

MUNDELEIN PARK & RECREATION DISTRICT
REGULAR BOARD MEETING
Monday, February 25, 2019
7:30 p.m.
AGENDA

Call To Order:

Pledge of Allegiance:

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

Approval of Minutes: Committee Meeting February 11, 2019
Regular Meeting February 11, 2019

Approval of Disbursements: Warrants – 020519, 022219, 022519 = \$231,612.75

Financials: January

Police Report: January

Correspondence:

Old Business: 1. Approve One Year Electric Supplier Contract

New Business: 1. Declare 2002 Chevrolet Cavalier Surplus Property
2. Approve Three Year Cisco Meraki Enterprise Support Contract
3. Approve Education/Travel Expense
4. Approve Resolution 19-02-02 Authorizing Playground Equipment Purchase
5. Approve Athletic Coordinator Job Description

Board Business: SRACLC Annual Presentation

Staff Reports:

Service Anniversaries January: Rick Hanzel, 12 years; Tracie Ouimet, 3 years; Sarah Bannon, 1 year

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 begin 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 AND RECREATION DISTRICT BOARD OF
PARK COMMISSIONERS, MUNDELEIN, LAKE COUNTY, ILLINOIS
HELD MONDAY, FEBRUARY 11, 2019 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, KNUDSON, McGRATH and ORTEGA were present. Staff present included Executive Director RESNICK. Commissioner FRASIER arrived at 7:37 p.m.

Commissioner McGRATH moved to approve the minutes of Committee Meeting and Regular Meeting of January 28, 2019 as corrected, second by Commissioner ORTEGA. President DOLAN repeated the motion and asked if there were any corrections or additions and none were made. A voice vote was taken with all voting yes.

Commissioner KNUDSON moved to approve Warrants 020319, 020519, 020819 and 021119 in the amount of \$364,549.44 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 KNUDSON, ORTEGA, McGRATH and DOLAN voting yes.

Correspondence

President DOLAN said a letter was received from the Solid Waste Agency of Lake County acknowledging the Park District's continued involvement in the Reuse-A-Shoe program. Letters were sent to those that donated funds to the District's Healthy Minds Healthy Bodies program in memory of Steve Kaminsky.

Old Business

President DOLAN introduced Resolution 19-02-01 pertaining to the sale of property to School District 75. Executive Director RESNICK reminded the Board this resolution is to enter into a contract if the School District is able to secure the solar energy credits. Commissioner ORTEGA moved to approve Resolution 19-02-01, second by Commissioner McGRATH. President DOLAN repeated the motion and asked if there were any questions and none were raised. A roll call vote was taken with Commissioners ORTEGA, McGRATH, KNUDSON and DOLAN voting yes.

Executive Director RESNICK introduced Marketing Manager Christa Lawrence who gave a presentation on logo re-design. She narrowed the design down to two options based on feedback. The Board discussed elements of each design. Commissioner KNUDSON moved to adopt the logo labeled "typographic solution-even emphasis on all

words”, 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, KNUDSON, ORTEGA and McGRATH voting yes and Commissioners FRASIER and DOLAN voting no.

New Business

President DOLAN presented a new job description for a Community Center Operations Manager. Commissioner ORTEGA moved to approve the Community Center Operations Manager job description, second by Commissioner McGRATH. President DOLAN repeated the motion and asked if there were any questions and none were raised. A voice vote was taken with all voting yes.

President DOLAN said the current lease for copiers at the Mundelein Community Center and Diamond Lake Recreation Center are expiring and staff has researched four companies for new equipment. Commissioner McGRATH moved to accept staff recommendation and approve a 36 month lease with Impact Networking LLC for copiers at Mundelein Community Center and Diamond Lake Recreation Center, second by Commissioner FRASIER. President DOLAN repeated the motion and asked if there were any questions and none were raised. A roll call vote was taken with Commissioners McGRATH, FRASIER, KNUDSON, ORTEGA and DOLAN voting yes.

Board Business

President DOLAN thanked staff for hosting the IAPD Legislative Breakfast on February 8. He said it was very well attended and beneficial. Commissioner FRASIER mentioned that State Representative Didech announced at today’s Village Board meeting that he anticipated the House of Representatives would pass the same minimum wage bill that the Senate passed. Staff will be looking at the impact of this minimum wage increase.

Visitor Ron Greenberg congratulated the Board on being awarded an OSLAD grant.

There being no further business, Commissioner ORTEGA moved to adjourn at 8:02 p.m. second by Commissioner McGRATH. The motion was unanimously approved.

Secretary

Mundelein Park & Recreation District
Committee of the Whole
February 11, 2019

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, KNUDSON, McGRATH and ORTEGA. Staff present included Executive Director RESNICK.

Executive Director RESNICK informed the Board that a senior assisted living facility was proposed to be built on Midlothian Road next to the Regent Center. They have requested a reduction in impact fees. She shared with the Board the calculations for a typical development that would increase the population by 153.96 residents and require 2.309 acres or \$350,968. She suggested the impact fee be reduced to 83 residents and require 1.245 acres or \$189,240. The reasoning on this is that the 16 memory care units would not have an impact on the Park District and the remaining units would not have more than one resident per bedroom. The Board agreed this was a fair offer.

The Board was updated on the Steeple Chase Golf Club driving range project. In order to bring the estimate within budget, the number of hitting bays will be reduced to 18 and the boardwalk area will be reduced also.

A brief recap of the staff input on the State Conference was shared with the Board.

The Committee Meeting adjourned at 7:30 pm.

Secretary

**MEETING REMINDER
MONDAY, FEBRUARY 25, 2019**

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

Action Items

1. Approve Electric Supply Contract
2. Declare 2002 Chevrolet Cavalier Surplus Property
3. Approve Three Year Cisco Meracki Enterprise Contract
4. Approve Education/Travel Expense
5. Approve Resolution 19-02-02 Purchasing Playground Equipment
6. Approve Athletic Coordinator Job Description

Updates

1. Staff Training
2. Fourth Quarter Financial Report
3. Binder of Documentation
4. Staff Training – Vision/Values
5. Village Planning Meeting Update

Action Items

At the January 14, 2019 Board meeting, a Resolution was passed giving the Executive Director authority to approve a contract with an electric supplier once the Northern Illinois Municipal Electric Collaborative (NIMEC) bid was completed. With the contract to be approved by the Board at the next meeting. The NIMEC energy bid was conducted February 12 and Constellation was the low bidder. Based on the current economic conditions and comparative rates, the District chose a one year contract that will save approximately 4% compared to current rates.

Staff recommends approving a one year contract with Constellation for the supply of electricity to District facilities.

The 2002 Chevrolet Cavalier has not been used in several months and can be disposed of at this time.

Staff recommends declaring the 2002 Chevrolet Cavalier as surplus equipment available for sale through auction or sealed bid.

The District uses a Cisco Meracki switch to monitor the computer network. We recently purchased a new switch that has a license and three year support contract. The price of the license is only \$259 but because it is for three years, Board approval is necessary.

Staff recommends approving a three year support contact with Cisco for the Meracki Enterprise license/support.

The Executive Director has been invited to attend a two day symposium but on by Agents of Change. This was not included in the list of educational travel expenses approved by the Board. The cost of this will be approximately \$1,000. The Executive Director will not attend the NPRA Conference in Baltimore in October which was budgeted and approved at \$1,500.

Staff recommends approving travel and educational expenses of \$1,000 for the Executive Director to attend the Agents of Change symposium in April.

The District was awarded a grant through IPRA and Playcore for 50% of the cost of playground equipment for Fairhaven and Hanrahan Parks. The enclosed resolution allows the District to purchase this equipment from Cunningham Recreation without the competitive bid process.

Staff recommends approving Resolution 19-02-02 Purchasing Playground Equipment

The 2019 Budget and Workplan include adding a part time Athletic Coordinator. A job description has been written for this position and is included.

Staff recommends approving the Athletic Coordinator job description.

Updates

On February 19 we held an all staff training that included development of a Vision Statement and Values.

The Fourth Quarter Financial Report is enclosed.

The 2018 Binder of Documentation is enclosed. We have changed a few of the reports (program participation and Park View memberships) because of new software and membership structure. We've added a new report that shows a breakdown of ages that we are serving as well as the number of individuals. We are hoping that the changes made in the Recreation Department (adding an athletic coordinator and changing responsibilities for the Assistant Superintendent of Recreation) will all staff more time this year to analyze this data and address challenges and opportunities.

On Tuesday, February 19th, we held a half day training for all full time staff to begin the development of a Vision Statement and Values as well as discuss ways to improve communication throughout the District. A proposed Vision Statement and Values will be shared with each Department with feedback gathered to make a final version to be approved by the Board in March.

Staff met again with Village staff to discuss their comprehensive plan for the Diamond Lake area. We will share information from this meeting with the Board.

MUNDELEIN PARK AND RECREATION DISTRICT

RESOLUTION 19-02-02

RESOLUTION AUTHORIZING A CONTRACT FOR PROCUREMENT OF PLAYGROUND EQUIPMENT THROUGH AN IPRA/PLAYCORE GRANT AWARD

WHEREAS, the Mundelein Park and Recreation District (“Park District”) is an Illinois Park District governed by the Illinois Park District Code, 70 ILCS 1205/1 et seq. and other applicable laws; and

WHEREAS, Section 8-1(c) of the Park District Code governs contracts involving expenditures in excess of \$20,000.00 and generally requires that such contracts be let to the lowest responsible bidder after due advertisement of a competitive bid; and

WHEREAS, under the provisions of Section 8-1(c), contracts which by their nature are not adapted to award by competitive bidding are not subject to competitive bidding; and

WHEREAS, the Park District is in need of certain materials and work to replace playground equipment at Hanrahan and Fairhaven Parks; (“Project”) and

WHEREAS, the Park District has been awarded a grant from IPRA/Playcore which shall result in the cost for the Project being reduced by 50% by procuring the playground equipment from the grant-designated vendor;

WHEREAS, the Park District’s Board of Park Commissioners (“Board”) finds the contract to procure the playground equipment for the Project to be not well adapted to competitive bidding as a result of the grant conditions; and

WHEREAS, the Park District’s Board finds it to be necessary and in the best interest of the Park District and its residents to award a contract for the Project without competitive bidding;

NOW, THEREFORE, BE IT RESOLVED by the Board of the Mundelein Park and Recreation District, Lake County, Illinois, as follows:

SECTION 1. The recitals set forth above are incorporated into this Resolution as the material legislative findings of the Board as though fully restated herein.

SECTION 2. The Board finds and determines that for the foregoing reasons the Project is not subject to competitive bidding

SECTION 3. The Executive Director or her designee is hereby authorized and directed to enter into a contract with Cunningham Recreation in an amount not to exceed \$75,921.77 for the completion of the Project.

SECTION 5. All resolutions and ordinances that conflict with this Resolution are hereby waived to the extent of such conflict.

PRESENTED to and **PASSED** by the Mundelein Park and Recreation District Board of Park Commissioners, this 25th day of February, 2019.

AYES: _____

NAYS: _____

ABSTENTIONS: _____

President

ATTEST:

Secretary

**Mundelein Park & Recreation District
Job Description**

Job Title: Athletic Coordinator
Department: Recreation
Supervisor: Assistant Superintendent of Recreation
Classification: Part Time-Non Exempt-Hourly

Summary

The Athletic Coordinator coordinates, supervises, plans and evaluates all aspects of the athletic programs and the creation of pre-teen programming within the recreation department. Responsibilities also include coordinating gymnasium and facility rentals. This position requires working nights, weekends and holidays as needed to successfully carry out the essential functions of this job.

Qualifications

Minimum High School Diploma required.

