



DECEMBER 2020
Board Report



**GLENCOE PARK DISTRICT
REGULAR BOARD MEETING
Tuesday, December 15, 2020 – 7:00pm
Zoom Video/Audio Conference or In-Person**

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.
Location of the meeting is **Zoom -or-** Takiff Center, 999 Green Bay Rd, Glencoe, IL 60022

The Board of Park Commissioner's President determined that an in-person meeting is not practical or prudent due to the issuance by the Governor of a disaster declaration related to public health concerns in all or a part of the jurisdiction of the District, and the President stated that physical presence at the meeting location was determined by the District to be unfeasible due to the disaster. If you prefer to attend in-person, please enter Takiff Center around the back at the main entrance. Please note that Commissioners will be attending via Zoom, and Executive Director Lisa Sheppard will be attending in-person.

AGENDA

- I. Call to Order
- II. Roll Call
- III. Consent Agenda Items
 - A. Minutes of November 17, 2020 Regular Board Meeting (pgs. 4-41)
 - B. Minutes of December 1, 2020 Committee of the Whole Meeting (pgs. 42-45)
 - C. Approval of the Bills (pgs. 46-57)
 - D. Approval of the FY2021/22 Regular Meeting Schedule (pg. 58)
- IV. Matters from the Public
- V. Financial Report (pgs. 59-62)
- VI. Staff Reports
 - A. Business (pg. 64)
 - B. Recreation and Facilities (pgs. 65-69)
 - C. Parks and Maintenance (pgs. 70-71)
 - D. Marketing and Communications (pg. 72-73)
 - E. Safety and Wellness Committee (pg. 74)
- VII. Executive Director's Report (pgs. 75-85)
- VIII. Action Items
 - A. Approval of Altamanu, Inc. Contract Design Services for Boating Beach Staircase and Retaining Wall (pgs. 86-98)
 - B. Approval of Altamanu, Inc. Contract Design Services for South Overlook (pgs. 99-109)
 - C. Approval of Kalk Park Phase II Renovation Concept (pgs. 110-157)
 - D. Approval of Financial Policy and Procedures Manual (pgs. 158-256)
- IX. Other Business
- X. Executive Session
 - A. Personnel 5ILCS 120/2(c)(1)
- XI. Action Items following Executive Session (if any)
- XII. Adjournment

**Three Ways to Join this
Meeting on Zoom**
Meeting ID: 895 5097 1101
Password: 999

Via Phone Dial In
312-626-6799

Via Computer
Go to Zoom.us, Click 'Join a Meeting', Enter the Meeting ID and Password above

Via SmartPhone
If you don't already have the app, go to your smartphone's app store and load 'Zoom Cloud Meeting' (free)

**The Board of Park
Commissioners
welcomes public comments
during all meetings.**

Option 1: Via Zoom Video -
Attend the Zoom meeting via video and utilize the "raise hand" feature to indicate a desire to speak during Matters from the Public.

Option 2: Via Zoom Dial In
Attend the Zoom meeting via Dial In (audio only) and vocalize your desire to speak once prompted that it is Matters from the Public.

**Option 3: In Person at the
meeting at Takiff Center**

**Key rules
governing participation**
All comments will be limited to three (3) minutes per person and no longer than 30 minutes for all comments.

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
December 2020 Board Meeting

MINUTES OF NOVEMBER 17, 2020 REGULAR BOARD MEETING
GLENCOE PARK DISTRICT
999 GREEN BAY ROAD, GLENCOE, ILLINOIS 60022

Commissioners and members of the public confirmed they could see and hear.

The meeting was called to order at 7:03pm and roll was called. All commissioners gave permission to be recorded.

Commissioners present:

Lisa Brooks, President
Stefanie Boron, Vice President
Michael Covey, Treasurer
Josh Lutton, Commissioner
Dudley Onderdonk, 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 Classen, Supt. of Marketing/Comm.
Matt Walker, FM: Bathing and Boating Beach
Jenny Runkel, Administrative Assistant

Members of the public in attendance who signed in or spoke: Eric Brislawn, Brad Friedman, Andrew Fuchs, Brandon Hinkle, Andre Lerman, Janet Lerman, Ann Scheuer, Bart Schneider, Eileen Sirkin, Larry Smith, Shannon Stevens, Vaida Guthman, Adam Wohl, Liz Visteen

Consent Agenda: A motion was made by Commissioner Boron to approve the consent agenda items as presented including Minutes of October 20, 2020 Regular Board Meeting, November 4, 2020 Committee of the Whole Meeting, and Approval of the Bills. Commissioner Onderdonk seconded the motion. No further discussion ensued. Roll call vote taken:

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

The motion passed.

Matters from the Public: Andre and Janet Lerman thanked the Park District, especially Matt Walker, Bobby Collins, Chris Leiner, beach and boating staff, Parks Team, and park ambassadors for a wonderful 2020 beach and boating season involving several storms, a pandemic, and everchanging rules, while still providing a positive customer service experience and outstanding service. The survey points out a majority of those responding felt the beach was excellent. Use of the season pass to manage density was brilliant and helped the beach stay safe for both resident and nonresident pass holders. We hope the Board supports staff in their recommendations and plans to continue managing density in the coming years to make sure the beach experience remains safe and enjoyable for all.

On behalf of the boat club, Larry Smith shared that this is the best season ever. The professionalism and caliber of the season was great.

Brad Friedman Community Service Award: Executive Director Sheppard read the award as follows.

The Glencoe Park District presents the Illinois Park and Recreation Association and the Illinois Association of Park District's Community Service Award to Brad Friedman in recognition and appreciation of outstanding contributions and unselfish devotion to the advancement of parks, recreation, and leisure in the community and the State of Illinois.

In Brad's role as the President of the Glencoe Baseball Association (GBA) organization for youth baseball, he has worked tirelessly to dramatically improve communication and league organization. Thru his efforts, the partnership between GBA and the Glencoe Park District has strengthened, with the result being an improvement in the baseball opportunities available to the entire community.

In addition, Brad volunteers as a Glencoe Park District youth basketball coach. His spirit of volunteerism, positive attitude, and can-do approach has made him invaluable to Park District programming.

Commissioners and staff lauded Brad Friedman for his dedication, organization skills, building the partnership with the Park District, and welcoming children of all levels.

Truth in Taxation Hearing: An Ordinance Levying the Taxes for the Glencoe Park District, Cook County, IL for 2020: Although a hearing is not required by statute due to the fact that the levy increase is less than 5%, the District still chooses to hold this levy hearing, and appropriate public notice has been served. President Brooks declared the public hearing "open" to hear questions and comments on the Levy Ordinance. No members of the public or commissioners asked questions or offered comments. President Brooks closed the hearing.

Approval of Ordinance No. 920: Levying the Taxes for the 2020 Tax Year: A motion was made by Commissioner Boron to approve Ordinance No. 920 – Levying the Taxes for the 2020 Tax Year as presented. Commissioner Onderdonk seconded the motion. No discussion ensued. Roll call vote taken:

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

The motion passed.

Financial Report: Director of Finance/Human Resources Mensinger stated we are eight months into the fiscal year. The day care \$141,000 surplus over last year is due in part to the day care staff and program, but we also received another day care grant for \$71,000 allocated for COVID-19 related expenses following the first grant for \$107,000. The beach and boat house surplus are only \$18,000 less than last year showing the season pass only change to be an effective move. Watts ice pass sales were also successful in reducing the deficit. Based on October financials, we are still scheduled to meet the estimated 60% fund balance reserve. The District also received \$5,000 from the county for COVID-19 supplies and the State and Federal government are also

covering unemployment costs. President Brooks asked about the criteria for sending a day care staff member for testing. Staff replied that the process is too extensive to review in this meeting, but shared the IDPH chart followed.

Presentation of the Glencoe Lakefront Annual Report: Director Collins and Bathing and Boating Beach Facility Manager Matt Walker presented the Glencoe Lakefront Annual Report attached to these minutes. Discussion with the Board ensued.

Commissioners congratulated staff on a safe season despite the many obstacles and gave a consensus that the Glencoe Beach and Lakefront Advisory Group should meet and give the Board a recommendation before the Board votes on any changes to future beach operations. The Lakefront Advisory Group will meet in January.

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

Business Report: The legal calendar including the upcoming budget process is in the packet. The bonds are invested with PMA Financial; rates are very low. The District will start to spend those funds on planned projects.

Recreation and Facilities Report: Projected warm weather, rain, and no freezing temps will be a challenge for Watts to get up and running by Thanksgiving. Thanks to Jess Stockl for applying for the day care grants. The whole team is working on COVID-19 program contingency plans. Commissioner Covey requested a discussion at a future committee meeting regarding the 70 plus children on the Children's Circle waitlist. Executive Director Sheppard will review all avenues already researched. Commissioner Boron asked for better communication if special events are cancelled or not; messaging is mixed to residents.

Parks and Maintenance Report: North Schuman overlook is complete. Bluff cleanup for the survey from Park to Hazel is underway for bond projects scheduled this year. Kalk Park's project direction will be brought to Board shortly. The linear trail project is moving quickly, especially Duke Park which will be done this year minus landscaping. We are seeing excitement for the project. Once another 4-6 weeks of work is complete, Duke Park will be open for use this year. There will be a small ribbon cutting with the donors and grant agencies post-COVID-19. Tom and Karen on the Parks Team are busy planting fall bulbs, pruning, removing invasives, and brush cutting. We are hiring to replace two custodial staff members. Lake Michigan pulled out the side railings. An engineering firm is working on a pier plan to be brought before the Board in the coming months.

Marketing and Communications Report: Staff are staying busy communicating Tier 3 mitigations. Open and click through rates were reviewed.

Safety and Wellness Committee Report: Staff are working with PDRMA to update all assets in our inventory. Many PDRMA members are closed, so we have been helping PDRMA to fine-tune the process before working with other members. As of today, every employee has an individual test kit for use at home, with Executive Director authority,

for results in 48 hours. Each test costs the District \$10, with the remainder paid by insurance.

Executive Director Report: We have extremely good season pass numbers for Watts this year. Staff are working to maximize ice time. It is very unlikely we will get the rinks open on Thanksgiving. The Board determines facility hours per District Ordinance. Following extensive discussion, the Board gave consensus to extend hours to 11:00pm to allow for more useable ice time. Pritzker's order today stopped all indoor ice rink use, which will push hockey and skaters to the only outdoor rink in the area.

The Section 122 pilot project for bringing dredged sand to our beach is progressing. If all goes well on sand testing, our consultants will attend a future meeting.

Pritzker had a press conference today where he announced we will move to Tier 3 Mitigation as of this Friday. The changes were reviewed for fitness centers, indoor recreation, meetings/social events/gatherings, organized group recreational activities. Our legal counsel is reviewing our current plans to verify we act within the law. Staff are pivoting by holding activities outside as much as possible while keeping the community busy and engaged. All inside and outside participants must wear a mask. If this goes on for a long time, we may need to furlough staff in affected program areas. Merry and Bright and Gobble Hobble special events are cancelled. We can offer themed public skates and social distanced Santa visits to homes. We will replace cancelled special events with more social distanced events that meet the guidelines. Staff who are able, are rotating working from home to reduce contact.

Action Items:

Approval of Tot Gym Floor Proposal: A motion was made by Commissioner Boron to approve the Tot Gym Flooring Replacement Project base bid of the lowest responsible bidder, Safelandings Worldwide of San Antonio, Texas for a total of \$34,395 as presented. Commissioner Lutton seconded the motion. No further discussion ensued. Roll call vote taken:

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

The motion passed.

Approval of IAPD Annual Meeting Delegates: A motion was made by Commissioner Lutton to approve Lisa Sheppard and Alternate Bobby Collins as Glencoe Park District's delegates at the 2021 IAPD Annual Meeting as presented. Commissioner Boron seconded the motion. No further discussion ensued. Roll call vote taken:

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

The motion passed.

Other Business: There was no other business.

Adjourn: Commissioner Onderdonk moved to adjourn the meeting at 8:26pm.
Commissioner Lutton seconded the motion. No further discussion ensued. Roll call vote taken:

AYES: Boron, Covey, Lutton, Onderdonk, Brooks

NAYS: None

ABSENT: None

The motion passed.

Respectfully submitted,

Lisa M. Sheppard
Secretary



2020 LAKEFRONT REPORT

An operations summary and analysis of the 2020 season at the Glencoe Beach and Boathouse.





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EXECUTIVE SUMMARY

The Lakefront Report provides a comprehensive summary of the 2020 Lakefront operations amidst the COVID -19 pandemic. Changes this year included season pass holder admittance only, extended hours, no shower facilities, no concessions, Park Ambassadors at bluff top entrances, and midseason additions of lifeguarding and boater assistance. We sold a total of 6,011 season passes and offered the opportunity for every season pass holder to purchase guest passes with total revenue of \$355,239. We also continued our service of providing sand boat spots and boater assistance on a limited basis. Boat summer and winter storage total revenue was \$107,587.

We were able to offer our popular Aquatic/Sailing Camps in a safe manner. Limited special events were also held following strict COVID-19 guidelines.

While this summer looked very different, the Lakefront Team provided excellent customer service and, most importantly, a safe beach summer. Detailed information can be found below.

In an upcoming Board Committee meeting, we will discuss whether we should make permanent any operational changes made this year and future improvements to the beach, including pier replacement.

INTRODUCTION

Glencoe Beach is one of the premier lakefront facilities in the north shore region of Chicago on Lake Michigan. Glencoe Beach is comprised of the south side of the beach featuring a swimming area and beach house and the north side, which features boat storage as well as a boathouse. The Glencoe Public Works Water Plant divides the beach.

In 2020, a revitalized focus was placed on a number of areas of beach operation including revenue generation through season pass sales, facility cleanliness, patron safety, and customer service in the midst of a pandemic. Beach Facility Manager Matt Walker, as well as the Director of Recreation and Facilities Bobby Collins, took a hands-on approach in order to develop a beach operation manageable during the pandemic. Despite the many challenges, agency leadership and our parks staff were successful in implementing a number of changes necessary to open the facility on time and put safety precautions in place to safeguard the staff as well as our patrons against COVID-19.

FACILITY IMPROVEMENTS/MAINTENANCE

Prior to the start of the season, numerous projects were put on hold as we were forced to halt many aspects of District operations due to the pandemic. With limited staff, small maintenance projects were completed in an effort to maintain the facility and prepare it to operate under the guidelines presented to us by the State of Illinois. Staff completed the following jobs for the beach season.

- Completion of the Halfway House renovation
- Hands-free flushing devices were installed on all toilets, urinals, and sinks in the beach house
- Hands-free sanitizer dispensers were installed in all bathrooms and public areas of the beach house
- Sun Shelter 5 was divided into two sections to prevent larger groups from congregating

- Staff removed one of two picnic tables from each sun shelter as well as spaced the picnic tables under the trellis to encourage social distancing
- Picnic tables were brought down from Lakefront Park and placed on the sand to provide adequate seating at a safe distance from other groups
- New standup paddle board racks (SUP racks) were built on both the north and the south beach providing a total of 48 new storage spaces
- Schuman Overlook was renovated
- The retaining wall on the Park Avenue ramp was restored
- Damaged decking was removed from the entire pier
- A new water bottle filler station was installed on the swimming beach
- Annual repairs to the stairs were completed
- New benches were installed in both the men's and women's beach house restrooms
- New cashier carts were built over the winter, reducing the weight, making them easier for staff to move
- Sail locker and personal lockers were painted on the south beach
- Sneeze shields were installed on the new cashier carts and in front of the main office of the beach house

MARKETING

Due to the pandemic and tight time frames, most traditional print pieces were not used to market the beach this year. Instead, staff relied on digital communication channels to update patrons about beach changes, passes, and usage. This included social media (Facebook, Twitter, and Instagram), as well as email marketing and website updates. Staff created new web pages to post FAQs and provide updates as needed. Additionally, staff sent a letter to every household in Glencoe explaining the new season pass requirement. An article about the change was also included in *Inside Glencoe*, the joint-newsletter mailed to every resident.

Temporary signs, primarily in the form of lawn signs and a-frames, were used to display information at the beach. Over 30 new signs were ordered for the beach. The 'season pass holders only' lawn signs were placed on residential street corners up to Sheridan Road. An electronic construction sign was placed near the Dundee exit at the entrance of Glencoe during the week of July 4th to inform drivers that the beach was limited to season pass holders.



In addition to the Glencoe Park District’s general Facebook page, Glencoe Beach has its own business page. To date, the page has 2,487 likes (up from 1,938 from 2019). 985 people “checked in” to the page during the summer months and 28,874 page engagements (post clicks, photo views, video plays, etc) occurred during the summer months. The page has also become a customer service channel, with Facebook users opting to use the private message service to inquire about beach conditions and admission. We also posted beach closures due to inclement weather or high bacteria on this page, thereby reaching people where they naturally “hang” out.



During the season, the beach landing page on our website receives the highest amount of traffic. Unique page views increased 72% this summer, with over 47,866 page views (compared to 33,500 in 2019) from May-September. Links to purchase passes saw over 8,000 page views. In addition, the websites news blog, where many of the beach updates were published, saw an 82% increase in page views.

STAFFING AND TRAINING

Staffing

Seasonal summer beach staffing continues to be an industry wide issue on the North Shore, with many facilities struggling to recruit staff with high-level qualifications. A total number of 33 employees were hired in 2020 compared to 55 in 2019. Of that group, 30 staff members were returning employees. We did hire three new lifeguards to assist in the lifeguard rotation once we opened the water for guarded swim hours. With the difficulty of hiring, a focus was placed on increasing the flexibility of staff. As a result, all staff members working on both the bathing and boating beach were required to successfully complete the American Red Cross Lifeguard Certification, making them capable of working two or more positions at either beach. Due to the cross training, major staff shortages were not experienced during the modified regular season. There was no tangible increase in labor costs as a result of this cross training and staff was accepting of the cross training.

Staffing Levels by Position

	Total Staff	Operations Manager	Beach/Boat Manager	Lifeguards	Beach Services	Boat Guards	Sailing Instructors
2020	33	1	3	24	5	8	1
2019	55	1	6	34	19	25	3
2018	62	1	7	35	24	15	6
2017	61	2	8	26	21	27	9
2016	44	1	9	26	15	25	7
2015	55	2	8	14	12	13	6



Training

All pre-season seasonal staff training was conducted by Matt Walker via Zoom since we could not use the Takiff Center or beach as our regular training centers. All staff members were trained on the newly developed operations plan which was created to insure the beach was ready to open to the public Memorial Day weekend. Staff were instructed on new safety precautions put in place to insure the safety of staff and guests alike. These new procedures proved to be very reliable as we did not record a single case of COVID-19 amongst our staff members and no contact tracing to the beach or staff members.

Lifeguard Training

Given the restrictions in place, we were not able to open our swim area for the season's first month and a half. Once guidelines changed in June, we were able to open the swim area, as swim at your own risk. In anticipation of entering Phase 4, we held lifeguard training in early July and began offering lifeguards on July 13 between the hours of 10:00am to 4:00pm.

During this modified training, guards were required to demonstrate their swimming abilities by passing a timed 500-yard swim in Lake Michigan, treading water for two minutes, and swim a timed event. Guards also practiced rescue techniques and watched videos on active/passive/multiple/submerged victim rescues, water entries, and back boarding.

During on-land training, emergency action plans, bloodborne pathogen training, first aid training, CPR with AED training and operating protocols were discussed in detail. During the training guards were walked through an average day at the beach, practiced a "Code Adam," performed deep water line searches, and practiced activating the EAP. At the end of this training, all guards were required to pass a waterfront lifeguarding exam, practical exam, and written exam in order to receive their Red Cross Waterfront Lifeguard Certification.

Additional in-service training was held one day per week for one hour throughout the course of the summer. Lifeguards, boat guards, and beach services were required to attend four hours of training every month and could attend based on their preference. Additionally, lifeguards were required to complete twenty minutes of daily physical training in the form of running, swimming, or in the event of inclement weather, online training via training portals offered through the American Red Cross Trainers Corner. All training was conducted with the safety of staff in mind. Masks were worn by all staff members while not actively in the water.

Boathouse Training

Boat guards and sailing instructors were all required to complete a modified training at the Glencoe Boathouse at the beginning of the season. Training groups were kept to under 4 people to insure social distancing amongst staff members. During this training staff learned about the daily operations of the boathouse, safety equipment, water/medical emergencies, "Code Adam," and radio use.

Matt Walker did not run a complete Powerboat Safety Course at the beginning of the summer since all boathouse staff and camp counselors had already completed the training in 2019. Matt did complete boat driver training as well as on-water boater assistance training in small groups or on an individual basis. During this training, staff learned about boat safety/parts, safety equipment, trailering, storage, and rescue equipment. After reviewing these basic skills, guards were



then taught how to drive and trailer our boats used for on-water assistance to our boaters as well as for observation of our Aquatics and Sailing Camps.

Beach Services Training

Beach services staff engaged in four hours of pre-season training that took place via Zoom and socially distanced in-person training at the beach. During this training, staff were taught the basic functions of the beach house, how to use the point-of-sale computer system, beach rules/regulations, customer service skills, and were run through scenarios typically encountered when working with the general public. The courtesy cart was not used on a regular basis this summer. If we were approached by a guest at the beach in need of assistance to get up or down the bluff, we did offer them a ride if a staff member was available.

Manager Training

A manager training was held this year via Zoom, to help improve customer service both internally and externally. The focus of the training was to develop leadership skill in managers and help them trouble shoot common staffing conflict as well as to insure they were comfortable and confident in managing the beach facilities based on the new rules and regulations. Customer service expectations were a core element and the end of season survey results reflect the diligent work of the staff to improve customer experiences at the beach.

All managers were required to attend a manager's meeting held once a week at 8:00am in the Beach House during the regular beach season. This meeting was held in order to keep all managers up to date on each aspect of the operation as well as discuss any issues that may have come up during the previous week's operation. Matt Walker led the meetings and each manager had time to discuss any issues during a round table discussion.

Camp Staff Training

Camp staff spent approximately four hours training on location at the boathouse. Led by the Aquatics and Sailing Camp Director Alessia Leibovich, staff training focused on daily operations at the boathouse, emergency procedures, as well as camp curriculum. Given the sensitivity to staff and camper safety, strict procedures were implemented to insure the well-being of everyone associated with camps. Some of the safety procedures included breaking camp sections into smaller pods to minimize exposure to others and offer better social distancing, pickup/drop off locations were at both Park and Hazel entrances, small group activity, masks were worn at all times when campers were in the boathouse, each camper's temperature was taken daily at drop off, each camper was assigned a numbered lifejacket, a color-coded paddle for kayak/paddle boarding and a personal cubby for storing gear each week. The boathouse was split into two sections, one for each pod. Staff reviewed procedures for inclement weather, beach closure, and special accommodations for campers who needed them. Any Aquatics or Sailing Camp counselor directly supervising children in/on the water was also required to renew their American Red Cross Lifeguard Certificate with the waterfront module. Staff reviewed procedures for inclement weather, beach closure, and special accommodations for campers who needed them.



Aquatics Camp

Our Aquatics Camp spent their time paddle boarding, kayaking, sailing, swimming, playing on water fixtures, and enjoying Lake Michigan. Campers were expected to adhere to camp rules such as staying within eyesight of a counselor at all times and wearing a lifejacket whenever their group was near the water, which was discussed on the first day of each session of camp. It was expected of all campers to attempt reasonable activities, but our counselors would not push them past their limits or make them uncomfortable. Safety was first and foremost and if counselors or the camp directors found conditions to be unsafe on the water, water activities were stopped and all campers returned to shore. It was our goal to create an enjoyable experience while on Lake Michigan and to strive for growth in their comfort with the lake and aquatic activities. We were successful in increasing the size of each section to 20 campers and each Aquatics Camp section was fully rostered with a waitlist.

Sailing Camp

Our Sailing Camp focused on teaching campers about the basics of sailing and seamanship in a fun environment while giving them experience on the water in Hobie Getaways. We anticipated campers to come to camp without a fear of boats or water and a willingness to go out in winds up to 15 knots or waves up to 3 feet. On high wind or high surf days and at the discretion of the camp director, we would offer to take campers sailing, but there was no expectation that campers go on the water in winds in excess of 15 knots or waves in excess of 3 feet if they were not comfortable. On days where weather conditions were not favorable or safe to be out on the lake, we continued to teach the campers the different parts of the boat, rigging and de-rigging vessels, and basic sailing knowledge. Given the popularity of the sailing camp, we are confident we will have numerous returning campers for the 2021 summer season as well as new campers looking to participate. Sailing groups were broken up into sailing pods consisting of four campers and a counselor on each getaway.

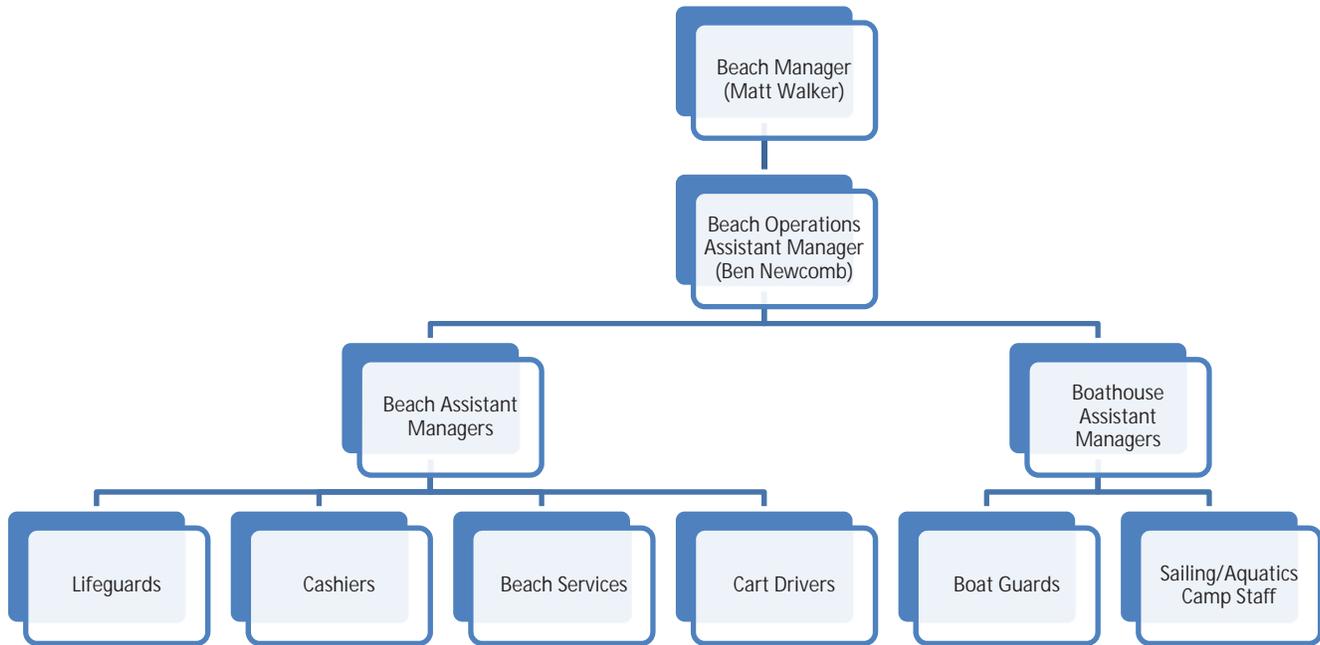
Beach Programming in 2020

Due to COVID-19, we did not introduce any new programming during the course of the summer. A sand volleyball class ran in August through October 24, 2020. The volleyball class was extremely popular with kids from the community.

Beach SAFE

Beach SAFE was cancelled in an abundance of caution for staff and the guests who would have visited the beach for the day.

Beach Organization Chart



SWIMMING BEACH OPERATION

Swimming Beach Overview

The swimming beach is staffed from Memorial Day to Labor Day. Due to COVID-19, we remained open seven days a week during the post-season. Outside of those dates, the beach is still accessible to the public, but visitors are not charged and lifeguards not staffed. The swimming beach uses the Paul and Ada Safran Beach House as its hub. This facility features men’s and women’s changing rooms, a customer service desk, manager’s office, staff break room, maintenance closet, and a concession stand which is contracted out to a third-party vendor. The swimming beach also features a designated swimming area measuring 50’ deep by 200’ long, playground in the sand, large trellis, five sun shelters, two volleyball nets, pier, and boardwalk.

Daily Operations and Usage

Dates and Hours of Operation

Preseason/Regular Season:	May 23 – September 7 (Modified for COVID-19)	9:00am - 9:00pm
Post Season:	September 8 – September 27	11:00am - 7:00pm
Fourth of July (open due to COVID-19/cancellation of fireworks):		9:00am-9:00pm

In a conscious effort to manage the number of guests enjoying the beach each day, we decided to open the facility full-time beginning May 23 through September 7 and extended the season until September 28.



Customer Service

Given the numerous restrictions placed on the operation of public facilities this summer, our staff did a tremendous job of informing our season pass holders and visitors of the changes to our traditional operating procedure. As a first line of staff members, we introduced our beach ambassador program this summer. The beach ambassador had the hard job of informing non-season pass holders of changes and often were not treated kindly after informing some guests they would not be allowed to enter the facility. The beach ambassadors encountered many different situations over the course of the summer, handling them with consistency and extreme professionalism. In the event a visitor was not happy with the beach ambassador's information, the acting manager on duty would be called to the entrance to handle the situation.

Facility Cleaning

This season posed many obstacles when trying to keep a public facility clean during a pandemic. A new cleaning routine was developed and included hourly cleaning of both the men's and women's restrooms, all high traffic areas in the beach house as well as the employee breakroom. Since there was no concessionaire this summer, we moved the cleaning supplies into the back of the kitchen, which made it easy for staff to mix the bleach water solution, charge the battery-operated sprayers and replenish needed cleaning supplies. All staff members were issued safety goggles, hand sanitizer, and vinyl gloves, which they were required to wear anytime they were completing routine cleaning or emptying garbage cans.

Revenue Collection

Out of an abundance of caution for staff well-being, we decided not to complete any cash or credit card transactions at the halfway house or in the beach house. We wanted to reduce the amount of exposure our staff members experienced when handling cash or credit card transactions. Staff was very good about informing non-season pass holders of the procedure to buy passes online. Season pass sales were only available online through the Park District website. We did not offer, trellis, sun shelter, or rentals this summer.

Outside Camps and Swim Testing

Due to COVID-19, no outside camps were allowed to visit the beach this summer.

Swim Area

This summer, the width of the swim area was 25' longer than the past couple of years. Five white mooring buoys defined the swim area, which was 50 feet into the lake and spanned 200 feet of sand. This designated space has proven to be more than adequate in accommodating swimmers on even the busiest of days and still provides a 40-second response time to the farthest corner of the swim area by our lifeguards. The size of the swim area is tested each year to ensure Glencoe Park District lifeguards can meet PDRMA requirements. Unlike years past, we utilized two guard chairs in our daily rotation. Two lifeguards were scheduled from 10:00am-4:00pm during weekdays. Each guard was assigned their own rescue tube, fanny pack, CPR mask with viral shield and personal whistle. Each chair was equipped with its own set of rescue gear including umbrella, bullhorn, air horn, and radio. This prevented any cross contamination between staff. Each staff member was responsible for setting their own tower as well. Guards were required to wear masks anytime they were on duty. On weekends, three lifeguards were scheduled and the towers were rotated between each



lifeguard. Each tower was sanitized by the guard on duty once their rotation shift was over. This proved very effective in keeping the tower clean and sanitized when multiple staff were using shared equipment.

Water Testing

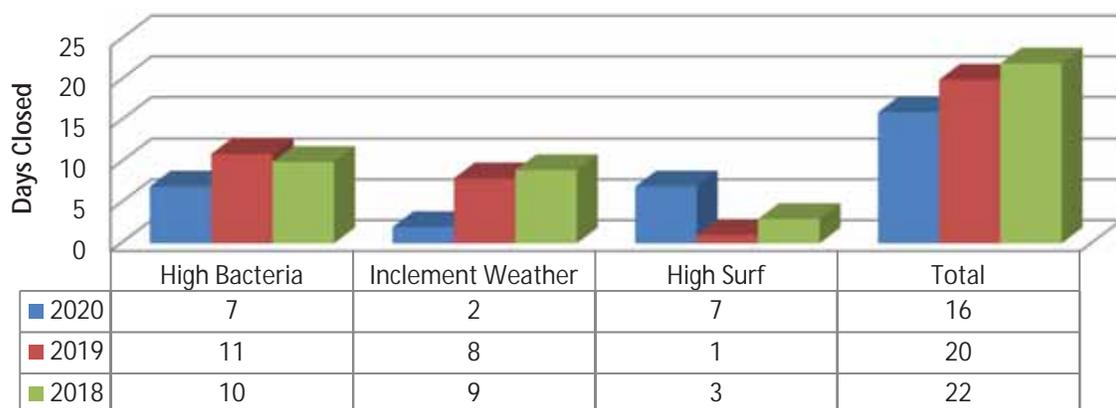
A high bacteria count is difficult to predict and unfortunately the testing methods currently used to test for bacteria take 24 hours to complete. This is the current testing method required by the Illinois Department of Health. Staff has continued to stay current with the Lake Michigan Federation, the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

The swimming beach was closed a total of 16 days in 2020, 20 days in 2019 and 22 days in 2018. The closures were due to a combination of high bacteria closures, bad weather, and dangerous surf. The water was closed seven times in 2020 due to high bacteria (waterfowl E.coli), two times due to poor weather conditions (rain/low temperatures) and seven due to high surf conditions. It is more likely that high levels of bacteria are observed after heavy rain or beach hazard/high surf conditions. The bacteria count threshold is 235, at which point the water is closed for the day. The beach may remain open, but patrons are not permitted in the water. As soon as staff received the test results, we updated our daily voicemail as well as the rainout line status.

History of High Bacteria Beach Closures by Season

	2020	2019	2018	2017	2016	2015	2014	2013	2012	2011	2010
High Bacteria Closures	7	11	10	6	2	9	11	7	8	22	7

2020 Beach Closures





Beach Risk Management and Lifeguard Audit

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

Because the Red Cross does not visit sites and provide lifeguard audits, PDRMA offers a program where another lifeguard certification company, Councilman-Hunsaker, will provide an audit of the lifeguards to ensure they are well trained to proactively prevent emergencies before they occur or respond appropriately in the event of emergency. The beach was not audited this summer as we began lifeguarding in mid-July, almost a month and a half after we normally start lifeguards on duty.

RENTALS

Trellis/Sun Shelter/Equipment Rentals

Trellis and Sun Shelter reservations were not accepted this summer. Each sun shelter and grill were available to our season pass holders on a first-come, first-serve basis.

Equipment Rentals

Equipment rentals were not offered this summer due to COVID-19.

BOATING BEACH OPERATION

The boating beach opens in early May each season and operates into mid-October. Patrons are able to store their boats on the boating beach for a fee both in-season and during the winter. Due to the many safety concerns this past summer, staff was not permitted to assist with many of the amenities provided by the boat guards to the boaters. We did not begin offering on-water assistance until the third weekend in July nor did we assist with the rigging of boats at the beginning of the season. Staff did help moving boats to and from their storage spaces as long as social distancing was possible and masks were worn by boaters and staff.

Boat Storage

As with most other beaches along the North Shore, sand erosion is a continuing problem on the boating and swimming beaches. This was very problematic again this year as a significant portion of the north beach was lost due to heavy wave action and heavy storm water runoff. In addition to sand erosion, Lake Michigan water levels are at record high levels. At this water height, the number of sand spots has been reduced by approximately two spots. Currently, there are no available sand spots to new boaters. Looking towards 2021 boat storage, the beach is at full capacity. Staff will be identifying ways to increase storage for standup paddleboards and other vessels as necessary.



Staff has completed the winter storage process, having moved all boats, kayaks, and SUP's into their storage space for the winter. All boats currently on the beach have been tagged as paid or not paid with vinyl ribbon. Any boat remaining on the beach that has not been paid for has been documented and staff will continue to follow up with the owners for payment or to advise the owner to remove the vessel from the beach.

Boat Rental Spaces by Boat Type

	Kayak & SUP	Laser/Sunfish/Other	Catamaran	Total
2020	164	4	53	221
2019	115	6	55	176
2018	103	6	59	168
2017	100	6	66	172

Daily Operations

Dates and Hours of Operation

Preseason Hours: May 9 -June 7 | Saturdays & Sundays, Memorial Day | 12:00-5:00pm

Regular Season Hours: June 10 - August 9 | Monday-Thursday | 12:00-7:00pm

Friday-Sunday | 10:00am-7:00pm

July 4 | 10:00am-7:00pm

Post Season Hours: August 14 to September 13 | Friday-Sunday, Labor Day | 12:00-6:00pm

September 18 – October 11 | Friday-Sunday | 12:00-5:00pm

Powerboats

The Park District maintains three inflatable Zodiac motorboats. These support boats are used for rentals (when offered), boater assistance, aquatics/sailing camps and other various beach maintenance tasks. All three boats are stored inside the boathouse and launched as needed. A Toro Dingo (tracked machine) was used again this year and has been a reliable machine to assist in the daily launching and retrieval of our powerboat fleet.

Boat Valet, Boater Assistance, and Safety

The boathouse is staffed with boat guards and a manager. Boat guards maintain the boathouse and beach; they offer boater and rental assistance (not offered this summer) while maintaining surveillance and a boat valet service. This valet service helps boaters move their boats to and from the water. Catamarans are heavy and two or more people are needed to move them. This valet service is highly valued by boating beach patrons.

Boater assistance is a high priority for boating beach patrons. Boat guards maintain surveillance for boaters only within the sailing boundary. That boundary stretches north to south from Tower Road Beach to Highland Park Beach and east of Glencoe Beach by one mile. That one mile is signaled by a marker buoy placed one mile east of the boathouse. If boater assistance is required for a boater outside of the boundary, boat guards will



call the Coast Guard to assist the boater. The Coast Guard was called once at the beginning of the season by a concerned beach goer of a vessel in distress. All parties on the vessel were fine and returned to shore safely.

Sailing Regattas

Unfortunately, due to the guidelines established for public facilities and in the best interest of staff safety, we did not host any regattas this summer.

Kayak, Paddleboard, and Sailboat Rentals

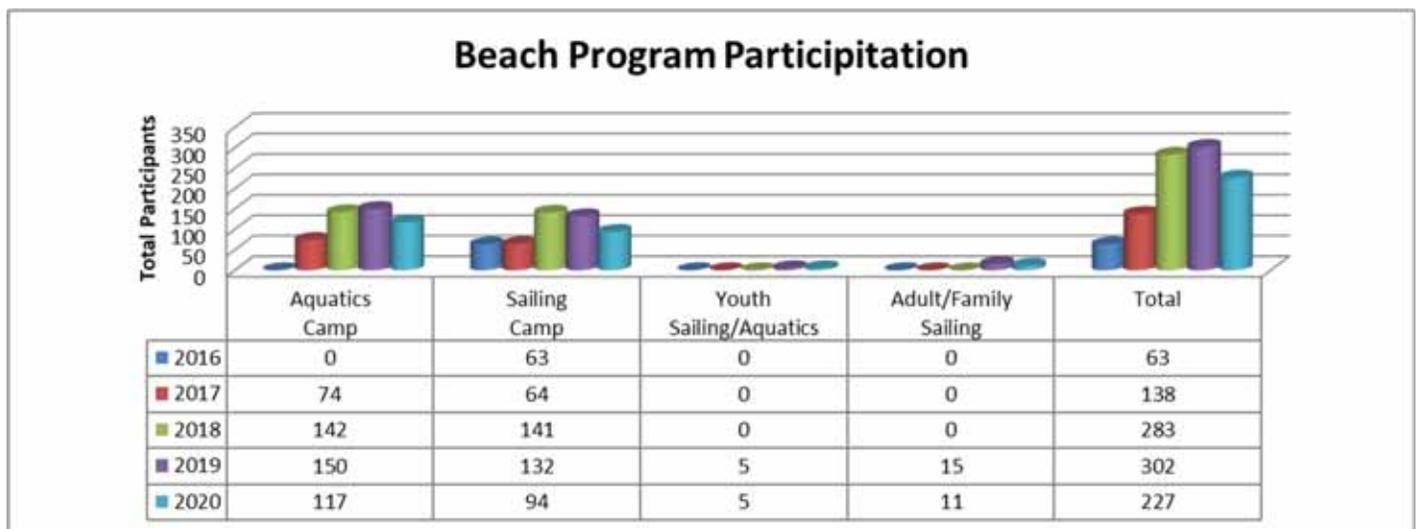
We did not offer any rentals this summer due to COVID-19.

Beach Programming

Aquatics Camp is operated and administered by beach staff. Day-to-day activities include kayaking, paddle boarding, sailing, beach volleyball, along with many other outdoor beach activities. The camp is available in one-week sessions and runs from 9:30am-12:00pm Monday through Friday. Total enrollment for 2020 was 117 participants. Due to COVID-19, we had to cancel the first three weeks of Aquatics Camp this summer.

Sailing Camp was extremely successful again this summer. This camp operates Monday through Friday from 12:30-3:00pm. Participants were divided into two groups based on skill levels. Like Aquatics Camp, Sailing Camp also had to cancel the first three weeks due to COVID-19. Participants could extend their day at the beach by signing up for both camps. Total enrollment for 2020 was 94 participants. The decrease in enrollment was due to the decreased number of sections but also the smaller size groups. We only accepted 16 campers in sailing so we could safely distribute the kids in small groups while on the water.

We had a total of 11 participants in our Adult/Family Sailing programs. Staff is looking into growing our adult sailing programs at the beach for the summer of 2021.





SPECIAL EVENTS

June 12 - GJHP Beach Bash

This event was cancelled due to COVID-19 concerns.

July 24-25 - Beach Camp Out

The Beach Camp Out was a lot fun! It was a bit cold and windy that night, but the event had great attendance with 50 people registered. The event featured firepits and S'mores. Due to COVID-19 and other budgetary concerns, dinner and breakfast was not provided. Staff facilitated in other activities like fire building, arts and crafts, and a scavenger hunt.

Fourth of July Celebration

We did not host a celebration at Lakefront Park this year, but we were able to open the beach to season pass holders for the day due to cancellation of fireworks.

August 7 - Cardboard Regatta

Participants ages 6-17 were tasked with building a boat out of solely cardboard and duct tape to race around two buoys and back to the beach. This was the fourth year this event took place and it was very successful as we had eight registered teams show up to race in two separate heats. At the end of the event, awards were presented for both speed and team spirit.

October 8 - Moonlight Movie on the Beach

Families pre-registered to attend a showing of Hotel Transylvania on a portable 35-foot movie screen. Staff staked out areas on the sand to insure safe social distancing and provided firepits for participants to warm up. 50 were registered for the event and only 21 showed up, due in part to the cooler temperatures along the lakefront.

October 4 and October 16 - Doggie Dip

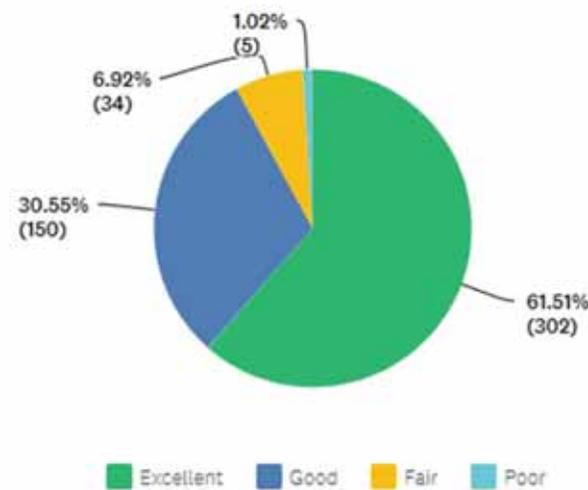
Well over 30 dogs and their owners/families attended between the two events. Staff had doggie give-a-ways including tennis balls, bandanas, and frisbees. Staff also had crafts for the kids, but the big hit was the dogs being able to swim and run along the shoreline with their families and other dogs.

FEEDBACK AND SURVEY RESULTS

Each year a survey is sent to beach pass holders as well as individuals who rent boat spaces to solicit feedback on their experience. Staff appreciates this invaluable information to assess areas of strength or potential areas for improvement. This year, 509 responses collected, compared to 98 in 2019. When asked about overall experience during the summer of 2020, 95% of responses marked either excellent or good, compared to 86% in 2019. The continuous training throughout the entire summer by our lifeguard and boat guards showed as 94% of our guests felt their safety as a swimmer was either excellent or good. Other areas scoring high marks included staff friendliness, attentiveness, and responsiveness and the spray ground. Below are some of the overall survey statistics.

Please rate the value of your 2020 Beach Season pass purchase. (Select one)

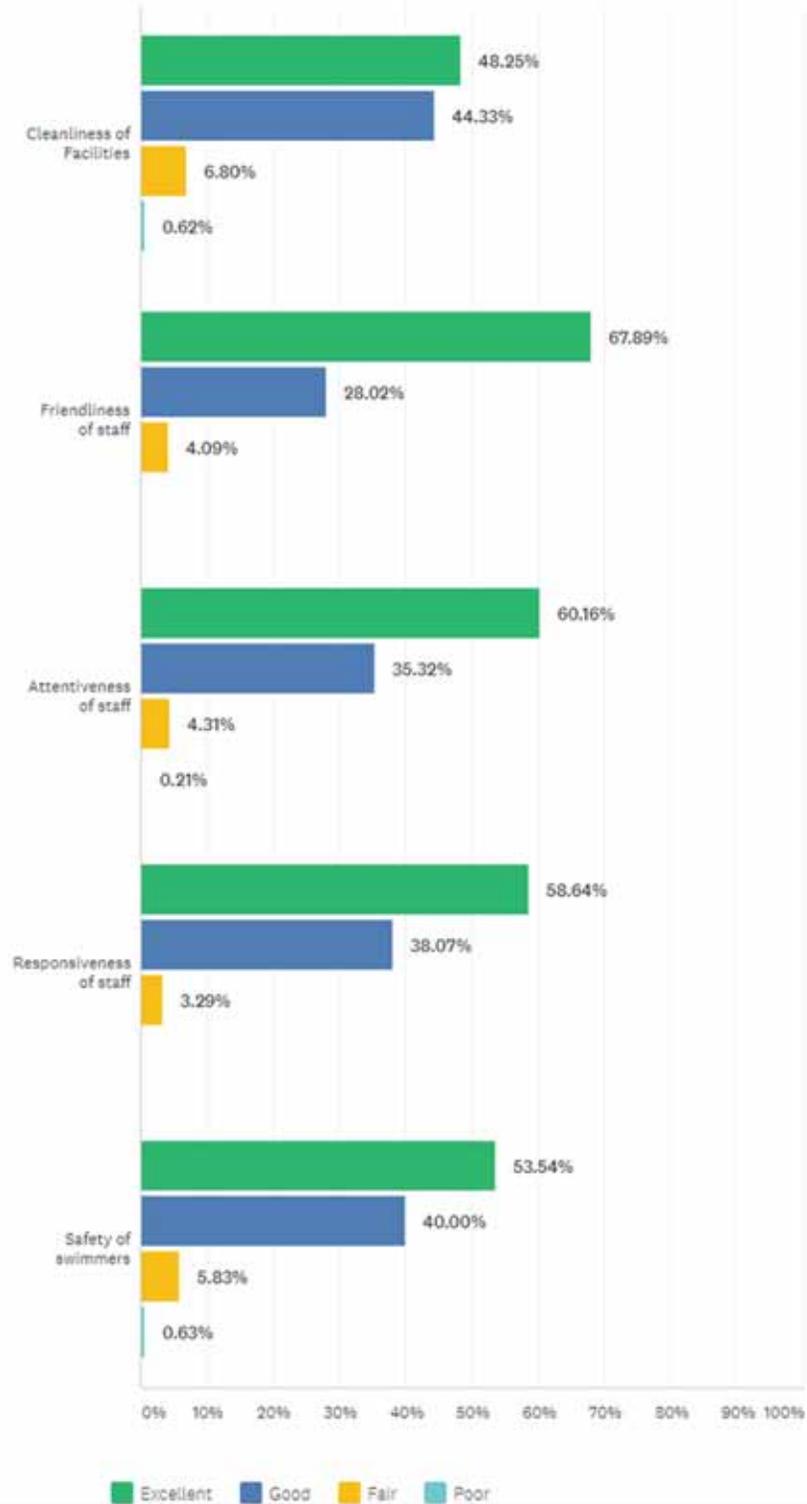
Answered: 491 Skipped: 18



	EXCELLENT	GOOD	FAIR	POOR	TOTAL	WEIGHTED AVERAGE
(no label)	61.51% 302	30.55% 150	6.92% 34	1.02% 5	491	3.53

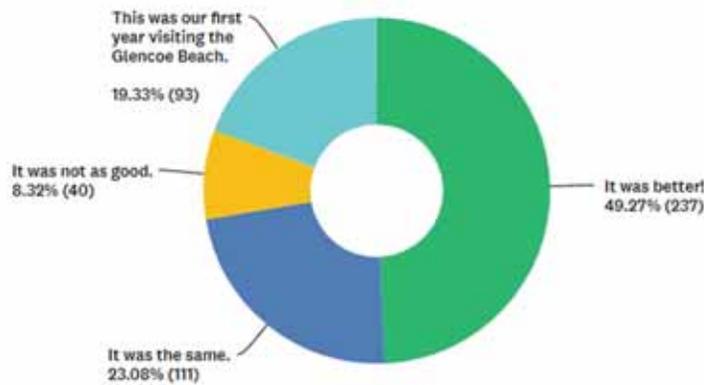
When thinking about the beach staff, including lifeguards, beach ambassadors, and management, please rate the following attributes:

Answered: 491 Skipped: 18



Compared to previous years, how was your experience at Glencoe Beach this year?

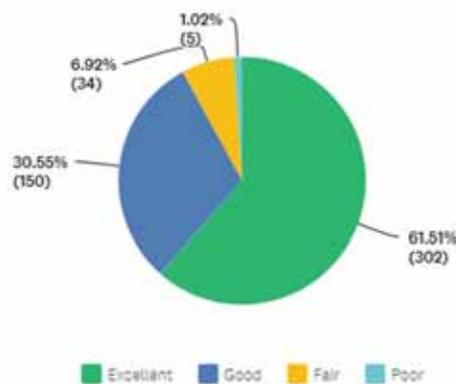
Answered: 481 Skipped: 28



ANSWER CHOICES	RESPONSES	
It was better!	49.27%	237
It was the same.	23.08%	111
It was not as good.	8.32%	40
This was our first year visiting the Glencoe Beach.	19.33%	93
TOTAL		481

Please rate the value of your 2020 Beach Season pass purchase. (Select one)

Answered: 491 Skipped: 18



	EXCELLENT	GOOD	FAIR	POOR	TOTAL	WEIGHTED AVERAGE
(no label)	61.51% 302	30.55% 150	6.92% 34	1.02% 5	491	3.53

This year, Glencoe Beach was open 9 AM to 9 PM during the regular season. Did you like the hours of operation?

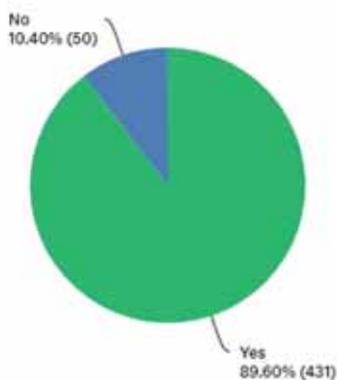
Answered: 481 Skipped: 28



ANSWER CHOICES	RESPONSES	
▼ Yes	96.88%	466
▼ No	3.12%	15
TOTAL		481

Due to COVID-19, Glencoe Beach was only open to pass holders. Did you like that admission was limited to season pass holders?

Answered: 481 Skipped: 28



ANSWER CHOICES	RESPONSES	
▼ Yes	89.60%	431
▼ No	10.40%	50
TOTAL		481

The Glencoe Park District is currently assessing options for next season. Please select the option you like best.

