



**GLENCOE PARK DISTRICT
FINANCE COMMITTEE OF THE WHOLE MEETING
Tuesday, February 6, 2018 - 7:00pm
Takiff Center**

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 the Takiff Center, 999 Green Bay Rd, Glencoe, IL 60022

A G E N D A

- I. Call to Order
- II. Roll Call
- III. Matters from the Public
- IV. GYS and GJHP Stipend Requests
- V. Discussion of Parks Department Staffing Analysis
- VI. Operational Budget Review
 - A. Budget Summaries
 - B. Corporate Fund - Administration, G & A Department, Parks/Maintenance, Watts, Beach/Boathouse
 - C. Recreation Fund – Administration/Takiff Center, Recreation Programs, Children’s Circle
 - D. “Minor” Funds – Special Recreation, Pension/Retirement, Bond and Interest, Liability Insurance, Workers’ Compensation, Audit
- VII. Proposed Capital Projects
- VIII. Discussion of Proposed Special Events – FY2018/19
- IX. Discussion of Proposed Conferences/Training – FY2018/19
- X. Discussion of Proposed Annual Salary Merit Pool – FY2018/19
- XI. Other Business
- XII. Adjourn

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 E-mail address: lsheppard@glencoeParkDistrict.com

IV. GYS Stipend Request

Glencoe Park District

February 6, 2018

Finance Committee of Whole Meeting



Glencoe Youth Services

P.O. Box 316 • Glencoe, IL 60022
847-835-3121 • GlencoeYouthServices.org
Glencoe's Teen Center Since 1971

GYS Executive Director
Margaret Ann Paauw

BOARD OF DIRECTORS

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Members

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Am Shalom
Carmel Presbyterian Church
Glencoe Park District
New Trier Township
North Shore Community
Bank & Trust
North Shore United Methodist
Church
St. Elisabeth's Episcopal Church
Village of Glencoe

*GYS is a 501(c)(3)
tax-exempt organization.*

January 16th, 2018

Dear Park Board Members,

Enclosed is the 2016-2017 annual report for Glencoe Youth Services. We are requesting \$10,000 in funding for Glencoe Youth Services and \$2,000 for the Special Needs Adult Pals program (SNAP, formerly known as the Young Adult Program) from the Glencoe Park District for the 2018-2019 fiscal year.

In 2016-2017, GYS had 253 individual youth visit a total of 2,910 times. While we saw increase in the number of youth who engaged with our center, we had almost 1,000 visit increase from the last FY. These numbers are the direct result of our investment of the past few years in middle school programming, while refocusing the way we engage with high school youth. We are including a full day to day breakdown of our statistics for the Park Board to review.

We are also particularly proud of changes to our SNAP program this year, including making sure each week we provide a healthy meal to our SNAPPERS. This has also given the community a chance to give back to our program, by sponsoring one of our weekly dinners. We have also fostered a large pool of teen volunteers, who come to the program each week and have now become life-long advocates for all adults with disabilities.

In 2018-2019, we will continue to provide programs that will attract a variety of youth as well as meet the needs of the youth we serve.

We would like to thank the Park District for the significant and continuing support you have provided GYS and SNAP since our inception. The list of contributions the Park District has made to Glencoe Youth Services is long and varied from the provision of Holmes Shelter, the use of other park district properties, fundraising opportunities, and a significant annual financial contribution. We are sincerely grateful for all the support, financial and otherwise, the Park District has provided to GYS and SNAP/YAP over the years.

Thank you for your consideration of this request. Please feel free to contact me if you have any questions or require further information.

Sincerely,

Margaret Ann Paauw, LCSW
Executive Director
Glencoe Youth Services
847-835-3121

Statistics Breakdown

Glencoe Youth Services will operate two separate programs: Glencoe Youth Services' Youth Center and the Special Needs Adult Program, which run independently but both utilize the center for drop-in and other programming.

1. Glencoe Youth Center

Drop-In Hours: Mondays-Fridays 3pm-6pm and Saturdays 2pm-5pm. Drop-in hours will remain the same in addition to special programming.

