



# **MT. PROSPECT PARK DISTRICT**

**1000 W. CENTRAL ROAD**

**MOUNT PROSPECT, ILLINOIS 60056**

## **MT. PROSPECT BOARD OF PARK COMMISSIONERS REGULAR MEETING SCHEDULE 2019**

The Regular Board Meetings are held at Central Community Center, at  
1000 W. Central Road in the Boardroom in Mount Prospect, Illinois at 7:00 p.m.

**January 23, 2019**

February 13, 2019

March 20, 2019

April 24, 2019

May 22, 2019

June 26, 2019

July 24, 2019

August 21, 2019

September 25, 2019

October 23, 2019

November 13, 2019

December 18, 2019

Approved: 11-14-18

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## **REGULAR BOARD MEETING**

**JANUARY 23, 2019**

### **AGENDA**

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- III. NEW BUSINESS**
- IV. UNFINISHED BUSINESS**
- V. FINANCIAL REPORT**
- VI. PARKS FOUNDATION**
- VII. EXECUTIVE REPORT**



1000 W. CENTRAL ROAD  
MOUNT PROSPECT, ILLINOIS 60056

## **Regular Meeting**

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

FROM: STEVE KURKA, PRESIDENT

DATE: JANUARY 18, 2019

RE: REGULAR PARK BOARD MEETING  
JANUARY 23, 2019 - 7:00 P.M.  
CENTRAL COMMUNITY CENTER  
1000 W. CENTRAL, MOUNT PROSPECT, IL

### **AGENDA**

#### **CALL TO ORDER**

#### **ROLL CALL**

#### **PLEDGE OF ALLEGIANCE**

#### **CHANGES OR ADDITIONS TO AGENDA**

#### **APPROVAL OF AGENDA**

**APPROVAL OF MINUTES:** Regular Board Meeting: December 19, 2018

#### **PUBLIC COMMENT**

#### **APPROVAL ITEMS**

- A. Approval of the Emergency purchase and installation of three (3) HVAC rooftop units required at the Central Community Center

#### **NEW BUSINESS**

- A. Recreation Department Friendship Park Conservatory Update
- B. GFOA Certificate of Achievement for Excellence in Financial Reporting

#### **UNFINISHED BUSINESS**

- A. Tentative Budget and Appropriation Ordinance - FY 2019 (Discussion - If Needed)



1000 W. CENTRAL ROAD  
MOUNT PROSPECT, ILLINOIS 60056

## **Regular Meeting**

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### FINANCIAL ADVISOR'S REPORT

RATIFICATION OF ACCOUNTS PAYABLE & PAYROLL      DECEMBER 2018

### PARKS FOUNDATION

### EXECUTIVE REPORT

### PUBLIC COMMENT

### COMMENTS/MATTERS FROM COMMISSIONERS

### CLOSED SESSION

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

SECTION 2(c) (1): Personnel - To Discuss the Appointment, Employment, Compensation, Discipline, Performance, or Dismissal of Specific Employees of the Public Body or Special Labor and Employment of Legal Counsel for the Public Body, per section 2 (c) 1.

### TAKE ACTION, IF ANY ON MATTERS DISCUSSED IN CLOSED SESSION

A. To Approve certain closed session minutes and to release to the public record closed session minutes, if any as the Park Board deems appropriate.

B. Approval of Employment Agreement with Jim Jarog to serve as the Executive Director for the Mt. Prospect Park District.

### ADJOURNMENT



Unapproved

Regular Board Meeting

A Regular Meeting of the Mt. Prospect Park District, Cook County, Illinois, was held on Wednesday, December 19, 2018 at Central Community Center Facility of said Park District. President Kurka called the meeting to order at 7:00 p.m. On roll call, the following officers and commissioners were present:

Steve Kurka  
Lisa Tenuta  
Bill Starr  
Tim Doherty  
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  
Brian Taylor, Director of Recreation  
Sarah Thompson, Aquatics Manager  
Nikki Bittner, Fitness Manager  
Nancy Prosser, Facilities Manager

Professionals:

Tom Hoffman, Attorney  
Lee Howard, GAI

Visitors:

John Fiandaca  
Tom Veriucci  
David Perns D.C.

**CHANGES OR ADDITIONS TO AGENDA**

None

### **APPROVAL OF AGENDA**

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

### **PUBLIC COMMENT**

John Fiandaca, of Player Pub & Grill requested to submit a RFP proposal for Concession Services at the Mt. Prospect Golf Club. President Kurka stated that the Golf Course Concession Agreement is on the Agenda and will be discussed.

### **APPROVAL OF MINUTES**

Commissioner Starr motioned to approve the minutes from the Special Board Meeting on November 14, 2018; seconded by Commissioner Murphy.

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

Motion passed.

Commissioner Tenuta motioned to approve the minutes from the Regular Board Meeting on November 14, 2018; seconded by Commissioner Starr.

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

Motion passed.

### **NEW BUSINESS**

- A. Recreation Department Fitness Program update on Pass Restructuring and Staff Recommendation: Nikki Bittner-Fitness Manager, Sarah Thompson-Aquatic Manager, and Nancy Prosser- Facilities Manager were all present to discuss the Pass Restructuring to the Board. Brian Taylor, Director of Recreation made the presentation and explained the following:

- The MPPD survey revealed that over 80% of patrons were satisfied to very satisfied with the current offerings. Participants added they would like to see more hi-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-great start to a new fitness year and exposure to Rec Plex and all its offerings. Participants are encourage to bring a friend.
- Saturday, February 2 fitness is partnering with Lemons of Love for a Spin-a-Thon.
- Theme classes are popular- several seasonal workouts including Valentine’s Day, St. Patrick’s Day, April Fool’s Day and beyond.
- Participate in the Daily Herald Fittest Loser with the help of our trainers.
- Couch to 5K is a 8 week program leading up to the District’s 5K in June with our Running Specialist to assist the participant to meet their goal of running a 5K.
- Fitness Referral Program- refer a friend and get a free month added to their membership.
- Outdoor Workout Class that will utilize the fitness improvements made to Einstein Park.

Discussion: The Board discussed the Fitness programs, punch card, classes and prices, (Senior Discount, Super Seniors discount, College kids and Veterans (Military active) with the Fitness Department. Commissioner Tenuta asked if we had researched our prices and programs with other programs in the surrounding areas. Director Taylor explained staff has researched the surrounding areas and we are very competitive and unique with our offerings. Commissioner Doherty liked the new ideas and events and asked how are we going to get the word out. Marketing has been working with the Fitness Department and has been capitalizing on social media for the “All-In” program to get people into the door and excited. Commissioner Murphy wanted to know what number of passes would need to be sold to be considered successful. Director Taylor will research it and bring an answer back to the board. Nikki Bittner, Fitness Manager also explained how the “All-In” program/classes and the idea behind the concept. Commissioner Starr and Director Taylor reviewed the details of Gymnastics program. The IT department gave our patrons the ability to buy Fitness memberships online which is very unique to this District, other park district’s do not have that ability.

- B. Discussion regarding the approval of the Mt. Prospect Golf Club concession agreement for a term beginning April 1, 2019 and ending February 28, 2022.

Brett Barcel reviewed a few of the reasons for the recommendation to enter into a new agreement with Open Kitchens: ( to name a few)

- An experienced and qualified vendor that has provided professional level food services to the Mt. Prospect Golf club over 20 years.
- Highly rated with our golfers and Golf Advisor reviews in food service and quality.
- Have exhibited an exemplary record in food inspections, rental payments and liquor license compliance over the past 20 years.

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. 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.

Discussion: The Board discussed the benefits of going out for RFP(s) versus extending the agreement with Open Kitchens and reviewed the ending date for the agreement.

#### **APPROVAL ITEMS**

- A. The approval of the Mt. Prospect Golf Club concession agreement for a term beginning April 1, 2019 and ending February 28, 2022.

#### **MOTION**

Commissioner Starr moved to approve a three (3) year agreement with Open Kitchen L.L.C. to provide food service operations at the Mt. Prospect Golf Club for the period beginning 4/1/19 and ending on 2/28/2022.

<b><u>Roll Call Vote</u></b>	<b>Ayes</b>	<b>Nays</b>	<b>Absent</b>
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 the Emergency purchase and installation of three (3) HVAC rooftop units required at the Central Community Center.

Bob Smith, Building Department Manager discussed that three of the existing RTU's had mechanical deficiencies that would create unsafe conditions if not repaired and recommended that these units be taken out of service and replaced as soon as possible. Due to the emergency nature of this project the Board unanimously agreed to pursue the purchase and installation of three rooftop units at the Central Community Center, number #1, #7 and #10, from the YMI Group at a cost not to exceed \$37,725.00.

#### **Financial Advisor's Report**

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

#### **RATIFICATION OF ACCOUNTS PAYABLE**

Commissioner Murphy motioned to ratify November Accounts Payable checks and EFT's in the amount of \$3,474,062.80 as listed on the Check Registers; seconded by Commissioner Doherty.

**Roll Call Vote**                      **Ayes   Nays   Absent**

Commissioner Kurka	X		
Commissioner Doherty	X		
Commissioner Klicka			X
Commissioner Starr	X		
Commissioner Tenuta	X		
Commissioner Massie			X
Commissioner Murphy	X		

Motion passed.

**RATIFICATION OF PAYROLL**

Commissioner Murphy motioned to ratify November Payroll checks and Direct Deposits in the amount of \$461,212.04 as listed in this report; seconded by Commissioner Tenuta.

**Roll Call Vote**                      **Ayes   Nays   Absent**

Commissioner Kurka	X		
Commissioner Doherty	X		
Commissioner Klicka			X
Commissioner Starr	X		
Commissioner Tenuta	X		
Commissioner Massie			X
Commissioner Murphy	X		

Motion passed.

**Public Comment**

None

**Executive Report**

Interim Executive Director Jarog reviewed the following highlights:

- 1-05-19 Representative from the Mt. Prospect Park District will host a job fair at Rec Plex to help fulfill summer staffing requirements.
- January 23, 2019 next Board Meeting
- Wished the Board of Commissioners Happy Holiday.

**MATTERS FROM COMMISSIONERS**

Commissioner Doherty like the facebook information on inline hockey; liked the free week on passport classes.

Commissioner Tenuta discussed a few comments from parents concerning conflict with practice times and possible signing up with another team (try not to overlook the conflict sheets); the gravel coating on the bottom of the wave pool that hurts the swimmers feet (due to many years of coating on the bottom of the pool for safety) (check to see if there is any complaints in the summer); patrons also question about the Village pocket park and the possibility of a spray park-there should be conversation with the Village about the spray park; questioned family pool passes.

**ADJOURNMENT TO CLOSED SESSION at 9:01 p.m.**

Commissioner Doherty motioned to adjourn to closed session for:

Section 2c(1): Personnel- To Discuss the Appointment, Employment, Compensation, Discipline, Performance, or Dismissal of One or More Specific Employees of the Public Body; seconded by Commissioner Starr.

**Roll Call Vote**

	<b>Ayes</b>	<b>Nays</b>	<b>Absent</b>
Commissioner Kurka	X		
Commissioner Doherty	X		
Commissioner Klicka			X
Commissioner Starr	X		
Commissioner Tenuta	X		
Commissioner Massie			X
Commissioner Murphy	X		

Motion passed.

Open Session was reconvened at 10:14 p.m.

**TAKE ACTION, IF ANY ON MATTERS DISCUSSED IN CLOSED SESSION**

-Approval to extend the existing agreement for Interim Executive Director Jarog for a sixty (60) day period.

**MOTION**

Commissioner Doherty motioned to approve to extend the existing agreement for Interim Executive Director Jarog for a sixty (60) day period; seconded by Commissioner Tenuta and carried by unanimous voice vote.

**ADJOURNMENT**

Commissioner Tenuta moved to adjourn the Regular Board Meeting at 10:15 p.m.; seconded by Commissioner Murphy and carried by unanimous voice vote.

Respectfully Submitted,

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William J. Starr, Secretary



# MEMORANDUM

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To: Board of Commissioners

From: Bob Smith / Building Department Manager

Date: 1/23/2019

Re: CCC HVAC Emergency RTU Replacements-2018/19

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. Staff has discussed this matter with our Attorney who advised us that due to the emergency nature of this project we are within our right to forgo the bidding process under section 8-1(C) of the Illinois Park District Code, provided that the **motion is approved by at least  $\frac{3}{4}$  (i.e., 6) of the Commissioners**. 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.

**This matter was brought before the Board at the December 19, 2018, regular Board meeting. Although there was a favorable consensus given to staff to proceed with this work there weren't enough Board members present at the December meeting to formally approve the motion. Staff is now requesting ratification of this project and recommends the formal 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	<b><u>\$37,725</u></b>
	\$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.

<b>YORK #1</b>	<b>MODEL # D3CG102N16546STG</b>	<b>SERIAL #</b>	<b>NKHM137999</b>
<b>YORK #7</b>	<b>MODEL # D7CG036N07946ECA</b>	<b>SERIAL #</b>	<b>NHHM113251</b>

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.

<b><u>TOTAL INVESTMENT AMOUNT UNIT #1 AND #7:</u></b>	<b>\$ 19,900.00</b>	<b>_____ accepted</b>
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**ESTIMATE BREAKDOWN**

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



***Mount Prospect Park District***  
***Page 2 of 3***

**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

<b><u>TOTAL INVESTMENT AMOUNT UNITS #1, #7, #10:</u></b> <b>\$ 37,725.00</b> _____ 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 crane 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 unpaid 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.



# Memorandum

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**To:** Mt. Prospect Board of Commissioners  
**From:** Brian Taylor, Director of Recreation  
**Date:** January 23, 2019  
**Re:** Friendship Park Conservatory Update  
**Cc:** Jim Jarog, Interim Executive Director

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## **SUMMARY & BACKGROUND:**

As you are aware over the course of 2018, the Friendship Park Conservatory staff has done extensive research in the areas of facility rentals and programming. This research included analyzing facility pricing and amenities with surrounding park districts, as well as private venues. Staff will present statistical information in regards to wedding package pricing, as well as updates on program offerings. Conservatory staff will be on hand at the January 23rd Board Meeting to share their findings with our Board.



# MEMORANDUM

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To: Board of Park Commissioners

From: Jim Jarog, Interim Executive Director

Date: January 23, 2019

Re: GFOA - Certificate of Achievement Award

**SUMMARY & BACKGROUND:**

The Government Finance Officers Association has awarded the Mt. Prospect Park District the Certificate of Achievement for Excellence in Financial Reporting for its comprehensive annual financial report (CAFR).

The Mt. Prospect Park District wishes to recognize Mr. Lee J. Howard, CPA of Governmental Accounting, Inc. (GAI) for preparing this award-winning CAFR.

**DOCUMENTS ATTACHED:**

- 1) GFOA - News Release





GOVERNMENT FINANCE OFFICERS ASSOCIATION  
**NEWS RELEASE**

**FOR IMMEDIATE RELEASE**

01/03/2019

**For more information contact:**  
**Michele Mark Levine, Director/TSC**  
**Phone: (312) 977-9700**  
**Fax: (312) 977-4806**  
**E-mail: [mlevine@gfoa.org](mailto:mlevine@gfoa.org)**

(Chicago, Illinois)--The Certificate of Achievement for Excellence in Financial Reporting has been awarded to **Mount Prospect Park District** by Government Finance Officers Association of the United States and Canada (GFOA) for its comprehensive annual financial report (CAFR). The Certificate of Achievement is the highest form of recognition in the area of governmental accounting and financial reporting, and its attainment represents a significant accomplishment by a government and its management.

An Award of Financial Reporting Achievement has been awarded to the individual(s) or department designated by the government as primarily responsible for preparing the award-winning CAFR.

The CAFR has been judged by an impartial panel to meet the high standards of the program, which includes demonstrating a constructive "spirit of full disclosure" to clearly communicate its financial story and motivate potential users and user groups to read the CAFR.

*Government Finance Officers Association is a major professional association servicing the needs of nearly 19,000 appointed and elected local, state, and provincial-level government officials and other finance practitioners. It provides top quality publications, training programs, services, and products designed to enhance the skills and performance of those responsible for government finance policy and management. The association is headquartered in Chicago, Illinois, with offices in Washington, D.C.*



# MEMORANDUM

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To: Board of Park Commissioners

From: Jim Jarog, Interim Executive Director

Date: January 23, 2019

Re: **2019 Budget & Appropriation Ordinance**

**Summary & Background:**

Staff has prepared a Tentative Budget & Appropriation Ordinance for FY 2019 which sets forth the legal spending requirements for the park district for FY 2019.

The Tentative Budget & Appropriation Ordinance must be available for public inspection at least 30 days prior to approval. This document will be made available for public review at the Central Community Center as well as the Mount Prospect & Des Plaines Libraries at least 30 days prior to our March Board meeting.

The FY 2019 Operating Budget and the 2019 Budget & Appropriation Ordinance are scheduled to be approved at the March 2019 Regular Board Meeting.

