

MUNDELEIN PARK & RECREATION DISTRICT
REGULAR BOARD MEETING
Monday, August 27, 2018
7:30 p.m.
AGENDA

Call To Order:

Pledge of Allegiance:

Roll Call: Dolan, Frasier, Knudson, McGrath, Ortega

Approval of Minutes: Committee Meeting August 13, 2018
Regular Meeting August 13, 2018

Approval of Disbursements: Warrants – 082118, 082418, 082718 = \$311,531.61

Financials: July

Police Report: July

Correspondence: Thank you card from Scholarship recipient

Old Business:

New Business: 1. Resolution 18-08-01 Authorization for Grant Application

Board Business:

Staff Reports:

Service Anniversaries August: Nan Coutre 1987 (31); Denise LaBeef 2000 (18); April Lohr 2001 (17);
Tony Elasser 2015 (3); Karen Peterson 2009 (9); Jill Miller 1995
(23); John Rogers 2016 (2)

Executive Session: Personnel 5 ILCS 120/2 (c)(1);
Purchase or Lease of Real Estate 5 ILCS 120/2 (c)(5); Imminent or
Pending Litigation 5 ILCS 120/2 (c)(11); Collective Bargaining or Salary
Schedules 5 ILCS 120/2(c)(2)

Action on Items Discussed in Executive Session, if Necessary

Visitors:

Adjournment:

Rules for Public Comment:

- A. At the start of the period for public comment the board President or acting chairperson will advise the public:
 - 1. The amount of time permitted for public comment;
 - 2. That all speakers state their name and addresses before addressing the Board;
 - 3. To avoid repetitive comments, testimony and general questions; and
 - 4. To appoint only one person to speak on behalf of a group.
- B. Each person will be permitted to speak one time only, unless the President determines that allowing a speaker to address the Board again will contribute new testimony or evidence germane to an issue on the agenda for that meeting.
- C. Unless a representative spokesperson is appointed in the manner described in rule D, all comments from the public will be limited to no more than three (3) minutes per person.
- D. Groups may register a representative spokesperson by filing an appearance form no later than one (1) hour in advance of a meeting. The appearance form must designate (i) the number of people the designee represents for the purpose of making public comment; (ii) the subject matter of the public comments; and (iii) whether the subject being represented by a group spokesperson shall be deemed to have waived their opportunity to speak independently unless the President determines that allowing such a speaker to address the Board will contribute new testimony or evidence germane to an issue on the agenda for that meeting.
 - 1. A representative spokesperson who timely files a complete appearance form to speak on a matter germane to the agenda shall be permitted to speak for three (3) minutes for each person being represented, up to a maximum of fifteen (15) minutes.
 - 2. A representative spokesperson who timely files a complete appearance form to speak on a matter not germane to the agenda shall be permitted to speak for three (3) minutes for each person being represented, up to a maximum of nine (9) minutes.
- E. The Board shall not respond to questions posed during public comment. All questions shall be recorded by the Board Secretary and a response shall be presented either during the next regular Board meeting or in writing before such meeting.
- F. All comments must be civil in nature. Any person who engages in threatening, slanderous or disorderly behavior when addressing the Board shall be deemed out-of-order by the presiding officer and his or her time to address the Board at said meeting shall end.

Approved 4/14/2014 Board Meeting

Mundelein Park & Recreation District
Committee of the Whole
August 13, 2018

The Committee of the Whole meeting of the Board of Park Commissioners of the Mundelein Park and Recreation District was called to order at 7:00 pm by President DOLAN.

Present were Commissioners DOLAN, FRASIER, KNUDSON, McGRATH and ORTEGA. Staff present included Executive Director RESNICK and Golf Operations Manager BROLLEY.

Executive Director RESNICK introduced Frank Parisi from Williams Architects to present their concept of a driving range to the Board. Mr. Parisi reviewed the construction elements and their cost opinion.

Commissioner KNUDSON asked if the number of hitting bays was typical for a driving range. Golf Operations Manager BROLLEY said there is no industry standard and that it depends on the available space at each facility.

President DOLAN asked staff to perform a cost analysis to determine the time it would take for the golf course to generate enough revenue to pay for the construction of the driving range.

The Committee Meeting adjourned at 7:30 pm.

Secretary

**MUNDELEIN PARK AND RECREATION DISTRICT BOARD OF
PARK COMMISSIONERS, MUNDELEIN, LAKE COUNTY, ILLINOIS
HELD MONDAY, AUGUST 13, 2018 AT 7:30 P.M. AT THE
MUNDELEIN COMMUNITY CENTER ADMINISTRATION OFFICES,
1401 NORTH MIDLOTHIAN ROAD, MUNDELEIN, ILLINOIS**

The regular scheduled meeting of the Board of Park Commissioners of the Mundelein Park and Recreation District, Mundelein, Lake County, Illinois, was called to order at 7:30 p.m. by President DOLAN and he asked the assemblage to rise and recite the Pledge of Allegiance.

He then directed the secretary to call the roll. Commissioners DOLAN, FRASIER, KNUDSON, McGRATH and ORTEGA were present. Staff present included Executive Director RESNICK.

Commissioner ORTEGA moved to approve the minutes of the Committee Meeting, Regular Meeting and Executive Session of July 23, 2018, second by Commissioner McGRATH. President DOLAN repeated the motion and asked if there were any corrections or additions and none were made. A roll call vote was taken with Commissioners ORTEGA, McGRATH, FRASIER, KNUDSON and DOLAN voting yes.

Commissioner FRAISER moved to approve Warrants 072718, 080218, 080318, 080718, 081018 and 081318 in the amount of \$846,758.41 second by Commissioner ORTEGA. President DOLAN repeated the motion and asked if there were any questions and none were raised. A roll call vote was taken with Commissioners FRASIER, ORTEGA, KNUDSON, McGRATH and DOLAN voting yes.

Correspondence

President DOLAN noted that a thank you letter was received from the Village, as well as emails from Ted Larkin, Sue Guarna and Sue Devanie.

New Business

President DOLAN reviewed a proposal from Upland Design for writing the District's OSLAD grant application. Commissioner KNUDSON moved to accept the proposal from Upland Design in the amount of \$4,500, second by Commissioner FRASIER. President DOLAN repeated the motion and asked if there were any questions, none were raised. A roll call vote was taken with Commissioners KNUDSON, FRASIER, McGRATH, ORTEGA and DOLAN voting yes.

The Board reviewed a new job description for a Business Services Administrative Assistant position. Commissioner ORTEGA moved to approve the Business Services Administrative Assistant job description, second by Commissioner McGRATH. President DOLAN repeated the motion and asked if there were any questions, and Commissioner FRASIER asked if this was a new position. Executive Director RESNICK said there was someone already performing these duties, but that there was no formal job description. A

roll call vote was taken with Commissioners ORTEGA, McGRATH, FRASIER, KNUDSON, and DOLAN voting yes.

President DOLAN introduced the updated Use of Facilities policy. Commissioner ORTEGA moved to approve Personnel Policy 5.01 use of Facilities, second by Commissioner McGRATH. President DOLAN repeated the motion and asked if there were any questions, none were raised. A roll call vote was taken with Commissioners ORTEGA, McGRATH, FRASIER, KNUDSON and DOLAN voting yes.

President DOLAN said the District has purchased new chairs for the Regent Center and has no use for the old chairs. Commissioner FRASIER moved to declare 109 Vicro fabric stacking chairs as surplus and available for sale via auction, second by Commissioner KNUDSON. President DOLAN repeated the motion and asked if there were any questions, none were raised. A roll call vote was taken with Commissioners FRASIER, KNUDSON, McGRATH, ORTEGA and DOLAN voting yes.

Board Business

Executive Director RESNICK updated the Board on District 75's request to use Park District property to the west of Mechanics Grove School for a solar farm. The Board has several concerns, but is willing to discuss the possibility. The Board was given several dates to choose from to schedule a Long Range Capital meeting. The consensus was to hold the meeting the evening of September 11. The new resident marketing piece that will be distributed by the Village was shared with the Board. Several names were submitted by residents for the new park in the Holcomb subdivision. President DOLAN asked when a decision was needed. The park sign will not be installed until the spring, so later this year will be sufficient.

Commissioner FRASIER commented on two recent newspaper articles. One was appeared in the Daily Herald and about the success the Park District Dancers had at the national competition and the other appeared in the Mundelein Review and was about cooking classes at the Dunbar Recreation Center.

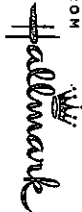
Visitors

Sue Guarna addressed the Board about her concern regarding the change in the indoor pool membership structure. She said she felt it was unfair to pool only members and favored people who want access to all of the Park View amenities. She acknowledged receiving an email from the Executive Director about why the changes were being implemented, but wanted to see some concessions made for pool only members. President DOLAN told her he appreciated her position and that staff will discuss the possibility of a compromise.

Ron Greenberg commented that he was impressed by the driving range presentation and asked if this project could be eligible for an OSLAD grant. He was told it most likely was, but that this year's grant application would be for the development of the Shady Lane property.

There being no further business, Commissioner ORTEGA moved to adjourn at 8:00 p.m. second by Commissioner McGRATH. The motion was unanimously approved.

Secretary

Expressions
FROM


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MILLION

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o o o
o o o
o .. to someone who's
o o o
one in a million! o o o

just wanted to say thank you
again for the best summer of
my some life.

Joey [redacted]

+

[redacted]

**MEETING REMINDER
MONDAY, AUGUST 27, 2018**

**7:00 pm Committee Meeting
7:30 pm Regular Board Meeting**

Action Items

1. Resolution 18-08-01 Authorization for Grant Application

Updates

1. 2018 Second Quarter Financial Report
2. 2016-2020 Strategic Plan Update
3. Project Updates
4. One Tax Appeal

Action Items

The District will be applying for a \$400,000 grant through the Illinois Department of Natural Resources OSLAD program. A resolution is required for each application.

Staff recommends adopting Resolution 18-08-01 authorizing the OSLAD grant application for development of the expansion of Clearbrook Park.

Updates

The 2018 Second Quarter Financial Report is enclosed for Board review.

An update on the 2016-2020 Strategic Plan is enclosed for Board review.

An update of major projects is enclosed for Board review.

One tax appeal was received for 939 Tower Road.

**OSLAD Grant Program
Resolution of Authorization**

Form OS/DOC-3

Applicant (Sponsor) Legal Name: Mundelein Park District

Project Title: Clearbrook Park

The **Mundelein Park District** hereby certifies and acknowledges that it has the sufficient funds necessary (includes cash and value of donated land) to complete the pending OSLAD project within the timeframes specified herein for project execution, and that failure to adhere to the specified project timeframe or failure to proceed with the project because of insufficient funds or change in local recreation priorities is sufficient cause for project grant termination which will also result in the ineligibility of the local project sponsor for subsequent Illinois IDNR outdoor recreation grant assistance consideration in the next two (2) consecutive grant cycles following project termination.

Acquisition and Development Projects

It is understood that the project must be completed within the timeframe established. The OSLAD timeframe is two years as is specified in the project agreement. The Billing Certification Statement must be submitted within 45 days of the grant expiration date and the last reimbursement request must be submitted within one year of the grant expiration date. Failure to do so will result in the Project Sponsor forfeiting all project reimbursements and relieves IDNR from further payment obligations on the grant.

The **Mundelein Park District** further acknowledges and certifies that it will comply with all terms, conditions and regulations of 1) the Open Space Lands Acquisition and Development (OSLAD) program (17 IL Adm. Code 3025); 2) the Illinois Grant Funds Recovery Act (30 ILCS 705); 3) the federal Uniform Relocation Assistance & Real Property Acquisition Policies Act of 1970 (P.L. 91-646) and/or the Illinois Displaced Persons Relocation Act (310 ILCS 40 et. seq.), as applicable; 4) the Illinois Human Rights Act (775 ILCS 5/1-101 et.seq.); 5) Title VI of the Civil Rights Act of 1964, (P.L. 83-352); 6) the Age Discrimination Act of 1975 (P.L. 94-135); 7) the Civil Rights Restoration Act of 1988, (P.L. 100- 259); and 8) the Americans with Disabilities Act of 1990 (PL 101-336); and will maintain the project area in an attractive and safe condition, keep the facilities open to the general public during reasonable hours consistent with the type of facility, cease any farming operations, and obtain from the Illinois DNR written approval for any change or conversion of approved outdoor recreation use of the project site prior to initiating such change or conversion; and for property **acquired** with OSLAD assistance, agree to place a covenant restriction on the project property deed at the time of recording that stipulates the property must be used, in perpetuity, for public outdoor recreation purposes in accordance with the OSLAD programs and cannot be sold or exchanged, in whole or part, to another party without approval from the Illinois DNR, and that development at the site will commence within 3 years.

BE IT FURTHER PROVIDED that the **Mundelein Park District** certifies to the best of its knowledge that the information provided within the attached application is true and correct.