The Glencoe Youth Center is a drop-in youth center located in the Glencoe Youth Services (GYS) building. GYS is currently open for drop-in hours after school 5 days a week available to 6th-12th grade youth. Saturday programming is only available to high school aged youth and will vary by programming, generally involving a community outing or social services project. In addition to regular hours, GYS will continue to host a variety to programs, from going out to the movies to hosting video game tournaments. Over the course of the next year, we plan on growing our organization to provide more variety of programming such as hosting New Trier High School club meetings, increase social service outings, and incorporate more joint programming with other local organizations that help youth.

Hometown	# of Youth
Glencoe	191 (70%)
Winnetka	18 (7%)
Wilmette	26 (9%)
Kenilworth	2 (1%)
Northfield	3 (1%)
Other	33 (12%)
TOTAL	273

Grade	Male	Female	Total
5 th /6 th	26	30	56
7 th	56	8	64
8 th	25	4	31
Freshman	10	11	21
Sophomore	11	8	19
Junior	24	6	30
Senior	23	16	39
Grad	11	2	13
TOTAL	198	64	273

2. The Special Needs Adult Program (SNAP)

Hours: Tuesdays 6pm-9pm

Glencoe Youth Services hosts the SNAP program every Tuesday night. SNAP provides recreation, support, and advocacy for adults with a wide range of disabilities. Participants meet people, develop friendships, engage in activities, attend educational presentations, go on outings, and enjoy any of the entertainment options that GYS offer, including computers, video games, board games, and TV. SNAP recently expanded its programming to provide free dinner every week based on donation. SNAP is requesting more operating funds for this year with plans on expanding to a second night every week targeted at young adults ranging from 17-25 years of age who are transitioning out of New Trier High School's special education program.

Hometown	# of Participants
Willamette	6 (13%)
Glencoe	4 (9%)
Kenilworth	4 (9%)
Winnetka	2 (4%)
Northfield	2 (4%)
Glenview	2 (4%)
Highland Park	3 (6%)
Evanston	13 (28%)
Other/Unknown	11 (23%)
TOTAL	47

	Youngest	Oldest	Average
Age	19	46	36
	Male	Female	Other
Gender	67%	33%	0%
	With Parents/Relatives	Independently	Group home/other
Housing	65%	34%	1%
	Work or Volunteer	Currently in School	Bachelor's Degree
Work/Education	76%	4%	8%

GLENCOE YOUTH SERVICES
FINANCIAL STATEMENTS
JUNE 30, 2017

DBS Accounting Solutions LLC

1544 Shermer Rd.

Northbrook, IL 60062

224-213-7501

dbsaccountingsolutions.com

Glencoe Youth Services
680 Greenwood Avenue
Glencoe, IL 60022

We have compiled the accompanying balance sheet of the Glencoe Youth Services as of June 30, 2017, and the related statements of Support and revenue, functional expenses and changes in fund balances for the year then ended. We have not audited or reviewed the accompanying financial statements and, accordingly, do not express an opinion or provide any assurance about whether the financial statements are in accordance with accounting principles generally accepted in the United States of America.

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America and for designing, implementing, and maintaining internal controls relevant to the preparation and fair presentation of the financial statements.

Our responsibility is to conduct the compilation in accordance with Statements on Standards for Accounting and Review Services issued by the American Institute of Certified Public Accountants. The objective of a compilation is to assist management in presenting financial information in the form of financial statements without undertaking to obtain or provide any assurance that there are no material modifications that should be made to the financial statements.

