



MT. PROSPECT PARK DISTRICT

1000 W. Central Road

Mount Prospect, Illinois 60056

**MT. PROSPECT BOARD OF PARK
COMMISSIONERS**

BOARD PACKET

December 15, 2021



MT. PROSPECT PARK DISTRICT

1000 W. CENTRAL ROAD

MOUNT PROSPECT, ILLINOIS 60056

MT. PROSPECT BOARD OF PARK COMMISSIONERS REGULAR MEETING SCHEDULE 2021

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 20, 2021

February 10, 2021

March 17, 2021

April 21, 2021

May 19, 2021

June 16, 2021

July 21, 2021

August 18, 2021

September 22, 2021

*October 20, 2021

*November 17, 2021

December 15, 2021

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

Approved: 11-18-2020

TABLE OF CONTENTS

REGULAR BOARD MEETING

December 15, 2021

AGENDA

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



1000 W. CENTRAL ROAD
MOUNT PROSPECT, ILLINOIS 60056

REGULAR BOARD MEETING

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

FROM: STEVE KURKA, PRESIDENT

DATE: December 10, 2021

RE: REGULAR PARK BOARD MEETING
December 15, 2021 - 7:00 P.M.
CENTRAL COMMUNITY CENTER
1000 W. CENTRAL, MOUNT PROSPECT, IL

To attend remotely, you may join the Zoom meeting:

Join Zoom Meeting
[https://us02web.zoom.us/j/82290445948?
pwd=ZCtyZjdMVDdicXkreENVREIRR280UT09](https://us02web.zoom.us/j/82290445948?pwd=ZCtyZjdMVDdicXkreENVREIRR280UT09)

Meeting ID: 822 9044 5948
Passcode: 786773
Phone Number: +1 312 626 6799 US (Chicago)

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 November 17, 2021 Board Minutes
- B. Ratification of Accounts Payable for November 2021 in the amount of \$762,058.02
- C. Ratification of Payroll for November 2021 in the amount of \$269,178.56

APPROVAL OF MINUTES

*REGULAR BOARD MEETING: November 17, 2021

PLEASE BYPASS IF PREVIOUSLY APPROVED BY CONSENT AGENDA

PUBLIC COMMENT

NEW BUSINESS

- A. Service Anniversary Recognition:
 - Commissioner Klicka-25+ years
 - Commissioner Doherty-20 years
 - Commissioner Tenuta-10 years
- B. 2021 End of Year Review / Recreation Department

APPROVAL ITEMS

- A. Approval of Auditing Proposal for Fiscal Years 2021, 2022 and 2023
- B. Recommendation to Revise the Mt. Prospect Park District's Personnel Policy Manual
- C. Approval of the Mt. Prospect Golf Club Concession Agreement

FINANCIAL ADVISOR'S REPORT

RATIFICATION OF ACCOUNTS PAYABLE

November 2021

***PLEASE BYPASS IF PREVIOUSLY APPROVED BY CONSENT AGENDA**

RATIFICATION OF PAYROLL

November 2021

***PLEASE BYPASS IF PREVIOUSLY APPROVED BY CONSENT AGENDA**

EXECUTIVE REPORT

PUBLIC COMMENT

COMMENTS/MATTERS FROM COMMISSIONERS

ADJOURNMENT



CONSENT AGENDA

December 15, 2021

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.

This Month's Consent Agenda Items are as follows:

- A. Approval of the Regular Board Meeting Minutes for November 17, 2021
- B. Ratification of Accounts Payable for November 2021 in the Amount of \$762,058.02
- C. Ratification of Payroll for November 2021 in the Amount of \$269,178.56

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), I.E. "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, November 17, 2021 at Central Community Center Facility and Remote of said Park District. President Kurka called the meeting to order at 6:30 p.m.

President Kurka read the following Determination statement: As President of the Park Board and due to the recent changes to the Open Meetings Act, it falls upon me to make a determination as to the reason tonight's Park Board meeting is being held remotely and in-person. It is my determination that it is neither practical nor prudent to have tonight's Board meeting solely in-person, my reasoning being the continuing pandemic and its attendant health risks as well as the current restrictions on gatherings imposed by the Gubernatorial Executive Orders and the existing health-related disaster declarations. For these reasons I have also concluded that it is also unfeasible to hold tonight's Board meeting solely on an in-person basis at the regular location for Board meetings at Central Community Center. Therefore tonight's Board meeting is also being held by remote virtual means, and specifically through the use of the audio capacities of the Zoom platform. Thank you.

Commissioner Tenuta called Roll Call for the Board

On roll call, the following commissioners were present:

Roll Call	Present	Absent	Remote
Commissioner Kurka	X		
Commissioner Tenuta	X		
Commissioner Starr		X	
Commissioner Klicka	X		
Commissioner Doherty			X
Commissioner Massie	X		
Commissioner Murphy	X		

Administrative Staff/Recreation Staff-Present or Remote

- Jim Jarog, Executive Director
- Teri Wirkus, Executive Compliance Officer
- Mary Kiaupa, Human Resource & Risk Manager
- Ruth Yueill, Director of Community Relations and Marketing
- George Giese, Director of Administration
- Nick Troy, Director of Recreation
- Ann Zimmerman, Cultural Arts Manager

Unapproved Regular Board Minutes
11-17-21

Mike Azzaretto, Aquatic & Fitness Manager
Brian Hecker, CCC Facility Coordinator
Joe Hoffman, IT Services/Registration Manager
Jeff Langguth, PGA Head Professional
Nancy Prosser, Facility Manager
Ben Kutscheid, Park Planner
Matthew Dziubinski, Superintendent of Parks & Planning
Kristina Winans, Early Childhood Youth Coordinator
Brad Wessel, Youth Athletic Coordinator
Jon Zgoda, IT Professional/ Remote Meeting Moderator
Rebekah Grant, FPC Coordinator
Brett Barcel, Director of Golf Operations
Kandice Newton, Early Childhood and Youth Coordinator
Linda Zalewski, Aquatics Coordinator
Toria Davis, Cultural Arts Coordinator

Professionals Present

Tom Hoffman, District Attorney
Lee Howard, CPA
Brad O’Sullivan, GAI remote

Visitors : None

PLEDGE OF ALLEGIANCE

Commissioner Massie led the Pledge of Allegiance

CHANGES OR ADDITIONS TO AGENDA

President Kurka moved the Parks Foundation after the Public Comments.

APPROVAL OF AGENDA

Commissioner Tenuta moved to approve the agenda as amended and was carried by unanimous voice approval.

PUBLIC COMMENT

None

PARKS FOUNDATION

Ruth Yueill, Executive Director for the Parks Foundation discussed the following:

- Longtime Treasurer, Barb Sabaj, after 20 plus years of service is stepping down as treasurer and Joe Tuscak will be the new treasurer as of January 2022. Barb will remain on the Foundation.
- Creature Feature Movie Fundraiser held on October 16, was a huge success. 48 families participated in the fun and the raffle raised \$700. The event all together raised \$2,300. A special thank you to the Park Board of Commissioners for their generous donation towards the family night raffle.
- January 5, 2022 meeting will welcome new members.
- The Foundation is in the process of organizing the details for a winter fundraising event. A Mardi Gras style event is considered for late February. More to come in this adult event.
- The Parks Foundation will sponsor the 2021/2022 free Ice Rink at the Mt. Prospect Golf Rink. The Foundation will purchase liners for the rink (approximately \$1,500 each).

UNFINISHED BUSINESS

A. FY 2022 Annual Capital Improvement Project List DRAFT (Final Review & Discussion)
George Giese, Director of Administration reviewed the proposed Annual Capital List and 5 Year Capital Improvement Plan. The first year of projects from the 5 Year CIP were incorporated into the Annual Capital List, which will be the plan moving forward each year. The 5 Year CIP will be updated as needed throughout the year to be incorporated into future Annual Capital Lists. If the Board approves of the Capital List, capital codes will be created and work will begin as applicable. Director Giese asked for any questions from the Board.

NEW BUSINESS

A. FY 2022 Proposed Operating Budget
George Giese, Director of Administration reviewed the proposed operating budget for FY 2022. He explained the uncertainties still surrounding budgetary figures and the pandemic, but noted that staff's goal was to utilize the experience gained in 2021 to better inform projected revenues. Overall, revenues are still down compared to pre-pandemic figures across many program areas - however, they are significantly increased from the very conservative FY 2021 budget. As for expenses, Director Giese explained some of the factors influencing those budgets - including rising minimum wage, a competitive labor market, budgeting for staffing shortages and making adjustments for the upcoming compensation study slated for 1 -2022. Finally, Director Giese noted that the budget will continue to be worked on into the new year with final approval requested in March. Lee Howard, CPA reviewed the FY 2022 budget on a fund-by-fund basis, noting that the General and Recreation Funds have been budgeted in balance. He proceeded to explain planned drawdowns and special circumstances in other funds and reviewed the

**Unapproved Regular Board Minutes
11-17-21**

Recreation Fund as a whole. The budget will remain on the agenda into the coming months as needed before approval.

Commissioner Murphy asked about revenues being increased significantly from FY 2021. Mr. Howard/Director Giese pointed to 2021 actuals and trends in the budgets established for 2022, with adjustments being made across many areas of the Park District based on 2021's results.

Commissioner Tenuta asked if lack of staffing affected the budget process, to which Director Giese agreed and noted that a competitive labor market would be a recurring theme in FY 2022 for many areas.

APPROVAL OF CONSENT AGENDA

President Kurka stated 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 for the Regular Board Meeting on October 20, 2021
- B. Approval of Board of Commissioner Meeting Schedule 2022
- C. Ratification of Accounts Payable for October 2021 in the amount of \$2,375,849.82
- D. Ratification of Payroll October 2021 in the amount of \$408,914.61

MOTION

Commissioner Murphy moved to approve the Consent Agenda as presented; seconded by Commissioner Massie

Commissioner Tenuta called Roll Call vote:

Roll Call	Aye	Absent	Nay
Commissioner Kurka	X		
Commissioner Tenuta	X		
Commissioner Starr		X	
Commissioner Klicka	X		
Commissioner Doherty	X		
Commissioner Massie	X		
Commissioner Murphy	X		
Motion Passed			

Unapproved Regular Board Minutes
11-17-21

PUBLIC COMMENT

None

ADOPTION ITEMS

District Attorney Thomas Hoffman gave credit to Staff for their hard work.

- A. **ADOPTION OF ORDINANCE NO. 803:** being “An Ordinance levying taxes for all Corporate purposes, for Bonds redemption and Interest retirement, for establishing and maintaining Recreational programs, for the payment to be made to the Illinois Municipal Retirement Fund, for Social Security expenses, for payment of the costs of protecting the Park District and its employees against Liability, property damage or loss, for Conservatory Fund expenses, for a Paving and Lighting Fund, and for special recreation programs for the Handicapped for the fiscal year beginning the first day of January, 2021 and ending the thirty-first day of December, 2021”, on the understanding that the total amount being levied by Ordinance No. 803 is \$11,201,067 comprised as follows: for all Corporate purposes \$2,600,100, for Bonds redemption and Interest retirement \$3,285,967, for establishing and maintaining Recreational programs \$1,745,000, for the payment necessary to be made to the Illinois Municipal Retirement Fund \$690,000, for Social Security expenses \$475,000, for payment of costs of protecting the Park District and its employees against Liability, property damage or loss \$770,000, for Conservatory Fund expenses \$780,000, for a Paving and Lighting Fund \$95,000 and for special recreation programs for the Handicapped \$760,000.

MOTION

Commissioner Tenuta moved to adopt Ordinance No. 803, being “An Ordinance levying taxes for all Corporate purposes, for Bonds redemption and Interest retirement, for establishing and maintaining Recreational programs, for the payment to be made to the Illinois Municipal Retirement Fund, for Social Security expenses, for payment of the costs of protecting the Park District and its employees against Liability, property damage or loss, for Conservatory Fund expenses, for a Paving and Lighting Fund, and for special recreation programs for the Handicapped for the fiscal year beginning the first day of January, 2021 and ending the thirty-first day of December, 2021”, on the understanding that the total amount being levied by Ordinance No. 803 is \$11,201,067 comprised as follows: for all Corporate purposes \$2,600,100, for Bonds redemption and Interest retirement \$3,285,967, for establishing and maintaining Recreational programs \$1,745,000, for the payment necessary to be made to the Illinois Municipal Retirement Fund \$690,000, for Social Security expenses \$475,000, for payment of costs of protecting the Park District and its employees against Liability, property damage or loss \$770,000, for Conservatory Fund expenses \$780,000, for a Paving and Lighting Fund \$95,000 and for special recreation programs for the Handicapped \$760,000; seconded by Commissioner Klicka

Unapproved Regular Board Minutes
11-17-21

Commissioner Tenuta called Roll Call vote:

Roll Call	Aye	Absent	Nay
Commissioner Kurka	X		
Commissioner Tenuta	X		
Commissioner Starr		X	
Commissioner Klicka	X		
Commissioner Doherty	X		
Commissioner Massie	X		
Commissioner Murphy	X		
Motion Passed			

- B. **ADOPTION OF RESOLUTION NO. 804:** BEING “A RESOLUTION PROVIDING FOR THE POSSIBLE REDUCTION OF LEVY AND ASSESSMENT OF TAXES FOR THE MT. PROSPECT PARK DISTRICT, COOK COUNTY, ILLINOIS FOR THE FISCAL YEAR BEGINNING JANUARY 1, 2021 AND ENDING DECEMBER 31, 2021”; SECONDED BY COMMISSIONER MASSIE.

MOTION

COMMISSIONER MURPHY MOVED TO ADOPT RESOLUTION NO. 804, BEING “A RESOLUTION PROVIDING FOR THE POSSIBLE REDUCTION OF LEVY AND ASSESSMENT OF TAXES FOR THE MT. PROSPECT PARK DISTRICT, COOK COUNTY, ILLINOIS FOR THE FISCAL YEAR BEGINNING JANUARY 1, 2021 AND ENDING DECEMBER 31, 2021”; SECONDED BY COMMISSIONER MASSIE.

Commissioner Tenuta called Roll Call vote:

Roll Call	Aye	Absent	Nay
Commissioner Kurka	X		
Commissioner Tenuta	X		
Commissioner Starr		X	
Commissioner Klicka	X		
Commissioner Doherty	X		
Commissioner Massie	X		
Commissioner Murphy	X		
Motion Passed			

Unapproved Regular Board Minutes
11-17-21

- C. **ADOPTION OF ORDINANCE NO. 805:** “AN ORDINANCE ABATING THE TAX HERETOFORE LEVIED FOR THE YEAR 2021 TO PAY DEBT SERVICE ON \$3,060,000 GENERAL OBLIGATION PARK BONDS (ALTERNATE REVENUE SOURCE), SERIES 2019C, OF THE MT. PROSPECT PARK DISTRICT, COOK COUNTY, ILLINOIS.”

MOTION

COMMISSIONER MASSIE MOVED TO ADOPT ORDINANCE NO. 805, “AN ORDINANCE ABATING THE TAX HERETOFORE LEVIED FOR THE YEAR 2021 TO PAY DEBT SERVICE ON \$3,060,000 GENERAL OBLIGATION PARK BONDS (ALTERNATE REVENUE SOURCE), SERIES 2019C, OF THE MT. PROSPECT PARK DISTRICT, COOK COUNTY, ILLINOIS”; SECONDED BY COMMISSIONER KLICKA.

Commissioner Tenuta called Roll Call vote:

Roll Call	Aye	Absent	Nay
Commissioner Kurka	X		
Commissioner Tenuta	X		
Commissioner Starr		X	
Commissioner Klicka	X		
Commissioner Doherty	X		
Commissioner Massie	X		
Commissioner Murphy	X		
Motion Passed			

- D. **ADOPTION OF ORDINANCE NO. 806:** BEING “AN ORDINANCE ABATING THE TAX HERETOFORE LEVIED FOR THE YEAR 2021 TO PAY DEBT SERVICE ON \$8,000,000 GENERAL OBLIGATION PARK BONDS (ALTERNATE REVENUE SOURCE), SERIES 2014A, OF THE MT. PROSPECT PARK DISTRICT, COOK COUNTY, ILLINOIS.”

MOTION

COMMISSIONER TENUTA MOVED TO ADOPT ORDINANCE NO. 806, BEING “AN ORDINANCE ABATING THE TAX HERETOFORE LEVIED FOR THE YEAR 2021 TO PAY DEBT SERVICE ON \$8,000,000 GENERAL OBLIGATION PARK BONDS (ALTERNATE REVENUE SOURCE), SERIES 2014A, OF THE MT. PROSPECT PARK DISTRICT, COOK COUNTY, ILLINOIS.”; SECONDED BY COMMISSIONER KLICKA.

Unapproved Regular Board Minutes
11-17-21

Commissioner Tenuta called Roll Call vote:

Roll Call	Aye	Absent	Nay
Commissioner Kurka	X		
Commissioner Tenuta	X		
Commissioner Starr		X	
Commissioner Klicka	X		
Commissioner Doherty	X		
Commissioner Massie	X		
Commissioner Murphy	X		
Motion Passed			

- E. ADOPTION OF ORDINANCE NO. 807:** BEING “AN ORDINANCE ABATING THE TAX HERETOFORE LEVIED FOR THE YEAR 2021 TO PAY PRINCIPAL AND INTEREST ON \$3,190,000 GENERAL OBLIGATION REFUNDING PARK BONDS (ALTERNATE REVENUE SOURCE), SERIES 2017B, OF THE MT. PROSPECT PARK DISTRICT, COOK COUNTY, ILLINOIS”.

MOTION

COMMISSIONER MURPHY MOVE TO ADOPT ORDINANCE NO.807, BEING “AN ORDINANCE ABATING THE TAX HERETOFORE LEVIED FOR THE YEAR 2021 TO PAY PRINCIPAL AND INTEREST ON \$3,190,000 GENERAL OBLIGATION REFUNDING PARK BONDS (ALTERNATE REVENUE SOURCE), SERIES 2017B, OF THE MT. PROSPECT PARK DISTRICT, COOK COUNTY, ILLINOIS”.; SECONDED BY COMMISSIONER KLICKA.

Commissioner Tenuta called Roll Call vote:

Roll Call	Aye	Absent	Nay
Commissioner Kurka	X		
Commissioner Tenuta	X		
Commissioner Starr		X	
Commissioner Klicka	X		
Commissioner Doherty	X		
Commissioner Massie	X		
Commissioner Murphy	X		
Motion Passed			

Unapproved Regular Board Minutes
11-17-21

APPROVAL ITEMS

A. Approval of the Annual Capital List for FY 2022

Executive Director Jarog explained this year’s Capital Improvement List Incorporates the first year of projects from the District’s new 5-Year Capital Improvement Plan (C.I.P.); along with the District’s routine Annual Capital Projects, which are compiled for the Board’s review each year. This year’s budget for Capital included \$1.3 million in bond proceeds but also carried over an amount of \$532,891 in reallocated funds from prior issuances. Staff will continue to pursue grants, donations and funding opportunities as they arise in hopes of providing relief for other capital projects and needs.

MOTION

Commissioner Massie moved to approve the Mt. Prospect Park District’s Annual Capital Improvement List as submitted for Fiscal Year 2022; seconded by Commissioner Murphy.

Commissioner Tenuta called Roll Call vote:

Roll Call	Aye	Absent	Nay
Commissioner Kurka	X		
Commissioner Tenuta	X		
Commissioner Starr		X	
Commissioner Klicka	X		
Commissioner Doherty	X		
Commissioner Massie	X		
Commissioner Murphy	X		
Motion Passed			

FINANCIAL ADVISOR’S REPORT

Lee Howard, District CPA, reviewed the October financial statements highlighting the following areas:

- Property Taxes: the second installment was received and is reflected in October’s financial statement.
- October Golf Report: The October report shows golf revenues of \$2,071,000 exceeding budget by \$153,450 and expenditures as of \$1,338,225. Projected Golf expenditures are \$1,516,781 for this year.
- October Pool Report: RecPlex pool revenues through October are \$310,163 down 25% from 2019. The indoor pools expenditures are down 19% from the non-covid year. \$52,000 in pass revenue was re-allocated to the pool this month from RecPlex operations, based on pool usage by premier pass holders. This pass usage changed in 2021 and it became the only RecPlex pool pass during Covid.

Unapproved Regular Board Minutes
11-17-21

- October RecPlex Facility Report: RecPlex facility revenue through October are \$198,868. Up 16% from last year, but down 46% from 2019.
- October Recreation Programs: Overall, the program revenues through October have hit 161% of planned annual revenue for 2021. In 2019 Revenue was 246,504 with net of 1,237,245 and in 2021 revenue is 1,575,666 with net of 853,239. Program YTD revenues remain constant at 64% Net improve 69%.
- October Child Care Programming: Child Care Programs (Kids Klub, Day Camp and Preschool) have the tenth month period outperformed expectations reaching \$493,098 in revenue or 194% of the annual budget plan. Day Camps accounted for 61% of this revenue category.
- 2022 Budget Progress: The budget introduced at the November 17, 2021 meeting provides for all operating funds of the District. It is the beginning of the legal compliance process which culminates with passage at the March meeting.

EXECUTIVE REPORT

Executive Director Jarog reviewed upcoming scheduled events:

- RecPlex November 25 Holiday Hours 7am-noon
- RecPlex Triple Turkey Burner on November 26, 9-10:40am
- Mrs. Claus Ornament Workshop at the Art Studio; December 4
- Seasonal Celebration at Friendship Park Conservatory on December 11
- Youth Indoor House Soccer, Registration deadline December 17.
- Winter Break Camp-December 20-23, at RecPlex
- Job Fair December 21 at RecPlex
- Holiday Hunt December 22 at RecPlex Pool
- Winter Break Camp at Rec Plex December 27-30

Executive Director Jarog discussed the FY2022 Budget and explained that the District's conservative approach to financial planning has allowed us to continue to increase fund balances and improve our overall financial status during this difficult time and the first review of the FY2022 Draft Budget primarily reflects a closer to normal budget. The District anticipates a continued rise in program participation but a slight decrease in golf revenue for 2022. Our dedicated staff has continued to offer the majority of the programming while still operating at reduced staffing levels. The 2022 Budget will also anticipate possible changes as a result of the forthcoming Compensation Study.

