



MT. PROSPECT PARK DISTRICT

1000 W. CENTRAL ROAD

MOUNT PROSPECT, ILLINOIS 60056

MT. PROSPECT BOARD OF PARK COMMISSIONERS REGULAR MEETING SCHEDULE 2020

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 22, 2020

February 12, 2020

March 18, 2020

April 22, 2020

May 20, 2020

June 24, 2020

July 22, 2020

August 19, 2020

September 23, 2020

*October 21, 2020

*November 18, 2020

December 16, 2020

***Denotes start time at 6:30 p.m.**

Approved: 11-13-19

TABLE OF CONTENTS

REGULAR BOARD MEETING

JANUARY 22, 2020

AGENDA

- I. CONSENT AGENDA ITEMS**
- II. ADOPTION ITEMS**
- III. APPROVAL ITEMS**
- IV. UNFINISHED BUSINESS**
- V. FINANCIAL ADVISOR'S REPORT**
- VI. EXECUTIVE REPORT**



1000 W. CENTRAL ROAD
MOUNT PROSPECT, ILLINOIS 60056

REGULAR BOARD MEETING

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

FROM: STEVE KURKA, PRESIDENT

DATE: JANUARY 17, 2020

RE: REGULAR PARK BOARD MEETING
JANUARY 22, 2020 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 REGULAR MEETING AGENDA

APPROVAL OF AGENDA

APPROVAL OF CONSENT AGENDA

All items identified may be considered routine by the Board of Commissioners and be enacted by one motion. There will be no separate discussion of these items unless a Commissioner so requests, in which event the item will be removed from the Consent Agenda and approved under its normal sequence on the regular meeting agenda.

- A. *Approval Of Minutes: Regular Board Meeting, December 18, 2019
- B. *Ratification Of Accounts Payable December 2019
- C. *Ratification Of Payroll December 2019
- D. *Purchase Of (4) 2020 John Deere Utility Vehicles
- E. *Purchase of (1) 2020 Toro Groundsmaster 3500D

APPROVAL OF MINUTES

*REGULAR BOARD MEETING: December 18, 2019

PLEASE BYPASS IF PREVIOUSLY APPROVED BY CONSENT AGENDA

PUBLIC COMMENT

RECOGNITION

20 Plus Years in 2020

ADOPTION ITEMS

- A. Ordinance 781 Revising the Mt. Prospect Park District Sexual Harassment Policy

APPROVAL ITEMS

- A. Approval of Revised Affiliate Agreements
- B. *Purchase Of (4) 2020 John Deere Utility Vehicles (Consent Agenda Item "D")
PLEASE BYPASS IF PREVIOUSLY APPROVED BY CONSENT AGENDA
- C. *Purchase of (1) 2020 Toro Groundsmaster 3500D (Consent Agenda Item "E")
PLEASE BYPASS IF PREVIOUSLY APPROVED BY CONSENT AGENDA

UNFINISHED BUSINESS

- A. Tentative Budget and Appropriation Ordinance No. 780 for FY2020

FINANCIAL ADVISOR'S REPORT

RATIFICATION OF ACCOUNTS PAYABLE

*December 2019

PLEASE BYPASS IF PREVIOUSLY APPROVED BY CONSENT AGENDA

RATIFICATION OF PAYROLL

*December 2019

PLEASE BYPASS IF PREVIOUSLY APPROVED BY CONSENT AGENDA

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

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.

ADJOURNMENT



CONSENT AGENDA

January 22, 2020

Statement by the Chair:

All items identified on the consent agenda may be considered routine by the Board of Commissioners and may be enacted by one motion.

*There will be no separate discussion of these items unless a Commissioner so requests, in which event the item will be removed from the Consent Agenda and remain for consideration under their normal sequence on the regular meeting agenda.

Tonight's Consent Agenda Items are as follows:

- A. Approval of Regular Board Meeting Minutes:
December 18, 2019
- B. Ratification of Accounts Payable for December 2020 in the Amount of
\$634,336.96
- C. Ratification of Payroll for December 2020 in the Amount of
\$306,459.18
- D. Purchase Of (4) 2020 John Deere Utility Vehicles \$29,771.60
- E. Purchase of (1) 2020 Toro Groundsmaster 3500D \$33,997.45

SUGGESTED MOTION (Requested by Chair)

-Motion "I move to approve the Consent Agenda as presented".

-Second

-Roll Call vote (Call the Roll on the pending motion)

*Prior to asking for the vote to be taken any Commissioner may request the removal of any Consent Agenda item(s). e.g., "I'd like to request the removal of item A. from the Consent Agenda". Any such item will be automatically removed without further discussion or action.

Unapproved

Regular Board Meeting

A Regular Meeting of the Mt. Prospect Park District, Cook County, Illinois, was held on Wednesday, December 18, 2019, 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
Bill Klicka
Tim Doherty
Mike Murphy-by phone

Administrative Staff:

Jim Jarog, Executive Director
Brett Barcel, Director of Golf Operations
George Giese, Superintendent of Business & IT Services
Teri Wirkus, Executive Compliance Officer
Mary Kiaupa, Human Resource & Risk Manager
Ruth Yueill, Director of Community Relations & Marketing
Scott Elman, Director of Parks & Planning
Nick Troy, Director of Recreation
Jason Hickman, Athletic Program Manager
Kevin O'Donnell, Youth Athletic Coordinator

Professionals:

Lee Howard, Financial Advisor GAI
Tom Hoffman, District Attorney

Visitors:

Jim Miller, Emergency Management Coordinator
Carol Baldini, Human Services for Village of Mount Prospect

CHANGES OR ADDITIONS TO AGENDA

None

APPROVAL OF AGENDA

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

APPROVAL OF CONSENT AGENDA

Consent Agenda: Approval of November 13, 2019 Regular Board Meeting & Special Board Meeting; Ratification of Accounts Payable November 2019 in the amount of \$2,680,038.53 and Ratification of Payroll November 2019 in the amount of \$476,864.58

Commissioner Starr motioned to approve the consent agenda; seconded by Commissioner Doherty

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

Motion passed.

Public Comment

None

APPROVAL ITEMS

A. Investment Policy Revision

Superintendent Giese explained the Sustainable Investing Act was signed into law by Illinois Governor Pritzker in 2019 with an effective date of January 1, 2020. The law requires all public agencies to amend their existing investment policies to incorporate the following statement: “material, relevant, and decision-useful sustainability factors have been or are regularly considered by the agency, within the bounds of financial and fiduciary prudence, in evaluating investment decisions”.

MOTION

Commissioner Starr moved to approve the Investment Policy as updated, effective January 1st, 2020; seconded by Commissioner Klicka.

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

B. Intergovernmental Agreement for use of facilities during a community emergency
Jim Miller, Emergency Management Coordinator for the Village of Mount Prospect addressed the Board and discuss a partnership opportunity with the Village of Mount Prospect. This partnership would allow the use of facilities in the event of community emergency and provide shelter to those in need in the event of a declared emergency. Mr. Miller and Mrs. Baldini answered questions from the Board.

MOTION

Commissioner Doherty moved to approve The Intergovernmental Agreement with the Village of Mount Prospect for the use of Park District Facilities during a community emergency; seconded by Commissioner Starr.

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

NEW BUSINESS

A. Affiliate Guidelines Discussion

Director Troy reviewed and discussed the amended changes with the Board on the affiliate organization policies and guidelines. The District in its sole discretion, determines which activities or programs satisfy that criterion and may authorize an organization to provide such activities or programs on the District's behalf as an affiliate organization of the District. Each Affiliate will be strictly accountable to the District for the conduct of its activities and programs, so that the district can adequately discharge its duty of

accountability to our residents. Our current affiliates are: Green-White Soccer, Inc. Mavericks Baseball, Mt. Prospect Youth Football, and Power Softball. Director Troy, Jason Hickman & Kevin O'Donnell answered questions from the Board and will research how the affiliates conduct their background checks and if we need to add in writing that information into the Affiliates Policies and Guidelines. Staff informed the Board they will review this matter and revise the document as necessary.

Financial Advisor's Report

Lee Howard, Financial Advisor-GAI, reviewed the year to date departmental expenditures analysis, revenue trends and profitability of the District's key revenue facilities and answered questions from the Board.

PARKS FOUNDATION

Executive Director, Ruth Yueill discussed the Mt. Prospect Parks Foundation's changes and growth in 2019. She reviewed a few of the highlights of the Foundation's year:

- Funded the FPC kitchen renovations as well as purchased new facility wedding chairs, Led lighting and chair racks
- Hosted the 2nd Pre-Plant Sale Fundraiser which nearly sold out with 48 guests and raised over \$2,000 for the Foundation
- Hosted the annual Carat Night with over 97 guests (over \$2,000 in tickets sales) and another \$1,000 in bar and raffle ticket sales.

President Stone invited Executive Director Jarog to the January 2020 Foundation Meeting to review his list of projects that Capital did not cover and the Foundation might consider funding.

EXECUTIVE REPORT

Executive Director Jim Jarog reviewed the following highlights:

- December 27 : Roll into 2020 Skate Party at CCC
- January 4, 2020: Mt. Prospect Job Fair at Rec Plex
- January 23-25, 2020: IPRA Annual Conference at the Hyatt Regency Chicago
- The Holiday Open House was held at FPC on December 7th with an estimate of 1,300 visitors throughout the day.
- The 2nd annual Employee Committee "Fruit Pack Give Back" held on December 12 with staff and Commissioners packing and distributing over 100 baskets through the Village of Mount Prospect, Frisbee Center, and the City of Des Plaines Food Pantries.

Next Regular Board Meeting: Wednesday, January 22, 2020

PUBLIC COMMENT

None

COMMENTS/MATTERS FROM COMMISSIONERS

None

CLOSED SESSION

Commissioner Doherty moved to adjourn to Closed Session for the discussion of:

SECTION 2c (1): Personnel-To discuss the Appointment, Employment, Compensation, Discipline, Performance, or Dismissal of One or More Specific Employees of the Public Body; seconded by Commissioner Tenuta at 8:06 pm.

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

Motion passed.

Adjournment from Closed Session

Commissioner Starr motioned to adjourn from closed session; seconded by Commissioner Doherty and was carried by unanimous voice approval at 8:40 p.m.

ADJOURNMENT

Commissioner Starr motioned to adjourn from the Regular Meeting; seconded by Commissioner Tenuta and was carried by unanimous voice approval at 8:41 p.m.

Respectfully submitted,

William J. Starr, Secretary

ACCOUNTS PAYABLE/PAYROLL DISBURSEMENT
December-19

ACCOUNTS PAYABLE

Suggested Motion: I move to ratify December Accounts Payable Checks and EFT's in the amount of \$ 634,336.96 as listed on the Check Register.

<u>CHECK DATE</u>			<u>CHECK #'S</u>	
12/1-12/8/2019	\$	185,518.84	195276-195296	Checks
12/9-12/15/2019	\$	48,220.05	195297-195365	Checks
12/16-12/22/2019	\$	320,043.02	195366-195461	Checks
12/23-12/31/2019	\$	80,555.05	EFT's Only	

TOTAL AP \$ 634,336.96 Checks and EFT's

PAYROLL

Suggested Motion: I move to ratify December Payroll Checks and Direct Deposits in the amount of \$ 306,459.18 as listed on this report.

<u>CHECK DATE</u>			<u>CHECK #'S</u>	
12/13/2019	\$	148,679.40	29083-29403	DD Notification
	\$	4,263.93	1021390218- 1021390230	Checks
			29404-29408	<i>Taxes, Transfers & Garnishments</i>
12/27/2019	\$	148,956.92	29409-29714	DD Notification
	\$	4,558.93	1021576526- 1021576537	Checks
			29715-29719	<i>Taxes, Transfers & Garnishments</i>

TOTAL P/R \$ 306,459.18 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 12/8/2019
 Check Date 12/13/2019

	# Hours	# Employees	Gross Pay	Avg Hrs/Emp	Avg Hrly Rate
Total	10,135	334	230,125	30	23
	Full Time	60			

Pay Period Ending 12/22/2019
 Check Date 12/27/2019

	# Hours	# Employees	Gross Pay	Avg Hrs/Emp	Avg Hrly Rate
Total	10,457	317	210,651	33	20
	Full Time	60			



Memorandum

To: Board Of Park Commissioners

From: Matt Dziubinski; Fleet Services Manager

Date: 01/22/2020

Re: Purchase of Four (4) John Deere Utility Vehicles (Consent Agenda Item D)

CC: Scott Elman; Parks & Planning Director, Jim Jarog; Executive Director

SUMMARY & BACKGROUND:

Staff is requesting approval to purchase four (4) new 2020 John Deere Gator Utility Vehicles through the Sourcewell Cooperative Purchasing program (Contract # 062117-DAC (PG NB CG 70)). The Mount Prospect Park District is a member of the Sourcewell program. The Sourcewell purchasing program satisfies the bidding requirements set forth by the State of Illinois and offers substantial savings to program participants. Even though the Sourcewell contract satisfies our bidding requirement, staff also requested a proposal directly from our local dealer not utilizing any purchasing program.

The proposed purchase is identified in the District's FY-2020 Capital Improvement Plan which has been previously approved by our Board. A breakdown of the associated cost and the previously approved budget amount is listed below.

BUDGET IMPACT

Utility Vehicle #1	\$7,442.90
Utility Vehicle #2	\$7,442.90
Utility Vehicle #3	\$7,442.90
Utility Vehicle #4	\$7,442.90
Total Bid Recommendation	<u>\$29,771.60</u>
Total Available Budgeted Capital Funds	\$31,800.00
Balance Remaining	\$2,028.40

DOCUMENTS ATTACHED

- 1) Proposals
- 2) Current Gator Utility Vehicle Pictures; #4(1998), #5(2005), #6(2005), & #10(2007)

RECOMMENDATION:

Move to approve the purchase of four new 2020 John Deere Gator Utility Vehicles in the amount of \$29,771.60, from J.W. Turf, Inc., Sourcewell contract # 062117-DAC (PG NB CG 70).

RECOMMENDED FOR APPROVAL

ALL PURCHASE ORDERS MUST BE MADE OUT TO (VENDOR):

Deere & Company
2000 John Deere Run
Cary, NC 27513
FED ID: 36-2382580; DUNS#: 60-7690989

ALL PURCHASE ORDERS MUST BE SENT TO DELIVERING DEALER:

J. W. Turf, Inc.
180 Corporate Drive
Elgin, IL 60123
847-683-4653
admin@jwtturf.com

Quote Summary

Prepared For:

Mt. Prospect Golf Club
1000 W Central Rd
Mount Prospect, IL 60056
Business: 847-255-5380

Delivering Dealer:

J. W. Turf, Inc.
Ryan Gilmore
180 Corporate Drive
Elgin, IL 60123
Phone: 847-683-4653
Mobile: 847-894-5268
rgilmore@jwtturf.com

Quote ID: 21038302
Created On: 07 January 2020
Last Modified On: 08 January 2020
Expiration Date: 31 March 2020

Equipment Summary	Suggested List	Selling Price	Qty	Extended
JOHN DEERE GATOR™ TS (Model Year 2020)	\$ 8,860.61	\$ 7,442.90 X	4 =	\$ 29,771.60

Contract: Sourcewell Grounds Maintenance 062117-DAC (PG NB CG 70)

Price Effective Date: January 7, 2020

SOURCEWELL CONTRACT

Equipment Total

\$ 29,771.60

RECOMMENDED FOR APPROVAL

* Includes Fees and Non-contract items

Quote Summary

Equipment Total	\$ 29,771.60
Trade In	
SubTotal	\$ 29,771.60
Est. Service Agreement Tax	\$ 0.00
Total	\$ 29,771.60
Down Payment	(0.00)
Rental Applied	(0.00)
Balance Due	\$ 29,771.60

SECOND NON-CONTRACT PROPOSAL
NOT FOR APPROVAL

Quote Summary

Prepared For:

Mt Prospect Park District
1000 W Central Rd
Mt Prospect, IL 60056
Business: 847-255-5380

Prepared By:

Ryan Gilmore
J. W. Turf, Inc.
180 Corporate Drive
Elgin, IL 60123
Phone: 847-683-4653
Mobile: 847-894-5268
rgilmore@jwtrurf.com

Quote Id: 20365203
Created On: 03 September 2019
Last Modified On: 11 January 2020
Expiration Date: 28 February 2020

Equipment Summary	Suggested List	Selling Price	Qty	Extended
JOHN DEERE GATOR™ TS (Model Year 2020)	\$ 9,710.61	\$ 8,738.68 X	4 =	\$ 34,954.72

Equipment Total **\$ 34,954.72**

Quote Summary

Equipment Total	\$ 34,954.72
SubTotal	\$ 34,954.72
Est. Service Agreement Tax	\$ 0.00
Total	\$ 34,954.72
Down Payment	(0.00)
Rental Applied	(0.00)
Balance Due	\$ 34,954.72



GATOR #6



GATOR #10



GATOR #4



GATOR #5



Memorandum

To: Board of Park Commissioners

From: Matt Dziubinski; Fleet Services Manager

Date: 01/22/2020

Re: Purchase of Toro Groundsmaster 3500D Rough Mower (Consent Agenda Item E)

C: Scott Elman; Parks & Planning Director, Jim Jarog; Executive Director

SUMMARY & BACKGROUND:

Staff is requesting approval to purchase one (1) new 2020 Toro Groundsmaster 3500D rough mower through OMNIA Partners, Public Sector, recently merged with National Intergovernmental Purchasing Alliance (NIPA) and U.S. Communities. The Mount Prospect Park District is a member of the NIPA and OMNIA program. The OMNIA Partners purchasing program satisfies the bidding requirements set forth by the State of Illinois and offers substantial savings to program participants. Even though the OMNIA contract satisfies our bidding requirement, staff also requested an additional proposal from our local purchasing dealer.

The proposed purchase is identified in the District's FY-2020 Capital Improvement Plan which has been previously approved by our Board. A breakdown of the associated cost and the previously approved budget amount is listed below.

BUDGET IMPACT

Bid Recommendation	\$33,997.45
Total Available Budgeted Capital Funds	<u>\$36,440.00</u>
Funds Remaining	\$2,442.55

DOCUMENTS ATTACHED

- 1) Proposals
- 2) Mower Replacement Pictures (2004 Toro Groundsmaster 5200D #2)

RECOMMENDATION:

Move to approve the purchase of a 2020 Toro Groundsmaster 3500D in the amount of \$33,997.45 from Reinders, Inc., utilizing OMNIA Contract # 2017025.



