



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.)

JULY 26, 2017

FEBRUARY 15, 2017
(3rd Wed.)

AUGUST 23, 2017

MARCH 22, 2017

SEPTEMBER 27, 2017

APRIL 26, 2017

OCTOBER 25, 2017

MAY 24, 2017

NOVEMBER 15, 2017
(3rd Wed.)

JUNE 28, 2017

DECEMBER 20, 2017
(3rd Wed.)

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REGULAR BOARD MEETING

February 15, 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: FEBRUARY 10, 2017

RE: REGULAR PARK BOARD MEETING
FEBRUARY 15, 2017 - 7:00 P.M.
CENTRAL COMMUNITY CENTER
1000 W. CENTRAL, MOUNT PROSPECT, IL

AGENDA

CALL TO ORDER

ROLL CALL

PLEDGE OF ALLEGIANCE

CHANGES OR ADDITIONS TO AGENDA

APPROVAL OF AGENDA

APPROVAL OF MINUTES: Regular Board Meeting: January 18, 2017

PUBLIC COMMENT

ADOPTION ITEMS

APPROVAL ITEMS

- A. Approval of Purchase – Two (2) - 2017 Toro Greensmaster Flex 2120 Mowers • National IPA Joint Purchasing Program • Reinders, Inc.
- B. Approval of Purchase – 2017 Toro Greensmaster 3300 TriFlex Mower • National IPA Joint Purchasing Program • Reinders, Inc.

NEW BUSINESS

- A. Schedule Special Meeting(s) – March • (Discussion/Potential Action)

UNFINISHED BUSINESS

- A. FY 2017 Operating Budget • (Discussion – if needed)
- B. Tentative Budget & Appropriation Ordinance – FY 2017 • (Discussion – if needed)



1000 W. CENTRAL ROAD
MOUNT PROSPECT, ILLINOIS 60056

REGULAR BOARD MEETING

FINANCIAL ADVISOR'S REPORT

RATIFICATION OF ACCOUNTS PAYABLE & PAYROLL

JANUARY 2017

- Approval/Ratification of Travel Expenses Submitted by Commissioners
– Per Mt. Prospect Park District Ordinance No. 733

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

ADJOURNMENT

Unapproved

Regular Board Meeting

A Regular Meeting of the Mt. Prospect Park District, Cook County, Illinois, was held on Wednesday, January 18, 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
George Geise, Superintendent of Business Services
Teri Wirkus, Executive Professional Compliance Manager

Professionals:

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

Visitors:

Louis Goodman

CHANGES OR ADDITIONS TO AGENDA

None

APPROVAL OF AGENDA

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

APPROVAL OF MINUTES

Commissioner Massie motioned to approve the minutes from the Regular Board Meeting on December 14, 2016; seconded by Commissioner Klicka.

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

Motion passed.

Public Comment

None

ADOPTION ITEMS

None

APPROVAL ITEMS

A. Purchasing Policy- Amendment to Increase Purchasing Authority for the Executive Director

Discussion: Executive Director Greg Kuhs explained Governor Rauner signed Public Act 99-0771 into law that increases the amount of contracts requiring competitive bidding for supplies, materials, and work from \$20,000 to \$25,000. The Board discussed a few examples of purchases that could go out to bid and how many quotes per bid would be needed.

Motion

Commissioner Massie moved to increase the Executive Director's purchasing authority limit from \$20,000 to \$25,000, per the District's Purchasing Policies & Procedures; seconded by Commissioner Klicka.

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

Motion passed.

NEW BUSINESS

A. Schedule Special Meeting(s) – February 2017

As part of the search process for a new Executive Director- the Board President has called Special Meetings as follows:

- Thursday, February 2; 6 pm at Central Community Center
- Saturday, February 11; 9 am at Central Community Center

B. Tentative Budget and Appropriation Draft Ordinance for 2017

Executive Director Greg Kuhs stated the a draft of the Budget & Appropriation Ordinance has been placed at Central Community Center front desk; Des Plaines Library reference desk; Mt. Prospect Library reference desk and the Mt. Prospect Human Services Department for anyone who wishes to review the draft document. President Kurka stated the draft document of the Budget & Appropriation Ordinance will be listed on the March Board Meeting agenda for approval.

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 December Accounts Payable checks and EFT’s in the amount of \$570, 897.17 as listed on the December Check Registers; seconded by Commissioner Murphy.

Discussion: None

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

Motion passed.

RATIFICATION OF PAYROLL

Commissioner Klicka motioned to ratify December Payroll checks and Direct Deposits in the amount of \$458,301.34 as listed in this report; seconded by Commissioner Massie.

Discussion: None

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

Motion passed.

Parks Foundation

Ruth Yueill, Executive Director of the Parks Foundation stated:

The Parks Foundation had a planning meeting for 2017 and discussed a variety of ideas designed to maximize visibility for the Foundation within the community:

- The tree campaign will be the main focus and campaign of the Parks Foundation in 2017.
- A mobile display will accompany board members to park district events-Mardi Gras, Strive for 5, Summer Concert Series, Fall Fest and Holiday Open House.
- 2017 is the 20th Anniversary of the Parks Foundation - June 29 Summer Concert will be the "Parks Foundation Anniversary Celebration."
- The Foundation will elect new officers at their May 2017 Board meeting.
- A Cabaret Night will be scheduled sometime in November 2017.
- Foundation Board Meetings, 6:30 pm at Central Community Center on Wednesdays as follows: March 8, May 10, July 12, September 13 and November 8.

Executive Report

Executive Director Greg Kuhs reviewed the following items:

Parks & Planning Report Highlights:

- Einstein Park Phase II - the project drawings and specifications should be completed near the end of January; anticipating on going out to bid in March with a potential construction start date in April/May 2017.
- Redwood Playground Relocation - Starting the process of developing drawings and specifications to submit to ComEd for the removal of the existing playground at Redwood Drive on ComEd property. The placement of the new playground would be on property owned by the Park District at Kopp Park with the playground location being selected to avoid problems with possible future redevelopment of new athletic fields in this area.

Golf Report Highlights:

- Final sales for the 2016 golf season were approximately \$1,470,000, surpassing our record year 2012 and exceeded our 2013 total sales by approximately \$145,000. Our rounds/revenue and

round/dollar remain right on track and has substantially improved since the renovation. The pricing structure and cost for golf fees will not increase for 2017.

Business & HR Highlights:

- Effective July 1, 2017, employers in Cook County will be required to pay a higher minimum wage that will continue to increase every year through 2019. While there is no direct impact to the District, the indirect impact on our part time employees could be tremendous. If nothing is done, this could result in a shortage or loss of summer employees to surrounding employers who are paying \$10 per hour or more. The district needs to remain competitive with the employers that have to comply with the new minimum wage increases in the coming years. As a result, park district program and membership fees will most likely need to be increased to help offset this higher labor cost.

Recreation Department Highlights:

- The Annual Recreation Department Year in Review for 2016 booklet was included in the Board Members packets.

Community Relations & Marketing Highlights:

- A special document was handed out at the Board Meeting which highlighted the accomplishments and work of Community Relations & Marketing Department for 2016.

IAPD/IPRA State Conference on January 19 through 21st at the Hilton Hotel/Conference Center.

Public Comment

Louis Goodman asked if past Board Members use of the district’s facilities and what the policy was. Commissioner Tenuta and Executive Director Greg Kuhs explained how the program works regarding past board members. Tom Hoffman, Attorney also explained the IAPD rationale regarding current Board Members – that it is justifiable (with reasonable use) and is intended to serve as a way to exercise some oversight duties with the programs and facilities for the park district.

MATTERS FROM COMMISSIONER

None

Adjournment to Closed Session

Commissioner Doherty motioned to adjourn to closed session at 7:52 p.m. for:

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

-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.

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

Open Session was reconvened at 8:15 p.m.

TAKE ACTION, IF ANY ON MATTERS DISCUSSED IN CLOSED SESSION

-Approval of Corporate Counsel Legal Services Proposal – Thomas G. Hoffman

MOTION

Commissioner Doherty motioned to approve the Proposal for Corporate Council Legal Services from Thomas Hoffman as presented; seconded by Commissioner Massie.

Discussion: None

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

Motion passed.

-Approval of Minutes, Reviewed in Closed Session

MOTION

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

- August 24, 2016 Section 2c(21): Review of Closed Session Minutes
 - September 28, 2016 Section 2c(11): Litigation
 - November 16, 2016 Section 2c(1): Personnel
 - December 14, 2016 Section 2c(11) & Section 2c(1): Litigation & Personnel;
- seconded by Commissioner Murphy.

Discussion: None

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

Motion passed.

-Approval for Release of Closed Session Minutes, If any

MOTION

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

May 23, 2012 Section 2c(11): Litigation
August 24, 2016 Section 2c(1): Review of Closed Session Minutes
November 16, 2016 Section 2c(1): Personnel

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

Discussion: None

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

Motion passed.

ADJOURNMENT

Commissioner Murphy motioned to adjourn the Board Meeting at 8:20 p.m.; seconded by Commissioner Klicka and was carried by unanimous voice approval.

Respectfully submitted,

William J. Starr, Secretary

A. Approval of Purchase – Two (2) Toro Greensmaster Flex 2120 Mowers - National IPA Joint Purchasing Program – Reinders, Inc.

Background

Staff recommends the purchase of (2) Toro Greensmaster Flex 2120 mowers with pricing from the National Intergovernmental Purchasing Alliance. A specification sheet for these mowers is included with this summary. These mowers will be replacing the 2003 John Deere greens mowers and are specifically adaptive for our courses newer contoured greens.

The new mowers were included on the Capital Projects/Improvement list for FY 2017 which was approved by the Board at the November 2016 Regular Board Meeting. In lieu of the park district going to public bid on this equipment, staff is recommending Board approval to purchase the Toro Greensmaster Flex 2120 mowers and accessories from Reinders, Inc. through the National IPA pricing program. (Acct# NIPA15616) According to our legal counsel, the National IPA meets the requirements of the Illinois Governmental Joint Purchasing Act for the public bid process.

Suggested Motion: To approve of the purchase of (2) Toro Greensmaster Flex 2120 mowers and accessories from Reinders, Inc. in the amount of \$25,938.96.

B. Approval of Purchase – One(1) Toro Greensmaster 3300 TriFlex Riding Mower and additional Cutting Head Attachment - National IPA Joint Purchasing Program – Reinders, Inc.

Background

Staff recommends the purchase of (1) Toro Greensmaster 3300 TriFlex riding mower and (1) additional cutting head attachment with pricing from the National Intergovernmental Purchasing Alliance. A specification sheet for this equipment is included with this summary. This mower will be used for the maintenance of collars, tees, and approaches on the Golf Course and is specifically adaptive for our courses newer contoured greens. In addition it could also be used as a riding greens mower in emergency situations.

The new mower was included on the Capital Projects/Improvement list for FY 2017 which was approved by the Board at the November 2016 Regular Board Meeting. In lieu of the park district going to public bid on this equipment, staff is recommending Board approval to purchase the Toro Greensmaster 3300 TriFlex Mower and cutting head attachment from Reinders, Inc. through the National IPA pricing program. (Acct# NIPA15616) According to our legal counsel, the National IPA meets the requirements of the Illinois Governmental Joint Purchasing Act for the public bid process.

Suggested Motion: To approve of the purchase of (1) Toro Greensmaster 3300 TriFlex mower with additional cutting head attachment from Reinders, Inc. in the amount of \$34,659.82.

