improvements at this location.

Adjournment to Closed Session

Commissioner Doherty motioned to adjourn to closed session at 8:23 p.m. for -Section 2c(1): Personnel- To Discuss the Appointment, Employment, Compensation, Discipline, Performance, or Dismissal of One or More Specific Employees of the Public Body; seconded by Commissioner Tenuta.

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.

Open Session was reconvened at 8:44 p.m.

TAKE ACTION, IF ANY ON MATTERS DISCUSSED IN CLOSED SESSION

None

ADJOURNMENT

There being no further business to discuss, Commissioner Klicka moved to adjourn the Regular Board Meeting at 8:45 p.m.; seconded by Commissioner Massie and carried by unanimous voice vote.

Respectfully submitted,

_____

William J. Starr, Secretary

Special Board Meeting

A Special Meeting of the Mt. Prospect Park District, Cook County, Illinois, was held on Wednesday, April 5, 2017 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
Tim Doherty
Bill Klicka
Ray Massie
Mike Murphy
Bill Starr
Lisa Tenuta

Administrative Staff:
Greg Kuhs, Executive Director & Recording Secretary

Visitors:
None

CHANGES OR ADDITIONS TO AGENDA
None

APPROVAL OF AGENDA
Commissioner Starr motioned to approve the agenda, seconded by Commissioner Doherty, and was carried by unanimous voice approval.

Public Comment
None

Adjournment to Closed Session
Commissioner Doherty motioned to adjourn to closed session at 6:01 p.m.: Section 2c(1): Personnel- To Discuss the Appointment, Employment, Compensation, Discipline, Performance, or Dismissal of One or More Specific Employees of the Public Body; seconded by Commissioner Tenuta.

Open Session was reconvened at 8:48 p.m.

TAKE ACTION, IF ANY ON MATTERS DISCUSSED IN CLOSED SESSION
None.

ADJOURNMENT
There being no further business to discuss, Commissioner Tenuta moved to adjourn the Regular Board Meeting at 8:49 p.m.; seconded by Commissioner Murphy and carried by unanimous voice vote.

Respectfully submitted,

_____

William J. Starr, Secretary

Public Comment
April 2017

Countryside Park Lighting

A resident living next to Countryside Park has contacted us about the possibility of installing lighting in the park near the basketball court area. Currently there are no lights in this park no is there electrical service into the park. The resident may be attending the Board Meeting to request that we provide light. Staff is researching the cost to bring electrical service into the park as well as solar lighting options. The other issue to be aware of – since there currently is no light in this park, if one is put in, other neighbors may not be in favor of this for several reasons. There are also several trees that surround the basketball court. If we wish to pursue lighting at this park it would most likely need to be included on the capital project list for 2018.

A. Acceptance/Rejection of Bids – Lions Memorial Bandshell Paver Replacement Project •

Background

The replacement of the existing concrete pavers at the Lions Memorial Bandshell has been recommended for the following reasons:

- There are multiple trip hazards that currently exist on site due to settling of the original pavers and their base. The fact that this site is frequented by numerous individuals with disabilities requires this situation to be addressed for the safety of those individuals.

- The existing pavers are no longer manufactured. Because of this no new replacement pavers are regularly available for purchased from the manufacturer for future maintenance of the site.

- The existing pavers are badly faded and weathered as they were installed in 1998. Alternative surfacing was considered (I.E. concrete, stamped concrete, asphalt) but the non-permeable characteristics of these surfaces would possible trigger additional MWRDGC permitting that may result in the need to provide additional water retention for the site. If required, this work would drive up the cost of the project significantly. In addition, the time for permitting would also be greatly increased.

The replacement of the existing concrete pavers were approved by the Board (November 2016) as part of the proposed 2017 Capital Projects. Estimated capital funds approved for this project were as follows:

Capital Fund Bond Proceeds 2017 -	$20,500
Capital Fund Bond Proceeds 2015 -	30,000
Paving & Lighting Fund -	0
Special Recreation/ADA Fund -	8,000
Total	$58,500

Bid specifications and coordination of the project are being managed by K+ Engineering, LLC.

Bid Results

A public bid opening for this project was held on April 12, 2017. A total of four bids were received (see copy of bid tally sheet included with this packet).

The lowest base bid was from the Alaniz Group, Inc. in the amount of **$70,323.25.** Alternate 1 (Substitute Holland Premier Pavers item 3 base bid) $36,749.50, and alternate 2 (Cleaning and resealing of fountain plaza pavers and walks) $7,056.00. Because of several inconsistencies with the low bidders submitted bid documents our Attorney suggests we reject this bid and proceed to the next lowest bidder.

Our next lowest base bid was received from Great Lakes Landscaping Co, Inc. in the amount of **$103,927.50 for the base bid**, alternate 1 $57,866.75, and alternate 2 $13,905.00. Because this bid is higher than our original engineer's estimates we would suggest only accepting the base bid at this time.

If approved this project may be funded from the following accounts:

Capital Projects (bond proceeds):	$50,500.00	
Special Recreation/ADA Fund:	19,298.00	(portion of project determined by K+ • covered by ADA funds)
Paving & Lighting Fund:	35,919.50	
	$103,927.50	

The references provided by Great Lakes Landscaping Co, Inc. were checked and they support that the contractor appears to be qualified to do the work. K+ Engineering recommends (and staff concurs) that Great Lakes Landscaping Co, Inc. be awarded the contract in the amount of $103,927.50 for the base bid. The award of the contract would be pending their submittal of the bonds, insurance, and other items as set forth in the project manual.

Suggested Motion:
Move to approve the award of a contract for the Paver Replacement Project at the Lions Memorial Bandshell to Great Lakes Landscaping Co., Inc. for the base bid specifications in the amount of $103,927.50

K-PLUS ENGINEERING

Direct Dial: 630-570-5547
E-Mail: sschuh@kplus.com

April 19, 2017

Jim Jarog
Director of Parks and Planning
Mount Prospect Park District
1000 W Central Road
Mount Prospect, IL, 60056

Re: Lions Park Memorial Bandshell Brick Paver Maintenance Project
Bid Results

Dear Jim Jarog:

On Wednesday April 12, 2017 at 10:05 am, the Mt. Prospect Park District received and open Four (4) bid proposals and the results were read aloud. A total of fifteen (15) companies were sent notices of which seven (7) companies picked up bid packages. Enclosed is the bid summary for each of the Contractors.

The bids were reviewed by K-Plus Engineering to verify the completeness of the bids, accuracy of bid prices, and to determine the lowest responsible bidder.

The lowest base bid for the project is by The Alaniz Landscape Group $70,323.25. Unfortunately, this bid cannot be accepted due to inconsistencies with bid documents Alaniz Landscape Group submitted and will need to be rejected.

The second closest bid was submitted by Great Lakes Landscaping, Inc. at $103,927.50.

We have checked Great Lakes Landscaping references and the firm is qualified to do the work.

We therefore recommend that Great Lakes Landscaping. be awarded the above referenced bid in the amount of $103,927.50. The award of this bid would be pending their submittal of the bonds, insurance, and other items as set forth in the project manual.

Once the Park District Board has taken action to select and accept a bid we will prepare three contract books for execution by the selected contractor and the Park District.

K-PLUS ENGINEERING

If you have any questions, please feel free to contact me at your convenience at 630-570-5547.

Sincerely,
K-PLUS ENGINEERING, LLC

Stephen Schuh, P.E.

Attachments: Lowest Responsible Bidder Summary
Bid Tabulation

K-PLUS ENGINEERING

Lowest Responsible Bidder Summary

Company: Great Lakes Landscaping, Inc.

Are the following provided in accordance with the Project Manual?

Proposal Summary Sheet: submitted

Bid Prices Complete: Yes

Affidavit of Compliance: Yes

Insurance Requirements: Yes

Bid Bond: Yes – 10% of Total Bid Amount

References: Yes

Sub-Contractors: Yes

Prevailing Wage Act Certification: Yes

Addendum Acknowledgement: Yes

New Business Summary
April • 2017

A. Kopp Playground Design Approval • (Discussion & Potential Action)

We held a drop-in meeting on April 13 to gather resident input for the Kopp playground design/equipment. Unfortunately, no one from the public attended to provide their input. However, we did solicit and receive input and opinions from staff which helped narrow down the final recommended design and equipment for the new playground. The majority of those in attendance were interested in and commented on the WeGo project.

Included with the packet is the recommended option for playground design/equipment for each of these parks based on budgeted funds, available space for the new equipment, input from the public, and staff review. Assuming the Board is comfortable with this playground design/equipment, our goal is to continue following the timeline below:

Kickoff Meeting……..… Thursday, January 26, 2017

- Preliminary Park Layout.....…… Friday, March 17, 2017
- Preliminary Playground layout.....…….. Friday, March 31, 2017
- Public Input on Playground.....…….. Thursday, April 13, 2017

- Presentation to Park Board .....…….. Wednesday, April 26, 2017
- NWSRA (K Plus ADA related expenses estimate)……Monday, May 8th, 2017
- Final Plans & Specifications.....…….. Monday, May 12, 2017
- Submittal of plans to The Village for Permit ……..……... Monday, May 15, 2017
- Bid Notice to Paper……...Monday, May 22, 2017
- NWSRA Meeting for approval of ADA related expenses……Wednesday, May 24, 2017
- Bid Notice in Paper……...Wednesday, May 25, 2017
- Pre-Bid Meeting……Tuesday, June 6, 2017
- Bid Packet Due at CCC (10:00am) …….. Thursday, June 15, 2017
- Bid Opening at CCC (10:05am)……Thursday, June 15, 2017
- Bid Recommendations in Board Packet.....……..... Wednesday, June 21, 2017
- Board Approval of Bid.....…… Wednesday, June 28, 2017
- Notice of Award and Draft Contracts to Low Bidder...……... Thursday, June 29, 2017
- Executed Contracts, Bonds, etc. to Owner.....……... Friday, July 14, 2017
- Work Begins.....…….. Monday, July 17, 2017
- Substantial Completion of Work……..…..……..….... Friday, September 15, 2017
- Punch List Completed …….. Tuesday, September 29, 2017

B. Schedule Special Meeting - Community Interest & Opinion Survey RFP's - • (Discussion/Potential Action)

We received three RFP's from firms interested in working with the park district to develop and assist with the process of conducting a Community Interest & Opinion Survey. Included in the Board Packet are the three RFP's for your review. Staff is recommending we select the following two firms to be invited for a presentation/interview with the Board: (a). Ron Vine & Associates, and (b). AQity Research & Insights, Inc. (NOTE: This process would similar to what the Board followed when the park district selected a firm to complete Big Surf conceptual plans and cost estimates.

To complete the presentation/interview process, staff recommends the Board President call a Special Board Meetings as follows:

Wednesday, May 10, 2017 • 6:00pm at Central Community Center

aQity Research & Insights Inc.
820 Davis Street Suite 502
Evanston IL 60201
aQityresearch.com
aQity@aQityresearch.com
T 847-424-4171
F 847-328-8995

Proposal to the Mt. Prospect Park District for Focus Groups and a Community Interest & Opinion Survey

Submitted by aQity Research & Insights, Inc.

April 13, 2017

aQityRESEARCH

Questions. Answers. Insights.

Ruth Yueill
Director of Community Relations and Marketing
Mt. Prospect Park District
100 W. Central Ave.
Mt. Prospect, IL 60056

April 13, 2017

Dear Ruth:

Thank you very much for including aQity Research & Insights as part of your RFP process for the upcoming Community Interest and Opinion Survey.

We appreciate the opportunity to be your thought partner and to provide accurate and actionable insights to identify residents' recreational priorities, opinions of the MPPD, improvement opportunities, and any unmet needs that the District might address.

Attached is our proposal per your RFP specifications. I am confident that given high standards for accuracy and insights, aQity Research represents the best value for the research dollar. We deliver this value by:

- Using best practices to ensure an accurate representation of the entire MPPD community (including both MPPD users and non-users, all age groups and regions, and various ethnic groups);
- Developing a customized design specific to your needs while still providing relevant, meaningful benchmark comparisons to similar districts (and trending from past MPPD surveys);
- Providing a thorough analysis and delivering clear, actionable insights that help inform important decisions.

Again, we greatly appreciate this opportunity and we will be 100% committed to this project and its outcome. Please let me know if you have any questions. I look forward to hearing from you.

Best Wishes,

Jeff Andreasen
President

aQity Research and Insights Proposal to the Mt. Prospect Park District

Firm Background

Name: aQity Research & Insights, Inc.

Contact: Jeff Andreasen, President

Address: 820 Davis Street, Suite 502, Evanston, IL 60201

Telephone: 847-424-4171

Fax: 847-328-8995

Firm Profile

aQity Research & Insights was established in July 2015. While the company is relatively new, our team of researchers has been conducting community interest and opinion surveys and needs assessments for park districts for over twenty years (previously as Richard Day Research and later as Market Probe).

A description of our capabilities, experience, and examples of studies that we have conducted for park districts is provided in the "Qualifications" section below (page 6).

aQity Research is a for-profit research firm incorporated in Illinois as an S-Corp. We have a total staff of thirteen, all of whom work in our Evanston office. aQity Research is a member of the Illinois Association of Park Districts and of CASRO (Council of American Survey Research Companies).

Personnel

aQity Research has assembled a team of experienced researchers who will be committed to the Mt. Prospect Park District community survey.

Jeff Andreasen (President) will be the primary contact for this study. He is responsible for research and consulting services to public policy clients, focusing on recreational and open land issues. For the past twenty-two years, he has designed, executed, analyzed, and consulted on needs assessment and community attitude and interest surveys for many park districts and forest preserve districts in Illinois (formerly with Richard Day Research and Market Probe).

Most recently, Jeff conducted community surveys for park districts in Fox Valley, St. Charles, Bartlett, Glenview, Wilmette, Wheeling, and statewide survey research (qualitative and quantitative) for the IAPD. He has also conducted focus groups and statistically valid community surveys for park agencies in Elmhurst, Bensenville, Northbrook, Grayslake, Glencoe, and Decatur, and countywide surveys for forest preserve/conservation districts in Lake, McHenry, DuPage, and Will counties.

Jeff is a member of CASRO (Council of American Survey Research Organizations), has co-authored chapters in two books on Chicago mayoral politics, and contributed articles to several publications including Public Opinion Quarterly. He has a degree in Urban and Regional Planning from the University of Illinois at Urbana-Champaign (1983).

Tessa Andreasen (Project Manager) will manage the day-to-day survey processes. She will be responsible for each stage of the study, thoroughly monitoring the research design and execution to ensure complete quality control and efficient processing.

She has six years of project management experience with park district surveys, and most recently managed community attitude and interest surveys for the Wheeling, Fox Valley, Wilmette, Glenview, and St. Charles Park Districts. She was also responsible for two statewide surveys for the IAPD (one of residents, one of IAPD member agencies).

Her research experience extends beyond community surveys for park districts. Tessa is responsible for large scale projects for several financial services companies, including Wells Fargo, T. Rowe Price, and Voya. Those studies include in-depth surveys with consumers and corporate decision-makers to gauge client satisfaction and loyalty, sales performance, and brand awareness. These large clients rely on Tessa to consistently execute and deliver critical insights. She delivers the same skills and attention to detail to all of her clients, and will likewise do so for the Mt. Prospect Park District.

Tessa has a degree in Music Education from the University of Illinois at Urbana-Champaign.

Matt Jenetopulos and **Joanna Surma** (Research Analysts) will assist in the data processing, testing, and analysis, as well as the research design and implementation. Both Matt and Joanna have worked on community and voter surveys for the St. Charles, Glenview, and Fox Valley Park Districts.

Matt has an MBA in Marketing and a Certificate in Business Data Analytics from Loyola University-Chicago's Quinlan School of Business and a Bachelor's degree in Music Management from the University of Hartford.

Joanna received her M.A. in Political Science and holds Bachelor's degrees in International Studies, Political Science, and History from Loyola University Chicago.

Jim Scholle (Data Collection Supervisor) is responsible for the aQity Research call center and data processing team in Evanston. He has been with aQity Research (formerly part of Market Probe and Richard Day Research) for ten years and has managed the data collection and conducted phone interviews for several park districts and forest preserve districts.

Jim has a degree in Speech and Communication from the University of St. Thomas in St. Paul, MN. He will be responsible for any phone data collection, including training the interviewers and monitoring their work to ensure it meets our high standards for quality and insights. Jim will also oversee much of the data processing, including open-ended responses from Mt. Prospect residents to better understand their expressed needs and priorities from the MPPD.

Subcontractors will be limited to Survey Sampling, Inc., from whom aQity Research will purchase an updated sample of households within the MPPD boundaries. As a full-service survey firm, aQity Research conducts all other survey stages in-house to ensure fast turnaround, high standards for quality and accuracy, and efficient data processing.

Qualifications of the Firm

Since 1993, the team at aQity Research has conducted dozens of community surveys for public agencies, primarily park districts and forest preserve/conservation districts. These include studies that we conducted as part of Market Probe and Richard Day Research, Inc. across several Illinois agencies (listed below):

aQity Research & Insights	Market Probe	Richard Day Research
▪ McHenry Parks & Recreation Dept. (2017) ▪ Naperville PD (2017) ▪ Glenview PD (2017) ▪ Fox Valley PD (2016) ▪ St. Charles PD (2016) ▪ Wheeling PD (2015) ▪ Wilmette PD (2015)	▪ Bartlett PD (2014) ▪ Northbrook PD (2014)	▪ Naperville PD (2012, 2009) ▪ Elmhurst PD (2011) ▪ Fox Valley PD (2006) ▪ Decatur Parks Foundation (2004) ▪ Glencoe PD (2004) ▪ Round Lake Area PD (2003) ▪ Bensenville PD (2002) ▪ Grayslake PD (2000)
▪ Lake Co. FPD (2016)		▪ Lake Co. FPD (1993, 1999, 2000, 2002, 2008) ▪ FPD of Will Co. (2005) ▪ DuPage Co. FPD (2004) ▪ McHenry Co. CD (2001)
▪ Illinois Assn. of Park Districts W-2 and Revenue Survey (2016)	▪ IAPD Statewide survey of Residents (2013)	▪ IAPD Statewide Survey of Residents (2002)

Our team is recognized by these agencies as being a thought partner and not just a research vendor. **Many firms can provide data; we provide insights.** Our surveys are customized for each client to reflect their specific needs. We then use a wide range of analytical tools to dig deeper and understand the meaningful relationships, the drivers of attitudes and behaviors, and the reasons why. Finally, we deliver the results with clear, actionable recommendations in order to help our clients make decisions with confidence.

Project History and Current Workload

Below are examples of aQity Research's most recent park and forest preserve district partnerships and some of the insights that we provided to each.

- **St. Charles Park District (2016):** We recently presented the results from our district-wide survey of just over 400 households. This survey sought to gauge overall opinions of the SCPD, perceived value relative to its share of property taxes, usage and awareness of specific facilities, priorities and unmet needs for indoor and outdoor facilities, and opportunities for improvement. The District is using our insights to guide decisions on potential new facilities, improvements to existing facilities, and communication and marketing strategies. In addition to presenting the results to the Board, we are taking part in an SCPD staff workshop next week to discuss the findings and their implications.

- **Fox Valley Park District/Parks Foundation (2016):** Last August we conducted a voter survey of over 400 likely voters on behalf of the Fox Valley Parks Foundation (and for the FVPD). The FVPD had recently improved a significant number of new facilities and expansion as the result of a successful 2008 referendum (based on a survey conducted by Richard Day Research). However, the District's O&M budget has not increased since that time and the District has frozen property taxes for the past five years. Our survey tested the electorate's willingness-to-pay for different referenda options to increase O&M dollars to ensure proper maintenance of these facilities. While the results showed support for different options, the Board did not reach unanimous consent for the November 2016 ballot and will revisit the issue later this year. The client was very happy with the project outcome, and will leverage the results in these future discussions.

- **Wilmette Park District (2015):** After having two referenda for lakefront park improvements soundly defeated, the WPD contacted aQity Research to conduct a comprehensive community survey to determine the reasons for opposition and identify which (if any) improvements represented top priorities for these two properties. This was a contentious community issue and we successfully engaged all parties on both sides to ensure that the research design met with everyone's approval. The response rate was very high given the topic (over 1,700 replies), and we far exceeded the expected response rates as a result. Our analysis was thorough and was met with approval by both the pro- and anti-referenda camps. The WPD staff and board have been using our findings to help guide their decisions as they explore potential solutions for these two important properties.

- **Wheeling Park District (2015):** The WPD contracted aQity Research to conduct an attitude and interest survey to help guide decisions regarding facility and program needs. This was the first survey that the District had conducted in six years, and the WPD sought to better understand current priorities. The District was also interested in specific enterprise opportunities and how to raise awareness and usage of those facilities. We presented the survey results (based on a sample of n=306 residents) to the WPD staff and Board, and we continue to consult with them as they utilize our findings to develop strategies and improvements.

- **Lake County Forest Preserve District (2016):** This countywide resident survey included 600 respondents and helped the LCFPD identify priorities that align with long-term planning goals. We also gauged the value that the District represents to residents and receptiveness to alternative non-tax revenue options (including rental opportunities, naming rights, planned giving and charitable donations, etc.). Multiple presentations were made to the County Board and to LCFPD staff to ensure that the findings are well-utilized.

- **Northbrook Park District (2014):** We conducted a community-wide survey on behalf of the Northbrook Park District to gauge public attitudes and opinions about the NPD and its parks and programs, identify unmet needs and opportunities for improvement, and explore communications strategies. We also tested awareness and interest in the NPD's potential acquisition of a closing health club to convert it into a recreation center. The hybrid online and phone survey included n=313 respondents, and we presented the results to the District Board and staff in October, 2014. Our results provided clear insights that helped the NPD respond to more immediate issues.

- **Bartlett Park District (2014):** We conducted and presented the results of a community attitude and interest survey to the Bartlett District. The BPD is using our survey insights to help develop a long range strategic plan. The survey included over 300 respondents and was completed both online and by phone. Our research identified specific local recreational facilities and programs that are currently in high demand, as well as potential new facilities or programs that represent an unmet need in the community. We also profiled segments within Bartlett to better understand frequent vs. infrequent BPD users, residents who are most and least favorable toward the District, and how to best communicate with these residents.

Given the project schedule outlined in your RFP, our team has capacity and will be fully committed to the successful execution of the MPPD survey. We have just completed the survey Glenview Park District and are underway with surveys in Naperville and McHenry, but expect that those will conclude by June. We see no problem beginning the MPPD focus groups and survey process in June, and delivering final results this coming Fall.

Recent Clients and References

Below are references and contact information for the projects cited in the previous section. **I encourage the MPPD to contact the references to better understand the service and value we provide.**

St. Charles Park District	Holly Cabel (Director) 101 S. 2nd Street St. Charles, IL 60174 hcabel@stcparks.org 630-513-4333
Fox Valley Park District/Parks Foundation	Jim Pilmer (Executive Director) 101 W. Illinois Ave. Aurora, IL 60506 jpilmer@fvpd.net 630-897-0516
Wilmette Park District	Steve Wilson (Executive Director) 1200 Wilmette Ave. Wilmette, IL 60091 swilson@wilpark.org 847-256-9617
Wheeling Park District	Jan Buchs (Executive Director) 333 W. Dundee Rd. Wheeling, IL 60090 jbuchs@wheelingparkdistrict.com 847-465-3333
Lake County Forest Preserve District	Katherine Hamilton-Smith (Public Affairs Director) 1899 W. Winchester Rd. Libertyville, IL 60048 Khamilton-smith@lcfpd.org 847-968-3380
Northbrook Park District	Rick Hanetho (former Director, now with Arlington Heights Park District) 410 N. Arlington Heights Rd. Arlington Heights, IL 60004 rhanetho@ahpd.org 847-577-3005
Bartlett Park District	Rita Fletcher (Executive Director) 696 W. Stearns Rd. Bartlett, IL 60103 rfletcher@bartlettparks.org 630-540-4835

Situation Analysis and Recommended Research Approach/Methods

Based on your RFP, the District seeks to understand the level of usage and satisfaction that residents have regarding the MPPD – what they value most and the improvements that they seek. More importantly, you wish to understand their priorities regarding parks, facilities, and programs to help guide decisions, ensure proper management and resource allocation, and align with the community's needs and expectations.

The scope of this research will include qualitative insights from focus groups, followed by a quantitative and representative survey of households within the District boundaries. Our recommended approach for each of these stages follows:

Focus Groups

The aQity Research team will work very closely with your team to design and identify objectives for at least three focus group discussions. The purpose of these groups is to identify any issues, concerns, and opportunities that need to be included in the quantitative survey, and to get early inclusion and buy-in from these groups as part of the needs assessment program.

Each discussion will include about eight to twelve participants and take about 90 minutes. The composition of participants can vary depending on your goals, which we will clarify in the kick-off discussion. These groups can focus on one or a combination of resident groups (e.g., random households, recent MPPD users and program participants, older adults, etc.) and local stakeholders (e.g., public officials and representatives from community/business groups, representatives from sports leagues, etc.). If multiple audiences are important, we suggest keeping them separate (e.g., MPPD users in one group, older residents in another, stakeholders in a third).

Alternatively, if you are primarily interested in one segment (e.g., residents), we can include different segments across the three discussions (e.g., one with current and younger MPPD users, one with older MPPD users, and one with older non-users). Again, the composition of these groups depends on your goals.

aQity Research will be responsible for:

- Working with you and your team to clarify the objectives and topics of interest for these discussions;
- Developing the discussion guide(s);
- Recruiting the participants;
- Scheduling the groups, ideally at the Lions Recreation Center or Central Community Center on a Saturday (one morning and two afternoon groups);
- Moderating the sessions;
- Providing a summary of the focus group findings and specific recommendations for topics to be tested in the quantitative survey;
- Providing complete transcripts of each discussion.

Jeff Andreasen will personally design and moderate these focus groups. He has conducted dozens of focus groups for parks and recreations agencies in the past.

Citizens Needs Assessment: Quantitative Survey

The focus groups feedback will help inform and clarify the topics that need to be covered in the community-wide survey of MPPD households. Given the size and population of the District, we recommend at least n=400 completed surveys. This is sufficient to provide overall insights within a +/- 4.9% margin of error and also identify meaningful differences by key subgroups (e.g., age segments, users vs. non-users, regional differences, households with and without children, differences by race/ethnicity, etc.).

The first step will be a kick-off meeting in Mt. Prospect with you and your team to clarify the research objectives, review past survey and other MPPD data, and identify topics and questions to test.

We recommend a hybrid mail, online, and phone survey approach, which includes:

- Sending a mail questionnaire to a random sample of MPPD households and requesting their feedback via a pre-paid reply envelope addressed to aQity Research. The mail questionnaire will also inform recipients how they can complete the survey online or by phone as alternatives.

- We will also send postcard invitations to a sample of MPPD households inviting them to complete the survey online or call aQity Research toll-free to complete a phone interview or request a mail survey.

- If needed, we will follow up with non-respondents by phone to encourage them to complete a phone survey or assist them in completing the survey online if they prefer.

We recommend this hybrid approach to ensure that all resident segments are sufficiently represented and encouraged to respond. There is no longer a single method that ensures a representative sample by itself.

- Typically, older and long-term residents are most likely to still have landline phones. They also tend to be less responsive to online surveys.

- Conversely, younger adults, newer residents, and lower-income residents tend to be cell-only households, meaning a phone-only approach will under-represent this segment. Younger adults also demonstrate very low response rates to mail surveys.

While this hybrid survey approach can add some costs to the overall project, we take these additional steps because they help ensure a more representative (and accurate) sample than larger, yet skewed, samples. Our commitment to all of our clients is to provide accurate, objective insights to help inform your decisions.

