



Mt. Prospect Park District

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

MT. PROSPECT BOARD OF PARK COMMISSIONERS

**REGULAR MEETING SCHEDULE
2018**

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

JANUARY 17, 2018

JULY 25, 2018

FEBRUARY 14, 2018

AUGUST 22, 2018

MARCH 21, 2018

SEPTEMBER 26, 2018

APRIL 25, 2018

OCTOBER 24, 2018

MAY 23, 2018

NOVEMBER 14, 2018

JUNE 27, 2018

DECEMBER 19, 2018

Approved: 12/20/17

TABLE OF CONTENTS

REGULAR BOARD MEETING

December 19, 2018

AGENDA

- I. MINUTES**
- II. NEW BUSINESS**
- III. APPROVAL ITEMS**
- IV. FINANCIAL REPORTS**
- V. RATIFICATION OF ACCOUNTS**
- VI. EXECUTIVE REPORT**



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

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

FROM: STEVE KURKA, PRESIDENT

DATE: DECEMBER 14, 2018

RE: REGULAR PARK BOARD MEETING
DECEMBER 19, 2018 - 7:00 P.M.
CENTRAL COMMUNITY CENTER
1000 W. CENTRAL, MOUNT PROSPECT, IL

AGENDA

CALL TO ORDER

ROLL CALL

PLEDGE OF ALLEGIANCE

CHANGES OR ADDITIONS TO AGENDA

APPROVAL OF AGENDA

PUBLIC COMMENT

APPROVAL OF MINUTES: SPECIAL BOARD MEETING: NOVEMBER 14, 2018
REGULAR BOARD MEETING: NOVEMBER 14, 2018

NEW BUSINESS

- A. Recreation Department fitness programming update on Pass Restructuring and Staff Recommendations
- B. Discussion regarding the approval of the Mt. Prospect Golf Club concession agreement for a term beginning April 1, 2019, and ending March 31, 2022

APPROVAL ITEMS

- A. Approval of the Mt. Prospect Golf Club Concession Agreement from April 1, 2019, and ending March 31, 2022
- B. Approval of the Emergency purchase and installation of three (3) HVAC rooftop units required at the Central Community Center



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

FINANCIAL ADVISOR'S REPORT

RATIFICATION OF ACCOUNTS PAYABLE: NOVEMBER 2018

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 the extension for the Interim Executive Directors Employment Agreement

ADJOURNMENT

Unapproved

Special Board Meeting

A Special Meeting of the Mt. Prospect Park District, Cook County, Illinois, was held on Wednesday, November 14, 2018, at Central Community Center Facility of said Park District. President Kurka called the meeting to order at 6:30 p.m. On roll call, the following officers and commissioners were present:

Steve Kurka
Bill Starr
Ray Massie
Mike Murphy

Administrative Staff:

Jim Jarog, Interim- Executive Director
Brett Barcel, Director of Golf Operations
Ruth Yueill, Director of Community Relations & Marketing
Teri Wirkus, Executive Professional Compliance Manager
George Giese, Superintendent of Business & IT Services

Professionals:

Tom Hoffman, Attorney
Lee Howard

Visitors:

None

CHANGES OR ADDITIONS TO AGENDA

None

APPROVAL OF AGENDA

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

Public Comment

None

NEW BUSINESS

A. Operating Budget Review-Fiscal Year 2018 (Discussion)

George Giese, Superintendent of Business Services presented a summary & background for the Board on the proposed FY 2019 Budget for the Mt. Prospect Park District. Superintendent Giese explained the development of the annual budget is conducted through an analysis of anticipated services, needs and commitments for the upcoming year, with the consideration of the District's past history and trends. The FY 2019 budget process built upon procedures and tools introduced last year with an emphasis on maintaining efficiencies and setting realistic revenue targets. As a

result, overall revenue and expenses for FY 2019 are budgeted to increase slightly (+1% and +2% respectively).

Lee Howard, GAI reviewed with the Board the General Fund Information, Recreation Fund Information, along with other fund highlights. After the review, Lee Howard answered questions that the Board had.

Adjournment

Commissioner Starr motioned to adjourn the Special Meeting at 6:53 p.m.; seconded by Commissioner Murphy and carried by unanimous voice approval.

Respectfully submitted

William J. Starr

Unapproved

Regular Board Meeting

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

Steve Kurka
Bill Starr
Ray Massie
Mike Murphy

Administrative Staff:

Jim Jarog, Interim Executive Director
Brett Barcel, Director of Golf Operations
Ruth Yueill, Director of Community Relations & Marketing
Teri Wirkus, Executive Professional Compliance Manager
George Giese, Superintendent of Business Services
Mary Kiaupa, Human Resource, and Risk Manager
Cheryl Lufitz, Community Relations, and Marketing Manager

Professionals:

Tom Hoffman, Attorney
Lee Howard, GAI

Visitors:

None

CHANGES OR ADDITIONS TO AGENDA

Under New Business moved Approval Items after Public Comment; New Business-Fitness Program Update will be presented at the December Meeting.

APPROVAL OF AGENDA

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

APPROVAL OF MINUTES

Commissioner Massie motioned to approve the minutes from the Special Board Meeting on October 24, 2018; seconded by Commissioner Starr.

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

Motion passed.

Commissioner Starr motioned to approve the minutes from the Regular Board Meeting on October 24, 2018; seconded by Commissioner Massie.

<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

APPROVAL ITEMS

A. Approval of 2019 Baseball/Softball Uniform Bid

Interim Executive Director Jarog reviewed that the Youth Baseball & Softball program is administered by the MPPD, and is under the guidance of a volunteer Youth Baseball & Softball Advisory Committee. Bid specifications went out to 12 companies which included a team hat, jersey, pants, and socks. The actual number of uniforms (units) is unknown until the 2019 registration process is completed in February of 2019. The district received 4 bids back and the Arena Sports proved to be a reputable company with the lowest bid.

MOTION

Commissioner Murphy moved to approve the 2019 Youth Baseball & Softball uniforms in the amount of \$27,402.50; seconded by Commission Massie.

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

Motion passed.

B. Approval of Capital Projects/Improvements-FY 2019

Interim Executive Director Jarog explained the Directors and district-wide management staff were tasked to identify capital projects and needs in their areas. The Interim Executive Director did the final review prior to being presented to the Board for their approval.

MOTION

Commissioner Massie moved to approve the Capital Projects/Improvements for Fiscal Year 2019; seconded by Commissioner Starr.

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

Motion passed.

C. Approval of the Proposed Health Insurance and Opt Out

Superintendent Giese reviewed the advantages of the Park District's Voluntary Health Insurance Opt-Out Program and how the program has been a successful cost-savings strategy for the District since 2004. The Opt-out amounts have been increased slightly to be competitive with the neighboring Park District.

MOTION

Commissioner Starr moved to approve the proposed voluntary health insurance opt-out amounts as follows: Employee-Only \$2,000; Employee-Child \$2,500; Employee-Spouse \$2,500; and Family \$3,000, effective January 1st, 2019; seconded by Commissioner Massie.

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

Motion passed.

D. Approval for the Mt. Prospect Park District's commitment of \$20,700 in support of Phase 1 Engineering for the possible construction of a pedestrian bridge between Melas Park and Meadows Park (Over NW Hwy and adjacent CNW railroad tracks)

Interim Executive Director Jarog reviewed the request from the Village of Mount Prospect for the Park District's support for our portion of the Phase 1 Engineering cost which is identified as \$20,700. The Phase 1 Engineering needs to take place first to identify design details and construction cost estimates. This is an essential requirement to apply for future grant funding which is necessary to allow this project to move forward. Commissioner Starr wanted to make sure the commitment was only for the Phase 1 Engineering. Executive Director Jarog stated this approval is for Phase 1 Engineering only and that this project is expected to comply with ADA accessibility standards which may result in a significant portion of future costs to be eligible for funding within our ADA accessibility fund.

MOTION

Commissioner Massie moved to commit the Mt. Prospect Park District to a possible Intergovernmental Cooperative Project to Build a Pedestrian Bridge to provide a safe crossing over Northwest Highway and adjacent railroad tracks from Melas Park to Meadows Park, with such commitment is limited to \$20,700 to help defray the cost of the Phase 1 Engineering only.; seconded by Commissioner Murphy.

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

Motion passed.

E. 2019 Board Meeting Schedule

The approval of the 2019 Regular Meeting Schedule.

MOTION

Commissioner Massie approved the 2019 Regular Meeting Schedule; seconded by Commissioner Murphy.

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

Motion passed.

ADOPTION ITEMS

- A. **Adoption of Ordinance No. 762:** An Ordinance Levying Taxes For All Corporate Purposes, For Bonds Redemption And Interest Retirement, For Establishing And Maintaining Recreational Programs, For The Payment Necessary To Be Make To The Illinois Municipal Retirement Fund, For Social Security Expenses, For Payment Of The Costs Of Protecting The Park District and Its Employees Against Liability, Property Damage Or Loss, For Conservatory Fund Expenses, For a Paving And Lighting Fund, And For Special Recreation Programs For The Handicapped For The Fiscal Year Beginning The First Day of January, 2018 And Ending The Thirty-First Day Of December, 2018.

MOTION

Commissioner Starr moved to adopt Ordinance No. 762: An Ordinance Levying Taxes For All Corporate Purposes, For Bonds Redemption And Interest Retirement, For Establishing And Maintaining Recreational Programs, For The Payment Necessary To Be Make To The Illinois Municipal Retirement Fund, For Social Security Expenses, For Payment Of The Costs Of Protecting The Park District and Its Employees Against Liability, Property Damage Or Loss, For Conservatory Fund Expenses, For a Paving And Lighting Fund, And For Special Recreation Programs For The Handicapped For The Fiscal Year Beginning The First Day of January 2018 And Ending The Thirty-First Day Of December 2018.; seconded by Commissioner Murphy.

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

Motion passed.

- B. **Adoption of Resolution No. 763:** A Resolution Providing For The Possible Reduction of Levy And Assessment Of Taxes For The Mt. Prospect Park District. Cook County Illinois For The Fiscal Year Beginning January 1, 2018, And Ending December 31, 2018.

MOTION

Commissioner Massie moved to Adopt Resolution No. 763, Being A Resolution Providing For The Possible Reduction of Levy And Assessment Of Taxes For The Mt. Prospect Park District, Cook County Illinois For The Fiscal Year Beginning January 1, 2018, And Ending December 31, 2018; seconded by Commissioner Starr.

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

Motion passed.

- C. **Adoption Of Ordinance No. 764:** An Ordinance Abating The Tax Heretofore Levied For The Year 2018 To Pay Interest On \$3,000,000 General Obligation Park Bonds (Alternate Revenue Source), Series 2011B, Of The Mt. Prospect Park District, Cook County, Illinois.

MOTION

Commissioner Starr moved to adopt Ordinance No. 764, An Ordinance Abating The Tax Levied For The Year 2018 To Pay Interest On \$3,000,000 General Obligation Park Bonds, (Alternate Revenue Source), Series 2011B, Of The Mt. Prospect Park District, Cook County, Illinois; seconded by Commissioner Murphy.

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

Motion passed.

- D. **Adoption Of Ordinance No. 765:** An Ordinance Abating The Tax Heretofore Levied for The Year 2018 To Pay Interest On \$8,000,000 General Obligation Park Bonds (Alternate Revenue Source), Series 2014A, Of The Mt. Prospect Park District, Cook County, Illinois

MOTION

Commissioner Murphy moved to adopt Ordinance No. 765, Being An Ordinance Abating The Tax Heretofore Levied for The Year 2018 To Pay Interest On \$8,000,000 General Obligation Park Bonds (Alternate Revenue Source), Series 2014 A, Of The Mt. Prospect Park District, Cook County, Illinois; seconded by Commissioner Massie.

<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.

- E. **Adoption Of Ordinance No. 766:** An Ordinance Abating The Tax Heretofore Levied for The Year 2018 To Pay To Pay Principal and Interest on \$3,190,000 General Obligation Refunding Park Bonds (Alternate Revenue Source), Series 2017B, Of The Mt. Prospect Park District, Cook County, Illinois

MOTION

Commissioner Massie moved to adopt Ordinance No. 766 Being An Ordinance Abating The Tax Heretofore Levied for The Year 2018 To Pay To Pay Principal and Interest on \$3,190,000 General Obligation Refunding Park Bonds (Alternate Revenue Source), Series 2017B, Of The Mt. Prospect Park District, Cook County, Illinois; seconded by Commissioner Murphy.

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

Motion passed.

UNFINISHED BUSINESS

A. Mt. Prospect Park District Website Update

Cheryl Lufitz, Community Relations and Marketing Manager presented a powerpoint presentation to the Board on the highlights of the new website. Explained how the website responds to all devices (ie, i-pad, mobile phones, etc.). Answered any questions from the Board.

Financial Advisor’s Report

Brad O’Sullivan 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 Murphy motioned to ratify October 2018 Accounts Payable checks and EFT’s in the amount of \$1,726,082.05 as listed on the Check Registers; seconded by Commissioner Starr.

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

Motion passed.

RATIFICATION OF PAYROLL

Commissioner Murphy motioned to ratify October 2018 Payroll checks and Direct Deposits in the amount of \$318,913.43 as listed in this report; seconded by Commissioner Starr.

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

Motion passed.

Public Comment

None

Executive Report

Interim Executive Director Jarog reviewed the following highlights:

- November 29th: NWSRA Open House at CCC 5 p.m. to 7 p.m.
- Parks Foundation Cabaret Night: Record 91 guests enjoyed The Parks Foundation Cabaret Night at Friendship Park Conservatory. Thank you to the Parks Foundation Board for their efforts in making this a great event and to the Park Board of Commissioners for their donations.
- IPRA Conference Registration: The 2019 Annual Illinois Park & Recreation Association “Soaring to New Heights” Conference is scheduled for January 24th-26th at the Hyatt Regency in Chicago.
- Upcoming meeting reminders: Regular Meeting on December 19th -7 p.m. @ CCC.

MATTERS FROM COMMISSIONERS

Commissioner Starr thanked all the contributing staff for making the Veteran’s Day ceremony a huge success.

ADJOURNMENT

Commissioner Massie motioned to adjourn the Regular Board Meeting at 7:52 p.m.; seconded by Commissioner Starr and carried by unanimous voice vote.

Respectfully Submitted,

William J. Starr, Secretary



MEMORANDUM

To: Mt. Prospect Park District Board of Commissioners

From: Brian Taylor, Director of Recreation

Date: December 19, 2018

Re: Fitness Update

C: Jim Jarog, Executive Director

SUMMARY & BACKGROUND:

The Recreation staff has spent much of 2018 evaluating our current fitness programming and membership structures. This process included the review of fitness programming offered by park districts and private fitness facilities alike. Staff also surveyed existing fitness members in an effort to obtain valuable feedback on our current program offerings and membership structure.

STAFF RECOMMENDATION:

Fitness Programming - Our survey revealed that over 80% of patrons participating in fitness programming were satisfied to very satisfied with our current offerings. Participants added they would like to see more high-intensity training, mind & body and cardio classes.

The following events have been added to winter and spring programming line-up.