This Resolution of Authorization has been duly discussed and adopted by the _____ (Sponsor)
on the _____ day of _____ (month), _____ (year)

Name (printed / typed)

Attested by: _____

Signature

Date: _____

Title

Mundelein Park District
2018 Second Quarter Financial Report

Account	YTD Budget	YTD Actual	\$ Var	% Var	Fav/Unfav	Year End	Comments
Admin Revenue							
10-11-100-20-4001 Real Estate Taxes	\$ 849,699.00	\$ 974,641.39	\$ 124,942.39	14.70%	FAV	FAV 70K	Budget at the previous year's levy amount
10-11-100-20-4004 Real Estates Taxes IMRF	\$ 28,820.19	\$ 41,621.98	\$ 12,801.79	44.42%	FAV	On Budget	We did a poor job with monthly allocations, this will be addressed in the FY19 budget
10-11-100-30-4801 Interest Investments	\$ 4,795.20	\$ 14,033.61	\$ 9,238.41	192.66%	FAV	FAV 18K	Interest revenue was under budgeted for the year
Expenditures							
10-11-100-34-5157 Health -HRA	\$ 3,373.68	\$ 1,498.61	\$ (1,875.07)	-55.58%	FAV	On Budget	This account is a guess of what medical expenses will occur
10-11-100-34-5158 Health-ACA	\$ 1,549.38	\$ (1,549.38)	\$ (1,549.38)	-100.00%	FAV	FAV 3K	Budget worse case scenario
10-11-100-36-5210 Professional Services	\$ 15,799.75	\$ 19,529.76	\$ 3,770.01	23.92%	UNFAV	UNFAV 7K	Staff resignation required temp service to cover gap
10-11-100-36-5211 Legal Services	\$ 5,142.86	\$ 8,632.62	\$ 3,489.76	67.86%	UNFAV	UNFAV 5K	Legal advice regarding public forum, additional union contract negotiations
10-11-100-36-5212 Computer Services	\$ 45,396.00	\$ 32,599.56	\$ (12,796.44)	-28.19%	FAV	On Budget	Computer support one month behind and slightly lower than expected
10-11-100-38-5323 Printing	\$ 2,500.00	\$ 1,086.67	\$ (1,463.33)	-51.70%	FAV	On Budget	Letterhead and checks not needed yet
10-11-100-38-5330 Cont Ed-Training	\$ 7,555.57	\$ 4,402.82	\$ (3,152.75)	-41.73%	FAV	FAV 2K	Not attending NRPA or GFOA
10-11-100-38-5333 Staff Relations	\$ 5,634.01	\$ 3,714.82	\$ (1,919.19)	-34.06%	FAV	FAV 1K	All Staff and Holiday Party expenses lower
10-11-100-38-5334 Public Relations	\$ 385.68	\$ 1,618.77	\$ 1,233.09	319.77%	UNFAV	On Budget	Grand Opening expenses exceeded budget, on target for remainder of year
10-11-100-38-5365 Equip Rental-Lease	\$ 2,299.08	\$ 1,015.31	\$ (1,283.77)	-55.84%	FAV	On Budget	Adjustment needed, copies being charged to printing
Corporate Admin Bottom Line	\$ 730,707.00	\$ 893,958.08	\$ 163,251.08	22.34%	FAV	FAV 65K	Mainly a result of additional tax revenue
Parks Revenue							
10-12-110-20-4004 Property Taxes-IMRF	\$ 40,497.35	\$ 58,486.06	\$ 17,988.71	44.42%	FAV	On Budget	We did a poor job with monthly allocations, this will be addressed in the FY19 budget
10-12-110-24-4217 Boat Launch	\$ 13,885.00	\$ 8,334.52	\$ (5,550.48)	-39.97%	UNFAV	UNFAV 2K	Demand for lake access down
10-12-110-30-4807 Ins Claims Reimburse	\$ -	\$ 4,245.47	\$ 4,245.47	#DIV/0!	FAV	FAV 4K	For fence, repair and vehicle damage
10-12-110-30-4814 Proceed Sale of Prop	\$ -	\$ 1,893.82	\$ 1,893.82	#DIV/0!	FAV	FAV 2K	Sale of surplus equipment, not known prior to start of year
Expenditures							
10-12-110-34-5118 Wage Full Time OT	\$ 4,800.00	\$ 7,417.48	\$ 2,617.48	54.53%	UNFAV	On Budget	January pipe break, Feb & March snow events, additional special events require staff to work OT
10-12-110-34-5125 Wages Seasonal	\$ 23,400.00	\$ 19,599.86	\$ (3,800.14)	-16.24%	FAV	FAV 10K	Hired less seasonal staff than planned due to lower number of applications
10-12-110-34-5157 Health-HRA	\$ 8,625.00	\$ 4,075.88	\$ (4,549.12)	-52.74%	FAV	On Budget	This account is a guess of what medical expenses will occur
10-12-110-34-5158 Health-ACA	\$ 5,026.44	\$ (5,026.44)	\$ (10,052.88)	-100.00%	FAV	FAV 10K	Budget worse case scenario
10-12-110-36-5210 Professional Services	\$ 21,625.00	\$ 16,960.67	\$ (4,664.33)	-21.57%	FAV	On Budget	Billing cycle is running one month behind allocated amounts
10-12-110-36-5240 Building Rpr/Mnt Cont	\$ 2,365.00	\$ -	\$ (2,365.00)	-100.00%	FAV	On Budget	HVAC maintenance contract work completed later than expected
10-12-110-38-5314 Computer Supplies	\$ 2,550.00	\$ -	\$ (2,550.00)	-100.00%	FAV	On Budget	Purchasing computer later than expected
10-12-110-38-5327 Cell Phone	\$ 3,420.00	\$ 1,267.43	\$ (2,152.57)	-62.94%	FAV	On Budget	Due to vendor rep time out-of-office smart phone order was placed later than expected
10-12-110-38-5345 Uniforms	\$ 5,348.00	\$ 1,926.14	\$ (3,421.86)	-63.98%	FAV	FAV 1.5K	Anticipated uniform boot purchases earlier in the year than has occurred
10-12-110-38-5348 Refuse Collection	\$ 4,000.00	\$ 382.00	\$ (3,618.00)	-90.45%	FAV	On Budget	Dunbar service started 2 months later, 3 months less yard waste service
10-12-110-38-5351 Fuel-Gasoline	\$ 12,250.00	\$ 10,526.11	\$ (1,723.89)	-14.07%	FAV	FAV 4K	Chemical inventory from 2017 used and weren't able to spray and fertilize due to wet Spring
10-12-110-38-5356 Plyform Ed Mt-Supply	\$ 19,820.00	\$ 2,777.71	\$ (17,042.29)	-85.99%	FAV	On Budget	Planned on purchasing playground mulch earlier than it occurred
10-12-110-38-5374 Park Projects-<5,000	\$ 3,280.00	\$ 1,605.95	\$ (1,674.05)	-51.04%	FAV	On Budget	Slow start to projects in Spring due to wet conditions
10-12-110-38-5375 Grounds Maintenance	\$ 6,800.00	\$ 9,441.21	\$ 2,641.21	38.84%	UNFAV	UNFAV 2K	Unplanned \$3,300 fence repair at Diamond Lake Beach
10-12-110-38-5376 Grounds Plantings	\$ 4,200.00	\$ 2,898.27	\$ (1,301.73)	-30.99%	FAV	On Budget	Planted less trees in Spring than planned due to wet conditions
10-12-110-38-5380 Roadway Maintenance	\$ 5,235.00	\$ 1,708.91	\$ (3,526.09)	-67.36%	FAV	FAV 1K	Road salt purchases lower than budgeted
10-12-110-38-5381 Boat Launch Maint	\$ 6,395.00	\$ 1,855.84	\$ (4,539.16)	-70.98%	FAV	FAV 3K	Allocated to purchase pier bumpers by now and no chemical weed treatment needed
Parks Bottom Line	\$ (593,833.30)	\$ (525,969.32)	\$ 67,863.98	-11.43%	FAV	On Budget	
Golf Revenue							
10-13-115-20-4004 Real Estate Taxes-IMRF	\$ 34,394.93	\$ 40,174.78	\$ 5,779.85	16.80%	FAV	On Budget	We did a poor job with monthly allocations, this will be addressed in the FY19 budget
10-13-115-21-4102 Res Wkrkd-Hldy Daily	\$ 30,795.33	\$ 26,794.00	\$ (4,001.33)	-12.99%	UNFAV	UNFAV 4K	Wet & cold spring, might catch up later in year
10-13-115-21-4103 Non Res Weekday	\$ 107,783.63	\$ 93,944.00	\$ (13,839.63)	-12.84%	UNFAV	UNFAV 10K	Wet & cold spring, might catch up later in year
10-13-115-21-4104 Non Res Wkrkd-Hldy Dly	\$ 114,696.89	\$ 101,062.34	\$ (13,634.55)	-11.89%	UNFAV	UNFAV 10K	Wet & cold spring, might catch up later in year
10-13-115-22-4140 Loyalty Membership	\$ 14,500.00	\$ 8,306.25	\$ (6,193.75)	-42.72%	UNFAV	UNFAV 6K	Two reasons TPGL group left and discount rate 25% for our 25th anniversary
10-13-115-24-4203 Golf Cart Rental	\$ 113,125.68	\$ 100,631.00	\$ (12,494.68)	-11.04%	UNFAV	UNFAV 9K	Coincides with green fees may close gap later in year
10-13-115-24-4216 GPS Advertising	\$ 1,500.00	\$ 3,000.00	\$ 1,500.00	100.00%	FAV	FAV 1K	Greater success selling ads on the GPS than anticipated
10-13-115-26-4400 Golf Lessons	\$ 2,072.00	\$ 3,330.00	\$ 1,258.00	60.71%	FAV	FAV 1K	Made adjustments to lesson program that have been well received
10-13-115-30-4804 Discounts-Rebates	\$ 1,517.00	\$ 75.98	\$ (1,441.02)	-94.99%	UNFAV	UNFAV	Pepsi rebate has not been received
10-13-11530-4819 Outing Tips	\$ 225.00	\$ 1,050.00	\$ 825.00	366.67%	FAV	FAV >1K	More outings so far this year
10-13-116-24-4207 Sales-Food	\$ 17,356.50	\$ 19,776.73	\$ 2,420.23	13.94%	FAV	FAV 3K	Food sales been good, outings have helped some
Expenditures							
10-13-115-34-5125 Wages Seasonal	\$ 21,725.00	\$ 16,022.33	\$ (5,702.67)	-26.25%	FAV	FAV	Needed fewer staff with wet & cold spring weather
10-13-115-34-5158 Health-ACA	\$ 1,159.98	\$ (1,159.98)	\$ (1,159.98)	-100.00%	FAV	FAV 2K	Budget worse case scenario

