



OCTOBER 2017 Board Report





**GLENCOE PARK DISTRICT
REGULAR BOARD MEETING
Tuesday, October 17, 2017 – Immediately following the 7:00pm
Finance Committee of the Whole Meeting | Takiff Center - Community Hall**

Consistent with the requirements of the Illinois Compiled Statutes 5 ILCS 120/1 through 120/6 (Open Meetings Act), notices of this meeting were posted.
Meeting Location: Takiff Center, 999 Green Bay Road, Glencoe, IL 60022

A G E N D A

- I. Call to Order
- II. Roll Call
- III. Consent Agenda Items
 - A. Minutes of September 19, 2017 Regular Board Meeting
 - B. Minutes of October 3, 2017 Finance Committee of the Whole Meeting
 - C. Minutes of October 3, 2017 Special Projects and Facilities Committee Meeting
 - D. Approval of the Bills
- IV. Matters from the Public
- V. Financial Report
- VI. Presentation of the Glencoe Lakefront Annual Report
- VII. Discussion of Removal of Breakwater Sculpture on Old Green Bay Road
- VIII. Staff Reports
 - A. Business
 - B. Recreation and Facilities
 - C. Parks and Maintenance
 - D. Marketing and Communications
 - E. Safety Committee
- IX. Executive Director Report
- X. Action Items
 - A. Approval of Resolution No. 874: Truth in Taxation
 - B. Approval of Health Insurance Recommendation for 2018
 - C. Approval of Auditor Services Agreement
 - D. Approval of Financial Policy and Procedures Manual
 - E. Approval of Credit Card Program Policy
 - F. Approval of Glencoe Beach and Bluff Restoration Feasibility Study
 - G. Approval to Change the December 19 Regular Board Meeting Date to December 12
 - H. Approval of IAPD Annual Meeting Delegates
- XI. Other Business
- XII. Executive Session
 - A. Personnel 5ILCS 120/2 (c)(1)
- XIII. Adjournment

The Glencoe Park District is subject to the requirements of the Americans with Disabilities Act of 1990. Individuals with disabilities who plan to attend this meeting and who require certain accommodations in order to allow them to observe and/or participate in this meeting, or who have questions regarding the accessibility of the meeting or facilities, are asked to contact the Park District at 847-835-3030. Executive Director Email: lsheppard@glencoeParkDistrict.com

III. Consent Agenda Items

Section 2.06(b) of the Open Meetings Act allows a public entity to approve minutes either within 30 days after the relevant meeting OR at the public body's second subsequent regular meeting, whichever is LATER. For consistency, all minutes will be approved at the subsequent Regular Board Meeting.

Items on the Consent Agenda are representative of routine actions by the Board of Directors or staff. Members of the Board of Park Commissioners are invited and encouraged to call the Executive Director prior to the meeting with any questions about consent agenda items.

The Board President asks for a motion to adopt the consent agenda items. However, if any member of the Board wishes to discuss any item on the consent agenda, for *any* reason whatsoever, he or she may ask that the item be removed from the consent agenda and the President will change the agenda per the request.

The Executive Director recommends approval of the consent agenda.

Glencoe Park District
October 2017 Board Meeting

MINUTES OF SEPTEMBER 19, 2017 REGULAR BOARD MEETING
GLENCOE PARK DISTRICT
999 GREEN BAY ROAD, GLENCOE, ILLINOIS 60022

The meeting was called to order at 7:00pm and roll was called.

Commissioners present:

Dudley Onderdonk, President
Lisa Brooks, Vice President
Josh Lutton, Treasurer
Stefanie Boron, Commissioner
Steve Gaines, Commissioner

Staff present:

Lisa Sheppard, Executive Director/Secretary
Carol Mensinger, Director of Finance/HR
Chris Leiner, Director of Parks/Maintenance
Bobby Collins, Director of Recreation/Facilities
Erin Maassen, Manager of Marketing/Comm.
Jenny Runkel, Administrative Assistant
Stephani Briskman, PM: Youth/Arts/Camps
Chris Pietrini, PM: Athletics & Sports/Teen Camps
Naomi Garvett, PM: Early Childhood/Camps
Jessica Stockl, Early Childhood Supervisor

Members of the public in attendance who signed in or spoke: Mia & Marisa Bingham

Consent Agenda: A motion was made by Commissioner Gaines to approve the consent agenda items as presented including Minutes of the August 17, 2017 Regular Board meeting, September 5, 2017 Special Projects and Facilities Committee meeting, and Approval of the Bills. Commissioner Boron seconded the motion. No further discussion ensued. Roll call vote taken:

AYES: Boron, Brooks, Gaines, Lutton, Onderdonk

NAYS: None

ABSENT: None

Matters from the Public: Mia and Marisa Bingham addressed the Board on the benefits of a tennis backboard at Phil Thomas (Shelton) Park for the inside of the fence.

Financial Report: Director of Finance/Human Resources Mensinger stated we are six months into the fiscal year. Recreation revenues were down last month due to timing when fall registration was held in 2016 versus 2017. We are back up over where we were last year. The significant deficit in the Administrative and Recreation accounts are due to Fund 69 transfers of \$1.1 million versus the 2016 transfer of only \$250,000. The Beach is close to what we were last year at this time, despite cooler weather this year compared to last year. Parks revenue sources were reviewed including benches and tree donations. Watts increased revenue is due to off-season rentals and ice rental deposits collected earlier than normal.

Executive Director Sheppard congratulated the Recreation Team and Manager Maassen on a fantastic Mud Run.

Presentation of the Youth Camps Report: Director Collins and Program Managers Briskman, Pietrini, and Garvett presented the Youth Camps Report attached to these minutes. Discussion with the Board ensued.

Presentation of the Early Childhood Report: Director Collins, Program Manager Garvett, and Program Supervisor Stockl presented the Early Childhood Report attached to these minutes. Discussion with the Board ensued.

Staff Reports: Staff shared additional information not included in their Board Reports.

Director Mensinger shared that the budget process has begun and the levy will be presented to the Board at the October 3 Finance Committee of the Whole meeting.

Director Collins disclosed that the Beach is closed for the season; however we are keeping bathrooms open on warm days. With the nice weather, we had 300 people on Saturday and 200 on Sunday visit the Beach. The very successful Mud Run was this past weekend with 264 runners. The Doggie Dip on Sunday had over 50 dogs, a very popular event in the community. Fall programming started a couple weeks ago is going well. Upcoming events were reviewed. New Disc Golf signs and baskets will be installed this fall.

Executive Director Sheppard gave an update on the Village project of removing the exposed water pipe from the water's edge and moving it closer to the beach house; a benefit to the Park District. By moving the pipe back, some of our boat storage might need to be moved and rebuilt. Next year, we plan to purchase a piece of machinery stored on the boating side to spread sand as needed to avoid this year's problems. The Village will begin work in November after the boating beach is closed and will be helping with the cost of rebuilding the boat storage that will be taken down during this project.

Director Leiner stated that the facility shutdown in August went well. New floors were installed at Watts. The Takiff automated building system installation project including training and launching of the system is wrapping up. The Parks staff had a great time creating obstacles and setting up the Mud Run.

Executive Director Sheppard filled the Board in on parking lot construction beginning tomorrow. Communication and plans regarding staff parking was reviewed. Fitness area construction is under way. Work is primarily being done in the bathrooms. We will not open the fitness area until the parking lot is complete, most likely December 1.

Astor Park should be done in two weeks. The split rail fence is being installed this week as well as tree planting, then sod installation to follow. The grand opening will be a Halloween trick or treat spot.

Manager Maassen shared Mud Run positive feedback on social media. Our summer intern created videos to promote national recreation month. We are waiting on West Park drone footage, which should come in this week.

The Safety Committee reported two accidents where cars backed into our parked vehicles.

Executive Director Report: Executive Director Sheppard shared that we were approached by the Glencoe Historical Society regarding Park 7n. The background was reviewed for our new commissioners; this idea of the reconstruction of the Frank Lloyd Wright Waiting station and development of Park 7n in a Jens Jensen design began two years ago. About one month ago, they forwarded an agreement with terms discussed by Executive Director Sheppard, Commissioner Brooks, and Commissioner Gaines. They indicated they only want to do the waiting station project at this time, due to limited funds. The staff have no issues with separating the projects. The agreement was specific with safety measures to protect the Park District from expending any Park District funds for this project and insuring it is a facility that is well constructed. This agreement will set precedence for this type of project in the future. GHS has not disclosed the amount of funds raised. Executive Director Sheppard indicated that the Board would need to review and approve the plans and hold a community meeting prior to any construction. The land that the Waiting Station is being built on was donated to the Park District from the Village. In the agreement if the project is never completed, then the land would revert back to Village ownership. Sheppard asked the Board if they approve of moving forward with the Waiting Station only with no expectation that the park landscaping portion be completed. Discussion ensued. The Board gave direction to staff to communicate with GHS to move forward with the waiting station project without the park portion if an agreement can be reached that ensures no tax dollars are used in construction of the Waiting Station.

Executive Director thanked the Parks Team and School District 35 on the West Playground. The playground is a unique and well-used park with attendance during afterschool hours up considerably. We are having an issue with unauthorized bikes, scooters, and skateboards on the playground. Staff are installing three signs reminding park users that bikes, scooters, and skateboards are not allowed on the play surface.

Sheppard indicated that we once again did part-time employee surveys, which came back very well. Staff will review and take away improvements where needed.

A cooperative intergovernmental initiative with the Village and school district for a Village-wide active transportation plan to make our parks and schools safer and bike-able is underway. In relation to our capital project of the Old Green Bay parks, the Village is very interested in partnering with the Park District on extending the Green Bay trail from Maple Hill to South.

Another cooperative intergovernmental initiative is a plan for Tudor Court, which will affect Friends Park and Women's Library Club Park. Ideas included parking on Vernon along Friends Park, which would remove the berm, taking away the buffer from the park. Another idea would be dead-ending Glencoe Drive and expanding the green space of the current park. Executive Director informed the committee that no funds currently are budgeted for improvements of that park and that the Park District would need to take the lead on any plans for that park space.

Executive Director Sheppard presented the six-month goals. Discussion ensued. The Distinguished Agency project is taking longer due to the new Director of Recreation & Facilities transition, but will be done within the two-year mark.

For our Strategic Plan, we are recommending working with Heller and Heller who facilitated our Master Plan. The kick-off meeting will be in November at our Committee of the Whole meeting.

Sheppard welcomed Bobby as the new Director of Recreation, currently doing both his new role and his previous Beach/Ice Facility Manager position. A search is underway for a new Facility Manager.

The GPD annual community give-back is scheduled on Sunday, October 1, geared for sixth grade and up. Proceeds will go to The Night Ministry.

Appointment of Members to the Beach and Lakefront Advisory Group: Sheppard reviewed the process and review of the applications with herself, Commissioner Onderdonk, Director Lushniak, and Director Collins. Anyone not appointed may come to the open meetings as a member from the public.

Dudley appointed the members recommended by staff who will be notified tomorrow.

Action Items:

Approval of the FY2018/19 Master Plan Capital Projects: A motion was made by Commissioner Gaines to approve the FY2018/19 Master Plan Capital Projects as presented with the contingency fund set aside. Commissioner Brooks seconded the motion. No discussion ensued. Roll call vote taken:

AYES: Boron, Brooks, Gaines, Lutton, Onderdonk
NAYS: None
ABSENT: None

Approval to Proceed with the Glencoe Park District 3-Year Strategic Plan: A motion was made by Commissioner Brooks to approve to proceed with the Glencoe Park District 3-Year Strategic Plan as presented. Commissioner Boron seconded the motion.

Discussion ensued. Roll call vote taken:

AYES: Boron, Brooks, Gaines, Lutton, Onderdonk
NAYS: None
ABSENT: None

Approval to Change the Time of October 17 Regular Board Meeting: A motion was made by Commissioner Brooks to approve to change the time of the October 17 Regular Board meeting to begin immediately following a 7:00pm Finance Committee of the Whole meeting as presented. Commissioner Boron seconded the motion. No discussion ensued. Roll call vote taken:

AYES: Boron, Brooks, Gaines, Lutton, Onderdonk

NAYS: None
ABSENT: None

Approval of a Web Based Time Clock Management Software System: A motion was made by Commissioner Brooks to approve Glencoe Park District to enter into a contract with TimeClock Plus for the purchase of their web-based (cloud) timeclock software system at an initial cost not to exceed \$30,000 as presented. Commissioner Boron seconded the motion. No discussion ensued. Roll call vote taken:

AYES: Boron, Brooks, Gaines, Lutton, Onderdonk
NAYS: None
ABSENT: None

Approval of the Altamanu, Inc. Contract for Three Playground Design Services for 2018/19 Capital Projects: A motion was made by Commissioner Gaines to approve the Altamanu, Inc. agreement for the playground design services for Vernon and Jefferson, Old Elm, and Woodlawn playgrounds not to exceed \$104,000 as presented. Commissioner Brooks seconded the motion. Board input is shared with the Executive Director who shares it with the architect. There is a fee of \$1,800 for an additional meeting with the architect. NRPA exhibit hall detail was shared. Roll call vote taken:

AYES: Boron, Brooks, Gaines, Lutton, Onderdonk
NAYS: None
ABSENT: None

Approval of the Altamanu, Inc. Contract for Lincoln and Crescent Playground Design Services: A motion was made by Commissioner Gaines to approve of the Altamanu, Inc. agreement for the playground design services for Lincoln and Crescent not to exceed \$31,000 as presented. Commissioner Lutton seconded the motion.

AYES: Boron, Brooks, Gaines, Lutton, Onderdonk
NAYS: None
ABSENT: None

Other Business: Changing the Regular Board meeting from December 19 to the 12th was discussed and will be up for approval at the October Board meeting.

Adjourn to Closed Session: There was no reason to go into Executive Session.

Adjourn: Commissioner Gaines moved to adjourn the meeting at 9:02pm. Commissioner Lutton seconded the motion, which passed by unanimous voice vote.

Respectfully submitted,

Lisa M. Sheppard
Secretary

2017 Summer Camp Report



Glencoe Park District
September 19, 2017
Stephani Briskman
Chris Pietrini
Naomi Garvett

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Introduction

The Glencoe Park District summer camp programs provide a wide selection of experiences for participants 2 to 16 years old. A variety of activities take place in a typical camp week, including swimming, crafts, nature awareness, games, sports, special events, field trips, cookouts, and theme days. Camps are structured to provide opportunities for children to make new friends, grow, learn, discover, and, most importantly, to have fun within their surroundings.

This summer could be described as a year of successful transition for the summer camp program. There was a number of new part-time staff including counselors, head counselors, and camp directors. With staff new in their positions, it provided the opportunity to take a fresh approach and enhance the camp program. From small details like drop-off and pick-up procedures, to new field trips to places like The Chicago Shakespeare Theatre, the camp experience in 2017 had a new and innovative feel while at the same time, maintaining the high standards of service and communication that have existed in previous years.

The camp season began on June 12 with a week of Summer's Beginning and Safety Town camps. The full schedule of camp offerings began on June 19 and went eight weeks, concluding on August 11. The camp season concluded the week of August 14-18 with the Summer's End camp and another offering of Safety Town.

The camp staff had a number of overarching goals that were earmarked heading into the 2017 camp season. The goals were created with a vision of providing an exceptional experience for the residents of Glencoe.



- Provide a safe and fun camp experience for every participant
- Exceed camper and parent expectations with the highest levels of customer service and quality programming
- Provide activities that engage the camper and offer a variety of experiences
- Be flexible and solution oriented when weather or other factors dictate a change in schedule or planned activities.
- Continue to develop our marketing/PR strategies to increase enrollment and minimize cancellations
- Seek opportunities to continue to build authentic relationships between staff, campers, and families through open lines of communication.
- Identify and overcome barriers and roadblocks that may hinder camp participation or decrease the level of service provided

Camp Descriptions and Overview

The Glencoe Park District puts an emphasis on providing summer camps for children of all ages. Staff has acknowledged that parents sign their children up for camp for a variety of reasons such as social development, exposure to new experiences, the opportunity for adventure, or simply out of the necessity for childcare during the summer months. The variety in age offerings, time offerings, and weeks of camp offered have taken into consideration the constantly evolving family schedule and the need to accommodate many different situations.

In addition to these descriptions, all camps offered a number of additional services. This summer Marla's Brown Bag Lunch company once again provided a meal option to all the campers. This service allowed parents to sign-up online to have a lunch delivered to their child at camp every day in lieu of sending them with a traditional sack lunch. The services of the North Suburban Special Recreation Association were also offered for every camp. NSSRA coordinates with the Glencoe Park District to provide inclusion companions for any camper with a disability or special needs. Additionally, NSSRA staff led a camp training session on inclusion services, behavior management, and disability awareness. Finally, the Glencoe Park District Scholarship Program was available to provide an opportunity for recreation for anyone with a financial barrier to participation.

The following is a brief description of each camp including age demographic served and a summary of what participants can expect.

Summer's Beginning and Summer's End

These two camps serve as the "bookends" to the traditional summer camp program. These camps are offered the week prior to and the week after the regular camp season to accommodate parents that need childcare during those weeks or participants that want to start the camp experience early or extend it later into the season. These programs serve participants from kindergarten up through fifth grade and provide them a traditional camp experience during a time when camp is not traditionally offered. Fieldtrips included waterparks, bowling, and a trip to an ice rink.

Safety Town

Safety town mirrors the schedule of Summer's Beginning and Summer's End with offerings the week before and the week after traditional camps. However, Safety Town serves younger camp participants who are ages 4-5. This camp focuses on instilling confidence in the young campers through exposure to safety related topics and places including crossing the street and sign recognition to visits from Public Safety and Beach Lifeguards.

Teddy, Panda, and Koala Bear Camps

The "Bear Themed" preschool camps serve the following age groups

- Teddy Bear Camp: Age 2 (9:15-11:15am daily)
- Panda Bear Camp: Age 3 (9:00-11:30am daily)
- Koala Bear Camp: Age 4 (9:00-1:00pm daily)

These camps utilize a mixture of seasonal staff and preschool teachers to ensure a safe environment focused on child development. The Teddy Bear camp understands the attention and sensitivity needed for first time campers. The Panda Bear Camp takes the next step in exposure to camps with more indoor and outdoor activities. The Koalas Camp offers a slightly longer day than the other two camps and takes the extra step of exposing campers to off-site field trips. The shortened camp days assist in a smooth transition to the camp program as children get older as well as full day kindergarten.

Kinder Korner Camp

Geared for kindergarteners, this camp offers a variety of activities including cooking, singing, games, and crafts based on a weekly theme. The Kinder Korner camp day runs from 9:00am-1:00pm. Staff takes campers on field trips and visits the beach on a weekly basis. The “Stay and Play” option for this camp, as well as the Bear Camps, gives campers the option to extend their day until 3:00pm if needed or desired.

Camp Sun Fun & Camp Adventure

Sun Fun and Camp Adventure are the signature camps of the Glencoe Park District. These programs serve participants in first through third grade (Sun Fun) and fourth and fifth grade (Camp Adventure). A normal camp day begins at 8:45am with drop off. From there, campers are then off to a field trip to places like water parks, arcades, professional sporting events, or a day around the Takiff Center full of activities planned and executed by the seasonal camp staff. By the end of the day at 3:00pm, campers should be worn out from an action-packed day of activities with their friends in their assigned groups. The camp includes two overnights at the Takiff Center.



Action Quest

The Action Quest camp serves the older camp population of sixth through ninth graders. The most popular aspect of this program is advertising a camp that is always “on the go”. Action Quest campers spent every day except for 4 away from their home base at the Watts Center by going on field trips that include a Cubs Game, numerous water parks, and even Great America. This camp also visits the beach once a week for swimming and kayaking and also tries to spend two overnight outings at the beach camping in tents. Camp runs daily from 9:15am-3:15pm.

Counselor In Training (CIT)

The CIT camp combines a hybrid of camper experiences and camp staff experiences. In addition to providing the participants of this camp a fun and enjoyable summer of field trips and activities, this camp also puts a focus on preparing participants for a possible job on the camp staff team at the Glencoe Park District once they are sixteen years of age. CITs now receive training at the beginning of the season similar to that of the camp counselors. CITs are then assigned to lead counselors and camp groups spread across all of the Glencoe Park District

camps based out of Takiff and charged with assisting the camp staff in daily camp operations. In turn, camp staff provides feedback and mentorship. Counselors-in-training receive an evaluation from the camp director at the end of the session highlighting personal strengths and areas to improve upon in order to become the ideal candidate for a camp position in the future.

Marketing and Promotion

A significant amount of time and energy is placed into properly marketing and prompting the wide variety of summer camp offerings offered each year through the Glencoe Park District. This year, a 10-page detailed camp guide was published in both the winter and spring/summer brochures. Residents were encouraged to look online for specific camp details, including session options and early bird discounts.

Camp registration began two weeks after the winter program guide was mailed in late November. An early bird discount was offered from November 30 through February 28, which was marketed using email blasts, flyers, and posters. Information was also posted on the Glencoe Park District website, TV system, and on sponsored social media posts. Special event attendees were given flyers at events, which were also distributed to program participants. Staff also included camp articles in the summer Glencoe Quarterly and the Summer Sampler, a 4-page mailer with a variety of programming options sent to residents.



A one minute YouTube video was created to advertise the camp program, which was displayed on social media and email blasts, as well as played on a loop on all facility TV's during the winter months. A six foot banner, advertising camp and beach fun, was also on display in the Takiff Center lobby and Glencoe Beach's Halfway House for most of the spring and summer.

A Camp Reunion Night complete with a deejay, giveaways, and visits with past counselors/campers, was held during winter break to cultivate excitement for the program and generate positive publicity. Email, posters, and social media were utilized to promote the event.



Paid ads were included in the Glencoe PTO fundraiser book, Family Service of Glencoe's fundraiser book, and in the Chicago North Shore & Visitor's Bureau 2017 Guide.

To improve parent communication with carlines, we worked with our website designers Accuraty Solutions and

Rainout Line to create an alert system to post emergency notices quickly on the District's web page and social media feeds. Parents could also sign up for text alerts from Rainout line. The

new system was easy for staff to deploy and automatically sent alerts to the website, Facebook, and Twitter.

At the end of the summer, a survey was sent to all parents, which will utilize parent comments to fuel future marketing pieces. Please see Appendix B for samples of marketing materials.

Staffing and Staff Training

The Glencoe Park District prides itself on hiring hardworking, motivated, and energetic staff members. This summer, the camp staff included over 65 individuals working as seasonal camp directors, camp head counselors, and camp counselors. Camp Directors, with the full-time staff, are responsible for the day-to-day lesson planning of the camp program as well as communication with parents throughout the day. The Camp Directors are the primary leadership positions that are on-site day in and day out. Head Counselors report to the Camp Directors and are responsible for the oversight of the Camp Counselors. Head Counselors work to help counselors problem-solve throughout the day, as well as provide mentoring and feedback. Camp Counselors are the staff members that interact with the campers on a constant basis throughout the summer. Their focus is to develop strong relationships with campers, provide a fun summer, and always keep safety at the forefront.

2017 Camp Directors

- Sun Fun: Amanda Nach and David Lota
- Camp Adventure: Brian Ross
- Action Quest: Dave Purcell
- Counselor In Training (CITs): Jon Pranian

A large focus of time and effort is spent on the preseason training for the camp staff. All camp staff members go through over 16 hours of training that is presented by the full-time managers, Director of Recreation and Facilities, Executive Director, and other members of the Glencoe Park District full-time team. Additionally, staff had weekly meetings to refresh topics discussed at the preseason training or to address issues or concerns that come up throughout the week.

Camp staff is not only trained on Glencoe Park District camp procedures including safety, first aid, reporting, camper supervision, and proper interaction with campers, but also ways to provide memorable experiences for campers. For example, camp staff are taught innovative games, keeping campers entertained during transitions, interacting with parents, and ways to develop relationships with campers. The training is also site specific, so that camp staff can get familiar with the site they will be working at. The training consists of a combination of PowerPoint presentation, group activities, hands-on practice, discussion, and role-playing scenarios.



In addition to basic camp training, camp staff attends the Summer Employee Orientation led by Executive Director Lisa Sheppard. At this training, Lisa welcomed staff to the Glencoe Park District

team, explained the SPIRIT values that embody the agency, and impressed upon the staff just how important their roles are. The Camp Directors and Head Counselors also attended a five hour Leadership Staff Training this season. In this training, the leadership staff was exposed to many challenging scenarios they would face this summer including staff discipline, dealing with upset patrons/participants, creating a culture of accountability, and success among the counselors. New this year was an activity called "Pursuit of Park District Knowledge". This was an amazing race sort of activity that built teamwork, knowledge of the park district and what all departments do. Staff were sent throughout Glencoe answering questions about the park district. When they came back to Takiff they had a pizza party which gave them a chance to talk and get to know each other.

Changes Made for the 2017 Camp Season

Each year, the Glencoe Park District staff examines and analyzes the successes and areas of improvement from the most recent camp season in an effort to constantly improve the experience for every camper and family.

Kinder Korner & Bear Camps

Under the direction of Naomi Garvett, the Early Childhood Program Manager, the Bear Camps saw changes in a variety of areas. There were a number of new field trips that were booked for Koala and Kinder Korner Camps. These new field trips kept the camp fresh and kids excited about coming to camp every day.

Other changes that were implemented were based off of survey results collected in 2016. We added a "Stay and Play" option extended to the Teddy Bear campers. This camp day ends at 12:15pm, the Teddies got to eat and play some more with their camp buddies.

Sun Fun and Camp Adventure

Under the direction of Stephani Briskman, the Arts and Youth Program Manager, Sun Fun and Camp Adventure saw changes in a variety of areas around camp. New field trips, Camp Adventure Clubs, and special guests were added to keep the campers excited about coming to camp each day.

New field trips were added such as a trip to The Oasis Water Park, The Chicago Shakespeare Theatre, and Putting Edge Glow in the Dark Mini Golf. We added two new special event days, Hollywood Day and Animal Day, giving campers new and different opportunities to dress up and have fun. We also had Hot Ground Gym and Mobile Room Escape visit us at camp.

New for Camp Adventure for the summer of 2017, we offered clubs. Campers chose activities based on their interests to participate in 2 week intervals. This allowed the Camp Adventure campers to design their own schedules while Camp Adventure was on site.

Action Quest

Chris Pietrini, Manager of Athletics, Sports and Teen Camp, oversaw Action Quest and Counselor-In-Training camps. The Action Quest camp saw only minor changes from 2016

because of its popularity and track record of success. We eliminated two trips to the Vernon Hills Water Park, which was our least popular trip in 2016. We also decreased the number of trips to Barefoot Bay and Flick Pool. These trips were replaced with a White Sox game, The Zone Parkour, Bartlett Water Park, Park King and Hot Ground Gym. All of these field trips proved to be popular with the exception of Hot Ground Gym. Staff also moved the campout nights to Friday to help keep everyone safe by not having a full day of activity the next day. Finally, staff also hosted an end of year survey/ice cream party on the last day of camp. Staff created a festive atmosphere to solicit feedback from campers to determine what field trips and activities the children preferred in order to improve the experience for next summer. Some good suggestions were made by participants for changes, while others would not be possible due to their excessive cost.

For Counselor-In-Training more of the camp staff training was integrated in to both the pre-camp training and meetings with our camp director. Participant goals were also set weekly as opposed to bi-weekly.

2017 Year in Review – Highlights and Popular Activities

Bear Camps & Kinder Korner

These camps mean big fun for campers ages two through five and reflect the commitment to quality programming that characterizes the school-year early childhood programs. A glowing positive this year, much like other summers, is the experienced Camp Counselors. Many of these staff members serve as Glencoe Park District Preschool and Kindergarten Enrichment teachers during the school year. This group of staff was able to plan a mix of outdoor play, creative expression times, and games. Staff lesson plans with specific goals of promoting friendships, learning, and of course fun.



One of the most memorable days for this camp was the last day of the summer. The impact of a great summer or programming and activities is recognized through the reactions of the campers when they realize that the season is over and they must part ways with staff and friends to which they have become so close. Another day that was a highlight of the camp season was the trip to the Brookfield Zoo. Campers had such a good time on this field trip because, they were able see their favorite animals and learn about new animals they have never encountered before.

With the experienced staff, and a full summer of age appropriate outings and activities, the camp program for these young participants creates a great introduction to Glencoe Park District camps. Through a loving and nurturing mentality as well as creative and learning-based programming, these camps are very well received by the community!

Sun Fun and Camp Adventure

A highlight of these two camps every year is the “camper’s choice” set of activities. These times allow for campers to break up into groups and spend time doing activities that specific groups of campers enjoy which might include sports, crafts, or other special interest games. Another highlight is the Sun Fun Camp swim lessons. These swim lessons, built into the cost of the program, utilize the Recreation Center in Highland Park for swim lessons for first, second, and third graders.

Sun Fun’s field trips are another highlight of a busy camp schedule. Trips to Glencoe Beach, water parks, bowling, Lincoln Park Zoo, and much more add variety and excitement to each week of camp. Camp Adventure also goes on trips, which include Action Territory, Rainbow Falls Waterpark, Cubs Game, and more. A camp favorite is the overnighter at the Takiff Center, which takes place after the regular camp day and includes evening entertainment, dinner, movie, and special activities.

Sun Fun and Camp Adventure had a large amount of returning staff, which provided an opportunity for those staff to mentor the new staff. This summer, the camp staff was able to build upon the bonds made from previous summers, which made a strong impact in a customer service aspect towards the parents.

When analyzing camp enrollment numbers, grade size is positively correlated. Generally when a grade size grows or reduces, so does camp enrollment. This summer the incoming 2nd grade was smaller than the outgoing 3rd grade, leading to a shift in enrollment. Sun Fun’s enrollment was down 9 campers, while Camp Adventure increased by 37, as campers aged out of Sun Fun and moved in to Camp Adventure. The addition of Aquatics and Sailing Camps may have impacted Sun Fun enrollment, as campers were eager to try this specialty beach camp. The new Aquatics and Sailing Camps enrollment and financials are not reflected in the summer camp report, as they are included in the beach report.

Sun Fun incurred some additional bus expenses in 2017. The Sun Fun summer school option expanded in 2017, altering staff’s ability to use the Park District bus to transport these campers. Staff hired additional buses to transport summer school campers. The growth resulted in 14 extra bus rentals. Additionally, due to changes in our swim class time by the Park District of Highland Park, 26 additional bus rentals were required to transport campers to our popular swim lessons. Staff is working closely with Highland Park to restore Sun Fun’s original swim lesson time for summer 2018.

Action Quest & CITs

The Action Quest camp has the reputation of being a “traveling camp” with off-site activities planned every day but four Thursdays. The highlight is generally the overnight Beach Campouts at Glencoe Beach that take place once every four-week session. The campers go kayaking and paddle boarding, make a fire, and spend the night sleeping in tents on the beach. Unfortunately we had poor weather on each campout night, leading to decreased participation.

Another very popular trip is the Great America trip, which is also planned for each four-week session. On this day, the campers have an extended day so they can spend more time at the theme park. Along with the Camp Adventure Campers, the Action Quest Camp headed to Wrigley Field on July 21.

Action Quest had a large number of returning staff, which provided continuity to those who were returning from camp the previous years. For this reason staff was able to develop some strong connections with campers, which was very apparent on the last day of camp when campers and parents went out of their way to give their appreciation to staff for all their efforts throughout the summer.

The Counselor-In-Training (CIT) program is based out of the Takiff Center. In addition, CIT's being assigned to help at an Early Childhood Camp, Camp Adventure, and Sun Fun, they also get to have some fun of their own. The CIT campers go on two "CIT only" field trips as a reward for their hard work and help throughout the summer. This year the CIT's went to Vernon Hills Water Park and Wheeling Water Park, where they had the opportunity to bond and spend time with one another.

CIT's are also being encouraged to attend more of the regular camp staff meetings, and even more interactive training will be introduced for 2018.

Planning for Summer 2018

After a fun and successful 2017 camp season, staff is able to look for ways to improve the camp experience both from an internal and procedural perspective as well as to improve the customer experience. Where possible, staff will work with one another to develop more consistency in camp procedures from parent perspective regardless of age or type of camp.



Below are some of the changes that staff will be investigating this winter.

Bear Camps

- Offer before (7-9) and after care (3-6) options for Bears and Kinder Korner campers. This plan will cater to parents who are working and may need longer care options. These programs will mirror Kids Club programming that is offered for the older campers.
- Offer Preschool Summer beginning and Preschool summer's end
- Extend Safety Town and create Safety Camp- to cover all areas learned in Safety Town but extend the class time to a longer day.

Sun Fun and Camp Adventure

- Research other swim lessons locations and options for Sun Fun Campers

- Add at least two new field trips and eliminate the least popular ones
- Review and work to improve the transition from summer school to camps for the first half of the camp season.

Action Quest & CIT

- AQ – Evaluate lower rated field trips and find replacements
- AQ – Continue to look for ways to keep campers involved throughout the day, especially at while at Watts
- CIT – Investigate splitting the program into a training intensive CIT program for older campers and a more fun based CIT program for younger campers.

All Camps

- Get Glencoe Park District issued backpacks for all campers to carry belongings in and make campers more visible and identifiable.
- Have a “Camp Reunion Day” in November where campers get to see one another as well as some of their counselors. Use this event as a registration kick off night.
- Investigate the use of technology to send pictures and updates to parents throughout the day
- Continue to improve the counselor-in-training program. Hold a focus group with counselors during winter break to provide input for improvement.

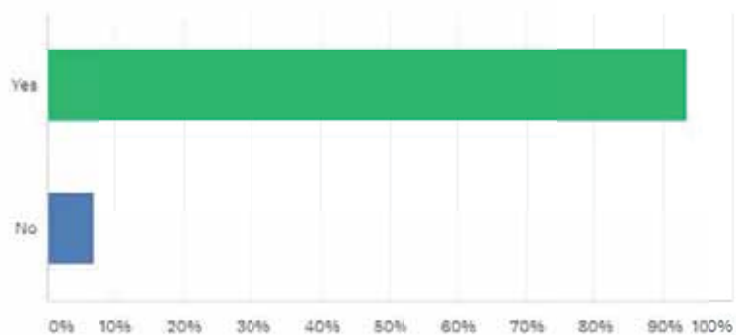
Customer Feedback and Survey Results

At the end of each season, a survey is sent to the families of all the camp participants to solicit feedback that is used to improve and make changes to the camp program the following year. This year, 80 camp participants completed the survey, which is created, distributed, and analyzed using www.surveymonkey.com. Camp participants were asked questions ranging from the registration process, to staff, facilities, activities, field trips, and overall experience.

Scores from this survey were consistent with years past.

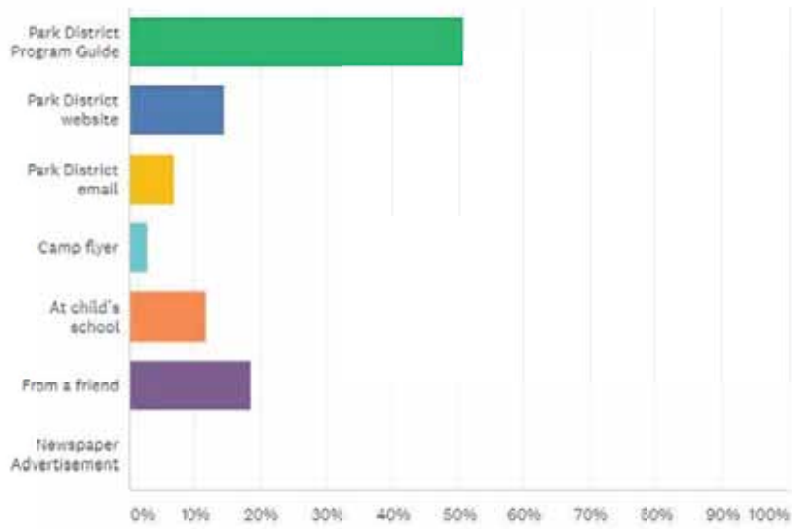
Would you register your child for camp again?

Answered: 59 Skipped: 16



How did you hear about Glencoe Park District camps?

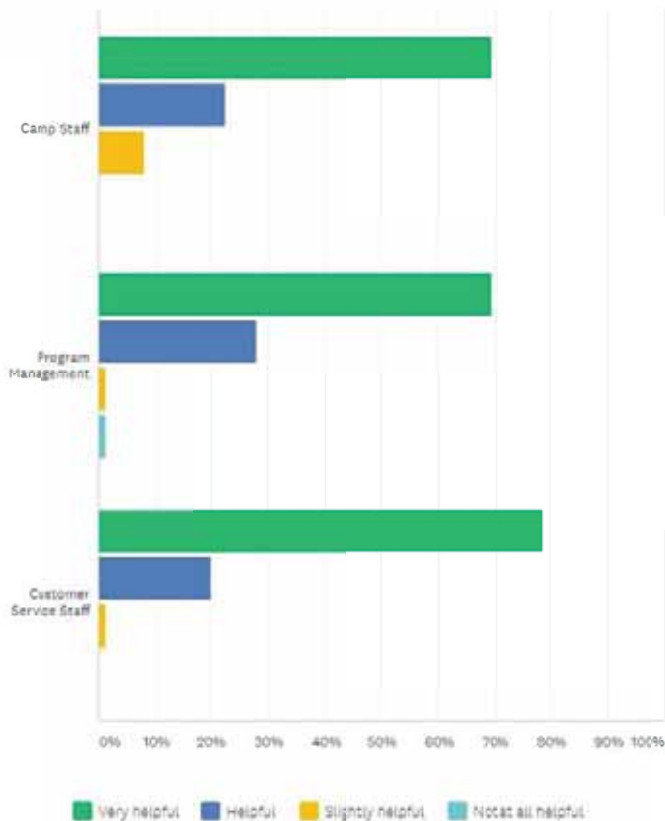
Answered: 75 Skipped: 0



ANSWER CHOICES	RESPONSES	
▼ Park District Program Guide	50.67%	38
▼ Park District website	14.67%	11
▼ Park District email	6.67%	5
▼ Camp flyer	2.67%	2
▼ At child's school	12.00%	9
▼ From a friend	16.67%	14
▼ Newspaper Advertisement	0.00%	0
Total Respondents: 75		

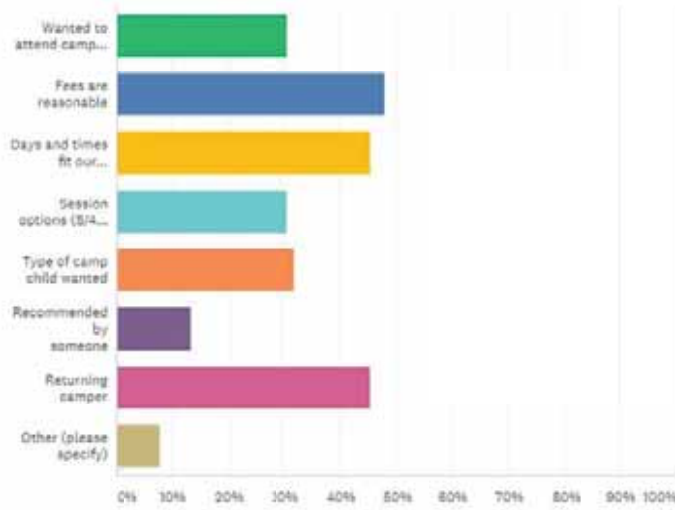
How would you rate the Glencoe Park District staff?

Answered: 75 Skipped: 0



Why did you register your child/children for camp?

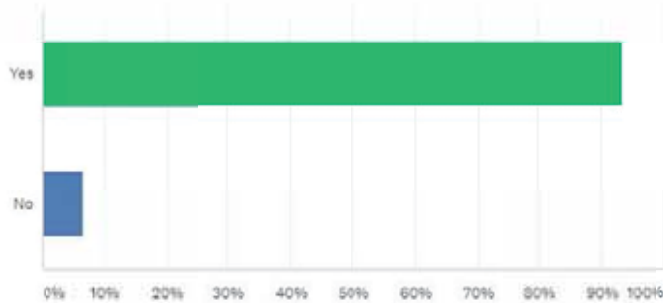
Answered: 75 Skipped: 0



ANSWER CHOICES	RESPONSES
Wanted to attend camp with friends	30.67% 23
Fees are reasonable	48.00% 38
Days and times fit our schedule	45.33% 34
Session options (3/4/2 week camp options)	30.67% 23
Type of camp child wanted	32.00% 24
Recommended by someone	13.33% 10
Returning camper	45.33% 34
Other (please specify)	Response: 8.00% 6
Total Respondents: 75	

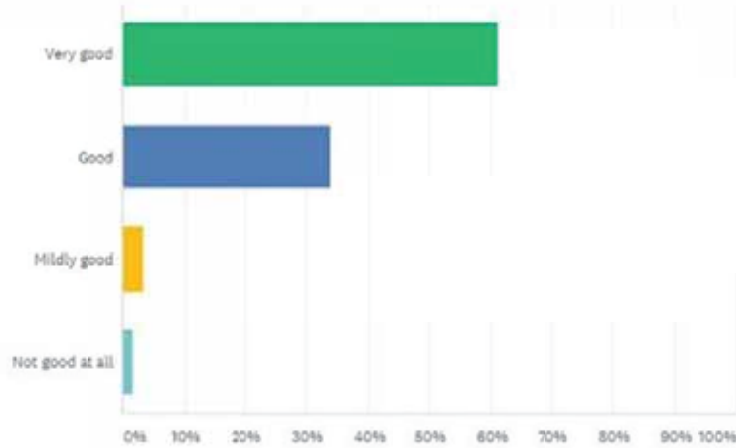
Would you recommend the Glencoe Park District camp program to a friend?

Answered: 59 Skipped: 16



Overall, how would you rate Glencoe Park District's camp program?

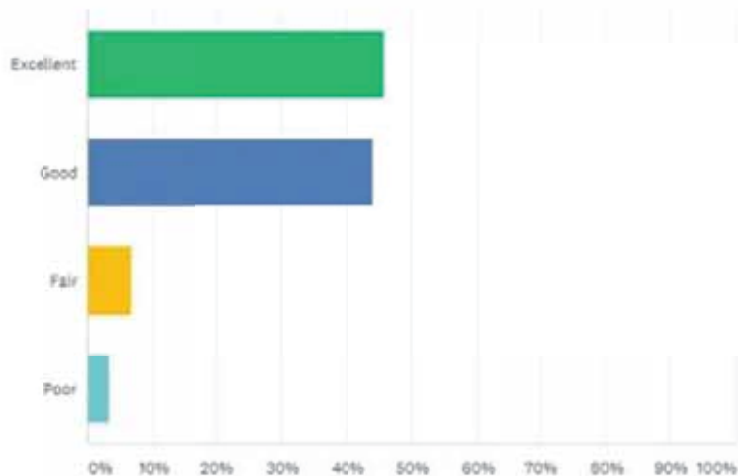
Answered: 59 Skipped: 16



	VERY SATISFIED	SATISFIED	DISSATISFIED	VERY DISSATISFIED	N/A	TOTAL	WEIGHTED AVERAGE
▼ Camp registration process	86.67% 50	33.33% 25	0.00% 0	0.00% 0	0.00% 0	75	3.67
▼ Camp activities	55.00% 42	38.67% 29	4.00% 3	1.33% 1	0.00% 0	75	3.49
▼ Camp staff courtesy	60.00% 51	29.33% 22	2.67% 2	0.00% 0	0.00% 0	75	3.65
▼ Camp staff competency	58.11% 43	32.43% 24	8.11% 6	1.35% 1	0.00% 0	74	3.47
▼ Camp staff knowledge	58.67% 44	34.67% 26	2.67% 2	2.67% 2	1.33% 1	75	3.51
▼ Camp staff accessibility	60.00% 45	38.67% 29	1.33% 1	0.00% 0	0.00% 0	75	3.59
▼ Camp operating hours	68.00% 51	32.00% 24	0.00% 0	0.00% 0	0.00% 0	75	3.68
▼ Camp facility	59.46% 44	37.84% 28	2.70% 2	0.00% 0	0.00% 0	74	3.57
▼ Cost of the program	44.59% 33	47.30% 35	5.41% 4	1.35% 1	1.35% 1	74	3.37

How would you rate the value of the camp(s) in relation to the fees?

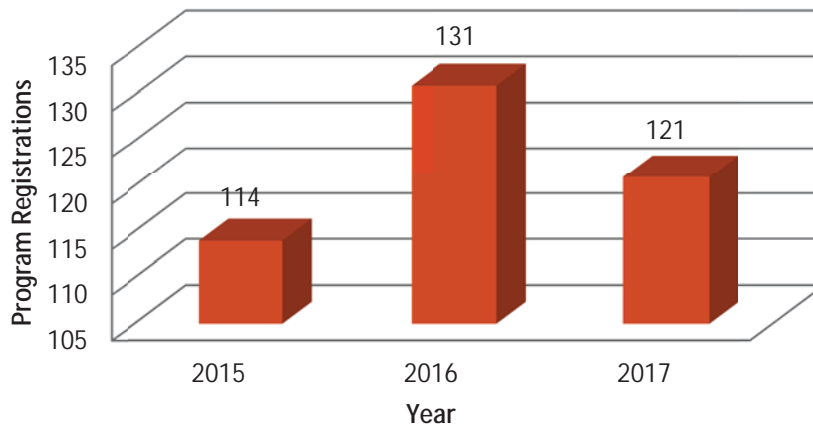
Answered: 59 Skipped: 16



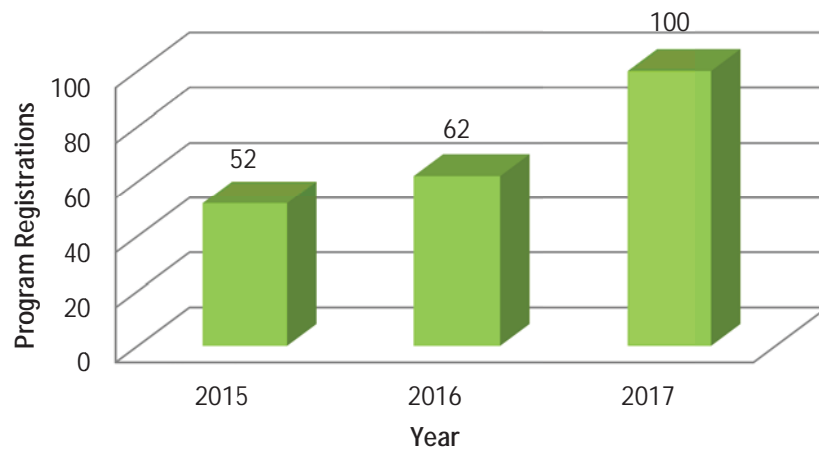
Appendix A – Camp Participation Information



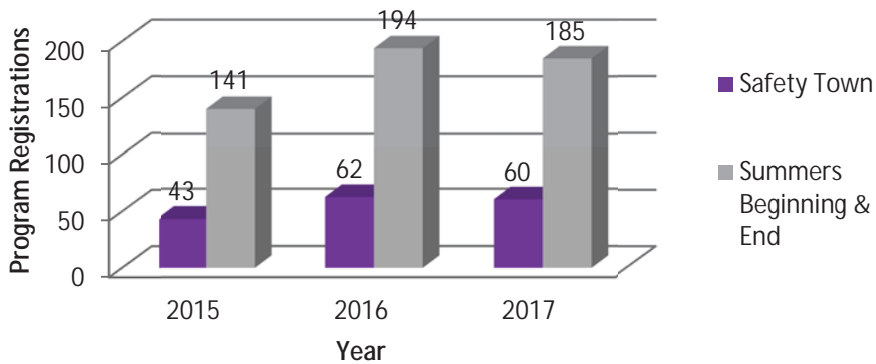
Bear Camps (Teddy, Panda, Koala)

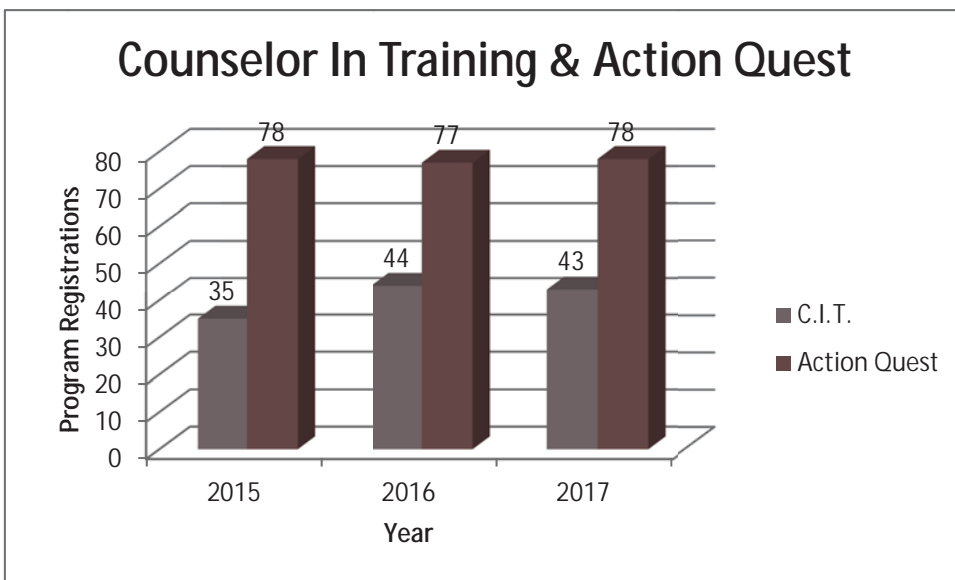
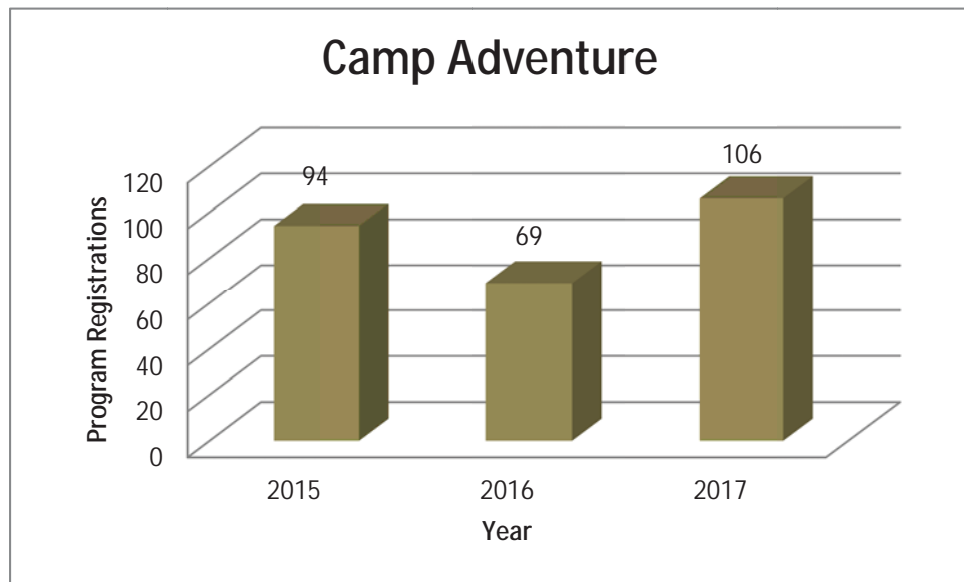
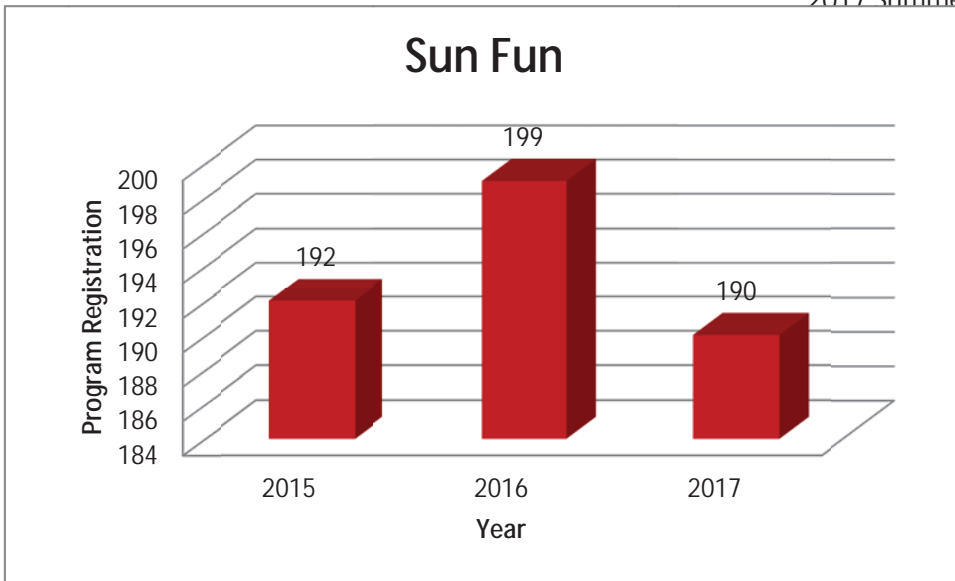


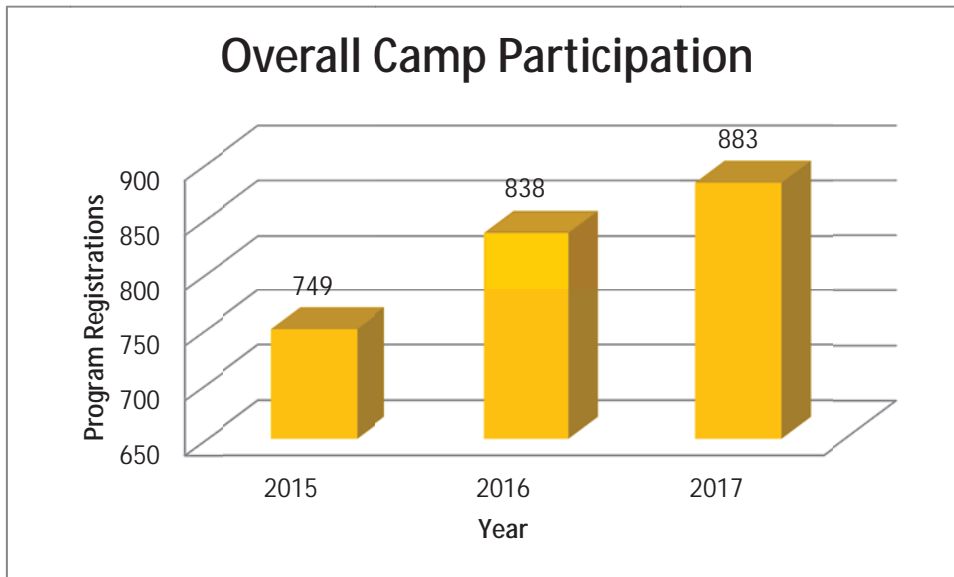
Kinder Korner



Safety Town & Summer's Beginning/End





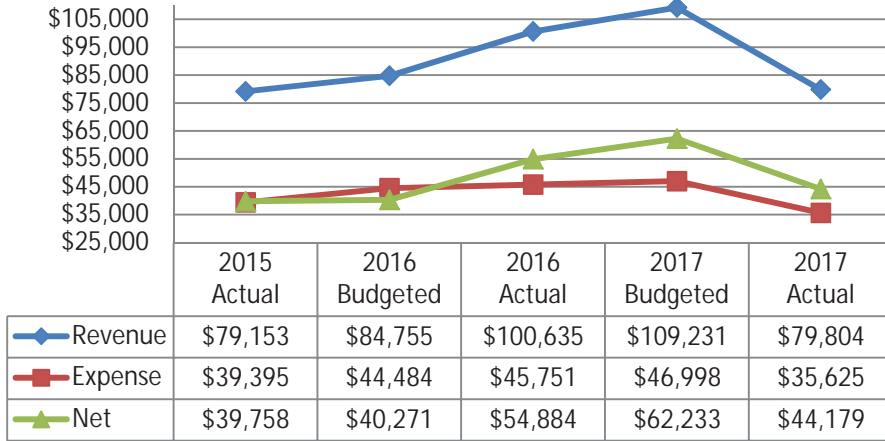


When analyzing camp enrollment numbers, grade size is positively correlated. Generally when a grade size grows or reduces, so does camp enrollment. This summer the incoming 2nd grade was smaller than the outgoing 3rd grade, leading to a shift in enrollment. Sun Fun's enrollment was down 9 campers, while Camp Adventure increased by 37, as campers aged out of Sun Fun and moved in to Camp Adventure. The addition of Aquatics and Sailing Camps may have impacted Sun Fun enrollment, as campers were eager to try this specialty beach camp. The new Aquatics and Sailing Camps enrollment and financials are not reflected in the summer camp report, as they are included in the beach report.

