

DATE: January 16, 2017

**REQUEST FOR PARKS AND RECREATION COMMITTEE ACTION**

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File Number: **2017-0038**

Orig. Department: **Village Clerk**

File Name: **Approval of the December 19, 2016 Parks and Recreation Minutes**

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**BACKGROUND:**

**BUDGET IMPACT:**

**REQUESTED ACTION:**

I move to approve the Minutes of the Regular Meeting of the Parks and Recreation Committee of December 19, 2016.

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DATE: January 16, 2017

## **REQUEST FOR PARKS AND RECREATION COMMITTEE ACTION**

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File Number:       **2017-0025**  
Orig. Department: **Recreation Department**  
File Name:         **Recreation Department Program Guide - Summer 2017 Programs**

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### **BACKGROUND:**

The lists of recommended programs to be offered in the Recreation Department 2017 Summer Program Guide are attached. Included in the lists are contractual costs (over \$5,000) that would need Board approval associated with the summer sessions. These costs are covered by revenue generated through registration fees, and actual costs are dependent on the number of participants registered.

Staff is requesting approval of the recommended programs and payment to the contractual instructors at time of invoicing.

### **BUDGET IMPACT:**

Varies depending on actual registration.

### **REQUESTED ACTION:**

I move to recommend to the Village Board to approve the recommended programs and payment to the contractual instructors at time of invoicing.

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## **REQUEST FOR PARKS AND RECREATION COMMITTEE ACTION**

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File Number:       **2017-0026**  
Orig. Department: **Recreation Department**  
File Name:         **2017 Taste Entertainment - American English**

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### **BACKGROUND:**

American English is a popular local group that continues to be a big draw as it was for the 2016 Taste of Orland Park. They performed as the headline act on Sunday, August 7, 2016 from 7:00 p.m. - 9:00 p.m. Crowds of all ages, including families, began arriving more than an hour prior to the start to capture their space and the lawn was filled up. Staff estimates the 2016 Sunday crowd to be around 15,000 attendees, based upon daily attendance numbers. With the previously approved headliner performers (Friday - Sixteen Candles and Saturday - 7th Heaven), staff feels American English as Sunday's headliner will complement the other days and create a strong line up of performers across the event.

Staff would like to continue the momentum and have American English return in 2017 to perform as the Sunday headline act for the 2017 Taste of Orland Park on Sunday, August 6, 2017 from 7:00 p.m. - 9:00 p.m. The total cost of the performance will be \$5,000 with a \$2,500 deposit and a balance of \$2,500 both to be paid to American English.

### **BUDGET IMPACT:**

Funds have been budgeted for 2017 Taste of Orland Park entertainment (account 010-9400-490220).

### **REQUESTED ACTION:**

I move to recommend to the Village Board to approve the contract for the group, American English, in the amount of \$5,000.00 to provide entertainment at the Taste of Orland Park on Sunday, August 6, 2017 from 7:00 p.m. - 9:00 p.m.;

And

Recommend to the Village Board to approve a deposit payment in the amount of \$2,500.00 to be paid to American English upon approval of contract and the balance to be paid at the Taste of Orland Park 2017 to the band, American English.

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## **REQUEST FOR PARKS AND RECREATION COMMITTEE ACTION**

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File Number:       **2017-0027**  
Orig. Department: **Recreation Department**  
File Name:         **2017 Winter/Spring Senior Program Guide Printing**

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### **BACKGROUND:**

In 2016, the inaugural Summer/Fall Senior Program Guide was well received by the senior resident population. Staff is preparing to send the 2017 Winter/Spring issue to over 8,200 resident seniors, which is an increase from the inaugural publication. This program guide will highlight all senior programs, special events, and other Orland Park partner offerings tailored for the senior population.

Staff solicited four quotes for the printing of 10,000 program guide copies; 8,249 to be mailed to senior residents. The remaining copies will be distributed in all Village buildings and at events throughout the seasons.

The specifications for the piece are 10,000 copies, 8.125 x 10.625, 40 pages, 4/4 with bleeds, 80Lb. Dull Cover/ 80# Dull Text / 50Lb. White Offset, saddle stitch and prepare for USPS mailing. FOB 8,249 to be delivered to the Orland Park Post Office, and the remaining 1,751 delivered to the Village of Orland Park Recreation Administration Office.

The quotes are as follows:

Solution 3 Graphics \$8,376.95  
Cardinal Color Group \$8,800.00  
M & G Graphics \$8,867.26  
Allegra Print & Marketing \$12,900.00

Staff is recommending the lowest quote from Solution 3 Graphics.

### **BUDGET IMPACT:**

Funds are budgeted in account 283-4001-460140.

### **REQUESTED ACTION:**

I move to recommend to the Village Board to approve the quote from Solution 3 Graphics to print the 2017 Winter/Spring Senior Program Guide.

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