



MAY 2018
Board Report



**GLENCOE PARK DISTRICT
REGULAR BOARD MEETING
Tuesday, May 15, 2018 - 7:00 p.m.
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 April 17, 2018 Regular Board Meeting
 - B. Minutes of May 1, 2018 Committee of the Whole Meeting
 - C. Approval of the Bills
- IV. Matters from the Public
- V. Approval of Resolution No. 881: Bill Eldridge 30 Year Service
- VI. Election of President and Vice President
- VII. Appointment of Officers and Representatives
 - A. Treasurer
 - B. Attorney and Ethics Officer
 - C. Secretary
 - D. Glencoe Plan Commission
 - E. Freedom of Information Act Officers
- VIII. Board Committee Appointments
 - A. Finance Committee of the Whole
 - B. Special Projects and Facilities Committee
 - C. Personnel and Policy Committee
- IX. Board Advisory Group Chair Appointments
 - A. Glencoe Beach and Lakefront Advisory Group
 - B. Watts Advisory Group
 - C. Early Childhood Advisory Group
 - D. Northern Suburban Special Recreation Association Board Liaison
- X. Financial Report
- XI. Staff Reports
 - A. Business
 - B. Recreation and Facilities
 - C. Parks and Maintenance
 - D. Marketing and Communications
 - E. Safety Committee
- XII. Executive Director Report
 - A. Update on NSSRA Capital and Facility Acquisition Plan
- XIII. Action Items
 - A. Approval of Annual Post-Issuance Tax Compliance Report
 - B. Approval of Resolution No. 882 Bank Depository Relationship – BMO Harris Bank

- C. Approval to direct staff to apply for subdivision with Village of Glencoe for Linden House
- D. Approval of the Children's Circle Expansion
- E. Approval of Ordinance No. 883 Supplemental Appropriation Fiscal Year March 1, 2018 – February 28, 2019

XIV. Other Business

XV. Executive Session

- A. Personnel 5ILCS 120/2 (c)(1)

XVI. 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
May 2018 Board Meeting

MINUTES OF APRIL 17, 2018 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
Steve Gaines, Commissioner
Stefanie Boron, 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

Members of the public in attendance who signed in or spoke: Dan Dorfman

Consent Agenda: A motion was made by Commissioner Gaines to approve the consent agenda items as presented including Minutes of March 20, 2018 Regular Board Meeting, Minutes of April 3, 2018 Special Projects and Facilities Committee Meeting, Surplus Property Disposal Ordinance No. 879, and Approval of the Bills. Commissioner Lutton 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: There was no one wishing to address the Board.

Public Hearing on 2017/2018 Budget and Appropriation Ordinance No. 880: The Budget and Appropriation Ordinance (BAO) No. 880 was reviewed by legal counsel and was put on display at the District Administrative Office for the required 30-day period. President Onderdonk declared the public hearing open to discuss the BAO and asked for a brief summary from staff. Director Mensinger stated that the BAO is based on the working budget approved by the Board at last month's Board meeting; the BAO is the legal document filed with the county. It represents an operating budget of just over \$9.6 million, a capital budget of just over \$2.5 million, for a total budget of \$12.1 million. President Onderdonk invited the public to make comments or ask questions. There was no participation from the audience. President Onderdonk then declared the public hearing closed.

Action Item:

Approval of Ordinance No. 880: An Ordinance Making a Combined Annual Budget and Appropriation of Funds for the Glencoe Park District for the Fiscal Year Beginning March 1, 2018: A motion was made by Commissioner Gaines to approve Ordinance No. 880: An Ordinance Making a Combined Annual Budget and Appropriation of Funds

for the Glencoe Park District for the Fiscal Year Beginning March 1, 2018 as presented. Commissioner Brooks seconded the motion. No discussion ensued. Roll call vote taken:

AYES: Boron, Brooks, Gaines, Lutton, Onderdonk

NAYS: None

ABSENT: None

The motion passed.

Financial Report: Director of Finance/Human Resources Mensinger stated we are one month into the fiscal year. Nothing can be ascertained from comparisons at this point.

Presentation of the 2017-2018 Watts Recreation Center Report: Director Collins, Facility Manager Adam Wohl, and Program Manager Stephani Briskman presented the Watts report attached to these minutes. Questions from the Board were answered and comments noted for the next season. Longevity of the rink and summer rink use options were reviewed.

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

Director Mensinger shared that Moody's will be doing a conference call to check in three years after our bond refunding in 2015. Our bond consultant gave a positive Moody's report; our fund balances are increasing and our capital budget looks good. There is a potential of raising our rating, although our small size could prevent us from attaining a higher rating.

Director Collins followed up on a Board question from last month, recreation department number drop was due to an increase in camp wages covering overtime and our new art program. Staff is almost done hiring for the summer season. The boating beach is getting ready to open in four weeks. The mother-son date night had 62 in attendance.

The increase in minimum wage was reviewed and staff noted that we are in line with other park districts. Beach revenue is significantly higher due to extra time spent on earlier collection of boat storage revenue. This is in direct correlation to splitting the Beach/Watts position into two separate jobs allowing the new Beach manager more time earlier in the season to focus on collection of fees.

Director Leiner shared that the athletic season kicked off April 2 and baseball and soccer fields are prepped for use. Getting the boating beach ready has been tough with the cold and wet weather. Drinking fountains and bathrooms cannot open until after there is no threat of freezing temperatures.

Superintendent Maassen and Manager Wohl have been very creative with the Glencoe Fitness Marathon and will come up with new challenges throughout the year. Superintendent Maassen is also in the process of hiring a part-time graphic designer to start in May.

The Safety and Wellness Committee is concentrating on the first round of the loss control review and training summer, part-time, and full-time staff. A meeting is

scheduled with Glencoe Public Safety at the end of the month to review our plans and we will also be bringing in a consultant to review both buildings and open areas.

Executive Director Report: Executive Director Sheppard shared that the parks team is rebuilding lockers following pipe repairs at the beach. Sheppard is continuing to work with the Sand Management Group applying for a permit to allow offshore dredging material placed on our beach.

Ongoing capital projects include tonight's action item approving bids for Old Elm, Vernon, and Woodlawn playgrounds. Once approved, a schedule will be created to update one playground at a time: Vernon first, then Old Elm, and Woodlawn last. Soil samples are being submitted for Phase 1 of Takiff parking bioswales, the fences will remain until the new plantings take root. Director Leiner met with the architectural team on the design review for Phase 2 of the parking lot. The Green Bay Trail project partnered by the Park District, Village, and Friends of the Green Bay Trail to remove invasive plants including buckthorn and poison ivy is complete.

Commissioners are invited to our seasonal staff training on Thursday, May 1 from 6:30-8:00pm including a motivational speaker that applies to all ages. Full-time managers attended an Excel training to help with their reports.

On Tuesday, May 1, the Committee of the Whole will meet at 7:00pm to discuss a number of matters.

This Friday, Lisa and Bobby will be attending NSSRA's Shining Stars event.

Action Items:

Approval of the One Year Apparel Bid: A motion was made by Commissioner Gaines to approve the one year Apparel Bid for FY2018/19 to American Outfitters for an annual cost of \$21,772.75 as presented. Commissioner Boron seconded the motion. Executive Director Sheppard stated that we are currently under the amount that needs to be legally bid, this allows cushion in case we need to order more shirts. No further discussion ensued. Roll call vote taken:

AYES: Boron, Brooks, Gaines, Lutton, Onderdonk
NAYS: None
ABSENT: None
The motion passed.

Approval of Playground Bids for Old Elm, Vernon, and Woodlawn Parks: A motion was made by Commissioner Brooks to approve the lowest responsible bidder for Old Elm, Vernon, and Woodlawn playground renovations, to Hacienda Landscaping of Minooka, Illinois including alternate 1 for a total of \$663,467.51 as presented. Commissioner Boron seconded the motion. Executive Director Sheppard stated these are very favorable bids. Staff researched the lowest bidder and is confident in the company. Hacienda worked on Friends Park. The amount in the packet is the construction amount and does not include design fees or the park district's portion to keep prices low. They

will stage it to remove then install a new playground before moving on to the next park. Director Leiner explained that we will see \$20-35,000 in by owner costs added for benches, garbage cans, landscaping; projects done in-house by our staff to reduce markup. We do have cushion in the budget to cover those costs. No further discussion ensued. Roll call vote taken:

AYES: Boron, Brooks, Gaines, Lutton, Onderdonk

NAYS: None

ABSENT: None

The motion passed.

Matters from the Public: There was no one wishing to address the Board.

Other Business: President Onderdonk works with Open Lands non-profit who reported that 97% of Glencoe residents are within a 10-minute walk of a park from home.

At Glencoe's Coffee with the Board, commissioners get to meet other community board members.

Adjourn: Commissioner Gaines moved to adjourn the meeting at 7:53pm. Commissioner Brooks seconded the motion, which passed by unanimous voice vote.

Respectfully submitted,

Lisa M. Sheppard
Secretary



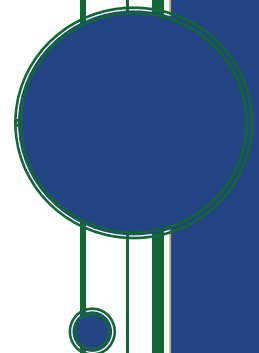
WATTS RECREATION CENTER

2017-18 Annual Report

The following report outlines the operation of the Watts Recreation Center, a Glencoe Park District facility, during the 2017-2018 Fiscal Year. The report reviews operations using historical data, financial and participation information, as well as participant feedback and review of operation procedures.

Bobby Collins, Director of Recreation and Facilities
Adam Wohl, Takiff and Watts Facility Manager
Stephani Briskman, Arts & Youth Program Manager

4/17/2018



Watts Recreation Center

2017-18 Annual Report

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Introduction

This annual report is an overview of the facility, programming information, operations, and financial data for the Watts Recreation Center during the 2017-2018 fiscal year. The Watts Recreation Center is comprised of a programming room, recreation room, outdoor full ice rink, and outdoor studio ice rink. The facility offers additional amenities including skate rental, skate sharpening, two locker rooms, basic pro shop items for sale, and vending machines.

Facility Staffing & Training

The Watts Recreation Center is overseen by the full time Takiff and Watts Facility Manager. This position was held by Adam Wohl for the 2017-18 season. Adam joined the Park District in November 2017 and this was his first year of Watts operation. This position oversees the all-encompassing operations of the Recreation Facility. Additionally, Ann Scheuer, Alex Alessi, Ashton Schardt, Peter McHugh, Matt Torre and Doug Moline worked as Assistant Managers and helped with private facility rentals, ice rentals, and training.

The park maintenance staff also played a significant role in staffing the Watts Center. The maintenance staff was responsible for ice maintenance Monday-Friday prior to opening. Members of the Facilities staff also played a significant role in cleaning the facility and clearing snow in conjunction with part time staff.



The Watts Ice Center is heavily dependent on part time seasonal staff to operate the rink on nights and weekends. Part time positions consist of cashiers/desk attendants, party attendants, skate guards, and assistant managers. Assistant managers are a key part time position and were staffed on weekday afternoons, evenings, and on weekends to operate the Zamboni, oversee facility operations, respond in the event of an emergency or injury, follow cash handling procedures, oversee other part time staff, and perform routine cleaning of the facility.

Pre-season training sessions were held before the 2017-18 season for all staff working at the Watts Ice Center. This year each manager also received a compressive training to operate the Zamboni to ensure the ice was always in the best possible condition. Five sessions of training were held for all Zamboni Drivers. These were conducted by the full-time staff or part time Assistant Managers. This training covered topics including Zamboni operation, facility cleaning, and ice maintenance expectations. Additionally, pre-season training was held for each specific position at the rink including front desk staff and skate guards. Topics of these trainings included job specific duties, safety and risk management, RecTrac registration software training and customer service.

Marketing & Promotion

Signage

With two screens at Watts to convey scheduling and pricing information, we no longer need to purchase new front desk signage each year. Both TVs are integrated with REACH, which links to the RecTrac system and gives Watts a consistent look with the Takiff Center.

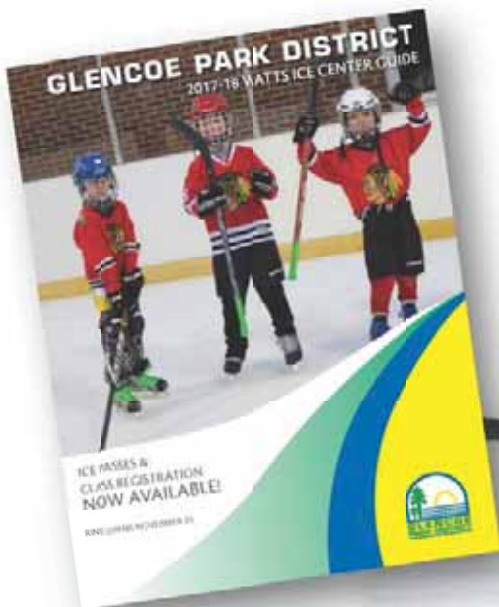
Staff also added more dry erase white board signs to the locker rooms to easily communicate team assignments. Safety signage was added and updated and more snap frames were installed throughout the facility to display photographs of participants. The snap frames allow the photos to be rotated out on a seasonal basis with pictures, promotional materials, and facility information.

Promotion

Watts Ice Center marketing begins with the Fall Guide, which included a preview of special events and season dates. Further details on skating classes and hockey programs, as well as season passes and private rentals, was included in the Winter Guide, which was sent to residents the week before Thanksgiving. Articles were also included in *Inside Glencoe*, which was sent to residents the week before Thanksgiving. Due to the timing of brochures, we also created an interactive, digital guide to Watts programs and special events with registration links that was shared on the website, social media, and an email blast.

To prepare for opening weekend, targeted email blasts, social media posts and signs were created for Takiff Center and Watts Ice Center. Opening Day was called Black Ice Friday, and information was included in the Merry & Bright Light Fest marketing materials (including announcements at the event, signs at the park, email blasts, flyers, and media releases).

Throughout the Watts season, marketing staff and Watts staff sent email blasts targeted to specific audiences to communicate season pass sales, ice rink rentals, Teen Skate Night, winter break activities, as well as Watts Below Zero.

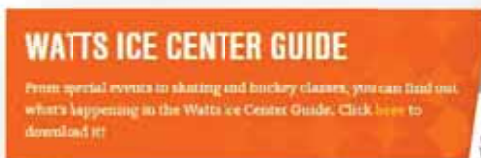
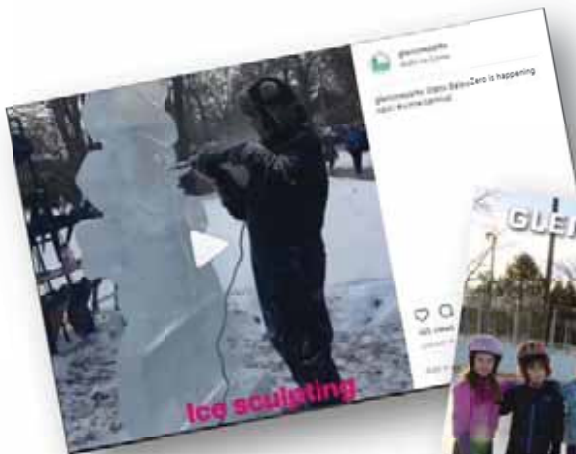
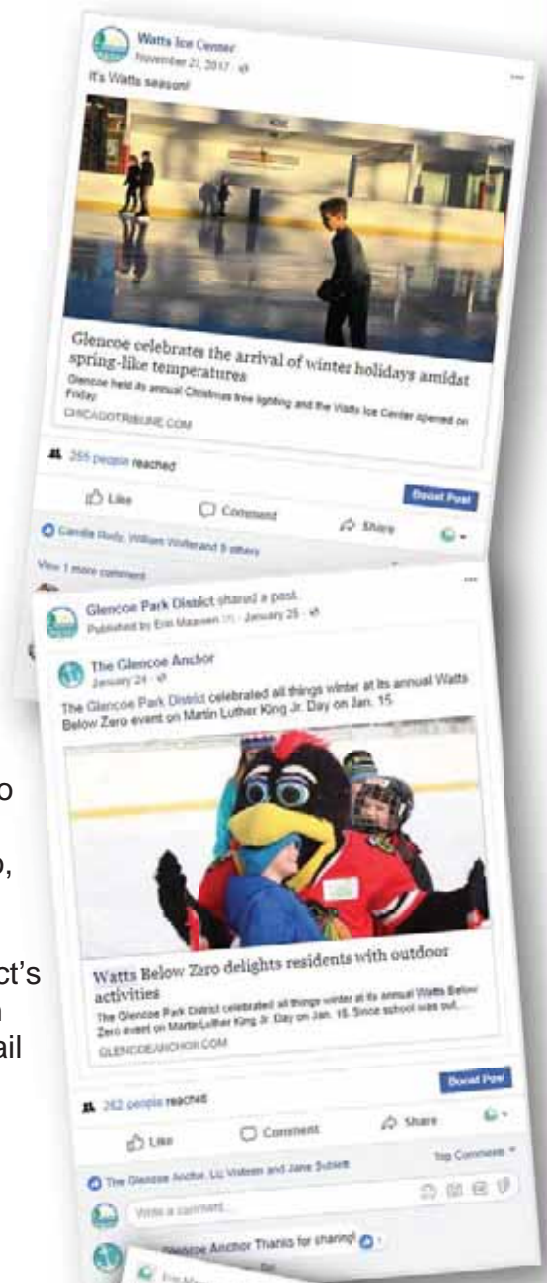


Graphics for skating classes, rentals, and passes were included on the Glencoe Park District website and television screens. Information for the season was updated on the website to reflect special events, pricing, and rental possibilities.

In addition to the Park District's general presence on Facebook, Twitter, Pinterest, Instagram, YouTube, and LinkedIn, Watts Ice Center has a Facebook page. Information was shared on both the general social media pages, as well as the specific page, including short videos and photos. We also purchased ads on several seasonal landing pages for the Chicago North Shore Visitor's Bureau, directing interested people to our website.

Events were also shared on local media calendars, including the Glencoe Anchor, Glencoe News, and Chicago North Shore Visitors Bureau. Reporters also attended several special events (Black Ice Friday, Watts Below Zero, Teen Skate Night, etc.).

The end of the season was communicated using the District's Rainout Line, which allows us to post messages quickly on the website and social media. It was also shared in an email blast to residents.



Facility Upkeep & Improvements

Facility Repairs

This season, the Parks & Maintenance Department continued to place a strong emphasis on the appearance of the Watts facility. The installation of new lights took place in the hallway leading into the facility. New LED fixtures were installed outside, to replace aging inefficient exterior building lighting. The first floor and classrooms received a new coat of paint. The replacement of rusted drain pipes in one of the restrooms was necessary. Staff buffed all the boards and repainted blue and red lines, the broken and cracked glass got replaced.

Refrigeration Repairs

Multiple preventative repairs were necessary to the refrigeration system to maintain optimal playing conditions. In a preventative manner, refrigeration valves required changing on two of three compressors. Including replacing pipe, valves and several control components. Several repairs were made to the cooling tower itself before the season to minimize the risk of break down. By replacing the components, all three compressors continued to function throughout the entire season.



Cooling Floor Issues

The completion of a thorough diagnostic took place in the fall and winter of 2017. Based on pressure testing and finally, an acoustic leak test the location of the leak was determined, thus allowing for the next steps in fixing the floor. During the fall of 2018 the cooling floor was repaired by a partnership of Glencoe Park District staff, RMC staff and an expert from a rink construction company. By cutting the concrete cooling floor, staff accessed the broken coolant lines and connected new lines. In all, over 20 pipe sections got replaced. The work was labor intensive taking two weeks. The internal management and labor related to this project is a pride point for Parks Department staff.

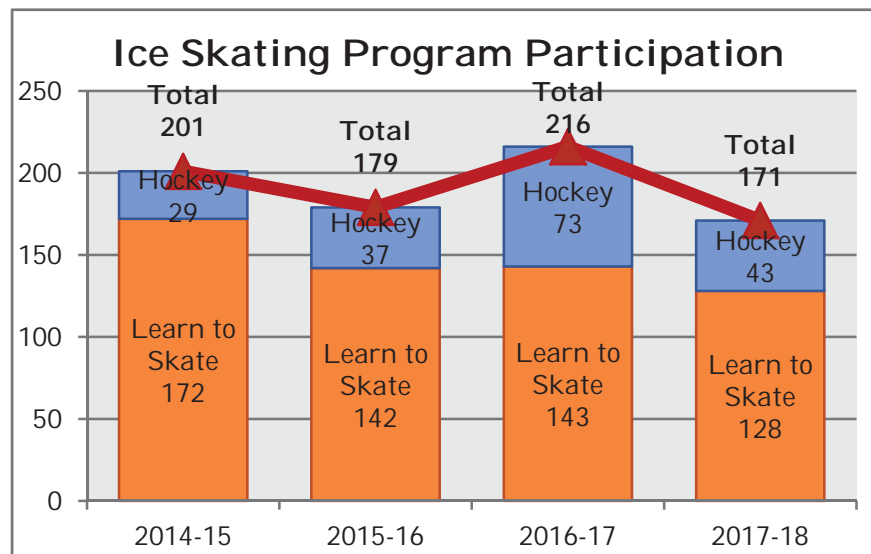
Facility Improvement

The facility was closed for two weeks in August after camps to accommodate the replacement of the rubber flooring. The counter at the coffee nook received an upgrade. The fireplace room received new blinds. An automatic door opener was added to one exterior restroom to ensure that a heated private bathroom was available to park users seven days a week from early morning until dusk.

On-Ice Programming

There are a wide variety of programming opportunities available both on and off the ice at the Watts Ice Center. On the ice, figure skating and hockey lessons are available for novice and intermediate youth skaters and hockey players as well as adults. The Watts skating program follows The United States Figure Skating Association (USFS) class offerings and curriculum. Watts Ice Center offers USFS levels for skaters ages 3-14 and adults. The programs range from introductory classes to classes for those with intermediate skating experience. Classes are divided into progressive levels allowing children to learn the fundamentals of skating with peers who have similar skating abilities.

In the event that a group of skaters were unable to attend the lessons offered at their level, instructors and rink management provided a personal experience allowing them to set up a separate lesson at a day and time that worked with their schedule. Pricing for



personalized group lessons is similar to traditional classes with a minimum of 6 students. Staff ran two custom classes during the season and sees a trend in more custom class offerings in the future.

The Belugas class from Children's Circle skated at Watts two times this season. They brought 20 students for a learn-to-skate experience that

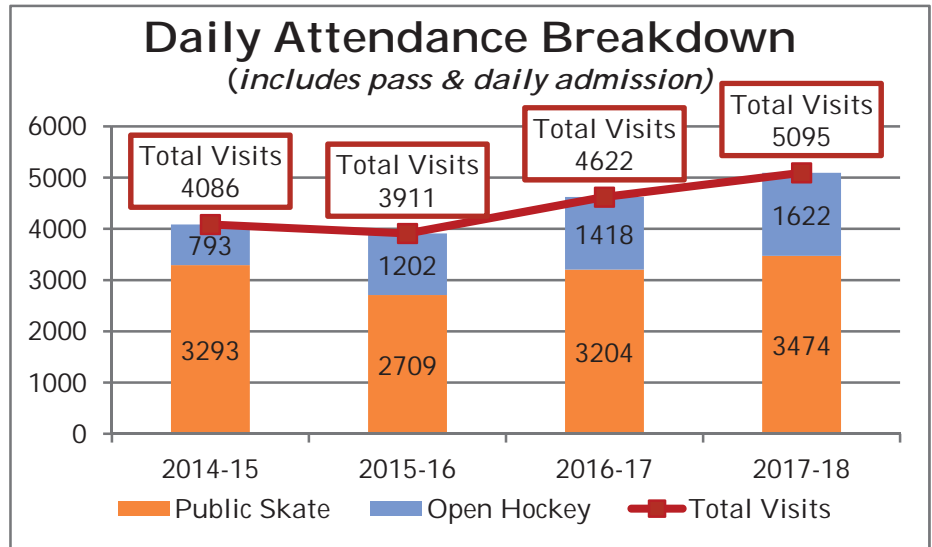
was very popular with the preschoolers and parents. The PM Kid's club program skated during weekday public skate two days per week throughout the season. Throughout the season over 80 students participated in public skate. Many of the skaters also enrolled in skating lessons and visited for public skate throughout the season.

Watts Ice Center also offers basic hockey classes through partnering with the Minor Hawks program. Classes begin at age three and go up through adult beginner classes for ages 14 and up. The Minor Hawks program offers both learn to skate and beginner hockey classes. These classes set the foundation of learning to play the game and the basic fundamentals associated with hockey. In addition, intermediate and advanced classes are offered to teach young players teamwork, game play, and rules through cross-ice practices and innovative drills. New Hockey Director, Alex Alessi, has brought an exciting new outlook on the program. We are eager to introduce new hockey related programming in the 2018-19 season.

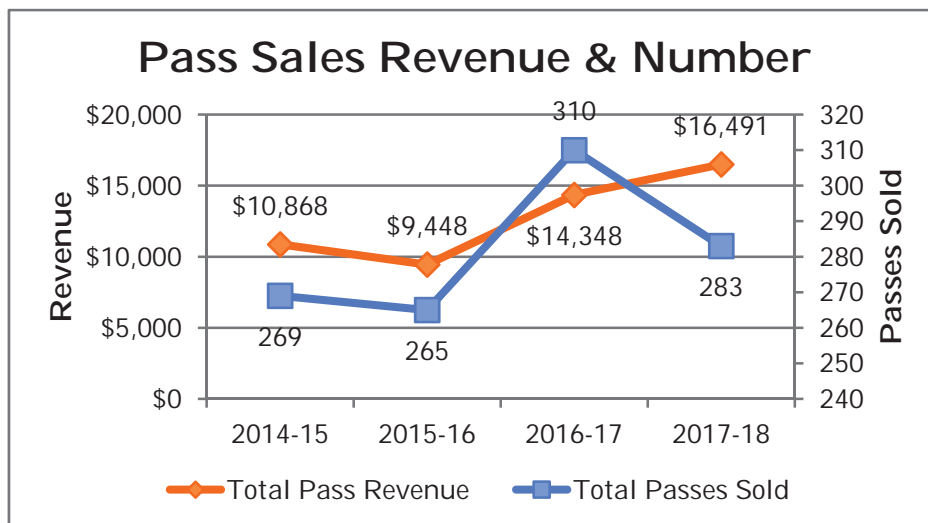
This season saw a dip in participation of the Glencoe Park District Hockey program. Both revenue and participation was lower than the previous two seasons. Revenue decreased to \$4,125 from \$5,885 in 2016-17. Participation numbers were 43 compared to 73 in the previous year. The Blackhawk Intermission Skate is believe to have influenced the lower enrollment figures. Staff is exploring new hockey programming for the 2018-19 season.

Public Skate & Open Hockey

Public Skate and Open Hockey are the most popular programs offered on our Watts Ice Rinks. For a complete weekly schedule of drop in program times, please see Appendix A. Public Skate offers unstructured skating time where members of the community can enjoy skating in the outdoors on the main or studio rink. Skaters can purchase a season pass for \$62 (plus \$29 per additional family member) from November 1-21 or \$78 (plus \$34 per additional family member) from November 22 – February 28. If skaters don't purchase a season pass the daily admission fee is \$8 for adults and \$6 for kids. Public Skate is staffed by skate guards as well as a front desk attendant who issues rental skates for a cost of \$4. Public Skate revenue followed the same trend as last year with an increase in daily attendance



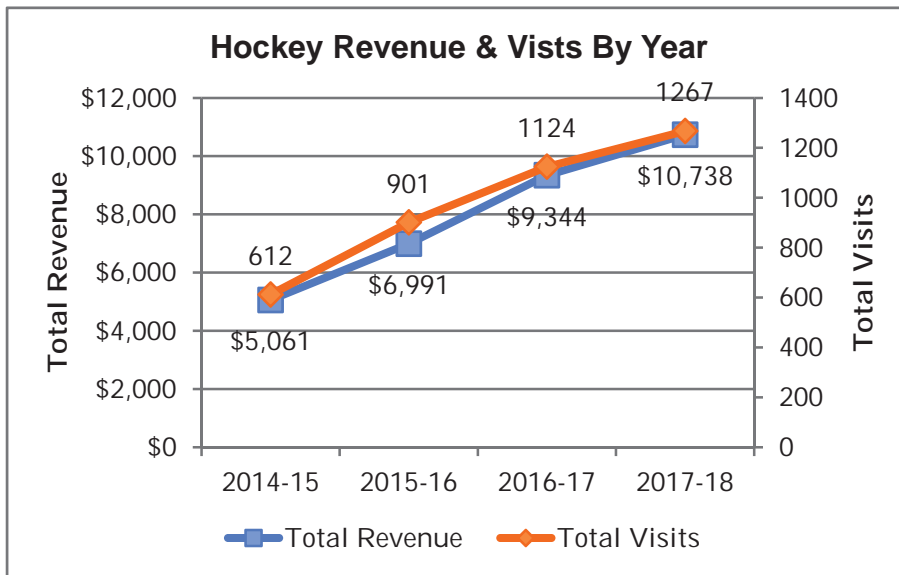
during the 2017-18 year. The number of season passes sold was slightly lower than 2016-17, but still higher than the previous two years prior. Due to the new Combo Hockey/ Public Skate pass offered in 2017-18, revenue was able to increase despite less passes sold. Staff will be examining ways to increase



both pass sales and daily revenue for Public Skate moving forward.

both pass sales and daily revenue for Public Skate moving forward.

Drop in hockey programs at Watts Recreation Center has taken on many different forms and has grown in success over the past few years. Open Hockey allows players of varying age groups to hit the ice and either partake in a scrimmage game or practice skills in an unstructured environment. Helmets and sticks are required for all hockey players and additional pucks, laces, and tape are also sold at the front desk. Players can either purchase a 10-punch pass for \$67 or pay the daily admission fee of \$8. Watts also offered Adult Scrub, which is a pickup game for 30+ year olds every Sunday morning (max: 24 people). The 2017-18 rink season offered almost 40 hours of drop in hockey during a regularly scheduled week and 36 hours of Public Skate each week.



The trends for drop in hockey show an increase in revenue and usage year after year. A large part of the increase this year was a focus on revenue collection. Front desk staff took a firm approach to ensure everyone on the ice had paid admission to skate. Staff will continue to look for ways to encourage growth in

this area. While adding more time for drop in hockey may or may not be possible, the ability to open up current sessions for a wider variety of ages might continue usage and revenue trends in the upward direction.

Private Ice Rentals

Watts Recreation Center is available for private ice rink use in addition to Glencoe Park District run programs and ice slots. The chart below indicates pricing of the ice rink in the 2017-18 season.

2017-18 Watts Hourly Ice Rink Rental Pricing

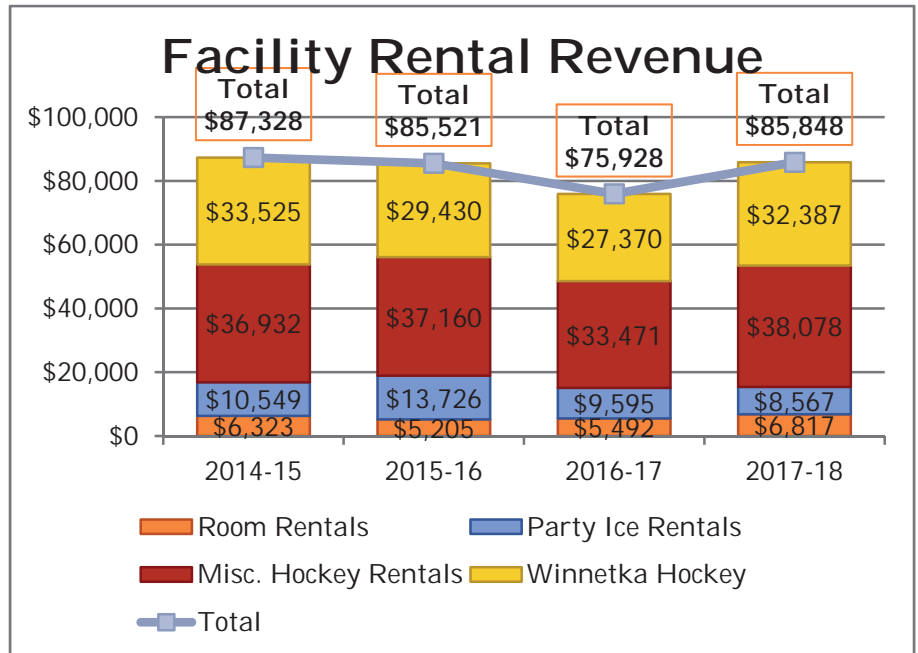
	Residents	Nonresidents
Main Rink	\$268	\$294
Studio Rink	\$160	\$175

**Consistent weekly renters receive a discounted price of \$242 for the main rink.*

There are a number of rental groups that use the facility on a consistent basis. The largest rental group is the Winnetka Hockey Club, who uses the ice for overflow games and practice times for their teams outside of their home rink. Other hockey organizations that rent ice include Glass Hockey, Wilmette Cougars, Harrison/Talbot

Hockey, and Kelly Hockey. In addition to hockey club rentals, Watts books private rentals. Consistent groups rent the rink week after week to play pick-up hockey games with friends. Private rentals also come in the form of one-time rentals for special events, private parties, or pick-up hockey groups. Additional amenities such as a Wattson visit (\$35/hour) and broomball equipment rental (\$25) are also offered. Renters may choose to rent the entire facility (\$2000) or purchase a party package (\$283/309 R/NR) that includes one hour on the studio rink and 2 hours in the rec room. The recreation room is available for private rentals. The room rents for \$83/hour with the option for liquor liability to be purchased for an additional charge of \$175 and kitchen use for \$25.