**Documents Provided:**

- 1) Tentative 2019 Budget & Appropriation Ordinance

MOUNT PROSPECT PARK DISTRICT  
**SUMMARY - ALL FUNDS**  
For Twelve Months Ended 12-31-18

100% of Calendar Year

ACCOUNT NAMES	TOTALS	CORP.	REC.	LIAB INS.	SOCIAL SEC	NWSRA	IMRF	CONSERV.	PAV/LIGHT	DEBT SRV	INT SERV.	Fund 96 2016 PROJ	Fund 97 2017 PROJ	Fund 98 2018 PROJ
BALANCE 1-1-18	5,880,594	831,706	825,553	249,635	160,478	1,582,174	15,523	333,644	56,645	696,500	1,146	138,587	989,004	
REVENUES:														
PROPERTY TAXES	9,852,509	2,064,162	1,261,469	623,724	501,311	648,318	743,054	811,832	81,183	3,117,457				
REPLACEMENT TAXES	145,418	145,418												
RENTAL	706,127	91,926	552,380					61,821						
PASSES /USER FEES	818,928		818,928											
DAILY /USER FEES	1,095,424		1,095,424											
PROGRAM FEES	3,664,569		3,608,754					55,816						
CONCESSION SALES	177,861		153,595					24,266						
GRANTS & SPONSORS	16,326		16,326											
V/MC & OTHER	257,123	195,584	(92,210)					-				38,749	115,000	
INTEREST	13,963	1,201										1,865	6,143	4,753
INT PROJ CHARGES	350,717										350,717			
INST CONTRACT PRC	-													
BOND PROCEEDS	2,322,255									1,227,130				1,095,125
TOTAL REVENUE	19,421,221	2,498,292	7,414,665	623,724	501,311	648,318	743,054	953,734	81,183	4,344,587	350,717	40,615	121,143	1,099,878
% of Budget	103%	101%	94%	98%	98%	96%	98%	101%	96%	98%	100%	97%	220%	92%
EXPENDITURES:														
FULL TIME SALARIES	3,447,023	1,164,383	1,732,330	113,779				372,089			64,441			
PART TIME SALARIES	2,597,641	53,391	2,378,104					107,457			58,689			
FRINGE BENEFITS	1,374,660	455,045	741,355	46,937			-	107,888			23,435			
CONTRACTUAL SERVICES	1,328,756	194,606	888,921	61,690				41,229		4,920	137,391			
COMMODITIES	953,487	165,869	697,723					56,506			33,389			
CONCESSIONS	90,113		82,523					7,591						
UTILITIES	800,759	175,056	570,727					54,976						
INSURANCE	445,139			445,139										
N W SPECIAL REC	356,549					356,549								
RETIREMENT	1,207,778				455,640		752,138							
ROLLOVER BONDS	3,043,895									3,043,895				
LONG TERM BONDS	1,227,130									1,227,130				
SALES TAX/OTHER	65,263		14,590					1,841						48,832
CAPITAL PROJECTS:														
LAND	-													
EQUIP & VEHICLES	316,745											21,663	290,043	5,039
ADA IMPROV	106,890					106,890								
BUILDINGS	175,089											16,700	158,389	
POOLS	20,184												7,942	12,242
PARK IMPROV	459,070								50,957			57,359	350,754	
TOTAL EXPENDITURE	18,016,171	2,208,351	7,106,272	667,545	455,640	463,439	752,138	749,575	50,957	4,275,945	317,345	95,723	807,128	66,113
% of Budget	89%	91%	92%	100%	89%	34%	94%	92%	60%	100%	90%	63%	80%	6%
REVENUE OVER(UNDER)	1,405,050	289,941	308,393	(43,821)	45,671	184,879	(9,084)	204,159	30,226	68,641	33,372	(55,108)	(685,986)	1,033,766
FUND BALANCE 12-31-18	7,285,644	1,121,647	1,133,946	205,814	206,149	1,767,052	6,439	537,803	86,871	765,142	34,518	83,479	303,019	1,033,766

**MOUNT PROSPECT PARK DISTRICT**  
**YTD SUMMARY - ALL FUNDS**  
**For TWELVE Months Ended 12/31/18**

ACCOUNT NAMES	2017 Actual	2018 Actual	2018 Budget	Actual vs. Last Yr. \$ Change	Last Yr. % Change
BALANCE, Beginning - January 1	6,317,484	5,880,594	Operating +Capital	Increase ( Decrease )	
REVENUES:					
PROPERTY TAXES	9,922,509	9,852,509	10,135,821	( 70,000 )	-0.7%
REPLACEMENT TAXES	151,455	145,418	130,000	( 6,037 )	-4.0%
RENTAL	637,775	706,127	761,328	68,352	10.7%
PASSES /USER FEES	821,903	818,930	860,745	( 2,973 )	-0.4%
DAILY /USER FEES	1,161,695	1,095,424	1,208,345	( 66,271 )	-5.7%
PROGRAM FEES	3,690,011	3,664,569	3,807,852	( 25,442 )	-0.7%
CONCESSION SALES	199,287	177,861	224,874	( 21,426 )	-10.8%
CORP SPONSORS & GRANTS	206,751	16,326	30,500	( 190,425 )	-92.1%
OTHER	110,616	257,123	53,626	146,507	132.4%
INTEREST	11,258	13,963	1,040	2,705	24.0%
INT PROJ CHARGES	336,260	350,717	350,717	14,457	4.3%
BOND PROCEEDS - New Capital	1,100,759	1,095,125	1,100,000	( 5,634 )	n/a
BOND PROCEEDS - Refinancing	4,939,241	1,227,130	1,227,130	( 3,712,111 )	n/a
TOTAL REVENUE	23,289,520	19,421,222	19,891,978	( 3,868,298 )	-16.6%
EXPENDITURES:					
FULL TIME SALARIES	3,513,077	3,447,023	3,644,092	( 66,054 )	-1.9%
PART TIME SALARIES	2,837,445	2,597,641	2,714,758	( 239,804 )	-8.5%
EMPLOYEE BENEFITS	1,313,714	1,374,660	1,550,199	60,946	4.6%
CONTRACTUAL SERVICES	1,468,115	1,328,756	1,523,343	( 139,359 )	-9.5%
COMMODITIES	1,032,418	953,487	1,141,186	( 78,931 )	-7.6%
CONCESSIONS	108,181	90,113	109,138	( 18,068 )	-16.7%
UTILITIES	909,036	800,759	883,041	( 108,277 )	-11.9%
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	1,271,640	1,207,778	1,312,968	( 63,862 )	-5.0%
SALES TAX	18,669	16,431	16,112	( 2,238 )	-12.0%
DEBT SERVICE:					
BONDS - Short Term	2,982,111	3,043,895	3,043,945	61,784	2.1%
BONDS - Long Term - Refinanced	1,789,241	1,227,130	1,227,130	( 562,111 )	-31.4%
BONDS Defeased & Fees	3,184,181			( 3,184,181 )	n/a
BANK NOTES - Golf Carts	170,718			( 170,718 )	n/a
CAPITAL PROJECTS:					
FROM BOND FUNDS - New Capital	111,755	66,113	100,000	( 45,642 )	-40.8%
FROM BOND FUNDS - Carryover	1,471,663	902,851	1,259,985	( 568,812 )	-38.7%
ACCESSIBILITY - ADA	397,174	106,890	950,000	( 290,284 )	-73.1%
CONSERVATORY PROPERTY	355,773			( 355,773 )	n/a
PAV & LIGHT FUND	23,630	50,957	84,399	27,327	115.6%
TOTAL EXPENDITURE	23,726,406	18,016,172	20,413,423	( 5,710,234 )	-24.1%
REVENUE OVER ( UNDER)	( 436,886 )	1,405,050	( 521,445 )	1,841,936	
BALANCE, Ending	5,880,598	7,285,644			

**MT PROSPECT PARK DISTRICT  
DEPARTMENTAL EXPENDITURE ANALYSIS  
FOR THE 12 MONTHS ENDED 12-31-18**

100% 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
<b>GENERAL FUND</b>								
Administration	864,684	950,797	91%	969,464	89%	846,807	89%	0%
Maintenance	854,458	923,393	93%	797,758	107%	832,096	90%	11%
Motor Pool	265,727	307,895	86%	255,938	104%	254,469	83%	-1%
Buildings	205,812	221,755	93%	184,793	111%	205,652	93%	13%
Studio at Melas	17,670	22,480	79%	18,175	97%	16,286	72%	7%
Total	2,208,351	2,426,320	91%	2,226,128	99%	2,154,951	89%	5%
<b>RECREATION FUND</b>								
Administration	916,890	1,006,581	91%	972,870	94%	911,882	91%	-7%
Big Surf	299,372	323,725	92%	301,656	99%	295,959	91%	2%
Meadows Pool	169,226	200,241	85%	207,844	81%	163,809	82%	-1%
Recplex Pool	541,798	537,112	101%	580,926	93%	531,231	99%	-3%
Golf Course	1,563,369	1,605,366	97%	1,527,407	102%	1,533,538	96%	1%
Concessions	103,850	134,791	77%	121,351	86%	101,231	75%	-9%
Lions Center	161,534	183,257	88%	180,303	90%	155,975	85%	-2%
Recplex Center	942,018	1,074,190	88%	984,857	96%	893,897	83%	8%
Ice Arena	119,944	262,235	46%	232,725	52%	121,981	47%	36%
Rec Programs	1,635,111	1,688,772	97%	1,680,252	97%	1,645,734	97%	2%
Central Programs	81,806	100,320	82%	107,451	76%	83,003	83%	-22%
Central Road	571,353	616,221	93%	596,933	96%	552,262	90%	-3%
Total	7,106,271	7,732,811	92%	7,494,575	95%	6,991,600	90%	1%

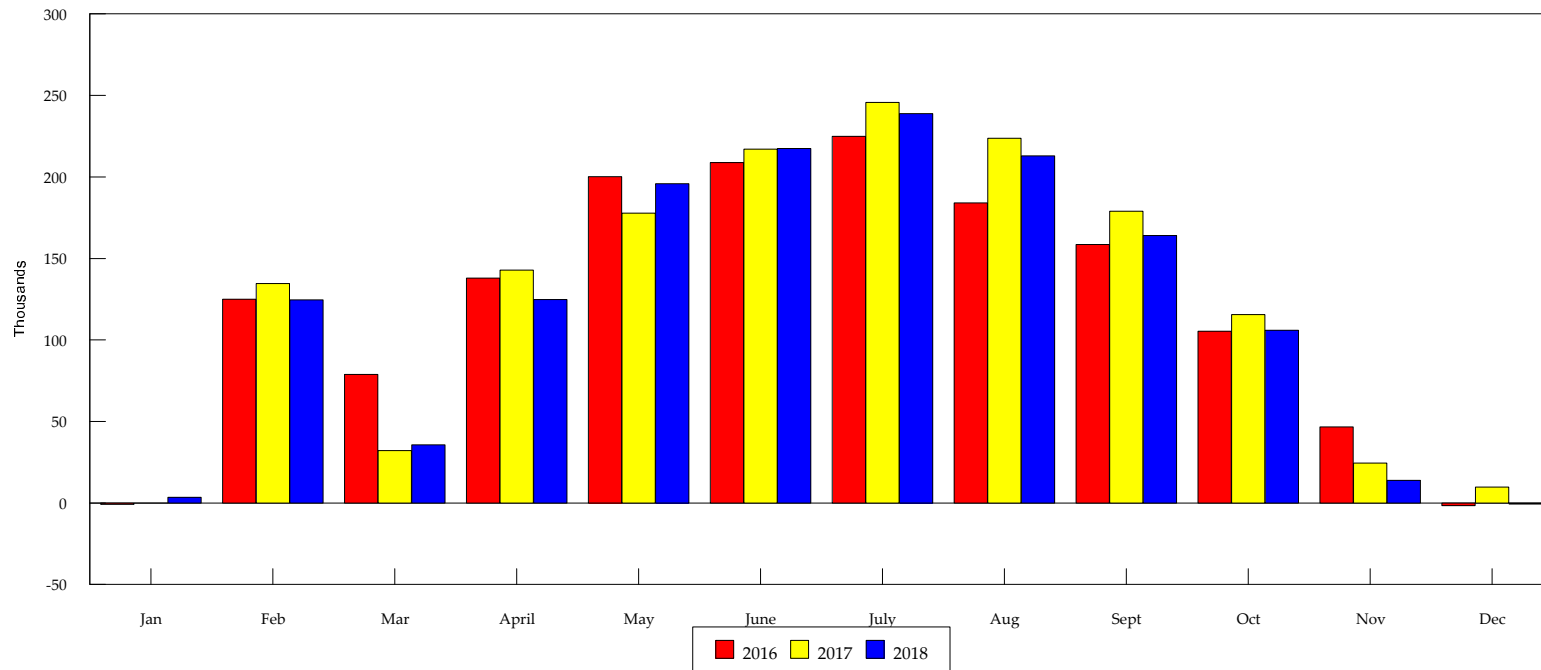
# MT PROSPECT PARK DISTRICT

## 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	1,436,507	1,577,565
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	(717)	1,436,507		
Budget		1,602,000			1,556,500			1,577,565		

<b>Revenue</b>		
<b>Expenditures</b>		
Full Time	601,174	605,048
Part Time	315,951	326,291
Benefits	237,041	246,721
Commodities	238,615	241,861
Contractual	79,870	97,380
Utilities	90,719	88,065
	1,563,369	1,605,366
<b>Net</b>	(126,862)	(27,801)



This Year Vs Last Two Years

Mount Prospect Park District  
**GOLF COURSE**  
thru December

	2015	2016	2017	2018	Change From Prior Year
<b>REVENUES:</b>					
RENTALS	102,511	284,361	280,359	264,340	-6%
PASSES /USER FEES	4,682	207,336	180,375	182,609	1%
DAILY /USER FEES	392,368	881,120	930,925	871,779	-6%
PROGRAM FEES	31,137	66,628	70,138	79,668	14%
MERCHANDISE SALES	23,675	46,442	59,894	57,210	-4%
CORPORATE SPONSORS	2,509	11			
OTHER	(6,912)	(17,923)	(18,551)	(19,100)	3%
<b>TOTAL REVENUE</b>	<b>549,970</b>	<b>1,467,975</b>	<b>1,503,140</b>	<b>1,436,506</b>	<b>-4%</b>
 % of Budget	 78%	 92%	 97%	 91%	
<b>EXPENDITURES:</b>					
FULL TIME SALARIES	558,943	605,753	597,885	601,174	1%
PART TIME SALARIES	279,245	309,520	291,856	315,951	8%
FRINGE BENEFITS	166,642	200,834	224,187	237,041	6%
CONTRACTUAL SERVICES	84,593	96,396	98,828	79,870	-19%
COMMODITIES	153,161	183,413	181,379	187,249	3%
MERCHANDISE	24,785	39,307	48,748	47,218	-3%
UTILITIES	81,554	87,839	81,258	90,716	12%
SALES TAX/OTHER	1,917	3,562	3,266	4,149	27%
<b>TOTAL EXPENDITURES</b>	<b>1,350,840</b>	<b>1,526,624</b>	<b>1,527,407</b>	<b>1,563,368</b>	<b>2%</b>
 % of Budget	 100%	 98%	 96%	 97%	
 REVENUE OVER(UNDER) EXP	 (800,870)	 (58,649)	 (24,267)	 (126,862)	
 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 Twelve Months Ended 12-31-18**