Minimum of three years' experience running athletic programs and leagues is preferred.

B.A. or B.S. in Recreation Administration, physical education, exercise science or related field is preferred.

Must possess certifications in First Aid and CPR/AED within 90 days of employment.

Candidate must also possess a valid Illinois class "D" driver's license.

Essential Functions

Coordinate District's athletic programs. Instruct programs and workshops, and hosts tournaments and athletic events.

Develop a diversified program offering.

Prepares seasonal brochure information and creating publicity materials in cooperation with the marketing department.

Work with staff to create yearly calendar of programs and events.

Develop timetables for specific projects.

Complete assigned reports, projects and research studies.

Review and evaluate all athletic programs and events making recommendations for change and improvements as required to meet the public demand.

Compile budgets in all areas of responsibility and submit to Assistant Superintendent of Recreation.

Make recommendations on personnel matters involving staff to the Assistant Superintendent of Recreation.

Remain informed of current trends and issues in related areas of responsibility.

Recruits, hires, trains, supervises, terminates, schedules and evaluates staff, volunteers and instructors.

Prepare cost analysis budgeting of programs and activities.

Prepare reports, statistics and evaluations on programs and personnel.

Perform all job tasks within the rules and guidelines of the District's safety program.

Order, purchase and coordinate assigned program supplies and equipment.

Complete a monthly board report.

Maintains a strong relationship as the Park District liaison with the affiliate programs (MBSA, AYSO and Lake County Stallions).

Coordinates Mundelein Girl's Feeder Basketball program.

Coordinate gymnasium and facility rentals including the supervision and scheduling of rental staff.

Ensure coverage for rental events and programs, work shifts as necessary.

Ensures proper set up and clean-up of rentals.

Evaluates rental events and works with Registration staff to process security deposits.

Athletic Coordinator--Job Description

Process payroll.

Perform other related duties as assigned.

Marginal Functions

Hours will vary including days, nights, weekends, and holidays.

Assist in leading instructional programs.

Assist with district wide special events and special projects.

Ensure gymnasium and facility rentals are staffed.

Review program evaluations of all athletics staff, forward to Assistant Superintendent with recommendations.

Prepare reports, statistics and evaluations on programs and personnel.

Meet with outside agencies and groups as directed by the Assistant Superintendent of Recreation.

As directed by Superintendent of Recreation, participate in professional committees, conferences, workshops, and classes to improve job knowledge and management skills.

Serve on District committees as requested.

Assist with emergency procedures and building evacuation.

Ensure compliance with safety, health, and loss control policies and procedures of the District.

Psychological Functions

Employee should be able to maintain a positive working relationship with other employees.

Employee must demonstrate leadership qualities to perform required work.

Employee must be able to function in a sometimes fast and ambiguous environment.

Employee must work effectively under deadlines in a variety of environments and elements.

Employee must demonstrate ability to make difficult personnel decisions without emotion and based on fact.

Employee must demonstrate skills in dealing with media organizations in a wide variety of situations, some stressful and emotional.

Employee must be able to work with other members of senior management and a publicly elected Board of Park Commissioners.

Physiological Considerations

Frequently sitting and walking.

Occasionally balancing, stooping, kneeling, crouching and reaching.

The Athletic Coordinator may be required to lift and/or move up to 50 pounds of weight when setting up certain programs or activities.

Environmental Considerations

Most activities are performed indoors, in a smoke free environment with controlled temperature and lighting.

May experience weather conditions while driving to other facilities to attend meetings or perform job duties at other facilities. May be exposed to weather conditions assisting workers with outdoor functions or supervising outdoor athletic activities.

Protective clothing is not required unless a specific project or task requires appropriate safety measures such as hearing or eye protection, use of respirators and other protective items as needed.

Employee may be exposed to a variety of communicable diseases to include exposure to the potential of blood borne pathogens in a number of settings and areas within the Park District.

Athletic Coordinator–Job Description

Environmental Considerations

Protective clothing is not required unless a specific project or task requires appropriate safety measures such as hearing or eye protection, use of respirators and other protective items as needed.
Employee may be exposed to a variety of communicable diseases to include exposure to the potential of blood borne pathogens in a number of settings and areas within the Park District.

Cognitive Considerations

Employee must have the able to communicate in English, both verbally and in writing.
Employee must possess time management and organizational skills to effectively perform his/her job.
Employee must demonstrate good customer service skills with the ability to problem solve resident or participant complaints.
Employee must have the ability to make judgments with respect to confidentiality of information and problem solving.
Employee must use good safety awareness and judgment in all aspects of the position.

Safety Consideration

Worker must be able to follow direction from supervisor with safe and effective follow through.
Worker must be able to use good safety awareness and judgment.
Worker must be able to participate in safety related training as required.

Conditions of Continued Employment

Provide verification of education.
Submit to a pre-placement reference check.
Submit to a pre-placement state criminal background check.
Submit to a pre-placement physical.
Submit to a pre-placement drug testing.
Submit proof of date of birth.
Provide a copy of driver's license.
Provide driver's abstract.
Submit Proof of eligibility to work in the U.S.
Submit to random, reasonable cause and post-accident drug or alcohol testing.

- Complete six (6) month introductory period satisfactorily.
- Employee is strongly encouraged but not required to become a resident of the Mundelein Park District.

Mundelein Park District
2018 Fourth Quarter Financial Report

Account	YTD Budget	YTD Actual	\$ Var	% Var	Fav/Unfav	Year End	Comments
Corp Admin Revenue							
10-11.100-4002 Personal Property Replacement Tax	\$ 40,000.00	\$ 44,225.41	\$ 4,225.41	10.56%	FAV		Budget similar level year to year, this was unusually high
10-11.100-4801 Interest Investments	\$ 9,600.00	\$ 42,697.34	\$ 33,097.34	344.76%	FAV		Interest revenue was under budgeted for the year
Corp Admin Expenditures							
10-11.100-5150 FICA - Employer	\$ 29,200.00	\$ 25,657.63	\$ (3,542.37)	-12.13%	FAV		Unsure why lower, should be percentage of wages, which weren't as low.
10-11.100-5157 Health-HRA	\$ 6,750.00	\$ 1,905.15	\$ (4,844.85)	-71.78%	FAV		This account is a guess of what medical expenses will occur
10-11.100-5158 Health-ACA	\$ 3,100.00	\$ 0.00	\$ (3,100.00)	-100.00%	FAV		Budget worse case scenario
10-11.100-5211 Legal Services	\$ 8,000.00	\$ 19,421.74	\$ 11,421.74	142.77%	UNFAV		Legal advice regarding public forum, additional union contract negotiations
10-11.100-5212 Computer Services	\$ 90,800.00	\$ 79,284.56	\$ (11,515.44)	-12.68%	FAV		Computer support lower than expected
10-11.100-5314 Computer Supplies	\$ 9,420.00	\$ 8,358.61	\$ (1,061.39)	-11.27%	FAV		Less printer toners, cables, did not replace one monitor
10-11.100-5323 Printing	\$ 3,000.00	\$ 1,815.90	\$ (1,184.10)	-39.47%	FAV		Letterhead and checks not needed
10-11.100-5330 Cont Ed-Training	\$ 9,600.00	\$ 5,252.18	\$ (4,347.82)	-45.29%	FAV		Did not attend NRPA or GFOA
10-11.100-5333 Staff Relations	\$ 8,200.00	\$ 6,074.42	\$ (2,125.58)	-25.92%	FAV		All Staff Meeting, Wellness Events and Holiday Party expenses lower
10-11.100-5335 Board Expenses	\$ 11,725.00	\$ 9,545.90	\$ (2,179.10)	-18.59%	FAV		Two Board members did not attend NRPA
10-11.100-5340 Operating Expenses	\$ 3,500.00	\$ 4,544.05	\$ 1,044.05	29.83%	UNFAV		New Board room table, increased bank fees to add levels of security
10-11.100-5365 Equip Rental-Lease	\$ 4,600.00	\$ 2,199.82	\$ (2,400.18)	-52.18%	FAV		Copier expenses lower than expected
10-11.100-5367 Furniture-Fix <\$1,000	\$ -	\$ 1,862.07	\$ 1,862.07	100.00%	UNFAV		New office space buildout
Corporate Admin Bottom Line	\$ 1,450,233.00	\$ 1,582,232.94	\$ 131,999.94	9.10%	FAV		Mainly a result of additional tax revenue
Parks Revenue							
10-12.110-4217 Boat Launch	\$ 16,000.00	\$ 19,200.00	\$ 3,200.00	20.00%	FAV		Highest number of boat launch passes sold since 2012. 43 more than last year.
10-12.110-4807 Ins Claims Reimbursement	\$ -	\$ 5,088.59	\$ 5,088.59	100.00%	FAV		For Fence repair and vehicle damage
10-12.110-4814 Proceed Sale of Property	\$ -	\$ 2,081.02	\$ 2,081.02	100.00%	FAV		Sale of surplus equipment, not known prior to start of year
Parks Expenditures							
10-12.110-5157 Health-HRA	\$ 17,250.00	\$ 5,666.55	\$ (11,583.45)	-67.15%	FAV		This account is a guess of what medical expense will occur
10-12.110-5158 Health-ACA	\$ 10,053.00	\$ -	\$ (10,053.00)	-100.00%	FAV		Budget worse case scenario
10-12.110-5314 Computer Supplies	\$ 2,750.00	\$ 1,478.39	\$ (1,271.61)	-46.24%	FAV		Did not purchase two Tablets
10-12.110-5327 Cell Phone	\$ 6,840.00	\$ 4,592.58	\$ (2,247.42)	-32.86%	FAV		Due to vendor rep time out-of-office smart phone order was placed later than expected
10-12.110-5346 Refuse Collection	\$ 11,000.00	\$ 9,478.34	\$ (1,521.66)	-13.83%	FAV		Dunbar service started 2 months later, 3 months less yard waste service
10-12.110-5348 Chems-Fertilizrs-Paint	\$ 8,600.00	\$ 6,600.22	\$ (1,999.78)	-23.25%	FAV		Chemical inventory from 2017 used and weren't able to spray and fertilize due to wet Spring
10-12.110-5350 Vehicle Maint & Supplies	\$ 14,700.00	\$ 12,536.53	\$ (2,163.47)	-14.72%	FAV		Less vehicle repairs than expected
10-12.110-5351 Fuel-Gasoline	\$ 22,000.00	\$ 26,513.17	\$ 4,513.17	20.51%	UNFAV		Fuel prices increased throughout the second half of the year
10-12.110-5365 Equip Rental-Lease	\$ 9,500.00	\$ 7,616.23	\$ (1,883.77)	-19.83%	FAV		Not renting stump grinder due to low stump inventory
10-12.110-5378 Pond Maintenance	\$ 4,000.00	\$ -	\$ (4,000.00)	-100.00%	FAV		Lack of weeds/algae in all ponds, no treatments needed
10-12.110-5380 Roadway Maintenance	\$ 30,635.00	\$ 26,240.32	\$ (4,394.68)	-14.35%	FAV		January - April salt purchases less than expected.
10-12.110-5381 Boat Launch Maint	\$ 12,020.00	\$ 3,602.28	\$ (8,417.72)	-70.03%	FAV		Did not purchase pier bumpers and no chemical weed treatment needed
Parks Bottom Line	\$ (1,271,901.00)	\$ (1,198,227.34)	\$ 73,673.66	-5.75%	FAV		
Golf Revenue							
10-13.115-4101 Res Weekday Daily	\$ 163,020.00	\$ 144,870.00	\$ (18,150.00)	-10.03%	UNFAV		weather in April-may and then weather in October-November worst Spring and Fall in the past 20 years
10-13.115-4102 Res Wknd-Hldy Daily	\$ 83,340.00	\$ 62,933.00	\$ (20,407.00)	-22.63%	UNFAV		weather has been a major issue 40% of the weekend days and almost a complete washout 25 % of those days
10-13.115-4104 Nonres Wknd-Hldy Dly	\$ 302,950.00	\$ 271,188.96	\$ (31,761.04)	-10.48%	UNFAV		weather impacted over 40% of our weekends for the year
10-13.115-4140 Loyalty Membership	\$ 14,500.00	\$ 9,112.50	\$ (5,387.50)	-37.16%	UNFAV		Two reasons -TPGL group left and discount rate 25% for our 25th anniversary
10-13.115-4203 Golf Cart Rental	\$ 298,800.00	\$ 268,019.00	\$ (30,781.00)	-10.30%	UNFAV		this goes along with rounds and greens being down, mostly due to weather
10-13.115-4216 GPS Advertising	\$ 1,500.00	\$ 3,611.00	\$ 2,111.00	140.73%	FAV		Greater success selling ads on the GPS than anticipated
10-13.115-4804 Discounts-Rebates	\$ 1,850.00	\$ 356.45	\$ (1,493.55)	-80.73%	UNFAV		No Pepsi contract rebate as the contract ran out.
10-13.117-4814 Proceed from Sale of Property/Equip	\$ -	\$ 7,250.00	\$ 7,250.00	100.00%	FAV		Ron sold some equipment that was no longer needed
Golf Expenditures							
10-13.115-5129 Tips	\$ -	\$ 1,225.00	\$ 1,225.00	100.00%	UNFAV		this should have been split into food and beverage tips also, it equals the amount of tips brought in from outings
10-13.115-5157 Health-HRA	\$ 3,500.00	\$ 1,156.54	\$ (2,343.46)	-66.96%	FAV		This account is a guess of what medical expense will occur
10-13.115-5158 Health-ACA	\$ 2,320.00	\$ -	\$ (2,320.00)	-100.00%	FAV		Budget worse case scenario
10-13.115-5213 GPS Services	\$ 32,000.00	\$ 28,800.00	\$ (3,200.00)	-10.00%	FAV		no broken screens or other issues that needed to be paid for
10-13.115-5310 Operating Supplies	\$ 2,400.00	\$ 1,311.71	\$ (1,088.29)	-45.35%	FAV		didn't need to order pencils in 2018, will need to in early 2019