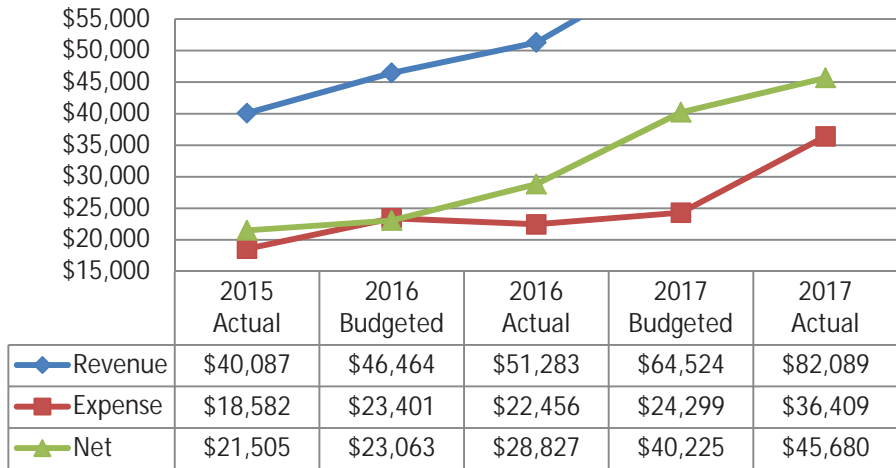
Appendix B – Financial Information



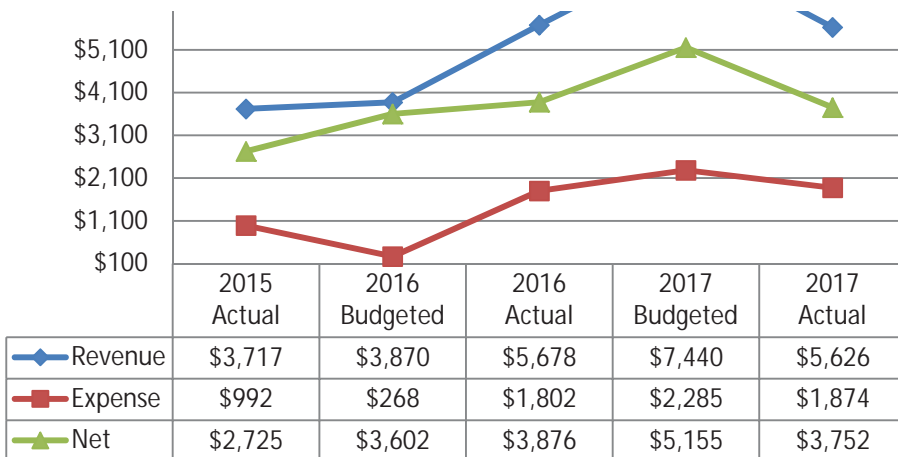
Bear Camps Financial Trends

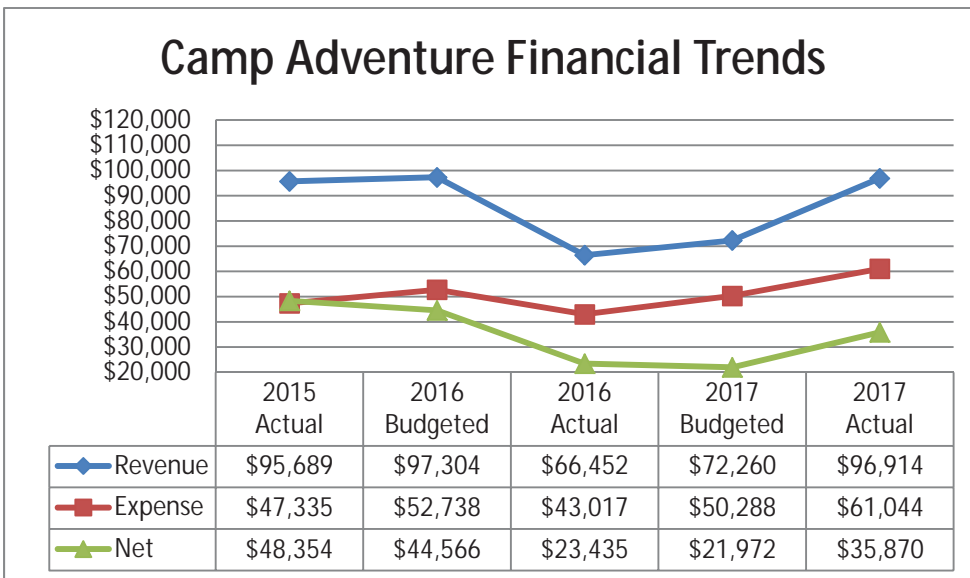
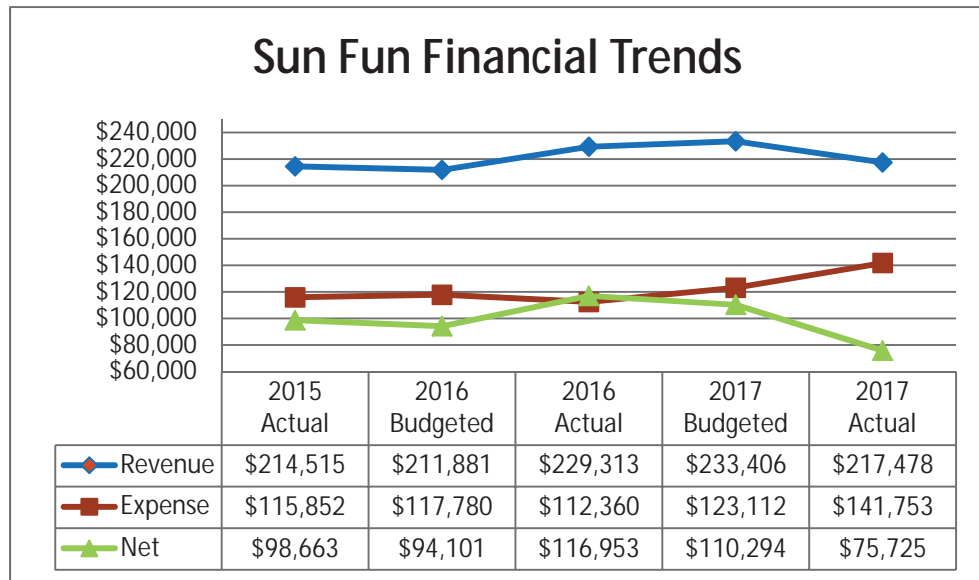
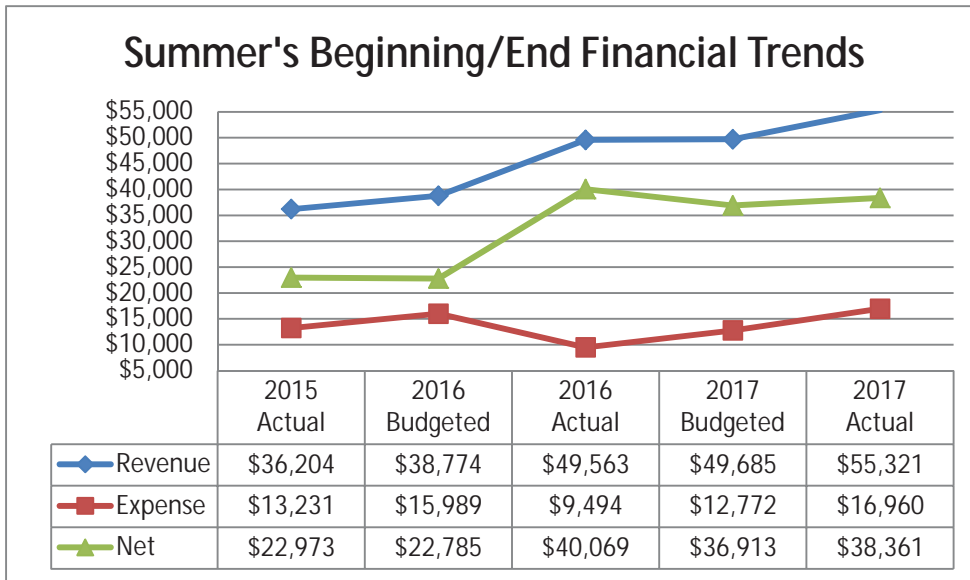


Kinder Korner Financial Trends

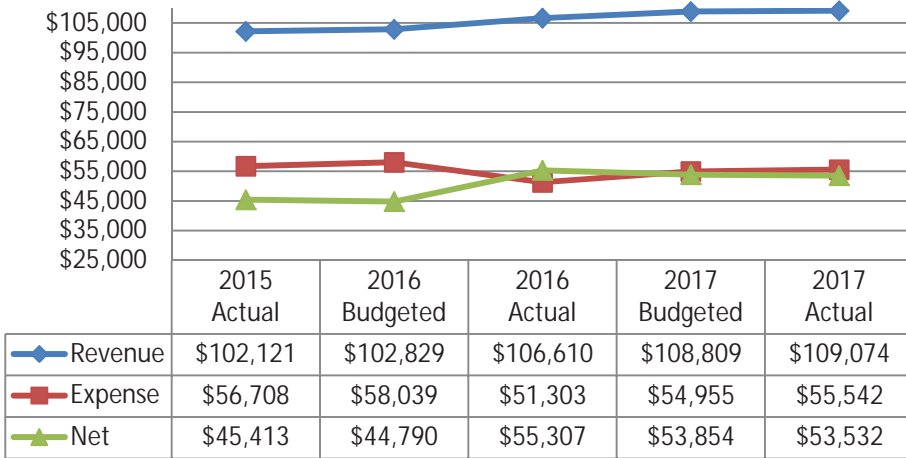


Safety Town Financial Trends

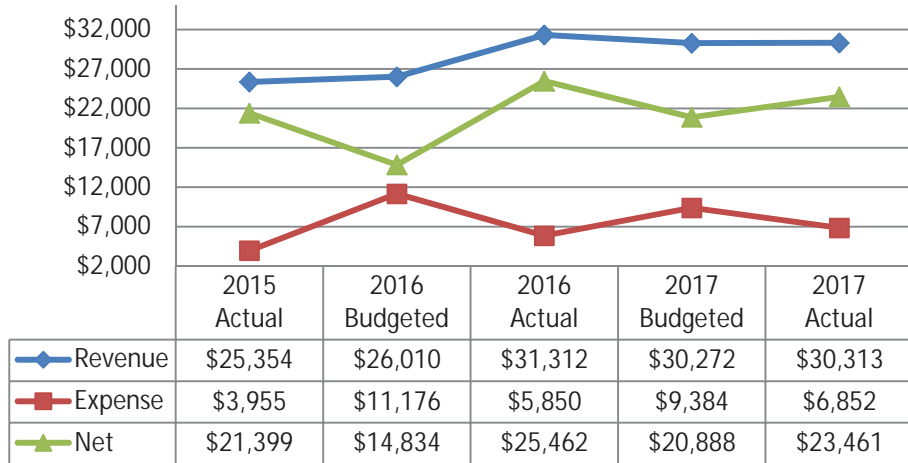




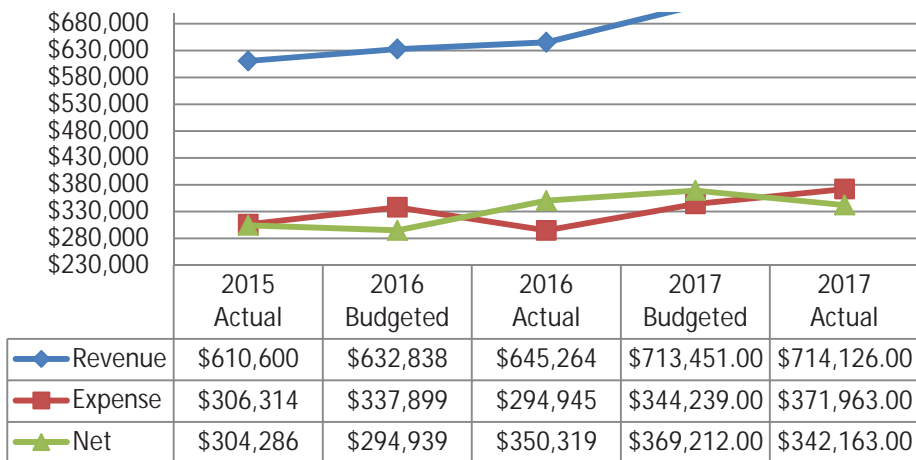
Action Quest Financial Trends



C.I.T Financial Trends












Overall Camp Financial Trends



Appendix C – Camp Schedules














1st Session: KOALA CAMP 2017

Mon	Tue	Wed	Thu	Fri
WEEK 1:				
<p>6/19</p> <p><u>Orientation:</u> <u>10-10:45am</u></p>	<p>6/20</p> <p><u>First Full</u> <u>Day of</u> <u>Camp!</u></p> <p style="text-align: center;"></p>	<p>6/21</p>	<p>6/22</p> <p><u>Skokie</u> <u>Exploratorium</u> <u>10-12</u> Wear camp shirt</p> <p style="text-align: center;"></p>	<p>6/23</p>
WEEK 2:				
<p>6/26</p>	<p>6/27</p> <p><u>Tots & Tunes</u> <u>10-10:45</u></p> <p style="text-align: center;"></p>	<p>6/28 ROOM 224</p> <p><u>Walking Trip:</u> <u>Public Safety</u></p> <p style="text-align: center;"> Drop off/Pick up at Takiff</p>	<p>6/29</p>	<p>6/30 ROOM 222</p> <p><u>Walking Trip:</u> <u>Public Safety</u></p> <p style="text-align: center;"> Drop off/Pick up at Takiff</p>
WEEK 3:				
<p>07/03</p>	<p>7/4</p> <p>No Camp</p> <p>Happy July 4th!</p> <p style="text-align: center;"></p>	<p>7/5</p> <p><u>The Grove</u> <u>10-12</u></p> <p style="text-align: center;"> Wear Camp shirt</p>	<p>7/6</p>	<p>7/7</p> <p>Miss Jamie's Farm 10:30-11</p>
WEEK 4:				
<p>7/10</p>	<p>7/11</p>	<p>7/12</p> <p><u>Beach Trip</u> Drop off/Pick up at Beach</p> <p style="text-align: center;"> Wear camp shirt</p>	<p>7/13</p>	<p>7/14</p> <p>The Frog Lady 10:30-11</p> <p style="text-align: center;"></p>









2nd Session: KOALA CAMP 2017

Mon	Tue	Wed	Thu	Fri
WEEK 5:				
7/17	7/18	7/19	7/20	7/21
				<u>Pirates Cove</u> <u>10-12</u>  Wear camp Shirt
WEEK 6:				
7/24	7/25	7/26	7/27	7/28
	<u>Tots & Tunes</u> <u>10-10-45</u> 		<u>BG Spray & Play</u> <u>10-12</u>  Drop off/Pick up	
WEEK 7:				
07/31	8/1	8/2	8/3	8/4
	<u>Beach Trip</u> Drop off/Pick up at Beach  Wear camp shirt			 <u>Walking Trip: Old Elm Park</u> Drop off/Pick up at Takiff
WEEK 8:				
8/7	8/8	8/9	8/10	8/11
		<u>Friends Park Trip:</u> Drop off/ Takiff Pick up at Friends  Wear camp shirt		<u>Last Day</u>







1st Session: KINDER KORNER 2017

Mon	Tue	Wed	Thu	Fri
WEEK 1: FRIENDSHIP/WE ARE FAMILY				
<p>6/19</p> <p><u>First Day of Camp!</u></p> 	<p>6/20</p>	<p>6/21 <i>RED</i> group</p> <p><u>Walking Trip: Glencoe Library</u></p>  <p>Drop off/Pick up at Takiff</p>	<p>6/22</p>	<p>6/23 <i>BLUE</i> group</p> <p><u>Walking Trip: Glencoe Library</u></p>  <p>Drop off/Pick up at Takiff</p>
WEEK 2: ALOHA SUMMER				
<p>6/26</p> <p><u>Beach Trip</u></p> <p>Drop off/Pick up at Beach</p>  <p>Wear camp shirt</p>	<p>6/27</p> <p><u>Tots & Tunes</u></p> <p><u>10-10:45</u></p> 	<p>6/28 <i>GREEN</i> group</p> <p><u>Walking Trip: Glencoe Library</u></p>  <p>Drop off/Pick up at Takiff</p>	<p>6/29</p>	<p>6/30</p>
WEEK 3: PARTY IN THE USA				
<p>07/03</p> <p><u>Field Trip to BG Spray & Play</u></p>  <p>Drop off/Pick up at Takiff</p>	<p>07/04</p> <p>No Camp</p> <p>Happy July 4th!</p> 	<p>07/05</p>	<p>07/06</p>	<p>7/7</p> <p>Miss Jamie's Farm</p> <p>10:30-11</p>
WEEK 4: AROUND THE WORLD				
<p>7/10</p> <p><u>Beach Trip</u></p> <p>Drop off/Pick up at Beach</p>  <p>Wear camp shirt</p>	<p>7/11</p>	<p>7/12</p>	<p>7/13</p> <p><u>Walking Trip: Old Elm Park</u></p>  <p>Drop off/Pick up at Takiff</p>	<p>7/14</p> <p>The Frog Lady</p> <p>10:30-11</p> 

2nd Session: KINDER KORNER 2017

Mon	Tue	Wed	Thu	Fri
WEEK 5: PRINCESS & PIRATES				
<p>7/17</p> <p><u>Field Trip to</u> <u>BG Spray & Play</u></p>  <p>Drop off/Pick up at Takiff</p>	<p>7/18*<i>LATE RETURN</i> 3 PM*</p> <p><u>Field Trip to</u> <u>Brookfield Zoo</u></p>  <p>Drop off/Pick up at Takiff</p>	<p>7/19</p>	<p>7/20</p> <p><u>Field Trip to</u> <u>Khols children's</u> <u>Museum</u></p>  <p>Drop off/Pick up at Takiff</p>	<p>7/21</p>
WEEK 6: WILD WEST				
<p>7/24</p> <p><u>Beach Trip</u></p> <p>Drop off/Pick up at Beach</p>  <p>Wear camp shirt</p>	<p>7/25</p> <p><u>Tots & Tunes</u> <u>10-10:45</u></p> 	<p>7/26</p>	<p>7/27</p> <p><u>Field Trip to</u> <u>Sunshine Crafts</u></p>  <p>Drop off/Pick up at Takiff</p>	<p>7/28</p>
WEEK 7: NATURE				
<p>7/31</p> <p><u>Field Trip to</u> <u>BG Spray & Play</u></p>  <p>Drop off/Pick up at Takiff</p>	<p>08/1</p>	<p>08/2</p>	<p>8/3</p>	<p>8/4</p>
WEEK 8: SUPERHEROS				
<p>8/7</p> <p><u>Beach Trip</u></p> <p>Drop off/Pick up at Beach</p>  <p>Wear camp shirt</p>	<p>8/8</p>	<p>8/9</p>	<p>8/10</p> <p><u>Friends Park</u> <u>Trip:</u></p>  <p>Drop off/ Takiff Pick up at</p>	<p>8/11</p> <p><u>Last Day</u></p>

1st Session: Sun Fun 2017

Mon	Tue	Wed	Thu	Fri
WEEK 1: Goal of the Week: Sportsmanship				
<p>6/19</p> <p><u>First Day of Camp!</u></p>  	<p>6/20</p> <p><u>Brunswick</u> <i>(Wear socks!)</i></p>  	<p>6/21</p> <p>Campers' Choice</p>  <p>Sports With Coach Tommy</p> 	<p>6/22</p> <p><u>Olympics</u> <i>(Wear your country's colors)</i></p>  	<p>6/23</p> <p><u>Beach Trip</u> <i>(All Day)</i></p>  <p>Pizza Lunch</p>  
WEEK 2: Goal of the Week: Teamwork				
<p>6/26</p> <p>1st: <u>MAC Pool</u></p> <p>2nd & 3rd: <u>Hidden Creek</u></p>   <div style="border: 1px dashed orange; padding: 5px; margin-top: 10px;"> <p>3rd Grade Swim Lessons (PM)</p> </div>	<p>6/27</p> <p>NEW! Hot Ground Gym</p>  	<p>6/28</p> <p>Campers' Choice</p>  <p>Sports With Coach Tommy</p>  <div style="border: 1px dashed orange; padding: 5px; margin-top: 10px;"> <p>2nd Grade Swim Lessons (PM)</p> </div>	<p>6/29</p> <p><u>Gold Rush</u> <i>(Wear your best Western gear)</i> <i>Hot Dog Cookout!</i></p>   <div style="border: 1px dashed orange; padding: 5px; margin-top: 10px;"> <p>1st Grade Swim Lessons (PM)</p> </div>	<p>6/30</p> <p><u>Skokie Water Playground</u></p>  
WEEK 3: Goal of the Week: Appreciation				
<p>7/3</p> <p><u>Wheeling Aquatic Center</u></p>   <div style="border: 1px dashed orange; padding: 5px; margin-top: 10px;"> <p>3rd Grade Swim Lessons (PM)</p> </div>	<p>7/4</p> <p><i>No Camp Today!</i> Join us at the parade or at the fireworks.</p>  <p>Happy 4th of July!!!</p>	<p>7/5</p> <p>Campers' Choice</p>  <p>Sports With Coach Tommy</p>  <div style="border: 1px dashed orange; padding: 5px; margin-top: 10px;"> <p>2nd Grade Swim Lessons (PM)</p> </div>	<p>7/6</p> <p><u>Carnival Day</u> <i>(Dress in your favorite costume!)</i></p>   <div style="border: 1px dashed orange; padding: 5px; margin-top: 10px;"> <p>1st Grade Swim Lessons (PM)</p> </div>	<p>7/7</p> <p><u>Beach Trip</u> <i>(All Day)</i></p>  <p>Pizza lunch included Sun Fun Overnighter</p>  
WEEK 4: Goal of the Week: Respect				
<p>7/10</p> <p><u>Hidden Creek</u></p>  <div style="border: 1px dashed orange; padding: 5px; margin-top: 10px;"> <p>3rd Grade Swim Lessons (PM)</p> </div>	<p>7/11</p> <p><u>Funtopia</u> <i>(Wear socks)</i></p>  	<p>7/12</p> <p>Campers' Choice</p>  <p>Sports With Coach Tommy</p>  <div style="border: 1px dashed orange; padding: 5px; margin-top: 10px;"> <p>2nd Grade Swim Lessons (PM)</p> </div>	<p>7/13</p> <p><u>COLOR WARS</u> <i>(Wear your team color!)</i> <i>Hot Dog Cookout!</i></p>   <p><i>Popsicle Treat!</i></p> <div style="border: 1px dashed orange; padding: 5px; margin-top: 10px;"> <p>1st Grade Swim Lessons (PM)</p> </div>	<p>7/14</p> <p><u>Vernon Hills Water Park</u></p>  

2nd Session: SUN FUN 2017

Mon	Tue	Wed	Thu	Fri
WEEK 5: Goal of the Week: Friendship				
<p>7/17</p> <p><u>First Day of second session!</u></p>  <p style="border: 1px dashed orange; padding: 5px; text-align: center;">3rd Grade Swim Lessons PM</p>	<p>7/18</p> <p><u>Libertyville Sports Complex</u></p> 	<p>7/19</p> <p><u>Schaumburg Boomers Game</u></p> 	<p>7/20</p> <p><u>Superhero Day</u> <i>(Dress like your favorite superhero)</i></p>  <p style="border: 1px dashed orange; padding: 5px; text-align: center;">1st Grade Swim Lessons (PM)</p>	<p>7/21</p> <p><u>NEW! The Oasis</u></p>  <p style="text-align: center;">Sun Fun Overnighter</p>
WEEK 6: Goal of the Week: I Believe in Myself/Perseverance				
<p>7/24</p> <p><u>Beach Trip (All Day)</u></p>  <p style="border: 1px dashed orange; padding: 5px; text-align: center;">3rd Grade Swim Lessons (PM)</p>	<p>7/25</p> <p><u>Pump it Up!</u></p> 	<p>7/26</p> <p><u>Campers' Choice</u></p>  <p style="border: 1px dashed orange; padding: 5px; text-align: center;">2nd Grade Swim Lessons (PM)</p>	<p>7/27</p> <p><u>NEW! Hollywood Day!</u> <i>Dress as your favorite movie/TV star!</i></p>  <p style="border: 1px dashed orange; padding: 5px; text-align: center;">1st Grade Swim Lessons (PM)</p>	<p>7/28</p> <p><u>NEW! Madagascar At the Chicago Shakespeare Theatre</u></p> 
WEEK 7: Goal of the Week: Sensitivity				
<p>7/31</p> <p><u>Wheeling Water Park</u></p>  <p style="border: 1px dashed orange; padding: 5px; text-align: center;">3rd Grade Swim Lessons (PM)</p>	<p>8/1</p> <p><u>Lincoln Park Zoo</u></p> 	<p>8/2</p> <p><u>Campers' Choice</u></p>  <p style="border: 1px dashed orange; padding: 5px; text-align: center;">2nd Grade Swim Lessons (PM)</p>	<p>8/3</p> <p><u>NEW! Animal Day!</u> <i>Dress as your favorite animal</i></p>  <p style="border: 1px dashed orange; padding: 5px; text-align: center;">1st Grade Swim Lessons (PM)</p>	<p>8/4</p> <p><u>Barefoot Bay</u></p> 
WEEK 8: Goal of the Week: Health and Fitness				
<p>8/7</p> <p><u>K/ 1st Grade: Hidden Creek Water Park</u></p>  <p><u>2nd & 3rd Grade: Vernon Hills Water Park</u></p>  <p style="border: 1px dashed orange; padding: 5px; text-align: center;">3rd Grade Swim Lessons (PM)</p>	<p>8/8</p> <p>1st. Gr. Only:  Pirates Cove</p> <p>2nd Gr. Only:  Pump it Up!</p> <p>3rd Grade:  On Site</p> 	<p>8/9</p> <p><u>Campers' Choice Sports</u> With Coach Tommy</p> <p> 1&2</p> <p><u>3rd grade only Field trip with CA to Action Territory</u></p>  <p style="border: 1px dashed orange; padding: 5px; text-align: center;">2nd Grade Swim Lessons (PM)</p>	<p>8/10</p> <p><u>COLOR WARS II</u> <i>(Wear your team color!)</i></p>  <p><u>Parent Night 6:00pm</u></p> <p style="border: 1px dashed orange; padding: 5px; text-align: center;">1st Grade Swim Lessons (PM)</p>	<p>8/11</p> <p><u>Beach Trip (All Day)</u></p> <p>DJ Party PIZZA LUNCH @ BEACH</p>  <p style="text-align: center;"><i>Sign up for Summer's End!</i></p>

1st Session: Camp Adventure 2017

Mon	Tue	Wed	Thu	Fri
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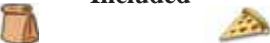





WEEK 1: Goal of the Week: Sportsmanship

<p>6/19</p> <p style="text-align: center;"><u>First Day of Camp!</u></p> 	<p>6/20</p> <p style="text-align: center;"><u>Brunswick Bowl</u> <i>(Wear socks!)</i></p> 	<p>6/21</p> <p style="text-align: center;">Camp Adventure Club Day!</p> 	<p>6/22</p> <p style="text-align: center;"><u>Olympics</u> <i>(Wear your group's assigned country's colors!)</i></p> 	<p>6/23</p> <p style="text-align: center;"><u>Hidden Creek</u></p> 
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WEEK 2: Goal of the Week: Teamwork

<p>6/26</p> <p style="text-align: center;"><u>Wheeling Water Park</u></p> 	<p>6/27</p> <p style="text-align: center;">Camp Adventure Club Day!</p> 	<p>6/28</p> <p style="text-align: center;"><u>NEW! Hot Ground Gym</u></p> 	<p>6/29</p> <p style="text-align: center;"><u>Gold Rush</u> <i>(Wear your best Western gear) Hot Dog Cookout!</i></p> 	<p>6/30</p> <p style="text-align: center;"><u>Glencoe Beach</u></p>  <p style="text-align: center;">Pizza Lunch Included</p> 
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WEEK 3: Goal of the Week: Appreciation

<p>7/3</p> <p style="text-align: center;"><u>Glencoe Beach</u></p>  <p style="text-align: center;">Pizza Lunch Included</p> 	<p>7/4</p> <p style="text-align: center;">No Camp Today! Join us at the parade or at the fireworks.</p>  <p style="text-align: center;">Happy 4th of July!!!</p>	<p>7/5</p> <p style="text-align: center;"><u>Par King</u></p> 	<p>7/6</p> <p style="text-align: center;"><u>Carnival Day</u> <i>(Dress in your favorite costume!)</i></p> 	<p>7/7</p> <p style="text-align: center;"><u>Vernon Hills</u></p>  <p style="text-align: center;">Camp Adv. Overnighter</p> 
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WEEK 4: Goal of the Week: Respect

<p>7/10</p> <p style="text-align: center;"><u>Wheeling Water Park</u></p> 	<p>7/11</p> <p style="text-align: center;">Camp Adventure Club Day!</p> 	<p>7/12</p> <p style="text-align: center;"><u>Lincoln Park Zoo</u></p> 	<p>7/13</p> <p style="text-align: center;"><u>COLOR WARS</u> <i>(Wear your team color!) Hot Dog Cookout!</i></p>  <p style="text-align: center;">Popsicle Treat!</p>	<p>7/14</p> <p style="text-align: center;"><u>Glencoe Beach</u></p>  <p style="text-align: center;">Pizza Lunch Included</p> 
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2nd Session: Camp Adventure 2017


Mon	Tue	Wed	Thu	Fri
WEEK 5: Goal of the Week: Friendship				
<p>7/17</p> <p><u>First Day of Second Session!</u></p> 	<p>7/18</p> <p>Camp Adventure Club Day!</p> 	<p>7/19</p> <p><u>Funtopia</u> (Wear socks)</p>  	<p>7/20</p> <p><u>Superhero Day</u></p>  <p>Hot Dog Cookout Included!</p> 	<p>7/21</p> <p><u>Cubs Game</u> <i>Bring \$\$ for Dinner!</i></p>  <p>Camp Adv. Overnighter</p> 
WEEK 6: Goal of the Week: I Believe in Myself/Perseverance				
<p>7/24</p> <p><u>Wheeling Water Park</u></p>  	<p>7/25</p> <p>Camp Adventure Club Day!</p> 	<p>7/26</p> <p><u>Rainbow Falls</u></p>  	<p>7/27</p> <p><u>NEW! Hollywood Day!</u> <i>Dress as your favorite movie/TV star!</i></p>  	<p>7/28</p> <p><u>Glencoe Beach</u></p>  <p>Pizza Lunch Included</p> 
WEEK 7: Goal of the Week: Sensitivity				
<p>7/31</p> <p><u>Glencoe Beach</u></p>  <p>Pizza Lunch Included</p> 	<p>8/1</p> <p>Camp Adventure Club Day!</p> 	<p>8/2</p> <p><u>NEW! Putting Edge</u></p>  	<p>8/3</p> <p><u>NEW! Animal Day!</u> <i>Dress as your favorite animal</i></p>  	<p>8/4</p> <p><u>Barefoot Bay</u></p>  
WEEK 8: Goal of the Week: Health and Fitness				
<p>8/7</p> <p><u>Bartlett Water Park</u></p>  	<p>8/8</p> <p>Camp Adventure Club Day!</p> 	<p>8/9</p> <p><u>Action Territory</u></p>  	<p>8/10</p> <p><u>COLOR WARS!</u> <i>Wear your team color!</i></p>  <p>Popsicle Treat! Parent Night 6:00pm</p> 	<p>8/11</p> <p><u>Beach Trip</u></p> <p>DJ Party <u>PIZZA LUNCH @ BEACH</u></p> <p><i>Sign up for Summer's End!</i></p> 

 = Marla's Brown Bag Lunch Available for purchase at www.marlasbrownbaglunch.com

 =Pack Lunch

1st Session: Action Quest 2017

Mon	Tue	Wed	Thu	Fri
<p>6/19</p> <p><u>Beach Trip</u> Depart: 9:30 am Return: 3:00 pm</p>   	<p>6/20</p> <p><u>The Zone</u> (Parkour - wear athletic clothes) Depart : 9:30 am Return: 3:00 pm</p> 	<p>6/21</p> <p><u>Hot Ground Gym</u> (Obstacles/team building) Depart: 11:30 am Return: 3:00 pm</p> 	<p>6/22</p> <p><u>Watts Center</u> Color Wars Hot dog lunch w/ chips, lemonade and cookie</p>  	<p>6/23</p> <p><u>Bartlett Water Park</u> Depart: 9:30 am Return: 3:00 pm</p>  
<p>6/26</p> <p><u>Beach Trip</u> Depart: 9:30 am Return: 3:00 pm</p>   	<p>6/27</p> <p><u>Flick Pool</u> Depart: 9:30 am Return: 3:00 pm</p>  	<p>6/28</p> <p><u>Chicago Sky Game</u> Depart: 9:30am Return: 2:30PM</p>   	<p>6/29</p> <p><u>Game Works</u> Depart : 10:00 am Return: 3:00 pm <i>Lunch voucher provided</i></p>   	<p>6/30</p> <p><u>Wheeling Water Park</u> Depart: 9:30 am Return: 3:00 pm</p> <p style="color: blue; text-decoration: underline;">BEACH CAMP OUT</p>   
<p>7/3</p> <p><u>Beach Trip</u> Depart: 9:30 am Return: 3:00 pm</p>   	<p>7/4</p> <p style="text-align: center;">No Camp Today! Join us at the parade or at the fireworks.</p>  <p style="text-align: center;">Happy 4th of July!!!</p>	<p>7/5</p> <p><u>Beach Trip</u> Depart: 9:30 am Return: 3:00 pm</p>   	<p>7/6</p> <p><u>Watts Center International Day</u> Pizza lunch w/ chips, lemonade and cookie</p>  	<p>7/7</p> <p><u>Laser Quest</u> Depart: 9:30 am Return: 3:00 pm</p>  
<p>7/10</p> <p><u>Lincoln Park Zoo</u> Depart: 9:30 am Return: 3:30 pm</p>   	<p>7/11</p> <p><u>Barefoot Bay Water Park</u> Depart: 9:30 am Return: 3:00 pm</p>   	<p>7/12</p> <p><u>Beach Trip</u> Depart: 9:30 am Return: 3:00 pm</p>   	<p>7/13</p> <p><u>Great America</u> Depart: 9:00 am Return: 6:00 pm <i>Lunch voucher provided</i></p>  	<p>7/14</p> <p><u>Rainbow Falls Water Park</u> Depart: 9:30 am Return: 3:00 pm</p>   

 =pack lunch

 =concessions

2nd Session: Action Quest 2017

Mon	Tue	Wed	Thu	Fri
<p>7/17</p> <p><u>Beach Trip</u> Depart: 9:30 am Return: 3:00 pm</p>  <p> </p>	<p>7/18</p> <p><u>The Zone</u> (Parkour - wear athletic clothes) Depart : 9:30 am Return: 3:00 pm</p> 	<p>7/19</p> <p><u>Wheeling Water Park</u> Depart: 9:30 am Return: 3:00 pm</p>  <p> </p>	<p>7/20</p> <p><u>Watts Center Halloween Day</u> Hamburger lunch w/ chips, lemonade and cookie</p>  	<p>7/21</p> <p><u>Chicago Cubs Game</u> Depart: 11:30 am Return: 6:30</p> <p style="color: blue;"><u>Beach Camp Out</u></p> <p> </p>
<p>7/24</p> <p><u>Glenview Ice Center</u> Depart: 10:00 am Return: 3:00 pm</p>  	<p>7/25</p> <p><u>Flick Pool</u> Depart: 9:30 am Return: 3:00 pm</p>  <p> </p>	<p>7/26</p> <p><u>Beach Trip</u> Depart: 9:30 am Return: 3:00 pm</p>  <p> </p>	<p>7/27</p> <p><u>Game Works</u> Depart : 10:00 am Return: 3:00 pm <i>Lunch voucher provided</i></p>  <p> </p>	<p>7/28</p> <p><u>Bartlett Water Park</u> Depart: 10:00 am Return: 2:45 pm</p>  <p></p>
<p>7/31</p> <p><u>Beach Trip</u> Depart: 9:30 am Return: 3:00 pm</p>  <p> </p>	<p>8/1</p> <p><u>Great America</u> Depart: 9:00 am Return: 6:00 pm</p>  <p></p>	<p>8/2</p> <p><u>White Sox Game</u> Depart: 10:30 am Return: 5:30 pm</p>  <p> </p>	<p>8/3</p> <p><u>Watts Center Chicago Sports Day</u> Hot dog lunch w/ chips, lemonade and cookie</p>  	<p>8/4</p> <p><u>Laser Quest</u> Depart: 11:00 am Return: 3:00 pm</p>  <p> </p>
<p>8/7</p> <p><u>Lincoln Park Zoo</u> Depart: 9:30 am Return: 3:30 pm</p>  <p> </p>	<p>8/8</p> <p><u>Barefoot Bay Water Park</u> Depart: 9:00 am Return: 3:00 pm</p>  <p> </p>	<p>8/9</p> <p><u>Beach Trip</u> Depart: 9:30 am Return: 3:00 pm</p>  <p> </p>	<p>8/10</p> <p><u>Rainbow Falls Water Park</u></p>  <p> </p>	<p>8/11</p> <p><u>Par King Mini Golf</u> Depart: 9:45 am Return: 1:15 pm</p>  <p></p>

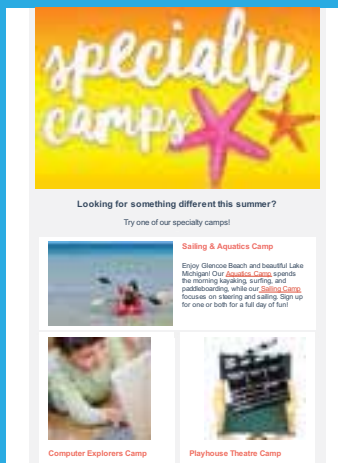
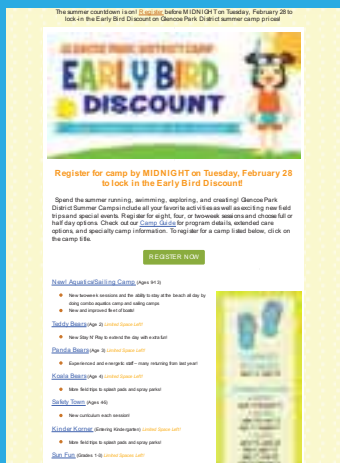
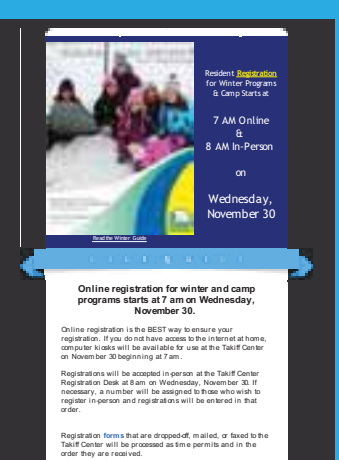
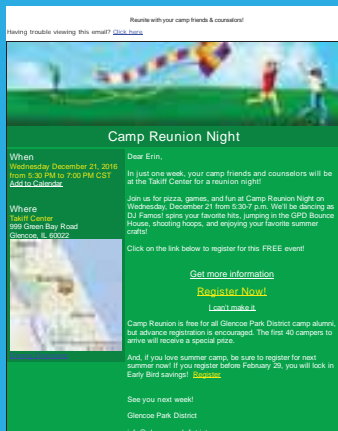
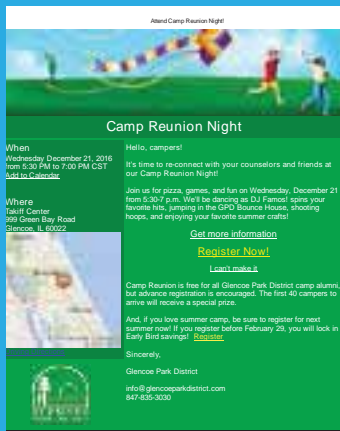
 =Pack Lunch

 =concessions

Appendix D – Marketing Materials



Email Blasts



Beach & Takiff Banner

Brochure & Glencoe Quarterly Articles



Paid ads for PTO, Family Services of Glencoe, Chicago North Shore & Visitors Bureau

Also posted on facility TV station and social media channels



Website

Social Media Posts: Twitter, Facebook, Instagram (Promoted & Social posts)



Rainout Line Auto posts



Early Childhood Program Report

Fiscal and School Year 2016-17



*Michael Lushniak, Director of Recreation and Facilities
Naomi Garvett, Early Childhood Program Manager
Jessica Stockl, Early Childhood Program Supervisor*

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Introduction

The Glencoe Park District has become a popular destination for early childhood programming in the community. Having a dedicated wing of the Takiff Center allows for a wide variety of high quality class offerings. Early childhood programming specifically serves participants who range in age from 6 weeks though five years old before entering kindergarten. Once a participant enters kindergarten, they largely begin participating in general recreation programming as opposed to early childhood opportunities.

Early Childhood programming is divided into three areas:

- The Early Learning Center is a traditional half-day program that serves ages 2 through 4 with parent-tot classes for ages 12-24 months. Classes are available in either morning or afternoon options.
- The Children's Circle area of early childhood is a full day preschool. This program works to meet the needs of working parents who need more programming than the half-day option. Children's Circle is open Monday-Friday from 7:00am to 6:30pm and only closes on major holidays and for a week in August and December. Children's Circle begins serving children as young as 6 weeks old up through age 5 before entering kindergarten.
- Early Childhood enrichments and special events are seen as supplements to the Early Learning Center and Children's Circle programs. Daily classes allow young children to participate in activities they are specifically interested in such as sports, arts, literacy, math, and much more. Special events also work to create a sense of community among early childhood families and provide another service to the community.



Another early childhood programming area that is located in the Takiff Center, but not operated by the Glencoe Park District is Glencoe Junior Kindergarten. GJK has been a licensee inside the Takiff Center for a number of years. This provides another option for early childhood programming within the community. This organization is celebrating 100 years of early childhood programming in 2017.

Marketing & Promotion

Marketing for early childhood programs is done primarily through the seasonal brochures, which are sent out three times per year in fall, winter, and spring. Over 87% of residents cite the Park District brochure as their primary way to learn about upcoming programs and events. The seasonal brochure is displayed as a flipbook and downloadable PDF on our website, and each program category has its own webpage with details on the season's offerings. Over 50% of residents attribute the website to the source of their Park District information. We also regularly include articles in the Glencoe Quarterly with details about preschool registration, new staff members, and trends in early childhood learning.



One of the biggest ways to promote early childhood programming is by drawing attention to the exceptional classrooms and facilities. Staff monitors parenting groups on social media sites, and invite those looking for a preschool or daycare program to take a tour. The marketing department also prepares materials for tours, including folders for staff to give to prospective parents. In addition, the Park District hosts an annual “Messy Morning” event, which acts as a preschool open house. Marketing staff uses multiple channels to promote the

event (social media, email, flyers, traditional media) as well as a targeted direct mail piece that is sent to parents within a five-mile radius of the Takiff Center. A 30-second commercial on targeted On-Demand Comcast shows and on social media channels has also been used to market early childhood programming. The commercial drew increased program awareness and resulted in several tours of the facility. Early childhood initiatives were highlighted as a feature in Glencoe Park District Gold Medal application and video.

In addition, REACH TV screens at Watts and Takiff are used to display advertising messages for new or low enrollment programs. Staff uses boosted social media posts on Twitter, Instagram, and Facebook to advertise low enrollment and new programs. Programs are also cross-marketed to patrons using email blasts; for example, an ELC parent may receive email notifications about adult ceramics or parent night out programs. 42% of residents find out about programs from word of mouth. Knowing this, the customer support and recreation teams take extra care in providing excellent customer service to our participants. In addition to in-person customer service, staff is expected to respond to email and social media messages promptly in relation to specific programs.

Early Childhood Facility Upkeep & Projects

Capital Projects

The most recent capital improvement affecting the early childhood program was the installation of the new roof at the Takiff Center. A large part of this project took place above the early childhood wing. In the 2017/18 fiscal year, the main focus of capital improvements at the Takiff Center will continue to have a facility-wide impact beyond just the early childhood programs. Staff remains focused on improving site parking by adding spaces near the maintenance area and where the old skate park was located. With the increased parking, staff expects drop off and pick up to be improved not just in ELC, but around the entire facility. In addition, a new walking trail will be available for early childhood participants to go on daily walks. This will eliminate the need for staff to walk through the Takiff Center parking lot during their daily outings.

Daily Facility Cleaning/Upkeep

The early childhood wing is maintained by a dedicated group of full and part-time staff. Bill Eldridge leads the team that includes a full-time facility technician and two full-time custodians. Key players in the regular upkeep also include six regular part-time custodians. Each day in the early childhood wing the following areas are maintained including; bathrooms, classrooms, program rooms, lobbies, and offices. Staff routinely changes light bulbs, cleans carpets, services HVAC units and maintains the automatic door system. Staff also performs the same function for GJK. ELC is one of the first areas of the District to be cleared of snow, with staff often starting before 5:00am to ensure the entrance is open by the daycare start time of 7:00am. This programming area of the facility usually takes on a high priority to ensure our youngest participants are kept safe and the facility creates a great impression for lifelong Park District users.

Minor Projects/Facility Improvements

In the 2017/18 fiscal year, several small-scale repairs and improvements were made in the early childhood wing. Refrigerators in a number of classrooms were replaced, blinds were repaired, cabinets replaced and improvements were made to the ELC playground. During the annual facility shutdown in August, the trees in the ELC parking lot were trimmed and the gym floor was resurfaced. The facility is on a regular interior painting routine with high profile areas painted at least once a year.

Behind the scenes improvements include the replacement of the Building Automated Control System which manages the temperature in the early learning center as well as the entire facility.



Early Learning Center Preschool



Naomi Garvett, Early Childhood Program Manager, manages Early Learning Center. Jessica Stockl recently joined the early childhood management team in June of 2017. As early childhood educators, the staff of the Early Learning Center programs works to set the stage for each child's individual achievements. Trained teachers observe and assess a child's developmental accomplishments

and work to provide an atmosphere of play-based learning. The preschool staff plan fun, engaging activities that build upon what children can do, encouraging exploration and fostering self-esteem. The play-based curriculum philosophy intentionally guides and extends a child's play to ensure children achieve key developmental milestones across seven learning domains:

1. Personal and social development
2. Language and literacy
3. Mathematical thinking
4. Scientific thinking and technology
5. Social studies
6. Creative expression
7. Physical development

Making learning fun is at the core of the Early Learning Center program. Each day, highly trained staff guide the children as they select activities and materials to explore and use creatively. Staff has found that children will often want to learn more about a topic after engaging in playful, hands-on activities because they had fun. Glencoe Park District teachers also spontaneously adapt their lesson plans to include unique teachable moments that are inspired by the children's interests. For example, if the lesson is on the solar system but the children are captivated by the rain falling outside, the teacher adjusts the lesson to focus on weather. Here at the Glencoe Park District, we thrive to provide innovative programming creating memorable experiences for each and every child.

The Early Learning Center program is very focused on recruiting and retaining the best staff, which develop and grow with the Park District. This approach makes the staff in this area an attractive part of the ELC when recruiting new participants to the high quality preschool program. The curriculum, teaching strategies, and environment reflect research-based knowledge about the way children develop and learn. The Early Learning Center program is designed to be developmentally appropriate. Teachers consider the strengths, interests, and needs, as well as the culture of each child in the group. The staff provides care so that children feel safe and secure in their preschool environment.

Use of technology has becoming an interesting debate in the early childhood area and an area of growth or improvement in the Early Learning Center. While it's important to utilize technology to maximize learning and implement new lesson planning, the ELC program remains focused on authentic, non- screen teaching. In the upcoming years this program will implement more use of communication through technology so families can have more real-time information about their child's program and a better understanding of day to day activities happening in class. This will be an area we work carefully on to still allow children to explore through play and not have too much screen time.

Another current challenge for the preschool program are the meals and snacks that are required to be provided to students per DCFS standards. Last year, staff moved from an outside catering vendor to an internal food service. After some initial challenges, the in-house food preparation and distribution is going very well. Staff continues to look into other cost effective, but healthy snack options for preschool. Traditional snacks such as graham crackers and pretzels are lower in cost but higher in carbs. Staff is researching

and cost comparing other items that will provide healthy and kid-friendly snack options, which has been a frequent request of parents.



The specific classes associated with the Early Learning Center are introduced below. Staff is constantly researching and following early childhood educational trends to ensure that the Glencoe Park District preschool program is able to stand out in a highly competitive early childhood education market.

Early Learning Center Program Details

2 year old program: For children turning 2 years old by September 1

Staff: Christina Pepe, Jennifer Munck & CJ Smith

Overview: This program focuses on social learning and language development. Teachers enrich the day with songs and rhymes, stories and conversation, and build vocabulary. Participants will use equipment such as media tables, experiment with paint, and expand creativity with role playing toys. The goal of this program is to make learning happen naturally and organically, with lots of choices and opportunities to explore.

Parent events:

- Potluck
- Winter party to end the calendar year
- End of year bagel breakfast

3 year old program: For children turning 3 years old by September 1

Staff: Jackie Kozelka, Pat Beaudroux, Cindy Dinham, Natalie Daverman & Sonja Anderson

Overview: Teachers of this program instruct through modeling appropriate social behaviors and support as children begin to negotiate and problem-solve. Special units bring learning to everyday experiences; a class trip to the grocery store sparks a host of new understandings about classifying, color, and nutrition, and sets the stage for imagination. Learning in the 3's room follows a developmental model; children learn through real, hands-on experiences, using their curiosity to drive discovery.

Parent Events:

- Thanksgiving sharing Program
- Dad's night
- Mother's day program
- End of year bagel breakfast

4 year old program: For children turning 4 years old by September 1

Staff: Jackie Kozelka, CJ Smith, Kathy Kraemer & Bobbie Shore

Overview: In the 4-year-olds class, the focus is placed on learning rapidly to prepare for the kindergarten year to follow. Curriculum is strong and embedded; numbers become real through counting games and routines; letters draw life from songs, storytelling, rhyming, and a host of situational experiences. Cooking is used to teach science and socialization, as the fruits of children's efforts are enjoyed together. Use of social stories promotes deepening imaginative play, cooperation, and cognition. Learning is interactive, with plenty of opportunities for children to follow their interests, test, and explore.

Parent Events:

- Ice Cream Social
- Thanksgiving sharing program
- Chinese New Year Celebration
- Dad's night
- Mother's day program
- End of year picnic

Preschool Enrichment Programs

Children are never too young for enrichment opportunities. Teaching children how to play with other children and learning new skills benefits them in the long run. It not only helps them develop confidence and social skills from a young age, but enrichment programs are considered critical because the brain is developing so rapidly in this age group. Research shows that learning art, music and other enrichment skills can help children excel in ways beyond the basic ABCs.



Enrichment classes provide a different environment than what children experience at home. Enrichment programs let participants become explorers and discoverers of the world. Classes are not designed to push children into specialization or over programming, but instead provide an environment rich with opportunities to explore and learn in ways that come naturally to them. The Glencoe Park District has dedicated enrichment teaching staff that works as a team to provide the highest level of care and developmentally appropriate programs for children. Besides academics, each staff member is chosen for their energy, creativity, enthusiasm, and their passion for early childhood education.

In the spring of 2017, the Park District conducted a thorough analysis of enrichment offerings from area preschools and the Park District. It was identified that there were a large number of enrichment programs offered and often times Glencoe Park District preschool enrichment classes were competing with one another. Moving forward, staff plans to spread out the offerings and condense programs that were low in participant and popularity in the fall and winter of 2016-17. Staff will also continue to follow the trends of the education field and match enrichments with what is wanted in the community and by families.

STEM (science, technology, engineering, and math) enrichment classes: STEM classes allow for compounded learning either before or after preschool classes. The two most popular enrichment classes in this area are Math, Magic, and More and Explore and Discover. Sharon Stern and Keri Ringel are the teachers for these two classes. They carry a terrific reputation in the community and make the classes fill quickly when registration opens.

- Math Magic and Move
- Explore & Discover

- Jr. Travelers
- Amazing Animals *New in 2017*
- Jr. Builders *New in 2017*

Sports and Athletic classes: Sports classes are very popular at the Park District. Instructors who run these programs are able to teach young athletes how to take turns, follow directions, and practice teamwork while playing with others. Athletic programs for early childhood participants can increase physical literacy, confidence, and can have positive effects in other areas of life.

- SNAG Golf
- Wide world of sports
- Pre-Karate

Literacy classes: Similar to STEM classes, literacy classes allow for supplemental learning and exposure to letters and reading. The most popular class, Alphabet Antics, taught by Cari Resis and Sarah Packer, sends children on an adventure each week to learn about a new letter of the alphabet. Classes also integrate stories with unique snacks and work to prepare children for kindergarten curriculum.

- Lunchtime stories *New in 2017*
- Alphabet Antics
- Cooks& Books
- Literacy FUNdamentals

Arts & Dance classes: The Glencoe Park District uses the skilled and experienced visual and performance arts instructors and contractors it has to offer a wide variety of arts enrichment classes. Children have the opportunity to express themselves, learn, and explore through classes focusing on music, dance, clay, and other art media.

- Music & More
- Mitey Movement
- Tot Clay Play
- Clay Play
- Kids in Motion *New in 2017*
- Budding Little Artists *New in 2017*
- Sticky Finger cooking *New in 2017*
- Tiny & Mini Footlighters
- Ballet
- Hip Hop



Children's Circle Full-day Preschool



Children's Circle provides working families with a safe, comforting, and supportive environment for their children. The full-day program allows families to enroll their children in preschool without having to look for before and after care options. Each day brings the opportunity for a new learning moment. The Children's Circle program operates daily from 7:00am to 6:30pm and prides itself on minimal days off. The program only breaks for one week in the summer, one week before the New Year, and other major holidays.

Learning through play is the core of Children's Circle. Each day offers children the opportunity to explore different materials and to learn through a variety of activities. Children learn best by doing. The day encompasses sensory exploration, art, free play, story time, songs, and more. Learning is always hands-on at Children's Circle. Children's Circle also incorporates additional learning similar to preschool enrichment classes. Additional learning opportunities include Spanish, yoga, music, and gym class. The Children's Circle teachers are experienced educators that implement learning strategies based on each individual student.

Children's Circle has placed a significant focus on the communication between families and staff. In order to continue to build upon this strength, the program will be introducing the Brightwheel App starting July 31. Over the course of August, starting with the infant classroom, staff will be rolling out the introduction of the app. Brightwheel will give the parents the opportunity to receive live updates on their child's day. The app allows all digital communication to occur in one place for easy accessibility and open communication.

In addition to the implementation of technology in this area, Children's Circle has experienced some changes this year including opening an infant room, cooking meals in house, adding new teachers, and a change in the Early Childhood Program Supervisor position. Staff continues to evaluate the program's growing needs and make changes based on the evidence-based best practices. One way this is done is through an Early Childhood Advisory Group. This group was formed in September of 2017 and is used as another method of collecting feedback and improving communication with parents. Since the group was formed, staff has seen satisfaction in the program increase because of staff's responsiveness and ability to make changes based on feedback received at advisory group meetings.

One area of continued challenge has been a high turnover rate of Children's Circle teachers. The Glencoe Park District has been very fortunate in its ability to retain long-time teachers and have very low turnover for a number of years. However, with changes taking place in this area, as well as a number of teachers expressing feelings of being burnt out and looking for new opportunities, new teachers have been brought on staff

over the last year. The new staff members that have been hired are highly educated and are focused on reexamining practices and processes. New members of the Children's Circle team have brought an energetic and innovative attitude that precipitates down to program participants. Leadership staff continues a focus on high standards when it comes to hiring new teachers. Steps have been taken to ensure wages are competitive and Children's Circle positions are attractive to Early Childhood Education teachers.

As in any program, there is always room for growth. This year staff will be focusing on using the kitchen in the Takiff Center to develop a creative and healthy menu that allows students to try new foods and expand their food choices. Early childhood encompasses an important time in life where children set their food preferences and nutritional standard for life. The Children's Circle program has hired a nutritional consultant to focus on a wide variety of healthy food options that create a well-balanced diet.

Another area for growth is parent and family involvement in the school. The program offers several parent and family events such as Beach Night, Potluck Dinner, and Back to School Night. This year the Beluga room added a Preschool Graduation night which was well received by parents and children. Staff will continue adding events such as Muffins with Mom and Donuts with Dad to encourage parent involvement in the Children's Circle program as well as show an added value to the program. Staff continues to improve on-site communication with parents through a Parent Bulletin Board that has been added to display important information and family resources.

With the addition of the infant program, the list of competitors in the area became smaller. There are only a handful of programs on the North Shore that offer infant care. Due to the range of ages accommodated in Children's Circle, families are able to join the full day preschool program at the Glencoe Park District sooner than others in the area. This helps to retain students and families from infancy until they begin kindergarten.

Children's Circle Program Information

Jellyfish (6 weeks-15 months)

Lead Teachers: Jaclyn Cunningham, Aileen Aviles

Assistant Teachers: Stella Geller

Opening just one year ago, the infant program has proven to be a strong need in the community. This fall, the infant room will be operating at maximum capacity with twelve students per day and currently has a waiting list. The teachers focus on the care and attention of each child. The room is very individualized to each child's needs. Although this room houses the youngest students, they participate in art, music, and sensory



exploration. The lesson plans are written for each individual child due to the great differences in development during the first year of life. Each day the infant room is full of milestones, growth, and laughter. The infant room is based on the warmth and compassion created by each of the teachers.

During the school year the infants:

- Learn sign language
- Participate in a music enrichment class
- Work on transitioning to the school schedule to move to Frogs
- Develop consistent schedules for eating and sleeping

Frogs (15 months-2.5 years old)



Lead Teacher: Anne Fosco
Assistant Teachers: Justyna Twardowski, Cristina Pepe, Liz Olson

The Frog classroom is a space for the children to explore while learning boundaries. The teachers begin to introduce school rules to the children while still allowing them the freedom to learn and play. The teachers provide structure by creating a weekly theme and daily lessons that aid the children in their learning process. The theme is apparent though the use of art, media tables, songs, and stories.

Due to the short attention span of this age group, this class transitions frequently throughout the day to keep the children active and engaged. There is a great focus on the gross motor needs as these children gain confidence in their movement. The Frogs spend a total of two and a half hours a day in the gym or on the playground to give the children space to develop.

During the school year the children:

- Participate in a music enrichment class
- Begin to use their vocabulary to communicate with teachers
- Enjoy a visits from outside entertainers

Starfish (2.5-3.5 years old)

Lead Teacher: Marsha Cohen

Assistant Teachers: Nathaniel Mills and Sydney Kroll

The Starfish classroom is where the children start to gain significant independence. Through the use of free choice, toilet training, and structured group activities, the teachers create an environment where the children learn self-regulation skills. The children build upon their vocabulary through the interaction with staff and friends. In the

Starfish room, students learn how to interact with one another and develop appropriate social skills. The lesson plans are driven by the Starfish's natural curiosity of the world around them. You will often find these children asking "Why?" as they are self-driven to learn about their environment. In this age group, learning is a natural process through the use of play.

During the school year the children:

- Participate in yoga and music class
- Participate in gym classes with Coach Miriam to enhance their gross motor skills
- Begin to gain independence in the choice of center play



Belugas (3.5-4.5 years old)

Lead Teacher: Rose Pepe

Assistant Teachers: Amanda Frugo and Dina Steindler

The Beluga room takes play and makes it applicable for soon to be kindergarteners. The day provides space for the children to work on handwriting, storytelling, numbers and letters; all while playing. The teachers have created a dictation station where children are free to tell their stories while teachers actively listen and write them down. These stories allow educators to peek into the minds of the children and gauge learning and progression. The classroom recently implemented new ways to transition the children throughout the day. When winding down for rest time, the class has been learning one yoga pose a week. The yoga poses help the children learn how to control their bodies while bringing the energy level in the room to a restful level. The teachers in this classroom are always bringing new, innovative ideas and methods to the Belugas. This past year the class spent time learning how the human body functions and the children created lungs out of paper bags to watch how they expand and contract.

During the school year the children:

- Learn how the body works
- Work on handwriting to prepare for Kindergarten
- Go on field trips to further the learning
- Participate in gym class to enhance their gross motor skills
- Learn Spanish

Special Events & Other Preschool Programming

In addition to enrichments, the Early Learning Center, and Children's Circle, the Early Childhood Staff focuses on special events and auxiliary programming such as parent tot classes. These added opportunities for residents creates and fosters a sense of community among program participants and also exposes the Park District and potential

early childhood participants to the educational and recreational opportunities available through the agency.

Parent-tot

The parent-tot program has been in existence for many years as an extension of the Early Learning Center. Enrollment and popularity of this program has fluctuated throughout its history. In fall 2016, parent-tot classes were offered on Mondays from 10:00-11:00am. The class ran at its minimum for the fall session, but did not run in the winter session due to low enrollment. In the fall of 2017, staff as adjusted the registration format. The program has been added to the preschool page of the brochure to highlight it as a preschool program. Staff has also changed it to a monthly fee for the 9-month school year. Staff is hopeful that the adjustments made to the marketing and logistics of the program will yield higher enrollment. The parent-tot program is an effective way to introduce young families to the Early Learning Center and retain them throughout their early childhood.

Preschool Special Events

While the Park District offers a number of special events serving a variety of ages, some special events are specifically targeted towards preschool students and their families. Preschool specific events are offered to provide unique experiences that encourage learning. Events allow participants to observe, touch, see, and smell in ways that might not. It is a never ending part of their young lives. This 'learning' is a big reason why it is important for children to experience new things and new environments. Thus we put a lot of effort into organizing events that allow children to participate actively in their school community. These activities also bring Glencoe families together to bond and become a closer group.

Takiff Express Train Day was held on July 15 at the Takiff Center in the rear parking lot.



The event cost was \$8.00 per person.

This was a new event that was being offered for the first time and was very popular. Staff set an expended attendance goal of 75 and was very excited to report 170 came to enjoy the festivities. This event allowed children to explore their love of trains with a variety of train themed activities. Families rode in the express trackless train, jump in the bounce house, and play mini golf. They were also able to play with trains on train tables, dress up like a train

conductor and take a picture with a cardboard Takiff Train photo frame, shovel some coal and play in sand, and take home train themed art projects. With the success of this event and positive participant feedback, Takiff Express Train Day will become an annual event.

Messy Morning doubles as a special event for current preschool students as well as an open house for prospective participants. This year, Messy morning was held on January 31 and is free for those in attendance. The event features open preschool classrooms with staff led activities for children to explore. Children get to squeeze, squish, paint, swat, and experience messy activities that cannot be done at home. Activities this year included painting by throwing soaked cotton balls at a wall full of paper, shaving cream art, painting with your feet by walking across paper, and sensory tables full of Jell-O. Attendance was strong for this event with over 100 people.