DBS ACCOUNTING SOLUTIONS LLC

August 31, 2017

GLENCOE YOUTH SERVICES
STATEMENT OF ASSETS AND FUND BALANCES
JUNE 30, 2017

ASSETS	AMOUNT
CASH - GYS	\$ 72,969
CASH - YAP	32,262
ACCOUNTS RECEIVABLE	8,076
TOTAL ASSETS	<u>\$ 113,307</u>
LIABILITIES AND FUND BALANCE	
ACCOUNTS PAYABLE	\$ 9,402
FUND BALANCE	103,905
TOTAL LIABILITIES AND FUND BALANCE	<u>\$ 113,307</u>

GLENCOE YOUTH SERVICES
 STATEMENT OF SUPPORT AND REVENUE,
 FUNCTIONAL EXPENSES AND CHANGES IN FUND BALANCES
 FOR THE YEAR ENDED JUNE 30, 2017

SUPPORT AND REVENUE:	TEEN CENTER	YAP	TOTAL GYS
Support:			
New Trier Township	35,000	10,002	\$ 45,002
Other support organizations	22,340	2,000	24,340
Individual and corporate contributions	18,297	999	19,296
Total Support	75,637	13,001	88,638
Revenue:			
Fundraising events	7,243	1,757	9,000
Total support and revenue	82,880	14,758	\$ 97,638
FUNCTIONAL EXPENSES:			
Salaries	52,850	9,967	62,817
Payroll taxes	4,600	798	5,398
Employee Benefits	5,086	771	5,857
Rent and utilities	4,143	895	5,038
Program costs	1,978	4,415	6,393
Mailing expenses	1,023	-	1,023
Insurance	3,598	900	4,498
Office supplies	823	200	1,023
Accounting	4,684	1,171	5,855
Miscellaneous	2,725	1,238	3,963
Total functional expenses	81,510	20,355	101,865
SURPLUS (DEFICIT)	1,370	(5,597)	(4,227)
FUND BALANCE - Beginning of year			108,132
FUND BALANCE - End of year			\$ 103,905

	TEEN Center Budget	2015-16 Actuals	2016-17 Budget	Year to Date	Budget 2017-18 (proposed)
5000	Income				
5100	Grants				
5110	New Trier Township	38,001	35,000	35,001	35,000
5120	Village of Glencoe	9,000	9,000	10,000	10,000
5130	Glencoe Park District	10,000	10,000	10,000	10,000
5160	Other				
5200	Supporting Orgs.				
5210	St. Elizabeth's	0	200	0	100
5220	Carmel Presbyterian	100	100	100	100
5230	Glencoe Union	0	100	0	100
	Am Shalom				200
5240	North Shore Methodist	625	625	640	650
	North congregation Israel	180	180	0	200
	Family Service of Glencoe	200	200	100	100
5250	Women's Library Club			1,500	1,000
5260	Men's Library Club				
5300	Foundations & Trusts				
5310	Glencoe Educ Foundati				
5320	Rochman Foundation	0			
5330	Goldschmidt FF	0			
5340	Cole Foundation	0			
5350	Highland Pk Bank Found	1,000	1,000		1,000
5360	Takiff Family Foundatn	0	0		
5400	Corporate	0			
	Other	100	100	8,812	1,000
	Wintrust Bank	236	200		200
	Restaurant Nights (Chipotle)		0	123	200
5500	Outreach Campaigns				
	Board Dues	0	2,000	0	1,000
	Phoneathon		1,500	0	0
5510	Past Donor + Fall Mailing	6,401	7,000	6,225	7,500
5520	Targeted Appeal	4,000	5,000	3,135	4,000
5540	Other	0	0		
5600	Vending Income	1,892	2,000	1,103	0
5700	Fundraising Events				
5710	July Fourth	615	700	353	600