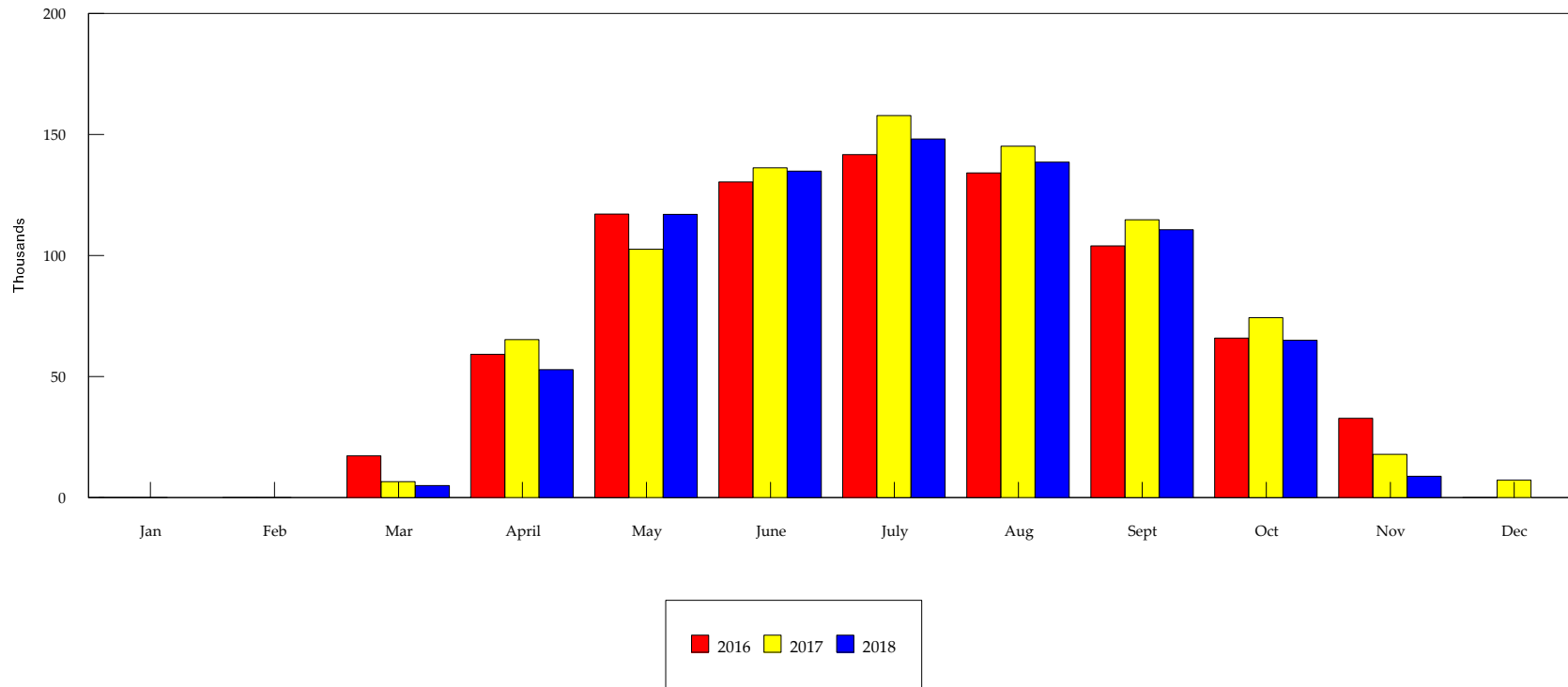
ACCOUNT NAMES		ADMIN/ PRO SHOP	MAINT.	MERCH SALES	DRIVING RANGE	LESSONS	EVENTS	GOLF COMMUNITY CENTER
TOTALS								
REVENUES:								
RENTAL	264,340	264,340						
PASSES /USER FEES	182,609	182,609						
DAILY /USER FEES	871,779	792,944			78,835			
PROGRAM FEES	79,668	2,990				57,949	18,729	
MERCHANDISE SALES	57,210			57,210				
OTHER	(19,100)	(19,100)						
SPONSORSHIPS	-							
TOTAL REVENUE	1,436,506	1,223,783	-	57,210	78,835	57,949	18,729	-
% of Budget	92%	93%	n/a	87%	74%	118%	86%	n/a
EXPENDITURES:								
FULL TIME SALARIES	601,174	330,377	212,609					58,188
PART TIME SALARIES	315,951	84,344	186,809	-		35,627		9,171
FRINGE BENEFITS	237,041	81,532	126,278					29,231
CONTRACTUAL SERVICES	79,870	48,293	12,987			4,648		13,942
COMMODITIES	187,249	9,934	139,152	156	7,352	5,021	13,068	12,567
MERCHANDISE	47,218			47,218				
UTILITIES	90,719	23,300	36,360					31,059
SALES TAX	4,149			4,149				
TOTAL EXPENDITURES	1,563,369	577,780	714,194	51,523	7,352	45,296	13,068	154,157
% of Budget	98%	96%	99%	102%	109%	131%	119%	94%
REVENUE OVER(UNDER) EXP	(126,864)	646,003	(714,194)	5,687	71,483	12,654	5,661	(154,157)
CHANGE FROM LAST YR + ( - )								
REVENUE	(66,635)	(62,829)	-	(2,684)	(11,211)	7,143	2,946	-
EXPENDITURES	35,962	(7,186)	22,334	(759)	1,150	7,029	2,847	10,548
NET	(102,597)	(55,642)	(22,334)	(1,925)	(12,361)	114	99	(10,548)
% CHANGE FROM LAST YEAR								
REVENUE	(4)	(5)	n/a	(4)	(12)	14	n/a	n/a
EXPENDITURES	2	(1)	3	(1)	19	18	28	7



MT PROSPECT PARK DISTRICT  
GOLF COURSE  
Greens Fees Sales

**Revenue Recap by yr:**

2016			2017			2018				
	<u>Month</u>	<u>YTD</u>		<u>Month</u>	<u>YTD</u>		<u>Month</u>	<u>YTD</u>		
Jan	0	0	Jan	0	0	Jan	0	0	'16Budget	850,000
Feb	0	0	Feb	0	0	Feb	0	0	'17Budget	800,000
Mar	17,263	17,263	Mar	6,580	6,580	Mar	4,984	4,984	'18Budget	832,500
April	59,254	76,517	April	65,371	71,952	April	52,927	57,911		
May	117,207	193,724	May	102,629	174,581	May	117,089	175,000		
June	130,510	324,235	June	136,328	310,908	June	134,922	309,922		
July	141,741	465,975	July	157,909	468,817	July	148,214	458,136		
Aug	134,182	600,158	Aug	145,244	614,061	Aug	138,666	596,802		
Sept	103,979	704,137	Sept	114,778	728,839	Sept	110,708	707,510		
Oct	65,889	770,025	Oct	74,430	803,269	Oct	65,095	772,606		
Nov	32,864	802,889	Nov	17,890	821,158	Nov	8,890	781,496		
Dec	0	0	Dec	7,249	828,408	Dec	0	0		

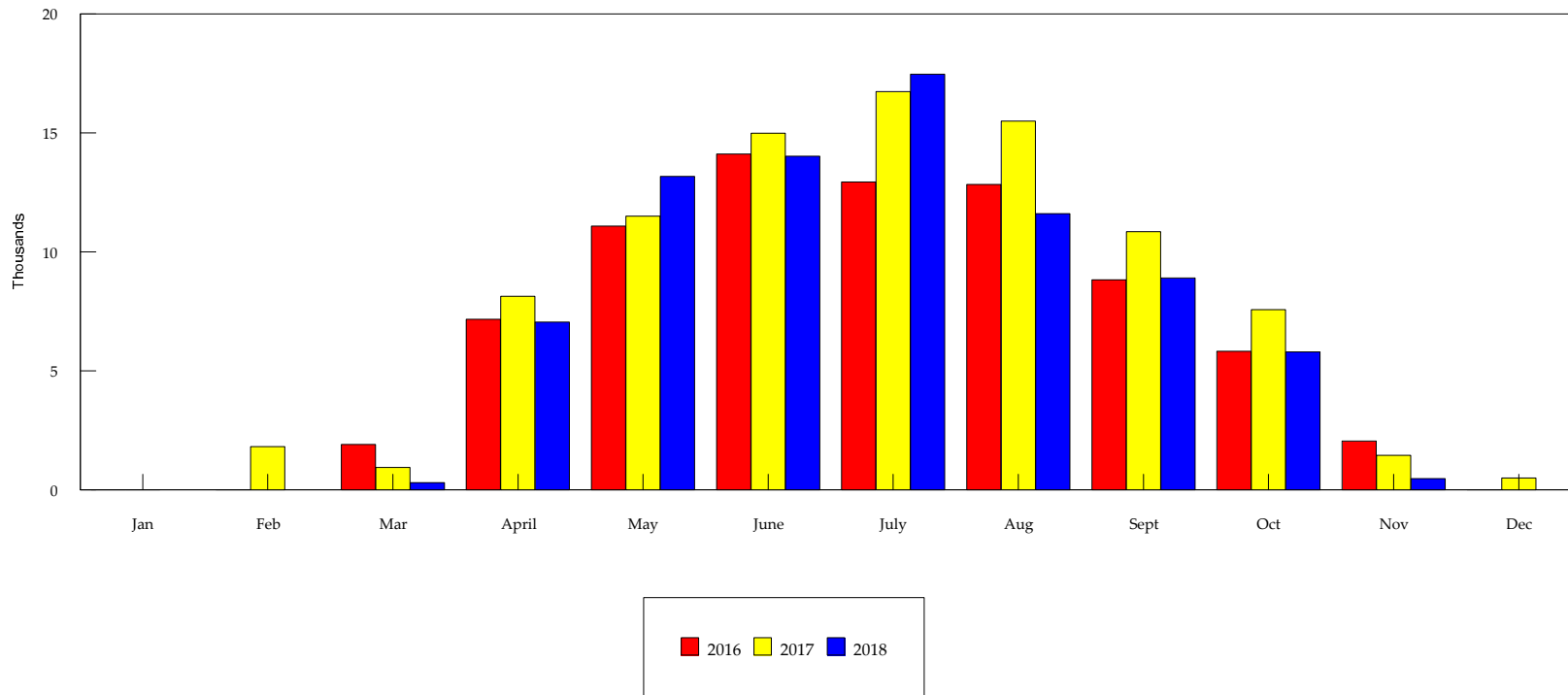


This Year Vs Last Two Years

MT PROSPECT PARK DISTRICT  
GOLF COURSE  
**Driving Range Revenue**

**Revenue Recap by yr:**

2016			2017			2018				
	<u>Month</u>	<u>YTD</u>		<u>Month</u>	<u>YTD</u>		<u>Month</u>	<u>YTD</u>		
Jan	0	0	Jan	0	0	Jan	0	0	'16Budget	90,000
Feb	0	0	Feb	1,825	1,825	Feb	0	0	'17Budget	90,000
Mar	1,906	1,906	Mar	944	2,769	Mar	302	302	'18Budget	106,000
April	7,167	9,074	April	8,146	10,915	April	7,052	7,354		
May	11,092	20,166	May	11,506	22,421	May	13,175	20,529		
June	14,116	34,282	June	14,990	37,411	June	14,030	34,559		
July	12,949	47,231	July	16,740	54,152	July	17,472	52,031		
Aug	12,837	60,068	Aug	15,501	69,653	Aug	11,618	63,649		
Sept	8,831	68,899	Sept	10,850	80,503	Sept	8,910	72,559		
Oct	5,832	74,731	Oct	7,582	88,086	Oct	5,800	78,359		
Nov	2,059	76,789	Nov	1,459	89,544	Nov	476	78,835		
Dec	0	76,789	Dec	502	90,046	Dec	0	78,835		

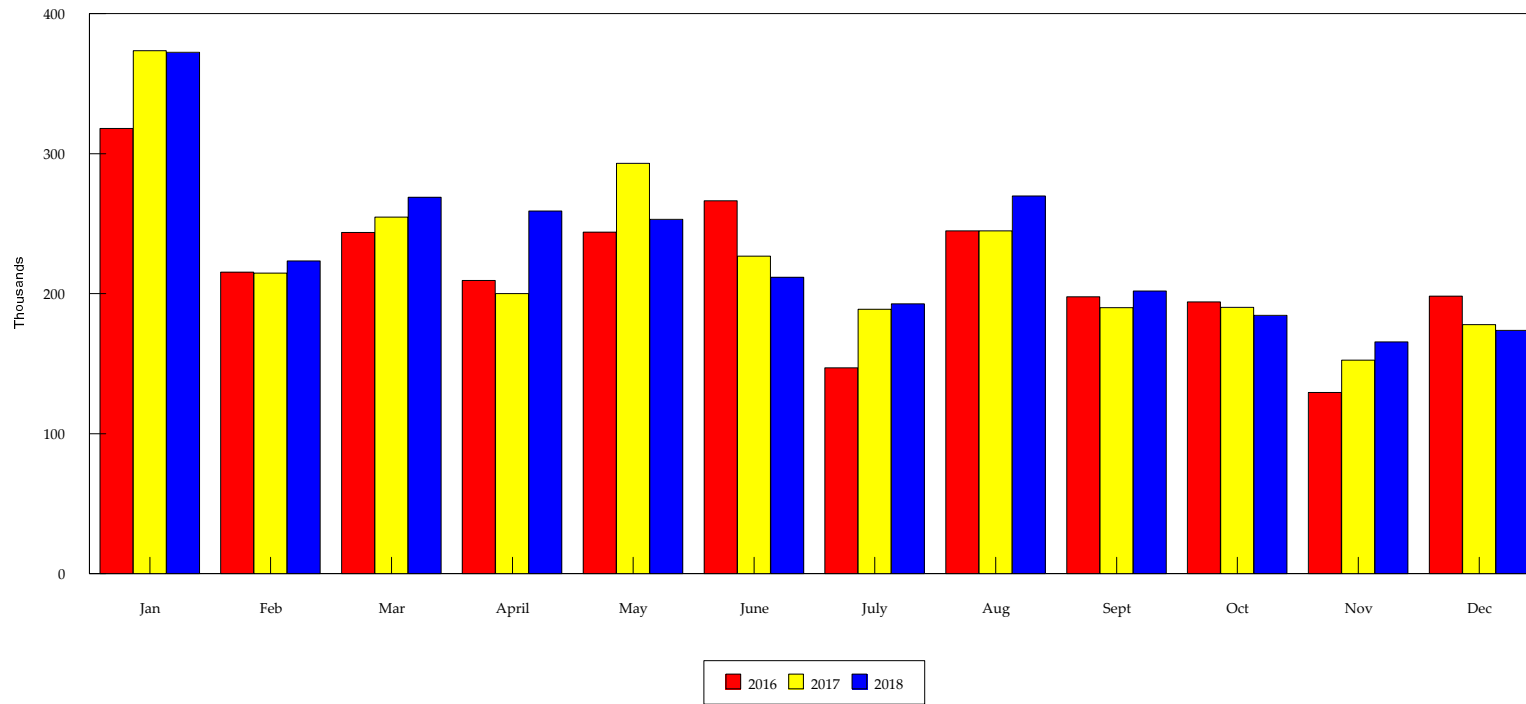


This Year Vs Last Two Years

# MT PROSPECT PARK DISTRICT PROGRAM REVENUE

## 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	318,088	318,088	Jan	373,662	373,662	Jan	372,508	372,508	Revenue	2,777,344	
Feb	215,326	533,414	Feb	214,716	588,378	Feb	223,330	595,838			
Mar	243,880	777,294	Mar	254,751	843,129	Mar	268,984	864,822			
April	209,424	986,718	April	200,096	1,043,225	April	259,178	1,124,000	Expenditures		
May	243,991	1,230,709	May	293,193	1,336,418	May	253,177	1,377,177	Part Time	989,158	
June	266,385	1,497,094	June	226,890	1,563,308	June	211,692	1,588,869	Contractual	355,618	
July	147,087	1,644,181	July	188,870	1,752,178	July	192,772	1,781,641	Commodities	290,335	
Aug	244,949	1,889,130	Aug	244,885	1,997,063	Aug	269,775	2,051,416		1,635,111	
Sept	197,925	2,087,055	Sept	190,099	2,187,162	Sept	201,978	2,253,394	Net	1,688,772	
Oct	194,109	2,281,164	Oct	190,245	2,377,407	Oct	184,504	2,437,898			1,142,233
Nov	129,388	2,410,552	Nov	152,528	2,529,935	Nov	165,520	2,603,418			1,031,296
Dec	198,371	2,608,923	Dec	177,831	2,707,766	Dec	173,926	2,777,344			
Budget		2,459,100			2,652,000			2,720,068			



This Year Vs Last Year

MOUNT PROSPECT PARK DISTRICT  
PROGRAMS Department by Function  
For Twelve Months Ended 12-31-18

ACCOUNT NAMES	TOTALS	YOUTH/ CHILD CARE	ATHLETICS ADULT	YOUTH	FITNESS	SPECIAL EVENTS	ARTS	BASEBALL
REVENUES:								
PROGRAM FEES	2,749,241	1,304,935	101,573	441,195	195,719	13,677	511,864	180,277
CHILD CARE	28,103	28,103						
DONATIONS	-							
TOTAL REVENUE	2,777,344	1,333,038	101,573	441,195	195,719	13,677	511,864	180,277
% of Budget	102%	107%	72%	102%	80%	105%	104%	117%
EXPENDITURES:								
PART TIME SALARIES	989,158	523,701	22,743	49,422	149,308	1,785	234,654	7,544
CONTRACTUAL SERVICES	355,618	93,246	43,556	180,630	564	11,066	1,596	24,960
COMMODITIES	290,107	43,649	28,923	50,801	583	17,611	76,266	72,275
UTILITIES	228							228
TOTAL EXPENDITURES	1,635,111	660,596	95,222	280,853	150,454	30,462	312,516	105,007
% of Budget	97%	108%	80%	100%	86%	91%	94%	79%
REVENUE OVER(UNDER) EXP	1,142,233	672,442	6,351	160,342	45,265	(16,785)	199,348	75,270
CHANGE FROM LAST YR + ( - )								
REVENUE	69,001	69,113	(6,866)	(8,582)	(49,469)	3,645	46,690	14,469
EXPENDITURES	(45,141)	(30,833)	3,133	(28,844)	(16,754)	(11,113)	18,027	21,244
NET	114,142	99,946	(9,999)	20,262	(32,715)	14,758	28,663	(6,774)
% CHANGE FROM LAST YEAR								
REVENUE	3	5	(6)	(2)	(20)	36	10	9
EXPENDITURES	(3)	(4)	3	(9)	(10)	(27)	6	25
PARTICIPATION	6	3	(7)	8	(21)	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	19,062	2,154	1,380	4,049	1,536	1,790	6,633	1,520
2017 REVENUE	2,708,344	1,263,925	108,439	449,777	245,188	10,032	465,174	165,808
2017 EXPENDITURES	1,680,252	691,430	92,090	309,697	167,208	41,575	294,489	83,764
2017 PARTICIPATION	17,956	2,092	1,490	3,733	1,950	1,349	5,926	1,416