The upcoming reminders of:

- CCC Rink Dedication/Ribbon Cutting, January 19, 2022 At 6:30 pm (Confirmation pending)
- Regular Board Meeting January 19, 2022 at 7pm

Executive Director Jarog would like to thank staff for all they do and their dedication and for the Commissioners for reaching out prior to the meeting to review and ask questions.

Unapproved Regular Board Minutes
11-17-21

Commissioner Tenuta asked the Executive Director if we are competitive at \$12 an hour. Executive Director Jarog stated we are not and are continuing to make adjustments as necessary until the Compensation Study can be completed early next year. Commissioner Tenuta also stated that Director Barcel and his staff have done a commendable job with limited staff, along with all staff in the district. They do it with kindness and that is what brings people back to the District.

PUBLIC COMMENT

None

COMMENTS/MATTERS FROM COMMISSIONERS

None

ADJOURNMENT TO CLOSED SESSION at 7:50 pm

Commissioner Murphy motioned to adjourn to Closed Session Section 2(c)(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 Massie.

Commissioner Tenuta called Roll Call vote:

Roll Call	Aye	Absent	Nay
Commissioner Kurka	X		
Commissioner Tenuta	X		
Commissioner Starr		X	
Commissioner Klicka	X		
Commissioner Doherty	X		
Commissioner Massie	X		
Commissioner Murphy	X		Motion Passed

TAKE ACTION,IF ANY ON MATTERS DISCUSSED IN CLOSED SESSION at 7:55pm to OPEN SESSION

MOTION

Commissioner Tenuta made a motion to approve the employment agreement for Jim Jarog as Executive Director from January 1, 2022 through December 31, 2024; seconded by Commissioner Murphy.

Unapproved Regular Board Minutes
11-17-21

Commissioner Tenuta called Roll Call vote:

Roll Call	Aye	Absent	Nay
Commissioner Kurka	X		
Commissioner Tenuta	X		
Commissioner Starr		X	
Commissioner Klicka	X		
Commissioner Doherty	X		
Commissioner Massie	X		
Commissioner Murphy	X		
Motion Passed			

ADJOURNMENT

Commissioner Tenuta made a motion to adjourn the meeting; seconded by Commissioner Murphy. At 7:56 pm .

Commissioner STenuta called Roll Call vote:

Roll Call	Aye	Absent	Nay
Commissioner Kurka	X		
Commissioner Tenuta	X		
Commissioner Starr		X	
Commissioner Klicka	X		
Commissioner Doherty	X		
Commissioner Massie	X		
Commissioner Murphy	X		Motion Passed

Respectfully submitted,

William J. Starr, Secretary

ACCOUNTS PAYABLE/PAYROLL DISBURSEMENT
November-21

ACCOUNTS PAYABLE

Suggested Motion: I move to ratify November Accounts Payable Checks and EFT's in the amount of \$ 762,058.02 as listed on the Check Register.

<u>CHECK DATE</u>			<u>CHECK #'S</u>	
11/1-11/7/2021	\$	136,722.32	198479-198498	Checks
11/8-11/14/2021	\$	300,545.39	198499-198550	Checks
11/15-11/21/2021	\$	59,779.13	198551-198589	Checks
11/22-11/30/2021	\$	265,011.18	198590-198617	Checks

TOTAL AP **\$** 762,058.02 **Checks and EFT's**

PAYROLL

Suggested Motion: I move to ratify November Payroll Checks and Direct Deposits in the amount of \$ 269,178.56 as listed on this report.

<u>CHECK DATE</u>			<u>CHECK #'S</u>	
11/12/2021	\$	130,135.95	40084-40317	DD Notification
	\$	4,373.50	1027934271- 1027934282	Checks
			40318-40322	<i>Taxes, Transfers & Garnishments</i>
11/26/2021	\$	131,578.11	40323-40542	DD Notification
	\$	3,091.00	1028090404- 1028090412	Checks
			40543-40547	<i>Taxes, Transfers & Garnishments</i>

TOTAL P/R **\$** 269,178.56 **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 11/7/2021
Check Date 11/12/2021

	# Hours	# Employees	Gross Pay	Avg Hrs/Emp	Avg Hrly Rate
Total	8,191	246	186,044	33	23
	Full Time	55			

Pay Period Ending 11/21/2021
Check Date 11/26/2021

	# Hours	# Employees	Gross Pay	Avg Hrs/Emp	Avg Hrly Rate
Total	8,112	229	186,148	35	23
	Full Time	56			



MEMORANDUM

To: Board of Park Commissioners

From: Nick Troy, Director of Recreation

Date: December 15, 2021

Re: 2021 End of Year Review / Recreation Department

C: Jim Jarog, Executive Director

SUMMARY & BACKGROUND:

Despite Covid protocols, ongoing restrictions and continued challenges in 2021, the Recreation Department has continued to do whatever necessary in an effort to meet the needs of our residents. Staff has learned how to adapt and move forward by implementing necessary changes to our existing programs in an effort to continue to provide exceptional parks and recreational experiences that enrich the quality of life for present and future generations.

Over this past year the following staffing changes have been implemented to help our District meet the needs of our residents while continuing to maintain reduced staffing levels:

Full-Time Staffing Changes:

- Rebekah Grant, FPC Coordinator
- Kandice Newton, Early Childhood & Youth Coordinator
- Toria Smith, Cultural Arts Coordinator
- Tim Sullivan, Athletics Coordinator
- Brad Wessel, Athletics Coordinator

Full-Time Staff Increased Responsibilities:

- Mike Azzaretto, Aquatics, Athletics & Fitness Manager
- Kristina Winans, Early Childhood & Youth Manager
- Ann Zimmerman, Cultural Arts & Conservatory Manager

Staff will now share some of their most significant accomplishments over this past year with our Board.

DOCUMENTS

Recreation Department 2021 End of Year Review Presentation

RECOMMENDATION:

FOR BOARD REVIEW ONLY



MEMORANDUM

To: Board of Park Commissioners

From: George Giese, Director of Administration
Lee Howard, CPA

Date: December 15th, 2021

Re: Approval of Auditing Proposal for Fiscal Years 2021, 2022 and 2023

Cc: Jim Jarog, Executive Director

SUMMARY & BACKGROUND:

The Park District’s most-recently completed audit of FY 2020 was the third and final year of our existing auditing agreement with Sikich LLP. As such, six firms were contacted to request proposals for a new three year auditing agreement covering fiscal years 2021, 2022 and 2023.

Three firms turned in proposals with pricing as listed below:

Illinois NFP Audit and Tax, LLP

Year 1 (2021): \$18,500	Year 2 (2022): \$18,750	Year 3 (2023): \$19,000	3-Year Total: \$56,250
--------------------------------	--------------------------------	--------------------------------	-------------------------------

Sikich LLP

Year 1 (2021): \$21,500	Year 2 (2022): \$22,145	Year 3 (2023): \$22,810	3-Year Total: \$66,455
-------------------------	-------------------------	-------------------------	------------------------

PKF Mueller

Year 1 (2021): \$26,000	Year 2 (2022): \$27,300	Year 3 (2023): \$28,700	3-Year Total: \$82,000
-------------------------	-------------------------	-------------------------	------------------------

DOCUMENTS ATTACHED

- 1) Auditing Proposal Comparison Sheet
- 2) Auditing Proposal from Illinois NFP Audit and Tax, LLP

RECOMMENDATION:

MOVE TO APPROVE THE PROPOSAL RECEIVED FROM ILLINOIS NFP AUDIT AND TAX, LLP FOR AUDITING SERVICES FOR FISCAL YEARS 2021, 2022 AND 2023, IN THE AMOUNT OF \$56,250 AND AUTHORIZE THE EXECUTIVE DIRECTOR TO EXECUTE THIS PROPOSAL ON BEHALF OF THE MT. PROSPECT PARK DISTRICT.

Mount Prospect Park District

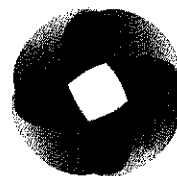
Auditor RFP Comparison

Name of Firm					Technical Proposal				
	12/31/2021	12/31/2022	12/31/2023	Total	Independent	Licensed	Peer Review	Prior MPPD Experience	Other Clients
Illinois NFP Audit and Tax LLP	\$ 18,500	\$ 18,750	\$ 19,000	\$ 56,250	Yes	Yes	Yes	Yes	Yes
Sikich LLC (Current Auditor)	\$ 21,500	\$ 22,145	\$ 22,810	\$ 66,455	Yes	Yes	Yes	Yes	Yes
PKF Mueller	\$ 26,000	\$ 27,300	\$ 28,700	\$ 82,000	Yes	Yes	Yes	Yes	Yes
Tighe Kress and Orr	No Bid	No Bid	No Bid	No Bid	Yes	Yes	Yes	No	Yes
Mack & Associates	No Bid	No Bid	No Bid	No Bid	Yes	Yes	Yes	No	Yes
Selden Fox	No Bid	No Bid	No Bid	No Bid	Yes	Yes	Yes	No	Yes

Mount Prospect Park District

Proposal to Serve

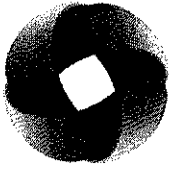
Illinois NFP Audit & Tax, LLP
564 W. Randolph Street, Suite #200
Chicago, Illinois 60661



Illinois NFP Audit and Tax, LLP

Table of Contents

	<u>Page(s)</u>
Letter of Transmittal	2
Profile of the Organization and Technical Qualifications	3 - 4
Governmental Audit Partners, Supervisory & Staff Qualifications	4
Similar Engagements with Other Entities	5
Auditor Transition	5
Audit Approach and Timing	5
Engagement Letter	6 - 11
Attachments	
Peer Review Letter	



Illinois NFP Audit & Tax, LLP
Certified Public Accountants

November 27, 2021

Mount Prospect Park District
Attn: Jim Jarog, Executive Director
1000 West Central Road
Mount Prospect, Illinois 60056

Dear Jim,

We are pleased to confirm our understanding of the services we are to provide for Mount Prospect Park District's for the years ended December 31, 2021, December 31, 2022 and December 31, 2023. We will audit the financial statements of the governmental activities, each major fund, the aggregate remaining fund information, and the related notes to the financial statements which collectively comprise the Mount Prospect Park District's basic financial statements as of and for the years ending December 31, 2021, December 31, 2022 and December 31, 2023.

We have read Mount Prospect Park District's RFP and understand the nature and scope of services to be provided. We believe that our extensive governmental audit experience and knowledge of park districts are well-suited for your audit.

The objective of our audit is the expression of an opinion as to whether your financial statements are fairly presented, in all material respects, in conformity with U.S. Generally Accepted Accounting Principles and to report on the fairness of the additional information when considered in relation to the financial statements taken as a whole. Our audit will be conducted in accordance with U.S. Generally Accepted Auditing Standards and, when applicable, Government Auditing Standards, and will include tests of the accounting records and other procedures we consider necessary to enable us to express such an opinion. If our opinion on the financial statements is other than unqualified, we will fully discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed an opinion, we may decline to express an opinion or to issue a report as a result of this engagement. We appreciate the opportunity to submit our qualifications and thank you for your kind consideration.

IL NFP Audit & Tax, LLP

PROFILE OF THE ORGANIZATION AND TECHNICAL QUALIFICATIONS

INDEPENDENCE AND LICENSE TO PRACTICE IN ILLINOIS

Illinois NFP Audit & Tax, LLP and all professional staff assigned to work with Mount Prospect Park District, are independent of Mount Prospect Park District, and are licensed to practice in Illinois. All work to be performed on Mount Prospect Park District audit will be done at Mount Prospect Park District's offices and at Illinois NFP Audit & Tax, LLP's Chicago office. During the past five years Illinois NFP Audit & Tax, LLP has not had any professional affiliation or relationship with Mount Prospect Park District.

Our office is located at 564 W. Randolph Street, Suite #200, Chicago, Illinois (in the West Loop of downtown Chicago).

FIRM BACKGROUND, QUALIFICATIONS AND EXPERIENCE

We are a smaller to mid-sized audit firm that utilizes our partners' extensive audit experiences to offer our clients lower fees and an overall pleasant audit experience. We entirely understand the complications, costs and delays that come with a larger audit firm, and we strive to use our smaller-sized firm to provide a smoother audit experience for each of our clients.

Our audit firm functions exclusively servicing not-for-profit and governmental organizations including park districts, fire protection districts, libraries and townships. Our current clientele composition is as follows: 290 not-for-profit clients and 40 local government clients.

We understand that auditing is a competitive field, however, finding the right mix of expertise, a fair audit fee, responsiveness and efficiency are difficult to acquire within an audit firm. These characteristics comprise of our core firm philosophy.

Expertise: Our firm's partners come from extensive auditing backgrounds with 30+ years of combined governmental audit experience. Our governmental audit partners, who are participants of the GFOA Special Review Committee, have managed many GFOA governmental audits through their professional careers, and also continuously conduct monthly reviews on behalf of GFOA in order to maintain our firm's high level of CAFR reporting to GFOA.

Fair Pricing: We like to think of ourselves as a low-cost leader. When possible, our firm aims to reduce audit fees by 5% - 10% compared to your previous audit firm.

PROFILE OF THE ORGANIZATION AND TECHNICAL QUALIFICATIONS
(CONTINUED)

FIRM BACKGROUND, QUALIFICATIONS AND EXPERIENCE (CONTINUED)

Responsiveness: With our partner involvement at 100% on each audit, our firm ensures that the partners are available to respond quickly to questions, concerns and needs that arise in each audit. On each audit, we ensure that a Partner is always present throughout fieldwork and said Partner is substantially involved with the fieldwork and completion of each audit.

Efficiency: Due to the high level of Partner involvement in each engagement, we complete each audit engagement within three to four weeks of the audit fieldwork date.

Illinois NFP Audit & Tax, LLP is a member in good standing with both the AICPA and the Illinois CPA Society, and meets the continuing professional education and other requirements of the Governmental Auditing Standards and the Single Audit Act of 1984 (as amended in 1996).

GOVERNMENTAL PARTNERS, SUPERVISORY AND STAFF
QUALIFICATIONS

The following individuals are authorized to make representations for our firm, and can be contacted via email or phone:

Abdullah Khan, CPA - Partner, akhan@nfpaudittax.com

Alfredo Rodriguez, Jr., CPA - Partner, alfredo@nfpaudittax.com

If selected as your auditors, one of the below partners will be assigned to each phase of your audit engagement. The relevant partner's experience is summarized as follows:

Abdullah Khan, CPA, Partner:

Background:

- Abdullah has over 15 years of governmental auditing experience dealing with medium to large size Districts in Illinois. He is the managing partner for governmental entities.
- Serves on the Special Review Committee for Government Finance Officers Associations (GFOA) as a GFOA reviewer.

Professional Affiliations:

- American Institute of Certified Public Accountants
- Government Finance Officers Association
- Illinois CPA Society

Alma Mater:

- University of Illinois at Urbana-Champaign

**GOVERNMENTAL PARTNERS, SUPERVISORY AND STAFF
QUALIFICATIONS (CONTINUED)**

Alfredo Rodriguez, Jr., CPA, Partner:

Background:

- Alfredo has about 20 years of governmental auditing experience dealing with medium to large size Districts in Illinois.

Professional Affiliations:

- American Institute of Certified Public Accountants
- Illinois CPA Society

Alma Mater:

- University of Illinois at Chicago

SIMILAR ENGAGEMENTS WITH OTHER ENTITIES

Below are audits that we have issued recently that are similar to your audit engagement:

- Winfield Park District
- Alsip Park District
- Barrington Park District
- Worth Park District
- Hazel Crest Park District

AUDITOR TRANSITION

We aim to make the auditor transition as smooth as possible. As a part of our December 31, 2020 audit, we are required to “re-audit” the accuracy of December 31, 2020 balance sheet items. The only items we ask for you to acquire from the prior auditor is the depreciation schedule.

AUDIT APPROACH AND TIMING

We realize that the audit disrupts your daily operations and we will work with you and your staff to minimize interruptions, and will schedule our work when it is most convenient. The proposed segmentation of the audit will be fieldwork and post-fieldwork. We expect to complete fieldwork in two days during February. To speed the audit process and to minimize unforeseen questions and requests during and after the fieldwork day(s), we provide the audit checklist and, when possible, audit samples to you prior to fieldwork, and we ensure that our questions and requests are answered by the end of the fieldwork day(s). This audit approach, combined with having a partner available during fieldwork to address any complications, speeds the audit process and allows us to provide you the audit draft much quicker relative to other audit firms.

ENGAGEMENT LETTER

We will audit the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information, including the related notes to the financial statements, which collectively comprise the basic financial statements of Mount Prospect Park District as of and for the for the years ending December 31, 2021, December 31, 2022 and December 31, 2023.

Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement Mount Prospect Park District's basic financial statements.

Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context.

As part of our engagement, we will apply certain limited procedures to Mount Prospect Park District's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements.

We will not express an opinion or provide any assurance on the following:

- 1) MD&A
- 2) IMRF Pension Disclosures
- 3) OPEB Disclosures

We have also been engaged to report on supplementary information other than RSI that accompanies Mount Prospect Park District's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America, and we will provide an opinion on it in relation to the financial statements as a whole:

- 1) Combining schedules for non-major funds
- 2) Individual schedules of revenues, expenditures and changes in fund balance for non-major funds

ENGAGEMENT LETTER (CONTINUED)

The following other information accompanying the financial statements will not be subjected to the auditing procedures applied in our audit of the financial statements, and our auditor's report will not provide an opinion or any assurance on that other information.

- 1) Statistical information

Audit Objective

The objective of our audit is the expression of opinions as to whether your financial statements are fairly presented, in all material respects, in conformity with generally accepted accounting principles and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America and will include tests of the accounting records and other procedures we consider necessary to enable us to express such opinions. We will issue a written report upon completion of our audit of Mount Prospect Park District's financial statements. Our report will be addressed to the Board of Directors of Mount Prospect Park District. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or may withdraw from this engagement.

Audit Procedures - General

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government.

ENGAGEMENT LETTER (CONTINUED)

Audit Procedures - General (Continued)

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards. In addition, an audit is not designed to detect immaterial misstatements, or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, fraudulent financial reporting, or misappropriation of assets that comes to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about the financial statements and related matters.

Audit Procedures - Internal Control

Our audit will include obtaining an understanding of the government and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. An audit is not designed to provide assurance on internal control or to identify deficiencies in internal control. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards.

Audit Procedures - Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of Mount Prospect Park District's compliance with the provisions of applicable laws, regulations, contracts, and agreements. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion.

ENGAGEMENT LETTER (CONTINUED)

Other Services

We will also assist in preparing the financial statements of Mount Prospect Park District in conformity with U.S. generally accepted accounting principles based on information provided by you. We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statement services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

Management Responsibilities

Management is responsible for designing, implementing, and maintaining effective internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including monitoring ongoing activities; for the selection and application of accounting principles; and for the preparation and fair presentation of the financial statements in conformity with U.S. generally accepted accounting principles.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws and regulations.

ENGAGEMENT LETTER (CONTINUED)

Management Responsibilities (Continued)

You are responsible for the preparation of the supplementary information in conformity with U.S. generally accepted accounting principles. You agree to include our report on the supplementary information in any document that contains and indicates that we have reported on the supplementary information.

Your responsibilities include acknowledging to us in the representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information. You agree to assume all management responsibilities for financial statement preparation services and any other nonattest services we provide; oversee the services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of the services; and accept responsibility for them.

Engagement Administration, Fees, and Other

The audit documentation for this engagement is the property of Illinois NFP Audit & Tax, LLP and constitutes confidential information. If requested by a regulatory agency, access to such audit documentation will be provided under the supervision of Illinois NFP Audit & Tax, LLP personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the regulatory agency or its designee.

We are sensitive to the objective of controlling costs and will cooperate to minimize fees while maintaining quality professional services. Our fees are based on the amount of time required at various levels of responsibility including actual out-of-pocket expenses. Our fees for the preparation of the CAFR and submission of the AFR with the Illinois Comptroller for the years ending December 31, 2021, December 31, 2022 and December 31, 2023 will be as follows:

	<u>December 31, 2021</u>	<u>December 31, 2022</u>	<u>December 31, 2023</u>
Financial Audit	\$ 18,500	\$ 18,750	\$ 19,000

ENGAGEMENT LETTER (CONTINUED)

Engagement Administration, Fees, and Other (Other)

We appreciate the opportunity to be of service to you and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours,

IL NFP Audit & Tax, LLP

Illinois NFP Audit and Tax, LLP

Response: This letter correctly sets forth the understanding of Mount Prospect Park District

Officer signature: _____

Title: _____

Date: _____

Report on the Firm's System of Quality Control

April 6, 2020

To the Partners of IL NFP Audit and Tax LLP and the Peer Review Alliance.

We have reviewed the system of quality control for the accounting and auditing practice of IL NFP Audit and Tax LLP (the firm) in effect for the year ended November 30, 2019. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a System Review as described in the Standards may be found at www.aicpa.org/prsummary. The summary also includes an explanation of how engagements identified as not performed or reported in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

Firm's Responsibility

The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported in conformity with professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

Peer Reviewer's Responsibility

Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review.

Required Selections and Considerations

Engagements selected for review included engagements performed under *Government Auditing Standards*, including a compliance audit under the Single Audit Act.

As a part of our peer review, we considered reviews by regulatory entities as communicated by the firm, if applicable, in determining the nature and extent of our procedures.

Opinion

In our opinion, the system of quality control for the accounting and auditing practice of IL NFP Audit and Tax LLP in effect for the year ended November 30, 2019, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)* or *fail*. IL NFP Audit and Tax LLP has received a peer review rating of *pass*.

Olsen Thielen & Co., LTD.

Olsen Thielen & Co., Ltd.



MEMORANDUM

To: Board of Park Commissioners

From: Mary Kiaupa, Human Resource & Risk Manager

Date: December 15, 2021

Re: Recommendation to Revise Mt. Prospect Park District Personnel Policy Manual

C: Jim Jarog, Executive Director

SUMMARY AND BACKGROUND:

Pursuant to Section 4.1 of the Public Officer Activities Act, 50 ILCS 105/4.1, also known as the Whistleblower Protection Act, the Park District protects the confidentiality of and prohibits retaliation against any full-time, part-time, or temporary employee or contractor who reports improper governmental action under the Act and this Policy. Additionally, the Whistleblower Protection Act prohibits retaliation against any full-time, part-time, or temporary employee or contractor who cooperates with an investigation by an auditing official related to a report of improper governmental action or testifies in a proceeding arising out of improper governmental action.