Given that nearly 18% of Mt. Prospect households are Hispanic or Latino, we will offer a Spanish-language version of the survey in both the online and paper/mail options. This will improve participation and ensure better insights among MPPD residents who are more comfortable responding in Spanish.

There is no better validation of the accuracy of our work than actual election or referenda results. **Our team has a 100% "pass rate" with the referenda tested for park and forest preserve districts**, and our survey results have usually been within 5% of the actual winning margin.

Our Client	Year	Amount Sought	% Yes Vote
Lake County FPD	2008	$185M (land)	66%
	2002	O&M tax increase	52%
	2000	$85M (land)	67%
	1999	$55M (land)	66%
	1993	$30M (land)	61%
Fox Valley PD	2008	$44.8M (land and improvements)	66%
Glencoe PD	2006	$14M (new center)	59%
FPD Will County	2005	$95M (land)	59%
McHenry Co. CD	2001	$68.5M (land)	54%

Assume a 15-minute questionnaire (regardless of survey option). We will work closely with you to ensure that your research objectives are reflected in the survey questions. Our careful approach to the questionnaire design ensures that the analysis and insights address your key concerns.

- We find that many surveys for other agencies too often identify high levels of support for improvement opportunities that are, in fact, merely "nice-to-have" items. They are often very low priorities relative to other needs, or items for which residents are unwilling to pay. As a result, these findings can be very misleading, especially when they are used to inform strategic planning or other critical decisions.

- Our proven approach carefully tests and identifies truly important unmet needs (along with willingness-to-pay levels when needed) in order to provide you with reliable insights.

We will include key metrics in the survey to compare to regional and statewide benchmarks, though many of the questions will largely be customized to your specific needs, including:

- Gauging residents' needs and priorities regarding their usage and interest in recreational facilities, programs, parks, and open space;
- Identifying specific activities, programs, or facilities that are falling short of current demand, as well as those that meet or exceed residents' needs;
- Identifying residents' level of satisfaction with the parks, facilities, programs and events that the MPPD provides and, more importantly, understanding the value that the District represents;
- Obtaining open-ended feedback on the MPPD's strengths and improvement opportunities, and how the District can serve residents better (in their own words). In addition to coding these responses for reporting, our qualitative analysis of this feedback includes word clouds to clarify the findings:

Sample: District Strengths

Sample: District Improvements

We will carefully compare our sample of 400+ survey respondents to current population data from the US Census tracts in the District. If necessary, we will weight the survey data on key demographics (e.g., region, gender, age, race/ethnicity, households with/without children, etc.) to align with these Census targets.

All design, programming, data collection, coding and data processing, phone interviewing, weighting, analysis, and reporting is done in-house by our experienced staff. We will provide weekly updates on our progress throughout the data collection and processing stages.

The analysis will be thorough and the final report will include detailed findings, along with an executive summary and clear, actionable recommendations. The results will also include benchmark comparisons to nearby and statewide agencies when available.

We will provide two in-person presentations. The first will be to your team and key staff to get your feedback, and the second will be the final report to be presented to the MPPD Board.

Deliverables include:

- Questionnaire design (based on meetings, NPPD feedback/approval);
- Data collection across different modes (printing and mailing hard copy questionnaires and postcard invitations, programming and hosting the online survey, phone interviews and interviewer training);
- Data processing (coding open-ended questions for analysis, weighting to Census data if necessary, programming);
- Banner tables with survey results by key demographics, with meaningful differences indicated;
- A clean, formatted data file (in Excel);
- A comprehensive report in PowerPoint format, including an executive summary, recommendations, detailed results, and description of the research methods;
- Project management throughout the study, with weekly progress updates.

In terms of timing, assume the following once the final survey questionnaire is approved by the MPPD:

- One week for questionnaire printing and online programming/testing;
- Three to four weeks for data collection (all modes including an initial pretest);
- One week for data processing;
- Two weeks for report writing and initial in-person presentation;
- TOTAL TURNAROUND: Seven to eight weeks (approximately two months)

Conclusion

As with all of our clients, we view this opportunity as more than just a project; we consider it a partnership. After the results are presented, we will remain available for unlimited phone consultation to answer questions, provide additional insights, discuss research-related items for the strategic planning process, etc.

Given the need to provide accurate information, we are confident that our approach will yield far greater value and will provide clear, actionable insights that are specific to your needs.

Thank you again for this opportunity to partner with the Mt. Prospect Park District. Please let us know if you have any questions. We look forward to furthering the discussion.

aQity Research & Insights Inc.
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aQityresearch.com
aQity@aQityresearch.com
T 847-424-4171
F 847-328-8995

TO: ***Mt. Prospect Park District***

FROM: ***Jeff Andreasen***

DATE: ***April 13, 2017***

RE: ***Cost Estimate for Proposed 2017 MPPD Focus Groups and Community Interest and Opinion Survey***

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aQity Research & Insights, Inc. proposes to complete and deliver three focus groups and a community-wide Interest and Opinion survey to the Mt. Prospect Park District for a total cost not to exceed $34,830. This includes all labor, transportation, copies, and any other items considered as a billable expense.

The first third of the total project cost will be invoiced and due upon a signed letter of agreement between aQity Research and the Mt. Prospect Park District. The second third will be invoiced and due upon notification that data collection for the quantitative survey has been completed. The final third and remaining balance will be invoiced and due when aQity Research has provided all final deliverables as outlined in its proposal.

The estimated cost is itemized on the following page.

	Estimated Cost
1) Three Focus Groups (including all design, recruiting, moderating and execution, transcripts, summary report, and survey recommendations):	$ 4,430
2) Quantitative community survey of at least n=400 MPPD residents to gauge recreational behaviors and needs; assess existing recreational programs and facilities; and identify any unmet needs, priorities, and interest in potential facility options. This includes:	
a) All project design, setup, sample procurement, survey programming:	$ 3,500
b) Data collection, including printing, mailing/postage, phone interviews, Spanish translation:	$18,680
c) Data processing, including data cleaning, coding open-ended responses, weighting the respondent sample to Census data:	$ 3,460
d) Thorough data analysis, comprehensive report (including an executive summary and recommendations, all supporting methodology descriptions, banners, GIS mapping, and benchmarks), and two in-person presentations of the survey findings:	$ 4,760
Quantitative survey subtotal	***$30,400***
Overall Total Cost	***$34,830***

EMC RESEARCH MARKET & OPINION RESEARCH SERVICES

Oakland, CA 510.844.0680
Seattle, WA 206.652.2454
Columbus, OH 614.268.1660
Washington, DC 202.686.5900
Portland, OR 503.444.6000
Irving, TX 972.717.7427
Orlando, FL 407.704.6208
EMCresearch.com

April 12, 2017

Ruth Yueill, Director of Community Relations & Marketing
Mt. Prospect Park District
1000 W. Central Avenue
Mt. Prospect, IL 60056

Dear Ms. Yueill:

EMC Research, Inc., is pleased to submit this proposal to the Mt. Prospect Park District for public opinion survey services to identify community needs for recreation and measure resident satisfaction with Park District facilities, programs and services.

EMC Research is a full service public opinion research firm serving clients since 1989, with professionals in seven offices across the U.S. Our firm has decades of expertise in public opinion research on behalf of park districts as well as other public agencies. Over the last several years, we have provided research and consulting for large and small park districts across the country, including many specifically designed to measure resident satisfaction, participation rates, and community needs assessment of parks, recreation programs, and related items. Recent clients include the Santa Clara County Department of Parks and Recreation, MetroParks Tacoma, and the City of Redmond (WA) Parks Department.

We have also conducted research for public agencies across the Midwest and the nation, including the Detroit-area Suburban Mobility Authority for Regional Transportation (SMART), the St. Paul (MN) Regional Water Service, the Central Ohio Transit Authority, the Kent District Library (Michigan), and Cleveland's public hospital system, MetroHealth.

The remainder of this proposal provides more detail about our experience, our recommended methodology and process for the research, and our ability to provide research results that will help you make critical strategic decisions. We understand the importance of crafting a sound methodology to collect data that will provide valuable insight regarding best land use and management, residents' satisfaction with Park District programs and services, and in determining where the Park District should invest their resources. We recognize the Park District's need for a comprehensive research plan. Our research team members have conducted research projects of similar scope and have a record of success in designing and executing community interest and opinion surveys.

If you have any questions about EMC or our proposal, please feel free to contact me at 614-827-9677, or by email – tom@emcresearch.com. Thank you for the opportunity to respond, and we look forward to the prospect of working with you!

Sincerely,

Tom Patras, Principal

B. Firm Background

1. Name of Firm:	EMC Research, Inc.
2. Contact Name:	Tom Patras, Principal
3. Firm Address, City, State, Zip Code:	Project Managing Office: 88 E Broad Street, Suite 2025 Columbus, OH 43215 Corporate Address: 436 14th Street, Suite 820 Oakland, CA 94612
4. Firm Telephone number:	614-268-1660
5. Firm Facsimile number:	510-844-0690

C. Firm Profile

EMC Research Inc. is an opinion research and strategic consulting firm serving a broad range of public and private sector clients since 1989. Our mission is to provide clients with strategic, actionable recommendations based on a thorough understanding of public and stakeholder opinions, gathered through a thoughtful, well-designed research program.

EMC Research is a team of nearly 50 professionals, with offices in Columbus, OH, Orlando, FL, Irving, TX, Oakland, CA, Portland, OR, Seattle, WA and Washington, D.C. Our staff and principals have been involved in more than 4,000 opinion surveys and over 500 focus groups at all levels, ranging from political and public policy strategy polls to extensive market share and customer satisfaction surveys.

Years in Business:	28 years
Type of Ownership:	C Corporation
Type of Organization:	Opinion research and strategic consulting firm
Size of Firm:	49 full-time employees across 7 offices
Professional Affiliations:	Marketing Research Association (MRA), American Association for Public Opinion Research (AAPOR), and EMC is also the United States representative to the international market research collaborative IRIS (Independent Research Institutes Network)

D. Personnel

Tom Patras will be the Principal-in-Charge and primary client contact for all work conducted for the Park District, managing all team members. The following staff members will work directly with Tom at EMC Research:

- **Molly O'Shaughnessy, Principal**. Molly will work with Tom and the other team members primarily on the sample design, questionnaire drafting, data analysis, and reporting elements.
- **Jane Rayburn, Project Manager**. Jane will work with Tom and the other team members as the project manager primarily on the sample design, questionnaire drafting, data analysis, and reporting elements.
- **Research Analyst**: EMC Research will assign a Research Analyst to assist with survey instrument design and monitor progress of data collection.
- **Shani McElroy, Vice President of Field Operations.** As Vice President of Field Operations, Shani's main responsibility is to ensure the data we collect is of the highest quality, and that our interviewers represent our clients in the best possible way. She will conduct interviewer training, manage data collection and serve as a liaison with other team members to communicate needs and progress, and ensure the project performs on time and on budget.

The following subcontractors will be responsible to EMC Research, reporting directly to Shani and Tom throughout the project's duration.

- **Bernett Services** is a family owned/operated marketing/survey research company with more than 40 years of experience. Their portfolio of research services includes focus groups, telephone, online and mobile surveys and data processing, and they have collected data for some of the largest quantitative studies conducted in North America. Bernett is headquartered in Boston, MA, but operates three call centers in the Mountain and Pacific time zones which are all equipped with 250 computer-aided-telephone-interviewing (CATI) stations.

Resumes for Key Personnel

Tom Patras, Principal

Tom Patras has been bringing his laid-back, open-minded approach to EMC since joining the firm in 2005. With his diverse background in the private sector, government and on political campaigns, Tom brings first-hand experience of how his clients utilize research data. He is especially skilled at helping to develop clarity in their project goals and provide research-based insights along with recommendations that can be used in the real world.

Tom rejects any one-size-fits-all approach to a research challenge and pushes clients and colleagues to try new things while always focusing on the end goal of providing quality research. He has helped EMC evaluate and test new methodologies and approaches to collecting opinion research, especially as respondents have been getting more difficult to reach.

A true generalist, Tom's typical work covers a broad range of topic areas including electoral research, public agency work, land-use, energy, water, customer satisfaction, B2B, and early childhood education.

Tom has his BA in Economics from Macalester College where he played baseball. Now, raising two young children takes up most of his free time, but he loves to travel, play basketball, racquetball, and get outside for a hike, or the occasional trip home to his native Minnesota for ice fishing.

Molly O'Shaughnessy, Principal
Molly O'Shaughnessy is known for the rigorous quality standards she applies to every opinion research project, and for her work in mentoring new research analysts.

Molly was raised in a family active in local politics, and worked as a campaign manager and public policy advocate before turning to polling. She is an expert in crafting political research that takes into account the nuances and complexity of an individual campaign. Molly layers traditional polling with focus groups, online ad testing, and predictive modeling to give each campaign the tools they need to design effective messages and reach the right target voters.

Her clients understand that Molly is personally invested in the outcome of their elections and their long-term success. Her work ranges from presidential and congressional campaigns, to mayoral races and local ballot issue campaigns across the U.S. Molly's work also includes a focus on conservation and environmental initiative campaigns.

Molly joined EMC Research in 2007 and founded the firm's Columbus, Ohio office. She has a BA in Government and International Studies from the University of Notre Dame and a Master of Public Policy degree from University of California, Berkeley. Molly is a perpetually injured weekend athlete, an unreliable PTA volunteer, and a coach of hapless youth soccer teams in Columbus, where she and her wife are raising three kids.

Jane Rayburn, Director
Jane Rayburn joined EMC Research in May of 2016 as a Director. Jane comes to EMC Research from Fako Research & Strategies in Lemont, Illinois, where she served for three years as Research Director and Managing Partner. While at FR&S, Jane conducted polling and focus groups for park districts, school districts, political campaigns, unions, issue advocacy groups, and other public and private clients across the state of Illinois, with a focus in Chicago and the surrounding suburbs. While at FR&S, Jane worked for a variety of Illinois clients, including the AFL-CIO of Illinois, the ACLU of Illinois, Equality Illinois, over a dozen Chicago Aldermen, the Cook County Democratic Party, and the Democratic Party of Illinois.

Jane has experience in all aspects of survey research from sample design to presentation of results. In addition to her extensive experience in Illinois, Jane's research has included work in Missouri, Oklahoma, Kansas, Florida, North Carolina, and Massachusetts. Prior to working at FR&S, Jane served for four years as Project Manager for Connection Strategies, a Boston-based opinion research firm. She holds a BA in Political Science and Classics from the University of Florida and an MA in Classical Languages from the University of Georgia.

Shani McElroy, Vice President & Field Director
Shani McElroy built her career at EMC Research starting as an analyst in 2002 and growing to direct all of our data collection as Field Director. She brings her exacting standards and problem-solving skills to

ensure our research projects are using the highest quality data and that our clients' decisions are based on sound information.

Working behind the scenes to provide quality control for all research projects, Shani ensures your survey is on time and on budget. Her background as an analyst gives her insight into what data is needed to provide our clients with research that is reliable and addresses their objectives.

Shani was born in Cyprus, where her journalist mom inspired her interest in politics and policy. She lives in Portland where you can find her prowling the aisles of Powell's Bookstore. In her spare time, Shani loves cooking from scratch and recreating her Cypriot grandma's recipes.

Shani has her BA from University of California at Berkeley.

E. Qualifications of the Firm

EMC Research is a full service research firm that provides a wide assortment of research services, including:

- Telephone polling
- Focus groups
- Web-based surveys
- One-on-one interviewing
- Intercept research
- Mail studies
- Interactive Voice Response interviewing
- Multi-lingual research
- Address-Based Sampling
- Advertising effectiveness tracking
- Market segmentation
- New product evaluation
- Positioning studies
- Membership studies
- Data processing and tabulation
- Multivariate analysis
- Random Digit Dialing
- Predictive modeling

Our clients span across all industries and interests including both large and small corporations, nonprofits, associations, institutions, elected officials, candidates for public office, ballot measures, and public sector clients from the local to statewide level.

Through our decades of experience, we understand what it takes to effectively craft a research approach and methodology that will accurately capture the attitudes and opinions of your target audience. We also understand that there is no "one size fits all" solution to any research project. Our past experience serves to inform our work on new projects, but does not lock us into utilizing past techniques or past methods. We will design a research program specifically tailored to the needs of this project, and developed to engage your specific audience.

For all of our projects, we are committed to not only conducting high-quality research, but also to helping our clients get the best possible use out of the research and analysis. Our project deliverables typically include in-person presentations of results with key findings and recommendations, as well as reports and executive summaries as needed. If the research points to a need for operational improvements or specific marketing or messaging direction, we will work with you to ensure that message is heard. We have years of experience presenting research results to project teams, technical

staff, and public officials, and we will custom-tailor our presentation to ensure they gain a full understanding of the work.

In addition to presenting results in-person, EMC Research provides ongoing consultation and advice based on our research findings to all our clients. We provide opinion research as a service, not a product, and we will remain available for as long as the research is used.

Parks & Recreation Research

EMC Research has worked with many parks and recreation departments similar to the Mt. Prospect Park District, exploring such issues as public perceptions and satisfaction of programs and facilities, assessing current programs, and measuring interest in new programs or services.

City of Redmond (WA) Parks Department

The City of Redmond's Parks Department hired EMC to conduct a survey of city residents to gain an understanding of residents' use of parks and recreation facilities, trails, art facilities, cultural events, concerts, and recreation classes. Utilizing an address-based sample (ABS) methodological approach, EMC developed a study to gather usage data, satisfaction ratings, and ratings for potential new programs, services, and facilities. The research and analysis showed that the vast majority of Redmond residents were utilizing the city's parks, but participation in recreation, arts, and cultural programming was relatively low. The survey was able to identify some of the key gaps in services residents identified as reasons for underutilization of certain programs or facilities. The city is using the data and EMC's recommendations to help inform their strategic plan. (A report from this project is included as a work sample at the end of this proposal.)

Santa Clara County (CA) Parks and Recreation

EMC Research has been contracted with the Santa Clara County Department of Parks & Recreation for a multi-year, comprehensive research program including: multiple telephone surveys of voters or County residents; intercept surveys of park visitors; focus groups among residents who under-utilize parks; and a survey of attendees of a Park sponsored holiday event, followed by a survey of residents and of businesses in the neighborhood in which the event takes place.

The research has helped frame County residents as Department "customers", and as with any effective customer study, EMC Research has helped the Department understand the demographic characteristics, preferences, habits, and motivations of their target users. Specific research has included breaking residents into visitor "types", finding what motivates a resident to visit or not visit a park, levels of satisfaction with County Park infrastructure and events, and the impact of promotional materials in creating a relationship between the Department brand and County residents and encouraging more parks use. We have also helped them understand resident awareness of the Department's efforts to conserve water and provided strategies for educating the community about the importance of conservation.

City of Forest Grove (OR)

The City of Forest Grove, Oregon was in the process of updating its Parks Master Plan and wanted to assess residents' priorities for City parks and interest in improvements and additions to parks and recreation facilities. They also wanted to gauge public support for funding these changes. A telephone

survey of voters conducted in February, 2016 found that they prioritized taking care of existing parks and facilities over adding new ones. The survey report was shared with the Forest Grove Parks Commission, City Council, and Citizen Advisory Committee. The City is drawing on the survey findings along with other public input to draft an updated parks master plan which will guide ongoing decisions to enhance, sustain and provide recreation opportunities in Forest Grove.

City of Bellevue (WA)
Since October 2015, the City of Bellevue has commissioned EMC to conduct quantitative and qualitative opinion research on local park and community services. Using address-based sampling (ABS), roughly 5,000 surveys were mailed to local residents with the option of completing the survey via mail or web. With 573 total respondents, EMC was able to successfully assess the impact of the park system in the local community. The distributed survey covered a variety of topics, such as funding priorities and park visitation. Survey items were evaluated on a split sample basis to factor in the impact of local geography or income in responses. In addition to these items, the survey contained a series of questions that identified areas which needed further improvement. Armed with the knowledge and recommendations from our surveys, the city was able to accurately set budgetary targets used to foster accessibility and the continued growth of the park and recreational system.

San Benito County (CA) Parks and Recreation Master Plan
EMC Research conducted a public opinion survey on behalf of San Benito County to aid in the development of the County's Parks and Recreation Master Plan. The research explored public perception and usage of park and recreation facilities and priorities for the future of county parks and recreation. The research helped the County to incorporate the needs and preferences of the community into the San Benito County Parks and Recreation Master Plan.

Hayward (CA) Area Recreation and Park District
EMC conducted a public opinion survey of residents in the Hayward Area Recreation District. The main objectives of the research were to explore public perceptions of the district and its programs and facilities, assess current program and facility usage and intended usage, and measure the effectiveness of the district's public information campaign efforts. The district used the research to update their master plan for the future, and better direct scarce resources toward the programs and facilities residents want, as well as a more effective public information campaign.

F. Project History and Current Work Load

In addition to the projects and case studies listed in the previous section, below are some additional descriptions of projects EMC has completed that are similar in nature to the scope of services requested by the Mt. Prospect Park District, including the cost, size, and references for each.

City of Redmond (WA)
Project specifications: Address-based sampling (ABS) web survey of 893 residents; $38,000

Project description provided in Qualifications section.

Reference provided in References section.

Northwestern Michigan College
Project specifications: 15-minute telephone survey of 400 residents, 15-minute telephone survey of 600 residents; $49,000

EMC has worked with Northwestern Michigan College (NMC) on two studies, both studies were telephone surveys of local residents in the college's six-county service area. The studies were designed to gather feedback on overall opinions of the college, job ratings in key performance areas, opinions of specific programs and services offered by NMC, and in-depth probing on a few key topics. EMC's analysis and advice has provided the college with an in-depth understanding of how local residents view NMC and their role in the community. The data and recommendations are also being utilized to provide a better match between the services and programs offered by the college and the needs and priorities of the community.

Karen Ruedinger, Coordinator of Planning and Market Understanding
Northwestern Michigan College
1701 E Front St
Traverse City, MI 49686
(231) 995-1032
kruedinger@nmc.edu

San Mateo County Library
Project specifications: 15-minute telephone survey of 800 residents, 12-minute web survey of 1,200 library patrons, 2 focus groups of non-library users; $71,750

EMC Research worked with the San Mateo County Library on a multi-modal research project among local residents and library patrons. The project included a telephone survey of local residents, a web survey of library patrons, and focus groups of local residents, with a focus on non-library users. The research helped the library gain a greater understanding of the demographic characteristics, behaviors, and values of local residents, including both library users and non-users in order to better understand and tailor library services to meet community needs.

Pam Deal, Financial Services Manager
San Mateo County Library
125 Lessingia Court
San Mateo, CA 94402
(650) 312-5236
deal@smcl.org

Metropolitan Parks Task Force (WA)
Project specifications: 15-minute telephone survey of 600 adult residents; $23,800

EMC conducted a countywide survey of adult residents to determine their awareness of a budget crisis and impending cuts, the priority they placed on parks and recreation facilities compared to other county services and programs, their thoughts on ways to continue funding parks – including new fees, privatization or transfer of some facilities to other jurisdictions, new countywide taxes and even

corporate advertising. The survey showed King County residents placed a high importance and value on parks and recreation areas, that residents were against selling parks to private interests, and that they would rather increase taxes than close most parks. The county used the results of the survey to move forward with a Parks Levy that passed with 57% of the vote.

Lynn Claudon
Lynn Claudon Consulting
1501 Fourth Avenue
Seattle, WA 98101
(206) 689-7204
lynnclaudon@dwt.com

Current Workload

With a team of nearly 50 professionals, EMC Research has the ability to handle multiple projects while providing direct personal service to each client. Workloads will be managed such that both Principal-in-Charge Tom Patras and Project Manager Jane Rayburn have sufficient time to dedicate to this project, moving work for other clients to their colleagues wherever necessary. Both Tom and Jane will be available to participate in conference calls, meetings, presentations, and other events as requested by the Park District.

EMC Research can begin work for the Park District immediately and we would have no difficulty completing the project, with direct service from the team specified in this proposal, by Fall of 2017 as specified in the RFP.

G. References

Carolyn Hope, Senior Park Planner
City of Redmond Parks Department
15670 NE 85th St., Redmond, WA 98073-9710
(425) 556-2313
cjhope@redmond.gov

Karen Ruedinger, Coordinator of Planning and Market Understanding
Northwestern Michigan College
1701 E Front St., Traverse City, MI 49686
(231) 995-1032
kruedinger@nmc.edu

Carolyn Schaffer, Unit Manager V, Customer Services, External Affairs
Metropolitan Water District of Southern California
700 N Alameda Street, Los Angeles, CA 90012
(213) 217-6833
CSchaffer@mwdh2o.com

Beth Gibbons, Communications Manager
Suburban Mobility Authority for Regional Transportation
535 Griswold St., Suite 600, Detroit, MI 48226
(313) 223-2112
BGibbons@smartbus.org

Jodi Wallin, Public Information Officer
St. Paul Regional Water Services
1900 Rice Street, St. Paul, MN 55113
(651) 266-6308
jodi.wallin@ci.stpaul.mn.us

H. Firm's Understanding of the Project

EMC Research, Inc. will partner with the Mt. Prospect Park District to conduct a detailed and efficient research program to identify community needs for recreation and measure resident satisfaction with Park District facilities, programs and services. The overall goals for the research will include assisting the Park District in determining:

- Where to invest their limited resources in regards to recreation programs, facilities and passive recreation opportunities;
- Best land use and land management practices;
- What programs and activities should be offered and what services should be modified or discontinued; and,
- Resident satisfaction with current programs and services.

Information gathered from the research, and analysis provided by EMC, will help the Park District to develop and prioritize organizational strategic initiatives. As the consultant, EMC would work as a strategic partner and advisor on every step, from research design through implementation and consulting on application of findings.

Project Summary

EMC Research will design, lead, coordinate, and execute all phases of the research program. As specified in the RFP, this would include focus groups and survey research.

For the focus groups, as a full-service research firm we have conducted hundreds of focus groups across the country, including several on parks and related issues. Depending on the specific goals and budget for this project, these could be either traditional focus groups with 8 to 10 respondents per group in a moderated discussion lasting approximately 2 hours, or they could be designed more as community meetings or town-hall style gatherings.

For the survey portion, our primary recommendation is for a telephone survey of local adult residents using a listed sample methodology. Alternatively, the Park District could consider a web survey methodology, either in conjunction with a telephone survey to provide additional data for analysis, or we may even want to consider conducting the survey entirely online as opposed to telephone. Here again, EMC has extensive experience with both telephone and web surveys, and would help the Park District determine the best approach given your specific project goals and budget.

Approach Outline

Project kickoff

Our team will conduct a kickoff session with the Park District team to scope the project and work through details. The kickoff session will provide an opportunity for our team to introduce itself, and to establish the parameters for the research. At this meeting, we will identify the questionnaire approval process and answer any questions that arise on approach or implementation of the results. We will also discuss a focus group approach and schedule, and discuss the appropriate timing for those groups and each subsequent phase of the research.

Research/Sample Design

Following the project kickoff, EMC Research will have a detailed understanding of the specific goals and objectives for this research. Based on this knowledge, we will develop a detailed research program to ensure the focus groups and survey methodology match the specific goals of this project. We have conducted enough projects like this to understand there is no "one-size-fits-all" approach, and we will work with you to ensure your research program matches your specific needs. While we have proposed research specifications in this proposal based on our background and experience on similar projects, we are happy to adjust and amend our approach once we have a detailed discussion with you and your team and gain a greater understanding of your specific goals and objectives.

Methodology

For this project, we propose 3 focus groups with respondents from the three distinct geographic areas within the Park District, and a telephone survey of 400 residents of the Mt. Prospect Park District, using a questionnaire averaging 15 minutes in length.

