

MUNDELEIN PARK & RECREATION DISTRICT
REGULAR BOARD MEETING
Monday, November 26, 2018
7:30 p.m.
AGENDA

Call To Order:

Pledge of Allegiance:

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

Approval of Minutes: Committee Meeting November 12, 2018
Regular Meeting November 12, 2018

Approval of Disbursements: Warrants –110318, 111618, 111918, 112618 = \$834,382.54

Financials: October

Police Report: October

Correspondence:

Old Business: 1. Park Name – Holcomb Subdivision

New Business: 1. Accept 2019 Draft Budget for Public Viewing
2. Approve Telephone and Cellular Telephone Usage Policy
3. Approve 2019 Board Meeting Dates

Board Business:

Staff Reports

Service Anniversaries November: None

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

**MEETING REMINDER
MONDAY, NOVEMBER 26, 2018**

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

Action Items

1. Park Name – Holcomb Subdivision
2. Accept 2019 Draft Budget for Public Viewing
3. Approve Telephone and Cellular Telephone Usage Policy
4. Approve 2019 Board Meeting Dates

Updates

1. Logo Redesign Selection
2. 3rd Quarter Financial Report and Marketing Report
3. Property Tax Appeal

Action Items

Attached are the suggested names for the new park in the Holcomb subdivision. Construction was delayed due to weather and a family emergency (installer) but we would like to start planning for a ribbon cutting in the spring.

Staff recommends choosing a name for the park in the Holcomb subdivision.

The 2019 Draft Budget is presented for Board review. A Public Hearing on the Budget is scheduled for 7:15pm prior to the start of the Regular Board Meeting. There will be two more Board meetings prior to the final adoption.

Staff recommends accepting the 2019 Draft Budget and for it to be available for public viewing.

With more Park District employees being issued cellular telephones, staff determined our policy needed to be updated. The proposed changes have been reviewed by the Board Policy Committee and the District's attorney.

Staff recommends approving Personnel Policy 6.16 Telephone and Cellular Telephone Usage Policy.

The proposed Board meeting dates are attached. The schedule is the same with meetings being held on the 2nd and 4th Monday of each month. There is only one meeting in May since the 4th Monday falls on Memorial Day.

Staff recommends the approving the 2019 Board Meeting Dates.

Updates

At the last meeting, the Board was presented with three logo designs. The Board decided to move forward with a new logo. I would like the Board to choose one of the three designs at the meeting. Once chosen, that design can be modified based on Board input and a final design can be chosen hopefully in January. All three designs are attached.

The 3rd Quarter Financial Report and 3rd Quarter Marketing Reports are attached.

The County notified us of one property tax appeal: 6356 Diamond Lake Road, assessed at 389,086, requesting assessment of \$213,312. The County handles all appeals.

Suggested Names for Park on Goodwin

- Diversity Park
- Railroad Park
- Whistlestop Park
- Shining Time Station
- Pape Park
- Goodwin Goodness
- Wally Frasier Park
- Holcomb Family Park
- Holcomb Park
- Holcomb Hollow
- Holcomb Hideaway
- Holcomb Welcome
- Holcomb habitat
- Holcomb Haven
- Holcomb Heaven
- Holcomb Harmony
- Holcomb Heartland
- Holcomb Heather
- Holcomb Hillside
- Holcomb Holiday
- Holcomb Home
- Holcomb Homecoming
- Holcomb Heights
- Holcomb Woods Holcomb
- Holcomb Woods Park Holcomb
- Hallowed Holcomb
- Halcyon Holcomb

Section 6: Employee Conduct

6.16 Telephone and Cellular Telephone Usage

Office telephones are a vital part of our agency operations. Because of the large volume of agency business transacted by telephone, personal use of the telephone should be limited and personal calls should be brief.

Employees are expected to only make and receive personal phone calls for emergency situations.

Cellular telephones are furnished to certain employees in connection with their job duties. Employees who are issued cellular telephones by the Mundelein Park District should make all long distance telephone calls while traveling from their cellular telephone. Employees need to limit personal use of their cellular telephone in the same way they need to limit personal use of their office telephone. Employees who have excessive cellular usage for personal calls will be subject to corrective action up to, and including, termination.

The Mundelein Park District requires the safe use of its cellular telephones by employees while conducting business. Employees shall not use Park District issued cellular telephones while operating any motor vehicle, regardless of whether or not it is their person motor vehicle or a vehicle owned by the Park District. If an employee needs to take a cell phone call due to an emergency matter related to Park District business, he/she shall find a safe place to stop his/her vehicle before taking the call. The same procedure would apply if an employee needed to take a personal call while operating a Park District owned vehicle. Failure to comply with these requirements may result in discipline up to and including dismissal.

Employees have no privacy interest in voice messages or text messages sent or received while using a Park District issued cellular telephone. Park District issued cellular telephones shall be subject to Park District inspection at any time. Employees shall not send text or voice messages using their Park District issued cellular telephone which may be in violation of any other policy set forth in this personnel manual.- If an employee elects to use a password to protect information stored on a Park District issued cellular telephone, the employee must provide that password to his/her supervisor. Any text or voice message that is sent ~~or received~~ in violation of the this policy or any other policy set forth in this Personnel manual may subject the offending employee to disciplinary action up to and including dismissal. **Any text or voice message received in violation of this policy or any other policy set forth in this Personnel manual must be reported to your supervisor.**

~~During work time, employees are not permitted to use personal cellular telephones. These should be used only during breaks and meal times.~~

*2019 Mundelein Park & Recreation District
1401 North Midlothian Road
Mundelein, IL 60060
7:00 pm Committee Meeting
7:30 pm Board Meeting
Board of Commissioner Meeting Dates*

*January 14
January 28
February 11
February 25
March 11
March 25
April 8
April 22
May 13
June 10
June 24
July 18
July 22
August 12
August 26
September 9
September 23
October 14
October 28
November 11
November 25
December 9
December 23*

MUNDELEIN PARK & RECREATION DISTRICT

April Lohr

Registration Manager

alohr@mundeleinparks.org



1401 N. Midlothian Road

Mundelein, IL 60060

P 847.388.5453 F 847.566.8557

www.mundeleinparks.org



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Mundelein Park District
2018 Third Quarter Financial Report

Account	YTD Budget	YTD Actual	% Var.	Year	Year/Unit	Comments
Admin Revenue						
10-11-100-4003 Real Estate Taxes-Social Security	\$ 34,901.99	\$ 28,212.31	\$ (6,689.68)	-19.17%	UNFAV	On Budget
10-11-100-4004 Real Estates Taxes IMRF	\$ 56,230.99	\$ 74,826.30	\$ 18,595.31	33.07%	FAV	On Budget
10-11-100-30-4801 Interest Investments	\$ 7,195.20	\$ 25,227.62	\$ 18,032.42	250.62%	FAY	FAV 18K
Expenditures						
10-11-100-5157 Health-HRA	\$ 5,060.52	\$ 1,896.33	\$ (3,164.19)	-62.53%	FAY	FAV 1K
10-11-100-5158 Health-ACA	\$ 2,324.07	\$ -	\$ (2,324.07)	-100.00%	FAY	FAV 3K
10-11-100-5210 Professional Services	\$ 20,168.79	\$ 26,815.87	\$ 6,647.08	32.96%	UNFAV	UNFAV 8K
10-11-100-5211 Legal Services	\$ 6,571.43	\$ 14,544.74	\$ 7,973.31	121.33%	UNFAV	UNFAV 9K
10-11-100-5212 Computer Services	\$ 68,094.00	\$ 53,804.56	\$ (14,289.44)	-20.98%	FAY	On Budget
10-11-100-5323 Printing	\$ 3,000.00	\$ 1,420.62	\$ (1,579.38)	-52.65%	FAY	On Budget
10-11-100-5324 Postage	\$ 1,595.00	\$ 622.29	\$ (972.71)	-60.98%	FAY	On Budget
10-11-100-5330 Cont. Ed-Training	\$ 8,977.80	\$ 5,072.82	\$ (3,904.98)	-43.50%	FAY	FAV 2K
10-11-100-5333 Staff Relations	\$ 6,303.40	\$ 4,778.98	\$ (1,524.42)	-24.18%	FAY	FAV 1K
10-11-100-5334 Public Relations	\$ 771.39	\$ 3,087.92	\$ 2,316.53	300.31%	UNFAV	On Budget
10-11-100-5365 Equip Rental-Lease	\$ 3,448.62	\$ 1,692.17	\$ (1,756.45)	-50.93%	FAY	FAV 1K
Corporate Admin Bottom Line	\$ 1,516,812.77	\$ 1,651,678.30	\$ 134,865.53	8.89%	FAY	FAV 85K
Parks Revenue						
10-12-110-4003-Property Taxes-Social Security	\$ 53,807.25	\$ 44,418.95	\$ (9,388.30)	-17.45%	UNFAV	On Budget
10-12-110-4004 Property Taxes-IMRF	\$ 79,014.23	\$ 105,143.85	\$ 26,129.62	33.07%	FAY	On Budget
10-12-110-4807 Ins Claims Reimbursement	\$ -	\$ 4,245.47	\$ 4,245.47		FAY	FAV 4K
10-12-110-4824 Proceed Sale of Property	\$ -	\$ 2,081.02	\$ 2,081.02		FAY	FAV 2K
Expenditures						
10-12-110-5118 Wage Full Time OT	\$ 6,120.00	\$ 6,685.04	\$ 565.04	41.91%	UNFAV	On Budget
10-12-110-5125 Wages Seasonal	\$ 50,500.00	\$ 38,238.54	\$ (12,261.46)	-24.28%	FAY	FAV 9K
10-12-110-5157 Health-HRA	\$ 12,937.50	\$ 5,630.74	\$ (7,306.76)	-56.48%	FAY	On Budget
10-12-110-5158 Health-ACA	\$ 7,539.67	\$ -	\$ (7,539.67)	-100.00%	FAY	FAV 10K
10-12-110-5327 Cell Phone	\$ 5,124.42	\$ 2,546.01	\$ (2,578.41)	-50.32%	FAY	FAV 2K
10-12-110-5345 Uniforms	\$ 8,178.17	\$ 7,672.84	\$ (505.33)	-17.31%	FAY	On Budget
10-12-110-5346 Refuse Collection	\$ 8,250.03	\$ 6,932.58	\$ (1,317.45)	-15.97%	FAY	FAV 1.5K
10-12-110-5348 Chems-Fertiliz-Paint	\$ 7,166.67	\$ 1,499.25	\$ (5,667.42)	-79.08%	FAY	On Budget
10-12-110-5351 Fuel-Gasoline	\$ 17,925.90	\$ 20,023.38	\$ 2,097.48	11.70%	UNFAV	UNFAV 3.5K
10-12-110-5352 Plymnd Eq Mt-Supply	\$ 25,086.52	\$ 18,519.39	\$ (6,567.13)	-26.18%	FAY	FAV 2K
10-12-110-5362 Small Tools-Equipment	\$ 9,954.60	\$ 7,576.86	\$ (2,377.74)	-23.89%	FAY	On Budget
10-12-110-5365 Equip Rental-Lease	\$ 6,619.35	\$ 3,678.08	\$ (2,941.27)	-44.43%	FAY	FAV 0.5K
10-12-110-5374 Park Projects <55,000	\$ 7,832.00	\$ 6,367.10	\$ (1,464.90)	-18.77%	FAY	On Budget
10-12-110-5376 Grounds Plantings	\$ 6,300.00	\$ 3,646.27	\$ (2,653.73)	-42.12%	FAY	On Budget
10-12-110-5378 Pond Maintenance	\$ 4,000.00	\$ -	\$ (4,000.00)	-100.00%	FAY	FAV 4K
10-12-110-5380 Roadway Maintenance	\$ 27,153.75	\$ 2,041.85	\$ (25,111.90)	-92.48%	FAY	FAV 2K
10-12-110-5381 Boat Launch Maint	\$ 11,045.41	\$ 3,071.07	\$ (7,974.34)	-72.20%	FAY	FAV 7.5K
Parks Bottom Line	\$ (937,748.75)	\$ (789,853.92)	\$ 147,894.83	-15.77%	FAY	FAV 95K
Golf Revenue						
10-13-115-4004 Real Estate Taxes-Social Security	\$ 53,315.68	\$ 43,990.35	\$ (9,325.33)	-17.49%	UNFAV	On Budget
10-13-115-4102 Res Wknd-Hldy Daily	\$ 71,383.99	\$ 59,737.00	\$ (11,646.99)	-16.32%	UNFAV	UNFAV 14K
10-13-115-4140 Loyalty Membership	\$ 14,500.00	\$ 8,850.00	\$ (5,650.00)	-38.97%	UNFAV	UNFAV 6K
10-13-115-4216 GPS Advertising	\$ 1,500.00	\$ 3,000.00	\$ 1,500.00	100.00%	FAY	FAV 1.5K
10-13-115-4400 Golf Lessons	\$ 2,800.00	\$ 3,924.00	\$ 1,124.00	40.14%	FAY	FAV 1K
10-13-1154710 Friends of Steeple Chase Outing	\$ 7,000.00	\$ -	\$ (7,000.00)	-100.00%	UNFAV	On Budget
10-13-115-4814 Discounts-Rebates	\$ 1,794.50	\$ 271.76	\$ (1,522.74)	-84.86%	UNFAV	UNFAV 1.5K
10-13-117-4814 Proceed from Sale of Property/Equip	\$ -	\$ 7,250.00	\$ 7,250.00		FAY	FAV 7K
Expenditures						
10-13-115-5158 Health-HRA	\$ 2,624.98	\$ 1,149.27	\$ (1,475.71)	-56.22%	FAY	FAV 1.5K
10-13-115-5158 Health-ACA	\$ 1,739.98	\$ -	\$ (1,739.98)	-100.00%	FAY	FAV 2K
10-13-115-5213 GPS Services	\$ 32,000.00	\$ 24,000.00	\$ (8,000.00)	-25.00%	FAY	On Budget
10-13-115-5318 Merchandise Inventory COG	\$ 60,822.00	\$ 63,083.86	\$ 2,261.86	3.72%	UNFAV	UNFAV 3K
10-13-115-5322 Ads-Promotions	\$ 9,950.00	\$ 7,633.16	\$ (2,316.84)	-23.28%	FAY	FAV 2K