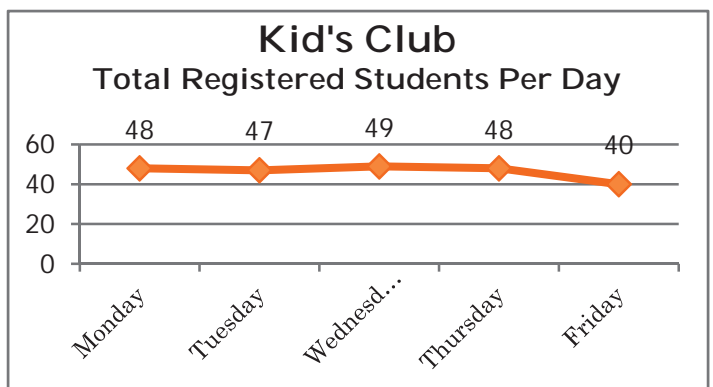
The current ice rental trend has stayed pretty even, both in hours rented and revenue collected. The only difference was seen in 2016-17 due to the challenging weather conditions and early closure. Additionally, Winnetka continues to scale back their rental hours due to a recently added outdoor ice sheet installed in that community. Staff is looking for ways to offset this loss in revenue either through finding new renters to purchase unfilled ice or develop in-house programming to ensure ice is scheduled and used efficiently. Staff is looking at expanding hockey, broomball, and scrub hockey options for the 2018-19 season to improve ice utilization.



Non-Ice Program Usage

Kid's Club

In fall, winter, and spring, the programming room is booked with our before and after school care Kid's Club program which runs from 7:00-9:00am in the mornings and 3:00-6:30pm in the evenings. This is the second year the program has been housed in the Watts program room and proximity to South School has increased participation. In its current configuration, the maximum number of participants per day is 40 students. There are 46 total students enrolled in PM care and 14 in AM care. Program Manager Stephani Briskman supervises this growing program. Facility and programming staff are continually exploring ways for this program to accommodate additional participants.



Youth & Teen Programming

The multipurpose recreation room, which has ballet bars and mirrors, houses a number of programs including Hip Hop Dance, Beginning Ballet, and Little Footlighters. There are currently 97 participants in five different classes.

Winter 2018	
Hip Hop Dance (Monday)	16
Beginning Ballet (Tuesday)	20
Junior Improv (Tuesday)	8
Little Footlighters (Wednesday)	11
Little Footlighters (Thursday)	20
Hip Hop Dance (Friday)	22
Total Participants	97

Summer Camps

In the summer months, Watts is home to the Action Quest camp that serves participants in grades 6-8. In the summer of 2017, 78 unique campers registered for various weeks of camp during the 8-week program.

Summer 2017	
Weeks 1 & 2	41
Weeks 3 & 4	40
Weeks 5 & 6	41
Weeks 7 & 8	32
Total Participants	154

Special Events

The Watts Recreation Center is home to a number of special events during the ice rink season. Special events are designed to build community through engagement in family friendly activities. Below is a short description of some of the special events enjoyed during the 2017-18 season.

Event	Date	2017-18 Attendance	2016-17 Attendance
Black Ice Friday	November 24	~200	~200
Teen Ice Night	December 8	101	Not Offered
Watts Below Zero	January 15	~300	~250
Teen Ice Night	February 2	86	67
Skate Night Date Night	February 18	Canceled	Not Offered

- **Black Ice Friday** (November 24) – This Black Friday event was a well-attended celebration of Watts season opening. Many attended the free event which included open skate, broomball on the main rink, and open shoot on the studio rink. Staff handed out glow necklaces, glow eye glasses, and glow bracelets to patrons who attended.
- **Watts Below Zero** (January 15) – The signature special event at Watts featured ice sculpting, ice painting, and sledding. This year’s “Watts Below Zero” was well attended in part due to winter snowy conditions. Families enjoyed carnival games, turkey bowling on the practice rink, public skate on the main rink, face painting, deejay, popcorn, cotton candy, and a visit from Tommy Hawk, the Chicago Blackhawks mascot.
- **Teen Ice Nights** (December 8 and February 2) – A popular evening out for teens in Glencoe featuring pizza, hot chocolate, s’mores by the fire, games, and ice skating. Attendance was overwhelming for both nights compared to last season. The Park District partners with Glencoe Junior High Project for these special teen nights. Fewer teens attended the Feb event due to cold temperatures.

Patron & Participant Feedback

At the end of each season, staff asks rink users for their feedback about their experience at the facility. This data is gathered through an email sent out to rink users including renters, pass holders, and program participants. Users are asked to click a link which takes them to an online survey through the use of the SurveyMonkey. Below is some of the feedback received from the member survey:

“The staff and managers are most wonderful! Extremely responsive, attentive and supportive. They are our kind of friendly people. They make us feel welcome.”

“Everyone is super friendly and helpful. It’s like seeing friends when we visit. They seem to care and understand what we need and provided great support and encouragement which we really appreciate.”

“Alex Alessi in particular has been a wonderful person to have at Watts. He is courteous, responsive and caring. He is always there to help us with any questions. We look forward to seeing him each time we go; we hope to see him there every morning in the week. Other staff managers Adam, Anne, Ashton are all friendly people, we really enjoy seeing them. We just hope you would continue to do a good job keeping up the place, and please consider opening earlier in the morning for public skating so that we can maximize our practice and enjoyment. This is the very first season we learned to skate. Watts has given us the most wonderful, amazing experience. We want to thank all of you for making it possible!!!!!! See you very soon” - Mabel & Reynold Tung

Budget & Future Planning

The charts on the previous pages show key budget information including historical data related to the Watts Recreation Center. The Watts Recreation Center has shown a history as being an “operating at a loss” facility. Staff will continue to seek ways to increase revenues and limit expenses. One financial point of note is that even with a large number of closed facility days, Watts still finished with less of a deficit than was budgeted.

Staff will continue to make adjustments to skating and hockey programs to find opportunity for growth through current offerings and new ideas. Hockey and Broomball programming appears to be a large potential area for growth. In addition to reviewing programming, a continued effort will be made to streamline the current ice schedule. Staff will look to package ice usage more efficiently as well as to look for more consistent weekly ice renters, which translates to a more reliable source of revenue. Because of the high cost of maintaining an outdoor ice rink, a well-organized and high use ice schedule will help to offset loss in this operation.

In an effort to limit expenses, staff will continue to evaluate staffing levels and ensure the facility is operated appropriately for the usage at particular times. Unfortunately, the largest amount of expense related to Watts is the cost to maintain the ice. The Parks and Facilities team continues to take a very proactive approach to maintaining ice and mechanical equipment to minimize the amount of days the facility is closed.

Appendix A: Weekly Drop-In Schedule

Watts Public & Open Hockey Daily Schedule

Main Rink		
Public Skate	Monday-Friday	11:00AM-12:30PM
	Monday-Thursday	2:30-5:15PM
	Friday	11:00AM-2:15PM 5:30-7:30PM
	Saturday & Sunday	1:30-4:30PM
	Adult Scrub Hockey	Saturday
	Sunday	8:45-10:15AM

Studio Rink		
Public Skate	Monday-Friday	1:00-2:45PM
	Friday	6:00-7:30PM
Open Hockey Age 10 & Under	Monday & Thursday	3:00-4:15PM
	Sunday	1:30-3:00PM
Open Hockey Age 11-14	Monday & Thursday	4:15-5:45PM
	Sunday	1:30-3:00PM
Open Hockey Age 15-18	Monday & Thursday	6:00-7:30PM
	Sunday	5:30-6:45PM
Open Hockey All Ages	Monday, Tuesday, Thursday	7:30-9:30PM
	Saturday	2:15-3:15PM 4:30-6:00PM
	Sunday	8:30-9:30PM
Adult Scrub Hockey	Sunday	7:00-8:15PM
	Wednesday	8:30-9:45PM
Open Broomball	Saturday	7:15-8:30PM
	Sunday	7:00-8:15PM
	Wednesday	7:15-8:15PM

Appendix B - Ice Rink Operational Data

- The facility season ran from November 24, 2017 through February 28, 2018, but due to unseasonably warm weather the facility officially closed February 27, 2018.
- The facility was open as indicated by the daily schedule at 11:00am on weekdays, 8:00am on Saturday and Sunday or earlier for a rental. Closing time was 9:30pm Sunday through Thursday and 10:00pm Friday and Saturday or at the discretion of the facility manager.
- Special Holiday Hours: The rink was closed at 6:00pm on Christmas Eve and was closed on Christmas Day. The rink was closed at 5:30pm on New Year's Eve and closed on New Year's Day.
- Outdoor lighting was shut off at 9:30pm Sunday through Thursday and at 10:30pm on Friday and Saturday.
- The rink was closed on the following days and for the following reasons this season.

Date	All Day or Partial	Reason For Closure
12/4	Partial	Heavy Rain/Warm Temperatures
1/11	Partial	Heavy Rain
2/9	Partial	Heavy Snow
2/11	Partial	Heavy Snow
2/19	Partial	Heavy Rain
2/20	Partial	Heavy Rain
2/25	Partial	Warm Temperatures
2/26	Partial	Warm Temperatures
2/27-2/28	All Day	Closed for the Season Early Due to High Temperatures

Appendix C – Ice Rink Pricing & Comparisons

Watts Ice Rinks Pricing History & Information

Open Skate Fees	2014-15	2015-16	2016-17	2017-18
Adults (18 years & up)	\$7	\$8	\$8	\$8
Children (4 years & up)	\$5	\$5	\$5	\$6
Skate Rental	\$4	\$4	\$4	\$4

Ice Rental Rates Hourly	2014-15 R/NR	2015-16 R/NR	2016-17 R/NR	2017-2018 R/NR
Main Rink	\$230/\$265	\$253/\$278	\$260/\$285	\$268/\$294
Studio Rink	\$145/\$160	\$150/\$165	\$155/\$170	\$160/\$175

Season Pass Fees	Early Bird (through 11/21)	Regular (as of 11/22)
Individual	\$62	\$78
Each Additional Family Member	\$29	\$34

Watts Ice Rinks Comparative Pricing Information

Open Skate Daily Fee Comparison

Rink	Adult	Child	Skate Rental
Watts Ice Rinks Glencoe	\$8	\$6	\$4
Centennial Ice Rink Wilmette	\$8.75	\$7.75	\$4.50
Centennial Ice Rink Highland Park	\$6	\$5	\$3
Winnetka Ice Arena Winnetka	\$7.50	\$6.50	\$4
Skokie Skatium Skokie	\$5.50	\$4.50	\$3

Weekly Open Hockey and Public Skate Hours Comparison

Rink	Location	Public Skate	Open Hockey
Winnetka Ice Arena	Winnetka	9.75	Not Offered
Centennial Ice Rink	Highland Park	16.5	Not Offered
Skokie Skatium	Skokie	15.75	4.5
Centennial Ice Rink	Wilmette	17.5	Not Offered
Watts Ice Rinks	Glencoe	36	42

Pass Fee Comparison

Rink	Individual	Additional Family Member
Watts Ice Rinks Glencoe	\$62	\$29
Centennial Ice Rink Wilmette	\$90/\$120	\$16/\$28
Centennial Ice Rink Highland Park	\$70 (10 use punch card)	\$70 (10 use punch card)
Winnetka Ice Arena Winnetka	\$93 (30 use punch card)	\$38 (10 use punch card)
Skokie Skatium Skokie	\$85/\$107 (R/NR adult)	\$25/\$31 (R/NR)

Ice Rental Fee Comparison

Rink	Main Rink	Studio Rink
Watts Ice Rinks Glencoe	\$268/294	\$160/\$175
Centennial Ice Rink Wilmette	\$360	\$165
Centennial Ice Rink Highland Park	\$300	Not Available
Winnetka Ice Arena Winnetka	\$315	Not Available
Skokie Skatium Skokie	\$340	\$160

- Permits for alcohol use were available with an additional cost for liquor liability at \$175.
- A kitchen facility rental was available for a \$25 fee per hour.
- Broomball equipment rental was available for \$25 per hour.
- Room and party rentals included all setup and cleanup time the patron needed. Any extended rentals, equipment use, and rentals remaining past the ending time of the contract or requiring additional clean-up costs were charged at a rate of \$50 per hour.

MINUTES OF MAY 1, 2018 COMMITTEE OF THE WHOLE MEETING
GLENCOE PARK DISTRICT
999 GREEN BAY ROAD, GLENCOE, ILLINOIS 60022

The meeting was called to order at 7:02pm 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.

Members of the Public in attendance who signed in or spoke: Eric Anderson, Cameron Avery, Kevin Harvey, Michael La Porte, Andre Lerman, Eileen Sirkin

Matters from the Public: Cameron Avery, Kevin Harvey, and Andre Lerman spoke in regards to the Board Ethics Policy. Mr. Harvey also read a statement from Eileen Sirken and Micahel La Porte in regards to the Board Ethics Policy. Eric Anderson spoke in regards to the Park District Adult Softball program and recent addition of parking, walking trails, and bioswales at Reinsdorf field.

Strategic Plan Discussion: Executive Director Sheppard introduced Barbara Heller of Heller and Heller who led the discussion on the Strategic Plan. Discussion ensued. President Onderdonk, with agreement from all committee members, advanced the Strategic Plan for approval at the May or June Board meeting.

Presentation on Children's Circle Expansion: Executive Director Sheppard introduced Bobby Collins, Naomi Garvett, and Jessica Stockl who presented a plan to expand Children's Circle and add three full-time teachers. The presentation is attached to these minutes. Discussion ensued. President Onderdonk, with agreement from all committee members, advanced the expansion plan for Children's Circle to start September 2018 with the addition of three full-time teachers, for approval at the May Board meeting.

Discussion on Updated Board Policy: President Onderdonk introduced Park District attorney Rob Bush to review a Board member's requested update of our Ethics and Conducts Policy. The update was requested to clarify points of the policy. Discussion ensued. Commissioner Lutton presented another worded option for the policy. Bush indicated that Commissioner Lutton's wording, while different had the same meaning. He will look it over to make minor adjustments and send it back to the Board for review. Discussion ensued. Personnel and Policy Committee Chair Gaines recommended that the Board review the attorney revisions and discuss the Ethics Policy again at the next Personnel and Policy Committee meeting. All Committee members agreed.

Other Business: There was no other business.

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

Adjourn: Commissioner Gaines moved to adjourn the meeting at 9:35pm.
Commissioner Lutton seconded the motion, which passed by unanimous voice vote.

Respectfully submitted,

Lisa M. Sheppard
Secretary

SEE ACTION ITEM G
to review the Children's Circle Expansion presentation
referred to in the May 1, 2018 minutes.

The documents will be attached to minutes on our website and in permanent record when the minutes are approved.

Glencoe Park District
May 2018 Board Meeting



Voucher List of Bills By Vendor Set

Payment Dates 04/11/2018 - 05/08/2018

Vendor Name	Payment Date	Payment Number	Account Number	Description (Item)	Amount
Vendor Set: AP Vendors - AP Vendors					
Vendor: 10098 - AFLAC					
AFLAC	04/24/2018	8141	10-00-000-2170	Supplemental Aflac Coverage	310.48
Vendor 10098 - AFLAC Total:					310.48
Vendor: 10864 - All About Childcare Health, Ltd.					
All About Childcare Health, Lt	04/17/2018	8100	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.	05/07/2018	8188	69-00-000-5538	Design Svcs - Woodlawn Park	600.00
Altamanu, Inc.	05/07/2018	8188	69-00-000-5544	Design Svcs - Vernon Park	550.19
Altamanu, Inc.	05/07/2018	8188	69-00-000-5547	Design Svcs - Old Elm Park	550.20
Vendor 10973 - Altamanu, Inc. Total:					1,700.39
Vendor: 10140 - Althoff Industries, Inc.					
Althoff Industries, Inc.	04/24/2018	8142	10-13-000-5351	Watts HVAC Repair	292.00
Althoff Industries, Inc.	05/07/2018	8189	25-00-000-5355	Takiff HVAC Mo Maint - June	742.17
Althoff Industries, Inc.	05/07/2018	8189	25-00-000-5351	Takiff HVAC Repair	469.00
Vendor 10140 - Althoff Industries, Inc. Total:					1,503.17
Vendor: 10143 - Amalgamated Bank of Chicago					
Amalgamated Bank of Chicag	05/07/2018	8190	40-00-000-5010	Interest Due - 2010 Bonds	7,200.00
Vendor 10143 - Amalgamated Bank of Chicago Total:					7,200.00
Vendor: 10946 - Amazon Capital Services					
Amazon Capital Services	04/24/2018	8143	10-14-000-5450	Beach Equipment Parts	89.43
Amazon Capital Services	04/24/2018	8143	25-00-000-5420	General Rec Suplies	105.42
Amazon Capital Services	04/24/2018	8143	25-25-401-5400	ELC Supplies	102.19
Amazon Capital Services	04/24/2018	8143	25-25-402-5400	ELC Supplies	102.19
Amazon Capital Services	04/24/2018	8143	25-25-403-5400	ELC Supplies	102.19
Amazon Capital Services	04/24/2018	8143	25-25-414-5400	Presch Enrichment Supplies	124.38
Amazon Capital Services	04/24/2018	8143	25-26-000-5403	Day Care Pgm Supplies	318.67
Amazon Capital Services	04/24/2018	8143	65-00-018-5527	Boat Storage Upgrade	155.07
Amazon Capital Services	05/07/2018	8191	10-12-000-5491	Greenhouse Supplies	65.98
Amazon Capital Services	05/07/2018	8191	10-15-000-5420	General Boathouse Supplies	228.64
Amazon Capital Services	05/07/2018	8191	25-00-000-5340	Training Supplies	246.92
Amazon Capital Services	05/07/2018	8191	25-00-000-5405	Party Rental Supplies	147.85
Amazon Capital Services	05/07/2018	8191	25-00-000-5420	General Rec Supplies	22.92
Amazon Capital Services	05/07/2018	8191	25-00-000-5580	General Rec Equip	28.57
Amazon Capital Services	05/07/2018	8191	25-25-401-5400	ELC Supplies	34.43
Amazon Capital Services	05/07/2018	8191	25-25-402-5400	ELC Supplies	129.20
Amazon Capital Services	05/07/2018	8191	25-26-000-5403	Day Care Pgm Supplies	81.08
Vendor 10946 - Amazon Capital Services Total:					2,085.13
Vendor: 11081 - AMJ Spectacular Events					
AMJ Spectacular Events	04/17/2018	8101	25-25-951-5300	Contractual - Train for Presch	970.00
Vendor 11081 - AMJ Spectacular Events Total:					970.00
Vendor: 10050 - Ancel, Glink, Diamond, Bush, Diacianni & Krefthefer P.C.					
Ancel, Glink, Diamond, Bush,	04/17/2018	8102	10-11-000-5310	Legal Services - March	671.25
Vendor 10050 - Ancel, Glink, Diamond, Bush, Diacianni & Krefthefer P.C. Total:					671.25
Vendor: 10159 - Arlington Power Equipment					
Arlington Power Equipment	04/17/2018	8103	10-12-000-5450	Equipment Parts - Parks	11.49
Vendor 10159 - Arlington Power Equipment Total:					11.49
Vendor: 10162 - AT & T					
AT & T	04/24/2018	8144	10-12-000-5210	Phone Service - Parks	54.20
AT & T	04/24/2018	8144	10-13-000-5210	Phone Service - Watts	41.95

Voucher List of Bills

Payment Dates: 04/11/2018 - 05/08/2018

Vendor Name	Payment Date	Payment Number	Account Number	Description (Item)	Amount
AT & T	04/24/2018	8144	25-00-000-5210	Phone Service - Takiff	592.23
Vendor 10162 - AT & T Total:					688.38
Vendor: 10455 - AT & T					
AT & T	05/07/2018	8192	10-14-000-5210	DSL Service - Beach	166.09
Vendor 10455 - AT & T Total:					166.09
Vendor: 10164 - Automatic Doors, Inc.					
Automatic Doors, Inc.	04/17/2018	8104	25-00-000-5352	Takiff Auto Door Repair	345.00
Vendor 10164 - Automatic Doors, Inc. Total:					345.00
Vendor: 10516 - Belson Outdoor, Inc					
Belson Outdoor, Inc	04/24/2018	8145	70-56-000-5570	Beach Picnic Tables	10,659.89
Belson Outdoor, Inc	05/07/2018	8193	10-12-000-5585	Park Benches (4)	3,265.00
Vendor 10516 - Belson Outdoor, Inc Total:					13,924.89
Vendor: 10473 - BMO Harris Bank N.A.					
BMO Harris Bank N.A.	04/17/2018	8105	10-11-000-5340	Admin Conference/Training	2,309.00
BMO Harris Bank N.A.	04/17/2018	8105	10-11-000-5342	Meeting Lunch/Supplies	165.17
BMO Harris Bank N.A.	04/17/2018	8105	10-11-000-5342	Meeting Supplies	98.34
BMO Harris Bank N.A.	04/17/2018	8105	10-11-000-5402	IAPD Publications	184.00
BMO Harris Bank N.A.	04/17/2018	8105	10-12-000-5450	Sprayer Parts - Parks	44.39
BMO Harris Bank N.A.	04/17/2018	8105	10-12-000-5730	Parks Dept Memberships	175.00
BMO Harris Bank N.A.	04/17/2018	8105	10-13-000-5420	Pizza for Watts Staff	116.43
BMO Harris Bank N.A.	04/17/2018	8105	10-14-000-5340	Lifeguard Training	348.80
BMO Harris Bank N.A.	04/17/2018	8105	10-14-000-5361	Job Posting - Beach	34.00
BMO Harris Bank N.A.	04/17/2018	8105	10-15-000-5450	Hub for Boat Motor	90.87
BMO Harris Bank N.A.	04/17/2018	8105	10-15-000-5730	US Sailing Membership	160.00
BMO Harris Bank N.A.	04/17/2018	8105	25-00-000-5210	Phone Supplies	54.71
BMO Harris Bank N.A.	04/17/2018	8105	25-00-000-5321	Stock Images	100.94
BMO Harris Bank N.A.	04/17/2018	8105	25-00-000-5340	Park Pursuit Registration	120.00
BMO Harris Bank N.A.	04/17/2018	8105	25-00-000-5360	Marketing	916.19
BMO Harris Bank N.A.	04/17/2018	8105	25-00-000-5420	Helium Tank	381.14
BMO Harris Bank N.A.	04/17/2018	8105	25-00-000-5421	Staff Apparel	199.85
BMO Harris Bank N.A.	04/17/2018	8105	25-00-000-5584	Rec Equipment	233.71
BMO Harris Bank N.A.	04/17/2018	8105	25-25-315-5400	Ceramics Supplies	1,197.64
BMO Harris Bank N.A.	04/17/2018	8105	25-25-401-5400	ELC Supplies	176.93
BMO Harris Bank N.A.	04/17/2018	8105	25-25-402-5400	ELC Supplies	192.76
BMO Harris Bank N.A.	04/17/2018	8105	25-25-403-5400	ELC Supplies	176.93
BMO Harris Bank N.A.	04/17/2018	8105	25-25-414-5400	Presch Enrich Supplies	89.93
BMO Harris Bank N.A.	04/17/2018	8105	25-25-432-5400	Presch Day Off Supplies	187.64
BMO Harris Bank N.A.	04/17/2018	8105	25-25-601-5400	Kid's Club Supplies	463.27
BMO Harris Bank N.A.	04/17/2018	8105	25-25-602-5400	Kid's Club Supplies	320.00
BMO Harris Bank N.A.	04/17/2018	8105	25-25-615-5400	Ceramics Supplies	249.34
BMO Harris Bank N.A.	04/17/2018	8105	25-25-615-5400	Ceramics Supplies	165.93
BMO Harris Bank N.A.	04/17/2018	8105	25-25-615-5400	Ceramics Supplies	104.48
BMO Harris Bank N.A.	04/17/2018	8105	25-25-707-5400	End of BBall Party Supplies	62.24
BMO Harris Bank N.A.	04/17/2018	8105	25-25-708-5400	End of BBall Party Supplies	62.24
BMO Harris Bank N.A.	04/17/2018	8105	25-25-711-5400	End of BBall Party Supplies	62.25
BMO Harris Bank N.A.	04/17/2018	8105	25-25-801-5300	Contractual - Sun Fun Trip	1,350.00
BMO Harris Bank N.A.	04/17/2018	8105	25-25-810-5300	Contractual - Camp Adv Trip	180.00
BMO Harris Bank N.A.	04/17/2018	8105	25-25-833-5300	Contractual - Action Quest Tri	740.00
BMO Harris Bank N.A.	04/17/2018	8105	25-25-904-5400	Mom/Son Event Supplies	109.20
BMO Harris Bank N.A.	04/17/2018	8105	25-25-905-5400	Egg Hunt Supplies	777.36
BMO Harris Bank N.A.	04/17/2018	8105	25-25-910-5400	July 4th Supplies	109.25
BMO Harris Bank N.A.	04/17/2018	8105	25-25-932-5300	Contractual - Day Off Trip	454.08
BMO Harris Bank N.A.	04/17/2018	8105	25-25-941-5400	Mud Run Supplies	406.50
BMO Harris Bank N.A.	04/17/2018	8105	25-25-951-5400	Spring Event Supplies	396.72
BMO Harris Bank N.A.	04/17/2018	8105	25-26-000-5361	Day Care Job Postings	100.00
BMO Harris Bank N.A.	04/17/2018	8105	25-26-000-5403	Day Care Pgm Supplies	435.01
BMO Harris Bank N.A.	04/17/2018	8105	25-26-000-5404	Brightwheel Day Care App	175.00
BMO Harris Bank N.A.	04/17/2018	8105	65-00-018-5530	TCP Software - Auto Schedule	91.74

Voucher List of Bills

Payment Dates: 04/11/2018 - 05/08/2018

Vendor Name	Payment Date	Payment Number	Account Number	Description (Item)	Amount
BMO Harris Bank N.A.	04/17/2018	8105	69-00-000-5532	Web Data Storage	45.00
Vendor 10473 - BMO Harris Bank N.A. Total:					14,613.98
Vendor: 11259 - Bright Insight Computer Instruction, Inc.					
Bright Insight Computer Instr	04/17/2018	8109	25-00-000-5340	Excel Training - 4/12/18	895.00
Vendor 11259 - Bright Insight Computer Instruction, Inc. Total:					895.00
Vendor: 10182 - BSN Sports					
BSN Sports	04/30/2018	8165	10-12-000-5496	Athletic Field Maint Supplies	1,821.44
Vendor 10182 - BSN Sports Total:					1,821.44
Vendor: 10184 - Burris Equipment Company					
Burris Equipment Company	04/24/2018	8146	65-00-018-5509	Kubota Utility Vehicle	25,084.51
Vendor 10184 - Burris Equipment Company Total:					25,084.51
Vendor: 10656 - Call One					
Call One	04/17/2018	8110	25-00-000-5210	T1 Phone Line - Watts	340.17
Vendor 10656 - Call One Total:					340.17
Vendor: 10519 - Carlin Horticulture Products					
Carlin Horticulture Products	04/30/2018	8166	10-12-000-5491	Greenhouse Supplies	151.40
Carlin Horticulture Products	05/07/2018	8194	10-12-000-5491	Greenhouse Supplies	241.03
Vendor 10519 - Carlin Horticulture Products Total:					392.43
Vendor: 10190 - Ceramic Supply Chicago, Inc.					
Ceramic Supply Chicago, Inc.	04/17/2018	8111	25-25-615-5400	Ceramics Supplies	645.50
Vendor 10190 - Ceramic Supply Chicago, Inc. Total:					645.50
Vendor: 11071 - Chicago White Sox					
Chicago White Sox	05/07/2018	8195	25-25-833-5300	Contractual - Action Quest Fie	313.60
Vendor 11071 - Chicago White Sox Total:					313.60
Vendor: 10589 - Chicago Women's Basketball Operations, LLC					
Chicago Women's Basketball	05/07/2018	8196	25-25-833-5300	Contractual - Action Quest Fie	603.00
Vendor 10589 - Chicago Women's Basketball Operations, LLC Total:					603.00
Vendor: 10505 - Comcast					
Comcast	04/24/2018	8147	10-13-000-5210	Internet/Cable TV - Watts	195.94
Vendor 10505 - Comcast Total:					195.94
Vendor: 10208 - Commonwealth Edison					
Commonwealth Edison	04/17/2018	8112	10-12-000-5230	Electricity - Parks	40.81
Commonwealth Edison	05/07/2018	8197	10-12-000-5230	Electricity - Parks	645.37
Commonwealth Edison	05/07/2018	8197	10-13-000-5230	Electricity - Watts	777.01
Commonwealth Edison	05/07/2018	8197	10-14-000-5230	Electricity - Beach	492.97
Commonwealth Edison	05/07/2018	8197	10-15-000-5230	Electricity - Boat	2,119.93
Commonwealth Edison	05/07/2018	8197	25-00-000-5230	Electricity - Takiff	7,042.01
Vendor 10208 - Commonwealth Edison Total:					11,118.10
Vendor: 10215 - Craftwood Lumber Company					
Craftwood Lumber Company	05/07/2018	8198	10-12-000-5481	Construction Supplies - Parks	145.97
Craftwood Lumber Company	05/07/2018	8198	10-13-000-5412	Cleaning Supplies - Watts	23.96
Vendor 10215 - Craftwood Lumber Company Total:					169.93
Vendor: 10216 - Creekside Printing					
Creekside Printing	04/17/2018	8113	25-00-000-5360	Spring Brochure Printing	5,473.00
Vendor 10216 - Creekside Printing Total:					5,473.00
Vendor: 10322 - Custom Sign Consultants, Inc.					
Custom Sign Consultants, Inc.	04/24/2018	8148	25-00-000-5360	Signs	66.00
Vendor 10322 - Custom Sign Consultants, Inc. Total:					66.00
Vendor: 000004561-151 - David Lapin					
David Lapin	05/03/2018	8183	25-00-000-2580	Pass 7329 Type: FFADD12 Pa	225.00
Vendor 000004561-151 - David Lapin Total:					225.00
Vendor: 10334 - Discount School Supply					
Discount School Supply	04/17/2018	8115	25-25-414-5400	Presch Enrich Supplies	230.05
Vendor 10334 - Discount School Supply Total:					230.05