DOCUMENTS ATTACHED:

Appendix M

RECOMMENDATION:

MOVE TO APPROVE STAFF'S REQUEST TO FORMALLY ADD APPENDIX M: *WHISTLEBLOWER PROTECTION POLICY AND PROCEDURES*, TO THE MT. PROSPECT PARK DISTRICT PERSONNEL POLICY MANUAL.



APPENDIX M

WHISTLEBLOWER PROTECTION POLICY AND PROCEDURES

A. Purpose

Pursuant to Section 4.1 of the Public Officer Activities Act, 50 ILCS 105/4.1 (the “Act”), the MT. PROSPECT PARK DISTRICT (“Agency”) protects the confidentiality of and prohibits retaliation against any full-time, part-time, or temporary employee or contractor who reports improper governmental action under the Act and this Policy. Confidentiality will be protected to the extent permissible by law unless waived by the employee. MT. PROSPECT PARK DISTRICT’s Auditing Official will manage and investigate complaints filed under the Act and this Policy in accordance with the following processes and procedures.

B. Improper Governmental Action

For purposes of this Policy, “improper governmental action” means any action by an employee of MT. PROSPECT PARK DISTRICT, an appointed member of a board, commission or committee, or an elected official of MT. PROSPECT PARK DISTRICT that:

- Is undertaken in violation of a federal or state law or local ordinance;
- Is an abuse of authority;
- Violates the public's trust or expectation of their conduct;
- Is of substantial and specific danger to the public's health or safety; or,
- Is a gross waste of public funds.

The action need not be within the scope of the official duties of the employee, elected official, board member, or commission member to be subject to a claim of improper governmental action.

Improper governmental action does not include MT. PROSPECT PARK DISTRICT’s personnel actions, including but not limited to: (1) employee grievances or complaints; (2) appointments, promotions, transfers, reassignments, or reinstatements; (3) restorations or reemployment; (4) performance evaluations; (5) reductions in compensation; (6) dismissals, suspensions, demotions, reprimands, or violations of collective bargaining agreements, except to the extent that the action amounts to retaliation.

C. Confidentiality

The identity of an employee will be kept confidential to the extent allowable by law unless waived in writing by the employee.

The Auditing Official may take reasonable measures to protect employees who reasonably believe they may be subject to bodily harm for reporting improper government action.

D. No Retaliation

MT. PROSPECT PARK DISTRICT will not retaliate against an employee or contractor who:

- Reports an improper governmental action under this Policy or the Act;
- Cooperates with an investigation by the Auditing Official related to a report of improper governmental action; or
- Testifies in a proceeding or prosecution arising out of an improper governmental action.

Prohibited retaliation means any adverse change in an employee's employment status or terms and conditions of employment. Retaliatory action includes, but is not limited to,: (1) denial of adequate staff to perform duties; (2) frequent staff changes; (3) frequent and undesirable office changes; (4) refusal to assign meaningful work; (5) unsubstantiated letters of reprimand or unsatisfactory performance evaluations; (6) demotion; (7) reduction in pay; (8) denial of promotion; (9) transfer or reassignment; (10) suspension or dismissal; or (11) other disciplinary action made because of an employee's protected activity under the Act.

E. Reporting Procedures

To invoke the protections of the Act and this policy, any employee who is aware of an improper governmental action (as defined above) is required to make a **written** report of it to MT. PROSPECT PARK DISTRICT's HUMAN RESOURCES AND RISK MANAGER, who serves hereunder as the Auditing Official.

Further, any employee who believes that he or she is being retaliated in violation of the Act and this Policy must submit a **written** report regarding the retaliation to the Auditing Official, within 60 days of learning of the retaliatory conduct.

If the Auditing Official is the individual doing the improper governmental action, then a report may be submitted to the Executive Director, the President of the Board of Park Commissioners or any State's Attorney.

F. Investigation Procedures

Upon receiving a report of alleged improper governmental action, the Auditing Official shall conduct a confidential investigation of report.

The Auditing Official will also notify the employee and all witnesses of the MT. PROSPECT PARK DISTRICT's policy against retaliation for reporting alleged improper government action or participating in a related investigation or proceeding.

The Auditing Official may/shall notify MT. PROSPECT PARK DISTRICT's corporate counsel and/or the General Counsel of the Park District Risk Management Agency of the report and seek legal advice regarding the report, investigation, and potential findings and remedies.

The Auditing Official may transfer a report of improper governmental action to another auditing official designee (including, but not limited to, the appropriate State's Attorney) for investigation if the Auditing Official deems it appropriate.

If the Auditing Official (or his/her designee) concludes that an improper governmental action has taken place or concludes that any person has hindered the investigation, the Auditing Official shall notify in writing MT. PROSPECT PARK DISTRICT's Executive Director and any other individual or entity the Auditing Official deems necessary in the circumstances, including, for example, the President of the Board or other Board Commissioners.

If the Auditing Official determines that an employee has been subjected to retaliation in violation of the Act or this Policy, the Auditing Official may also reinstate, reimburse for lost wages or expenses incurred, or provide some other form of restitution. In instances where the Auditing Official determines that restitution will not suffice, the Auditing Official may make his or her investigation findings available for the purposes of aiding in the employee or the employee's attorney's effort to make the employee whole.

The Auditing Official shall maintain records relating to the report, investigation, and findings confidential to the extent allowed by law and shall consult with MT. PROSPECT PARK DISTRICT's corporate counsel and/or MRMA's General Counsel before disclosing such records to any third parties, including, but not limited to, pursuant to a request under the Illinois Freedom of Information Act.

G. Other Duties Of The Auditing Official

The Auditing Official shall also ensure that each employee receives a written summary or a complete copy of Section 4.1 of the Act upon hire and at least once each year of employment.

The Auditing Official shall also ensure that all employees receive a copy of this Policy upon hire and at least once each year of employment, as well as any updates to it, and sign a form acknowledging receipt.

The Auditing Official shall also be familiar with Section 4.1 of the Act and any amendments thereto and shall comply with all requirements of the Act.

The Auditing Official shall also respond to questions from employees about this Policy.

Employee Acknowledgement of Whistleblower Protection Policy and Procedures

By signing below, I confirm I have received, read and understand the “Mt. Prospect Park District Whistleblower Protection Policy and Procedures”. I also understand that as an employee, it is my responsibility to abide by this Policy.

Employee Name (Printed): _____

Employee Signature: _____

Date: _____



MEMORANDUM

To: Board of Park Commissioners

From: Brett Barcel, Director of Golf Operations

Date: December 15, 2021

Re: Mt. Prospect Golf Club Concession Agreement (Discussion/Approval)

CC: Jim Jarog, Executive Director

SUMMARY & BACKGROUND:

Request for proposal information was sent out to (10) reputable food service providers to operate food services at the Mt. Prospect Golf Club during the 2022-24 golf seasons. Two proposal packets were received, one from our current vendor Open Kitchens and the second from Mrs. P and Me. Both vendors, amazingly, submitted the same amount of rent for the three year term, \$153,000.00. With a tie in the services bid, staff has reviewed the proposals and outlined both vendors' strengths.

Open Kitchens is a very large qualified company that has served the district for over 20 years.

- They have substantial financial assets, locations and employees.
- They provide food service at five different golf courses.
- They have a good record of payments, food inspections and liquor license control.
- Staff and patrons are very experienced in working with them.
- They have always had good reviews.
- They have sound references.

Mrs. P and Me is a very popular longtime local community based restaurant.

- They have qualified financial assets and staffing.
- They have a sound record of food inspections and liquor license control.
- They have been very active in the business community, the Village and the Park District.
- Many of our golfers are familiar with their services.
- They are proposing off season open event nights.
- They have sound references.

DOCUMENTS PROVIDED:

Concession Agreement

SAMPLE MOTION:

**MOVE TO APPROVE THE MT. PROSPECT GOLF CLUB CONCESSION AGREEMENT WITH _____
FOR THE TERM OF MARCH 1ST, 2022 THROUGH FEBRUARY 28TH, 2025 IN THE AMOUNT OF
\$153,000.00.**

MT. PROSPECT GOLF CLUB CONCESSION AGREEMENT

This Concession Agreement (“Agreement”) is entered into this date _____, 2022 between the Mt. Prospect Park District, an Illinois municipal corporation located at 1000 W. Central Road, Mt. Prospect, Illinois 60056 (The “District”) and _____, a catering and food service corporation (the “Concessionaire”).

RECITALS:

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

AGREEMENT

NOW, THEREFORE, District and Concessionaire agree as follows:

ARTICLE I

GRANT OF RIGHTS

The Mt. Prospect Park District hereby grants to Concessionaire, and Concessionaire hereby accepts and agrees to exercise, during the term of this Agreement, the exclusive right and privilege to sell and otherwise dispense from the Food Service Facilities of the Clubhouse, all food and beverages, and other items as may be mutually agreed upon in writing by the Park District and Concessionaire pursuant to the terms of this Agreement. It is also agreed that the grant of rights hereunder shall be exclusive ONLY WITH RESPECT TO THE Food Service

Facilities, it being understood that the Park District shall be entitled, in its discretion, to grant to any third party whatsoever, or to exercise itself, the right to sell or dispense food and beverages and other items in any area not sold or dispensed within the Food Service Facilities.

ARTICLE II

TERM

- 2.1 The initial term hereof shall commence on March 1, 2022 and shall (unless sooner terminated as provided in Article VI – Termination) end February 28, 2025.

ARTICLE III

DUTIES, OBLIGATIONS AND COVENANTS OF Concessionaire; OPERATION OF CONCESSIONS

3.4 Conduct of Concession Operations.

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

B. Dates and Hours of Clubhouse and Concession Operations:

The golf season is defined as: March 24 to November 15

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

Hours of minimum operation:

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

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

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

All regular food service operations must conclude at 10:00 pm.
Private scheduled events may go until 12:00 a.m. pre-authorized by the Director of Golf.

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

The Halfway House and Beverage Cart

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

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

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

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

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

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

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

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

In season hours of operation:

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

Off season hours of operation: November 16 – March 24.

Rentals and special events are available any day and time.

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

location. If another facility is not available or suitable for the Park District function it shall stay at the original location.

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

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

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

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

3.2 Sale of Food and Beverage Items

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

3.3 Employees and Agents

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

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

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

3.4 Miscellaneous

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

ARTICLE IV
FOOD SERVICE EQUIPMENT

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

4.2 Preventive Maintenance and Repairs.

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

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

4.3 Food Service Facilities and Clubhouse Maintenance.

- A. District Responsibilities. The Mt. Prospect Park District will be responsible for all exterior cleaning and maintenance of the Clubhouse as well as the interior of the pro shop, foyer/entrance area, basement, locker rooms and washrooms. In addition, the Park District will be responsible for any structural repairs that are required by state or local laws, codes, rules or regulations.
- B. Concessionaire Responsibilities. The Concessionaire will be responsible for maintaining and cleaning all areas of the Food Service Facilities. Meeting all sanitation requirements and the requirements of all applicable laws will be the sole responsibility of the Concessionaire.

4.4 Security.

- A. Theft or Damage. The Mt. Prospect Park District assumes no responsibility to Concessionaire and Concessionaire hereby releases the Park District, its employees, agents and representatives, from any liability with respect to the loss, disappearance or theft of, or damage or casualty to, any property (including money) of Concessionaire or its employees or agents located in or being brought into or out of the Clubhouse.
- B. Clubhouse. If Concessionaire chooses to stay open after the Clubhouse and pro shop have closed or beyond the time that the Food Service Facilities are scheduled to close, it will be the Concessionaire's responsibility to lock and secure the outside doors, dining area, kitchen, storage rooms, banquet tent and foyer of the Clubhouse. The Concessionaire is also responsible for activating the alarm panel at the Clubhouse front door. The premises must be vacated and secured per Article III, 3.1 C.

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

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

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

ARTICLE V

LICENSE FEE

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

ARTICLE VI

TERMINATION

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

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

ARTICLE VII

INDEMNIFICATION AND INSURANCE

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

ARTICLE VIII

MISCELLANEOUS

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

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

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

Concessionaire

Mt. Prospect Park District

By: _____

By: _____

“Concessionaire”

Executive Director
“District”

EXHIBIT 1

LICENSE FEE

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

Concession Term & Annual License Fee

Term: 3/1/2022 through 2/28/2025

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

For the period of 3/1/ 2022 through 2/28/2023 - Annual Concession Fee: _____/year

For the period of 3/1/ 2023 through 2/28/2024 - Annual Concession Fee: _____/year

For the period of 3/1/ 2024 through 2/28/ 2025 - Annual Concession Fee: _____/year

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

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



Financial Advisors Report

PROPERTY TAXES

In a new development, the District will be receiving a one-time amount of \$216,748, above the tax cap, representing refund amounts issued between November 1, 2020 and October 31, 2021 as provided by the Cook County Treasurer. (Details Attached, County Clerk).

November GOLF REPORT

The November report shows golf revenues of \$2,120,140 exceeding budget by \$227,590. Going into winter and even with an expected December loss of 88k, the course will set a record net for the 2021 year.

November POOLS REPORT

Recplex pool revenues through November are \$343,242, down 22% from 2019. The indoor pools expenditures are also down 21% from the non-covid year. This leaves a net cost of operation of \$19,000 through November compared to \$16,000 in 2019.

November RECPLEX FACILITY REPORT

Recplex facility revenues through November are \$223,686. Up 22% from last year, but down 45% from 2019.

November REC PROGRAMS

Overall, Program revenues through November have hit 176% of planned annual revenue for 2021. Covid (21) vs. non-Covid (19),

YTD:	Revenue	Net
2019	2,608,211	1,128,696
2021	1,716,623	900,816
	66%	80%

November CHILD CARE PROGRAMMING

Child Care Programs, Kids Klub, Day Camp and Preschool have for the eleven-month period outperformed expectations reaching \$542,485 in revenue or 214% of the 2021 annual budget plan and 44% of 2019 revenue. Net for the category is \$372,775 or 59% of the 2019 eleven month net.



COOK COUNTY CLERK KAREN A. YARBROUGH

118 North Clark Street, Room 230, Chicago, Illinois 60602-1304

November 22, 2021

Dear Taxing District Officials,

Pursuant to Public Act 102-0519, which became law in August 2021, beginning with tax year 2021 a Prior Year Levy Adjustment amount will be included in the 2021 property tax rate calculation formula for each eligible taxing district.

Eligible taxing districts include districts subject to the Property Tax Extension Limitation Law (PTELL) aka the "Tax Cap Law". Home rule districts, Tax Increment Financing Districts, and Special Service Areas are not subject to PTELL and are therefore not eligible for this levy adjustment.

On November 15, 2021, the Cook County Treasurer's office provided the Cook County Clerk with the applicable aggregate refund amounts as defined in PA 102-0519, which were issued between November 1, 2020 and October 1, 2021. The Cook County Clerk's office will add these amounts as a line item to the 2021 Levy Edit Report and subsequent 2021 Agency Tax Rate Report for each eligible taxing district.

The Levy Adjustment amount which will be added for each taxing district is available in the enclosed spreadsheet, which is also available for download on the Clerk's website.

Cook County Clerk's website:

<https://www.cookcountyclerkil.gov/service/tax-extension-and-rates>

Direct link to spreadsheet:

<https://www.cookcountyclerkil.gov/file/12357>

These amounts are not subject to PTELL limitation, will not affect your Limiting Rate, and will not be included in the PTELL Extension Base for future tax years. These amounts will be included in the Total Non-Capped Rate and Extension and in the Total Final Rate and Grand Total Extension of each eligible taxing district.

These amounts will not be displayed as a separate line item on the 2021 property tax bills. Property tax revenue collected from these amounts will be included in the overall property tax distributions each eligible taxing district receives for tax year 2021.

Cedric Giles
Chief Deputy Clerk

James Gleffe
Deputy Chief of Staff
- Labor Counsel

Scott Kozlov
Chief Ethics Officer
- Legal Counsel

Travis Richardson
Chief Legal Counsel

John Mirkovic
Deputy Clerk - Policy

Edmund Michalowski
Deputy Clerk - Elections

Byron Steele
Deputy Clerk -
Vital Records

William Drobitsch
Deputy Clerk -
Recording Operations

Carolyn Wilhight
Deputy Clerk -
Real Estate & Tax Services

Carmen Triche-Colvin
Deputy Clerk of the Board

Kevin McDermott
Chief Technology Officer

Linda Gillie-Batchelor
Deputy Clerk - Finance

Sally Daly
Deputy Clerk -
Communications

Timothy Curry
Deputy Clerk - Security

Khang Trinh
Legal Counsel -
Recording Operations

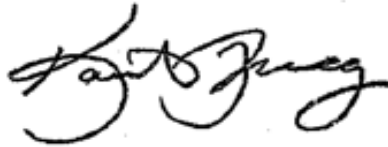
Any taxing district which wishes to abate, reduce, or remove this Levy Adjustment fund from their 2021 tax rate calculation may adopt a levy abatement resolution.

Levy abatement resolutions should be filed with the Cook County Clerk's Tax Extension Department by April 1, 2022. Due to COVID-19 measures, Abatement resolutions should be mailed and/or emailed to:

Tax Extension Department
Honorable Karen A. Yarbrough-Cook County Clerk
118 N. Clark Street, Room 434
Chicago, IL 60602
Tax.Extension@cookcountyil.gov

Questions regarding how property tax revenue generated by this Levy Adjustment may be utilized by your taxing district should be directed to your district's legal counsel.

Sincerely,

A handwritten signature in black ink, appearing to read "Karen A. Yarbrough". The signature is fluid and cursive, with the first name "Karen" being the most prominent part.

Hon. Karen A. Yarbrough
Cook County Clerk

Enclosure.



**MOUNT PROSPECT PARK DISTRICT
YTD SUMMARY - ALL FUNDS
For Eleven Months Ended 11/30/21**

ACCOUNT NAMES	2019 Actual	2020 Actual	2021 Actual	2021 Budget	% Change from 20	% Change from 19
BALANCE, Beginning - January 1	4,311,688	6,754,601	8,867,610	Operating +Capital		
REVENUES:						
PROPERTY TAXES	10,106,771	10,282,654	10,704,494	10,909,033	4%	6%
REPLACEMENT TAXES	173,549	155,735	268,419	170,000	72%	55%
RENTAL	657,149	509,054	759,128	558,767	49%	16%
PASSES /USER FEES	805,792	380,465	544,848	374,185	43%	-32%
DAILY /USER FEES	1,138,199	1,348,145	1,526,288	1,400,204	13%	34%
PROGRAM FEES	3,366,949	1,142,776	2,304,035	1,293,534	102%	-32%
CONCESSION SALES	170,948	52,652	63,179	63,834	20%	-63%
CORP SPONSORS & GRANTS	37,621	19,167	3,156	2,750	-84%	-92%
OTHER	203,099	275,803	170,648	222,024	-38%	-16%
INTEREST	42,074	32,374	15,709	3,100	-51%	-63%
INT PROJ CHARGES	327,930	752,452	331,294	331,294	-56%	1%
BOND PROCEEDS - New Capital	1,346,932	1,844,553	1,300,005		n/a	-3%
BOND PROCEEDS - REFI Rate	3,060,000				n/a	n/a
BOND PROCEEDS - REFI Annual	1,230,847	1,662,472	1,842,741	1,824,311	11%	50%
TOTAL REVENUE	22,667,860	18,458,302	19,833,944	17,153,036	7%	-13%
EXPENDITURES:						
FULL TIME SALARIES	3,301,536	3,111,144	3,039,681	3,389,248	-2%	-8%
PART TIME SALARIES	2,372,923	1,222,725	1,514,134	1,841,569	24%	-36%
EMPLOYEE BENEFITS	1,401,669	1,462,014	1,360,354	1,623,876	-7%	-3%
CONTRACTUAL SERVICES	1,096,955	754,001	824,408	1,053,601	9%	-25%
COMMODITIES	923,749	584,903	742,272	919,392	27%	-20%
CONCESSIONS	93,624	40,127	41,659	51,358	4%	-56%
UTILITIES	742,213	608,552	695,153	884,488	14%	-6%
INSURANCE	455,242	450,327	361,834	562,625	-20%	-21%
NW SPECIAL REC	358,980	351,983	360,825	458,100	3%	1%
RETIREMENT	979,166	924,741	912,938	1,210,747	-1%	-7%
SALES TAX	15,803	16,579	7,202	16,752	-57%	-54%
DEBT SERVICE:						
BONDS - Short Term	2,371,413	1,933,734	208,162	3,240,597	-89%	-91%
BONDS - LONG TERM	1,231,646	1,648,040	1,824,311	1,824,311	11%	48%
BONDS - CALLED	3,060,000				n/a	-100%
CAPITAL PROJECTS:						
FROM BOND FUNDS - New Capital	109,416				n/a	-100%
FROM BOND FUNDS - Carryover	927,018	1,205,782	1,083,089	2,294,416	-10%	17%
ACCESSIBILITY - ADA	215,768	189,384	215,977	1,272,000	14%	0%
GOV DEALS			3,116	130,000	n/a	
CONSERVATORY			25,076	48,549	n/a	
PAV & LIGHT FUND	27,291	34,561	43,380	191,150	26%	59%
TOTAL EXPENDITURE	19,684,412	14,538,597	13,263,571	21,012,779	-9%	-33%
REVENUE OVER(UNDER)	2,983,448	3,919,705	6,570,373	(3,859,743)		
BALANCE, Ending	7,295,136	10,674,306	15,437,983			