***New Business Summary
February • 2017***

A. Schedule Special Meetings • (Discussion/Potential Action)

As part of the search process for a new Executive Director, I recommend the Board President call Special Board Meetings as follows:

Thursday, March 2 • 6:00pm at Central Community Center

Saturday, March 11 • 9:00am at the Central Community Center

**MT PROSPECT PARK DISTRICT
DEPARTMENTAL EXPENDITURE ANALYSIS
FOR THE 1 MONTH ENDED 1-31-17**

8% 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	71,606	953,186	8%	63,691	112%	951,812	100%	-1%
Maintenance	66,729	833,227	8%	70,092	95%	836,834	100%	-12%
Motor Pool	12,910	312,373	4%	16,023	81%	233,233	75%	8%
Buildings	16,448	195,404	8%	7,562	218%	8,886	5%	
Studio at Melas	1,129	20,950	5%	548	206%	16,594	79%	-4%
Total	168,823	2,315,140	7%	157,917	107%	2,229,707	96%	4%
RECREATION FUND								
Administration	81,343	1,078,449	8%	79,148	103%	995,272	92%	36%
Big Surf	16,857	317,496	5%	14,200	119%	298,763	94%	12%
Meadows Pool	3,341	202,103	2%	923	362%	198,799	98%	8%
Recplex Pool	41,266	551,933	7%	34,481	120%	519,380	94%	15%
Golf Course	87,508	1,588,403	6%	80,316	109%	1,578,186	99%	17%
Concessions	4,256	147,545	3%	1,899	224%	116,444	79%	-2%
Lions Center	13,951	187,485	7%	11,601	120%	191,381	102%	-2%
Recplex Center	66,200	998,160	7%	50,405	131%	983,209	99%	-4%
Ice Arena	21,583	192,238	11%			21,583	11%	
Rec Programs	70,818	1,662,435	4%	87,069	81%	1,716,434	103%	2%
Central Programs	2,342	129,100	2%	16,936	14%	96,387	75%	-9%
Central Road	46,304	637,138	7%	31,058	149%	618,571	97%	0%
Total	455,770	7,692,485	6%	408,034	112%	7,526,194	98%	12%

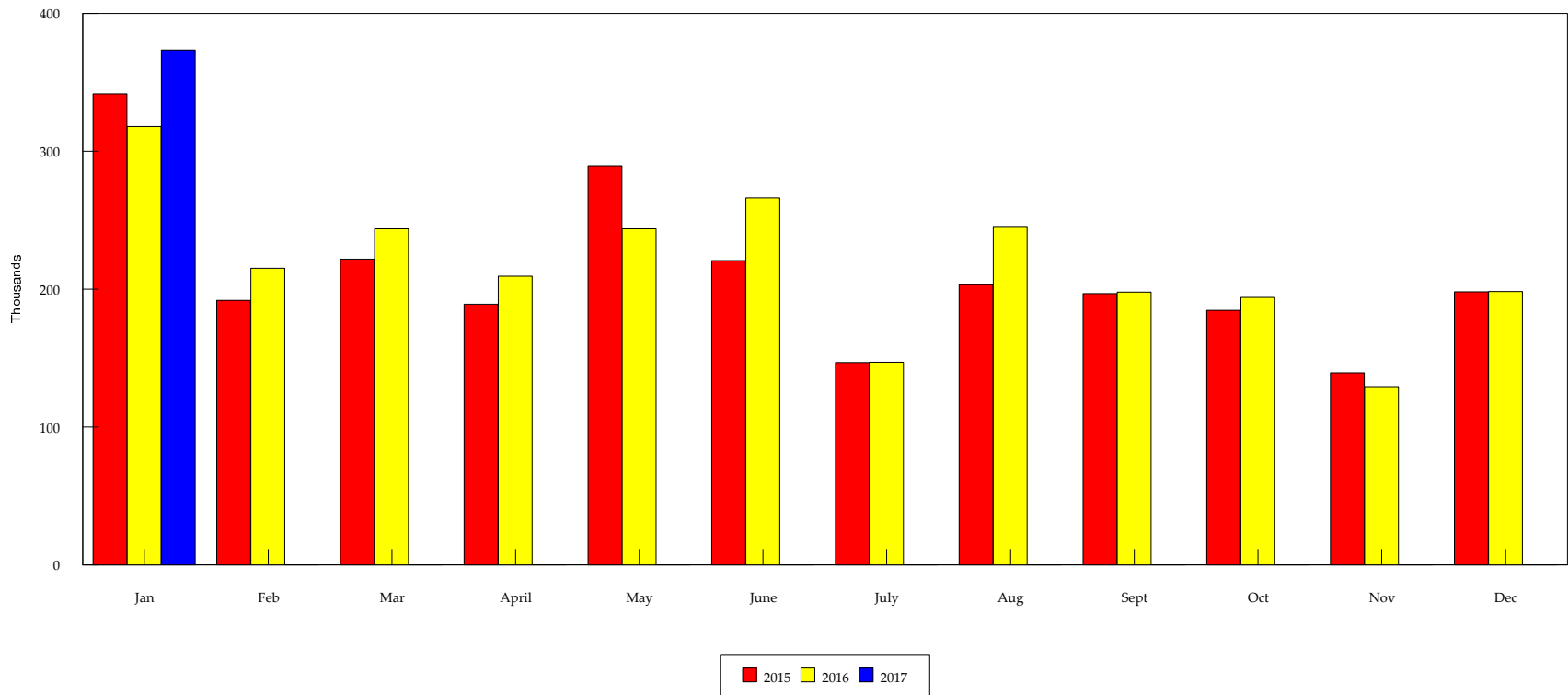
MOUNT PROSPECT PARK DISTRICT
GOLF COURSE Department by Function
For One Month Ended 1-31-17

ACCOUNT NAMES	TOTALS	ADMIN/ PRO SHOP	MAINT.	MERCH SALES	DRIVING RANGE	LESSONS	EVENTS	GOLF COMMUNITY CENTER
REVENUES:								
RENTAL	-	-						
PASSES /USER FEES	3,330	3,330						
DAILY /USER FEES	-				-			
PROGRAM FEES	35	35					-	
MERCHANDISE SALES	-			-				
OTHER	(1,146)	(1,146)						
SPONSORSHIPS	-							
TOTAL REVENUE	2,219	2,219	-	-	-	-	-	-
% of Budget	0%	0%	n/a	0%	0%	0%	0%	
EXPENDITURES:								
FULL TIME SALARIES	42,388	23,640	14,840					3,907
PART TIME SALARIES	2,367	283	1,196	-				887
FRINGE BENEFITS	32,960	11,766	17,012					4,182
CONTRACTUAL SERVICES	5,936	1,904	312					3,719
COMMODITIES	1,144	202	957	(29)	-		-	13
MERCHANDISE	-							
UTILITIES	2,714	1,099	928					686
SALES TAX	-							
TOTAL EXPENDITURES	87,507	38,895	35,246	(29)	-	-	-	13,395
% of Budget	6%	6%	5%	0%	0%	0%	0%	8%
REVENUE OVER(UNDER) EXP	(85,288)	(36,676)	(35,246)	29	-	-	-	(13,395)
CHANGE FROM LAST YR + (-)								
REVENUE	3,133	3,359	-	(224)	-	(1)	(1)	-
EXPENDITURES	7,188	2,061	(350)	(30)	(1)	(1)	(1)	5,509
NET	(4,055)	1,297	350	(194)	1	-	-	(5,509)
% CHANGE FROM LAST YEAR								
REVENUE	(343)	(295)		(100)		(100)	(100)	n/a
EXPENDITURES	9	6	(1)	(2,993)	(100)	(100)	(100)	70

MT PROSPECT PARK DISTRICT PROGRAM REVENUE

Revenue Recap by yr:

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



This Year Vs Last Year

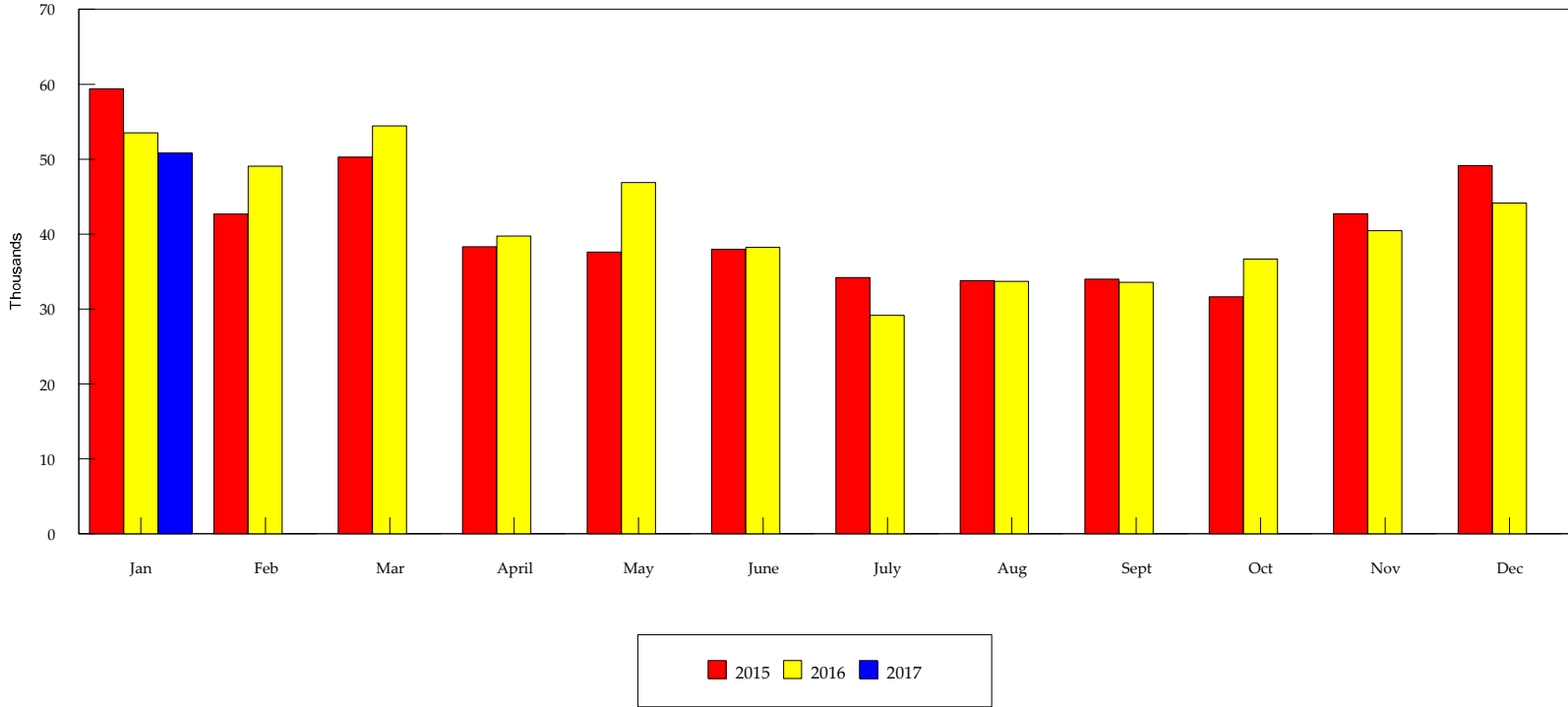
MOUNT PROSPECT PARK DISTRICT
PROGRAMS Department by Function
For One Month Ended 1-31-17

ACCOUNT NAMES	TOTALS	YOUTH/ CHILD CARE	ATHLETICS ADULT	YOUTH	FITNESS	SPECIAL EVENTS	ARTS	SENIOR CLUB	BASEBALL
REVENUES:									
PROGRAM FEES	371,653	79,084	22,975	22,250	30,044	1,437	83,533	15	132,315
CHILD CARE	1,509	1,509	-						
DONATIONS	500		500						
TOTAL REVENUE	373,662	80,593	23,475	22,250	30,044	1,437	83,533	15	132,315
% of Budget	14%	7%	18%	5%	12%	14%	18%	0%	78%
EXPENDITURES:									
PART TIME SALARIES	59,945	28,134	1,728	3,300	12,201	-	14,469		113
CONTRACTUAL SERVICES	960	-	-	960	-	-	-		
COMMODITIES	9,913	483	-	989	-	950	368		7,123
UTILITIES	-								-
TOTAL EXPENDITURES	70,818	28,617	1,728	5,250	12,201	950	14,837	-	7,236
% of Budget	4%	5%	2%	2%	8%	2%	5%	0%	6%
REVENUE OVER(UNDER) EXP	302,844	51,975	21,747	17,000	17,843	487	68,696	15	125,079
CHANGE FROM LAST YR + (-)									
REVENUE	55,210	6,818	10,118	1,197	14,044	(155)	678	(15)	22,525
EXPENDITURES	(16,108)	13,683	1,449	(6,119)	1,716	(708)	(25,284)	(1)	(846)
NET	71,319	(6,865)	8,669	7,316	12,328	553	25,962	(14)	23,371
% CHANGE FROM LAST YEAR									
REVENUE	17	9	76	6	88	(10)	1	-	21
EXPENDITURES	(19)	92	521	(54)	16	(43)	(63)	(100)	(10)
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	318,451	73,774	13,357	21,053	16,000	1,592	82,855	30	109,790
2016 EXPENDITURES	86,926	14,934	278	11,368	10,485	1,658	40,120	1	8,082