- January 5 - 12 is a "**Free Week**" of Passport classes which provides a great start to the new fitness year and allows for additional exposure to Rec Plex and all its offerings. Participants are encouraged to bring a friend.
- On Saturday, February 2nd fitness is partnering with **Lemons of Love** for a **Spin-a-Thon**. It encourages members to create teams to raise money for charity while showcasing the District's spin class options.
- **Theme classes** are popular in the current marketplace. Because of this staff will host several seasonal workouts including Valentine's Day, St. Patrick's Day, April Fool's Day and beyond.
- **Daily Herald Fittest Loser** Challenge will encourage patrons to team up with our trainers over a three month period to attend lifestyle and weight loss events and ultimately lose as much weight as possible. Personal Trainers will have an opportunity to connect with patrons and keep them on track with their goals.

- **Couch to 5K** is an 8-week program leading up to the District's 5K in June. Participants will train weekly with our Running Specialist to meet their goal of running a 5K.
- Staff is working on a **Fitness Referral Program** where Fitness Members will refer a friend and get a month added to their membership for free.
- Staff will be offering an **Outdoor Workout Class** which utilizes the fitness improvements made to Einstein Park.

Membership Structure-According to our survey, 62% of patrons would purchase an all-inclusive fitness membership. Based on these results and beginning on January 1, 2019, an All-Inclusive Fitness Membership will be offered as a New Years fitness promotion. For the month of January, patrons will have the opportunity to purchase this membership either on a monthly auto-renewal or annual basis. Data for this membership was supported by the sale of 373 all-inclusive memberships during the Resolution Solution promotion in early 2018. In addition, patrons will also have the opportunity to purchase and renew fitness memberships online through the Mt. Prospect Park District Webstore. Staff feels with the addition of the All-Inclusive Membership and the convenience of purchasing online these two items will provide us with a jump start for 2019.

BUDGET IMPACT

Since 2013, our staff has seen a transition from daily fees to specific membership offerings. Participation history has shown that patrons do not take classes as often with the longer expiration date, resulting in declining participation and revenue. Currently, patrons can purchase a predetermined number of use passes (Punch Cards) for fitness classes. These punch cards currently expire 6 months from the date of purchase. This 6-month expiration date will eventually be changed to a 3-month expiration date. The change to a 3-month expiration encourages participants to attend classes on a regular basis. This will allow staff to better plan for programming as class attendance becomes will become more predictable. As the District's fitness programming is updated, staff will begin making adjustments to the expiration dates of certain offerings in an effort to correct this trend.



MEMORANDUM

To: Board of Park Commissioners

From: Brett Barcel, Director of Golf Operations

Date: December 19, 2018

Re: Mt. Prospect Golf Club Concession Agreement Renewal

CC: Jim Jarog, Interim Executive Director

SUMMARY & BACKGROUND:

Last season staff went through the request for proposal (RFP) process for Concession Services at the Mt. Prospect Golf Club. Packets were distributed to eight reputable food service providers in consideration of the operation of food services at the Mt. Prospect Golf Club for the 2018 golf season. Out of the eight packets distributed, only one proposal was returned to us. The proposal received was from our current vendor, Open Kitchens L.L.C.

Going to RFP was in no way a reflection of Open Kitchens' past service. It was strictly done as a best practice to verify we were still competitive in relation to the marketplace. The RFP that was issued was written for a term of one season. This was done in the event a new vendor was awarded the concessions agreement. That way if their services weren't adequate, the district had the ability to make a change if needed at the conclusion of the 2018 season.

Ultimately, the Open Kitchens proposal was reviewed and found acceptable. They were then contracted for concession services for the one year, based solely on the terms outlined within the RFP. Because of Open Kitchen's performance, dedication, and years of quality service, some members of the board wanted to extend Open Kitchens' contract beyond the 2018 season. At that time Golf Staff's recommendation to the Board was that it would be in the Park District's best interest to renew the agreement to a longer term at the end of 2018 season. Now that we have come to the close of the 2018 season staff recommends renewing the concession agreement with Open Kitchens to a three-year term.

The following are some of our staff's reasons for the recommendation to enter into a new agreement with Open Kitchens.

- An experienced and qualified vendor that has provided professional level food services to the Mt. Prospect Golf Club for over 20 years.
- A leading foodservice provider of golf course concessions in our area.
- Highly rated with our golfers and Golf Advisor reviews in food service and quality.
- Offering a higher return and graduated annual increase to Mt. Prospect which is more than any other district course they currently serve.
- Have exhibited an exemplary record in food inspections, rental payments and liquor license compliance over the past 20 years.
- Remained loyal to our district while we were under construction in 2015 and 2016 which resulted in the vendor operating at a loss for both partial seasons.
- Three similar sized local district golf courses recently experimented with other companies. In all three cases, there were substantial problems. One district terminated the vendor's contract after one season requesting Open Kitchens to return. Another experienced extensive service problems including food poisoning. A third had to **pay the contractor** \$75,000 to provide service rather than receiving any rental revenue! Staff from all three districts confirmed they were in a better position with Open Kitchens.
- Open Kitchens has extensive prior golf food service experience. This was expressly required in previous RFP's. This was required because golf tends to be a difficult fit for local restaurants which are inexperienced with this unique market. Most local restaurant vendors are unaware of the constraints associated with golf service which include providing service from an off-street location, sunup to sundown staffing hours, extended menus in all three meal periods, and the seasonal revenue stream.
- Our district has previously contracted with a number of local restaurant vendors prior to Open Kitchens (we had three in my first five seasons). Two of which left after their first season, one of which did not pay the remainder of the lease. All came in with good price offers and promises but could not deliver long-term. Over the past 25 years, the majority of area park district golf courses that has contracted with a local restaurant have failed.
- It took years to re-establish a quality reputation from these previous market experiments. It is not easy to rehire and retrain new staff each year. Therefore is not in the District's best interest if we expect quality and consistency in our operations.
- Most districts who have contracted with Open Kitchens have retained them for more than a decade. This is a testament to their consistency and quality of service.
- It is not uncommon for park districts to have a vendor for an extended number of years. Both Des Plaines, Prospect Heights, and Palatine Park Districts have had extended agreements with their food vendors. Some in place for more than 20 years.
- In any business, working with a reliable vendor to achieve a quality product is far better than jumping year to year in an attempt to get the next best price. While it may be viewed as complacency, it is consistency over a long term that is important to provide a quality product.

In conclusion, most park district courses who have contracted with Open Kitchens have retained them for their services for more than a decade. Having one vendor for an extended period is not at all uncommon in relation to this marketplace. Going out for RFP on an annual basis is not legally required if you are satisfied with the services as provided and terms as negotiated. Both Des Plaines and Prospect Heights Park District's have had extended agreements with their food vendors for more than 15 years.

For the reasons previously stated, staff finds no merit in exercising the RFP process in the currently limited marketplace which may put the district at risk of losing a quality vendor with decades of reliable service to our district and who's staff we consider part of our own.

<u>BUDGET IMPACT</u>	<u>REVENUE TO DISTRICT</u>
2019 Payment to District	\$45,000.00/FY 2019
2020 Payment to District	\$46,350.00/FY 2020
2021 Payment to District	\$47,750.00/FY 2021

RECOMMENDATION:

Move to Approve a three (3) year agreement with Open Kitchens L.L.C. to provide food service operations at the Mt. Prospect Golf Club for the period beginning on 4/1/2019 and ending on 3/31/2022.

DOCUMENTS ATTACHED

- 1) Proposed Concession Agreement

CONCESSION AGREEMENT MT. PROSPECT GOLF CLUB

This Concession Agreement (“Agreement”) is entered into this date _____, 2019 between the Mt. Prospect Park District, an Illinois municipal corporation and body politic with primary offices located at 1000 W. Central Road, Mt. Prospect, Illinois 60056 (The “District”) and Open Kitchen’s Inc. a catering and food service corporation located at 1161 W. 21st St. Chicago IL. (the “Concessionaire”).

RECITALS:

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

AGREEMENT

NOW, THEREFORE, District and Concessionaire agree as follows:

ARTICLE I

GRANT OF RIGHTS

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

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

ARTICLE II

TERM

- 2.1 The initial term hereof shall commence on April 1, 2019 and shall (unless sooner terminated as provided in Article VI – Termination) end March 31, 2022.

ARTICLE III

DUTIES, OBLIGATIONS AND COVENANTS OF Concessionaire; OPERATION OF CONCESSIONS

3.4 Conduct of Concession Operations.

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

B. Dates and Hours of Clubhouse and Concession Operations:

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

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

Hours of minimum operation:

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

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

Mondays – 8:00 am until ½ hour after sunset.

All regular food service operations must conclude at 10:00 pm.

Private scheduled events may go until 12:00 a.m. pre-authorized by the Director of Golf.

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

The Halfway House and Beverage Cart

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

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

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

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

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

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

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

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

In season hours of operation:

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

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

Rentals and special events are available any day and time.

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

District function, it may request in writing that the Park District attempt to find another location. If another facility is not available or suitable for the Park District function it shall stay at the original location.

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

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

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

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

3.2 Sale of Food and Beverage Items

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

3.3 Employees and Agents.

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

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

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

3.4 Miscellaneous

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

ARTICLE IV
FOOD SERVICE EQUIPMENT

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

4.2 Preventive Maintenance and Repairs.

- A. Payment. All Mt. Prospect Park District owned furniture and food service equipment in the Clubhouse is available for use by the Concessionaire. The Mt. Prospect Park District will pay for any routine repairs needed on this equipment. The Concessionaire will need to pay for repairs that are caused by negligence of the Concessionaire’s employees. The Concessionaire is allowed to install new equipment and remove the same equipment at the conclusion of this agreement. Any equipment that is to be added must first be approved by The Mt. Prospect Park District.
- B. Replacement of Food Service Equipment. If the Concessionaire determines that any of the existing Mt. Prospect Park District equipment requires replacement, the Concessionaire will submit a written notification of its determination along with an estimate of the cost of the replacement. A meeting to discuss the need, financing and ownership of the replacement will take place between the Concessionaire and the Park District.
- C. Replacement of Food Service Equipment due to Negligence. The Concessionaire will be responsible for all such repairs of, and replacements to, the Concessionaire’s equipment, except that each party shall be responsible for repairs of, and replacements to any food service equipment where such repairs or

replacements are necessitated by the negligent or willful act of such party or its employees or agents.

4.3 Food Service Facilities and Clubhouse Maintenance.

A. District Responsibilities. The Mt. Prospect Park District will be responsible for all exterior cleaning and maintenance of the Clubhouse as well as the interior of the pro shop, foyer/entrance area, basement, locker rooms and washrooms. In addition, the Park District will be responsible for any structural repairs that are required by state or local laws, codes, rules or regulations.

B. Concessionaire Responsibilities. The Concessionaire will be responsible for maintaining and cleaning all areas of the Food Service Facilities. Meeting all sanitation requirements and the requirements of all applicable laws will be the sole responsibility of the Concessionaire.

4.4 Security.

A. Theft or Damage. The Mt. Prospect Park District assumes no responsibility to Concessionaire and Concessionaire hereby releases the Park District, its employees, agents and representatives, from any liability with respect to the loss, disappearance or theft of, or damage or casualty to, any property (including money) of Concessionaire or its employees or agents located in or being brought into or out of the Clubhouse.

B. Clubhouse. If Concessionaire chooses to stay open after the Clubhouse and pro shop have closed or beyond the time that the Food Service Facilities are scheduled to close, it will be the Concessionaire's responsibility to lock and secure the outside doors, dining area, kitchen, storage rooms, banquet tent and foyer of the Clubhouse. The Concessionaire is also responsible for activating the alarm panel at the Clubhouse front door. The premises must be vacated and secured per Article III, 3.1 C.

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

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

television cable service and security system shall be billed to The Mt. Prospect Park District.

ARTICLE V

LICENSE FEE

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

ARTICLE VI

TERMINATION

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

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

ARTICLE VII

INDEMNIFICATION AND INSURANCE

- 7.1 Indemnity. Concessionaire agrees to save, defend, hold harmless and indemnify the Park District and each of its Commissioners, officers, directors, agents, employees, and invitees (the “Park District Parties”) from and against any and all suits, claims, losses, damages and expenses (including reasonable attorneys fees) that are based upon, or that arise or are alleged to have arisen out of, the Concession Operations or any negligence of Concessionaire or any agents, servants or employees of Concessionaire or any of its subcontractors (collectively the “Concessionaire Parties”).
- 7.2 Insurance Requirements. The Concessionaire shall not commence work under the Agreement until it has obtained the insurance required by Section 7.3 below and has provided the Park District with the requisite Certificates of Insurance naming the Park District as additionally insured.
- 7.3 Insurance Coverage. Concessionaire shall maintain in force at all times during the initial Term and any extension or renewal thereof at its expense the following insurance, it being understood that Park District shall have the right to reasonably require Concessionaire to adjust the coverage limits set forth below at any time:
- A. Comprehensive – Commercial General Liability. \$1,000,000 – individual; \$1,000,000 – aggregate; \$100,000 – fire protection.
 - B. Worker’s Compensation. \$1,000,000 – individual; \$1,000,000 – aggregate.
 - C. Umbrella Liability. The Concessionaire shall maintain an umbrella or excess liability policy of not less than \$2,000,000 for any one (1) occurrence and subject to the same aggregate over the maximum aggregates set forth for each class on insurance identified in Section 7.2.A through 7.2.C above.
 - D. Liquor License. The Mt. Prospect Park District shall secure and pay all costs for the Village of Mount Prospect and State of Illinois Liquor Licenses.

ARTICLE VIII

MISCELLANEOUS

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

- 8.2 No Waiver. Any failure by any party to require performance by any other party of any provision of this Agreement shall in no way affect the full right to require such performance at any time thereafter. No waiver by any party of a breach of any provision hereof shall constitute a waiver of any succeeding breach of the same or any other provision of this Agreement.
- 8.3 Governing Law. This Agreement is an Illinois contract and is governed by and enforceable in accordance with the internal laws of Illinois without regard to principles of choice of law.
- 8.4 No Joint Venture, etc. Nothing herein shall be deemed to create an agreement of joint venture, partnership, employer and employee or any other similar type of relationship, it being understood that Concessionaire shall be deemed an independent Concessionaire with respect to the Park District.
- 8.5 Assignment. Concessionaire shall not assign or encumber its interest in this Agreement or allow any other person to occupy or use all or any part of the Food Service Facilities of the Mt. Prospect Park District without first obtaining the Park District's written consent, which may be withheld in the Park District's sole and absolute discretion. No consent given by the Park District pursuant to this Section shall constitute a further waiver of the provisions of this Section.
- 8.6 Human Rights. The contractor to this public contract shall:
- (1) Refrain from unlawful discrimination and discrimination based on citizenship status in employment and undertakes affirmative action to assure equality of employment opportunity and eliminate the effects of past discrimination;
 - (2) Comply with the procedures and requirements of the Illinois Department of Human Rights (Department) regulations concerning equal employment opportunities and affirmative action;
 - (3) Provide such information, with respect to its employees and applicants for employment, and assistance as the Department may reasonably request;
 - (4) Have a written Sexual Harassment Policy which complies with the provisions of 775 ILCS 5/2-105(a) 4, and is currently in full force and effect. A copy of this policy shall be provided to the Park District upon request.

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

Concessionaire

Mt. Prospect Park District

By:

By:

“Concessionaire”

Executive Director “District”

EXHIBIT 1

LICENSE FEE

- A. License Fee. The compensation of the District for the granting of the rights set forth herein to Concessionaire shall consist of an annual concession fee set forth below (“License Fee”).