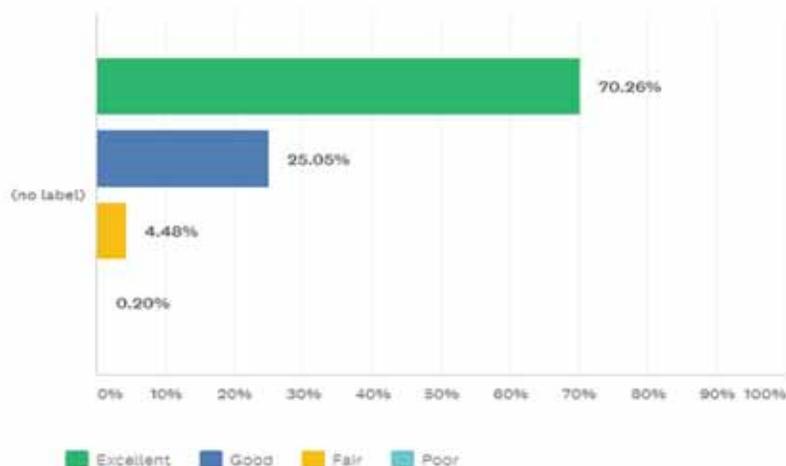
Answered: 324 Skipped: 185



ANSWER CHOICES	RESPONSES
Admission is only for Season Pass Holders (weekends and weekdays). No daily admission can be purchased.	53.40% 173
Weekend admission is for Season Pass Holders Only. Daily admission can be purchased on weekdays.	26.23% 85
Admission fees and season passes are accepted during all operating hours.	5.25% 17
Daily admission fees can only be purchased during non-peak hours. Season passes can be used during all operating hours.	15.12% 49
TOTAL	324

Please rate your overall satisfaction with the Glencoe Beach during the 2020 season. (Select one)

Answered: 491 Skipped: 18



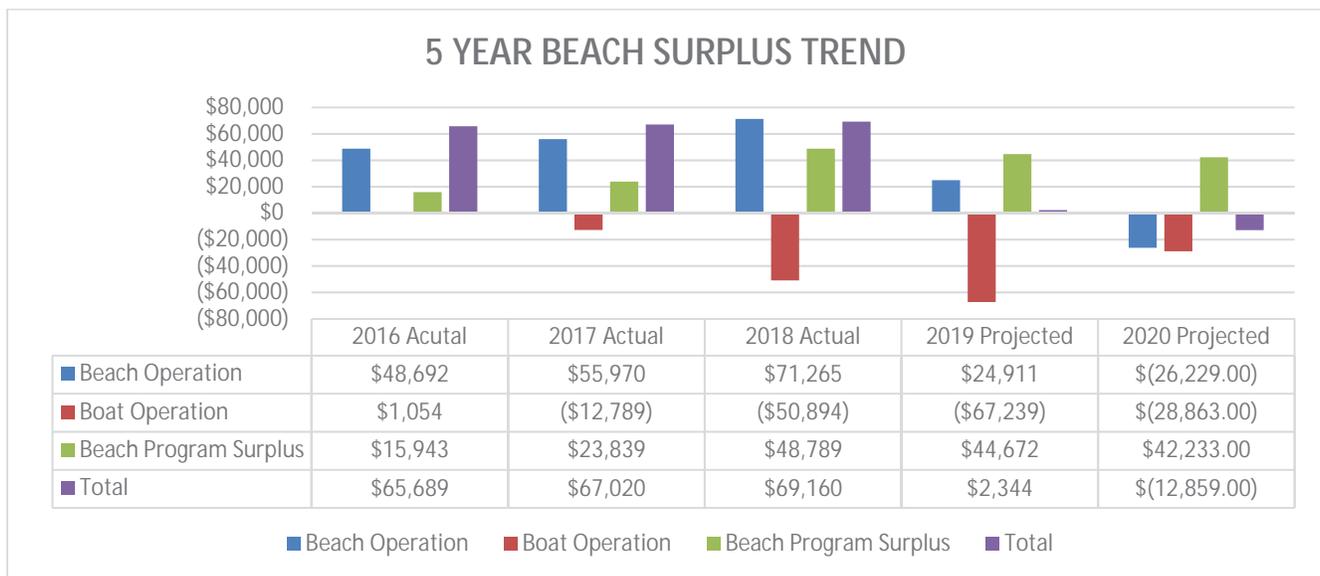
	EXCELLENT	GOOD	FAIR	POOR	TOTAL	WEIGHTED AVERAGE
(no label)	70.26% 345	25.05% 123	4.48% 22	0.20% 1	491	3.65



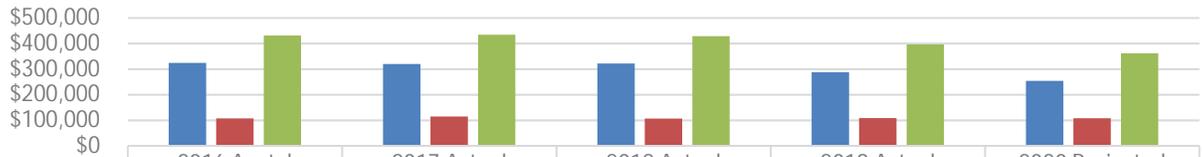
FINANCIAL REVIEW AND FUTURE PLANNING

Unlike years past, this past summer presented numerous obstacles on how to operate safely while maintaining economic responsibilities. The pandemic offered us an opportunity to try new operational plans and implement new practices and policies that did not seem practical in the past. Based on the overwhelmingly positive survey results from our season pass holders, we have confidence we can make changes to beach operations and not interrupt the guest experience.

After revamping nearly the entire operation of the beach and boathouse, we found some areas that we thought would have been major issues to our guests by not providing them. Instead, we were pleasantly surprised to find no complaints. We will look to our Board for their input on operations this past summer to help us develop a comprehensive list of recommendations for the summer 2021 season.



5 YEAR BEACH REVENUE TRENDS



	2016 Actual	2017 Actual	2018 Actual	2019 Actual	2020 Projected
■ Beach Operation Revenue	\$324,303	\$319,842	\$322,001	\$287,959	\$254,371
■ Boat Operation Revenue	\$107,008	\$114,828	\$106,663	\$108,521	\$107,587
■ Total	\$431,311	\$434,670	\$428,664	\$396,480	\$361,958

■ Beach Operation Revenue ■ Boat Operation Revenue ■ Total

5 YEAR BEACH EXPENSE TRENDS



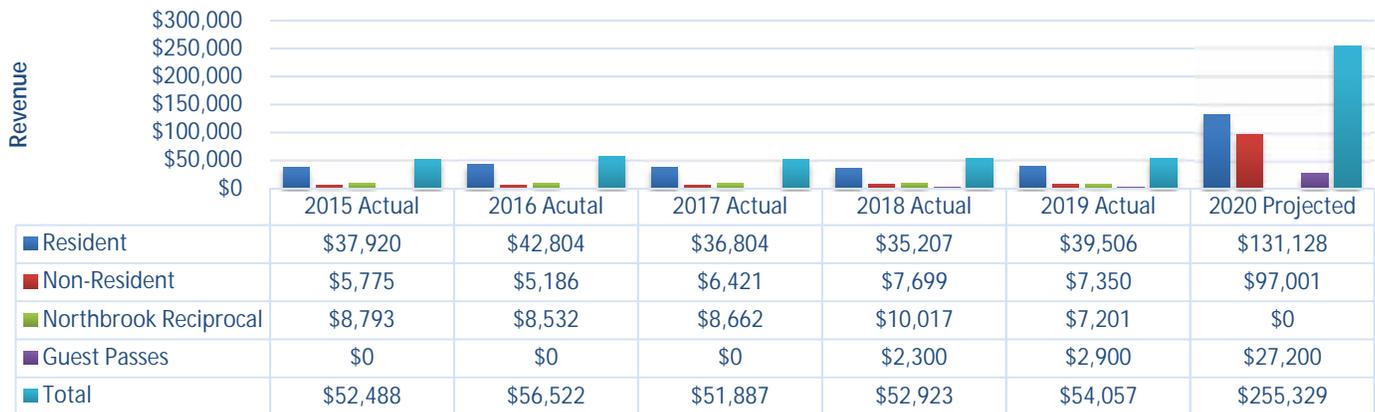
	2016 Actual	2017 Actual	2018 Actual	2019 Actual	2020 Projected
■ Beach Operation Expense	(\$275,611)	(\$263,872)	(\$250,736)	(\$251,909)	(\$280,600)
■ Boat Operation Expense	(\$105,955)	(\$127,616)	(\$157,556)	(\$167,442)	(\$136,450)
■ Total	(\$381,566)	(\$391,488)	(\$408,292)	(\$419,351)	(\$417,050)

■ Beach Operation Expense ■ Boat Operation Expense ■ Total

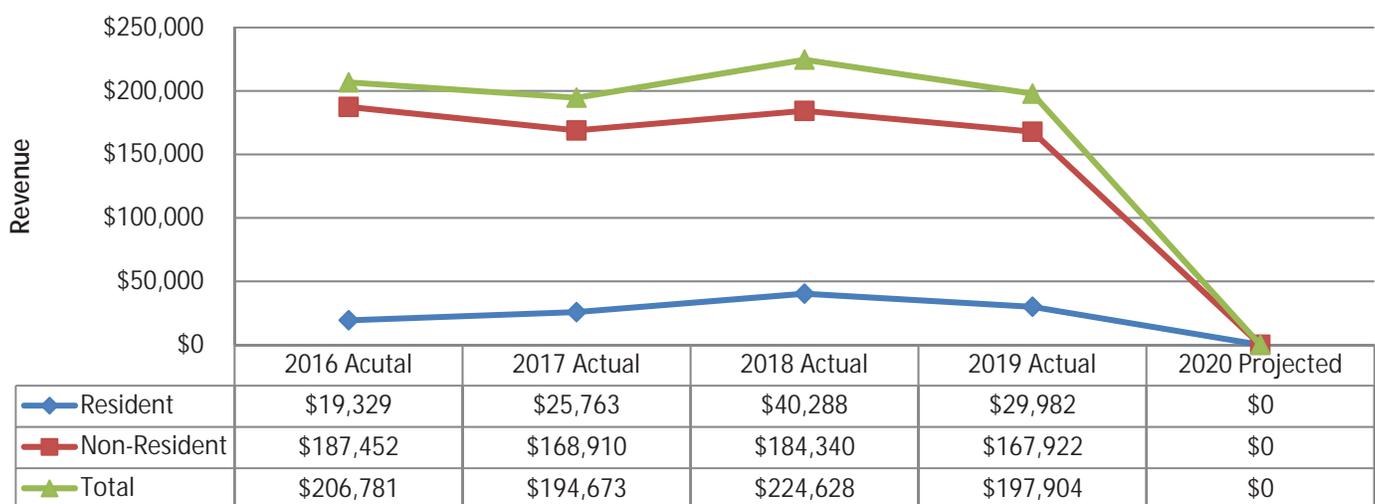
APPENDICES

Appendix A –Financial Data

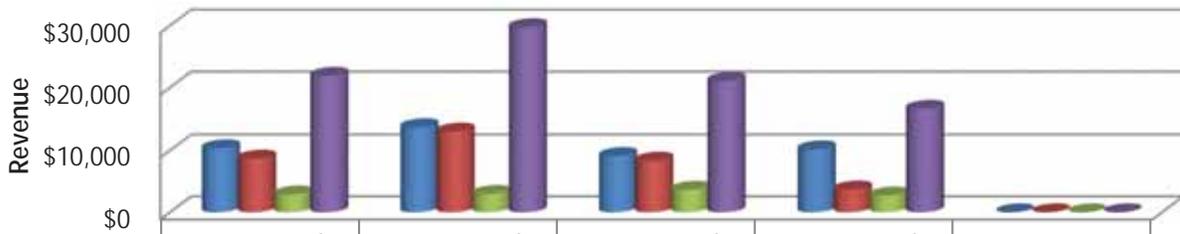
5 YEAR BEACH PASS REVENUE TRENDS



5 YEAR REVENUE FROM DAILY FEES TREND



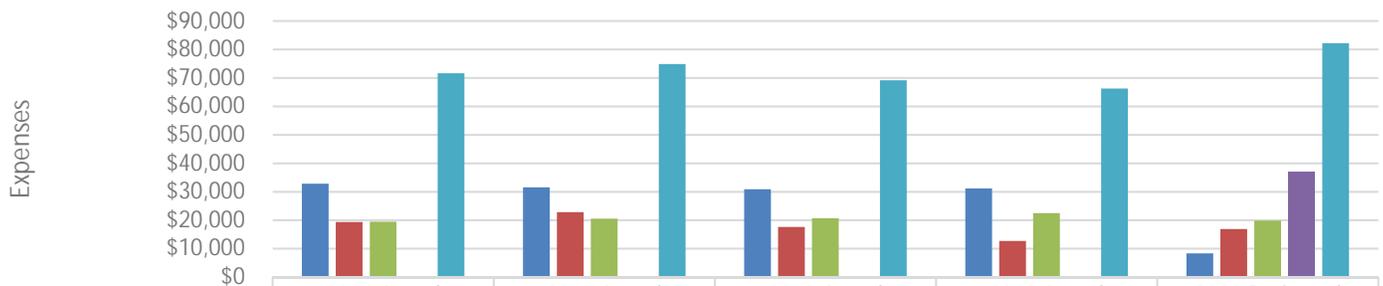
5 YEAR BEACH FACILITY AND EQUIPMENT RENTAL TRENDS



	2016 Actual	2017 Actual	2018 Actual	2019 Actual	2020 Projected
■ Trellis	\$10,336	\$13,750	\$9,091	\$10,173	\$-
■ Sun Shelters	\$8,677	\$13,034	\$8,340	\$3,680	\$-
■ Chairs/Umbrellas	\$2,879	\$2,967	\$3,639	\$2,715	\$-
■ Total	\$21,892	\$29,751	\$21,070	\$16,568	\$-

*We did not offer any rentals during the summer due to COVID.

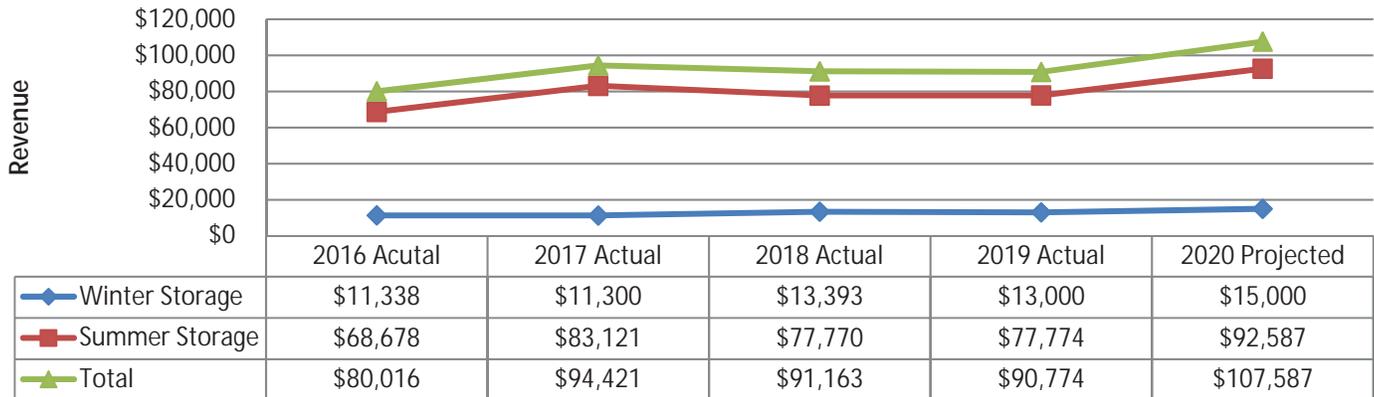
5 YEAR SEASONAL STAFF EXPENSE TRENDS



	2016 Actual	2017 Actual	2018 Actual	2019 Actual	2020 Projected
■ Lifeguards	\$32,831	\$31,526	\$30,856	\$31,144	\$8,334
■ Seasonal Managers	\$19,334	\$22,802	\$17,620	\$12,673	\$16,904
■ Beach Operations Staff	\$19,460	\$20,537	\$20,667	\$22,464	\$19,856
■ Beach Ambassador	\$0	\$0	\$0	\$0	\$37,090
■ Total	\$71,625	\$74,865	\$69,143	\$66,281	\$82,184

* Returning employees did not receive a merit increase unless it was to meet minimum wage requirements and new staff wages were the same as the 2019 rate for their position. Note, the beach was open from 9:00am to 9:00pm, seven days a week this summer, which was two hours longer each day than in years past.

5 YEAR BOATHOUSE STORAGE REVENUE TRENDS



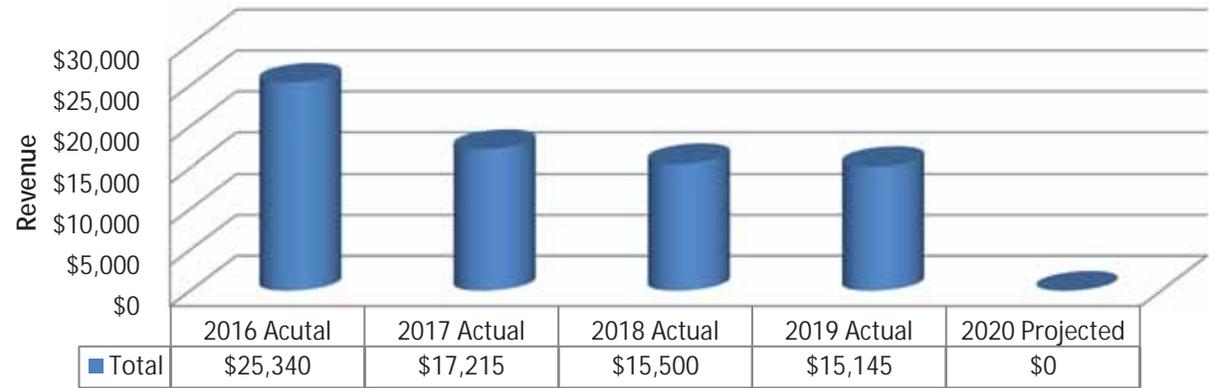
*The loss of sand spaces on both the north and south beach has played a major role in revenue collection. Staff has maximized the number of sand spaces available and will continue to monitor the water levels to determine if we can accept new boaters off of our growing waitlist. Given the popularity of standup paddle boarding, we were able to build new paddle board racks and rent those spaces to boaters off our waitlist.

5 YEAR BOATHOUSE STAFF EXPENSE TREND



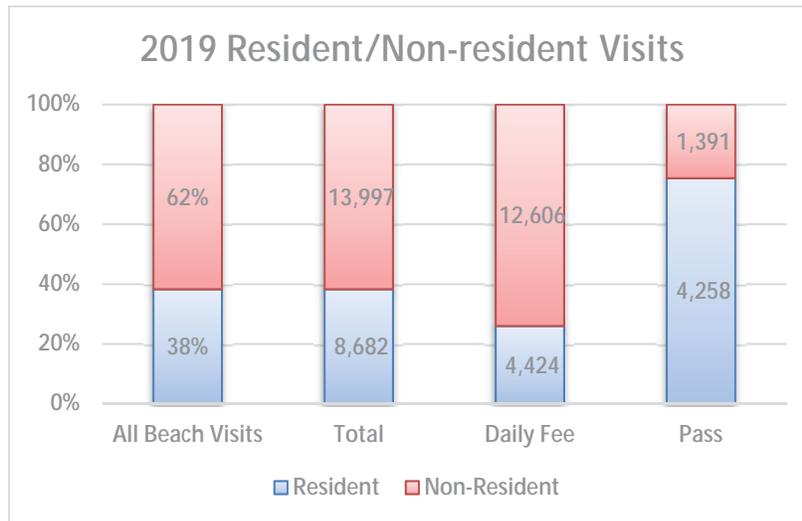
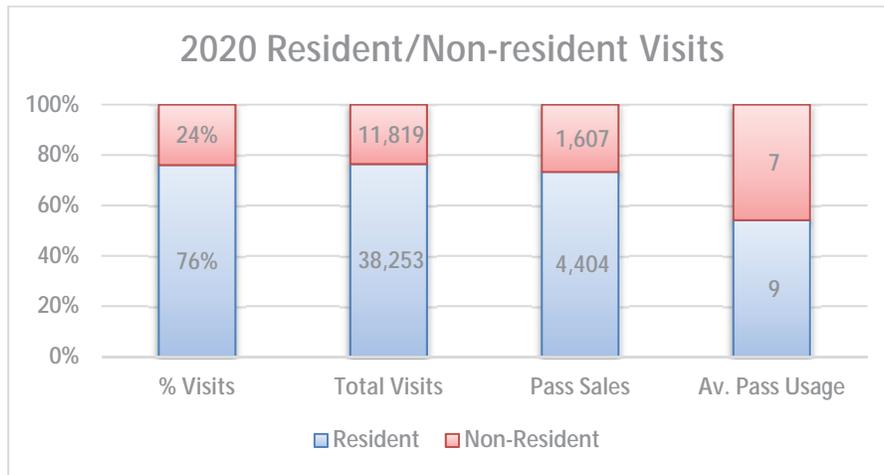
* Staff wages were kept to a minimum by reducing the number of boat guards during the week to only two and three on weekends.

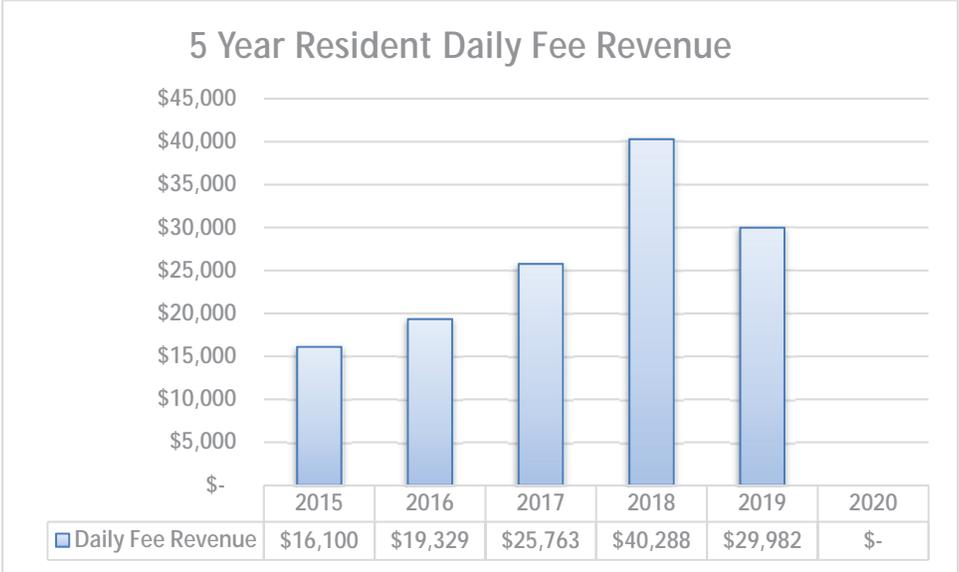
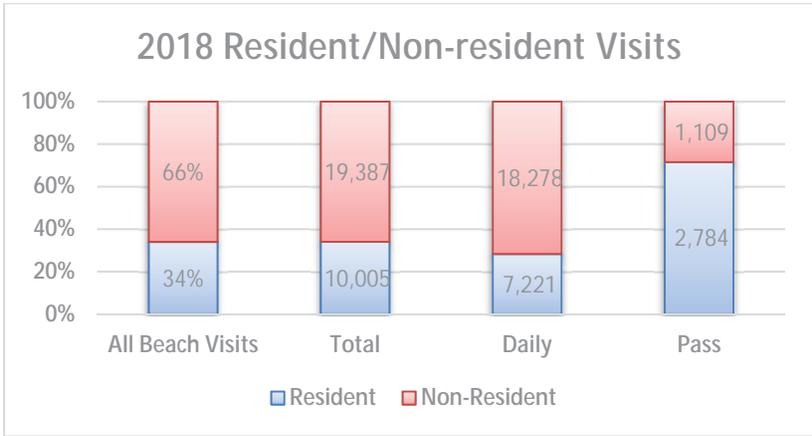
5 YEAR BOAT, KAYAK, PADDLEBOARD RENTAL TRENDS



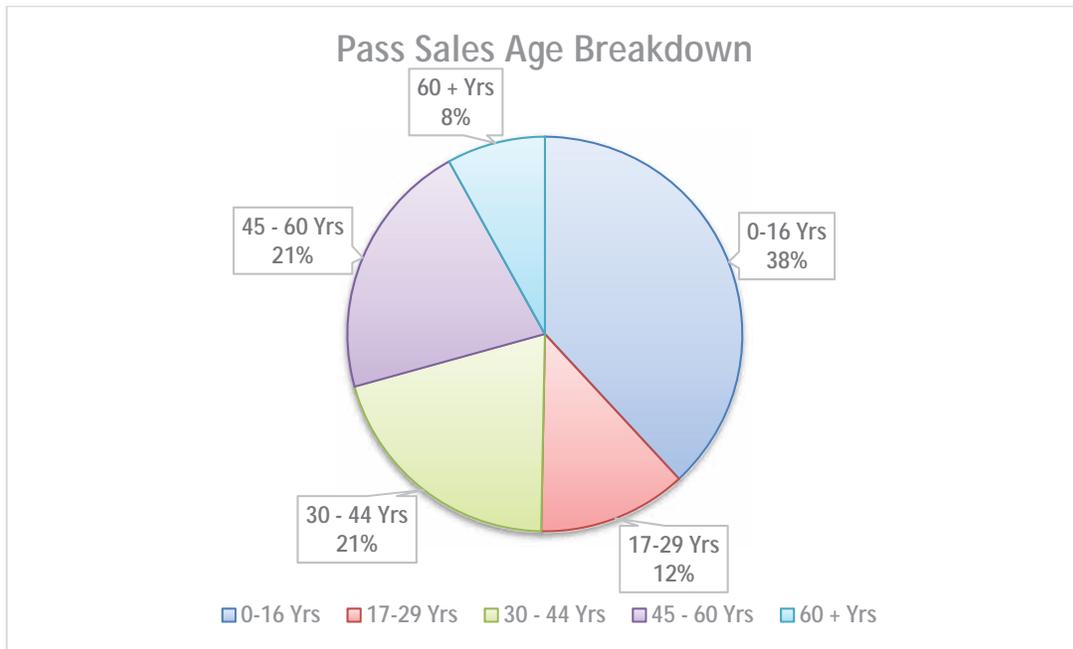
* Rentals were not offered this summer due to COVID-19.

Appendix B –Attendance Comparisons

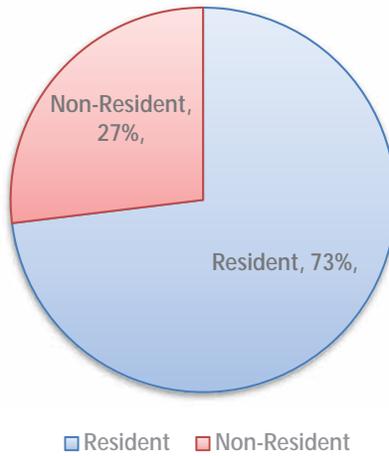




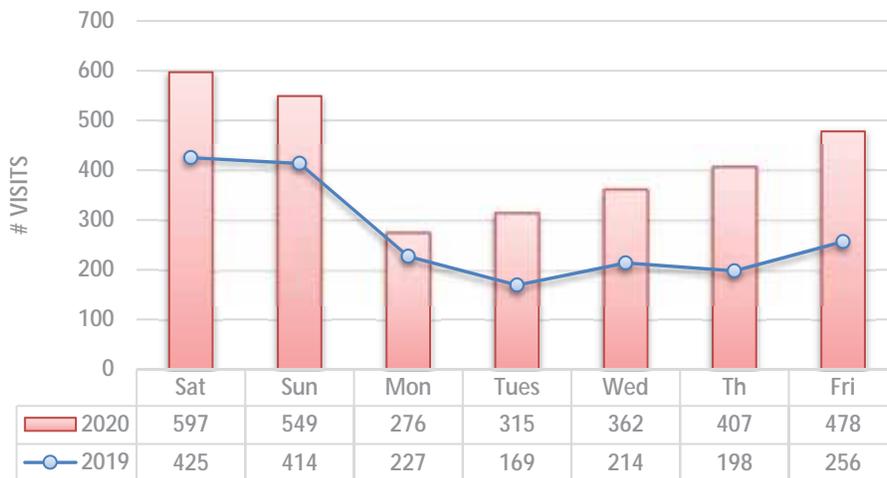
*Daily fees not offered in 2020 due to COVID-19 restrictions.

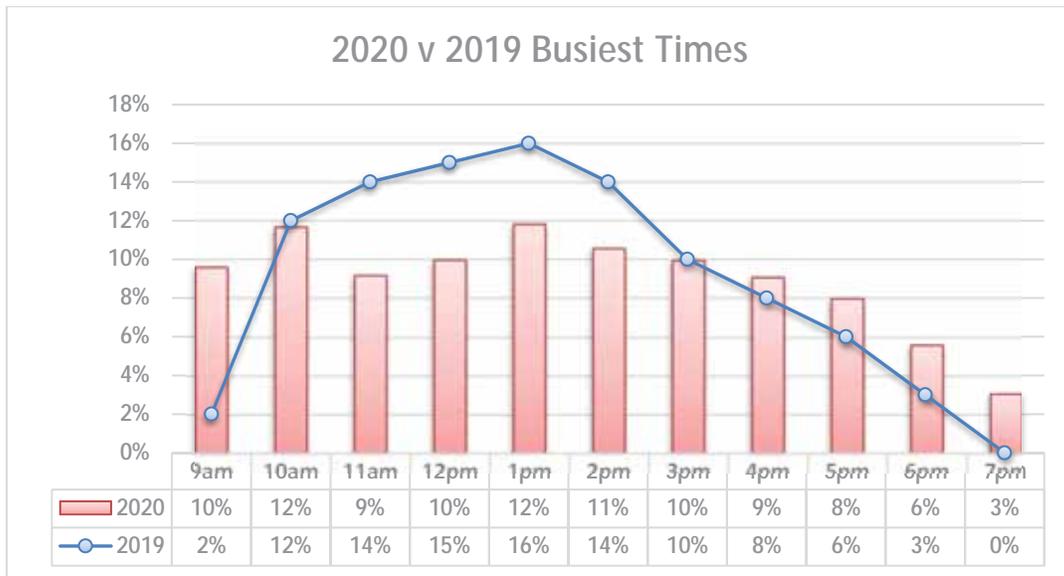


2020 Pass Demographics



2020 v 2019 Average Daily Attendance







Appendix C – Pricing Comparisons

Standard Daily Admissions and Passes

Town	Hours	Daily Fees Res/NR	Individual Pass Res/NR	Family Pass for 4 Res/NR
Glencoe	9:00am-9:00pm	NA	\$95/\$143 \$95/\$190	\$140/\$233 \$140/\$280
Wilmette	9:00am-8:00pm	NA	\$52/\$131 Parking Pass \$30/\$170	\$112/\$311
Winnetka	9:00am-9:00pm	NA	\$100/\$300	\$130/\$390
Evanston	10:30am-7:30pm	NA	*\$28/\$44 *\$18/30	\$112/\$176 \$72/\$120

*Revised Dates for mid-season pass sales

Last Daily Rate Increase:

- 2002: \$1 increase for nonresident only; resident rate remained \$4/\$6
- 2012: \$1 increase for nonresident adult fee only to \$10
- 2017: \$1 increase for residents, \$4 increase for non-residents
- 2018: Group rate increased to \$10 per person for groups of 10 people or more
- 2019: Rates changed to flat rates of \$7 for R and \$14 for NR guests
- 2020: Daily rate not offered due to COVID-19 restrictions

Last Season Pass Increase:

- 2010: \$5 increase to all pass types
- 2012: New rate created for seniors (age 65 and older)
- 2017: \$26 decrease for resident first member and \$22 decrease for non-resident first member
- 2018: \$19 increase in additional pass cost
- 2019: Increased NR season passes 1st member by \$7
- 2020: NR season pass increase to double the Resident rate

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



Sun Shelter and Trellis Rentals

Town	Sun Shelter (12 person) 3 Hour Rental R/NR	Sun Shelters (24 person) 3 Hour Rental R/NR	Trellis (75-100 person) 5 Hour Rental R/NR
Glencoe	Not Available	Not Available	Not Available
Wilmette	Not Available	Not Available	Not Available
Winnetka	Not Available	Not Available	Not Available
Evanston	Not Available	Not Available	Not Available

Lake Rentals**

Town	Kayak Res/NR	Paddleboard Res/NR	Sailboat Rental Res/NR
Glencoe	*\$25/\$30	* \$25/\$30	*\$40/\$50
Wilmette	*M-F \$40/\$40 Sa-Su \$60/\$60	*M-F \$25/\$25 Sa-Su \$35/\$35	*M-F \$63/\$63 Sa-Su \$83/\$83
Winnetka	*M-F Not Available Sa-Su \$20	*M-F Not Available Sa-Su \$25	Not Available
Evanston (45 min rentals)	*M-F \$25/\$35 Sa-Su \$25/\$35	*M-F \$25/\$35 Sa-Su \$25/\$35	*M-F \$50/\$60 Sa-Su \$50/\$60

*Prices per hour for 2019

** No area beaches offered rentals due to COVID.

Boat Storage Spaces

Town	Sand Res/NR	Rack Paddle Res/NR	Winter Sand Res/NR	Winter Rack Res/NR
Glencoe	\$644/\$1052	\$387/\$633	\$271/\$349	\$140/\$216
Wilmette	\$693/\$982	\$311/\$686	\$305/\$305	\$212/\$212
Winnetka	\$400/\$800	\$350/\$700	\$100/\$150	\$100/\$150
Evanston	\$370/\$500	\$230/\$290	Not Available	Not Available

MINUTES OF DECEMBER 1, 2020 COMMITTEE OF THE WHOLE MEETING
GLENCOE PARK DISTRICT
999 GREEN BAY ROAD, GLENCOE, ILLINOIS 60022

The meeting was called to order at 7:07pm and roll was called. Commissioners indicated their permission to record.

Committee Members present:

Lisa Brooks, President
Stefanie Boron, Vice President
Michael Covey, Treasurer
Josh Lutton, Commissioner
Dudley Onderdonk, 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 Classen, Supt. of Marketing/Communications
Jenny Runkel, Administrative Assistant

Members of the Public in attendance who signed in or spoke: Josephine Bellalta, Brandon Hinkle, John Mac Manus, Bart Schneider, Eileen Sirkin

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

Commissioner Onderdonk fixed audio issues and gave permission to record at 7:13pm.

Discussion on Kalk Park Phase II Renovation Concept: John Mac Manus and Josephine Bellalta of Altamanu, Inc. gave the presentation attached to these minutes. The presentation included existing conditions, underdrains/rain garden wetland/underground tank potential solutions, pathway lights, and basketball court fence or plantings for safety. Also suggested for a future project was to mirror Kalk Park's entrance to Veteran's Park entrance. Budget and the probability of working on the Kalk Park entrance was reviewed and discussion ensued on options.

The committee asked staff to move option 1 plans forward to the Board for approval at the December regular Board meeting. Board also directed staff to investigate if the Kalk Park entrance would affect future trail improvements the Village is considering in that area.

Discussion on Altamanu, Inc. Contract Design Services for South Overlook: Director Leiner reviewed the bond issuance funding the plans for south overlook. Upping the timeline during a very competitive bid market due to COVID-19 would be of great financial benefit to the park district. Major water transmission lines do not run under the south overlook as they did under the north overlook reducing the cost. This project would occur in early spring. Josephine and John answered committee questions.

The committee directed staff to move forward with approval of the south overlook project at the December regular Board meeting.

Discussion on Altamanu, Inc. Contract Design Services for Boating Beach

Staircase/Retaining Wall: Director Leiner explained that the stairs are now our only safe access point to the boating beach. The area in front of the water plant is not consistently available due to high water levels. A switchback ramp was discussed for ADA accessibility, if it is feasible. This project will require a structural engineer due to different soil conditions and elevation changes. The staircase must be free-standing in case the water plant changes or moves in the future. This is a high priority project as rainwater runoff took out the foundation of the stairs weeks after it was installed a year ago. The stairs are also slippery. Both stairs and ramp options as well as turning the ramp to the north to avoid the water plant and Lake Michigan water will be explored.

The committee directed staff to move forward with approval of the boating beach staircase and retaining wall project at the December regular Board meeting.

Review Changes to the Financial Policies and Procedures Manual: The first manual was created in 2017 is now updated to include two timeclock manuals and policies as well as a debt disclosure policy.

The committee directed staff to move the Financial Policies and Procedures Manual forward for approval at the December regular Board meeting.

Other Business: The Frank Lloyd Wright is project delayed due to COVID-19. The exterior should be done mid-January, but not the sidewalk and grass. Executive Director Sheppard will clarify when the fence will be removed. We have received no feedback on the timeline. Drainage will be a substantial improvement.

Adjourn to Closed Session: At 8:37pm, Commissioner Onderdonk moved to adjourn into closed session to discuss a lease as mandated by Section 2.06. 5 ILCS 120/2 (c)(5).

Commissioner Lutton seconded the motion. Roll call vote taken:

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

The motion passed.

Return to Open Session: Commissioner Lutton moved to return to open session at 8:56pm, Commissioner Boron seconded the motion. Roll call vote taken:

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

The motion passed.

There was no action taken during or after closed session.

Adjourn: Commissioner Lutton moved to adjourn the meeting at 8:56pm. Commissioner Onderdonk seconded the motion. Roll call vote taken:

AYES: Boron, Covey, Lutton, Onderdonk, Brooks
NAYS: None

ABSENT: None
The motion passed.

Respectfully submitted,

Lisa M. Sheppard
Secretary

December 1, 2020 Committee of the Whole

Minutes attachment:

Skip to

VIII. Action Item C: Kalk Park Phase II Renovation Concept

Altamanu PowerPoint presentation on

Kalk Park Storm Water Solutions Concept Design

(This item is not duplicated in this packet as a sustainability effort for printed copies, however will be attached to the minutes permanent record.)



Glencoe Park District

Voucher List of Bills By Vendor Set

Payment Dates 11/11/2020 - 12/8/2020

Vendor Name	Payment Date	Payment Number	Account Number	Description (Item)	Amount
Vendor Set: AP Vendors - AP Vendors					
Vendor: 10133 - Accuraty Solutions					
Accuraty Solutions	11/30/2020	13068	25-00-000-5321	Website SSL & Maintenance	1,184.95
Accuraty Solutions	12/07/2020	13083	25-00-000-5321	Website Update - Fees/Svcs	2,234.75
Vendor 10133 - Accuraty Solutions Total:					3,419.70
Vendor: 10098 - AFLAC					
AFLAC	11/23/2020	13040	10-00-000-2170	Supplemental Aflac Coverage	261.76
Vendor 10098 - AFLAC Total:					261.76
Vendor: 10864 - All About Childcare Health, Ltd.					
All About Childcare Health, Ltd.	11/23/2020	13041	25-26-000-5387	Day Care Nurse Services	90.00
Vendor 10864 - All About Childcare Health, Ltd. Total:					90.00
Vendor: 10973 - Altamanu, Inc.					
Altamanu, Inc.	12/07/2020	13084	69-00-000-5563	Construction Mgmt - Bluff	1,124.30
Vendor 10973 - Altamanu, Inc. Total:					1,124.30
Vendor: 10143 - Amalgamated Bank of Chicago					
Amalgamated Bank of Chicago	11/25/2020	DFT0001116	40-00-000-5000	Final Prinicipal - 2010 Bonds	125,000.00
Amalgamated Bank of Chicago	11/25/2020	DFT0001116	40-00-000-5010	Final Interest - 2010 Bonds	2,500.00
Vendor 10143 - Amalgamated Bank of Chicago Total:					127,500.00
Vendor: 10056 - Amazing Minds					
Amazing Minds	11/23/2020	13042	25-25-635-5300	Contractual - Fall Sess 1 Amazin...	1,332.00
Vendor 10056 - Amazing Minds Total:					1,332.00
Vendor: 10946 - Amazon Capital Services					
Amazon Capital Services	11/23/2020	13043	10-12-000-5487	Hand Tools - Parks	27.94
Amazon Capital Services	11/23/2020	13043	10-12-000-5490	Plantings/Flowers	115.95
Amazon Capital Services	11/23/2020	13043	10-12-000-5491	Greenhouse Supplies	267.68
Amazon Capital Services	11/23/2020	13043	10-12-000-5582	Maint Equipment - Parks	481.90
Amazon Capital Services	11/23/2020	13043	10-13-000-5420	General Watts Supplies	415.90
Amazon Capital Services	11/23/2020	13043	25-00-000-5360	Marketing Supplies	92.45
Amazon Capital Services	11/23/2020	13043	25-00-000-5420	General Rec Supplies	101.94
Amazon Capital Services	11/23/2020	13043	25-25-601-5400	Kids Club Supplies	15.10
Amazon Capital Services	11/23/2020	13043	25-25-602-5400	Kids Club Supplies	15.11
Amazon Capital Services	11/23/2020	13043	25-26-000-5403	Day Care Pgm Supplies	89.94
Amazon Capital Services	11/23/2020	13043	25-26-000-5430	Day Care First Aid Supplies	251.25
Amazon Capital Services	11/23/2020	13043	25-26-000-5460	Day Care Food Prep Supplies	134.00
Amazon Capital Services	11/30/2020	13069	10-13-000-5484	Electrical Supplies - Watts	124.99
Amazon Capital Services	11/30/2020	13069	25-25-401-5400	ELC Supplies	35.00
Amazon Capital Services	11/30/2020	13069	25-25-402-5400	ELC Supplies	35.94
Amazon Capital Services	11/30/2020	13069	25-25-403-5400	ELC Supplies	30.00
Amazon Capital Services	11/30/2020	13069	25-25-615-5400	Ceramics Supplies	135.10
Amazon Capital Services	11/30/2020	13069	25-25-953-5400	Fall Event Supplies	355.03
Amazon Capital Services	11/30/2020	13069	25-26-000-5403	Day Care Pgm Supplies	29.99
Vendor 10946 - Amazon Capital Services Total:					2,755.21
Vendor: 10147 - American Outfitters, Ltd.					
American Outfitters, Ltd.	11/17/2020	13028	10-13-000-5421	Watts Staff Uniforms	691.50
American Outfitters, Ltd.	12/07/2020	13085	10-11-000-5342	GPD Beanies	1,190.00
American Outfitters, Ltd.	12/07/2020	13085	10-11-000-5342	GPD Apparel	157.25
American Outfitters, Ltd.	12/07/2020	13085	25-25-401-5400	GPD Apparel	94.25
American Outfitters, Ltd.	12/07/2020	13085	25-25-601-5400	GPD Apparel	375.75
Vendor 10147 - American Outfitters, Ltd. Total:					2,508.75

Voucher List of Bills

Payment Dates: 11/11/2020 - 12/8/2020

Vendor Name	Payment Date	Payment Number	Account Number	Description (Item)	Amount	
Vendor: 10162 - AT & T						
AT & T	11/25/2020	13062	25-00-000-5210	Takiff Phone Service (2 mos)	1,649.18	
					Vendor 10162 - AT & T Total:	1,649.18
Vendor: 11590 - Bach to Rock Northbrook						
Bach to Rock Northbrook	11/23/2020	13044	25-25-611-5300	Contractual - Fall Sess 1 Guitar ...	787.57	
					Vendor 11590 - Bach to Rock Northbrook Total:	787.57
Vendor: 10172 - Becker Arena Products						
Becker Arena Products	11/30/2020	13070	10-13-000-5588	Watts Runway Rubber	2,532.86	
Becker Arena Products	12/07/2020	13086	10-13-000-5588	Building Improvements - Watts	1,899.03	
					Vendor 10172 - Becker Arena Products Total:	4,431.89
Vendor: 10473 - BMO Harris Bank N.A.						
BMO Harris Bank N.A.	11/30/2020	13071	10-11-000-5342	Admin Meeting Expenses	146.41	
BMO Harris Bank N.A.	11/30/2020	13071	10-11-000-5402	Mo Digital Newspaper Script	27.72	
BMO Harris Bank N.A.	11/30/2020	13071	10-12-000-5340	Leiner CPRP Renewal	65.00	
BMO Harris Bank N.A.	11/30/2020	13071	10-12-000-5421	Parks Uniforms	656.19	
BMO Harris Bank N.A.	11/30/2020	13071	10-12-000-5730	IPRA Annual Membership (Leine...	264.00	
BMO Harris Bank N.A.	11/30/2020	13071	10-13-000-5420	Watts Heaters - TO BE REFUND...	2,252.18	
BMO Harris Bank N.A.	11/30/2020	13071	25-00-000-5210	Phone Supplies/iCloud Storage	34.05	
BMO Harris Bank N.A.	11/30/2020	13071	25-00-000-5301	Postage	9.20	
BMO Harris Bank N.A.	11/30/2020	13071	25-00-000-5360	iCloud Storage/Signs/Honey Tags	129.80	
BMO Harris Bank N.A.	11/30/2020	13071	25-00-000-5362	Stock Photography	29.00	
BMO Harris Bank N.A.	11/30/2020	13071	25-00-000-5368	Constant Contact	148.81	
BMO Harris Bank N.A.	11/30/2020	13071	25-00-000-5401	Office Supplies - Rec	26.75	
BMO Harris Bank N.A.	11/30/2020	13071	25-00-000-5420	General Rec Supplies	15.00	
BMO Harris Bank N.A.	11/30/2020	13071	25-00-000-5480	Rec Van Gasoline	37.92	
BMO Harris Bank N.A.	11/30/2020	13071	25-00-000-5730	IPRA Annual Membership (LV, ...	792.00	
BMO Harris Bank N.A.	11/30/2020	13071	25-25-601-5300	Brightwheel Kids Club App	150.00	
BMO Harris Bank N.A.	11/30/2020	13071	25-25-615-5400	Ceramics Supplies	1,046.16	
BMO Harris Bank N.A.	11/30/2020	13071	25-25-913-5400	Halloween Supplies	801.94	
BMO Harris Bank N.A.	11/30/2020	13071	25-25-934-5300	Contractual - Spooky Skate Light..	509.62	
BMO Harris Bank N.A.	11/30/2020	13071	25-25-950-5300	Contractual - Nerf Special Event	109.00	
BMO Harris Bank N.A.	11/30/2020	13071	25-25-953-5400	Fall Event Supplies/Prizes	29.95	
BMO Harris Bank N.A.	11/30/2020	13071	25-26-000-5342	Teacher In-Service Luncheon	580.43	
BMO Harris Bank N.A.	11/30/2020	13071	25-26-000-5360	Care.com Subscription	75.00	
BMO Harris Bank N.A.	11/30/2020	13071	25-26-000-5403	Day Care Program Supplies	173.28	
BMO Harris Bank N.A.	11/30/2020	13071	25-26-000-5404	Brightwheel Day Care App	175.00	
BMO Harris Bank N.A.	11/30/2020	13071	25-27-000-5210	Takiff Fitness TV/Internet Svc	202.99	
					Vendor 10473 - BMO Harris Bank N.A. Total:	8,487.40
Vendor: 10656 - Call One						
Call One	11/17/2020	13029	25-00-000-5210	T1 Line - Watts	365.71	
					Vendor 10656 - Call One Total:	365.71
Vendor: 10190 - Ceramic Supply Chicago, Inc.						
Ceramic Supply Chicago, Inc.	11/30/2020	13073	25-25-315-5400	Ceramics Supplies	208.67	
					Vendor 10190 - Ceramic Supply Chicago, Inc. Total:	208.67
Vendor: 10552 - Chicago Tribune Media Group						
Chicago Tribune Media Group	11/17/2020	13030	10-11-000-5311	Legal Notices	14.88	
					Vendor 10552 - Chicago Tribune Media Group Total:	14.88
Vendor: 11592 - Christopher B. Burke Engineering, Ltd.						
Christopher B. Burke Engineerin...	12/07/2020	13087	67-00-000-5505	Kalk Survey	4,000.00	
Christopher B. Burke Engineerin...	12/07/2020	13087	69-00-000-5553	Trail Const Mgmt	26,405.00	
					Vendor 11592 - Christopher B. Burke Engineering, Ltd. Total:	30,405.00
Vendor: 11213 - Ciao Bella Sewing						
Ciao Bella Sewing	11/23/2020	13045	25-25-651-5300	Contractual - Fall Sewing Classes	720.00	
					Vendor 11213 - Ciao Bella Sewing Total:	720.00
Vendor: 10505 - Comcast						
Comcast	11/23/2020	13046	10-13-000-5210	Watts Cable TV/Internet (2 mo)	389.28	
					Vendor 10505 - Comcast Total:	389.28

Voucher List of Bills

Payment Dates: 11/11/2020 - 12/8/2020

Vendor Name	Payment Date	Payment Number	Account Number	Description (Item)	Amount
Vendor: 10208 - Commonwealth Edison					
Commonwealth Edison	12/07/2020	13088	10-12-000-5230	Electricity - Parks	795.21
Commonwealth Edison	12/07/2020	13088	10-13-000-5230	Electricity - Watts	3,016.09
Commonwealth Edison	12/07/2020	13088	10-14-000-5230	Electricity - Beach	416.09
Commonwealth Edison	12/07/2020	13088	10-15-000-5230	Electricity - Boathouse	263.91
Commonwealth Edison	12/07/2020	13088	25-00-000-5230	Electricity - Takiff	7,318.07
Vendor 10208 - Commonwealth Edison Total:					11,809.37
Vendor: 10215 - Craftwood Lumber Company					
Craftwood Lumber Company	12/07/2020	13089	10-13-000-5481	Construction Supplies - Watts	25.32
Craftwood Lumber Company	12/07/2020	13089	10-13-000-5486	Plumbing Supplies - Watts	48.76
Craftwood Lumber Company	12/07/2020	13089	10-13-000-5581	Building Improvements - Watts	125.56
Vendor 10215 - Craftwood Lumber Company Total:					199.64
Vendor: 11417 - Daiohs USA, Inc.					
Daiohs USA, Inc.	12/07/2020	13090	10-11-000-5420	Takiff Coffee Supplies	82.50
Daiohs USA, Inc.	12/07/2020	13090	10-12-000-5420	Parks Coffee Supplies	40.28
Vendor 11417 - Daiohs USA, Inc. Total:					122.78
Vendor: 10330 - De Vroomen Bulb Co., Inc.					
De Vroomen Bulb Co., Inc.	11/30/2020	13074	10-12-000-5490	Fall Bulbs	2,007.79
Vendor 10330 - De Vroomen Bulb Co., Inc. Total:					2,007.79
Vendor: 11586 - EAS Group, Inc.					
EAS Group, Inc.	11/30/2020	13075	25-00-000-5401	Window Envelopes	177.50
Vendor 11586 - EAS Group, Inc. Total:					177.50
Vendor: 10341 - Excalibur Technology Corporation					
Excalibur Technology Corporati...	12/07/2020	13091	10-11-000-5355	TSS Maint - Jan 2021	6,322.80
Excalibur Technology Corporati...	12/07/2020	13091	25-00-000-5321	WebTrac Hosting - Jan 2021	749.00
Vendor 10341 - Excalibur Technology Corporation Total:					7,071.80
Vendor: 11291 - Fambro Management LLC					
Fambro Management LLC	11/23/2020	13047	25-25-629-5300	Contractual - Fall Chess Scholars...	884.00
Vendor 11291 - Fambro Management LLC Total:					884.00
Vendor: 10076 - Glencoe Junior Kindergarten					
Glencoe Junior Kindergarten	11/23/2020	13048	25-25-471-5300	Return \$ - Playtime Partners Ca...	5,439.38
Vendor 10076 - Glencoe Junior Kindergarten Total:					5,439.38
Vendor: 10370 - Grainger Inc.					
Grainger Inc.	11/23/2020	13049	10-12-000-5412	Cleaning Supplies - Parks	6.96
Grainger Inc.	11/23/2020	13049	25-00-000-5412	Cleaning Supplies - Takiff	218.50
Grainger Inc.	12/07/2020	13092	10-13-000-5412	Cleaning Supplies - Watts	131.06
Grainger Inc.	12/07/2020	13092	10-13-000-5484	Electrical Supplies - Watts	315.00
Grainger Inc.	12/07/2020	13092	25-00-000-5412	Cleaning Supplies - Takiff	831.00
Grainger Inc.	12/07/2020	13092	25-26-000-5460	Day Care Food Prep Supplies	353.56
Vendor 10370 - Grainger Inc. Total:					1,856.08
Vendor: 10325 - Grand Food Center					
Grand Food Center	11/30/2020	13076	25-26-000-5409	Day Care Milk/Food Supplies	286.08
Vendor 10325 - Grand Food Center Total:					286.08
Vendor: 10384 - Home Depot Credit Services					
Home Depot Credit Services	11/23/2020	13050	10-12-000-5484	Parks Electrical Supplies	103.36
Home Depot Credit Services	11/23/2020	13050	10-13-000-5588	Watts Building Improvements	535.40
Home Depot Credit Services	11/23/2020	13050	25-25-913-5400	Halloween Supplies	12.81
Vendor 10384 - Home Depot Credit Services Total:					651.57
Vendor: 10100 - IL Dept of Revenue					
IL Dept of Revenue	11/13/2020	DFT0001119	10-00-000-2110	IL State Tax W/H	778.86
IL Dept of Revenue	11/20/2020	DFT0001124	10-00-000-2110	IL State Tax W/H	5,703.03
IL Dept of Revenue	12/04/2020	DFT0001131	10-00-000-2110	IL State Tax W/H	5,263.64
Vendor 10100 - IL Dept of Revenue Total:					11,745.53
Vendor: 10101 - Illinois Municipal Retirement Fund					
Illinois Municipal Retirement Fu...	11/30/2020	DFT0001127	10-00-000-2150	IMRF Contribution - Nov 2020	43,092.68