Mundelein Park District
2018 Second Quarter Financial Report

Account	YTD Budget	YTD Actual	\$ Var	% Var	Fav/Unfav	Year End	Comments
10-13-115-36-5213 GPS Services	\$ 15,995.52	\$ 9,600.00	\$ (6,395.52)	-39.98%	FAV	On Budget	Timing of invoices
10-13-115-38-5310 Operating Supplies	\$ 1,980.00	\$ -	\$ (1,980.00)	-100.00%	FAV	On Budget	Haven't order scorecards or pencils yet
10-13-115-38-5312 Program Supplies	\$ 2,000.00	\$ 497.98	\$ (1,502.02)	-75.10%	FAV	On Budget	Invoice for rental clubs hasn't been paid yet
10-13-115-38-5324 Postage	\$ 1,350.00	\$ 102.76	\$ (1,247.24)	-92.39%	FAV	FAV	Trying to commercial instead of mailing
10-13-115-38-5336 Friends of SC Expense	\$ 2,030.00	\$ -	\$ (2,030.00)	-100.00%	FAV	On Budget	Expense later in year
10-13-115-38-5350 Vehicle Maintenance	\$ 5,915.00	\$ (78.14)	\$ (5,993.14)	-101.32%	FAV	On Budget	Winter storage invoice later in year
10-13-116-34-5125 Wages Seasonal	\$ 19,383.00	\$ 15,872.91	\$ (3,510.09)	-18.11%	FAV	FAV	Needed fewer staff with wet & cold spring weather
10-13-117-34-5125 Wages Seasonal OT	\$ 77,000.00	\$ 65,335.56	\$ (11,664.44)	-15.15%	FAV	FAV	Less than full crew due to strong economy and competitive job market
10-13-117-34-5126 Wages Seasonal	\$ 4,100.00	\$ 2,309.23	\$ (1,790.77)	-43.68%	FAV	On Budget	Smaller late summer/fall crew will mean additional overtime
10-13-117-34-5158 Health-ACA	\$ 1,160.88	\$ -	\$ (1,160.88)	-100.00%	FAV	FAV 2K	Budget worse case scenario
10-13-117-36-5119 Natural Gas	\$ 2,300.00	\$ 3,453.73	\$ 1,153.73	50.16%	UNFAV	UNFAV 1K	Cold spring required more natural gas use
10-13-117-38-5314 Computer Supplies	\$ 1,200.00	\$ -	\$ (1,200.00)	-100.00%	FAV	On Budget	Waiting until after the season to replace Mechanic's desktop
10-13-117-38-5360 Equipment Mt-Supplies	\$ 15,000.00	\$ 16,804.69	\$ 1,804.69	12.03%	UNFAV	On Budget	Made purchases earlier in the year than anticipated because of special offers
10-13-117-38-5377 Irrigation-Drainage	\$ 6,500.00	\$ 4,301.20	\$ (2,198.80)	-33.83%	FAV	On Budget	Dry July meant more use and will see an increase in expenses
Golf Bottom Line	\$ (111,405.81)	\$ (108,524.67)	\$ 2,881.14	-2.59%	FAV	On Budget	
Special Recreation Expenditures							
10-28-470-34-5117 Wages Full Time	\$ 1,625.00	\$ -	\$ (1,625.00)	-100.00%	FAV	On Budget	ADA projects not yet completed
10-28-470-80-5811 Capital Equipment ADA	\$ 9,000.00	\$ 1,419.90	\$ (7,580.10)	-84.22%	FAV	On Budget	Fitness floor equipment purchase delayed
10-28-470-80-5831 Capital Imprv Bldgs	\$ 2,487.15	\$ 961.63	\$ (1,525.52)	-61.34%	FAV	On Budget	Regent Center improvements moved to Fall
10-28-470-80-5841 Capital Imprv Walkways	\$ 5,000.00	\$ -	\$ (5,000.00)	-100.00%	FAV	On Budget	
10-28-472-34-5119 Wages Part Time	\$ 2,397.50	\$ 600.76	\$ (1,796.74)	-74.94%	FAV	FAV 2K	Lower participation for Healthy Minds/Health Bodies
10-28-472-38-5340 Operating Expenses	\$ 2,998.80	\$ 1,039.00	\$ (1,959.80)	-65.35%	FAV	FAV 2K	With lower participation, fewer expenses
10-28-472-38-5360 Equipment Maint/Suppl	\$ 2,500.00	\$ -	\$ (2,500.00)	-100.00%	FAV	On Budget	Still plan to purchase equipment
Special Recreation Bottom Line	\$ (20,179.85)	\$ 15,617.78	\$ 35,797.63	-177.39%	FAV	FAV 5K	Lower participation for Healthy Minds/Health Bodies
Museum Expenditures							
10-29-500-38-5370 Building Maintenance	\$ 1,866.67	\$ 66.00	\$ (1,800.67)	-96.46%	FAV	FAV 1K	Anticipated repairs not needed yet
10-29-500-80-5830 Capital Improve Bldgs	\$ 2,500.00	\$ -	\$ (2,500.00)	-100.00%	FAV	FAV 1K	Nothing identified yet
Museum Bottom Line	\$ (7,897.65)	\$ (2,452.37)	\$ 5,445.28	-68.95%	FAV	FAV 2K	Fewer Building expenses
Police Revenue							
10-32-570-20-4001 Real Estate Taxes	\$ 24,795.31	\$ 28,060.56	\$ 3,265.25	13.17%	FAV	FAV 2K	Budget at the previous year's levy amount
Police Bottom Line	\$ (4,293.43)	\$ (889.55)	\$ 3,403.88	-79.28%	FAV	On Budget	
Insurance Revenue							
10-34-520-20-4001 Real Estate Taxes	\$ 95,355.11	\$ 108,085.13	\$ 12,730.02	13.35%	FAV	FAV 5K	Budget at the previous year's levy amount
10-34-520-30-4815 Misc Revenue	\$ -	\$ 1,500.00	\$ 1,500.00	#DIV/0!	FAV	FAV 1K	Received Loss Control Award
Expenditures							
10-34-520-38-5330 Cont Ed-Training	\$ 3,000.00	\$ 1,098.95	\$ (1,901.05)	-63.37%	FAV	FAV 1K	Staff took advantage of free trainings
10-34-520-38-5390 Contingency	\$ 5,000.00	\$ 3,265.90	\$ (1,734.10)	-34.68%	FAV	FAV 5K	Unknown expenses are estimates
Insurance Bottom Line	\$ (3,866.02)	\$ 14,772.28	\$ 18,638.30	-482.11%	FAV	FAV 5K	Mainly a result of additional tax revenue
Audit Expenditures							
10-36-530-36-5310 Professional Services	\$ 9,618.29	\$ 14,900.00	\$ 5,281.71	54.91%	UNFAV	On Budget	Audit payment made earlier than anticipated
Audit Bottom Line	\$ (2,214.47)	\$ (6,435.06)	\$ (4,220.59)	190.59%	UNFAV	On Budget	
Recreation Administration Revenue							
20-20-200-20-4001 Real Estate Taxes	\$ 512,700.00	\$ 559,738.15	\$ 47,038.15	9.17%	FAV	FAV 25K	Budget at the previous year's levy amount
20-20-200-20-4003 Real Estate Taxes-Soc	\$ 12,000.00	\$ 10,406.30	\$ (1,593.70)	-13.28%	UNFAV	On Budget	We did a poor job with monthly allocations, this will be addressed in the FY19 budget
20-20-200-20-4004 Real Estate Taxes-IMRF	\$ 19,050.00	\$ 21,744.72	\$ 2,694.72	14.15%	FAV	On Budget	We did a poor job with monthly allocations, this will be addressed in the FY19 budget
20-20-200-28-4720 Sponsors	\$ 19,650.00	\$ 28,758.33	\$ 9,108.33	46.35%	FAV	FAV 5K	Sponsorship Coordinator has secured multi event sponsorships that bring in more revenue
20-20-200-30-4801 Interest Investments	\$ 2,200.00	\$ 8,429.13	\$ 6,229.13	283.14%	FAV	FAV 10K	Interest revenue was under budgeted for the year
20-20-219-26-4319 Spec Events-Wrkshps	\$ 4,350.00	\$ 16,647.00	\$ 12,297.00	282.69%	FAV	FAV 2K	SK revenue received early, additional revenue due to parties and new events
20-20-572-24-201 Facility Rental	\$ 1,250.00	\$ 150.00	\$ (1,100.00)	-88.00%	UNFAV	UNFAV 1K	Planned rentals in April but were not ready to start until June 1
Expenditures							
20-20-200-34-5119 Wages Part Time	\$ 59,867.10	\$ 47,482.58	\$ (6,384.52)	-11.85%	FAV	On Budget	Each month has been behind budget, recent restructure resulted in raises, line will catch up
20-20-200-34-5150 FICA	\$ 9,119.73	\$ 7,989.83	\$ (1,129.90)	-12.39%	FAV	On Budget	Each month has been behind budget, recent restructure resulted in raises, line will catch up

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20-20-200-38-5311 Office Supplies	\$ 2,323.95	\$ 4,087.73	\$ 1,763.78	75.90%	UNFAV 2K		Dunbar, reg desk items were unbudgeted, thought they'd come from project budget
20-20-200-38-5314 Computer Supplies	\$ 3,422.00	\$ 909.26	\$ (2,512.74)	-73.43%	FAV	On Budget	Anticipated computer replacements in March and April, happened in July
20-20-200-38-5323 Printing	\$ 10,500.00	\$ 13,969.44	\$ 3,469.44	33.04%	UNFAV 3K	UNFAV 3K	Brochures have been bigger than originally budgeted, did special insert to advertise Day of Play
20-20-200-38-5330 Cont Ed-Training	\$ 5,400.00	\$ 6,509.20	\$ 1,109.20	20.54%	UNFAV	On Budget	1 extra staff went to IPRA Conf than budgeted, can curb spending to prevent going over further
20-20-200-38-5333 Staff Relations	\$ 1,700.00	\$ 3,666.62	\$ 1,966.62	115.68%	UNFAV	On Budget	Money was allocated incorrectly, \$1095 paid in Jan for anniversary pay/awards. Allocated in Nov
20-20-200-38-5342 Bank-Credit Card Fees	\$ 17,161.00	\$ 14,993.19	\$ (2,167.81)	-12.63%	FAV	On Budget	Planned to purchase movie screen and decided to rent instead. Other purchases not made yet.
20-20-200-38-5363 Recreation Equipment	\$ 8,200.00	\$ 483.43	\$ (7,716.57)	-94.33%	FAV 4K	FAV 4K	Miscoded. Journal Entry made in July to correct
20-20-204-36-5219 DLRC Natural Gas	\$ 1,281.55	\$ -	\$ (1,281.55)	-100.00%	FAV	On Budget	Overbudgeted custodial services. Bids came well under budget. Also service started in March
20-20-205-36-5215 MCC Custodial Services	\$ 9,600.00	\$ 1,761.25	\$ (7,838.75)	-81.65%	FAV	FAV 16K	Repaired entrance doors to MCC at \$2800, unbudgeted repair. Were not latching
20-20-205-36-5216 MCC Building Maintenance	\$ 1,400.00	\$ 3,309.68	\$ 1,909.68	136.41%	UNFAV 3K	UNFAV 3K	Running more events and parties than planned
20-20-219-34-5119 Special Events Wages PT	\$ 9,748.54	\$ 12,509.47	\$ 2,760.93	28.32%	UNFAV	UNFAV 4K	Additional payroll results in additional IMRF expense
20-20-219-34-5119 Spec Evt IMRF	\$ 432.05	\$ 1,439.46	\$ 1,007.41	233.17%	UNFAV	UNFAV 2K	Rented screen vs purchase, Day of Play under budgeted, low Rec Equip purchase will offset
20-20-219-36-5210 Spc Evt Professional Services	\$ 1,100.00	\$ 6,115.91	\$ 5,015.91	455.99%	UNFAV	UNFAV 4K	Offset by sponsorship revenue. More events, bigger events. Day of Play supplies
20-20-219-38-5312 Spec Evt Program Supplies	\$ 3,600.00	\$ 5,748.37	\$ 2,148.37	59.68%	UNFAV 2K	UNFAV 2K	Additional tax revenue and custodial service lower than budget
Rec Administration Bottom Line	\$ 59,001.37	\$ 146,014.89	\$ 87,013.52	147.48%	FAV	FAV 40K	
EC/Dance Revenue							
20-21-206-26-4220 Lrn Ctr Tuition	\$ 37,450.00	\$ 29,485.73	\$ (7,964.27)	-21.27%	UNFAV	UNFAV 10K	Spring had 9 less kids than budgeted, Fall has low enrollment too
20-21-207-26-4220 Dance Tuition	\$ 31,170.00	\$ 35,297.26	\$ 4,127.26	13.24%	FAV	FAV 6K	Dance enrollments have been higher than previous years
20-21-207-26-4221 Ticket Sales-Programs	\$ 4,800.00	\$ 6,343.00	\$ 1,543.00	32.15%	FAV	FAV 2K	Dance recital received greater attendance than previous year. Turnout was unexpected
20-21-208-26-4327 Summer Dance Fees	\$ 49.00	\$ 1,617.88	\$ 1,568.88	3201.80%	FAV	FAV 3K	Program wasn't budgeted for, it was missed during the budget creation/review
20-21-218-26-4327 Childrens Theatre Fees	\$ 3,000.00	\$ 7,331.00	\$ 4,331.00	144.37%	FAV	FAV 5K	Programs - cooking, art, baking, science running better than expected
20-21-244-26-4244 Day Camp Fees	\$ 93,061.00	\$ 113,403.75	\$ 20,342.75	21.86%	UNFAV 1K	UNFAV 1K	Took place in July, revenue allocated in June. Less kids than expected. Try to make up in Fall
Expenditures							Dunbar allowed us to increase capacity over what was expected. Add'l revenue from teen camp
20-21-206-34-5119 Lrn Ctr Wages	\$ 19,895.00	\$ 25,107.64	\$ 5,212.64	26.20%	UNFAV	UNFAV 1K	Allocations are off, budgeted heavier for Fall. Should recover also with changes in staff model
20-21-206-34-5152 Lrn Ctr IMRF	\$ 1,918.00	\$ 3,094.87	\$ 1,176.87	61.36%	UNFAV	UNFAV	Increased payroll results in additional IMRF expense
20-21-206-36-5210 Lrn Ctr Prof Services	\$ 6,800.00	\$ 4,354.00	\$ (2,446.00)	-35.97%	FAV	FAV 2K	Lower enrollment, less kids using Puterbug program
20-21-207-34-5119 Dance Wages	\$ 11,917.50	\$ 17,247.45	\$ 5,329.95	44.72%	UNFAV	UNFAV 8K	Added staff hours to cover for loss of supervisor. Also higher enrollment, more classes
20-21-207-38-5336 Competition Exp	\$ 1,225.00	\$ 7,613.00	\$ 6,388.00	528.26%	UNFAV	On Budget	Allocations are off. Will correct itself in the fall
20-21-215-36-5210 Youth/Adult Prog Prof Srv	\$ 3,847.83	\$ 45.00	\$ (3,802.83)	-98.85%	FAV	UNFAV 5K	Should go over budget because rev for contract classes over. Programs doing better than expected
20-21-218-34-5119 Childrens Theatre Wages	\$ 1,480.00	\$ 17.00	\$ (1,463.00)	-98.85%	FAV	On Budget	Timing issue. Camp ran in July, payroll will catch up and be on budget
20-21-221-34-5111 Salaries	\$ 28,363.65	\$ 24,489.41	\$ (3,874.24)	-13.66%	FAV	FAV 20K	Savings of payroll due to supervisor retirement and reorganization
20-21-221-38-5314 Computer Supplies	\$ 1,200.00	\$ -	\$ (1,200.00)	-100.00%	FAV	FAV 1K	Have not needed computer supplies. Staff using new computers at Dunbar
20-21-244-36-5210 Camp Prof Srv	\$ 1,350.00	\$ 3,179.45	\$ 1,829.45	135.51%	UNFAV	On Budget	These are field trip fees. Allocations are off and will even out. Timing issue on payment
20-21-244-36-5218 Camp Electric	\$ 1,392.60	\$ 147.24	\$ (1,245.36)	-89.43%	FAV	FAV 3K	Electricity split between several program areas. Overbudgeted. Didn't have any comparison
20-21-244-38-5345 Camp Uniforms	\$ 1,593.75	\$ 277.50	\$ (1,316.25)	-82.59%	FAV	On Budget	This is a billing delay
EC/Dance Bottom Line	\$ 18,946.14	\$ 39,186.44	\$ 20,240.30	106.85%	FAV	FAV 30K	Additional camp revenue and full time wage savings
Athletics Revenue							
20-22-202-24-4201 Sandburg Rentals	\$ 4,900.00	\$ 7,487.50	\$ 2,587.50	52.81%	FAV	FAV 4K	Filled open times left available when Mid-West Tennis didn't run. Offsets the lack of Tennis rev
20-22-226-26-4226 Co Rec Volleyball	\$ 1,650.00	\$ -	\$ (1,650.00)	-100.00%	UNFAV	UNFAV 2K	League did not run as anticipated. Did not get enough teams will try for Fall league
20-22-234-26-4234 Youth Basketball	\$ 3,085.00	\$ 2,066.84	\$ (1,018.16)	-33.00%	UNFAV	On Budget	Lower enrollment than anticipated, expect new feeder program to make up shortfall
20-22-240-26-4240 Tennis	\$ 13,523.00	\$ 4,293.67	\$ (9,229.33)	-68.25%	UNFAV	UNFAV 12K	Mid-West Tennis went out of business. Just running Libertyville Tennis Club program
20-22-256-26-4256 Karate	\$ 13,630.00	\$ 15,365.42	\$ 1,735.42	12.73%	FAV	FAV 4K	Successful year with consistent enrollment numbers from month to month
Expenditures							
20-22-240-36-5210 Tennis Prof Srv	\$ 6,795.00	\$ 2,768.85	\$ (4,026.15)	-59.25%	FAV	FAV 15K	Savings from Mid-West Tennis going out of business. Found out too late to change budget
20-22-246-36-5210 Sports Con Prof Srv	\$ 5,020.00	\$ 2,022.00	\$ (2,998.00)	-59.72%	FAV	FAV 7K	Some instructional programs are not going. Lower revenue results in lower contractor expenses
Athletics Bottom Line	\$ (1,549.87)	\$ 4,117.18	\$ 5,667.05	-365.65%	FAV	FAV 10K	
Regent Center Revenue							
20-23-280-24-4201 Facility Rental	\$ 14,565.00	\$ 12,884.08	\$ (1,680.92)	-11.54%	UNFAV	On Budget	Rentals picked up after a slow start, will be back on track to get on budget by Q3
Expenditures							
20-23-280-34-5119 Wages Part Time	\$ 10,500.00	\$ 12,197.75	\$ 1,697.75	16.17%	UNFAV	On Budget	Rentals picked up resulting in more staff hours
Regent Center Bottom Line	\$ (28,896.82)	\$ (27,364.50)	\$ 1,532.32	-5.30%	FAV	On Budget	
Big & Little Expenditures							
20-24-282-34-5119 Part Time Wages	\$ 61,971.00	\$ 54,068.18	\$ (7,902.82)	-12.75%	FAV	FAV 8K	Supervisor cutting staff early to save on payroll as children go home and helping in class more