The Park District also offers other special events that are not specific to Early Learning Center and Children's Circle participants, but are extended to the early childhood age range. Those events include:

- Daddy Daughter Dance
- Spring Egg Hunt
- Teddy Bear Picnic
- Mommy & Me Tea
- Fourth of July Preschool Games
- Meet the Machines
- Cookie Decorating Party
- Tots & Tunes series
- Itty Bitty New Year

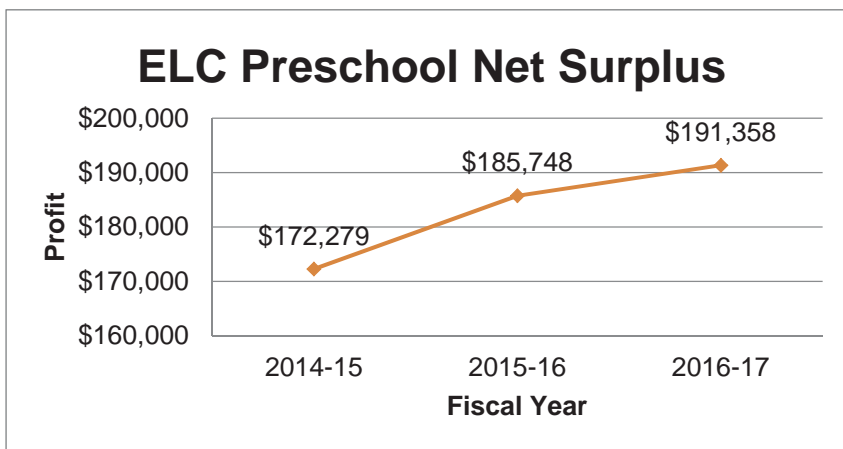
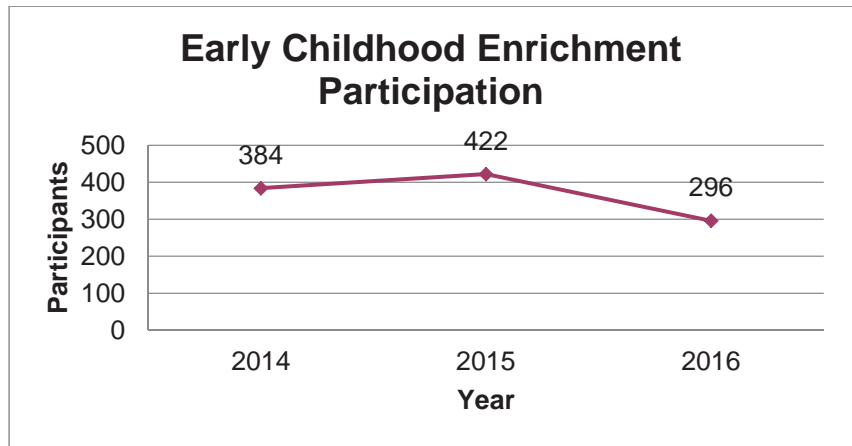
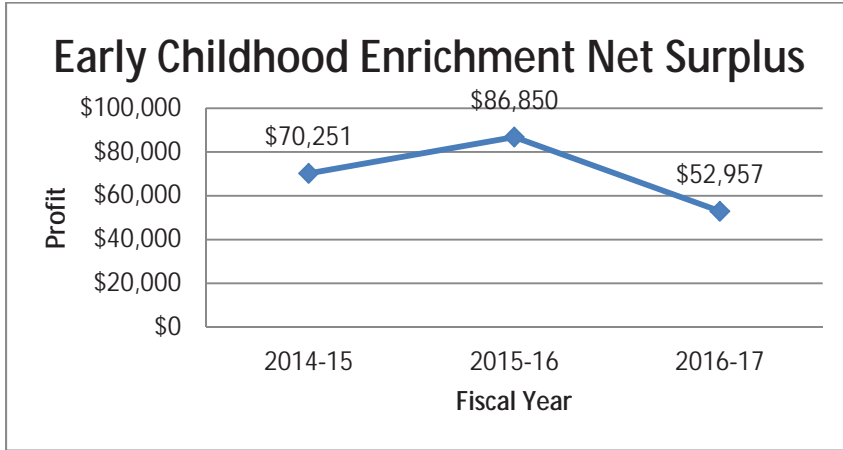
Conclusion

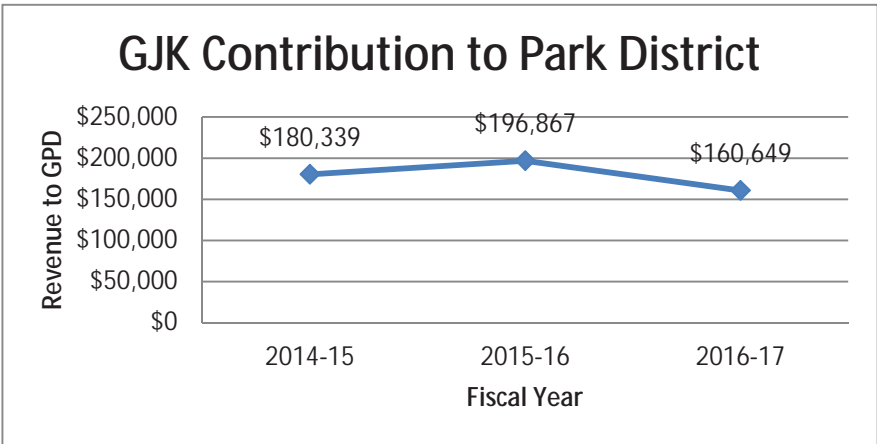
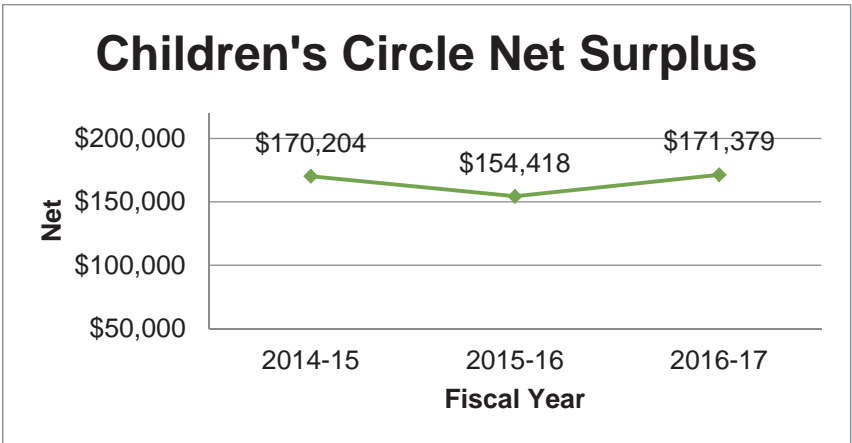
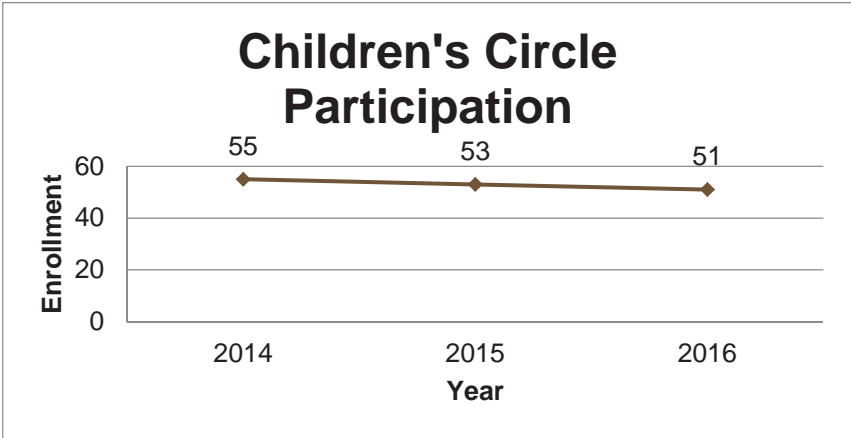
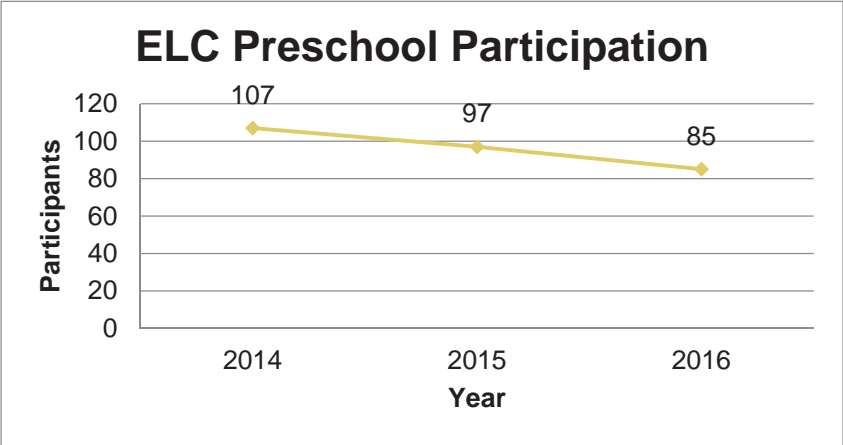
The Glencoe Park District takes great pride in its early childhood program offerings. The agency offers a comprehensive program portfolio for this age group that allows families to use the Glencoe Park District as the sole provider of early childhood recreation and education up to kindergarten if desired. The quantity and quality of programs offered, combined with the excellent facility they are housed in, provides an experience that rivals any competitor in either the private or public sector.

Staff will continue to review and investigate trends both within the agency and in the early childhood industry to ensure that popular classes remain exciting and classes in decline are replaced with innovative offerings. Staff will also continue to hear the feedback from program participants, the Early Childhood Advisory Group, and the community at large to ensure that class offerings are meeting a need and that operations and procedures are constantly reviewed to meet the expectations of the community.

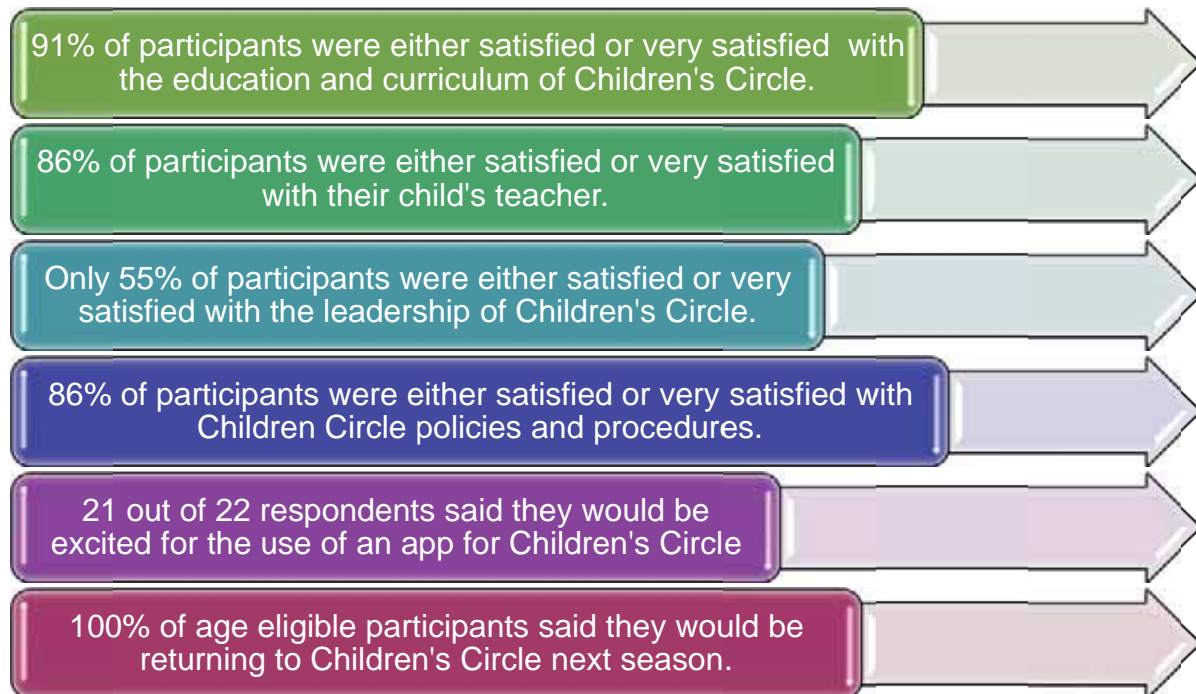
Appendix A

Participation, Financial, and Survey Data

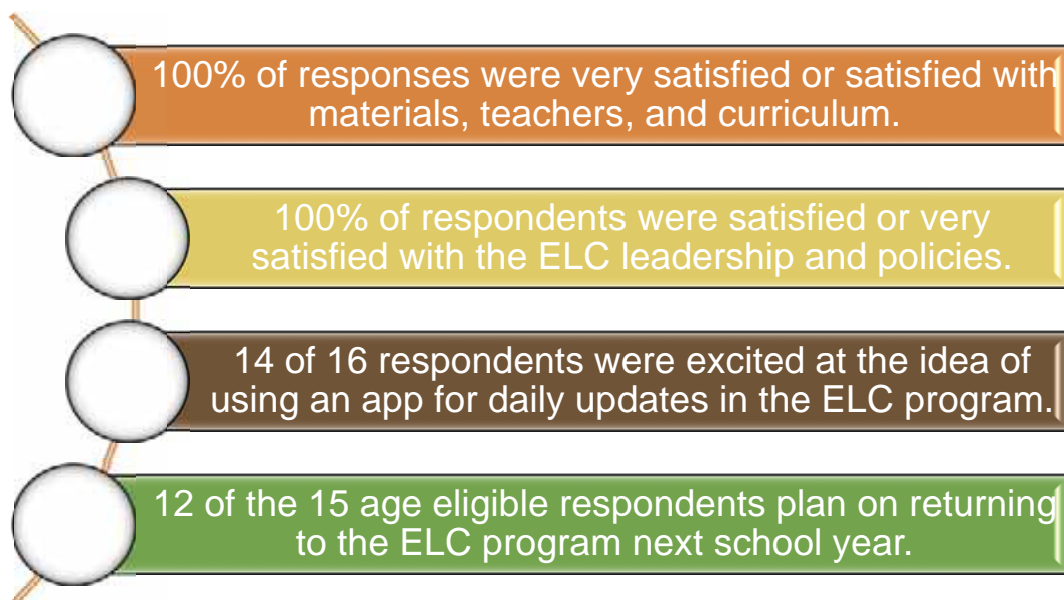




Children's Circle Participant Evaluation Highlights June 2017



Early Learning Center Participant Evaluation Highlights





Appendix B – Sample Forms

Children's Circle Lunch Menu

January/February/March 2017

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
1/2 1/30 2/27 3/27	1/3 1/31 2/28 3/28	1/4 2/1 3/1 3/29	1/5 2/2 3/30	1/6 2/3 3/3 3/30
Turkey Taco on Whole Wheat Tortilla w/Shredded Cheddar Cheese Vegetarian: Veggie Taco	Whole Wheat Pasta with Marinara Sauce and Chicken Meatballs Vegetarian: Pasta with Marinara & Veggie Meatballs	Turkey Burgers on Whole Wheat Bun Vegetarian: Veggie Burger on Whole Wheat Bun	Brown Rice with Pulled Chicken BBQ Sauce Vegetarian: Veggie Crumble with Brown Rice	Whole Wheat Grilled Cheese With Hummus and Vegetables on the side
1/9 2/6 3/6	1/10 2/7 3/7	1/11 2/8 3/8	1/12 2/9 3/9	1/13 2/10 3/10
Homemade Pizza Bagels with Mozzarella Cheese and Marinara Sauce	All Natural Chicken Tenders Vegetarian: Veggie Nuggets	Turkey Sausage on Whole Wheat English Muffin with Cheddar Cheese Vegetarian: Veggie Sausage on Whole Wheat English Muffin with Cheddar Cheese	Swedish Meatballs with Brown Rice Vegetarian: Soy Nut Butter and Grape Jelly Sandwich on Whole Wheat Bread	Turkey and Cheddar Sandwiches on Whole Wheat Bread Vegetarian: Grilled Cheese on Whole Wheat Bread with Cheddar Cheese
1/16 2/13 3/13	1/17 2/14 3/14	1/18 2/15 3/15	1/19 2/16 3/16	1/20 2/17 3/17
Chicken Burgers on Whole Wheat Bun Vegetarian: Veggie Burger on Whole Wheat Bun	Whole Wheat Pasta with Marinara Sauce and Chicken Meatballs Vegetarian: Pasta with Marinara & Veggie Meatballs	Turkey Taco on Whole Wheat Tortilla w/Shredded Cheddar Cheese Vegetarian: Veggie Taco	Tuscan Bean Soup with Whole Wheat Grilled Cheese	Sweet & Sour Chicken w/ Brown Rice Vegetarian: Brown Rice with Veggie Crumble
1/23 2/20 3/20	1/24 2/21 3/21	1/25 2/22 3/22	1/26 2/23 3/23	1/27 2/24 3/24
Whole Wheat Waffles with Hard Boiled Eggs	All Natural Chicken Tenders Vegetarian: Veggie Nuggets	Soy Nut Butter and Jelly Sandwiches	Beef Pepper Steak with Brown Rice Vegetarian: Veggie Crumble with Brown Rice and Cheese	Cheese Ravioli with Marinara Sauce

Serving Times

Morning Snack	9:30-10:00 AM
Lunch	11:45 AM
Afternoon Snack	3:45-4:00 PM

SAMPLE DAILY SHEET



FROGS ROOM

Name: _____ Date: _____

Special Remarks

Teacher Comments

Today I was: Happy Playful Busy Tired

Diapers			Food	
Time	Initials	Details	At Lunch, I...	
			<input type="checkbox"/> Ate my whole meal <input type="checkbox"/> Ate some of my meal <input type="checkbox"/> Tried something new Comments:	
Nap		Items I Need		
Start	End	<input type="checkbox"/> Diapers <input type="checkbox"/> Clean clothes		
		<input type="checkbox"/> Wipes <input type="checkbox"/> Cream		
		<input type="checkbox"/> Weather Appropriate Clothes Other:		

All About My Day:

SAMPLE STUDENT PAPERWORK CHECKLIST



Early Learning Center Checklist of Enrollment Forms

Use the checklist below to confirm you have completed all of the required forms for Early Learning Center enrollment.

- Enrollment Form
- Pick-Up Information (Signature required at bottom of page)
- Emergency Contact Information
- Social Background Information
- Illness Policy
- Late Pick-Up Policy
- Additional Release Form
- Certificate of Medical Exam (and TB waiver if your physician so elects)
 - Parent or Guardian must fill out health history box and sign/date.
- Lead Assessment
- Copy of Birth Certificate (if not already on file)
- Licensing Standards Acknowledgement
 - Sign/date and you keep the licensing information
- Handbook Acknowledgement
 - Sign/date and you keep the handbook
- Early Learning Center Program goals and Philosophy

If your child has allergies, please review the following and contact Naomi Garvett:

Required Documents for Participants with Allergies

Participants with allergies, such as allergies to bee stings, peanut products, dairy, etc., may be at risk of a serious allergic reaction while participating in a Park District program due to contact with, or ingestion of the allergen. The Glencoe Park District cannot guarantee an allergen free environment, but with your cooperation we can create a safer environment and be better prepared to handle emergencies. The Park District will make reasonable, feasible, and practical accommodations to allow participants with life-threatening allergies to participate in our programs. Glencoe Park District requests participants, parent (s) and/or guardian (s) complete and submit a Food Allergy Action Plan and other required forms a minimum of **seven (7) days** prior to the participant's first day of attendance to allow Park District staff time to make accommodations and to train appropriate staff. Forms may be obtained at the Takiff Center main registration desk.

SAMPLE MONTHLY CALENDAR

July 2017 Belugas



Monday	Tuesday	Wednesday	Thursday	Friday
<p>3 Party in the USA (Make confetti slime)</p>	<p>4 NO SCHOOL</p> <p>Happy July 4th</p>	<p>5 Coach Miriam</p>	<p>6 Movin' and Groovin' (Make musical instruments)</p>	<p>7 Miss Jamie's Farm</p>
<p>10 Lotsa Pasta</p>	<p>11 Artful Antics</p>	<p>12 Coach Miriam</p>	<p>13 Mad Science</p>	<p>14 Frog Lady</p>
<p>17 Fairy Tales (Costume Day)</p>	<p>18 Vehicle Adventures</p>	<p>19 Lambs Farm Field Trip</p>	<p>20 Treasure Island</p>	<p>21 Pirates' Cove (Field Trip)</p>
<p>24 Storytime Telling (bring your favorite book)</p>	<p>25 Tots-N-Tunes Bring a sack lunch (Walking Field Trip)</p>	<p>26 Coach Miriam</p>	<p>27 Water World (field trip)</p>	<p>28 Slumber Party (Come to school in your PJs)</p>
<p>31 Nature Gone Wild (bring white T-shirt to tie-dye)</p>				

MINUTES OF OCTOBER 3, 2017 FINANCE COMMITTEE OF THE WHOLE MEETING
GLENCOE PARK DISTRICT
999 GREEN BAY ROAD, GLENCOE, ILLINOIS 60022

The meeting was called to order at 7:00pm and roll was called.

Committee Members present:

Dudley Onderdonk, President
Lisa Brooks, Vice President
Stefanie Boron, Commissioner
Steve Gaines, Commissioner

Staff present:

Lisa Sheppard, Executive Director/Secretary
Carol Mensinger, Director of Finance/HR
Chris Leiner, Director of Parks/Maintenance
Bobby Collins, Director of Recreation/Facilities
Erin Maassen, Manager of Marketing/Comm.

Attending Via Phone Conference

Josh Lutton, Chair/Commissioner

Members of the Public who signed in or spoke: Dan Dorfman, John McManus, Brent Sumner, Ed Torrez

Matters from the Public: There were no matters from the public.

Discussion of Proposed 2017 Tax Levy Amount: Director Mensinger explained that the Board tonight is determining the amount to levy for tax year 2017 for amounts to be received in fiscal year 2018/19. The Truth in Taxation Resolution would be passed at the October Regular Board Meeting, from which, the actual Levy Ordinance would be created and passed at the November Regular Board Meeting and then filed by the last Tuesday in December. Director Mensinger is recommending a 4.4% operating levy and reviewed detail behind the recommendation. The debt service levy is determined by the outstanding bond ordinances on file with the county. Discussion ensued.

President Onderdonk, based on committee discussion, moved the 2017 Tax Levy amount forward for approval at the October 17 Regular Board meeting.

Discussion on Financial Procedure and Policy Manual and Credit Card Program Policy: Director Mensinger reviewed the manual and policy and clarified questions from Commissioners. Discussion ensued.

President Onderdonk, based on committee discussion, moved the Financial Procedure and Policy Manual forward for approval at the October Regular Board meeting. The procedure manual does include the Credit Card Program Policy.

Other Business: The next Finance Committee of the Whole meeting is scheduled for October 17, 2017 at 7:00pm just prior the Regular Board meeting.

Adjourn: Commissioner Gaines moved to adjourn the meeting at 7:18pm. Commissioner Boron seconded the motion, which passed by unanimous voice vote.

Respectfully submitted,

Lisa M. Sheppard
Secretary

DRAFT

MINUTES OF OCTOBER 3, 2017 SPECIAL PROJECTS AND FACILITIES
COMMITTEE MEETING
GLENCOE PARK DISTRICT
999 GREEN BAY ROAD, GLENCOE, ILLINOIS 60022

The meeting was called to order at 7:18pm and roll was called.

Committee Members present:

Lisa Brooks, Chair/Vice President
Stefanie Boron, Commissioner
Steve Gaines, Commissioner

Staff present:

Lisa Sheppard, Executive Director/Secretary
Chris Leiner, Director of Parks/Maintenance
Carol Mensinger, Director of Finance/HR
Bobby Collins, Director of Recreation/Facilities
Erin Maassen, Manager of Marketing/Comm.

Commissioners present:

Josh Lutton, Treasurer

Members of the Public in attendance who signed in or spoke: Dan Dorfman, John McManus, Brent Sumner, Ed Torrez

Introduction of Bluff Beach Evaluation Team and an Overview of Scope of Project: John McManus of Altamanu, Brent Sumner of Baird, and Ed Torrez of Bauer Latoza Studio gave the presentation attached to these minutes. Discussion ensued.

Chair Brooks took an informal vote and the Board decided to move the Bluff Beach Project forward for approval at the October Regular Board meeting.

Other Business: Executive Director Sheppard announced that Astor Park officially opened. West Park temporary lights were reviewed along with a shed for the football program. Play equipment concepts were discussed for Woodlawn, Jefferson and Vernon, and Old Elm parks.

Matters from the Public: There were no matters from the public.

Adjourn: Commissioner Gaines moved to adjourn the meeting at 8:45pm Commissioner Boron seconded the motion, which passed by unanimous voice vote.

Respectfully submitted,

Lisa M. Sheppard
Secretary



First a reminder

West Park in January 2017





West Park in September 2017











Glencoe Beach and Bluff Stabilization

Presentation to the Finance Committee of the Whole
Glencoe Park District
October 3rd 2017

Project Rationale:

Why it has to be done

Existing Conditions



Lakefront Park January 2017: Storm Water & Drainage



Water Flows Across Paths in Park and Along Hazel Ave



Altamanu Inc.
landscape architecture + urban design + planning

Baird. BauerLatoza
STUDIO

Lakefront Park: Storm Water & Drainage



Water Flows Across Paths and Down Bluff



Altamanu Inc.
landscape architecture + urban design + planning

Baird. BauerLatoza
STUDIO

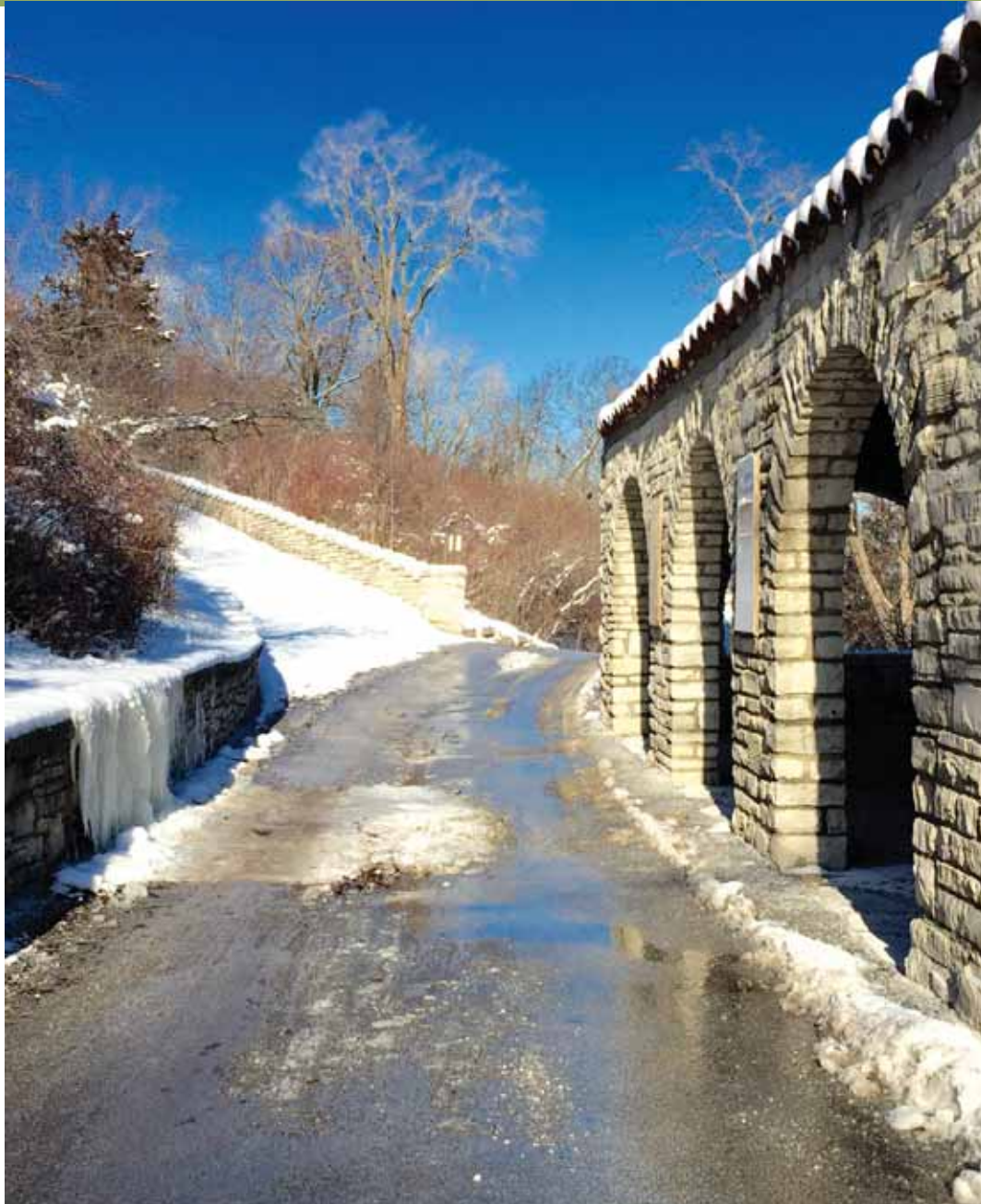
Lakefront Park: Storm Water & Drainage



Stairs and Half Way House Inundated after rainfall



All Seasons: Storm Water & Drainage



Movement in the Bluff and Structural Failure July 7th 2017



Movement in Roadway



Edging/retaining wall giving way

Structural Failure July 7th 2017



Cribbing Failure – Bluff is pressing down on Beach House



Altamanu Inc.
landscape architecture • urban design • planning

Baird. BauerLatoza
STUDIO

Project Limits

EXISTING CONDITIONS

- ① GLENCOE BOAT HOUSE (NOT IN SCOPE)
- ② NORTH BEACH
- ③ GLENCOE VILLAGE WATER PLANT (NOT IN SCOPE)
- ④ OVERLOOK
- ⑤ PRECAST CONCRETE CRIB RETAINING WALL
- ⑥ ROADWAY CURB
- ⑦ NORTH DRIVEWAY (WITH STONE RETAINING WALL)
- ⑧ HALFWAY HOUSE
- ⑨ SOUTH BEACH
- ⑩ LAKEFRONT PARK
- ⑪ STAIRWAY WITH STONE RETAINING WALL
- ⑫ SOUTH ROADWAY (WITH STONE RETAINING WALL)
- ⑬ BEACH HOUSE



LAKE MICHIGAN

GLENCOE

- EXISTING CONDITIONS**
- ① GLENCOE BOAT HOUSE (NOT IN SCOPE)
 - ② NORTH BEACH
 - ③ GLENCOE VILLAGE WATER PLANT (NOT IN SCOPE)
 - ④ OVERLOOK
 - ⑤ PRECAST CONCRETE CRIB RETAINING WALL
 - ⑥ ROADWAY CURB
 - ⑦ NORTH DRIVEWAY (WITH STONE RETAINING WALL)
 - ⑧ HALFWAY HOUSE
 - ⑨ SOUTH BEACH
 - ⑩ LAKEFRONT PARK
 - ⑪ STAIRWAY WITH STONE RETAINING WALL
 - ⑫ SOUTH ROADWAY (WITH STONE RETAINING WALL)
 - ⑬ BEACH HOUSE

Boat House →

Water Plant →



LAKE MICHIGAN

GLENCOE

Direction from Chris Leiner

“ Find the best, Glencoe deserves the best ”





Altamanu and Baird working together on the future design of N. Lake Shore Drive and seven and half miles of Chicago's northern lakeshore



Oak Street Beach Looking North - EXISTING VIEW



Oak Street Beach Looking North - POTENTIAL VIEW -Option 1



Lars Barber, P.L.A., who is working on NLSD will be the principal in charge for Baird



Oak Street Beach Looking North - EXISTING VIEW



Oak Street Beach Looking North - POTENTIAL VIEW -Option 1

”a global coastal engineering company that boasts offices in Canada, Chile, the United Arab Emirates, Barbados, and Australia.....Baird has now been in business for 25 years, but their work spans – and in a small but significant way, remakes – the globe”.

In Business Magazine

Lars Barber, P.L.A.

Principal in charge and will be reviewing deliverables.

Caleb Barth, P.E. Marine Engineer

Project Manager, data acquisition and structural reviews.

Richard Christensen, P.E., Ph.D.,

Technical lead for bluff stability

Mohammad Dibajnia, P.E., Ph.D.,

Technical lead for coastal processes

(nearshore hydrodynamics, sediment transport, erosion control and beach protection.)

Brent T. Sumner, P.E.
Senior Marine Engineer

Domestic and International Projects

Projects ranging in size from \$300,000 to \$350 Million

- Chicago Shoreline Diversey to Fullerton
- Port Hedland, Western Australia
- Oman
- Brazil
- Barbados
- Benin West Africa
- Ghana

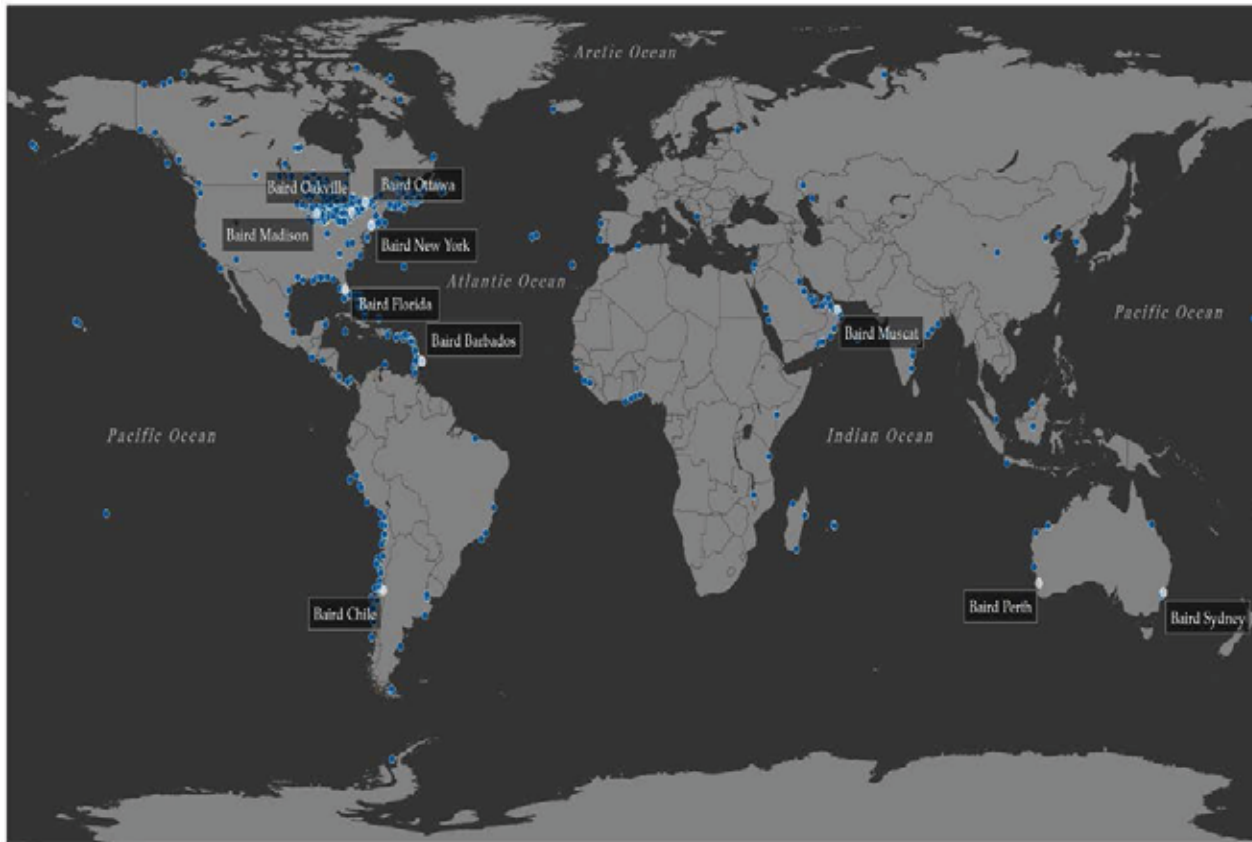
Glencoe Beach and Bluff Restoration

Finance Committee of the Whole & Special Projects and Facilities Committee
Glencoe Park District

October 3, 2017

Baird Overview

- Employee owned Small Business
- Established in 1981
- Team of engineers, planners, scientists, and geomorphologists
- Specialists 100% dedicated to water related projects
- Thousands of marine projects and studies worldwide
- Approximately 74 employees



Baird Capabilities



Areas of Expertise

- Coastal Engineering
- Shore Protection Systems, Beaches & Lagoons
- Bluff Stability
- Waterfronts and Marinas
- Habitat Restoration & Development (Rivers, Wetlands & Islands)
- Ports and Marine Terminals

Professional Skills & Services

- Site Analysis & Field Investigations
- Market Analysis
- Conceptual Design & Feasibility Studies
- Numerical & Physical Model Studies
- Regulatory Coordination
- Final Design
- Construction Related Services

Baird Key Differentiators and Local Project History

Key Differentiators

- Specialization has resulted in subject matter expertise
- Highly efficient, talented, and globally experienced staff
- Flexibility and responsiveness (small, efficient group – one team)
- Solving complex problems in the marine environment – globally
- Use of sophisticated tools and expertise to create safe, environmentally responsible, AND operationally optimized marine projects



Baird Project Locations: Southern Lake Michigan

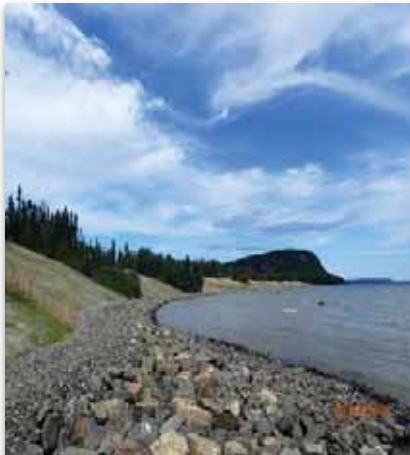
Beach and Bluff Erosion Projects



Port Vincent Development
Port Washington, WI,
Lake Michigan



Rosewood Beach, Highland Park, IL, Lake Michigan



Whitesand First Nation
Shoreline
Stabilization
Lake Nipigon, Ontario,
Canada

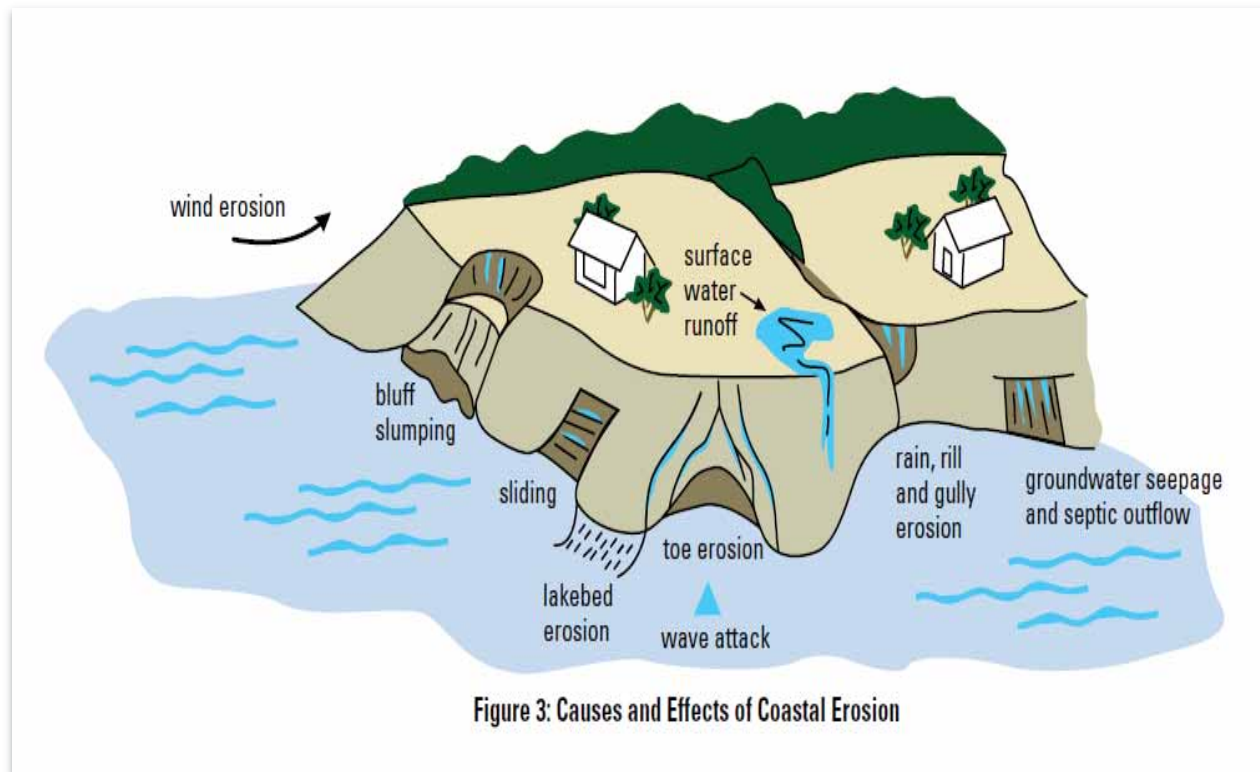


Forest Park Beach, Lake Forest, IL, Lake Michigan



Illinois Interim Shoreline
Study, Northern Illinois,
Lake Michigan

Bluff Stability Projects - Key Factors



- Bluff slope stability and instability (soil type, soil properties, steepness of bluff, etc.)
- Surface water runoff
- Groundwater seepage through bluff core & face
- Proper toe protection (beach and structure stability, coastal analysis)

Glencoe Project Site – Plan of Action

1. Investigate Site Conditions



2. Review and Analyze Data

- Global and local bluff stability evaluation
- Structural and Geotechnical review
 - Retaining Walls, Halfway House, Beach House Back Wall, Stone Steps, North Bluff Roadway
- Stormwater System review
- Coastal Structure and Beach review

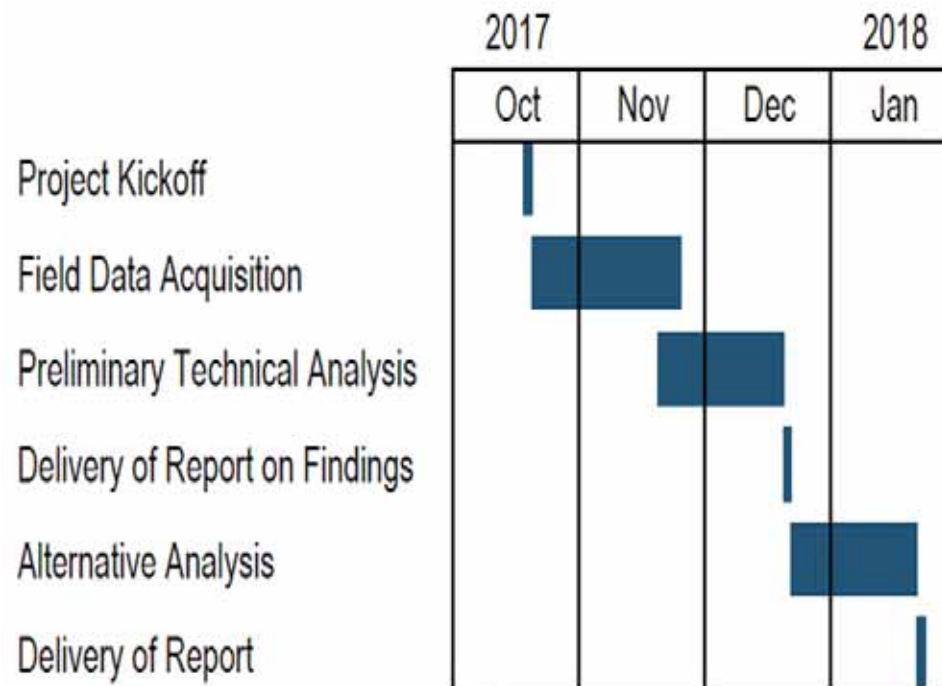
3. Alternative Analysis

Next Steps

Geotechnical Data Acquisition

Accelerated Schedule

- Pending board approval



Bauer Latoza Studio



Architecture - Planning - Historic Preservation

Sustainable Design

Local, national, and international markets

more than 30 design awards

Federal, State, and Local Government

MBE and DBE

Bauer Latoza Studio

- Founded in 1990
- Award-winning Preservation firm
- Architecture, Interiors, Planning, Restoration & Adaptive Reuse
- Masonry Repairs Experience
- Technically Skilled
- Strong Project Management
- Coordination with Stakeholders



Columbus Monument, Chicago, IL Museum of Science & Industry, Chicago, IL



Grant Monument, Chicago, IL



Humboldt Park Boathouse, Chicago, IL

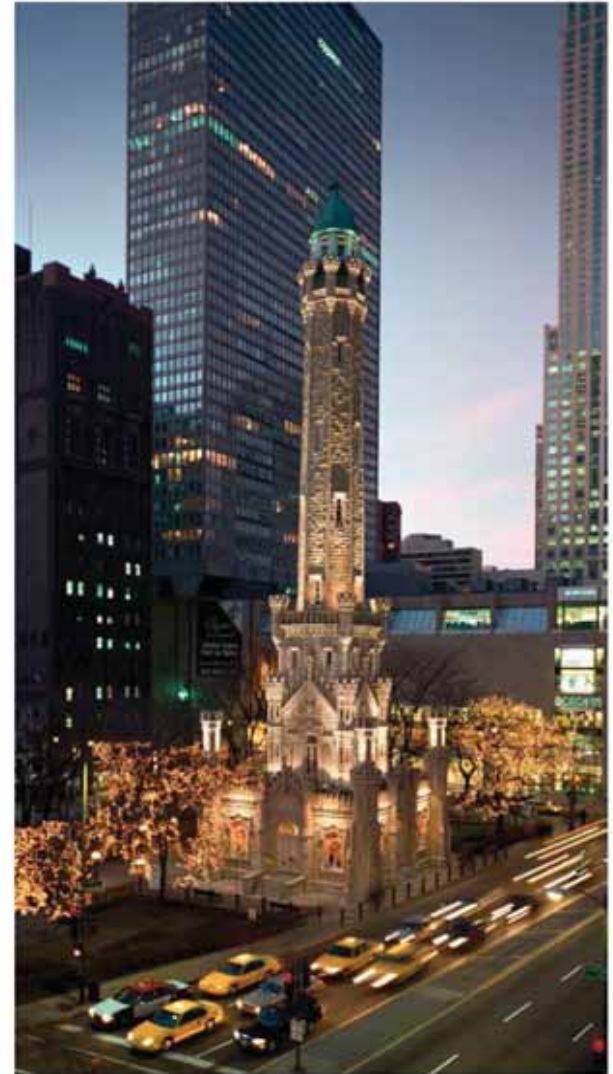
Management of Project Progress & Quality

Team Project Management

- Stakeholder Involvement
- Consultant Team Communication
- Thoroughness at every level is expected
- Coordination and communication are fundamental

Team Quality Assurance Management

- Plan for adequate time and thorough quality control reviews
- QA/QC process will be required at all phases of the project





Edward Torrez, AIA, LEED AP BD+C

- 27 years experience in Architectural Historic Preservation. Serves as an Advisor to the National Trust of Historic Preservation and member of the Illinois Historic Sites Advisory Council.



Andrea Terry, RA, LEED AP

- related skills range from technical expertise with exterior envelopes, to research, interior renovation and preservation planning.



Kirk Sippel, AIA, LEED AP

- is responsible for the design and daily administration of BLS and has served as project architect on a number of award-winning projects

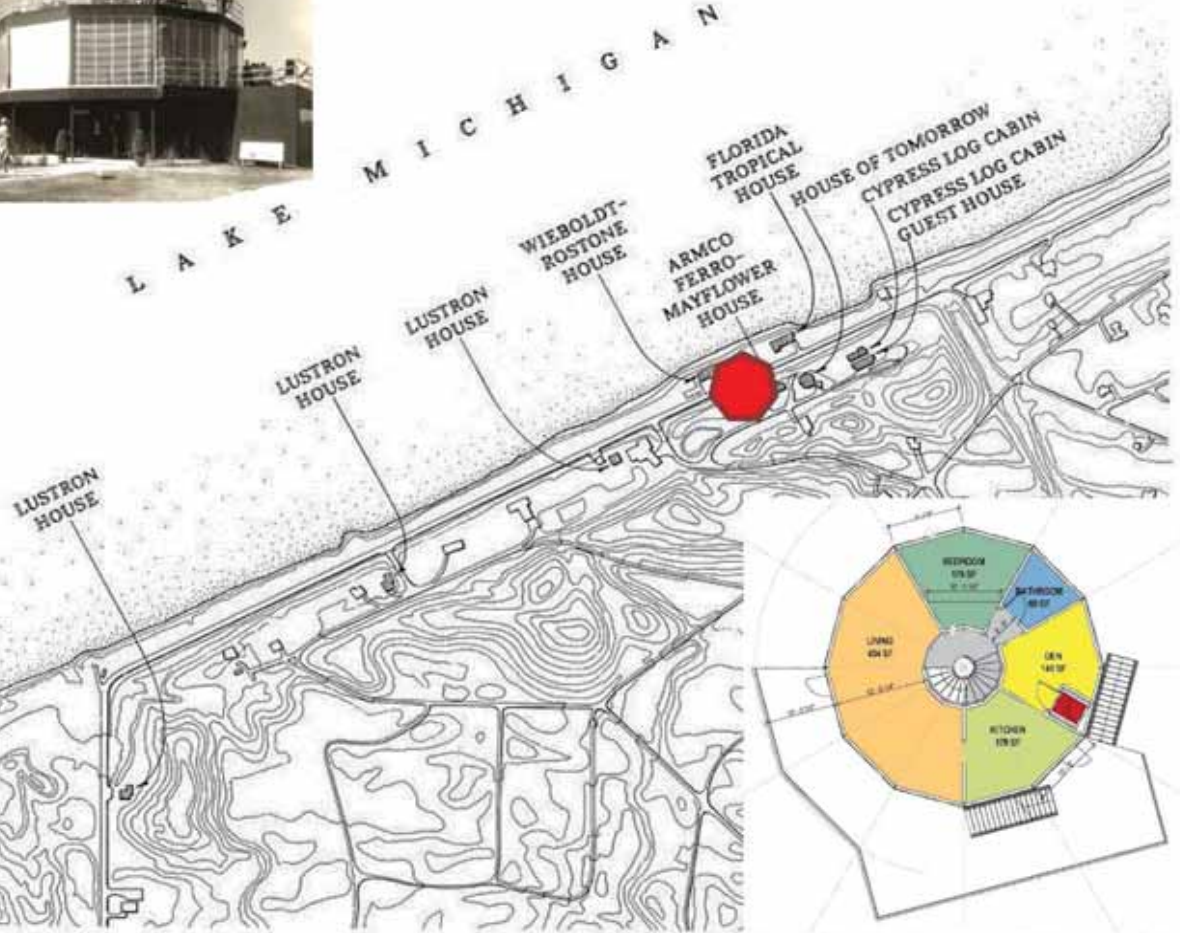
Bathing Beach House



Century of Progress District



BEVERLY SHORES - CENTURY OF PROGRESS ARCHITECTURAL DISTRICT



Glencoe Beach



Glencoe Beach



Glencoe Beach



Glencoe Beach



A person is walking up a wide, stone staircase in a park. The person is wearing a dark jacket and dark pants. The staircase is made of large, light-colored stone blocks. The surrounding area is lush with green trees and bushes. The text "Thank You DISCUSSION" is overlaid in the center of the image.

Thank You
DISCUSSION

1.1 Kickoff Meeting

Coordinate detailed scope, budget, schedule, and administrative requirements

PD records

Contact info Village representatives and Glencoe Historical Society.

* Team assumes that coordination with the Village will be primarily the task of the PD

1.2 Historic Data Review

- Historical reports, drawings, other relevant information for the site and structures
- Storm water and other site utility reports and drawings and
- Landownership
- BLS will also carry out additional research into the history of the Architectural Structures. a

The available topographic data will only be applicable for the feasibility study level

Available Lidar data for the nearshore bathymetry should be adequate for the feasibility study.



1.3 Field Data Acquisition

On-site assessment observe the existing conditions.

A geotechnical program will provide:

- Data to analyze the stability of the bluff
- Groundwater seepage issues

4 to 5 soil borings and Test pits will be dug

Test Pit Soils

- Visual assessment for characterizing and classifying soil
- Test in-place soil properties of soil
- Presence of ground water

Concrete Foundation

- Concrete weakness - identify exposed rebar or spalled concrete
- Bond between concrete foundation and stacked stone wall
- Horizontal, vertical, or diagonal cracks and bulging or curvature of the walls
- Differential settlement

Stacked Stone Walls and Columns

- Identify stair-step, horizontal, or vertical cracks (larger than hairline)
- Identify bulging walls



1.4 Preliminary Technical Analysis

A preliminary technical analysis will be performed to support the development of conceptual alternatives for areas requiring restoration.

1.5 Bluff Global Stability

The global stability of the bluff will be evaluated using the soil borings and a visual assessment of the bluff. The analysis will focus on identifying over-steepened sections of the bluff and/or potential groundwater seepage concerns.

Cross sections will be analyzed to estimate the existing factor of safety of the bluff.

1.6 Bluff/Structure Local Stability

The Team understands the Park District prefers a structural solution
Team will provide a structural and geotechnical review of the structures
Make recommendations for restoration



1.7 Storm Water Management

Team will review the existing conditions and general performance of storm water system. The analysis will look at the following components:

Top of Bluff

Regrading or rerouting surface water in the park with an emphasis protect the mature trees

Down Bluff

Collecting, conveying, and/or redirecting the surface water to existing storm water system, Propose new storm water infrastructure if required

Outfall

Review the existing outfalls and proposal of new or updated outfalls if required

1.8 Coastal Review

PD is required to nourish/fill the beach with sand periodically to maintain the desired beach Baird will perform a cursory coastal review of the beach, groins, and jetty to provide the PD with preliminary concepts to improve the beach system.

The review will employ Baird's in- house data library of similar projects in the region.



1.9 Alternative Analysis

Baird will perform an alternative analysis for areas requiring restoration identified during the data acquisition and preliminary technical analysis phase.

- 2 alternatives will be developed and costed.
Conceptual drawings, consisting of plans and sections.
- The alternative analysis will include a summary of benefits and challenges and recommendations for priority of implementation.

2.1 Preliminary Opinion of Construction Costs

A Preliminary Opinion of Construction Costs will be prepared for each of the conceptual design alternatives for engineering and architectural services.

2.2 Deliverable and Presentation to Staff

The results of the alternative analysis, conceptual drawings and opinion of probable costs will be submitted in a draft report.

The Team will present to PD staff and respond to the comments received during the presentation and incorporate revisions accordingly.



2.3 Final Deliverables and Presentation

The results of the study will be compiled into a brief report and a PowerPoint presentation. Altamanu will review the presentation and report with PD staff and make revisions according to their input.

The Team will make a final presentation to the Board of Commissioners.

The following schedule is for discussion purposes only.