Mundelein Park District
2018 Third Quarter Financial Report

Account	10-13-115-5324 Postage	10-13-115-5336 Friends of SC Expense	10-13-115-5345 Uniforms/PPF	10-13-115-5350 Vehicle Maintenance	10-13-115-5370 Building Maintenance	10-13-116-5125 Wages Seasonal	10-13-116-5360 Equipment Mt/Supplies	10-13-117-5125 Wages Seasonal	10-13-117-5157 Health-HRA	10-13-117-5158 Health-ACA	10-13-117-5210 Professional Services	10-13-117-5245 Grounds Rpr-Mt Contract	10-13-117-5314 Computer Supplies	Golf Bottom Line	Special Recreation Expenditures	10-28-470-5117 Wages Full Time	10-28-470-5811 Capital Equipment ADA	10-28-470-5831 Capital Imprv Bldgs ADA	10-28-470-5841 Capital Imprv Walkways ADA	10-28-470-5850 Capital Imprv Roadways ADA	10-28-472-5119 Wages Part Time	10-28-472-5340 Operating Expenses	10-28-472-5360 Equipment Maint/Suppl	Special Recreation Bottom Line	Museum Expenditures	10-29-500-5370 Building Maintenance	10-29-500-5390 Capital Improve Bldgs	Museum Bottom Line	Police Expenses	10-32-510-5119 Wages Part Time	Police Bottom Line	Insurance Revenue	10-34-520-30-4815 Misc Revenue	Expenditures	10-34-520-5156 Unemployment	10-34-520-5330 Cont Ed-Training	10-34-520-5390 Contingency	Insurance Bottom Line	Audit Expenditures	Audit Bottom Line	Recreation Administration Revenue	20-20-200-4003 Real Estate Taxes-Social Security	20-20-200-4720-Sponsors	20-20-200-4801 Interest-Investments	20-20-219-4319 Special Events-Workshops	Expenditures	20-20-200-5111 Salaries	20-20-200-5117 Wages Full Time	20-20-200-5119 Wages Part Time	20-20-200-5150 FICA	20-20-200-5152 IMRF
	\$ 1,500.00	\$ 2,050.00	\$ 1,200.00	\$ 6,632.50	\$ 7,425.00	\$ 46,137.00	\$ 1,800.00	\$ 144,000.00	\$ 2,812.50	\$ 1,741.32	\$ 13,925.00	\$ 13,009.00	\$ 1,200.00	\$ 189,641.52		\$ 2,500.00	\$ 13,500.00	\$ 4,824.70	\$ 10,000.00	\$ 1,000.00	\$ 3,548.00	\$ 4,500.00	\$ 3,750.00	\$ 42,774.02		\$ 2,000.00	\$ 2,500.00	\$ (8,589.26)		\$ 6,937.00	\$ (13,094.16)		\$ -	\$ -	\$ 5,250.00	\$ 3,400.00	\$ 5,000.00	\$ 41,174.00		\$ (454.42)		\$ 40,568.38	\$ 26,150.00	\$ 4,925.00	\$ 16,350.00	\$ 158,747.28	\$ -	\$ 79,974.45	\$ 15,926.02	\$ 29,967.32	
	\$ (1,397.24)	\$ (2,030.00)	\$ (1,200.00)	\$ (78.14)	\$ (4,892.06)	\$ (38,643.96)	\$ (573.54)	\$ (128,664.13)	\$ (2,31.37)	\$ (1,741.32)	\$ (2,585.00)	\$ (5,693.17)	\$ (1,200.00)	\$ 237,151.57		\$ (2,500.00)	\$ (9,088.10)	\$ (961.63)	\$ (10,000.00)	\$ (1,000.00)	\$ (790.76)	\$ (3,461.00)	\$ (3,750.00)	\$ (43,405.77)		\$ (1,918.38)	\$ (2,500.00)	\$ (2,877.25)		\$ 8,356.61	\$ (10,229.38)	\$ 1,500.00	\$ 1,500.00	\$ 3,791.00	\$ 1,168.95	\$ 3,846.95	\$ 55,237.20		\$ 308.90	\$ 763.32	\$ 33,849.95	\$ 33,019.33	\$ 14,786.21	\$ 23,127.58	\$ 140,150.59	\$ -	\$ 79,974.45	\$ 13,215.77	\$ 29,967.32		
	93.15%	-100.00%	-100.00%	-101.18%	-34.11%	-16.24%	-68.14%	-10.65%	-56.22%	-100.00%	-18.56%	-56.21%	-100.00%	22.42%		-100.00%	-67.32%	-80.07%	-100.00%	-100.00%	-77.71%	-76.91%	-100.00%	101.48%					20.46%	-21.88%				-27.79%	-65.62%	-23.06%	34.16%		-167.98%		-16.56%	26.27%	200.23%	41.45%	-11.71%	-19.06%	-17.02%	-11.52%			
	Did TV spots instead of mailer	Expense later in year	Money saving issue because of weather and revenues decided to hold off on staff shirts until 2019	Found out in August from salesman that this years winter storage was credit, no charge	No major repairs to building this season so far	Some shifts covered by salaried employees, employees sent home early on non busy days	Less kitchen equipment repairs than normal	Had difficulty filling all seasonal positions	This account is a guess of what medical expense will occur	Budget worse case scenario	Purchasing delayed to 4th quarter	Favorable year for grounds repair	Computer to be replaced after course closes	Due to expense management to make up for lower revenue, will end the year ahead of budget		Staff wages assigned after ADA projects completed	Fitness Floor equipment purchase delayed	Regent Center improvements moved to Fall	Anticipated 3rd quarter projects, delayed until 4th quarter	Anticipated 3rd quarter projects, delayed until 4th quarter	Lower participation for Healthy Minds/Health Bodies	With lower participation, fewer expenses	Still plan to purchase equipment	Lower participation for Healthy Minds/Health Bodies & less staff time for ADA projects			Anticipated repairs not needed yet	Nothing identified for improvement	Fewer Building expenses		Added ranger hours to increase patron safety			PDRMA Loss Control Award	Received Loss Control Award	Fewer unemployment claims than anticipated	Staff took advantage of free trainings	Expenses are estimates based on history	Additional tax revenue and lower unemployment claims		Tax revenue slightly higher than budget		We did a poor job with monthly allocations, this will be addressed in the FY19 budget	Sponsorship Coordinator has secured multi event sponsorships that bring in more revenue	Interest revenue was under budgeted for the year	Additional revenue due to parties and new events	Restructured registration office, eliminated salaried position	Restructured registration office, promoted part-time staff member into a full time hourly position	Restructure, part-time staff from this GL went to full time GL. Also moved part-time registrar to PV budget	We did a poor job with monthly allocations, this will be addressed in the FY19 budget	We did a poor job with monthly allocations, this will be addressed in the FY19 budget