# MT PROSPECT PARK DISTRICT RECPLEX

## Revenue Recap by yr:

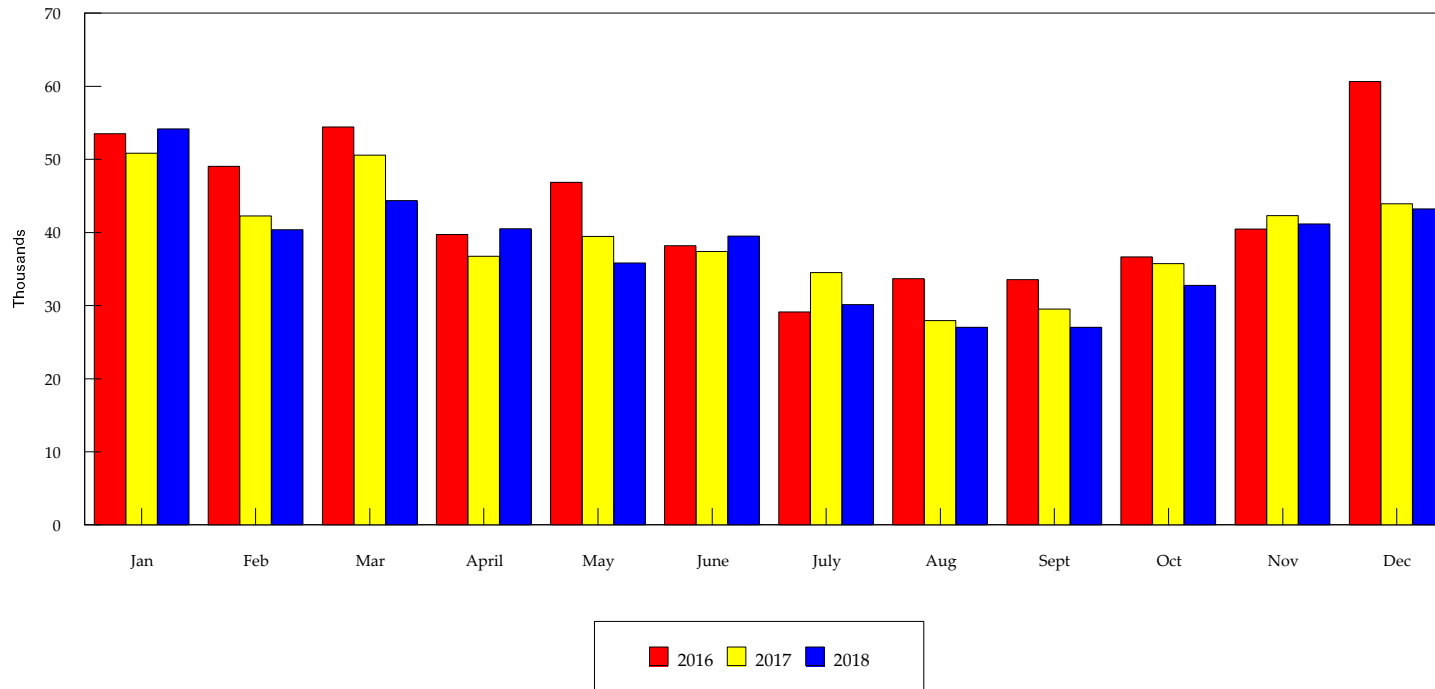
2016			2017			2018			YTD	Annual
	<u>Month</u>	<u>YTD</u>		<u>Month</u>	<u>YTD</u>		<u>Month</u>	<u>YTD</u>	<u>Actual</u>	<u>Budget</u>
Jan	53,516	53,516	Jan	50,841	50,841	Jan	54,196	54,196	Revenue	456,215
Feb	49,059	102,575	Feb	42,249	93,091	Feb	40,393	94,589		
Mar	54,451	157,026	Mar	50,602	143,692	Mar	44,367	138,956		
April	39,734	196,761	April	36,754	180,446	April	40,522	179,478	Expenditures	
May	46,875	243,636	May	39,476	219,922	May	35,817	215,295	Full Time	242,395
June	38,214	281,850	June	37,406	257,328	June	39,516	254,811	Part Time	271,104
July	29,155	311,006	July	34,503	291,830	July	30,156	284,968	Benefits	73,427
Aug	33,703	344,708	Aug	27,933	319,763	Aug	27,043	312,011	Commodities	47,280
Sept	33,574	378,282	Sept	29,525	349,288	Sept	27,018	339,029	Contractual	82,367
Oct	36,669	414,952	Oct	35,760	385,049	Oct	32,782	371,811	Utilities	225,445
Nov	40,460	455,412	Nov	42,303	427,352	Nov	41,190	413,001		942,018
Dec	60,665	516,077	Dec	43,931	471,283	Dec	43,214	456,215	Net	(485,803)
										(578,079)

Budget

574,000

529,500

496,111



This Year Vs Last Two Years

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

		<i>MONTH</i>		<i>YEAR to DATE</i>		Up (Down)	
		This	Last	This	Last	Change	% Change
RENTALS							
Building Rental		5,263	6,529	68,187	68,028	159	0%
	Total	5,263	6,529	68,187	68,028	159	0%
PASS SALES							
All Facility		10,270	12,758	108,380	116,772	(8,392)	-7%
Gym & Track		4,513	4,508	50,181	47,975	2,206	5%
Fitness		16,862	17,164	181,818	186,967	(5,149)	-3%
	Total	31,645	34,429	340,380	351,715	(11,335)	-3%
DAILY FEES							
All Facility		175	606	3,039	6,414	(3,375)	-53%
Gym & Track		4,151	4,474	38,326	44,684	(6,358)	-14%
Fitness		894	1,011	8,247	9,141	(894)	-10%
Racquetball		563	718	5,079	5,546	(467)	-8%
Playport		496	426	5,827	5,354	473	9%
	Total	6,279	7,235	60,518	71,139	(10,621)	-15%
PROGRAM FEES							
Special Programs		676	131	13,125	7,139	5,986	84%
	Total	676	131	13,125	7,139	5,986	84%
CONCESSIONS							
Merchandise		450	324	4,611	4,580	31	1%
Vending		795	-	10,565	11,770	(1,205)	-10%
	Total	1,245	324	15,176	16,350	(1,174)	-7%
OTHER						-	
Visa Charges / OvSt		(1,893)	(1,787)	(41,169)	(40,158)	(1,011)	3%
	TOTAL	43,214	46,861	456,215	474,213	(17,997)	-4%

# MOUNT PROSPECT PARK DISTRICT

# BIG SURF POOL

### Revenue Recap by yr:

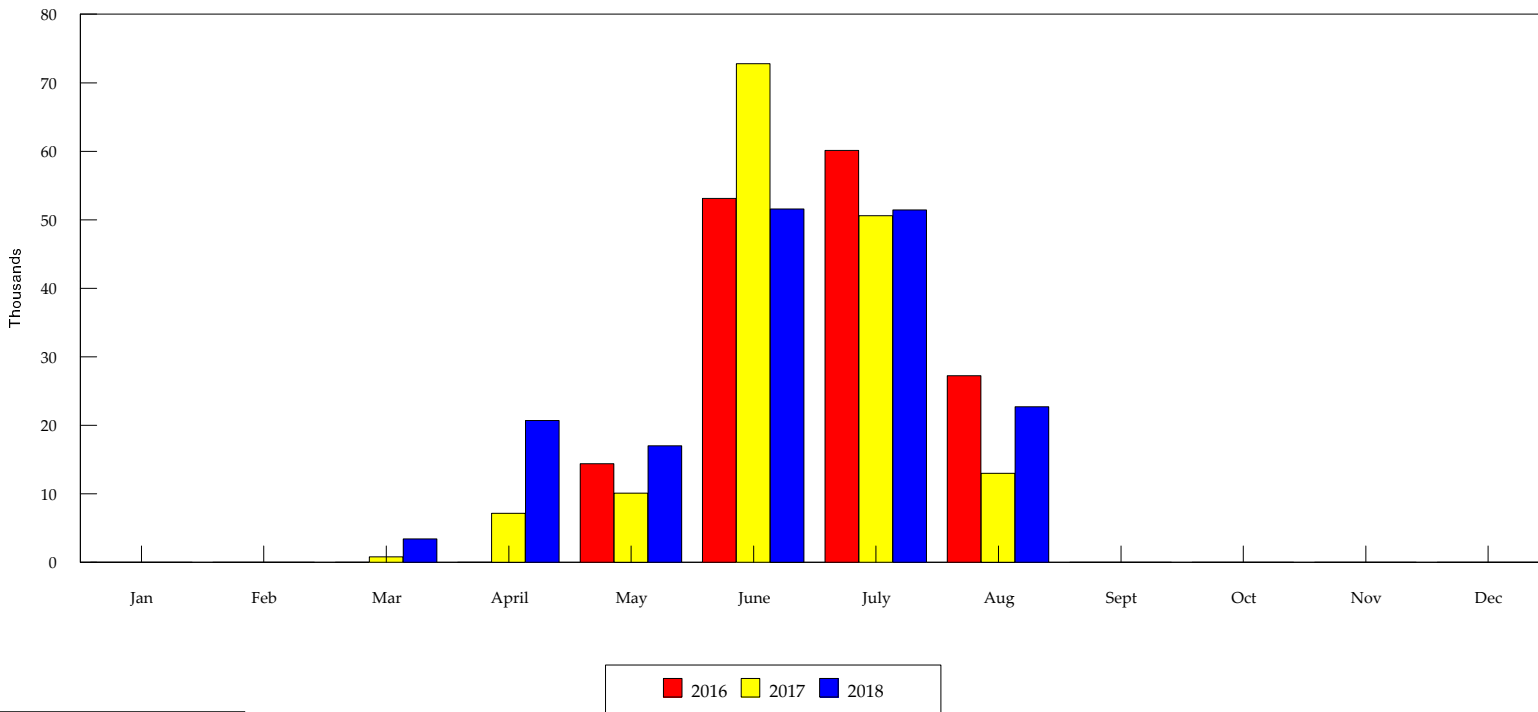
2016			2017			2018			YTD	Annual	
	<u>Month</u>	<u>YTD</u>		<u>Month</u>	<u>YTD</u>		<u>Month</u>	<u>YTD</u>	<u>Actual</u>	<u>Budget</u>	
Jan	0	0	Jan	0	0	Jan	0	0	Revenue	166,882	165,896
Feb	0	0	Feb	0	0	Feb	0	0			
Mar	0	0	Mar	800	800	Mar	3,422	3,422			
April	295	295	April	7,178	7,978	April	20,698	24,120	Expenditures		
May	16,974	17,269	May	10,122	18,100	May	17,027	41,147	Full Time	134,330	127,952
June	65,042	82,310	June	72,777	90,877	June	51,579	92,726	Part Time	73,344	90,960
July	45,412	127,722	July	50,582	141,459	July	51,439	144,165	Benefits	50,250	58,936
Aug	24,060	151,782	Aug	13,020	154,479	Aug	22,717	166,882	Comodities	27,508	30,715
Sept	0	151,782	Sept	0	154,479	Sept	0	0	Utilities	13,940	15,162
Oct	0	151,782	Oct	0	154,479	Oct	0	0		299,372	323,725
Nov	0	151,782	Nov	0	154,479	Nov	0	0	Net	(132,490)	(157,829)
Dec	0	151,782	Dec	0	154,479	Dec	0	166,882			

## Budget

178,500

178,500

165,896



### This Year Vs Last Two Years

Mount Prospect Park District  
**BIG SURF POOL**  
thru December

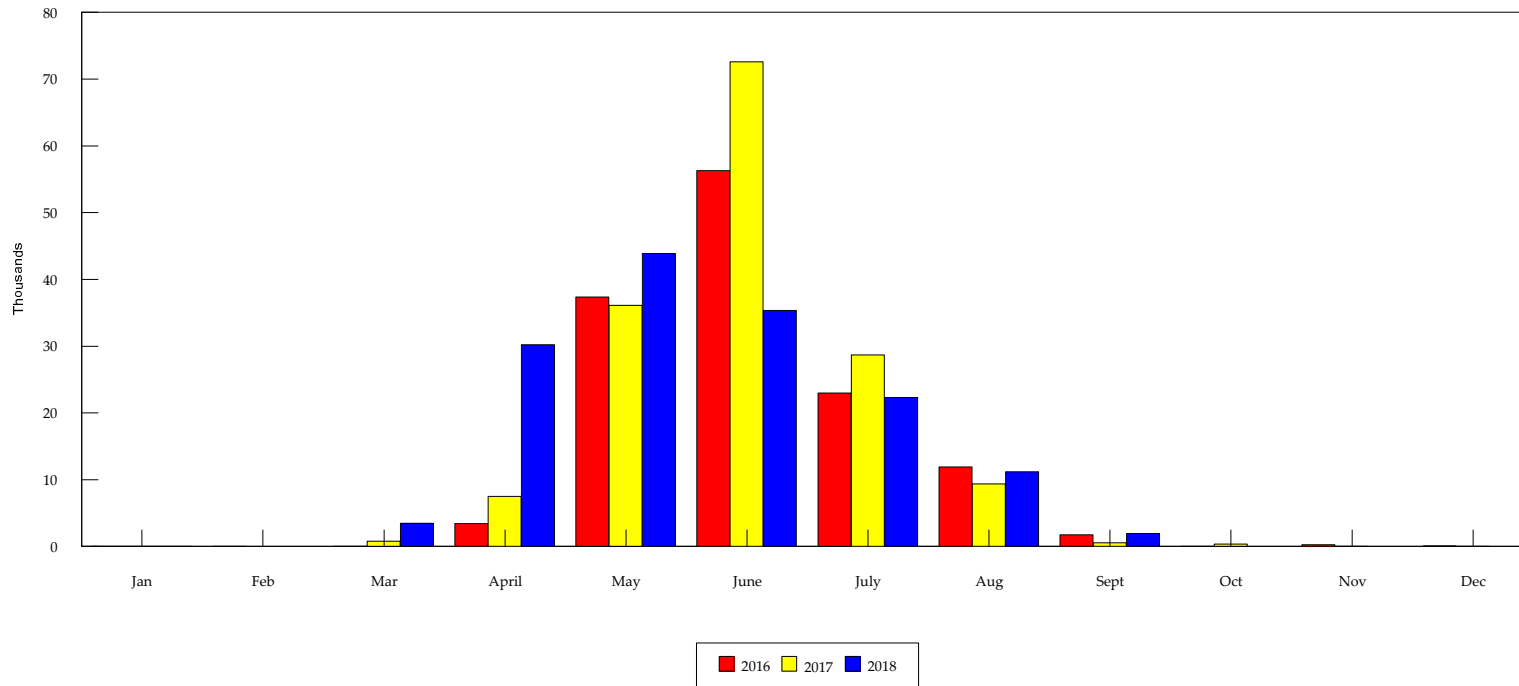
	2015	2016	2017	2018	Change From Prior Year
<b>REVENUES:</b>					
TUBE RENTAL	27,220	32,908	26,793	30,274	13%
PASSES /USER FEES	39,520	45,205	52,340	54,488	4%
DAILY /USER FEES	64,941	73,669	75,175	82,120	9%
PROGRAM FEES					
CONCESSION SALES					
OTHER	1,996		171		
<b>TOTAL REVENUE</b>	<b>133,677</b>	<b>151,782</b>	<b>154,479</b>	<b>166,882</b>	<b>8%</b>
 % of Budget	 77%	 85%	 86%	 101%	
<b>EXPENDITURES:</b>					
FULL TIME SALARIES	110,761	126,582	130,268	134,330	3%
PART TIME SALARIES	74,610	81,317	81,444	73,344	-10%
FRINGE BENEFITS	34,197	41,643	49,031	50,250	2%
CONTRACTUAL SERVICES	2,096	3,212	1,664	2,831	70%
COMMODITIES	29,937	22,422	23,080	24,679	7%
UTILITIES	13,905	11,519	16,168	13,940	-14%
SALES TAX/OTHER			16		-100%
<b>TOTAL EXPENDITURES</b>	<b>265,506</b>	<b>286,695</b>	<b>301,671</b>	<b>299,374</b>	<b>-1%</b>
 % of Budget	 94%	 92%	 95%	 92%	
 REVENUE OVER(UNDER) EXP	 (131,829)	 (134,913)	 (147,192)	 (132,492)	
 BUDGET REVENUE	 173,510	 178,500	 178,800	 165,896	
BUDGET EXPENSE	283,034	312,183	317,496	323,725	