**MT PROSPECT PARK DISTRICT
RECPLEX**

Revenue Recap by yr:

	2015		2016		2017		'15Budget	'16Budget	'17Budget
	<u>Month</u>	<u>YTD</u>	<u>Month</u>	<u>YTD</u>	<u>Month</u>	<u>YTD</u>			
Jan	59,383	59,383	Jan	53,516	Jan	50,841	569,500	574,000	529,500
Feb	42,677	102,060	Feb	49,059	Feb	0	0	0	0
Mar	50,295	152,355	Mar	54,451	Mar	0	0	0	0
April	38,332	190,687	April	39,734	April	0	0	0	0
May	37,602	228,289	May	46,875	May	0	0	0	0
June	37,994	266,283	June	38,214	June	0	0	0	0
July	34,207	300,490	July	29,155	July	0	0	0	0
Aug	33,789	334,279	Aug	33,703	Aug	0	0	0	0
Sept	33,974	368,253	Sept	33,574	Sept	0	0	0	0
Oct	31,633	399,886	Oct	36,669	Oct	0	0	0	0
Nov	42,740	442,626	Nov	40,460	Nov	0	0	0	0
Dec	49,145	491,771	Dec	44,134	Dec	0	0	0	0



This Year Vs Last Two Years

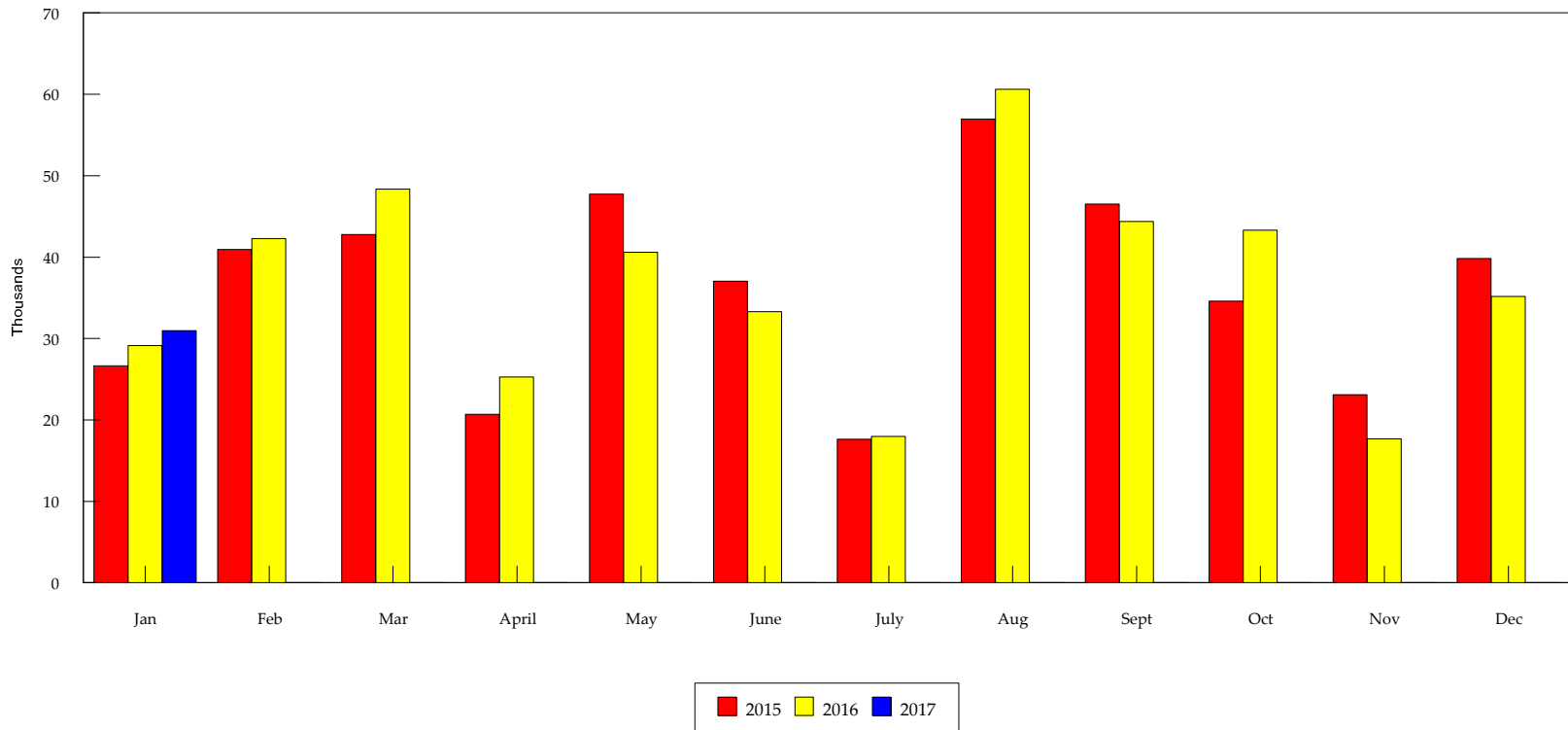
**MT PROSPECT PARK DISTRICT
RECPLEX FACILITY REVENUE REPORT
January 2017**

	MONTH		YEAR to DATE		Up (Down)	
	This	Last	This	Last	Change	% Change
RENTALS						
Building Rental	3,674	5,063	3,674	5,063	(1,389)	-27%
Lockers	-	-	-	-	-	-
Total	3,674	5,063	3,674	5,063	(1,389)	-27%
PASS SALES						
All Facility	12,281	11,616	12,281	11,616	665	6%
Gym & Track	4,760	5,070	4,760	5,070	(310)	-6%
Fitness	20,212	20,744	20,212	20,744	(532)	-3%
Total	37,253	37,431	37,253	37,431	(178)	0%
DAILY FEES						
All Facility	1,152	1,095	1,152	1,095	57	5%
Gym & Track	6,564	7,100	6,564	7,100	(536)	-8%
Fitness	1,074	1,425	1,074	1,425	(351)	-25%
Racquetball	993	985	993	985	8	1%
Playport	755	993	755	993	(238)	-24%
Total	10,538	11,598	10,538	11,598	(1,060)	-9%
PROGRAM FEES						
Special Programs	275	435	275	435	(160)	-37%
Total	275	435	275	435	(160)	-37%
CONCESSIONS						
Merchandise	428	291	428	291	137	47%
Vending	1,113	1,125	1,113	1,125	(12)	-1%
Total	1,541	1,416	1,541	1,416	125	9%
OTHER						
Visa Charges / OvSt	(2,439)	(2,425)	(2,439)	(2,425)	(14)	1%
TOTAL	50,841	53,516	50,841	53,516	(2,674)	-5%

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



This Year Vs Last Two Years

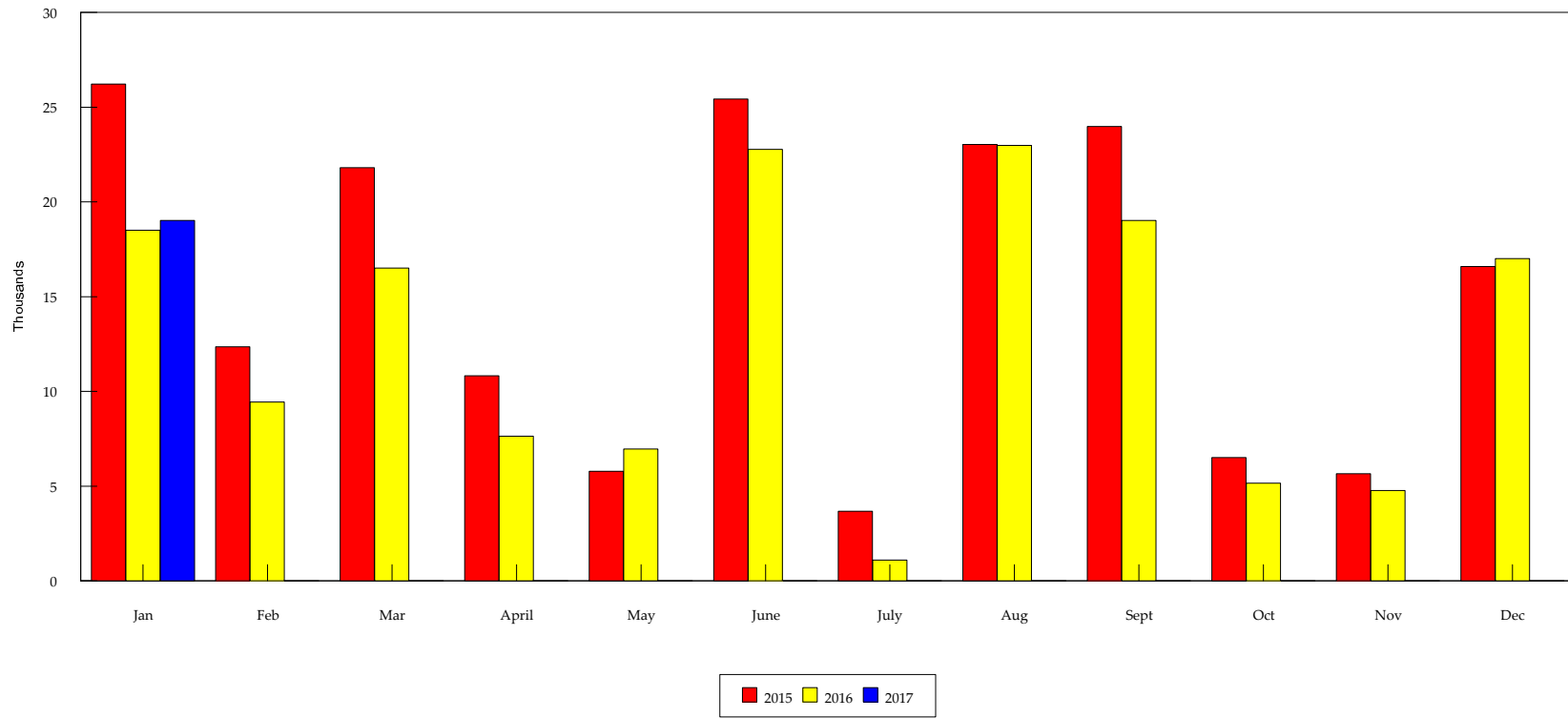
**MOUNT PROSPECT PARK DISTRICT
CONCESSIONS Department by Location
For One Month Ended 1-31-17**

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	-				-		-	-
OTHER	-							
TOTAL REVENUE	-	-	-	-	-	-	-	-
% of Budget	0%	n/a	0%		0%	0%	0%	
EXPENDITURES:								
FULL TIME SALARIES	477	477						
PART TIME SALARIES	886						886	
FRINGE BENEFITS	304	304						
CONTRACTUAL SERVICES	2,270	-					1,870	400
COMMODITIES	-							
COST OF GOODS SOLD	-							
UTILITIES	318					318		
SALES TAX/OTHER	-							
TOTAL EXPENDITURES	4,256	782	-	-	-	318	2,756	400
% of Budget	3%	7%	0%	0%	0%	4%	6%	3%
REVENUE OVER(UNDER) EXP	(4,256)	(782)	-	-	-	(318)	(2,756)	(400)
CHANGE FROM LAST YR + (-)								
REVENUE	(215)	-	(1)	(1)	(1)	(1)	(210)	(1)
EXPENDITURES	2,354	40	(79)	(1)	(1)	317	1,679	399
NET	(2,569)	(40)	78	-	-	(318)	(1,889)	(400)
% CHANGE FROM LAST YEAR								
REVENUE	(100)	n/a	(100)		(100)	(100)	(100)	(100)
EXPENDITURES	124	5	(100)	(100)	(100)	n/a	156	39,900