Account	TD Budget	TD Actual	Var	% Var	Comments
20-20-200-5158 Health-ACA	\$ 2,039.99	\$ -	\$ (2,039.99)	-100.00%	Budget worse case scenario
20-20-200-5230 Equip Repair-Mt Contract	\$ 3,615.00	\$ 2,082.70	\$ (1,532.30)	-42.39%	May have coded items differently than past supervisor. Higher in building maintenance lines for MCC/PV
20-20-200-5311 Office Supplies	\$ 1,148.95	\$ 5,718.89	\$ 2,569.94	81.61%	Didn't anticipate office supplies needed for Dunbar. Restructured reg office led to more supplies
20-20-200-5314 Computer Supplies	\$ 4,922.00	\$ 3,333.98	\$ (1,588.02)	-32.26%	One computer replacement wasn't needed
20-20-200-5322 Ads-Promotions	\$ 4,200.00	\$ 5,446.61	\$ 1,246.61	29.68%	New resident brochure was unplanned expense but increased opportunity for revenue and awareness
20-20-200-5323 Printing	\$ 20,600.00	\$ 25,324.69	\$ 4,724.69	22.94%	Additional copies of play insert and new resident brochure were not planned but ended up being impactful
20-20-200-5333 Staff Relations	\$ 1,700.00	\$ 4,282.95	\$ 2,582.95	151.94%	Spent funds earlier than anticipated. Will adjust allocations for next year
20-20-200-5363 Recreation Equipment	\$ 8,200.00	\$ 463.43	\$ (7,736.57)	-94.35%	Didn't purchase bounce house & movie screen. Research proved unwise. This will offset 20-20-219-5210
20-20-200-5218 Sandburg Electric	\$ 3,052.87	\$ 2,124.45	\$ (928.42)	-30.41%	Usage has been a little less than anticipated
20-20-200-5215 Custodial Services	\$ 16,800.00	\$ 4,761.85	\$ (12,038.15)	-71.66%	Overbudgeted custodial services. Bids came well under budget. Also service started in March
20-20-200-5230 Equipment Repair-Mnt Contract	\$ 750.00	\$ 3,297.00	\$ 2,547.00	339.60%	Elevator repair at \$2100 was unexpected. Had to be done to stay in ADA compliance
20-20-200-5210 Building Maintenance	\$ 2,880.00	\$ 5,070.51	\$ 2,190.51	76.06%	IMCC front door repair was required. Other minor cosmetic improvements to MCC were made to increase rev
20-20-219-5119 Special Events Wages Part Time	\$ 14,454.10	\$ 18,064.44	\$ 3,610.34	24.98%	Budgeted for 25 birthday parties ended up doing 50+. Events are larger scale. All this required more staff
20-20-219-5210 Special Events Program Services	\$ 3,600.00	\$ 11,087.46	\$ 7,487.46	207.99%	Ended up renting movie screens (4). Contracted out Santa vs volunteer in years past. Added services to events
20-20-219-5312 Special Events Program Supplies	\$ 11,500.00	\$ 14,944.81	\$ 3,444.81	29.95%	BDAY parties come from this line. Doubled party sales, increased supplies. Many events and parties were new
20-20-572-5215 Dunbar Custodial Services	\$ 2,400.00	\$ 974.54	\$ (1,425.46)	-56.49%	Overbudgeted custodial services. Bids came well under budget. Also service started in March
20-20-572-5218 Dunbar Electric	\$ 308.00	\$ 1,628.29	\$ 1,320.29	428.67%	Underestimated electric costs. Anticipated building would be cheaper due to energy saving features
Rec Administration Bottom Line	\$ 278,527.02	\$ 363,782.89	\$ 85,255.87	30.61%	Additional tax revenue, reorganization of staff, fewer staff electing to take health coverage
Early Childhood Revenue					
20-21-206-4220 Learning Center Tuition	\$ 42,345.00	\$ 35,509.25	\$ (6,835.75)	-16.14%	Increased outreach and made changes to attract more kids. Enrollment is up 5 kids in fall. Allowing for catch up
20-21-209-4327 Preschool Camps	\$ 11,100.00	\$ 13,193.00	\$ 2,093.00	18.86%	Summer pre-k camps had higher enrollment than years past
Expenditures					
20-21-206-5119 Learning Center Wages	\$ 24,436.25	\$ 27,770.50	\$ 3,334.25	13.64%	With loss of supervisor, additional pt staff hours were used during the transition
20-21-206-5210 Professional Services	\$ 6,800.00	\$ 4,354.00	\$ (2,446.00)	-35.97%	Eliminated computer program to help balance the budget
Early Childhood Bottom Line	\$ 7,320.97	\$ 2,055.55	\$ (5,265.42)	-71.92%	Increased participation in Fall programs
Athletics Revenue					
20-22-222-4201 Sandburg Rentals	\$ 4,900.00	\$ 7,938.25	\$ 3,038.25	62.01%	Filled open times left available when Mid-West Tennis didn't run. Offsets the lack of Tennis rev
20-22-225-4003 Real Estates Taxes-Social Security	\$ 7,155.91	\$ 5,907.00	\$ (1,248.91)	-17.45%	We did a poor job with monthly allocations, this will be addressed in the FY19 budget
20-22-234-4234 Youth Basketball	\$ 3,085.00	\$ 2,066.84	\$ (1,018.16)	-33.00%	Lower enrollment than anticipated, expect new feeder program to make up shortfall
20-22-240-4740 Tennis	\$ 17,043.00	\$ 7,649.72	\$ (9,393.28)	-55.12%	Mid-West Tennis went out of business. Just running Libertyville Tennis Club program
20-22-247-4247 Softball League-Adult	\$ 19,950.00	\$ 27,855.00	\$ (7,905.00)	-39.63%	Down 3 teams in fall and summer compared to 2017
20-22-256-4256 Karate	\$ 20,605.00	\$ 23,368.17	\$ 2,763.17	13.36%	Same amount of advertising as years past. Just more kids doing karate lately
20-22-229-4327 Misc Athletic Programs	\$ 1,320.00	\$ -	\$ (1,320.00)	-100.00%	Unsuccessful in getting new athletics programs off the ground. Going to offer them again
Expenditures					
20-22-225-5151 Medicare	\$ 3,841.20	\$ 359.47	\$ (3,481.73)	-90.64%	We did a poor job with monthly allocations, this will be addressed in the FY19 budget
20-22-238-5210 Gymnastics Professional Services	\$ 6,065.00	\$ 7,957.33	\$ 1,892.33	31.20%	Margins for revenue and expense are expected to be on budget for year end
20-22-240-5210 Tennis Professional Services	\$ 15,275.00	\$ 3,867.90	\$ (11,407.10)	-74.68%	Enrollment is down so expense is low
20-22-246-5210 Sports Contract Prof Services	\$ 12,110.00	\$ 9,267.75	\$ (2,842.25)	-23.47%	Few less classes ran. Lower revenue equals lower contractual expense costs
20-22-247-5210 Softball League Prof Services	\$ 8,890.00	\$ 6,037.50	\$ (2,852.50)	-32.09%	Delay on billing for umpires. On budget for the year
Athletics Bottom Line	\$ (17,491.33)	\$ (3,901.10)	\$ (13,590.23)	-77.70%	Managed expenses with lower revenues
Regent Center Revenue					
20-23-280-4201 Facility Rental	\$ 21,450.00	\$ 18,990.58	\$ (2,459.42)	-11.47%	Slow start to the year. Made up ground until the Bathroom project lost a month. \$4.2K expected for rest of year
20-23-28-4225 Field Trips	\$ 9,975.00	\$ 5,505.00	\$ (4,470.00)	-44.81%	The holiday (November) trip isn't going to go
20-23-280-4411 Adult Programs	\$ 21,050.00	\$ 14,536.37	\$ (6,513.63)	-30.94%	There was a reporting delay and allocations are off. October ended up higher than expected
Expenditures					
20-23-280-5119 Wages Part Time	\$ 15,750.00	\$ 18,029.51	\$ 2,279.51	14.47%	Using PT staff for coverage more than anticipated, more than a typical year
20-23-280-5357 Field Trips	\$ 9,450.00	\$ 5,240.00	\$ (4,210.00)	-44.55%	Holiday trip isn't running. Expense savings offsets the loss of revenue
Regent Center Bottom Line	\$ (34,861.89)	\$ (39,264.27)	\$ (4,402.38)	12.63%	
Big & Little Expenditures					
20-24-282-5117 Wages Full Time	\$ 116,622.00	\$ 121,447.13	\$ 4,825.13	4.14%	Allocations are off. Projected activity is \$166K vs \$165 budget
20-24-282-5119 Part Time Wages	\$ 91,884.00	\$ 80,231.26	\$ (11,652.74)	-12.68%	Lower enrollments allow sup to send staff home early. Sup covers in classroom - leads to further savings
20-24-282-5157 Health-HRA	\$ 3,300.03	\$ 1,316.76	\$ (1,983.27)	-60.10%	This account is a guess of what medical expense will occur
20-24-282-5158 Health-ACA	\$ 3,374.96	\$ -	\$ (3,374.96)	-100.00%	Budget worse case scenario
20-24-282-5215 Custodial Services	\$ -	\$ 3,508.34	\$ 3,508.34	#DIV/0!	Monthly allocations didn't carry over from MS1. Contract came in less than anticipated