# MT PROSPECT PARK DISTRICT MEADOWS POOL REVENUE

## Revenue Recap by yr:

2016			2017			2018			YTD	Annual
	Month	YTD		Month	YTD		Month	YTD	Actual	Budget
Jan	0	0	Jan	0	0	Jan	0	0	<b>Revenue</b>	<b>148,354</b>
Feb	0	0	Feb	0	0	Feb	0	0		
Mar	0	0	Mar	800	800	Mar	3,497	3,497		
April	3,449	3,449	April	7,478	8,278	April	30,207	33,704	<b>Expenditures</b>	
May	37,373	40,822	May	36,123	44,401	May	43,870	77,574	Part Time	103,492
June	56,318	97,140	June	72,599	117,000	June	35,341	112,915	Utilities	40,416
July	22,999	120,139	July	28,708	145,708	July	22,296	135,210	Comodities	25,318
Aug	11,912	132,050	Aug	9,353	155,060	Aug	11,207	146,417		169,226
Sept	1,754	133,804	Sept	553	155,613	Sept	1,937	148,354	<b>Net</b>	<b>(20,872)</b>
Oct	15	133,819	Oct	350	155,963	Oct	0	148,354		<b>(26,114)</b>
Nov	250	134,069	Nov	0	155,963	Nov	0	148,354		
Dec	50	134,119	Dec	0	155,963	Dec	0	148,354		
<b>Budget</b>		<b>156,400</b>			<b>147,750</b>			<b>174,127</b>		



This Year Vs Last Two Years

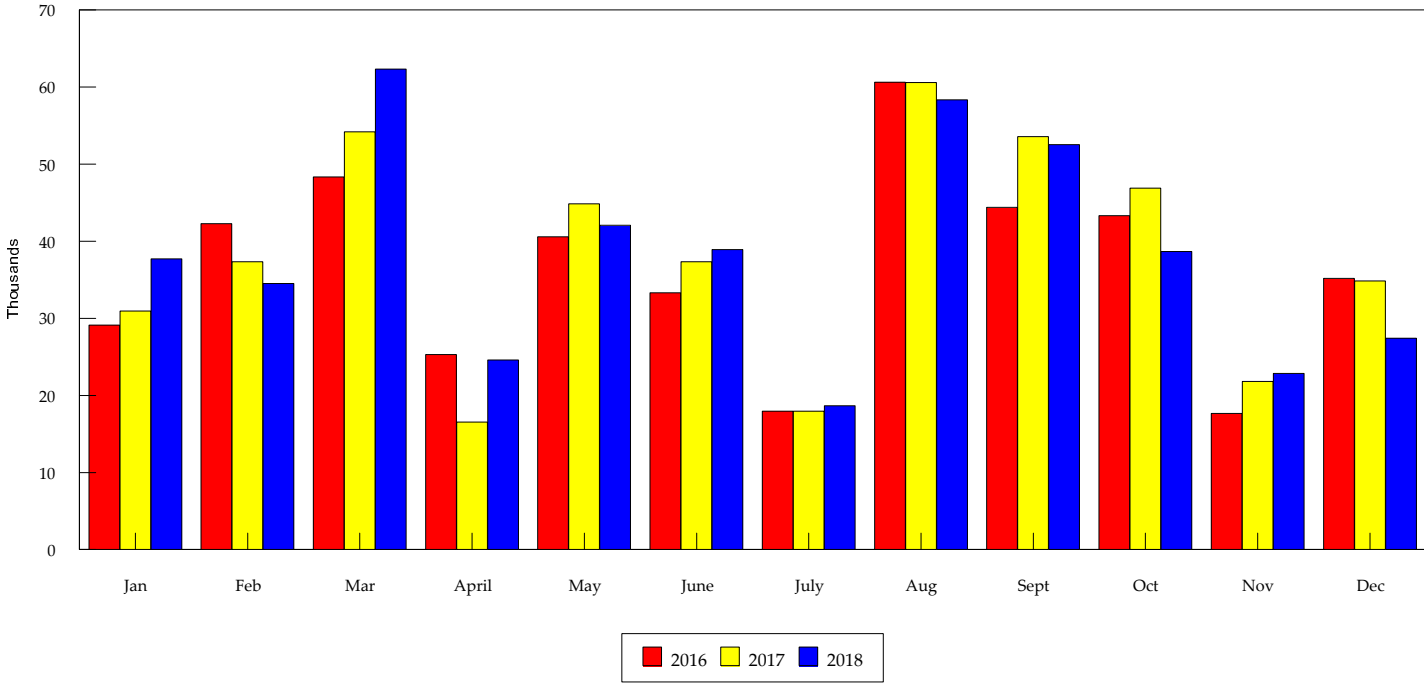
Mount Prospect Park District  
**MEADOWS POOL**  
thru December

	2015	2016	2017	2018	Change From Prior Year
<b>REVENUES:</b>					
BUILDING RENTAL	2,665	2,197	3,563	3,003	-16%
PASSES /USER FEES	39,520	45,205	52,333	54,488	4%
DAILY /USER FEES	41,573	40,540	41,582	43,182	4%
PROGRAM FEES	48,626	46,177	58,485	47,682	-18%
CONCESSION SALES					
MERCHANDISE SALES					
<b>TOTAL REVENUE</b>	132,384	134,119	155,963	148,355	-5%
 % of Budget	86%	86%	106%	85%	
<b>EXPENDITURES:</b>					
FULL TIME SALARIES					
PART TIME SALARIES	106,244	110,960	118,504	103,492	-13%
FRINGE BENEFITS	-	13			
CONTRACTUAL SERVICES	7,821	7,617	6,911	7,106	3%
COMMODITIES	23,368	26,810	27,563	18,211	-34%
UTILITIES	44,649	46,355	51,696	40,416	-22%
SALES TAX/OTHER		3,099	3,169		-100%
<b>TOTAL EXPENDITURES</b>	182,082	194,854	207,843	169,225	-19%
 % of Budget	97%	100%	103%	85%	
 REVENUE OVER(UNDER) EXP	(49,698)	(60,735)	(51,880)	(20,870)	
 BUDGET REVENUE	153,400	156,400	147,750	174,127	
BUDGET EXPENSE	187,317	194,864	202,103	200,241	

# MT PROSPECT PARK DISTRICT RECPLEX POOL REVENUE

## 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	29,132	29,132	Jan	30,950	30,950	Jan	37,717	37,717	Revenue	458,688
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	Expenditures	118,284
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	Part Time	262,612
June	33,307	218,955	June	37,333	221,264	June	38,911	240,160	Benefits	58,936
July	17,966	236,921	July	17,966	239,230	July	18,674	258,834	Comodities	37,280
Aug	60,633	297,553	Aug	60,609	299,839	Aug	58,356	317,190	Utilities	60,000
Sept	44,398	341,951	Sept	53,583	353,423	Sept	52,550	369,740		541,798
Oct	43,318	385,269	Oct	46,883	400,306	Oct	38,685	408,426		537,112
Nov	17,676	402,945	Nov	21,799	422,105	Nov	22,841	431,266	Net	(83,110)
Dec	35,182	438,127	Dec	34,839	456,944	Dec	27,422	458,688		(64,225)
Budget		431,900			437,500			472,887		



This Year Vs Last Two Years

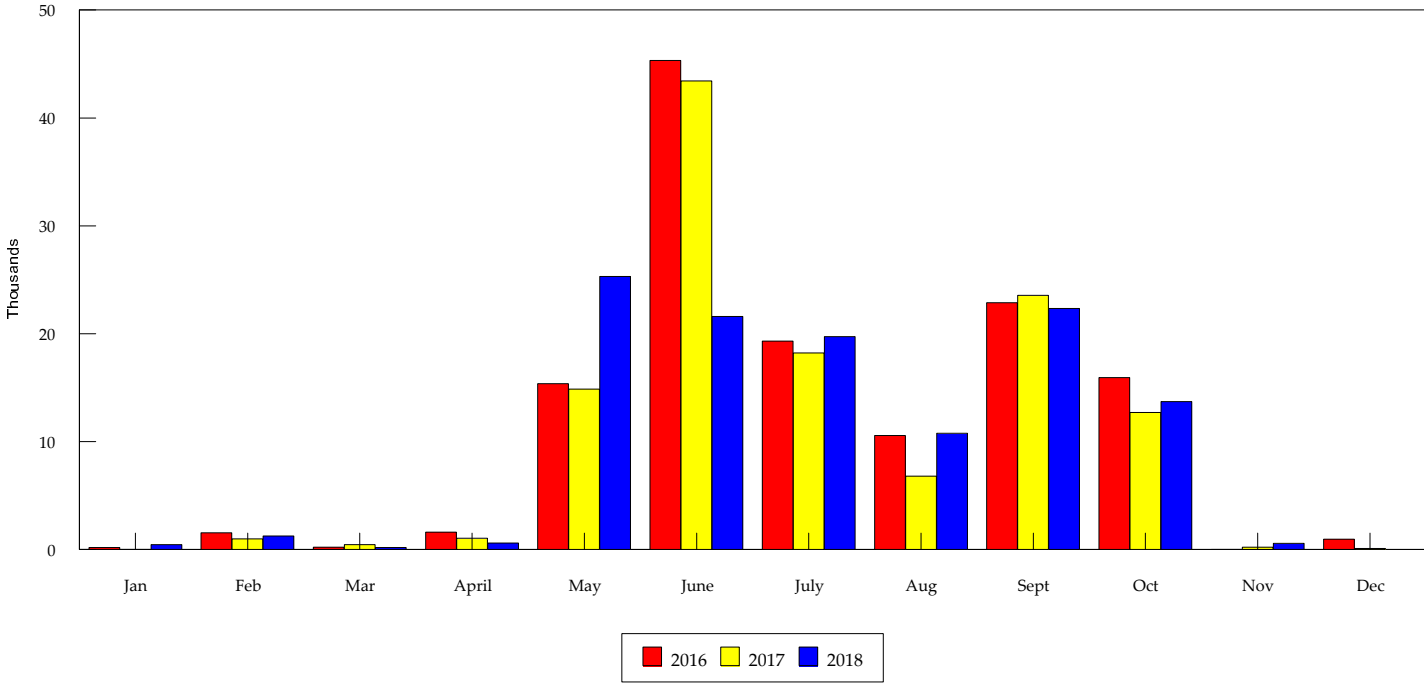
Mount Prospect Park District  
**REC PLEX POOL**  
thru December

	2015	2016	2017	2018	Change From Prior Year
<b>REVENUES:</b>					
BUILDING RENTAL	1,424	1,780	4,695	1,369	-71%
PASSES /USER FEES	82,616	80,685	85,432	90,988	7%
DAILY /USER FEES	14,094	12,918	9,939	9,069	-9%
PROGRAM FEES	336,285	342,745	356,878	357,261	0%
CONCESSION SALES					
MERCHANDISE SALES					
<b>TOTAL REVENUE</b>	<b>434,419</b>	<b>438,128</b>	<b>456,944</b>	<b>458,687</b>	<b>0%</b>
 % of Budget	 106%	 101%	 104%	 97%	
<b>EXPENDITURES:</b>					
FULL TIME SALARIES	88,572	115,489	113,223	124,576	10%
PART TIME SALARIES	243,186	292,125	312,201	266,446	-15%
FRINGE BENEFITS	25,299	40,770	49,031	50,250	2%
CONTRACTUAL SERVICES	2,786	5,370	9,194	7,701	-16%
COMMODITIES	34,068	35,949	34,177	34,186	0%
UTILITIES	55,216	61,219	63,160	58,640	-7%
SALES TAX/OTHER					
<b>TOTAL EXPENDITURES</b>	<b>449,127</b>	<b>550,922</b>	<b>580,986</b>	<b>541,799</b>	<b>-7%</b>
 % of Budget	 94%	 102%	 105%	 101%	
 REVENUE OVER(UNDER) EXP	 (14,708)	 (112,794)	 (124,042)	 (83,112)	
 BUDGET REVENUE	 410,900	 431,900	 437,500	 472,887	
BUDGET EXPENSE	478,667	540,480	551,933	537,112	

# MT PROSPECT PARK DISTRICT CONCESSIONS

## Revenue Recap by yr:

2016			2017			2018			YTD	
	<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	207	207	Jan	0	0	Jan	457	457	Revenue	116,558
Feb	1,550	1,757	Feb	982	982	Feb	1,252	1,709		
Mar	224	1,981	Mar	454	1,436	Mar	194	1,903	Expenditures	136,600
April	1,627	3,608	April	1,057	2,493	April	595	2,498		
May	15,367	18,975	May	14,860	17,353	May	25,315	27,813		
June	45,317	64,292	June	43,440	60,793	June	21,610	49,423		
July	19,335	83,627	July	18,216	79,009	July	19,730	69,153		
Aug	10,572	94,199	Aug	6,805	85,814	Aug	10,769	79,922	Full Time	6,467
Sept	22,867	117,066	Sept	23,568	109,382	Sept	22,338	102,260	Part Time	27,666
Oct	15,931	132,997	Oct	12,708	122,090	Oct	13,728	115,988	Benefits	2,126
Nov	0	132,997	Nov	228	122,318	Nov	570	116,558	Comodities	44,387
Dec	959	133,956	Dec	111	122,429	Dec	0	0	Utilities	23,204
<b>Budget</b>			<b>Budget</b>			<b>Budget</b>				
137,900			150,600			136,600				
									Net	12,708
										1,809



This Year Vs Last Two Years

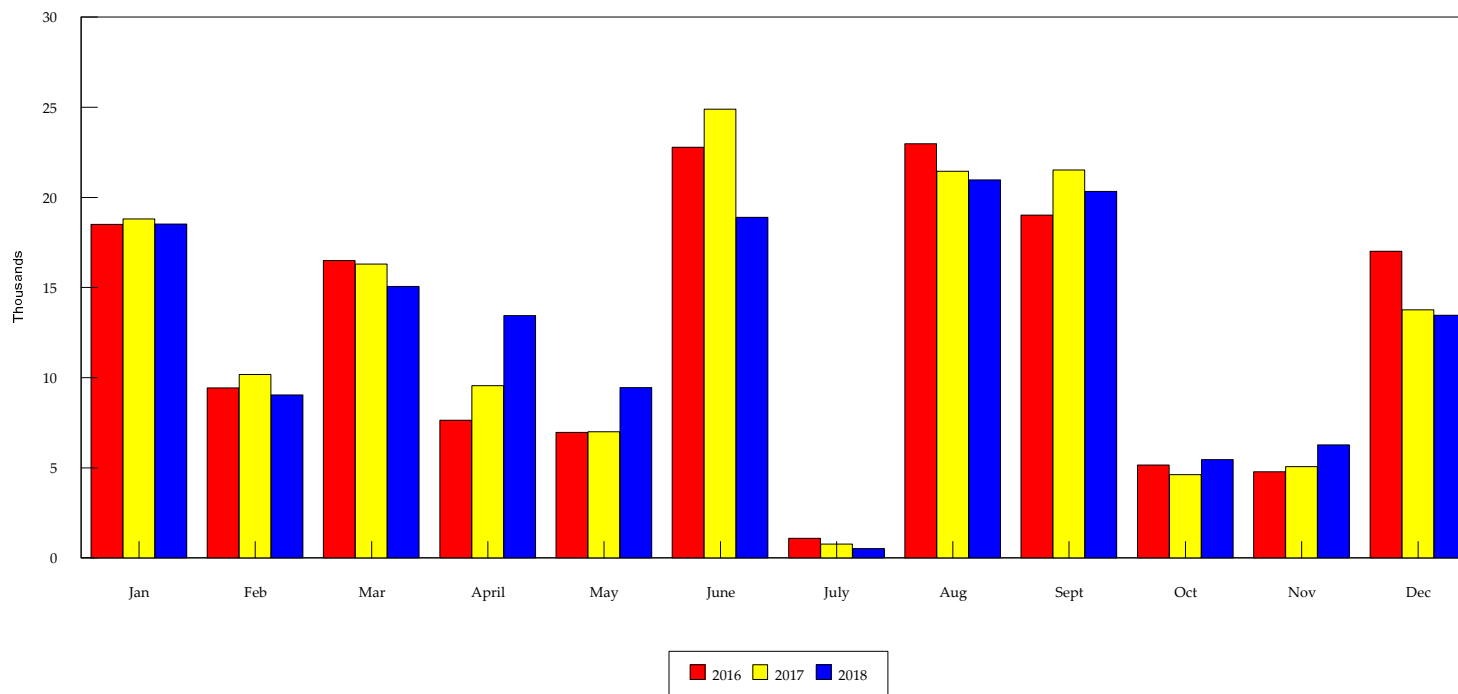
**MOUNT PROSPECT PARK DISTRICT**  
**CONCESSIONS Department by Location**  
**For Twelve Months Ended 12-31-18**