**MT PROSPECT PARK DISTRICT
DEPARTMENTAL EXPENDITURE ANALYSIS
FOR THE 11 MONTHS ENDED 11-30-2021**

92% OF CALENDAR YEAR

FUND / Department	'21 Y.T.D. Actual	2021 Budget	Y.T.D. as % of '21 Budget	'20 Y.T.D. Actual	Y.T.D. % of '20 Y.T.D.	Projected 2021	Proj % of '21 Bud	% Inc '21 Bud Over '20 Bud
GENERAL FUND								
Administration	775,899	953,662	81%	767,165	101%	825,652	87%	0%
Maintenance	777,077	945,021	82%	787,437	99%	828,850	88%	-4%
Motor Pool	183,987	225,567	82%	233,528	79%	197,342	87%	-31%
Buildings	191,918	234,807	82%	200,005	96%	203,500	87%	1%
Studio at Melas	23,097	32,520	71%	20,637	112%	25,102	77%	4%
Total	1,951,978	2,391,577	82%	2,008,772	97%	2,081,013	87%	-6%
RECREATION FUND								
Administration	644,410	757,328	85%	805,082	80%	681,259	90%	-27%
Big Surf	7,760	8,200	95%	11,641	67%	8,221	100%	-97%
Meadows Pool	208,104	238,932	87%	29,052	716%	213,677	89%	10%
Recplex Pool	362,383	476,503	76%	327,094	111%	381,799	80%	-15%
Golf Course	1,462,443	1,711,076	85%	1,324,613	110%	1,539,967	90%	1%
Concessions	32,505	35,767	91%	18,945	172%	35,449	99%	-66%
Lions Center	42,984	56,318	76%	44,648	96%	52,341	93%	-70%
Recplex Center	883,946	1,068,362	83%	708,090	125%	953,980	89%	-6%
Rec Programs	815,807	836,039	98%	674,489	121%	824,132	99%	-50%
Central Programs	30,038	39,500	76%	9,130	n/a	30,072	76%	-59%
Central Road	438,849	490,284	90%	355,880	123%	465,507	95%	-22%
Total	4,929,229	5,718,309	86%	4,308,664	114%	5,181,755	91%	-25%



92% of Calendar Year

For the Eleven Months Ended November 30, 2021

2020 Actual Comparison

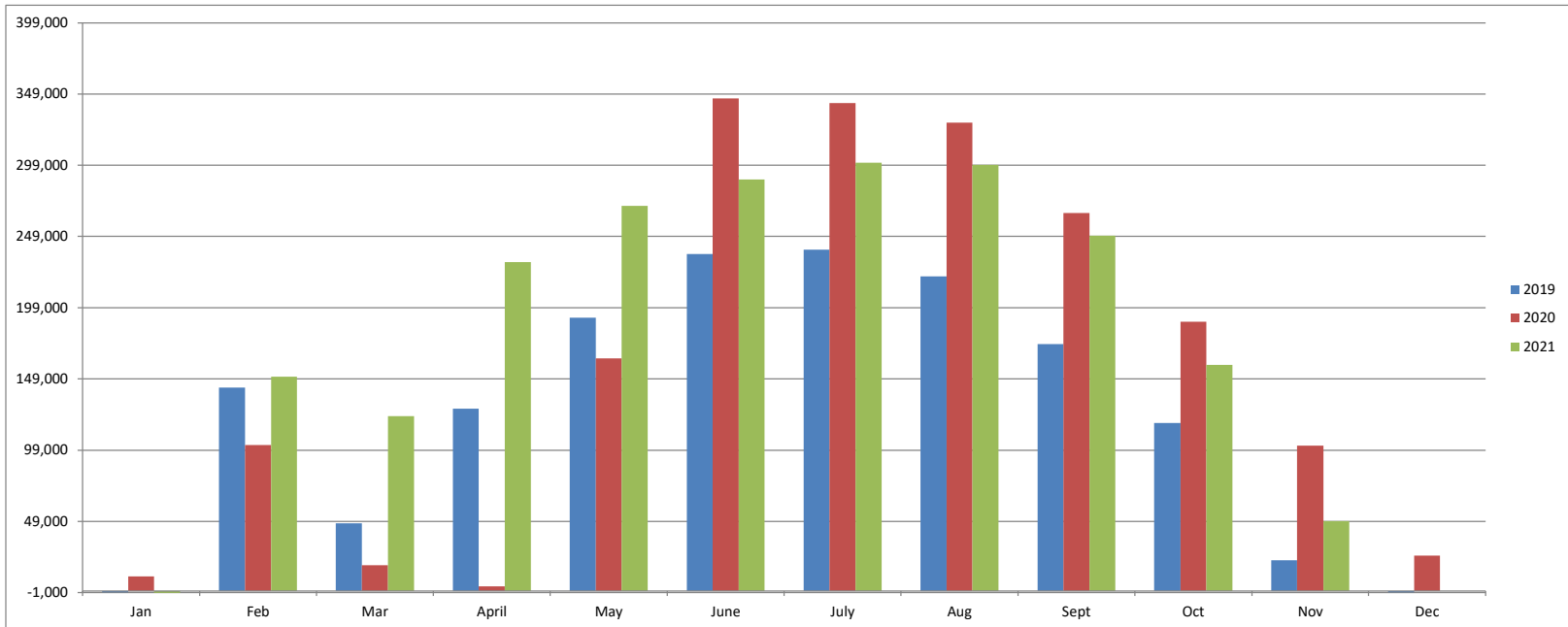
	Six Months		3rd Quarter		October		November		Year to Date		Annual	% of
	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Budget
REVENUES:												
RENTALS	127,581	151,714	160,894	189,654	27,922	30,581	5,153	8,846	321,550	380,795	321,550	118%
PASSES /USER FEES	186,203	221,190	896	635	-	-	(2)	-	187,097	221,825	187,100	119%
DAILY /USER FEES	537,058	634,388	630,402	642,222	121,515	126,945	23,425	42,767	1,312,400	1,446,322	1,312,400	110%
PROGRAM FEES	44,429	60,898	21,369	11,622	2,446	2,872	255	816	68,499	76,208	68,500	111%
MERCHANDISE SALES	18,943	22,002	19,895	26,629	4,737	4,249	1,306	1,610	44,881	54,490	45,000	121%
OTHER	(19,879)	(27,656)	(13,342)	(21,184)	(3,549)	(5,761)	(3,099)	(4,899)	(39,869)	(59,500)	(42,000)	142%
TOTAL REVENUE	894,335	1,062,536	820,114	849,578	153,071	158,886	27,038	49,140	1,894,558	2,120,140	1,892,550	112%
2020 Actual		643,444		937,068		189,221		102,194		1,871,927	1,896,909	99%
EXPENDITURES:												
FULL TIME SALARIES	328,063	313,313	154,611	153,935	52,013	68,475	74,571	43,791	609,258	579,514	657,756	88%
PART TIME SALARIES	113,303	107,097	128,530	96,346	32,154	36,899	31,851	18,255	305,838	258,597	316,298	82%
FRINGE BENEFITS	179,691	150,899	73,085	57,490	22,488	20,565	25,854	18,989	301,118	247,943	301,975	82%
CONTRACTUAL SERVICES	41,098	31,179	32,880	14,797	9,366	9,320	10,737	5,886	94,081	61,182	99,765	61%
COMMODITIES	71,789	82,313	98,927	73,263	6,822	15,726	11,181	28,074	188,719	199,376	203,141	98%
MERCHANDISE	24,519	22,224	11,949	6,606	799	5,257	476	623	37,743	34,710	37,742	92%
UTILITIES	43,046	30,845	22,305	24,185	9,980	13,147	8,220	8,220	83,551	76,397	89,506	85%
SALES TAX/OTHER	1,277	1,163	2,378	1,831	577	1,350	516	380	4,748	4,724	4,892	97%
TOTAL EXPENDITURES	802,786	739,033	524,665	428,453	134,199	170,739	163,406	124,218	1,625,056	1,462,443	1,711,075	85%
2020 Actual		662,566		428,542		133,908		99,589		1,324,605	1,401,029	95%
REVENUE OVER(UNDER) EXP	91,549	323,503	295,449	421,125	18,872	(11,853)	(136,368)	(75,078)	269,502	657,697	181,475	



GOLF COURSE MONTHLY RECEIPTS

Revenue Recap by yr:

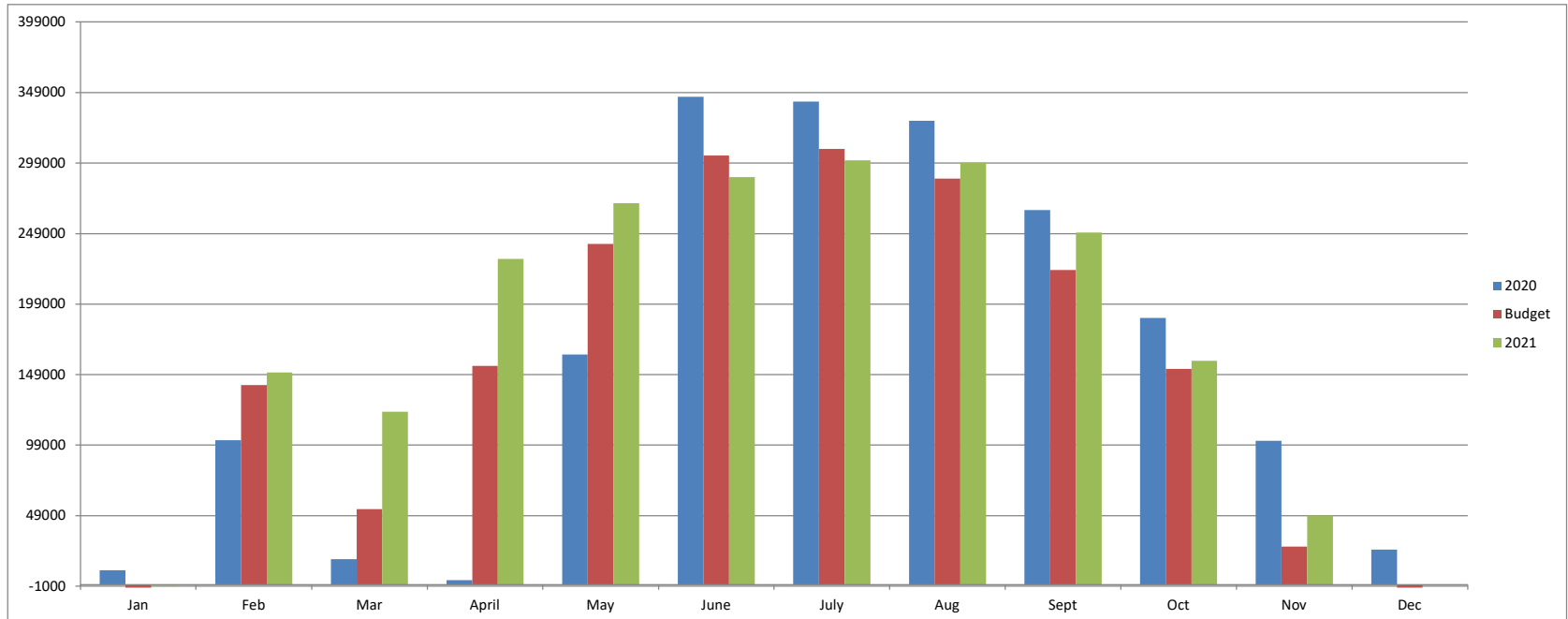
2019			2020			2021			YTD		Annual Budget	
Month	YTD		Month	YTD		Month	YTD		Actual	Budget		
Jan	(836)	(836)	Jan	10,199	10,199	Jan	(1,249)	(1,249)	Revenue	2,120,140	1,892,550	
Feb	143,004	142,168	Feb	102,495	112,694	Feb	150,517	149,268	Expenditures			
Mar	47,682	189,850	Mar	18,228	130,922	Mar	122,791	272,059	Full Time	579,514	657,756	
April	128,132	317,982	April	3,275	134,197	April	230,970	503,029	Part Time	258,597	316,298	
May	192,137	510,119	May	163,346	297,544	May	270,595	773,624	Benefits	247,943	301,975	
June	236,659	746,778	June	345,900	643,444	June	288,911	1,062,535	Contractual	61,182	99,766	
July	239,787	986,565	July	342,668	986,112	July	300,838	1,363,373	Commodities	234,087	240,883	
Aug	221,117	1,207,682	Aug	328,846	1,314,958	Aug	299,164	1,662,537	Utilities	81,121	94,398	
Sept	173,427	1,381,109	Sept	265,554	1,580,512	Sept	249,577	1,912,114		1,462,444	1,711,076	
Oct	118,113	1,499,222	Oct	189,220	1,769,732	Oct	158,886	2,071,000	Net	657,696	181,474	
Nov	21,700	1,520,922	Nov	102,195	1,871,927	Nov	49,140	2,120,140				
Dec	(840)	1,520,082	Dec	24,982	1,896,909	Dec	-	-				
Budget		1,557,530			1,560,592			1,892,550				



Mount Prospect Park District Golf Course Monthly Receipts Budget Progress

Revenue Recap by yr:

2020			2021 Budget			2021 Actual		
Month	YTD		Month	YTD		Month	YTD	
Jan	10,199	10,199	Jan	(1,921)	(1,921)	Jan	(1,249)	(1,249)
Feb	102,495	112,694	Feb	141,566	139,645	Feb	150,517	149,268
Mar	18,228	130,922	Mar	53,700	193,345	Mar	122,791	272,059
April	3,275	134,197	April	155,193	348,538	April	230,970	503,029
May	163,346	297,544	May	241,610	590,148	May	270,595	773,624
June	345,900	643,444	June	304,188	894,336	June	288,911	1,062,535
July	342,668	986,112	July	309,068	1,203,404	July	300,838	1,363,373
Aug	328,846	1,314,958	Aug	287,977	1,491,381	Aug	299,164	1,662,537
Sept	265,554	1,580,512	Sept	223,070	1,714,451	Sept	249,577	1,912,114
Oct	189,220	1,769,732	Oct	153,071	1,867,522	Oct	158,886	2,071,000
Nov	102,195	1,871,927	Nov	27,037	1,894,559	Nov	49,140	2,120,140
Dec	24,982	1,896,909	Dec	(2,009)	1,892,550	Dec	-	-
Budget		1,560,592			1,892,550			1,892,550



Mount Prospect Park District
GOLF COURSE
 thru November

	2018	2019	2020	2021	Change From 2020	Change From 2019
REVENUES:						
RENTALS	264,340	278,197	315,094	380,795	21%	37%
PASSES /USER FEES	182,609	185,198	180,255	221,825	23%	20%
DAILY /USER FEES	871,779	931,464	1,319,420	1,446,322	10%	55%
PROGRAM FEES	79,668	84,503	55,646	76,208	37%	-10%
MERCHANDISE SALES	57,037	60,257	41,704	54,490	31%	-10%
CORPORATE SPONSORS	0	5	0	0	n/a	-100%
OTHER	(18,210)	(18,704)	(40,192)	(59,500)	48%	218%
TOTAL REVENUE	1,437,223	1,520,920	1,871,927	2,120,140	13%	39%
% of Budget	91%	98%	120%	112%		
EXPENDITURES:						
FULL TIME SALARIES	556,674	566,716	511,011	579,514	13%	2%
PART TIME SALARIES	308,170	290,725	240,657	258,597	7%	-11%
FRINGE BENEFITS	235,007	239,881	240,746	247,943	3%	3%
CONTRACTUAL SERVICES	73,856	89,375	77,793	61,182	-21%	-32%
COMMODITIES	182,437	181,521	155,035	199,376	29%	10%
MERCHANDISE	47,218	46,146	32,998	34,711	5%	-25%
UTILITIES	85,436	81,769	71,331	76,397	7%	-7%
SALES TAX/OTHER	3,874	5,226	3,601	4,724	31%	-10%
TOTAL EXPENDITURES	1,492,672	1,501,359	1,333,172	1,462,444	10%	-3%
% of Budget	93%	89%	79%	85%		
REVENUE OVER(UNDER) EXP	(55,449)	19,561	538,755	657,696		
BUDGET REVENUE	1,577,565	1,557,530	1,560,592	1,892,550		
BUDGET EXPENSE	1,605,366	1,683,180	1,686,603	1,711,076		

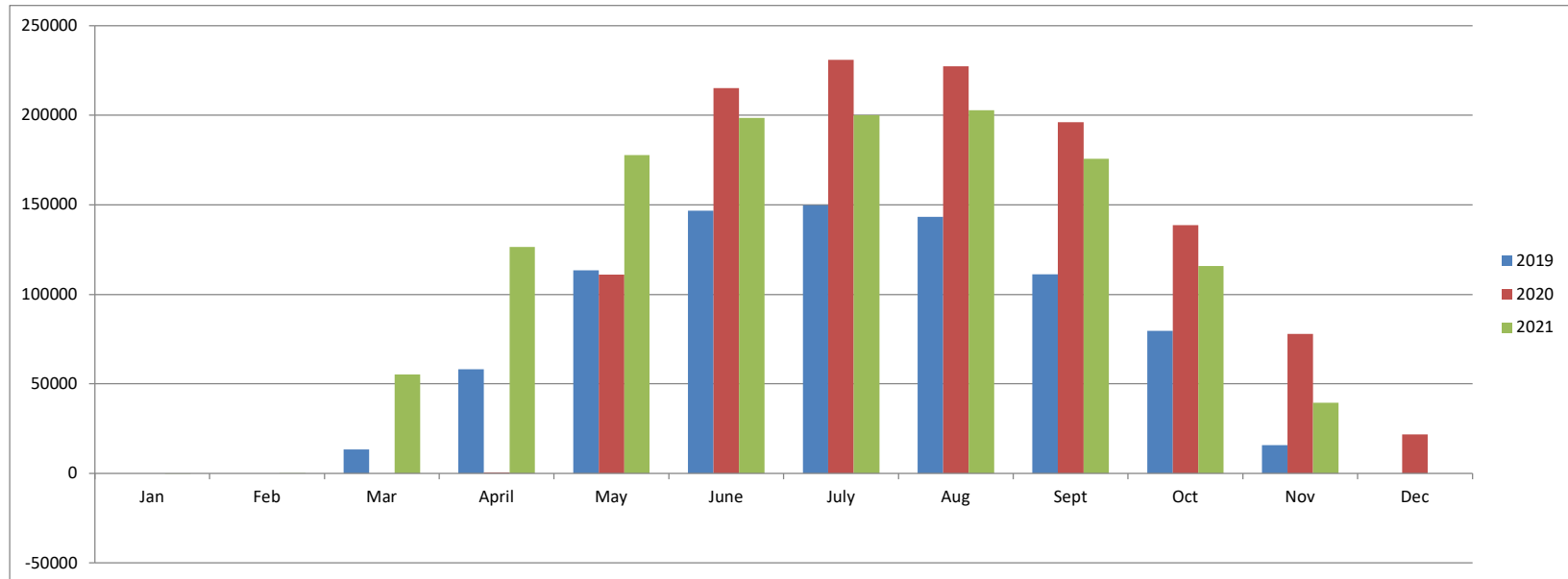
**MOUNT PROSPECT PARK DISTRICT
GOLF COURSE Department by Function
For Eleven Months Ended 11-30-2021**

ACCOUNT NAMES	TOTALS	ADMIN/ PRO SHOP	MAINT.	MERCH SALES	DRIVING RANGE	LESSONS	EVENTS	GOLF COMMUNITY CENTER
REVENUES:								
RENTAL	380,795	380,795	-	-	-	-	-	-
PASSES /USER FEES	221,825	221,825	-	-	-	-	-	-
DAILY /USER FEES	1,446,322	1,303,865	-	-	142,457	-	-	-
PROGRAM FEES	76,208	1,035	-	-	-	64,276	10,897	-
MERCHANDISE SALES	54,490	-	-	54,490	-	-	-	-
OTHER	(59,500)	(59,500)	-	-	-	-	-	-
SPONSORSHIPS	-	-	-	-	-	-	-	-
TOTAL REVENUE	2,120,140	1,848,020	-	54,490	142,457	64,276	10,897	-
% of Budget	112%	111%	n/a	121%	130%	129%	63%	n/a
EXPENDITURES:								
FULL TIME SALARIES	579,514	332,334	166,483	-	-	34,288	-	46,410
PART TIME SALARIES	258,597	102,893	142,793	-	-	2,040	-	10,872
FRINGE BENEFITS	247,943	79,775	137,117	-	-	1,178	-	29,872
CONTRACTUAL SERVICES	61,182	34,414	8,560	-	-	8,080	-	10,129
COMMODITIES	199,376	9,815	153,467	1,247	6,613	2,664	14,351	11,219
MERCHANDISE	34,711	-	-	34,711	-	-	-	-
UTILITIES	76,397	20,327	28,434	-	-	-	-	27,635
SALES TAX	4,724	-	-	4,724	-	-	-	-
TOTAL EXPENDITURES	1,462,443	579,557	636,854	40,681	6,613	48,249	14,351	136,137
% of Budget	85%	90%	80%	94%	110%	102%	162%	85%
REVENUE OVER(UNDER) EXP	657,697	1,268,463	(636,854)	13,808	135,844	16,027	(3,454)	(136,137)
CHANGE FROM LAST YR + (-)								
REVENUE	248,213	186,391	-	12,786	28,394	16,701	3,941	-
EXPENDITURES	137,830	76,111	20,600	4,037	733	14,148	13,185	9,016
NET	110,383	110,281	(20,600)	8,749	27,661	2,553	(9,244)	(9,016)
% CHANGE FROM LAST YEAR								
REVENUE	13	11	n/a	31	25	35	n/a	n/a
EXPENDITURES	10	15	3	11	12	n/a	n/a	7

MT Prospect Park District Golf Course Green Fees

Revenue Recap by yr:

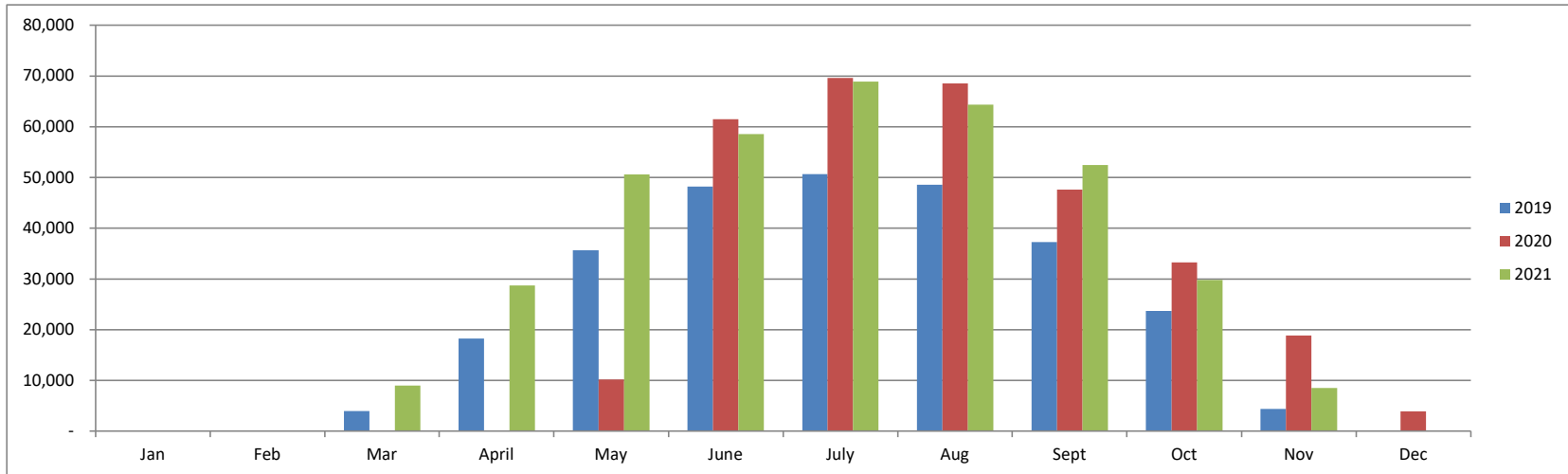
2019			2020			2021				
	Month	YTD		Month	YTD		Month	YTD		
Jan	-	-	Jan	-	-	Jan	(152)	(152)	19 Budget	841,500
Feb	-	-	Feb	-	-	Feb	9	(143)	20 Budget	847,875
Mar	13,472	13,472	Mar	-	-	Mar	55,256	55,114	21 Budget	1,195,000
April	58,151	71,623	April	531	531	April	126,468	181,582		
May	113,353	184,976	May	110,915	111,446	May	177,810	359,392		
June	146,669	331,645	June	215,264	326,710	June	198,574	557,966		
July	149,880	481,525	July	231,084	557,794	July	200,113	758,078		
Aug	143,281	624,806	Aug	227,357	785,151	Aug	202,866	960,944		
Sept	111,161	735,967	Sept	196,131	981,282	Sept	175,648	1,136,592		
Oct	79,570	815,537	Oct	138,602	1,119,885	Oct	115,903	1,252,495		
Nov	15,855	831,392	Nov	77,982	1,197,867	Nov	39,394	1,291,889		
Dec	-	831,392	Dec	21,840	1,219,707	Dec	-	1,291,889		



Mount Prospect Park District Golf Course Power Cart Rental

Revenue Recap by yr:

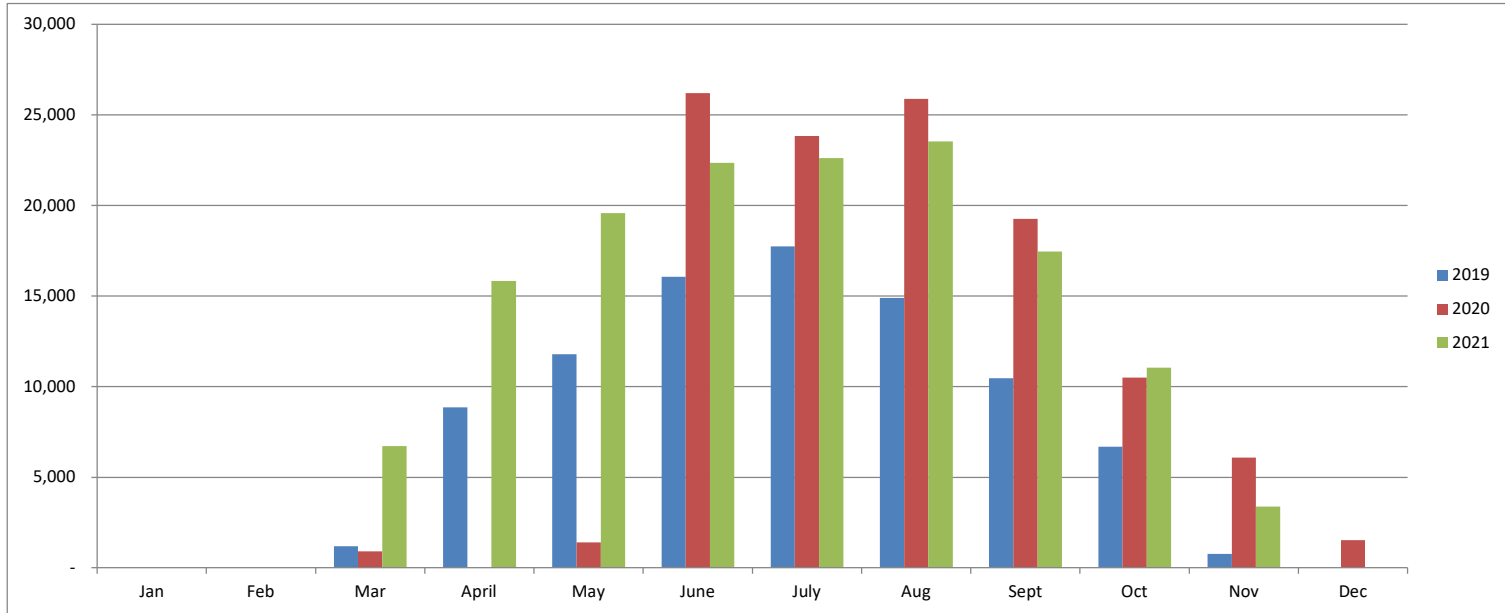
2019			2020			2021				
	Month	YTD		Month	YTD		Month	YTD		
Jan	0	0	Jan	0	0	Jan	0	0	19 Budget	279,125
Feb	0	0	Feb	0	0	Feb	0	0	20 Budget	282,313
Mar	3,984	3,984	Mar	-	-	Mar	8,982	8,982	21 Budget	315,000
April	18,257	22,241	April	-	-	April	28,707	37,689		
May	35,640	57,881	May	10,207	10,207	May	50,604	88,293		
June	48,198	106,079	June	61,459	71,666	June	58,554	146,847		
July	50,673	156,752	July	69,596	141,262	July	68,881	215,728		
Aug	48,602	205,354	Aug	68,525	209,787	Aug	64,359	280,087		
Sept	37,234	242,588	Sept	47,597	257,384	Sept	52,469	332,556		
Oct	23,685	266,273	Oct	33,278	290,661	Oct	29,771	362,327		
Nov	4,382	270,655	Nov	18,880	309,541	Nov	8,482	370,809		
Dec	-	270,655	Dec	3,906	313,447	Dec	-	370,809		



Mount Prospect Park District Golf Course Driving Range Revenue

Revenue Recap by yr:

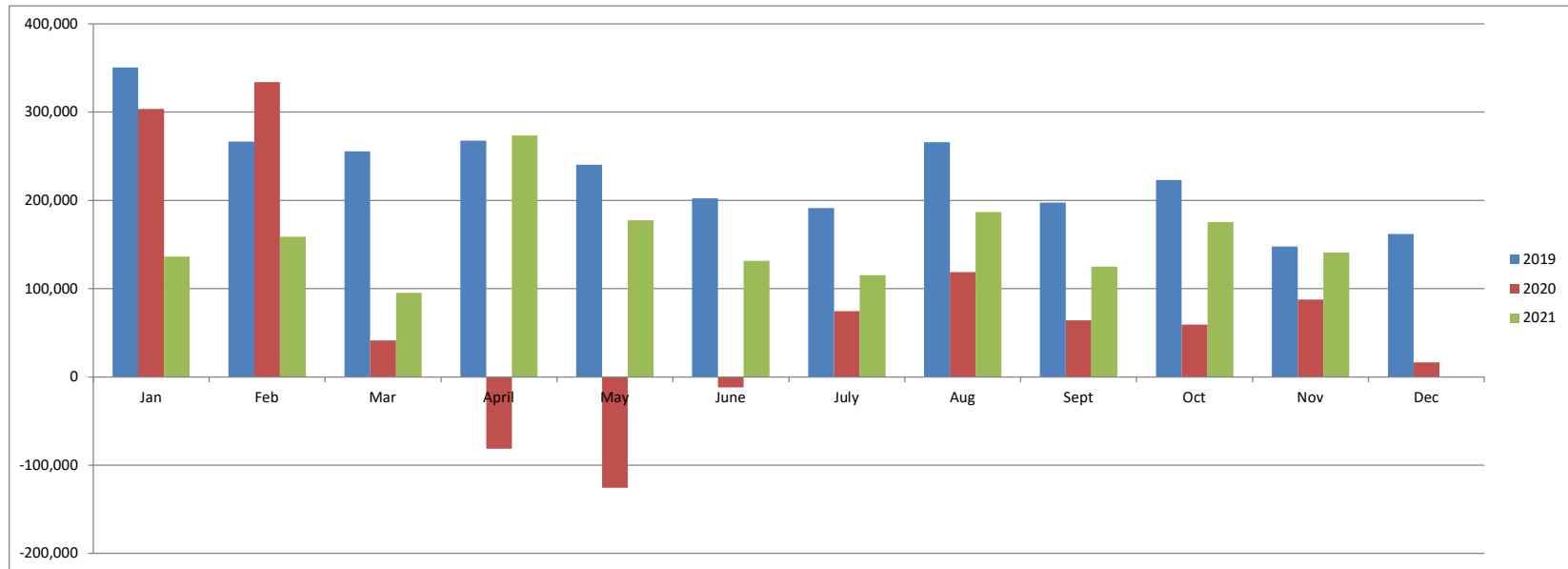
	2019		2020		2021		19 Budget	20 Budget	21 Budget
	Month	YTD	Month	YTD	Month	YTD			
Jan	-	-	Jan	-	Jan	-	92,500		
Feb	-	-	Feb	-	Feb	-	93,000		
Mar	1,190	1,190	Mar	920	Mar	6,712	110,000		
April	8,852	10,042	April	-	April	15,821			
May	11,780	21,822	May	1,409	May	19,574			
June	16,060	37,882	June	26,200	June	22,338			
July	17,741	55,623	July	23,825	July	22,610			
Aug	14,902	70,525	Aug	25,874	Aug	23,526			
Sept	10,456	80,981	Sept	19,250	Sept	17,460			
Oct	6,674	87,655	Oct	10,495	Oct	11,042			
Nov	771	88,426	Nov	6,090	Nov	3,373			
Dec	-	88,426	Dec	1,536	Dec	-			



MT PROSPECT PARK DISTRICT PROGRAM REVENUE

Revenue Recap by yr:

2019			2020			2021			YTD	Annual	
Month	YTD		Month	YTD		Month	YTD	Actual	Budget		
Jan	350,551	350,551	Jan	303,829	303,829	Jan	136,317	136,317			
Feb	266,642	617,193	Feb	333,809	637,638	Feb	158,740	295,057			
Mar	255,628	872,821	Mar	41,350	678,988	Mar	95,172	390,229			
April	267,503	1,140,324	April	(81,438)	597,550	April	273,709	663,938			
May	240,415	1,380,739	May	(125,348)	472,202	May	177,481	841,419			
June	202,179	1,582,918	June	(12,029)	460,173	June	131,487	972,906			
July	191,248	1,774,166	July	74,654	534,827	July	115,293	1,088,199			
Aug	265,897	2,040,063	Aug	118,637	653,464	Aug	186,881	1,275,080			
Sept	197,468	2,237,531	Sept	64,137	717,601	Sept	125,032	1,400,112			
Oct	222,972	2,460,503	Oct	59,224	776,825	Oct	175,554	1,575,666			
Nov	147,708	2,608,211	Nov	87,528	864,353	Nov	140,957	1,716,623			
Dec	161,945	2,770,156	Dec	16,570	880,923	Dec	-	1,716,623			
Budget			2,821,232			2,655,957			977,635		
									Revenue	<u>1,716,623</u>	<u>977,635</u>
									Expenditures		
									Part Time	429,555	450,541
									Contractual	190,589	195,567
									Commodities	<u>195,663</u>	<u>189,931</u>
									Net	<u>900,816</u>	<u>141,596</u>



MOUNT PROSPECT PARK DISTRICT
PROGRAMS Department by Function
For Eleven Months Ended 11-30-21

ACCOUNT NAMES	TOTALS	YOUTH/ CHILD CARE	ATHLETICS ADULT	YOUTH	FITNESS	SPECIAL EVENTS	ARTS	BASEBALL
REVENUES:								
PROGRAM FEES	1,716,733	542,643	36,500	539,054	85,556	19,270	328,461	165,249
CHILD CARE	(158)	(158)						
DONATIONS	48					(200)		247.5
TOTAL REVENUE	<u>1,716,623</u>	<u>542,485</u>	<u>36,500</u>	<u>539,054</u>	<u>85,556</u>	<u>19,070</u>	<u>328,461</u>	<u>165,497</u>
% of Budget	176%	214%	159%	245%	107%	293%	148%	96%
EXPENDITURES:								
PART TIME SALARIES	429,555	153,444	11,876	41,710	58,642	805	156,683	6,396
CONTRACTUAL SERVICES	190,589	7,599	21,539	139,280		8,326	-	13,845
COMMODITIES	195,663	8,666	8,045	65,558	4,821	7,380	21,641	79,553
UTILITIES	-							
TOTAL EXPENDITURES	<u>815,807</u>	<u>169,709</u>	<u>41,460</u>	<u>246,548</u>	<u>63,462</u>	<u>16,510</u>	<u>178,324</u>	<u>99,793</u>
% of Budget	98%	78%	135%	136%	97%	97%	86%	85%
REVENUE OVER(UNDER) EXP	<u>900,816</u>	<u>372,775</u>	<u>(4,960)</u>	<u>292,506</u>	<u>22,094</u>	<u>2,560</u>	<u>150,137</u>	<u>65,703</u>
\$ CHANGE FROM 2020 + (-)								
REVENUE	852,270	333,907	15,042	338,780	11,991	12,694	141,825	(1,968)
EXPENDITURES	141,318	(5,684)	19,659	90,694	2,787	7,415	27,227	(780)
NET	<u>710,953</u>	<u>339,591</u>	<u>(4,617)</u>	<u>248,086</u>	<u>9,205</u>	<u>5,279</u>	<u>114,597</u>	<u>(1,188)</u>
% CHANGE FROM 2020								
REVENUE	99	160	70	169	16	199	76	(1)
EXPENDITURES	21	(3)	90	58	5	82	18	(1)

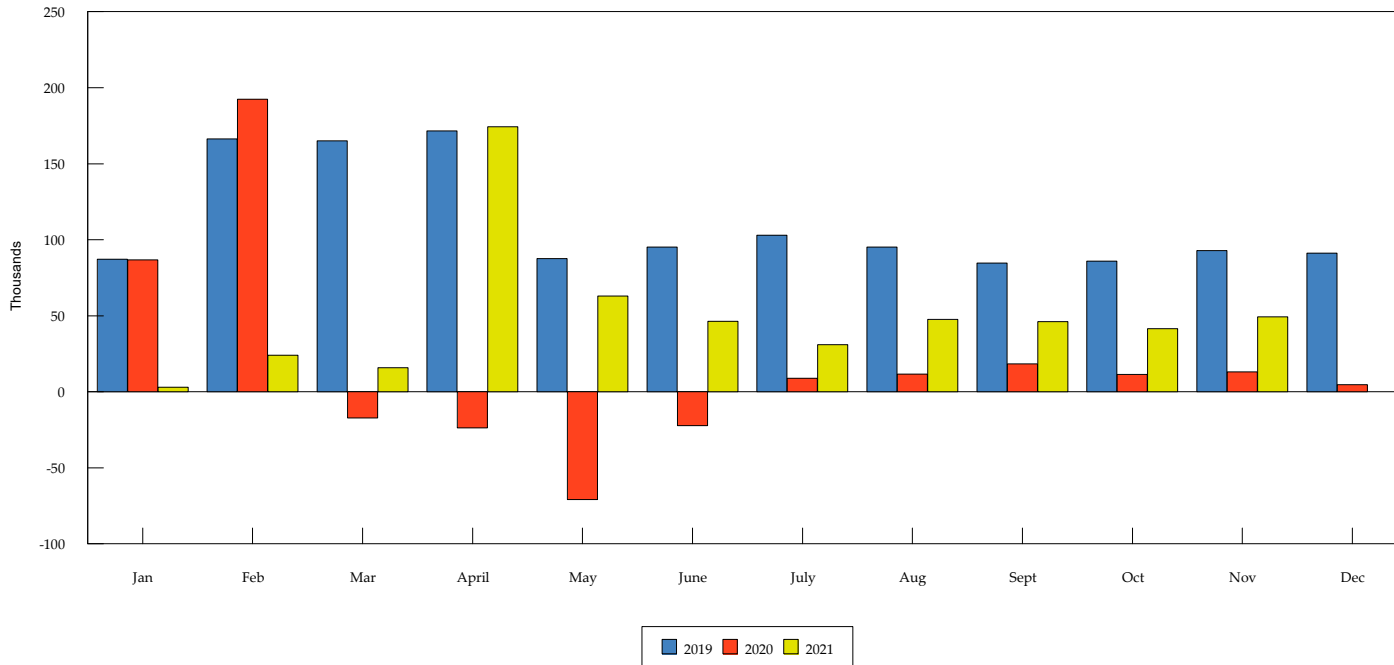
CHILD CARE PROGRAMS REVENUE

As of November 30, 2021

91.7% of Fiscal Year

Revenue Recap by yr:

2019			2020			2021			
	Month	YTD		Month	YTD		Month	YTD	
Jan 19	87,296	87,296	Jan 20	86,848	86,848	Jan 21	3,044	3,044	
Feb 19	166,421	253,717	Feb 20	192,334	279,182	Feb 21	24,063	27,107	
Mar 19	165,109	418,826	Mar 20	(17,152)	262,030	Mar 21	15,941	43,048	
Apr 19	171,621	590,447	Apr 20	(23,614)	238,416	Apr 21	174,367	217,415	
May 19	87,640	678,087	May 20	(70,952)	167,464	May 21	63,011	280,426	
June 19	95,288	773,375	June 20	(22,238)	145,226	June 21	46,304	326,730	
July 19	102,921	876,296	July 20	8,878	154,104	July 21	31,090	357,820	
Aug 19	95,250	971,546	Aug 20	11,619	165,723	Aug 21	47,673	405,493	
Sept 19	84,656	1,056,202	Sept 20	18,335	184,058	Sept 21	46,116	451,609	
Oct 19	85,924	1,142,126	Oct 20	11,462	195,520	Oct 21	41,490	493,099	
Nov 19	92,976	1,235,102	Nov 20	13,058	208,578	Nov 21	49,387	542,485	
Dec 19	91,187	1,326,289	Dec 20	4,786	213,364	Dec 21	0	542,485	
			Closed March 20, 2020 Covid19					214%	53%
	Budget	1,327,791		Budget	1,319,503		Budget	253,780	



This Year Vs Last Two Years

**MOUNT PROSPECT PARK DISTRICT
CHILD CARE PROGRAMS**

For the Eleven Months Ended November 30, 2021

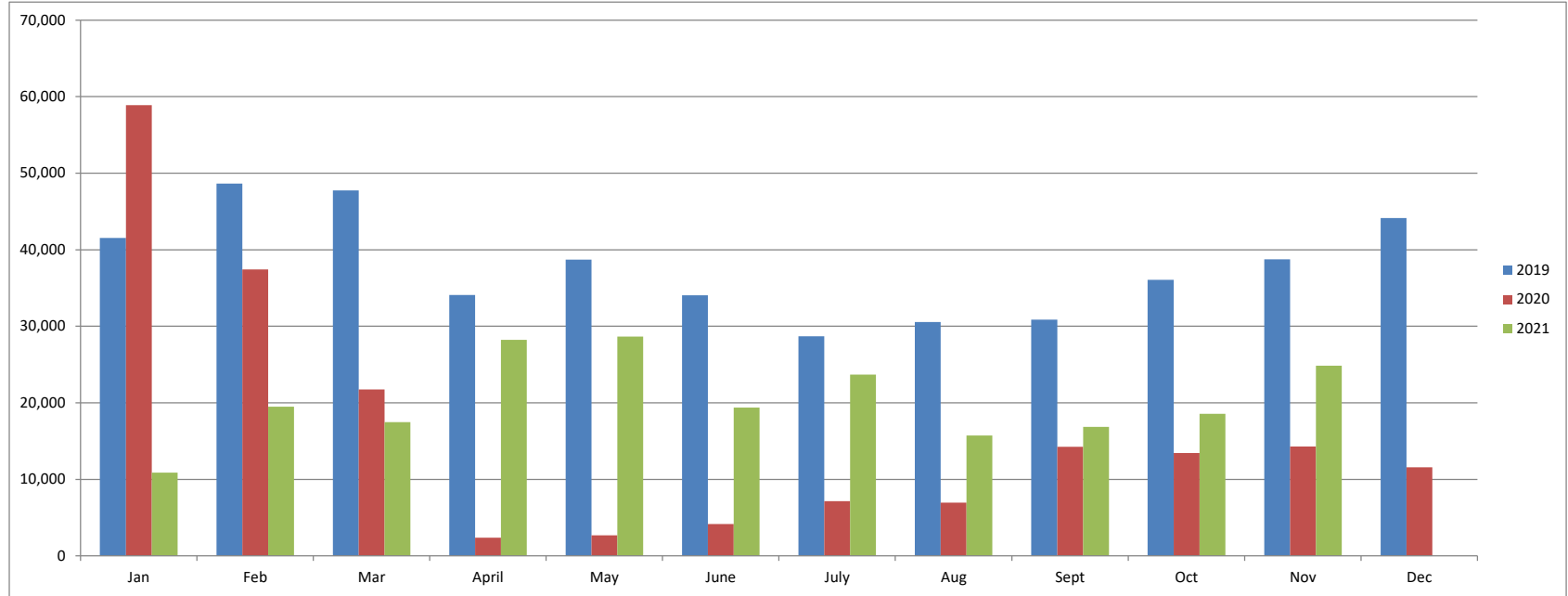
92% of Fiscal Year

ACCOUNT NAMES	Eleven Mo.		2021 Budget	2021		% of Budget	% of 2019
	2019	2020		November	Eleven Mo.		
REVENUES:							
Kids Klub	460,653	130,710	135,000	31,101	134,258	99%	29%
Day Camp	500,836	35,480	35,000	4,971	308,615	882%	62%
Preschool	273,613	42,388	83,780	13,315	99,612	119%	36%
Total	1,235,102	208,578	253,780	49,387	542,485	214%	44%
EXPENDITURES:							
Part Time Salaries	488,680	154,098	183,000	14,987	153,444	84%	31%
Contractual Services	69,885	16,299	22,000	208	7,599	35%	11%
Commodities	40,218	4,996	11,500	1,496	8,666	75%	22%
Total	598,784	175,394	216,500	16,691	169,709	78%	28%
SURPLUS (DEFICIT)	636,318	33,185	37,280	32,696	372,775		