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20-24-282-34-5157 Health-HRA	\$ 2,200.02	\$ 998.57	\$ (1,201.45)	-54.61%	FAV	On Budget	This account is a guess of what medical expense will occur
20-24-282-34-5158 Health-ACA	\$ 2,249.96	\$ -	\$ (2,249.96)	-100.00%	FAV	FAV 4K	Budget worse case scenario
20-24-282-36-5228 Food Service	\$ 12,800.00	\$ 9,127.26	\$ (3,672.74)	-28.69%	FAV	FAV 3K	Less kids, less food purchased. Also have more kids on half days, not as many eating with us
20-24-282-38-5309 Food & Snacks	\$ 6,900.00	\$ 3,585.76	\$ (3,314.24)	-46.40%	FAV	FAV 4K	Same as above. Less kids, less food
20-24-282-38-5314 Computer Supplies	\$ 1,500.00	\$ 47.93	\$ (1,452.07)	-96.80%	FAV	On Budget	Timing issue. Supervisor's computer wasn't replaced until July
20-24-282-38-5316 Custodial Supplies	\$ 1,998.00	\$ 990.87	\$ (1,007.13)	-50.41%	FAV	FAV 2K	Using less supplies than anticipated. Did not know what would be used with new service
Big & Little Bottom Line	\$ (2,490.81)	\$ 14,361.57	\$ 16,852.38	-676.58%	FAV	FAV 15K	Combination of lower staff costs and ACA expense savings
Park View Revenue							
20-25-300-20-4004 Real Estate Taxes: IMRF	\$ 9,774.02	\$ 11,416.49	\$ 1,642.47	16.80%	FAV	On Budget	We did a poor job with monthly allocations, this will be addressed in the FY19 budget
20-25-300-21-4100 Daily Fees	\$ 22,200.00	\$ 11,910.00	\$ (10,290.00)	-46.35%	UNFAV	UNFAV 5K	Gym closed partially Jan 1-June 1. Allocations are lower in Jul-Sept, some recovery expected
20-25-300-22-4150 Membership	\$ 184,445.39	\$ 164,745.43	\$ (19,699.96)	-10.68%	UNFAV	UNFAV 50K	Strong summer has recovered some membership, new rates for fall. Replacing equipment in fall
20-25-300-24-4201 Facility Rental	\$ 3,749.40	\$ 872.15	\$ (2,877.25)	-76.74%	UNFAV	UNFAV 3K	Lack of gym availability during prime rental season. Doing outreach to try to increase rentals fall
20-25-315-26-4150 Class Membership	\$ 26,500.00	\$ 23,565.48	\$ (2,934.52)	-11.07%	UNFAV	On Budget	Membership was lower in Jan/Feb but is coming up, expect Fall to turn around with mem change
20-25-325-26-4325 Personal Training	\$ 32,493.50	\$ 26,583.25	\$ (5,910.25)	-18.19%	UNFAV	UNFAV 10K	Push rev through price increase, promotions, adding free consultations, expect new members
20-25-326-26-4327 Program Fees	\$ 13,876.57	\$ 8,769.84	\$ (5,106.73)	-36.80%	UNFAV	UNFAV 3K	Several new classes offered in the fall. Expecting this to catch up
Expenditures							
20-25-300-34-5154 Health & Life Insurance	\$ 9,038.23	\$ 6,317.44	\$ (2,720.79)	-30.10%	FAV	FAV 10K	Change in personnel, no longer requesting health coverage
20-25-300-36-5210 Professional Services	\$ 5,685.00	\$ 1,088.97	\$ (4,596.03)	-80.84%	FAV	On Budget	Will spend for interior remodel consultation, and fitness equipment moving in fall
20-25-300-36-5215 Custodial Services	\$ 9,036.00	\$ 1,056.75	\$ (7,979.25)	-88.31%	FAV	FAV 19K	Overbudgeted custodial services. Bids came well under budget. Also service started in March
20-25-300-36-5218 Electric	\$ 15,173.96	\$ 12,441.76	\$ (2,732.20)	-18.01%	FAV	FAV 5K	Over budgeted. Rates and usage less than anticipated
20-25-300-36-5230 Equip Rpr-Mt Contract	\$ 3,500.10	\$ 2,222.17	\$ (1,277.93)	-36.51%	FAV	FAV 1K	Trading out most of the cardio for new equipment on warranty will help with savings
20-25-300-36-5240 Bldg Rpr-Mt Contract	\$ 6,988.80	\$ 6,18.53	\$ (6,370.27)	-91.15%	FAV	FAV 2K	Will use some to update Park View/MCC
20-25-300-38-5310 Operating Supplies	\$ 3,157.74	\$ 4,852.53	\$ 1,694.79	53.67%	UNFAV	UNFAV 1K	Purchased earlier than expected. Purchases made to update PV & transition of Reg staff to FD
20-25-300-38-5311 Office Supplies	\$ 995.34	\$ 3,133.15	\$ 2,137.81	214.78%	UNFAV	UNFAV 2K	Some items coded to wrong GL. Purchases made to update PV & transition of Reg staff to FD
20-25-300-38-5314 Computer Supplies	\$ 2,250.00	\$ 1,65.00	\$ (2,085.00)	-92.67%	FAV	On Budget	Some of the office supplies were miss coded and will be moved here
20-25-300-38-5342 Bank-Crdt Card Fee	\$ 14,822.26	\$ 11,947.57	\$ (2,874.69)	-19.39%	FAV	On Budget	Have not leased equipment as planned. May use for purchase with new equip, waiting on quotes
20-25-300-38-5365 Equip Rent/Lease	\$ 7,500.06	\$ 1,227.42	\$ (6,272.64)	-83.65%	FAV	FAV 12K	Purchased new poster frames and bulletin boards to improve the facility and advertise better
20-25-300-38-5367 Furniture/Fixtures	\$ 240.00	\$ 2,657.34	\$ 2,417.34	1007.23%	UNFAV	UNFAV 2K	Due to updating Park View and MCC. Cleaning it up. Spending slowed now that facility is improved
20-25-300-38-5370 Building Maintenance	\$ 2,071.20	\$ 4,453.20	\$ 2,382.00	115.01%	UNFAV	UNFAV 2K	Monitoring expenses. Will be on budget for fall, purchasing new equipment to attract new member
20-25-315-38-5312 Program Supplies	\$ 2,500.08	\$ 326.92	\$ (2,173.16)	-86.92%	FAV	On Budget	Lower rev/lower exp. Done less trainings than anticipated
20-25-325-34-5119 Pers Train Wages	\$ 22,238.08	\$ 19,034.44	\$ (3,203.64)	-14.41%	FAV	On Budget	Less programs ran, savings on wages
20-25-326-34-5119 Program Wages	\$ 3,813.60	\$ 2,610.42	\$ (1,203.18)	-31.55%	FAV	FAV 1K	Steady improvement in the 2nd quarter
Park View Bottom Line	\$ (21,766.75)	\$ (20,243.33)	\$ 1,523.42	-7.00%	FAV	FAV	
Aquatics Revenue							
20-26-420-21-4105 Bay Resident Daily Fees	\$ 30,975.00	\$ 43,343.00	\$ 12,368.00	39.93%	FAV	FAV 5K	Hot, dry weather has really helped. Memorial Day, Father's Day and 4th were not weekends
20-26-420-21-4106 Bay Non Res Daily Fees	\$ 41,160.00	\$ 94,842.85	\$ 53,682.85	130.42%	FAV	FAV \$15K	Increased Non Res daily fees this year. That combined with hot weather has helped rev
20-26-420-24-4201 Bay Facility Rental	\$ 19,789.45	\$ 16,471.25	\$ (3,318.20)	-16.77%	UNFAV	On Budget	Timing issue, budget has caught up to even in August. If August has strong month will be \$5K FAV
20-26-421-24-4211 Bay Sales Concessions	\$ 32,739.13	\$ 46,857.06	\$ 14,117.93	43.12%	FAV	FAV 8K	Weather has helped. Reflective of daily visit sales also being high
20-26-423-30-4820 Bay Staff Reimbursements	\$ 5,826.00	\$ 4,035.00	\$ (1,791.00)	-30.74%	UNFAV	UNFAV 1K	Best staff were hired than anticipated
20-26-440-26-4327 DIB Program Fees	\$ 1,500.00	\$ 264.00	\$ (1,236.00)	-82.40%	UNFAV	UNFAV 3K	Beach programs didn't go. Instructor moved out of country in June and weren't able to find another
Expenditures							
20-26-420-34-5119 Bay Part Time Wages	\$ 21,895.23	\$ 18,466.62	\$ (3,428.61)	-15.66%	FAV	FAV 4K	Hired less staff than anticipated. Had some cool weather days in June. Used less staff
20-26-420-34-5125 Bay Wages Seasonal	\$ 18,268.66	\$ 13,288.57	\$ (4,980.09)	-27.27%	FAV	FAV 2K	Hired less staff than anticipated. Had some cool weather days in June. Used less staff
20-26-420-36-5217 Bay Water-Sewer	\$ 11,611.12	\$ 5,748.78	\$ (5,862.34)	-50.49%	FAV	FAV 10K	Pool start up in May was less than anticipated by \$3K. Rates/usage lower overall
20-26-420-36-5218 Bay Electric	\$ 15,156.76	\$ 8,780.27	\$ (6,376.49)	-42.07%	FAV	FAV 10K	Rates/usage lower than anticipated. Will monitor and correct for next year
20-26-420-38-5310 Bay Operating Supplies	\$ 2,850.00	\$ 1,226.08	\$ (1,623.92)	-56.98%	FAV	On Budget	Controlling expenses. Small line item will spend down for next year
20-26-420-38-5316 Bay Custodial Supplies	\$ 2,777.78	\$ 1,379.31	\$ (1,398.47)	-50.34%	FAV	On Budget	Didn't spend in March/April as budgeted. Spent heavily in July to restock. Back on track for budget
20-26-420-38-5342 Bay Bank/Credit Card Fees	\$ 17,770.75	\$ 15,655.43	\$ (2,115.32)	-11.90%	FAV	On Budget	Hired less staff than anticipated
20-26-420-38-5345 Bay Uniforms	\$ 8,000.00	\$ 6,636.58	\$ (1,363.42)	-17.04%	FAV	FAV 1K	Hired less staff than anticipated
20-26-420-38-5360 Bay Equip Mt-Supplies	\$ 6,382.50	\$ 1,955.31	\$ (4,427.19)	-69.36%	FAV	FAV 3K	Controlling expenses. Having to do less repairs/maintenance than typical year
20-26-420-38-5370 Bay Bldg Maintenance	\$ 8,194.28	\$ 3,963.37	\$ (4,230.91)	-51.63%	FAV	FAV 2K	Less repairs during summer and spring start up. Will do some fall maint projects
20-26-421-34-5125 Bay Concession Wages	\$ 13,500.00	\$ 7,781.00	\$ (5,719.00)	-42.36%	FAV	FAV 3K	Cooler days in early June lead to less hours. July was busy
20-26-421-38-5320 Bay Beverage Inventory	\$ 4,760.73	\$ 3,274.41	\$ (1,486.32)	-31.22%	FAV	On Budget	Bill/timing issue. Will catch up to budget in Q3
20-26-423-34-5125 Bay Guard Wages	\$ 107,305.48	\$ 65,043.90	\$ (42,261.58)	-39.38%	FAV	FAV 5K	Hired less staff than anticipated. Had some cool weather days in June. Used less staff
20-26-423-38-5330 Continuing Ed-Training	\$ 5,400.00	\$ 1,363.00	\$ (4,037.00)	-74.76%	FAV	On Budget	Used budget as intended as summer went on. Did not use in early spring due to LG class ran later
20-26-430-34-5125 Spray Park Wages	\$ 6,450.53	\$ 2,956.93	\$ (3,493.60)	-54.16%	FAV	On Budget	Allocations were off in June due to weather, used more in July and as expected in August