Note: A default percentage of 100% is used when the budget is zero, and there has been revenue and/or expenses.

Mundelein Park District
2018 Fourth Quarter Financial Report

Account	YTD Budget	YTD Actual	\$ Var	% Var	Fav/Unfav	Year End	Comments
10-13.115-5324 Postage	\$ 1,500.00	\$ 102.76	\$ (1,397.24)	-93.15%	FAV		Did TV spots instead of mailer
10-13.115-5336 Friends of SC Expense	\$ 7,000.00	\$ 1,804.97	\$ (5,195.03)	-74.21%	FAV		expense will be carried over to 2019 as construction starts in March
10-13.115-5345 Uniforms/PPE	\$ 1,200.00	\$ -	\$ (1,200.00)	-100.00%	FAV		Money saving issue because of weather and revenues decided to hold off on staff shirts until 2019
10-13.115-5350 Vehicle Maintenance	\$ 7,000.00	\$ 58.91	\$ (6,941.09)	-99.16%	FAV		Found out in August from salesman that this years winter storage was credit, no charge
10-13.115-5351 Fuel-Gasoline	\$ 8,500.00	\$ 9,659.95	\$ 1,159.95	13.65%	UNFAV		Price of gas went up during some of the summer months more than expected
10-13.115-5370 Building Maintenance	\$ 11,000.00	\$ 5,617.43	\$ (5,382.57)	-48.93%	FAV		No major repairs to building this season so far
10-13.116-5125 Wages Seasonal	\$ 54,600.00	\$ 48,641.70	\$ (5,958.30)	-10.91%	FAV		Some shifts covered by salaried employees, employees sent home early on non busy days, and we used a caterer
10-13.116-5360 Food Inventory COG	\$ 31,750.00	\$ 35,953.57	\$ 4,203.57	13.24%	UNFAV		our revenue for food sales were up over budgeted amount by \$3400, we also used a caterer which added some cost
10-13.117-5157 Equipment Mt/Supplies	\$ 2,000.00	\$ 773.54	\$ (1,226.46)	-61.32%	FAV		Less kitchen equipment repairs than normal
10-13.117-5157 Health-HRA	\$ 3,750.00	\$ 1,239.15	\$ (2,510.85)	-66.96%	FAV		This account is a guess of what medical expense will occur
10-13.117-5157 Health-ACA	\$ 2,320.00	\$ -	\$ (2,320.00)	-100.00%	FAV		Budget worse case scenario
10-13.117-5245 Grounds Rpr-Mt Contract	\$ 15,500.00	\$ 9,682.56	\$ (5,817.44)	-37.53%	FAV		Application for #18 lake not needed this year. Will be used in 2019
10-13.117-5345 Uniforms/Ppe	\$ 3,000.00	\$ 1,940.10	\$ (1,059.90)	-35.33%	FAV		Underbudget to end the year in the positive
10-13.117-5360 Equipment Mt-Supplies	\$ 27,000.00	\$ 22,450.78	\$ (4,549.22)	-16.85%	FAV		Underbudget to end the year in the positive
10-13.117-5377 Irrigation-Drainage	\$ 8,000.00	\$ 6,726.95	\$ (1,273.05)	-15.91%	FAV		Underbudget to end the year in the positive
Golf Bottom Line	\$ 58,569.00	\$ 36,239.78	\$ (22,329.22)	-38.12%	UNFAV		Bad spring and fall due to weather, kept expenses down as much as possible.
Special Recreation Revenue							
10-28-470-5811 Capital Equipment ADA	\$ 15,000.00	\$ 9,756.46	\$ (5,243.54)	-34.96%	FAV		Fitness Floor equipment purchase not made prior to year end
10-28-470-5831 Capital Imprv Bldgs ADA	\$ 5,000.00	\$ 961.63	\$ (4,038.37)	-80.77%	FAV		Regent Center improvements not charged to Capital Fund
10-28-470-5841 Capital Imprv Walkways ADA	\$ 10,000.00	\$ -	\$ (10,000.00)	-100.00%	FAV		Anticipated not completed
10-28-470-5850 Capital Impr Roadways ADA	\$ 1,000.00	\$ -	\$ (1,000.00)	-100.00%	FAV		Anticipated projects not completed
10-28-472-5119 Wages Part Time	\$ 5,000.00	\$ 836.65	\$ (4,163.35)	-83.27%	FAV		Lower participation for Healthy Minds/Health Bodies
10-28-472-5340 Operating Expenses	\$ 6,000.00	\$ 1,621.00	\$ (4,379.00)	-72.98%	FAV		With lower participation, fewer expenses
10-28-472-5360 Equipment Maint/Suppl	\$ 5,000.00	\$ -	\$ (5,000.00)	-100.00%	FAV		Healthy Minds/Health Bodies equipment not purchased
Special Recreation Bottom Line	\$ (112,650.00)	\$ (55,185.58)	\$ 57,464.42	-51.01%	FAV		Lower participation for Healthy Minds/Health Bodies & less staff time for ADA projects
Museum Revenue							
Museum Expenditures							
10-29-500-5370 Building Maintenance	\$ 2,000.00	\$ 81.62	\$ (1,918.38)	-95.92%	FAV		Anticipated repairs not needed yet
10-29-500-5830 Capital Improve Bldgs	\$ 2,500.00	\$ -	\$ (2,500.00)	-100.00%	FAV		Nothing identified for improvement
Museum Bottom Line	\$ (10,036.00)	\$ (4,392.34)	\$ 5,643.66	-56.23%	FAV		Fewer Building expenses
Police Revenue							
Police Expenses							
10-32-510-5119 Wages Part Time	\$ 7,000.00	\$ 8,601.96	\$ 1,601.96	22.89%	UNFAV		Added ranger hours to increase patron safety
Police Bottom Line	\$ (11,455.00)	\$ (9,569.60)	\$ 1,885.40	-16.46%	FAV		
Insurance Revenue							
10-34-520-4815 Miscellaneous Revenue	\$ -	\$ 3,000.00	\$ 3,000.00	100.00%	FAV		PDRMA Loss Control Award
Insurance Expenditures							
10-34-520-5156 Unemployment	\$ 7,000.00	\$ 2,971.00	\$ (4,029.00)	-57.56%	FAV		Fewer unemployment claims than anticipated
10-34-520-5330 Cont Ed-Training	\$ 4,000.00	\$ 1,442.89	\$ (2,557.11)	-63.93%	FAV		Staff took advantage of free trainings
10-34-520-5390 Contingency	\$ 5,000.00	\$ 3,938.63	\$ (1,061.37)	-21.23%	FAV		Expenses are estimates based on history
Insurance Bottom Line	\$ (485.00)	\$ 16,156.65	\$ 16,591.65	-3814.17%	FAV		Additional tax revenue and lower unemployment claims
Audit Revenue							
Audit Expenditures							
Audit Bottom Line	\$ -	\$ 616.11	\$ 616.11	100.00%	FAV		Tax revenue slightly higher than budget
Recreation Administration Revenue							
20-20-200-4002 Pers Prop Rplcmnt Tax	\$ 30,000.00	\$ 33,209.95	\$ 3,209.95	10.70%	FAV		
20-20-200-4720 Sponsors	\$ 30,000.00	\$ 37,005.00	\$ 7,005.00	23.35%	FAV		Sponsorship Coordinator secured multi event sponsorships that brought in more revenue. Outreach to new business.