Revenue Recap by yr:

2019			2020		2021					
	Month	YTD	Month	YTD	Month	YTD		YTD Actual	Annual Budget	
Jan	41,556	41,556	Jan	58,917	58,917	Jan	10,891	10,891		
Feb	48,671	90,227	Feb	37,397	96,314	Feb	19,470	30,361		
Mar	47,734	137,961	Mar	21,739	118,053	Mar	17,464	47,825		
April	34,070	172,031	April	2,349	120,401	April	28,230	76,055		
May	38,716	210,747	May	2,672	123,073	May	28,642	104,697		
June	34,059	244,806	June	4,150	127,223	June	19,365	124,062		
July	28,698	273,504	July	7,154	134,377	July	23,686	147,748		
Aug	30,568	304,072	Aug	6,930	141,307	Aug	15,720	163,468		
Sept	30,855	334,927	Sept	14,252	155,560	Sept	16,839	180,307		
Oct	36,050	370,977	Oct	13,441	169,001	Oct	18,561	198,868		
Nov	38,747	409,724	Nov	14,256	183,257	Nov	24,819	223,687		
Dec	44,153	453,878	Dec	11,578	194,835	Dec	-	-		
Budget		455,032			467,240			161,356		
								Revenue	223,687	161,356
								Expenditures		
								Full Time	297,273	346,517
								Part Time	169,997	227,735
								Benefits	139,353	169,425
								Contractual	32,811	38,229
								Commodities	34,959	58,102
								Utilities	209,553	228,354
								Net	883,946	1,068,362
									(660,259)	(907,006)





REVENUE REPORT
November 2021

	<i>MONTH</i>		<i>YEAR to DATE</i>		Up (Down)	
	This	Last	This	Last	Change	% Change
RENTALS						
Building Rental	7,093	880	86,910	24,787	62,123	251%
Total	7,093	880	86,910	24,787	62,123	251%
PASS SALES						
All Facility	1,657	5,543	12,621	57,889	(45,268)	-78%
Gym & Track	(54)	(41)	(361)	10,445	(10,806)	-103%
Fitness	13,800	4,875	112,190	70,852	41,338	58%
Total	15,403	10,376	124,449	139,185	(14,736)	-11%
DAILY FEES						
All Facility	-	35	30	134	(104)	-78%
Gym & Track	1,188	-	3,761	10,531	(6,770)	-64%
Fitness	714	274	3,673	2,311	1,362	59%
Racquetball	104	66	664	1,769	(1,105)	-62%
Playport	-	-	0	0	-	0%
Total	2,006	375	8,128	14,746	(6,618)	-45%
PROGRAM FEES						
Special Programs	734	-	8,407	2,126	6,281	295%
Total	734	-	8,407	2,126	6,281	295%
CONCESSIONS						
Merchandise	59	33	635	1,859	(1,224)	-66%
Vending	-	51	954	3,659	(2,705)	-74%
Total	59	84	1,589	5,518	(3,929)	-71%
OTHER						
Visa Charges / OvSt	(476)	(292)	(5,797)	(4,123)	(1,674)	41%
TOTAL	24,819	11,424	223,687	182,239	41,448	23%

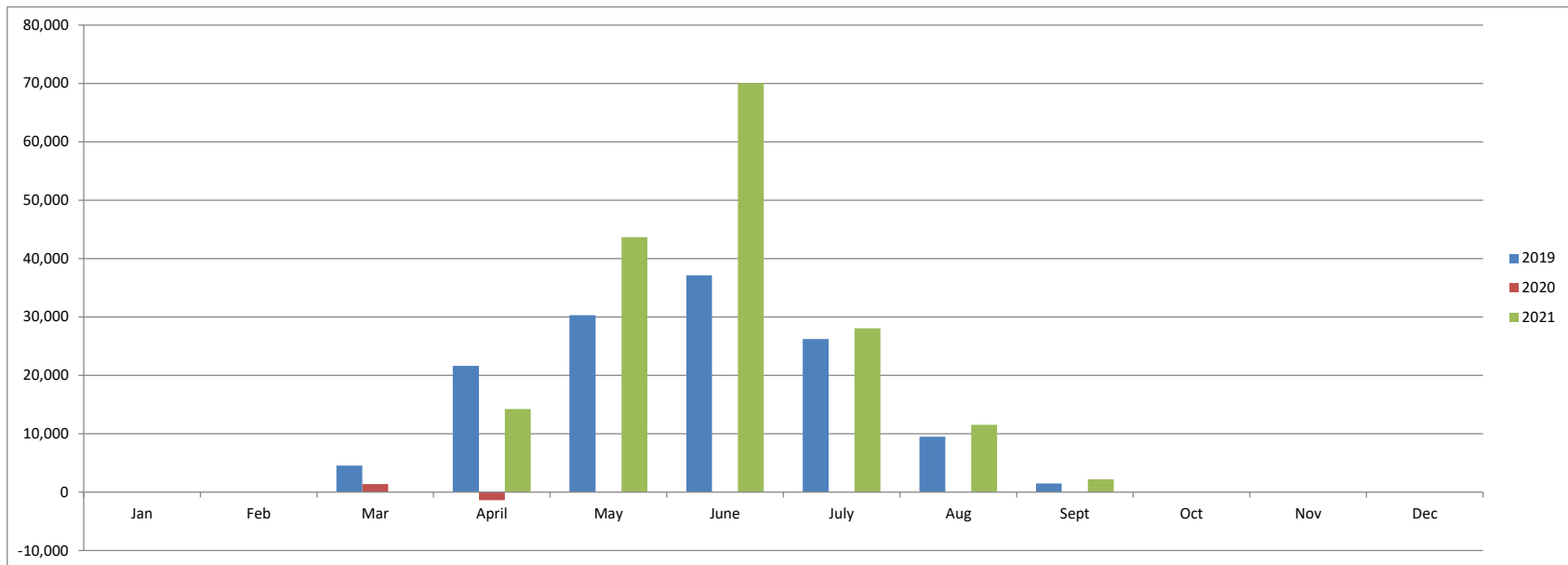


	2018	2019	2020	2021	Change From 2020	Change From 2019
REVENUES:						
RENTALS	62,924	55,170	24,787	86,910	251%	58%
PASSES /USER FEES	308,734	326,067	139,185	124,449	-11%	-62%
DAILY /USER FEES	54,239	50,394	15,764	8,128	-48%	-84%
PROGRAM FEES	12,449	4,845	2,126	8,407	295%	74%
MERCHANDISE & VENDING	13,931	13,730	5,518	1,589	-71%	-88%
OTHER/visa	(39,276)	(40,481)	(4,123)	(5,797)	41%	-86%
TOTAL REVENUE	413,001	409,725	183,257	223,686	22%	-45%
% of Budget	83%	90%	39%	139%		
EXPENDITURES:						
FULL TIME SALARIES	220,162	267,751	205,207	297,273	45%	11%
PART TIME SALARIES	248,016	271,040	140,570	169,997	21%	-37%
FRINGE BENEFITS	72,796	121,431	101,652	139,353	37%	15%
CONTRACTUAL SERVICES	77,555	47,111	32,414	32,458	0%	-31%
COMMODITIES	40,432	51,313	47,120	34,959	-26%	-32%
MERCHANDISE	2,088	2,411	1,178	217	-82%	-91%
UTILITIES	210,907	200,074	181,128	209,688	16%	5%
TOTAL EXPENDITURES	871,956	961,131	709,269	883,945	25%	-8%
% of Budget	81%	86%	62%	83%		
REVENUE OVER(UNDER) EXP	(458,955)	(551,406)	(526,012)	(660,259)		
BUDGET REVENUE	496,111	455,032	467,240	161,356		
BUDGET EXPENSE	1,074,190	1,120,314	1,136,761	1,068,362		



Revenue Recap by yr:

2019			2020			2021					
	Month	YTD		Month	YTD		Month	YTD	YTD Actual	Annual Budget	
Jan	-	-	Jan	-	-	Jan	-	-			
Feb	-	-	Feb	-	-	Feb	-	-	Revenue	169,889	77,300
Mar	4,562	4,562	Mar	1,365	1,365	Mar	-	-	Expenditures		
April	21,637	26,199	April	(1,365)	-	April	14,283	14,283	Part Time	123,077	149,677
May	30,338	56,537	May	118	118	May	43,683	57,966	Utilities	50,321	50,740
June	37,177	93,714	June	-	118	June	70,056	128,022	Commodities	34,706	38,515
July	26,240	119,954	July	-	118	July	28,070	156,092		208,104	238,932
Aug	9,484	129,438	Aug	-	118	Aug	11,538	167,630	Net	(38,215)	(161,632)
Sept	1,518	130,956	Sept	-	118	Sept	2,214	169,844			
Oct	-	130,956	Oct	350	468	Oct	45	169,889			
Nov	-	130,956	Nov	-	468	Nov	-	169,889			
Dec	-	130,956	Dec	-	468	Dec	-	169,889			
Budget		165,280			145,184			77,300			





thru November

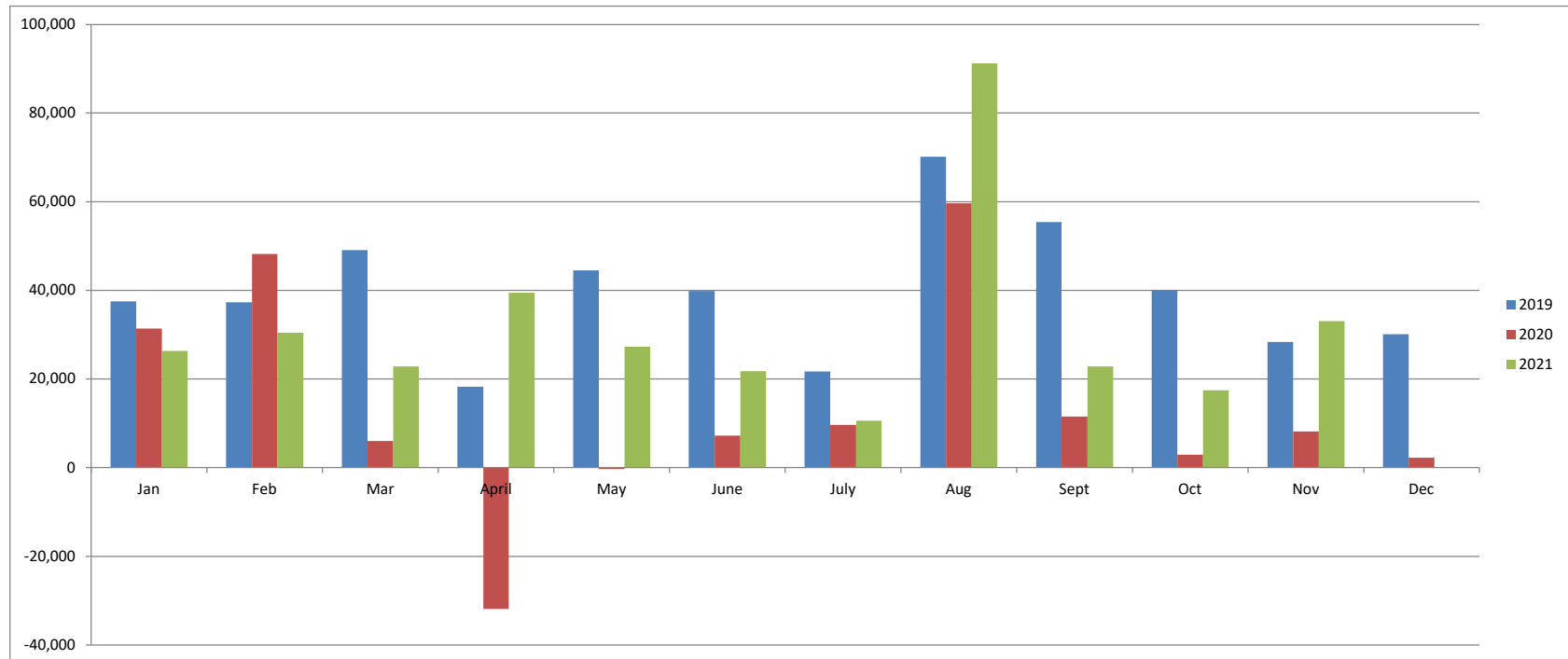
	2018	2019	2020	2021	Change From 2020	Change From 2019
REVENUES:						
BUILDING RENTAL	3,003	2,389		2,154	n/a	-10%
PASSES /USER FEES	54,488	54,306	118	80,497	n/a	48%
DAILY /USER FEES	43,182	33,668		56,617	n/a	68%
PROGRAM FEES	47,682	40,593		30,276	n/a	-25%
CONCESSION SALES				345	n/a	n/a
MERCHANDISE SALES						
TOTAL REVENUE	148,355	130,956	118	169,889	n/a	30%
% of Budget	85%	79%	0%	220%		
EXPENDITURES:						
FULL TIME SALARIES						
PART TIME SALARIES	103,445	103,952	-	123,077	n/a	18%
FRINGE BENEFITS					n/a	n/a
CONTRACTUAL SERVICES	6,857	8,061	4,459	6,062	36%	-25%
COMMODITIES	17,645	25,391	3,098	28,640	824%	13%
UTILITIES	39,153	38,015	21,494	50,321	134%	32%
SALES TAX/OTHER				4		
TOTAL EXPENDITURES	167,100	175,419	29,051	208,104	616%	19%
% of Budget	83%	79%	13%	87%		
REVENUE OVER(UNDER) EXP	(18,745)	(44,463)	(28,933)	(38,215)		
BUDGET REVENUE	174,127	165,280	145,184	77,300		
BUDGET EXPENSE	200,241	220,891	216,330	238,932		

MT PROSPECT PARK DISTRICT RECPLEX POOL REVENUE

Revenue Recap by yr:

2019			2020			2021			YTD	Annual
Month	YTD		Month	YTD		Month	YTD	Actual	Budget	
Jan	37,473	37,473	Jan	31,372	31,372	Jan	26,365	343,242	131,000	
Feb	37,326	74,799	Feb	48,169	79,541	Feb	30,463			
Mar	49,087	123,886	Mar	5,992	85,533	Mar	22,818			
April	18,254	142,140	April	(31,847)	53,686	April	39,421			
May	44,492	186,632	May	(321)	53,365	May	27,270			
June	39,854	226,486	June	7,232	60,597	June	21,735			
July	21,687	248,173	July	9,644	70,241	July	10,585			
Aug	70,164	318,337	Aug	59,657	129,898	Aug	91,222			
Sept	55,434	373,771	Sept	11,495	141,393	Sept	22,842			
Oct	40,001	413,772	Oct	2,889	144,282	Oct	17,443			
Nov	28,383	442,155	Nov	8,145	152,427	Nov	33,079			
Dec	30,083	472,238	Dec	2,277	154,704	Dec	-			
Budget		481,418			472,791				131,000	

Revenue	343,242	131,000
Expenditures		
Full Time	80,699	90,152
Part Time	179,210	248,123
Benefits	25,660	31,790
Commodities	26,493	41,438
Utilities	50,321	65,000
	<u>362,383</u>	<u>476,503</u>
Net	<u>(19,141)</u>	<u>(345,503)</u>



Mount Prospect Park District
REC PLEX POOL
 thru November

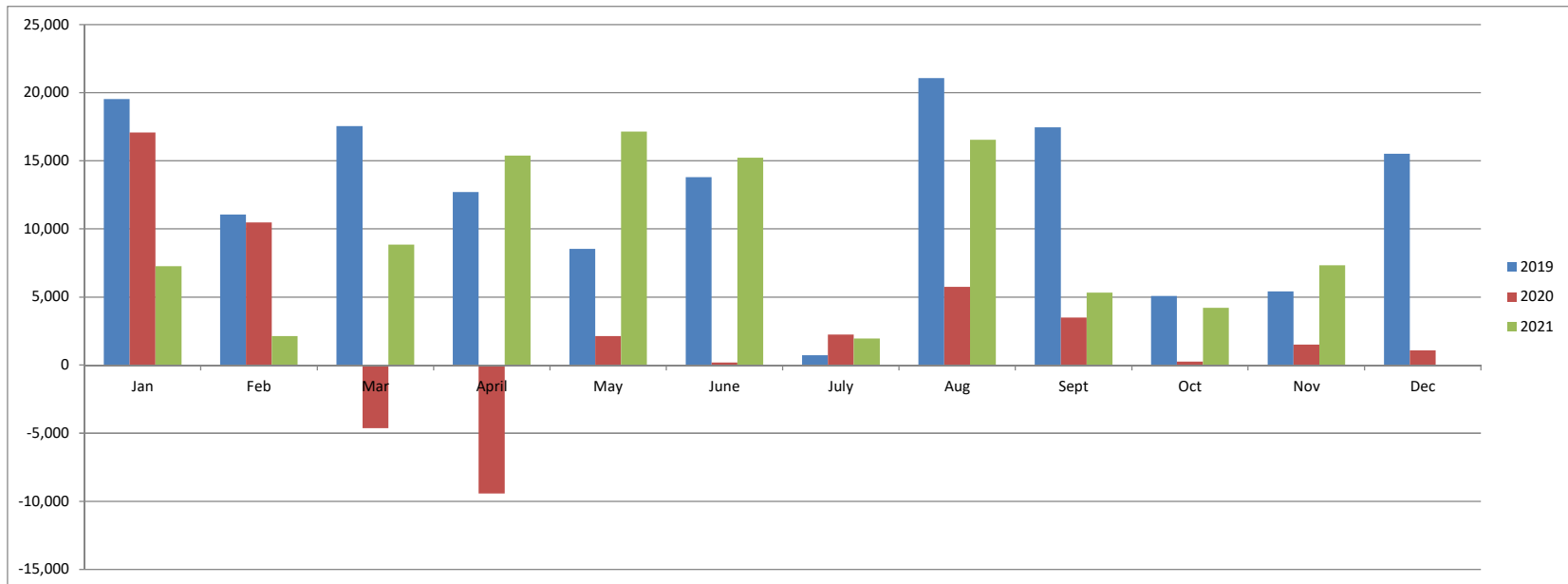
	2018	2019	2020	2021	Change From 2020	Change From 2019
REVENUES:						
BUILDING RENTAL	1,214	1,895	135	6,175	4474%	226%
PASSES /USER FEES	82,984	94,080	22,916	59,122	158%	-37%
DAILY /USER FEES	8,429	8,246	2,780	3,939	42%	-52%
PROGRAM FEES	338,638	337,934	126,596	274,006	116%	-19%
CONCESSION SALES						
MERCHANDISE SALES						
TOTAL REVENUE	431,265	442,155	152,427	343,242	125%	-22%
% of Budget	91%	92%	32%	262%		
EXPENDITURES:						
FULL TIME SALARIES	115,442	108,458	96,240	80,699	-16%	-26%
PART TIME SALARIES	245,930	242,051	143,007	179,210	25%	-26%
FRINGE BENEFITS	49,819	22,806	19,865	25,660	29%	13%
CONTRACTUAL SERVICES	6,825	7,236	3,899	4,734	21%	-35%
COMMODITIES	32,837	25,534	21,074	21,989	4%	-14%
UTILITIES	54,741	51,954	43,008	50,091	16%	-4%
SALES TAX/OTHER						
TOTAL EXPENDITURES	505,594	458,039	327,093	362,383	11%	-21%
% of Budget	94%	82%	58%	76%		
REVENUE OVER(UNDER) EXP	(74,329)	(15,884)	(174,666)	(19,141)		
BUDGET REVENUE	472,887	481,418	472,791	131,000		
BUDGET EXPENSE	537,112	559,121	561,842	476,503		



PROGRAM REVENUE

Revenue Recap by yr:

2019			2020			2021				
	Month	YTD	Month	YTD	Month	YTD		YTD Actual	Annual Budget	
Jan	19,528	19,528	Jan	17,094	17,094	Jan	7,255	7,255		
Feb	11,052	30,580	Feb	10,480	27,574	Feb	2,130	9,385		
Mar	17,559	48,139	Mar	(4,617)	22,957	Mar	8,853	18,238	Revenue	
April	12,712	60,851	April	(9,424)	13,533	April	15,397	33,635	Expenditures	
May	8,530	69,381	May	2,145	15,677	May	17,148	50,783	Part Time	
June	13,803	83,184	June	202	15,879	June	15,223	66,006	Contractual	
July	719	83,903	July	2,247	18,126	July	1,956	67,962	Commodities	
Aug	21,079	104,982	Aug	5,751	23,877	Aug	16,544	84,506		
Sept	17,460	122,442	Sept	3,482	27,359	Sept	5,330	89,836	Net	
Oct	5,062	127,504	Oct	259	27,618	Oct	4,210	94,046		
Nov	5,420	132,924	Nov	1,508	29,126	Nov	7,328	101,374		
Dec	15,521	148,445	Dec	1,088	30,214	Dec	-	-		
Budget		140,800			137,168			50,250		
									Revenue	
									101,374	
									50,250	
									Part Time	
									6,731	
									13,000	
									Contractual	
									23,265	
									25,000	
									Commodities	
									42	
									1,500	
									30,038	
									39,500	
									71,336	
									10,750	