Concession Term & Annual License Fee

Term: 4/1/2019 through 3/31/2022

Total Concession Fees will be divided into the following three (3) annual Concession Fees:

For the period of 4/1/ 2019 through 3/31/ 2020 - Annual Concession Fee: \$45,000.00/year

For the period of 4/1/ 2020 through 3/31/ 2021 - Annual Concession Fee: \$46,350.00/year

For the period of 4/1/ 2021 through 3/31/ 2022 - Annual Concession Fee: \$47,750.00/year

B. Concession Fee Payment. The Annual Concession Fee for each annual period may be paid to the District in four (4) equal payments with such payments to be made, respectively on or before, May 15, June 15, September 1, and October 15th.

C. Late Charge. Concessionaire shall pay a penalty of twenty-five dollars (\$25.00) per day for each day the Concession Fee is late. The penalty in the preceding sentence shall be in addition to the Concession Fee.



MEMORANDUM

To: Board of Commissioners

From: Bob Smith / Building Department Manager

Date: 12/19/2018

Re: CCC HVAC Emergency RTU Replacements-2018

C: Jim Jarog / Interim Executive Director

SUMMARY & BACKGROUND:

The annual heating inspection and maintenance of the rooftop units (RTU's) at the Central Community Center was recently performed in early December 2018. During this inspection, it was discovered that three of the existing RTU's had mechanical deficiencies that would create unsafe conditions if not repaired. Because of this, it was recommended that these units be taken out of service and replaced as soon as possible.

The units identified were units 1, 7, and 10. These units are 18 years old and original to the renovation of the Central Community Center back in 2000. They are currently past their useful life expectancy. Repairs to these units would not be a good financial decision as the repairs would cost approximately one-half the cost of new equipment.

The District has previously identified the need to replace these units and has already been implementing a phased replacement of all RTU's at CCC. Three other rooftop units were previously replaced earlier in 2018. The next phase of RTU replacements was already budgeted for and is included as part of the recently approved 2019 Capital Improvement Plan. The approved 2019 capital list identifies \$90,000 for the replacement of rooftop units at CCC, a portion of which is recommended to be used to fund this Emergency replacement project.

Due to the potentially dangerous situation that exists, and the fact that several areas of the facility are currently without adequate heat, this situation has been identified as an emergency replacement. Staff has discussed this matter with our Attorney who advised us that we are within our right to classify this situation as an emergency under section 8-1(C) of the Illinois Municipal Code which allows agencies to forgo the bidding process in the event the situation is identified as an emergency. This situation has been identified as an emergency replacement.

Staff was able to obtain two competitive proposals from reliable contractors that we have worked with in the past. The lowest proposal was received from **The YMI Group** at a cost not to exceed **\$37,725**. YMI is the same contractor whom we awarded the bid for unit replacement earlier this year. YMI has been an extremely competitive and reliable contractor to work with.

Staff recommends the acceptance of YMI's proposal for this emergency replacement project.

BUDGET IMPACT

2019 Capital / CCC RTU Replacement	\$90,000
YMI Proposal Units 1,7,10	<u>\$37,725</u>
	\$52,275 (Balance Remaining)

DOCUMENTS ATTACHED

Proposals from General Mechanical and The YMI Group

RECOMMENDATION:

Move to approve the emergency purchase and installation of three rooftop units at the Central Community Center, numbers #1,#7, and #10, from the YMI Group at a cost not to exceed \$37,725.00

December 13, 2018

Mr. Jim Jarog
Mr. Bob Smith
Mount Prospect Park District
1000 West Central
Mount Prospect, IL 60056

Dear Mr. Smith & Mr. Jarog:

Thank you for the opportunity to be of service. Please review our proposal for the work at the above listed location.

YORK #1	MODEL # D3CG102N16546STG	SERIAL #	NKHM137999
YORK #7	MODEL # D7CG036N07946ECA	SERIAL #	NHHM113251

1. Shut down unit as needed for replacement.
2. Perform lockout tag-out procedure.
3. Recover any remaining refrigerant as per EPA’s guidelines.
4. Disconnect electrical (including disconnect), and duct from existing rooftop unit.
5. Using the services of a 110 ton aerial crane, remove existing units (above mentioned) from the roof.
6. Lift the two (2) new Carrier rooftop units and curb adapters onto the existing locations.
7. Re-route electrical and gas to new RTU termination points.
8. Re-Install electrical service disconnect.
9. Furnish and install new programmable wi-fi capable thermostats.
10. Perform start-up procedures and check for proper operation.
11. Provide one year labor warranty from The YMI Group and standard manufacturer’s warranty.

TOTAL INVESTMENT AMOUNT UNIT #1 AND #7:	\$ 19,900.00	_____ accepted
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ESTIMATE BREAKDOWN

LABOR	24 HOURS @ \$120.00 / HR	\$ 2,880.00
MATERIAL		\$ 1,000.00
EQUIPMENT		\$ 11,750.00
CRANE		\$ 4,150.00
DELIVERY		\$ 120.00
		<u>\$ 19,900.00</u>

YORK # 10 MODEL # D2CG300N320A6ECA SERIAL # NKHM123260

1. Shut down unit as needed for replacement.
2. Perform lockout tag-out procedure.
3. Recover any remaining refrigerant as per EPA’s guidelines.
4. Disconnect electrical (including disconnect), and duct from existing rooftop unit.
5. Using the services of an aerial crane, remove existing unit (above mentioned) from the roof.
6. Lift the new 25-ton Carrier rooftop units and curb adapter onto the existing locations.
7. Re-route electrical and gas to new RTU termination points.
8. Re-Install electrical service disconnect.
9. Furnish and install new programmable wi-fi capable thermostat.
10. Perform start-up procedures and check for proper operation.
11. Provide one year labor warranty from The YMI Group and standard manufacturer’s warranty.

TOTAL INVESTMENT UNIT #10 AMOUNT: \$ 17,825.00 _____ **accepted**

Exclusions & Clarifications

1. Excludes permits & fees.
2. Excludes new electrical service disconnects.
3. Excludes control tie-in to existing BAS systems. Wi-fi Thermostats will be provided.
4. Includes roof curb adapters where needed for transition from old unit to new unit.
5. Proposal is valid per scope of work listed above. Unforeseen conditions and alterations/changes in scope per the customer could lead to additional charges.
6. Payment due within thirty days from date of invoice. If the customer becomes overdue on payment, the Seller shall be entitled to interest at a rate of 1.5% per month or the maximum permitted by the State of Illinois, and also to avail itself of any other legal remedies. Customer agrees that Customer will pay and or reimburse Seller for any and all reasonable legal fees which are incurred by Seller in the collection of amounts due and payable hereunder.
7. Implied warranties may be voided if
 - Payment terms are not met
 - Manufacturer’s recommended maintenance is not followed

Mount Prospect Park District
Page 3 of 3

Thank you for your consideration. If you have any questions, feel free to call me at 847-258-4650, extension 190.

Respectfully,

George E Zasadil

George Zasadil
Service Sales Manager

<u>TOTAL INVESTMENT AMOUNT UNITS #1, #7, #10:</u>	\$ 37,725.00	_____ accepted
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YMI Representative:

Accepted: _____

Date: _____

Customer:

Accepted: _____

Date: _____

“Quality without Compromise”

ComEd, Nicor, and People’s Gas Trade Ally



December 11, 2018

Presented to Customer

Mt Prospect Park District
1000 W Central Road
Mt Prospect, IL 60056
Attn: Bob Smith

Location/Site

Mt Prospect Park District
1000 W Central Road
Mt Prospect, IL 60056
Attn: Bob Smith

Thank you for the opportunity to be of service to your organization.

General Mechanical Inc. will supply all labor and materials to complete the following:

– Replacement options proposal to replace rooftops 1, 7 and 10

Scope of Work:

Option 1: Replace RTU 1 and 7:

- ✓ Removal and disposal of (2) York rooftops # 1 (8.5-ton) and #7 (3-ton)
- ✓ Furnish and installation of Carrier rooftops
 - See attached specs on new units
 - 460V/3PH/60HZ
- ✓ Crane services included
 - Usage of gantry to move new and old rooftops along roof to reduce crane costs
- ✓ Furnish and installation of (2) new rooftop curbs for new units
- ✓ Furnish and installation of (2) new economizers
- ✓ Re-use existing disconnects
- ✓ Installation of (2) customer provided “Venstar” thermostats to new units
- ✓ Modify gas and electrical to new units
- ✓ Start-up and test operations

Price: \$24,955.00 _____ Initial to accept

Option 2: Replace RTU 1, 7 and 10:

- ✓ Removal and disposal of (3) York rooftops # 1 (8.5-ton), #7 (3-ton) and #10 (25-ton)
- ✓ Furnish and installation of Carrier rooftops
 - See attached specs on new units
 - 460V/3PH/60HZ
- ✓ Crane services included
 - Usage of gantry to move new and old rooftops along roof to reduce came costs
- ✓ Furnish and installation of (3) new rooftop curbs for new units
- ✓ Furnish and installation of (3) new economizers
- ✓ Furnish and installation of new ductwork to new unit and re-insulate ductwork
- ✓ Re-use existing disconnects
- ✓ Installation of (3) customer provided “Venstar” thermostats to new units
- ✓ Modify gas and electrical to new units
- ✓ Start-up and test operations

Price: \$55,950.00 _____ Initial to accept

Exclusions – Overtime, permits, electrical upgrades and if thermostat wire to new thermostats.

Warranty – 1-yr parts and labor, compressor is 5 years and heat exchanger is 10 years on parts ONLY, labor would be extra.

Terms – Due upon completion of project or we can discuss other options to work with your budget?

Approved for General Mechanical Inc.

Date

Approved for Customer

Date

PO#

TERMS AND CONDITIONS OF PROPOSAL

1. NO MODIFICATIONS

The contract arising by acceptance of your offer pursuant to this proposal shall not be amended, modified or rescinded except by written agreement signed by an authorized official of each party, expressly referring to this contract. The Purchaser understands that no sales person or other representative of the Seller has the authority to make any agreement, contract, warranty, term, promise, condition or understanding, express or implied, which is not expressed herein or in a written modification of this contract signed by authorized officials of each party.

2. REMEDIES OF SELLER

Prior to the installation of the equipment and materials to be furnished and sold pursuant to this contract, title to said equipment and materials shall remain with the Seller, and, in the case of non-payment, Seller shall be entitled to any and all remedies of an unpaid or underpaid seller under the Illinois Uniform Commercial Code, including the right of the seller to repossess said equipment and materials with or without legal process. After any or all of said equipment and materials have been installed pursuant to this contract, then as to that part of said equipment and materials which have been installed, and the labor and service related thereto, the Seller shall have the right to place a mechanic's lien against the premises where said equipment and material have been installed pursuant to the applicable statutes and law relating to mechanic's liens for the furnishing of labor and materials. Any payment due Seller under this contract is payable on receipt of Seller's invoice. A late payment charge of 1½% per month (annual percentage rate of 18%) shall be added to the unpaid past due balance after 30 days and purchase agrees to bear any legal expense incurred including cost of correction.

3. WARRANTIES

The Seller, unless equipment is sold without service, shall furnish and install, free of charge, such part or parts of the machinery and apparatus sold hereunder that may become defective in workmanship or material within one year from the date of delivery or installation. The Seller's obligation shall be merely to furnish and install duplicate parts as provided herein, and the Seller shall not be liable for defects arising from normal wear and tear, or breakage caused by carelessness or negligence in operation, nor is Seller responsible for any alterations that may be made in the machinery and equipment without its consent. THE FOREGOING WARRANTIES ARE IN LIEU OF ALL OTHER WARRANTIES, EXPRESS OR IMPLIED, INCLUDING, WITHOUT LIMITATION, WARRANTIES OR MERCHANTABILITY, AND FITNESS FOR ANY PARTICULAR PURPOSE.

4. LIMITS OF LIABILITY

The Seller shall in no event be held liable or accountable to the Purchaser and/or to any other party whatsoever for the actual, incidental and/or consequential damages or losses due to, but not limited to, any one of the following: interruption in use of equipment, or stoppage of production, failure to maintain desired temperatures or humidity levels, electrical power surge or loss, high or low voltage, inadequate power, blown or burned out main or branch fuses, open circuit breaker, lack of adequate natural gas or fuel supply or pressure, inadequate or excessive water supply or pressure, inadequate or excessive hot water or steam supply or pressure, water in oil, contamination of water supply or atmosphere, accident, freezing, flooding, lightning, storms, malicious mischief, willful damage, misuse, abuse, negligence, fire, explosion, theft, clogged filters, delays in installation and/or services, time or manner of service of any equipment, failure to meet completion dates, engineering and/or design defects, improper installation, operation of equipment beyond design conditions, labor disturbances, strikes, riot, civil commotion, lockouts, commercial delays, spoilage, loss of business, asbestos, rust or corrosion, the inability to procure materials and/or parts from the usual source of supply, war conditions, Acts of God or for any contingencies that are unavoidable or beyond the control of the Seller. Seller is not responsible for conforming to any governmental codes, laws and/or regulations. Under no circumstances shall Seller be responsible or liable for any indirect, incidental or consequential damage or alleged personal injury of any kind relating to or arising out of the existence, effect, removal or treatment of an Organic Pathogen (i.e., any type of bacteria, virus, fungus, mildew, wet or dry rot, mold or mycotoxin, as well as their spores, odors and byproducts, along with any reproductive body they produce, and any material containing them). In no event, shall the Seller be liable to the Purchaser and/or to any party whatsoever for actual, incidental and/or consequential damages or losses. Seller shall not be required to identify, detect, encapsulate, or remove asbestos, or products or materials containing asbestos or similarly hazardous substances. Seller shall not be liable for any losses or damages due to inability of the building structure to properly support the equipment installed. It is expressly agreed that the seller assumes no liability for negligence or failure whatsoever. All labor is to be performed during Seller's regular working hours unless so specified otherwise in writing.

5. INSTALLATION AND COMPLETION

Unless specifically enumerated in proposal as Seller's responsibility, Purchaser is responsible for: providing access (and removing structures or objects which interfere with this access) to equipment installation location; for structural supports for all equipment supplied; for local permits and codes; for providing adequate utility source (gas, electric, steam, water) adjacent to equipment. Completion dates are estimates only. No contract will be made to complete on a specified date unless in writing, signed by the Corporate President or Secretary of the Seller.

6. INSURANCE

Purchaser agrees to insure said merchandise against the hazards of fire at Purchaser's sole cost and to be responsible in any event for any loss or damage to the said machinery and equipment by fire, theft or other casualty. Purchaser agrees to assign to the Seller upon request the proceeds of any insurance paid by reason of loss from any cause whatsoever to the merchandise described herein. Seller shall apply said proceeds to the balance due by the Purchaser under this contract.

7. ASSIGNMENT

No transfer, renewal, extension or assignment of this contract or any interest hereunder or loss, injury, or destruction of said property shall release the Purchaser from his obligation hereunder. Every assignee of the Seller and/or its assigns shall be entitled to all the rights and remedies of the Seller. The term "Seller" wherever used in this contract includes Seller's successors and assigns, unless otherwise defined.

8. ACCEPTANCE

Prior to written acceptance by Seller, the Seller shall have no responsibility for any work performed or financial obligations incurred by or on behalf of the Purchaser in anticipation of Seller's acceptance.

9. CANCELLATION

After written acceptance by Purchaser, should the Purchaser decide to cancel all or any part of the work specified in this proposal, the Purchaser shall reimburse to the Seller any costs already incurred, including but not limited to restocking fees for parts and equipment affected by such cancellation.

10. CLEAN AIR ACT

Not included under this agreement are any charges related to the recovery of refrigerant, as required by the provisions of Section 608 of the U.S. Clean Air Act of 1990.

