

METROPOLIS

P E R F O R M I N G A R T S C E N T R E

August 31, 2017

To: Mr. Randy Recklaus
 Village Manager
 Village of Arlington Heights

Re: Request for Restricted Funds Disbursement

Dear Mr. Recklaus,

We would like to request a distribution payment from the restricted funds account that the Village maintains for Metropolis Performing Arts Centre. The amount we are requesting is \$49,000 to reimburse us for unusual building repair and maintenance.

Over the past two years, Metropolis has incurred a range of expenses for HVAC repairs due to poor equipment maintenance prior to 2015. We have expended tens of thousands of dollars to get HVAC elements back into sustainable working condition. Although reports now indicate our systems are in good condition, our cash flow has felt the effects of these expenditures.

We have also included in the \$49,000 total the \$5240 that Metropolis paid for the new security doors. This was another unbudgeted item that was necessary to act on to secure our school and offices.

Due to unusual expenditures, our cash balance has declined over the past year. We feel that this is an appropriate time to request a portion of reserve funds set aside for Metropolis, so that we can boost our cash flow before any problems occur. Our objective is to be proactive with our financial position.

We appreciate your consideration of this matter and hope that the Village Board will approve this request. Please contact me with any questions you or the Village Board may have.

Sincerely,

Joe Keefe
Executive/Artistic Director
Metropolis Performing Arts Centre
847-577-5982 x224

Metropolis Performing Arts Centre

Accrual Basis

Type	Date	Num	Name	Memo	Amount
Bill	02/23/2016	356902	Hayes Mechanical	HVAC service	156.95
Bill	05/01/2016	365995	Hayes Mechanical	HVAC service	875.56
Bill	07/01/2016	369298	Hayes Mechanical	HVAC service	668.28
Bill	07/01/2016	364264	Hayes Mechanical	HVAC service - faulty motor on VAV box for lobby	3,484.32
Bill	07/19/2016	MPAC-2016	Paragon Mechanical, Inc.	HVAC service/maint	4,865.00
Bill	07/19/2016	MPAC-01	Paragon Mechanical, Inc.	HVAC service	955.00
Bill	07/31/2016	368873	Hayes Mechanical	HVAC service	670.42
Bill	08/31/2016	MPAC-02	Paragon Mechanical, Inc.	Installation of new drives and motors for the dampers	14,354.00
Bill	09/02/2016	373867	Hayes Mechanical	HVAC service	260.14
Bill	10/27/2016	MPAC-07	Paragon Mechanical, Inc.	HVAC service	1,287.00
Bill	10/28/2016	MPAC-06	Paragon Mechanical, Inc.	HVAC service	5,919.02
Bill	06/02/2017	MPAC-10	Paragon Mechanical, Inc.	HVAC Service	315.00
Bill	06/29/2017	MPAC-11	Paragon Mechanical, Inc.	HVAC Service	250.00
Bill	06/30/2017	MPAC-12	Paragon Mechanical, Inc.	HVAC Service	922.50
Bill	07/14/2017	MPAC-13	Paragon Mechanical, Inc.	blower motor replacement	3,703.85
Bill	07/20/2017	MPAC-2017	Paragon Mechanical, Inc.	HVAC Service	2,432.50
Bill	07/26/2017	MPAC-14	Paragon Mechanical, Inc.	HVAC Service	315.00
Bill	08/03/2017	MPAC-15	Paragon Mechanical, Inc.	HVAC Service	380.00
Bill	08/30/2017	MPAC-16	Paragon Mechanical, Inc.	HVAC Service	<u>2,184.00</u>
				HVAC Payments 2016 & 2017 year-to-date:	43,998.54
Bill	04/05/2017	20170422	Current Electrical Contactors, Inc.	Electric services for security doors	3,050.00
Bill	05/09/2017	10080	Madden Glass Inc.	Glass Security Doors on 2nd Floor	12,190.00
				Payment from Arlington Ale House	-5,000.00
				Payment from Village of Arl Hts	-5,000.00
				Metropolis payment for security doors:	5,240.00
				Total Maintenance Reimbursement Request from MPAC Restricted Funds:	49,238.54