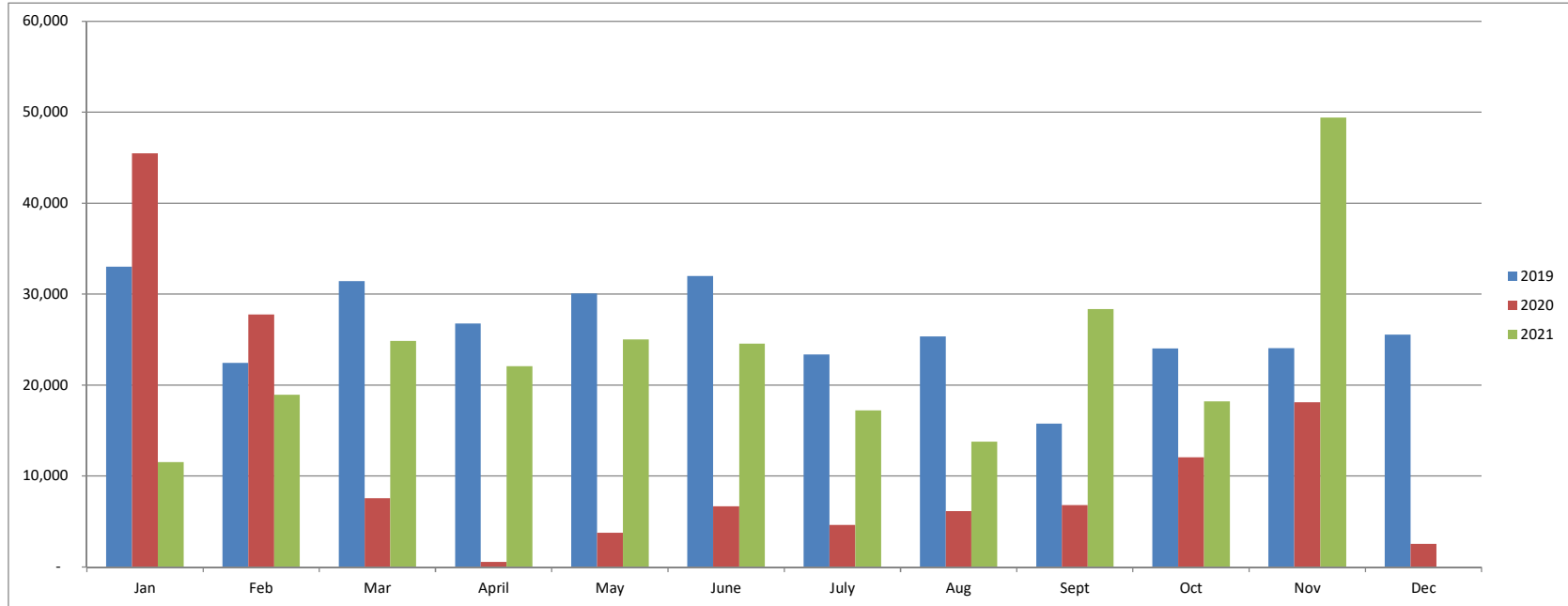
PROGRAMS Department by Function
Month Ended 11-30-21

ACCOUNT NAMES	TOTALS	YOUTH CHILD CARE	ATHLETICS YOUTH
REVENUES:			
PROGRAM FEES	101,374	25,513	75,861
CHILD CARE	-		
DONATIONS	-		
TOTAL REVENUE	101,374	25,513	75,861
% of Budget	202%	126%	253%
 EXPENDITURES:			
PART TIME SALARIES	6,731	6,731	
CONTRACTUAL SERVICES	23,265		23,265
COMMODITIES	42	42	
TOTAL EXPENDITURES	30,038	6,773	23,265
% of Budget	76%	47%	93%
REVENUE OVER(UNDER) EXP	71,336	18,740	52,596
 CHANGE FROM LAST YR + (-)			
REVENUE	72,248	23,026	49,222
EXPENDITURES	20,908	(2,357)	23,265
NET	51,340	25,383	25,957
% CHANGE FROM LAST YEAR			
REVENUE	248	926	185
EXPENDITURES	229	(26)	n/a



Revenue Recap by yr:

2019			2020			2021			YTD	Annual																											
	Month	YTD		Month	YTD		Month	YTD	Actual	Budget																											
Jan	33,017	33,017	Jan	45,474	45,474	Jan	11,539	11,539	Revenue	253,985	162,957																										
Feb	22,434	55,451	Feb	27,766	73,240	Feb	18,945	30,484				Expenditures																									
Mar	31,440	86,891	Mar	7,558	80,798	Mar	24,874	55,358							Full Time	133,411	150,825																				
April	26,752	113,643	April	538	81,336	April	22,071	77,429										Part Time	129,858	118,097																	
May	30,084	143,727	May	3,762	85,098	May	25,010	102,438													Benefits	57,424	69,755														
June	31,968	175,695	June	6,666	91,764	June	24,551	126,989																Contractual	28,640	26,322											
July	23,356	199,051	July	4,625	96,389	July	17,209	144,198																			Commodities	28,108	37,413								
Aug	25,349	224,400	Aug	6,159	102,548	Aug	13,779	157,978																						Utilities	61,406	87,872					
Sept	15,760	240,160	Sept	6,797	109,345	Sept	28,365	186,343																									Net	438,848	490,284		
Oct	24,039	264,199	Oct	12,058	121,403	Oct	18,211	204,553																												<u>(184,863)</u>	<u>(327,327)</u>
Nov	24,061	288,260	Nov	18,123	139,526	Nov	49,431	253,985																													
Dec	25,538	313,798	Dec	2,551	142,077	Dec	-	-																													
Budget		338,325	335,137		162,957																																





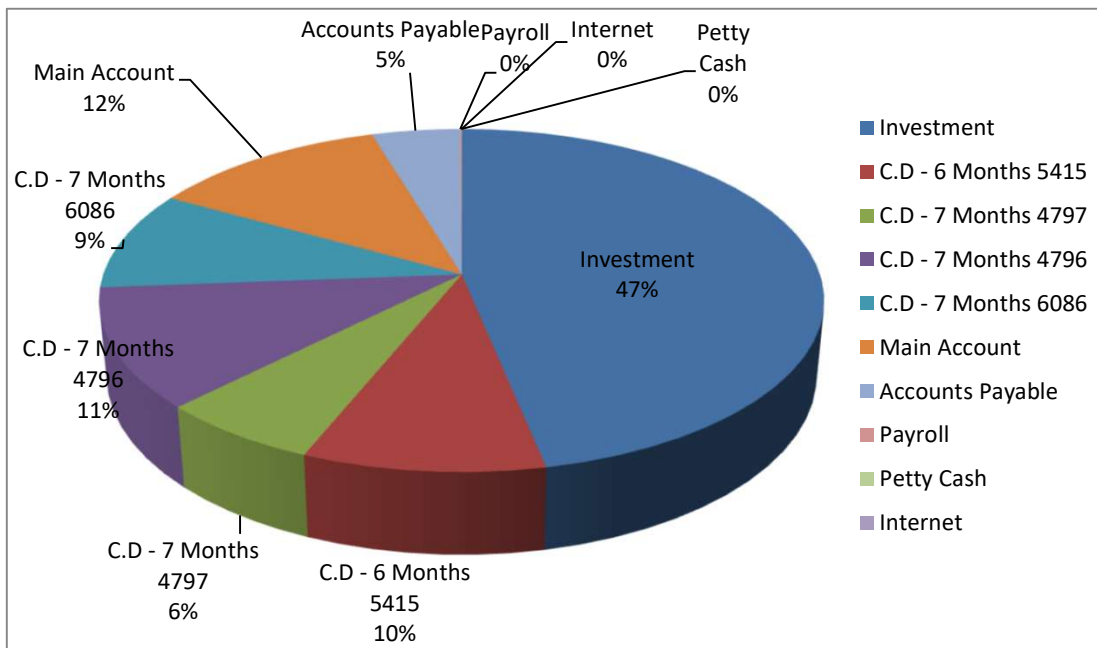
REVENUE REPORT November 2021

	MONTH		YEAR to DATE		Change	Up/(Down) % Change
	This	Last	This	Last		
RENTALS						
Skate Rental		-		895	(895)	-100%
Building Rental	25,291	6,510	132,269	71,697	60,572	84%
	25,291	6,510	132,269	72,592	59,677	82%
PASS SALES						
Fitness	7,189	2,713	58,955	37,868	21,087	56%
	7,189	2,713	58,955	37,868	21,087	56%
DAILY FEES						
Gym Fees	2,348	510	9,188	6,928	2,260	33%
Fitness Center	90	42	1,060	671	389	58%
Inline Rink Fees	68	-	1,034	2,327	(1,293)	-56%
	2,506	552	11,282	9,926	1,356	14%
PROGRAM FEES						
Youth Athletic Camps	-	-	3,800	-	3,800	0%
Youth Athletic Prog.	-	-	300	2,467	(2,167)	-88%
Youth Leagues	10,780		16,180	7,788	8,392	n/a
Special Programs	3,542	590	32,953	9,625	23,329	242%
	14,322	590	53,233	19,879	33,354	168%
CONCESSIONS						
Merchandise	298	125	1,960	1,285	675	53%
Vending	183	23	646	1,036	(390)	-38%
	481	148	2,606	2,321	285	12%
OTHER						
Visa Charges / OvShrt	(358)	(219)	(4,360)	(3,060)	(1,300)	42%
TOTAL	49,431	10,293	253,985	139,526	114,459	82%

Mt. Prospect Park District
Statement of Account Balances
 As of November 30, 2021

Mt. Prospect State Bank

Accounts	Maturity	Amount	Rate	Term
Investment	n/a	7,534,880	0.01%	Demand
C.D - 6 Months 5415	10/24/2021	1,512,274	0.08%	6 Months
C.D - 7 Months 4797	11/12/2021	1,018,754	0.30%	7 Months
C.D - 7 Months 4796	2/12/2022	1,820,162	0.25%	7 Months
C.D - 7 Months 6086	5/13/2022	1,503,559	0.25%	7 Months
Main Account	n/a	1,970,741	0.01%	Demand
Accounts Payable	n/a	728,499	n/a	
Payroll	n/a	15,004	n/a	
Petty Cash	n/a	3,150	n/a	
Internet		-		
Total Funds		16,107,023		



**MT. PROSPECT PARK DISTRICT
PROPERTY TAX
MONTH ENDING
11/30/2021**

<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
2019	10,641,495	1,945,499,549	0.547

Tax Monies Received from January 1, 2021 through November 30, 2021 totals:
\$10,972,912 (of this total \$268,419 is Replacement Tax).

	Type	2021 Taxes	2020 Taxes
January	R	27,806	26,445
January		7,849	2,797
February		881,610	1,144,950
March	R	10,046	5,257
March		3,524,676	4,178,871
April	R	46,941	36,301
April		715,724	189,631
May	R	60,494	23,209
May		551,502	62,426
June			
July	R	44,081	24,113
July			1,244,288
August	R	5,604	17,819
August			2,652,629
September		2,063,896	103,596
October	R	73,446	22,589
October		2,902,537	701,172
November		56,699	2,296
December			17,662
December	R		5,846
TOTAL		10,972,912	10,461,897



Executive Director

Board Report December 15, 2021

Important Upcoming Dates:

- Monday, December 20: Holiday Gift Workshops at The Art Studio
- Monday, December 20 & Tuesday, December 21: Winter Wonderland class at Friendship Park Conservatory
- Tuesday, December 21: Annual Job Fair (1st Session), 11 am – 3 pm, RecPlex
- Wednesday, December 22: Holiday Hunt, 4-7:45 pm, RecPlex Pool
- Monday, January 3, 2022: Registration begins for Youth Spring Outdoor Soccer League and Youth Tee Ball, Baseball & Softball Leagues
- Wednesday, January 5: Annual Job Fair (2nd Session), 11 am – 3 pm, RecPlex
- Monday, January 10: “Healthier You” begins for Members
- Thursday, January 13 – Tuesday, February 17: Parent Tot Open Gym, 10:30-11:15 am, RecPlex

2021 Year End Review:

This evening the Recreation Division shared their “2021 End of Year Review” with our Board. I would like to express my sincere gratitude to not only our Recreation staff, but to all of our employees throughout the District, for their unwavering commitment to serve our Community and the residents of the Mt. Prospect Park District during these challenging times.

As we approach the second year of the pandemic, it is easy to become discouraged and lose hope. Despite this, the staff of the Mt. Prospect Park District has continued to put their best efforts forward on a daily basis. I wish to thank each and every one of our staff for their continued hard work and dedication. Without each of you we would be unable to make such a positive impact on our community. Thank you for your ongoing commitment to our District during these unprecedented times.

As identified in our District’s Mission Statement:

“To provide exceptional parks and recreational experiences that enrich the quality of life for present and future generations.”

I put great value in the lessons learned over the past few years and look forward to increasingly better times in 2022 while continuing to enrich the quality of life for our residents.

Thank you to the Park Board of Commissioners for allowing me to continue to lead our District for another three years and for the opportunity to serve this great community that we are a part of. Please enjoy the “Year In Review” photo summary provided by Community Relations following my report.

Upcoming Board Reminders:

Central Community Center Rink Dedication - Wednesday, January 19th, 2022 - 6:30 pm @ CCC

Regular Meeting - Wednesday, January 19, 2022 - 7 pm @ CCC

Closed Session Meeting - Wednesday, January 19, 2022 - Semi-Annual Review of Closed Session Minutes



2021 A YEAR IN REVIEW

Mt. Prospect Park District

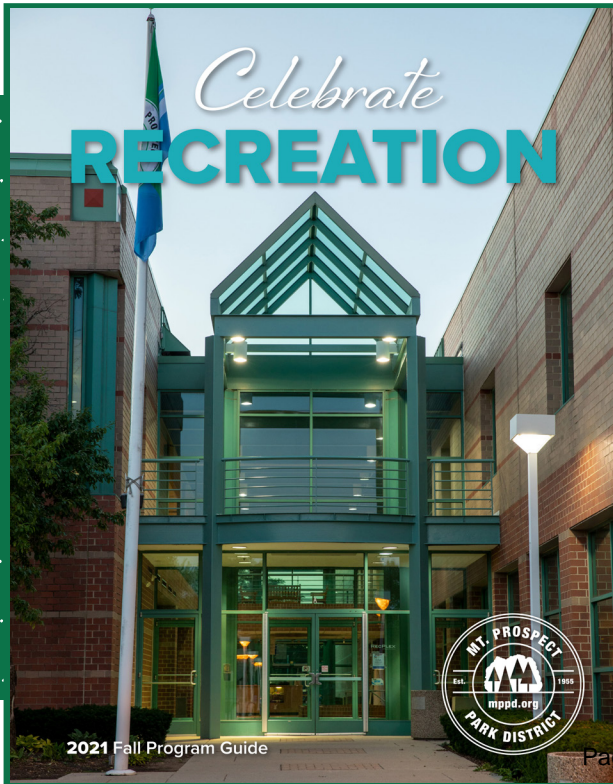
Our Mission: To provide exceptional parks and recreation experiences that enrich the quality of life for present and future generations.



2021 Spring Program Guide



2021 Summer Program Guide

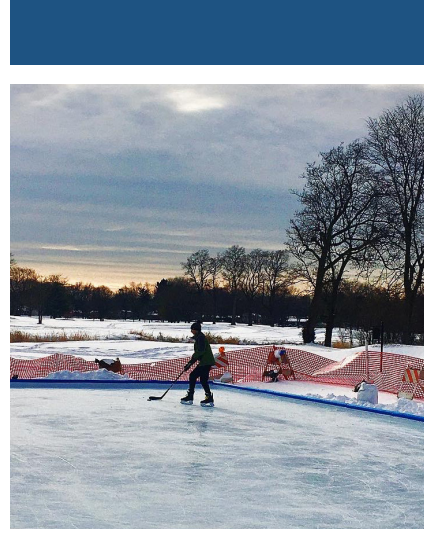


2021 Fall Program Guide

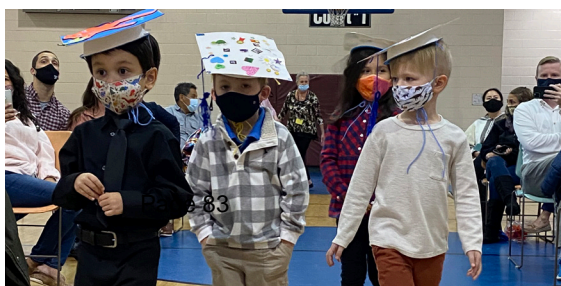


2021/2022 Winter Program Guide

WINTER



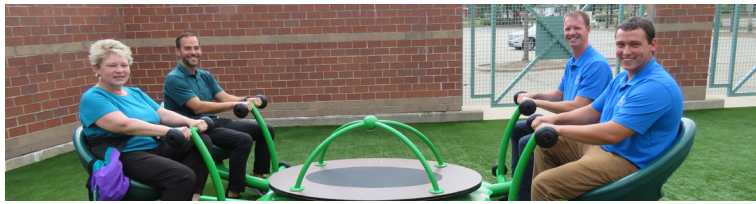
SPRING



SUMMER



FALL





Golf Operations Report

November 2021 (January 1, 2021 through November 30, 2021)

Golf Rounds	2018	2019	2020	2021	Variance '20 to '21
Paid Resident Rounds	4,241	4,176	3,649	4,829	1,180
Paid Non-Resident Rounds	22,645	23,504	31,885	32,221	336
Annual Membership Rounds	<u>4,533</u>	<u>4,555</u>	<u>4,503</u>	<u>5,186</u>	<u>683</u>
Total Rounds	31,419	32,235	40,037	42,236	2,199

* 2020 had no golf rounds recorded in March and April due to Covid.

News & Updates:

- November continued the trend all season of beating revenue expectations. Revenue crossed the \$2M mark for the season, marking the first time the golf course has ever crossed this milestone. In the past two seasons, revenue has increased by \$600,000 or nearly 40% over our previous record revenue.
- Expenses will end up lower than two seasons ago despite the increase in minimum wage and 10,000 rounds more! Comparing this season to 2013, the last full season before the renovation, annual revenue is up \$800,000 or 61%, while annual expenses have only increased by \$80,000 or 5%. The renovation has certainly paid off!
- Driving range sales have increased to a record \$140,000+ this season which is some \$26,000 more than in 2020 and \$53,000 over 2019.

Golf Course Maintenance:

- We closed the course for play, allowing us precious days before snowfall to winterize the course. Logistically it is very important to have this time with limited staffing and fewer hours on the course due to frost delays that can last up until 11:00 am.
- We applied a heavy coating of sand top dressing on the greens to protect our slopes from winter winds and freezing temperatures.
- We completed aerification of fairways and all turf grass was prepared with an application of snow mold fungicide. Drain tile was also added in a few areas throughout the course.



December Recreation Division

AQUATICS:

Mike Azzaretto, Aquatics, Athletics & Fitness Manager

Linda Zalewski, Aquatics Coordinator

- The second session of fall swim lessons is underway with 184 swimmers enrolled and total revenue of \$16,710.
- In addition to scheduled Swim Lessons, the Park District offers private swim lessons outside of the scheduled time with instructors. In the month of November, 57 private lessons were taught for a total of \$1,401.
- The Sharks Fall Swim Team belongs to the Northern Illinois Winter Swim Conference (NIWSC). The season began on 9/27 and is currently full with 111 swimmers on the roster. This includes 67 swimmers under the age of 10 and 44 swimmers over the age of 11. The Sharks have competed in 3 dual meets so far against Carol Stream, Des Plaines & Arlington Heights and are currently undefeated! Total revenue is \$60,315.
- The Aquafit Unlimited membership returned in September with increased pricing, recurring payments, and the addition of lap swimming included in their membership. In the month of November, there are a total of 95 active members. 92 of those members are on a recurring membership. Total revenue for Aquafit in November was \$6,230. In November 2019, Aquafit revenue was \$3,156 & in 2020 revenue was at \$4,680.
- Staff are excited for the first annual Holiday Hunt! Swimmers will be able to start their holiday break by plunging in RecPlex Pool for three dive sessions per time slot. Prizes will be given for collecting “ornaments” in the pool. Santa will be making a special appearance for photo opportunities in his workshop.

ATHLETICS:

Mike Azzaretto, Aquatics, Athletics & Fitness Manager

Brad Wessel, Athletics Coordinator

Brian Hecker, Central Community Center Coordinator

- Hot Shots Sports has 12 participants signed up for the new session. The classes have a revenue of \$1,450.
- Karate has 36 participants signed up for the new session beginning November 8 with a total revenue of \$5,370.
- Green White Soccer had 31 participants enrolled in their Thanksgiving camp for a revenue of \$3,140.
- We Got Game Thanksgiving Camps had a total of 26 participants for a revenue of \$2,808.
- The first session of the return of Gymnastics and Kidnastics concluded with 49 total participants and a revenue of \$3,886.
- The Indoor Soccer League currently has 104 registrants with the registration deadline approaching on December 17. This is the highest enrollment for a youth indoor soccer league the Park District has had. Patrons are excited to play on the turf!



- Indoor Travel Soccer League has hit it's max with 8 teams signed up for a revenue of \$4,800.
- The Youth Basketball League has a total of 746 participants enrolled for a total revenue of \$94,896. 3rd-6th grade games begin Saturday, December 4th. Coaches Meetings & Drafts for Kindergarten - 2nd grade & 7th/8th grade were held on 11/30.
- The first Girls Softball Fielding & Pitching Clinic was held Friday, November 12th on the turf with 33 participants. This was free for the community to better prepare them for the upcoming spring softball season.
- The Athletics Department has been working with Marketing to redesign youth league and travel logos.