Table 3.1: Estimated Schedule for Professional Services

<u>Task</u>	<u>Duration</u>
1 – Project Kickoff	TBD
2 – Field Data Acquisition	6 weeks*
3 – Preliminary Technical Analysis	4 weeks
4 – Alternative Analysis	4 weeks

*Depending on geotechnical contractor's schedule, contract approval through the PD





Glencoe Park District

Voucher List of Bills

By Vendor Set

Payment Dates 09/16/2017 - 10/13/2017

Vendor Name	Payment Date	Payment Number	Account Number	Description (Item)	Amount
Vendor Set: AP Vendors - AP Vendors					
Vendor: 10559 - 4Imprint					
4Imprint	10/10/2017	6938	25-26-000-5360	Preschool Bag Tags	449.28
Vendor 10559 - 4Imprint Total:					449.28
Vendor: 10133 - Accuraty Solutions					
Accuraty Solutions	10/03/2017	6843	25-00-000-5321	Web Hosting Updates/Quarte	762.50
Vendor 10133 - Accuraty Solutions Total:					762.50
Vendor: 11128 - Ace of Spray					
Ace of Spray	09/26/2017	6818	10-12-000-5585	Powerwash Tennis Courts	1,200.00
Vendor 11128 - Ace of Spray Total:					1,200.00
Vendor: 10136 - Advanced Disposal Services					
Advanced Disposal Services	09/19/2017	6768	10-12-000-5353	Trash/Recycling - Parks	785.80
Advanced Disposal Services	09/19/2017	6768	10-13-000-5353	Trash/Recycling - Watts	106.00
Advanced Disposal Services	09/19/2017	6768	25-00-000-5353	Trash/Recycling - Takiff	322.00
Advanced Disposal Services	09/19/2017	6768	65-00-017-5567	Trash/Recycling - Watts Floori	478.50
Vendor 10136 - Advanced Disposal Services Total:					1,692.30
Vendor: 10098 - AFLAC					
AFLAC	10/10/2017	6939	10-00-000-2170	Supplemental Aflac Coverage	376.00
Vendor 10098 - AFLAC Total:					376.00
Vendor: 10113 - Alison Faith					
Alison Faith	10/03/2017	6844	25-25-785-5300	Contractual - Yoga Classes	297.48
Vendor 10113 - Alison Faith Total:					297.48
Vendor: 10864 - All About Childcare Health, Ltd.					
All About Childcare Health, Lt	09/19/2017	6769	25-26-000-5387	Nurse Services - Day Care	85.00
Vendor 10864 - All About Childcare Health, Ltd. Total:					85.00
Vendor: 10973 - Altamanu, Inc.					
Altamanu, Inc.	09/19/2017	6770	69-00-000-5517	Design Services - Astor Park	450.00
Altamanu, Inc.	09/19/2017	6770	69-00-000-5525	Design Services - West Park	2,753.70
Vendor 10973 - Altamanu, Inc. Total:					3,203.70
Vendor: 10140 - Althoff Industries, Inc.					
Althoff Industries, Inc.	09/19/2017	6771	25-00-000-5355	Takiff HVAC Mo Maint - Octo	742.17
Vendor 10140 - Althoff Industries, Inc. Total:					742.17
Vendor: 10946 - Amazon Capital Services					
Amazon Capital Services	09/19/2017	6772	25-00-000-5360	Marketing	110.32
Amazon Capital Services	09/19/2017	6772	25-00-000-5362	Photography	451.98
Amazon Capital Services	09/19/2017	6772	25-25-401-5400	ELC Supplies	63.48
Amazon Capital Services	09/19/2017	6772	25-25-402-5400	ELC Supplies	85.97
Amazon Capital Services	09/19/2017	6772	25-25-403-5400	ELC Supplies	133.97
Amazon Capital Services	09/19/2017	6772	25-26-000-5403	Day Care Pgm Supplies	227.62
Amazon Capital Services	09/19/2017	6772	65-00-017-5552	Standing Desks (3)	1,185.00
Amazon Capital Services	10/03/2017	6845	10-11-000-5342	Admin Mtg Expenses	161.98
Amazon Capital Services	10/03/2017	6845	25-00-000-5405	Party Rental Supplies	22.12
Amazon Capital Services	10/03/2017	6845	25-00-000-5420	General Rec Supplies	80.78
Amazon Capital Services	10/03/2017	6845	25-25-401-5400	ELC Supplies	4.75
Amazon Capital Services	10/03/2017	6845	25-25-913-5400	Halloween Party Supplies	46.17
Amazon Capital Services	10/03/2017	6845	25-25-933-5400	Teen Event Supplies	32.63
Amazon Capital Services	10/03/2017	6845	25-26-000-5403	Day Care Pgm Supplies	256.98
Amazon Capital Services	10/03/2017	6845	65-00-017-5552	Standing Desks	620.00
Amazon Capital Services	10/03/2017	6845	65-00-017-5553	Annual Hardware Replaceme	97.98
Vendor 10946 - Amazon Capital Services Total:					3,581.73

Voucher List of Bills

Payment Dates: 09/16/2017 - 10/13/2017

Vendor Name	Payment Date	Payment Number	Account Number	Description (Item)	Amount
Vendor: 10145 - American Backflow Prevention					
American Backflow Preventio	09/19/2017	6773	10-12-000-5350	State Mandated Backflow Ins	1,139.50
American Backflow Preventio	09/19/2017	6773	10-13-000-5350	State Mandated Backflow Ins	355.80
American Backflow Preventio	09/19/2017	6773	10-14-000-5350	State Mandated Backflow Ins	88.95
American Backflow Preventio	09/19/2017	6773	10-14-000-5352	Building Repairs - Beach	185.00
American Backflow Preventio	09/19/2017	6773	10-15-000-5350	State Mandated Backflow Ins	88.95
American Backflow Preventio	09/19/2017	6773	25-00-000-5350	State Mandated Backflow Ins	444.75
Vendor 10145 - American Backflow Prevention Total:					2,302.95
Vendor: 11163 - Apple School Supply					
Apple School Supply	09/26/2017	6820	25-26-000-5403	Day Care Program Supplies	454.85
Vendor 11163 - Apple School Supply Total:					454.85
Vendor: 10717 - Applied Controls, Inv.					
Applied Controls, Inv.	09/19/2017	6774	65-00-017-5572	BAS System Upgrade	12,676.50
Applied Controls, Inv.	10/03/2017	6846	25-00-000-5352	HVAC Svc Call - Takiff	369.00
Vendor 10717 - Applied Controls, Inv. Total:					13,045.50
Vendor: 10162 - AT & T					
AT & T	09/26/2017	6821	10-12-000-5210	Phone Svc - Parks	53.20
AT & T	09/26/2017	6821	10-13-000-5210	Phone Svc - Watts	41.73
AT & T	09/26/2017	6821	25-00-000-5210	Phone Svc - Takiff	589.35
AT & T	10/03/2017	6848	25-00-000-5210	Phone Svc - Takiff	688.54
Vendor 10162 - AT & T Total:					1,372.82
Vendor: 10455 - AT & T					
AT & T	10/03/2017	6847	10-14-000-5210	DSL Service - Beach	165.90
Vendor 10455 - AT & T Total:					165.90
Vendor: 10163 - Atlas Bobcat, LLC					
Atlas Bobcat, LLC	10/03/2017	6849	10-12-000-5450	Equipment Parts - Parks	209.00
Atlas Bobcat, LLC	10/10/2017	6940	10-12-000-5450	Equipment Parts - Parks	209.00
Vendor 10163 - Atlas Bobcat, LLC Total:					418.00
Vendor: 10172 - Becker Arena Products					
Becker Arena Products	09/26/2017	6822	10-13-000-5416	Ice Paint - Watts	1,291.05
Vendor 10172 - Becker Arena Products Total:					1,291.05
Vendor: 10180 - Bob's Refrigeration, Inc.					
Bob's Refrigeration, Inc.	10/03/2017	6892	25-00-000-5351	Equipment Repairs - Takiff Fri	560.00
Vendor 10180 - Bob's Refrigeration, Inc. Total:					560.00
Vendor: 10182 - BSN Sports					
BSN Sports	09/26/2017	6823	25-25-707-5400	Basketballs for Leagues/Clinic	150.00
BSN Sports	09/26/2017	6823	25-25-711-5400	Basketballs for Leagues/Clinic	251.71
BSN Sports	09/26/2017	6823	25-25-712-5400	Basketballs for Leagues/Clinic	100.00
BSN Sports	09/26/2017	6823	25-25-740-5400	Basketballs for Leagues/Clinic	200.00
Vendor 10182 - BSN Sports Total:					701.71
Vendor: 10183 - Buck Bros., Inc.					
Buck Bros., Inc.	09/19/2017	6775	10-12-000-5351	John Deere Repairs - Parks	1,262.13
Vendor 10183 - Buck Bros., Inc. Total:					1,262.13
Vendor: 10187 - Cawley Company					
Cawley Company	09/19/2017	6776	10-11-000-5420	Staff Name Tags	25.19
Vendor 10187 - Cawley Company Total:					25.19
Vendor: 11158 - Chicago Children's Museum					
Chicago Children's Museum	09/19/2017	6777	25-25-401-5300	Contractual - ELC Field Trip	75.00
Chicago Children's Museum	09/19/2017	6777	25-25-402-5300	Contractual - ELC Field Trip	75.00
Chicago Children's Museum	09/19/2017	6777	25-25-403-5300	Contractual - ELC Field Trip	75.00
Chicago Children's Museum	09/19/2017	6777	25-26-000-5386	Contractual - Day Care Field T	75.00
Vendor 11158 - Chicago Children's Museum Total:					300.00
Vendor: 10552 - Chicago Tribune Media Group					
Chicago Tribune Media Group	09/26/2017	6824	10-11-000-5311	Legal Notices	25.38
Chicago Tribune Media Group	10/10/2017	6941	10-11-000-5311	Legal Notices	16.29
Vendor 10552 - Chicago Tribune Media Group Total:					41.67

Voucher List of Bills

Payment Dates: 09/16/2017 - 10/13/2017

Vendor Name	Payment Date	Payment Number	Account Number	Description (Item)	Amount
Vendor: 10202 - Classic Design Awards					
Classic Design Awards	10/10/2017	6942	10-11-000-5342	Board Meeting Name Bar - Bo	41.60
Vendor 10202 - Classic Design Awards Total:					41.60
Vendor: 10802 - Clauss Brothers Inc.					
Clauss Brothers Inc.	10/10/2017	6943	69-00-000-5531	1st Payout - Takiff Parking Lot	51,288.30
Vendor 10802 - Clauss Brothers Inc. Total:					51,288.30
Vendor: 10505 - Comcast					
Comcast	09/19/2017	6778	10-12-000-5210	Internet Svc - Parks	97.61
Comcast	09/26/2017	6825	10-13-000-5210	Internet/Cable TV - Watts	128.07
Vendor 10505 - Comcast Total:					225.68
Vendor: 10208 - Commonwealth Edison					
Commonwealth Edison	10/03/2017	6893	10-12-000-5230	Electricity - Parks	474.32
Commonwealth Edison	10/03/2017	6893	10-13-000-5230	Electricity - Watts	813.92
Commonwealth Edison	10/03/2017	6893	10-14-000-5230	Electricity - Beach	73.79
Commonwealth Edison	10/03/2017	6893	10-15-000-5230	Electricity - Boathouse	430.35
Commonwealth Edison	10/03/2017	6893	25-00-000-5230	Electricity - Takiff	10,179.59
Vendor 10208 - Commonwealth Edison Total:					11,971.97
Vendor: 10210 - Conserv FS					
Conserv FS	10/10/2017	6944	10-12-000-5485	Ice Melt - Parks	426.80
Conserv FS	10/10/2017	6944	10-12-000-5496	Baseball Mound Clay	852.00
Conserv FS	10/10/2017	6944	10-13-000-5485	Ice Melt - Watts	426.80
Conserv FS	10/10/2017	6944	25-00-000-5485	Ice Melt - Takiff	426.80
Conserv FS	10/10/2017	6944	25-25-722-5400	Baseball Mound Clay	284.00
Vendor 10210 - Conserv FS Total:					2,416.40
Vendor: 10215 - Craftwood Lumber Company					
Craftwood Lumber Company	10/03/2017	6894	10-12-000-5481	Construction Supplies - Parks	41.28
Craftwood Lumber Company	10/03/2017	6894	10-13-000-5483	Paint - Watts	16.70
Craftwood Lumber Company	10/03/2017	6894	25-00-000-5481	Construction Supplies - Takiff	54.25
Craftwood Lumber Company	10/03/2017	6894	25-00-000-5484	Electrical Supplies - Takiff	40.91
Craftwood Lumber Company	10/03/2017	6894	25-25-941-5400	Mud Run Supplies	186.58
Craftwood Lumber Company	10/03/2017	6894	65-00-017-5566	Frisbee Golf Upgrades	512.33
Craftwood Lumber Company	10/03/2017	6894	69-00-000-5519	Split Rail Fence	4,008.34
Vendor 10215 - Craftwood Lumber Company Total:					4,860.39
Vendor: 11162 - Creative Ed, LLC.					
Creative Ed, LLC.	09/26/2017	6826	25-25-401-5300	Contractual - ELC Speaker	50.00
Creative Ed, LLC.	09/26/2017	6826	25-25-402-5300	Contractual - ELC Speaker	50.00
Creative Ed, LLC.	09/26/2017	6826	25-25-403-5300	Contractual - ELC Speaker	50.00
Creative Ed, LLC.	09/26/2017	6826	25-26-000-5340	Contractual - CC Speaker	50.00
Creative Ed, LLC.	09/26/2017	6826	45-00-000-5765	Contractual - Staff Speaker	250.00
Vendor 11162 - Creative Ed, LLC. Total:					450.00
Vendor: 10332 - Didier Farms					
Didier Farms	09/19/2017	6779	25-25-402-5300	Contractual - ELC Field Trip	318.00
Didier Farms	09/19/2017	6780	25-26-000-5386	Contractual - Day Care Field T	182.00
Vendor 10332 - Didier Farms Total:					500.00
Vendor: 10334 - Discount School Supply					
Discount School Supply	09/19/2017	6781	25-25-401-5400	ELC Pgm Supplies	228.44
Discount School Supply	09/19/2017	6781	25-25-402-5400	ELC Pgm Supplies	228.44
Discount School Supply	09/19/2017	6781	25-25-403-5400	ELC Pgm Supplies	228.43
Discount School Supply	09/19/2017	6781	25-26-000-5403	Day Care Pgm Supplies	913.78
Vendor 10334 - Discount School Supply Total:					1,599.09
Vendor: 10950 - Dudley Onderdonk					
Dudley Onderdonk	09/20/2017	6809	25-00-000-5340	NRPA Conference - Cash Adva	150.00
Vendor 10950 - Dudley Onderdonk Total:					150.00
Vendor: 10820 - Elanar Construction					
Elanar Construction	09/19/2017	6782	69-00-000-5518	Construction - Astor Park	83,190.00
Elanar Construction	09/19/2017	6782	69-00-000-5526	Construction - West Playgrou	139,462.20

Voucher List of Bills

Payment Dates: 09/16/2017 - 10/13/2017

Vendor Name	Payment Date	Payment Number	Account Number	Description (Item)	Amount
Elanar Construction	09/19/2017	6782	69-00-000-5528	Construction - West Playgrou	61,645.95
Vendor 10820 - Elanar Construction Total:					284,298.15
Vendor: 10341 - Excalibur Technology Corporation					
Excalibur Technology Corpora	09/26/2017	6827	65-00-017-5553	Double Monitor - Chris	311.95
Excalibur Technology Corpora	10/10/2017	6945	10-11-000-5355	TSS - November	6,842.80
Excalibur Technology Corpora	10/10/2017	6945	25-00-000-5321	WebTrac Hosting	249.00
Excalibur Technology Corpora	10/10/2017	6945	65-00-017-5553	Warranties - Host Land 2 Serv	2,075.35
Vendor 10341 - Excalibur Technology Corporation Total:					9,479.10
Vendor: 10207 - F.E. Moran, Inc.					
F.E. Moran, Inc.	09/19/2017	6783	25-00-000-5451	Smoke Detector Covers - Takif	199.00
Vendor 10207 - F.E. Moran, Inc. Total:					199.00
Vendor: 10402 - F.J. Kerrigan Plumbing Co.					
F.J. Kerrigan Plumbing Co.	10/03/2017	6895	10-13-000-5352	Building Repairs - Watts	1,583.36
Vendor 10402 - F.J. Kerrigan Plumbing Co. Total:					1,583.36
Vendor: 10673 - FAMOS! DJ Entertainment					
FAMOS! DJ Entertainment	10/03/2017	6896	25-25-904-5300	Contractual - DJ for Mom/Son	850.00
Vendor 10673 - FAMOS! DJ Entertainment Total:					850.00
Vendor: 11139 - Fiore Nursery & Landscape Supply					
Fiore Nursery & Landscape Su	10/03/2017	6897	10-12-000-5492	Trees	4,225.00
Fiore Nursery & Landscape Su	10/03/2017	6897	69-00-000-5519	Astor Park Tree Replacement	1,850.00
Vendor 11139 - Fiore Nursery & Landscape Supply Total:					6,075.00
Vendor: 10405 - First Student					
First Student	09/26/2017	6828	25-25-932-5300	Contractual - School Day Off B	131.62
First Student	10/03/2017	6898	25-26-000-5386	Contractual - CC Field Trip Bus	131.62
First Student	10/10/2017	6946	25-25-932-5300	Contractual - School Day Off B	131.62
Vendor 10405 - First Student Total:					394.86
Vendor: 10069 - Fleck's Landscaping					
Fleck's Landscaping	10/03/2017	6899	10-12-000-5348	Mowing - Shared Services	2,060.00
Fleck's Landscaping	10/03/2017	6899	10-12-000-5349	Landscaping	15,786.00
Vendor 10069 - Fleck's Landscaping Total:					17,846.00
Vendor: 10346 - Fun Express					
Fun Express	09/26/2017	6829	25-00-000-5405	Party Rental Supplies	128.10
Vendor 10346 - Fun Express Total:					128.10
Vendor: 10348 - Galassini and Ori Construction					
Galassini and Ori Construction	10/03/2017	6900	65-00-000-5990	Stone Masonry Repairs - Beac	4,000.00
Vendor 10348 - Galassini and Ori Construction Total:					4,000.00
Vendor: 10357 - Glenbrook Auto Parts Inc.					
Glenbrook Auto Parts Inc.	10/10/2017	6947	10-12-000-5450	Equipment Parts - Parks	13.91
Glenbrook Auto Parts Inc.	10/10/2017	6947	10-12-000-5488	Power Tools - Parks	327.99
Vendor 10357 - Glenbrook Auto Parts Inc. Total:					341.90
Vendor: 10361 - Glencoe Junior High Project					
Glencoe Junior High Project	10/03/2017	6901	25-00-000-5740	3rd Quarter Contribution - Oc	2,500.00
Vendor 10361 - Glencoe Junior High Project Total:					2,500.00
Vendor: 10364 - Glencoe Youth Services					
Glencoe Youth Services	10/03/2017	6902	25-00-000-5740	3rd Quarterly Contribution -	2,750.00
Vendor 10364 - Glencoe Youth Services Total:					2,750.00
Vendor: 10884 - Glenview Park District					
Glenview Park District	09/19/2017	6784	10-14-000-4545	Refund for Group Beach Visit	36.00
Vendor 10884 - Glenview Park District Total:					36.00
Vendor: 10837 - Gordon Food Service, Inc.					
Gordon Food Service, Inc.	10/10/2017	6948	25-26-000-5409	Food Svc - Day Care	1,054.68
Gordon Food Service, Inc.	10/10/2017	6948	25-26-000-5460	Food Supplies - Day Care	165.62
Vendor 10837 - Gordon Food Service, Inc. Total:					1,220.30
Vendor: 10370 - Grainger Inc.					
Grainger Inc.	09/19/2017	6785	10-12-000-5484	Electrical Supplies - Parks	577.60

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Vendor Name	Payment Date	Payment Number	Account Number	Description (Item)	Amount
Grainger Inc.	09/19/2017	6785	10-12-000-5486	Plumbing Supplies - Parks	1,161.48
Grainger Inc.	09/19/2017	6785	10-12-000-5493	Fertilizer/Chemicals - Parks	526.87
Grainger Inc.	09/19/2017	6785	10-12-000-5493	Fertilizer/Chemicals - Parks	209.95
Grainger Inc.	09/19/2017	6785	10-12-000-5493	CREDIT Fertilizer/Chemicals -	-178.82
Grainger Inc.	09/19/2017	6785	25-00-000-5420	General Supplies - Rec	68.80
Vendor 10370 - Grainger Inc. Total:					2,365.88
Vendor: 10325 - Grand Food Center					
Grand Food Center	10/03/2017	6903	25-26-000-5409	Milk - Day Care	122.59
Vendor 10325 - Grand Food Center Total:					122.59
Vendor: 10371 - Great Lakes Clay and Supply, Co.					
Great Lakes Clay and Supply,	10/03/2017	6904	25-00-000-5351	Kiln Repairs	2,147.81
Vendor 10371 - Great Lakes Clay and Supply, Co. Total:					2,147.81
Vendor: 10381 - Highland Park Electric Inc.					
Highland Park Electric Inc.	10/03/2017	6905	25-00-000-5588	Kiln Installation	3,042.00
Vendor 10381 - Highland Park Electric Inc. Total:					3,042.00
Vendor: 10384 - Home Depot Credit Services					
Home Depot Credit Services	09/26/2017	6830	10-12-000-5481	Construction Supplies - Parks	447.85
Home Depot Credit Services	09/26/2017	6830	10-12-000-5488	Power Tools - Parks	100.00
Home Depot Credit Services	09/26/2017	6830	10-12-000-5490	Plantings/Flowers - Parks	116.20
Home Depot Credit Services	09/26/2017	6830	10-13-000-5481	Construction Supplies - Watts	60.00
Home Depot Credit Services	09/26/2017	6830	10-13-000-5588	Building Improvements - Watt	795.00
Home Depot Credit Services	09/26/2017	6830	25-00-000-5420	General Rec Supplies	245.38
Home Depot Credit Services	09/26/2017	6830	25-00-000-5486	Plumbing Supplies - Takiff	42.84
Home Depot Credit Services	09/26/2017	6830	65-00-017-5567	Watts Flooring Replacement	708.45
Home Depot Credit Services	09/26/2017	6830	69-00-000-5527	West Playground Supplies	106.19
Vendor 10384 - Home Depot Credit Services Total:					2,621.91
Vendor: 10068 - Hot Shots Sports					
Hot Shots Sports	09/19/2017	6786	25-00-000-5305	Contractual - Sports Birthday	175.00
Hot Shots Sports	10/03/2017	6906	25-00-000-5305	Contractual - Sports Birthday	175.00
Vendor 10068 - Hot Shots Sports Total:					350.00
Vendor: 10386 - Hufcor-Chicago, Inc.					
Hufcor-Chicago, Inc.	10/03/2017	6907	25-00-000-5351	Basketball Hoop Repair - Takif	810.00
Vendor 10386 - Hufcor-Chicago, Inc. Total:					810.00
Vendor: 10934 - IC Signs & Graphics					
IC Signs & Graphics	09/19/2017	6787	25-00-000-5360	Park Signs - Rules	270.00
IC Signs & Graphics	09/19/2017	6787	25-25-941-5400	Mud Run Signs	720.00
Vendor 10934 - IC Signs & Graphics Total:					990.00
Vendor: 10100 - IL Dept of Revenue					
IL Dept of Revenue	09/29/2017	DFT0000515	10-00-000-2110	IL State Tax W/H	4,743.25
IL Dept of Revenue	10/13/2017	DFT0000526	10-00-000-2110	IL State Tax W/H	4,523.96
Vendor 10100 - IL Dept of Revenue Total:					9,267.21
Vendor: 10101 - Illinois Municipal Retirement Fund					
Illinois Municipal Retirement	09/29/2017	DFT0000517	10-00-000-2150	IMRF Contribution - Sept 201	49,423.21
Illinois Municipal Retirement	09/29/2017	DFT0000517	10-00-000-2155	IMRF Contribution - Sept 201	2,820.00
Vendor 10101 - Illinois Municipal Retirement Fund Total:					52,243.21
Vendor: 10396 - International Society of Arboriculture					
International Society of Arbor	10/03/2017	6908	10-12-000-5340	Registration - Arborist Covent	390.00
Vendor 10396 - International Society of Arboriculture Total:					390.00
Vendor: 10106 - IRS/Dept of Treasury					
IRS/Dept of Treasury	09/29/2017	DFT0000513	10-00-000-2120	Social Security W/H	13,377.66
IRS/Dept of Treasury	09/29/2017	DFT0000514	10-00-000-2130	Medicare	3,128.70
IRS/Dept of Treasury	09/29/2017	DFT0000516	10-00-000-2100	Fed Income Tax W/H	11,267.39
IRS/Dept of Treasury	10/13/2017	DFT0000524	10-00-000-2120	Social Security W/H	12,790.58
IRS/Dept of Treasury	10/13/2017	DFT0000525	10-00-000-2130	Medicare	2,991.48
IRS/Dept of Treasury	10/13/2017	DFT0000527	10-00-000-2100	Fed Income Tax W/H	10,513.57
Vendor 10106 - IRS/Dept of Treasury Total:					54,069.38

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Vendor Name	Payment Date	Payment Number	Account Number	Description (Item)	Amount
Vendor: 1521 - Jack Collins					
Jack Collins	10/10/2017	6949	10-00-000-2095	Re-Issued Stale-Dated AEK P/	108.58
Vendor 1521 - Jack Collins Total:					108.58
Vendor: 11171 - JG's Reptile Road Show, LLC.					
JG's Reptile Road Show, LLC.	10/10/2017	6952	25-25-904-5300	Contractual - Dad/Daughter D	325.00
Vendor 11171 - JG's Reptile Road Show, LLC. Total:					325.00
Vendor: 10401 - Ken's Quick Print Inc.					
Ken's Quick Print Inc.	09/19/2017	6788	25-00-000-5360	Marketing	229.95
Ken's Quick Print Inc.	09/19/2017	6788	25-00-000-5401	Office Supplies	110.95
Vendor 10401 - Ken's Quick Print Inc. Total:					340.90
Vendor: 10404 - Konica Minolta Business Solutions USA Inc.					
Konica Minolta Business Solut	09/19/2017	6790	25-00-000-5355	Mo Copier Maint - August	104.97
Konica Minolta Business Solut	10/10/2017	6954	10-11-000-5355	Admin Copy Machine Maint Q	378.42
Konica Minolta Business Solut	10/10/2017	6954	25-00-000-5355	Copy Machine Maint Monthly	186.84
Vendor 10404 - Konica Minolta Business Solutions USA Inc. Total:					670.23
Vendor: 11169 - Kristen Saunders					
Kristen Saunders	10/03/2017	6910	25-25-785-5300	Contractual - Fitness Classes	99.63
Vendor 11169 - Kristen Saunders Total:					99.63
Vendor: 11167 - Lake County Corp.					
Lake County Corp.	10/03/2017	6911	65-00-017-5566	Disc Golf Signs	1,742.25
Vendor 11167 - Lake County Corp. Total:					1,742.25
Vendor: 11172 - Lee Kotler					
Lee Kotler	10/10/2017	6955	25-25-709-5400	Men's Softball Champions	200.00
Vendor 11172 - Lee Kotler Total:					200.00
Vendor: 10360 - Lowe's Business Acct/GEMB					
Lowe's Business Acct/GEMB	09/19/2017	6791	10-12-000-5484	Electrical Supplies - Parks	265.92
Lowe's Business Acct/GEMB	09/19/2017	6791	10-13-000-5481	Contruction Supplies - Watts	66.49
Lowe's Business Acct/GEMB	09/19/2017	6791	10-13-000-5484	Electrical Supplies - Watts	42.51
Lowe's Business Acct/GEMB	09/19/2017	6791	25-00-000-5487	Power Tools - Takiff	28.49
Lowe's Business Acct/GEMB	09/19/2017	6791	25-00-000-5588	Building Improvements - Takif	1,107.92
Lowe's Business Acct/GEMB	09/19/2017	6791	65-00-017-5551	Front Desk Reconfiguration	100.43
Lowe's Business Acct/GEMB	09/19/2017	6791	65-00-017-5569	Cooling System/Rink Floor	254.36
Lowe's Business Acct/GEMB	10/10/2017	6956	10-12-000-5490	Plantings/Flowers - Parks	536.49
Lowe's Business Acct/GEMB	10/10/2017	6956	25-00-000-5484	Electrical Supplies - Takiff	56.99
Lowe's Business Acct/GEMB	10/10/2017	6956	65-00-017-5566	Disc Golf Upgrades	139.30
Vendor 10360 - Lowe's Business Acct/GEMB Total:					2,598.90
Vendor: 10120 - Magic of Gary Kantor					
Magic of Gary Kantor	10/03/2017	6912	25-25-638-5300	Contractual - Magic Class	135.00
Vendor 10120 - Magic of Gary Kantor Total:					135.00
Vendor: 10082 - Marianne Nicolosi					
Marianne Nicolosi	10/03/2017	6913	25-25-785-5300	Contractaul - Fitness Classes	597.25
Vendor 10082 - Marianne Nicolosi Total:					597.25
Vendor: 10160 - Market Access					
Market Access	09/19/2017	6792	10-14-000-5305	Liquor Liability Insurance - Be	1,225.00
Market Access	09/19/2017	6792	25-00-000-5305	Liquor Liability Insurance - Ta	350.00
Market Access	10/10/2017	6957	10-14-000-5305	Liquor Liability Insurance	875.00
Market Access	10/10/2017	6957	25-00-000-5305	Liquor Liability Insurance	175.00
Vendor 10160 - Market Access Total:					2,625.00
Vendor: 10166 - Martin Supply Company, Inc.					
Martin Supply Company, Inc.	10/03/2017	6914	25-00-000-5486	4 New Auto Faucets	1,871.40
Vendor 10166 - Martin Supply Company, Inc. Total:					1,871.40
Vendor: 10171 - Mays Chemical					
Mays Chemical	10/03/2017	6915	65-00-017-5569	8 Drums of Glycol	5,981.97
Vendor 10171 - Mays Chemical Total:					5,981.97

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Vendor Name	Payment Date	Payment Number	Account Number	Description (Item)	Amount	
Vendor: 10174 - MCI						
MCI	10/03/2017	6916	25-00-000-5210	Long Distance Phone Svc	68.90	
					Vendor 10174 - MCI Total:	68.90
Vendor: 10191 - Menoni & Mocogni						
Menoni & Mocogni	09/19/2017	6793	25-25-941-5400	Mud Run Supplies	600.50	
Menoni & Mocogni	10/03/2017	6917	65-00-017-5566	Disc Golf Upgrade	75.52	
Menoni & Mocogni	10/03/2017	6917	69-00-000-5519	Split Rail Fence	426.32	
					Vendor 10191 - Menoni & Mocogni Total:	1,102.34
Vendor: 10636 - Michiana, LLC						
Michiana, LLC	10/10/2017	6958	25-25-932-5400	Lunches for School Day Off Pg	495.00	
					Vendor 10636 - Michiana, LLC Total:	495.00
Vendor: 10211 - Mundelein Park District						
Mundelein Park District	09/26/2017	6831	25-25-809-5300	Contractual - CIT Field Trip	238.00	
					Vendor 10211 - Mundelein Park District Total:	238.00
Vendor: 10213 - Mutual Ace Hardware						
Mutual Ace Hardware	10/10/2017	6959	25-00-000-5455	Field Rental Supplies	62.19	
Mutual Ace Hardware	10/10/2017	6959	69-00-000-5519	Astor Park Renovation	504.00	
					Vendor 10213 - Mutual Ace Hardware Total:	566.19
Vendor: 8125 - Natalie Steinmetz						
Natalie Steinmetz	09/19/2017	6794	25-25-315-5400	Reimbursement for Supplies	62.77	
Natalie Steinmetz	10/10/2017	6960	25-00-000-5305	Contractual - Ceramics Birthd	225.00	
					Vendor 8125 - Natalie Steinmetz Total:	287.77
Vendor: 10103 - NCPERS-IL IMRF						
NCPERS-IL IMRF	10/13/2017	6934	10-00-000-2160	IMRF Life-#03298	80.00	
					Vendor 10103 - NCPERS-IL IMRF Total:	80.00
Vendor: 10224 - North Shore Gas Company						
North Shore Gas Company	10/03/2017	6918	10-12-000-5220	Gas/Heat - Parks	41.55	
North Shore Gas Company	10/03/2017	6918	10-15-000-5220	Gas/Heat - Boathouse	45.03	
North Shore Gas Company	10/10/2017	6961	10-12-000-5220	Gas/Heat - Parks	208.07	
					Vendor 10224 - North Shore Gas Company Total:	294.65
Vendor: 10085 - Ole Spanish Services LLC						
Ole Spanish Services LLC	10/03/2017	6919	25-25-402-5300	Contractual - Spanish Class EL	300.00	
Ole Spanish Services LLC	10/03/2017	6919	25-26-000-5386	Contractual - Spanish Class Da	100.00	
					Vendor 10085 - Ole Spanish Services LLC Total:	400.00
Vendor: 10233 - Orkin Pest Control						
Orkin Pest Control	10/10/2017	6962	25-00-000-5355	Takiff Mo Exterminator - Oct	180.92	
					Vendor 10233 - Orkin Pest Control Total:	180.92
Vendor: 10235 - Otis Elevator Company						
Otis Elevator Company	10/03/2017	6920	25-00-000-5355	Takiff Mo Elevator Maint - Oc	467.63	
					Vendor 10235 - Otis Elevator Company Total:	467.63
Vendor: 10110 - PACT Administrative Services Corp						
PACT Administrative Services	10/03/2017	6921	10-11-000-5600	FSA Plan Fees - Oct	77.00	
					Vendor 10110 - PACT Administrative Services Corp Total:	77.00
Vendor: 10237 - Park District of Highland Park						
Park District of Highland Park	09/26/2017	6832	25-25-801-5300	Contractual - Camp Swim Less	7,810.00	
					Vendor 10237 - Park District of Highland Park Total:	7,810.00
Vendor: 10104 - Partnership Financial Credit Union						
Partnership Financial Credit U	09/29/2017	6815	10-00-000-2180	#110123400 J. Barchenger	100.00	
Partnership Financial Credit U	09/29/2017	6815	10-00-000-2180	#86720 Janis	30.00	
Partnership Financial Credit U	09/29/2017	6815	10-00-000-2180	#95910 Mensinger	275.00	
Partnership Financial Credit U	09/29/2017	6815	10-00-000-2180	#880010320 Stowick	20.00	
Partnership Financial Credit U	10/13/2017	6935	10-00-000-2180	#110123400 J. Barchenger	100.00	
Partnership Financial Credit U	10/13/2017	6935	10-00-000-2180	#86720 Janis	30.00	
Partnership Financial Credit U	10/13/2017	6935	10-00-000-2180	#95910 Mensinger	275.00	
Partnership Financial Credit U	10/13/2017	6935	10-00-000-2180	#880010320 Stowick	20.00	
					Vendor 10104 - Partnership Financial Credit Union Total:	850.00

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Vendor: 5208 - Patrick Lentz					
Patrick Lentz	09/19/2017	6795	25-25-941-5300	Contractual - Mud Run Photo	300.00
Vendor 5208 - Patrick Lentz Total:					300.00
Vendor: 10242 - PDRMA					
PDRMA	09/19/2017	6796	10-11-000-5600	Health Insurance - September	33,000.21
PDRMA	09/19/2017	6796	25-26-000-5600	Health Insurance - September	7,948.74
Vendor 10242 - PDRMA Total:					40,948.95
Vendor: 11116 - Personalized Awards					
Personalized Awards	09/26/2017	6833	25-25-941-5400	Mud Run Awards	1,046.35
Vendor 11116 - Personalized Awards Total:					1,046.35
Vendor: 10246 - Petty Cash					
Petty Cash	09/26/2017	6834	10-00-000-1001	Cash Bank for Volunteer Even	500.00
Vendor 10246 - Petty Cash Total:					500.00
Vendor: 10090 - Pride Dojo Inc.					
Pride Dojo Inc.	09/19/2017	6797	25-25-725-5300	Contractual - Fall Karate Class	13,412.55
Vendor 10090 - Pride Dojo Inc. Total:					13,412.55
Vendor: 10398 - Purchase Advantage Card					
Purchase Advantage Card	09/19/2017	6798	25-26-000-5409	Day Care Program Supplies	120.84
Vendor 10398 - Purchase Advantage Card Total:					120.84
Vendor: 10259 - Quill Corporation					
Quill Corporation	09/19/2017	6799	10-11-000-5342	Meeting Expense - Admin	96.25
Quill Corporation	09/19/2017	6799	25-00-000-5351	Equipment Repairs - Rec	159.97
Quill Corporation	09/19/2017	6799	25-00-000-5401	Office Supplies - Rec	206.78
Quill Corporation	09/19/2017	6799	25-00-000-5420	General Supplies - Rec	166.12
Quill Corporation	09/19/2017	6799	25-26-000-5401	Office Supplies - Day Care	41.99
Quill Corporation	09/26/2017	6835	10-11-000-5342	Meeting Expenses - Admin	26.85
Quill Corporation	09/26/2017	6835	25-00-000-5401	Office Supplies - Rec	189.96
Quill Corporation	09/26/2017	6835	25-00-000-5412	Cleaning Supplies - Takiff	16.99
Quill Corporation	09/26/2017	6835	25-00-000-5420	General Supplies - Rec	22.49
Quill Corporation	09/26/2017	6835	65-00-017-5552	Office Chair Replacement	189.99
Quill Corporation	09/26/2017	6835	65-00-017-5552	CREDIT Office Chair Replacem	-189.99
Quill Corporation	09/26/2017	6835	65-00-017-5552	CREDIT Office Chair Replacem	-189.99
Quill Corporation	10/03/2017	6923	10-12-000-5420	General Supplies - Parks	46.99
Quill Corporation	10/03/2017	6923	25-00-000-5401	Office Supplies - Rec	474.38
Quill Corporation	10/03/2017	6923	65-00-017-5552	Office Furniture Contingency	207.98
Vendor 10259 - Quill Corporation Total:					1,466.76
Vendor: 11148 - Racetime					
Racetime	09/26/2017	6836	25-25-941-5300	Contractual - Balance Due Ru	61.23
Vendor 11148 - Racetime Total:					61.23
Vendor: 11165 - Rainbow International Restoration					
Rainbow International Restor	09/26/2017	6837	10-12-000-5990	Linden House Cleaning	1,950.00
Vendor 11165 - Rainbow International Restoration Total:					1,950.00
Vendor: 10597 - Ready Refresh by Nestle					
Ready Refresh by Nestle	09/19/2017	6800	25-00-000-5420	Staff Drinking Water	27.90
Vendor 10597 - Ready Refresh by Nestle Total:					27.90
Vendor: 10375 - Record-A-Hit					
Record-A-Hit	10/03/2017	6924	25-25-904-5300	Contractual - Mom/Son Night	500.00
Record-A-Hit	10/10/2017	6963	25-25-904-5300	Contractual - Balance Due Mo	500.00
Vendor 10375 - Record-A-Hit Total:					1,000.00
Vendor: 10263 - Red's Garden Center Inc.					
Red's Garden Center Inc.	09/19/2017	6801	10-12-000-5494	Seed/Sod - Parks	185.30
Red's Garden Center Inc.	10/10/2017	6964	10-12-000-5490	Plantings/Flowers	427.80
Vendor 10263 - Red's Garden Center Inc. Total:					613.10
Vendor: 10689 - Richard Baskin					
Richard Baskin	10/10/2017	6965	25-25-709-5400	Men's Softball Champions	100.00
Vendor 10689 - Richard Baskin Total:					100.00

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Vendor Name	Payment Date	Payment Number	Account Number	Description (Item)	Amount
Vendor: 11173 - Rick's AutoCare & Collision Repair					
Rick's AutoCare & Collision Re	10/10/2017	6966	10-12-000-5990	Parks Truck Repair	978.00
Vendor 11173 - Rick's AutoCare & Collision Repair Total:					978.00
Vendor: 10767 - Rite Portable Restrooms					
Rite Portable Restrooms	09/19/2017	6802	10-12-000-5353	Portable Toilet Service - Parks	426.00
Rite Portable Restrooms	09/19/2017	6802	10-14-000-5353	Portable Toilet Service - Beac	204.50
Rite Portable Restrooms	09/19/2017	6802	10-15-000-5353	Portable Toilet Service - Boat	204.50
Vendor 10767 - Rite Portable Restrooms Total:					835.00
Vendor: 10269 - RMC Inc.					
RMC Inc.	09/26/2017	6838	10-13-000-5357	Watts Refrig Mo Maint - Octo	265.00
RMC Inc.	10/10/2017	6967	65-00-017-5569	Drain Glycol for Watts Rink Re	6,553.13
Vendor 10269 - RMC Inc. Total:					6,818.13
Vendor: 10270 - Rotary Club of Glencoe					
Rotary Club of Glencoe	10/10/2017	6968	10-11-000-5730	Quarterly Rotary Membership	275.00
Vendor 10270 - Rotary Club of Glencoe Total:					275.00
Vendor: 10275 - Sam's Club Direct Commercial Account Program					
Sam's Club Direct Commercial	09/26/2017	6839	25-00-000-5342	Rec Meeting Supplies	33.90
Sam's Club Direct Commercial	09/26/2017	6839	25-00-000-5420	General Rec Supplies	68.18
Sam's Club Direct Commercial	09/26/2017	6839	25-25-941-5400	Mud Run Supplies	222.85
Vendor 10275 - Sam's Club Direct Commercial Account Program Total:					324.93
Vendor: 10654 - Sandra K Culver					
Sandra K Culver	10/03/2017	6925	25-25-785-5300	Contractual - Fitness Rowing	244.26
Vendor 10654 - Sandra K Culver Total:					244.26
Vendor: 10515 - Sarah Hall					
Sarah Hall	09/19/2017	6803	25-00-000-5305	Contractual - Theatre Birthda	250.00
Vendor 10515 - Sarah Hall Total:					250.00
Vendor: 10787 - School Health Corp					
School Health Corp	09/19/2017	6804	10-13-000-5430	First Aid Supplies - Watts	200.00
School Health Corp	09/19/2017	6804	10-14-000-5430	CREDIT First Aid Supplies - Be	-112.02
School Health Corp	09/19/2017	6804	10-14-000-5430	First Aid Supplies - Beach	150.40
Vendor 10787 - School Health Corp Total:					238.38
Vendor: 11160 - Shaun Christopher Whitley					
Shaun Christopher Whitley	09/26/2017	6840	25-26-000-5386	Contractual - Day Care Music	150.00
Shaun Christopher Whitley	10/03/2017	6926	25-26-000-5386	Contractual - Day Care Music	150.00
Shaun Christopher Whitley	10/10/2017	6969	25-26-000-5386	Contractual - Day Care Music	150.00
Vendor 11160 - Shaun Christopher Whitley Total:					450.00
Vendor: 10279 - Sherwin-Williams Company					
Sherwin-Williams Company	10/10/2017	6970	10-13-000-5483	Paint - Watts	62.56
Sherwin-Williams Company	10/10/2017	6970	25-00-000-5483	Paint - Takiff	168.20
Sherwin-Williams Company	10/10/2017	6970	65-00-017-5566	Paint - Disc Golf	80.16
Vendor 10279 - Sherwin-Williams Company Total:					310.92
Vendor: 10706 - Southeastern Security Consultants, Inc					
Southeastern Security Consult	10/10/2017	6971	45-00-000-5335	Background Checks - Septem	185.00
Vendor 10706 - Southeastern Security Consultants, Inc Total:					185.00
Vendor: 10285 - Specialty Floors, Inc.					
Specialty Floors, Inc.	10/10/2017	6972	25-00-000-5350	Gym Floor Resealing	2,728.00
Vendor 10285 - Specialty Floors, Inc. Total:					2,728.00
Vendor: 10108 - State Disbursement Unit					
State Disbursement Unit	09/29/2017	6816	10-00-000-2190	M Barrios,335-98-0452,FIPS#	195.90
State Disbursement Unit	10/13/2017	6936	10-00-000-2190	M Barrios,335-98-0452,FIPS#	195.90
Vendor 10108 - State Disbursement Unit Total:					391.80
Vendor: 11161 - Stefanie Boron					
Stefanie Boron	09/20/2017	6813	10-11-000-5340	NRPA Conference - Cash Adva	150.00
Vendor 11161 - Stefanie Boron Total:					150.00

Voucher List of Bills

Payment Dates: 09/16/2017 - 10/13/2017

Vendor Name	Payment Date	Payment Number	Account Number	Description (Item)	Amount
Vendor: 11168 - TimeClock Plus, Inc.					
TimeClock Plus, Inc.	10/03/2017	6927	65-00-017-5554	Timeclock Software System	21,886.14
Vendor 11168 - TimeClock Plus, Inc. Total:					21,886.14
Vendor: 10301 - Tyler Business Forms					
Tyler Business Forms	10/03/2017	6928	25-00-000-5401	A/P & P/R Checks	676.32
Vendor 10301 - Tyler Business Forms Total:					676.32
Vendor: 10307 - Vanguard Energy Service, LLC					
Vanguard Energy Service, LLC	10/03/2017	6929	10-13-000-5230	Bulk Energy - Watts	19.30
Vanguard Energy Service, LLC	10/03/2017	6929	25-00-000-5230	Bulk Energy - Takiff	1,944.25
Vendor 10307 - Vanguard Energy Service, LLC Total:					1,963.55
Vendor: 10306 - Van's Enterprises, LTD.					
Van's Enterprises, LTD.	09/19/2017	6805	10-12-000-5585	Site Development - Parks	1,395.00
Vendor 10306 - Van's Enterprises, LTD. Total:					1,395.00
Vendor: 10099 - Vantagepoint Trf Agents-457					
Vantagepoint Trf Agents-457	09/29/2017	6817	10-00-000-2140	ICMA - A/C#301403	1,084.61
Vantagepoint Trf Agents-457	10/13/2017	6937	10-00-000-2140	ICMA - A/C#301403	1,084.61
Vendor 10099 - Vantagepoint Trf Agents-457 Total:					2,169.22
Vendor: 10309 - Verizon Wireless					
Verizon Wireless	10/03/2017	6930	25-00-000-5210	Cell Phone Service	932.78
Vendor 10309 - Verizon Wireless Total:					932.78
Vendor: 10457 - Village of Glencoe					
Village of Glencoe	10/10/2017	6973	10-12-000-5480	Fuel/Gas - Parks	1,185.42
Village of Glencoe	10/10/2017	6973	10-14-000-5358	Beach Water Testing	1,658.00
Village of Glencoe	10/10/2017	6973	25-00-000-5360	Glencoe Quarterly Newsletter	621.62
Vendor 10457 - Village of Glencoe Total:					3,465.04
Vendor: 10314 - Walmart Community					
Walmart Community	09/26/2017	6842	25-00-000-5405	Party Rental Supplies	18.98
Walmart Community	09/26/2017	6842	25-25-401-5400	ELC Supplies	166.75
Walmart Community	09/26/2017	6842	25-25-402-5400	ELC Supplies	166.73
Walmart Community	09/26/2017	6842	25-25-403-5400	ELC Supplies	166.75
Walmart Community	09/26/2017	6842	25-25-952-5400	Summer Event Supplies	90.13
Walmart Community	09/26/2017	6842	25-26-000-5403	Day Care Program Supplies	205.79
Walmart Community	09/26/2017	6842	25-26-000-5409	Day Care Internal Food Svc Su	289.64
Walmart Community	09/26/2017	6842	25-26-000-5460	Day Care Food Equipment	52.80
Vendor 10314 - Walmart Community Total:					1,157.57
Vendor: 10700 - Warehouse Direct Workplace Solutions					
Warehouse Direct Workplace	09/19/2017	6806	10-13-000-5412	Custodial Supplies - Watts	1,200.00
Warehouse Direct Workplace	09/19/2017	6806	25-00-000-5412	Custodial Supplies - Takiff	628.70
Warehouse Direct Workplace	09/19/2017	6806	25-26-000-5412	Custodial Supplies - Day Care	1,200.00
Vendor 10700 - Warehouse Direct Workplace Solutions Total:					3,028.70
Vendor: 10882 - Welcome Wagon					
Welcome Wagon	10/03/2017	6931	25-00-000-5360	Welcome Wagon Marketing	413.42
Vendor 10882 - Welcome Wagon Total:					413.42
Vendor: 11085 - West Marine Pro					
West Marine Pro	10/10/2017	6974	10-15-000-5480	Gas/Lube - Boat House	92.92
Vendor 11085 - West Marine Pro Total:					92.92
Vendor: 10316 - Wheeling Park District					
Wheeling Park District	10/03/2017	6932	25-25-809-5300	Contractual - CIT Field Trip	278.00
Vendor 10316 - Wheeling Park District Total:					278.00
Vendor: 11102 - Wight & Company					
Wight & Company	10/03/2017	6933	65-00-017-5551	Design Services - Front Desk	1,500.00
Wight & Company	10/03/2017	6933	69-00-000-5535	Design Services - Fitness Area	653.15
Vendor 11102 - Wight & Company Total:					2,153.15

Voucher List of Bills

Payment Dates: 09/16/2017 - 10/13/2017

Vendor Name	Payment Date	Payment Number	Account Number	Description (Item)	Amount
Vendor: 10102 - Wisconsin Dept of Revenue					
Wisconsin Dept of Revenue	10/03/2017	DFT0000518	10-00-000-2111	WI Mo Withholding - Sept 20	342.36
				Vendor 10102 - Wisconsin Dept of Revenue Total:	<u>342.36</u>
				Vendor Set AP Vendors Total:	<u>713,852.90</u>

Voucher List of Bills

Payment Dates: 09/16/2017 - 10/13/2017

Vendor Name	Payment Date	Payment Number	Account Number	Description (Item)	Amount
Vendor Set: Employees - Employees					
Vendor: 5667 - Carol Mensinger					
Carol Mensinger	09/20/2017	6807	10-11-000-5340	NRPA Conference - Cash Adva	340.00
Vendor 5667 - Carol Mensinger Total:					340.00
Vendor: 5202 - Chris Leiner					
Chris Leiner	09/20/2017	6808	10-12-000-5340	NRPA Conference - Cash Adva	295.00
Vendor 5202 - Chris Leiner Total:					295.00
Vendor: 5415 - Erin Maassen					
Erin Maassen	09/20/2017	6810	25-00-000-5340	NRPA Conference - Cash Adva	295.00
Vendor 5415 - Erin Maassen Total:					295.00
Vendor: 5894 - Jennifer Munck					
Jennifer Munck	10/10/2017	6950	25-25-402-5400	Reimbursement - ELC Supplie	21.00
Vendor 5894 - Jennifer Munck Total:					21.00
Vendor: 7621 - Jenny Runkel					
Jenny Runkel	10/03/2017	6909	10-11-000-5341	Reimbursement - Mileage	57.78
Vendor 7621 - Jenny Runkel Total:					57.78
Vendor: 8170 - Jessica Stockl					
Jessica Stockl	10/10/2017	6951	25-26-000-5403	Reimbursement - Day Care Su	17.46
Jessica Stockl	10/10/2017	6951	25-26-000-5430	Reimbursement - Day Care Fir	16.00
Vendor 8170 - Jessica Stockl Total:					33.46
Vendor: 7171 - Jon Pranian					
Jon Pranian	10/10/2017	6953	25-25-432-5300	Reimbursement - EC Field Tri	35.00
Vendor 7171 - Jon Pranian Total:					35.00
Vendor: 7467 - Kerri Ringel					
Kerri Ringel	09/19/2017	6789	25-25-414-5400	Reimbursement - Enrichment	30.31
Vendor 7467 - Kerri Ringel Total:					30.31
Vendor: 7851 - Lisa Sheppard					
Lisa Sheppard	09/20/2017	6812	10-11-000-5340	NRPA Conference - Cash Adva	340.00
Vendor 7851 - Lisa Sheppard Total:					340.00
Vendor: 3183 - Paul Goedjen					
Paul Goedjen	10/03/2017	6922	25-00-000-5341	Mileage Reimbursement	26.16
Vendor 3183 - Paul Goedjen Total:					26.16
Vendor: 7406 - Stacey Resnick					
Stacey Resnick	09/26/2017	6841	25-25-401-5400	Reimbursement - ELC Supplie	13.77
Vendor 7406 - Stacey Resnick Total:					13.77
Vendor: 10732 - Steve Gaines					
Steve Gaines	09/20/2017	6814	10-11-000-5340	NRPA Conference - Cash Adva	150.00
Vendor 10732 - Steve Gaines Total:					150.00
Vendor Set Employees Total:					1,637.48
Grand Total:					715,490.38

Report Summary

Fund Summary

Fund	Payment Amount
10 - CORPORATE FUND	215,745.28
25 - RECREATION FUND	91,974.64
45 - LIABILITY INSURANCE FUND	435.00
65 - CAPITAL PROJECTS FUND	60,997.31
69 - MASTER PLAN CAPITAL PROJECTS	346,338.15
Grand Total:	715,490.38

Account Summary

Account Number	Account Name	Payment Amount
10-00-000-1001	PETTY CASH	500.00
10-00-000-2095	OUTSTANDING CHECK P	108.58
10-00-000-2100	FEDERAL WITHHOLDING	21,780.96
10-00-000-2110	IL STATE WITHHOLDING	9,267.21
10-00-000-2111	WI STATE WITHHOLDIN	342.36
10-00-000-2120	SOCIAL SECURITY WITH	26,168.24
10-00-000-2130	MEDICARE WITHHOLDING	6,120.18
10-00-000-2140	ICMA DEF COMP WITHO	2,169.22
10-00-000-2150	IMRF WITHHOLDING	49,423.21
10-00-000-2155	IMRF VAC WITHHOLDING	2,820.00
10-00-000-2160	SUPPL IMRF LIFE WITHO	80.00
10-00-000-2170	AFLAC WITHHOLDING	376.00
10-00-000-2180	CREDIT UNION WITHOL	850.00
10-00-000-2190	GARNISHMENT WITHOL	391.80
10-11-000-5311	LEGAL NOTICES	41.67
10-11-000-5340	CONFERENCES AND TRA	980.00
10-11-000-5341	MILEAGE REIMBURSEM	57.78
10-11-000-5342	OFFICIALS/MEETING EXP	326.68
10-11-000-5355	MAINTENANCE SERVICE	7,221.22
10-11-000-5420	SUPPLIES - GENERAL	25.19
10-11-000-5600	HEALTH INSURANCE PRE	33,077.21
10-11-000-5730	DUES/MEMBERSHIPS	275.00
10-12-000-5210	TELEPHONE/INTERNET	150.81
10-12-000-5220	FUEL/HEAT	249.62
10-12-000-5230	ELECTRICITY	474.32
10-12-000-5340	CONFERENCES AND TRA	685.00
10-12-000-5348	SHARED SVCS-CONT MO	2,060.00
10-12-000-5349	CONTRACTL-HORT/LAN	15,786.00
10-12-000-5350	MAINTENANCE SERVICE	1,139.50
10-12-000-5351	REPAIRS - EQUIPMENT	1,262.13
10-12-000-5353	DISPOSAL/PORTOLET SE	1,211.80
10-12-000-5420	SUPPLIES - GENERAL	46.99
10-12-000-5450	SUPPLIES - EQUIPMENT	431.91
10-12-000-5480	GASOLINE/LUBRICANTS	1,185.42
10-12-000-5481	SUPPLIES-CONSTRUCTIO	489.13
10-12-000-5484	SUPPLIES-ELECTRICAL/B	843.52
10-12-000-5485	SUPPLIES-ICEMELT/SALT	426.80
10-12-000-5486	SUPPLIES-PLUMBING	1,161.48
10-12-000-5488	SUPPLIES-POWER TOOL	427.99
10-12-000-5490	SUPPLIES-PLANTINGS/FL	1,080.49
10-12-000-5492	SUPPLIES-TREES/SHRUB	4,225.00
10-12-000-5493	SUPPLIES-FERTILIZER/CH	558.00
10-12-000-5494	SUPPLIES-SEED/SOD	185.30
10-12-000-5496	SUPPLIES-ATHLETIC MAI	852.00
10-12-000-5585	PAVEMENT & SITE DEVE	2,595.00
10-12-000-5990	CONTINGENCY	2,928.00
10-13-000-5210	TELEPHONE/INTERNET	169.80
10-13-000-5230	ELECTRICITY	833.22

Account Summary

Account Number	Account Name	Payment Amount
10-13-000-5350	MAINTENANCE SERVICE	355.80
10-13-000-5352	REPAIRS - BUILDINGS	1,583.36
10-13-000-5353	DISPOSAL/PORTOLET SE	106.00
10-13-000-5357	MAINT SERVICE-REFRIG	265.00
10-13-000-5412	CUSTODIAL/CLEANING S	1,200.00
10-13-000-5416	SUPPLIES-ICE MAKING	1,291.05
10-13-000-5430	SUPPLIES - FIRST AID	200.00
10-13-000-5481	SUPPLIES-CONSTRUCTIO	126.49
10-13-000-5483	SUPPLIES-PAINT	79.26
10-13-000-5484	SUPPLIES-ELECTRICAL/B	42.51
10-13-000-5485	SUPPLIES-ICEMELT/SALT	426.80
10-13-000-5588	BUILDING IMPROVEME	795.00
10-14-000-4545	RENTAL - GROUP USE	36.00
10-14-000-5210	TELEPHONE/INTERNET	165.90
10-14-000-5230	ELECTRICITY	73.79
10-14-000-5305	PARTY RENTAL ENTERM	2,100.00
10-14-000-5350	MAINTENANCE SERVICE	88.95
10-14-000-5352	REPAIRS - BUILDINGS	185.00
10-14-000-5353	DISPOSAL/PORTOLET SE	204.50
10-14-000-5358	DAILY WATER TESTING S	1,658.00
10-14-000-5430	SUPPLIES - FIRST AID	38.38
10-15-000-5220	FUEL/HEAT	45.03
10-15-000-5230	ELECTRICITY	430.35
10-15-000-5350	MAINTENANCE SERVICE	88.95
10-15-000-5353	DISPOSAL/PORTOLET SE	204.50
10-15-000-5480	GASOLINE/LUBRICANTS	92.92
25-00-000-5210	TELEPHONE/INTERNET	2,279.57
25-00-000-5230	ELECTRICITY	12,123.84
25-00-000-5305	PARTY RENTAL ENTERM	1,350.00
25-00-000-5321	CONSULTING-ONLINE/O	1,011.50
25-00-000-5340	CONFERENCES AND TRA	445.00
25-00-000-5341	MILEAGE REIMBURSEM	26.16
25-00-000-5342	OFFICIALS/MEETING EXP	33.90
25-00-000-5350	MAINTENANCE SERVICE	3,172.75
25-00-000-5351	REPAIRS - EQUIPMENT	3,677.78
25-00-000-5352	REPAIRS - BUILDINGS	369.00
25-00-000-5353	DISPOSAL/PORTOLET SE	322.00
25-00-000-5355	MAINTENANCE SERVICE	1,682.53
25-00-000-5360	PRINTING/MARKETING/	1,645.31
25-00-000-5362	PHOTOGRAPHY	451.98
25-00-000-5401	OFFICE SUPPLIES	1,658.39
25-00-000-5405	PARTY RENTAL SUPPLIES	169.20
25-00-000-5412	CUSTODIAL/CLEANING S	645.69
25-00-000-5420	SUPPLIES - GENERAL	679.65
25-00-000-5451	SUPPLIES - BUILDING PA	199.00
25-00-000-5455	SUPPLIES-FIELD RENTAL	62.19
25-00-000-5481	SUPPLIES-CONSTRUCTIO	54.25
25-00-000-5483	SUPPLIES-PAINT	168.20
25-00-000-5484	SUPPLIES-ELECTRICAL/B	97.90
25-00-000-5485	SUPPLIES-ICEMELT/SALT	426.80
25-00-000-5486	SUPPLIES-PLUMBING	1,914.24
25-00-000-5487	SUPPLIES-POWER TOOL	28.49
25-00-000-5588	BUILDING IMPROVEME	4,149.92
25-00-000-5740	COMMUNITY GRP CONT	5,250.00
25-25-315-5400	SUPPLIES-ADULT CERAM	62.77
25-25-401-5300	CONTRACTL-ELC 3YR	125.00
25-25-401-5400	SUPPLIES-ELC 3YR	477.19
25-25-402-5300	CONTRACTL-ELC 4YR	743.00

Account Summary

Account Number	Account Name	Payment Amount
25-25-402-5400	SUPPLIES-ELC 4YR	502.14
25-25-403-5300	CONTRACTL-ELC 2YR	125.00
25-25-403-5400	SUPPLIES-ELC 2YR	529.15
25-25-414-5400	SUPPLIES-EXPL N DISCVR	30.31
25-25-432-5300	CONTRACTL-PRESCHOO	35.00
25-25-638-5300	CONTRACTL-PRESTO MA	135.00
25-25-707-5400	SUPPLIES-BOYS HOUSE	150.00
25-25-709-5400	SUPPLIES-MENS SOFTBA	300.00
25-25-711-5400	SUPPLIES-PEE WEE BASK	251.71
25-25-712-5400	SUPPLIES-3 on 3 BASKET	100.00
25-25-722-5400	SUPPLIES-YOUTH BASEB	284.00
25-25-725-5300	CONTRACTL-KARATE CL	13,412.55
25-25-740-5400	SUPPLIES-TRAVELING BA	200.00
25-25-785-5300	CONTRACTL-GPD FITNES	1,238.62
25-25-801-5300	CONTRACTL-SUN FUN C	7,810.00
25-25-809-5300	CONTRACTL-COUNSELO	516.00
25-25-904-5300	CONTRACTL-MOTHER/S	2,175.00
25-25-913-5400	SUPPLIES-HALLOWEEN P	46.17
25-25-932-5300	CONTRACTL-SCHOOL DA	263.24
25-25-932-5400	SUPPLIES-SCHOOL DAYS	495.00
25-25-933-5400	SUPPLIES-TEEN SCENE	32.63
25-25-941-5300	CONTRACTL-YOUTH OBS	361.23
25-25-941-5400	SUPPLIES-YOUTH OBSTA	2,776.28
25-25-952-5400	SUPPLIES-SUMMER SPE	90.13
25-26-000-5340	CONFERENCES AND TRA	50.00
25-26-000-5360	PRINTING/MARKETING/	449.28
25-26-000-5386	SERVICES-DAYCARE PRO	938.62
25-26-000-5387	NURSE SERVICES	85.00
25-26-000-5401	OFFICE SUPPLIES	41.99
25-26-000-5403	DAYCARE PROGRAM SU	2,076.48
25-26-000-5409	SUPPLIES-INTERNAL FO	1,587.75
25-26-000-5412	SUPPLIES-CLEANING/CU	1,200.00
25-26-000-5430	SUPPLIES - FIRST AID	16.00
25-26-000-5460	SUPPLIES-FOOD EQUIP	218.42
25-26-000-5600	HEALTH INSURANCE PRE	7,948.74
45-00-000-5335	WELLNESS/PRE-PLACEM	185.00
45-00-000-5765	SAFETY INCENTIVE AWA	250.00
65-00-000-5990	CONTINGENCY	4,000.00
65-00-017-5551	RE-CONFIG FRONT DESK	1,600.43
65-00-017-5552	OFFICE FURNITURE CON	1,822.99
65-00-017-5553	ANNUAL HARDWARE RE	2,485.28
65-00-017-5554	TIMECLOCK MGMT SYST	21,886.14
65-00-017-5566	FRISBEE GOLF UPGRADE	2,549.56
65-00-017-5567	REPLACE WATTS RUBBE	1,186.95
65-00-017-5569	COOLING SYS/RINK FLO	12,789.46
65-00-017-5572	AUTOMATED BLDG SYS	12,676.50
69-00-000-5517	ASTOR PARK-Design Svc	450.00
69-00-000-5518	ASTOR PARK-Constructi	83,190.00
69-00-000-5519	ASTOR PARK-Owner lte	6,788.66
69-00-000-5525	WEST PLAYGROUND-De	2,753.70
69-00-000-5526	WEST PLAYGROUND-Co	139,462.20
69-00-000-5527	WEST PLAYGROUND-Ow	106.19
69-00-000-5528	WEST PLAYGROUND-Dis	61,645.95
69-00-000-5531	TAKIFF PARKING-Ph 1-C	51,288.30
69-00-000-5535	TAKIFF FITNESS-Design S	653.15
	Grand Total:	715,490.38

Project Account Summary

Project Account Key
None

Payment Amount
715,490.38

715,490.38

Grand Total:

Authorization Signatures

To the Board of Commissioners

The payment of the above listed accounts has been approved by the Board of Commissioners at their meeting held on October 17, 2017 and you are hereby authorized to pay them from the appropriate funds.

Treasurer, Park Board of Commissioners

Secretary/Executive Director

VI. Presentation of the Glencoe Lakefront Annual Report

Glencoe Park District
October 2017 Board Meeting

2017 GLENCOE LAKEFRONT ANNUAL REPORT



10/17/2017

The following document provides a summary and analysis of the 2017 operation of the Glencoe Boathouse and Glencoe Beach.

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INTRODUCTION

The Glencoe Beach is one of the premier lakefront facilities in the north shore region of Chicago on Lake Michigan. The beach sits below a towering bluff and spans almost a quarter mile of shoreline. The beach is accessible by two access roads leading down the bluff as well as a flight of stairs from the “halfway house” which acts as a check-in point for guests when a cashier is staffed. The Glencoe Beach is comprised of the south side of the beach featuring a swimming area and beach house and the north end, which features boat storage as well as a boathouse. The beach is divided by the Glencoe Public Works Water Plant.

FACILITY IMPROVEMENTS

Prior to the start of the season, a multitude of upgrades were made to the swimming beach, beach house, boathouse and halfway house.

At the halfway house, staff trenched and installed the necessary infrastructure to support the new computerized point of sale system, which allowed patrons to use credit cards at the facility. Minor repairs to the stone stairs and retaining walls were also completed. Major landscaping was done on the bluff areas to remove invasive species and overgrown material.