Joe Etten, SCPS
Territory Manager
911 Tower Road
Mundelein, IL 60060
Cell (630) 284-8492
Fax (847) 678-5511
jetten@reinders.com

Acct #: 279734-GOLFCRSE
Mount Prospect Golf Course
600 See Gwun Avenue
Mount Prospect IL 60056

Quote ID# Q25762	Quotes Good for 30 days
Quote Date 1/7/2020	OMNIA # 1128947

Attn: Matt Dziubinski

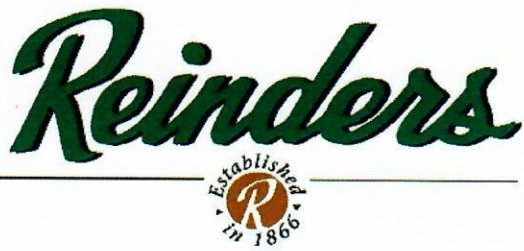
OMNIA CONTRACT NUMBER

Competitively Solicited and Award to Toro **Contract #2017025**

Qty	Model #	Description		NIPA Total
1	30807	Groundsmaster 3500-D	OMNIA Quote	\$33,586.90
3	30836	Leaf Mulching Kit		\$154.84
1	30841	Work Light Kit		\$255.71
				\$33,997.45

RECOMMENDED FOR APPROVAL
LOW BID PER PURCHASING
CONTRACT





Joe Etten, SCPS
 Territory Manager
 911 Tower Road
 Mundelein, IL 60060
 Cell (630) 284-8492
 Fax (847) 678-5511
jetten@reinders.com

Acct #: 279734-GOLFCRSE
 Mount Prospect Golf Course
 600 See Gwun Avenue
 Mount Prospect IL 60056

<u>Quote ID</u> Q25762	Quotes Good for 30 days
<u>Quote Date</u> 1/7/20	Tax Not Included In Quote

Attn: Matt Dziubinski

PRICE QUOTATION

Qty	Model #	Description		Total
1	30807	Groundsmaster 3500-D	Bid Quote	\$35,476.70
3	30836	Leaf Mulching Kit		\$162.84
1	30841	Work Light Kit		\$270.22
				\$35,909.76

SECOND PROPOSAL (NON-CONTRACT)







Memorandum

To: Mt. Prospect Park District Board of Commissioners
From: Ruth Yueill, Director of Community Relations & Marketing
Date: January 22, 2020
Re: Employee Committee Event/ 20 Plus Years in 2020 Recognition

In accordance with the “Mapping Our Future” Strategic Plan and the theme of Organizational and Professional Development, the Employee Committee has chosen to focus on Employee Recognition in 2020. Employee Recognition is the first objective under the goal of Positive Work Environment. The Employee Committee requested a full list of staff anniversary dates from Human Resources, which indicated a large number of both part-time and full-time employees have reached their 20 year milestone. It seemed logical to begin an official Year Of Recognition in 2020 with those who have 20 or more years of service with our District.

As a January kick-off to our ongoing recognition program, the Employee Committee felt that Park Board acknowledgement of staff’s tenure would be a fitting way to recognize 20 years of service and dedication. Therefore, on January 22, 2020, there will be a pre-meeting reception followed by a pin ceremony as part of the regular Park Board Meeting for those employees who have 20 or more years of service. This will also include several employees with 30 to 40 years of service included amongst those reaching the 20 year milestone.

The Employee Committee looks forward to celebrating the extraordinary efforts of our long-term staff and recognizing over the course of this year, all employees, for their daily contributions to the Mt. Prospect Park District. All of those employees named on the attached list have been sent a personal invitation to join the Leadership Team and Park Board of Commissioners on January 22, 2020 to recognize their achievement. In addition, the employee’s immediate supervisors/department managers have also been invited to attend.

Please contact Ruth Yueill directly at ryueill@mppd.org if you have any further questions on the Employee Recognition event.



We Celebrate You!

Who: Employees with 20+ years of accumulated service

What: A Pre-Park Board Meeting reception with individual acknowledgement during the meeting.
Refreshments served.

When: Wednesday, January 22, 2020 at 6:30 pm.
Families welcome.

Where: Central Community Center Board Room

The Employee Committee celebrates your unique contribution to the Mt. Prospect Park District. Stand up and be recognized.
Over 40 employees have currently reached this milestone!

Thank you for 20+ Years of Commitment and Dedication

RSVP to Teri Wirkus by Jan. 17

(847) 255-5380 ext. 113

Twirkus@mppd.org

Employees with 20+ Years in 2020

<u>Last Name</u>	<u>FirstName</u>	<u>Emp#</u>	<u>Dept#</u>	<u>Original Hire Date</u>	<u>Years of Service in 2020</u>	<u>Job Title</u>
Smith	Toria	3358	01	7/22/2000	20	Billing Registrar & Office Manager
Hoffman	Joe	1108	01	5/23/1992	28	IT Services/Registration Manager
Lima	John	2805	2	5/15/2000	20	Referee
Ruddy	Luanne	2784	2/12	1/15/2000	20	Referee, AquaFit Instructor
Cullotta	Joseph	0331	02	1/6/1999	21	Referee
Pellegrino	Joe	4073	02	5/31/1996	24	Soccer Ref/Soccer Coordinator
Borrachando	Octavio	0361	03	9/8/1999	21	G.C. Maintenance Crew Leader
Taboada	Carlos	0312	03	4/25/1996	24	Golf Course Greensperson
Martinez	J Cruz	0304	03	4/6/1995	25	Greensperson
Rueda	Francisco	307	03	7/16/1991	29	Golf Course Greensperson
Rueda (Sr)	Luis	308	03	8/14/1989	31	Golf Course Greensperson
Ruiz	Angel	0309	03	8/12/1986	34	Golf Course Greensperson
Taboada	Roberto	0314	03	4/3/1984	35	Golf Course Maintenance Crew Leader
Bajrami	Sefije	0406	04	6/25/1999	21	Custodian
Pozo-Garcia	Javier	0552	04	11/15/1993	27	Custodian
Figueroa	Serafin	0917	04	3/26/1990	30	Custodian
Hartman	Phyllis	3829	07	8/25/1999	21	Preschool Teacher's Asst/Camp Counselor
Deluca	Sandy	2737	07	8/24/1998	22	Kids Klub Supervisor
Vitale	Mary	0785	07	3/29/1995	25	Early Childhood Inst/Preschool Teachers Asst
Buti	Kathy	0711	07	10/15/1981	39	Preschool Teacher's Asst/Camp Counselor
Gancarz	Richard	0962	08	6/25/2000	20	CCC Fitness Center Supervisor
Schaefer	Caroline	4971	8	2/9/1998	22	Fitness Instructor
Majcher	Donna	0827	08	2/1/1991	29	Group Fitness Instructor
Zelinski	Fran	0803	08	4/24/1990	30	Group Fitness Instructor
Langguth	Jeff	0927	09	9/7/1994	26	Head Professional
Sheehan	Pierce	0963	11	8/23/1993	27	Lions Front Desk
Hansen	Kearin	0167	12	9/14/1998	22	AquaFit
Balzano	Dena	1268	12	9/2/1997	23	AquaFit
Macella	Sue	3281	12	1/9/1996	24	Pool Manager/Lifeguard
Oswald	Gary	1253	12	12/28/1992	28	Swim Instructor
Hobbs	Caryn	1354	13	5/31/2000	20	Dance Instructor
Schulz	Tara	1352	13	9/15/1999	21	Dance Instructor
Hubert	Amy	3976	13	10/2/1997	23	Dance Instructor
Franzen	Joan	1306	13	9/1/1992	28	Studio Instructor
Lloyd	Sue	0462	13	9/79-8/95, 9/17/97	40	Dance Instructor
Baron	Vikki	3282	13	9/1/1974	46	Dance Instructor
Merkel	Chris	2351	14	8/23/2000	20	Center Director
Prosser	Richard	0553	14	1993-2012, 2016	23	Center Director
Zoia	Joan	0311	14	9/1/1997	23	Instructor
Kaczynski	Gail	3318	14	5/1/1996	24	Instructor/ Plant Management
Balas	Jim	0401	14	10/12/1987	33	Grounds Maintenance Technician
Lufitz	Cheryl	1700	18	6/88-6/94, 4/28/2003	23	Community Relations and Marketing Manager
Moreno	Abel	1905	19	5/9/1996	24	Construction Technician
De La Torre	Jaime	0414	19	4/6/1995	25	Athletic Fields Maintenance Crew Leader
Thoma	Don	0444	19	1/30/1978	42	Construction Specialist
Yueill	Ruth	4238	27	9/10/1997	23	Director of Community Relations & Marketing
Barcel	Brett	0971	27	1/24/1994	26	Director of Golf Operations
Jarog	Jim	0303	27	8/6/1984	36	Executive Director
Aiello	Nick	0451	28	4/7/1994	26	Grounds Department Manager
Muellner	Kathy	1701	31	6/24/1996	24	Early Childhood & Youth Manager
Koch	Barb	1241	31	11/14/1991	29	Conservatory Department Manager
Prosser	Nancy	1124	31	6/1/1989	31	Facilities Operations Manager



MEMORANDUM

To: Board of Park Commissioners

From: Nick Troy, Director of Recreation
Jason Hickman, Athletics Manager
Kevin O'Donnell, Athletics Coordinator

Date: January 22, 2020

Re: **Amended and Restated Affiliate Organization Policies and Guidelines**

C: Jim Jarog, Executive Director

SUMMARY & BACKGROUND:

Previously, in December, staff presented the draft of the Amended and Restated Affiliate Organization Policies and Guidelines and Memorandum of Understanding. Per the Board of Commissioner's comments, a summary of the updates to both documents is listed below.

Affiliate Organization Policies and Guidelines:

- **Section 2.12:** The Affiliate shall conduct a criminal background search on each and every volunteer whose services it proposes to utilize and on each and every paid staff member prior to March 1 of each calendar year. No volunteer or paid staff member who, based on the results of a criminal background search utilizing the standards that would otherwise apply to an employee or prospective employee of the Park District, may serve as a volunteer to or paid staff member of the Affiliate if his/her criminal background search results would otherwise disqualify such individual from being an employee of the Park District pursuant to 70 ILCS 1205/8-23. In addition, the Affiliate and each volunteer thereto shall comply with the provisions of 70 ILCS 1205/8-23a to the same extent AS IF the Affiliate were an Illinois park district and the volunteers were volunteers to the Park District rather than to the Affiliate.

Memorandum of Understanding: Also includes the Criminal Background search information.

- The Affiliate is responsible for any damage caused to Park District owned **or maintained facilities** or equipment during any games or events.
- Field usage requests for Park District owned **or maintained facilities** should be submitted by March 1 for spring season and July 1 for fall season.



DOCUMENTS ATTACHED

- Amended and Restated Affiliate Organization Policies and Guidelines
- Exhibit A - Memorandum of Understanding

RECOMMENDATION:

MOVE TO APPROVE THE AMENDED AND RESTATED AFFILIATE ORGANIZATION POLICIES AND GUIDELINES AND MEMORANDUM OF UNDERSTANDING (EXHIBIT A) WHICH HAS BEEN INCLUDED AS PART OF THE JANUARY 22, 2020 BOARD PACKET.

Board Consideration 1.22.2020



Mt. Prospect Park District Amended and Restated Affiliate Organization Policies and Guidelines

PREAMBLE:

This document supercedes all existing or previous written or oral understandings and agreements between Mt. Prospect Park District and each and every one of its Affiliates.

I. Statement of Purpose

1.1 The Mt. Prospect Park District (the “Park District” or the “District”) recognizes that certain activities or programs may be better implemented through existing or newly created special interest organizations than by the District directly. Accordingly, the District in its sole discretion, shall determine which activities or programs satisfy that criterion and may authorize an organization to provide such activities or programs on the District’s behalf as an affiliate organization of the District (the “Affiliate”). Each Affiliate will be strictly accountable to the District for the conduct of its activities and programs, so that the District can adequately discharge its duty of accountability to its residents; and because the Affiliate’s sole purpose is to support and augment the District’s facilities or programs, the District’s Board of Commissioners shall have final authority and control over the Affiliate and its activities on Park District owned or controlled property.

1.2 The following guidelines have been established to provide a clear understanding of the relationship between the District and these organizations, and to create a system to insure conformity and consistency with the standards of the District, as well as accountability to the District.

1.3 These guidelines are not intended to identify all issues that may arise in connection with Affiliate status or the activities of any Affiliate. The guidelines and statements of policy contained herein are intended to provide a framework within which the District and the Affiliate can work together to enhance the recreational benefit to the participants in the activities operated by the Affiliate; and the District reserves the right to add to and revise these guidelines and statements in its sole discretion.

Board Consideration 1.22.2020

II. Definition of Responsibilities

2.1 Each Affiliate shall provide its own basic leadership and delegate operational responsibilities to its members. Each Affiliate shall be governed by a board of directors, one member of whom shall be a Park District Full-Time Employee who will be designated from time to time by the District's Executive Director (the "Public Liaison") and will be a non-voting member of such board).

2.2 Activities sponsored by an Affiliate must serve a group of individuals the majority of whom are residents of the District. Any Affiliate whose members or participants consist at any one time of less than Sixty-Seven Percent (67%) of District residents shall timely advise the District in writing of this situation and provide an explanation of the reasons for it.

2.3 An Affiliate must provide or promote activities, which either supplement existing District programs or provide viable activities not in competition with or currently offered by the District. The District must be notified of activities provided by the Affiliate.

a. Absent a finding by the District's Recreation Department, that it would be in the best interests of the District to permit the existence of more than one affiliate organization for a particular activity or sport, the District shall not grant affiliate status to more than one organization per particular activity or sport.

2.4 Membership and activities sponsored by an Affiliate shall not, other than to adhere to specific legally-justifiable membership guidelines or minimum residency standards, discriminate against or exclude any individual from participation for reasons of race, color, creed, national origin, sex, or other legally-protected characteristic against which discrimination would be illegal under State of Illinois or federal law.

2.5 District residents shall receive priority consideration over non-residents in all registration for membership and/or tryouts for programs.

2.6 Each Affiliate shall provide the District with the following information on or before its required filing date, or more frequently as the information is updated by the Affiliate or requested by the District, unless otherwise provided below:

a. A year-end financial statement in the form of Schedule A to these Guidelines, no later than January 31 of the next calendar year.

b. A copy of any federal income tax return filed by the Affiliate shall be provided to the District no later than 15 days following the date of its filing. For organizations that are 501(c) 3, this would be either a form 990, 990EZ, 990PF, or the N postcard, and if registered with the office of the Attorney General of Illinois under the Charitable Trust Act and/or the Solicitation of Charity Act, such an organization would also be required to annually prepare and file with the

Board Consideration 1.22.2020

Illinois Attorney General's Office form AG990-IL. If the affiliate organization operates as an association taxable as a corporation, the affiliate may be required to annually prepare and file with the Internal Revenue Service a Form 1120 or 1120-A ("U.S. Corporation Income Tax Return"), regardless of whether such organization has any taxable income. Thirdly, it may be that a particular affiliate organization is part of a larger or umbrella organization that has responsibility for any required reporting by the affiliate.

c. A list containing the names, addresses and telephone numbers of all officers and directors of the Affiliate, no later than January 31st of each calendar year.

d. A list containing the names, addresses and telephone numbers of all members or, in the case of an Affiliate operating programs for children, such a list of all participants, within 30 days of written request by the District.

e. A schedule of membership fees, dues or other charges imposed by the Affiliate, no later than January 31st of each calendar year.

f. The Affiliate will provide a Certificate of Insurance naming the District as an additional insured in the amount of \$1 Million per occurrence, or such greater amount as the District may reasonably require, no later than January 31st of each year. The Affiliate shall keep in force at all times when it is an Affiliate, Commercial General Liability Insurance including Officers and Directors liability, fire legal liability specifically including bodily injury and with personal injury and property damage limits of not less than \$1 million per occurrence, as well as Fidelity and Theft coverage written on an occurrence basis and at all times naming the Park District, its officers and officials, employees, volunteers and agents as additional insureds. Affiliate's insurance shall be primary insurance as respects the District. Any insurance or self-insurance maintained by the District shall be excess of Affiliate's insurance and shall not contribute to it.

2.7 No affiliate shall assign, pledge or otherwise encumber its assets other than upon notice to, and written authorization from the District.

2.9 Each Affiliate that uses outdoor turf needing annual maintenance such as top dressing and turf repair shall be assessed a per-participant maintenance surcharge to be determined annually by the Park District. Participant numbers will be provided to the Athletic Manager no later than two weeks prior to the conclusion of each season. Upon receipt of an invoice, the Affiliate will pay the Park District the surcharge amount at the conclusion of each season. Any need for standards higher than those of the District will be funded by the Affiliate with prior approval of the Executive Director. Damage to turf, beyond normal wear will be charged at market cost directly to the Affiliate, in addition to annual fees collected.

2.10 Other costs, such as equipment, setup and general staff costs incurred by the District, other than general maintenance expenses will be subject to additional fees charged to the Affiliate at the discretion of the Executive Director.

Board Consideration 1.22.2020

2.11 If a capital project request is made by an Affiliate, the cost of the project, if any, might be the sole responsibility of the Affiliate.

2.12 The Affiliate shall conduct a criminal background search on each and every volunteer whose services it proposes to utilize and on each and every paid staff member prior to March 1 of each calendar year. No volunteer or paid staff member who, based on the results of a criminal background search utilizing the standards that would otherwise apply to an employee or prospective employee of the Park District, may serve as a volunteer to or paid staff member of the Affiliate if his/her criminal background search results would otherwise disqualify such individual from being an employee of the Park District pursuant to 70 ILCS 1205/8-23. In addition, the Affiliate and each volunteer thereto shall comply with the provisions of 70 ILCS 1205/8-23a to the same extent AS IF the Affiliate were an Illinois park district and the volunteers were volunteers to the Park District rather than to the Affiliate.

III. Benefits of Affiliate Status

3.1 Use of District-owned facilities entails (a) priority in use and scheduling over any non-Affiliate but not over the District; and (b) reduced or waived usage rate for same.

3.2 Participation in the District's usage of third-party facilities when allowed by such third party, on the condition that any fees charged to the District for such usage will be paid by the Affiliate.

3.3 Publicity and promotional assistance, such as through the seasonal District brochures, website, flyers, and posters and District marquee sign, subject to the reasonable approval of the District.

3.4 Reasonable utilization of the District's Staff and Administrative Services as determined by the District, in its sole discretion.

IV. The Application and Selection Process

4.1 Any group or organization satisfying the criteria for Affiliate status shall file an application with the District's Athletic Manager. In addition to the Application form, the group or organization must submit:

- a. Any charter or other document evidencing its legal status, if any.
- b. Written by-laws/guidelines of the organization
- c. A statement of purpose and description of the activities qualifying it for affiliate status

Board Consideration 1.22.2020

- d. A list of officers and members/participants
- e. Proposed annual budget or financial statement as required in Section 2.6, above
- f. Certificate of Insurance naming the District as an additional insured as required in Section 2.6, above.