Voucher List of Bills

Payment Dates: 04/11/2018 - 05/08/2018

Vendor Name	Payment Date	Payment Number	Account Number	Description (Item)	Amount
Vendor: 10335 - Domino's Pizza					
Domino's Pizza	04/30/2018	8167	25-25-904-5400	Mom/Son Event Supplies	78.72
Vendor 10335 - Domino's Pizza Total:					78.72
Vendor: 11209 - Elite Coffee Service, Inc.					
Elite Coffee Service, Inc.	05/07/2018	8200	10-11-000-5420	Coffee Supplies - Takiff	85.40
Elite Coffee Service, Inc.	05/07/2018	8200	10-12-000-5420	Coffee Supplies - Parks	43.45
Vendor 11209 - Elite Coffee Service, Inc. Total:					128.85
Vendor: 10341 - Excalibur Technology Corporation					
Excalibur Technology Corpora	04/24/2018	8149	25-00-000-5420	Replace Printer	93.75
Excalibur Technology Corpora	05/07/2018	8201	10-11-000-5355	TSS - June	6,991.80
Excalibur Technology Corpora	05/07/2018	8201	25-00-000-5321	WebTrac Hosting	249.00
Vendor 10341 - Excalibur Technology Corporation Total:					7,334.55
Vendor: 10402 - F.J. Kerrigan Plumbing Co.					
F.J. Kerrigan Plumbing Co.	05/07/2018	8202	25-00-000-5352	Takiff Sewer Repairs	5,080.00
Vendor 10402 - F.J. Kerrigan Plumbing Co. Total:					5,080.00
Vendor: 10673 - FAMOS! DJ Entertainment					
FAMOS! DJ Entertainment	04/11/2018	8098	25-25-904-5300	Contractual - DJ for Mom/Son	850.00
FAMOS! DJ Entertainment	04/17/2018	8116	25-25-941-5300	Contractual - Mud Run DJ Dep	217.00
Vendor 10673 - FAMOS! DJ Entertainment Total:					1,067.00
Vendor: 10344 - FedEx					
FedEx	05/07/2018	8203	25-00-000-5301	Shipping - Phone Return	12.43
Vendor 10344 - FedEx Total:					12.43
Vendor: 10354 - Germania Seed Company					
Germania Seed Company	05/07/2018	8204	10-12-000-5490	Plantings/Flowers	833.03
Vendor 10354 - Germania Seed Company Total:					833.03
Vendor: 10076 - Glencoe Junior Kindergarten					
Glencoe Junior Kindergarten	04/17/2018	8117	25-25-471-5300	Payment 2 - 2018/19 School Y	2,995.50
Glencoe Junior Kindergarten	04/17/2018	8117	25-25-472-5300	Payment 2 - 2018/19 School Y	22,438.50
Glencoe Junior Kindergarten	04/17/2018	8117	25-25-473-5300	Payment 2 - 2018/19 School Y	32,272.50
Glencoe Junior Kindergarten	04/17/2018	8117	25-25-474-5300	Payment 2 - 2018/19 School Y	39,625.50
Glencoe Junior Kindergarten	04/17/2018	8117	25-25-476-5300	Payment 2 - 2018 Camp	3,076.50
Vendor 10076 - Glencoe Junior Kindergarten Total:					100,408.50
Vendor: 10884 - Glenview Park District					
Glenview Park District	05/07/2018	8205	25-25-801-5300	Contractual - Sun Fun Field Tri	50.00
Glenview Park District	05/07/2018	8205	25-25-810-5300	Contractual - Camp Adv Field	50.00
Glenview Park District	05/07/2018	8206	25-25-833-5300	Contractual - AQ Field Trip De	100.00
Vendor 10884 - Glenview Park District Total:					200.00
Vendor: 10363 - Global Equipment Co.					
Global Equipment Co.	05/07/2018	8207	10-12-000-5582	Maintenance Equipment - Par	3,076.41
Vendor 10363 - Global Equipment Co. Total:					3,076.41
Vendor: 10837 - Gordon Food Service, Inc.					
Gordon Food Service, Inc.	04/24/2018	8150	25-26-000-5409	Day Care Food Supplies	1,169.70
Gordon Food Service, Inc.	04/24/2018	8150	25-26-000-5460	Day Care Food Equipment	138.04
Gordon Food Service, Inc.	05/07/2018	8208	25-26-000-5409	Day Care Food Supplies	989.78
Gordon Food Service, Inc.	05/07/2018	8208	25-26-000-5460	Day Care Food Equipment	202.20
Vendor 10837 - Gordon Food Service, Inc. Total:					2,499.72
Vendor: 10325 - Grand Food Center					
Grand Food Center	04/30/2018	8168	25-26-000-5409	Milk - Day Care	140.53
Vendor 10325 - Grand Food Center Total:					140.53
Vendor: 10371 - Great Lakes Clay and Supply, Co.					
Great Lakes Clay and Supply,	04/30/2018	8169	25-25-315-5400	Ceramics Supplies	125.98
Vendor 10371 - Great Lakes Clay and Supply, Co. Total:					125.98
Vendor: 10083 - Helen's Ultimate Fitness, Inc.					
Helen's Ultimate Fitness, Inc.	04/30/2018	8170	25-25-639-5300	Contractual - Winter Kids Yog	3,013.44
Vendor 10083 - Helen's Ultimate Fitness, Inc. Total:					3,013.44

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Vendor Name	Payment Date	Payment Number	Account Number	Description (Item)	Amount
Vendor: 11257 - HighTouch High Tech					
HighTouch High Tech	04/11/2018	8099	25-25-904-5300	Contractual - Mom/Son Nite E	750.00
Vendor 11257 - HighTouch High Tech Total:					750.00
Vendor: 10384 - Home Depot Credit Services					
Home Depot Credit Services	04/30/2018	8171	10-12-000-5481	Construction Supplies - Parks	245.27
Home Depot Credit Services	04/30/2018	8171	10-12-000-5491	Greenhouse Supplies - Parks	157.52
Vendor 10384 - Home Depot Credit Services Total:					402.79
Vendor: 10934 - IC Signs & Graphics					
IC Signs & Graphics	05/07/2018	8209	25-00-000-5360	Signs	163.13
Vendor 10934 - IC Signs & Graphics Total:					163.13
Vendor: 10100 - IL Dept of Revenue					
IL Dept of Revenue	04/13/2018	DFT0000633	10-00-000-2110	IL State Tax W/H	4,658.93
IL Dept of Revenue	04/27/2018	DFT0000638	10-00-000-2110	IL State Tax W/H	5,000.40
Vendor 10100 - IL Dept of Revenue Total:					9,659.33
Vendor: 10088 - Illinois Baseball Academy					
Illinois Baseball Academy	05/07/2018	8210	25-25-701-5300	Contractual - Spring Baseball	927.50
Vendor 10088 - Illinois Baseball Academy Total:					927.50
Vendor: 10101 - Illinois Municipal Retirement Fund					
Illinois Municipal Retirement	04/24/2018	DFT0000640	10-00-000-2150	IMRF Contribution	38,729.29
Illinois Municipal Retirement	04/24/2018	DFT0000640	10-00-000-2155	Addl VAC Contributions	3,353.84
Vendor 10101 - Illinois Municipal Retirement Fund Total:					42,083.13
Vendor: 10106 - IRS/Dept of Treasury					
IRS/Dept of Treasury	04/13/2018	DFT0000631	10-00-000-2120	Social Security W/H	13,257.20
IRS/Dept of Treasury	04/13/2018	DFT0000632	10-00-000-2130	Medicare	3,100.48
IRS/Dept of Treasury	04/13/2018	DFT0000634	10-00-000-2100	Fed Income Tax W/H	8,739.36
IRS/Dept of Treasury	04/27/2018	DFT0000636	10-00-000-2120	Social Security W/H	14,155.42
IRS/Dept of Treasury	04/27/2018	DFT0000637	10-00-000-2130	Medicare	3,310.58
IRS/Dept of Treasury	04/27/2018	DFT0000639	10-00-000-2100	Fed Income Tax W/H	9,326.69
Vendor 10106 - IRS/Dept of Treasury Total:					51,889.73
Vendor: 11100 - Jade Surveyors					
Jade Surveyors	05/07/2018	8211	69-00-000-5320	Plat of Subdivision - Linden H	1,000.00
Vendor 11100 - Jade Surveyors Total:					1,000.00
Vendor: 1953 - Jill Dunbar					
Jill Dunbar	04/17/2018	8118	25-00-000-5362	Freelance Photography	60.00
Vendor 1953 - Jill Dunbar Total:					60.00
Vendor: 10425 - Kathleen Wolf					
Kathleen Wolf	04/17/2018	8119	25-25-951-5300	Contractual - Spec Event Ente	262.50
Kathleen Wolf	05/07/2018	8212	25-25-951-5300	Contractual - Special Event En	262.50
Vendor 10425 - Kathleen Wolf Total:					525.00
Vendor: 10404 - Konica Minolta Business Solutions USA Inc.					
Konica Minolta Business Solut	04/17/2018	8120	10-11-000-5355	Monthly Copier Maint - Admi	45.89
Konica Minolta Business Solut	04/17/2018	8120	25-00-000-5355	Monthly Copier Maint - Rec	194.07
Konica Minolta Business Solut	04/17/2018	8120	65-00-018-5504	Copier Replacement - Rec/Ad	23,917.12
Konica Minolta Business Solut	04/17/2018	8135	10-11-000-5355	Qtly Copier Maintenance - (D	459.83
Vendor 10404 - Konica Minolta Business Solutions USA Inc. Total:					24,616.91
Vendor: 11169 - Kristen Saunders					
Kristen Saunders	05/07/2018	8214	25-25-785-5300	Contractual - Fitness Classes	47.49
Kristen Saunders	05/07/2018	8214	25-25-786-5300	Contractual - Fitness Classes	15.00
Vendor 11169 - Kristen Saunders Total:					62.49
Vendor: 11264 - Kurtz McKinnon Creative LLC					
Kurtz McKinnon Creative LLC	04/30/2018	8174	25-00-000-5340	Summer Camp Speaker - Dep	500.00
Vendor 11264 - Kurtz McKinnon Creative LLC Total:					500.00
Vendor: 11261 - Lakeshore Athletic Services					
Lakeshore Athletic Services	04/24/2018	8151	25-25-941-5300	Contractual - Mud Run Servic	1,050.00
Vendor 11261 - Lakeshore Athletic Services Total:					1,050.00

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Vendor Name	Payment Date	Payment Number	Account Number	Description (Item)	Amount
Vendor: 10149 - Lenny Hoffman Excavating Inc.					
Lenny Hoffman Excavating Inc	05/07/2018	8215	10-14-000-5586	Grading - Bathing Beach	2,170.00
Lenny Hoffman Excavating Inc	05/07/2018	8215	10-15-000-5586	Grading - Boating Beach	2,170.00
Vendor 10149 - Lenny Hoffman Excavating Inc. Total:					4,340.00
Vendor: 10120 - Magic of Gary Kantor					
Magic of Gary Kantor	04/30/2018	8175	25-25-638-5300	Contractual - Magic Class	150.00
Vendor 10120 - Magic of Gary Kantor Total:					150.00
Vendor: 10066 - Maria Kotsinis					
Maria Kotsinis	04/30/2018	8176	25-25-401-5300	Contractual - ELC Music Class	490.00
Maria Kotsinis	04/30/2018	8176	25-25-402-5300	Contractual - ELC Music Class	490.00
Vendor 10066 - Maria Kotsinis Total:					980.00
Vendor: 10082 - Marianne Nicolosi					
Marianne Nicolosi	05/07/2018	8216	25-25-785-5300	Contractual - Fitness Classes	514.27
Marianne Nicolosi	05/07/2018	8216	25-25-786-5300	Contractual - Fitness Classes	15.00
Vendor 10082 - Marianne Nicolosi Total:					529.27
Vendor: 11260 - Marine Rescue Products, Inc.					
Marine Rescue Products, Inc.	04/24/2018	8152	10-14-000-5420	Rescue Boards	1,259.50
Vendor 11260 - Marine Rescue Products, Inc. Total:					1,259.50
Vendor: 10160 - Market Access					
Market Access	05/07/2018	8217	25-00-000-5305	Liquor Liability Ins - April	350.00
Vendor 10160 - Market Access Total:					350.00
Vendor: 10174 - MCI					
MCI	05/07/2018	8218	25-00-000-5210	Long Distance Phone Svc	74.70
Vendor 10174 - MCI Total:					74.70
Vendor: 10191 - Menoni & Mocogni					
Menoni & Mocogni	04/17/2018	8136	10-12-000-5485	Ice Melt/Salt - Parks (Feb)	380.00
Menoni & Mocogni	04/17/2018	8136	25-00-000-5485	Ice Melt/Salt - Takiff (Feb)	380.00
Menoni & Mocogni	05/07/2018	8219	10-12-000-5496	Athletic Field Maint Supply	446.50
Menoni & Mocogni	05/07/2018	8219	10-15-000-5586	Grading - Boating Beach	4,147.00
Vendor 10191 - Menoni & Mocogni Total:					5,353.50
Vendor: 10636 - Michiana, LLC					
Michiana, LLC	04/30/2018	8177	25-25-906-5300	Contractual - Earth Day Lunch	555.00
Vendor 10636 - Michiana, LLC Total:					555.00
Vendor: 10199 - Midwest Time Recorder Inc.					
Midwest Time Recorder Inc.	04/17/2018	8121	10-13-000-5355	Time Clock Maint - Watts	160.00
Midwest Time Recorder Inc.	04/17/2018	8121	25-00-000-5355	Time Clock Maint - Takiff	320.00
Vendor 10199 - Midwest Time Recorder Inc. Total:					480.00
Vendor: 11267 - Milieu Design LLC					
Milieu Design LLC	05/07/2018	8220	10-12-000-5348	Mowing - Village Sites	343.36
Milieu Design LLC	05/07/2018	8220	10-12-000-5349	Mowing - Parks	1,674.77
Vendor 11267 - Milieu Design LLC Total:					2,018.13
Vendor: 10103 - NCPERS-IL IMRF					
NCPERS-IL IMRF	04/13/2018	8060	10-00-000-2160	IMRF Life-#03298	80.00
Vendor 10103 - NCPERS-IL IMRF Total:					80.00
Vendor: 10217 - Nels J. Johnson Tree Experts Inc.					
Nels J. Johnson Tree Experts I	04/17/2018	8122	10-12-000-5585	Grind Chips - Parks	2,750.00
Nels J. Johnson Tree Experts I	04/17/2018	8122	10-12-000-5590	Tree Trimming - Parks	1,540.00
Nels J. Johnson Tree Experts I	04/30/2018	8178	10-12-000-5590	Tree Trimming	11,655.00
Nels J. Johnson Tree Experts I	05/07/2018	8221	10-12-000-5590	Tree Trimming	450.00
Vendor 10217 - Nels J. Johnson Tree Experts Inc. Total:					16,395.00
Vendor: 10224 - North Shore Gas Company					
North Shore Gas Company	04/24/2018	8153	10-13-000-5220	Gas/Heat - Watts	229.35
North Shore Gas Company	04/24/2018	8153	25-00-000-5220	Gas/Heat - Takiff	1,295.76
North Shore Gas Company	05/07/2018	8222	10-12-000-5220	Gas/Heat - Parks	755.15
North Shore Gas Company	05/07/2018	8222	10-14-000-5220	Gas/Heat - Beach	34.53
Vendor 10224 - North Shore Gas Company Total:					2,314.79

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Vendor Name	Payment Date	Payment Number	Account Number	Description (Item)	Amount
Vendor: 10340 - Northshore Omega					
Northshore Omega	04/17/2018	8123	25-26-000-5335	Pre Placement Exam - Stalter	292.00
Vendor 10340 - Northshore Omega Total:					292.00
Vendor: 10776 - Nutoys					
Nutoys	04/17/2018	8124	10-12-000-5585	Trash/Recycling Cans - Parks	4,899.00
Vendor 10776 - Nutoys Total:					4,899.00
Vendor: 10085 - Ole Spanish Services LLC					
Ole Spanish Services LLC	04/17/2018	8125	25-25-402-5300	Contractual - Presch Spanish	400.00
Ole Spanish Services LLC	04/17/2018	8125	25-26-000-5386	Contractual - Day Care Spanis	250.00
Vendor 10085 - Ole Spanish Services LLC Total:					650.00
Vendor: 10233 - Orkin Pest Control					
Orkin Pest Control	04/17/2018	8126	10-13-000-5350	Watts Pest Control	125.00
Orkin Pest Control	05/07/2018	8223	25-00-000-5355	Takiff Mo Exterminator - May	180.92
Vendor 10233 - Orkin Pest Control Total:					305.92
Vendor: 10235 - Otis Elevator Company					
Otis Elevator Company	04/24/2018	8154	25-00-000-5355	Takiff Elevator Mo Maintenanc	467.63
Otis Elevator Company	04/30/2018	8179	25-00-000-5352	Takiff Elevator Upgrade	8,004.00
Otis Elevator Company	04/30/2018	8179	25-00-000-5355	Takiff Elevator Mo Maintenanc	467.63
Vendor 10235 - Otis Elevator Company Total:					8,939.26
Vendor: 10110 - PACT Administrative Services Corp					
PACT Administrative Services	04/24/2018	8155	10-00-000-2175	FSA Plan Contributions - April	2,445.70
Vendor 10110 - PACT Administrative Services Corp Total:					2,445.70
Vendor: 10237 - Park District of Highland Park					
Park District of Highland Park	05/07/2018	8224	25-25-801-5300	Contractual - Camp Field Trip	400.00
Park District of Highland Park	05/07/2018	8224	25-25-810-5300	Contractual - Camp Field Trip	100.00
Vendor 10237 - Park District of Highland Park Total:					500.00
Vendor: 10104 - Partnership Financial Credit Union					
Partnership Financial Credit U	04/13/2018	8061	10-00-000-2180	#110123400 J. Barchenger	100.00
Partnership Financial Credit U	04/13/2018	8061	10-00-000-2180	#86720 Janis	30.00
Partnership Financial Credit U	04/13/2018	8061	10-00-000-2180	#95910 Mensinger	275.00
Partnership Financial Credit U	04/13/2018	8061	10-00-000-2180	#880010320 Stowick	20.00
Partnership Financial Credit U	04/27/2018	8138	10-00-000-2180	#86720 Janis	30.00
Partnership Financial Credit U	04/27/2018	8138	10-00-000-2180	#95910 Mensinger	275.00
Partnership Financial Credit U	04/27/2018	8138	10-00-000-2180	#880010320 Stowick	20.00
Vendor 10104 - Partnership Financial Credit Union Total:					750.00
Vendor: 10242 - PDRMA					
PDRMA	04/30/2018	8180	10-11-000-5600	Health Insurance - April	32,785.19
PDRMA	04/30/2018	8180	25-26-000-5600	Health Insurance - April	8,015.51
Vendor 10242 - PDRMA Total:					40,800.70
Vendor: 10243 - Pentegra Systems					
Pentegra Systems	04/17/2018	8127	25-00-000-5420	Takiff Key Fobs	651.00
Vendor 10243 - Pentegra Systems Total:					651.00
Vendor: 10246 - Petty Cash					
Petty Cash	05/07/2018	8225	25-25-402-5300	Petty Cash - ELC Field Trip	45.00
Petty Cash	05/07/2018	8226	10-00-000-1001	Cash Bank - Beach	1,200.00
Vendor 10246 - Petty Cash Total:					1,245.00
Vendor: 10919 - Pizzo & Associates, Ltd.					
Pizzo & Associates, Ltd.	04/17/2018	8128	10-12-000-5585	Site Development - Shelton S	89.37
Pizzo & Associates, Ltd.	05/07/2018	8227	10-12-000-5585	Everly Maintenance/Shelton	1,776.87
Vendor 10919 - Pizzo & Associates, Ltd. Total:					1,866.24
Vendor: 10090 - Pride Dojo Inc.					
Pride Dojo Inc.	04/17/2018	8129	25-25-725-5300	Contractual - Spring Karate	17,548.29
Vendor 10090 - Pride Dojo Inc. Total:					17,548.29
Vendor: 10897 - Progressive Business Publications					
Progressive Business Publicati	04/24/2018	8156	10-11-000-5402	Admin Bulletin	295.00
Vendor 10897 - Progressive Business Publications Total:					295.00

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Vendor: 10398 - Purchase Advantage Card					
Purchase Advantage Card	04/24/2018	8157	25-26-000-5409	Day Care Food Supplies	30.03
Vendor 10398 - Purchase Advantage Card Total:					30.03
Vendor: 10259 - Quill Corporation					
Quill Corporation	04/17/2018	8130	10-13-000-5401	Office Supplies - Watts	5.49
Quill Corporation	04/17/2018	8130	10-14-000-5401	Office Supplies - Beach	5.49
Quill Corporation	04/17/2018	8130	25-00-000-5401	Office Supplies - Rec	493.44
Quill Corporation	04/17/2018	8130	25-00-000-5420	General Supplies - Rec	89.30
Quill Corporation	04/17/2018	8130	25-26-000-5401	Office Supplies - Day Care	71.18
Quill Corporation	04/24/2018	8158	25-00-000-5401	Office Supplies - Rec	128.76
Quill Corporation	04/24/2018	8158	25-00-000-5412	Cleaning Supplies - Takiff	5.58
Quill Corporation	04/24/2018	8158	25-00-000-5420	General Supplies - Rec	59.58
Quill Corporation	04/24/2018	8158	25-26-000-5401	Office Supplies - Day Care	51.55
Quill Corporation	05/07/2018	8228	10-15-000-5401	Office Supplies - Boathouse	71.15
Quill Corporation	05/07/2018	8228	25-00-000-5401	Office Supplies - Rec	318.71
Quill Corporation	05/07/2018	8228	25-00-000-5420	General Supplies - Rec	11.11
Vendor 10259 - Quill Corporation Total:					1,311.34
Vendor: 10263 - Red's Garden Center Inc.					
Red's Garden Center Inc.	05/07/2018	8229	10-12-000-5490	Plantings/Flowers	150.00
Vendor 10263 - Red's Garden Center Inc. Total:					150.00
Vendor: 8498 - Richard Tomei					
Richard Tomei	05/07/2018	8230	25-27-000-5365	Contractual - Personal Trainin	168.75
Vendor 8498 - Richard Tomei Total:					168.75
Vendor: 10767 - Rite Portable Restrooms					
Rite Portable Restrooms	04/17/2018	8131	10-12-000-5353	Portable Toilets - Parks	340.00
Rite Portable Restrooms	05/07/2018	8231	10-12-000-5353	Portable Toilet Services - Park	340.00
Rite Portable Restrooms	05/07/2018	8231	10-15-000-5353	Portable Toilet Services - Boat	204.50
Vendor 10767 - Rite Portable Restrooms Total:					884.50
Vendor: 10269 - RMC Inc.					
RMC Inc.	05/07/2018	8232	10-13-000-5357	Watts Refrig Mo Maint -	265.00
Vendor 10269 - RMC Inc. Total:					265.00
Vendor: 1232 - Ronald P. Cadarian					
Ronald P. Cadarian	05/07/2018	8233	25-27-000-5365	Contractual - Personal Trainin	123.75
Vendor 1232 - Ronald P. Cadarian Total:					123.75
Vendor: 10272 - Rydin Decal					
Rydin Decal	04/24/2018	8161	10-15-000-5420	2018 Boat Decals	568.76
Vendor 10272 - Rydin Decal Total:					568.76
Vendor: 10275 - Sam's Club Direct Commercial Account Program					
Sam's Club Direct Commercial	04/30/2018	8181	25-25-601-5400	Kids Club Supplies	186.18
Sam's Club Direct Commercial	04/30/2018	8181	25-25-602-5400	Kids Club Supplies	50.00
Sam's Club Direct Commercial	04/30/2018	8181	25-25-951-5400	Spring Events Supplies	178.68
Vendor 10275 - Sam's Club Direct Commercial Account Program Total:					414.86
Vendor: 10654 - Sandra K Culver					
Sandra K Culver	05/07/2018	8235	25-25-785-5300	Contractual - Fitness Classes	242.48
Sandra K Culver	05/07/2018	8235	25-25-786-5300	Contractual - Fitness Classes	120.00
Vendor 10654 - Sandra K Culver Total:					362.48
Vendor: 10706 - Southeastern Security Consultants, Inc					
Southeastern Security Consult	05/07/2018	8237	45-00-000-5335	Background Checks - April	148.00
Vendor 10706 - Southeastern Security Consultants, Inc Total:					148.00
Vendor: 10108 - State Disbursement Unit					
State Disbursement Unit	04/13/2018	8062	10-00-000-2190	M Barrios,335-98-0452,FIPS#	195.90
State Disbursement Unit	04/27/2018	8139	10-00-000-2190	M Barrios,335-98-0452,FIPS#	195.90
Vendor 10108 - State Disbursement Unit Total:					391.80
Vendor: 11263 - Sweet Comb Chicago					
Sweet Comb Chicago	04/30/2018	8182	65-00-018-5531	Apiary Install/Maintenance	4,176.00
Vendor 11263 - Sweet Comb Chicago Total:					4,176.00

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Vendor Name	Payment Date	Payment Number	Account Number	Description (Item)	Amount
Vendor: 10720 - Tebon's Gas Station					
Tebon's Gas Station	04/17/2018	8132	10-13-000-5480	Propane - Zamboni	11.49
Tebon's Gas Station	05/07/2018	8238	10-13-000-5480	Zamboni Propane (Bal Due)	61.51
Vendor 10720 - Tebon's Gas Station Total:					73.00
Vendor: 10705 - UMB Bank NA					
UMB Bank NA	04/24/2018	8162	40-00-000-5331	Paying Agent Fees - 2015 Bon	371.00
Vendor 10705 - UMB Bank NA Total:					371.00
Vendor: 10307 - Vanguard Energy Service, LLC					
Vanguard Energy Service, LLC	04/24/2018	8163	10-13-000-5220	Bulk Gas/Heat - Watts	295.79
Vanguard Energy Service, LLC	04/24/2018	8163	25-00-000-5220	Bulk Gas/Heat - Takiff	2,558.81
Vendor 10307 - Vanguard Energy Service, LLC Total:					2,854.60
Vendor: 10099 - Vantagepoint Trf Agents-457					
Vantagepoint Trf Agents-457	04/13/2018	8063	10-00-000-2140	ICMA - A/C#301403	1,309.61
Vantagepoint Trf Agents-457	04/27/2018	8140	10-00-000-2140	ICMA - A/C#301403	1,309.61
Vendor 10099 - Vantagepoint Trf Agents-457 Total:					2,619.22
Vendor: 10309 - Verizon Wireless					
Verizon Wireless	05/07/2018	8239	25-00-000-5210	Cell Phone Svc	822.63
Vendor 10309 - Verizon Wireless Total:					822.63
Vendor: 10457 - Village of Glencoe					
Village of Glencoe	04/17/2018	8137	10-12-000-5480	Gasoline - Parks (February)	909.99
Village of Glencoe	05/07/2018	8240	10-12-000-5480	Gasoline - Parks	1,041.18
Vendor 10457 - Village of Glencoe Total:					1,951.17
Vendor: 10313 - Wagner Farm					
Wagner Farm	04/17/2018	8133	25-25-401-5300	Contractual - ELC Field Trip	115.00
Vendor 10313 - Wagner Farm Total:					115.00
Vendor: 10314 - Walmart Community					
Walmart Community	04/24/2018	8164	25-25-401-5400	ELC Supplies	51.00
Walmart Community	04/24/2018	8164	25-25-402-5400	ELC Supplies	71.82
Walmart Community	04/24/2018	8164	25-25-403-5400	ELC Supplies	49.70
Walmart Community	04/24/2018	8164	25-25-428-5400	Presch Enrichment Supplies	7.88
Walmart Community	04/24/2018	8164	25-25-491-5400	Presch Enrichment Supplies	23.42
Walmart Community	04/24/2018	8164	25-25-905-5400	Egg Hunt Supplies	199.17
Walmart Community	04/24/2018	8164	25-26-000-5403	Day Care Pgm Supplies	350.54
Walmart Community	04/24/2018	8164	25-26-000-5409	Day Care Food Supplies	437.72
Walmart Community	04/24/2018	8164	25-26-000-5460	Day Care Food Equipment	150.00
Vendor 10314 - Walmart Community Total:					1,341.25
Vendor: 11085 - West Marine Pro					
West Marine Pro	05/07/2018	8241	10-15-000-5450	Equipment Parts - Boathouse	148.54
West Marine Pro	05/07/2018	8241	10-15-000-5480	Gasoline - Boathouse	100.00
Vendor 11085 - West Marine Pro Total:					248.54
Vendor: 10316 - Wheeling Park District					
Wheeling Park District	05/07/2018	8242	25-25-801-5300	Contractual - Camp Field Trip	300.00
Wheeling Park District	05/07/2018	8242	25-25-810-5300	Contractual - Camp Field Trip	200.00
Wheeling Park District	05/07/2018	8243	25-25-833-5300	Contractual - AQ Field Trip De	200.00
Vendor 10316 - Wheeling Park District Total:					700.00
Vendor: 10102 - Wisconsin Dept of Revenue					
Wisconsin Dept of Revenue	04/24/2018	DFT0000641	10-00-000-2111	WI Mo Withholding	233.04
Vendor 10102 - Wisconsin Dept of Revenue Total:					233.04
Vendor Set AP Vendors Total:					485,930.81

Voucher List of Bills

Payment Dates: 04/11/2018 - 05/08/2018

Vendor Name	Payment Date	Payment Number	Account Number	Description (Item)	Amount
Vendor Set: Employees - Employees					
Vendor: 6988 - Cristina Pepe					
Cristina Pepe	04/17/2018	8114	25-25-403-5400	Reimbursement - Classroom S	15.00
Vendor 6988 - Cristina Pepe Total:					15.00
Vendor: 1858 - Cynthia Dinham					
Cynthia Dinham	05/07/2018	8199	25-25-401-5400	Reimbursement - ELC Supplie	10.02
Vendor 1858 - Cynthia Dinham Total:					10.02
Vendor: 5894 - Jennifer Munck					
Jennifer Munck	04/30/2018	8172	25-25-402-5400	Reimbursement - ELC Supplie	44.47
Vendor 5894 - Jennifer Munck Total:					44.47
Vendor: 8170 - Jessica Stockl					
Jessica Stockl	04/30/2018	8173	25-26-000-5386	Reimbursement - Day Care Su	54.41
Jessica Stockl	04/30/2018	8173	25-26-000-5403	Reimbursement - Day Care Su	53.81
Vendor 8170 - Jessica Stockl Total:					108.22
Vendor: 7467 - Kerri Ringel					
Kerri Ringel	05/07/2018	8213	25-25-414-5400	Reimbursement - Presch Enric	28.69
Vendor 7467 - Kerri Ringel Total:					28.69
Vendor: 0623 - Rogelio Aviles					
Rogelio Aviles	04/24/2018	8159	10-00-000-2170	Cancellation of Aflac in March	32.76
Vendor 0623 - Rogelio Aviles Total:					32.76
Vendor: 6989 - Rose Pepe					
Rose Pepe	04/24/2018	8160	25-26-000-5409	Reimbursement - Day Care Pg	59.28
Rose Pepe	05/07/2018	8234	25-26-000-5403	Reimbursement - Day Care Su	30.42
Vendor 6989 - Rose Pepe Total:					89.70
Vendor: 8133 - Sharon Stern					
Sharon Stern	05/07/2018	8236	25-25-414-5400	Reimbursement - Presch Enric	15.49
Vendor 8133 - Sharon Stern Total:					15.49
Vendor: 2321 - William Eldridge					
William Eldridge	04/17/2018	8134	10-12-000-5421	Reimbursement - Uniform	89.97
William Eldridge	05/07/2018	8244	10-11-000-5342	Bonus - 30 Years of Service Re	300.00
Vendor 2321 - William Eldridge Total:					389.97
Vendor Set Employees Total:					734.32

Voucher List of Bills

Payment Dates: 04/11/2018 - 05/08/2018

Vendor Name	Payment Date	Payment Number	Account Number	Description (Item)	Amount
Vendor Set: Refunds - Refunds					
Vendor: 000005123-152 - Ashley O'Brien					
Ashley O'Brien	05/08/2018	8246	25-00-000-2580	Actv 908501-03 Class Refund	821.40
Vendor 000005123-152 - Ashley O'Brien Total:					821.40
Vendor: 000005123-153 - Ashley O'Brien					
Ashley O'Brien	05/08/2018	8245	25-00-000-2580	Actv 908501-10 Class Refund	688.00
Vendor 000005123-153 - Ashley O'Brien Total:					688.00
Vendor Set Refunds Total:					1,509.40
Grand Total:					488,174.53

Report Summary

Fund Summary

Fund	Payment Amount
10 - CORPORATE FUND	213,946.10
25 - RECREATION FUND	199,679.71
40 - BOND & INTEREST FUND	7,571.00
45 - LIABILITY INSURANCE FUND	148.00
65 - CAPITAL PROJECTS FUND	53,424.44
69 - MASTER PLAN CAPITAL PROJECTS	2,745.39
70 - SPECIAL TRUST/DONATION FUND	10,659.89
Grand Total:	488,174.53

Account Summary

Account Number	Account Name	Payment Amount
10-00-000-1001	PETTY CASH	1,200.00
10-00-000-2100	FEDERAL WITHOLDING	18,066.05
10-00-000-2110	IL STATE WITHOLDING	9,659.33
10-00-000-2111	WI STATE WITHOLDIN	233.04
10-00-000-2120	SOCIAL SECURITY WITH	27,412.62
10-00-000-2130	MEDICARE WITHOLDING	6,411.06
10-00-000-2140	ICMA DEF COMP WITHO	2,619.22
10-00-000-2150	IMRF WITHOLDING	38,729.29
10-00-000-2155	IMRF VAC WITHOLDING	3,353.84
10-00-000-2160	SUPPL IMRF LIFE WITHO	80.00
10-00-000-2170	AFLAC WITHOLDING	343.24
10-00-000-2175	FSA PLAN WITHOLDIN	2,445.70
10-00-000-2180	CREDIT UNION WITHOL	750.00
10-00-000-2190	GARNISHMENT WITHOL	391.80
10-11-000-5310	LEGAL SERVICES	671.25
10-11-000-5340	CONFERENCES AND TRA	2,309.00
10-11-000-5342	OFFICIALS/MEETING EXP	563.51
10-11-000-5355	MAINTENANCE SERVICE	7,497.52
10-11-000-5402	BOOKS/PUBLICATNS/SU	479.00
10-11-000-5420	SUPPLIES - GENERAL	85.40
10-11-000-5600	HEALTH INSURANCE PRE	32,785.19
10-12-000-5210	TELEPHONE/INTERNET	54.20
10-12-000-5220	FUEL/HEAT	755.15
10-12-000-5230	ELECTRICITY	686.18
10-12-000-5348	SHARED SVCS-CONT MO	343.36
10-12-000-5349	CONTRACTL-HORT/LAN	1,674.77
10-12-000-5353	DISPOSAL/PORTOLET SE	680.00
10-12-000-5420	SUPPLIES - GENERAL	43.45
10-12-000-5421	SUPPLIES - UNIFORMS	89.97
10-12-000-5450	SUPPLIES - EQUIPMENT	55.88
10-12-000-5480	GASOLINE/LUBRICANTS	1,951.17
10-12-000-5481	SUPPLIES-CONSTRUCTIO	391.24
10-12-000-5485	SUPPLIES-ICEMELT/SALT	380.00
10-12-000-5490	SUPPLIES-PLANTINGS/FL	983.03
10-12-000-5491	SUPPLIES-GREENHOUSE	615.93
10-12-000-5496	SUPPLIES-ATHLETIC MAI	2,267.94
10-12-000-5582	EQUIPMENT - MAINTEN	3,076.41
10-12-000-5585	PAVEMENT & SITE DEVE	12,780.24
10-12-000-5590	TREE TRIM/WORK-Outsi	13,645.00
10-12-000-5730	DUES/MEMBERSHIPS	175.00
10-13-000-5210	TELEPHONE/INTERNET	237.89
10-13-000-5220	FUEL/HEAT	525.14
10-13-000-5230	ELECTRICITY	777.01
10-13-000-5350	MAINTENANCE SERVICE	125.00
10-13-000-5351	REPAIRS - EQUIPMENT	292.00
10-13-000-5355	MAINTENANCE SERVICE	160.00