**MOUNT PROSPECT PARK DISTRICT
YTD SUMMARY - ALL FUNDS
For ELEVEN Months Ended 11/30/18**

ACCOUNT NAMES	2017 Actual	2018 Actual	2018 Budget Operating +Capital	Actual vs. Last Yr. \$ Change Increase (Decrease)	% Change
BALANCE, Beginning - January 1	6,317,484	5,880,594			
REVENUES:					
PROPERTY TAXES	9,701,755	9,849,380	10,135,821	147,625	1.5%
REPLACEMENT TAXES	155,101	140,119	130,000	(14,982)	-9.7%
RENTAL	619,063	685,414	761,328	66,351	10.7%
PASSES /USER FEES	770,286	770,141	860,745	(145)	-0.0%
DAILY /USER FEES	1,142,038	1,085,051	1,208,345	(56,987)	-5.0%
PROGRAM FEES	3,437,306	3,437,810	3,807,852	504	0.0%
CONCESSION SALES	197,718	173,007	224,874	(24,711)	-12.5%
CORP SPONSORS & GRANTS	16,001	16,326	30,500	325	2.0%
OTHER	74,843	208,026	53,626	133,183	177.9%
INTEREST	10,696	10,269	1,040	(427)	-4.0%
INT PROJ CHARGES	425,277	350,717	350,717	(74,560)	-17.5%
BOND PROCEEDS - New Capital	1,060,759	1,095,125	1,100,000	34,366	n/a
BOND PROCEEDS - Refinancing	4,979,241	1,227,130	1,227,130	(3,752,111)	n/a
TOTAL REVENUE	22,590,084	19,048,515	19,891,978	(3,541,569)	-15.7%
EXPENDITURES:					
FULL TIME SALARIES	3,069,899	3,189,705	3,644,092	119,806	3.9%
PART TIME SALARIES	2,600,490	2,443,912	2,714,758	(156,578)	-6.0%
EMPLOYEE BENEFITS	1,270,468	1,362,424	1,550,199	91,956	7.2%
CONTRACTUAL SERVICES	1,291,029	1,248,821	1,523,343	(42,208)	-3.3%
COMMODITIES	917,649	897,162	1,141,186	(20,487)	-2.2%
CONCESSIONS	107,540	88,903	109,138	(18,637)	-17.3%
UTILITIES	734,479	745,953	883,041	11,474	1.6%
INSURANCE	428,267	445,139	420,560	16,872	3.9%
NW SPECIAL REC	339,598	356,549	432,567	16,951	5.0%
RETIREMENT	1,082,837	1,034,845	1,312,968	(47,992)	-4.4%
SALES TAX	14,298	14,145	16,112	(153)	-1.1%
DEBT SERVICE:					
BONDS - Short Term	6,147,791	3,043,895	3,043,945	(3,103,896)	-50.5%
BONDS - Long Term - Refinanced	1,789,241	1,227,130	1,227,130	(562,111)	-31.4%
BANK NOTES - Golf Carts	170,718			(170,718)	-100.0%
CAPITAL PROJECTS:					
FROM BOND FUNDS - New Capital	34,933	48,832	100,000	13,899	
FROM BOND FUNDS - Carryover	1,729,087	892,616	1,259,985	(836,471)	-48.4%
ACCESSIBILITY - ADA	383,460	106,890	950,000	(276,570)	-72.1%
PAV & LIGHT FUND	22,596	50,220	84,399	27,624	122.3%
TOTAL EXPENDITURE	22,134,380	17,197,141	20,413,423	(4,937,239)	-22.3%
REVENUE OVER (UNDER)	455,704	1,851,374	(521,445)	1,395,670	
BALANCE, Ending	6,773,188	7,731,968			

**MT PROSPECT PARK DISTRICT
DEPARTMENTAL EXPENDITURE ANALYSIS
FOR THE 11 MONTHS ENDED 11-30-18**

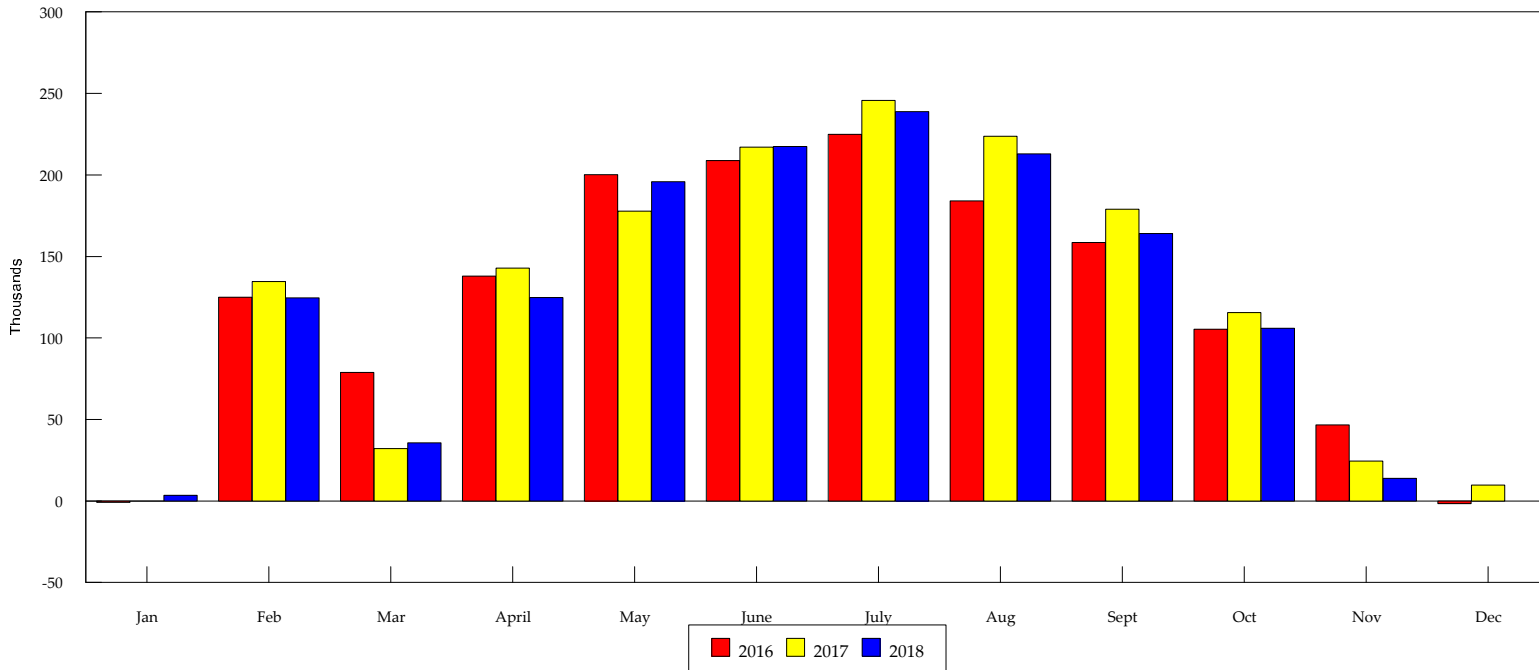
92% OF CALENDAR YEAR

FUND / Department	'18 Y.T.D. Actual	2018 Budget	Y.T.D. as % of '18 Budget	'17 Y.T.D. Actual	Y.T.D. % of '17 Y.T.D.	Projected 2018	Proj % of '18 Bud	% Inc '18 Bud Over '17 Bud
GENERAL FUND								
Administration	805,158	950,797	85%	850,772	95%	905,675	95%	0%
Maintenance	804,855	923,393	87%	706,816	114%	883,276	96%	11%
Motor Pool	242,376	307,895	79%	216,915	112%	269,581	88%	-1%
Buildings	194,548	221,755	88%	168,382	116%	213,012	96%	13%
Studio at Melas	16,594	22,480	74%	15,703	106%	17,862	79%	7%
Total	2,063,530	2,426,320	85%	1,958,589	105%	2,290,518	94%	5%
RECREATION FUND								
Administration	865,361	1,006,581	86%	875,382	99%	951,345	95%	-7%
Big Surf	287,953	323,725	89%	280,908	103%	305,694	94%	2%
Meadows Pool	167,100	200,241	83%	200,167	83%	169,290	85%	-1%
Recplex Pool	505,595	537,112	94%	518,039	98%	556,226	104%	-3%
Golf Course	1,492,673	1,605,366	93%	1,392,122	107%	1,599,572	100%	1%
Concessions	101,167	134,791	75%	114,927	88%	104,417	77%	-9%
Lions Center	152,003	183,257	83%	161,942	94%	164,391	90%	-2%
Recplex Center	871,955	1,074,190	81%	842,917	103%	976,586	91%	8%
Ice Arena	119,944	262,235	46%	225,934	53%	131,244	50%	36%
Rec Programs	1,543,971	1,688,772	91%	1,518,468	102%	1,718,941	102%	2%
Central Programs	78,654	100,320	78%	62,729	125%	114,603	114%	-22%
Central Road	533,038	616,221	87%	521,327	102%	587,071	95%	-3%
Total	6,719,414	7,732,811	87%	6,714,862	100%	7,388,543	96%	1%

MT PROSPECT PARK DISTRICT GOLF COURSE MONTHLY RECEIPTS

Revenue Recap by yr:

2016			2017			2018			YTD	Annual
Month	YTD		Month	YTD		Month	YTD	Actual	Budget	
Jan	(916)	(916)	Jan	0	0	Jan	3,499	3,499		
Feb	125,058	124,142	Feb	134,645	134,645	Feb	124,678	128,177		
Mar	78,883	203,025	Mar	32,219	166,864	Mar	35,654	163,831		
April	137,927	340,952	April	142,799	309,663	April	124,711	288,542		
May	200,176	541,128	May	177,872	487,534	May	195,862	484,404		
June	208,816	749,944	June	217,140	704,674	June	217,378	701,781		
July	224,822	974,766	July	245,693	950,367	July	238,756	940,538		
Aug	184,166	1,158,932	Aug	223,766	1,174,134	Aug	212,847	1,153,385		
Sept	158,598	1,317,530	Sept	179,076	1,353,209	Sept	164,036	1,317,420		
Oct	105,319	1,422,850	Oct	115,651	1,468,860	Oct	105,925	1,423,346		
Nov	46,736	1,469,586	Nov	24,488	1,493,349	Nov	13,878	1,437,223		
Dec	(1,611)	1,467,975	Dec	9,791	1,503,140	Dec	0	0		
Budget		1,602,000			1,556,500			1,577,565		
								Revenue	1,437,223	1,577,565
								Expenditures		
								Full Time	556,674	605,048
								Part Time	308,170	326,291
								Benefits	235,007	246,721
								Commodities	233,529	241,861
								Contractual	73,856	97,380
								Utilities	85,436	88,065
									1,492,672	1,605,366
								Net	(55,449)	(27,801)



This Year Vs Last Two Years

Mount Prospect Park District
GOLF COURSE
thru November

	2015	2016	2017	2018	Change From Prior Year
REVENUES:					
RENTALS	102,765	284,361	278,183	264,340	-5%
PASSES /USER FEES	4,682	207,863	180,375	182,609	1%
DAILY /USER FEES	393,268	881,435	923,174	871,779	-6%
PROGRAM FEES	30,947	66,628	70,128	79,668	14%
MERCHANDISE SALES	23,668	46,395	59,199	57,037	-4%
CORPORATE SPONSORS	2,509	11			
OTHER	(6,191)	(17,107)	(17,711)	(18,210)	3%
TOTAL REVENUE	551,648	1,469,586	1,493,348	1,437,223	-4%
% of Budget	78%	92%	96%	91%	
 EXPENDITURES:					
FULL TIME SALARIES	494,606	536,836	513,020	556,674	9%
PART TIME SALARIES	259,574	296,247	272,995	308,170	13%
FRINGE BENEFITS	162,103	198,328	219,934	235,007	7%
CONTRACTUAL SERVICES	75,139	88,522	90,935	73,856	-19%
COMMODITIES	144,721	180,963	177,539	182,437	3%
MERCHANDISE	24,785	39,307	49,520	47,218	-5%
UTILITIES	75,821	80,841	65,538	85,436	30%
SALES TAX/OTHER	1,813	3,413	2,641	3,874	47%
TOTAL EXPENDITURES	1,238,562	1,424,457	1,392,122	1,492,672	7%
% of Budget	91%	91%	88%	93%	
REVENUE OVER(UNDER) EXP	(686,914)	45,129	101,226	(55,449)	
BUDGET REVENUE	705,490	1,602,000	1,556,500	1,577,565	
BUDGET EXPENSE	1,353,815	1,559,967	1,588,403	1,605,366	

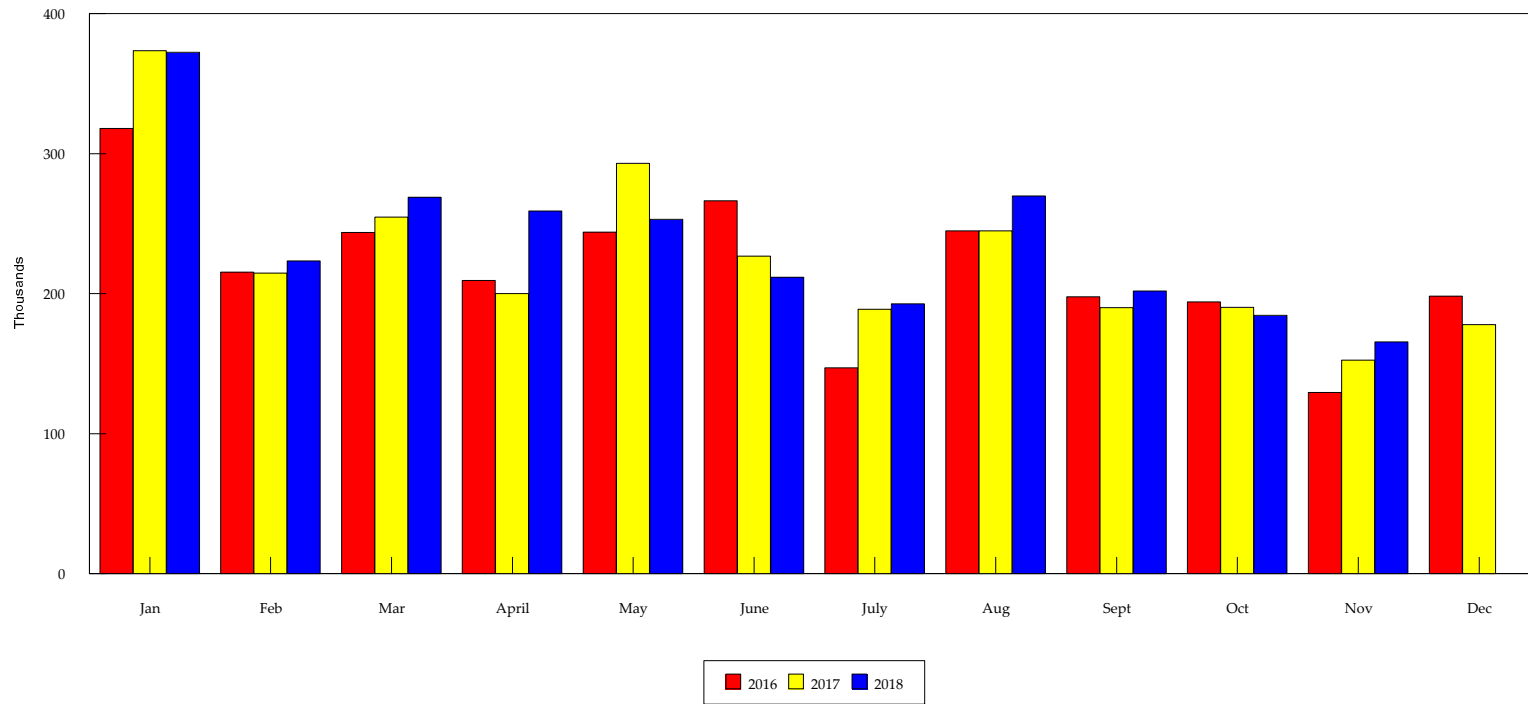
**MOUNT PROSPECT PARK DISTRICT
GOLF COURSE Department by Function
For Eleven Months Ended 11-30-18**