Account	YTD Budget	YTD Actual	Variance	% Var	Year/Unit	Year-End	Comments
20-24-282-5216 Food Service	\$ 18,900.00	\$ 14,137.92	\$ (4,762.08)	-25.20%	FAV 5K	FAV 5K	Less kids, less food purchased. Also have more kids on half days, not as many eating with us
20-24-282-5309 Food & Snacks	\$ 10,190.00	\$ 4,990.16	\$ (5,199.84)	-51.03%	FAV 4K	FAV 4K	Same as above. Less kids, less food
10-24-282-5310 Program Supplies	\$ 2,800.00	\$ 1,993.93	\$ (806.07)	-88.89%	FAV On Budget	FAV On Budget	Haven't needed much, but will purchase new supplies for end of year
20-24-282-5315 Custodial Supplies	\$ 2,997.00	\$ 1,571.24	\$ (1,425.76)	-47.57%	FAV 2K	FAV 2K	Using less supplies than anticipated. Did not know what would be used with new service
20-24-282-5361 Playground Eq M/Supplies	\$ 1,000.00	\$ 15.27	\$ (984.73)	-98.47%	FAV 1K	FAV 1K	Haven't needed to use anything.
Big & Little Bottom Line	\$ 34,611.87	\$ 33,003.50	\$ (1,608.37)	-4.65%	UNFAV 7K	UNFAV 7K	Revenues down, but expenses kept down also
Park View Revenue							
20-25-300-4003 Real Estate Taxes	\$ 29,821.83	\$ 24,618.51	\$ (5,203.32)	-17.45%	UNFAV On Budget	UNFAV On Budget	We did a poor job with monthly allocations, this will be addressed in the FY19 budget
20-25-300-4100 Daily Fees	\$ 27,750.00	\$ 17,963.00	\$ (9,787.00)	-35.27%	UNFAV 13K	UNFAV 13K	Gym closed partially Jan 1-June 1. Reimbursement from PDRMA offsets some of the loss
20-25-300-4201 Facility Rental	\$ 5,626.80	\$ 1,055.50	\$ (4,571.30)	-81.24%	UNFAV 3K	UNFAV 3K	Lack of gym availability during prime rental season. Doing outreach to try to increase rentals fall
20-25-300-4807 Insurance Claims	\$ -	\$ 13,342.00	\$ 13,342.00		FAV 13K	FAV 13K	New Years Day Floor reimbursement for memberships
20-25-315-4150 Group Ex Daily Fees	\$ 5,400.00	\$ 4,382.00	\$ (1,018.00)	-18.85%	UNFAV 4K	UNFAV 4K	Numbers are turning around quickly but not enough to overcome a slow start to the year
20-25-315-4150 Group Ex Membership	\$ 36,040.00	\$ 32,536.63	\$ (3,503.37)	-9.72%	UNFAV 4K	UNFAV 4K	Numbers are turning around quickly but not enough to overcome a slow start to the year
20-25-317-4317 Childcare	\$ 2,307.30	\$ (1,168.75)	\$ (3,476.05)	-50.64%	FAV 1K	UNFAV 1K	Usage is increasing as membership grows
20-25-325-4325 Personal Training	\$ 49,991.50	\$ 41,422.75	\$ (8,568.75)	-17.14%	UNFAV On Budget	UNFAV On Budget	Revenue has picked up in October and expect the same during Nov and Dec to draw us even with budget
20-25-326-4327 Program Fees	\$ 30,237.27	\$ 22,963.07	\$ (7,274.20)	-24.06%	UNFAV 2K	UNFAV 2K	Classes struggled in summer. Made some changes to fall and seeing program rev increase steadily in Sept/Oct
Expenditures							
20-25-300-5111 Salaries	\$ 44,881.80	\$ 37,541.20	\$ (7,340.60)	-16.36%	FAV 11K	FAV 11K	Reorganization of Rec Dept has created salary savings
20-25-300-5119 Wages Part Time	\$ 137,119.20	\$ 144,951.66	\$ 7,832.46	5.71%	UNFAV 12K	UNFAV 12K	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	\$ 13,400.92	\$ 6,332.90	\$ (7,068.02)	-52.74%	FAV 12K	FAV 12K	Change in personnel, did not elect to take health coverage
20-25-300-5210 Professional Services	\$ 11,370.00	\$ 6,482.37	\$ (4,887.63)	-42.99%	FAV 2K	FAV 2K	Contract award was way under budget
20-25-300-5240 Building Repair-Maint Contract	\$ 18,072.00	\$ 2,923.62	\$ (15,148.38)	-83.82%	FAV On Budget	FAV On Budget	
20-25-300-5310 Operating Supplies	\$ 11,558.40	\$ 6,18.53	\$ (10,939.87)	-94.65%	UNFAV 1.5K	UNFAV 1.5K	Coding differently than in the past. Also made some enhancements to drive membership and update Park View
20-25-300-5311 Office Supplies	\$ 4,736.61	\$ 6,843.10	\$ 2,106.49	44.47%	UNFAV 2K	UNFAV 2K	Combined Reg with Park View, led to increase in supplies temporarily. Some computer supplies were coded here
20-25-300-5314 Computer Supplies	\$ 1,493.01	\$ 3,700.18	\$ 2,207.17	147.83%	UNFAV 1.5K	UNFAV 1.5K	Some computer supplies put into office supplies
20-25-300-5316 Custodial Supplies	\$ 3,375.00	\$ 1,383.81	\$ (1,991.19)	-59.02%	FAV 1.5K	FAV 1.5K	Switched to a lysol dispensing system for better cleaning and long term cost savings. Had to pay upfront this yr
20-25-300-5322 Custodial Supplies	\$ 8,996.85	\$ 10,402.12	\$ 1,405.27	15.62%	UNFAV 2K	UNFAV 2K	Purchased in Sept/Oct for 04 membership push
20-25-300-5326 Ads-Promotions	\$ 3,668.79	\$ 1,397.97	\$ (2,270.82)	-62.47%	FAV 7K	FAV 7K	We were able to push off a 7% fee increase until next year for Active Net
20-25-300-5342 Bank-Credit Card Fees	\$ 22,555.61	\$ (4,289.50)	\$ (28,845.11)	-127.94%	FAV 12K	FAV 12K	Did not lease/purchase the QueenEx rig as intended. Still looking for equipment options
20-25-300-5365 Equipment Rental-Lease	\$ 11,250.09	\$ 1,841.13	\$ (9,408.96)	-83.63%	UNFAV 1.5K	UNFAV 1.5K	Head to purchase desk components when relocated reg staff to PV front desk
20-25-300-5367 Furniture <\$1,000	\$ 240.00	\$ 2,706.34	\$ 2,466.34	1027.64%	UNFAV 1K	UNFAV 1K	Coded differently than in the past. Made improvements to PV
20-25-300-5370 Building Maintenance	\$ 31,096.80	\$ 4,651.10	\$ (26,445.70)	-85.04%	FAV On Budget	FAV On Budget	Started to spend down last quarter after taking time to research products
20-25-315-5312 Group Ex Program Supplies	\$ 3,750.12	\$ 326.92	\$ (3,423.20)	-91.28%	UNFAV 2K	UNFAV 2K	Using more staffing than budgeted but expanded hours to attract more families back to PV
20-25-317-5119 Childcare Wages Part Time	\$ 9,895.20	\$ 11,243.99	\$ 1,348.79	13.63%	FAV 4K	FAV 4K	Sales of PT are up but reimbursement of sessions is still behind. Also made slight changes to payment structure
20-25-325-5119 Personal Trainer Wages	\$ 32,972.26	\$ 27,467.71	\$ (5,504.55)	-16.99%	FAV 6K	FAV 6K	Less programs running. This savings offsets the lack of corresponding revenue
20-25-326-5119 Program Wages	\$ 8,481.60	\$ 5,584.83	\$ (2,896.77)	-34.15%	FAV 17K	UNFAV 17K	Struggled to recover from food. New membership model appears to be attracting more members
Park View Bottom Line	\$ (55,086.79)	\$ (28,396.06)	\$ (26,690.73)	-48.45%			
Aquatics Revenue							
20-26-420-4100 Bay Daily Fees	\$ 301,000.00	\$ 343,428.92	\$ 42,428.92	14.10%	FAV 42K	FAV 42K	Better weather and \$1 increase to Non resident youth and seniors helped improve day pass sales
20-26-420-4150 Bay Memberships	\$ 114,500.00	\$ 120,412.53	\$ 5,912.53	5.16%	FAV 5K	FAV 5K	Continued trend of steady growth the past few years. Holiday sale/incentive helps
20-26-420-4201 Bay Facility Rental	\$ 65,000.00	\$ 76,575.75	\$ 11,575.75	17.81%	FAV 11.5K	FAV 11.5K	Less cancellations, weather was good. Increase in fees
20-26-421-4111 Bay Sales Concessions	\$ 200,000.00	\$ 132,691.12	\$ (67,308.88)	-33.65%	FAV 12K	FAV 12K	Weather has helped. Reflective of daily visit sales also being high
20-26-423-4820 Bay Staff Reimbursements	\$ 6,000.00	\$ 4,620.00	\$ (1,380.00)	-23.00%	UNFAV 1K	UNFAV 1K	Less staff were hired than anticipated
20-26-424-4327 Junior Life Guard Program	\$ 3,000.00	\$ 1,890.00	\$ (1,110.00)	-36.90%	UNFAV 1K	UNFAV 1K	Need to do a better job of recruiting/promoting participation
20-26-430-4100 Sprav Park Daily Fees	\$ 14,500.00	\$ 17,900.00	\$ (3,400.00)	-23.45%	UNFAV 2.5K	UNFAV 2.5K	Budgeting to recast the surface in 2019. Reinvesting in aesthetics and safety
20-26-430-4315 Spray Park Parties	\$ 4,000.00	\$ 2,201.00	\$ (1,799.00)	-44.98%	UNFAV 2K	UNFAV 2K	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 1.5K	FAV 1.5K	Closed less days than normal due to better weather and good water quality
20-26-440-4150 Beach Memberships	\$ 2,590.00	\$ 3,348.48	\$ 758.48	29.28%	FAV On Budget	FAV On Budget	
20-26-440-4201 Beach Facility Rentals	\$ 4,000.00	\$ 1,283.00	\$ (2,717.00)	-67.93%	FAV 1.3K	FAV 1.3K	Less cancellations. Big weekly group to rent during half of the summer
20-26-440-4327 Beach Program Fees	\$ 4,000.00	\$ 334.00	\$ (3,666.00)	-91.65%	UNFAV 3.5K	UNFAV 3.5K	Contractor relocated during the summer, no opportunity to find anyone on such short notice
20-26-454-4003 Real Estate Taxes-Social Security	\$ 32,129.21	\$ 26,523.32	\$ (5,605.89)	-17.45%	UNFAV 5.5K	UNFAV 5.5K	Less staff, lower social security taxes
Expenditures							
20-26-420-5217 Bay Water-Sewer	\$ 51,333.34	\$ 61,411.88	\$ 10,078.54	19.63%	UNFAV 17K	UNFAV 17K	Higher water usage. This will be budgeted better next year
20-26-420-5310 Bay Operating Supplies	\$ 3,000.00	\$ 1,869.63	\$ (1,130.37)	-37.68%	FAV 1K	FAV 1K	Purchased less supplies than anticipated
20-26-420-5324 Postage	\$ 20.00	\$ 1,833.07	\$ 1,813.07	9065.35%	UNFAV 1.5K	UNFAV 1.5K	Direct mail was coded differently than in past
20-26-420-5342 Bay Bank/Credit Card Fees	\$ 26,660.00	\$ 23,934.91	\$ (2,725.09)	-10.22%	FAV 2K	FAV 2K	We were able to push off a 7% fee increase until next year for Active Net