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20-20-200-4801 Interest-Investments	\$ 7,000.00	\$ 23,202.09	\$ 16,202.09	231.46%	FAV		Interest revenue was under budgeted for the year
20-20-219-4319 Special Events-Workshops	\$ 23,000.00	\$ 28,806.58	\$ 5,806.58	25.25%	FAV		Additional revenue due to selling 39 more birthday parties than expected and increased participation in revenue eve
Recreation Administration Expenditures							
20-20-200-5111 Salaries	\$ 224,600.00	\$ 186,752.96	\$ (37,847.04)	-16.85%	FAV		Restructured registration office, eliminated salaried position from PV. Transferred Reg salary at 75% into PV budget.
20-20-200-5117 Wages Full Time	\$ -	\$ 17,728.61	\$ 17,728.61	100.00%	UNFAV		Restructured registration office, promoted part-time staff member into a full time hourly position
20-20-200-5119 Wages Part Time	\$ 113,150.00	\$ 77,892.21	\$ (35,257.79)	-31.16%	FAV		Restructure, part-time staff from this GL went to full time GL. Also moved part-time registrar to PV budget
20-20-200-5150 fICA - Employer	\$ 21,200.00	\$ 17,386.10	\$ (3,813.90)	-17.99%	FAV		We did a poor job with monthly allocations, this will be addressed in the FY19 budget
20-20-200-5152 IMRF - Employer	\$ 42,400.00	\$ 34,544.99	\$ (7,855.01)	-18.53%	FAV		We did a poor job with monthly allocations, this will be addressed in the FY19 budget
20-20-200-5158 Health-ACA	\$ 2,720.00	\$ -	\$ (2,720.00)	-100.00%	FAV		Budget worse case scenario
20-20-200-5311 Office Supplies	\$ 4,500.00	\$ 6,880.99	\$ 2,380.99	52.91%	UNFAV		Didn't anticipate supplies needed for DRC. Restructured reg office led to more supplies. purchased sign boards for M
20-20-200-5314 Computer Supplies	\$ 5,300.00	\$ 3,416.07	\$ (1,883.93)	-35.55%	FAV		One computer replacement wasn't needed
20-20-200-5322 Ads-Promotions	\$ 4,800.00	\$ 5,997.18	\$ 1,197.18	24.94%	UNFAV		New resident brochure was unplanned expense but increased opportunity for revenue and awareness
20-20-200-5323 Printing	\$ 31,100.00	\$ 35,544.25	\$ 4,444.25	14.29%	UNFAV		Additions of Day of Play insert and new resident brochure were not planned but ended up being impactful
20-20-200-5342 Bank-Credit Card Fees	\$ 36,000.00	\$ 28,956.61	\$ (7,043.39)	-19.56%	FAV		Didn't purchase bounce house & movie screen. Research proved unwise, rented instead. This will offset 20-20-219-5
20-20-200-5363 Recreation Equipment	\$ 8,200.00	\$ 463.43	\$ (7,736.57)	-94.35%	FAV		Sept Gas & Electric Bill for Carl Sandburg Gym was coded here. Also did not budget well.
20-20-204-5218 Electric	\$ 3,495.00	\$ 5,080.06	\$ 1,585.06	45.35%	UNFAV		Did not need computer supplies.
20-20-204-5314 Computer Supplies	\$ 1,200.00	\$ -	\$ (1,200.00)	-100.00%	FAV		DLCRC building maintenance. No major repairs or improvements planned or required.
20-20-204-5370 Building Maintenance	\$ 2,175.00	\$ 990.42	\$ (1,184.58)	-54.46%	FAV		Overbudgeted custodial services. Bids came well underbudget. Also service started in March
20-20-205-5215 Custodial Services	\$ 24,000.00	\$ 8,663.73	\$ (15,336.27)	-63.90%	FAV		When Rec Connect left MCC, there was one less area to split the utilities. Costs absorbed into BL, Admin, PV and Pool
20-20-205-5217 Water/Sewer	\$ 387.00	\$ 2,836.32	\$ 2,449.32	632.90%	UNFAV		When Rec Connect left MCC, there was one less area to split the utilities. Costs absorbed into BL, Admin, PV and Pool
20-20-205-5218 Electric	\$ 885.00	\$ 1,982.49	\$ 1,097.49	124.01%	UNFAV		When Rec Connect left MCC, there was one less area to split the utilities. Costs absorbed into BL, Admin, PV and Pool
20-20-205-5219 Natural Gas	\$ 1,093.00	\$ 2,690.21	\$ 1,657.21	160.43%	UNFAV		Elevator repair at \$2100 was unexpected. Had to be done to stay in ADA compliance
20-20-205-5230 Equipment Repair-Mnt Contract	\$ 750.00	\$ 3,297.00	\$ 2,547.00	339.60%	UNFAV		MCC front door repair was required. Other minor cosmetic improvements to MCC made to increase rev/marketable
20-20-205-5370 Building Maintenance	\$ 4,000.00	\$ 5,091.30	\$ 1,091.30	27.28%	UNFAV		Budgeted for 25 bday parties ended up doing 64. Events are larger scale. All this required more staff
20-20-219-5119 Special Events Wages Part Time	\$ 20,450.00	\$ 27,823.44	\$ 7,373.44	36.06%	UNFAV		Ended up renting movie screens (4). Contracted out Santa vs volunteer in years past. Offset by 20-20-200-5363
20-20-219-5210 Special Events Professional Services	\$ 4,375.00	\$ 15,080.41	\$ 10,705.41	244.70%	UNFAV		BDAY parties come from this line. Doubled party sales, increased supplies, improved events, replaced lot of bad sup
20-20-219-5312 Special Events Program Supplies	\$ 13,450.00	\$ 18,588.49	\$ 5,138.49	38.20%	UNFAV		Overbudgeted custodial services. Bids came well underbudget. Also service started in March
20-20-572-5215 Dunbar Custodial Services	\$ 3,200.00	\$ 1,528.79	\$ (1,671.21)	-52.23%	FAV		Underestimated electric costs. Split between multiple accounts. Absorbed more in Admin. Budget correctly for 2019
20-20-572-5218 Dunbar Electric	\$ 440.00	\$ 2,293.04	\$ 1,853.04	421.15%	UNFAV		Absorbed 100% in admin, not split to program areas as other utilities. Budgeted correctly for 2019.
20-20-572-5325 Alarm Service	\$ 81.00	\$ 1,137.00	\$ 1,056.00	1303.70%	UNFAV		Additional tax revenue, reorganization of staff, fewer staff electing to take health coverage
Recreation Administration Bottom Line							
	\$ 4,481.00	\$ 132,068.46	\$ 127,587.46	2847.30%	FAV		
Early Childhood Revenue							
20-21-209-4327 Program Fees	\$ 11,100.00	\$ 13,193.00	\$ 2,093.00	18.86%	FAV		Summer pre-k camps had higher enrollment than years past.
Early Childhood Expenditures							
20-21-206-5152 IMRF - Employer	\$ 4,000.00	\$ 5,677.92	\$ 1,677.92	41.95%	UNFAV		Eliminated computer program to help balance the budget
20-21-206-5210 Professional Services	\$ 10,900.00	\$ 4,354.00	\$ (6,546.00)	-60.06%	FAV		Cut expenses as year went along. Made changes to staffing and management. Reduced deficit each quarter.
Early Childhood Bottom Line							
	\$ 2,790.00	\$ 2,513.72	\$ (276.28)	-9.90%	UNFAV		
Athletics Revenue							
20-22-202-4201 Sandburg Rentals	\$ 6,900.00	\$ 9,337.09	\$ 2,437.09	35.32%	FAV		Filled open times left available when Mid-West Tennis didn't run. Offsets the lack of Tennis rev
20-22-226-4226 Volleyball - Adult	\$ 1,650.00	\$ -	\$ (1,650.00)	-100.00%	UNFAV		This league did not run. Was not able to offer alternative in time.
20-22-229-4229 Volleyball - Open	\$ 4,000.00	\$ 2,904.60	\$ (1,095.40)	-27.39%	UNFAV		Drop in play. Getting less players, sessions are going through.
20-22-233-4233 Basketball - Men'S	\$ 4,800.00	\$ 1,750.00	\$ (3,050.00)	-63.54%	UNFAV		Had to cancel this year's league. League is split between two years (starts in fall, ends in winter) hence why there is
20-22-234-4234 Youth Basketball	\$ 5,525.00	\$ 6,631.84	\$ 1,106.84	20.03%	FAV		Lower enrollment than anticipated, expect new feeder program to make up shortfall
20-22-240-4240 Tennis	\$ 22,280.00	\$ 11,806.94	\$ (10,473.06)	-47.01%	UNFAV		Mid-West Tennis went out of business. Just running Libertyville Tennis Club program
20-22-256-4256 Karate	\$ 26,840.00	\$ 30,919.00	\$ 4,079.00	15.20%	FAV		Same amount of advertising as years past. Just more kids doing karate lately
20-22-229-4327 Misc Athletic Programs	\$ 4,645.00	\$ -	\$ (4,645.00)	-100.00%	UNFAV		unsuccessful in getting new athletics programs off the ground. Going to offer them again
Athletics Expenditures							
20-22-225-5151 Medicare - Employer	\$ 4,020.00	\$ 501.03	\$ (3,518.97)	-87.54%	FAV		We did a poor job with monthly allocations, this will be addressed in the FY19 budget
20-22-233-5210 Professional Services	\$ 3,120.00	\$ 1,560.00	\$ (1,560.00)	-50.00%	FAV		Men's basketball refs. League didn't run.
20-22-234-5210 Professional Services	\$ -	\$ 2,975.00	\$ 2,975.00	100.00%	UNFAV		Tournament fees for feeder basketball. Did not budget because didn't think we would be taking it over.
20-22-240-5119 Wages Part Time	\$ 1,500.00	\$ 328.82	\$ (1,171.18)	-78.08%	FAV		Mid-West Tennis went out of business. Less rental attendants fees needed.