ACCOUNT NAMES	TOTALS	ADMIN/ PRO SHOP	MAINT.	MERCH SALES	DRIVING RANGE	LESSONS	EVENTS	GOLF COMMUNITY CENTER
REVENUES:								
RENTAL	264,340	264,340						
PASSES /USER FEES	182,609	182,609						
DAILY /USER FEES	871,779	792,944			78,835			
PROGRAM FEES	79,668	2,990				57,949	18,729	
MERCHANDISE SALES	57,037			57,037				
OTHER	(18,210)	(18,210)						
SPONSORSHIPS	-							
TOTAL REVENUE	<u>1,437,222</u>	<u>1,224,672</u>	-	57,037	78,835	57,949	18,729	-
% of Budget	92%	93%	n/a	87%	74%	118%	86%	n/a
EXPENDITURES:								
FULL TIME SALARIES	556,674	305,814	196,922					53,939
PART TIME SALARIES	308,170	82,946	180,614	-		35,627		8,983
FRINGE BENEFITS	235,007	80,834	125,192					28,981
CONTRACTUAL SERVICES	73,856	44,657	11,311			4,648		13,240
COMMODITIES	182,437	9,666	136,972	156	7,352	5,021	13,068	10,202
MERCHANDISE	47,218			47,218				
UTILITIES	85,436	21,169	34,771					29,496
SALES TAX	3,874			3,874				
TOTAL EXPENDITURES	<u>1,492,673</u>	<u>545,087</u>	<u>685,782</u>	51,248	7,352	45,296	13,068	144,840
% of Budget	94%	90%	95%	101%	109%	131%	119%	89%
REVENUE OVER(UNDER) EXP	<u>(55,450)</u>	<u>679,585</u>	<u>(685,782)</u>	5,789	71,483	12,654	5,661	(144,840)
CHANGE FROM LAST YR + (-)								
REVENUE	(56,125)	(53,354)	-	(2,163)	(10,709)	7,154	2,946	-
EXPENDITURES	100,551	26,596	44,314	(1,167)	1,150	7,029	3,685	18,944
NET	<u>(156,677)</u>	<u>(79,950)</u>	<u>(44,314)</u>	(995)	(11,859)	125	(739)	(18,944)
% CHANGE FROM LAST YEAR								
REVENUE	(4)	(4)	n/a	(4)	(12)	14	n/a	n/a
EXPENDITURES	7	5	7	(2)	19	18	39	15

MT PROSPECT PARK DISTRICT PROGRAM REVENUE

Revenue Recap by yr:

	2016		2017		2018		YTD <u>Actual</u>	Annual <u>Budget</u>	
	<u>Month</u>	<u>YTD</u>	<u>Month</u>	<u>YTD</u>	<u>Month</u>	<u>YTD</u>			
Jan	318,088	318,088	Jan	373,662	Jan	372,508			
Feb	215,326	533,414	Feb	214,716	Feb	223,330			
Mar	243,880	777,294	Mar	254,751	Mar	268,984			
April	209,424	986,718	April	200,096	April	259,178			
May	243,991	1,230,709	May	293,193	May	253,177			
June	266,385	1,497,094	June	226,890	June	211,692			
July	147,087	1,644,181	July	188,870	July	192,772			
Aug	244,949	1,889,130	Aug	244,885	Aug	269,775			
Sept	197,925	2,087,055	Sept	190,099	Sept	201,978			
Oct	194,109	2,281,164	Oct	190,245	Oct	184,504			
Nov	129,388	2,410,552	Nov	152,528	Nov	165,520			
Dec	198,371	2,608,923	Dec	177,831	Dec	0			
Budget		2,459,100		2,652,000		2,720,068			
							Revenue	2,603,418	2,720,068
							Expenditures		
							Part Time	927,037	972,072
							Contractual	336,598	362,933
							Commodities	280,336	353,767
								<u>1,543,971</u>	<u>1,688,772</u>
							Net	<u>1,059,447</u>	<u>1,031,296</u>



This Year Vs Last Year

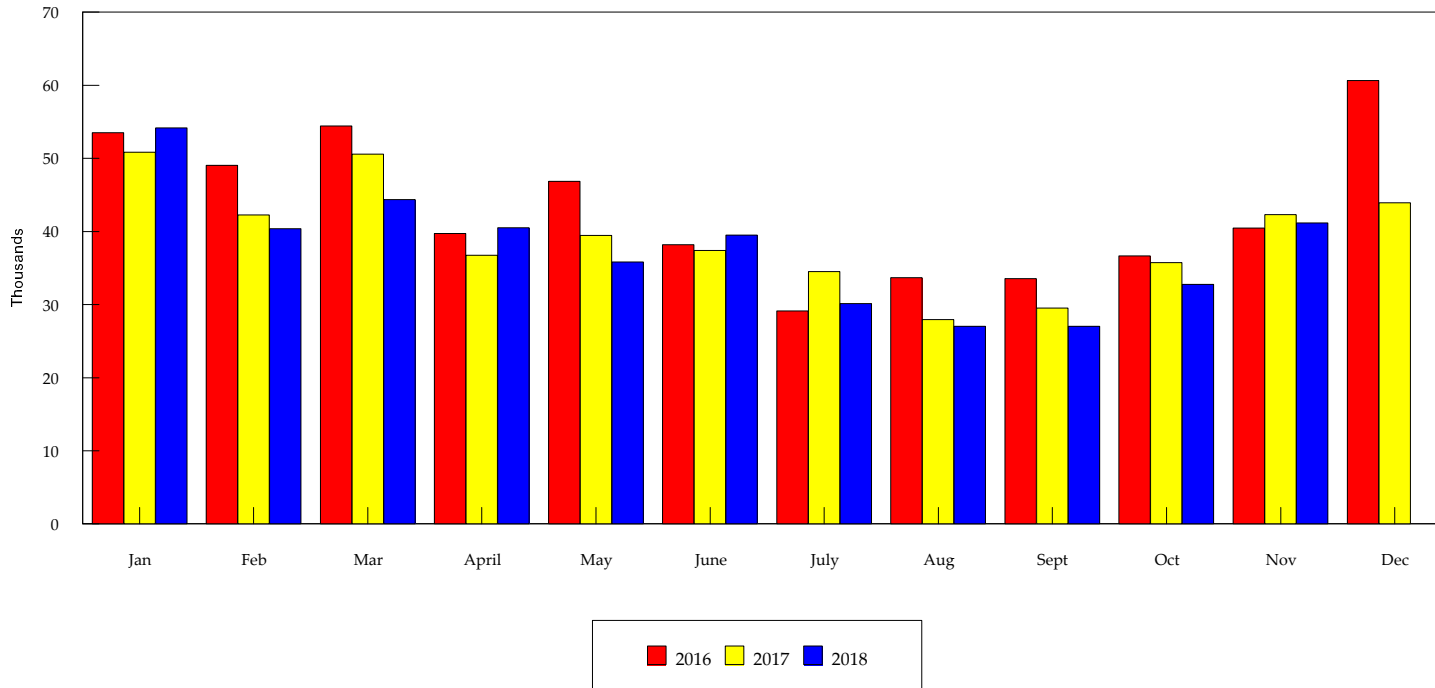
MOUNT PROSPECT PARK DISTRICT
PROGRAMS Department by Function
For Eleven Months Ended 11-30-18

ACCOUNT NAMES	TOTALS	YOUTH/ CHILD CARE	ATHLETICS ADULT	YOUTH	FITNESS	SPECIAL EVENTS	ARTS	BASEBALL
REVENUES:								
PROGRAM FEES	2,577,224	1,212,565	100,078	423,434	185,899	13,641	461,329	180,277
CHILD CARE	26,194	26,194						
DONATIONS	-							
TOTAL REVENUE	<u>2,603,418</u>	<u>1,238,759</u>	<u>100,078</u>	<u>423,434</u>	<u>185,899</u>	<u>13,641</u>	<u>461,329</u>	<u>180,277</u>
% of Budget	96%	99%	71%	98%	76%	105%	94%	117%
EXPENDITURES:								
PART TIME SALARIES	927,037	489,317	22,083	46,396	139,065	1,785	220,848	7,544
CONTRACTUAL SERVICES	336,598	87,319	42,594	168,869	564	10,697	1,596	24,960
COMMODITIES	280,108	39,841	26,023	49,819	583	17,702	74,446	71,695
UTILITIES	228							228
TOTAL EXPENDITURES	<u>1,543,971</u>	<u>616,476</u>	<u>90,699</u>	<u>265,083</u>	<u>140,211</u>	<u>30,184</u>	<u>296,890</u>	<u>104,428</u>
% of Budget	91%	100%	76%	94%	80%	90%	89%	78%
REVENUE OVER(UNDER) EXP	<u>1,059,447</u>	<u>622,283</u>	<u>9,379</u>	<u>158,352</u>	<u>45,688</u>	<u>(16,543)</u>	<u>164,439</u>	<u>75,850</u>
CHANGE FROM LAST YR + (-)								
REVENUE	73,441	73,645	(5,531)	(5,633)	(42,663)	3,635	35,233	14,754
EXPENDITURES	25,503	(14,133)	922	(2,835)	(8,847)	(6,209)	31,708	24,896
NET	<u>47,938</u>	<u>87,778</u>	<u>(6,453)</u>	<u>(2,798)</u>	<u>(33,815)</u>	<u>9,844</u>	<u>3,525</u>	<u>(10,142)</u>
% CHANGE FROM LAST YEAR								
REVENUE	3	6	(5)	(1)	(19)	36	8	9
EXPENDITURES	2	(2)	1	(1)	(6)	(17)	12	31
PARTICIPATION	11	3	(7)	9	25	33	12	7
2018 BUDGET REVENUE	2,720,068	1,246,786	141,180	430,526	243,217	13,000	490,769	154,590
2018 BUDGET EXPEND	1,688,772	613,880	118,727	281,867	174,706	33,438	332,535	133,619
2018 PARTICIPATION	18,841	2,145	1,380	3,911	1,814	1,790	6,281	1,520
2017 REVENUE	2,529,977	1,165,114	105,609	429,067	228,562	10,006	426,096	165,523
2017 EXPENDITURES	1,518,468	630,609	89,778	267,917	149,059	36,393	265,182	79,532
2017 PARTICIPATION	16,964	2,092	1,490	3,584	1,449	1,349	5,584	1,416

**MT PROSPECT PARK DISTRICT
RECPLEX**

Revenue Recap by yr:

2016			2017			2018			YTD	Annual	
	<u>Month</u>	<u>YTD</u>		<u>Month</u>	<u>YTD</u>		<u>Month</u>	<u>YTD</u>	<u>Actual</u>	<u>Budget</u>	
Jan	53,516	53,516	Jan	50,841	50,841	Jan	54,196	54,196			
Feb	49,059	102,575	Feb	42,249	93,091	Feb	40,393	94,589			
Mar	54,451	157,026	Mar	50,602	143,692	Mar	44,367	138,956			
Apr	39,734	196,761	Apr	36,754	180,446	Apr	40,522	179,478			
May	46,875	243,636	May	39,476	219,922	May	35,817	215,295			
June	38,214	281,850	June	37,406	257,328	June	39,516	254,811			
July	29,155	311,006	July	34,503	291,830	July	30,156	284,968			
Aug	33,703	344,708	Aug	27,933	319,763	Aug	27,043	312,011			
Sept	33,574	378,282	Sept	29,525	349,288	Sept	27,018	339,029			
Oct	36,669	414,952	Oct	35,760	385,049	Oct	32,782	371,811			
Nov	40,460	455,412	Nov	42,303	427,352	Nov	41,190	413,001			
Dec	60,665	516,077	Dec	43,931	471,283	Dec	0	0			
Budget		574,000			529,500			496,111			
									Revenue	371,811	496,111
									Expenditures		
									Full Time	188,163	285,261
									Part Time	212,790	275,702
									Benefits	66,823	117,592
									Commodities	40,836	63,620
									Contractual	73,503	92,321
									Utilities	185,991	239,694
										768,106	1,074,190
									Net	<u>(396,295)</u>	<u>(578,079)</u>



This Year Vs Last Two Years

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

	<i>MONTH</i>		<i>YEAR to DATE</i>		Up (Down)	
	This	Last	This	Last	Change	% Change
RENTALS						
Building Rental	8,636	6,545	62,924	61,499	1,425	2%
Total	8,636	6,545	62,924	61,499	1,425	2%
PASS SALES						
All Facility	9,198	8,161	98,110	104,015	(5,905)	-6%
Gym & Track	4,409	4,728	45,669	43,468	2,201	5%
Fitness	14,271	15,785	164,955	169,803	(4,848)	-3%
Total	27,877	28,674	308,734	317,285	(8,551)	-3%
DAILY FEES						
All Facility	288	440	2,864	5,808	(2,944)	-51%
Gym & Track	4,864	5,207	34,175	40,210	(6,035)	-15%
Fitness	593	1,236	7,353	8,130	(777)	-10%
Racquetball	488	448	4,516	4,828	(312)	-6%
Playport	574	576	5,331	4,928	403	8%
Total	6,807	7,907	54,239	63,904	(9,665)	-15%
PROGRAM FEES						
Special Programs	(520)	711	12,449	7,008	5,441	78%
Total	(520)	711	12,449	7,008	5,441	78%
CONCESSIONS						
Merchandise	650	386	4,161	4,256	(95)	-2%
Vending	576	842	9,770	11,770	(2,000)	-17%
Total	1,226	1,228	13,931	16,026	(2,095)	-13%
OTHER						
Visa Charges / OvSt	(2,835)	(2,763)	(39,276)	(38,371)	(905)	2%
TOTAL	41,190	42,303	413,001	427,352	(14,350)	-3%