For the focus groups, EMC would handle all the various tasks and logistics associated with conducting these groups, whether they be traditional focus groups or more of a community meeting design. In the case of traditional focus groups, EMC would handle all the various tasks involved, including recruiting, respondent incentives, facility rental, group design, moderating, and reporting on findings. Principal-in-charge Tom Patras is an experienced focus group moderator, having conducted dozens of groups on a variety of topics, and he would be the lead moderator on any groups conducted for the Park District.

If the groups took on more of a community meeting design, EMC would still take the lead on ensuring all the various tasks involved are accomplished. However, in this case we would anticipate more help from the Park District in terms of reserving space, advertising the events, and recruiting participants, with consultation and advice from EMC. Tom has also moderated or facilitated several community meetings and would serve as lead moderator for these meetings as well.

For the survey, our primary recommendation is a telephone survey of 400 residents. A sample size of 400 will yield an overall margin of error of +/- 4.9 percentage points, and will provide sufficient data for analysis of results by key regions within the Park District. Surveys would be conducted by trained professional interviewers, reaching respondents on both landlines and cell phones, and the survey would be offered in both English and Spanish.

A sample size of 400 will not only yield a low overall margin of error, it will also provide statistically valid sample sizes representative of the overall demographics of the Park District. This will allow EMC to show not only the overall level of support for a specific project, but also to show demographic trends regarding responses, segmenting differences by gender, age, ethnicity, length of residence, household size, and other key demographic variables.

The Park District may also wish to consider utilizing a web survey approach. This could be used to enhance the data collected through the telephone survey, allowing for more detailed and robust analysis of key questions. In addition, the web survey platform allows for additional testing that may not be possible in the phone survey, such advertising or other creative materials, maps or illustrations that show new trails, parks, or facilities, or similar items that may prove useful.

Moderator Guide and Questionnaire Design

We will deliver draft guides and questionnaires and work with the Park District team to edit, revise, and finalize these documents. These documents will be designed based on our experience with similar projects, your 2005 study and other internal data, and our discussions in the kick-off meeting and other points in the project. The guide and questionnaire will be designed to gather the feedback outlined in the RFP, as well as other topics discussed with the client team. Typically, we proceed through multiple drafts with revisions and input from the client. The drafts will be thoroughly reviewed and discussed with the team, and will be revised and re-circulated as needed. The project will not proceed until all sides are satisfied with the product and the client has provided final sign-off.

Data Collection

We will manage and oversee all aspects of the data collection process for all studies. This includes recruiting respondents for focus groups and collecting data for surveys. We take several steps to ensure high quality data collection, including determining the appropriate sample universe, monitoring interviews in real-time, and verifying and reviewing the data. Prior to fielding the survey, we will test the instrument to ensure it is understandable, logical, programmed correctly, and flows in a coherent manner. Throughout the data collection process, we will verify the accuracy of data coding and data entry, ensure the collected data meets the prescribed sampling plan, and ensure data integrity. Each night of interviewing, demographic and geographic variables (such as age, ethnicity, and zip code) will be tracked to ensure that they are falling within the appropriate proportions as compared with the overall population.

Analysis and Reporting

Our team will provide key findings from the qualitative research along with topline results, crosstabs, and detailed analysis for the quantitative studies. For the surveys we will create crosstabs by significant demographic groups, along with a detailed analysis of the results. Our analysis will culminate in our detailed report, which provides key findings, analysis, and recommendations.

In reporting the results, we will provide you with clear, concise analysis and strategic recommendations to meet the goals we originally identified. Our presentations are to the point and give decision makers the tools they need to move forward based on the data, with an emphasis on making the data understandable and usable.

Project Schedule

EMC Research is available to begin work on this project immediately upon acceptance of our proposal. Outlined below is a general timeline. Once the project gets underway, EMC Research will develop a specific timeline with exact dates for key deliverables. This specific timeline would take into consideration the specific needs of the client, including stakeholder meetings, election timelines, and other considerations. In addition, EMC Research would take into account outside factors that can influence research timing, such as holidays and other events.

At EMC Research, we adjust the project to fit your specific time needs. This timeline is a broad outline and can be adjusted as needed to more closely meet the needs of the project team.

June 2017	Notice to proceed.
Early June	Kick-off meeting.
Early to Mid-June	Design focus groups; submit and finalize focus group dates, locations, and logistics; begin recruiting; design moderator's guide.
Mid to Late June	Finalize moderator's guide; conduct focus groups; begin designing survey.
Early July	Discuss key findings from focus groups; submit initial draft of survey.
Mid-July	Finalize survey questionnaire and methodology.
Late July	Data collection.
Early August	Initial reporting of survey results.
Mid-August	Detailed research presentation of key findings, results, analysis, and recommendations.
On-going	Additional presentations, summaries, memos, conference calls, consulting and other items as requested by the client.

I. COST PROPOSAL

The table below lays out a cost proposal and proposed payment schedule for services related to the public opinion survey services for Mt. Prospect Park District. We will be happy to update these costs if the Park District requests any changes to the scope of work proposed or to negotiate a different payment schedule to fit the needs of the Park District.

These prices include all costs necessary for a start-to-finish research project for both qualitative and quantitative research. This includes: research design; sample design; moderator's guide and questionnaire drafting; sample acquisition; respondent recruiting; data collection; web survey programing, hosting, and distribution; data processing; data analysis; reporting of results; and, preparation of reports, memos or presentations as needed, as well as ongoing consultation for as long as our research is used. These costs also include any required meetings with the client.

Proposed Pricing		
Option	***Specifications***	***Cost***
Traditional focus groups	3 groups; 8-10 respondents per group; 2 hours each	$27,000
"Community meeting" style focus groups	3 groups; 1 to 1 ½ hours each; undetermined number of respondents	$6,000
Telephone survey	400 completed surveys among a random selection of adults within the Park District; 15-minute survey; offered in English & Spanish; conducted on landlines and cell phones	$24,000
Web survey	300 completed surveys among a random selection of adults within the Park District; 15-minute survey; offered in English & Spanish	$16,000

As outlined in our proposal, we would consider the web survey an optional add-on, not necessarily a replacement for the telephone survey. Also as outlined in the proposal, we feel it would be possible to conduct the survey without the focus groups in order to save on budget.

Proposed Terms and Billing Schedule

Proposed payment terms: Net 30 days

Proposed payment schedule	
First Payment	**50%** due upon project launch
Second Payment	**50%** due upon delivery of the final report

Additional costs for professional services

As described, all services related to this research are included in the research fee, including ongoing consultation on results, and no other costs will be billed.

Ron Vine and Associates

"Making Citizen Opinions Matter"

April 13, 2017

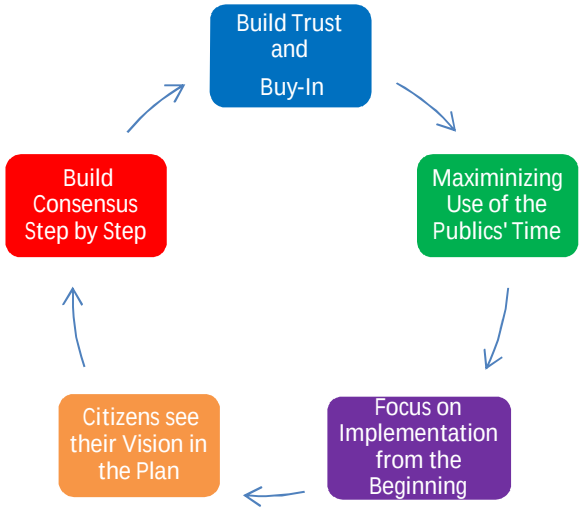
Ms. Ruth Yueill, Director of Community Relations and Marketing
Mt. Prospect Park District
1000 West Central Avenue
Mount Prospect, Illinois 60056

Dear Ms. Yueill:

Please accept the following proposal to conduct a Statistically Valid Resident Survey for the Mt. Prospect Park District.

Ron Vine and Associates is the only parks and recreation consulting firm in the country 100% focused on "making the opinions of your citizen's matter."

Governmental organizations work best when the goals, usages of resources, budgets and performance measurements closely align with the priorities of residents. *Making Citizen Opinions Matter* is the key to any "successful" public involvement process. Every RVA project is based on the following five (5) principles:



1. Citizens trust in the total objectivity of the research efforts. Ron Vine and Associates believes that effective market research surveys need to be developed in partnership with citizens, boards, and government officials.

2. Maximizing the use of the publics' time. Often public involvement efforts are disconnected with efforts being completed out of order for maximum benefit. The correct ordering of public involvement efforts is critical.

3. Focusing on implementation from the beginning. Right from the beginning the focus must be on how to use the feedback that is received by seamlessly linking into the organization's strategic decision-making.

4. Citizens see their "Collective Vision" in the Public Involvement Process. Understanding the vision of the public for their community is paramount. Remember the public is the owner of their community.

5. Building Consensus. Making Citizen Opinions Matter is focused on building consensus throughout the public involvement process with key consensus checkpoints established before

Ron Vine and Associates

"Making Citizen Opinions Matter"

moving to the next project step.

The methodologies and experience that RVA will bring to your project are unsurpassed by any other market research firm working in the parks and recreation industry including:

1. Mailings of surveys will be done through 1st class mail to speed up mailing time. Although this practice used to be more common, for cost considerations, many firms have moved to bulk mail and pre-sort mailings which are much slower in getting the surveys to the residents, therefore taking longer to administer the survey.

2. All draft and final reports submitted to the Mt. Prospect Park District will indicate how many surveys were mailed to clearly indicate response rates.

3. Web-surveys will only be sent to households who receive mailed surveys. Web surveys that are sent to households that do not get mailed surveys reduce the options for households to respond and can particularly negatively impact returns from senior households or households that do not have a home computer.

4. All draft and final reports submitted to the Mt. Prospect Park District will clearly indicate how many surveys were completed by mail, web and phone.

5. All cross-tabs will clearly indicate how many surveys were completed under each cross-tab area. This will ensure that the Mt. Prospect Park District understands how many households responded to each cross-tab area, i.e. households with children and households without children.

6. RVA is the only market research firm that is led by a parks and recreation professional that both has a master's degree in parks and recreation, and served in the field for 13 years, including as a director for a city of over 100,000 population.

7. RVA staff have completed more parks and recreation surveys across the Country than anyone else.

8. RVA staff have completed more parks and recreation surveys in Illinois than anyone else.

9. RVA staff have worked with more elected Boards and Commissions than any other parks research firm.

10. RVA staff have served as project managers for both strategic plans and master plans and understand how to connect public involvement efforts to successful planning, management and funding issues.

I appreciate the opportunity to propose on your survey effort and would consider it an honor to help your community realize their preferred future for the Mt. Prospect Park District. Please let me know if I can be of any other assistance to you.

Best regards,

Ronald A. Vine, President

Ron Vine and Associates

"Making Citizen Opinions Matter"

RVA

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Ron Vine and Associates

"Making Citizen Opinions Matter"

FIRM BACKGROUND

1. Ron Vine and Associates
2. Ronald A. Vine, President
3. 14817 Fairway Circle, Leawood, Kansas 66224
4. (913) 747-5524

FIRM PROFILE

1. Ron Vine and Associates is the only parks and recreation consulting firm in the country 100% focused on making the opinions of your citizen's matter. While other firms are focused on involving citizens, Ron Vine and Associates' services are focused on both involving citizens and using their opinions to make their community reflect their values and ownership.

   Ron Vine, Principal of RVA has been involved in meaningful public involvement processes resulting in over $2 billion of voter approved projects through master plans, strategic plans and feasibility studies. He has served as the project manager for over 400 statistically valid surveys, in 48 states, including working with over 35 Illinois Park Districts. As we face an era of increased citizen demand for parks and recreation services and the challenges of addressing those demands, using the power of effective citizen involvement in parks and recreation planning and decision-making is more important than ever.

2. Started in Business: January 1, 2016
3. LLC
4. N/A
5. Small business

Ron Vine and Associates

"Making Citizen Opinions Matter"

PERSONNEL

1. Ronald A. Vine, President
2. Ron Vine, Project Manager
3. Ron Vine Resume

RON VINE, PRESIDENT

Education

M.S., Public Parks and Recreation, University of Illinois, 1975
B.S., History, University of Illinois, 1973

Experience

In a career that has included 15 years of high level government administrative positions and 25 years as a consultant working with over 400 cities, counties, towns and special government districts, Ron has earned a national reputation as one of the leading authorities in the country at "meaningfully involving citizens" in governmental projects.

Mr. Vine has led public involvement efforts on over 400 strategic plans, master plans, and comprehensive plans for a wide range of governmental projects, with public sector clients ranging in size from a few thousand residents to over 5 million residents. Ron has worked with over 35 Illinois Park Districts and more than 40 cities and counties of 100,000 residents or more. Ron has been involved in meaningful public involvement processes resulting in over $2 billion of voter approved projects through master plans, strategic plans and feasibility studies.

Ron has a passion for meaningfully involving citizens in decisions that impact the communities that are their homes. He believes that every public involvement effort needs to start with building trust and buy-in from residents and that trust and buy-in must be the foundation for every project. Ron understands that nothing happens unless you build consensus among residents, governmental officials and community leaders.

Ron Vine and Associates

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Ron is very skilled in conducting both qualitative public involvement efforts, including board and elected official's workshops, stakeholder interviews, focus groups, public meetings, staff workshops and quantitative research, including leading statistically valid citizen survey efforts. He has been the project manager on more than 500 statistically valid surveys, and is considered a national expert in developing survey questions that are "spot on" in their attention to the most important issues to be asked of residents by his clients.

Prior to becoming a private consultant in 1989, Mr. Vine worked for 15 years in a series of high level governmental administrative positions. Ron began his career as an NRPA Intern for the Champaign Park District. He served as the Asst. Supt of Recreation, Superintendent of Recreation and Director of Parks and Recreation for Topeka Kansas between 1975-1988, and as the Interim Chief Administrative Officer (1988-1989) for the City of Topeka, Kansas where he managed a work force of over 1,200 municipal employees as well as an operations budget more than $100 million.

Ron's background in public parks and recreation systems and City government, combined with his experience as a project manager for hundreds of public involvement efforts provides him a unique background to assist governmental agencies in "making citizens' opinions matter" and implementing findings from strategic plans. He is a strong advocate for finding funding solutions, based on proportional investment strategies combining the resources of local units of government, other community partners and service users.

Ron is a regular speaker at numerous state and national conferences and workshops on conducting public involvement processes, including using citizen feedback in strategic planning, master planning, funding strategies, measuring importance and satisfaction, voter elections, and short and long range decision making.

4. Subcontractors

RVA will subcontract out the mailing, printing, sampling and data entry. RVA works will several firms on these services.

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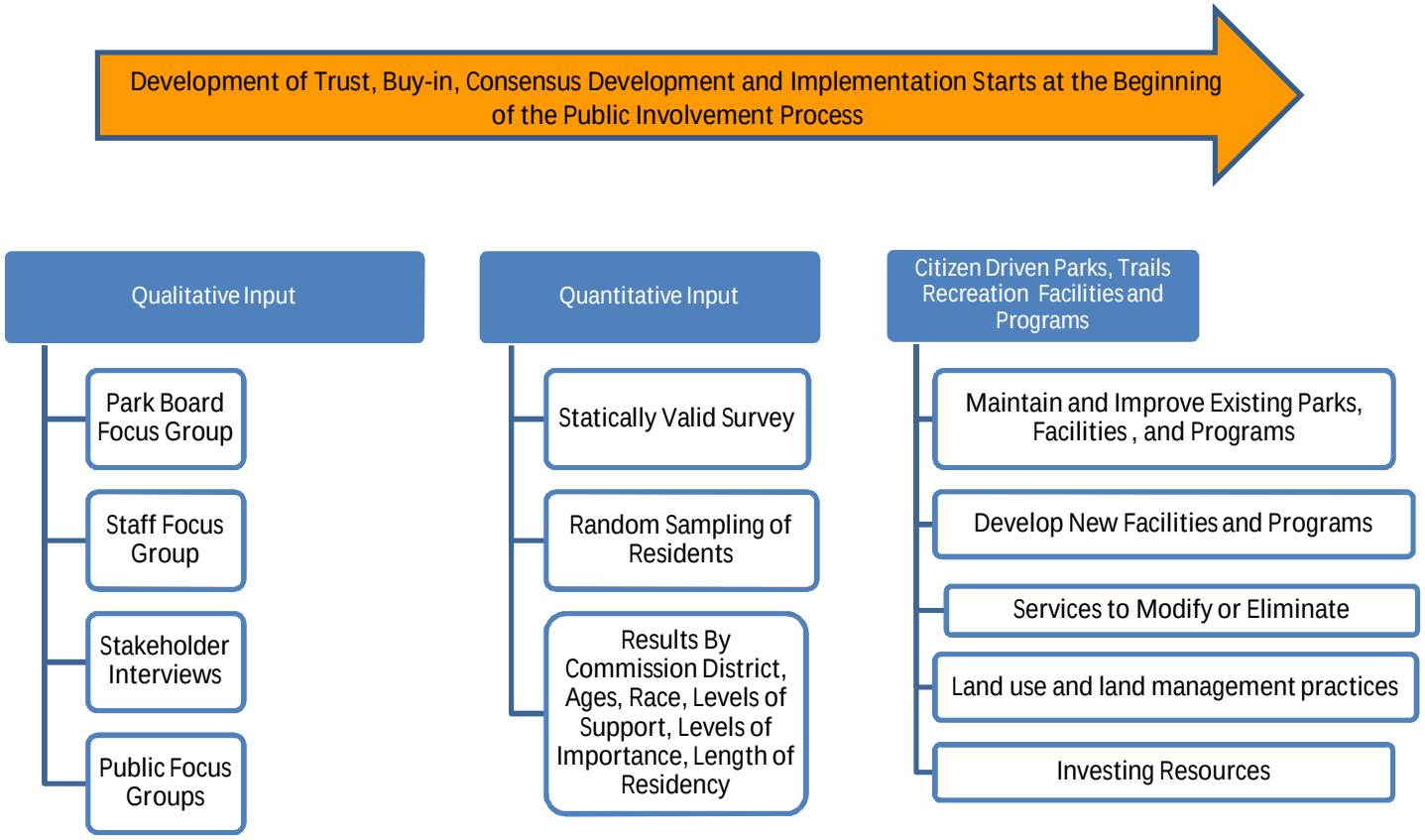
QUALIFICATIONS OF RON VINE AND ASSOCIATES

Ron Vine and Associates is the only parks and recreation consulting firm in the country 100% focused on making the opinions of your citizen's matter. While other forms are focused on involving citizens, Ron Vine and Associates' services are focused on both involving citizens and using their opinions to make their community reflect their values and ownership.

Ron Vine, Principal of RVA has been involved in meaningful public involvement processes resulting in over $2 billion of voter approved projects through master plans, strategic plans and feasibility studies. He has served as the project manager for over 400 statistically valid surveys, in 48 states, including working with over 35 Illinois Park Districts. As we face an era of increased citizen demand for parks and recreation services and the challenges of addressing those demands, using the power of effective citizen involvement in parks and recreation planning and decision-making is more important than ever.

RVA has unequalled abilities to lead public involvement processes that build trust, buy-in and momentum leading to success.



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Parks and Recreation Survey Efforts, Ron Vine, Project Manager

Aberdeen, South Dakota
Addison Park District, Illinois
Aiken, South Carolina
Albany/Dougherty County, Georgia
Alexandria, Virginia
Allerton, Pennsylvania
Algonquin Park District, Illinois
American Canyon, California
Annandale, Minnesota
Arapahoe County, Colorado
Arlington County, Virginia
Aspen, Colorado
Athens, Alabama
Atlanta, Georgia
Augusta, Georgia
Aurora, Colorado
Battle Creek, Michigan
Batavia, Park District
Beavercreek, Ohio
Belleview, Washington
Bend, Oregon
Bentonville, Arkansas
Bethel School District, Washington
Blacksburg, Virginia
Bloomingdale, Park Dist., Illinois
Bloomington, Indiana
Blue Springs, Missouri
Blue Valley Rec. Dist., Kansas
Bolingbrook Park District, Illinois
Bonner Springs, Kansas
Brighton, Colorado
Broward County, Florida
Brownsburg, Indiana
Brunswick, Maine
Buffalo Grove Park District, Illinois
Bozeman, Montana
Burleson, Texas
Burien, Washington
Burlington, Vermont
Cabot, Arkansas
Camden, New Jersey
Canon City, Colorado
Canton, Michigan
Canton, Ohio
Cape Coral, Florida
Carlsbad, California
Carmel, Indiana
Carol Stream, Illinois
Cary, North Carolina
Cary Park District, Illinois
Casa Grande, Arizona
Casper, Wyoming
Castle Rock, Colorado
Cedar Rapids, Iowa
Champaign Forest Preserves, Ill.
Champaign Park District, Illinois
Chandler, Arizona
Chanute, Kansas
Charlottesville, Virginia
Chattanooga, TN
Cherry Hills, Colorado
Chickaloon Village, Alaska
Claremont, New Hampshire
Clay County, Missouri
Clayton, Missouri
Cordova, California
Cleveland Metro Parks, Ohio
Coffeyville, Kansas
Columbia, Missouri
Columbus, Ohio
Commerce City, Colorado
Crested Butte, Montana
Danville, Virginia
Davenport, Iowa
Deerfield Park District, Illinois
DeKalb County, Georgia
Denver, Colorado
Derby, Kansas
Des Moines, Iowa
Des Plaines, Illinois
Dickinson, ND
Dilworth, Minnesota
Donegal, Pennsylvania
Doral, Florida
Downers Grove, Illinois
Durham, North Carolina
East Baton Rouge, Louisiana
Eastern Rio Blanco, Colorado
Edina, Minnesota
Edmonds, Washington
Elk Grove Village, Illinois
Ely, Minnesota
Elyria, Ohio
Emporia, Kansas
Erie, Colorado
Estes Valley, Colorado
Everett, Washington
Fair Oaks, California
Fairfax, Virginia

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Fairfax County, Virginia
Falls Church, Virginia
Farmington, Minnesota
Fergus Falls, Minnesota
Ferguson, Missouri
Fishers, Indiana
Five Rivers, Ohio
Flagstaff, Arizona
Flower Mound, Texas
Foothills, Colorado
Forsyth County, Georgia
Ft. Lauderdale, Florida
Fort Morgan, Colorado
Fort Wayne, Indiana
Fox Valley Park District, Illinois
Fox Valley SRA, Illinois
Frankfort Park District, Illinois
Franklin Township, Tennessee
Freeland, Michigan
Freeport, Illinois
Ft. Wayne, Indiana
Fulton County, Georgia
Gahanna, Ohio
Gainesville, Florida
Gardner, Kansas
Genesee County, Michigan
Geneseo Park District, Illinois
Geneva Park District, Illinois
Georgetown/Scott Ct., Kentucky
Gladstone, Missouri
Glendale, Arizona
Glendale, California
Glendora, California
Glen Ellyn Park District, Illinois
Glencoe Park District, Illinois
Glenview Park District, Illinois
Glenwood Springs, Colorado
Godfrey Park District, Illinois
Grand Fork
Grandview, Missouri
Granville Recreation, Ohio
Greeley, Colorado
Greenville, South Carolina
Greenville County, South Carolina
Greenwood, Indiana
Gresham, Oregon
Grove City, Ohio
Gurnee Park District, Illinois
Hastings, Nebraska
Hazelwood, Missouri
Healdsburg, California
Henderson, Nevada
Hernando, Mississippi
Highland Park-Park District, Illinois
Hillsborough County, Florida
Hilton Head, South Carolina
Hoffman Estates Park Dist. Illinois
Homewood-Flossmoor PD, Illinois
Huron, Ohio
Independence, Missouri
Indianapolis, Indiana
Iowa City, Iowa
Iowa State Parks
Jackson, Wyoming
Jackson County, Missouri
Jacksonville, Florida
Jefferson City, Missouri
Johnson County, Kansas
Joliet/Bolingbrook PD, Illinois
Jordan, Minnesota
Joplin, Missouri
Kalamazoo, Michigan
Kansas City, Kansas
Kansas City, Missouri
Kanabec, Minnesota
Kent, Washington
Kentucky State Parks, Kentucky
Kentwood, Michigan
Kettering, Ohio
Kirkwood, Missouri
Kuna
Kyle, Texas
Lake Bluff Park District, Illinois
Lake Havasu, Arizona
Lake Oswego, Oregon
Lake St. Louis, Missouri
La Palma, California
La Quinta, California
Las Cruces, New Mexico
Lauderhill, Florida
Lawrence, Kansas
Leawood, Kansas
Lee's Summit, Missouri
Lemont Park District, Illinois
Lenexa, Kansas
Liberty Township, Ohio
Liberty, Missouri
Lindenhurst, Park District, Illinois
Lisle Park District, Illinois
Lodi, California
Lombard Park District, Illinois
Longview, Texas
Longview, Washington
Los Angeles County, California
Loudoun County, Virginia
Lubbock County, Texas

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Lucas County, Ohio
Macomb Park District, Illinois
Macomb Township, Michigan
Mahomet Park District, Illinois
Malibu, California
Manhattan, Kansas
Manheim Township, Pennsylvania
Mankato, Minnesota
Maplewood, Minnesota
Maricopa County, Arizona
Margate, Florida
Marquet, Florida
Marquette, Michigan
Martha's Vineyard, Massachusetts
Martinsville, Virginia
Mecklenburg County, NC
Meeker, Colorado
Merriam, Kansas
Mesa, Arizona
Metro Green/MARC, KC
Mexico, Missouri
Miami, Florida
Miami-Dade County, Florida
Miami-Shores, Florida
Middletown, New Jersey
Milwaukee County, Wisconsin
Mission, Kansas
Missoula, Montana
Moberly, Missouri
Monmouth County, New Jersey
Monroe County, Indiana
Monroe, North Carolina
Monroe, Ohio
Montgomery County, Maryland
Montrose, Colorado
Moon Township, Pennsylvania
Moore, Oklahoma
Mooresville, North Carolina
Moorhead, Minnesota
Morgantown, West Virginia
Morris County, New Jersey
Morris Township, New Jersey
Mount Dora, Florida
Mount Pleasant, Michigan
Mukilteo, Washington
Mundelein Park District, Illinois
Munster, Indiana
Mt. Sterling, Kentucky
Muhlenberg County, North Carolina
Mukilteo, Washington
Mundelein Park District, Illinois
Munster, Indiana
Murray-Calloway County, Kentucky
Muskingum Watershed Conservancy District, Ohio
Napa, California
Naperville Park District, Illinois
Naples, Florida
New Haven, Connecticut
Newman, Georgia
Newton, Kansas
Norfolk, Virginia
Northbrook Park District, Illinois
Northfield Park District, Illinois
NWSPA, Illinois
Northern Virginia Park Authority, Virginia
Oak Park-Park District, Illinois
Oakland County, Michigan
Oakland Township, Michigan
Oldham County, Kentucky
Oakwood, Ohio
O'Fallon, Illinois
O'Fallon, Missouri
Ohio State Parks, Ohio
Oklahoma City, Oklahoma
Oldham, Kentucky
Olathe, Kansas
Olympia Park District, Illinois
Ontario, Oregon
Orange County, Florida
Orange Township, Ohio
Orangevale, California
Oregon City, Oregon
Orlando, Florida
Orion Township, Michigan
Ormond Beach, Florida
Oswegoland Park District, Illinois
Overland Park, Kansas
Owensboro, Kentucky
Oxford, Ohio
Palatine Park District, Illinois
Palm Desert, California
Palm Springs, California
Palmer, Alaska
Park City, Utah
Passaic County, NJ
Pasco County, Florida
Pelican Bay, Florida
Peoria, Arizona
Pigeon Forge, Tennessee
Pinellas County, Florida
Plainfield Park District, Illinois
Platte County, Missouri
Polk County, Iowa
Portage, Ohio
Porter County, Indiana