4.2 After submission of the application and related materials, the Athletic Department will review make a preliminary recommendation of Affiliate status. After preliminary approval by the Recreation Department, the application will be considered for approval by the Board of Park Commissioners at its next regularly scheduled meeting.

4.3 All newly accepted Affiliates shall hold conditional status for a period of twelve months, during which time its compliance with all affiliate criteria established by these Guidelines will be determined. The conditional status will be changed to full status upon a majority vote of the Board of Park Commissioners at its regular meeting following the expiration of the conditional period.

V. Maintenance of Affiliate Status

5.1 Those organizations, which have attained full Affiliate status, shall be subject to an annual review based on compliance with the following items:

- a. Timely compliance with the requirements contained in Section II, above;
- b. Timely submission of Coaches' Ethics Statement where applicable;
- c. Good faith compliance with any lawful request of the District

Failure to comply with any of the foregoing requirements will result in the following:

- 1. Letter of warning to comply with all requirements within 60 days.
- 2. Suspension of Use or Termination of Affiliate Status. This means that use of Park District facilities and fields will be suspended until such time that the Affiliate is in complete compliance with all the requirements or Affiliate status will be terminated, at the discretion of the Park Board.

VI. Conditions of Dissolution of Affiliate Status

6.1 The Park District requests a minimum of 90 days written notice for any Affiliate to terminate its operations or its Affiliate status, or otherwise cease to provide the services for which it acquired Affiliate status.

6.2 If an Affiliate elects to terminate its operations or its Affiliate status, or otherwise ceases to provide the services for which it acquired Affiliate status, all of its funds, supplies, and equipment shall be transferred to the District, or as otherwise required by law, on or before the effective date of termination.

Board Consideration 1.22.2020

6.3 When an Affiliate fails to satisfy the conditions for continued Affiliate status within the time allowed by the District, the District shall serve notice of its intent to terminate the Affiliate's affiliate status at the next regularly scheduled or special meeting of the Board of Park Commissioners. At that meeting, representatives of the Affiliate shall have an opportunity to show cause why affiliate status should not be terminated. The decision whether to terminate the Affiliate's affiliate status shall be made upon a majority vote of the Board of Park Commissioners at that same meeting or, in the District's discretion, at the next regular meeting.

VII. Reservation of Rights

7.1 Notwithstanding anything to the contrary herein or elsewhere contained the District reserves the right in its discretion to have questions, issues or concerns arising in connection with this policy and guidelines addressed and resolved by the Executive Director.

VIII. Exhibit A

8.1 Exhibit A is attached hereto and made a part hereof and shall be executed by each Affiliate and returned to the District.

8.2 The Executive Director may make changes to Exhibit A from time to time as in his discretion circumstances may warrant.

MEMORANDUM OF UNDERSTANDING
Exhibit A (Board Review 1.22.2020)

With this Memorandum of Understanding, the standards outlined herein ensure that the parties' concept of joint planning, use and maintenance is followed to the maximum extent possible, while retaining the essential freedom of discretion, decision and action in planning, developing and maintaining a high quality program.

The Mt. Prospect Park District will provide:

- General grounds maintenance
 - Mowing of all game and practice areas
 - Dragging of baseball fields
 - Watering of fields, where applicable
 - Garbage removal
 - Line striping
 - Additional field and grounds maintenance, will be assessed a fee
- Facility updates, maintenance and capital improvements, as approved by the Park District.

The Mt. Prospect Park District retains the right to govern field usage at all times. Fields may be shut down due to excessive wear and tear, growing seasons, turf conditions due to weather, misuse or failure to follow rules and guidelines as outlined within the field permits.

The Affiliate is responsible for any damage caused to Park District owned or maintained facilities or equipment during any games or events. Additional Fees may apply due to damage caused during the Affiliate's usage, as well as excessive garbage or park cleanup needed after usage.

No motor vehicles are allowed on any athletic field.

The Affiliate shall conduct a criminal background search on each and every volunteer whose services it proposes to utilize and on each and every paid staff member prior to March 1 of each calendar year. No volunteer or paid staff member who, based on the results of a criminal background search utilizing the standards that would otherwise apply to an employee or prospective employee of the Park District, may serve as a volunteer to or paid staff member of the Affiliate if his/her criminal background search results would otherwise disqualify such individual from being an employee of the Park District pursuant to 70 ILCS 1205/8-23. In addition, the Affiliate and each volunteer thereto shall comply with the provisions of 70 ILCS 1205/8-23a to the same extent AS IF the Affiliate were an Illinois park district and the volunteers were volunteers to the Park District rather than to the Affiliate.

MEMORANDUM OF UNDERSTANDING
Exhibit A (Board Review 1.22.2020)

Affiliate will provide

- A list of officers/directors names, addresses and phone numbers
- Annual Certificate of Insurance naming the Mt. Prospect Park District additionally insured
- Monitor safe playing surface/Respect weather conditions
- Provide rosters with addresses on dates provided by the District
- Good faith compliance with any lawful request of District
- General park/field cleanup after practices/games due to usage
- Provide or promote activities, which either supplement existing District programs or provide viable activities not in competition with or currently offered by the District. The District must be notified in writing in advance of activities provided by Affiliate.

Fees

- \$XX per travel player, due in payment dates provided by the District
- Camp/Classes/Clinics: \$XX per field per usage
- Tournament fees: \$XX per team
- An additional per player fee will be charged for participants during any non-traditional season, i.e. summer. During the non-traditional season the fee will be \$XX per player.

Field Request & Usage

- Field usage requests for Park District owned or maintained facilities should be submitted by March 1 for spring season and July 1 for fall season.
- The Affiliate will be required to follow all rules and guidelines set by the Park District's permit rules and Ordinance 525. Ordinance 525 can be found on the Park District website – www.mppd.org

Additional items available for request and associated fee

- 20' x 20' tent: \$250 each, includes setup and takedown
- Extra set of bleachers: \$50 per set
- Picnic tables: \$10 per table
- Trash cans: \$3 per can
- Labor cost of \$20 per hour per employee

Mt. Prospect Park District

(Affiliate name goes here)

By: _____

By: _____

Date: _____

Date: _____



MEMORANDUM

To: Board of Park Commissioners

From: George Giese, Superintendent of Business & IT Services

Date: January 22, 2020

Re: **2020 Tentative Budget & Appropriation Ordinance # 780**

C: Jim Jarog, Executive Director

SUMMARY & BACKGROUND:

Staff has prepared the tentative Budget & Appropriation Ordinance # 780 which sets forth the legal spending requirements for the park district for FY 2020.

The Tentative Budget & Appropriation Ordinance must be available for public inspection at least 30 days prior to its approval. The 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 18th, 2020 Regular Board meeting.

The FY 2020 Operating Budget and the 2020 Budget & Appropriation Ordinance are scheduled for final Board review and consideration at the March 18, 2020 Regular Board Meeting.

DOCUMENTS PROVIDED:

Tentative 2020 Budget & Appropriation Ordinance # 780

RECOMMENDATION:

NONE

For review and discussion purposes only. No formal Board action is necessary at this time.

MOUNT PROSPECT PARK DISTRICT
YTD SUMMARY - ALL FUNDS
For TWELVE Months Ended 12/31/19

ACCOUNT NAMES	2018 Actual	2019 Actual	2019 Budget	Actual vs. Last Yr. \$ Change	% Change
			Operating +Capital	Increase (Decrease)	
BALANCE, Beginning - January 1	5,880,594	4,311,688			
REVENUES:					
PROPERTY TAXES	9,852,509	10,106,771	10,470,900	254,262	2.6%
REPLACEMENT TAXES	145,418	188,014	130,000	42,596	29.3%
RENTAL	706,127	676,036	794,818	(30,091)	-4.3%
PASSES /USER FEES	818,928	856,801	836,998	37,873	4.6%
DAILY /USER FEES	1,095,424	1,149,093	1,160,715	53,669	4.9%
PROGRAM FEES	3,664,569	3,574,956	3,701,504	(89,613)	-2.4%
CONCESSION SALES	177,861	175,163	217,947	(2,698)	-1.5%
CORP SPONSORS & GRANTS	16,326	40,954	27,500	24,628	150.9%
OTHER	257,123	220,007	86,933	(37,116)	-14.4%
INTEREST	13,963	43,843	1,160	29,880	214.0%
INT PROJ CHARGES	350,717	327,930	327,930	(22,787)	-6.5%
BOND PROCEEDS - New Capital	1,095,125	1,346,932		251,807	23.0%
BOND PROCEEDS - REFI Rate		3,060,000	3,060,000	3,060,000	n/a
BOND PROCEEDS - REFI Annual	1,227,130	1,230,847	1,231,646	3,717	0.3%
TOTAL REVENUE	19,421,220	22,997,347	22,048,051	3,576,127	18.4%
EXPENDITURES:					
FULL TIME SALARIES	3,447,023	3,572,893	3,743,202	125,870	3.7%
PART TIME SALARIES	2,597,641	2,519,085	2,733,757	(78,556)	-3.0%
EMPLOYEE BENEFITS	1,374,660	1,406,656	1,692,389	31,996	2.3%
CONTRACTUAL SERVICES	1,328,756	1,157,516	1,285,485	(171,240)	-12.9%
COMMODITIES	953,487	998,889	1,154,881	45,402	4.8%
CONCESSIONS	90,113	94,788	100,653	4,675	5.2%
UTILITIES	800,759	809,021	911,976	8,262	1.0%
INSURANCE	445,139	455,242	425,610	10,103	2.3%
NW SPECIAL REC	356,549	358,980	432,187	2,431	0.7%
RETIREMENT	1,207,778	1,145,634	1,344,150	(62,144)	-5.1%
SALES TAX	16,431	16,151	16,298	(280)	-1.7%
DEBT SERVICE:					
BONDS - Short Term	3,043,895	3,108,405	3,108,405	64,510	2.1%
BONDS - LONG TERM	1,227,130	1,231,646	1,231,646	4,516	0.4%
BONDS - CALLED		3,060,000	3,060,000	3,060,000	n/a
CAPITAL PROJECTS:					
FROM BOND FUNDS - New Capital	66,113	109,416		43,303	65.5%
FROM BOND FUNDS - Carryover	902,850	986,221		83,371	9.2%
ACCESSIBILITY - ADA	106,890	273,026	1,215,000	166,136	155.4%
PAV & LIGHT FUND	50,957	28,277	126,873	(22,680)	-44.5%
TOTAL EXPENDITURE	18,016,171	21,331,846	22,582,512	3,315,675	18.4%
REVENUE OVER(UNDER)	1,405,049	1,665,501	(534,461)	260,452	
BALANCE, Ending	7,285,643	5,977,189			

Mount Prospect Park District
District Wide Rental Revenues
thru December 2019

	2019	2018	\$ Diff	% Diff
General Fund				
Cell Tower	23,878	23,187	692	3%
Green/White Soccer	18,780	15,925	2,855	18%
SBA Monarch Towers		2,149	(2,149)	n/a
Field Rental	21,736	48,520	(26,784)	-55%
LRC Park Permits	2,235	2,146	89	4%
Total General Fund	66,629	91,927	(25,297)	-28%
Recreation Fund				
Pools				
Pool Rentals	33,776	34,491	(715)	-2%
Golf Course				
Power Cart Rentals	270,657	257,754	12,903	5%
Pull Cart Rentals	2,797	2,376	421	18%
Golf Club Rentals	2,018	1,710	308	18%
Golf Locker Rentals	2,725	2,500	225	9%
Concessions				
Concession Contract	45,000	45,000	-	0%
Lions Center				
LRC Room Rental	25,730	30,190	(4,460)	-15%
Rec Plex				
Facility	52,029	64,102	(12,073)	-19%
Weight Watchers	8,886	8,760	126	1%
Central Community Center				
CCC Room/Gym Rental	21,419	26,580	(5,161)	-19%
Rental Deposit	2,900		2,900	n/a
NWSRA	22,500	30,000	(7,500)	-25%
Skate Rental	2,995	3,253	(258)	-8%
Hockey Party	480	1,175	(695)	-59%
Rink Rental	40,509	35,180	5,329	15%
Skate Party	9,074	9,659	(585)	-6%
Total Recreation Fund	543,494	552,729	(9,236)	-2%
Conservatory				
Apartment ,Net	4,084	3,995	89	2%
FPC Photos	675	450	225	50%
FPC Rentals	61,153	57,026	4,127	7%
Total Conservatory	65,913	61,471	4,442	7%
District Wide	676,036	706,127	(30,091)	-4%

**MT PROSPECT PARK DISTRICT
DEPARTMENTAL EXPENDITURE ANALYSIS
FOR THE 12 MONTHS ENDED 12-31-19**

100% OF CALENDAR YEAR

FUND / Department	'19 Y.T.D. Actual	2019 Budget	Y.T.D. as % of '19 Budget	'18 Y.T.D. Actual	Y.T.D. % of '18 Y.T.D.	Projected 2019	Proj % of '19 Bud	% Inc '19 Bud Over '18 Bud
GENERAL FUND								
Administration	837,428	931,960	90%	864,684	97%	837,428	90%	-2%
Maintenance	888,747	1,005,664	88%	854,458	104%	888,747	88%	9%
Motor Pool	243,469	297,986	82%	265,727	92%	243,469	82%	-3%
Buildings	212,029	229,981	92%	205,812	103%	212,029	92%	4%
Studio at Melas	21,356	33,626	64%	17,670	121%	21,355	64%	50%
Total	2,203,029	2,499,217	88%	2,208,351	100%	2,203,029	88%	3%
RECREATION FUND								
Administration	929,810	1,014,446	92%	916,890	101%	929,810	92%	1%
Big Surf	283,019	325,913	87%	299,372	95%	283,019	87%	1%
Meadows Pool	178,223	220,891	81%	169,226	105%	178,223	81%	10%
Recplex Pool	492,056	559,121	88%	541,798	91%	492,056	88%	4%
Golf Course	1,582,355	1,683,180	94%	1,563,369	101%	1,582,355	94%	5%
Concessions	102,327	127,918	80%	103,850	99%	102,327	80%	-5%
Lions Center	178,730	188,431	95%	161,534	111%	178,730	95%	3%
Recplex Center	1,038,238	1,120,314	93%	942,018	110%	1,038,238	93%	4%
Ice Arena	-	-	n/a	119,944	0%	-	n/a	-100%
Rec Programs	1,581,902	1,704,941	93%	1,635,111	97%	1,581,902	93%	1%
Central Programs	81,115	95,040	85%	81,806	99%	81,115	85%	-5%
Central Road	557,864	595,900	94%	571,353	98%	557,864	94%	-3%
Total	7,005,639	7,636,095	92%	7,106,271	99%	7,005,639	92%	-1%

MT PROSPECT PARK DISTRICT GOLF COURSE MONTHLY RECEIPTS

Revenue Recap by yr:

2017			2018			2019			YTD	Annual	
Month	YTD		Month	YTD		Month	YTD		Actual	Budget	
Jan	2,269	2,269	Jan	3,499	3,499	Jan	(836)	(836)	Revenue	1,520,082	1,557,530
Feb	132,376	134,645	Feb	124,678	128,177	Feb	143,004	142,168			
Mar	32,219	166,864	Mar	35,654	163,831	Mar	47,682	189,850	Expenditures		
April	142,799	309,663	April	124,711	288,542	April	128,132	317,982			
May	177,872	487,535	May	195,862	484,404	May	192,137	510,119	Full Time	611,828	623,993
June	217,140	704,675	June	217,378	701,782	June	236,659	746,778	Part Time	300,668	326,770
July	239,610	944,285	July	238,756	940,538	July	239,787	986,565	Benefits	240,563	292,541
Aug	229,850	1,174,135	Aug	212,847	1,153,385	Aug	221,117	1,207,682	Commodities	246,922	249,401
Sept	179,076	1,353,211	Sept	164,036	1,317,421	Sept	173,427	1,381,109	Contractual	94,774	97,211
Oct	115,651	1,468,862	Oct	105,925	1,423,346	Oct	118,113	1,499,222	Utilities	87,599	93,264
Nov	24,488	1,493,350	Nov	13,878	1,437,224	Nov	21,700	1,520,922	Net	1,582,354	1,683,180
Dec	9,791	1,503,141	Dec	(717)	1,436,507	Dec	(840)	1,520,082		(62,272)	(125,650)
Budget	1,556,500		1,577,565		1,557,530						

Mount Prospect Park District
GOLF COURSE
thru December

	2016	2017	2018	2019	Change From Prior Year
REVENUES:					
RENTALS	284,361	280,359	264,340	278,197	5%
PASSES /USER FEES	207,336	180,375	182,609	185,198	1%
DAILY /USER FEES	881,120	930,925	871,779	931,464	7%
PROGRAM FEES	66,628	70,138	79,668	84,503	6%
MERCHANDISE SALES	46,442	59,894	57,210	60,419	6%
CORPORATE SPONSORS	11			5	n/a
OTHER	(17,923)	(18,551)	(19,100)	(19,704)	3%
TOTAL REVENUE	1,467,975	1,503,140	1,436,506	1,520,082	6%
 % of Budget	 92%	 97%	 91%	 98%	
EXPENDITURES:					
FULL TIME SALARIES	605,753	580,902	601,174	611,828	2%
PART TIME SALARIES	309,520	291,667	315,951	300,668	-5%
FRINGE BENEFITS	200,834	223,709	237,041	240,563	1%
CONTRACTUAL SERVICES	96,396	97,854	79,870	94,774	19%
COMMODITIES	183,413	180,371	187,249	195,393	4%
MERCHANDISE	39,307	49,536	47,218	46,146	-2%
UTILITIES	87,839	70,647	90,719	87,599	-3%
SALES TAX/OTHER	3,562	3,204	4,149	5,383	30%
TOTAL EXPENDITURES	1,526,624	1,497,890	1,563,371	1,582,354	1%
 % of Budget	 98%	 94%	 97%	 94%	
 REVENUE OVER(UNDER) EXP	 (58,649)	 5,250	 (126,865)	 (62,272)	
 BUDGET REVENUE	 1,602,000	 1,556,500	 1,577,565	 1,557,530	
BUDGET EXPENSE	1,559,967	1,588,403	1,605,366	1,683,180	