Account Summary

Account Number	Account Name	Payment Amount
10-13-000-5357	MAINT SERVICE-REFRIG	265.00
10-13-000-5401	OFFICE SUPPLIES	5.49
10-13-000-5412	CUSTODIAL/CLEANING S	23.96
10-13-000-5420	SUPPLIES - GENERAL	116.43
10-13-000-5480	GASOLINE/LUBRICANTS/	73.00
10-14-000-5210	TELEPHONE/INTERNET	166.09
10-14-000-5220	FUEL/HEAT	34.53
10-14-000-5230	ELECTRICITY	492.97
10-14-000-5340	CONFERENCES AND TRA	348.80
10-14-000-5361	PRINTING - EMPLOYME	34.00
10-14-000-5401	OFFICE SUPPLIES	5.49
10-14-000-5420	SUPPLIES - GENERAL	1,259.50
10-14-000-5450	SUPPLIES - EQUIPMENT	89.43
10-14-000-5586	LANDSCAPING & GRADI	2,170.00
10-15-000-5230	ELECTRICITY	2,119.93
10-15-000-5353	DISPOSAL/PORTOLET SE	204.50
10-15-000-5401	OFFICE SUPPLIES	71.15
10-15-000-5420	SUPPLIES - GENERAL	797.40
10-15-000-5450	SUPPLIES - EQUIPMENT	239.41
10-15-000-5480	GASOLINE/LUBRICANTS	100.00
10-15-000-5586	LANDSCAPING & GRADI	6,317.00
10-15-000-5730	DUES/MEMBERSHIPS	160.00
25-00-000-2580	BALANCE ON ACCOUNT-	1,734.40
25-00-000-5210	TELEPHONE/INTERNET	1,884.44
25-00-000-5220	FUEL/HEAT	3,854.57
25-00-000-5230	ELECTRICITY	7,042.01
25-00-000-5301	POSTAGE	12.43
25-00-000-5305	PARTY RENTAL ENTERM	350.00
25-00-000-5321	CONSULTING-ONLINE/O	349.94
25-00-000-5340	CONFERENCES AND TRA	1,761.92
25-00-000-5351	REPAIRS - EQUIPMENT	469.00
25-00-000-5352	REPAIRS - BUILDINGS	13,429.00
25-00-000-5355	MAINTENANCE SERVICE	2,372.42
25-00-000-5360	PRINTING/MARKETING/	6,618.32
25-00-000-5362	PHOTOGRAPHY	60.00
25-00-000-5401	OFFICE SUPPLIES	940.91
25-00-000-5405	PARTY RENTAL SUPPLIES	147.85
25-00-000-5412	CUSTODIAL/CLEANING S	5.58
25-00-000-5420	SUPPLIES - GENERAL	1,414.22
25-00-000-5421	SUPPLIES - UNIFORMS	199.85
25-00-000-5485	SUPPLIES-ICEMELT/SALT	380.00
25-00-000-5580	EQUIPMENT - GENERAL	28.57
25-00-000-5584	EQUIPMENT - RECREATI	233.71
25-25-315-5400	SUPPLIES-ADULT CERAM	1,323.62
25-25-401-5300	CONTRACTL-ELC 3YR	605.00
25-25-401-5400	SUPPLIES-ELC 3YR	374.57
25-25-402-5300	CONTRACTL-ELC 4YR	935.00
25-25-402-5400	SUPPLIES-ELC 4YR	540.44
25-25-403-5400	SUPPLIES-ELC 2YR	343.82
25-25-414-5400	SUPPLIES-EXPL N DISCVR	488.54
25-25-428-5400	SUPPLIES-ALPHABET AN	7.88
25-25-432-5400	SUPPLIES-PRESCHOOL D	187.64
25-25-471-5300	CONTRACTL-GJK PLAYTI	2,995.50
25-25-472-5300	CONTRACTL-GJK TRANSI	22,438.50
25-25-473-5300	CONTRACTL- GJK 3'S	32,272.50
25-25-474-5300	CONTRACTL-GJK 4'S	39,625.50
25-25-476-5300	CONTRACTL-GJK CAMPS	3,076.50
25-25-491-5400	SUPPLIES-PRESCH JR CO	23.42

Account Summary

Account Number	Account Name	Payment Amount
25-25-601-5400	SUPPLIES-AFTERSCHOOL	649.45
25-25-602-5400	SUPPLIES-BEFORESCHO	370.00
25-25-615-5400	SUPPLIES-YOUTH CERA	1,165.25
25-25-638-5300	CONTRACTL-PRESTO MA	150.00
25-25-639-5300	CONTRACTL-YOUTH YO	3,013.44
25-25-701-5300	CONTRACTL-T-BALL	927.50
25-25-707-5400	SUPPLIES-BOYS HOUSE	62.24
25-25-708-5400	SUPPLIES-GIRLS HSE BAS	62.24
25-25-711-5400	SUPPLIES-PEE WEE BASK	62.25
25-25-725-5300	CONTRACTL-KARATE CL	17,548.29
25-25-785-5300	CONTRACTL-FITNESS PU	804.24
25-25-786-5300	CONTRACTL-FITNESS DR	150.00
25-25-801-5300	CONTRACTL-SUN FUN C	2,100.00
25-25-810-5300	CONTRACTL-CAMP ADV	530.00
25-25-833-5300	CONTRACTL-ACTION QU	1,956.60
25-25-904-5300	CONTRACTL-MOTHER/S	1,600.00
25-25-904-5400	SUPPLIES-MOTHER/SON	187.92
25-25-905-5400	SUPPLIES-SPRING EGG H	976.53
25-25-906-5300	CONTRACTL-EARTH DAY	555.00
25-25-910-5400	SUPPLIES-4TH OF JULY	109.25
25-25-932-5300	CONTRACTL-SCHOOL DA	454.08
25-25-941-5300	CONTRACTL-YOUTH OBS	1,267.00
25-25-941-5400	SUPPLIES-YOUTH OBSTA	406.50
25-25-951-5300	CONTRACTL-SPRING SPE	1,495.00
25-25-951-5400	SUPPLIES-SPRING SPEC E	575.40
25-26-000-5335	WELLNESS/PRE-PLACEM	292.00
25-26-000-5361	PRINTING - EMPLOYME	100.00
25-26-000-5386	SERVICES-DAYCARE PRO	304.41
25-26-000-5387	NURSE SERVICES	85.00
25-26-000-5401	OFFICE SUPPLIES	122.73
25-26-000-5403	DAYCARE PROGRAM SU	1,269.53
25-26-000-5404	COMPUTER PGMS/APPS	175.00
25-26-000-5409	SUPPLIES-INTERNAL FO	2,827.04
25-26-000-5460	SUPPLIES-FOOD EQUIP	490.24
25-26-000-5600	HEALTH INSURANCE PRE	8,015.51
25-27-000-5365	CONTRACTL-PERSONAL	292.50
40-00-000-5010	INTEREST - BONDS	7,200.00
40-00-000-5331	PAYING AGENT/REGISTR	371.00
45-00-000-5335	WELLNESS/PRE-PLACEM	148.00
65-00-018-5504	REPLACE DISTRICT COPI	23,917.12
65-00-018-5509	REPLACE UTV	25,084.51
65-00-018-5527	PADDLE/RACK/LOCKER	155.07
65-00-018-5530	TIMECLOCK PLUS SYS	91.74
65-00-018-5531	BEE APIARY PROJECT	4,176.00
69-00-000-5320	ARCHITECT/DESIGN/CO	1,000.00
69-00-000-5532	TAKIFF PARKING-Ph1-O	45.00
69-00-000-5538	PLAYGRD-WOODLAWN-	600.00
69-00-000-5544	PLAYGRD-VERNON/JEFF-	550.19
69-00-000-5547	PLAYGRD-OLD ELM-Desi	550.20
70-56-000-5570	CAPITAL-SAFRAN PROJE	10,659.89
	Grand Total:	488,174.53

Project Account Summary

Project Account Key	Payment Amount
None	488,174.53
Grand Total:	488,174.53

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 May 15, 2018 and you are hereby authorized to pay them from the appropriate funds.

Treasurer, Park Board of Commissioners

Secretary/Executive Director

V. Action Item
Resolution No. 881: Bill Eldridge 30-Year
Service

Glencoe Park District
May 2018 Board Meeting

GLENCOE PARK DISTRICT

BILL ELDRIDGE 30 YEAR SERVICE RESOLUTION No. 881

WHEREAS, Bill Eldridge was employed by the Glencoe Park District on the staff of the Parks and Facilities Team beginning on April 19, 1988;

WHEREAS, in realization of his consistent commitment of time, energy, and expertise to the betterment of services and facilities of the District, and

WHEREAS, Bill has been a vital part of the Parks and Facilities Team in which he has, over the years, provided selfless leadership, exceptional patience, mentorship, unparalleled commitment, exceedingly hard work; and

WHEREAS, his service, passion, and skill, as Facility Maintenance staff and working up to the Park District's Facility Maintenance Supervisor, has been an asset to the Glencoe Park District; and

WHEREAS, Bill served the Park District during a period of significant challenges and rapid change; and

WHEREAS, Bill has served the Glencoe Park District in a loyal and faithful manner for 30 years and the residents of Glencoe have benefited from his dedication and professionalism as Facilities Maintenance Supervisor, his knowledge and expertise in the development and regular maintenance of amenities and improvements in various facilities, the development and expansion of Watts Center and Takiff Center into community hubs for residents to enjoy, the natural beauty of Glencoe's lakeshore, the Adda and Paul Safran Beach House, Perlman Boating Beach, and other contributions too numerous to note.

NOW, THEREFORE, BE IT RESOLVED, the Glencoe Park District Board of Commissioners, representing all the residents of the Park District, recognize the meritorious service of Bill Eldridge and record it in the permanent records of the Glencoe Park District for all to see. This resolution shall be in full force and in effect immediately upon its passage.

ADOPTED this 15th day of May 2018 pursuant to a roll call vote as follows:

AYES:

NAYS:

ABSENT:

Dudley Onderdonk, President
Board of Park Commissioners

ATTEST:

Lisa M. 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. 881:

BILL ELDRIDGE 30 YEAR SERVICE RESOLUTION No. 881

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 at 7:00 p.m. on the 15th day of May 2018.

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 15th day of May 2018.

Lisa M. Sheppard, Secretary
Board of Park Commissioners

[SEAL]

VI - IX. Election of President, Election of Vice-President, & Appointments

No Documents

Glencoe Park District
May 2018 Board Meeting

X. Financial Report

Glencoe Park District
May 2018 Board Meeting



G/L MONTHLY Pooled Cash Report

Glencoe Park District
For the Period Ending 4/30/2018

ACCOUNT #	ACCOUNT NAME	BEGINNING BALANCE	CURRENT ACTIVITY	CURRENT BALANCE	
CLAIM ON CASH					
10-00-000-1000	CASH/INVESTMENTS	3,177,083.31	(552,834.14)	2,624,249.17	
25-00-000-1000	CASH/INVESTMENTS	5,076,547.44	(501,021.16)	4,575,526.28	
30-00-000-1000	CASH/INVESTMENTS	239,877.59	1,769.00	241,646.59	
35-00-000-1000	CASH/INVESTMENTS	395,598.47	(26,371.53)	369,226.94	
36-00-000-1000	CASH/INVESTMENTS	171,571.28	(15,221.69)	156,349.59	
40-00-000-1000	CASH/INVESTMENTS	891,892.92	7,795.76	899,688.68	
45-00-000-1000	CASH/INVESTMENTS	205,687.36	(1,080.61)	204,606.75	
50-00-000-1000	CASH/INVESTMENTS	60,297.75	328.62	60,626.37	
55-00-000-1000	CASH/INVESTMENTS	13,941.60	88.00	14,029.60	
65-00-000-1000	CASH/INVESTMENTS	531,573.40	(142,052.95)	389,520.45	
67-00-000-1000	CASH/INVESTMENTS	0.00	0.00	0.00	
69-00-000-1000	CASH/INVESTMENTS	1,734,538.39	983,635.73	2,718,174.12	
70-00-000-1000	CASH/INVESTMENTS	67,434.00	(10,567.27)	56,866.73	
75-00-000-1000	CASH/INVESTMENTS	8,000.00	(8,000.00)	0.00	
80-00-000-1000	CASH/INVESTMENTS	0.00	0.00	0.00	
90-00-000-1000	CASH/INVESTMENTS	0.00	0.00	0.00	
TOTAL CLAIM ON CASH		12,574,043.51	(263,532.24)	12,310,511.27	
CASH IN BANK					
99-00-000-1011	Operating Corporate Account	202,172.73	(68,980.68)	133,192.05	
99-00-000-1012	Operating PR Account	2,963.64	(129.05)	2,834.59	
99-00-000-1013	IL Funds	3,754,119.62	10,063.24	3,764,182.86	
99-00-000-1014	IPDLAF CD's	1,963,000.00	241,000.00	2,204,000.00	
99-00-000-1015	IPDLAF MM	3,791,768.96	(448,746.76)	3,343,022.20	
99-00-000-1016	PMA CD's	2,702,600.00	(2,400.00)	2,700,200.00	
99-00-000-1017	PMA MM	157,418.56	5,661.01	163,079.57	
TOTAL CASH IN BANK		12,574,043.51	(263,532.24)	12,310,511.27	
DUE TO OTHER FUNDS					
99-00-000-2400	Due To Other Funds	12,574,043.51	(263,532.24)	12,310,511.27	
TOTAL DUE TO OTHER FUNDS		12,574,043.51	(263,532.24)	12,310,511.27	
Claim on Cash	12,310,511.27	Claim on Cash	12,310,511.27	Cash in Bank	12,310,511.27
Cash in Bank	12,310,511.27	Due To Other Funds	12,310,511.27	Due To Other Funds	12,310,511.27
Difference	0.00	Difference	0.00	Difference	0.00

**Glencoe Park District
Monthly Funds Report
April 2018**

Corporate and Other Funds:

	<u>March 2018</u>	<u>April 2018</u>
Harris Bank Corporate Account - 0.439%	504,057.74	342,927.22
Illinois Park District Liquid Asset Fund (IPDLAF) - 1.56%	3,791,763.96	3,343,022.20
The Illinois Fund (Public Treasurers' Investment Pool) - 1.66%	3,754,119.62	3,764,182.86
Harris Payroll Account - 0.439%	13,118.27	10,096.55
PMA Financial Account - 1.61%	157,418.56	163,079.57
Reconciling Items(Dep in Transit, O/S Checks, PMA Interest, etc.)	(312,034.64)	(216,997.13)
IPDLAF Certificates of Deposit:		
1 CDs at \$247,000 each maturing April 17, 2018 (1.40% net)	247,000.00	0.00
1 CDs at \$246,000 each maturing April 20, 2018 (1.20% net)	246,000.00	0.00
2 CDs at \$246,000 each maturing June 12, 2018 (1.35% net)	492,000.00	492,000.00
1 CDs at \$246,000 each maturing July 24, 2018 (1.46% net)	246,000.00	246,000.00
1 CDs at \$245,000 each maturing January 14, 2019 (2.05% net)	0.00	245,000.00
1 CDs at \$245,000 each maturing January 22, 2019 (2.10% net)	0.00	245,000.00
1 CDs at \$246,000 each maturing February 7, 2019 (1.90% net)	244,000.00	244,000.00
2 CDs at \$244,000 each maturing March 21, 2019 (2.08%)	488,000.00	488,000.00
1 CDs at \$244,000 each maturing April 24, 2019 (2.30% net)	0.00	244,000.00
PMA Certificates of Deposit:		
1 CDs at \$246,900 each maturing April 20, 2018 (1.22% net)	246,900.00	0.00
1 CDs at \$246,200 each maturing July 23, 2018 (1.518% net)	246,200.00	246,200.00
4 CDs totaling \$984,400 maturing October 18, 2018 (1.56% net)	984,400.00	984,400.00
2 CDs totaling \$490,400 maturing January 22, 2019 (1.94% net)	490,400.00	490,400.00
3 CDs at \$244,900 each maturing February 27, 2019 (2.06% net)	734,700.00	734,700.00
1 CDs at \$244,500 each maturing April 24, 2019 (2.24% net)	0.00	244,500.00
Grand Total	\$12,574,043.51	\$12,310,511.27

Glencoe Park District
 Monthly Financial Analysis
 April 2018

	<u>As of</u> <u>4/30/2016</u>	<u>As of</u> <u>4/30/2017</u>	<u>As of</u> <u>4/30/2018</u>
<u>Recreation Department - Programs</u>			
Revenues	1,394,797	1,371,504	1,509,128
Wages	(80,782)	(69,761)	(78,902)
Contractual	(340,328)	(343,528)	(351,003)
Supplies	(13,748)	(20,416)	(14,467)
Net Surplus	959,939	937,799	1,064,756
<u>Day Care Department</u>			
Revenue	169,514	151,586	191,026
Expense	(99,821)	(112,751)	(144,164)
Net Surplus/(Deficit)	69,693	38,835	46,862
<u>Fitness Department</u>			
Revenue	n/a	n/a	8,279
Expense	n/a	n/a	(8,195)
Net Surplus/(Deficit)	n/a	n/a	84
<u>Beach Department</u>			
Revenue	10,834	13,716	15,095
Expense	(29,537)	(30,886)	(27,465)
Net Surplus/(Deficit)	(18,703)	(17,170)	(12,370)
<u>Boating Department</u>			
Revenue	42,623	60,977	70,866
Expense	(7,920)	(26,862)	(26,105)
Net Surplus/(Deficit)	34,703	34,115	44,761
Beach/Boating Dept Total:	16,000	16,945	32,391
<u>Watts Department</u>			
Revenue	631	1,643	572
Expenses	(16,884)	(21,272)	(26,766)
Net Surplus/(Deficit)	(16,253)	(19,629)	(26,194)
<u>G & A (Administration)</u>			
Revenue (excl G&A Tfr)	4,750	5,765	5,385
Expense	(152,336)	(208,734)	(205,616)
Net Surplus/(Deficit)	(147,586)	(202,969)	(200,231)
<u>Parks Department</u>			
Revenue	79	30	0
Expense	(126,518)	(123,211)	(150,271)
Net Surplus/(Deficit)	(126,439)	(123,181)	(150,271)
<u>Rec-Admin/Takiff Department</u>			
Revenues	559,141	580,210	589,958
Expenses	(510,554)	(1,387,596)	(790,089)
Net Surplus/(Deficit)	48,587	(807,386)	(200,131)

XI. Staff Reports

Glencoe Park District
May 2018 Board Meeting

**Glencoe Park District
Business Department Report
May 2018**

FY2017/18 Audit

Staff is happy to report that the auditors completed their fieldwork in four short days this year. Upon the partner's final review of the audit work papers, we will receive the first draft of the audit report on May 21 for our initial review. All went very smoothly this year. Staff will follow up in the next two weeks with further review of the draft, preparation of the final MD&A memo for the report, booking of any final audit journal entries, reconciliation of final draft numbers to general ledger, and a response to the management letter. Staff's intent is to present the annual audit at the Finance Committee of the Whole meeting before the June 19 regular board meeting.

Seasonal Staffing - Paperwork

The Business Department staff has started to process re-hire and new hire paperwork for beach and boathouse staff, as well as camp staff. Orientation/payroll paperwork meetings with seasonal staff are scheduled May 17 (beach) and May 31 (camp).

FY2018/19 Budget and Appropriation Ordinance (BAO)

The BAO was officially approved by the Board of Park Commissioners at the April 17 regular board meeting following the public hearing, and was filed at the County Clerk's Office on April 25, well within the required legal timeline.

Moody's Bond Rating Review and Upgrade to Aaa

On April 24, Lisa and I (and our bond consultant, Eric Anderson) went through an annual financial review with Moody's representative, Bridgett Stone, for our current Aa1 bond rating. You may recall that when the District issued refunding bonds in 2015, the District's rating was upgraded from Aa2 to Aa1. (Please see attached for the answers to questions that went along with supporting policies and documentation.) Staff is happy to report that on May 7, Moody's informed Lisa and I that our District rating was upgraded to Aaa!

Supplemental Appropriation Ordinance – FY18/19 Due to Daycare Expansion

Given Board's approval of the proposed daycare program expansion, the current FY2018/19 Budget will need to be amended to account for the additional revenues and expenditures associated with the expansion. Staff worked with legal counsel to research options, and given Park District Code, the Board can approve a Supplemental Appropriation Ordinance rather than amending the BAO and thus has less stringent publication, notice, and public hearing requirements.

Trainings/Meetings/Other

April 24 - Conference Call with Moody's on Bond Rating Review
April 25 - Filed BAO with County Clerk's Office
April 30-May 3 - Final fieldwork with auditors
May 3 - Investment Returns and the State of IMRF meeting
May 7 - Follow-up Moody's Bond Rating conference call

Submitted by:

Carol Mensinger, Director of Finance/HR

Conference Call with the Glencoe Park District, IL

Scheduled: Tuesday, April 24, 2018 | 9:30 am

Dial-in: (888) 534-8066 | Passcode: 3061459955

Analyst: Bridgett Stone | (312) 706-9971 | Bridgett.Stone@moodys.com

Local Economy and Tax Base

1. Property Valuations

- Expectations for future growth or decline

While the District's equalized assessed value decreased significantly from \$1.2 billion in tax year 2009 to \$749 million in 2015, it rebounded full force with a nearly 23% increase in 2016 to \$920 million. While we do not expect any future decline at this time, given the considerable growth for the District during that period of EAV decline, we believe it clearly exhibits our ability to sustain and thrive despite that fact. Given our Master Plan approval in 2015 and ongoing ability to fund these projects, we expect continued growth.

2. New Residential or Commercial Development

There is no real significant residential or commercial development expected in our tax base. Note, we are comprised of a mostly residential tax base. Eight of the top ten taxpayers in our District are private homeowners. Given the 150-year anniversary of the Village of Glencoe in 2019, there may be some re-development in the Village's downtown district.

3. Largest Taxpayers and Employers

- Have there been any notable changes in the local economy (expansions/contractions)?

No, there have been no notable changes. Given that eight of the top ten taxpayers are residential homeowners, the only real potential would be in the increased number of teardowns of current homes.

- Have there been any major tax appeals?

No, actually we have noticed a significant decrease in tax appeals since 2016. There are currently two small tax objection cases related to the special recreation tax collected in tax years 2012 and 2013.

Finances

1. Does the district have a formal fund balance policy?

Yes, please see the attached "Fund Balance Policy". The fund balance guideline for the Corporate and Recreation Funds both are now 50%. Fund balance reserves over and above the guideline are utilized in the funding of large master plan projects in the Master Plan Capital Fund. This is a strategic and planned method of funding which helps to reduce issuance of new debt. See attached "Proposed 3 YR Master Plan" which was is a working plan utilized and approved by the Board.

2. Fiscal 2017 Results

- Any specific variances to budget from prior years?

In FY16/17, operational fund balance reserves increased considerably from the previous year. This was due to better-than-expected beach, camp and full-day daycare operations in the Corporate and Recreation Funds.

3. Fiscal 2018 Preliminary Results

- Do you expect an increase or decrease in fund reserves?

In FY17/18 preliminary (unaudited) results, fund balance reserves in Corporate and Recreation Fund balances look to decrease – but only due to the planned \$1 million transfer to the Master Fund Capital Fund to fund master plan projects that were identified and approved by the Board.

- What is year-end fund balance?

See attached for projected year-end final (audited) fund balances by fund.

4. Fiscal 2019 Budget

- Do you expect an increase or decrease in fund reserves?

Fund balance reserves look to decrease slightly in the FY18/19 budget year due again to the planned use of excess fund balance reserves over and above the 50% guideline in Corporate and Recreation Funds. Please see attached "Fund Balance Summary" and "Summary Memorandum to the Board" from the FY18/19 Budget Document.

5. How does the district set program charges and fees?

Please see the attached "Fees and Charges Policy".

6. Anticipated changes to program offerings?

In FY18/19, the District will look to increase the capacity of full-day daycare due to increased demand. Currently, there are forty children on our waitlist for this program. The District also opened a new Fitness Center in January 2018, so we will be looking to expand our offering of wellness and fitness programs. Also look to continue to build on a growing interest in adult fine arts programs.

7. Any future plans to spend down fund balances?

District would conservatively look to spend down fund balance levels in Corporate and Recreation Funds down to a level near the current 50% guideline. This is consistent again with our District's historical philosophy (and ability) to utilize these monies to fund the master plan capital projects identified by staff and Board. In the past five years, a total of \$4.8 million has been transferred to the Master Plan Capital Fund.

8. Any areas of flexibility or pressure not discussed?

Currently, there is a pressure on part-time staffing. There was an increase in minimum wage in Cook County, IL last year. While we are not required to adhere to this mandate since we are a local governmental entity, we are nonetheless impacted indirectly as the nearby hiring pool is competing for the same part-time employees now are potentially at higher hourly rates. Given that there has been discussion in the State of Illinois in past 2-3 years regarding a potential property tax freeze, this too can be considered a potential pressure.

Existing and Future Debt Plans

1. Does the district plan on issuing debt in the next two years?

The District's current 2010 Refunding Bonds mature on December 1, 2021. As such, we are potentially considering a non-referendum bond issue at that time to fund larger master plan projects such as the park maintenance garage renovation project or the Lakefront Park improvements.

2. Does the district have any variable rate debt or swap agreements?

No.

3. Does the district have any privately placed debt or bank loans?

No.

4. Is the district party to any litigation?

No.

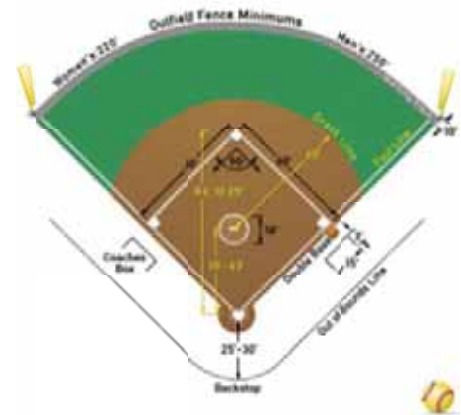
**Glencoe Park District
Recreation and Facilities Department
May 2018**

Recreation Department Report: Bobby Collins

Summer has officially started with the opening of the boat house on Saturday, May 12. While the weather was a bit cool on opening weekend, Staff has done a great job preparing the facility for the season. Beach passes are now on sale and look to be slightly ahead of last year, with early bird pricing ending May 9.

Summer preparation continues in other areas of the Recreation Department with efforts going into camp planning. Staff is working to prepare trainings to ensure that incoming staff is well versed in all areas of the Park District, covering a wide variety of topics from field trip safety to allergies, and SPIRIT values to NSSRA. Camp numbers look very strong this spring. As of April 30, revenue was up over \$67,000 from this time last year.

A concern was raised by some members of the community at the Committee of the Whole meeting on May 1 regarding the District cancelling adult softball. The softball league was advertised in our spring brochure and to past participants. A number of teams decided to withdraw from the league due to concerns about the size of Reinsdorf field after the recent renovations and unfortunately we did not receive any enrollments. We do not share the concerns about the field and believe it is still playable, as it measures 250'.



Beach: Matt Walker

The Boat House officially opened for boating on May 12. Management and seasonal staff were onsite to assist boaters with registrations and moving boats. Boaters received their seasonal boat registrations in mid-March and there has been a steady stream of renewals coming in. The high water levels and powerful waves have proven to be a continuing problem with the locker build. On days when weather permits, our parks staff has been working hard to make up for lost time.

Beach staff training has been scheduled and will begin in mid-May for new and returning staff. Summer staff hiring levels remains in line with previous years. Building on last year, the primary focus of training will be on safety, customer service, cross-training, and leadership development in staff. A 16 hour US Powerboat training course for new boat guards and camp instructors will be held May 29-31 and June 4-7. Lifeguards will spend 2 full days training in the Wilmette Park District pool May 19 & 20, in addition to training in Lake Michigan May 24 & 25. Beach services staff will receive training in the new beach pass and daily visit procedures, which includes processing credit cards.

Summer storage registrations have been closely monitored and the majority of our boaters have renewed their storage spaces for the upcoming season. Staff will continue to contact unpaid renters to determine if they plan on renewing their boat storage. Boater registration is in line with expectations and we look forward to welcoming new kayakers and paddle boarders to our boating community.

Beach season passes are on track with last year showing slightly higher revenue. Trellis rentals have been slow, although there has been a steady stream of interested renters over the past two weeks as the warmer temperatures have our guests thinking about coming summer plans.

Revenue (as of 5/1)	2018	2017	Variance
Summer Boat Storage	\$70,686	\$61,192	\$10,494
Trellis Rentals	\$1,605	\$2,544	\$(939)
Beach Passes	\$12,585	\$10,848	\$1,737
Sailing Camp	\$22,788	\$7,480	\$15,308
Aquatics Camp	\$28,473	\$9,588	\$18,885
Total Revenue	\$136,137	\$91,652	\$44,485

Early Childhood: Naomi Garvett and Jessica Stockl

Children’s Circle enrollment is currently at 64 children, with the waitlist continuing to grow. Our Beluga classroom is preparing for their graduation ceremony at the end of May, as most of the class prepares to enter Kindergarten in the fall.

Room	Enrolled	Notes	Waitlist*
Jellyfish	12	Three starting this month	15
Frogs	16	Will gain two from Jellyfish at beginning of the month	13
Starfish	16	Will gain two from Frogs next month	9
Beluga	20	Full for the entire school year	5

*We typically add three to five children to the waitlist each month.

During the month of May, Early Learning Center classes celebrated Dad/Grandpa’s Night and Mom/Grandma’s Tea Party. ELC registration for the 2018-2019 is ongoing. Registration continues to trend lower, as families look for fuller day options. Staff has also met with GJK to work on enrichment schedules.

ELC Camps Enrollment as of 5/2		2018	2017
Teddies M/W/F	10 Max	5	8
Teddies T/Th	10 Max	0	10
Pandas M/W/F	16 Max	16	16
Pandas 5 Day	16 Max	16	16
Koalas	40 Max	38	39
Kinder Korner	60 Max	55	57
Total		130	146

ELC Enrollment as of 4/3	2018-2019	2017-2018
2’s classes	10	20
3’s classes	17	25
4’s classes	25	39
Total	52	84

Athletics, Sports and Teen Camp: Chris Pietrini

Chris has been working closely with Glencoe Baseball Association on rescheduling games after difficult weather conditions the first four weeks of the season. He also met with Bill Donlon, former assistant coach of Northwestern, Providence, and Dayton men’s basketball teams to investigate the possibility of adding more skill work in to the travel basketball program. If his schedule permits, we will look to add programming in the fall.

Outdoor sports programs started the third week of April and currently we have 18 participants sign up for Flag Football. Camp enrollment is currently lower for Action Quest compared to 2017. After children have participated in Action Quest for multiple summers, many are moving to either our CIT program or to sleep away camps. Staff is monitoring enrollment and will alter staffing levels to match. We continue to email past participants to encourage signups.

CIT as of 5/1	2018	2017	Action Quest as of 5/1	2018	2017
8 Weeks – Full	6	2	8 Weeks	11	15
8 Weeks - Half	14	17	4 Weeks	5	15
4 Weeks - Full	1	0	3 Weeks	0	2
4 Weeks - Half	4	2	2 Weeks	18	18
Total	25	21	Total	34	50

Arts and Youth: Stephani Briskman

Glencoe celebrated Earth Day with an Earth Day School Day Off, which had 18 participants. This event is cooperation with the Village and District 35. They participated in the community’s clean up event walking along the Green Bay Trail pick up garbage. They enjoyed lunch and went on a nature scavenger hunt. They also made an afternoon snack to enjoy.