At the swimming beach, new boat and paddleboard racks were built by the parks department, picnic tables replaced, pier railings painted, and staff custom installed a small drainage system to move water away from the toe of the bluff and onto the beach to prevent the trellis areas from flooding

At the beach house, staff discovered a break in the water main inside the beach facility; repairs brought the existing water main up to code, ensuring easier seasonal transitions. The Parks Department painted the inside of the beach house and concession stand. Additional improvements were also done in the concession stand which included replacing the ice machine, freezer air curtains, and upgrades to electrical system to support the concession vendor.

On the boating beach, staff completed a major facility facelift to the boathouse. Updates include new bathroom tile, lockers, windows, interior painting, as well as new LED light fixtures replaced old out of date fixtures. Additionally, two interior facility doors and frames were replaced. Working with the Recreation Team, the inside of the boathouse was reconfigured to maximize space and develop a class room area for the new aquatics camp.

This was all in addition to the preseason tasks completed every season.

MARKETING

Traditional Marketing

Staff included beach articles and information in the Spring/Summer Brochure, the summer Glencoe Quarterly issue, and the Summer Sampler, our 4-page mailer to residents. A jumbo postcard was mailed to season pass holders from the last three years. Information on pass sales, special events, and classes was also promoted on the Park District TVs, flyers, posters, website, at special events, and on signage at the beach.

We did a beach towel giveaway to promote the first day of pass sales, and are offering an early bird discount through May 9, along with special “fast track” times to purchase beach passes.

Glencoe Beach was in the news a number of times. In addition to the Glencoe News and Glencoe Anchor, the beach was mentioned in Time Out Chicago, Crain's Chicago Business, Daily North Shore, and Hula Frog. We also purchased ads in the Chicago North Shore Convention and Visitor Bureau Visitor's Guide as well as a targeted ad in the Chicago Botanic Garden seasonal magazine.

Signage

This year, we focused on clear information and a focus on rentals and beach. A new water trail map was added for renters and ads for our new sailing/aquatics camps, along with a significant number of informational signs replaced. This was done to update pricing and date information, as well as to create a uniform identity in accordance with our branding standards.

Social Media

On social media, we focused on the visual beauty of Glencoe Beach. Utilizing Facebook, Twitter, Instagram, and Pinterest, we worked to curate user content and share stunning images of Glencoe Beach. The content is curated throughout the year, with a greater focus on sharing in the months leading up to the official start of the season.

In addition to the Glencoe Park District's general Facebook page, Glencoe Beach has its own business page. To date, the page has 1,645 likes (up from 1,168 in 2016). On a daily basis, the page is tagged with people's beach photos and check-ins. The page has also become a customer service channel, with Facebook users opting to use the private message service to inquire about beach conditions and rental services.

On Instagram and Facebook, we shared user's images on a weekly basis, generating more likes and fulfilling the very nature of social media.

We also purchased a one month Facebook and Instagram ad campaign, designed to capture new email addresses. The campaign reached 6,267 people, generating 8,201 impressions and resulting in 116 clicks to our email form. We also did a beach rental promotion, which included beach events, on Facebook and Instagram, which reached 357 people and resulted in nine post engagements.

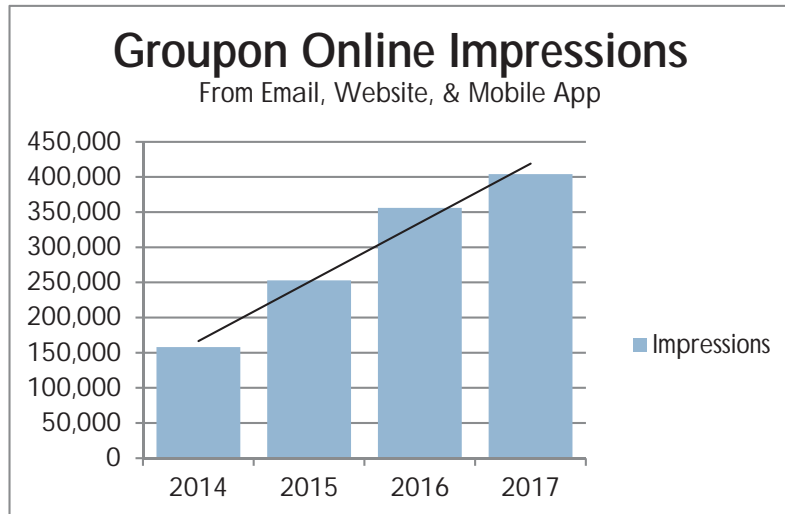
Online Marketing

Staff sent seventeen targeted email blasts to promote early bird pass sales, general beach passes, aquatics/sailing camps, beach fitness classes, beach rentals, and special events. The average open rate for beach emails was 33.81%.

We used Google AdWords to drive paid search traffic, specifically targeting popular keywords like “best beaches”, “park district”, “lake Chicago beach”, “closest beach to”, etc. The ad was viewed by 2,532 people, resulting in 576 website clicks and 331 map clicks for directions.

Once again, a Groupon was offered for kayaking/ paddleboarding at the beach. This is the fourth year we offered the deal, and we can start to see some

trends. The deal generated \$1,970.84, which is a significant decrease from the \$3,054.40 we earned in 2016. The deal is intended to generate awareness outside the Glencoe community of our rental offerings, which it successfully did with 47% of sales to new customers. The number of online impressions increased this year by over 48,200, which is generated from Groupon email blasts, displays on the Groupon mobile app use, and displays on the Groupon website.



	Groupons Sold	Redeemed	Revenue	Impressions
2017	94	45 (47.87%)	\$1,970.84	404,200
2016	184	95 (52%)	\$3,054.40	356,000
2015	105	29 (28%)	\$1,524.58	253,055
2014	79	21 (26%)	\$1,188.73	158,134

STAFFING AND TRAINING

Staffing

Seasonal summer beach staffing continues to be an industry wide issue on the North Shore, with many facilities struggling to recruit staff with high level qualifications. A total number of 61 employees were hired in 2017 compared to 44 in 2016. Of that group, 24 of those employees were returning while 37 were new to the Park District. With the difficulty of hiring, a focus was placed on increasing the flexibility of staff. As a result, 19 staff members were cross trained in multiple jobs and were capable of working two or more positions at either beach.

Staffing Levels by Position

	Total Staff	Operations Manager	Beach/Boat Manager	Lifeguards	Beach Services	Boat Guards	Camp Staff
2017	61	2	8	26	21	27	9
2016	44	1	9	26	15	25	7
2015	55	2	8	14	12	13	6

Due to the cross training, major staff shortages were not experienced during the regular season. Cross training and job rotation also helps improve staff morale by reducing fatigue, developing new skills and enhances communication between the boating and swimming beach.

Training

Lifeguard training

In addition to successfully completing the Red Cross Instructor Trainer class, Paul Kuhns, Jack Dittrich, Bobby Collins, and Jackson Brownlee led 16 hours of preseason training at Centennial pool in Wilmette. During this training, guards were required to demonstrate their swimming abilities by passing a 550 yard swim, treading water for 2 minutes and swim a timed event. Guards also practiced rescue techniques and watched videos on active/passive/multiple/submerged victim rescues, water entries and back boarding.

During on land training staff reviewed emergency action plans, bloodborne pathogen training, first aid, and CPR with AED training. Operating protocols were discussed in detail. Guards also completed 6 hours of training at the beach. During this training guards were walked through an average day at the beach, learned how to administer swim tests, practiced for "Code Adam" situations, performed deep water line searches, and practiced activating the EAP. At the end of this training all guards were required to pass a waterfront exam, practical exam, and written exam.

Additional training held during the season in the form of two-hour in-services that guards were required to attend twice a month. During these in-services guards practiced all the skills they learned in training to ensure they were always ready to respond to an emergency.

Boathouse training

Boat guards and sailing instructors were all required to complete nine hours of training at the Glencoe boathouse prior to the season starting. During this training staff learned about the daily operations of the boathouse, safety equipment, water/medical emergencies, "Code Adam", and radio use.

New boat guards also took an 18 hour powerboat training course led by Bobby Collins. During this training, guards first learned about boat safety/parts, safety equipment, docking, storage, and rescue equipment. After learning these basic skills, guards were then taught how to drive and dock the boats used for boater assistance. At the end of this course all participating boat guards were required to pass both a written and practical exam.

This training course is recommend by PDRMA and is a Coast Guard recognized qualification. Any staff member who operates a Park District motorized vessels must complete the course.

All lead sailing and camp staff either obtained or renewed their US Sailing instructor qualifications. The program is a 40 hour training course that focuses on running safe sailing classes, developing teaching skills and creating a fun learning environment for students. This qualification is required for our head sailing instructor and strongly encouraged for all sailing staff.

Beach Services

Beach services staff engaged in four hours of preseason training that took place at the Glencoe Beach. During this training, staff were taught the basic functions of the beach house, how to use the new computer system, credit card processing, beach rules/regulations, customer service skills, and were run through a normal shift. Staff members who were qualified to drive the golf cart underwent additional training.

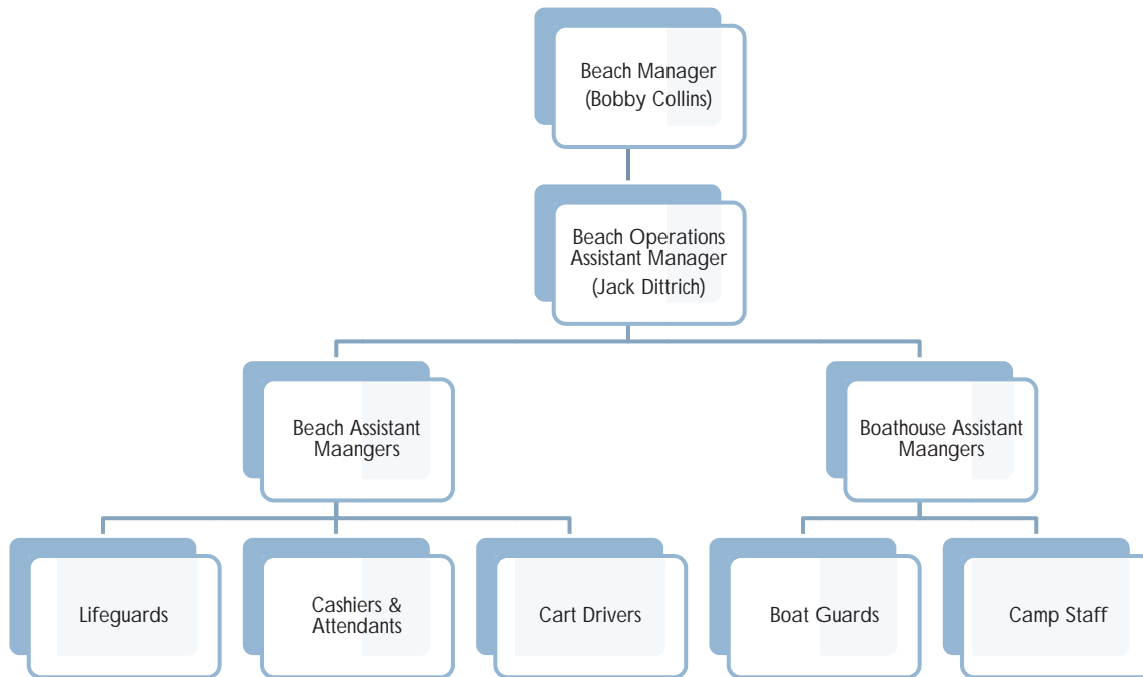
Manager Training

A new manager training was developed and led by Bobby Collins to improve staff knowledge of policies and procedures. Mike Lushniak conducted leadership and customer service training for all beach and boathouse managers. The focus of the training was to develop leadership skill in managers and help them troubleshoot common staffing conflict.

Camp Staff Training

Camp staff spent approximately four hours training on location at the boathouse. Led by the aquatics camp director and the facility supervisor, staff training focused on daily operations at the boathouse, emergency procedures, as well as camp curriculum. Staff reviewed procedures for inclement weather, beach closure, and special accommodations for campers. Any aquatics camp counselors operating a Park District powerboat obtained their powerboat certification from Bobby Collins. Any aquatics camp counselors directly supervising children in the water obtained or renewed their American Red Cross lifeguard certificate with waterfront skills module.

Beach Organizational Chart



SWIMMING BEACH OPERATION

Swimming Beach Overview

The swimming beach is staffed from Memorial Day to Labor Day. Outside of those dates the beach is still accessible to the public, but visitors are not charged and lifeguards are not staffed. The swimming beach uses the Paul and Ada Safran Beach House as its hub. This facility features men's and women's changing rooms, customer service desk, manager's office, staff break room, maintenance closet, and a concession stand which is contracted out to local vendor, North Shore Catering. The swimming beach also features a designated swimming area, playground in the sand, large trellis, five sun shelters available to rent, two volleyball nets, pier, and boardwalk.

Daily Operations and Usage

Dates and Hours of Operation

Preseason: May 27-29 & June 2-4 | 10:00am-7:00pm

Regular Season: June 5-July 30 | 10:00am-8:00pm

Fourth of July Holiday Hours | CLOSED

Post Season: July 31-August 20, August 26-27 & September 2-4 | 10:00am – 7:00pm

Customer Service

Weekends and holidays are traditionally high traffic days for the swimming beach. To improve the quality of customer service, on weekends a front desk cashier was staffed at the beach house. This position increased the level of customer service by reducing the number different staff interactions necessary to help the customer.

After Labor Day, the beach house was opened on warm days to accommodate beach goers. The bathrooms were accessible but no staff was on site. On weekends with nice weather, an attendant would maintain the beach house.

Facility Cleaning

During peak times, cleanliness of the bathrooms, trellis, and sun shelter were identified as an area to continue focus. Beach services and supervisors made diligent efforts to ensure that these areas were attended to on a regular basis.

After the beach closed at 8:00pm during the regular season, many patrons would remain on the beach until 10:00pm when they were required to leave. To increase beach cleanliness, the Parks Team continued early morning beach grading and cleaning to ensure that the beach was ready for residents and patrons who utilize the facility early in the morning and that the beach was ready for daily opening.

Revenue Collection

In previous years, one of the most common requests by patrons was to have the ability to process credit card payments. In order to address the issue, a new POS system and pass software were installed allowing patrons to pay with credit cards. This change resulted in an increase in customer satisfaction and revenue as patrons without cash were still able to pay admission. 44% of all daily admission transactions were credit card payments.

Private Fitness Classes

Private fitness classes utilizing the Glencoe Park District beach facilities are now required to purchase season permit at a cost of \$75 and produce a Certificate of Insurance. This was implemented to formalize relationships with local fitness businesses and reduce the potential liability to the Park District. Staff continues to be vigilant with the enforcement of these permits.

Outside Camps and Swim Testing

Visiting camps love coming to the Glencoe Beach and often comment on their positive experience. Statistically, camps visiting a beach facility increase the risk of potential rescues and other emergencies at that facility. To continually improve the level of safety, management staff worked with PDRMA to develop operating standards necessary to ensure camper, counselor, and staff safety. All camps, both internal and external are required to check in with the manager on duty on each visit to the beach to ensure the head counselor was aware of swim test procedures, safety concerns, and facility rules. In addition to talking to the head counselor, staff talked to all the campers about beach rules and meeting locations.

Lifeguards and supervisors are trained in swim test procedures and wristband coloring system recommend by PDRMA. Last year, the yellow band (identifying weak swimmers) was removed. Swimmers are identified as swimmer (green band) and non-swimmers (red band). Swim tests were only administered to Glencoe Park District camps. External camps were required to pre-swim test their campers and maintain accurate lists of swimmers and non-swimmers.

Swim Area

This year the width of the swim area was consistent with last year. Three long white buoys define the swim area, which was 50 feet into the lake and spanned 175 feet of sand. This designated space has proven to be more than adequate in accommodating swimmers on even the busiest of days and still provides a 40 second response time to the farthest corner of the swim area by our lifeguards. The size of a swim area is tested each year to ensure Glencoe Park District lifeguards can meet PDRMA requirements.

Water Testing

A high bacteria count is difficult to predict and unfortunately the testing methods currently used to test for bacteria takes 24 hours to complete. This is the current testing method required by the Illinois Department of Health. Staff has continued to stay current with the Lake Michigan Federation, the Illinois Department of Public Health, the U.S. and Illinois Environmental Protection Agency, as well as the Metropolitan Water Reclamation District in order to share information on new methods for water testing and to prevent closures.

The water was closed seven times in 2017 due to water quality issues. The bacteria count threshold is 235, at which point the water is closed for the day. The beach may remain open but patrons are not permitted in the water.

History of Beach Closures (bacteria) by Season

	2017	2016	2015	2014	2013	2012	2011	2010
High Bacteria Closures	7	2	9	11	7	8	22	7

Note: In accordance with the grant for water testing, the District is required to have water test results before the facility opens to the public.

Beach Risk Management and Lifeguard Audit

The safety of swimmers and boaters at the Glencoe Beach is a top priority. Staff invests countless hours ensuring the safety of the facility, equipment, and water as well as dedicating numerous hours to development, training, and implementation of safety policies, processes, and procedures. The Park District Risk Management Agency (PDRMA) provides a set of operating standards and safety recommendations for both swimming beaches and boating beaches. Staff reviews those guidelines well in advance of the season then translates them into trainings, facility setup, and operational manuals to ensure implementation throughout the season.

PDRMA made an onsite visit on July 26. The PDRMA representative for the Glencoe Park District met with staff to review beach operations as well as review processes and make recommendations to enhance safety practices even further. During the meeting, staff received praise for detailed and consistent documentation including facility checklists, training logs, camp procedures, and overall knowledge of the beach operation.

Because the Red Cross does not visit sites and provide lifeguard audits, PDRMA offers a program where another lifeguard certification company, Jeff Ellis and Associates, will provide an audit of the

lifeguards to ensure staff are trained proactively to prevent emergencies before they occur or to respond appropriately in the event of emergency. This summer, the beach was audited on July 11. Staff was secretly videotaped while scanning the water so that a realistic representation of that skill could be captured. Staff was also asked to perform skills like first aid and a simulated CPR scenario. Staff performed admirably during this audit and received praise from the auditor.

Rentals

Trellis Rentals

The trellis is a covered outdoor structure located on the south side of the Safran Beach House. The trellis is available for rent daily during the beach season from 5:00-10:00pm to both residents and nonresidents. It typically can hold 75-100 people. Peak rental times are Saturday and Sunday evenings in July and August. The Park District uses the area for special events including the beach camp out and fire party.

Typical parties that rent the trellis are birthdays, weddings, family reunions, church groups, and corporate functions. The rental price for the trellis includes admission to the beach for up to 75 guests. The beach house and trellis are staffed with one manager and one attendant for the duration of the rental who keeps the facility and restrooms clean during the party. For an additional fee of \$25 an hour, patrons can pay for a staff member to operate the golf cart for the evening to transport their guests after the beach closes. Parties are eligible to purchase an alcohol liability insurance policy for \$175. Approximately 50% of parties purchase the alcohol permit.

In 2017, the trellis was rented 36 times generating \$13,564 compared to 26 times and \$9,986 in 2016.

Sun Shelters

Five sun shelters are located on the north side of the beach house between the stairs and ramp. There are four 12 person shelters and one 24 person shelter. They are available to rent in three hour increments. Reservations can be taken in advance and walk-ins are subject to availability. Staff is investigating the ability to reserve the shelter online for the 2018 season.

The shelters are generally rented for small family gatherings or birthday parties. Each sun shelter is equipped with its own grill. Renters are responsible for bringing their own grill supplies and food. Alcohol is not allowed in the shelters. Rental of a shelter does not include admission to the beach. A group admission rate of \$6 per person is available to parties of 10 or more.

The resident rates are \$20/\$40 for residents compared to \$40/\$80 per time slot for nonresidents. Peak rental times are generally Saturday and Sunday in July and August. Internal and external camps use the shelter on weekday visits to the beach. In 2017, sun shelter revenue was \$13,034 compared to \$8,577 in 2016.

Equipment Rentals

Patrons can rent chairs for \$4, umbrellas for \$3, or \$6 for both. Revenue from beach rentals this summer was \$2,879 compared to \$2,617 in 2016.

BOATING BEACH OPERATION

The boating beach opens in early May each season and operates into mid-October. Patrons are able to store their boats on the boating beach for a fee both in-season and during the winter. Boats that are stored include Hobie Catamarans, Hobie Waves, Qubas, kayaks, and paddleboards. Larger boats are stored on the sand in designated spots, whereas smaller crafts are stored in racks. The Pearlman Boathouse consists of a manager's office, restrooms, storage areas, and is utilized as a place where boaters can congregate, regattas can be organized, or sailing lessons can be held. The Glencoe Park District rescue fleet is also stored in the boathouse. The boathouse staff organizes the rentals of sailboats, catamarans, kayaks, and paddleboards. Boathouse staff also assists boaters in moving, rigging, and repairing their boats as well as offering boater assistance up to one mile out into the lake.

Boat Storage

As with most other beaches in North Chicago, sand erosion is a continuing problem on the boating and swimming beaches. This year was very problematic as a significant portion of the north beach was lost. In addition to the sand erosion, Lake Michigan water levels are elevated. With this elevated water level the number of sand spots has been reduced by approximately 10 on both beaches. Currently there are no available sand spots to new boaters. Looking towards 2018 boat storage, the beach is at full capacity and spots may not be filled as they become vacant. Staff will be identifying ways to optimize boat storage.

Given last year's need for additional storage, new kayak and SUP racks were installed on the south beach and an additional SUP rack on the north beach. Revenue for boat storage was up \$10,498 compared to last year. This can be attributed to the new racks, price increases, and optimizing storage spaces.

There are currently no abandoned boats on the beach. Staff's boat identification process has been very successful in preventing delinquent boats. A paperless master grid was created and is stored on the cloud for controlled access and version control. Important information such as model and color of boat, serial number, and unique features are now being collected. Lockers and sail storage numbers are being tracked and linked to specific boats and owners on the grid. The boathouse, sail tubes, and storage barns were completely cleared out and cleaned. Staff has sent out winter storage forms and has started to collect and process applications.

Boat Rental Spaces by Boat Type

	Kayaks & SUPS	Lasers, Sunfish, Others	Catamaran	Total
2017	100	6	66	172
2016	83	5	66	154
Change	+17	+1	+0	18

Daily Operations

Dates and Hours of Operation

Preseason Hours: May 6-June 4 | Saturdays & Sundays, Memorial Day | 11:00am-6:00pm

Regular Season Hours: June 5-August 13 | Monday-Thursday | 11:30am-7:30pm

Friday-Sunday | 10:00am-8:00pm

Fourth of July Holiday Hours | 10:00am-6:00pm

Post Season Hours: August 18-October 15 | Friday-Sunday | 12:00am-6:00pm

Powerboats

The Park District maintains three support boats, which are inflatable Zodiac motorboats. These support boats are used for rental and boater assistance, sailing classes, camps, regattas, and other various beach maintenance tasks. All three boats are stored inside the boathouse and launched as needed. A winch retrieval system brings them back to the boathouse.

A new Zodiac Milpro was purchased for the 2017 season and was a great addition to the fleet. The smaller grey Zodiac had its 9.9 hp engine replaced last season due to reliability issues. It was replaced with a new 9.9 hp Mercury engine. The old engine was rebuilt and is kept as a backup motor to ensure maximum uptime for the fleet. The red Zodiac experienced significant downtime this season due to the age of the boat and having its engine replaced.

Boat Valet, Boater Assistance, and Safety

The boathouse is staffed with boat guards and a manager. Boat guards maintain the boathouse and beach; they offer boater and rental assistance while maintaining surveillance and a boat valet service. This valet service helps boaters move their boats to and from the water. Catamarans are heavy and two or more people are needed to move them. This valet service is highly valued by boating beach patrons.

Boater assistance is a high priority for boating beach patrons. Boat guards maintain surveillance for boaters only within the sailing boundary. That boundary stretches north to south from Tower Road Beach to Highland Park Beach, and east of Glencoe Beach one mile or line of sight. That one mile is signaled by a marker buoy placed one mile east of the boathouse. If boater assistance is required for a boater outside of the boundary, boat guards will call the Coast Guard to assist the boater. The Coast Guard was involved with two incidents in 2017.

Safety training and the safety of patrons is of the highest priority. Boat guards are trained in boater assistance through a 16-hour US Powerboating program (Safe Powerboat Handling and Safety and Rescue). Staff consistently receives in-service training. Beach facility manager Bobby Collins is a U.S. Sailing powerboat instructor and sailing instructor trainer. Bobby conducts a majority of the safety training.

Regattas

The Glencoe Boat Club co-hosted a three regatta series that constituted the George Cup. The boathouse provides staff and equipment necessary to run the regattas, including race officials, racing marks, safety boats, and drivers. A fourth regatta called the Golden Lifejacket was hosted for the second year due to demand and challenging weather conditions during the other regattas. The

average attendance of each regatta was between 10 and 15 boats. After each regatta, social events were held at the boathouse. Feedback from competitors was very positive. Staff was praised for their organization and professionalism in running the events.

Kayak, Paddleboard, and Sailboat Rentals

Providing patrons with access to enjoy the water improves the beach experience and attracts new and returning patrons to the beach. The extra revenue generated from rentals offsets some of the expenses for the boathouse. The rental equipment can also be used for camps and recreation programs, such as aquatics camp and stand-up paddleboard yoga. Four new paddleboards and three kayaks were purchased and integrated into the rental fleet in 2017 to improve the quality of rentals.

In 2016, staff developed new operating procedures to improve the rental experience. Building on last year's success, staff was able to make additional improvements by offering patrons the ability to pay by credit card. New signage was created to identify a one-hour water trail that renters could explore.

Revenue for 2017 was \$17,215 compared to \$25,210 in 2016 and \$6,325 in 2015. Rental revenue fluctuates depending on lake conditions, weather, and the volume of patrons at the beach. This year offered more challenging conditions and resulted in less rental activity.

Stand-up paddleboarding was the most popular activity, accounting for 42% of rental revenue with kayaking similar at 40%. Sailboat rentals account for 18% of rental revenue, but sailboats are utilized for adult sailing and beach camps. Peak rental times are Sunday afternoons, with long waitlists experienced on nice weather days.

Lake Rental Revenue by Craft

	Kayak	Paddleboard	Hobie	Quba	Total
Total Revenue	\$6,830	\$7,205	\$2,890	\$290	\$17,215
% of Total Revenue	40%	42%	17%	1%	100%

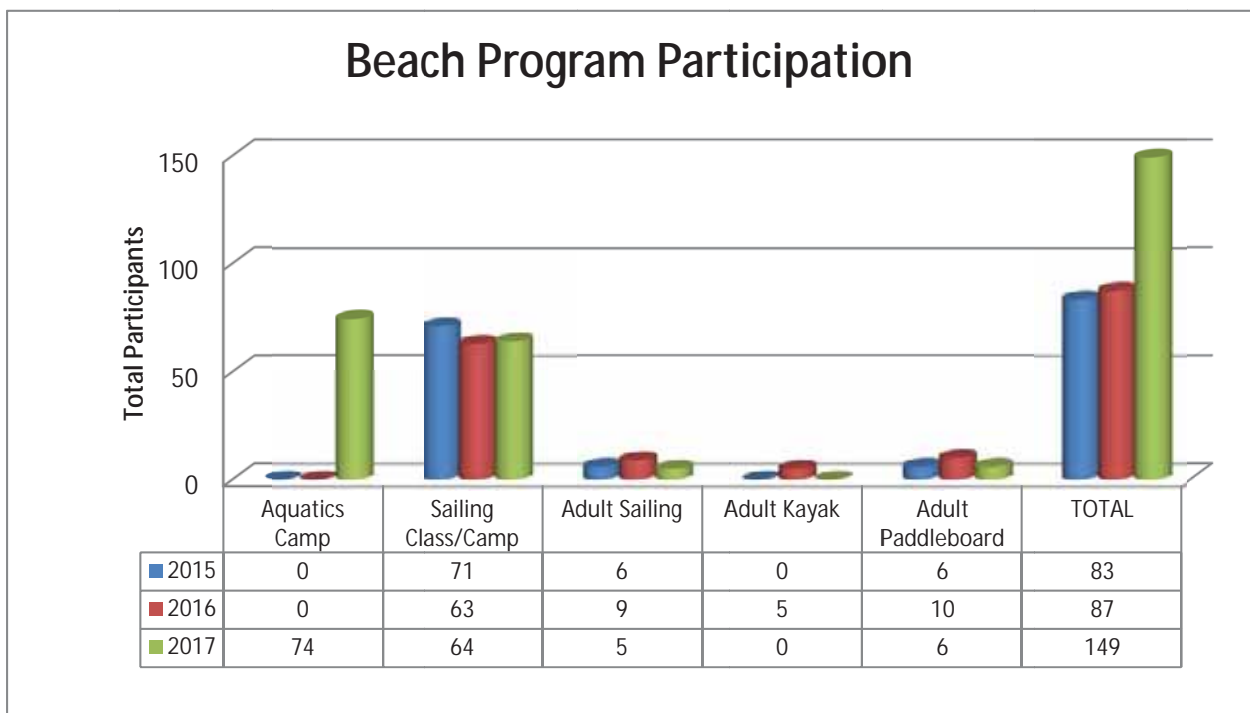
Beach Programming

A new program added this year was Aquatics Camp. Unlike other park district camps, the Aquatics Camp is operated and administered by beach staff. Day to day activities include kayaking, paddleboarding, sailing, beach volleyball, along with many other outdoor beach activities. The camp is available for 1 week and 2 week sessions and runs from 9:30am-12:00pm Monday through Friday. Total enrollment for 2017 was 74 participants.

This year, the beginner and intermediate sailing classes were combined and replaced by Sailing Camp. This camp operates Monday through Friday from 12.30-3.30pm. Participants were divided into two groups based on skill levels. Classes were lengthened from 1 or 2 weeks to mirror the industry standard and match up with other Park District camp schedules. Total enrollment for 2017 was 64 participants compared to 63 in 2016. The camp classes ran every other week starting in early June until early August. Participants could extent their day at the beach by signing up for both camps.

Four week adult learn to sail class were offer this year. In 2017, five participants were enrolled. Class schedules for 2018 will offer more flexible options. Continuing from last year, paddleboard and kayak fitness classes were offered. The paddleboard class enrollment for 2017 was six participants compared to 10 participants in 2017. There were no participants enrolled in the adult kayak class compared to five participants in 2016.

2017/18 Beach Program Revenue	
Budget	\$49,096
Actual	\$41,621



SPECIAL EVENTS

June 8 – GJHP Beach Bash

Approximately 200 children from Central School registered for the annual GJHP Beach Bash held at Glencoe Beach on Friday, June 8. The weather was perfect for the end of school celebration. Most of the participants came directly from Central School to attend the event from 2:30-6:00pm. The Grand offered catering for the event. The event also featured a deejay.

June 24 – Cardboard Regatta

Participants ages 6-18 were tasked with building a boat solely out of cardboard and duct tape to race around two buoys and back to the beach. This was the first year this event took place and it was very successful as we had five teams show up to race. At the end of the event, awards were presented for both speed and team spirit.

Fourth of July Celebration

The Fourth of July event and activities were a big success. The evening festivities at Lakefront Park kicked off with a Food Truck Fest at 6:00pm which included North Shore Catering, 5411 Empanadas, and Piko Street Kitchen, followed by the band, Empty Pockets, starting at 6:30pm. The fireworks were set off from the beach by Melrose Pyrotechnics. Staff received many compliments about the fireworks display. During the day, staff was positioned at the bluff entrances to ensure no one was allowed down while fireworks set-up was going on. The stairs leading to the water plant were open so that the boathouse could operate on an adjusted schedule for the day.

July 28-29 – Beach Camp Out

The Beach Camp Out was a lot fun! It was a bit cold and windy that night but the event had great attendance with 53 families registered. The event featured a big bonfire, dinner provided by North Shore Catering, s'mores, and the movie Finding Nemo on a large 35' screen. Families enjoyed breakfast consisting of assorted cereal and coffee Saturday morning before packing up and heading out.

August 28 – End of Summer Fire Party

This new event at the beach featured a fire dancing show, bonfire, s'mores, and glow in the dark fun. Dinner was provided by North Shore Catering. A total of 98 patrons registered for this event.

September 17 and 23 – Doggie Dip

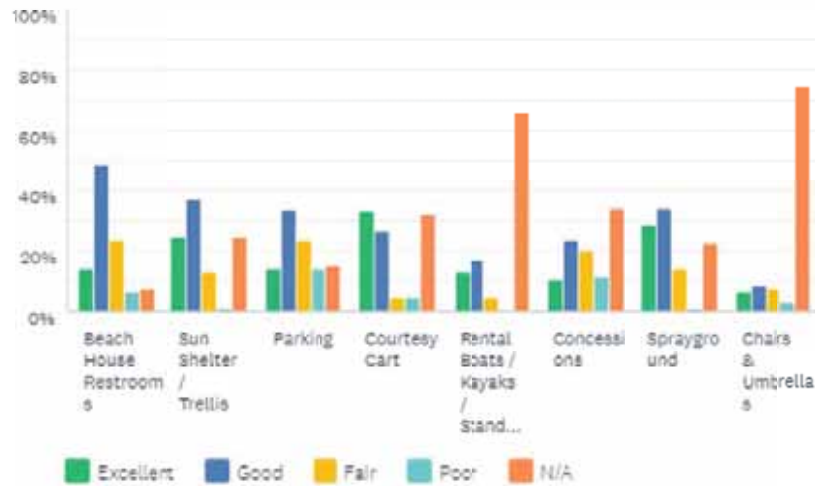
Well over 50 dogs and their owners/families attended the events. Staff had doggie give-a-ways including tennis balls, bandanas, and Frisbees. Staff also had crafts for the kids, but the big hit was the dogs being able to swim and run along the shore with their families and other dogs.

FEEDBACK AND SURVEY RESULTS

Each year a survey is sent to beach token holders as well as individuals who rent boat spaces to solicit feedback on their experience. Staff appreciates this invaluable information to assess areas of strength or potential areas for improvement. This year there were 93 responses collected. Noted areas of concern included concessions operation, facility cleanliness, and parking. When asked about overall experience, 78% of responses marked either excellent or good, while swimmer safety received 92%. Other areas scoring high marks included staff friendliness, attentiveness, and responsiveness, spray ground, and lake rentals. Below are some of the overall survey statistics.

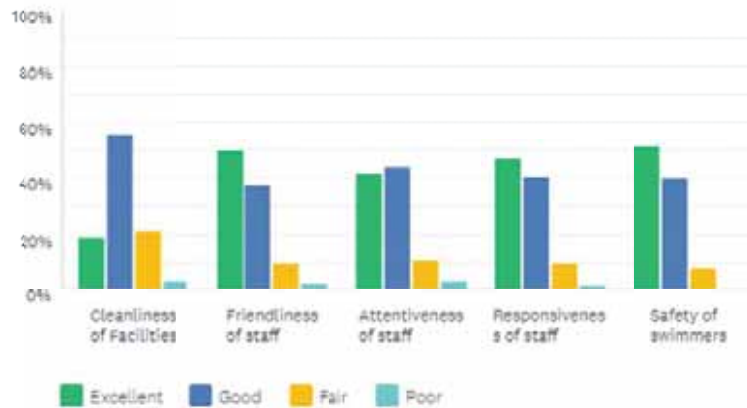
Please rate the following Glencoe Beach amenities. If you did not use a particular amenity, please mark N/A for not applicable.

Answered: 94 Skipped: 0



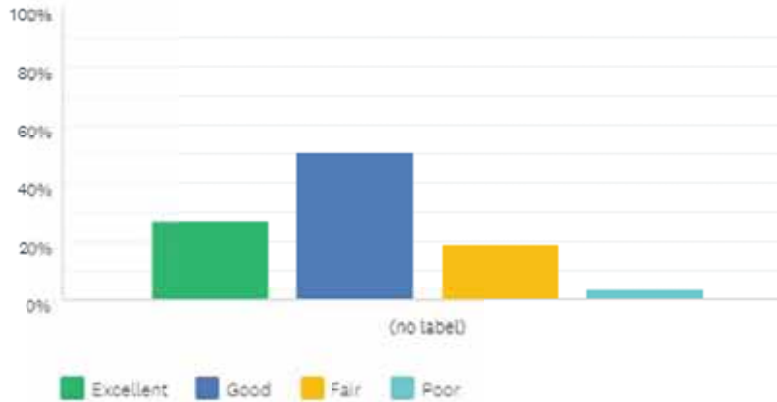
When thinking about the beach staff, including lifeguards, beach attendants, cart drivers, and management, please rate the following attributes:

Answered: 89 Skipped: 5



Please rate your overall satisfaction with the Glencoe Beach during the 2017 season. (Select one)

Answered: 59 Skipped: 5



FINANCIALS AND FUTURE PLANNING

Weather patterns in 2017 were not consistent with what the beach experienced in 2016. This season the beach witnessed lower attendance compared to 2016 attributed to the mixed weather conditions. When comparing average temperatures for August 2017, it was six degrees cooler than the same period in 2016. This had a noticeable impact on August daily admissions, with revenue down \$10,540 compared to 2016.

Given the weather challenges, the Glencoe Beach still had a very strong summer both operationally as well as financially. Both the swimming beach and boating beach exceeded budgetary expectations, with revenue and expenses in line with past seasons. It is worth noting that trellis and sun shelter rentals were strong this season, with a noticeable increase in the number of rentals through the season.

The implementation of the new POS system provides valuable information on customer flows and demographics. Staff will use this information to perform operational analysis and track longer term trends. The addition of credit card processing and the new pass system was well received and streamlined the beach entry process.

At the boathouse, boat storage revenue increased due to price increases, the addition of extra rack storage, and the utilization of existing space. Staff expects storage revenue to be lower in 2018, due to the high water level and beach erosion experienced this season, which will reduce the number of sand spaces available. There are currently no abandoned boats on the beach.

Beach program revenue was strong in 2017 due to the addition of aquatics camps. Staff expects this camp to be popular in 2018 and is exploring ways to expand the camp and its offerings.

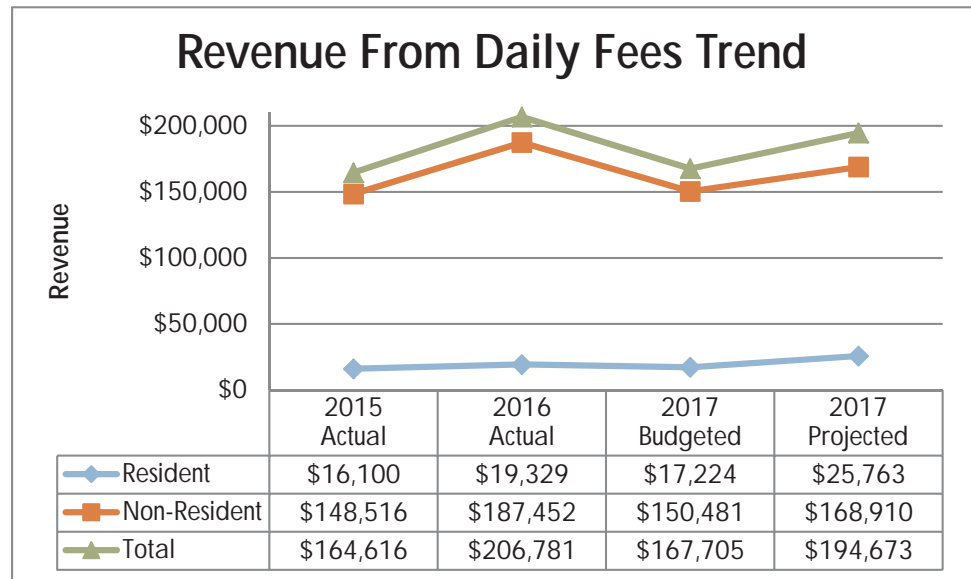
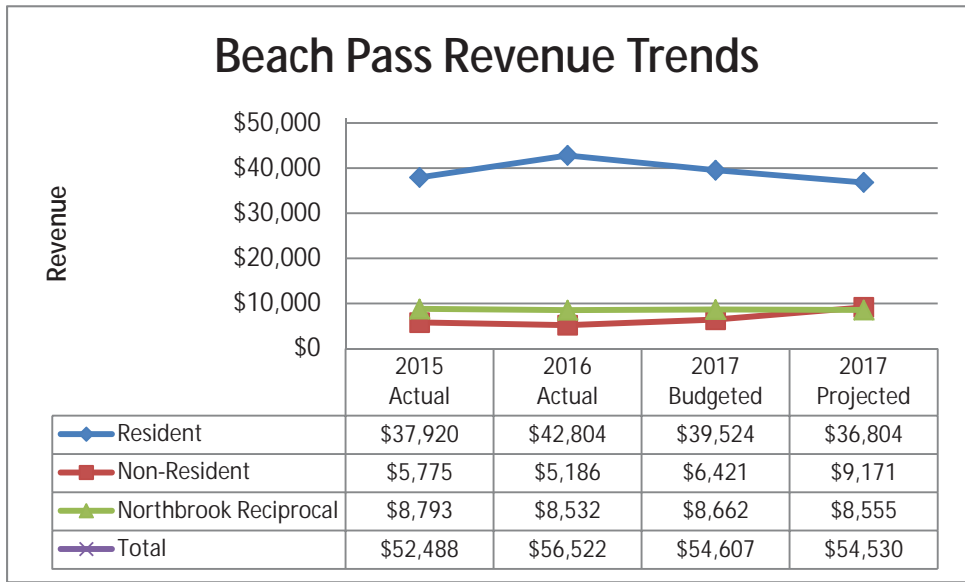
Staff will look to continue to build on the successes of the 2017 season. At the boathouse, staff will look to replace older racks on the north beach and design these new racks to be more space efficient. Staff will investigate the feasibility of upgrading equipment including rental paddleboards, kayaks,

and sailboats by adding more vessels to the fleet and replacing those that are nearing the end of their lifecycle.

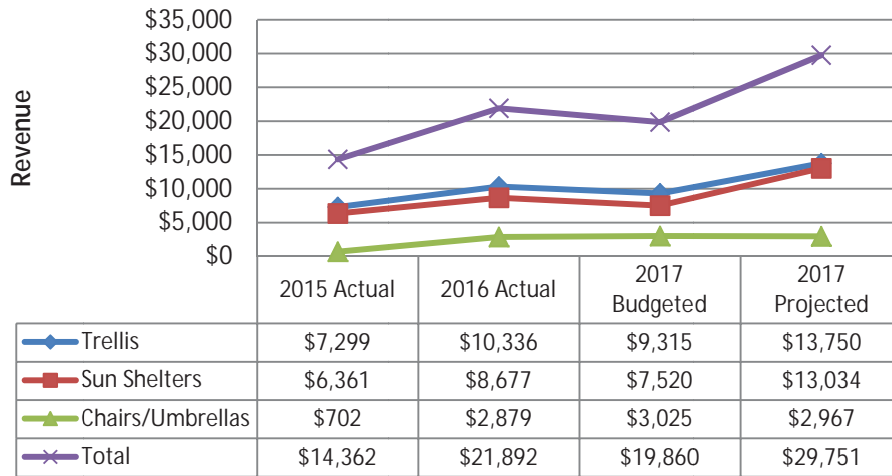
There are also a number of improvements staff is hoping to make to the swimming beach as well. Staff is hoping to offer online pass sales and renewals in 2018. A focus will be placed on improving facility cleanliness and continuing to ensure lifeguards exceed the industry standard. Staff will continue to review and refine processes and procedures to ensure efficient operation and a great experience for guests.

APPENDICIES

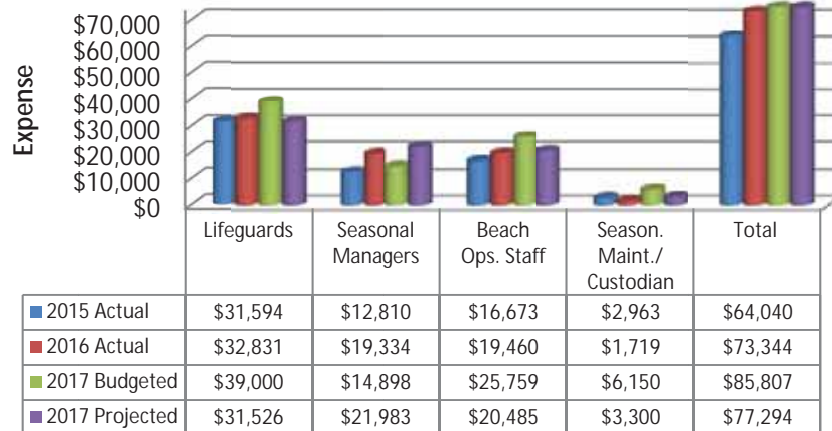
Appendix A – Detailed Financial Trends



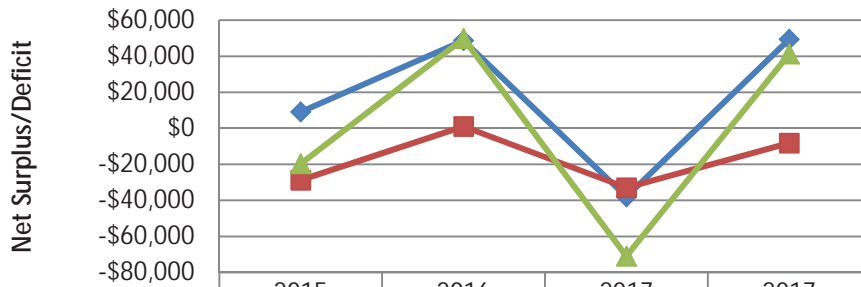
Beach Facility and Equip. Rental Trends



Seasonal Staffing Expense Trends

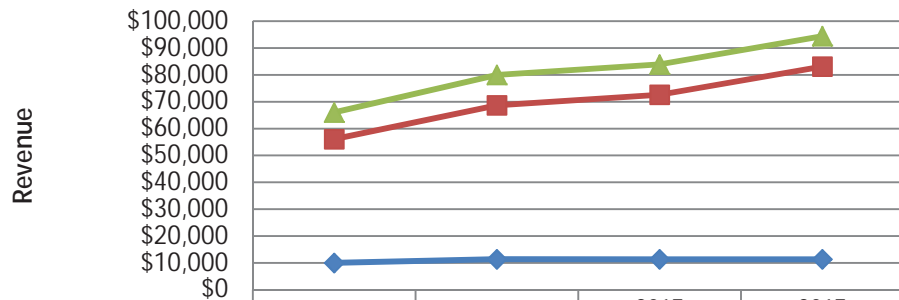


Overall Financial Trends



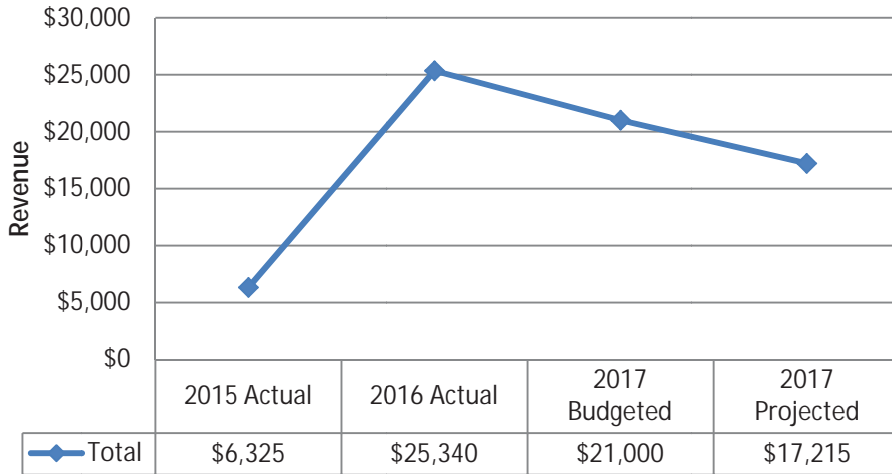
	2015 Actual	2016 Actual	2017 Budgeted	2017 Projected
Swimming (14)	\$9,097	\$48,692	-\$38,033	\$49,442
Boating (13)	-\$28,789	\$1,053	-\$32,958	-\$8,194
Total	-\$19,692	\$49,745	-\$70,991	\$41,248

Boathouse Storage Revenue Trends



	2015 Actual	2016 Actual	2017 Budgeted	2017 Projected
Winter Storage	\$9,965	\$11,338	\$11,299	\$11,300
Summer Storage	\$56,082	\$68,678	\$72,623	\$83,121
Total	\$66,047	\$80,016	\$83,922	\$94,421

Boat, Kayak, Paddleboard Rental Trends



Boathouse Staff Expense Trend



Appendix B – Pricing Comparisons

Standard Daily Admissions and Passes

Town	Hours	Daily Fees Res/NR	Individual Pass Res/NR	Family Pass (4 passes) Res/NR
Glencoe	10:00am–8:00pm	Adult \$7/\$14 Child \$5/\$10	\$76/\$106	\$106/\$184
Wilmette	9:00am–8:00pm	Adult \$5/\$9.75 Child \$5/\$9.75 Daily Parking \$14/\$18	\$44/\$111 Parking Pass \$20/\$120	\$111/\$262 Parking Pass \$20/\$120
Winnetka	9:00am–7:00pm	Adult \$5/\$10 Child \$5/\$10	\$60/\$95	\$90/\$140
Evanston	10:30am–7:30pm	Adult \$8/\$8 Child \$6/\$6	\$34/\$58	\$136/\$232

Last Daily Rate Increase:

- 2002: \$1 increase for nonresident only; resident rate remained \$4/\$6
- 2012: \$1 increase for nonresident adult fee only to \$10
- 2017: \$1 increase for residents, \$4 increase for nonresidents

Last Season Pass Increase:

- 2010: \$5 increase to all pass types
- 2012: New rate created for seniors (age 65 and older)
- 2017: \$26 decrease for resident first member and \$22 decrease for non-resident first member

Note: Due to Illinois Department of Natural Resources and the OSLAD Grant the District received in 1996, the nonresident rates/fees for the beach are not allowed to be more than twice the resident rate.

Sun Shelter and Trellis Rentals

Town	Sun Shelter (12 person) 3 Hour Rental Res/NR	Sun Shelters (24 person) 3 Hour Rental Res/NR	Trellis (75-100 person) 5 Hour Rental Res/NR
Glencoe	\$20 / \$40	\$40 / \$80	M-Th \$225 / \$338 F-Su \$360 / \$540
Wilmette	Free / \$30	Free / \$60	Not Available
Winnetka	Not Available	Not Available	\$120 / \$240
Evanston	Not Available	Not Available	Not Available

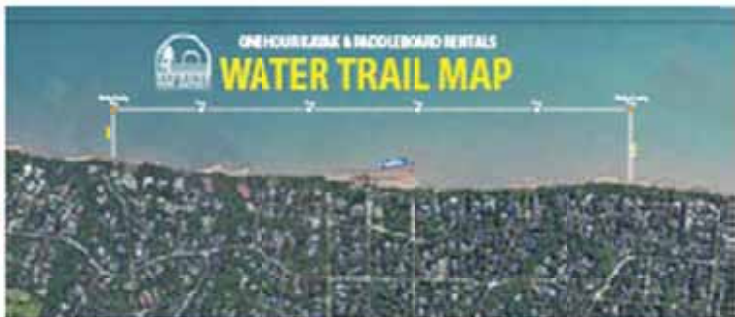
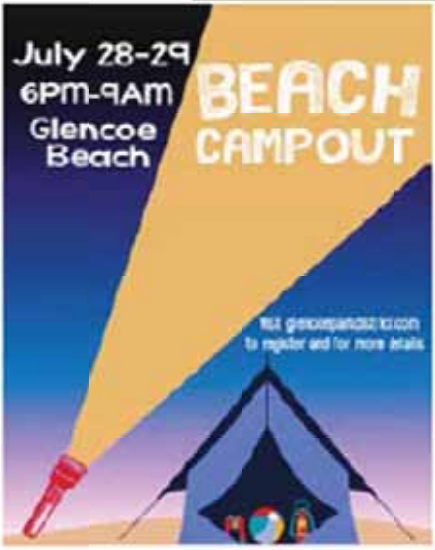
Lake Rentals*

Town	Kayak Res/NR	Paddleboard Res/NR	Sailboat Rental Res/NR
Glencoe	\$25 / \$30	\$25 / \$30	\$40 / \$50
Wilmette	M-F \$40/\$40 Sat-Sun \$50/\$50	M-F \$26/\$26 Sat-Sun \$36/\$36	M-F \$63/\$63 Sat-Sun \$71/\$71
Winnetka	M-F Not Available Sat-Sun \$20/\$20	M-F Not Available Sat-Sun \$25/\$25	Not Available
Evanston (45 min rentals)	M-F \$25/\$35 Sat-Sun \$25/\$35	M-F \$25/\$35 Sat-Sun \$25/\$35	M-F \$50/\$60 Sat-Sun \$50/\$60

*Prices per hour

Boat Storage Spaces

Town	Sand Res/NR	Rack Res/NR	Winter Sand Res/NR	Winter Rack Res/NR
Glencoe	\$589/\$883	\$344/\$516	\$241/\$301	\$124/\$186
Wilmette	\$653/\$925	\$380/\$634	\$282/\$282	\$196/\$196
Winnetka	\$375/\$750	\$335/\$670	\$100/\$150	\$100/\$150
Evanston	\$370/\$500	\$230/\$290	Not Available	Not Available



VII. Discussion of Removal of Breakwater Sculpture on Old Green Bay Road

Glencoe Park District
October 2017 Board Meeting



INTEROFFICE MEMORANDUM

TO: BOARD OF COMMISSIONERS
FROM: LISA SHEPPARD, EXECUTIVE DIRECTOR
SUBJECT: BREAKWATER SCULPTURE ON OLD GREEN BAY ROAD
DATE: OCTOBER 10, 2017
CC:

We discussed on our Parks Tour that the Breakwater Sculpture needs major repairs or must be taken down. In the past when the Board discussed this issue, they gave direction that they did not want to spend a lot of money on the restoration of this sculpture. President Onderdonk has spent considerable time in search of a new home for the sculpture with no positive outcome.

The artist of the sculpture, Barry Tinsley was contacted, is interested in finding a new home for the sculpture, and has offered to take it down for a fee and store it until a new home can be found.

The total cost of removal is \$4,800 (proposal attached).

To remove and dispose of the sculpture would cost the District approximately \$2,000.

I am looking for direction on what the Board would like to do. Due to the dollar amount an official vote is not required, but I would like a consensus from the Board on which direction they would like to go.

Sculpture Sources

3405 S. Lowe Avenue, 2B

Chicago, IL 60616

773.627-3900

wbtinsley@gmail.com

October 5, 2017

Lisa Sheppard, CPRP

Executive Director

999 Green Bay Road

Glencoe, IL 60022

PROPOSAL FOR REMOVAL OF BREAKWATER

The following proposal is to remove the steel sculpture titled, BREAKWATER, from the Glencoe Park District located East of the Glencoe train station. I would use three men in addition to myself as assistants. A crane truck would be used to handle each element as it is removed and loaded on a flatbed trailer behind my van and a pick-up truck with a flatbed trailer behind it. We will have to drive up on the grass around the sculpture to remove and load the elements. I am estimating one very long day and perhaps one-half of another day to complete the job. The following pricing will provide the costs associated with the move. All tools and equipment provided. My company, Sculpture Sources, is fully insured for liability and workers compensation. Certificates are available on request.

Costs:

Crane: \$800.00 per day, 1.5 days	\$1200.00
Three men: \$560.00 each man per day, 1.5 days	2520.00
My time: \$720.00 per day, 1.5 days	1080.00
Total estimate:	\$4800.00

Due to the short time frame for finding a new site the sculpture will go into storage for a while.

VIII. Staff Reports

Glencoe Park District
October 2017 Board Meeting

**Glencoe Park District
Business Department Report
October 2017**

2017 Tax Levy

The proposed 2017 tax levy was discussed at the Finance Committee of the Whole meeting on October 3. Given the Board's agreement with staff's recommendation, the Truth-In-Taxation Resolution is included in your packet and can then be approved at the regular meeting. The levy hearing will then be held at the regular board meeting on November 21, and the Levy Ordinance will be approved by the Board at that same meeting. The Ordinance can then be filed at the County Clerk's office, well before the December 26 filing deadline.

Health Insurance

Staff attended the PDRMA Health Plan Membership Council meeting on October 4. The rates for health insurance for 2018, as well as benefit plan changes, were discussed and approved by the Council. A full memo on the renewal was prepared by staff and is scheduled to be discussed at the Finance Committee of the Whole meeting on October 17 at 7:00pm. Staff asks the Board to approve this recommendation at the following regular board meeting as plan selection forms must be returned to PDRMA Health by October 27, and open enrollment begins on October 30.

Budget In-Service Training/Proposed Capital

A budget in-service training session was held in early September for department head and supervisory staff who help to complete the annual budget. As in prior years, it helps to ensure budget worksheets are completed accurately and on a timely basis, and that staff are aware of key dates in this process. Capital wish list items are being submitted to the Executive Director in early October, and eventually the management team will rank these items for inclusion in the proposed FY2018/19 Budget.

National Recreation and Parks Association Annual Conference (Sept 25-29)

I attended the annual conference this year in New Orleans, LA. In addition to the numerous networking opportunities with other professionals and board members, I reviewed the exhibitors in the large exhibit hall and earned .5 continuing education units (CEUs) toward the renewal of my professional certification (2.0 units). I attended sessions on the following:

- Select, Don't Hire
- Financing Park Projects Without Losing Sleep
- Essential, Indispensable, Vital, Crucial, Fundamental: Redefining Your Agency
- Leisure Perceptions and Attitudes Toward Retirement
- Leadership Development: Understanding Leadership Across Generations

TimeClock Plus System

After review by the District's legal counsel, the contract has been signed with TimeClock Plus, Inc. and the kickoff meeting to start the implementation was held on October 6.

Submitted by:

Carol Mensinger, Director of Finance/Human Resources

**Glencoe Park District
Recreation and Facilities Department
September 2017**

Recreation Department Report: Bobby Collins

The Takiff Center is alive with activity with the start of preschool, fall programming, construction and the usual rental season. Staff has been busy planning the opening of the new fitness area and working closely with the Parks Team on the parking lot project.

With fall programs in full swing, the Recreation Team is already planning winter programs and preparing to open summer camp enrollment. Program managers are working on the winter brochure, developing new programs, and have begun working on the FY2017-18 budget.

This month we offered two new very successful fall events, the Great Mud Run and the Disc Golf Open. The Recreation Team worked tirelessly with the Parks Team on the mud run, which was a huge hit in the community with 265 attendees. Staff is already planning for next year's event. The inaugural disc golf competition was well attended and showcased the recent improvement to our disc golf course.

The beach and boat houses are getting ready to be winterized just in time for staff preparing Watts Ice Center to open the day after Thanksgiving. We are making progress on finding a replacement for the Beach and Watts Facility Manager position.

Early Childhood: Naomi Garvett and Jessica Stockl

After wishing our Kindergarteners farewell, we had a great increase of new enrollments. Children's Circle enrollment is currently at sixty-six children. The Jellyfish, Frog, and Beluga rooms are at full capacity with waitlists. The Starfish room has one open part-time spot. We increased capacity in our Frog room from 10 to 15 students after hiring new additional teachers. Our Jellyfish room moved from 8 children to 12. The center is almost at full capacity.

The Early Learning Center school year is also off to a great start and enrollment is up by 15 spots! During the first week of September, the Early Learning Center classes hosted parent orientations. These informational sessions for parents only help to set the tone and provide expectations for the upcoming school year. Additionally, each of the ELC teachers conducted conferences with the parents and children. These visits provide the child with an opportunity to become familiar with the teachers and the classroom environment before school starts.

Children's Circle and Early Learning Center staff participated in an in-service training on October 9. Topics included a presentation on allergy safety and awareness, district policies, and an art exploration workshop. The week of October 9-13 is Fire Safety Week for which Glencoe Public Safety will be speaking to ELC and Children's Circle classes on Thursday, October 12.