Voucher List of Bills

Payment Dates: 11/11/2020 - 12/8/2020

Vendor Name	Payment Date	Payment Number	Account Number	Description (Item)	Amount
Illinois Municipal Retirement Fu...	11/30/2020	DFT0001127	10-00-000-2155	IMRF VAC - Nov 2020	5,306.00
Vendor 10101 - Illinois Municipal Retirement Fund Total:					48,398.68
Vendor: 10647 - Illinois Pump, Inc					
Illinois Pump, Inc	12/07/2020	13093	10-14-000-5588	Building Improvements - Beach	4,938.71
Vendor 10647 - Illinois Pump, Inc Total:					4,938.71
Vendor: 10106 - IRS/Dept of Treasury					
IRS/Dept of Treasury	11/13/2020	DFT0001117	10-00-000-2120	Social Security W/H	2,066.24
IRS/Dept of Treasury	11/13/2020	DFT0001118	10-00-000-2130	Medicare	483.24
IRS/Dept of Treasury	11/13/2020	DFT0001120	10-00-000-2100	Fed Income Tax W/H	2,739.50
IRS/Dept of Treasury	11/20/2020	DFT0001122	10-00-000-2120	Social Security W/H	15,139.64
IRS/Dept of Treasury	11/20/2020	DFT0001123	10-00-000-2130	Medicare	3,777.46
IRS/Dept of Treasury	11/20/2020	DFT0001125	10-00-000-2100	Fed Income Tax W/H	10,751.17
IRS/Dept of Treasury	12/04/2020	DFT0001129	10-00-000-2120	Social Security W/H	13,412.58
IRS/Dept of Treasury	12/04/2020	DFT0001130	10-00-000-2130	Medicare	3,495.68
IRS/Dept of Treasury	12/04/2020	DFT0001132	10-00-000-2100	Fed Income Tax W/H	9,716.62
Vendor 10106 - IRS/Dept of Treasury Total:					61,582.13
Vendor: 11520 - J&P Park Acquisitions, Inc.					
J&P Park Acquisitions, Inc.	11/23/2020	13051	10-12-000-5490	Plantings/Flowers	54.48
Vendor 11520 - J&P Park Acquisitions, Inc. Total:					54.48
Vendor: 10404 - Konica Minolta Business Solutions USA Inc.					
Konica Minolta Business Solutio...	11/23/2020	13052	10-11-000-5355	Copy Machine Mo Maint	154.94
Konica Minolta Business Solutio...	11/23/2020	13052	25-00-000-5355	Copy Machine Mo Maint	230.32
Vendor 10404 - Konica Minolta Business Solutions USA Inc. Total:					385.26
Vendor: 11104 - KPC Distribution, LLC					
KPC Distribution, LLC	12/07/2020	13094	65-00-020-5512	12 World Wide Sailor Pram Sail...	24,988.00
Vendor 11104 - KPC Distribution, LLC Total:					24,988.00
Vendor: 10360 - Lowe's Business Acct/GEMB					
Lowe's Business Acct/GEMB	11/17/2020	13032	10-12-000-5481	Construction Supplies - Parks	71.69
Lowe's Business Acct/GEMB	11/17/2020	13032	10-12-000-5484	Electrical Supplies - Parks	557.35
Lowe's Business Acct/GEMB	11/17/2020	13032	10-12-000-5491	Greenhouse Supplies	10.44
Lowe's Business Acct/GEMB	11/17/2020	13032	69-00-000-5572	Duke Park Owner Items (Play Tr...	8,331.56
Vendor 10360 - Lowe's Business Acct/GEMB Total:					8,971.04
Vendor: 10120 - Magic of Gary Kantor					
Magic of Gary Kantor	11/30/2020	13077	25-25-638-5300	Contractual - 11/17 Magic Class	150.00
Vendor 10120 - Magic of Gary Kantor Total:					150.00
Vendor: 10066 - Maria Kotsinis					
Maria Kotsinis	12/07/2020	13095	25-25-422-5300	Contractual - Presch Music Enri...	860.00
Vendor 10066 - Maria Kotsinis Total:					860.00
Vendor: 10174 - MCI					
MCI	12/07/2020	13096	25-00-000-5210	Long Distance Phone Svc	88.02
Vendor 10174 - MCI Total:					88.02
Vendor: 10191 - Menoni & Mocogni					
Menoni & Mocogni	12/07/2020	13097	10-12-000-5481	Parks Construction Supplies	99.84
Menoni & Mocogni	12/07/2020	13097	10-12-000-5495	Pulverized Dirt	37.44
Vendor 10191 - Menoni & Mocogni Total:					137.28
Vendor: 11267 - Milieu Design LLC					
Milieu Design LLC	12/07/2020	13098	10-12-000-5348	Shared Svcs Mowing	986.48
Milieu Design LLC	12/07/2020	13098	10-12-000-5349	Contractual - Landscaping	4,709.52
Vendor 11267 - Milieu Design LLC Total:					5,696.00
Vendor: 10213 - Mutual Ace Hardware					
Mutual Ace Hardware	11/17/2020	13033	10-12-000-5370	Parks Rental Equipment	850.80
Mutual Ace Hardware	11/17/2020	13033	10-12-000-5481	Construction Supplies - Parks	32.87
Mutual Ace Hardware	11/17/2020	13033	10-12-000-5482	Hardware - Parks	79.96
Mutual Ace Hardware	11/17/2020	13033	10-12-000-5484	Electrical Supplies - Parks	25.18
Mutual Ace Hardware	11/17/2020	13033	10-13-000-5482	Hardware - Watts	63.52
Mutual Ace Hardware	11/17/2020	13033	10-13-000-5484	Electrical Supplies - Watts	24.29

Voucher List of Bills

Payment Dates: 11/11/2020 - 12/8/2020

Vendor Name	Payment Date	Payment Number	Account Number	Description (Item)	Amount
Mutual Ace Hardware	11/17/2020	13033	25-00-000-5412	Takiff Cleaning Supplies	17.26
Vendor 10213 - Mutual Ace Hardware Total:					1,093.88
Vendor: 8125 - Natalie Steinmetz					
Natalie Steinmetz	12/07/2020	13099	25-25-615-5400	Reimbursement - Ceramics Sup...	14.97
Vendor 8125 - Natalie Steinmetz Total:					14.97
Vendor: 10103 - NCPERS-IL IMRF					
NCPERS-IL IMRF	12/04/2020	13064	10-00-000-2160	IMRF Life-#03298	64.00
Vendor 10103 - NCPERS-IL IMRF Total:					64.00
Vendor: 10224 - North Shore Gas Company					
North Shore Gas Company	11/23/2020	13053	10-13-000-5220	Gas/Heat - Watts	172.00
North Shore Gas Company	11/23/2020	13053	25-00-000-5220	Gas/Heat - Takiff	103.61
North Shore Gas Company	12/07/2020	13100	10-12-000-5220	Gas/Heat - Parks	421.75
North Shore Gas Company	12/07/2020	13100	10-14-000-5220	Gas/Heat - Beach	35.12
Vendor 10224 - North Shore Gas Company Total:					732.48
Vendor: 10233 - Orkin Pest Control					
Orkin Pest Control	12/07/2020	13101	25-00-000-5355	Takiff Mo Exterminator - Dec	187.30
Vendor 10233 - Orkin Pest Control Total:					187.30
Vendor: 10235 - Otis Elevator Company					
Otis Elevator Company	12/07/2020	13102	25-00-000-5355	Takiff Elevator Mo Maint - Dec	515.21
Vendor 10235 - Otis Elevator Company Total:					515.21
Vendor: 10110 - PACT Administrative Services Corp					
PACT Administrative Services C...	11/17/2020	13034	10-00-000-2175	FSA Plan Contributions - Nov	1,687.76
PACT Administrative Services C...	11/30/2020	13078	10-11-000-5600	Sect 125 Fee - Dec	84.00
Vendor 10110 - PACT Administrative Services Corp Total:					1,771.76
Vendor: 10104 - Partnership Financial Credit Union					
Partnership Financial Credit Uni...	11/20/2020	13025	10-00-000-2180	#110071680 Barrios	120.00
Partnership Financial Credit Uni...	11/20/2020	13025	10-00-000-2180	#86720 Janis	30.00
Partnership Financial Credit Uni...	11/20/2020	13025	10-00-000-2180	#95910 Mensinger	500.00
Partnership Financial Credit Uni...	11/20/2020	13025	10-00-000-2180	#880010320 Stowick	20.00
Partnership Financial Credit Uni...	12/04/2020	13065	10-00-000-2180	#110071680 Barrios	120.00
Partnership Financial Credit Uni...	12/04/2020	13065	10-00-000-2180	#86720 Janis	30.00
Partnership Financial Credit Uni...	12/04/2020	13065	10-00-000-2180	#95910 Mensinger	500.00
Partnership Financial Credit Uni...	12/04/2020	13065	10-00-000-2180	#880010320 Stowick	20.00
Vendor 10104 - Partnership Financial Credit Union Total:					1,340.00
Vendor: 10242 - PDRMA					
PDRMA	11/25/2020	13063	10-11-000-5600	Health Insurance-Nov 2020	34,511.59
PDRMA	11/25/2020	13063	25-26-000-5600	Health Insurance-Nov 2020	14,317.73
Vendor 10242 - PDRMA Total:					48,829.32
Vendor: 10090 - Pride Dojo Inc.					
Pride Dojo Inc.	11/23/2020	13054	25-25-725-5300	Contractual Karate - 75% Fall S2...	1,271.25
Vendor 10090 - Pride Dojo Inc. Total:					1,271.25
Vendor: 10259 - Quill Corporation					
Quill Corporation	11/17/2020	13035	10-11-000-5420	Break Room Supplies	229.24
Quill Corporation	11/17/2020	13035	25-00-000-5401	Supplies - Rec Office	319.51
Quill Corporation	11/17/2020	13035	25-25-601-5400	Kids Club Supplies	178.43
Quill Corporation	11/17/2020	13035	25-25-602-5400	Kids Club Supplies	178.43
Quill Corporation	11/30/2020	13079	25-00-000-5401	Office Supplies - Rec	210.95
Quill Corporation	11/30/2020	13079	25-25-401-5400	ELC Supplies	4.99
Quill Corporation	11/30/2020	13079	25-25-402-5400	ELC Supplies	5.00
Quill Corporation	11/30/2020	13079	25-25-403-5400	ELC Supplies	5.01
Quill Corporation	11/30/2020	13079	25-26-000-5401	Office Supplies - Day Care	4.99
Quill Corporation	12/07/2020	13103	10-11-000-5420	Gen Admin Supplies	87.04
Quill Corporation	12/07/2020	13103	25-00-000-5401	Rec Office Supplies	3.78
Vendor 10259 - Quill Corporation Total:					1,227.37

Voucher List of Bills

Payment Dates: 11/11/2020 - 12/8/2020

Vendor Name	Payment Date	Payment Number	Account Number	Description (Item)	Amount
Vendor: 10966 - Real V LLC					
Real V LLC	11/23/2020	13055	25-25-648-5300	Contractual - Fall Sess 1 Cooking...	1,996.00
Vendor 10966 - Real V LLC Total:					1,996.00
Vendor: 11412 - Recreation Results, LLC					
Recreation Results, LLC	11/17/2020	13036	65-00-020-5501	Consulting-Regis Software Opti...	3,450.00
Vendor 11412 - Recreation Results, LLC Total:					3,450.00
Vendor: 10269 - RMC Inc.					
RMC Inc.	12/07/2020	13104	10-13-000-5357	Watts Refrig Mo Maint - Dec	289.00
RMC Inc.	12/07/2020	13104	10-13-000-5581	Ice Rink Equipment - Watts	5,270.46
Vendor 10269 - RMC Inc. Total:					5,559.46
Vendor: 10270 - Rotary Club of Glencoe					
Rotary Club of Glencoe	11/23/2020	13056	10-11-000-5730	4th Quarter Dues	275.00
Vendor 10270 - Rotary Club of Glencoe Total:					275.00
Vendor: 10275 - Sam's Club Direct Commercial Account Program					
Sam's Club Direct Commercial A...	11/30/2020	13080	25-25-913-5400	Halloween Supplies	62.86
Vendor 10275 - Sam's Club Direct Commercial Account Program Total:					62.86
Vendor: 10515 - Sarah Hall Theatre Company					
Sarah Hall Theatre Company	12/07/2020	13105	25-25-312-5300	Contractual - Adult Improv Clas...	354.37
Vendor 10515 - Sarah Hall Theatre Company Total:					354.37
Vendor: 11160 - Shaun Christopher Whitley					
Shaun Christopher Whitley	11/23/2020	13057	25-25-415-5300	Contractual - Fall Tot Music Clas...	450.00
Vendor 11160 - Shaun Christopher Whitley Total:					450.00
Vendor: 10279 - Sherwin-Williams Company					
Sherwin-Williams Company	12/07/2020	13106	25-00-000-5483	Takiff Paint	97.33
Vendor 10279 - Sherwin-Williams Company Total:					97.33
Vendor: 11436 - SportsEngine Inc.					
SportsEngine Inc.	12/07/2020	13107	45-00-000-5335	Employee Background Checks -...	351.50
Vendor 11436 - SportsEngine Inc. Total:					351.50
Vendor: 10108 - State Disbursement Unit					
State Disbursement Unit	11/20/2020	13026	10-00-000-2190	M Barrios,FIPS#1703100/2013...	195.90
State Disbursement Unit	12/04/2020	13066	10-00-000-2190	M Barrios,FIPS#1703100/2013...	195.90
Vendor 10108 - State Disbursement Unit Total:					391.80
Vendor: 10289 - Sunshine Arts & Crafts					
Sunshine Arts & Crafts	11/23/2020	13058	25-25-659-5300	Contractual - Fall Sess 1 Amazin...	1,152.00
Vendor 10289 - Sunshine Arts & Crafts Total:					1,152.00
Vendor: 11414 - Sysco Chicago, Inc.					
Sysco Chicago, Inc.	11/17/2020	13037	25-25-401-5400	ELC Supplies	51.50
Sysco Chicago, Inc.	11/17/2020	13037	25-25-403-5400	ELC Supplies	51.50
Sysco Chicago, Inc.	11/17/2020	13037	25-25-405-5400	K Readiness Supplies	200.00
Sysco Chicago, Inc.	11/17/2020	13037	25-26-000-5409	Day Care Food Supplies	586.44
Sysco Chicago, Inc.	11/23/2020	13059	25-25-401-5400	ELC Supplies	60.00
Sysco Chicago, Inc.	11/23/2020	13059	25-25-402-5400	ELC Supplies	60.00
Sysco Chicago, Inc.	11/23/2020	13059	25-25-403-5400	ELC Supplies	60.00
Sysco Chicago, Inc.	11/23/2020	13059	25-25-405-5400	K Readiness Supplies	100.00
Sysco Chicago, Inc.	11/23/2020	13059	25-26-000-5409	Day Care Food Supplies	611.93
Sysco Chicago, Inc.	11/23/2020	13059	25-26-000-5460	Day Care Food Prep Supplies	42.04
Sysco Chicago, Inc.	12/07/2020	13108	25-26-000-5409	Day Care Food Supplies	857.85
Sysco Chicago, Inc.	12/07/2020	13108	25-26-000-5460	Day Care Food Prep Supplies	190.03
Vendor 11414 - Sysco Chicago, Inc. Total:					2,871.29
Vendor: 10209 - The Mulch Center					
The Mulch Center	11/17/2020	13038	10-12-000-5492	Trees/Shrubs	180.00
Vendor 10209 - The Mulch Center Total:					180.00
Vendor: 11575 - Tree Holdings LLC					
Tree Holdings LLC	11/23/2020	13060	25-25-650-5300	Contractual - Fall Coding Classes	1,098.50
Vendor 11575 - Tree Holdings LLC Total:					1,098.50

Voucher List of Bills

Payment Dates: 11/11/2020 - 12/8/2020

Vendor Name	Payment Date	Payment Number	Account Number	Description (Item)	Amount
Vendor: 10300 - Tyler Technologies, Inc.					
Tyler Technologies, Inc.	11/13/2020	13024	10-11-000-5355	Addl TSS Maint-Incode 10	113.83
Vendor 10300 - Tyler Technologies, Inc. Total:					113.83
Vendor: 10705 - UMB Bank NA					
UMB Bank NA	11/25/2020	DFT0001115	40-00-000-5000	Principal - 2015 Bonds	850,000.00
UMB Bank NA	11/25/2020	DFT0001115	40-00-000-5010	Interest - 2015 Bonds	92,475.00
Vendor 10705 - UMB Bank NA Total:					942,475.00
Vendor: 10307 - Vanguard Energy Service, LLC					
Vanguard Energy Service, LLC	12/07/2020	13109	10-13-000-5220	Bulk Gas/Heat - Watts	106.13
Vanguard Energy Service, LLC	12/07/2020	13109	25-00-000-5220	Bulk Gas/Heat - Takiff	1,600.44
Vendor 10307 - Vanguard Energy Service, LLC Total:					1,706.57
Vendor: 10099 - Vantagepoint Trf Agents-457					
Vantagepoint Trf Agents-457	11/20/2020	13027	10-00-000-2140	ICMA - A/C#301403	1,425.00
Vantagepoint Trf Agents-457	12/04/2020	13067	10-00-000-2140	ICMA - A/C#301403	1,425.00
Vendor 10099 - Vantagepoint Trf Agents-457 Total:					2,850.00
Vendor: 10314 - Walmart Community					
Walmart Community	11/30/2020	13081	25-25-913-5400	Halloween Supplies	39.80
Vendor 10314 - Walmart Community Total:					39.80
Vendor: 10700 - Warehouse Direct Workplace Solutions					
Warehouse Direct Workplace So.	11/23/2020	13061	25-00-000-5412	Cleaning Supplies - Takiff	1,739.00
Vendor 10700 - Warehouse Direct Workplace Solutions Total:					1,739.00
Vendor: 10102 - Wisconsin Dept of Revenue					
Wisconsin Dept of Revenue	11/30/2020	DFT0001126	10-00-000-2111	WI Mo Withholding	255.84
Vendor 10102 - Wisconsin Dept of Revenue Total:					255.84
Vendor Set AP Vendors Total:					1,409,470.11

Voucher List of Bills

Payment Dates: 11/11/2020 - 12/8/2020

Vendor Name	Payment Date	Payment Number	Account Number	Description (Item)	Amount
Vendor Set: Employees - Employees					
Vendor: 0808 - Jared Barchenger					
Jared Barchenger	11/17/2020	13031	10-12-000-5421	Work Boot Reimbursement	115.00
				Vendor 0808 - Jared Barchenger Total:	115.00
				Vendor Set Employees Total:	115.00

Voucher List of Bills

Payment Dates: 11/11/2020 - 12/8/2020

Vendor Name	Payment Date	Payment Number	Account Number	Description (Item)	Amount
Vendor Set: Refunds - Refunds					
Vendor: 000001596-342 - Kathy Dwyer					
Kathy Dwyer	11/23/2020	13039	25-00-000-2580	Actv 214450-08 Class Refund	60.00
				Vendor 000001596-342 - Kathy Dwyer Total:	60.00
				Vendor Set Refunds Total:	60.00
				Grand Total:	1,409,645.11

Report Summary

Fund Summary

Fund	Payment Amount
10 - CORPORATE FUND	209,121.92
25 - RECREATION FUND	61,897.83
40 - BOND & INTEREST FUND	1,069,975.00
45 - LIABILITY INSURANCE FUND	351.50
65 - CAPITAL PROJECTS FUND	28,438.00
67 - MASTER PLAN CAPITAL-2020 BOND PROCEEDS	4,000.00
69 - MASTER PLAN CAPITAL PROJECTS	35,860.86
Grand Total:	1,409,645.11

Account Summary

Account Number	Account Name	Payment Amount
10-00-000-2100	FEDERAL WITHHOLDING	23,207.29
10-00-000-2110	IL STATE WITHHOLDING	11,745.53
10-00-000-2111	WI STATE WITHHOLDING	255.84
10-00-000-2120	SOCIAL SECURITY WITHO...	30,618.46
10-00-000-2130	MEDICARE WITHHOLDING	7,756.38
10-00-000-2140	ICMA DEF COMP WITHOL...	2,850.00
10-00-000-2150	IMRF WITHHOLDING	43,092.68
10-00-000-2155	IMRF VAC WITHHOLDING	5,306.00
10-00-000-2160	SUPPL IMRF LIFE WITHOL...	64.00
10-00-000-2170	AFLAC WITHHOLDING	261.76
10-00-000-2175	FSA PLAN WITHHOLDING	1,687.76
10-00-000-2180	CREDIT UNION WITHOLDI...	1,340.00
10-00-000-2190	GARNISHMENT WITHOLD...	391.80
10-11-000-5311	LEGAL NOTICES	14.88
10-11-000-5342	OFFICIALS/MEETING EXP...	1,493.66
10-11-000-5355	MAINTENANCE SERVICE ...	6,591.57
10-11-000-5402	BOOKS/PUBLICATNS/SUB...	27.72
10-11-000-5420	SUPPLIES - GENERAL	398.78
10-11-000-5600	HEALTH INSURANCE PRE...	34,595.59
10-11-000-5730	DUES/MEMBERSHIPS	275.00
10-12-000-5220	FUEL/HEAT	421.75
10-12-000-5230	ELECTRICITY	795.21
10-12-000-5340	CONFERENCES AND TRAIN..	65.00
10-12-000-5348	SHARED SVCS-CONT MOW..	986.48
10-12-000-5349	CONTRACTL-HORT/LAND...	4,709.52
10-12-000-5370	RENTAL - EQUIPMENT	850.80
10-12-000-5412	CUSTODIAL/CLEANING SU...	6.96
10-12-000-5420	SUPPLIES - GENERAL	40.28
10-12-000-5421	SUPPLIES - UNIFORMS	771.19
10-12-000-5481	SUPPLIES-CONSTRUCTION	204.40
10-12-000-5482	SUPPLIES-HARDWARE	79.96
10-12-000-5484	SUPPLIES-ELECTRICAL/BU...	685.89
10-12-000-5487	SUPPLIES-HAND TOOLS	27.94
10-12-000-5490	SUPPLIES-PLANTINGS/FL...	2,178.22
10-12-000-5491	SUPPLIES-GREENHOUSE/...	278.12
10-12-000-5492	SUPPLIES-TREES/SHRUBS	180.00
10-12-000-5495	SUPPLIES-PULVERIZED DI...	37.44
10-12-000-5582	EQUIPMENT - MAINTENA...	481.90
10-12-000-5730	DUES/MEMBERSHIPS	264.00
10-13-000-5210	TELEPHONE/INTERNET/C...	389.28
10-13-000-5220	FUEL/HEAT	278.13
10-13-000-5230	ELECTRICITY	3,016.09
10-13-000-5357	MAINT SERVICE-REFRIGE...	289.00
10-13-000-5412	CUSTODIAL/CLEANING SU...	131.06
10-13-000-5420	SUPPLIES - GENERAL	2,668.08
10-13-000-5421	SUPPLIES - UNIFORMS	691.50

Account Summary

Account Number	Account Name	Payment Amount
10-13-000-5481	SUPPLIES-CONSTRUCTION	25.32
10-13-000-5482	SUPPLIES-HARDWARE	63.52
10-13-000-5484	SUPPLIES-ELECTRICAL/BU...	464.28
10-13-000-5486	SUPPLIES-PLUMBING	48.76
10-13-000-5581	EQUIPMENT - ICE RINK	5,396.02
10-13-000-5588	BUILDING IMPROVEMENTS	4,967.29
10-14-000-5220	FUEL/HEAT	35.12
10-14-000-5230	ELECTRICITY	416.09
10-14-000-5588	BUILDING IMPROVEMENTS	4,938.71
10-15-000-5230	ELECTRICITY	263.91
25-00-000-2580	BALANCE ON ACCOUNT-R...	60.00
25-00-000-5210	TELEPHONE/INTERNET	2,136.96
25-00-000-5220	FUEL/HEAT	1,704.05
25-00-000-5230	ELECTRICITY	7,318.07
25-00-000-5301	POSTAGE	9.20
25-00-000-5321	CONSULTING SERVICES	4,168.70
25-00-000-5355	MAINTENANCE SERVICE ...	932.83
25-00-000-5360	PRINTING/MARKETING/A...	222.25
25-00-000-5362	PHOTOGRAPHY	29.00
25-00-000-5368	MARKETING-DIGITAL	148.81
25-00-000-5401	OFFICE SUPPLIES	738.49
25-00-000-5412	CUSTODIAL/CLEANING SU...	2,805.76
25-00-000-5420	SUPPLIES - GENERAL	116.94
25-00-000-5480	SUPPLIES-GAS/LUBRICANT	37.92
25-00-000-5483	SUPPLIES-PAINT	97.33
25-00-000-5730	DUES/MEMBERSHIPS	792.00
25-25-312-5300	CONTRACTL-ADULT WOR...	354.37
25-25-315-5400	SUPPLIES-ADULT CERAMI...	208.67
25-25-401-5400	SUPPLIES-ELC 3YR	245.74
25-25-402-5400	SUPPLIES-ELC 4YR	100.94
25-25-403-5400	SUPPLIES-ELC 2YR	146.51
25-25-405-5400	SUPPLIES-KINDERGTN RE...	300.00
25-25-415-5300	CONTRACTL-MUSIC,IMAG...	450.00
25-25-422-5300	CONTRACTL-MUSIC & M...	860.00
25-25-471-5300	CONTRACTL-GJK PLAYTIM...	5,439.38
25-25-601-5300	CONTRACTL-KIDS CLUB PM	150.00
25-25-601-5400	SUPPLIES-KIDS CLUB PM	569.28
25-25-602-5400	SUPPLIES-KIDS CLUB AM	193.54
25-25-611-5300	CONTRACTL-BACH TO RO...	787.57
25-25-615-5400	SUPPLIES-YOUTH CERAMI...	1,196.23
25-25-629-5300	CONTRACTL-CHESS SCHO...	884.00
25-25-635-5300	CONTRACTL-AMAZING M...	1,332.00
25-25-638-5300	CONTRACTL-PRESTO MAG...	150.00
25-25-648-5300	CONTRACTL-STICKY FING...	1,996.00
25-25-650-5300	CONTRACTL-TECH/CODIN...	1,098.50
25-25-651-5300	CONTRACTL-FASHION/S...	720.00
25-25-659-5300	CONTRACTL-SUNSHINE C...	1,152.00
25-25-725-5300	CONTRACTL-KARATE CLAS...	1,271.25
25-25-913-5400	SUPPLIES-HALLOWEEN P...	917.41
25-25-934-5300	CONTRACTL-SPEC EVENT ...	509.62
25-25-950-5300	CONTRACTL-GEN WKSP/S...	109.00
25-25-953-5400	SUPPLIES-FALL SPEC EVEN...	384.98
25-26-000-5342	OFFICIALS/MEETINGS EXP...	580.43
25-26-000-5360	PRINTING/MARKETING/A...	75.00
25-26-000-5387	NURSE SERVICES	90.00
25-26-000-5401	OFFICE SUPPLIES	4.99
25-26-000-5403	DAYCARE PROGRAM SUP...	293.21
25-26-000-5404	COMPUTER PGMS/APPs	175.00

Account Summary

Account Number	Account Name	Payment Amount
25-26-000-5409	SUPPLIES-INTERNAL FOOD..	2,342.30
25-26-000-5430	SUPPLIES - FIRST AID	251.25
25-26-000-5460	SUPPLIES-FOOD EQUIPMT	719.63
25-26-000-5600	HEALTH INSURANCE PRE...	14,317.73
25-27-000-5210	DEDICATED TV/INTERNET	202.99
40-00-000-5000	PRINCIPAL - BONDS	975,000.00
40-00-000-5010	INTEREST - BONDS	94,975.00
45-00-000-5335	WELLNESS/PRE-PLACEMT ...	351.50
65-00-020-5501	CONSULTING SVCS-IT MA...	3,450.00
65-00-020-5512	SAILING PRAMS (10)	24,988.00
67-00-000-5505	KALK PARK PH2-Design	4,000.00
69-00-000-5553	CONNECT GLENCOE TRAIL...	26,405.00
69-00-000-5563	SCHUMAN OVERLOOK-De...	1,124.30
69-00-000-5572	DUKE PLAY AREA PROJ-O...	8,331.56
Grand Total:		1,409,645.11

Project Account Summary

Project Account Key	Payment Amount
None	1,409,645.11
Grand Total:	1,409,645.11

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 _____ and you are hereby authorized to pay them from the appropriate funds.

Treasurer, Park Board of Commissioners

Secretary/Executive Director



**Glencoe Park District
Regular Board & Committee Meeting Dates
2021-2022 Fiscal Year**

Board and committee meetings are held at Takiff Center, 999 Green Bay Rd., Glencoe, IL at 7:00PM unless otherwise noted.

Regular Board Meetings

Tuesday March 16, 2021
Tuesday April 20, 2021
Tuesday May 18, 2021
Tuesday June 15, 2021
Tuesday July 20, 2021
Tuesday August 17, 2021
Tuesday September 21, 2021
Tuesday October 19, 2021
Tuesday November 16, 2021
Tuesday December 21, 2021
Tuesday January 18, 2022
Tuesday February 15, 2022

Board meetings are held on the third Tuesday of the month.

Regular Committee Meetings

Tuesday March 2, 2021
Tuesday April 6, 2021
Tuesday May 4, 2021
Tuesday June 1, 2021
Tuesday July 6, 2021
Tuesday August 3, 2021
Tuesday September 14, 2021**
Tuesday October 5, 2021
Tuesday November 2, 2021
Tuesday December 7, 2021
Tuesday January 4, 2022
Tuesday February 1, 2022

Committee meetings are held on the first Tuesday of the month.

****Exceptions: 9/14/2021**

The above dates and times are subject to change with proper legal notice.

There are Special Board and Committee meetings of the Park Board, which meet on an irregular basis as needed. Organizations/individuals will be sent notices or agendas as requested.

Lisa M. Sheppard, CPRP
Board Secretary

Approved: *proposed dates for Board approval*

V. Financial Report

Glencoe Park District
December 2020 Board Meeting



G/L MONTHLY New Pooled Cash Report

Glencoe Park District
For the Period Ending 11/30/2020

ACCOUNT #	ACCOUNT NAME	BEGINNING BALANCE	CURRENT ACTIVITY	CURRENT BALANCE	
CLAIM ON CASH					
10-00-000-1000	CASH/INVESTMENTS	3,177,533.47	(86,611.95)	3,090,921.52	
25-00-000-1000	CASH/INVESTMENTS	3,941,756.35	(64,248.18)	3,877,508.17	
30-00-000-1000	CASH/INVESTMENTS	391,305.64	0.00	391,305.64	
35-00-000-1000	CASH/INVESTMENTS	330,991.31	(31,462.69)	299,528.62	
36-00-000-1000	CASH/INVESTMENTS	176,734.55	(20,298.59)	156,435.96	
40-00-000-1000	CASH/INVESTMENTS	1,491,285.97	(1,069,674.57)	421,611.40	
45-00-000-1000	CASH/INVESTMENTS	260,780.49	(2,707.63)	258,072.86	
50-00-000-1000	CASH/INVESTMENTS	66,246.31	13.35	66,259.66	
55-00-000-1000	CASH/INVESTMENTS	6,969.60	0.00	6,969.60	
65-00-000-1000	CASH/INVESTMENTS	445,395.07	16,246.72	461,641.79	
67-00-000-1000	CASH/INVESTMENTS	4,502,697.47	114.73	4,502,812.20	
69-00-000-1000	CASH/INVESTMENTS	2,812,652.06	(328,662.28)	2,483,989.78	
70-00-000-1000	CASH/INVESTMENTS	0.00	0.00	0.00	
75-00-000-1000	CASH/INVESTMENTS	0.00	0.00	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		<u>17,604,348.29</u>	<u>(1,587,291.09)</u>	<u>16,017,057.20</u>	
CASH IN BANK					
Cash in Bank					
99-00-000-1011	Operating Corporate Account	367,515.79	(70,937.71)	296,578.08	
99-00-000-1012	Operating PR Account	5,204.66	2.80	5,207.46	
99-00-000-1013	IL Funds	5,039,087.38	387.03	5,039,474.41	
99-00-000-1014	IPDLAF CDs	1,732,000.00	0.00	1,732,000.00	
99-00-000-1015	IPDLAF MM	2,944,070.88	(1,519,932.55)	1,424,138.33	
99-00-000-1016	PMA CDs	1,974,600.00	(247,000.00)	1,727,600.00	
99-00-000-1017	PMA MM	1,288,872.11	374.61	1,289,246.72	
99-00-000-1018	PMA 2020 BOND CDs	2,741,700.00	249,700.00	2,991,400.00	
99-00-000-1019	PMA 2020 BONDS IPrime	1,511,297.47	114.73	1,511,412.20	
TOTAL: Cash in Bank		<u>17,604,348.29</u>	<u>(1,587,291.09)</u>	<u>16,017,057.20</u>	
TOTAL CASH IN BANK		<u>17,604,348.29</u>	<u>(1,587,291.09)</u>	<u>16,017,057.20</u>	
DUE TO OTHER FUNDS					
99-00-000-2400	Due To Other Funds	17,604,348.29	(1,587,291.09)	16,017,057.20	
TOTAL DUE TO OTHER FUNDS		<u>17,604,348.29</u>	<u>(1,587,291.09)</u>	<u>16,017,057.20</u>	
Claim on Cash	16,017,057.20	Claim on Cash	16,017,057.20	Cash in Bank	16,017,057.20
Cash in Bank	16,017,057.20	Due To Other Funds	16,017,057.20	Due To Other Funds	16,017,057.20
Difference	<u>0.00</u>	Difference	<u>0.00</u>	Difference	<u>0.00</u>

**Glencoe Park District
Monthly Cash/Investments Report
November 2020**

Operating and Capital Funds:

	<u>Nov 2020</u>	<u>Oct 2020</u>
Harris Bank Corporate Account 0.100%	377,979.83	437,355.80
Illinois Park District Liquid Asset Fund (IPDLAF) 0.02%	1,424,138.33	2,944,070.88
The Illinois Fund (Public Treasurers' Investment Pool) 0.093%	5,039,474.41	5,039,087.38
Harris Payroll Account 0.100%	6,702.70	7,354.49
PMA Financial/IPRIME Account 0.09%	1,289,246.72	1,039,172.11
Reconciling Items(Dep in Transit, O/S Checks, etc.)	(82,896.99)	(71,989.84)
IPDLAF Certificates of Deposit:		
2 CDs at \$243,000 each maturing December 11, 2020 (0.53% net)	496,000.00	496,000.00
1 CDs at \$245,000 each maturing February 26, 2021 (1.55% net)	245,000.00	245,000.00
1 CDs at \$247,000 each maturing April 23, 2021 (1.02% net)	247,000.00	247,000.00
1 CDs at \$248,000 maturing June 11, 2021 (0.40% net)	248,000.00	248,000.00
2 CDs at \$248,000 each maturing October 19, 2021 (0.15% net)	496,000.00	496,000.00
PMA Certificates of Deposit:		
1 CDs at \$247,000 maturing November 23, 2021 (1.64% net)	0.00	247,000.00
3 CDs totalling \$737,800 maturing January 22, 2021 (1.61-1.66% net)	737,800.00	737,800.00
2 CDs at \$246,000 each maturing February 26, 2021 (1.59% net)	492,000.00	492,000.00
1 CDs at \$248,100 maturing June 11, 2021 (0.76% net)	248,100.00	248,100.00
1 CD at \$249,700 maturing October 22, 2021 (0.11% net)	249,700.00	249,700.00
Grand Total-Operating and Capital	\$11,514,245.00	\$13,101,650.82
<u>2020 Bond Proceeds:</u>		
PMA Financial/IPRIME Account 0.09%	1,511,412.20	1,760,997.47
PMA Certificates of Deposit:		
1 CD at \$249,700 maturing July 27, 2021 (0.15% net)	249,700.00	249,700.00
1 CD at \$249,700 maturing August 6, 2021 (0.15% net)	249,700.00	0.00
3 CDs at \$748,300 maturing October 12, 2021 (0.20% net)	748,300.00	748,300.00
1 CD at \$249,500 maturing October 19, 2021 (0.20% net)	249,500.00	249,500.00
1 CD at \$249,400 maturing April 4, 2022 (0.14% net)	249,400.00	249,400.00
1 CD at \$248,900 maturing April 12, 2022 (0.24% net)	248,900.00	248,900.00
1 CD at \$248,600 maturing October 14, 2022 (0.15% net)	248,600.00	248,600.00
3 CDs at \$747,300 maturing October 11, 2022 (0.17% net)	747,300.00	747,300.00
Grand Total-2020 Bond Proceeds	4,502,812.20	4,502,697.47
Grand Total - All Funds	16,017,057.20	17,604,348.29

**Glencoe Park District
Monthly Financial Analysis
November 2020**

	<u>As of</u> <u>11/30/2018</u>	<u>As of</u> <u>11/30/2019</u>	<u>As of</u> <u>11/30/2020</u>
<u>Recreation Department - Programs</u>			
Revenues	3,203,948 (1)	3,387,006	1,862,075
Wages	(511,209)	(524,702)	(314,451)
Contractual	(992,670)	(1,076,038)	(831,154)
Supplies	(102,500)	(130,306)	(45,357)
Net Surplus/(Deficit)	1,597,568 (1)	1,655,960	671,113
<u>Day Care Department</u>			
Revenue	903,218	1,055,466	1,176,551 (1)
Expense	(760,644)	(925,968)	(923,395)
Net Surplus/(Deficit)	142,574	129,498	253,156
<u>Fitness Department</u>			
Revenue	29,070	18,952	15,863
Expense	(28,031)	(36,593)	(24,076)
Net Surplus/(Deficit)	1,039	(17,641)	(8,213)
<u>Beach Department</u>			
Revenue	322,001	286,971	254,706
Expense	(215,378)	(214,068)	(234,457)
Net Surplus/(Deficit)	106,623	72,903	20,249
<u>Boating Department</u>			
Revenue	106,663	108,258	107,907
Expense	(134,114)	(142,869)	(108,896)
Net Surplus/(Deficit)	(27,451)	(34,611)	(989)
Beach/Boating Dept Total:	79,172	38,292	19,260
<u>Watts Department</u>			
Revenue	38,251	52,158	131,878
Expenses	(117,850)	(156,037)	(139,656)
Net Surplus/(Deficit)	(79,599)	(103,879)	(7,778)
<u>G & A (Administration)</u>			
Revenue (excl G&A Tfr)	24,888	23,238	24,325
Expense	(882,884)	(879,330)	(881,950)
Net Surplus/(Deficit)	(857,996)	(856,092)	(857,625)
<u>Parks Department</u>			
Revenue	17,117	9,026	14,699
Expense	(820,133)	(935,462)	(749,957)
Net Surplus/(Deficit)	(803,016)	(926,436)	(735,258)
<u>Rec-Admin/Takiff Department</u>			
Revenues	1,231,879	1,272,290	1,161,072
Expenses (2)	(1,904,500)	(2,176,156)	(2,274,686)
Net Surplus/(Deficit)	(672,621)	(903,866)	(1,113,614)

(1) Includes \$178,875 in grant monies

(2) Includes transfers to Fund 69

VI. Staff Reports

Glencoe Park District
December 2020 Board Meeting

**Glencoe Park District
Business Department Report
December 2020**

FY2021/22 Budget and Capital Projects

Staff continues to prepare, review, discuss and update budget worksheets, as well as prioritize timing for capital projects for the new fiscal year. Obviously, it will be a challenging budget process as we are still in the throes of the COVID-19 pandemic. Despite that, staff's goal is to have the Proposed First Draft of the FY21/22 Budget distributed to the Board for review in late January/early February 2021.

2020 Tax Levy Ordinance

The 2020 Levy was filed electronically with the Cook County Clerk's office on November 27, and is now posted on our District's website.

PDRMA Health Program Open Enrollment/Sec 125 Plan Enrollment

The open enrollment period for the PDRMA Health Program was conducted November 2-20. Orientation meetings were held in early November for all full-time staff to inform them of the planned benefit changes to the health insurance program, as well as the dental plan, Employee Assistance Program, Section 125 Plan, life insurance, and AFLAC program.

Section 125 Plan enrollment forms were completed for the upcoming 2021 plan year. For 2021, only eight employees are participating, compared with eleven employees in 2020.

Preparation for Calendar Year-End

In preparation for the calendar year-end, staff is reviewing and reconciling all tax reports and information related to federal and state processing of W-2s, 1099s, and ACA 1095 forms for all District's employees and vendors. These forms will actually be run after final payroll and accounts payable runs are completed for 2020.

State Records Disposal Application

Every two years, staff seeks approval from the State of IL Local Records Commission for disposal of District records which can be destroyed based on our Authorized Application Listing, which gives mandatory retention periods based on all of our record types. Once the Records Disposal Certificate is received from the State, these records will be shredded and properly disposed of, as was done in previous years.

Submitted by:
Carol Mensinger, CPRP
Director of Finance/Human Resources

**Glencoe Park District
Recreation and Facilities Department Report
November 2020**

Update on Recreation Services amid COVID-19

The Watts Recreational Center’s ice rinks opened for the season on Friday, November 27. We offered public skate from 10:00am-9:30pm on the main rink and open hockey on the studio rink. We had 312 people skate on opening day compared to 385 in 2019. Reservations were made through the Ticket Leap app, and we filled up most of our time slots over opening weekend.

Watts Pass Sales As of 11/30	2020		2019	
	# Passes	Fees	# Passes	Fees
Skating Pass	1138	\$57,050	165	\$8,270
Hockey Pass	174	\$29,175	15	\$2,700
Guest Pass	104	\$5,250	-	-
Total	1,416	\$91,475	180	\$10,970

The Recreation Team submitted the first draft of its FY2021/22 budgets to the Finance Department on Monday, November 30. Staff finished the final proof of the winter brochure and continues to work on camp planning. Erin, Stephani, Amanda, and Shannon conducted a focus group to gauge the community's thoughts on what kind of camp/care they are looking for this summer. The focus group was very insightful and will help guide camp planning for this summer.

Matt and I attended a two-part education series on ‘Nature-Based Solutions for Coastal Hazards 101’. The discussion described how green or natural infrastructure contributes to reducing the impacts of hazards and building resilience. They also identified examples of green or natural infrastructure projects.

Upcoming advisory meetings

Watts Advisory Committee – Tuesday, January 12
Lakefront Advisory Committee – Wednesday, January 13

Early Childhood: Jess Stockl

Both ELC and Children’s Circle held their virtual parent-teacher conferences in November. Conferences allow our families to have a dedicated time to speak with the teacher about their child. Our teachers find them incredibly helpful to ensure the approaches used at school can transfer to the home environment as well as to learn more about the children as they are often different at home.

Our Early Learning Center (ELC) teachers are working hard to plan engaging lessons and activities while ELC runs remotely November 30-January 15. The first week of activity bags were sent home with students on their last day of school, November 24. Students will be able to participate in circle time and enrichments each day.

ELC Enrollment As of 12/1	2020/21	2019/20	2018/19
ELC 2s	8	16	18
ELC 3s	12	14	16
ELC 4s	14	18	27
Kindergarten Readiness	10	16	7
Total	44	64	68

Children's Circle enrollment remained steady with one infant moving to the toddler room. We had one new family begin school, which added one student to Starfish and one student to Sea Lions. Because we do not know when our classroom maximums will change, class lists for the 2021-2022 school year were created in both the six classroom and the eight classroom structures. Two of our current Children's Circle families, one from Northbrook and the other from Highland Park, moved to Glencoe this month!

Children's Circle Enrollment As of 12/1	2020/21	2019/20	2018/19
Jellyfish (6 weeks to 15 months)	4	10	5
Tadpoles (6 weeks to 15 months)	6	0	0
Frogs (15 months to 2 years old)*	11	7	7
Turtles (18 months-youngers 2s)*	12	13	6
Starfish (older 2s)	12	17	16
Dolphins (3s)	11	20	18
Sea Lions (3s and 4s)	17	0	0
Belugas (4s)	16	16	14
Total	89	83	66

**Turtles are slightly older than Frogs, otherwise there is no difference.*

The Children's Circle waitlist continues to be closed for all age groups

Arts and Youth: Stephani Briskman

Kids Club Enrichment Camp is continuing to run with five cohorts. District 35 has chosen to take an adaptive pause in learning from Monday, November 30 through Friday, January 15, 2021. As such, we will provide full-day care for an additional \$10 per day, per child for currently enrolled Kids Club Enrichment Camp families to accommodate this need.

Full-Day Kids Club Enrichment Camp As of 11/30	Enrolled
AM Kids Club Enrichment Camp	11
PM Kids Club Enrichment Camp	34
Total	45

As the State of Illinois moved to Tier 3 mitigations, we pivoted our youth programming. Overall, class enrollment has decreased drastically due to programming being moved inside.

Youth - Fall Session 2 As of 11/30	Enrolled	Revenue	Tier 3 Adaptation
Amazing Art	8	\$1,096	Virtual
Amazing Minds	8	\$1,032	Virtual
Chess Scholars (3-4)	0	\$0	Canceled
Chess Scholars (K-2)	8	\$744	Virtual
Sloth Pillow	4	\$412	Virtual
Sticky Fingers Cooking	8	\$1,172	Virtual
Bucket Drumming	5	\$684	Virtual
Teen Printing Workshop	8	\$1,848	Canceled
Total	49	\$6,988	

Athletics and Teen Camps: Shannon Stevens

According to the new guidelines, we can continue outdoor sports/activities. A majority of our programs opted to continue programming outside as long as the weather cooperated. We adopted a hybrid model for all classes. If we cannot meet in-person, the class will be canceled/refunded, moved to Zoom, or try to reschedule for a nicer day. Schoolyard Sports with FSA and House preseason clinics were the only two programs to be canceled entirely. Parents and kids are both excited to continue meeting outdoors to get some energy out!

House League Basketball

House League Clinics and scrimmage days have been put on pause, because we aren't certain what the indoor programming guidelines will look like in January. We ran three successful weeks of indoor clinics before the new guidelines were released. Our most popular section was 7th/8th Grade Boys on Mondays with 17 enrolled.

Action Quest

Shannon will be attending IRPA's Teen Committee section on December 2 to brainstorm with other districts on camp operations.

Special Events & Active Adults: Liz Visteen

As a result of the Tier 3 COVID-19 Mitigations, several of the November and December events were canceled in order to minimize social gatherings. The Nerf Battle event was held outside in an open-air inflatable arena. The event was split into three one-hour timeslots only allowing a maximum of 20 participants at a time. Everyone who attended had a great time and there were 14 or fewer kids per timeslot.

Since most of the planned December events were canceled, staff transitioned to offering more at-home events and activity kits. One new at-home event is a candy cane hunt called, You've Been Grinched.

2020 Special Event Attendance	2020	2019
Sa, Nov 7 – Nerf Battle	37	51
Sa, Nov 14 –Nature Scavenger Hunt	Canceled due to COVID-19	Not offered
Nov 21-30 – Glencoe Gobbler 5K	0	Not offered
W, Nov 25 – Gobble Hobble	Canceled due to COVID-19	Not offered
F, Dec 4 – Merry & Bright	Canceled due to COVID-19	Not offered

Upcoming Special Events

- Dec 4-9 – Gingerbread House Decorating Kits
- Dec 11 – Teen Ice Night
- Dec 12 & 13 – Santa Visits
- Dec 14-Jan 3 – Holiday Lights Tour
- Dec 15-20 – You've Been Grinched
- Dec 18 – Family Holiday Skate
- Dec 17-19 – Boredom Buster Kits
- Dec 28-29 – New Year's Eve Celebration Kits

Fall-2 session of programs began the week of November 2 and will end December 18. In-person classes transitioned to virtual classes starting November 20 due to Tier 3 COVID-19 Mitigations. Enrollment overall is down compared to last year due to fewer classes offered and fewer participants enrolled due to COVID-19.

Ceramics & Art Enrollment As of 11/3	Fall-1 2020	Fall-2 2020	Fall-1 2019	Fall-2 2019
Youth Ceramics & Sculpting w/ Model Magic	31	37	38*	N/A
Adult Ceramics	20	17	25	19
Teen Ceramics	15	15	22	26
Adult Art classes	12	14	38	31
Youth Art classes	0	0	Not offered	Not offered

Takiff, Fitness, and Watts: Adam Wohl

Learn to Skate/Hockey Classes

Our USFS Skating and Minor Hawk classes have proven to be very popular under COVID-19 due to being held outdoors. We hired a new skating instructor that will oversee both Hockey and Skating classes this season.

Watts Skating Classes As of 11/30	2020		2019	
	Enrolled	Fees	Enrolled	Fees
Tot Learn to Skate	141	\$12,066	73	\$2,760
USFS Skating	76	\$5,958	18	\$660
Minor Hawks	72	\$6,492	18	\$1,539
Total	289	\$24,516	109	\$9,329

Non-Winter Break Season Schedule for Open Skate and Hockey

Main Rink Schedule (Non-Winter Break)							
	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday
7:00AM							
7:15AM							
7:30AM							
7:45 AM							
8:00AM							
8:15AM		Open Hockey All Ages 8-9-15 AM					
8:30AM							
8:45AM							
9:00AM							
9:15AM							
9:30AM		Open Hockey All Ages 9:30-10:30 AM					
9:45AM							
10:00AM							
10:15AM							
10:30AM							
10:45AM							
11:00AM	Open Public Skate 11 AM-12 PM	Open Public Skate 11 AM-12 PM					
11:15AM							
11:30AM							
11:45AM			Open Public Skate 11:30 AM-1 PM				
12:00PM							
12:15PM							
12:30PM	Open Public Skate 12:30-1:30 PM	Open Public Skate 12:30-1:30 PM					
12:45PM							
1:00PM							
1:15PM							
1:30PM			Open Hockey All Ages 1:15-2:45 PM				
1:45PM							
2:00PM	Open Public Skate 2-3 PM	Open Public Skate 2-3 PM					
2:15PM							
2:30PM							
2:45PM							
3:00PM							
3:15PM							
3:30PM	Open Public Skate 3:30-4:30 PM	Open Public Skate 3:30-4:30 PM	Open Public Skate 3-4 PM	Open Public Skate 3-4 PM	Open Public Skate 3-4 PM	Open Public Skate 3-4 PM	Open Public Skate 3-4:30 PM
3:45PM							
4:00PM							
4:15PM		Open Public Skate 4:45-5:45 PM	Open Public Skate 4:15-5:15 PM	Open Public Skate 4:15-5:15 PM	Open Public Skate 4:15-5:15 PM	Open Public Skate 4:15-5:15 PM	
4:30PM							
4:45PM							
5:00PM							
5:15PM							
5:30PM							Family Skates 5-6 PM
5:45PM							
6:00PM			Open Public Skate 5:30-6:30 PM	Open Public Skate 5:30-6:30 PM		Open Public Skate 5:30-6:30 PM	
6:15PM							
6:30PM	Open Public Skate 6:15-7:15 PM						Family Skates 6:30-7:30 PM
6:45PM							
7:00PM							
7:15PM							
7:30PM	Open Public Skate 7:30-8:30 PM						
7:45PM							
8:00PM							
8:15PM							Family Skates 8-9 PM
8:30PM							
8:45PM							

Studio Rink Schedule (Non-Winter Break)							
	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday
8:00AM							
8:15AM		Open Hockey All Ages 8-9-15 AM					
8:30AM							
8:45AM	Open Hockey All Ages 8:30-9:45 AM						
9:00AM							
9:15AM							
9:30AM		Open Hockey All Ages 9:30-10:30 AM					
9:45AM							
10:00AM							
10:15AM							
10:30AM							
10:45AM							
11:00AM		Open Public Skate 11 AM-12 PM					
11:15AM							
11:30AM			Open Hockey All Ages 11:30 AM-1 PM				
11:45AM							
12:00pm		Open Public Skate 12:30-1:30 PM					
12:15PM							
12:30PM							
12:45PM							
1:00PM							
1:15PM							
1:30PM							
1:45PM							
2:00PM	Open Public Skate 2-3 PM	Open Public Skate 2-3 PM	Public Skate 1:15-2:45 PM	Public Skate 1:15-2:45 PM	Public Skate 1:15-2:45 PM	Public Skate 1:15-2:45 PM	Public Skate 1:15-2:45 PM
2:15PM							
2:30PM							
2:45PM							
3:00PM							
3:15PM							
3:30PM	Open Public Skate 3:30-4:30 PM	Open Public Skate 3:30-4:30 PM	Open Hockey U12 3-4 PM	Open Hockey U12 3-4 PM		Open Hockey U12 3-4 PM	
3:45PM							
4:00PM							
4:15PM							
4:30PM							
4:45PM	Open Hockey U12 4:45-5:45 PM	Open Hockey U12 4:45-5:45 PM	Open Hockey 13+ 4:15-5:15 PM	Open Hockey 13+ 4:15-5:15 PM	LTS Classes 3:15-6:30 PM	Open Hockey 13+ 4:15-5:15 PM	LTS Classes 3:15-6:30 PM
5:00PM							
5:15PM							
5:30PM							
5:45PM							
6:00PM							
6:15PM							
6:30PM							
6:45PM							
7:00PM							
7:15PM							
7:30PM	Open Hockey All Ages 7:15-8:15 PM	Open Hockey All Ages 7:15-8:15 PM	Open Hockey Ages U12 6:45-7:45 PM	Open Hockey Ages U12 6:45-7:45 PM	Open Hockey Ages U12 6:45-7:45 PM	Open Hockey Ages U12 6:45-7:45 PM	
7:45PM							
8:00PM							
8:15PM							
8:30PM							
8:45PM		Open Hockey All Ages 8:30-9:30 PM	Open Hockey Ages 13+ 8-9 PM	Open Hockey Ages 13+ 8-9 PM	Open Hockey Ages 13+ 8-9 PM	Open Hockey Ages 13+ 8-9 PM	Family Skate 6:30-7:30 PM
9:00PM							
9:15PM							
9:30PM							

Takiff

With the State of Illinois moving to Tier 3 mitigations, we are only running our care-based programs indoors. Outdoor athletic and fitness programs will be held behind Takiff Center up to winter break. A blood drive is scheduled for December 22 that is full.

Glencoe Fitness

Glencoe Fitness continues to operate safely. We had three new members join the fitness center in November and continue to field calls about our protocols and options to join.

Under Tier 3 Mitigations in effect as of November 20, masks are required for all members at all times while in the fitness center, even while exercising.

Right now, there are 90 members with active memberships and 76 on hold until later this winter. In comparison, we had 155 active members as of December 2019.

Total # Visits	385
# Days Open	29
Average Visits/day	13.3

Outdoor Fitness Classes

Under Tier 3 Mitigations, groups fitness classes are only allowed outside. We have transitioned some classes to outdoor through the end of the session in December. Several classes have transitioned to Zoom with great success. For some of the classes taught via Zoom, the instructor is coming into the studio to teach.