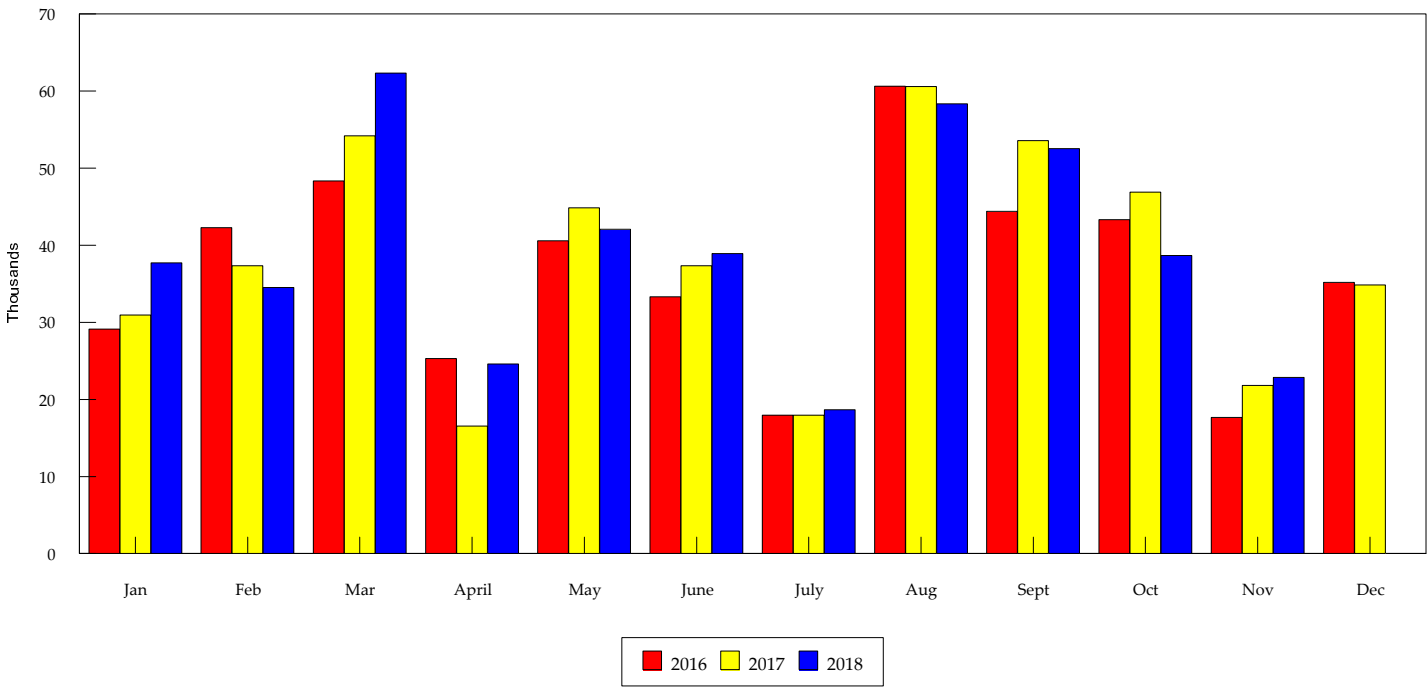
Mount Prospect Park District
RECPLEX FACILITY
 thru November

	2015	2016	2017	2018	Change From Prior Year
REVENUES:					
RENTALS	44,845	53,922	61,499	62,924	2%
PASSES /USER FEES	328,311	330,560	317,285	308,734	-3%
DAILY /USER FEES	82,175	75,022	63,904	54,239	-15%
PROGRAM FEES	7,062	16,994	7,008	12,449	78%
MERCHANDISE & VENDING	14,872	15,324	16,026	13,931	-13%
OTHER/visa	(32,419)	(36,401)	(38,371)	(39,276)	2%
TOTAL REVENUE	444,846	455,421	427,351	413,001	-3%
% of Budget	78%	79%	81%	83%	
 EXPENDITURES:					
FULL TIME SALARIES	208,406	209,351	207,302	220,162	6%
PART TIME SALARIES	268,023	249,247	235,232	248,016	5%
FRINGE BENEFITS	75,772	65,983	66,994	72,796	9%
CONTRACTUAL SERVICES	75,777	89,741	78,980	77,555	-2%
COMMODITIES	54,976	58,406	50,704	43,563	-14%
UTILITIES	216,113	234,637	203,220	209,864	3%
TOTAL EXPENDITURES	899,067	907,365	842,432	871,956	4%
% of Budget	87%	89%	84%	81%	
REVENUE OVER(UNDER) EXP	(454,221)	(451,944)	(415,081)	(458,955)	
BUDGET REVENUE	569,500	574,000	529,500	496,111	
BUDGET EXPENSE	1,035,926	1,015,519	998,160	1,074,190	

MT PROSPECT PARK DISTRICT RECPLEX POOL REVENUE

Revenue Recap by yr:

	2016		2017		2018		YTD <u>Actual</u>	Annual <u>Budget</u>	
	<u>Month</u>	<u>YTD</u>	<u>Month</u>	<u>YTD</u>	<u>Month</u>	<u>YTD</u>			
Jan	29,132	29,132	Jan	30,950	30,950	Jan	37,717	37,717	
Feb	42,281	71,413	Feb	37,340	68,290	Feb	34,519	72,236	
Mar	48,349	119,762	Mar	54,211	122,501	Mar	62,338	134,574	
April	25,294	145,056	April	16,553	139,055	April	24,614	159,188	
May	40,592	185,648	May	44,876	183,931	May	42,060	201,249	
June	33,307	218,955	June	37,333	221,264	June	38,911	240,160	
July	17,966	236,921	July	17,966	239,230	July	18,674	258,834	
Aug	60,633	297,553	Aug	60,609	299,839	Aug	58,356	317,190	
Sept	44,398	341,951	Sept	53,583	353,423	Sept	52,550	369,740	
Oct	43,318	385,269	Oct	46,883	400,306	Oct	38,685	408,426	
Nov	17,676	402,945	Nov	21,799	422,105	Nov	22,841	431,266	
Dec	35,182	438,127	Dec	34,839	456,944	Dec	0	0	
Budget	431,900		437,500			472,887			
							Revenue	431,266	472,887
							Expenditures		
							Full Time	115,442	118,284
							Part Time	245,930	262,612
							Benefits	49,819	58,936
							Comodities	39,662	37,280
							Utilities	54,741	60,000
								505,595	537,112
							Net	(74,329)	(64,225)



This Year Vs Last Two Years

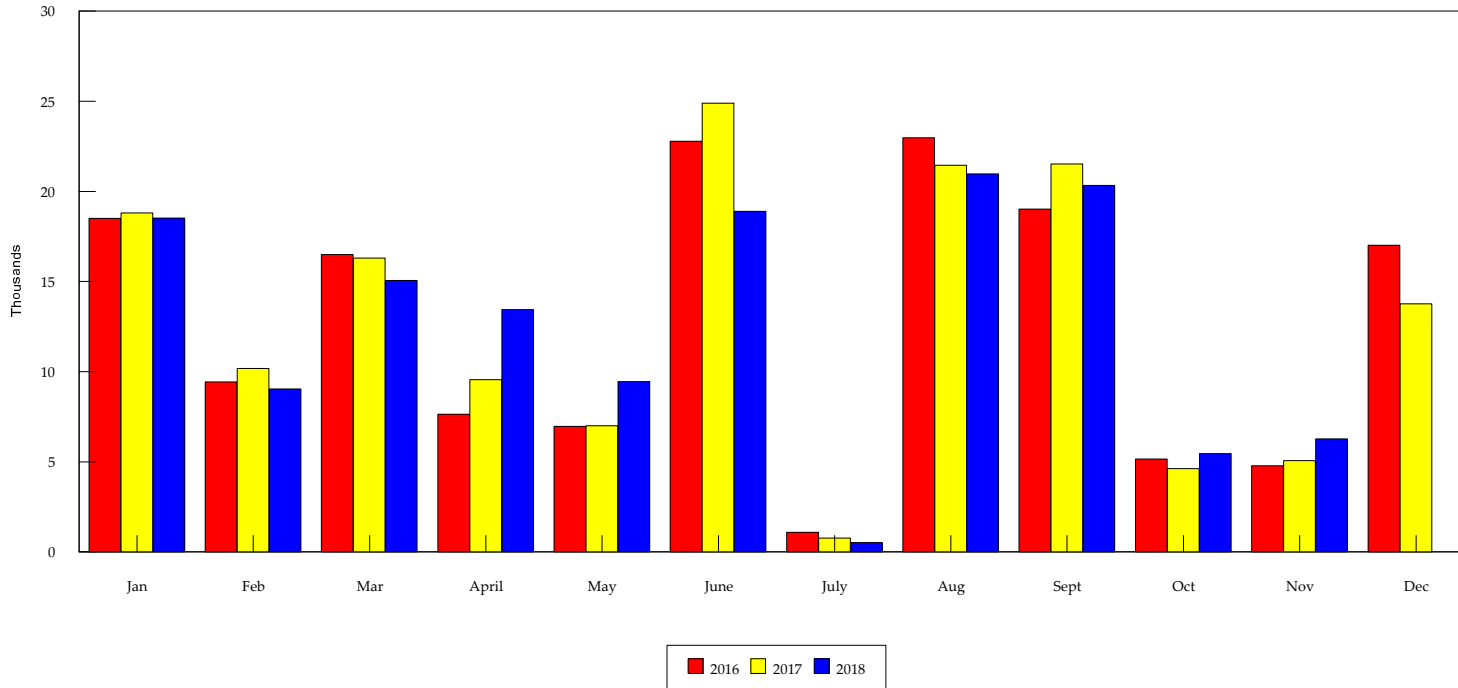
Mount Prospect Park District
REC PLEX POOL
 thru November

	2015	2016	2017	2018	Change From Prior Year
REVENUES:					
BUILDING RENTAL	1,424	1,780	4,620	1,214	-74%
PASSES /USER FEES	76,123	73,184	77,329	82,984	7%
DAILY /USER FEES	12,286	12,040	9,283	8,429	-9%
PROGRAM FEES	305,498	316,113	330,874	338,638	2%
CONCESSION SALES					
MERCHANDISE SALES					
TOTAL REVENUE	395,331	403,117	422,106	431,265	2%
% of Budget	96%	93%	96%	91%	
EXPENDITURES:					
FULL TIME SALARIES	78,647	106,943	97,524	115,442	18%
PART TIME SALARIES	214,445	257,281	282,208	245,930	-13%
FRINGE BENEFITS	24,632	40,243	48,101	49,819	4%
CONTRACTUAL SERVICES	2,362	5069	7,469	6,825	-9%
COMMODITIES	30,220	34,821	32,383	32,837	1%
UTILITIES	50,747	56,965	50,413	54,741	9%
SALES TAX/OTHER					
TOTAL EXPENDITURES	401,053	501,322	518,098	505,594	-2%
% of Budget	84%	93%	94%	94%	
REVENUE OVER(UNDER) EXP	(5,722)	(98,205)	(95,992)	(74,329)	
BUDGET REVENUE	410,900	431,900	437,500	472,887	
BUDGET EXPENSE	478,667	540,480	551,933	537,112	

MT PROSPECT PARK DISTRICT CENTRAL PROGRAM REVENUE

Revenue Recap by yr:

2016			2017			2018								
	<u>Month</u>	<u>YTD</u>		<u>Month</u>	<u>YTD</u>		<u>Month</u>	<u>YTD</u>	<u>YTD</u>	<u>Annual</u>				
									<u>Actual</u>	<u>Budget</u>				
Jan	18,513	18,513	Jan	18,815	18,815	Jan	18,516	18,516	Revenue	137,996	148,800			
Feb	9,440	27,953	Feb	10,178	28,993	Feb	9,050	27,566						
Mar	16,506	44,459	Mar	16,300	45,293	Mar	15,057	42,623						
April	7,645	52,104	April	9,562	54,855	April	13,447	56,070				Expenditures	27,158	28,000
May	6,961	59,065	May	6,995	61,850	May	9,457	65,527						
June	22,781	81,846	June	24,892	86,742	June	18,901	84,428						
July	1,099	82,945	July	765	87,507	July	531	84,959				Contractual	50,447	70,820
Aug	22,987	105,932	Aug	21,460	108,967	Aug	20,982	105,941				Commodities	1,048	1,500
Sept	19,026	124,958	Sept	21,526	130,493	Sept	20,335	126,276				Net	78,654	100,320
Oct	5,157	130,115	Oct	4,632	135,125	Oct	5,450	131,726					59,342	48,480
Nov	4,780	134,895	Nov	5,076	140,201	Nov	6,270	137,996						
Dec	17,018	151,913	Dec	13,771	153,972	Dec	0	0						
Budget		200,000			189,000			148,800						



This Year Vs Last Year

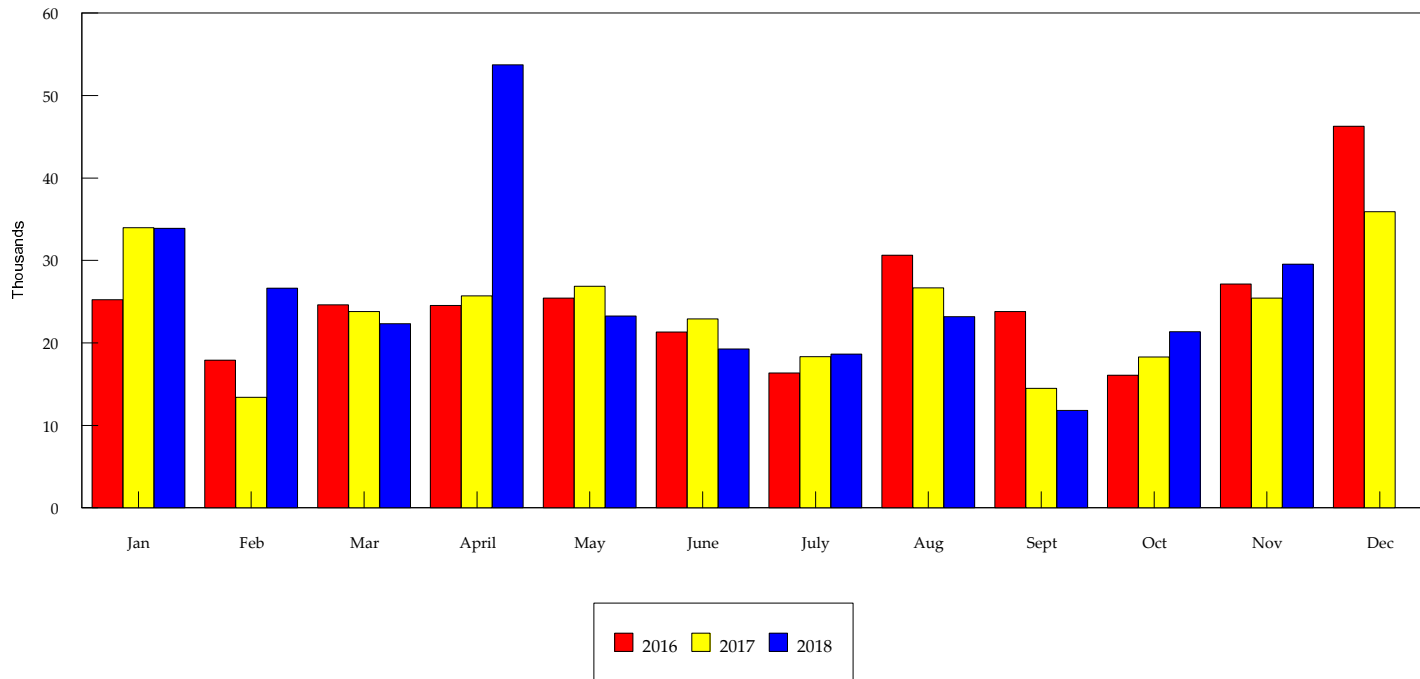
**MOUNT PROSPECT PARK DISTRICT
CENTRAL PROGRAMS Department by Function
Month Ended 11-30-18**