Preschool Enrollment	2017-2018	2016-2017
2's classes	26	21
3's classes	20	27
4's classes	42	25
Total	88	73

Athletics/Sports/Teen Camp: Chris Pietrini

The inaugural Disc Golf Open was hosted on October 1 at the District's disc golf course in Watts Park with 54 competitors who showed off their talents on a beautiful and fun afternoon. Staff secured \$500 in sponsorship prizes from The Wild Child and \$150 from Innova Discs.

In September, staff and coaches conducted tryouts for travel basketball. For the 2017-18 season, there will be teams for 4th and 5th grade boys. We may have enough boys to field a 6th grade team, but will not know until after feeder team tryouts at the end of October. For 5th and 6th grade girls, we will have 16 girls spread out over four teams in conjunction with the Winnetka, Wilmette, and Northfield Park Districts.

Based on feedback from the 2016-17 season the boys teams will be rejoining the North Suburban Basketball League at the B level. The girl's teams will again take part in the Northern Illinois Girls Feeder Basketball League.

Travel Basketball Tryouts	2017	2016
4th Grade Boys	16	13
5th Grade Boys	16	12
6th Grade Boys	8	12
5th Grade Girls	8	12
6th Grade Girls	12	0
Total	60	49

Staff met with Redline Athletics and the Chicago Curling Club to develop cooperative programming, which will begin in January. Redline Athletics will offer their professional athlete style training, while the Chicago Curling Club will offer an instructional youth league over the winter months at their Northbrook facility.

Arts and Youth: Stephani Briskman

Our fall enrichment classes began September 11 including arts, sports, math, and science for children in Kindergarten through eighth grade. Many popular classes such as Chess, Crafting with Kim, and Broadway Bound were all full at registration and staff was able to accommodate a waitlist or offer another section for our participants. New classes such as Video Game Design, Super Hero Legos, Fashion Design, and Sewing were all full at registration and staff was able to accommodate a waitlist or offer another section for our participants.

On September 21, we had a School Day Off Fun program where the 35 children enrolled went to Pinstripes in Northbrook for bowling and pizza. On October 6, the School Day Off Fun program 42 children explored Dider Farms in Lincolnshire including a hayride, corn maze, and brought home a small pumpkin. On October 9, the 35 children in the School Day Off Fun program enjoyed the delights of the Lincoln Park Zoo.

Special Events & Active Adults: Liz Visteen

On September 16, Glencoe Park District offered the inaugural Great Mud Run. It was a major success! There was an overwhelming amount of registration the two weeks leading up to the event and staff were able to accommodate the spike in enrollment by ordering additional shirts and medals in time for the event. Staff and volunteers did an excellent job supervising and

working in all areas of the race including setup, race day registration, packet pickup, corralling kids before the race, starting the races, traffic control, finish line, awards, and clean up.

Event Attendance	2017	2016
Sat, 9/16 – The Great Mud Run	268	not offered
Sun, 9/17 – Doggie Dip	~ 50 dogs	~ 40 dogs
Sat, 9/23 – Doggie Dip	~ 45 dogs	not offered
Sun, 10/1 – Disc Golf Tournament	54	not offered
Thu, 10/5 – Teen Game Night	cancelled	not offered

Upcoming Fall events:

- Sun, 10/15 Mom & Son Night Out
- Thu, 10/26 Boo Bash
- Sat, 11/4 Nerf Battle
- Sat, 11/18 Snoopy Thanksgiving
- Wed, 11/22 Merry & Bright Holiday Celebration
- Fri, 11/24 Black Ice Friday

Fall enrollment is up by 32 participants and doing well including the new programs Watercolors and The Plays the Thing. Adult Ceramics enrollment more than doubled when the Park District offered a 25% off flash sale at the end of August.

Fall Program Enrollment	2017	2016
Adult Ceramics	42	31
Youth Ceramics	53	63
Teen Programs	10	6
Other Adult Programs	27	0
Total	132	100

Takiff Center/Fitness: Paul Goedjen

In September, Northwestern University’s engineering department held a faculty and student retreat at the Takiff Center. New Trier High School’s Find a Cure group also hosted their 3rd annual car wash fundraiser on September 11 in the Takiff Center Early Childhood parking lot. They were able to raise over \$1,500 for cancer research and sent their thanks to the Park District.

The Glencoe Fitness area’s construction is well underway in Takiff Center and fitness equipment coming in early November. The parking lot is also currently undergoing construction, adding much needed additional parking. The Takiff Center manager is working with the Parks department and facility patrons to ensure the least amount of disruption as possible.

New way-finding signage is coming soon to the Takiff Center. This will assist patrons in navigating through the facility.

September	2017	2016
Birthday Parties	\$1,332	\$1,982
Facility Rentals	\$10,223	\$12,963
Total	\$11,555	\$14,946

Beaches and Watts Ice Center: Bobby Collins

The boat house is preparing to close October 15. Boaters have received their winter storage application and staff has begun with processing. New this winter, boaters can now sign up for winter storage online. Winter storage revenue is expected to be similar to previous years. Fall beach weather has been exceptional with many visitors on warm days.

The Parks Team has been preparing the beach house for winter. The restrooms remained open to the public for the month of September, although with the deterioration of weather, restrooms were closed for the winter starting the second week of October.

Watts Ice Center opens Friday, November 24 with a special kickoff event Black Ice Friday.

Staff has been busy preparing for the Watts' season, including interviewing candidates for the Watts and Beach Facility Manager position. Park's staff has been performing preseason maintenance and completing facility and mechanical upgrades. The new interior floor has been installed and gives the facility a fresher feel. Work has started on the main rink floor repair project and should be complete by the end of October. Watts's staff has been booking permanent renters and other renters ice times.

Submitted by:

Bobby Collins, Director of Recreation and Facilities

Glencoe Park District Parks & Maintenance Report October 2017

Administrative

I have continued to work with Altamanu relating to the Astor Park and Takiff Parking projects and with ACG relating to the Takiff lead paint assessment. Lisa and I have begun the planning process for 2018 capital projects including playground replacement and the Lakefront study.

I attended the NRPA conference in New Orleans and enjoyed my sessions and the exhibit hall. I explored several historic parks in New Orleans and found the trip enjoyable and educational.

Grounds/Horticulture

The horticulture crew has been busy maintaining planting beds throughout the district. The crew has also been working to continue to ring trees throughout the district. Seasonal flowers needed replacement in the Hazel Avenue planting bed at Kalk Park. Staff has had to spend considerable time watering plant material due to a 14 day drought.

Staff has been busy top dressing and seeding areas where stumps were ground.

Parks Maintenance & Construction

Parks staff has been busy making repairs and improvements throughout the district. Staff installed the new trees, fencing and the park ID sign at Astor Park. In addition, staff prepared the Takiff/Reinsdorf site for the parking project by removing trees, marking the irrigation system and moving program equipment to West Park.

Staff has continued to balance seasonal tasks with routine maintenance such as trash removal, grass cutting, park grooming, and beach cleaning.

Facilities

Facilities staff has been focusing on seasonal preparations at the Watts Ice Center including staff painting the interior of the facility. Work continues on the cooling floor repair. The concrete has been removed and staff is working on isolating the coolant lines in preparation for repairs.

New drinking fountains with bottle fills are in the process of being installed at Watts and Takiff. This will encourage participants to bring refillable water bottles thus eliminating plastic waste and cutting down on waiting times at the fountain in the Takiff gym.

At the beach, staff has begun the winterizing process by turning off the water and taking down the shade covers.

Athletic

Staff is now lining all soccer fields and football fields. We continue to provide weekend field preparation support to GBA fall baseball. Staff has begun the process of fall aerating, fertilizing and over seeding. Each park site takes about four hours to aerate, seed, and fertilize. This is the

third season with this new approach and we have begun to see the dividend of healthy turf grass that holds up to heavy use better than in previous season.

Equipment

We are in the process of updating our equipment inventory to prepare for spring operations. We took delivery on a used forklift which will aid in daily department operations.

Personnel

Staff has continued to work with our new parks laborer Raul Marron to train him on district operations and procedures.

Shared Services

Village and Park District staff continue to partner thru the shared services agreement. We have made extensive use of the Village's new stump grinder.

Submitted by:

Chris Leiner, Director of Parks & Maintenance

Glencoe Park District Marketing/Communications Report October 2017

Social Media/Email

We ended the month of September with 60,465 Facebook impressions (in 2016, we ended the month with 50,065 impressions). We now have 1,362 followers on Facebook, 772 followers on Twitter and 792 followers on Instagram. Glencoe Beach has 1,645 followers on Facebook.

We sent out several targeted email blasts, primarily focused on filling fall classes with low enrollment and special events.

Date	Subject	Total Sent	Open Rate	Mobile Open	Desktop Open	Click Rate
Sep 28	Chair Yoga	121	38.30%	47.00%	53.00%	8.70%
Sep 27	Mother-son Date Night	555	47.50%	62.50%	37.50%	7.60%
Sep 27	Teen Game Night	315	34.40%	54.90%	45.10%	1.90%
Sep 25	Community give-back	4936	27.40%	54.70%	45.30%	2.60%
Sep 22	Disc golf email 3	1322	30.50%	65.30%	34.70%	1.30%
Sep 20	Doggie Dip 2	4914	22.60%	54.40%	45.60%	1.60%
Sep 20	Magic Class	536	28.40%	49.00%	51.00%	8.70%
Sep 16	Disc Golf Open	4857	19.60%	61.80%	38.20%	2.00%
Sep 15	Mud Run Tomorrow!	174	66.50%	68.40%	31.60%	20.00%
Sep 15	Adult Jazz Update	28	73.10%	10.80%	89.20%	21.10%
Sep 14	Doggie Dip	4853	23.80%	56.10%	43.90%	2.20%
Sep 12	Mud Run race day info	113	76.80%	51.30%	48.70%	33.70%
Sep 11	Mud Run promo	4853	26.10%	53.60%	46.40%	7.40%
Sep 5	New Fall Fitness and Adult Dance Classes!	146	49.00%	45.60%	54.40%	22.90%
Sep 3	West Park Reminder	4853	29.60%	64.80%	35.20%	6.10%

Glencoe Quarterly

The marketing department is working closely with representatives from the library, village, school district, and Family Services to redesign the community newsletter. The new, refreshed newsletter will make its debut in January. Changes to the newsletter include modernizing the type, focusing on images, adding the library to the newsletter, and switching publication dates to January/May/October.

Disc Golf

The marketing department worked closely with the Parks Department to update the course signs at the Watts Park disc golf course. The course now has a big map, as well as new markers at each tee box. The signs were installed in time for the inaugural Glencoe Disc Golf Open!



Special Events

I worked with the Recreation Team to promote the Great Mud Run, Glencoe Community Give Back, Disc Golf Open, and end of summer Doggie Dips. I created an email blast, flyers, posters, event signage, and social media posts to promote the event.



The Great Mud Run

The Great Mud Run marketing included five targeted email blasts, social media posts to promote the course/sponsors/challenges/deadlines, four outdoor banners, and a variety of posters/flyers to promote the event. The marketing department created a logo for the event, a sponsorship packet to give to potential donors, artwork for bibs/medals/t-shirts, as well as 17

other directional signs/banners. We also purchased an online ad from the Chicago North Shore Visitor's Bureau and did several promoted posts on Instagram/Facebook. Special thank you to AltaManu, The Grand Food Center, MB Financial, and GJHP for partnering with us for the event!



NRPA

I was proud to represent the District at NRPA in New Orleans as a Gold Medal Finalist! In addition to exploring the exhibit hall, meeting with vendors, and networking with professionals from across the country, I was able to attend a variety of fantastic educational seminars on creativity, marketing automation, brainstorming, and promoting youth sports. Key takeaways included exploring Google Data Studio, incorporating improv into brainstorming meetings, advocating the NRPA pillars in marketing sports/programs/facilities, differentiating between urgent and important in prioritizing tasks, and testing campaigns/landing pages to quantify marketing channels effectiveness.

West Park Movie

Be sure to check out the drone movie from the West Park Opening Celebration on our YouTube channel: <https://youtu.be/ghbsXyITEaQ>.



Submitted by:
Erin Maassen
Manager of Marketing and Communications

Chair Yoga with Alison Starts 10/3



The Glencoe Park District and Alison Faith have teamed up to offer a wonderful new yoga experience!

Chair Yoga with Alison starts Tuesday, October 3rd, 11:30am - 12:30pm.

Stretch, breathe, improve your balance and stamina, and feel more alive in your body! In this gentle yoga class, we will explore yoga postures using a chair for support. Students will be shown how to do each pose safely and effectively, with modifications if necessary. This is a great way to enjoy the benefits of yoga without having to get up and down from the floor.

For more fitness classes, visit our [website](#).

[Check Out Our Fitness Classes](#)



See what's happening on our social sites





COMMUNITY GIVE-BACK

10.1.17



Come together for an afternoon of education & impact!

1-4 PM | Sunday, October 1 | Takiff Center

Empower our kids, ourselves, and our community! Learn about issues related to homelessness in Chicago and the suburbs (including Glencoe). Then act to help address those issues, and celebrate your impact!

- View the award-winning documentary, *The Homestretch*, which follows three homeless Chicago teens as they fight to stay in school, graduate, and build a future.
- Participate in expert-led discussion sessions (for youth and parent groups) about the movie, stereotypes, challenges, and homelessness in our own community.
- Tour [The Night Ministry](#)'s custom-designed 38-foot Health Outreach Bus, which operates 7 days a week, bringing health-care, counseling, meals, referrals, hygiene items, and conversation, with dignity, to individuals experiencing homelessness and poverty.
- Prepare meals for The Night Ministry's outreach programs.
- Assemble hygiene kits for use in The Night Ministry's Housing and Outreach programs
- Learn how to stay engaged
- Celebrate our community impact with a pizza party (band provided by School of Rock, Highwood)

Recommended for 6th Grade - Adult
\$15/person* | \$50/family of 4 or more*

* Please pay at the door. Thanks to community generosity, your entire activity fee (as well as meals and hygiene kits) will be donated to The Night Ministry, a Chicago-based non-denominational 501c3, dedicated to providing housing, health care and human connection to members of our community struggling with poverty or homelessness.

You make this event:
the more who volunteer, the bigger our impact!

[More](#)

Connect with us





**ENJOY
\$10 OFF**

Enter the promo code
MUD10 at checkout to save!

MUD10 discount only available September 16-19, 2017

REGISTER NOW

Grab a partner and join us at Watts Park for the inaugural Glencoe Disc Golf Open! Whether you are a seasoned competitive player or have never participated in an organized round, this outing is sure to provide ample challenge, reward, and, most importantly, fun! Registration includes 18 holes of disc golf, a hot dog lunch, and a custom Innova golf disc.

The tournament is a bring your own partner best shot doubles event. Both players will execute each shot, and then advance to the more advantageous of the two shots until the course is completed. Rules, prizes, and course layout will be discussed at the players meeting before each tee time. Registration closes September 27; tee times will be assigned after registration closes. Please register for the appropriate level:

- **ADVANCED** For players of any age seeking to compete at a high level
- **RECREATIONAL** For players of any age/skill level that wish to participate in a less competitive division
- **JUNIORS** For players 11 and under
- **JUNIOR/PARENT** For players (11 and under) with an adult

Glencoe Disc Golf Open

Sunday, October 1
Tournament play starts at 1 p.m.

\$50/per team of two
(\$40 per team with **MUD10** promo code)

Ages 6+

Register Now



Connect with us



Glencoe Disc Golf

INAUGURAL OPEN



Join us at Watts Park for the inaugural
Glencoe Disc Golf Open!

We now have individual registration available for Open Recreational and Advanced divisions.

Whether you are a seasoned competitive player or have never participated in an organized round, this outing is sure to provide ample challenge, reward and, most importantly, fun! Registration includes 18 holes of disc golf, a hot dog lunch, and a custom Innova golf disc. Each division will compete for prizes donated by [The Wild Child](#) in Glencoe.

The tournament will feature bring your own partner doubles at each level. Both players will execute each shot and then advance to the more advantageous of the two shots until the course is completed. Any player that wishes to participate without a partner will be scored in standard singles format. Rules, prizes and course layout will be discussed at the players meeting before each tee time. Registration closes September 27; tee times will be assigned after registration closes.

Please [register](#) for the appropriate level:

- **Advanced Team:** For a team of two any age seeking to compete at a high level
- **Advanced Individual:** For an individual seeking to compete at a high level
- **Recreational Team:** For a team of two of any age/skill level that wish to participate in a less competitive division
- **Recreational Individual:** For an individual of any age/skill level that wishes to participate in a less competitive division
- **Juniors:** For team of two players 11 and under
- **Junior/Parent:** For players (11 and under) with an adult

Glencoe Disc Golf Open

Sunday, October 1
Tournament play
starts at 1 p.m.

\$50 per team of two
\$25/individual

Ages 6+

[Register Now](#)



Connect with us





DOGGIE DIP



2-3 PM | Sunday, September 17
2-3 PM | Saturday, September 23

FREE! Doggie Dip at Glencoe Beach

Bring your dog to the Glencoe Beach for a whole lotta doggone fun! Owners can watch their dogs swim in Lake Michigan while enjoying the company of other dogs in this fun-filled free event!

Aggressive dogs, dogs in heat, or dogs under 4 months of age will not be allowed. Owners must clean up after their dogs. Dogs must wear flat buckle/snap collars for controlling them while on the beach (no prong, choke or training collars). All dogs must be up to date on their vaccines to participate. Dog owners must be 18 years of age or older. Anyone under the age of 18 must be accompanied by a guardian. In the event of rain, event will be canceled.

[More](#)



New Fall Adult Fitness and Dance Classes!



New Fitness and Dance Classes for the fall!

Monday

6:30-7:45pm Beginner Series with Reach Yoga 9/11-10/2

6:30-7:45pm Beginner Series II with Reach Yoga 10/9-10/30

Tuesday

9:45-11:15am Rowga Starts 9/5

10:30-11:30am Beginner Series with Reach Yoga 9/5-9/26

Wednesday

9:00-10:00am Ballet with Strength & Stretch 9/6-12/20

10:15-11:15am Musical Theatre Dance 9/6-12/20

For more fitness classes, visit our [website](#).

Check Out Our Fitness Classes



See what's happening on our social sites



ABRACADABRA!

Let's learn Magic



6:45-7:40 PM | MONDAY, SEPTEMBER 25 | TAKIFF CENTER
6:45-7:40 PM | WEDNESDAY, NOVEMBER 1 | AGES 5-12

Children are guaranteed to have a great time as they learn a collection of fascinating and mesmerizing tricks from the Magic Team of Gary Kantor!

Learn a new trick each session and take a trick home!

REGISTER



CALLING ALL SUPERHEROES

 **MOTHER-SON DATE NIGHT** 

Activity # 220460-01

AGES
2-8
with special adult

5-7 PM
SUNDAY,
OCTOBER 15



Register at www.glencoeparkdistrict.com
\$85/94 R/NR per couple (\$30/33 R/NR per additional child)



Bring your special someone for a night of fun! Enjoy a buffet dinner, dancing, an interactive reptile show and special guest appearances from your favorite Teenage Mutant Ninja Turtles. Recommended for ages 2-8 and their special guest. Super hero attire encouraged!

REGISTER NOW

Advanced registration required by October 12.

Connect with us





**Are you ready to take on the mud?
Do you have the grit to finish the course?**

Inspired by the Tough Mudder, American Ninja Warrior, and the Warrior Dash, Glencoe Park District is proud to bring an obstacle race to Watts Park on September 16. But instead of challenging adults, The Great Mud Run is designed for kids! Kids ages 7-14 will put their physical stamina to the test as they race to complete all twelve obstacles! Participants will run, jump, climb, and crawl through the challenges on the 2-kilometer course (approximately 1.25 miles).

Limited spaces are still available!

REGISTER NOW

The registration fee increases from \$30 to \$35 on September 15.

Learn more about the event [here](#)

Connect with us





Saturday is The Great Mud Run!

PLAN ON ARRIVING EARLY on Saturday morning. Due to overwhelming registration, parking and packet pickup may take some time. Please plan time to look for parking or waiting in line to pick up your packet. To avoid standing in line, pick up your packet today at the Takiff Center.

Parking is available on neighboring side streets such as: Jackson, Monroe, Madison, Jefferson, and Linden (in front of South School). Observe parking restrictions posted. Again, you might need to leave early and prepare to walk a couple blocks to Watts Center.

Street Closures Randolph and Vernon will be closed on race morning. Randolph will close at 7:00 am and Vernon will close around 8:45 am before the first heat.

Viewing Area Parents can observe their children participating in the race from Vernon Ave (the street will be closed) and/or from the center of Watts Park. Be mindful of other participants and stay clear of the course.

Race Bibs Bibs must be worn on the front of the participants t-shirt during the race. If you plan on picking up your bib/race packet on Race Day, make sure to give yourself plenty of time before your race begins. Bibs/packets can be picked up in advance at the following locations:

- **Takiff Center** *Friday, September 15: 8:30 AM-5 PM* (999 Green Bay Road, Glencoe)
- **Watts Ice Center:** *Saturday, September 16: 7-9 AM* (305 Randolph, Glencoe)

What to Wear You **will** get muddy! A wash station will be available for after the race. It is a good idea to bring a change of shoes (i.e. flip flops), change of clothes, towels, and garbage bags for wet items. You might want to wear older gym shoes for the race itself.

Race Location & Where to Meet on Race Day All races start and finish near **Watts Ice Center, 305 Randolph Street**. Prior to the start of each heat, participants will gather outside just north of the Watts Center, near the soccer field. Signs for each age group will be posted. From there, participants will be escorted to the start line near South School playground. Here is a [course map](#).

Start Times Each heat will start on time, so be sure to give yourself plenty of time to

park, pick up packets, visit the washroom, etc.

- **9 AM:** 12-14 year olds
- **9:30 AM:** 9-11 year olds
- **10 AM:** 7-8 year olds

Finisher Medal & Awards All participants who finish the race will receive a Finisher Medal. Place medals will awarded to 1st, 2nd, 3rd place (male & female) in each age division (ages 7-8, 9-11, 12-14). Award ceremonies will take place shortly after the race results become available.

Inclement Weather The Great Mud Run will take place rain or shine. In the case of severe or hazardous conditions, Glencoe Park District will post updates at www.glencoe park district.com.

Frequently Asked Questions To learn more about The Great Mud Run, check out the answers to our frequently asked questions [here](#).



SAVE \$10

Mudders are invited to use the promo code **MUD10** to get \$10 off the October 1 Glencoe Disc Golf Inaugural Open registration fee!

MUD10 discount only available September 16-19, 2017

REGISTER NOW



GLENCOE'S YOUTH OBSTACLE RACE

Altamanu  Inc.
landscape architecture + urban design + planning





4-6 PM | Thursday, October 5 | Takiff Center

\$15/20 R/NR | GRADES 5-8 | [ACTIVITY 220520-01](#)

Play Giant Jenga or large-scale inflatable foot darts or kick pool (think billiards but using your feet instead of a pool cue). We'll also have traditional board games, including Sorry, Uno, and Yahtzee.

REGISTER NOW



Connect with us





We're celebrating the Grand Opening of West Park on September 5!

The Park District partnered with Glencoe School District 35 to expand the school playground and add a Nature Discovery area at West Park.

The joint project includes a natural play area for 2-5 year olds as well as a large, universally-accessible playground with slides and play panels for 5-12 year olds.

"From start to finish, the West School playground project has been a stellar example of intergovernmental cooperation to support the needs of our community. We have been so pleased to work closely with the team at the Park District to ensure the new resources provide engaging new experiences for the children and parents of Glencoe," said Catherine Wang, Superintendent of District 35.

"Our goal was to create a multi-sensory smorgasbord of opportunities for kids to engage in free play through sight, sound, touch, and smell," said Lisa Sheppard, Park District Executive Director.

Join us as we officially open West Park with a ribbon cutting ceremony on Tuesday, September 5 at 6 pm.



Grand Opening Celebration

LOCATION

West School, 1010 Forestway Drive, Glencoe

DATE AND TIME

09/05/17 6:00pm

Join us for ice cream and fun on the new playground as we celebrate the re-opening of West Park!

I'll
be
there!

Maybe

I
can't
make
it



Glencoe District 



SAFETY COMMITTEE MEETING

Agenda and Minutes

Wednesday, September 21, 2017 / 11:00 a.m.

(Please Note: Items in **red** print require action)

1. Call to order at 11:05 a.m.

Roll Call: Present: Carol Mensinger, Chris Leiner, Bobby Collins, Liz Visteen, Paul Goedjen, Naomi Garvett and Lorise Weil. Absent: Lisa Sheppard.

2. Review of the Minutes: The Safety Committee Minutes from July 19, 2017 were reviewed and accepted.
3. Accident/Incident Review: Carol reported that there were approximately twelve minor accident/incident reports, two worker's comp claims, and two vehicle claims.
4. Open Claims: Carol reported that there was one property claim still open: (1) First Student bus hit a bollard.
5. Carry Over Items:
 - a) Lorise asked about the Safety Manual and asked if we could possibly review the manual to see what should and should not be in it. It was decided by all that **the Safety Committee members** would review the Safety Manual, via section, in October 2017. It is at that time we will take an in-depth look at what should be mutually included in the manual.
6. Certificate of Insurance Information: Please continue to submit any needed Certificate of Insurance information, as requested. The COIs should be updated on a monthly basis.
7. New Items:
 - a) Per **Chris**, the water testing at Takiff has been completed and the results will soon be in.
 - b) Chris briefly discussed our upcoming Loss Control Review, which may begin as soon as May of 2018. **Carol** will distribute Guides for the PDRMA Loss Control Review (LCR).
 - c) Carol reminded everyone of the Flu Shot dates for both full-time and part-time staff: October 3rd and 4th.
 - d) Paul inquired about possibly getting an AED next to the fitness studios. Based on this request, Chris authorized **Paul** to purchase one with a cabinet.
 - e) Chris mentioned that although the Beach has been officially closed for some time, due to the hot temperatures, there are still many patrons going down to the Beach without adhering to the rules, or cleaning-up after themselves. Hence, further discussion is needed with Lisa to address any and all safety concerns that may come up, given this unusual scenario.

Adjourn: 11:56 a.m.

The next Safety Committee Meeting is scheduled for Wednesday, October 18, 2017 at 11:00 a.m.

IX. Executive Director Report

Glencoe Park District
October 2017 Board Meeting

**Glencoe Park District
Executive Director's Report
October 2017**

Gold Medal

“It is not critic who counts; not the man who points out how the strong man stumbles, or where the doer of deeds could have done them better. The credit belongs to the man who is actually in the arena, whose face is marred by dust and sweat and blood; who strives valiantly; who opens himself in a worthy cause; who at the best knows in the end the triumph of high achievement, and who at the worst, if he fails, at least fails while daring greatly, so that his place shall never be with those cold and timid souls who neither know victory or defeat.” Theodore Roosevelt.

This is the quote that was given at the opening session of the NRPA Conference. I found it very fitting after our name was not announced as the Gold Medal winner. During the conference people approached us with, “I am sorry you didn’t win”. However, the one person I remember the most is the person that came up and gave me a hug and said, “Congratulations for being a finalist...I know what a big deal that is and how hard you and your staff have worked to get to this place.”

This is so true. Our team dared to look at how we did things and were not afraid to change. They looked at what could be and worked their way to make it happen. Every person on our team elevated their performance to better serve Glencoe. I am so proud of the Community, Board, and Staff for all the hard work to get us to this point. We are not done yet and will continue to strive for greatness in everything we do.

I found out at the conference that there were over 200 submittals for the Gold Medal. There are thousands more who did not take the leap and apply. In that group of excellent Park Districts or Departments we are in the top four in populations of 30,000 or less. This is something I know I will always be proud of and as we bring the finalist plaque to different departments to celebrate and take pictures; I can see how proud they are of this accomplishment.

Park Projects

You just have to look around and you can see that we are busy with fall projects. The fitness center is coming along and is projected to be finished by mid-November. The parking lot and pathway is progressing on schedule thanks to very favorable weather conditions and should be complete by December 1. Watts Basketball Court will be replaced this month and we professionally cleaned our tennis courts and crack filling on some courts.

At Watts Ice Center, rink work is progressing on the cooling floor repair. The concrete has been removed and staff is working on isolating the coolant lines in preparation for repairs.

The Village will be replacing pipes on the boating beach starting in November. The work will include moving the pipe off the water’s edge, where it was exposed this summer, up the beach closer to the Boat House. This will allow us to move around sand due to any erosion more easily and with no risk from our boats damaging the pipe. The Village is responsible for all restoration on the site. We will need to move some of our boat racks that will necessitate us rebuilding them for next year. This was due to be done in a few years due to the age of the racks and need for more kayak storage and less sunfish storage.

Chris and I held a meeting with Altamanu to begin planning the three playgrounds approved in the capital projects plan. Thank you for sharing ideas for playground equipment.

Astor Park is complete and we will celebrate with a trick or treating table on Halloween, welcoming the community to this new pocket park and handing out treats. If you would like to help hand out candy that day please let us know.

Special Events

We will host our annual Boo Bash on Thursday, October 26 at Takiff Center from 5:30-7:00pm. Please let Liz Visteen know if you are interested in volunteering at the event at 847-835-7538.

ELC and Children's Circle are once again organizing a Trunk or Treat event for Early Childhood parents and their children on Monday, October 31 from 10:30am-12:00pm. I will be participating and I invite you to come out and join in the fun!

IAPD Legal Symposium

Carol and I will be attending the IAPD Legal Symposium on Thursday, November 9. Topics include Managing your Workplace: The Attest Developments in Labor and Employment Law, Best Practices for Minimizing Cyber Liability, Of Soapboxes and Speakers: Legal Regulations of First Amendment Protected Expression in Public Parks, The Do's and Don'ts of Administering Medication: Responding to Requests to Administer Medication to Minors, Traps for Unwary: Change of Use or Private Use of Bond-Financed Park Facilities, New Laws and Key Legislative Issues from the 100th General Assembly that Impact your Agency and Significant Court Decisions Affecting Your District's Day-to-Day Operations.

IPRA Conference

The IAPD/IPRA Soaring to New Heights Conference will be held at the Hilton Hotel in Chicago on January 17-20, 2017. We welcome commissioners to attend this excellent learning opportunity, even if it is for one day. Details of the conference can be found in the September/October issue of Illinois Park and Recreation magazine. Please let us know if you would like to attend.

IAPD does have the Association's Annual Business meeting on Saturday, January 20, 2017 at 3:30pm at the Hyatt Regency Hotel. They are requesting a representative attend the meeting. The by-laws state, "Each member district shall be entitled to be represented at all Association meetings and conferences by a delegate or delegates. Delegates of the Association meetings or conference may include members of the governing boards or member districts, the Secretary, Attorney, Treasurer, Director or any paid employee of the member district." I will be there and would be happy to represent the District, if you so desire, or you can appoint a Board Member.

December Regular Board Meeting Date Change

As discussed at the September Regular Board meeting, approval of the December Regular Board meeting date change from December 19 to December 12 is listed as an action item.

Recommendation on Health Insurance for Employees

Included in our action items is a memo on our recommendation for 2018 Health Insurance Renewal. We will be asking for action on this item during this month's Board meeting.

Meetings Attended

I attended a focus group held by the Cook County Forest Preserve for area park district and village staff on the potential for a Skokie Lagoons Boat House. Ideas were shared about potential shared programs at the site. During the meeting, myself and another park district director inquired about the possibility for a regional dog park in this area and were told that there were no plans to do one in the immediate future.

Josh Lutton and I will represent the Park District on the Active Transportation Plan Steering Committee, which will begin in late October. We will report back and solicit input from the Board as the meetings take place.

Glencoe Gives Back: The Night Ministry

On Sunday, October 1, the Park District partnered with amazing Glencoe residents and The Night Ministry to come together for an afternoon of learning, positive impact, and empowerment where we learned about homelessness in Chicago and the suburbs (including Glencoe).

We watched The Homestretch, an award-winning documentary that follows three homeless Chicago teens as they fight to stay in school, graduate, and build a future.

Participated in expert-led discussion sessions (for youth and parent groups) about the movie, stereotypes, challenges, and homelessness in our own community.

We prepared meals for The Night Ministry's outreach programs and assemble hygiene kits for use in The Night Ministry's Housing and Outreach programs and at the end of the day we Celebrated our community impact with pizza and a live band which was generously provided by School of Rock, Highwood.

Over \$1000 was donated to The Night Ministry, a Chicago-based non-denominational 501c3, dedicated to providing housing, health care and human connection to members of our community struggling with poverty or homelessness and hundreds of meals and hygiene kits were packaged.

Freedom of Information Report

There was one FOIA request this month from the Laborers' Pension and Welfare Funds – Office of Fund Counsel requesting Friends Park project records regarding Hacienda Landscaping. This request was received on Friday, September 22 and responded to on Friday, September 29.

Items that you may want to add to your calendar

Thursday, October 26 | Boo Bash | 5:30-7:00pm | Takiff Center

Tuesday, October 31 | Trunk or Treat | 10:30am-12:00pm | Takiff Center

Tuesday, November 7 | Committee of the Whole Meeting | 7:00pm | Strategic Planning

Action Items

- A. Approval of Resolution No. 874: Truth in Taxation
- B. Approval of Health Insurance Recommendation for 2018
- C. Approval of Auditor Services Agreement
- D. Approval of Financial Procedure and Policy Manual
- E. Approval of Credit Card Program Policy
- F. Approval of Glencoe Beach and Bluff Restoration Feasibility Study
- G. Approval to Change the December 19 Regular Board Meeting Date to December 12
- H. Approval of IAPD Annual Meeting Delegates

Submitted by:
Lisa Sheppard, CPRP
Executive Director



October 2, 2017

Ms. Lisa Sheppard
Glencoe Park District
999 Greenbay Rd.
Glencoe, IL 60022

Dear Ms. Sheppard,

On behalf of everyone at The Night Ministry, and especially the people we serve, I would like to thank you and Glencoe Park District for supporting the Glencoe Community Give Back Day on Sunday, October 1st and for your generous in-kind gift of "Room Space". You play a significant role in our mission to provide housing, health care, and human connection to individuals and families who are struggling with poverty or homelessness.

Your generosity is already making an impact in our community. Because of you, homeless youth and children have a safe and supportive place to live. Thanks to you, we can provide compassionate and accessible medical care to the poor who have nowhere else to turn. Because your generous support provides The Night Ministry with a stable source of funding, we are able to provide all services year-round entirely free of charge to anyone in need.

Thanks to you, we served **over 5,300 youth and adults** in FY17 (July 1, 2016 – June 30, 2017). Look at the profound impact you have made possible by supporting The Night Ministry! In FY17...

- Our Health Outreach Bus made **58,220** outreach contacts with our neighbors in need
- Staff provided **1,051** health assessments to **586** patients, and conducted **521** HIV tests
- Volunteers served **88,275** meals to the homeless and hungry in our programs
- The Street Medicine Team made **2,579** outreach contacts and conducted **91** health assessments with **281** homeless people living in encampments at **30** sites across Chicago
- Across four shelter programs, we housed **399** homeless youth and **43** children
- The Crib provided **6,827** shelter bed nights to **227** homeless youth
- **100%** of youth in the STEPS Transitional Living Program showed improved life skills, and **88%** participated in community service

I am aware that you have many choices for your charitable dollars, so please know how sincerely we appreciate your support of The Night Ministry. Thank you for believing in our mission.

Gratefully,

Christy Prassas
Christy Prassas
Vice President, Development & External Relations

Thank you for partnering with us on such a wonderful event. Sending you my very best wishes!



P.S. If you have any questions about your donation or about The Night Ministry in general, please give us a call at (773) 784-9000.

X. Action Item A
Approval of Resolution No. 874:
Truth in Taxation

Glencoe Park District
October 2017 Board Meeting



To: Board of Park Commissioners

Date: October 11, 2017

From: Carol Mensinger, Director of Finance/HR

cc: Lisa Sheppard, Executive Director

SUBJECT: Approval of Truth and Taxation Resolution (2017) Levy – October 17, 2017

The Truth and Taxation Resolution (2017) Levy was discussed by the Board at the October 3 Finance Committee of the Whole meeting and the committee advanced it for approval at the regular Board meeting on October 17, 2017.

**GLENCOE PARK DISTRICT
RESOLUTION No. 874**

TRUTH IN TAXATION LAW RESOLUTION

RESOLVED, by the Board of Park Commissioners of the Glencoe Park District, Cook County, Illinois that based upon the most recently ascertainable information, the following estimate of taxes to be levied is hereby made in accordance with Section 60 of the "Truth in Taxation Law":

1. The corporate and special purpose property taxes extended or abated for 2016 were \$4,160,301. The proposed corporate and special purpose property taxes to be levied for 2017 are \$4,343,500. This represents a 4.40% increase over the previous year.
2. The property taxes extended for debt service and public building commission leases for 2016 were \$1,224,353. The estimated property taxes to be levied for debt service and public building commission leases for 2017 are \$1,168,250. This represents a 4.58% decrease over the previous year.
3. The total property taxes extended or abated for 2016 were \$5,384,654. The estimated total property taxes to be levied for 2017 are \$5,511,750. This represents a 2.36% increase over the previous year.
4. Based on the foregoing, no public hearing or publication is required under the Truth in Taxation Law. However, the Board will still hold a public hearing on the proposed levy on November 21, 2017.

Passed this 17th day of October 2017.

AYES:
NAYS:
ABSENT:

Dudley Onderdonk, President
Board of Park Commissioners

Attested and filed this 17th day of October 2017.

Lisa Sheppard, Secretary
Board of Park Commissioners

[SEAL]

STATE OF ILLINOIS)
) SS
COUNTY OF COOK)

SECRETARY'S CERTIFICATE

I, Lisa M. Sheppard, do hereby certify that I am Secretary of the Board of Park Commissioners of the Glencoe Park District, Cook County, Illinois, and as such official, I am keeper of the records, ordinances, files and seal of said Park District; and,

I HEREBY CERTIFY that the foregoing instrument is a true and correct copy of Resolution No. 874:

TRUTH IN TAXATION LAW RESOLUTION

adopted at a duly called Regular Meeting of the Board of Park Commissioners of the Glencoe Park District, held at Glencoe, Illinois, in said District held immediately following a 7:00 p.m. Finance Committee of the Whole meeting on the 17th day of October 2017.

I DO FURTHER CERTIFY that the deliberations of the Board on the adoption of said resolution were conducted openly, that the vote on the adoption of said resolution was taken openly, that said meeting was called and held at a specified time and place convenient to the public, that notice of said meeting was duly given to all of the news media requesting such notice, that said meeting was called and held in strict compliance with the provisions of the Open Meetings Act of the State of Illinois, as amended, and with the provisions of the Park District Code of the State of Illinois, as amended, and that the Board has complied with all of the provisions of said Act and said Code and with all of the procedural rules of the Board.

IN WITNESS WHEREOF, I hereunto affix my official signature and the seal of the Glencoe Park District at Glencoe, Illinois this 17th day of October 2017.

Lisa M. Sheppard, Secretary
Board of Park Commissioners
Glencoe Park District

[SEAL]

X. Action Item B
Approval of Health Insurance
Recommendation for 2018

Glencoe Park District
October 2017 Board Meeting

MEMORANDUM

TO: Board of Park Commissioners

FROM: Carol Mensinger, Director of Finance/HR
Lisa Sheppard, Executive Director

DATE: October 6, 2017

SUBJECT: Recommendation for 2018 Health Insurance Renewal

The District's total health insurance program consists of the following coverages: medical, dental, EAP, and life. Per the Board's decision in July 2017 to remain in the PDRMA Health Program for another three-year commitment, the decisions relating to the 2018 insurance renewal for the District are slightly limited. The renewal for our current PDRMA Health Program medical, dental, EAP and life insurance coverage is effective January 1, 2018. (Specific instructions on our plan, however, must be submitted to PDRMA by October 27 for the open enrollment period which runs from October 30 through November 21).

Currently, the PDRMA Health Program includes 92 member agencies covering over 2,500 employees, and over 4,000 covered lives. In 2016, PDRMA completely revamped their coverage structure. They removed the \$1,000 and \$2,500 deductible plans, and added new \$1,500, \$2,000 and \$3,000 deductible plans with a HRA option as well for each of these new deductible plans. They also continued to offer the HMO plan, and added a new tier level for prescription coverage. The intent in offering these new plan options was to allow more flexibility to member agencies in offering coverage to their employees. The overwhelming majority (over 50%) of PDRMA Health agencies utilize the \$500 or \$250 deductible plans, and almost all offer the HMO option as an alternative.

The premium rates for the PDRMA Health Program for 2018 for PPO/HMO, prescription, dental and EAP coverage will increase 4.09%. This compares to an increase of 0% in 2017, 5% in 2016, 11.2% in 2015, 10.2% in 2014, and 7.0% in 2013. In 2018, the increases by insurance type are as follows: PPO 4.3%, HMO 3.2%, Dental 0.9% and there is no increase for the Life and EAP coverages.

On October 4, the PDRMA Health Program Council (i.e. governing board of directors) approved rates and benefit plan changes to the plan for 2018. Many of the previous changes (including an increase in out-of-pocket maximums and required payment of regulatory fees) were due to the Affordable Care Act (ACA).

For 2018, the following benefit changes will be made:

1. Changing the PATH wellness provider from Preventure to Interactive Health, effective January 1, 2018.
2. Increasing out-of-pocket maximums for the high deductible PPO Plans, per the ACA.
3. Offering the Teladoc service to provide telemedicine services (for minor medical conditions) effective January 1, 2018.

Applying the new PDRMA 2018 rates to our current \$500 deductible PPO/HMO plans for 31 current eligible enrollees, the total amount of dollars for medical/dental/life/EAP premiums equates to \$519,940. Please see the attached information. This compares to an amount of current enrollees with last year's 2017 rates of \$498,431 – resulting in an additional premium cost of \$21,509. This is an increase of approximately 4.32%. It should be noted that unplanned changes during 2018 are possible which may also impact these costs, i.e. employee changes due to resignations, new hires, new babies, and changes in marital status. Further, due to the fact three employees opted out of coverage for 2017 due to spousal or other family coverage, the anticipated actual cost for 2017 will be much lower than anticipated.

Historically, the Board has been willing to absorb up to 10% of premium increases without considerable plan modification. The District's Medical Reserve balance currently stands at \$15,000. (The Medical Reserve was created in 1998 when dependent coverage was waived by several employees when dependent contributions were implemented. Over the years, as fund balance levels in the Corporate Fund have allowed, additional monies have also been set aside in this reserve.)

Last year, employees were given the option to move to the higher \$1,500 deductible plan with the added \$1,000 HRA component added...and in exchange, pay a lower monthly contribution. The downside to moving to this option is that it increases in IN-Network maximum out-of-pocket amounts for those with dependent coverage. Even more impactful is the fact that it increases OUT-Network deductibles/maximum out-of-pockets drastically as the HRA reimbursement is for IN-network deductibles only. For example, for single coverage, the OUT-Network deductible increases from \$1,000 to \$3,000. Similarly, for family coverage, this deductible increases from \$3,000 to \$9,000.

As in 2017, the District would recommend continuing to offer the \$500 PPO plan and HMO plan options, as well as the \$1,500 deductible/\$1,000 HRA option. The hope is that with a lower monthly employee contribution, many of our younger employees will choose this option and potentially save the District additional monies. For example, with the \$1500 deductible/\$1,000 HRA, if employees did *not* need to use their deductible, additional savings up to \$43,250 could be realized. (Note, this assumes **all** employees would choose the new HRA plan option, however.)

In comparison to other area Park Districts as far as employee contribution amounts, our district typically falls within the median range as compared to the other districts. Historically, the goal is to bring premium contributions for all coverage types (excluding single) to be 10% of monthly premium (with a slight incentive given to those that choose the new \$1500 PPO/HRA option). As such, staff recommends that employee contributions for 2018 be adjusted as follows:

Type of Coverage	[----- CURRENT-----]			[----- PROPOSED -----]		
	PPO	HRA	HMO	PPO	HRA	HMO
Single (12)	\$ 35	\$25	\$15	\$35	\$25	\$15
Employee + Child (2)	\$130	\$100	\$80	\$135	\$100	\$80
Employee + Spouse (3)	\$185	\$140	\$110	\$190	\$140	\$110
Family (9)	\$250	\$195	\$170	\$260	\$195	\$170

*Three employees with Life/EAP coverage only and one employee with Dental only make no monthly contribution.

For the 2018 renewal, staff recommends to Board of Park Commissioners that the District provide three PDRMA plan options: the \$500 deductible PPO plan, the \$1,500 deductible/\$1,000 HRA option and the HMO Plan. Further, staff also recommends that there be an increase in employee contribution levels as shown above, and that \$2,000 of the Medical Reserve be utilized. (These changes will result in an estimated increase in net cost to the District of approximately 3.64%, with a potential for further *savings* if employees sign up for the \$1,500 deductible/HRA option and do not meet their net IN-network deductible).

PDRMA HEALTH PROGRAM

2017 vs. 2018 RATE COMPARISON

Plan - \$500 Deductible PPO/HMO with Dental,EAP,Life Insurance

Coverage	Employee's Name	# of EE's	2017 Rate/ Month	2017 Rate/ Year	2018 Rate/ Month	2018 Rate/ Year
SINGLE		12	997.83	143,687.52	1,014.56	146,096.64
SINGLE DENTAL only		1	40.83	489.96	41.19	494.28
SINGLE HMO		1	652.45	7,829.40	677.56	8,130.72
TOTAL		14		143,687.52		146,096.64
FAMILY PPO (more than one dependent)						
		9	2,446.91	264,266.28	2,597.70	280,551.60
FAMILY HMO (more than one dependent)						
			0.00	0.00	0.00	0.00
FAMILY DENTAL only			0.00	0.00	0.00	0.00
TOTAL		9		264,266.28		280,551.60
Employee + Spouse						
		2	1,816.40	43,593.60	1,847.79	44,346.96
TOTAL		2		43,593.60		44,346.96
Employee + Child						
		3	1,292.01	46,512.36	1,349.27	48,573.72
TOTAL		3		46,512.36		48,573.72
Life/EAP only						
		3	10.30	370.80	10.30	370.80
Total Medical Coverage (Medical, Dental,Life, EAP)		31		\$498,431		\$519,940

4.32%

Less: Additional Employee Contributions (\$1,380)
 Less: Portion of Medical Insurance Reserve (\$2,000)

Net Total **\$516,560** 3.64%

2018 Medical Plans - Rx 1 (\$10/\$30/\$50)

	\$250 Deductible			\$500 Deductible			\$1,250 Deductible			\$1,500 Deductible			\$2,000 Deductible			\$3,000 Deductible			HMO Plan			
	Enrollment	2018 Rate Estimate	Annual Cost Estimate	Enrollment	2018 Rate Estimate	Annual Cost Estimate	Enrollment	2018 Rate Estimate	Annual Cost Estimate	Enrollment	2018 Rate Estimate	Annual Cost Estimate	Enrollment	2018 Rate Estimate	Annual Cost Estimate	Enrollment	2018 Rate Estimate	Annual Cost Estimate	Enrollment	2018 Rate Estimate	Annual Cost Estimate	
EE Only	12	\$1,000.57	\$144,082	12	\$963.07	\$138,682	12	\$906.18	\$130,202	12	\$886.24	\$127,619	0	\$829.88	\$0	0	\$771.11	\$0	0	\$626.07	\$7,513	
EE + CH	3	\$1,319.40	\$47,988	3	\$1,266.91	\$45,609	3	\$1,184.46	\$42,641	3	\$1,159.34	\$41,736	0	\$1,080.45	\$0	0	\$998.16	\$0	0	\$835.94	\$0	
EE + SP	2	\$1,837.50	\$44,100	2	\$1,760.63	\$42,255	2	\$1,639.90	\$39,358	2	\$1,603.13	\$38,475	0	\$1,487.60	\$0	0	\$1,367.10	\$0	0	\$1,177.00	\$0	
Family	9	\$2,594.73	\$280,231	9	\$2,482.25	\$268,083	9	\$2,305.56	\$249,000	9	\$2,251.75	\$243,189	0	\$2,082.68	\$0	0	\$1,906.35	\$0	0	\$1,675.47	\$0	
Total EEs	26		\$515,911	26		\$494,629	26		\$461,201	26		\$451,019	0		\$0	0		\$0	0	1		\$7,513
HRA Plans																						
Option A																						
EE Only	\$1,000 HRA			\$1,250 HRA			\$1,500 HRA			\$1,250 HRA			\$1,500 HRA			\$2,000 HRA			\$2,500 HRA			
EE + CH	HRA Reimbursement			HRA Reimbursement			HRA Reimbursement			HRA Reimbursement			HRA Reimbursement			HRA Reimbursement			HRA Reimbursement			
EE + SP	Maximum Exposure			Maximum Exposure			Maximum Exposure			Maximum Exposure			Maximum Exposure			Maximum Exposure			Maximum Exposure			
Family	\$1,000			\$1,250			\$1,500			\$1,250			\$1,500			\$2,000			\$2,500			
Annualized Cost Per Plan	\$504,451			\$505,084			\$504,451			\$504,451			\$504,451			\$504,451			\$504,451			
Option B																						
EE Only	\$1,000 HRA			\$1,250 HRA			\$1,500 HRA			\$1,250 HRA			\$1,500 HRA			\$2,000 HRA			\$2,500 HRA			
EE + CH	HRA Reimbursement			HRA Reimbursement			HRA Reimbursement			HRA Reimbursement			HRA Reimbursement			HRA Reimbursement			HRA Reimbursement			
EE + SP	Maximum Exposure			Maximum Exposure			Maximum Exposure			Maximum Exposure			Maximum Exposure			Maximum Exposure			Maximum Exposure			
Family	\$1,000			\$1,250			\$1,500			\$1,250			\$1,500			\$2,000			\$2,500			
Annualized Cost Per Plan	\$504,451			\$505,084			\$504,451			\$504,451			\$504,451			\$504,451			\$504,451			
Option C																						
EE Only	\$1,000 HRA			\$1,250 HRA			\$1,500 HRA			\$1,000 HRA			\$1,250 HRA			\$1,500 HRA			\$2,000 HRA			
EE + CH	HRA Reimbursement			HRA Reimbursement			HRA Reimbursement			HRA Reimbursement			HRA Reimbursement			HRA Reimbursement			HRA Reimbursement			
EE + SP	Maximum Exposure			Maximum Exposure			Maximum Exposure			Maximum Exposure			Maximum Exposure			Maximum Exposure			Maximum Exposure			
Family	\$1,000			\$1,250			\$1,500			\$1,000			\$1,250			\$1,500			\$2,000			
Annualized Cost Per Plan	\$494,269			\$494,269			\$494,269			\$494,269			\$494,269			\$494,269			\$494,269			
Option D																						
EE Only	\$1,000 HRA			\$1,250 HRA			\$1,500 HRA			\$1,000 HRA			\$1,250 HRA			\$1,500 HRA			\$2,000 HRA			
EE + CH	HRA Reimbursement			HRA Reimbursement			HRA Reimbursement			HRA Reimbursement			HRA Reimbursement			HRA Reimbursement			HRA Reimbursement			
EE + SP	Maximum Exposure			Maximum Exposure			Maximum Exposure			Maximum Exposure			Maximum Exposure			Maximum Exposure			Maximum Exposure			
Family	\$1,000			\$1,250			\$1,500			\$1,000			\$1,250			\$1,500			\$2,000			
Annualized Cost Per Plan	\$494,269			\$494,269			\$494,269			\$494,269			\$494,269			\$494,269			\$494,269			

X. Action Item C
Approval of Auditor Services Agreement

Glencoe Park District
October 2017 Board Meeting



To: Board of Park Commissioners

Date: October 6, 2017

From: Carol Mensinger and Lisa Sheppard

SUBJECT: Recommendation to Extend Auditor Services Contract

With the completion of the FY16/17 Audit, the District has now completed six years with Lauterbach and Amen (L&A). They were selected after a competitive proposal process, and staff has been extremely pleased with their services.

Our current contract with L&A is a three-year contract, with the extension of two additional years in FY17/18 and FY18/19. Staff was contacted by the Director of Finance, Dave Clark, at the Village of Glencoe, to inquire whether we would be interested in a cooperative agreement to both continue with L&A for the next 3-5 year period. (The Village has utilized L&A for the past 10 years.) We both reached out to L&A with an opportunity to receive discounted fees over the course of the next 3-5 year period.

Please see attached for the engagement letter that was presented to staff for consideration. The costs include only a \$250 increase in each of the next two years, then a freeze at the annual amount of \$12,350 for the following three years.

Staff recommends that the District approve the attached engagement letter for audit services.



September 27, 2017

Members of the Board of Commissioners
Glencoe Park District
Glencoe, Illinois

We are pleased to confirm our understanding of the services we are to provide the Glencoe Park District, Illinois for the years ended February 28, 2018, February 28, 2019 and February 29, 2020. We will audit the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information, including the related notes to the financial statements, which collectively comprise the basic financial statements of the Park District as of and for the years ended February 28, 2018, February 28, 2019 and February 29, 2020. Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement the Park District's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the Park District's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited: management's discussion and analysis, the budgetary comparison schedules, pension plan employer contribution schedules, changes in the employer's net pension liability schedules, and pension plan investment return schedules.

We have also been engaged to report on supplementary information other than RSI that accompanies the Park District's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America and will provide an opinion on it in relation to the financial statements as a whole: combining and individual fund statements and budgetary comparison schedules, and other information listed as supplemental schedules.

Audit Objective

The objective of our audit is the expression of opinions as to whether your basic financial statements are fairly presented, in all material respects, in conformity with generally accepted accounting principles and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America and will include tests of the accounting records and other procedures we consider necessary to enable us to express such opinions. We will issue a written report upon completion of our audit of the Park District's financial statements. Our report will be addressed to the Board of Commissioners of the Park District. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions on the financial statements are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or may withdraw from this engagement.

Audit Procedures – General

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable rather than absolute assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the entity or to acts by management or employees acting on behalf of the government.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards. In addition, an audit is not designed to detect immaterial misstatements, or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, any fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Audit Procedures – General (Continued)

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will also require certain written representations from you about the financial statements and related matters.

Audit Procedures – Internal Control

Our audit will include obtaining an understanding of the Park District and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. An audit is not designed to provide assurance on internal control or to identify deficiencies in internal control. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards.

Audit Procedures – Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, will perform tests of the Park District's compliance with the provisions of applicable laws, regulations, contracts, and agreements. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion.

Other Services

We will also assist in preparing the financial statements and required audit adjustments, if any, for the Park District in conformity with U.S. generally accepted accounting principles based on information provided by you. We will perform these services in accordance with applicable professional standards. The other services are limited to the financial statements previously defined. We, in our sole professional judgement, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

Management Responsibilities

Management is responsible for establishing and maintaining effective internal controls, including monitoring ongoing activities; for the selection and application of accounting principles; and for the preparation and fair presentation in the financial statements in conformity with U.S. generally accepted accounting principles.

Management Responsibilities (Continued)

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws and regulations.

You are responsible for the preparation of the supplementary information in conformity with U.S. generally accepted accounting principles. You agree to include our report on the supplementary information in any document that contains and indicates that we have reported on the supplementary information. You also agree to make the audited financial statements readily available to users of the supplementary information no later than the date the supplementary information is issued with our report thereon. Your responsibilities include acknowledging to us in the representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

You agree to assume all management responsibilities for financial statement preparation services and any other nonattest services we provide; oversee the services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of the services; and accept responsibility for them.

Engagement Administration, Fees, and Other

Our fees for the February, 28, 2018, February 28, 2019 and February 29, 2020 audit will be \$12,100, \$12,350, and \$12,350, respectively. The Glencoe Park District has the option to extend this agreement to include its February 21, 2021 audit and its February 28, 2022 audit by providing written notice to us no later than ninety days prior to the end of the respective fiscal year. If the Park District exercises that option, the fees for the February 28, 2021 and February 28, 2022 audits shall be \$12,350 per audit year. The above fee structure reflects the joint pricing for the Park District and the Village of Glencoe:

We appreciate the opportunity to be of service to the Glencoe Park District, Illinois and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign below and return it to us.

Cordially,

Lauterbach + Amen LLP
LAUTERBACH & AMEN, LLP

RESPONSE:

This letter correctly sets forth the understanding of the Glencoe Park District, Illinois.

By: _____

Title: _____

X. Action Item D
Approval of Financial
Policy and Procedures Manual

Glencoe Park District
October 2017 Board Meeting



To: Board of Park Commissioners

Date: October 11, 2017

From: Carol Mensinger, Director of Finance/HR

cc: Lisa Sheppard, Executive Director

SUBJECT: Approval of Financial Policy and Procedures Manual - October 17, 2017

The Financial Policy and Procedures Manual was discussed by the Board at October 3 Finance Committee of the Whole meeting and forwarded by committee chair for approval at the regular board meeting on October 17, 2017.

Glencoe Park District

Financial Policies & Procedures Manual

Proposed First Draft: September 2017

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INTRODUCTION

Introduction

This Financial Policies and Procedures manual has been established to provide a set of ideologies involved in the management of the finances and to illustrate day to day financial operations for the Glencoe Park District.

Purpose of the Manual

The purpose of this policies and procedures manual is to:

- Provide a reference to the application of financial tasks and routines of for the Glencoe Park District Director of Finance/HR, Accounting Manager, Board of Park Commissioners, Executive Director, Auditors and other internal departments of the District.
- Ensure consistency among financial processes.
- Outline procedures to augment adequate internal controls.
- Ensure all assets are safeguarded.
- Manage finances with responsible stewardship.
- Provide a financial operations guide for training new staff.

Revision/Amendments of the Manual

Due to changes in accounting practices, changes to Illinois Park District Code, and changes in procedures to adapt new techniques and ideas, some parts of this manual may become obsolete. Finance will review and revise the relevant areas as necessary. Any and all changes may be subject for review and approval by the Board of Park Commissioners.

FINANCIAL OVERVIEW

The Board recognizes that the financial integrity of the District must be maintained through a sound financial plan outlining expected revenues and expenditures for all District funds. This manual and the comprehensive set of financial policies have been created for the District to address specific financial issues. These policies should be strictly followed by all employees and Commissioners of the District and remain updated at all times.

The Board shall exercise prudent financial judgment and practices so that the District remains financially sound. The Board shall review and approve the proposed annual budget for the District. The Board also shall regularly review reports regarding the District's financial status, Voucher List of Payments, current status of each of the funds of the District and similar reports.

Fiscal Year

The fiscal year of the District commences on March 1 and ends on the last day of February of the following year.

Annual Budget and Appropriation Ordinance

The Board recognizes that, as required by the Park District Code, the Budget and Appropriation Ordinance will be presented to the Board for review, comment, and passage no later than the first quarter of each fiscal year.

The Ordinance shall contain a statement of cash on hand at the beginning of the fiscal year and an estimate of monies expected to be received during the fiscal year from all sources, as well as an estimate of expenditures for the fiscal year and an estimate of cash on hand at the end of the fiscal year.

The Ordinance must be prepared in tentative form and made available for public inspection at least 30 days prior to final action. The Board must hold at least one public hearing regarding the Ordinance before it can take final action. Notice of the hearing must be published in a newspaper circulated in the District at least 7 days before the date of the hearing. The public hearing can take place as a separate meeting prior to the Board's regular meeting, or on the same date, just prior to the start of the regular meeting of the Board.

After adoption of the Ordinance by the Board, it will be signed by the President and Secretary and certified by the Secretary. The Ordinance becomes effective upon its passage, and is filed with the Cook County Clerk's Office by the end of May.

Annual Tax Levy

The Board recognizes that subject to the Park District Code, the Tax Levy Ordinance will be presented for passage no later than the December regular Board meeting.

All general taxes proposed to the Board to be levied upon the taxable property within the District shall be levied by ordinance. A certified copy of such levy ordinance shall be filed with the County Clerk no later than the last Tuesday in December of each year. The Board of Park Commissioners shall take appropriate annual action at a Board Meeting to comply with the legal requirements for the purpose of levying taxes in accordance with Park District Code, including the Truth-In-Taxation Law.