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



This Year Vs Last Year

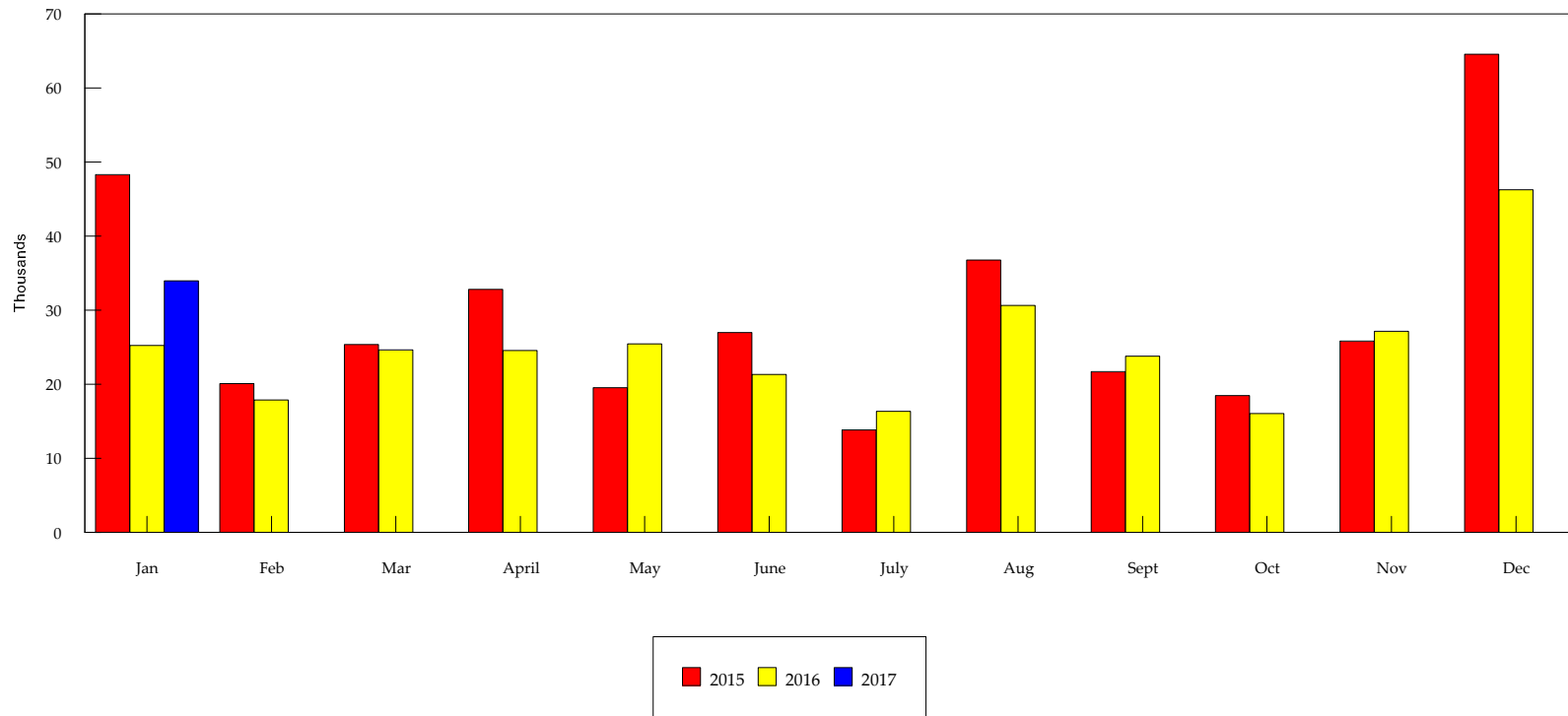
**MOUNT PROSPECT PARK DISTRICT
CENTRAL PROGRAMS Department by Function
Month Ended 1-31-17**

ACCOUNT NAMES	8% of Year				
	TOTALS	YOUTH CHILD CARE	ADULT	ATHLETICS YOUTH	ARTS
REVENUES:					
PROGRAM FEES	19,024	5,084		13,731	209
CHILD CARE	-				
DONATIONS	-		-		
TOTAL REVENUE	19,024	5,084	-	13,731	209
% of Budget	10%	10%	0%	11%	
EXPENDITURES:					
PART TIME SALARIES	2,163	2,163		-	
CONTRACTUAL SERVICES	-	-			
COMMODITIES	180	180			
TOTAL EXPENDITURES	2,342	2,342	-	-	-
% of Budget	2%	8%	0%	0%	
REVENUE OVER(UNDER) EXP	16,682	2,742	-	13,731	209
CHANGE FROM LAST YR + (-)					
REVENUE	511	808	(1,300)	1,824	(821)
EXPENDITURES	763	765	(1)	(1)	-
NET	(252)	43	(1,299)	1,825	(821)
% CHANGE FROM LAST YEAR					
REVENUE	3	19	(100)	15	(80)
EXPENDITURES	48	48	(100)	(100)	

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



This Year Vs Last Two Years

**MT PROSPECT PARK DISTRICT
CENTRAL FACILITY REVENUE REPORT
January 2017**

	MONTH		YEAR to DATE		Change	Up/(Down) % Change
	This	Last	This	Last		
RENTALS						
Skate Rental	504	440	504	440	64	15%
Building Rental	2,983	5,073	2,983	5,073	(2,091)	-41%
	3,487	5,513	3,487	5,513	(2,027)	-37%
PASS SALES						
Fitness	10,615	10,848	10,615	10,848	(233)	-2%
	10,615	10,848	10,615	10,848	(233)	-2%
DAILY FEES						
Gym Fees	958	427	958	427	531	124%
Fitness Center	635	562	635	562	73	13%
Inline Rink Fees	994	980	994	980	14	1%
	2,587	1,969	2,587	1,969	618	31%
PROGRAM FEES						
Adult Athletic Leagues	-	-	-	1	(1)	-100%
Youth Athletic Camps	-	-	-	-	-	0%
Youth Athletic Prog.	170	850	170	850	(680)	-80%
Youth Leagues	15,975	6,160	15,975	6,160	9,815	159%
Special Programs	1,377	645	1,377	645	732	113%
	17,522	7,655	17,522	7,656	9,866	129%
CONCESSIONS						
Merchandise	665	119	665	119	546	459%
Vending	356	395	356	395	(38)	-10%
	1,021	514	1,021	514	508	99%
OTHER						
Visa Charges / OvShrt	(1,251)	(1,244)	(1,251)	(1,244)	(7)	1%
TOTAL	33,981	25,255	33,981	25,256	8,725	35%

ACCOUNTS PAYABLE/PAYROLL DISBURSEMENT
January-17

ACCOUNTS PAYABLE

Suggested Motion: I move to ratify January Accounts Payable checks and EFT's
in the amount of \$831,199.05 listed on the January Check Registers.

<u>CHECK DATE</u>			<u>CHECK #S</u>	
1/1-1/8/2017	\$	77,418.25	186812-186816	Checks
1/9-1/15/2017	\$	477,104.52	186817-186894	Checks
1/16-1/22/2017	\$	63,279.46	186895-186955	Checks
1/23-1/31/2017	\$	213,396.82	186956-187004	Checks
TOTAL AP	\$	<u>831,199.05</u>	Checks and EFT's	

PAYROLL

Suggested Motion: I move to ratify January Payroll checks and Direct Deposits
in the amount of \$304,863.86 as listed on this report.

<u>CHECK DATE</u>			<u>CHECK #/S</u>	
1/13/2017	\$	132,197.00	1256-1577	DD Notification
	\$	15,657.19	1010592060- 1010592122	Checks
1/27/2017	\$	143,355.75	1587-1905	DD Notification
	\$	13,653.92	1010714001- 1010714061	Checks
TOTAL P/R	\$	<u>304,863.86</u>	Checks and Direct Deposits	

Mt. Prospect Park District Payroll Summary

Pay Period Ending 1/8/2017

Check Date 1/13/2017

				Avg	Avg
	# Hours	# Employees	Gross Pay	Hrs/Emp	Hrly Rate
Total	10,453	384	204,511	27	20
	Full Time	60			

Pay Period Ending 1/22/2017

Check Date 1/27/2017

				Avg	Avg
	# Hours	# Employees	Gross Pay	Hrs/Emp	Hrly Rate
Total	11,576	379	214,133	31	18
	Full Time	59			

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Approval/Ratification
Travel Expenses Submitted by Commissioners
February • 2017

Per Ordinance 733 (copy included in packet) adopted by the Board at the October 2016 Board Meeting, on or after March 2, 2017, *any* expenses for travel, meal, and lodging of any member of the Board, as well as any expenses of any officer or employee which exceeds the maximum allowed under the regulations approved by the Board (such regulations being set forth on Exhibit A hereto which is hereby made a part hereof) may only be approved by roll call vote at an open meeting of the Park Board.

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

<i>Suggested Motion: To approve/ratify the travel expenses submitted by Commissioners for attending the IAPD/IPRA State Conference as follows:</i>	
Commissioner Steve Kurka:	\$ 22.50
Commissioner Ray Massie:	\$ 31.50
Commissioner Bill Starr:	\$ 13.50

EXPENSE REIMBURSEMENT FORM

Mt. Prospect Park District

Employee/Commissioner
Name:

Steve Kurra

Date:

1-30-17

Title/Position:

Commissioner

Work Event:

IAPD/IPRA Conference

Ref #	DATE(S)	VENDORS/DESCRIPTION (List Receipts Separately)	TRAVEL (Train, Taxi, Toll, and Travel Parking)	MILEAGE	MEALS	OTHER	TOTAL EXPENSE
1	1-20-17	Metra - round trip	11.50				11.50
2	1-20-17	Maxi Hawn Cab	11.00				11.00
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
							22.50

Employee/Commissioner Signature: see attached

Date: 1-30-17

Direct Supervisor Signature: _____

Date: 1-30-17

* Please provide original receipt for each line item. Credit Card statements without receipts will be rejected.