November Fitness Classes	Tier 3 Adaptation
Moving with Weights	Zoom
Rowing	Outdoors
Yoga	Zoom
Pilates Yoga Fusion	Zoom
Zumba	Outdoors
Broadway & Beyond	Zoom

Dance & Theatre

With the new Tier 3 Mitigations, all our dance and theatre classes have transitioned to Zoom. A few will run outdoors if we have a nicer day. Otherwise, they will be via Zoom. Sarah Hall Theatre Company has proven to do a fabulous job with the Zoom option and their classes. They had great success last spring, and we expect the same to occur this December.

Submitted by:

Bobby Collins, CPRP

CPRP Director of Recreation and Facilities

**Glencoe Park District
Parks & Facilities Maintenance Report
December 2020**

Administrative

Staff continues to work with Altamanu relating to closing out the Duke Playground project. Work is continuing on the trail with the expectation it will be complete prior to January 1, 2021 although final plantings are scheduled to be installed in the spring and it is likely that ADA access to Veteran's memorial and social spaces along the trail will be completed in the spring.

We continue to face construction delays due to COVID-19. Most notably, a pause in the masonry work on the seat wall in Veteran's Park. The sub-contractor suspended work on the project due to a company-wide quarantine. They were able to resume work on December 1 after a two-week pause.

Design and planning work for the next fiscal year's capital projects continues. Staff continues working on second round of operating and capital budget submissions.

Grounds/Horticulture

The horticulture crew continues to perform ground dormant pruning and clear planting beds of annual material throughout the District. Workers from Nels Johnson Tree Service will begin dormant pruning and removals of larger trees throughout the District in late December.

Parks Maintenance & Construction

The sled hill fence at Watts Park was installed in preparation for a busy winter season. Tennis court windscreens are secured for the winter.

Staff continues to complete by-owner installed items at Duke Park including construction of the train car depot, installation of split rail fencing, and benches.

Routine maintenance continues, such as trash removal, leaf mulching, park grooming, and playground inspections.

Facilities

Working with the Recreation Team, staff completed the start-up process for the Watts' ice rinks. The compressors are currently functioning properly, maintaining the ice sheet between 8 and 15 degrees. Some repairs were necessary at the start of the season.

Athletic

Porto-lets and lacrosse goals were removed for the season from all athletic fields. In addition, staff continues to mulch leaves at athletic sites and complete any repair work possible to aid in the start-up next spring.

Equipment

Plows are in place on trucks and ready for the snow season.

Personnel

Staff is working towards filling the two vacant custodial positions in the facilities department. The positions have been advertised in multiple locations.

Shared Services

Village staff made multiple repairs on several vehicles this month.

Submitted by:

Chris Leiner, CPRP

Director of Parks & Maintenance

Glencoe Park District Marketing/Communications Report December 2020

Online Communication

Due to changing COVID-19 regulations, our programs and events are primarily being marketed online. Instead of a printed fall program guide, we emailed participants a link to our digital fall guide and continue to push people to our website for current information. Our page views in November were 30,953 in November, down 17.68% from last year and 55% from last month. Compared to the previous month/year, November did not have any major special events or registration periods to drive website traffic (in fact, most events/programs were canceled due to Tier 3 mitigations). Pages related to Watts, registration, and the fall program guide generated the highest traffic in November. We will post the winter guide online on December 14, which we expect will drive traffic back to the website.

Social Media

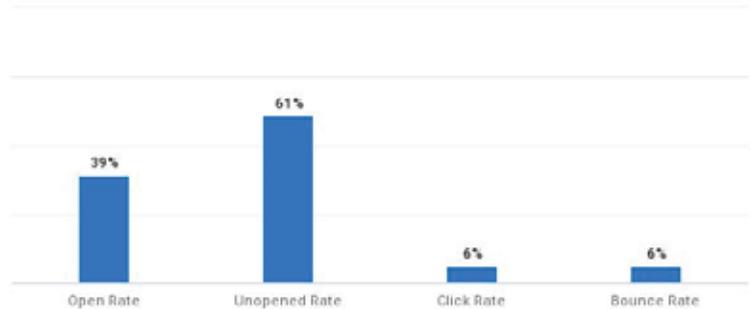
We ended the month with 16,651 Facebook impressions (we ended last month with 16,431 impressions). During the month, we also had 13,970 impressions on Instagram. We now have 1,976 followers on Facebook, 1,042 followers on Twitter and 1,797 followers on Instagram. Glencoe Beach has 2,614 and Watts Ice Center has 445 followers on Facebook.

Email Marketing

During the month of November, we sent out eight targeted emails, focusing primarily Watts, COVID-19 updates, and some one-day events. Of the 19,163 emails we sent, over 7,121 were opened (39%) with a 6% average click rate.



19,163 Sends



7,121 Opens



Tier 3 Communication

With the state's move to Tier 3, I worked to ensure consistent communication about program cancelations, the move to virtual or outdoor programming, and facility usage (including Glencoe Fitness and Watts). This included email blasts, creating email templates for program managers to personalize, website updates, and social media updates.

Winter Guide & Camp Guide

With the state's move to Tier 3 and District 35's adaptive learning pause, we've delayed the start of our January-March programs and are now planning to start programs the week of January 18. Because of the delay, our digital program guide will not be posted online until December 14. Registration will start January 5 for January-March programs. Camp information will be published online on December 14 and a mailer will be sent to all households in mid-January. Camp registration will start February 2. We hope the delay will allow for in-person classes to resume.

Special Events

I worked with the Recreation Team to promote Nerf Games, Gobble Hobble, Magic Class, and a Nature Scavenger Hunt. This includes email blasts, social media posts, flyers, and website posts. Unfortunately, most of the events were canceled due to Tier 3 mitigations.

Watts Communication

In order to communicate the new Watts experience, a number of new signs were needed. I used a number of different materials to create temporary signs for this season. I also created emails for season pass holders and waitlist participants. I also created a video to illustrate the changes to the rink which was shared on social media and in email blasts.

IPRA Program of Year Judge

I was asked to judge this year's IPRA Program & Special Events Award entries. It was a pleasure to read the applications and participate in the process.

Submitted by:
Erin Classen
Superintendent of Marketing and Communications

SAFETY AND WELLNESS COMMITTEE

Agenda and Minutes

Wednesday, December 2, 2020 / 11:00 AM

(Please Note: Items in red print require action)

1. Call to order at 11:03 AM

Roll Call: **VIA Zoom people in attendance**: Lisa Sheppard, Chris Leiner, Bobby Collins, Carol Mensinger, Liz Stowick, Liz Visteen, Matt Walker, Adam Wohl and Lauren Kinsey Absent: Jessica Stockl

2. Review of the Minutes: The Safety and Wellness Committee Meeting Minutes from October 27, 2020 were reviewed and accepted.
3. Accident/Incident Review: Carol reported on the accident/incident reports for October. There was one (1) minor participant incident, one (1) employee injury.
4. Facility and Park Inspection Review: Preparing for December park inspections. The ropes broke on a TriRunner, and will be replaced since it's still under warranty.
5. Open Claims: One (1) open property claims: pier property loss claim due to weather damage. Five (5) open worker comp claims.
6. Carry Over Items:
 - a) Bobby and Chris met with the police and set up a drill date in May which was postponed due to Covid-19. **Chris** will talk to Jason at the schools to see what they are doing in regards to drills right now. Public Safety did say that they are comfortable with us setting a time limit for drills during inclement weather, even if the drill is incomplete. Mention of using the gym as a safe zone to gather kids during a real fire was presented by Public Safety.
 - b) PDRMA performed a coefficient of friction testing on hot spots for trips and falls when wet. PDRMA recommended we apply anti-slip product in areas where more slippery than should be (example: ELC bathrooms). Needs further discussion in future meetings in order to plan a course of action and budget.
 - c) Thermal testing was completed to determine hot spots for fire issues. Report is pending.
7. Certificate of Insurance Information: Contractors aren't being asked to provide anything new or different due to Covid-19.
8. New Items:
 - a) The ABC pilot program has been put on hold by PDRMA and will reevaluate the roll out of evaluation process for 2021-22.
 - b) Considering adding Sexual Harassment training to independent contractor terms of agreement, similar to a background check. Need to make an addendum to contract that the law requires independent contractors to go through Sexual Harassment training. **Liz** will send this information to Bobby, and then **Adam** will send it out to the independent contractors, along with the Sexual Harassment power point.
 - c) If told that someone is exposed to COVID-19, wait five (5) days to have them take the at-home test. Pay employee for the first five (5) days, and subsequent days beyond the ten (10) will be discussed on an individual basis.
 - d) Two weeks before programs start again after Winter break, ELC is considering doing a health check in. If someone has traveled, they will need to quarantine for 2 weeks. **Bobby** will check with GJK to see what they are doing, and then run the idea past PDRMA. **Bobby** will also ask PDRMA if we can require a test when coming back. The School District is requiring them, but is paying for all staff and kids to have a test before coming back.
9. Wellness Initiatives:
 - a) People will now be earning PATH points on a quarterly basis, without the ability to go back to earn points you missed from a previous quarter. PATH is trying to push for yearlong engagement, rather than earning points all up front. Deadline for points this year: December 8

Adjourn: 11:36 AM

VII. Executive Director's Report

Glencoe Park District
December 2020 Board Meeting

**Glencoe Park District
Executive Director's Report
December 2020**

Year in Review

At the Glencoe Park District, it is our mission to enrich lives, build community, and create memorable experiences through exceptional parks, programs, and facilities. We are proud of all our accomplishments in this very unusual and challenging year!

In 2019, the Glencoe Park District became a **National Gold Medal Winner** for the first time in our over hundred-year history. In 2020, our Board, Administration, and teams proved again why we are a National Gold Medal Winner.

In March of 2020, the Park District operated in unprecedented times as the COVID-19 pandemic altered how the Park District conducted services for the community. The team quickly pivoted its operations to provide what we could in light of the pandemic and its regulations. I am so proud of how innovative our team has been with every new curve ball that is sent our way. Our new motto is "PIVOT."

On Friday, March 13, we closed Park District facilities and stopped all programs due to the COVID-19 pandemic. Due to the fact that we watch trends very carefully, the Executive Director started to meet with the Administrative Team about the pandemic and effects it may have on our operations a month *before* the closure. Discussions were held early on with the Board in regards to Park District staffing, programs and facilities.

Administration

- We wisely purchased new laptops (instead of stationary work stations) for staff in December 2019, which made the transition to working remotely in this pandemic a WHOLE lot easier for administrative and recreation managers/supervisors.
- Everyone's ability to embrace, adopt, and learn new technologies on the fly to enable working remotely and get our jobs done despite world-wide closures.
- Maintained our Aaa Bond Rating from Moody's amidst a world-wide pandemic
- Issued \$4.5 million Bond Issue which will help to finance the next 3-4 years of needed Master Plan Capital Projects for the Glencoe community
- Moved a majority of personnel paperwork to digital, making it easier for employees to complete needed materials in a timely fashion without coming into the facility.
- Management staff took advantage of PDRMA's Online Learning Center and participated in a Virtual Cost Recovery Seminar.
- An amazing thing we noticed was the flexibility and willingness for staff to help out coworkers. All staff were flexible and willing to do "other task as assigned" regardless if it was their department or not. From working as a park ambassador, to an essential day care/Kids Club teacher, beach attendant, skate guard and cleaning the facilities, they did it all to keep us up and running.

- Took advantage of the downtime and completed a long-standing project of scanning master copies of administrative documents onto the Pdrive, and organized each into appropriate files for easy access and safekeeping.
- Applied for and in process, a \$5,000 COVID-19 Relief Grant
- In order to be more efficient in our COVID-19 testing, we secured over 130 in-home COVID-19 test kits for our staff, costing the District only \$10 for every test used.
- *“But the ABSOLUTE BEST THING was our entire GPD Team.... starting at the top with Lisa...all Departments, all levels of FT and PT and seasonal staff, and our Board. Makes me feel SO PROUD of what we have been able to do by all working together.” ~ GPD Team Member*

Recreation and Facilities

- In April, we set up a virtual preschool. In just eight weeks of class, the program brought in \$42,910.
- Additionally, preschool enrichments went virtual the week of April 6, with only 3 out of 15 classes canceled. Due to the classes moving virtual, only \$26,100 in credits were given while \$55,264 in revenue was kept leaving preschool enrichments in a more financially secure position.
- All dance and theatre classes with the Sarah Hall Theatre Company went virtual and kept over \$70,000 in revenue and 267 participants in the program.
- On May 4, we opened Children’s Circle as an emergency day care for essential workers. The following month, because we were an essential worker day care site and we did not lay off any teachers, we were able to open Children’s Circle back up to our Children’s Circle families. Jess Stockl was able to secure two **'Child Care Restoration Grants' in the amount of \$178,875** through INCCRRA for our Children’s Circle program to help defray the additional cost due to the pandemic.
 - *“Teaching during the pandemic has presented me with the opportunity to dig deep, be creative and interact with the parents of the park district community on a deeper level. Until we are able to meet in a classroom setting again, I am fortunate to engage daily with students, siblings, and parents via Zoom. When delivering classroom activity kits, it’s gratifying to see the smiles on the faces of children and parents alike. We’re still staying connected; despite our age differences (whether pre-k or adult), we are learning and growing through this experience together.” ~ Early Childhood Teacher*
- The beach facility opened as scheduled on May 23 after selling more than 6,000 season passes versus 852 passes in 2019, and making significant changes to operating procedures. Opening the beach was no easy feat. We had to pivot and find a way to keep beach attendance at a manageable level to meet social distancing requirements. With Chicago beaches and all local community pools closed for the summer, we knew this would drive more individuals to Glencoe Beach. Our staff quickly devised a plan to sell season passes only and developed a strategy for how many individuals could attend at one time. We made the hard choice not to do daily admissions to be better able to monitor attendance. Staff changed all marketing and communication materials, update the website and set up a system to communicate with visitors (park ambassadors). We had a very safe summer, we did not have one COVID-19 outbreak

because of beach operations, and we were able to accommodate every resident and non-resident who wanted to purchase a season pass. In addition, we improved our technology and opened up beach passes to everyone online, not just new members.

- In July, we opened Back-to-Basics Summer Care for 50 youth and preschool families. While this was a drastic change to our normal summer camp operations, we were proud to provide this service to the working families of Glencoe so that they could go to work knowing their children were being provided a safe summer recreation experience. A lot of time and effort went into planning the unique summer experience.
- In September, we opened Kids Club Enrichment Camp to the community and District 35 staff to facilitate e-learning. There are over 50 working families in the program.
- The Watts Recreational Center's ice rinks opened for the season on Friday, November 27, after selling more than 1,170 season passes versus 250 in 2019 and making significant changes to operating procedures, including allowing season passes only and taking reservations. New restrictions were put in place a week prior to opening and staff quickly pivoted to accommodate those restrictions and still allow Watts Ice Rink to be open. Like the Beach this was not an easy feat but staff is providing a safe place for outside recreation.
- Offering hockey at Watts have been another challenge with the current COVID-19 regulations. Despite that staff have made modifications for hockey and have sold 182 active Watts hockey passes in the 2020 season versus 27 hockey 10/20 punch passes in the 2019 season.
- In 2020, the District facilitated in the collection of over 250 pints of blood through multiple American Red Cross blood drives.
- Despite the regulations that were put in place, the District was able to continue to provide adult programs in person and via Zoom. From dropping of ceramics supplies at our participants homes so they can join class on Zoom, to outfitting our fitness center with dividers so that our participants could exercise safely, the GPD team went out of their way to make sure all could participate in one way or another.
 - *“COVID-19 forced us to go virtual with art classes in Zoom meetings, rather than in person. This opened a new world of learning opportunity, especially to my older students who want to stay creative while staying interactive with an art community. Online art classes suddenly became options for students who have moved away from the Glencoe area, are winter “snowbirds”, or are just out of town on class day. Students have already signed up for classes and logged in from Montana, Arizona, and Wisconsin. Though I am still able to provide considerable one-on-one attention during the remote sessions, students have enjoyed the increased number of art demonstrations and being able to review the lessons which are now recorded.” ~ GPD Art Teacher*

Parks and Maintenance

- One of the positive aspects of COVID-19 is that the members of our community have gotten out and enjoyed the wonderful parks and trails that Glencoe Park District offers. Many people made comments that they didn't know that certain parks even existed. This required an even higher level of maintenance in our parks and facilities and our team continues to provide essential service throughout the pandemic to accommodate this increased usage!

- In May, we rolled out a park ambassador program to enforce social distancing regulations at our tennis courts, parks, playgrounds and beaches.
- Glencoe Beach endured a hard spring and was drastically impacted by historically high Lake Michigan water levels which resulted in three large storms that destroyed our pier, damaged buildings, and washed away our sand. It seems that just when the Parks and Facilities Team would get it ready to open, another devastating storm would hit again.
- We mowed all 125 acres managed by the District to conserve funds at the start of COVID-19 closure.
- Developed an entirely new two team operating model for the department to limit employee contact, developed and implemented new custodial procedures to align operations with new DCEO standards, and procured and equipped staff with equipment designed for mass sanitization
- Implemented a new HVAC maintenance program District-wide resulting in a significant improvement in service and reliability, which included researching, procuring, and pioneering new air filtration processes for Park Districts.
- Built a temporary replacement staircase to the boating beach in two days, while maintaining social distancing
- Completed the physical work necessary to make DCEO required changes to open seasonal facilities.
- *“Getting that back to normal was a lot of work but was a joy to do. Thanks for another great year at GPD considering it’s a different year than normal.” ~ Parks Team Member*

Professionalism

- Through it all, we did not forget to be leaders in our industry and give back.
- Lisa was elected to and served on the Illinois Park and Recreation Association Board.
- Liz, Adam, Stephani, and Shannon presented an IPRA session called Virtual Programming in the New Norm on Tuesday, May 12. Over 200 professionals from all over the state of Illinois joined the Zoom link to hear about the Glencoe Park District's virtual programming accomplishments.
- Jessica Stockl shared information on how to run Essential Day Care to over 40 professionals on multiple occasions.
- Liz Stowick did two separate presentations with the Park District of Tinley Park to help them decide on whether or not they should go with TCP (our timeclock system).
- All of our Administration and Management staff have been actively involved in executive director, department head, HR and recreation management groups with other Park Districts, special recreation associations and forest preserves to share COVID-19 (and non-COVID-19) policies, procedures, manuals, guidelines, and procedures during this time of transition. Having

a solid background of being involved in professional groups made the work we were doing more efficient as we bounced ideas off one another.

- In January, our Beach S.A.F.E. program received the IPRA Program of the Year Award.
- In February, Chris, Lisa, and Bobby presented to FEMA and IEMA on the damage to Glencoe Beach from the January 10 storm.

Capital Projects

- We continue to use our Strategic Plan and Master Plan as our guide for operations, parks, and facilities development. This year, we have majority completion on several projects including Connect Glencoe, Duke Park, and the Shuman Overlook. In addition, we started planning for next year's projects after thoughtful conversation and input.
- We have completed over 2 million dollars in capital replacements and upgrades during the pandemic.
- Constantly shifting project goals and approaches to meet new DEO standards, including managing material and labor shortages.
- Speaking of upcoming projects, the Administrative Team was successful in securing a record number of grants and a donation for the Connect Glencoe project. To date, the project has received a Chicago Metropolitan Agency for Planning (CMAP) grant for \$667,150, an IDNR Bicycle Path Grant for \$200,000 and a \$300,000 private donation, and a \$400,000 OSLAD Grant for Duke Park, as well as, \$21,000 from individual residents for bench and train car donations.
- *"While many communities have felt disconnected because of necessary social-distancing measures during the pandemic, the Glencoe Park District is undergoing an effort to quite literally bring its local community together." ~ Glencoe Anchor*
- The Board also agreed to a lease agreement of Park 7n with Glencoe Historical Society to preserve the Frank Lloyd Wright Collage House. Restoration will continue into 2021. *"Historic preservation is a conversation with our past about our future. It provides us with opportunities to ask, "What is important in our history?" and "What parts of our past can we preserve for the future?" Through historic preservation, we look at history in different ways, ask different questions of the past, and learn new things about our history and ourselves. Historic preservation is an important way for us to transmit our understanding of the past to future generations." ~ National Park Service*

Sustainability Successes

COVID-19 has significantly impacted the operation of the Glencoe Park District. Even with the significant operational changes necessary, the District continued to implement sustainable initiatives.

Conservation of Energy/Resources:

- When the District paused programming, staff mothballed facilities to reduce unnecessary energy consumption. Air conditioning and water heating systems were turned off in empty facilities.
- During the closure of the Takiff Center, high-efficiency boilers were installed. Upgrades were also

made to the HVAC system that provides heating and cooling to 35% of the Takiff Center.

- When the Takiff Center reopened with a new operating plan, the Building Automated System was programmed to reflect the facility's new use.
- With the majority of Park District meetings being moved to a digital platform, the staff has stopped printing meeting minutes and agendas.

Sustainable Building Practices/Products:

- The new Green Bay Trail section between Maple Hill and Park Avenue was built using environmentally friendly and sustainable products. The trail itself is constructed of a permeable product with a balanced PH to be friendly to the existing tree population.
- The new benches along the trail are manufactured using recycled materials.
- The new playground equipment at Duke Park is manufactured with recycled materials.
- In any area where the trail construction was in close proximity to established trees, a specialized air excavation process was used to remove the soil without damaging the extensive root system.
- To reduce cost and the environmental impact of the project, no soil was trucked offsite from the trail project. All soil was kept onsite thru grading and mound construction.

Glencoe Park District Sustainability Committee:

- Working to develop a communication plan to implement a no idle program for program drop off and pick-up. The goal is to align with District 35's ongoing initiative.
- Exploring the process in which the Chicago Botanic Garden communicates onsite recycling programs to see what could be incorporated into District operations.

I would like to thank the entire Board of Park Commissioners and Park District staff, for tirelessly working to meet our ever-changing goals this year. Our success is the result of a hard-working team, dedicated to bringing the very best service and amenities to the people of Glencoe. We are also successful because of the support of the Glencoe community. We would like to thank the Glencoe community for supporting the Park District by visiting the beach, walking in the parks, trusting us with the care of their children, skating at Watts, playing at our playgrounds, attending our special events, sharing our stories, and participating in our programs in spite of a pandemic.

December 2020 Update

Budget Preparation

Staff continues to prepare, review, discuss, and update budget worksheets, as well as prioritize timing for capital projects for the new fiscal year. Obviously, it will be a challenging budget process as we are still in the throes of the COVID-19 pandemic. Despite that, staff's goal is that the Proposed First Draft of the FY21/22 Budget will be distributed to the Board for review in late January/early February 2021.

Connect Glencoe Trail and Duke Park

Progress is continuing on Duke Playground. We hope to have the playground open in late December or early January. We will open the interactive fountain and train in the Spring. I have attached the environmental statement for Duke Park for your information.

Work is also progressing on the trail. We expect that the majority of the trail work will be completed before January 1, 2021 but our residents can already be seen enjoying it. The final plantings will be installed in spring. It is likely that ADA access to the Veteran's memorial and social spaces along the trail will also be completed in spring. We received several inquiries on the type of trail substance used. Erin did an awesome Social Media post explaining it to the community. Connect Glencoe's path

is a stabilized decomposed granite pathway mix, which consists of decomposed granite or crushed stone screenings blended with a stabilizing binder. This bind and locks the pathway mix to provide a durable, permeable, and natural aggregate surface. These stabilized decomposed granite surfaces substantially resist the erosive effects of weather and traffic compared to traditional gravel materials. With a natural look much less obtrusive than concrete or asphalt, the Stabilized Pathway surface blends in well in natural settings, making it popular for use in botanical gardens, green roofs, nature paths, greenways, golf course cart paths, or any environment where a more organic feel is desired.

Recreation and Facility Highlights for December

Our Early Childhood Wing continues to pivot in spite of the pandemic challenges. The Children's Circle teachers are all pitching in to provide a safe day care experience.

Our Early Learning Center (ELC) teachers are working hard to plan engaging lessons and activities while ELC runs remotely November 30-January 15. Students will be able to participate in circle time and enrichments each day.

Kids Club Enrichment Camp is continuing to run with five cohorts. District 35 has chosen to take an adaptive pause in learning from Monday, November 30 through Friday, January 15. We will be providing full-day care for an additional \$10 per day, per child for currently enrolled Kids Club Enrichment Camp families to accommodate this need.

With new stricter guidelines put in place, providing athletic programs has been a challenge. According to the new guidelines, we can continue outdoor sports/activities. A majority of our programs opted to continue programming outside as long as the weather cooperated. We have adopted a hybrid model for all classes. If we cannot meet in-person, the class will be canceled/refunded, moved to Zoom, or try to reschedule for a nicer day. Schoolyard Sports with FSA and House preseason clinics were the only two programs to be canceled entirely.

Our House Basketball League Clinics and scrimmage days have been put on pause, because we aren't certain what the guidelines will look like in January.

Glencoe Fitness continues to operate safely. Under Tier 3 mitigations, masks are required for all members at all times while in the fitness center, even while exercising which went into effect on November 20. Right now, there are 90 members with active memberships and 76 on hold until later this winter. In comparison, we had 155 active members as of December 2019.

With the State of Illinois moving to Tier 3 mitigations, we are only having our care-based programs running indoors at Takiff Center. We still have outdoor athletic and fitness programs occurring behind Takiff Center up to winter break. We have a blood drive scheduled for December 22 that is full.

All team members worked hard to get Watts ice rink opened on time with all the new safety protocols and following the Tier 3 mitigations. Which means reservations are required and we must limit our participation on the rinks. Our USFS Skating and Minor Hawk classes have proven to be very popular under COVID-19 due to being held outdoors

Personnel

As we went into stricter mitigation measures with Tier 3, we are having staff work at home when possible. During normal operating hours there will always be a staff member at the registration desk or administrative office. Staff and I will be taking some vacation time this month, but will always be available via cell phone if needed.

Future Meetings

- Committee of the Whole meeting | Tuesday, January 5
- Regular Board meeting | Tuesday, January 19
- Virtual IPRA Conference | Thursday-Saturday, January 28-30

Upcoming Advisory Meetings

- Watts Advisory Group | Tuesday, January 12
- Lakefront Advisory Group | Wednesday, January 13

Happy Holidays and Healthy New Year!

Submitted by:
Lisa Sheppard, CPRP
Executive Director



Duke Park 2-5 Area

Environmental Statement

Glencoe, IL

December 7, 2020

GLC20LIN1 WEEVOS® AND SMART

PLAY® (2-5 YEARS)

Since January 2008, Landscape Structures has partnered with American Forests to purchase trees which will offset the CO₂ generated in our manufacturing processes. These trees will not only sequester the CO₂, they help filter water, remove air pollution, provide wildlife habitat and improve our natural environment.



AMERICAN FORESTS

CARBON FOOTPRINT OF LANDSCAPE STRUCTURES PRODUCT:

Tons of CO ₂ :	1.38
# of Trees:	4

Carbon Footprint: A measurement of the effect on the climate in terms of the amount of greenhouse gases produced in the Landscape Structures manufacturing process measured in units of carbon dioxide (CO₂).

RECYCLED CONTENT OF LANDSCAPE STRUCTURES PRODUCT:

Steel	759 lbs.
Aluminum	39 lbs.
Rubber	0 lbs.
Plastic	298 lbs.
Total Recycled Content:	1,096 lbs.
Total Post-Consumer Recycled Content:	570 lbs.
Total Recycled Content (%):	60%
Total Post-Consumer Recycled Content (%):	31%
Total Weight:	1,837 lbs.

Total Recycled Content: Material that has been recovered or diverted from the solid waste stream.

Total Post-Consumer Recycled Content: Material generated by households or commercial, industrial and institutional facilities in their role as end-users. This material can no longer be used for its original intended purposes.

2009 LEED INFORMATION FOR RECYCLED CONTENT:

If you are pursuing LEED certification for your project, please share the following information with your LEED project manager.

Post-Consumer Recycled Weight:	570 lbs.
½ Pre-Consumer Recycled Weight:	½ x 526 lbs.
LEED Recycled Fraction Weight:	833 lbs.
LEED Recycled Fraction %:	45%
Total Recycled Content Value:	\$11,515.50

Calculations include standard play products only.



Duke Park

Environmental Statement

Glencoe, IL

December 7, 2020

GLC20LIN1 PLAYBOOSTER® (5-12 YEARS)

Since January 2008, Landscape Structures has partnered with American Forests to purchase trees which will offset the CO₂ generated in our manufacturing processes. These trees will not only sequester the CO₂, they help filter water, remove air pollution, provide wildlife habitat and improve our natural environment.



AMERICAN FORESTS

CARBON FOOTPRINT OF LANDSCAPE STRUCTURES PRODUCT:

Tons of CO ₂ :	9.67
# of Trees:	29

Carbon Footprint: A measurement of the effect on the climate in terms of the amount of greenhouse gases produced in the Landscape Structures manufacturing process measured in units of carbon dioxide (CO₂).

RECYCLED CONTENT OF LANDSCAPE STRUCTURES PRODUCT:

Steel	1,661 lbs.
Aluminum	450 lbs.
Rubber	0 lbs.
Plastic	275 lbs.
Total Recycled Content:	2,386 lbs.
Total Post-Consumer Recycled Content:	1,248 lbs.
Total Recycled Content (%):	39%
Total Post-Consumer Recycled Content (%):	20%
Total Weight:	6,155 lbs.

Total Recycled Content: Material that has been recovered or diverted from the solid waste stream.

Total Post-Consumer Recycled Content: Material generated by households or commercial, industrial and institutional facilities in their role as end-users. This material can no longer be used for its original intended purposes.

2009 LEED INFORMATION FOR RECYCLED CONTENT:

If you are pursuing LEED certification for your project, please share the following information with your LEED project manager.

Post-Consumer Recycled Weight:	1,248 lbs.
½ Pre-Consumer Recycled Weight:	½ x 1,137 lbs.
LEED Recycled Fraction Weight:	1,817 lbs.
LEED Recycled Fraction %:	30%
Total Recycled Content Value:	\$22,935.00

Calculations include standard play products only.

VIII. Action Item A
Approval of Altamanu, Inc. Contract Design
Services for Boating Beach Staircase and
Retaining Walls

Glencoe Park District
December 2020 Board Meeting

MEMORANDUM

TO: Board of Park Commissioners
FROM: Lisa Sheppard, Executive Director and Chris Leiner, Director of Parks & Maintenance
SUBJECT: Approval of the Altamanu, Inc. contract design services for 2020/2021 Capital Projects Boating Beach Staircase/Retaining Wall
DATE: December 3, 2020

EXECUTIVE SUMMARY:

Based on the Board's consensus at the December 1, 2020 Committee of the Whole meeting, staff is advancing the attached professional service agreement to the Board for approval.

Project goals include:

- Installing safe, permanent pedestrian access to the Boating Beach
- Investigating a possible ADA Accessible ramp
- Developing a native planting plan for the area disturbed by construction
- Assessing the condition of the surrounding retaining walls and making repairs as necessary
- Assessing the condition of the existing drainage in the area and making improvements as necessary

The total cost of this professional service contract is \$56,463

Recommended Motion:

Approval of the Altamanu Inc. contract for design services as outlined above for the amount of \$56,463.

November 23, 2020 Revision 1
Mr. Chris Leiner
Director of Parks and Maintenance
Glencoe Park District
999 Green Bay Road
Glencoe, Illinois 60022

cleaner@glencoe parkdistrict.com

RE: Landscape Architecture and Engineering Services for the replacement of the Stairs to North Beach with an associated drainage solution.

Dear Chris,

The Glencoe Park District (GPD/Client) has requested a proposal from the Altamanu and the CBBEL team (team) to prepare Schematic Design, Design Development and Construction Documents, provide Bidding and Permit assistance and Construction Administration Services for the above referenced project.

UNDERSTANDING OF THE PROJECT

It is our understanding that Glencoe Park District wishes to remove and replace the existing stairs/access to North Beach and fix the drainage issue at the top of the stairs at the timber retaining wall.

The new stairs will have a revised layout with the potential addition of access ramps. Altamanu, Inc. will develop the proposed stairs/ramp layout. CBBEL will review the architectural layout of the new stairs/ramp, geotechnical report, survey plans, and will design the new stairs/ramp structure to a concept level and cost estimate.

Based on Park District's direction, the team will develop construction documents for the stair replacement only or the stairs with the ramps/platform. CBBEL will consider several foundation systems and recommend the most feasible and economical option.

Then at the direction of the Park District the team will assist with bidding, contractor selection and carry out construction administration/observation.

The survey and geotechnical services are to be provided by others.

SCOPE OF WORK ALTAMANU INC.

The following is an outline of the "Scope of Work" to be carried out by the design team.

TASK 1: SITE ANALYSIS AND SCHEMATIC DESIGN

Goals: Review existing conditions, project scope, budget, schedule and set a direction for Client expectations.

1. Verify existing conditions using available site data such as surveys, photos, and topographic maps.
2. Carry out a site visit during the borings. (Meeting #1)
3. Review Geotech report.
4. Verify existing conditions using available site data such as surveys, photos, and topographic maps.
5. Prepare concept design for stairs replacement.
6. Prepare Preliminary Opinions of Probable Costs.
7. Present concepts to GPD. (Meeting #2)
8. Make minor revisions as directed by GPD.
9. Meet with Village and representatives of the Water Plant to discuss the project and assist in obtaining permits. (Meeting #3)
10. Attend/present schemes to the Board of the Park District. (Meeting #4)

TASK 2: DETAILED DESIGN DEVELOPMENT & CONSTRUCTION DOCUMENTS

Goals: Finalize relevant design elements and incorporate Client's comments and produce the final Construction Documents.

1. Prepare Design Development/Construction Documents for a 60% and 100% review with the Client.
2. Submit 60% Construction Set, Outline Specifications and updated Opinion of Probable Costs to GPD for review.
3. Revise Construction Set (Plans, Specifications and Estimates) as per Client comments.
4. Meet with Village and representatives of the Water Plant to discuss the project and assist in obtaining permits. (Meeting #4)
5. Submit Final 100% Construction Documents Package and related Technical Specifications to GPD for review and subsequently for bidding.

TASK 3: PERMITTING, BIDDING & BID ASSISTANCE

Assist in the packaging and distribution of construction drawing sets and specifications to potential contractors. Altamanu will review and assess bids with GPD and assist in the selection of a contractor(s). Timetables and schedules for construction will be established with selected contractors.

1. Assist GPD in submitting Permit Set for appropriate approvals and coordinate with Village of Glencoe. (CBBEL will assist GPD in obtaining site-related permits from the Village of Glencoe Meeting #5)
2. Coordinate with GPD to assist in preparation of Bid Packages. Use Site Landscape Construction Bid Form, cover letter and related addenda to include with Bid/Drawing Package. Distribute Bid/Drawing Package to contractors on selected list as vetted by team.
3. Provide GPD Construction Set prior to bidding for review. Assist GPD with preparation of advertisement of project for placement in the local paper.
4. Issue addenda as appropriate to interpret, clarify or expand the Construction Documents.
5. Assist the GPD in conducting a Pre-Bid Review Meeting with selected Contractors. (Meeting #6)
6. Assist GPD in preparing Bid Analysis for comparison of proposed bids.
7. Assist GPD with the selection(s) of appropriate contractors.
8. Assist in the preparation AIA/GPD Contract between contractors and GPD.
9. Develop potential Construction Timetable with GPD & Contractor.

TASK 4: CONSTRUCTION ADMINISTRATION & PROJECT CLOSEOUT

Goal: Provide on-site review and observation of construction related to the Site Construction Package and its Related Specifications.

1. Provide on-site observation of construction related to the Altamanu-CBBEL Landscape and Engineering Plans and their related elements. Visit site 4 times at intervals appropriate to the stage of landscape construction to review proper construction methods and adherence to the design intent. (Site Meetings #7 through #11).
2. Make written reports regarding site construction progress for landscape improvements for 4 site meetings.
3. Review and respond to contractor's requests for information and provide interpretations and clarifications for the Construction Documents.
4. Review contractor's request for payments.
5. Conduct a final on-site observation/inspection of Landscape Construction with GPD and

Contractor. (Meeting #12)

6. Prepare a Final Punch List prior to final acceptance of job.
7. Troubleshoot for 1 month until project closeout.

PROFESSIONAL FEES

Fees for the project are broken down by discipline are as follows:

Estimated Landscape Architecture Fees (Altamanu)	\$ 29,975.00
Estimated Expenses (Altamanu)	\$ 600.00
Estimated Engineering Fees (Please see CBBEL proposal attached)	\$ 25,388.00
Estimated Expenses	\$ 500.00
Estimated Total Professional Fees & Expenses (Altamanu and CBBEL)	\$ 56,463.00

Reimbursable expenses will be invoiced as a direct expense. Reimbursable expenses related to this project shall include, but may not be limited to the following:

- Transportation/Parking
- Reproduction
- Special Supplies
- Photography
- Copies
- Messenger/Delivery
- Large Scale Scans
- Soils Analysis/Consultation

Professional fees and expenses will be billed monthly for work completed and are due within 30 days.

ASSUMPTIONS

Base information; utility information, and any available drawings will be provided by the GPD to Altamanu.

Altamanu Inc. is responsible for Landscape Architectural Services only.

If the Client requests meetings or presentations not detailed in this document the Client will be invoiced for this service at our standard hourly rates outlined below for certain tasks:

Additional per meeting cost for staff level meeting (2 People)	\$ 515.00
Additional per site visit cost (PM)	\$ 366.00

Any services beyond what is outlined above will be considered extra services and will be billed

at our standard hourly rates.

This agreement may be terminated by either party 15 days after written notice. Altamanu shall be compensated for all services performed up to this date.

If the terms are acceptable to you, we would appreciate the execution of this document in the space provided below and the return of a copy for our files.

We at Altamanu Inc. appreciate this opportunity to continue working with the Glencoe Park District.

Very truly yours,



Josephine Bellalta, PLA, ASLA, President Altamanu

Inc. ACCEPTED BY:

Signature

Printed Name

Title

Date

ALTAMANU WORK EFFORT SUMMARY

Glencoe Park District

Project NO. 2 Stairs Replacement and Drainage Improvement at North Side

23-Nov-20

TASKS	Personnel and Hours			Total Hours	% of Hours	Total Cost
	Principal Urban Designer /Landscape Architect	Sr. Landscape Architect	Landscape Designer			
RATE	\$160.00	\$105.25	\$61.88			
TASK 1: SITE ANALYSIS & SCHEMATIC DESIGN	29.5	39	44	112.5	37.8%	\$11,547.47
TASK 2: DETAILED DD & CD	15.5	51	46	112.5	37.8%	\$10,694.23
TASK 3: PERMITTING, BIDDING & BID ASSISTANCE	1.5	25.5	2	29	9.7%	\$3,047.64
TASK 4: CONSTRUCTION ADMIN. & PROJECT CLC	1	43	0	44	14.8%	\$4,685.75
Subtotal	47.5	158.5	92	298		
% of Hours	15.9%	53.2%	30.9%	100.0%		
Direct Costs						\$600.00
Total Costs	\$7,600.00	\$16,682.13	\$5,692.96	\$29,975.09		\$30,575.09

EXHIBIT

CBBEL's CIVIL and STRUCTURAL

ENGINEERING PROPOSAL

DATED:

November 23, 2020



CHRISTOPHER B. BURKE ENGINEERING, LTD.

9575 West Higgins Road Suite 600 Rosemont, Illinois 60018 TEL (847) 823-0500 FAX (847) 823-0520

November 18, 2020

REVISED November 23, 2020

Altamanu, Inc.
1700 West Irving Park Road
Suite 202
Chicago, IL 60613

Attention: John MacManus, ATLA

Subject: Glencoe Bluff Stabilization | Project No. 2
Stair Replacement, Ramp and Drainage Improvement at Glencoe Beach

Dear Mr. MacManus:

We understand that the Glencoe Park District would like to construct several improvements to Lakefront Park. As part of these planned improvements they want to replace the existing stairs to Glencoe Beach, with the option to construct a new ramp adjacent to the new steps and fix the existing drainage problem at the retaining wall at the top of the stairs.

We assume that Altamanu, Inc. will incorporate our plans, specifications, and cost estimates into their contract documents.

We understand that the Park District would like to bid out the project out for a Spring 2021 construction.

SCOPE OF SERVICES

Task 1 – Site Visit/Base Sheets: CBBEL will visit the site with the survey provided by V3. CBBEL will field check the survey and add any notes to the existing conditions plan. CBBEL will prepare existing conditions base sheets based on the V3 topographic survey and our site visit. These base sheets will be used for our proposed design.

Task 2 – Stair Replacement/Ramp Construction Concept Design: It is our understanding that Glencoe Park District wants to remove and replace the existing stairs at the north end of the park. The new stairs may have a revised layout with the potential addition of access ramps. Altamanu, Inc. will develop the proposed stairs/ramp layout. CBBEL will review the architectural layout of the new stairs/ramp, geotechnical report, survey plans, and will design the new stairs/ramp structure to a concept level and cost estimate.

Task 3 – Stair Design Final: Based on Park District direction, CBBEL and Altamanu will develop bidding documents for the stair replacement. CBBEL will consider several foundation systems and recommend the most feasible and economical option. The foundation layout will be located on the survey file for construction. CBBEL will coordinate the railing details with Altamanu Inc. architectural plans. CBBEL will submit the design plans for Park District review, incorporating their comments into the final plans. CBBEL will provide design plans, specifications, an opinion of construction cost estimate.

Task 4 – Drainage Improvement: We will address the drainage issue at the top of the stairs. Water currently flows down the bluff past a catch basin and then over the retaining wall.

Task 5 – Meetings: CBBEL will prepare exhibits for and attend up to 1 Board Meeting and 2 Coordination/Review Meetings with the Park District, Public Works and the Water Plant staff.

Task 6 – Bidding and Construction Assistance: CBBEL will answer Bidder’s question and issue an Addendum, if necessary. During Construction CBBEL will attend the Pre-Construction Meeting, answer RFIs, review Shop Drawings and attend up to 2 additional site meetings.

FEE ESTIMATE

Task 1 – Site Visit/Base Sheets	\$2,220
Task 2 – Stair Replacement/Ramp Construction Concept Design	\$2,192
Task 3 – Stair Design Final	\$13,368
Task 4 – Drainage Improvement	\$1,776
Task 5 – Meetings	\$3,818
Task 6 – Bidding and Construction Assistance	\$2,014
Direct Costs	\$500
Not To Exceed Total	\$25,888

We will bill you at the hourly rates specified on the attached Schedule of Charges. We will establish our contract in accordance with the attached General Term and Conditions. These General Terms and Conditions are expressly incorporated into and are an integral part of this contract for professional services. Direct costs for blueprints, photocopying, mailing, mileage, overnight delivery, messenger services and report binding are included in the Fee Estimate. Please note that meetings and additional services performed by CBBEL that are not included as part of this proposal will be billed on a time and materials basis and at the attached hourly rates.

Please sign and return one copy of this agreement as an indication of acceptance and notice to proceed. Please feel free to contact us anytime.

Sincerely,

Michael E. Kerr, PE
President

Encl. Schedule of Charges
General Terms and Conditions

THIS PROPOSAL, SCHEDULE OF CHARGES AND GENERAL TERMS AND
CONDITIONS ACCEPTED FOR ALTAMANU, INC.

BY: _____
TITLE: _____
DATE: _____

JGS
N:\PROPOSALS\ADMIN\2020\Glencoe Park District Bluff Improvements\Altamanu_Glencoe Bluff Stabilization_Project 2.111220.doc

CBBEL WORK EFFORT

Glencoe Park District

Project No. 2 Stairs Replacement and Drainage Improvement at North Site

November 16, 2020

Task	Personnel and Hours											Total Hours	% of Hours	Total Cost
	Engineer VI	Engineer V	Engineer IV	Engineer I/II	Environmental Resource Specialist V	Environmental Resource Tech	CAD Manager	Assistant CAD Manager	CAD II	Landscape Architect	Services by Others			
Rate	\$251.00	\$208.00	\$170.00	\$121.00	\$216.00	\$114.00	\$177.00	\$153.00	\$135.00	\$170.00				
Task 1: Site Visit/Base Sheets		4	4				4					12	8.3%	\$2,220.00
Task 2: Stair Replacement/Ramp Construction Concept Design		4	8									12	8.3%	\$2,192.00
Task 3: Stair Design Final		16	40						24			80	55.6%	\$13,368.00
Task 4: Drainage Improvement		2	8									10	6.9%	\$1,776.00
Task 5: Meetings	2	6	8				4					20	13.9%	\$3,818.00
Task 6: Bidding and Construction Assistance	2	4	4									10	6.9%	\$2,014.00
												0	0.0%	\$0.00
												0	0.0%	\$0.00
												0	0.0%	\$0.00
												0	0.0%	\$0.00
												0	0.0%	\$0.00
												0	0.0%	\$0.00
												0	0.0%	\$0.00
												0	0.0%	\$0.00
												0	0.0%	\$0.00
Subtotal	4	36	72	0	0	0	8	0	24	0	\$0.00	144	100.0%	
% of Hours	2.8%	25.0%	50.0%	0.0%	0.0%	0.0%	5.6%	0.0%	16.7%	0.0%		100.0%	100.0%	
Direct Cost														\$500.00
Total Cost	\$1,004.00	\$7,488.00	\$12,240.00	\$0.00	\$0.00	\$0.00	\$1,416.00	\$0.00	\$3,240.00	\$0.00	\$0.00	\$25,388.00		\$25,888.00

VIII. Action Item B
Approval of Altamanu, Inc. Contract Design
Services for South Overlook

Glencoe Park District
December 2020 Board Meeting

MEMORANDUM

TO: Board of Park Commissioners
FROM: Lisa Sheppard, Executive Director and Chris Leiner, Director of Parks & Maintenance
SUBJECT: Approval of the Altamanu, Inc. contract design services for FY2020/2021 Capital Projects South Overlook
DATE: December 3, 2020

EXECUTIVE SUMMARY:

Based on the Board of Commissioner's consensus at the December 1, 2020 Committee of the Whole meeting, the staff is advancing the attached professional service agreement to the Board for approval.

Project goals include:

- Stabilizing the existing South Overlook
- Developing a native planting plan for the area disturbed by construction
- Targeting tuck-pointing of the existing Overlook

The total cost of this professional service contract is \$37,553.

Recommended Motion:

Approval of the Altamanu Inc. contract for design services as outlined above in the amount of \$37,553.

November 19, 2020

Mr. Chris Leiner
Director of Parks and Maintenance
Glencoe Park District
999 Green Bay Road
Glencoe, Illinois 60022

cleaner@glencoe park district.com

RE: Landscape Architecture and Engineering Services for the Southern Overlook at Lakefront Park, Glencoe, IL

Dear Chris,

The Glencoe Park District (GPD/Client) has requested a proposal from the Altamanu and the CBBEL team to prepare Schematic Design, Design Development and Construction Documents, provide Bidding and Permit assistance and Construction Administration Services for the following improvements to the Southern Overlook at Hazel Avenue in Lakefront Park:

- The design of a sheet pile wall (or similar approved) to prevent soil erosion in front of the overlook wall
- Addition of soil and planting between the overlook and new wall
- Provision of a planting plan for new soil area to the east of the existing wall and new planting plan for the planter in the overlook plaza

UNDERSTANDING OF THE PROJECT

Geotechnical and Structural Engineering Services

The GPD requires structural design, contract documents and construction observation of a sheet pile retaining wall (or similar approved) to be constructed to stop the soil erosion in front of the existing concrete and masonry wall of the southern overlook. It is our understanding that a survey of the site and borings at the site are part of a separate contract. CBBEL will provide structural engineering services.

Landscape Architectural Services - Altamanu Inc.

- a The stonework of the overlook will be tuckpointed where necessary and any stone in poor condition replaced. The space between the existing overlook wall and the retaining wall is to be filled with lightweight planting soil and the area planted with low growing shrubs.
- b Altamanu will provide GPD with a planting plan for the new soil area between the proposed sheet pile wall and the existing overlook wall.
- c Altamanu will assess the existing planting in the overlook and develop a new planting plan for the restoration of landscape disrupted by the final construction work.

Project Oversight

Representatives of Altamanu will provide Landscape Architectural project oversight; will be present on site during proposed borings and will seek to ensure that the design solutions will be in keeping with the existing design vocabulary of the overlook. Altamanu will assist GPD in the Bidding process and Construction Administration Services. CBBEL will provide two (2) site visits during the construction process.

SCOPE OF WORK ALTAMANU INC.

The following is an outline of the "Scope of Work" to be carried out by the Altamanu, Inc.

TASK 1: SITE ANALYSIS AND SCHEMATIC DESIGN

Goals: Review existing conditions, project scope, budget, schedule and set a direction for Client expectations.

1. Verify existing conditions using available site data such as surveys, photos, and topographic maps. Provide CBBEL with available drawings of the overlook and wall. CBBEL will prepare structural design.
2. Carry out a site visit during the borings. (Meeting #1)
3. Review Geotech support.
4. Meet with Village to discuss project and assist in obtaining permits. (Meeting #2)
5. Prepare planting plan for the new soil areas and for the planter in Overlook Plaza.
6. Prepare Preliminary Opinions of Probable Costs for planting plans and retaining wall.
7. Present concepts to GPD. (Meeting #3)
8. Make minor revisions as directed by GPD.

TASK 2: DETAILED DESIGN DEVELOPMENT & CONSTRUCTION DOCUMENTS

Goals: Finalize relevant design elements and incorporate Client's comments and produce the final Construction Documents.

1. Prepare Design Development/Construction Documents for a 60% and 100% review with the Client.
2. Submit 60% Construction Set, Outline Specifications and updated Opinion of Probable Costs to GPD for review.
3. Revise Construction set as per Client comments.

4. Submit Final 100% Construction Documents Package and related Technical Specifications to GPD for review and subsequently for bidding.

TASK 3: PERMITTING, BIDDING & BID ASSISTANCE

Assist in the packaging and distribution of construction drawing sets and specifications to potential contractors. Altamanu will review and assess bids with GPD and assist in the selection of a contractor(s). Time tables and schedules for construction will be established with selected contractors.

1. Assist GPD in submitting Permit Set for appropriate approvals and coordinate with Village of Glencoe on any permit approvals. (CBBEL will assist GPD in obtaining site-related permits from the Village of Glencoe Meeting #3)
2. Coordinate with GPD to assist in preparation of Bid Packages. Use Site Landscape Construction Bid Form, cover letter and related addenda to include with Bid/Drawing Package. Distribute Bid/Drawing Package to contractors on selected list as vetted by team.
3. Provide GPD Construction Set prior to bidding for review. Assist GPD with preparation of advertisement of project for placement in the local paper.
4. Issue addenda as appropriate to interpret, clarify or expand the Construction Documents.
5. Assist the GPD in conducting a Pre-Bid Review Meeting with selected Contractors. (Meeting #4)
6. Assist GPD in preparing Bid Analysis for comparison of proposed bids.
7. Assist GPD with the selection(s) of appropriate contractors.
8. Assist in the preparation AIA/GPD Contract between contractors and GPD.
9. Develop potential Construction Timetable with GPD & Contractor.

TASK 4: CONSTRUCTION ADMINISTRATION & PROJECT CLOSEOUT

Goal: Provide on-site review and observation of construction related to the Site Construction Package and its Related Specifications.

1. Provide on-site observation of construction related to the Altamanu-CBBEL Landscape and Engineering Plans and their related elements. Visit site 4 times at intervals appropriate to the stage of landscape construction to review proper construction methods and adherence to the design intent. (Site Meetings #5 through #8).

2. Make written reports regarding site construction progress for landscape improvements for 4 site meetings.
3. Review and respond to contractor's requests for information and provide interpretations and clarifications for the Construction Documents.
4. Review contractor's request for payments.
5. Conduct a final on-site observation/inspection of Landscape Construction with GPD and Contractor. (Meeting #9)
6. Prepare a Final Punch List prior to final acceptance of job.
7. Troubleshoot for 1 month until project closeout.

PROFESSIONAL FEES

Fees for the project are broken down by discipline are as follows:

Estimated Landscape Architecture Fees (Altamanu)	\$ 19,995.00
Estimated Expenses (Altamanu)	\$ 600.00
Estimated Engineering Fees (Please see CBBEL proposal attached)	\$ 16,938.00
Estimated Total Professional Fees & Expenses (Altamanu and CBBEL)	\$ 37,553.00

Reimbursable expenses will be invoiced as a direct expense. Reimbursable expenses related to this project shall include, but may not be limited to the following:

- Transportation/Parking
- Reproduction
- Special Supplies
- Photography
- Copies
- Messenger/Delivery
- Large Scale Scans
- Soils Analysis/Consultation

Professional fees and expenses will be billed monthly for work completed and are due within 30 days.

ASSUMPTIONS

Base information; utility information, and any available drawings will be provided by the GPD to Altamanu.

Altamanu Inc. is responsible for Landscape Architectural Services only.

If the Client requests meetings or presentations not detailed in this document the Client will be invoiced for this service at our standard hourly rates outlined below for certain tasks:

Additional per meeting cost for staff level meeting (2 People) \$ 515.00

Additional per site visit cost (PM) \$ 366.00

Any services beyond what is outlined above will be considered extra services and will be billed at our standard hourly rates.

This agreement may be terminated by either party 15 days after written notice. Altamanu shall be compensated for all services performed up to this date.

If the terms are acceptable to you, we would appreciate the execution of this document in the space provided below and the return of a copy for our files.