The Board must adhere to the following process to levy taxes:

1. The Board must meet and formally determine the amount of money that it estimates will be levied, at least 20 days prior to adopting the new levy ordinance. This estimate should be announced at a Board meeting, formalized in a resolution and adopted by the Board.
2. The District must hold an open, public hearing prior to passing a new tax levy ordinance that is estimated to be greater than 105% of the preceding year's levy. In assessing the previous tax extension, the District must deduct any amount that was abated and exclude any election costs. No hearing is required for proposed levies less than 105% of the preceding year's levy.
3. The hearing shall not coincide with the hearing on the budget and appropriation ordinance of the District.
4. The District must provide notice of the hearing in an English language newspaper at least 7 days but no longer than 14 days before the hearing date. The notice shall be no less than 1/8 page in size and the smallest type used shall be 12 point and shall be enclosed in a black border no less than 1/4 inch wide. The notice shall not be placed in that portion of the newspaper where legal notices and classified advertisements appear.
5. At the hearing, the Board should explain the reasons for the proposed increase and permit individuals the opportunity to present testimony within reasonable time limits set by the presiding officer.
6. The District must file a certified copy of the tax levy ordinance with the Cook County Clerk by the last Tuesday in December.
7. At the time the District files with the Clerk, it must also file a certificate signed by the Board President, which certifies compliance with the requirements of the Truth in Taxation Law.

There are eight (9) separate funds established by the Board for levying and assessing taxes on properties within the District for the amount of tax needed to carry out the functions of the District:

- Corporate Fund
- Recreation Fund
- Liability Fund
- Workers Compensation Fund
- Audit Fund
- Special Recreation Fund
- IMRF Retirement Fund
- Social Security Fund
- Bond and Interest Fund - The levy for the Bond Fund is set by the County Clerk and reflects the amount shown in the District's outstanding Bond Ordinance(s).

The President and Secretary will sign the Tax Levy Ordinance and the Secretary will certify its passage.

CASH RECEIPTS/CASH HANDLING

The policy of the Glencoe Park District is to deposit funds on a timely basis to maximize earnings and keep adequate levels of cash for operational needs.

Acceptable Forms of Payments

The Glencoe Park District accepts:

- Cash
- Checks
- Credit Cards (VISA, MasterCard)
- Cashier's Checks/Money Orders

Glencoe Park District staff (registration staff, beach/ice cashiers, beach/ice assistant managers, and program/facility managers) collect all forms of payment and process in the RecTrac registration system. All monies are uploaded into the Incode financial software system via a daily file interface done by the Director of Finance/HR.

Cash Handling

Separation of Duties

Cash handling responsibilities should be designed in a way that balances the need for segregation of duties with the Park District's limited staff and financial resources. Whenever possible, the Park District will require duties to be segregated so as to avoid having the same individual who collects or handles cash also be responsible for the reconciliation and depositing of cash. The Park District will strive to best separate these and other types of duties to different employees as long as it is financially and operationally feasible.

Cash Handling System Procedures

Park District locations that handle acceptable forms of payment as listed above include the Takiff Community Center, Watts Ice Center and the Beach Halfway House/Safran Beach House, and must abide by the guidelines and recommended procedures. Due to the high volume of cash transactions at the Beach and Watts Ice Center locations, the following measures are followed:

- Each morning before operations begin at the Ice and Beach location, the cash banks will be counted. A log will be kept at each location to show who counted the banks each morning.
- After the amounts are verified, the banks will be distributed to staff prior to the start of their shift.
- At the end of an employee's shift, they will be responsible for counting their drawer by separating out the amount of the bank they originally received and then counting the remaining money. This amount must be verified against the end of day cash batch for each employee.
- The employee as well as a supervisor must then sign off on the cash batch before that employee clocks out for the day. Any discrepancies must be documented and explained. The batch and the cash and check envelopes must be put in the drop safe.

- Any adjusting entries are handled/reconciled by management the next morning. After verifying all the batches, the batches must be brought over daily to the Registration Office at the Takiff Center and monies are deposited at the bank.

Cash Deposit and Reconciliation Process

To maintain a reasonable level of segregation of duties, all Takiff deposits to the bank are made during the business week by the Administrative Assistant or Accounting Manager. Monies are deposited on a daily basis. At the Beach/Watts, the monies are deposited by the Facility Manager or Assistant Managers. On the weekends, the seasonal beach and ice manager makes the deposits either in the night depository at the bank, or on the next business day.

On a regular basis, the Accounting Manager reviews daily deposit slips with applicable batch reports and attaches deposit bank slips after deposit is made.

Any discrepancies in either data entry or deposits shall be reconciled immediately by the Director of Finance/HR using the RecTrac (registration software) and/or Incode (accounting software) to make the necessary corrections.

Financial Statement Preparation

Monthly financial statements are to be completed no later than the middle of following month. The Director of Finance/HR is responsible for the preparation of the financial statements. These statements include cash and investment summary, revenue and expense detail report, balance sheet, comparison report and program analysis report.

A financial summary report is presented to the board at each month's regular Board Meeting and included in their board packet. On an annual basis, the Park District's auditors present the annual financial report to the Board.

Bank Reconciliation

The Director of Finance/HR reviews all bank statements and completes a bank reconciliation for all District bank accounts to ensure there are no unknown transactions on the bank statements or the Park District's balance sheet.

Refunds

Glencoe Park District understands from time to time refunds may be necessary for various reasons including but not limited to program cancellations, customer dissatisfaction or unforeseen circumstances. In which case, upon approval from appropriate supervisory staff, a credit or refund shall be issued.

Once approved, any and all refunds shall be made in the same manner as they were paid, less a \$20 processing fee. Therefore, if a payment has been made by credit card, the refund will be credited to that same credit card. However, an exception will be made if a credit card that is on file has expired or a given circumstance has occurred to render the credit card option unfeasible. At which point, a Refund to Finance RecTrac Form is completed and submitted to the Accounting Manager so that the refund can be issued in the form of a check. Similarly, if the payment had been made in any other method than a

credit card, a Refund to Finance RecTrac Form will be submitted to the Accounting Manager and the refund will be issued in the form of a check.

Returned/NSF Checks

On occasion, the Glencoe Park District will see a check returned for insufficient funds or other unforeseen circumstances. In this case, the Director of Finance/HR is notified by the Bank. The Director of Finance/HR informs the Registration Office of this situation. The Registration Office is to contact the customer to update them of the discrepancy and inform them that their customer account will be updated in RecTrac to show an amount due until another form of payment is submitted. A \$25 processing fee will be charged for all returned or non-sufficient funds checks.

PAST DUE AMOUNTS COLLECTION

In collecting past due amounts for programs, rentals, memberships, etc., staff shall make every reasonable effort to cooperate with the debtor and their financial constraints. However, in the event that the debtor is unresponsive or uncooperative, the following guidelines for further collection efforts shall direct staff actions.

For past due amounts over 90 days and after at least two attempts to collect balance, suspension of all participation in Park District programs until past due balance is paid will be enforced and the debtor will be notified of this action via phone call and email.

For past due amounts over 120 days and after at least two attempts to collect balance, suspension of all participation in Park District programs until past due balance is paid will be enforced and the debtor will be notified of this action. The balance will be turned over to a collection agency and debtor will be notified via a certified letter of this action.

PURCHASING POLICY

Overview

The Park District's Purchasing Policy establishes the guidelines under which all purchases must be made. This policy adheres to all requirements of Section 8-1(c) of the Park District Code and outlines administrative staff guidelines for purchasing. It is the intent of this policy that the Park District conducts business fairly and equitably while remaining fiscally responsible to its taxpayers.

All purchases must be in the best interest of the Park District. Local vendors and merchants will be used if at all possible, subject to compliance with the specific requirements of this Policy.

All purchases in excess of \$2,500 are to be made by authorized Park District personnel on approved purchase order forms.

Purchase order forms shall be issued for all purchases in excess of \$2,500 for supplies, services, capital improvements, repairs, etc. procured for Park District purposes. Exceptions may include, but are not limited to, utilities, bond and interest payments, insurance premiums, monthly service agreements, payments to NSSRA, certain contractual payments for professional services (i.e. attorney and architects), in-service training and payroll-related expenditures.

Governance

The purchasing policy is governed by Section 8-1 (c) of the Park District Code which specifically empowers the Park District "to acquire by gift, legacy, or purchase any personal property necessary for its corporate purposes provided that all contracts for supplies, materials or work involving an expenditure in excess of \$25,000 shall be let to the lowest responsible bidder, after due advertisement, excepting contracts which by their nature are not adapted to award by competitive bidding", such as the following:

- Contracts for the services of individuals possessing a high degree of professional skill where the ability or fitness of the individual plays an important part
- Contracts for the printing of finance committee reports and departmental reports
- Contracts for the printing or engraving of bonds, tax warrants, and other evidence of indebtedness
- Contracts for utility services such as water, light, heat or telephone
- Contracts for the purchase of magazines, books, periodicals, pamphlets and reports
- Use, purchase, delivery, movement or installation of data processing equipment, software or services, and telecommunications and interconnect equipment, software, or services
- Duplicating machines and supplies
- Goods or services procured from another governmental agency (e.g. joint purchase)
- Purchase of equipment previously owned by some entity other than the District itself
- Emergency expenditure which is approved by three-fourths of the members of the Board

Advertised Bids – Purchases of \$25,000 or More

The Park District Code requires the purchase of all goods and services estimated to exceed \$25,000 shall be awarded to the lowest responsible bidder, considering conformity with specifications, terms of

delivery, quality, and serviceability. Before concluding that a purchase in excess of \$25,000 is exempt from competitive bidding, approval must be obtained from the Executive Director and/or legal counsel for the District.

Bidding Process:

1. A legal advertisement shall be placed in publications which will give notice of the Park District's request for bids to those organizations best qualified to provide the goods or services.
2. Specifications shall be prepared and made available to all interested parties.
3. Instructions to bidders shall accompany each set of specifications issued, indicating all terms and conditions relative to the bid.
4. The nature of the construction projects necessitates more clearly defined conditions. Instructions to bidders for construction projects shall include all requirements including business references, bid surety and performance bond, insurance, indemnification, protection of district property, compliance with labor standards and prevailing wage laws, subcontract, change orders, payment procedures and guarantees.
5. Following the issuance of "Specifications and Instructions" to bidders, bids received at or prior to the time and date specified will be opened publicly and contracts awarded in conformity with bid opening procedures, as stated below.
6. Sealed bids shall be opened in accordance with the following procedures:
7. The location, date and time the bid opening shall be a part of the legal advertisement for bidders.
8. Bids shall be opened at a location open to the public.
9. Bids shall be opened and an acknowledgement made of the receipt of each bid.
10. After each bid is analyzed to determine whether all specifications have been met, a recommendation shall be made by staff to the Board of Park Commissioners. After Board approval, staff shall notify the approved bidder and finalize the project deadline.
11. In addition to the consideration of the lowest dollar amount of the bid, also considered is the bidder's responsibility (financial stability, responsiveness, experience, past transactions) to meet the expectations and demands under the terms of the contract. If an award is made to a bidder that is not the lowest bidder, the decision must be supported by complete documentation as to the supporting rationale, and must be reviewed by legal counsel for the District.
12. Bids received after the date and/or time indicated in the advertised notice shall be returned, unopened, to the bidder with a notation on the bid envelope or packet stating that it was a late bid, noting the date, and hour it was received, and signed by a representative of the Park District.
13. The Park District reserves the right to accept or reject any or all bids or portions thereof, in the best interest of the Park District and in compliance with Section 8-1(c) of the Park District Code.
14. In the event that all bids are rejected by the Board of Park Commissioners, the project may be rebid following bidding procedures. If bids are rejected, staff shall notify all bidders and establish a new bid opening date. After a new bid opening date has been established, the procedures outlined above shall be followed.
15. The Board reserves the right to award a contract for all or only a portion of the specific bid work.
16. The Board may require a surety bond of any successful bidder.

Unadvertised Purchases-Purchases under \$25,000

Contracts and purchases of less than \$25,000 are exempt from formal competitive bidding procedures. In such instances the following procedures shall be followed:

1. For purchases estimated to be less than \$2,500, no purchase order is required. Although these purchases do not require verbal or telephone quotes, staff are advised to make every effort to solicit a fair price for items purchased.
2. For the purchase estimated to be between \$2,501 and \$5,000, at least three (3) verbal quotes are required. A purchase order must be completed by staff, and signed by both the Department Head and Executive Director prior to placing the order.
3. For purchases estimated to be between \$5,001 and \$25,000, at least three (3) written quotes are required. A purchase order must be completed by staff, and signed by both the Department Head and the Executive Director prior to placing the order.
4. Open Purchase Order (P.O.) Accounts:
5. Open P.O. Accounts are similar to charge accounts at special stores/vendors. Only specific authorized employees are permitted to purchase items. Items in excess of \$2,500 also require an individual purchase order form.
6. When an authorized employee makes a budgeted purchase from a vendor which has an Open P.O. Account, the following information must be written on the receipt or invoice:
 7. Signature of staff member placing order
 8. The account number to which the purchase is charged
 9. Brief description of the item(s) purchased, if this information is not apparent
10. All receipts and invoices shall be forwarded to the Business Office. When the monthly statement is received, the invoices shall be matched with the items on the statement, and appropriate payment should be made. Disapproval of any invoice item must be communicated to the vendor within 30 days after receipt.

Emergency Purchases

In the case of emergencies which call for immediate resolution, the Executive Director shall take prompt action to employ persons or firms to do the necessary corrective work but shall require them to furnish a detailed report of the work performed and the basis for performing the work. For the purpose of this paragraph, the emergency shall consist of a threat to the health or safety of park users, or of severe damage to District property. Emergency expenditures in excess of \$25,000 must be pre-approved by three-fourths of the members of the Board.

Purchasing Procedures

- A. A three-part pre-numbered purchase order form shall be prepared by the staff member placing the order. This form shall include account number(s), quantity/ item description, unit price, extended price, vendor name and address, shipping address, special instructions, and applicable signatures needed for authorization of the purchase. This form must be completed and signed by all levels of staff **prior** to any purchase.
- B. The three-part purchase order/requisition form is color-coded and should be distributed as follows:
 1. WHITE: Original to be given to or sent to vendor, if applicable

2. YELLOW: Sent to Business Office to be retained in an "Open P.O. File."
 3. PINK: Retained by the staff member placing the order until supplies are received or services are completed. Person receiving materials indicates the quantities received, initials and dates the copy, attaches packing slips, and returns it to the Business Office.
- C. In the event that an item is substituted for the item listed on the purchase order form, the recipient shall note the substitution on the receiving pink copy.
 - D. Purchase order forms shall be issued for specific items and purposes. No additional items will be authorized which would significantly increase the cost of purchase. In these instances, the purchase order will be sent to the Department Head and Executive Director for "re-authorization".

Other Items

- A. No contract or order shall be split into parts so as to avoid the provisions of this policy.
- B. A business within the District shall be considered a preferred bidder subject to compliance with the other specific provisions of this Policy.
- C. Whenever feasible and advantageous to the District, cooperative purchases with other governmental agencies such as State of Illinois, Village of Glencoe, School District 35, , and other park districts, shall be made.
- D. The District credit card is not to be used as a routine tool to make purchases. Rather, it is to be used as an alternative if the vendor does not accept a District Purchase Order, or will not invoice us, or a purchase is made on the Internet.
- E. All promotional incentives and contest awards made available to qualifying District personnel by vendors, which are based on District purchases from those suppliers, automatically become the rightful property of the District and must be considered and administered as District owned assets. The incentives referred to above include, but are not limited to, all purchase premiums, sales incentives and/or remunerative awards of any kind (such as merchandise premiums, free goods, offered as part of so-called "baker's dozen" deals, quantity discounts, promotional allowances, cash prizes, special sales commissions, merchandise prizes, etc.) that are made available or awarded by reason of District purchases from vendors.
- F. Whenever feasible and financially advantageous to the District, purchases from joint co-op and stat bid process shall be made.

Negotiated Procurement (Non-Bid) Process

For those items exempt by law from the competitive bidding process, it may still be in the best interest of the Park District to solicit formal written quotes. In these instances, a Request for Proposal (RFP) should be sent to all interested vendors/companies. After a thorough review of the proposals, interviews, and negotiation, a contract can be awarded to the lowest cost quote which meets the objectives set forth in the RFP. Proposal results must be approved by the Board. Examples in which a RFP may be used include auditing services, architectural services, purchase of copier, etc.

ACCOUNTS PAYABLE POLICY

The policy of the Glencoe Park District is to pay bills on a weekly basis, typically on Tuesdays or Wednesdays.

Receiving Bills

Bills arrive to the office by mail or email, and are stamped by the Accounting Manager with the Approval for Payment stamp. They are then distributed to the corresponding staff that is assigned to that account. Staff will review the bill, assign an account code/description, and sign off with a signature and the date. Once this is completed, they are either attached to official Check Request Form or submitted to the Accounting Manager for entry into Incode Accounts Payable System.

Entering Bills

Bills are entered and paid out of Incode. Prior to entry, the Accounting Manager will review for an account code and signature. A bill will be returned to staff if these items are not completed.

Getting Approval

Once all bills have been received, each Tuesday or Wednesday they are batched and entered into Incode. The Accounting Manager will run a Voucher Payable Register and give to the Director of Finance/HR for official review and approval. If all questions have been clarified and no further inquiry is needed, the Director of Finance/HR will inform the Accounting Manager, that the bills are approved for payment. All vouchers are reviewed for accuracy and approval by the Director of Finance/HR and the Executive Director.

Paying Bills & Finalizing Checks

Pending approval from the Director of Finance, the Accounting Manager will print checks.

The checks are printed to pre-printed, pre-numbered check stock. The Executive Director's signature is stamped on all the checks by the Accounting Manager. Two signatures are required for checks that are \$1500 or more. Treasurer of the Park Board is contacted to be the additional signature, or the signature of the Director of Finance/HR is acceptable as the second signature. The Executive Director and the Director of Finance/HR are authorized to sign all refund checks, emergency checks, and checks necessary to cover the payroll.

After checks are printed, the Accounting Manager detaches the top check stub from all checks and attaches the stub to the corresponding bill. Once completed, the Accounting Manager prepares all checks and remittances for mailing to the vendors.

Employee Reimbursements/Mileage

Check requests employee reimbursements or mileage are made according to budget, and the check request must be accompanied by an original receipt (excluding sales tax paid) or mileage reimbursement log.

Sales Tax

All employees must use the Glencoe Park District State of Illinois sales tax exempt number when making a purchase on behalf of the District.

Online Payments/Wire Payments

Glencoe Park District is set up to pay a few vendors online through ACH Payments (Payroll withholding and bond wire payments). The accounts payable process with staff are to be followed in the same manner as previously stated with exception to the final printing of the checks.

The Accounting Manager does not have authorization to release the payments and may only input them in Incode. This provides a safe level of segregation of duties to assist in protecting Glencoe Park District assets. Each bill payment is to be entered separately. A confirmation or documentation for each payment will be printed if possible and is attached to the bill.

ACH bills and confirmations are given to the Director of Finance/HR, who is responsible for coordinating and confirming all ACH payments.

Prepayments

The Park District will not pay for goods and services until the goods are received or the service is rendered. Exceptions:

- Deposits on contracts approved by the Board and/or Executive Director
- Memberships
- Payments to local, state and federal government entities
- Service and maintenance contracts where necessary
- Prepayment approved by the Executive Director or Director of Finance/HR

Manual Checks (Early Checks)/Last Minute Check Requests

Manual or early checks are interim checks issued between normal weekly accounts payable cycle when an emergency or other extenuating circumstance, as determined by the Executive Director, makes it impractical or unreasonable to wait. Since the issuance of manual or early checks circumvents regular approval and are time consuming to issue, this method of payment shall be restricted to unique and special circumstances.

All requests for manual checks must be processed by completing a Check Request Form. The completed form shall include:

- Vendor name
- Vendor address
- Account number to charge for the expense
- Description of the expense
- Explanation in the remarks section as to need for the check
- Appropriate signature(s)

The Business Department will NOT issue manual or early checks in instances where reasonable means could have been taken to process the payment following normal payment methods.

Prompt Payment Act

The Illinois Prompt Payment Act (50 ILCS 505) provides that the appropriate local government official receiving goods or services must approve or disapprove a bill from a vendor furnished to the organization within thirty (30) days after the receipt of such bill or within thirty (30) days after the date on which the goods or services were received, whichever is later. Written notice is to be mailed to the vendor immediately if a bill is disapproved.

Any bill approved for payment is to be paid within thirty (30) days after the date of approval. If payment is not made within such 30 day period, the vendor may invoice Glencoe Park District for an interest penalty of 1% of any amount approved and unpaid for each month or fraction thereof after the expiration of such 30 day period, until final payment is made.

Petty Cash Disbursements

Requests for petty cash may be made to the Accounting Manager with a maximum of \$25 per petty cash request per day. Any amount above that limit must be reimbursed via a check request submittal through the accounts payable process. The Executive Director can override and approve a request for petty cash over the established limit.

No one is allowed to take money from petty cash without a Petty Cash Request Form signed by the appropriate supervisor. The employee receiving the petty cash will also sign the request form.

- Staff are required to submit a receipt for Petty Cash.
- When the employee returns a receipt after the money is spent, along with the change (if applicable), the proper dollar amount is recorded, and the receipt is attached to the request form.
- If a receipt is submitted together with the request form, the employee is reimbursed for the expense.
- All receipts **MUST** be original.
- If circumstances prevent an employee from obtaining a receipt, a Missing Receipts Form must be completed and submitted.

All Petty Cash Request Forms must contain the following information:

- Date
- Detailed description of the expenditure
- Name of person(s) receiving the money
- Name of authorizing supervisor
- Account number to which the expenditure will be charged
- Receipt is attached
- Signatures

The petty cash fund should be replenished by the Accounting Manager before funds are depleted. The fund must be replenished on or before the last day of the fiscal year no matter what the amount of disbursements made.

Requests for replenishment of petty cash funds should be made on a Check Request Form by the fund custodian and submitted to Accounts Payable. The request is to be accompanied by the receipts

received during the accounting period. A check from the District will be issued to the custodian of the fund. The check acts as reimbursement to the fund for authorized disbursements of cash.

Credit Card Purchases

Glencoe Park District has provided certain managers a corporate credit card with a set credit limit for use in making purchases. Each individual is responsible for the security of the card and should not permit its use for means other than those permitted by this policy. Credit cards are issued to the Executive Director, Director of Parks, Director of Recreation and the Program Manager of Special Events.

The Administrative Assistant will be in charge of monitoring the credit limits to each credit card. Should an employee need a temporary increase to their credit limit, a submittal, should be sent to the Administrative Assistant while copying the Executive Director for approval.

Employees with credit cards shall submit completed credit card form(s) with receipts attached, to the Accounting Manager, after securing appropriate supervisory approvals if necessary. The credit card cycle ends on the 10th of each month, therefore, receipts are due to the Accounting Manager immediately after purchase.

The Administrative Assistant shall maintain a list of the credit cards issued to each employee and shall request that they be returned prior to termination of employment. Returned cards shall be forwarded to the Administrative Assistant or his/her designee, and shall be cancelled.

Consequences for failure to comply with credit card guidelines include:

- Permanent revocation of card
- Collection of unauthorized purchase amounts
- Disciplinary actions that may include termination and legal action

OUTSTANDING CHECK WRITE-OFF POLICY

On an annual basis, the Business Department will review the list of outstanding checks (both accounts payable and payroll) issued by the Glencoe Park District.

The Accounting Manager will send notifications to the Payee at the last known address that payment was submitted but the check or checks were not cashed. The payee will return this notification acknowledging that the check(s) was never received, lost, or destroyed and request reissuance of said payment(s).

Upon receipt of signed authorization by payee and review by the Director of Finance/HR/Human Resources, the Accounting Manager will then issue a replacement check. The original check will be removed from the outstanding check list.

If the Glencoe Park District does not receive notification from the payee, the payment will remain an open item on the bank statement for a period not to exceed 24 months. This outstanding check will be moved to a liability account (Outstanding Check Account) on the District's books until such time as it must be remitted to the State of Illinois, Office of the Treasurer. Each annual report submitted to the State of Illinois will reflect outstanding items seven (7) years prior to the last calendar year.

PAYROLL POLICY

Pay Periods/ Timesheets

The policy of the Glencoe Park District is to pay all full-time and part-time employees on a bi-weekly basis following the approved annual Payroll Schedule. An annual schedule of pay periods is developed and provided by the Business Department. Part-time employees will be responsible for submitting their timesheets in accordance with this payroll schedule after the pay period ends on Friday at Midnight. Supervisory employees from each department must turn in their completed and approved departmental payroll to the Business Department by 10:00 am on following Monday. Employees shall not carry hours over from one pay period to the next. Any timesheets received after 10:00 a.m. will be considered late and processed on the next payroll date. Timesheets must be filled out completely, accurately, signed where required, and approved by the supervisor.

Timesheet Review

Timesheets are received from all employees after the payroll ends at midnight of the designated Friday, the last day of biweekly payroll. The supervisor will review the timesheets for correct dates, times, program names, hours and signatures. If correct, the supervisor codes the timesheet to the correct payroll account number, signs and dates it. If not correct, the supervisor will contact the employee to come in and make the necessary corrections. Disciplinary action may follow. If corrections cannot be made before the payroll cutoff, the timesheet is still to be submitted to the Business Department to be discussed and processed for payment, if possible to resolve. Approved departmental payroll is due to the Business Department by 10:00 a.m. on payroll Monday.

Timesheet Preparation

The Accounting Manager receives all timesheets by 10:00 a.m. on payroll Mondays. The Accounting Manager prepares the timesheets for processing by reviewing all timesheets for employee signature, account number from which to be paid, and the supervisor's signature. If any of these are missing, the Accounting Manager will return to the supervisor for correction. At this point, any timesheets that are out of the current pay period will be pulled and set aside for late timesheet processing.

After all timesheets are reviewed, they are entered into the Incode system. All timesheets from employees who work in multiple departments are combined and hours and gross wages are totaled.

Timesheet Processing

The Accounting Manager enters all hours at applicable rates of pay. Once all hours and gross wages are entered and reconciled, a Summary Register, Detailed Payroll Register, and Distribution Register are run. These reports, along with all of the timesheets, are given to the Director of Finance/HR for review of correct entry and rates. Upon approval, the timesheets are returned to the Accounting Manager and all paychecks/ direct deposit vouchers are printed. All paychecks and direct deposit vouchers are given to the departmental supervisor for pickup/preparation to mail on Payroll Thursday after 3 p.m.

As part of the Incode process, the direct deposit vouchers are printed and a direct deposit file is created. Also, the Director of Finance/HR logs on to Harris Bank online access to upload the direct deposit file and confirmation is attached to the hard copy of this file.

Hiring/Salary Ranges for Full-Time Staff

Based on the periodic salary/compensation study done by the Hay Group, a schedule of salary ranges for each full-time position is maintained by the Director of Finance/HR and is approved annual by the Executive Director. Periodic adjustments are made for the CPI increase as part of the annual review. For those staff who are at maximum salary range, performance bonuses will be given in lieu of annual salary increase.

Compensation

All salary and wage decisions for full-time and part-time employees are at the sole discretion of the Glencoe Park District. Employees will be considered for salary adjustments based on several factors, including without limitation, performance, attendance, safety, attitude, professional appearance, responsibility, initiative and other pertinent aspects of employment. All employees will receive an annual review. Employees receiving an unsatisfactory performance evaluation are not eligible for any wage increase and may be subject to disciplinary action, up to and including dismissal.

Wages

Wages will correspond with the job assigned and all part-time employees will be paid only for actual hours worked.

Overtime

The Glencoe Park District understands that from time to time, overtime hours are unavoidable. For all hourly employees, prior approval by the employee's immediate supervisor is required before the hours are worked. Employees working overtime without approval may be subject to disciplinary action up to and including dismissal. Overtime will be paid at time and a half with the employee's highest rate as the base for calculation.

Administration Release

Exempt employees are expected to perform their job duties regardless of the number of hours required. However, an exempt employee who is assigned specific tasks in addition to his normal workload by his Department Head may be granted time off from work when his schedule and Park District operations permit. Administrative release time must be approved in advance of your performing the additional tasks by your Department Head.

Administrative release time is not and may not be granted on an hour-for-hour basis for each hour worked in excess of 40 per week (i.e., two hours worked over 40 hours does not mean that the you will be granted two hours of administrative release time). Instead, the amount of administrative release time that you may be granted for specific tasks shall be determined by the Department Head in his sole discretion and who shall notify you of the amount of time off granted.

Administrative release time is not a substitute for overtime; exempt employees are not eligible for overtime. Rather, administrative release time is an acknowledgment that during certain times of the year it is in the best interest of the park district for staff work over and above typical work hours. Full-time exempt employees should make every opportunity to use the time within two weeks but may accumulate up to 40 hours of administrative release time within a calendar year. The accrual of additional compensatory time is subject to approval by the Executive Director. All unused administrative release time shall be forfeited at the end of the fiscal year unless the Executive Director determines, in his/her discretion, to allow an employee to carry forward such unused compensatory time for an additional period not to exceed 60 days. Use of the compensatory time shall require at least three days written notice in advance and approval of the employee's immediate supervisor and the Executive Director. Employees will not be entitled to payment of unused compensatory upon their voluntary or involuntary separation from the District.

Compensatory Time

Non-Exempt Employees may be granted compensatory time in lieu of overtime pay when they request it and when, in the discretion of the Department Head, it is in the best interest of the Park District to do so. Compensatory time shall be computed at the same rate as overtime pay. Unless otherwise approved by your Department Head, compensatory time must be used within two weeks from the time it is earned. Any unused compensatory time that was earned for hours worked will be paid to the employee at the overtime rate. For example, if an employee works 2 hours of overtime, he earns 3 hours of compensatory time but if the employee is unable to use this compensatory time, he will be paid 2 hours of overtime, which is equivalent to 3 hours of regular pay.

Compensatory time off shall be granted by your Supervisor unless it will unduly disrupt the operations of the Park District. Except with the written approval of the appropriate Department Head, no more than five (5) days (40 hours) of unused compensatory time may be accumulated by an employee at any time.

Compensatory time will not be granted unless it is agreed to by your Supervisor before the work constituting overtime hours is performed. Employees shall not be allowed to accrue more than 16 hours of compensatory time. Once an employee has reached the 16 hour cap, he/she shall be paid overtime. Any unused compensatory time shall be paid out at the employee's overtime rate on an annual basis in December

Payroll Deductions

Except as required by law or court order, payroll deductions will not be taken without employee's written authorization. Deductions required by law include Social Security, Medicare, Federal and State Income Taxes and IMRF (if hours worked require IMRF participation). Federal or state law determines these deductions. Other involuntary deductions may be made as required by law or court order, such as child support payments and wage garnishments.

Recreation Program Discount

Eligible Park District employees can receive a discount on recreation programs offered by the District. These programs include camp, day care, preschool and enrichment-type classes. The discount varies based on whether you are full-time or part-time, and if you are part-time, how many hours you worked in the previous year.

As required by law, IRS regulates taxable fringe benefits, and as such, the District will tax employees on the applicable portion of their discounted program costs. This portion is considered a taxable fringe benefit to employees and is subject to withholding.

The applicable discount amount is added to your gross wages as a taxable benefit so that Federal withholding, State withholding, Social Security, and Medicare (not IMRF) is paid on that benefit.

Direct Deposit

Employees have the option of signing up for direct deposit to receive their paycheck funds to be electronically deposited into their bank accounts. This may be done at any time during a staff's employment. A request must be submitted to the Business Department. Once completed, it will take two payroll cycles for this to go into effect. The first paycheck after submission of the request will be issued in the form of a live check. The second paycheck after submission will be issued directly to the employee's bank account pending all bank account information has been provided correctly.

All direct deposit and pay card funds will be deposited into the corresponding employee accounts on payday as scheduled on the payroll calendar. An employee will receive a direct deposit notice that reflects the wages paid and any/all deductions withheld.

Live Paychecks

Employee paychecks are available for pick up at the Glencoe Park District office after 10 a.m. on the Friday pay date, as scheduled on the payroll calendar. Any/all employee paychecks that are not picked up by the following Monday will be mailed. Checks in the mail should be received in 3-5 business days.

Lost/Stolen Checks

If an employee does not receive their paycheck after five business days of being mailed, the employee will need to contact the Business Department. Once the report is received, the Director of Finance/HR will verify with the bank that the check has not cleared. If it has not, a stop payment will be processed with the bank. A replacement check will be processed within 1-3 business days of the stop payment order and will be available for pick up at the Glencoe Park District Office, once a \$25 re-issue fee (per lost check) is paid by the employee. If the original check is found after the lost/stolen check report has been submitted, it is to be returned to the Glencoe Park District Business Department.

Tax Payments

The responsibility of the Director of Finance/HR is to submit all Social Security, Medicare, Federal and State Income Taxes to the corresponding agencies within two days of the payroll being processed. These payments are made electronically. The Director of Finance/HR is also responsible for submitting IMRF payment and related reports on a monthly basis.

457 Retirement Withholdings

The Director of Finance/HR will process all 457 Deferred Compensation Plan deductions that were withheld for the payroll cycle, and prepare the related ICMA report. A check for these deduction amounts is issued to the company hold these retirement accounts. The deduction check is prepared and included with the report that is sent, identifying which amounts go into which individual's account.

Payroll Bank Account Transfer

When all paychecks and checks to all individuals and withholding amounts have been printed, the Director of Finance/HR creates all applicable reports for these costs. The Director of Finance/HR transfers this amount from the Glencoe Park District bank account into the payroll account to ensure all payroll transactions are funded.

NEW HIRE REPORTING

Effective October 1, 1998, state and federal laws require all employers to report each new and rehired employee to a state Directory of New Hires (20 Illinois Compiled Statute 1020, and section 212, Personal Responsibility Work Opportunity Reconciliation Act of 1996, 42 U.S.C. 653A). Congress and the states adopted these laws to increase child support collections on both state and national levels and reduce fraudulent unemployment and worker's compensation payments.

As required by this law, the Glencoe Park District is required to report all newly hired employees within 20 calendar days of their start date. Newly hired employees are defined as those individuals who (i) are employees within the meaning of Chapter 24 of the Internal Revenue Code of 1986 and (ii) either has not previously been employed by the employer or was previously employed by the employer but has been separated from that prior employment for at least 60 consecutive days.

Employers are required to report:

- Full-time employees
- Part-time employees
- Seasonal employees
- Interns/Temporary employees, and
- Any employee returning to work who has been off the payroll for 60 consecutive days or more within the same company due to a:
 - Lay-off
 - Medical leave
 - Leave of absence
 - Seasonal leave

The District faxes and/or mails the report to the State of Illinois, and includes the following required information:

- Employer's Federal Employer Identification number (FEIN)
- Employer's company name – name associated with the FEIN
- Employer's address – address associated with the FEIN
- Employee's Social Security number
- Employee's name (specify first, middle, last)
- Employee's home address
- Date of hire (the employee's first day of work for pay)

BUDGET PROCESS

Budgets are adopted on a basis consistent with generally accepted accounting principles. Annual appropriated budgets are adopted for the general, special revenue, debt service, and capital funds of the District. Project-length financial plans/timelines are adopted for all capital project funds.

The initial budget process starts in early September. By December, all departments of the District submit their budget requests to the Director of Finance/HR/Human Resources so that a comprehensive budget document with supporting summary and narrative information may be prepared. The budget is prepared by fund, department, activity, and individual General Ledger line item, and includes information on the past year, current year projections and budget request for the new fiscal year.

By late January/early February, the First Budget Draft is presented to the Finance Committee of the Whole for review. The Approval Draft of the budget is adopted at the March or April board meeting. Thirty days prior to the scheduled meeting date, a notice is published disclosing the availability of the tentative Budget and Appropriation Ordinance and the date of the public hearing. The Budget and Appropriation Ordinance is approved as part of the April or May board meeting.

The budget is an estimate of actual expenditures and the appropriation represents the legal spending limit. All appropriated amounts lapse at the end of the fiscal year. Spending control for funds is established by the amount of the total appropriation for the fund, but management control is exercised at appropriation line item levels.

CAPITAL PROJECTS

Statement of Purpose

The Master Plan Capital Project Fund (69) is a capital projects fund established to accumulate funds for future growth and long-term financial planning to fund the projects identified in the District's Master Plan.

Authority

Section 5-1 of the Park District Code states "that any funds on hand at the end of the fiscal year that are not pledged or allocated to a particular purpose may, by action of the Board of Commissioners, be transferred to a capital fund and accumulated therein, but the total amount of accumulated in the fund may not exceed 1.5% of the aggregate assessed valuation of the all taxable property in the district."

Annual Interfund Transfers

The Master Plan Capital Project Fund (69) was created in 2012 when funds were first committed by the Board and subsequently transferred to the new fund in proactive planning for the revision of the District's Master Plan which was accepted by the Board in 2015. Each year, after the annual audit is completed, additional funds are committed by the Board in the Corporate and Recreation Funds, per the guidelines established for minimum reserve balances as stated in the District's Fund Balance Policy.

Each year, through the Budget and Appropriation Ordinance, funds are actually transferred to the Master Plan Capital Projects Fund (69). This is done only on the authority of the Board of Commissioners. Note, these monies are in addition to the annual transfer of Corporate tax revenues to the Capital Projects Fund (65) which are for the routine and ongoing capital projects/improvements/equipment of the District.

Future Master Plan Projects

Projects undertaken in the Master Plan Capital Projects Fund (69) are generally projects that do not recur on an annual basis and fit into one of the following categories:

1. Major park and facility improvements that are identified in the Master Plan which maintain and enhance current building, parks and facilities.
2. Land acquisition of property that is adjacent to an existing park or property that increases park acreage within the District.
3. Improvements that preserve and protect the health and safety of the residents will be given special consideration.

Each June/July, the projects proposed for the following fiscal year are reviewed and prioritized based on current conditions. Typically, the process begins with a District-wide tour and is followed by one or more planning/priority Committee meetings by the Board. The intent is to set the plan for appropriate budget and architectural design services.

Authorization

Any monies that are transferred or committed to this fund are governed by the Park District's policies on purchasing, bidding, and fixed asset recording.

INVESTMENT POLICY

Introduction

The purpose of the Investment Policy of the Glencoe Park District is to define the parameters within which funds of the District are to be managed. In methods, procedures and practices, the policy formalizes the framework for the District's investment activities that must be exercised to ensure effective and judicious fiscal and investment management of those funds. The guidelines are intended to be broad enough to allow staff to function properly within the parameters of responsibility and authority, yet specific enough to adequately safeguard the investment of District's funds in accordance with the Public Funds Investment Act [30 ILCS 235].

Objectives

The primary objectives, in priority of order, of the investment activities shall be:

- **Legality** – The investment activities will conform to federal, state and local legal requirements.
- **Safety** – The preservation of capital and protection of investment principal shall be the primary concern in the selection of investments, investment strategies and depositories. Investments shall be undertaken in a manner that seeks to ensure preservation of capital.
- **Liquidity** – The investment portfolio shall remain sufficiently liquid to meet all operating requirements which might be reasonably anticipated. This can be accomplished by structuring the portfolio so that securities mature concurrent with cash needs to meet anticipated demands. Furthermore, since all possible cash demands cannot be anticipated, the portfolio may be placed in money market mutual funds or local government investment pools which offer same-day liquidity for short-term funds.
- **Yield** – Investment activity shall seek to obtain a competitive investment return that is consistent with the objective of preservation of capital while maintaining a reasonable level of portfolio risk. Return on investment is of secondary importance compared to the safety and liquidity objectives described above. Securities shall not be sold prior to maturity with the following exceptions:
 - Security with declining credit may be sold early to minimize loss of principal.
 - Liquidity needs of the portfolio require that the security be sold.

Standards of Care

The standard of prudence to be used by the Glencoe Park District shall be the “prudent person” standard and shall be applied in the context of managing the District's overall portfolio. Investments shall be made with the judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of capital, as well as the probable income to be derived.

The above standards are established as standards for professional responsibility and shall be applied in the context of managing the portfolio. Individuals acting on behalf of the Glencoe Park District in the

investment of funds who are acting within in accordance of governing statutes, the Policy and any written procedures developed to carry out this Policy, and who are exercising appropriate due diligence, shall be relieved of personal responsibility in carrying out delegated responsibilities and personal liability for individual security's credit risk or market changes.

Delegation of Authority

The establishment of the investment policy is the responsibility of the Board of Park Commissioners. The management and administrative responsibility is delegated to the Director of Finance/HR/HR as it relates to the following duties:

- Selection of investment securities
- Selection of investment advisors, depositories or other investment service providers
- Reinvestment of investment income whether through interest, dividends or maturity of principal
- Establishment of appropriate procedures to carry out the intent of this Policy

The Board of Commissioners shall exercise continuing oversight of the investments of the District through the Finance Committee of the Whole. The Director of Finance/HR/HR shall report periodically to the Park Board via regular board meetings on the holdings, performance and any failures to meet expectations on the part of investments, investment advisors, depositories or other investment service providers.

Authorized Investment Advisors, Broker/Dealers & Financial Institutions

The policy of the Glencoe Park District shall be to select financial institutions for individual investment, to act as a depository, or to provide other financial services based upon, but not limited to, the following considerations:

- Security – The organizations shall not keep or invest funds that are not covered by the Federal Deposit Insurance Corporation (FDIC). In addition, no funds will be kept or invested in institutions not willing or capable of posting required collateral for funds in excess of the FDIC limits.
- Services and Fees – Fees for banking services shall be mutually agreed upon by the depository bank and the Director of Finance/HR/HR. Whenever possible, the organizations shall cover fees for services by means of compensated balances.

Investment advisor and broker/dealers shall be selected based upon overall experience with Illinois governmental agencies and the ILCS as it relates to the Investment of Public Funds Act [30 ILCS 235]. Any institution or individual acting as an investment advisor shall be legally registered, have appropriate insurance or bonding, and accept fiduciary responsibility for the funds they so advise. In addition, broker/dealers shall be selected on the basis of credit worthiness as well as their ability to obtain competitive prices on securities purchased or sold on behalf of the Glencoe Park District. Additional criteria for the selection or evaluation of an investment, a depository, an advisor or other provider of investment services shall be determined by the Director of Finance/HR/HR based upon the specific purpose required. The Glencoe Park District will take into consideration security, size, location, financial condition, service, fees, competitiveness and local community relations involvement of the financial institution when considering depositories.

All approved depositories must provide the District with their audited financial statements.

Authorized Investments

Any type of security that is allowed for in the Public Funds Act [30 ILCS 235] as summarized below:

- a) Notes, bonds, certificates of indebtedness, treasury bills, or other securities, which are guaranteed by the full faith and credit of the United States of America
- b) Bonds, notes, debentures, or other similar obligation of the United States of America or its agencies
- c) Interest-bearing savings accounts, interest-bearing certificates of deposit or interest-bearing time deposits constituting direct obligations of the bank as defined by the Illinois Bank Act [205 ILCS 5].
- d) Interest bearing bonds of a park district or any county, township, city, village, incorporated town, municipal corporation or school district. The bonds must be registered in the name of the District or held under custodial agreement at a bank. The bonds shall be rated at the time of purchase within the four highest general classifications established by a rating service of nationally recognized expertise in rating bonds of states and political subdivisions.
- e) Money market mutual funds registered under the Investment Company Act of 1940, provided that the portfolio of any such money market mutual fund is limited to obligations described in paragraphs (a) and (b) of this section
- f) Repurchase agreements, subject to the requirements and limitations set forth in 30 ILCS 235/2
- g) Illinois Park District Liquid Asset Fund Plus (IPDLAF), the investment pool sponsored by the Illinois Association of Park Districts and Illinois Park and Recreation Association
- h) Illinois Funds, the Local Government Investment Pool (LGIP) operated by the **Illinois** State Treasurer's Office.
- i) Additional investments may be added to this list as changes to the statutes occur.
- j) Investment in derivative securities is not permitted.

Investment Guidelines/Selection

Glencoe Park District investments shall be limited to those authorized by state or public statute, 30 ILCS 235/2 as listed above. When evaluating potential investment alternatives on the purchase date, the net rate of return on any investment shall be taken into consideration. As such, applicable fees for the transactions should be known and taken into account.

In general, the investment philosophy of the Park District is to invest in only secured (essentially risk free), liquid and short-term investments. Maturity dates are based on anticipated cash requirements for the future. Investment alternatives shall be reviewed to determine the best investment with the highest net yield that is consistent with the investment policy objectives of the district. All investments when issued will be in the name of the Glencoe Park District and held in safekeeping by the issuing financial institution.

Collateralization

Funds on deposit in checking accounts and certificates of deposit in excess of FDIC insurance limits must be secured by some form of collateral, witnessed by a written agreement and held in the name of the Glencoe Park District at an independent/third party institution. The Glencoe Park District will accept any of the following assets as collateral:

- U.S. Government Securities
- Obligations of Agencies of the U.S. Government
- Obligations of the State of Illinois
- Any other collateral acceptable for use by the Treasurer of the State of Illinois

The amount of collateralization will not be less than 102% of the fair market value of the net amount of the public funds being secured. A review of the fair value will be secured at least quarterly. Additional collateral will be requested when the ratio declines below the level requested.

Diversification

To the best of its abilities, the Glencoe Park District shall diversify the investments based upon the type of funds invested as well as the individual securities and organizations selected and the cash flow needs of the entities.

To avoid unreasonable risks, diversification of the investment portfolio shall be consistent with the objectives in this Policy.

- Limiting investments to avoid over concentration in securities from a specific issuer or business sector (excluding U.S. Treasury securities),
- Limiting investment in securities that have higher credit risks,
- Investing in securities with varying maturities, and
- Continuously investing a portion of the portfolio in readily available funds such as local government pools and money market funds to ensure that appropriate liquidity is maintained in order to meet ongoing obligations.

Maturity Scheduling

Maturity scheduling of the organizations' investments shall be timed according to anticipated need. Investment maturities shall be scheduled to coincide with projected cash flow needs, taking into account operational expenditures, approaching capital projects, timely payments of principal and interest payments, as well as sizable allotments of anticipated revenue. Maturities shall not exceed one year.

Application of Investment Income

Except for cash in certain restricted funds, the District will consolidate cash balances from all funds to maximize investment earnings. Investment income will be allocated to the various funds on a monthly basis on the basis of their respective balances and in accordance with generally accepted accounting principles.

Reporting Requirements

The Director of Finance/HR shall provide a written report to the Board of Park Commissioners monthly at its regular board meeting detailing all District investments by type, issuer, interest rate, maturity and cost.

Internal Controls

The Director of Finance/HR shall be responsible for establishing and maintaining an internal control structure designed to insure that the assets of the Park District are protected from loss, theft or misuse. The internal control structure shall be designed to provide reasonable assurance that these objectives

are met. The concept of reasonable assurance recognizes that 1) the cost of a control should not exceed the benefits likely to be derived, and 2) the valuation of costs and benefits requires estimates and judgments by management.

The internal controls shall address the following:

- Control of collusion
- Separation of transaction authority
- Custodial safekeeping
- Written confirmations of transactions for investments and wire transfers
- Authorizations of wire transfers

Ethics and Conflicts of Interest

Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with the proper execution and management of the investment program or that could impair their ability to make impartial decisions. Employees and investment officials shall disclose to the Board of Park Commissioners any material interest in financial institutions with which they conduct business. They shall further disclose any personal financial or investment positions that could be related to the performance of the investment portfolio. Employees and officers shall refrain from undertaking personal investment transactions with the same individual with whom business is conducted on behalf of the Park District.

FIXED ASSET POLICY

The Glencoe Park District recognizes its fiduciary responsibility for maintaining appropriate controls over the assets entrusted to the District's care. To maintain accurate fixed asset records, information will be centralized in the Business Office of the Glencoe Park District. The Business Office will be responsible for maintaining adequate accounting procedures and records of fixed assets to ensure the protective custody of park district property.

Definition of a Capitalized Fixed Asset

1. Assets must possess these characteristics to be classified as a fixed asset:
 - Have a useful life greater than one year
 - Must be of significant value, greater than \$5,000
2. Fixed assets valued below the capitalization threshold of \$5,000 (on a unit basis) that warrant control due to their sensitive nature shall be inventoried at the department level where an appropriate list will be maintained. Examples of these sensitive assets may include personal computers, printers, radios, cell phones, and small power tools.
3. Depreciation Policy
The Park District uses the straight-line depreciation method. Below are the estimated useful lives of the assets.

Land	Not depreciated
Buildings	30 years
Improvements	30 years
Equipment	5 years
Park Equipment	5 years
Vehicles	5 years
Park Equipment	5 years
Furniture and Office Equipment	5 years

Fixed Asset Categories

General fixed assets should be classified in one of the following major groups:

- Land
- Buildings
- Improvements Other Than Buildings
- Vehicles
- Park Equipment
- Furniture and Office Equipment

Valuation of Fixed Assets

1. Fixed assets should be valued at **acquisition cost or purchase price** including all ancillary charges necessary to place the asset.

2. Donated fixed assets should be recorded at the estimated fair market value at the time of receipt/acquisition. If fair market value is not practicably determinable due to lack of sufficient records, estimated cost should be used.
3. The total cost of the fixed asset **should include all reasonable and necessary costs incurred to ready the asset for its proper and intended function/use**, such as delivery costs, closing costs, title and legal fees, installation charges and other costs of preparation.
4. Examples of Valuation:

Land	Contract Price Taxes and liens assumed Title search and surveying costs Legal and architectural fees Demolition costs Appraisal/license fees
Building	Acquisition cost Capital improvement structures Property permanently attached to structure Furniture, fixtures, software, and other equipment which are not an integral part of the building are considered capital improvements and should be classified as equipment.
Equipment	Purchase price Transportation/delivery charges Installation costs

5. During the normal course of the life of a fixed asset, periodic repairs and maintenance are necessary to enable the asset to achieve its estimated useful life. **In general, any expenditure which definitely adds to the fixed asset, enhances the value of it, increases its life, or increases its efficiency or capacity beyond its original state may be classified as a fixed asset or part of the original fixed asset.** Examples include adding a room to a building, adding a plow to a pick-up truck; all increase the output of the fixed asset or reduce its cost of operation.
6. The extent that the expenditure **replaces a component of the old fixed asset**, or the entire fixed asset, it should **not** be classified as a fixed asset unless the cost of the old fixed asset is deleted from the fixed asset listing. This will prevent the overstatement of asset values

Trade-Ins and Disposal of Fixed Assets

1. When an old fixed asset is traded-in to obtain a new asset, the total cost of the old asset should be removed from the fixed asset listing and the new asset should be added to the listing at its fair market value (purchase price **plus** trade-in value), not merely the cash payment.

Example: A new truck with a fair market value of \$15,000 is purchased for \$10,000 in cash and a \$5,000 trade-in on the old truck. The old truck was originally bought for \$8,500. This transaction would be recorded by

1. Deleting the old truck from the listing <\$8,500> and
2. Adding the new truck to the listing \$15,000

2. Disposal of fixed assets are brought about by the sale, retirement, destruction, trade-in, theft or replacement of the asset. In such cases, the asset must be deleted from the appropriate fixed asset listing.

Record Keeping Procedures

1. In the monthly processing of invoices for payment, staff will copy all invoices which are for the purchase of general fixed assets. As a general rule, most fixed assets are charged to accounts in Funds 65 - 70, or in the capital accounts of the major operational funds and departments.
2. The copy of the invoice should clearly show the vendor, an accurate description of the item(s), and actual costs of the item(s). In **red** ink, the date of payment (i.e. check date), account numbers charged, and location/park site where the item is to be used. If the fixed asset is used in **several** locations, its **primary** location should be listed.
3. At the end of each month, all photocopies are compiled and information related to each fixed asset is recorded on the appropriate log. Fixed asset deletions should be recorded on the appropriate log. All fixed asset additions and deletions are recorded in the Assetmaxx System, and they are recorded by a journal entry in the last month of the fiscal year. At times, it is helpful to copy the fixed asset listing for periodic review by staff for indication of deletions, changes, etc. to the current list.

Accounting for Fixed Assets

Expenditures for acquiring major fixed assets, include land, building, vehicles, equipment, and furniture (cost \$5,000) shall be recorded in Fund 90:

DR 90-00-000-1500	Land
DR 90-00-000-1510	Buildings
DR 90-00-000-1520	Improvements Other Than Buildings
DR 90-00-000-1530	Equipment and Furniture
DR 90-00-000-1550	Construction in Progress
CR 90-00-000-2900	Investment in General Fixed Asset

FINANCIAL REPORTING

The Glencoe Park District understands the importance of keeping staff and the Board of Commissioners informed of the financial position of the organizations on a regular basis. In order to do this, financial reports are distributed on a timely basis.

Monthly Reporting

Only certain staff has access to Incode reports. Therefore, it is the responsibility of the Director of Finance/HR to provide monthly reports for staff to review on a timely basis (typically within five days of month end). This helps ensure that staff are not deviating from the budget.

On the server (P:/ drive), the Director of Finance/HR will provide the following reports:

- Detail General Ledger Budget Report
- Recreation Program Analysis
- Recreation Program Net Report
- Prior Year Comparison General Ledger Report

Monthly Reporting to Board

At each regular Board Meeting, the Board is provided with three monthly financial reports:

- Financial Summary /Cash Position by Fund
- Financial Summary of Investments
- 3-Year Comparative Summary by Department

Additionally, Board members may see financial documents or other reports upon request.

ANNUAL AUDIT

Audit Reporting

The financial audit of the Park District is conducted by an independent, certified public accounting firm on an annual basis. As part of the annual audit, the accounting firm will review the Park District's internal controls and will make recommendations for improvements.

The auditor firm will work closely with the Director of Finance/HR to coordinate a timeline for the audit process. After the timeline has been set, the auditors will send a checklist of items to be gathered for fieldwork. It is the responsibility of the Director of Finance/HR to have these items gathered and ready for the auditors when they arrive for fieldwork.

When fieldwork is completed, the audit report is prepared by the auditors. They submit the draft to the Director of Finance/HR for review with their audit opinion. The auditor attends the June Finance Committee of the Whole meeting to present the draft of the audit, explain how the auditing process went, and answer any inquiries the board may have. The board votes to approve the audit.

To meet the filing requirements of the Governmental Account Audit Act, 50 ILCS 310/1-11, the audit must contain the following:

- Statements that conform to generally accepted accounting principles that set forth the financial position and results of financial operations for each District fund and any updates mandated by the Governmental Accounting Standards Board (GASB).
- Financial information as well as findings and conclusions that are adequately supported by evidence in the auditor's working papers.
- The professional opinion of the accountant with respect to the financial statements. If the accountant cannot issue an opinion, he/she must declare so on the report and explain why such an opinion cannot be issued.
- A certification that the audit was performed in compliance with generally accepted auditing standards.
- An audit management letter that provides recommendations for improving the fiscal and management practices of the District, if appropriate.

The District's audit report must be filed with the County Clerk's office within six months after the end of the fiscal year.

A copy of the annual audit report is available online and the Glencoe Public Library for reference purposes. Additional copies of the audit shall be filed with the State Comptroller's Office, Cook County Clerk's Office and the Municipal Securities Rulemaking Board (MSRB) to the extent required to comply with any continuing disclosure undertaking requirements assumed by the Park District in relation to the issuance of any municipal securities.

DEBT POLICY

Statement of Purpose

The establishment of this policy is for both internal and external identification of fiscal responsibility. The District's primary objective in debt management is to keep the level of indebtedness to within available resources and within the legal debt limitations established by law.

Debt Philosophy

The District's debt philosophy is to maintain the ability to provide high quality essential services in a cost-effective manner at a minimum cost to the taxpayer.

Debt Guidelines

The District adheres to the following guidelines when approaching the option of debt as a source of revenue:

- A. Debt is used only to provide financing for essential and necessary capital projects. Long-term borrowing will not be used to finance current operations or normal maintenance.
- B. The goal of providing cost-effective services must be weighed against the ability to borrow at the lowest possible rate.
- C. The benefits of the improvement must out-weigh its costs, including the interest cost of financing.
- D. Financing of the improvement will not exceed its useful life.
- E. All debt issued, including lease-purchase methods, will be repaid within a period not to exceed the expected useful life of the improvements financed by the debt.
- F. The cumulative debt profile will be retired within an average life of 10 years.

Financing Options

The District will strive to maintain a high reliance on pay-as-you-go financing for its capital improvements. When it has been determined that the incurring of debt is the best available option, the District shall choose from the following alternatives:

- A. Non-Referendum Options – There are several non-referenda debt choices:
 - a. Non-Referendum General Obligation Bonds
 - b. Installment Contracts
 - c. Capital Appreciation Bonds
 - d. Revenue Bonds
- B. Front Door Referenda – These are referenda that require placement on the ballot with voter approval:
 - a. Tax rate increase: The public is approached for either a permanent or temporary increase in the tax rate for specific funds (Corporate or Recreation).
 - b. Referenda Bonds: These unlimited tax general obligation bonds are limited to a 20 year maturity and count against the District's statutory debt limit of 2.875% of the District's most recent Equalized Assessed Valuation (EAV).

- C. Back Door Referenda – Alternate Revenue Source Bonds do not require voter approval, but the District must publish a Notice of Intent to issue. This type of bond does not count against the District’s debt limit nor does it count against the District’s non-referendum authority.
- D. Tax Anticipation Notes – The District will not issue tax anticipation notes.

Standards for Debt Issuance

All debt issued including lease-purchase methods shall be repaid within a period not to exceed the expected useful life of the improvements financed by the debt.

Selecting a Service Provider

The District shall retain an independent financial advisor for advice on debt structuring, the rating review process, marketing debt issuances, sale and post-sale services, and preparation of the official statement.

The District shall retain bond counsel for legal and procedural advice on all debt issuances.

Choosing a Method of Sale

When feasible and economical, obligations shall be issued by competitive rather than negotiated sale.

A sale may be negotiated when the issue is predominantly a refunding issue or in other non-routine situations which require more flexibility than a competitive offer allows.

Whenever the option exists to offer an issue either for competition or for negotiation, analysis of the options shall be performed to aid in the decision making process.

When a sale is not competitively bid, the District shall participate with the financial advisor in the selection of the underwriter or direct purchaser.

Bond Rating

The District shall be committed to establishing and maintaining the best possible rating from a Municipal Bond Rating agency such as Standard and Poor or Moody’s Investor Service so as to minimize borrowing costs. The District shall maintain good communications with the bond rating agencies about its financial condition and will follow a policy of full and open disclosure on every financial report and bond prospectus.

Responsibility for the decision to pursue a bond rating on the district’s bonds will be made by the Executive Director, Director of Finance/HR and the district’s bond consultant. The decision will be based on several factors including the size of the bond issue, the cost of rating process, current park district financial condition, current market conditions, etc. If, after reviewing these factors, it is in the best interests to obtain a bond rating, the Executive Director will advise the bond consultant to initiate the rating process.

Arbitrage Compliance

The District actively monitors its investment practices to ensure maximum returns on its invested bond funds while complying with Federal arbitrage guidelines. The District shall calculate arbitrage

rebates, with review by bond counsel, on all debt issues subject to IRS and U.S. Treasury Department regulations

Refunding and Restructuring Options

The District shall consider refunding debt whenever an analysis indicates the potential for present value savings of approximately 5% of the principal being refunded or at least \$200,000. The District shall not refund less than 5% of its outstanding debt at one time except in unusual circumstances.

Bond Post Issuance Compliance

It is necessary and in the best interest of the District to maintain sufficient records to demonstrate compliance with its covenants and expectations to ensure the appropriate federal tax status for bonds or debt obligations of the District (each a "Bond" and collectively, the "Bonds"), certain of which the interest on which is excludable from "gross income" for federal tax income purposes. Further, it is necessary and in the best interest of the District that (i) the Board adopt policies with respect to record-keeping and (ii) the Compliance Officer shall at least annual review the District's usage of space, independent contractor, and rental agreements to determine whether the Bonds comply with the federal tax requirements applicable to each issue of the Bonds.

FUND BALANCE POLICY

PURPOSE

The purpose of this policy is to establish fund balance classifications that establish a hierarchy based on the extent to which the Park District must observe constraints imposed upon use of the resources that are reported by the governmental funds. More detailed fund balance financial reporting and the increased disclosures will aid the user of the financial statements in understanding the availability of resources.

The fund balance will be composed of three primary categories: 1) Non-spendable Fund Balance, 2) Restricted Fund Balance and 3) Unrestricted Fund Balance.

DEFINITIONS

Governmental Funds – are used to account for all or most of the Park District’s general activities, including the collection and disbursement of earmarked monies (special revenue funds), the acquisition or construction of general capital assets (capital projects funds) and the servicing of general long-term debt (debt service funds). The General Fund is used to account for all activities of the Park District not accounted for in some other fund.