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Account	YTD Budget	YTD Actual	Var	% Var	Year-End	Comments	
20-26-420-5345 Bay Uniforms/PPPE	\$ 8,000.00	\$ (1,363.42)	\$ -17.04%	FAV	FAV 1K	Hired less staff than anticipated/Did not restock sweatshirts for staff	
20-26-420-5360 Bay Equip Mt-Supplies	\$ 8,190.00	\$ 4,540.49	\$ (3,649.51)	-44.56%	FAV	FAV 3K	less repairs/maintenance than typical year
20-26-420-5365 Equipment Rental-Lease	\$ 1,000.00	\$ -	\$ (1,000.00)	-100.00%	FAV	FAV 1K	Did not need scissor lift rental for slide tower stair repair
20-26-420-5370 Bay Bldg Maintenance	\$ 11,188.55	\$ 6,276.20	\$ (4,912.35)	-43.91%	FAV	FAV 2K	5K plumbing replacement not needed
20-26-423-5125 Bay Guard Wages	\$ 219,000.00	\$ 196,227.49	\$ (22,772.51)	-10.40%	FAV	FAV 22K	Hired less staff
20-26-430-5125 Spray Park Wages	\$ 15,000.00	\$ 12,442.84	\$ (2,557.16)	-17.05%	FAV	FAV 2.5K	More usage. This will be budgeted better next year
20-26-430-5217 Spray Park Water-Sewer	\$ 2,405.00	\$ 3,960.50	\$ 1,555.50	64.68%	UNFAV	UNFAV	Motor was not as expensive as anticipated
20-26-430-5360 Spray Park Equip Mt-Supplies	\$ 1,500.00	\$ 381.46	\$ (1,118.54)	-74.57%	FAV	FAV 1.1 K	Less classes taught
20-26-440-5210 Beach Professional Services	\$ 7,400.00	\$ 4,477.37	\$ (2,922.63)	-39.50%	FAV	FAV 3K	
20-26-440-5322 Beach Ads-Promotions	\$ 300.00	\$ 125.30	\$ (174.70)	-58.23%	FAV	On Budget	Less staff hired
20-26-443-5125 Beach Guard Wages	\$ 16,000.00	\$ 13,321.77	\$ (2,678.23)	-16.74%	FAV	FAV 2.6K	Assistant position worked less hours than budgeted and was hired at a lower rate
20-26-454-5119 Part Time Adm Wages	\$ 7,000.00	\$ 3,232.82	\$ (3,767.18)	-53.82%	FAV	FAV 3.7 K	Combination of favorable weather and difficulty finding additional staff
Aquatics Bottom Line	\$ (88,895.66)	\$ 25,024.79	\$ 113,920.45	-128.15%	FAV	FAV 95K	
Rec Connect/Day Camp Revenue							
20-27-244-4244 Day Camp	\$ 214,065.00	\$ 251,778.00	\$ 37,713.00	17.62%	FAV	FAV 37K	Enrollment was up. Added teen camp. Offered more spaces during last 2 weeks than prev years due to DRC
20-27-270-4004 Real Estate Taxes-Social Security	\$ 14,397.08	\$ 11,885.08	\$ (2,512.00)	-17.45%	UNFAV	On Budget	We did a poor job with monthly allocations, this will be addressed in the FY19 budget
20-27-270-4327 Rec Connect Programs	\$ 21,680.00	\$ 26,185.00	\$ 4,505.00	20.78%	FAV	FAV 6K	Three extra day off program, more kids than previous years signed up for fall. Enrollment up
Expenditures							
20-27-244-5120 Day Camp Wages OT	\$ 2,200.00	\$ 3,934.86	\$ 1,734.86	78.86%	UNFAV	UNFAV 1.5K	Due to retirement of Supervisor, camp directors were leaned on to assist in transition
20-24-244-5150 Day Camp FICA	\$ 4,697.52	\$ 6,685.40	\$ 1,987.88	42.32%	UNFAV	UNFAV 2K	We did a poor job with monthly allocations, this will be addressed in the FY19 budget
20-27-244-5218 Day Camp Electric	\$ 4,220.00	\$ 465.84	\$ (3,754.16)	-88.96%	FAV	FAV 3.5K	No longer using MG gym. Dunbar electric is split between multiple areas resulting in lower cost to camp
20-27-244-5310 Day Camp Operating Supplies	\$ 4,630.00	\$ 3,103.56	\$ (1,526.44)	-32.97%	FAV	FAV 1K	Reorg of Rec Dept and putting camp and rec connect under one sup. lead to sharing of supplies and savings
20-27-244-5322 Day Camp Ads-Promotions	\$ 2,500.00	\$ 4,046.99	\$ 3,796.99	1518.80%	UNFAV	UNFAV 3.5K	Day of Play discounts and promotional items
20-24-270-5111 Salaries	\$ 13,075.00	\$ 19,156.94	\$ 6,081.94	46.52%	UNFAV	UNFAV 13K	Promoted PT supervisor to full time during reorg. Previously this was just a % of B&L Director, now both
20-27-270-5215 Custodial Services	\$ -	\$ 4,872.70	\$ 4,872.70	#DIV/0!	UNFAV	FAV 20K	Allocations did not transfer over from MSI. Custodial contract came in under expectation
20-27-270-5309 Rec Connect Food & Snacks	\$ 6,586.19	\$ 3,471.77	\$ (3,114.42)	-48.18%	FAV	FAV 1K	Although enrollment is up, kids eating less. More snacks from home being brought by parents too
20-24-270-5312 Rec connect Program Supplies	\$ 3,120.00	\$ 1,776.32	\$ (1,343.68)	-43.07%	FAV	FAV 1K	Haven't needed may new supplies. Also saved money in sharing supplies with camp
20-24-270-5345 Rec Connect Uniforms/PPAE	\$ 1,000.00	\$ -	\$ (1,000.00)	-100.00%	FAV	On Budget	In process of ordering new uniforms
20-27-270-5357 Rec Connect Field Trips	\$ 5,800.00	\$ 8,690.85	\$ 2,890.85	49.84%	UNFAV	UNFAV 2K	Three extra days off, more kids on days off resulted in more kids going on trips. Offset by growth in revenue
20-27-270-5367 Furniture-\$1,000	\$ 2,000.00	\$ 99.80	\$ (1,900.20)	-95.01%	FAV	FAV 1.8K	Haven't needed anything at the new building as anticipated
20-27-270-5370 Building Maintenance	\$ 3,550.00	\$ 57.60	\$ (3,492.40)	-98.38%	FAV	FAV 2K	Dunbar building has had minor repairs, most are under warranty
Rec Connect/Day Camp Bottom Line	\$ 131,593.65	\$ 191,898.32	\$ 60,304.67	45.83%	FAV	FAV 80K	Major growth in camp and rec connect enrollment this year. Combining programs has reduced expenses
Indoor Pool Revenue							
20-30-400-4003 Real Estate Taxes-Social Security	\$ 9,210.24	\$ 7,603.25	\$ (1,606.99)	-17.45%	UNFAV	On Budget	We did a poor job with monthly allocations, this will be addressed in the FY19 budget
20-30-400-5822 Audit Refunds	\$ -	\$ 1,840.00	\$ 1,840.00	#DIV/0!	FAV	FAV 1.5K	Did well in our audits and received nearly perfect scores
20-30-402-4401 Swim Lessons	\$ 47,280.00	\$ 39,101.76	\$ (8,178.24)	-17.30%	UNFAV	UNFAV 7K	Lessons enrollment turning around & revenues increasing after format changes. Better budgeting in 2019
20-30-402-4402 Private Lessons	\$ 8,864.85	\$ 3,600.00	\$ (5,264.85)	-59.39%	UNFAV	UNFAV 3K	Private lessons are also coming back up after a few down years
Expenditures							
20-30-400-5210 Professional Services	\$ 4,000.00	\$ 2,949.00	\$ (1,051.00)	-26.28%	FAV	On Budget	Allocations were off, will be catching up in December
20-30-402-5119 Lesson Wages Part Time	\$ 19,790.40	\$ 13,364.74	\$ (6,425.66)	-32.47%	FAV	FAV 11K	Less swim lessons are running spending less on wages. Haven't filled lesson coordinator position
Indoor Pool Bottom Line	\$ (9,826.12)	\$ (41,910.49)	\$ (2,084.37)	5.23%	UNFAV	UNFAV 16K	Lower membership rates and a drop in swim lesson participation. Both addressed later in the year
Dance Revenue							
20-31-207-4220 Dance Classes	\$ 36,670.00	\$ 42,185.25	\$ 5,515.25	15.04%	FAV	FAV 5K	Dance enrollment is up over 30 kids this year
20-31-207-4221 Ticket Sales-Programs	\$ 5,100.00	\$ 6,343.00	\$ 1,243.00	24.37%	FAV	FAV 1.5K	Higher admission sales at spring and winter recitals than normal. Tied to higher enrollments
20-31-207-4222 Photo Proceeds	\$ 1,380.00	\$ 315.75	\$ (1,064.25)	-77.12%	UNFAV	UNFAV 1K	Changed the way we are doing photos. We aren't taking in a cut anymore
20-31-207-4223 Costume Proceeds	\$ 3,250.00	\$ 2,067.99	\$ (1,182.01)	-36.37%	UNFAV	On Budget	Allocations are off. This is costume sales/reimbursement by parents
20-31-207-4245 Competitions/Conventions	\$ 4,900.00	\$ 8,200.00	\$ 3,300.00	67.35%	FAV	On Budget	Payments were slow to come in, this is now on budget. This is reimbursement by parents for competitions
20-31-208-4327 Summer Dance Classes	\$ 50.00	\$ 3,734.50	\$ 3,684.50	7369.00%	FAV	FAV 3K	Error in budgeting was missed
Expenditures							
20-31-207-5119 Dance Wages	\$ 17,670.00	\$ 21,716.62	\$ 4,046.62	22.90%	UNFAV	UNFAV 1.5K	More classes has led to an increase in staffing. Also Dance Coordinator is doing more admin with Dept Reorg
20-31-207-5336 Competitions/Conventions	\$ 7,225.00	\$ 8,713.00	\$ 1,488.00	20.60%	UNFAV	On Budget	Allocations are off. Billing came in a month earlier than anticipated
20-31-222-5119 Private Lesson Wages	\$ 1,142.21	\$ 2,322.24	\$ 1,180.03	103.31%	UNFAV	UNFAV 2K	Offset by increase in tuition revenue. Running more private lessons than normal tied to higher enrollment
Dance Bottom Line	\$ (4,454.99)	\$ 3,119.02	\$ 7,574.01	-170.01%	FAV	FAV 4K	Increased summer revenue because of budget error
Cultural Arts Revenue							

Mundelein Park District
2018 Third Quarter Financial Report

Account	YTD Budget	YTD Actual	\$ Var	% Var	Fav/Unfav	Year-End	Comments
20-33-210-4327 Early Childhood Programs	\$ 200.00	\$ 1,210.80	\$ 1,010.80	505.40%	FAV	FAV 1K	New program ideas, use of dunbar has increased enrollment
20-33-211-4327 Youth & Adult Programs	\$ 8,200.00	\$ 15,245.50	\$ 7,045.50	85.92%	FAV	FAV 5K	New program ideas. New cooking classes. Successful summer STEM camps
20-33-212-4327 Art, Theatre, Music Programs	\$ 3,450.00	\$ 1,677.20	\$ (1,772.80)	-51.39%	UNFAV	UNFAV 1.5K	Summer theater camp was smaller than in previous years
Expenditures							
20-33-211-5210 Youth & Adult Professional Services	\$ 7,217.39	\$ 10,346.00	\$ 3,128.61	43.35%	UNFAV	UNFAV 4K	Revenues are way up, expenses also increase due to contractual classes
Cultural Arts Bottom Line	\$ 1,691.37	\$ 5,019.17	\$ 3,327.80	196.75%	FAV	On Budget	

MARKETING CHANNEL HIGHLIGHTS

	Jul 2018	Aug 2018	Sep 2018
Facebook – MPRD			
Total Likes	3,573	3,616	3,648
Total Monthly Reach	1,045,935	720,265	590,985
Monthly Engagement	149,417	87,741	63,288

Definitions

Total Likes: Lifetime: The total number of people who have liked your Page. (Unique Users)

Total Followers: A follower sees our posts in their News Feed.