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Portland, Maine
Portland, Oregon
Prairie Village, Kansas
Princeton, New Jersey
Prince Georges County, Maryland
Prince William County, VA
Provo, Utah
Queen Creek, Arizona
Quincy Park District, Illinois
Radnor, Pennsylvania
Raleigh, North Carolina
Ramsey, Minnesota
Randolph Township, New Jersey
Raymore, Missouri
Raytown, Missouri
Redmond, Washington
Rhode Island State Parks
Richland County, South Carolina
Richland Hills, Texas
Richmond, California
Richmond County, South Carolina
Richmond, Virginia
Richmond Heights, Ohio
River Forest Park District, Illinois
River Trails Park District, Illinois
Roanoke County, Virginia
Roanoke, Virginia
Rock Island, Illinois
Rocky Mount, North Carolina
Roeland Park, Kansas
Rolla, Missouri
Rolling Meadows Park District, IL.
Rosemead, California
Roseville, Minnesota
Round Lake Park District, Illinois
Round Rock, Texas
Rutland, Vermont
Salem, Oregon
Salina, Kansas
Salvation Army, Augusta, Georgia
Salvation Army, Coeur D'Alene, Idaho
Salvation Army, Denver
Salvation Army, Detroit
Salvation Army, Kerrville, Texas
Salvation Army, Louisville, Kentucky
Salvation Army, Morgantown WV
Salvation Army, Norfolk, Virginia
San Antonio, Texas
San Diego, California
San Francisco, California
Sandusky, Ohio
Santee, California
Sarasota, Florida
Schaumburg Park District, Illinois
Scottsdale, Arizona
Sequim, Washington
SEASPAR, Illinois
Shawnee, Kansas
Shawnee County, Kansas
Shawnee, Oklahoma
Sheridan, Wyoming
Sherwood, Oregon
Shreveport, LA
Shoreline, Washington
Si View Metro Park District, WA
South Burlington, Vermont
SW Regional Park Plan, Nevada
South Jordan, Utah
Springfield/Greene County, Missouri
Springdale, Arkansas
Spring Hill, Kansas
St Charles, Missouri
St. Charles County, Missouri
St Louis, Missouri
St Peters, Missouri
St. Petersburg, Florida
St. Louis County, Missouri
St. Louis County, Port Authority, Missouri
St. Paul, Minnesota
Suffolk, Virginia
Sugar Creek Park District, Illinois
Sunrise, Florida
Superior, Colorado
Sycamore Park District, Illinois
Tallahassee, Florida
Tamarac, Florida
Tempe, Arizona
Temple City, California
Texas State Parks
Tracy, California
Transylvania County, NC
Tyler, Texas
The University of Missouri
The Woodlands, Texas
Town of Normal, Illinois
Tracy, California
Tucson, Arizona
Turner, Kansas
Union County, Pennsylvania
Universal City, Washington
Upper Dublin, Pennsylvania
Upper Sandusky, Ohio
Urbana Park District, Illinois
Valparaiso, Indiana
Vernon Hills, Illinois
Village of Lake Zurich, Illinois

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Virginia Beach, Virginia
Wake County, North Carolina
Warrenville Park District, Illinois
Warrensburg, Missouri
Wasilla, Alaska
Washington, D.C.
Waukee, Wisconsin
Waukesha, Wisconsin
Webster Groves, Missouri
Wentzville, Missouri
West Des Moines, Iowa
Western DuPage SRA
West Fargo, North Dakota
Westchester, Ohio
Westchester County, New York
Western DuPage Special Rec. Assoc.
Westerville, Ohio
Westlake, Ohio
West Richland, Washington
Wheeling Park District, Illinois
Wichita, Kansas
Williamson County, Texas
Windsor, Colorado
Winnetka Park District, Illinois
Winter Garden, Florida
Woodridge Park District, Illinois
Wyandotte County, Kansas
Yakima, Washington

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PROJECT HISTORY AND CURRENT WORK LOAD

Current Work Load

Quincy Park District, Illinois-Community Needs Assessment Survey
Status: Survey is being printed and mailed.
Timeline for completion: Spring 2017
Budget: $25,000

City of Doral, Florida-Community Needs Assessment Survey for Special Needs Populations Education and Recreation Services
Status: Survey is being finalized
Timeline for completion: Early Summer 2017
Budget: $49,100

City of Avondale, Arizona-Parks and Recreation Community Needs Assessment Survey
Status: Survey is being printed and mailed.
Timeline for completion: Early Summer 2017
Budget: $49,100

Des Moines Pool Metropolitan Park District, Washington – Feasibility Study Community Needs Assessment Survey
Status: Survey is being printed and mailed.
Timeline for completion: Spring 2017
Budget: $15,000

City of Jackson, TN – Parks and Recreation Community Needs Assessment Survey
Status: Survey is being printed and mailed.
Timeline for completion: Spring 2017
Budget: $18,000

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Hoffman Estates Park District, Illinois-Class-Program-Facility Surveys Audit
Status: Audit currently being conducted
Timeline for completion: Spring 2017
Budget: $3,000

Schaumburg Park District, Illinois-Class-Program-Facility Surveys
Status: Facility surveys being administered
Timeline for completion: On-going 2017
Budget: $10,000

Blue Valley Recreation Commission, Kansas-Class-Program-Facility Surveys
Status: Workshop Presentation
Timeline for completion: Fall 2017
Budget: $4,000

City of Peoria Parks, Recreation and Libraries Services, AZ -Class-Program-Facility Surveys
Status: Audit currently being conducted
Timeline for completion: Summer 2017
Budget: $2,800

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PROJECT HISTORY OF SIMILAR PROJECTS

Some of the Illinois Park Districts Ron has served as the project manager on community surveys with similar scopes to the Mt. Prospect Park District Community Interest and Opinion Survey include:

- Bloomingdale Park District, IL
- Buffalo Grove Park District, IL
- Carol Stream Park District, IL
- Cary Park District, IL
- Champaign Park District, IL
- Deerfield Park District, IL
- Downers Grove Park District, IL
- Fox Valley Rec. Com. IL
- Fox Valley Special Recreation District
- Geneva Park District, IL
- Glen Ellyn Park District, IL
- Glenview Park District, IL
- Gurnee Park District, IL
- Highland Park-Park District, IL
- Hoffman Estates Park District, IL
- Lindenhurst Park District, IL
- Lisle Park District, IL
- Mundelein Park District, IL
- Northbrook Park District, IL
- Oswegoland Park District, IL
- Quincy Park District, IL
- Schaumburg Park Dist., IL
- Sugar Creek Park District, IL
- Sycamore Park District, IL
- Tinley Park-Park District, IL
- Urbana Park District, IL
- Winnetka Park District, IL
- Woodridge Park District, IL

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REFERENCES

Illinois Endorsements and References

"Ron Vine did an excellent job on the Bloomingdale Park District's Needs Assessment project. His research was thorough and produced a truly useful tool which our Board and staff can use to make decisions on a short and long term basis. Additionally, his support training on cross-tabulations allowed staff to effectively and efficiently use the document"

CARRIE HAUPERT FULLERTON
Executive Director
172 South Circle
Bloomingdale, Illinois
(630) 529-3650

"Ron has mastered the skill to make people feel comfortable in sharing their opinions and has a keen ability to extrapolate details from those opinions to provide tangible suggestions that the agency can react to, plan for, and address accordingly. His significant amount of experience in conducting these types of comprehensive assessment processes was apparent and made our process enjoyable for all involved, which consequently portrays a positive, proactive, receptive image to our constituents.

We truly look forward to the next opportunity to utilize the services of Ron Vine"

MIKE ADAMS
Executive Director
Woodridge Park District
2600 Center Drive
Woodridge, Illinois 60517
(630) 353-3300

"The Fox Valley Special Recreation Association has the pleasure of working with Mr. Ron Vine to develop the agency Strategic Plan. The Board and Staff were very pleased with the process to develop the plan as well as the ease to implement the plan over the next years. All stages of the process including focus groups, survey management and the fine tuning of the critical issues provided the agency with excellent direction and the ability to execute a very workable and realistic action plan."

Carolyn Nagle, Executive Director

Ms. CAROLYNE NAGLE, MPA, CTRS, CPRP
Executive Director, Fox Valley Special Recreation Association
2121 W. Indian Trail, Aurora, Illinois 60506
(630) 907-1114
CarolynN@fvsra.org

Ron Vine and Associates

"Making Citizen Opinions Matter"

Ron, I want to take this opportunity to thank you on behalf of the Lisle Park District. Your approach to collecting data was refreshing, proven and engaging. The emphasis you placed on getting to know the Lisle Park District and its challenges set the foundation for a comprehensive, appropriate and timely survey. Whether it was the one-on-one stakeholder interviews, focus group meetings or in the public forums of our Board of Park Commissioner's meetings, your ability to engage our diverse populations confirmed a lot of issues we knew existed, introduced some new twists to existing issues, and identified even more issues of importance.

The experience you have with so many communities was hugely beneficial. You brought this experience to our table thereby allowing us to consider strategies that we would not have had the benefit of knowing. Your unbiased approach and broad experience coupled with your determination to Lisle the best possible tool to help map its future was evident and appreciated every step of the way.

DAN GARVY, Executive Director
Lisle Park District
1825 Short Street
Lisle, Illinois 60532
(630) 964-3410 (extension 4310)
dgarvy@lisleparkdistrict.org

"I have worked with Ron Vine while with the Urbana Park District, Quincy Park District and now with the Sycamore Park District. I have used his services to conduct focus groups, community-wide surveys, and to test support for referendum/bond issue questions. I have found Ron Vine to be down-to-earth, pragmatic, thorough, and strongly cognizant of the knowledge, concerns, and issues facing parks and recreation.

Most recently, Ron's services helped the Sycamore Park District focus our Long-Range Plan, frame our "Critical Success Factors" for the next five years, and then "test" those with the public through a follow-up survey. The result was the passing of our agency's first successful tax referenda in 90 years. I am proud to say that during a slowly recovering economy, in a community with a 25% foreclosure rate, and in a fiscally conservative community our referendum succeeded.

We could not have done it without Ron's services. To that end, I would highly recommend Ron Vine for these services. They have proven invaluable time-and-time again."

DANIEL GIBBLE
Executive Director
Sycamore Park District
940 E. State Street
Sycamore, Illinois
815-895-3365
danielg@sycamoreparkdistrict.com

Ron Vine and Associates

"Making Citizen Opinions Matter"

"Ron has a unique talent to develop survey questions that maximize public input and provide the public agency with detailed information allowing them to respond to the public need. Ron has the ability to analyze the survey results, abstract the technical information, and make an easy to understand presentation to the Board."

JOHN CURRAN
Director of Parks and Recreation
Tinley Park-Park District
8125 W. 171st Street
Tinley Park, Illinois 60472
John.curran@tinleyparkdistrict.org

"Working with Ron is a pleasure because he understands the parks and recreation services we offer and can combine that knowledge with research expertise resulting in useable and meaningful data.

Bobbie Herakovich, Former General Manager
Champaign Park District
105 E. Mumford
Urbana, Illinois 61801
217-649-0083
BHlivingeasy@gmail.com

"The Glen Ellyn Park District engaged Ron Vine to conduct a community attitude and interest survey in 2012. Ron's knowledge, vast experience and his ability to gather qualitative and quantitative data and then succinctly and clearly provide explanation and interpretation distinguished Ron from his competitors.

Once selected, Ron followed through on all aspects of the agreement and fulfilled all expectations. He was personally involved with the entire process, working closely with staff, conducting stakeholder interviews, compiling and organizing the survey questions, overseeing the data gathering process, organizing and interpreting the results and finally, presenting the outcome to the Park Board of Commissioners and the Glen Ellyn community. His calm demeanor, professional character and vast experience created a competent and intelligent final report which was easily understood and able to be applied by the Park District to future decisions, planning and direction.

The Glen Ellyn Park District would highly recommend Ron Vine and Ron Vine and Associates to provide public involvement strategies and services for parks and recreation systems for master planning and strategic planning efforts. Through Ron's experience, leadership and mentoring, the outcome will provide applicable information enabling the agency to establish direction and support future planning. It will certainly be money well spent!"

DAVE HARRIS, Executive Director
Glen Ellyn Park District
490 Kenilworth
Glen Ellyn, Illinois 60137

Ron Vine and Associates

"Making Citizen Opinions Matter"

630-858-6037
dharris@gepark.org

National Endorsements and References

"I have worked with Ron Vine on multiple public engagement projects as components of our Department's Long Range Master and Strategic Plans. Ron is exceptional when it comes to developing public involvement processes that build trust and buy-in leading to implementation. His background in parks and recreation management, combined with his experience on over 500 projects across the country make him highly skilled at analyzing public input findings, developing actionable recommendations and presenting results to Boards and staffs."

MICK RENNEISEN, Deputy Mayor
Former Administrator, Parks and Recreation Department
City of Bloomington, Indiana
410 N. Morton Street
Bloomington, Indiana 47402
(812) 349-3569
renneism@bloomington.in.gov

"Ron Vine has established himself as the "guru" of developing, administering, and analyzing statistically valid surveys. Ron's reputation as the expert in the parks and recreation industry is well-known throughout the country. Over the years, I have utilized Ron's expertise in seeking input from communities regarding their parks and recreation interests and needs. His research methods have provided excellent results, data and analysis that guide organizations in planning for services, programs and facilities.

In addition, Ron is highly effective in interpreting the survey results and communicating them to the public, policy makers and staff. Ron sets the standard when it comes to helping organizations understand their communities through the use of proven scientific methods.

Rebecca A. Benná, CPRP
Executive Director
Fiver Rivers Metroparks, Ohio
409 E. Monument Avenue
Dayton, Ohio 45402
937-277-5300
rebecca.benna@metroparks.org

Ron Vine and Associates

"Making Citizen Opinions Matter"

"Ron is an expert at involving citizens, users, and stakeholders in decision making processes that affective organizational long range plans. Johnson County Park & Recreation District has benefited from Ron's expertise, and his survey development and implementation. His presentation of survey results played a vital role in the approval of additional funding for our agency. Ron's experience as a former park and recreation professional provides him a unique insight into our business, and enhances the quality of service he provides. Ron is absolutely the "go to guy" for public involvement in parks and recreation planning, management and funding issues.

JILL GELLER, CPRE
Executive Director
Johnson County Park & Recreation District
Johnson County, Kansas
Phone: 913.826.3404 Cell: 913.530.8600 Email: jill.geller@jocogov.org

I have worked closely with Ron Vine to design and complete two Community Interest & Attitudes Surveys for Park City, Utah. The first survey was in 2007 and identified the #1 improvement we could make to our recreational amenities was to renovate the Park City Racquet Club. Ron's ability to design a survey that focused on the most important issues and explain to City Council the survey results in a clear, concise manner made them understand the importance of completing this project. The City completed a $10 million renovation of the facility in 2011 and the facility is now called the Park City Municipal Athletic & Recreation Center (PC MARC).

In 2012 Ron completed the second survey for Park City. This time the Snyderville Basin Recreation District wanted to partner with us because of the work they witnessed from the first survey. The second survey led to our completion of the 2013 Mountain Recreation Strategic Action Plan which has been a road map for the development of future facilities

KEN FISHER, Recreation Services Manager
Park City Municipal
Park City, Utah
(435) 615-5411
kfischer@parkcity.org

"Oakland County Parks and Recreation has worked with Ron Vine on three highly successful public involvement processes. We have found his ability to conduct informational stakeholder interviews, craft citizen survey questions and analysis of findings instrumental in developing our master plans and ultimately in laying the public foundation for a successful millage campaign that passed with a 77% vote of support"

DANIEL J. STENCIL, Executive Officer
Oakland County Parks and Recreation Commission
2800 Watkins Lake Road
Waterford, Michigan 48328
(248) 858-4944
StencilD@oakgov.com

Ron Vine and Associates

"Making Citizen Opinions Matter"

"Data drives all of our agencies operational processes and future capital project campaigns. Ron Vine is one of the most talented and experienced professionals in the country to provide any organization with consulting services that help collect and analyze data that can be used to support advancing projects with staff, elected officials and residents in the community. He is masterful with leveraging community support; utilizing statistics that will help you understand the best way to approach campaigns for new and renovated facilities, park projects and levies."

MARY BETH THAMAN, CPRP
Director
Parks Recreation and Cultural Arts Department
City of Kettering Ohio
(937) 296-2454
marybeth.thaman@ketteringoh.org

"Ron, we are flying high as you can imagine. We also passed a bond issue last fall for $35 million for land acquisition. With this added to the $250 million we can really take a huge step forward.

We would not have been successful if not for the master plan and your help. Without question the master plan and therefore the bond package reflected what the residents told us they wanted. Your work to get accurate information was critical to the entire process. Please pass the word along to your clients. And feel free to quote me at any time.

JIM GARGES, Director
Mecklenburg County Park and Recreation Department
5841 Brookshire Boulevard
Charlotte, North Carolina 28216
(704) 336-3854
James.Garges@mecklenburgcountync.gov

I have worked with Ron over the past 10 years on multiple projects including our past master plan and developing our new master plan. Ron's past professional experience in parks and recreation has allowed him to provide a "real life" industry perspective to the development and analysis of our survey. While working with our master plan consultant, Ron was instrumental in incorporating the survey results and recommendations into the plan.

Throughout each of the projects, Ron communicated survey results and recommendations to both staff and City elected officials in a clear and effective manner. Due to his unique professional experiences, along with his people skills, and the success we have experienced with projects he has worked on, I would recommend Ron without hesitation to work on any parks and recreation related project.

GREG WARNER, CPRE
Director, Tamarac Parks and Recreation Dept. Florida
6001 Nob Hill Road, Tamarac, Florida 33321
Telephone: 954-597-3638
Greg.Warner@tamarac.org

Ron Vine and Associates

"Making Citizen Opinions Matter"

SCOPE OF SERVICES

Task 1: Project Kick-off and Preparing the Survey Instrument

Task 1.1: Design Survey Instrument. Ron Vine and Associates will work in partnership with Mt. Prospect Park District officials to develop the survey instrument. This will include a Focus Group with the Park District Board and the Executive Director and a Focus Group with staff.

The principal purposes of the focus groups are to identify potential key issues that should be addressed on the survey, potential questions to be asked, and discuss processes and timelines. Most importantly, the Focus Groups will build Board and staff trust and buy-in into the survey process.

Note: RVA can conduct additional public focus groups and stakeholder interviews should they be desired.

Based on the information learned from the site visit, a draft survey will be developed for review by the Mt. Prospect Park District. It is anticipated that 3-4 drafts of the survey will be prepared before the survey is approved by the Mt. Prospect Park District. The survey will be up to 6 pages in length (allowing for 24-32 questions), many with multiple components.

Task 1.2: Design Sampling Plan. A sampling plan will be developed that will target completion of 500 surveys of resident households in the Mt. Prospect Park District. The overall results for 500 completed surveys will have a precision of at least +/-4.4% at the 95% level of confidence.

Task 1.3 Survey Methodology. The survey will be administered by mail and web. The web component will only be able to be completed by those who receive a mailed survey to ensure the statistical integrity of the survey results.

Task 2: Administering the Survey Instrument and Analysis

Task 2.1: Mailings and Website. Surveys are mailed out to a random sampling of over 5,000 households in the Mt. Prospect Park District, with a postage paid envelop to return the completed survey. The mailed surveys will contain a web-site address if the respondent prefers to take the survey by web. One (1) post card reminder will be sent out approximately 10 days after the mailing to gain additional respondents.

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Task 2.2: Analyze Data. Following the completion of the survey, Ron Vine and Associates will perform data entry, editing, and verification of the survey responses for each survey. The analysis tools that will be performed on the resident survey data are listed below.

- Task 2.2.1: Cross Tabular Analysis: Cross-tabular analysis will allow Ron Vine and Associates to drill down on survey findings. Types of cross-tabular analysis anticipated to be conducted include by households with and without children; gender; age of respondent; users and non-users of parks; participants and non-participants in programs; length of residency, and other analysis that needs to be conducted.

- Task 2.2.2: Importance/Satisfaction Analysis: The Importance/Satisfaction Analysis organizes parks, facilities, and programs based on those that are:

  - Above average in importance to residents and their satisfaction levels are also above average.
  - Above average in importance to residents and their satisfaction levels are below average.
  - Below average in importance to residents and their satisfaction levels are also below average.
  - Below average in importance to residents and their satisfaction levels are above average.

  The *Importance* of a park, facility or program to resident households is determined by the residents themselves. The actions of Mt. Prospect Park District officials will have little impact on what is *Important* to resident households. However, this information is of critical importance in identifying where to take those actions.

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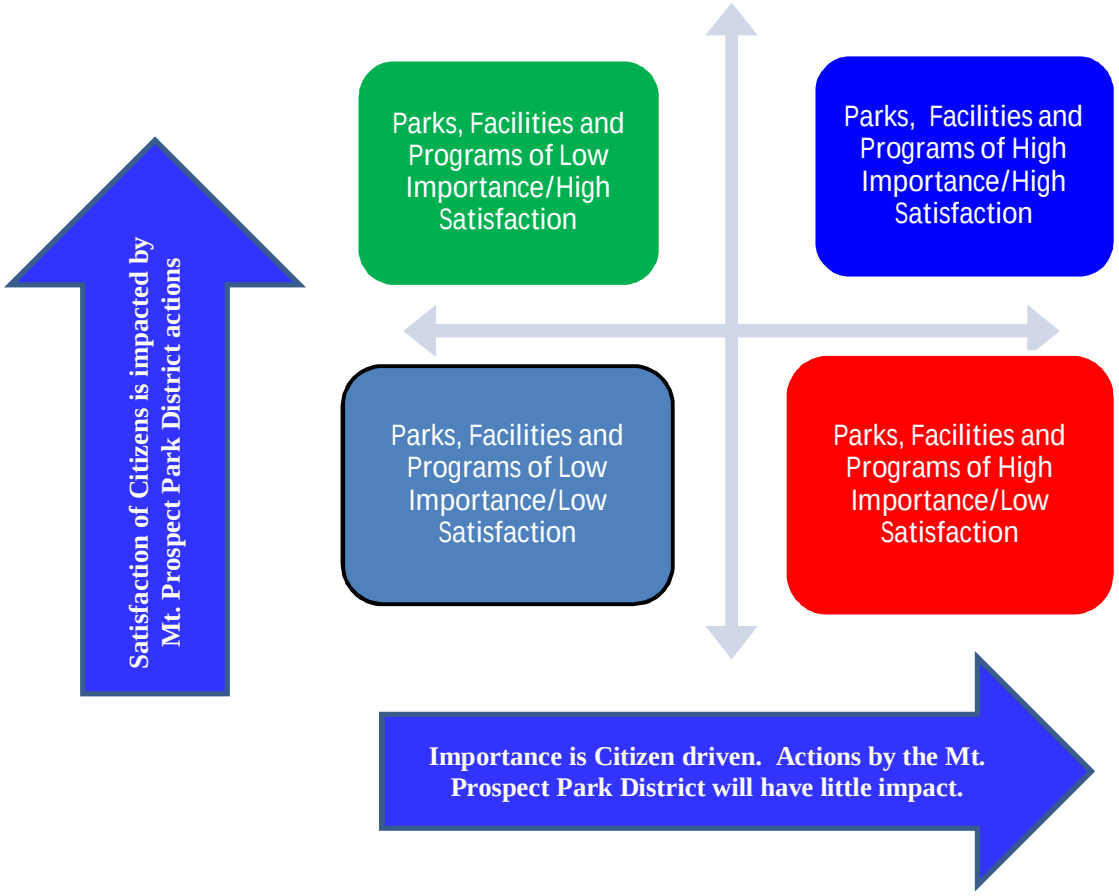
Satisfaction with a park, facility or program is impacted by Mt. Prospect Park District actions. The actions of Mt. Prospect Park District officials can improve satisfaction or lower satisfaction. It is particularly important to address satisfaction issues for parks, facilities, and programs of high importance.

By understanding which services are most important, the Mt. Prospect Park District can take actions that are best for Mt. Prospect Park District residents, i.e. proportionately investing resources to increase satisfaction for parks, facilities and programs based on their importance and current satisfaction level and developing performance measurements to track increases in "very satisfied" ratings.

The chart below illustrates the four (4) quadrant importance/satisfaction matrix.



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- Task 2.2.3. First Choice Financial Investment Rating: The "First Choice Financial Investment Rating" is based on the relationship of the following:

  Households who rate a financial investment as the "1st Choice to be Funded". Resident households have an intense interest in their 1st choice parks and recreation facility or program. Generally, their level of satisfaction for this park service has a major impact on their satisfaction with the entire Park system, and their willingness to invest tax resources for both on-going operations and capital projects.

  Household Types: Whereas some facilities and programs appeal to a wide range of household types, others are focused primarily on serving households with young children, older children, households with no children and younger adults, and households with no children and older adults. The "First Choice Financial Investment Rating takes into consideration all types of households.

The following chart shows an example of how the First-Choice Financial Investment Rating works.

Facility	ALL 1st Most Important Rating	Households with Youth Under 10 Rating	Households with Youth 10-19	Households with no Youth - ALL Adults 20-54	Households with no Youth - ALL Adults 55 and Over	Number of Household Types in Top 10
Walking and biking trails	1	5	2	1	1	4
Indoor fitness and exercise facilities	2	9	1	2	2	4
Small neighborhood parks	3	1	7	3	5	4
Nature center and trails	4	14	5	5	3	3
Off leash dog parks	5	9	11	3	7	3
Outdoor swimming pools/water parks	5	3	2	6	9	4
Playground equipment	5	1	4	14	9	3
Youth soccer fields	8	3	3	14	18	2
Senior centers	8	14	20	12	4	2
Indoor swimming/leisure pools	8	7	13	6	6	3
Large community parks	11	5	15	6	13	2
Indoor laps lanes for exercise swimming	11	9	7	6	9	4
Indoor running and walking track	13	22	20	6	7	2
Youth baseball and softball fields	13	8	5	14	18	2
Outdoor tennis courts	13	14	7	14	9	2
Adult softball fields	16	14	15	6	14	1
Picnic areas and shelter	16	9	20	14	14	1
Youth football fields	22	9	20	24	18	1

Ron Vine and Associates

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Task 3: Final Report and Presentation

Task 3.1: Development of Final Report. The final report will include the following:

- an executive summary that includes a description of the survey methodology
- descriptive statistics for each survey question, including key demographic characteristics
- Importance-Satisfaction Analysis
- First Choice Financial Investment Rating
- copy of the survey instrument
- copy of the database in SPSS or Microsoft Excel

Task 3.2: Survey Presentations. Over a two (2) day period, Ron Vine will make one (1) presentation of findings of the survey results to the Mt. Prospect Park Board and one (1) to Mt. Prospect Park District staff.