Codes: 101000-547320 - \$11.25
201000-547320 - \$11.25

January 30, 2017

To: Mt. Prospect Park District

From: Steve Kurka, Commissioner

Re: Expense report for IAPD Conference - January 20, 2017

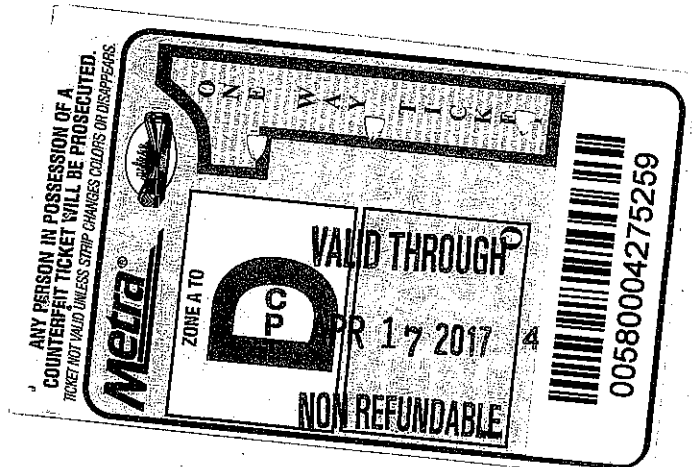
1 Round Trip train ticket from Mt. Prospect to Ogilvie Station (Chicago) \$11.50

1 Cab fare from Hilton Hotel (Michigan Avenue) to Ogilvie Station \$11.00

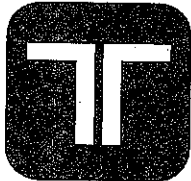


Total Reimbursement \$22.50


Steve Kurka

1/30/17



Drive With The Best

Cab#	_____	 TAXI TOWN
Date	<u>1/20/17</u>	
Time	<u>4pm</u>	
Amount \$	<u>11⁰⁰</u>	
From	<u>Chgo Hilton - IAPD Conference</u>	
To	<u>Ogilvie Train Station</u>	Get The App
		 



500 W. Madison

1/20/17
Trans.: 3092
Reg.: 910
Agent: 466857

3:03 PM
Store: 10051
Till: 91000
Agent Account: CPT-Q

SALE



1 0 0 5 1 9 1 0 3 0 9 2

One Way Full, Zone A to D	5.75
00580004326654	
Total	5.75
Cash	10.75
Total Tender	10.75
Change Due	(5.00)

Customer Copy

Thank you for riding
METRA
The Way To Really Fly

www.metrarail.com

EXPENSE REIMBURSEMENT FORM

Mt. Prospect Park District

Employee/Commissioner
Name:

Raymond Mabbie

Date:

1-26-17

Title/Position:

Commissioner

Work Event:

IAPD/IPRA Conference

Ref#	DATE(S)	VENDORS/DESCRIPTION (Use Receipts Separately)	TRAVEL (TAXI, RENTAL CARS, BUS, TRAIN, TOLL, PARKING)	MILEAGE	MEALS	OTHER	TOTAL EXPENSE
1	1-20-17	Flash-Cab	10.00				10.00
2	1-20-17	Metra-round trip	11.50				11.50
3	1-20-17	Cab ride	10.00				10.00
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
							31.50

Employee/Commissioner Signature: _____

Date: _____

Direct Supervisor Signature: _____

Date: _____

* Please provide original receipt for each line item. Credit Card statements without receipts will be rejected.

CARDS: 101000-547320 - \$15.75
201000-547320 - \$15.75

CAB RECEIPT

FLASH taxiwithus.com



DATE 1-20-2017 TIME 1:40

FROM TRAIN

TO BLAISE

CAB # _____ FARE # _____

SENIOR # _____ TOWN _____

RIDE TOTAL 10.00

SIGNATURE _____

Thank you for riding with us!

8:10 1-20-17
Time Date

RAYMOND MASSIE

Received from:

ITALIAN VILLAGE

Cab fare from:

TO TRAIN

To:

Driver:

Cab #:

10.00

Account #:



312-829-4222
checkertaxichicago.com



312-243-2537
yellowcabchicago.com



773-248-7600
americanunitedtaxifairfield.com



312-226-8880
bluediamondtaxi.com



13 E. Northwest Highway

1/20/17 7:10 AM
Trans.: 5920 Store: 10081
Reg.: 751 1111: 75100
Agent: 452163 Agent Account: CNW-NW-C

SALE



One Way Full, Zone A to D	5.75
00580004150504	
One Way Full, Zone A to D	5.75
00580004150503	
Total	11.50
Cash	11.50
Total Tender	11.50
Change Due	0.00

Customer Copy

EXPENSE REPORT - GENERAL

Mt. Prospect Park District

Employee/Commissioner: WILLIAM STARR ^{Date} 1/26/2017

Commissioner Work Event IAPD/IPRA Conference - Jan. 2017

Ref #	DATE	VENDORS / DESCRIPTION <small>Attach Matching Receipts to this Form</small>	TRAVEL <small>(train fare, taxi, tolls, and travel parking)</small>	MILEAGE	MEALS	OTHER	TOTAL EXPENSE
1	1-20	METRA TRAIN Round Trip.	TRAIN				11.50
2	1-20	PARKING IN MT PROSPECT					2.00
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
							13.50

Employee/Commissioner Signature: _____

Date: 1-26-17

Direct Supervisor: _____

Date: _____

* Please provide original receipt for each line item. Credit Card statements without receipts will be rejected.

Codes: 101000 - 547320 \$6.75
201000 - 547320 \$6.75

1/26/17

Expires 01/21/17
01:00 AM



Transaction Details
Date: 01/20/17
Time: 06:58 AM
Space: 334
Meter: 3680004
Paid: \$ 2.00

ANY PERSON IN POSSESSION OF A
COUNTERFEIT TICKET WILL BE PROSECUTED.
TICKET NOT VALID UNLESS STRIP CHANGES COLORS OR DISAPPEARS

MELT ONE WAY TICKET

VALID THROUGH

APR 19 2017

NON-REFUNDABLE

03320

0110

00580004150464

ANY PERSON IN POSSESSION OF A
COUNTERFEIT TICKET WILL BE PROSECUTED.
TICKET NOT VALID UNLESS STRIP CHANGES COLORS OR DISAPPEARS

MELT ONE WAY TICKET

VALID THROUGH

APR 19 2017

NON-REFUNDABLE

ZONE A TO

03320

0110

00580004150502

ORDINANCE NO. 733

MT. PROSPECT PARK DISTRICT

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

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

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

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

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

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

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

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

Section 2. DEFINITIONS. As used in this ordinance:

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

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

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

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

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

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

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

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

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

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

ADOPTED: This 19th day of October, 2016.

VOTES: Ayes:

Nays:

Absent:

President

ATTEST:

Secretary

Exhibit A

REGULATIONS ADOPTED PURSUANT TO THE LOCAL GOVERNMENT TRAVEL
EXPENSE CONTROL ACT

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

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

Work related seminars, conferences, training or meetings.

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

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

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

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

STATE OF ILLINOIS)
) SS.
COUNTY OF COOK)

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

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

ORDINANCE NO. 733

MT. PROSPECT PARK DISTRICT

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

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

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

Secretary

(SEAL)

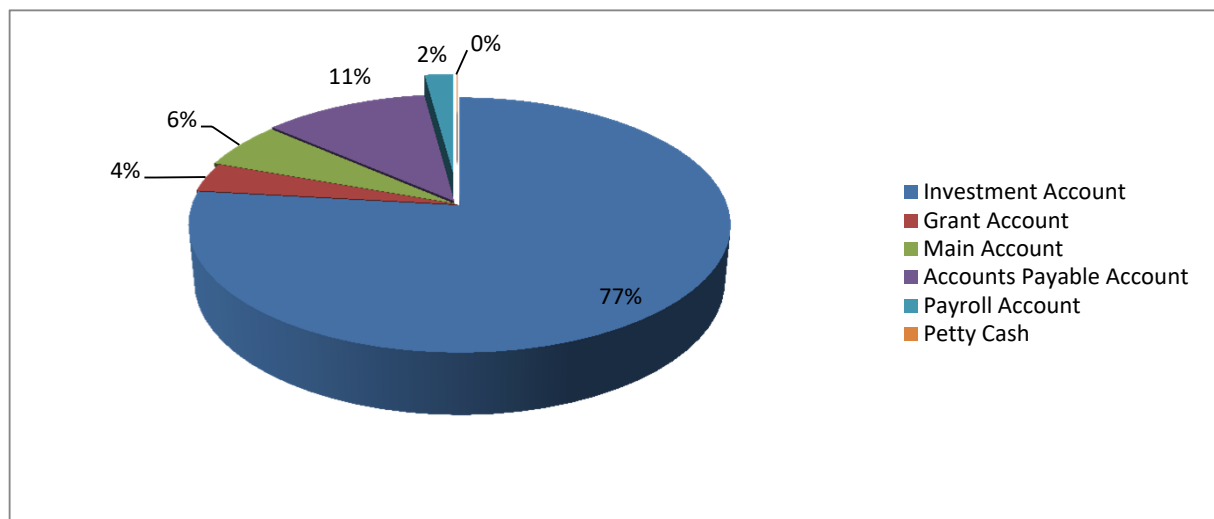
Mount Prospect Park District
Consolidated Revenue/Expense
January 2017

	January 2017	YTD 2017	Budget 2017	January 2016	YTD 2016
REVENUE			<i>(in progress)</i>		
10 General Fund	63,475	63,475	2,318,449	63,916	63,916
20 Recreation Fund	562,271	562,271	7,719,477	556,305	556,305
21 Paving and Lighting	1,280	1,280	71,606	1,310	1,310
23 Social Security Fund	9,132	9,132	510,880	10,661	10,661
24 Liability Insurance Fund	11,323	11,323	633,450	12,501	12,501
25 NWSRA Fund	10,239	10,239	572,846	10,482	10,482
26 IMRF Fund	13,550	13,550	758,080	10,553	10,553
27 Conservatory Fund	19,751	19,751	847,357	17,571	17,571
28 Internal Service Fund	41,949	41,949	425,686		
30 Bond & Interest Fund	55,969	55,969	4,920,458	56,338	56,338
70 2014 Capital Project			-		
93 2013 Capital Project				806	806
94 2014 Capital Project	571	571	5,421		
95 2015 Capital Project					
96 2016 Capital Project	692	692	376,000		
Total	790,202	790,202	19,159,710	740,443	740,443
EXPENSE					
10 General Fund	168,823	168,823	2,315,140	147,396	147,396
20 Recreation Fund	455,770	455,770	7,692,485	320,106	320,106
21 Paving and Lighting			71,606		
23 Social Security Fund	31,457	31,457	510,880	27,035	27,035
24 Liability Insurance Fund	22,292	22,292	675,747	20,171	20,171
25 NWSRA Fund	169,049	169,049	1,308,000	168,677	168,677
26 IMRF Fund			758,080		
27 Conservatory Fund	61,043	61,043	843,783	48,337	48,337
28 Internal Service Fund	15,401	15,401	424,736	12,799	12,799
30 Bond & Interest Fund			4,948,089		
70 2014 Capital Project	1,465	1,465	232,188	250,807	250,807
92 2012 Capital Project				2,446	2,446
93 2013 Capital Project				2,923	2,923
94 2014 Capital Project			31,950	8,978	8,978
95 2015 Capital Project			24,337		
96 2016 Capital Project	58,036	58,036	1,565,332		
Total	983,336	983,336	21,402,353	1,009,675	1,009,675
Total Revenue	790,202	790,202	19,159,710	740,443	740,443
Total Expense	983,336	983,336	21,402,353	1,009,675	1,009,675
Net Income/Loss	(193,134)	(193,134)	(2,242,643)	(269,232)	(269,232)

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

Mt. Prospect State Bank

Accounts	Bank Balance	Interest Rate	YTD Interest
Investment Account	3,904,146.14	0.19	511.84
Grant Account	188,012.95	0.002	3.19
Main Account	301,731.07	n/a	
Accounts Payable Account	582,139.50	n/a	
Payroll Account	103,040.50	n/a	
Petty Cash	4,080.00	n/a	
Total Funds	5,083,150.16		



**MT. PROSPECT PARK DISTRICT
PROPERTY TAX
MONTH ENDING
1/31/2017**

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

Tax Monies Received from January 1, 2017 through January 31, 2017 totals:
\$197,533 (of this total \$25,034 is Replacement Tax).