Registration for Sun Fun and Camp Adventure 2018 continues! Enrollment is stronger than last summer. Sun Fun and Camp Adventure has a very busy summer planned with many new and popular field trips and activities.

Sun Fun Enrollment as of 5/2/18	8 Week	4 Week	2 Week
2018	98	42	36
2017	85	34	22
Camp Adventure Enrollment as of 5/2/18	8 Week	4 Week	2 Week
2018	29	32	20
2017	28	27	19

Broadway Bound’s performance of Peter Pan is Saturday June 2 and Sunday June 3. There are 78 participants. Ticket sales for the event are listed below:

Peter Pan as of 5/2/18	Tickets
6/2 @ 11:00a	228
6/2 @ 2:30p	231
6/3 @ 2:30p	184
6/3 @ 5:00p	198
Total	758

Special Events & Active Adults: Liz Visteen

Mother Son Date Night was a fun event. The theme was science so the attendees participated in science experiments and took home their creations. Attendees also enjoyed a DeeJay, dancing,

and dinner. To celebrate May 4, we held May The 4th Be With You at Takiff Center. We had 27 Star Wars enthusiasts attend the event, which included Jedi training and making light sabers!

Special Event Attendance	2018	2017
April 15 - Mother Son Date Night	62	76
April 27 - Earth Day Clean Up	~90	~95
May 4 - May the 4 th Be With You	27	Not offered

Upcoming Spring events:

May 19 – Takiff Express Train Day

May 19 – Bike Safety Rodeo (in cooperation with Glencoe Public Safety and District 35)

June 7 – GJHP Beach Bash

Registration for spring/summer programs remains strong. Several of the youth ceramics classes filled the first day of registration. Registration is still ongoing for adult art and teen spring programs.

Spring 2018 Enrollment as of 5/4/18	2018	2017	2016
Adult Ceramics	28	15	14
Youth Ceramics	61	51	53
Teen Programs	4	10	10
Other Adult Programs	45	16	3
Total	138	92	80

Takiff, Fitness, & Watts: Adam Wohl

We have begun the process of renting space for birthday parties versus offering birthday party packages. This has been implemented and accepted well by those interested in having their birthday party at Takiff Center.

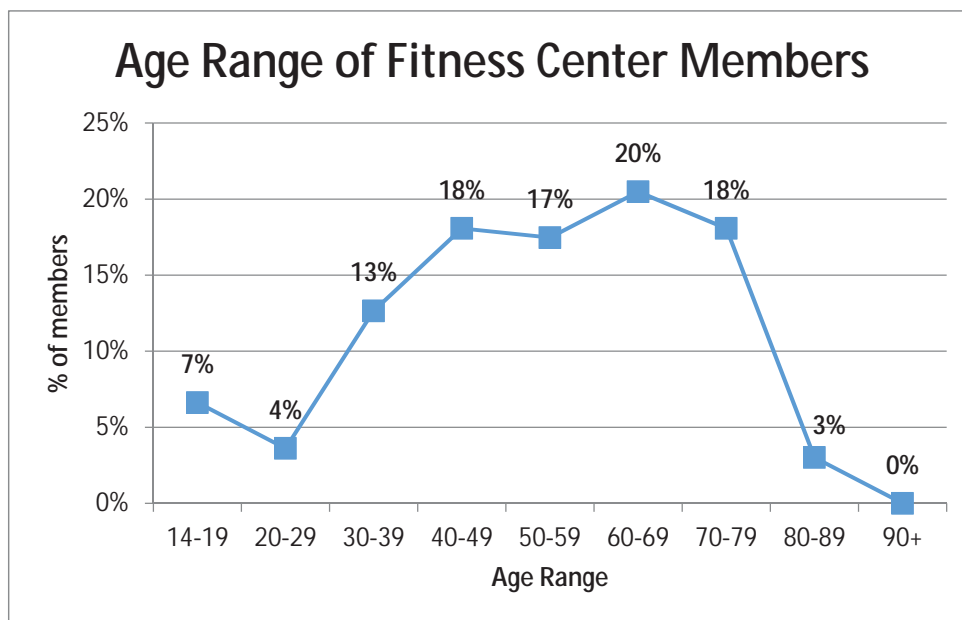
Takiff Center Rental as of 4/30/18	2018	2017
Facility Rentals	\$23,016	\$20,668

Glencoe Fitness

Glencoe Fitness continues to grow in membership and has now reached 180 members. Below is some data related to membership and conversion rates for the free pass promotion we are currently running.

Fitness Membership as of 5/1/18	Fees
180	\$48,910

Members Demographic (as of 5/1)	
47	New Households
26%	% of Total Members in a New HH
59	Total Members in New HH
33%	% of New HH/total memberships
180	Total Memberships
53	Average Age of Members
53%	Members are Male
47%	Members are Female



Free Pass Conversion to Members (as of 5/1/2018)

Free Pass Type	# Passes Issued	# Passes Converted to Membership	% Converted
3-day Pass	75	35	47%
7-day Pass (April Only)	23	6	26%
Total	98	41	42%

Submitted by:
 Bobby Collins, Director of Recreation and Facilities

**Glencoe Park District
Parks & Facilities Maintenance Report
May 2018**

Administrative

I am coordinating seasonal facility and park tasks with staff. I am developing a plan for the work that will take place at the Takiff Center during the facility shut down in August. I continue to meet with AltaManu and ACG regarding ongoing capital projects. Additionally, I have been working with PDRMA on the loss control review process.

Grounds/Horticulture

With the weather finally breaking, plants are coming alive. Staff has been concentrating on high profile planting beds at high profile parks.

Pizzo & Associates were out for the first stewardship visit of the season at the Everly Wildflower Sanctuary. Nels Johnson Tree Experts removed 30 dead trees from the Sanctuary and pruned 96 trees.

We have bees! Martin from Sweet Comb Chicago delivered two hives to the Park District. This is a modest start to what I hope will be a robust apiary. With Martin's support, staff has begun familiarizing themselves with honeybee maintenance and safety. I can proudly say I have conquered my fears and filled the bee feeder on two occasions. Attached is the press release we sent out on our newest sustainability effort.

Facilities

With the late break in the weather the team has been working to prepare the parks for the season. Staff has been busy working on the boating and swimming beaches. Work on the lockers continues. We will be contracting out repairs on the pier railings, which will include a seasonal paint job. Seasonal repairs have been made to the beach stairs. Look for new picnic tables under the trellis.

Drinking fountains and bathrooms have been activated throughout the district. The Safran House will open Memorial Day weekend.

A section of sanitary sewer pipe dating back to 1955 was replaced at the Takiff Center. This should prevent further issues with the sewer in the ELC wing.

Athletic

Athletic fields were prepared and ready for use April 2 for the kick-off of baseball and soccer seasons. The weather has made field maintenance challenging this season, fertilizing and over seeding has been completed. With the warmer spring showers the sod has started to green up throughout the district. The lower temperatures in early April delayed the greening of our newly sodded areas at Kalk, Astor, West, and Berlin Field. As we continue to fertilize and over seed each year, we will see less and less of this issue.

Reinsdorf Field opened with temporary fencing to keep participants safe. While I was hoping for better performance from the seeded areas, the cooler April stunted the germination of the seed. We have started to see sprouts appearing throughout the site.

Staff continues to line soccer fields weekly.

We have heard feedback in regards to GBA coach and parent's frustrations with field conditions at the beginning of the season. We also share in this frustration. The start of GBA baseball on April 2nd has led to many missed games due to frozen fields. While air temperatures can rise into the 40's and 50's, the ground has remained frozen and there is no place for the melted snow/rain to go. As you may know, April was the fourth coldest April in recorded history (the last time we experienced an April this cold was 1926) and the average temperature was 10.6 degrees below normal. This trend has led the Park District to delay the start of all outdoor Park District programs until the third week of April. This is 14 days after the start of GBA's season.

Comparing one field to another can be very deceiving. For example, while Berlin and Bronco fields appear aesthetically the same in some ways, there is a vast difference between the drainage and soil conditions at each site. Bronco Field is especially challenged because the field lacks drainage. Without built-in drains, Bronco Field requires at least 1-2 more days (sometimes longer) to dry out compared to fields like Berlin Field. Pumping Bronco Field in these conditions may remove surface water, but the underlying drainage problems continue to persist and cause additional flooding and wet conditions.

This season, our team has invested significant time in baseball field preparations and have even used leaf blowers to remove snow from infields in preparation for lining. My team takes no pleasure in canceling games, especially when the perception amongst the users is that more can be done. We understand how disappointing and disruptive rescheduling games can be. We take our work very seriously, getting children and adults outside and playing is a crucial part of the Glencoe Park District mission.

Equipment

We have taken delivery of the new Kubota tractor that will be used on the beach. The new equipment was put to work immediately.

Personnel

Multiple staff members have renewed their pesticide applicator and operators licenses.

Shared Services/Inter-Governmental Cooperation

This month, contractual mowing began on Park District and Village properties. Mowing is managed by the Park District.

I met with staff from District 35 to offer assistance in the sports field restoration at West school after the geothermal project.

Submitted by:

Chris Leiner, Director of Parks & Maintenance

Glencoe Park District Marketing/Communications Report May 2018

Social Media/Email

We ended the month of April with 21,791 Facebook impressions (in 2017, we ended the month with 39,312 impressions). We now have 1,443 followers on Facebook, 798 followers on Twitter and 919 followers on Instagram. Glencoe Beach has 1,682 followers and Watts Ice Center has 184 followers on Facebook.

We sent out several targeted email blasts, primarily focused on special events and fitness programs. The starred emails (*) utilized Constant Contact's new A/B Subject Line feature to ensure we are using most effective subject line. In lieu of email PDFs in your packet, links to each email are included below.

Date Sent	Campaign Name	Total Sent	Open Rate	Click Through Rate	Link
4/2	Spend your summer at Glencoe Beach	4997	26.1%	17.2%	https://conta.cc/2ulwOpO
4/2	Magic Class	552	30%	1.8%	http://conta.cc/2GxJsdO
4/3	Broadway Bound Ticket Sales Monday	47	59.6%	67.9%	https://conta.cc/2uEzW6j
4/3	Broadway Bound Ticket Sales Tuesday	46	63%	55.2%	https://conta.cc/2uDdfzj
4/3	Boston Marathon Challenge	128	39.3%	0	https://conta.cc/2ul50Sr
4/6	Get Creative: Adult Art Classes	4997	23.5%	1.4%	https://conta.cc/2uJBM5T
4/6	PJ Movie Night	1252	34.4%	2.8%	https://conta.cc/2Ein0Td
4/11	Mother-Son Date Night	481	44.8%	9.8%	https://conta.cc/2lLoHej
4/16	Earth Day Clean-Up	730	39.9%	3.1%	https://conta.cc/2GUSuVz
4/16	Boston Marathon Challenge 2	174	44%	1.4%	https://conta.cc/2JQAFVx
4/24	Boston Marathon Challenge 3	127	39.7%	6.3%	https://conta.cc/2Jn4z2A
4/27	May the 4 th Be With You	1527	33.2%	7.6%	https://conta.cc/2Jxm9AN

Special Events

I worked closely with our Recreation team to market PJ Movie Night, Mother-Son Date Night, and May the 4th Be With You. For each event, I created flyers, website graphics, posters, event signage as well as email blasts, social media posts, media pitches.

Spring/Summer Programs

This month, I focused on promoting on low-enrollment classes. This was promoted primarily online, with email blasts, social media posts, and website graphics. Pushes included Adult Art Programs, Magic Classes, as well tickets to Broadway Bound's performance of *Peter Pan, Jr.*

Glencoe Fitness

In honor of the Boston Marathon in April, we created a member challenge. Members competed to go the furthest on treadmills, bikes, and ellipticals to win a Glencoe Beach pass. The contest included social media posts, email blasts, posters, and website content.

Graphic Designer

I am pleased to welcome Kathe Stoepel to the Marketing Department. She will be our part-time graphic designer to assist with special event and signage requests. Kathe's previous experience includes working as a graphic designer for the Chicago Botanic Gardens and the Lake Forest Library. She is also a member of our Ceramics program. Welcome, Kathe!

Glencoe Beach

We are gearing up for Beach season with emails and social media posts to promote passes. We are also working on updating signage and preparing for opening weekend.

Submitted by:

Erin Maassen, Superintendent of Marketing and Communications

SAFETY AND WELLNESS COMMITTEE MEETING

Agenda and Minutes

Wednesday, April 18, 2018 / 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, Naomi Garvett, Liz Stowick, Adam Wohl, Matt Walker, and Lorise Weil. Absent: Liz Visteen; she was providing CPR/AED training.

2. Review of the Minutes: The Safety and Wellness Committee Meeting Minutes from March 21, 2018 were reviewed and accepted after a few minor changes were made; Carol asked that three line items (c, d & e) be removed from "Wellness Initiatives" and placed under the "New Items" heading.
3. Accident/Incident Review: Carol reported on the three (3) accident/incident reports for the month.
4. Open Claims: The following property claims are still open: The underground storage tank, pier railings, beach stairs, and one worker's comp claim.
5. Carry Over Items:
 - a) Since PDRMA needs to see our agency's entire training plan, **Chris** will distribute a "training matrix." Each manager will need to populate the matrix for their department, i.e., for every part-time and full-time staff member.
 - b) **Chris** stated that he will follow-up with PDRMA with regard to displaying private art, and to understand the District's liability in case damage is done.
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) Chris asked if **Jenny** could please provide some sample formats on *Certificates of Insurance* at our next meeting.
 - b) Liz S. asked if **Jenny** could also provide us with information on *Record Retention* at our next meeting.
 - c) Lorise stated that Debra from GJK asked if we could possibly incorporate "Fire Stop Signs" during one of our future fire drills. Chris stated that they will definitely take a look at this in the fall, i.e., when Public Safety comes out to assist us on determining multiple evacuation points.
 - d) Lorise asked about the Safety Data Sheet binders, and provided Chris with A-Z indexes for the multiple areas that will be storing Safety Data Sheets, e.g., Parks, Beach, Watts, and the Early Childhood wing. **Chris** will be installing Safety Data Sheet stations sometime this year.
 - e) For safety concerns, Chris asked everyone to please clean their office, work and program area, and perform some housekeeping by going through your closets, drawers, etc. Please use and label clear plastic (waterproof) bins to store needed items, so that everyone can easily see what is in each bin. Do not use cardboard boxes for storage.
8. Wellness Initiatives:
 - a) Liz S. made us aware of the upcoming "Water Challenge" with PDRMA. Each person who signs up for this challenge needs to drink six (6) cups of water per day for four (4) weeks, specifically from April 23rd thru May 21st, 2018.
 - b) Liz S. stated, with the help of Chris and Jenny, she made a submittal to PDRMA for the Hazard Hunter Contest.
 - c) **Liz S.** mentioned that the Staff Lounge and Catering kitchen refrigerators need to be cleaned out. Chris gave her authorization to remove items from the Staff Lounge refrigerator after providing some type of notice to staff.

Adjourn: 11:35 a.m.

The next Safety and Wellness Committee Meeting is scheduled for Wednesday, May 16th at 11:00 a.m.

XII. Executive Director Report

Glencoe Park District
May 2018 Board Meeting

Glencoe Park District Executive Director's Report May 2018

Improvement of Bond Rating

On April 24, Carol and I (and our bond consultant, Eric Anderson) went through an annual financial review with Moody's representative, Bridgett Stone, for our current Aa1 bond rating. You may recall that when the District issued refunding bonds in 2015, the District's rating was upgraded from Aa2 to Aa1, enabling a refunding that saved taxpayers nearly \$730,000 in debt service.

Carol and I are proud to announce an improvement in our bond rating to Aaa by Moody's Investors Service. The Aaa rating (highest rating available) will allow Glencoe Park District to issue debt at the lowest possible interest rate as the organization has proven itself to be among the top tier of local governments in terms of financial strength, both in Illinois and nationally.

NSSRA Capital and Facility Acquisition Plan

Attached is the NSSRA Capital and Facility Acquisition Plan. This will give the newer Board members an understanding of the past commitment the Glencoe Park District has given to the NSSRA acquisition plan and an update of the current timeline and plan for the proposed new facility.

National Gold Medal

I am proud to announce that the Glencoe Park District has been selected as a **finalist for the 2018 National Gold Medal Awards for Excellence in Park and Recreation Management program!**

The Gold Medal Award honors communities of all sizes throughout the country that demonstrate excellence in long-range planning, resource management, and innovative and creative approaches to designing and delivering superb park and recreation services through fiscally sound business practices. The application process is rigorous, as agencies must demonstrate growth over a three-year period in three specific areas: social equity, health and wellness, and conservation. Four finalists in each class are chosen to compete for grand honors each year.

As a finalist, we will move on to the second and last round of the Gold Medal process. Finalists are being asked to post to their website a short video, a maximum of 5 minutes, by June 5. Judges will view the short video that helps support information provided in the application. Videos should tell the story of how our agency is unique and outstanding, while capturing images that support application responses; and serves as a media communication piece to our community.

The Gold Medal Reception will be held at the 2018 NRPA Annual Conference in Indianapolis, Indiana. The Gold Medal Grand Plaque will be presented to the winner at the Opening General Session.

All Staff Training

We have organized our annual part-time and seasonal staff training on Thursday, May 31 from 6:00-8:00pm at Takiff Center. We are happy to welcome our speaker Eddie Slowikowski. Eddie was also the keynote speaker at this year's IPRA/IAPD conference. In his program, *The Best Version of You*, Eddie shows audiences how to transcend failure. By relating the story of coming in second place at the big state championship, Eddie relates how setbacks can set us up for future success. How we respond to "losing" shows us who we really are because, when the chips are down, your true character is revealed. Find the winner within through struggle and come out on the other side to be a more well-rounded, battle-tested, and mature person.

Through hilarious and poignant storytelling, Eddie gets to the core of what it really means to dig deep and find "the real you." What makes you tick? Why do you act and react the way you do? How can you be more comfortable in your own skin? By questioning your actions and influences, you can discover the truth at the heart of your character. In the end, being the best version of you is all anyone can ask. And that's where true leadership begins.

Summer Theme

This summer, the Glencoe Park District theme will be "Put some Play in Your Day." You will see this theme promoted in social media and our summer staff shirts!

Summer Camp

Our summer camp planning and hiring is going great. We are the largest employer of high school and college age staff and we take our roles seriously in preparing them for success throughout the summer.

Park Projects

Staff is busy working and planning for the capital projects approved for this year. The construction of Vernon playground will be starting within the next two weeks, followed by Old Elm playground and then Woodlawn. The civil engineers are scheduled to complete the geotechnical evaluation and make further recommendations on the Beach Bluff. We also have on the agenda the approval to subdivide Linden House from the park property. This will then advance the project to the Village for approval. We are also planning staging of the Takiff parking lot improvements. The bioswales in Takiff field will be planted this spring and we are also watching the new seeded areas along the pathway. We may need to reseed some areas.

In addition this spring, staff has done site inspections of all park sites. One section of pathway in particular at Lakefront Park and a pathway by Watts Park did not fare well during the winter. We will be posting signs at these spots and repair the paths this spring/summer.

Village Sesquicentennial Planning Committee

The committee met to discuss ideas for the Village celebration. The ideas that the Park District will be submitting are:

- Ceramics Bowls made by our Ceramic Studio students...can be sold as a fundraiser and/or bring a bowl to a local restaurant for a discount.
- Beach Party
- Work with Village to enhance the Fourth of July celebration

- Paint rocks at special events throughout the year...have Sesquicentennial logo on one side and kids paint the other. The idea would be to hide them throughout our parks for people to find. ("Rocks of Kindness")
- Wellness walk and bike rides...have someone volunteer to lead the walks/rides that can expound about Glencoe History
- In Glencoe Fitness...put one line info pieces on Glencoe history on our fitness machines (can be programmed to appear on the monitors)

Please let me know if you have any other ideas that you would like us to submit.

Memorial Day Event

On Monday, May 28, there will be a Memorial Day event sponsored by the Village of Glencoe and the Patriotic Day Committee at 11:00am at Veterans Park. As is the tradition, a Park District Board Member was asked to represent the Glencoe Park District at this event. It is tradition that the President of the Board represents the Park District, if not then the Vice President. The event takes place at Veterans Park. The Park District will also take care of set up on the day of the event. If it rains, the event will be moved to Takiff Center.

Personnel and Policy Committee and Special Projects and Facilities Committee Meetings

Tuesday, June 5 we will have a Personnel and Policy Committee meeting and a Special Projects and Facilities Committee meeting.

Finance Committee of the Whole

We would like to hold a Finance Committee of the Whole meeting prior to the June Board meeting at 6:30pm, for purposes of reviewing the annual audit for the Board.

Glencoe Active Transportation Plan Community Workshop

On May 8, there was a community workshop at Takiff Center presented by Heather Schady, Senior Transportation Planner of the Active Transportation Alliance. There was a great tabletop exercise that produced some excellent ideas, including ideas for the expansion of the Green Bay Trail on the linear parks on Old Green Bay Road. We will share the results once they are compiled. The presentation from the meeting is attached to my report.

Included on the agenda:

- What is a Bicycle and Pedestrian Plan?
- Why does it matter
- What can communities do to improve active transportation and a group activity

The next steps include:

- Draft Recommendations – July 2018
- French Market – July 28, 2018
- Finalize Plan and Board Adoption – August/September 2018
- Implementation Following Plan Adoption

We are also partnering with Public Safety and District 35 on a Bike Safety Rodeo on May 19 at South School.

Letter of Support for Kenilworth Park District improvement on Green Bay Trail

We supplied the Kenilworth Park District a letter of support that indicates that the Glencoe Park District fully supports the efforts of the Kenilworth Park District, Village of Kenilworth, and Joseph Sears School to improve continued north-south access of the Green Bay Trail. As a support of bicycling/walking, we understand and applaud the listed organizations efforts to work with the Union Pacific Railroad to route the Kenilworth portion of the Green Bay Trail adjacent to the railroad tracks.

Freedom of Information Report

There were three FOIA requests this month. On Friday, April 13 the Better Government Association requested payroll expenditures, which was replied to on Monday, April 16. On Tuesday, May 1, the Indiana, Illinois, Iowa Foundation for Fair Contracting requested playground and park renovation documentation for Old Elm, Vernon, and Woodlawn projects; replied to on Monday, May 2. On Wednesday, May 2, Elanar Construction requested playground and park renovation documentation for Old Elm, Vernon, and Woodlawn projects; replied to on Monday, May 2.

Submitted by:
Lisa Sheppard, CPRP
Executive Director



Partnership Update

NSSRA Capital and Facility Acquisition Plan

Goal: To secure the most suitable, permanent location for NSSRA with a partner agency.

1. NSSRA and Northbrook Park District Facility Partnership

- A. Accomplishes goal of securing suitable, permanent location for NSSRA with a partner agency.
- B. Addresses all facility and programming needs identified in NSSRA's Capital and Facility Acquisition Plan including:
 - o Full accessibility
 - o Private meeting space for families and staff
 - o Safe pick up and drop off for participants
 - o Multi-use programming and training space
 - o On site storage
 - o Adequate office space
 - o NSSRA gymnasium (Funded by NSSRA Foundation Capital Campaign)
- C. Provides an ideal, safe recreation setting centrally located within the 13 partner communities.

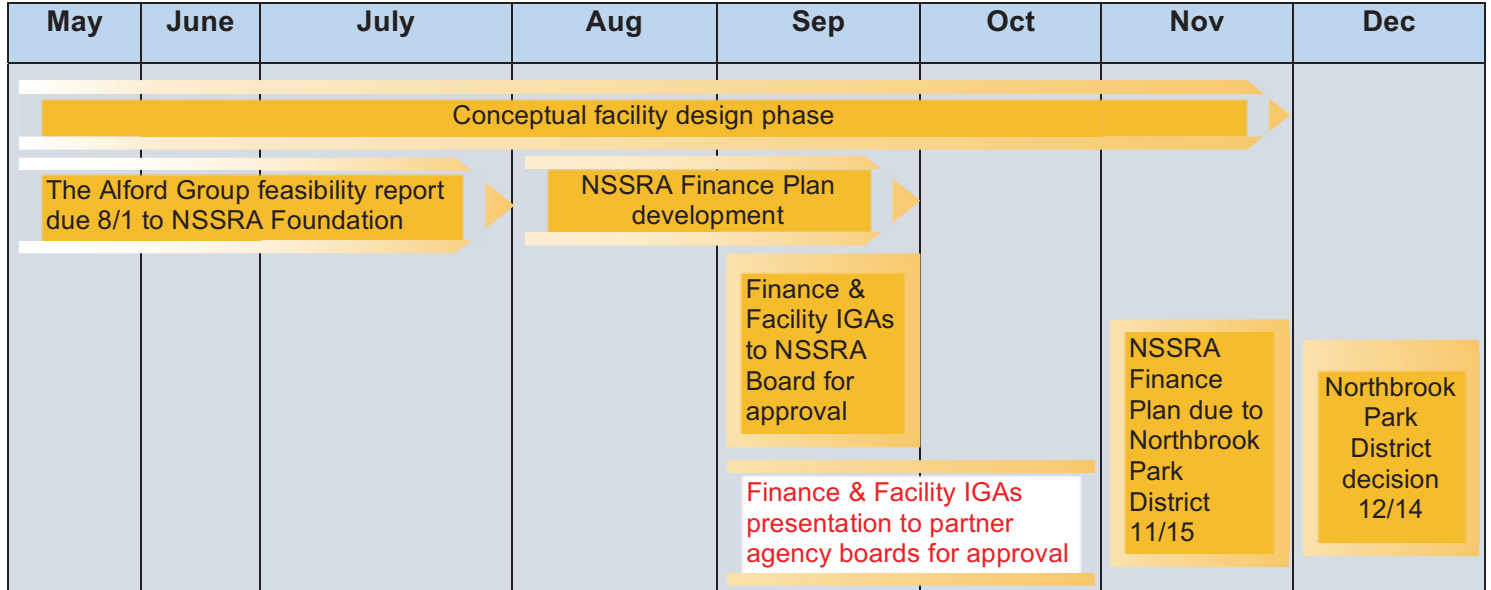
2. Financing IGA for NSSRA Facility

- A. NSSRA will develop a financing IGA that specifically outlines each partner agency contribution to the facility. Plan will be presented to Northbrook Park District on or before November 15, 2018.
- B. Sources of revenue for the facility are derived from:
 - o NSSRA partner agencies
 - o NSSRA Foundation
 - o NSSRA fund balance
 - o Sale of current NSSRA building

3. Develop Facility IGA between NSSRA and Northbrook Park District

- A. Construction
 - o Determine construction costs, allocated percentages for NSSRA use and space.
 - o Estimated construction begins as early as August 2019 or by March 2020.
- B. Operational and Capital Maintenance Costs
 - o NSSRA and Northbrook Park District as partners will share proportionate operational and capital maintenance costs for the facility.
- C. Shared Use Calendar Process
 - o NSSRA and Northbrook Park District as partners will schedule programmatic and public use of facility.

4. Significant Project Timelines: May – December 2018



5. NSSRA Requirements to Acquire New Facility (*Outlined in Capital and Facility Acquisition Plan*)

1. NSSRA staff and Board communicates facility need and shares Capital and Facility Acquisition Plan with partner communities, stakeholders and partner agency Boards. **(Completed)**
2. NSSRA staff and Board seek most suitable, permanent location for NSSRA. **(Completed)**
3. Partner agency Boards approve and ratify NSSRA Board's resolution to petition court to sell the building at 3105 MacArthur Blvd., Northbrook. **(Completed)**
4. NSSRA Board approves Finance IGA and Facility IGA to acquire new facility.
5. **Partner agency Boards approve Finance IGA and Facility IGA to acquire new facility. Executive Director Craig Culp will attend agency Board meetings in September/October.**
6. NSSRA Board approves contract to sell building at 3105 MacArthur Blvd., Northbrook.
7. Partner agency Boards approve contract to sell building at 3105 MacArthur Blvd., Northbrook.

6. Significant Milestones Achieved

- ✓ NSSRA Board approved NSSRA Capital and Facility Acquisition Plan, **February 2013**
- ✓ NSSRA Capital and Facility Acquisition Plan approved by partner agencies, **Spring 2013 – Spring 2014**
- ✓ Partner agencies begin capital contributions, **2014**
- ✓ NSSRA Foundation committed to capital support including a gymnasium, **December 2016**
- ✓ Northbrook Park District presented NSSRA the opportunity to pursue partnership on new Activity Center construction project at Techny Prairie Park and Fields, **October 2017**
- ✓ NSSRA re-engaged The Alford Group to coordinate capital campaign feasibility study, **December 2017**
- ✓ NSSRA capital reserve balance: \$582,562, **January 2018**

Questions, feedback, concerns from partner agency Boards



nssra
Northern Suburban Special
Recreation Association

Capital and Facility Acquisition Plan

Updated October 2017





Northern Suburban Special Recreation Association

NSSRA Mission:

To enrich the lives of people with disabilities in our partner communities through quality recreation services.

NSSRA Vision:

To be leaders in recreation by providing innovative and exceptional services for people with disabilities.

Northern Suburban Special Recreation Association (NSSRA) formed in 1970 as the first special recreation association in Illinois and among the first of its kind in the country. NSSRA provides and facilitates recreation programs for over 1,500 children, teens and adults with physical, developmental, emotional or other disabilities. NSSRA has nearly 600 recreation, sport, cultural, social, and leisure offerings available throughout the year, creating new experiences, opportunities for skill development, leisure time, and perhaps most importantly, friendship.

NSSRA is an extension of ten park districts, two cities and one village in the northern suburbs of Chicago including the Park Districts of Deerfield, Glencoe, Glenview, Highland Park, Kenilworth, Lake Bluff, Northbrook, Northfield, Wilmette and Winnetka, the cities of Highwood and Lake Forest and the Village of Riverwoods.

Funding for NSSRA comes from three sources, including partner agency contributions, program fees and outside support from Northern Suburban Special Recreation Association Foundation (NSSRA Foundation). Contributions from the partner agencies are made proportionately based on community size and collected through a property tax levy issued by each partner.

In calendar years 2009 – 2016, NSSRA's fiscal responsibility has enabled the agency to grow its fund balance while keeping the partner agency contributions in line with the Consumer Price Index (CPI).

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Introduction

In 2010, NSSRA started a strategic planning process that resulted in the NSSRA 2011-2014 Strategic Plan. One of the initiatives of the Strategic Plan is to research and secure the most suitable permanent location for NSSRA. In response to this initiative, NSSRA Board of Directors and staff initiated a study to evaluate the long term viability of the current facility. Extensive deficiencies in the facility prompted a directive from the NSSRA board in the form of a goal, to secure the most suitable permanent location for NSSRA preferably with a partner agency.

As a result of this goal, NSSRA staff, Facility Committee and Board of Directors developed this plan for the acquisition of a new NSSRA facility. Throughout the planning process, key considerations included:

- NSSRA must address existing and future facility needs.
- The plan must be financially conservative and efficient.
- The process must provide for partner agency involvement.

The recommended plan for the acquisition of a new NSSRA facility is contained in the remainder of this document. Key points include:

- Preferably located with one of the 13 partner agencies in the northern suburbs of Chicago.
- Address the substantial needs of private meeting space, safety issues, adequate space to conduct business, centralize training and provide some additional space for programming.
- Continue NSSRA's model to secure the majority of programming space in its partner agencies' facilities.
- Review acquisition opportunities as they arise and update overall plan status on an annual basis.

This plan has been reviewed and accepted by the NSSRA Board of Directors.

The desired outcome for NSSRA is to secure a permanent location preferably with a partner agency that will provide NSSRA with a long term solution that is fully accessible and incorporates private meeting space for families and staff; adequate office space; on site storage; safe pick-up and drop-off for participants; and multi-use programming and training space. In addition, the facility will be in a safe, recreation setting that is centrally located within the 13 partner communities. Most importantly, this new facility will provide a needed location for participants and their families to feel welcome and have a sense of belonging. This facility will promote increased opportunities for participants to socialize, develop skills and engage in new experiences that will allow them to live life to its fullest.

Existing Facility Deficiencies

No Private Space for Families and Staff to Interact

In order for NSSRA to adequately serve its participants and families, staff must meet with families to discuss detailed information about the participants needs. Often these meetings include sensitive, personal and confidential information. Currently, there is only one main meeting space at the NSSRA facility, which is not a private meeting space. Several of the NSSRA offices have multiple staff occupying them, leaving no room for private group meetings or confidential phone conversations with families.

Unsafe Location in an Industrial Park

The current NSSRA facility is located deep in an industrial park. During the day and early evening, the roads surrounding the facility are heavily traveled by semi-trucks and industrial vehicles. Later in the evening, the industrial park is desolate and dark, potentially putting staff and participants at risk for a dangerous situation.