Timelines:

Site visit kick-off focus groups	Date to be determined
Survey development	3-5 weeks from date of site visit
Survey mailed	2-3 weeks after approval by Mt. Prospect Park District
Post card reminder	10 days after surveys mailed
Survey closed	30 days after mailing reaches households in Park District
Draft report	14 days after survey closes
Final report	7 days after receiving input from Park District on Draft Report
Site visit to present results	Date to be determined

Ron Vine and Associates

"Making Citizen Opinions Matter"

Cost Proposal

Entire Cost of the Community Interest and Opinion Survey

$25,500 plus expenses for 2 site visits for "Scope of Services"

Payment Terms, Timelines and Options

Billing 1:	Upon completion of initial site visit	$2,000 plus expenses
Billing 2:	Upon approval of survey instruments	$4,000
Billing 3:	Upon mailing of survey instrument	$7,000
Billing 4:	Upon receipt of draft report	$6,500
Billing 5:	Upon receipt of final report	$3,000
Billing 6:	Upon completion of presentations (2nd Site Visit)	$3,000 plus expenses

Timelines:

Site visit kick-off focus groups	Date to be determined
Survey development	3-5 weeks from date of site visit
Survey mailed	2-3 weeks after approval by Mt. Prospect Park District
Post card reminder	10 days after surveys mailed
Survey closed	30 days after mailing reaches households in Park District
Draft report	14 days after survey closes
Final report	7 days after receiving input from Park District on Draft Report
Site visit to present results	Date to be determined

Options (Above $25,500 plus expenses)

Additional days for focus groups, stakeholder interviews	$1,750 @day plus expenses
Additional surveys (over guarantee of 500)	$3,000 per 100 surveys
GEO coding surveys	$2,000
SWOT Analysis Workshop	$3,000

Additional Costs Per Professional Services

Negotiated per service

Itemized Costs for Analysis Tools Included in $25,500 Fee (Plus Expenses for 2 Site Trips)

Importance/Satisfaction Analysis	$1,000
First Choice Financial Investment Rating	$1,000

MT PROSPECT PARK DISTRICT
DEPARTMENTAL EXPENDITURE ANALYSIS
FOR THE 3 MONTHSENDED 3-31-17

25% OF CALENDAR YEAR

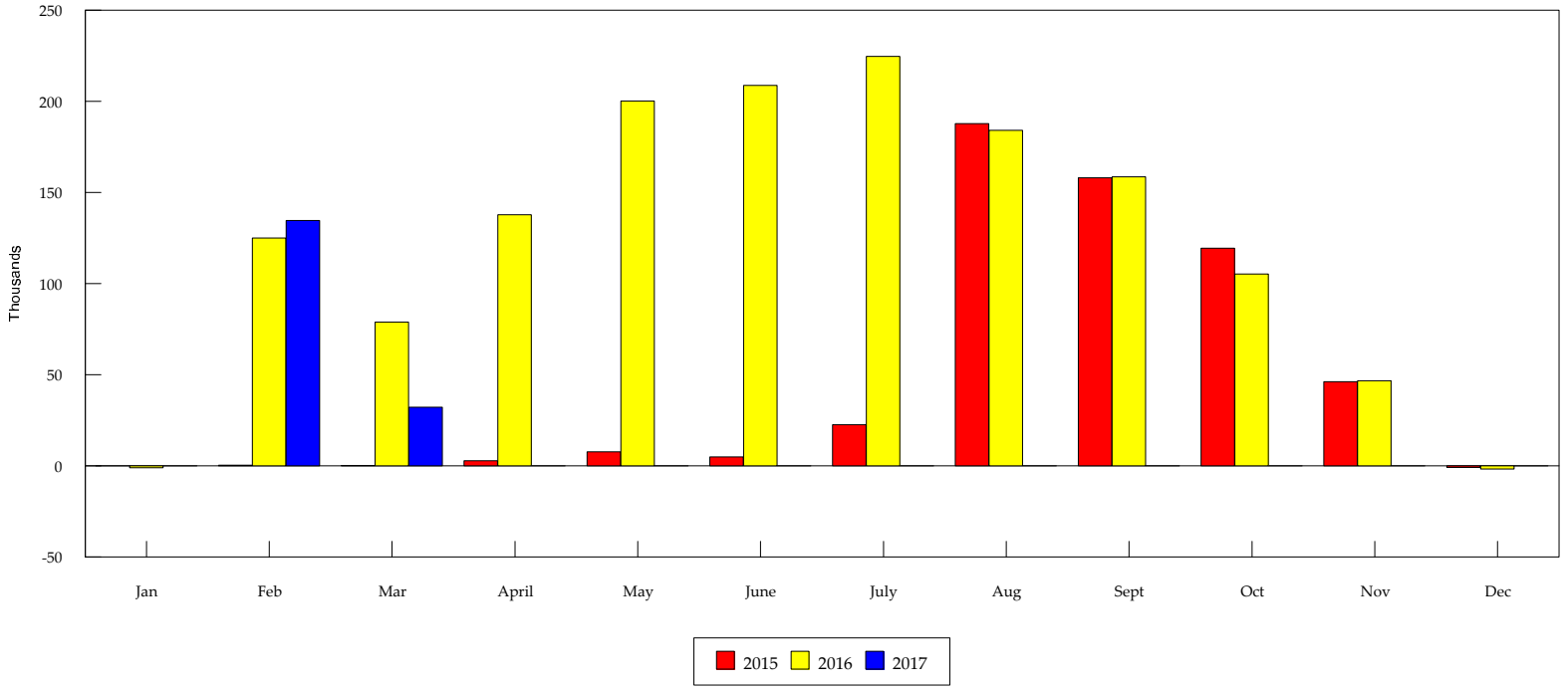
FUND / Department	'17 Y.T.D. Actual	2017 Budget	Y.T.D. as % of '17 Budget	'16 Y.T.D. Actual	Y.T.D. % of '16 Y.T.D.	Projected 2017	Proj % of '17 Bud	% Inc '17 Bud Over '16 Bud
GENERAL FUND								
Administration	219,843	953,186	23%	235,630	93%	930,998	98%	0%
Maintenance	197,304	833,227	24%	205,913	96%	971,056	117%	5%
Motor Pool	49,248	312,373	16%	48,205	102%	229,525	73%	5%
Buildings	44,721	195,404	23%	40,301	111%	2,170	1%	6%
Studio at Melas	5,818	20,950	28%	5,076	115%	17,285	83%	-1%
Total	516,933	2,315,140	22%	535,124	97%	2,154,460	93%	3%
RECREATION FUND								
Administration	253,981	1,078,449	24%	258,216	98%	756,632	70%	2%
Big Surf	49,909	317,496	16%	47,548	105%	271,577	86%	2%
Meadows Pool	10,905	202,103	5%	8,464	129%	190,971	94%	4%
Recplex Pool	137,361	551,933	25%	130,457	105%	462,568	84%	2%
Golf Course	339,127	1,588,403	21%	308,085	110%	1,400,889	88%	2%
Concessions	9,669	147,545	7%	9,790	99%	107,871	73%	-8%
Lions Center	42,847	187,485	23%	48,050	89%	189,512	101%	1%
Recplex Center	219,187	998,160	22%	224,672	98%	983,336	99%	-2%
Ice Arena	61,062	192,238	32%			61,062	32%	
Rec Programs	321,133	1,662,435	19%	374,164	86%	1,716,375	103%	5%
Central Programs	9,703	129,100	8%	8,392	116%	114,992	89%	-6%
Central Road	152,771	637,138	24%	148,166	103%	629,930	99%	5%
Total	1,607,654	7,692,485	21%	1,566,005	103%	7,015,548	91%	5%

MT PROSPECT PARK DISTRICT

GOLF COURSE MONTHLY RECEIPTS

Revenue Recap by yr:

	2015		2016		2017			
	Month	YTD	Month	YTD	Month	YTD		
Jan	35	35	(916)	(916)	0	0	**'15Budget**	**705,490**
Feb	417	452	125,058	124,142	134,645	134,645	**'16Budget**	**1,602,000**
Mar	209	661	78,883	203,025	32,219	166,864	**'17Budget**	**1,556,500**
April	2,869	3,530	137,927	340,952	0	0		
May	7,758	11,288	200,176	541,128	0	0		
June	4,986	16,274	208,816	749,944	0	0		
July	22,714	38,988	224,822	974,766	0	0		
Aug	187,774	226,762	184,166	1,158,932	0	0		
Sept	158,081	384,843	158,598	1,317,530	0	0		
Oct	119,569	504,412	105,319	1,422,850	0	0		
Nov	46,280	550,692	46,736	1,469,586	0	0		
Dec	(721)	549,970	(1,611)	1,467,975	0	0		



This Year Vs Last Two Years

MOUNT PROSPECT PARK DISTRICT
GOLF COURSE Department by Function
For Three Months Ended 3-31-17

ACCOUNT NAMES	TOTALS	ADMIN/ PRO SHOP	MAINT.	MERCH SALES	DRIVING RANGE	LESSONS	EVENTS	GOLF COMMUNITY CENTER
REVENUES:								
RENTAL	3,170	3,170						
PASSES /USER FEES	145,454	145,454						
DAILY /USER FEES	13,009	10,240			2,769			
PROGRAM FEES	7,121	875				6,246	-	
MERCHANDISE SALES	2,262			2,262				
OTHER	(4,152)	(4,152)						
SPONSORSHIPS	-							
TOTAL REVENUE	166,864	155,587	-	2,262	2,769	6,246	-	-
% of Budget	11%	12%	n/a	5%	3%	11%	0%	
EXPENDITURES:								
FULL TIME SALARIES	127,641	71,150	44,708					11,782
PART TIME SALARIES	14,338	1,303	10,954	-				2,081
FRINGE BENEFITS	76,950	27,469	39,718					9,762
CONTRACTUAL SERVICES	24,688	18,085	1,028					5,575
COMMODITIES	63,801	2,929	53,023	141	4,161	2,078	-	1,470
MERCHANDISE	15,357			15,357				
UTILITIES	16,353	6,312	5,031	66				4,943
SALES TAX	-							
TOTAL EXPENDITURES	339,127	127,248	154,462	15,564	4,161	2,078	-	35,613
% of Budget	21%	21%	22%	39%	69%	4%	0%	22%
REVENUE OVER(UNDER) EXP	(172,263)	28,339	(154,462)	(13,302)	(1,392)	4,168	-	(35,613)
CHANGE FROM LAST YR + (-)								
REVENUE	(36,162)	(39,893)	-	503	863	2,367	(1)	-
EXPENDITURES	31,042	(3,756)	22,120	7,698	3,911	1,952	(500)	(384)
NET	(67,204)	(36,138)	(22,120)	(7,195)	(3,048)	415	499	384
% CHANGE FROM LAST YEAR								
REVENUE	(18)	(20)		29		61	(100)	n/a
EXPENDITURES	10	(3)	17	98	1,564	1,549	(100)	(1)

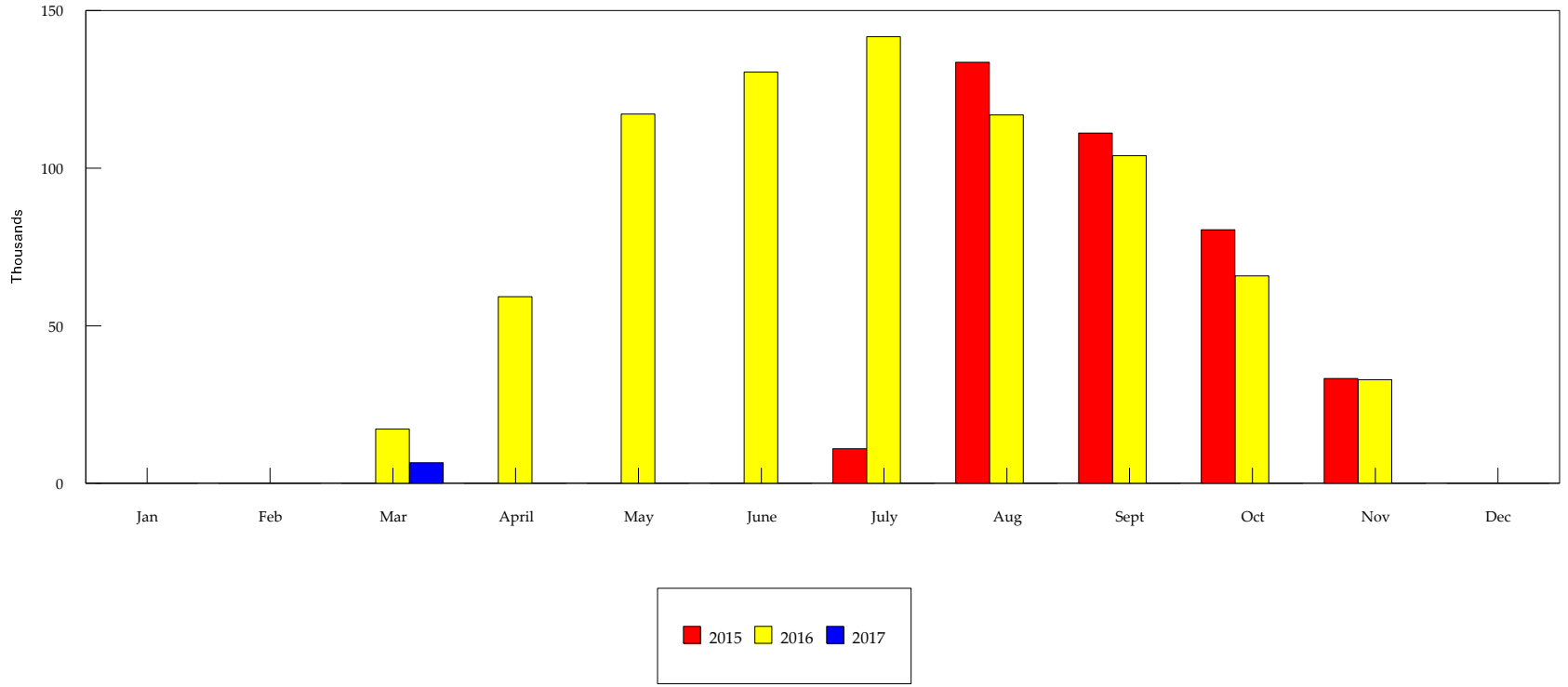
MT PROSPECT PARK DISTRICT

GOLF COURSE

Greens Fees Sales

Revenue Recap by yr:

	2015		2016		2017			
	Month	YTD	Month	YTD	Month	YTD		
Jan	0	0	0	0	0	0	**'15Budget**	**400,000**
Feb	0	0	0	0	0	0	**'16Budget**	**850,000**
Mar	0	0	17,263	17,263	6,580	6,580	**'17Budget**	**800,000**
April	0	0	59,254	76,517	0	0		
May	0	0	117,207	193,724	0	0		
June	0	0	130,510	324,235	0	0		
July	10,971	10,971	141,741	465,975	0	0		
Aug	133,659	144,630	116,919	582,895	0	0		
Sept	111,129	255,759	103,979	686,874	0	0		
Oct	80,451	336,210	65,889	735,499	0	0		
Nov	33,259	369,469	32,864	709,109	0	0		
Dec	0	0	0	0	0	0		



This Year Vs Last Two Years

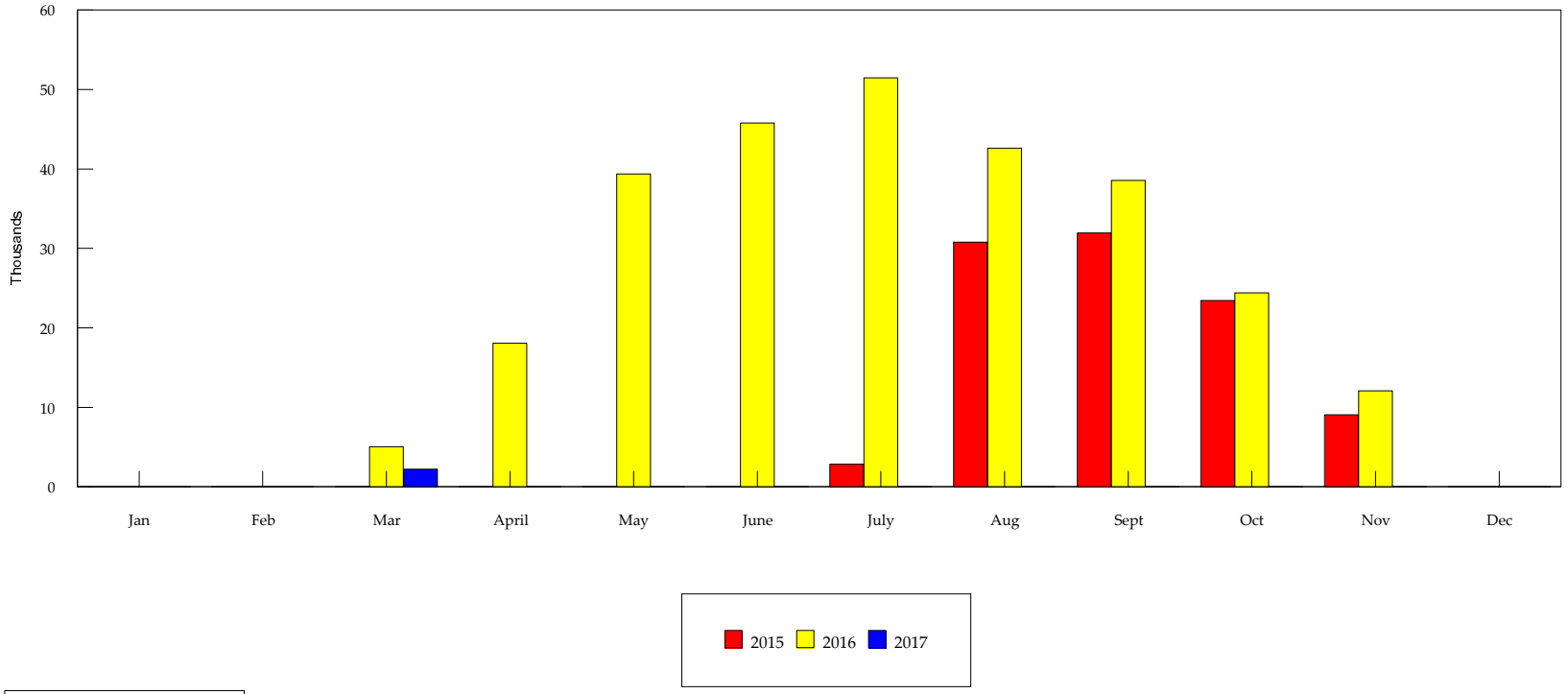
MT PROSPECT PARK DISTRICT

GOLF COURSE

Power Cart Rental

Revenue Recap by yr:

	2015		2016		2017			
	Month	YTD	Month	YTD	Month	YTD		
Jan	0	0	0	0	0	0	**'15Budget**	**150,000**
Feb	0	0	0	0	0	0	**'16Budget**	**280,000**
Mar	0	0	5,052	5,052	2,205	2,205	**'17Budget**	**280,000**
April	0	0	18,073	23,125	0	0		
May	0	0	39,379	62,504	0	0		
June	0	0	45,804	108,308	0	0		
July	2,822	2,822	51,486	159,793	0	0		
Aug	30,811	33,633	42,606	202,400	0	0		
Sept	31,939	65,572	38,558	240,958	0	0		
Oct	23,443	89,015	24,431	265,389	0	0		
Nov	9,057	98,072	12,070	277,459	0	0		
Dec	0	98,072	0	277,459	0	2,205		



This Year Vs Last Two Years

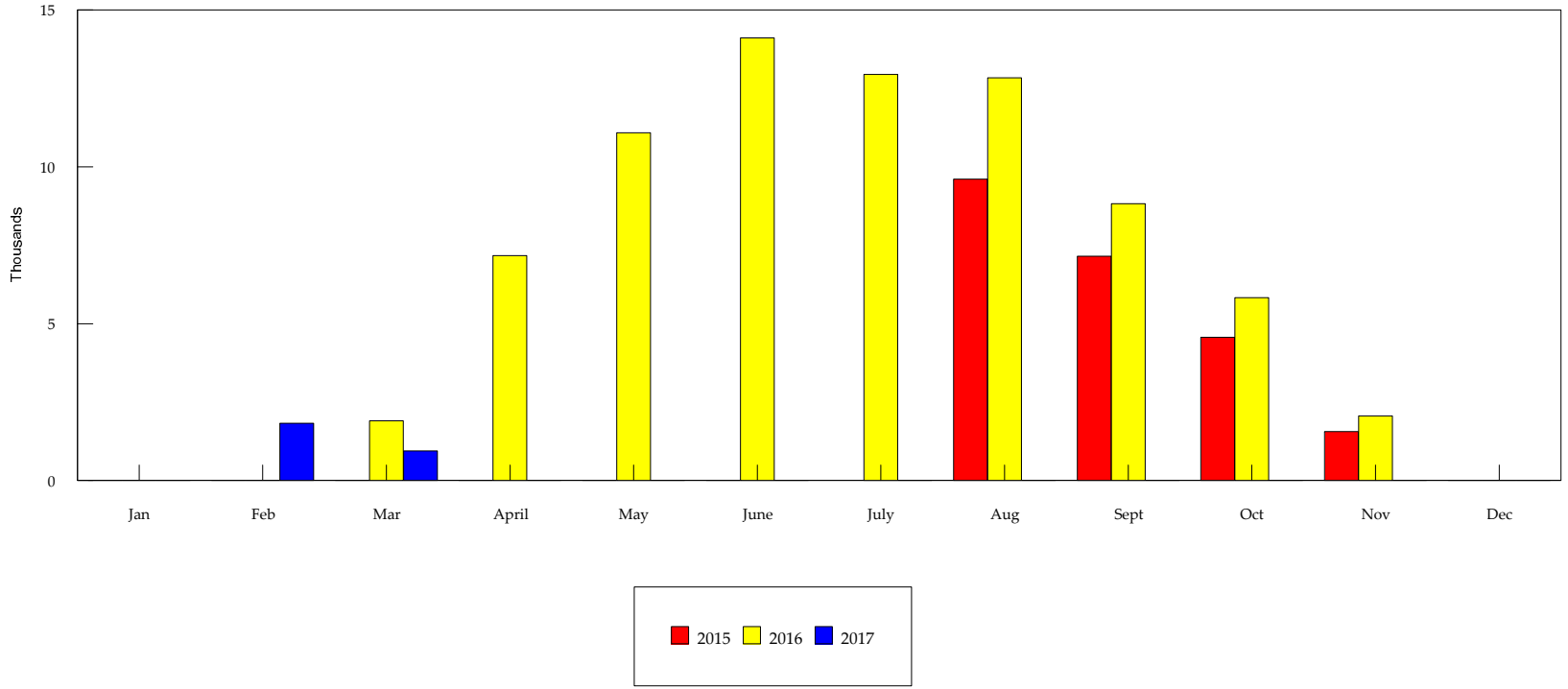
MT PROSPECT PARK DISTRICT

GOLF COURSE

Driving Range Revenue

Revenue Recap by yr:

	2015		2016		2017			
	Month	YTD	Month	YTD	Month	YTD		
Jan	0	0	0	0	0	0	**'15Budget**	**40,000**
Feb	0	0	0	0	1,825	1,825	**'16Budget**	**90,000**
Mar	0	0	1,906	1,906	944	2,769	**'17Budget**	**90,000**
April	0	0	7,167	9,074	0	0		
May	0	0	11,092	20,166	0	0		
June	0	0	14,116	34,282	0	0		
July	0	0	12,949	47,231	0	0		
Aug	9,610	9,610	12,837	60,068	0	0		
Sept	7,155	16,765	8,831	68,899	0	0		
Oct	4,571	21,336	5,832	74,731	0	0		
Nov	1,563	22,899	2,059	76,789	0	0		
Dec	0	22,899	0	76,789	0	2,769		



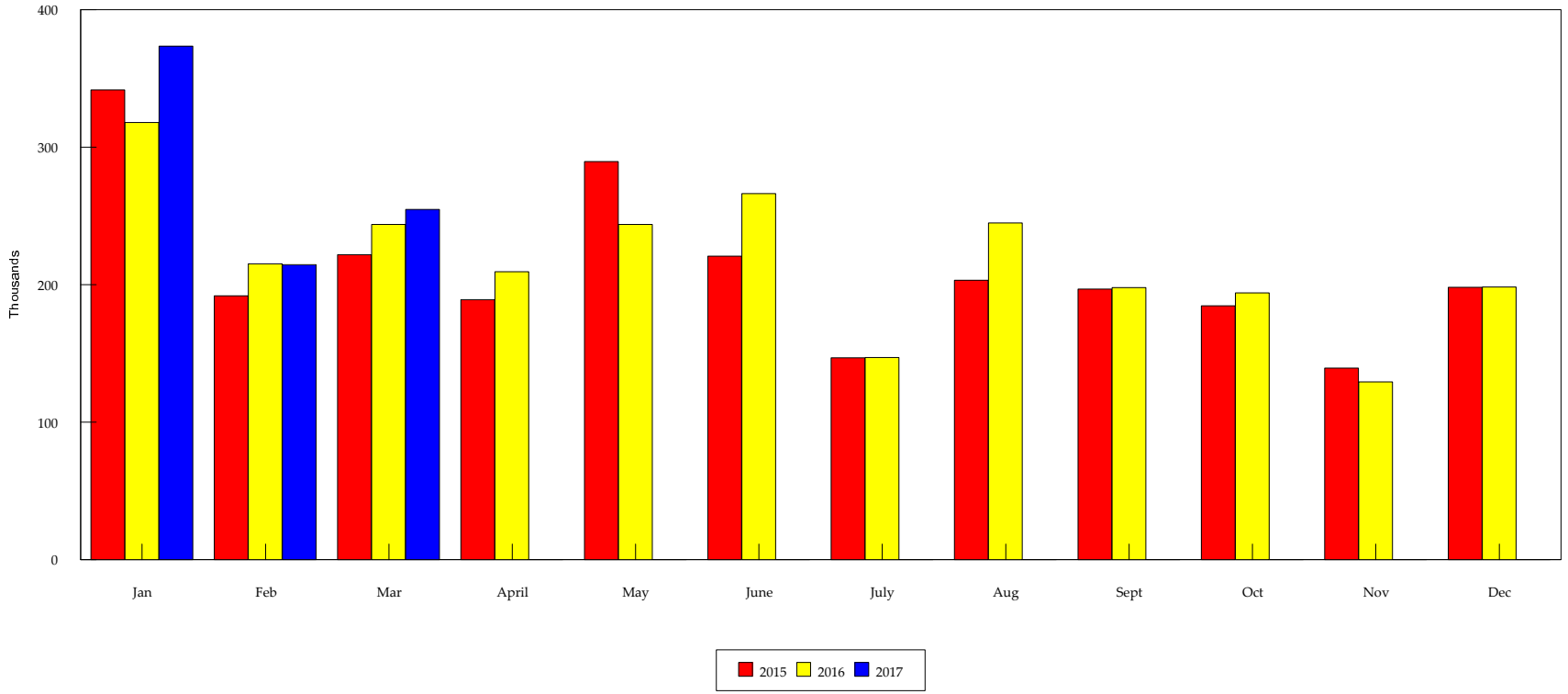
This Year Vs Last Two Years

MT PROSPECT PARK DISTRICT

PROGRAM REVENUE

Revenue Recap by yr:

	2015		2016		2017			
	Month	YTD	Month	YTD	Month	YTD		
Jan	341,755	341,755	318,088	318,088	373,662	373,662	**'15Budget**	**2,434,300**
Feb	191,951	533,706	215,326	533,414	214,716	588,378	**'16Budget**	**2,459,100**
Mar	221,835	755,541	243,880	777,294	254,751	843,129	**'17Budget**	**2,652,000**
April	189,238	944,779	209,424	986,718	0	0		
May	289,573	1,234,352	243,991	1,230,709	0	0		
June	220,798	1,455,150	266,385	1,497,094	0	0		
July	146,894	1,602,044	147,087	1,644,181	0	0		
Aug	203,403	1,805,447	244,949	1,889,130	0	0		
Sept	196,803	2,002,250	197,925	2,087,055	0	0		
Oct	184,688	2,186,938	194,109	2,281,164	0	0		
Nov	139,489	2,326,427	129,388	2,410,552	0	0		
Dec	198,126	2,524,553	198,371	2,608,923	0	0		



MT PROSPECT PARK DISTRICT

PROGRAM REVENUE

Revenue Recap by yr:

	2015		2016		2017			
	Month	YTD	Month	YTD	Month	YTD		
Jan	341,755	341,755	318,088	318,088	373,662	373,662	**'15Budget**	**2,434,300**
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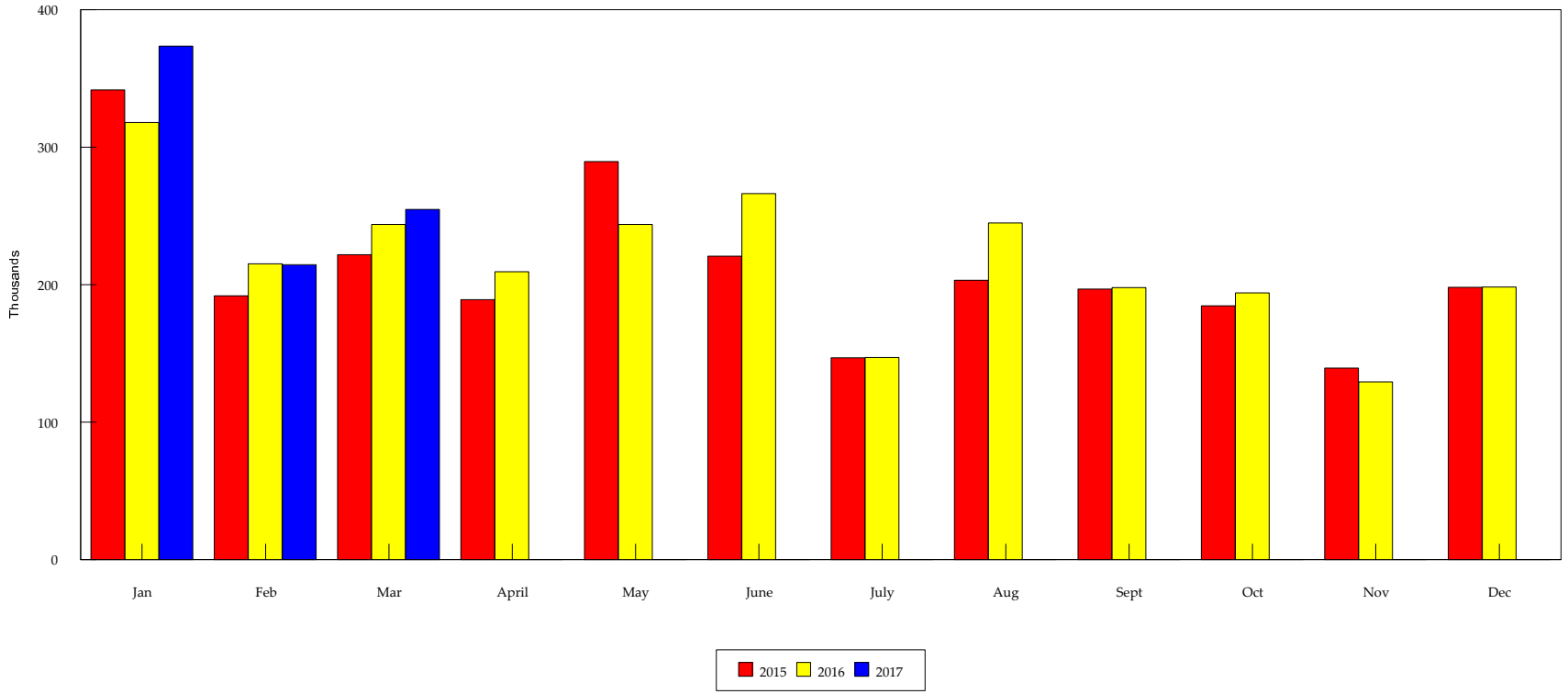
July	146,894	1,602,044	147,087	1,644,181	0	0		
Aug	203,403	1,805,447	244,949	1,889,130	0	0		
Sept	196,803	2,002,250	197,925	2,087,055	0	0		
Oct	184,688	2,186,938	194,109	2,281,164	0	0		
Nov	139,489	2,326,427	129,388	2,410,552	0	0		
Dec	198,126	2,524,553	198,371	2,608,923	0	0		



MOUNT PROSPECT PARK DISTRICT
PROGRAMS Department by Function
For Three Months Ended 3-31-17

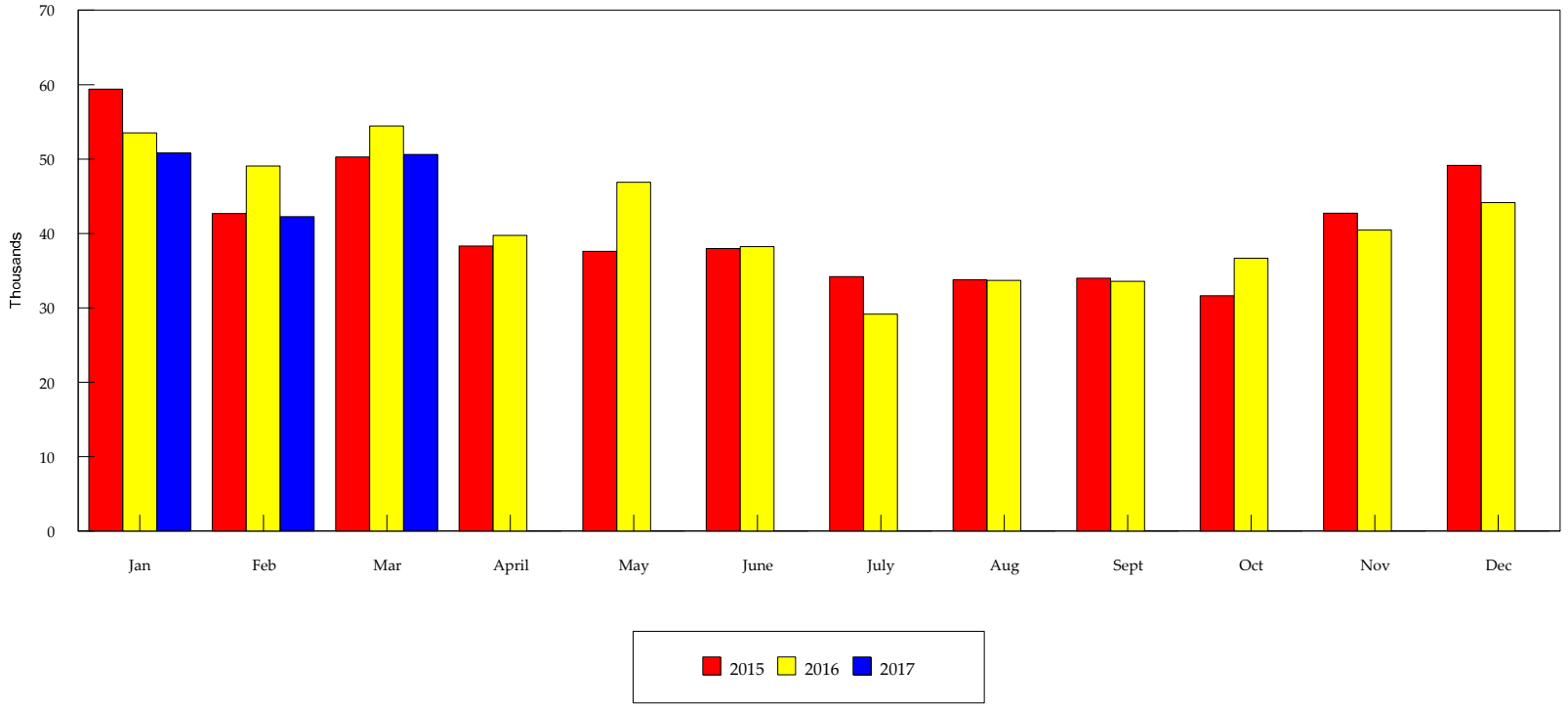
ACCOUNT NAMES	TOTALS	YOUTH/ CHILD CARE	*ATHLETICS* ADULT	YOUTH	FITNESS	SPECIAL EVENTS	ARTS	SENIOR CLUB	BASEBALL
REVENUES:									
PROGRAM FEES	838,196	357,114	33,585	107,341	82,382	4,602	111,712	60	141,400
CHILD CARE	4,433	4,433	-						
DONATIONS	500		500						
TOTAL REVENUE	843,129	361,546	34,085	107,341	82,382	4,602	111,712	60	141,400
% of Budget	32%	30%	27%	24%	33%	46%	25%	0%	83%
EXPENDITURES:									
PART TIME SALARIES	205,945	95,089	5,618	10,766	39,926	-	52,982		1,563
CONTRACTUAL SERVICES	68,996	20,250	4,468	42,219	731	1,328	-		
COMMODITIES	46,131	7,741	1,918	7,965	1,046	3,082	8,005		16,374
UTILITIES	62								62
TOTAL EXPENDITURES	321,133	123,081	12,004	60,950	41,703	4,410	60,987	-	17,998
% of Budget	19%	20%	11%	21%	26%	9%	20%	0%	15%
REVENUE OVER(UNDER) EXP	521,995	238,466	22,081	46,391	40,680	192	50,725	60	123,402
CHANGE FROM LAST YR + (-)									
REVENUE	65,834	7,720	8,103	5,612	20,695	(729)	2,808	(30)	21,655
EXPENDITURES	(53,031)	(11,146)	(7,869)	(23,084)	(5,364)	(3,517)	(9,262)	-	7,212
NET	118,866	18,866	15,972	28,695	26,060	2,788	12,070	(30)	14,443
% CHANGE FROM LAST YEAR									
REVENUE	8	2	31	6	34	(14)	3	-	18
EXPENDITURES	(14)	(8)	(40)	(27)	(11)	(44)	(13)		67
2017 BUDGET REVENUE	2,652,000	1,200,000	127,000	440,000	250,000	10,000	455,000	-	170,000
2017 BUDGET EXPEND	1,662,435	621,000	109,250	291,500	157,500	49,200	310,550	-	123,435
2016 REVENUE	777,294	353,826	25,982	101,729	61,687	5,331	108,904	90	119,745
2016 EXPENDITURES	374,164	134,227	19,873	84,034	47,067	7,928	70,249		10,787

MT PROSPECT PARK DISTRICT

RECPLEX

Revenue Recap by yr:

	2015		2016		2017			
	Month	YTD	Month	YTD	Month	YTD		
Jan	59,383	59,383	53,516	53,516	50,841	50,841	**'15Budget**	**569,500**
Feb	42,677	102,060	49,059	102,575	42,249	93,091	**'16Budget**	**574,000**
Mar	50,295	152,355	54,451	157,026	50,602	143,692	**'17Budget**	**529,500**
April	38,332	190,687	39,734	196,761	0	0		
May	37,602	228,289	46,875	243,636	0	0		
June	37,994	266,283	38,214	281,850	0	0		
July	34,207	300,490	29,155	311,006	0	0		
Aug	33,789	334,279	33,703	344,708	0	0		
Sept	33,974	368,253	33,574	378,282	0	0		
Oct	31,633	399,886	36,669	414,952	0	0		
Nov	42,740	442,626	40,460	455,412	0	0		
Dec	49,145	491,771	44,134	499,546	0	0		



This Year Vs Last Two Years

MT PROSPECT PARK DISTRICT
RECPLEX FACILITY REVENUE REPORT
March 2017

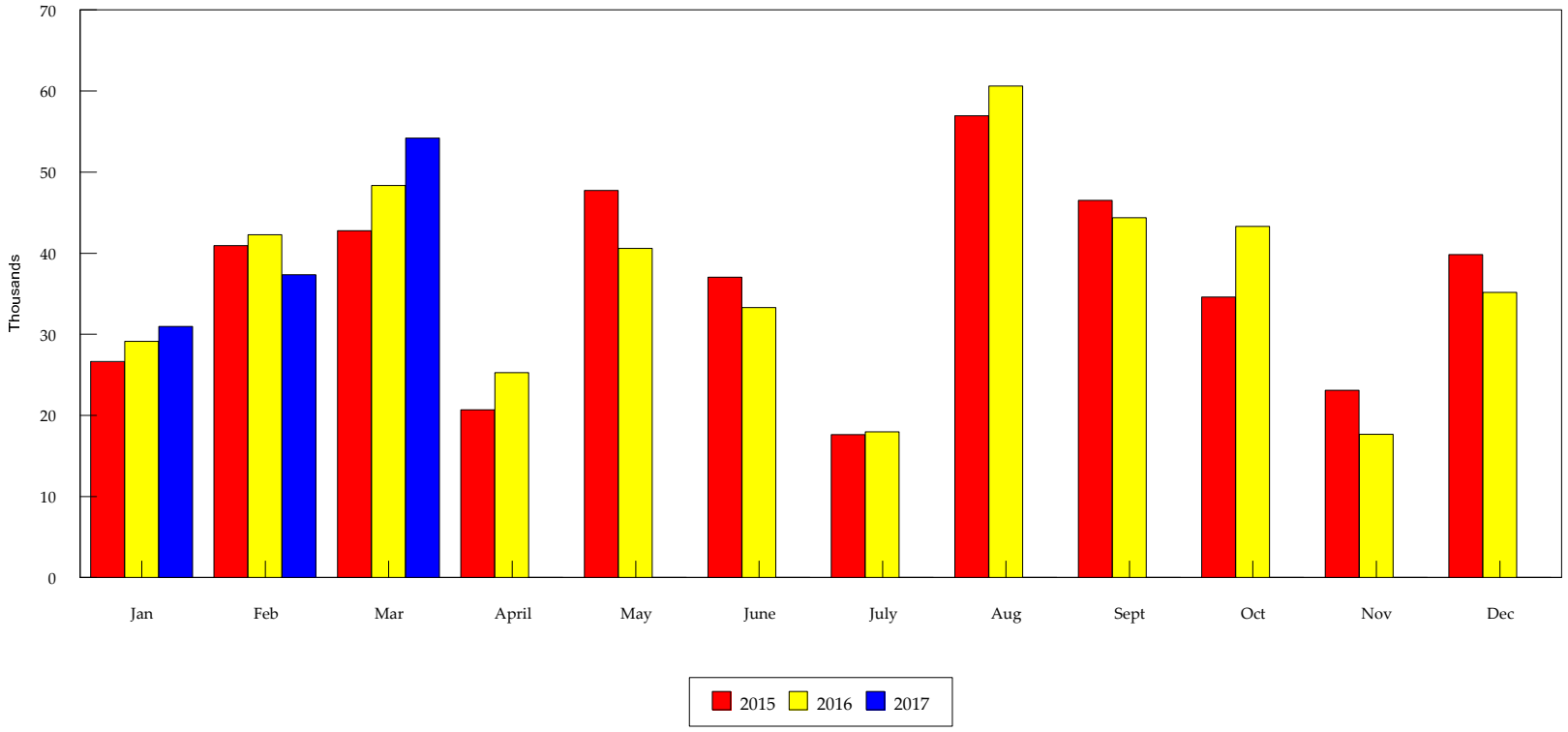
		MONTH		*YEAR to DATE*		Up (Down)	
		This	Last	This	Last	Change	% Change
RENTALS							
Building Rental		9,481	8,143	18,970	17,514	1,456	8%
Lockers		-		-		-	
	Total	9,481	8,143	18,970	17,514	1,456	8%
PASS SALES							
All Facility		11,240	11,621	33,202	34,003	(800)	-2%
Gym & Track		4,599	4,461	13,409	13,653	(244)	-2%
Fitness		17,427	20,044	53,622	60,363	(6,740)	-11%
	Total	33,266	36,126	100,234	108,019	(7,785)	-7%
DAILY FEES							
All Facility		927	895	3,189	2,947	242	8%
Gym & Track		5,646	6,038	16,282	18,073	(1,791)	-10%
Fitness		1,002	1,192	2,997	3,691	(694)	-19%
Racquetball		683	729	2,473	2,761	(288)	-10%
Playport		904	691	2,223	2,452	(229)	-9%
	Total	9,162	9,545	27,164	29,924	(2,760)	-9%
PROGRAM FEES							
Special Programs		-	2,195	765	5,250	(4,485)	-85%
	Total	-	2,195	765	5,250	(4,485)	-85%
CONCESSIONS							
Merchandise		557	330	1,441	926	515	56%
Vending		1,300	1,201	3,953	3,467	486	14%
	Total	1,857	1,531	5,394	4,393	1,001	23%
OTHER						-	
Visa Charges / OvSt		(3,165)	(3,092)	(8,835)	(8,077)	(758)	9%
	TOTAL	50,602	54,447	143,692	157,022	(13,330)	-8%

MT PROSPECT PARK DISTRICT

RECPLEX POOL REVENUE

Revenue Recap by yr:

	2015		2016		2017			
	Month	YTD	Month	YTD	Month	YTD		
Jan	26,632	26,632	29,132	29,132	30,950	30,950	**'15Budget**	**410,900**
Feb	40,930	67,562	42,281	71,413	37,340	68,290	**'16Budget**	**431,900**
Mar	42,765	110,327	48,349	119,762	54,211	122,501	**'17Budget**	**437,500**
April	20,683	131,010	25,294	145,056	0	0		
May	47,758	178,768	40,592	185,648	0	0		
June	37,031	215,799	33,307	218,955	0	0		
July	17,625	233,424	17,966	236,921	0	0		
Aug	56,964	290,388	60,633	297,553	0	0		
Sept	46,529	336,917	44,398	341,951	0	0		
Oct	34,593	371,510	43,318	385,269	0	0		
Nov	23,088	394,597	17,676	402,945	0	0		
Dec	39,821	434,419	35,182	438,127	0	0		



This Year Vs Last Two Years

MOUNT PROSPECT PARK DISTRICT
CONCESSIONS Department by Location
For Three Months Ended 3-31-17

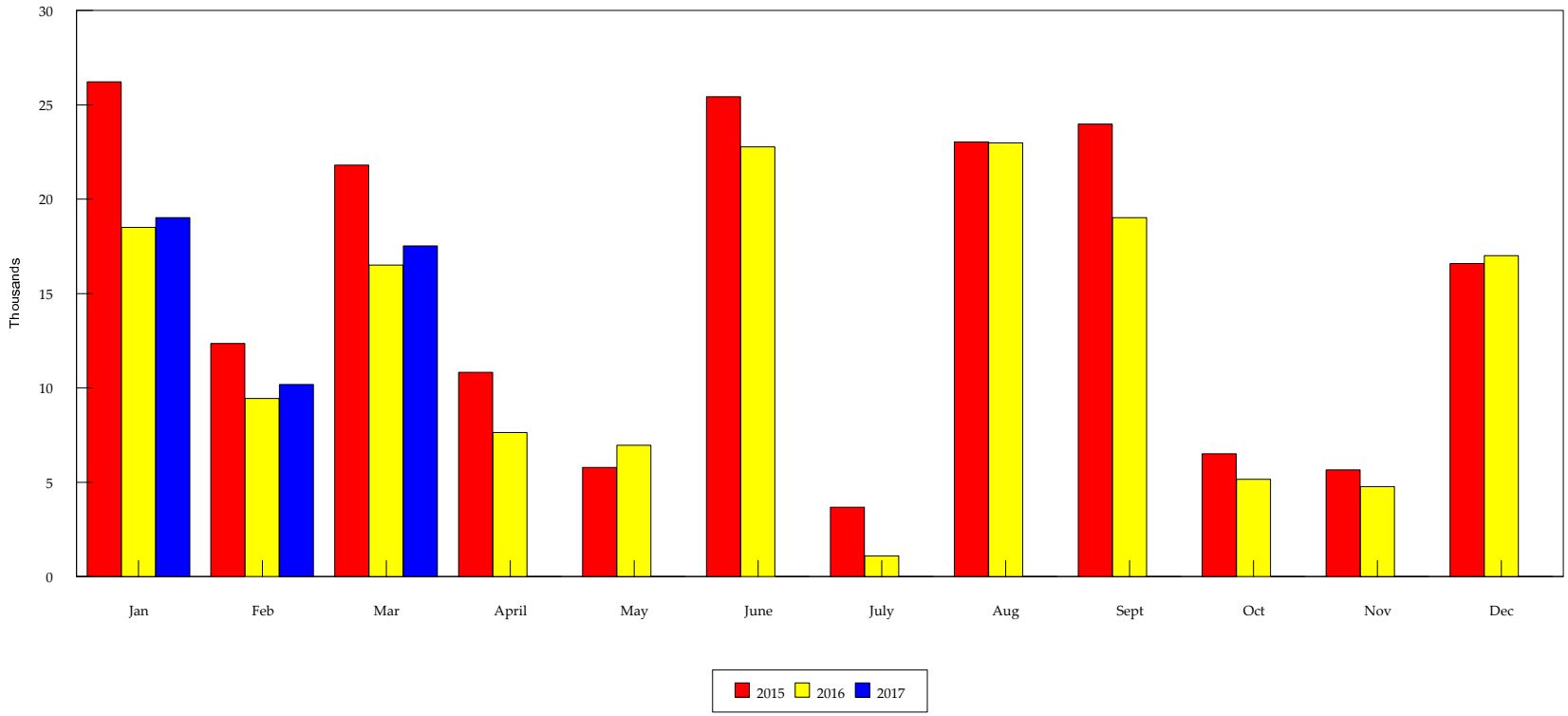
ACCOUNT NAMES	TOTALS	ADMIN	LIONS POOL	MEADOWS POOL	MEADOWS BALLFIELD	GRILL & 1/2 WAY	MELAS PARK	ATHLETIC FIELDS
REVENUES:								
PROGRAM FEES	-							
DAILY / FEES - CATERING	-							
VENDING INCOME	-							
CONCESSION SALES	1,436		1,416		4		16	-
OTHER	-							
TOTAL REVENUE	1,436	-	1,416	-	4	-	16	-
% of Budget	1%	n/a	3%		0%	0%	0%	
EXPENDITURES:								
FULL TIME SALARIES	1,432	1,432						
PART TIME SALARIES	2,338		258				2,080	
FRINGE BENEFITS	710	710						
CONTRACTUAL SERVICES	2,331	-					1,931	400
COMMODITIES	150		40	13		20	50	26
COST OF GOODS SOLD	1,077		727				350	
UTILITIES	1,630					949	681	
SALES TAX/OTHER	-							
TOTAL EXPENDITURES	9,669	2,142	1,026	13	-	969	5,093	426
% of Budget	7%	18%	2%	3%	0%	12%	10%	3%
REVENUE OVER(UNDER) EXP	(8,233)	(2,142)	390	(13)	4	(969)	(5,077)	(426)
CHANGE FROM LAST YR + (-)								
REVENUE	(553)	-	76	(1)	(406)	(1)	(219)	(1)
EXPENDITURES	(123)	(174)	744	12	(1)	239	(448)	(495)
NET	(429)	174	(669)	(13)	(405)	(240)	229	494
% CHANGE FROM LAST YEAR								
REVENUE	(28)	n/a	6		(99)	(100)	(93)	(100)
EXPENDITURES	(1)	(8)	265	1,236	(100)	33	(8)	(54)

MT PROSPECT PARK DISTRICT

CENTRAL PROGRAM REVENUE

Revenue Recap by yr:

	2015		2016		2017			
	Month	YTD	Month	YTD	Month	YTD		
Jan	26,229	26,229	18,513	18,513	19,024	19,024	**'15Budget**	**204,000**
Feb	12,364	38,593	9,440	27,953	10,178	29,202	**'16Budget**	**200,000**
Mar	21,817	60,410	16,506	44,459	17,535	46,737	**'17Budget**	**189,000**
April	10,834	71,244	7,645	52,104	0	0		
May	5,796	77,040	6,961	59,065	0	0		
June	25,428	102,468	22,781	81,846	0	0		
July	3,680	106,148	1,099	82,945	0	0		
Aug	23,040	129,188	22,987	105,932	0	0		
Sept	23,984	153,172	19,026	124,958	0	0		
Oct	6,509	159,681	5,157	130,115	0	0		
Nov	5,663	165,344	4,780	134,895	0	0		
Dec	16,589	181,933	17,018	151,913	0	0		



This Year Vs Last Year

MOUNT PROSPECT PARK DISTRICT
CENTRAL PROGRAMS Department by Function
Month Ended 3-31-17

25% of Year

ACCOUNT NAMES	TOTALS	YOUTH CHILD CARE	*ATHLETICS* ADULT	YOUTH	ARTS
REVENUES:					
PROGRAM FEES	46,737	19,595	55	25,643	1,444
CHILD CARE	-				
DONATIONS	-		-		
TOTAL REVENUE	46,737	19,595	55	25,643	1,444
% of Budget	25%	37%	1%	21%	
EXPENDITURES:					
PART TIME SALARIES	8,446	8,446		-	
CONTRACTUAL SERVICES	206	-			206
COMMODITIES	1,052	1,052			
TOTAL EXPENDITURES	9,703	9,498	-	-	206
% of Budget	8%	31%	0%	0%	
REVENUE OVER(UNDER) EXP	37,034	10,097	55	25,643	1,238
CHANGE FROM LAST YR + (-)					
REVENUE	2,278	4,221	(1,545)	98	(496)
EXPENDITURES	1,308	1,106	(1)	(1)	205
NET	970	3,115	(1,544)	99	(701)
% CHANGE FROM LAST YEAR					
REVENUE	5	27	(97)	0	(26)
EXPENDITURES	16	13	(100)	(100)	

MOUNT PROSPECT PARK DISTRICT
CENTRAL PROGRAMS Department by Function
Month Ended 3-31-17

25% of Year

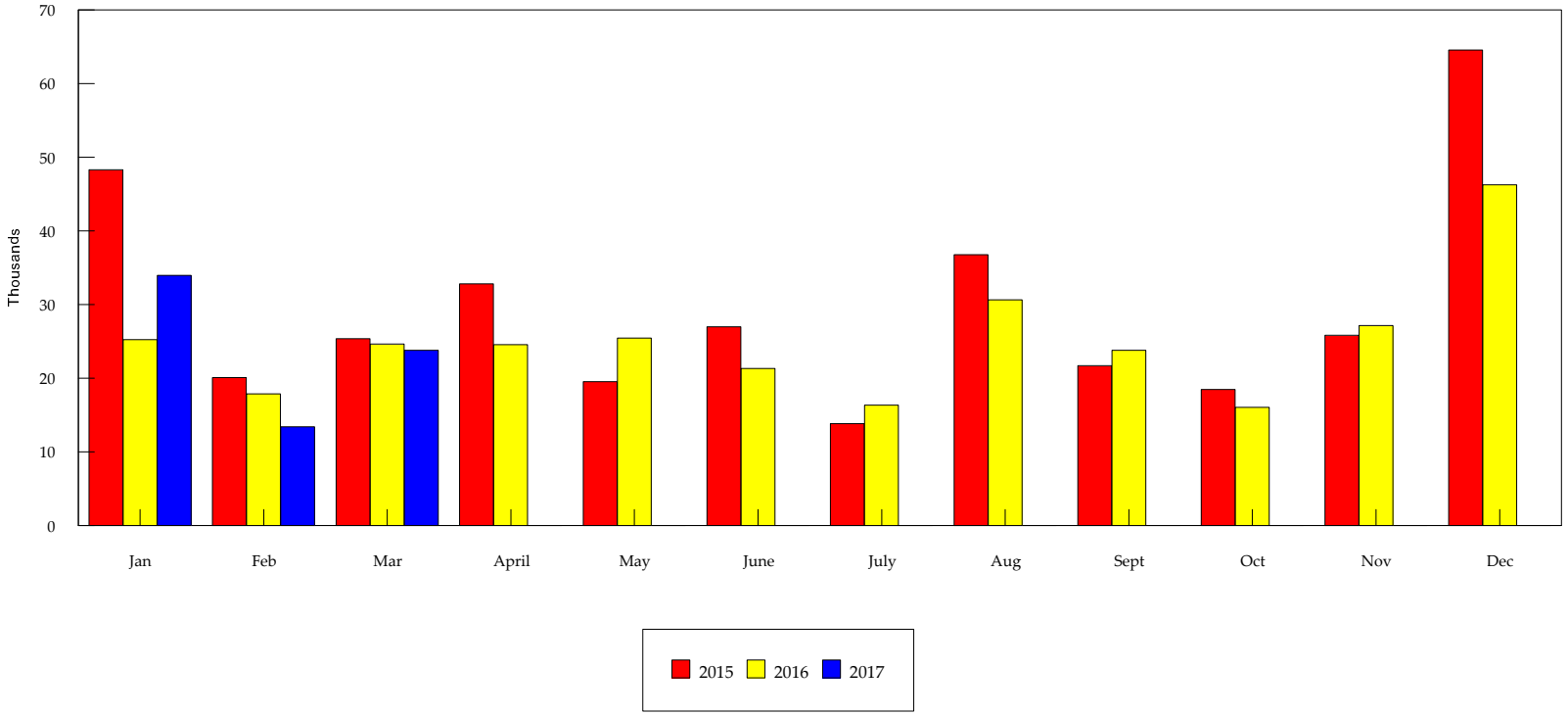
ACCOUNT NAMES	TOTALS	YOUTH CHILD CARE	*ATHLETICS* ADULT	YOUTH	ARTS
REVENUES:					
PROGRAM FEES	46,737	19,595	55	25,643	1,444
CHILD CARE	-				
DONATIONS	-		-		
TOTAL REVENUE	46,737	19,595	55	25,643	1,444
% of Budget	25%	37%	1%	21%	
EXPENDITURES:					
PART TIME SALARIES	8,446	8,446		-	
CONTRACTUAL SERVICES	206	-			206
COMMODITIES	1,052	1,052			
TOTAL EXPENDITURES	9,703	9,498	-	-	206
% of Budget	8%	31%	0%	0%	
REVENUE OVER(UNDER) EXP	37,034	10,097	55	25,643	1,238
CHANGE FROM LAST YR + (-)					
REVENUE	2,278	4,221	(1,545)	98	(496)
EXPENDITURES	1,308	1,106	(1)	(1)	205
NET	970	3,115	(1,544)	99	(701)
% CHANGE FROM LAST YEAR					
REVENUE	5	27	(97)	0	(26)
EXPENDITURES	16	13	(100)	(100)	20,480