	Type	2017 Taxes	2016 Taxes
January	R	25,034	22,156
January		172,519	200,146
February			1,409,747
March	R		8,898
March			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		197,553	9,720,055

70 Fund

70 Fund

**Mt Prospect Park District
Capital Projects Update - FY 2017
January 2017
Fund 70 2014 Capital IMPR Fund**

Account #	Description	Budget	January	Y-T-D Actual	Difference	Comments
<u>Rec Plex Center</u>						
813700	Rec Plex Common Area Furniture	8,000			8,000	
	Total Rec Plex Center	8,000	-	-	8,000	
<u>Park Improvements</u>						
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	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			17,996	
849720	Einstein Park	27,182			27,182	
	Total Park Improvements	222,330	1,465	1,465	220,865	
<u>Equipment</u>						
856820	Phone System	1,858			1,858	
	Total Equipment	1,858	-	-	1,858	
	Total Expenditure	232,188	1,465	1,465	230,723	

94 Fund

94 Fund

Mt Prospect Park District
Capital Projects Update - FY 2017
January 2017
Fund 94 2014 Capital IMPR Fund

Account #	Description	Budget	January	Y-T-D Actual	Difference	Comments
<u>Park Improvements</u>						
849510	Majewski Sign Permits	8,837			8,837	
	Total Park Improvements	8,837	-	-	8,837	
<u>Equipment</u>						
855085	Argimetal Blower-MPGC	4,500			4,500	
855400	Technology Equipment & Svcs	3,994			3,994	
	Total Equipment	8,494	-	-	8,494	
<u>Buildings</u>						
862420	Studio Parking Lot Repair	14,619			14,619	
	Total Buildings	14,619	-	-	14,619	
	Total Expenditure	31,950	-	-	31,950	

95 Fund

95 Fund

**Mt Prospect Park District
Capital Projects Update - FY 2017
January 2017
Fund 95 2015 Capital IMPR Fund**

Account #	Description	Budget	January	Y-T-D Actual	Difference	Comments
<u>Rec Plex Center</u>						
813630	Rec Plex Commons Floor	8,000			8,000	
	Total Rec Plex Center	8,000	-	-	8,000	
<u>Park Improvements</u>						
849705	Golf Cart GPS Lease	5,067			5,067	
	Total Park Improvements	5,067	-	-	5,067	
<u>Buildings</u>						
862150	CCC Loading Dock Door	5,500			5,500	
862160	CCC RTU Assessment	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	-	-	11,270	
	Total Expenditure	24,337	-	-	24,337	

96 Fund

96 Fund

**Mt Prospect Park District
Capital Projects Update - FY 2017
January 2017
Fund 96 2016 Capital IMPR Fund**

Account #	Description	Budget	January	Y-T-D Actual	Difference	Comments
<u>Rec Plex Center</u>						
813410	Rec Plex Cardio Equipment	30,739	8,225	8,225	22,514	
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			9,000	
	Total Rec Plex Center	<u>134,239</u>	<u>8,225</u>	<u>8,225</u>	<u>126,014</u>	
<u>Conservatory</u>						
822330	FPC HVAC Units	13,000			13,000	
	Total Conservatory	<u>13,000</u>	<u>-</u>	<u>-</u>	<u>13,000</u>	
<u>Park Improvements</u>						
846700	Billing for Projects	425,686	41,949	41,949	383,737	
846931	Kopp Park Playground	100,000			100,000	
847012	Tree Planting/Removal	35,000			35,000	
847084	Community Survey	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			12,500	
849500	Playground Parts	5,000			5,000	
849510	Ice Rink Liners	1,500			1,500	
849720	Einstein Park	524,267			524,267	
	Total Park Improvements	<u>1,147,453</u>	<u>41,949</u>	<u>41,949</u>	<u>1,105,504</u>	
<u>Equipment</u>						
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	7,862	7,862	64,278	
856776	GC Chairs Table Grill	8,000			8,000	
856777	Ice Machine	800			800	
858370	Pressure 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			35,000	
858550	Greens Mowers	26,800			26,800	
858560	Debris Blower	2,700		-	2,700	
	Total Equipment	<u>242,340</u>	<u>7,862</u>	<u>7,862</u>	<u>234,478</u>	
<u>Buildings</u>						
861593	Lions Asbestos Abatement	3,500			3,500	
865420	WCMF Maintenance	5,000			5,000	
	Total Buildings	<u>8,500</u>	<u>-</u>	<u>-</u>	<u>8,500</u>	
<u>Pools</u>						
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	<u>19,800</u>	<u>-</u>	<u>-</u>	<u>19,800</u>	
	Total Expenditure	<u>1,565,332</u>	<u>58,036</u>	<u>58,036</u>	<u>1,507,296</u>	

Draft Request for Proposals (RFP) - Community Interest and Opinion Survey

Several months ago the Board discussed the plan to conduct a Community Interest and Opinion Survey in 2017. Included in the packet is a draft RFP for this project.

The following is a draft timeline for conducting a Community Interest and Opinion Survey:

Community Interest and Opinion Survey Timeline – *Draft: 2.10.17*

A. Development of Request for Proposal (RFP) -For qualified firms/consultants to work with MPPD in Focus Group facilitation & survey development • implementation • collection/analysis/summary report of results • development of action plan.	February/March
B. Advertise/Invite qualified consultants to submit RFP	March 23
C. Select qualified consultants to interview with MPPD Board & staff	April 26 Board Mtg.
D. Conduct Interviews with firms	Early May
E. Selection of Firm to complete Community Interest and Opinion Survey	May 24 Board Mtg.
F. Negotiation/Approval of Agreement with firm	June 28 Board Mtg.



DRAFT

**1000 West Central Avenue
Mount Prospect, Illinois 60056
847.255.5380
www.mppd.org**

Date: March 17, 2017

REQUEST FOR PROPOSAL

Qualified consultants are invited to submit sealed proposals, subject to conditions and instructions as specified, for the furnishing of a:

Community Interest and Opinion Survey

General Scope: The Mt. Prospect Park District (MPPD) invites proposal submissions from qualified firms interested in conducting a Community Interest and Opinion Survey.

Due Date: Thursday, April 6, 2017 – 10:00 a.m. (CST)
Proposals must be received on or before the due date and time by mail, email or hand-delivered to the Central Community Center Administration Offices, 1000 W. Central Avenue, Mount Prospect, IL 60056.

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1. Organization Background

Mt. Prospect Park District was incorporated in June 1955 and is located approximately 35 miles northwest of Chicago. Encompassing more than 454 acres, the Park District provides recreation programs, facilities and services to portions of Mount Prospect, Arlington Heights, Des Plaines and Elk Grove Village with a total population of 215,000.

Mt. Prospect Park District offers its residents a total of 32 parks and recreational facilities. From a 3-1/2 star golf course to neighborhood playgrounds, pools, fitness centers, ball diamonds, biking and walking paths, the Park District continues to fulfill its mission of providing quality open land, facilities and wholesome recreation for the residents of the District.

To assist in evaluating and continuing to meet these needs, the Park District is interested in conducting a Community Interest and Opinion Survey.

2. Project Goals

The Community Interest and Opinion Survey will identify community needs for recreation and measure resident satisfaction with Park District facilities, programs and services. Initial goals for this scope of work will be to gather statistical data from the community:

- To assist the Park District in determining where to invest their limited resources in regards to recreation programs, facilities and passive recreation opportunities.
- To assist the Park District in determining best land use and land management practices.
- To assist the Park District in determining what programs and activities should be offered and what services should be modified or discontinued.
- To assist the Park District in determining resident satisfaction with programs and services.

Information from the survey will be used by the Park District to develop and prioritize organizational strategic initiatives.

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3. Project Scope

Focus Group Organization & Facilitation – Proposals shall include the firm developing a process to initiate the establishment, organization and facilitation of a minimum of three separate Focus Group meetings to gather information that will be used as a basis for the content for the Community Interest and Opinion Survey.

Citizen Needs Assessment – Develop a community needs assessment based on a statistically valid sample that comprehensibly represents the three geographic regions within the Park District.

The project scope shall include the following tasks completed by the Consultant:

- Development of the questionnaire. Survey questions will be developed in partnership with Mt. Prospect Park District officials. MPPD will have final approval of the questionnaire.
- Procurement of the random sample which includes a representative number of bilingual households based on U.S. Census data.
- Data collection and processing.
- Analysis of survey data. Data shall be weighted (if necessary) using U.S. Census data to ensure that it reflects the population of Mount Prospect and Des Plaines in terms of region, age, gender and ethnicity.
- Development of a written report and presentation of findings to MPPD staff and Board, including a report on survey methodology and presentation of key findings. The final report and presentation will include an executive summary and recommendations.
- Submittal of the final report in digital format to the MPPD.

4. Project Undertaking

Ruth Yueill, Director of Community Relations & Marketing at the Mt. Prospect Park District, will serve as the primary point of contact during the RFP process. A cross-functional team of Park District staff members will act as the project's steering committee and the involvement of the community, Board of Commissioners, and staff will be essential to the project's success.

The consultant shall work with Park District staff in conducting the Community Interest and Opinion Survey. The consultant shall consider the District's 2005 Community Recreation Needs Assessment, and data from the District's registration software to assist in the completion of the project. The consultant will include within the proposal an estimated project schedule and timeline featuring key steps in the Community Interest and Opinion Survey process.. The Park District's expectation is that the presentation of the final report will be completed in Fall 2017.

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5. Selection and Award Process

A Selection Committee will review all of the proposals and rank the firms accordingly based on the firm's qualifications, ability of professional personnel, past experience, ability to undertake each part of the project, cost of services, conformity with the RFP, and other factors.

Based on the ranking and materials submitted, a limited number of firms will be invited to interview with the Park District Board. Interviews may be conducted at the Park District's discretion in May 2017. The Park District anticipates selecting a firm in June 2017.

6. Submission Process, Due Date & Required Documents

A total of one (1) hard copy and one (1) digital copy in pdf format of the response, including all required forms and supporting documentation, must be addressed and delivered to the address listed below, which is the address to be used for *all communication* in connection with this project:

Ruth Yueill, Director of Community Relations & Marketing
Mt. Prospect Park District
1000 W. Central Avenue
Mt. Prospect, IL 60056
T: 847.255.5380 F: 847.-255.1438
E-mail: ryueill@mppd.org

Ruth Yueill will be available via telephone and email to answer any questions, but due to time constraints will not be available for meetings with firms. The Park District will consider the release of an addendum based on feedback gathered during the RFP process.

All responses must be received no later than 10:00 am (CST), on Thursday, April 6, 2017. Responses received later than the given date and time above will be rejected and returned unopened.

7. Schedule of Selection Process

The following is the proposed schedule:

- RFP issuance on Monday, March 20, 2017;
- Responses are due no later than 10:00 am (CST), on Thursday, April 6, 2017;
- Selection Committee reviews/interviews as determined by the Park District in April 2017;
- Recommendation to Board and contract award in May 2017. (tentative)
- Notice to proceed in June 2017; (tentative)
- *Presentation of Findings and Project Completion in Fall 2017.*

DRAFT**8. Contract: Insurance Requirements & Quality Assurance**

The Mt. Prospect Park District requires evidence of insurance coverage: General Liability, and Errors and Omissions in forms and amounts acceptable to the Park District.

9. Outline of Proposal

- a. A letter of interest
- b. Firm Background
 1. Name of firm
 2. Contact Name
 3. Firm Address, City, State, Zip Code
 4. Firm Telephone Number
 5. Firm Facsimile Number
- c. Firm Profile
 1. History of Firm
 2. Years in Business
 3. Type of Ownership
 4. Type of Organization
 5. Size of Firm
 6. Professional Affiliations
- d. Personnel
 1. Identify Principal(s)
 2. Identify Project Manager
 3. Provide resumes of all key personnel who will be assigned to this project.
 4. Identify all subcontractors who will be used to complete this project.
- e. Qualifications of the Firm
 1. Background of experience and successful results in similar size and type projects.
- f. Project History and Current Work Load
 1. List of similar Projects including cost, size, description and references.
 2. A list of current projects and proposed time lines.
- g. References
 1. Provide at least five references, with current addresses and phone numbers.
- h. Firm's Understanding of the Project
 1. A complete description of the firm's role, methodology and approach to the scope of services.

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- i. Cost Proposal (**Separate Envelope**) - Proposed fee (lump sum amount) with a cost breakdown of the following items:
- Indicate the entire cost of the Community Interest and Opinion Survey.
 - Include payment terms, timeline, and options.
 - Include additional costs for professional services.
 - Include itemized costs that reflect each survey tool option being proposed.

10. Selection Criteria

Each submittal will be evaluated to determine the ability of each firm to provide the required services. The recommendation of the Selection Committee will be subject to approval by the Mt. Prospect Park District Board of Commissioners. Proposals will be ranked on the basis and percentage of importance shown below:

A. History and general firm experience	35%
B. Methodology – Approach to the project	40%
C. Capability to complete a project on schedule	20%
D. Quality and overall appearance	5%
o Proposal and deliverables;	
o Requested information included.	