Monthly Reach: 28 Days: The number of people who have seen any content associated with your Page. (Unique Users)

Monthly Engagement: 28 Days: The number of people who engaged with your Page. Engagement includes any click or story created. (Unique Users)

Twitter	Jul 2018	Aug 2018	Sep 2018
Impressions	6448	7595	9664
Followers	783	797	798
Top Tweet	Dance Classes	Social Dance	Park View Deal

Instagram	Jul 2018	Aug 2018	Sep 2018
Followers	566	655	702

Website	Jul 2018	Aug 2018	Sep 2018
Number of Sessions	25K	18K	15K
Number of Users	17K	12K	9.8K
% Visits-Returning Visitor	30.0%	33%	32%
% Visits-Unique Visitor	70%	67%	68%
Page Views	59,088	40,501	15,836
Most Visited Page	Barefoot Bay	Barefoot Bay	Home
2nd Most Visited Page	Barefoot Bay/Hours-Rates	Home	Barefoot Bay
3rd Most Visited Page	Home page	Barefoot Bay/Hours-Rates	Indoor Pool
% mobile v. desktop v. tablet	71% mobile, 24% desktop 5% tablet	66% mobile, 29% desktop, 5% tablet	51% mobile, 42% Desktop, 7% tablet

Digital Online Brochure		
	Views	Subscribers
Summer 2018	6941	725
Fall 2018	4057	754

Constant Contact e-newsletters Subscribers: 10,419		
	Jul/Aug	Sep
Total Subscribers	10,419	
Subscribed through Activenet Permissions	552	
Subscribed through website	6	
Subscribed by Text	3	
Total monthly Subscribes	561	
Total monthly Unsubscribes	450	

Constant Contact e-newsletters Current Active List total:						
		Industry Average: 16.4%	Industry Average: 6.9%		How viewed	
Topic	Date	Open Rate	Click Rate	Unsubscribe*	Desktop	Mobile
July Newsletter	7/2	32%	9%	5	52%	48%
Musical Theatre	7/5	38%	3%	1	67%	33%
Movie in the Park/Big Wheel	7/18	27%	2%	3	53%	47%
July Super Scramble	7/5	33%	5%	23	53%	47%
Club Championship	7/25	29%	3%	17	50%	50%
August Newsletter	8/1	29%	17%	4	53%	47%
Go Mundelein	8/19	29%	5%	6	44%	56%
Park View Demo Week	8/7	42%	3%	1	53%	47%
Diabetes Program	8/29	40%	3%	1	61%	39%
Park View Rates	8/29	46%	6%	4	54%	46%
Friends of Steeple Chase	9/1	30%	4%	15	47%	53%
September News	9/1	26%	12%	12	46%	54%
Old School Drive-in	9/5	33%	3%	0	57%	43%
Art Festival	9/6	23%	5%	10	47%	53%
Old School Drive-in2	9/13	28%	2%	6	52%	48%
Go Mundelein Walk	9/17	28%	2%	6	52%	48%
Girls Feeder Basketball	9/30	22%	0%	6	55%	45%

*Note: You see greater unsubscribes because Activenet automatically defaults to patron needing to opt out of getting these messages versus opting in.

MEMORANDUM

To: Chief Eric Guenther

Cc: Deputy Chief Monahan *[Signature]*

From: Sergeant Paul Dempsey *#254*

Date: Tuesday, November 13, 2018

Re: Park District Report –October 2018

There were three (3) 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 a criminal damage to property report, juvenile complaint and a suspicious circumstance report.

There were a total of 50 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 10/03/18, Officer Glogovsky responded to the Diamond Lake Sports Complex for a criminal damage to property damage report. Tire marks were located in the grassy area on the far west side of the park. Unknown suspect information. Extra patrol requested.
- On 10/16/18, Investigator Bush responded to Lincoln School for a juvenile complaint. A three year old was left on the bus. The child was not injured and was returned to the school. Incident is still under investigation.
- On 10/28/18, Office Rathke responded to Wortham Park for a suspicious circumstance report. A refused complainant reported an occupied vehicle with subjects possibly doing drugs. Officers made contact with four juveniles. One was charged with obstruction, trespass to land, possession of cannabis, possession of alcohol as a minor and possession of tobacco. All four subjects were trespassed from the park.

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 October 2018 Park District reports for your review.

Please contact me if you have any questions.

Mundelein Park & Recreation District
Committee of the Whole
November 12, 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, Superintendent of Recreation LaPORTE, Marketing Manager LAWRENCE, Marketing Assistant ENGDAHL, and Regent Center Assistant POLETTO.

Executive Director RESNICK reminded the Board that one of the items in the 2018 Workplan was to refresh the Park District logo. She explained that a task force was created to help with this and Marketing Manager Christa Lawrence would present their work.

Christa Lawrence informed the Board that the task force included Elizabeth Bedolia and Brad Vlcek from the Parks Department, Deb Engdahl from the Marketing Department, Sue Poletto and Kelli Schillaci from the Recreation Department and Ron Greenberg from the Rec Advisory Committee. The presentation included information on the reasoning behind re-designing a logo as well as examples of several park districts and corporations that had changed their logos. She then introduced three options for logo design. She reviewed the costs for implementation.

Commissioner McGRATH asked what the total implementation would cost. Executive Director RESNICK said based on the costs presented, it would be about \$20,000. She suggested implementation could be done in stages. Perhaps replacing park signs over a four year period and changing vehicle lettering when each vehicle was replaced. Commissioner FRASIER said he thought it would be best to implement all in one year. Commissioner KNUDSON said he felt it was a good idea to change the logo to make it more current. Commissioner McGRATH said he would like to review the materials again and think about what was presented. Executive Director RESNICK said she would include funds in the budget for implementation of a new logo and during budget discussions the Board could determine the appropriate direction.

The Committee Meeting adjourned at 7:30 pm.

Secretary

**MUNDELEIN PARK AND RECREATION DISTRICT BOARD OF
PARK COMMISSIONERS, MUNDELEIN, LAKE COUNTY, ILLINOIS
HELD MONDAY, NOVEMBER 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 and Regular Meeting of October 22, 2018, second by Commissioner McGRATH. President DOLAN repeated the motion and asked if there were any corrections or additions and none were made. A voice vote was taken with voting yes.

Commissioner KNUDSON moved to approve Warrants 103118, 110118, 110218, 110518, 110618, and 111218 in the amount of \$710,331.63 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 KNUDSON, FRASIER, McGRATH, ORTEGA and DOLAN voting yes.

Correspondence

President DOLAN said a letter was received from Sue Devanie and a response was sent from the Board. He said a letter was sent from the Executive Director to Brandee Krauleidis. Executive Director RESNICK said this was concerning a donation of office furniture. President DOLAN suggested a letter of donation would be a good idea also.

Old Business

President DOLAN introduced an intergovernmental agreement with the Village of Mundelein deeding several parcels of property to the Park District. Commissioner McGRATH moved to approve the Intergovernmental Agreement with the Village of Mundelein and Ordinance 18-11-01 accepting 10 parcels of property near Wilderness Park, second by Commissioner ORTEGA. President DOLAN repeated the motion and asked if there were any questions. Commissioner FRASIER asked if any of this was buildable property. He was told it was not. A roll call vote was taken with Commissioners McGRATH, ORTEGA, FRASIER, KNUDSON and DOLAN voting yes.

President DOLAN said the Illinois Association of Park Districts had requested the Park District host one of their summer golf outings at Steeple Chase. Commissioner FRASIER moved to approve IAPD's request to hold an outing at Steeple Chase Golf Club in June 2019, second by Commissioner KNUDSON. President DOLAN repeated the motion and

asked if there were any questions. Commissioner McGRATH asked if Golf Operations Manager Bill Brolley had been consulted. He was told Brolley was and he was agreeable to the outing. A roll call vote was taken with Commissioners FRASIER, KNUDSON, McGRATH, ORTEGA and DOLAN voting yes.

New Business

President DOLAN introduced the new Nursing Mothers Policy. Commissioner McGRATH moved to approve the Nursing Mothers Policy for the Personnel Policy Manual, second by Commissioner ORTEGA. President DOALN repeated the motion and asked if there were any questions, none were raised. A voice vote was taken with Commissioners all voting yes.

President DOLAN said staff had determined an estimated amount of the 2018 Tax Levy. Commissioner FRASIER moved to accept the 2018 Tax Levy estimate increase of 2.79% or \$4,529,580, second by Commissioner ORTEGA. President DOLAN repeated the motion and asked if there were any questions. Commissioner KNUDSON asked about the increase in the Special Recreation Fund Levy and was there any concern of too large of a fund balance. Executive Director RESNICK said over the past three or four years the District has intentionally budgeted a deficit to decrease the fund balance and it was no low enough that additional funds are needed for the ADA Transition Plan projects to continue. A roll call vote was taken with Commissioners FRASIER, ORTEGA, KNUDSON, McGRATH, and DOLAN voting yes.

Board Business

President DOLAN congratulated Executive Director Resnick on her being elected to the Illinois Park & Recreation Association's Board of Directors.

Executive Director RESNICK updated the Board on the status of the Museum. The Village has agreed to establish a Historic Commission that could assist the Historical Society with the operation. There is some concern about defining roles of each of the entities. As the owner of the building it is important that it be clear the Park District is the only entity that can make certain decisions.

The Board reviewed the map of District owned properties, but no action is needed at this time.

There being no further business, Commissioner ORTEGA moved to adjourn at 7:51 p.m. second by Commissioner McGRATH. The motion was unanimously approved.

Secretary

To: Board of Park Commissioners

From: Bill Brolley, Golf Operations Manager

Subject: Steeple Chase Operations – November 2018

	2017	Budget	2018
Golf Revenue (Oct Totals)	\$ 99,062	\$99,898	\$ 72,103
Merchandise (Oct Totals)	\$ 12,491	\$ 4,250	\$ 6,627
Food & Beverage (Oct Totals)	\$ 16,048	\$14,101	\$ 14,819
Miscellaneous (Oct Totals)	\$ 100		\$ 39
Gift Card (Oct Totals)	\$ 1,201		\$ 2,067
Total Revenue for October	\$128,902	\$118,249	\$ 95,655
Golf Revenue (11/1- 11/14)	\$ 8,813		\$ 6,892
Merchandise (11/1-11/14)	\$ 1,851		\$ 1,776
Food & Beverage (11/1-11/14)	\$ 1,034		\$ 1,178
Miscellaneous (11/1-11/14)	\$ 0		\$ 0
Gift Cards (11/1-11/14)	\$ 0		\$ 123
Total Revenue November 1-14	\$ 11,698		\$ 9,969
Golf Revenue (ytd)	\$1,071,079		\$1,033,696
Merchandise (ytd)	\$ 80,915		\$ 82,033
Food & Beverage (ytd)	\$ 180,817		\$ 185,720
Miscellaneous (ytd)	\$ 16,153		\$ 13,347
Gift Card (ytd)	\$ 23,773		\$ 18,119
Total Revenue (YTD 11/14)	\$1,372,737		\$1,332,915

Year to Date to the end of October vs. Budget projections at the end of October

	Budget	Actual YTD 10/31
Fund Surplus (Deficit)	\$ 193,872	\$ 206,071

Paid rounds (October)	2,288	1,745
Paid rounds (11/1-11/14)	234	176
Paid rounds year to date (11/14)	22,785	21,750

The weather turned on us pretty quickly in October with the temperatures dropping from the seventies the first nine days to the forties the rest of the month. We were down 543 rounds in October compared to 2017, which was our second best October in the last 18 years. Revenue was down about \$33,000 for October compared to 2017 and down about \$23,000 compared to the average total revenue for October. November has been even worse; we are down about \$1,700 in revenue compared to 2017 and down about 60 rounds. We have had a total of 7 golfers since November 5th. Year to date we are down 3.5% in total golf revenue, up 1.4% in pro shop merchandise revenue, up 2.7% in food and beverage revenue, and down 2.9% in total revenue compared to 2017. We are down just over 1,000 rounds for the year of which 543 of that came in October. Our Foot Joy salesman came in last week and asked how we were doing and after we told him we were down overall just less than 3% he seemed surprised and stated that he had not heard of any other course being less than 5% down and the average was between 10% to 15%. We are still ahead of the budget bottom line by just over \$12,000 at the end of October.