ACCOUNT NAMES	TOTALS	ADMIN	LIONS POOL	MEADOWS POOL	MEADOWS BALLFIELD	GRILL & 1/2 WAY	MELAS PARK	ATHLETIC FIELDS
REVENUES:								
PROGRAM FEES	-							
DAILY / FEES - CATERING	45,000					45,000		
VENDING INCOME	817			817				
CONCESSION SALES	70,741		37,808		13,332		9,951	9,650
OTHER	-							
TOTAL REVENUE	116,558	-	37,808	817	13,332	45,000	9,951	9,650
% of Budget	85%	n/a	98%	91%	74%	105%	59%	50%
EXPENDITURES:								
FULL TIME SALARIES	6,467	6,467						
PART TIME SALARIES	27,666	9,171	11,122		4,503		2,097	773
FRINGE BENEFITS	2,126	2,126						
CONTRACTUAL SERVICES	5,220	-				1,612	3,208	400
COMMODITIES	2,931		720	174	326	203	1,265	243
COST OF GOODS SOLD	29,088		15,570		5,236		3,322	4,959
UTILITIES	23,204					7,389	15,816	
SALES TAX/OTHER	7,149	7,149						
TOTAL EXPENDITURES	103,850	24,913	27,412	174	10,065	9,203	25,709	6,375
% of Budget	77%	206%	78%	58%	47%	124%	59%	42%
REVENUE OVER(UNDER) EXP	12,708	(24,913)	10,396	643	3,267	35,797	(15,758)	3,275
CHANGE FROM LAST YR + ( - )								
REVENUE	(5,871)	-	1,344	(237)	(2,332)	2,000	6,464	(13,111)
EXPENDITURES	(17,501)	13,340	(7,154)	14	(199)	2,872	(19,031)	(7,343)
NET	11,630	(13,340)	8,499	(251)	(2,133)	(872)	25,496	(5,768)
% CHANGE FROM LAST YEAR								
REVENUE	(5)	n/a	4	(22)	(15)	5	185	(58)
EXPENDITURES	(14)	115	(21)	9	(2)	45	(43)	(54)

# MT PROSPECT PARK DISTRICT CENTRAL PROGRAM REVENUE

## Revenue Recap by yr:

2016			2017			2018			YTD	Annual
	Month	YTD		Month	YTD		Month	YTD	Actual	Budget
Jan	18,513	18,513	Jan	18,815	18,815	Jan	18,516	18,516	Revenue	151,454
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	
May	6,961	59,065	May	6,995	61,850	May	9,457	65,527	Part Time	30,064
June	22,781	81,846	June	24,892	86,742	June	18,901	84,428	Contractual	50,447
July	1,099	82,945	July	765	87,507	July	531	84,959	Commodities	1,295
Aug	22,987	105,932	Aug	21,460	108,967	Aug	20,982	105,941		81,806
Sept	19,026	124,958	Sept	21,526	130,493	Sept	20,335	126,276	Net	69,648
Oct	5,157	130,115	Oct	4,632	135,125	Oct	5,450	131,726		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	13,458	151,454		
<b>Budget</b>		<b>200,000</b>			<b>189,000</b>			<b>148,800</b>		



This Year Vs Last Year

**MOUNT PROSPECT PARK DISTRICT**  
**CENTRAL PROGRAMS Department by Function**  
**Month Ended 12-31-18**

ACCOUNT NAMES	TOTALS	YOUTH CHILD CARE	ADULT <i>ATHLETICS</i>	YOUTH
REVENUES:				
PROGRAM FEES	151,454	53,148	3,900	94,406
CHILD CARE	-			
DONATIONS	-		-	
TOTAL REVENUE	151,454	53,148	3,900	94,406
% of Budget	102%	100%	50%	107%
EXPENDITURES:				
PART TIME SALARIES	30,064	30,064		
CONTRACTUAL SERVICES	50,447			50,447
COMMODITIES	1,295	1,295		
TOTAL EXPENDITURES	81,806	31,359	-	50,447
% of Budget	82%	106%	0%	74%
REVENUE OVER(UNDER) EXP	69,648	21,789	3,900	43,959
CHANGE FROM LAST YR + ( - )				
REVENUE	(4,487)	(1,995)	(475)	(2,017)
EXPENDITURES	(25,645)	(669)	-	(24,976)
NET	21,158	(1,326)	(475)	22,959
% CHANGE FROM LAST YEAR				
REVENUE	(3)	(4)	(11)	(2)
EXPENDITURES	(24)	(2)	n/a	(33)



MT PROSPECT PARK DISTRICT  
CENTRAL COMMUNITY CENTER

### Revenue Recap by yr:

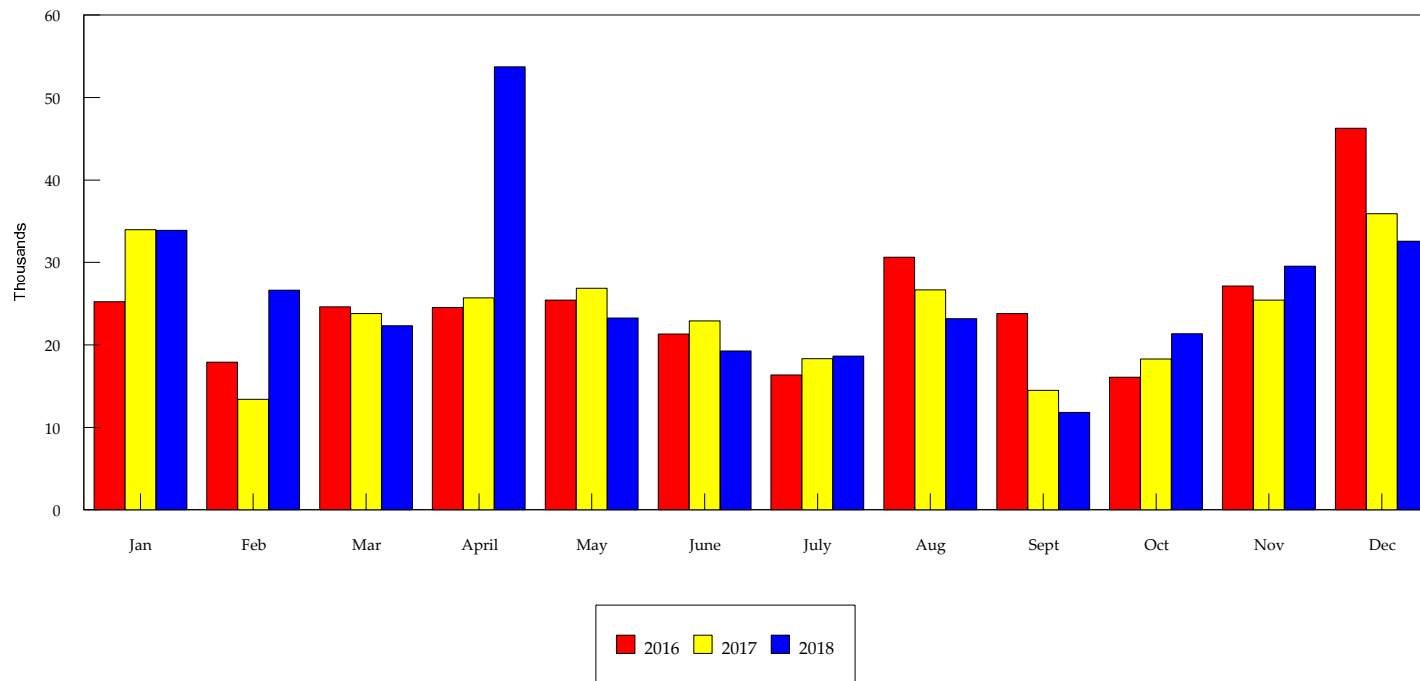
	2016			2017			2018			YTD	Annual
	<u>Month</u>	<u>YTD</u>		<u>Month</u>	<u>YTD</u>		<u>Month</u>	<u>YTD</u>		<u>Actual</u>	<u>Budget</u>
Jan	25,255	25,255	Jan	33,981	33,981	Jan	33,909	33,909			
Feb	17,914	43,169	Feb	13,413	47,395	Feb	26,632	60,541	<b>Revenue</b>	316,309	356,510
Mar	24,639	67,808	Mar	23,826	71,220	Mar	22,344	82,885	<b>Expenditures</b>		
April	24,566	92,374	April	25,712	96,932	April	53,726	136,611	Full Time	153,708	177,127
May	25,453	117,827	May	26,882	123,814	May	23,256	159,867	Part Time	195,984	205,780
June	21,322	139,149	June	22,927	146,741	June	19,268	179,135	Benefits	57,002	67,999
July	16,353	155,502	July	18,319	165,060	July	18,649	197,784	Comodities	41,501	51,836
Aug	30,650	186,152	Aug	26,666	191,727	Aug	23,176	220,960	Contractual	41,565	33,588
Sept	23,808	209,960	Sept	14,514	206,240	Sept	11,828	232,788	Utilities	81,593	79,891
Oct	16,075	226,036	Oct	18,294	224,534	Oct	21,378	254,166		571,353	616,221
Nov	27,162	253,198	Nov	25,434	249,967	Nov	29,550	283,715	<b>Net</b>	(255,044)	(259,711)
Dec	46,297	299,494	Dec	35,930	285,897	Dec	32,594	316,309			

## Budget

384,100

360,400

356,510



### This Year Vs Last Two Years

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

	MONTH		YEAR to DATE		Change	Up/(Down) % Change
	This	Last	This	Last		
RENTALS						
Skate Rental	540	289	3,120	2,663	457	17%
Building Rental	4,401	4,735	106,166	70,230	35,936	51%
	4,941	5,024	109,286	72,893	36,393	50%
PASS SALES						
Fitness	9,123	9,069	95,886	99,454	(3,567)	-4%
	9,123	9,069	95,886	99,454	(3,567)	-4%
DAILY FEES						
Gym Fees	1,188	1,561	10,255	7,555	2,700	36%
Fitness Center	342	259	2,631	2,827	(196)	-7%
Inline Rink Fees	1,829	1,687	11,374	9,938	1,437	14%
	3,359	3,507	24,260	20,319	3,941	19%
PROGRAM FEES						
Adult Athletic Leagues	375	-	775	1,200	(425)	0%
Youth Athletic Camps	-	-	9,466	11,892	(2,426)	0%
Youth Athletic Prog.	2,615	1,085	10,532	6,739	3,793	56%
Youth Leagues	9,714	15,720	49,691	62,200	(12,509)	-20%
Special Programs	2,954	2,262	29,835	23,593	6,242	26%
	15,658	19,067	100,299	105,624	(5,325)	-5%
CONCESSIONS						
Merchandise	339	438	5,016	5,813	(797)	-14%
Vending	146	-	2,677	2,649	28	1%
	485	438	7,693	8,462	(769)	-9%
OTHER						
Visa Charges / OvShrt	(971)	(917)	(21,115)	(20,596)	(519)	3%
TOTAL	32,594	36,188	316,309	286,155	30,154	11%

**MT. PROSPECT PARK DISTRICT  
PROPERTY TAX  
MONTH ENDING  
12/31/18**

<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

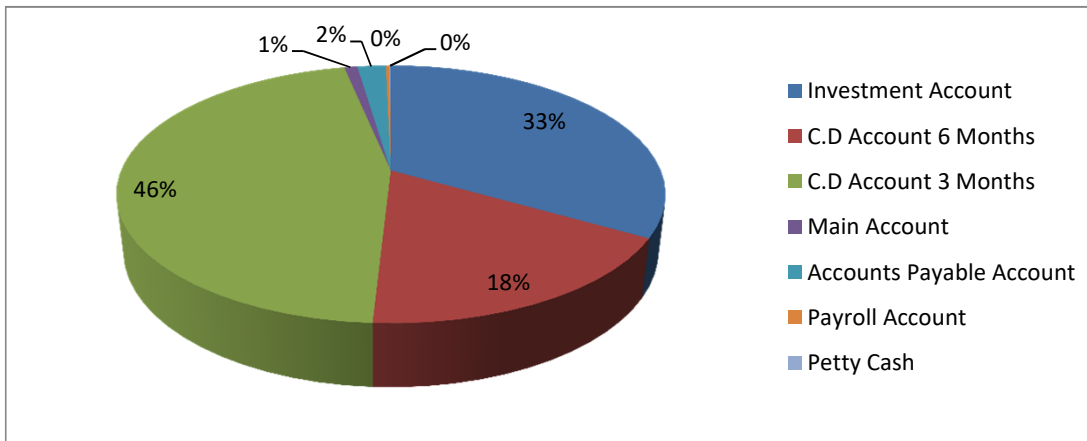
Tax Monies Received from January 1, 2018 through December 31, 2018 totals:  
\$9,997,927 (of this total \$145,418 is Replacement Tax).

	<b>Type</b>	<b>2017 Taxes</b>	<b>2018 Taxes</b>
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			3,129
December	R	4,855	5,299
<b>TOTAL</b>		<b>9,861,711</b>	<b>9,997,927</b>

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

**Mt. Prospect State Bank**

<b>Accounts</b>	<b>Maturity</b>	<b>Amount</b>	<b>Rate</b>	<b>Term</b>
Investment Account	n/a	1,888,209	0.25%	Demand
C.D Account 6 Months	3/12/2019	1,000,000	1.00%	6 Months
C.D Account 3 Months	3/12/2019	2,603,241	0.50%	3 Months
Main Account	n/a	51,868	n/a	
Accounts Payable Account	n/a	114,537	n/a	
Payroll Account	n/a	14,996	n/a	
Petty Cash	n/a	4,350	n/a	
<b>Total Funds</b>		<b>5,677,201</b>		



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

	<b>December 2018</b>	<b>YTD 2018</b>	<b>Budget 2018</b>	<b>December 2017</b>	<b>YTD 2017</b>
<b>REVENUE</b>					
10 General Fund	24,737	2,498,292	2,481,945	19,601	2,388,751
20 Recreation Fund	292,047	7,414,665	7,919,501	333,468	7,497,721
21 Paving and Lighting	27	81,183	84,398		71,970
23 Social Security Fund	159	501,311	512,968		513,480
24 Liability Insurance Fund	197	623,724	638,720		636,674
25 NWSRA Fund	211	648,318	675,180		575,761
26 IMRF Fund	235	743,054	760,253		761,938
27 Conservatory Fund	8,091	953,734	942,859	4,159	858,712
28 Internal Service Fund	-	350,717	350,717	(98,017)	327,260
30 Bond & Interest Fund	1,237,041	4,344,587	5,013,497	(40,000)	8,086,393
70 2014 Capital Project	-				
93 2013 Capital Project	-				
94 2014 Capital Project	-				10,733
95 2015 Capital Project	-				
96 2016 Capital Project	2,321	40,615	18,373	188,559	207,704
97 2017 Capital Project	40,000	121,143		40,000	1,100,759
98 2018 Capital Project	3,694	1,099,878	100,040		
Total Revenue	1,608,760	19,421,221	19,498,451	447,770	23,037,856
<b>EXPENSE</b>					
10 General Fund	132,911	2,196,441	2,426,320	234,016	2,175,174
20 Recreation Fund	386,859	7,106,272	7,732,811	618,894	7,380,504
21 Paving and Lighting	737	50,957	84,399	1,034	23,630
23 Social Security Fund	31,799	455,640	512,968	50,222	477,149
24 Liability Insurance Fund	12,990	679,455	670,265	17,250	673,038
25 NWSRA Fund	-	463,439	1,382,567	13,714	736,772
26 IMRF Fund	141,134	752,138	800,000	138,581	794,491
27 Conservatory Fund	53,254	749,575	816,316	427,689	1,155,972
28 Internal Service Fund	29,997	317,345	350,717	32,674	378,762
30 Bond & Interest Fund	-	4,275,945	4,865,135	18,500	8,130,309
70 2014 Capital Project				51,873	226,911
92 2012 Capital Project					
93 2013 Capital Project					
94 2014 Capital Project					55,021
95 2015 Capital Project				7,352	13,185
96 2016 Capital Project	-	95,723	156,960	(372,829)	1,117,500
97 2017 Capital Project	12,068	807,128	1,169,693	3,473	38,406
98 2018 Capital Project	17,281	66,113			
Total Expense	819,030	18,016,171	20,968,151	1,242,443	23,376,824
Total Revenue	1,608,760	19,421,221	19,498,451	447,770	23,037,856
Total Expense	819,030	18,016,171	20,968,151	1,242,443	23,376,824
Net Income/Loss	789,730	1,405,050	(1,469,700)	(794,673)	(338,968)