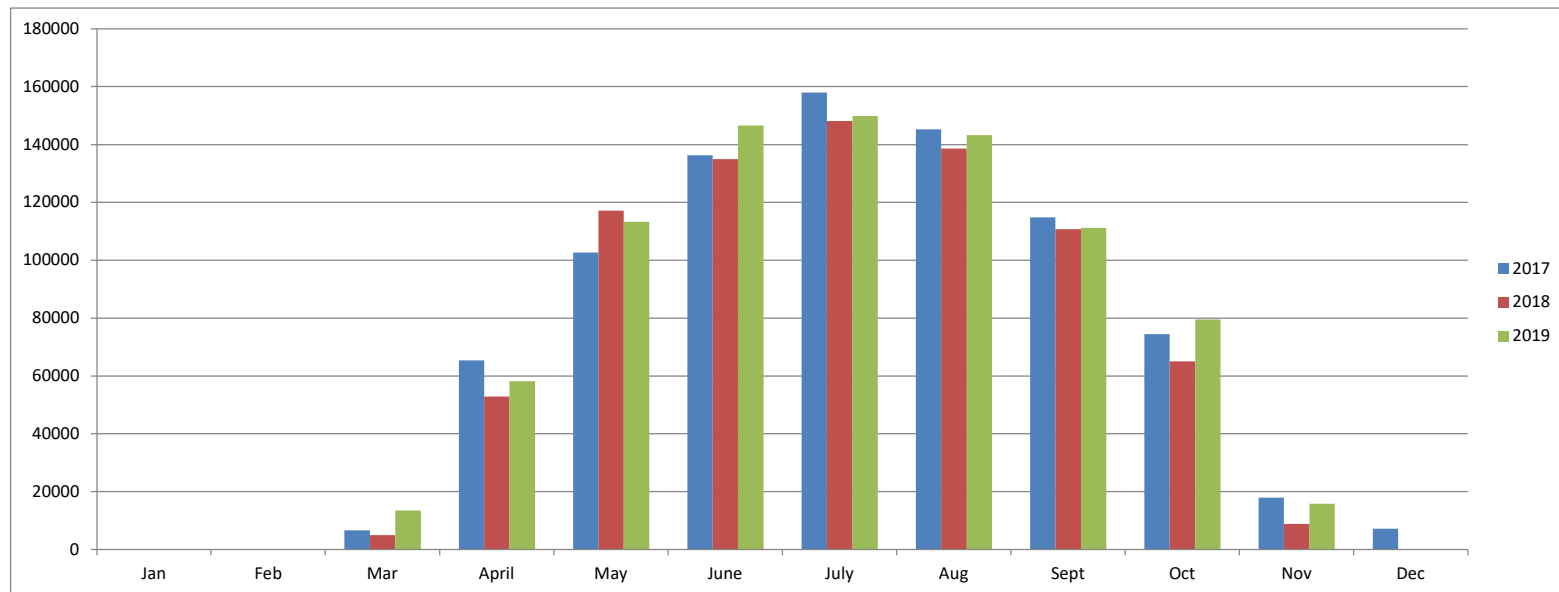
**MOUNT PROSPECT PARK DISTRICT
GOLF COURSE Department by Function
For Twelve Months Ended 12-31-19**

ACCOUNT NAMES		ADMIN/ PRO SHOP	MAINT.	MERCH SALES	DRIVING RANGE	LESSONS	EVENTS	GOLF COMMUNITY CENTER
TOTALS								
REVENUES:								
RENTAL	278,197	278,197						
PASSES /USER FEES	185,198	185,198						
DAILY /USER FEES	931,464	843,039			88,425			
PROGRAM FEES	84,503	1,785				61,399	21,319	
MERCHANDISE SALES	60,419			60,419				
OTHER	(19,704)	(19,704)						
SPONSORSHIPS	5					5		
TOTAL REVENUE	1,520,082	1,288,515	-	60,419	88,425	61,404	21,319	-
% of Budget	98%	98%	n/a	101%	96%	91%	83%	n/a
EXPENDITURES:								
FULL TIME SALARIES	611,828	327,098	227,243					57,487
PART TIME SALARIES	300,668	88,626	183,951	-		27,998		94
FRINGE BENEFITS	240,563	77,099	133,583					29,882
CONTRACTUAL SERVICES	94,774	60,828	8,835			14,129		10,982
COMMODITIES	195,393	10,094	145,176	72	6,951	4,016	14,354	14,730
MERCHANDISE	46,146			46,146				
UTILITIES	87,599	23,101	32,895					31,603
SALES TAX	5,383			5,383				
TOTAL EXPENDITURES	1,582,355	586,846	731,683	51,602	6,951	46,143	14,354	144,777
% of Budget	94%	96%	92%	108%	116%	92%	97%	91%
REVENUE OVER(UNDER) EXP	(62,274)	701,669	(731,683)	8,817	81,475	15,261	6,965	(144,777)
CHANGE FROM LAST YR + (-)								
REVENUE	83,576	64,732	-	3,209	9,590	3,455	2,590	-
EXPENDITURES	18,985	9,066	17,489	79	(402)	847	1,286	(9,380)
NET	64,590	55,666	(17,489)	3,130	9,992	2,608	1,304	9,380
% CHANGE FROM LAST YEAR								
REVENUE	6	5	n/a	6	12	6	14	n/a
EXPENDITURES	1	2	2	0	(5)	2	10	(6)

MT PROSPECT PARK DISTRICT
Golf Course
Green Fees

Revenue Recap by yr:

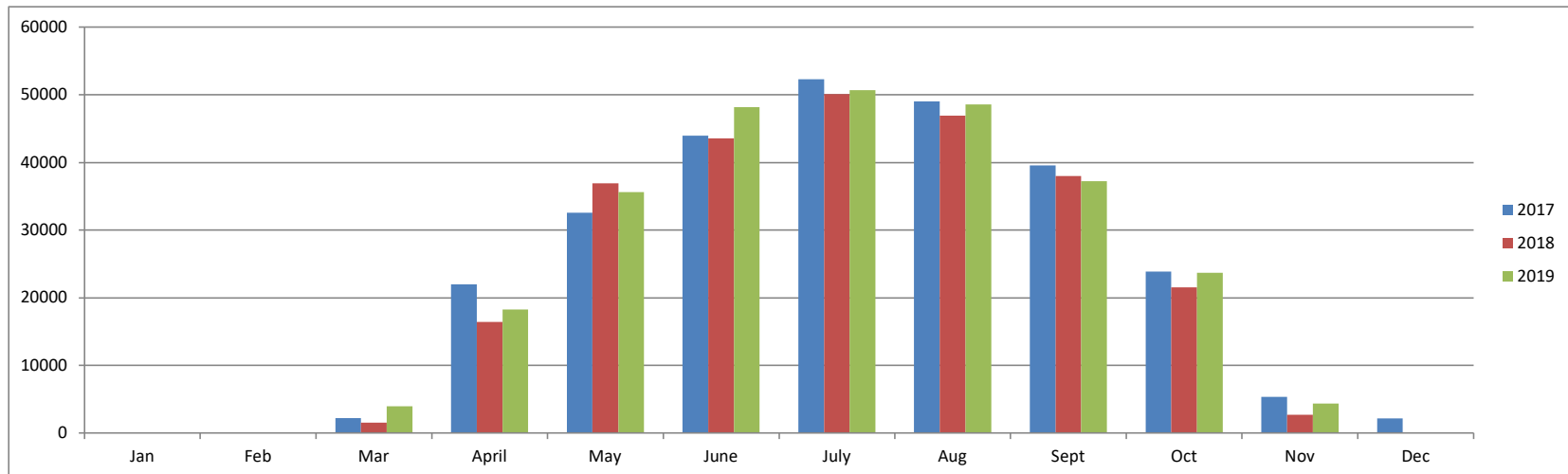
2017			2018			2019				
Month	YTD		Month	YTD		Month	YTD			
Jan	-	-	Jan	-	-	Jan	-	-	'17 Budget	800,000
Feb	-	-	Feb	-	-	Feb	-	-	'18 Budget	832,500
Mar	6,580	6,580	Mar	4,984	4,984	Mar	13,472	13,472	'19 Budget	841,500
April	65,371	71,952	April	52,927	57,911	April	58,151	71,623		
May	102,629	174,581	May	117,089	175,000	May	113,353	184,976		
June	136,328	310,908	June	134,922	309,922	June	146,669	331,645		
July	157,909	468,817	July	148,214	458,136	July	149,880	481,525		
Aug	145,244	614,061	Aug	138,666	596,802	Aug	143,281	624,807		
Sept	114,778	728,839	Sept	110,708	707,510	Sept	111,161	735,968		
Oct	74,430	803,269	Oct	65,095	772,606	Oct	79,570	815,538		
Nov	17,890	821,158	Nov	8,890	781,496	Nov	15,855	831,393		
Dec	7,249	653,827	Dec	-	781,496	Dec	-	-		



**MT PROSPECT PARK DISTRICT
GOLF COURSE
Power Cart Rental**

Revenue Recap by yr:

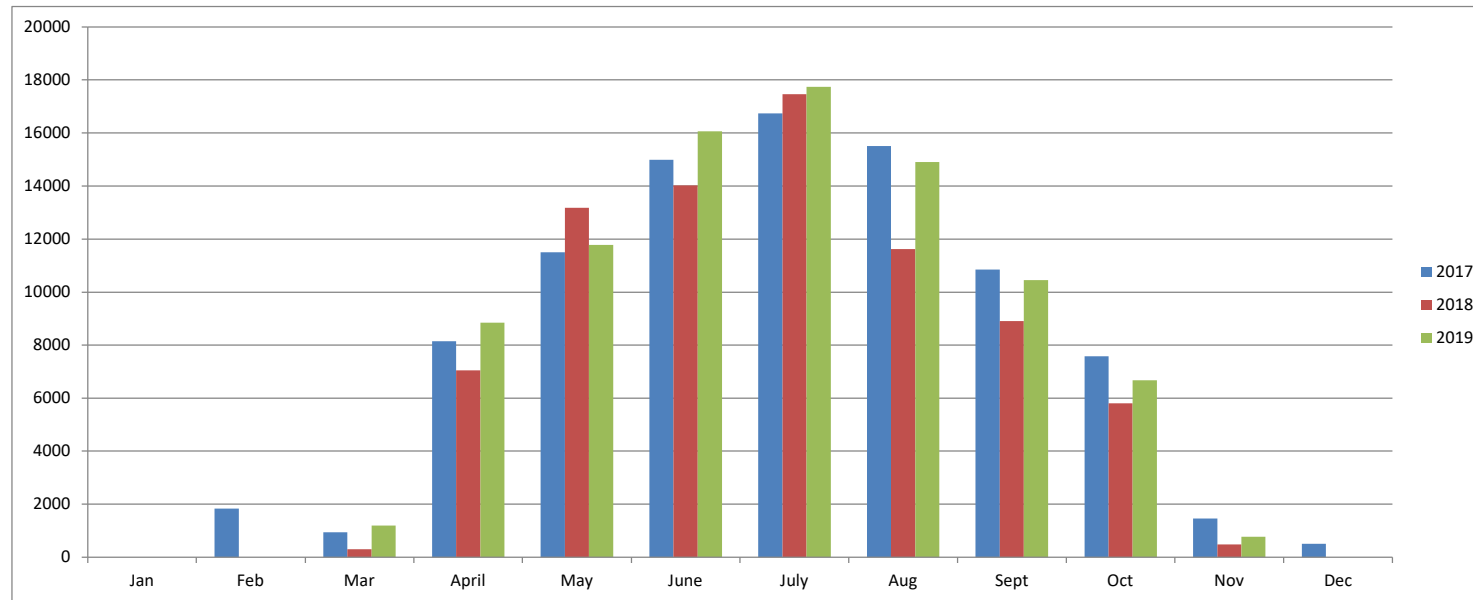
2017			2018			2019				
Month	YTD		Month	YTD		Month	YTD			
Jan	0	0	Jan	0	0	Jan	0	0	'17 Budget	280,000
Feb	0	0	Feb	0	0	Feb	0	0	'18 Budget	290,000
Mar	2,205	2,205	Mar	1,552	1,552	Mar	3,984	3,984	'19 Budget	279,125
April	22,007	24,212	April	16,465	18,017	April	18,257	22,241		
May	32,545	56,757	May	36,954	54,971	May	35,640	57,881		
June	43,968	100,725	June	43,546	98,517	June	48,198	106,079		
July	52,330	153,055	July	50,114	148,631	July	50,673	156,752		
Aug	49,064	202,119	Aug	46,908	195,539	Aug	48,602	205,354		
Sept	39,567	241,686	Sept	37,971	233,510	Sept	37,234	242,588		
Oct	23,882	265,568	Oct	21,528	255,038	Oct	23,685	266,273		
Nov	5,358	270,926	Nov	2,717	257,755	Nov	4,382	270,655		
Dec	2,174	273,100	Dec	-	257,755	Dec	-	270,655		



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

Revenue Recap by yr:

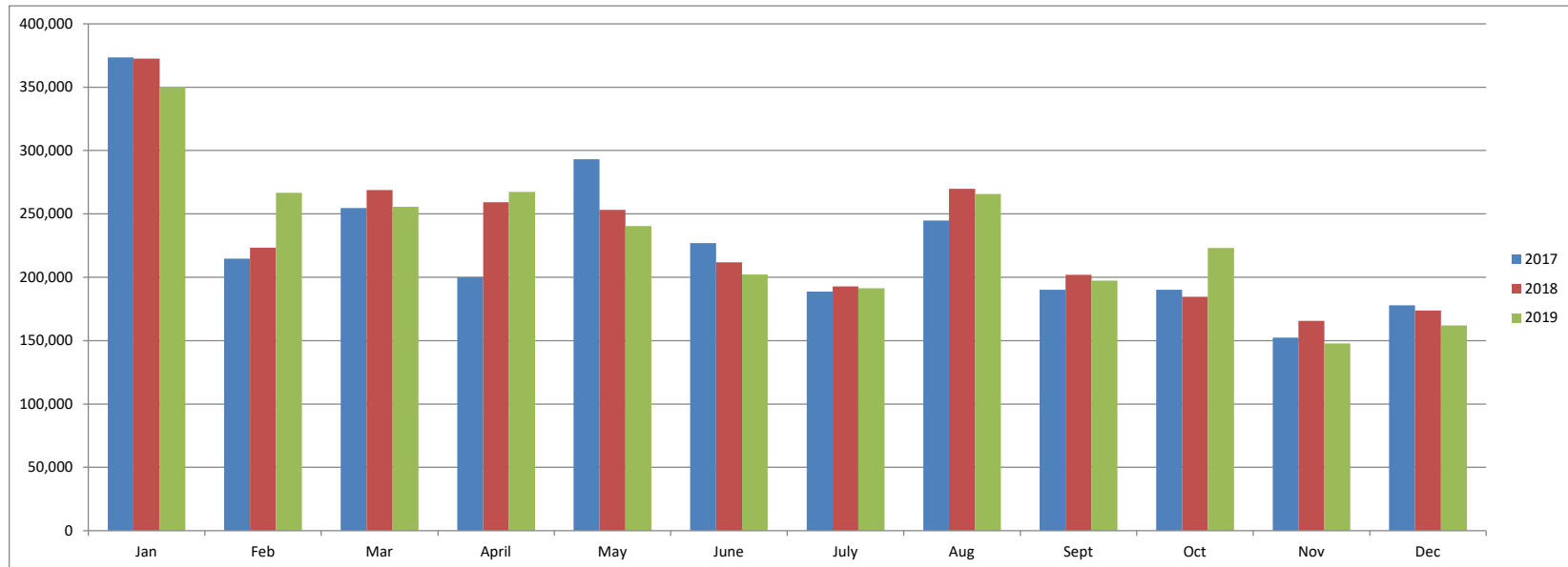
2017			2018			2019				
Month	YTD		Month	YTD		Month	YTD			
Jan	-	-	Jan	-	-	Jan	-	-	'17 Budget	90,000
Feb	1,825	1,825	Feb	-	-	Feb	-	-	'18 Budget	106,000
Mar	944	2,769	Mar	302	302	Mar	1,190	1,190	'19 Budget	92,500
April	8,146	10,915	April	7,052	7,354	April	8,852	10,042		
May	11,506	22,421	May	13,175	20,529	May	11,780	21,822		
June	14,990	37,411	June	14,030	34,559	June	16,060	37,882		
July	16,740	54,151	July	17,472	52,031	July	17,741	55,623		
Aug	15,501	69,652	Aug	11,618	63,649	Aug	14,902	70,525		
Sept	10,850	80,502	Sept	8,910	72,559	Sept	10,456	80,981		
Oct	7,582	88,084	Oct	5,800	78,359	Oct	6,674	87,655		
Nov	1,459	89,543	Nov	476	78,835	Nov	771	88,426		
Dec	502	90,045	Dec	-	78,835	Dec	-	88,426		



MT PROSPECT PARK DISTRICT PROGRAM REVENUE

Revenue Recap by yr:

2017			2018			2019				YTD	Annual
Month	YTD		Month	YTD		Month	YTD			Actual	Budget
Jan	373,662	373,662	Jan	372,508	372,508	Jan	350,551	350,551	Revenue	<u>2,770,156</u>	<u>2,821,232</u>
Feb	214,716	588,378	Feb	223,330	595,838	Feb	266,642	617,193	Expenditures		
Mar	254,751	843,129	Mar	268,984	864,822	Mar	255,628	872,821	Part Time	981,958	1,003,426
April	200,096	1,043,225	April	259,178	1,124,000	April	267,503	1,140,324	Contractual	285,105	348,984
May	293,193	1,336,418	May	253,177	1,377,177	May	240,415	1,380,739	Commodities	<u>314,840</u>	<u>352,531</u>
June	226,890	1,563,308	June	211,692	1,588,869	June	202,179	1,582,918		<u>1,581,903</u>	<u>1,704,941</u>
July	188,870	1,752,178	July	192,772	1,781,641	July	191,248	1,774,166	Net	<u>1,188,253</u>	<u>1,116,291</u>
Aug	244,885	1,997,063	Aug	269,775	2,051,416	Aug	265,897	2,040,063			
Sept	190,099	2,187,162	Sept	201,978	2,253,394	Sept	197,468	2,237,531			
Oct	190,245	2,377,407	Oct	184,504	2,437,898	Oct	222,972	2,460,503			
Nov	152,528	2,529,935	Nov	165,520	2,603,418	Nov	147,708	2,608,211			
Dec	177,831	2,707,766	Dec	173,926	2,777,344	Dec	161,945	2,770,156			
Budget			2,652,000			2,720,068			2,821,232		