MT PROSPECT PARK DISTRICT

CENTRAL COMMUNITY CENTER

Revenue Recap by yr:

	2015		2016		2017			
	Month	YTD	Month	YTD	Month	YTD		
Jan	48,330	48,330	25,255	25,255	33,981	33,981	**'15Budget**	**385,600**
Feb	20,103	68,433	17,914	43,169	13,413	47,395	**'16Budget**	**384,100**
Mar	25,367	93,800	24,639	67,808	23,826	71,220	**'17Budget**	**360,400**
April	32,836	126,636	24,566	92,374	0	0		
May	19,544	146,180	25,453	117,827	0	0		
June	26,986	173,166	21,322	139,149	0	0		
July	13,839	187,005	16,353	155,502	0	0		
Aug	36,808	223,813	30,650	186,152	0	0		
Sept	21,706	245,519	23,808	209,960	0	0		
Oct	18,487	264,006	16,075	226,036	0	0		
Nov	25,867	289,873	27,162	253,198	0	0		
Dec	64,583	354,455	46,297	299,494	0	0		



This Year Vs Last Two Years

MT PROSPECT PARK DISTRICT
CENTRAL FACILITY REVENUE REPORT
March 2017

	MONTH		YEAR to DATE			Up/(Down)
	This	Last	This	Last	Change	% Change
RENTALS						
Skate Rental	274	300	933	1,061	(128)	-12%
Building Rental	5,473	7,221	11,861	16,825	(4,964)	-30%
	5,747	7,521	12,794	17,886	(5,092)	-28%
PASS SALES						
Fitness	9,309	10,545	28,361	31,622	(3,261)	-10%
	9,309	10,545	28,361	31,622	(3,261)	-10%
DAILY FEES						
Gym Fees	812	510	2,280	1,312	968	74%
Fitness Center	266	569	1,189	1,482	(293)	-20%
Inline Rink Fees	952	745	2,446	2,202	244	11%
	2,030	1,824	5,915	4,996	919	18%
PROGRAM FEES						
Adult Athletic Leagues	-	-	-	1	(1)	-100%
Youth Athletic Camps	-	-	-	-	-	0%
Youth Athletic Prog.	245	505	595	1,885	(1,290)	-68%
Youth Leagues	4,505	3,525	20,505	9,275	11,230	121%
Special Programs	2,119	1,404	4,462	4,329	134	3%
	6,869	5,434	25,562	15,490	10,073	65%
CONCESSIONS						
Merchandise	887	493	2,156	792	1,364	172%
Vending	607	407	963	1,166	(203)	-17%
	1,494	900	3,119	1,958	1,161	59%
OTHER						
Visa Charges / OvShrt	(1,623)	(1,586)	(4,531)	(4,142)	(389)	9%
TOTAL	23,826	24,639	71,220	67,809	3,411	5%

70 Fund **70 Fund**

Mt Prospect Park District
Capital Projects Update
March 2017
Fund 70 2014 Capital IMPR Fund

Account #	Description	Budget	March	Y-T-D Actual	Difference	Comments
Rec Plex Center						
813700	Rec Plex Common Area Furniture	8,000			8,000	
	Total Rec Plex Center	8,000	-	-	8,000	
Park Improvements						
845633	Lions Bandshell Re-Leveling	30,000			30,000	
846735	Tree Removal/Replacement Trees	9,333			9,333	
846950	Baseball/Softball Fence Upgrades	37,100		1465	35,635	
849500	We Go Park Renovation	54,768			54,768	
849510	Com Ed Path System- Phase 2	41,801			41,801	
849530	MSD Berm Removal	4,150			4,150	
849640	Golf Renovation - Gen Trades	17,996	9,872	9,872	8,124	
849705	Golf Cart GPS	39,000	38,916	38,916	84	
849720	Einstein Park	27,182			27,182	
	Total Park Improvements	261,330	48,788	50,253	211,077	
Equipment						
856820	Phone System	1,858			1,858	
	Total Equipment	1,858	-	-	1,858	
	Total Expenditure	271,188	48,788	50,253	220,935	

94 Fund 94 Fund

Mt Prospect Park District
Capital Projects Update
March 2017
Fund 94 2014 Capital IMPR Fund

Account #	Description	Budget	March	Y-T-D Actual	Difference	Comments
Park Improvements						
849510	Majewski Sign Permits	8,837			8,837	
	Total Park Improvements	8,837	-	-	8,837	
Equipment						
855085	Argimetal Blower-MPGC	4,500			4,500	
855400	Technology Equipment & Svcs	3,994	2,670	2,670	1,324	
857250	Grounds Equipment/Repair	5,924			5,924	
	Total Equipment	14,418	2,670	2,670	11,748	
Buildings						
862420	Studio Parking Lot Repair	14,619			14,619	
	Total Buildings	14,619	-	-	14,619	
	Total Expenditure	37,874	2,670	2,670	35,204	

95 Fund

95 Fund

Mt Prospect Park District
Capital Projects Update
March 2017
Fund 95 2015 Capital IMPR Fund

Account #	Description	Budget	March	Y-T-D Actual	Difference	Comments
Rec Plex Center						
813630	Rec Plex Commons Floor	8,000			8,000	
	Total Rec Plex Center	8,000	-	-	8,000	
Park Improvements						
849705	Golf Cart GPS Lease	5,067			5,067	
	Total Park Improvements	5,067	-	-	5,067	
Equipment						
855400	Reg Sys Maintenance		(1,334)		-	
	Total Equipment	-	(1,334)	-	-	
Buildings						
862150	CCC Loading Dock Door	5,500			5,500	
862160	CCC Lockers	3,500	3,500	3,500	-	
862307	Clubhouse TV's/Sound System	1,576			1,576	
862320	Golf Course Furniture/Fixtures	694			694	
	Total Buildings	11,270	3,500	3,500	7,770	
	Total Expenditure	24,337	2,166	3,500	20,837	

96 Fund 96 Fund

Mt Prospect Park District
Capital Projects Update
March 2017
Fund 96 2016 Capital IMPR Fund

Account #	Description	Budget	March	Y-T-D Actual	Difference	Comments
Rec Plex Center						
813410	Rec Plex Cardio Equipment	30,739		26,924	3,815	
813500	Replace Intercom System	20,000			20,000	
813620	Recplex AHU Coil Cleaning	5,500			5,500	
813625	Recplex Kids Klub Floor	36,000			36,000	
813630	Recplex Commons Floor	33,000			33,000	
813640	Small Fitness Equipment	9,000	6,290	6,290	2,710	
	Total Rec Plex Center	134,239	6,290	33,213	101,026	
Conservatory						
822330	FPC HVAC Units	13,000			13,000	
	Total Conservatory	13,000	-	-	13,000	
Park Improvements						
846700	Billing for Projects	425,686	37,665	145,007	280,679	
846931	Kopp Park Playground	100,000	6,322	6,322	93,678	
847012	Tree Planting/Removal	35,000			35,000	
847084	Community Servey	20,000			20,000	
847096	Westbrk School Playground	3,000			3,000	
849200	Bandshell Player	20,500			20,500	
849300	Redwood Playground Demo	12,500	1,783	1,783	10,717	
849500	Playground Parts	5,000	1,188	1,188	3,812	
849510	Ice Rink Liners	1,500			1,500	
849720	Einstein Park	524,267		6,735	517,532	
	Total Park Improvements	1,147,453	46,958	161,035	986,418	
Equipment						
855130	undesignated	23,000			23,000	
855320	F250 4x4 Pickup Truck	29,000			29,000	
855330	F250 4x4 Pickup Truck	24,000			24,000	
855400	Reg Sys Maintenance/Technology	72,140	7,302	17,164	54,976	
856776	GC Chairs Table Grill	8,000		1,050	6,950	
856777	Ice Machine	800		3,871	(3,071)	
858370	Presure Washer	1,500			1,500	
858475	Bunker Rakes	12,400			12,400	
858485	Field Equipment Box	7,000			7,000	
858540	Toro Tri flex Mower	35,000	32,120	32,120	2,880	
858550	Greens Mowers	26,800	25,939	25,939	861	
858560	Debris Blower	2,700		-	2,700	
	Total Equipment	242,340	65,361	80,144	162,196	
Buildings						
861593	Lions Asbestos Abatement	3,500			3,500	
865420	WCMF Maintenance	5,000			5,000	
	Total Buildings	8,500	-	-	8,500	
Pools						
881566	Big Surf Rafts	5,000			5,000	
881651	WCMF Storm Sewer Lining	10,800			10,800	
882040	Recplex Pool Vacuum	4,000			4,000	
	Total Pools	19,800	-	-	19,800	
	Total Expenditure	1,565,332	118,608	274,392	1,290,940	

70 Fund **70 Fund**

Mt Prospect Park District
Capital Projects Update
March 2017
Fund 70 2014 Capital IMPR Fund

Account #	Description	Budget	March	Y-T-D Actual	Difference	Comments
Rec Plex Center						
813700	Rec Plex Common Area Furniture	8,000			8,000	
	Total Rec Plex Center	8,000	-	-	8,000	
Park Improvements						
845633	Lions Bandshell Re-Leveling	30,000			30,000	
846735	Tree Removal/Replacement Trees	9,333			9,333	
846950	Baseball/Softball Fence Upgrades	37,100		1465	35,635	
849500	We Go Park Renovation	54,768			54,768	
849510	Com Ed Path System- Phase 2	41,801			41,801	
849530	MSD Berm Removal	4,150			4,150	
849640	Golf Renovation - Gen Trades	17,996	9,872	9,872	8,124	
849705	Golf Cart GPS	39,000	38,916	38,916	84	
849720	Einstein Park	27,182			27,182	
	Total Park Improvements	261,330	48,788	50,253	211,077	
Equipment						
856820	Phone System	1,858			1,858	
	Total Equipment	1,858	-	-	1,858	
	Total Expenditure	271,188	48,788	50,253	220,935	

94 Fund 94 Fund

Mt Prospect Park District
Capital Projects Update
March 2017
Fund 94 2014 Capital IMPR Fund

Account #	Description	Budget	March	Y-T-D Actual	Difference	Comments
Park Improvements						
849510	Majewski Sign Permits	8,837			8,837	
	Total Park Improvements	8,837	-	-	8,837	
Equipment						
855085	Argimetal Blower-MPGC	4,500			4,500	
855400	Technology Equipment & Svcs	3,994	2,670	2,670	1,324	
857250	Grounds Equipment/Repair	5,924			5,924	
	Total Equipment	14,418	2,670	2,670	11,748	
Buildings						
862420	Studio Parking Lot Repair	14,619			14,619	
	Total Buildings	14,619	-	-	14,619	
	Total Expenditure	37,874	2,670	2,670	35,204	

95 Fund

95 Fund

Mt Prospect Park District
Capital Projects Update
March 2017
Fund 95 2015 Capital IMPR Fund

Account #	Description	Budget	March	Y-T-D Actual	Difference	Comments
Rec Plex Center						
813630	Rec Plex Commons Floor	8,000			8,000	
	Total Rec Plex Center	8,000	-	-	8,000	
Park Improvements						
849705	Golf Cart GPS Lease	5,067			5,067	
	Total Park Improvements	5,067	-	-	5,067	
Equipment						
855400	Reg Sys Maintenance		(1,334)		-	
	Total Equipment	-	(1,334)	-	-	
Buildings						
862150	CCC Loading Dock Door	5,500			5,500	
862160	CCC Lockers	3,500	3,500	3,500	-	
862307	Clubhouse TV's/Sound System	1,576			1,576	
862320	Golf Course Furniture/Fixtures	694			694	
	Total Buildings	11,270	3,500	3,500	7,770	
	Total Expenditure	24,337	2,166	3,500	20,837	

96 Fund 96 Fund

Mt Prospect Park District
Capital Projects Update
March 2017
Fund 96 2016 Capital IMPR Fund

Account #	Description	Budget	March	Y-T-D Actual	Difference	Comments
Rec Plex Center						
813410	Rec Plex Cardio Equipment	30,739		26,924	3,815	
813500	Replace Intercom System	20,000			20,000	
813620	Recplex AHU Coil Cleaning	5,500			5,500	
813625	Recplex Kids Klub Floor	36,000			36,000	
813630	Recplex Commons Floor	33,000			33,000	
813640	Small Fitness Equipment	9,000	6,290	6,290	2,710	
	Total Rec Plex Center	134,239	6,290	33,213	101,026	
Conservatory						
822330	FPC HVAC Units	13,000			13,000	
	Total Conservatory	13,000	-	-	13,000	
Park Improvements						
846700	Billing for Projects	425,686	37,665	145,007	280,679	
846931	Kopp Park Playground	100,000	6,322	6,322	93,678	
847012	Tree Planting/Removal	35,000			35,000	
847084	Community Servey	20,000			20,000	
847096	Westbrk School Playground	3,000			3,000	
849200	Bandshell Player	20,500			20,500	
849300	Redwood Playground Demo	12,500	1,783	1,783	10,717	
849500	Playground Parts	5,000	1,188	1,188	3,812	
849510	Ice Rink Liners	1,500			1,500	
849720	Einstein Park	524,267		6,735	517,532	
	Total Park Improvements	1,147,453	46,958	161,035	986,418	
Equipment						
855130	undesignated	23,000			23,000	
855320	F250 4x4 Pickup Truck	29,000			29,000	
855330	F250 4x4 Pickup Truck	24,000			24,000	
855400	Reg Sys Maintenance/Technology	72,140	7,302	17,164	54,976	
856776	GC Chairs Table Grill	8,000		1,050	6,950	
856777	Ice Machine	800		3,871	(3,071)	
858370	Presure Washer	1,500			1,500	
858475	Bunker Rakes	12,400			12,400	
858485	Field Equipment Box	7,000			7,000	
858540	Toro Tri flex Mower	35,000	32,120	32,120	2,880	
858550	Greens Mowers	26,800	25,939	25,939	861	
858560	Debris Blower	2,700		-	2,700	
	Total Equipment	242,340	65,361	80,144	162,196	
Buildings						
861593	Lions Asbestos Abatement	3,500			3,500	
865420	WCMF Maintenance	5,000			5,000	
	Total Buildings	8,500	-	-	8,500	
Pools						
881566	Big Surf Rafts	5,000			5,000	
881651	WCMF Storm Sewer Lining	10,800			10,800	
882040	Recplex Pool Vacuum	4,000			4,000	
	Total Pools	19,800	-	-	19,800	
	Total Expenditure	1,565,332	118,608	274,392	1,290,940	

ACCOUNTS PAYABLE/PAYROLL DISBURSEMENT
March-17

ACCOUNTS PAYABLE

Suggested Motion: I move to ratify March Accounts Payable checks and EFT's in the amount of $847,576.56 listed on the March Check Registers.

CHECK DATE			CHECK #'S	
3/1-3/5/2017	$	259,581.73	187259-187305	Checks
3/6-3/12/2017	$	143,111.64	187306-187349	Checks
3/13-3/19/2017	$	102,908.40	187350-187420	Checks
3/20-3/31/2017	$	341,974.79	187421-187550	Checks
TOTAL AP	**$**	**847,576.56**	**Checks and EFT's**	

PAYROLL

Suggested Motion: I move to ratify March Payroll checks and Direct Deposits in the amount of $318,171.07 as listed on this report.

CHECK DATE			CHECK #/S	
3/10/2017	$	144,449.02	2567-2876	DD Notification
	$	11,981.62	1011074226-1011074275	Checks
3/24/2017	$	149,271.91	2885-3214	DD Notification
	$	12,468.52	1011193737-1011193796	Checks
TOTAL P/R	**$**	**318,171.07**	**Checks and Direct Deposits**	

Mt. Prospect Park District
Payroll Summary

Pay Period Ending	3/5/2017
Check Date	3/10/2017

	# Hours	# Employees	Gross Pay	Avg Hrs/Emp	Avg Hrly Rate
Total	11,474	359	213,990	32	19
	Full Time	57			

Pay Period Ending	3/19/2017
Check Date	3/24/2017

	# Hours	# Employees	Gross Pay	Avg Hrs/Emp	Avg Hrly Rate
Total	12,031	389	220,727	31	18
	Full Time	58			

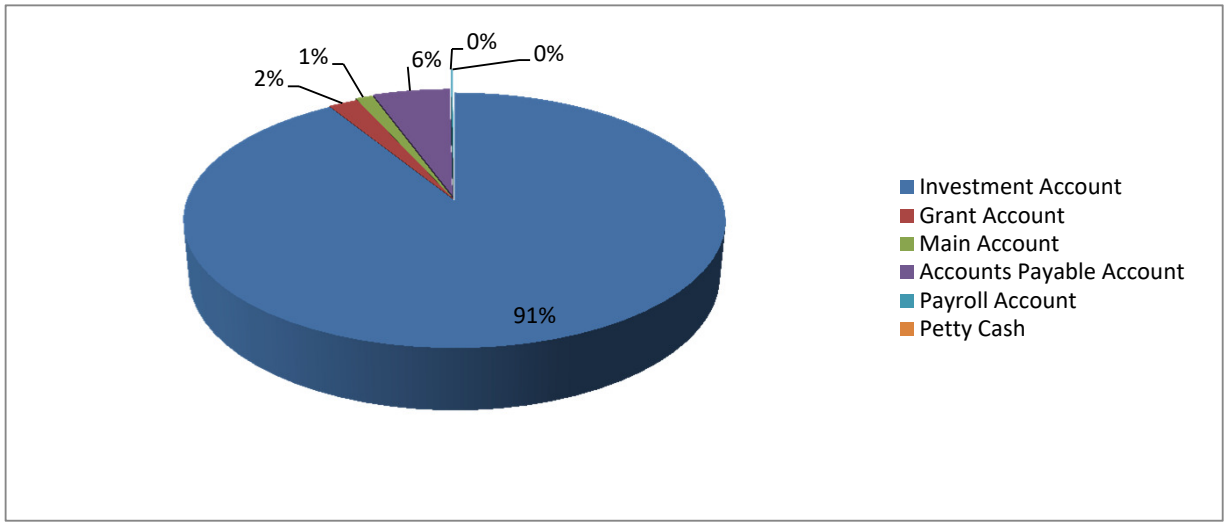
Mount Prospect Park District
Consolidated Revenue/Expense
March 2017

		March 2017	YTD 2017	Budget 2017	March 2016	YTD 2016
	REVENUE					
10	General Fund	838,047	1,170,300	2,318,449	742,203	1,131,335
20	Recreation Fund	968,454	2,138,913	7,719,477	938,801	2,075,321
21	Paving and Lighting	28,645	38,536	71,606	26,656	38,929
23	Social Security Fund	204,371	274,940	510,880	128,314	192,852
24	Liability Insurance Fund	253,403	340,903	633,450	224,550	330,672
25	NWSRA Fund	229,159	308,288	572,846	213,246	311,433
26	IMRF Fund	303,260	407,975	758,080	290,945	421,604
27	Conservatory Fund	296,912	408,244	847,357	273,165	409,455
28	Internal Service Fund	37,665	145,007	425,686	128,311	128,311
30	Bond & Interest Fund	1,252,602	1,685,123	4,920,458	1,125,844	1,649,498
70	2014 Capital Project			-		
93	2013 Capital Project					
94	2014 Capital Project	1,176	8,143		907	1,829
95	2015 Capital Project					
96	2016 Capital Project	2,880	2,982	376,000		
	Total	4,416,574	6,929,354	19,154,289	4,092,943	6,691,240
	EXPENSE					
10	General Fund	219,225	516,933	2,315,140	162,471	535,124
20	Recreation Fund	697,547	1,607,654	7,692,485	518,045	1,566,005
21	Paving and Lighting	5,114	7,585	71,606	6,239	8,431
23	Social Security Fund	32,678	97,771	510,880	32,093	110,912
24	Liability Insurance Fund	25,612	68,523	675,747	25,837	75,043
25	NWSRA Fund	338	169,387	1,308,000	-	176,167
26	IMRF Fund	116,964	174,040	758,080	92,561	147,858
27	Conservatory Fund	75,906	194,244	843,783	49,684	186,304
28	Internal Service Fund	19,849	53,523	424,736	14,202	47,585
30	Bond & Interest Fund	-	-	4,948,089		
70	2014 Capital Project	48,788	50,253	232,188	1,583	40,499
92	2012 Capital Project					
93	2013 Capital Project					
94	2014 Capital Project	2,670	2,670	31,950		2,820
95	2015 Capital Project	2,166	3,500	24,337	10,566	26,042
96	2016 Capital Project	118,608	274,392	1,565,332		
	Total	1,365,465	3,220,475	21,402,353	913,281	2,922,790
	Total Revenue	4,416,574	6,929,354	19,154,289	4,092,943	6,691,240
	Total Expense	1,365,465	3,220,475	21,402,353	913,281	2,922,790
	Net Income/Loss	3,051,109	3,708,879	(2,248,064)	3,179,662	3,768,450

Mt.Prospect Park District
Statement of Account Balances
As of March 31, 2017

Mt. Prospect State Bank

Accounts	Bank Balance	Interest Rate	YTD Interest
Investment Account	8,260,575.63	0.19	1,934.33
Grant Account	188,019.02	0.002	9.26
Main Account	107,930.83	n/a	
Accounts Payable Account	485,705.28	n/a	
Payroll Account	14,835.40	n/a	
Petty Cash	4,080.00	n/a	
Total Funds	9,061,146.16		



MT. PROSPECT PARK DISTRICT
PROPERTY TAX
MONTH ENDING
3/31/17

Tax Yr.	Property Tax Jan. 1 - Dec. 31	Assessed Valuation	Rate
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 March 1, 2017 through March 31, 2017 totals: $5,235,338 (of this total $41,116 is Replacement Tax).

	Type	**2017 Taxes**	**2016 Taxes**
January	R	25,034	22,156
January		172,519	200,146
February		1,160,685	1,409,747
March	R	16,081	8,898
March		3,861,019	3,463,090
April	R		32,524
April			
May	R		32,339
May			26,136
June			2,079
July	R		27,833
July			1,387,031
August	R		3,240
August			2,821,186
September			185,245
October	R		25,316
October			6,773
November			31,948
December			
December	R		34,366
TOTAL		5,235,338	9,720,055

MT. PROSPECT PARKS FOUNDATION REPORT
April • 2017

Mt. Prospect Parks Foundation

The Parks Foundation joined in with the Spring Festivities at the annual RecPlex Easter Egg Hunt on Saturday, April 8. Foundation board members and volunteers rolled out the mobile tree campaign and offered treats to those who donated "change" to change the landscape of our parks.

Residents were very interested in the campaign and most were happy to donate change to get things off to a good start. The Foundation will be present at Earth Day at the Conservatory on April 22 as well as the plant sale on Saturday, May 13.

The 2017 Parks Foundation Scholarship Applications are available as of April 17. Employees and children of employees (21 and under) are eligible to apply. Completed applications must be returned to the Parks Foundation by 5 pm on Monday, June 12. This year's application has been modified in the essay category to request an original essay focusing on the student's reflection on community, volunteerism and the park district's role in community life. Applications are available at each facility front desk and through department recreation managers.

Scholarships will be presented on Thursday, June 29 at Veteran's Memorial Bandshell as part of the Parks Foundation 20th Anniversary celebration featuring the Falconaires Orchestra. Festivities begin at 7:30 pm.

The next meeting of the Parks Foundation board is Wednesday, May 10 at 6:30 at CCC.

Executive Director Monthly Report
Greg Kuhs • April 2017

Executive Report Structure Change at Board Meetings

Starting with this Board Meeting, instead of the Executive Director giving highlights from the various park district departments, I will ask each Director to step to the podium and provide highlights form their departments. I believe this is a good way to get staff attending the meetings more involved, and it will be good experience for them to further develop their presentation skills.

Playground Grand Re-openings – Please Mark Your Calendars

→ Clearwater Park Playground: Saturday, May 20, 2017
→ WeGo Park Playground: Saturday, June 17, 2017

Parks Day at the Capital & Legislative Conference - Springfield

On May 2, our Communications & Marketing staff will be attending the IAPD Parks Day at the Capital event. Parks Day at the Capitol is an opportunity for agencies to educate legislators, legislative staff, government employees and State Capitol visitors about the outstanding parks and recreation programs available in Illinois. Mt. Prospect Park District will have a booth set-up in the Capitol rotunda which will promote the various programs and facilities we have available.

Executive Director - May 24th Board Meeting

I spoke to President Kurka to request that I be excused from attending the May 24th Board Meeting. President Kurka and I will be meeting prior to the Board Meeting to review items that will be on the agenda for action and/or discussion.

Parks & Planning Monthly Report
Jim Jarog • April 2017

Redwood Playground Relocation

Notification signs for a public meeting were placed at the existing Redwood Playground as well as the proposed site at Kopp Park. A public meeting was formally held on April 13th, 2017 in the meeting room at Rec Plex. Limited feedback was received regarding field rentals at Kopp Park and how the project would impact future soccer field layouts. A final concept version of the new proposed playground at Kopp will be shared with the board at the April 26th Board Meeting. The project is scheduled to go to the paper on May 22nd, 2017. It would then come before the Board for consideration at the June 28th Board meeting. This project is scheduled to be completed prior to the end of the 2017 construction season.