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20-22-240-5210 Tennis Professional Services	\$ 18,039.00	\$ 8,623.36	\$ (9,415.64)	-52.20%	FAV		Mid-West Tennis went out of business. Contract program, offsets loss of revenue.
20-22-246-5210 Sports Contract Prof Services	\$ 18,900.00	\$ 15,996.10	\$ (2,903.90)	-15.36%	FAV		Contract athletic classes. Lower revenue, lower contractual expense costs. Seeing less participation in youth sports.
20-22-256-5210 Professional Services	\$ 24,156.00	\$ 26,854.20	\$ 2,698.20	11.17%	UNFAV		Contract class. Revenue is way up for karate. Expense is also up as result.
20-22-259-5119 Wages Part Time	\$ 2,033.00	\$ -	\$ (2,033.00)	-100.00%	FAV		Many new programs offered but didn't run. E.g. Nerf, floor hockey, SNAG Golf
Athletics Bottom Line	\$ (28,841.00)	\$ (22,846.34)	\$ 5,994.66	-20.79%	FAV		Managed expenses with lower revenues
Regent Center Revenue							
20-23-280-4201 Facility Rental	\$ 27,575.00	\$ 23,980.58	\$ (3,594.42)	-13.04%	UNFAV		Slow start to the year. Dunbar took some of the smaller rents. Made up ground until the Bathroom project lost a mo
20-23-280-4225 Field Trips	\$ 13,300.00	\$ 7,577.00	\$ (5,723.00)	-43.03%	UNFAV		Didn't offer or run enough trips. Will offer more in 2019 and looking to find a sponsor.
20-23-280-4411 Adult Programs	\$ 21,050.00	\$ 18,511.67	\$ (2,538.33)	-12.06%	UNFAV		TRC programs were not as successful. Adult programs (e.g. cooking) ran but under Cultural Arts budget.
Regent Center Expenditures							
20-23-280-5119 Wages Part Time	\$ 21,000.00	\$ 25,611.60	\$ 4,611.60	21.96%	UNFAV		Using PT staff for coverage more than anticipated, more than a typical year. Supervisor was on leave.
20-23-280-5157 Health - HRA	\$ 1,750.00	\$ 578.28	\$ (1,171.72)	-66.96%	FAV		
20-23-280-5357 Field Trips	\$ 12,600.00	\$ 7,310.00	\$ (5,290.00)	-41.98%	FAV		Several trips didn't run. Expense savings offsets the loss of revenue
Regent Center Bottom Line	\$ 5,764.00	\$ 1,046.87	\$ (4,717.13)	-81.84%	UNFAV		
Big & Little Revenue							
20-24-282-4220 Tuition	\$ 540,000.00	\$ 466,540.90	\$ (73,459.10)	-13.60%	UNFAV		Budgeted off of enrollment in October of 2017. Went too aggressive on revenue budget. Did not get the enrollment
Big & Little Expenditures							
20-24-282-5118 Wages Full Time OT	\$ 4,000.00	\$ 2,918.56	\$ (1,081.44)	-27.04%	FAV		Controlled expenses by sending staff home early to avoid OT costs.
20-24-282-5119 Part Time Wages	\$ 130,000.00	\$ 113,509.32	\$ (16,490.68)	-12.69%	FAV		Lower enrollments allow sup to send staff home early. Sup covers in classroom - leads to further savings
20-24-282-5157 Health-HRA	\$ 4,400.00	\$ 1,323.82	\$ (3,076.18)	-69.91%	FAV		This account is a guess of what medical expense will occur
20-24-282-5158 Health-ACA	\$ 4,500.00	\$ -	\$ (4,500.00)	-100.00%	FAV		Budget worse case scenario
20-24-282-5215 Custodial Services	\$ 23,500.00	\$ 6,168.74	\$ (17,331.26)	-73.75%	FAV		Contract custodial came in less than anticipated
20-24-282-5217 Water-Sewer	\$ 1,905.00	\$ 4,284.13	\$ 2,379.13	124.85%	UNFAV		When Rec Connect left MCC, there was one less area to split the utilities. Costs absorbed into BL, Admin, PV and Poo
20-24-282-5219 Natural Gas	\$ 3,000.00	\$ 5,302.52	\$ 2,302.52	76.75%	UNFAV		When Rec Connect left MCC, there was one less area to split the utilities. Costs absorbed into BL, Admin, PV and Poo
20-24-282-5226 Food Service	\$ 25,000.00	\$ 19,719.08	\$ (5,280.92)	-21.12%	FAV		Less kids, less food purchased. Also have more kids on half days, not as many eating with us
20-24-282-5309 Food & Snacks	\$ 14,000.00	\$ 8,016.82	\$ (5,983.18)	-42.74%	FAV		Same as above. Less kids, less food
20-24-282-5312 Program Supplies	\$ 2,600.00	\$ 832.05	\$ (1,767.95)	-68.00%	FAV		Haven't needed much, but will purchase new supplies for end of year
20-24-282-5316 Custodial Supplies	\$ 4,000.00	\$ 2,084.17	\$ (1,915.83)	-47.90%	FAV		Using less supplies than anticipated. Did not know what would be used with new service
Big & Little Bottom Line	\$ 4,540.00	\$ (8,407.69)	\$ (12,947.69)	-285.19%	UNFAV		Revenues down, but expenses kept down also
Park View Revenue							
20-25-300-4100 Daily Fees	\$ 37,000.00	\$ 29,821.40	\$ (7,178.60)	-19.40%	UNFAV		Visits were down because full gym not avail Jan-June.
20-25-300-4150 Membership	\$ 392,437.00	\$ 325,505.46	\$ (66,931.54)	-17.06%	UNFAV		Changed structure September and began to receive membership growth late in the year. Flood hurt membership.
20-25-300-4160 Membership Discounts	\$ (30,000.00)	\$ (25,006.85)	\$ 4,993.15	-16.64%	FAV		Less discounts applied when less memberships sold. Won't be using this with pass changes. Moved to new pass type
20-25-300-4201 Facility Rental	\$ 7,500.00	\$ 1,245.26	\$ (6,254.74)	-83.40%	UNFAV		Could not rent the gym from Jan-June. Also tournament we normally host did not request use to gym. Adjusted for.
20-25-300-4319 Spec Events/Workshops	\$ 1,000.00	\$ -	\$ (1,000.00)	-100.00%	UNFAV		Ran events (triathlon, zombie, zumba, etc). Revenue went into Program fees.
20-25-300-4807 Ins Claims Reimbursement	\$ -	\$ 13,342.00	\$ 13,342.00	100.00%	FAV		New Years Day Floor reimbursement for memberships
20-25-315-4100 Group Ex Daily Fees	\$ 9,000.00	\$ 4,679.70	\$ (4,320.30)	-48.00%	UNFAV		Made lots of changes in second half of the year to fitness.
20-25-315-4150 Group Ex Membership	\$ 53,000.00	\$ 43,735.93	\$ (9,264.07)	-17.48%	UNFAV		% of PV membership revenue allotted here. Membership was down. Participation is up in group ex, helps with reten
20-25-325-4325 Personal Training	\$ 65,000.00	\$ 57,160.75	\$ (7,839.25)	-12.06%	UNFAV		PT is tied with membership volume. Played catch up all year. Had successful last quarter but couldn't catch up on Q1
20-25-326-4327 Program Fees	\$ 36,650.00	\$ 32,128.44	\$ (4,521.56)	-12.34%	UNFAV		More "included" group ex classes, has lowered enrollment in paid classes. Created new, advanced options for 2019.
Park View Expenditures							
20-25-300-5111 Salaries	\$ 63,500.00	\$ 51,117.16	\$ (12,382.84)	-19.50%	FAV		Reorganization of Rec Dept has created salary savings
20-25-300-5119 Wages Part Time	\$ 194,000.00	\$ 218,860.32	\$ 24,860.32	12.81%	UNFAV		Increased use of leads for better round the clock management of the center. Reorg led to an increase in PT staff
20-25-300-5154 Health and Life Insurance	\$ 18,960.00	\$ 6,354.16	\$ (12,605.84)	-66.49%	FAV		Change in personnel, did not elect to take health coverage
20-25-300-5157 Health - HRA	\$ 1,750.00	\$ 350.53	\$ (1,399.47)	-79.97%	FAV		
20-25-300-5210 Professional Services	\$ 11,370.00	\$ 16,105.37	\$ 4,735.37	41.65%	UNFAV		Upgraded electric and installed low voltage to make PV more competitive and accept new equipment technology.
20-25-300-5215 Custodial Services	\$ 25,100.00	\$ 4,639.99	\$ (19,660.01)	-78.33%	FAV		Contract custodial came in less than anticipated
20-25-300-5217 Water-Sewer	\$ 5,740.00	\$ 4,647.08	\$ (1,092.92)	-19.04%	FAV		Split between Admin, BL, Indoor Pool after Rec Connect left MCC. Appears Admin carried too much of the percental
20-25-300-5219 Natural Gas	\$ 9,450.00	\$ 12,993.10	\$ 3,543.10	37.49%	UNFAV		When Rec Connect left MCC, there was one less area to split the utilities. Costs absorbed into BL, Admin, PV and Poo
20-25-300-5230 Equip Rpr-Mnt Contract	\$ 7,000.00	\$ 5,529.07	\$ (1,470.93)	-21.01%	FAV		Due to flood we did not do an annual maintenance cleaning period and didn't rent the equipment we usually need.

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Mundelein Park District
2018 Fourth Quarter Financial Report

Account	YTD Budget	YTD Actual	\$ Var	% Var	Fav/Unfav	Year End	Comments
20-25-300-5240 Building Repair-Maint Contract	\$ 14,000.00	\$ 886.67	\$ (13,113.33)	95.67%	FAV		Coded differently. Put items in Building Maintenance.
20-25-300-5310 Operating Supplies	\$ 6,330.00	\$ 8,464.52	\$ 2,134.52	33.72%	UNFAV		Coding differently than in the past. Also made some enhancements to drive membership and update Park View
20-25-300-5311 Office Supplies	\$ 2,000.00	\$ 3,728.06	\$ 1,728.06	86.40%	UNFAV		Combined Reg with Park View, led to increase in supplies temporarily. Some computer supplies were coded here
20-25-300-5314 Computer Supplies	\$ 4,000.00	\$ 3,115.69	\$ (1,384.31)	-30.76%	FAV		Some computer supplies put into office supplies
20-25-300-5316 Custodial Supplies	\$ 12,000.00	\$ 14,397.03	\$ 2,397.03	19.98%	UNFAV		Switched to a lysol dispensing system for better cleaning and long term cost savings. Had to pay upfront this yr
20-25-300-5322 Ads-Promotions	\$ 4,500.00	\$ 6,007.60	\$ 1,507.60	33.50%	UNFAV		Purchased in Sept/Oct for Q4 membership push
20-25-300-5328 Internet	\$ 4,100.00	\$ 5,273.10	\$ 1,173.10	28.61%	UNFAV		When Rec Connect left MCC, there was one less area to split the utilities. Costs absorbed into Bl, Admin, PV and Pool
20-25-300-5330 Cont Ed-Training	\$ 2,000.00	\$ 841.05	\$ (1,158.95)	-57.95%	FAV		Additional conferences and trainings were not attended due to re-organization and former supervisor leaving agency
20-25-300-5342 Bank-Credit Card Fees	\$ 29,000.00	\$ 22,499.19	\$ (6,500.81)	-22.42%	FAV		We were able to push off a 7% fee increase until next year for Active Net.
20-25-300-5360 Equipment Maintenance/Supplies	\$ 100.00	\$ 1,485.11	\$ 1,485.11	1485.11%	UNFAV		Coded differently than in the past. Also did more work (need supplies) to MCC to increase facility appearance.
20-25-300-5365 Equipment Rental-Lease	\$ 15,000.00	\$ 2,808.42	\$ (12,191.58)	-81.28%	FAV		Did not lease the Queenlex rig as intended. Purchased a cheaper more user friendly option.
20-25-300-5367 Furniture <\$1,000	\$ 500.00	\$ 2,706.34	\$ 2,206.34	441.27%	UNFAV		Had to purchase desk components when relocated reg staff to PV front desk
20-25-300-5370 Building Maintenance	\$ 4,150.00	\$ 7,318.13	\$ 3,168.13	76.34%	UNFAV		Coded differently than in the past, coded Building Repair-Maint Cont items here. Also made improvements to MCC.
20-25-315-5330 CONT ED - TRAINING	\$ 1,200.00	\$ 16,555.56	\$ 2,555.56	18.25%	UNFAV		Stopped paying for group ex recertifications and required them to obtain on their own. Also Staff led internal training
20-25-317-5119 Childcare Wages Part Time	\$ 14,000.00	\$ 40,365.12	\$ (6,284.88)	-13.47%	FAV		Using more staffing than budgeted but expanded hours to attract more families back to PV
20-25-325-5119 Personal Trainer Wages	\$ 46,650.00	\$ 8,161.73	\$ (3,838.27)	-31.99%	FAV		Sales of PT are up but reimbursement of sessions is still behind. Also made slight changes to payment structure
20-25-326-5119 Program Wages	\$ 12,000.00	\$ 8,427.75	\$ (3,572.25)	-29.79%	FAV		Less programs running. This savings offsets the lack of corresponding revenue
20-25-326-5210 Professional Services	\$ 6,700.00	\$ 8,427.75	\$ 1,727.75	25.79%	UNFAV		Aqua pursuit for december was coded here instead of Indoor Pool which is showing a Favorable line item.
Park View Bottom Line	\$ (61,543.00)	\$ (107,505.40)	\$ (45,962.40)	74.68%	UNFAV		Struggled to recover from flood. New membership model appears to be attracting more members
Aquatics Revenue							
20-26-420-4100 Bay Daily Fees	\$ 301,000.00	\$ 343,428.92	\$ 42,428.92	14.10%	FAV		Better weather and \$1 increase to Non resident youth and seniors helped improve day pass sales.
20-26-420-4201 Bay Facility Rental	\$ 65,000.00	\$ 80,575.75	\$ 15,575.75	23.96%	FAV		Less cancellations, weather was good. Increase in fees
20-26-421-4211 Bay Sales Concessions	\$ 120,000.00	\$ 132,543.02	\$ 12,543.02	10.45%	FAV		Weather has helped. Reflective of high number of daily visit sales.
20-26-423-4820 Bay Staff Reimbursements	\$ 6,000.00	\$ 4,620.00	\$ (1,380.00)	-23.00%	UNFAV		Less staff were able to be hired than anticipated
20-26-424-4327 Junior Life Guard Program	\$ 3,000.00	\$ 1,893.00	\$ (1,107.00)	-36.90%	UNFAV		2 out of 3 sessions ran but with low numbers. Will be doing a better job of recruiting/promoting for 2019.
20-26-430-4100 Spray Park Daily Fees	\$ 14,500.00	\$ 11,790.00	\$ (2,710.00)	-18.69%	UNFAV		Budgeting to recast the surface in 2019. Reinvesting in athletics and safety
20-26-430-4315 Spray Park Parties	\$ 4,000.00	\$ 2,201.00	\$ (1,799.00)	-44.98%	UNFAV		Less parties were booked than past years, hope improving the spray park will help
20-26-440-4100 Beach Daily Fees	\$ 9,500.00	\$ 11,247.00	\$ 1,747.00	18.39%	FAV		Closed less days than normal due to better weather and good water quality
20-26-440-4201 Beach Facility Rentals	\$ 4,000.00	\$ 5,283.00	\$ 1,283.00	32.08%	FAV		Less cancellations. Big weekly group rented during half of the summer
20-26-440-4327 Beach Program Fees	\$ 4,000.00	\$ 334.00	\$ (3,666.00)	-91.65%	UNFAV		Contractor relocated during the summer, no opportunity to find anyone on such short notice
Aquatics Expenditures							
20-26-420-5217 Bay Water-Sewer	\$ 55,000.00	\$ 74,953.78	\$ 19,953.78	36.28%	UNFAV		Higher water usage. This will be budgeted better next year
20-26-420-5219 Natural Gas	\$ 32,000.00	\$ 28,650.48	\$ (3,349.52)	-10.47%	FAV		Heaters were replaced in offseason past 2 years. New heaters are more efficient. Don't always need to run.
20-26-420-5322 Ads - Promotions	\$ 4,000.00	\$ 5,432.63	\$ 1,432.63	35.82%	UNFAV		Coded differently than past years. Beach ads/promos were also coded here.
20-26-420-5324 Postage	\$ 20.00	\$ 1,833.07	\$ 1,813.07	9065.35%	UNFAV		Direct mail was coded differently than in past
20-26-420-5345 Bay Uniforms/Ppe	\$ 8,000.00	\$ 6,828.83	\$ (1,171.17)	-14.64%	FAV		Hired less staff than anticipated/Did not restock sweatshirts for staff
20-26-420-5348 Chems-Fertilizers	\$ 30,000.00	\$ 36,402.21	\$ 6,402.21	21.34%	UNFAV		More people using pool, means more chemicals required to keep pool balanced.
20-26-420-5360 Bay Equip Mt-Supplies	\$ 9,000.00	\$ 6,085.67	\$ (2,914.33)	-32.38%	FAV		less repairs/maintenance than typical year
20-26-420-5365 Equipment Rental-Lease	\$ 1,000.00	\$ (1,000.00)	\$ (1,000.00)	-100.00%	FAV		Did not need scissor lift rental for slide tower stair repair
20-26-420-5370 Bay Bldg Maintenance	\$ 12,000.00	\$ 7,778.77	\$ (4,221.23)	-35.18%	FAV		plumbing replacement project not needed
20-26-421-5319 Food Inventory COG	\$ 52,000.00	\$ 58,918.29	\$ 6,918.29	13.30%	UNFAV		Bought more items to keep up with high demand. Offset but revenue from high sales.
20-26-423-5125 Bay Guard Wages	\$ 219,000.00	\$ 196,227.49	\$ (22,772.51)	-10.40%	FAV		Hired less staff. Less training.
20-26-423-5150 FICA - Employer	\$ 13,610.00	\$ 12,216.53	\$ (1,393.47)	-10.24%	FAV		Hired less staff
20-26-430-5125 Spray Park Wages	\$ 3,000.00	\$ 5,471.10	\$ 2,471.10	82.37%	UNFAV		More usage due to higher number of visitors to the pool.
20-26-430-5217 Spray Park Water-Sewer	\$ 1,500.00	\$ 46.97	\$ (1,453.03)	-96.87%	FAV		Did not have to do as many projects as typical year. Motor repair was not as expensive as anticipated.
20-26-430-5360 Spray Park Equip Mt-Supplies	\$ 7,400.00	\$ 4,477.37	\$ (2,922.63)	-39.50%	FAV		Contractor relocated during summer. No opportunity to find anyone/or new classes to run due to length of season.
20-26-440-5322 Beach Ads-Promotions	\$ 3,000.00	\$ 125.30	\$ (2,874.70)	-95.82%	FAV		Coded mini brochure to Bay and not to beach.
20-26-440-5349 Misc Operating Exp	\$ 2,800.00	\$ 4,415.78	\$ 1,615.78	57.71%	UNFAV		Replaced beach shed. Purchased additional supplies for Key Log to anchor it. Log was Foundation donation. Got exti
20-26-443-5125 Beach Guard Wages	\$ 16,000.00	\$ 13,321.77	\$ (2,678.23)	-16.74%	FAV		Less staff hired
20-26-454-5119 Part Time Adm Wages	\$ 7,000.00	\$ 3,232.82	\$ (3,767.18)	-53.82%	FAV		Assistant position worked less hours than budgeted and was hired at a lower rate
20-26-454-5330 Cont Ed-Training	\$ 850.00	\$ 224.00	\$ (626.00)	-73.65%	FAV		Supervisor did not go to conference.