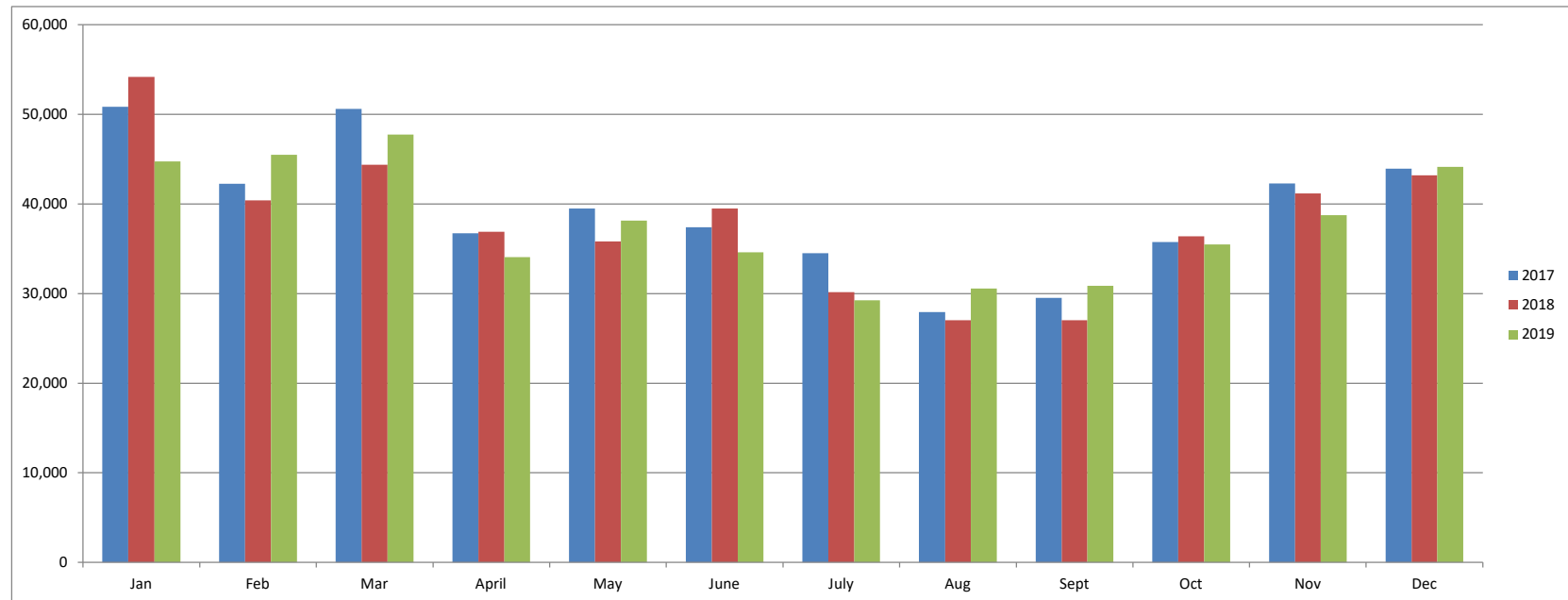
MOUNT PROSPECT PARK DISTRICT
PROGRAMS Department by Function
For Twelve Months Ended 12-31-19

ACCOUNT NAMES	TOTALS	YOUTH/ CHILD CARE	ATHLETICS ADULT	YOUTH	FITNESS	SPECIAL EVENTS	ARTS	BASEBALL
REVENUES:								
PROGRAM FEES	2,741,536	1,297,669	104,877	434,211	208,725	12,577	502,344	181,133
CHILD CARE	28,620	28,620						
DONATIONS	-							
TOTAL REVENUE	2,770,156	1,326,289	104,877	434,211	208,725	12,577	502,344	181,133
% of Budget	98%	100%	76%	99%	84%	94%	105%	101%
EXPENDITURES:								
PART TIME SALARIES	981,958	518,671	17,708	49,015	149,318	2,623	243,459	1,164
CONTRACTUAL SERVICES	285,105	72,419	43,228	129,348	416	15,006	1,011	23,678
COMMODITIES	314,305	43,818	31,155	65,786	3,166	11,149	81,755	77,477
UTILITIES	535							535
TOTAL EXPENDITURES	1,581,902	634,909	92,090	244,148	152,899	28,778	326,225	102,854
% of Budget	93%	98%	83%	90%	95%	109%	94%	74%
REVENUE OVER(UNDER) EXP	1,188,254	691,381	12,787	190,062	55,826	(16,201)	176,119	78,279
CHANGE FROM LAST YR + (-)								
REVENUE	(7,187)	(6,749)	3,304	(6,985)	13,006	(1,100)	(9,520)	856
EXPENDITURES	(53,208)	(25,687)	(3,132)	(36,705)	2,445	(1,684)	13,709	(2,153)
NET	46,021	18,939	6,436	29,720	10,561	584	(23,229)	3,009
% CHANGE FROM LAST YEAR								
REVENUE	(0)	(1)	3	(2)	7	(8)	(2)	0
EXPENDITURES	(3)	(4)	(3)	(13)	2	(6)	4	(2)
2019 BUDGET REVENUE	2,821,232	1,327,791	138,520	437,220	247,143	13,363	477,335	179,860
2019 BUDGET EXPEND	1,704,941	650,692	110,576	270,493	160,749	26,290	346,648	139,493
2018 REVENUE	2,777,343	1,333,038	101,573	441,195	195,719	13,677	511,864	180,277
2018 EXPENDITURES	1,635,110	660,596	95,222	280,853	150,454	30,462	312,516	105,007

MT PROSPECT PARK DISTRICT RECPLEX

Revenue Recap by yr:

2017			2018			2019				YTD	Annual
Month	YTD		Month	YTD		Month	YTD			Actual	Budget
Jan	50,841	50,841	Jan	54,196	54,196	Jan	44,749	44,749	Revenue	453,879	455,032
Feb	42,249	93,090	Feb	40,393	94,589	Feb	45,478	90,227	Expenditures		
Mar	50,602	143,692	Mar	44,367	138,956	Mar	47,734	137,961	Full Time	290,109	290,779
April	36,754	180,446	April	36,908	175,864	April	34,070	172,031	Part Time	293,415	294,725
May	39,476	219,922	May	35,817	211,681	May	38,155	210,186	Benefits	121,787	152,871
June	37,406	257,328	June	39,516	251,197	June	34,620	244,806	Commodities	61,604	62,900
July	34,503	291,831	July	30,156	281,353	July	29,259	274,065	Contractual	51,965	49,938
Aug	27,933	319,764	Aug	27,043	308,396	Aug	30,568	304,633	Utilities	219,359	251,629
Sept	29,525	349,289	Sept	27,018	335,414	Sept	30,855	335,488		1,038,239	1,102,842
Oct	35,760	385,049	Oct	36,396	371,810	Oct	35,490	370,978	Net	(584,360)	(647,810)
Nov	42,303	427,352	Nov	41,190	413,000	Nov	38,747	409,725			
Dec	43,931	471,283	Dec	43,214	456,214	Dec	44,153	453,879			
Budget			529,500			496,111			455,032		



**MT PROSPECT PARK DISTRICT
RECPLEX FACILITY REVENUE REPORT
DECEMBER 2019**

		<i>MONTH</i>		<i>YEAR to DATE</i>		Up (Down)	
		This	Last	This	Last	Change	% Change
RENTALS							
Building Rental		5,746	5,263	60,916	68,187	(7,272)	-11%
	Total	5,746	5,263	60,916	68,187	(7,272)	-11%
PASS SALES							
All Facility		10,791	10,270	114,999	108,380	6,619	6%
Gym & Track		4,595	4,513	52,781	50,181	2,600	5%
Fitness		17,625	16,862	191,298	181,818	9,480	5%
	Total	33,011	31,645	359,078	340,379	18,699	5%
DAILY FEES							
All Facility		-	175	1,412	3,039	(1,627)	-54%
Gym & Track		3,627	4,151	38,723	38,326	397	1%
Fitness		722	894	6,364	8,247	(1,883)	-23%
Racquetball		499	563	4,535	5,079	(544)	-11%
Playport		436	496	4,644	5,827	(1,183)	-20%
	Total	5,284	6,279	55,678	60,518	(4,840)	-8%
PROGRAM FEES							
Special Programs		-	676	4,845	13,125	(8,280)	-63%
	Total	-	676	4,845	13,125	(8,280)	-63%
CONCESSIONS							
Merchandise		401	450	6,057	4,611	1,446	31%
Vending		1,841	7,495	9,914	10,565	(651)	-6%
	Total	2,242	7,945	15,972	15,176	796	5%
OTHER						-	
Visa Charges / OvSt		(2,129)	(1,893)	(42,610)	(41,169)	(1,441)	4%
	TOTAL	44,153	49,915	453,878	456,216	(2,338)	-1%

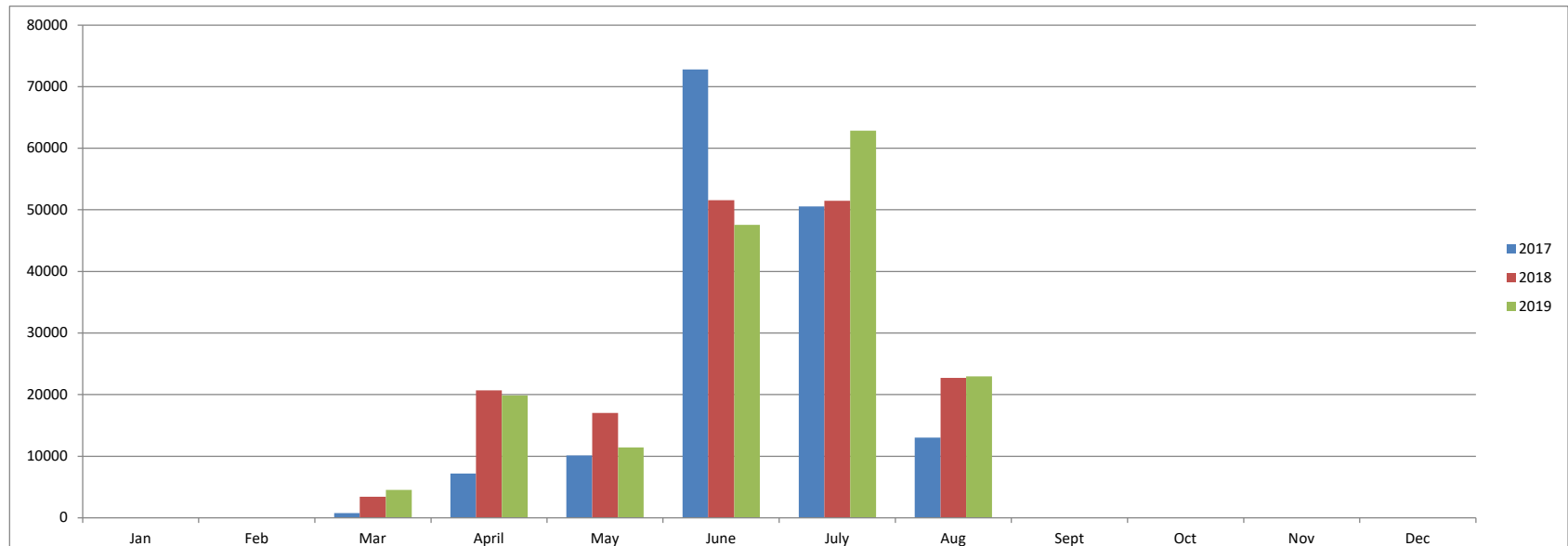
Mount Prospect Park District
RECPLEX FACILITY
thru December

	2016	2017	2018	2019	Change From Prior Year
REVENUES:					
RENTALS	57,692	68,028	68,187	60,916	-11%
PASSES /USER FEES	361,844	348,785	340,380	359,078	5%
DAILY /USER FEES	84,081	71,139	60,518	55,678	-8%
PROGRAM FEES	17,549	7,139	13,125	4,845	-63%
MERCHANDISE & VENDING	16,519	16,350	15,176	15,971	5%
OTHER/visa	(38,137)	(40,158)	(41,169)	(42,610)	4%
TOTAL REVENUE	499,548	471,283	456,217	453,878	-1%
 % of Budget	 87%	 89%	 92%	 100%	
EXPENDITURES:					
FULL TIME SALARIES	235,321	233,411	242,395	290,109	20%
PART TIME SALARIES	279,716	266,196	271,104	293,415	8%
FRINGE BENEFITS	66,794	68,144	73,427	121,787	66%
CONTRACTUAL SERVICES	96,329	90,904	82,367	51,965	-37%
COMMODITIES	56,939	53,454	43,503	57,434	32%
MERCHANDISE	3,014	2,553	2,625	2,944	12%
UTILITIES	255,295	225,479	226,597	220,584	-3%
TOTAL EXPENDITURES	993,408	940,141	942,018	1,038,238	10%
 % of Budget	 98%	 94%	 88%	 93%	
 REVENUE OVER(UNDER) EXP	 (493,860)	 (468,858)	 (485,801)	 (584,360)	
 BUDGET REVENUE	 574,000	 529,500	 496,111	 455,032	
BUDGET EXPENSE	1,015,519	998,160	1,074,190	1,120,314	

MOUNT PROSPECT PARK DISTRICT BIG SURF POOL

Revenue Recap by yr:

2017			2018			2019			YTD	Annual							
	Month	YTD		Month	YTD		Month	YTD	Actual	Budget							
Jan	0	0	Jan	0	0	Jan	0	0	Revenue	169,279	168,500						
Feb	0	0	Feb	0	0	Feb	0	0									
Mar	800	800	Mar	3,422	3,422	Mar	4,561	4,561									
April	7,178	7,978	April	20,698	24,120	April	19,866	24,427				Expenditures	123,004	137,642			
May	10,122	18,100	May	17,027	41,147	May	11,449	35,876							Full Time	80,667	95,064
June	72,777	90,877	June	51,579	92,726	June	47,551	83,427							Part Time	38,671	45,792
July	50,582	141,459	July	51,439	144,165	July	62,873	146,300							Benefits	27,970	32,765
Aug	13,020	154,479	Aug	22,717	166,882	Aug	22,979	169,279							Comodities	12,707	14,650
Sept	-	156,496	Sept	-	166,882	Sept	-	-				Utilities	283,019	325,913			
Oct	-	156,496	Oct	-	166,882	Oct	-	-				Net	(113,740)	(157,413)			
Nov	-	154,479	Nov	-	166,882	Nov	-	-									
Dec	-	154,479	Dec	-	166,882	Dec	-	169,279									
Budget	178,500		165,896		168,500												



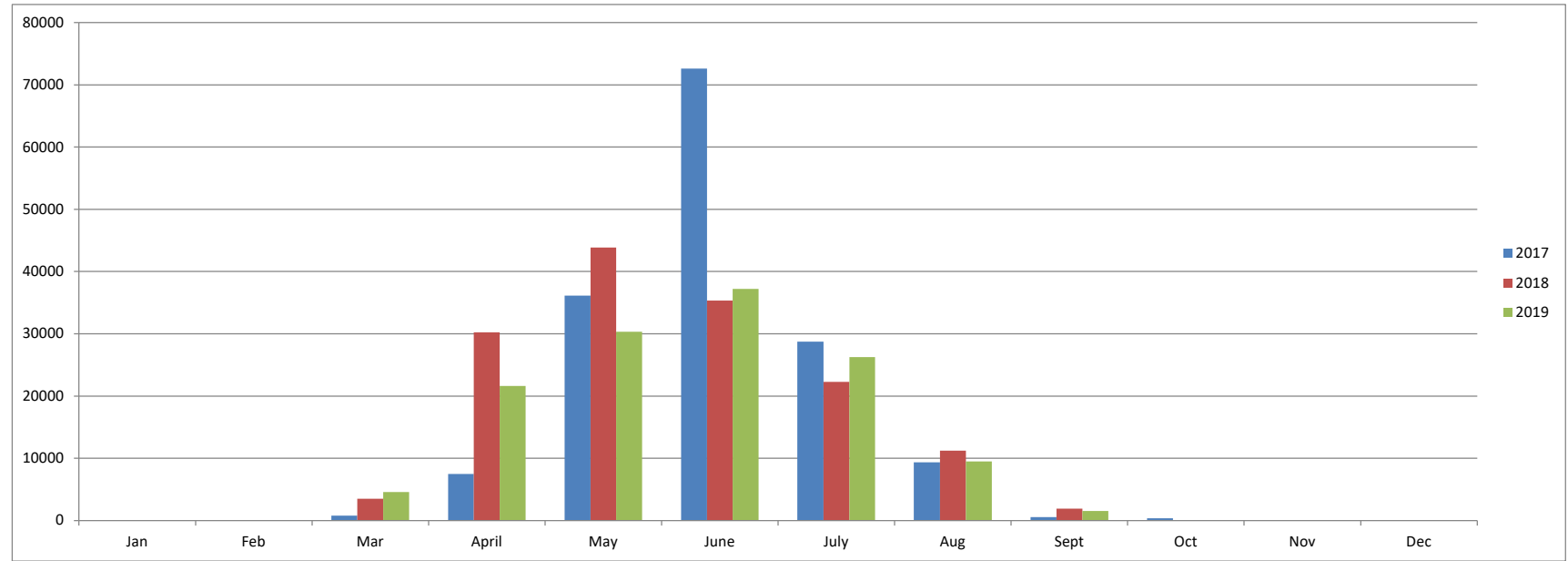
Mount Prospect Park District
BIG SURF POOL
thru December

	2016	2017	2018	2019	Change From Prior Year
REVENUES:					
TUBE RENTAL	32,908	25,817	30,274	29,492	-3%
PASSES /USER FEES	45,205	52,340	54,488	54,314	0%
DAILY /USER FEES	73,574	76,151	82,120	85,474	4%
PROGRAM FEES					
CONCESSION SALES		171			
OTHER					
TOTAL REVENUE	151,687	154,479	166,882	169,280	1%
 % of Budget	 85%	 86%	 101%	 100%	
EXPENDITURES:					
FULL TIME SALARIES	126,582	129,060	134,330	123,004	-8%
PART TIME SALARIES	81,317	81,437	73,344	80,667	10%
FRINGE BENEFITS	41,643	48,927	50,250	38,671	-23%
CONTRACTUAL SERVICES	3,212	1,575	2,831	3,221	14%
COMMODITIES	22,422	22,418	24,679	24,749	0%
UTILITIES	11,519	14,874	13,938	12,707	-9%
SALES TAX/OTHER		16			n/a
TOTAL EXPENDITURES	286,695	298,307	299,372	283,019	-5%
 % of Budget	 92%	 94%	 92%	 87%	
 REVENUE OVER(UNDER) EXP	 (135,008)	 (143,828)	 (132,490)	 (113,739)	
 BUDGET REVENUE	 178,500	 178,800	 165,896	 168,500	
BUDGET EXPENSE	312,183	317,496	323,725	325,913	

MT PROSPECT PARK DISTRICT MEADOWS POOL REVENUE

Revenue Recap by yr:

2017			2018			2019				
	Month	YTD		Month	YTD		Month	YTD	YTD Actual	Annual Budget
Jan	-	-	Jan	-	-	Jan	-	-		
Feb	-	-	Feb	-	-	Feb	-	-		
Mar	800	800	Mar	3,497	3,497	Mar	4,562	6,581	Revenue	130,956 165,280
April	7,478	8,278	April	30,207	33,704	April	21,637	28,218	Expenditures	
May	36,123	46,418	May	43,870	79,592	May	30,338	58,556	Part Time	104,051 136,123
June	72,599	119,017	June	35,341	114,933	June	37,177	95,733	Utilities	40,323 48,910
July	28,708	147,725	July	22,296	137,229	July	26,240	119,954	Commodities	33,849 35,858
Aug	9,353	157,078	Aug	11,207	148,436	Aug	9,484	129,438		178,223 220,891
Sept	553	157,631	Sept	1,937	150,373	Sept	1,518	130,956	Net	(47,267) (55,611)
Oct	350	157,981	Oct	350	150,723	Oct	-	130,956		
Nov	-	-	Nov	-	-	Nov	-	130,956		
Dec	-	-	Dec	-	-	Dec	-	130,956		
Budget		147,750			174,127			165,280		



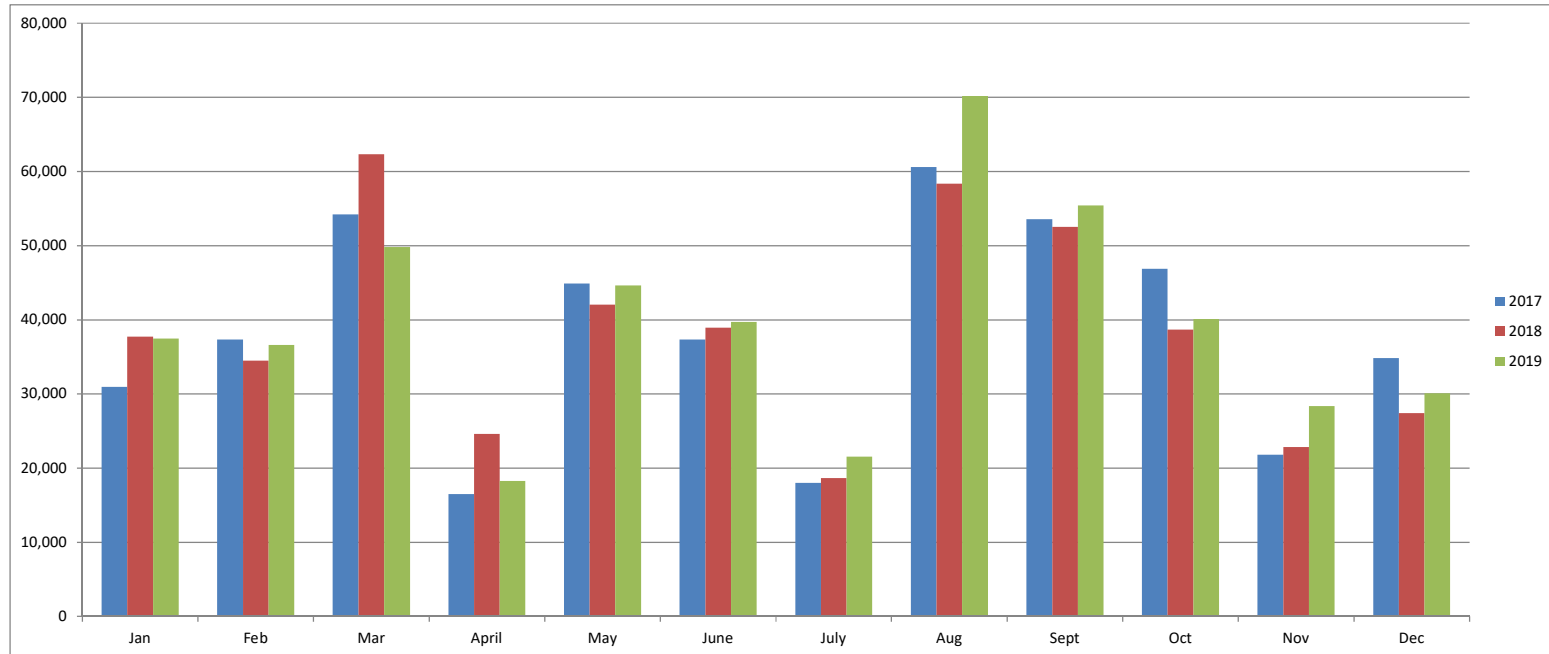
Mount Prospect Park District
MEADOWS POOL
thru December

	2016	2017	2018	2019	Change From Prior Year
REVENUES:					
BUILDING RENTAL	2,197	3,563	3,003	2,389	-20%
PASSES /USER FEES	45,205	54,125	56,856	54,306	-4%
DAILY /USER FEES	40,540	41,582	43,182	33,668	-22%
PROGRAM FEES	47,090	58,711	47,682	40,593	-15%
CONCESSION SALES					
MERCHANDISE SALES					
TOTAL REVENUE	135,032	157,981	150,723	130,956	-13%
 % of Budget	86%	107%	87%	79%	
EXPENDITURES:					
FULL TIME SALARIES					
PART TIME SALARIES	110,960	118,504	103,492	104,051	1%
FRINGE BENEFITS	13				
CONTRACTUAL SERVICES	7,617	6,911	7,106	8,061	13%
COMMODITIES	26,810	27,078	18,211	25,788	42%
UTILITIES	46,355	46,714	40,416	40,323	0%
SALES TAX/OTHER	3,099	3,169			
TOTAL EXPENDITURES	194,854	202,376	169,225	178,223	5%
 % of Budget	100%	100%	85%	81%	
 REVENUE OVER(UNDER) EXP	(59,822)	(44,395)	(18,502)	(47,267)	
 BUDGET REVENUE	156,400	147,750	174,127	165,280	
BUDGET EXPENSE	194,864	202,103	200,241	220,891	

MT PROSPECT PARK DISTRICT RECPLEX POOL REVENUE

Revenue Recap by yr:

2017			2018			2019				YTD	Annual
Month	YTD		Month	YTD		Month	YTD			Actual	Budget
Jan	30,950	30,950	Jan	37,717	37,717	Jan	37,473	37,473	Revenue	472,238	481,418
Feb	37,340	68,290	Feb	34,519	72,236	Feb	36,590	74,063	Expenditures		
Mar	54,211	122,501	Mar	62,338	134,574	Mar	49,823	123,886	Full Time	116,624	123,760
April	16,498	138,999	April	24,614	159,188	April	18,254	142,140	Part Time	261,333	308,282
May	44,876	183,876	May	42,060	201,248	May	44,621	186,761	Benefits	22,864	24,972
June	37,333	221,209	June	38,911	240,159	June	39,725	226,486	Commodities	34,106	38,857
July	18,021	239,230	July	18,674	258,833	July	21,558	248,044	Utilities	57,129	63,250
Aug	60,609	299,839	Aug	58,356	317,189	Aug	70,164	318,208		492,056	559,121
Sept	53,583	353,422	Sept	52,550	369,739	Sept	55,434	373,642	Net	(19,818)	(77,703)
Oct	46,883	400,305	Oct	38,685	408,424	Oct	40,130	413,772			
Nov	21,799	422,104	Nov	22,841	431,265	Nov	28,383	442,155			
Dec	34,839	456,943	Dec	27,422	458,687	Dec	30,083	472,238			
Budget			437,500			472,887			481,418		



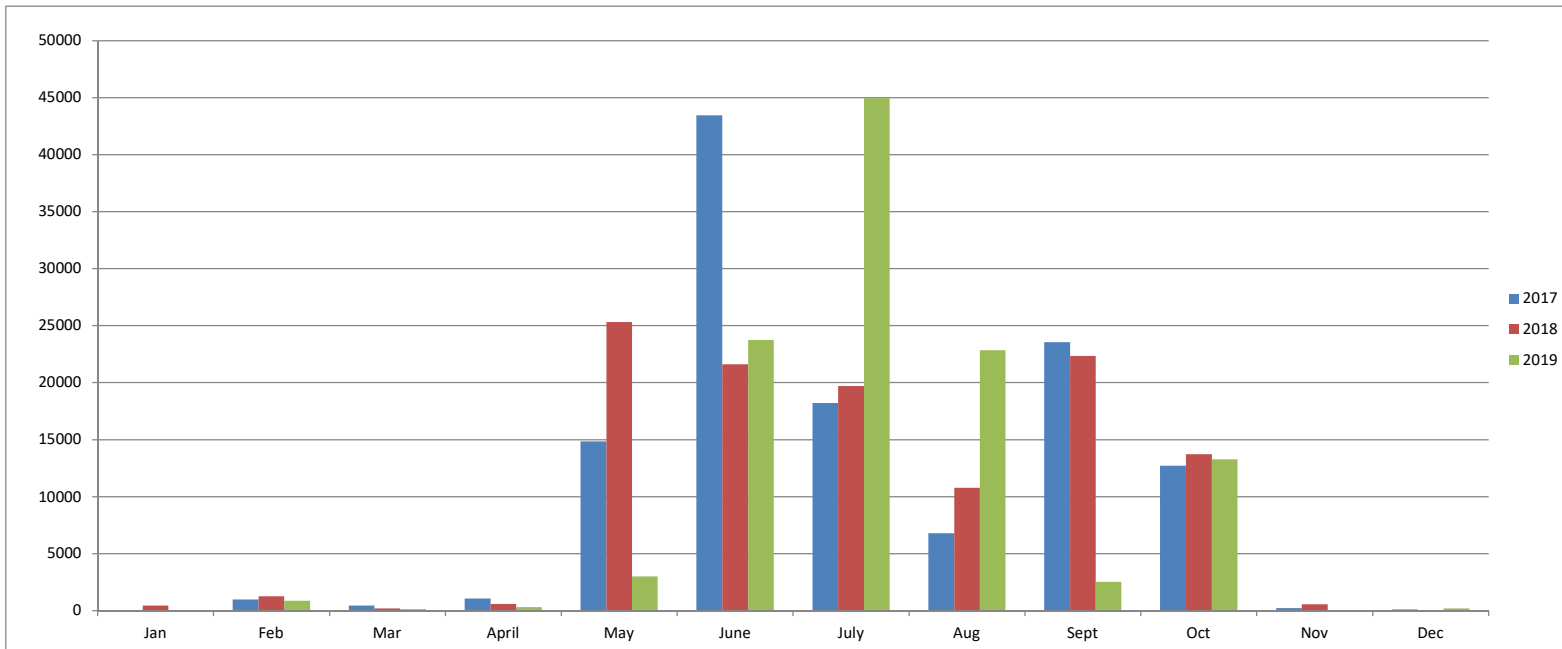
Mount Prospect Park District
REC PLEX POOL
thru December

	2016	2017	2018	2019	Change From Prior Year
REVENUES:					
BUILDING RENTAL	1,780	4,695	1,369	1,895	38%
PASSES /USER FEES	80,685	85,215	90,988	102,770	13%
DAILY /USER FEES	12,918	9,939	9,069	9,177	1%
PROGRAM FEES	342,745	357,096	357,261	358,396	0%
CONCESSION SALES					
MERCHANDISE SALES	-1				
TOTAL REVENUE	438,127	456,945	458,687	472,238	3%
 % of Budget	 101%	 104%	 97%	 98%	
EXPENDITURES:					
FULL TIME SALARIES	115,489	111,349	124,576	116,624	-6%
PART TIME SALARIES	292,125	313,370	266,446	261,333	-2%
FRINGE BENEFITS	40,770	48,927	50,250	22,864	-54%
CONTRACTUAL SERVICES	5,370	7,894	7,701	7,256	-6%
COMMODITIES	35,949	34,137	34,186	26,848	-21%
UTILITIES	61,219	54,390	58,640	57,129	-3%
SALES TAX/OTHER					
TOTAL EXPENDITURES	550,922	570,067	541,799	492,054	-9%
 % of Budget	 102%	 103%	 101%	 88%	
REVENUE OVER(UNDER) EXP	(112,795)	(113,122)	(83,112)	(19,816)	
 BUDGET REVENUE	 431,900	 437,500	 472,887	 481,418	
BUDGET EXPENSE	540,480	551,933	537,112	559,121	

MT PROSPECT PARK DISTRICT CONCESSIONS

Revenue Recap by yr:

2017			2018			2019			Revenue	YTD Actual	Annual Budget
Month	YTD		Month	YTD		Month	YTD				
Jan	-	-	Jan	457	457	Jan	-	-			
Feb	982	982	Feb	1,252	1,709	Feb	887	887			
Mar	454	1,436	Mar	194	1,903	Mar	146	1,033	Expenditures	111,965	139,204
April	1,057	2,493	April	595	2,498	April	320	1,353	Full Time	7,156	7,182
May	14,860	17,353	May	25,315	27,813	May	3,014	4,367	Part Time	21,395	32,833
June	43,440	60,793	June	21,610	49,423	June	23,738	28,105	Benefits	2,173	2,645
July	18,216	79,009	July	19,730	69,153	July	44,982	73,087	Commodities	43,336	59,418
Aug	6,805	85,814	Aug	10,769	79,922	Aug	22,861	95,948	Utilities	28,267	25,840
Sept	23,568	109,382	Sept	22,338	102,260	Sept	2,536	98,484		102,327	127,918
Oct	12,708	122,090	Oct	13,728	115,988	Oct	13,280	111,764	Net	9,638	11,286
Nov	-	-	Nov	570	116,558	Nov	7	111,771			
Dec	111	122,201	Dec	-	-	Dec	194	111,965			
Budget		150,600			136,600			139,204			



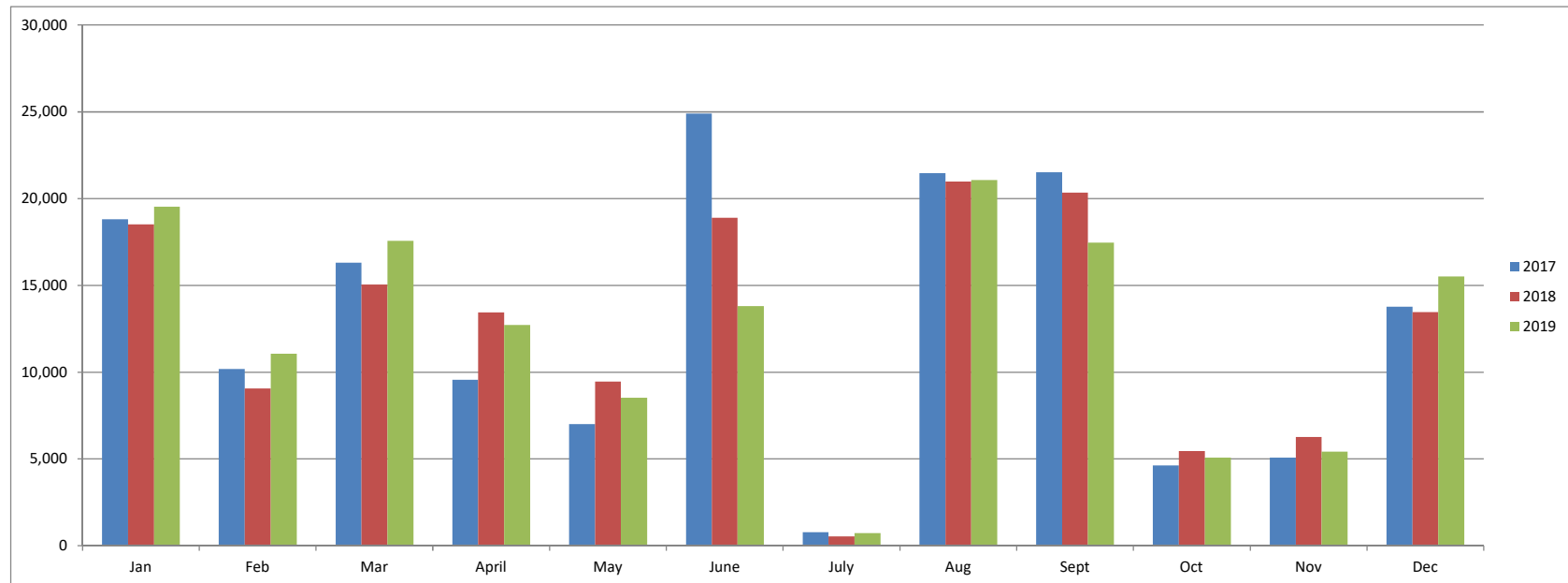
MOUNT PROSPECT PARK DISTRICT
CONCESSIONS Department by Location
For Twelve Months Ended 12-31-19

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	893			893				
CONCESSION SALES	66,072		41,014		11,973		6,256	6,829
OTHER	-							
TOTAL REVENUE	111,965	-	41,014	893	11,973	45,000	6,256	6,829
% of Budget	80%	n/a	107%	89%	65%	100%	37%	35%
EXPENDITURES:								
FULL TIME SALARIES	7,156	7,156						
PART TIME SALARIES	21,395	4,228	12,380		3,112		1,554	121
FRINGE BENEFITS	2,173	2,173						
CONTRACTUAL SERVICES	2,984	-					2,584	400
COMMODITIES	2,398		751	138	169	46	817	477
COST OF GOODS SOLD	31,814		17,822		4,536	3,100	3,380	2,975
UTILITIES	28,267					7,106	21,161	
SALES TAX/OTHER	6,140	6,140						
TOTAL EXPENDITURES	102,327	19,698	30,953	138	7,817	10,252	29,496	3,973
% of Budget	80%	75%	101%	46%	62%	116%	83%	29%
REVENUE OVER(UNDER) EXP	9,638	(19,698)	10,061	756	4,155	34,748	(23,240)	2,856
CHANGE FROM LAST YR + (-)								
REVENUE	(4,593)	-	3,206	76	(1,359)	-	(3,695)	(2,821)
EXPENDITURES	(1,524)	(5,215)	3,541	(36)	(2,248)	1,049	3,787	(2,402)
NET	(3,069)	5,215	(335)	113	889	(1,049)	(7,482)	(419)
% CHANGE FROM LAST YEAR								
REVENUE	(4)	n/a	8	9	(10)	-	(37)	(29)
EXPENDITURES	(1)	(21)	13	(21)	(22)	11	15	(38)

MT PROSPECT PARK DISTRICT CENTRAL PROGRAM REVENUE

Revenue Recap by yr:

2017			2018			2019				YTD Actual	Annual Budget
Month	YTD		Month	YTD		Month	YTD				
Jan	18,815	18,815	Jan	18,516	18,516	Jan	19,528	19,528	Revenue	148,445	140,800
Feb	10,178	28,993	Feb	9,050	27,566	Feb	11,052	30,580	Expenditures		
Mar	16,300	45,293	Mar	15,057	42,623	Mar	17,559	48,139	Part Time	30,474	28,000
April	9,562	54,855	April	13,447	56,070	April	12,712	60,851	Contractual	49,594	65,540
May	6,995	61,850	May	9,457	65,527	May	8,530	69,381	Commodities	1,047	1,500
June	24,892	86,742	June	18,901	84,428	June	13,803	83,184		81,115	95,040
July	765	87,507	July	531	84,959	July	719	83,903	Net	67,330	45,760
Aug	21,460	108,967	Aug	20,982	105,941	Aug	21,079	104,982			
Sept	21,526	130,493	Sept	20,335	126,276	Sept	17,460	122,442			
Oct	4,632	135,125	Oct	5,450	131,726	Oct	5,062	127,504			
Nov	5,076	140,201	Nov	6,270	137,996	Nov	5,420	132,924			
Dec	13,771	153,972	Dec	13,458	151,454	Dec	15,521	148,445			
Budget		189,000			148,800			140,800			



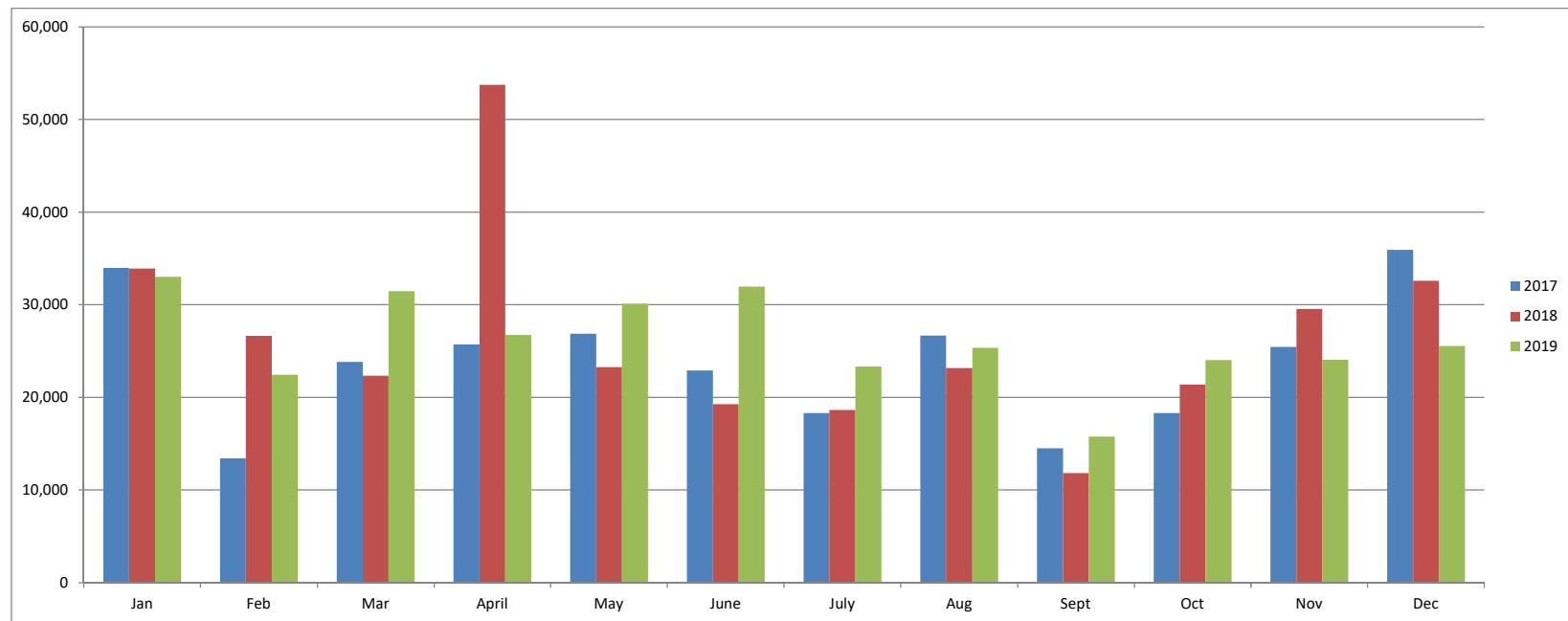
MOUNT PROSPECT PARK DISTRICT
CENTRAL PROGRAMS Department by Function
Month Ended 12-31-19

ACCOUNT NAMES	TOTALS	YOUTH CHILD CARE	ATHLETICS ADULT	YOUTH
REVENUES:				
PROGRAM FEES	148,445	52,562		95,883
CHILD CARE	-			
DONATIONS	-		-	
TOTAL REVENUE	148,445	52,562	-	95,883
% of Budget	105%	99%	0%	120%
EXPENDITURES:				
PART TIME SALARIES	30,474	30,474		
CONTRACTUAL SERVICES	49,594			49,594
COMMODITIES	1,047	1,047		
TOTAL EXPENDITURES	81,115	31,521	-	49,594
% of Budget	85%	107%	0%	82%
REVENUE OVER(UNDER) EXP	67,330	21,041	-	46,289
CHANGE FROM LAST YR + (-)				
REVENUE	(3,009)	(586)	(3,900)	1,477
EXPENDITURES	(691)	162	-	(853)
NET	(2,318)	(748)	(3,900)	2,330
% CHANGE FROM LAST YEAR				
REVENUE	(2)	(1)	(100)	2
EXPENDITURES	(1)	1	n/a	(2)

**MT PROSPECT PARK DISTRICT
CENTRAL COMMUNITY CENTER**

Revenue Recap by yr:

2017			2018			2019				YTD	Annual
Month	YTD		Month	YTD		Month	YTD			Actual	Budget
Jan	33,981	33,981	Jan	33,909	33,909	Jan	33,017	33,017	Revenue	313,798	338,325
Feb	13,413	47,394	Feb	26,632	60,541	Feb	22,434	55,451	Expenditures		
Mar	23,826	71,220	Mar	22,344	82,885	Mar	31,440	86,891	Full Time	137,822	142,621
April	25,712	96,932	April	53,726	136,611	April	26,752	113,643	Part Time	200,125	217,933
May	26,882	123,814	May	23,256	159,867	May	30,084	143,727	Benefits	54,506	65,858
June	22,927	146,741	June	19,268	179,135	June	31,968	175,695	Commodities	45,101	48,566
July	18,319	165,060	July	18,649	197,784	July	23,356	199,051	Contractual	44,088	35,560
Aug	26,666	191,726	Aug	23,176	220,960	Aug	25,349	224,400	Utilities	76,222	85,362
Sept	14,514	206,240	Sept	11,828	232,788	Sept	15,760	240,160		557,864	595,900
Oct	18,294	224,534	Oct	21,378	254,166	Oct	24,039	264,199	Net	(244,066)	(257,575)
Nov	25,434	249,968	Nov	29,550	283,716	Nov	24,061	288,260			
Dec	35,930	285,898	Dec	32,594	316,310	Dec	25,538	313,798			
Budget			360,400			356,510			338,325		



**MT PROSPECT PARK DISTRICT
CENTRAL FACILITY REVENUE REPORT
December 2019**

	MONTH		YEAR to DATE			Up/(Down)
	This	Last	This	Last	Change	% Change
RENTALS						
Skate Rental	695	540	4,363	3,120	1,243	40%
Building Rental	5,954	4,401	95,513	106,166	(10,653)	-10%
	6,649	4,941	99,876	109,286	(9,410)	-9%
PASS SALES						
Fitness	9,309	9,123	101,080	95,886	5,194	5%
	9,309	9,123	101,080	95,886	5,194	5%
DAILY FEES						
Gym Fees	2,305	1,188	17,521	10,255	7,266	71%
Fitness Center	252	342	2,349	2,631	(282)	-11%
Inline Rink Fees	1,976	1,829	12,755	11,374	1,381	12%
	4,533	3,359	32,625	24,260	8,365	34%
PROGRAM FEES						
Adult Athletic Leagues	-	375	1,250	775	475	0%
Youth Athletic Camps	-	-	13,677	9,466	4,211	0%
Youth Athletic Prog.	625	2,615	8,828	10,532	(1,704)	-16%
Youth Leagues	3,365	9,714	35,949	49,691	(13,742)	-28%
Special Programs	1,575	2,954	35,040	29,835	5,205	17%
	5,565	15,658	94,744	100,299	(5,556)	-6%
CONCESSIONS						
Merchandise	337	339	4,930	5,016	(86)	-2%
Vending	237	146	2,397	2,677	(280)	-10%
	574	485	7,327	7,693	(366)	-5%
OTHER						
Visa Charges / OvShrt	(1,092)	(971)	(21,854)	(21,115)	(739)	3%
TOTAL	25,537	32,595	313,798	316,309	(2,511)	-1%

**MT. PROSPECT PARK DISTRICT
PROPERTY TAX
MONTH ENDING
12/31/19**

<u>Tax Yr.</u>	<u>Property Tax Jan. 1 - Dec. 31</u>	<u>Assessed Valuation</u>	<u>Rate</u>
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
2018	10,417,103	1,645,671,872	0.633

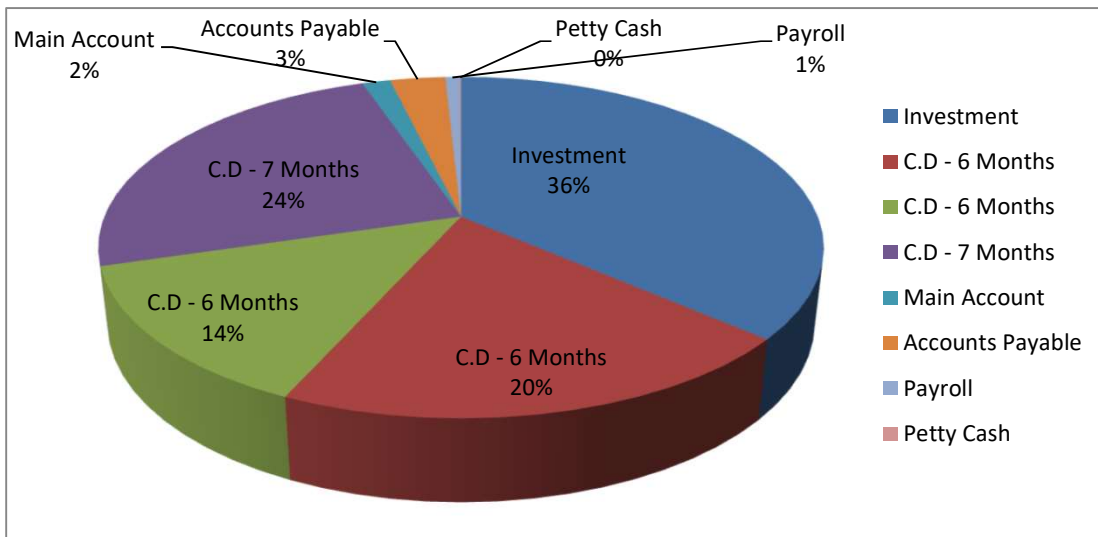
Tax Monies Received from January 1, 2019 through December 31, 2019 totals:
\$10,294,785 (of this total \$188,014 is Replacement Tax).

	Type	2019 Taxes	2018 Taxes
January	R	17,767	16,533
January		2,193	416,345
February		1,336,490	1,091,944
March	R	7,753	14,667
March		3,964,127	3,593,500
April	R	34,835	30,149
April		86,440	40,570
May	R	42,363	30,732
May		55,927	51,476
June			
July	R	25,023	23,947
July		1,925,690	2,483,305
August	R	3,002	2,420
August		2,657,444	2,098,030
September		2,822	
October	R	43,550	21,671
October		49,216	31,371
November		25,676	42,837
December			3,129
December	R	14,465	5,299
TOTAL		10,294,785	9,997,927

Mt. Prospect Park District
Statement of Account Balances
As of December 31, 2019

Mt. Prospect State Bank

Accounts	Maturity	Amount	Rate	Term
Investment	n/a	2,689,899	0.31%	Demand
C.D - 6 Months	4/24/2020	1,507,521	1.00%	6 Months
C.D - 6 Months	3/12/2020	1,010,025	1.00%	6 Months
C.D - 7 Months	7/12/2020	1,800,000	1.40%	7 Months
Main Account	n/a	110,328	n/a	
Accounts Payable	n/a	217,175	n/a	
Payroll	n/a	56,665	n/a	
Petty Cash	n/a	4,950	n/a	
Total Funds		7,396,563		



**Mt Prospect Park District
Capital Projects Update
December 2019
Fund 97 2017 Capital IMPR Fund**

Account #	Description	Budget	December	Y-T-D Actual	Difference
<u>Rec Plex Center</u>					
811400	RP Electronic Sign	42,540		42,540	-
811913	RP Strength Equipment	6,450	6,450	6,450	-
813500	Replace Intercom System	15,000		9,148	5,852
	Total Rec Plex Center	63,990	6,450	58,138	5,852
<u>Conservatory</u>					
822000	FPC Electronic Sign	46,690		46,690	-
822410	FPC Kitchen	18,000		17,176	
	Total Conservatory	64,690	-	63,866	-
<u>Park Improvements</u>					
847012	Tree Planting/Removal	37,611	3,900	12,161	25,450
	Total Park Improvements	37,611	3,900	12,161	25,450
<u>Equipment</u>					
855400	Reg Sys Maintenance	7,500	1,650	6,470	1,030
855460	Technology Equipment	1,910		1,880	30
855510	Facility Dude Maint Software	7,100			7,100
855530	District Website	15,170	600	8,286	6,884
857250	Grounds Equipment/Repair	5,280		3,160	2,120
858215	CCC Fitness /Strength Equip	10,900	8,895	8,895	2,005
858375	Security	6,000		3,992	2,008
858485	Field Equipment Box	2,927		2,927	-
	Total Equipment	56,787	11,145	35,611	21,176
<u>Buildings</u>					
861591	LRC Multipurpose Floors	1,140		1,140	-
862002	Central Rd Gym Floor	800			800
865425	Conservatory Property	2,500		2,000	500
865650	CCC Roof Assessment	5,000			5,000
865900	CCC HVAC	6,362		3,058	3,304
	Total Buildings	15,802	-	6,198	9,604
	Total Expenditure	238,880	21,495	175,975	62,081

**Mt Prospect Park District
Capital Projects Update
December 2019
Fund 98 2018 Capital IMPR Fund**

Account #	Description	Budget	December	Y-T-D Actual	Difference
<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
846700	Billings for Projects	327,930		327,930	-
846880	Busse Park Playground	105,000	3,238	78,288	26,712
849610	Playground Repairs	3,000		3,000	-
849620	Ice Rink Liners/Fencing	3,750	1,344	2,153	1,597
849630	Baseball Surface	7,000		6,145	855
849640	Tennis Court	2,500			2,500
849650	Canine Commons	28,000			28,000
849660	Field Tarp	3,750		3,500	250
849705	Golf Cart GPS	39,000		22,701	16,299
	Total Park Improvements	540,630	4,582	443,717	96,913
<u>Equipment</u>					
855220	Mowing Trailer	5,650			5,650
855250	Admin Tech - Software	21,100	1,492	16,114	4,986
855260	Admin Tech - Hardware	21,400		10,973	10,427
855330	Truck 22	52,300		49,277	3,023
855340	Truck 12	27,400		26,869	531
855400	Reg Sys Maintenance	31,500	2,000	24,000	7,500
855460	Technology Equipment	12,000	1,172	8,205	3,795
855470	Applitrack/TimePro/Smart Fusion	8,080	1,521	8,086	(6)
855500	Gator Utility Vehicles	15,100		15,010	90
855800	Bizhub Printer	5,000		4,065	935
855810	Event Canopy	14,800		14,295	505
856711	Vehicle 5	16,500		16,500	-
856744	Tow Behind Gang Rollers	2,500		2,210	290
858600	Tee Mower	34,600		34,228	372
858610	Rough Mower	35,500		33,615	1,885
	Total Equipment	303,430	6,185	263,448	39,982
<u>Buildings</u>					
861200	Art Studio Flooring	5,000		2,929	2,071
861560	Lions Recreation RTU	18,000	14,850	14,850	3,150
862190	CCC RTU 10/11/13	90,000	8,995	46,720	43,280
865500	WCMF Capital Upgrades	3,000			3,000
866100	MSD Utility Service Connection	30,000			30,000
	Total Buildings	146,000	23,845	64,499	81,501
<u>Pools</u>					
881300	Roll Down Door	4,000			4,000
881670	Funbrella	11,000		11,000	-
881680	Pool Lane Dividers	4,000	125	3,966	34
882100	Rec Plex Pool Pak	2,750		934	1,816
	Total Pools	21,750	125	15,900	5,850
	Total Expenditure	1,086,810	34,738	787,565	299,245

Mt Prospect Park District
Capital Projects Update
December 2019
Fund 99 2019 Capital IMPR Fund

Account #	Description	Budget	December	Y-T-D Actual	Difference
<u>Rec Plex Center</u>					
813290	Chiller Compressor	35,000			35,000
814000	Rec Plex Main Entrance	18,000			18,000
814200	Rec Plex Playground	45,020			45,020
814300	Rec Plex Flooring	23,650			23,650
	Total Rec Plex Center	121,670	-	-	121,670
<u>Conservatory</u>					
823000	Friendship Garage Doors	5,000			5,000
823100	Friendship Courtyard	14,000			14,000
823200	Friendship Door Repairs	16,200			16,200
	Total Conservatory	35,200	-	-	35,200
<u>Park Improvements</u>					
845114	Lions Park Phase 1	250,000			250,000
845115	Lions Park Design	45,000			45,000
845480	Melas Park Improvements	4,000			4,000
847020	Playground Equipment	10,000			10,000
847056	Golf Course Irrigation	5,800			5,800
849705	Golf Cart GPS	39,000			39,000
	Total Park Improvements	353,800	-	-	353,800
<u>Equipment</u>					
852330	GC Kitchen Equipment	10,500			10,500
852340	GC Driving Range Mats	7,000			7,000
852350	Golf Cart Battery	10,800			10,800
855330	Truck 6	52,300			52,300
855340	Truck 24	37,000			37,000
855400	Reg Sys Maint/Development	31,500			31,500
855420	Western Snow Plow	12,000		8,766	3,234
855460	Technology Equip/Server	22,500			22,500
855500	Gator Utility Vehicle	31,800			31,800
855763	AED's	11,000			11,000
856490	GC Hydrogen Sensors	5,840			5,840
856591	GC Pull Carts	2,100			2,100
858215	CCC Flooring	14,000			14,000
858375	Security Camera Upgrades	20,000			20,000
858610	Rough Mower	36,440			36,440
858700	Field Groomer	13,800			13,800
858710	Trim Mower	15,000			15,000
	Total Equipment	333,580	-	8,766	324,814
<u>Buildings</u>					
861950	Central Rd Professional	13,500			13,500
865670	CCC RTU Phase 3	47,000			47,000
866400	CCC Signage	2,700			2,700
866410	CCC Door	3,000			3,000
866440	Studio AHU	20,000			20,000
866450	CCC Fitness Equipment	25,000			25,000
866460	MSD Clubhouse	5,500			5,500
	Total Buildings	116,700	-	-	116,700
<u>Cost of Issue</u>					
871600	Cost of Issue	101,898		100,650	1,248
<u>Pools</u>					
881660	Meadows Concessions Tables	25,500			25,500
882100	Rec Plex Pool Pak	11,000			11,000
882400	Admin Drain Covers	3,500			3,500
882500	Pool Chemical Controllers	12,000			12,000
	Total Pools	52,000	-	-	52,000
	Total Expenditure	1,114,848	-	109,416	1,005,432



Executive Director

Board Report January 2020

Upcoming Important Dates:

- January 22, 2020: Regular Board Meeting at the Central Community Center 7 PM
- January 23-25, 2020: IPRA Conference Hyatt Regency Chicago
- January 31, 2019: Employee Committee Soup-er Bowl cook-off 11:30-1:30 MPGC
- February 1, 2020: Shining Stars Gala 2020 at The Cotillion Banquets 6 pm
- February 8, 2020: Mardi Gras Family Night at RecPlex 4:00 pm - 8:00 pm

2020 IAPD/IPRA Conference:

The 2020 IAPD/IPRA Conference runs from Thursday, January 23th through Saturday, January 25th, 2020. The 2020 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 2020:

The annual Shining Stars Gala will be hosted by the Mount Prospect Special Events Commission on Saturday, February 1, 2020. This event will be taking place at the Cotillion Banquets in Palatine and will start at 6PM.