EZ-Go has taken about a third of our carts away for winter storage already and will come and get the rest over the next couple of weeks.

Our HVAC unit for the pro shop (original lasted 25 years) will be replaced at the end of the month.

The closing date is set for November 25th, looking at the long range forecast the weather doesn't seem to be getting any better.

Hitting net will be put up in the restaurant the day after we close

October Comparison for the past 5 years

	2014	2015	2016	2017	2018
Total Revenue	\$104,123	\$118,683	\$130,573	\$128,902	\$95,655
Round	1,952	2,189	2,371	2,288	1,745

2013 revenue was \$87,372 and rounds were 1,702

MEMO TO: Board of Park Commissioners

FROM: Ron Doruff, Golf Course Superintendent

SUBJECT: Golf Course Grounds Report – November, 2018

This fall's weather has taken its toll on our projects. The trap on #13 is complete. It is one of the smaller traps and the area has been filled in, seeded, and strawed. The drainage has been reworked and new sand has been installed. The work on the three traps by #6 green has been started but the weather has slowed down the crew. Most of the sand has been removed and the drainage is frozen. After the drainage is repaired, we need to replace the sand to complete the project.

We have not yet started to close the golf course since we are still officially open. We still need to remove the equipment, tee markers, ropes, chains, rakes, cups, flags, garbage cans, etc. from the course. Once the course is closed, we will need to clean all of the greens, tees and fairways and blow the leaves so we can spray our winter protection treatment. We will be monitoring the weather to find the best time to apply the 12 spray loads of 3,600 gallons total. This treatment needs to be completed in a timely manner so it has a chance to dry making it most effective. If additional water is added (rain/snow) before it dries initially, the application is diluted and less effective. Also the greens, tees and fairways will need a fertilizer treatment to promote spring green up and also help with some nutrients that are unbalanced. Our soil test shows a need for these nutrients and this is a good time to handle it.

The irrigation system has been turned off and blown out for the year without any issues. This typically takes about a week to complete depending on the weather and the number of golfers. We usually break 15 to 20 heads when the system is blown out and this year was no different.

The crew size is smaller now. We have one more employee than our typical winter crew. He will be with us until Christmas with the hope to complete more trap work. When the weather is not favorable for outside work, we have started our winter work of striping ball washers, and other tee and green equipment. Then we will put a fresh coat of paint on them for next year.

The crew did an excellent job with being two key members short. There was some slack to be picked up by the crew and they all stepped up. It's nice that we have had basically the same crew for the last 15 years and some as many as 25.

The goose control service is finished for the year. We had a fairly clean fall. They came out almost daily even though we didn't have a lot of activity. From the first to the middle of November we had transient geese. When the water froze, the geese left.

I hope you have a wonderful Holiday Season.

To: Board of Commissioners

From: Derek Solberg, Superintendent of Buildings and Grounds

Re: Parks Department Report – November 2018

The athletic court construction work is progressing at Community and Scott Brown Parks. Paving is complete, drainage has been installed around the asphalt and fencing has been installed. The next step is the color surfacing and striping. The weather prevented the contractor from completing the work this Fall and they were forced to wait until Spring. Grading and seeding the areas outside of the courts is complete as well.

At Holcomb Park the contractor has begun work on the site. They experienced a delay in the anticipated start date due to weather. The initial work has centered on concrete work. Much of the park walking path has been poured as has the containment curb for the playground.

Building maintenance staff continue to work to improve all District buildings. At the Regent Center staff are assisting with this year's phase of improvements. This work includes installing new flooring and painting portions of the building both of which are being completed in-house. The project to re-roof the gymnasium portion of the Community Center is nearly complete and going smoothly so far. Hopefully the work will be able to be completed soon. Also at the Community Center projects are beginning inside the building to provide updates and an improved atmosphere for guests. This work includes painting certain areas of the facility.

The Grounds staff has spent much of their time on the regular park service rotation focusing on leaves. Seven trees were planted at Community and Memorial Parks along with one at a North Hills subdivision lot that MPRD maintains. As part of the dedication tree program, there are plans to plant three more trees this year. The shelter at Indian Trails Park has been sanded and stained. Similar work continues on the the observation deck at Diamond Lake Sports Complex. Winterizing park water fountains and preparing other amenities for colder temperatures has also taken place. Staff are preparing to work on tasks that can be completed in the winter. This is an excellent time of year to work on tree trimming and painting projects as examples.

At Barefoot Bay the Lazy River was painted recently. Margaret Resnick, Matt LaPorte, Scott Schleiden, Mike Gerton and the entire Parks staff were able to complete the work in one day.

All fleet and equipment stands ready for snow and ice removal throughout the District.

Five staff attended snow plow operation training in early November. I completed the NRPA Certified Playground Safety Inspector course and re-certification exam in late October.

Memorandum

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

Programs

The brochure arrived in homes during the week of November 7 with registration opening on November 14.

Unfortunately this has not been a good year for basketball for the Park District. After delaying the start of the Men's Basketball League, we decided to cancel. We had five teams but one dropped out. Of the remaining four teams, one team decided against playing in a four team league and also dropped out resulting in the league cancellation. Last year we had seven teams. Out of the three teams that did not return, one team was way below level of play, one was made up of college students who split up when they moved away, and one did not return for an unknown reason. The youth basketball leagues for 1st/2nd and 3rd/4th grades were also cancelled due to low enrollment. The fall leagues usually have lower enrollment and a struggle to get to run, but often run after some late sign ups. The January leagues end up being a lot more successful, typically. As reported last month, Girls Feeder Basketball was struggling to fill out an 8th grade team. Despite efforts of the head coach and board members to meet with players at Carl Sandburg Middle School and in reaching out to other feeder teams in the area for cut players, we were not able to fill the 8th grade team. Additionally, after a promising start to tryouts the 5th grade team was also cancelled. Following tryouts we had nine girls, but the 5th grade coach backed out, taking her two girls with her. With no coach and just seven players on the team, the parents decided that was too small of a team leaving us with no choice but to cancel.

Through it all, Assistant Superintendent Scott Schleiden has worked diligently to reorganize and improve the Feeder program. He has injected new life into the program and instituted several new parent-friendly improvements, such as convenient payment plans for parents, which were previously unavailable. Along with the assistance of the advisory board, he has done a lot of outreach to try to recruit players and put a lot of time and passion into getting this program off the ground. The 6th and 7th grade Feeder teams are filled and will start the season in December. These teams will participate in four and five tournaments, respectfully, in addition to league play. It will take time, but the program is in good hands with Park District staff.

Youth dancers are preparing for their annual holiday dance show at Washington School on December 15. Additionally, the Dance company will perform at Brookfield Zoo on December 22.

Fitness programs had a busy October with seven fitness programs running and a new Halloween themed special event called the Zombie Apocalypse. This new venture attracted a small crowd of participants who completed an intense fitness workout while being occasionally chased by zombies. Building off the modest success of this program, fitness staff will offer the first ever Thanksgiving morning program. The Turkey Burn is expecting to attract close to 50 participants. This is an exciting new way Fitness Coordinator, Nicole Schaller, is exposing members and potential members to our facility and group exercise classes.

Special Events and Party Coordinator, Kelli Schillaci has gained quite a following for the Park District on social media for her party planning and events. Incredibly she has booked her 54th party of the year. We continue to receive a high number of compliments from parents and compliments from staff from local park districts. October was busy with the new event Doggie Trick or Treat and the annual Boo Bash. Staff estimate between 1500-2000 participants attended Boo Bash. Several of the changes made by staff to control the lines and flow within the building appeared to be successful and through discussion with participants the changes seemed to improve the customer experience greatly. High winds and rain cancelled the Pumpkin Drop for a second straight year. The pumpkin composting event was still successfully held, despite the weather, thanks to the partnership with SWALCO. Staff are preparing for the upcoming Tree Lighting, Polar Express Story Time Train, and Breakfast N' Story with Santa events. In a creative new program, 25 moms took on their sons in the first ever Mom N' Son Game Night challenge. Competing in "minute to win it" style games and silly contests, mom and son teams battled through laughs for coveted prizes.

Nutrition and cooking classes have begun to grow in popularity with four new classes running in October. Highlights include a treats baking class for kids, a ravioli making class and a vegetarian cooking program.

Big & Little Child Care had a very successful License Renewal visit/inspection on November 15. The Big & Little program achieved a perfect score, showing total compliance with no citations or infractions. This shows the excellent effort Director Laurie Gembara consistently provides in leading the program. Additionally, Laurie began the process to get the facility in compliance with the new regulation relating to lead testing in drinking water. Results will be available in December.

Rec Connection enrollment is at an all-time high with 185 students, 90 at Dunbar site and 85 at Washington School. Things are running smoothly and we are hoping for good attendance during the Christmas break for the day off programs.

Learning Center Preschool continues to rebound in the fall session after being behind budget during the winter season. The operational changes we made to the program this fall appear to be working really well. The program is back on track to break even on budget. Students are looking forward to a new enrichment opportunity in the coming weeks with several visits planned by the Lake County Forest Preserve Nature Program. These value added programs bring hands on science and nature activities into the classroom for the kids.

Rentals

The garden plot season came to an end on October 28. All spots were filled this year. Staff is working through the refunding of deposits and key returns. Participants will be notified after the new year of 2019 plot rentals. Boat launches were also successful in 2018, with 198 total passes being sold. Prep by staff has begun for 2019.

There were no rentals at the Regent Center due to the construction in the month of October. Six rentals took place at the Dunbar Center, for a total of \$381. The indoor pool had three rentals for only \$75.

Last year at this time we had 110 rentals booked from November 1, 2017-March 31, 2018 for Carl Sandburg Middle School. That amount equaled 210.25 hours of rentals and \$5,700 in revenue. To date

this year, we have 106 rentals booked, equaling 202 hours of rentals or about \$7,070 in revenue; between Dunbar and Carl Sandburg. The increase in revenue is due to a \$5 per hour increase in the rental fee. We are expecting even more rentals going forward.

Facilities

The Board and members of the community are invited to visit the Regent Center to view the recently completed remodeling of the facility's lobby and restrooms. Membership at the Regent Center rose by 5 people in October. Membership is now at 402 with 259 being residents. There are 92 members who are new this year and a total of 69 who live in the Del Webb community. Surprisingly considering the construction that went on, participation was up for the month of October. A total of 1,433 participants visited the Regent Center for activities this past month with the most growth occurring in ACES exercise classes. Participation was the third highest month this year.

Season passes for Barefoot Bay and the Beach were put on sale on November 14. The gift bag promotion that we have offered the last few years is continuing once again. The physical coupon book was eliminated this year and in its' place we will instead offer a free guest pass per pass holder. This was the most widely used coupon previously used and saves on the cost of printing the coupon book.

Parks Department and Recreation staff is beginning some of the repainting of the fitness center. The stretching area and second floor landing are the initial areas of focus. The goal of the project is to introduce modern colors and to unify the building from one area to another. Our goal is to complete the fitness floor improvements and painting by the New Year's rush.