Mundelein Park District
2018 Second Quarter Financial Report

Account	YTD Budget	YTD Actual	\$ Var	% Var	Fav/Unfav	Year End	Comments
20-26-430-38-5360 Spr Pk Equip Maint	\$ 1,500.00	\$ 381.46	\$ (1,118.54)	-74.57%	FAV	On Budget	Less repairs during summer. Will do some fall maint projects. Savings less than 1K
20-26-440-34-5125 Beach Wages	\$ 3,705.00	\$ 1,946.69	\$ (1,758.31)	-47.46%	FAV	On Budget	Used less staff early in summer. Caught up as summer went on. Savings of less than \$1k
20-26-440-36-5210 Beach Prof Services	\$ 3,500.00	\$ 2,100.00	\$ (1,400.00)	-40.00%	FAV	FAV 2K	Beach programs didn't run after instructor moved
20-26-440-38-5322 Beach Ads-Promotions	\$ 3,000.00	\$ -	\$ (3,000.00)	-100.00%	FAV	FAV 2K	Some expenses were absorbed in Bay's budget. Included summer mailer
20-26-440-38-5349 Beach Misc Oper Exp	\$ 2,688.00	\$ 1,048.30	\$ (1,639.70)	-61.00%	FAV	On Budget	Expenses caught up as summer went on
20-26-443-34-5125 Beach Guard Wages	\$ 9,418.19	\$ 3,527.52	\$ (5,890.67)	-62.55%	FAV	FAV <1K	Caught up as summer went on. Allocated more in June than used. Used more in July than allocated
20-26-454-34-5119 Adm Part Time Wages	\$ 4,350.00	\$ 2,299.85	\$ (2,050.15)	-47.13%	FAV	FAV 3K	Hired staff later in the year than anticipated. New staff. Had returning staff member previously
Aquatics Bottom Line	\$ (185,517.84)	\$ 7,182.01	\$ 192,699.85	-103.87%	FAV	FAV	
Rec Connect Revenue							
20-27-270-20-4004 Real Estate Taxes-IMRF	\$ 8,695.74	\$ 10,157.01	\$ 1,461.27	16.80%	FAV	On Budget	We did a poor job with monthly allocations, this will be addressed in the FY19 budget
20-27-270-26-4327 Program Fees	\$ 21,680.00	\$ 23,995.00	\$ 2,315.00	10.68%	FAV	FAV 10K	Three extra day off program, more kids than previous years signed up for fall. Enrollment up
Expenditures							
20-27-270-38-5309 Food & Snacks	\$ 4,836.19	\$ 2,576.07	\$ (2,260.12)	-46.73%	FAV	FAV 1K	Although enrollment is up, kids eating less. More snacks from home being brought by parents too
20-27-270-38-5357 Field Trip Expense	\$ 5,800.00	\$ 8,110.85	\$ 2,310.85	39.84%	UNFAV	UNFAV 2K	Three extra days off, more kids on days off resulted in more kids going on trips
20-27-270-38-5370 Building Maintenance	\$ 1,950.00	\$ 57.60	\$ (1,892.40)	-97.05%	FAV	FAV 2K	Dunbar building has had minor repairs, most are under warranty
Rec Connect Bottom Line	\$ 78,101.24	\$ 76,930.95	\$ (1,170.29)	-1.50%	UNFAV	FAV 15K	Mainly additional enrollment fees
Indoor Pool Revenue							
20-30-400-22-4150 Membership	\$ 25,997.52	\$ 22,682.25	\$ (3,315.27)	-12.75%	UNFAV	UNFAV 5K	Changing membership structure in attempt to recover losses and get back to on budget
20-30-402-26-4401 Swim Lessons	\$ 32,103.45	\$ 23,140.54	\$ (8,962.91)	-27.92%	UNFAV	UNFAV 1K	Change to structure occurred in Summer, revenues surpassed allocations, expect to recover some
20-30-402-26-4402 Private Lessons	\$ 6,378.37	\$ 2,090.00	\$ (4,288.37)	-67.23%	UNFAV	UNFAV 3K	Timing issue on deferred revenue reporting. Caught up this summer, over allocated in winter
Expenditures							
20-30-400-36-5218 Electric	\$ 12,595.00	\$ 10,897.40	\$ (1,697.60)	-13.48%	FAV	FAV 9K	Over budgeted. Rates and usage less than anticipated
20-30-40-38-5370 Building Maintenance	\$ 3,000.00	\$ 4,392.33	\$ 1,392.33	46.41%	UNFAV	UNFAV 1K	Motor went in Pool Pack unit. Was an unbudgeted repair. Monitoring expenses to get back on budget
20-30-402-34-5119 Wages Part Time	\$ 13,347.60	\$ 8,387.10	\$ (4,960.50)	-37.16%	FAV	FAV 4K	Less wages were used during first half of year when less classes were running. Short on staff too
Indoor Pool Bottom Line	\$ (24,788.62)	\$ (28,756.26)	\$ (3,967.64)	16.01%	UNFAV	UNFAV	



Mundelein Park & Recreation District

2016-2020 Strategic Plan

Approved
7/25/2016
Updated
8/14/2017
2/12/2018
8/27/2018

Introduction

The Mundelein Park & Recreation District worked with Executive Decisions in the development of a Strategic Plan in the Spring of 2016. The purpose of the plan is to provide direction for the District in concert with the Master Plan previously adopted. The planning period for this plan covers 2016-2020.

The methods for developing this plan were to use input from the community, Board and staff. A Community Wide Survey was conducted in the late fall/early winter of 2015. The survey instrument was developed in partnership with the University of St. Francis. A random sampling of residents was used to represent approximately 28% of the households. The survey was available online or hardcopy upon request. Of the 2,945 homes notified, 354 (12%) responded. An additional 276 surveys were completed via the District's website but were not considered in the statistical representation of data.

The survey questions were categorized into several areas including : Interests, Participation, Satisfaction/Value, Communication and Demographic. The full report is available on the District's website.

In addition to the Community Wide Survey, the District held a Strategic Plan meeting open to the general public. This half day workshop held on a Saturday at the District's Regent Center was attended by five residents, five Board members and 18 staff. During this meeting attendees had an opportunity to develop a SWOT analysis of the District's strengths, weaknesses, opportunities and threats as related to programming and facilities. From the Parks and Facilities SWOT Analysis, a list of capital improvements was developed for four categories: New Facility and Open Space Acquisition; Park Development; Building & Facility Improvements; and Service Improvements. Each of these capital items was then scored and the Capital Improvement Priorities list was developed.

Programming SWOT Analysis

Strengths

Staff
Special Events
Communication
Steeple Chase Golf Club
Variety
Clean Facilities
Community Involvement
Cost Effective
Barefoot Bay
Reputation
Social Media
Volunteers
Customer Service
Scholarship Program
Maintenance Landscaping
Knowledgeable Instructors
Diversity of Facilities & Opportunities
Convenience
Class Size
Inter-departmental Cooperation
Well Organized
Friendliness
Payment Options
Customer Options/Schedule Flexibility
Education
Self-Worth Development
Building Developmental Attitudes

Weaknesses

Aging Facilities
Complacency
Senior Programs
Lack of Ethnic Diversity
Including Entire Community
Government Restrictions
Past Successes
Money
Funding
Lack of Participation/Cancelled Classes
Inability to Improve Strengths
Not bilingual
Low Participation by Hispanics
Past Failures
Competition
Inability to Act Quickly on Trends
Facilities Lack Multi-purpose Use
Potential Development of Resources
Priority Arrangements

Programming SWOT Analysis

Opportunities

Technology
Services for all Ages
Business Partnerships
Fundraising
Diversity
Dream
Creative Financing
Think Outside the Box
Employment
Expand Adult Programming
Accessible Playgrounds
Growth and Expansion
Share Talents

Threats

Changes in Demographics
Competition
Funding
Lack of Fresh Ideas
Legislation
Technology Increasing Expectations
Program Costs
Politics
Time
Criticism
Maintenance Capabilities
Fear of Change
Social Media
Close Minded/Not Realizing These Threats
Lack of Communication with Customer
Economy
Community Apathy
Complacency
Competitive Wages
Attitude
Failing
Monitoring
Negativity
Limitations on Potential Expansion

Societal and recreation trends were discussed at the planning meeting. The group came up with the following:

Society Trends

Volunteerism
Spend more time with social media
Fitness/wellness
Selfishness (me centered)
Ego
Technology
Bullying
Aging populations
Millennials
Bribery
Income gaps
Celebrityism (celebrities who really aren't)
Impatience/instant gratification
Sexual identity
Changing face of family
Life expectancy

Recreation Trends

Fitness
Health/Wellness
Nature play
Competition for patrons
Senior playgrounds
Shorter class/program duration
Technology aided fitness
All hours of the day
Accessibility
Inclusiveness
Non-traditional
Youth sports
Lacrosse
Learn to swim
Senior enrichment
Injury protection
Too much structure
Sportsmanship

Parks and Facilities SWOT Analysis

Strengths

Maintenance Department
Diamond Lake
Number of Parks
Barefoot Bay
Spray Park
Diamond Lake Sports Complex
Community Park
Kracklauer Park
Steeple Chase Golf Club
Cooperation with Village
Community Center
Indoor Walking Track
Management
Natural Areas
Park View Health & Fitness
Intergovernmental Agreements
Big & Little Child Development Center
Playgrounds
New Basketball Courts
Affiliates
Leadership

Weakness

Age of Facilities
Interior of Facilities
No Driving Range
Under Staffed
Lack of Space at Golf
Diamond Lake Water
Lack of Funding
Building Space
Not Going Green
Shoreline Erosion
Update Landscape at Facilities
No Dog Parks
More Walking Trails (connections)
Policies (internal protest)
Wi Fi
Programs
Expanded Authority (empower staff)
Slow to Change
Accessibility

Parks and Facilities SWOT Analysis

Threats

Politics
Money
Space
Outdated Maintenance Facility
Competition
Aging Facilities
Lack of Community Involvement
Confusion of Separation from Village
Consolidation

Opportunities

17 Acres on Shady Lane
Adopt a Park
Resident Education
Sponsorships
Funding
Chalet
Ice Rink with Coils
Inline Skating Rink
Driving Range over Lake at SCGC
Outdoor Fitness Equipment (trail)
Indoor Activity Pool
Diamond Lake
New Development
Paved Path Through Community Park
Dog Park
Bike Path Plan (connection)
Wetland Trails
Environmental Restoration
Theatre
Facilities for the Elderly
Rental Space
More Fitness Space
Public Events (races)
Banquet Facility
Longer Hours
Lights at Basketball Courts
Children's Zoo

CAPITAL IMPROVEMENT PRIORITIES

Assessment March 2016

NEW FACILITY AND OPEN SPACE ACQUISITION

<u>Rank</u>	<u>Board</u>	<u>Staff</u>	<u>Cumulative</u>	
1	2.2	2.1	2.1	Secure rental space for programs (no longer necessary with Chalet rebuild)
2	2.2	2.4	2.4	Expand clubhouse at Steeple Chase (banquets) (feasibility study showed cost too high for ROI)
3	2.6	2.6	2.6	Build a driving range at Steeple Chase (meeting with engineer/architect February 2018) (architects presented plan/costs to the Board August 2018)
4	3.0	2.8	2.9	Build a dog park