Einstein Park Phase II Update

The Einstein Park OSLAD Grant 95% project plans were formally sent to the City of Des Plains for formal permit review on April 18, 2017. This project will most likely require MWRD review after the City of Des Plaines Engineering Department has signed off on the plans. This project was scheduled to go out to bid on April 27th following the April board meeting. Ratio Architects requested to postpone the bid release until June 1st. Their primary reason for requesting this action was to allow for adequate plan review time prior to the bid opening. This schedule change would bring the project bids to the Board for consideration at the June 28th Board Meeting. This change would not impact the final completion date for the project which would still be September 30, 2017. A letter from Ratio Architects explaining the reasoning behind these changes is included in this board packet.

Friendship Conservatory Accessible Entryways

Staff has been working with Groundwork Ltd. to develop plans and specifications to allow us to go out to bid to improve the public entryway at the Friendship Park Conservatory. The existing entrances at the Conservatory do not currently have automatic door operators at the facilities entry points. This makes it difficult for individuals with disabilities to enter the facility. Staff has been working with Groundwork Ltd. To develop plans and specifications for the installation of automatic door operators at key entry points of the facility. More specifically automatic door operators would be provided at the main North entrance and also the South courtyard entrance of the facility. The project is scheduled to go out to bid at the end of April and will be brought to the Board for their consideration at the May 2017 Board Meeting. If approved by the Board this project will be 100% funded from the handicapped accessibility fund.

Parks and Planning Division Progress Updates

Grounds Department

- Check all tennis nets for season.
- Install My Little Libraries at Clearwater and Tamarack Parks.
- Check supplies boxes for tools and install backstop windscreens.

Parks & Planning Monthly Report
Jim Jarog • April 2017

Grounds Department (continued)

- Checked baseball/softball base measurements.
- Staff performed snow removal and salting at facilities and parks.
- Ongoing trash removal from all Parks.
- Daily mail / supply runs and monthly Commissioner Packet delivery.
- Work orders completed as required.
- Rolled lips at baseball fields. Cut lips at Lions and Friendship baseball.
- Refurbished various park signs for the 2017 season.
- Put up GC tent frame for the season.
- Baseball/softball field work. Added ball mix, stone to dugouts, weed removal.
- Picked up sticks and branches in parks.
- Put up Hank Friedrich's sign at Melas
- Add playground mulch to Clearwater and We Go Playgrounds.
- Dash and paint soccer fields at Meadows, Sunrise, MSD, Friendship, and Melas.
- Dash and paint Lacrosse fields at Lions.
- Install soccer goals on site at Parks as required.
- Aerate and seed RecPlex west side. Aerate and seed Friendship soccer from fall use.

Buildings Department

- Renovation of 5th hole bathrooms as requested by Brett Barcel.
- Replace Rec Plex main pool filter motor. Shaft on motor snapped causing filtration to stop.
- Rebuild the Meadows Pool heater for the 2017 pool season.
- Install smoke detectors and outdoor lighting at the Green/White soccer complex.
- Repair handicapped doors at CCC.
- Install new wall mount TV at the Golf Course.
- Install new parking lot lights at CCC. Original lights were damaged by storm last November 2016.
- Repair drinking fountain at FPC.
- Install security camera and new outlet at GC halfway house/concession stand.
- Repair VAV HVAC unit at Walt Cook Maintenance Facility.
- Repaired floor tiles near the CCC rink.
- Repaired gym wall padding and backboard pads at Rec Plex.
- Begin cleaning outdoor pools for 2017 pool season.
- Begin opening procedures at Melas, MSD, Meadows concessions for 2017 season.

Fleet Services Department

- Repair truck #29 cooler lines.
- Install instrument cluster in truck #16.
- Repair short to ground in running lights on truck #7 (old).
- Perform service on FPC John Deere gators.
- Replace battery in Ford tractor at FPC.
- Setup and install batteries in John Deere trap rakes for season.

Parks & Planning Monthly Report
Jim Jarog • April 2017

Fleet Services Department (continued)

- Rebuild Frontier tractor attachment.
- Safety test trucks 9,10,12,14,17,22,28,29
- Service rear brakes on trucks #14 and #22.
- Diagnose truck #17 check engine light.
- Replace U- joints on truck #32 and front sway bar bushings.
- Setup and adjust paint machines for season.
- Check golf cart batteries.
- Replace intake gaskets, valve cover gaskets, tune truck #6.
- Replace intake gaskets, valve cover gaskets, water pump, and tune truck #10.
- Disassemble turbine blower for shaft replacement at GC.
- Check mowers for quality of cut and clean up shop at GCG.
- Replace oil level switch on Ryan aerator.
- Repair hydro leak on Trackless.
- Practice cdl training.
- Build jack lift on John Deere Z-Trak for FPC.

Miscellaneous

At the time of this report there have been 245 internal work requests submitted to the Parks and Planning Division. These internal work requests do not include park permits, athletic field maintenance, Park District mower maintenance, or swimming pool annual maintenance.

RATIO

Architecture Preservation Interior Design Landscape Architecture Urban Design + Planning Graphic Design

April 20, 2017

Jim Jarog
Director of Parks and Planning
Mt. Prospect Park District
1000 Central Road
Mount. Prospect, Illinois 60056

Re: Einstein Park Schedule Revision

Jim;

We thank the Mt. Prospect Park District for allowing us to help bring your vision of Einstein Park to reality.

We recommend changing the Einstein bid consideration/approval to the June 28, 2017 Board Meeting. The final construction completion of September 15 to September 30, 2017 will remain the same, which will allow a 11 week construction process. This completion time will coincide with the best time to install grass seed. The additional bidding time will allow the permit process to work itself through and give us the best opportunity to include any comments by permitting agencies in the final bid documents, thus minimizing the need for change orders. Einstein Park will also remain open to the public through the July 4th weekend.

The proposed schedule is

Plans available to bidders	June 1, 2017
Prebid Meeting	June 8, 2017
Bid Opening	June 15, 2017
Board Approval	June 28, 2017

While the construction completion date remains the same pushing back the bid date is due to many factors. These include timing of supplier information, timing of information within the design team and how that timing affected internal staffing. Another reason for the delay is to assure that all of the permit review agencies have ample opportunity to weigh in prior to the bid. It should be noted that these delays were in no way due to or a result of the Mt. Prospect Park District or it's staff. RATIO Architects and our design team will work diligently to mitigate any problems these delays may have caused.

We are excited about the Einstein Park project and what this development brings to the Mt. Prospect Park District. We look forward to the Grand Opening this fall and a successful Einstein Park. If you have any questions please call me at 312.763.7020 or email at bkutscheid@ratiodesign.com

Sincerely,

Ben Kutscheid, ASLA, PLA
Landscape Architect

Cc: Greg Kuhs, Executive Director, Mt. Prospect Park District

Golf Operations Monthly Report
Brett Barcel • April 2017

MPGC Ranked as One of the Top 15 Courses in Illinois

Golfweek Magazine has ranked Mt. Prospect Golf Club 14th in the state of Illinois, for its 2017 rankings of the "Best courses you can play in each state." The article appears in their latest April issue. Golfweek is a weekly national magazine that reaches 1.3 million serious golfers each week. This the first time we have been in any state golf course rankings and we are only one of three classic golf courses (courses that were built before 1960) in the top fifteen. This is a tremendous achievement considering there are over 600 daily fee golf courses in Illinois. We are now ranked with the likes of Cog Hill, TPC Deere Run, The Glen Club, Eagle Ridge and Cantigy. Pretty good company when you consider all these courses have peak 18-hole green fee rates well over $100. We are very proud to accept this honor. Check it out at: http://golfweek.com/2017/04/19/golfweeks-best-best-golf-courses-you-can-play-in-each-state/.

Golf Numbers a Little Cold, BUT…

After a nice February, March was much colder and wet, with average highs only in the 40's. Through the end of March (your monthly report figures), we stand at -$36,000 below 2016 figures. But, as a testament to how all of this changes in two weeks, through the first half of April we are only down -$18,500. Numbers in comparison to 2016 as of 4/16/2017 – for green fees and cart sales combined we are even, range sales +$2,600, lessons +$1,200. Our decrease is only in pass sales, -$20,000, as more players are opting out of passes and moving into discount cards. This doesn't hurt us revenue wise because we have always made more in green fee sales when pass sales have diminished. Some of this may be due to a slow start with weather but most courses with unlimited passes, of which there are only a few left, are experiencing the same shift. As pricing and tee-times have become more plentiful on golf search engines, most are not locking in to play just one course anymore.

Practice

The range has exhibited continued growth. The quality of the new practice facility is second to none in this immediate area. It will continue to drive range sales and promote green fee sales on the golf course. Some have asked why we don't offer an unlimited range membership. This is due to the size of the grass tee and the amount of wear and tear it can take. If we offered a membership we fear there would be no grass to hit on at all! Range memberships are often abused by patrons hitting excessively and giving their friends and family range balls to do the same. This is why we prefer to pay as you go then every divot taken is paid for.

Golf Course

The golf course has come through early spring quite well. We laid sod as long as possible last fall in worn areas and we are laying more now while the weather is cool. We reshaped #1 green which looks a little "patchy" but is okay for play at this point. We will continue to top dress it and it should be 100% by May. Most of our labor has been consumed with the overflow project on #15, which could only be worked on in dry weather. We will monitor this area throughout the season and hopefully this ends the excessive amount of resources and labor hours we have committed over the last two seasons, to a 50 x 50 ft. area of poorly designed area.

All
Site
Full
7
8
16
1
6
17
2
9
5
4
3
15
18
11
10
12
13
14
Imagery ©2017 , DigitalGlobe, Sanborn, U.S. Geological Survey, USDA Farm Service Age

Golf Operations Monthly Report
Brett Barcel • April 2017

We removed some ash trees, dead trees and cleared some other trees that were deemed "50/50" by the architect during the renovation. This means he left them up, but if we found them to be detrimental to the design or maintenance of the golf course we could remove them in the first few years, so we did.

Most of the maintenance concerns we have since the renovation are directly related to the amount of play and cart traffic. Excessive divots and ball marks are all due to the amount of play. We fill and fix them every day. The bunkering and new mounds which are distinct to the design have also served to funnel cart traffic too much to specific areas. Adding to this is our very small 100 acres golf course with an abundance of mature trees. (The average 18 hole course is recommended to be a minimum of 150 acres). Attached is a mapping of the amount of cart traffic on the course, each cart trail is a single yellow line. This is one day!

The simple solution is to keep play on cart paths more days and in some tight areas all the time. In fact, this is what a lot of private clubs do. But if we did this we could actually lose customers, unlike a private club. We are adding more signs stakes and ropes and of course sod, which is everyone's simple solution. We don't have the resources to lay sod in every bare spot on the golf course, and in some cases, it would be foolish to do so. Even Medinah has bare spots in the rough, under large trees and in high traffic areas. You could lay sod in these areas and they still would return to bare ground.

Bottom line is, even with a new golf course we are never going to be wall to wall grass. We could be, but we would have to cut down every tree! We will not be comparable to private clubs with less than half the play and twice as much maintenance staff. Pass holders and regulars that play here exclusively each week have to manage their expectations. Due to the amount of times they play they are able to point out each flaw, while the majority of players who come here only 1-3 times each year see not many at all. This majority of Chicago market golfers are responsible for 70% of our sales revenue and continue to rate us very high in all areas including course conditions. In fact, we are one of the top courses in Illinois! We do have, and will continue to have, better conditions than the majority of daily fee courses in our market. In the purest form of capitalism, if we don't meet or exceed player's expectations, they will let us know with their dollars.

Recreation Department Monthly Report
Brian Taylor ● April 2017

Aquatics

Spring Break open swim was great! The main pool at RPX blew a pump and maintenance had us up and running in a half a day! Our maintenance staff is truly awesome and they take very good care of us. Hiring continues for the summer. 54 new staff members have been hired and trained since September. We have increased the Aquatic Department wages. Lifeguards will start at $10hr. Cashier/raft/lesson instructors will start at $9.50hr. It is our hope that this will keep our staff from leaving us for better-paying jobs. We sent out a summer staff letter and have started to set up a scheduling template for summer. We have set dates for all departmental preseason training and meetings. We'll continue to take bookings at Big Surf and make preferred customer calls. Summer pool passes are currently on sale at the early bird rate. The early bird sale is set to expire on May 1st. In years past we have often extended the length of this sale to try and accommodate our patrons. Due to increasing part-time wedges and school calendars changing in 2018, our staff feels we need to end sale as stated in our brochure from this point forward. By doing so it enables our staff to become more fiscally responsible and it also enables our marketing and communications team to promote our aquatic facilities all summer long. In addition, we have increased our daily fees at our outdoor pools by $2.00. The last time we increased daily fees was in 2002, 15 years ago, when we opened Meadows Pool. This brings our daily fees in line with the majority of our neighboring park districts. This year we will open Meadows first on Memorial Day weekend. Evening swim at Meadows has been extended to 8:30 pm M-F to accommodate programming. **Swim Lessons -** Spring lessons currently have a total enrollment of 738 students. There is room in the pool allowing for late comers to sign up for swim lessons. The Little Shrimps class is going strong with 24 participants and has double in size since its creation in the summer of 2016. **Specialty Classes -** The Stay Swimming program in our spring offerings has 31 swimmers enrolled to date. We will have 3 coaches to instruct this class which includes the Aquatic Coordinator. The Diving Progression classes are maxed out with 28 swimmers. Staff will reevaluate this class to allow for better enrollment next spring. The Lifeguard class is scheduled and ready to roll with 6 enrolled to date. A new specialty class has been added to our summer brochure and the staff is looking forward to Intro to Synchronized Swimming. The one-on-one classes continue to be a popular choice for those wishing to learn how to swim. Terry Brinkman, one of our swim coaches and adult lesson instructor, attended an Adult Learn to swim program in Sarasota Florida and will be training our staff to teach adult swim lessons at our next meeting. After evaluating the Adult swim lessons we have added a class to meet the needs of adults who are fearful of the water and a class that will meet the needs of more courageous adults. **Aqua Fit -**. This summer the Aqua Fit classes will include an outdoor option at Meadows. The class will meet once a week and the instructors will choose the format for the class. We have adjusted our schedule to hopefully meet the requests from participants who would like an early morning option.

Athletics

I'm happy to announce we have hired **Jason Hickman** as our Athletic Manager. Jason comes to us with 20 plus years of experience in the recreation field. His duties will include overseeing our entire athletic department. We are excited to have Jason as part of our team and are looking forward to the positive changes he will bring to our athletic program.

Adult Softball Classic League: The league is set with 16 teams. The season will officially begin in early May at Majewski Athletic Complex. **Adult Softball House Leagues:** We are continuing

to take registration until leagues fill, with games expected to start the middle of May.
Adult Basketball Leagues: The adult Spring League has attracted 13teams. We are now in the process of taking registration for our Summer Leagues which will begin in May and June. **Adult Volleyball Leagues:** The spring volleyball league began in Mid-April. **Youth Baseball and Softball Leagues:** Our current numbers, which include, baseball and girls softball, are about 60 players ahead of where we were at last season. The weather was an issue early in April, but Practices and games have started. **Boys & Girls Spring Soccer:** The 2017 Spring Soccer season is off to a good start. We currently have 500 plus participants in our spring leagues. Games take place on Sunday at various parks throughout Mount Prospect.

Programming & Special Events

Visual Arts – The Art Studio - Spring Break week was tremendously busy at the Art Studio. The rainy weather and stay-cations sent many children our way. We had 3 days of open studio from 10-3pm which had record numbers. Over the 3 days, we hosted 73 children with gross revenue of $1,500! We also hosted a 3D Art Workshop, Junior Pinterest Camp, and Step-by-Step Acrylic Canvas. All were overflowing with excited children and crafts beyond your imaginations! We also hosted 8 birthday parties during March, which brought in an additional $2,100 in gross revenue. Compared to last year where we had 3 parties. Our party business is doing so well, we added a third time slot last fall on Saturdays to accommodate this growth. Another great month!
Performing Arts – Dance, Theatre, Guitar, Voice, and Choir - Recital planning is in full swing. Join us May 5th and 6th for "Into the Woods" our Ballet recital and May 19th and 20th for "The Fun Zone!" our Studio Impulse recital. Memento's for the children are purchased, being tagged and ready to be distributed at recitals, recital t-shirt order sites are up, the concessions are planned, costumes are being altered and still being delivered, logo's and programs are being produced and much more! We are pleased to announce we have a contract with a new photography company for recital photos, JDEvent Photography. Ticket codes have gone out to the ballet families to begin ordering online tickets. Guitar lessons are going very strong. Our guitar teacher is full and has expanded his hours to accommodate more people. Kids on Stage is performing their production April 7th and 8th, Someone Save My Baby, Ruth! It's such a cute play which takes place in a candy shop. What fun!
Mt. Prospect Community Band – Strike Up the Band - The MPCB spring concert "Centennial Spring" was a wonderful celebration of the Centennial of our town. Held at Trinity United Methodist Church, on April 2nd, well attended and beautifully performed. The caliber of scores the band is playing is truly unique and complex. MPTV was on hand to record the concert. Mike Zarnek was secured to photograph the band and the concert.
Early Childhood & Youth Programming - Our department has been busy with several events, spring break camp and preparing for summer! We had our annual Mother/Son Jungle Safari Night earlier in the month with 44 registered participants. The boys loved all of the jungle themed games and activities we had planned such as a Safari Jeep Photo Booth, Elephant Toss, Monkey Baggo, Spot the Cheetah, and more! They then enjoyed dinner followed by the amazing JG Reptile Show! All of the kids were able to participate/pet the reptiles if they wanted to and learned a LOT! Our **Preschool** classes completed the Mt. Prospect Public Library's "1,000 Books Challenge." The kids read both at home and at school, and each student received a bookmark and a sticker! The teachers each received a tote bag and new classroom book! We are preparing for summer and are really excited about training and preparing for summer.

Recreation Department Monthly Report
Brian Taylor ● April 2017

The biggest thing we had this month was Spring Break Camp. We had a number of field trips through the week that included: Seeing a play of Winnie the Pooh on Monday, going to Odyssey Fun World in Naperville on Tuesday, Rockin' Jump in Buffalo Grove on Wednesday. The kids LOVE trampoline places! On Thursday, we went to a new place called Blast Zone in Vernon Hills. It was a combination of almost every field trip we have been on including trampolines, jungle gyms, and rides! Spring Break ended on Friday with a field trip to Pump it Up in Schaumburg. The kids enjoyed jumping and playing on all of the inflatables, and watched a magic show during lunch! Overall, it was a very successful Spring Break Camp!

Facilities

RecPlex – We are taking a proactive approach to streamlining the entry process into RecPlex and CCC. The staff has begun the process of requiring every person purchasing a daily entry fee to be tied to a household and requiring each person to have a picture on file prior to entering the facility. Staff feels this approach will help improve safety and well-being of our patrons, in addition, we will have an accurate account of who is using our build at all times.

Programming & Rentals - We love, love, love this time of year at FPC! Flowers are popping up everywhere…both inside and out. And every day there are more!

The Flower and Garden Show at Navy Pier gave our gardening friends the opportunity to enjoy an array of spring color, just when everyone needs it the most. All were able to peruse the lovely

life-size gardens, sit on cooking classes and see extraordinary tablescapes. It's always a fun day. Our selection of spring classes for adults was extremely popular. The most recently offered adult classes included an Edible Planter (herbs and edible flowers) as well as a Cool Weather Blooms (petunias, alyssum, snapdragons, stocks, etc.) container. Both classes gave patrons the opportunity to choose plants of their liking to design their own planter. Combined attendance and revenue was 35 participants and $780, respectively.

Recreation Department Monthly Report
Brian Taylor ● April 2017

April was booked with rentals of all kinds. A total of 6 bridal/baby showers, 1 baptism, 3 birthdays, 2 bar setups, along with 3 corporate rentals filled our banquet room throughout the month. In addition, 3 newly married couples stopped by to take their wedding photos using the atrium as their backdrop. The Conservatory also served as a polling place for the recent election. **Building Improvements** -The "quad", located to the east of the courtyard is a favorite destination for outdoor wedding photos, prom pictures, etc. To give it a bright new appearance for the season, it has been power-washed, freshened with new polymeric sand and sealed for extended wear. **Greenhouse Activities** - Plants continue to arrive weekly and are being transplanted in assorted pots of all sizes. To date, nearly 19,000 plants have been received and are growing on. Thousands of seedlings (tomatoes, peppers, herbs, and flowers) have been started and are getting taller each and every day. Many of these will be included in the plant sale on Saturday, May 13th.

Greenhouse tours are a popular field trip at this time of year for area schools. We provide a hands-on planting experience and sensory area for a fee of $3/child. NWSRA participants are also frequent visitors. The cactus & succulents were rearranged to offer a more pleasing look for tours and better overall visibility.

Community Relations & Marketing Monthly Report
Ruth Yueill • April 2017

Marketing

The Summer 2017 Program Guide makes its way to residents the week of May 1. We celebrate an All-Star Summer with over 325 different programs encompassing over 1,000 individual classes for young and old! The inside cover includes a farewell message from retiring Executive Director, Greg Kuhs as well as a photo of our Park Board Commissioners. The message alongside the commissioner photo indicates that "We want to hear from you" and list dates of future park board meetings as well as the link to further information on the website.

The back cover contains a newly designed parks & amenities page with a colorized map. All details were carefully checked to make sure all park information is up to date.

CR & M is aggressively marketing the Superhero Dash n'Splash 5k which takes place on Saturday, June 10. In the last several months, The Parks Foundation agreed to participate in the event as the recipient of a portion of the race proceeds. These funds will go directly to the tree campaign. A careful marketing assessment was made as to what draws runners to participate in a 5K. The charity hook is very popular. It inspires "non-runners" to give it a try and regular runners appreciate that their efforts reach beyond the race itself. Because the race was already in the planning stages for 2017, the logo was just slightly tweaked (added leaves) to symbolize the tree component. Lobby posters are already in place at all facilities and regular Facebook posts will offer "tree facts" to get our residents thinking about the value of re-greening our parks.

Superhero Dash n' Splash
5K RUN
Mt. Prospect Park District

Community Relations & Marketing Monthly Report
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CR & M also provided marketing support for the 2017 launch of the Community Band as they performed their spring concert on April 2. The concert was entitled Centennial Spring and we arranged for MPTV to participate in showing their centennial video before the concert began. The concert was advertised in a Daily Herald article a week prior and was supported by marketing's idea to offer a free pair of tickets to everyone on the Centennial Commission. It was also suggested that former Mayor, Skip Farley, officially open the concert with a review of centennial year highlights.

Mark your calendars for the May 20 grand re-opening of the playground at Clearwater Park. The celebration begins at 10 am. Facebook and web postings as well as on-site banners will encourage the public to come play with us as the new playground is officially opened.

Community

As the village centennial year continues, the Mt. Prospect Park District supports our community partner with several summer "centennial" events. CR&M toured our parks and facilities and committed to the painting of seven additional hydrants between June 1 and June 30. In order to fully represent our district boundaries, hydrants were chosen at the Studio, RecPlex, Lions Park, the Golf Course, and both Clearwater and Countryside Park. Two hydrants will be painted at RecPlex by our day campers and staff. We hope to incorporate the painting of the Clearwater hydrant with the park's grand re-opening. Countryside Park is actually the farthest park on the south end of our district border before we enter Des Plaines. The hydrant project was originated by the Centennial Commission.

CR&M is hard at work on plans for August's National Night Out in conjunction with the Mount Prospect Police Department. Hopes are high that a helicopter will again land at Lions Park in 2017. MPPD has asked for our cooperation in securing food trucks as a fun twist in concessions. More to come……

Electronic/Social Media

Our most popular Facebook posts this month featured the free Lending Libraries at Clearwater and Tamarack Parks, as well as our videos and photos from the Mt. Prospect Community Band Spring Concert and the annual Easter Egg Hunt. Our widest reach of promotional materials was focused on the Earth Day celebration on Saturday, April 22.

Over the past three months, we have improved our e-blast open rate 15% compared to the previous three months. Our open rate is 33% (compared to the average of 18%).

The mix of targeted single subject emails combined with the more district-wide "newsletter" format appears to be working. In our last Green Spring email, the most popular clicks were information on the spring plant sale (26%) and the link to our Applitrack page (20%).

A targeted email was developed and sent to the Inline Hockey participants promoting an upcoming free defensive clinic. Seven youth were registered prior to the email. Following the eblast, an additional 40 youth registered for the event.

We continue to experiment with electronic marketing seeking the positive results outlined above.

Graphic Design

Posters/Flyers:

- Family Open Paint Day (flyer)
- Earth Day (poster)
- How to tie your skates (flyer)
- Healthy Lecture Spring Series (poster, 24" x 36" sandwich boards)
- Spring Skate Inline Event –Baseball theme (poster)
- Ballet "Into the Woods" Recital (poster)
- Superhero Dash n' Splash 5K (poster, 24" x 36" displays)
- Summer Brochure Delivery (poster)

Website:

- Web Promotions:
  - Spring Break Open Art Studio
  - Spring Plant Sale at FPC
  - Spring Break Full Day Camps & Sports Camps & Clinics
  - Earth Day
  - Spring Skate (baseball theme)
  - Family Open Paint Day
  - Superhero Dash n' Splash 5K

- Other Web maintenance/updates/uploads:
  - Spring Group Fitness Class Descriptions posted
  - Weekly Open Gym Schedules for RecPlex posted

Other Design Projects:

- 5K Race logo – redesigned to reflect Park Foundation Tree Campaign as the beneficiary
- Park Foundation Tree Campaign Displays (revised "A Little Bit of Change…" and new design "Ways to Love a Tree") 24" x 36 with easel backs

Community Relations & Marketing Monthly Report
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- Summer 2017 Brochure Front & Back Covers
- Jazz Dance Recital logo (black and white version made of Caryn's design)
- Jazz Dance Recital Ticketing Website Custom Banner
- District Map – updated, re-numbered, colorized
- Journal & Topics "Progress" Special Section Ad (9.75" x 13.75", black & white)
- Facility Business Envelopes & Letterhead
- Social Media Screens:
  Tree Campaign Template(s)

Administration & Human Resources Monthly Report
Barry Kurcz • April 2017

Annual Performance Appraisals - Full/Part-Time IMRF Personnel

The month of April is designated for full-time and part time IMRF employees (with the exception of new hires) to be evaluated on an annual basis. We have identified the Employee Appraisal Schedule for 2017 and supervisors are in the process of completing and submitting to their respective Directors for review and approval. The next step in the approval process is for Directors to turn in appraisals and recommended merit increases to Administration by May 19th . All information will be reviewed to ensure quality and consistency. Once approved, supervisors may begin conducting sit down performance reviews with their employees. These appraisal forms must be signed by each employee and their supervisor, and placed in the employee's personnel file. Change in pay is scheduled to appear on the June 16th paycheck.

Employee Appreciation BBQ

We have set the date of June 20th for our third annual Employee Appreciation BBQ which will be held at Friendship Park Conservatory. This event will also give employees an opportunity to visit with Greg prior to his retirement and provide an opportunity to meet our new Executive Director.

Direct Deposit & Payroll Distribution

Starting April 7th, we have improved our paycheck distribution process by requiring employees to pick up their live paycheck from the Central Community Center Receptionist. This process change has freed our Managers from the responsibility of receiving, securing and hand delivering live paychecks. We increased our efforts to explain the benefits of and convenience of direct deposit to those not utilizing it. As a result, we have increased the percentage of employees on direct deposit from *84% to 87% in one pay period*.

We will continue our Direct Deposit campaign and provide forms to all incoming Summer employees.

Staff Changes

Jason Hickman, Full Time Athletics Manager was hired on April 4th.
Bradley Loudon, Part Time IMRF Assistant Fleet Mechanic was hired on April 6th.

HR By the Numbers…March, 2017

25 New Hires
30 Terminations
1 Worker's Compensation
1 Unemployment Claim
1 Disciplinary Issue
61 Criminal Background Checks