For the first time, Park View will be open on Thanksgiving with staff opening the facility from 7:00 am to 1:00 pm. Opening the facility for limited hours on holidays is a new initiative planned by staff to add more value to the membership and better serve the community. Memberships to Park View climbed by 86 members in October. The Refer a Friend program and our word of mouth campaigns appear to be working, along with the changes in the membership structure. We are also offering a student only membership, available for purchase in November and December. This limited time membership will help attract the students who are home on break. During the month of October, visits to the fitness center were up by 289 visits for a total of 9,010 visits and group exercise participation climbed by 364 people for a total of 2,039 participants. These are encouraging trends going into the busy fitness season.

The indoor pool will be closed December 21-26 for a partial water change and chemical balancing. We will do a full water change and closure this summer in July. At that time we also hope to make some improvements to the pool deck and paint the pool. Historically we close the pool for a week in December, by moving it to the middle of the summer we can tie it into a full building maintenance week and can send patrons to Barefoot Bay.

Mundelein Parks Foundation

The Foundation balance through the end of September was \$9,883.49, for a decrease of \$2,425.42 since last month. The decrease is a result of expenses for the Chase 5K Fundraiser. The corresponding revenue will be deposited in November. One family benefitted from a scholarship in the month of October. Deposits of \$277 were made with donations coming from the Doggie Trick or Treat event and \$13.48 coming from Amazon. Please consider visiting AmazonSmile.com and searching for the Mundelein Parks Foundation when doing any shopping on Amazon. A percentage of all purchases (.5%) benefit the Mundelein Parks Foundation.

Recreation Advisory Committee

The Recreation Advisory Committee meetings have ended for 2018. Next year's meetings have been set for January 29, April 23, July 23 and October 22. Meetings will take place at 6:00 pm.

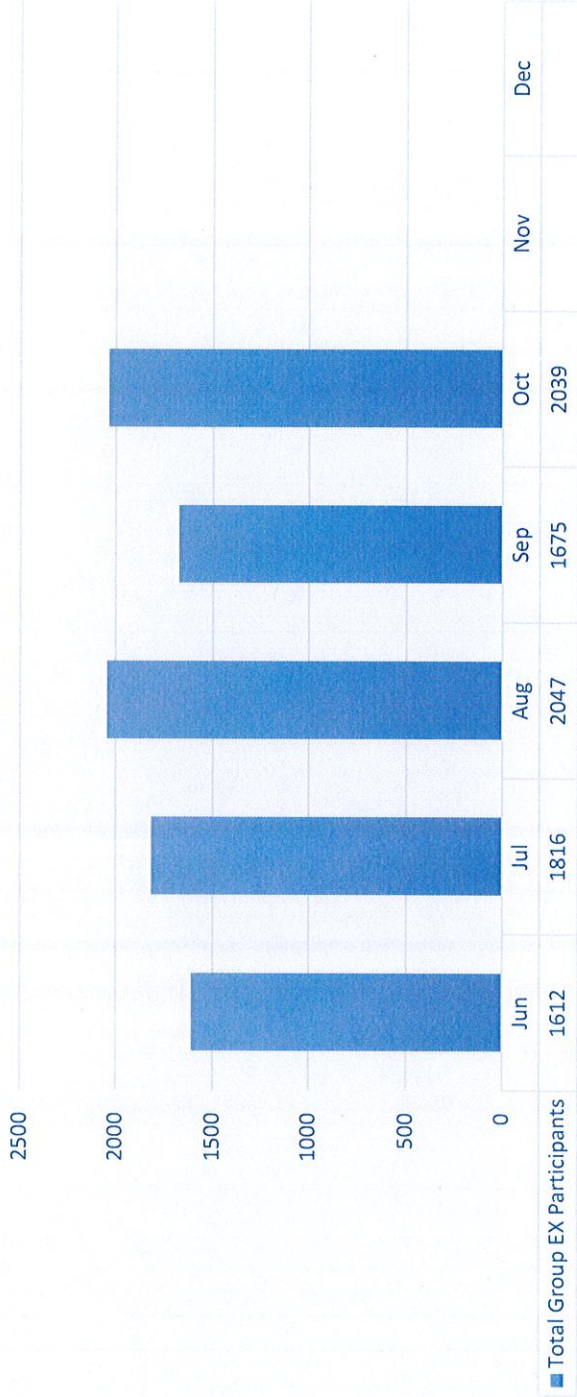
The Committee established goals for 2019 and they include:

- Assist with getting more people to volunteer for Park District events and/or programs.
- Should we move forward with a new Park District logo, the committee would help promote the logo and garner support for the change.
- Continue to share what the Park District has to offer and create awareness of programs, facilities, services and events we offer.
- Identify and recommend programs for underserved populations.
- Identifying space usage ideas/possible renters during off peak or unused hours at facilities to generate additional revenue.

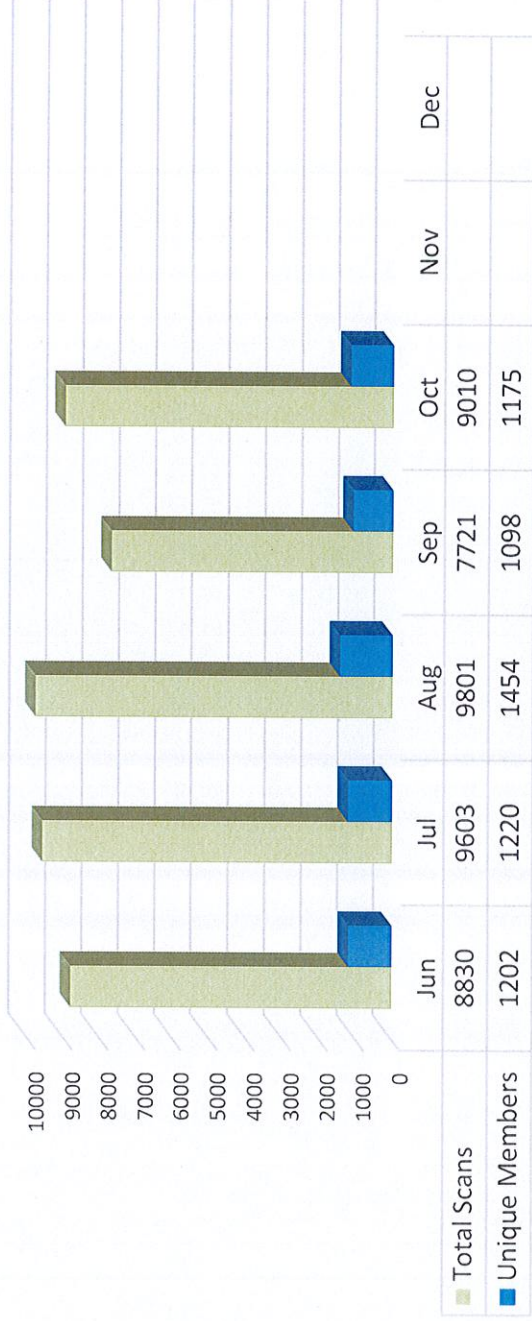
Memberships

MEMBERSHIPS	As of Sept 14	30- Sep	31- Oct	30- Nov	31- Dec
OPEN/ACTIVE PROMOTIONAL MEMBERSHIPS					
PV 10 Visits	15	21	31		
OPEN/ACTIVE MEMBERSHIPS					
PV Individual	133	189	281		
PV 2 or More	131	198	291		
Track	243	244	246		
CLOSED/ACTIVE MEMBERSHIPS					
Ultimate Summer	71	7	0		
Premium Monthly	356	279	247		
Premium Annual	457	438	388		
Group Ex Annual	13	11	11		
Group Ex Monthly	28	14	7		
Indoor Pool Monthly	65	32	23		
Indoor Pool Annual	129	123	117		
MEMBERSHIP TOTALS	1641	1556	1642	0	0

Total Group EX Participants



Membership Usage



■ Total Scans ■ Unique Members

**Mundelein Parks & Recreation District
Memorandum**

To: Board of Commissioners
From: Debbie McInerney, Superintendent of Business Services and Technology
RE: Board Report - November 2018
Date: November 20, 2018

Finance

The 2019 Budget is being presented at the November 26th meeting. A Budget Hearing is scheduled for 7:15pm. The Levy Ordinance will be adopted at the December 10th meeting and the final budget will be adopted via the Budget & Appropriation Ordinance at the January 14, 2019 meeting.

Human Resources

Anthony Nitti and I completed the payrolls for the periods of 10/14/18 – 10/27/18 for 178 employees, and 10/28/18 – 11/10/18 for 171 employees. We are recruiting for the following positions: Swim Lesson Coordinator, Indoor Pool Swim Instructor, Dance Instructor, and Rental Staff Attendant. We filled the following positions: Fitness Instructor, Natural Resources, and Customer Service Attendant. The Open Enrollment meeting was held for the 2019 benefits, and October employee birthdays were celebrated.

IT

Our new intranet is up and running and employees have received training on how to access it and use it. Our new TimePRO module (time keeping software) was also implemented this month. Employees now have the ability to request time off electronically and be able to see their remaining time available in real time. An IT planning meeting was held with Version2 to discuss long term planning and specific projects for 2019.

Risk Management

The November safety training on hearing loss prevention was held. Training for Boo Bash volunteers was also conducted. Boo Bash was a great success, and there were no noted incidents.

The monthly safety committee meeting was held on the 24th of October. Items of particular interest included the recognition of the excellent 4-Star audit results for the indoor pool. Additionally, there is concern about the need for directional arrows in the Sled Hill parking lot to control the flow of traffic. This is a project already being planned by the Parks Department. The next meeting is scheduled on the 28th of November.

Fire Inspections were completed at Regent, Kracklauer Dance Studio, the Parks yard buildings and Golf Maintenance. The Village Fire Inspector asked us to work to place the appropriate street address numbers on the buildings in the Park yard; currently, they are labeled #1, #2, #3 and #4. This will be rectified soon. Additionally, the Fire Inspector asked us to move a fire extinguisher that was obstructed by gear at the Golf Maintenance building; this was completed immediately.

Property Loss Report

15 Nov	Unknown cost	D-10 (truck) in the Parks Yard slipped on the snow and hit a boulder. Damage to front	Reported to PDRMA	
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Risk Management (continued)

Employee Injury/Illness

10 Oct	Golf Maint	Slipped and fell in front of the Club House, contusion to arm and knee	Urgent Care	
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Accident/Incident Summary

16 Oct`	Softball	Adult, male, ball tipped the glove and hit player in the mouth – tooth pushed back and a little loose	No	First-aid
30 Oct	B&L	Boy,4, bumped his finger on another child's shoe and cracked nail and bled	No	First-aid
30 Oct	Park View Gym	Boy, 10, fell and bruised his knee on the basketball court. Was alone on the court while mother was in fitness class. Park View staff called and reviewed with the mother that the child must be in the Kidz Center and not unaccompanied in the gym.	No	First-aid
6 Nov	RecConnect	Girl, 5, a kicked basketball hit child on the top of her head	No	First-aid
2 Nov	Est: \$2,000	Patron ran into the wooden deck at Regent by accelerating rather than braking; she was not hurt	Reported to PDRMA	
15 Nov	Park View	Police called when a member in open gym smelled of marijuana. Escorted from the building and issued a ticket. Member apologized to Park View staff.	Police called	