In addition, firms may include any other supporting documents that they wish to submit for review. In total, the submittal shall **not exceed twenty five (25) pages**. All hard copy submittals shall be bound and on 8.5” x 11” paper. The digital copy in pdf format shall be submitted on CD or via email to ryueill@mppd.org. The contents of the proposal submitted by the successful firm will be referenced in any contract awarded as a result of this request for proposal. Firms should note that all information submitted is subject to public access via the Freedom of Information Act.

11. Request Additional Information

The Park District reserves the right to request any further additional documentation that it deems necessary for the review and award process.

12. Cancellation of Request for Letters of Interest

The Mt. Prospect Park District reserves the right to cancel this request for professional services at any time, to elect not to award the work listed, to reject any or all of the responses, to waive any informality or irregularity in any response received, and is the sole judge of the merits of the respective responses received. While the Mt. Prospect Park District intends to award all tasks included in this request for proposals to one Consultant, the Park District also reserves the right to contract any task or portion of this work separately.

Parks & Planning Monthly Report

Jim Jarog • February 2017

Parks and Planning Department Updates

Grounds Department

- Installed playground surfacing at Countryside and Devonshire, repaired and leveled pavers.
- Performed maintenance on ice rinks at Lions and Beau rinks. Rinks are closed for season.
- Checked and repaired fencing at various athletic fields.
- Quarterly playground inspections were carried out and repairs were completed.
- 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.
- Repaired and painted concession trailers for use during the 2017 season.
- Refurbished various park signs for the 2017 season.
- Cleaned and painted picnic tables for the 2017 season.

Buildings Department

- Replacement light poles have been received for CCC parking lot. Light heads still on order.
- Repaired pathway lighting Hillstreet Nature Center.
- Repaired main pool heater and performed maintenance on Pool Pak.
- Continue repairs to surge pit at Meadows Pool. Pipe repair pending for Starburst water feature
- Replaced defective heat exchanger for RTU # 8 at CCC.
- Performed quarterly maintenance of HVAC equipment at all facilities.
- Repaired emergency lighting at FPC.
- Repaired entry door at Golf Course Garage
- Repaired ADA entry doors and various lighting fixtures at Rec Plex.

Fleet Services

- Setup annual underground storage tank (fuel) inspection at Golf Garage.
- Install valve body seal kit on Toro triplex #1
- Perform full winter service on Toro fairway and rough mower.
- Perform full service on new truck #7.
- Picked up golf cart from Nadler Golf and deliver to village hall for the Centennial Celebration.
- Replace 4 tires, left tie rod, align, rear brakes, fuel pressure sensor and full service on Impala C4.
- Replace roller bearings on Toro rough mower and Toro sidewinders.
- Setup annual inspection on Skyjack scissor lift and Nissan forklift.
- Perform winter service on Toro 580D, replace steer tires.
- Continue overhauling cutting heads on reel mowers at Golf Garage (90% complete).
- Install trailer brake controller in truck #3.
- Prepared Board approved sale of surplus equipment through GovDeals.
- Safety lane trucks 5, 7N, 34, 35, 21, 23, and trailer #6.

Miscellaneous

At the time of this report the Parks and Planning Division has received approximately 115 internal work order requests from other divisions for 2017.

Parks & Planning Monthly Report ***Jim Jarog • February 2017***

Einstein Park Phase II Update

The design development phase for Einstein Phase II has been completed. Project bid documents are in process. Staff is hoping to provide a project update to the Board at the March 22, 2017 regular board meeting. The hope would be to go out to bid shortly thereafter providing the board does not require substantial changes. The most recently updated cost estimate for the project was found to be slightly elevated over previous ones. This is most likely due in part to the original project cost estimate being developed in the Fall of 2014 and OSLAD Grant award on January 3th, 2015 (over two years ago). Because of this, staff is suggesting to include multiple deduct alternates to the bid that may be implemented if necessary. This would allow us to still move forward with the core components of the project if the bids received were higher than anticipated. We continue to target completion of this project before the end of the 2017 construction season.

Redwood Playground Relocation

Staff has provided the necessary survey and topographical information to our project engineer. They have started the lengthy process of contacting Com Ed to request permission to remove the existing playground at Redwood Drive. During this time we will also be developing a site plan for the suggested new location at Kopp Park just West of Rec Plex. One of the primary reasons for this relocation would be to develop the new playground on property the Park District owns at Kopp Park. Additionally this location will benefit the Park District because it will only require permit review by the Village of Mount Prospect. It would not require Com Ed review because the proposed replacement playground will not be located on leased Com Ed property which would be subject to their lease requirements. The placement of the new playground will also take into consideration the possibility of future redevelopment of existing athletic fields which currently exist at Kopp Park. Once a proper project site has been determined staff will go through the process of meeting with the public to obtain their input and designing the new playground. We anticipate this project to be completed during the 2017 construction season.

Lions Memorial Bandshell Paver Replacement

Staff has begun the process of developing specifications for the replacement of the original brick pavers at the Lions Memorial Bandshell. We had originally considered removing the pavers, reworking the base, and reinstalling the original pavers. This is necessary due to the multiple locations where the base has failed and allowed the pavers to settle. It was later found out that the original paver design was no longer manufactured and the Park District had depleted its stock left over from the construction of the Bandshell in the late 1990's. Because of this it didn't make sense to reinstall old pavers that were no longer manufactured, almost 20 years old, and badly faded. As part of the bid we will be requesting alternate pricing to clean, sand, and reseat the existing pavers adjacent the Veteran's Memorial Fountain. Staff will be working towards presenting a bid recommendation to the Board and having a contractor ready to proceed immediately following the end of the Summer Concert series in mid-August. The anticipated construction period for the project would be mid-August with completion prior to Veterans Day 2017.

Golf Operations Monthly Report Brett Barcel • February 2017

Golf 2017

National golf sales volumes are very optimistic as industry experts are hoping for a milder spring to continue with the success of the incredibly warm fall of 2016. Climate change does have its advantages! Slow growth in players is still a problem for golf, but 2017 has already seen some courses in the outlying suburbs planning to close down. This will make the market healthier for operations like ours who have maintained steady revenue sales for over five decades. We are coming off a record season for 2016 and we plan to continue this level of sales volume for years to come.

Registration for Permanent Tee-Times

The 2017 season has now officially begun; registration for teams to participate in permanent tee times started February first. Interested players should check the mppd.org or the golfmtprospect.com website for pricing and the rules for forming teams. There are various options for the prepaid times and, as always, teams can repurchase their same tee time from last year. Any tee times not sold will be available for purchase after the end of registration, February 26th. Again, check the website for more details.

Golf Course

With little snow cover for most of the winter and mild temps the turf grass on the course should be prepared for an average spring opening. The golf course is open for play usually by late March, which is just weeks away! Many have asked why we no longer cover the greens. With the renovation to modern USGA greens and with new A-4 bent grass greens it is no longer necessary to use covers and some studies have shown it may even be detrimental. We now use only a heavy sand top dressing to protect the grass and allow moisture to filter through.

We have chipped away at some winter projects but will ramp up during the next few weeks. The overflow project on hole #15 is in progress, reshaping #1 green is complete, and we have built an additional walk up area onto #9 green. By splitting the long right bunker we now have access on and off #9 green from both sides of the green, which will improve the heavy traffic area to the left side of the green.

Golf Lessons

For the 2017 season we would like to focus on increasing our adult and junior golf lesson programming. This would be our own personal contribution to growing the game. We will host another family golf night in late May and continue with weekend one hour golf clinics. We will also use more local advertising and offer affordable group lesson rates starting at \$99 for a five lesson package.

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Aquatics

February is a busy month for the Aquatics Department. We have begun planning and staffing open swim hours and booking day camps and NWSRA for spring break. Training and meeting schedules for lifeguards, lesson instructors and cashiers are scheduled through August. We have begun taking Big Surf and Meadows bookings for summer. We have been recruiting, interviewing, and hiring staff for the spring and summer. Supplies and equipment have been inventoried and ordered for the summer. **Staffing** - Last year at this time we had 4 key Pool Managers and had difficulty replacing them. This year we are grateful to be fully staffed. We continue to recruit and hire staff when they become available. We just finished a lifeguard class and trained 17 new lifeguards. **Facilities** - Earlier month Big Surf was broken into and vandalized. Vandals discharged a fire extinguisher throughout the bathhouse and pool office. At the time of this report a full accounting of the damage is not available. Early information suggested that the dry chemicals in the fire extinguisher are corrosive and harmful to electronic components like the PA system, phones, computers and printers. MRMA has suggested professional restoration company to clean the electronics. RecPlex Pool will soon be getting a waterproof panic alarm designed to alert the front desk that there is an emergency in the pool and to bring the AED to the pool deck. This will increase response time and provide our staff with the resources they need when seconds count.

Athletics

Adult Basketball Leagues - Our Adult Basketball Leagues began the week of January 8th. This winter we have a total of 34 teams participating among 5 leagues. **Adult Winter Volleyball** - The Winter Volleyball League has been up and running since mid-January. **Youth Baseball and Softball Leagues** - Registration has been going great for both baseball and girls softball. We stand at a total of 827 players registered as of February 3rd. This is 40 players more than 2016. We will still take registrations for leagues that have room. Player evaluations took place on Super Bowl Sunday 2/5 at Prospect High School. We had approximately 324 players eligible to be evaluated. **Prospect Mavericks** - The Mavericks have re-established their board and will have regularly scheduled meetings, as well as formal by-laws put in place. We have discussed with the Mavericks incorporating their program into being a part of our program; starting with our registration, they will have a presence and we will continue to grow this relationship to benefit both sides. **Mt. Prospect Power** - The Power will have 2 teams this year that will utilize High Ridge Knolls as their main field. The Power will also give back to the house program during player evaluations with possible pitching clinics during the pre-season. **Youth Basketball** - We have a total of 82 youth basketball teams with 746 participants and 5 Travel Teams with 49 participants. We are in week ten for the 3rd through 6th grade divisions and we are in week five for K-2nd grade, as well as the 7th & 8th grade divisions. **Youth Futsal Leagues** - 37 total Futsal teams are currently utilizing the CCC inline rink and gym, substantially increasing the number of teams from 11 in our inaugural season last year. Our Competitive League (team registration) has a total of 29 teams ranging from U9 to U15. The Recreational League (individual registration) has a total of 8 teams from Kindergarten to 4th grade. This league is set up similar to our Outdoor Soccer League where kids sign up and we generate teams within our department. **Mardi Gras 3 on 3 Basketball Tournament** - Moving into year 3 of this annual tournament, we have 33 teams registered, last year we had a total of 31 teams and the first year just 15. **Learn to Skate (winter)** - Total skaters in the winter Learn to Skate classes this winter is **184 skaters**. **Pre Hockey / Minor hawks** - Pre Hockey - 16, Minor hawks - 17, totaling 33 pre hockey players for the winter season. A minor hawk is a new program run in partnership with the Chicago

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Blackhawks and is designed for players 4-8 years old. We are hoping to get younger skaters currently in our Learn to Skate classes, who are interested in hockey, to join our Minor Hawks Program on Saturday. We have created cards to make it easier to transfer into, even if it's the middle of the session. **Youth Hockey League** - We have about a month and half left for the fall/winter season. Games and practices continue to run smoothly. Parents and players alike are pleased with the season so far and all of our players have shown significant improvement from the start of the season. We are excited to receive the player's ideas for naming our program and will have a name for the program by the end of February. The spring season is right around the corner and planning has begun for ice times, registration information, and marketing strategies.