PARK DEVELOPMENT

(Improvements to existing parks)

<u>Rank</u>	<u>Board</u>	<u>Staff</u>	<u>Cumulative</u>	
1	1.4	2.3	2.0	Develop Shady Lane property (landscape architect developed plans, applying for OSLAD grant fall 2018)
2	3.0	1.9	2.2	Paved path through Community Park (added a section of sidewalk from Midlothian Road to front circle and adding path from entrance road to new tennis/basketball courts)
3	3.6	2.6	2.8	Improve natural areas (actively managing invasive vegetation as well as increasing prescribed burn areas each year) (streambank stabilization project at Wilderness Park South began July 2018 – summer crew person hired to focus on natural areas)
4	2.0	3.3	3.0	Install coil system for ice rink (architect secured to develop plans/budget) (plans presented to Board June 2018)

BUILDING & FACILITY IMPROVEMENTS

(Improvements to existing buildings and revenue producing facilities)

<u>Rank</u>	<u>Board</u>	<u>Staff</u>	<u>Cumulative</u>	
1	2.6	2.1	2.2	Remodel interior Regent Center (main room remodel summer 2017) (quotes secured for bathroom & entry remodel fall 2018)
2	1.8	2.6	2.4	Expand Chalet (construction began May 2017) (new facility opened April 2018)
3	3.2	3.4	3.3	Remodel interior Community Center (met with interior designer January 2018 to develop ideas and budgets) (interior designer submitted remodeling ideas, meeting with lighting firm to set budget for upgrades)
4	4.2	4.0	4.0	Improvements to parks department buildings (improved ventilation in Building 1 to prevent mold, adding heater to make building more useable) (adding heat to north addition of Building 1 fall 2018)
5	4.4	4.3	4.3	Remodel interior Diamond Lake Beach
6	4.8	4.6	4.6	Remodel interior Kracklauer Dance Studio (Completed with new parent viewing/waiting room, June 2017)

SERVICE IMPROVEMENTS

(Improvements to internal or external services)

<u>Rank</u>	<u>Board</u>	<u>Staff</u>	<u>Cumulative</u>	
1	4.0	3.3	3.4	Develop a building maintenance plan (current procedures documented, plan yet to be drafted) (in progress, gathering info on equipment used, frequency/ procedures of maintenance of equipment and vendor/service contacts for equipment)
2	2.3	3.8	3.5	Develop a long range IT plan
3	6.3	3.2	3.7	Expand District's Wi-Fi (work began 2016, not yet complete) (installed 11 new AP's throughout District summer 2018, 3 more expected to be installed by September 30)
3	2.3	3.9	3.7	Conduct a space study to evaluate best use of existing space
5	3.3	4.7	4.5	Conduct an energy audit for all buildings (met with several medical providers to discuss use of space at Community Center)
6	4.6	4.8	4.7	Implement new financial software (software chosen, launch September 2018) (software installed on District network, launching September 2018)
7	5.3	5.9	5.8	Develop a fleet management plan
8	7.7	6.6	6.8	Move toward paperless environment with large capacity scanners (purchased scanner for new BS&A process, will evaluate effectiveness and productivity)

Strategic Priority 1: Program Participation and Facility Membership to be More Reflective of Our Community (age/race)

Goals	Timeline	Resources Needed	Staff Assigned
Hire more bi-lingual front line staff (10% of all candidates interviewed must be bi-lingual)	Begin Fall 2016, reach 10% by Fall 2018 Spring 2017 – 11 % applied, 8.3% interviewed Spring 2018 – 44% of new hires bi-lingual	Staff awareness of goal, tracking mechanism	Human Resource Manager, Department Heads, Supervisors
Hire more diverse front line staff (10% of all candidates interviewed must be diverse)	Begin Fall 2016, reach 10% by Fall 2018 Spring 2017 hires – over 50 = 8, Asian = 3, African-American = 2, Hispanic = 5 Spring 2018 hires – over 50 = 5, Asian = 2, Hispanic = 1	Staff awareness of goal, tracking mechanism	Human Resource Manager, Department Heads, Supervisors
Develop bi-lingual focus group	Spring 2017	Mano a Mano NICASA	Director, Department Heads
Utilize Hispanic recruitment resources for every opening	Continual Santa Maria, Christina la Vina, Indeed	Reflejos, CLC, Churches, PTOs, Clinics	Human Resource Manager
Encourage current staff to learn Spanish	Continual Marketing Specialist took two class at CLC	CLC Classes, staff time	Director, Department Heads, Supervisors
Develop a “FAQ” (frequently asked questions) cheat sheet in Spanish	Spring/Summer 2017	Translator, staff time	Superintendent of Recreation, Marketing Specialist
Develop a Spanish hotline (telephone and website)	Spring/Summer 2017	Translator	Superintendent of Recreation, Marketing Specialist
Recruit at least one Hispanic for the Rec Advisory Committee	Winter 2016/2017 Hispanic individual invited to join, no commitment yet Non-white member added, 2 nd Hispanic resident asked to join	Mano a Mano NICASA	Board, Director, Superintendent of Recreation
Host an annual open house	Spring annually Tie into Dunbar Rec Center opening 4/7/18	\$2,000 annually	Director, Department Heads, Supervisors

Goals	Timeline	Resources Needed	Staff Assigned
Host an annual open house	Spring annually Tie into Dunbar Rec Center opening 4/7/18 Planning a fall 2018 Open House with new Park View equipment & gym floor	\$2,000 annually	Director, Department Heads, Supervisors

Strategic Priority 2: Improve Staff Communication Through Technology

Goals	Timeline	Resources Needed	Staff Assigned
Expand master calendar to include activities of each department (update monthly)	Spring 2018 Intranet committee formed, will include calendar	Staff time, scheduling software	Superintendents of Recreation and B&G, Marketing Specialist
Review position duties to set priorities of mobile device implementation	25% of positions annual, completed by 2020 Fall 2017, Grounds Supervisor issued tablet 7 positions in parks department being equipped with smart phone spring 2018 Summer 2018 Building Supervisor issued tablet	Staff time, mobile providers	Department Heads
Research software for maintenance functions	Summer 2017	Staff time	Superintendent of B&G, IT Contractor
Relaunch intranet for employee communication	Fall 2017 Spring/Summer 2018 launch Web designer creating site, staff training early November	Staff time, training, part-time staff ID's	Superintendent of Business Services, Human Resource Manager
Utilize texting more	Continual New software purchased to communicate with Camp parents	Smart phones, annual budgets	Department Heads, Supervisors

Strategic Priority 3: Develop Building Maintenance Plan

Goals	Timeline	Resources Needed	Staff Assigned
Identify and document current maintenance procedures	Spring 2017 Building Maintenance Supervisor developing	Staff time	Superintendent of B&G, Building Maintenance Supervisor
Research other agencies' plans	Fall 2017	Staff time	Superintendent of B&G
Develop financial plan to determine funding	Summer 2017 Long Range Financial Plan drafted fall 2017, not finalized yet	Staff time	Director, Superintendent of Business Services, Superintendent of B&G
Determine long term use of the buildings (space study and energy audit)	Summer 2018 (delayed with staff transitions)	\$\$??	Director, Department Heads
Research grants	Continual Superintendent of B&G researching lighting grants offered through Dominion lighting	Staff time	Director, Department Heads
Research building automation options	Winter 2018/2019 Installing Nest thermostat at Steeple Chase Clubhouse	Staff time	Building Maintenance Supervisor
Conduct geographic assessment	Summer 2018	Staff time, software	Director

Strategic Priority 4: Increase Participation (people and revenue) by 10%

Goals	Timeline	Resources Needed	Staff Assigned
Increase email database by 10%	Annually measured Golf yes for 2017 Rec benchmark begins 1/1/18 (8,000 on Constant Contact list)	Staff time	Rec Supervisors, Registration staff, Marketing staff
Mail renewal letters to facility members one month before expiration	Continual Regent in newsletter, Park View email, Golf Loyalty Program email	Staff time, postage	Community Center Manager, Aquatic Supervisor
Offer more contests at special events	Minimum 2 per year, beginning 2017 Coloring contest at District 75 & 79 open house, Health Fair punch card, raffles at Chase 5K, Breakfast with Santa guess # candy in jar, Enchanted Princess free drawing for a limo ride Numerous raffles at Grand Opening, free trees at Earth Day, gift baskets at Wild About Mom, Go Mundelein raffle for Fit Bit	Money for prizes/give-aways, staff time	Rec staff, Foundation
Promote online registration after software launch	Fall 2016 Online registration up to 47% Spring 2017	Advertising dollars, staff time	Marketing Specialist
Develop a monthly marketing calendar	Winter 2016/2017 Completed	Staff time	Marketing Specialist, Rec staff
Research expansion of facility hours of operation	Spring 2017	Staff time	Community Center Manager, Registration Manager
Add adult targeted special events	Minimum 2 per year, beginning 2017 Margaritaville & Craft Beer Night for 2017	Program budgets and staff time	Superintendent of Recreation, Supervisors
Develop a Park District loyalty program	Spring 2018 Park View-refer a friend Park View & Bay-member appreciation days	Staff time	Superintendent of Recreation, Supervisors

Goals	Timeline	Resources Needed	Staff Assigned
	Bay-coupon book & gift w/early bird purchase Big & Little-multi child discount Regent Center- member-advanced registration		
Partner with other Park District to purchase expensive special event equipment	Continual Reaching out to Village & Library regarding movie screen purchase	Staff time, funds dependent on equipment purchased	Director, Department Heads

**Mundelein Park & Recreation District
2018 Project Update**

Topic	Progress
Holcomb Park	Awarded contract to remove structures 1/2018 -- demo completed February 2018 – Resident Meeting 4/9/18 --fill completed May 2018 – met with architect 6/4/18, finalizing layout & selecting equipment. Award contract 9/10/18. Expect completion by November.
Ice Rink	Met with architect 3/15/18 – meeting 5/25/18 with architect – present design to Board 6/11/18. To be discussed at long range financial meeting on September 11.
Driving Range	Met with architect 2/28/18 -- core samples taken March -- scope of project defined April -- met with architect 5/30/18 – set up meeting with Village week of 7/9 to review plans – present designs to Board 8/13/18. To be discussed at long range financial meeting on September 11.
Dunbar Name	Request letter sent 5/14/18 – followed up 6/1/18, Gayle Costello moved to California – left vm for Steve Waits in Marketing Dept -- resent letter to Amber in Marketing 6/5/2018 – Amber reached out 6/19 saying they are still reviewing – Organization not interested, will attempt to reach out to family again. Have not found a connection to the family.
Physical Therapy Partner	Contacted eight potential partners 1/2018 – notice from five they are not interested -- met with one firm twice in February, a second firm also in February -- continue to discuss options with one firm that has expressed interest – 6/5/18 phone conference with PT firms real estate department, they shared build out requirements, we are securing quote – PT firm visited again 6/20, build out of teen room too expensive, considering Rec Connect room. PT firm prefers teen room, modified build out requirements. Waiting for a response.
Shady Lane Property	Met with architect 8/2017 -- received concept designs 9/2017 -- met with engineers 10/2017 -- updated plan and cost estimates expected by 6/8/18 -- grant application being written when available – held Public Hearing 6/5 & 6/24. Grant writer hired. To be discussed at long range financial meeting on September 11.
Software Implementation	Contract awarded 12/2017 – server re-built for software 5/2018 – software installed on server and workstations 7/3/18. Will go live in September.
Refresh Park District Logo	Task Force met 3/2018 and 6/19/18. Expect Board presentation October 22.
Develop Park District Intranet	Task Force met 3/5/18 to determine intentions – met 4/27/18 to determine outline (structure) – met 6/5/18 to select contents, will share with web designer – web designer constructing intranet pages. Expect to launch by November 1.
Gym Floor	Holding final payment for contractor to return to sand and refinish floor.

MEMORANDUM

To: Chief Eric Guenther

Cc: Deputy Chief Monahan *AM*
Deputy Chief Hansen *CH*

From: Sergeant Paul Dempsey *PD-254*

Date: Tuesday, August 14, 2018

Re: Park District Report –July 2018

There were ten (10) calls for service in the area parks during the reporting period, which is consistent with park district activity during this time of year. The majority of the calls were minor in nature and included a burglary from motor vehicle, criminal damage to property, fraud, two found property complaints, and suspicious persons/circumstance/vehicles.

There were a total of 96 park checks initiated by the patrol officers during this month. There were no patterns or crime trends discovered during this month. The numbers of calls and checks were consistent with the nicer weather and the increase in use of the parks.

The following gives more detail about several of the calls during the reporting period:

- On 07/01/18, Officer McCourt responded to Hanrahan Park for a suspicious vehicle complaint. Officer McCourt made contact with the two occupants who advised they were just talking. Officer McCourt detected the odor of cannabis coming from the vehicle. A search of the vehicle and the subjects yielded negative results. The subjects were released on scene.
- On 07/15/18, Officer Hurley located an occupied vehicle at Lewandowski Park after hours. Officer Hurley spoke with the four occupants who advised they were just talking. One subject was issued an AHO citation for possession of tobacco. All of the subjects were advised of the parks hours and were released on scene.
- On 07/16/18, Officer Callas responded to Mundelein Park District Office for a fraud complaint. The complainant advised unknown subject(s) created two fraudulent Mundelein Park and Recreation District checks, with one being declined and the other being processed. No suspect information. Investigations is assisting with the complaint.
- On 07/19/18, Officer Schmidt responded to Memorial Park for a damage garbage can report. Officer Schmidt located a garbage can with a broken lid near the Division street entrance. Park District was notified.
- On 07/19/18, Officer Hernandez observed an occupied vehicle at Scott Brown Park. Officer Hernandez made contact with the three occupants who advised they were just talking. Officer Hernandez detected the odor of cannabis coming from the vehicle. All three subjects were issued AHO citations for possession of cannabis and all were released to a parent.