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

Account #	Description	Budget	December	Y-T-D Actual	Difference	Comments
<u>Rec Plex Center</u>						
813500	Replace Intercom System	15,000			15,000	
813625	Recplex Kids Klub Floor	450		450	-	
813640	Small Fitness Equipment	2,058		2,058	-	
	Total Rec Plex Center	17,508	-	2,508	15,000	
<u>Conservatory</u>						
822330	FPC HVAC Units	11,400		11,400	-	
	Total Conservatory	11,400	-	11,400	-	
<u>Park Improvements</u>						
846700	Billing for Projects	52,800		52,800	-	
847012	Tree Planting/Removal	6,930		2,759	4,171	
849720	Einstein Park	1,800		1,800	-	
	Total Park Improvements	61,530	-	57,359	4,171	
<u>Equipment</u>						
855014	GOV Deals	38,750		5,273	33,477	
858475	Bunker Rakes	12,315		12,315	(0)	
858485	Field Equipment Box	7,000		4,075	2,925	
	Total Equipment	58,065	-	21,663	36,402	
<u>Buildings</u>						
865420	WCMF Maintenance	2,792		2,792	(0)	
	Total Buildings	2,792	-	2,792	(0)	
	Total Expenditure	151,295	-	95,722	55,573	

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

Account #	Description	Budget	December	Y-T-D Actual	Difference	Comments
<u>Rec Plex Center</u>						
811400	RP Electronic Sign	42,600	-	55	42,545	
811913	RP Strength Equipment	8,600		2,143	6,457	
	Total Rec Plex Center	51,200	-	2,198	49,002	
<u>Conservatory</u>						
822000	FPC Electronic Sign	47,000		2,155	44,845	
822310	FPC Pond Fountain	6,459		6,459	(0)	
	Total Conservatory	53,459	-	8,614	44,845	
<u>Park Improvements</u>						
846700	Billings for Projects	297,917		297,917	-	
846850	Majewski Bench Replacement	2,065		2,065	-	
847012	Tree Planting/Removal	35,000			35,000	
847077	Bridge Inspections	5,000		4,856	144	
849150	Ice Rink Liner/Supplies	2,000		2,000	-	
849530	Majewski Berm Removal	5,000		5,000	-	
849705	Golf Cart GPS	38,916		38,916	-	
	Total Park Improvements	385,898	-	350,754	35,144	
<u>Equipment</u>						
855015	Lions Tables & Chairs	8,268		8,268	(0)	
855084	2005 Large Area Mower	88,000	6,754	85,964	2,036	
855090	1996 Toro Fairway Mower	56,184		56,184	(0)	
855340	Pickup Truck	27,548		27,548	-	
855371	Infield Groomer	12,400		12,400	-	
855400	Reg Sys Maintenance	31,500	2,000	24,000	7,500	
855402	Software/Network	9,600	800	8,800	800	
855440	Fuel Station Tank Gauge	13,500		13,500	-	
855460	Technology Equipment	12,000		10,387	1,613	
855470	Applitrack/TimePro/Smart Fusion	20,625	669	13,027	7,599	
855480	Sophos Security System	7,000		7,000	-	
855510	Facility Dude Maint Software	7,100			7,100	
855530	District Website	30,000	1,500	14,600	15,400	
856206	Small Maintenance Equip	3,450		3,450	-	
857250	Grounds Equipment/Repair	6,000	345	715	5,285	
858215	CCC Fitness /Strength Equip	10,900			10,900	
858375	Batting Cage Tunnel Nets	4,200		4,200	-	
	Total Equipment	348,275	12,068	290,043	58,232	
<u>Buildings</u>						
861545	GC HVAC Maint/Upgrades	5,000		5,100	(100)	
861580	Lions HVAC	7,500		7,201	299	
861591	LRC Multipurpose Floors	2,674		1,530	1,144	
861720	Security Assessment	7,500		7,500	-	
862002	Central Rd Gym Floor	4,020		3,220	800	
862150	CCC Loading Dock Door	3,850		3,850	-	
865425	Conservatory Property	23,525		21,025	2,500	
865650	CCC Roof Assessment	5,000			5,000	
865660	CCC RTU #5 and #9	97,500		97,013	487	
865900	CCC HVAC	7,500		1,138	6,362	
	Total Buildings	164,069	-	147,577	16,492	
<u>Cost of Issue</u>						
871600	Cost of Issue				-	
	Total Conservatory	-	-	-	-	
<u>Pools</u>						
881560	Big Surf Lounge Chairs	7,942		7,942	-	
	Total Pools	7,942	-	7,942	-	
	Total Expenditure	1,010,843	12,068	807,128	203,715	

Mt Prospect Park District  
Capital Projects Update  
December 2018  
Fund 98 2018 Capital IMPR Fund

Account #	Description	Budget	December	Y-T-D Actual	Difference	Comments
<u>Rec Plex Center</u>						
812010	Fitness Center Flooring	75,000	-		75,000	
	Total Rec Plex Center	75,000	-	-	75,000	
<u>Park Improvements</u>						
845164	Melas to Meadows Bridge	20,700			20,700	
846880	Busse Park Playground	105,000			105,000	
849610	Playground Repairs	3,000			3,000	
849620	Ice Rink Liners/Fencing	3,750			3,750	
849630	Baseball Surface	7,000			7,000	
849640	Tennis Court	2,500			2,500	
849650	Canine Commons	28,000			28,000	
849660	Field Tarp	3,750			3,750	
849705	Golf Cart GPS	39,000			39,000	
	Total Park Improvements	212,700	-	-	212,700	
<u>Equipment</u>						
855220	Mowing Trailer	5,650			5,650	
855250	Admin Tech - Software	21,100			21,100	
855260	Admin Tech - Hardware	23,400			23,400	
855330	Truck 22	52,300			52,300	
855340	Truck 12	27,400			27,400	
855400	Reg Sys Maintenance	31,500			31,500	
855460	Technology Equipment	12,000			12,000	
855470	Applitrack/TimePro/Smart Fusion	13,125	5,039	5,039	8,086	
855500	Gator Utility Vehicles	15,100			15,100	
855800	Bizhub Printer	5,000			5,000	
855810	Event Canopy	14,800			14,800	
856711	Vehicle 5	16,500			16,500	
856744	Tow Behid Gang Rollers	2,500			2,500	
858600	Tee Mower	34,600			34,600	
858610	Rough Mower	35,500			35,500	
	Total Equipment	310,475	5,039	5,039	305,436	
<u>Buildings</u>						
861200	Art Studio Flooring	5,000			5,000	
861560	Lions Recreation RTU	18,000			18,000	
862190	CCC RTU 10/11/13	90,000			90,000	
865500	WCMF Capital Upgrades	3,000			3,000	
866100	MSD Utility Service Connection	30,000			30,000	
	Total Buildings	146,000	-	-	146,000	
<u>Cost of Issue</u>						
871600	Cost of Issue	46,705		48,832	(2,127)	
	Total Conservatory	46,705	-	48,832	(2,127)	
<u>Pools</u>						
881300	Roll Down Door	4,000			4,000	
881670	Funbrella	11,000			11,000	
881680	Pool Lane Dividers	4,000			4,000	
882100	Rec Plex Pool Pak	15,000	12,242	12,242	2,758	
	Total Pools	34,000	12,242	12,242	21,758	
	Total Expenditure	824,880	17,281	66,113	758,767	



Mount Prospect Park District  
**REC PLEX COMBINE FACILITIES & ACTIVITIES**  
2018

	<b>RECPLEX</b>	<b>POOL</b>	<b>PROGRAMS</b>	<b>TOTAL</b>
<b>REVENUES:</b>				
BUILDING RENTAL	62,543	1,369	-	63,912
PASSES /USER FEES	312,205	90,989	-	403,194
DAILY /USER FEES	55,509	9,069	-	64,578
PROGRAM FEES	12,039	357,261	2,520,287	2,889,587
CONCESSION SALES	13,920			13,920
<b>TOTAL REVENUE</b>	<b>456,215</b>	<b>458,688</b>	<b>2,520,287</b>	<b>3,435,190</b>
<b>EXPENDITURES:</b>				
FULL TIME SALARIES	242,395	124,576	-	366,971
PART TIME SALARIES	271,104	266,445	946,416	1,483,965
FRINGE BENEFITS	73,427	50,250	-	123,677
CONTRACTUAL SERVICES	82,367	7,701	330,658	420,726
COMMODITIES	47,280	34,186	206,392	287,858
UTILITIES	225,445	58,640	-	284,085
<b>TOTAL EXPENDITURES</b>	<b>942,018</b>	<b>541,798</b>	<b>1,483,466</b>	<b>2,967,282</b>
REVENUE OVER(UNDER) EXP	(485,803)	(83,110)	1,036,821	467,908

**ACCOUNTS PAYABLE/PAYROLL DISBURSEMENT**  
**December-18**

**ACCOUNTS PAYABLE**

Suggested Motion: I move to ratify December Accounts Payable Checks and EFT's in the amount of \$ 535,448.69 as listed on the Check Register.

<u>CHECK DATE</u>			<u>CHECK #'S</u>	
12/1-12/9/2018	\$	174,565.93	192576-192619	Checks
12/10-12/16/2018	\$	103,401.33	192620-192682	Checks
12/17-12/23/2018	\$	171,048.84	192683-192763	Checks
12/24-12/31/2018	\$	86,432.59	192764-192767	Checks

**TOTAL AP**      \$      535,448.69    Checks and EFT's

**PAYROLL**

Suggested Motion: I move to ratify December Payroll Checks and Direct Deposits in the amount of \$ 301,304.74 as listed on this report.

<u>CHECK DATE</u>			<u>CHECK #'S</u>	
12/14/2018	\$	148,762.35	19814-20126	DD Notification
	\$	4,672.87	1017316503- 1017316522 20127-20131	Checks  <i>Taxes, Transfers &amp; Garnishments</i>
12/28/2018	\$	143,276.45	20132-20448	DD Notification
	\$	4,593.07	1017483679- 1017483696 20449-20453	Checks  <i>Taxes, Transfers &amp; Garnishments</i>

**TOTAL P/R**      \$      301,304.74    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 12/9/2018  
Check Date 12/14/2018

	# Hours	# Employees	Gross Pay	Avg Hrs/Emp	Avg Hrly Rate
Total	10,780	333	225,610	32	21
	Full Time	59			

Pay Period Ending 12/23/2018  
Check Date 12/28/2018

	# Hours	# Employees	Gross Pay	Avg Hrs/Emp	Avg Hrly Rate
Total	10,440	335	202,880	31	19
	Full Time	59			



## **Mt. Prospect Parks Foundation**

The Mt. Prospect Parks Foundation met on Wednesday, January 9 at the Central Community Center for the first meeting of 2019. First on the agenda was the allocation of committed funds previously designated for the installation of a new sign at Friendship Park Conservatory. As the sign came in well under the original estimate, the Parks Foundation reviewed a series of projects and associated costs to spend the remaining \$32,000. After a lengthy discussion, the Parks Foundation Board voted to approve the purchase of:

- \$10,280 in banquet and event chairs with rolling storage carts.
- \$3000 in lighting upgrades for the FPC facility with a focus on enhanced event lighting in the courtyard
- \$18,000 towards the renovation of the FPC kitchen which includes cabinetry, flooring, lighting, countertops and appliances. The new design will better utilize the limited kitchen space making it more appealing to the hosts of small group events and meetings.

The Foundation reviewed the very successful November 3, 2018, Cabaret Night and chose the date of Saturday, November 9 for this year's 2019 event. The Foundation also set the annual calendar of meetings and events and designated the July 24 Park Board meeting as the date to award the 2019 Scholarships which are part of the annual Foundation Scholarship program.

The Foundation will again host the Pre Plant Sale Fundraiser on Thursday, May 9 from 6 to 8 pm at the Friendship Park Conservatory which offers exclusive pre-sale access for \$30 a person. The inaugural event was very successful with the District receiving great feedback in the form of emails and phone calls from several in attendance.

Foundation President, Bill Walters, will be stepping down as President in March 2019. His impending exit prompted a decision to review by-laws, term limits and general rules governing the Foundation at the March 2019 meeting. New officers will be chosen at that time.

The next Foundation meeting will take place on Wednesday, March 6 at CCC at 6:30 pm.



# Interim Executive Director

Board Report January 2019

## Upcoming Important Dates:

- January 23, 2019: Regular Board Meeting at the Central Community Center 7 PM
- January 24-26, 2019: IPRA Conference Hyatt Regency Chicago
- February 2, 2019: Shining Star Gala 6 PM, The Cotillion Banquets, Palatine, IL
- February 2, 2019: Mardi Gras Family Night at RecPlex 4 PM to 8 PM

## 2019 IAPD/IPRA Conference:

The 2019 IAPD/IPRA Conference runs from Thursday, January 24th through Saturday, January 26th, 2019. The 2019 conference will be held at the Hyatt Regency Chicago. For those attending please refer to the Illinois Parks and Rec magazine which was previously distributed to your review. Details are also available online at <https://www.ilparksconference.com/>

## Shining Stars Gala 2019:

The annual Shining Stars Gala will be hosted by the Mount Prospect Special Events Commission on Saturday, February 2, 2019. This event will be taking place at the Cotillion Banquets in Palatine from 6 PM till Midnight. The park district has one table reserved for this event.

## NWSRA Snoezelen Sensory Room at CCC:

The NWSRA has obtained the necessary funding to complete the Snoezelen Sensory Room which will be located within the NWSRA Programming Space at the Mt. Prospect Central Community Center. The Mt. Prospect Park District is very excited to work with NWSRA to complete the final phase of the Pursuit project which opened in the Fall of 2018. This work is scheduled for completion by the summer of 2019.

## Upcoming Board Meeting Reminder:

**Regular Meeting** - Wednesday, February 13, 2019 - 7 pm @ CCC



# Golf Operations Report

## 2018 Season (Final Numbers)

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>
<b>Total Rounds</b>	33,266	33,468	31,165	-2,303
<b>\$ Per Round</b>	\$42.09	\$42.86	\$43.72	\$.86

### News & Updates:

- December brought the worst year of golfing weather in recent history to a close. Seasonal revenues for area courses are down 8 to 10% compared to 2017. We finished the year 4.5% down when compared to our record year's sales in 2017. Although our sales were down, these numbers are still comparable to our 2016 sales and are still \$164,000 above 2013, which was the last season on the old course. We are looking forward to improved weather and profits in 2019.
- The 2019 Permanent tee time registration process will begin February 2nd and run through February 24th. Patrons will now be able to register and pay for their membership and permanent tee time fees online. They may also register in person at the pro shop. Permanent tee times will be scheduled from approximately 6am-9am on both Saturday and Sunday mornings and will begin the weekend of April 6th and end Labor Day weekend, which is September 1st, 2019. An email will be sent out the week of January 24th outlining the details on the permanent tee time process. This information will also be posted on the Golf Course website.

- There were 42 golf outings that were held at the course last season. Bookings for the 2019 season are already taking place. In the first two weeks of January, 9 outings have already booked for the 2019 season. An email will be sent out to points of contact for previous outings from the 2018 season. This was done in an effort to try to get them to sign up again for the 2019 season. The goal is to reach 50 or more golf outings for 2019. All of these will be first tee start events with the exception of our District sponsored events. Our District will also be hosting the NWSRA event this season which is scheduled for August 14th, 2019. This is a traveling event that the Mt. Prospect Park District has been asked to host for 2019.
- All turf playing surfaces have been preventatively sprayed for snow mold, and all the greens have been heavily top dressed for the offseason. Tree removal and branch pruning will take place during the winter months provided there are times while the ground is frozen.



## Aquatics

<b>AQUATICS - January 2019</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>Variance '17 to '18</b>
Youth Swim Lessons	4234	4109	4123	3878	-245
Aqua Fit	1669	2144	997	844	-153
Specialty Classes	382	457	599	764	165
<b>Programming Totals</b>	<b>6285</b>	<b>6710</b>	<b>5719</b>	<b>5486</b>	<b>-233</b>
<b>Winter Session To Date:</b>					
Youth Swim Lessons	1606	1411	1495	1316	-179
Aqua Fit	759	988	425	302	-123
Specialty Classes	135	224	214	296	82
<b>Programming Totals</b>	<b>2500</b>	<b>2623</b>	<b>2134</b>	<b>1914</b>	<b>-220</b>
RecPlex Pool Daily Admission Sold	2,205	1,915	1,663	1,733	70

### News:

- Aquatic Programming had a strong year in 2018 in spite of cooler than normal temperatures. Enrollment for our swim programs remained consistent with the exception of a decrease in the fall enrollment for sessions 1 and 2.
- Aqua Fitness enrollment decreased which is a result of extending punch card expiration dates from 3 to 6 months. Staff is hopeful that the spring launch of the new AquaFit Unlimited membership will get people back in the water and making waves.
- The 27% increase in specialty class enrollment, which is truly exciting, can be attributed to innovative program offerings.
- The Aquatic staff saw many young hopefuls at the January 5th, 2019 Mt. Prospect Park District Job Fair. Our Management Staff is hopeful this will result in many new employees for the 2019 season.
- On January 5th staff conducted quarterly swim instructor training.
- The Sharks Swim Team hosted two Home swim meets on January 6th and 13th.
- The Aquatic Staff offered special Snowball Splash day off school open swim on January 21.
- Staff conducted two lifeguard trainings on January 20 and 27 of 2019.
- The Aquatic staff will be attending the 2019 IPRA Conference January 24-26

### Upcoming Events:

- February 3rd Mardi Gras event with a treasure dive will be held at the RecPlex pool.
- Starting February 8th the Lincoln Middle School "Science Chicks" will regularly visit RecPlex and use the pool to test their underwater robots as they prepare for the upcoming competition in April.
- The Sharks Swim Team hosts two more Home swim meets on February 10 and 24. Go SHARKS!
- The new novice swim team named the Shark Fins will host a home meet on February 16. GO FINS!
- On February 18th the RecPlex Pool will offer \$1 swim admissions on Presidents Day 1-4pm.