Programming & Special Events

Visual Arts – The Art Studio - The Art Studio is busy with our regular classes! Attendance is good and one of our regular art classes **Introduction to Art Academy** had a waitlist this session. Our monthly **Step-by-Step Acrylic Canvas Class** painted penguins. The class went beyond the maximum enrollment, so we accommodated all that enrolled. The children all get to put their own unique twist on their painting. We have quite a following, the kids and the parents love this class! We are sprucing up the Art Studio with painting shelving, moving, clearing and adding shelving while trying to organize as much as possible. We continue to look for and find new vendors to help us keep costs reasonable as product costs continue to go up. We also hosted several birthday parties, a Girl Scout troop and an Indian Princess group during January, which is a great start to the year! **Performing Arts – Dance, Theatre, Guitar, Voice, and Choir** - Our winter dance season is in full swing. Enrollments are strong with over 1,000 enrollments and over 660 participants. We are in need of space to run classes to keep all these participants happy and enrolled! Our first round of costumes for the Ballet and Studio Impulse recitals were ordered in December. Costumes have been arriving almost daily at RecPlex. Recital planning is underway, including the interviewing of a new photography company for our student photos. Our dance performance groups, Impulse and the NEW Riff Raff Dance Crew (Hip Hop), will perform at Mardi Gras Family Night February 11th at RecPlex. **Mt. Prospect Community Band - Strike Up the Band** - Our MPCB wrapped up the year with 2 free community holiday concerts in December. Their first concert of 2017 will be titled Centennial Spring and will be a celebration of the Centennial of our town. We are very excited for this concert. Please join us at Trinity United Methodist Church, 605 W Golf, on April 2nd at 3:30. A full 7 week concert series is planned at the band shell for Monday evenings this summer. **Early Childhood & Youth** - Planning has been completed for the three Off School Specials in February and Spring Break Camp, which will be held March 27-31. The registration process for the 2017-2018 **Preschool** year has begun. The literature went out to our current participants with the ability to have priority registration. The buzz is that majority of our students will continue in our Pre K, Multi-Age and Jr. Kindergarten program. MPPD attended a preschool information night on January 31 at the Mount Prospect Library. The turnout was strong and we had many families that came specifically to gain more knowledge of the Mt. Prospect Park District Preschool Program. One dad said he loves our programs and the teachers. **Summer Camp** registration forms are in the process of coming together and will be available when the spring brochure is delivered to homes in the middle of February. Staff has already begun interviewing for new summer staff, as well as getting feedback from past staff. Winter programming has started off strong and another class for Tiny Tot Gym 2 was added which brings the total registration to 190 participants for this session. **Special Events** - Mardi Gras has taken over RecPlex. We've decorated, planned and staffed all the activities, ordered all the prizes, purchased the goods for the boutique, setup the 3 on 3

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basketball tournament, tagged 1,000 beaded necklaces to hand out to our school age children to come to Mardi Gras, and handed out flyers at basketball games on the weekends. The event should be fabulous again! The recurring **Fitness** memberships have been on the increase each year, and this year is no different. Since January memberships have increased by 13% compared to January 2016 largely due to the new discount in passports. Two new cardio pieces (an Adaptive Motion Trainer and a Spin Bike) have arrived which are getting good use and seem to be enjoyed by members. Still to come are four Life Fitness cross-trainers (ellipticals) and one Linear Leg Press. Staff has been working to incorporate Corporate Memberships into our fitness offerings. We currently have several corporations interested in fitness programming and fitness centers.

FACILITIES

Customer Service meetings were held in early February at the golf course club house for all front desk staff. The meetings focus on providing excellent customer service as well as important information in the spring brochure. **Music Night at FPC, January 28, 2017** - Tickets sales started out slow but we ended up with a good sized crowd for this evening of live music with the Johnny Burnett Band. The banquet room was transformed into our very own mini night club with 65 people in attendance. Great music enjoyed by all. **Winter Projects** - It's out with the old and in with a new water feature for the atrium. Usually if a woman says she's shopping for rocks, it means diamonds. Not so for people in horticulture...buying rocks really means rocks. 750 lbs. of boulders were purchased for the new pond project. This new design will offer a fresh look for our visitors. **Programming & Rentals** - Six adults started 2017 by learning about essential oils and made five products to take home. It was all Italian this time around for Cooking with Dave. The menu included lasagna served up hot and fresh to 32 very interested home cooks, followed with a simple but delicious chocolate cake, as dessert. **Greenhouse News** - Easter lily bulbs arrived in December and at this point they are potted up, are 100% emerged from the soil, and are about 4" tall. Following the cultural notes and schedule will produce flower blooms just in time for a spectacular and fragrant display in April.

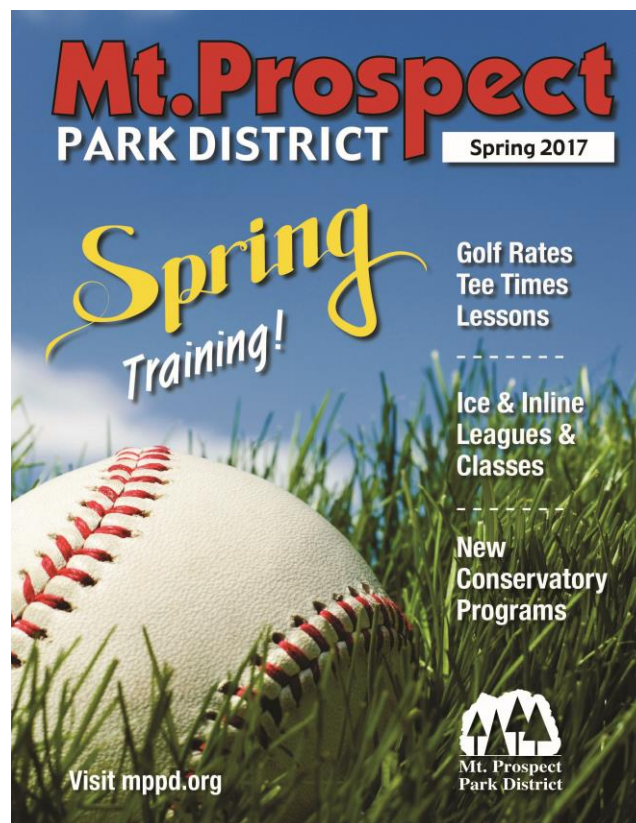
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Marketing/Social Media

Spring Training is underway as our spring program guide is delivered to residents the week of February 13. The inside cover and departmental pages features photos and brief bios of past and current employees who have used their park district tenure as a foundation for their current or future career.

The remaining summer, fall and winter 2017 program guides will continue with a sports theme and a focus on engaging content that encourages readers to page through the entire piece. “Summer Stats” will feature interesting yet little known facts about park district programming, facilities and parks. “Fall Fanfare” will focus on our patrons and their ideas as to what makes our district a great place to recreate.

The winter guide entitled “Winter Classic” will tie all prior seasons together to celebrate all of the elements that make the Mt. Prospect Park District a true classic in its field!



The Mt. Prospect Park District proudly presents

The Mt. Prospect Community Band
Centennial Spring
Sunday, April 2
3:30pm
Trinity United Methodist Church
605 W. Golf Road, Mount Prospect

A celebration of our Village Centennial including music by Sousa, Puccini, and R. Strauss.

Monty Adams, Music Director
Featuring Amy Keipert, Soprano

Tickets:
\$7 in advance
\$9 at the door
Available at RecPlex,
420 W. Dempster Street
or from band members.

For further information, contact
Cultural Arts Manager, Ann Zimmerman
(847) 640-1000
A program of the Mt. Prospect Park District

Mt. Prospect Park District
www.mppd.org

In support of the village of Mount Prospect’s 100th birthday, we have answered all requests to promote and participate in village February events. We shared postings through social media and advertised our events on the centennial web page. Marketing began for the Community Band spring concert set for April 2. The concert celebrates the Centennial directly with 100 years of music presented by Monty Adams and the Community Band.

Marketing will create and promote changes in several service areas in the first quarter of 2017. The fitness department has several campaigns that need development and promotion as well as Cultural Arts and the continued development of ice programming. CR & M is working closely with Recreation Managers in these and other areas.

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Please join us for Mardi Gras Family Night on Saturday, February 11 from 4 to 8 pm at RecPlex. Now in its 3rd year, this event continues to draw big crowds. Bubba, the 12 foot alligator, will be presented in a new format with an official meet and greet instead of an hour long show which made it difficult for all to see the action. Each child can pet Bubba, ask questions and be photographed with the unofficial “star” of Mardi Gras. With this established campaign, CR & M chose to rely heavily on social media to market this event. Photos and videos from years past easily capture the spirit of the Mardi Gras. The print campaign featured Bubba the alligator in all signage and RecPlex décor.

Mardi Gras sponsors include the Bear Family McDonalds who provide a Ronald McDonald Magic Show as well as Kernel Seasons, NorthShore, Green/White, Nutphrees Bakery and Innate Concepts Chiropractics.



Enjoy the winter edition of Inside the Park on MPTV as we remind residents that “it’s only cold if you’re standing still!” The 20 minute segment hosted by Cheryl Lufitz begins with what’s new and upcoming at the Mount Prospect Ice Arena and moves into all the fun details for this year’s Mardi Gras Family Night. The segment wraps with an interview with Loree Labahn, the Group Exercise and Wellness Supervisor as she encourages patrons to get started on a plan for health and wellness in 2017.

In order to cross promote the show, we embedded the episode into our Winter Newsletter e-blast. We also edited portions into small segments for posting on Facebook. More than 200 people viewed our Mardi Gras segment on Facebook in the last 72 hours.

CR&M attended a valuable session on park district use of social media at the annual IPRA Conference in January. Based on information presented in this session, we are examining potential changes to our photo policy making it clear that a patrons’ photo can be used on ALL social media platforms. Many park districts are adding a “comment policy” indicating the district has the right to edit/remove comments from Facebook as we deem necessary. We may also change the way we save and archive our Facebook posts, in the event of a FOIA request.

Community Relations & Marketing Monthly Report

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Graphic Design

Posters/Flyers:

- Mardi Gras (poster)
- Preschool Registration (poster)
- Spring Brochure Delivery (poster)
- Spring Soccer (flyer-color & black/white versions, poster)
- Pre-K Spring Soccer (flyer, poster)
- Community Band Spring “Centennial” Concert (poster, flyer)

Website:

- Web Promotions:
 - Preschool Registration
 - Winter Healthy Lecture Series
 - Spring Brochure Delivery
 - Spring Centennial Band Concert
 - Instructional Spring Soccer Leagues (grades K-8)
- Other Web maintenance/updates/uploads:
 - Weekly Open Gym Schedules for RecPlex posted

Other Design Projects:

- Happy Birthday Mount Prospect Facebook graphic
- CR & M “Year in Review” info graphic (double-sided, color, 11” x 17”)
- Spring 2017 Brochure Covers
- Preschool Informational tri-panel brochure
- Softball Banners Sell Sheet (flyer)
- Clip Art Renewal
- Futsal Youth Champions logo

Administration & Human Resources Monthly Report

Barry Kurcz • February 2017

Annual Manager's Meeting-Moving Forward in 2017

On Friday, February 3rd we held our annual Mount Prospect Manager's Meeting at the Golf Club.

Topics included:

- Capital Project Update for 2017
- Big Surf Renovation
- Executive Director Recruitment Timeline
- Travel Policy Ordinance
- Direct Deposit and Purchasing Updates
- Cook County Minimum Wage Increase
- Departmental updates from Directors

Following the meeting, we had a Pre-Super Bowl Pizza lunch for all employees. This was a great opportunity for employees from all departments to get together in celebration before the big game.

Affordable Care Act Compliance 2017

Currently working with GAI to prepare Form 1095-C to comply with the IRS March 31st deadline.

Annual Driver's License Verification

Through MRMA, a Motorized Vehicle Review (MVR) is required for any Park District employee (Part Time or Full Time) who drives a Park District owned, leased or rented vehicle or who drives **ANY** vehicle while conducting Park District business. We have collected authorization forms from over 100 required employees which have been forwarded to MRMA for verification with the State.

Staff Changes

Chris Scheidhauer, Part Time Receptionist was hired on February 6th.

Jake Kaplan, Athletic Coordinator's last day was January 30th.