Courage. Pride. Commitment.

- On 07/23/18, Officer Perdue responded to Kracklauer Park for a found property report. The complainant located a gray folding knife at the park. The knife was placed into evidence to be destroyed.
- On 07/24/18, Officer Purdue responded to Memorial Park for a suspicious circumstance report. The complainant advised three male subjects may be involved in drug activity. Officer Perdue issued two of the male subjects AHO citations for possession of cannabis and they were released to their parents. The other male subject was issued a citation for possession of cannabis and sent to branch court. All three subjects were trespassed from Memorial Park.
- On 07/28/18, Officer Guenther responded to Hanrahan Park for a found property report. The complainant located a BB gun in the creek. The BB gun was placed into evidence to be destroyed.
- On 07/30/18, Officer Callas responded to Parkview Fitness Center for a burglary to motor vehicle report. The complainant advised unknown subject(s) took her purse out of the trunk of her unlocked vehicle, which was parked in the parking lot. No suspect information. Extra patrol requested.
- On 07/31/18, Officer Witt observed graffiti of two pieces of park equipment. No offender information. Extra patrol requested.

Officers will continue to perform walk-throughs at Park View for community building efforts, especially during open gym hours. In addition, they will continue to perform park checks at the various parks.

I have attached a copy of the July 2018 Park District reports for your review.

Please contact me if you have any questions.

To: Board of Park Commissioners

From: Bill Brolley, Golf Operations Manager

Subject: Steeple Chase Operations – August 2018

	2017	Budgeted	2018
Golf Revenue (July)	\$212,264	\$203,860	\$215,811
Merchandise (July)	\$ 10,740	\$ 14,025	\$ 12,366
Food & Beverage (July)	\$ 34,011	\$36,188	\$ 34,737
Miscellaneous (July)	\$ 1,170		\$ 17
Gift card (July)	\$ 3,795		\$ 1,591
Total Revenue (July)	\$261,980	\$254,073	\$264,522
Golf Revenue (8/1- 8/21)	\$141,512		\$144,280
Merchandise (8/1- 8/21)	\$ 6,957		\$ 8,152
Food & Beverage (8/1- 8/21)	\$ 23,729		\$ 28,950
Miscellaneous (8/1- 8/21)	\$ <714>		\$ <162>
Gift Card (8/1-8/21)	\$ 2,741		\$ 2,028
Total Revenue (8/1-8/21)	\$174,225		\$183,248
Golf Revenue (y.t.d.)	\$732,805		\$740,126
Merchandise (y.t.d.)	\$ 50,520		\$ 59,250
Food & Beverage (y.t.d.)	\$120,100		\$134,305
Miscellaneous (y.t.d.)	\$ 15,836		\$ 13,336
Gift card (y.t.d.)	\$ 18,327		\$ 14,494
Total Rev. (Y.T.D. 8/21)	\$937,588		\$961,511
Paid rounds (July)	4,223		4,469
Paid rounds (8/1-8/21)	2,950		2,986
Paid rounds year to date (8/21)	15,293		15,297

July was up about 250 rounds compared to July of 2017 and revenue was up about \$3,000 over 2017 and up over \$10,000 over budgeted totals for the month of July. So far in August we up 36 rounds to date and about \$9,000 in revenue compared to August of 2017. Year to date the rounds are the same as 2017 which is good considering the weather we had at start of the year from March to May. Revenue is up about \$25,000 for the year due to good merchandise sales and food and beverage sales being up over

\$14,000 over 2017. At the end of July we are up over \$26,000 in the overall budgeted fund surplus bottom line.

We held the Club Championship August 4th and 5th. We had 39 players which is about what we had last year and more than we had the previous five years. This year we added a one day over 65 Senior division which had 11 participants many of them from Grand Dominion.

I had talks with Ken Miller from Abbott about bringing a Thursday night nine hole league to Steeple Chase in 2019. The league would run from the beginning of May to the early part of September. It sounds like they are very excited to have Steeple Chase as one of their courses.

The Friends of Steeple Chase Outing is Saturday, September 15th; we will be teeing groups off both the first and tenth tees from 8:00am to 9:30 am. We will also be hosting a High School Tournament that afternoon.

July Comparison for the past 5 years

	2014	2015	2016	2017	2018
Total Revenue	\$261,621	\$256,942	\$270,529	\$261,980	\$264,522
Rounds	4,430	4,344	4,380	4,223	4,469

MEMO TO: Board of Park Commissioners

FROM: Ron Doruff, Golf Course Superintendent

SUBJECT: Golf Course Grounds Report – August, 2018

We finally had a successful Monday morning topdressing. We topdress approximately seven times a year. We have missed two times this year due to bad weather (rain related). On August 20 we topdressed and just as we were finishing, it started to rain. Not much, but it would have made a big mess if it had started raining earlier. If you could program weather and aerifying, this would have been ideal. We could have used a little more sun, but beggars can't be choosers. The next time we aerify it will be the last time for the season - on September 16.

We haven't had any irrigation leaks to speak of this year but instead we have had a lot of electrical / mechanical / computer issues, so much so that I had to bring in an irrigation technician to check out our system. These controllers / mechanical equipment / wiring are approximately 18 years old. The technician checked things out and there were a few minor repairs that were needed. This will hopefully take some of the guess work out of whether the irrigation system worked or not over night and if it didn't work - why not.

It's getting to be the time of the year when we think of fall projects. They are basically the same as every year, but if you look at them as a whole, it seems like a lot. We have had our stumps ground and they are ready to be sodded. I'm waiting for cooler and wetter weather so we won't have to water the areas as much. We have also prepared other areas for sodding along the cart paths, low areas, and muskrat damaged areas around the lakes. We removed some trees behind #3 tee and planted the pine trees that we received from the Village of Mundelein.

Of course all of the greens, tees, and fairways need to be aerified and chemical and fertilizer applications made. We also need to continue to work on more of our sand traps - removing the sand and replacing it with fresh sand. All of these projects will be worked on while keeping the course in playable condition. This is a must. We will also be resurfacing some of the cart path areas. We are hopeful we can coordinate the resurfacing in conjunction with aerifying the greens to keep the golfer interference to a minimum.

To: Board of Commissioners

From: Derek Solberg, Superintendent of Buildings and Grounds

Re: Parks Department Report – August 2018

Weekly park grounds care has changed with the recent dry weather. This has allowed mowing to be skipped for three of the past five weeks. Instead of mowing, crews have been out trimming trees and improving landscaped areas at Asbury, Cambridge Country, Leo Leathers, Longmeadow, Orchard View, Scott Brown and Wilderness Parks. Another grounds project was repairing and repainting the basketball court at Hanrahan Park.

There are a number of projects, larger and smaller, in the works or completed recently. The athletic court construction work is underway at Community and Scott Brown Parks. The original plan to build all tennis courts was amended to build one tennis court and one basketball court at Community Park. The tennis court at Community will also be striped for pickleball. At Scott Brown Park two pickleball courts and one tennis court will be built.

MPRD and Fremont Township teamed together for the shoreline stabilization work at Wilderness Park South. Fremont Township did the excavation work and MPRD followed with items related to seeding, planting and restoration of disturbed areas. MPRD was on-site preparing for the work by completing tree trimming as well as spraying and mowing the native area around the pond prior to the excavation work. Staff from both agencies worked well together and coupled with dry weather, the project went smoothly.

At Holcomb Park the playground equipment and other park amenities have been ordered. MPRD staff are moving forward with the process to start site work and installation.

With the aquatics facilities at Diamond Lake Beach and Barefoot Bay both being closed during the week, aquatics maintenance staff took the opportunity to renovate the storage shed at Diamond Lake Beach. This work included structural improvements, new roof and new siding on the structure. The appearance of the building is much improved and the plan is for it to last for years to come.

Through her aunt who is a Mundelein resident, the Parks Department was approached by Milena Hanenberg, a high school student from Paris, France. Milena is interested in Environmental Science/Conservation as a possible career and was eager to learn more. She worked with us for two weeks while here visiting family. Primarily, she worked on projects to improve MPRD natural areas and also shadowed Grounds Maintenance Supervisor Brian Jeske, himself an Environmental Science program graduate, in the field.

Building maintenance staff continue to work on getting Dunbar Recreation Center running at its best. Humidity has been an issue in the building so balancing the HVAC system is a priority. Other small repairs have taken place under warranty. The building was deep cleaned following camp use in preparation for before and after school use during the school year.

Memorandum

To: Park District Board of Commissioners
From: Matt LaPorte, Superintendent of Recreation
RE: July 2018

July was the peak of a very busy summer for the Recreation Department. The month of July featured 675 campers in attendance in the Trails Day Camp program and an additional 371 participants registered in recreation programs. This surpasses the 1,021 participants in programs from June. The summer begins to wind down in August when summer programs, events and camps begin to wrap up and the aquatic facilities go to reduced hours. The Recreation Department also received great news with successful scores on their recent PDRMA Loss Control Review audits. Audits are held every four years if a score of 85% or greater score is achieved. The Aquatics division scored 94.23% and the Recreation division received a 98.69%. Last, signaling the quick change in seasons, the Fall Brochure hit mailboxes in early August and registration for fall programs opened on August 6.

Programs

We offered three events in July. The Barefoot Bay Craft Beer Night saw 133 in attendance and produced revenue of \$2,200. Tighthead Brewery served up three varieties of their craft beers. The first Big Wheels Race was held on July 19 under stormy skies. Thirty racers registered for this Mundelein Parks Foundation Fundraiser. A thunderstorm during the first leg of the race resulted in a quick scramble to move the event indoors. Staff were able to salvage the event and we received some nice publicity in the Mundelein Review. The second Movie in the Park, featuring Cars 3, was also scheduled for the 19th. Storms moved the event to the Dunbar Recreation Center and had around 90 people in attendance.

Recreation staff hosted the Lil' Lake County moms group for a playground tour and playdate on July 26. Approximately 180 parents and children visited Longmeadow Park. Recreation staff provided games, music and promoted Park View Fitness Center, Learning Center Preschool and Big and Little Day Care.

July featured several successful specialty camps and programs. A small plate cooking class and a Sweet Adventures baking camp were held in the kitchen at Dunbar. Additional cooking classes are planned for the fall, with even more in the works for the Winter/Spring Brochure. Several fitness programs including Boot Camp, Vinyasa Yoga, Tai Chi and cycle were successfully held in July.

Trails Day Camp had a triumphant first summer at Dunbar Recreation Center. The feeling is the building helped contribute to growth in the program. Weekly attendance was up about 11 kids per week compared to last year. Revenue was up \$14,509 from last year, reaching a 7 year high at \$227,828. We averaged 155 campers per week and even had an additional 12 kids for the 6th grade Odyssey camp. Following the end of the camp program, Parks staff members Tony Elsasser and John Rogers, along with Assistant Superintendent of Recreation Scott Schleiden and some recreation staff helped repair walls, paint and clean the Dunbar Center for the upcoming Rec Connect usage and fall program sessions.

Following the beach season, Diamond Lake Recreation Center was thoroughly cleaned the week of August 13 in preparation for the upcoming school year. Enrollment for preschool is currently at the same number as last year. There is an open house scheduled on August 30 at 6:00 pm. Classes begin September 10. Staff is hopeful to get at least a few more kids before starting the school year.

With the end of summer camp, comes the start of the Rec Connect Before and After School program. Enrollment has reached 177 participants with 92 at Dunbar and 85 at Washington School. There are several more families expected to enroll. This is a record high for enrollment in the program. Supervisor Cheri Rehor attended the Washington School welcome program for incoming kindergarteners and did outreach for the Park District.

Big and Little Day Care Director Laurie Gembara has been busy preparing for the coming school year. All of the kindergarten children have left the program, while on the other hand the two year old classroom is nearing capacity. As a result the enrollment is very close to where it was at the start of the summer, or put differently we have replaced all the children who left to go to kindergarten with incoming students. Big & Little Day Care is in a great position with enrollment going into the fall.

As a way to increase participation and the likelihood of a class running, several supervisors have teamed up to offer classes during periods of time in which Big and Little and Rec Connect students can attend. Examples include dance classes, Ninja Warrior, Nerf Battle and cooking programs. This is a huge help to parents and great work by the recreation staff to respond to changes in today's family schedules.

Affiliate sports are nearing the start of their seasons. AYSO soccer, youth baseball and girls' softball will all begin the last week of August. Lake County Stallions began practicing in late July, with the season beginning August 25.

Mundelein Girls Feeder basketball is ramping up. A press release will go out in early September and yard signs are being placed around town. Tryouts are scheduled to be held on October 21 from 2-4 pm at the high school.