ACCOUNT NAMES	TOTALS	YOUTH CHILD CARE	ADULT	ATHLETICS YOUTH
REVENUES:				
PROGRAM FEES	137,996	47,395	3,900	86,701
CHILD CARE	-			
DONATIONS	-		-	
TOTAL REVENUE	<u>137,996</u>	<u>47,395</u>	<u>3,900</u>	<u>86,701</u>
% of Budget	93%	89%	50%	99%
EXPENDITURES:				
PART TIME SALARIES	27,158	27,158		
CONTRACTUAL SERVICES	50,447			50,447
COMMODITIES	1,048	1,048		
TOTAL EXPENDITURES	<u>78,654</u>	<u>28,206</u>	-	<u>50,447</u>
% of Budget	78%	96%	0%	74%
REVENUE OVER(UNDER) EXP	59,342	19,189	3,900	36,254
CHANGE FROM LAST YR + (-)				
REVENUE	(4,174)	(2,928)	(475)	(771)
EXPENDITURES	15,925	475	-	15,450
NET	<u>(20,099)</u>	<u>(3,403)</u>	<u>(475)</u>	<u>(16,221)</u>
% CHANGE FROM LAST YEAR				
REVENUE	(3)	(6)	(11)	(1)
EXPENDITURES	25	2	n/a	44

MT PROSPECT PARK DISTRICT CENTRAL COMMUNITY CENTER

Revenue Recap by yr:

	2016		2017		2018		YTD Actual	Annual Budget		
	Month	YTD	Month	YTD	Month	YTD				
Jan	25,255	25,255	Jan	33,981	33,981	Jan	33,909	33,909	Revenue	
Feb	17,914	43,169	Feb	13,413	47,395	Feb	26,632	60,541		
Mar	24,639	67,808	Mar	23,826	71,220	Mar	22,344	82,885		
April	24,566	92,374	April	25,712	96,932	April	53,726	136,611		Expenditures
May	25,453	117,827	May	26,882	123,814	May	23,256	159,867		
June	21,322	139,149	June	22,927	146,741	June	19,268	179,135		Full Time
July	16,353	155,502	July	18,319	165,060	July	18,649	197,784		Part Time
Aug	30,650	186,152	Aug	26,666	191,727	Aug	23,176	220,960		Benefits
Sept	23,808	209,960	Sept	14,514	206,240	Sept	11,828	232,788		Comodities
Oct	16,075	226,036	Oct	18,294	224,534	Oct	21,378	254,166		Contractual
Nov	27,162	253,198	Nov	25,434	249,967	Nov	29,550	283,715		Utilities
Dec	46,297	299,494	Dec	35,930	285,897	Dec	0	0		
Budget	384,100		360,400		356,510				Net	
									533,038	
									(249,323)	
									616,221	
									(259,711)	



This Year Vs Last Two Years

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

	MONTH		YEAR to DATE		Change	Up/(Down) % Change
	This	Last	This	Last		
RENTALS						
Skate Rental	320	144	2,580	2,374	206	9%
Building Rental	10,988	7,873	101,765	65,495	36,270	55%
	11,308	8,017	104,345	67,869	36,476	54%
PASS SALES						
Fitness	7,697	8,395	86,764	90,385	(3,621)	-4%
	7,697	8,395	86,764	90,385	(3,621)	-4%
DAILY FEES						
Gym Fees	1,695	1,443	9,067	5,994	3,073	51%
Fitness Center	246	258	2,289	2,568	(279)	-11%
Inline Rink Fees	941	934	9,545	8,251	1,295	16%
	2,882	2,635	20,901	16,812	4,089	24%
PROGRAM FEES						
Adult Athletic Leagues	400	675	400	1,200	(800)	0%
Youth Athletic Camps	-	-	9,466	11,892	(2,426)	0%
Youth Athletic Prog.	375	(70)	7,917	5,654	2,263	40%
Youth Leagues	5,562	4,305	39,977	46,480	(6,503)	-14%
Special Programs	2,305	2,152	26,881	21,331	5,550	26%
	8,642	7,062	84,641	86,557	(1,916)	-2%
CONCESSIONS						
Merchandise	351	621	4,677	5,375	(698)	-13%
Vending	124	121	2,531	2,649	(117)	-4%
	475	742	7,208	8,024	(815)	-10%
OTHER						
Visa Charges / OvShrt	(1,454)	(1,417)	(20,144)	(19,680)	(464)	2%
TOTAL	29,550	25,434	283,715	249,967	33,748	14%

**MT. PROSPECT PARK DISTRICT
PROPERTY TAX
MONTH ENDING
11/30/18**

<u>Tax Yr.</u>	<u>Property Tax Jan. 1 - Dec. 31</u>	<u>Assessed Valuation</u>	<u>Rate</u>
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
2016	9,820,200	1,653,232,361	0.594
2017	10,145,281	1,667,332,206	0.609

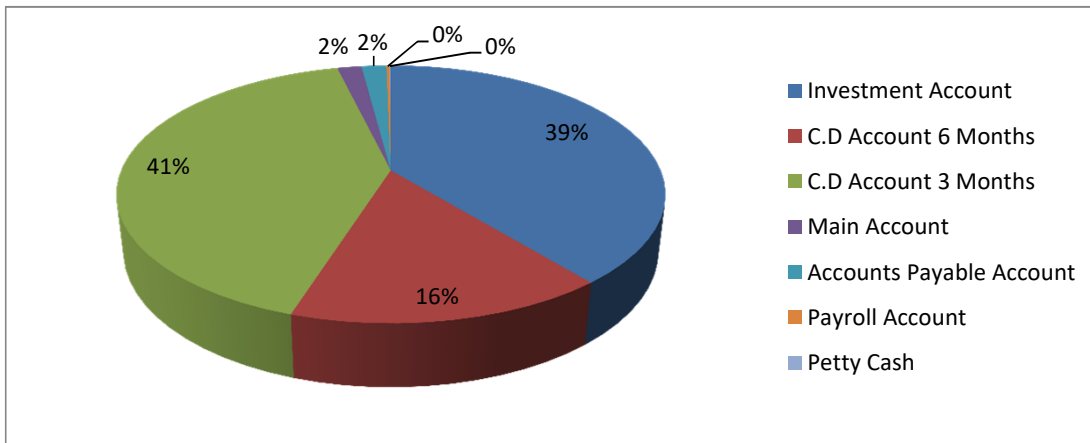
Tax Monies Received from January 1, 2018 through November 30, 2018 totals:
\$9,989,499 (of this total \$140,119 is Replacement Tax).

	Type	2017 Taxes	2018 Taxes
January	R	25,034	16,533
January		172,519	416,345
February		1,160,685	1,091,944
March	R	16,081	14,667
March		3,861,042	3,593,500
April	R	40,965	30,149
April		40,721	40,570
May	R	26,382	30,732
May		41,107	51,476
June		197	
July	R	26,977	23,947
July		1,798,782	2,483,305
August	R	1,244	2,420
August		2,565,092	2,098,030
September		10,880	
October	R	18,417	21,671
October		39,369	31,371
November		11,363	42,837
December			
December	R	4,855	
TOTAL		9,861,711	9,989,499

Mt. Prospect Park District
Statement of Account Balances
 As of November 30, 2018

Mt. Prospect State Bank

Accounts	Maturity	Amount	Rate	Term
Investment Account	n/a	2,458,296	0.31%	Demand
C.D Account 6 Months	3/12/2019	1,000,000	1.00%	6 Months
C.D Account 3 Months	12/12/2018	2,600,000	0.50%	3 Months
Main Account	n/a	107,381	n/a	
Accounts Payable Account	n/a	110,426	n/a	
Payroll Account	n/a	14,996	n/a	
Petty Cash	n/a	4,350	n/a	
Total Funds		6,295,450		



ACCOUNTS PAYABLE/PAYROLL DISBURSEMENT
November-18

ACCOUNTS PAYABLE

Suggested Motion: I move to ratify November Accounts Payable Checks and EFT's in the amount of \$ 3,474,062.80 as listed on the Check Register.

<u>CHECK DATE</u>			<u>CHECK #'S</u>	
11/1-11/11/2018	\$	210,080.56	192348-192446	Checks
11/12-11/18/2018	\$	98,539.71	192447-192501	Checks
			**192502 - Replacement of Check #192044 on Sept. Register	
11/19-11/25/2018	\$	3,129,171.55	192503-192558	Checks
11/26-11/30/2018	\$	36,270.98	192559-192575	Checks
TOTAL AP	\$	<u>3,474,062.80</u>	Checks and EFT's	

PAYROLL

Suggested Motion: I move to ratify November Payroll Checks and Direct Deposits in the amount of \$ 461,212.04 as listed on this report.

<u>CHECK DATE</u>			<u>CHECK #'S</u>	
11/2/2018	\$	151,398.97	18844-19165	DD Notification
	\$	5,829.04	1016835700- 1016835718	Checks
			19166-19170	Taxes, Transfers & Garnishments
11/16/2018	\$	149,998.26	19171-19475	DD Notification
	\$	5,694.02	1016977163- 1016977182	Checks
			19476-19480	Taxes, Transfers & Garnishments
11/30/2018		143,231.88	19481-19808	DD Notification
		5,059.87	1017131480- 1017131498	Checks
			19809-19813	Taxes, Transfers & Garnishments
TOTAL P/R	\$	<u>461,212.04</u>	Checks and Direct Deposits	

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

**Mt. Prospect Park District
Payroll Summary**

Pay Period Ending 10/28/2018
Check Date 11/2/2018

				Avg	Avg
	# Hours	# Employees	Gross Pay	Hrs/Emp	Hrly Rate
Total	11,137	341	214,966	33	19
	Full Time	59			

Pay Period Ending 11/11/2018
Check Date 11/16/2018

				Avg	Avg
	# Hours	# Employees	Gross Pay	Hrs/Emp	Hrly Rate
Total	10,977	325	213,279	34	19
	Full Time	59			

Pay Period Ending 11/25/2018
Check Date 11/30/2018

				Avg	Avg
	# Hours	# Employees	Gross Pay	Hrs/Emp	Hrly Rate
Total	10,300	347	203,956	30	20
	Full Time	59			



Interim Executive Director Report

Upcoming Important Dates:

- 12.31.18 Strategic Plan Committee quarterly report updates are due to the Executive Director.
- 1.5.18 Representatives from the Mt. Prospect Park District will host a job fair at Rec Plex to help fulfill summer staffing requirements.

Happy Holidays / End of Year Reflection:

As 2018 comes to a close I choose to remember all the good we do for the residents of Mount Prospect. There is so much we have to be proud of and to be thankful for. Our staff is dedicated and unwavering in their commitment to serve the residents of Mount Prospect. We endure the difficult times and celebrate our accomplishments as a team. 2018 was a year of significant change for our District which we faced together. With that said, we still found a way to continue to move forward. We are extremely fortunate to have such dedicated staff and a Board that cares about our District. We look forward to the challenges that lie ahead and the opportunity to make a positive difference within our community.

On behalf of the entire staff of the Mt. Prospect Park District and myself, I would like to wish the Mt. Prospect Board of Commissioners good health and happiness, Merry Christmas & Happy New Year!

Upcoming Board Meeting Reminder:

Regular Meeting - Wednesday, January 23 - 7 pm @ CCC.



Golf Operations Report

December 2018 (Through End of Season)

Golf Memberships	2016	2017	2018	Variance '17 to'18
Unlimited Play Membership Sold	78	69	75	6
20-Play Passes Sold	93	83	79	-4
Discount Cards Sold	683	534	448	-86

Golf Rounds	2016	2017	2018	Variance '17 to'18
Paid Resident Rounds	5,938	4,458	3,952	-506
Paid Partner Rounds	469	267	289	22
Paid Non-Resident Rounds	21,608	23,886	22,645	-1,241
Annual Membership Rounds	<u>5,251</u>	<u>4,857</u>	<u>4,279</u>	<u>-578</u>
Total Rounds	33,266	33,468	31,165	-2,303
\$ Per Round	\$42.09	\$42.86	\$43.72	\$.86

News & Updates:

- It was fitting that November was a terrible month for golf bringing the worst year of golfing weather in history to an end. Area course seasonal revenues are down ranging from 8-10% compared to 2017. We will finish the year at 4.5%. Although our sales were down, these sales are still comparable to our 2016 sales despite the weather and are \$164,000 more than we made in 2013, which was our last season on the old course.
- One positive to note was our increase in lesson programming revenue and our increase in dollar per round average, which has continued to grow over the past three years.
- The official golf course closing date was Nov. 26th, the earliest in the past 25 years.
- We gained 3 new “likes” on Facebook in November bringing our total to 376.
- Our driving range sales were down 12% this season due to weather & last year having the benefit of the Golf Center closed for an extended period of time due to flooding. We will be moving to a new pricing structure for next season.

Maintenance Update:

- Late fall into winter has been a very busy time. We finished up aerating the course, we seeded and covered the driving range tee. All playing surfaces have been preventatively sprayed for snow mold, and all the greens have been heavily top dressed.
- The storm at the end of November really made a mess we've been picking up branches and twigs for the last couple of weeks. The storm also damaged a large Norway Maple behind the 7th green making it structurally unsound. We are having Nels Johnson tree service come out and remove it and the dead Norway maple on the 13th tee.
- Also we've begun cleaning, servicing and waxing all equipment. We've brought in all course accessories and have begun the long process of cleaning and painting all items. Having nicely painted tee accessories really adds to the image that we are one of the best daily fee courses in the state.



Aquatics

AQUATICS - December 2018	2015	2016	2017	2018	Variance '17 to'18
Youth Swim Lessons	3944	3879	3879	3681	-198
Aqua Fit	1462	2045	933	800	-133
Specialty Classes	369	448	584	737	153
Programming Totals	5775	6372	5396	5218	-178
Fall Session To Date:					
Youth Swim Lessons	1316	1181	1249	1119	-130
Aqua Fit	552	889	361	255	-106
Specialty Classes	122	215	199	269	70
Programming Totals	1990	2285	1809	1643	-166
RecPlex Pool Daily Admission Sold	2,065	1,846	1550	1609	59

News:

- Combination of increased program fees plus a bigger focus on our popular specialty classes which include our competitive swim programs has resulted in a 2.17% increase in revenue.
- Variance in Swim Lessons is due to unseasonably cold fall weather. Staff is currently calling and emailing past participants to improve the Winter session of classes.
- Variance in Aqua Fitness is due to punch card usage habits and unseasonably cold weather.
- The first full season of the Novice Swim Team, The Shark Fins, showed a 57 % increase from the short Winter Season in Jan-March of 2018.
- The Red Cross Auditor, who visited RecPlex Pool, did an observation and skill audit. Staff did a great job and the auditor had high praise for our staff’s attentiveness and skill levels. The nine lifeguards tested received a perfect passing score and earned a long sleeve Lifeguard Shirt.

Upcoming Events:

- Lifeguard Training December 16th and 22nd
- Holiday hours for Open Swim Dec 22-31 and Jan 1-6
- MPPD Winter Break Camp to visit pool on Dec 28 and Jan 2
- NWSRA to visit pool Jan 3-4
- January 21, Snowball Splash day at the pool 1-4pm
- January 5, Job Fair at RecPlex 11am-1pm



Athletics

ATHLETICS - December 2018	2015	2016	2017	2018	Variance '17 to'18
Karate	733	578	573	593	20
Gymnastics	835	853	695	553	-142
Youth Athletic Programs (excluding Karate & Gymnastics)	1787	1479	1572	2063	491
Youth Basketball	812	744	744	702	-42
Youth Programming Totals	4167	3654	0	3911	327
Adult Volleyball	10	13	23	10	-13
Adult Softball	61	70	67	64	-3
Adult Basketball	62	55	59	64	5
Adult Leagues Totals	133	138	149	0	-11
Athletics Total	4300	3792	149	3911	316

News:

- Gymnastics variance is a result of programming changes. This program is managed through a contractual agreement with The Elk Grove Gymnastics School. Staff is currently working on the possibility of bringing this program back under the management of the Mt. Prospect Park District Athletic Department.
- Youth Basketball Leagues for 3rd-6th Grade began on 12/1.
- With more and more travel/feeder programs being offered in the community we have seen a drop in the Youth Basketball League numbers. Staff is working on recruiting more participants to fill these vacancies if possible.