5720	Movies on the Green	60	100	81	100
5730	Fall Fundraiser/Harvestfest	837	2,000	1,449	3,000
5740	Board Fundraiser (Tudor)	1,852	2,500	3,589	4,000
5750	Participant Fundraiser	160	250	555	250
5770	Other	100	0		
5800	Other Income	155	150	113	100
	Total Income	75,519	79,905	82,879	80,400
6500	Expenses				
6600	Operations				
6610	Telecom/Utilities	1,612	1,700	586	4,000
6620	Utilities	1,593	1,700	3,557	
6630	Web Expenses	218	150	134	150
6640	Mailing Expenses	1,190	750	1,023	1,000
6700	Business Expenses	110	88	88	88
	Paypal	0	0	110	150
	Office Supplies	282	250	855	500
6710	Registration fees	25	25	25	25
6720	Accounting fees	833	834	600	600
6730	Marketing fees	784	1,000	764	700
6800	Insurance Expense				1,000
6810	Worker's Comp	1,059	1,200	1,287	(these 3 combined above)
6820	General Liability	1,973	2,000	1,726	
6830	D & O Insurance	515	415	585	
6900	Facilities & Equipment	634	450	393	350
7000	Payroll				
7010	Employee payroll	48,982	54,000	52,850	57,500
7020	Payroll Taxes	4,446	6,600	4,600	5,000
7030	Payroll Service	659	560	573	560
7040	Benefits	4,216	4,600	5,086	3,500
7050	Bookkeeper	2,998	3,000	4,084	3,500
7060	Bonuses	500	500	510	500
7070	Hiring Expenses	66	100	0	0
7100	Program Expenses	2,476	3,000	1,978	2,000
	Misc Expenses			94	0

	Total Expenses	75,178	82,922	81,508	81,123
	Profit/Loss	340	-3,017	1,372	-723
			[1]		

SNAP Budget		2015-16 Actuals	Budget 2016-17	year to date	Budget 17-18 (proposed)
5000	Income				
5100	Grants				
5110	New Trier Township	10,000	10,000	10,002	9,000
5120	Village of Glencoe	1,000	1,000	1,000	1,000
5130	Glencoe Park District	1,000	1,000	1,000	1,000
5160	Other				
5200	Supporting Organizations				
5300	Foundations & Trusts				
5400	Corporate Contributions				
5500	Outreach Programs				
5530	Annual Appeal	1,875	2,000	1,000	1,500
5740	Board Fundraiser (theatre)	0	0	1,240	1,500
5750	Participant Fundr. (talent show)	0	250	480	750
5800	Other Income	40	30	37	40
	TOTAL INCOME	13,914	14,280	14,759	14,790
6500	Expenses				
	Telecom/Utilitles	777	800	895	800
	Business Fee			22	50
	Item Purchase for Center			266	0
	Office Supplies			199	120
	Facility Expenses	46	50	98	90
	Insurance	849	850	900	900
	Website	214	0	34	0
	Marketing/Promotions			167	150
	Accounting	150	150	150	150
7000	Payroll				
7100	Employee Payroll	8,270	10,000	9,967	10,000
7200	Payroll Taxes	791	1,200	798	800
7300	Payroll Service	156	140	143	140
7400	Bookkeeper	624	750	1,021	900
	Employee Benefits			771	500
7500	Bonuses	500	500	510	500
7600	Program Expenses	1,322	2,500	4,415	4,000

7700	YAP Works	24	0	0	0
	TOTAL EXPENSES	13,726	16,940	20,357	19,100
	Profit/Loss	188	-2,804	-5,598	-4,310

IV. GJHP Stipend Request

Glencoe Park District

February 6, 2018

Finance Committee of Whole Meeting

Glencoe Park District Funding Request

Glencoe Junior High Project

January 25, 2018

Contact: Audra Donnelly, Executive Director

Address: 620 Greenwood Ave., Glencoe, IL 60022

Email: audra@gjhp.org

Phone: (847)835-7623

AMOUNT REQUESTED: \$10,000

Glencoe Junior High Project provides opportunities for Glencoe middle school students to engage with the community for the purpose of fostering socially aware, civic-minded and community-oriented individuals. Operating for over 45 years, the Glencoe Junior High Project was developed by parents and business leaders in the community to address concerns over local vandalism. The purpose of the organization was to provide worthwhile recreational activities for students. It did this through the formation of an umbrella organization that coordinated four separate, yet jointly governed programs, one of which was GJHP's predecessor, the "Junior High Club." Today, GJHP is made up of 4 parts; 1) The Oasis 2) Social Activities & Events 3) Civic Engagement 4) The Performing Arts Program.