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Mundelein Park District
2018 Fourth Quarter Financial Report


Account	YTD Budget	YTD Actual	\$ Var	% Var	Fav/Unfav	Year End	Comments
Aquatics Bottom Line	\$ (131,820.00)	\$ (39,525.08)	\$ 92,294.92	-70.02%	FAV		Combination of favorable weather, slight price increase and
Rec Connect/Day Camp Revenue							
20-27-244-4244 Day Camp	\$ 214,065.00	\$ 251,778.00	\$ 37,713.00	17.62%	FAV		Enrollment was up. Added teen camp. Offered more spaces during last 2 weeks than prev years due to DRC
20-27-270-4327 Rec Connect Programs	\$ 33,600.00	\$ 37,595.00	\$ 3,995.00	11.89%	FAV		Three extra day off program, record number of kids than previous years in fall. Enrollment up throughout year.
Rec Connect/Day Camp Expenditures							
20-27-244-5120 Day Camp Wages OT	\$ 2,200.00	\$ 3,934.86	\$ 1,734.86	78.86%	UNFAV		Due to retirement of Supervisor, camp directors were leaned on to assist. Also Directors helped with open/close.
20-27-244-5218 Day Camp Electric	\$ 4,220.00	\$ 776.27	\$ (3,443.73)	-81.60%	FAV		No longer using MG gym. Dunbar electric split between multiple areas. Utilities for new building lower than expected
20-27-244-5219 Natural Gas	\$ 1,450.00	\$ 181.76	\$ (1,268.24)	-87.46%	FAV		No longer using MG gym, utility bills are lower. Also Dec. Gas bill coded to water/sewer by mistake.
20-27-244-5310 Day Camp Operating Supplies	\$ 4,630.00	\$ 3,264.77	\$ (1,365.23)	-29.49%	FAV		Reorg of Rec Dept and putting camp and rec connect under one sup, led to sharing of supplies and savings
20-27-244-5322 Day Camp Ads-Promotions	\$ 250.00	\$ 4,046.99	\$ 3,796.99	1518.80%	UNFAV		Spent heavily on Day of Play discounts and promotional items
20-24-270-5111 Salaries	\$ 18,500.00	\$ 34,926.42	\$ 16,426.42	88.79%	UNFAV		Promoted PT supervisor to full time during reorg. Previously this was just a % pf B&L Director, now both
20-27-270-5215 Custodial Services	\$ 28,300.00	\$ 8,752.45	\$ (19,547.55)	-69.07%	FAV		Custodial contract came in under expectation
20-27-270-5217 Water/Sewer	\$ 1,220.00	\$ 2,855.21	\$ 1,635.21	134.03%	UNFAV		Higher because we miss-coded a gas bill for MCC to this account.
20-27-270-5309 Rec Connect Food & Snacks	\$ 9,500.00	\$ 5,971.43	\$ (3,528.57)	-37.14%	FAV		Although enrollment is up, kids ate less. More snacks from home brought by parents too
20-24-270-5312 Rec Connect Program Supplies	\$ 4,000.00	\$ 2,906.33	\$ (1,093.67)	-27.34%	FAV		Saved on supplies by sharing with camp
20-27-270-5357 Rec Connect Field Trips	\$ 8,500.00	\$ 10,445.35	\$ 1,945.35	22.89%	UNFAV		Three extra days off, more kids on days off resulted in more kids going on trips. Offset by growth in revenue
20-27-270-5357 Furniture <\$1,000	\$ 2,200.00	\$ 99.80	\$ (2,100.20)	-95.46%	FAV		Did not need anything at the new building. Did not spend.
20-27-270-5370 Building Maintenance	\$ 5,950.00	\$ 57.60	\$ (5,892.40)	-99.03%	FAV		Dunbar building has had minor repairs, most are under warranty
20-27-270-5830 Capital Improv Building	\$ -	\$ -	\$ -	0.00%	FAV		
Rec Connect/Day Camp Bottom Line	\$ 142,348.00	\$ 228,819.36	\$ 86,471.36	60.75%	FAV		Major growth in camp and rec connect enrollment this year. Combining programs has reduced expenses
Indoor Pool Revenue							
20-30-400-4150 Pool Membership	\$ 52,000.00	\$ 45,497.05	\$ (6,502.95)	-12.51%	UNFAV		Membership changed in Sept to all inclusive. 11% of PV membership goes here. Change was too late to recover the l
20-30-400-4822 Audit Refunds	\$ -	\$ 2,890.00	\$ 2,890.00	100.00%	FAV		Did well in our audits and received nearly perfect scores
20-30-402-4401 Swim Lessons	\$ 55,600.00	\$ 47,376.81	\$ (8,223.19)	-14.79%	UNFAV		Lessons enrollment turning around & revenues increasing in Fall after format changes. Better budgeting made for ZC
20-30-402-4402 Private Lessons	\$ 10,000.00	\$ 4,290.00	\$ (5,710.00)	-57.10%	UNFAV		Less demand, requests for private lessons. New general swim lesson format, allows for better scheduling for parents
Indoor Pool Expenditures							
20-30-400-5217 Water-Sewer	\$ 6,000.00	\$ 7,210.04	\$ 1,210.04	20.17%	UNFAV		Utility bill for MCC is split with PV, admin and B&L. Appears % was off for Indoor Pool. Adjusted for 2019.
20-30-400-5218 Electric	\$ 33,000.00	\$ 28,288.76	\$ (4,711.24)	-14.28%	FAV		Utility bill is split with areas noted above. Admin carried a higher % of the bills. Made adjustments for 2019.
20-30-400-5219 Natural Gas	\$ 9,500.00	\$ 10,939.99	\$ 1,439.99	15.16%	UNFAV		Same as above. Partly due to changes in splits for utilities as a result of Rec Connect no longer at MCC to share costs.
20-30-400-5330 Cont Ed -Training	\$ 1,500.00	\$ 480.00	\$ (1,020.00)	-68.00%	FAV		Did not hold as many lifeguard trainings as budgeted. Some may have also been miscoded in admin.
20-30-400-5370 Building Maintenance	\$ 6,000.00	\$ 7,237.15	\$ 1,237.15	20.62%	UNFAV		Unexpended pump (June) and value (December) repairs were completed.
20-30-402-5115 Commissions	\$ 4,000.00	\$ 2,074.65	\$ (1,925.35)	-48.13%	FAV		These are the staffing wages - commissions for private lessons. Less privates requested, less expense generated.
20-30-402-5119 Lesson Wages Part Time	\$ 28,000.00	\$ 14,790.37	\$ (13,209.63)	-47.18%	FAV		We ran less swim lessons at during 1st half of year, resulting in wage savings.
20-30-402-5210 Professional Services	\$ 3,000.00	\$ 1,043.40	\$ (1,956.60)	-65.22%	FAV		Contractor for indoor triathlon and masters swim/tri training, less participants than expected
Indoor Pool Bottom Line	\$ (76,450.00)	\$ (68,846.95)	\$ 7,603.05	-9.95%	FAV		Controlled expenses and less programs/lessons ran which helped on wages.
Dance Revenue							
20-31-207-4220 Dance Classes	\$ 57,370.00	\$ 66,053.27	\$ 8,683.27	15.14%	FAV		Dance enrollment was up over 30 kids this year.
20-31-207-4221 Ticket Sales-Programs	\$ 5,100.00	\$ 8,864.00	\$ 3,764.00	73.80%	FAV		Increase enrollment led to more ticket sales at recitals.
20-31-207-4222 Photo Proceeds	\$ 1,380.00	\$ 315.75	\$ (1,064.25)	-77.12%	UNFAV		Changed the way we are doing photos. We aren't taking a cut anymore. Budgeted differently in 2019 to reflect chan

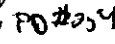
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MEMORANDUM

To: Chief Eric Guenther

Cc: Deputy Chief Monahan 

From: Sergeant Paul Dempsey  PO #204

Date: Wednesday, February 13, 2019

Re: Park District Report –January 2019

There were five (5) calls for service in the area parks during the reporting period, which is slightly lower than normal with park district activity during this time of year. The calls were minor in nature which included an animal complaint, two commercial alarms, suspicious vehicle and a private property accident.