Upcoming Board Meeting Reminder:

Regular Board Meeting - Wednesday, February 12, 2020 - 7 pm @ CCC



Golf Operations Report

News & Updates:

Important Data:

Through our online booking engine, GolfNow, we now receive detailed monthly performance reports covering all aspects of information from the number of tee times booked, revenue, marketing performance, customer ratings, and even area weather. In the past, we were not able to capture key features through our point of sale relating to our regular market customers who represent 75% of our annual sales. One example of this is with the newly renovated course, we were concerned that it would be too hard for senior golfers and in return drive them away. The data showed *the exact opposite*. Surprisingly the age group with by far the most tee times booked online this season were ages 66+ comprising 49.1% of all times booked. This shows our senior play is stronger than ever before! Of the rest of tee times booked, 6.7% were patrons ages 16-25, 18.1% ages 26-35, 8.8% by the age groups 36-45, and 46-55. Finally 8.3% were patrons ages 56-65.

Another GolfNow feature that was implemented was a service that answers our phones during busy times and during hours when the pro shop is closed. 2,740 calls were answered by this service which resulted in 1,767 booked rounds totaling \$97,257. This measurable performance data is the most important feature a vendor can give you, how much this service added to the bottom line. What is also important is the ability to compare to the area market average. During the 2019 golf season, our page on Golfnow.com was viewed 113,096 times. The market average for page views last year on Golfnow.com is 43,650.

New for 2020:

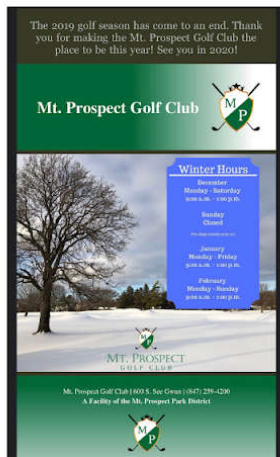
Lesson revenue has grown every season since we re-opened from the renovation and has increased 63.4% from the last full season on the old course! Staff will continue to try and build on this record lesson revenue by adding two new classes for 2020. The first new class for this season will be a ladies only beginning golf class. We will be offering this on Saturday mornings from 9-10 am. Surveys show that ladies want to learn the game of golf, but they are intimidated from taking lessons in classes that are mostly male dominated. Hopefully this will provide a more comfortable setting where ladies can receive instruction on the game of golf with the overall mission of growing the game. The second new class will focus on the on-course experience only. Many players take lessons, or just hit balls at the range, but have no idea what to do once they step out onto the course. This class takes place on the course and explains all aspects of golf from the differences between the tee markers to what club to hit from certain yardages, and in different situations. Rules and etiquette will also be explained along the way. The goal is to make everyone feel comfortable when they step foot onto a golf course and be able to enjoy their round while playing with others.

Golf Memberships:

Season passes and discount cards will go on sale for the 2020 season on Monday, January 27th. Existing weekend permanent tee times can be renewed through Sunday, March 1st. Any tee times not renewed will be offered to new applicants. The pro shop will be open 7 days a week starting in February. Hours of operation will be from 9am to 1pm. Permanent tee times, season pass, and discount cards can also be processed online at our webstore.mppd.org.



December 2019 Marketing Emails



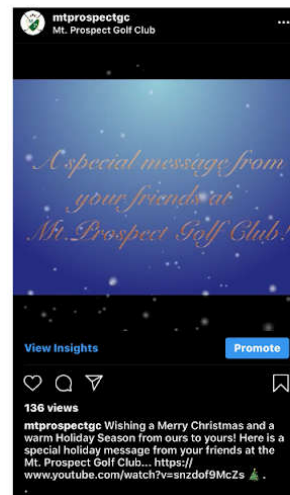
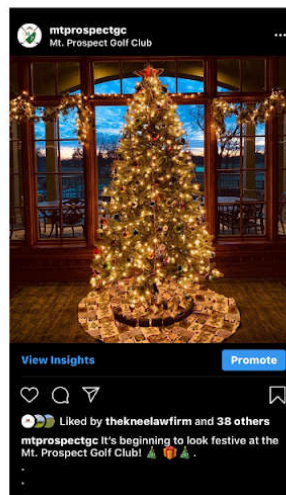
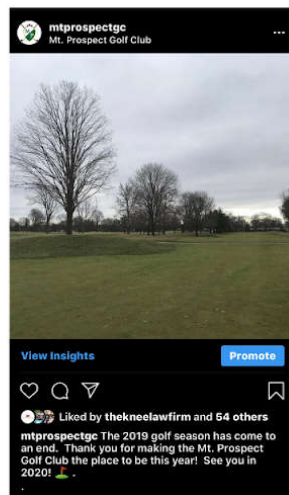
12/3

Open rate 53%



12/24

Open rate 70%



Social Media

December

Facebook: 5 new likes

November total 490.

Instagram: 11 new followers

November 721

Twitter: 3 new followers

November total 128

2019

Facebook: Jan. 1st: 381 Dec.

31st: 490

Instagram: Jan. 1st: 0 ended

Dec. 31st: 721

Twitter: Jan. 1st: 17 Dec. 31st:

128



Recreation Division

In an effort to streamline the reporting process the Recreation Division has provided bulleted details of each Department's activities for the preceding month for the Board's review. Participation numbers will still be provided on a quarterly basis to share the status of applicable programming with our Board. This change in reporting was discussed during the October 2019 Board Retreat.

Aquatics:

- One of two new large LED digital time clocks have been installed at RecPlex pool.
- Lifeguards refreshed their skills with mandatory in-service training over winter break.
- Snowball Splash at the RecPlex Aquatic Center will be Monday, February 17th from 1-4 pm.
- Our swim team hosted a successful inter-squad meet on 12/22 with 100 kids attending.
- Aquafit classes are increasing in participation due to the unlimited membership. Staff is reviewing existing program fees and if necessary may recommend minor adjustments to existing class schedules/offerings.

Athletics:

- Staff worked with the Marketing Department to create a marketing campaign for youth baseball & softball registration which began on January 3rd.
- Uniform fittings were completed for all Patriot travel baseball teams.
- Staff is finalizing the uniform and equipment orders for youth baseball and softball.
- Recruiting and registrations for adult athletic leagues begin in mid-January.

Cultural Arts:

- Dance programming offered 96 classes during the 2019 winter session with 521 students and 859 registrations.
- Private guitar lessons continue to bring in 10 to 15 registrations per 8-week session.
- The Community Band has been introducing more challenging music for their musicians to play thanks to band director Monty Adams.

Early Childhood & Youth Programs Updates:

- There are a few new preschool student enrollments in our Li'l Mountaineer Preschool classes the week of January 6. These new students will bring our preschool classes to capacity.
- Kids Klub added 3 participants which will begin January 6, 2020. Additionally 8 more will begin January 13th. Trekkers added 1 participant to begin in January 2020.
- December was filled with a great number of celebrations. Preschool classes had their holiday workshops, performances and created amazing gifts for their parents. KinderKlub and Kids Klub participants enjoyed holiday parties before they headed off to their winter break.



Early Childhood & Youth Programs Updates (Continued):

- Our new PM KinderKlub/Trekkers Assistant began on Dec 3, 2019.
- Staff met with the finance department to come up with a solution for adding miscellaneous fees to Kids Klub monthly bills. This will help to generate additional revenue.
- A new Kids Klub staff member was hired due to current staff schedule changes and staff going away to school for the semester.
- Another successful Winter Break Camp is in the books. There were 255 participants registered for the camp. Participants enjoyed trips, swimming, a reptile show, games and crafts during the 6 day camp. This also included a new trip to Bowlero in Mt. Prospect.
- The Mt. Prospect Park District Job Fair was held on January 6th, 2020, and resulted in 18 potential future employees interested in becoming camp counselors.

Facilities

Central Community Center:

- We offered a New Year's Skate on Friday 12/27, which was attended by 97 skaters with 47 skate rentals. We also held a very successful balloon drop! Our New Year skate was also featured on the front page of the Mt. Prospect Journal newspaper.
- CCC had continuous overall growth for participants in 2019. Two specific areas were continuous daily participants for Open Gym and continuous growth of the Open Pickleball offering with players continuing to purchase the 10 play pass for \$30.

Lions Recreation Center:

- Illinois Shotokan Karate hosted 2 weekends of testing during December 2019 at the Lions Recreation Center.

RecPlex:

- Interior facility signage is in the process of being updated.
- The Kate Conlon Memorial Basketball Tournament was held at RecPlex on December 12 & 13, 2019.
- Nancy Prosser volunteered for the Mount Prospect Historical Society Housewalk as a house monitor. Housewalk tickets were sold at Lions Recreation Center.
- The US Census hosted an information table to recruit census workers at RecPlex.
- Nancy and Christina attended the IPRA Concession Round Table on December 4th at the Carol Stream Park District.
- Staff at the Lions Center and RecPlex worked together to provide seasonal decorations to be enjoyed by our program participants.
- The RecPlex Play & Learn Room was updated to accommodate the programming needs of Kinder Klub. The old oven was removed which created space for additional storage. The cooktop and cabinets were removed to create additional floor space.



Fitness:

- Free Class Week is January 6th through the 12th. For each class attended, participants are entered into a raffle to win a free “All-In” membership.
- The “All-In” Membership sale started Jan. 1st and goes through Jan. 31st 2020. During this time, an All-In membership is \$400 for residents for the year (\$68 savings).
- The Lemons of Love Spin-A-Thon will be on Saturday, February 8th from 8 am-12 pm.

Friendship Park Conservatory:

- The Friendship Park Holiday Open House was attended by approximately 1,300 people. The day included musical performances, face painting, hayrides, ornament creation, cookies, cider, and a visit with Santa.
- Nearly every weekend at FPC was booked with rentals in December 2019.



Business Services & Human Resources Report

News & Updates:

- Year-end processes for 2019 including 1099's, W2's 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 17th, 2020. This is an annual process required to comply with the Affordable Care Act, with forms originally to be furnished to employees by January 31st, 2020 - though the IRS extended this deadline to March 2nd back in December.
- As an annual reminder, the Park District submitted a yearly roster to Cook County for Economic Statement of Interest Filings for 2019. This roster includes Commissioners and staff with managerial authority. The County typically sends invites to complete the filings in March.
- Security Cameras - IT has allocated capital dollars to complete the latest round of security camera updates within the first quarter of 2020. A second switch is being installed at RecPlex in order to more easily incorporate new cameras at that facility, to be followed shortly by new camera installation. Lions Recreation Center and Friendship Park Conservatory will follow upon completion of updates at RecPlex. All of these cameras will be networked into a central system managed at Central Community Center.
- Recreation Reports - Programming and design work behind the scenes continues for updated recreation reports. The goal of these reports will be to enhance participation reporting and allow for more comprehensive year-to-year comparisons.

Staff Changes:

- Peter Buna, full-time Landscape Maintenance Technician, started on January 6th.
- Demetria Varygiannes, part-time/IMRF RecPlex Center Director, started on January 3rd.

H.R. by the Numbers: December 2019

New-Hires:	16
Payroll Changes (to update or change employment status, pay-rate, or job-class):	100
Criminal Background Checks (including new-hires, volunteers and coaches):	67
Workers' Compensation (new and open claims):	3
Unemployment Claims (new claims):	1



Parks & Planning Division

Administrative Updates:

- There was a water main break at LRC on January 7. The main was repaired and back in service by 9pm the same day.
- Met with playground design consultant to discuss improvements to the outdoor playground at RecPlex. This project is part of the 2020 CIP plan approved by the Board in November of 2019.
- Preparing bid for the replacement of a defective chiller compressor at RecPlex.
- A 60' athletic field light pole went down at MSD due to strong winds on 1.11.2020. Staff will have a structural assessment done on the other poles. Staff will be filing a claim with MRMA and work to get this repaired before the spring softball season begins.

Buildings Department Updates:

- Completed the Play N Learn renovation at RecPlex.
- Replaced sprinkler system flow switch at CCC.
- Repaired bandshell flagpole.
- Repaired office lighting at CCC.
- Repaired multiple toilets throughout the District.

Fleet Services Department Updates:

- Setup hay wagon and closed cab tractor for Holiday fest at FPC. Deliver and pick up.
- Performed winter services on 3 John Deere 1200A bunker rakes.
- Continue reel and bedknife grinding on GC mowers.
- Repaired seized high/low shift cable on Trackless.
- Replaced spark plugs, wires, cap, and rotor on truck #6.
- Replaced radiator and water pump gaskets on truck #22. Flushed cooling system.

Grounds Department Updates:

- Decorate facilities district wide for the holidays
- Install Lions ice rink boards. Will be dependant on below freezing weather for rink ice.
- Continued the mulching of leaves in parks
- Performed dormant seeding at MSD soccer and Kopp soccer
- Staff is performing tree trimming and chipping at various park sites
- Organize WCMF garage and bring equipment to MSD barn for winter storage

Internal Work Orders Completed (All Parks and Planning Departments):

At the time of this report, there have been approximately **24** internal work order requests submitted YTD to the Parks and Planning division for completion in 2020.



Community Relations & Marketing

2020 began with a new marketing campaign designed to promote baseball and softball registration which takes place between January 3 and February 9.

Athletics reached out to CR&M looking to reach the new baseball parent not familiar with the seasonal timelines. Hoping to avoid the April calls and emails looking to register for baseball; the time was right to educate the residents on the seasonality of baseball including registration dates. In addition to facility front desks decorated in baseball decor, over 10 banners have been placed on baseball fencing in neighborhood parks informing patrons that there are two seasons: winter and baseball with registration beginning on January 3. See page 2 for baseball marketing materials.

Digital Media	
E-Newsletter Results	Sent on January 3
Open/Click Rates	34%/7%
2019 Total Email Results	
Top Performing Emails	Go Green 5K Survey Youth Winter Basketball Registration Summer Staff Meeting
Contact Growth	14%
Average Open/Click Rate	63%/5%
Devices Used	59% Mobile 41% Desktop

Conversations with local businesses have led to two new sponsorship agreements for 2020. From the CR& M perspective, it is important to pursue sponsor partners who are truly invested in the District and community at large. Businesses come and go and many make promises they cannot keep from a sponsorship perspective. The District is seeking connection with those fully committed to the values expressed in our mission and vision statement. The goal is to create long term partnerships that fairly share the message of the sponsor while serving the needs of the District and its patrons. If a sponsor can truly enhance an event, program or facility, then CR&M is willing to work with them for the betterment of all.

As a result, CR&M will look to hire a part-time sponsorship coordinator by summer 2020 with funding for this position included in the proposed FY 2020 budget. As Director of Community Relations & Marketing, I have recently secured the following agreements:

1. The **Moorings of Arlington Heights** has entered into a \$5,000 agreement to sponsor the Mt. Prospect Community Band 2020 Summer Concert Series. The Moorings will be onsite weekly for seven Mondays, bring Moorings residents to concerts and have visual representation on all Community Band summer marketing. We welcome the Moorings and their perfect fit with the mission of the District and the Community Band audience.
2. Current sponsor, **Culver's**, has agreed to purchase two new scoreboards for Meadows Park in exchange for logo placement on the boards. The scoreboards (approx \$10,000 value) is one part of a \$35,000 multi-year agreement with Culvers who will provide custard and their mascot for District events, branded t-shirts for the Mardi Gras basketball tournament, value meal coupons for employee recognition and more. The District will remain a distributor of free custard coupons for all youth sports participants as well as sharing Culver's coupons at the front desks and in every event giveaway bag. Scoreboards will be in place by May 2020.

Mark your calendars for the annual Mardi Gras on Saturday, February 8 from 4 to 8 pm at RecPlex!

JANUARY 2020

Community Relations & Marketing

Spring Baseball

Plan Ahead for Spring:
Register Today for Baseball & Softball

"There are only two seasons: winter & baseball."
-Bill Veeck



Play Ball 2020

Register by
February 9

Season Runs mid-
April thru the end of
June

Baseball league for
kids ages 5-14

Softball league for
girls ages 7-18

Each year more than 800 kids participate in the Mt. Prospect Park District Youth Baseball and Softball League. Numerous players in the program have moved on to play in high school and college, and many of our volunteer parent coaches learned their love of the game as players in our league.

E-NEWSLETTER

Age Group	R/NR Fee	Code
5-14	\$105/115	37983
5-14	\$160/170	37982
5-14	\$160/170	37981
5-14	\$190/200	37979
5-14	\$190/200	37977
5-14	\$190/200	37980
5-14	\$190/200	37978
5-14	\$190/200	37976
5-14	\$80/90	37984

Register Today!
mppd.org

Volunteer Coaches Are Needed at all Levels!
Please email Jason Hickman at jhickman@mppd.org

FLYER

Register Today!
mppd.org

Volunteer Coaches Are Needed at all Levels!
Please email Jason Hickman at jhickman@mppd.org

CCC TV SLIDE

Register Today!

Mt. Prospect Park District

OUTDOOR BANNER