Upcoming Events:

- First time offering Pre-K Soccer and Pre-K Basketball League for 4 and 5-year-olds. Leagues begin the 2nd week of January.
- Preparing for youth baseball and softball registration which begins January 4, 2019.



Cultural Arts

CULTURAL ARTS - Dec. 2018	2015	2016	2017	2018	Variance '17 to'18
Visual	2035	2110	2572	2968	396
Performing	3338	2995	3012	3313	301
Cultural Arts Total	5373	5105	5584	6281	697

News:

- December 1st, All three Dance Companies performed at the FPC Holiday Open House
- The Art Studio displayed our homemade plaster and sold pre-packaged items for those who wanted to take home to paint or give as gifts at the FPC Holiday Open House.
- There are many holiday classes being offered at the Art Studio, Ladies Night Out, and Winter Break offerings to help ease cabin fever and provide a creative outlet as well as offer the opportunity to make gifts.
- Our dance program is adding a new adult contemporary class and splitting adult ballet into two offerings, beginning and continuing throughout the winter term.
- Our Kids on Stage performance of “Pan” in November was simply fantastic. We had a great audience at both shows. With several weeks to go before the next session begins, we already have 22 participants registered!

Upcoming Events:

- 11/30, 12/1 & 12/2, 12/7, 12/8, & 12/9 MPPD Ballet Expressions Dance Troupe are performing in A Christmas Carol with The Theater Lab of District 214 Community Education at Forest View Auditorium.
- 12/3 Mt. Prospect Community Band Christmas Festival Concert at Our Savior’s Lutheran Church in Arlington Heights 7:30 pm
- 12/8 Mt. Prospect Community Band Christmas Festival Concert at Trinity United Methodist Church, 4:00 pm.
- 12/10 Mt. Prospect Community Band Christmas Festival Concert at the Lutheran Home in Arlington Heights 7:00 pm.



Early Childhood/Youth

EARLY CHILDHOOD & YOUTH - December 2018	2015	2016	2017	2018	Variance '17 to'18
Pre-School Registration	171	179	174	183	9
Before & After School Care	275	334	327	341	14
Early Childhood & Youth Programming (w/OSS)	1255	1333	1591	1621	30
Total Early Childhood & Youth Totals	1701	1846	2092	2145	53

News:

- Implemented two behavioral programs
- Off School Specials (OSS) were held for D57 on November 19 & 20 with 84 participants
- Off School Special (OSS) was held for D57 & D59 on November 21 with 69 participants
- Thanksgiving performances, friendship mixes, and celebrations took place on November 19 & 20th for our preschool classes
- Our first (and hopefully last) snow day of the season occurred on Monday, November 26

Upcoming Events:

- Holiday workshops for preschool classes
- Holiday parties for Kids Klub/KinderKlub classes
- Winter Break Camp December 27, 28 & January 2-4



Facilities

RECPLEX- December 2018	2015	2016	2017	2018	Variance '17 to'18
Daily Admissions Sold					
Premier & Fitness	1821	1988	1604	1403	-201
Courts & Track	9,864	7991	6355	5367	-988
RecPlex Totals	11685	9979	7959	6770	-1189
Rentals	407	376	307	379	72
Central Community Center					Variance '17 to'18
Daily Admissions Sold					
Fitness	561	564	431	463	32
Open Gym	917	776	1248	1653	405
Open Skate	1939	1667	1560	1921	361
Central Community Center Totals	3417	3007	3239	4037	798
Rentals	502	432	421	413	-8
LIONS RECREATION CENTER					Variance '17 to'18
Open Gym	0	0	0	106	106
Rentals	50	49	60	72	12

News:

- Inline Hockey is raffling off a 2019 Winter Classic Blackhawks Jersey to encourage patrons to sign up early for the upcoming Winter Season. If patrons sign up for the Winter Inline Season before December 15, they will receive 1 raffle chance. If they bring in a new unwrapped toy but do not register, they will receive 1 raffle chance. If they register and bring in a new unwrapped toy at the same time, they will receive 3 raffle tickets. The drawing will be held on Saturday, December 15.
- CCC hosted a Sports Showcase on November 24. The public was invited to view the Turkey Cup Inline Hockey tournament, Fencing, Hot Shots Basketball and We Got Game athletics. Play It Again Sports located in Palatine also participated in this showcase. The Sports Showcase was scheduled from 9-12pm.
- Karate Testing @ LRC Dec 1, 2, 8, 9, 15 & 16.
- RecPlex was a host site for Coffee/Coco with the cops

Upcoming Events:

- CCC: Saturday, 12/15 will be the last day for fall session Inline Hockey.
- CCC will host New Year Skate Friday, 12/28.
- There will be a Pickleball raffle Wednesday 12/19. Players have a chance to win a 10 play pass. Value is \$20.



Fitness

FITNESS PROGRAMS - December 2018	2015	2016	2017	2018	Variance '17 to'18
Programs	782	683	657	598	-59
Personal Training	204	279	270	200	-70
Passport Classes	979	772	887	651	-236
Fitness Program Totals	1965	1734	1814	1449	-365
Fitness Membership					
All Inclusive	0	0	60	373	313
Courts, Pool & Track - Recurring	1833	1752	1900	2107	207
Fitness - Recurring	4135	3887	4139	3693	-446
Premier Plus - Recurring	1756	2067	2370	2144	-226
Courts, Pool & Track - Variable	7002	7494	8197	8951	754
Fitness - Variable	6910	7788	7673	7455	-218
Premier Plus - Variable	1750	2074	1756	1637	-119
Fitness Membership	23386	25062	26095	26360	-48
Fitness Total	25351	26796	27909	27809	-413

News:

- New Thanksgiving Cardio Buffet Class was very successful with 16 participants
- New Yoga Nidra Workshop had 11 participants
- Purchased more BOSU balls and storage for a specific class in the Spring Brochure
- Reviewing Capital Dollars for CCC Fitness Center, getting quotes to replace/upgrade fitness equipment for both RecPlex and CCC.
- Working on a Spin-a-thon event to take place in February.
- Working on a Fittest Loser Challenge for the winter/spring seasons.

Upcoming Events:

- Teen Winter Workout - 1st time running this class
- Somatics Yoga Workshop - Jan 19, 2019
- NEW All- inclusive Membership for sale January 1st, 2019



Friendship Park Conservatory

FRIENDSHIP PARK CONSERVATORY - December 2018	2015	2016	2017	2018	Variance '17 to'18
Programs	331	372	493	487	-6
Weddings	15	21	21	18	-3
Corporate Rentals	14	17	32	28	-4
Miscellaneous Rentals	71	103	102	103	1
Facility Totals	431	513	648	636	-12
Canine Commons	233	208	188	194	6

News:

- Approximately 1400 people attended the Holiday Open House at the Friendship Park Conservatory. The event was held on December 1st, despite significant rain. The event included musical performances by local school bands, orchestras, and choral groups, as well as MPPD dancers. Children visited with Santa and his live reindeer, had their faces painted, enjoyed a simple craft, made a pinecone birdseed ornament, and ate lots of cookies. \$500 worth of poinsettias were also sold at the event.
- Winter Planter classes were extremely popular with nearly 70 people making beautiful holiday arrangements for their outdoor displays.
- Cabaret Night was a successful event for the Mt. Prospect Parks Foundation on November 3rd.
- Rentals were many in November: 1 baptism, a 1st birthday, 1 baby shower, 1 memorial, 1 corporate meeting, a soccer banquet, and 2 garden club meetings.
- The November elections took place on November 6, 2018, which FPC is a polling place.
- MPPD Customer Service meetings were held at FPC. This gives frontline staff the opportunity to become familiar with our facility.
- The Mt. Prospect Chamber hosted the Professional Women’s Brown Bag Luncheon at FPC. The women enjoyed making a tabletop winter planter in the greenhouse.

Upcoming Events:

- MPPD Employees will enjoy breakfast at FPC on December 7th.
- Easter lily bulbs will arrive in early December.
- The December event schedule is filling up nicely with 1 wedding and reception, 1 wedding ceremony, several corporate rentals, garden clubs, and several family celebrations.



Business Services & Human Resources Report

News & Updates:

- Annual Open Enrollment for the Park District began with kickoff meetings on November 27th and lasted through December 10th. There were no plan changes to the District's health, dental or ancillary offerings; following Board approval at the November meeting, the increase to the District's Voluntary Health Insurance Opt-Out payments will be effective January 1st, 2019.
- Mary Kiaupa, Human Resource & Risk Manager, and Chris Scheidhauer, Human Resources Assistant, attended the IAPD Legal Symposium on November 8th to stay informed of the latest legal/compliance issues affecting park districts. Updates to Mandated Reporter requirements, as well as the topic of workplace sexual harassment, were among the principal issues covered at the symposium.
- Security Cameras: With consultation from the Mt. Prospect Police Department, human resources and facility staff, IT has installed a centralized security camera system. This is the first phase of a security system upgrade, which will bring security feeds into one location and allow for the addition of new cameras across facilities. IT is utilizing existing cameras wherever possible to reduce costs; new cameras will be installed based on a prioritized list in areas of greatest need.
- The ability to purchase memberships online via WebStore is an ongoing project behind the scenes in IT, as reported in previous months. The goal is to have this functionality live for patrons beginning in 2019, in consultation with Recreation and Golf staff.

FY 2019 Budget Follow-Up:

- The FY 2019 Draft Budget was presented at the November meeting. To briefly summarize, staff was challenged to produce attainable revenues and maintain efficiencies with regard to expenses wherever possible.
- Following our established goal, the District reduced the Internal Service Fund by an additional \$22,000 moving into 2019 while growing our projected fund surpluses in the General Fund and Recreation Fund year-to-year.
- The FY 2019 budget will remain on the Board agenda into next year before final approval, which is scheduled for March 2019.



Staff Changes:

- Brandon Calderon, PT-IMRF Assistant Fleet Mechanic, started work on November 19th.

H.R. by the Numbers: October 2018

New-Hires:	10
Payroll Changes (to update or change employment status, pay-rate, or job-class):	10
Criminal Background Checks (including new-hires, volunteers and coaches):	27
Workers' Compensation (new and open claims):	4
Unemployment Claims (new claims):	2



Community Relations & Marketing

Marketing/Social Media

Sponsors joined the District at the Friendship Park Holiday Open House on Saturday, December 1. NorthShore provided hot cocoa for all and Green/White greeted the crowds with program information and give-a-ways. Sponsor discussions are underway for events specific to 2019 and include several new businesses including McAllister’s Deli, Michaels crafts, and Mount Prospect Smiles.

Mt. Prospect Park District hosted the November meeting of the Women’s Professional Group of Mount Prospect at Friendship Park Conservatory. Over 24 female professionals were in attendance including Mayor Arlene Juracek. The meeting included lunch and the opportunity to create a beautiful holiday tablescape. This event, coordinated annually by CR&M, is one of the most popular meetings of the year.

CR&M is working with both Recreation and IT in formulating marketing for a new fitness promotion unveiled in the early months of 2019. The current focus is on marketing an all-inclusive membership available in January 2019. In addition, CR&M is creating a detailed piece on District personal trainers and their fitness philosophies in order to better match the needs of our fitness patrons.

Production continues on the Inside the Park Friendship Park Conservatory Edition which highlights the history, focus, natural beauty and future direction of this unique facility. The program will be presented at the January 2019 Board Meeting.

CR&M has completed nine months of monthly District emails to our 10,000 email subscribers. The email is sent the first Friday of the month and is more content driven over simple date and time reminders. CR&M has received positive reviews from the public on both the look of the email and its content. Recent articles on the Strategic Plan Process and Employee Committee Give Back Project prompted patrons to reach out and applaud our efforts to communicate all going on within the District.

The Spring 2019 Program Guide is in production and will introduce our park theme for four seasons.

Upcoming Events

As holiday events come to a close, we mark our calendars for Saturday, February 2nd and the annual Mardi Gras event. Last years’ attendance surpassed 2,000 and new bells and whistles are being added to keep this event fresh and fun.

Electronic Media Results Analytics	
E-Newsletter Results	Sent on November 5
Open Rate	36%
Click Rate	2%
Most Popular Newsletter Clicks	FPC Holiday Open House mppd.org MP Band Fall Concert
Facebook	
Most Engaging Posts with the Largest Reach	Veterans Day Video Winter Brochure Preview Snow Day Weather Alert Thanksgiving Workout

DECEMBER 2018

Community Relations & Marketing

Holiday Open House at Friendship Park Conservatory

NWSRA Grand Opening Pursuit Program



Community Band Holiday Concerts



Christmas Festival
HOLIDAY BAND CONCERTS

A Mt. Prospect Community Band Holiday Tradition
Celebrate the season through song
Enjoy classic carols and contemporary selections.
Free to all, no registration required.
Featured vocalist: Amy Kiepert

- December 3**
Our Savior's Lutheran Church
Arlington Heights
7:30pm
- December 8**
Trinity United Methodist Church
605 W. Golf Rd.
4:00pm
- December 10**
The Lutheran Home
Arlington Heights
7:00pm

Mt. Prospect Park District | mppd.org | 847-640-1000



DECEMBER 1
• 11am-3pm •

Holiday OPEN HOUSE

At Friendship Park Conservatory | 847-298-2600
385 W. Algonquin Rd., Des Plaines

Free Family Event

- Live Reindeer | Musical Performances
- Holiday Train | Cider and Cookies
- Kids Craft | Face Painting | Seasonal Displays
- Visit with Santa | Poinsettias for Purchase

It's Celebrate!

FRIENDSHIP PARK CONSERVATORY
A facility of the Mt. Prospect Park District





Parks & Planning Division

Administrative Updates:

- Sent property loss report for the damage at Lions Park due to the snowstorm.
- Organized Slip, trip fall and winter safety training.
- Perform facility fire extinguishers inspections.
- Prepared FY 2019 Vendor Information

Buildings Department Updates:

- Completed pool winterization for 2018.
- Completed all outbuilding, fountain, and water supply winterization for 2018.
- Replaced the compressor in the PoolPak at RecPlex.
- Removed all electrical components from GC tent in preparation of annual disassembly.
- Repaired suit spinner at RecPlex

Fleet Services Department Updates:

- Replaced remaining original brake lines on truck #33. Installed snow plow.
- Performed service and winterization on Kromer paint machines #1 and #2.
- Replaced leaking water pump on Impala C4. Performed engine service and inspection.
- Performed services and winterization on JD 1200A trap rakes #1, #2, #3.
- Repaired broken snow plow control wiring on Truck #8.
- Installed salt spreaders on truck #38 and #14.

Grounds Department Updates:

- Blew out MSD and Melas irrigation for winter.
- Removed soccer goals from fields after the season was over.
- Snow removal at facilities and parks from winter storm event.
- Soccer field turf repairs-sod, slit seed and aerate fields.
- Lions outfield fence-removed 100 feet of old fence and installed post for new fence.

Internal Work Orders Completed (All Departments)

- At the time of this report, there have been approximately 715 internal work order requests submitted to the Parks and Planning division for completion in 2018.