Fund Balance – The difference between assets and liabilities in a Governmental Fund.

Nonspendable Fund Balance – The portion of a Governmental Fund’s net assets that are not available to be spent, either short-term or long-term, in either form or through legal restrictions (e.g., inventories, prepaid items).

Restricted Fund Balance - The portion of a Governmental Fund’s net assets that are subject to external enforceable legal restrictions (e.g., grantor, contributors and property tax levies).

Unrestricted Fund Balance is made up of three components:

Committed Fund Balance - The portion of a Governmental Fund’s net assets with self-imposed constraints or limitations that have been placed at the highest level of decision making.

Assigned Fund Balance - The portion of a Governmental Fund’s net assets to denote an intended use of resources (e.g. Medical Insurance Reserve).

Unassigned Fund Balance - available expendable financial resources in a governmental fund that are not the object of tentative management plan (i.e. assignments). Unassigned fund balance should exist only in the General Fund; for all other governmental funds, unassigned fund balance may only be reported in the case of a deficit fund balance position.

FUND BALANCE PHILOSOPHY

It is the Park District’s philosophy to support long-term financial strategies, where fiscal sustainability is its first priority, while also building funds for future growth and maintenance of capital infrastructure. It is essential to maintain adequate levels of fund balance to mitigate current and future risks (e.g., revenue shortfalls and unanticipated expenditures), to ensure stable tax rates and to maintain current bond rating.. Fund balance levels are also a crucial consideration in long-term financial planning.

SCOPE

This policy establishes the hierarchy of fund balance and provides for the minimum amount of fund balance each governmental fund should maintain. Credit rating agencies carefully monitor levels of fund balance and unassigned fund balance in the general fund to evaluate the Park District's continued creditworthiness.

MINIMUM FUND BALANCE LEVELS

This Policy applies to the Park District's governmental funds as follows:

- A. **General Fund** - The General Fund is a major fund and the general operating fund of the Park District. It is used to account for administrative, maintenance, parks, and greenhouse, Watts Ice, and Beach operations, and all financial resources except those that are accounted for in another fund.
 - a. Each year a portion of the spendable fund balance will be determined as follows:
 - i. Committed – A portion of the fund balance may be committed through formal action of the Board of Commissioners either through a resolution or ordinance.
 - ii. Assigned – Fiscal Sustainability. This assigned fund balance will be targeted at a minimum level of 50% of annual budgeted expenditures. This will be adjusted annually with the adoption of the annual budget and is calculated at a minimum of six months (50%) of expenditures not including capital, debt service and interfund transfers.
 - iii. Unassigned – The unassigned fund balance will be reviewed annually during the budget process. Balances in excess of the six months (50%) of annual budgeted expenditures may be transferred to the Capital Projects Fund to support future capital projects.
- B. **Special Revenue Funds** - Special revenue funds are used to account for and report the proceeds of specific revenue sources that are legally restricted to expenditure for specified purposes other than debt service or capital projects. Financing for most special revenue funds is provided by a specific annual property tax levy. In some cases, financing is received from admissions, fees and charges for programs and activities. These proceeds are devoted exclusively to the purposes of which the special tax was authorized. Fund balances in special revenue funds (other than the Recreation Fund) are derived from property taxes and are therefore legally restricted to the purpose of the fund.
 - a. Recreation - This fund is a major fund and is used exclusively for planning, establishing, and maintaining recreational programs carried out by the Park District. Financing is provided from fees and charges for programs and activities and an annual property tax levy.

Each year a portion of the spendable fund balance will be determined as follows:

- b. The restricted fund balance for this fund will be targeted at a minimum level of 50% of annual budgeted expenditures. This will be adjusted annually with the adoption of the annual budget and is calculated at a minimum of six months (50%) of expenditures not including capital, debt service and interfund transfers.

- c. Committed – A portion of the fund balance may be committed through formal action of the Board of Commissioners either through a resolution or ordinance.
- C. **NSSRA Special Recreation Fund** - This fund is a non-major fund and established to account for revenues derived from a specific annual property tax levy and expenditures of these monies to the North Suburban Special Recreation Association, to provide special recreation programs for the physically and mentally handicapped.

The targeted restricted fund balance of the NSSRA Special Recreation Fund shall be calculated as follows:

- a. The restricted fund balance for this fund will be targeted at a minimum level of 25% of annual budgeted expenditures. This will be adjusted annually with the adoption of the annual budget and is calculated at a minimum of three months (25%) of expenditures not including capital, debt service and interfund transfers.
- D. **Retirement/Pension Fund** - The Retirement/Pension Fund is a non-major fund and accounts for the activities resulting from the Park District's participation in Social Security/Medicare and the Illinois Municipal Retirement Fund. Revenues are provided by a specific annual property tax levy which produces a sufficient amount to pay the Park District's contributions on behalf of the Park District's employees. Fund balances in this fund are derived from property taxes and are therefore legally restricted to the purpose of the fund.

The targeted restricted fund balance of the Retirement/Pension Fund shall be calculated as follows:

- a. The remaining restricted fund balance for this fund will be targeted at a minimum level of 25% of annual budgeted expenditures. This will be adjusted annually with the adoption of the annual budget and is calculated at a minimum of three months (25%) of expenditures not including capital, debt service and interfund transfers.
- E. **Audit Fund** - This fund is a non-major fund and accounts for the expenditures related to the Park District's annual financial compliance audit which is mandated by State statute. Financing is provided from an annual property tax levy, the proceeds of which can only be used for this purpose. Fund balances in this fund are derived from property taxes and are therefore legally restricted to the purpose of the fund.

The targeted restricted fund balance of the Audit Fund shall be calculated as follows:

- a. The restricted fund balance for this fund will be targeted at a minimum level of 25% of annual budgeted expenditures. This will be adjusted annually with the adoption of the annual budget and is calculated at a minimum of three months (25%) of expenditures not including capital, debt service and interfund transfers.
- F. **Liability Insurance Fund/Workers Comp Fund** - These funds are non-major funds and account for the operation of the Park District's insurance and risk management activities. Financing is provided from an annual property tax levy. These funds record the insurance expenditures.

The targeted restricted fund balance of the Liability Insurance Fund and Workers Comp Fund shall be calculated as follows:

- a. The restricted fund balance for this fund will be targeted at a minimum level of 25% of annual budgeted expenditures. This will be adjusted annually with the adoption

of the annual budget and is calculated at a minimum of three months (25%) of expenditures not including capital, debt service and interfund transfers.

- G. **Debt Service Fund** - This fund is a major fund and was established to account for financial resources that are restricted, committed, or assigned to expenditure for principal and interest.

The Park District levies an amount based on the principal and interest that is anticipated to be paid per the outstanding bond ordinances filed with the County. The County then adds a 5% "loss" amount. Any fund balance accumulation should be minimal, not less than 15% and not more than 25%. Fund balances in this fund are derived from property taxes and are therefore legally restricted to the purpose of the fund. In instances where fund balance level exceeds 25%, the Board may consider the option of abating a portion of the Debt Service levy amount.

- H. **Capital Projects Fund** - This fund is a major fund established to account for and report financial resources that are restricted, committed, or assigned to expenditure for capital outlays including the acquisition or construction of capital facilities and other capital assets.

This fund's fund balance will be considered restricted, committed, or assigned depending on the intended source/use of the funds.

FLOW ASSUMPTIONS

Some projects (funds) are funded by a variety of resources, including both restricted and unrestricted (committed, assigned and unassigned). The Park District's flow of funds assumption prescribes that the funds with the highest level of constraint are expended first. If restricted or unrestricted funds are available for spending, the restricted funds are spent first. If different levels of unrestricted funds are available for spending, the Park District considers committed funds to be expended first followed by assigned and, lastly, unassigned funds.

AUTHORITY

A self-imposed constraint on spending the fund balance (Committed Fund Balance) must be approved by ordinance or resolution of the Board of Commissioners. Any modifications or removal of the self-imposed constraint must use the same action used to commit the fund balance.

Formal action to commit fund balance must occur before the end of the fiscal year. The dollar amount of the commitment can be determined after year end when the annual audit is complete.

Authority for designating fund balance as assigned is delegated by the Board of Commissioners to the Executive Director and Director of Finance/HR/HR.

Typically, the formal resolution to commit funds is approved by the Board in July after the annual audit for the previously completed fiscal year is presented and approved by the Board. The interfund transfers are then budgeted and completed in the following fiscal year budget.

MONITORING MINIMUM FUND BALANCE LEVELS

Park District management staff will monitor revenue collection and available cash by reviewing monthly financial reports. During the year, if there is an expectation that fund balance levels will not be met by the end of the fiscal year, the Executive Director may review all projected operational and capital expenditures with the management team, and accordingly, present a plan to the Board of Park Commissioners for a modification of goals and projects established in the adopted budget.

SCHOLARSHIP POLICY

The Glencoe Park District provides financial assistance/scholarships to residents who are interested in enrolling in a Park District Program but are unable to do so due to financial hardships. Based on the availability of funds, the Park District will attempt to provide financial assistance to those who qualify, if they meet the eligibility requirements. The Park District reserves the right to approve full or partial assistance or deny an applicant's request. Scholarships are limited to:

- \$3,000 annual max for individual family with one child or \$4,500 annual max for a family with two or more children, for ELC or Before and After School Adventures (If the family has scholarship money remaining after attending these programs the balance may be applied to a Glencoe Park District summer camp.)

Or,

- \$1,500 annual max for an individual/family with one child or \$2,250 annual max for an individual/family with two or more children for any other Glencoe Park District program excluding contractual programs, one day trips, and Children Circle

Qualifications and Limitations for Financial Assistance

- Applicant must reside within the boundaries of the Glencoe Park District
- Available for all general recreation programs except Children's Circle, one-day trips and contractual/co-op programs
- Applications must be completed annually and processed by Family Services of Glencoe
- Approval does not ensure continued approval for succeeding programs or seasons
- Placement in requested programs is based on program availability
- The participant's portion of payment is due before a registration can be processed. Registration for Day Camp may be completed prior to scholarship approval, if requested, with a \$100 deposit per person, per program to ensure a spot in the program. Registration does not guarantee scholarship approval. The deposit will be returned if a scholarship is not approved.
- Delinquency on the participant's portion of payment may result in ineligibility for future program participation and /or financial assistance.
- All registration policy and procedures apply to financial assistance/scholarship applicants.
- Scholarships are awarded on a first-come, first-serve basis, on need, as well as availability of funds. The Park District reserves the right to approve full or partial funding or deny an applicant's request.
- Family Services of Glencoe evaluates each application submitted and makes the decision whether or not to grant the scholarship.
- Applicant must provide requested references.
- All scholarship recipients will receive the early bird rate for camp regardless of when they register.

Criteria to Determine Scholarship Eligibility

- The following household size and pre-tax income criteria will be used to determine initial eligibility for financial assistance. Other factors such as current participation in public aid, the food stamp program, subsidized housing, excessive medical bills etc. will also be considered in determining eligibility.

	Qualifies for 90% Subsidy	Qualifies for 75% Subsidy	Qualifies for 50% Subsidy	Qualifies for 25% Subsidy
Household Size	Total Household Income	Total Household Income	Total Household Income	Total Household Income
1	\$14,000 and under	\$14,001 - \$16,000	\$16,001 - \$18,000	\$18,001 - \$20,000
2	\$18,000 and under	\$18,001 - \$21,000	\$21,001 - \$24,000	\$24,001 - \$27,000
3	\$23,000 and under	\$23,001 - \$27,000	\$27,001 - \$30,000	\$30,001 - \$34,000
4	\$27,000 and under	\$27,001 - \$32,000	\$32,001 - \$36,000	\$36,001 - \$41,000
5	\$31,000 and under	\$31,001 - \$36,000	\$36,001 - \$42,000	\$42,001 - \$48,000

Application Procedures

Those who are seeking financial assistance must complete the Financial Assistance/Scholarship Application and also provide the requested documents. Completed applications should be directed to Family Services of Glencoe to review the financial assistance request. The completed application should be submitted a minimum of four weeks prior to the start of the program. The applications will be reviewed and the applicant will be notified of a decision within two weeks of their financial assistance status.

Applications cannot be considered without submitting the documents listed on the application. Missing documentation will delay review of the application until all documents are received. Additional documents may be deemed necessary.

Procedures for Administering the Financial Assistance/Scholarship Program

- Funds must be set aside towards the scholarship program at the time the budget is Board approved.
- Any participants who wish to apply for a scholarship must obtain a scholarship packet from the Takiff Registration Office or Glencoe Park District website.
- Once completed, the financial assistance/scholarship applications should be given to a third party, Family Services of Glencoe (FSG), to determine scholarship eligibility. The applicant must schedule an appointment with FSG to discuss household financial needs.
- A decision will be made regarding the application within two weeks of its receipt.
- Once a decision is made, the top page of the application form will be forwarded to the Registration/Customer Service Manager, via e-mail from FSG.
- The Registration/Customer Service Manager will prepare a letter to be sent to the applicant regarding the decision made by FSG.
- The Registration/Customer Service Manager will enter the eligible scholarship amount, along with the expiration date, into the registration system.
- All scholarship information will be filed in a secure location.
- The participant's portion of payment must be collected prior to processing the registration form.
- All programs must be entered in the system with the appropriate fee and the scholarship needs to be entered as a payment type.
- For those programs that are billed, the billing rate should be set to the patron's portion due after the scholarship is applied during the billing process; payment should be entered in the system less the scholarship portion.
- A list should be created by the Registration/Customer Service Manager, using RecTrac, on a monthly basis with the amount of scholarship given to each participant.
- The scholarship account must be reviewed and reconciled on a monthly basis.

NSSRA

As a partner agency of NSSRA, the Glencoe Park District is required to submit certain funds to NSSRA on an annual basis. Such funds include the Member Agency Contribution, Inclusion Contribution, and Capital Fund Contribution. NSSRA will be responsible for producing invoices to send to the partner agencies for these funds. The following are billings that will go out on a set schedule during the fiscal year.

Member Agency Contribution (MAC)

The Member Agency Contribution (MAC) is based on a calculation using Equalized Assessed Valuation [EAV] and Population for each partner agency. The approved amount is then invoiced in two installments by NSSRA in January and in June of the upcoming year. If these invoicing dates are not conducive, the partner agency has the right to request a different billing schedule. Such request will be submitted in writing to the Executive Director of NSSRA.

Inclusion Contribution

NSSRA provides inclusion services to participants for each partner agency. This service is a straight charge through cost from inclusion payroll that is incurred over the year. However, to ensure NSSRA has sufficient funds to cover this cost, an amount is calculated during the budgeting process to be billed out in two installments. These installments will be invoiced in June and October of the new year. If these invoicing dates are not conducive, the partner agency has the right to also request a different billing schedule. In January, NSSRA will review each partner agency's account and activity for the prior year in order to "true up." If the account is underfunded, an invoice will be sent to the partner agency for the remaining amount by January 31. If the account is overfunded, the credit will be deducted from the upcoming new year's budgeted installments.

Capital Fund Contribution

The Board of Directors for NSSRA voted to collect funds from each partner agency to be used exclusively on the future acquisition of a new building. These funds are collected annually and NSSRA sends this.

REVENUE POLICY

The Budget philosophy of the Park District is to provide a balanced budget that meets the overall park and recreation needs of the Glencoe community. This is accomplished by a combination of user fees and real estate tax dollars. Due to the advent of tax caps, the District is moving toward less of its revenue coming from tax dollars and more from user fees and other sources. The surplus monies generated is for capital projects that the District deem necessary to meet the overall needs of all residents. These would include park development, infrastructure improvements, new equipment, equipment replacement and a variety of other capital expenditures. Each fund has different legal restrictions on whether the District can levy taxes for the fund's purposes, and what those purchases may be.

Statement of Purpose

The establishment of this policy is for the monitoring and control of revenues for the District.

Scope

This Policy applies to all revenue sources of the District.

The basis of accounting for all funds of the Park District's funds is modified accrual basis. The Park District utilizes a modified accrual basis of accounting and budgeting, with revenues being recorded when the services or goods are available and measurable. Fees and charges for these funds are developed in accordance with fee policies identified by the District.

All funds or monies of the District not needed for immediate disbursement shall be invested in accordance with the District Investment Policy. Investment income will be recorded in accordance with generally accepted accounting principles.

Overall Objectives

The Park Board primary revenue policy goal is to maintain a diversified revenue system to protect it from possible short-term fluctuations in any of its various revenue sources. To accomplish this revenues are monitored on a continuous basis to insure that receipts from each revenue source are at maximum levels. An understanding of economic and legal factors, which directly and indirectly affect the level of revenue collections, is an important part of the District's revenue policy. The following objectives are those that are utilized throughout the District's budget cycle as they pertain to revenues.

- A. The District will project its annual revenue through an analytical process and will adopt its budget using conservative estimates and long-term forecasting.
- B. A diversified yet stable revenue system will be utilized by the District to protect it from possible short-term fluctuations in any of its revenue sources.
- C. The District will minimize the use of one-time revenue to fund programs incurring ongoing costs.
- D. The District will, after having considered all possible cost reduction alternatives, explore the possibility of obtaining new or expanded revenue sources as a way to help ensure balanced budget.

- E. Cost recovery revenue sources will be analyzed on an annual basis and modified as necessary to ensure that revenue collections reflect the cost of providing associated District services.
- F. The District will actively oppose State and/or Federal legislation that would mandate costs to the District without providing or increasing a revenue source to offset those mandated costs. The District will continue lobbying efforts to protect current revenues received from State and Federal agencies.
- G. The District will review the budget for those programs that can be reasonable funded by user fees. This review will results in a policy that defines cost, specifies a percentage of the cost to be offset by a fee, and establishes a rationale for the percentage. When establishing these programs, the District will consider:
 - a. Market pricing;
 - b. Increased costs associated with the programs;
 - c. The ability of the users to pay;
 - d. The ability of individuals to make choices between using the service and paying the fee or not using the service;
 - e. Other policy considerations. (For example, setting fines high enough as a deterrent, or pricing fees to even-out resident versus non-resident demand for services).
- H. The District will adjust user fee rates annual based on an analysis of the criteria established above. The District will pursue frequent small increase as opposed to infrequent large increases.

Grants

The Board shall seek to finance proposed improvements through public or private grants, whenever feasible. The Executive Director and other staff shall be vigilant about exploring all possibilities for obtaining grants and other financial assistance.

DEVELOPER/IMPACT FEE POLICY

Per the intergovernmental agreement entered into between the Village of Glencoe and the Park District in January 2009, the District periodically receives land/cash donations as a condition of approval of a proposed development within District boundaries. Monies received are recorded in Fund 75. Per law, the land/cash donations must be used in the area from where the development occurred.

REIMBURSEMENT OF TRAVEL, MEAL AND LODGING POLICY

- 1.0 **Purpose.** The Board of Commissioners of the Glencoe Park District will reimburse employee and officer travel, meal, and lodging expenses incurred in connection with pre-approved travel, meal, and lodging expenses incurred on behalf of the Park District. Employees and officers are expected to exercise the same care in incurring expenses for official business as a prudent person would in spending personal funds.
- 2.0 **Definitions.** "Entertainment" includes, but is not limited to, shows, amusements, theaters, circuses, sporting events, or any other place of public or private entertainment or amusement, unless ancillary to the purpose of the program or event.
- "Travel" means any expenditure directly incident to official travel by employees and officers of the Park District or by wards or charges of the Park District involving reimbursement to travelers or direct payment to private agencies providing transportation or related services.
- 3.0 **Authorized Types of Official Business.** Travel, meal and lodging expenses shall be reimbursed for employees and officers of Park District only for purposes of official business conducted on behalf of the Park District, which includes but is not limited to off-site or out-of-town meetings related to official business and pre-approved seminars, conferences and other educational events related to the employee's or officer's official duties. If you are unsure whether an expense is reimbursable, please contact the Executive Director.
- 4.0 **Categories of Expenses.**
1. **Airfare:** Travelers are expected to obtain the lowest available airfare that reasonably meets business travel needs. Travelers are encouraged to book flights at least thirty (30) days in advance to avoid premium airfare pricing. Only coach or economy tickets will be paid or reimbursed. The traveler will pay for the difference between higher priced tickets and coach or economy tickets with his or her personal funds. The Park District will also reimburse baggage fees up to one bag each way, if not already included in the airfare.
 2. **Personal Automobiles:** Mileage reimbursement will be based on mileage from the work location office to the off-site location of the official business, not from the employee's or officer's residence. When attending a training event or other off-site official business directly from an employee's or officer's residence, no reimbursement will be made if the distance is less than the mileage of a normal commute to the workplace. If the distance is higher than the employee's or officer's normal commute, reimbursement will be paid based on the differential of the commute less the mileage of a normal commute to the workplace. An employee or officer will be reimbursed at the prevailing IRS mileage rate. The traveler will only be reimbursed up to the price of a coach airfare ticket if they drive to a location for which airfare would have been less expensive.
 3. **Automobile Rentals:** Travelers will be reimbursed for the cost of renting an automobile including gasoline expense only as provided in this section. Travelers using rental cars to conduct official business are required to purchase insurance through the rental agency. Car rental insurance will cover the vehicle during personal use, e.g., using the vehicle after the conference has ended. Compact or mid-size cars are required for

two or fewer employees or officers traveling together and a full-size vehicle may be used for three or more travelers. The traveler must refuel the vehicle before returning it to the rental company.

4. **Public Transportation:** In the case of local training or official business where an employee or officer chooses to use public transportation, reimbursement for use of public transportation is based on mileage from the agency office to the training site (not from the traveler's residence), regardless of the transportation method chosen. When attending training or business directly from an employee's or officer's residence, no reimbursement will be made if the distance is less than the mileage of a normal commute to the workplace. If the distance is higher than the traveler's normal commute, reimbursement will be paid at the differential of the commute less the mileage of a normal commute to the workplace.
5. **Other Transportation:** The traveler should utilize hotel shuttle service or other shuttle services, if available. If none are offered, the use of the most economic transportation is encouraged.
6. **Hotel/Motel Accommodations:** The traveler will be reimbursed for a standard single-room at locations convenient to the business activity at approved conference rate for applicable association (NRPA, IPRA, GFOA, etc). Hotel/motel accommodations are to be reserved in advance and secured at a moderate or conference rate. Reimbursement for lodging shall be limited to the number of nights required to conduct the assigned Park District business. If a conference, for example, opens on a Sunday evening and closes Thursday noon, reimbursement for Sunday through Wednesday night would be allowed. In the event of a change in plans or a cancellation, the traveler must cancel the hotel/motel reservation so as not to incur cancellation charges. Cancellation charges will not be reimbursed by the Park District unless approved by a vote of the Board of Commissioners.
7. **Meals:** Meal reimbursement is limited to the current U.S. General Services Administration (GSA) regulations in place at the time the expense is occurred. Prior approval by the Board of Commissioners and submission of receipts are required for per diem allowances. Meals provided by the conference or seminar should be deducted from the per diem allowance. Partial reimbursement may be made for departure and return days based on time. Meals during in-state travel that is not an overnight stay will be reimbursed for actual cost not to exceed the GSA regulations.
8. **Vacation in Conjunction with Business Travel:** In cases where vacation time is added to a business trip, any cost variance in airfare, car rental, lodging and/or any other expenses must be clearly identified on the Travel, Meal, and Lodging Expense Report form and paid by the traveler.
9. **Accompanied Travel (Personal Travel/Travel Companions):** A family member or friend may accompany employees and elected officials on business travel, at their expense, when the presence of a companion will not interfere with successful completion of business objectives. Generally, employees and elected officials are also permitted to combine personal travel with business travel, as long as time away from work is approved and vacation or personal time is used (employees only). Additional or incremental expenses arising from such non-business travel are the responsibility of the employee or the elected official. Where air travel is used, the employee must provide a comparison of the cost of travel for the entire trip versus the cost of travel for only the

business purpose of the trip. For example, and not in limitation of the foregoing, if the business purposes for a trip extend from Wednesday to Friday, but the personal component of the trip extends to Sunday, the employee or officer must provide a comparison of the airfare for both Wednesday to Friday and Wednesday to Sunday for price comparison purposes.

10. **Parking:** Parking fees at a hotel/motel will be reimbursed only with a receipt.

11. **Entertainment Expenses:** No employee or officer of the Park District shall be reimbursed for any entertainment expense, unless ancillary to the purpose of the program, event or other official business.

5.0 **Approval of Expenses.**

5.1 **Expenses for Members of the Board of Commissioners:** Travel, meal, and lodging expenses incurred by any member of the Board of Commissioners must be approved by roll call vote at an open meeting of the governing board or corporate authorities of the local public agency.

5.2 **Expenses for Employees:** Travel, meal, and lodging expenses incurred by any employee in excess of the then-current per diem rate established by the GSA, excluding airfare and hotel room/tax as described above, must be previously approved in an open meeting by a majority roll-call vote of the Board of Commissioners.

5.3 **Advanced Expenses:** Travel, meal, and lodging expenses in excess of the then-current per diem rate established by the GSA advanced as a per diem to any employee or official of the Park District must be approved by roll call vote at an open meeting of the Board of Commissioners prior to payment. Documentation of expenses must be provided in accordance with Sections C, D and F of this policy, and any excess from the per diem must be repaid.

5.4 **Other Expenses:** All other expenses that do not fall within paragraphs E.1, E.2, or E.3 are subject to the Executive Director's approval.

6.0 **Documentation of Expenses.** Before an expense for travel, meals, or lodging may be approved under Section E of this Policy, the following minimum documentation must first be submitted, in writing, to the Executive Director on the Request To Attend Overnight Conference/Workshop.

- (1) an estimate of the cost of travel, meals, or lodging if expenses have not been incurred or a receipt of the cost of the travel, meals, or lodging if the expenses have already been incurred;
- (2) the name of the individual who received or is requesting the travel, meal, or lodging expense;
- (3) the job title or office of the individual who received or is requesting the travel, meal, or lodging expense; and
- (4) the date or dates and nature of the official business for which the travel, meal, or lodging expense was or will be expended.

All documents and information submitted under this Section are public records subject to disclosure under the Freedom of Information Act.

7.0 Travel, Meal, and Lodging Expense Report Form. The Park District hereby adopts as its official standardized form for the submission of travel, meal, and lodging expenses the Travel, Meal, and Lodging Expense Report form.

STATEMENTS OF ECONOMIC INTERESTS

The Government Ethics Act requires various District officials and employees to file a Statement of Economic Interest with the clerk of the county in which they reside at the time they are appointed, elected, or hired. After the initial filing, District officials and employees must continue to annually file statements by May 1.

The Act requires the following persons to file disclosure statements:

- Persons elected to District office or candidates for election to that office.
- Persons appointed to the Board.
- Persons compensated by the District as employees, not as independent contractors, and who:

Function as the head of a Division, or who exercise similar authority.

Have direct supervisory authority over, or direct responsibility for the formulation, negotiation, issuance or execution of contracts entered into by the District of \$1,000 or more.

Have authority to approve licenses and permits by the District.

Adjudicate, arbitrate or decide any administrative proceeding, or review the adjudication, arbitration or decision of any administrative proceeding within the authority of the District.

Have authority to issue or promulgate rules and regulations within areas under the authority of the District.

Have supervisory authority for other employees of the District.

Failure to file the Statement of Economic Interest at the appropriate time can lead to late filing fees, penalty fees and ineligibility for or forfeiture of office.

PREVAILING WAGE ACT

The District complies with the Illinois Prevailing Wage Act. Annually, in June, the District investigates and ascertains the prevailing rate of wages for the Cook County region for laborers, mechanics and other workers performing construction of public works for the District. Using the research, the Board passes an ordinance during the same month to adopt the prevailing wage rates, as defined in the Act

PAYMENT CARD INDUSTRY DATA SECURITY

Policy Statement

It is the policy of the Glencoe Park District to comply with the Payment Card Industry Data Security Standards (PCI-DSS) for the protection and security of payment card information.

Specific Guidelines

The following items are considered specific guidelines associated with this policy and shall be assigned to corresponding procedures as developed:

1. In order to minimize risk, only those data elements on the payment card that are needed for Park District business should be stored.
2. Access to payment card holder data should be limited to Park District employees requiring such information to complete assigned job tasks.
3. Payment card data on an internet connected computer or processed through the internet, should be protected through a secure network with periodic monitoring of its security.
4. Paper and electronic media that contain cardholder data should be physically secure and identified as confidential information.
5. Payment card data on documents should be redacted, if feasible, when no longer needed for Park District business. Documents with legible payment card data should be destroyed in accordance with the Illinois Records Retention Act with appropriate security handling.
6. Security awareness training should be provided for Park District employees involved in payment card processing.
7. The Park District should assure that its relationships with payment card service providers comply with PCIDSS.
8. The Executive Director should be promptly notified of any information security breach.

FEES AND CHARGES

The Board has found it necessary and desirable for the District to charge fees for participation in District recreation programs and the use of District facilities. This policy is designed to serve as a guide in establishing a fee structure for recreation programs and facility use.

1.0 Program Fee Structure. It is the responsibility of the Glencoe Park District to offer diversified and quality, park and recreation experiences. Seeking to meet the demands for new and expanded access to recreation activities, while experiencing the increases in operating expenses, it is the intent of the Park District to adopt a sound, consistent policy for the generation of supplementary revenue to tax dollars.

1.1 All Park District programs will give primary concern to the residents' ability to participate. Activities will be planned with community demographics in mind.

2.0 Fees and Charges. Fees and charges will be evaluated annually to make sure that tax revenues are being used efficiently to support basic public services available to all people. Basic public services will be supplemented to support the demand for quality leisure services by assessing fees and charges and pursuing supplementary sources of revenue.

3.0 Fee Approval. All park program fees must be presented to the Executive Director for approval annually. The Recreation/Facility Staff will submit with the budget, a report to the Executive Director, which will include the activity name, along with new and old program resident/non-resident fees. The Manager will indicate changes, giving specific explanations for any increase over 5%. If new activity areas are implemented throughout the year, they shall also be submitted to the Executive Director for approval.

4.0 Waiver of Fees. The Glencoe Park District wants to give all residents the opportunity to participate in its activities and facilities regardless of financial hardships. Persons requesting scholarships are required to complete an application form, and then submit the form in addition to other requested financial documents, to Family Services of Glencoe for eligibility status. (See Financial Assistance/Scholarship Policy for more details) Applications will be reviewed on an individual basis.

4.1 No fee may be reduced or waived without the consent of the Executive Director, and/or the respective department head, and/or Program Manager.

5.0 Fees and Charges Guidelines. Fees and charges are developed to offset the expenses incurred through offering programs and activities. When developing fees for recreation activities, fees will take into account the financial objectives, market climate and surrounding competitors.

5.1 Fees and charges are recommended by staff to the Executive Director for approval. Fees should be set within the budget preparation process. When setting the fee the following must be considered:

- Wages and Services
- Operational Expenses (contractual fees and supplies)
- Improvements/Renovations/Equipment

- Categories of Glencoe Park District Services to determine how much of direct and indirect expenses must be recovered.
 - Direct expenses include all direct expenses associated with an activity including instructor fees, supplies and materials. Fees should be set to recover all of the expense for the program based on expenses times the minimum number of participants.
 - Indirect expenses include all expenses associated with an activity including facility rental, supervisory time, clerical, maintenance, building costs, marketing, etc. An established successful activity should recover the cost of operations including supervisory time, clerical, maintenance and building costs.

6.0 **Resident/Nonresident Program Fees.** Since the facilities and activities are partially subsidized through taxes by residents of the Glencoe Park District, nonresidents will pay a **maximum** increased fee of 20% more than resident rates with the exception of the following unique activities and facilities:

- No nonresident fee applied: senior programming, select special events, select contractual programs, Watts daily ice skating fee and skating passes, and Takiff room rentals.
- Maximum 20% more than resident rates for Children’s Circle

6.1 Due to the unique nature and demand for Glencoe Beach and Boating Beach in the Chicagoland area and the amount of subsidy by tax payers, non-residents will pay the following maximum increase over resident rates:

- 50% more than resident rates for Season Passes at Glencoe Beach
 - 100% more than resident rates for daily fees and trellis rentals at Glencoe Beach
 - 100% more than resident for sail boat/kayak/paddle board storage at Perlman Boating Beach
 - 50% more than resident for sail boat/kayak/paddle board rentals
- * Due to IDNR and OSLAD Grant the District received in 1996, the nonresident rates/fees cannot exceed twice that charged to residents.

6.2 Non-residents will pay 50% more than residents for pass/daily fee to the Glencoe Fitness Area.

6.3 Occasionally, an activity may warrant a reduction in the non-resident fee in order for the activity to meet its minimum. The Director of Recreation and Executive Director must approve fees and charges for these activities.

6.4 Non-resident fees will be established in regard to the effect on resident participation using the following criteria:

- Size of class and limitations
- Ability to expand and grow
- Special limited interest classes
- Reciprocal agreements and shared activities
- Competitive costing of activities

7.0 **Missed Classes.** Some missed classes cannot be made up and are non-refundable.

- 8.0 **Prorated Fees to Activities.** At the discretion of the Program Manager and Director of Recreation and Facilities, if the nature of the activity permits, prorated class fees will be allowed and done a “per class basis”.
- 9.0 **Discounts to Other Entities.** Village of Glencoe, Glencoe Library and District 35 staff shall be eligible to receive an individual pass, to Glencoe Beach at no charge (They must show a business card or staff ID)
- 10.0 **Fiscal Year.** Categories of Glencoe Park District Services that determine the subsidy of program will be reviewed annually by the Glencoe Park District Board of Commissioners.

X. Action Item E
Approval of Credit Card Program Policy

Glencoe Park District
October 2017 Board Meeting



To: Board of Park Commissioners

Date: October 11, 2017

From: Carol Mensinger, Director of Finance/HR

cc: Lisa Sheppard, Executive Director

SUBJECT: Approval Credit Card Policy – October 17, 2017

The Credit Card Policy was discussed by the Board at the October 3 Finance Committee of the Whole meeting and advanced by the committee for approval at the regular Board meeting on October 17, 2017.

Glencoe Park District Credit Card Policy

Proposed to the Board of Park Commissioners: September 28, 2017 & October 17, 2017

Introduction: Cardholder Setup and Activation Overview

The Glencoe Park District provides District-issued credit cards to authorized employees for business-use purchases. The District's Credit Card Program is a credit card purchasing program that authorizes the use of a credit card with a credit limit for business purchases.

The Credit Card Program is designed to assist the organization in reducing its reliance on requisitions, purchase orders, petty cash funds, employee advances, paper checks, and reduce the need to use personal funds for business purposes. The program should help increase turn-around in the fulfillment of orders, provide greater flexibility and reduce paperwork.

For the Credit Card Purchasing Program, the Administration/Finance Department is responsible for the implementation, program compliance, issuance, auditing, processing payment, and bank relations to solve customer service issues and card cancellations. The Administration/Finance Department reconciles all statements and maintains the statements/receipts for the Credit Card Program. The Administration/Finance Department shall also be responsible for notifying the appropriate Departmental staff, Department Heads, and Executive Director for any irregularities that occur.

Only employees of the organization are allowed to participate in the program. Each cardholder has the responsibility to review, reconcile and submit their monthly account statement with the appropriate receipts and signatures for processing. The following full-time positions are authorized to use a District credit card: Executive Director, Director of Recreation/Facilities, Director of Parks/Maintenance, Director of Finance/HR, Manager of Marketing/Communications, Program Managers, Facility Manager, Administrative Assistant.

Credit card statements arrive around the 11th day of each month and are due to the Finance Department **by the end of the following week**. Typically, the Finance Department is the original recipient of the statements and the Finance Department will forward these statements to the appropriate staff.

All policies outlined in this manual and the District's financial and operational policies must be adhered to and any failure to comply can result in the suspension from the Credit Card Program and also include disciplinary actions that may include termination of employment. The credit card issued to the cardholder is the property of the Park District and can be canceled at any time.

Periodic audits will be performed to ensure the cardholder is in compliance with the policies and procedures.

Cardholder Setup / De-activation

A new participant in the Credit Card Program must complete the Credit Card Application (included in this packet) and obtain the appropriate authorization of the Department Head. The application must be submitted to the Finance Department by the applicant's Department Head.

Once the application has been approved by the Administration/ Finance Department and the bank has processed the request, an account for the cardholder may be established.

The new participant must also sign the User Agreement Form (which can be found in this packet) which outlines the responsibility of the cardholder while in possession and use of the credit card. Both of these documents must be completed and signed prior to the release of the credit card to the cardholder from the Administration/ Finance Department.

When an employee separates from the Glencoe Park District, the credit card must be turned into the Administration/Finance Department (through the appropriate Department Head) on or before the employee's separation date. The Administration/ Finance Department will terminate the card with the bank.

Recordkeeping & Reconciliation

The cardholder is responsible for maintaining adequate receipts for goods and services purchased with the credit card. The "MasterCard Charge" (also known as "Blue Slip") template form should be securely attached to the top of the receipt/documentation. The cardholder must contact the vendor directly to resolve any discrepancies or incomplete orders. The documentation retained should include sales receipts, packing lists (if applicable) and credit card transaction receipts. Any incorrect charges, duplicate transactions or missing credits must be addressed directly between the cardholder and the vendor. Upon completion of the reconciliation, the cardholder and their Department Head or Supervisor **must** sign the statement documenting their agreement with the transactions appearing on their account statement. Employees may not sign off on their credit card purchases.

Employees are responsible for ensuring that the credit card purchases are exempt from sales tax (typically by displaying the tax exempt form – enclosed in this packet).

Items that **cannot** be purchased:

1. Cash advances
2. Liquor or tobacco products
3. Personal use items
4. Illegal items (including but not limited to weapons, controlled substances, etc.)

If the employee inadvertently uses the District's credit card, the employee **MUST** write a check or pay cash to reimburse the District **IMMEDIATELY**. They must notify their Department Head or Supervisor responsible for credit cards who will notify the Finance Department. The employee may write a check or pay cash to reimburse the District.

Missing Receipts

If the cardholder is missing receipts, the cardholder should attempt to contact the vendor to request a copy of the receipt. If the request cannot be honored, the cardholder must then submit a Missing Receipt Form documenting the pertinent transaction information. This documentation must be reviewed and approved by the cardholder's Department Head. A copy of the Missing Receipt Form can be found in this packet.

Disputed Transactions

At times, there might be disputed transactions on a cardholder's account statement. Examples of disputes include but are not limited to the following: due to non-delivery of goods or services, incorrect billing, duplicate billing, missing a valid credit not processed to the account for a return, altered charges, or defective merchandise. When this occurs, the cardholder must contact the Administration/ Finance Department stating the reason for the disputed item and any other transaction details available. The cardholder must also notify the vendor of the discrepancy. The cardholder is responsible for resolving the disputed item with the vendor.

If any employee has a dispute that cannot be resolved by the cardholder, the employee **MUST** contact the Administration/ Finance Department for assistance.

The Administration/ Finance Department must be notified of all disputed transactions within 30 days of the statement date.

Note on Returned Items: Items should be returned directly to the vendor by whichever means the vendor requires. It is the cardholder's responsibility to ensure that proper credit is posted for any returned items.

Lost or Stolen Cards

If your card is lost or stolen, the cardholder must immediately notify the Administration/ Finance Department and their Department Head/Supervisor. Upon notification, the card will be suspended immediately and any charges posted to the account after the "missing date" will be denied. A new card will be issued upon completion of an application which indicates that the card is a replacement.

Employee Access to Online Services

Online access will be available so that the cardholder can view their current available credit and to view all current charges they have made.

Cardholders are not permitted to make any changes to the account as they are not signing in under the primary account holder's login/password. Individual cardholder's must share their login and password information with the Admin Office.

**Glencoe Park District
Credit Card Application Form**

The employee designated below is authorized to apply for and receive a Glencoe Park District credit card.

First Name: _____ **Middle Initial:** ____ **Last Name:** _____

Department: _____ **Last 4 Digits of SS#:** _____

Statement Address: Glencoe Park District
 999 Green Bay Road
 Glencoe, IL 60022

Credit Card Limit (to be completed by Finance Department): _____

Your signature below is verification that you have read and understand the Credit Card Program Policy and agree to comply with it.

Employee Signature

Date

Department Head Signature

Date

**Glencoe Park District
Credit Card Use Policy/User Agreement**

Cardholder Responsibilities:

1. I accept full personal responsibility for the safekeeping of the credit card assigned to me and that absolutely no one, other than me, is permitted to use the credit card assigned to me.
2. If the credit card is lost or stolen, I agree to immediately notify my Department Head who will notify the Administration/ Finance Department immediately.
3. A District card may be used for the purchase of goods or services only for official Park District business.
4. I agree to submit receipts and documentation detailing the goods or services purchased, cost, and date of the purchase to the District by the due dates as per this policy in order to reconcile against the monthly credit card statement.
5. I agree to surrender the credit card immediately upon request or upon termination of employment.
6. I understand that I am financially responsible for purchases that are not approved by my Department Head.
7. I understand that I am responsible for ensuring that purchases are exempt from sales tax (typically by displaying the tax exempt form/card – enclosed in this packet).

Requirements for Use of Credit Card:

1. The credit card is to be used only to make purchases for the legitimate business of the Glencoe Park District.
2. The credit card must be used in accordance with the provisions of the Credit Card Policy and Procedures established by the Glencoe Park District.

I, _____ have read and understand the Glencoe Park District Credit Card Policy and Procedures and I agree to adhere to them.

Employee Signature

Date

Department Head Signature

Date

Glencoe Park District Missing Receipt Form

This form is to be used in the rare circumstances that an itemized receipt was not provided/requested or has been misplaced.

I am requesting vendor payment for the following expenses for which the itemized receipts are unavailable for my accounting:

Date	Amount	Vendor Name	Itemized Description

By signing below, I am certifying that the above amounts are appropriate business expenses incurred by me on behalf of the Glencoe Park District. I further certify that these expenses comply with the requirements of all Glencoe Park District purchasing policies.

I am aware that the District's policy states that an itemized receipt is required for all purchases.

Employee Signature

Date

Department Head Signature

Date

X. Action Item F
Approval of Glencoe Beach and Bluff
Restoration Feasibility Study

Glencoe Park District
October 2017 Board Meeting



To: Board of Commissioners

Date: 10/6/17

From: Lisa Sheppard, Executive Director

SUBJECT: Glencoe Beach and Bluff Restoration Feasibility Study

In October, the Special Projects and Facilities Committee reviewed a presentation and proposal for a comprehensive Beach and Bluff Restoration Feasibility Study.

Since that committee meeting, I have met with the Village about adding the bluffs west of the Village Plant to the proposal. The Village will be reimbursing the Park District for this part of the study. In addition, the Village will be working closely with Park District Staff on gathering needed information.

The Proposal to complete the scope of services described in the presentation will be \$71,750 plus expenses. The work items beyond the scope of services described above (e.g. sediment transport analysis, numerical or physical modeling, permitting or regulatory coordination, design development, final design and engineering, construction related services, additional meetings or presentations, etc.) will be invoiced in accordance with the standard rates and will not proceed with any additional work without prior approval from the Park District. The itemized reimbursables at this time are somewhat unknown, but I do not expect to be much as there are only a few site visits. However, the largest expense will be the geotech estimated at approximately \$11,000.

Recommended Motion: To approve the Glencoe Beach and Bluff Restoration Feasibility Study for \$71,750 plus expenses with the contract to be executed by the Executive Director.

October 5th 2017 Rev 1

Chris Leiner
Director of Parks and Maintenance
Glencoe Park District
999 Green Bay Road
Glencoe, IL 60022

Subject: Glencoe Beach and Bluff Restoration, Feasibility Study

Re: Fee Proposal for Professional Engineering, Architectural and Landscape Architectural Services

Dear Chris,

We at Altamanu Inc. (Altamanu) are very pleased for the opportunity to continue to work with the Park District (PD) and the distinguished community of Glencoe. Please find below a proposal to carry out a feasibility study, which will provide the Park District with options and opinion of probable costs to complete the stabilization of Lake Front Park, the associated bluffs, buildings, and beach. The original scope was increased at the request of the client to include North Beach and bluff and the beach and bluff at the Village Water Plant. Please note that the scope does not include the Village Water Plant itself or the Glencoe Boat House.

1. Project Understanding

Altamanu was engaged by the Glencoe Park District to provide recommendations and plans for improvements to historic Lake Front Park. The Board of the Glencoe Park District received Altamanu's proposals with enthusiasm and wishes to carry out the proposals as designed.

Stabilization of the Bluffs

However, it is apparent that the bluffs at Lake Front Park are in an extremely slow but continual process of movement towards the lake. This movement of the bluffs is slowly impacting the structural stability of historic structures and the stone staircase on the bluffs and on beach facilities below. Furthermore stormwater retention in the park adds to the pressure on the bluffs. Stormwater that cascades over the edge of the bluffs and down the staircase is also contributing to the deterioration of the structures. Therefore the Board wishes to stabilize the bluffs and protect the buildings and built elements before investing in improvements to the Park.

The Team is aware of the cultural and practical importance of these structures and that the Half-Way House is a major local cultural icon.

Stabilization of Glencoe Beach

It is also apparent that Glencoe and North Beach is subject to more than usual erosion. The water level of Lake Michigan is on pace to swell to its highest level in two decades. The rising water has washed away large sections of Glencoe Beach and created an opportunity for taller, stronger waves that accelerate erosion. The erosion has uncovered utilities that should not be exposed. Therefore staff of the PD recommended that the stabilization of the beach be included in any studies to be carried out.

2. Project Team

Firms with Reputations for Excellence

We at Altamanu, being aware of the importance and critical nature of this project have requested the services of the firms and individuals that we believe are the very best in their professional fields. The firms we have selected are award winning firms that have national and international reputations for innovation, excellence and reliability.

We have worked personally with particular representatives of these firms and we have requested that those specific individuals be involved in this project.

The study team consists of Altamanu as the lead consultant with the following:

W.F. Baird & Associates Ltd. (Baird)

Baird has an international reputation for “Worldwide Water Engineering”. They have worked on successful projects in the Americas, Europe, Australia, Africa and China. Closer to home Baird has worked on multiple beach and marina projects and bluff stabilization projects along Lake Michigan.

Their projects in proximity to Glencoe include:

Rosewood Beach, Highland Park
Forest Park Beach, Lake Forest and
The Interim Shoreline Study: Wilmette to Waukegan.

Altamanu is currently working with Baird on the North Lake Shore Drive Feasibility Project. Baird is the coastal engineer working on the planning and design of seven and a half miles of the lakeshore in Chicago.

Services

Baird will provide Civil, Structural, and Geotechnical services and will collaborate with the study team through each phase of the study. A summary of Baird’s related experience is presented in Appendix A and on the web at <http://www.baird.com/what-we-do/>

Bauer Latoza Studio (BLS)

BLS is the preeminent architectural restoration firm in the Midwest and has worked nationally and internationally on restoration projects. They have been engaged to restore many historic buildings for the City of Chicago and the Chicago Park District. Their projects include the restoration of the Museum of Science and Industry, the Water Tower, the Humboldt Park Boathouse and multiple memorials and statues such as the Grant and Lincoln Memorials. John Mac Manus of Altamanu has worked with Ed Torres of BLS for over twenty years and regards him as the very best in his professional field.

Services

BLS will provide Architectural Restoration Services.

BLS will collaborate with the study team through each phase of the study. A summary of BLS related experience is presented in Appendix B and on the web at <http://www.bauerlatozastudio.com/portfolio/historic-preservation/>

3. Scope of Work

We are pleased to submit a proposal to carry out a feasibility study that will evaluate existing conditions and provide recommendations and preliminary opinions of probable costs for the following:

Improving drainage and storm water management at Lakefront Park

Stabilization of the associated bluffs at Lakefront Park, the bluffs to the west of the Village Water Plant and to the west of North Beach

Stabilization and restoration of Glencoe Beach and North Beach

Evaluation of existing condition of historic structures

Proposals for the restoration of retaining walls and curbs at Lakefront Park and Glencoe Beach.

Proposals for the restoration of existing historic and non-designated structures.

We understand that the Architectural portion of the project consists of the evaluation of existing structures and providing recommendations for stone masonry repairs to two existing structures, the beach house and the halfway house; the stone steps and landings leading to the beach and the stone walls at the access road. These repairs may consist of removing and reinstalling stones, repairs of joints and cracks, repair of spalls, and possible replacement of previously installed dutchman repairs.

3.1 Kickoff Meeting

Team will attend a kick-off meeting with the with PD staff to coordinate detailed scope, budget, schedule, and administrative requirements. Also to determine what resources will be available to the team such as PD records and contact information for Village representatives and Glencoe Historical Society.

*However please note that in order to reduce project costs the Team assumes that coordination with the Village will be primarily the task of the PD.

3.2 Historic Data Review

The Team has assumed that the PD will coordinate with the Village and provide all available historical engineering project info including items such as:

- Historical reports, drawings, and other relevant information for the site and structures included in the study area
- Storm water and other site utility reports and drawings and
- Landownership
- BLS will also carry out additional research into the history of the Architectural Structures. They will gather data and information regarding the structures, steps and stone wall including past reports, documents, and photographs when available.

The Team will obtain available topographic data from online sources. The available topographic data will only be applicable for the feasibility study level; more detailed site mapping will be required for final design.

Lidar data for the nearshore bathymetry are available from NOAA and should be adequate for the feasibility study.

3.3 Field Data Acquisition

The Team will conduct an on-site assessment to visually observe the existing conditions. Baird will be responsible for developing the scope of work for geotechnical services (performing soil borings and foundation test pits) and obtaining a minimum of two quotes to complete the work. Baird will coordinate the work and be the main point of contact and will coordinate the location and scheduling of the soil borings and test pits with the PD and project Team.

Please note it is assumed that the geotechnical firm will contract directly with the PD

A geotechnical program will be performed to gather data to analyze the global stability of the bluff as well as identify groundwater seepage concerns. The Team estimates that a total of four to five soil borings (minimum two near the crest, one near the mid-point, and one near the toe) will be required to obtain a representative sample of the existing conditions of the bluff.

An effort will be made to obtain the soil borings from accessible locations and on dates suitable to the PD to prevent disruption of park activities.

In addition, test pits will be dug near the foundations of the halfway house and stairwell. A test pit is an exploratory open excavation to evaluate the existing foundation. An emphasis on hand dug test pits, to expose the depth and quality of the foundation will be employed due to the existing slope and importance of the

structure. Team representatives will be present to observe and document the condition of the foundation. The following items will be investigated during the test pits:

Test Pit Soils

- Visual assessment for characterizing and classifying soil
- Test in-place soil properties of soil
- Presence of ground water

Concrete Foundation

- Probe concrete for weakness and identify exposed rebar or spalled concrete
- Observe bond between concrete foundation and stacked stone wall
- Look for horizontal, vertical, or diagonal cracks and bulging or curvature of the walls
- Differential settlement

Stacked Stone Walls and Columns

- Identify stair-step, horizontal, or vertical cracks (larger than hairline)
- Identify bulging walls

Team representatives will be present during the testing and will photo document and record measurements.

3.4 Preliminary Technical Analysis

A preliminary technical analysis will be performed to support the development of conceptual alternatives for areas requiring restoration.

3.5 Bluff Global Stability

The global stability of the bluff will be evaluated using the soil borings and a visual assessment of the bluff. The analysis will focus on identifying over-steepened sections of the bluff and/or potential groundwater seepage concerns. One to two representative cross-sections will be analyzed to estimate the existing factor of safety of the bluff.

The analysis of the North and Center Bluff will include a visual assessment of the bluff. Over-steepened sections will be analyzed using the interpolated soil borings from the main bluff.

3.6 Bluff/Structure Local Stability

The Team understands the Park District prefers a structural solution (e.g. retaining wall, riprap, etc.) over a soft solution (e.g. vegetation, etc.) to provide local (surface) stability to the bluff.

Using the data gathered in the data acquisition phase, Baird will provide a structural and geotechnical review of the following structures to make recommendations for restoration:

Stone Roadway Retaining Wall
Precast Concrete Crib Retaining Structure
Halfway House
Beach House Back Wall
North Bluff Roadway
Stone Steps

3.7 Storm Water Management

The surface runoff from the park down to the base of the bluff is visibly creating erosion and slope stability issues. The Team will review the existing conditions and general performance of the storm water system. The analysis will look at the following components:

Top of Bluff

Regrading or rerouting surface water in the park with an emphasis to protect the mature trees

Down Bluff

Collecting, conveying, and/or redirecting the surface water to the existing storm water system, proposing new storm water infrastructure if required

Outfall

Review the existing outfalls and proposal of new or updated outfalls if required

3.8 Coastal Review

We understand the PD is required to nourish/fill the beach with sand periodically to maintain the desired beach area. Baird will perform a cursory coastal review of the beach, groins, and jetty to provide the PD with preliminary concepts to improve the beach system. A senior level coastal engineer with experience in the sediment transport in this stretch of Lake Michigan will perform the review. The review will employ Baird's in-house data library of similar projects in the region.

Please note: The South Beach, the North Beach and the beach at the Village pumping station and associated bluffs are included in this study. The Team will use information gathered from the investigation of the bluffs at Lake Front Park as a basis for design.

3.9 Alternative Analysis

Baird will perform an alternative analysis for areas requiring restoration identified during the data acquisition and preliminary technical analysis phase. Two alternatives will be developed and costed. Conceptual drawings will be developed for each option, consisting of plans and sections. The alternative analysis will include a summary of benefits and challenges and recommendations for priority of implementation.

3.9.1 Preliminary Opinion of Construction Costs

A Preliminary Opinion of Construction Costs will be prepared for each of the conceptual design alternatives for engineering and architectural services. These statements will include itemized material quantity takeoffs for all major components and estimated unit costs based on Team's experience on similar projects.

3.9.2 Deliverable and Presentation to Staff

The results of the alternative analysis, conceptual drawings and opinion of probable costs will be submitted in a draft report. The Team will present to PD staff and respond to the comments received during the presentation and incorporate revisions accordingly.

3.9.3 Final Deliverables and Presentation

The results of the study will be compiled by Altamanu into a brief report and a PowerPoint presentation. Altamanu will review the presentation and report with PD staff and make revisions according to their input. The Team will make a final presentation to the Board of Commissioners.

4. Schedule and Fees

The project Team proposes to complete the scope of services described above for the estimated fee amount of \$71,750.00

Any work items beyond the scope of services described above (e.g. sediment transport analysis, numerical or physical modeling, permitting or regulatory coordination, design development, final design and engineering, construction related services, additional meetings or presentations, etc.) will be invoiced in accordance with our standard rates.

The Team will not proceed with any additional work without the prior approval of the PD.

The following schedule is for discussion purposes only. A refined schedule can be provided following the review/acceptance of the proposal and/or following the initial project meeting.

Table 3.1: Estimated Schedule for Professional Services

Task	Duration
1 – Project Kickoff	TBD
2 – Field Data Acquisition	6 weeks*
3 – Preliminary Technical Analysis	4 weeks
4 – Alternative Analysis	4 weeks

*Depending on the geotechnical contractor’s schedule and contract approval through the Park District.

Reimbursable expenses related to this project shall include, but may not be limited to the following:

- Transportation/Parking
- Reproduction
- Special Supplies
- Photography
- Copies
- Messenger/Delivery
- Large Scale Scans
- Mounting

Professional fees and expenses will be billed monthly for work completed and are due within 30 days.

ASSUMPTIONS

- All base information (architectural building/site plans, site survey) will be provided by the Client to Altamanu.
- Any services beyond what is outlined above will be considered extra services and will be billed at our standard hourly rates.
- The PD will contract separately with the selected geotechnical firm. If due to unforeseen conditions additional soil borings and/or test pits are required these will be carried out by the selected firm under contract directly with the PD.
- This scope of work is based on documents available as of this date.
- This agreement may be terminated by either party 15 days after written notice. Altamanu shall be compensated for all services performed up to this date.

landscape architecture + urban design + planning

1700 w. irving park rd. + suite 202 + chicago, illinois 60613 + 773.528.7492 t + info@altamanu.com

Following your review and consideration of this proposal, please do not hesitate to contact us should you have any questions or require any clarifications.

If the aforementioned terms are acceptable to you, we would appreciate the execution of this document in the space provided below and returning a copy for our files.

We appreciate the opportunity to submit this proposal and look forward working with the Glencoe Park District on this exciting project.

Yours Sincerely,

John Mac Manus, ASLA, Principal Altamanu Inc.

ACCEPTED BY:

Signature

Printed Name

Title

Date

X. Action Item G
Approval to Change the December 19
Regular Board Meeting Date
to December 12

No Documents

Glencoe Park District
October 2017 Board Meeting

X. Action Item H
Approval of IAPD Annual
Meeting Delegates

Glencoe Park District
October 2017 Board Meeting



To: Board of Park Commissioners

Date: October 11, 2017

From: Lisa Sheppard, Executive Director

SUBJECT: Approval of delegate to IAPD Annual Meeting – October 17, 2017

IAPD has the Association's Annual Business meeting scheduled on Saturday, January 20, 2017 at 3:30pm at the Hyatt Regency Hotel as part of the IAPD/IPRA Annual Conference. They are requesting a representative attend the meeting. The by-laws state, "Each member district shall be entitled to be represented at all Association meetings and conferences by a delegate or delegates. Delegates of the Association meetings or conference may include members of the governing boards or member districts, the Secretary, Attorney, Treasurer, Director or any paid employee of the member district." I will be there and would be happy to represent the District, if you so desire, or you can appoint a Board Member.

Recommended Motion: To appoint Lisa Sheppard, Executive Director as delegate and Carol Mensinger as alternate delegate to the IAPD Annual Meeting.



TO: ALL MEMBER DISTRICTS

FROM: Peter M. Murphy, President/CEO

DATE: October 4, 2017

RE: **CREDENTIALS CERTIFICATE**

The IAPD/IPRA Soaring to New Heights Conference will be held at the Hilton Hotel, Chicago, Illinois, January 18-20, 2018.

Article V, Section 3 and 4 of the Constitutional By-Laws of the Illinois Association of Park Districts provides as follows:

"Section 3. Each member district shall be entitled to be represented at all Association meetings and conferences by a delegate or delegates. Delegates of the Association meetings or conference may include members of the governing boards of member districts, the Secretary, Attorney, Treasurer, Director or any paid employee of the member district. Each delegate shall present proper credentials consisting of a certificate by the Secretary of the member district said delegate or delegates represent, with seal of office affixed, showing that the governing board at a special or regular meeting authorized said delegate or delegates to represent said member district. On all questions each member district represented shall have one vote which shall be the majority expression of the delegation from that member district."

"Section 4. No member district shall be entitled to vote by proxy and only delegates of a member district shall cast a ballot for that member district."

Accordingly, we enclose herewith a certificate, which, when properly certified by the Secretary of your agency after its governing board authorizes such delegate and alternates at a regular or special meeting, shall be mailed to the Association's office, 211 East Monroe Street, Springfield, IL 62701.

This certificate will entitle the delegate or, in their absence, an alternate listed thereon to vote on matters presented during the Association's Annual Business meeting to be held on Saturday, January 20, 2018 at 3:30 p.m. in the Grand Ballroom of the Hilton Hotel, 720 S. Michigan Avenue in Chicago, Illinois.

Your agency must be in good standing, the Credentials Certificate must be signed by the Board President and Secretary with your agency seal affixed.

NOTE: If your agency does not have a seal, then write the word "SEAL" and circle it where indicated on the certificate.

Your careful and prompt attention to this important matter is requested.

CREDENTIALS CERTIFICATE

This is to certify that at a meeting of the Governing Board of the _____

_____ held at

(Name of Agency)

_____ on _____ at _____

(Location)

(Month/Day/Year)

(Time)

the following individuals were designated to serve as delegate(s) to the Annual Business Meeting of the ILLINOIS ASSOCIATION OF PARK DISTRICTS to be held at the Hilton Hotel, Chicago, Illinois on **Saturday, January 20, 2018 at 3:30 p.m. in the Grand Ballroom:**

Name

Title

Delegate: _____

1st Alternate: _____

2nd Alternate: _____

3rd Alternate: _____

This is to certify that the foregoing is a statement of action taken at the board meeting cited above.

Affix Seal:

Signed: _____

(President of Board)

Attest: _____

(Board Secretary)

Return this form to:

Illinois Association of Park Districts
211 East Monroe Street
Springfield, IL 62701-1186