There were a total of 37 park checks initiated by the patrol officers during this month. There were no patterns or crime trends discovered during this month.

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

- On 01/08/19, Officer McElroy responded to Community Park for a stray dog complaint. The dog was located and transported to the police department and placed in the kennel.
- On 01/15/19, CSO Torres responded to Kracklauer Park for a private property accident. Subject was driving a school bus and when turning into the parking lot accidentally struck the brick retaining wall. Park District was notified.
- On 01/20/19, Ofc. Kroll located an occupied vehicle at Hanrahan Park. The driver was later issued an AHO citation for possession of drug paraphernalia.
- On 01/24/19@0230hrs, Ofc Baldan responded to the Parkview Fitness Center for a burglar alarm. The exterior was checked and appeared secure. Unknown reason for the alarm.
- On 01/24/19@0338hrs, Ofc Baldan responded to the Parkview Fitness Center for a burglar alarm. The exterior was checked and appeared secure. Unknown reason for the alarm.

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 January 2019 Park District reports for your review.

Please contact me if you have any questions.

Courage. Pride. Commitment.

To: Board of Park Commissioners

From: Bill Brolley, Golf Operations Manager

Subject: Steeple Chase Operations – February 2019

We have been averaging two or three people a day coming in to use the simulator. So far we have generated about \$300 from people coming in to hit balls and we currently have between \$6,000 and \$7,000 in club orders. At this time last year we had about \$1,100 in club orders. Most of these club orders are sets of Titleist irons which they are releasing March 1st, so the revenue will come in early March. Early orders for the Titleist ProV1 ball promotion (buy three dozen get fourth dozen free, also personalization of number and name) have been slightly up from last year so far. We did a little over \$3,800 in revenue from this promotion last year. Clubs and balls are big revenue items for us as far as merchandise sales not big margin items but it is an early indication that people are willing to spend on golf. We will leave up the hitting net until about three or four days before we open.

The scheduled opening day is March 29th the Friday before the last full weekend in March. Depending on the weather we may open earlier or later. The opening date is currently posted on our website and as it gets closer or changes we will send out mass emails stating when we will be open.

The carts should arrive in mid-March or sooner dependent on weather.

We will be receiving most of our FootJoy and Titleist merchandise in the next few weeks as they extended dating on their invoices.

Superintendent of Buildings & Grounds Derek Solberg is working on getting specificaiotns for the clubhouse roof we are looking at mid to late April for replacing the roof.

I had a Marketing meeting with our Marketing team and a Comcast sales person to discuss another round of TV spots. If we do this again, we will aim for mid-May.

Assistant Golf Operations Manager Jon Karl, Pro Shop Manager Scott Ragland and I all attended the Park District Vision and Communication meeting on February 19 at the Dunbar Recreation Center. All three of us have also taken the online Basset and Food Handler trainings that are required.

Carpeting should be installed in the next week or two, we are getting it done from Carpets in The Park, a Mundelein business.

Kitchen equipment is also being cleaned along with the floors in the kitchen.

MEMO TO: Board of Park Commissioners

FROM: Ron Doruff, Golf Course Superintendent

SUBJECT: Golf Course Grounds Report – February, 2019

It doesn't seem like we are going to have an early spring this year. Besides the snow, there is a lot of ice on the golf course. This should not be a problem because it will not be staying around long enough to smother the grass plants. I have heard that the freeze line went down to about 40 inches after the extreme cold temperatures. This is deeper than normal. The good news is that with all of the warm weather and the rain, there is no frost remaining.

The course is still looking good with little to no tree or turf damage. The tree damage is from the wind, rain, and/or snow. The turf damage is mostly from animals burrowing and digging holes in the turf.

The winter work is moving along. With three workers, we are doing the best that we can. With the extra snowfall this year, this adds to the work load and sets our projects back.

The Golf Course Superintendents Association Golf Industry Show was well attended this year. It gave me an opportunity to connect with other superintendents from around the world. It also allowed me to see new equipment and learn new techniques for using our current equipment. The show is always a springboard to our new season. It means the cold won't stay much longer.

Assistant Golf Course Superintendent Marcus Kivisto took his Illinois pesticide applicator's license tests in Rockford in January. He has two more tests to take at the end of February for us to be totally licensed.

The greens aerifing schedule has been set. The dates are roughly the same as 2018 using Sunday night for aerifing and all other aspects of the procedure to be done on Monday. The tees and approaches will be aerified in spring (in house) as time and weather permits.

The goose control company has been hired and will be here from March 15 through June 15 and again from August 15 through November 15. This is the same schedule as last year. We have had more geese this winter when we had open water than we had during the golf season.

This is the year for injecting the Ash trees for the Emerald Ash Borer. We have injected them every two years since 2005. This will be our 8th time we have injected them.

To: Board of Commissioners

From: Derek Solberg, Superintendent of Buildings and Grounds

Re: Parks Department Report – January 2019

Much staff time in the past month has been used to simply keep up with winter. Regular snow fall and occasional very cold temperatures have defined the work that needs to be completed during a number of days recently. There have been a number of snow and ice events in the past 30 days that have required early starts, after hours work and time in on the weekends as well. Even when keeping up with a storm as it happens, there is work to do in the days that follow due to melt and refreeze as well as drifting. District buildings fared well during the bitter cold temperatures of the last days of January. Staff were proactive in trying to prevent issues related to frozen water pipes. Space heaters were placed in key areas, doors to knee wall storage areas were left open to allow heat to enter, faucets were allowed to drip and the buildings were checked continuously to be sure there weren't issues.

One effect that often goes unmentioned when considering snow and ice removal is the salt that is tracked into each building. District custodial staff work hard to keep the floors of all of the buildings as clean as possible during these times. The floors require extra sweeping and cleaning to discourage the ice melt materials from building up. This work is critical to keep the buildings clean for our customers and to extend the life of the flooring.

The Village of Mundelein has discontinued allowing the District to purchase bulk road salt through them until further notice. Notice was given earlier in the year that this was a possibility. At that time the District contacted Fremont Township and inquired if it would be possible to purchase material through them. They were willing to work with us which resulted in a seamless transition from one agency to the other. Thank you to Bill Grinnell, Highway Commissioner for Fremont Township, for allowing us to purchase bulk road salt through the Township.

When not attending to the most recent snow and/or ice event, staff have been able to complete tree trimming in a number of parks. Crews work through each park and are able to trim as much as they can without the use of the aerial lift truck.

At Parkview, staff recently upgraded the lighting. The improved light will save energy as well. Work on the Community Center new 3rd floor office space is nearing completion. One office has been moved into with only minor finishing details yet to be accomplished. The second office is awaiting carpet tile delivery and installation before trim can be added. The space will then be ready for occupancy.

Grounds Maintenance Supervisor Brian Jeske completed year one of NRPA's Park and Recreation Maintenance Management School. Year one students cover modules related to building maintenance, grounds maintenance and a number of leadership and human resource topics. Superintendent of Buildings & Grounds Derek Solberg attended an OSHA 10-hour training program. This training covered OSHA standards for general industry and construction and were presented in relation to grounds and building maintenance.

Memorandum

To: Park District Board of Commissioners
From: Matt LaPorte, Superintendent of Recreation
RE: February 2019

Programs

Six staff from the Recreation Department attended the January 24-26 IAPD/IPRA Soaring to New Heights Conference in Chicago. Staff thoroughly enjoyed this year's conference and appreciated the opportunity for education and networking.

The severe weather impacted our programs in January, forcing us to cancel all District classes and programs on January 30 and closing all facilities with the exception of Mundelein Community Center. The feedback was generally positive. The school district canceled school three days during the week of January 28. Rec Connection staff stepped up to offer a Days Off program on January 31. Only 11 children took advantage of it, but the program was appreciated by those that took advantage of it. A scheduled Days Off Program was held on February 15 with 52 students attending. Rec Connect enrollment is now at 192 students with three new students joining this week, increasing the already record enrollment.

Ten tours of Big & Little were conducted in January with one child enrolling and several others planning to join in the summer. Enrollment is equal to last year but revenue is up due to more children attending full days. Learning Center enrollment remains unchanged from last month and should remain stable through the end of the school year. The preschool staff will host an open house on Saturday, March 16 from 10:00-noon. Back in the fall I shared that we were eliminating the outdated Puterbugs Program from the preschool offerings. It is estimated we will save \$7,500 on Professional Services due to this decision, and the change has allowed us to eliminate charging additional fees to parents for activities such as field trips. Big & Little Director, Laurie Gembara is credited with this cost savings idea.

The Mundelein Dance Company is entering the competition season and will be competing in the Stars of Dance show at Wilmette Park District this weekend. Dancers in the long term program are preparing for the May spring recital and are beginning to practice their dances. Thankfully, all costumes have been ordered for the show, with orders starting in November of last year. Supplies had begun to run low at most dancewear companies. We are currently at 262 dancers, this is an increase from the fall and we are up about 30 students from this time last year.

We were notified by the Gymnastics Spot on February 12 that they will be closing their doors at the end of the month. As a result, we will be giving all participants a prorated refund for the missed classes. We will not be offering a spring nor summer session. Assistant Superintendent, Scott Schleiden is looking into possible alternatives to offering gymnastics in the future.

The Girls Feeder Basketball season is carrying on smoothly. Both teams have done well lately with the 6th grade team evening their record at 9-9 on the season after going 4-1 in the recent Grant Tournament and 1-1 in regular league play. As mentioned last month, as 5th graders the team was 2-13 on the season, certainly a nice improvement by the players. The 7th grade team went 4-0 in league play and 4-1 in the tournament and ended up taking 3rd place. Overall they are 15-7 on the season. Both teams have

a handful of games left with the season ending on March 10. A banquet for the players and families will be held after the season to celebrate their success.

Recreation Supervisor, Cheri Rehor is preparing for her first full summer supervising Trails & Odyssey Summer Camps. Planning has begun and all camp directors and assistant directors returning will make it smoother. New for this summer we will be offering two, three-week swim lesson sessions during camp, at a discounted rate. Interviews for camp counselors began the week of February 11. We have 10 confirmed returning staff with seven staff still deciding. We are expecting to hire 9 or 10 additional staff members for a total of 26. Enrollment has begun for camp.

The Recreation Department will be announcing a summer Recreation Intern opportunity for this year. The position will be posted on IPRA and outreach will be done to state universities.