No Safe Pick Up/Drop Off for Participants

Due to the design of the NSSRA parking lot, there is no turnabout drive or designated area for families or NSSRA buses to safely drop-off and pick-up participants.

Not Accessible

The NSSRA facility is not accessible according to the current Americans with Disabilities Act (ADA) standards. Several of the hallways and doorways are narrow, making it difficult for those with physical disabilities to easily navigate the building. The facility also has two separate doors at the entrance, neither of which is equipped with accessible or automatic entry.

Lack of Training and Meeting Space

NSSRA trains more than 500 part-time staff annually and provides approximately 125 trainings to full-time and part-time staff throughout the year. NSSRA currently uses Partner Agency facilities to host trainings of 15 staff or more.

No Programming Space

No recreation programs are held at the NSSRA facility. Due to zoning ordinances, NSSRA is prohibited from conducting these programs on premise. As a result of this ordinance there is also no space suited for recreation programs.

Insufficient Amount of Office Space for NSSRA Staff

Six full-time staff shares three offices (two per an 80 sq. ft. office). These staff are not able to have conversations on the phone or in person about private, sensitive or confidential disability related subjects. In addition, working in a small office space with another staff is often distracting and full of interruptions which negatively impacts productivity.

Lack of Storage Space

There is a tremendous lack of storage space at the NSSRA facility resulting in more than \$7,000 annually in offsite commercial storage costs. The offsite storage requires numerous hours of lost staff time traveling to and from the storage facility to gather supplies and equipment for programs.

No Room for Future Growth

There is currently no room for growth of the NSSRA staff with the facility in its current state. All offices are currently occupied and some offices have multiple staff sharing the space. During the summer months, the facility is overfilled with an increased number of summer leadership staff, interns and supplies occupying any open space that is available.

Pending Capital Improvements

NSSRA moved into its current facility in 2001. Williams Architects conducted an existing conditions report in 2009 that found in excess of \$400,000 in capital improvements throughout the facility.

Space Needs Analysis

NSSRA staff and Williams Architects identified the space required to address NSSRA's needs for the future through a space needs analysis. The analysis concluded the need for a 15,000 sq. ft. facility as compared to the current 8,370 sq. ft. facility. The space requirements below represent a baseline of need that any new facility must minimally meet.

New Facility (15,000 sq. ft.)

Offices (4,000 sq. ft.)
Programming/Training (3,300 sq. ft.)
Meeting/Conference (3,350 sq. ft.)
Common Area/Storage (4,350 sq. ft.)

Current Facility (8,370 sq. ft.)

Offices (3,124 sq. ft.)
Programming/Training (0 sq. ft.)
Meeting/Conference (2,023 sq. ft.)
Common Area/Storage (3,223 sq. ft.)

Space Needs Analysis Details for New Facility

Offices (4,000 sq. ft.)

- 27 offices for current staff needs, interns and two offices for future expansion

Programming/Training (3,300 sq. ft.)

- Program/training rooms
- Storage area
- Program kitchen
- Kitchen storage

Meeting/Conference (3,350 sq. ft.)

- Office work room
- Copy room
- Staff lunchroom
- Conference room 1 (6-8 individuals)
- Conference room 2 (10-16 individuals)
- Board room (up to 32 individuals)
- IT room
- Washrooms

Common Area/Storage (4,350 sq. ft.)

- Vestibule with bus waiting
- Lobby
- Washrooms: Men, Women, Family
- Main storage room
- Mechanical rooms
- Elevator

Estimated Costs and Funding of New Facility

In creating the Capital and Facility Acquisition Plan, NSSRA estimated new facility construction and land acquisition costs of \$3,850,000 (without interest). Taking into account a 20 year bond issuance that includes interest costs of \$831,531, the total estimated cost for the new facility is \$4,681,531. NSSRA’s goal is to have \$770,000 of the costs of the new facility supported from outside sources including NSSRA Foundation, grants, and donations through a capital campaign targeting all supporters and users of NSSRA. Partner agencies and NSSRA will fund the remaining costs through partner agency contributions, 20 year bond issuance, NSSRA fund balance allocation and sale of current NSSRA building.

The following is a detailed explanation and corresponding tables that demonstrate the estimated costs and funding sources for a new facility for the next 25 years assuming an acquisition date in 2018.

Partner Agency Contributions for New Facility: \$3,217,531

1. Partner Agency Contributions 2014 – 2018: \$616,000

Based on the estimated acquisition date of 2018, the Capital and Facility Acquisition Plan will require partner agencies to contribute \$123,200 annually until a new facility is acquired. These funds will be reserved in a capital account to be applied to the purchase of a new facility.

2. 20 Year Bond Issue 2019 – 2038: \$2,601,531

On page 9 is the Estimated Debt Service after Call Provision table from Eric Anderson of BMO Capital Markets. This table demonstrates the costs of a 20 year bond issuance by NSSRA for \$2,540,000. A call provision is embedded that allows use of funds from the sale of the building and capital funds collected from outside sources to be applied toward the payment of bonds at year eight. Please note the list of assumptions pertaining to the bond issuance.

- An estimated all-inclusive interest rate of 3.95% is being used
- \$2,540,000 is financed
- In year eight of the bond issuance, the call provision is utilized with \$770,000 going toward bond payoff coming from the sale of the building (\$500,000) and the remaining amount of funding from outside sources (\$270,000)
 - o The current NSSRA building will be sold after acquisition of the new facility. Proceeds from the sale (\$500,000) will be reserved and applied to bonds at call in year eight of bond issuance.
 - o Funds raised after the acquisition of the new facility through a capital campaign and from NSSRA Foundation for the new facility (\$270,000) will be applied to bonds at call in year eight of bond issuance.

3. Explanation of Why \$2,540,000 of the Facility Cost will be Financed Through a 20 Year Bond Starting in 2019:

Initial Estimated Facility Costs (without interest):	\$3,850,000
Cash Available for Purchase of Facility in 2018*:	<u>\$1,310,000*</u>
Amount Financed Through 20 Year Bond Issuance:	\$2,540,000

*Source of Funds Available for Purchase in 2018:

NSSRA Partner Capital Contribution 2014 – 2018 (\$123,200/year x 5 years)	\$ 616,000
NSSRA Fund Balance Allocation	\$ 194,000
NSSRA Foundation Capital Donation in 2018	\$ 250,000
Private Family Donation in 2018	<u>\$ 250,000</u>
Total Cash toward Facility in 2018	\$1,310,000

NSSRA Fund Balance Allocation: \$194,000

NSSRA will reserve \$194,000 from its fund balance into a capital account specifically for the purchase of the new facility.

Outside Funding: \$770,000

NSSRA's goal is to have \$770,000 of the new facility costs supported from outside sources including NSSRA Foundation, grants and donations from supporters and users of NSSRA. A capital campaign will be conducted for approximately two years from the point at which a new facility is secured until shortly after NSSRA has moved into the new facility.

Eric Anderson of BMO Capital Markets provided the bond issue table on page 9 which demonstrates specifically how the \$770,000 could be worked into the payment of the new facility over the next 25 years. He suggests in 2018 when the bonds are issued that support collected from outside sources (\$500,000 estimated) is used toward the purchase of the new facility. At year eight of the bond issuance the call provision is utilized at which time support collected after the bond issue (\$270,000 estimated) go toward bond payoff.

Sale of Current Building: \$500,000

The current NSSRA building will be sold after acquisition of a new facility. An appraisal report on NSSRA's building in Northbrook was conducted by Lorenz and Associates that estimated the value of the building at \$680,000. Staff is conservatively estimating that \$500,000 from the sale of the building will go toward the new facility. Eric Anderson of BMO Capital Markets recommends that \$500,000 be applied toward the purchase of the new facility at year eight of the bond issuance at which time the call provision is utilized in the amount of \$500,000 going toward bond payoff.

Total Estimated Funding for New Facility

With interest, the total estimated funding for the new facility is \$4,681,531.

Partner Agency Contribution	\$3,217,531
NSSRA Fund Balance Allocation	\$ 194,000
Outside Funding	\$ 770,000
Sale of Current Building	\$ 500,000

\$4,681,531

New Facility Funding Sources FY 2014 - FY 2038					
Year	Partner Contribution	NSSRA Fund Balance Allocation	Outside Funding	Proceeds from Sale of Building	Total Funding Per Year
FY 14	\$ 123,200	\$ -	\$ -	\$ -	\$ 123,200
FY 15	\$ 123,200	\$ -	\$ -	\$ -	\$ 123,200
FY 16	\$ 123,200	\$ -	\$ -	\$ -	\$ 123,200
FY 17	\$ 123,200	\$ -	\$ -	\$ -	\$ 123,200
FY 18	\$ 123,200	\$ 194,000	\$ 500,000	\$ -	\$ 817,200
FY 19	\$ 182,073	\$ -	\$ -	\$ -	\$ 182,073
FY 20	\$ 185,882	\$ -	\$ -	\$ -	\$ 185,882
FY 21	\$ 184,482	\$ -	\$ -	\$ -	\$ 184,482
FY 22	\$ 182,782	\$ -	\$ -	\$ -	\$ 182,782
FY 23	\$ 185,722	\$ -	\$ -	\$ -	\$ 185,722
FY 24	\$ 183,296	\$ -	\$ -	\$ -	\$ 183,296
FY 25	\$ 185,566	\$ -	\$ -	\$ -	\$ 185,566
FY 26	\$ 182,420	\$ -	\$ 270,000	\$ 500,000	\$ 952,420
FY 27	\$ 154,023	\$ -	\$ -	\$ -	\$ 154,023
FY 28	\$ 155,536	\$ -	\$ -	\$ -	\$ 155,536
FY 29	\$ 156,730	\$ -	\$ -	\$ -	\$ 156,730
FY 30	\$ 157,541	\$ -	\$ -	\$ -	\$ 157,541
FY 31	\$ 153,029	\$ -	\$ -	\$ -	\$ 153,029
FY 32	\$ 158,180	\$ -	\$ -	\$ -	\$ 158,180
FY 33	\$ 152,602	\$ -	\$ -	\$ -	\$ 152,602
FY 34	\$ 41,672	\$ -	\$ -	\$ -	\$ 41,672
FY 35	\$ -	\$ -	\$ -	\$ -	\$ -
FY 36	\$ -	\$ -	\$ -	\$ -	\$ -
FY 37	\$ -	\$ -	\$ -	\$ -	\$ -
FY 38	\$ -	\$ -	\$ -	\$ -	\$ -
Total Funding	\$ 3,217,531	\$ 194,000	\$ 770,000	\$ 500,000	\$ 4,681,531

Estimated Debt Service After Call Provision and \$270,000 Equity Injection Utilized

Assuming the call provision is utilized in the amount of \$500,000 in the eighth year, and an equity injection of \$270,000 is made at the same time, remaining debt service would look as follows in the chart to the right, with a total of \$315,414 in interest expense avoided. Note that this amount may be further reduced if the existing building is sold in year five, with such proceeds invested until the call provision is triggered in year eight.

Period Ending	Principal	Coupon	Interest	Debt Service	Annual Debt Service
0.5 years	-	-	43,656.95	43,656.95	0
1 year	95,000	1.000%	43,415.75	138,415.75	182,072.70
1.5 years	-	-	42,940.75	42,940.75	0.00
2 years	100,000	1.400%	42,940.75	142,940.75	185,881.50
2.5 years	-	-	42,240.75	42,240.75	0.00
3 years	100,000	1.700%	42,240.75	142,240.75	184,481.50
3.5 years	-	-	41,390.75	41,390.75	0.00
4 years	100,000	2.060%	41,390.75	141,390.75	182,781.50
4.5 years	-	-	40,360.75	40,360.75	0.00
5 years	105,000	2.310%	40,360.75	145,360.75	185,721.50
5.5 years	-	-	39,148.00	39,148.00	0.00
6 years	105,000	2.600%	39,148.00	144,148.00	183,296.00
6.5 years	-	-	37,783.00	37,783.00	0.00
7 years	110,000	2.860%	37,783.00	147,783.00	185,566.00
7.5 years	-	-	36,210.00	36,210.00	0.00
8 years	110,000	3.170%	36,210.00	146,210.00	182,420.00
8.5 years	-	-	19,511.25	19,511.25	0.00
9 years	115,000	3.310%	19,511.25	134,511.25	154,022.50
9.5 years	-	-	17,767.75	17,767.75	0.00
10 years	120,000	3.490%	17,767.75	137,767.75	155,535.50
10.5 years	-	-	15,864.80	15,864.80	0.00
11 years	125,000	3.610%	15,864.80	140,864.80	156,729.60
11.5 years	-	-	13,770.50	13,770.50	0.00
12 years	130,000	3.730%	13,770.50	143,770.50	157,541.00
12.5 years	-	-	11,514.25	11,514.25	0.00
13 years	130,000	3.850%	11,514.25	141,514.25	153,028.50
13.5 years	-	-	9,089.75	9,089.75	0.00
14 years	140,000	3.980%	9,089.75	149,089.75	158,179.50
14.5 years	-	-	3,801.00	3,801.00	0.00
15 years	145,000	4.090%	3,801.00	148,801.00	152,602.00
15.5 years	-	-	836.00	836.00	0.00
16 years	40,000	4.180%	836.00	40,836.00	41,672.00
16.5 years	-	-	0.00	0.00	0.00
17 years	-	4.240%	0.00	0.00	0.00
17.5 years	-	-	0.00	0.00	0.00
18 years	-	4.320%	0.00	0.00	0.00
18.5 years	-	-	0.00	0.00	0.00
19 years	-	4.400%	0.00	0.00	0.00
19.5 years	-	-	0.00	0.00	0.00
20 years	-	4.450%	0.00	0.00	0.00
	1,770,000	0	831,531	2,601,531	2,601,531

The final five maturities are affected by the call provision, reducing interest expense in years 8.5 through year 20, and principal amounts from year 16 through year 20.

NSSRA Partner Funding for New Facility

Year	New Facility Cost	City of Highwood	Deerfield Park District	Glencoe Park District	Glenview Park District	Kenilworth Park District	Lake Bluff Park District	Lake Forest Recreation Dept	Northbrook Park District	Northfield Park District	Park District of Highland Park	Village of Riverwoods	Wilmette Park District	Winnetka Park District	Total Per Year
FY 14	\$ 123,200	\$ 1,956	\$ 9,331	\$ 5,541	\$ 24,946	\$ 1,713	\$ 4,145	\$ 13,934	\$ 18,103	\$ 3,138	\$ 16,104	\$ 2,160	\$ 13,637	\$ 8,491	\$ 123,200
FY 15	\$ 123,200	\$ 1,982	\$ 9,469	\$ 5,437	\$ 24,555	\$ 1,721	\$ 4,171	\$ 14,241	\$ 17,908	\$ 3,070	\$ 16,441	\$ 2,211	\$ 13,524	\$ 8,469	\$ 123,200
FY 16	\$ 123,200	\$ 1,922	\$ 9,363	\$ 5,482	\$ 25,010	\$ 1,725	\$ 4,189	\$ 13,872	\$ 18,234	\$ 3,031	\$ 15,917	\$ 2,168	\$ 13,724	\$ 8,562	\$ 123,200
FY 17	\$ 123,200	\$ 1,922	\$ 9,363	\$ 5,482	\$ 25,010	\$ 1,725	\$ 4,189	\$ 13,872	\$ 18,234	\$ 3,031	\$ 15,917	\$ 2,168	\$ 13,724	\$ 8,562	\$ 123,200
FY 18	\$ 123,200	\$ 1,922	\$ 9,363	\$ 5,482	\$ 25,010	\$ 1,725	\$ 4,189	\$ 13,872	\$ 18,234	\$ 3,031	\$ 15,917	\$ 2,168	\$ 13,724	\$ 8,562	\$ 123,200
FY 19	\$ 182,073	\$ 2,840	\$ 13,838	\$ 8,102	\$ 36,961	\$ 2,549	\$ 6,190	\$ 20,501	\$ 26,947	\$ 4,479	\$ 23,524	\$ 3,204	\$ 20,283	\$ 12,654	\$ 182,073
FY 20	\$ 185,882	\$ 2,900	\$ 14,127	\$ 8,272	\$ 37,734	\$ 2,602	\$ 6,320	\$ 20,930	\$ 27,510	\$ 4,573	\$ 24,016	\$ 3,272	\$ 20,707	\$ 12,919	\$ 185,882
FY 21	\$ 184,482	\$ 2,878	\$ 14,021	\$ 8,209	\$ 37,450	\$ 2,583	\$ 6,272	\$ 20,773	\$ 27,303	\$ 4,538	\$ 23,835	\$ 3,247	\$ 20,551	\$ 12,821	\$ 184,482
FY 22	\$ 182,782	\$ 2,851	\$ 13,891	\$ 8,134	\$ 37,105	\$ 2,559	\$ 6,215	\$ 20,581	\$ 27,052	\$ 4,496	\$ 23,615	\$ 3,217	\$ 20,362	\$ 12,703	\$ 182,782
FY 23	\$ 185,722	\$ 2,897	\$ 14,115	\$ 8,265	\$ 37,701	\$ 2,600	\$ 6,315	\$ 20,912	\$ 27,487	\$ 4,569	\$ 23,995	\$ 3,269	\$ 20,689	\$ 12,908	\$ 185,722
FY 24	\$ 183,296	\$ 2,859	\$ 13,930	\$ 8,157	\$ 37,209	\$ 2,566	\$ 6,232	\$ 20,639	\$ 27,128	\$ 4,509	\$ 23,682	\$ 3,226	\$ 20,419	\$ 12,739	\$ 183,296
FY 25	\$ 185,566	\$ 2,895	\$ 14,103	\$ 8,258	\$ 37,670	\$ 2,598	\$ 6,309	\$ 20,895	\$ 27,464	\$ 4,565	\$ 23,975	\$ 3,266	\$ 20,672	\$ 12,897	\$ 185,566
FY 26	\$ 182,420	\$ 2,846	\$ 13,864	\$ 8,118	\$ 37,031	\$ 2,554	\$ 6,202	\$ 20,540	\$ 26,998	\$ 4,488	\$ 23,569	\$ 3,211	\$ 20,322	\$ 12,678	\$ 182,420
FY 27	\$ 154,023	\$ 2,403	\$ 11,706	\$ 6,854	\$ 31,267	\$ 2,156	\$ 5,237	\$ 17,343	\$ 22,795	\$ 3,789	\$ 19,900	\$ 2,711	\$ 17,158	\$ 10,705	\$ 154,023
FY 28	\$ 155,536	\$ 2,426	\$ 11,821	\$ 6,921	\$ 31,574	\$ 2,177	\$ 5,288	\$ 17,513	\$ 23,019	\$ 3,826	\$ 20,095	\$ 2,737	\$ 17,327	\$ 10,810	\$ 155,536
FY 29	\$ 156,730	\$ 2,445	\$ 11,911	\$ 6,974	\$ 31,816	\$ 2,194	\$ 5,329	\$ 17,648	\$ 23,196	\$ 3,856	\$ 20,249	\$ 2,758	\$ 17,460	\$ 10,893	\$ 156,730
FY 30	\$ 157,541	\$ 2,458	\$ 11,973	\$ 7,011	\$ 31,981	\$ 2,206	\$ 5,356	\$ 17,739	\$ 23,316	\$ 3,876	\$ 20,354	\$ 2,773	\$ 17,550	\$ 10,949	\$ 157,541
FY 31	\$ 153,029	\$ 2,387	\$ 11,630	\$ 6,810	\$ 31,065	\$ 2,142	\$ 5,203	\$ 17,231	\$ 22,648	\$ 3,765	\$ 19,771	\$ 2,693	\$ 17,047	\$ 10,635	\$ 153,029
FY 32	\$ 158,180	\$ 2,468	\$ 12,022	\$ 7,039	\$ 32,110	\$ 2,215	\$ 5,378	\$ 17,811	\$ 23,411	\$ 3,891	\$ 20,437	\$ 2,784	\$ 17,621	\$ 10,993	\$ 158,180
FY 33	\$ 152,602	\$ 2,381	\$ 11,598	\$ 6,791	\$ 30,978	\$ 2,136	\$ 5,188	\$ 17,183	\$ 22,585	\$ 3,754	\$ 19,716	\$ 2,686	\$ 17,000	\$ 10,606	\$ 152,602
FY 34	\$ 41,672	\$ 650	\$ 3,167	\$ 1,854	\$ 8,459	\$ 583	\$ 1,417	\$ 4,692	\$ 6,167	\$ 1,025	\$ 5,384	\$ 733	\$ 4,642	\$ 2,896	\$ 41,672
FY 35	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
FY 36	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
FY 37	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
FY 38	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Partner Total	\$ 3,217,531	\$ 50,288	\$ 244,607	\$ 143,193	\$ 652,641	\$ 45,031	\$ 109,334	\$ 362,725	\$ 475,738	\$ 79,297	\$ 416,416	\$ 56,663	\$ 358,145	\$ 223,454	\$ 3,217,531

Facility Operations Cost Projections

In the past eight years, NSSRA has incurred an average of \$52,000 in annual building operation costs for the 8,370 sq. ft. facility. Operation costs for the new facility are conservatively estimated at approximately \$55,000 per year.

Assumptions

- 45% increase in space
- New facility will be more efficient
- Decrease in repairs/maintenance

Annual Cost Estimates

- Utilities \$20,082
- Operations \$35,300
 - Repairs/maintenance \$10,000
 - Cleaning service \$15,500
 - Trash/alarm/landscaping \$ 9,800

	Current Facility								New Facility
	2009	2010	2011	2012	2013	2014	2015	2016	Future Estimate
Utilities*	8,862	14,125	12,945	14,910	11,534	14,365	12,809	11,478	20,082
Operations**	31,351	37,200	33,179	30,821	45,755	42,719	55,078	39,325	35,300
Total	\$40,213	\$51,325	\$46,124	\$45,731	\$57,289	\$57,084	\$67,887	\$50,803	\$55,382

*Utilities: Electric, water, gas

**Operations: Waste removal, cleaning service, landscaping, repairs/maintenance, fire/alarm

New Facility Benefits

Meeting Rooms

Access to three private meeting rooms in the new building as described in the plan will dramatically affect the manner in which NSSRA is able to conduct its business. Families and participants will be able to discuss private and sometimes difficult information with staff in a private, comfortable meeting room without interruption. These sensitive and confidential meetings typically occur when a family first becomes involved with NSSRA or when behavioral issues arise. This addition provides space to deliver the professional level of services that families and participants expect from NSSRA. Meeting rooms will enhance staff's ability to accomplish goals by using them regularly to meet with other NSSRA staff, partner agency staff and other community providers.

Programming/Training Space

The addition of accessible multi-purpose training/programming space and a teaching kitchen in the NSSRA building will improve NSSRA's all around service delivery. The training space will allow NSSRA to centralize its training sessions, adding efficiency to this critical operation. The dedicated space will provide contingency programming space when unforeseen circumstances at a scheduled facility results in program cancellation. In addition, this dedicated space will allow ongoing programs to be scheduled at the new facility, but will not detract from NSSRA's need to primarily program in its partner agency facilities throughout the northern suburbs of Chicago.

Safety

Providing a drop-off and pick-up area that is not part of the traffic pattern will eliminate a huge safety concern that exists at the current NSSRA building. Locating with a partner agency's facility will ensure that NSSRA is in a recreation setting as opposed to an industrial park. Families, participants and staff will be safer when picking up and dropping off after hours; as partner agency facilities are commonly open into the evening.

Office Space

Adequate office space for the NSSRA staff will ensure more efficient operations. Each NSSRA staff having their own office will eliminate the distractions of others in the office on the phone or preparing for programs. Adequate office space will also allow staff the flexibility to meet with families without having to find suitable meeting space or to ask their officemate to relocate. Ideally, office space located on one level will promote staff cohesiveness and improve morale.

Storage

On site storage in a new facility will save staff time and financial resources. Staff will no longer have to plan trips to and from an offsite storage unit to pick up or drop off supplies needed for programs and events. Giving this time back to staff will allow them the ability to use the time to focus more on quality programming and building family and staff relationships. Having on site storage will also eliminate the additional cost that NSSRA currently incurs to have two offsite storage units year round.

New Home with Partner Agency

Locating the NSSRA facility preferably with a Partner Agency, in a park setting and with programmable space, establishes an NSSRA home for participants and families for many years to come. This facility creates a safe place where participants and families can join together with their friends and neighbors to share in times of joy while building lifelong relationships and unforgettable memories.

Required Process to Acquire a New Facility

Coordinating each step in the process of acquiring a new facility and selling the existing facility along with communicating the information contained within this Facility Acquisition Plan to 13 partner agencies is a complex process. It is imperative that the NSSRA Board, staff, and Partner Agency Boards act in a timely fashion to keep the process moving toward successful accomplishment of the goal. Below are specific steps, as required by NSSRA's Articles of Agreement, for the NSSRA Board of Directors and Partner Agency Boards to accomplish this goal.

1. NSSRA staff and Board communicates need and Capital and Facility Acquisition Plan with partner communities, stakeholders and Partner Agency Boards.
2. NSSRA staff and Board seek out most suitable permanent location for NSSRA.
3. Partner Agency Boards approve and ratify NSSRA Board's resolution to petition court to sell the building at 3105 MacArthur Blvd., Northbrook.
4. NSSRA Board approve contract to acquire new facility.
5. Partner Agency Boards approve contract to acquire new facility.
6. NSSRA Board approves contract to sell the building at 3105 MacArthur Blvd., Northbrook.
7. Partner Agency Boards approves contract to sell the building at 3105 MacArthur Blvd., Northbrook.

NSSRA 10 Year Capital Plan Estimate

As a cooperative agency, NSSRA operates all of its programs in partner agency facilities. As a result, NSSRA only has three areas of capital expenses including vehicles, technology and facility. Northern Suburban Special Recreation Association Foundation (NSSRA Foundation) has committed to funding the purchase of NSSRA's program vehicles from 2013 - 2023 at an estimated cost of over \$553,00. A smaller portion of the capital expenses are NSSRA's technology costs that total \$139,000 over 10 years and the current facility costs which include improvements to the existing building and are estimated at \$11,000. On page 14 is a summary table of the total estimated NSSRA capital costs from 2014 - 2024. NSSRA's Capital Plan will be reviewed and approved by NSSRA's Board on an annual basis.

10 Year Summary

Year	Technology	Vehicles	Current Facility	New Facility	Total Capital Expenses to be Funded
2014	\$ -	\$ -	\$ -	\$ 123,200	\$ 123,200
2015	\$ -	\$ 20,000	\$ -	\$ 123,200	\$ 143,200
2016	\$ 51,000	\$ -	\$ -	\$ 123,200	\$ 174,200
2017	\$ -	\$ -	\$ 11,000	\$ 123,200	\$ 134,200
2018	\$ 5,000	\$ -	\$ -	\$ 123,200	\$ 128,200
2019	\$ 5,000	\$ -	\$ -	\$ 182,073	\$ 187,073
2020	\$ 5,000	\$ 25,000	\$ -	\$ 185,882	\$ 215,882
2021	\$ 45,000	\$ -	\$ -	\$ 184,482	\$ 229,482
2022	\$ 9,000	\$ -	\$ -	\$ 182,782	\$ 191,782
2023	\$ 5,000	\$ -	\$ -	\$ 185,722	\$ 190,722
2024	\$ 5,000	\$ -	\$ -	\$ 183,296	\$ 188,296
Partner Total	\$ 130,000	\$ 45,000	\$ 11,000	\$ 1,720,235	\$ 1,906,235

2014-2016 (Actual), 2017 (Budgeted), 2018-2024 (Projected)

Year	City of Highwood	Deerfield Park District	Glencoe Park District	Glenview Park District	Kenilworth Park District	Lake Bluff Park District	Lake Forest Recreation Dept	Northbrook Park District	Northfield Park District	Park District of Highland Park	Village of Riverwoods	Winnetka Park District	Total Per Year
2014	\$ 1,956	\$ 9,331	\$ 5,541	\$ 24,946	\$ 1,713	\$ 4,145	\$ 13,934	\$ 18,103	\$ 3,138	\$ 16,104	\$ 2,160	\$ 13,637	\$ 123,200
2015	\$ 2,304	\$ 11,007	\$ 6,319	\$ 28,541	\$ 2,001	\$ 4,848	\$ 16,553	\$ 20,815	\$ 3,568	\$ 19,110	\$ 2,570	\$ 15,719	\$ 143,200
2016	\$ 2,718	\$ 13,239	\$ 7,752	\$ 35,363	\$ 2,439	\$ 5,923	\$ 19,615	\$ 25,782	\$ 4,285	\$ 22,507	\$ 3,066	\$ 19,406	\$ 174,200
2017	\$ 2,094	\$ 10,199	\$ 5,972	\$ 27,243	\$ 1,879	\$ 4,563	\$ 15,111	\$ 19,862	\$ 3,301	\$ 17,339	\$ 2,362	\$ 14,950	\$ 134,200
2018	\$ 2,000	\$ 9,743	\$ 5,705	\$ 26,025	\$ 1,795	\$ 4,359	\$ 14,435	\$ 18,974	\$ 3,154	\$ 16,563	\$ 2,256	\$ 14,281	\$ 128,200
2019	\$ 2,918	\$ 14,218	\$ 8,325	\$ 37,976	\$ 2,619	\$ 6,360	\$ 21,064	\$ 27,687	\$ 4,602	\$ 24,170	\$ 3,292	\$ 20,840	\$ 187,073
2020	\$ 3,368	\$ 16,407	\$ 9,607	\$ 43,824	\$ 3,022	\$ 7,340	\$ 24,308	\$ 31,950	\$ 5,311	\$ 27,892	\$ 3,800	\$ 24,049	\$ 215,882
2021	\$ 3,580	\$ 17,441	\$ 10,212	\$ 46,585	\$ 3,213	\$ 7,802	\$ 25,840	\$ 33,963	\$ 5,645	\$ 29,649	\$ 4,039	\$ 25,564	\$ 229,482
2022	\$ 2,992	\$ 14,575	\$ 8,534	\$ 38,932	\$ 2,685	\$ 6,521	\$ 21,595	\$ 28,384	\$ 4,718	\$ 24,778	\$ 3,375	\$ 21,364	\$ 191,782
2023	\$ 2,975	\$ 14,495	\$ 8,487	\$ 38,716	\$ 2,670	\$ 6,485	\$ 21,475	\$ 28,227	\$ 4,692	\$ 24,641	\$ 3,357	\$ 21,246	\$ 190,722
2024	\$ 2,937	\$ 14,310	\$ 8,379	\$ 38,224	\$ 2,636	\$ 6,402	\$ 21,202	\$ 27,868	\$ 4,632	\$ 24,328	\$ 3,314	\$ 20,976	\$ 188,296
Partner Total	\$ 29,841	\$ 144,965	\$ 84,833	\$ 386,374	\$ 26,672	\$ 64,747	\$ 215,133	\$ 281,614	\$ 47,046	\$ 247,081	\$ 33,591	\$ 212,034	\$ 1,906,235

Supporting Information



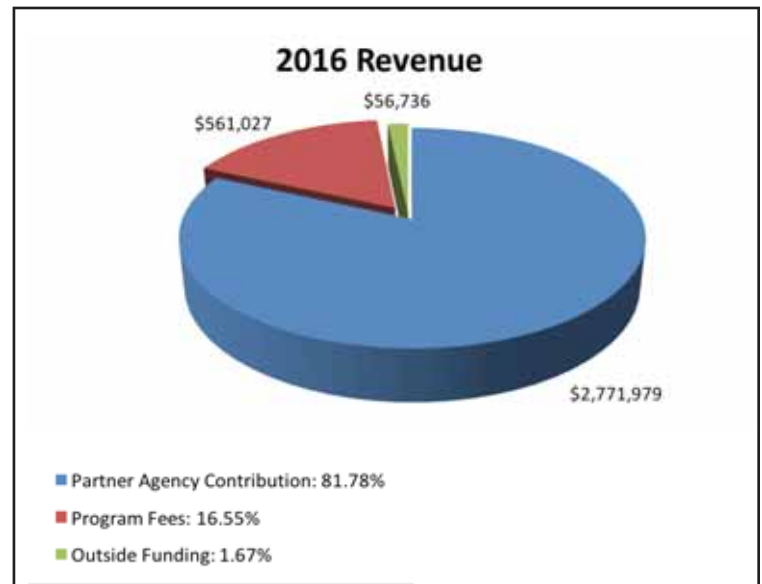
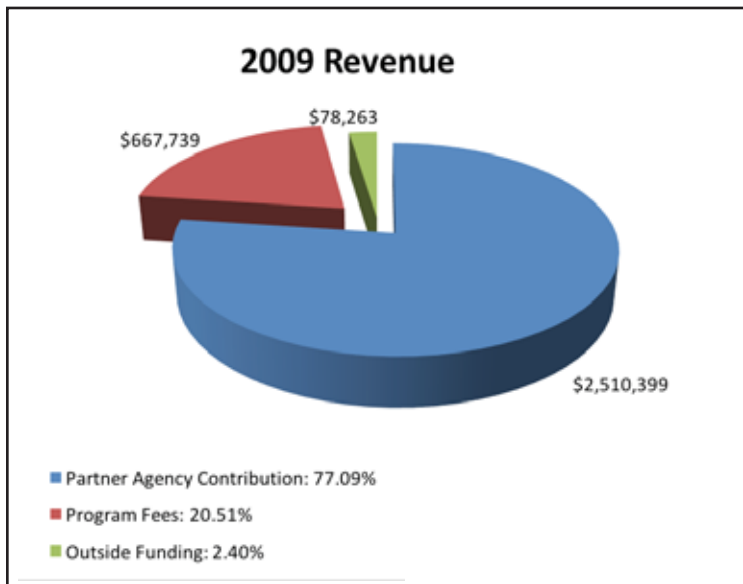
Capital and Facility Acquisition Plan

Funding Sources for NSSRA

Funding for NSSRA comes from three sources: Partner agency contributions, program fees and outside support from Northern Suburban Special Recreation Association Foundation (NSSRA Foundation), grants and donations.