GJHP has adapted over the years to meet the changing needs of students. Several years ago, the organization adopted a direction-changing vision and strategic plan. This strategic plan fine-tuned GJHP's structure to better highlight and support the four programming areas. The plan's main strategic directives are as follows: (1) Expand the Civic Engagement Program to incorporate an education component for the participants as well as new ways in measuring and evaluating success/feedback from students and their parents. (2) Build increased capacity of fundraising by expanding the 'appeal' to include new marketing opportunities to help increase donor commitment. (3) Engage with new partners (other local non-profits and professionals) increasing the level of expertise offered to meet students' social and emotional developmental needs; subsequently creating a wider range of after school programming. (4) Implement annual reviews, completed by a Student Board, of programs, participant experience and assessment to keep pace with continually changing needs of the organization.

How funds were used this past year:

The funds from this past year were used towards employing two full-time Youth Directors. With the growth of the program, it is necessary to employ two full time Youth Directors to ensure the success and safety of the program. Having two full-time directors allowed us to continue to provide more programs, new social activities and events, and offer more civic engagement opportunities.

How funds will be used if approved:

We respectfully continue to request funding to keep the organization up to date on the needs and desires of the students and community as a whole. The programs provided by GJHP impact students at a particularly critical time in their lives. The GJHP has the ability to provide opportunities that, in the absence of the GJHP, would not exist in our community in any similar capacity.

GJHP will continue to implement new programs, add additional service organizations, increase the number of volunteer hours, and increase the number of collaborations with local partners in our community. We take pride in the number of collaborative programs we run with local organizations, as we know a community working together can accomplish far more than a single organization. One of our newest collaborations with Family Service of Glencoe, *A Legacy Project: Connecting Generations Through Story*, is designed to connect middle school students with community elders through the sharing of stories via interviews. This collaboration with Family Service of Glencoe echoes the oral traditions of the past with a little flare of modern technology. Our first Legacy Project was a success and we are excited to start our second Legacy Project in February. We have also had the opportunity to partner with the Glencoe Park District for Teen Skate Night. Last year, this event was highly attended and enjoyed by all. At the December 2017 Teen Skate Night, we had over 100 central school students! The success of the event prompted us to offer another Teen Skate Night in February 2018. Another new collaboration this year was the first ever Mud Run. GJHP helped market the Mud Run throughout Central School to get students excited. Additionally, GJHP supplied the majority of the volunteers for the event; our board members were stationed at each obstacle. Overall, the Mud Run was enjoyed by all and we are excited to build our partnership for the Mud Run next year.

As in previous years, if approved, the funding will be used to sustain the salaries of our two full-time Youth Directors. With the growth of the program, we feel it is necessary to employ two full time Youth Directors to ensure the success and safety of the program.

Glencoe Junior High Project Daily Log

Monday

9:00am-10:30am Administrative responsibilities
10:30am-2:00pm Oasis – student drop in center
2:00pm-3:30pm Weekly meeting with GJHP Co-Presidents
4:00pm-5:00pm Book Buddies

Tuesday

10:00am-10:30am Administrative responsibilities
10:30am-2:00pm Oasis – student drop in center
2:00pm-3:30pm Administrative responsibilities
3:30pm-7:00pm Civic Engagement

Wednesday

9:00am-10:30am Administrative responsibilities
10:30am-2:00pm Oasis – student drop in center
2:00pm-3:30pm Administrative responsibilities or meetings with outside organizations
4:00pm-5:00pm Book Buddies

Thursday

10:00am-10:30am Administrative responsibilities
10:30am-2:00pm Oasis – student drop in center
2:00pm-3:30pm Administrative responsibilities
3:30pm-7:00pm Civic Engagement

Friday

10:00am-10:30am Administrative responsibilities/monthly full board meetings
10:30am-2:00pm Oasis – student drop in center
2:00pm-3:30pm Administrative responsibilities or meetings with outside organizations
3:30pm-8:00pm Civic Engagement or Social Activities

**Please note civic engagement outings change from week to week so start and end times vary depending on the location and organization.