CULTURAL ARTS:

Ann Zimmerman, Cultural Arts & Conservatory Manager

Toria Davis, Cultural Arts Coordinator

- Fall Visual Arts-Holiday classes at the Art Studio are bursting with joy.
 - Thanks for Thanksgiving had 2 full sessions and we accommodated all off of the waitlists for a total of 34 participants.
 - Open Studio had 20 participants for the Thanksgiving break.
 - Mrs. Clause's Ornament workshop on 12/4 had 75 participants join 4 different sessions to make 5 festive ornaments.
 - Beary Sweet Christmas filled with 16 participants to make accessories for their new bears and a teddy bear canvas painting.
 - Still coming in December are Frosty's Pajama Paint Party, Holiday Gift Workshops, Holiday Village, Art Start Camp, and Open Studio days during the school break. All are showing good enrollment and we are accommodating waitlists on some.
 - The Art Studio is providing plaster pieces and paint for the winter break camps at RecPlex for an in-house field trip!
- Fall Dance
 - We continue to offer students the option to take class via Zoom if they are not comfortable with in person classes, not feeling well or quarantining. It is being utilized frequently.
 - Dancers are being measured and costumes chosen in preparation for the costume orders in mid-December.
 - Winter Break workshops and camps are offered 12/20 - 12/29 for various ages and themes.
- Mt. Prospect Community Band
 - The band played their annual holiday concert at Trinity United Methodist Church on Golf Rd., December 4 at 4:00pm. Santa was there and Amy Keipert's vocals were beautiful!



- Kids On Stage
 - The performances on December 3 and 4 were fantastic. We switched it up this year and moved to December to enable us to perform 3 short holiday shows.
- Private Guitar Lessons
 - Session 2 of fall is filled with back to back private lessons!

EARLY CHILDHOOD & YOUTH PROGRAMS:

Kristina Winans, Early Childhood & Youth Program Manager

Kandice Newton, Early Childhood & Youth Coordinator

- Preschool classes are running successfully. Most classes are full except for Almost 3's M/W and Multi Age. We will have several participants starting after the New Year in both programs. Classes participated in "being thankful" activities for the holiday. Preschoolers had the option to buy from Scholastic, and each order provided points to our Park District. Two orders were placed. The Preschool teachers met to discuss and plan end of year celebrations, with COVID restrictions.
- KinderKlub is still running at capacity. Two families have now utilized the option of driving their child to or from the program, due to our bus limitations. Kristina is still teaching the morning class, and Kandice is still teaching the afternoon class. We are thankful that we secured a KinderKlub Director who will start in January. This will cause a vacancy for Kids Klub Director, and that application has been posted to Applitrack. KinderKlub did not have school Tuesday, November 2. An Off School Special was provided, 8 children participated and participated in activities based around a "Pumpkin Craze" theme.
- Kids Klub: Although D59 Transportation is at complete capacity, we were able to add some kids from the waitlist to make up for the few drops that have happened. So far, this has helped out 8 children who now attend RecPlex for the after school care program. District 59 was not in school Monday, November 8. We had 14 participants and the theme of the day was "Fall Extravaganza."
- For the week of Thanksgiving, D57 (KinderKlub) was off all week, and Kids Klub was in session Monday & Tuesday, and not in school on Wednesday. Enrollment for these days were: Monday the 22nd - 13 participants, Tuesday the 23rd - 15 participants, and Wednesday the 24th - 11 participants. We are glad to see these programs up and running again.
- Ready, Set, Play Fall II ran through November 16. The new Instructor has done a great job revamping the class as we have purchased materials to enhance the entire Early Childhood Department. Kristina was still teaching the Movers class through November 11, and November 18 was an Open Gym format. This will be a new format for this class moving forward.
- IPRA Committee meetings are being held virtually



FACILITIES

Nancy Prosser, Facilities Manager, and Brian Hecker, Central Community Center Coordinator

- Pickleball participation has increased in November due to the colder weather outside.
 - 2021 - 425 players with a revenue of \$1,816
 - 2020 - 183 players with a revenue of \$510
- Canine Commons had 11 enrollments in November with a revenue of \$500.
- Staff completed monthly Fire Extinguisher report
- Open Gym at the CCC: 141 players with a revenue of \$469
 - 2020 - 0 Players
- CCC Total Rental Revenue: \$25,866
- CCC & RecPlex were ticket sale locations for Mount Prospect Historical Society Housewalk, CCC sold 50 tickets while RecPlex sold 26 tickets. Nancy represented the Park District as a tour guide at one of the featured homes.
- Youth basketball is in full swing with court usage at RecPlex which means rentals and open gym revenue opportunities will be scaled back.
- A second Nevco handheld wireless scoreboard remote was purchased for the CCC gym.
- Staff assisted with making seasonal decorations of snowflakes for RecPlex:

<u>CCC RENTALS</u>	<u>RENTALS</u>	<u>RENTAL REVENUE</u>
November 2020 Inline Rink	17	\$3,150.00
November 2021 Turf	18	\$19,325.00
November 2020 Room/Gym	9	\$3,350.00
November 2021 Room/Gym	33	\$6,541.00

<u>RecPlex RENTALS</u>	<u>RENTALS</u>	<u>RENTAL REVENUE</u>
November 2020	5	\$880
November 2021	26	\$7,092.50



<u>RecPlex OPEN GYM</u>	<u>#</u>	<u>REVENUE</u>
November 2020	0	\$0
November 2021	347	\$1,188

FITNESS:

Mike Azzaretto, Aquatics & Fitness Manager

- GO MPPD began on November 1st with 29 part-time and full-time employees participating. This program is hosted by the Employee Committee and requires 30 minutes of activity per day in the form walking, running, swimming, biking, etc. In addition to this, there is a challenge every week. November challenges included a team workout on the CCC turf, a walking club, a step challenge, and attending the Healthy Lecture Series. This program concludes December 26th.
- A new Concept 2 Rower has been purchased for RecPlex after the current water rower became inoperable. A new piece of equipment, a Ski-Erg, is planned to be purchased in 2022 to replace the second rower at RecPlex.
- A slam ball has been purchased for the CCC Fitness Center. This has been a popular item on the turf at RecPlex and will be used by members and personal trainers.
- The Triple Turkey Burner was canceled due to low enrollment with only 5 enrolled. Staff have already brainstormed ways to make this successful for 2022 and are very excited to debut the new changes.
- Membership revenue in November was \$28,033. Revenue in November 2020 was \$12,048.
- A total of 848 memberships were sold in the month of November.
- Personal Training and Massage combined for \$5,892 in sales in the month of November.

FRIENDSHIP PARK CONSERVATORY:

Ann Zimmerman, Cultural Arts & Conservatory Manager

Rebekah Grant, FPC Coordinator

- The popular annual Winter Planter Class was held at the Conservatory with 45 participants over the course of 3 days. Very lovely planters were designed by each person for a season of beauty.
- A new Nature Instructor started on November 8, Jackie Gianos. We're excited for Nature programs going forward!
- Private photos with Santa in the Atrium time slots filled for 12/4 and co-existed with a huge baby shower rental in the banquet room. A very successful day!
- Seasonal Celebration (formerly Holiday Open House) is being held on December 11 with 3 one hour sessions beginning at 9:00am.



Administration & Human Resources Report

News & Updates:

- Insurance Renewals for FY 2022
 - The Park District comes off a two-year rate lock in 2022 for health insurance through Blue Cross and Blue Shield of Illinois. After consultations with the Park District’s insurance broker, next year’s renewal was finalized at 4.68%. As is the case each year, employees share in the premium increase through their deductions per paycheck. Deductions have been balanced between the Park District’s different PPO offerings to help offer options to employees and limit overall costs to the Park District. Overall, coming off a two-year rate lock this renewal was seen as a competitive one - especially with market comparisons from other carriers. This is an annual focus each year, but employee wellness programs and educational opportunities go a long way toward buffering rising costs in insurance. Staff will continue to look for ways to keep costs down - though as a comparison to the FY 2019 budget, employee benefits have still trended down overall in the FY 2022 Draft budget - which is good news despite market trends.
 - The Park District’s dental/ancillary offerings received flat renewals, as did our employee-paid Vision offering through VSP.
 - Open Enrollment for 2022 benefits runs through Monday, December 20th, 2021, at 5 PM. The District hosted its annual Open Enrollment meeting on Monday, December 6th, at 10:30am, at the Central Community Center Board Room. Updates will be entered and ready for January 1st, as needed.
 - Staff would like to thank Sal Palazzolo from Resource Insurance and Financial Group for coordinating another successful renewal on behalf of the Park District!

H.R. by the Numbers: November 2021

New-Hires:	7
Payroll Changes (to update employment status, pay-rate, or job-class):	11
Criminal Background Checks (including new-hires, volunteers and coaches):	43
Workers’ Compensation (new and open claims):	6
Unemployment Claims (new claims):	0



Parks & Planning Division

Administrative Updates:

- Staff installed a new play structure at the Westbrook playground. The new chimney climber is a great upgrade to the playground and will also require less maintenance.
- Joining the Grounds Department is Justin Lukowicz. Justin previously worked for the Gurnee Park District.
- Staff is working on establishing an implementation schedule for items identified in the approved FY2022 annual Capital Improvement List.

Buildings Department Updates:

- Winterized all of the outbuildings and pools.
- Completed the final items for the turf installation project at Central Community Center.
- Completed the renovation of the RecPlex building sign.
- Repaired a circulation pump leak at Lions Recreation Center.
- Repainted 3 entrance areas in RecPlex that had peeling paint.
- Replaced the Studio wall packs with LEDs.

Fleet Services Department Updates:

- Replaced the starter on the Jacobsen HR9016 wide area mower.
- Completed all services and winterization on portable water pumps.
- Replaced the flywheel and installed new hardware on a Stihl blower.
- Took delivery and prepared new truck #17 for service.
- Checked snow and ice control equipment. Salt spreaders were installed on vehicles.
- Reel and bed knife sharpening along with equipment tear down and inspections will begin after the Holidays.

Grounds Department Updates:

- Removed soccer goals from the athletic fields.
- Winterized the Melas and Majewski irrigation systems.
- Installed chimney climber at Westbrook playground
- Took down the Golf Course tent frame and coverings.
- Began installing Holiday decorations.
- Continued fall clean up and leaf mulching in landscape beds and parks.

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

At the time of this report, there have been approximately **570** internal work order requests submitted YTD to the Parks and Planning division for completion in 2021.



Community Relations & Marketing

The Marketing and Recreation 2021 team collaboration resulted in strong campaigns for new programs and increased participation in existing options. With a continued emphasis on the brand as defined in the District Mission Statement, the first steps back to programming from 2020 Covid limitations were deliberate and intended to reiterate the District's commitment to patron safety in our facilities and at our programs and events.

PROGRAMS

- Marketing and Recreation worked throughout the last quarter of 2020 and into early 2021 to redefine the fitness membership structure. A plan was developed to build a campaign around Maximizing Your Benefits with many added features for members. The campaign officially launched in March 2021 with a refreshed program guide page, information packet, signage and giveaways.
- The Aquatics and Fitness recreation team visualized a replacement for the former 5k and reached out to marketing to fully rebrand the event. The Mt. Melas Adventure Run (new logo) was marketed to a family fitness audience. The event was widely publicized via paid social media, monthly e-newsletter, targeted emails and extensive signage in District parks.
- With no indoor options, the Cultural Arts team executed an outdoor June dance recital weekend. The event was very successful and saved the District considerable money. Marketing offered staff support and worked with Cultural Arts to properly promote this change in venue while making very clear the terms, guidelines and rules for an outdoor event. Dance serves an internal audience so the messaging was specific to our in-house participants. Marketing created a QR code program saving both paper and touchpoints.
- Marketing provided support to Youth programming (Preschool, KinderKlub, Day Camp and Kids Klub) wherever possible. Program Guide pages were enhanced with additional content providing parents the opportunity to fully visualize how the programs would look and operate. Community Relations brought youth programming in early on several celebratory events that make for good publicity. Youth participated in the 30th Anniversary of RecPlex (a 2021 marketing/facility project) and joined staff and Rosemary Argus for the official dedication of the RecPlex playground. Social media coverage of youth participating in events boosts interest and often results in increased program participation.
- Seeking a fun throwback event in these challenging times, CR&M originated and coordinated the 30th Anniversary of RecPlex Celebration in September 2021. Trivia, archival articles and photos were part of the festivities. The celebration culminated with a September to Remember Veterans Bandshell Concert on September 19. CR&M teamed with Facilities Manager, Nancy Prosser and the Parks & Planning Team to complete this month-long celebration.
- Friendship Park Conservatory is in transition adding programming and adjusting to Covid constraints on rentals. Marketing has recently met with the FPC team to educate the team on the history of the facility while sharing a round table discussion on programs for 2022.



- In 2021, CR&M was instrumental in the restructuring of several traditional District events. They include Spring Fling (formerly Easter Egg Hunt), FPC Plant Sale, Trick or Treat Trail (formerly Fall Fest) and Seasonal Celebration (formerly Holiday Open House). Marketing worked with Recreation Managers and Coordinators to create a new event structure shaped by time slots that offered both safe and flexible options. Having originated this format beginning with circle purchases for the 2020 Summer Concert Series, the transition for District events was seamless.
- CR&M designed and wrote the content for the new Athletic quarterly newsletter for parents. Suggested content included a “Volunteer Spotlight” which offered a personal glimpse into the people behind athletic programming. In addition, staff worked on a redesign of the Fall Ball player’s t-shirt and is currently revising logos for other District sports.
- Marketing began promotions for the CCC Turf with a strong visual campaign including social media posts on the removal of the inline rink, addition of the turf and several examples of turf programming. CR&M is currently preparing a sell sheet for turf dasher boards which will be marketed to affiliates, regular renters and community partners and stakeholders. A Grand Opening ribbon cutting is scheduled for Wednesday, January 19 at 6:30.

Community Relations looks forward to executing new ideas for 2022 while keeping the current roster of programs and events strong.

DECEMBER 2021

Community Relations & Marketing



Chills & THRILLS

Winter Program Registration Under the Snow

Total Winter Brochure Views
12,030

BROCHURE



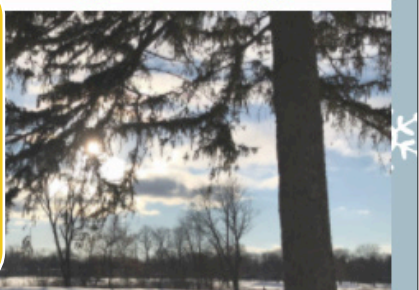
December 2021

MT. PROSPECT PARK DISTRICT
EST. 1959
mppd.org

Email Results

December E-Newsletter
Open Rate 41%
Click Rate 3%

Targeted Emails
Winter Program Registration



Happy Holidays
From the Mt. Prospect Park District

Seasonal Celebration at the Friendship Park Conservatory



EMAIL



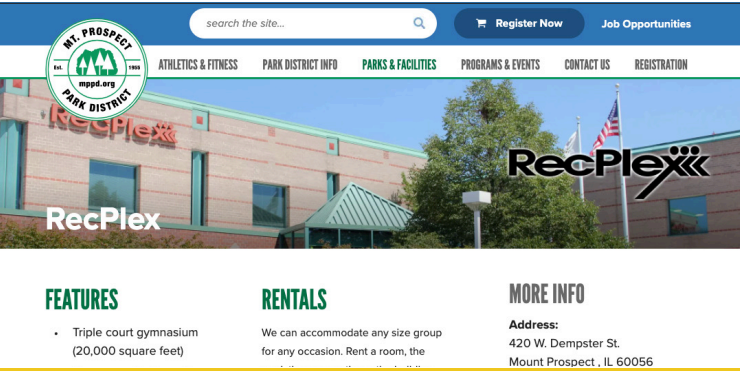
Most Engaging Social Media Posts

- Softball Clinic Video on CCC Turf
- Veterans Day photos and video
- Art Studio Ornament Workshop
- Winter Planter Workshops at FPC
- Aquafit Food Drive
- New Indoor Soccer League at CCC
- MP Sharks at Chicago Wolves Game



16 likes

mpparkdistrict No need to wait for Spring Training! MP Softball players worked on pitching and fielding last week at the new turf.



search the site... Register Now Job Opportunities

ATHLETICS & FITNESS PARK DISTRICT INFO PARKS & FACILITIES PROGRAMS & EVENTS CONTACT US REGISTRATION

RecPlex

FEATURES
• Triple court gymnasium (20,000 square feet)

RENTALS
We can accommodate any size group for any occasion. Rent a room, the

MORE INFO
Address: 420 W. Dempster St. Mount Prospect, IL 60056

Page views to our website are down 4% over the previous 30 days | 28,262

Most Viewed Pages
RecPlex • Open Gym • RecPlex Pool
Central Community Center • Friendship Park Conservatory
Registration FAQ • Fitness Centers • Memberships
Contact Us

WEBSITE



SOCIAL MEDIA

DECEMBER 2021

Community Relations & Marketing

Mt. Prospect Park District
November 30 at 9:47 AM

The Mt. Prospect Parks Foundation works tirelessly to enhance District programs and facilities.

Through its fundraising efforts, the Foundation impacts many areas of the district including: the re-greening of area parks through new tree plantings, funding improvements at the Friendship Park Conservatory and sponsoring the free outdoor ice rink this winter.

On this #GivingTuesday, consider a donation to the Mt. Prospect Parks Foundation. Details can be found at mppd.org/foundation



Mt. Prospect Park District is at Village of Mount Prospect.
November 11 at 11:51 AM - Mount Prospect, IL

Connecting the community for Veterans Day.

The District was honored to assist in the Veterans Day Ceremony with the @villageofmountprospect and the Mount Prospect American Legion Post 525 and the Veterans of Foreign Wars Post 1337.

A special thank you to all the area students that participated by recording special messages of gratitude.... See more



SOCIAL MEDIA CONTINUED

MAKING A LIST AND CHECKING IT TWICE?

MT. PROSPECT GIFT CARDS ARE OH SO NICE!

Gift swim lessons for the kids and grandkids

New holiday puppy? Join the Canine Commons Dog Park

Offer a fitness membership to the family member who's always "on the move!"

Purchase a massage for the gift of true comfort

Serve up Pickleball to anyone in the family over 50

Balance winter fever with an art studio class for kids or adults

Gift a birthday party for your favorite family member



mppd.org

847-255-5380 • 1000 W. Central Road

MPPD GIFT CARDS

Mt. Prospect Park District

Winter Break ACTIVITIES

REGISTER ONLINE

mppd.org

Athletics

Green White Soccer Winter Camp (Ages 7-12)

Dec. 20-Dec. 23

Monday-Thursday, 9:00-11:00 AM R \$130 NR \$140 @CCC

Dec. 27-Dec. 30

Monday-Thursday, 9:00-11:00 AM R \$130 NR \$140 @CCC

We Got Game Basketball Camp (Ages 7-12)

Dec. 27-Dec. 30

Monday-Thursday, 9:00 AM-12:00 PM R \$145 NR \$155 @RecPlex

We Got Game Dodgeball Tournament

Dec. 20-Dec. 23

Ages 7-9 Monday-Thursday, 1:00-2:30 PM R \$75 NR \$85 @CCC

Ages 10-12 Monday-Thursday, 1:00-2:30 PM R \$75 NR \$85 @CCC

We Got Game Super Sports Camp

Dec. 27-Dec. 30

Ages 4-6 Monday-Thursday, 9:00 AM-12:00 PM R \$145 NR \$155 @RecPlex

Ages 7-12 Monday-Thursday, 9:00 AM-12:00 PM R \$145 NR \$155 @RecPlex

We Got Game Winter Break Volleyball Camp

Dec. 20-Dec. 23

Ages 9-11 Monday-Thursday, 1:00-4:00 PM R \$145 NR \$155 @RecPlex

Ages 12-14 Monday-Thursday, 1:00-4:00 PM R \$145 NR \$155 @RecPlex

Ages 9-11 Monday-Thursday, 1:00-4:00 PM R \$145 NR \$155 @RecPlex

Ages 12-14 Monday-Thursday, 1:00-4:00 PM R \$145 NR \$155 @RecPlex

Ciao Bella Sewing

PJ Pants Workshop (Ages 8-13)

Dec. 22

Wednesday, 10:00 AM-12:30 PM R \$64 NR \$74 @RecPlex

Reversible Tote Bag Workshop (Ages 8-13)

Dec. 29

Wednesday, 10:00 AM-12:30 PM R \$64 NR \$74 @RecPlex

Aquatics

Holiday Hunt (Ages 3-12)

Dec. 22

Wednesday, Multiple Time Slots R \$10 NR \$12 @RecPlex

Conservatory

Winter Wonderland (Ages 4-11)

Dec. 20

Monday, 9:00 AM-12:00 PM R \$35 NR \$38 @The Conservatory

Art Studio

Open Studio (Ages 5-16)

Dec. 20-23 & Dec. 28-30

10:00 AM-3:00 PM R \$18 NR \$20 @The Art Studio

Art Start Camp (Ages 8-14)

Dec. 28-Dec. 30

Tuesday-Thursday, 9:30 AM-12:00 PM R \$90 NR \$95 @The Art Studio

Winter House (Ages 7-Adult)

Dec. 19

Sunday, 12:00-2:00 PM R \$35 NR \$40 @The Art Studio

Holiday Gift Workshop (Ages 5-7)

Dec. 20

Monday, 9:45 AM-12:00 PM R \$35 NR \$40 @The Art Studio

Holiday Gift Workshop (Ages 8-12)

Dec. 20

Monday, 1:00-3:15 PM R \$35 NR \$40 @The Art Studio

Holiday Village (Ages 5-11)

Dec. 21

Tuesday, 9:30 AM-12:00 PM R \$30 NR \$35 @The Art Studio

Winter Break Camp

Dec. 20-23 & Dec. 27-30

Grades K-5 7:30 AM-6:00 PM Fee \$55 @RecPlex

Dance

Modern Winter Workshop

Dec. 27-Dec. 29

Monday-Wednesday, 10:00 AM-12:00 PM R \$50 NR \$55 @Lions

Intermediate

Monday-Wednesday, 1:00-3:00 PM R \$50 NR \$55 @Lions

Advanced

Monday-Wednesday, 1:00-3:00 PM R \$50 NR \$55 @Lions

Dance Discovery Theater Camp

Polar Express | Dec. 20-Dec. 22

Preschool/Kindergarten

Monday-Wednesday, 10:00-11:30 AM R \$40 NR \$45 @RecPlex

Grades 1 & 2

Monday-Wednesday, 12:30-2:00 PM R \$40 NR \$45 @RecPlex

SING | Dec. 27-Dec. 29

Preschool/Kindergarten

Monday-Wednesday, 10:00-11:30 AM R \$40 NR \$45 @RecPlex

Grades 1 & 2

Monday-Wednesday, 12:30-2:00 PM R \$40 NR \$45 @RecPlex



WINTER BREAK ACTIVITIES