## Athletics

<b>ATHLETICS</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>Variance '17 to '18</b>
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
<b>Youth Programming Totals</b>	<b>4167</b>	<b>3654</b>	<b>3584</b>	<b>3911</b>	<b>327</b>
Adult Volleyball	10	13	23	10	-13
Adult Softball	61	70	67	64	-3
Adult Basketball	62	55	59	64	5
<b>Adult Leagues Totals</b>	<b>133</b>	<b>138</b>	<b>149</b>	<b>138</b>	<b>-11</b>
<b>Athletics Total</b>	<b>4300</b>	<b>3792</b>	<b>3733</b>	<b>4049</b>	<b>316</b>

### News:

- Staff is finalizing our winter adult athletic leagues; seasons begin the week of January 13.
- Youth Baseball & Softball registration opened on January 4 for the 2019 spring/summer season.
- We have brought on a new vendor to run our Gymnastics program. The company we will be working with is the American Academy of Gymnastics (AAG). The goal is to re-work our class offerings in an effort to create a better flow for the overall program. AAG is confident that with this restructuring we can resurrect our Gymnastics program.
- Our Youth Athletic programs continue to grow. "We Got Game" has established themselves as a great provider of Youth Athletics for all classes ranging from Parent and Toddler to pre-teens.
- Our Youth Basketball League's decrease in participation this year is a common trend among many youth Athletic Leagues. Unfortunately, with the increased popularity of travel teams, clubs, and feeder programs, House Leagues will most likely continue to see a decrease. Our goal is to maintain our league as a developmental league for those not interested in the significant time and financial commitment required with the other programs.

### Upcoming Events:

- Mardi Gras 3 on 3 Basketball Tournament - 2/2/19
- President's Day Dodgeball Tournament - 2/18/19



## Cultural Arts

<b>CULTURAL ARTS - January 2019</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>Variance '17 to '18</b>
Visual	2411	2353	2695	3101	406
Performing	3723	3325	3231	3532	301
<b>Cultural Arts Total</b>	<b>6134</b>	<b>5678</b>	<b>5926</b>	<b>6633</b>	<b>707</b>

### News:

- Cultural Arts had another fantastic year in 2018 due to the core strengths of our programming, instructors and overall program management.
- Performing Arts: Dance program participation was equal to 2017, after losing many high school seniors to college. We are currently offering **96** dance classes weekly! Our private guitar lessons are going strong with each session filled to capacity. Kids on Stage has record enrollment, the productions are well done and our child actors are having a ball.
- Visual Arts: The Art Studio also had a fantastic year. In 2018 we offered 155 classes in which 120 ran. In 2017 we offered 129 classes of which 103 ran. When looking back to 2013, there were 77 classes offered in which 60 ran. We continue to grow the Art Studio by writing new programming each season, particularly in the summer months. Birthday parties continue to be popular and we've reached out to younger ages and now have 3 different age offerings for parties. The number of parties was down slightly in 2018, but the number of attendees was up at each party. We also started offering Daddy-Daughter Paint Night and Mother-Son Paint Night, which sell out and fill the Art Studio to capacity.
- We are always looking for ways to expand and expound upon what we offer without diluting our exceptional programming!

### Upcoming Events:

- January 25th, 2019, Mother-Son Paint Night at the Art Studio
- February 2nd, 2019, Mardi Gras Family Night at RecPlex. Our version of the French Quarter is slowly coming to life at RecPlex.



## Early Childhood/Youth

EARLY CHILDHOOD & YOUTH - December 2018	2015	2016	2017	2018	Variance '17 to '18
Pre-School Registration	171	179	174	185	185
Before & After School Care	275	334	327	348	21
Early Childhood & Youth Programming	1255	1333	1591	1621	30
<b>Total Early Childhood &amp; Youth Totals</b>	<b>1701</b>	<b>1846</b>	<b>2092</b>	<b>2154</b>	<b>236</b>

### News:

- Winter Break camps were held on December 27, 28 & January 2,3 and 4. This year there were only 5 days of camp due to how the holiday fell. In 2017 there were 7 days, 2016 there were 9 days and in 2015 6 days. Participation during the first week of winter break was low since parents took off the last 3 days of the week, the second week we averaged 75 - 85 participants per day. All in all the children had a great time visiting Funtopia, Waterworks, Libertyville Sports Complex, JG Reptile Show, and Rockin' Jump.
- The last part of December was very busy with holiday workshops and winter break parties.
- We have begun the process of staffing and planning for 2019 summer camps.
- Early Childhood classes began on Monday, January 14.
- EC & Y Department and Brian Taylor met with Adam Parisi from SD 57 to discuss the possibility of M.P.P.D. offering our Kids Klub program as an option for SD 57 students

### Upcoming Events:

- SD 57 KinderKlub Off School Special to be offered on January 18, 2019
- All Districts Off School Special to be offered on January 21, 2019
- Our staff is preparing for Preschool Registration for the 2019-2020 school year.



## Facilities

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

### News:

- Daily Fees continue to trend downward as participants transition into memberships.
- CCC - Pickleball held a raffle, Wednesday 12/19/18, for a 10 play pass. Value of pass is \$20.
- CCC - "New Years Skate" was held on Friday night 12/28/18. We had 134 skaters celebrate the incoming New Year with a balloon drop and sparkling white grape juice toast.
- LRC: Hosted Karate Tournaments for the first 3 weekends in December.
- RecPlex was the location of the Mt. Prospect Park District Job Fair.

### Upcoming Events:

- CCC - Winter Inline Hockey League will be starting on Saturday 1/19/19
- CCC - Winter Inline Hockey programs started on Saturday 1/5/19
- CCC - Kindermusik classes and RoboThink classes will be starting the week of 1/7/19
- RPX - Lions Rec. Concession staff will be on hand at the annual Mardi Gras event on 2/2/19



## Fitness

<b>FITNESS PROGRAMS - January 2019</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>Variance '17 to '18</b>
Programs	854	753	725	642	-83
Personal Training	234	292	280	211	-69
Passport Classes	1140	844	945	683	-262
<b>Fitness Program Totals</b>	<b>2228</b>	<b>1889</b>	<b>1950</b>	<b>1536</b>	<b>-414</b>
<b>Fitness Membership</b>					
All Inclusive	0	0	60	373	313
Courts, Pool & Track - Recurring	1987	1912	2094	2292	198
Fitness - Recurring	4503	4248	4471	4044	-427
Premier Plus - Recurring	1918	2267	2571	2350	-221
Courts, Pool & Track - Variable	7780	8256	9069	9853	784
Fitness - Variable	7846	8547	8457	8253	-204
Premier Plus - Variable	1946	2268	1926	1789	-137
<b>Fitness Membership</b>	<b>25980</b>	<b>27498</b>	<b>28648</b>	<b>28954</b>	<b>-7</b>
<b>Fitness Total</b>	<b>28208</b>	<b>29387</b>	<b>30598</b>	<b>30490</b>	<b>-421</b>

### News:

- The “All In” Fitness Membership is off to a good start. We currently are offering two different ways to purchase, annually or monthly. Revenue compared to 2018 is up significantly. Real-time numbers will be shared at the January Board meeting.
- The “FREE” week of Passport classes to kick start the new year, has been well received by current and potential new members.
- Staff held a Fitness Center Supervisor Meeting to communicate Membership changes for the new year to staff as well as to inform them about upcoming events in 2019.
- Great response to the return of the Fittest Loser Challenge - 14 applications so far.

### Upcoming Events:

- 2/2/19 Spin-a-thon, M.P.P.D. is partnering with Lemons of Love for this event.
- 2/16/19 N.E.T.A. workshop to be held for Group Exercise Instructors to participate in and receive continuing education credits.



## Friendship Park Conservatory

<b>FRIENDSHIP PARK CONSERVATORY - January 2019</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>Variance '17 to '18</b>
Programs	373	390	502	537	35
Weddings	15	22	24	20	-4
Corporate Rentals	14	19	34	29	-5
Miscellaneous Rentals	79	109	107	111	4
<b>Facility Totals</b>	<b>481</b>	<b>540</b>	<b>667</b>	<b>697</b>	<b>30</b>
Canine Commons	238	212	196	206	10

### News:

- Poinsettias were sold during the Holiday Open House and also through the month of December. These sales totaled: \$ 1,082.
- Adult programs Run: Winter Tablescape Made Easy and a Chicago Botanic Garden Holiday Trip.
- Children enjoyed: Trips to local nature centers with Ms. Debby and Mr. Greg, Stained Glass Cookie Fun and Winter Time Fun and Games.
- Rentals were many in December 2018: 1 wedding ceremony and reception with bar service, 1 wedding ceremony, 2 first birthdays, 1 family holiday party, 3 corporate meetings, 2 garden club events, and 1 photo session.

### Upcoming 2019 Events:

- Easter lily bulbs arrived in early December and are currently growing in the greenhouse.
- The January event schedule is filling fast with: 1 wedding ceremony, 1 baby shower, 1 wedding photo session, 2 corporate rentals, and 1 garden club meeting.
- Pastel and watercolor artists will once again meet at the Conservatory from Jan 8 - April 16 to enjoy some time at their craft. They may purchase a punch card or pay a daily fee to participate.



## Business Services & Human Resources Report

### News & Updates:

- Year-end processes for taxes, payroll and accounts payable are ongoing.
- The necessary data compilation/entry required for annual 1094-C and 1095-C forms has been completed as of January 11th, 2019. This is an annual process required to comply with the Affordable Care Act, with forms furnished to employees by January 31st, 2019.
- As a reminder, the Park District submits an annual roster to Cook County for Economic Statement of Interest Filings. This roster includes Commissioners and staff with managerial authority. The County typically sends invites to complete the filings in March.

### Office Supplies - Annual Pricing Outreach:

- As a follow-up to discussions from prior Board meetings, Business Services is proactively reaching out to vendors to obtain annual pricing on commonly-purchased office supply items. This is an annual process that begins after the first of the year.
- Regular vendors such as Warehouse Direct, Quill and Garvey's will be contacted to discuss preferred pricing for supplies in 2019. The Park District enjoys preferred pricing on select items with different vendors and utilizes in-house spreadsheets to organize supplies and lowest costs.
- In addition, pricing is compared to other sources such as Amazon, to find the best value on District purchases. These efforts and more will be highlighted, whenever possible.

### Staff Changes:

- Kevin Druffel, PT-IMRF Golf Shift Supervisor, worked his last day on December 22nd, 2018.
- Patrick Tarpey started work as a PT-IMRF Evening Custodian on January 12th, 2019.

### H.R. by the Numbers: December 2018

<b>New-Hires:</b>	<b>5</b>
<b>Payroll Changes</b> (to update or change employment status, pay-rate, or job-class):	<b>61</b>
<b>Criminal Background Checks</b> (including new-hires, volunteers and coaches):	<b>32</b>
<b>Workers' Compensation</b> (new and open claims):	<b>3</b>
<b>Unemployment Claims</b> (new claims):	<b>2</b>



## Parks & Planning Division

### Administrative Updates:

- Prepared the 2019 employee attendance records, emergency cards, and purchasing lists.
- Assist Grounds Manager with quotes for contractual service vendors for FY 2019.
- Assist Managers with obtaining proposals for temporary staffing for FY 2019.
- Ordered office supplies and organized inventory at W.C.M.F.
- The Parks and Planning Administrative Assistant will be taking over the data entry portion of the Internal Service Fund.

### Buildings Department Updates:

- Repaired pathway lights at FPC.
- Removed lockers and repaired walls in Kids Klub hallway at RP.
- Removed mulch from ramp planter box and built platform inside at RP.
- Installed circulating fans over players benches at the inline rink at CCC.
- Installed bottle filler on the Golf Course drinking fountain.
- Cleaned circulating pump motor at RecPlex, lowered operating temp 100 degrees.

### Fleet Services Department Updates:

- Replaced cutting edges and trip cone on Trackless snow plow.
- Replaced "A-frame" on truck #38 snowplow.
- Performed seasonal preventative maintenance services on Toro 7200/7210 #3, #4, #5.
- Replaced pitman arm, drag link, and a/c belt on truck #24. Performed vehicle alignment.
- Cleaned and organized mezzanine above Fleet service garage at WCMF.
- Finished annual reel and bedknife grinding on all greens and collars mowers at GCG.

### Grounds Department Updates:

- Decorating of Recplex, CCC, Studio, WCMF, and Lions for the Holiday season.
- Cleaning, organizing, and moving equipment from WCMF for winter storage.
- Replace slide at Beau drive and Devonshire playgrounds. Replace Lions playground deck.
- Picked up and chipped branches from all parks after the snow storm.
- Set up Lions ice rink dasher boards and temporary fencing.
- Started annual picnic table repairs and painting for all parks.

### Internal Work Orders Completed (All Departments)

- At the time of this report, there have been approximately 26 internal work order requests submitted to the Parks and Planning division for completion in 2019.





## Community Relations & Marketing

### Marketing/Social Media

CR & M conceptualized and designed the ALL IN fitness campaign for 2019 based on an extended study of fitness trends and preferences as completed by the recreation department. With a customer mandate for an “all-inclusive” membership, the theme of ALL IN worked on multiple levels. The offerings are ALL IN while encouraging the patron to be ALL IN as they work towards their fitness goal and the park district is ALL IN through the daily support and encouragement of the member participants.

Spring has sprung at Friendship Park Conservatory as we begin airing the Season of Spring segment of the 2019 Inside the Park Conservatory edition. The remaining seasons are in post-production and will be available on our website as each season arrives. The full video will air regularly on MPTV. The video shares the facility's history and original vision to become the Morton Arboretum or Botanical Garden of Des Plaines and Mount Prospect. CR&M redesigned the Conservatory logo last year and has updated all print materials, including those for prospective rental contracts, to reflect a more professional and modern look with a softer more natural color palette

Spring Brochure 2019 is off to press and will arrive in homes the week of February 4. Be sure to read the inside cover narrative defining 2019 as the Year of the Park illustrating all the positive benefits of spending time outdoors in one of the District’s 31 parks.

CR & M completed a grant proposal for Rivers Casino seeking funds to renovate the RecPlex attached playground. Documents were delivered prior to the December 30, 2018 deadline. Grant recipients will be notified by March 31, 2019.

Electronic Media Results Analytics ALL IN Fitness Campaign	
E-Newsletter Results	Sent on January 4
Open Rate	30%
Click Rate	11%
Current Members Promo Email	47 % Open Rate 44% Click Rate
Former Members Promo Email	33% Open Rate 31% Click Rate
Website Page Views for Fitness (ALL In, Memberships, Group Fitness)	2,275 <i>December 26, 2018 Through January 13, 2019</i>
Facebook Reach (Initial Posts)	4, 107

### Upcoming Events

CR & M is working in conjunction with the MPPD Fitness Department and the local charity, Lemons of Love to coordinate the first fundraising Spin-a-thon on Saturday, Feb 2 from 7 am to noon at RecPlex.



More promotional materials and details to come but teams of 3 to 5 comprised of residents and/or community partners will spin as a team to raise funds for this worthy cause. All spin bikes will be moved to the Commons area for this event so passers-by can cheer on the participants. The annual Mardi Gras will take place later that evening from 4 to 8 pm at RecPlex. Come enjoy the festivities and Bubba, the 12-foot alligator.

# JANUARY 2019

## Community Relations & Marketing

### Promotional Draw String Bag



# — All In Membership —

### Desk Display and flyer



### Mt. Prospect/Des Plaines Journal Ad

# ALL IN

## FITNESS MEMBERSHIP

You asked for it.  
Now it's here to stay.

EVERYTHING  
FITNESS ALL IN  
ONE MEMBERSHIP

# ARE YOU ALL IN?

Group  
Fitness

2 Fitness  
Centers

Open  
Gym

Open  
Swim

Indoor  
Track

**Available Online**

January Special: Purchase an annual  
All Inclusive Membership for \$400  
Non-resident rates apply

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

### Banner