Administrative responsibilities include:

- Answering all GJHP related emails/phone calls
- Creating monthly newsletters
- Creating and sending daily e-blasts about programming and events
- Updating GJHP social media accounts
- Creating marketing materials for all GJHP programming and events
- Meetings with outside organizations
- Daily organization and facilitation of GJHP
- Writing grants and other funding request forms
- Planning and preparing weekly activities and programs
- Arranging and scheduling Civic Engagement outings
- Meetings with school administration, including school social workers

Glencoe Junior High Project Programs

- Back to School BBQ
- Mud Run with Glencoe Park District
- Halloween Hoopla
- Open Oasis after school
- Ping Pong Tournaments
- Cookie Decorating Day
- Girls nights – self-defense and yoga classes
- Teen Skate Night at Watts
- The GJHP Annual Play
- 8th Grade Project
- Variety Show
- 6th Grade Dance
- 8th Grade Conversations/Transition to New Trier
- Beach Bash

Glencoe Junior High Project Civic Engagement Organizations

- A Just Harvest Soup Kitchen
- Bernie's Book Bank
- Book Buddies at the Glencoe Public Library
- CJE Senior Life
- Cradles to Crayons
- Glencoe Community Garden
- New Trier Township Food Pantry
- Project Linus
- Uptown Café
- A Legacy Project: Connecting Generations Through Story
- SNAP: Special Needs Adult Pals

**Glencoe Junior High Project
2017-2018 Budget**

Income

Donations

General Donations	16,000	
Park District Stipend	10,000	
Total General Donations		26,000

Grants

Village of Glencoe Grant	10,000	
New Trier Township Grant	20,000	
Total Grant Income		30,000

Play Income

Play Participation Fees	25,900	
Playbook	28,500	
Ticket Sales	21,000	
Concession Sales	5,000	
Gifts & Souvenir Sales	4,775	
Total Play Income		85,175

Theatre Workshops

Total Theatre Workshop Income		10,000
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Civic Engagement Income

Total Civic Engagement Income		3,960
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Social Activities Income

Total Social Activities Income		11,200
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Other Income

Total Other Income		300
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Total Income		166,635
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Gross Profit		166,635
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**Glencoe Junior High Project
2017-2018 Budget**

Expenses

Administrative Expenses

Total Administrative Expenses 24,550

Employee Expenses

Total Employee Expenses 66,500

Play Expenses

Professional Staff Fees 28,200

Production Fees 20,600

Concession Expense 2,500

Merchandise Sales Expense 2,625

Total Play Expenses 53,925

Theatre Workshop Expense

Total Theatre Workshop Expense 10,000

Civic Engagement Expense

Civic Engagement Expense 2,130

Social Service Expense

Total Social Service Expense 8,800

Teacher's Luncheon

Total Teacher's Luncheon Expense 1,250

Miscellaneous Expense

Total Miscellaneous Expense 750

Total Expenses 167,905

Net Operating Income (1,270)

Net Income (1,270)

V. Discussion of Parks Department Staffing Analysis

Glencoe Park District
February 6, 2018
Finance Committee of Whole Meeting



February 1, 2018

To: Board of Commissioner
From: Lisa Sheppard, Executive Director, Chris Leiner, Director of Parks & Maintenance, and Carol Mensinger, Director of Finance & Human Resources

SUBJECT: Parks Department Staffing Analysis and Recommendations

Departmental Overview

The Parks Department consists of six full-time staff (three laborers, one parks trade specialist, one horticulturist, one supervisor and two part-time seasonal laborers. Staff manages the operational maintenance of 100 acres, including but not limited to 12 playgrounds, 1,000 linear feet of lakefront beach, 4 baseball fields, 4 athletic fields, 1 softball field, 14 tennis courts, and 3 basketball courts. Staff plays a major role in seasonal facility transitions/operation, Recreation Department support, affiliate support, and capital project execution. This analysis does not take into account Village property that we contractually managed through the Village/Park District Shared Services Agreement.