We at Altamanu Inc. appreciate this opportunity to continue working with the Glencoe Park District.

Very truly yours,



Josephine Bellalta, PLA, ASLA, President Altamanu Inc.

ACCEPTED BY:

Signature

Printed Name

Title

Date

EXHIBIT A

CBBEL's CIVIL and STRUCTURAL ENGINEERING PROPOSAL

DATED

November 18, 2020



CHRISTOPHER B. BURKE ENGINEERING, LTD.

9575 West Higgins Road Suite 600 Rosemont, Illinois 60018 TEL (847) 823-0500 FAX (847) 823-0520

November 18, 2020

Altamanu, Inc.
1700 West Irving Park Road
Suite 202
Chicago, IL 60613

Attention: John MacManus, ATLA

Subject: Glencoe Bluff Stabilization | Project No. 1
Southern Overlook Wall Stabilization

Dear Mr. MacManus:

We understand that the Glencoe Park District would like to construct several improvements to Lakefront Park. One of these improvements is to construct a new retaining wall in front of the existing historic southern overlook wall at Hazel Avenue to stabilize it. This wall is being slowly undermined due to erosion of the slope and the footing is now exposed. Similar to the overlook at Park Avenue, we anticipate constructing a new soldier pile or sheet pile retaining wall in front of the existing wall in order to stabilize the footing.

We assume that Altamanu, Inc. will incorporate our plans, specifications, and cost estimates into their contract documents.

We understand that the Park District would like to bid out the project in the winter 2020 and construct it early 2021.

SCOPE OF SERVICES

Task 1 – Site Visit/Base Sheets: CBBEL will visit the site with the survey provided by V3. CBBEL will field check the survey and add any notes to the exiting conditions plan. CBBEL will prepare existing conditions base sheets based on the V3 topographic survey and our site visit. These base sheets will the used for our proposed design.

Task 2 – Wall Design: It is our understanding that the existing retaining wall at the south Overlook has been undermined in a few locations. Glencoe Park District intends to repair, retrofit, or strengthen the stability of the existing retaining wall. After review of the grading plan and geotechnical report, CBBEL will design a feasible and economical system to stabilize the existing wall. CBBEL will submit the design plans for Park District review, incorporating their comments into the final plans. CBBEL will provide design plans, specifications, an opinion of construction cost estimate as well as review the shop drawings and respond to RFIs.

Task 3 – Meetings: CBBEL will prepare exhibits for and attend up to one Board Meeting and two Coordination/Review Meetings with the Park District, Public Works and the Water Plant staff.

Task 4 – Bidding and Construction Assistance: CBBEL will answer Bidder’s question and issue an Addendum, if necessary. During Construction CBBEL will attend the Pre-Construction Meeting, answer RFIs, review Shop Drawings and attend up to 2 additional site meetings.

FEE ESTIMATE

Task 1 – Site Visit/Base Sheets	\$1,110
Task 2 – Wall Design	\$10,928
Task 3 – Meetings	\$1,617
Task 4 – Bidding and Construction Assistance	\$2,783
Direct Costs	\$500
Not To Exceed Total	\$16,938

We will bill you at the hourly rates specified on the attached Schedule of Charges. We will establish our contract in accordance with the attached General Term and Conditions. These General Terms and Conditions are expressly incorporated into and are an integral part of this contract for professional services. Direct costs for blueprints, photocopying, mailing, mileage, overnight delivery, messenger services and report binding are included in the Fee Estimate. Please note that meetings and additional services performed by CBBEL that are not included as part of this proposal will be billed on a time and materials basis and at the attached hourly rates.

Please sign and return one copy of this agreement as an indication of acceptance and notice to proceed. Please feel free to contact us anytime.

Sincerely,

Michael E. Kerr, PE
President

Encl. Schedule of Charges
General Terms and Conditions

THIS PROPOSAL, SCHEDULE OF CHARGES AND GENERAL TERMS AND CONDITIONS ACCEPTED FOR ALTAMANU, INC.

BY: _____
TITLE: _____
DATE: _____

CBBEL WORK EFFORT
Glencoe Park District
Project No. 1 Southern Overlook Wall Stabilization
November 16, 2020

Task	Personnel and Hours											Total Hours	% of Hours	Total Cost
	Engineer VI	Engineer V	Engineer IV	Engineer I/II	Environmental Resource Specialist V	Environmental Resource Tech	CAD Manager	Assistant CAD Manager	CAD II	Landscape Architect	Services by Others			
Rate	\$251.00	\$208.00	\$170.00	\$121.00	\$216.00	\$114.00	\$177.00	\$153.00	\$135.00	\$170.00				
Task 1: Site Visit/Base Sheets		2	2				2					6	6.4%	\$1,110.00
Task 2: Wall Design		16	32						16			64	68.1%	\$10,928.00
Task 3: Meetings	1	2	4						2			9	9.6%	\$1,617.00
Task 4: Bidding and Construction Assistance	1	4	10									15	16.0%	\$2,783.00
												0	0.0%	\$0.00
												0	0.0%	\$0.00
												0	0.0%	\$0.00
												0	0.0%	\$0.00
												0	0.0%	\$0.00
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												0	0.0%	\$0.00
												0	0.0%	\$0.00
												0	0.0%	\$0.00
												0	0.0%	\$0.00
Subtotal	2	24	48	0	0	0	2	0	18	0	\$0.00	94	100.0%	
% of Hours	2.1%	25.5%	51.1%	0.0%	0.0%	0.0%	2.1%	0.0%	19.1%	0.0%		100.0%	100.0%	
Direct Cost														\$500.00
Total Cost	\$502.00	\$4,992.00	\$8,160.00	\$0.00	\$0.00	\$0.00	\$354.00	\$0.00	\$2,430.00	\$0.00	\$0.00	\$16,438.00		\$16,938.00

VIII. Action Item C
Approval of the Kalk Park Phase II
Renovation Concept

Glencoe Park District
December 2020 Board Meeting

MEMORANDUM

TO: Board of Park Commissioners
FROM: Lisa Sheppard, Executive Director and Chris Leiner, Director of Parks & Maintenance
SUBJECT: Approval of Draft Plans for Kalk Park Phase II
DATE: December 7, 2020

EXECUTIVE SUMMARY:

Based on the Board's consensus at the December 1, 2020 Committee of the Whole meeting, staff is advancing Solution 1 from the attached plans for Kalk Park Phase II for Board approval. This includes an underdrain system in the park, pathway lights "the Ashbery", fencing around basketball court, and fix sight line issue at the bike path by removing tall planting and redesign beds.

The Committee also directed staff to investigate if the Kalk Park entrance would affect future trail improvements the Village is considering in that area.

Based on our discussion with the Village, there would be minimum disturbance to what they are planning for the trail and we could have Altamanu work them when designing the plaza to fit into their pathway plans. Altamanu estimates the probable cost for the entrance plaza to be \$88,447 including contingency funds.

Recommended Motion:

Approval of Solution 1 of the Altamanu Inc. Kalk Phase II Design Plans.

If the Board decides to include the plaza, just add: Approval of the Kalk Park entrance plaza.



Kalk Park
GLENCOE PARK DISTRICT
DAY OF DREAMS

Kalk Park Storm Water Solutions Concept Design

Altamanu Inc.
landscape architecture + urban design + planning



Kalk Park Presentation

1. Existing Conditions
2. Potential Solutions
 - Underdrains
 - Rain Garden/Wetland
 - Underground Tanks
3. Electrical
 - Pathway lights for the park
4. Additional Issues and Future Projects

Background : Village of Glencoe Stormwater System



Stormwater Sewer is High as it Starts its Descent



Kalk is below road elevation. Storm Water Sewer Slopes down towards the Lake. High at Kalk. Therefore issues with connecting to sewer.

Kalk Park Existing Conditions



Kalk Park Existing Conditions : Meadow Floods

The Park is 2.60 acres

The meadow is almost flat

Like most parks in Glencoe it is at a lower elevation than its surroundings

The soils are comprised of a thin layer of topsoil over clay.

There is minimal water percolation into the soil



Kalk Park Existing Conditions : Meadow Floods

“The meadow at Kalk Park over the last few years has been flooded from February, when the clay is still frozen, through June/July. During hot weather, the water heats and the heated water kills the inundated plants”.

The storm sewer slopes towards the lake and is not deep on Park Ave at Kalk Park

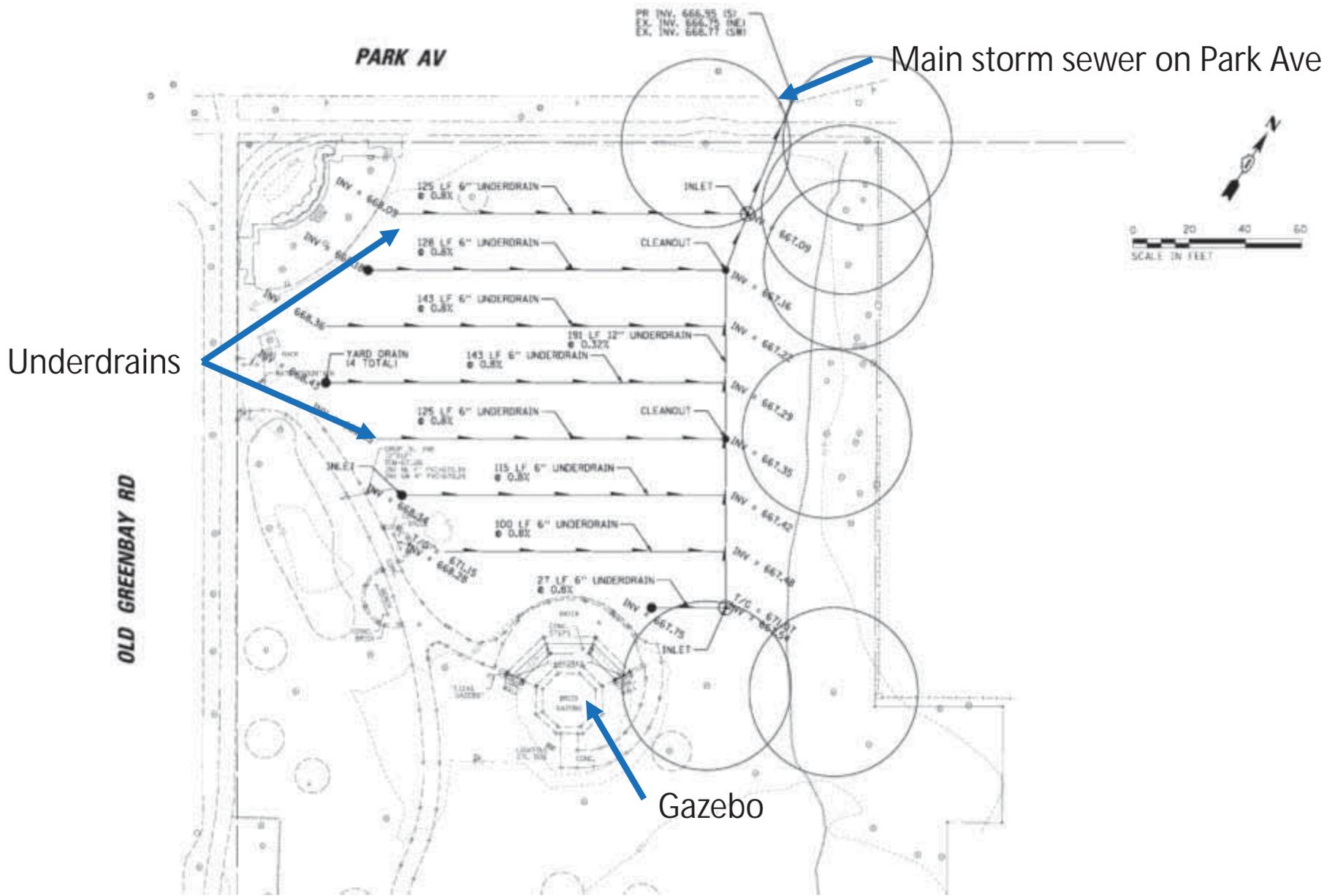


Potential Rain Garden Issues

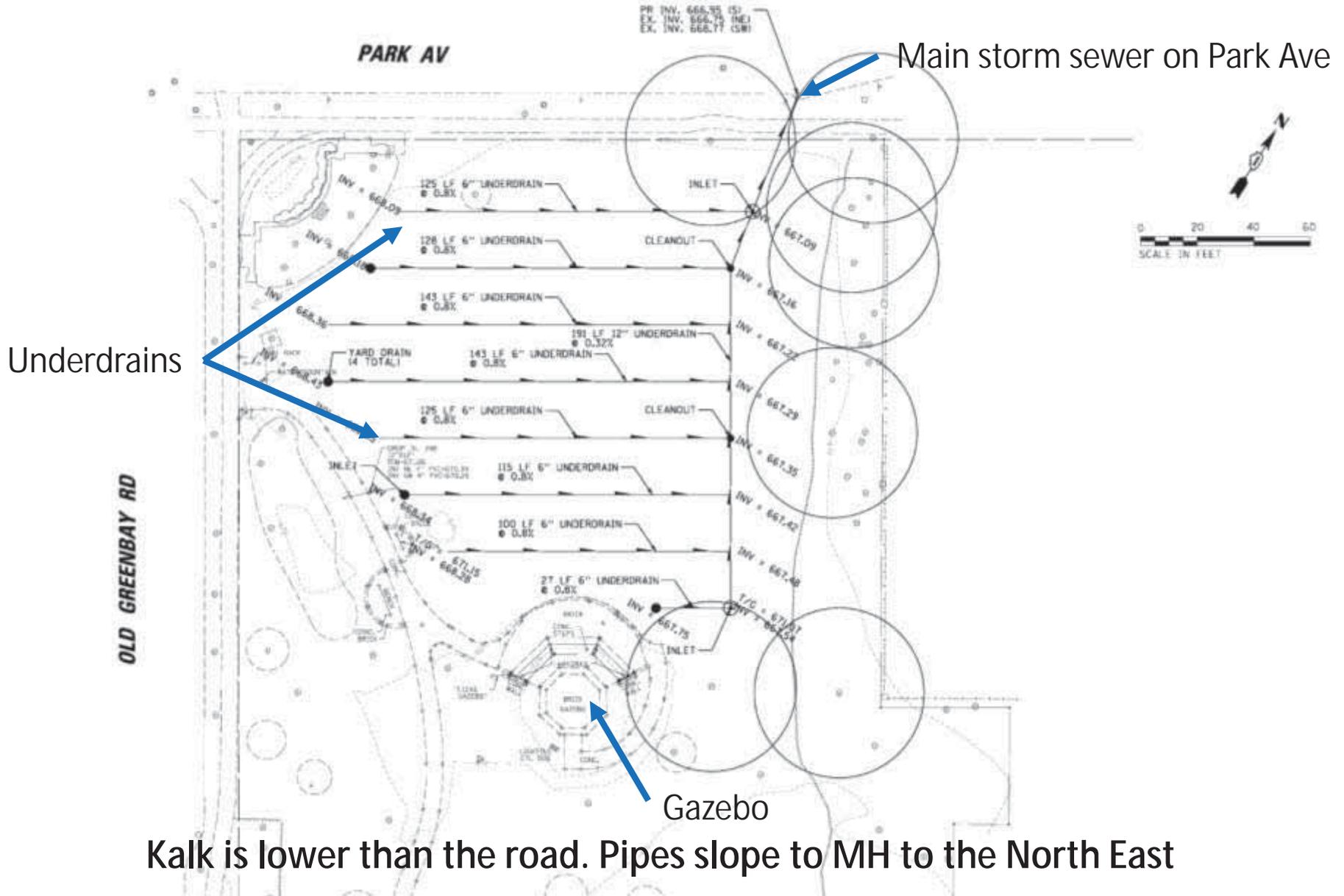
The meadow at Kalk is almost completely flat, therefore:

- There would be little sheet flow of storm water without significant regrading
- An underdrain system would be necessary

Solution 1, Underdrains to Storm Sewer



Underdrain Pipes Flow East Parallel w Storm Sewer



Underdrain System Prelim Cost

Comprised of a geo-composite, prefabricated, water collection system, trench backfilled, with flexible prefabricated, composite product interconnected corrugated pipes. **(Recycled Materials)**

Pipes set in 2' of topsoil and stone then wrapped in a non-woven geotextile as a filter, free of any chemical treatment or coating and shall be inert to chemicals commonly found in soil.

"The meadow could be considered as a biofiltration basin"

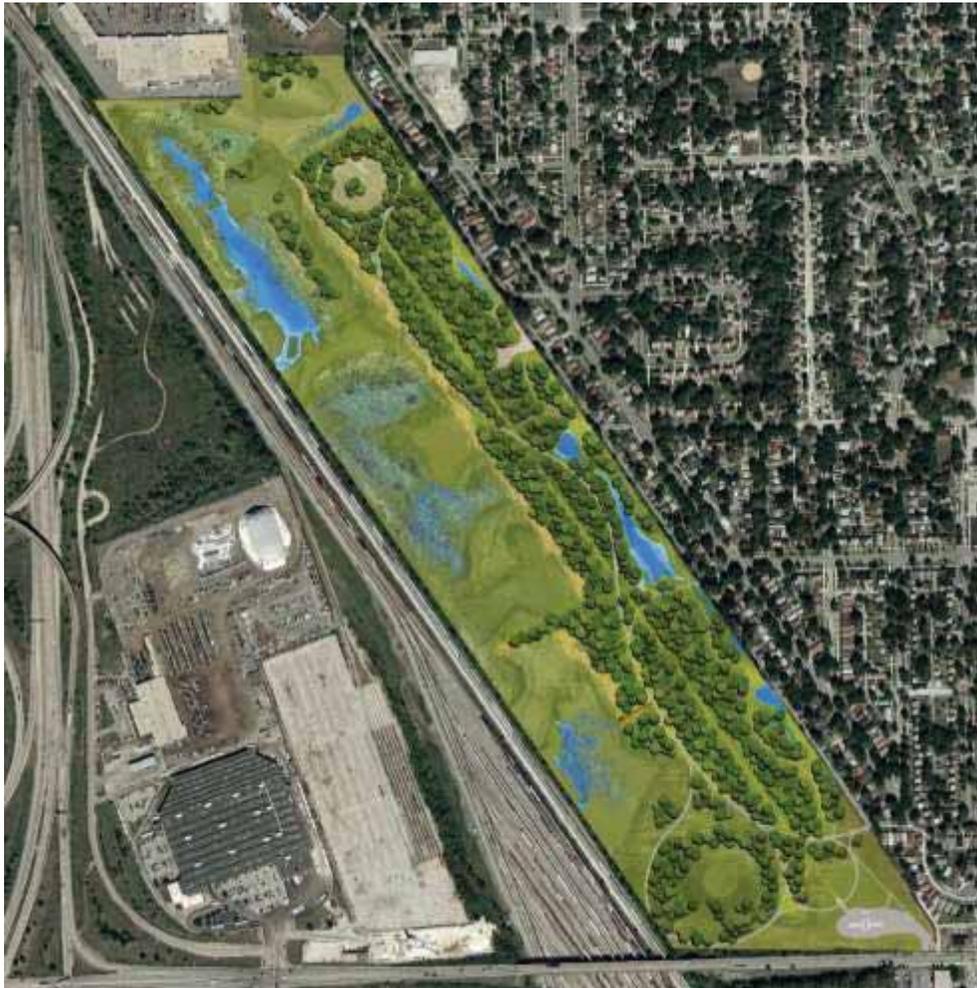
Mike Kerr President CBBEL

Underdrain Scheme

Preliminary Opinion of Probable Cost with 20% contingency and including all fees

Preliminary Estimate **\$311,771.00**

Examples Green Solutions by Altamanu

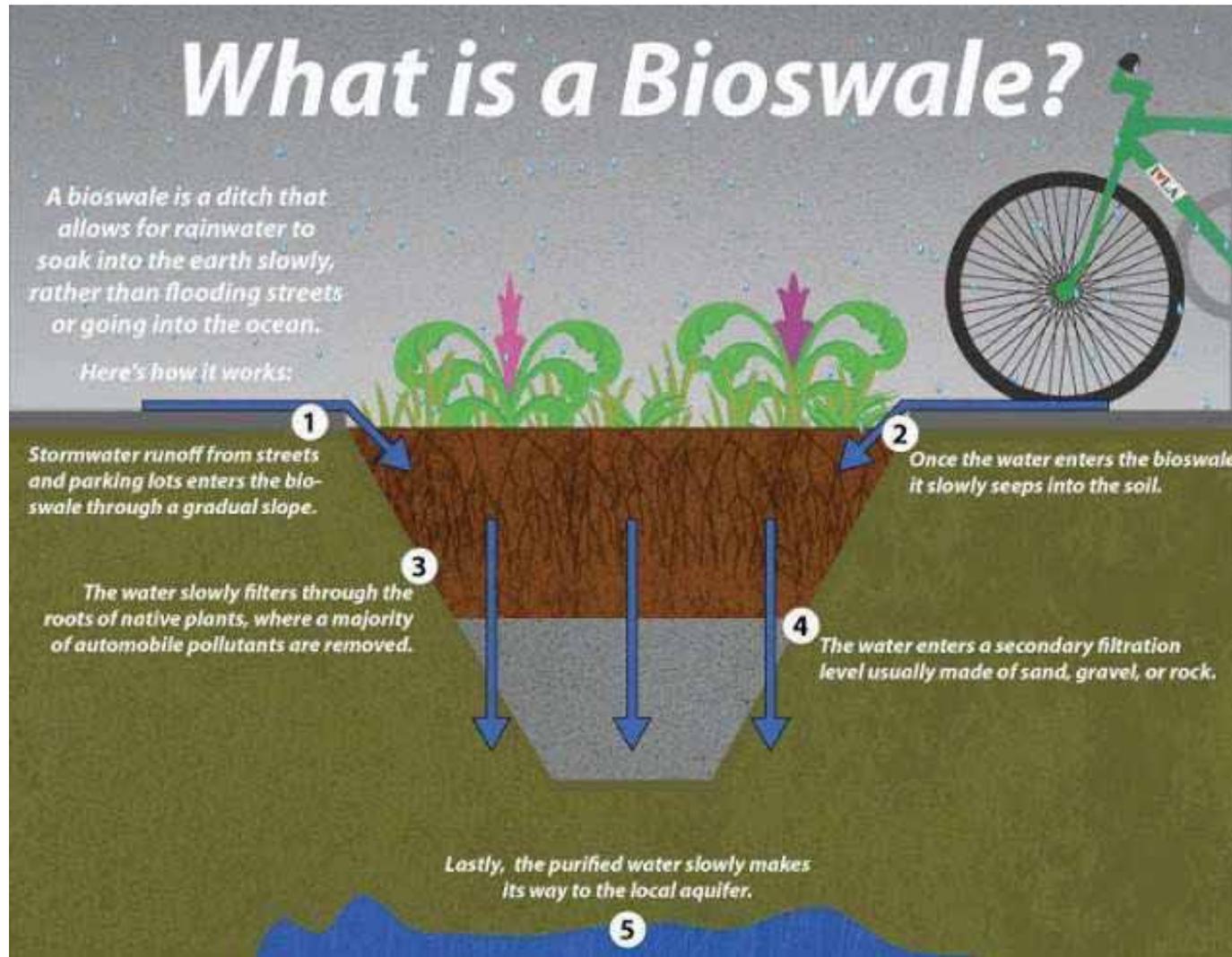


Van Vlissingen Prairie Chicago, multiple street infiltration planters and Constructed Wetland, Taylor Park Oak Park

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WHAT IS A BIOSWALE



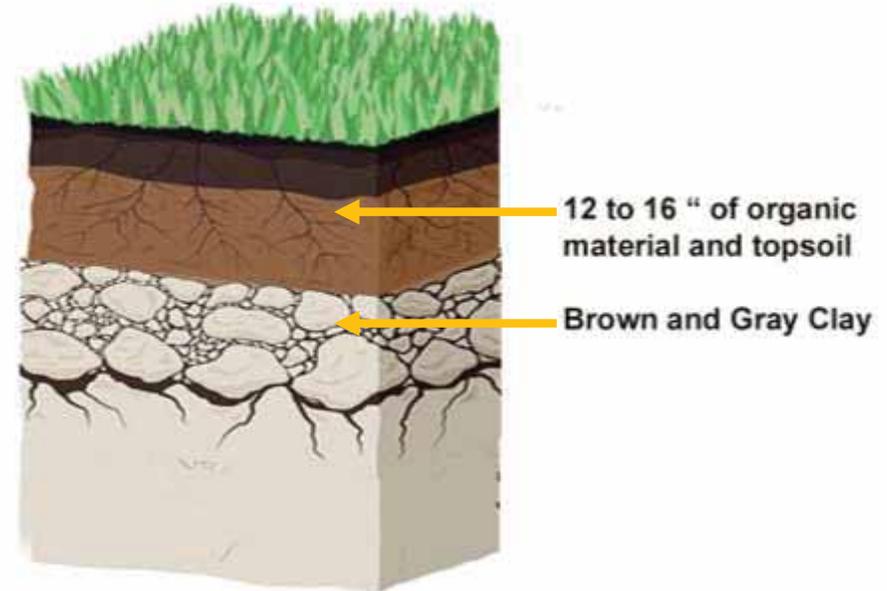
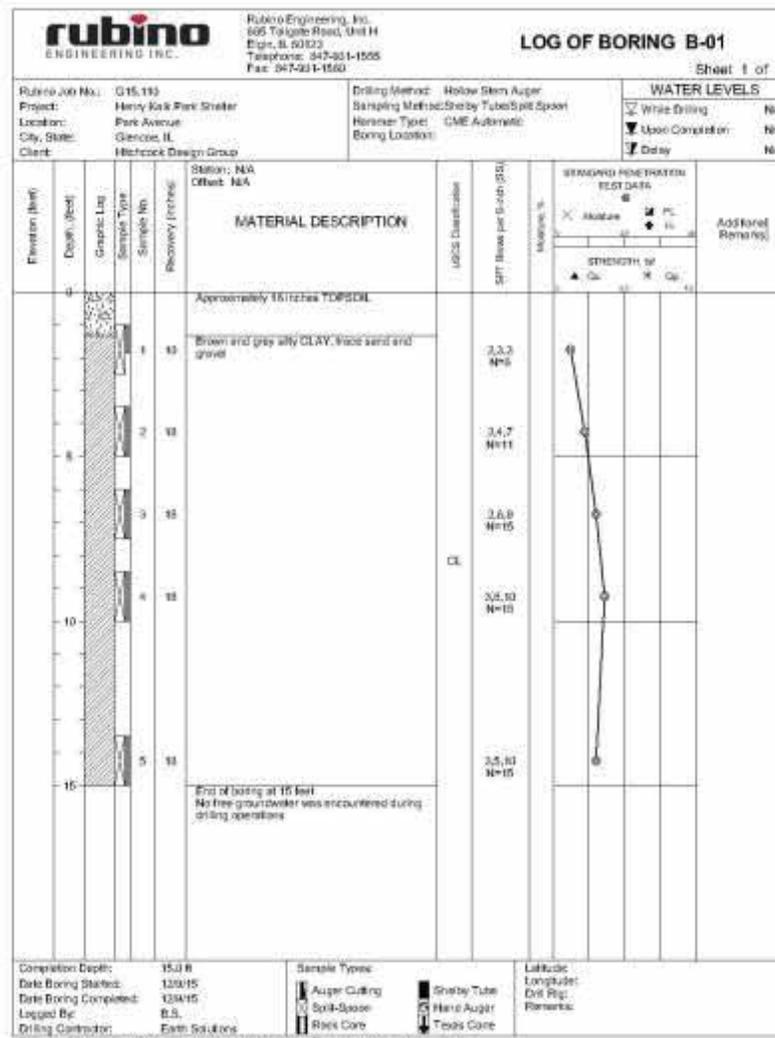
Kalk Park : Potential Rain Garden Issues

The meadow at Kalk is almost completely flat, therefore:

- There would be little sheet flow of storm water to the Bioswale
- An underdrain system would be necessary

And when the water gets to the Bioswale.....

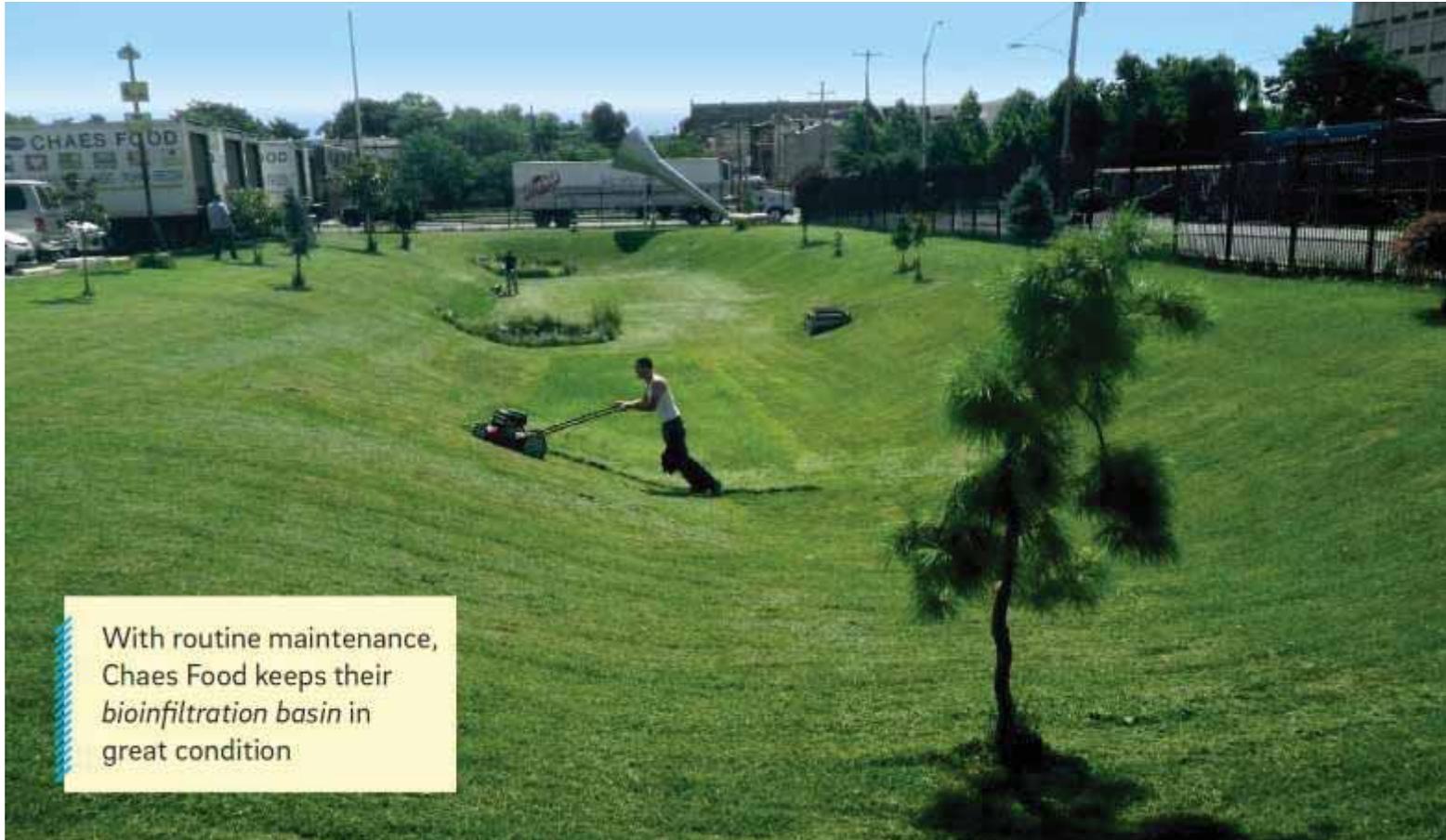
Soil Boring and Test Results: Impenetrable Clay Soils



- Soils are 12" to 16" of topsoil over almost impenetrable clay soils
- After a rain event the storm water will not percolate through the soil

A Working Example Philadelphia

“The city is investing an estimated \$2.4 billion in public funds to create a citywide mosaic of green stormwater infrastructure.”



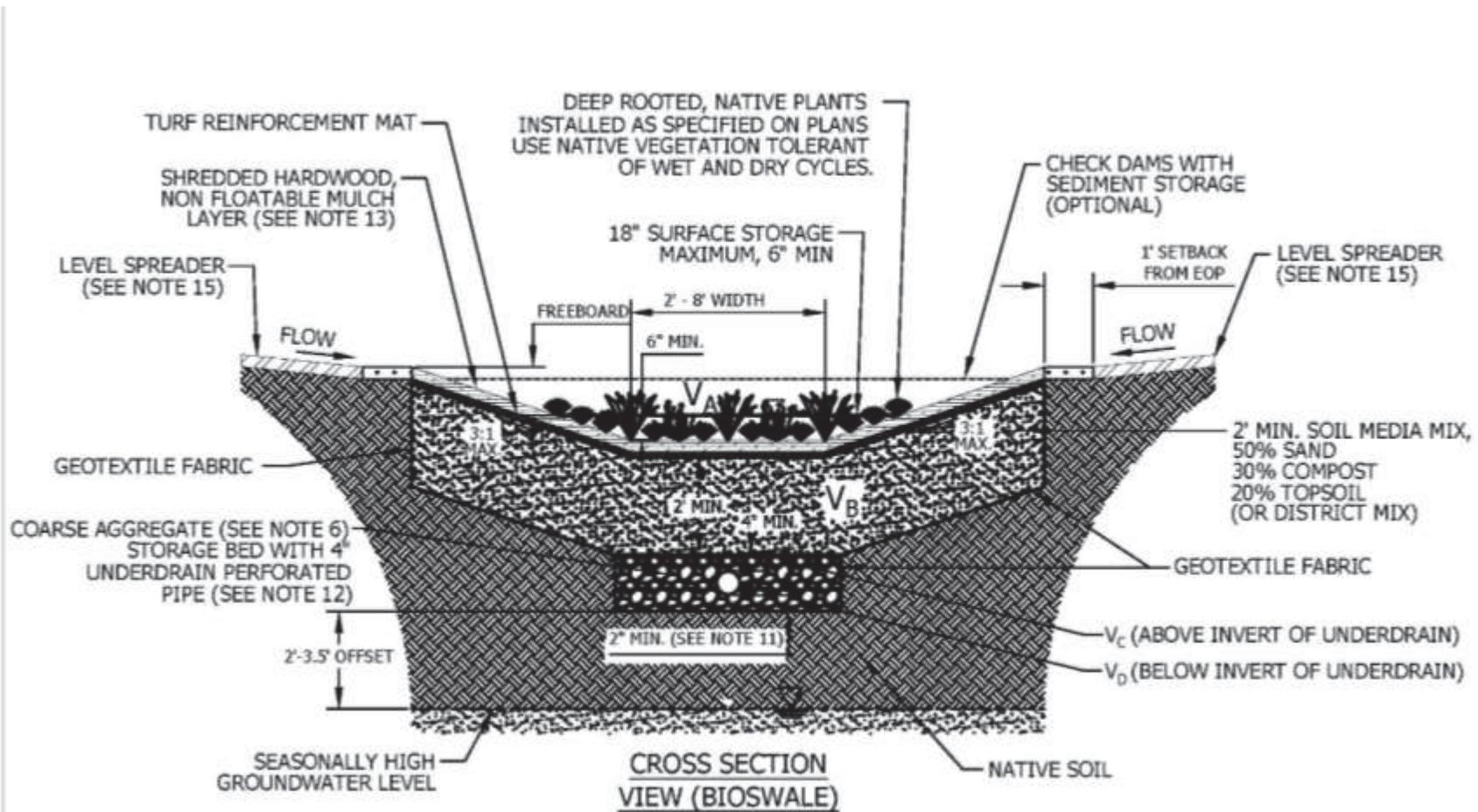
Bio-infiltration Basin Chaes Foods Philadelphia
A smaller version of this would seem ideal

Used at Kalk the Water would have nowhere to go



This basin or similar and the meadow would be flooded for a similar amount of time as today

Kalk Park : Potential Solutions Add Underdrain



Visual Translation



As the soil is almost impenetrable, we would need a pipe below to drain the swale/basin to the storm sewer on Park Avenue or Swale will Overflow

Kalk Park : Bioswale Issues at Kalk

From Michael E. Kerr, *President*, Christopher B. Burke Engineering, Ltd.

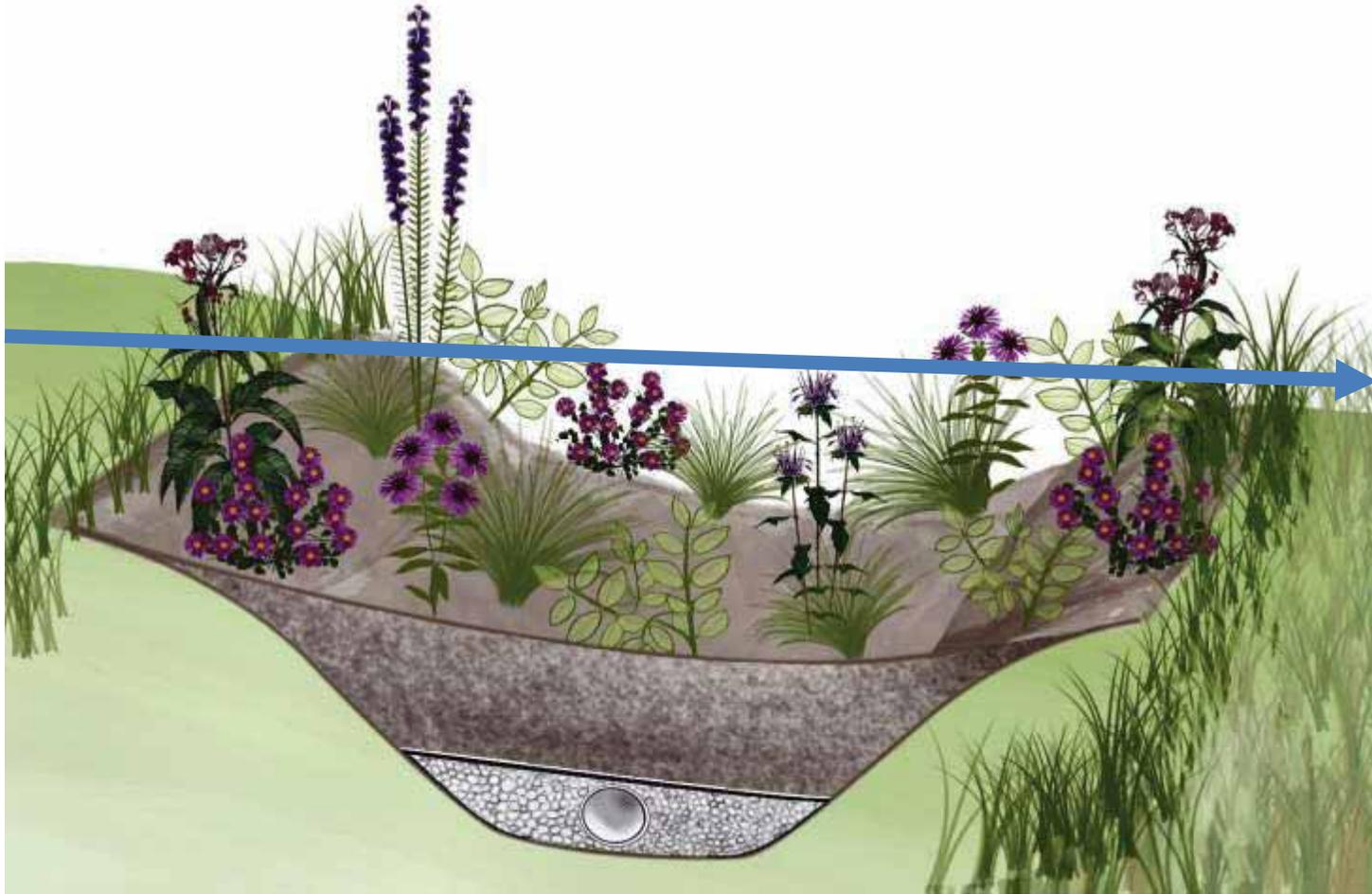
Bioswales are typically used for surface runoff which we don't have **unless we re-grade the whole park to flow east.**

To use a bioswale with the pipe underdrains we are vertically challenged.

- Our outlet at the CB is 666.5
- Even laying our N/S drain at 0.5% we'd have an upstream invert of 667.2
- The swale invert needs to be 6" (pipe diameter)+4" (stone)+2' (topsoil) above the invert of the pipe underdrain so about 670; see the attached typical section
- Our underdrain fingers would have to daylight at this elevation to get any benefit from the bioswale leaving us no cover as we install the underdrains from east to west

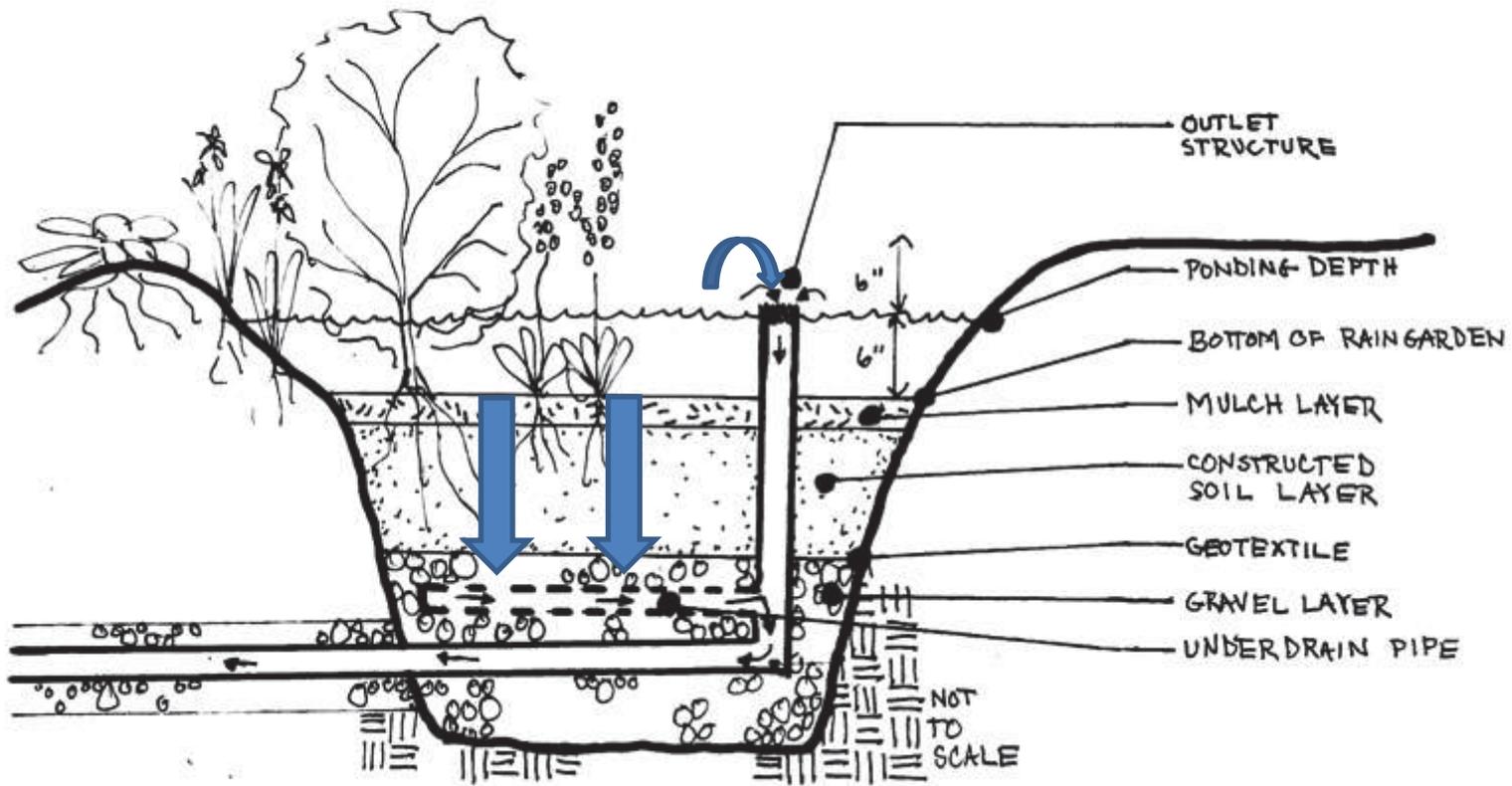
Translation.....

The Storm Sewer is High on Park Ave



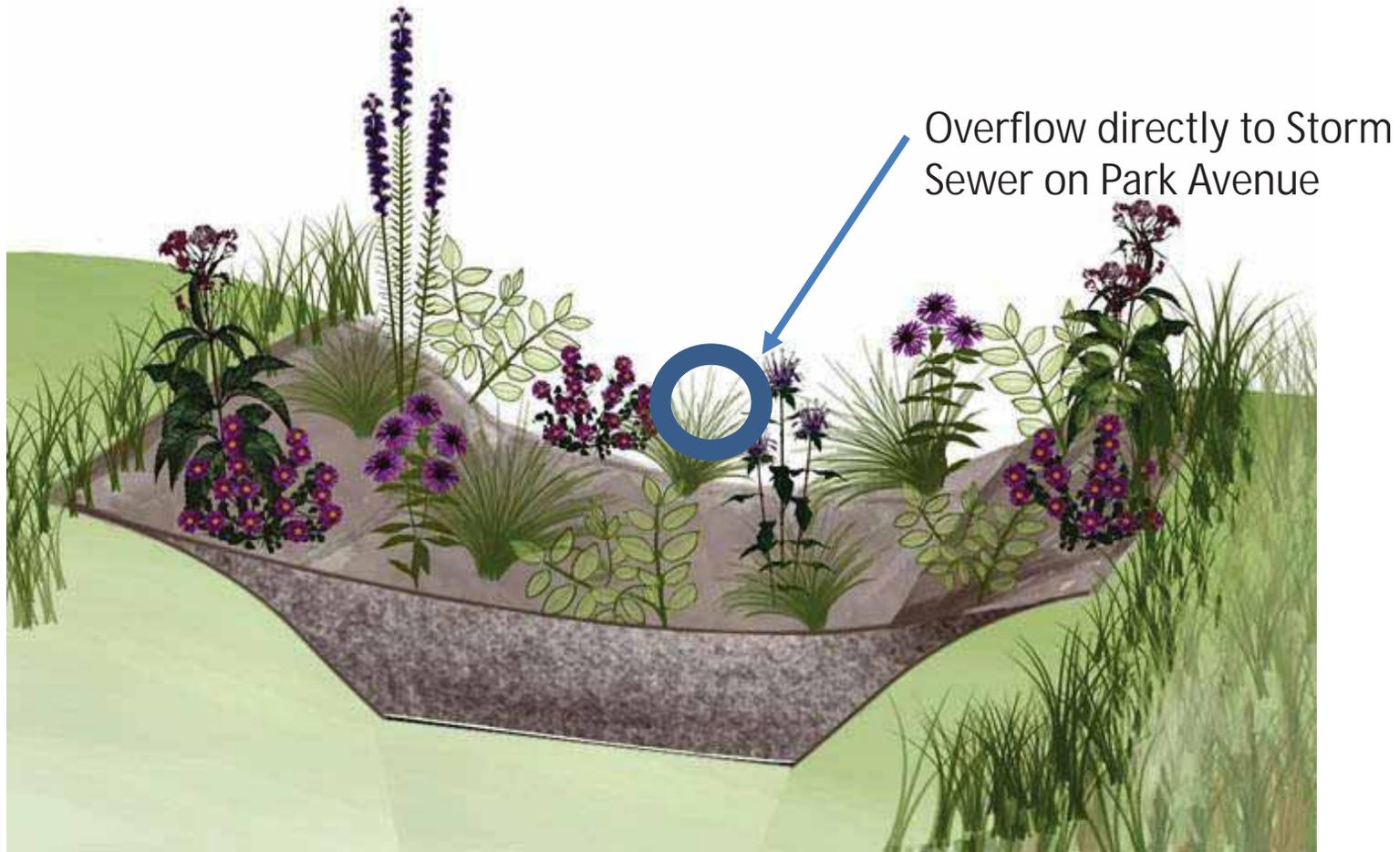
Exaggerated to explain the issue

Add an Outlet/Overflow Structure



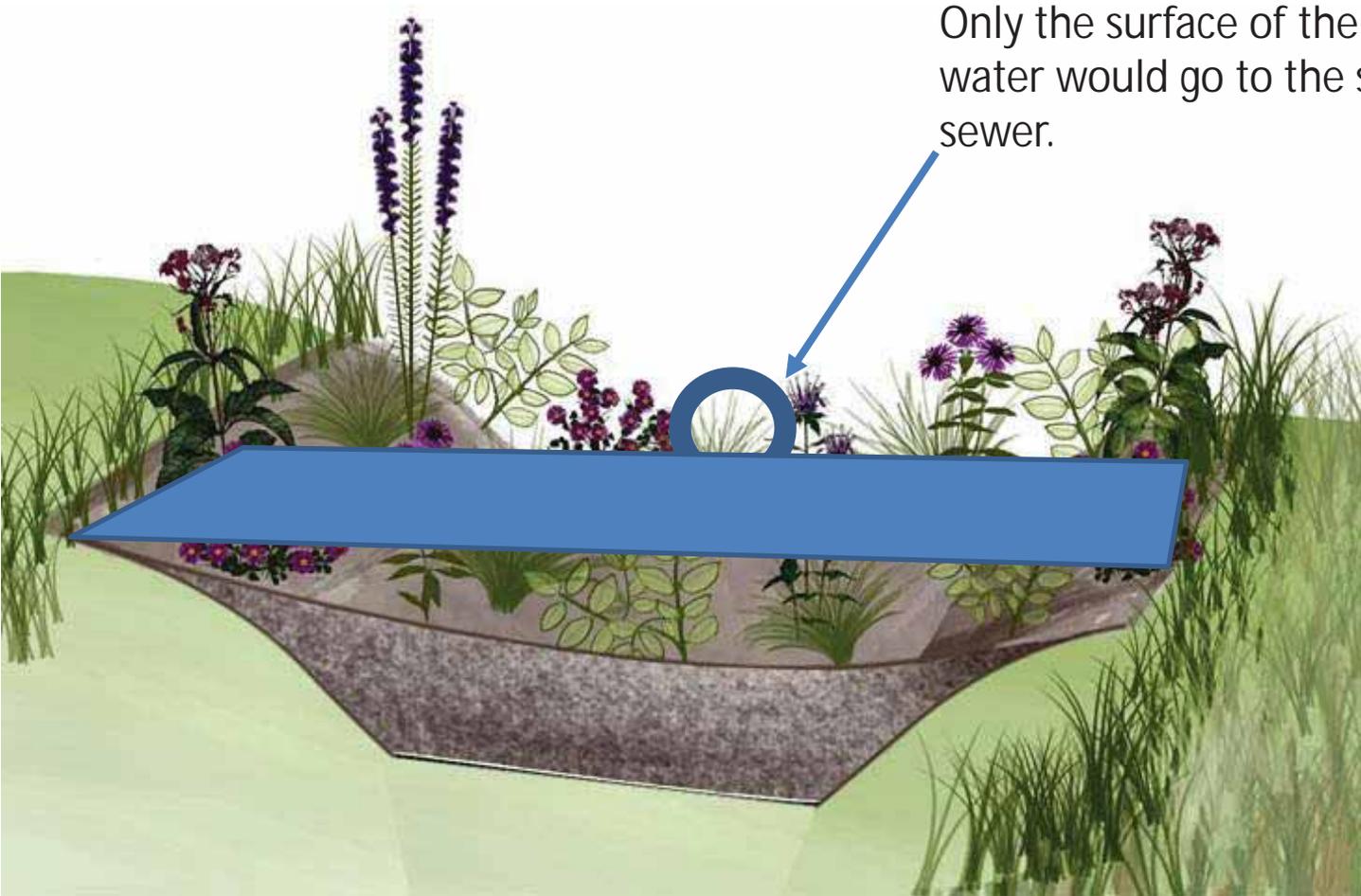
Typical Detail will not work due to Elevational Issues

Add an Overflow Directly from Bioswale



How well will this work?

Add an Overflow Directly from Bioswale



Only the surface of the storm water would go to the storm sewer.

How well will this work? Why is this an issue?