Contributions from the partner agencies comes from property taxes collected through a tax levy issued by each partner. The Illinois Park District Code and corresponding Municipal Code's section 5-8 (special recreation levy) enables each partner to assess up to \$.04 per \$100 of Equalized Assessed Valuation (EAV) specifically for special recreation services. This levy is exempt from the tax cap and is only accessible to agencies that are partners in a Special Recreation Association. NSSRA's current levy averaged for all 13 partners is 1.7 cents.

NSSRA's philosophy is to offer the same type of recreation experiences for people with disabilities as those available through our partner agency park district and recreation departments. NSSRA is committed to offer these programs and services at the same or similar fee as our partner agencies. However, the average NSSRA program is staffed at a 3:1 ratio with many programs at or near a 1:1 ratio based on ADA requirements, participant need, safety and quality programming. Supplies and special equipment also inflate NSSRA program expenses. Consequently, NSSRA program expenses are higher than partner agency expenses for the similar programs. Because NSSRA is committed to keeping participation fees in line with partner agencies, NSSRA program fees only account for about 20% of total annual revenue.



	2009		2010		2011		2012	
	Actual	% of Revenue	Actual	% of Revenue	Actual	% of Revenue	Actual	% of Revenue
Revenue								
Partner Agency Contribution	\$ 2,510,399	77.09%	\$ 2,533,835	78.12%	\$ 2,563,247	75.54%	\$ 2,585,256	72.25%
Program Fees	\$ 667,739	20.51%	\$ 672,393	20.73%	\$ 718,536	21.18%	\$ 856,304	23.93%
Outside Funding	\$ 78,263	2.40%	\$ 37,202	1.15%	\$ 111,511	3.29%	\$ 136,692	3.82%
Total Revenue	\$ 3,256,401	100%	\$ 3,243,431	100%	\$ 3,393,294	100%	\$ 3,578,253	100%

2013		2014		2015		2016	
Actual	% of Revenue	Actual	% of Revenue	Actual	% of Revenue	Actual	% of Revenue
\$ 2,587,903	72.72%	\$ 2,716,063	76.88%	\$ 2,776,818	76.97%	\$ 2,771,979	81.78%
\$ 805,177	22.63%	\$ 705,685	19.98%	\$ 716,986	19.88%	\$ 561,027	16.55%
\$ 165,576	4.65%	\$ 111,004	3.14%	\$ 113,627	3.15%	\$ 56,736	1.67%
\$ 3,558,655	100%	\$ 3,532,752	100%	\$ 3,607,431	100%	\$ 3,389,743	100%

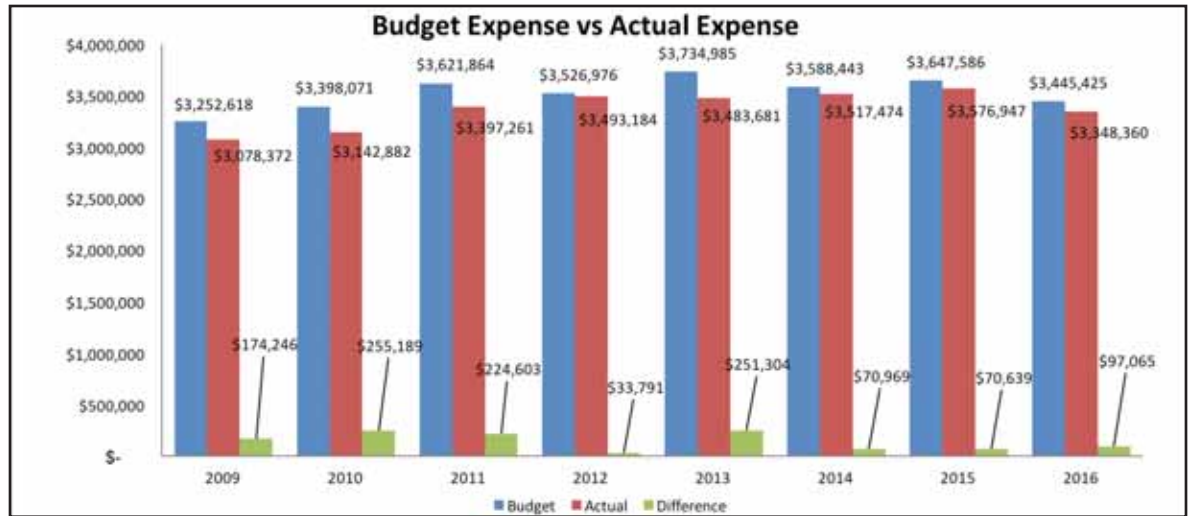
NSSRA Fund Balance Performance (2009 - 2016)

As the budget performance and fund balance history shows, NSSRA has been financially responsible in this difficult economy. There are two major reasons for the demonstrated success in the budget and the increase in the fund balance. First, NSSRA was understaffed for most of 2009 – 2010 which created a substantial reduction in expenses. More importantly, since 2009, the staff has a renewed focus on budget execution by continually monitoring the budget to be as efficient and fiscally conservative as possible. Although NSSRA's budget has not grown dramatically since 2009, NSSRA staff has been successful in outperforming the budget resulting in actual expenses being less than budgeted expenses each year.

Budget Expense vs Actual Expense

	2009		2010		2011		2012	
	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual
Revenue	\$ 3,254,527	\$ 3,256,401	\$ 3,411,756	\$ 3,243,431	\$ 3,460,278	\$ 3,393,294	\$ 3,518,957	\$ 3,578,253
Expense	\$ 3,252,618	\$ 3,078,552	\$ 3,398,071	\$ 3,141,570	\$ 3,621,864	\$ 3,397,261	\$ 3,526,976	\$ 3,493,182
Revenue Less Expense	\$ 1,909	\$ 177,850	\$ 13,685	\$ 101,861	\$ (161,586)	\$ (3,967)	\$ (8,019)	\$ 85,071

	2013		2014		2015		2016	
	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual
Revenue	\$ 3,706,194	\$ 3,558,655	\$ 3,594,665	\$ 3,532,752	\$ 3,614,260	\$ 3,607,431	\$ 3,442,513	\$ 3,389,743
Expense	\$ 3,734,985	\$ 3,483,681	\$ 3,588,443	\$ 3,517,474	\$ 3,647,586	\$ 3,576,947	\$ 3,445,425	\$ 3,348,360
Revenue Less Expense	\$ (28,791)	\$ 74,974	\$ 6,222	\$ 15,278	\$ (33,326)	\$ 30,484	\$ (2,912)	\$ 41,383



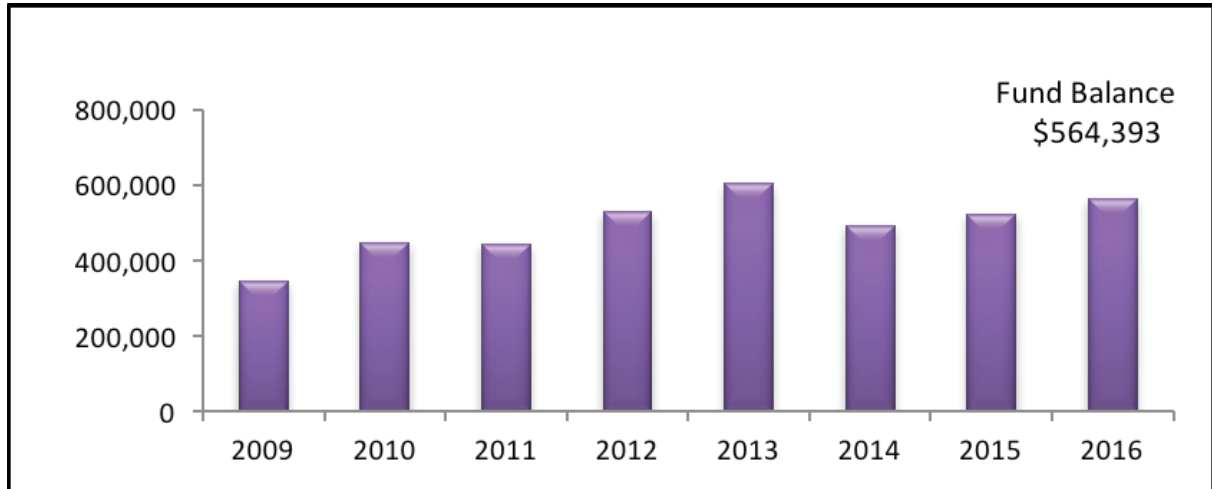
General Fund

	2009	2010	2011	2012	2013	2014	2015	2016
Beginning Fund Balance	\$ 167,459	\$ 345,309	\$ 447,170	\$ 443,203	\$ 528,274	\$ 603,248	\$ 492,526	\$ 523,010
Change in Fund Balance	\$ 177,850	\$ 101,861	\$ (3,967)	\$ 85,071	\$ 74,974	\$ 15,278	\$ 30,484	\$ 41,383
Disbursement from General Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 126,000	\$ -	\$ -
Ending Fund Balance	\$ 345,309	\$ 447,170	\$ 443,203	\$ 528,274	\$ 603,248	\$ 492,526	\$ 523,010	\$ 564,393

Continue on next page.

NSSRA Fund Balance Performance (2009 - 2016) Cont.

General Fund Balance



Capital Reserve Fund

	2014	2015	2016
Beginning Fund Balance	\$ -	\$ 223,200	\$ 346,581
Partner Capital Contribution	\$ 123,200	\$ 143,200	\$ 174,200
NSSRA Contributions	\$ 100,000	\$ -	\$ -
Disbursements	\$ -	\$ 19,819	\$ 58,934
Ending Balance	\$ 223,200	\$ 346,581	\$ 461,847

NSSRA Restricted Fund (Foundation Capital Campaign)

	2014	2015	2016
Beginning Fund Balance	\$ -	\$ 26,000	\$ 26,000
Contributions	\$ -	\$ -	\$ -
NSSRA Contributions	\$ 26,000	\$ -	\$ -
Disbursements	\$ -	\$ -	\$ -
Ending Balance	\$ 26,000	\$ 26,000	\$ 26,000

NSSRA Five Year Operational Budget (2013 - 2017)

The following table documents the financial performance for NSSRA's operations from 2013 - 2016 and budget projections for 2017. NSSRA's budget is evaluated on an annual basis by the NSSRA Board of Directors.

NSSRA FIVE YEAR OPERATIONAL BUDGET

2013 (Actual) 2014 (Actual) 2015 (Actual) 2016 (Actual) 2017 (Budget)*

Revenue

Partner Agency Contribution	\$ 2,587,903	\$ 2,716,063	\$ 2,776,818	\$ 2,771,979	\$ 2,859,856
Grants	151,003	103,523	103,000	47,517	60,000
Fees	805,177	705,685	716,986	561,027	572,053
Other Revenue	14,572	7,481	10,627	9,220	9,155
Total Revenue	\$ 3,558,655	\$ 3,532,752	\$ 3,607,431	\$ 3,389,743	\$ 3,501,064

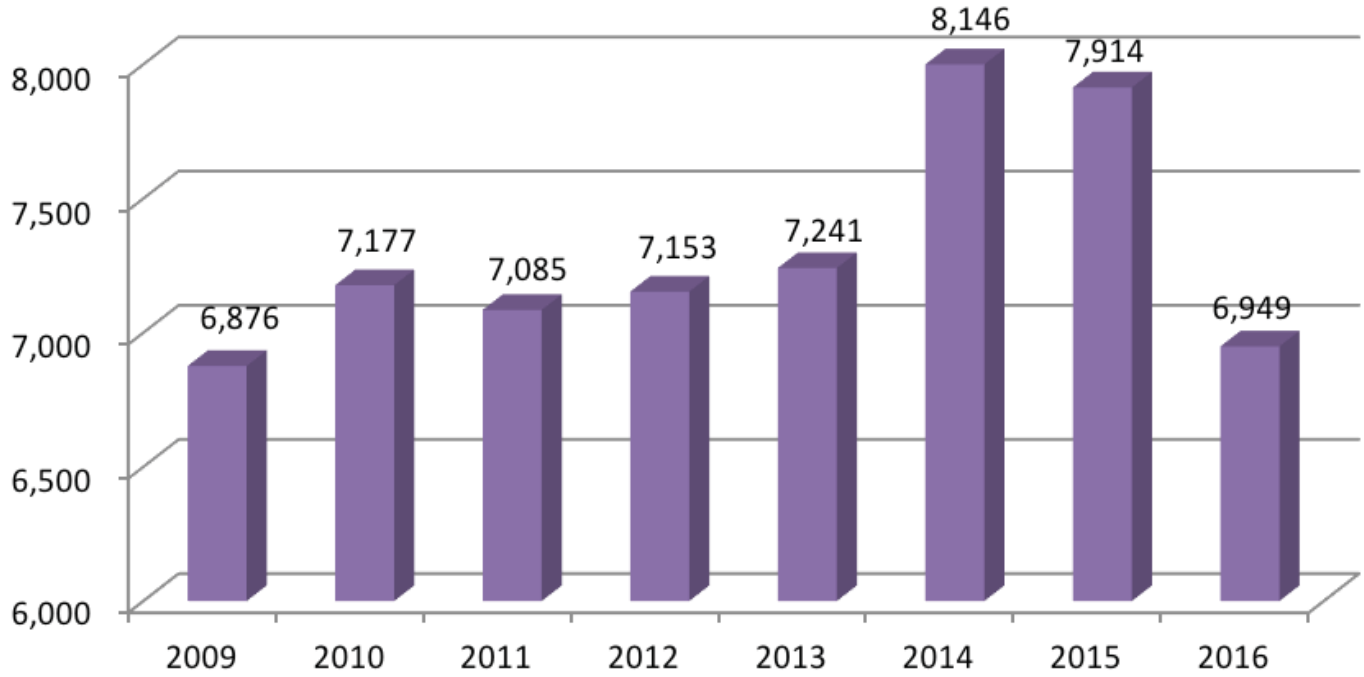
Expense

Personnel & Benefits	\$ 2,460,883	\$ 2,554,137	\$ 2,613,279	\$ 2,666,680	\$ 2,843,184
Services	692,726	704,098	708,241	518,807	565,665
Commodities	138,520	134,428	134,162	112,070	127,561
Building - Operating	57,289	57,084	67,887	50,803	52,715
Capital - Operating	134,263	67,727	53,378	0	0
Total Operating Expense	\$ 3,483,681	\$ 3,517,474	\$ 3,576,947	\$ 3,348,360	\$ 3,589,125
Net Surplus (Deficit)	\$ 74,974	\$ 15,278	\$ 30,484	\$ 41,383	\$ (88,061)

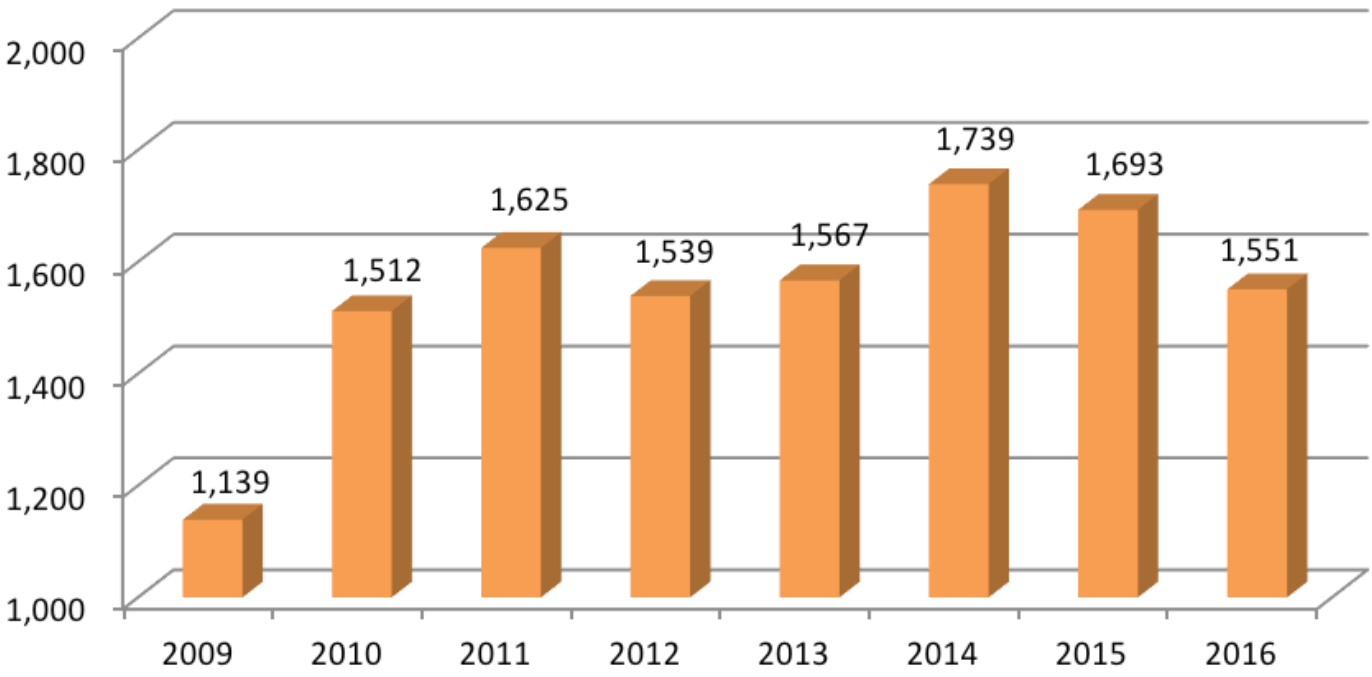
*2017 budgeted amounts as approved by NSSRA Board of Directors

NSSRA Program Participation (2009 - 2016)

Registrations



Individuals



Glencoe Active Transportation Plan Community Workshop

May 8, 2018, 7 PM at the Takiff Center

presented by: Heather Schady, Senior Transportation Planner, Active Transportation Alliance





AGENDA

- What is Active Transportation Plan?
- Why does it matter?
- What have we learned about Glencoe so far?
- What can communities do to improve active transportation?
- Group Activity

How did you get here tonight? Stand up if you....

1. Walked
2. Biked
3. Took Public Transit
4. Carpooled
5. Drove alone
6. Took more than one mode
7. Other

What is an Active Transportation Plan?

- Sets community vision and goals
 - Infrastructure
 - Procedures and programs
 - Implementation
- Joint initiative
 - Glencoe School District
 - Glencoe Park District
 - Sustainability Task Force
 - Village of Glencoe



Who creates an Active Transportation plan?



- Manage project
- Review technical data
- Develop education outreach materials
- Solicit stakeholder input
- Recommend solutions
- Identify implementation strategy

Steering Committee

- Develop goals & vision
- Provide input on all aspects of the project
- Help spread the word
- Review and approve recommendations

Residents

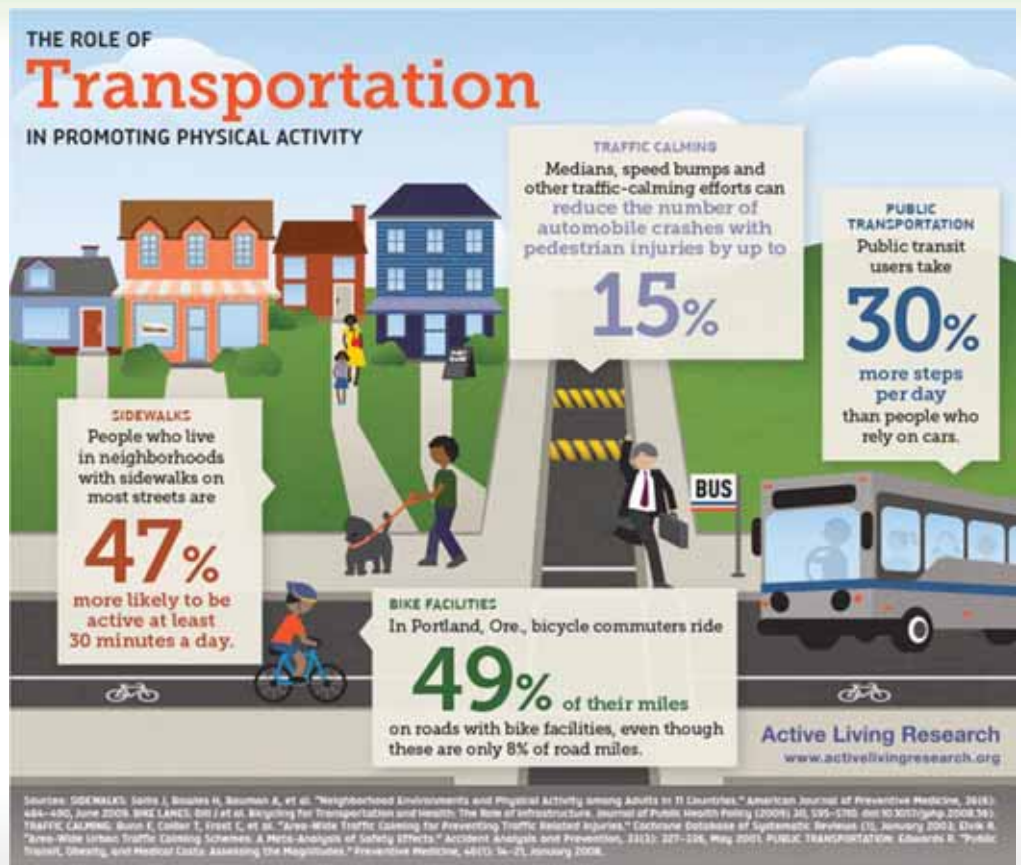
- Identify the issues and challenges to walking and biking in Villa Park.
- Tell us where you think improvements could be made.
- Weigh in on recommendations and prioritization

Process and Schedule

Steering Committee Meetings (Oct – Jul)	Existing Conditions Review (Oct – Apr)	Public Engagement (Oct – May)	Recommendations & Planning Report (Feb – July)	Final Report (August/September)
<ul style="list-style-type: none"> •Develop Goals, Vision, and Outreach Process (Tonight) •Create Infrastructure Priorities for Schools and Parks (Nov ??) •Craft Non-Infrastructure Priorities for Schools and Parks (Dec 21) •Set Community-Wide Infrastructure Priorities (Jan 25) •Develop Recommendations (May 24) •Prioritize projects (July 26) 	<ul style="list-style-type: none"> •Data Analysis (Oct – Jan) •Plan Review (Oct – Jan) •Fieldwork (Apr) 	<ul style="list-style-type: none"> •Online map & survey (Oct – Jan) •Community outreach event (July) •Community workshop (May) 	<ul style="list-style-type: none"> •Intro, Vision, Goals •Existing Conditions Summary •Public Engagement Summary •Bicycle and Pedestrian Improvements Toolbox •Bicycle & Pedestrian Network •School Access Recommendations •Park Access Recommendations •Project List and Implementation Table 	<ul style="list-style-type: none"> •Revisions and Final Report •Commission and Board Presentations

Walking and biking matters

- Health
- Safety
- Transportation
- Connectivity
- Social
- Economic development
- Environmental
- Equity



Why people choose to walk and bike (or not)

- Safety
- Comfort
- Accessibility
- Connectivity

Survey Responses: Walking in Glencoe

Why People Walk

- 91% walk for recreation
- 66% walk for transportation

What Most Influences Decision to Walk

- 77% choose to walk if sidewalks are present, 50% would walk more if improved
- 70% choose to walk if sidewalks are clear in winter, 51% would walk more if improved
- 59% choose to walk if crossings are easy, 63% would walk more if improved

Survey Responses: Biking in Glencoe

Type of cyclists

- 55% interested, but concerned cyclists
- 17% enthusiastic and confident
- 13% strong and fearless

What Most Influences Decision to Bike

- 73% greatly influenced by presence of trails, 63% would bike more if improved
- 72% greatly influenced by the condition of roads, 63% would bike more if improved
- 60% greatly influenced by presence of on-street bikeways, 56% would bike more if improved

Crashes

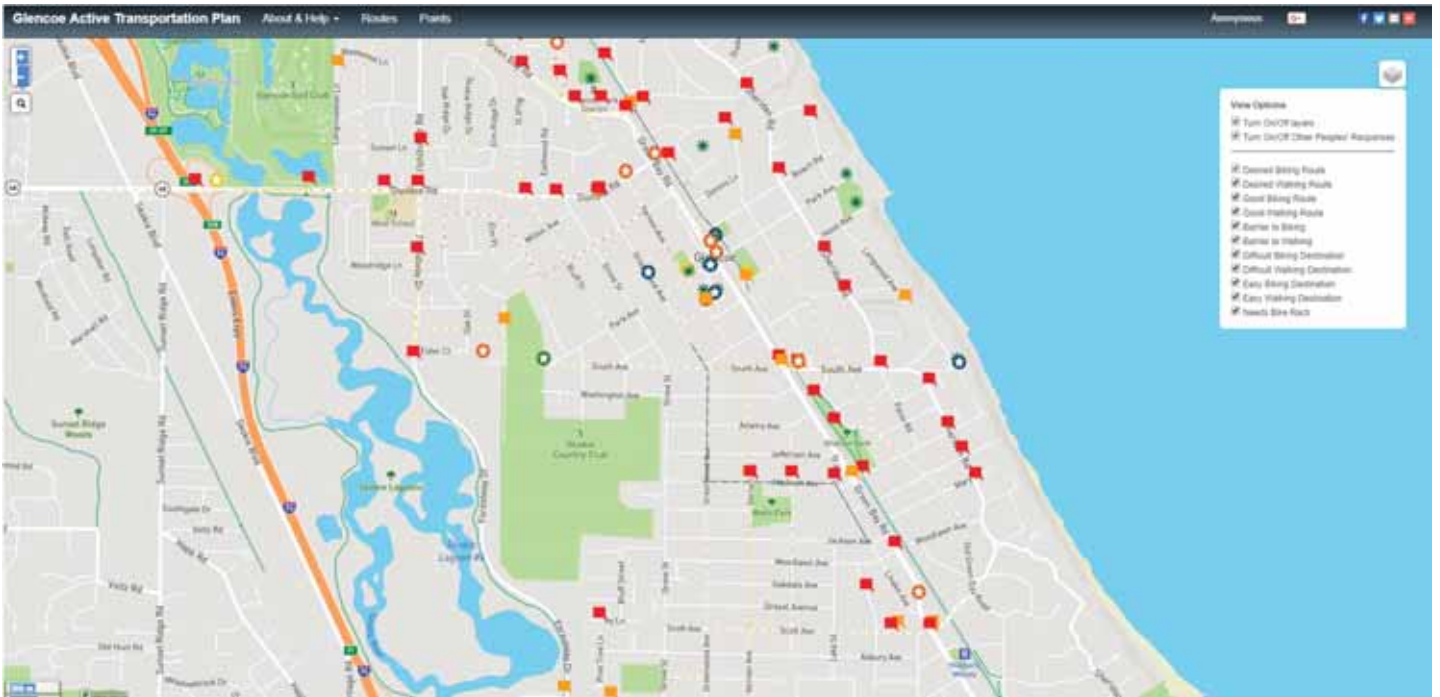


16 bicycle crashes
Causes: Speeding (6)



11 pedestrian crashes
Causes: Failing to yield right of way (7)
Distracted driving (5)

Comfort and Safety



Comfort and Safety

Reasons Glencoe Parents Don't Allow Students to Walk/Bike to School



Accessibility

West School Service Area



Central School Service Area



South School Service Area



- 1/4 mile walk
- 1/2 mile walk
- 1 mile walk
- 1.5 mile walk
- 2 mile walk
- 2+ mile walk



0 1 2 Miles

Metra Station/Uptown Service Area

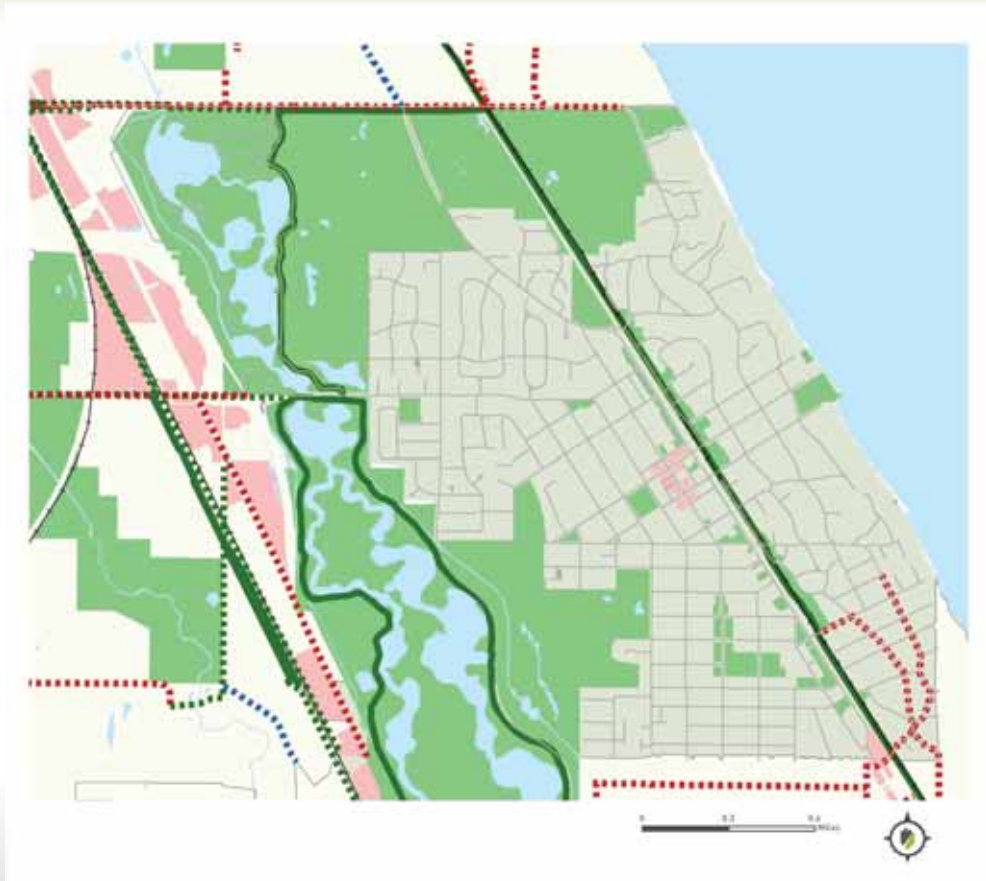


Takiff Center Service Area



ACTIVE
TRANSPORTATION
ALLIANCE

Connectivity



Active Transportation Improvements

- Built environment
- Programs and procedures

How do we create a better environment for pedestrians?



What programs and procedures could get more people out walking?

- Youth education
- Walking safety campaign
- Walking clubs
- Walking challenges
- Walking events
- Accessibility standards
- Better pedestrian access to buildings
- Clear sidewalks in winter



How do we create a better environment for cyclists?



What programs and procedures could get more people riding their bikes?

- Youth education
- Bicycle clubs
- Bicycle challenges
- Bicycle events
- Bicycle safety campaign
- More bike racks
- Clear streets and sidewalks in winter



Breakout Activities

1. Group Vision Brainstorm – 10 minutes
2. Mapping Activity – 25 minutes
3. Report back – 10 minutes

Write a headline – 2 minutes

Grab a post-it note. Write a headline that you would like to see in the Chicago Tribune about Glencoe's active transportation efforts 5 years from now

Write 5 actions – 3 minutes

Write 5 actions Glencoe took to get to earn the headline (one per post-it note)

Select your group's top headline - 5 minutes

- Place each headline and on your butcher paper, group like headlines
- Place each action on your butcher paper, group like points
- Discuss your headlines and actions and agree on your group's favorites (1 headline, 5 actions)

Mark Up Your Map – 20 minutes

What destinations would you like to access on foot or by bike? Mark with a **green** sticker.

What roads need to be improved for cyclists? Mark with a **blue** marker.

What roads need to be improved for pedestrians? Mark with a **green** marker.

What intersections are difficult for cyclists & pedestrians? Mark with an **orange** sticker.