Mowing/Horticulture

The District currently uses contractual labor to assist with a mowing and horticultural landscaping contract.

The work is divided below:

- Flecks, our independent contractor, mows 20 of the Park District's 100 acres. Based on the legally bid contract, the District pays \$1,650 per acre per season for mowing, for a total of \$33,000 per year.
- District staff mows high profile park sites, athletic fields, and the Vernon greenway.
- The Park District hires Flecks, our outside contractor, (two laborers) for 40 hours per week for 28 weeks at a budgeted cost of \$88,600. These laborers are directed by District staff and perform general landscape maintenance, such as planting flowers, trimming bushes, and spreading wood chips. The quality of contractual laborer works has significantly declined while the price has risen sharply.
- Tree Maintenance: We legally bid out some tree trimming and removal within the District.

Conclusion

The department performs strongly but is spread too thin to support the increasing expectations of service. A new emphasis on operational quality has been noted in the community, and the results are identifiable in nearly every parcel. While the current capital improvement program is rectifying the infrastructure condition, we have to carefully plan to ensure new amenities do not fall into disrepair. Additionally, the landscape contractors currently in use are not meeting the minimum standards. We are in the position that new services cannot be added without considering the impact to total quality.

It is staff's professional opinion that maintaining the current level of service and support without additional resources is not sustainable for the long-term. We have no room for new growth, and have to consider a critical look at the current level of service without additional park staff support.

Recommendation

Moving forward we recommend:

- Refocus staff on high impact tasks that cannot be contracted out effectively.
- Expand low impact contracted tasks (open field mowing)
- Continue to develop staff

Contractor Management

Our recommendation moving forward is to:

- Eliminate the horticulture labor contract. The laborers are ineffective and expensive at \$35.00 hour.
- Expand contractual open field mowing from 20 acres to 45 acres. This will refocus staff on high impact tasks and recreation/facility support. We are recommending the District continue to mow the following sites: Lakefront, Berlin, Watts athletic fields, Takiff/Reinsdorf, Wyman Green, Shelton Park and the Water Plant. This equates to approximately 45% of managed properties.

District Staffing

- Add one full-time laborer with a salary of \$31,700 plus up to \$44,000 in benefits cost, for a total of \$75,000. (\$15.00hr x 2080 Hours).
This would represent the first full-time addition to the parks department in over 10 years.

Landscaping Contractors FY17/18 Description	Approved Costs FY17/18 (Actuals Differ Based on Weather) Drought Summer 2017	Additional Detail
Current Horticulture Contract	\$88,600.00	
Contractual District Mowing 20 Acres	\$32,592.00	\$1650 per Acre mowed
Total Budgeted Contractor FY17/18	\$121,192.00	

Proposed Landscaping Contractors FY18/19	Proposed Costs FY18/19*	Additional Detail
Contractual District Mowing: 20 Acres	\$33,569.76	Est. 3% Cost Increase to \$1700 Acre
Proposed Additional Contractual Mowing: 25 Acres	\$43,775.00	Est. 3% Cost Increase to \$1700 Acre
Total Budgeted Contractual FY18/19	\$77,344.76	
FY17/18 Cost vs. FY18/19 Cost Savings	<-\$43,847.24>	(17/18: \$121,192 – 18/19: \$77,344.76)
Additional FT Laborer	\$75,000.00	Salary + Benefits
Total Additional Cost to GPD FY18/19	+\$32,153.00	

*We will not have the final costs until the 2018 mowing bids are opened in early February

VI. Operational Budget Review

VII. Proposed Capital Projects

**VIII. Discussion of Proposed
Special Events – FY2018/19**

**IX. Discussion on Proposed
Conferences/Training – FY2018/19**

**X. Discussion of Proposed Annual Salary
Merit Pool – FY2018/19**

**The FY2018/19 Budget First Draft was delivered to
Commissioners on Friday, January 19, 2018.**

Glencoe Park District

February 6, 2018

Finance Committee of Whole Meeting