The adult summer softball league is almost complete. The only league still playing is the Tuesday night league which is expected to finish up on September 4, due to a number of rain outs this summer. Fall softball will begin on August 23. At this time registration is down two teams, with only 10 teams committed. The co-rec league has been cancelled due to low interest. Tuesday will be a 6 team league and Thursday will feature a 4 team league.

Rentals

Outdoor shelter rentals had another strong month with 17 rentals in July. Rentals continue to build at the Dunbar Recreation Center. There was only one in July but five birthday parties were held. The Regent Center had another strong month with four rentals for the month. New boat launches registrations went down to 11 for the month. Last, there were two indoor pool rentals for the month.

Facilities

The number of memberships at the Regent Center has reached 378 members (245 residents and 133 non-residents) through the end of July. This time last year we were at 368 members. The recent five year high through July was 412 members in 2015. Participation in weekly programs and exercise classes dipped slightly with 1,305 visits, or down 80 visits from last month. Overall the center has averaged 1,344 visits each month in 2018, which is slightly off pace from last year's 1,398 monthly average.

Regent Center members and guests are heading to Wisconsin on August 21 for their next trip. Twenty-five travelers will visit New Glarus and Monroe for cheese sampling and tours, as well as shopping followed by lunch. Staff is working through estimates for the bathroom remodel and foyer flooring replacement at the center. This project is taking longer than expected to bring pricing quotes together. Estimates are expected before the end of the month, and if favorable work would be completed in September and October.

Park View Fitness Center participation increased by 773 visits in July. A total of 9,603 visits by 1,220 unique members were made. Membership numbers will now be reported as total members, instead of annual vs monthly members previously reported. Current membership stands at 1,656 members which is down slightly from last month's total of 1,674. As noted in last month's report, this is expected in the summer months, especially in August and September which are typically the two slowest months in a fitness center. Encouragingly, the group exercise visits jumped up from 1,612 participants to 1,816 participants.

In following our Department Work Plan, staff finalized the recommendations for cardio equipment replacement and are working on final pricing. A new layout of the fitness floor has also been developed which will improve the customer experience. Additionally, staff contracted with FGM to develop a long range interior design plan for modernizing and unifying the lobby, hallways and fitness spaces within the community center. Other improvements during July at the center include cleaning up the front desk and rewiring the hallway lighting allowing for the light to remain on during the day and eliminating a dark hallway. This has led to increased safety, a better representation of the facility and an overall improvement to the customer experience.

The hot summer has continued through July and into August. As a result, the aquatic facilities have approached or surpassed recent highs for season pass revenue and day pass sales from the last five years. To date we have sold 1,779 Barefoot Bay passes, 78 Beach passes, and 164 COMBO passes, for a total of \$124,557.25. Last year at this time we sold 1,665 Barefoot Bay passes, 82 Beach passes, and 201 COMBO passes, respectively, for a total of \$116,912.85. As reported last month daily fee revenues are all up at each of the aquatic facilities. To date, Barefoot Bay daily fee revenue is up 28% from last year and at a five year high. The Beach is up 25% from last year and just behind the high set in 2015. Last, the Spray Park is up 4% demonstrating a recovery from last year's temporary downturn. Concession revenue is up 15.5% too. The beach is closed for the season and the Bay and Spray Park will close for the season on Labor Day weekend.

As reported last month daily fee revenues are all up at each of the aquatic facilities, indicative of the hot summer. To date, Barefoot Bay daily fee revenue is up 28% from last year and at a five year high. The Beach is up 25% from last year and behind the high set in 2015. Last, the Spray Park is up 4% demonstrating a recovery from last year's temporary downturn. Concession revenue is up 15.5% too. The beach is closed for the season and the Bay and Spray Park will close for the season on Labor Day weekend.

Staffing has been difficult this summer, especially in August. Aquatics Supervisor Mike Gerton, got creative and offered an incentive program which helped fill in shifts in the late season as the staff returned to school. This helps us remain open as much as possible.

The aquatics team passed their PDRMA Loss Control Review with a 94% and the Bay received a 4 Star Award from their August audit. Additionally, the Bay concessions area passed its August Health Inspection once again. These accolades demonstrate the excellence of our aquatics staff and their dedication to safety.

Below are snapshots of the season and daily pass revenues.

Barefoot Bay Season Pass Revenue			
	Res	Non-Res	Total
2018	\$ 80,947.00	\$ 34,296.00	\$ 115,243.00
2017	\$ 76,376.50	\$ 33,382.95	\$ 109,759.45
2016	\$ 68,601.00	\$ 26,653.50	\$ 95,254.50
2015	\$ 67,580.00	\$ 19,950.50	\$ 87,530.50
2014	\$ 80,955.00	\$ 40,575.00	\$ 121,530.00

Combo Season Pass Revenue			
	Res	Non-Res	Total
2018	\$ 6,721.50	\$ 1,210.00	\$ 7,931.50
2017	\$ 5,948.40	\$ -	\$ 5,948.40
2016	\$ 7,485.00	\$ 535.00	\$ 8,020.00
2015	\$ 7,525.00	\$ 500.00	\$ 8,025.00
2014	\$ 12,075.00	\$ 1,725.00	\$ 13,800.00

Beach Season Pass Revenue			
	Res	Non-Res	Total
2018	\$ 1,382.75	\$ -	\$ 1,382.75
2017	\$ 1,065.00	\$ 140.00	\$ 1,205.00
2016	\$ 1,400.00	\$ 334.00	\$ 1,734.00
2015	\$ 1,565.00	\$ 905.00	\$ 2,470.00
2014	\$ 2,536.00	\$ 1,965.00	\$ 4,501.00

	2014	2015	2016	2017	2018
Barefoot Bay Daily	\$ 226,659.52	\$ 221,837.00	\$ 269,394.00	\$ 227,493.00	\$ 290,517.00
Beach Daily	\$ 11,299.76	\$ 12,531.00	\$ 11,363.00	\$ 8,989.00	\$ 11,247.00
Spray Park Daily	\$ 12,016.66	\$ 13,727.84	\$ 13,007.89	\$ 10,463.00	\$ 10,852.00

	2014	2015	2016	2017	2018
BB Concessions	\$ 101,938.75	\$ 107,066.75	\$ 130,081.00	\$ 114,106.50	\$ 131,871.50
DLB Misc.	N/A	N/A	N/A	\$ 2,445.00	\$ 2,671.00

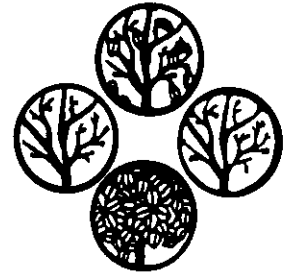
Mundelein Parks Foundation

The Foundation balance through the end of July was \$8,995.82, for an increase of \$400.21 since last month. In August we received \$500 for the Rob Bush Scholarship and \$423.76 from SWALCO show recycling. Additionally, a check for \$1,753.95 from the Mundelein Girls Feeder program was received and will be used for scholarships for the Feeder program. No additional scholarships have been requested since the last report.

Recreation Advisory Committee

The recreation advisory committee met on July 24. Meeting minutes are provided. The opportunity exists for 2-3 more volunteers to join the committee; an advertisement has been posted around District facilities and on the website. The next meeting is October 23 at 6:45 pm.

Mundelein Park District
Recreation Advisory Committee
Meeting Minutes



Mundelein Park & Recreation District

July 24, 2018

Attendance: Ron Greenburg, Daniel Juarez and staff Matt LaPorte

Absent: Julie Port, Meg Rapplean, Wendy Cohn, Bruce Ponsaran

The third meeting of the year for the Recreation Advisory Committee of the Mundelein Park and Recreation District, was held on Tuesday, July 24, 2018 at 6:45 pm. Committee members in attendance include: Ron Greenburg and Daniel Juarez and Superintendent of Recreation, Matt LaPorte. The meeting was held at the Mundelein Community Center.

New Committee member Daniel Juarez was introduced. An update on the Regent Center bathroom renovation was provided. A review of the ideas for growing membership at Park View from the May meeting was held. A presentation on the new Park View Fitness Center membership structure took place and feedback was provided by the Committee. The Committee also discussed the recent reorganization of the Recreation Department and gave input on future staffing needs. An overview of the upcoming PDRMA Loss Control Review audit was provided. Highlights of upcoming special events were shared, along with updates from around the Recreation Department. Last, volunteer opportunities for involvement with the District were presented.

Next meeting was set for Tuesday, October 23 at 6:45 pm.

**Mundelein Parks & Recreation District
Memorandum**

To: Board of Commissioners
From: Laura Erickson, Superintendent of Business Services and Technology
RE: Board Report - August 2018
Date: August 21, 2018

Finance

The business services department held its first internal BS&A software training last week which provided all users with a preview of the Accounts Payable and General Ledger modules. BS&A staff will be on-site starting in early September to conduct training, perform configurations and assist us in our conversion. The first batch of accounts payable Invoices that will be processed through BS&A will have a check date of 9/24. The first payroll that will be processed through BS&A will be on 10/5.

Human Resources

Anthony Nitti completed the payrolls for the periods of 7/8/18 – 7/21/18 for 367 employees, 7/22/18 – 8/4/18 for 358 employees and 8/5/18 – 8/18/18 for 322 employees. We are recruiting for the following positions: Swim Lesson Coordinator, Indoor Pool Swim Instructor, Athletic Program Supervisor, Dance Instructor, Fitness Instructor, Cart Attendant, Grounds Maintenance and Seasonal positions. HR also helped coordinate and hosted the monthly employee birthday party and the wellness event at Leo Leathers Park. Lastly, the intranet configuration is currently underway by the consultant and has a projected roll out date of mid-October.

IT

The majority of our new access points have been installed, including those most recently at Steeple Chase and Parks Maintenance. The final access points for Regent Center and Diamond Lake Beach are scheduled to be installed in the coming week. A total of four new workstations are scheduled to be replaced in the coming weeks. The workstations that will be replaced include that of the Superintendent of Buildings and Grounds, Sponsorship Coordinator, Fitness Coordinator and Administrative Assistant.

Risk Management

The training topic for August is Distracted Driving. A quiz was distributed to staff for completion. Experts say that “distracted driving is the new drunk driving”. Distracted driving includes cell phone use, texting, eating, drinking, interaction with passengers and navigation devices. In addition, site specific training was held with RecConnect to discuss Emergency Action Plans at Dunbar Recreation Center. The next monthly Safety Committee meeting is scheduled for August 29th.

The 2018 PDRMA Loss Control Initial Review Results:

- Administration: **95.60%** (2014 initial review 64.86% and final score 93.02%)
- Aquatics: **94.23%** (2014 initial review 72.02% and final score 95.23%)
- Recreation: **98.69%** (2014 initial review 60% and final score 95.41%)

The 2018 PDRMA Loss Control Review is still underway, the remaining site visits were conducted as follows:

- Golf – August 16th at 7:00 am
- Parks – August 20th at 7:00 am

Risk Management (continued)

The double-walled disposal tank for used oil and such was placed in the garage at Golf Maintenance in accordance with our Spill Prevention Countermeasure and Containment plan. The permit process is slowly progressing. It is now with the second division of the Office of the State Fire Marshal. An inspector has been assigned. We are waiting for an inspection date.

Property Loss Report - None to report at this time.

Employee Injury/Illness Summary

Jul 20	Park View	Trying to clear a jam in a stapler, stapled left thumb	Urgent Care
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Accident/Incident Summary

Jul 13	Camp	Boy, 8, running after a ball and hit arm and head against wall	First-aid
Jul 13	MPRD	Individual tried to cash a fake MPRD check	PDRMA
Jul 13	BFB	Junior Lifeguard felt faint during class and passed out	First-aid
Jul 16	Camp	Girl 9, two fingers caught in bathroom door at Dunbar. Indentation to fingers.	First-aid, ice pack
Jul 18	BFB	Girl, 12, doing handstand in the main pool and hit her chin on the pool bottom	First-aid
Jul 19	Camp	Boy, 11, ice pack and water given to child who was not verbally responding (parents indicated he is on new medicine)	First-aid
Jul 19	Park View	Boy, 3, running in the gym and hit head on the wall	First-aid
Jul 19	Camp	Girl, 9, going down steps on the playground slipped and fell, hitting her head	First-aid
Jul 19	BFB	Boy, 11, jumped over another child in the pool and bumped his head	First-aid
Jul 23	Camp	Boy, 11, running and hit bar on the playground with the top of his head	First-aid
Jul 26	Camp	Boy, 11, caught with cough syrup and wine in water bottle	Dismissed from Camp
Jul 31	Camp	Girl, 8, hit head on a metal pole	First-aid
Aug 2	Camp	Boy, 8, fell and tripped on green lily pads on the DRC playground. Skinned shin and bumped head	First-aid
Aug 3	BFB	Girl, 7, child hit her head with another child while wearing goggles, laceration to right eyelid and cheekbone	First-aid
Aug 3	KDS	Girl, age not avail, in Leaps and Turns program dance class bumped her head	First-aid
Aug 5	BFB	Rec'd a phone call that a person in the park had a firearm. MPD responded and no weapon or issue discovered.	
Aug 7	BFB	Girl, 6, ran into another child and was bleeding from the right eye and nose	First-aid
Aug 9	BFB	Boy, 5, standing on bench and hit the back of his head on the concrete, abrasion	First-aid