Kalk Park : Research and Testing Roadside Bioswales

North Carolina University and Ohio State University

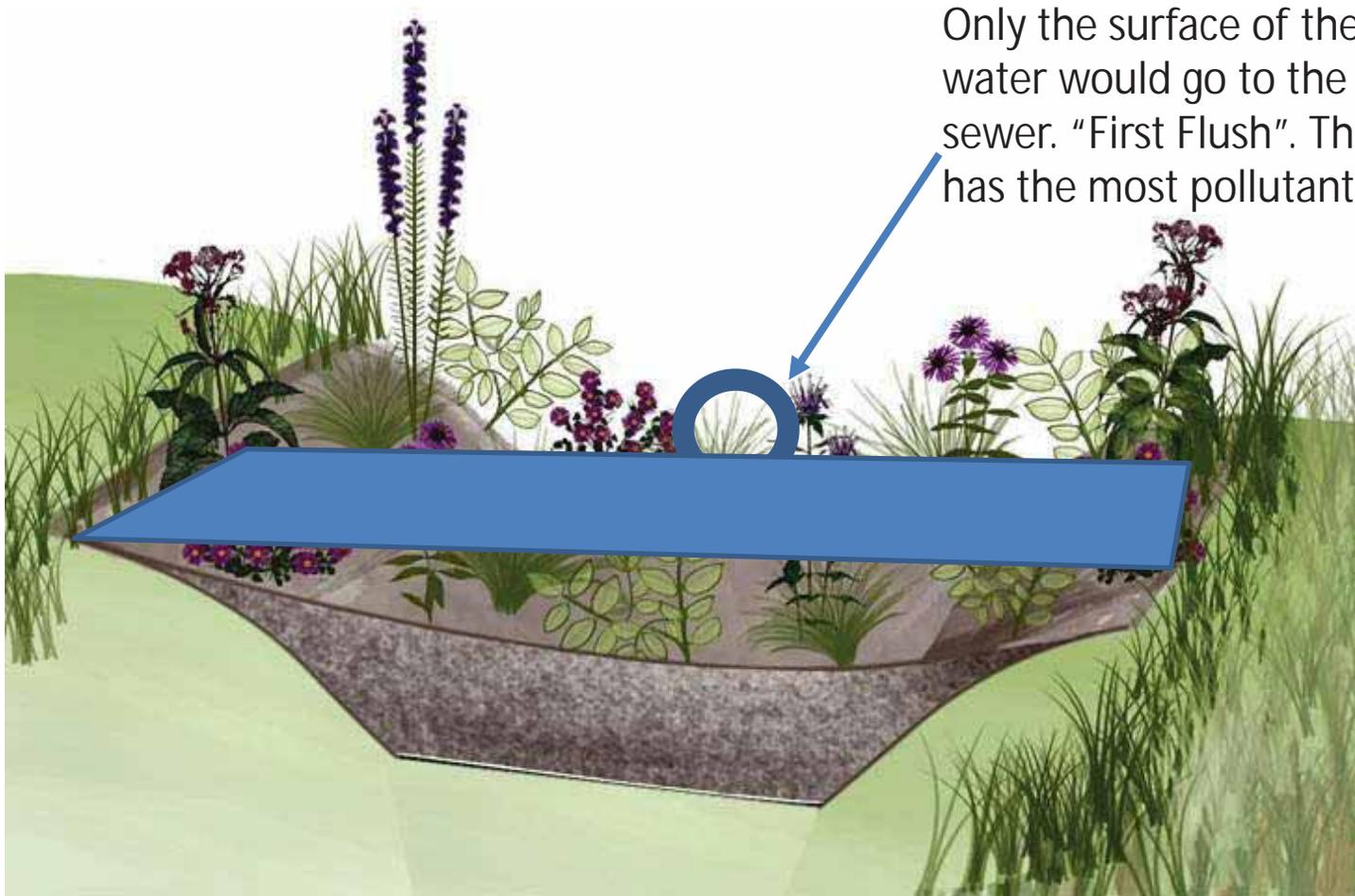
“Standard roadside vegetated swales often do not provide consistent pollutant removal. To increase infiltration and pollutant removal, bioswales are designed with an underlying soil media and an underdrain”.

When they carried out their research, they found....

“.....only the underdrain effluent concentrations were below the North Carolina's high quality water limit of 20 mg/L. perhaps due to a first flush of bacteria which was treated by the soil media”.

(Soil at Kalk can act as filter)

Translation



Habitat at Taylor Park



The constructed wetland at Taylor overflows into the combined sewer during and after major rain events. However it does provide habitat for insects and birds and creates interest for the park visitor



We Continued to Examine a Green Solution



Potential Rain Garden Issues

The meadow at Kalk is almost completely flat, therefore:

- There would be little sheet flow of storm water to the rain garden
- An underdrain system would be necessary
- An overflow to the storm sewer would not guarantee cleaner water

Potential Solutions

1. Add an overflow structure from rain garden to the main storm sewer on Park Ave

The underdrain system would be replicated to drain the meadow. During and after major rain events the storm water will fill the rain garden and overflow to the main storm sewer. An overflow structure would be an add on not included in the cost of the underdrain system.

2. Excavate to a level that can detain the storm water

This would be a major increase in cost. The depth of the facility will increase dramatically. Soil would have to be either taken off site or major regrading/redesign of the site would be necessary.

3. Expand the size of the rain garden

If the disturbance passes 0.5 acres MWRD requirements kick-in and a large area of the meadow would be used for detention.

Preliminary Cost Comparison

Underdrain Scheme

Preliminary Opinion of Probable Cost with 20% contingency

Preliminary Estimate \$311,771.00

Rain Garden/Wetland Scheme

Preliminary Opinion of Probable Cost with 20% contingency

Preliminary Estimate \$397,931.00

Includes overflow structure to main storm sewer

Examination of Cost of Maintenance



Evaluation

The Underdrain System will deal with the stormwater issues. “I would suggest that our underdrains provide water quality benefit as they are placed in 2’ of topsoil surrounded by stone (much like a bioswale).

“The meadow (with underdrains) could be considered as a biofiltration basin”

Mike Kerr President CBBEL

The green solutions investigated do not significantly improve the removal of pollutants in this case due to the various constraints at Kalk Park.

The underdrain system is the least expensive to maintain due to the conditions at Kalk.

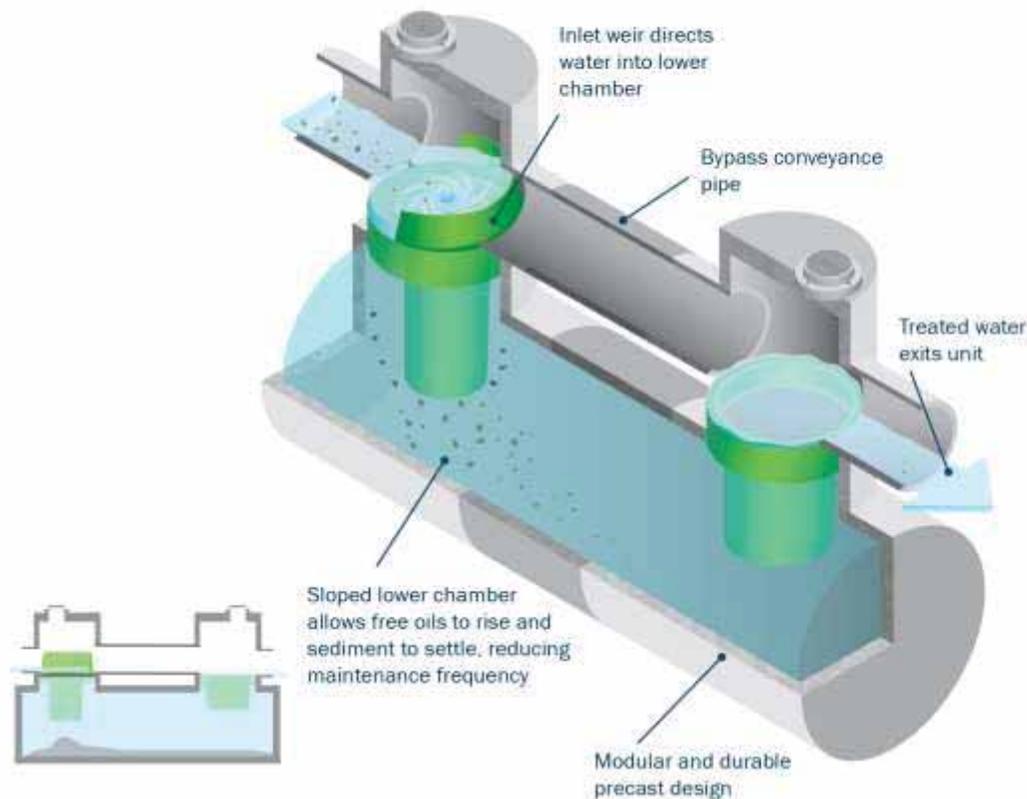
The green solutions could provide visual appeal and habitat. However, Park District Staff stated that Kalk Park is a downtown park that is expected to be intensively used not as a habitat exhibit. Other suitable locations could be found for that.

We could also add a “stormceptor” or other water quality device between the underdrain system and the CB; this would improve the quality of water leaving the site but would need to be maintained.

Two Additional Schemes

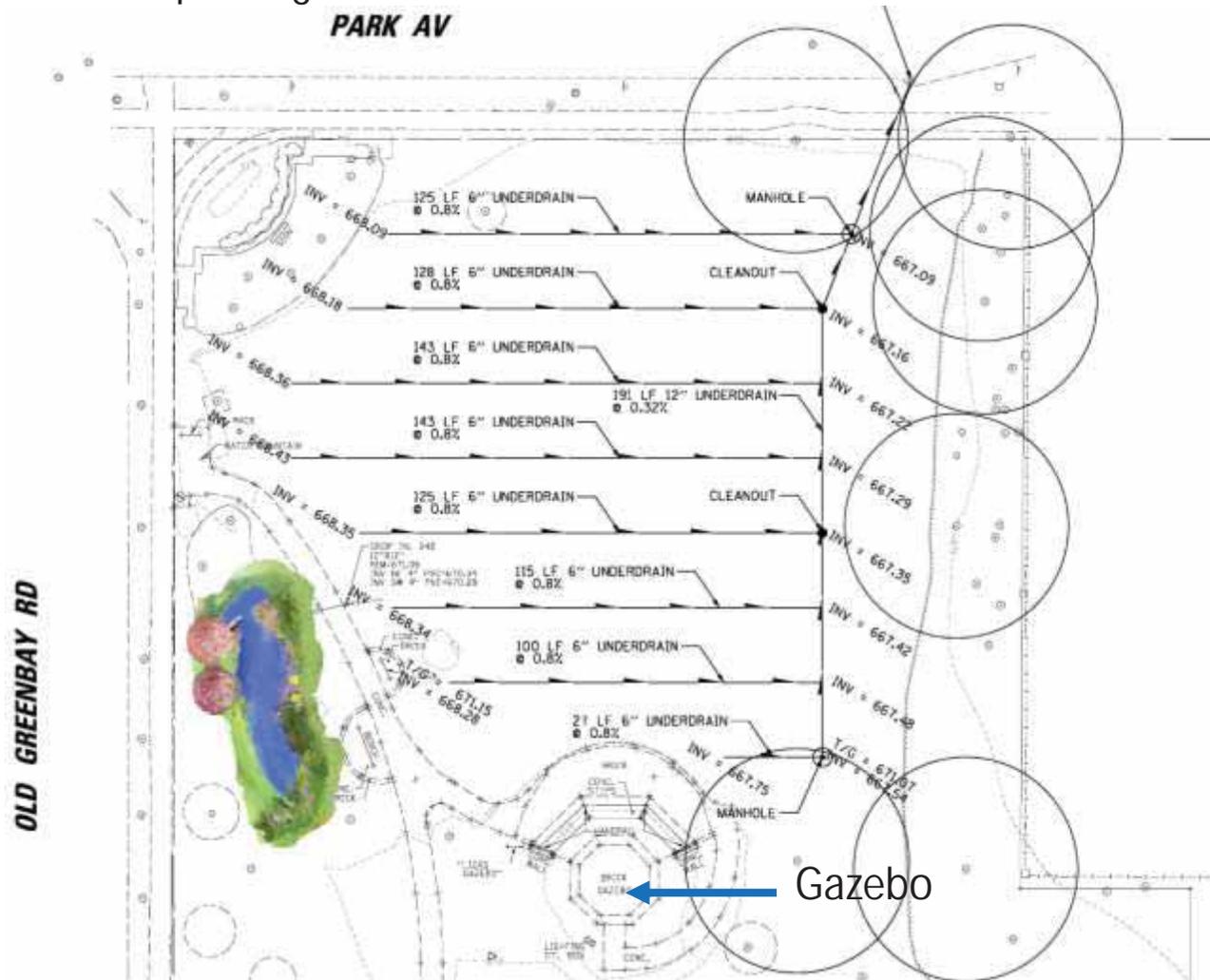
1. We could also add a stormceptor or other water quality device between the underdrain system and the CB; this would improve water quality of water leaving the site but would need to be maintained.

StormceptorMAX[®]



Two Additional Schemes

2. There is a low point of the west side of the path through the park. We could add, in addition to the underdrain system, a small rain garden at this low point. Overflow could be directed into the parking lot to the west.



Underground Storage

The design team did not investigate the use of underground storage due to the following:

- Cost of excavation and haul-off of soil
- Need for an underdrain system to drain water to tanks
- Need for pumps and improved irrigation system

Kalk Park : Proposed Lights “The Ashbery”

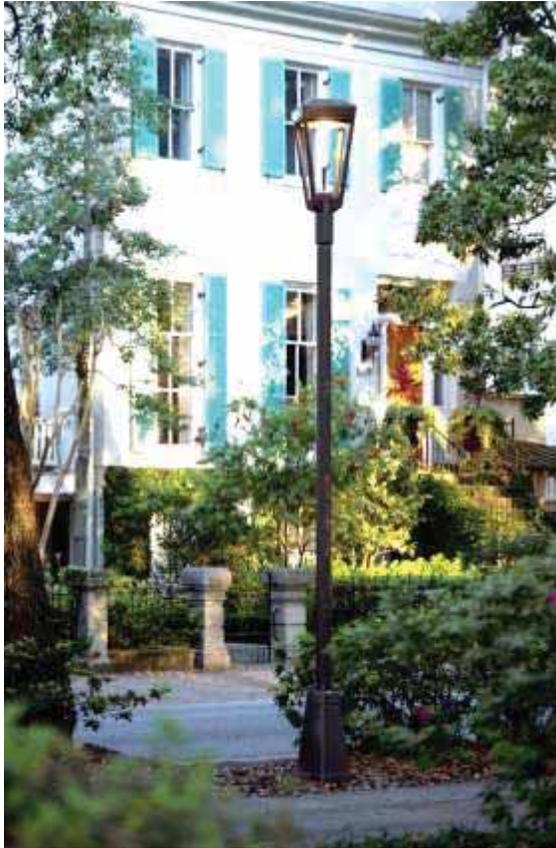


Traditional Look with Contemporary Technology

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landscape architecture + urban design + planning



Kalk Park : Proposed Lights “The Ashbery”



Traditional and Contemporary

Altamanu Inc.
landscape architecture + urban design + planning



Kalk Park : Proposed Lights “The Ashbery”

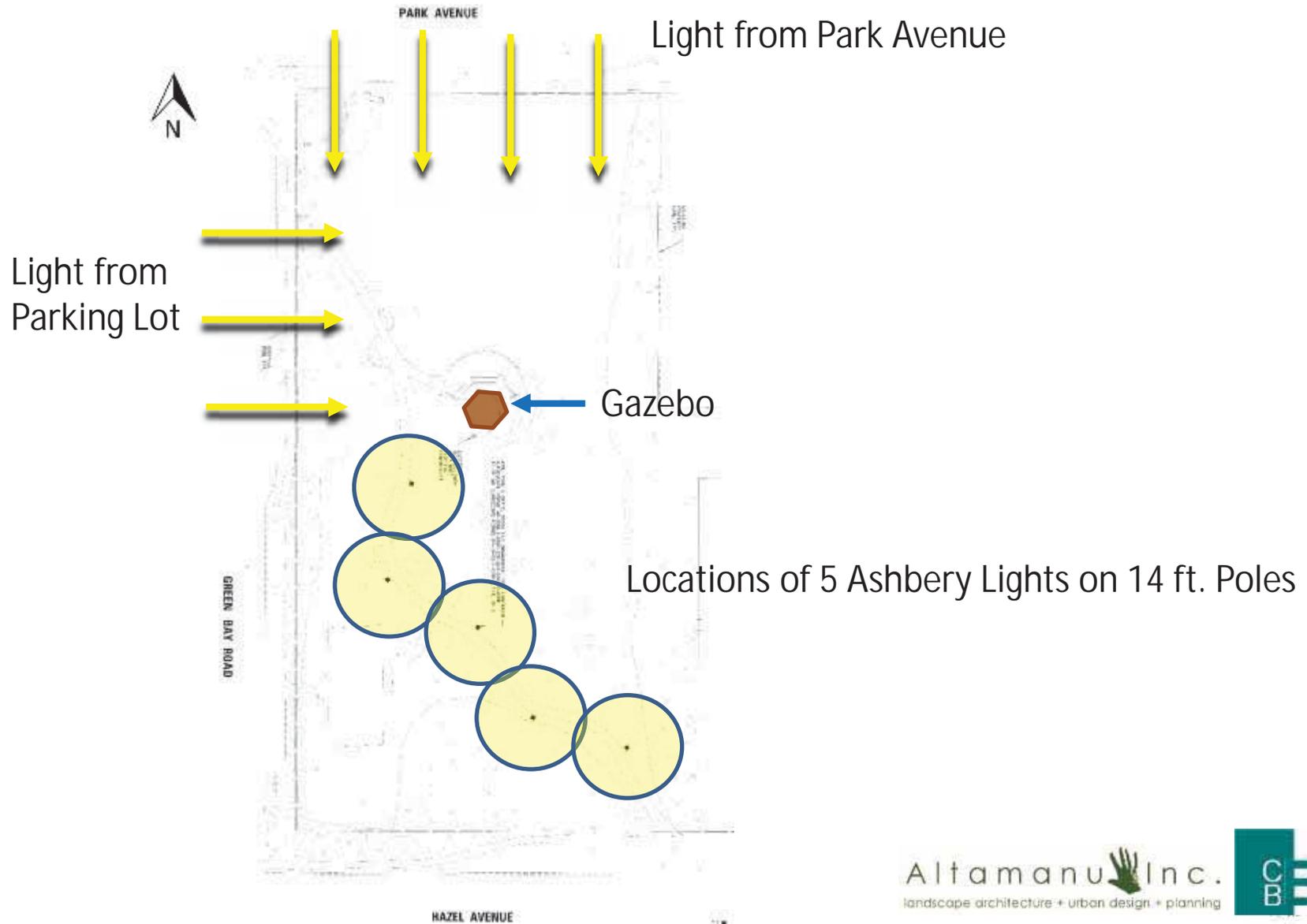
LED technology and optics with an homage to traditional-style lights

Glare control requires less eye adaptation, enabling lower light levels and lower energy use with excellent visual acuity

Practical with tenon-mounted luminaires can be retrofitted in the field.

Dark Sky Compliant: The light fixture is designed to direct light to the ground, not up into the sky where it can contribute to light pollution.

Proposed Location of 5 Lights on 14ft Poles



Kalk Park : Sustainable Solutions

- Native Plants will be added to the Park and Planting Beds
- Recycled materials will be used in the drainage system
- Dark Sky Compliant light fixtures, designed to direct light to the ground, not up into the sky where it can contribute to light pollution.
- LED lights and optics with glare control, lower light levels and lower energy use

Kalk Park Existing Conditions : Basketball Court



Currently there is no barrier on the west side of the court. Balls drop down into the parking lot or along the path to Hazel Avenue. A 6 ft. high black chain link fence is proposed to minimize this. A taller fence would require a variance from the Village.

Kalk Park : Sight Line Issues at N. W. Corner



Conflict Point: Sight Line Issue at Bike Path

Remove Tall Planting and Redesign Beds

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Very long-Term: The Proposed Plaza at Memorial Park. Potential to create a similar plaza at Kalk Park and create a Symmetric Gateway



Thank You

Altamanu.com

Kalk Park Plaza

Glencoe Park District

Opinion of Probable Costs for Improvements

7-Dec-20



Item	Unit	Qty	Unit Price	Total
1.00 Demolition				
1.01 Construction Fence	LF	150	\$4	\$600
1.02 Tree Protection Fence	LF	1	\$400	\$400
1.03 Remove sign behind wall	LF	1	\$300	\$300
1.04 Remove section masonry wall (18' LF) and Construction Endcaps	LF	18	\$800	\$14,400
Subtotal				\$15,700
2.00 Earthwork & Grading				
2.01 Earthwork & Grading	LS	1	\$1,500	\$1,500
Subtotal Earthwork & Grading				\$1,500
3.00 Paving				
3.01 PCC Sidewalk (5" includes CA-6 Base)	SF	770	\$8	\$6,160
3.02 Unit Pavers	SF	900	\$35	\$31,500
3.03 Concrete slab under unit pavers	SF	900	\$7	\$6,300
3.04 concrete flush curb next to unit pavers	LF	150	\$25	\$3,750
Subtotal Paving				\$47,710
4.00 Wall Restoration				
4.01 Existing stone wall restoration (cleaning and tuckpointing)	LS	1	\$12,000	\$12,000
Subtotal Wall Restoration				\$12,000
Total Kalk Park Plaza				\$76,910
15% Contingency				\$11,537
				\$88,447
5.00 Plantings (plantings at wall were already included in base contract)				
5.01 Plantings	SF	220	\$12	\$2,640
Subtotal Plantings				\$2,640

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

Glencoe Park District
December 2020 Board Meeting

MEMORANDUM

TO: Board of Park Commissioners
FROM: Lisa Sheppard, Executive Director and Carol Mensinger, Director of Finance/HR
SUBJECT: Revised Financial Policies and Procedures Manual
DATE: December 7, 2020

EXECUTIVE SUMMARY:

Based on the Board of Commissioner's consensus at the December 1, 2020 Committee of the Whole meeting, staff is advancing the attached revised Financial Policies and Procedures Manual.

The attached red-lined version of the original manual incorporates these four changes:

<u>Pages</u>	<u>Topic</u>
28	Investment Policy
38-42	Policy and Procedures
61-62	Fees and Charges
63-81	Time-tracking and Payroll Processing Guidelines
82-94	Payroll Procedures Manual

Recommended Motion:

Approval of the Revised Financial Policies and Procedures Manual

Glencoe Park District

Financial Policies & Procedures Manual

Approved: October 17, 2017

Revised: November 17, 2020

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<u>Time Tracking and Payroll Processing Guidelines</u>	<u>Appendix A</u>
<u>Payroll Processing Manual</u>	<u>Appendix B</u>

INTRODUCTION

Introduction

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

Purpose of the Manual

The purpose of this policies and procedures manual is to:

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

Revision/Amendments of the Manual

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

FINANCIAL OVERVIEW

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

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

Fiscal Year

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

Annual Budget and Appropriation Ordinance

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

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

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

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

Annual Tax Levy

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

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

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

1. The Board must meet and formally determine the amount of money that it estimates will be levied, at least 20 days prior to adopting the new levy ordinance. This estimate should be announced at a Board meeting, formalized in a resolution and adopted by the Board.
2. The District must hold an open, public hearing prior to passing a new tax levy ordinance that is estimated to be greater than 105% of the preceding year's levy. In assessing the previous tax extension, the District must deduct any amount that was abated and exclude any election costs. No hearing is required for proposed levies less than 105% of the preceding year's levy.
3. The hearing shall not coincide with the hearing on the budget and appropriation ordinance of the District.
4. The District must provide notice of the hearing in an English language newspaper at least 7 days but no longer than 14 days before the hearing date. The notice shall be no less than 1/8 page in size and the smallest type used shall be 12 point and shall be enclosed in a black border no less than ¼ inch wide. The notice shall not be placed in that portion of the newspaper where legal notices and classified advertisements appear.
5. At the hearing, the Board should explain the reasons for the proposed increase and permit individuals the opportunity to present testimony within reasonable time limits set by the presiding officer.
6. The District must file a certified copy of the tax levy ordinance with the Cook County Clerk by the last Tuesday in December.
7. At the time the District files with the Clerk, it must also file a certificate signed by the Board President which certifies compliance with the requirements of the Truth in Taxation Law.

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

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

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

CASH RECEIPTS/CASH HANDLING

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

Acceptable Forms of Payments

The Glencoe Park District accepts:

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

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

Cash Handling

Separation of Duties

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

Cash Handling System Procedures

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

Each morning before operations begin at the Ice and Beach location, the cash banks will be counted. A log will be kept at each location to show who counted the banks each morning.

After the amounts are verified, the banks will be distributed to staff prior to the start of their shift.

At the end of an employee's shift, they will be responsible for counting their drawer by separating out the amount of the bank they originally received and then counting the remaining money. This amount must be verified against the end of day cash batch for each employee.

The employee as well as a supervisor must then sign off on the cash batch before that employee clocks out for the day. Any discrepancies must be documented and explained. The batch and the cash and check envelopes must be put in the drop safe.

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

Cash Deposit and Reconciliation Process

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

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

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

Financial Statement Preparation

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

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

Bank Reconciliation

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

Refunds

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

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

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

Returned/NSF Checks

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

PAST DUE AMOUNTS COLLECTION

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

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

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

PURCHASING POLICY

Overview

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

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

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

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

Governance

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

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

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

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

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

Bidding Process:

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

Unadvertised Purchases-Purchases under \$25,000

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

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

Emergency Purchases

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

Purchasing Procedures

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

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

Other Items

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

Negotiated Procurement (Non-Bid) Process

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

ACCOUNTS PAYABLE POLICY

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

Receiving Bills

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

Entering Bills

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

Getting Approval

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

Paying Bills & Finalizing Checks

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

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

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

Employee Reimbursements/Mileage

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

Sales Tax

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

Online Payments/Wire Payments

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

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

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

Prepayments

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

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

Manual Checks (Early Checks)/Last Minute Check Requests

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

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

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

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

Prompt Payment Act

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

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

Petty Cash Disbursements

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

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

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

All Petty Cash Request Forms must contain the following information:

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

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

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

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

Credit Card Purchases

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

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

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

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

Consequences for failure to comply with credit card guidelines include:

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

OUTSTANDING CHECK WRITE-OFF POLICY

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

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

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

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

PAYROLL POLICY

Pay Periods/ Timesheets

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

Timesheet Review

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

Timesheet Preparation

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

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

Timesheet Processing

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

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

Hiring/Salary Ranges for Full-Time Staff

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

Compensation

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

Wages

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

Overtime

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

Administration Release

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

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

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

Compensatory Time

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

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

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

Payroll Deductions

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

Recreation Program Discount

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

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

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

Direct Deposit

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

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

Live Paychecks

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

Lost/Stolen Checks

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

Tax Payments

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

457 Retirement Withholdings

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

Payroll Bank Account Transfer

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

NEW HIRE REPORTING

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

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

Employers are required to report:

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

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

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

BUDGET PROCESS

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

The initial budget process starts in early September. By December, all departments of the District submit their budget requests to the Director of Finance/HR/Human Resources so that a comprehensive budget document with supporting summary and narrative information may be prepared. The budget is prepared by fund, department, activity, and individual General Ledger line item, and includes information on the past year, current year projections and budget request for the new fiscal year.

By late January/early February, the First Budget Draft is presented to the Finance Committee of the Whole for review. The Approval Draft of the budget is adopted at the March or April board meeting. Thirty days prior to the scheduled meeting date, a notice is published disclosing the availability of the tentative Budget and Appropriation Ordinance and the date of the public hearing. The Budget and Appropriation Ordinance is approved as part of the April or May board meeting.

The budget is an estimate of actual expenditures and the appropriation represents the legal spending limit. All appropriated amounts lapse at the end of the fiscal year. Spending control for funds is established by the amount of the total appropriation for the fund, but management control is exercised at appropriation line item levels.

CAPITAL PROJECTS

Statement of Purpose

The Master Plan Capital Project Fund (69) is a capital projects fund established to accumulate funds for future growth and long-term financial planning to fund the projects identified in the District's Master Plan.

Authority

Section 5-1 of the Park District Code states "that any funds on hand at the end of the fiscal year that are not pledged or allocated to a particular purpose may, by action of the Board of Commissioners, be transferred to a capital fund and accumulated therein, but the total amount of accumulated in the fund may not exceed 1.5% of the aggregate assessed valuation of the all taxable property in the district."

Annual Interfund Transfers

The Master Plan Capital Project Fund (69) was created in 2012 when funds were first committed by the Board and subsequently transferred to the new fund in proactive planning for the revision of the District's Master Plan which was accepted by the Board in 2015. Each year, after the annual audit is completed, additional funds are committed by the Board in the Corporate and Recreation Funds, per the guidelines established for minimum reserve balances as stated in the District's Fund Balance Policy.

Each year, through the Budget and Appropriation Ordinance, funds are actually transferred to the Master Plan Capital Projects Fund (69). This is done only on the authority of the Board of Commissioners. Note, these monies are in addition to the annual transfer of Corporate tax revenues to the Capital Projects Fund (65) which are for the routine and ongoing capital projects/improvements/equipment of the District.

Future Master Plan Projects

Projects undertaken in the Master Plan Capital Projects Fund (69) are generally projects that do not recur on an annual basis and fit into one of the following categories:

1. Major park and facility improvements that are identified in the Master Plan which maintain and enhance current building, parks and facilities.
2. Land acquisition of property that is adjacent to an existing park or property that increases park acreage within the District.
3. Improvements that preserve and protect the health and safety of the residents will be given special consideration.

Each June/July, the projects proposed for the following fiscal year are reviewed and prioritized based on current conditions. Typically, the process begins with a District-wide tour and is followed by one or more planning/priority Committee meetings by the Board. The intent is to set the plan for appropriate budget and architectural design services.

Authorization

Any monies that are transferred or committed to this fund are governed by the Park District's policies on purchasing, bidding, and fixed asset recording.

INVESTMENT POLICY

Introduction

The purpose of the Investment Policy of the Glencoe Park District is to define the parameters within which funds of the District are to be managed. In methods, procedures and practices, the policy formalizes the framework for the District's investment activities that must be exercised to ensure effective and judicious fiscal and investment management of those funds. The guidelines are intended to be broad enough to allow staff to function properly within the parameters of responsibility and authority, yet specific enough to adequately safeguard the investment of District's funds in accordance with the Public Funds Investment Act [30 ILCS 235].

Objectives

The primary objectives, in priority of order, of the investment activities shall be:

- **Legality** – The investment activities will conform to federal, state and local legal requirements.
- **Safety** – The preservation of capital and protection of investment principal shall be the primary concern in the selection of investments, investment strategies and depositories. Investments shall be undertaken in a manner that seeks to ensure preservation of capital.
- **Liquidity** – The investment portfolio shall remain sufficiently liquid to meet all operating requirements which might be reasonably anticipated. This can be accomplished by structuring the portfolio so that securities mature concurrent with cash needs to meet anticipated demands. Furthermore, since all possible cash demands cannot be anticipated, the portfolio may be placed in money market mutual funds or local government investment pools which offer same-day liquidity for short-term funds.
- **Yield** – Investment activity shall seek to obtain a competitive investment return that is consistent with the objective of preservation of capital while maintaining a reasonable level of portfolio risk. Return on investment is of secondary importance compared to the safety and liquidity objectives described above. Securities shall not be sold prior to maturity with the following exceptions:
 - Security with declining credit may be sold early to minimize loss of principal.
 - Liquidity needs of the portfolio require that the security be sold.

Standards of Care

The standard of prudence to be used by the Glencoe Park District shall be the "prudent person" standard and shall be applied in the context of managing the District's overall portfolio. Investments shall be made with the judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of capital, as well as the probable income to be derived.

The above standards are established as standards for professional responsibility and shall be applied in the context of managing the portfolio. Individuals acting on behalf of the Glencoe Park District in the

investment of funds who are acting within in accordance of governing statutes, the Policy and any written procedures developed to carry out this Policy, and who are exercising appropriate due diligence, shall be relieved of personal responsibility in carrying out delegated responsibilities and personal liability for individual security's credit risk or market changes.

Delegation of Authority

The establishment of the investment policy is the responsibility of the Board of Park Commissioners. The management and administrative responsibility is delegated to the Director of Finance/HR/~~HR~~ as it relates to the following duties:

- Selection of investment securities
- Selection of investment advisors, depositories or other investment service providers
- Reinvestment of investment income whether through interest, dividends or maturity of principal
- Establishment of appropriate procedures to carry out the intent of this Policy

The Board of Commissioners shall exercise continuing oversight of the investments of the District through the Finance Committee of the Whole. The Director of Finance/HR/~~HR~~ shall report periodically to the Park Board via regular board meetings on the holdings, performance and any failures to meet expectations on the part of investments, investment advisors, depositories or other investment service providers.

Authorized Investment Advisors, Broker/Dealers & Financial Institutions

The policy of the Glencoe Park District shall be to select financial institutions for individual investment, to act as a depository, or to provide other financial services based upon, but not limited to, the following considerations:

- Security – The organizations shall not keep or invest funds that are not covered by the Federal Deposit Insurance Corporation (FDIC). In addition, no funds will be kept or invested in institutions not willing or capable of posting required collateral for funds in excess of the FDIC limits.
- Services and Fees – Fees for banking services shall be mutually agreed upon by the depository bank and the Director of Finance/HR/~~HR~~. Whenever possible, the organizations shall cover fees for services by means of compensated balances.

Investment advisor and broker/dealers shall be selected based upon overall experience with Illinois governmental agencies and the ILCS as it relates to the Investment of Public Funds Act [30 ILCS 235]. Any institution or individual acting as an investment advisor shall be legally registered, have appropriate insurance or bonding, and accept fiduciary responsibility for the funds they so advise. In addition, broker/dealers shall be selected on the basis of credit worthiness as well as their ability to obtain competitive prices on securities purchased or sold on behalf of the Glencoe Park District. Additional criteria for the selection or evaluation of an investment, a depository, an advisor or other provider of investment services shall be determined by the Director of Finance/HR/~~HR~~ based upon the specific purpose required. The Glencoe Park District will take into consideration security, size, location, financial condition, service, fees, competitiveness and local community relations involvement of the financial institution when considering depositories.

All approved depositories must provide the District with their audited financial statements.

Authorized Investments

Any type of security that is allowed for in the Public Funds Act [30 ILCS 235] as summarized below:

- a) Notes, bonds, certificates of indebtedness, treasury bills, or other securities, which are guaranteed by the full faith and credit of the United States of America
- b) Bonds, notes, debentures, or other similar obligation of the United States of America or its agencies
- c) Interest-bearing savings accounts, interest-bearing certificates of deposit or interest-bearing time deposits constituting direct obligations of the bank as defined by the Illinois Bank Act [205 ILCS 5].
- d) Interest bearing bonds of a park district or any county, township, city, village, incorporated town, municipal corporation or school district. The bonds must be registered in the name of the District or held under custodial agreement at a bank. The bonds shall be rated at the time of purchase within the four highest general classifications established by a rating service of nationally recognized expertise in rating bonds of states and political subdivisions.
- e) Money market mutual funds registered under the Investment Company Act of 1940, provided that the portfolio of any such money market mutual fund is limited to obligations described in paragraphs (a) and (b) of this section
- f) Repurchase agreements, subject to the requirements and limitations set forth in 30 ILCS 235/2
- g) Illinois Park District Liquid Asset Fund Plus (IPDLAF), the investment pool sponsored by the Illinois Association of Park Districts and Illinois Park and Recreation Association
- h) Illinois Funds, the Local Government Investment Pool (LGIP) operated by the **Illinois** State Treasurer's Office.
- i) Additional investments may be added to this list as changes to the statutes occur.
- j) Investment in derivative securities is not permitted.
- k) [Other Aaa-rated Local Government Investment Pools.](#)

Investment Guidelines/Selection

Glencoe Park District investments shall be limited to those authorized by state or public statute, 30 ILCS 235/2 as listed above. When evaluating potential investment alternatives on the purchase date, the net rate of return on any investment shall be taken into consideration. As such, applicable fees for the transactions should be known and taken into account.

In general, the investment philosophy of the Park District is to invest in only secured (essentially risk free), liquid and short-term investments. Maturity dates are based on anticipated cash requirements for the future. Investment alternatives shall be reviewed to determine the best investment with the highest net yield that is consistent with the investment policy objectives of the district. All investments when issued will be in the name of the Glencoe Park District and held in safekeeping by the issuing financial institution.

Collateralization

Funds on deposit in checking accounts and certificates of deposit in excess of FDIC insurance limits must be secured by some form of collateral, witnessed by a written agreement and held in the name of

the Glencoe Park District at an independent/third party institution. The Glencoe Park District will accept any of the following assets as collateral:

- U.S. Government Securities
- Obligations of Agencies of the U.S. Government
- Obligations of the State of Illinois
- Any other collateral acceptable for use by the Treasurer of the State of Illinois

The amount of collateralization will not be less than 102% of the fair market value of the net amount of the public funds being secured. A review of the fair value will be secured at least quarterly. Additional collateral will be requested when the ratio declines below the level requested.

Diversification

To the best of its abilities, the Glencoe Park District shall diversify the investments based upon the type of funds invested as well as the individual securities and organizations selected and the cash flow needs of the entities.

To avoid unreasonable risks, diversification of the investment portfolio shall be consistent with the objectives in this Policy.

- Limiting investments to avoid over concentration in securities from a specific issuer or business sector (excluding U.S. Treasury securities),
- Limiting investment in securities that have higher credit risks,
- Investing in securities with varying maturities, and
- Continuously investing a portion of the portfolio in readily available funds such as local government pools and money market funds to ensure that appropriate liquidity is maintained in order to meet ongoing obligations.

Maturity Scheduling

Maturity scheduling of the organizations' investments shall be timed according to anticipated need. Investment maturities shall be scheduled to coincide with projected cash flow needs, taking into account operational expenditures, approaching capital projects, timely payments of principal and interest payments, as well as sizable allotments of anticipated revenue. Maturities shall not exceed one year.

Application of Investment Income

Except for cash in certain restricted funds, the District will consolidate cash balances from all funds to maximize investment earnings. Investment income will be allocated to the various funds on a monthly basis on the basis of their respective balances and in accordance with generally accepted accounting principles.

Reporting Requirements

The Director of Finance/HR shall provide a written report to the Board of Park Commissioners monthly at its regular board meeting detailing all District investments by type, issuer, interest rate, maturity and cost.

Internal Controls

The Director of Finance/HR shall be responsible for establishing and maintaining an internal control structure designed to insure that the assets of the Park District are protected from loss, theft or misuse. The internal control structure shall be designed to provide reasonable assurance that these objectives are met. The concept of reasonable assurance recognizes that 1) the cost of a control should not exceed the benefits likely to be derived, and 2) the valuation of costs and benefits requires estimates and judgments by management.

The internal controls shall address the following:

- Control of collusion
- Separation of transaction authority
- Custodial safekeeping
- Written confirmations of transactions for investments and wire transfers
- Authorizations of wire transfers

Ethics and Conflicts of Interest

Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with the proper execution and management of the investment program or that could impair their ability to make impartial decisions. Employees and investment officials shall disclose to the Board of Park Commissioners any material interest in financial institutions with which they conduct business. They shall further disclose any personal financial or investment positions that could be related to the performance of the investment portfolio. Employees and officers shall refrain from undertaking personal investment transactions with the same individual with whom business is conducted on behalf of the Park District.

FIXED ASSET POLICY

The Glencoe Park District recognizes its fiduciary responsibility for maintaining appropriate controls over the assets entrusted to the District's care. To maintain accurate fixed asset records, information will be centralized in the Business Office of the Glencoe Park District. The Business Office will be responsible for maintaining adequate accounting procedures and records of fixed assets to ensure the protective custody of park district property.

Definition of a Capitalized Fixed Asset

1. Assets must possess these characteristics to be classified as a fixed asset:
 - Have a useful life greater than one year
 - Must be of significant value, greater than \$5,000
2. Fixed assets valued below the capitalization threshold of \$5,000 (on a unit basis) that warrant control due to their sensitive nature shall be inventoried at the department level where an appropriate list will be maintained. Examples of these sensitive assets may include personal computers, printers, radios, cell phones, and small power tools.
3. Depreciation Policy
The Park District uses the straight-line depreciation method. Below are the estimated useful lives of the assets.

Land	Not depreciated
Buildings	30 years
Improvements	30 years
Equipment	5 years
Park Equipment	5 years
Vehicles	5 years
Park Equipment	5 years
Furniture and Office Equipment	5 years

Fixed Asset Categories

General fixed assets should be classified in one of the following major groups:

- Land
- Buildings
- Improvements Other Than Buildings
- Vehicles
- Park Equipment
- Furniture and Office Equipment

Valuation of Fixed Assets

1. Fixed assets should be valued at **acquisition cost or purchase price** including all ancillary charges necessary to place the asset.

2. Donated fixed assets should be recorded at the estimated fair market value at the time of receipt/acquisition. If fair market value is not practicably determinable due to lack of sufficient records, estimated cost should be used.
3. The total cost of the fixed asset **should include all reasonable and necessary costs incurred to ready the asset for its proper and intended function/use**, such as delivery costs, closing costs, title and legal fees, installation charges and other costs of preparation.
4. Examples of Valuation:

Land	Contract Price Taxes and liens assumed Title search and surveying costs Legal and architectural fees Demolition costs Appraisal/license fees
Building	Acquisition cost Capital improvement structures Property permanently attached to structure Furniture, fixtures, software, and other equipment which are not an integral part of the building are considered capital improvements and should be classified as equipment.
Equipment	Purchase price Transportation/delivery charges Installation costs

5. During the normal course of the life of a fixed asset, periodic repairs and maintenance are necessary to enable the asset to achieve its estimated useful life. **In general, any expenditure which definitely adds to the fixed asset, enhances the value of it, increases its life, or increases its efficiency or capacity beyond its original state may be classified as a fixed asset or part of the original fixed asset.** Examples include adding a room to a building, adding a plow to a pick-up truck; all increase the output of the fixed asset or reduce its cost of operation.
6. The extent that the expenditure **replaces a component of the old fixed asset**, or the entire fixed asset, it should **not** be classified as a fixed asset unless the cost of the old fixed asset is deleted from the fixed asset listing. This will prevent the overstatement of asset values

Trade-Ins and Disposal of Fixed Assets

1. When an old fixed asset is traded-in to obtain a new asset, the total cost of the old asset should be removed from the fixed asset listing and the new asset should be added to the listing at its fair market value (purchase price **plus** trade-in value), not merely the cash payment.

Example: A new truck with a fair market value of \$15,000 is purchased for \$10,000 in cash and a \$5,000 trade-in on the old truck. The old truck was originally bought for \$8,500. This transaction would be recorded by

1. Deleting the old truck from the listing <\$8,500> and
2. Adding the new truck to the listing \$15,000

2. Disposal of fixed assets are brought about by the sale, retirement, destruction, trade-in, theft or replacement of the asset. In such cases, the asset must be deleted from the appropriate fixed asset listing.

Record Keeping Procedures

1. In the monthly processing of invoices for payment, staff will copy all invoices which are for the purchase of general fixed assets. As a general rule, most fixed assets are charged to accounts in Funds 65 - 70, or in the capital accounts of the major operational funds and departments.
2. The copy of the invoice should clearly show the vendor, an accurate description of the item(s), and actual costs of the item(s). In **red** ink, the date of payment (i.e. check date), account numbers charged, and location/park site where the item is to be used. If the fixed asset is used in **several** locations, its **primary** location should be listed.
3. At the end of each month, all photocopies are compiled and information related to each fixed asset is recorded on the appropriate log. Fixed asset deletions should be recorded on the appropriate log. All fixed asset additions and deletions are recorded in the Assetmaxx System, and they are recorded by a journal entry in the last month of the fiscal year. At times, it is helpful to copy the fixed asset listing for periodic review by staff for indication of deletions, changes, etc. to the current list.

Accounting for Fixed Assets

Expenditures for acquiring major fixed assets, include land, building, vehicles, equipment, and furniture (cost \$5,000) shall be recorded in Fund 90:

DR 90-00-000-1500	Land
DR 90-00-000-1510	Buildings
DR 90-00-000-1520	Improvements Other Than Buildings
DR 90-00-000-1530	Equipment and Furniture
DR 90-00-000-1550	Construction in Progress
CR 90-00-000-2900	Investment in General Fixed Asset

FINANCIAL REPORTING

The Glencoe Park District understands the importance of keeping staff and the Board of Commissioners informed of the financial position of the organizations on a regular basis. In order to do this, financial reports are distributed on a timely basis.

Monthly Reporting

Only certain staff has access to Incode reports. Therefore, it is the responsibility of the Director of Finance/HR to provide monthly reports for staff to review on a timely basis (typically within five days of month end). This helps ensure that staff are not deviating from the budget.

On the server (P:/ drive), the Director of Finance/HR will provide the following reports:

- Detail General Ledger Budget Report
- Recreation Program Analysis
- Recreation Program Net Report
- Prior Year Comparison General Ledger Report

Monthly Reporting to Board

At each regular Board Meeting, the Board is provided with three monthly financial reports:

- Financial Summary /Cash Position by Fund
- Financial Summary of Investments
- 3-Year Comparative Summary by Department

Additionally, Board members may see financial documents or other reports upon request.

ANNUAL AUDIT

Audit Reporting

The financial audit of the Park District is conducted by an independent, certified public accounting firm on an annual basis. As part of the annual audit, the accounting firm will review the Park District's internal controls and will make recommendations for improvements.

The auditor firm will work closely with the Director of Finance/HR to coordinate a timeline for the audit process. After the timeline has been set, the auditors will send a checklist of items to be gathered for fieldwork. It is the responsibility of the Director of Finance/HR to have these items gathered and ready for the auditors when they arrive for fieldwork.

When fieldwork is completed, the audit report is prepared by the auditors. They submit the draft to the Director of Finance/HR for review with their audit opinion. The auditor attends the June Finance Committee of the Whole meeting to present the draft of the audit, explain how the auditing process went, and answer any inquiries the board may have. The board votes to approve the audit.

To meet the filing requirements of the Governmental Account Audit Act, 50 ILCS 310/1-11, the audit must contain the following:

- Statements that conform to generally accepted accounting principles that set forth the financial position and results of financial operations for each District fund and any updates mandated by the Governmental Accounting Standards Board (GASB).
- Financial information as well as findings and conclusions that are adequately supported by evidence in the auditor's working papers.
- The professional opinion of the accountant with respect to the financial statements. If the accountant cannot issue an opinion, he/she must declare so on the report and explain why such an opinion cannot be issued.
- A certification that the audit was performed in compliance with generally accepted auditing standards.
- An audit management letter that provides recommendations for improving the fiscal and management practices of the District, if appropriate.

The District's audit report must be filed with the County Clerk's office within six months after the end of the fiscal year.

A copy of the annual audit report is available online and the Glencoe Public Library for reference purposes. Additional copies of the audit shall be filed with the State Comptroller's Office, Cook County Clerk's Office and the Municipal Securities Rulemaking Board (MSRB) to the extent required to comply with any continuing disclosure undertaking requirements assumed by the Park District in relation to the issuance of any municipal securities.

DEBT POLICY

Statement of Purpose

The establishment of this policy is for both internal and external identification of fiscal responsibility. The District's primary objective in debt management is to keep the level of indebtedness to within available resources and within the legal debt limitations established by law.

Debt Philosophy

The District's debt philosophy is to maintain the ability to provide high quality essential services in a cost-effective manner at a minimum cost to the taxpayer.

Debt Guidelines

The District adheres to the following guidelines when approaching the option of debt as a source of revenue:

- A. Debt is used only to provide financing for essential and necessary capital projects. Long-term borrowing will not be used to finance current operations or normal maintenance.
- B. The goal of providing cost-effective services must be weighed against the ability to borrow at the lowest possible rate.
- C. The benefits of the improvement must out-weigh its costs, including the interest cost of financing.
- D. Financing of the improvement will not exceed its useful life.
- E. All debt issued, including lease-purchase methods, will be repaid within a period not to exceed the expected useful life of the improvements financed by the debt.
- F. The cumulative debt profile will be retired within an average life of 10 years.

Financing Options

The District will strive to maintain a high reliance on pay-as-you-go financing for its capital improvements. When it has been determined that the incurring of debt is the best available option, the District shall choose from the following alternatives:

- A. Non-Referendum Options – There are several non-referenda debt choices:
 - a. Non-Referendum General Obligation Bonds
 - b. Installment Contracts
 - c. Capital Appreciation Bonds
 - d. Revenue Bonds
- B. Front Door Referenda – These are referenda that require placement on the ballot with voter approval:
 - a. Tax rate increase: The public is approached for either a permanent or temporary increase in the tax rate for specific funds (Corporate or Recreation).
 - b. Referenda Bonds: These unlimited tax general obligation bonds are limited to a 20 year maturity and count against the District's statutory debt limit of 2.875% of the District's most recent Equalized Assessed Valuation (EAV).

- C. Back Door Referenda – Alternate Revenue Source Bonds do not require voter approval, but the District must publish a Notice of Intent to issue. This type of bond does not count against the District's debt limit nor does it count against the District's non-referendum authority.
- D. Tax Anticipation Notes – The District will not issue tax anticipation notes.

Standards for Debt Issuance

All debt issued including lease-purchase methods shall be repaid within a period not to exceed the expected useful life of the improvements financed by the debt.

Selecting a Service Provider

The District shall retain an independent financial advisor for advice on debt structuring, the rating review process, marketing debt issuances, sale and post-sale services, and preparation of the official statement.

The District shall retain bond counsel for legal and procedural advice on all debt issuances.

Choosing a Method of Sale

When feasible and economical, obligations shall be issued by competitive rather than negotiated sale.

A sale may be negotiated when the issue is predominantly a refunding issue or in other non-routine situations which require more flexibility than a competitive offer allows.

Whenever the option exists to offer an issue either for competition or for negotiation, analysis of the options shall be performed to aid in the decision making process.

When a sale is not competitively bid, the District shall participate with the financial advisor in the selection of the underwriter or direct purchaser.

Bond Rating

The District shall be committed to establishing and maintaining the best possible rating from a Municipal Bond Rating agency such as Standard and Poor or Moody's Investor Service so as to minimize borrowing costs. The District shall maintain good communications with the bond rating agencies about its financial condition and will follow a policy of full and open disclosure on every financial report and bond prospectus.

Responsibility for the decision to pursue a bond rating on the district's bonds will be made by the Executive Director, Director of Finance/HR and the district's bond consultant. The decision will be based on several factors including the size of the bond issue, the cost of rating process, current park district financial condition, current market conditions, etc. If, after reviewing these factors, it is in the best interests to obtain a bond rating, the Executive Director will advise the bond consultant to initiate the rating process.

Arbitrage Compliance

The District actively monitors its investment practices to ensure maximum returns on its invested bond funds while complying with Federal arbitrage guidelines. The District shall calculate arbitrage

rebates, with review by bond counsel, on all debt issues subject to IRS and U.S. Treasury Department regulations

Refunding and Restructuring Options

The District shall consider refunding debt whenever an analysis indicates the potential for present value savings of approximately 5% of the principal being refunded or at least \$200,000. The District shall not refund less than 5% of its outstanding debt at one time except in unusual circumstances.

Bond Post Issuance Compliance

It is necessary and in the best interest of the District to maintain sufficient records to demonstrate compliance with its covenants and expectations to ensure the appropriate federal tax status for bonds or debt obligations of the District (each a "Bond" and collectively, the "Bonds"), certain of which the interest on which is excludable from "gross income" for federal tax income purposes. Further, it is necessary and in the best interest of the District that (i) the Board adopt policies with respect to record-keeping and (ii) the Compliance Officer shall at least annual review the District's usage of space, independent contractor, and rental agreements to determine whether the Bonds comply with the federal tax requirements applicable to each issue of the Bonds.

Disclosure Policy and Procedure

Pursuant to the District's responsibilities under the securities laws, including its continuing disclosure undertakings (the "Undertakings") under Rule 15c2-12 of the Securities Exchange Act of 1934, as amended, and the Securities and Exchange Commission's statements in enforcement actions, it is necessary and in the best interest of the District that the District's (i) preliminary and final official statements or offering circulars and any supplements or amendments thereto (collectively, the "Official Statements"), disseminated by the District in connection with any bonds, notes, certificates or other obligations, (ii) Annual Financial Information or Financial Information, as required by and defined in the Undertakings (the "Annual Financial Information") to be filed with the Municipal Securities Rulemaking Board's ("MSRB") Electronic Municipal Market Access ("EMMA") system, and (iii) notices of Material Events or Reportable Events, each as defined in the Undertakings, and any other required or voluntary disclosures to EMMA (each, an "EMMA Notice") comply in all material respects with the federal securities laws. Further, it is necessary and in the best interest of the District that the District adopt policies and procedures to enable the District to create accurate disclosures with respect to its (i) Official Statements, (ii) Annual Financial Information, and (iii) EMMA Notices. Official Statements, Annual Financial Information and EMMA Notices are collectively referred to herein as the "Disclosures."

In response to these interests, the District hereby adopts the following policies and procedures (the "Disclosure Policy"):

- A. *Disclosure Officer.* The Director of Finance/HR of the District (the "*Disclosure Officer*") is hereby designated as the officer responsible for the procedures related to Disclosures as hereinafter set forth (collectively, the "*Disclosure Procedures*").
- B. *Disclosure Procedures: Official Statements.* Whenever an Official Statement will be disseminated in connection with the issuance of obligations by the District, the Disclosure

Officer will oversee the process of preparing the Official Statement pursuant to the following procedures:

1. The District shall select (a) the working group for the transaction, which group may include outside professionals such as disclosure counsel, a municipal advisor and an underwriter (the "Working Group") and (b) the member of the Working Group responsible for preparing the first draft of the Official Statement.
2. The Disclosure Officer shall review and make comments on the first draft of the Official Statement. Such review shall be done in order to determine that the Official Statement does not include any untrue statement of a material fact or omit to state a material fact necessary in order to make the statements made in the Official Statement not misleading. Particular attention shall be paid to the accuracy of all descriptions, significant information and financial data regarding the District. Examples include confirming that information relating to the District, including but not limited to demographic changes, the addition or loss of major employers, the addition or loss of major taxpayers or any other material information within the knowledge of the Disclosure Officer, is included and properly disclosed. The Disclosure Officer shall also be responsible for ensuring that the financial data presented with regard to the District is accurate and corresponds with the financial information in the District's possession, including but not limited to information regarding bonded indebtedness, notes, certificates, outstanding leases, tax rates or any other financial information of the District presented in the Official Statement.
3. After completion of the review set forth in 2. above, the Disclosure Officer shall (a) discuss the first draft of the Official Statement with the members of the Working Group and such staff and officials of the District as the Disclosure Officer deems necessary and appropriate and (b) provide comments, as appropriate, to the members of the Working Group. The Disclosure Officer shall also consider comments from members of the Working Group and whether any additional changes to the Official Statement are necessary or desirable to make the document compliant with the requirements set forth in 2. above.
4. The Disclosure Officer shall continue to review subsequent drafts of the Official Statement in the manner set forth in 2. and 3. above.
5. If, in the Disclosure Officer's reasonable judgment, the Official Statement does not include any untrue statement of a material fact or omit to state a material fact necessary in order to make the statements made in the Official Statement not misleading, the Official Statement may, in the reasonable discretion of the Disclosure Officer, be released for dissemination to the public; *provided, however,* that the use of the Official Statement must be ratified, approved and authorized by the Board of Park Commissioners of the District (the "Board").