Events & Parties

The Enchanted Princess Daddy Daughter Dance was a huge success this year. The venue change from the Regent Center to Dunbar Recreation Center allowed us to increase enrollment and meet the demand. We ended up with 157 dads and daughters. Activities included a photo booth courtesy of Graber Orthodontics, delicious Cannoli provided by Tony Cannoli, crafts, hilarious contests and lots of great dancing. Staff worked with SRCLC to obtain a bus to provide a shuttle between the parking lot at Mundelein Community Center and Dunbar Recreation Center in order to accommodate the larger than expected crowd. Upcoming events include the March 16 St Patrick's Day Party and the April 19 Spring Egg Hunt.

Rentals

Garden plot information was prepared and sent out for the upcoming season. Boat launch sales opened with a slight increase in price from last year.

There were four Regent Center rentals this month which matches last year but revenue is down \$1,000 due to the rentals being shorter. Three rentals were held at Dunbar Recreation Center for a total of \$495.

Facilities

Regent: Memberships at the Regent Center finished 2018 at 404 members. To date we have 272 members who have renewed their memberships, up from 231 last year. January's weather was not favorable for most visitors to the Regent Center and greatly impacted participation and program registration. The facility was closed for three days with an additional four days impacted by severe weather as well. Therefore, participation was down with only 957 visits to the Center, which was down from the 1,208 visits we had in January of 2018. Additionally, the Essential Oils and Evening Yoga programs had to be cancelled due to low enrollment. The Introduction to Gardening program is also looking like it may have to be cancelled but instead will be pushed off until March to try to get it to go by giving us more time to get the word out and recruit participants. There is an upcoming April 4 trip to Drury Lane for lunch and the play Mama Mia.

Aquatics:

Barefoot Bay and Beach Season passes went on sale starting November 14th. Thus far we have sold 156 Barefoot Bay passes and 20 COMBO (includes beach) passes, for a total of \$10,750. This is above last year's total of 80 Barefoot Bay passes, 19 COMBO Passes, and two Diamond Lake Beach Passes, for

Park View:

Improvements to Park View Fitness Center have continued throughout January and early February. We installed new LED lighting and ceiling fans in the fitness floor, brightening the areas. A new light for the stairwell has recently been purchased which will improve safety in and around the stairwell. Staff are continuing to research lighting options for the lobby to improve the otherwise dark area. After a delay due to a backorder on HD cable boxes, our equipment has been fully connected to cable television and the internet. Members are now able to enjoy their own individual television screens, as well as have access to advanced training programs, Run TV, a realistic trail running program; as well as Netflix and Hulu applications. The new equipment has been well received by members. Additionally, we are working with a contractor to have speakers installed in the lobby and fitness center to provide ambient background noise and bring some "energy" to the facility. Staff has continued to paint areas around the facility to tie it all together. The lobby will be the next area to be painted.

January was a successful month at the Center for fitness programs with 10 of the 13 fitness programs offered going on to run. Featured classes include Ultimate Boot Camp, Power Ride, MHS Strength, Tai Chi, Vinyasa Yoga and a new program, MMA conditioning. These are premium, registered classes that are outside of our group exercise classes included within the fitness membership. Additionally, we had a successful fitness event in January. Three instructors hosted a New Year, New You Dance-a-thon at Dunbar Recreation Center with 24 participants attending the 90 minute workout.

The January personal training promotion was also a success. Staff sold 22 BOGO ½ off personal training packages. As a result of the hard work put in by staff and the promotion, personal training revenue for the month came in at \$15,369. This is up from just \$5,195 in sales in January of 2018. Additionally we have done 20 personal training consultations and orientations for new members and prospective personal training clients. Fitness Coordinator Nicole Schaller and her team of personal trainers and group exercise instructors led seven demos on the Hoist Motion Cage apparatus and attracted 45 members to learn about the new piece. A demo video was posted on social media and our website as well.

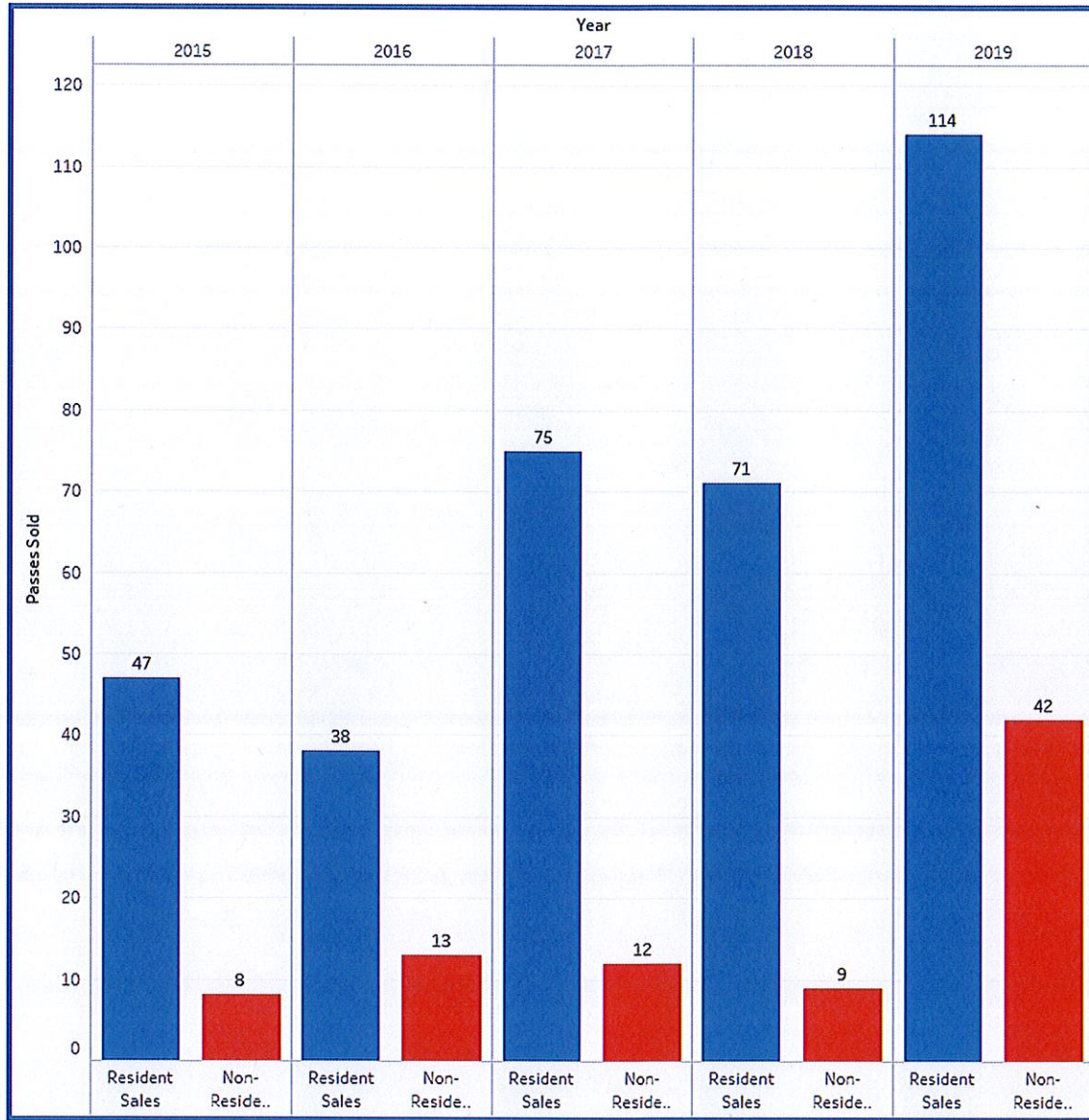
Staff headed up a new Birthday recognition promotion in January. We gave away two free guest passes to each member with a birthday in January, and will continue that throughout the year. Each member gets a happy birthday email as well.

Membership sales are to 1,914 members which is up slightly from December and way up from the 1,263 members we had last January. Membership usage is up 3% as well, with 11,247 visits taking place in January. Group exercise participation is up by 52% from last January for a total of 2,327 visits.

All in all a good start to the year for the Recreation Department.

\$6,015. This is the highest number of pass sales over the past five years. The graph below shows a breakdown of pass sales. Recruitment and interviews for staff continues. As of now we have 77 staff committed to return for the summer and seven new members hired. We are 48% hired. Management staff has been assembled with a mix of new and returning staff. A total of 69 rentals (including Trails Camp) have been booked for approximately \$40,000 in rental income. Last, this year we will be replacing the lockers and that work is expected to occur in April/May.

Barefoot Bay Passes Through February 13th



	Year				
	2015	2016	2017	2018	2019
Resident Revenue	\$3,050.00	\$1,970.00	\$3,810.00	\$3,970.00	\$5,750.00
Non Resident Revenue	\$880.00	\$1,230.00	\$2,080.00	\$885.00	\$3,725.00

**Mundelein Parks & Recreation District
Memorandum**

To: Board of Commissioners
From: Debbie McInerney, Superintendent of Business Services and Technology
RE: Board Report – February 2019

Finance

Processing of 2018 W2s and year end filings for 445 employees were completed. 1099s were prepared and sent to the required vendors. The 4th Quarter Financial report was finalized. Monthly allocations were done for the 2019 budget. Preparation for the audit was completed. The auditors from Lauterbach & Amen were onsite the week of February 18th.

Human Resources

Sarah Bannon and I completed the payrolls for the periods of 01/06/19 – 01/19/19 for 155 employees, 01/20/19 – 02/02/19 for 152 employees, and 02/03/19 – 02/16/19 for 153 employees. Staff hired include an accounts payable clerk, an accounting clerk, and 2 indoor pool swim instructors. We are currently recruiting summer staff, a fitness floor attendant, a Kidz Center attendant and additional swim instructors.

The Path Onsite Screening took place on February 5th. Our annual chili cook off was held on February 18th.

IT

Completed the network connections for the new 3rd floor offices. Worked on building the network for the new fitness floor equipment. Completed general maintenance tasks and responded to various user ticket requests.

Risk Management

The topic for the February safety training is workplace ergonomics and will be held on the 26rd and 27^t. The next safety committee meeting is scheduled for February 27, 2019.

The 2018 Workers' Compensation Payroll Audit was completed and submitted.

The PDRMA Accreditation Incentive Wear order was collected and submitted for all full-time employees and the Board. The incentive wear should arrive in April.

Property Loss Report

12 Feb	Parks	District truck hit a bike rack at Community Park, bent it, Cost will involve labor to straighten the rack, no damage to truck	Unknown cost	Not sent to PDRMA
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Risk Management (continued)

Employee Injury/Illness

None.

Accident/Incident Summary

31 Jan	Park View	Verbally abusive member toward Park View front desk staff regarding open gym charge for child's participation; payment returned and email regarding specifics of open gym rules delineated and expectations for treatment of staff outlined	No EMS	Not sent to PDRMA
3 Feb	Indoor Pool	A lot of blood found on the floor of the sauna and lobby of the indoor pool. It was cleaned by the staff using appropriate PPE.	No EMS	Not sent to PDRMA
4 Feb	Park View	Adult female, during personal training session missed the medicine ball rebounding from the Motion Cage Rebounder, hit lip – swelling – first-aid	No EMS	Not sent to PDRMA
7 Feb	Park View	Trespass a member for inappropriate comments to staff and members	No EMS	Not sent to PDRMA
11 Feb	Kracklauer Dance Studio	Girl, 5 – locked in the women's bathroom at KDS. Problem with the hardware. Scott Schleiden responded. She was released from the bathroom, and Building Supervisor will replace the handle/door lock mechanism.	No EMS	Not sent to PDRMA
12 Feb	Park View	Adult Male – patron's nose began spontaneously bleeding – no first-aid	No EMS	Not sent to PDRMA