Narrow down your ideas – 5 minutes

Select the top five projects your group would like to see Glencoe prioritize first

Report Back – 10 minutes

- Your group's headline and action items
- Your group's top 5 projects

Next Steps

- Draft Recommendations – July 2018
- French Market – July 28, 2018
- Finalize Plan and Board Adoption – August/September 2018
- Implementation Following Plan Adoption



Thank you!

Heather Schady
Senior Transportation Planner
Active Transportation Alliance
heather@activetrans.org



April 26, 2018

Coalition for a Safer Green Bay Trail
Attn: Johnathan Kiwala, Executive Director
410 Kenilworth Avenue
Kenilworth, IL 60043

Dear Johnathan,

The Glencoe Park District fully supports the efforts of the Kenilworth Park District, Village of Kenilworth, and Joseph Sears School to improve continued north-south access of the Green Bay Trail. As a support of bicycling/walking, we understand and applaud the listed organizations efforts to work with Union Pacific Railroad to route the Kenilworth portion of the Green Bay Trail adjacent to the railroad tracks. This adjustment will alleviate many concerns including:

- Bicyclists frequently attempt to circumvent the trail by cutting through Sears School's parking/play lot, increasing the chance of injuring children and pedestrians.
- The significant grade change where the trail meets the road, along with a blind spot, at its northern most section in Kenilworth has resulted in several injured cyclists.
- The existing route amplifies car/cyclist contact.

Glencoe residents heavily use the Green Bay trail and the change in location will benefit our frequent trail users and those in surrounding communities.

Additionally, the Glencoe Park District feels that this project is worth consideration from the Illinois Transportation Enhancement Program and the Cook County Department of Transportation and Highways. Relocation of the current trail would:

- Enhance Safety
- Provide a more contiguous and enjoyable Green Bay Trail experience
- Enhance the Quality of life for neighborhoods
- Promote active transportation of people by walking and riding and not in vehicles
- Enhance future land use plans of the Village and adjacent jurisdictions

Please feel free to share this letter with any parties involved in this project. We look forward to following your progress and successful completion.

Sincerely,

Lisa Sheppard, CPRP
Executive Director
Glencoe Park District

Dudley Onderdonk
President
Board of Glencoe Park District Commissioners

XIII. Action Item A
Approval of Annual Post-Issuance Tax
Compliance Report

Glencoe Park District
May 2018 Board Meeting



To: Board of Park Commissioners
From: Carol Mensinger, Director of Finance/HR
cc: Lisa Sheppard, Chris Leiner, Bobby Collins

Date: May 5, 2018

SUBJECT: Annual Report – Bond Compliance

In April 2012, the Board passed Resolution #772, Approving A Tax-Exempt Bond Recordkeeping Policy for the Glencoe Park District, Cook County, Illinois. This resolution mandated an annual report to the Board to show post-bond issue compliance measures were taken by staff. These measures include a review of current contracts and records to determine whether tax advantaged obligations comply with applicable federal tax law.

The District currently has two outstanding bond obligations, the 2010 Refunding Series Bonds (which refunded general obligation bonds initially issued in 2000 for the renovation of Watts Ice Center) and the 2015 Refunding Series Bonds (which refunded the 2006 qualified 501(3) bonds issued in 2006 for the renovation of the Takiff Center).

In regards to the original 2006 Series Bonds and subsequent refunding in 2015, per staff's review of current "private business use" in the past year, there was no significant change in the percentage compared to the previous year. Since the rules for 501(c)(3) bonds are different from those for governmental bonds, the use by Glencoe Junior Kindergarten (GJK) does not apply to the limit on "private business use".

Further, both Glencoe Junior Kindergarten (GJK) and Congregation Hakafa continue to meet qualifications as 501(c)(3) organizations and thus do not impact our "private business use" calculations.

Certain types of arrangements are not treated as private business use. For example, short-term agreements under which the term of the use does not exceed 50 days, 100 days or 200 days over the term of the agreement, including renewal options, generally are not treated as creating private business use. Please see attached document listing current independent contractors and rentals who utilize space in the Takiff Center.

Pride Dojo can be perhaps identified as the lone entity who's usage is just under 200 days/per year, and *may* be considered towards the District's allowable "private business use". In calculating their square foot usage for their designated program area (studio 124), it was determined their usage was less than 500 hours, which equates to less than 1% "private business use".

In regards to the 2010 Series Bonds, there is currently no "private business use" at Watts Ice Center. (There used to be a very minimal use of the concession area for 2-3 months of the ice season by Curb Your Crepes.)

The attached report to the Board summarizes the District's ongoing compliance with regards to our tax advantaged obligations. The original template for this report was provided by Chapman and Cutler.

Glencoe Park District-FY17/18 Takiff Usage

Contractor	Agreement	Program	Room	Spring	Summer	Fall	Winter	Total Days
Advanced Fencing Academy	70% - Cont. 30% - PD	Fencing Class	Gym	12		14	11	37
Amazing Minds	70% - Cont. 30% - PD	Amazing Minds	230	8		13	11	32
Carole Pearlman	No Active Agreement	Art & Wellness	Art Room	8			11	19
Chicago Loves Dance	70% - Cont. 30% - PD	Cheer/Mini-Cheer	126	9	8	14	11	42
Computer Explorers	70% - Cont. 30% - PD	Coding Classes	Community Room 4	16	5	28	14	63
Fitness Contractors-6 indiv	75% - Cont. 25% - PD	Fitness Classes	124 & 126	76	44	50	90	260
Helen's Performing Arts	73% - Cont. 27% - PD	Mitey Movment	Multi-Purpose Room			14	11	25
Helen's Performing Arts	73% - Cont. 27% - PD	Broadway Bound	Aiken Activity Room			36	36	72
Helen's Performing Arts	73% - Cont. 27% - PD	Ballet	126	18		45	36	99
Helen's Performing Arts	73% - Cont. 27% - PD	Hip-Hop	126	18		45	36	99
Helen's Performing Arts	73% - Cont. 27% - PD	Jazz	126	18		36	23	77
Hot Shots Sports	\$10/child per class for contractor	Sports Programs	Gym	16		36	23	75
Joy of Creativity	\$27/child per class for contractor	After School Art Club	Art Room	16		14	10	40
Lake Forest Flowers	75% - Cont. 25% - PD	Flower Arranging Classes	Community Room	2		3	2	7
Mad Science	70% - Cont. 30% - PD	Science Classes	Community Room	8		14	12	34
Play Well Tek	70% - Cont. 30% - PD	Engineering Classes	Community Room 4	16		14	12	42
Pride Dojo	78% - Cont. 22% - PD	Karate	124	48	24	48	60	180
Redline Atheltics	75% - Cont. 25% - PD	Sports Programs	Gym	6		8		14
Sarah Hall	75% - Cont. 25% - PD	Drama Classes	Multi-Purpose Room	16	18	48	36	118
Sticky Fingers Cooking	70% - Cont. 30% - PD	Cooking Class	Multi-Purpose Room	8		28	22	58
Totals				319	99	508	467	1393

Rental Groups	# of Rental Days/per Year	Fitness Rentals	# of Rental Days/per Year
Congregation Hakafa	55	Boris, Helen	166
Music Lessons	174	Persico, Cristina	78
Writers Group	29	Nicolosi, Marianne	46
Our Place of new Trier	56	Culver, Sandy	29
@Properties	73		
Wiggleworms	100		
New Horizons Band	38		
Pride Dojo Private Lessons	181		
Ricky Spritz	14		
NSCI	28		
Rob Bond	16		

State of Illinois)
) SS
County of Cook)

POST-ISSUANCE TAX COMPLIANCE REPORT

To: Board of Park Commissioners of the Glencoe Park District, Glencoe, Illinois

Pursuant to my responsibilities as the Compliance Officer as set forth in a Bond Record-Keeping Policy (the "*Policy*") adopted by the Board of Park Commissioners (the "*Board*"), on the 15th day of May, 2018, I have prepared a report reviewing the District's contracts and records to determine whether the Tax Advantages Obligations (as defined in the Policy), comply with the applicable federal tax requirements. In accordance with the proceedings and agreements under which the Tax Advantaged Obligations were issued, the District has covenanted generally to take all action necessary to comply with the applicable federal tax rules and regulations relating to the Tax Advantages Obligations, including covenants necessary to preserve the excludability of interest on the Tax Advantages Obligations from gross income for federal income taxation purposes. The following sets forth a summary demonstrating the District's compliance with such covenants and expectations.

(a) *Records.* I have in my possession all of the records required under the Policy.

(b) *Arbitrage Rebate Liability.* I have reviewed the agreements of the District with respect to each issue of the Tax Advantaged Obligations. At this time, the District does not have any rebate liability to the U.S. Treasury.

(c) *Contract Review.* I have reviewed copies of all contracts and agreements of the District, including any leases, with respect to the use of any property owned by the District and acquired, constructed or otherwise financed or refinanced with the proceeds of the Tax Advantages Obligations and other records. At this time, each issue of the Tax Advantaged Obligations complies with the federal tax requirements applicable to such issue, including restrictions on private business use, private payments and private loans.

(d) *IRS Examinations or Inquiries.* The Internal Revenue Service (the "IRS") has not commenced an examination of any issue of the Tax Advantaged Obligations. The IRS has not requested a response to a compliance check, questionnaire or other inquiry.

Based on the foregoing, I believe that the District is currently in compliance with the applicable tax law requirements and no further action is necessary at this time. This report will be entered into the records of the District and made available to all members of the Board at the next regular meeting thereof.

Respectfully submitted this 15th day of May 2018.

By _____
Carol Mensinger, Co-Compliance Officer

By _____
Lisa Sheppard, Co-Compliance Officer

XIII. Action Item B
Approval of Resolution No. 870 Bank
Depository Relationship – BMO Harris Bank

Glencoe Park District
May 2018 Board Meeting

**GLENCOE PARK DISTRICT
RESOLUTION No. 882**

BANK DEPOSITORY RELATIONSHIP WITH BMO HARRIS BANK

It is hereby Resolved by the Board of Park Commissioners of the Glencoe Park District, Cook County, Illinois, that:

BMO Harris Bank is hereby designated as depository of the Glencoe Park District; and

BMO Harris Bank is hereby authorized, from time to time, to receive cash deposited with it by anyone on behalf of, or for the credit of the Glencoe Park District and, from time to time, in accordance with instructions, to invest, disburse or otherwise dispose of or treat any of such cash, the increase thereof, or any other property received in exchange or substitution therefor;

Instructions of the depositor under which such cash is at all times to be held or disposed of by said Bank shall be signed by the persons holding the offices or positions indicated below, or their successors from time to time as follows: By any one of the following:

Stefanie Boron	Board of Park Commissioners
Lisa M. Brooks	Board of Park Commissioners
Steven H. Gaines	Board of Park Commissioners
Josh Lutton	Board of Park Commissioners
Dudley Onderdonk	Board of Park Commissioners
Lisa M. Sheppard	Executive Director/Board Secretary
Carol L. Mensinger	Director of Finance/HR and Assistant Board Treasurer

Adopted this 15th day of May 2018 pursuant to roll call vote.

Roll call vote:

AYES:

NAYS:

ABSENT:

_____, President
Board of Park Commissioners
Glencoe Park District

ATTEST:

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

[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 882:

BANK DEPOSITORY RELATIONSHIP WITH BMO HARRIS BANK

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 at 7:00 p.m. on the 15th day of May 2018.

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 15th day of May 2018.

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

[SEAL]

XIII. Action Item C
Approval to direct staff to apply for
subdivision with Village of Glencoe for
Linden House

Glencoe Park District
May 2018 Board Meeting



INTEROFFICE MEMORANDUM

TO: BOARD OF COMMISSIONERS
FROM: LISA SHEPPARD, EXECUTIVE DIRECTOR, CHRIS LEINER DIRECTOR OF PARKS & MAINTENANCE
SUBJECT: SUBDIVISION OF 233 LINDEN FROM PARK 22S
DATE: 5/3/18

As previously directed, Park District staff is continuing to pursue the subdivision of 233 Linden from Park 22s. The proposed lot is Village of Glencoe code compliant. The boundaries are laid out to meet required Village codes and to avoid any trees straddling the property line. The existing Park 22s is 89,092 square feet, the proposed subdivision occupies 11,700 square feet. The area to be subdivided is occupied by the residence at 233 Linden Ave. Upon Village of Glencoe approval of the subdivision, Park 22s will consist of 77,392 square feet.

Staff is seeking approval to apply for subdivision of the property outlined above with the Village of Glencoe.

Recommended Motion: The approval to apply for subdivision with the Village of Glencoe for the 11,700 square feet occupied by the residence at 233 Linden Ave from Park 22s.

BOUNDARY AND TOPOGRAPHIC SURVEY

OF

LOTS 11 THROUGH 23, INCLUSIVE, AND THE SOUTH HALF OF LOTS 24 AND 10 IN BLOCK 3 IN STOLBA'S ADDITION TO GLENCOE, BEING A SUBDIVISION OF THAT PART OF THE SOUTHWEST QUARTER OF SECTION 8, TOWNSHIP 42 NORTH, RANGE 13, EAST OF THE THIRD PRINCIPAL MERIDIAN, LYING WEST OF THE RIGHT-OF-WAY OF THE CHICAGO AND NORTHWESTERN RAILWAY COMPANY, TOGETHER WITH THAT PART OF THE VACATED ALLEY LYING BETWEEN SAID LOTS IN SAID BLOCK 3; AND ALSO, LOTS 1 THROUGH 9, INCLUSIVE, AND THE NORTH HALF OF LOT 10 IN SAID BLOCK 3; TOGETHER WITH THE NORTHEASTERLY HALF OF SAID VACATED ALLEY LYING SOUTHWESTERLY OF SAID LOTS IN SAID BLOCK 3; EXCEPTING THEREFROM, THE NORTHEASTERLY 15.00 FEET OF LOTS 1 THROUGH 17, INCLUSIVE, IN SAID BLOCK 3, TAKEN FOR RIGHT-OF-WAY OF GREENBAY ROAD, ALL IN COOK COUNTY, ILLINOIS.

CONTAINS 2.02 ACRES



STATE OF ILLINOIS }
 COUNTY OF KENDALL }
 THIS IS TO CERTIFY THAT THE ATTACHED PLAT IS A TRUE AND CORRECT REPRESENTATION OF A SURVEY I HAVE MADE OF PROPERTY HEREBY SHOWN AND DESCRIBED. ALL DISTANCES SHOWN IN FEET AND DECIMALS THEREOF THIS PROFESSIONAL SERVICE CONFORMS TO THE CURRENT ILLINOIS MANUAL STANDARDS FOR A BOUNDARY SURVEY AND FOR A TOPOGRAPHIC SURVEY. FIELD WORK COMPLETED JUNE 21ST, 2017.
 WITNESSED BY ME AND SEAL AT CHICAGO, ILLINOIS THIS 22ND DAY OF JUNE, 2017.

XIII. Action Item D
Approval of the Children's Circle Expansion

Glencoe Park District
May 2018 Board Meeting



To: Board of Commissioners

Date: 5/8/18

From: Lisa Sheppard, Executive Director, and Bobby Collins, Director of Recreation and Facilities

SUBJECT: Children's Circle Expansion

At the Committee of the Whole meeting on Tuesday, May 1, staff presented a plan to expand Children's Circle. The presentation and handouts are attached to this report.

The Committee advanced for approval at the May Board meeting:

- To add two CC classrooms and three full-time employees beginning September 2018
- Move ELC 4's to the multipurpose wing while at the same time maintaining the high facility and curriculum standards of both programs

In addition, staff will also be making modest adjustments every year to the non-resident rate of Children's Circle and ELC participants in order to achieve the goal of having the non-residents rates 25% more than resident rates.

Recommended Motion: To approve the expansion of Children's Circle beginning September 2018, this includes the addition of three Grade 1 Full Time Employees and to amend the budget accordingly, via the Supplemental Appropriation Ordinance.



Children's Circle Growth Plan

Bobby Collins
Naomi Garvett
Jess Stockl





Current Early Childhood Structure

Children's Circle "CC"

- 6 weeks – 5 years old
- All day 7am-6:30pm (11.5 hr./day)
- 12 month program (closed for 2 weeks per year)
- DCFS licensed
- 4 Classrooms (full at 64 children)

Early Learning Center "ELC"

- 2 Years – 5 years old
- 2-3 hr./day
- 9 Month Program (similar to D35 schedule)
- DCFS licensed
- 4 Classrooms

Enrichments

- 2 Years – 5 years old
- 1-3 hr./day
- 2 Semesters (fall, winter/spring)
- Not licensed





Changing Needs & Program Analysis

Changing Needs

- More families are seeking full-day care
- Nannies are hard to find
- 72% of Illinois families with children are dual-income homes

Feb 2018

- Significant Children's Circle waitlist
 - ❖ Currently 46 children, increased by 20 since March 1st
- Decline in Fall '18 ELC enrollment
 - ❖ 2's & 4's
- Allows for a classroom restructure, while meeting DCFS requirements

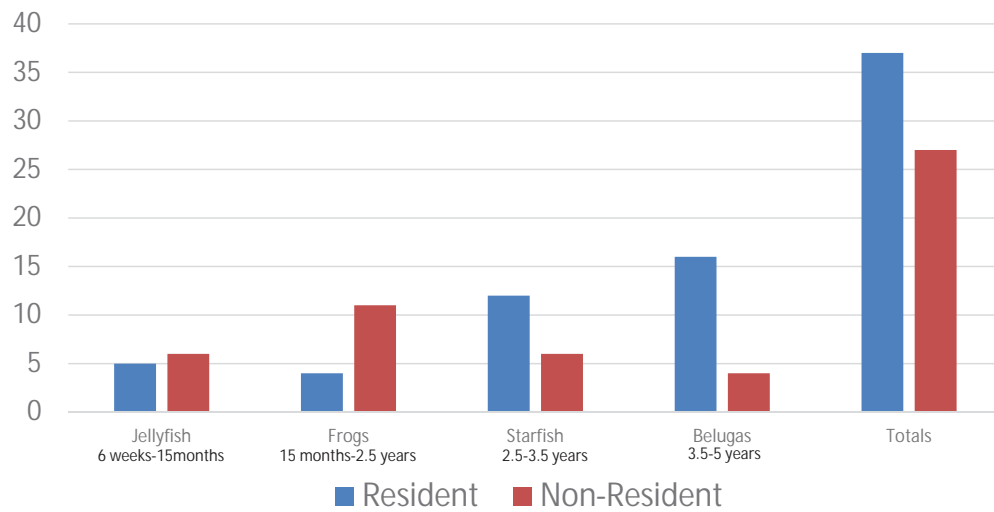


Adjust Early Childhood programming to increase full day participants

1. Perform Analysis of All Early Childhood Programs
2. Facility Needs Assessment
3. DCFS Licensing Review
4. Early Childhood Market Analysis
5. Stakeholder Feedback & Discussion
6. SWOT
7. Budget
8. Develop an Action Plan

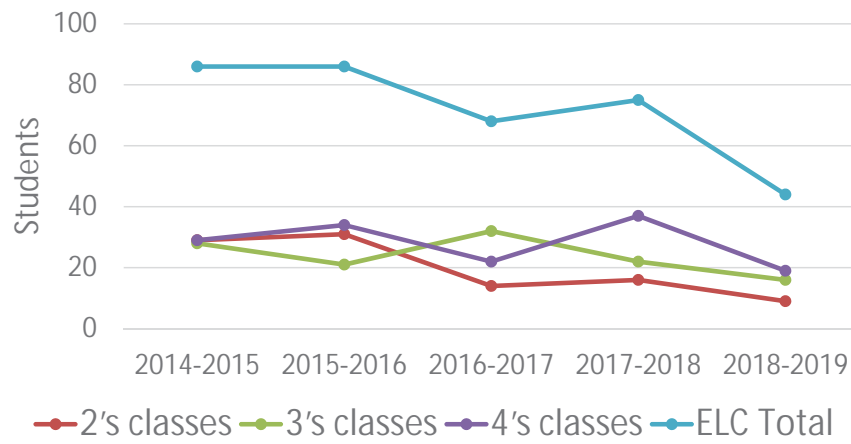


Children's Circle Resident vs Non Resident Enrollment

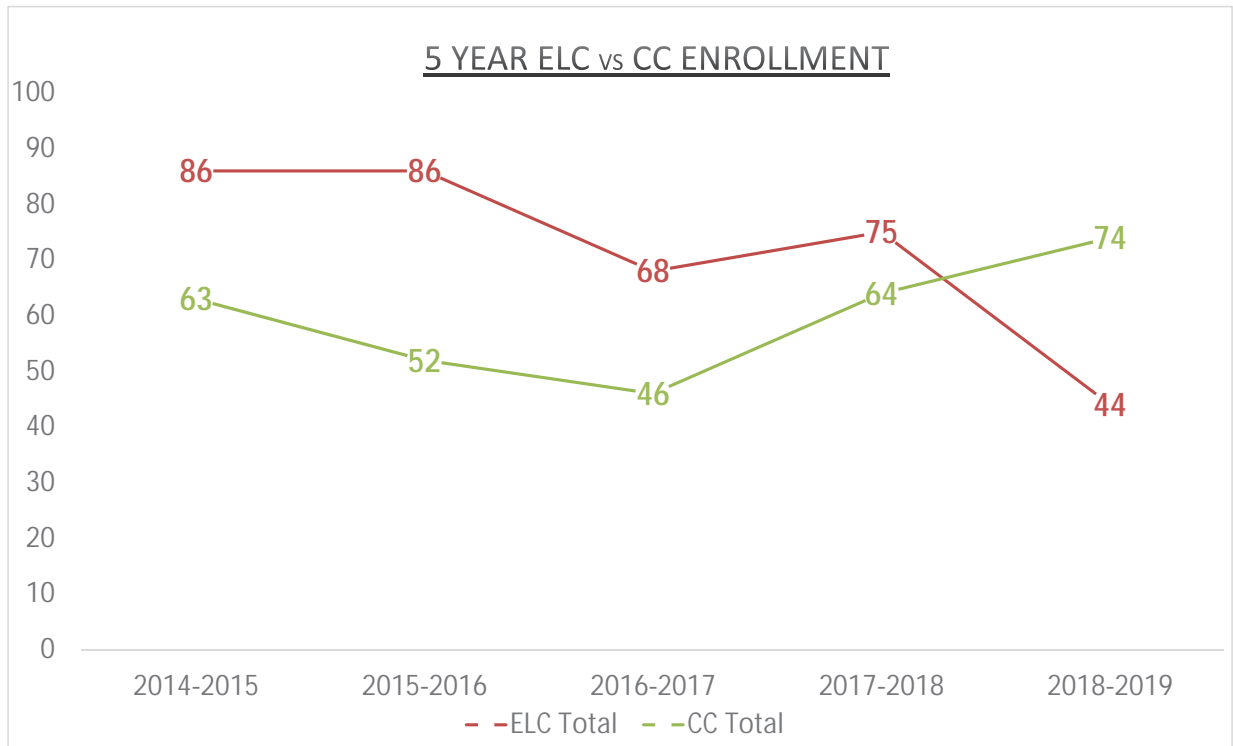




5 Year ELC Enrollment Trend



ELC Enrollment	2014-2015	2015-2016	2016-2017	2017-2018	2018-2019
2's classes	29	31	14	16	9
3's classes	28	21	32	22	16
4's classes	29	34	22	37	19
ELC Total	86	86	68	75	44





Focus Group & Participant Survey

Parent Focus Group – 2 parents from each class

- Part-time staff turnover is concerning. It was identified as the main challenge facing the program
- Avoid children repeating classes & reduce transition
- Add classrooms
- Would like valet drop off
- Add swimming

Staff Focus Group

- Good place to work
- Add classrooms
- Avoid children repeating classes
- Narrow age range



Family Survey - 37 responses out of the 57 families in the program

- 100% of parents responded that they were either very satisfied (68%) or satisfied (32%) with their child's teacher



Survey

Q12 Children's Circle is considering a plan to add more classrooms to the program. Under the proposed new classroom structure, classrooms would have smaller age ranges and be more tailored to the children's development stage. Class sizes would continue to follow DCFS ratio regulations and would not expand. Children would not stay in the same classroom for more than one year. All classroom changes would be communicated well in advance. Please indicate your initial reaction to this idea.



ANSWER CHOICES	RESPONSES	
I definitely like this idea	37.50%	12
I might like this idea	43.75%	14
I might not like this idea	12.50%	4
I definitely do not like this idea	0.00%	0
I need more information	6.25%	2
TOTAL		32

Q10 What is the biggest issue facing Children's Circle?

Answered: 22 Skipped: 15

#	RESPONSES	DATE
1	Consistency with staff and competing with other local schools/daycares. Children's Circle is very expensive and with that comes very high expectations. Meeting these expectations is important to parents.	4/9/2018 11
2	teacher turnover	4/9/2018 11
3	Constant teacher turnover, Lack of streamlined communication to parents.	4/9/2018 9
4	The age range	4/9/2018 9
5	Finding and keeping excellent teachers	4/8/2018 9
6	The classroom divided by age. I think this is a difficult process but might be better if the classes split into a specific age appropriate class for the entire school year.	4/8/2018 9
7	Teacher turnover	4/7/2018 2
8	Consistency with teachers, and a lack of understanding at the end of the day how your child's day was (since same teacher is not always there at the end of the day)	4/7/2018 1
9	Teacher retention	4/7/2018 9
10	Would like a 4 day a week option	4/5/2018 8
11	Limited space	4/5/2018 2
12	N/A	4/5/2018 8
13	Staff turn over	4/4/2018 8
14	Nothing, it's great!	4/4/2018 4
15	Substitute teachers.	4/4/2018 1
16	Having evaluated many of the daycare options on the North shore, there is no doubt that CC is priced at the high end of all of the options. This makes my expectations of what I receive extremely high. Many of these expectations are met, however I expect that teachers are consistent and not turning over constantly. I also expect that when I come to pick up my child, the teachers in the room can tell me all about my child's day, as they would have been there throughout the day.	4/4/2018 1
17	Teacher turnover	4/4/2018 11
18	No major issues that I can think of, all in we're really happy there.	4/4/2018 11
19	The price. Please lower.	4/4/2018 11
20	staff attrition. I'm willing to pay more so even the part-time staff can receive health benefits.	4/4/2018 11
21	No issues	4/4/2018 11
22	Perception in Glencoe market about "daycare"	4/4/2018 11



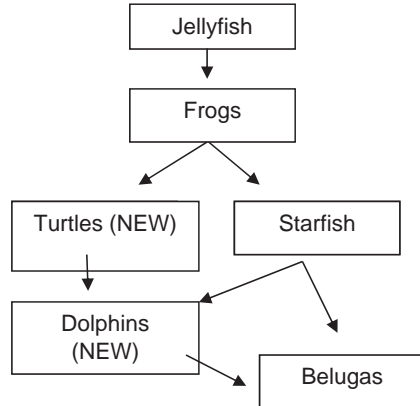
SWOT Analysis

Strengths	Weaknesses
<ul style="list-style-type: none">• Participant retention• Strong customer base• Flexible Capacity• Financial Strength• Facility and classrooms• Operating procedures and program structure	<ul style="list-style-type: none">• Staff retention and recruitment• Parking• Limited classroom space
Opportunities	Threats
<ul style="list-style-type: none">• Little competition in area• Increase in dual-income families• Lack of family caregivers and nannies in Northshore area	<ul style="list-style-type: none">• Increased competition in enrichment and half-day programming• Changing demographics• Increased DCFS standards• Increased labor and benefit costs



Expansion Recommendation

- Add two CC classrooms and 3 FTE's beginning September 2018
- Move ELC 4's to multipurpose wing





Why 3 Full-Time Teachers?

- Main parent concern: teacher turnover
- Early Childhood Program Supervisor currently spending over 50% of working hours in classroom
- Consistency for children
- Two full-time teachers: Lead Teachers in the two new classrooms
- Third full-time teacher: Director Qualified will allow Supervisor and Manager to spend less time acting as a teacher in ratio



Budget



2018/19 Budget*

	2018/19 Projected with Expansion	2018/19 Budgeted	Variance
Revenue Total	1,365,418	987,615	+377,803
Expenses Total	(1,223,258)	(887,608.00)	(335,649.50)
Daycare Dept. Surplus	142,160	100,007	+42,153

2019/20 Budget*

	2019/20 Projected with Expansion	2018/19 Budgeted	Variance
Revenue Total	1,577,306	987,615	+589,691
Expenses Total	(1,449,423)	(887,608)	(561,815)
Daycare Dept. Surplus	127,883	100,007.00	+27,876

- Operating budget does not include IMRF or Medicare/Social Security for new FTE's. Addition expenses of \$12,272 in 2018/19 and \$25,551 in 2019/20
- The 2019/20 budget is compared with the non-expansion based budget

Budget



ELC Budget Impact*

	2018/19 Projected Current Enrollment	2018/19 Budgeted	Variance
Revenue Total	260,534.20	294,736.00	(34,201.80)
Wages Total	(108,581.18)	(130,695.00)	22,113.82
Contractual Total	(3,570.00)	(3,570.00)	-
Supplies Total	(10,253.00)	(11,545.00)	1,292.00
Net	138,130.02	148,926.00	(10,795.98)

*There may be additional unemployment expenses



Hi Jessica,

Hope you're doing well.

I'd like to follow up if we have any progress on our toddler class waitlist (2.5 year-old class). Have you finished priority re-registration for currently enrolled students? Since Elena has been #1 on waitlist for a long time, I am quite confident to get her spot this time! Please make my wish come true and let me know if you have any questions. Thank you in advance!

Best,

Yujin

Questions?

XIII. Action Item E
Approval of Ordinance No. 883:
Supplemental Appropriation Fiscal Year
March 1, 2018 – February 28, 2019

Glencoe Park District
May 2018 Board Meeting

GLENCOE PARK DISTRICT

**SUPPLEMENTAL APPROPRIATION ORDINANCE
FOR THE FISCAL YEAR
MARCH 1, 2018 TO FEBRUARY 28, 2019**

18 - O - 883

PRESENTED AND READ AT THE MEETING OF THE
BOARD OF PARK COMMISSIONERS, MAY 15, 2018

PASSED AND APPROVED AT A MEETING OF THE
BOARD OF PARK COMMISSIONERS, MAY 15, 2018

**GLENCOE PARK DISTRICT
COOK COUNTY, ILLINOIS**

**SUPPLEMENTAL APPROPRIATION ORDINANCE
OF THE GLENCOE PARK DISTRICT FOR THE FISCAL YEAR COMMENCING
MARCH 1, 2018 AND ENDING FEBRUARY 28, 2019**

18 - O - 883

NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF PARK COMMISSIONERS OF THE GLENCOE PARK DISTRICT, COOK COUNTY, ILLINOIS, AS FOLLOWS:

SECTION 1: Findings.

A. The Board of Park Commissioners hereby find that from and after the date of adoption of the District's annual appropriation ordinance for the fiscal year beginning March 1, 2018 and ending February 28, 2019, the Park District has or will acquire new revenue which was not previously appropriated and available for spending (the "Supplemental Revenue"); and

B. It is further found that the estimated sum of the Supplemental Revenue the District shall have available for supplemental appropriation during the 2018-2019 fiscal year shall be Three Hundred Seventy Seven Thousand Eight Hundred Three Dollars (\$377,803).

C. The Park District is authorized to adopt a supplemental appropriation ordinance subsequent to the adoption of the annual appropriation ordinance for any fiscal year in an amount not to exceed the aggregate of any additional revenue available to the Park District or estimated to be received by the Park District, 70 ILCS 1205/4-4.

SECTION 2: Supplemental Appropriation. The Board of Park Commissioners hereby supplement the appropriation heretofore approved for expenses and liabilities related to the Recreation Fund for the fiscal year beginning March 1, 2018 and ending February 28, 2019, by an amount equal to \$335,650, the amount of the Supplemental Revenue estimated to become available, for the purpose of expanding the Children's Circle Daycare program.

SECTION 3: All unexpended balances of the appropriations for the fiscal year ending February 28, 2018, are hereby specifically re-appropriated for the same general purposes for which they were originally made.

SECTION 4: This appropriation ordinance is adopted pursuant to procedures set forth in Section 4-4 of the Illinois Park District Code, as amended by Public Act 98-278.

SECTION 5: This ordinance shall be in full force and effect from and after its passage and approval in the manner required by law.

Adopted this 15th day of May 2018 pursuant to roll call vote.

Roll Call Vote:

Ayes:

Nays:

Absent and Not Voting:

Ordinance Approved.

, President
Board of Park Commissioners
Glencoe Park District

Attest:

Date: _____

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

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 Ordinance No. 883:

**SUPPLEMENTAL APPROPRIATION ORDINANCE
OF THE GLENCOE PARK DISTRICT FOR THE FISCAL YEAR COMMENCING
MARCH 1, 2018 AND ENDING FEBRUARY 28, 2019**

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 at 7:00 p.m. on the 15th day of May 2018.

I DO FURTHER CERTIFY that the deliberations of the Board on the adoption of said ordinance were conducted openly, that the vote on the adoption of said ordinance 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 15th day of May 2018.

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

[SEAL]