C. Disclosure Procedures: Annual Financial Information. The Disclosure Officer will oversee the process of preparing the Annual Financial Information pursuant to these procedures:

1. By August 27th of each year (the same being at least 30 days prior to the last date on which the Annual Financial Information is required to be disseminated pursuant to the related Undertaking, the Disclosure Officer shall begin to prepare (or hire an agent to prepare) the Annual Financial Information. The Disclosure Officer shall also review the audited or unaudited financial statements, as applicable, to be filed as part of the Annual Financial Information (the "Financial Statements"). In addition to the required updating of the Annual Financial Information, the Disclosure Officer should consider whether additional information needs to be added to the Annual Financial Information in order to make the Annual Financial Information, including the Financial Statements, taken as a whole, correct and complete in all material respects. For example, if disclosure of events that occurred subsequent to the date of the Financial Statements would be necessary in order to clarify, enhance or correct information presented in the Financial Statements, in order to make the Annual Financial Information, taken as a whole, correct and complete in all material respects, disclosure of such subsequent events should be made.
2. If, in the Disclosure Officer's reasonable judgment, the Annual Financial Information, including the Financial Statements, is correct and complete in all material respects, the Disclosure Officer shall file the Annual Financial Information with EMMA (or confirm that such filing is completed by any agent hired by the District for such purpose) within the timeframe allowed for such filing.

D. Disclosure Procedures: Reportable Events. The Disclosure Officer will prepare (or hire an agent to prepare) Reportable Event Disclosure and file the same with EMMA (or confirm that such filing is completed by an agent hired by the District for such purpose) in a timely manner (not in excess of ten business days after the occurrence of the Reportable Event). Incurrence of a Financial Obligation, if material, or agreement to covenants, events of default, remedies, priority rights, or other similar terms of a Financial Obligation, any of which affect security holders, if material, is a Reportable Event. Upon the incurrence of any Financial Obligation, as such term is defined in the Undertaking, the Disclosure Officer shall review such Financial Obligation and assess whether such Financial Obligation is material. If, in connection with such Financial Obligation, the District has agreed to any covenant, event of default, remedy, priority right or other similar term which affects security holders, the Disclosure Officer shall further review such term and assess whether the same is material. The Disclosure Officer shall prepare a summary of such review. If, in the Disclosure Officer's reasonable judgment, following consultation with financial or legal professionals as necessary, such Financial Obligation and/or term of such Financial Obligation is deemed material, the Disclosure Officer shall file a summary of such Financial Obligation (or the entire financing document, provided that confidential or sensitive information may be redacted to the extent such redaction does not prevent all material terms from being disclosed) with EMMA not in excess

of ten business days after the incurrence of such Financial Obligation. (This paragraph (d) shall only apply if the District has entered into an Undertaking on or after February 27, 2019.)

E. *Disclosure Procedures: EMMA Notices.* Whenever the District determines to file an EMMA Notice, or whenever the District decides to make a voluntary filing to EMMA, the Disclosure Officer will oversee the process of preparing the EMMA Notice pursuant to these procedures:

1. The Disclosure Officer shall prepare (or hire an agent to prepare) the EMMA Notice. The EMMA Notice shall be prepared in the form required by the MSRB.
2. In the case of a disclosure required by an Undertaking, the Disclosure Officer shall determine whether any changes to the EMMA Notice are necessary to make the document compliant with the Undertaking.
3. If, in the Disclosure Officer's reasonable judgment, the EMMA Notice is correct and complete and, in the case of a disclosure required by an Undertaking, complies with the Undertaking, the Disclosure Officer shall file the EMMA Notice with EMMA (or confirm that such filing is completed by any agent hired by the District for such purpose) within the timeframe allowed for such filing.

F. *Additional Responsibilities of the Disclosure Officer.* The Disclosure Officer, in addition to the specific responsibilities outlined above, shall have general oversight of the entire disclosure process, which shall include:

1. Maintaining appropriate records of compliance with this Disclosure Policy (including proofs of EMMA filings) and decisions made with respect to issues that have been raised;
2. Evaluating the effectiveness of the procedures contained in this Disclosure Policy; and
3. Making recommendations to the Board as to whether revisions or modifications to this Disclosure Policy are appropriate.

G. *General Principles.*

1. All participants in the disclosure process should be encouraged to raise potential disclosure items at all times in the process.
2. The process of revising and updating the Disclosures should not be viewed as a mechanical insertion of current numbers. While it is not anticipated that there will be major changes in the form and content of the Disclosures at the time of each update, the Disclosure Officer should consider whether such changes are necessary or desirable in order to make sure the Disclosure does not make any untrue statement of a material fact or omit to state a material fact necessary or desirable, in order to make the statements made, in light of the circumstances in which they were made, not misleading at the time of each update.

3. Whenever the District releases information, whether in written or spoken form, that may reasonably be expected to reach investors, it is said to be "speaking to the market." When speaking to the market, District officials must be sure that the released information does not make any untrue statement of a material fact or omit to state a material fact necessary or desirable, in order to make the statements made, in light of the circumstances in which they were made, not misleading.
4. While care should be taken not to shortcut or eliminate any steps outlined in this Disclosure Policy on an ad hoc basis, the review and maintenance of the Disclosures is a fluid process and recommendations for improvement of these Disclosure Procedures should be solicited and regularly considered.
5. The Disclosure Officer is authorized to request and pay for attendance at relevant conferences or presentations or annual training sessions conducted by outside counsel, consultants or experts in order to ensure a sufficient level of knowledge for the effective administration of this Disclosure Policy.

FUND BALANCE POLICY

PURPOSE

The purpose of this policy is to establish fund balance classifications that establish a hierarchy based on the extent to which the Park District must observe constraints imposed upon use of the resources that are reported by the governmental funds. More detailed fund balance financial reporting and the increased disclosures will aid the user of the financial statements in understanding the availability of resources.

The fund balance will be composed of three primary categories: 1) Non-spendable Fund Balance, 2) Restricted Fund Balance and 3) Unrestricted Fund Balance.

DEFINITIONS

Governmental Funds – are used to account for all or most of the Park District’s general activities, including the collection and disbursement of earmarked monies (special revenue funds), the acquisition or construction of general capital assets (capital projects funds) and the servicing of general long-term debt (debt service funds). The General Fund is used to account for all activities of the Park District not accounted for in some other fund.

Fund Balance – The difference between assets and liabilities in a Governmental Fund.

Nonspendable Fund Balance – The portion of a Governmental Fund’s net assets that are not available to be spent, either short-term or long-term, in either form or through legal restrictions (e.g., inventories, prepaid items).

Restricted Fund Balance - The portion of a Governmental Fund’s net assets that are subject to external enforceable legal restrictions (e.g., grantor, contributors and property tax levies).

Unrestricted Fund Balance is made up of three components:

Committed Fund Balance - The portion of a Governmental Fund’s net assets with self-imposed constraints or limitations that have been placed at the highest level of decision making.

Assigned Fund Balance - The portion of a Governmental Fund’s net assets to denote an intended use of resources (e.g. Medical Insurance Reserve).

Unassigned Fund Balance - available expendable financial resources in a governmental fund that are not the object of tentative management plan (i.e. assignments). Unassigned fund balance should exist only in the General Fund; for all other governmental funds, unassigned fund balance may only be reported in the case of a deficit fund balance position.

FUND BALANCE PHILOSOPHY

It is the Park District’s philosophy to support long-term financial strategies, where fiscal sustainability is its first priority, while also building funds for future growth and maintenance of capital infrastructure. It is essential to maintain adequate levels of fund balance to mitigate current and future risks (e.g., revenue shortfalls and unanticipated expenditures), to ensure stable tax rates and to maintain current bond rating. Fund balance levels are also a crucial consideration in long-term financial planning.

SCOPE

This policy establishes the hierarchy of fund balance and provides for the minimum amount of fund balance each governmental fund should maintain. Credit rating agencies carefully monitor levels of fund balance and unassigned fund balance in the general fund to evaluate the Park District's continued creditworthiness.

MINIMUM FUND BALANCE LEVELS

This Policy applies to the Park District's governmental funds as follows:

- A. **General Fund** - The General Fund is a major fund and the general operating fund of the Park District. It is used to account for administrative, maintenance, parks, and greenhouse, Watts Ice, and Beach operations, and all financial resources except those that are accounted for in another fund.
 - a. Each year a portion of the spendable fund balance will be determined as follows:
 - i. Committed – A portion of the fund balance may be committed through formal action of the Board of Commissioners either through a resolution or ordinance.
 - ii. Assigned – Fiscal Sustainability. This assigned fund balance will be targeted at a minimum level of 50% of annual budgeted expenditures. This will be adjusted annually with the adoption of the annual budget and is calculated at a minimum of six months (50%) of expenditures not including capital, debt service and interfund transfers.
 - iii. Unassigned – The unassigned fund balance will be reviewed annually during the budget process. Balances in excess of the six months (50%) of annual budgeted expenditures may be transferred to the Capital Projects Fund to support future capital projects.
- B. **Special Revenue Funds** - Special revenue funds are used to account for and report the proceeds of specific revenue sources that are legally restricted to expenditure for specified purposes other than debt service or capital projects. Financing for most special revenue funds is provided by a specific annual property tax levy. In some cases, financing is received from admissions, fees and charges for programs and activities. These proceeds are devoted exclusively to the purposes of which the special tax was authorized. Fund balances in special revenue funds (other than the Recreation Fund) are derived from property taxes and are therefore legally restricted to the purpose of the fund.
 - a. Recreation - This fund is a major fund and is used exclusively for planning, establishing, and maintaining recreational programs carried out by the Park District. Financing is provided from fees and charges for programs and activities and an annual property tax levy.

Each year a portion of the spendable fund balance will be determined as follows:

- b. The restricted fund balance for this fund will be targeted at a minimum level of 50% of annual budgeted expenditures. This will be adjusted annually with the adoption of the annual budget and is calculated at a minimum of six months (50%) of expenditures not including capital, debt service and interfund transfers.

- c. Committed – A portion of the fund balance may be committed through formal action of the Board of Commissioners either through a resolution or ordinance.
- C. **NSSRA Special Recreation Fund** - This fund is a non-major fund and established to account for revenues derived from a specific annual property tax levy and expenditures of these monies to the North Suburban Special Recreation Association, to provide special recreation programs for the physically and mentally handicapped.

The targeted restricted fund balance of the NSSRA Special Recreation Fund shall be calculated as follows:

- a. The restricted fund balance for this fund will be targeted at a minimum level of 25% of annual budgeted expenditures. This will be adjusted annually with the adoption of the annual budget and is calculated at a minimum of three months (25%) of expenditures not including capital, debt service and interfund transfers.
- D. **Retirement/Pension Fund** - The Retirement/Pension Fund is a non-major fund and accounts for the activities resulting from the Park District's participation in Social Security/Medicare and the Illinois Municipal Retirement Fund. Revenues are provided by a specific annual property tax levy which produces a sufficient amount to pay the Park District's contributions on behalf of the Park District's employees. Fund balances in this fund are derived from property taxes and are therefore legally restricted to the purpose of the fund.

The targeted restricted fund balance of the Retirement/Pension Fund shall be calculated as follows:

- a. The remaining restricted fund balance for this fund will be targeted at a minimum level of 25% of annual budgeted expenditures. This will be adjusted annually with the adoption of the annual budget and is calculated at a minimum of three months (25%) of expenditures not including capital, debt service and interfund transfers.
- E. **Audit Fund** - This fund is a non-major fund and accounts for the expenditures related to the Park District's annual financial compliance audit which is mandated by State statute. Financing is provided from an annual property tax levy, the proceeds of which can only be used for this purpose. Fund balances in this fund are derived from property taxes and are therefore legally restricted to the purpose of the fund.

The targeted restricted fund balance of the Audit Fund shall be calculated as follows:

- a. The restricted fund balance for this fund will be targeted at a minimum level of 25% of annual budgeted expenditures. This will be adjusted annually with the adoption of the annual budget and is calculated at a minimum of three months (25%) of expenditures not including capital, debt service and interfund transfers.
- F. **Liability Insurance Fund/Workers Comp Fund** - These funds are non-major funds and account for the operation of the Park District's insurance and risk management activities. Financing is provided from an annual property tax levy. These funds record the insurance expenditures.

The targeted restricted fund balance of the Liability Insurance Fund and Workers Comp Fund shall be calculated as follows:

- a. The restricted fund balance for this fund will be targeted at a minimum level of 25% of annual budgeted expenditures. This will be adjusted annually with the adoption

of the annual budget and is calculated at a minimum of three months (25%) of expenditures not including capital, debt service and interfund transfers.

- G. **Debt Service Fund** - This fund is a major fund and was established to account for financial resources that are restricted, committed, or assigned to expenditure for principal and interest.

The Park District levies an amount based on the principal and interest that is anticipated to be paid per the outstanding bond ordinances filed with the County. The County then adds a 5% "loss" amount. Any fund balance accumulation should be minimal, not less than 15% and not more than 25%. Fund balances in this fund are derived from property taxes and are therefore legally restricted to the purpose of the fund. In instances where fund balance level exceeds 25%, the Board may consider the option of abating a portion of the Debt Service levy amount.

- H. **Capital Projects Fund** – This fund is a major fund established to account for and report financial resources that are restricted, committed, or assigned to expenditure for capital outlays including the acquisition or construction of capital facilities and other capital assets.

This fund's fund balance will be considered restricted, committed, or assigned depending on the intended source/use of the funds.

FLOW ASSUMPTIONS

Some projects (funds) are funded by a variety of resources, including both restricted and unrestricted (committed, assigned and unassigned). The Park District's flow of funds assumption prescribes that the funds with the highest level of constraint are expended first. If restricted or unrestricted funds are available for spending, the restricted funds are spent first. If different levels of unrestricted funds are available for spending, the Park District considers committed funds to be expended first followed by assigned and, lastly, unassigned funds.

AUTHORITY

A self-imposed constraint on spending the fund balance (Committed Fund Balance) must be approved by ordinance or resolution of the Board of Commissioners. Any modifications or removal of the self-imposed constraint must use the same action used to commit the fund balance.

Formal action to commit fund balance must occur before the end of the fiscal year. The dollar amount of the commitment can be determined after year end when the annual audit is complete.

Authority for designating fund balance as assigned is delegated by the Board of Commissioners to the Executive Director and Director of Finance/HR/HR.

Typically, the formal resolution to commit funds is approved by the Board in July after the annual audit for the previously completed fiscal year is presented and approved by the Board. The interfund transfers are then budgeted and completed in the following fiscal year budget.

MONITORING MINIMUM FUND BALANCE LEVELS

Park District management staff will monitor revenue collection and available cash by reviewing monthly financial reports. During the year, if there is an expectation that fund balance levels will not be met by the end of the fiscal year, the Executive Director may review all projected operational and capital expenditures with the management team, and accordingly, present a plan to the Board of Park Commissioners for a modification of goals and projects established in the adopted budget.

SCHOLARSHIP POLICY

The Glencoe Park District provides financial assistance/scholarships to residents who are interested in enrolling in a Park District Program but are unable to do so due to financial hardships. Based on the availability of funds, the Park District will attempt to provide financial assistance to those who qualify, if they meet the eligibility requirements. The Park District reserves the right to approve full or partial assistance or deny an applicant's request. Scholarships are limited to:

- \$3,000 annual max for individual family with one child or \$4,500 annual max for a family with two or more children, for ELC or Before and After School Adventures (If the family has scholarship money remaining after attending these programs the balance may be applied to a Glencoe Park District summer camp.)

Or,

- \$1,500 annual max for an individual/family with one child or \$2,250 annual max for an individual/family with two or more children for any other Glencoe Park District program excluding contractual programs, one day trips, and Children Circle

Qualifications and Limitations for Financial Assistance

- Applicant must reside within the boundaries of the Glencoe Park District
- Available for all general recreation programs except Children's Circle, one-day trips and contractual/co-op programs
- Applications must be completed annually and processed by Family Services of Glencoe
- Approval does not ensure continued approval for succeeding programs or seasons
- Placement in requested programs is based on program availability
- The participant's portion of payment is due before a registration can be processed. Registration for Day Camp may be completed prior to scholarship approval, if requested, with a \$100 deposit per person, per program to ensure a spot in the program. Registration does not guarantee scholarship approval. The deposit will be returned if a scholarship is not approved.
- Delinquency on the participant's portion of payment may result in ineligibility for future program participation and /or financial assistance.
- All registration policy and procedures apply to financial assistance/scholarship applicants.
- Scholarships are awarded on a first-come, first-serve basis, on need, as well as availability of funds. The Park District reserves the right to approve full or partial funding or deny an applicant's request.
- Family Services of Glencoe evaluates each application submitted and makes the decision whether or not to grant the scholarship.
- Applicant must provide requested references.
- All scholarship recipients will receive the early bird rate for camp regardless of when they register.

Criteria to Determine Scholarship Eligibility

- The following household size and pre-tax income criteria will be used to determine initial eligibility for financial assistance. Other factors such as current participation in public aid, the food stamp program, subsidized housing, excessive medical bills etc. will also be considered in determining eligibility.

	Qualifies for 90% Subsidy	Qualifies for 75% Subsidy	Qualifies for 50% Subsidy	Qualifies for 25% Subsidy
Household Size	Total Household Income	Total Household Income	Total Household Income	Total Household Income
1	\$14,000 and under	\$14,001 - \$16,000	\$16,001 - \$18,000	\$18,001 - \$20,000
2	\$18,000 and under	\$18,001 - \$21,000	\$21,001 - \$24,000	\$24,001 - \$27,000
3	\$23,000 and under	\$23,001 - \$27,000	\$27,001 - \$30,000	\$30,001 - \$34,000
4	\$27,000 and under	\$27,001 - \$32,000	\$32,001 - \$36,000	\$36,001 - \$41,000
5	\$31,000 and under	\$31,001 - \$36,000	\$36,001 - \$42,000	\$42,001 - \$48,000

Application Procedures

Those who are seeking financial assistance must complete the Financial Assistance/Scholarship Application and also provide the requested documents. Completed applications should be directed to Family Services of Glencoe to review the financial assistance request. The completed application should be submitted a minimum of four weeks prior to the start of the program. The applications will be reviewed and the applicant will be notified of a decision within two weeks of their financial assistance status.

Applications cannot be considered without submitting the documents listed on the application. Missing documentation will delay review of the application until all documents are received. Additional documents may be deemed necessary.

Procedures for Administering the Financial Assistance/Scholarship Program

- Funds must be set aside towards the scholarship program at the time the budget is Board approved.
- Any participants who wish to apply for a scholarship must obtain a scholarship packet from the Takiff Registration Office or Glencoe Park District website.
- Once completed, the financial assistance/scholarship applications should be given to a third party, Family Services of Glencoe (FSG), to determine scholarship eligibility. The applicant must schedule an appointment with FSG to discuss household financial needs.
- A decision will be made regarding the application within two weeks of its receipt.
- Once a decision is made, the top page of the application form will be forwarded to the Registration/Customer Service Manager, via e-mail from FSG.
- The Registration/Customer Service Manager will prepare a letter to be sent to the applicant regarding the decision made by FSG.
- The Registration/Customer Service Manager will enter the eligible scholarship amount, along with the expiration date, into the registration system.
- All scholarship information will be filed in a secure location.
- The participant’s portion of payment must be collected prior to processing the registration form.
- All programs must be entered in the system with the appropriate fee and the scholarship needs to be entered as a payment type.
- For those programs that are billed, the billing rate should be set to the patron’s portion due after the scholarship is applied during the billing process; payment should be entered in the system less the scholarship portion.
- A list should be created by the Registration/Customer Service Manager, using RecTrac, on a monthly basis with the amount of scholarship given to each participant.
- The scholarship account must be reviewed and reconciled on a monthly basis.

NSSRA

As a partner agency of NSSRA, the Glencoe Park District is required to submit certain funds to NSSRA on an annual basis. Such funds include the Member Agency Contribution, Inclusion Contribution, and Capital Fund Contribution. NSSRA will be responsible for producing invoices to send to the partner agencies for these funds. The following are billings that will go out on a set schedule during the fiscal year.

Member Agency Contribution (MAC)

The Member Agency Contribution (MAC) is based on a calculation using Equalized Assessed Valuation [EAV] and Population for each partner agency. The approved amount is then invoiced in two installments by NSSRA in January and in June of the upcoming year. If these invoicing dates are not conducive, the partner agency has the right to request a different billing schedule. Such request will be submitted in writing to the Executive Director of NSSRA.

Inclusion Contribution

NSSRA provides inclusion services to participants for each partner agency. This service is a straight charge through cost from inclusion payroll that is incurred over the year. However, to ensure NSSRA has sufficient funds to cover this cost, an amount is calculated during the budgeting process to be billed out in two installments. These installments will be invoiced in June and October of the new year. If these invoicing dates are not conducive, the partner agency has the right to also request a different billing schedule. In January, NSSRA will review each partner agency's account and activity for the prior year in order to "true up." If the account is underfunded, an invoice will be sent to the partner agency for the remaining amount by January 31. If the account is overfunded, the credit will be deducted from the upcoming new year's budgeted installments.

Capital Fund Contribution

The Board of Directors for NSSRA voted to collect funds from each partner agency to be used exclusively on the future acquisition of a new building. These funds are collected annually and NSSRA sends this.

REVENUE POLICY

The Budget philosophy of the Park District is to provide a balanced budget that meets the overall park and recreation needs of the Glencoe community. This is accomplished by a combination of user fees and real estate tax dollars. Due to the advent of tax caps, the District is moving toward less of its revenue coming from tax dollars and more from user fees and other sources. The surplus monies generated is for capital projects that the District deem necessary to meet the overall needs of all residents. These would include park development, infrastructure improvements, new equipment, equipment replacement and a variety of other capital expenditures. Each fund has different legal restrictions on whether the District can levy taxes for the fund's purposes, and what those purchases may be.

Statement of Purpose

The establishment of this policy is for the monitoring and control of revenues for the District.

Scope

This Policy applies to all revenue sources of the District.

The basis of accounting for all funds of the Park District's funds is modified accrual basis. The Park District utilizes a modified accrual basis of accounting and budgeting, with revenues being recorded when the services or goods are available and measurable. Fees and charges for these funds are developed in accordance with fee policies identified by the District.

All funds or monies of the District not needed for immediate disbursement shall be invested in accordance with the District Investment Policy. Investment income will be recorded in accordance with generally accepted accounting principles.

Overall Objectives

The Park Board primary revenue policy goal is to maintain a diversified revenue system to protect it from possible short-term fluctuations in any of its various revenue sources. To accomplish this revenues are monitored on a continuous basis to insure that receipts from each revenue source are at maximum levels. An understanding of economic and legal factors, which directly and indirectly affect the level of revenue collections, is an important part of the District's revenue policy. The following objectives are those that are utilized throughout the District's budget cycle as they pertain to revenues.

- A. The District will project its annual revenue through an analytical process and will adopt its budget using conservative estimates and long-term forecasting.
- B. A diversified yet stable revenue system will be utilized by the District to protect it from possible short-term fluctuations in any of its revenue sources.
- C. The District will minimize the use of one-time revenue to fund programs incurring ongoing costs.
- D. The District will, after having considered all possible cost reduction alternatives, explore the possibility of obtaining new or expanded revenue sources as a way to help ensure balanced budget.

- E. Cost recovery revenue sources will be analyzed on an annual basis and modified as necessary to ensure that revenue collections reflect the cost of providing associated District services.
- F. The District will actively oppose State and/or Federal legislation that would mandate costs to the District without providing or increasing a revenue source to offset those mandated costs. The District will continue lobbying efforts to protect current revenues received from State and Federal agencies.
- G. The District will review the budget for those programs that can be reasonable funded by user fees. This review will results in a policy that defines cost, specifies a percentage of the cost to be offset by a fee, and establishes a rationale for the percentage. When establishing these programs, the District will consider:
 - a. Market pricing;
 - b. Increased costs associated with the programs;
 - c. The ability of the users to pay;
 - d. The ability of individuals to make choices between using the service and paying the fee or not using the service;
 - e. Other policy considerations. (For example, setting fines high enough as a deterrent, or pricing fees to even-out resident versus non-resident demand for services).
- H. The District will adjust user fee rates annual based on an analysis of the criteria established above. The District will pursue frequent small increase as opposed to infrequent large increases.

Grants

The Board shall seek to finance proposed improvements through public or private grants, whenever feasible. The Executive Director and other staff shall be vigilant about exploring all possibilities for obtaining grants and other financial assistance.

DEVELOPER/IMPACT FEE POLICY

Per the intergovernmental agreement entered into between the Village of Glencoe and the Park District in January 2009, the District periodically receives land/cash donations as a condition of approval of a proposed development within District boundaries. Monies received are recorded in Fund 75. Per law, the land/cash donations must be used in the area from where the development occurred.

REIMBURSEMENT OF TRAVEL, MEAL AND LODGING POLICY

- 1.0 Purpose.** The Board of Commissioners of the Glencoe Park District will reimburse employee and officer travel, meal, and lodging expenses incurred in connection with pre-approved travel, meal, and lodging expenses incurred on behalf of the Park District. Employees and officers are expected to exercise the same care in incurring expenses for official business as a prudent person would in spending personal funds.
- 2.0 Definitions.** "Entertainment" includes, but is not limited to, shows, amusements, theaters, circuses, sporting events, or any other place of public or private entertainment or amusement, unless ancillary to the purpose of the program or event.
- "Travel" means any expenditure directly incident to official travel by employees and officers of the Park District or by wards or charges of the Park District involving reimbursement to travelers or direct payment to private agencies providing transportation or related services.
- 3.0 Authorized Types of Official Business.** Travel, meal and lodging expenses shall be reimbursed for employees and officers of Park District only for purposes of official business conducted on behalf of the Park District, which includes but is not limited to off-site or out-of-town meetings related to official business and pre-approved seminars, conferences and other educational events related to the employee's or officer's official duties. If you are unsure whether an expense is reimbursable, please contact the Executive Director.
- 4.0 Categories of Expenses.**
- 1. Airfare:** Travelers are expected to obtain the lowest available airfare that reasonably meets business travel needs. Travelers are encouraged to book flights at least thirty (30) days in advance to avoid premium airfare pricing. Only coach or economy tickets will be paid or reimbursed. The traveler will pay for the difference between higher priced tickets and coach or economy tickets with his or her personal funds. The Park District will also reimburse baggage fees up to one bag each way, if not already included in the airfare.
 - 2. Personal Automobiles:** Mileage reimbursement will be based on mileage from the work location office to the off-site location of the official business, not from the employee's or officer's residence. When attending a training event or other off-site official business directly from an employee's or officer's residence, no reimbursement will be made if the distance is less than the mileage of a normal commute to the workplace. If the distance is higher than the employee's or officer's normal commute, reimbursement will be paid based on the differential of the commute less the mileage of a normal commute to the workplace. An employee or officer will be reimbursed at the prevailing IRS mileage rate. The traveler will only be reimbursed up to the price of a coach airfare ticket if they drive to a location for which airfare would have been less expensive.
 - 3. Automobile Rentals:** Travelers will be reimbursed for the cost of renting an automobile including gasoline expense only as provided in this section. Travelers using rental cars to conduct official business are required to purchase insurance through the rental agency. Car rental insurance will cover the vehicle during personal use, e.g., using the vehicle after the conference has ended. Compact or mid-size cars are required for

two or fewer employees or officers traveling together and a full-size vehicle may be used for three or more travelers. The traveler must refuel the vehicle before returning it to the rental company.

4. **Public Transportation:** In the case of local training or official business where an employee or officer chooses to use public transportation, reimbursement for use of public transportation is based on mileage from the agency office to the training site (not from the traveler's residence), regardless of the transportation method chosen. When attending training or business directly from an employee's or officer's residence, no reimbursement will be made if the distance is less than the mileage of a normal commute to the workplace. If the distance is higher than the traveler's normal commute, reimbursement will be paid at the differential of the commute less the mileage of a normal commute to the workplace.
5. **Other Transportation:** The traveler should utilize hotel shuttle service or other shuttle services, if available. If none are offered, the use of the most economic transportation is encouraged.
6. **Hotel/Motel Accommodations:** The traveler will be reimbursed for a standard single-room at locations convenient to the business activity at approved conference rate for applicable association (NRPA, IPRA, GFOA, etc). Hotel/motel accommodations are to be reserved in advance and secured at a moderate or conference rate. Reimbursement for lodging shall be limited to the number of nights required to conduct the assigned Park District business. If a conference, for example, opens on a Sunday evening and closes Thursday noon, reimbursement for Sunday through Wednesday night would be allowed. In the event of a change in plans or a cancellation, the traveler must cancel the hotel/motel reservation so as not to incur cancellation charges. Cancellation charges will not be reimbursed by the Park District unless approved by a vote of the Board of Commissioners.
7. **Meals:** Meal reimbursement is limited to the current U.S. General Services Administration (GSA) regulations in place at the time the expense is occurred. Prior approval by the Board of Commissioners and submission of receipts are required for per diem allowances. Meals provided by the conference or seminar should be deducted from the per diem allowance. Partial reimbursement may be made for departure and return days based on time. Meals during in-state travel that is not an overnight stay will be reimbursed for actual cost not to exceed the GSA regulations.
8. **Vacation in Conjunction with Business Travel:** In cases where vacation time is added to a business trip, any cost variance in airfare, car rental, lodging and/or any other expenses must be clearly identified on the Travel, Meal, and Lodging Expense Report form and paid by the traveler.
9. **Accompanied Travel (Personal Travel/Travel Companions):** A family member or friend may accompany employees and elected officials on business travel, at their expense, when the presence of a companion will not interfere with successful completion of business objectives. Generally, employees and elected officials are also permitted to combine personal travel with business travel, as long as time away from work is approved and vacation or personal time is used (employees only). Additional or incremental expenses arising from such non-business travel are the responsibility of the employee or the elected official. Where air travel is used, the employee must provide a comparison of the cost of travel for the entire trip versus the cost of travel for only the

business purpose of the trip. For example, and not in limitation of the foregoing, if the business purposes for a trip extend from Wednesday to Friday, but the personal component of the trip extends to Sunday, the employee or officer must provide a comparison of the airfare for both Wednesday to Friday and Wednesday to Sunday for price comparison purposes.

10. **Parking:** Parking fees at a hotel/motel will be reimbursed only with a receipt.

11. **Entertainment Expenses:** No employee or officer of the Park District shall be reimbursed for any entertainment expense, unless ancillary to the purpose of the program, event or other official business.

5.0 **Approval of Expenses.**

5.1 **Expenses for Members of the Board of Commissioners:** Travel, meal, and lodging expenses incurred by any member of the Board of Commissioners must be approved by roll call vote at an open meeting of the governing board or corporate authorities of the local public agency.

5.2 **Expenses for Employees:** Travel, meal, and lodging expenses incurred by any employee in excess of the then-current per diem rate established by the GSA, excluding airfare and hotel room/tax as described above, must be previously approved in an open meeting by a majority roll-call vote of the Board of Commissioners.

5.3 **Advanced Expenses:** Travel, meal, and lodging expenses in excess of the then-current per diem rate established by the GSA advanced as a per diem to any employee or official of the Park District must be approved by roll call vote at an open meeting of the Board of Commissioners prior to payment. Documentation of expenses must be provided in accordance with Sections C, D and F of this policy, and any excess from the per diem must be repaid.

5.4 **Other Expenses:** All other expenses that do not fall within paragraphs E.1, E.2, or E.3 are subject to the Executive Director's approval.

6.0 **Documentation of Expenses.** Before an expense for travel, meals, or lodging may be approved under Section E of this Policy, the following minimum documentation must first be submitted, in writing, to the Executive Director on the Request To Attend Overnight Conference/Workshop.

- (1) an estimate of the cost of travel, meals, or lodging if expenses have not been incurred or a receipt of the cost of the travel, meals, or lodging if the expenses have already been incurred;
- (2) the name of the individual who received or is requesting the travel, meal, or lodging expense;
- (3) the job title or office of the individual who received or is requesting the travel, meal, or lodging expense; and
- (4) the date or dates and nature of the official business for which the travel, meal, or lodging expense was or will be expended.

All documents and information submitted under this Section are public records subject to disclosure under the Freedom of Information Act.

7.0 Travel, Meal, and Lodging Expense Report Form. The Park District hereby adopts as its official standardized form for the submission of travel, meal, and lodging expenses the Travel, Meal, and Lodging Expense Report form.

STATEMENTS OF ECONOMIC INTERESTS

The Government Ethics Act requires various District officials and employees to file a Statement of Economic Interest with the clerk of the county in which they reside at the time they are appointed, elected, or hired. After the initial filing, District officials and employees must continue to annually file statements by May 1.

The Act requires the following persons to file disclosure statements:

- Persons elected to District office or candidates for election to that office.
- Persons appointed to the Board.
- Persons compensated by the District as employees, not as independent contractors, and who:

Function as the head of a Division, or who exercise similar authority.

Have direct supervisory authority over, or direct responsibility for the formulation, negotiation, issuance or execution of contracts entered into by the District of \$1,000 or more.

Have authority to approve licenses and permits by the District.

Adjudicate, arbitrate or decide any administrative proceeding, or review the adjudication, arbitration or decision of any administrative proceeding within the authority of the District.

Have authority to issue or promulgate rules and regulations within areas under the authority of the District.

Have supervisory authority for other employees of the District.

Failure to file the Statement of Economic Interest at the appropriate time can lead to late filing fees, penalty fees and ineligibility for or forfeiture of office.

PREVAILING WAGE ACT

The District complies with the Illinois Prevailing Wage Act. Annually, in June, the District investigates and ascertains the prevailing rate of wages for the Cook County region for laborers, mechanics and other workers performing construction of public works for the District. Using the research, the Board passes an ordinance during the same month to adopt the prevailing wage rates, as defined in the Act

PAYMENT CARD INDUSTRY DATA SECURITY

Policy Statement

It is the policy of the Glencoe Park District to comply with the Payment Card Industry Data Security Standards (PCI-DSS) for the protection and security of payment card information.

Specific Guidelines

The following items are considered specific guidelines associated with this policy and shall be assigned to corresponding procedures as developed:

1. In order to minimize risk, only those data elements on the payment card that are needed for Park District business should be stored.
2. Access to payment card holder data should be limited to Park District employees requiring such information to complete assigned job tasks.
3. Payment card data on an internet connected computer or processed through the internet, should be protected through a secure network with periodic monitoring of its security.
4. Paper and electronic media that contain cardholder data should be physically secure and identified as confidential information.
5. Payment card data on documents should be redacted, if feasible, when no longer needed for Park District business. Documents with legible payment card data should be destroyed in accordance with the Illinois Records Retention Act with appropriate security handling.
6. Security awareness training should be provided for Park District employees involved in payment card processing.
7. The Park District should assure that its relationships with payment card service providers comply with PCIDSS.
8. The Executive Director should be promptly notified of any information security breach.

FEES AND CHARGES

The Board has found it necessary and desirable for the District to charge fees for participation in District recreation programs and the use of District facilities. This policy is designed to serve as a guide in establishing a fee structure for recreation programs and facility use.

1.0 Program Fee Structure. It is the responsibility of the Glencoe Park District to offer diversified and quality, park and recreation experiences. Seeking to meet the demands for new and expanded access to recreation activities, while experiencing the increases in operating expenses, it is the intent of the Park District to adopt a sound, consistent policy for the generation of supplementary revenue to tax dollars.

1.1 All Park District programs will give primary concern to the residents' ability to participate. Activities will be planned with community demographics in mind.

2.0 Fees and Charges. Fees and charges will be evaluated annually to make sure that tax revenues are being used efficiently to support basic public services available to all people. Basic public services will be supplemented to support the demand for quality leisure services by assessing fees and charges and pursuing supplementary sources of revenue.

3.0 Fee Approval. All park program fees must be presented to the Executive Director for approval annually. The Recreation/Facility Staff will submit with the budget, a report to the Executive Director, which will include the activity name, along with new and old program resident/non-resident fees. The Manager will indicate changes, giving specific explanations for any increase over 5%. If new activity areas are implemented throughout the year, they shall also be submitted to the Executive Director for approval.

4.0 Waiver of Fees. The Glencoe Park District wants to give all residents the opportunity to participate in its activities and facilities regardless of financial hardships. Persons requesting scholarships are required to complete an application form, and then submit the form in addition to other requested financial documents, to Family Services of Glencoe for eligibility status. (See Financial Assistance/Scholarship Policy for more details) Applications will be reviewed on an individual basis.

4.1 No fee may be reduced or waived without the consent of the Executive Director, and/or the respective department head, and/or Program Manager.

5.0 Fees and Charges Guidelines. Fees and charges are developed to offset the expenses incurred through offering programs and activities. When developing fees for recreation activities, fees will take into account the financial objectives, market climate and surrounding competitors.

5.1 Fees and charges are recommended by staff to the Executive Director for approval. Fees should be set within the budget preparation process. When setting the fee the following must be considered:

- Wages and Services
- Operational Expenses (contractual fees and supplies)
- Improvements/Renovations/Equipment

- Categories of Glencoe Park District Services to determine how much of direct and indirect expenses must be recovered.
 - Direct expenses include all direct expenses associated with an activity including instructor fees, supplies and materials. Fees should be set to recover all of the expense for the program based on expenses times the minimum number of participants.
 - Indirect expenses include all expenses associated with an activity including facility rental, supervisory time, clerical, maintenance, building costs, marketing, etc. An established successful activity should recover the cost of operations including supervisory time, clerical, maintenance and building costs.

6.0 Resident/Nonresident Program Fees. Since the facilities and activities are partially subsidized through taxes by residents of the Glencoe Park District, nonresidents will pay a **maximum** increased fee of 20% more than resident rates with the exception of the following unique activities and facilities:

- No nonresident fee applied: senior programming, select special events, select contractual programs, [Watts daily ice skating fee and skating passes, and Takiff room rentals.](#)
- Maximum 20% more than resident rates for Children's Circle

6.1 Due to the unique nature and demand for Glencoe Beach and Boating Beach in the Chicagoland area and the amount of subsidy by tax payers, non-residents will pay the following maximum increase over resident rates:

- ~~50~~100% more than resident rates for Season Passes at Glencoe Beach
 - 100% more than resident rates for daily fees and trellis rentals at Glencoe Beach
 - 100% more than resident for sail boat/kayak/paddle board storage at Perlman Boating Beach
 - 50% more than resident for sail boat/kayak/paddle board rentals
- * Due to IDNR and OSLAD Grant the District received in 1996, the nonresident rates/fees cannot exceed twice that charged to residents.

6.2 Non-residents will pay 50% more than residents for pass/daily fee to the Glencoe Fitness Area.

6.3 Occasionally, an activity may warrant a reduction in the non-resident fee in order for the activity to meet its minimum. The Director of Recreation and Executive Director must approve fees and charges for these activities.

6.4 Non-resident fees will be established in regard to the effect on resident participation using the following criteria:

- Size of class and limitations
- Ability to expand and grow
- Special limited interest classes
- Reciprocal agreements and shared activities
- Competitive costing of activities

7.0 Missed Classes. Some missed classes cannot be made up and are non-refundable.

- 8.0 **Prorated Fees to Activities.** At the discretion of the Program Manager and Director of Recreation and Facilities, if the nature of the activity permits, prorated class fees will be allowed and done a “per class basis”.
- 9.0 **Discounts to Other Entities.** Village of Glencoe, Glencoe Library and District 35 staff shall be eligible to ~~receive an individual pass, to Glencoe Beach at no charge and~~ receive the resident rate on an individual Glencoe Fitness Center membership. (They must show a business card or staff ID.)
- 10.0 **Fiscal Year.** Categories of Glencoe Park District Services that determine the subsidy of program will be reviewed annually by the Glencoe Park District Board of Commissioners.



GLENCOE PARK DISTRICT
TIME-TRACKING AND PAYROLL PROCESSING
GUIDELINES

Created: Business Department
March 2019

Time-Tracking and Payroll Processing Guidelines

This procedure provides instruction for timecard data entry and hours tracking for employees. This is intended as a reference document to be used by supervisory employees (those who oversee other employees and manage timecards) and exempt employees (for time-tracking guidelines).

Accurate management of time entry is required based on the Fair Labor Standards Act (FLSA) and in coordination with the United States Department of Labor (IDOL). This procedure is based on Policies adopted and implemented at the Glencoe Park District.

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PAYROLL OVERVIEW

Employees are paid biweekly on Fridays. Payroll periods are two weeks in length. The bi-weekly pay period for NON-EXEMPT/Hourly employees begins on a Saturday and ends at midnight on Friday. Paychecks are issued the following Friday. For EXEMPT/Salary employees, the pay period includes the week worked up to and including the Friday payday. Time and attendance data is entered into time and attendance software (TCP) for an employee to be paid for time worked. Pay data should be reviewed on a continuous basis by Department Heads. At the close of a pay period, pay data is also reviewed and approved by Department Heads. The deadline for final approval and editing of time entry data within the most recent pay period is generally "Payroll Monday" at 2pm. Payroll is processed and completed by the end of the day Tuesday to ensure payment of funds to employees on pay day Friday. A payroll calendar is provided annually.

TIME ENTRY RULES FOR ALL EMPLOYEES

Accurate and prompt time entry on behalf of all employees, and accurate time-tracking and approval on behalf of Managers and Department Heads is a requirement of employment.

- 1) Time entry data should be entered and managed on a **daily basis**. Managers should use the following link to access TCP through their internet browser (preferably Google Chrome or Mozilla Firefox):
<https://263823.tcplusondemand.com/app/manager/#/ManagerLogOn/263823>
- 2) It is each employee's responsibility to accurately account for their hours worked daily (via time clock entry).
 - a. Physical time clocks are installed at the following locations:
 - Takiff Copy Room (through the registration/recreation office)
 - Takiff Early Childhood Copy Room (across from the Early Childhood registration desk)
 - Parks Department break room
 - Beach House (inside the Manager's office)
 - Watts Office
 - b. Employees can clock in/out and switch job codes on any computer in the facilities listed above, using the following link:
<https://263823.tcplusondemand.com/app/webclock/#/EmployeeLogOn/263823/>
 - 1
 - i. Employees can use the TCP mobile app to clock in/out and switch job codes. See the section titled, "Using the TimeClock Plus Mobile App" for more details.
- 3) All hours worked and work schedules must be manager-approved. Managers and Department Heads must approve all time worked before pay can be processed.
- 4) Hours worked should be scheduled and will be shown in 15-minute increments for all employees.
- 5) Non-Exempt/Hourly employees should be scheduled to take an unpaid 30-minute meal period near the middle of any work shift that is greater than 7.5 consecutive working hours. A scheduled, unpaid 30-minute meal period is not required if a work shift is less than this

length. However, Non-Exempt/Hourly **full-time Lead Day Care Teachers** should be scheduled for an **unpaid 60-minute meal period** during the day.

- a. Full-time, Non-Exempt/Hourly employees (if working a full day) should be scheduled for 8.5 hours with an expectation that 30 minutes of that time will be an unpaid 30-minute meal period.
- 6) Exempt/Salary employees should arrange their regular schedule like that of Non-Exempt employees with discretion to building, staffing, and programming needs as related to work responsibilities. A standard 8 hour work day is a general expectation. These working hours are **not** inclusive of a regularly scheduled meal period, which is to be taken at the discretion of the employees. Exempt/Salary employees will generally work 40 hours a week, but may work greater than 40 hours a week.
- 7) Varying work schedules outside of an employee's regular schedule must be approved by a supervisor before time is worked. This includes:
 - a. Non-Exempt/Hourly Employees
 - i. Overtime hours
 - ii. Clocking in for a work shift early/late
 - iii. Not taking a scheduled, 30-minute meal period when required (as it accounts for overtime).
 - b. Exempt/Salary Employees
 - i. Large deviations in regular work schedule
 - ii. Off-site trainings and conferences attendance
 - iii. Working from home
- 8) For employees eligible for compensation outside of regular pay (Holiday, Vacation, Sick, Personal Days, and Floating Holidays), it is the responsibility of the employee and manager to update and approve time, within the time and attendance system, based on when hours are taken in accordance with the applicable policy. This would include inputting time off for employees if they do not input the information themselves. As such, Managers should keep the pink copy of their employee's time off slips.
- 9) If managing time entries for yourself or your staff:
 - a. Make notes (or comments) within time entries as a best practice for documentation purposes.
 - i. Keeping an accurate account of when an employee is and is not working is imperative. Add notes to the pay entry row if pay is out of the ordinary. For example.
 1. Use accurate job codes for logging Holiday, Vacation, Sick, Personal, and Floating Holiday time.
 2. Flex Time – When an exempt employee shows hours worked in their timecard, it is assumed they were working and on-site. If this is not the case, include comments.
 3. Off-site Trainings – Employees may still be paid for attending a conference or training session. Note that the employee is not on-site
 - ii. Exempt/Salary Employees: Within the time and attendance system, Exempt/Salary employees have the option to update their recurring schedule to reflect actual hours worked and actual time off hours taken. See

the section below titled, "Modifying Your TCP Recurring Schedule." Alternatively, you may submit a paper timesheet with supervisor permission.

1. Regardless of time entry for exempt employees, a standard salary will be paid.

STEPS FOR APPROVING EMPLOYEE HOURS ON A DAILY BASIS

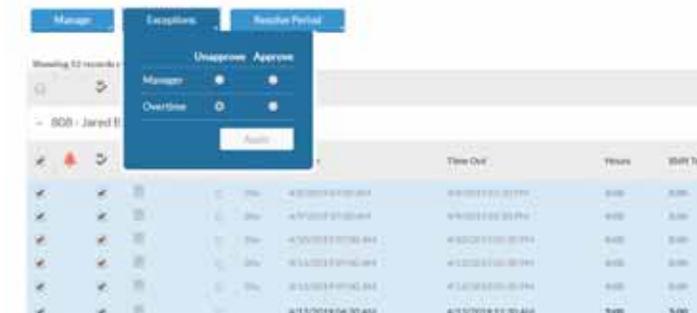
The simplest way to approve hours **daily** is directly from the Dashboard, and clicking the check mark next to the employee's hours.



NOTE: If you click "Jump to Group Hours," it will take you to your group hours page and will NOT show any hours that have *already been approved*. It will ONLY show hours *awaiting approval*.

For managers with more employees, who prefer more information, or need to approve several days' worth of time, follow these steps:

- 1) Click HOURS > GROUP HOURS
- 2) Make sure your dates are set for the correct pay period.
- 3) Tick the box to the left of the RED BELL, which will select all times for that particular employee. (You can also click each box individually, if you prefer to do it more manually).



- 4) Click the EXCEPTIONS button and use the radio button that applies to the process you want to do, then click APPLY. **NOTE:** If you tick the top most box to the left of the M✓, it will select ALL time for the selected period for ALL employees. The EXCEPTIONS box will have more options in it, so use caution when selecting your approvals.

You can also change your options and filters from the group hours screen, by clicking the **OPTIONS** button or the various **FILTER** buttons.

USING THE TIMECLOCK PLUS MOBILE APP

Some hourly employees work off-site or at non-park district facilities, where there are no time clocks or web clocks (e.g. South School, Lakefront Tennis Courts), and using one of the workstations at a GPD facility is inconvenient or impractical. For these instances, the employee can clock in using their employee ID number and the TCP mobile app or accessing the WebClock on the browser on their mobile device (the web address for the Web Clock can be found in the section titled *Time Entry Rules for All Employees*). Below are steps to install and set-up the TCP App.

- 1) Search, download, and install the app by searching "TimeClock Plus" in Google Play or Apple App Store. After installing, you will need to configure the app for the first time.
 - a. You will receive the following message the first time the app is opened: "This app requires a connection to an external server in order to function. You will need to know the server connection settings to use this app." Click NEXT.
 - b. You will be prompted to choose the scheme. Choose HTTPS. Click NEXT.
 - c. Enter in the address for the Host and the Port. When finished entering, click NEXT.
HOST: 263823.tcplusondemand.com
PORT: 443
 - d. After the server information has been in-put successfully, you will receive a message that states a compatible version has been installed. You will be prompted to re-launch the application: select OK.
 - e. In the **NAMESPACE** box, enter **263823**.
 - f. Select **GLENCOE PARK DISTRICT** as your **COMPANY**.
 - g. Select **PERSONAL** when prompted for the MobileClock version you will be using.
 - h. Enter the employee ID# and select **LOG ON**. You have now successfully configured MobileClock.
- 2) To clock in or out, or switch job codes, open the app, and press **CLOCK IN/OUT/CHANGE JOB CODE**. Follow any prompts on the screen.

TIME-TRACKING FOR EXEMPT/SALARY EMPLOYEES

According to the IDOL's amended Wage and Pay Collection Act, all exempt employees are required to maintain accurate recordkeeping of hours worked, regardless of classification.

Regardless of an employee's status as either an Exempt administrative, executive, or professional, every employer shall make and maintain, for a period of not less than 3 years, the following true and accurate records for each employee: the name and address, the hours worked each day in each work week, the rate of pay, copies of all notices provided to the employee as required by subsection (d), the amount paid each pay period, and all deductions made from wages or final compensation.

- 1) All Exempt/Salary employees must maintain a log of true and accurate hours worked.

- a. This will be tracked via TimeClock Plus using the same time entry steps as when managing Non-Exempt/Hourly employee hours. Update hours worked per day accurately based on actual time worked and update time off accurately based on days off taken. Steps on how to enter this information can be found beginning on page 6 under "Modifying Your TCP Recurring Schedule."
 - i. Hours entry should be updated on a daily basis
 - ii. For calculation "hours worked," round to the nearest 15 minutes
 - b. Exempt/Salary employees may submit a paper timesheet, with supervisor permission.
- 2) What is counted as actual hours worked?
- a. **Working at your work location**
 - b. **Working from home – If approved by the supervisor**
 - c. **Special Event** – If working a special event outside of normal business hours
 - d. **Off-site trainings** – If a training is attended during or outside of regular work hours or attendance is required.
- 3) What is NOT counted as actual hours worked?
- a. **Lunch, meal period, break in the day** – Time taken for personal matters or a personal lunch/meal period is not hours worked. If the lunch or meal period includes work or is a work-related meeting, it is hours worked.

COMPENSABLE TIME WORKED FOR NON-EXEMPT/HOURLY EMPLOYEES

Non-Exempt/Hourly employees are paid on an hourly basis or are paid for any amount of time worked. In some circumstances, it's hard to determine what time is compensable (paid) and what time is not compensable (unpaid).

Compensable time or paid work time is defined as any time the employer permits or allows an employee to perform the activity of work. This includes all time worked while at the office, work performed at home or off-site, and even work that is performed before the regular workday begins or after the regular workday ends.

Below are common areas where Non-Exempt/Hourly employees often have questions:

- 1) On-Call Time – An employee who is required to remain on call on the employer's premises is working while "on call" and should be paid. An employee who is required to remain on-call at home, or who is allowed to leave a message where they can be reached is not working (in most cases) while on-call and does not need to be paid unless called-in to work.
- 2) Rest or Meal Periods – Rest periods of short duration, typically 20 minutes or less, are usually paid. These short break/rest periods should be counted as time worked. Unauthorized extensions of a work break beyond 20 minutes (employee took an unexcused or longer break than approved or was late returning to work) may be unpaid and not counted as hours worked. Meal periods, typically 30 minutes or more, are usually unpaid. The employee must be completely relieved from duty for the purpose of eating regular meals. The employee is not relieved if they are required to perform any duties while eating.

- 3) Training and Lecture Attendance – Attendance at lectures, conferences or training programs and similar activities can be unpaid and not counted as hours worked if four criteria are met:
 - a. It is outside normal hours
 - b. It is voluntary
 - c. It is not directly job-related
 - d. No other work is concurrently performed
- 4) Home to Work Travel – An employee who travels from home before the regular workday and returns to their home at the end of the workday is engaged in ordinary home to work travel, which is not work time (unpaid).
- 5) Volunteer Activities – Employers may offer “volunteering” opportunities. If the activity is mandatory, it must be paid and counted as time worked even if the activities are held on the weekend outside normal working hours. If, however, an employee volunteers to work at the employer’s special event or other function outside regular work hours and is not performing work regularly performed by the employee, it can be considered “volunteering” and can be unpaid. If the volunteering occurs during regular working hours, it is considered compensable time and should be paid.

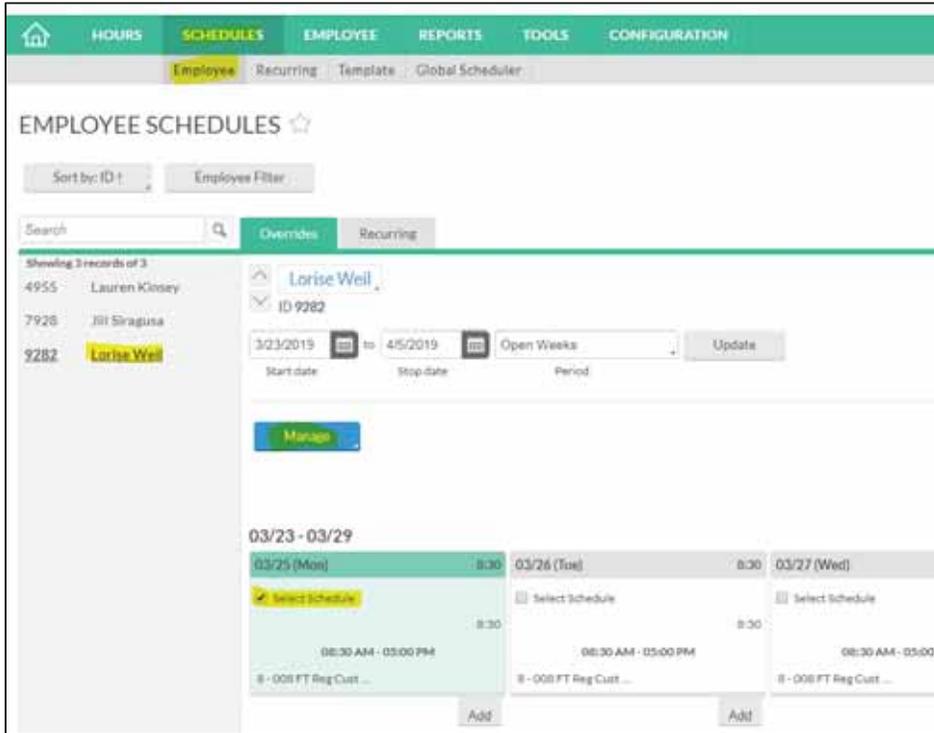
MODIFYING YOUR TCP RECURRING SCHEDULE

A recurring schedule has been applied to all Exempt/Salary employees, for Monday through Friday, 8:30 am – 5:00 pm. Occasionally employees work beyond these “standard” hours and it is important to accurately record time actually worked. Below are the steps to edit your own schedule.

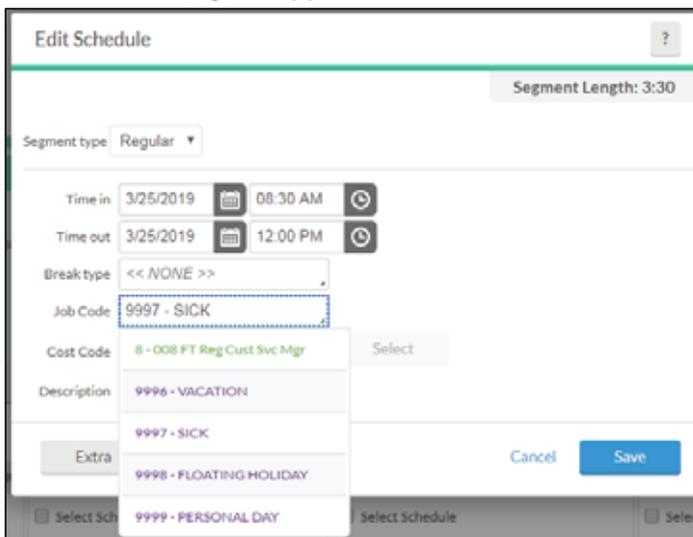
*EXAMPLE: Lorise is logging a ½ sick day for the **morning** of Monday, March 25, 2019. You will follow the same steps when logging vacation, personal days, or floating holidays.*

- 1) Login to TCP
- 2) Click SCHEDULES > EMPLOYEE > Your Name

3) [Tick the box on the day you want to modify and click MANAGE button.](#)



4) [Change the time in/out to reflect when the sick time was used; then click the JOB CODE drop down menu to choose the TYPE of benefit time that was used. Use the DESCRIPTION box to note a reason \(e.g. Dr Appt, Dentist, Sick, etc.\).](#)



5) [Click SAVE.](#)

6) [To account for the hours you worked in the afternoon, click ADD.](#)

03/23 - 03/29

03/25 (Mon) 3:30

Overridden

Select Schedule

3:30

08:30 AM - 12:00 PM

9997 - SICK

Leave

Dr Appt

Add

7) [Add the appropriate afternoon hours worked. No other changes need to be made so click](#)

Add Schedule ?

Segment Length: 5:00

Segment type: Regular

Time in: 3/25/2019 12:00 PM

Time out: 3/25/2019 05:00 PM

Break type: << NONE >>

Job Code: B - 008 FT Reg Cust Svc Mg

Cost Code: << NONE >> Select

Description:

Days: 1

Extra Cancel Save

[SAVE.](#)

8) [Your modified schedule now looks like this:](#)

03/23 - 03/29	03/26 (Tue)	03/27 (Wed)
03/25 (Mon) 8:30 Overridden <input type="checkbox"/> Select Schedule 08:30 AM - 12:00 PM 9997 - SICK Leave Dr Appt <input type="checkbox"/> Select Schedule 12:00 PM - 05:00 PM 8 - 008 FT Reg Cust... Add	<input type="checkbox"/> Select Schedule 8:30 08:30 AM - 05:00 PM 8 - 008 FT Reg Cust... Add	<input type="checkbox"/> Select Schedule 8:30 08:30 AM - 05:00 PM 8 - 008 FT Reg Cust... Add

9) [If you made any mistakes when altering these schedules, you must begin again. Tick the SELECT SCHEDULE box, then click the MANAGE button and scroll to REVERT TO](#)



[RECURRING SCHEDULE.](#) Begin again from step 3.

10) [If you want to alter your time without adding any paid time off \(e.g., you came in early on Fall registration morning or stayed lated because of a board meeting\), tick the box on the day you want to modify and click MANAGE button.](#)

11) [Change the clock in/clock out time\(s\) to reflect what time you actually started/ended work.](#)

12) [Add a description and click SAVE.](#)

REQUESTING & MODIFYING REQUESTED TIME OFF THROUGH TCP (HOURLY & SALARY)

[All employees, whether hourly or salaried, should continue to complete time off request forms and submit to their supervisor for approval. The steps below can be used in lieu of the manager/department head manually entering their employee's time into TCP. This feature displays time off in a calendar format, making it easier to manage employee time off requests and schedule coverage.](#)

1) [Using the WEBCLOCK or physical time clock, enter your employee # and choose LOG INTO DASHBOARD.](#)

2) [Click REQUESTS.](#)

- 3) RIGHT click on the day you want to change and click ADD, if adding. Click EDIT or DELETE if making a change to PENDING time off you requested.
- 4) Make the applicable change and click OK.

APPROVING/DENYING/ADDING/MODIFYING EMPLOYEE TIME OFF REQUESTS

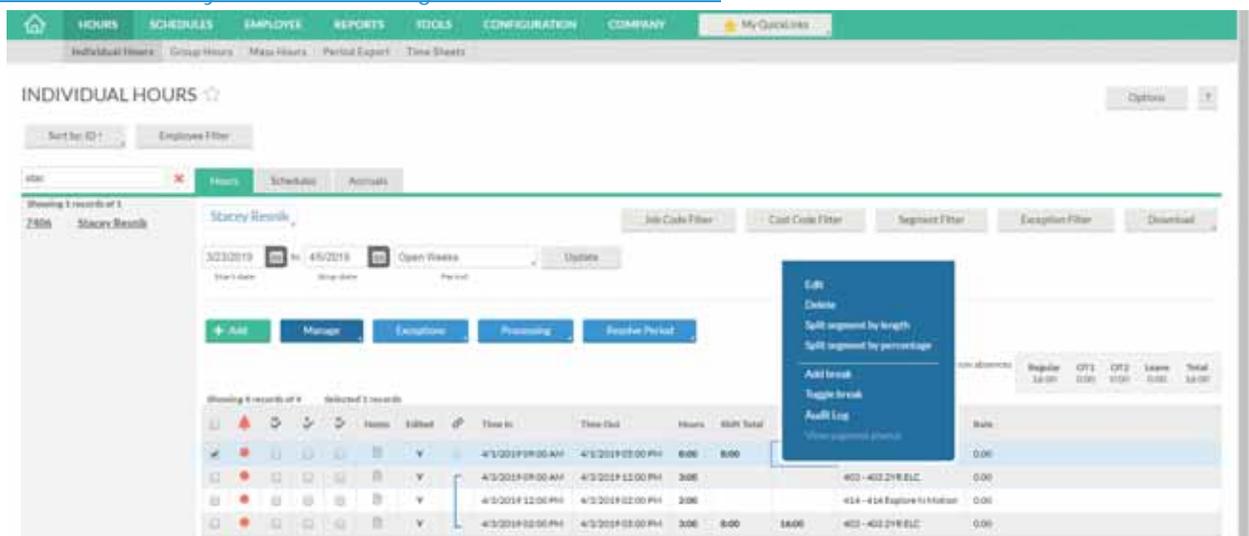
- 1) On your TCP Dashboard, click the TOOLS tab, then click REQUEST MANAGER.
- 2) Right click each day and choose APPROVE REQUEST LEVEL 1.
 - a. To DENY, choose DENY instead.
 - b. To MODIFY, choose DETAIL, then click the EDIT button. Make changes as needed and click OK.
 - c. To ADD a day for the employee, choose ADD.

SHORT CUT: You can approve/deny time off requests from your dashboard. Scroll down slightly to PENDING TIME OFF REQUESTS and click the ✓ or the X, based on whether you're approving or denying, respectively.

SPLITTING HOURS OVER MULTIPLE DEPARTMENTS

This process is done after the employee has already clocked in AND out for the day. It is implemented when an employee works multiple jobs throughout the day without having access to log out of one job code and into another.

- 1) Click the HOURS tab, then click INDIVIDUAL HOURS.
- 2) Search for the employee whose hours you want to edit, and click on them.
- 3) Locate the shift you want to change and RIGHT click on it.



- 4) Choose SPLIT SEGMENT BY LENGTH.
- 5) Click SPLIT, then choose the length of the split, edit the times (if necessary), choose which shift will have a break applied (if applicable), then choose the job code work during each

[split](#). See below for an example of a three-job split.

Split Segment ?

Split	Delete	Length	Time	Break	Job Code	Rate
		03:00	In 09:00 AM Out 12:00 PM	Type Break Length 0	401 - 401 3YR ELC Cost Code << NONE >>	0.00 Note
		03:00	In 12:00 PM Out 03:00 PM	Type << NONE >> Length N/A	414 - 414 Explore N Motion Cost Code << NONE >>	0.00 Note
		02:00	In 03:00 PM Out 05:00 PM	Type << NONE >> Length N/A	402 - 402 4YR ELC Cost Code << NONE >>	0.00 Note

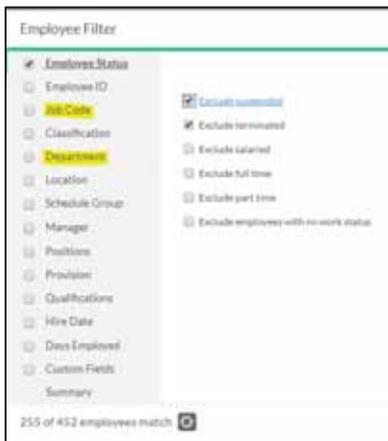
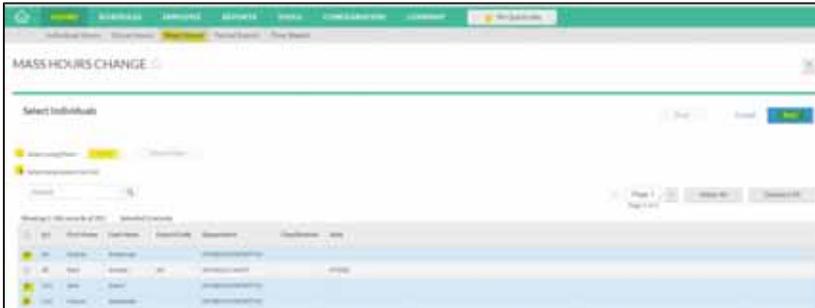
Cancel Save

6) [When finished, click SAVE.](#)

ADDING BULK HOURS FOR A GROUP OF EMPLOYEES

Note: You can change your group hours default week/hour views by clicking HOURS > GROUP HOURS > OPTIONS button.

- 1) Click HOURS > MASS HOURS and either select individual employees or change the toggle to SELECT USING FILTERS and choose your filter (department or job code would be the most commonly used filters). When finished choosing employees, click NEXT.



- 2) Choose which bulk operation you want to do, then click NEXT. NOTE: Processing allows you to add a missed break, and may only be used infrequently.



3) [Enter the days/hours and other pertinent information, then click NEXT.](#)



4) [The summary screen will display the bulk changes you are attempting to make, as a final approval. Click PREVIEW so that you can see any exceptions/mistakes before making the bulk change and having to correct it.](#)



5) [If everything looks good, click PROCESS. The bulk changes you made have now been applied to all the employees you chose.](#)

EMPLOYEE PAPERWORK SUBMISSION (NEW HIRE/REHIRE/JOB CODE UPDATES)

- 1) [All employee paperwork \(which impacts payroll and time entry\) must be accurately completed and submitted to Business Department for processing PRIOR to the first day of employment. This also includes paid training days.](#)
 - a. [Refer to the Hiring Checklists, for full-time or part-time employees, to view necessary paperwork for new hires, rehires, or terminations.](#)
- 2) [Employee paperwork **must be received by the Business Department by 5:00 pm on the Wednesday of the week preceding Payroll Monday in order for employees to be paid.**](#)

PAYROLL APPROVAL STEPS AND TIMING FOR MANAGERS AND DEPARTMENT HEADS

- 1) [Final approval of biweekly pay data for all employees must be completed every Payroll Monday which immediately follows the Friday close of a pay period. Payroll Monday is every other Monday. Payroll Monday is provided for Managers to review and finalize time entry data for their staff prior to approving time entry for payroll processing. **Payroll should be managed on a daily basis and Payroll Monday used for final review.**](#)
- 2) [The deadline to review and approve all time and attendance data is no later than 2 pm on Payroll Monday. Ensure review and approval of all pay data at the Manager-level is completed early in the day, so each Department Head may complete their review by 2 pm.](#)

- a. On holiday weeks, when the District is closed on a Payroll Monday, time and attendance approval must be completed no later than 10 am on Tuesday.
- 3) Each pay period is closed by the Accounting Manager or Director of Finance on Monday afternoon at 3 pm of each Payroll Monday for editing. No additional changes can be made following the close of a pay period. Data is final for payroll processing.
- 4) Payroll is processed by the Business Department.
- 5) Paychecks are distributed on Friday following Payroll Monday.

PAYCHECKS & PAYSTUBS

- 1) For secure and convenient delivery, direct deposit is **offered and encouraged** for all employees.
 - a. Direct deposit stubs will be distributed on Friday following Payroll Monday.
- 2) Paychecks are sorted and bundled by department. They are given to Managers by 9 am on Friday following Payroll Monday, for distribution/pick-up from the appropriate Manager.
 - a. If the employee is not working on Friday pay day or is not available to pick-up their check/paystub from their supervisor on that day, they will be kept in a secure location by the Manager until it is picked up by the employee, or will be mailed by the end of the day on Friday if other arrangements have not been made.
- 3) Employees should be encouraged to pick-up their checks and paystubs. If they cannot pick-up their paychecks in a timely manner, direct deposit is encouraged.
 - a. Final paychecks/paystubs for any terminated employee (or seasonal layoffs) will be mailed to the employee's home address on file.
 - b. Employees with lost paychecks must pay a \$25 reissue fee.

SPECIAL DIRECTION FOR TIME ENTRY REVIEW BY MANAGERS AND DEPARTMENT HEADS ON PAYROLL MONDAY

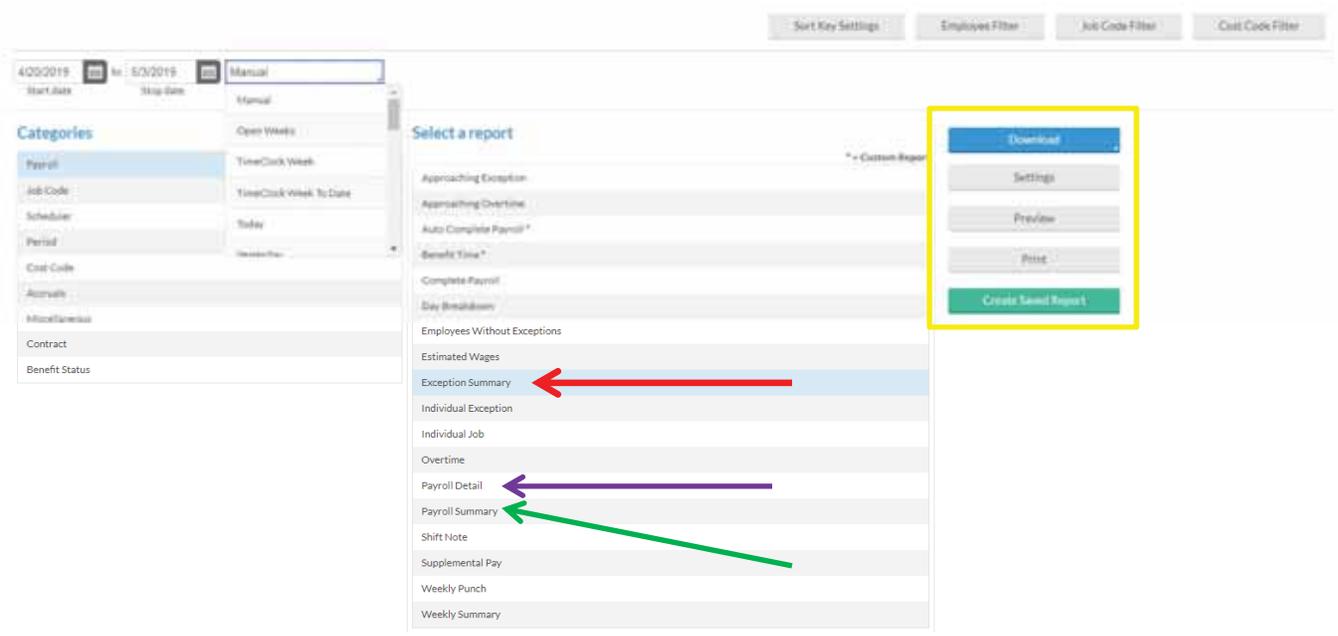
- 1) Do NOT approve time entry within TimeClock Plus until you have thoroughly reviewed all pay submissions.
 - a. The **Manager Approval** button must be checked/approved by all Program and Facility Managers for all time entry rows in TimeClock Plus in order to close the pay period.
 - b. The **Other Approval** button must be checked/approved **by all Department Heads** to close the pay period.
- 2) Timing Issues with Data Updates to TimeClock Plus may occur.
 - a. When employee paperwork is sent to the Business Office, it is reviewed and entered manually into the Payroll System, currently Incode. The employee data is then systematically moved to TimeClock Plus via a system update/auto-export. Data view-ability in TimeClock Plus may be delayed due to paperwork processing and system update timing.

- i. **Employee Data Not Appearing:** If the employee is a new hire and paperwork has been submitted to the Business Office, a data should be uploaded into TimeClock Plus within 2 working days of being received.
 - ii. **Employee Not Appearing as Active:** Inactive employees can be viewed in TimeClock Plus, but cannot be paid for hours worked. If rehire paperwork has been submitted to the Business Office, data should be updated to "Active" in TimeClock Plus within 2 working days of being received.
- 3) **30-Minute Meal Periods**
 - a. TimeClock Plus will automatically deduct 30 minutes after 7.5 hours of consecutive work. If an employee works equal to or greater than 7.5 hours in one day and misses a meal period, you must manually remove the 30-minute deduction.
- 4) **Double Pay**
 - a. TimeClock Plus will not allow employees to be "double paid" for overlapping hours worked. An exception error will occur, called a conflicting segment, and must be corrected before payroll can be closed.
- 5) **Rounding**
 - a. Time entry data may be rounded incorrectly upon timecard swiping. Data must be submitted in 15-minute increments for payroll processing. Manual adjustment may be necessary.
 - i. This issue may occur when an employee works multiple shifts immediately following one another. They will swipe in, then swipe out after a shift, then immediately swipe in to change their job code. Their action is correct, but the system may not recognize this as valid.
- 6) **Verify accuracy of job codes. It is the supervisor's responsibility to view and correct job codes for all employees in their department.**

NOTE: Prior to approval, run THREE departmental reports in TimeClock Plus to verify your staff's time entry.

VERIFYING TIME ENTRY WITH REPORTS

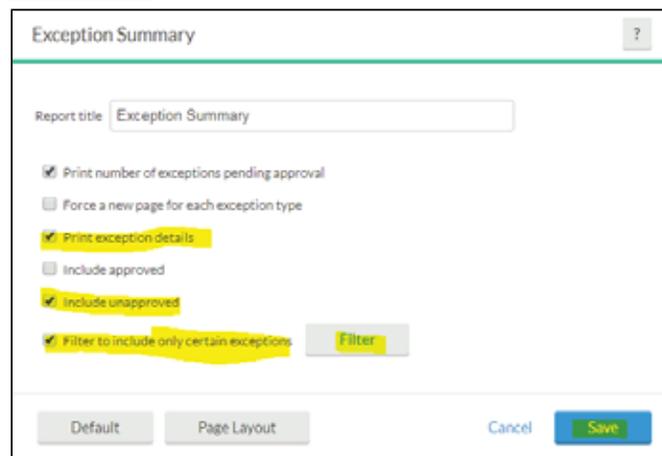
Within TimeClock Plus, click Reports → Period Reports. Select "Payroll" from the Categories list. Select a report to run and change the dates to correspond to the correct bi-weekly pay period.



1) Exception Summary

a. Reports → Period Reports → Payroll → EXCEPTION SUMMARY → PREVIEW or DOWNLOAD button

i. The first time running this report, click the SETTINGS button and make sure you are only displaying only the necessary exceptions. The FILTER button has additional exceptions that can be included in the report. Click SAVE when done.



b. Review this report for errors. No need to print.

i. This report will capture any time entry, for a specified pay period, which is unapproved or falls into an error category that requires clean-up or verification (i.e., unapproved time entry, conflicting shifts, overtime, missed punches).

c. Clean-up the errors as needed. All time entry rows MUST be approved by a Manager or Department Head before moving forward with payroll processing.

2) Payroll Detail

- a. Reports → Period Reports → Payroll → Payroll Detail → PREVIEW or DOWNLOAD button
- b. Review this report. **No need to print.** Review after all time entry is complete.
 - i. This report shows detail for segments worked by employee, including totals, job code and break lengths.
- c. Data corrections can be made within TimeClock Plus as required prior to approval.
- d. **Once data is accurate, notify your Manager or Department Head to confirm payroll for your department is complete.**

3) Payroll Summary

This report shows the total regular and overtime hours worked for each employee, in a summary format. Managers should review this report each pay period following completion of payroll approvals within their department.

- a. Reports → Period Reports → Payroll → Payroll Summary
- b. Use filters as necessary to display your own department.
- c. Click DOWNLOAD button to download a copy of the report.
 - i. Use PREVIEW button to preview report before downloading, in case there are changes that need to be made.
- d. Once you have received notification that payroll has been completed, **print, sign, and date this report and turn it into the Business Department.**



GLENCOE PARK DISTRICT
PAYROLL PROCESSING MANUAL

Created: Business Department
March 2019

GLENCOE PARK DISTRICT PAYROLL PROCESSING MANUAL

Payroll is processed on a biweekly basis by the Business Department in coordination with the payroll calendar schedule. This procedural manual is to be used primarily by the Business Department staff, but provides Managers and Department Heads with insight as to what procedures go into the TCP system.

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SYSTEMS USED

Incode: Payroll System that contains all employee payroll data and is used to process payroll.

TimeClock Plus (TCP): System is for time & attendance collection and management and is used by all active employees to load accurate time entry data for time worked. Managers and Department Heads have User accounts for TCP to properly manage staff time worked.

RESPONSIBLE PARTIES

<i>Task</i>	<i>Primary</i>	<i>Back-up</i>
<u>Auto-Import of Employees & Job Codes</u>	<u>Liz Stowick</u>	<u>Carol Mensinger</u>
<u>Payroll Preparation</u>	<u>Liz Stowick</u>	<u>Carol Mensinger</u>
<u>Locking Pay Weeks in TCP</u>	<u>Liz Stowick</u>	<u>Carol Mensinger</u>
<u>Pulling the Payroll File in TCP</u>	<u>Liz Stowick</u>	<u>Carol Mensinger</u>
<u>Processing Payroll in Incode</u>	<u>Liz Stowick</u>	<u>Carol Mensinger</u>
<u>Direct Deposit Bank File Submission</u>	<u>Carol Mensinger</u>	<u>Liz Stowick</u>

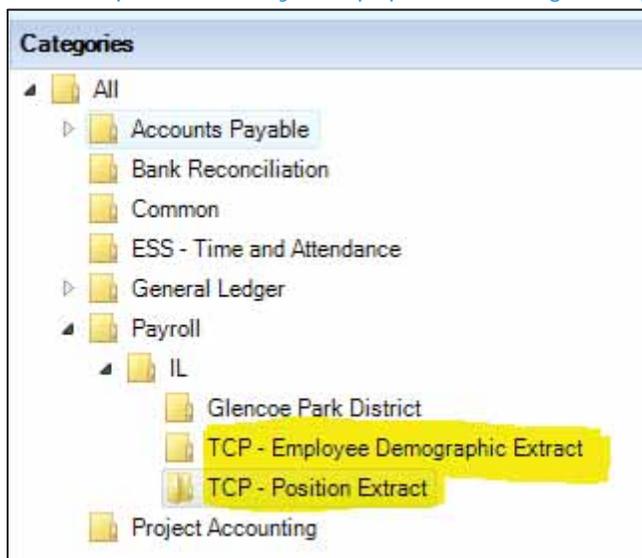
AUTO-IMPORT OF EMPLOYEE INFO & EMPLOYEE JOB CODES FROM INCODE TO TCP

Each time new employees are input into Incode or jobs are added to an employee, the exports from Incode to TCP must be run. In the busy summer months, this could be 1-2 times per day.

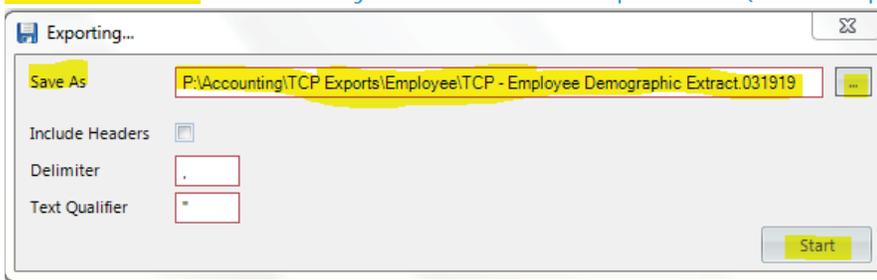
The purpose of the steps outlined below is to create the files of data that will be exported into TCP. In layman's terms, the steps under "Scheduling the Export" put the files into a "dropbox" for the "mailman" to pick up and "give" to TCP. This "mailman" process is automatically set to run every 2 hours. This needs to be done so that we are not double-entering employees and job codes into Incode and TCP.

Employee Information – Creating The Export

- 1) Under REPORTS, choose All > Payroll > IL > TCP – Employee Demographic Extract and click on the report summary that populates to begin the process.



- 2) When box pops up, make no changes and click RUN REPORT button.
- 3) The Export box will pop up and ask you where to save, click the button with three dots and save in P:\Accounting\TCP Exports\Employee\TCP – Employee Demographic Extract.XXXXXX, where today's date is entered in place of X (see example below).



4)

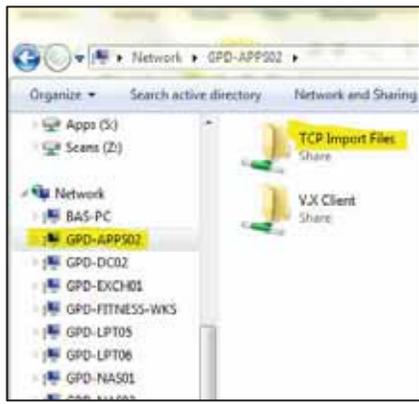
Employee Job Codes – Creating The Export

- 1) Starting at step 1 from above, follow the same steps but choose **TCP – POSITION EXTRACT** folder **instead of** the TCP - Employee Demographic Extract.
- 2) Save in **P:\Accounting\TCP Exports\Employee Job Code\TCP – Position Extract.XXXXXX**, where today's date is entered in place of X (same format as example above).

Scheduling the Exports

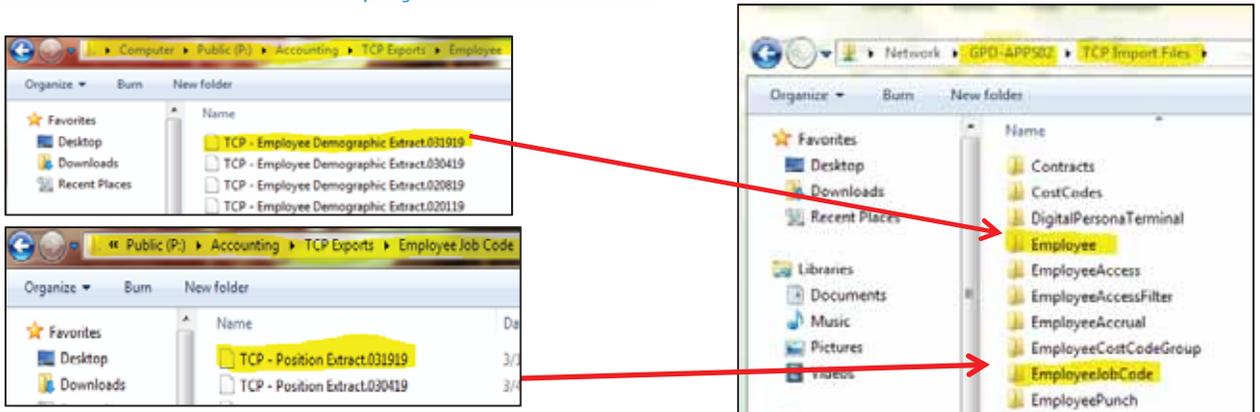
With this process outlined below, the files auto-import into TCP from this network location every 2 hours.

- 1) Open Windows Explorer > Click NETWORK (allow some time for it to load) > Double click GPD – APPS02, then double-click the folder TCP Import Files.



- 2) Open another window of Windows Explorer and navigate back to P:\Accounting\TCP Exports.

- 3) One at a time, drag files that were exported in steps 1-4 into their respective folders
Employee Demographic Extract → Employees folder
Position Extract → Employee Job Codes folder



4) [The reports are now scheduled to auto-import every 4 hours.](#)

PAYROLL PROCESS SCHEDULE

Payroll is processed on a biweekly basis. [View the annual Payroll Calendar for key dates \(pay period begin date, pay period end date, pay period close date, pay date\).](#) General processing schedule is shown below.

Sample Payroll Calendar:

 2019 Payroll Dates				
Note: Pay period for hourly employees is the last two week period <u>prior to</u> the Friday pay date.				
TIME PERIOD		TIME INFO DEADLINE (FRI)	MGR APPROVAL MONDAY	PAYCHECK DATE ISSUED (FRIDAY)
From	To			
12/15	12/28	December 29, 2018	December 31, 2018	January 4, 2019
12/29	1/11	January 12, 2019	January 14, 2019	January 18, 2019
1/12	1/25	January 26, 2019	January 28, 2019	February 1, 2019
1/26	2/8	February 9, 2019	February 11, 2019	February 15, 2019
2/9	2/22	February 23, 2019	February 25, 2019	March 1, 2019

- **Monday:**

- [All Managers and Department Heads finalize review \(including all approvals and clearing of exceptions\) of time entries for all staff time entry data. Deadline for all time entries review is 2pm \(10am on Tuesday for holiday weeks when offices are closed on Monday\).](#)
- [The Business Department reviews time entry data. NOTE: Managers and Department Heads are responsible for reviewing accuracy of time worked at each job code \(position\).](#)
- [Payroll weeks are closed in TCP for editing on Monday by end of day \(5 pm\).](#)

- **Tuesday:**

- [Payroll Files containing time and attendance data are exported from TCP and are reviewed by the Business Department. This can also be completed on Monday, if time allows.](#)

- o Accounting processes for the payroll are completed within the Incode payroll system.
- o Director of Finance submits the finalized Direct Deposit ACH file to the bank.

- **Friday:**

- o Checks and Direct Deposit notifications are ready by Friday pay day for distribution

PAYROLL PREPARATION WORK

Time and attendance preparation work is done within TCP, approved by Managers and Department Heads, and then payroll is processed by the Business Department in Incode. The Accounting Manager and Director of Finance should remain available to answer Managers' questions on Payroll Monday.

1) Managing Payroll Adjustments

- a. Non-systematic pay adjustments may be necessary. An internal system is maintained by the Director of Finance on a continuous basis to track any manual adjustments needed per pay period. These adjustments are processed manually outside of TCP data entry. This may include.
 - i. Program discounts for employees that are taxed
 - ii. Bonuses
 - iii. Retro pay owed
 - iv. Vacation or Sick time pay out at or after termination
 - v. Value of Life Insurance
 - vi. PDRMA Loss Control Awards / PDRMA PATH awards
 - vii. Any "out-of-the-ordinary" items to be verified
- b. All necessary data is included (employee #, name, pay code, position name, total amount, G/L, reason)

2) Payment of Benefit Time

- a. Review Time off Taken
 - i. Managers should keep the **pink copies** of all time off request forms (vacation, sick, personal days, floating holidays). Review the time off requests for the current pay period to ensure time off taken is documented accurately within the time entries in TCP. Reach out to the employee with questions as needed.

- 3) All time entries must be approved by 2pm on Payroll Monday at the latest. Following this, no more time entries updates should be made by any employee. The Business Department will begin mass quality checks of all time and attendance data from each department.

4) At 2 pm on Monday, the Accounting Manager runs and reviews the "Exception Summary" Report in TCP.

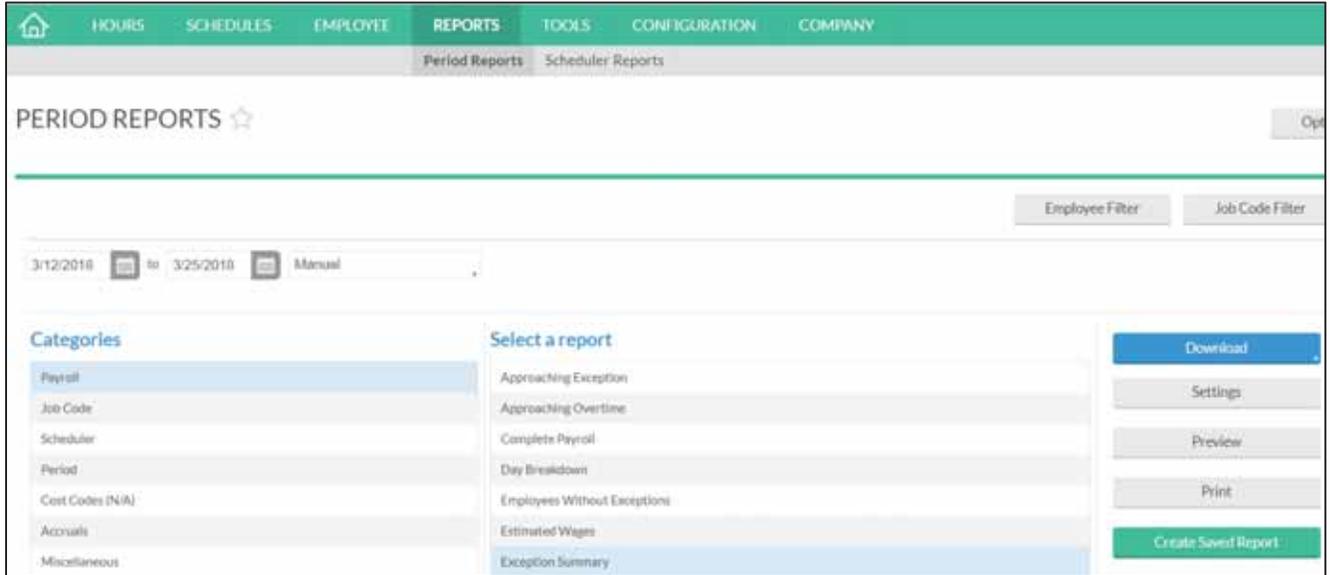
a. Within TCP, go to Reports → Period Reports

i. Set the date ranges to pull for the current bi-weekly pay period only

1. Categories = Payroll

2. Select a report = Exception Summary

3. Click Download and view as PDF or Print



b. Report looks like this:

Exception Summary									
For the period of 3/12/2018 to 3/25/2018									
Manager Approval Exceptions: 27 total, 27 pending approval									
Number	Name	Approved By	Detail	Date In	Time In	Date Out	Time Out	Job Code	
19	Michael Wenzel		Manager Approval	3/12	09:00 AM	3/12	05:00 PM	2012	
19	Michael Wenzel		Manager Approval	3/13	09:00 AM	3/13	05:00 PM	2012	
19	Michael Wenzel		Manager Approval	3/14	09:00 AM	3/14	05:00 PM	2012	
19	Michael Wenzel		Manager Approval	3/15	09:00 AM	3/15	05:00 PM	2012	

c. The report will capture time any time entry, for a specified pay period that is unapproved or falls into an error category that requires clean-up or verification. (i.e. manager unapproved time, conflicting shifts, long shift, missed breaks, overtime not approved).

d. Clean-up of all of these errors is needed by contacting the respective Manager or Department Head. All time entries MUST be approved by a manager and Department Head before moving forward with payroll processing.

e. [Once clean-up is complete, the exceptions report MUST be blank or have comments included to explain exceptions, in order to move forward.](#)

5) [The Accounting Manager runs and reviews the "Payroll Detail" Report](#)

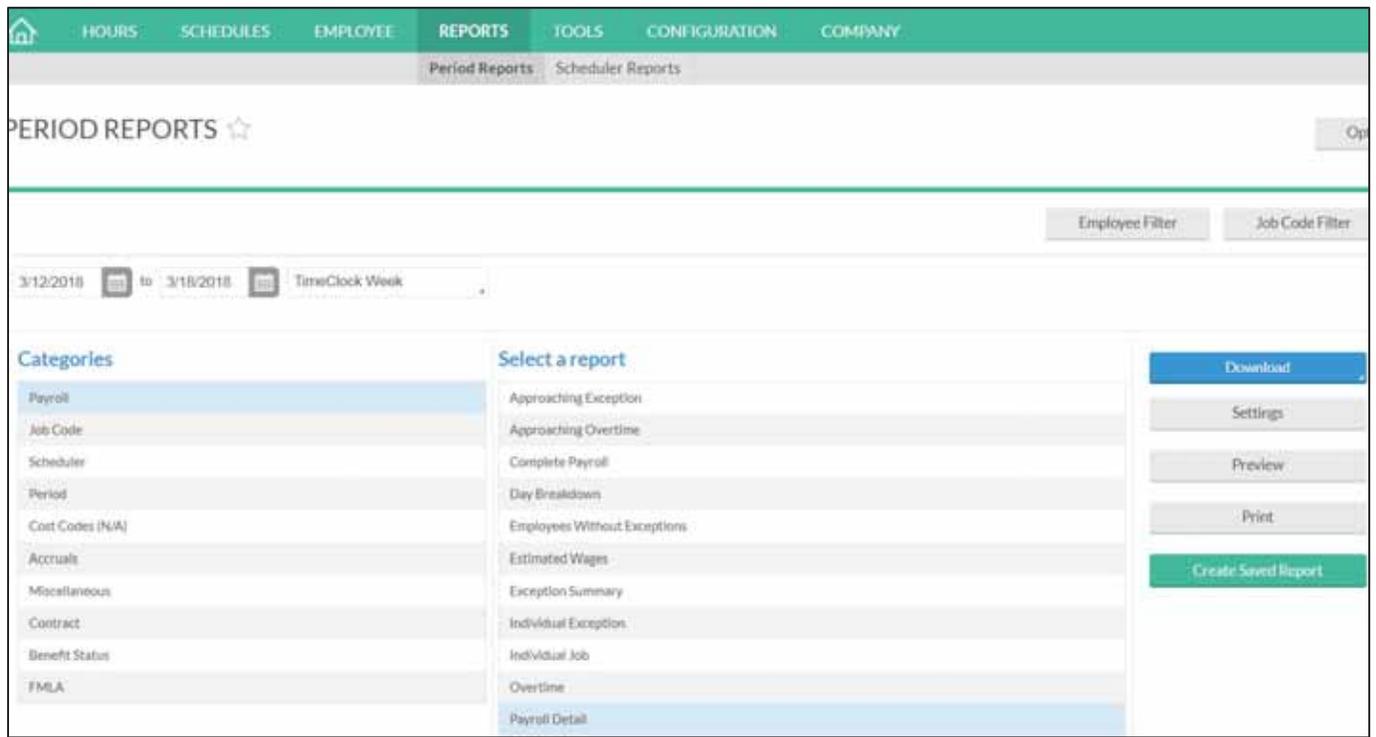
a. [Within TCP, go to Reports → Period Reports](#)

i. [Set the date ranges to pull for the current pay period only](#)

1. [Categories = Payroll](#)

2. [Select a report = Payroll Detail](#)

3. [Click Download and view as PDF or Print](#)



b. [Report looks like this:](#)

Payroll Detail
For the period of 3/12/2018 to 3/25/2018

Week	Day	Date In	Time In	Date Out	Time Out	Job Code	Break	Rate	Hours	Reg	Ovt1	Ovt2	Day Total	Flags
Eileen Loftus		Number: 5		Code: 000000005		Location: FTSIMRF		Employee _____						
								Manager _____						
1	[Mon	3/12	09:00 AM	3/12	01:00 PM	4000		Unpd	u4:00	---	---	---		
	[Mon	3/12	01:00 PM	3/12	05:00 PM	9006		0.00	4:00	4:00	0:00	0:00	4:00	
	[Tue	3/13	09:30 AM	3/13	09:30 PM	4000	30u	Unpd	u11:30	---	---	---	0:00	
	[Wed	3/14	09:00 AM	3/14	06:00 PM	4000	30u	Unpd	u8:30	---	---	---	0:00	
	[Thu	3/15	08:30 AM	3/15	05:00 PM	4000	30u	Unpd	u8:00	---	---	---	0:00	
	[Fri	3/16	08:30 AM	3/16	05:00 PM	4000	30u	Unpd	u8:00	---	---	---	0:00	
									4:00	4:00	0:00	0:00	4:00	
2	[Mon	3/19	08:30 AM	3/19	07:00 PM	4000	30u	Unpd	u10:00	---	---	---	0:00	
	[Tue	3/20	08:30 AM	3/20	05:00 PM	4000	30u	Unpd	u8:00	---	---	---	0:00	
	[Wed	3/21	09:30 AM	3/21	10:30 AM	4000		Unpd	u1:00	---	---	---		
	[Wed	3/21	12:00 PM	3/21	04:00 PM	4000		Unpd	u4:00	---	---	---		

a. [The report will capture all time entry data for a specified pay period](#)

b. [Review all time entry and provide clean-up or follow-up with Managers as needed. Items to note:](#)

i. [Ensure 30-minute break is not deducted from a leave code. Leave Codes are 4-digits and begin with the number 9 for full-time and 10 for part-time.](#)

Full-Time Leave Codes: [9995 – Holiday](#)
[9996 – Vacation](#)
[9997 – Sick](#)
[9998 – Floating Holiday](#)
[9999 – Personal Day](#)

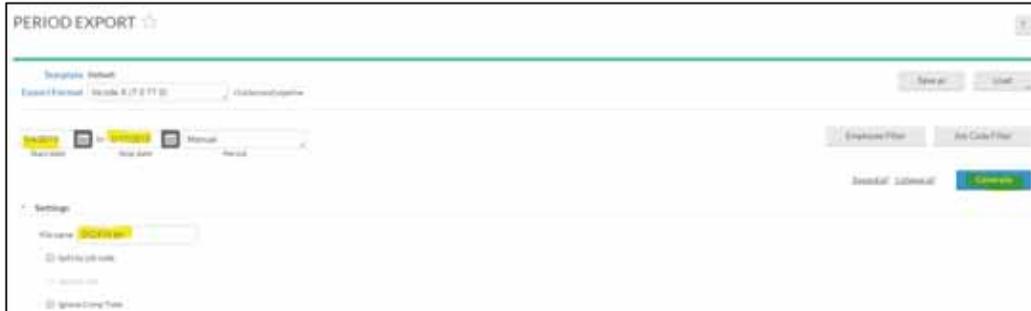
Part-Time Leave Codes: [10002 – Grade 2 Personal Day](#)
[10006 – Grade 6 Personal Day](#)

IMPORTING THE PAYROLL FILE INTO TIMECLOCK PLUS

[Begin this step when all TCP data is reviewed, pay weeks are closed, and data is ready for export into Incode for payroll processing. The payroll text files containing payroll data will be exported from TCP and placed in a location in P:\Accounting\Time Data\XXXXXX.txt to be imported into Incode during payroll processing.](#)

1) [Go to Hours > Period Export](#)

- a. [Update the date range to be the 2 week payroll period](#)
- b. [Change File Name to <pay date>.txt. For example, 052419.txt would be the file name for the payroll to be paid on 5/24/19](#)
- c. [Click GENERATE.](#)
 - i. [This generates the report that needs to be imported into Incode. **Note:** in the DEFAULT file, only HOURLY employees will be included in the Export File](#)



- 2) [When done generating, click DOWNLOAD](#)
- 3) [Open the document and save in P:/Accounting/Time Data TCP/XXXXXX.txt.](#)
- 4) [Review the payroll file. Payroll data should export accurately, based on the file specifications in TCP, but quality checks are necessary.](#)
 - a. [Review Payroll File](#)
 - i. [Confirm accuracy of file layout](#)
 - ii. [Quality Check Hours for 5 people in TCP compared to the file](#)
- 5) [Open and login to Tyler Incode](#)
- 6) [Under FAVORITES, click PROCESSING, then click ADD PACKET](#)
- 7) [Module: Payroll > Process: Payroll Process > Description: "Payroll <pay date>" and enter the Friday date that the checks are paid out. Click OK](#)
- 8) [Click START PAYROLL](#)
- 9) [PAY PERIOD START: Saturday of new payroll \(ex: Saturday, 7/30/16\)](#)
- 10) [PAY PERIOD END: Friday of last day for pay period \(ex: Friday, 8/12/16\)](#)
- 11) [PAYMENT DATE: Friday date that checks are distributed/ACH go through \(ex: 8/19/16\)](#)
- 12) [DIRECT DEPOSIT EFFECTIVE DATE: Same as PAYMENT DATE](#)
- 13) [EXPENSE POSTING DATE: Same as PAYMENT DATE and DIRECT DEPOSIT EFFECTIVE DATE](#)
- 14) [Click OPTIONS](#)
- 15) [Change ACH COMPANY ENTRY DESCRIPTION DATE to date you used in steps 7 & 8](#)
- 16) [SAVE AND CLOSE](#)
- 17) [LOAD BASE PAY. Click BIWEEKLY-SALARY → SAVE AND CLOSE \(may take 2-3 minutes\)](#)
- 18) [Skip LOAD DEDUCTIONS until later in payroll process.](#)

19) Click [SELECT TIME CLOCK IMPORT](#)



20) When the dialog box opens, choose TCP Import from under [Import Definition](#)



21) In the [Import File](#) box, use the magnifying glass to locate the file from step 2, and click [PROCESS FILE](#).

22) Click [SELECT ALL](#), then click [SAVE AND CLOSE](#)

[This process will pull all time & attendance data within TCP, for the specified date ranges, for all active employees and only hourly job codes. The screen should contain criteria as follows,](#)

- a. [Template = Default \(Hourly\)](#)
- b. [Export Format = Incode X](#)
- c. [Date Range = pay period start and end date](#)
- d. [Employee Filter = Excludes suspended and terminated employees only \(system default\)](#)
- e. [Settings: File Name to match Template name & Check Split by Job code](#)
- f. [Options = sort order = ID Number](#)
- g. [Automation = no changes or inclusions](#)

23) Click [IMPORT TCP HOUR FILE](#)

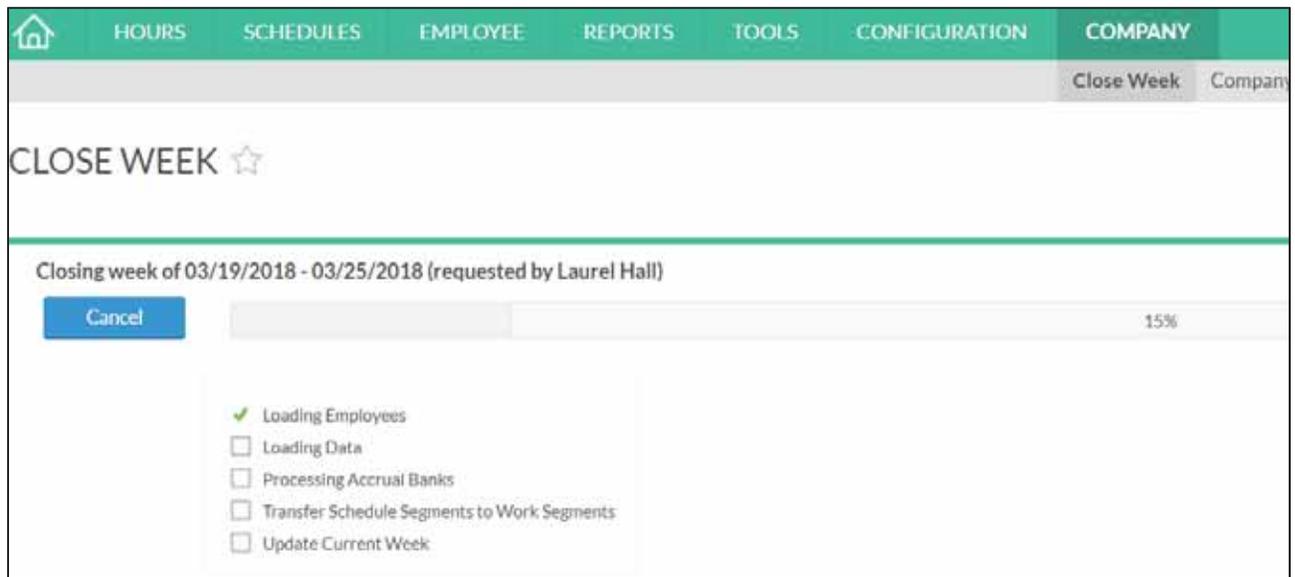
24) [LOAD DEDUCTIONS](#)

- a. [IMRF voluntary life insurance is ONLY done on the first paycheck of the month.](#)
- b. [IMRF Regular will be done on ALL paychecks.](#)

- c. Ex: Payroll 7/16 – 7/29 with 8/5 pay date: 1st pay of month 1st & 2nd pay of month Every pay. (Months with THREE pay periods will have only the “every pay” box toggled on, on the 3rd/last payroll)
- 25) SAVE AND CLOSE
- 26) Skip LOAD WAREHOUSE
- 27) PRE-CALC → RUN REPORT. *Note: people with additional deductions (AFLAC, mainly) will show up as errors (ex: CJ, Natalie). Review thoroughly before proceeding to next steps*
- 28) CALCULATE
- 29) Click SUMMARY REGISTER → Print
- 30) Print DETAIL REPORT
- a. Totals page comes at end of departments.
- 31) Give Summary Register and Detail Report to Director of Finance to review and approve.
- 32) BUILD DISTRIBUTION
- 33) CHECK DISTRIBUTION (doesn't really do anything) → PRINT
- 34) Give all print-outs to Finance Director to double check. When confirmed, LOCK PAYROLL, at which point no changes can be made
- 35) Print DISTRIBUTION REGISTER
- 36) Put **BLUE** Payroll checks into printer. Confirm starting check # and begin printing. Do not close the check display screen, in case there's an error and something needs reprinting
- 37) CREATE DIRECT DEPOSIT FILE
- a. Verify date is the Friday you're being paid.
- b. BEGIN PROCESSING (“EFT/ACH file was built” pops up, letting you know it was created)
- 38) Print CHECK REGISTER
- 39) UPDATE only after all previous processing steps are correct and complete
NOTE: This step automatically creates a new AP for payment of “Deduction Checks” (credit union, garnishment, ICMA) and ACH bank drafts for Federal and State Withholding.
- 40) Accounting Manager or Director of Finance will close the bi-weekly Payroll Weeks in TCP

CLOSING WEEKS IN TCP

- 41) Within TCP, go to Company → Close Week
- a. Close the two open weeks so no more changes can be made to the TC data for the pay period. **Once closed, no additional editing of payroll data for these weeks will be accepted.**



[b. A date confirmation will be shown when bi-weekly period is successfully closed.](#)

[DIRECT DEPOSIT BANK FILE SUBMISSION](#)

[This is completed by the Director of Finance.](#)

[VENDOR PROCESSING](#)

[Vendor checks are printed during Payroll Processing \(now called accounts payable checks\) by the Accounting Manager. The Accounting Manager will also print a "Deduction History Report" from Incode for the pay period date range. This will include deduction detail included within the vendor checks for the specified pay period.](#)

- [• Mail checks to applicable vendors along with invoice \(Aflac, ICMA, garnishments\). NCPERS check is given to the Director of Finance for eventual mailing.](#)